



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday May 1, 2023

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for May 1, 2023, Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the May 1, 2023, Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for April 17, 2023, Regular Council as presented.

[Regular Council Meeting – April 17, 2023 - Minutes](#)

Proposed Motion: Move that Council approve the minutes for the April 17, 2023, Regular Council meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Drumheller and District Seniors Foundation – March 2023 Minutes

[DDSF Minutes](#)

Proposed Motion: Move that Council accept as information the meeting minutes for March 2023 Drumheller and District Seniors Foundation 2023 as presented.

DELEGATION

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Flood Mitigation Project Manager

7.1.1 For Information Only

Request for Decision: DRFM Newcastle Berm Construction Services Scope Change – Klohn Crippen Berger (KCB)

[For Information Only: RFD](#)

7.1.2 For Information Only

Request For Decision: DRFM Midland Berm Construction Services Scope Change Klohn Crippen Berger (KCB)

[For Information Only: RFD](#)

7.2 Manager of Economic Development

7.2.1 Request For Decision

Economic Development Advisory Committee – Member Appointments for Community Futures and Drumheller and District Chamber of Commerce

[Request for Decision](#)

Proposed Motion:

Move that Jackie Watts be appointed as the representative from Community Futures to the Economic Development Advisory Committee.

Move that Bob Sheddy be appointed as the representative of Drumheller and District Chamber of Commerce to the Economic Development Advisory Committee

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

7.3 Director of Corporate and Community Services

- 7.3.1 Request For Decision
2023 Property Taxation Bylaw 03.23

[Request for Decision](#)

[Bylaw 03.23](#)

[Appendix](#)

Proposed Motion:

Moves that Council give first reading to 2023 Property Tax Bylaw 03.23 as presented.

Moves that Council give second reading to 2023 Property Tax Bylaw 03.23 as presented.

Moves that Council give unanimous consent for third reading of 2023 Property Tax Bylaw 03.23.

Moves that Council give third reading to 2023 Property Tax Bylaw 03.23 as presented

- 7.4 Manager of Recreation, Arts and Culture

- 7.4.1 Request For Decision
Revised Community Assistance Grant Policy CMS-C-01

[Request for Decision](#)

[Policy and Application](#)

Proposed Motion: Move that Council approve the revised Community Assistance Grant Policy CMS-C-01 as presented.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8. CLOSED SESSION

- 8.1 Facilities Project Planning; Third Party Contracts and Work Plan Process, Personnel
FOIP 16 – Disclosure harmful to business interests of a third party
FOIP 23 – Local public body confidences
FOIP 24 – Advice from Officials

Proposed Motion: That Council close the meeting to the public to discuss facilities project planning, third party contracts and work plan process, and personnel as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials

9. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday April 17rd, 2023

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel link

<https://www.youtube.com/watch?v=D3bTV3yNxS8>

IN ATTENDANCE

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Stephanie Price

Councillor Tony Lacher

Councillor Crystal Sereda

Councillor Lisa Hansen-Zacharuk

Councillor Tom Zariski

Chief Administrative Officer: Darryl Drohomerski

Director of Infrastructure: Dave Brett

Director of Corporate and Community Services: Mauricio Reyes

Director of Emergency and Protective Services: Greg Peters
(Regrets)

Flood Resiliency Project Director: Deighen Blakely

Communication Officer: Brett Crowle

Legislative Services: Denise Lines

Reality Bytes IT: David Vidal

1. CALL TO ORDER

The Mayor called the meeting to order at 4:30pm.

2. OPENING COMMENTS

Swearing in Deputy Mayor – May and June - Councillor Sereda

Travel Drumheller – Tourism Week is April 24-30; Tuesday April 25 Travel Drumheller will be at Pearl and Hart for a meet and greet.

National Volunteer Week April 16th – 22nd

National Public Works Week May 21st - 27th

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for April 17, 2023, Regular Council Meeting

M2023.83 Moved by Councillor Zariski, Councillor Kolafa;
that Council adopt the agenda for the April 17, 2023, Regular Council meeting as presented.

Carried unanimously

5. MEETING MINUTES

5.1 Minutes for April 3, 2023, Regular Council as presented.

Agenda attachment: Regular Council Meeting – April 3, 2023 - Minutes

M2023.84 Moved by Councillor Sereda, Councillor Lacher;
that Council approve the minutes for the April 3, 2023, Regular Council meeting as presented.

