

Town of Drumheller COUNCIL MEETING AGENDA

**January 9, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-15 5.1.1 Regular Council Meeting Minutes of December 12, 2016
Special Council Meeting Minutes of December 19, 2016

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5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

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- 16-18 8.1.1 RFD - Drumheller Public Library Board Appointments
19-28 8.1.2 RFD - Palliser Regional Municipal Services' Application to Alberta Community Partnership for resources to create Intermunicipal Development Plans

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 Tax Penalty Communication

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8.5. DIRECTOR OF PROTECTIVE SERVICES

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10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

14.1 Personnel Matter

**Town of Drumheller
COUNCIL MEETING
MINUTES**

December 12, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Darryl Drohomerski

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Jay Garbutt

1.0 CALL TO ORDER

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

- 1.1 Councillor Lisa Hansen-Zacharuk was sworn in as Deputy Mayor for the months of January and February, 2017

2.0 MAYOR'S OPENING REMARK

Mayor Terry Yemen announced that the Regular Council Meeting scheduled for December 26, 2016 will be cancelled.

Mayor Terry Yemen presented a letter from The Alberta Order of Excellence seeking nominations for an individual who is a remarkable Albertan within our community who has made a significant contribution provincially, nationally and / or internationally. He asked Council to consider a Drumheller citizen for a nomination submission.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2016.169 Kolafa, 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 November 28, 2016

MO2016.170 Zariski, Shoff moved to adopt the Regular Council Meeting Minutes of November 28, 2016 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of October 12, 2016
Municipal Planning Commission Meeting Minutes of October 20, 2016
Municipal Planning Commission Meeting Minutes of October 28, 2016
Municipal Planning Commission Meeting Minutes of November 10, 2016
Municipal Planning Commission Meeting Minutes of November 24, 2016

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 17.16 being the Utility Rate Bylaw - first reading

R. Romanetz presented Bylaw 17.16 being the Utility Rate Bylaw and advised that during the Annual Budget Deliberations held on December 5th, Council reviewed the details of the budgetary items and based on that discussion, the bylaw is being presented with a proposed increase of 5% for the water rates and a proposed increase of 2% for the wastewater rates. He referred to page 2 of the Bylaw for monthly meter

charges. He stated that questions have been raised by Council on Group 3 which shows a meter charge at \$446.38 and the current Bylaw (2016) has a rate of \$595.60. He stated that the Town asked the consultant to look at the Group 3 numbers to determine if the numbers were fair. He stated that the opinion of the consultant is that the meter size should represent the demand charge similar that commercial properties would see on their electrical bills. He further stated that based on the opinion of the consultant and the recommendation by the AUC, the Town is reducing Group 3 water rates to \$446.38 this year with a further decrease proposed for next year. He stated that the overall impact on the utilities would be significant and as such should be phased-in. He stated that the second change relates to Group 2 with a recommendation that the rate be \$71.74 and the following year (2018), a further reduction to \$60.00. He further stated that these numbers reflect capacity based on meter size and comes closer to the revenue collected for each size of meters as recommended by our consultants. He recommended that Council proceed to first reading with a Special Council Meeting to be held on December 19th.

MO2016.171 Zariski, Kolafa move first reading of Bylaw 17.16.

Councillor T. Zariski referred to Group 2 and stated that he thought wastewater was a percentage of water used and it is higher. R. Romanetz stated that wastewater rates are based on volumes used calculated at 80% of water usage. He further stated that the calculation has to stand on its own in terms of costing for each area. He further stated that with the proposed reduction, the numbers are closer to where they should be with a further decrease in subsequent years. Councillor S. Shoff asked how many people are affected on Group 2 and Group 3. R. Romanetz advised that Group 3 has a meter size of 3 to 4 inches (industrial) and Group 2 has a meter size of 1 1/4 inch to 2 inches (large commercial). Councillor S. Shoff asked if the proposed increase reflects a 5% administration fee from \$12.74 to \$13.37 for example for water and from \$12.57 to \$12.82 for example for wastewater as well as the rate increase of 5% from \$1.6218 to \$1.7029 for water and \$2.0215 to \$2.0619 for wastewater? R. Romanetz confirmed yes stating that the overall costs will be increased by 5% - both components - the meter charge and the rate per cubic meters and 2% on the wastewater rates. In response to a question from Council, B. Miller stated that water and wastewater operates at a deficit now and the budget is not balanced. She further explained that the goal is to become self sufficient and operate at a balanced budget – even at increases of 5% for water and 2% for wastewater, it will take a numbers of years for the utilities to be fully cost supported. R. Romanetz advised that the Province is recommending that municipalities work towards water and wastewater full cost recovery and both utilities need increases as proposed over 3-5 years before the Town will become self sufficient.

