

Town of Drumheller COUNCIL MEETING AGENDA

Monday, October 28, 2019 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



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1. **CALL TO ORDER**
2. **MAYOR'S OPENING REMARK**
3. **ADOPTION OF AGENDA**
4. **MINUTES**
 - 3 - 9 4.1. Regular Council Meeting Minutes September 30, 2019
[Regular Council - 30 September 2019 - Minutes](#)
 - 4.1. **ADOPTION OF REGULAR COUNCIL MEETING MINUTES**
 - 4.2. **MINUTES OF MEETING PRESENTED FOR INFORMATION**
 - 10 - 13 4.2.1. Municipal Planning Commission Minutes - September 19, 2019
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 - 4.3. **BUSINESS ARISING FROM THE MINUTES**
 5. **DELEGATIONS**
 6. **REQUEST FOR DECISION REPORTS**
 - 6.1. **CAO**
 - 14 6.1.1. First reading, By-Law 12.19 rezoning application for 1114 Newcastle Trail
[Bylaw 12.19 1114 Newcastle Trail](#)
 - 15 - 16 6.1.2. Request for Decision - Time extension, East Coulee Water Line Project - within S.W. 1/4 Sec. 7-28-18-4 (Willow Creek District)
[RFD - Subdivision, Land Exchange and Consolidation East Coulee Water Line Project \(Willow Creek District\)](#)
 - 17 - 22 6.1.3. Request for Extension, Passion Play Road Closure, Subdivision Consolidation and U.R.W Easements within N.W 1/4 Sec. 3 and S.W. 1/4 Sec. 10 in Township 29, Range 20 W 4th. Meridian
[RFD - Subdivision, Road Closures, Land Transfers, Consolidation and U.R.W Easements \(Badlands Amphitheatre Location\)](#)
 - 6.2. **DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**
 - 23 - 24 6.2.1. Request For Decision - Shallow Gas Tax Relief
[RFD - Tax Relief on Shallow Gas Assets](#)
 - 25 - 27 6.2.2. Request For Decision - 2019 Reserve Bid: Tax Recovery Public Auction
[RFD - 2019 Tax Recovery Public Auction](#)
 - 6.3. **DIRECTOR OF INFRASTRUCTURE SERVICES**
 - 28 - 29 6.3.1. Request for Decision - Aquaplex Roof Repairs
[RFD - Aquaplex Roof Repairs](#)

**Town of Drumheller
COUNCIL MEETING
MINUTES**

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



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohmerski

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

ECONOMIC DEVELOPMENT MANAGER:

Sean Wallace

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

COMMUNICATION OFFICER:

Julia Fielding

RECORDING SECRETARY:

Dori Appleton

ABSENT:

Councillor

Lisa Hansen-Zacharuk

DEPUTY CHIEF ADMINISTRATIVE OFFICER/ DIRECTOR OF CORPORATE SERVICES:

Barb Miller

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4.31 p.m.

2. MAYOR'S OPENING REMARK

Council had meetings with several Ministers at AUMA Convention on topics including

seniors housing, flood mitigation and Provincial Park Improvements.

Drumheller also brought forward a resolution to AUMA on standardizing transmission and distribution charges across the province. It was approved by over 70% of Municipalities and will move forward by AUMA.

AUMA has clear direction to lobby both AUC & the Province to make these changes.

Proclamation - Celebrate International Day of Older Persons October 1, 2019 - Proclaimed by Deputy Mayor K. DeMott

Proclamation - Wrongful Conviction Day October 2, 2019 - Proclaimed by Councillor T. Zariski

Proclamation - End Poverty Month October 2019 – Proclaimed by Councillor J. Garbutt

Proclamation - World Cerebral Palsy Day October 6, 2019 - Proclaimed by Councillor F. Makowecki

3. ADOPTION OF AGENDA

M2019.164 moved by J. Garbutt, T. Zariski to adopt the Agenda as presented.

Carried Unanimously.

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

Regular Council Meeting Minutes of September 16, 2019

M2019.165 moved by T. Zariski, J. Garbutt to adopt the Regular Council Meeting Minutes of September 16, 2019 as presented.

Carried Unanimously.

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

4.3. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS

Drumheller District Shooters Association/ Update/Discussion - Jason Phillip

Mr. Phillip presented general information on the Association, highlighting the success of the 9th Annual Podcaster's Charity Shoot.

He also spoke about ladies day which was attended by over 200 ladies resulting in a donation of \$1,160.00 to the Drumheller & District Humane Society and \$10,038.18 to the Big Country Anti-Violence Association.

Mayor Colberg called a brief break at 4:55 p.m. due to technical issues with the system, no sound or recording in Council Chambers.

Mayor Colberg called the meeting back to order at 5:02 p.m.

Logo Ideas - Ryan Semchuk, Branding Committee

Mr. Semchuk provided an update on the progress being made by the Branding Committee, highlighting the following Concepts:

Drumheller Brand Story:

- Dinosaurs
- Natural beauty and badlands
- Endless opportunity

Complimentary Brands

- Endless opportunity

Drumheller Valley Manifesto

- Phase 1 – Discovery/Strategy/Pan
- Phase 2 - Spec/Design
- Phase 3 – Integrate / Develop

Brand Concept – changing the name from “Town of Drumheller” to the “Drumheller Valley”

The next presentation for Council to review will be presented by the end of Dec 31st, 2019.

Councillor J. Garbutt left council at 6:40 p.m.

Councillor J. Garbutt returned to council at 6:42 p.m.

Mayor called for a break at 6:47 p.m.

Mayor called meeting back to order at 6:56 p.m.

6. REQUEST FOR DECISION REPORTS

6.1. CAO

Request For Decision – Award of Contract for Flood Mitigation Officer

D. Drohomerski – To ensure eligibility of cost under the terms & conditions of the recent award Provincial and Federal grants for the “ Drumheller Flood Mitigation and Climate Adaptation” project and due to significance of the work, the Town elected to engage a Flood Mitigation and Climate Program Officer, dedicated to this project. This opportunity was required under the NWPTA and our purchasing policy. One proposal submission was received, evaluated and considered to be highly qualified.

M2019.166 moved by T. Zariski, K. DeMott to authorize the CAO to enter into a contract with Darwin Durnie Consulting Corporation for the provision of Flood Mitigation and Climate Change Program Officer Services as outlined within the terms and condition of the proposal submission, for the period of October 2019 to December 2024 to a maximum value of \$1,680,000.00

Carried:

Mayor Colberg, T. Lacher, T. Zariski, F. Makowecki, K. Demott in favour.
J. Garbutt opposed.

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

T. Lacher left Council at 5:13 p.m. excused himself from Council due to pecuniary interest.

Request For Decision for Audit Services

D. Drohomerski – Presented the Request For Decision formally seeking appointment of RSM Canada as Auditor on record.

M2019.167 moved by K. DeMott, J. Garbutt to appoint RSM Alberta LLP as auditors of record for the Town of Drumheller, Drumheller Public Library, Drumheller and District Solid Waste Management Association and Red Deer River Municipal Users Group for the years 2019 – 20121 with the option of extending the appointment for 2 – 1 year terms.

Carried Unanimously.

T. Lacher returned to Council at 5.35 pm.

6.3. DIRECTOR OF INFRASTRUCTURE SERVICES

6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5. MANAGER OF ECONOMIC DEVELOPMENT

6.6. COMMUNICATIONS OFFICER

6.7. MANAGER ARTS CULTURE & RECREATION

6.7. REVIEW OF STRATEGIC PRIORITIES

ICF's Meeting Update – D. Drohomerski, we are in process of scheduling meetings with all our neighbouring Counties and with Councillors T. Zariski and T. Lacher who are on the IDP's representatives.

Next Update November 25th, 2019 Agenda

Employee Innovation Options – D. Drohomerski, HR manager is reviewing the options which will be brought to council November 12th, Agenda

Infrastructure Master Plan TCAAsset Update - Barb Miller moved to October 7th, Agenda

Staff Vacancies - D. Drohomerski, we've been interviewing for the Utilities Manager position which has been vacant for more than a year. We have had difficulty in filling this position because of the lack of suitable candidates and some people dropping out of the

interview process at the last minute.

Update October 15th

Trail Gaps Update - Dave Brett moved to October 7th agenda

Parks and Recreation Master Plan – Darren Goldthorpe/Dave Brett

D. Brett – Dave and Darren have not had a chance to discuss – this Plan will also need to include the flood mitigation.

Terms of Reference Update February 2020

Downtown Revitalization Update – Sean Wallace

The Town of Drumheller has contracted the services of an urban planning consulting firm to provide stakeholder, planning & design services for the Town of Drumheller's Downtown Area Revitalization Plan. Our provincial partners are satisfied with our RFP process and the successful proponent.

Request for Proposals for these services was advertised on the Town website and on Alberta Purchasing Connection. A total of twelve bids were received on August 22nd, 2019 for this work. A detailed review of the proposals was conducted on September 6th, 2019, and interviews with the top 3 scoring proponents was conducted between September 18th to 20th, 2019. The bids were evaluated against a pre-determined set of criteria and O2 Planning received the highest overall score.

There will be a project kick off meeting in October 2019 with the stakeholders.

Community Profile / Promo Piece Update – Sean Wallace

It has been completed, there has been 160 hours put into this and have been holding off until the new website is up and running. The seniors attraction promo piece will be completed by November 12th and the medical professional attraction promo piece will be completed by November 23rd.

Fountain Update – D. Durnie Chief Resiliency and Flood Mitigation Officer, J. Jensen

The popularity of the Fountain and the surrounding Park necessitate that any impacts of the Flood Mitigation Project would be carefully assessed before changes were implemented affecting the Fountain and surrounds.

The fountain was put into service in 1992. It is recommended that a second assessment of its condition and functionality be completed prior to considering demolition options to determine if

- The Fountain is salvageable and needs to be incorporated into the design of the Flood Mitigation and adaptation measures or
- If the fountain is to be removed, what impacts will the revised contouring of the park have on replacement feature, if any?

Team will to report back by February 2020 with more detailed cost estimates to restore the fountain.

Dyke Design Update – D. Durnie Chief Resiliency and Flood Mitigation Officer

On going discussions with Alberta Environment will bring an update to the next Council meeting in October, issues brought up: need to look at the Municipality Plan: the CAO and Darwin Durnie to come up

with a work plan with the neighbouring counties and include Palliser, trail and park standards. The land use by-law, we can look at some of those updates and amendments.

M2019.168 – moved by T. Zariski, T. Lacher therefore recommend that the CAO and Darwin Durnie to prepare a work plan, schedule and budget by October 31st, 2019 to implement creation of a new Municipal Development Plan for the Town of Drumheller and by December 20th, 2019 bring back amendment to the Land Use By-Law they deem necessary to improve the efficacy of the existing Land Use Bylaw as it relates to Flood Mitigation and that the Drumheller Development Authority be consulted.

Carried Unanimously.

Emergency Plan Flood Component Update – G. Peters

This is moving ahead and there will be a table top exercise on Oct 23rd.

Will provide and update on November 4th.

Downtown Plaza II Update – D. Brett/A. Harrison/L. Duston

Lucas and April presented to council a PowerPoint about the Downtown Plaza

The over all presentation was on activities and development for the Plaza and some ideas for the remainder of 2019 and 2020.

FCSS Administration will come back to Council with a cost for the activities that occurred in summer 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**
13. **IN-CAMERA MATTERS**

Land Matter; Legal Description 4;19;29;6;SW (*FOIP Act Section 23 Local Body Confidences*)

M2019.169 moved by K. DeMott, F. Makowecki to go into a closed meeting at 8:30 p.m.

Carried Unanimously.

M2019.170 moved by T. Lacher, K. DeMott to revert back to open meeting at 8:44 p.m.

Regular Council Meeting Minutes
September 30, 2019

Carried Unanimously.

14. ADJOURNMENT

M2019.171 moved by T. Lacher, K. DeMott to Adjourn the meeting at 8:45 p.m.

