

Town of Drumheller COUNCIL MEETING AGENDA

January 22, 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 MP Kevin Sorenson - Federal Award
MLA Rick Strankman - Provincial Awards
Alberta Fire Commissioner Kevan Jess

Presentation to Drumheller Firefighters

Craig Comstock

Joe Gerlinger

Peter Gruber

Frank Kalman

James Martin

Bob Repas

Rick Schinnour

Jeff Gerlinger

Merv Smith

Steven Wade

Doug Stanger

Duane Bolin

Bruce Wade

Liugi Vescarelli

Blain Zacharuk

Bill Bachynski

John Gallagher

Vince Seitz

3.0 PUBLIC HEARING

- 3.1 The purpose of the Public Hearing is to consider Bylaw 13.17 to amend the Land Use Bylaw 10.08 by redesignating Lots 18, 19 and 20, Block 24, Plan 3099AD in the Town of Drumheller from CB (Central Commercial) District to DT (Downtown Transition) District

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5-9 5.1.1 Regular Council Meeting Minutes of January 8, 2018

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Economic Development Advisory Committee - Downtown Beautification

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

10-14 8.3.1 RFD - Amendment to Policy C-04-14 Remuneration and Expense Allowance for Mayor and Council
(Compensation Realignment)

15-41 8.3.2 RFD - 2018 Service Fees

42-43 8.3.3 RFD - Bad Debt - Business License Accounts

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

Page

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

- 44 13.1 Councillor Jay Garbutt - Sandstone 2018 Budget
 13.2 Councillors Jay Garbutt and Tom Zariski - Draft Vision, Mission and Values

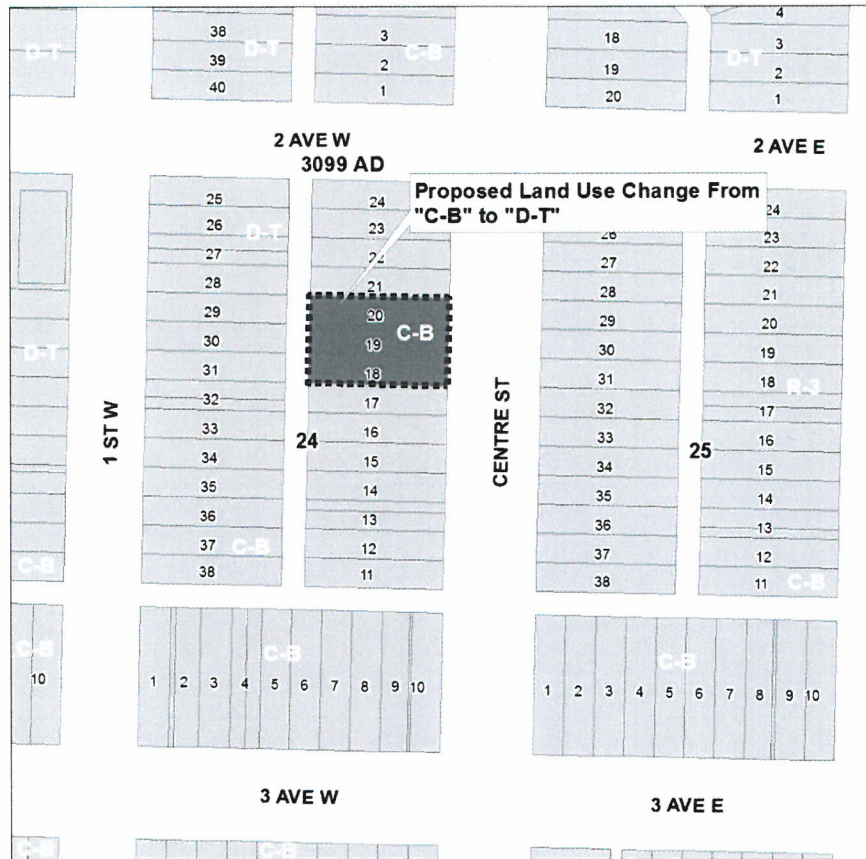
14.0 IN-CAMERA MATTERS

- 14.1 Legal - S.23 (FOI/PP Act) Local Public Body Confidences (Flood Mitigation)

**TOWN OF DRUMHELLER
NOTICE OF PUBLIC HEARING**

BYLAW 13.17 PROPOSES TO AMEND LAND USE BYLAW NO. 10-08

PURPOSE: The purpose of Bylaw 07-13 is to consider an application to amend Land Use Bylaw No.10-08, Schedule A, The Land Use District Map, by re-designating Lots 18, 19 and 20, Block 24, Plan 3099AD, (233 and 249 Centre Street), within the Town of Drumheller, from CB (Central Commercial) District to DT (Downtown Transition) District as shown on the plan below:



PRESENTATION: A Public Hearing will be held in the Council Chamber, Drumheller Town Hall, located at 224 Centre Street, on January 22, 2018 commencing at 4:30 p.m. Town Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are legibly written. Submissions will be received up to 4:00 p.m. on January 22, 2018. Submissions should be addressed to: The Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4.

Please be advised that the personal information in submissions made, is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) and subsequent versions of the Act. All submissions provided to the Town Council will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act.

DOCUMENTATION: A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00 a.m. – 4:30 p.m., at the Town Hall, located at 224 Centre Street, Drumheller. This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: January 3, 2018 Second Publication: January 10, 2018

**Town of Drumheller
COUNCIL MEETING
MINUTES**

January 8, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Lisa Hansen-Zacharuk

Tony Lacher

Tom Zariski

ACTING CAO / DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT:

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Darryl Drohomerski

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

1.0 CALL TO ORDER

Mayor Heather Colberg called the meeting to order at 4:30 PM.

Mayor Heather Colberg congratulated Deputy Mayor Tom Zariski for being chosen as Volunteer of the Year for Golf Canada.

Mayor Heather Colberg advised that there would be two additions to the agenda: 8.3.1 Authorization for Expenditures and MLA Rick Strankman wished to appear before Council today.

2.0 MAYOR'S OPENING REMARK

2.1 MLA Rick Strankman congratulated the newly and re-elected Councillors in their new role. He stated that he was in attendance today to inform Council of his willingness and openness to assist Council. He further stated that there is potential for boundary changes for the Drumheller-Stettler constituency to include the Municipal District of

Provost and this new larger area would be challenging. He stated that one recent highlight is the request from Infrastructure Minister Sandra Jansen for municipalities to submit their infrastructure capital priorities to her department. He stated that he has provided a list to Minister Jansen which includes the importance of flood mitigation for Drumheller and three other personal priorities – 1) Engineering study for Sheerness Blowdown Canal, 2) Improvements to the Dead Fish Reservoir (irrigation system) and 3) the ongoing development of Special Areas Water Supply Project. He further stated that after the 2013 flood risk, Drumheller was unfairly recognized because flood mitigation was done as a result of the 2005 flood which made the community “un-newsworthy” in 2013. He stated that opposition members have difficulty in meeting with Ministers however he attempts to speak with Ministers whenever opportunities arise. He stated that he would work with Council in moving forward.

Councillor J. Garbutt stated that the flood mitigation remains a top priority for Council and he requested MLA Strankman to lobby on behalf of Drumheller for potential buyouts for those residents in the West Rosedale, Lehigh and Nacmine areas.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Addition to Agenda: 8.1.3 Authorization for 2018 Expenditures and MLA Rick Strankman's attendance under Item 2.0

MO2018.01 Garbutt, Hansen-Zacharuk moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of December 11, 2017

MO2018.02 Lacher, Hansen-Zacharuk moved to adopt the Regular Council Meeting Minutes of December 11, 2017 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 ACTING CAO

8.1.1 RFD - 2018 Strategic Business Plan

B. Miller presented the Town's 2018 Strategic Business Plan for Council's review and adoption.

MO2018.03 Garbutt, Zariski moved that Council approve the 2018 Strategic Business Plan.

Council requested the following amendments:

- Top Priority to be the Economic Task Force recommendations;
- Under Incentives for Staff - \$ incentive program to save dollars;
- Economic Task Force to be Brooke Christianson (not Blair); and
- Cannabis Legislation to address a Consumption Policy.

