

# Town of Drumheller COUNCIL MEETING AGENDA

Monday, January 7, 2019 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



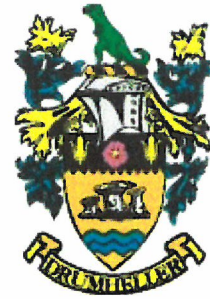
Page

1. **CALL TO ORDER**
2. **MAYOR'S OPENING REMARK**
  - 2.1. Councillor Tom Zariski to be sworn in as Deputy Mayor for the months of January and February, 2019
3. **ADOPTION OF AGENDA**
4. **MINUTES**
  - 4.1. **ADOPTION OF REGULAR COUNCIL MEETING MINUTES**
    - 3 - 8 4.1.1. Regular Council Meeting Minutes of December 10, 2018  
[Regular Council Meeting Minutes of December 10, 2018](#)
    - 9 - 11 4.1.2. Special Council Meeting Minutes of December 17, 2018  
[Special Council - 17 Dec 2018 - Minutes](#)
  - 4.2. **MINUTES OF MEETING PRESENTED FOR INFORMATION**
  - 4.3. **BUSINESS ARISING FROM THE MINUTES**
5. **DELEGATIONS**
6. **REQUEST FOR DECISION REPORTS**
  - 6.1. **CAO**
  - 6.2. **DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**
    - 12 - 13 6.2.1. Request for Decision Capital Purchase 2018 - Ironosaurus Wrecks  
[RFD 2018 Capital Purchase - Ironosaurus Wrecks](#)
  - 6.3. **DIRECTOR OF INFRASTRUCTURE SERVICES**
  - 6.4. **DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**
  - 6.5. **REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES**
    - 14 - 17 6.5.1. Update due on December 17th (New dates to be assigned)  
Economic Development Strategy Action Plan  
Emergency Plan - Flood Component - Communication  
Downtown Development Strategy - Terms of Reference / \$  
Poverty Reduction Terms of Reference  
Parks and Recreation Master Plan - Terms of Reference  
Elks Demolition  
Dyke Design  
Downtown Plaza Phase 1.5 - Capital Budget Discussions

- 7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**
- 8. PUBLIC HEARING TO COMMENCE AT 5:30 PM**
- 9. PUBLIC HEARING DECISIONS**
- 10. UNFINISHED BUSINESS**
- 11. NOTICE OF MOTION**
- 12. COUNCILLOR REPORTS**
  - 12.1. Round Table Discussion
- 13. IN-CAMERA MATTERS**
  - 13.1. Labour Matter - Staff Long Service / Recognition Policy (*FOIPP Act Section 23*)

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**December 10, 2018, 2018 at 4:30 PM**  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**

Heather Colberg

**COUNCIL:**

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER:**

Darryl Drohomerski

**DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF EMERGENCY PROTECTIVE SERVICES:**

Greg Peters

**COMMUNICATIONS OFFICER:**

Julia Fielding

**RECORDING SECRETARY:**

Linda Handy

**1.0 CALL TO ORDER**

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

**2.0 MAYOR'S OPENING REMARK**

Mayor Heather Colberg congratulated the DVSS for the amazing Seniors' Christmas Dinner. She thanked the DVSS administration and students for their hard work and dedication of providing this wonderful dinner to seniors for the past 25 years.

She congratulated Valley Bus Society on being the recipient of the Premier's Council on the Status of Persons with Disabilities Award which recognizes leadership and achievement for creating and promoting an inclusive community.

**3.0 ADOPTION OF AGENDA**

Regular Council Meeting Minutes  
December 10, 2018

**MO2018.209** Hansen-Zacharuk, Zariski moved to adopt the agenda as presented.  
Carried Unanimously.

**4.0 MINUTES**

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

4.1.1 Regular Council Meeting Minutes of November 26, 2018

**MO2018.210** DeMott, Hansen-Zacharuk moved to approve the Regular Council Meeting Minutes of November 26, 2018 as presented. Carried Unanimously.

