

Town of Drumheller COUNCIL MEETING AGENDA

July 25, 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

- 3-12 3.1 Public Hearing to consider Bylaw 13.16 for the purpose of closing a portion of the airspace above a public street only to the extend necessary to allow for the construction of second storey private decks attached to an adjacent hotel including support columns for same.

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 13-18 5.1.1 Regular Council Meeting Minutes of June 27, 2016

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 19-25 5.2.1 Municipal Planning Commission Meeting Minutes of June 23, 2016

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Acting Staff Sgt. Kevin Charles - RCMP Detachment Operations

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

26-34 8.1.1 Bylaw 10.16 being a bylaw to amend the Land Use Bylaw 10.08 - first reading

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 Dino Arts (Footprints) Update

8.5. DIRECTOR OF PROTECTIVE SERVICES

35 8.5.1 RFD - Appointment of Weed Inspectors

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

36-38 9.1 CAO Quarterly Report to June, 2016

39-43 9.2 Director of Infrastructure Services Quarterly Report to June, 2016

44-65 9.3 Director of Corporate Services Quarterly Report to June, 2016

66-79 9.4 Director of Community Services Quarterly Report to June, 2016

80-98 9.5 Director of Protective Services' Quarterly Report to June 30, 2016

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Vendor Carts Contract Concerns

14.0 IN-CAMERA MATTERS

THE TOWN OF DRUMHELLER

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.

.....2

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 13th day of June A.D. 2016.

MAYOR: HIS WORSHIP: TERRY YEMEN

Seal

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

**APPROVED BY:
ALBERTA TRANSPORTATION**

Seal

APPROVED BY ALBERTA TRANSPORTATION

Date:

Approval valid for _____ months

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

Seal

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

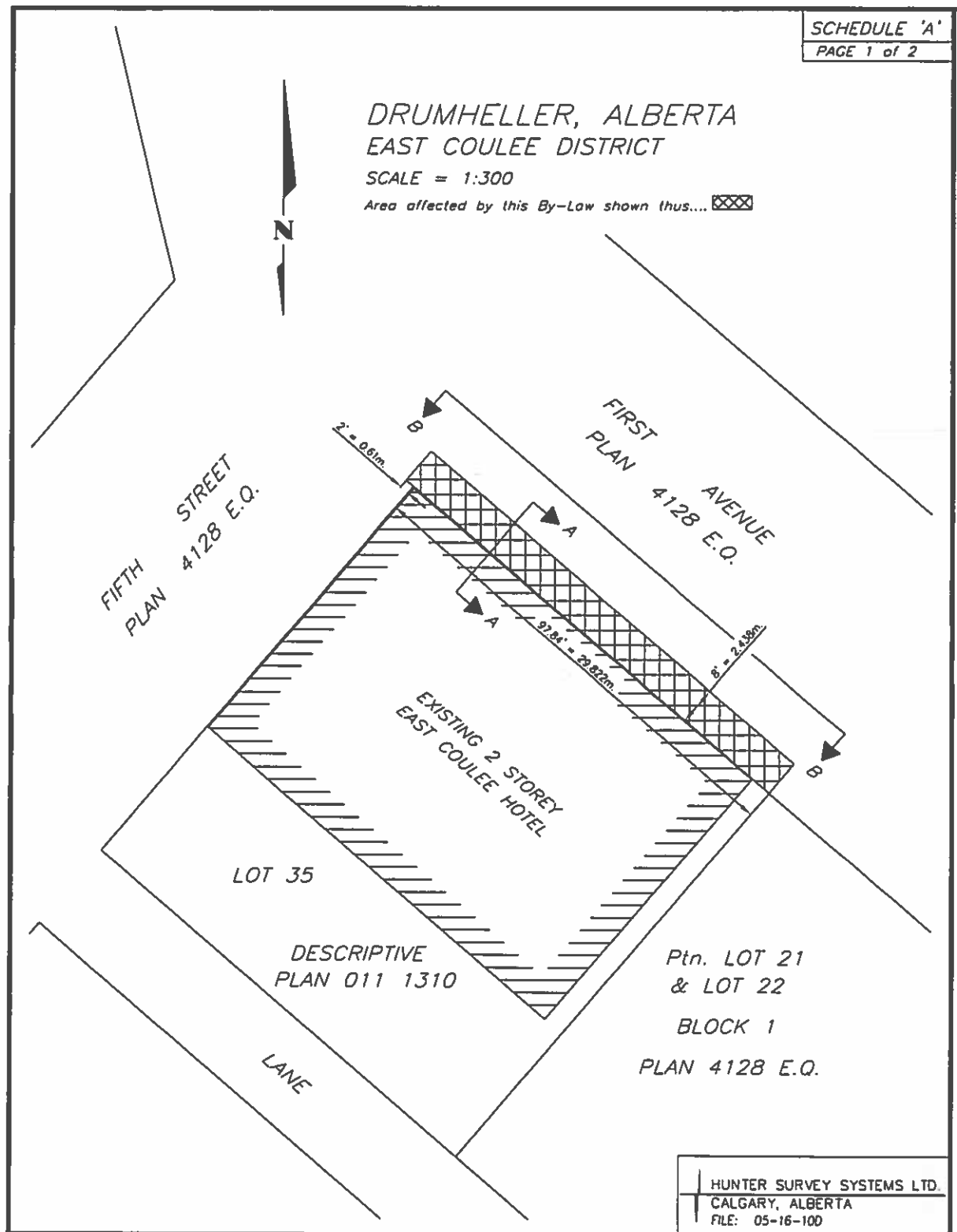
READ AND PASSED THE THIRD TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this _____ day of _____, A.D. 2016.

MAYOR: HIS WORSHIP: TERRY YEMEN

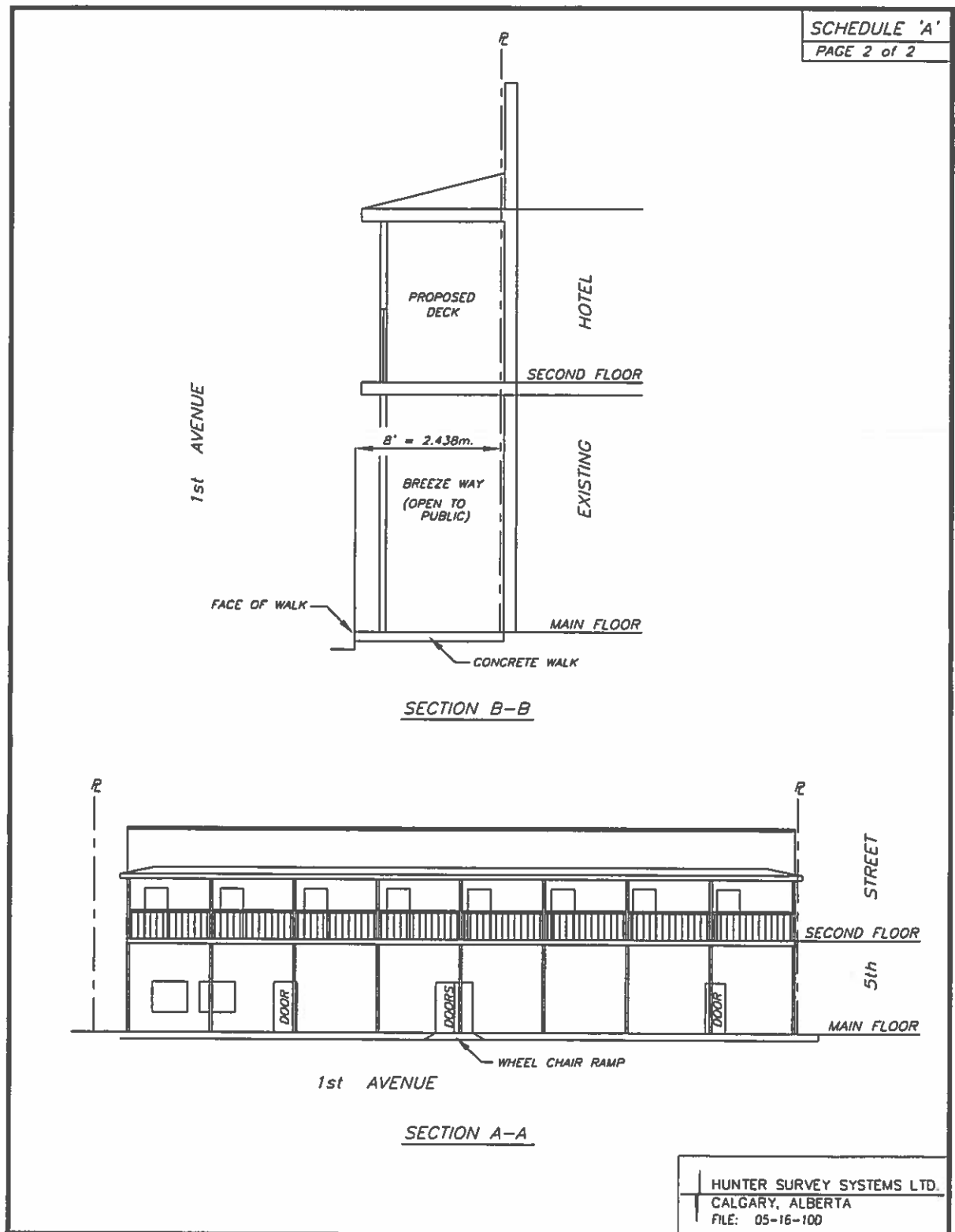
Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER
Page 4 of 98

Agenda Item # 3.1



Agenda Item # 3.1





PALM ENGINEERING LTD

**BOX 1209 170 CENTER STREET, DRUMHELLER, ALBERTA T0J 0Y0
PH. / FAX. 403-823-7044**

May 2, 2016

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

ATTENTION: RAY ROMANETZ, P.ENG, CAO

RE: EAST COULEE HOTEL

In support of our second phase of construction, we wish to apply for a street closure on the front (north) face of the hotel 8' wide. We understand that public consultation and advertising will be required so would like to begin the process. It should be noted that we are not asking for the property to be entirely closed to public access, as the ground level would be open as a public walkway.

The present situation is a 6' wide sidewalk which we would expand to 8' wide to prevent vehicles from bumping into the support posts located at 6' – 6.5' from the building.

The closure would permit construction of a veranda and roof on the second floor approximately 12' above grade. Previously a tapered canopy has occupied this space.

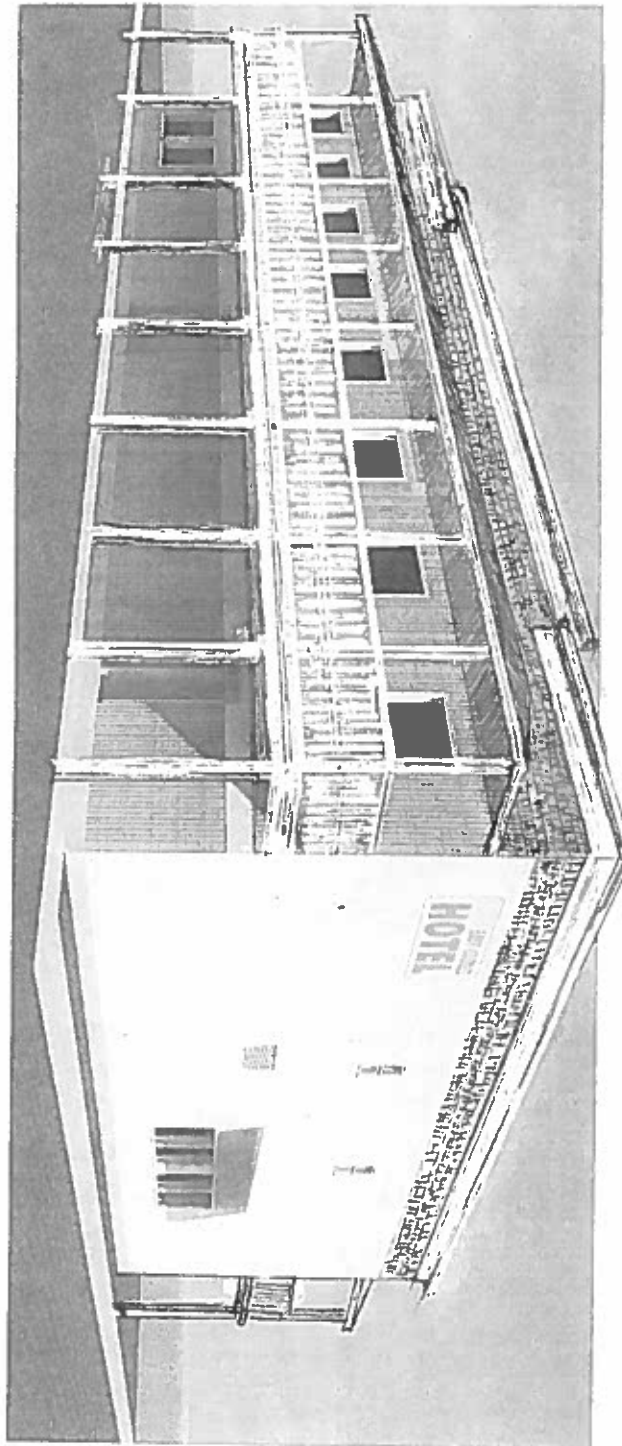
The purpose of the proposal is primarily for aesthetics to provide a heritage building look, much as the picture of another building taken in the early 1900's.

PALM ENGINEERING LTD., per
A.E. Palm, P. Eng

Len Gerrard

Encl.

Cc Julie Steeper, Development Officer



*Drawn on the site
check for correct details*

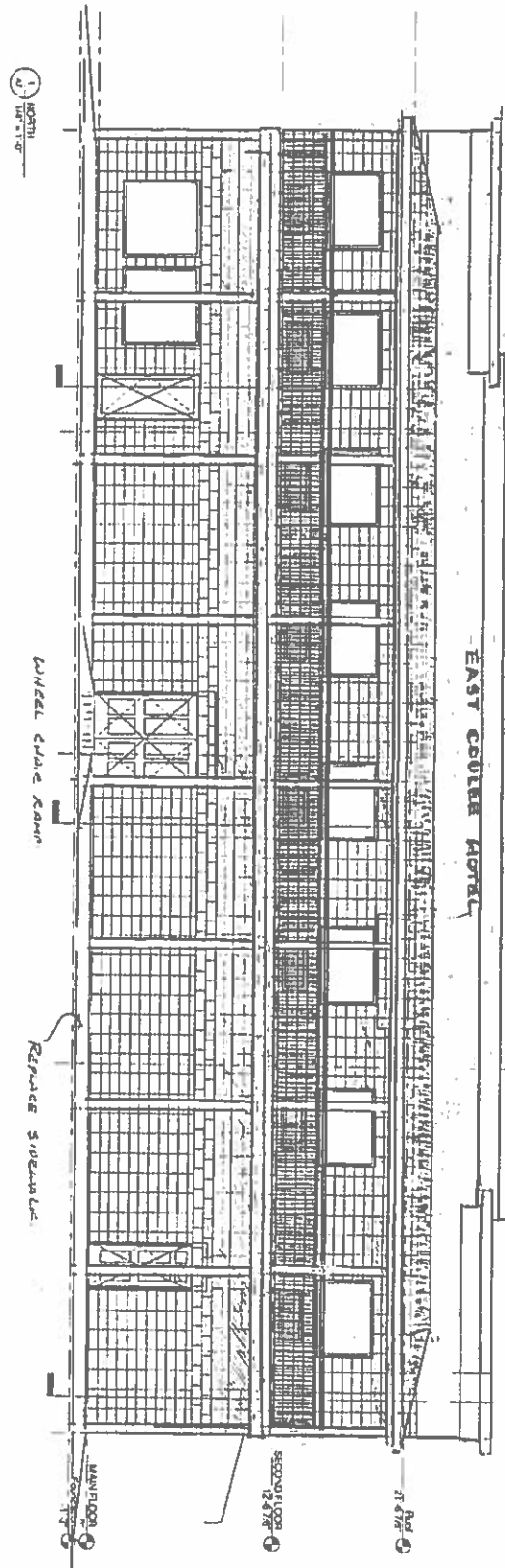
PALM ENGINEERING LTD
170 CENTER STREET ANNANDALE ALBERTA T0A0B0 M4 4S0 T0A0

PERMIT TO PRACTICE
PALM ENGINEERING LTD.
Signature: *[Signature]*
Date: *14th Dec 2016*
PERMIT NUMBER: P 4420
The Association of Professional Engineers,
Geologists and Geophysicists of Alberta



SCALE:	NTS
DATE:	14th Dec 16
DRAWN BY:	
DWG. NO.	1 of 8

*EAST COULICE HOTEL
PANDORO FRONT PERSPECTIVE VIEW*



PALM ENGINEERING LTD
170 CENTIN STREET EDMONTON ALBERTA T6A0P9 PH. 423-7844

PERMIT TO PRACTICE
PALM ENGINEERING LTD.
Signature: *[Signature]*
Date: *May 28, 16*
PERMIT NUMBER: P 4420
The Association of Professional Engineers,
Geologists and Geophysicists of Alberta



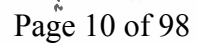
SCALE: $\frac{1}{8"} = 1'$
DATE: *May 28, 16*
DRAWN BY:
DWG. No. *2 of 8*

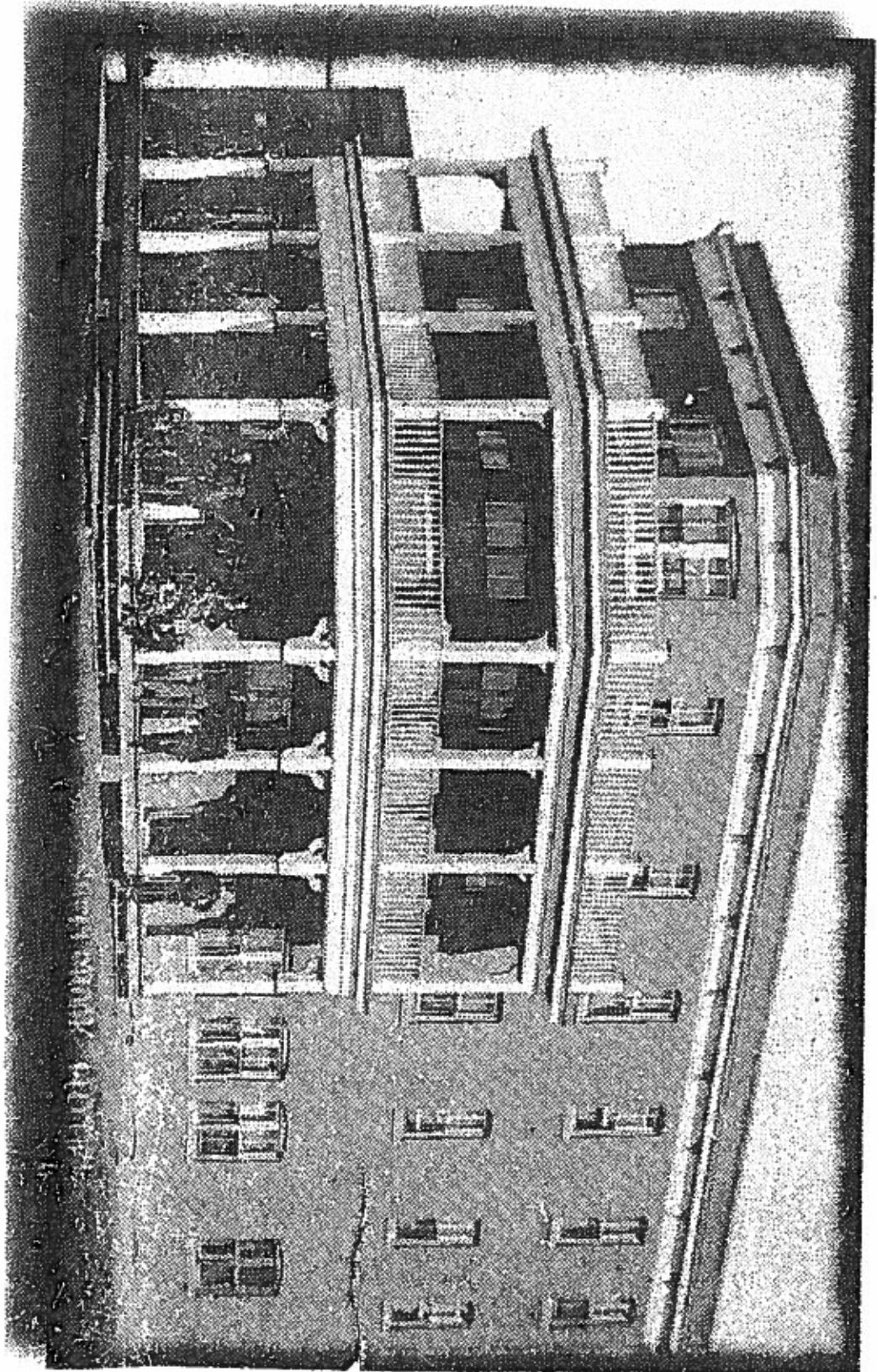
EAST COULEE MOTEL
7000 163RD STREET EDmonton
FAMILY RECREATION (SOUTH AS REAR)

CONFORMS TO ABC PART 4
543 m² NOW SPANNING

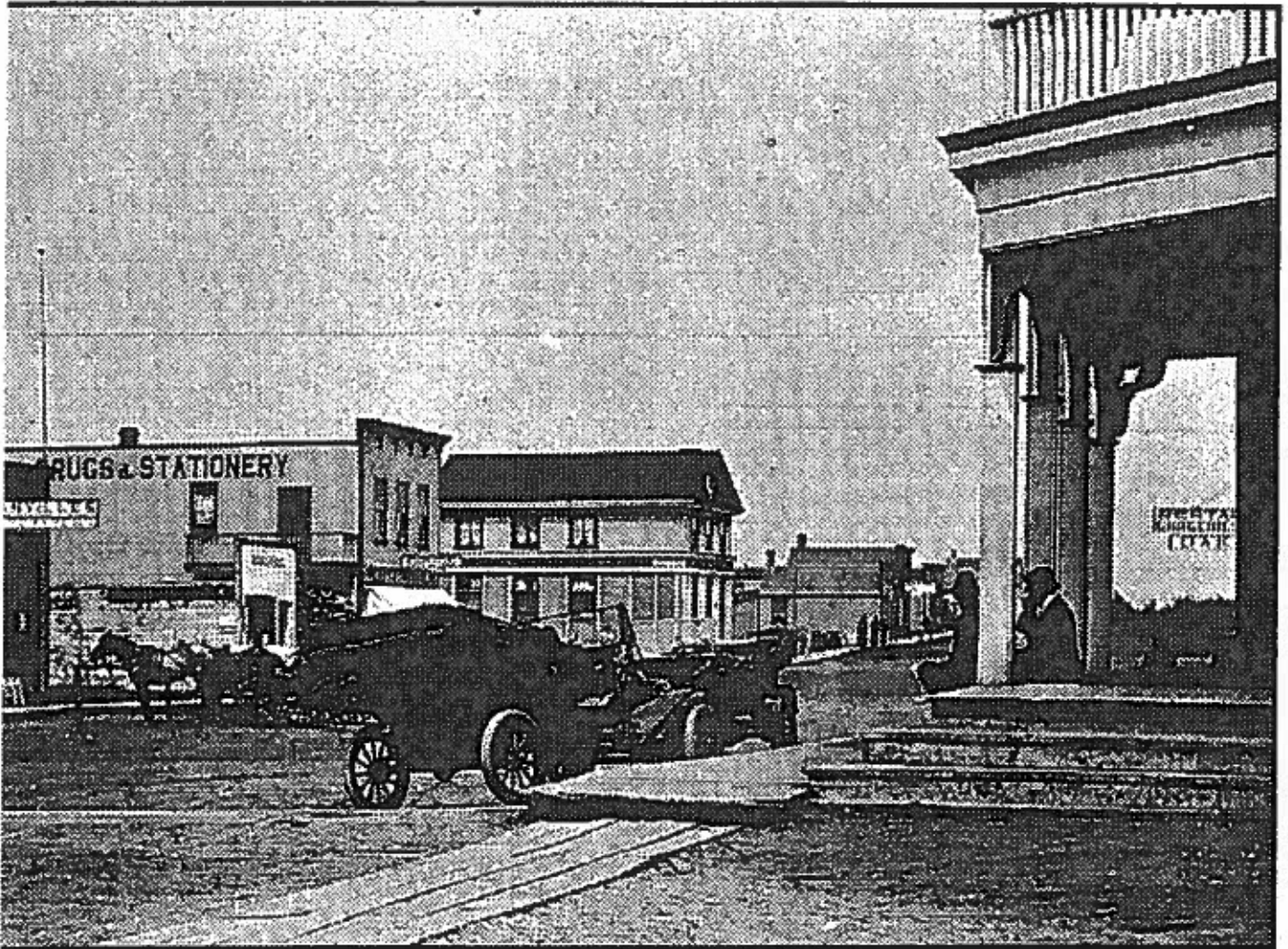
DETAILED ON TOP OF
CHAS. ST. CHAS. DRIVE

FAST COVER HOTEL
2 STRAY BRACE WAY
DECK + ROOF. w/ PRAMPST EXTENSION.
FEARLESS RAIN





Agenda Item # 3.1



**Town of Drumheller
COUNCIL MEETING
MINUTES**

June 27, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT:

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

1.0 CALL TO ORDER

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

Mayor Yemen congratulated the Gran Fondo Badlands participants, on their third annual event, held in Drumheller on June 25th, with 845 cyclists in the valley. He congratulated Paul Salvatore who came in at 63rd place.