MO2018.03A Garbutt, Zariski moved that Council approve the 2018 Strategic Business Plan as amended. Carried unanimously.

8.1.2 RFD - Safety Policy C-01-18

B. Miller presented the Safety Policy for Council's review and adoption. She explained that the policy requires an annual review by Council so that Council is aware of the safety initiatives and endorse the same.

MO2018.04 Garbutt, Hansen-Zacharuk moved that Council adopt the Safety Policy C-01-18 as presented. Carried unanimously.

8.1.3 RFD - Authorization of Expenditures

B. Miller advised that pursuant to Subsection 248(2) of the Municipal Government Act, Council must approve a procedure for authorizing and verifying expenditures not included in the budget. She explained that since the 2018 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 2018 Operating and Capital Budgets are approved.

MO2018.05 Zariski, Makowecki moved that Council in accordance with Section 248(2) of the Municipal Government Act authorize the Chief Administrative Officer or his delegate, to pay all current accounts, which are properly charged to the Town, until the 2018 Operating and Capital Budgets are approved by Council. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 2018 Service Fees Discussion

B. Miller presented the adopted 2017 service fees and reviewed selected fees that will see a proposed increase of 2% in 2018 which includes recreation and cemetery.

In response to Council's questions on the recreation fees, Council requested that Administration be more sensitive and more communicative on how the Community Assistance Policy is administered. P. Salvatore reviewed the criteria for the corporate

membership program which states that a company must have a Drumheller business license and the employer must submit an up to date list of their employees. It was explained that the corporate discount (20%) would apply to both a single or family membership on the annual multi-pass.

In response to concerns relating to whether or not a business licenses is required, Mayor Colberg recommended Administration carry out a communication campaign on business licenses.

Mayor Colberg presented a proposal to offer students in Grades 7, 8 and 9 (possible inclusion of Grade 6) free memberships with the purpose of encouraging Drumheller's youth to stay active with an overall goal to improve their well-being. Councillor Garbutt asked Administration what the implications would be for the Town offering stand alone youth passes. P. Salvatore stated that this program may fit under the fee assistance program as there is no dollar cap assigned to this policy. He further noted that Kids Sport and Jump Start do provide assistance for youth in Drumheller. He further reviewed the "drop-in toonie" program at the BCF and free swim program available to all residents and visitors and it was recommended that more of these programs be implemented to stretch out the traffic. Council expressed their appreciation to the recreation staff for their innovated ways of trying to offer more programming for youth. Mayor Heather Colberg requested that Administration research the numbers for those using the Community Assistance Program, those receiving Jump Start assistance, how many youth (Grades 6, 7, 8, 9) attend the Drumheller schools and the costs of offering free membership to these youth.

Mayor Colberg asked how we can better communicate with the schools and requested that this be included in the Town's communication plan.

Councillor DeMott recommended that an orientation program be held for youth on how to use the facility equipment. She further suggested that a free guest pass be provided to new members.

In response to a question on the difference between a micro business and residential license fee, P. Salvatore explained that a micro business is one that does not yet have a GST number and would be a first time business. Councillor Makowecki recommended that Council consider offering a scaled fee for businesses with a few years in operation as well. P. Salvatore explained that currently Administration is streamlining the home occupation renewal process; currently an annual development permit is required. Other factors that would impact the annual renewal process are the type of business and whether any complaints are brought forward.

In response to a question from Council on the cost of \$25.00 to reproduce a copy, B. Miller explained that this fee is high because the information is readily available for self print and those options are provided to the inquirer.

Council requested that the airport hangar fees should be compared with other municipalities and a comparison brought back to Council for their review. As well, Council requested that research be carried out on whether an animal license can be a lifetime purchase and possibly implemented next year.

B. Miller stated that she would like to move forward with bringing the 2% increase fee back to Council on January 22nd for implementation on February 1st, 2018 as the free membership for youth can be a policy decision separately from the adoption of the 2018 service fees.

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 MAYOR AND COUNCILLORS REPORTS

13.1 Mayor Heather Colberg - Video Live Streaming of Council Committee Meetings
Council agreed that any further Council Committee Meetings will be video live-streamed commencing January 15th, 2018. In addition, Council requested the purchase of a camera to be installed at the front of the meeting room to capture delegation speakers.

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned 6 06 PM.

Chief Administrative Officer

Mayor



Town of Drumheller REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | Amendment to Council Policy No. C-01-14 Remuneration and Expense Allowance for Mayor and Council |
| DATE: | January 18, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM |
| ATTACHMENT: | Policy No. C-01-14 |

SUMMARY

Administration is seeking amendment to policy no. C-01-14, to align remuneration of annual per diem to term of election and to update and/or remove outdated information.

BACKGROUND

Policy No. C.01.14 - Remuneration and Expense Allowance for Mayor and Council was adopted on February 10, 2014 in response to recommendations made by an independent review committee. Since adoption the policy has been amended on two different occasions to adjust minor items, most recently being this past November where Article 2.0 was updated and Article 6.0 was added.

Following are the amendments being requested by article no.

Article 3.1

The amendments to this section as shown on the attached draft is to update the effective date to January 2016 and the Honorarium, General Expense Allowance and Annual Remuneration amounts to the rates as of January 2016 that remain in effect.

Article 3.2

The amendment is to strike this article which contains verbiage regarding the prior review committee's recommendation on remuneration and the annual increases to be implemented until the end of term. The information being struck is no longer relevant.

Article 3.4

Amendments are to tidy up the wording by eliminating the reference to the review committee's recommendation which was implemented.

Article 4.2

The amendment being recommended is to increase the annual per diem allocation in an election year only, by 2 days, to allow for additional training, strategic sessions etc. in the first year of the election term.

Article 4.3

The amendment is to insert a new article, to define the word "annually" as it relates to the allocation of per diem. Following the 2017 election which was the first election subsequent to policy adoption, it became evident that there was ambiguity in the language around annual per diem where annual was not defined, leaving one to question if it means calendar year or a year

within an election term. The word “annual” is important to define in order to ensure that proper allocation of per diem is granted to both incoming and outgoing councillors.

For the purpose of allocation of per diem’s, annual is best to be aligned with the election year vs. the calendar year. This change will ensure that the newly elected council will each start with a full allocation.

RECOMMENDATION:

Administration recommends adoption of the amended policy as adopted.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Benefits – adoption of the policy as amended clears up the ambiguity around annual per diems and cleans up the policy as a whole making it more relevant but also more professional in appearance. Additionally, the increase in per diem allotment in year 1 of an election year ensures that the council has additional days available for needed training and that the budget supports the additional need.

Disadvantage – other than a minor increase in expense in a post election budget year, there is no apparent disadvantage

FINANCIAL IMPACT:

Other than year one of an election year, there would be no financial impact.
The budget year 1 post election would increase by \$3,500

STRATEGIC POLICY ALIGNMENT:

Additional allowance for councillor training/team building/strategic planning sessions in year 1 post election supports all areas of corporate strategy

COMMUNICATION PLAN:

The amended policy will be uploaded onto Civicweb Drumheller and at www.dinosaruvally.com

MOTION: Councillor _____

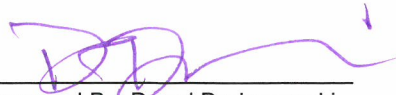
Moves to adopt the amendments made to Policy No. C04-14 Remuneration and Expense Allowance for Mayor and Council as presented with Article 4.3 being in effect as of the 2017 organizational meeting of October 30th.

Seconder: _____

Barbara Miller

Prepared By: _____

Reviewed By: _____


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

COUNCIL POLICY

Agenda Item # 8.3.1



COUNCIL POLICY #C-04-14(as amended)

Supersedes #C-01-11

REMUNERATION AND EXPENSE ALLOWANCE FOR MAYOR AND COUNCIL

THE PURPOSE OF THIS POLICY IS TO:

Establish a fair and equitable basis of remuneration for time and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

POLICY STATEMENT:

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

1.0 REMUNERATION AND COMPENSATION ARE HEREINAFTER OUTLINED

In accordance with Revenue Canada's provisions for Municipal Officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials shall be deemed to be in lieu of expenses (general expense allowance). The remaining two-thirds (2/3) is income from elected or appointed office (honoraria), and is therefore subject to income tax and considered as earnings. The general expense allowance is paid with the honoraria through the payroll system.