Vote on Motion:

In favour 3 – Yemen, Kolafa, Zariski

Opposed 3 – Shoff, Hansen-Zacharuk, McMillan

Motion defeated: (Bylaw Failed).

In order to meet the timelines for the rates to be effective January 1, 2017 and allow an opportunity for public comment, Councillor S. Shoff requested that the Utility Rate Bylaw be reintroduced with a proposed increase of 3% to the water rates and a proposed increase of 1.5% to the wastewater rates.

MO2016.172 Shoff, Hansen-Zacharuk moved first reading of Bylaw 17.16.

Councillor P. Kolafa asked how the shortfall would be made up. R. Romanetz advised that any shortfall would come from reduced amortization which means less money for reserves resulting in a longer period to be self sufficient. Councillor L. Hansen-Zacharuk asked why there was a deficit on the water side. B. Miller explained that the budget this year reflects a lesser deficit than last year because we did have less consumption due to rainy conditions. She further stated that the revenue in the budget did not reflect a straight 5%; it was based on an average of consumption.

Vote on Motion: Carried unanimously.

Mayor Terry Yemen announced that a Special Council Meeting will be held on December 19th, 2016 for second and third readings of Bylaw 17.16.

8.1.2 Bylaw 18.16 being a bylaw for borrowing monies to cover operating expenses
- all three readings

R. Romanetz advised that this borrowing is for the purposes of financing operating expenditures pending the collection of taxes due. This borrowing must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made. He recommended Council pass all three readings to Bylaw 18.16.

MO2016.173 Shoff, Hansen-Zacharuk moved first reading of Bylaw 18.16. Carried unanimously.

MO2016.174 McMillan, Kolafa moved second reading of Bylaw 18.16. Carried unanimously.

MO2016.175 Zariski, Shoff moved no objections to third reading of Bylaw 18.16. Carried unanimously.

MO2016.176 McMillan, Hansen-Zacharuk moved third reading of Bylaw 18.16. Carried unanimously.

8.1.3 RFD - 2017 Authorization for Expenditures

R. Romanetz advised that pursuant to Section 248(2) of the Municipal Government Act, Council must approve a procedure for authorizing and verifying expenditures not included in the budget. Since the 2017 operating budget has not yet been approved, a resolution from Council is required to authorize the CAO, or his delegate, to pay all current accounts, which are a proper charge of the Town, until the 2017 Operating and Capital Budgets are approved.

MO2016.177 Zariski, Hansen-Zacharuk that Council in accordance with Section 248(2) of the Municipal Government Act authorize the CAO or his delegate to pay all current

accounts, which are properly charges to the Town, until the 2017 Operating and Capital Budgets are approved by Council. Carried unanimously.

8.1.4 2015 Financial Indicators

R. Romanetz presented the 2015 Financial Indicators Graphs (based on information from the Alberta Municipal Affairs website). He advised that Drumheller compares well with those communities within the population range of 6,000 - 12,000. He further advised that Drumheller is near or at median throughout the comparisons, meaning there are as many communities above Drumheller as below. He asked B. Miller to provide an overview of the graphs.

B. Miller advised that caution should be used when interpreting the results as each municipality has unique characteristics affecting how it compares to the group. She highlighted the following areas:

- Drumheller is showing higher than the median equalized tax rates for residential and non residential tax rate; Drumheller's equalized assessment per capita is lower than the median. She explained that if the assessment value is lower than the equalized tax rate will be higher – you have to look at both the millrate and assessment value for comparison purposes. For Drumheller's municipal tax per capita, we are at the lower end of the comparative communities of similar size and equivalent level of services.
- Drumheller's percent of debt limit used is 40.2% and the median is 25.4% (our level increased because of two debentures – Hillview Development and balance of East Coulee Waterline); Drumheller's percent of debt service limit used is 21.3% and the median is 24.9%. Drumheller's long term municipal debt per capita is 1,408 and the median is 1,164.
- Drumheller's major sources of revenue are well in line with comparatives as is the salaries, wages and benefits.
- Drumheller's sales and users charges are at median level.
- Drumheller's expenditures per capita shows that we are in the lower range of median spent more on environment and recreation than the comparatives.
- Drumheller's contracted general services spike in 2014 due to paving for flood repair)
- Drumheller's interest in banking is higher because debenture load is higher than the average.
- Drumheller's amortization and tangible capital assets high because of brand new BCF and may have been adding other assets at a faster rate than other communities, as well as amortizing these assets at a faster rate than other communities.
- Drumheller's accumulated surplus per capita is about \$3000 higher per capita than the group median.
- Current Assets to Liability shows that if all of Drumheller's debts got called in we would have enough assets to pay our debts 2.50 times over.