**4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION**

4.2.1 Municipal Planning Commission Meeting Minutes of November 1, 2018

4.2.2 Municipal Planning Commission Meeting Minutes of November 16, 2018

**5.0 DELEGATIONS**

**6.0 REQUEST FOR DECISION REPORTS**

**6.1. CAO**

6.1.1 Presentation of utility rate scenarios and comparisons with other communities  
D. Drohomerski advised that Administration is recommending an increase of 5% for water rates and 2% for sewer rates. He stated that the rationale for the proposed rate increases has three components: to recover operating costs such as electricity, gas, wages, etc., to put dollars away for capital expenditures and to collect amortization dollars. He referred to Page 10 of the handout (prepared by Stantec and Bob Jenkins) and explained the three colored graph lines for water as follows: green is the amount of money needed to cover the depreciations and expenses; blue is the rate the Town of Drumheller proposed for 2015 – 2022; and red is based on the cost of service rate model. He further explained that the slope of the blue line is at a 5% increase every year until 2021 when it levels out and at that time, the Town will not have to increase the rates at the same percentage. He stated that as it sits today, there is a large gap between the green and blue lines because the Town was underfunding their ability to pay for the utility system and in 2021, the Town will be at the level to fund the system adequately.

He referred to Page 13 of the handout and he explained the wastewater colored graph as follows: blue is the proposed increased for sewer rates at 2%, green are the dollars required every year to operate and for depreciation, red is the cost of service rate model and orange is an option at an escalated rates at 5% annually until 2022. He stated that even with a 2% increase in wastewater rates the Town is not getting close to cost recovery even past 2022 and it is recommended that the Town flip the rate increases so that the Town charges an increase of 2% for water and 5% for sewer beyond 2022. He referred to Page 14 “funds available for infrastructure 2019” and stated that the Town is barely keeping up with the amounts to fund wastewater infrastructure improvements and not adequately funding amortization with the proposed 2% increase in rates for sewer. He explained that the Town recently submitted a renewal for the waste water license to Alberta Environment and expect that there will be upgrades needed. In addition, the

Town will need to replace the Nacmine forcemain to upper Newcastle by using old water main lines to save excavation costs (\$1.1M to do the work), as well replacing pumps at the Water Treatment Plant and Wastewater Lift Stations and replacing blower units at WTP (\$185,000 for unit itself).

In response to how we can offer a different rate model, D. Drohomerski stated that the Town has looked at other communities and explained that similar to Drumheller, Cochrane offers 80% discount, Calgary offers 90% discount and Airdrie offers no discount. He explained that the Town could look at different scenarios such as a wintering average model and then charge the average volume generated over the winter over the summer months. He further explained that all communities charge a minimum rate as well. He explained that any different rate model would require the Town to lengthen the line on the graph which would increase the rates well into the future. Councillor K. DeMott asked for clarification on the sewer rates proposed for 2019 and asked if the Town is charging \$2.25 and we should be charging \$3.00. D. Drohomerski confirmed yes.

Mayor Colberg stated that the Town has to educate the residents on the service model graphs because the Town knows that for over the next four (4) years the base rate will be going up about \$1.25 each year. She further asked that if the rate model has been set well into the future, can the Town pass a three year utility rate bylaw. D. Drohomerski confirmed yes. Councillor J. Garbutt stated that a 5% increase on the base water rate equates to .70 cents each month as well as a .09 cents cubic meter rate. He further stated that the Town is trying to reverse a system that for the past years was not sustainable and the Town needs to move forward with the cost recovery model.

6.1.2 Bylaw 22.18 being a bylaw for the purpose of implementing a tax incentive program for owners of an existing non-residential vacant building – first reading

D. Drohomerski explained that Bylaw 22.18 proposes to provide a tax incentive for owners of existing non residential buildings that have been vacant for one year and the business owner provides proof of startup of a new business. He further explained that the bylaw allows for the business owner to apply to Council for the cancellation of the municipal taxes only after one year of business operations. He explained that this bylaw differs from Bylaw 19.18 in that this bylaw is for owners of a vacant non residential building and Bylaw 19.18 is geared towards the new business owner not the building owner.

