

# **Town of Drumheller COUNCIL MEETING AGENDA**

**September 17, 2018 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**

2.1 Announcement: Council Committee of the Whole Meeting is cancelled for September 24, 2018

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-7 5.1.1 Regular Council Meeting Minutes of September 4, 2018

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

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

## **6.0 DELEGATIONS**

8-18 6.1 Red Deer River Municipal Users Group - Charter for Protecting Source Water - Keith Ryder, Executive Director

6.2 Alberta Culture and Tourism Update on Business Survey - Bruce Tannas

6.3 Drumheller Public Library Board Budget - Vanessa Page, Chair

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

## **8.0 REQUEST FOR DECISION REPORTS**

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**8.1. CAO**

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

19-20 8.3.1 RFD - Tax Arrears Write Off - Roll No.'s 0104403 and 01045707

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

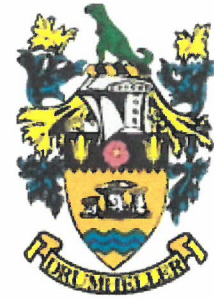
**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

13.1 Round Table Discussion

**14.0 IN-CAMERA MATTERS**



**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**September 4, 2018, 2018 at 4:30 PM**  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4

**PRESENT:**

**DEPUTY MAYOR:**  
Jay Garbutt

**COUNCIL:**

Kristyne DeMott  
Lisa Hansen-Zacharuk  
Tony Lacher  
Fred Makowecki  
Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER:**

Darryl Drohomerski

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Armia Mikhaiei

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**ACTING DIRECTOR OF COMMUNITY SERVICES:**

Darren Goldthorpe

**RECORDING SECRETARY:**

Libby Vant

**ABSENT:**

**MAYOR:**

Heather Colberg

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**1.0 CALL TO ORDER**

Deputy Mayor J. Garbutt called the meeting to order at 4:30 PM.

**2.0 MAYOR'S OPENING REMARK**

Deputy Mayor J. Garbutt advised that it was a wonderful weekend in the valley with several events going on and that there is always plenty to do in Drumheller.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

MOTION MO2018.149 Hansen-Zacharuk, Lacher moved to adopt the agenda as presented or amended. Carried Unanimously.

**5.0 MINUTES**

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

**5.1.1 Regular Council Meeting Minutes of August 20, 2018**

MOTION MO2018.150 Zariski, De Mott moved to approve the Regular Council Meeting Minutes of August 20, 2018 as presented. Carried Unanimously.

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

**5.3. BUSINESS ARISING FROM THE MINUTES**

**6.0 DELEGATIONS**

**6.1 Spring Clean Up Report - Tammi Nygaard, Drumheller & District Solid Waste Management Association Executive Director of Operations**

T. Nygaard provided an overview of the 2018 Spring Clean Up, and highlighted the following:

- Spring Clean Up collection took place throughout the municipality from April 30 to May 10
- timeframe for amnesty from landfill fees was from April 23 to May 11
- total amount of waste received during the program this year was 260.46 mt, which was an increase of about 20 mt or 8.2%
- there were issues with some of the residents not sorting the material, which meant that Town staff had to sort it which took up more staff time
- noticed that some residents did not adhere to the one 1-2 ton truck-load amount of materials per household
- overall the program ran for nine days at eight hours per day plus overtime hours for eleven staff
- summary of overall costs was for 832 total man hours for project, \$ 906.00/ hour for equipment costs
- GFL roll off bins were used in outlying areas so that collection trucks would not have to drive in and out of town as frequently, which saved immensely on time; the total was \$ 18,742.50 for the roll off bins
- advertising for the program was \$ 1,773.59
- DDSWMA is reviewing the Spring Clean Up programs in the members communities such as Starland County, Carbon, Delia and Morrin
- those communities usually bring in roll off bins for residents to fill directly and the full bins are then transported to the landfill
- T. Nygaard advised that 2018 was the final year for Barry Pozzo to be the program foreman - he has done a great job on this program for a number of years it - next year this role will fall to a new person.

