

Town of Drumheller SPECIAL COUNCIL MEETING AGENDA

December 17, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 DEPUTY CAO

- | | | |
|-------|-----|--|
| 2-17 | 2.1 | Council Remuneration Wage Review Report |
| 18-21 | 2.2 | Bylaw 21.18 - Utility Rate Bylaw - second and third readings |
| 22-44 | 2.3 | 2019 Service Fees |
| 45 | 2.4 | Request for Decision - Authorization of Expenses in 2019 |

3.0 ADJOURNMENT

Town of Drumheller Elected Official Remuneration Review Task Force

2018 REPORT

12/14/2018

Presented to Council: December 17, 2018

Presented by: Ms. Denise Lines, Chair

Task Force Members

Ms. BJ Gallagher
Ms. Eileen Lefley
Ms. Denise Lines
Mr. Bob Sheddy

Acknowledgment of Current Council Members

The Town of Drumheller is a dynamic, evolving corporation that requires Council members to have an increasing amount of knowledge and understanding on a variety of subject matter in order to create policies and lead the town to sustainable prosperity.

As the expectations of the Community grow and develop, the responsibilities of Council increase.

The members of the Task Force would like to acknowledge and commend the current Council on the work, time and effort they have dedicated to the Town of Drumheller.

While each member of Council was elected as individuals, they continue to grow and develop as one voice working together to better the community of Drumheller; within the Town itself, and on behalf of the Community throughout and beyond the borders of Alberta.

Purpose of the Task Force

To review the current remuneration structure and the competitiveness of total remuneration for elected officials at the Town of Drumheller and to ensure fair and equitable compensation that attracts a high calibre of candidates to represent the Municipality. The remuneration policy of Council should be transparent, fiscally responsible and easily understood by the electorate.

To achieve this purpose an independent public advisory task force will be established to:

1. conduct a review of elected officials current total remuneration and benefits
2. provide recommendation for changes in existing remuneration package.
3. review factors and information related to the elected officials roles and responsibilities.
4. review all remuneration including base pay (honorarium), travel, general expense allowances, per diems, benefits, training, and any form of compensation deemed appropriate.
5. determine the reasonableness of the current type and level of compensation in relations to the elected officials responsibilities and duties.

Recommendation

The Remuneration Policy and The Remuneration Terms of Reference: there is a discrepancy between the two the documents in the language used to describe the responsibilities of the Task Force. All the documents associated with the remuneration review process and procedure should be reviewed and updated.

Remuneration Task Force
2018 Remuneration Committee Recommendations DRAFT

DRAFT 12/13/18
December 2018

The Task Force has tried to make recommendations that are reasonable and reflect a wide range of perspective. The Task Force has also made recommendations to the wording of the Policy in an effort to clarify and define how Remuneration is applied.
The document follows the format of the Remuneration Policy #C-04-14.

Meetings: Sept 28, Oct 12, Oct 14, Oct 24, Nov 17; phone meetings and multiple emails.

Questionnaire: 1 was sent out and a couple of follow up questions. There were no individual interviews requested.

Charts: Council Remuneration Breakdown Information, Committees, Annual Net, Impact to Budget.

Remuneration Task Force
2018 Remuneration Committee Recommendations DRAFT

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REMUNERATION - 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, duties, responsibilities 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.

Recommended Change to Purpose:

Original: ...for time and compensation for expenses incurred by the Mayor..

Change: ...for time, duties, responsibilities and compensation for expenses incurred by the Mayor...

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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.

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1.0 REMUNERATION REVIEW:

1 year 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.

Recommended Change to 1.0:

Re-numbering: 2.0 Remuneration Review should become 1.0.

Addition: Remuneration Task Force review every 2 years.

Rationale

Re-numbering: Grouping similar topics together.

Addition: Having a Task Force review remuneration every 2 years will help keep a consistent and open line of communication. If possible, engage the same group of people.

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2.0 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.

Recommended Wording Change to the new 2.0:

In March 2017, the federal government passed Bill c-44 eliminating the one-third exemption for elected officials, effective January 1, 2019. All compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.¹

The honoraria is paid through the Town of Drumheller payroll system.

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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, 2016.