**MO2018.211** Lacher, Zariski moved first reading of Bylaw 22.18. Carried unanimously.

## **6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

### **6.2.1 RFD – Write Off of Bad Debt – Utility Accounts**

B. Miller stated she is seeking authorization to write off bad utility debt accounts. She stated that Section 553(1) of the MGA provides municipalities with the legislation necessary to mitigate bad debt of utilities by granting authority to transfer outstanding balances to the tax roll providing that the utility account holder is also the property owner. She explained that prior to the 2017 adoption of Bylaw 02.17 Water and Wastewater, the Town allowed utility accounts to be created in an tenant's name, negating the protections afforded by Section 553(1) and consequently, the water and wastewater operating results would include preventable bad debt expense on an annual basis. As of November 14,

2018, there are 20 utility accounts that remain outstanding from 2017 and 1 account from March 2018 totaling \$4,646.99 (which has been referred to third party collection agency).

**MO2018.212** Hansen-Zacharuk, DeMott moved to approve the write off of non-active utility accounts listed and attached hereto, in the amount of \$3,646.99. Carried unanimously.

**6.3 DIRECTOR OF INFRASTRUCTURE SERVICES**

**6.4 DIRECTOR OF EMERGENCY PROTECTIVE SERVICES**

**6.5 REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES**

**7.0 PRESENTATION OF QUARTERLY REPORTS BY COUNCIL AND ADMINISTRATION**

**8.0 PUBLIC HEARING TO COMMENCE AT 5:30 PM**

8.1. Mayor Colberg called the Public Hearing to order at 5:30 PM

Mayor Colberg stated that the purpose of the hearing is to consider Public Hearing to consider Bylaw 18.18 being a bylaw for the purpose of closing a portion of an unused and undeveloped street (Riverside Avenue on Plan 6561 CO)

Mayor Colberg asked Secretary, L. Handy is there was any correspondence. L. Handy stated AltaGas has responded advising that the Town will need to enter into an easement agreement for the infrastructure they have in this area.

Mayor Colberg stated there were no speakers in attendance.

Mayor closed the Public Hearing at 5:31 PM.

8.2 Mayor Colberg called the Public Hearing to order at 5:32 PM

Mayor stated that the purpose of the public hearing is to consider Bylaw 16.18 being a bylaw to amend the Land Use Bylaw 10.08 to redesignate Plan 4317CQ, Block 1, Lots 24 and 25 from Hwy-C (Highway Commercial) District to R-1a (Residential District)

Devin Diano, Planner provided a report as follows:

*“An application was submitted by the landowners Hansine and Michael Kostelecky to redistrict (rezone) this property from Highway Commercial District (HWY-C) to Residential District (R-1a). There is currently an existing Single Detached Dwelling on the property that has functioned as both a residence as well as an office in the past. However, the current and the future intended use of this property is to be used as a residence only. Changing the land use classification to Residential District (R-1a) will ensure the proper zoning is in place for the current residential use of the land.”*

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He explained that the bylaw was granted first reading by Council on November 26, 2018. Administration confirmed that newspaper advertising for the Public Hearing was completed in accordance with Section 606(2) of the MGA. Additionally, notices of the proposed bylaw were sent directly to nine (9) external referral agencies and thirteen (13) property owners within 60 metres of the property. There have been no objections or concerns raised.

He concluded by stating that Palliser Regional Municipal Services has no concerns with the proposed rezoning of the subject property as presented.

Mayor Colberg asked Secretary, L. Handy is there was any correspondence. L. Handy stated there was no correspondence

Mayor Colberg stated there were no speakers in attendance.

Mayor Colberg closed the Public Hearing at 5:36 PM.

## **9.0 PUBLIC HEARING DECISIONS**

9.1 Bylaw 16.18 – second and third readings

**MO2018.213** Zariski, Lacher moved second reading of Bylaw 16.18.

Councillor L. Hansen-Zacharuk stated that the property should be rezoned as there are no objections from neighboring properties and there is no highway access.

Vote on Motion: Carried unanimously.

**MO2018.214** Garbutt, Hansen-Zacharuk moved third reading of Bylaw 16.18.

Carried unanimously.