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday September 19, 2019**

Present: Tracy Breese, Development Officer
Sean Wallace, Economic Development Manager
Lana Bosch, Recording Secretary
Tom Zariski, Chair Councillor/Member
Sharon Clark, Vice Chair - exited the meeting at 12:48 pm.
Tony Lacher, Councillor/Member
Stacey Gallagher, Member
Andrew Luger, Member

Absent: Scott Kuntz, Member - Regrets
Shelley Rymal, Member – Regrets
Jeff Laurien, Palliser Regional Municipal Services Representative – Director of Planning - Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:03 pm

T. Zariski presented the Agenda for the September 19, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition – 3.2 T00199-18D
5.1 Update House on Stilts
5.2 Downtown Parking
5.3 Land Use Bylaw – development
5.4 Retaining Wall SDAB file

Deletion - none

Amendment – none

1.2 Acceptance of Agenda

Motion: - T. Lacher moved to accept the September 19, 2019 agenda with the additions.

Second: – S. Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 September 5, 2019

Motion: S. Gallagher moved to accept the minutes of September 5, 2019

Second: – T. Lacher - Carried

2.2 Summary of Development Permits

Motion: S. Clark moved to accept the Summary of Development Permits

Second: – S. Gallagher - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00113-19D – Accessory Building (Detached Garage) with Maximum Floor area variance and Maximum Height variance of 20%

T. Breese presented Development Permit T00113-19D submitted by Applicant for an Accessory Building (Detached Garage) with Maximum Floor area variance and Maximum Height variance of 20% located at 174 5 Street, Nacmine on Plan 8111199; Block 1; Lot 8 & 9. Zoning is R-1 – Residential District.

T. Breese advised the applicant is applying for a variance request to Maximum Floor area from 728 square feet to 820 square feet and Maximum Height from 15 feet to 18 feet. Property Zoned R-1 Residential District. The purpose of this district is to provide for low-density residential development in the form of single-detached housing. The applicant is wanting to build an Accessory Building (approximately 819 square feet Detached Garage with a height of 18 feet) in the side yard lining up with the current house. A variance of 12.5% is being requested to the Maximum size from 728 square feet to 820 square feet. A variance of 20% is being requested to the Maximum Height from 15 feet to 18 feet.

Further, this Development Permit application was advertised in the local paper under Proposed Developments, and to date, no concerns were raised.

Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00113-19D submitted by Applicant for an Accessory Building (Detached Garage) with Maximum Floor area variance and Maximum Height variance of 20% located at 174 5 Street, Nacmine on Plan 8111199; Block 1; Lot 8 & 9, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. Placement of construction as per plot plan submitted.
4. Height of accessory building as per plans submitted and not to exceed 5.48 m (18 ft).
5. Construction to be in accordance with the Alberta Building Code.
6. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations).
8. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Authority. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business Licence with the Town of Drumheller.
12. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.

Second: S. Clark – all in favor - Carried



DRUMHELLER
COMMUNITY SERVICES



3.2 T00199-19D – Request for Extension to Development Permit T00199-19D

T. Breese presented Development Permit T00199-19D submitted by Applicant for an extension located at 50 3 Ave, Drumheller on Plan 3099AD; Block 24; Lot 4-6.

T. Breese advised she received a call from Clarity Cannabis Retail requesting an extension to their approved development permit T00199-19D

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve the extension for 1 year for Development Permit T00199-19D submitted by Applicant located at 50 3 Ave, Drumheller on Plan 3099AD; Block 24; Lot 4-6 all previous conditions apply.

Second: S. Clark – all in favor - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

5.1 Update House on Stilts

T. Breese advised the building permit was extended to December 31, 2019. Superior Safety Codes are keeping in touch with the applicant on the progress of this project. Since they have started the development there is no need for any extension or new development permit.

5.2 Parking

A. Luger questioned Commercial Buildings with upstairs living spaces, where do those tenants park vehicles and if the Town should charge for parking spaces for those building residents. T. Zariski agreed if the Town maintains the parking lot there should be a nominal charge. S. Wallace commented the authorization to park along with a Parking Lease will come from his office. S. Wallace commented parking will be part of the Downtown Revitalization Plan process. T. Breese advised that the Municipal Planning Commission may place conditions on any development and accept a payment in-lieu based on the number of on-site parking spaces that are deficient. Payment would be in accordance with Town policy.

5.3 Land Use Bylaw

S. Wallace commented he would like this committee to do an exercise after every meeting for approximately 30 minutes in regards to zoning. This is to examine discretionary use and permitted use to make the processes in the development office more efficient. He would then send suggestions to Palliser Regional Municipal Services for review and updates. This should help speed up the land use bylaw review. To complete the revision to Land Use Bylaw and RFD would be written by Palliser and Development Officer would review before it goes to Council for approval. T. Breese mentioned the agenda is light for the October 3 meeting and could devote 1 hour to this project. S. Wallace asked T. Zariski to inform Council so Palliser has official direction.

5.4 Retaining Wall – SDAB file

T. Breese will add to the next agenda.



DRUMHELLER

COMMUNITY SERVICES



6 Adjournment – T. Lacher adjourned meeting at 1:08 pm.

Chairperson

Development Officer

Attachments: Agenda

Town of Drumheller

BYLAW NUMBER 12.19

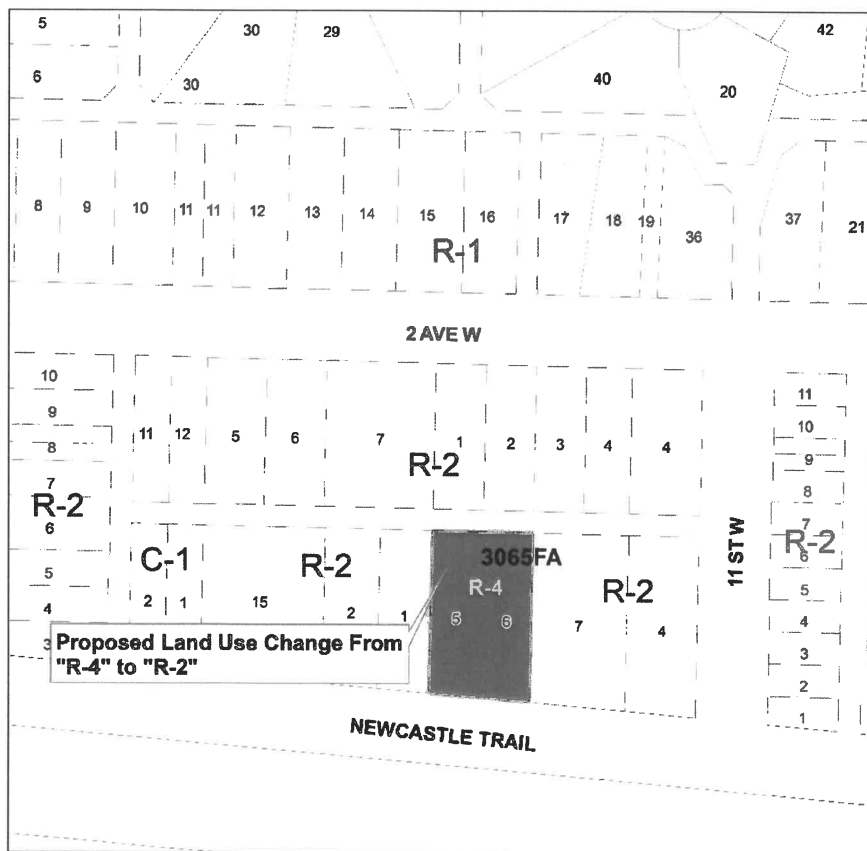
BEING A BYLAW TO AMEND LAND USE BYLAW 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw 10-08 as follows:

In Schedule A, Land Use Districts Map, redesignate Plan 3065FA Lots 5-6, in the Town of Drumheller, from R-4 (Residential District) to R-2 (Residential District) District as shown on the plan below:



READ A FIRST TIME THIS ___th DAY OF _____, 2019

READ A SECOND TIME THIS ___th DAY OF _____, 2019.

READ A THIRD TIME AND PASSED THIS ___th DAY OF _____, 2019.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Subdivision, Land Exchange and Consolidation East Coulee Water Line Project (Willow Creek District)
DATE:	October 25, 2019
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Subdivision of Block 1, Plan 971 1856 and Part Plan R.W 306 All within N.W. ¼ Sec. 7 TWP 28 RGE 18 W 4M

SUMMARY:

The attached subdivision was conditionally approved by Palliser Regional Municipal Services subject to the subdivision being registered before July 4/2018. Because of a number of factors, Hunter Survey Systems, was not able to complete this task within the time period. Council may approve an extension so that the required documents can be submitted to Alberta Land Titles.

RECOMMENDATION:

That Council extend the time period for Hunter Survey Systems Ltd. to complete the condition of subdivision to March 1st, 2020 in accordance with the authority provided to Council Sec. 657(6)(a) of the Municipal Government Act R.S.A.

DISCUSSION:

As a result of unfortunate circumstances, Hunter Survey Systems Ltd. was not able to complete all conditions of subdivision within the designated time period. The survey work, calculations and the preparations of plans have all been completed. The approval for the extension will allow for the submission of all documents to Alberta Land Titles.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

N/A

COMMUNICATION PLAN:

N/A

MOTION: That Council extend the time period for Hunter Survey Systems Ltd. to complete the condition of subdivision to March 1st, 2020 in accordance with the authority provided to Council Sec. 657(6)(a) of the Municipal Government Act R.S.A.

Prepared By: Dori Appleton M.B.A.
Sr. Administration Assistant


Approved By: Darryl Drohomerski, C.E.T.
Chief Administrative Office



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Subdivision, Road Closures, Land Transfers, Consolidation and U.R.W Easements within N.W ¼ Sec. 3 and S.W. ¼ Sec. 10 in Township 29, Range 20, W 4 th . Meridian (Badlands Amphitheatre Location)
DATE:	October 25, 2019
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	By-Law Revision 13.19 and 14.19

SUMMARY:

The attached subdivision was conditionally approved by Palliser Regional Municipal Services subject to the conditions of subdivision being met before February 21st, 2015. Because of a number of factors, Hunter Survey Systems, was not able to complete this task within the time period. Council may approve an extension so that the required documents can be submitted to Alberta Land Titles.

RECOMMENDATION:

That Council extend the time period for Hunter Survey Systems Ltd. To complete the condition of subdivision to June 30th, 2020 in accordance with the authority provided to Council Sec. 657(6)(a) of the Municipal Government Act R.S.A.

DISCUSSION:

As a result of unfortunate circumstances, Hunter Survey Systems Ltd. was not able to complete all conditions of subdivision within the designated time period. The survey work, calculations and the preparations of plans have all been completed. The Road/Street closure By-Law originally passed in 2014, needs to be revised due to one of the legal descriptions being incorrect. The approval for the extension will allow for the submission of all documents to Alberta Land Titles.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:


N/A

COMMUNICATION PLAN:

N/A

MOTION: That Council extend the time period for Hunter Survey Systems Ltd. to complete the condition of subdivision to June 30th, 2020 in accordance with the authority provided to Council Sec. 657(6)(a) of the Municipal Government Act R.S.A.

Prepared By: Dori Appleton M.B.A.
Sr. Administration Assistant


Approved By: Darryl Drohomerski, C.E.T.
Chief Administrative Office

THE TOWN OF DRUMHELLER

REVISION TO BY-LAW NUMBER 19.13

BY-LAW NO. 13.19

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of making revisions to By-Law Number 19.13 pursuant to Section 63(2)(h) and (i) of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended.