**Questions:**

Councillor Zariski advised that he has received great comments on the program and that it is a wonderful thing for the community. He asked if the concerns over lack of sorting by the residents also occurred at the landfill. T. Nygaard advised that material brought to the landfill must be sorted onsite, so that was not an issue. Councillor Zariski



asked if the amnesty applied to bringing a ½ ton truckload directly to the landfill, and if fencing and deck materials can be brought in free of charge. T. Nygaard advised that the ½ ton truckload is free at the landfill during the program, but residents may only bring in one load; fencing and decking materials are considered demolition and would be charged accordingly.

Councillor Lacher congratulated T. Nygaard and the Town crew on another successful Spring Clean Up and advised that the program is very valuable to the community. He asked if making a shift to using roll off bins would actually increase the problem of residents not sorting materials. Discussion was held on this matter.

Councillor Hansen-Zacharuk asked if there is a fee to bring in televisions and microwaves throughout the year. T. Nygaard advised that there is not cost to bring in televisions, microwaves, computers, tires, propane tanks, batteries, or paint at any time of the year but there is always an upswing in the amount received during the Spring Clean Up. Councillor Hansen-Zacharuk advised that she hopes the DDWMA realizes how valuable this program is and that the cost costs associated with the program are partly negated by the beautification of the community.

Councillor Garbutt asked if the issues with salvaging and lack of sorting were more prevalent this year. T. Nygaard advised that this year was unusual in the amount of unsorted materials and the lack of adherence to the ½ ton truckload per household limit. She further advised that she would like cooperation from the residents and the staff in ensuring that these rules are adhered to. Councillor Garbutt advised that the Town can encourage the residents to follow the rules as they are advertised. Discussion was held on this matter. Councillor Garbutt advised that the \$2.50 per capita cost of the entire Spring Clean Up program is pretty great value for money for a program that the community values tremendously.

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

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

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

#### **8.2.1 Request for Decision - 2018 Utilities Upgrade**

A. Mikhael distributed a Request for Decision for the 2018 Utility Upgrades to Council. He provided an overview of the RFD and highlighted the following:

- one combined tender was posted for two projects: Cast Iron Replacement and Return Activated Sludge (RAS) Line
- three tenders were received, with the lowest qualified tender from Urban Dirtworks Inc. for the amount of \$ 275,604.46 including GST

Questions:

Councillor Zariski asked how close we are to completing the ongoing Cast Iron Replacement program. A. Mikhael advised that there are two more sections of Cast Iron Replacement to complete and the goal is to have the program finished by next year.

MOTION MO2018.151 Zariski, Makowecki moved that the 2018 Utility Upgrade (Cast Iron Replacement and RAS Line Installation) Tender be awarded to Urban Dirtworks Inc. for the amount of \$ 275,604.46 including GST. Carried Unanimously.

8.2.2 Request for Decision for the WWTP Receiving Water Impact Assessment

A. Mikhael provided an overview of the RFD for the Wastewater Treatment Plant Receiving Water Impact Assessment and highlighted the following:

- to comply with the WWTP license renewal process a Receiving Water Impact Assessment study must be completed by a consultant to ensure that the effluent released into the Red Deer River meets provincial regulations
- the study must be completed in 2018 to meet comply with the approval process
- the budget allocated for this study was \$ 20,000.00
- the invoice from the consultant was \$ 30,000.00
- the RFD is to increase the budget by \$ 15,000.00 which is the \$ 10,000.00 difference as well as a \$ 5,000.00 contingency amount

Questions:

Councillor De Mott asked if we have had to perform a license renewal in the past. A. Mikhael advised that the WWTP license must be renewed every ten years. Councillor De Mott asked why the cost of the study increased substantially. D. Drohomerski advised that the budget estimate was made before the full scope of the project requirements from Alberta Environment were made available.

Councillor Zariski asked for clarification on what the study entails. A. Mikhael responded that there are a number of factors that can affect variables such as the pH level and temperature, and we must prove to Alberta Environment that what we release into the river meets their regulations.

Councillor Hansen-Zacharuk asked to confirm that this study is necessary in order to renew the license. A. Mikhael advised that completion of this study is a requirement. Councillor Garbutt advised that the study is not an option - we must comply and Council has been provided the reason for the request to increase the amount.

MOTION MO2018.152 Councillor Lacher, Councillor Hansen-Zacharuk moved that the budget for the Wastewater Treatment Receiving Water Impact Assessment be increased by the amount of \$ 15,000.00 (which will be coming out of the Wastewater reserves) and that Associated Engineering Consulting be awarded the work for the amount of \$ 30,000.00 excluding GST. Carried Unanimously.