2.0 REMUNERATION REVIEW

Following a General Municipal Election, Council shall appoint an independent committee composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the committee and the committee's report shall be completed within one (1) year following a General Municipal Election.

3.0 ANNUAL REMUNERATION PAYMENTS

3.1 Annual remuneration shall be paid to Members of Council and shall consist of an honorarium and general expense allowance (which is one third of the total).

As of January 1, ~~2014~~2016

| POSITION | HONORARIUM | GENERAL EXPENCE ALLOWANCE | ANNUAL REMUNERATION |
|-------------|--|--|---|
| Mayor | \$24,732.00 \$26,631.80 | \$12,366.00 \$13,315.90 | \$37,098.00 \$39,947.70 |
| Councillors | \$12,958.00 \$13,953.50 | \$ 6,479.00 \$6,976.75 | *\$19,437.00 \$20,930.25 |

~~3.2 Mayor and Councillors salary shall increase retroactive to January 1st, 2013 by 3.0%, increase a further 3.0% effective January 1, 2014 and increase January 1st, 2015 by 3.5%. The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135. Should the increases between the two Unions vary, the Council shall receive the average of the Union~~

Agreement settlements.

3.3-2 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Appointed committee meetings
- Meeting with individual ratepayers and community organizations
- Time spent in the execution of duties of the portfolio

3.4-3 This general expense allowance is for:

- In-Town travel and car expense
- In-Town entertaining for portfolio or committee responsibilities
- Dry cleaning and laundry costs
- Office supplies for personally owned equipment such as fax or computers
- Incidental expenses incurred in the normal execution of duties

As Revenue Canada deems travel costs to attend regularly scheduled council or committee meetings is of a personal nature, this type of expense is not included in the general expense allowance, and is not reimbursed.

3.5-4 Remuneration shall also include The Task Force recommends that an RRSP contribution equivalent to 3% pension or RRSP for members of Council with matching contributions be implemented as part of the benefit package.

4.0 PER DIEMS

4.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$250 per full day (subject to income tax).

A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance either by Council or vicariously through committee appointment where attendance is mandatory to fulfill responsibilities of committee appointments and excludes meetings as outlined in Clause

3.32. ,

4.2 A Per Diem of up to 5 days annually per Councillor and 10 days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions. The balance of the annual per diem allotment is to be used to attend meetings, conventions etc. at the individuals discretion. The annual per diem allotment shall be increased by 2 days in election years to allow for additional training required in the first year of an election term.

4.3 For the purpose of the allocation of per diem as outlined in Article 4.2 above, "annually" is defined by election term, with year 1 being initiated by the organizational meeting of council.

4.3-4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors duties relating specifically to emergency operations and coordination, in excess of 4 hours per day shall qualify the parties for per diem, subject to approval from Council.

Page 2

Remuneration and Expense Allowance for Mayor and Council

Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

5.0 ADDITIONAL EXPENSES

5.1 Additional expenses will be reimbursed for items related to:

- Education
- Conventions registrations
- Out of Town travel or lodging

5.2 Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time.

5.3 Non receipted meal allowances shall be increased as follows:

| | |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$25.00 |

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not allowed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached, and must be approved by the Mayor. There will be no reimbursement on payments for alcoholic beverages. Travel rates are in accordance with the Town's Human Resource Policy.

6.0 Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement / payment once a report to Council has been presented.

Adopted by Council
Date: February 10, 2014

~~Terry Yemen,~~
~~Heather Colberg~~
Mayor of Drumheller

~~R.M. Romanetz, P. Eng.~~
~~Darryl Drohomerski, CET~~
Chief Administrative Officer

Amendments

October 3, 2016 Motion No. MO2016.131

November 14, 2017 Motion No. MO2017.135B



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



2018

Service Fee Schedule

Presented for adoption: January 22, 2018

ADOPTED by Council

UPDATED:

Agenda Item #8.3.2

Town of Drumheller

Fee Schedule

Rates Adjusted as per Corporate Services

ST: Extra where applicable (unless otherwise indicated)
Source:

MSCode

Effective
1-Feb-18

ADMINISTRATION

Account(s) management

Payment (credit balance) transfers (utilities to taxes, taxes to utilities)
Balance transfers (utilities to tax roll)

assessment appeal

LARB (residential) Provincial Reg. \$50 max, 3 units and less
CARB (multi res, commercial) Provincial Reg. \$650 max
*fees refunded upon successful appeal

ASSREV
ASSREV

\$ 25.00
\$ 50.00
\$ 650.00

assessment information request by third party

information regarding legal description, latest assessment
information regarding historical assessments

T01
T01

\$ 36.75
\$ 36.75

copies of information (other than photocopies)

Reprint fee for invoice, account history or receipt:
per electronic version
per photograph plus:

per 4x6
per 5x7
per 8x10
per 11x14
per 16x20

M01
M01
M01
M01
M01
M01

\$ 25.75
\$ 42.25
\$ 3.35
\$ 6.50
\$ 11.00
\$ 22.00
\$ 33.50

criminal records check

Private requested by individuals

C03

\$ 36.00

Agenda Item #8.3.2

Town of Drumheller

Fee Schedule

Rates Adjusted as per Corporate Services

MSCode

Effective
1-Feb-18

Custom work (public works)

per employee hour plus actual costs for materials, supplies and equipment (Mon - Fri 8am - 4:30 pm), additional labour over roadbuilders

\$ 52.00

per employee hour plus actual costs for materials, supplies and equipment (Outside of Mon - Fri 8am - 4:30pm), additional labour over roadbuilders

\$ 76.50

Snow Control plus admin fee: 10% (check the Tax Roll)
Weed Control plus admin fee: 10% (check the Tax Roll)

1.1.3202.451
1.1.2611.451

contractor\$
contractor\$

fax

per transmission (local and long distance)

M01

\$ 5.50

FOIP* requests * Freedom of Information and Protection of Privacy Regulation, AR200/95

per request

T01

\$ 25.00

photocopying

per page (min 5 pages to a maximum 600 pages (\$150))

M01

\$ 0.30

Colour copying

per page (5 minimum - 600 maximum)

M01

\$ 1.00

tax information

per tax certificate

T01

\$ 36.75

Agenda Item #8.3.2

Town of Drumheller

Rate Schedule

Rates Adjusted as per Corporate Services

DEVELOPMENT

base maps

black and white

colored

11x17

MSCode

Effective
1-Feb-18

\$ 11.00

\$ 50.25

\$ 16.80

compliance certificate

zoning compliance

**see development tab*

development appeal fee

\$ 133.50

land-use bylaw (black and white)

without map

with map

1.1.2601.991

\$ 50.00

municipal development plan

black and white maps

colored maps

1.1.2601.991

\$ 67.00

subdivision fees as established annually by Palliser

111.25

Agenda Item #8.3.2

Town of Drumheller

Fee Schedule

Rates Adjusted as per Corporate Services

ELECTRONIC INFORMATION

Custom work (computer drafting and programming)

per hour plus actual costs for materials and supplies

MSCode

Effective
1-Feb-18

M01 \$ 67.25

Information extraction

per hour to extract data from electronic databases

M01 \$ 67.25

search and retrieval

per hour plus actual costs for materials and supplies
per 1/4 hour

M01 \$ 33.65
M01 \$ 7.85

Miscellaneous Items

Freon Devices
(Fee is established by Solid Waste Authority)

NSF Charges*

N01 \$ 35.00

Agenda Item # 8.3.2

| Town of Drumheller Fee Schedule | | Rates Adjusted as per Corporate Services | Effective 2-Jan-18 |
|------------------------------------|--|--|-----------------------|
| Airport | | | |
| for Own Hanger | | | |
| per year plus GST | | | \$ 250.00 |
| *site improvements not included | | | |

8.3.2

Town of Drumheller

Fee Schedule

Rates Adjusted as per Protective Services

Animals

Effective
1-Feb-18

GST: all prices EXEMPT GST
adopted Council

Altered Animal - with microchip or tattoo

| | |
|-----|----------|
| Dog | \$ 15.75 |
| Cat | \$ 10.50 |

Altered Animal - without microchip or tattoo

| | |
|-----|----------|
| Dog | \$ 31.50 |
| Cat | \$ 31.50 |

Unaltered Animal - with microchip or tattoo

| | |
|-----|----------|
| Dog | \$ 36.75 |
| Cat | \$ 36.75 |

Unaltered Animal - without microchip or tattoo

| | |
|-----|----------|
| Dog | \$ 52.50 |
| Cat | \$ 52.50 |

New Resident or New Animal licenses are prorated by month

A proof of alteration (spaying or neutering) certificate from a veterinarian is required in order to apply the "altered animal" rate.