Position	Honorarium	General Expense Allowance	Annual Remuneration
Mayor	\$26, 631. 80	\$13, 315. 90	\$39, 947. 70
Councillors	\$13, 953. 50	\$6, 976.75	\$20, 930.25

Recommended Change to 3.1

Annual Remuneration shall be paid to Members of Council and shall consist of an honorarium. This honorarium is subject to income tax as of January 1, 2019.

The Mayor and Councillors are considered to be part-time voluntary positions.

¹ Bill c-44; Part 1, implements certain income tax measure proposed in the March 22, 2017 budget by; (d) eliminating tax exemptions of allowances for members of legislative assemblies and certain municipal officers.

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Recommended Changes to the Honorarium.

A 5% increase to the base Honorarium of Council beginning Jan 1, 2019.

Mayor $39,947.70 + \$1997.39 (5\%)* = \$41,945.09$

Councillor $20,930.25 + \$1046.51 (5\%)* = \$21,976.76$

For 2020 and 2021, a 1% increase to the honorarium.

The Remuneration Package that is in place for the next election will remain unchanged throughout the first year of the new Councils term.

<u>Annual Net Pay +</u>					
	Current	2019 0% to base honorarium	2019 + 5% to base honorarium	2019 + 10% to base honorarium	2019 + 15% to base honorarium
Mayor	33,490.60	29,556.02	30,904.90	32,253.26	33,545.46
<i>difference</i>		- 3,934.58	- 2,585.70	- 1,237.34	54.86
Councillor	19,115.98	17,528.16	18,234.58	18,941.52	19,648.46
<i>difference</i>		- 1,587.82	- 881.40	- 174.46	532.48

+calculated using current source deduction rates, basic TD1 exemption rate and includes all applicable benefits

Provided by B. Miller, Director of Corporate Services

Impact to Budget

Honorariums - 5% increase

Mayor	1,997.38
Councillors (\$1,046.51 x 6)	6,279.06
	8,276.44
CPP (4.95%)	409.68
RRSP (3%)	248.29
	\$8,934.42

*Rationale

The Task force could only use the annual remuneration number as a baseline to make calculations for how the taxation would affect the take home amount. We acknowledge that the new taxation will create different circumstances for each person depending on their current employment outside of Council.

The Task Force recognizes that 5% does not fully compensate for the reduction due to taxation changes but wants to acknowledge the work being done by Council.

The level of compensation should attract competent, motivated and well-qualified community-minded citizens for the offices of Mayor and Councillor. Council honorariums should not be perceived as a barrier to those seeking to serve the public in the office of the Mayor or Councillor. Unfortunately there are situations like the recent change in the Federal Governments taxation policy for Municipal Councillors that are unexpected.

This was the compromise made by the members of the Task Force.²

Task Force Discussion Points Regarding Changes to the Honorarium

The Members of the Task Force feel that it is important to include an overview of our discussion topics surrounding the remuneration package.

- When a person runs for office they are told the amount of compensation they are receiving, it is an honorarium, and the amount should not change over the term. We have no control over the Federal Government decisions.
- When taxation occurs to community members they do not automatically receive more money from their employer.
- How do you measure the success of a Council? What is the baseline information that the task force or community would need to make the most informed decision regarding how the remuneration should change? While the MGA gives an outline of job descriptions, each community has different needs.
- The language used by Minister Morneau quote in the FCM document "...[The] government took steps to bring the tax treatment of non-accountable

² Alternate Suggestion for Changes to Remuneration

A one-time increase to compensate for the full amount lost with no other increases in subsequent years.

Rationale This increase will make up for the loss of income. Having a year over year increase is not a sustainable model.

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allowances to municipal office holders in line with that afforded to other employees. An *employer* may reimburse work-related expenses on a tax-free basis, but non-accountable allowances may substitute for salary and are thus taxable." Most Municipal Councils are volunteers, receiving an honorarium.

- A partial increase is one of the suggestions by the Federation of Canadian Municipalities.

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3.2 The remuneration is in payment for:

Regular council meetings
Special council meetings
Remuneration and Expense Allowance for Mayor and Council
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

3.3 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.