## **10.0 UNFINISHED BUSINESS**

### **11.0 NOTICE OF MOTION**

### **12.0 COUNCILLOR REPORTS**

### **13.0 CLOSED MEETING MATTERS**

**MO2018.215** Zariski, DeMott moved to go into closed meeting of Council at 5:35 PM.

Carried unanimously.

14.1 Strategic Planning Session (FOIPP Section 23 – Local Public Body Confidences)

**MO2018.216** Lacher, Hansen-Zacharuk moved to revert to open meeting of Council at 9:07 PM. Carried unanimously.

There being no further business, Mayor Heather Colberg adjourned the meeting at 9:07 PM.

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December 10, 2018

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Chief Administrative Officer

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Mayor



**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

December 17, 2018 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

MAYOR:

Heather Colberg

COUNCIL:

Kristyne De Mott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

DEPUTY CHIEF ADMINISTRATIVE OFFICER:

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

COMMUNICATIONS OFFICER:

Julia Fielding

RECORDING SECRETARY:

Libby Vant

**1.0 CALL TO ORDER**

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

**2.0 DEPUTY CAO**

2.1 Council Remuneration Wage Review Report

B. Miller advised that Council appointed an independent committee, the Elected Officials Remuneration Task Force, earlier this year to conduct a review of Policy C-04-14 known as the Remuneration and Expense Allowance for Mayor and Council. Task Force chair Denise Lines and members Eileen Lefley and B.J. Gallagher presented their report and recommendations to Council and highlighted the following:

- September to December the Task Force held numerous meetings, telephone conference calls and email discussions on the remuneration policy and the purpose of the review.
- Report provides recommendations only.
- Task Force consulted with other CAO's and resources from other provinces and found that many different options are in place in other municipalities.
- Will update the Task Force resources binder; feel that future Task Forces should also review the election package.

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- Recommend that this Task Force reconvene in two years to review how the revised remuneration policy adopted compares to the impact of Bill C44 New taxation changes made the remuneration review process very difficult (
- Referred to the FCM guidelines for Bill C44 which eliminated the 1/3 tax exemption for elected officials effective January 1, 2019.
- Task Force recommends a 5% increase to the Honorarium but realize that it is not sufficient to offset the taxation difference.
- Recommend that per diems increase by \$ 10.00 to \$ 260.00 per full day to cover remunerations for: Town/Strategic Business Planning, Council Orientation: Attending events/conferences/meetings etc., on behalf of the Town this may include but is not limited to meetings associated with Committee assignments, meetings with federal or provincial government (new),
- Recommend fourteen additional assigned per diems (two each for Mayor and Councillors) and fourteen additional unallocated per diems annually, to allow members of Council more opportunity to participate in activities that will benefit the community of Drumheller through networking, lobbying and educational conferences.
- Recommended an annual cell phone allowance of \$600 and \$100 for basic office supplies.

Mayor Colberg thanked D. Lines for her excellent summary of the report. In response to a question from Council, D. Lines advised that the language regarding elected officials remuneration treats them as salaried employees but the reality is that many are volunteers – the Task Force referenced an Ontario study, as no study for Alberta was available yet. Councillor Hansen-Zacharuk asked how the accounting for the new cell phone allowance was calculated. B. Miller responded that this allowance would be treated like the submission of a cell phone bill or as a flat allowance, to be determined

D. Lines thanked Council for their contributions to the research and review process and reiterated that the Task Force members are more than happy to have further discussion on this matter – they feel it is very important to keep the dialogue open on this issue. In response to a question from Council, D. Lines confirmed that the net pay changes as a consequence of the taxation of elected officials' remunerations would result in an average loss of \$ 881.40 per year for Councillors and just over \$ 2,500 per year for the Mayor. B. Miller thanked the Task Force for their efforts; she advised Council that she will bring forward a Request for Direction regarding the proposed policy changes at a future Committee meeting, and will research and clarify the status of volunteer/employee for elected officials.

