

Town of Drumheller COUNCIL MEETING AGENDA

Monday, January 21, 2019 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



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3. ADOPTION OF AGENDA
4. MINUTES
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- 4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION
- 4.3. BUSINESS ARISING FROM THE MINUTES
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- 6.2.1. Utility Budget Discussion
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8. PUBLIC HEARING TO COMMENCE AT 5:30 PM
9. PUBLIC HEARING DECISIONS
10. UNFINISHED BUSINESS
- 10 - 11 10.1. Budgetary Reduction Strategies - K. Blanchett - Public Works Operations
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- 12 - 13 10.2. Budgetary Reduction Strategies - D. Goldthorpe - Arts, Culture & Recreation

11. NOTICE OF MOTION

12. COUNCILLOR REPORTS

- 14** 12.1. Councillor Garbutt - presentation of Sandstone Manor 2019 Budget for Approval
[Draft Sandstone Manor 2019 Budget](#)

13. IN-CAMERA MATTERS

- 15 - 17** 13.1. Labour Matter - Staff Long Service Awards Policy - Update on Impact of Taxation
(*FOIPP Section 23. Local Public Body Confidences*)
[Policy 4.02.10.16 Staff Long Service Awards update on CRA Taxation](#)

**Town of Drumheller
COUNCIL MEETING
MINUTES**

January 7, 2019, at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne De Mott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

COMMUNICATIONS OFFICER/ECONOMIC DEVELOPMENT OFFICER:

Julia Fielding

RECORDING SECRETARY:

Libby Vant

1. CALL TO ORDER

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

2. MAYOR'S OPENING REMARK

Mayor Colberg wished everyone a Happy New Year and congratulated the Newcastle Community Hall group for their wonderful Ukrainian Christmas Dinner this past Saturday. She noted that several Council members attended the event, which sold out very quickly.

- 2.1. Councillor Tom Zariski to be sworn in as Deputy Mayor for the months of January and February, 2019.

Councillor Tom Zariski was sworn in as Deputy Mayor for the months of January and February, 2019 by Mayor Colberg.

3. ADOPTION OF AGENDA

MO2019.01 Garbutt, Hansen-Zacharuk moved to adopt the agenda as presented. Carried unanimously.

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1. Regular Council Meeting Minutes of December 10, 2018

MO2019.02 Makowecki, Hansen-Zacharuk moved to adopt the Regular Council Meeting Minutes of December 10, 2018 as presented. Carried unanimously.

4.1.2. Special Council Meeting Minutes of December 17, 2018

MO2019.03 Zariski, De Mott moved to adopt the Special Council Meeting Minutes of December 17, 2018 as presented. Carried unanimously.

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

4.3. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS

6. REQUEST FOR DECISION REPORTS

6.1. CAO

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.2.1. Request for Decision Capital Purchase 2018 - Ironosaurus Wrecks

B. Miller presented a Request for Decision for the 2018 Capital Purchase of the Ironosaurus Wrecks sculpture by Knibb Development for the amount of \$ 50,810.03 + GST for the fabrication and installation of the sculpture located at the BCF entrance. In 2017 in celebration of Canada 150 an agreement between then Mayor Yemen and CAO R. Romanetz and Knibb Developments Ltd. was struck for a piece of outdoor art to be fabricated and installed as a donation from Knibb. The art work has now been fully installed and Knibb has invoiced the Town for the total project costs. Once payment approval of the invoice is received, a cheque will be issued and subsequently exchanged with Knibb, where they will be issuing a donation cheque back to the Town in the equivalent amount. Administration recommends the approval of the capital purchase of this art work. For accounting purposes, the payment of the Knibb invoice will be recorded as a capital asset purchase and a receipt of the donated funds will be recorded as "Other-donated" capital revenue. The art installation compliments the downtown beautification strategy and the presentation of the donation cheque will be photographed and posted on the standard communication platforms.

MO2019.04 Garbutt, Hansen-Zacharuk moved to approve the payment of Knibb Developments Ltd. invoice no. 10621 for the fabrication and installation of Ironosaurus Wrecks. Carried unanimously.

Councillor Zariski asked the cost to potentially relocate the sculpture. D. Drohomerski replied that the cost would depend on where it would be moved to. He estimated a cost range of \$ 5,000 to \$ 8,000 including the iron fencing and boulders.