2.0 MAYOR'S OPENING REMARK

2.1 Letter from Hon. Danielle Larivee - Minister of Municipal Affairs

Mayor Terry Yemen presented a letter from Hon. Danielle Larivee – Minister of Municipal Affairs announcing that the Town of Drumheller will receive the Federal Gas Tax Fund (GFT) in the amount of \$432,868.

2.2 Letter from Hon. Brian Mason – Minister of Infrastructure and Transportation

Mayor Terry Yemen presented a letter from Hon. Brian Mason – Minister of Infrastructure and Transportation announcing that funding for turnout at the bottom of the south hill is anticipated for their 2017 budget. In addition, the Province acknowledges that there is a need to reconstruct the portion of Highway 9 between 2nd Street and 5th Street and also anticipate funding to be allocated for this project in 2017. In his letter, Hon. Mason states that he has *"a greater understating of the sewage issue related to the Royal Tyrrell Museum and Alberta Infrastructure will support a consultant investigation for a lift station at the museum to determine if the lift station will mitigate the odour issues in the Newcastle neighbourhood in Drumheller"*. Hon. Mason explained that he has shared the information provided to him on flood mitigation at the meeting held on March 8th when he met with Mayor Yemen, Councillor Jay Garbutt and CAO Ray Romanetz to Hon Shannon Phillips, Minister of Alberta Environment. Mayor Yemen stated he along with Councillor Jay Garbutt and CAO Ray Romanetz will be meeting with Environment's Administration next week in Red Deer.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2016.103 Garbutt, McMillan moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of June 13, 2016

MO2016.104 Hanson-Zacharuk, Shoff moved to adopt the regular Council Meeting Minutes of June 13, 2016 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of May 5, 2016
Municipal Planning Commission Meeting Minutes of June 2, 2016

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Drumheller Chamber of Commerce - Heather Bitz - Executive Director and Shelly Rymal – President, Brock Harrington – Vice President, Sylvia Adams – Board Member and Marley Henneigh – Staff Member
Semi-Annual Update

H. Bitz provided an overview of the 2016 priorities as follows:

- that DDCC be recognized as a premier advocate for its members in the business community;
- improve communication with the business community; and
- develop an engaging active community calendar to encourage greater participation from the business community.

Membership

- total 231 members in good standing;
- 16 outstanding memberships would bring the total to 247; and
- since January, 2016 - 10 new members joined.

H. Bitz stated that the key factor for a healthy Chamber is building memberships and actively communicating with the members through a variety of means. She stated that the benefits of being a Chamber member include value added programs offered through an affiliation with the Canadian Chamber of Commerce such as insurance plans. She further advised that advocacy remains a key priority. This work is carried out by their Business Advocacy Committee chaired by Darcy Thompson. The Committee lobbies the government on policies affecting businesses, such as the proposed wage increase with a request that the Province delay the implementation until the economy in Alberta stabilizes. As well, the members have been lobbying against the proposed increased contributions to the CPP plan, urging the government to make enhancements to the program without increases to the employers. She further stated that the Chamber met with MLA Rick Strankman to provide an overview of the Chamber programs and to learn how he plans to work with new Alberta Government.

H. Bitz provided highlights of their events held over the past year. She noted that the Canada Day Parade will have a new route that proposes to alleviate traffic congestion at the BCF and Arena area as well as eliminating the gaps during the parade. She stated that she would appreciate feedback on the new parade route. She reminded Council of the Chamber's Golf Tournament to be held on August 21st with the funds raised going towards their Business Leader of Tomorrow scholarship program.

H. Bitz stated that the World's Largest Dinosaur had 27,847 visitors within the first five months of the year (January to May) which is an increase of 16.5% from last year numbers. She further stated that there are monthly contributions to the Legacy Fund from 15% of the World's Largest Dinosaur's gross shop sales; this year disbursements of \$3,000 each were given to the Royal Canadian Legion for new flooring and the Munson Community Association for their new hall. She further noted that the next round of Legacy Fund applications is due September 1st for a maximum request of \$3,000.00. She stated that the Visitor Information Centre has been accredited since

2009 meets the criteria as set by Alberta Culture and Tourism who administer the program. She stated that regardless of the Chamber membership, there is a duty to promote all businesses fairly in the VIC and to carry a variety of tourism literature from Drumheller, our Province and outside the Province. She explained that the mobile VIC program has been scaled back compared to last year's program with a station set up on Thursdays 9:00 AM to 9:00 PM at the RTM in July and August. She thanked the Town for their annual support for the VIC program.

Questions and Comments from Council:

Mayor T. Yemen asked the total dollars from the World's Largest Dinosaur Legacy Fund that goes back into the community? H. Bitz stated that to date \$585,000 has been given back to the community from the Legacy Fund.

Councillor S. Shoff asked how Travel Drumheller helps the Chamber? S. Rymal stated that although Travel Drumheller does not provide financial support, the Chamber is part of their board and they have a working relationship towards the same goal.

Councillor T. Zariski asked how the Town's economic development office works with the Chamber? H. Bitz stated that in the past, the Economic Development Officer and Chamber talk about tourism / economic initiatives that may come forward such as the business start up guide that has been posted on the Town's website and comments from businesses about the challenges they experience. Councillor J. Garbutt stated that the working partnership needs to focus on initiatives to stimulate the economy and eliminate red tape and the perception of the difficulty of doing business in our community. As well, Councillor J. Garbutt stated that there are many store fronts currently empty and he would like to see some sort of strategy to deal with unoccupied buildings in the downtown core. He congratulated the Chamber for their many years of overseeing the July 1st parade and stated that it would be difficult to find another organization to take this responsibility over.

Mayor and Council thanked H. Bitz and S. Rymal for their presentation.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 RFD - Wheatland County Regional Infrastructure Services Program Funding

R. Romanetz advised that Wheatland County has approved a redistribution of 0.25 mill of their Non Residential Property tax to their neighbouring municipalities (Hanna, Rockyford, Standard, Strathmore, Gleichen and Carseland) that provide infrastructure related services to their residents based on a calculation of Wheatland's total population divided by the service area population. For Drumheller, this equates to 2.4% of their residents using our facilities (coming from Dalum north). The amount Drumheller will receive is \$17,974.86 of a total \$750,000 grant disbursement based on the identified formula. It is an annual payment for five (5) years.

R. Romanetz advised that he along with the Mayor met with Starland County's Administrator and Mayor on possible collaboration initiatives for future cost sharing. He explained that a similar meeting is proposed with Kneehill County who has expressed an interest in a discussion on regional collaboration initiatives.

MO2016.105 Hansen, Shoff moved that Council approve Wheatland County's Regional Infrastructure Services Program Funding Agreement with the Town of Drumheller as presented.

Discussion on Motion

In response to Council's questions on the formula, R. Romanetz explained that the Town had no input into the formula that is based on a percentage of Wheatland County's population using our facilities. He further advised that once a meeting date has been arranged, there will be an opportunity for the Town to ask Wheatland County to provide their rationale on the formula and the cost sharing. In the Town's opinion, the population number should be more than has been identified. He further explained that in the recent past, the Counties have provided some funding towards the capital costs for the BCF. Further to this, 20 years ago Kneehill County used to give the Town recreational dollars based on a similar population formula however the province cancelled this grant, and the dollars were no longer received. These dollars were submitted to Drumheller and in turn, Drumheller was able to use the dollars for operating and maintenance expenses at our discretion. R. Romanetz advised that although regional collaboration is a major initiative being proposed by the Province, there was nothing that stated that the Province would look at redistributing linear assessment between municipalities.

Councillor J. Garbutt asked where in the agreement does it state how Drumheller may use these dollars. R. Romanetz referred to the agreement and read that "*the parties provide infrastructure required services utilized by Wheatland County taxpayers*" and further down it reads that if funds are redirected that there be acknowledgement of that action. He further explained that the dollars would be used for operations to offset costs for services utilized by their residents. Councillor T. McMillan clarified that the agreement includes the definition of infrastructure as "*basic physical and organizational structures and facilities (i.e. buildings, roads and electrical systems)*". Councillor J. Garbutt stated that he needs more information on where the Town is required to spend the dollars and that he would need clarification on their rationale for the formula.

Vote on Motion:

In favour – Yemen, Shoff, McMillan, Zariski, Kolafa, Hansen-Zacharuk
Opposed - Garbutt
Carried.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS MO2016.106 Shoff, McMillan moved to go in camera at 5:25 PM. Carried unanimously.

14.1 Land Matter

MO2016.107 Garbutt, Kolafa 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.

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday June 23, 2016**

Present: Paul Salvatore, Director of Community Services
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Sharon Clark, Vice Chairperson - chair
Stacey Gallagher, Member
Scott Kuntz, Member

Absent: Cynthia Cvik - Palliser Regional Municipal Services Representative - regrets
Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member - regrets
Clayton Gillis, Member - regrets

1.0 CALL TO ORDER – 12:05 pm

S. Clark presented the Agenda for June 23, 2016 meeting.

1.1 Agenda – Additions or Deletions

Addition of 5.2 Community Standards regarding minimum maintenance bylaw

1.2 Acceptance of Agenda

Motion: S. Gallagher moved to accept the agenda of June 23, 2016 with addition.

Second: – S. Kuntz. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 May 5, 2016

2.2 June 2, 2016

3.0 DEVELOPMENT PERMITS

3.1 T00025-15D – Christ the Redeemer Catholic Schools – Sports field

J. Steeper presented Development permit T00025-15D submitted by David Lunn for Christ the Redeemer Catholic Schools regarding a change to the scope of work located at 1000 North Dinosaur Trail, Drumheller on NE-10-29-20-W4, Block 6; Lot 1. Zoning is CS Community Service. Active and passive recreational uses, where consistent with the general purpose of this district is a discretionary use.

Julie Steeper advises, this permit was last seen on April 7, 2016; the development permit was approved for a Sports field and running track. Since this time an engineer was consulted to look at the hill behind the sports field and running track at which time the consultant wanted 2 years to study the hill before giving a report. In light of the



consultant's request the School would like to revise the scope of work to phases with the first phase being just the sports field at this time.

On page 2 of the package is an email from David Lunn of the Christ the Redeemer Catholic Schools noting the following;

"all future underground storm services will be graded to the east and tie with our existing storm lines, we will install a chain link fence along the west property line to the toe of the hill and we will collect the surface water on the west portion of the sports field and divert it along a swale along the west boundary and then into the roadside ditch."

This is in response to a request from the Town of Drumheller to confirm these changes will be done without having to change all the submitted plans.

One member recused which left only 2 voting members therefore quorum was not met. An online meeting will be sent out on June 23, 2016 to expediate the development permit change to the scope of work to phases.

3.2 T00175-16D – Kevin Morse – Decks

J. Steeper presented Development Permit T00175-16D submitted by Kevin Morse located at 601 2 Avenue, Nacmine on Plan 2089BN; Block 12; Lot 36. Zoning is "R-1" Residential District.

J. Steeper advised this application is for replacement and enlargement of the front deck and to modify and replace the rear deck.

J. Steeper read from the Town of Drumheller Land Use Bylaw 10-08;

56. Projection Over Yards

"(a) Front Yards

- (i) *Eaves, cantilevers, balconies, bay windows, shade projections, chimneys, unenclosed decks, may project a maximum of 0.6 m (2 ft.) over or onto a required front yard unless otherwise approved by the Municipal Planning Commission.;*
- (ii) *Unenclosed steps may project a maximum of 1.8 m (6 ft.) over or onto a required front yard.*

(b) Side Yards

- (i) *Eaves, shade projections, chimneys, and cantilevers may project a distance not exceeding one half of the minimum side yard requirement for the lot;*
- (ii) *Unenclosed steps and landings shall be at grade to a side entrance and may project onto the entire required side yard. Unenclosed steps and landings above grade shall be at the discretion of the Municipal Planning Commission;*
- (iii) *Residential building with a side entrance requiring a side yard relaxation and/or having projections as described above shall maintain one side yard with no relaxation or projection except for eaves;*
- (iv) *Balconies may project into a sideyard but must maintain a minimum 4 ft. separation from property lines.*

(c) Rear Yards

- (i) *Eaves, cantilevers, balconies, bay windows, , enclosed decks, shade projections, chimneys may project a maximum of 1.5 m (4.9 ft.) over or onto a required rear yard.*
- (ii) *Unenclosed decks and steps may project a maximum of 50% of the required rear yard where the height is less than 0.61 m (2 ft.) above grade. Decks greater than 0.61 m (2 ft.) above grade shall meet the requirements of (i) above or may be relaxed at the discretion of the MPC."*



Municipal Planning Commission members discussed the application.

Motion: S. Kuntz moved to Development Permit T00175-16D submitted by Kevin Morse located at 601 2 Avenue, Nacmine on Plan 2089BN; Block 12; Lot 36, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Construction to be in accordance with the Alberta Building Code.
4. All necessary permits (building, electrical, gas, or plumbing) to be in place prior to construction/installations.
5. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
6. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
8. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: S. Kuntz. – Carried

3.3 T00181-16D – Devan Daniels – Museum

J. Steeper presented Development Permit T00181-16D submitted by Devan Daniels for a museum located at 802 Hwy 9 South, Drumheller on Plan 7667EO; Block OT. Zoning is "HWY-C" Highway Commercial District.

J. Steeper advised this application is to open a museum with a souvenir gift shop. This museum would be moving from its existing location in Vulcan. The Trekcetera Museum is a Star Trek museum featuring authentic costumes, props and set pieces. Parking has been noted and permission from the property owner to the North of the building has agreed to to allow the use of the lot as overflow parking and for RV and Bus parking as needed. Parking for the museum meets the requirements

Municipal Planning Commission members discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00181-16D submitted by Devan Daniels for a museum located at 802 Hwy 9 South, Drumheller on Plan 7667EO; Block OT, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.



7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Annual Business License is required.

Second: S. Gallagher. – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

- 4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

5.1 Updates

(1) 1226 Newcastle Trail

Members were updated on the alterations to the development at 1226 Newcastle Trail. New documents have been submitted for the development permit, and a new and / or updated building permit will be required.

5.2 Community Standards – Minimum maintenance requirements

A member was concerned about a vacant property had had an open door for 3-4 days which has since been closed. Discussion on the community standards bylaw in regards to unsightly property.

5.3 Minutes not getting to council in timely manner

P. Salvatore brought a concern to MPC in regards to the minutes not getting to council in a timely manner. L. Taylor took responsibility for not getting to council as required, and advised that no requests were made for the minutes.

6.0 Adjournment – Meeting adjourned by S. Clark at 1:09 pm.

Chairperson

Development Officer

Attachments: Agenda – June 23, 2016



**Municipal Planning Commission
MINUTES
Online Review of Application Monday June 23, 2016**

Respondants;

Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Stacey Gallagher, Member
Clayton Gillis, Member
Scott Kuntz, Member
Cynthia Cvik, Palliser Regional Municipal Services Representative

1.0 ON LINE REVIEW OF APPLICATION – March 7, 2016 11:53 am

This application is for Development permit T00025-15D submitted by David Lunn for Christ the Redeemer Catholic Schools regarding a change to the scope of work located at 1000 North Dinosaur Trail, Drumheller on NE-10-29-20-W4, Block 6; Lot 1. Zoning is CS Community Service. Active and passive recreational uses, where consistent with the general purpose of this district is a discretionary use.

Julie Steeper advises, this permit was last seen on April 7, 2016; the development permit was approved for a Sports field and running track. Since this time an engineer was consulted to look at the hill behind the sports field and running track at which time the consultant wanted 2 years to study the hill before giving a report. In light of the consultant's request the School would like to revise the scope of work to phases with the first phase being just the sports field at this time.

On page 2 of the package is an email from David Lunn of the Christ the Redeemer Catholic Schools noting the following;

"all future underground storm services will be graded to the east and tie with our existing storm lines, we will install a chain link fence along the west property line to the toe of the hill and we will collect the surface water on the west portion of the sports field and divert it along a swale along the west boundary and then into the roadside ditch."

This is in response to a request from the Town of Drumheller to confirm these changes will be done without having to change all the submitted plans.

This application was on the agenda for June 23, 2016 meeting, however one member recused which left only 2 members therefore quorum was not met. To expediate the development permit change to the scope of work an online meeting was requested.

Julie is requesting MPC approval via email.

2.0 DEVELOPMENT PERMIT

Development permit T00025-15D submitted by David Lunn for Christ the Redeemer Catholic Schools regarding a change to the scope of work located at 1000 North Dinosaur Trail, Drumheller on NE-10-29-20-W4, Block 6; Lot 1. Zoning is CS Community Service. Active and passive recreational uses, where consistent with the general purpose of this district is a discretionary use.



Thu 6/23/2016 4:02 PM

I have no objections to the plan they are currently proposing and I believe it was explained to us fairly well that the run off would not exceed the existing drainage design's ability to handle it. I therefore am in favour of the application.

C. Gillis

Thu 6/23/2016 4:33 PM

My understanding of the application is that the scope of work will remain the same, (playing field and track), but the phasing of construction will be altered. At this point in time, we are only dealing with the land use bylaw components. I would assume that all servicing required for **each phase** of the development will be completed to the satisfaction of the municipal engineer. If there are engineering components that change due to new information, they would be approved by the engineer but would not be brought back to MPC since construction standards are not part of the LUB.

C. Cvik

Thu 6/23/2016 9:28 PM

I am in favor of this application request

S. Shoff

Thu 6/23/2016 9:38 PM

I am fine with the current proposal.

S. Kuntz

Sat 6/25/2016 7:37 AM

I am in favor of the request.

T. Zariski

Mon 6/27/2016 8:36 AM

I'm fine with this.

S. Gallagher

Motion:

C. Gillis, since you were the first to respond, we will record this as your motion

Development permit T00025-15D submitted by David Lunn for Christ the Redeemer Catholic Schools regarding a change to the scope of work located at 1000 North Dinosaur Trail, Drumheller on NE-10-29-20-W4, Block 6; Lot 1. be approved, subject to the following conditions:

1. Development shall conform to Landuse Bylaw 10-08.
2. Shall be constructed in accordance with site plan submitted. Copy Attached. (*Eli Consulting Inc Drawing Number:SP-01, Revision 0, Issued for approval*)
3. All Storm services must be graded to the east and tie in with existing storm lines.
4. Construction within or adjacent to a provincial highway to be in accordance with Alberta Transportation requirements.
5. Landscaping to be in accordance with Land Use Bylaw 10-08; Policy C04-02 and to the satisfaction of the Development Officer, with the addition of the chain link fence extending the full length of the field on the south and west perimeter.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.



7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission from the Development Officer/Municipal Planning Commission. An additional Development Permit may be necessary.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
10. Traffic Accommodation Strategy must be submitted to Alberta Transportation for review and acceptance prior to any work occurring within or immediately adjacent to the highway right of way.
11. Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation and all other agencies.

Second:

S. Shoff providing a second. Carried

Thank you everyone for facilitating this request for review and response on such short notice

The email is adequate for approval, a copy of the minutes will be presented at the next meeting.

3.0 Adjournment of ON LINE REVIEW OF APPLICATION June 27, 2016 8:54am

Chairperson

Development Officer

Attachments:

Agenda – June 23, 2016

TOWN OF DRUMHELLER

BYLAW NUMBER 10-16

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

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

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

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

(All new additions and proposed changes are noted in red.)

1. The addition, deletion and amendment of the following definitions, in the appropriate alphabetical order, in Part 1 (2) Definitions:

“Dwelling – Duplex” means a single building containing two dwelling units divided ~~either vertically or~~ horizontally, each of which is totally separated from the other by appropriate construction standards ~~an unpierced ceiling and floor extending from exterior wall to exterior wall,~~ and may contain a common stairwell ~~exterior external~~ to both dwellings.

“Dwelling – Multiple Unit (Attached Housing)” means a building designed and built to contain three or more dwelling units separated from each other by a fire rated wall with each unit having separate entrances from grade level. (For purposes of this Bylaw, ~~garden~~, linked, row, townhouses and multiplex units that meet these criteria are considered to be attached ~~houses-housing~~.)