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**13.1 Cancellation of September 10, 2018 Committee Meeting - Deputy Mayor J. Garbutt**

Deputy Mayor J. Garbutt advised that, at a prior meeting regarding flood mitigation strategies, Council discussed holding a closed door strategy session to map out a communication plan and ensure full understanding of the flood mitigation projects the Town has applied for. He asked if Council had any objections to the cancellation of the September 10, 2018 Council Committee Meeting to make room in the schedule for such a meeting. No objections were forthcoming. Deputy Mayor Garbutt advised that notice was hereby given for the cancellation of the September 10, 2018 Council Committee Meeting.

**14.0 CLOSED MEETING MATTERS**

There being no further business, Deputy Mayor J. Garbutt adjourned the meeting at 5:01 PM.

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Chief Administrative Officer

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Deputy Mayor

Mayor and Councillors  
Town of Drumheller  
224 Centre St., Drumheller, Ab.  
T0J 0Y4

Dear Mayor and Councillors:

**Re: Source Water Protection**

On behalf of communities throughout the Red Deer River watershed, the Red Deer River Municipal Users Group (RDRMUG) commenced a program to promote further understanding by municipalities of the importance of source water protection and the significant responsibilities assigned to municipalities to protect source water. Recently, members of your Council and/or municipal staff attended a source water protection workshop facilitated by the RDRMUG. We are truly appreciative of your interest in source water protection as demonstrated at the workshop by analyzing the threats and prioritizing the tools outlined in the *Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* (available on [www.rdrmug.ca](http://www.rdrmug.ca)).

As a follow-up action from the workshop, one or more of you staff and/or Council were encouraged to present to the CAO and/or Council their analysis of threats to water security and tools (actions) to address the threats. Moreover, the report was to advise what priority action(s) should be considered by Council. To facilitate their report, two handouts were provided, these being: "Municipal Source Water Protection – Action Assessment" and "Evaluation of Actions and Recommendations" (a blank copy of these is attached).

It is recognized that municipalities already have a number of policies and programs related to water use and conservation, yet often indirectly. However, the workshop theme emphasized because source water is so vital to sustain the economic, social and environmental fabric of your community, you are encouraged to undertake one or more new actions to protect your source water and/or the source water of other municipalities and water users.

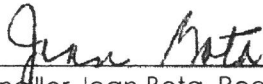
To encourage and recognize action by municipalities, the RDRMUG has approved a program that promotes municipalities across the watershed to sign a "Charter for Protecting Source Water Quality in the Red Deer River Watershed." A copy of the Charter is attached hereto. The "Charter" is formatted in a way to state the specific tool(s) to be undertaken to address one or more key threats to your source water and/or the source water of other municipalities. In signing the Charter, your community will have prioritized a threat or threats and identified the action or actions your community commits to undertake and complete by August 31, 2020.

Once you have signed the Charter, we encourage you to arrange a media release with your local media to publicize your commitment to source water protection through the action(s) you have endorsed on the Charter. This will also inform the general public of the importance of protecting source water within the Red Deer River watershed and serve and to promote residents and businesses to make source water protection a priority in their day to day lives. Ultimately to the benefit of all water users within the watershed.


We also request that you provide a copy of your signed Charter by October 1, 2018 to the RDRMUG. A RDRMUG release to media throughout the watershed will highlight all the various and supportive efforts committed to be undertaken by municipalities to protect source water, and thus vitally support community sustainability far into the future.

Please contact Keith Ryder, the Executive Director of the RDRMUG at [execdir@rdrmug.ca](mailto:execdir@rdrmug.ca) if you require clarification, additional information and assistance in proceeding with what the municipal representatives on the RDRMUG see as an exciting opportunity, individually and collectively, to recognize and act on the importance of source water.

Thank you for your cooperation and participation.



Councillor Jean Bota, Red Deer County  
RDRMUG Rural Co-Chair



Mayor Terry Leslie, Town of Sundre  
RDRMUG Urban Co-Chair

Keith Ryder  
Executive Director  
Red Deer River Municipal Users Group  
[execdir@rdrmug.ca](mailto:execdir@rdrmug.ca)

[www.rdrmg.ca](http://www.rdrmg.ca)



## CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

**Whereas**, the **United Nations General Assembly**: "Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights." (28 July 2010, Resolution 64/292)

**And Whereas**, the **Government of Canada** has stated: "Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected." (Canada Water Act, R.S.C., 1985, c. C-11)

**And Whereas**, the **Province of Alberta** has stated: "Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy - our quality of life depends on it. The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy." (Water for Life: Alberta's strategy for sustainability 2003.