A proof of microchip or tattoo certificate from a veterinarian is required in order to apply the "microchip or tattoo" rate.

Town of Drumheller

Fee Schedule

Aquaplex

GST: all prices include GST where applicable unless otherwise indicated
 Details:

Effective
 1-Feb-18

| | |
|--|--------|
| Swim Suit (deposit required) | \$3.50 |
| Towel | \$2.25 |
| Shower/use of changeroom facilities (no pool access) | \$2.25 |

Pool Rental (no charge for the first three adult supervisors)

| | |
|--|---------------------------|
| Swim Club (per hour) | \$65.50 |
| Swim Club (per hour - per lane) | \$11.50 |
| Local Youth Groups | up to 25 ppl \$76.25 |
| Non – Local Groups | up to 25 ppl \$114.75 |
| Local Youth Groups | 26 – 35 ppl \$109.25 |
| Non – Local Groups | 26 - 35 ppl \$148.00 |
| Local Youth Groups | 36 – 45 ppl. \$142.00 |
| Non – Local Groups | (36 - 45 ppl) \$180.25 |
| Local Youth Groups | (46 and over) \$175.25 |
| Non – Local Groups | (46 and over) \$213.50 |
| Edutour / Camp-ins per person April 1 to March 31 each year (Royal Tyrrell Museum * gst exempt) | \$3.00 |

Swimming Lessons* gst exempt

| | |
|--|---------|
| Preschool/Stroke Proficiency (30 minute lesson) | \$36.50 |
| Swim Kids 1 to 4 (45 minute lesson) | \$47.25 |
| Swim Kids 5 to 7/ Junior Lifeguard Club (60 minute lesson) | \$57.75 |
| Swim Kids 8 to 10 (90 minute lesson) | \$80.25 |
| Private lesson (30 minutes- 1 child) | \$16.00 |
| Private lesson (30 minutes- additional child) | \$5.25 |
| School Lessons (August - June each year) | \$29.25 |

Agenda Item #8.3.2

Town of Drumheller

Fee Schedule

Aquaplex

Training Courses/Adult Lessons

| | |
|-------------------------|-----------------------|
| Adult Lesson - Drop in | Effective 1-Feb-18 |
| Adult Lessons - Session | \$17.00 |
| Bronze Courses | \$49.50 |
| WSI Skills | |
| NLS | |
| Standard First Aid | Cost Recovery |

Public Swimming: Drop In

| | |
|--|-----------------|
| 5 & Under (within arms reach of someone 16 yrs+) | Free |
| Youth (ages 6-17 yrs) | \$5.50 |
| Adult (ages 18-59yrs) | \$8.00 |
| Senior (ages 60+) | \$5.50 |
| Family | \$18.75 |
| Daily Rate - add for single admission | \$2.00 |
| Daily Rate - add for family admission | \$5.00 |
| Ticket Type | Tickets |
| 10 Pack | Youth \$50.50 |
| (10% SAVINGS) | Adult \$71.25 |
| | Senior \$50.50 |
| | Family \$167.50 |

8.3.2

own of Drumheller Fee Schedule

Arena

all prices include GST where applicable unless otherwise indicated

Effective

1-Jul-18

Lacrosse*

\$68.50

Winter Rental

Prime Time Rental

*Prime time: Weekdays from 4PM to Midnight
Weekends from 7AM to Midnight
Holidays from 7AM to Midnight*

Summer Rental Rates

/hr (plus GST) Youth Groups

\$86.25

/hr (plus GST) Local Adult Hockey

\$174.75

/hr (plus GST) Out of Town Users

\$191.00

Non Prime Time Rental

/hr (plus GST) Youth Groups

\$64.00

/hr (plus GST) Local Adult Hockey

\$128.50

/hr (plus GST) Out of Town Users

\$144.50

Junior "A" Rental

/hr (plus GST) Practice

\$113.00

/hr (plus GST) Games

\$157.50

Agenda Item # 8.3.2
Town of Drumheller
Fee Schedule

Ball Diamonds

GST: all prices include GST where applicable unless otherwise indicated
Source:

Effective
2-Jan-18

Youth Ball (Per Diamond)

per game (2-3 hours duration) (plus GST) \$23.50
per day (plus GST) \$83.25

Adult Ball (Per Diamond)

per game (2-3 hours duration) (plus GST) \$32.25
per day (plus GST) \$111.00

Fee Schedule **Effective**
January 3, 2018

| Drop in - BCF | 2018 Single Facility (including GST) | 2018 Multi Facility (including GST) |
|--------------------------------|---|--|
| Adult | \$9.25 | \$11.75 |
| Youth | \$7.25 | \$9.00 |
| Senior | \$7.25 | \$9.00 |
| Family | \$18.50 | \$24.00 |
| Dependent | | |
| 10 pass - BCF/Multi | | |
| Adult | \$82.50 | \$105.50 |
| Youth | \$64.25 | \$80.25 |
| Senior | \$64.25 | \$80.25 |
| Family | \$167.50 | \$215.75 |
| Dependent | | |
| One month | | |
| Adult | \$62.25 | \$80.75 |
| Youth | \$46.00 | \$60.25 |
| Senior | \$46.00 | \$60.25 |
| Family | \$130.75 | \$170.00 |
| Dependent | | |
| Three month | | |
| Adult | \$160.00 | \$208.00 |
| Youth | \$118.75 | \$154.50 |
| Senior | \$118.75 | \$154.50 |
| Family | \$335.00 | \$436.75 |
| Dependent | | |
| Six month | | |
| Adult | \$266.75 | \$347.25 |
| Youth | \$198.25 | \$257.50 |
| Senior | \$198.25 | \$257.50 |
| Family | \$559.75 | \$727.75 |
| Dependent | | |
| Annual | | |
| Adult | \$498.25 | \$647.50 |
| Youth | \$330.00 | \$429.00 |
| Senior | \$330.00 | \$429.00 |
| Family | \$932.75 | \$1,147.50 |
| Corporate | | |
| Adult | | \$518.00 |
| Youth (6-17) | | \$343.25 |
| Senior (60+) | | \$343.25 |
| Family | | \$918.00 |

Age Groups

Children (age 5 and under)

Youth (age 6 to 17)

Adult(age 18 to 59)

Senior (age 60 and higher)

Agenda Item # 8.3.2

Badlands Community Facility

Space

Banquet Hall

Full Hall (450 seated at tables,

Private
Local
Not for profit

2/3 Hall (330 seated at tables)

Private
Local
Not for profit

1/3 Hall (165 seated at tables)

Private
Local
Not for profit

Kitchen

Single function
Caterer

Terrace (100)

Private
Local
Not for profit

Meeting Space

Large multi-purpose room (40

Private
Local
Not for profit

Small multi-purpose room (16

Private
Local
Not for profit

Gallery (up to 50 standing)

Private
Local
Not for profit

Room Rental Rates 2018

Weekend Rate

Daily Rate

Hourly Rate

Full Hall (450 seated at tables, 600 seated theatre style)

| | | |
|------------|----------|----------|
| \$2,186.00 | \$983.75 | \$164.00 |
| \$1,892.00 | \$836.25 | \$139.00 |
| \$1,783.75 | \$786.50 | \$131.00 |

2/3 Hall (330 seated at tables)

| | | |
|------------|----------|----------|
| \$1,486.75 | \$655.75 | \$109.00 |
| \$1,237.00 | \$546.50 | \$90.50 |
| \$1,189.00 | \$524.25 | \$87.50 |