~~**“Dwelling – Semi-detached”** means a building comprised of two dwelling units side-by-side in one building with a common party wall which separates vertically, without opening the two dwelling units throughout the entire structure, and each dwelling unit having separate access to the outside grade.~~

~~**“Granny Suite”** or “Garden Suite” means a self-contained, secondary, portable dwelling without a basement. It is installed in the rear or side yard of a lot with an existing, permanent, single-family dwelling. Usually, a granny suite has a kitchen, living area, one bedroom, bathroom and storage space. A granny suite may take the form of a park model or manufactured home.~~

~~**“Media Production Services”** refers to full-time or freelance workers in any field of communication, entertainment or information that reaches a wide range of people. Media production refers to the professional creation of such content and the ancillary uses associated with contributing to the creation of a product. This may include, but not be limited to: construction, technological services, and exotic animal handling all in accordance with Provincial and Federal regulatory bodies.~~

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

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

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

- (a) Secondary Suite – Attached Above Grade: where the secondary suite is located above the first storey of a single detached dwelling;
- (b) Secondary Suite – Attached At Grade: Where the Secondary Suite is located at grade and is attached to the side or rear of a single detached dwelling;
- (c) Secondary Suite – Attached Below Grade: where the Secondary Suite is located below the first storey of a single detached dwelling;

“Self Storage Facility” means a use:

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

2. The addition, removal and amendment of the following Sections of PART III – Development Permits:

9. Deciding on Development Permit Applications

Discretionary Uses

(4)

- (a) ~~In-When~~ making a decision on a development permit application for a discretionary use, the Municipal Planning Commission ~~may~~ shall take into account:

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

(b) The Municipal Planning Commission may:

- i. approve the application unconditionally; or
- ii. approve the application permanently or for a limited period of time and impose conditions considered appropriate; or
- iii. refuse the application, stating reasons for the refusal.

Relaxation/ Variance of Development Standards

(7)

- (b) Notwithstanding the above, the Municipal Planning Commission, at its discretion, may relax the minimum requirements or maximum limits beyond 20% in the following situations and in accordance with the following criterion: ~~the standards outlined in the Land Use Bylaw in the following cases:~~**

(vi) Test for Criteria:

- (i) the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties; and
- (ii) the proposed development conforms with a use prescribed by this Bylaw for that land or building; and
- (iii) the proposed use or development conforms to the purpose and intent of the Land Use District; and
- (iv) consideration of whether granting the relaxation would make the proposed development incompatible with existing developments or uses; and
- (v) must take into consideration the future land uses of the parcel and surrounding area as depicted in any statutory plans of the municipality.

- (c) The Development Authority may, as a condition of approving a development permit that does not comply with all of the applicable**

requirements and rules of this Bylaw, require the applicant to conform to a higher standard than required by the applicable rules if, in the opinion of the Development Authority, conformance to a higher standard will off-set any impact of granting the relaxation.

3. The amendment of the following Sections under PART IV – Land Use Districts:

The addition of **“Secondary Suite”** and **“Granny Suite”** as discretionary uses in the following land use districts:

- A - Agriculture
- CR-Country Residential

The addition of **“Dwelling - Duplex”** as a discretionary use in the following land use district:

- R1-a Residential District

The addition of **“Media Production Services”** as a discretionary use in the following land use districts:

- A- Agriculture
- CR- Country Residential

The addition of **“Medical Marijuana Production Facility”** as a discretionary use in the following land use districts:

- M-2 Medium Industrial District
- M-2R Restricted Industrial District

The addition of **“Self Storage Facility”** as a discretionary use in the following land use districts:

- M-1 Light Industrial District
- M-2 Medium Industrial District
- M-2R Restricted Industrial District

Insert the following in the R-1, R-1a, R-2, R-3, R-4, MHR, SCR and DT residential land use districts, under *Front Yard Setback Requirements* and renumber accordingly:

“An attached garage shall have a minimum setback distance of 7.6 m (25 ft.) from the front property line; and”

19. R-1a—Residential District

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

(a) Permitted Uses

~~Dwelling – Duplex~~

(c) Minimum Requirements

1. Site Area:

- (a) 278.7 m² (3,000 sq. ft.) for ~~single-detached each~~ dwelling;
and

2. Lot Width:

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

3. Front Yard:

- (a) 6.1 m (20 ft.) for ~~single-detached all~~ dwellings; and

~~6. Gross Floor Area:~~

- (a) 74.3 m² (800 sq. ft.) for dwellings – single detached; and
(b) 56 m² (600 sq. ft.) for each unit in a dwelling- duplex.

20. R-2 – Residential District

(a) Permitted Uses

~~Dwelling—Semi-Detached~~

21. R-3 – Residential District

(a) Permitted Uses

~~Dwelling—Semi-Detached~~

22. R-4 – Residential District

(a) Permitted Uses

~~Dwelling—Semi-Detached~~

27. SCR – Suburb Community Residential District

(b) Discretionary Uses

~~Dwelling—Semi-Detached~~

30. DT – Downtown Transition District

(b) Discretionary Uses

~~Dwelling—Semi-Detached~~

4. The Amendment of the following Sections under Part VII General Land Use Regulations:

46. Secondary Suites

- (c) A secondary suite shall not exceed 40% of the total floor area of the principal building, including upper floors and basement combined and shall not be smaller than ~~38.0 sq. m. (400 sq. ft.)~~ 30 m² (322 sq. ft.).
- (h) A principal building with a secondary suite must be owner occupied; ~~and~~
- (i) ~~A Granny Suite shall follow the height requirements for accessory buildings within the applicable land use district.~~

52. Parking

- (e) The Municipal Planning Commission may:
 - (i) accept a payment in-lieu on the number of on-site parking spaces deficient, which payment shall be based on the amount of money in accordance with Town policy in return for the equivalent parking space to be provided by the municipality elsewhere in the District in which the development is proposed; ~~and/or~~
 - (ii) ~~consider a relaxation of the minimum parking requirements for a development when:~~
 - the test for a relaxation referenced in Section 9(7)b is satisfied; and
 - the type of use, the size or shape of the parcel, or the topographical constraints present practical difficulties in accommodating the requirements of this Bylaw; when a relaxation is given for this reason, it and the reasons must be stated on the development permit; and/or
 - an applicant submits a parking study, as part of a development permit application that demonstrates that the parking requirement should be less than the requirements of this Bylaw due to unique site, location, or use characteristics and the conclusions of the study are considered acceptable to the Development Authority.
 - ~~(ii)~~ (iii) require the developer to provide...

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

(f) Parking spaces sized in accordance with standards acceptable to the Town of Drumheller.

(i) Adequate curbs or fences shall be provided to the satisfaction of the Development Authority ~~Officer or the Municipal Planning Commission~~ if, ~~in his/her or its opinion~~, it is or becomes necessary to protect adjacent fences, walls, boulevards, landscaped areas or buildings on the site, or on an abutting site, from contact with vehicles using such parking space or area.

75. Industrial and Commercial Development

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

- ~~• Palliser Regional Municipal Services~~
- ~~• Alberta Business Development and Tourism~~
- ~~• Alberta Infrastructure and Transportation~~
- ~~• Alberta Agriculture~~
- ~~• Alberta Environment~~
- ~~• Alberta Energy and Utility Board Regulator~~
- ~~• David Thompson Health Region~~
- ~~• Alberta Health Services~~

~~referral agencies in accordance with the requirements outlined in the Municipal Government Act, or any other body deemed affected.~~

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

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

78. Physical Environment

The Development Authority ~~may~~ **shall** consider the environmental impact of any proposed development. The Development Authority may refer the proposal to a relevant provincial department for comment on the nature of the environmental concern. Where a development is considered to have a significant environmental impact **beyond the development site**, the Development Authority may ~~request~~ **require** the developer to have an environmental evaluation prepared and submitted by an appropriate professional, or undertake its own environmental evaluation regarding the proposed development. All costs associated with an environmental evaluation are the responsibility of the developer.

81. Signs

1. General

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

13. Wall Signs

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

87. Medical Marijuana Production Facilities

(1) Medical Marijuana Production Facilities:

- (a) Shall maintain the neighbourhood characteristics and appearance;
- (b) Must include equipment designed and intended to remove odors from the air where it is discharged from the building as part of a ventilation system;
- (c) May require a waste management plan and all waste material must be secured and contained within the building containing the use;

Agenda Item # 8.1.1

- (d) Shall be designed and located to minimize any impacts on the natural environment; and
- (e) Shall minimize any exposure or disturbance to the surrounding area including dust, pollution, noise, odor, or any other related land use nuisance effects.



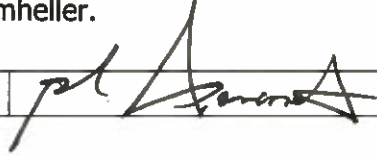
DRUMHELLER

REQUEST FOR DECISION

Agenda Item #8.5.1



Request for Decision

		Date:	July 20, 2016
Topic:	Weed Inspector Appointments		
Proposal:	<p>In accordance with the Weed Control Act, Part 2, Clause 7(1), A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality. Weed Inspectors shall exercise powers and perform duties on behalf of the municipality in accordance with Part 3, Inspector's Powers and Notices and may include:</p> <ul style="list-style-type: none">- Entering land or inspect land or personal property at a reasonable time to (a) monitor compliance with the Act; and (b) to enforce an inspector's notice. <p>It is recommended that Tom Pozzolo, Don Urlacher and Greg Peters be appointed as Weed Inspectors.</p>		
Proposed by:	Director of Protective Services		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council appoint Tom Pozzolo, Don Urlacher and Greg Peters as the Weed Inspectors for the Town of Drumheller.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	April to June 2016
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2016 STRATEGIC BUSINESS PLAN

Corporate Priorities:

TOURISM LEVY REPORT - COMPLETED

On January 11th, 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 18th to discuss the matter further. On January 25th, Council gave second and third readings to Bylaw 04.16. On February 22nd, 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.

INFRASTRUCTURE MASTER PLAN

The draft Master Plan was presented to Council on June 6th. 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 12th to finalize the offsite levy model. Administration will present a draft offsite levy report to Council in late August. It is anticipated that the Asset Management Plan will be brought forward for approval by Council in the early fall.

LAND USE BYLAW AMENDMENTS / MDP

Administration and Palliser have met to review the proposed amendments to the LUB including: secondary suites, medical marijuana production facilities, narrow lot redevelopment, industrial and commercial development, and signs. The bylaw was presented to Council this evening for first reading with a public hearing to be held on September 6th.

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

The new Economic Development Officer commenced employment in mid-May. The Economic Development Task Force has been working on the following priorities:

1. Second phase of Storefront Improvement Grant – three (3) applications approved.
2. Attended the CAEP Annual General Meeting on June 23rd. Through that meeting, made links with the Executive Director of CAEP and she will be in Drumheller next week (June 27th).
3. The Task Force has chosen a wayfinding design and currently working on costing (affordability).
4. Submitted application under the Canada 150 Grant for pool and arena upgrades.

RECREATION / ARTS AND CULTURAL POLICY

To date, Administration has approved the following subsidy applications: 25 passes for the BCF and / or Aquaplex; 22 drop-ins and 2 applications refused.

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 has put out a call for

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

applications with a closing date of August 15th. The Steering Committee will make recommendations to Council for art and culture grant dollars and / or in-kind requests.

Other Priorities:

Airport

Hunter Survey Systems has provided an updated listing of all current lease holders for hangers. Director of Infrastructure Services A. Kendrick has prepared a report on the airport activities / access by pilots to assist in discussion for cost sharing with our regional neighbors.

Community Entity (Friends of Society) – This corporate priority has been assigned to Barb Miller and she will provide an update as the priority moves forward.

Regional Collaboration

The response to the Town's RFP to hire a consultant to prepare a joint regional Emergency Services Master Plan was well received with eleven (11) proposals received. Town Administration along with our municipal partners will review the proposals with the selection of a consultant being made shortly.

CAO along with the Mayor met with Starland County's Administrator and Reeve on possible collaboration initiatives for future cost sharing. A similar meeting is proposed with Kneehill County who has expressed an interest in a discussion on regional collaboration initiatives for mid-August.

Advocacy (CAO / Council)

Flood Mitigation

On February 26, 2016, Drumheller was approved under the Alberta Community Resilience Program in the amount of \$6.4M for two flood mitigation priorities at 90/10% cost sharing on the first \$3M and 70/30% thereafter for each project.

Lobbying efforts continue on Provincial funding of the flood protection priorities at 100%.

Background: unlike other communities where diversions are part of the mitigation strategy, Drumheller has relied solely on the Provincial network of dyking to provide protection and mitigation. Resulting from ongoing commitments from 1970's onward, the Province continued to develop and own this flood attenuation network by funding 100% of the right of way, construction and major maintenance costs. However this commitment has been reduced significantly placing the burden of funding a portion of the flood mitigation and a portion of the potential property buyouts onto the Town residents. The two flood mitigation priorities recently approved and the remaining seven priorities need to be completed at 100% Provincial costs.

- Mayor wrote a letter to the MLA Rick Strankman requesting his attending at a future Council meeting to report on his lobbying efforts regarding Drumheller's Flood Mitigation.
- On July 12th Mayor Terry Yemen, Councillor Jay Garbutt and CAO Ray Romanetz met with ADM Rick Blackwood – Environment Protection and other EP representatives to discuss the Province's commitment of 100% funding for flood protection and moving the Town's request forward to the Minister of Environment – Hon. Shannon Phillips.

Drumheller Mayor & Council and Administration met with Lehigh residents on May 9th and with West Rosedale Residents on June 22nd and July 11th.

Other Lobbying Efforts:

Mayor Terry Yemen presented a letter from Hon. Brian Mason – Minister of Infrastructure and Transportation dated June 17th, announcing that funding for turnout at the bottom of the south hill is

anticipated for in the Province's 2017 budget. In addition, the Province acknowledges that there is a need to reconstruct the portion of Highway 9 between 2nd Street and 5th Street and also anticipate funding to be allocated for this project in 2017. As well, the Province agreed that they will support the hiring of a consultant to investigate a lift station at the Royal Tyrrell Museum to mitigate odor issues in the Newcastle neighborhood.

Organizational Improvements

Service Capacity Review – The Service Capacity Review has been updated to include work priorities for 2015/2016.

Communications (to be more transparent)

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:

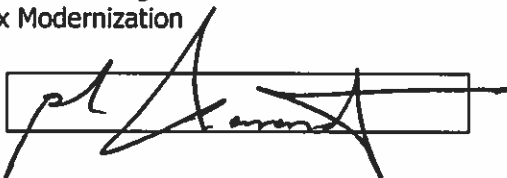
LANDFILL OPERATIONS – Drumheller and District Solid Waste Management Association and Town are currently working on a formal lease agreement and operational services agreement between the two parties. The lease agreement will ensure that the benefits to both parties are taken into consideration and that the Town has unfettered access to their infrastructure and that the Association's assets and infrastructure are secured. The operational services agreement will detail the partnership between the two parties. The Association is presently constructing a second evaporation pit to benefit the hydro-vac service sector of the community. The second evaporation pit will be completed by September 30th.

Outstanding Issues for the Next Quarter:

Infrastructure Management Plan

Aquaplex Modernization

CAO:





2016 Infrastructure Report on Corporate / Operational Priorities Second Quarter

Spray Fountain

Phase 1 of the Spray Fountain Upgrades has been completed. The Fountain was opened to the public following the May long weekend. Some minor programming issues have been modified. Staff continue to work at operational procedures to reduce shut down times for maintenance.

Infrastructure Master Plan

All assets have been inventoried and their depreciated amount recorded. A number of templates were created, and various segments will move forward in phases in 2016. Stantec reviewed the draft report with Town Administration in May. Further work continues on offsite levies.

Water and Wastewater Treatment Plant

Town Administration and Staff continue to work with our consultants Associated Engineering and Stantec to finalized a number of items identified for capital improvements that have been included in our Infrastructure Master Plan. Options will be reviewed in mid August and budget approved items will move forward into planning and construction. All others will be prioritized and planned for future capital projects when funding is secured.

Green Initiatives & Parks Maintenance

A new Green Team will be selected shortly to review infrastructure green products and technologies. As well, green educational awareness tips will be attached to our utility bills as well as posted on our website. Staff are still working on a report to update Council on all green spaces and parks. The Elks Trail - a recycling funded project – is being worked on this month and is located just to the north of BCF.

Street Improvement Program

This annual project is underway for 2016. Council awarded the project to Year Round Landscaping Inc. on May 16th with the work to be substantially completed by October 15th, 2016. Work areas have been an issue with all the gas line replacements, complicating the Town's contractor's activities as the gas company's work is about a month behind. Residents have experienced some inconvenience in this work area as the Town's contractor has had to coordinate sub contractors, weather, curing times etc. However, the project work has moved forward as the Town does not want to pay more in remobilizing costs or possibly not completing the work this year.

Cast Iron Replacement

Once again, work areas have been impacted with gas line replacements. The Town's contractor has had to make scheduling adjustments to accommodate the gas line replacements. However, this project appears to be on track for the expected completion date of August 31st, 2016.

East Coulee Fill Station Landscaping

Some touch up work is required due to water line construction. More site grading and general clean up to the surrounding area will be worked on as time permits.

Solid Waste Collection Contract

Preliminary work is under way for the Request for Proposals for a new contract for solid waste collection and recycling. A review of the existing contract numbers as well as some new radio frequency tags, software and training are in the process of being completed. The RFP should be out for tender by mid-September. This timeframe allows for the selection of a service provider prior to the contract elapsing at year's end.

Aquaplex Modernization / Retrofit Project

Detailed design and drawings have been finalized. Two RFPs will move forward shortly requiring a three week timeframe – 1) the selection of the General Contractor will require a three week timeframe; and 2) the selection of an approved installer. This timeframe will allow AHS to review the application and stamped drawings. Once AHS has given their approval, the contractor and installer will confirm their time schedules for the work and the Aquaplex operations will be adjusted accordingly as required to complete the retrofit project.

Arena Handrail

Staff will continue to install the new handrail system as designed by GEC at additional locations in the arena to the amount outlined in this year's budget and when time allows.

Town Entrances and Beatification

More work to be completed by Town staff on the median along Hwy 9 South between 8th to 10th Avenue. This work should commence mid to late summer.

Storm Water Bylaw

Research has been carried out on other municipalities' bylaws. A preliminary report will be available for Council's review mid to late September 2016

Airport Report

Information is being gathered from various sources to compile an Airport Activity Report for Council's review by the fall of 2016. Staff are 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:	Allan Kendrick	CAO:	R.M. Romanetz, P. Eng.
Position:	Director of Infrastructure Services		



DRUMHELLER

INFRASTRUCTURE SERVICES

Agenda Item # 9.2



2016 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	April 1 – June 30, 2016	2 st Quarter

Last Quarter's Accomplishments:

Human Resources:

- Seasonal Hired, Orientation and Training completed
- Inmate Supervisor
- Interviewing for the position of Water Plant Operator II

Facilities:

- Arena glass, gates and light repairs
- Ice was removed
- Painted arena lobby and the front exterior
- Lighting replacements and repairs as required on all Facilities
- Seasonal Spray Park, start up and repairs
- Seasonal Maintenance on building cooling units
- Pickle Ball blinds installed
- Graffiti removal at skateboard park
- Outdoor pool up and running
- Extra camera installed for the Bulk Water station at PW
- BCF- Cameras installed in the hall for meeting rooms
- BCF- Cameras installed on the exterior of dressing room
- 3 new doors with security glass installed at PW
- Facility Inspections
- Annual fire drills

Water:

- 7 water services including box and rods
- 1/3rd completed - Cast Iron Water Line Replacement (Yearly Program)
- Installed new services
- Routine lab for raw, potable water and distribution
- Filter Backwashing
- 380 Routine Locates and 131 work orders
- Complete hydrant flushing
- Collecting data for dechlorination of backwash water
- Corrected drainage – (Hydrant EC 01) East Coulee
- Weekly bacteriological sampling
- Monthly reporting to Alberta Environment

- Monthly meter reads
- Bi-weekly staff meetings

Wastewater:

- Monthly sewer flushing of problem areas
- Routine lift station rounds
- Bi-weekly staff meetings
- Operation of the centrifuge and dumping the bins or truck at the landfill.
- Ongoing deficiencies from WWTP Upgrade – Working with Stantec and Graham Construction

Operations:

- Routine burials, cremains and columbarium Placements
- Annual Playground inspection & repairs
- Ball Diamond seasonal preparation, repairs and grooming
- Annual Spring Cleanup – 2 weeks
- Mosquito Control
- Pest Control
- Annual Dutch Elm Disease trap placement
- Irrigation start up and repairs
- Grass control, parks and trail maintenance
- Cemetery grounds maintenance
- Ongoing garbage collection & washroom maintenance
- Airport - Monthly ground water monitoring
- Airport - Repaired fuel dispenser
- Tree pruning, removal and planting at various locations (to date - 15 Green Ash)
- Walking Trail maintenance in conjunction with Penitentiary
- Weed control at various locations
- Annual order and placement of memorial benches
- Annual ordering and flag replacement
- Beautification - Flowers program completed
- Beautification – Welcome to Drumheller signs repainted
- Beautification – 30 yds of mulch placed behind the BCF
- Preliminary work for Public Works relocation
- Preliminary work for Cemetery Phase 3
- Nacmine Community Centre – Built parking lot and placed concrete barricades
- Repaired eaves trough at Sandstone Manor
- Removed the Tiny Tots playground
- Flower art installed at APL park
- Graffiti removal on pathways
- Weekly tool box meetings
- Bi-weekly supervisors meetings
- Monthly Utilities meetings
- Meeting with Urban Systems – Way Finding & Interpretive signage
- Meeting with Stantec- Aquaplex Upgrades
- Tenders sent for Ride on Mower, Columbarium and 1 Ton with service body

Roads

- Street Sweeping
- Continual grading of alleys & hills c/w graveling as necessary
- Seasonal pot hole patching
- SIP 2016
- Signage replacement & repairs
- Seasonal line painting

Equipment:

- Ongoing Servicing , repairs & maintenance on town fleet vehicles, fire service Vehicles
- Tri-Annuals on Gensets
- CVIP's town tandems & fire services
- Yearly inspections of lifting devices (Cranes)
- Yearly inspection of man lift trucks
- Facility inspection audit and license renewal

Special Events:

- July 1st Preparation
- Earth Day
- Open house held " Public Works Week"

Director: _____

(Signature)

CAO: _____

(Signature)

Contributions from:

Reg Bennett
Kevin Blanchett
Brian Bolduc
Daryl McConkey
Fred Sharrun



DRUMHELLER

CORPORATE SERVICES



2nd Quarterly Report – June 30th, 2016

Corporate Services has remained busy throughout the spring. Following is a brief overview of Q2 activity.

2016 Property Taxes

2016 Property assessment/tax notices were mailed on May 10th following adoption of the mill rates on May 2nd. 60 days following, on July 9th, 2016 the assessment appeal period closed. One formal residential appeal has been filed.

Hillsview Subdivision

The Hillsview subdivision lot draw was held on April 14th at Town Hall with 16 fully serviced lots being offered for sale. Advertizing for the lot draw included print, radio, social media and the Towns web page. One lot was sold at the lot draw.