## 2.2 Bylaw 21.18 - Utility Rate Bylaw - second and third readings

B. Miller presented Utility Rate Bylaw 21.18 for second and third reading and provided information on comparative communities' utility billing rates. She advised that the proposed increase of 2% for wastewater and 5% for water would result in an increase of \$ 2.81 per month on an average consumption of 15 cubic metres.

Discussion was held on the proposed rate models and options to increase revenue while limiting rate increases to residents. Discussion was also held on the potential to conduct tours or produce a video tour of the water and wastewater treatment facilities to

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educate the public about the processes: how much effort, training and education of staff is required to generate safe drinking water and release clean wastewater, and how this translates in to the cost of the utilities to the residents.

**MO2018SP02** Lacher, Makowecki moved to approve 2<sup>nd</sup> reading of Bylaw 21.18 Utility Rates. Carried Unanimously.

**MO2018SP03** Hansen-Zacharuk, De Mott moved to approve 3rd reading of Bylaw 21.18 Utility Rates. Carried Unanimously.

2.3 2019 Service Fees

B. Miller presented the draft 2019 Services Fees and provided an overview stating that the proposed increase for most service fees is 2% to keep pace with inflation and the specific rates are identified on each page. In response to a question from Council regarding additional ball diamonds, B. Miller responded that Council would need to put that item on the capital plan so that it can be funded at some point. Discussion took place on local and non-local rates for recreation facilities.

**MO2018SP04** Garbutt, Lacher moved to approve the 2019 Service Fee Schedule as presented. Carried Unanimously.

2.4 Request for Decision - Authorization of Expenses in 2019

B. Miller provided a Request for Decision to authorize expenses in 2019. She advised that the Municipal Government Act requires a resolution of Council to approve a procedure for authorizing and verifying expenditures not included in the budget; since the 2019 budgets have not yet been approved, Council is required to authorize the CAO or his delegate to pay all current accounts, which are a proper charge of the Town, until the 2019 Operating and Capital Budgets are approved.

**MO2018SP05** Hansen-Zacharuk, Zariski moved that Council, in accordance with Section 248(2) of the Municipal Government Act, authorize the Chief Administrative Officer or his delegate to pay all current accounts, which are properly charged to the Town, until the 2019 Operating and Capital Budgets are approved by Council. Carried Unanimously.

**3.0 ADJOURNMENT**

**MO2018SP06** Hansen-Zacharuk, Lacher moved to adjourn the meeting at 5:40 pm. Carried unanimously.

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Deputy Chief Administrative Officer

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Mayor



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	2018 Capital Purchase
<b>DATE:</b>	December 31, 2017
<b>PRESENTED BY:</b>	Barbara Miller, CPA, CGA, CLGM
<b>ATTACHMENT:</b>	None

**SUMMARY**

Administration is seeking a motion to approve payment of Knibb Developments Ltd. invoice no. 10621 in the amount of \$50,810.03 + GST, for the fabrication and installation of the art work - Ironosaurus Wreck, located at the BCF entrance.

**BACKGROUND**

In 2017, in celebration of Canada 150, an agreement between past Mayor Yemen, CAO Romanetz and Knibb Development was struck for a piece of outdoor art, described as "Ironosaurus Wreck" to be fabricated and installed at the entrance of the BCF, as a donation from Knibb Developments Ltd.

The art work has now been fully installed and Knibb has invoiced the Town for the total project costs. Once payment approval of the invoice is received, a cheque will be issued and subsequently exchanged with Knibb, where they will be issuing a donation cheque back to the Town of Drumheller in the equivalent amount.

**RECOMMENDATION:**

Administration recommends approval of the capital purchase of the exterior art.

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

**FINANCIAL IMPACT:**

With GST paid being reimbursable; the net result to the Town will be \$0.00.

For accounting record purposes, the payment of the Knibb invoice will be recorded as a capital asset purchase and receipt of the donated funds will be recorded as "Other-donated" capital revenue.

**STRATEGIC POLICY ALIGNMENT:**

The downtown art installation compliments the downtown beautification strategy.

**COMMUNICATION PLAN:**

The presentation of the donation cheque to the Town will be photographed and posted on all of our standard communication platforms.