**And Whereas**, the **Red Deer River Municipal Users Group (RDRMUG)** recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, I, \_\_\_\_\_,  
(representative name) (representative title)

On behalf of \_\_\_\_\_,  
(municipality)

Our Municipality will diligently commit to commence and complete implementing the tools named below prior to August 31, 2020.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PROTECTING SOURCE WATER**  
**A PROGRAM of the RED DEER RIVER MUNICIPAL USERS GROUP**

**Red Deer River**  
MUNICIPAL USERS GROUP

### CONSERVING SOURCE WATER QUALITY- WORKSHOP SUMMARY REPORT (REVISED May 19, 2018)

#### Introduction

In late April and early May, the Red Deer River Municipal Users Group (RDRMUG) held workshops in Olds, Hanna and Lacombe to engage municipalities across the Red Deer River watershed to assess threats to source water quality and, more importantly, to consider additional actions they can take as municipalities to conserve their source water and the source water of other municipalities and water users.

Nineteen urban and ten rural municipalities attended and were represented by approximately 75 councillors and staff. Staff from the Henry Kroeger Regional Water Commission also attended, as did staff from Alberta Environment and Parks and the Red Deer River Watershed Alliance, who assisted as resource personnel. Complete worksheet responses were submitted by nine rural municipalities and sixteen urban communities.

#### Threats and Tools

Outlined in the RDRMUG's *A Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* are 21 threats to source water quality and 39 tools (actions to address the conservation of source water quality). At the workshop participants were asked to consider which threats were priorities to source water (theirs and others) and to rate (high medium, low) the tools they felt should be considered (used) to address these threats. Municipalities were encouraged to consider doing more than they have done or are currently undertaking.

#### Report Purposes

The purposes of this Workshop Report are:

1. to summarize the possible action priorities identified by participating rural and urban communities to address source water conservation
2. to provide a watershed wide overview of the possible action priorities by all municipalities who participated
3. to observe the 'categories' of threats most often considered by the municipalities of requiring priority action
4. to discuss threats (and associated action tools) that municipalities feel could or should be addressed by regional or sub-regional entities such as the Red Deer River Watershed Alliance, the Red Deer River Municipal Users Group, regional water and wastewater commissions, and even the Province.
5. to outline possible future steps for the RDRMUG to consider to further promote the conservation of source water quality.

#### Municipalities Source Water Protection Action Priorities

Table 1 provides a complete summary of the rural municipalities' assessments of actions (tools) and the actions they would refer to regional entities. Table 2 does the same for urban municipalities. The scores were determined as follows: each high 'rating' – 5 points; each medium rating – 3 points and each low rating - 1 point. These summaries are further highlighted in Tables 3 and 4, as discussed below.

Important to note is that the 'total score' for each tool is an aggregate score that provides a general indication of the importance of the action to rural municipalities. Of course each rural and urban municipality may have quite differing ratings based upon their local circumstances and challenges.

### Source Water Protection Action Priorities as Viewed by All Municipalities

Table 3 combines the scores of all rural and urban municipalities for each optional action to address a threat. Each column provides glimpses of actions that are generally higher in priority and those seen as having much less priority.

While each municipality needs to relate to its individual assessments, this summary report is intended to identify the actions having high ratings for possible action. The higher rating actions are shown in Table 4.

Table 4 lists the 13 highest rated actions for rural, urban and all municipalities. Of the 13, seven are common to the rural and urban lists. These are: municipal development plan update; water conservation plan, development guides, municipal waste management plan, drought preparedness plan; community wildfire protection plan; and environmental conservation plan. Understandably, these are ranked differently by urban and rural municipalities. For example, a water conservation plan is collectively ranked #1 by urban communities but it is #8 for rural communities. Rural municipalities collectively rank drought preparedness as #2 while urban municipalities rank it as #10.

The six actions in each of the urban and rural municipal lists that are not in the other list reflect differing priorities regarding utility needs, specific land use issues and, for rural communities, the more extensive presence of sensitive environments.