Carried unanimously

COUNCIL BOARDS AND COMMITTEES

6. DELEGATION

6.1 Badlands Trail Society

Presented by Amy Barnes, President and Pam MacDonald, Secretary

The societies vision is to develop trails for Hiking, Biking and Cross-Country Skiing while respecting and protecting the environment, Drumheller residents and creating places for tourists to enjoy the valley. To become a member, go to the website:
badlandstrailsociety.com

Agenda attachment: Presentation

Agenda Items #6. and #8 were discussed prior to the Public Hearing.
The Mayor called for a break in the meeting at 5:10pm and returned to an open session at 5:29pm.

7. PUBLIC HEARING TO COMMENCE AT 5:30 PM

Time Stamp: <https://www.youtube.com/live/D3bTV3yNxS8?feature=share&t=3671>

7.1 Proposed Road Closure Bylaw 21A.22 – East Coulee East End Road Closure Revision

Agenda attachment: RFD + Proposed Amending Bylaw 21A.22

1. Mayor Opens the Public Hearing and Introduces the Matter at 5:30pm

2. Presentation of Information – Proposed Road Closure Bylaw 21A.22;
Darryl Drohomerski, CAO

This Bylaw deals with closing a portion of the right of way at the west end of River Drive in East Coulee to facilitate berm placement. Bylaw 21A.22 is a revision to the previous Bylaw 21.22 which recommended a closure that was approximately 30 meters shorter than the length that is now required because of a change in berm alignment. The affected landowners have been contacted.

3. Rules of Conduct for Public Participation presented by the Mayor.
All the material related to Public Hearing will be documented and taken into consideration and become a part of the public record sent to Alberta Transportation.

4. Public Participation - Registered to Present Remotely - No

5. Public Participation – Pre - Registered to Present In Person - No

6. Public Participation - Written Submissions - No

7. Final Comments

8. Mayor to Call for Public Hearing to Close. Time 5:33pm

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 Flood Mitigation Project Manager

8.1.1 Request For Decision

Expropriation Documents – Resolution and Notice of Intention to Expropriate

Lot 2, Block 3, Plan 801 1334; 161 River Drive

Lot 7, Block 2, Plan 801 1334; 217 River Drive

Agenda attachments: Request for Decision , Resolution + Notice of Intention to Expropriate

M2023.85 Moved by Councillor Sereda, Councillor Hansen-Zacharuk;
that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate documents pertaining to the lands identified as:
Lot 2, Block 3, Plan 801 1334, Title Number 011 092 193
and
Lot, 7, Block 2, 801 1334, Title Number 921 258 594

Carried unanimously

8.1.2 Request For Decision
East Coulee Berm Construction Tender Award

Agenda attachment: Request for Decision

M2023.86 Moved by Councillor Zariski, Councillor Lacher;
that Council approve the East Coulee Berm Phase 1 and 2 Construction tender
be awarded to Brooks Asphalt & Aggregate Ltd. in the amount of \$3,657,442.85
excluding G.S.T.

Carried

For: Councillors Lacher, Kolafa, Sereda, Zariski, Colberg
Opposed: Councillors Price, Hansen-Zacharuk

8.1.3 Request For Decision
East Coulee Berm Construction Services Scope of Work Change

Agenda attachment: Request for Decision

M2023.87 Moved by Councillor Lacher, Councillor Price;
that Council approve the engineering and inspection services for the construction
phase of the East Coulee Berm project be awarded to WSP E&I Canada Limited
through a scope change in the amount of \$506, 295.00 excluding G.S.T.

Carried unanimously

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

CLOSED SESSION

9. ADJOURNMENT

M2023.88 Moved by Councillor Hansen-Zacharuk, Councillor Kolafa;
that Council adjourn the meeting. Time 5:34pm

Carried unanimously

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING March 23, 2023

PRESENT: TOM ZARISKI, DAVID SISLEY ,M'LISS EDWARDS, MARY TAYLOR, STEVE WANNSTROM , M'LISS EDWARDS, MELANIE GRAFF, GLENDA YOUNGBERG

Visting Mayor Heather Colberg, Town of Drumheller had a tour of the Sunshine 500 wing construction and a brief introduction to the DDSF Board of Directors.