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

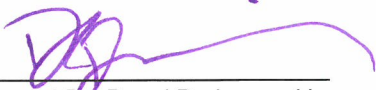
**Moves to approve the payment of Knibb Developments Ltd. invoice no. 10621 for the fabrication and installation of Ironosaurus Wrecks.**

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

Barbara Miller

\_\_\_\_\_  
Prepared By:

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

  
\_\_\_\_\_  
Approved By: Darryl Drohomerski  
Chief Administrative Officer

**Town of Drumheller  
REQUEST FOR DIRECTION**



<b>TITLE:</b>	<b>PAY AND PARK SYSTEM</b>
<b>DATE:</b>	December 12, 2018
<b>PRESENTED BY:</b>	Greg Peters
<b>ATTACHMENT:</b>	

**OPTIONS:**

The following are estimated costs associated to an electronic Park Plus System and an Honor Pay Parking System to be considered to generate revenue at town surface parking lots.

**PARK PLUS SYSTEM**

**BASIC FEATURES**

To implement a Park Plus System on the cloud we would be looking at \$7875.00 (One time fee). The purchase of a paid parking machine similar to the ones in Calgary is approximately \$8500.00. A tablet and printer combination that comes with our software preloaded would be \$3,000. We would need two as we have one full time and one part time enforcement staff not including the director. We would then host a website under the auspices of Park Plus where visitors would be able to pay for their tickets online. This would be \$250/month. Finally, we would need our citation tracking module that manages the violation from time of issuing to payment. This software with year support is \$790/month. Once it was established how many parking lots we may wish to implement paid parking at, we would look at how many pay machines need to be installed.

In total, there would be an upfront cost of approximately \$19,000.00 which includes the purchase of a pay and receipt dispensing machine and a monthly fee of \$1040. Standard length of contract would be 5 years.

These are estimated numbers until we know the complete scope of what you would like to do. These estimates help with the budgeting in the event council decides to proceed with this option.

It also would need to be calculated what daily rate we would charge (whether it be \$5.00 or \$10.00 etc) per day and then calculate what the earnings per stall would be.

**BENEFITS**

The revenue stream could be quite significant after you take out the expenses from what we estimate if you implement paid parking at the big dinosaur and the suspension bridge locations. The big dino lot has approximately 70 spaces and the suspension bridge lot has 33 plus 6 for recreational vehicles. Unfortunately, without reliable

## Request for Direction

cellphone service, we cannot monitor the hoodoos parking lot. Estimating if half the spots at the big dino were paying \$5 per day to park for one month then the revenue is potentially \$5250.00 per month. If 17 parking spots of the 33 available at the suspension bridge paid \$5 per day to park for one month then the revenue is potentially \$2550.00 per month. These are conservative estimates based on half occupancy of the parking stalls. If all the spots at the big dinosaur paid \$5 per day for one month for example then the potential revenue increases to \$10,500. In addition it should be noted that there will be multiple parking fees paid for one parking spot. One user will pay for part of the day then depart and another user will attend the lot and use that spot and again pay all during the same day. This will occur at both lots. This system is reliable and allows for strict enforcement for non compliance. The revenue figures are only estimates and revenues collected may vary. There is also revenue availability that would be collected for fines and non compliance.

**HONOR BOX****BASIC FEATURES**

An “honor box” option would see the installation of a parking panel type device that would be mounted on a post and accompanied by appropriate signage advising of the rate per day and how to pay. It would be essentially unmonitored but could be checked from time to time by enforcement staff to see if persons are indeed complying. Such panels are prefabricated and commercially available and there are several configurations available depending on the size of lot that is to be accommodated. They are touted by the producers of them to take the concern out of having a fee for parking lot and they can be, although this is not advised, left round the clock potentially collecting parking fees.

They do not require as much capital investment and potentially improve the profitability of a surface lot. Appropriate signage must be present to instruct users on expectations, how to pay, how long to reasonably park, rates, rules and emergency information. Research shows that they appear to be durable, the boxes and stands constructed of welded steel, have a money dumping system which immediately sends all payments to an independent locked cash box and internal money storage system. To limit theft and vandalism it is recommended that all money be removed at the end of each day and this depends on the hours designated by the signage that users are expected to pay.