Since the subdivision has been completed, seven properties have been, or are in the process of being developed by Stevenson Homes.

Thrill of the E-bill

With the start of summer came the launch of the *Thrill of the E-bill* campaign initiated by Corporate Services to encourage ratepayers to register to receive their monthly utility bills electronically. Postage represents a significant annual cost, which through a successful campaign, can be permanently reduced. At the launch of the campaign there were approximately 600 (18%) existing e-bill customers. The target goal would be to increase this number to at minimum, 65% by the end of the campaign period.

The campaign offers every utility account holder that enrolls for e-billing during the campaign period, a \$5.00 credit on their next utility bill (min. 6 months required). In addition to the immediate financial benefit, all e-bill ratepayers have an opportunity to be drawn for one of our two monthly prizes of gift cards for a local business.

It is expected that the cost of the campaign will be fully funded through the 2016 postage budget allocation as monthly postage costs will reduce with every new e-bill subscriber. A successful campaign will further provide a considerable reduction in allocation for postage expense in future operating budgets.

The campaign, which runs from July 1st to October 31, 2016, has been largely supported by marketing and communication staff through facilitation of the advertizing component including print, radio and social media, development of online information/registration and mail stuffers.

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



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

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Agenda Item # 9.3

Pouring Rights

The existing 10-year, sole supplier contract for soft beverages expired in April 2016. Since that agreement was first negotiated in 2006, the vision of a new community facility for Drumheller became a reality with the building of the Badlands Community Facility. It is expected that the added volume potential that comes with a convention facility such as the BCF, will have greater appeal for suppliers interested in sole supplier pouring rights for both soft and hard beverages.

In May 2016, Performance Sponsorship Group (PSG) was engaged to evaluate the Towns assets, make recommendations on the potential value of exclusive pouring rights, submit proposals to vendors, negotiate contract(s) and facilitate the closing of any agreements.

Since then, Corporate and Community Services staff has been gathering & providing historical information necessary for PSG to complete the evaluation phase.

Training

In June, Corporate Services staff member Marie Walroth, (Property Tax/Accts Payable) participated in convocation services at University of Alberta obtaining her National Advance Certificate in Local Authority Administration (NACLAA) Level 1.

In May, I also completed my studies in public administration earning my National Advance Certificate in Local Authority Administration (NACLAA) – Level 2 from the University of Alberta.

Also in May I attended the annual Society of Local Government Managers Mountain Refresher where in addition to attending multiple learning sessions, I was formally recognized as having met the criteria to earn my CLGM (Certified Local Government Manager) designation.

In early spring, Finance Manager, Elin Gwinner attended training on the NAMS system which is the asset management reporting system that has been selected for use as part of the Infrastructure Master Plan project.

Human Resources

Q2 is traditionally busy for HR as staffing levels are increased to accommodate the seasonal demand on parks and recreation.

Q2 saw the completion of the recruitment process for Director, Infrastructure Services with the hiring of Darryl Drohomerski who will be joining the Town August 2nd.

This quarter also saw the start of labour negotiations with CUPE 135 & 4604 whose contracts expired on December 31, 2015.

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Agenda Item # 9.3

Bylaw(s)

Water and Wastewater

Corporate Services, along with Infrastructure Services have been working to finalize the draft of a proposed new Utility Bylaw. It is projected that the draft will be presented to council for consideration/discussion once the regular meeting schedule resumes in September.

Offsite Levies

As part of the Infrastructure Master Plan project, a significant effort by Elin Gwinner, Finance Manager, was expended during Q2 to identify and confirm historical capital project expenditures and funding data necessary for the calculation of offsite levies, to enable the preparation of a draft Offsite Levy bylaw that will be brought forward to council for consideration/discussion at some point in the near future.

2016 Property TaxQ1 Operating Statements

Enclosed are the Q2 Draft Operating results by function, tax supported and utility supported. Overall, individual functions are trending on or below target.

Global expenses

- Utilities, Gas is at 48% of budget (June expense not yet recorded)
- Utilities, Electricity is at 41% of budget (June expense not yet recorded)
- Utilities, Water is at 23% of budget
- Salary & Benefits are at 46% of budget
- Telephone is at 49% of budget
- Insurance is at 53% of budget
- Fuel is at 31% of budget (June expense not yet recorded)

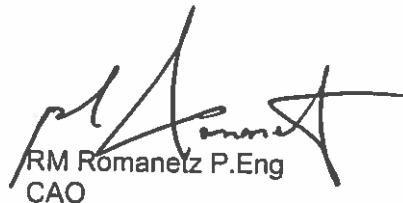
YTD Amortization expense in both tax and utility supported functions has been 100% recorded.

Prepared by:



Barbara Miller, CGA
Director, Corporate Services

Approved



RM Romanez P.Eng
CAO

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Agenda Item # 9.3

Tax Supported - As of June 30, 2016					
	2016 Budgets		June 2016	Budget	Budget %
	Final Budget		YTD Actuals	Difference	
Total 0001 General Municipal Revenues	-10,670,824		-5,264,192	-5,406,632	49%
Total 1101 Legislative		258,650	118,828	139,822	46%
	Revenue (Franchise fees) under budget approx \$85k				
	- June fees not yet received/recorded				
	Revenue (Penalties) under budget \$25k				
	- biggest penalty month is September				
	Revenue (Investment interest) under budget - \$22k				
	- interest recorded when received except at year end, when accrued				
	Revenue (Unbudgeted) over budget - \$9k				
	- Wheatland County				
	Revenue (Business License) over budget \$15k				
Total 1201 General Administration		1,057,033	456,317	600,716	43%
	Travel & Registration under budget \$5,000				
	- budget provision primarily for AUMA (fall)				
	Projects under budget - \$3,200				
	- budget provision for Arts & Culture not yet expended				
	Revenue (Other Income) over budget - \$6/k				
	- demolition costs trsf to tax roll, majority of costs expensed in 2015				
	Other general services over budget \$6,300				
	- deomolition costs				
	Discounts over budget \$19k (107% used)				
Total 1202 Town Hall		129,544	53,811	75,733	42%
	Janitorial under budget - \$4k				
	- non-routine, deep cleaning not yet completed				
	Repairs under budget \$6,200				
	Insurance over budget \$2,800				
	- Global expense (allocation %)				
	Utilities under budget - \$2,600				
	- Global expense (allocation %)				
	closed				
	- early tax pymnts taken. Discount period now				
closed					

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Agenda Item # 9.3

	2016 Budgets	June 2016	Budget Difference	Budget %	Target = 50%
	Final Budget	YTD Actuals	Used		
Total 1203 Computer Services	229,926	96,249	132,677	42%	Mentionable Variance Explanations
Total 2101 Police Services	1,146,726	552,386	594,340	48%	Education under budget - \$3,400 Stationary, Other General under budget \$750 Fines over budget - \$16k Other Professional under budget - \$2k Insurance over budget - \$1k -Global expense (allocation) Fuel under budget - \$3k
Total 2301 Fire Protection	376,150	162,298	213,852	43%	Revenue under budget - \$8,500 - municipal partners not yet invoiced for annual service Revenue (Sale of Service) over budget - \$4,500 - MVC response Communications under budget \$4,500 - provision for new radios not yet expended Repairs under budget \$4,600
Total 2401 Disaster Services - Risk Management	41,328	-63,015	104,343	(152%)	Revenue (Conditional Program) over budget \$86k - Increased DRP claim (based on Province est vs. Claim Submitted) Education budget over \$2,500 - OH&S & First Aid Other Professional under budget - \$11,500 - safety codes inspector cost's correlated to
Total 2601 Safety Codes - Drumheller	17,275	7,427	9,848	43%	
Total 2602 Safety Codes - Palliser	6,266	2,483	3,783	40%	
Total 2603 Development Permits	73,684	23,841	49,843	32%	
Total 2610 Animal Control	15,000	468	14,532	3%	Revenue (Permits) over budget - \$6,600 Revenue (License) over budget \$3,500 - annual fees Other Professional (Vet & Kennel) under budget \$3k
Total 2611 Weed Control	48,021	17,600	30,421	37%	Seasonal
Total 2612 Mosquito Control	117,145	12,881	104,264	11%	Seasonal
Total 3101 Engineering Administration	466,426	242,807	223,619	52%	Other Professional under budget - \$5k
Total 3102 Workshop and Yards	246,463	104,823	141,640	43%	Other General Services under budget - \$3k Fuel under budget \$4,800

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Agenda Item # 9.3

2016 Budgets		June 2016	Budget	Budget	Mentionable Variance Explanations
	Final Budget	YTD Actuals	Difference	% Used	
Target = 50%					
Mentionable Variance Explanations					
Total 3202 Roads and Streets	1,013,708	769,577	244,131	76%	Revenue (Custom work) under budget - \$5k Contract repairs under budget \$19,200 Repairs under budget \$42k Fuel under budget - \$9k - Global expenses (allocation %) Chemicals under budget - \$5,250 Amortization over budget - \$335k - budget did not fully fund amort in this function, actual expense recorded to date based on 2015 actual
Total 3203 Street Lighting	414,208	144,808	269,400	35%	Revenue (Other income) over budget - \$18k - investment rate refund for poles converted fr non-investment to investment as per franchise agreement Repairs under budget - \$3,600
Total 3204 Traffic Services	62,496	26,940	35,556	43%	
Total 3301 Airport	117,241	60,035	57,206	51%	
Total 4301 Garbage Collection	292,728	163,031	129,697	56%	Revenue (Av Fuel) under budget - \$13k - some due to seasonal, June sales recorded in July Salaries over budget - \$9,750 - Spring clean up (will level off over balance of year) - Global expense
Total 5101 FCSS Administration	-77,707	-49,502	-28,205	64%	Insurance over budget - \$1,250 - Global expense (allocation %)
Total 5102 Handiman Services	31,166	14,614	16,552	47%	
Total 5103 Seniors Services	69,905	28,165	41,740	40%	
Total 5105 Seasonal FCSS Programs	26,251	13,608	12,643	52%	
Total 5106 After School Care	41,916	9,787	32,129	23%	Revenue (After school fees) over budget - \$14k Telephone over budget - \$1,000 - Global expense (allocation %)
Total 5121 Indirect Programs	33,000	5,173	27,827	16%	Grants to other org under budget - \$26k - school resource paid in September
Total 5301 Seniors Foundation		-324	324		
Total 5302 Non-FCSS Programs	6,854	-15,186	22,040	(222%)	Revenue (programs, grants) over budget - \$5k - Teen video challenge weekend Other General Supplies over budget - \$3,600 - Teen video challenge weekend

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Agenda Item # 9.3

	2016 Budgets	June 2016	Budget Difference	Budget %	Target = 50%
	Final Budget	YTD Actuals		Used	
Total 5601 Cemetery	39,824	-953	40,777	(2%)	Mentionable Variance Explanations
					Revenue (Land) over budget - \$4,500
					Salaries, benefits under budget - largel seasonal expense
Total 6101 Municipal Planning	105,300	52,839	52,661	50%	
Total 6201 Economic Development	96,554	23,787	72,767	25%	Salaries, wages under budget - \$10k
					- vacancy in Ec Dev position
					Grant to other org under budget - \$15k
					- provision for store front improvement program not yet expended
Total 6202 Valley Bus Society	70,440	37,490	32,950	53%	Revenue (Custom work) under budget - \$4k
Total 6204 Tourism	127,546	52,277	75,269	41%	Repairs under budget - \$2k
Total 6601 Subdivisions and Developments	12,700	-92,680	105,380	(730%)	
					Revenue (Land) under budget - \$150k
					Revenue (Other) over budget - \$10k
					- Municipal Reserve fees
					Salaries, benefits over budget - \$7,200
					- Global expense (allocation %)
					COGS for land sales not yet recorded
Total 6602 Land Rentals	-3,700	-1,400	-2,300	38%	
Total 6701 Public Housing	99,659	68,979	30,681	69%	Contract (share in costs) under budget - \$5k
					- billed on an annual basis
					Other General Services over budget - \$23k
					- Suite reconstruction costs
Total 6902 Tourist Info / DRCDT	1,985	1,036	949	52%	
Total 6904 Old Cells	6,066	1,530	4,536	25%	
Total 6905 RCMP Building	40,562	20,014	20,548	49%	
2-295 Project: (specify)	9,000		9,000		
Total 7201 Recreation Administration	372,660	191,255	181,405	51%	
Total 7202 Aquaplex	661,583	287,875	373,708	44%	Project (expo booth rentals) under budget - \$4,500
					Revenue (Programs/admissions) under budget - \$7k
					Repairs over budget - \$3k
					Revenue (Rental) under budget - \$3,800

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Agenda Item # 9.3

	2016 Budgets	June 2016	Budget Difference	Budget %	Mentionable Variance Explanations
Total 7203 Arena	469,952	206,277	263,675	44%	Revenue (Rental) under budget - \$12k - new rates come into effect July Utilities under budget - \$32k - Mostly seasonal expense - Global expense (allocation %) Repairs under budget - \$9,100
Total 7204 Parks and Playgrounds	658,585	171,407	487,178	26%	Revenue (Rental) over budget - \$5,500 Revenue (Other income) over budget - \$6,750 - memorial benches Repairs under budget - \$5k Contracted Services under budget - \$3k Fuel under budget - \$4,200 - mostly seasonal - Global expense (allocation %)
Total 7205 Seasonal Recreation Programs	21,769	2,536	19,233	12%	Summer Fun Program - (July/August)
Total 7206 Curling Club	14,825	5,761	9,064	39%	
Total 7402 Library	311,986	154,027	157,959	49%	
Total 7404 Community Facility	1,236,901	547,709	689,192	44%	Revenue (Admissions/Programs) over budget - \$8k Revenue (Rentals) under budget - \$15,200 - seasonal increases Advertising over budget - \$5k Repairs under budget - \$24k Chemicals under budget - \$3,500 Utilities under budget - \$7,500 - Global expense (allocation %)
Total 7411 Community Events	65,224	7,699	57,525	12%	Budget Provision for Canada Day events
Total 9702 EDUCATION REQUISITION		1,779	-1,779		
Total Tax Supported		-565,219	565,219		
	(+) 50% of budget allocations with \$0.00 costs to date	134,008			
		-431,211			
	(+) estimated COGS (Land sales)				

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Agenda Item # 9.3

Utilities Supported - As of June 30, 2016

	2016 Budgets		June 2016 YTD Actuals	Budget Difference	Budget Percentage	
	Final Budget				Used	
Total 4101 Water Administration	-1,559,690		-697,841	-861,849		45%
Total 4102 River Intake Pump Station	171,525		19,392	152,133		11%
Total 4103 Low Lift Pump Station	25,321		7,278	18,043		29%
Total 4104 Raw Water Reservoir	47,449		5,427	42,022		11%
Total 4105 Purification and Treatment	1,067,348		428,665	638,683		40%
Total 4106 Transmission and Distribution	627,035		270,872	356,163		43%
Total 4201 Sewage Administration - Drumheller	-883,522		-355,370	-528,152		40%
Total 4203 Sewage Administration - East Coulee	-51,000		-27,792	-23,208		54%
Total 4211 Sewage Collection - Drumheller	364,487		213,390	151,097		59%
Total 4213 Sewage Collection - East Coulee	11,705		2,768	8,937		24%

Target = 50%

Mentionable Variance Explanations

Other general services under budget - \$4,500 Bad Debt under budget - \$7,500 - high attention given to outstanding accounts to mitigate losses - allowance provision recorded at year end	Repairs Equipment under budget - \$35k - provision for pump overhaul (in progress) Repairs Structure - under budget - \$3k Other General Services under budget - \$3,900 Chemicals under budget - \$9,200 Utilities under budget - \$15k - Global expense (allocation %) Other General Services under budget - \$3k Salary, benefits under budget - \$10,875 - Global expense (allocation %)	Repairs under budget - \$21,000 - budget provision largely for UV parts Other General Services under budget - \$27k - provision for quality guidelines (in progress) Chemicals under budget - \$26k	Fuel under budget - \$5,300	Revenue (Custom work) under budget - \$5k Education over budget - \$10k - further review required, may be related to quality guidelines budget provision above	Salaries, benefits over budget - \$24k - Global expense (allocation %) Repairs over budget - \$7,200 - largely due to Rosedale lift station fire - insurance claim receivable recorded in July Fuel under budget - \$4k - Global expenses (allocation %) Utilities over budget - \$10,600 - Global expense (allocation %)	Repairs under budget - \$3k
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Agenda Item # 9.3

Utilities Supported - As of June 30, 2016

	2016 Budgets		June		Budget	
	Final Budget	YTD Actuals	2016	Difference	Percentage	Used
Total 4101 Water Administration	-1,559,690	-697,841		-861,849		45%
Total 4102 River Intake Pump Station	171,525	19,392		152,133		11%
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Total 4203 Sewage Administration - East Coulee	-51,000	-27,792		-23,208		54%
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Total 4213 Sewage Collection - East Coulee	11,705	2,768		8,937		24%

Target = 50%

Mentionable Variance Explanations

Other general services under budget - \$4,500 Bad Debt under budget - \$7,500 - high attention given to outstanding accounts to mitigate losses - allowance provision recorded at year end	Repairs Equipment under budget - \$35k - provision for pump overhaul (in progress) Repairs Structure - under budget - \$3k Other General Services under budget - \$3,900 Chemicals under budget - \$9,200 Utilities under budget - \$15k - Global expense (allocation %) Other General Services under budget - \$3k
Salary, benefits under budget - \$10,875 - Global expense (allocation %)	Repairs under budget - \$21,000 - budget provision largely for UV parts Other General Services under budget - \$27k - provision for quality guidelines (in progress) Chemicals under budget - \$26k
Fuel under budget - \$5,300	Revenue (Custom work) under budget - \$5k Education over budget - \$10k - further review required, may be related to quality guidelines budget provision above
Salaries, benefits over budget - \$24k - Global expense (allocation %) Repairs over budget - \$7,200 - largely due to Rosedale lift station fire - insurance claim receivable recorded in July Fuel under budget - \$4k - Global expenses (allocation %) Utilities over budget - \$10,600 - Global expense (allocation %)	Repairs under budget - \$3k

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Agenda Item # 9.3

Salaries, benefits under budget - \$9,700
- Global expense (allocation %)
Repairs over budget - \$6k
Other General Services under budget - \$8,700
Chemicals over budget - \$10,800
Repairs under budget - \$6,600
Other General Services - \$3k

Total 4221 Sewage Treatment - Drummheller	492,744	236,299	256,446	48%
Total 4223 Sewage Treatment - East Coulee	84,236	28,825	55,411	34%
Total Utility Rate Supported	397,638	131,913	265,726	33%

50% of budgeted items with no costs YTD	69,088
	<u>201,000</u>

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Agenda Item # 9.3



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 9.4



Name:	Paul Salvatore, Director	Quarter:	Second - 2016
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Community Services – Quarterly Report Q2 2016

Progress on Work Priorities

Economic Development Strategic Update

- 2015 Economic Development Strategic Plan was reviewed with the Economic Development Advisory Committee in February, 2016. The Advisory Committee continues to implement the goals and actions from this plan with the Economic Development / Communications Officer.

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 met twice, defined terms of reference and have set the deadline for grant applications, as August 15/16. The Manager of Arts, Culture and Recreation, the Economic Development / Communications Officer and Director of Community Services continue to move this forward.

Revitalization / Wayfinding

- A Wayfinding Design has been reviewed by the Committee and we are finalizing the quantities and locations of the signage at this time.

Affordable Housing

- Hillview 2 project commenced. A lot draw was held on April 14, 2016.
- CMHC recently announced funding for the preliminary design of shovel ready affordable housing projects. We are working with Drumheller Housing Administration on the application.
- Other housing projects currently active on the former playing field site of St. Anthony's school.

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)

Agenda Item # 9.4

- Schedule B of the Business License Bylaw was removed early in 2016.
- Tourism Destination Marketing fees are now being voluntarily collected in 2016

BCF and Aquaplex Staffing Models

- The new Manager of Recreation, Arts and Culture is reviewing staffing levels in our recreation facilities. Additional casual staff have been hired in order to limit our staffing costs.
- Further review will continue into 2016.

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 have been awarded. Additional grants will be awarded based on the application criteria as determined by the Economic Development Advisory Committee.

Canada Day Preparations

- One of the greatest Canada Day celebrations ever hosted occurred again this year, with modifications like the relocation of “bouncy houses” beer gardens (in partnership with the Dragons), the food truck area at the BCF (west end) and excellent entertainment and food offerings. We have debriefed staff and recommendations / preparations for 2017 (ie. Canada’s 150th are underway).

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 one of the most favorite locations to ever host. The 2017 Conference will be held in Edmonton.

Recreation Programming Review

- An extensive list of programs is available

Economic Development and Communications

Economic development

A grant application was completed for the Canada 150 infrastructure grant for the Arena and Aquaplex upgrades. The Economic Development Advisory Committee completed Phase 2 of the storefront grant programme. Three new projects were approved.

Paul, Julia and Adrian Hartman of the Economic Development Advisory committee attended the CAEP AGM on June 16. Links were made with the ED of CAEP and she will be visiting Drumheller on July 27 to look at how CAEP can support Drumheller.

Wayfinding committee agreed on a design and costings and locations are now being discussed

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Communications

Agenda Item # 9.4

We have created information articles for the website and promoted on social media on reducing mosquitos and on the importance of keeping catch basins clear.

Numbers on Social media. As of July 20 we have the following numbers

Facebook Town of Drum 3520 likes

Twitter 977 followers

We are pulling a content calendar together to keep clear messaging

Work is almost complete on the volunteer page of the website. This promotes volunteer opportunities in the community as well as offering support to volunteers

Family and Community Support Services

Before and After School Care (BASC) Program.

School resumed from Spring Break on April 4th, 2016.

EDO days off for this period were April 13, May 6, May 20 and June 1 and one stat holiday on May 23, 2016,

April Theme: *Spring Is In the Air*

May Theme: *Sports, Sports, Sports*

June Theme: *In the summertime*

Program Update:

New Registrations were sent out and returned in June for Sept 2016.

Seniors Programs

The Seniors program continues to deliver a high level of service including the Seniors Tax preparation this quarter.

Community Service Coordinator (Community Building Initiative -CBI)

CBI continues to assist with a local program called 'the Good Food Box', providing low priced produce for any community member wanting to purchase. There are two options of box size and price. In addition, following a successful experience last year, students from St. Luke's Outreach School are set to come and assist with the program again when able. This will support them to achieve the Volunteer Hours needed to graduate from school. It will also provide an opportunity to interact with other volunteers and develop their social capabilities including being reliable. Since January, the program has grown by 30+ members and we now have close to 90 members in total.

CBI continues to work with the Before & After School care program. There are currently 22 children registered. CBI continues to help with the structure of the program maintaining a safe environment, healthy snacks and promote activity. This is likely to have a greater demand on CBI's time from September 2016 due to increased student numbers. See above.