### Threats Addressed by the Priority Actions

Table 5 presents the four broad categories of threats (by and to source water quality) reflected in the priority actions collectively rated by urban and rural communities. These are:

Threat:	Tool/Action
Disaster	drought preparedness plan; community wildfire protection plan; flood control evaluation study
Water	water conservation plan; water storage strategy; natural water retention plan; wellhead protection zone; stormwater management plan; wastewater treatment master plan; wastewater treatment facility optimization; snow storage facility plan
Solid waste	municipal waste management plan; regional waste management plan
Growth/development	municipal development plan update; development guides; environment conservation plan; community sustainability plan; wetland conservation action plan; extraction are land use district; floodplain management strategy.

These are not inconsistent with the top threats rated by RDRMUG members early in 2017. Directly related threats in the 2017 list were: drought; wildfire; wetland loss/alteration; wastewater and stormwater returns. Similar threats included: development on sensitive lands (including riparian areas); urban development.



### Actions Municipalities Suggest Regional Entities to Consider

As shown on Table 3, participating municipalities most mentioned the following actions for regional entities to possibly undertake (these have regional connotations):

- climate change adaptation plan
- water conservation plan
- drought preparedness plan
- water storage strategy
- natural water retention plan
- strategies to protect recharge areas and aquifers.

The following are also mentioned, but they have aspects that are more local in nature or are already addressed:

- wellhead protection zones
- stream/lakeside protection guidelines
- wetland conservation action plan
- extraction area land use districts.

Of the 39 actions in the Toolkit report, the following are more obvious 'regional' actions:

- dialogue on Eastern Slopes forest management
- Dialogue on irrigation return flows
- Awareness and enforcement.

### Follow-up Action by the RDRMUG

While the workshops were a key component of MUG's strategic directions to encourage the furtherance of the conservation of source water quality, other direct and indirect actions related to the Toolkit should or may be pursued. These include:

1. request the operators of major water treatment plants/systems to submit what they consider as the major threats to (e.g. up to 5) to their source water (this would follow up on the input by the Henry Kroeger Regional Water Commission staff at the Hanna meeting)
2. finalize the Charter for Protection Source Water Quality in the Red Deer River Watershed and the process to inform the municipalities about the Charter and to have it signed
3. follow-up with municipalities that participated in the workshops
  - thank them for their participation
  - provide a copy of the workshop summary report
  - encourage them to submit to MUG (for information only) a copy of the report to CAO and/or Council (provide a copy)
  - introduce the 'Charter', including purpose and process
4. follow-up with municipalities that did not participate in a workshop
  - while noting they were unable to participate in a workshop, emphasize the importance of protecting source water and MUG desires their involvement to meaningfully add to this strategic initiative
  - provide a copy of the workshop summary report
  - indicate if a sufficient number of municipalities, MUG will hold another workshop
5. RDRMUG members to consider optional actions to be taken by MUG to promote source water protection (e.g. any of the tools in Toolkit)