WHEREAS IN BY-LAW NUMBER 19.13:

1. The land description Number 2 refers to "(16^h Street N.W)" and since subdivision Plan No. 4790 D.O. that created this street did not mention a street quadrant, that this typographical error in this land description be revised by removing "N.W." as provided in Section 63(2)(h) so it reads as follows:

THAT PORTION OF STREET (16TH STREET) CREATED BY PLAN 4790 D.O.
 WHICH LIES SOUTH OF THE WESTERLY PRODUCTION OF THE NORTH
 BOUNDARY OF LOT 9, BLOCK 12, PLAN 4790 D.O.
 CONTAINING 0.105 OF A HECTARE (0.26 OF AN ACRE) MORE OR LESS.
 EXCEPTING THEREOUT ALL MINES AND MINERALS

and

2. The land description Number 3 is incorrect because By-Law 19.13 only intended to close the original road allowance adjacent to the remainder of Parcel D, Plan 977 D.E. as shown on the plan attached to said By-Law as Schedule "C" and not that portion of the road allowance adjacent to the cancelled portion of Parcel Plan 977 D.E; as provided in Section 63(2)(i) so it reads as follows:

THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE LYING NORTH OF THE WESTERLY
 PRODUCTION OF THE SOUTH BOUNDARY OF PARCEL- D, PLAN 977 D.E. AND SOUTH OF
 THE WESTERLY PRODUCTION OF THE SOUTH BOUNDARY OF THE LANE ADJACENT TO
 BLOCK 13 CREATED BY SUBDIVISION PLAN 781 0312
 CONTAINING 0.235 OF A HECTARE (0.58 ACRE) MORE LESS
 EXCEPTING THEREOUT ALL MINES AND MINERALS.

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta; after noting these changes do not alter the substance or area of By-Law No. 19.13 and furthermore improves and clarifies the intent and expression initially intended, does hereby enact by making the aforementioned revisions to By-Law No. 19.13

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2019.

MAYOR: HEATHER COLBERG

Seal

 This is a true and accurate copy of
 the document it purports to represent.
 DARRYL E. DROHOMERSKI, C.E.T.
 CHIEF ADMINISTRATIVE OFFICER

 DARRYL E. DROHOMERSKI, C.E.T.
 CHIEF ADMINISTRATIVE OFFICER

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THE TOWN OF DRUMHELLER

**BY-LAW NO. 14.19
BEING A REVISION TO BY- LAW NO. 09.13**

THIS IS A REVISED BY-LAW NO. 19.13 OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of adopting revisions made to By-Law Number 19.13 pursuant to Section 64 of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended.

WHEREAS:

Certain revisions regarding corrections to correct and clarify Original Road Allowance, Street and Lane closures defined in By-Law Number 19.13 received third and final reading and passed by the Council of the Town of Drumheller in the Province of Alberta on September 9th 2013;

and

WHEREAS:

The Council of the Town of Drumheller, in the Province of Alberta has received certification from the Chief Administrative Officer of the Town of Drumheller that the proposed revised By-Law has been done in accordance with the provisions the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta, hereby acts to adopt the said revisions to By-Law Number 19.13 so after incorporation of the said revisions it now reads:

WHEREAS; a portion of an Original Road Allowance (17th . Street S.W.), a portion of Street (16th Street S.W.) and a portion of a Lane hereinafter described are not required for public travel and an application has been made to the Town of Drumheller to have these undeveloped Original Road Allowance closed, and

WHEREAS; these portions of an Original Road Allowance (17th. Street S.W.), Street (16th. Street S.W.) and Lanes have not been developed, have never been used for public travel and will never be required for public road or other public purposes in the foreseeable future, and

WHEREAS; a notice was published in The Insider once a week for two consecutive weeks; on the 3rd. day of May,2013 and again on 10th. day of May 2013; the last of such publications being at least five days before the day fixed for the passing of this By-Law, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the on the 21st day of May 2013 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS the Council of THE TOWN OF DRUMHELLER was not petitioned to be heard by any person prejudicially affected by this By-Law; and

WHEREAS on the 6th. August 2013 approval to close the subject Original Road Allowance, Street and Lane was granted by The Minister of Transportation.

This is a true and accurate copy of
the document it purports to represent.
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

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THE TOWN OF DRUMHELLER

**BY-LAW NO. 14.19
BEING A REVISION TO BY- LAW NO. 09.13 (CONTINUED)**

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close the following described portions of the Original Road Allowance, Street and Lane on Plan 4790 D.O. from public use, obtain titles to same in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, with a Mailing Address of: 224 Centre Street, DRUMHELLER, Alberta. TOJ OY4

ORIGINAL ROAD ALLOWANCE, STREET AND LANE CLOSED BY THIS REVISED BY-LAW

1. THAT PORTION OF LANE CREATED BY PLAN 4790 D.O. WHICH LIES SOUTH OF THE EASTERLY PRODUCTION OF THE NORTH BOUNDARY OF LOT 9, BLOCK 12, PLAN 4790 D.O. CONTAINING 0.028 OF A HECTARE (0.07 OF AN ACRE) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS.
2. THAT PORTION OF STREET (16TH. STREET) CREATED BY PLAN 4790 D.O. WHICH LIES SOUTH OF THE WESTERLY PRODUCTION OF THE NORTH BOUNDARY OF LOT 9, BLOCK 12, PLAN 4790 D.O. CONTAINING 0.105 OF A HECTARE (0.26 OF AN ACRE) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS
3. THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE LYING NORTH OF THE WESTERLY PRODUCTION OF THE SOUTH BOUNDARY OF PARCEL-D, PLAN 977 D.E. AND SOUTH OF THE WESTERLY PRODUCTION OF THE SOUTH BOUNDARY OF THE LANE ADJACENT TO BLOCK 13 CREATED BY SUBDIVISION PLAN 781 0312 CONTAINING 0.235 OF A HECTARE (0.58 ACRE) MORE LESS EXCEPTING THEREOUT ALL MINES AND MINERALS.
4. THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE LYING WEST OF THE S.W.1/4 SEC. 10, TOWNSHIP 29, RANGE 20, W. 4TH MERIDIAN AND SOUTH OF THE WESTERLY PRODUCTION OF THE SOUTH BOUNDARY OF PARCEL-DON PLAN 977 D.E. CONTAINING 0.354 OF A HECTARE (0.87 OF AN ACRE) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS.
5. THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE LYING WEST OF THE N.W.1/4 SECTION 3, IN TOWNSHIP 29, RANGE 20 W. 4TH MERIDIAN AND NORTH OF THE WESTERLY PRODUCTION OF THE SOUTH BOUNDARY OF BLOCK 16, PLAN 921 0363. CONTAINING 0.809 OF A HECTARE (2.00 ACRES) MORE OR LESS. EXCEPTING THEREOUT ALL MINES AND MINERALS.

THIS REVISED BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2019.

MAYOR: HEATHER COLBERG

This a true and accurate copy of
the document it purports to represent.
DARRYL E. DROHOMERSKI, C.E.T
CHIEF ADMINISTRATIVE OFFICE

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

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**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Tax Relief on Shallow Gas Assets
DATE:	October 16, 2019
PRESENTED BY:	Barbara Miller, CPA, CGA, CLGM
ATTACHMENT:	Summary of Tax Relief by Company

SUMMARY

Administration is seeking a resolution of Council authorizing the cancellation of 35% of the 2019 property taxes and any late penalty fees levied against shallow gas wells and related pipelines.

BACKGROUND

The Government of Alberta recently announced property tax relief for shallow gas producers with the intent of providing immediate financial relief by bridging the gap between 2019 and the 2020 taxation year when assessment adjustments that were recently identified come into effect.

Subsequently, Municipal Affairs identified the Drumheller ratepayers (producers) who are eligible for property tax relief through this initiative and have provided this listing to us.

Once the tax relief has been authorized by resolution, applied to the tax rolls and refunds issued, Alberta Education will refund an equivalent amount back to the Town through a reduction in our December 2019 education property tax installment.

RECOMMENDATION:

Administration recommends adoption of the required/requested resolution.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Proceeding with the resolution and the processing of the tax credits will ensure the Towns assessment and taxation processes remain in compliance with Municipal Affairs requirements.

FINANCIAL IMPACT:

\$17,167.29 in shallow gas tax relief incentives have been authorized by Municipal Affairs in Drumheller. With an equivalent credit being received there is no financial impact to the Town.

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

Communication includes notifying the affected producers of the tax relief issued as well as the communication required by Municipal Affairs as outlined within the guidelines provided.

MOTION: Councillor _____

Moves that pursuant to Section 347 of the MGA, for all properties identified in the appendix – Summary of Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes the

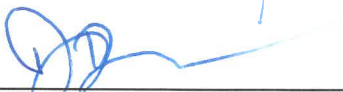
- Cancellation and/or refund of the 2019 property taxes paid or owing so as to reduce by 35 per cent property taxes levied as per section 353(2) of the MGA, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment.
- Cancellation and/or refund of tax penalties associated with the 2019 property taxes levied as per section 353(2) of the MGA.

Seconded: _____

Barbara Miller

Prepared By:

Reviewed By:



Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

CORPORATE SERVICES



Request for Decision

Date:	October 28, 2019
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Topic:	2019 Tax Recovery Public Auction		
Proposal:	Establish Reserve Bid Values & Terms for the 2019 Public Auction		
Proposed by:	Barbara Miller, Deputy CAO, Director of Corporate Services		
Background:	<p>As part of the tax recovery process under the <u>Municipal Government Act</u>, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat. The properties listed on the attached schedule have had caveats registered against them as required and are now due for public auction. As part of this process, Council must set the terms and reserve bid amounts for the properties. In the past, the terms have been cash, or cash equivalent, and the reserve bid for each property has been equal to its current year's assessment value.</p> <p>Section 419 of the <u>Municipal Government Act</u> states that Council must set a reserve bid for each property and the reserve bid must be as close to market value as possible.</p> <ul style="list-style-type: none"> • The property assessment value is updated on an annual basis and is based on market values using the mass appraisal approach. These are preliminary values as of July 31, 2019. • This method is the cheapest and quickest method in determining a reserve bid especially since any costs associated with the auction are charged back to the property. <p>An individual property appraisal report is not conducted. This method is more accurate than the mass appraisal standards used for assessments. However, it is cost prohibited for many of the properties being auctioned in 2020 as most properties are eventually redeemed by the owner prior to the sale and access is not readily available to a real estate appraiser until such time as the municipality assumes the title. The cost of a property appraisal would be passed on to the property owners.</p>		
Disadvantages:	Failing to establish a reserve bid for the attached properties, would result in cancellation of the auction. The existing tax notification caveat on title must be removed, and the tax recovery process would begin again in its entirety.		
Alternatives:	<p>(1) The properties could be appraised by a professional appraiser to determine the proper reserve bid.</p> <p>(2) Choose not to conduct the auction.</p>		
Finance/Budget Implications:	Costs associated with the auction are applied against the properties on the auction list.		
Operating Costs:	N/A	Capital Cost:	N/A

CORPORATE SERVICES

Telephone: (403) 823-1311

Council – RFD – Tax Recovery Reserve Bid Report - 2019	Created By: Barbara Miller, CPA, CGA, CLGM 10/24/2019 9:15 AM	1
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AGENDA ITEM #6.2.2.