6.3. DIRECTOR OF INFRASTRUCTURE SERVICES

6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5. REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES

6.5.1. Update due on December 17, 2018 - New dates to be assigned

Economic Development Strategy Action Plan

J. Fielding advised that the Economic Development Advisory Committee worked with CAEP on the Economic Development Strategy Action Plan; they have an action plan and a Top 10 priority listing; timeframes for the priority are for the next five years as well as parking lot items; after this week's meeting they will nominate a representative to present to Council.

Update Due on January 28, 2019

Emergency Plan - Flood Component – Communication

D. Drohomerski advised that the first flood mitigation strategy communications letter went out to the public in December; the goal is to communicate the "Changing the Channel on Flood Mitigation" newsletter monthly with the next one coming out in three weeks or so. Councillor Garbutt asked the volume of responses to the first communication on this. J. Fielding replied that there has been hardly any response or sign up engagement on this matter so far. Discussion took place on timing of communications and gauging response and engagement by the public prior to flood season.

Update Due on January 28, 2019

Downtown Development Strategy - Terms of Reference / \$

J. Fielding advised that the Economic Development Advisory Committee is currently focused on the downtown core and reviewing a colour palette, blade signs that will have a dinosaur theme, and the potential for having the storefront blade signs included in the Storefront Improvement Grant program.

Update Due on January 28, 2019

Poverty Reduction Terms of Reference

D. Drohomerski advised that the FCSS department made a presentation to Council on December 17 and advised Council that they would create a Poverty Reduction Task Force to review the data presented at that meeting and take appropriate action.

Update Due on February 25, 2019

Parks and Recreation Master Plan - Terms of Reference

D. Drohomerski advised that this project has not yet been started as it is a good opportunity for the incoming Director of Infrastructure Services to develop this plan.

Update Due on April 1, 2019

Elks Building Demolition

D. Drohomerski advised that the Request for Tender for this project closes on January 31, 2019 with a mandatory on site pre-bid meeting with the utilities companies.

Update Due on February 19, 2019

Dyke Design

D. Drohomerski advised that the preliminary design has been completed and

a Request for Tender is being prepared for early spring.

Update Due on April 8, 2019

Downtown Plaza Phase 1.5 - Capital Budget Discussions

D. Drohomerski advised that: Administration is conducting capital budget discussions this month; need to determine what will happen with the Elks Building site once it has been demolished; would like this work completed prior to tourist season. In response to a question from Council, D. Drohomerski advised that any bricks recovered from the Elks Building demolition would likely be too fragile to reuse for structural purposes – the condition of the bricks would need to be assessed prior to determining the feasibility of reusing them; this would add time to the project and the goal is to complete it prior to the start of tourist season.

Update Due on February 25, 2019

Infrastructure Master Plan TC Asset - Engage Municipal Accountant

B. Miller advised that interviews have been conducted for this position; she hopes to have this position in place by January 31.

Update Due on February 4, 2019

Parking Pay and Play

Mayor Colberg advised that there has been controversy on social media regarding this matter, and clarified that there are only two parking areas under discussion - the hoodoos and the swinging bridge - due the number of visitors those sites receive. She further advised that the Town has to absorb the cost to maintain the parking lots even though they are provincially owned sites. Mayor Colberg reiterated that this matter is for discussion only.

G. Peters advised that, in response to direction from Council, he has investigated options for potential pay parking systems at the hoodoos and the swinging bridge sites. He provided overviews on two system types: an honour box system and a credit card payment system. G. Peters further advised that the honour box system is reliant on people's honesty and his research indicates that a large portion of users simply do not pay through the honour box system. The credit card payment systems includes software that is capable of tracking data such as license plates to identify where visitors have travelled from, repeat visitors, peak dates, and other information that may be of use. He further advised that the revenue estimates provided are conservative.

Mayor Colberg advised that she and other members of Council have met with the Province to identify what other parking options or assistance from the Province would be available for provincial sites like the hoodoos and swinging bridge. Discussion took place on this matter. Councillor Hansen-Zacharuk advised that this item has been tabled multiple times; these assets must be maintained and a way to fund them must be identified. She advised that Click Bait may be an option – a pop up that informs online users browsing our tourist information that “if you enjoy these free amenities please consider

donating". Further discussion on this matter took place. D. Drohomerski asked if Council wished to direct Administration to purchase an Honour Box system for a trial run, see what the success rate is, and report back to Council.