## Agenda Item # 6.1

**RURAL SOURCE WATER PROTECTION ACTION PRIORITIES – (9 Participants)**

**Table 1**

#	Tool	NA	High	Med	Low	Total Score	# Refer
1	Climate Change Adaptation Plan	2	1	3	2	16	1
2A	Water Conservation Plan	0	5	1	2	30	3
2B	Drought Preparedness Plan	0	5	3	1	35	2
2C	Natural Water Retention Plan	0	3	6	0	33	3
2D	Water Storage Strategy	0	4	4	1	33	2
3A	Flood Management Strategy	1	1	4	3	20	0
3B	Flood Control Evaluation Study	1	1	3	4	18	1
4	Community Wildfire Protection Plan	1	3	4	1	28	0
5	Protection Recharge Areas& Aquifers	2	3	4	0	27	3
6	Wellhead Protection Zones	1	4	2	1	27	1
7A	Environmental Conservation Plan	0	2	6	0	28	0
7B	Development Guides	0	2	6	0	28	0
8A	Riparian Land Conservation	0	1	5	2	22	1
8B	Stream/Lake side protection areas	1	3	3	0	24	3
9	Wetland Conservation Action Plan	0	6	2	0	36	2
10A	Wastewater Treatment Master Plan	2	0	2	4	10	0
10B	Wastewater Treatment Facility Optimization	3	0	2	3	9	0
11A	Stormwater Management Plan	2	0	2	4	10	0
11B	Stormwater Wetland Management Guide	2	0	2	4	10	0
12A	Municipal Waste Management Plan	0	5	2	1	32	0
12B	Regional Waste Management Approach	0	5	3	0	34	0
12C	Biosolids Production	3	0	0	5	5	0
12D	Biogas Production	3	0	0	5	5	0
13	Salt Management Plan	0	0	3	5	14	0
14	Snow Storage Facility Plan	2	0	1	6	9	0
15A	Municipal Development Plan (Update)	2	5	3	0	34	0
15B	Community Sustainability Plan	4	1	3	0	14	0
15C	Smart Growth	3	0	2	3	9	0
15D	Low Impact Development	0	1	3	4	18	0
15E	Green Acreages	0	1	3	5	19	0
16A	Floodplain Mapping and Regulations	1	1	3	3	17	1
16B	Floodplain Management Strategy	1	2	2	4	20	1
17	Environmental Farm Plan	0	4	3	1	30	0
18	Extraction Area Land Use District Regulations	0	4	2	2	28	1
19A	Dialogue on Eastern Slopes Forest Managm't	3	1	0	4	9	0
19B	Urban Forest Management Plan	4	0	0	4	4	0
19C	Woodlot Management Plan	3	0	1	4	7	0
20	Awareness and Enforcement	1	2	1	4	17	0
21	Dialogue on Irrigation Return Flows	5	1	0	2	7	1

## Agenda Item # 6.1

**URBAN SOURCE WATER PROTECTION ACTION PRIORITIES – (16 Participants)**

**Table 2**

#	Tool	NA	High	Med	Low	Total Score	# Refer
1	Climate Change Adaptation Plan	4	2	3	7	26	6
2A	Water Conservation Plan	1	7	6	2	55	3
2B	Drought Preparedness Plan	4	5	4	3	40	2
2C	Natural Water Retention Plan	4	4	3	5	34	0
2D	Water Storage Strategy	5	5	2	4	35	1
3A	Flood Management Strategy	6	3	5	2	32	0
3B	Flood Control Evaluation Study	5	5	3	3	37	0
4	Community Wildfire Protection Plan	2	6	3	4	43	1
5	Protection Recharge Areas& Aquifers	7	2	2	5	21	3
6	Wellhead Protection Zones	7	3	2	4	25	2
7A	Environmental Conservation Plan	3	3	9	1	43	0
7B	Development Guides	2	5	7	2	48	1
8A	Riparian Land Conservation	6	3	4	4	31	1
8B	Stream/Lake side protection areas	8	4	1	3	26	2
9	Wetland Conservation Action Plan	6	3	6	1	34	1
10A	Wastewater Treatment Master Plan	2	5	6	3	46	0
10B	Wastewater Treatment Facility Optimization	3	5	3	5	39	0
11A	Stormwater Management Plan	2	7	4	3	50	0
11B	Stormwater Wetland Management Guide	5	3	2	6	27	0
12A	Municipal Waste Management Plan	2	5	5	4	44	0
12B	Regional Waste Management Approach	4	3	4	5	32	1
12C	Biosolids Production	11	1	0	4	9	0
12D	Biogas Production	11	1	0	4	9	0
13	Salt Management Plan	3	2	7	4	35	0
14	Snow Storage Facility Plan	3	5	2	6	37	0
15A	Municipal Development Plan (Update)	0	7	4	5	52	0
15B	Community Sustainability Plan	1	6	4	5	47	0
15C	Smart Growth	2	2	6	6	34	0
15D	Low Impact Development	3	1	5	7	27	0
15E	Green Acreages	8	1	4	3	20	1
16A	Floodplain Mapping and Regulations	8	5	2	1	32	1
16B	Floodplain Management Strategy	7	5	3	1	35	1
17	Environmental Farm Plan	10	3	0	3	18	2
18	Extraction Area Land Use District Regulations	11	1	1	3	11	2
19A	Dialogue on Eastern Slopes Forest Mangm't	13	0	1	3	6	2
19B	Urban Forest Management Plan	10	3	1	2	20	2
19C	Woodlot Management Plan	12	1	0	3	8	1
20	Awareness and Enforcement	7	1	2	4	15	1
21	Dialogue on Irrigation Return Flows	13	0	0	3	3	0