Budget Available:	N/A	Source of Funds:	N/A
Budget Cost:	N/A	Underbudgeted Cost:	N/A
Communication Strategy:	<p>The <u>Municipal Government Act</u> requires specific advertising and notification steps:</p> <p>Advertised in The Alberta Gazette – November 15, 2019 Letters to property owners and those with an interest – on or about December 13, 2019 Advertised in local newspaper – January 8, 2020 Auction – January 24, 2020</p>		
Recommendations:	<p>That Council set the assessed value as the reserve bid price for properties for the January 24, 2020 tax recovery auction. Furthermore, the successful bidder must pay via cash, or cash equivalent.</p>		
Report Writer:	Barbara Miller, CPA, CGA, CLGM	CAO:	
Position:	Deputy CAO, Director of Corporate Services		

Council – RFD – Tax Recovery Reserve Bid Report - 2019	Created By: Barbara Miller, CPA, CGA, CLGM 10/24/2019 9:15 AM	2
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**Town of Drumheller
2019 Tax Auction Property List**

Assessment #	Legal Description	Civic Address	Type	Preliminary Assessment Values - July 31, 2019
1)	01010800 4653BC/9/11	461 - 1 Street Southwest	(R-1A) Residential w/Building	\$ 170,000.00
2)	02022002 7251CK/47/15	750 - 3 Avenue West	(R-3) Residential w/Building	\$ 95,000.00
3)	04008702 4159CP/6/10	712 - 2 Street Southwest	(R-1A) Residential Land Only	\$ 39,000.00
4)	04031506 731171/3/3A	49 Hunts Drive	(R-4) Residential w/Building	\$ 110,000.00
5)	04033403 5324JK/4/11	1021 - 2 Street Southeast	(R-1) Residential w/Building	\$ 200,000.00
6)	05016506 4437JK/5/22	69 Cedar Crescent	(R-1) Residential w/Building	\$ 190,000.00
7)	07007008 6561CO/1/12	1224 Newcastle Trail	(C-1) Residential Land Only	\$ 39,000.00
8)	09011008 7291CG/7/5	101 - 23 Street Northwest	(R-1) Residential w/Building	\$ 170,000.00
9)	09029000 8010101/2/PRT OF 3	403B - 17 Street Northwest	(R-1) Residential w/Building	\$ 390,000.00
10)	13009006 5808GX/8/Z	95 - 5 Avenue East, Cambria	(SCR) Residential w/Building	\$ 75,000.00
11)	14030803 0111310/1/35	491 - 1 Avenue, East Coulee	(C-1) Commercial w/Building	\$ 90,000.00
12)	16038002 4676CH/5/PRT OF 14	150 - 1 Avenue South, Rosedale	(R-1A) Residential w/Building	\$ 95,000.00
13)	17023805 3324ER/2/15	649 - 2 Avenue, Nacmine	(R-1) Residential w/Building	\$ 90,000.00

No Manufactured Homes (Mobile Homes) for 2019 Tax Sale



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Aquaplex Roof Replacement
DATE:	October 11, 2019
PRESENTED BY:	Dave Brett, P.Eng. PMP., Director of Infrastructure Services

SUMMARY

Following an inspection of the recreational facilities in 2016, it was identified that the Aquaplex and Arena roofs required work as they had reached end of life (Swan Roof Consulting Inc., October 14, 2016, Aquaplex). In 2018 the arena roof work was carried out, the Aquaplex work was delayed due to budget limitations. The current work is a partial replacement and maintenance work, with a 10 year warranty, thus giving the structure a minimum of 10 years additional life.

The Request for Tender was posted on the Town’s website and on the Alberta Purchasing Connection website on July 26, 2019. Six (6) tenders were received and are summarized as below:

NAME	TOTAL TENDER AMOUNT	Notes
Canterbury Roofing Ltd.	\$ 258,750.00	
Mark It Roofing Ltd.	\$ 238,124.00	Ineligible as they do not meet warranty requirements.
Peddie Roofing & Waterproofing	\$ 337,200.00	
Tru – Craft Roofing (2005) Ltd.	\$ 359,990.00	
Christenson & McLean Roofing * August 15	\$ 553,159.00	Deemed ineligible due to conflicting bids being submitted.
Christenson & McLean Roofing * August 22	\$ 610,009.92	

FINANCIAL IMPACT:

The expected cost of the work is \$ 258,750.00. The funding source is Operating Budget 1.2.7202.255, Aquaplex Roof Repairs. The allocated funds of \$ 295,000.00 are for the contractor and consultant. The already allocated consultant fees are \$ 5,000.00 so the total project cost with this award will leave \$ 31,250.00 unallocated in this budget item.

DISCUSSION:

The tender was evaluated by Town Administration and specialty consultant Swan Roof Consulting Inc. Evaluation was carried out on the basis of the contractor’s demonstrated understanding of the work, availability, schedule and terms. At tender opening Christenson & Mclean Roofing submitted two (2) separate bid documents with no documentation withdrawing the earlier bid, as such their bid has been deemed ineligible due to lack of clarity. Mark It Roofing Ltd. is not able to provide the required warranty and has been deemed ineligible as a result. Canterbury Roofing Ltd. is the lowest eligible bidder, is a reputable roofing company and demonstrated understanding of the work.

ALTERNATIVES:

The alternatives to carrying out this work in 2019 would be:

- A) Delay the work until 2020. This would result in further deterioration of the Aquaplex roof, and associated increase in ongoing maintenance activities.
- B) Have Town staff carry out the work, with contractors hired for specialized tasks. This would result in staff being pulled off of other activities and a lower quality repair that would not have a warranty.
- C) Not carry out the work. This would result in increasing maintenance costs while the roof deteriorates, resulting in either increased repair/maintenance costs or potential inability to repair the roof.

COMMUNICATION PLAN:

A letter of award will be sent to the successful proponent and letters of non-award sent to the unsuccessful bidders.

STRATEGIC POLICY ALIGNMENT:

Awarding the repair work for the Aquaplex roof replacement to Canterbury Roofing in the amount of \$ 258,750.00 excluding GST would allow needed work to be completed prior to the end of this year and extend the life of the Aquaplex structure a minimum of 10years (2029).

RECOMMENDATION:

It is our recommendation that the Request for Tender for the Aquaplex Roof Repairs be awarded to Canterbury Roofing in the amount of \$ 258,750.00 excluding GST.

Motion: Councillor _____ moves that the Request for Tender for the Aquaplex Roof Repairs be awarded to Canterbury Roofing in the amount of \$ 258,750.00 excluding GST.

Prepared By: Dave Brett, P.Eng., PMP.
Director of Infrastructure Services

Reviewed By: Darryl Drohomerski, C.E.T.
Chief Administrative Officer



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-04-19

PATIOS ON PUBLIC LANDS POLICY AND GUIDELINES

THE PURPOSE OF THIS POLICY IS TO:

Regulate the safe and appropriate use of Public Lands Patio seating areas in appropriate locations in the Town of Drumheller, and to outline the general application criteria for a permit for such patios.

Definitions:

License of Occupation: The mechanism of authorization for the legal establishment of occupation of Public Lands with Category B or C patios within the License area.

Public Lands: Public sidewalks, road rights of way, and on-street parking spaces.

Patio ('Patio Area'): A directly adjacent spatial accessory use to a business establishment located on the main floor of a building occupying portions of Public Lands, typically for the purpose of serving food and beverages in an outdoor setting to seated patrons.

Categories of Patio:

1. Type A: composed of portable, unsecured furniture or displays in the public lands which are removed or collected and secured outside of business hours.
2. Type B: composed of either a) constructed patio or b) secured non-portable furniture on the sidewalk portion of public lands.
3. Type C: composed of constructed patio on roads portion of public lands.

License of Occupation for Patio:

1. Patio seating areas that are constructed on public lands are subject to a License of Occupation on Public Lands in the Town of Drumheller. Patios that are proposed to be constructed on the Public Lands adjacent to a business must apply for a License of Occupation for Patios. Any license of Occupation shall comply with the requirements of this policy, the Land Use Bylaw, and any other terms or conditions reasonably necessary for the safety, health, and welfare of people and the protection of people and property.
2. A License of Occupation requires municipal approval for the use of public lands and shall be issued on a two-year cycle. Construction of a patio must not commence until a License of Occupation has been issued.

3. Applicants are fully responsible for the construction, removal, and storage of any structures associated with the License area. Applicants are also fully responsible for the health and safety of the public on the area of their patio.
4. If there is a change of ownership, the permit is void and the new owners must apply for a new permit or remove the sidewalk patio within 10 days.
5. Category A Patio(s) do not require a development permit but DO require proof of insurance, area plan and signed indemnity agreement as well as compliance with provincial health & safety regulations and accessibility regulations.

Application for Patio Permit:

Submission requirements:

1. A dimensioned site plan (from above with measurements noted) showing the patio designed in accordance with the regulation set out. The site plan must show:
 - i. the entire front of the building, the location of the door, the curb and the distance between the curb and the building.
 - ii. proposed objects (table and chairs) that will be placed on the patio.
 - iii. all the objects on the sidewalk such as; lamp standards, signs, parking meters, garbage bin, benches, trees (must be measured from the edge of the tree-well grate not the tree trunk).
 - iv. clear travel path parallel to existing sidewalk along with its dimensions.
2. Application form
3. Current business license
4. Certificate of liability insurance

Application Procedure:

1. Submit the completed application form with a copy of current business license and Certificate of Liability Insurance to the Town of Drumheller Development Officer. If the applicant is not the owner of the property, the applicant shall provide proof of authorization from the owner of the building containing the business that is requesting the patio.
2. The Development Officer (or delegate) will conduct a site inspection to determine if there is adequate space for the Patio in the location provided in consideration of acceptable pedestrian passageway remaining. This process may involve taking measurement to determine if there is adequate space for pedestrian clearance with regard to traffic movements and public safety measures.

Regulations:

Patios are only allowed at the discretion of the Town of Drumheller Director of Infrastructure in accordance with the following regulations and standards:

1. The patio and associated fittings shall not interfere with access by Town of Drumheller or utility company staff to Town or utility infrastructure.
2. The patio and associated fittings shall not limit, divert or block surface water drainage on public land or adjacent properties.
3. The patio and associated fittings shall not limit, divert, block or discharge surface water drainage on to adjacent properties.
4. The patio and associated fittings shall not block or impede pedestrian access to curb ramps.
5. The patio and associated fittings shall not reduce visibility of traffic control devices or traffic signage.
6. The patio and associated fitting shall not reduce or impede traffic safety (stopping distance and sight lines).
7. The patio and associated fittings shall not provide detrimental affects to adjacent properties.
8. Must be adjacent to the business property frontage and shall not extend onto the frontage of neighboring property owners.
9. Hours of operation are as per the Community Standards Bylaw.
10. All patio furniture, and fixtures must be:
 - a) Constructed of sturdy material;
 - b) Designed for stability;
 - c) Consistent design and appearance with street furniture in the immediate area;
 - d) Designed for easy removal.
11. The safety and day to day guidelines for uses on the Patio shall be addressed within the permit conditions, including but not limited to the following:
 - a) No snack/beverage dispensing machine, soft drinks or food or drink of any kind may be kept or stored on the patio;
 - b) The patio is not to be used as a storage area;

- c) The patio is not to be used for the cooking of food unless otherwise permitted for temporary events.
12. A travel path parallel to the existing sidewalk shall be maintained. The minimum clearance of the travel path shall be area of space 1,100 mm wide and 1,980 mm high.
13. Installation of patio barrier is required for all Type C and Type B patios.

The patio barrier must be:

- a) Constructed of sturdy material;
 - b) Designed for stability;
 - c) Securely anchored to the sidewalk at corners and regular intervals and possibly fastened to the building;
 - d) Designed for easy removal;
 - e) Meet all applicable codes and regulations.
 - f) For category B and C Patios on public lands and occupying snow-clearing routes, Patios are permitted to be in place from April 15th to October 31st of each Calendar year.
 - g) Patios on public lands not being utilized from Nov. 1st to April 14th of each calendar year will be considered seasonal and shall be removed at the owners expense.
 - h) The Town will provide a storage area for patios at no expense. Patios that are not installed the following year during the following season of April 15th to October 31st will be deemed abandoned and disposed of as the Town determines.
 - i) For patios being stored on Town property the Town will not assume any responsibility for loss or damage.
14. The Town retains the right to:
- a) Require the immediate dismantling of the patio, at the applicant's expense, in order to gain access to the public land. Reinstallation of the patio is also at the applicant's expense.
 - b) Require the immediate dismantling of the patio, at the applicant's expense, in order to gain access to the public and private utilities or infrastructure. Reinstallation of the patio is also at the applicant's expense.
 - c) Suspend or revoke the patio permit if, at any time, it is found that violations of the regulations have occurred or that the use of the patio is creating conflicts that the Town deems unacceptable. Dismantling of the patio is at the applicant's expense.
15. Parking stalls adjacent to a Type C patio will be limited to motorcycle parking or oversized handicap parking.

Liability and Indemnity Requirements:

The applicant agrees that it will indemnify and save harmless the Town of Drumheller and its officials, officers, employees, servants and agents from all costs, losses, damages, compensation and expenses (including Counsel fees) of any nature whatsoever suffered or incurred by the Town and sustained or caused by the applicant's occupation of the Public Land, and from all claims, demands, suits and judgments against the Town and its official officers, employees, servants and agents, or either of them, on account of or in respect of the Public Land or of the occupation or use thereof by the Applicant, its servants, agents, contractors, licensees, or clients.