Recommended Change for 3.2 & 3.3

3.2

Honorarium	What the Honorarium Covers	Notes
Mayor: \$41,945.09 Councillors: \$22,976.76		
	Regular & special council meetings	
	NEW_ Preparation for all meetings	
	Public/town hall meetings	

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	Community vents	
	Meeting individual ratepayers & Community Organizations	
	In town travel & car	Not travel to Council meetings, CRA classifies this as personal
	Incidentals related to job description and normal execution of duties	
	In Town entertaining or committee responsibilities	

Remove: 3.3; some items have been place in the Honorarium or moved to Additional Expenses 5.1

Rationale

Clarity and transparency.

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3.4 Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions be implemented as part of the benefit package.

Recommended Addition for 3.4:

Include the following information:

-Town pays 80% Medical and 80% Dental, Life, AD&D, Critical Illness

Rationale

Clarity and transparency.

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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 3.2.

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Recommended Change to 4.1:

Addition: Per Diems do not include meals. See 5.3 for details.

Rationale

Clarifying the use of per diems.

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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.

Recommended Changes to 4.2

Increase to number of per diems per year for the Mayor and each Councillor.

Mayor: Currently 10 days, increase to 12 days annually

Councillors': Currently 5 days, increase to 7 days annually.

Per Diems are not carried forward into the following year.

Add an addition 14 per diems annually:

The decision to grant the request would follow the same procedure as is used currently; a special motion by Council followed by a report to Council.

Increase the full day per diem by \$10.

Per Diems \$260 (subject to tax)	What it Covers
	Town strategic / business planning
	Council orientation; an additional 2 per diems for each Councillor during an election year.
	NEW_ Attending events/conferences/meetings etc. on behalf of the Town; this may include but is not limited to meetings associated with Committee assignments, meetings with Federal or Provincial Gov't
	In a local state of emergency where job reassignment is necessary. See 4.4

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Impact to Budget

Per Diem	
increase to per diem rate (\$10 x [6x5])+10	400.00
14 additional assigned per diems @ 260 (2 each Mayor, Councillor)	3,640.00
14 (new - unallocated) per diems @ \$260	3,640.00
CPP (4.95%)	380.16
RRSP	230.40
Total	\$8,290.56

Provided by B. Miller, Director of Corporate Services

Rationale

Per diems are used for very specific activities that Council members attend on behalf of Drumheller. By increasing the number of per diems, Councillors will have more opportunity to take part in activities that will benefit the community of Drumheller through networking, lobbying, and educational conferences.

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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.

Recommended Change to 4.3

Further definition of Organizational Meeting of Council:

Current: ...with year 1 being initiated by the organizational meeting of council.

Change: ...with year 1 being initiated by the Organizational Meeting of Council in which Councillors are assigned to Committees. This is a requirement under the Municipal Government Act, Section 192 1.

Rationale

Clearly defining the responsibilities and expectations of Council.

Traditionally, the position of a Council Member or Elected Official is considered part time. If a member of Council chooses to go above and beyond their expected duties or fails to meet the expected duties, they are recreating the boundaries of their position.

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

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ADDITIONAL EXPENSES

5.1 Additional expenses will be reimbursed for items related to:

Education

Conventions registrations

Out of Town travel and lodging

Recommended Change to 5.1:

Addition of the following definition:

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business.

At the start of each term the Mayor and each Councillor are allotted a budget and will be reimbursed once a report to Council has been presented.

The balance of unused budget allocation is brought forward each year throughout the term

Additional expenses will be reimbursed for:

_ Out of town education

_ Convention registration: e.g. AUMA, FMC

_ Out of town travel & accommodation

Increase to allowable expense allowance

Mayor and Councillor

NEW_ cell phone allowance (\$600/yr)

NEW_ office supplies (\$100/yr)

Provided by B. Miller, Director of Corporate Services

Impact to Budget - \$4,900

Rationale:

Remuneration Task Force
2018 Remuneration Committee Recommendations DRAFT

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Office supplies and cell phone expense were formerly considered to be reimbursed under the 1/3 general allowance. Adding a cell phone allowance is in line with other municipalities. These new allowances will help to bridge the gap in net pay resulting from the upcoming change in taxation legislation.