## Agenda Item # 6.1

**ALL MUNICIPAL SOURCE WATER PROTECTION ACTION PRIORITIES – (25 Participants)**

**Table 3**

#	Tool	Rural	Urban	Total	# Refer
1	Climate Change Adaptation Plan	16	26	42	7
2A	Water Conservation Plan	30	55	85	6
2B	Drought Preparedness Plan	35	40	75	3
2C	Natural Water Retention Plan	33	34	67	3
2D	Water Storage Strategy	33	35	68	0
3A	Flood Management Strategy	20	32	52	1
3B	Flood Control Evaluation Study	18	37	55	1
4	Community Wildfire Protection Plan	28	43	71	0
5	Protection Recharge Areas& Aquifers	27	21	48	6
6	Wellhead Protection Zones	27	25	52	3
7A	Environmental Conservation Plan	28	43	71	0
7B	Development Guides	28	48	76	1
8A	Riparian Land Conservation	22	31	53	2
8B	Stream/Lake side protection areas	24	26	50	5
9	Wetland Conservation Action Plan	36	34	70	3
10A	Wastewater Treatment Master Plan	10	46	56	0
10B	Wastewater Treatment Facility Optimization	9	39	48	0
11A	Stormwater Management Plan	10	50	60	0
11B	Stormwater Wetland Management Guide	10	27	37	0
12A	Municipal Waste Management Plan	32	44	76	0
12B	Regional Waste Management Approach	34	32	66	1
12C	Biosolids Production	5	9	14	0
12D	Biogas Production	5	9	14	0
13	Salt Management Plan	14	35	49	0
14	Snow Storage Facility Plan	9	37	46	0
15A	Municipal Development Plan (Update)	34	52	86	0
15B	Community Sustainability Plan	14	47	61	0
15C	Smart Growth	9	34	43	0
15D	Low Impact Development	18	27	45	0
15E	Green Acreages	19	20	39	1
16A	Floodplain Mapping and Regulations	17	32	49	2
16B	Floodplain Management Strategy	20	35	55	2
17	Environmental Farm Plan	30	18	48	2
18	Extraction Area Land Use District Regulations	28	11	39	3
19A	Dialogue on Eastern Slopes Forest Managm't	9	6	15	2
19B	Urban Forest Management Plan	4	20	24	2
19C	Woodlot Management Plan	7	8	15	1
20	Awareness and Enforcement	17	15	32	1
21	Dialogue on Irrigation Return Flows	7	3	10	1

**Table 4**

**PRIORITY ACTIONS TO CONSERVE SOURCE WATER QUALITY**

<b>ALL MUNICIPALITIES (25)</b>		<b>RURAL MUNICIPALITIES (9)</b>		<b>URBAN MUNICIPALITIES (16)</b>	
<b>Action Priority</b>	<b>Score</b>	<b>Action Priority</b>	<b>Score</b>	<b>Action Priority</b>	<b>Score</b>
Municipal Development Plan Update	86	Wetland Conservation Action Plan	36	Water Conservation Plan	55
Water Conservation Plan	82	Drought Preparedness Plan	35	Municipal Development Plan Update	52
Development Guides	76	Regional Waste Management	34	Stormwater Management Plan	50
Municipal Waste Management Plan	76	Municipal Development Plan Update	34	Development Guides	48
Drought Preparedness Plan	75	Natural Water Retention Plan	33	Community Sustainability Plan	47
Community Wildfire Protection Plan	71	Water Storage Strategy	33	Wastewater Treatment Master Plan	46
Environmental Conservation Plan	71	Municipal Waste Management Plan	32	Municipal Waste Management Plan	44
Wetland Conservation Action Plan	70	Water Conservation Plan	30	Community Wildfire Protection Plan	43
Water Storage Strategy	68	Environmental Farm Plan	30	Environmental Conservation Plan	43
Natural Water Retention Plan	67	Community Wildfire Protection Plan	28	Drought Preparedness Plan	40
Regional Waste Management	66	Environmental Conservation Plan	28	Wastewater Treatment Facility Optimization	39
Community Sustainability Plan	64	Development Guides	28	Flood Control Evaluation Study	37
Stormwater Management Plan	60	Extraction Area Land Use District	28	Snow Storage Facility Plan	37
Wastewater Treatment Master Plan	56	Protect Recharge Areas/Aquifers	27	Water Storage Strategy	35
Floodplain Management Strategy	55	Wellhead Protection Zones	27	Floodplain Management Strategy	35