MOTION2018.05 Hansen-Zacharuk, Makowecki moved that Administration be authorized to spend a maximum of \$ 5,000.00 to purchase a parking fee donation box for a trial installation at the hoodoos site.

DEFEATED unanimously.

G. Peters advised that the Honour Box system is prone to vandalism even if it is monitored twice a day and suggested that perhaps a less isolated venue would be preferable to the hoodoos site. D. Drohomerski asked if Council would like further investigation into other parking payment options, such as a STEP summer student to monitor the parking, and report back.

Update Due on February 11, 2019

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8. PUBLIC HEARING TO COMMENCE AT 5:30 PM

9. PUBLIC HEARING DECISIONS

10. UNFINISHED BUSINESS

11. NOTICE OF MOTION

12. COUNCILLOR REPORTS

12.1. Round Table Discussion

Councillor Zariski advised that we often talk about how well we handle Canada Day events; he applauds the community on how well we do Christmas in Drumheller: we promote shopping local, have the Festival of Lights, Light Up the Night contest, the Salvation Army kettles, merchant feedback on Christmas revenues has been good, the incredible performance at the Christmas Cantata event, the DVSS Seniors Christmas dinner, the Yavis Christmas dinner, the Ukrainian Christmas dinner, and school Christmas concerts.

Councillor Makowecki asked if the positions of the Economic Development Officer, Development Officer and Director of Infrastructure Services have been filled. D. Drohomerski advised that interviews have been conducted; the short list interviews for the Economic Development Officer and Director of Infrastructure Services should be completed by the end of this month depending on schedules. He further advised that the Development Officer was hired and will begin with the Town on January 21 – the announcement will be made tomorrow.

Councillor Lacher advised that Christmas was very well done in Drumheller, especially the Public Works staff efforts in putting up the downtown Christmas tree - the photo of it went viral!

Regular Council Meeting Minutes
January 7, 2019

Councillor Garbutt advised that the Sandstone Manor operating budget will be presented to Council at the January 21 Regular Council meeting.

Councillor De Mott advised that the Drumheller Public Library will soon offer a monthly Movie and Mingle event for adults. January's theme is "The Trouble with Space Travel" and the library is conducting an online poll on facebook to see which films the public want to see.

Mayor Colberg advised that she would like to work on a calendar of upcoming events by Council.

13. IN-CAMERA MATTERS

MO2019.06 Lacher, De Mott moved to go In Camera at 5:27 PM. Carried unanimously.

13.1. Labour Matter - Staff Long Service / Recognition Policy (*FOIPP Act Section 23*)

MO2019.07 Hansen-Zacharuk, De Mott moved to revert to Public Meeting at 5:50 PM. Carried unanimously.

MO2019.08 Lacher, Hansen-Zacharuk moved to direct Administration to amend Policy 4.02.10.16 Staff Long Term Service Awards/Retirement/Resignation Recognition Awards to include reference to tax implications and to inform the 2018 Award Recipients of the Canada Revenue Agency policy. Carried Unanimously.

14. ADJOURNMENT

There being no further business, Mayor Colberg adjourned the meeting at 5:51 PM.

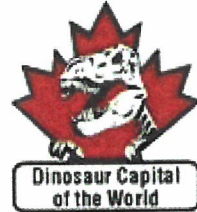
Chief Administrative Officer

Mayor



DRUMHELLER

COMMUNICATIONS



ECONOMIC DEVELOPMENT/COMMUNICATIONS CORPORATE / OPERATIONAL PRIORITIES

October 1, 2018 – December 31, 2018

DINO BRANDING IMAGE ENHANCEMENT

The Economic Development taskforce is working with a designer to create a new logo and design colours. The first draft was presented to the Advisory Group and work continues.

ECONOMIC DEVELOPMENT STRATEGY ACTION PLAN

The Economic Development Advisory Group has completed the Economic Development Action Plan with CAEP. They have also created a top ten priority list of actions for 2019 which will be presented to council by the end of January.