1/3 Hall (165 seated at tables)

| | | |
|----------|----------|---------|
| \$778.50 | \$344.25 | \$56.50 |
| \$656.00 | \$289.50 | \$48.00 |
| \$616.25 | \$273.00 | \$44.75 |

Kitchen

| | |
|------------------------------|---------|
| \$382.50 | \$81.75 |
| \$ 1.10 per plate - per meal | |

Terrace (100)

| | | |
|----------|----------|---------|
| \$681.75 | \$300.50 | \$50.50 |
| \$620.75 | \$273.00 | \$46.00 |
| \$546.50 | \$240.75 | \$40.50 |

Large multi-purpose room (40 seated at tables)

| | |
|----------------|----------------|
| \$191.25 | \$33.00 |
| \$163.25 | \$27.25 |
| Town Sponsored | Town Sponsored |

Small multi-purpose room

| | |
|----------------|----------------|
| \$95.75 | \$16.50 |
| \$81.25 | \$13.50 |
| Town Sponsored | Town Sponsored |

| | |
|----------|---------|
| \$191.50 | \$33.00 |
| \$162.75 | \$27.25 |
| \$65.50 | \$16.50 |

Field House

Field house - full - two thirds -

Private
Local
Not for profit - adult
Not for profit - youth

| Daily | Full | 2/3 | 1/3 |
|------------|----------|----------|----------|
| \$1,093.00 | \$165.50 | \$131.00 | \$ 65.50 |
| \$874.50 | \$109.25 | \$87.50 | \$ 43.50 |
| \$852.75 | \$82.00 | \$65.50 | \$ 33.00 |
| \$820.00 | \$66.00 | \$43.50 | \$ 22.00 |

Fitness Studio

Private
Local
Not for profit - adult
Not for profit - youth

| | |
|----------|---------|
| \$546.25 | \$54.50 |
| \$435.00 | \$43.50 |
| \$273.00 | \$33.00 |
| \$164.00 | \$22.00 |

Play space drop in

| |
|--------|
| \$2.00 |
|--------|

* fees do not include GST

Agenda Item # 8.3.2

Agenda Item #8.3.2

Town of Drumheller

Fee Schedule

Bulk Rates

GST: all prices are GST exempt

GL Code

these phased in rates were previously adopted in 2017

Effective 1-Jan-18 Effective 1-May-18 Effective 1-Oct-18

Target (2016)

Bulk Water (utility rates bylaw)
(see Utility Rates) 1.1.4101.441

Sewage Dumping (Drumheller Commercial/Industrial/Residential)

| | | | | | |
|-------|--------------|---------|---------|---------|---------|
| tonne | 1.1.4201.441 | \$ 1.75 | \$ 1.90 | \$ 2.10 | \$ 2.25 |
| | | 10% | 10% | 10% | |

Sewage Dumping (Outside Drumheller)

| | | | | | |
|-------|--------------|---------|---------|-----------|---------|
| tonne | 1.1.4201.441 | \$ 6.95 | \$ 7.30 | No change | \$ 7.25 |
| | | 5% | 5% | | |

8.3.2

Town of Drumheller

Fee Schedule

Effective
Feb 1, 2018

Cemetery

Service:

Agenda Item #
Note: A burial Permit is required for all burials
Resident

| | |
|----------------------------------|-----------|
| Full Plot | \$ 874.00 |
| Open/Close (weekday) | \$ 435.00 |
| Open/Close (weekend, holiday) | \$ 560.00 |
| plus winter fee (Nov01 to Mar31) | \$ 222.00 |

Non-Resident

| | |
|----------------------------------|-----------|
| Full Plot | \$ 965.00 |
| Open/Close (weekday) | \$ 436.00 |
| Open/Close (weekend, holiday) | \$ 561.00 |
| plus winter fee (Nov01 to Mar31) | \$ 222.00 |

Cremains

| | |
|--|-----------|
| Cremain Plot (resident) (maximum 4 cremains) | \$ 437.00 |
| Cremain Plot (non-resident) (maximum 4 cremains) | \$ 485.00 |
| Open/Close (weekday) | \$ 142.00 |
| Open/Close (weekend, holiday) | \$ 166.00 |
| plus winter fee (Nov01 to Mar31) | \$ 75.00 |

Columbarium

| | |
|---|-------------|
| Niche (each cremain) (mimum 4 cremains) | \$ 1,143.00 |
| Open/Close (weekday) | \$ 208.00 |
| Open/Close (weekend, holiday) | \$ 275.00 |
| Engraving | \$ 515.00 |

Memorial Wall

| | |
|------------------------------------|-----------|
| Plaque engraving for memorial wall | \$ 225.00 |
|------------------------------------|-----------|

8.3.2

Twin of Drumheller

NEED TO CONFIRM CURRENT AND
PROPOSED (2018) RATE

Summer Fun

Effective
1-Jan-17

To be determined on a cost recovery basis

Max Day

To be determined on a cost recovery basis

n/a

Before/After School Care

Daily

1st child

\$14.00

Additional Child = 15% discount

for families having two or more children who are registered as
full-time in the program

BCF Birthday Party Packages

To be determined on a cost recovery basis

:

\\townhall.dinosaurvalley.com\drumheller\home\L\Van\l\Desktop\Draft Fee Schedule 2018 - Presented to Council for adoption January 2 2018

Agenda Item # 8.3.2

Town of Drumheller

Fee Schedule

Effective
Feb 1, 2018

Safety Codes - Development and Compliance

GST: all prices are GST exempt GL MS Code
source: Bylaw 36-98 permits Council to set rates by resolution

Development Permits

Range in Construction Value

| | | | | |
|---------|----------|--------------|-----|----------|
| under | 10,000 | 1.1.2603.523 | P02 | \$62.00 |
| 10,001 | 50,000 | 1.1.2603.523 | P02 | \$82.00 |
| 50,001 | 100,000 | 1.1.2603.523 | P02 | \$112.00 |
| 100,001 | 150,000 | 1.1.2603.523 | P02 | \$173.00 |
| 150,001 | 200,000 | 1.1.2603.523 | P02 | \$260.00 |
| 200,001 | and over | 1.1.2603.523 | P02 | \$321.00 |

Compliance Certificates

| | | | |
|------|--------------|-----|---------|
| each | 1.1.2603.524 | C02 | \$77.00 |
|------|--------------|-----|---------|

Deposits - Safety Codes 1.4.6100.474 DEP-S

Offsite Levies 1.1.6101.446 O01

Town of Drumheller/Palliser

Building Permits

2018

Manufactured Home Placement

(on Blocking or Piles)

GL 1.1.2601.525 P01

| Permit Fees |
|-------------|
| \$115.00 |

Modular Home / Move-on Relocation (on crawlspace)

(based on square footage of main

| Permit Fee (per square foot) |
|---------------------------------|
| \$0.30 |
| Minimum Fee |
| \$115.00 |

New Residential Single Family Dwelling

(based on total developed square

| Square Footage | Permit Fee (construction value) |
|----------------------------|------------------------------------|
| 0 to 1,200 square feet | \$8.00/\$1,000.00 |
| 1,201 to 1,500 square feet | \$8.00/\$1,000.00 |
| 1,501 to 2,000 square feet | \$8.00/\$1,000.00 |
| 2,001 to 2,500 square feet | \$8.00/\$1,000.00 |
| 2,500 to 3,000 square feet | \$8.00/\$1,000.00 |
| 3,001 to 3,500 square feet | \$8.00/\$1,000.00 |
| 3,501 to 4,000 square feet | \$8.00/\$1,000.00 |
| 4,001 to 4,500 square feet | \$8.00/\$1,000.00 |
| 4,501 to 5,000 square feet | \$8.00/\$1,000.00 |
| Over 5000 square feet | \$8.00/\$1,000.00 |
| Minimum Fee | \$115.00 |

Residential Addition / Renovation / Garage, etc.