Tools common to both rural and urban lists

Table 5

**NATURE OF THREAT ASSOCIATED WITH PRIORITY ACTIONS (TOOLS) IDENTIFIED BY MUNICIPALITIES**

<b>Threat</b>	<b>Priority Actions Identified by Urban and Rural</b>	<b>Priority Actions Identified by Rural Municipalities</b>	<b>Priority Actions Identified by Urban Municipalities</b>
Disaster	Drought Preparedness Plan (5)		Flood Control Evaluation Study
	Community Wildfire Protection Plan (6)		
Water	Water Conservation Plan (2)	Natural Water Retention Plan	Stormwater Management Plan
	Water Storage Strategy (8)	Wellhead Protection Zone	Wastewater Treatment Master Plan
			Wastewater Treatment Facility Optimization
			Snow Storage Facility Plan
Solid Waste	Municipal Waste Management Plan (4)	Regional Waste Management	
Urban/Rural Development	Municipal Development Plan Update (1)	Wetland Conservation Action Plan	Community Sustainability Plan
	Development Guides (3)	Environmental Farm Plan	Floodplain Management Strategy
	Environmental Conservation Plan (7)	Extraction Area Land Use District	
		Protect Recharge Areas/Aquifers	

(N) – Action/Tool Priority by both rural and urban municipalities





### Town of Drumheller REQUEST FOR DECISION

<b>TITLE:</b>	Tax Arrears Write Off – Roll No.'s 01044403 and 01045707
<b>DATE:</b>	September 13, 2018
<b>PRESENTED BY:</b>	Barbara Miller, CPA, CGA, CLGM
<b>ATTACHMENT:</b>	None

#### SUMMARY

Administration is seeking a motion of council to authorize the write off of the balance of the tax arrears owing on Roll No.'s 01044403 and 01045707 (formerly known as the Elks properties).

#### BACKGROUND

During the regular meeting of council of July 9<sup>th</sup>, MO2018.132 was passed, authorizing the purchase of Plans 3099AD, Block 25, Lot 36-38 and 3099AD, Block 25, Lot 12 & S8'4" of 13, formerly known as Elks, both of which were in a tax arrears position.

The purchase of the properties by the Town is now complete and confirmation has been received from Land Titles that *Notice of Tax Forfeiture* has been removed.

The last step with regards to the property tax receivable account is to process the write off of the arrears balances.

#### RECOMMENDATION:

Administration recommends council authorize the write off of the balance of tax arrears on the above listed roll numbers.

#### DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Now that the Town has formerly purchased the properties, the outstanding property tax balances are no longer recoverable and as such, accounting standards mandates that the receivable be written down.

#### FINANCIAL IMPACT:

At December 31, 2017, an allowance for bad debt (ADA) accrual in the amount of \$20,000 was in place these properties. Now that remaining legal costs, YTD interest and the purchase payment has been applied, the balance of the receivables to be written off on each roll number is \$65,149.55 (roll no. 01045707) and \$5,226.22 (roll no. 01044403).

With \$20,000 ADA accrued, the remaining \$50,373.77 will be recorded as a bad debt expense in 2018.

#### STRATEGIC POLICY ALIGNMENT:

Disposition of the derelict improvements known as the Elks is a 2018 Corporate Strategy. Purchase of the properties was required in order to move forward on this objective.

## Agenda Item # 8.3.1

Request for Decision  
Page 2

### COMMUNICATION PLAN:

Motion, if carried, will be forwarded on to the Administrative Assistant responsible for property tax for processing and included with year-end working papers provided to the external auditors.

**MOTION: Councillor \_\_\_\_\_**

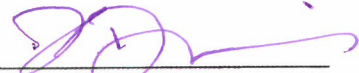
**Move to authorize the write off of the tax arrears balance on Roll No. 01045707 in the amount of \$65,149.55 and Roll No. 01044403 in the amount of \$5,226.22**

**Seconded: \_\_\_\_\_**



Prepared By: B. Miller

Reviewed By: \_\_\_\_\_



Approved By: Darryl Drohomerski  
Chief Administrative Officer