Council thanked Administration for the tool (Financial Indicators) that assists in responding to inquiries from the residents.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - Discount of Prepayment on Property Taxes

B. Miller advised that the Town has been offering a discount of 3.5% on or before the end of January and 3.0% on or before the end of February on the prepayment on property taxes for a number of years. Over the period of ten (10) years, this expenditure has totaled \$205,225. She explained that interest on the Town's general account is now 1.05% and the discount is also applied to the Alberta School Foundation Fund and Seniors Foundation requisition amounts, both of which are amounts that are fully remitted to the requisitioning bodies. She further explained that upon research of other communities, it was determined that very few communities offer a discount on early payment of taxes. She explained that if Council chose to eliminate the incentive it would yield \$25,000 annually to the Town's revenue however it would eliminate the cash flow in January and February. She recommended that the rates be reduced to 1.25% for payments received on or before end of January and 1% for payments received on or before end of February.

MO2016.178 Shoff, McMillan moved that Council direct Administration to update the bylaw at revised interest rates of 1.25% for payments received on or before end of January and 1.00% for payments received on or before end of February, applicable to municipal levy only.

Discussion on Motion:

Councillor L. Hansen-Zacharuk stated that she would like to see the \$1.00% discount offered in February removed and only allow a one month window considering that many communities do not offer this.

Vote on Motion:

In Favour 5 – Yemen, Shoff, Zariski, Kolafa, McMillan
Opposed 1 - Hansen-Zacharuk
Carried.

8.3.2 Bylaw 19.16 being a bylaw to provide an incentive for the prepayment of taxes

B. Miller introduced Bylaw 19.16 which reduces the interest rate incentive for prepayment of taxes on the municipal tax levy only.

MO2016.179 Zariski, McMillan moved first reading of Bylaw 19.16.

Discussion on Motion:

Councillor L. Hansen-Zacharuk requested a friendly amendment to remove the discount offered in February. No agreement for a friendly amendment to MO2016.179.

Vote on Motion:

In Favour 5 – Yemen, Shoff, Zariski, Kolafa, McMillan
Opposed 1 - Hansen-Zacharuk
Carried.

MO2016.180 McMillan, Kolafa moved second reading of Bylaw 19.16. Carried unanimously.

MO2016.181 Shoff, Zariski moved no objections to third reading of Bylaw 19.16. Carried unanimously.

MO2016.182 McMillan, Zariski moved third reading of Bylaw 19.16. Carried unanimously.

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

MO2016.183 Hansen-Zacharuk, Shoff moved to go in camera at 5:20 PM. Carried unanimously.

14.1 Labour Matter

MO2016.184 McMillan, Hansen-Zacharuk revert to regular Council meeting at 5:50 PM. Carried unanimously.

MO2016.185 Hansen-Zacharuk, McMillan moved to approve a 2% increase to Out of Scope wages for 2016 and a 2% increase for the CAO for 2016.

In Favour 5 – Yemen, Hansen-Zacharuk, Zariski, Kolafa, McMillan
Opposed 1 - Shoff
Carried.

There being no further business, the Mayor declared the meeting adjourned at 5:52 PM.

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Regular Council Meeting Minutes
December 12, 2016

Agenda Item # 5.1.1

Chief Administrative Officer

Mayor

**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

December 19, 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 INFRASTRUCTURE SERVICE:

Darryl Drohomerski

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT:

1.0 CALL TO ORDER

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

2.0 CHIEF ADMINISTRATIVE OFFICER

2.1 Bylaw 17.16 being the "Utility Rate Bylaw" - second and third readings

R. Romanetz advised that Bylaw 17.16 received first reading at Council's Regular Meeting of December 12th and at that time, questions were raised with regards to reducing the water rate from 5% to 3% and how this would impact revenues. He explained that the rate reduction from 5% to 3% would be a reduction of \$40,000 –

\$50,000 in revenues. He further advised that other questions raised related to the rate reduction from 5% to 3% for water and 2% to 1.5% for wastewater on individual households and he asked Director of Corporate Services Barb Miller to speak to this matter. B. Miller advised that based on a 20 cubic meter average per household at an increased rate of 3% for water and 1.5% for wastewater their monthly bill would increase by \$2.03 and at an increase of 5% for water and 2% for wastewater their monthly bill would increase by \$3.16. She explained that on an annual basis the 5% water rate and 2% wastewater rate increase would equate to \$37.88 for the year and the 3% water rate and 1.5% wastewater rate increase would equate to \$24.35 for the year; this total is the combined for water and wastewater as well as the administrative fee.

SP2016.03 Shoff, Hansen-Zacharuk moved second reading of Bylaw 17.16

Councillor J. Garbutt stated that he was opposed to reduce the proposed rate increases from 5% for water and 2% for wastewater and would prefer to see the previous draft of the bylaw reinstated. He explained that Council has been on a total recovery journey for 10 years and have acknowledged that the previous billing system had flaws. He stated that the previous system was unfair as some customers were not paying their fair share for the treatment and distribution of the water and wastewater. He reiterated that current and past Town Councils have made a commitment to move towards a system that increases the fairness and the long term sustainability of the utilities and that the current Council should not sway from this decision. He explained that the annual savings between the two proposed rate scenarios is less than \$14 dollars per year per household and would not impact the customer's ability to pay.