- 1.0 **CALL TO ORDER**
Meeting called to order at 3:26PM by Tom Zariski.
- 2.0 **APPROVAL OF AMENDED AGENDA**
Motion by M'Liss Edwards to approve the amended agenda.
Seconded by Mary Taylor
CARRIED
- 3.0 **MINUTES**
3.01 **Motion by Mary Taylor to approve the February 28, 2023 , Regular meeting minutes.**
Seconded by M'Liss Edwards
CARRIED
- 4.0 **REPORTS**
4.01 Administrator Report on file.
4.02 Manager reports on file.
4.03 Financial Reports
Motion by David Sisley to accept the financial reports for February 2023
Seconded by M'Liss Edwards
CARRIED
- 5.0 **CORRESPONDENCE**
5.01 None
- 6.0 **UNFINISHED BUSINESS**
- 7.0 **NEW BUSINESS**
7.01 Union bargaining dates of May 10-12, 2023, were proposed by CUPE Regional. Some Board members were not available on those dates, so DDSF is going to propose May 17-19, 2023. Glenda to send email to CUPE regional with those dates.
7.02 SL4 Construction is still in limbo. No commitment from AH. DDSF is now requesting that the Town of Drumheller and Starland County lobby for the additional funds required. The Chandos quote for \$14M to build the SL4 is only valid until March 31, 2023.
7.03 Open House for 500 Wing is tentatively planned for July 14, 2023. Officials from our requisitioning Municipality will be invited at 11AM for a tour and ribbon cutting. Luncheon will be provided. The public will be invited to tour the addition between 1PM and 7PM.
7.04 **Motion by David Sisley to go in camera at 4:05PM**
Seconded by Steve Wannstrom
CARRIED
Motion by David Sisley to return to regular meeting at 4:12PM
Seconded by M'Liss Edward
CARRIED


8.0 Motion to adjourn by Mary Taylor to adjourn.
Seconded by M'Liss Edwards

CARRIED

NEXT MEETING April 27, 2023, at 3:00pm



Tom Zariski Chairman



Glenda Youngberg Secretary

For Information Only: REQUEST FOR DECISION

TITLE:	DRFM Newcastle Berm Construction Services Scope Change
DATE:	May 1, 2023
PRESENTED BY:	Mark Steffler, P. Eng., DRFMO Technical Advisor
ATTACHMENTS:	None

SUMMARY:

On August 15, 2022, Council approved a \$245,126.50 budget for Klohn Crippen Berger (KCB) to cover 14 weeks of construction inspection and administration for the Newcastle Berm project, which was awarded to Pidherney's Inc. in August 2022. With delays in receiving the regulatory approvals pushing the start of construction to late September 2022 and cold weather hampering project completion in November 2022, the Newcastle Berm construction work will continue into the spring and summer of 2023 for an estimated additional 13 weeks of work. This extended construction duration along with project scope changes arising during construction will necessitate additional budget for the Klohn Crippen Berger engineering team.

Klohn Crippen Berger (KCB) is the design consultant for the Newcastle Berm project and has been working on the berm design and construction delivery since February 2021. The extra work identified by KCB in their scope change request is as follows:

- Construction inspection and contract administration (additional 13 weeks)
- Increased quality control work conducted for fill placement under frozen conditions in November 2022
- Additional pre-construction tree clearing and bird and wildlife sweeps
- Coordination for APEX Utility Relocation
- Design of berm access ramps
- Additional vibration monitoring for adjacent residential structures
- Design changes for storm sewer installations
- Additional regulatory permitting support

The berm construction is anticipated to wrap up by the beginning of August, pending access to the expropriated land needed for the berm construction. Final landscaping work will be completed in the fall of 2023.

The flood office has reviewed the scope change budget request and find that it is within reasonable amounts for the required work.

FINANCIAL IMPACT:

The Berm construction, and consultant services, is funded under the DRFM project grant funding program. The Engineering Design team play an important role during construction to ensure the work is being constructed as per the design drawings and specifications, to ensure that the project will withstand the design flood and last for many decades into the future. The cost of construction support and contract administration is eligible for Provincial and Federal funding.

Breakdown of the cost associated with above scope change is as follows:

Item	Pricing (excluding GST)
Additional Design Scope	\$ 26,550.50
- Construction Inspection	\$ 151,570.50
- Vibration Monitoring and property inspections	\$ 11,563.50
- Removal of Survey Scope	\$ (10,000.00)
TOTAL	\$ 179,684.50

RECOMMENDATION:

Administration recommends that the additional Klohn Crippen Berger scope in the amount of \$179,684.50 excluding GST be accepted as information.

STRATEGIC POLICY ALIGNMENT:

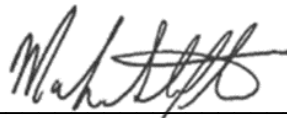
Approving the scope change for KCB aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment, and our cultural heritage.