The honor box will cost approximately \$3-5000 to set up in two lots. Our public works will assist us in the installation of the boxes. We will develop appropriate signage and a policy for monitoring and removal of money collected. There will be needed policy changes if either is adopted to permit their use and enforcement. The Park Plus will necessitate also the creation of a policy that interfaces with provincial law to allow infractions not paid for to be committed to a user’s driver license/vehicle file.

**ISSUES TO CONSIDER**

Also municipalities that currently employ this precise honor box system were canvassed. One is in Massachusetts and the enforcement officer spoken to states citizens in her experience abuse the privilege of the town employing this low key

Request for Direction

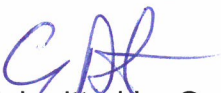
approach to parking revenue and enforcement. Rarely if ever does the number of vehicles in a surface lot even closely reflect the money in the box storage system. It did not help this municipality that the fine for non compliance was also close to the amount citizens were requested to voluntarily pay. In the opinion of the enforcement officer the system was abused and people essentially given the amount of the fine were simply "rolling the dice" when not voluntarily paying and betting they would not get a fine and if they did it was so minor they could feel they were money ahead if not caught in non compliance.

An assistant town manager in a town in the American mid west that employed the same honor box system was spoken to. It was generally regarded that the number of vehicles in the voluntary pay lot never reflected the funds that were recovered from the box storage system. During a recent community event it became difficult to accommodate parking for all the vehicles citizens brought to one area of the municipality that was the centre of activity. Town staff thought that revenue generated from the honor box would be considerable after a three day weekend that had approximately three thousand people attend each day and an uncounted but considerable number of motor vehicles parked. However at the end of the event there was less than forty dollars collected for the weekend. This municipality however had not employed any enforcement ordinances, ticketing of offenders etc but instead had included on the signage something to the effect that the lots were patrolled regularly by bylaw officers and left it at that.

Both municipalities report that they believe they have advertised the honor system adequately, it had some media exposure in both locales as to how citizens would use it, there was signage at lot entrances and at the pay box itself supplying information and outlining expectations. There was disappointment with the resulting revenue generated and as such to recuperate the costs of the system would take time.

**CONCLUSION**

At this time I am seeking discussion and direction on a preferred system.

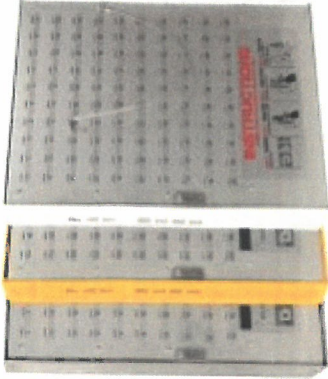


Submitted by Greg Peters,  
Director of Protective Services

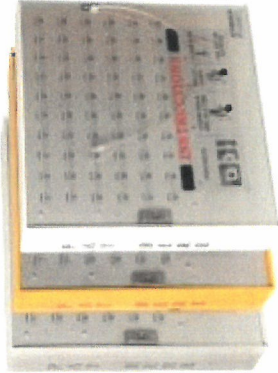


**Greg Peters**

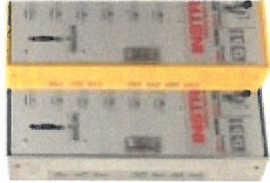
**From:** Greg Peters  
**Sent:** Monday, December 10, 2018 1:19 PM  
**To:** Greg Peters  
**Subject:** parking zone honor box



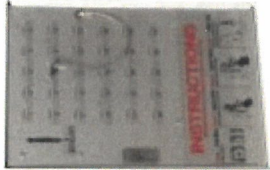
☆☆☆☆  
100 Space Honor Box  
**\$2,545.00**



☆☆☆☆  
60 Space Honor Box  
**\$2,013.00**



☆☆☆☆  
30 Space Honor Box  
**\$1,911.50**



☆☆☆☆  
100 or 60 Slot Single Post Top Sign  
**\$219.75**



<https://www.parkingzone.com/revenue-enforcement/honor-boxes.html>