Councillor S. Shoff stated that the residents are dealing with a lot of fee increases as well as the impact of the carbon tax and Town Council needs to consider what some residents are experiencing right now. She further stated that it does not mean that she is not supporting full cost recovery of utilities, rather that the Town needs to reconsider fee increases for this year.

Councillor P. Kolafa asked how many more years are required to be at full cost recovery for the utilities if the revenues are reduced by \$40,000 - 50,000. R. Romanetz explained that an additional two years is required to be at full cost recovery based on the increase at 3%. He stated that the Town's goal to become fully self-supporting would be delayed by two years.

SP2016.04 Garbutt, McMillan moved to amend the bylaw and reinstate the previous proposed increases - 5% for water rates and 2% for wastewater rates.

In favour 4 – Yemen, Garbutt, McMillan, Kolafa

Opposed 3 – Hansen-Zacharuk, Shoff, Zariski

Carried

SP2016.05 Garbutt, Kolafa moved second reading of Bylaw 17.16 as amended.

In favour 4 – Yemen, Garbutt, McMillan, Kolafa

Opposed 3 – Hansen-Zacharuk, Shoff, Zariski
Carried

SP2016.06 Garbutt, McMillan moved third reading of Bylaw 17.16 as amended.
In favour 4 – Yemen, Garbutt, McMillan, Kolafa
Opposed 3 – Hansen-Zacharuk, Shoff, Zariski
Carried

2.2 2017 Service Fees Schedule

R. Romanetz presented the Service Fee Schedule for 2017 and asked that each Director present the proposed fee increases for their department. Director of Corporate Services - B. Miller stated that the common theme are proposed increases for a 0% or 2% or 5% increase with the recommended increase being highlighted in blue. She explained that the fee increases proposed for corporate services department are 0% with an exception for custom work (which is related to wages for the true cost for providing the service). Councillor J. Garbutt asked for the fees charged for late payment of property tax as he would like to discuss a sliding scale. B. Miller stated that the fee payment schedule is within the Property Tax Bylaw. Councillor P. Kolafa asked if the fees are in line with the assumptions for the 2017 budget discussions. She further stated that the budget was built on a 2% increase and not all fees are being increased.

Director of Infrastructure Services – D. Drohomerski stated that the fees for the airport hangers are too low and the airport is cash-strapped to do improvements because the Town is not charging enough. He further stated that Drumheller's fees were compared with similar sized airports and Drumheller has one of the lowest rates. Administration recommends an increase of more than 2% for the hangar lease fees.

B. Miller stated that Administration is recommending a 0% for animal control fees.

Director of Community Services – P. Salvatore stated that Administration is recommending an overall 2% fee increase based on comparisons of other communities' facilities. He further explained that the recommendation is based on the cost recovery rationale as well. He stated that some recreational rate increases do not apply until July 1st.

Councillor T. Zariski asked if the Town would continue with the Fee Assistance Program. P. Salvatore explained that the Town's Fee Assistance Program is at 50% of the entrance fee and it would carry forward into 2017 as well as the relief to the Fort McMurray fire victims. He further explained that currently there is no cap on Drumheller's Fee Assistance Program. Mayor Terry Yemen stated that the BCF drop-in fees are too high and stated that he would like to see a decrease in this area as the purpose is to encourage use of the facility. P. Salvatore explained that one option Council might want to consider is to make more family times available at a reduced rate. Councillor T. Zariski stated that the purpose of the drop in fee is to entice people to get a membership. P. Salvatore agreed and stated that a membership monthly payment program is available and it is well used. Mayor Terry Yemen asked Administration to

look at a scheduled toonie drop in program. P. Salvatore agreed to look into the BCF toonie for use program. Councillor J. Garbutt asked if the rental rates of the BCF banquet halls are competitive compared to the local facilities. P. Salvatore explained that the BCF may be a little higher because of the high quality effect on the events that are hosted; the capacity and service are there in support of the events and this is shared with clients when they are seeking a facility.

B. Miller explained that bulk rates for wastewater dumping. She explained that the base rate was set last year with phased in increases throughout the next two years.

B. Miller presented the Business License Bylaw Schedule A with no recommendation for increase. Councillor P. Kolafa asked if the Town has a regional license with neighboring municipalities. R. Romanetz advised that arrangements are in place with Munson and Carbon and the Town has offered it up to other communities who have not taken advantage of it. He further explained that an additional fee is based on the difference between the rates charged by the respective municipalities.

D. Drohomerski explained that two costs greater than 2% increase for the cemetery are the open and close fee on the weekend. He further explained that columbarium fees were increased more than 2% so that the Town recovers their cost for providing the service and that the Town is competitive with other communities.