COMMUNICATION STRATEGY:

The communications strategy for the construction services scope changes includes an update post to the flood readiness website so the public knows the contract extension is being made.



Prepared by:
Deighen Blakely, P. Eng.
DRFM Project Director



Reviewed By:
Mark Steffler, P. Eng.
Project Technical Advisor



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

For Information Only: REQUEST FOR DECISION

TITLE:	DRFM Midland Berm Construction Services Scope Change
DATE:	May 1, 2023
PRESENTED BY:	Mark Steffler, P. Eng., DRFMO Technical Advisor
ATTACHMENTS:	None

SUMMARY:

On August 15, 2022, Council approved a \$275,741.50 budget for Klohn Crippen Berger (KCB) to cover 16 weeks of construction inspection and administration for the Midland Berm project, which was awarded to Wilco contractors Southwest in August 2022. With delays in receiving the regulatory approvals pushing the start of construction to late September 2022 and cold weather hampering project completion in November 2022, the Midland Berm construction work will continue into the spring of 2023 for an estimated additional 11 weeks of work. This extended construction duration along with project scope changes arising during construction will necessitate additional budget for the Klohn Crippen Berger engineering team.

Klohn Crippen Berger (KCB) is the design consultant for the Midland Berm project and have been working on the berm design and construction delivery since February 2021. The extra work identified by KCB in their scope change request is as follows:

- Construction inspection and contract administration (additional 11 weeks)
- Support for repairs of a water line break in fall 2022
- Additional pre-construction tree clearing and bird and wildlife sweeps
- Coordination for APEX Utility Relocation
- Design of berm access ramps
- Additional vibration monitoring for adjacent residential structures
- Design changes for storm sewer repairs under the concrete flood wall
- Additional regulatory permitting support
- CN Rail embankment work

The Flood Office has reviewed the scope change budget request and find that it is within reasonable amounts for the required work.

FINANCIAL IMPACT:

The berm construction is funded under the \$55.0M DRFM project grant funding program. The Engineering Design teams play an important role during construction to ensure the work is being constructed as per the design drawings and specifications, to ensure that the project will withstand the design flood and last for many decades into the future. The cost of construction support and contract administration is eligible for Provincial and Federal funding.

Breakdown of the cost associated with above scope change is as follows:

Item	Pricing (excluding GST)
Additional Design Scope	\$ 36,378.50
- Construction Inspection	\$ 114,679.75
- Vibration Monitoring and property inspections	\$ 11,563.50
- Watermain Break	\$ 14,340.75
- Removal of Survey Scope	\$ (10,000.00)
- Reduction in Midland CN Rail Embankment	\$ (20,334.00)
TOTAL	\$ 146,628.50

RECOMMENDATION:

Administration recommends that the additional Klohn Crippen Berger scope in the amount of \$146,628.50 excluding GST be accepted as information.

STRATEGIC POLICY ALIGNMENT:

Approving the scope change for KCB aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment, and our cultural heritage.

COMMUNICATION STRATEGY:

The communications strategy for the construction services scope changes includes an update post to the flood readiness website so the public knows the contract extension is being made.



Prepared by:
Deighen Blakely, P. Eng.
DRFM Project Director



Reviewed By:
Mark Steffler, P. Eng.
Project Technical Advisor



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

REQUEST FOR DECISION

TITLE:	Appointment of New Members to the Economic Development Advisory Committee
DATE:	May 1, 2023
PRESENTED BY:	Reg Johnston
ATTACHMENT:	N/A

SUMMARY:

Due to changes in the board members for both Community Futures (CF) and the Drumheller and District Chamber of Commerce, two new members were suggested to the Economic Development Advisory Committee (EDAC). In accordance with the EDAC Bylaw 12.18, both organizations have a representative on the Committee.

- The recommended new member from CF’s Board is Jackie Watts, Councilor, Starland County
- The recommended new member from the Drumheller and District Chamber of Commerce’s Board is Bob Sheddy.

RECOMMENDATION:

As per Section (h) of Bylaw 12.18, EDAC must recommend new members to Council. On April 24, 2023, the Committee moved to recommend the two new members to Council.

It is recommended that Council appoint the two new EDAC members.

DISCUSSION:

These members will add regional and real estate expertise to EDAC. They will assist in EDAC’s efforts to execute economic development programs.

FINANCIAL IMPACT:

There is no financial impact to the Town of Drumheller.