(based on a price per \$1,000 of
construction value)

| Description | Permit Fees |
|--------------------------------------|-------------|
| per \$1,000 of construction value | \$8.00 |
| Minimum Fee | \$115.00 |

Multi-Housing Residential and Non-Residential

(based on a price per \$1,000 of
construction value)

| Description | Permit Fees |
|--------------------------------------|-------------|
| per \$1,000 of construction value | \$8.00 |
| Minimum Fee | \$115.00 |

Demolition

(based on a price per \$1,000 of
demolition value)

| Description | Permit Fees |
|------------------------------------|-------------|
| per \$1,000 of demolition value | \$2.50 |
| Minimum Fee | \$115.00 |

Oil & Gas

| Description | Permit Fee (construction value) |
|-----------------------------|------------------------------------|
| All Oil & Gas Installations | \$8.00/\$1,000.00 |
| Minimum Fee | \$450.00 |

Additional 4% Safety Code
Council Levy added to cost of
permit - Minimum \$4.50

Town of Drumheller/Palliser Electrical Permits

2018

GL 1.1.2601.522 P03

New Residential Single Family Dwelling

(based on square footage)

| Square Footage | Permit Fees |
|----------------------------|--------------------|
| 0 to 1,200 square feet | \$140.00 |
| 1,201 to 1,500 square feet | \$160.00 |
| 1,501 to 2,000 square feet | \$180.00 |
| 2,001 to 2,500 square feet | \$200.00 |
| 2,500 to 3,000 square feet | \$225.00 |
| 3,001 to 4,000 square feet | \$245.00 |
| 4,001 to 5,000 square feet | \$265.00 |
| over 5,000 square feet | \$315.00 |

Add \$75.00 for homeowner permits

Miscellaneous

| Description | Permit Fees |
|--|--------------------|
| Permanent and Temporary Service Connection | \$95.00 |
| Manufactured Home on Blocking or Piles | \$95.00 |

Additional 4% Safety Code Council Levy added to cost of permit - Minimum \$4.50

Electrical Permits

Residential and Non-Residential Addition / Renovation / Garage, etc.

(based on contract value)

NOTE: Contract values over \$30,000 may require a plan review.

GL 1.1.2601.522 P03

| Contract Value | Permit Fee |
|------------------------------|------------|
| \$0.00 to \$1,000.00 | \$100.00 |
| \$1,000.01 to \$3,000.00 | \$120.00 |
| \$3,000.01 to \$3,500.00 | \$160.00 |
| \$3,500.01 to \$4,000.00 | \$185.00 |
| \$4,000.01 to \$4,500.00 | \$230.00 |
| \$4,500.01 to \$6,500.00 | \$280.00 |
| \$6,500.01 to \$8,500.00 | \$335.00 |
| \$8,500.01 to \$10,000.00 | \$380.00 |
| \$10,000.01 to \$14,000.00 | \$430.00 |
| \$14,000.01 to \$18,000.00 | \$490.00 |
| \$18,000.01 to \$22,000.00 | \$538.00 |
| \$22,000.01 to \$26,000.00 | \$576.00 |
| \$26,000.01 to \$30,000.00 | \$646.00 |
| \$30,000.01 to \$34,000.00 | \$694.00 |
| \$34,000.01 to \$38,000.00 | \$754.00 |
| \$38,000.01 to \$42,000.00 | \$802.00 |
| \$42,000.01 to \$46,000.00 | \$862.00 |
| \$46,000.01 to \$50,000.00 | \$905.00 |
| \$50,000.01 to \$60,000.00 | \$1,013.00 |
| \$60,000.01 to \$70,000.00 | \$1,109.00 |
| \$70,000.01 to \$80,000.00 | \$1,169.00 |
| \$80,000.01 to \$90,000.00 | \$2,127.00 |
| \$90,000.01 to \$100,000.00 | \$1,325.00 |
| \$100,000.01 to \$110,000.00 | \$1,433.00 |
| \$110,000.01 to \$120,000.00 | \$1,541.00 |
| \$120,000.01 to \$130,000.00 | \$1,589.00 |
| \$130,000.01 to \$140,000.00 | \$1,649.00 |

Add \$75.00 for homeowner permits

Additional 4% Safety Code
Council Levy added to cost of

| Contract Value | Permit Fee |
|--|--|
| \$140,000.01 to \$150,000.00 | \$1,692.00 |
| \$150,000.01 to \$160,000.00 | \$1,740.00 |
| \$160,000.01 to \$170,000.00 | \$1,800.00 |
| \$170,000.01 to \$180,000.00 | \$1,848.00 |
| \$180,000.01 to \$190,000.00 | \$1,908.00 |
| \$190,000.01 to \$200,000.00 | \$1,956.00 |
| \$200,000.01 to \$210,000.00 | \$2,004.00 |
| \$210,000.01 to \$220,000.00 | \$2,064.00 |
| \$220,000.01 to \$230,000.00 | \$2,112.00 |
| \$230,000.01 to \$240,000.00 | \$2,160.00 |
| \$240,000.01 to \$250,000.00 | \$2,220.00 |
| \$250,000.01 to \$300,000.00 | \$2,349.00 |
| \$300,000.01 to \$350,000.00 | \$2,503.00 |
| \$350,000.01 to \$400,000.00 | \$2,657.00 |
| \$400,000.01 to \$450,000.00 | \$2,811.00 |
| \$450,000.01 to \$500,000.00 | \$2,965.00 |
| \$500,000.01 to \$550,000.00 | \$3,170.00 |
| \$550,000.01 to \$600,000.00 | \$3,390.00 |
| \$600,000.01 to \$650,000.00 | \$3,610.00 |
| \$650,000.01 to \$700,000.00 | \$3,830.00 |
| \$700,000.01 to \$750,000.00 | \$4,050.00 |
| \$750,000.01 to \$800,000.00 | \$4,270.00 |
| \$800,000.01 to \$850,000.00 | \$4,490.00 |
| \$850,000.01 to \$900,000.00 | \$4,710.00 |
| \$900,000.01 to \$950,000.00 | \$4,930.00 |
| \$950,000.01 to \$1,000,000.00 | \$5,150.00 |
| Add \$150.00 for each additional \$100,000 (or portion of) after \$1,000,000 | Add \$160.00 for each additional \$100,000 (or portion of) after \$1,000,000 |

Town of Drumheller/Palliser

Gas Permits

2018

GL 1.1.2601.521 P04

Residential

| Number of Outlets | Permit Fee |
|-----------------------------|------------|
| 1 | \$90.00 |
| 2 | \$100.00 |
| 3 | \$110.00 |
| 4 | \$120.00 |
| 5 | \$130.00 |
| 6 | \$140.00 |
| 7 | \$150.00 |
| 8 | \$160.00 |
| 9 | \$175.00 |
| 10 | \$185.00 |
| Fee for each outlet over 10 | \$10.00 |

Miscellaneous

| Description | Permit Fee |
|--------------------------------|------------|
| Secondary Gas Line (Gas Co-op) | \$90.00 |
| Propane Tank Installation | \$90.00 |

Additional 4% Safety Code
Council Levy added to cost of
permit - Minimum \$4.50

Town of Drumheller/ Palliser

Gas Permits

2018

GL 1.1.2601.521

Non-Residential

New Installations
Temporary Heat
Replacement Appliances

| BTU Input | Permit Fee |
|---|------------|
| 0 to 50,000 | \$95.00 |
| 50,001 to 100,000 | \$100.00 |
| 100,001 to 150,000 | \$105.00 |
| 150,001 to 200,000 | \$130.00 |
| 200,001 to 250,000 | \$150.00 |
| 250,001 to 300,000 | \$155.00 |
| 300,001 to 350,000 | \$160.00 |
| 350,001 to 400,000 | \$165.00 |
| 400,001 to 450,000 | \$175.00 |
| 450,001 to 500,000 | \$180.00 |
| 500,001 to 550,000 | \$185.00 |
| 550,001 to 600,000 | \$190.00 |
| 600,001 to 650,000 | \$195.00 |
| 650,001 to 700,000 | \$200.00 |
| 700,001 to 750,000 | \$205.00 |
| 750,001 to 800,000 | \$210.00 |
| 800,001 to 850,000 | \$215.00 |
| 850,001 to 900,000 | \$220.00 |
| 900,001 to 950,000 | \$225.00 |
| 950,001 to 1,000,000 | \$235.00 |
| Fee for each additional 100,000 BTU (or portion of) after 1,000,000 | \$10.00 |

| Description of Work | Permit Fee |
|--------------------------------------|------------|
| Propane Tank Set | \$90.00 |
| Propane Refill Center - 1 inspection | \$90.00 |