P. Salvatore explained that the fees charged for the Summer Fun and Flex Day Program are based on cost recovery to provide that service and 0% increase to the Before and After School Program. Councillor T. Zariski asked if the Fee Assistance Program can extend to the Summer Fun and Flex Day. Council agreed that the Fee Assistance Program be extended to the Summer Fun and Flex Day Programs.

R. Romanetz explained that a RFP for safety codes services was called and Council approved the award of the contract to Superior Safety Services for three years with an option of an extension for an additional two years. He further explained that following a review of Superior's fees, a number of adjustments were made to the municipal safety code fees, particularly in two areas. He explained that the safety codes services fee for building were low and Superior has now closed the gap and the Town / Palliser is proposing a 15% increase in that area. As a result the Town is increasing the fee from \$7.00 to \$8.00 per \$1000 of construction value. The second area of adjustment was for electrical fees as the current fees did not compare to the rest of the Province so Superior has made some adjustments. He explained that the fees have not been increased since 2012. He noted that Palliser Regional Municipal Services has reviewed and approved the new rates. The rates will become effective January 1st, 2017.

SP2016.07 Garbutt, Hansen-Zacharuk moved to approve the 2017 Service Fee Schedule as presented. Carried unanimously.

Council thanked Administration for their hard work to keep costs as low as possible.

3.0 ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 5:25 PM.



DRUMHELLER

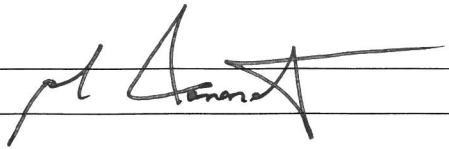
REQUEST FOR DECISION

Agenda Item # 8.1.1



Request for Decision

Date: January 6, 2017

Topic:	DRUMHELLER PUBLIC LIBRARY BOARD APPOINTMENT		
Proposal:	Under their bylaw, the Drumheller Public Library Board is allowed 5 – 10 members and they wish to operate with a membership of ten. The Drumheller Public Library Board currently has eight members and the two vacancies have been advertised. Ms. Denise Lines and Dr. Sarwat Rehan have submitted their names to serve on the Library Board. The members of the Library Board have reviewed both applications and recommend appointment.		
Proposed by:	Drumheller Public Library Board		
Correlation to Business (Strategic) Plan			
Benefits:	Increases membership on the Library Board. Volunteering for Town of Drumheller Boards and Committees is an important way to ensure that town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	N/A		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Ms. Denise Lines and Dr. Sarwat Rehan for a three year term to the Drumheller Public Library Board expiring on the date of Council's 2019 Annual Organization Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

RFD - Appointment to the
Drumheller Public Library.doc

Created By: Linda Handy

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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date Nov. 29. 2016.

Board applied for Drumheller Public Library Board.

Name of Applicant Denise Lines

Full Address _____ Postal Code T0J 0Y4

Length of Residency in Town just over a year, but I have worked here for 587 7 summers

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards _____

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

7 seasons with The Canadian Bedlands Passion Play working with volunteers and hired staff in a variety of roles.

including the Canadian Icons Concert series with Canadian Bedlands Travel Alberta. I am interested in learning how a board contributes

Denise Lines

Signature of Applicant

to the development of an organization and the community.

Return Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

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

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date November 28, 2016

Board applied for Drumheller Public Library

Name of Applicant Dr. Sarwat Rehan

Full Address _____ Postal Code _____

Length of Residency in Town 4 years

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards None

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I am a motivated professional working at the Drumheller Health Centre. My work experiences include my roles of a physician, manager, medical director, transcriptionist, quality controller and mentor. I am an educated individual with a diverse skill set and
Sarwat Rehan
a pleasant personality. I want to give back to the community of Drumheller and willing to full fill my duties to the best of my abilities.

Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

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

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006



Request for Decision

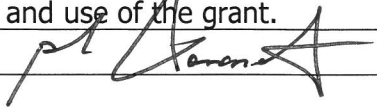
Date: January 6, 2017

Topic:	PALLISER REGIONAL MUNICIPAL SERVICES GRANT APPLICATION FOR RESOURCES TO CREATE INTERMUNICIPAL DEVELOPMENT PLANS		
Proposal:	Under the Modernized Municipal Government Act, two or more municipalities with common boundaries will now be required to prepare Intermunicipal Development Plans. Palliser Regional Municipal Services is submitting an application to Alberta Community Partnership Grant Program for resources to create Intermunicipal Development Plans. The M.D. of Acadia No. 34 is the Managing Partner for the application. A Council resolution needs to be in place from partnering municipalities before February 3, 2017. If the grant is approved, our participation in the project would allow access to the resources to prepare Drumheller's Intermunicipal Development Plans with our neighboring municipalities.		
Proposed by:	Palliser Regional Municipal Services		
Correlation to Business (Strategic) Plan			
Benefits:	<ul style="list-style-type: none">• Increase funding capacities and staffing complements to assist partnering municipalities in preparation of their Intermunicipal Development Plans in order to meet new Provincial planning legislation (Modernized Municipal Government Act - Bill 20).• Municipalities must work towards enhanced regional cooperation and collaboration.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