DOWNTOWN DEVELOPMENT PLAN

A paint pallet and design support for the development of downtown is being created. A blade sign program is being developed to run in conjunction with the storefront grant program.

COMMUNITY PROFILE

This has not been started yet and will begin once the new full time EDO is in place.

COMMUNICATIONS PLAN

Work is ongoing for this plan. The Communications Officer is also creating a crisis communication Plan

FLOOD MITIGATION

The Communication plan for the changing the channel on flood communications is being prepared.

A handwritten signature in black ink, appearing to read 'Julia Fielding'.

Julia Fielding

Communications and Economic Development Officer

Report to Council - January 14, 2019

Re: APL Fountain Park

Kevin Blanchett, Operations Manager

Reg Bennett, Technical Services Manager

Good afternoon your Worship, Councillors and distinguished guests.

I have been asked to reduce the operating budget and find areas that could be made more cost effective, tonight I will discuss the Water Fountain located at the APL Park. APL stands for Alberta Power Limited.

First a little history for some of us and others a walk down memory lane, in preparing this report I have found that the Town was not the first to build a fountain in this location. I have found photos of a fountain and swimming pool in approximately the same location from 1940. This site is where the Alberta Power Ltd. had their generating plant and by the looks of the fountain, pool and lovely park. There was obviously lots of pride and hard work undertaken by all the Alberta Power employees.

The current fountain was built by the Town of Drumheller and the Rotary Club of Drumheller and opened to the public in August of 1992. The water fountain was designed to be used as a parks landscape feature and a wading pool that everyone could enjoy on the hot summer days.

In October of 2014 new legislation was introduced that would require all wading pools to be filtered. In 2015 because we had yet to install a filtration system, we drained the fountain every night (that was 105.84 M3 at a cost of \$195.84 per day) to comply with the new regulations. In the spring of 2016 the Town installed a filtering system that met the current regulations at a cost of \$125,149.95

For 2016 and part of 2017 the fountain ran well but later in 2017 we started to notice that our water usage was increasing substantially. As a result of using more water we also were using more chemicals which all come at a price. It was determined after investigation that some of the main circulation lines were corroding and needed to be changed.

Our next step was to get pricing on the repair to the fountain, the price for the complete fountain piping rehabilitation from the contractor was \$205,000. The Town spent \$65,000 for repairs in the spring/summer of 2018 (funds that were already approved) MPE Engineering re-estimated the cost for the Town if we decided to proceed in 2019. The 2019 price came in at \$185,000.00, than amount came by taking the \$140,000 (remainder of funds from first

estimate) plus a 20% contingency and re-mobilization charge and also budget 10% for engineering fees for the new total of \$185,000. This is the amount that will be needed to keep the fountain running efficiently in 2019.

WHAT ARE THE COST TO RUN THE FOUNTAIN EACH YEAR:

2017 fountain usage May to September

- Chemical used- \$14,450
- Contractor repairs- \$2,398
- Water consumption- 12,605 m3 x \$1.85 = \$23,319.00
- Labor 120 hours per month x 5 months= \$27,000
- **Total cost is \$67,167.00 per year**

2018 Fountain cost

- The fountain only ran one month and the cost was **\$12,953.00** for water usage, chemicals and man-hours.
- The contractor price of \$65,000 for repairs would have to be added and a total of \$77,953

What are the alternatives?

- Reduce the number of months that we use the fountain and save \$12,953.00 per month
- Close the fountain, turn the area into a usable green space
- Charge a user fee, install a fence and charge for admission
- Turn the fountain into a Splash park

Price quotes from Playquest (Sales rep from Calgary) for a splash Park range from \$215,000 to \$289,000. These parks are around 2,400 square feet and would be similar to what we have in our current splash park. We would also have to demolish the existing fountain and that could be done with our staff. Although the price seems it high, it would be \$55,000 higher in cost than the work needed to repair the current fountain. We would save chemicals and labor costs which would add up to \$36,950 per year. We would break even in the second year of operation. The water usage would be higher than that of the current fountain as we would not be re-circulating the water, there are systems available that do re-circulate the water but I have not yet received an estimate for that.

That is the information that Reg and I have compiled, are there any questions?