Increasing the allowable expense creates more opportunities for Council to seek continuous education throughout their term from different events, conferences and meetings in order to better serve the Town of Drumheller.

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

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5.3 Meals

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.

Recommended Change for 5.3:

Shift the following line to 5.2: Travel rates are in accordance with the Town's Human Resource Policy.

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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.

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Remuneration Task Force
2018 Remuneration Committee Recommendations DRAFT

DRAFT 12/13/18
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Many Thanks!

Mayor and Councillors
Barb Miller, Director of Corporate Services
Libby Vant
Darryl Drohomerski, CAO
Wheatland County CAO Ian Rankin

Helpful Resources

1. Elected Officials Remuneration Review Task Force 2018 – binder
2. Town of Drumheller website – www.dinosaurvalley.com
3. Municipal Government Act
4. Alberta Municipal Affairs – www.municipalaffairs.alberta.ca
5. Town of Drumheller Council Meetings – online
6. Drumheller Election Package
7. What Every Councillor Should Know! A Council Member Handbook
8. FCM: Change on “one-third” federal tax exemption for elected officials – A guide for Canadian municipalities
9. Municipal Council Compensation Ontario March 2018 – Association of Municipal Managers, Clerks and Treasurers of Ontario
10. Edmonton Municipal Affairs Office Staff
11. Revenue Canada Payroll Deductions, Contributions, Forms³

³ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/special-payments/special-payments-chart.html>

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/special-payments/special-payments-chart.html>

<https://www.canada.ca/content/dam/cra-arc/formspubs/pub/t4130/t4130-18e.pdf>

RECOMMENDATIONS for the Next Task Force

1. A Comparison between how the honorarium and additional expenses: would it be more useful to increase the honorarium which covers in town activities or the additional expenses which mainly covers out of town education.
2. For the Task Schedule A (Mayor) and Schedule B (Councillors) are charts that consolidate the information regarding what items are covered by the honorarium, per diems, expense allotment, benefit and any other elements of the remuneration package.
3. Town Administration Guidance: Having a person from administration available to answer questions is important. That person has insight into the day to day workings of Council.
4. Pre- Meeting with Council and the Mayor: in order to introduce the Task Force members to the Council; discuss the process; address any questions or concerns. Discuss a procedure for information exchange between the Task Force and Council.
5. Questionnaire: request that each Councillor provide answers for the questionnaire. One questionnaire for all Councillors does not give an accurate representation for the individuals. Councillors are voted in as individuals by the individuals in the Community, it is important to hear the opinions of each person. It also gives a good indication of how each Councillor understands the question.
6. Request a copy of the Per diem schedule: note who used the per diems, what they were used for and to what end. Make this a public report.
7. Per Diems: Is there a measureable benefit for Council to have extra per diems available to them? How did it help the Community? Did it further the Strategic Plan? Did it open up other opportunities for the Councillor? Are the extra per diems a good resource for future Councils? Should the per diem be split into a ½ day rate and a full day rate?
8. Honorarium vs General Expenses: Is more money needed for in town activities or out of town activities?
9. Request a copy of expenses tracking; what was expensed, how often and is the compensation adequate.
10. Town of Drumheller Strategic Business Plan: What has been achieved? How was Council involved? How has the priority list of Council changed or developed?

Recommendations - Impact to Budget

Honorariums - 5% increase

Mayor	1,997.38
Councillors (\$1,046.51 x 6)	<u>6,279.06</u>
	8,276.44
CPP (4.95%)	409.68
RRSP (3%)	<u>248.29</u>
	8,934.42

Per Diem

increase to per diem rate (\$10 x [6x5]+10)	400.00
14 additional assigned per diems @ 260 (2 each Mayor, Councillor)	3,640.00
14 (new - unallocated) per diems @ \$260	<u>3,640.00</u>
	7,680.00
CPP (4.95%)	380.16
RRSP (3%)	<u>230.40</u>
	8,290.56

Expense Allowance

Increase to allowable expense allowance Mayor and Councillor - cell phone allowance (\$600/yr) - office supplies (\$100/yr)	4,900.00
	<u>\$22,124.98</u>

TOWN OF DRUMHELLER

BYLAW NO. 21.18

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

The Council for the Town of Drumheller, duly assembled enacts as follows:

1. Definitions

"Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.