Agenda Item # 8.1.2

Recommendations:	Council authorizes the Town of Drumheller to participate in an application for "Resources to Create Intermunicipal Development Plans" submitted by the M.D. of Acadia No. 34 with Palliser Regional Municipal Services as Primary Contractor under the Intermunicipal Collaboration component of the Alberta Municipal Affairs Alberta Community Partnership Program; further that the Town of Drumheller, if the applicant, agrees to enter into, or as a participant, agrees to abide by the terms of a Conditional Grant Agreement governing the purpose and use of the grant.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

INSTRUCTIONS: This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

Applicant Information

Legal Name of Entity:

Acadia No. 34, Municipal District of

Contact Name, Title:

Brent Williams, Chief Administrative Officer

Mailing Address (street address, city, province, postal code):

P.O. Box 30 Acadia Valley, Alberta T0J 0A0

E-mail Address:

cao@mdacadia.ab.ca

Phone Number:

+1 (403) 972-3808

Grant Component

Select *one* funding component for your project application. Refer to the ACP Guidelines for eligibility details.

Regional Collaboration

- ☒ Intermunicipal Collaboration
☐ Municipal Restructuring

Capacity Building

- ☐ Mediation and Cooperative Processes
☐ Municipal Internship

Project Title

Choose a concise title for your project.

(maximum 80 characters)

Palliser Intermunicipal Development Plan Initiative

Project Time Line

Project Start Date:

or ☒ Project will commence upon receipt of ACP funding.

Project Completion Date:

Intermunicipal Collaboration

*** Note: The evaluation of your application for funding will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

Partners

All municipalities in the partnership, including the managing partner, must pass resolutions supporting their involvement in the project prior to applying for funds. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
Acadia No. 34, Municipal District of
Partner Municipality
Acadia No. 34, Municipal District of
Special Areas (2, 3 & 4)
Starland County
Paintearth No. 18, County of
Drumheller, Town of

☐ I certify, as the managing partner, that all participating municipalities have passed resolutions supporting participation in the project.

* An application form may still be submitted by the deadline of December 16, 2016 if council resolutions are not yet in place. In this case, the partnership has until February 3, 2017 to obtain resolutions and send a confirmation email to acp.grants@gov.ab.ca in order for the grant application to be considered for funding.

Project Overview

1. This project produces:

- ☐ A regional service agreement, plan, framework or model
 ☒ A new Intermunicipal Development Plan
 ☐ A study (e.g. shared service feasibility study, etc).
 ☐ An amended Intermunicipal Development Plan

☒ Other. Specify (Limit 100 characters): Project will produce numerous IDPs for member municipalities within PRMS.

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's expected concrete results?

(Limit 4000 characters)

Twenty six municipalities in central Alberta are partners in Palliser Regional Municipal Services (PRMS), which is a not for profit corporation providing subdivision, land use planning, Safety Codes and mapping/spatial data services across the central portion of the Province. Four of the municipalities are rural, with the remaining twenty two partners being urban. The total population for all PRMS member municipalities is 29697 (2015 Municipal Affairs Population Statistics). IDP's by PRMS members will also be required with municipalities outside of the PRMS mandate area including: Cypress County, Wheatland

County, the County of Newell, the M.D. of Provost, Flagstaff County, the County of Stettler, and Rockyview County. This project will support the hiring of additional planning resources either in the form of a term contract employee or through retention of planning consultants to create new Intermunicipal Development Plans (IDPs), for municipalities within and outside of the partnership. The current municipal members of PRMS require a total of thirty eight (38) Intermunicipal Development Plans to be adopted within five years. 95% of the plans will be new, with approximately 5% requiring updates. The plans will address the expanded content scope of Intermunicipal Development Plans identified in the Modernized Municipal Government Act.

It is anticipated that the first Intermunicipal Development Plans will be focussed on the priorities set by the four (4) rural and one (1) urban partner municipality in terms of the order they will be undertaken. The IDP's will bring the municipalities into compliance with the Act and the initial plans upon approval, will also serve as blueprints for preparation of the remaining required plans in the region. The IDPs will also be a starting point for the creation/amendment of Municipal Development Plans for each community in the next phase of plan development and compliance with the updated legislation. Of the twenty three Municipal Development Plans required for Palliser partners, (Special Areas 2, 3 & 4 are being considered as one Planning unit), ten new Municipal Development Plans will be required and existing documents will require updating to bring them in line with the Modernized Municipal Government Act and to ensure conformity with the new Intermunicipal Development Plans.