Insurance Requirements

At all times during the term of this Agreement, the Permittee shall, at no expense to the Town, supply Commercial General Liability insurance against any and all Third-Party claims for bodily injury, death, or property damage whatsoever arising out of the use and occupation by the Permittee of the lands and premises which are the subject matter of this agreement. Such insurance shall add the Town and an ADDITIONAL INSURED but not as an ADDITIONAL NAMED INSURED and shall cover for not less than Two Million Dollars (\$2,000,000). Upon signing this Permit, the Permittee shall promptly forward a Certificate of Insurance, including agreements acceptable to the Town. Should the insurance policies under which the certificate is drawn expire during the term of this agreement or any extension or renewal thereof, the Permittee shall forward a renewal insurance certificate to the Town thirty (30) days prior to the expiry of said insurance policies on a form satisfactory to the Town. All required policies of insurance must be issued by insurers duly authorized by law to do business in the Province of Alberta and shall include a provision that coverage shall not be cancelled or amended in any way unless thirty (30) days written notice has been given to the Town. Should the Permittee fail to supply the insurance certificate prescribed by this permit, then such permit may be terminated by the Town.

Adopted by Council

Date:

Chief Administrative Officer

Mayor of Drumheller



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Town of Drumheller Mobile App
DATE:	October 22 2019
PRESENTED BY:	Julia Fielding, Communications Officer
ATTACHMENT:	None

SUMMARY:

Currently residents and visitors get information about Town activities through the town’s website and social media channels. If they would like to report a problem there is a “report a problem page” on our website, however, it is not widely used. People also currently use direct messaging through social media as well as calling our general number, the Public Works main line and the emergency number. A mobile app (short for application) is a great tool for consolidating issue management as well as sending information out to the public. It aims to increase connections between residents and the town and improve their knowledge about what is happening in the Drumheller Valley.

An RFP went out in July and closed in August. 11 companies applied to create the app with the three companies with the highest scores presenting to council. The scores were based on the criteria in the RFP, including cost, services offered, ongoing support, track record.

Company Name	Weighted Score	Shortlisted
See Click Fix	36	√
Tangent Civic	25.5	
SMB Apps	24	
Esolutions group	26	
Icesoft Technologies Holdings Ltd	29.5	
Digital Fractal Technolgies Inc	10.5	
Push Interactions	12	
Umycode Technologies	12	
14 Oranges	34	√
Tyler Technologies	34.5	√
Box Clever Web Design Co	20.5	

On September 23 Council heard from the three top scoring companies which were See Click Fix, 14 Oranges and Tyler Industries (My Civic).

RECOMMENDATION:

That Council approve the award of services to See Click Fix to create a mobile app for the Town of Drumheller.

DETAILS OF THE MOBILE APP

This reporting mobile app will allow residents to report issues such as potholes, downed trees or loose animals. It uses the phone's location device to locate and map issues. It links similar reports, from different users together to allow for concise reporting of issues. These issues would then be sent to the appropriate area for resolution.

The complainant will get a report that the work is complete if they requested being informed. It maps issues to allow accurate monitoring and helps ensure timely resolution to service requests.

The high quality Customer Record Management (CRM) system will improve the work order management system and create a transparent (for both staff and residents) issue management process.

It stands alone from the website but will pull link to Council schedules, community activities and fitness schedules, as examples. It can be proactive sending out information regarding upcoming work such as street cleaning.

The County of Newell is using this app. https://seeclickfix.com/can_newell-county-no-4?locale=en

Here is a link to their website <https://seeclickfix.com/>

THE REASONS BEHIND THE RECOMMENDATION ARE:

- The excellent track record of See Click Fix
- The CRM system will enable the setting up of an effective issue management system
- The cost is well within budget
- The ability of the mobile app to stand alone and not be reliant on the website (although it will be branded the same)
- The two way communication channels
- Ease of implementation

FINANCIAL IMPACT:

See Click Fix is below budget at \$5,000 per year.

\$15,000 was allocated in the Capital Budget for the creation of the Town app and \$7,500 allocated in the operating budget for the hosting and updating of the app.

STRATEGIC POLICY ALIGNMENT:

A Town app is one of the strategic priorities for council for 2019.

Our Communications Strategy includes the following goals which the implementation of a Town App will help deliver

- Goal 1 of the Communications Plan is **Keep residents informed about programs and services;**
- Goal 2 is **to Increase the capacity of the Town to communicate with citizens in meaningful ways** and includes the objective of
 - Creating standardized common operational procedures for communicating the Town's message and receiving feedback from citizens.

COMMUNICATIONS PLAN

This will be created to promote the new app. There will be media and social media as well as attendance at various community events supporting residents in signing up to the app. This will include sessions with Seniors groups and the Library. This will be a key part of the 2020 communications content plan.

Before launching the app staff will be required to create service level agreements for all issues. This means realistic agreed timeframes to complete tasks such as potholes, issues with garbage collection and trimming trees.

MOTION: That Council approve the award of services to See Click Fix to create a mobile app for the Town of Drumheller.

Councillor _____

Seconded: _____

Prepared By: Julia Fielding
Communications Officer



Approved By: Darryl E. Drohomerski, C.E.T.
Chief Administrative Officer

**Town of Drumheller
REQUEST FOR Decision**



TITLE:	Pay to Play Parking Options
DATE:	October 28 2019
PRESENTED BY:	Greg Peters Director of Protective Services
ATTACHMENT:	Financial report

SUMMARY:

Piloting Pay to Play options for parking was a strategic aim of Council in 2019. After investigating a number of options such as automated parking lots it was agreed to hire parking attendants for the 2019 season to pilot the program, The total number of paying visitors was **20,670**.

Here is a financial breakdown of the project

Revenue	June-July	August-September	TOTAL
Cash	\$18,491.07	\$21,834.88	\$40,325.95
Card	\$570	\$732	\$1,302
Expenses	\$6,520.10	\$7,548.88	\$14,068.98
Income	\$12,540.97	\$15,018.00	\$27,558.97

Recommendation

The recommendation is to continue the program in 2020.

Operation of the program

The Hoodoo parking pilot project began operating June 28, 2019. Two staff were hired to work two overlapping shifts covering 0930 hrs to 1930 hrs, Thursday to Monday from June 28 until September 8.

Staff created daily tallies of the number of vehicles attending and cash counting. They were to be welcoming and helpful for persons visiting the site. If visitors complained the staff were instructed to not engage or disagree but to refer them to the Director of Protective Services.

Visitors could pay in cash or use the square payment app that staff were equipped with. A procedure for the collection and depositing of funds was developed.

Attendants were supplied with handouts, maps and other brochures that may have been of use to tourists.

Enquiries

Several calls about the project were received from citizens during the project's run and ultimately only one person was found to have vehemently complained and objected to the project. A small number of calls were from persons who had refused to pay the fee and wished to unload their sentiments and opinion. Calls were also received that were appreciative of the assistance and guidance they had received from the attendants.

FINANCIAL IMPACT:

See attached financial report

Options for 2020

If council wishes for the program to continue next year there are lessons learned from this year. Here are a number of recommendations:

- Increased communication of the program's existence to permeate as many levels of media and the public as possible.
- Improved signage and branding would be instituted to advise of the presence of staff and their purpose in addition to speed and safety on the entrance road to the site. Any vehicles used should be marked better and the manner of signage on the vehicle could also be used to inform of the Town, the parking program and advertise other valley tourism interests, information and places. Give staff uniforms.
- Customer service training for staff
- Travel Drumheller Ambassador cross training and support
- A small marked portable type building that could serve as a base of operations for parking attendants that would offer shelter and safety, better communications and other various equipment that were found to be necessary.
- Link with Travel Drumheller, Travel Alberta and the Royal Tyrrell Museum to develop a policy for coaches and communicate with those tour companies on the parking fees.

Please review the attached project evaluation financial report and graphs displaying revenue breakdown per day.

STRATEGIC POLICY ALIGNMENT:

Pay to Play Parking options is one of the strategic priorities for council for 2019.

COMMUNICATIONS PLAN

A media release and communications on social media will outline the results of the project. For 2020 a communication plan will be created to promote the parking charges. There will be media and social media including joint information sharing with the Visitor Information Centre and Travel Drumheller.

AGENDA ITEM #6.7.1.

Hoodoo Project Evaluation

Total Visits 20,670

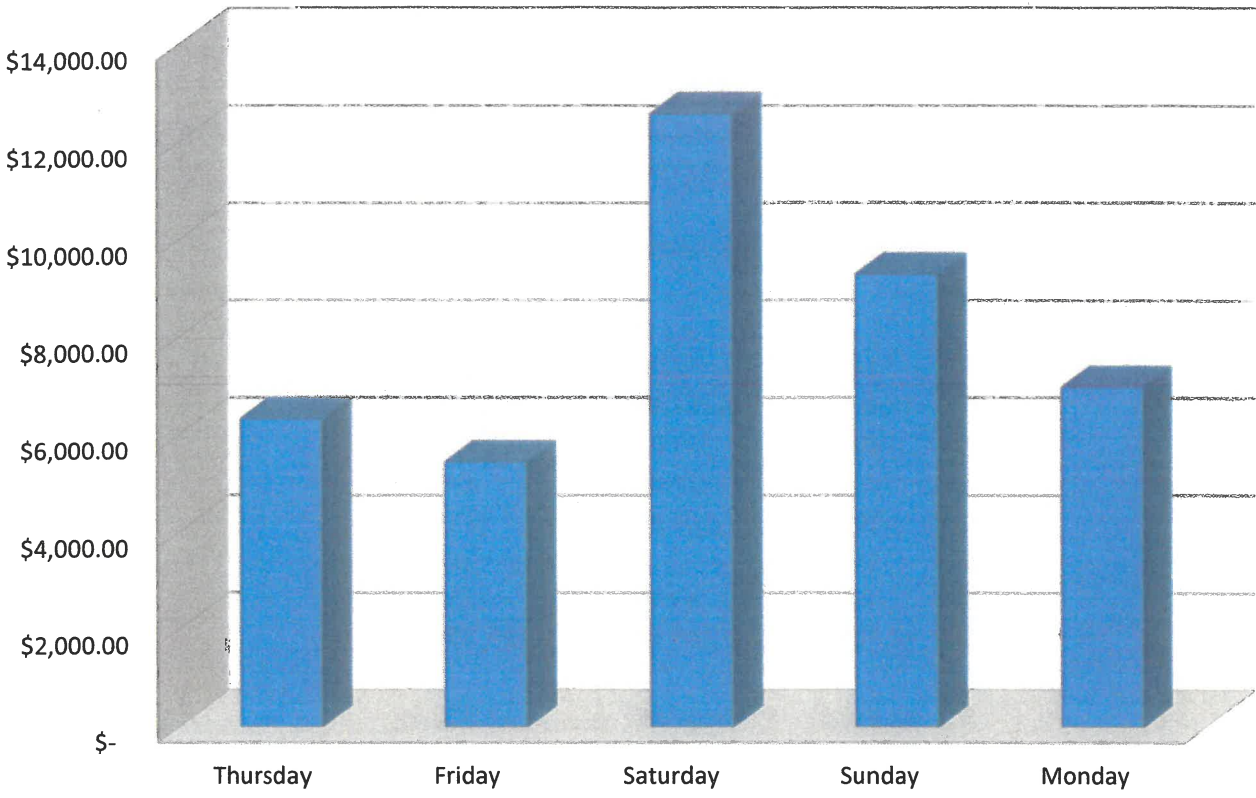
Summary:	<u>June/July</u>	<u>August/Sept</u>	<u>Total</u>
Cash:	\$ 18,491.07	\$ 21,834.88	\$ 40,325.95
Card:	\$ 570.00	\$ 732.00	\$ 1,302.00
Total revenue:	\$ 19,061.07	\$ 22,566.88	\$ <u>41,627.95</u>
 Less Expenses:			
Square fees	\$ (19.21)	\$ (21.60)	\$ (40.81)
Salaries/Wages	\$ (5,916.96)	\$ (6,397.29)	\$ (12,314.25)
Payroll Benefits	\$ (485.27)	\$ (534.05)	\$ (1,019.32)
Telephone	\$ (20.37)	\$ (27.00)	\$ (47.37)
Supplies	\$ (209.98)	\$ (509.94)	\$ (719.92)
Interest	\$ (19.29)	\$ -	\$ (19.29)
Software	\$ (59.00)	\$ (59.00)	\$ (118.00)
Total Expenses:	\$ (6,520.10)	\$ (7,548.88)	\$ (14,068.98)
 Project Income:	 \$ <u>12,540.97</u>	 \$ <u>15,018.00</u>	 \$ <u>27,558.97</u>