Report to Council – January 14, 2019**RE: Budget Reduction Strategies**

Darren Goldthorpe, Manager of Arts, Culture and Recreation

The following items were presented to Council for discussion purpose at their request to look for possible budget reductions.

1. **Aquaplex** - Closure of the outdoor pool
– estimated savings of \$40,000.00 utilities, chemicals.
There would be some additional savings in some wages associated to guarding and maintenance.
Having an indoor and an outdoor pool is unique to communities our size.
Many people, residents and tourists like having the availability of an outdoor pool.
Possible reduced revenue if admissions, and swimming lesson registrations were to decrease.
Administration would try to accommodate as much programming and bookings as possible with only the indoor pool space.
2. **Aquaplex** - Decrease operational season of the outdoor pool
- estimated savings of \$14 000.00 utilities, chemicals.
There would be some additional savings in some wages associated to guarding and maintenance.
Comments same as above.
Change the opening of the outdoor pool from May long weekend and keeping it open to third week of September have it open the last week of June until September long weekend. This reduces the operational period from approximately 19 weeks to 11 weeks.
3. **Aquaplex** - Consider creating a new fee category
– conservative estimate of \$2,000.00 revenue
With the new tot area, develop a Preschool age category of 3-5 year olds with an admission fee of \$2.00.
Public may not like the new fee but it would be consistent with the \$2.00 fee to use the playground at the BCF.
4. **BCF** - Cancel subscription to Fitness on Demand System
– savings of \$3,000.00
Despite efforts to increase use of Fitness on Demand program it is under utilized for the annual fees we pay vs. the few that use it.
A small group of members may be upset by removing this service option.
5. **BCF** – Reduce operational hours
– estimated savings of \$11,000.00
Current hours of operation are Monday – Friday 6:00 am – 10:00 pm, Saturday and Sundays 8:00 am – 8:00 pm.
These hours could be reduced to Monday – Friday 6:00 am – 9:00 pm, Sundays 8:00 am – 6:00 pm (Saturdays could possibly be reduced as well)
Statistics show membership usage decreases in the last hour weekdays and the last two hours on weekends.
May result in unhappy members who use the facility at these times.

6. **BCF** – Closure on Statutory Holidays

– estimated savings of \$6,000.00

BCF is typically open 8:00 am – 8:00 pm on Statutory Holidays with the exception of Christmas Day, Boxing Day and New Years Day.

We would remain open on Family Day, Canada Day and Remembrance Day as we host specific events.

Holidays proposed to be closed on would be:

- Good Friday
- Easter Monday
- Victoria Day
- August Civic Day
- Labor Day
- Thanksgiving Day

May result in unhappy members who use the facility on these days

No decisions were made and Administration is looking for further direction.