The municipal partners will be actively involved in creating the IDP's and will be expected to designate individuals to participate in steering committee work and report back to their respective Councils.

Project Priority

3. Select the following service category/categories that this project supports.

- | | |
|--|---|
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Solid Waste Management |
| <input checked="" type="checkbox"/> Land Use | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Water or Wastewater Services |
| <input type="checkbox"/> Other. Specify: | |

4. Why is the project needed?

You may want to consider in your response:

- Why is it critical that the project proceeds at this time?
- How will the service area be impacted if the project is delayed?
- What are the next steps following the project which may be affected? You might wish to highlight your overall plan following this project.

(Limit 4000 characters)

Under the Modernized Municipal Government Act, two or more municipalities with common boundaries will now be required to prepare Intermunicipal Development Plans, (Bill 21, Section 94; MGA, Sec. 631). With the new mandate for the preparation of an Intermunicipal Collaboration Framework (Bill 21, Sec. 131; MGA, Part 17.2), the Intermunicipal Development Plans will form an integral component of the Frameworks by addressing not only what is required under the existing Act, but also the expanded scope which requires that the following be addressed: transportation systems in the area; the proposals

and financing programs for new/upgraded infrastructure serving the communities; programs related to the physical, social and economic sustainability of the region; environmental matters; and how services which cross municipal boundaries will be provided for the region's residents. The outcome will be a more robust, documented approach to regional planning than currently exists between the partners in PRMS. Given the volume of new IDP's which are required for the partners, it is critical to initiate the process as soon as possible to meet the 5 year window for completion.

The member municipalities which form Palliser Regional Municipal Services span a land area of 28,460.36 square kilometers. Given the required changes in processes and procedures under Bill 21, as well as the changing economic realities of the region, it is imperative that the area's current situation and vision for the future be reassessed and an updated blueprint for regional planning be created. However, the current resources available to partners and Palliser Regional Municipal Services are already stretched to capacity. With the introduction of substantial numbers of new mandatory plans being required to meet Provincial planning legislation, it will not be possible to meet the new requirements under the existing service delivery model, with the current funding capacities and staffing complements.

Preparation of the new regional documents that Bill 21 requires regarding Intermunicipal Collaboration Frameworks, Intermunicipal Development Plans and Municipal Development Plans will involve a significant amount of work and will require substantial human and financial resources. This project is the first step in working toward creating an outline for each of the municipalities to follow in order to meet the new Provincial goals for enhanced regional cooperation and the new planning documents which will entrench the vision.

Should it not be possible to obtain additional resources to help meet the requirements of the Modernized Municipal Government Act within the projected time frames, the member municipalities will have to find alternate funding and planning resources to proceed with the creation of the IDPs. The financial capacity for the majority of Palliser's member municipalities to hire their own consultants is limited and PRMS currently does not have the human resources to undertake the number of new projects required, given current responsibilities and work loads.

Partnership and Project Readiness

- 5a. How will each participating municipality be involved in the project planning and administration?
Provide a brief description of the project roles and responsibilities for each partner.

(Limit 2000 characters)

The partners who form Palliser Regional Municipal Services are existing examples of municipalities who already practice regional collaboration and the efficient use of limited resources relative to the provision of subdivision, planning, Safety Code and mapping/spatial data services in Central Alberta. The municipalities have solid working relationships and already recognize the benefits of a regional approach to "doing business". Consultation practices are well-established and are currently used to facilitate community involvement and obtain the perspectives of all who will be affected or want to affect, change in the communities. Input from the public will be gathered through a variety of mechanisms, including direct consultation, newspaper notification and open houses.

Staff from Palliser Regional Municipal Services will administer consulting services contracts/staffing if the grant application is successful. The five existing staff members, (1 administrative assistant/bookkeeper, 1 subdivision planner, 2 GIS/Mapping specialists, and 1 land use planner/CEO), will participate with either a contract staff person or with consultants and the municipalities in all stages in the creation of the plans, including initial data gathering; the provision of background mapping information; participation in public consultation processes; and preparation of bylaws for adoption.

Administration from each of the municipalities will be required to contribute their local knowledge, time and resources (i.e. meeting facilities and advertising), towards the creation of the plans. While outsourced planning specialists will facilitate and record, it is the responsibility of the respective Administrations to adequately present the needs and future development goals of their community and balance those needs with sound, regional perspectives and visions.

- 5b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?
 Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

(Limit 2000 characters)

There are no formal dispute resolution mechanisms in place for the member municipalities. It is expected that the IDP documents will be required to address this within the body of the approved Plan, per Section 631 (b) (i) of the MGA. In the event of a dispute between municipalities during plan preparation, the CEO from PRMS will act as a facilitator for issue resolution. In the event of continued or escalating disagreements, a more formalized mediator will be engaged at the cost of the respective municipalities.