Weekday vs Weekend Breakdown:	<u>Jun/Jul/Aug</u>	<u>Daily Avg \$</u>	<u># of Days</u>
Weekday Revenue (thurs/fri/mon)	\$ 18,457.51	\$ 615.25	30
Weekend Revenue (Sat/Sun)	\$ 23,147.49	\$ 1,052.16	22 (11 weekends)

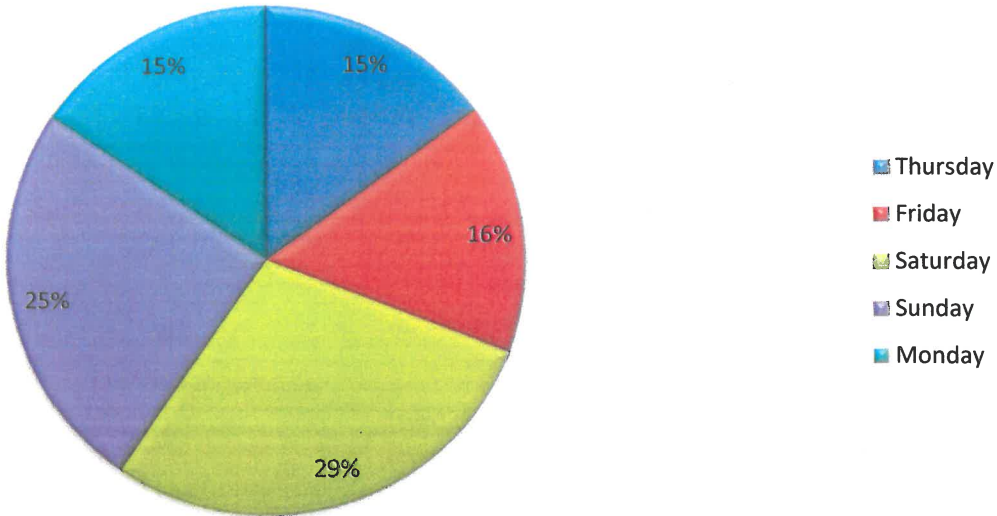
Daily Revenue Breakdown:	<u>Jun/Jul/Aug \$</u>	<u>Daily Avg \$</u>	<u># of Days</u>
Thursday	\$ 6,319.17	\$ 631.92	10
Friday	\$ 5,435.21	\$ 494.11	11
Saturday	\$ 12,583.91	\$ 1,143.99	11
Sunday	\$ 9,288.56	\$ 844.41	11
Monday	\$ 6,971.33	\$ 774.59	9

<u>Total Visits</u>	20,670	
Thursday	3,082	
Friday	3,302	
Saturday	5,941	
Sunday	5,141	
Monday	3,204	
<u>Avg Visits per</u>		
Weekday Visits (thurs/fri/mon)	9,588 (30 Days)	320
Weekend Visits (sat/sun)	11,082 (22 Days)	504
<u>Avg Visits per</u>		
June Visits	421 (3 Days)	140.33
July Visits	8,828 (21 days)	420.38
August Visits	9,989 (22 Days)	454.05
September Visits	1,432 (6 Days)	238.67

Revenue Breakdown by Day



Daily Visits Breakdown



AGENDA ITEM #6.7.1.

MOTION: The Council approve the continuation of charging for parking at the Hoodoo parking lot in 2020 at a rate of \$2 per personal vehicles and \$10 for commercial vehicles (eg coach).

Councillor _____

Seconded: _____

Submitted by: Greg Peters Director of Protective Services



DRUMHELLER

COMMUNICATIONS



COMMUNICATIONS CORPORATE / OPERATIONAL PRIORITIES

July 1st- Sept 30th 2019

DINO BRANDING IMAGE ENHANCEMENT

There have been four meetings of the branding committee where discussions included what makes a good brand and what brands along with dinosaurs are associated with Drumheller.

Five focus groups were held. These included a session with some children on Camp BCF, and sessions with invited guests at the BCF.

500 people took the online brand survey.

Ryan Semchuk as the chair of the group presented to Council on Monday Sept 30 outlining the results of the Focus Groups and surveys and announced the branding message/theme will be Drumheller Valley. An RFP has been released for a designer with a closing date of Nov 7th.

The overall themes from the surveys and focus groups were the scenery, the people and dinosaurs.

A draft brand story has been created with the key message/theme being we are Drumheller VALLEY.

The RFP for a designer has been released and the top two design companies will present to the committee at the end of November.

FLOOD MITIGATION

The communications plan for this is now included in the scope of work for the Flood mitigation team.

TOWN APP

A Request for Decision has been prepared for council to appoint a company to provide the Town App.

Once the company has been appointed there will be a great deal of work to be carried out on service level agreements and issue management.

WEBSITE

Editing of the current site continues and an Expression of Interest is ready to be released.

COMMUNICATIONS PLAN

2019 objectives

- 1) Be proactive in identifying public issues as well as listening and responding to community interests.**

We held a fun and informal budget consultation with families at the Fall Expo which was a great success getting people to think how to determine an infinite budget. They gave great feedback on their budget priorities.

The Communications Officer and Marketing Officer of the BCF will be attending training on How to Design and Host Effective Online Civic engagement.

- 2) Support staff members in understanding their roles in the issues management process.**

This will be a key element in the creation of the App and its implementation will include training in this area.

- 3) Communicate important Council and corporate decisions to staff**

This is ongoing. The CAO and I are working on a coffee with the CAO session in November and there will be talks with the HR manager about implementing a newsletter in the New Year.

- 4) Raise awareness of Town programs and initiatives by encouraging readership of social media postings.**

We are working to develop new techniques in this area our readership is up year on year but we need to keep working on this.

Julia Fielding

Communications Officer



DRUMHELLER

COMMUNITY SERVICES



**RECREATION, ARTS, CULTURE REPORT ON
CORPORATE / OPERATIONAL PRIORITIES and UPDATES
3rd QUARTER 2019
(July – August - September)**

UPDATE INFORMATION

Aquaplex

Attendance	2019 (indoor pool only)	2018 (indoor & outdoor pool)	2017 (outdoor pool only – reno)	2016 (before reno – indoor & outdoor)
Drop In	3947	6254	3336	5545
Members	2436	3213	1892	5552
Aquafit	733	962	457	1068
Other	2859	3205	2231	Unavailable
Lessons and courses	1819	2358	1715	2111
Other user groups	1286	1253	925	1315
Total Attendance	12 298	16 221	10 248	14 548

*Other – tickets, preschool etc

**Other user groups – School lessons, Edutours, Canadian Badlands Aquatic Club, private rentals.

- The indoor pool was well utilized this summer but it was unfortunate that the outdoor pool was under repair for the entire season. This does of course impact residents and visitors alike. The work was not completed until October so the pool will be winterized and a thorough check will be required at startup next spring.
- There were a few contamination incidents at the end of August which caused the closure of the pool for the rest of the day, re-opening the following day. We conducted a public education blast to inform the public of the importance of showering etc before entering the pool.
- Annual maintenance shut down of indoor pool occurred September 3 – 18 which was a few days longer than originally scheduled. Membership passes have been extended accordingly.
- Post secondary students have returned to school so we are currently recruiting.
- Tyrrell Museum Science camp came in throughout the summer months
- CBAC had a couple of swimmers practicing for Provincials and Nationals, continued to use the pool until mid-July and have resumed practices now in the fall.
- Swimming lessons ran steady throughout the summer with a combination of private and group lessons (1713). There was a mixture of Monday to Friday (one week) and Tuesday to Thursday (for two weeks) sessions
- We also offered Water Safety Instructor course, Bronze Medallion/Bronze Cross certification courses this summer.
- Drowning Prevention week in July went really well, capping off with the Giant Water Fight on July 25th (115 people)
- 3 sessions of fall swimming lessons have started at the end of September when we re-opened the pool.

Badlands Community Facility

Number of permits occurred at the BCF: 133

Summary of Events in this quarter:

(14) Administrative/Internal	(0) Anniversary	(1) Banquet	(5) Birthday parties
(2) Concert/Performances	(2) Conferences	(22) Drop-in Programs	(1) Fundraiser
(3) Maintenance	(28) Meetings	(4) Memorials	(13) Non-for-Profit
(13) Registered Programs	(0) School groups	(10) Sport/Competition	(1) Tradeshow
(5) Training	(9) Weddings		

- Successfully hosted 9 weddings this quarter at the BCF with many positive comments and reviews.
- 4 different filming crews have used the BCF Banquet Halls and Parking Lot for their crews and extras this quarter.
- Canada Day Celebrations kicked off this quarter and as previously reported, was very successful with the exception of the usual afternoon storm.
- Camp BCF Summer camps were a success. This year marked the highest numbers we have ever seen in our Full day week long camps! Half day camp numbers were also well attended. Excursion days are very popular! Thanks to all the camp staff this summer.
- The Fall Sports, Recreation & Arts Expo was one of the largest with 32 booths & very well attended seeing approx 620 people
- The 21 day Fit into It Challenge started on September 9th. We had 28 challengers participate with 15 of them tracking their goals. We will be revising this program to focus on the month January.
- During this quarter we offered 15 adult programs, 10 of them running and 5 that had to be cancelled due to low registrants. Not including Camp BCF, we also offered 6 youth programs (3 new) and all of them were cancelled due to 0 or low registration numbers.
- We recently conducted a membership survey to help us develop future recreational ideas and opportunities. This has led to some great internal conversations amongst staff.
- BCF continues to host Parent Link Roll and Play in the field house on Wednesdays from 10am-12pm for children under the age of 5 years
- Canadian International Rover Challenge (C.I.R.C) was back for another successful international event. We are currently in discussions to bring this back as an annual event.
- Dinosaur Comic Expo hosted their annual event in the BCF and is considering future bookings.
- New to the facility was Dekada Fight Night (boxing) which brought a number of spectators out.
- Citizens On Patrol (C.O.P.) hosted a very successful conference in September. There were 200 delegates in attendance that enjoyed our Valley.
- Don't forget to check out the Drumheller Community Guide (Summer/Fall) as it offers a variety of opportunities! Registrations are ongoing.
- Social Media Statistics (Likes and followers) still continue to increase each quarter.
- We continue to market our opportunities and facility through a variety of publications and social media sources.
- 8 people have taken advantage of the Recreation Fee Assistance Program with memberships this quarter; 4 at the Aquaplex and 4 at the BCF. Aquaplex has seen a jump in RFAP Admissions with 74 drop in purchases.
- The arena is in full swing with Minor Hockey, Figure Skating, Fun Team, Adult Recreational Teams and of course our Junior A Dragons!

Heritage, Arts and Culture

- The Committee hosted Alberta Culture Days on Saturday, September 28 utilizing downtown venues, the plaza as well as East Coulee Museum. Unfortunately the weather was very cold for this time of year and it had an impact on the success of the event. The committee will be debriefing at their next meeting.