"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

"Group 1" includes connections with meters 1" and under

"Group 2" includes connections with meters from 1 1/4" to 2"

"Group 3" includes connections with meters from 3" to 4"

"Group 4" includes connections with meters from 6" to 8"

"Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.

"Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses;

"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$14.74	\$13.34
Group 2	\$50.65	\$74.64
Group 3	\$327.61	\$296.43
Group 4	\$943.62	\$853.72

3. Water Rate

Per cubic meter \$1.8775

4. Waste Water Rate

Per cubic meter \$2.1453

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$38.84 monthly

5. Bulk Water per cubic meter \$6.1913

6. Recycling Fee per unit \$2.50

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

8. Disconnection/Reconnection

Disconnection notice service fee \$25.00

Reconnection/Disconnection during business hours \$50.00

Reconnection/Disconnection during non-business hours \$150.00

If the water supply has been disconnected for non-payment of accounts, all fees and costs must be paid prior to reconnection

Agenda Item # 2.2

9. Bylaw 14.17 is hereby repealed.

This bylaw comes into effect on January 1, 2019.

READ A FIRST TIME this 26th day of November, 2018

READ A SECOND TIME this ____ day of December, 2018

READ A THIRD AND FINAL TIME this ____ day of December, 2018

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 2.2

2019 Utility Rates Proposal

(+) 5% water
(+) 2% wastewater

	Current Rate 2018	+ 5% Rate 2019	Impact on rate payer - monthly	Impact on rate payer - annual
Water Flat Rate				
Price per m3	1.7881	1.8775		
Price per 15m3	\$14.04	\$14.74		
Monthly cost - Water	\$26.82	\$28.16	\$2.04 x 12 months	\$24.49
	\$40.86	\$42.90		
Wastewater Flat Rate				
Price per m3	2.1032	2.1453		
Price per 15m3 x 80%	\$25.24	\$25.74		
Monthly cost - Wwater	\$38.32	\$39.08	\$0.77 x 12 months	\$9.18
Monthly Utility Cost				
- combined water & wwater	\$79.18	\$81.99	\$2.81 x 12 months	\$33.67

...



2019 Service Fee Schedule

DRAFT

Presented for adoption: December 17, 2018

ADOPTED by Council

UPDATED:

H:\Fee Schedule\Draft Fee Schedule 2019 -

Rates Adjusted as per Corporate Services

criminal records check

Town of Drumheller

Fee Schedule

Rates Adjusted as per Corporate Services

Effective

custom work (public works)

01-Jan-19

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

\$ 52.00

0%

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

\$ 76.50

0%

Snow Control plus admin fee:10% (check the Tax Roll) contractor\$

Weed Control plus admin fee:10% (check the Tax Roll) contractor\$

fax

per transmission (local and long distance)

\$ 5.50

0%

FOIP** request: * Freedom of Information and Protection of Privacy Regulation, AR200/95
per request

\$ 25.00

0%

photocopying

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

\$ 0.30

0%

Colour copying
per page (5 minimum - 600 maximum)

\$ 1.00

0%

tax information

per tax certificate

\$ 38.00

\$1.25 increase
last increase \$1

Yr Last Rate Chng	2017	2017	2016	2015	2013 2015	2016
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Town of Drumheller

Fee Schedule

Rates Adjusted as per Corporate Services

	Effective		Yr Last Rate Chng
	01-Jan-19		
DEVELOPMENT			
base maps			
black and white	\$ 11.00	0%	2016
colored	\$ 50.25	0%	2016
11x17	\$ 16.80	0%	2016
compliance certificate			
zoning compliance			
*see development tab			
development appeal fee	\$ 133.50	0%	2016
land-use bylaw (black and white)			
without map	\$ 50.00	0%	2016
with map	\$ 67.25	0%	2016
municipal development plan			
black and white maps	\$ 67.00	0%	2016
colored maps	\$ 111.25	0%	2016
subdivision fees as established annually by Palliser			