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Other Community Work

- Family Fun Free Play
- Family Fun Gymnastics Event
- Family Fun Swim Event
- Good Food Box Program
- Volunteer Appreciation
- Fundraising BBQ/Family Fun

Additional FCSS Administration

Committee Work:

Family Resource Worker programs

The FCSS Coordinator, Community Services Coordinator and the FRWs from St Anthony's and Morrin will continue to meet on a quarterly basis to discuss issues and trends within the school systems. Mental Health, CFSA and FRWs from DVSS and Greentree have been invited to sit at the table but have not attended recently. No report has been received from the FRWs for the last quarter.

South Central FASD Committee

FCSS and CBI continue to work with the FASD committee and oversee the running of their programs supporting youth that deal day to day with the complications of FAS.

Big Country Anti-Violence Association (BCAVA) Committee

Meetings took place on April 20, May 18 and June 15, 2016. These meetings generally happen at the BCF, but sometimes happen at the Town Building. Our focus lately has been tending to Angel's Corner. 15 people (Committee members, family and 2 RCMP) attended a recent "work bee" at Angel's corner and to prune/weed pull etc. This was very successful. The next meeting is scheduled for August 31st.

Drumheller Early Childhood Development Coalition (DECD)

CBI worked with FCSS, and Drumheller Early Child Hood Coalition (funder) to support "Indoor Family Free Play" where families with children aged 0-5 years and their siblings come and play on Sundays. Transportation is also provided free of charge.

April 23rd marked another Family Fun Bowling Event. This event was well attended by 12 families (20 adults, 13 children 5+, 12 children 4 years & under. The families had fun and have asked that the committee do this **twice a year**. We were unable to do our Gymnastics Event for the month of May due to insufficient registrants.

Asset Development Committee:

This Committee continues to support the Duke of Edinburgh Award Scheme and the Positive Ticket Program.

- Two Wheel view will be running again in 2016.
There are 9 participants from the Drumheller area aged 14-17 yers and 3 from Calgary (deserving youth selected by 2 wheel view).
The Participants, Constable Nelson (Drum. RCMP) and 2 Wheel View facilitators will meet on August 3rd and set out on a 12 day ride to Banff on August 4th.

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This meets the 'Adventurous Journey' element of the Duke of Edinburgh Award scheme. Costs have been met through fund raising.

Agenda Item # 9.4

- Drumheller Skate Fest took place at the Skateboard Park on Saturday May 14th 2016 in collaboration with Alberta Health Services. 18 participants aged 6-15 years were split into two groups. While one group had a workshop on proper skating technique and safety from a professional Skater the other was learning Team Building Skills put on by the Addictions & Mental Health team. They then switched. The event also consisted of a free BBQ with RCMP, Volunteer Firemen and EMS in attendance. The local media (newspaper and radio) attended and released stories. Before the prizes were handed out, each participant identified one thing they learned from the day and one activity they wanted to see in the future. This will be used for future planning. Fun was had by everyone!
- Facebook – 2015 saw a lot of discussion around the (much needed) development of a Facebook page that will allow discussion amongst youth and teens, as well as providing a means to advertise programs and events for the same ages. This was supported by the Special Projects Coordinator who developed 2 options for a logo and 2 options for a Facebook cover image in May and June 2015. Progress seems to have stalled on this and the Facebook page is yet to be developed and published. This will be raised again at the next meeting.

Roots of Empathy

- Roots of Empathy didn't run as a result of whooping cough in 2014/15. It also didn't run in 2015/16 due to a lack of trained facilitators.
- There are currently 2 trained facilitators interested in supporting the program. We aim to re-launch the 27 week program in both schools in mid-October 2016.
- Adverts for Roots of Empathy families will go out in July and will be copied to the Public Health Unit.

Q2 – 2016 – Recreation, Arts and Culture Quarterly Report

Aquaplex

Total Attendance: 12 245 people

Scheduled Swims: 7124 (58%)

Drop-in – 2703 (38%)

Members – 4421 (62%)

AquaFit – 1242 (28%)

Residential status

Residents: 3238 (73%)

Non-residents: 537 (12%)

Unknown (using tickets or promotional admissions): 646 (15%)

Lessons & courses: 358 (119 individuals) (3%)

Residents: 72 (61%)

Non-Residents: 47 (39%)

Other user groups (BCF Flex Day, School lessons, Edutours, Canadian Badlands Aquatic Club, private rentals): 4763 (39%)

April 2016

Total Attendance: 3676 people

Scheduled Swims: 2158

Drop in – 671

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Page 5 of 12

Agenda Item # 9.4

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Membership scans – 1487
AquaFit programs: 436
Residential status
Residents: 1072
Non-residents: 193
Unknown : 222
Total Active Memberships: 235
Residents: 210 individuals
Non-residents: 25 individuals
New/Renewed Memberships: 28
Lessons & Courses: 142
Residential Status (71 individual registrations) :

Residents: 47
Non-residents: 24
School Lessons: 932
Pool Rentals: 434
Canadian Badlands Aquatic Club: 166
Edutours: 201
Private: 67
BCF Flex Day: 10

May 2016

Total Attendance: 4045 people
Scheduled Swims: 2434
Drop in – 1070
Membership scans – 1364

AquaFit programs: 375
Residential status
Residents: 1014
Non-residents: 167
Unknown : 183
Total Active Memberships: 268
Residents: 247 individuals
Non-residents: 21 individuals
New/Renewed Memberships: 44
Lessons & Courses: 83
Residential Status (35 individual registrations):

Residents: 21
Non-residents: 14
Pool Rentals: 585
Private: 27
Canadian Badlands Aquatic Club: 58
Edutours: 500
School Lessons: 943

June 2016

Total Attendance: 4524
Scheduled Swims: 2532
Drop in – 962
Membership scans – 1570

AquaFit programs: 431
Residential status
Residents: 1152
Non-residents: 177
Unknown : 241
Total Active Memberships: 284
Residents: 259 individuals

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Agenda Item # 9.4

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Non-residents: 25 individuals
New/Renewed Memberships: 48
Pool Rentals: 542
Private: 72
Swim Club: 25
Edutours: 445

BCF Flex Day: 5

Lessons & Courses: 133

Residential Status (13 individual registrations):

Residents: 4

Non-residents: 9

School Lessons: 1312

Staffing:

- We had 3 staff return from university to start working in May
- Two staff members quit during this quarter, and two more decreased their availability to back up replacements only (staff can ask them to cover a shift if they have exhausted all options of the staff regularly scheduled)
- One staff member took on employment at another pool and worked minimally at the Aquaplex, but has indicated would like to come back to the Aquaplex for more hours
- We hired three more Lifeguard or Instructors for the summer season, posting is out for more staff to help during the summer and hopefully continue on in September

Facility:

- diving board fulcrum has been secured. People not anticipating how much bounce they would get was indicated as a factor in most of the incidents, so the fulcrum was secured to minimize the bounce as much as possible
- outdoor pool opened on May 25th; delayed opening after May long weekend due to the pump needing to be sent away for repair, which delayed the start of circulation and sending away water samples.
- no timeline yet on the indoor pool renovation

Bookings:

- Canadian Badlands Aquatic Club consistently booked lanes of the pool every Monday/Tuesdays/Wednesday/Friday, though they had decreased numbers towards the end of April through June as their short course season wrapped up
- The Tyrell Museum continued their Edutour program, bringing in students to swim at the pool before their own programs

Programs:

- Swimming lessons continue to be a popular program, with 119 people going through lessons or courses this quarter (not including school lessons)
- Aquafit classes continue to draw a crowd. For the summer season we may move the after work AquaZumba class to the evening time slot, as there never seemed to get a consistent crowd to the earlier time slot
- Junior Lifeguard Club continues to be a popular class on Sundays, really helping to bridge the gap from when kids finish their Red Cross lessons until they are old enough to take their Bronze Medal awards
- we have been steady with school groups coming in for swimming lessons, primarily working with the lower grade levels from both Drumheller schools, as well as a Hutterite group and end of the school year swims
- we ran both a Water Safety Instructor course as well as a National Lifeguard course. From the WSI course we will have 1 new instructor, and 2 more in September (when they turn 16, but may be able to utilize them during summer lessons in an assistant capacity, therefore being able to increase our class sizes if needed). From the NL course, we are hopeful that one individual may join our staff in the coming months

Upcoming:

- Summer lessons are scheduled to run from July 4 weekly through to August 26 (9 sessions). We are going to try to run Sunday only lessons through the summer, as they were very popular in the winter and spring.
- we have not scheduled any additional programming in September as we still do not know what will be happening with the renovation and our anticipated staffing numbers are low
- Leadership courses for lifeguarding and instructing learn-to-swim programs will be running through the summer as well.

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BADLANDS COMMUNITY FACILITY

Bookings

Number of permits created: 161

Summary of Events in this quarter:

(101) Administrative (22 Town Sponsored)

(8) Birthday parties

(0) Anniversary

(2) Conferences

(3) Concert/Performances

(0) Fundraiser

(3) Maintenance

(10) Meetings

(1) Memorials

(5) School groups

(11) Special/Holiday events

(11) Sport/Competition

(2) Tradeshow

(3) Training

(3) Wedding

- We have purchased layout software to create layouts because we find that visual representation is easier communicated than written notes.
- Canadian Badlands Conference was held again at the BCF. Far better success since the last conference was held, though their numbers were down.
- Alberta Association of Recreation Facility Personnel Conference was held at the Badlands Community Facility (and other locations throughout Drumheller) which brought nearly 600 people into the facility during the Tradeshow.
- Started working toward bartending platform.
- Kicked off wedding season with a very large, romantic professionally decorated local wedding. They transformed the facility into something we have never seen before; showing the breadth of the transformations that can happen.
- Drumheller Downtown Market had record tables at 78 vendors, bringing tones of foot traffic into the facility.
- Booked into the fall with full weekend events occurring in November and December.
- School groups ending their school year utilized the Field House
- Louisiana Hayride returned; very exciting for our senior crowd
- Booked TOPS PRD-2017 convention (1000 delegates from Alberta and NWT to Drumheller for May 2017)
- DVSS class of 2016 ceremonies were hosted
- Drumheller Physicians were celebrated with a banquet dinner and awards

Programming

Goal	Status	Notes
Re-evaluate instructor program	In progress	Met with instructors, creating memoranda of understanding
Dead space revitalization plan	In progress	cycling in fieldhouse
Asset Mgmt. Plan	In progress	Met with Apple Fitness last quarter
Community Stakeholder collaboration	On going	Still need to meet with: D.A.R.T.S.
Re-evaluate CORE programs	Completed	Taekwondo, Mind & Body Balance Yoga reviewed

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Add new programs for the fall	On going	Communicating program deliverers. Creating cost recovery and memoranda of understanding.
Hire New Staff for Summer Fun	Completed	1 Coordinator, 2 full time, 2 part time staff hired
Plan Summer Fun activities	Completed/On going	Daily

Current or pre-established programs

Classification	Offerings
Free with purchase	Power Yoga, Keeping Up Fitness, Pickleball, Fitness On Demand,
Free to public	Childhood Coalition Free Play, Parent Link
External	Soccer, Floor Hockey
Registered Programs - Fee	Flex Days & Week Camps (see Appendix A-Program Revenue), CORE Remix, Keeping Up Fitness Bootcamps, Badminton, Baking with Angela
Event	Battle of the Sexes, Dragons Meet, Greet, and Play

New or introduced programs

Program	Type	Date	Status
Human Movement Class	Single class	April 16	Occurred:
Canoe Trips	x 2 event	July 23, August 20	Trip #1 postponed until August.
C.O.R.E. Cycling	x2 - 7 wk sessions	March 7-Apr 21 Apr 25- Jun 9	Occurred: popular class 6+ ppl ea session
Fitness On Demand Feature (Appendix B)	Month theme	April	Occurred: 25 entries into draw. we are continuing a FOD Drop in twice a week in the FS
Shuffleboard Drop-In	Partnership with Alberta 55+	Jan 8 – May 20	Success. In hiatus over summer. To reconvene in the fall
Netball Alberta	Partnership	April 30	Pending
Pickleball Matches	To increase youth	Jan 21- Apr 21	Reboot in fall
Tai Chi	Change of location	April 11 onwards	Success: approx 11 participants a session
Badminton	5 different 45min to 60 min classes	Sept 20 – Dec 9	Pending
CORE Remix	Themed CORE classes	Oct 19 – Dec 7 Jan 4 – Feb 22	Pending
Baking with Angela	Baking classes	Oct & Dec	Pending
Knitting and Crochet	After school crafting classes	Oct – Dec	Pending
Jr Drama Classes	After school drama classes	Sept – Dec	Pending
Sweat the Summer	8 classes	Sept 7-29	Pending
Kickstart Your Resolution	6 classes	Dec 1-21	Pending
Summer Fun	8 weeks	July 4 – Aug 26	Up to 30 registrants on a given day

Developing or future programs

Program/Item	Notes	Status
Certifications	Child Certifications	in progress

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Agenda Item # 9.4

Senior Peer Mentoring Program	Developing	Details to be worked out with contacts with AHS
Pickleball Tournament	Under review	In progress
TRX Workshop	Under review	In progress
Running Club	Under review	In progress
Junior Ambassadors	Developing	In progress
Wine & Cheese	Potential partnership with the Atlas Coal Mine. Date set for November	In progress
Day Trips: Mountain Hikes and Climbing Wall excursions	Under review	In progress
Summer Fun Admin	Revamping	In progress
Cosmicon	Set for October in Partnership with the Library	In progress
Octoberfest	Working with Organizers	In progress
Membership Appreciation	October	In progress
New Years	December	In progress
Call for Program Deliverers	Developing	In progress

Badlands Community Facility Conferences & Meetings:

Topic	Status	Notes
2017-2018 Fostering Diverse Communities Annual Conference http://www.wic-ab.ca/	In progress	Expecting notice for 2017 Conference.
2018-2020 Sports Events Congress/ Canadian Sport Tourism Alliance Annual Conference http://canadiansporttourism.com/news/are-you-ready-host-sport-events-congress-2018-and-2020-rfp-now-available.html	In progress	Content in progress
2019 Travel Media Association of Canada Conference and General Meeting https://travelmedia.ca/	Planning Stage	Working with Travel Drumheller on this.
Drumheller SHIFT Workshop March 6-9, 2017 http://industry.travelalberta.com/news/6f5e789e0f7a4fdc8cea01db5e0e340b/travel-alberta-teams-with-travel-drumheller-to-host-shift	In progress	Monitor & social media promotion.
The 2016 Alberta 55 Plus Winter Games	In progress	Providing support with promotion

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http://www.alberta55plus.ca/		Agenda Item # 9.4
Business & Association List	Continuous	2 nd Q – 4 tours
Website Updates	Continuous	
Booking Documentation Updates	Completed	
Conference & Events Facebook page	Deleted	Removed in order to focus on other core promotions.

Badlands Community Facility Weddings:

Topic	Status	Notes
Wedding Wire Website https://www.weddingwire.ca/wedding-banquet-halls/badlands-community-facility--e10248	Continuous	Created in May – received 3 reviews, 380 views, 6 inquirers, 2 bookings
Wedding Collages Monitors	Continuous	Every bride and groom that book the facility receive a free collage display on the monitors. So far, 4 displays have been created, and have been received very well.
With This Ring Red Deer http://bridalgala.ca/	Booked - Sunday Sept 25, 2016	The BCF and Canalta Hotels are sharing a table and splitting costs.
Bridal Fantasy Expo Edmonton http://www.bridalfantasy.com/shows/edmonton-bridal-expo/	Booked - Sunday January 22, 2017	The BCF and Canalta Hotels are sharing a table and splitting costs.
Wedding Bells Magazine http://www.weddingbells.ca/	Complete – Renewing contract	Final advertisement and payment made for 2016
Wedding Showcase – Feb 19, 2017	Planning Stage	
Website Updates/ documentation updates	Continuously in progress	

Badlands Community Facility Program Support

Topic	Status	Notes
Hills View Estates Lot Draw	Complete	Unsuccessful – no one attended, planning second promotion
Drumheller Canada Day	Complete	Very successful day estimated 21,000 visitors (Drumheller RCMP). 505 checked in on Facebook, 234 were interested, event reached 31,000 people in total
Hills View Estates Promotion	Continuously in progress	Promotion through website, social media, radio and newspaper
Thrill of the E-bill	In progress	2 nd media roll out planned for August, working with Julia, Barb and Sam
Activity Guide	In progress	Last stages of editing
Homeless Initiative	Beginning of planning stage	Working with Rose & Kim

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Agenda Item # 9.4

Topic	Status	Notes
Summer Fun Promotion	In progress	Big push for August on social media.
BCF & Red Deer River Adventures Canoe Trip Promotion – August 20 th , 2016	In progress	Big push on social media.
Sports Expo Promotion & Planning – September 7 th , 2016	In Progress	Website promotion, radio, paper, monitor and social media. Creation of Facebook event, club brochure, website articles, purchasing of swag bags
Cosmicon – Oct 29 th , 2016	In Progress	Teaming up with the Drumheller Library to bring Cosmicon to the BCF. Cosmicon is very similar to Comicon and this will be the first year it has been introduced to Drumheller.
Fire Fit	In Progress	Helping Kim with Promotion/ creating 50% off coupons for event
Dino Half Marathon	In Progress	Helping with cross promotion/ creating 50% off coupons for event
McHappy Day – May 4 th , 2016	Complete	Very successful – public relations

Topic	Status	Notes
Town of Drumheller Facebook Page	April 22 Likes: 3429 July 20 Likes: 3529	Increase of 100 likes
BCF Facebook Page	April 22 Likes: 1401 July 20 Likes: 1441	Increase of 40 likes
BCF Instagram	April 22 Likes: 60 July 20 Likes: 92	Increase of 32 likes
BCF Twitter	April 22 Likes: 25 July 20 Likes: 54	Increase of 29 likes

Badlands Community Facility Website / Social

Media/ Badlands Community Facility & Aquaplex Monitors:

Rise Vision is the Badlands Community Facilities new Monitor system, which has replaced Carousel. Carousel was outdated, and we were receiving no tech support when issues arose.

As a result we are transitioning away from Digital Edge Media/ DCT, and are in full control of our monitor systems. A plan is in the works to begin advertising digital advertising space come September 1st, 2016. The development of contracts, rate sheets and a communication plan for this revenue stream is moving forward.

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

Director:



M. Paul Salvatore

CAO:



Raymond M. Romanetz

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Page 12 of 12

Agenda Item # 9.4

Town of Drumheller Quarterly Statistics

Town of Drumheller Building Permits Quarterly Report Ending June 30, 2016

Category	Values	Date						Grand Total
		Jan	Feb	Mar	Apr	May	Jun	
COMMERCIAL	PERMITS ISSUED	1			1	3	1	6
	CONSTRUCTION VALUE	\$ 350,000			\$ 5,200	\$ 23,000	\$ 6,510	\$ 384,710
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	5	30
	CONSTRUCTION VALUE		\$ 282,500	\$ 418,848	\$ 69,000	\$ 605,840	\$ 75,700	\$ 1,451,888
Total PERMITS ISSUED		2	2	9	7	13	8	41
Total CONSTRUCTION VALUE		\$ 450,000	\$ 282,500	\$ 747,248	\$ 74,200	\$ 668,840	\$ 190,300	\$ 2,413,088

Town of Drumheller Building Permits Quarterly Report Ending June 30, 2015

Category	Values	Date						Grand Total
		Jan	Feb	Mar	Apr	May	Jun	
COMMERCIAL	PERMITS ISSUED	1	2	3	1	2	3	12
	CONSTRUCTION VALUE	\$ 30,000	\$ 11,000	\$ 58,500	\$ 100	\$ 54,000	\$ 120,900	\$ 274,500
INSTITUTIONAL	PERMITS ISSUED					1	2	3
	CONSTRUCTION VALUE					\$ 350,000	\$ 142,000	\$ 492,000
RESIDENTIAL	PERMITS ISSUED	3	5	5	14	9	5	41
	CONSTRUCTION VALUE	\$ 38,000	\$ 91,100	\$ 113,000	\$ 1,207,500	\$ 485,130	\$ 30,356	\$ 1,965,086
Total PERMITS ISSUED		4	7	8	15	12	10	56
Total CONSTRUCTION VALUE		\$ 68,000	\$ 102,100	\$ 171,500	\$ 1,207,600	\$ 889,130	\$ 293,256	\$ 2,731,586

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Agenda Item # 9.4



DRUMHELLER

PROTECTIVE SERVICES

Agenda Item # 9.5



NAME: Greg Peters

QUARTER: APRIL – JUNE 2016

LAST QUARTER's ACCOMPLISHMENTS

- bylaw operations have seen an increase in weed/grass notices and with the amount of rain this requires constant patrols and response to citizen complaints.
- several clean up notices have been issued and members are following up on these.
- a request for proposal was completed regarding the regional emergency services master plan and advertised for replies from consultants.
- the fire service mutual aid agreements have been put together and now require each partner to review and respond to.
- the director and fire chief continue to research and consider options for a new fire bylaw and fire alarm bylaw.
- the Town has been advised that S/Sgt Macdonald of the RCMP will be retiring and leave his post in Drumheller.
- the new Nco will be consulted in due course about the Town instituting a false alarm bylaw.
- the director has met with Tough mudder officials when they were in town and will be assisting them with event preparation through various areas as the event date nears.
- bylaw operations dealt with 335 calls for service regarding animal calls, parking issues, noise complaints business licenses and trespassing. Please refer to the attached sheets of bar graph and incident counts. Some files are kept in bulk so the printed total of 275 incidents does not include all calls for service.
- the Fire Chief reports the department attended 32 calls for service, kindly review the attached sheet for more details.
- the directors of infrastructure services and protective services attended a river forecasting workshop held by Alberta environment on April 12 in Red Deer.
- members assisted with the Miner's day event ensuring the town hall lobby was open and monitored the event through the day.
- an emergency committee meeting was held May 12.
- the new solid waste bylaw completed with the assistance of protective services was passed by council on April 18.
- the fire chief and director attended the annual Dickson dam meeting May 16 at the dam. New dam safety regulations were reviewed.

PROGRESS ON PROTECTS/PROGRAMS

- members of protective services continually work and assist other Town departments on a variety of matters.
- in assisting Public works the inmate work program with a new supervisor this year has been functioning with no issues.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y3

Protective Services
www.dinosaurvalley.com

Telephone: (403) 823-1363
Telephone: (403) 823-1323
Fax: (403) 823-7739
E-mail: gpeters@dinosaurvalley.com
E-mail: fchief@dinosaurvalley.com

- the Town risk management committee continues to deal with issues on a regular basis.
- the director being in charge of the committee regularly deals with issues of risk in all town departments regarding operations, equipment and training and makes efforts to correct and mitigate problems.
- as part of the ongoing work through our safety program work continues to arrive at a training and recognition policy.
- protective service members continue to assist the provincial fish and wildlife authority with beaver control in the area.
- the new Alberta First Responder Radio Communication system was operational end of June.
- a provincial representative from the AFRRCs transformation section of the solicitor attended Drumheller and conducted a lengthy question and answer seminar with staff, the fire department and representatives from our neighboring counties. The Town is still considering our options under this new system.
- work continues on a traffic bylaw rewrite.
- the Emergency management plan is under continual review and updating.