Darren Goldthorpe
 Manager of Recreation, Arts and Culture



Darryl Drohomerski
 CAO

**STATISTICS
MEMBERSHIP SALES**

Membership total sales (By package) in Q3 (July to September)

	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 year average
Multi-Facility										
10 Pass - Adult	8	9	17	9	12	8	18	37	101	11
10 Pass - Family	0	0	0	0	0	0	1	2	3	0
10 Pass - Senior	7	6	3	4	12	4	6	3	32	6
10 Pass - Youth	1	5	2	0	5	7	1	5	20	4
Annual - Multi Adult	12	14	25	31	26	21	13	21	137	23
Annual - Multi Family	17	73	20	27	32	20	19	23	141	34
Annual - Multi Senior	6	4	4	8	9	7	3	11	42	6
Annual - Multi Youth	1	0	1	1	0	2	3	5	12	1
One Month - Multi Adult	14	24	5	20	7	15	37	41	125	14
One Month - Multi Family	0	4	1	0	1	4	4	6	16	2
One Month - Multi Senior	2	5	0	2	4	2	3	3	14	3
One Month - Multi Youth	0	1	5	0	2	7	3	6	23	3
Six Month - Multi Adult	1	1	0	1	3	1	4	1	10	1
Six Month - Multi Family	0	0	0	1	1	0	0	0	2	0
Six Month - Multi Senior	0	0	0	0	1	1	0	3	5	0
Six Month - Multi Youth	0	0	0	0	0	0	0	0	0	0
Three Month - Multi Adult	3	8	1	3	2	6	5	4	21	4
Three Month - Multi Family	0	5	0	1	0	0	1	0	2	1
Three Month - Multi Senior	3	4	3	2	1	1	0	0	7	2
Three Month - Multi Youth	0	0	1	0	0	2	2	5	10	1
Total:	75	154	88	110	118	108	123	176	723	116

	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 year average
Aquaplex										
Annual - AQP Adult	2	4	1	2	1	1	3	0	8	2
Annual - AQP Family	0	0	0	1	0	0	0	0	1	0
Annual - AQP Senior	1	4	0	4	1	3	1	1	10	2
Annual - AQP Youth	0	0	0	0	0	0	0	0	0	0
One Month - AQP Adult	8	15	8	11	13	10	32	24	98	11
One Month - AQP Family	3	3	1	2	0	4	16	6	29	2
One Month - AQP Senior	11	6	7	7	7	1	18	3	43	6
One Month - AQP Youth	4	3	2	1	2	7	8	9	29	3
Six Month - AQP Adult	1	2	0	1	0	2	1	2	6	1
Six Month - AQP Family	0	0	0	0	1	1	1	0	3	0
Six Month - AQP Senior	1	0	0	4	1	3	3	2	13	2
Six Month - AQP Youth	0	0	0	0	1	0	0	0	1	0
Three Month - AQP Adult	4	3	0	2	7	5	2	3	19	3
Three Month - AQP Family	0	0	0	3	0	1	2	2	8	1
Three Month - AQP Senior	4	3	0	4	3	4	4	5	20	3
Three Month - AQP Youth	0	0	0	2	0	2	1	3	8	1
10 Pass Adult AQP	9	8	6	4	2	1	5	0	18	4
10 Pass Senior AQP	8	12	6	14	7	1	3	1	32	8
10 Pass Youth AQP	0	2	1	1	3	0	0	0	5	1
Grand Total:	56	61	32	63	49	46	100	61	351	50

AGENDA ITEM #7.2.

BCF	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 year average
Annual - BCF Adult	11	8	6	12	9	12	12	8	59	9
Annual - BCF Family	2	2	1	2	1	2	2	2	10	2
Annual - BCF Senior	9	8	2	9	8	9	4	8	40	7
Annual - BCF Youth	1	1	2	0	1	0	1	0	4	1
One Month - BCF Adult	96	131	124	115	140	115	234	246	974	125
One Month - BCF Family	3	3	5	2	0	2	0	1	10	2
One Month - BCF Senior	11	19	24	16	9	16	9	22	96	17
One Month - BCF Youth	18	23	14	22	22	22	23	33	136	21
Six Month - BCF Adult	13	13	124	35	45	35	37	2	278	50
Six Month - BCF Family	6	0	0	0	0	0	1	0	1	0
Six Month - BCF Senior	8	7	2	2	1	2	4	2	13	3
Six Month - BCF Youth	1	4	0	2	2	2	1	1	8	2
Three Month - BCF Senior	8	8	4	7	2	7	3	2	25	6
Three Month - BCF Adult	23	30	37	29	26	39	24	14	169	32
Three Month - BCF Family	0	0	0	0	0	0	0	1	1	0
Three Month - BCF Youth	3	8	4	3	6	5	8	2	28	5
Volunteer membership	0		0	0	0	0	0	15	15	0
Grand Total:	213	265	349	256	272	268	363	359	1867	282

* 2012 -was March only as that is when the BCF opened.

STATISTICS

AGENDA ITEM #7.2.

Usage and Membership (Aquaplex and BCF)

Usage (By package) in Q3 (July to September)

Aquaplex Memberships	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Annual - AQP Adult	167	162	70	112	84	127	86	120	928	119
Annual - Multi Adult	216	261	231	366	287	298	348	220	2227	272
Annual - AQP Family	0	0	0	9	2	17	79	120	227	2
Annual - Multi Family	622	994	443	1017	1238	1072	1199	706	7291	863
Annual - AQP Senior	232	224	82	341	133	153	138	114	1417	202
Annual - Multi Senior	314	470	278	645	495	365	516	142	3225	440
Annual - AQP Youth	0	15	12	25	0	0	0	0	52	10
Annual - Multi Youth	0	6	2	1	1	28	9	4	51	2
One Month - AQP Adult	73	70	76	161	122	113	288	209	1112	100
One Month - Multi Adult	55	100	10	107	18	134	218	74	716	58
One Month - AQP Family	133	51	41	6	0	119	257	100	707	46
One Month - Multi Family	0	0	7	3	26	117	109	68	330	7
One Month - AQP Senior	92	52	82	60	63	29	68	29	475	70
One Month - Multi Senior	20	16	0	7	20	4	8	2	77	13
One Month - AQP Youth	10	40	12	16	12	46	42	32	210	18
One Month - Multi Youth	0	5	15	0	8	38	47	23	136	6
Six Month - AQP Adult	39	91	0	66	53	71	60	34	414	50
Six Month - Multi Adult	1	5	8	17	12	41	44	49	177	9
Six Month - AQP Family	4	0	0	0	4	61	1	13	83	2
Six Month - Multi Family	0	0	8	10	23	0	16	37	94	8
Six Month - AQP Senior	59	68	46	139	45	62	90	32	541	71
Six Month - Multi Senior	0	45	53	25	39	29	34	30	255	32
Six Month - AQP Youth	0	0	0	14	6	1	52	0	73	4
Six Month - Multi Youth	0	1	1	0	0	0	0	12	14	0
Three Month - AQP Adult	30	85	114	120	122	155	166	68	860	94
Three Month - Multi Adult	13	30	31	69	91	72	84	14	404	47
Three Month - AQP Family	0	0	0	134	3	114	43	75	369	27
Three Month - Multi Family	1	0	12	0	41	0	125	41	220	11
Three Month - AQP Senior	45	94	4	39	52	73	120	63	490	47
Three Month - Multi Senior	56	70	15	5	34	4	0	0	184	36
Three Month - AQP Youth	0	34	0	14	22	39	6	6	121	14
Three Month - Multi Youth	36	5	1	0	1	4	8	24	79	9
10 Pass Adult AQP	71	92	49	22	19	92	105	7	457	51
10 Pass - Adult	13	21	14	10	33	57	93	71	312	18
10 Pass Senior AQP	92	121	122	194	96	36	5	16	682	125
10 Pass - Senior	3	6	2	25	51	22	46	11	166	17
10 Pass Youth AQP	9	6	7	5	6	0	0	0	33	7
10 Pass - Youth	4	8	9	9	6	27	26	15	104	7
10 Pass Family AQP	0	0	0	0	0	0	0	0	0	0
10 Pass - Family	17	5	2	17	14	9	0	4	68	11
Total	2,427	3,253	1,859	3,810	3,282	3,629	4,536	2,585	25381	2926

BCF Memberships	2019	2018	2017	2016	2015	2014	2013	2012	TOTAL	5 Year Average
Annual - BCF Adult	484	561	613	875	513	411	427	344	4228	609
Annual - Multi Adult	916	1127	1069	1320	1077	776	769	578	7632	1102
Annual - BCF Family	205	323	10	308	195	513	367	483	2404	208
Annual - Multi Family	2220	2627	2334	2182	2327	1609	1611	1280	16190	2338
Annual - BCF Senior	861	754	717	737	623	671	702	271	5336	738
Annual - Multi Senior	256	295	340	175	173	111	178	179	1707	248
Annual - BCF Youth	77	79	113	7	117	67	7	69	536	79
Annual - Multi Youth	2	95	17	48	10	62	36	51	321	34
One Month - BCF Adult	830	1418	1592	1212	1,182	1008	1730	1896	10868	1247
One Month - Multi Adult	130	252	65	179	58	65	259	287	1295	137
One Month - BCF Family	0	60	91	40	0	8	0	13	212	38
One Month - Multi Family	0	0	26	3	4	41	52	49	175	7
One Month - BCF Senior	181	292	181	160	41	75	72	231	1233	171
One Month - Multi Senior	16	295	0	19	29	11	10	37	417	72
One Month - BCF Youth	194	214	86	166	241	135	131	228	1395	180
One Month - Multi Youth	0	9	40	0	4	52	46	24	175	11
Six Month - BCF Adult	375	302	508	350	587	579	352	133	3186	424
Six Month - Multi Adult	16	55	59	128	27	48	29	55	417	57
Six Month - BCF Family	16	0	30	24	0	2	2	64	138	14
Six Month - Multi Family	0	0	14	21	25	0	4	52	116	12
Six Month - BCF Senior	124	265	148	140	12	104	122	73	988	138
Six Month - Multi Senior	48	55	64	24	44	49	23	79	386	47
Six Month - BCF Youth	12	66	20	50	59	41	35	19	302	41
Six Month - Multi Youth	0	2	0	0	0	2	34	0	38	0
Three Month - BCF Senior	248	220	90	92	12	45	14	72	793	132
Three Month - Multi Senior	64	30	29	1	14	5	0	1	144	28
Three Month - BCF Adult	450	864	863	871	691	548	449	362	5098	748
Three Month - Multi Adult	38	137	41	128	46	111	81	124	706	78
Three Month - BCF Family	49	1	1	4	10	0	0	14	79	13
Three Month - Multi Family	0	13	20	0	2	0	52	11	98	7
Three Month - BCF Youth	33	143	171	114	95	79	84	63	782	111
Three Month - Multi Youth	20	10	11	0	1	4	10	15	71	8
10 Pass - Adult	71	64	90	70	114	158	205	228	1000	82
10 Pass - Family	3	7	0	0	12	0	6	7	35	4
10 Pass - Senior	39	62	43	59	153	79	60	86	581	71
10 Pass - Youth	23	13	27	6	30	23	30	19	171	20
Drumheller Dragons****	127	152							279	56
Toonie Walk 10 Pass****	44	81							125	25
Youth 4-4-3 Pass****	110									
TOTAL	8,282	10,943	9,523	9,513	8,528	7,492	7,989	7,497	69767	9358

Admissions BCF (POS)	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
BCF Admission ADULT	500	490	471	493	467	387	505	354	3667	484
BCF Admission FAMILY	14	26	9	14	18	12	12	11	116	16
BCF Admission Senior	21	27	7	39	21	12	5	18	150	23
BCF Admission YOUTH	252	314	307	315	323	309	198	241	2259	302
Golden Mile Walking	87	163	118	45	15	5	0	0	433	86

Play Space & Parent Tot Drop In	102	126	51	56	42	63	53	32	345	15
School Drop in/DARTS	77	56	31	77	91	77	66	0	475	66
Special Events/OTHER	0	0	0	2	4	1	19	18	44	1
TGITF	153	94	48	0	0	0	0	0	295	59
10 Pack Multi	9	13	2	6	8	9	5	1	53	8
TOTAL	1215	1309	1044	1,047	989	875	863	695	8037	1121

Admissions Aquaplex (POS)	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Additional Dependant	0	0	0	0	0	0	0	83	83	0
Adult	1076	2136	906	1727	1785	1326	1543	1813	12312	1526
DARTS	0	0	0	63	7	109	62	10	251	14
Family	862	1232	619	1071	1113	583	956	1167	7603	979
Senior	267	380	125	242	156	173	93	116	1552	234
Toonie Adult	88	138	85	168	103	140	159	217	1098	116
Toonie Youth	149	169	135	282	169	296	240	177	1617	181
Youth	1311	1954	1168	1792	2024	1716	1823	2403	14191	1650
Shower	219	266	298	186	215	181	269	209	1843	237
Additional attendance (preschool, tickets, individuals per family, etc)	2859	3205	2231	1739	1028	Not available	Not available	Not available	11062	2212
Total	3972	6275	5567	7270	5572	4524	5145	6195	44520	5731

Programs Aquaplex	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Aquafit Admission	^^	^^		^^	^^	36	104	8	148	0
Aquafit	733	962	457	1068	813	452	Not available	Not available	4485	807
Swimming Lessons (Indv Register)	398	513	359	389	466	407	451	420	3403	425
Science Camp	656	603	589	576	555	Not available	Not available	Not available	2979	596
Canadian Badlands Aquatic Club	103	174	95	50	155	62	Not available	Not available	639	115
School Lessons	0	0	0	0	0	0	Not available	Not available	0	0
Other rentals	500	476	362	708	974	Not available	Not available	Not available	3020	604
Total	2390	2728	1862	2791	2963	921	555	428	14638	2547

Bookings BCF	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Banquet	1	2	4	4	12	13	7	2	45	5
Birthday Parties	5	1	6	6	14	8	10	10	60	6
Conferences	2	1	1	1	2	3	0	0	10	1

Memorials	4	1	1	5	3	2	3	AGENDA ITEM #7.2		
Weddings	9	8	9	8	6	6	2	4	52	8
Field House***	34	28	39	25	11	13	13	5	168	27
Other rentals**	97	105	116	91	69	72	95	54	699	96
Total	152	146	176	136	105	104	123	73	1015	143

*2012 was March only as that was when BCF opened

**Other: Anniversaries, concerts, meetings, fundraisers, trade shows, school groups etc

***All Field House bookings

^^ regular admission now applies rather than an Aquafit admission

2019 Outdoor pool was not operational and indoor pool was ;closed for 17 days

If blank, data not available.