**Sandstone Manor
Budget 2019**

	2019	2018				2017			
	Budget	Actual - Jan - Nov	Budget - Jan - Nov	over Budget	% of Budget	Actual - Full year	Budget - Full year	over Budget	% of Budget
Income									
Interest Income	200	490.76	183.00	307.76	268.17%	311.60	200.00	111.60	155.80%
Laundry Income	1,100	980.00	1,100.00	-120.00	89.09%	1,125.00	1,200.00	-75.00	93.75%
Rental Income	138,293	130,260.00	126,768.00	3,492.00	102.75%	138,457.00	132,408.00	6,049.00	104.57%
Storage Income	-	0.00	-459.00	-459.00	0.00%	0.00	500.00	-500.00	0.00%
Total Income	139,593	\$ 131,730.76	\$ 128,510.00	\$ 3,220.76	102.51%	\$ 140,043.60	\$ 134,308.00	\$ 5,735.60	104.27%
Expenses									
ADMINISTRATION EXPENSES									
Bad Debts	650	650.00	366.00	284.00	177.60%		600.00	-600.00	0.00%
Bank Service Charges	200	0.00	184.00	-184.00	0.00%	35.00	200.00	-165.00	17.50%
Contract Management Fees	11,676	10,409.41	11,005.00	-595.59	94.59%	10,464.00	11,656.00	-1,192.00	89.77%
Dues, Travel & Conference	250	214.48	230.00	-15.52	93.25%		500.00	-500.00	0.00%
Insurance	500	0.00	500.00	-500.00	0.00%	500.00	500.00	0.00	100.00%
Copies and subscriptions	1,200	734.54	1,100.00	-365.46	66.78%	2,710.13	1,200.00	1,510.13	225.84%
Postage	100	89.25	91.00	-1.75	98.08%	85.56	100.00	-14.44	85.56%
Professional Fees	400	0.00	366.00	-366.00	0.00%	130.00	800.00	-670.00	16.25%
Total ADMINISTRATION EXPENSES	14,976	\$ 12,097.68	\$ 13,842.00	-\$ 1,744.32	87.40%	\$ 13,924.69	\$ 15,556.00	-\$ 1,631.31	89.51%
MAINTENANCE EXPENSES									
Appliance Replacement/Repairs	5,000	3,360.90	4,584.00	-1,223.10	73.32%	1,089.84	5,000.00	-3,910.16	21.80%
Contract Labour	7,000	4,913.94	6,416.00	-1,502.06	76.59%	5,571.94	7,000.00	-1,428.06	79.60%
Exterior & Interior Repairs	13,000	10,709.11	11,916.00	-1,206.89	89.87%	13,100.82	11,000.00	2,100.82	119.10%
Flooring	1,000	0.00	916.00	-916.00	0.00%		2,500.00	-2,500.00	0.00%
Maintenance Supplies & Materials	2,000	228.88	1,834.00	-1,605.12	12.48%	2,291.16	2,000.00	291.16	114.56%
Heating, Plumbing & Electrical	8,000	8,646.32	5,500.00	3,146.32	157.21%	5,859.74	5,000.00	859.74	117.19%
Meals Maintenance	300	114.36	275.00	-160.64	41.59%	427.64	300.00	127.64	142.55%
Maintenance cellphone	2,000	1,182.82	2,750.00	114.36	43.01%	4,017.50	2,500.00	1,517.50	160.70%
Tools	1,000	245.33	916.00	-670.67	26.78%	1,056.52	500.00	556.52	211.30%
Total MAINTENANCE EXPENSES	39,300	\$ 29,401.66	\$ 35,107.00	-\$ 5,705.34	83.75%	\$ 33,415.16	\$ 35,800.00	-\$ 2,384.84	93.34%
OPERATING EXPENSES									
Janitorial Materials & Services	5,500	5,047.01	5,041.00	6.01	100.12%	6,273.12	5,000.00	1,273.12	125.46%
Security	2,000	525.00	2,291.00	-1,766.00	22.92%	1,832.25	2,500.00	-667.75	73.29%
Snow Clearing	4,000	1,882.62	3,666.00	-1,783.38	51.35%	1,544.25	4,000.00	-2,455.75	38.61%
Waste Removal	2,500	831.67	2,750.00	-1,918.33	30.24%	1,208.01	3,000.00	-1,791.99	40.27%
WCB	250	0.00	0.00	0.00		57.57		57.57	
Total OPERATING EXPENSES	14,250	\$ 8,286.30	\$ 13,748.00	-\$ 5,461.70	60.27%	\$ 10,915.20	\$ 14,500.00	-\$ 3,584.80	75.28%
Property Taxes	13,000	3,990.95	13,000.00	-9,009.05	30.70%	3,691.89	13,000.00	-9,308.11	28.40%
UTILITIES									
Cable Services	6,000	5,580.96	5,500.00	80.96	101.47%	5,958.30	6,000.00	-41.70	99.31%
Electricity	14,000	9,204.00	13,291.00	-4,087.00	69.25%	10,460.10	13,800.00	-3,339.90	75.80%
Heating Fuel	12,500	12,120.82	10,500.00	1,620.82	115.44%	11,909.45	10,005.00	1,904.45	119.03%
Water & Sewer	12,500	10,547.57	11,912.00	-1,364.43	88.55%	11,452.28	12,995.00	-1,542.72	88.13%
Total UTILITIES	45,000	\$ 37,453.35	\$ 41,203.00	-\$ 3,749.65	90.90%	\$ 39,780.13	\$ 42,800.00	-\$ 3,019.87	92.94%
Total Expenses	126,526	\$ 91,229.94	\$ 116,900.00	-\$ 25,670.06	78.04%	\$ 101,727.07	\$ 121,656.00	-\$ 19,928.93	83.62%
Net Operating Income	13,067	\$ 40,500.82	\$ 11,610.00	\$ 28,890.82	348.84%	\$ 38,316.53	\$ 12,652.00	\$ 25,664.53	302.85%
Other Expenses									
Capital Reserve Recorded									
Total Other Expenses	-	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	
Net Other Income	-	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	
Net Income	13,067	\$ 40,500.82	\$ 11,610.00	\$ 28,890.82	348.84%	\$ 38,316.53	\$ 12,652.00	\$ 25,664.53	302.85%