Rates Adjusted as per Corporate Services

Yr Last Rate Chng	
2016	
2016	
2016	
2016	
2015	

**Town of Drumheller
Fee Schedule**

Rates Adjusted as per Corporate Services

Note: 11.11% increase

Effective
01-Jan-19

Airport

Lot for Own Hanger

per year plus GST
*site improvements not included

\$ 250.00

Town of Drumheller		Rates Adjusted as per Protective Services			
Fee Schedule				Effective	Effective
				1-Feb-18	1-Jan-19
Animals					
GST: all prices EXEMPT GST					
adopted Council					
Altered Animal - with microchip or tattoo					
Dog		\$	15.75	\$	16.00
Cat		\$	10.50	\$	10.75
Altered Animal - without microchip or tattoo					
Dog		\$	31.50	\$	32.00
Cat		\$	31.50	\$	32.00
Unaltered Animal - with microchip or tattoo					
Dog		\$	36.75	\$	37.50
Cat		\$	36.75	\$	37.50
Unaltered Animal - without microchip or tattoo					
Dog		\$	52.50	\$	53.50
Cat		\$	52.50	\$	53.50

Note: Approx 2% increase last increase - 2016

Note: Approx 2% increase
last increase - 2016

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

Rentals:

Swim Suit (deposit required)

Towel

Shower/use of changeroom facilities (no pool access)

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

Swim Club (per hour)

Swim Club (per hour - per lane)

Local Youth Groups

Non - Local Groups

Local Youth Groups

Non - Local Groups

Local Youth Groups

Non - Local Groups

Local Youth Groups

Non - Local Groups

Edutour / Camp-Ins per person April 1 to March 31 each year

(Royal Tyrrell Museum * gst exempt)

Swimming Lessons* gst exempt

Preschool/Stroke Proficiency (30 minute lesson)

Swim Kids 1 to 4 (45 minute lesson)

Swim Kids 5 to 7/ Junior Lifeguard Club (60 minute lesson)

Swim Kids 8 to 10 (90 minute lesson)

Private lesson (30 minutes- 1 child)

Private lesson (30 minutes- additional child)

School Lessons (August - June each year)

Note: 2% increase

Effective
01-Jan-19

last increase - 2016
last increase - 2018
last increase - 2018

\$3.50
\$2.25
\$2.25

\$66.75
\$11.75
\$77.75
\$117.00
\$111.50
\$151.00
\$145.00
\$184.00
\$178.75
\$217.75
\$3.25

last increase - 2015

\$37.25
\$48.25
\$59.00
\$82.00
\$16.25
\$5.50
\$29.75

...

Town of Drumheller
Fee Schedule



Note: 2% increase

GST: all prices subject to GST where applicable

source:

Non-Ice (Summer Rental -April 01 to July 31)

Lacrosse*

\$70.00

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

\$88.00

/hr (plus GST) Local Adult Hockey

\$178.25

/hr (plus GST) Out of Town Users

\$194.75

Non Prime Time Rental

/hr (plus GST) Youth Groups

\$65.25

/hr (plus GST) Local Adult Hockey

\$131.00

/hr (plus GST) Out of Town Users

\$147.50

Junior "A" Rental

/hr (plus GST) Practice

\$115.25

/hr (plus GST) Games

\$160.50

H:\Fee Schedule\Draft Fee Schedule 2019 -
Arena

Town of Drumheller
Fee Schedule

Ball Diamonds

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

Effective
01-Jan-19

Note: 2% increase

Youth Ball (Per Diamond)

per game (2-3 hours duration) (plus GST)
per day (plus GST)

\$24.00
\$85.00

Adult Ball (Per Diamond)

per game (2-3 hours duration) (plus GST)
per day (plus GST)