NEXT QUARTER

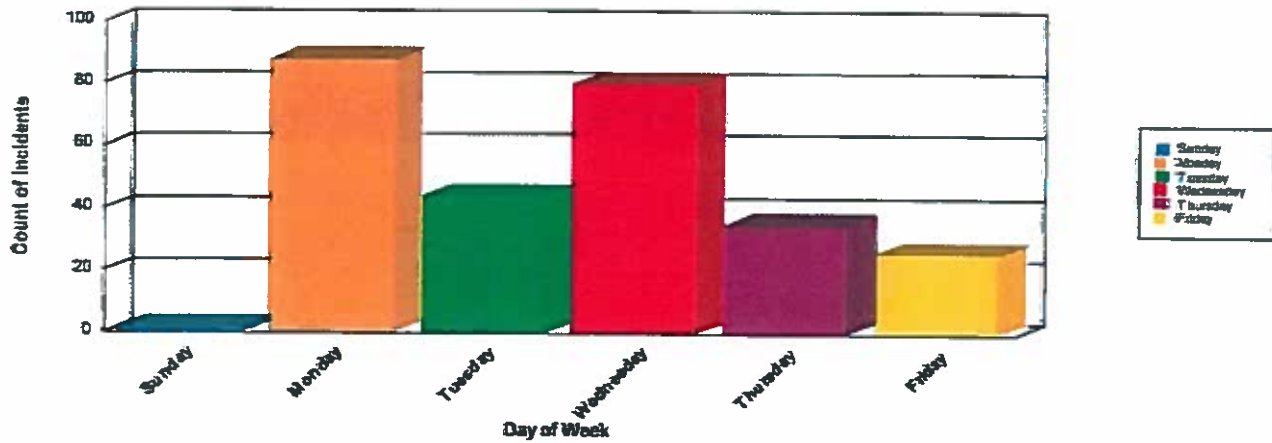
- efforts are underway to review all proposals to provide consulting services on the regional emergency services master plan and select a consultant. Our partner counties have been apprised of the project status and we are forming a steering committee from partners to guide the project and produce the best results possible.
- the director with the assistance of other town departments will assist the Tough Mudder event preparations until it is over.
- summer weed, grass and clean up orders issued through bylaw will be followed up until the growing season slows in early fall.
- liaise with the RCMP to learn about plans to transfer a new Nco i/c to Drumheller detachment.
- at this time Sgt Charles is temporarily in charge and will remain as such until he sells his residence and completes his transfer or a new Nco i/c arrives.
- with the increased contact with our neighboring community services members the Town's protective services department and all partners find this valuable to share information, better relationships and will help in the completion of the regional master plan and beyond.
- research and work continues on the revision of bylaws that need updating.
- Town emergency services will continue to assess the need and functionality of the provincial AFRRCs radio system.

Greg Peters
Director of Protective Services

Town of Drumheller

Statistics from: 2016/04/01 8:00 AM to 2016/06/30 4:30 PM

Count of Incidents by Day of Week



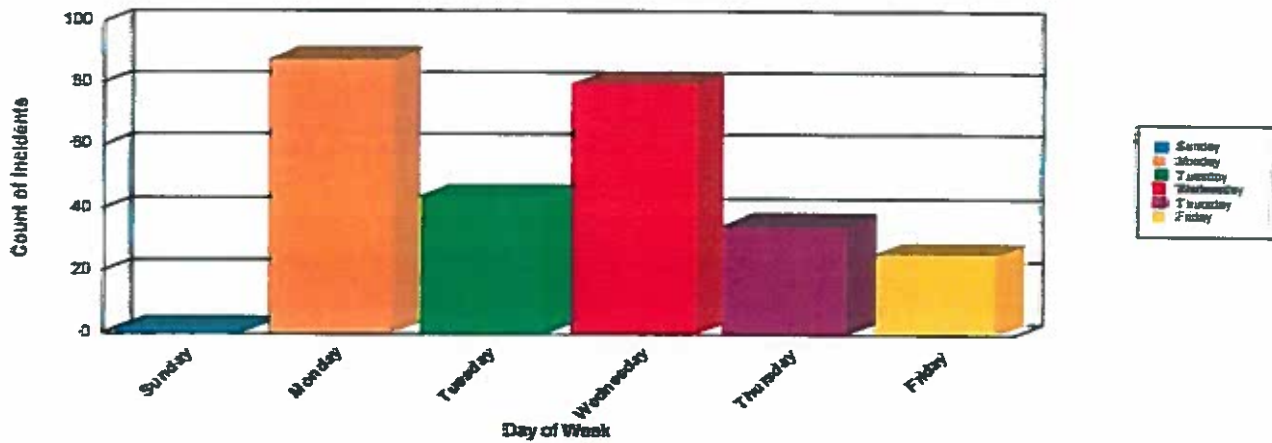
Total Count for Sunday : 2
Total Count for Monday : 88
Total Count for Tuesday : 44
Total Count for Wednesday : 80
Total Count for Thursday : 35
Total Count for Friday : 26