Additional 4% Safety Code
Council Levy added to cost of
permit - Minimum \$4.50

**Town of
Drumheller/Palliser
Plumbing Permits 2018**

GL 1.1.2601.526 P05

Residential and Non-Residential

| Number of Fixtures | Permit Fee |
|------------------------------|------------|
| 1 | \$90.00 |
| 2 | \$95.00 |
| 3 | \$100.00 |
| 4 | \$105.00 |
| 5 | \$115.00 |
| 6 | \$120.00 |
| 7 | \$125.00 |
| 8 | \$135.00 |
| 9 | \$145.00 |
| 10 | \$155.00 |
| 11 | \$160.00 |
| 12 | \$165.00 |
| 13 | \$175.00 |
| 14 | \$180.00 |
| 15 | \$190.00 |
| 16 | \$195.00 |
| 17 | \$200.00 |
| 18 | \$210.00 |
| 19 | \$215.00 |
| 20 | \$225.00 |
| 21 | \$230.00 |
| 22 | \$235.00 |
| 23 | \$245.00 |
| 24 | \$250.00 |
| 25 | \$260.00 |
| Fee for each fixture over 25 | \$10.00 |

Add \$75.00 for homeowner permits

Private Sewage

| Description | Permit Fee |
|---|------------|
| Holding Tank, Open Discharge | \$180.00 |
| Field, Mound, Sand Filter, Treatment Tank, etc. | \$260.00 |

Additional 4% Safety Code Council Levy
added to cost of permit - Minimum \$4.50

Agenda Item #8.3.2

FIRE DISCIPLINE FEES

RESIDENTIAL and NON-RESIDENTIAL:

PERMIT FEE

Occupancy Load

Fire Investigation

Fire Inspection

Minimum fee of \$100.00 per inspection.



**Town of Drumheller
REQUEST FOR DECISION**

| | |
|----------------------|--|
| TITLE: | Adoption of 2018 Fee Schedule |
| DATE: | January 22, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM Director, Corporate Services |
| ATTACHMENT: | 2018 Fee Schedule Airport Fee comparables |

SUMMARY

Council reviews and adopts a fee schedule applicable to specific goods and services on an annual basis. Administration is requesting adoption of the 2018 Fee Schedule.

Background

As discussed during the regular meeting of council of January 8th, the Town of Drumheller charges users fees for certain goods and services including recreation facility rental and use, safety codes permitting, cemetery plots & burial services, pet licensing and select administrative activities such as property tax clearance certificates. A complete listing of the goods and services where fees are applicable is attached.

The fee schedule proposed for adoption includes the following changes

- 2% increase to Recreation Access and Facility Rental Fees
 - Aquaplex, BCF entrance & memberships
 - Pool, ice, ball diamond, conference/room rentals
- 2% increase to Cemetery Fees
- \$25 increase to airport hanger land lease fees

As requested, a copy of comparable airport fees has also been attached for reference

All other fees with the exception of bulk sewage disposal remain at 2017 rates.

Bulk sewage disposal fee rate increases effective January 1st and May 1st were previously adopted as part of the 2017 Fee Schedule. These increases, along with the proposed October 1 increase represent the 3rd year of a phased in approach taken in 2016 to increase bulk sewage disposal rates that had unknowingly gone unchanged for a number of years. The necessary increases identified, were imposed by taking a staggered approach (before and after tourist season) over a three year period in order to minimize the financial impact to ratepayers due to sheer volume.

RECOMMENDATION:

Adopt the 2018 Fee Schedule as presented

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Benefits – increased fees help to offset the increase in costs incurred to provide the goods and or services such as the 2.5% CUPE increase and the increased carbon tax imposed on the utilities used to operate the facilities.

Disadvantages – failing to increase user fees results in increased costs to provide the applicable goods and services

Options – the options available are as follows

- Adopt 2018 Fee Schedule as presented
- Adopt amended Fee Schedule at < or > recommended % increase
- Status quo – no change in fees for 2018

FINANCIAL IMPACT:

The 2018 tax supported budget reflects a 2% increase in user fees.

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

Notice of increase in fees will be posted on the website and at the facilities as well as publishing a media release

MOTION: Councillor _____

Moves to adopt the 2018 Fee Schedule as presented

Seconder: Councillor _____

B. Miller

Prepared By:

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer



**Town of Drumheller
REQUEST FOR DECISION**

| | |
|----------------------|--|
| TITLE: | Bad Debt – Business License Accounts |
| DATE: | January 15, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM Director, Corporate Services |
| ATTACHMENT: | |

SUMMARY

Request for authorization to write off uncollectable 2015 Business License account balances against allowance for bad debt

BACKGROUND

On March 23, 2015, Bylaw No. 04.15 Business License Bylaw was adopted by council.

This bylaw introduced annual per room business licensing fees that were applicable to Hotels, Motels, Bed & Breakfast establishments and Country Inns. The per room licensing fee was calculated using a pre-determined formula that included (but not limited to) industry measured variables such as average occupancy rates and average rental rates.

At the time, the intent of the newly passed bylaw was for the Town to act as the catalyst for “flow through” funding to be collected under this model and fully submitted to Travel Drumheller to fund Destination Drumheller advertising and activities.

Although the business licence model that was applicable to accommodation providers proved to be unfavorable and was subsequently repealed in 2016 so that Travel Drumheller and accommodation vendors could enter into voluntary funding partnerships, all but two (2) of the accommodation owners complied and paid the 2015 amount due as was determined by bylaw and/or through a subsequent 3rd party fee review and adjustment. In all, \$132,568.46 in Schedule B fees were invoiced in 2015 and subsequently paid to Travel Drumheller Marketing Association, with \$127,166.06 of the total fees being collected.

The two amounts that remain outstanding are as follows:

Acct no. R5440 \$ 925.83
Acct no. R5507 \$4,476.57

An allowance equal to the probable bad debt is accrued annually at year end. An allowance was written for both of these account balances at year-end 2015.

However, at some point in time, the uncollectable accounts need to be formally written off against this allowance.

As per *Council Policy No. C-07-04 Accounts Collections and Write Off*, approval of council is required for the bad debt to be written off.

RECOMMENDATION: Administration recommends that council approve the write off of uncollectible 2015 business license fees (Acct no's. R5440 and R5507), against the allowance for bad debt.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Benefits: Cleaner business license sub ledger account
Disadvantages: Sub ledger aging reports become less useful and more time consuming to users when long outstanding balances remain listed.

ALTERNATIVES: Remain status quo – with balance due in sub ledger account and off-setting allowance for bad debt remaining as liability on balance sheet

FINANCIAL IMPACT: Generally Accepted Accounting Principles (GAAP) requires an allowance for bad debt to be established at year end in order to properly reflect probable uncollectable receivables.

The 2 accounts presented for write off are historical and as a result the financial impact of these arrears balances were realized in the 2015 financial statements therefore, there is a sufficient balance in the allowance account to support the requested write-off.

The total RFD is Five thousand four hundred and two dollars and forty-cents (\$5,402.40).

STRATEGIC POLICY ALIGNMENT:

N/A

COMMUNICATION PLAN:


N/A

MOTION: Councillor _____

Moves to authorize the write off of 2015 Business License fees that remain outstanding on Acct no. R5440 for \$925.83 and on Acct no. R5507 for \$4,476.57, against the allowance for bad debt.