\$33.00
\$113.25

Agenda Item # 2.3

Town of Drumheller

Fee Schedule **Effective January 1, 2019** **Note: 2% increase**

Drop in - BCF	2019 Single Facility (including GST)	2019 Multi Facility (including GST)	Age Groups
Adult	\$9.50	\$12.00	Children (age 5 and under)
Youth	\$7.50	\$9.25	Youth (age 6 to 17)
Senior	\$7.50	\$9.25	Adult(age 18 to 59)
Family	\$19.00	\$24.50	Senior (age 60 and higher)
Dependent			
10 pass - BCF/Multi			
Adult	\$85.50	\$108.00	
Youth	\$67.50	\$83.25	
Senior	\$67.50	\$83.25	
Family	\$171.00	\$220.50	
Dependent			
One month			
Adult	\$63.50	\$82.50	
Youth	\$47.00	\$61.50	
Senior	\$47.00	\$61.50	
Family	\$133.50	\$173.50	
Dependent			
Three month			
Adult	\$163.25	\$212.25	
Youth	\$121.25	\$157.50	
Senior	\$121.25	\$157.50	
Family	\$341.75	\$445.50	
Dependent			
Six month			
Adult	\$272.00	\$354.25	
Youth	\$202.25	\$262.75	
Senior	\$202.25	\$262.75	
Family	\$571.00	\$742.25	
Dependent			
Annual			
Adult	\$508.25	\$660.50	
Youth	\$336.50	\$437.50	
Senior	\$336.50	\$437.50	
Family	\$951.50	\$1,170.50	
Corporate			
Adult		\$528.50	
Youth (6-17)		\$350.00	
Senior (60+)		\$350.00	
Family		\$936.50	

Note: 2% increase

Room Rental Rates 2019 Effective January 1st

Badlands Community Facility

Space

	Weekend Rate	Daily Rate	Hourly Rate
Banquet Hall			
Full Hall (450 seated at tables, 600 seated theatre style)			
Private	\$2,230.00	\$1,003.50	\$167.25
Local	\$1,930.00	\$853.00	\$142.00
Not for profit	\$1,819.50	\$802.25	\$133.75
2/3 Hall (330 seated at tables)			
Private	\$1,516.50	\$669.00	\$111.25
Local	\$1,261.75	\$557.50	\$92.50
Not for profit	\$1,212.75	\$534.75	\$89.25
1/3 Hall (165 seated at tables)			
Private	\$794.25	\$351.25	\$57.75
Local	\$669.25	\$295.50	\$49.00
Not for profit	\$628.75	\$278.50	\$45.75
Kitchen			
Single function		\$390.25	\$83.50
Caterer		\$ 1.15 per plate - per meal	
Terrace (100)			
Private	\$695.50	\$306.50	\$51.50
Local	\$633.25	\$278.50	\$47.00
Not for profit	\$557.50	\$245.75	\$41.50
Meeting Space			
Large multi-purpose room (40 seated at tables)			
Private		\$195.25	\$33.75
Local		\$166.50	\$27.75
Not for profit		Town Sponsored	Town Sponsored
Small multi-purpose room (16 seated at tables)			
Private		\$97.75	\$17.00
Local		\$83.00	\$13.75
Not for profit		Town Sponsored	Town Sponsored
Gallery (up to 50 standing)			
Private		\$195.50	\$33.75
Local		\$166.00	\$28.00
Not for profit		\$67.00	\$17.00

Field House

Field house - full - two thirds -

Private

Local

Not for profit - adult

Not for profit - youth

Fitness Studio

Private

Local

Not for profit - adult

Not for profit - youth

Play space drop in

*** fees do not include GST**

Daily	Full	2/3	1/3
\$1,115.00	\$169.00	\$133.75	\$ 67.00
\$892.00	\$111.50	\$89.25	\$ 44.50
\$870.00	\$83.75	\$67.00	\$ 33.75
\$836.50	\$67.50	\$44.50	\$ 22.50
\$557.25		\$55.75	
\$443.75		\$44.50	
\$278.50		\$33.75	
\$167.50		\$22.50	
		\$2.25	

Town of Drumheller

Fee Schedule

Bulk Rates

GST: all prices are GST exempt

GL Code

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

1.1.4101.441

Sewage Dumping (Drumheller Commercial/Industrial/Residential)

tonne

1.1.4201.441

Sewage Dumping (Outside Drumheller)

tonne

1.1.4201.441

these phased in rates were previously adopted in 2017				Target (2016)	
Effective	Effective	Effective	Effective		
01-Feb-18	01-May-18	01-Oct-18	01-May-19		
10%	10%	10%	8%		
\$ 1.75	\$ 1.90	\$ 2.10	\$ 2.25	\$	2.25
5%	5%	No change	2%		
\$ 6.95	\$ 7.30		\$ 7.45	\$	7.25