Total Number of Incident Types : 275

Total Number of Reports : 26

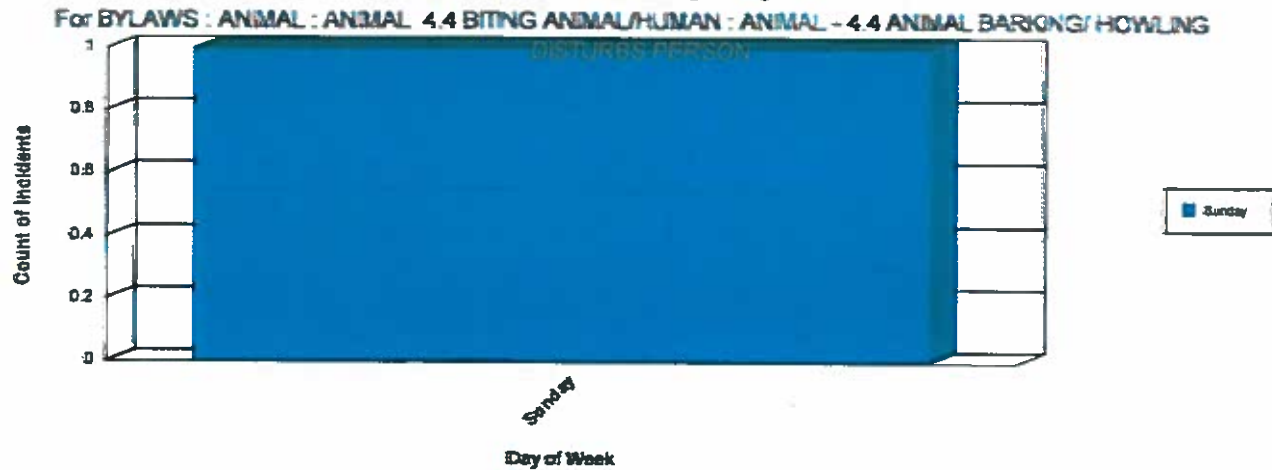
Town of Drumheller

Count of Incidents by Day of Week

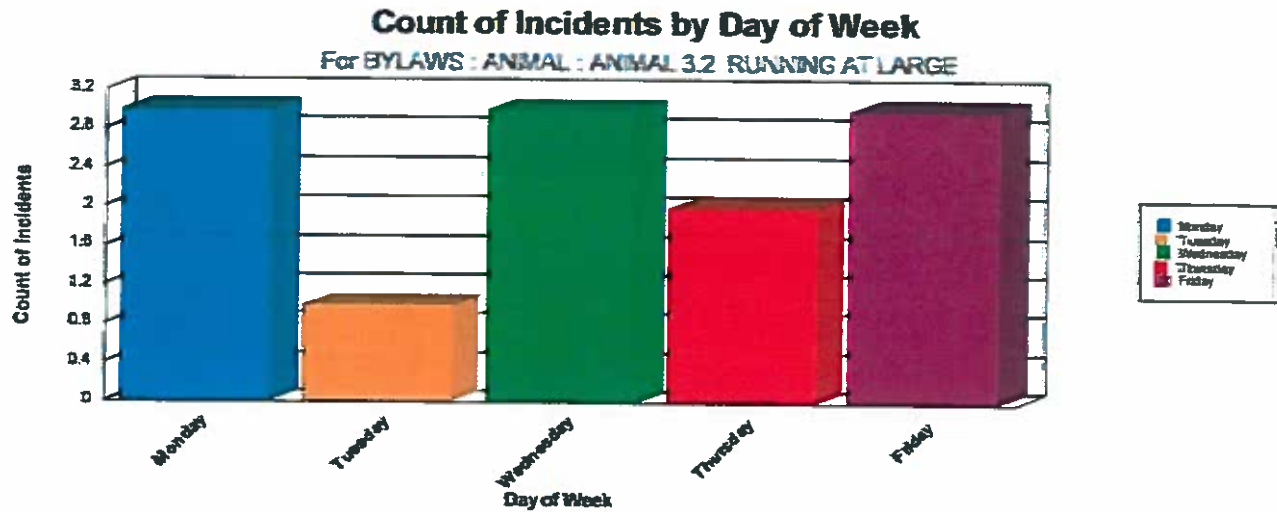


BYLAWS : ANIMAL : ANIMAL 4.4 BITING ANIMAL/HUMAN : ANIMAL - 4.4
ANIMAL BARKING/ HOWLING DISTURBS PERSON

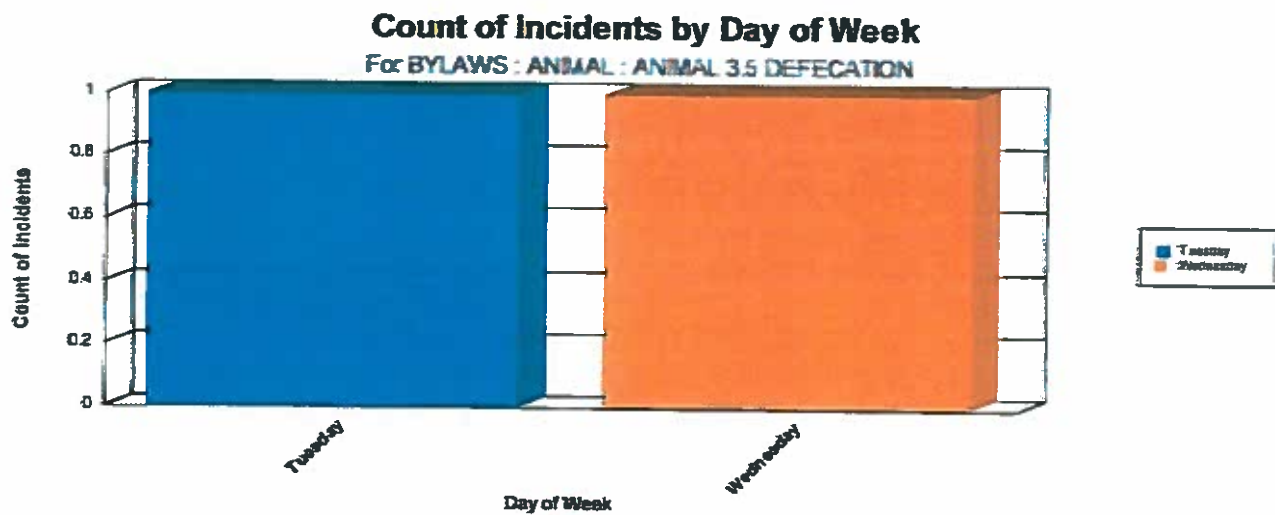
Count of Incidents by Day of Week

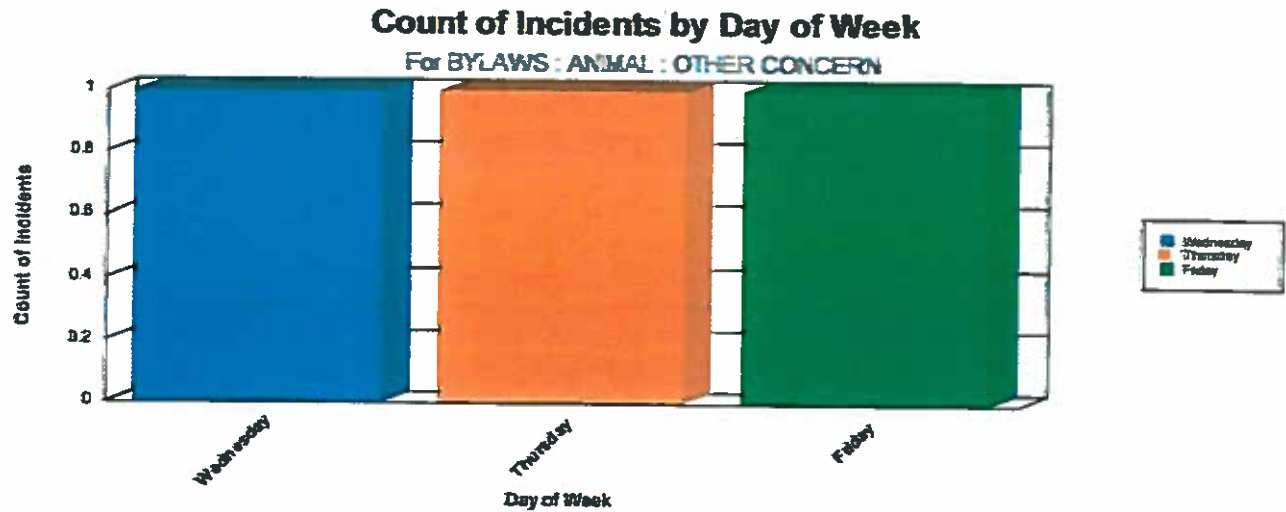


BYLAWS : ANIMAL : ANIMAL 3.2 RUNNING AT LARGE

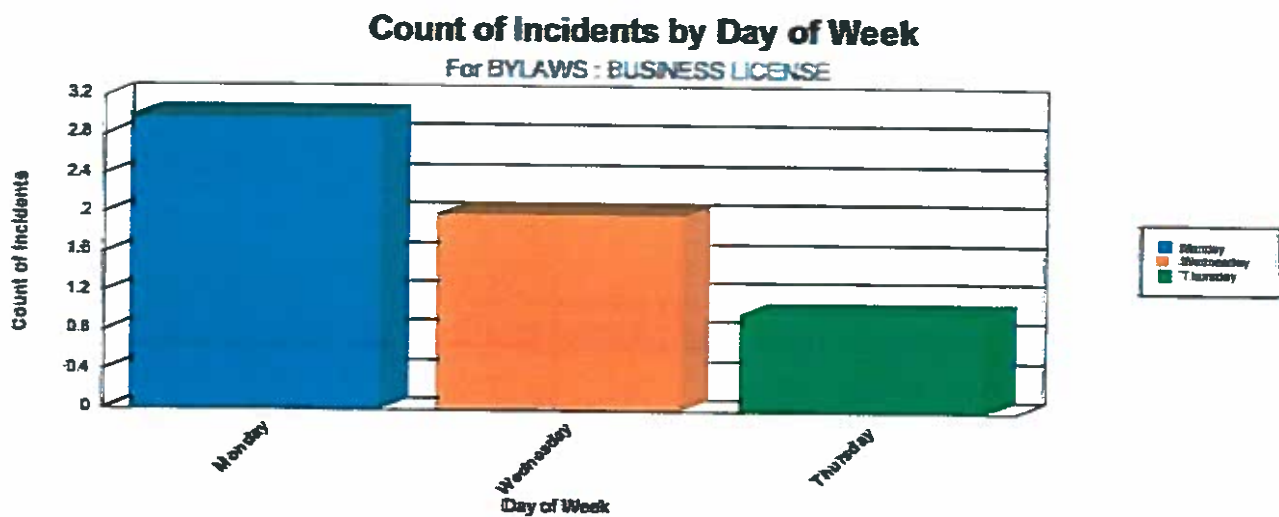


BYLAWS : ANIMAL : ANIMAL 3.5 DEFECACTION

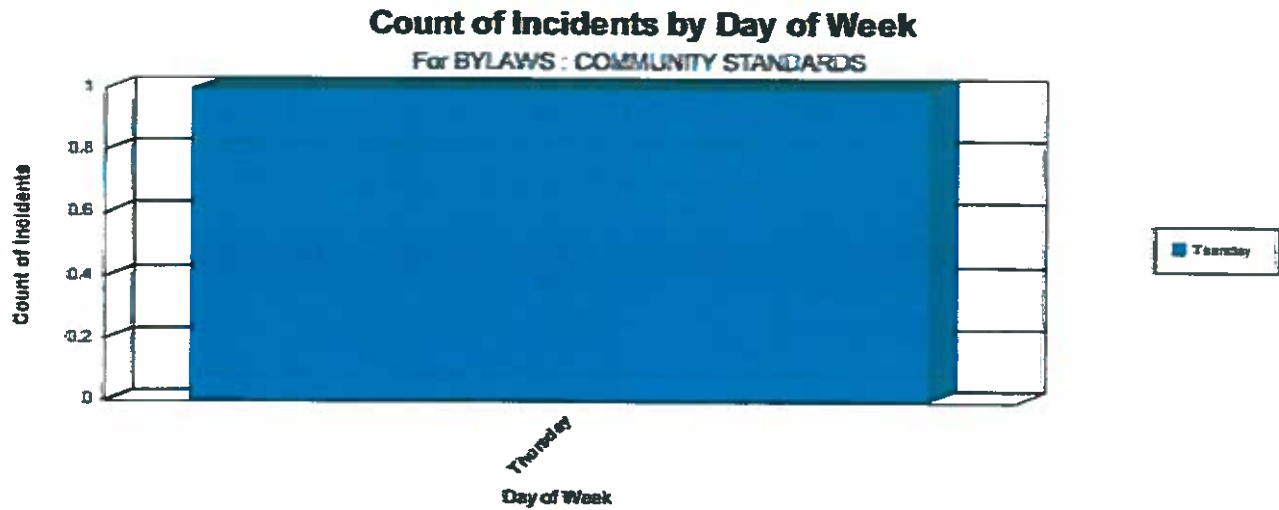




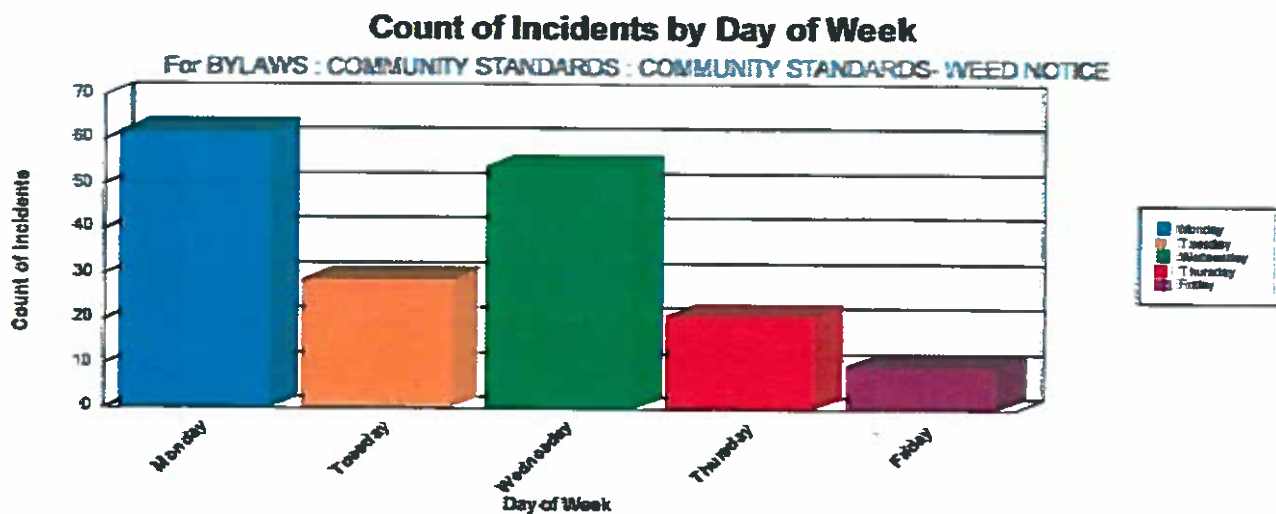
BYLAWS : BUSINESS LICENSE



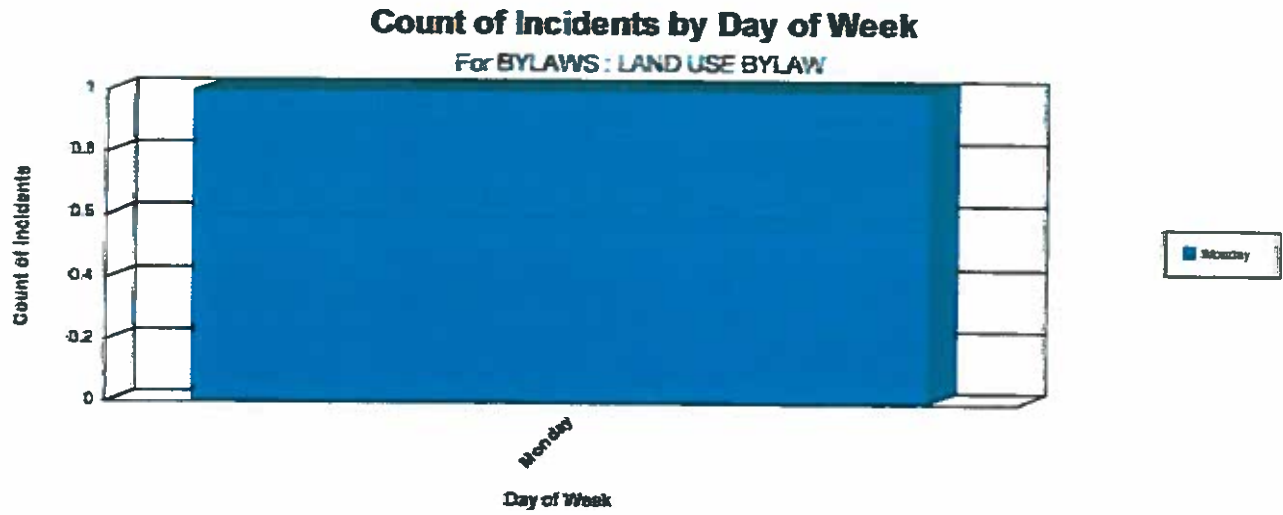
BYLAWS : COMMUNITY STANDARDS



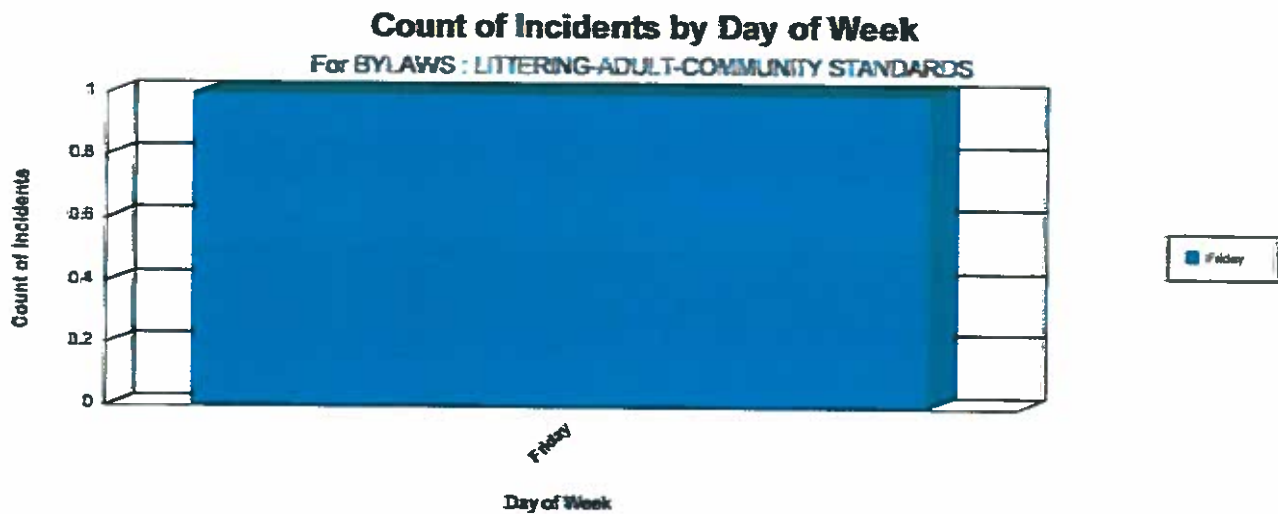
BYLAWS : COMMUNITY STANDARDS : COMMUNITY STANDARDS-WEED NOTICE



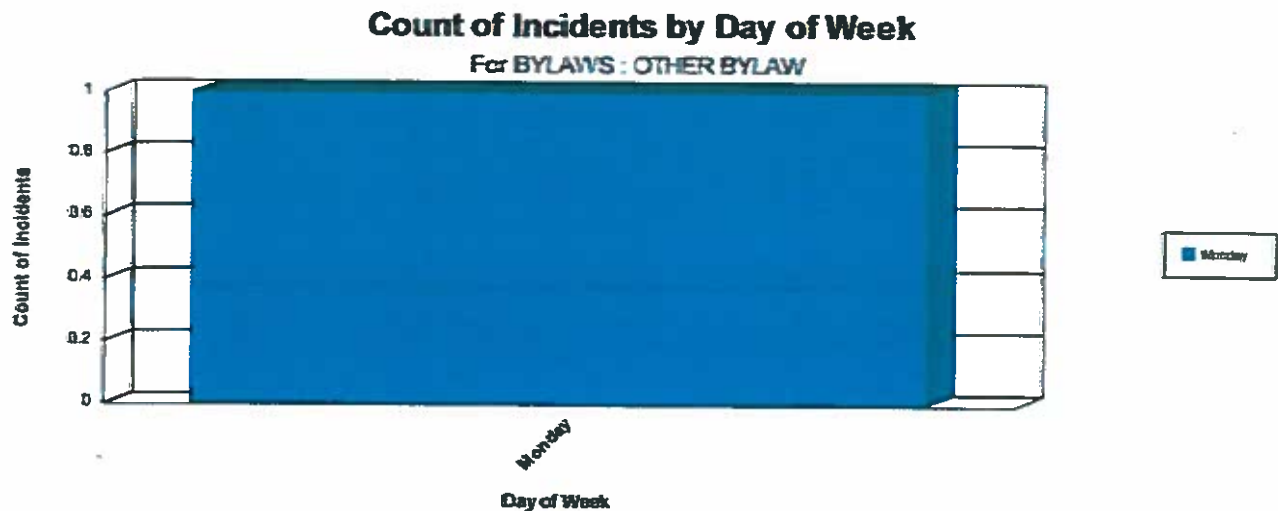
BYLAWS : LAND USE BYLAW



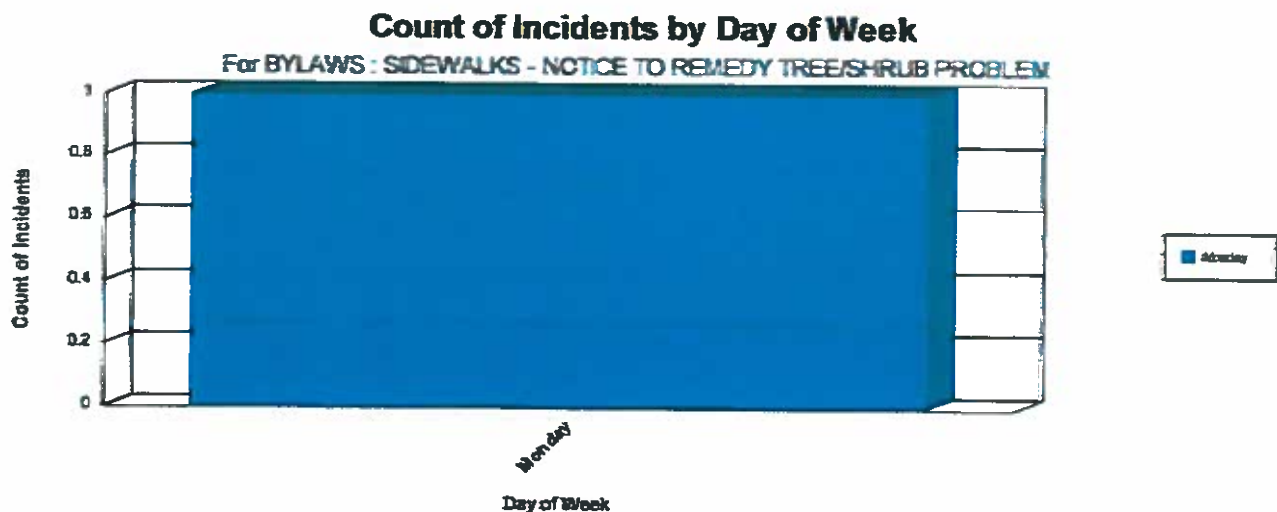
BYLAWS : LITTERING-ADULT-COMMUNITY STANDARDS

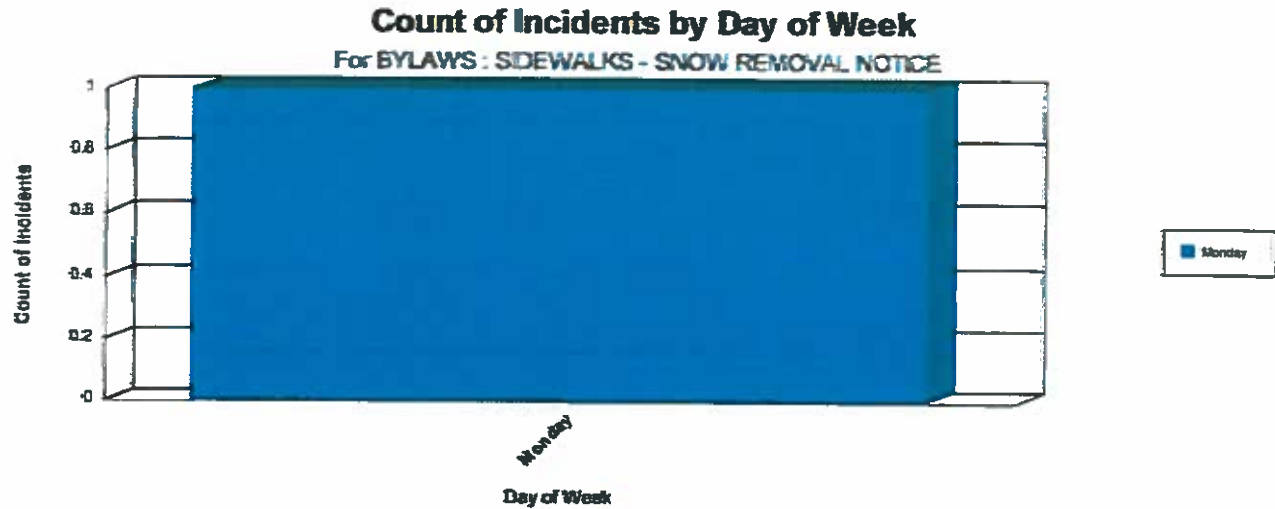


BYLAWS : OTHER BYLAW

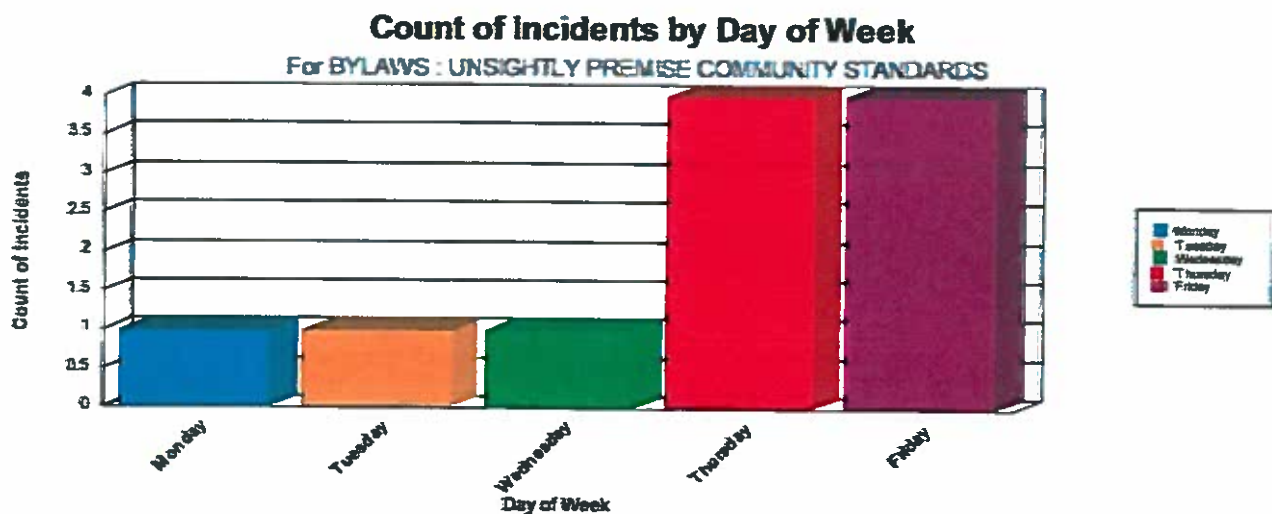


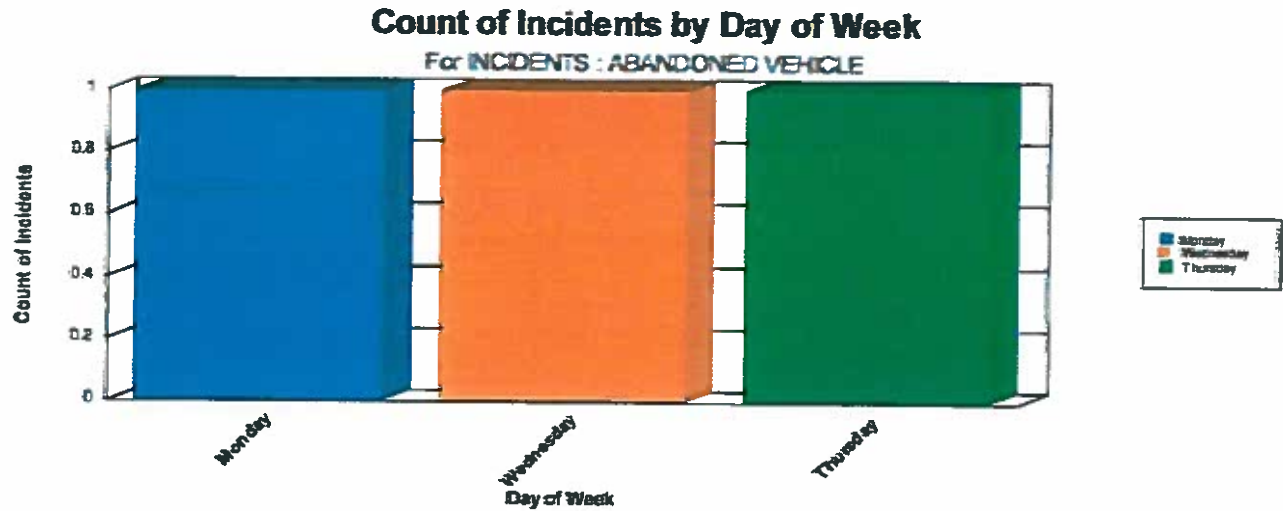
BYLAWS : SIDEWALKS - NOTICE TO REMEDY TREE/SHRUB PROBLEM



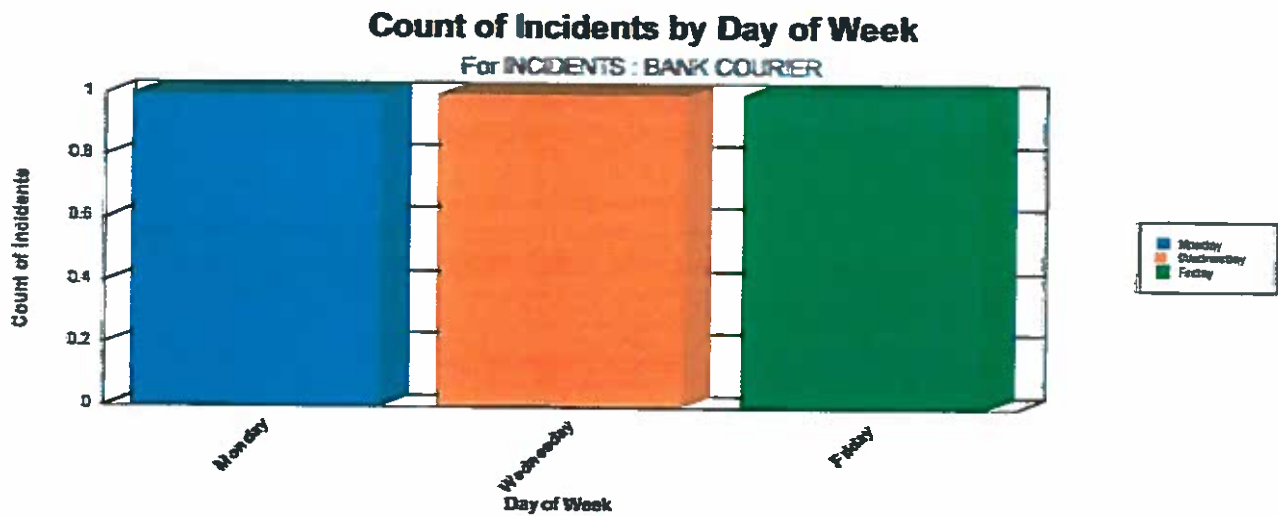


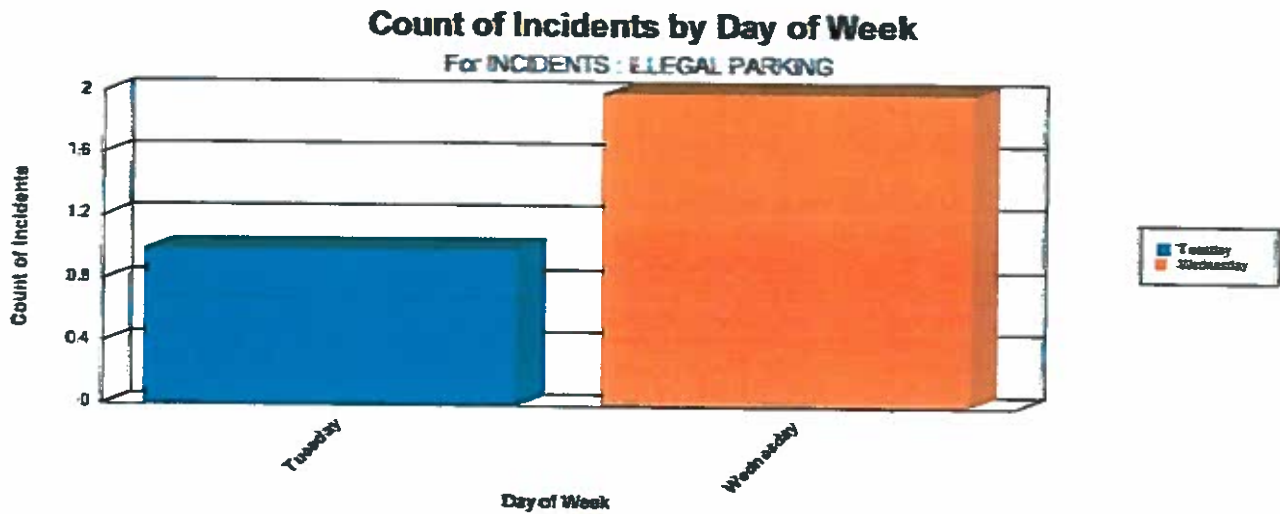
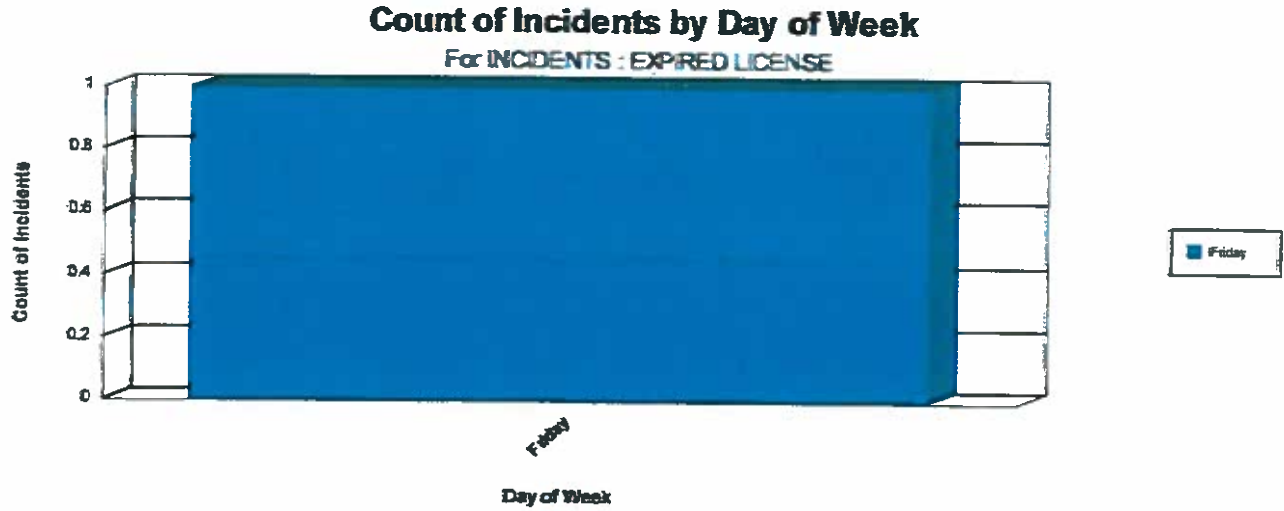
BYLAWS : UNSIGHTLY PREMISE COMMUNITY STANDARDS