**** Promotional Package or offered to select preferences

**2019 PROGRAM STATISTICS
BCF PROGRAMS**

Program Name	Program Type	# of Participants	Dates	Status
Camp BCF (Full Day) Week 1	Registered	13	July 2-5	COMPLETED
Camp BCF Adventure Day	Registered	13	July 4, 2019	COMPLETED
Camp BCF (Full Day) Week 2	Registered	25	July 8 - 12	COMPLETED
Camp BCF Adventure Day	Registered	31	July 11, 2019	COMPLETED
Camp BCF (Full Day)Week 3	Registered	13	July 15 - 19	COMPLETED
Camp BCF Adventure Day	Registered	13	July 18, 2019	COMPLETED
Camp BCF (Full Day)Week 4	Registered	27	July 22 - 26	COMPLETED
Camp BCF Adventure Day	Registered	29	July 25, 2019	COMPLETED
Camp BCF (Full Day)Week 5	Registered	13	July 29 - Aug 2	COMPLETED
Camp BCF Adventure Day	Registered	16	August 2, 2019	COMPLETED
Camp BCF (Full Day)Week 6	Registered	25	Aug 6 - 9	COMPLETED
Camp BCF Adventure Day	Registered	27	August 8, 2019	COMPLETED
Camp BCF (Full Day)Week 7	Registered	13	Aug 12 - 16	COMPLETED
Camp BCF Adventure Day	Registered	14	August 15, 2019	COMPLETED
Camp BCF (Full Day) Week 8	Registered	18	Aug 19 - 23	COMPLETED
Camp BCF Adventure Day	Registered	10	August 22, 2019	COMPLETED
Half Day Cooking Camp (6-8 yrs)	Registered	6	July 15 - 19	COMPLETED
Half Day Cooking Camp(9-12 yrs)	Registered	11	July 15 - 19	COMPLETED
Half Day Cooking Camp (6-8 yrs)	Registered	3	July 22 - 26	Cancelled
Half Day Cooking Camp (9-12 yrs)	Registered	6	July 22 - 26	COMPLETED
It's All Yoga	Registered	8	June 24 - July 22	COMPLETED
It's All Yoga	Registered	4	August 12 - 26	cancelled
It's All Yoga	Registered	11	Sept 9 - Oct 21	On Going
Kids Can Cook Too (6-8 yrs)	Registered	1	Sept. 18 - Oct. 23	Cancelled
Kids Can Cook Too (9-12 yrs)	Registered	1	Sept. 18 - Oct. 23	Cancelled
Youth Yoga	Registered	1	Sep 20 - Oct 25	Cancelled
Youth Bootcamp (Tues)	Registered	2	Sep 17 - Oct 22	Cancelled
Youth Bootcamp (Thurs)	Registered	2	Sep 19 - Oct 24	Cancelled
Girls EmPOWERment Bootcamp	Registered	0	Sept 9 - Oct 21	Cancelled
Keeping Up Fitness - Bootcamp	Registered	10	Sept 12 - Oct. 24	On Going
Bend 'w' Jenn (Mon)	Registered	2	Sept 16 - Dec 16	On Going
Bend 'w' Jenn (Wed)	Registered	2	Sept 18 - Dec 18	On Going
Bend 'w'Jenn (Mon & Wed)	Registered	3 (5)	Sept 16 - Dec 18	On Going
Yin Yoga (Tues)	Registered	10	Sept 17 - Oct 22	On Going
Yin Yoga (Thur)	Registered	10	Sept 19 - Oct 24	On Going
55+ Yoga	Registered	9	Sept 18 - Oct 23	On Going
TRX Strength (Tues)	Registered	0	Sept 17 - Oct 22	Cancelled
TRX Strength (Wed)	Registered	6	Sept 18 - Oct 23	On Going
Lunchtime: Strong 30	Registered	3	Sept 9 - Oct 28	Cancelled
Lunchtime - POUND	Registered	0	Sept 11 - Oct. 23	Cancelled

AGENDA ITEM #7.2.

Pickleball for Beginners	Registered	0	Sept 19 - Oct 24	Cancelled
Asian/Fusion Cooking Workshop	Registered	10	September 19, 2019	COMPLETED
C.O.R.E. Cycling	Drop In Fitness	-	September	On Hiatus
Vinyassa Yoga (Mon)	Drop In Fitness	Average of 11	September	On Going
Vinyassa Yoga (Wed)	Drop In Fitness	Average of 8	September	On Going
Keeping Up with Fitness (Tues)	Drop In Fitness	Average of 14	September	On Going
Keeping Up with Fitness (Thur)	Drop In Fitness	Average of 10	September	On Going
Basketball	Drop In Sports	248	July	On Going
Basketball	Drop In Sports	239	August	On Going
Basketball	Drop In Sports	185	September	On Going
Volleyball	Drop In Sports	73	July	On Going
Volleyball	Drop In Sports	74	August	On Going
Volleyball	Drop In Sports	93	September	On Going
Floor Hockey	Drop In Sports	18	July	On Going
Floor Hockey	Drop In Sports	0	August	On Going
Floor Hockey	Drop In Sports	7	September	On Going
Pickleball	Drop In Sports	183	July	On Going
Pickleball	Drop In Sports	119	August	On Going
Pickleball	Drop In Sports	308	September	On Going
Badminton	Drop In Sports	28	July	On Going
Badminton	Drop In Sports	9	August	On Going
Badminton	Drop In Sports	59	September	On Going

FCSS & Other Community Development Programs
Quarterly Report: Jul – Aug 2019 (Q3)
Submitted by April Harrison

Department Priorities (as determined by the 2017 Community Social Needs Assessment)

Affordable, Accessible Counselling - This successful program continues to see individuals requesting service who otherwise couldn't access Counselling due to financial strains. Starland County has now established a program allowing their residents to access subsidised counselling in Drumheller.

Poverty Reduction Strategy - The Drumheller Poverty Reduction Alliance (DPRA) joined Tamarak's "Cities Reducing Poverty" and will obtain expert support to develop a Strategic Plan as a result. DPRA also joined the Alberta Living Wage Network. The application to the ARDN Reaching Home grant, (almost \$400k over 5 years), was unsuccessful. A partnership has been negotiated with Freson Bros. to supply produce for the Good Food Box program at cost.

Out of School Youth Programming - The Youth Centre project has received funding and in-kind sponsorships including \$7,500 from WFG. Planning is underway for a Masquerade Ball fundraiser. The rental contract for the initial location was reviewed by the Town's Solicitor and returned in Aug for amendment. The Youth Centre Committee and Asset Development Coalition plan to merge. Their ToRs will include: seeking funding opportunities and volunteers to support the Youth Centre and program planning. They are applying for Society status to widen funding opportunities.

Welcoming Newcomers - Welcome packs are being distributed, tailored to families, 55+ and individuals/couples. Block Party training was provided to community members with 2 Block Parties hosted to date and another being planned. Establishing a Drumheller Ambassador program for front-line workers remains a priority.

Events Coordinator - 39 days of activities this quarter (29 in the downtown core; 24 Summer@the Plaza). Summer@the Plaza grew week on week. The community survey provided useful data to support development moving forward and was presented to Council. HAC days was hosted at the Plaza this year. Planning is underway for the Winter season.

Other: In addition to regular programming, other highlights from Q3 include:

Festival of Lights – Increased committee membership needed. Considering ways to expand the event. Badlands Amp and Global Fest to provide the fireworks display. It is hoped this will bring more tourists to the community.

DECD – an author and illustrator have been selected to develop an exciting picture book fundraiser.

Community Learning Garden –over 400lbs of fresh produce grown and harvested for the food bank.

The loss of the Starland Director of Community Services is being felt by many organisations, including ours.

Seniors Coordinator:

In addition to regular programming highlights from this quarter have included:

Drumheller Geriatric Community Enhancement Coalition - This partnership (PCN, AHS, DDSF and FCSS) offers a recreational day program for patients living with dementia/complex geriatric syndrome in the community. It aims to encourage social interaction and cognitive stimulation, thus improving quality of life. It will also support caregivers by providing respite, facilitating peer support and preventing caregiver burden/burnout. The FCSS Seniors Coordinator is providing much needed transportation for clients to attend the program.

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AGENDA ITEM #7.3.

FCSS & Other Community Development Programs

Community Counselling Program	Q3	Year to date
Number of clients currently waitlisted:	2	
Number of clients currently in service:	22	36
Number of clients who received service in 2019 (to date)		
Adults:		30
Youth (12+):		3
Children (under 12):		3
Income Levels		
<\$35,000 Single or \$45,000 Family:	22	36
>\$35,000 Single or \$45,000 Family:	0	0
Service Type		
Individual:		33
Couples:		2
Family:		1

Seniors Programming

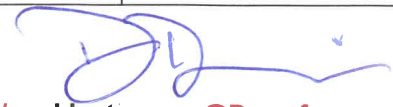
Client Seen/Services Provided		
	Q3	Year to date
Information & Referral	83	126
CPP, OAS, GIS	95	261
CPP Disability/AISH	5	9
Alberta Seniors Benefits, Special needs inc. Eyeglass, Dental Programs, SHARP	122	325
AB Health Care/Blue Cross	28	86
Newly Bereaved	7	16
Immigration/Citizenship. Passport Applications	4	8
Volunteer Tax Program/Revenue Canada	31	523
Active High-Needs Clients	0	11
Private Pensions	6	16
Seniors Programs/Classes/Presentations (attendees)	339	672
Grace House/Handyman Program	31	104
Seniors' Week Programming	0	155
Seniors Christmas Dinner	0	0
Total clients served/services offered	751	2312

Non resident Seniors Clients

Residency	Q3	Year to date
Starland county (inc. Munson, Morrin, Delia, Craigmyle, Rumsey, Rowley etc)	39	137
Wheatland County (inc. Dalum, Duck Lake area, Wintering Hills, Hussar, Rosebud, Standard, Rockyford, Lyalta etc)	9	47
Kneehill County (inc. Three Hills, Carbon, Acme, Linden, Trochu etc)	4	25
Hanna	0	14
Speacial Areas (inc. Youngstown, Sheerness, Dorothy, Empress etc)	0	2
Total	52	225

Other Programming

	Q3	Year to date
Good Food Box		
Number of Boxes	116	401
Number of Volunteers	34	82
Volunteer Hours	70.25	173.25
Family Fun Events		
Number of Attendees	194	883
Number of Volunteers	18	66
Volunteer Hours	68	295.5



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