STRATEGIC POLICY ALIGNMENT:

Stimulate new business growth.

COMMUNICATION STRATEGY:

A welcoming letter will be sent to each appointee.

MOTION: Councilor: _____


Moves that Jackie Watts be appointed as the representative from Community Futures to the Economic Development Advisory Committee.

SECONDED: _____

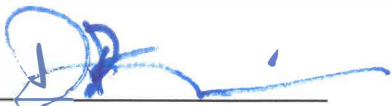
MOTION: Councilor: _____

Moves that Bob Shedly be appointed as the representative of Drumheller and District Chamber of Commerce to the Economic Development Advisory Committee.

SECONDED: _____



Prepared by:
Reg Johnston
Manager of Economic Development



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

REQUEST FOR DECISION

TITLE:	2023 Property Taxation –Bylaw 03.23 – 2023 Tax Bylaw
DATE:	May 1, 2023
PRESENTED BY:	Mauricio Reyes, CPA, CMA, CAMP Director of Corporate and Community Services
ATTACHMENTS:	03.23 – 2023 Tax Bylaw Appendix 2 - Assessment Tables Appendix 3 - Net Municipal Taxes Levied – 2019 to 2023 Appendix 4 - Tax Comparatives for Select Properties

SUMMARY:

Council is in a position now to consider setting the 2023 Property Tax rates. Bylaw 03.23 – 2023 Tax Bylaw is presented for Council’s adoption.

BACKGROUND:

In accordance with section 353 of the Municipal Government Act, RSA 2000, c M-26, the Town must adopt, on an annual basis, a property tax rate bylaw for levying property taxes within the Town of Drumheller. Bylaw 03.23 has been prepared to meet the requirements of the Municipal Government Act and adheres to Council’s direction regarding the municipal tax requirement.

Subject to the approval of this Bylaw, tax notices will be mailed in late May, with the deadline to pay without a penalty being August 31, 2023. In addition to levying municipal property taxes, Bylaw 03.23 also establishes levies on behalf of the Drumheller and District Seniors Foundation, the Alberta School Foundation Fund, and the Christ The Redeemer Catholic School Division. In total, Bylaw 03.23 will levy approximately \$12.81 million in property taxes to meet the revenue requirements in 2023.

RECOMMENDATION:

Administration recommends that Council give all three readings to 2023 Property Tax Bylaw 03.23 as presented.

DISCUSSION:

Assessment Values

The property assessment values included in the Bylaw are based on the completed 2022 assessment roll. The 2022 assessment roll is based on market values established on July 1, 2022, and the physical condition of the property as of December 31, 2022.

In 2023, residential assessment values increased by \$33.1 million, which represents a 5 percent increase over the previous year, as shown in Table 1 of Appendix 2. This is mostly due to increases in market values. Non-residential properties increased by \$5.5 million or 2.4 percent on aggregate. Like residential assessment, this is mostly due to market value changes.

Assessment Rolls

In 2023, taxable residential assessment rolls increased by 134, as shown in Table 2 of Appendix 2. The increase was mainly due to the subdivision of lots in Raptor Ridge. Total exempt properties increased by 21, mainly due to municipal purchases under the flood mitigation project.

Some assessment values may change because of the Assessment review process.

Property Taxes

On average, Drumheller residential taxpayers will see an increase of 2.9 percent in their tax bill in 2023. Non-residential taxpayers, on the other hand, will see an increase of 3.8 percent on their tax bill in 2023.

The 2023 Operating Budget adopted by Council authorizes a municipal tax requisition of \$9,587,975. Although the municipal tax requisition in 2023 proposes an increase of 4.8 percent, the average annual municipal tax revenue increase in the last 5 years has been approximately 1.9 percent, as shown in Appendix 3.

Requisitions

The requisition from the Government of Alberta for the following:

- Alberta School Foundation Fund is \$2,290,787 for 2023, a decrease of \$32,327 from 2022
- Christ the Redeemer Catholic Schools is \$380,128, a decrease of \$5,364 from 2022
- Designated Industrial Properties is \$2,755, an increase of \$57 from 2022
- The 2023 amounts levied on behalf of the Alberta School Foundation Fund include an additional \$9,381, as taxes collected in 2022 on behalf of ASFF were insufficient to cover the requisition due to assessment changes after taxes were levied.

The requisition from the Drumheller and District Seniors Foundation (DDSF) is \$552,225, a decrease of \$754 from 2022. The amount being levied in 2023 includes an additional \$1,355, as taxes collected in 2022 on behalf of DDSF were insufficient to cover the requisition due to assessment changes after taxes were levied.