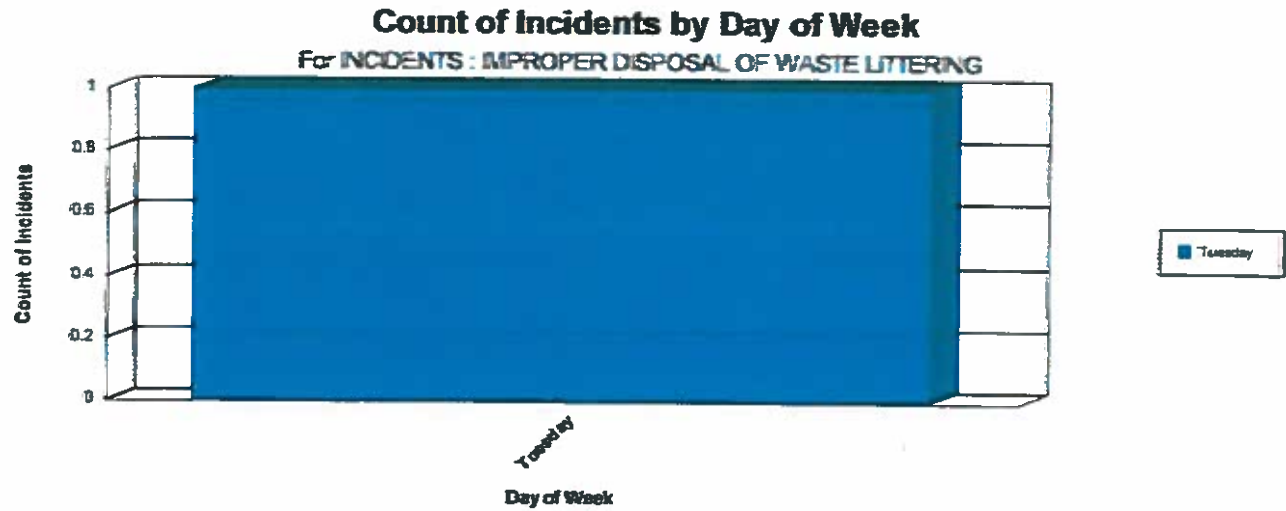


INCIDENTS : BANK COURIER

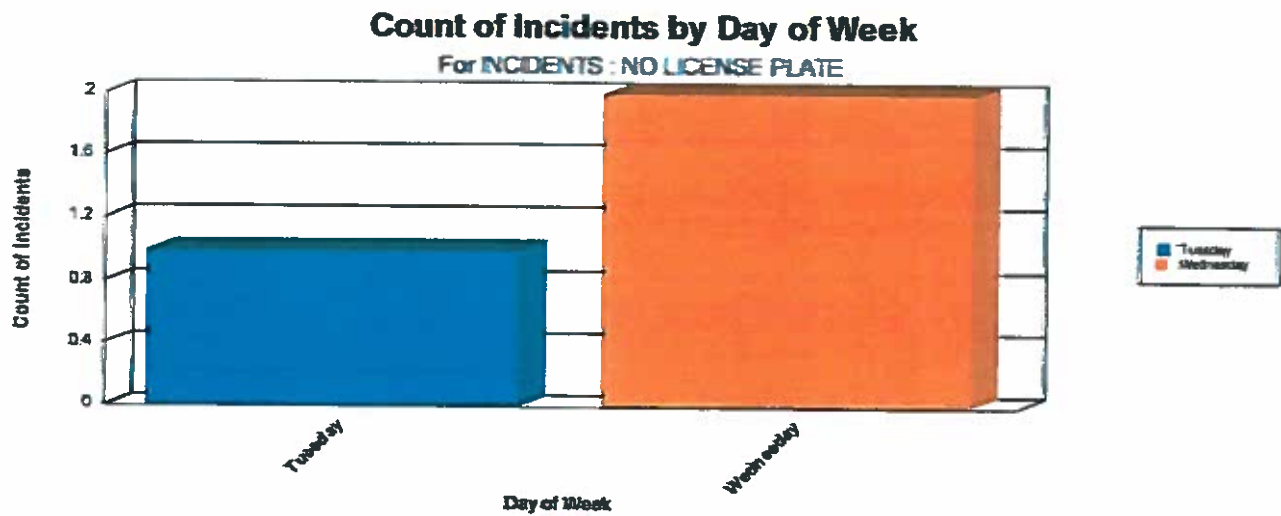




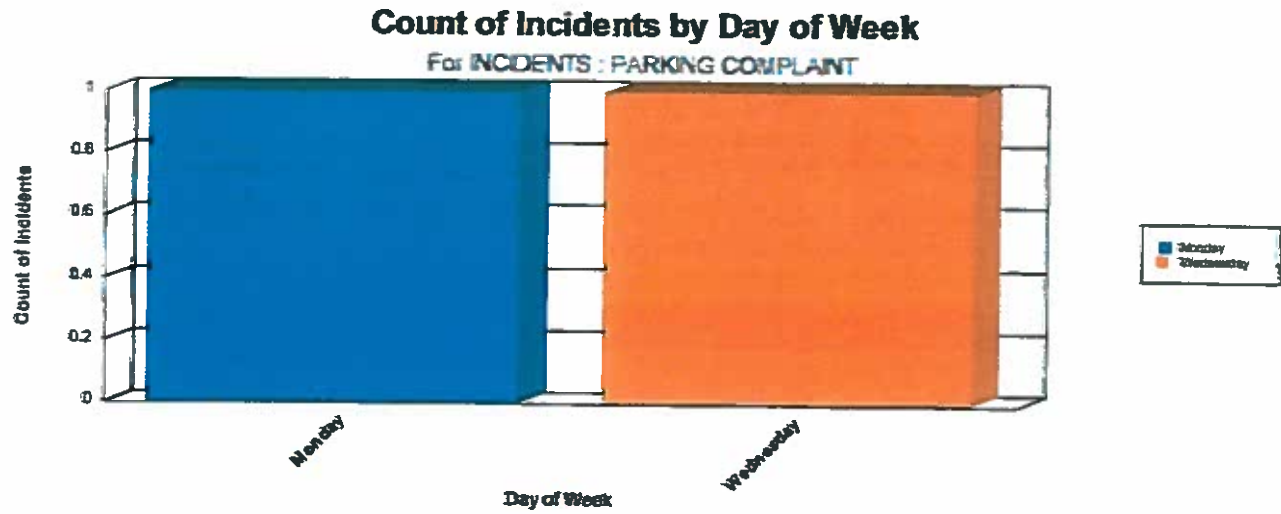
INCIDENTS : IMPROPER DISPOSAL OF WASTE LITTERING



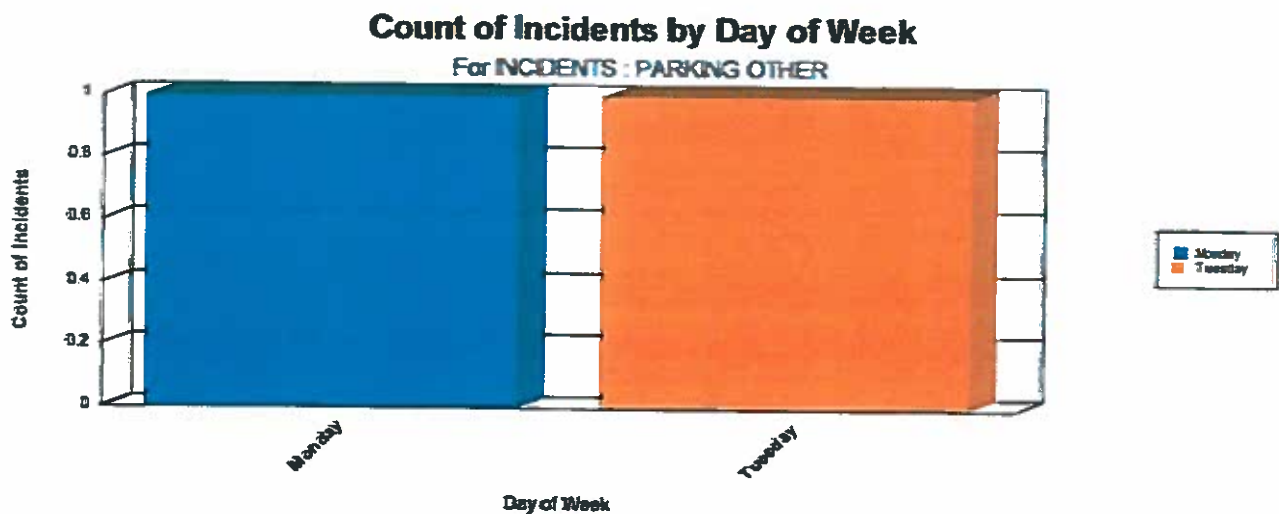
INCIDENTS : NO LICENSE PLATE

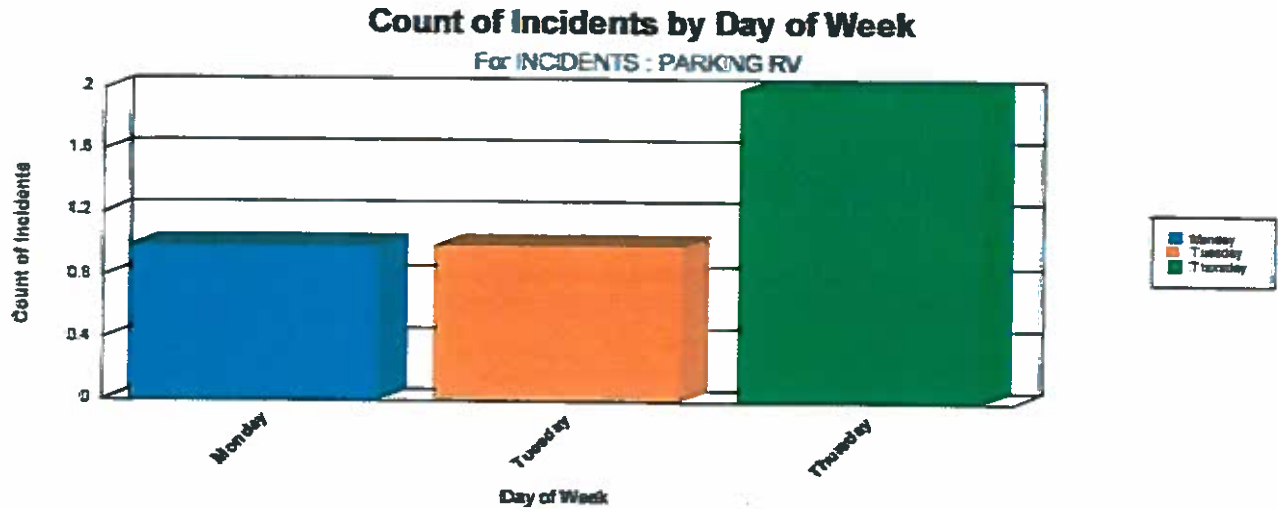


INCIDENTS : PARKING COMPLAINT

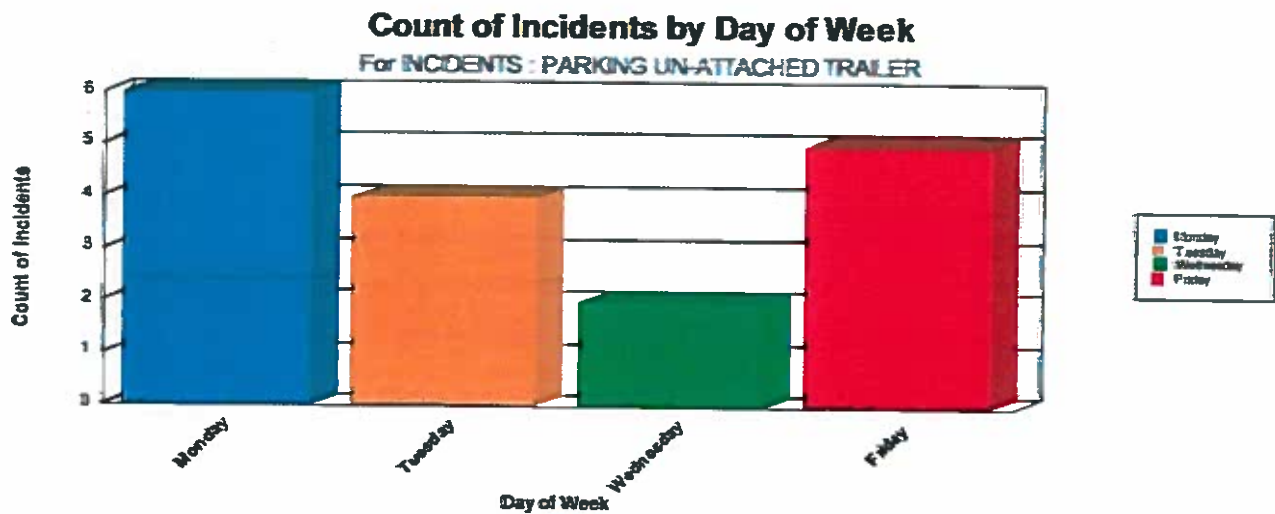


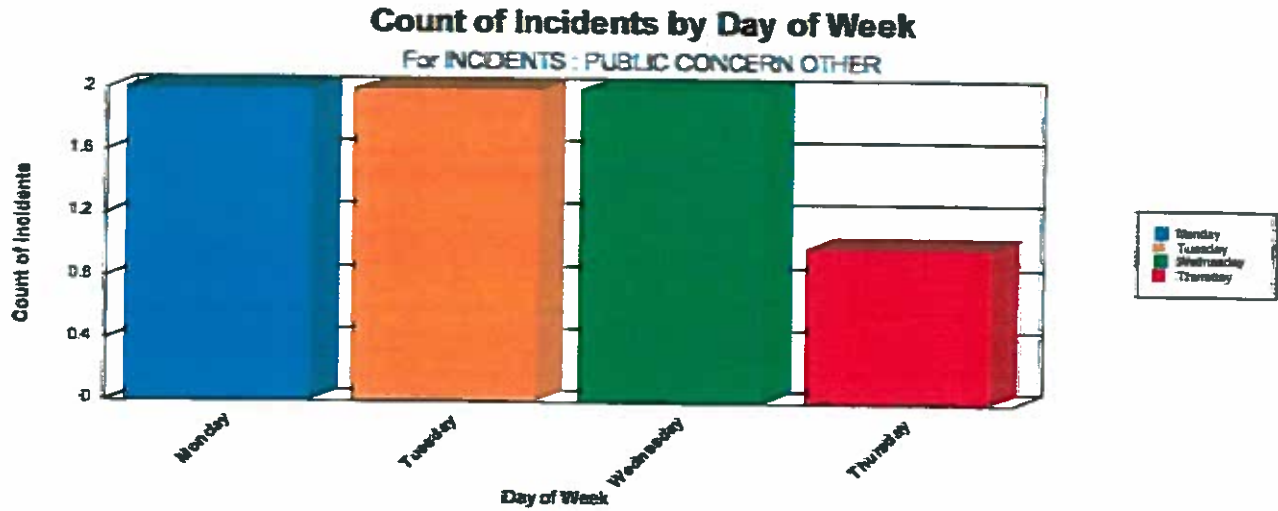
INCIDENTS : PARKING OTHER



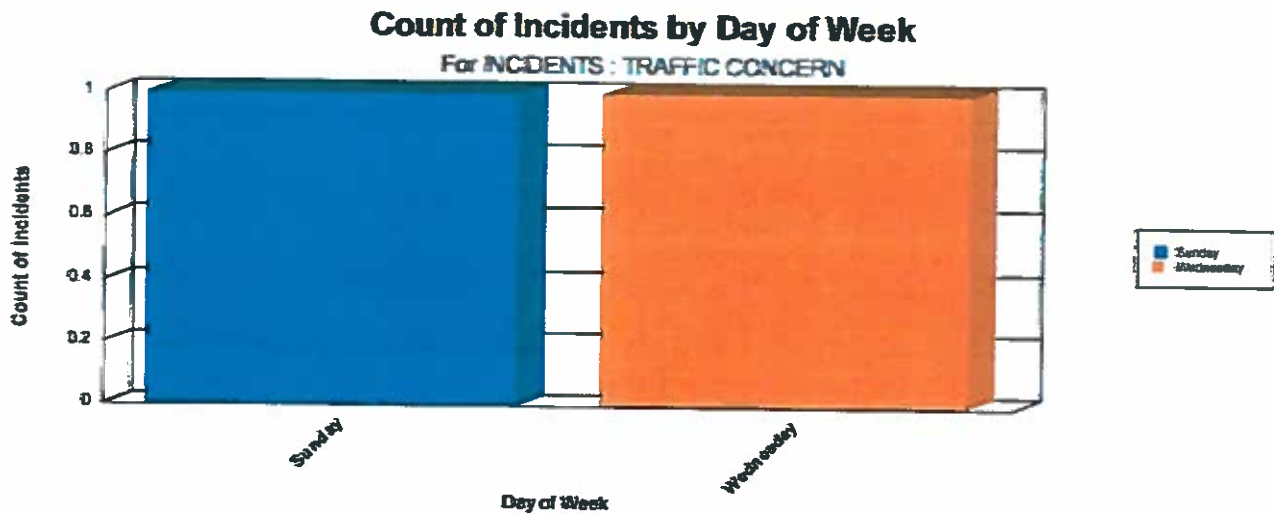


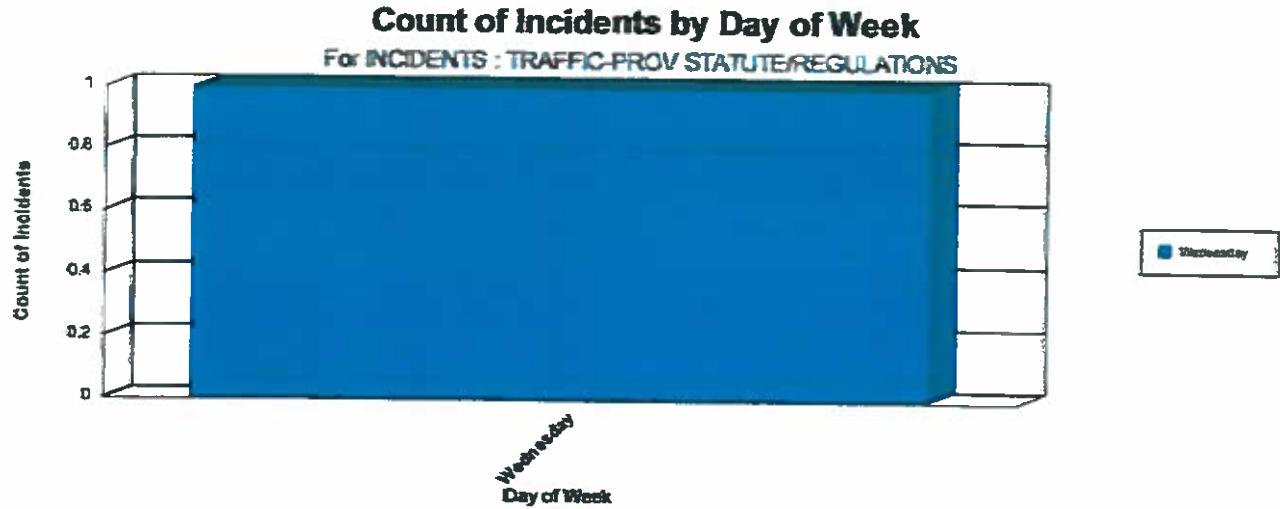
INCIDENTS : PARKING UN-ATTACHED TRAILER



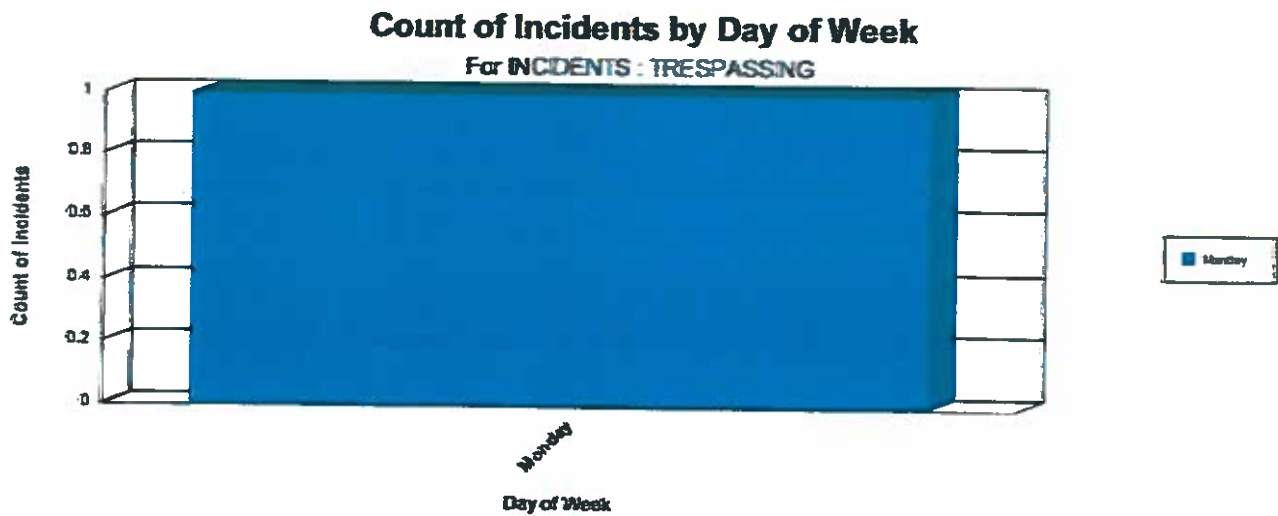


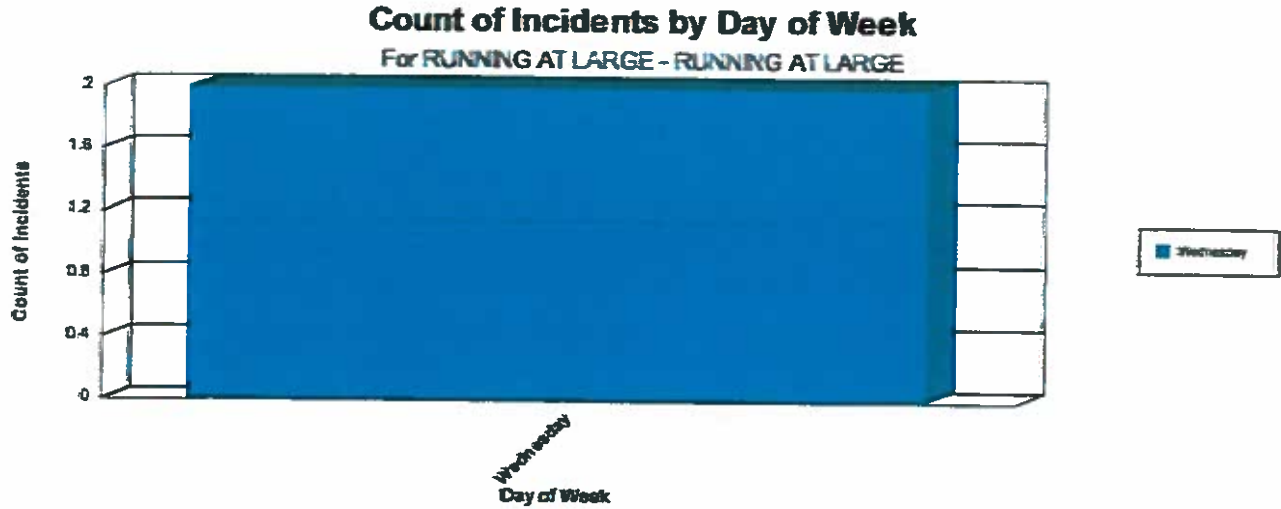
INCIDENTS : TRAFFIC CONCERN



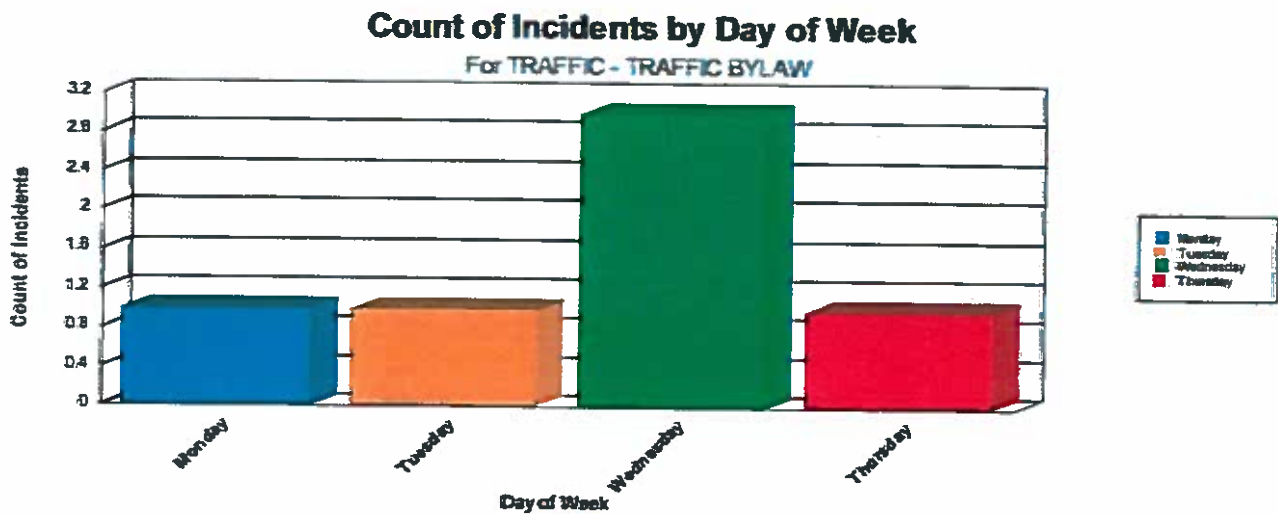


INCIDENTS : TRESPASSING





TRAFFIC - TRAFFIC BYLAW



Total Number of Incident Types : 275

Total Number of Reports : 6

**2016 Fire Call Stats
April 1 – June 30**

Structure fires	4
False alarms	10
Motor Vehicle Collisions	5
Grass Fires	2
Rescue hill, river, etc	2
Hazmat	0
EMS assist	3
CO detector	0
Car fires	1
Mutual aid	1
Garbage bin	0
Misc	4