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

Section 4 Benefits

Policy No.4.02.10.16 Staff Long Term Service Awards/Retirement/Resignation Recognition

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Issued by:	Corporate Services	Effective:	November 13, 2018	Dated:	n/a

1 POLICY

1.01 Employees who have dedicated milestone years of service to the Town of Drumheller deserve special recognition and thanks for their contributions. In recognition of their contribution, the Town of Drumheller shall annually express its gratitude by honouring major milestones in an employee's service for the following:

**Long Term Service
Resignation
Retirement**

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to establish that Long Term Service, Resignation and Retirement awards are given in an appropriate, fair and consistent manner in recognition to all Town of Drumheller employees.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees. Employees who are on maternity, paternity, short term or long term disability leave, actual service will be considered in the calculation of their years of service. In the case of part-time or casual employees, actual service will be considered in the calculation of their years of service.

4 RESPONSIBILITY

4.01 The Chief Administrative Officer shall be responsible for ensuring the consistent implementation of this policy.

4.02 Human Resources staff shall monitor each employee's service record to insure that the length of service may be retrieved in five-year increments and that an annual listing of employees eligible for their service awards is provided to the Directors. Directors are responsible to assist the implementation and promotion of this policy within departments.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

No.4.02.10.15 — Long Service Benefit

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7 PROCEDURE

7.01 Long Service

Employees who reach 5 years of service and beyond in five year increments shall be recognized at the Town’s Christmas Party annually with a gift card to a local business equivalent to \$10.00 per year of service or a day(s) off to be taken following the year of recognition as follows:

- 5 years - \$50.00 or 1 day off;
- 10 years - \$100.00 or 2days off;
- 15 years - \$150.00 or 3 days off
- 20 years - \$200.00 or 4 days off;
- 25 years - \$250.00 or 5 days off (capped at 5 days);
- 30 years - \$300.00 or 5 days off (capped at 5 days);
- 35 years - \$350.00 or 5 days off (capped at 5 days);
- 40 years - \$400.00 or 5 days off (capped at 5 days);

Resignation

Employees who resign from the Town shall be recognized with a gift card to a local business equivalent to \$10.00 per year of service commencing at their tenth year of service:
\$100 - \$190 for 10 – 19 years of service;
\$200 - \$290 for 20 – 29 years of service;
\$300 - \$390 for 30 – 39 years of service; and
\$400 - \$490 for 40 – 49 years of service.

Should employees wish to host a lunch for an employee who resigns, the cost of the lunch would be at the co-workers’ expense. The Town will provide the use of a Town facility.

The funds paid for the gift card will be allocated to the budget of the respective department.

Retirement

Employees who retire from the Town shall be recognized at the Town’s Christmas Party with a gift card to a local business equivalent to \$10.00 per year of service commencing at their tenth year of service similar to the resignation gift allotment.

Retirees will be acknowledged at the Town Christmas Party. The retiring employee’s partner’s tickets shall be paid for by the Town.
Employees retiring with over 20 years of employment will be entitled to a retirement

Section 4 Benefits

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function separate from the Town Christmas Party, should the employee wish. The planning, organizing and fundraising will be the responsibility of the retiring employee's department. The Town will provide a venue / facility with all other costs incurred to be covered by the Town.

- 7.02 Employees who retire or resign within the allotted divisions shall receive a gift to the nearest division (six months and thereon shall be rounded up).
- 7.03 All gifts, awards, social events and long-service awards issued by employers to their employees, are subject to CRA (Canada Revenue Agency) tax rules. Full details regarding federal tax implications of employee gifts, awards and long-service awards can be viewed on CRA's website at: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/gifts-awards-social-events/gifts-awards-long-service-awards.html> .

8 ATTACHMENTS

None