Seconder: _____

Barbara Miller
Prepared By: _____


Approved By: Darryl Drohomerski
Chief Administrative Officer

Sandstone Manor Budget 2018

| | 2018 | 2017 | | | | 2016 | | | |
|--------------------------------------|---------------|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|------------------|
| | Budget | Actual - Full year | Budget - Full year | over Budget | % of Budget | Actual - Full year | Budget - Full year | over Budget | % of Budget |
| Income | | | | | | | | | |
| Interest Income | 200 | 311.60 | 200.00 | 111.60 | 155.80% | 184.51 | 200.00 | -15.49 | 92.26% |
| Laundry Income | 1200 | 1,125.00 | 1,200.00 | -75.00 | 93.75% | 1,240.00 | 1,200.00 | 40.00 | 103.33% |
| Rental Income | 138293 | 138,457.00 | 132,408.00 | 6,049.00 | 104.57% | 130,934.00 | 115,000.00 | 15,934.00 | 113.86% |
| Returned Cheque Charges | | 150.00 | | 150.00 | | 35.00 | | 35.00 | |
| Storage Income | 500 | 0.00 | 500.00 | -500.00 | 0.00% | 60.00 | 500.00 | -440.00 | 12.00% |
| Total Income | 140193 | \$ 140,043.60 | \$ 134,308.00 | \$ 5,735.60 | 104.27% | \$ 132,453.51 | \$ 116,900.00 | \$ 15,553.51 | 113.30% |
| Expenses | | | | | | | | | |
| ADMINISTRATION EXPENSES | | | | 0.00 | | | | 0.00 | |
| Advertising and Promotion | | | 0.00 | 0.00 | | | 300.00 | -300.00 | 0.00% |
| Bad Debts | 400 | | 600.00 | -600.00 | 0.00% | | 270.39 | -270.39 | 0.00% |
| Bank Service Charges | 200 | 35.00 | 200.00 | -165.00 | 17.50% | 63.00 | 200.00 | -137.00 | 31.50% |
| Contract Management Fees | 12006 | 10,464.00 | 11,656.00 | -1,192.00 | 89.77% | 11,314.80 | 11,316.81 | -2.01 | 99.98% |
| Dues, Travel & Conference | 250 | | 500.00 | -500.00 | 0.00% | 87.96 | 500.00 | -412.04 | 17.59% |
| Insurance | 500 | 500.00 | 500.00 | 0.00 | 100.00% | 476.50 | | 476.50 | |
| Office Supplies | 1200 | 2,710.13 | 1,200.00 | 1,510.13 | 225.84% | 1,400.25 | 1,200.00 | 200.25 | 116.69% |
| Postage | 100 | 85.56 | 100.00 | -14.44 | 85.56% | | 100.00 | -100.00 | 0.00% |
| Professional Fees | 400 | 130.00 | 800.00 | -670.00 | 16.25% | | 800.00 | -800.00 | 0.00% |
| Total ADMINISTRATION EXPENSES | 15056 | \$ 13,924.69 | \$ 15,556.00 | -\$ 1,631.31 | 89.51% | \$ 13,342.51 | \$ 14,687.20 | -\$ 1,344.69 | 90.84% |
| MAINTENANCE EXPENSES | | | | 0.00 | | | | 0.00 | |
| Appliance Replacement/Repairs | 5000 | 1,089.84 | 5,000.00 | -3,910.16 | 21.80% | 4,084.96 | 2,000.00 | 2,084.96 | 204.25% |
| Contract Labour | 7000 | 5,571.94 | 7,000.00 | -1,428.06 | 79.60% | 6,314.92 | 12,000.00 | -5,685.08 | 52.62% |
| Exterior & Interior Repairs | 13000 | 13,100.82 | 11,000.00 | 2,100.82 | 119.10% | 11,305.04 | 12,000.00 | -694.96 | 94.21% |
| Flooring | 1000 | | 2,500.00 | -2,500.00 | 0.00% | 63.00 | 500.00 | -437.00 | 12.60% |
| Ground Maintenance & Materials | 2000 | 2,291.16 | 2,000.00 | 291.16 | 114.56% | 1,686.74 | 2,000.00 | -313.26 | 84.34% |
| Heating, Plumbing & Electrical | 6000 | 5,859.74 | 5,000.00 | 859.74 | 117.19% | 5,074.62 | 16,500.00 | -11,425.38 | 30.76% |
| Meals Maintenance | 300 | 427.64 | 300.00 | 127.64 | 142.55% | 93.45 | 250.00 | -156.55 | 37.38% |
| Telephone | 3000 | 4,017.50 | 2,500.00 | 1,517.50 | 160.70% | 2,853.44 | 2,500.00 | 353.44 | 114.14% |
| Tools | 1000 | 1,056.52 | 500.00 | 556.52 | 211.30% | 545.70 | 500.00 | 45.70 | 109.14% |
| Total MAINTENANCE EXPENSES | 38300 | \$ 33,415.16 | \$ 35,800.00 | -\$ 2,384.84 | 93.34% | \$ 32,021.87 | \$ 48,250.00 | -\$ 16,228.13 | 66.37% |
| OPERATING EXPENSES | | | | 0.00 | | | | 0.00 | |
| Janitorial Materials & Services | 5500 | 6,273.12 | 5,000.00 | 1,273.12 | 125.46% | 5,617.29 | 5,000.00 | 617.29 | 112.35% |
| Security | 2500 | 1,832.25 | 2,500.00 | -667.75 | 73.29% | 630.00 | 3,000.00 | -2,370.00 | 21.00% |
| Snow Clearing | 4000 | 1,544.25 | 4,000.00 | -2,455.75 | 38.61% | 2,978.25 | 2,500.00 | 478.25 | 119.13% |
| Waste Removal | 3000 | 1,208.01 | 3,000.00 | -1,791.99 | 40.27% | 3,163.56 | 3,000.00 | 163.56 | 105.45% |
| WCB | 250 | 57.57 | | 57.57 | | 203.92 | 250.00 | -46.08 | 81.57% |
| Total OPERATING EXPENSES | 15250 | \$ 10,915.20 | \$ 14,500.00 | -\$ 3,584.80 | 75.28% | \$ 12,593.02 | \$ 13,750.00 | -\$ 1,156.98 | 91.59% |
| Property Taxes | 13000 | 3,691.89 | 13,000.00 | -9,308.11 | 28.40% | 3,044.16 | 2,000.00 | 1,044.16 | 152.21% |
| UTILITIES | | | | 0.00 | | | | 0.00 | |
| Cable Services | 6000 | 5,958.30 | 6,000.00 | -41.70 | 99.31% | 5,762.78 | 6,000.00 | -237.22 | 96.05% |
| Electricity | 14500 | 10,460.10 | 13,800.00 | -3,339.90 | 75.80% | 12,034.26 | 12,000.00 | 34.26 | 100.29% |
| Heating Fuel | 12000 | 11,909.45 | 10,005.00 | 1,904.45 | 119.03% | 11,296.93 | 8,700.00 | 2,596.93 | 129.85% |
| Water & Sewer | 12995 | 11,452.28 | 12,995.00 | -1,542.72 | 88.13% | 11,678.49 | 11,300.00 | 378.49 | 103.35% |
| Total UTILITIES | 45495 | \$ 39,780.13 | \$ 42,800.00 | -\$ 3,019.87 | 92.94% | \$ 40,772.46 | \$ 38,000.00 | \$ 2,772.46 | 107.30% |
| Total Expenses | 127101 | \$ 101,727.07 | \$ 121,656.00 | -\$ 19,928.93 | 83.62% | \$ 101,774.02 | \$ 116,687.20 | -\$ 14,913.18 | 87.22% |
| Net Operating Income | 13092 | \$ 38,316.53 | \$ 12,652.00 | \$ 25,664.53 | 302.85% | \$ 30,679.49 | \$ 212.80 | \$ 30,466.69 | 14417.05% |
| Other Expenses | | | | | | | | | |
| Capital Reserve Recorded | | | | | | | 0.00 | 0.00 | |
| Total Other Expenses | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Other Income | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Income | 13092 | \$ 38,316.53 | \$ 12,652.00 | \$ 25,664.53 | 302.85% | \$ 30,679.49 | \$ 212.80 | \$ 30,466.69 | 14417.05% |

| | | | |
|----------------------|----------|-------------|----------|
| Rental income | # | Rent | |
| Single units | 6 | 550 | 39600 |
| Double units | 14 | 640 | 107520 |
| | | | 147120 |
| Vacancy @ 6% | | | 8827.2 |
| Estimated rent | | | 138292.8 |