6. Provide a brief overview of the project workplan and timeline, and of any project risk mitigation strategies that are in place. Please note if you have already identified potential resources, service providers, or contractors to work with on the project, and if you have already obtained preliminary estimates or quotes which the requested grant amount is based on.

(Limit 3000 characters)

Several independent consultants have offered their services to municipalities in the region for the preparation of IDPs. A planning consulting firm was contacted to provide estimates for the cost of preparing plans in this part of the Province. As travel is a significant factor for a service provider, the potential cost savings for preparing multiple, simultaneous plans is significant. The preferred option is to have an individual on the staff of PRMS to take advantage of the existing resources and knowledge. As well, infrastructure is already in place, (office, phones, copiers, etc.), to accommodate additional human resources. A detailed job posting will be created if the funding is realized. If a qualified individual cannot be found, a "Request for Proposals (RFP)" has already been prepared which will be utilized to find the consultant who will best fit the needs of the municipal partners.

The RFP is currently in draft form as it is likely that refinements to the document will be required based on funding availability and an assessment of plans that have yet to be completed at the time of grant disbursements.

Upon approval of funding, the RFP will be posted with review and awarding of the contract to occur within 4 weeks of the submission deadline. The initial meetings with the partners can occur concurrently with compilation of the information available, with PRMS. This includes:

- Background Research - review of any existing agreements and planning documents which will affect, or be affected by the preparation of a new IDP.
- Base mapping -preparation of existing information pertaining to existing plans or technical studies, which are

already available on the regional Webmap service.

Given that there are a substantial number of communities in the Province that need to prepare IDP's, there is a risk that there will be a limited number of consultant submissions or contract employees available for the work. As a less desirable alternative, with the inherent possibility of not being able to meet Provincial deadlines, Palliser Regional Municipal Services will, with the member municipalities, complete the planning work for the IDPs. A committee has already been struck to review the funding formula for PRMS in the Spring of 2017. An expanded work scope may need to be considered.

Whether or not there is an additional staff person hired or a consulting firm outsourced, the existing planner/CEO from PRMS will be involved in all components of the projects, including, but not limited to:

- Steering Committee
- Public Engagement
- Bylaw Preparation
- Public Hearing

As the Plans are a statutory requirement they will have to be completed whether or not this funded proposal is accepted.

The primary concern will be timing, given existing resources in PRMS and the member municipalities. It is anticipated that with funding, at least 29 IDP's (75% of total required), will be completed prior to July 2019.

7. List all estimated project costs in the table below. If you are applying for funding for a distinct portion or phase of a multi-phase, long-term project, then only list the project cost information associated with the activities relevant to the phase being carried out. Refer to the ACP Guidelines for information on eligible expenditures.

Item Description	Estimated Item Cost
Project Management	\$33,750
Contract Management	\$6,750
Planning Contract	\$159,500
	Total Project Costs
	\$200,000

		Total
b)	Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)	\$0
c)	ACP eligible costs (a - b)	\$200,000
d)	Other grant program funding applied towards eligible costs	\$0
e)	Municipal cash contribution towards eligible costs	\$0
f)	Total ACP funding request [c - (d + e)]	\$200,000

RFD, Polaris Regional Municipal Services' Application
Intermunicipal Collaboration
to Alberta Community Partnership for resources to

Application Certification

- ☐ I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Print Name, Title
 Duly-Authorized Signing Officer

Signature
 Duly-Authorized Signing Officer

Date

Application Checklist

I confirm that I have:

- ☒ Provided all partnership information and confirmed that council resolutions supporting the project are in place. If resolutions are not yet passed but are obtained by February 3, 2017, I will send a confirmation email to acp.grants@gov.ab.ca.
- ☒ Provided responses to all questions on the application form; and
- ☒ Provided a certification signature from a duly-authorized signing officer.

* Incomplete Intermunicipal Collaboration applications will not be reviewed.

Submission

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

Mailing Address:

Municipal Affairs
 Grants and Education Property Tax
 Grant Program Delivery Unit
 15th Floor, 10155 - 102 Street
 Edmonton AB T5J 4L4

Fax:

780-422-9133

E-mail:

acp.grants@gov.ab.ca

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

Useful Resources

Alberta Community Partnership guidelines and application form:

Municipal Internship:

Collaborative Governance Initiative:

Mediation Services for Municipalities:

Municipal Grants Web Portal:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

http://www.municipalaffairs.alberta.ca/mdrs_collaboration

<http://www.municipalaffairs.alberta.ca/mdrs>

<http://www.municipalaffairs.alberta.ca/municipalgrants>

E-mail:

acp.grants@gov.ab.ca

Contact Phone:

For Intermunicipal Collaboration component inquiries:
 780-422-7125 (dial 310-0000 first for toll-free calling).