Town of Drumheller

Fee Schedule

Cemetery

Effective
Jan 1, 2019

Note: 2% increase (rounded up to nearest 5.00) with exception of Non-res full plot. Review of other municipal cemetery fees identified average up charge of \$200 for non-res

source:

Note: A burial Permit is required for all burials

Resident

Full Plot
Open/Close (weekday)
Open/Close (weekend, holiday)
plus winter fee (Nov01 to Mar31)

\$ 895.00
\$ 445.00
\$ 575.00
\$ 230.00

Non-Resident

Full Plot
Open/Close (weekday)
Open/Close (weekend, holiday)
plus winter fee (Nov01 to Mar31)

\$ 1,095.00
\$ 445.00
\$ 575.00
\$ 230.00

Cremains

Cremain Plot (resident) (maximum 4 cremains)
Cremain Plot (non-resident) (maximum 4 cremains)
Open/Close (weekday)
Open/Close (weekend, holiday)
plus winter fee (Nov01 to Mar31)

\$ 450.00
\$ 495.00
\$ 145.00
\$ 170.00
\$ 80.00

Columbarium

Niche (each cremain) (maximum 4 cremains)
Open/Close (weekday)
Open/Close (weekend, holiday)
Engraving

\$ 1,170.00
\$ 215.00
\$ 285.00
\$ 530.00

Memorial Wall

Plaque engraving for memorial wall

\$ 230.00

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Cemetery

14/12/2018
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Town of Drumheller

Fee Schedule

Effective
January 1,
2019

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	\$65.00	+ \$3.00
10,001	50,000	1.1.2603.523	P02	\$85.00	+ \$3.00
50,001	100,000	1.1.2603.523	P02	\$115.00	+ \$3.00
100,001	150,000	1.1.2603.523	P02	\$175.00	+ \$2.00
150,001	200,000	1.1.2603.523	P02	\$265.00	+ \$5.00
200,001	and over	1.1.2603.523	P02	\$325.00	+ \$4.00

Compliance Certificates

each	1.1.2603.524	C02	\$85.00	+ \$8.00
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File Review

30 day response	*New	\$150.00
7 day Rush response		\$225.00

Encroachment Agreements (includes title search and registration)

***New**
\$225.00

Deposits - Safety Codes 1.4.6100.474 DEP-S

Offsite Levies 1.1.6101.446 O01

Town of Drumheller/Palliser Building Permits

2019

Note: 0% increase

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

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Safety - Building

14/12/2018
Page 1

Town of Drumheller/Palliser Electrical Permits

2019 **Note:** 0% increase

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

Town of Drumheller/ Palliser

Electrical Permits

**Residential and Non-Residential
Addition / Renovation / Garage, etc.**
(based on contract value)

Note: 0% increase

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

2019

GL 1.1.2601.521 P04

Note: 0% increase

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

2019

GL 1.1.2601.521

Note: 0% increase

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

GL 1.1.2601.526 P05

2019

Note: 0% increase

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

and \$75.00 for homeowner permit

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

\\Fee Schedule\Draft Fee Schedule 2019 -
Safety - Plumbing

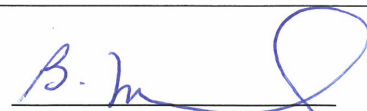
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Town of Drumheller REQUEST FOR DECISION



SUBJECT:	AUTHORIZATION FOR EXPENDITURES
MEETING DATE:	December 13, 2018
PRESENTED BY:	Barb Miller, Deputy CAO / Director of Corporate Services
BACKGROUND/ PROPOSAL	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. Since the 2019 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 2019 Operating and Capital Budgets are approved.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	
COSTS / SOURCE OF FUNDING:	
COMMUNICATIONS:	
LINK TO STRATEGIC PLAN:	
ATTACHMENTS:	
RECOMMENDED ACTION:	
COUNCIL OPTIONS:	
MOTION:	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 2019 Operating and Capital Budgets are approved by Council.

Prepared By: Linda Handy
Executive Assistant


Approved By: Barb Miller
Deputy CAO / Director of Corporate Services