As in prior years, the Provincial Government assessed designated industrial properties. Ministerial Order No. MAG:005/23 established the rates to charge back the assessment cost relating to these properties to each of the owners. The total requisition for 2023 is \$2,755.

Mill Rates

The combined residential mill rate for 2023 is 11.86862 (2022 – 12.10984).

The combined non-residential mill rate for 2023 is 19.41480 (2022 – 19.15279).

Tax Comparatives on Selected Properties

A group of selected properties is presented to Council every year to illustrate the impact of the annual tax rate. Assessment values for properties in Drumheller change from year-to-year depending on market conditions and whether there have been improvements to a particular property. The selected group includes five residential properties and five non-residential properties. The data presented include both amounts and percentage changes for each property.

STRATEGIC POLICY ALIGNMENT:

The proposed bylaw is in accordance with strong fiscal responsibility and transparency.

COMMUNICATION STRATEGY:

Communication of the adopted tax rates will include a media release, social media posts, and updated tax information on the Town website.

MOTION:

Councillor _____

Moves that Council give first reading to 2023 Property Tax Bylaw 03.23 as presented.

Moves that Council give second reading to 2023 Property Tax Bylaw 03.23 as presented.

Moves that Council give unanimous consent for third reading of 2023 Property Tax Bylaw 03.23.

Moves that Council give third reading to 2023 Property Tax Bylaw 03.23 as presented.

Seconded:

Councillor _____

Mauricio Reyes

Prepared by:
Mauricio Reyes, CPA, CMA, CAMP
Director of Corporate & Community Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 03.23
DEPARTMENT: CORPORATE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA
(HEREINAFTER REFERRED TO AS "THE MUNICIPALITY"), TO SET A RATE FOR THE
LEVY ON ASSESSED VALUE OF PROPERTY SUBJECT TO TAXATION FOR THE 2023
FINANCIAL YEAR.

WHEREAS the Council of the Town of Drumheller (Council) shall, by Bylaw, authorize the levying of taxes at such uniform rates on the dollar as the Council deems sufficient to produce the amount of revenue required. Section 353 of the *Municipal Government Act* R.S.A. 2000 c. M-26, (*Act*) as amended requires Council to pass a property tax bylaw annually;

AND WHEREAS a property tax bylaw authorizes Council to impose a tax in respect of property to raise revenue to be used towards the payment of requisitions and expenditures and transfers set out in the Town's budget;

AND WHEREAS Section 382 of the *Act* authorizes Council to impose a special tax to raise sufficient revenue to pay for a specific service or purpose;

AND WHEREAS Section 369 of the *Act* authorizes Council to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw;

AND WHEREAS Section 364 of the *Act* authorizes Council to exempt certain properties from taxation;

AND WHEREAS the assessed value of all property in the Town as shown on the 2023 assessment roll (2022 market values) is:

Total Assessment	\$1,131,774,930
	Taxable Assessment
Municipal	\$930,260,948
Education (Combined)	\$922,974,018
Drumheller & District Seniors Foundation	\$925,609,948
Designated Industrial Properties	\$36,937,040

AND WHEREAS the total requirement of the Town of Drumheller to be raised by Property Taxes as shown in the annual estimates and subsequent budget amendments are as follows:

Purpose	Required Amount
Municipal	\$9,587,975
Alberta School Foundation Fund	\$2,290,787
Christ The Redeemer Catholic School Division	\$380,128
Drumheller & District Seniors Foundation	\$553,580
Designated Industrial Properties	\$2,755
Total	\$12,815,225

NOW THEREFORE, pursuant to Sections 353, 382 and 369 of the *Municipal Government Act*, the Council of the Town of Drumheller in the Province of Alberta, duly assembled, enacts as follows:

1. BYLAW TITLE

1.1 This Bylaw may be referred to as the "2023 Property Tax Bylaw."

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Act" means the Municipal Government Act R.S.A. 2000 c. M-26 and regulations made thereunder;
- b) "Alberta School Foundation Fund" established under the School Act RSA 2000 c. S-3.
- c) "Chief Administrative Officer" means that person appointed by Council to position of Chief Administrative Officer pursuant to the Act.
- d) "Christ The Redeemer Catholic School Division" means the separate school division of central and south Alberta.
- d) "Designated Industrial Property" means designated industrial property as set out in Section 284 of the MGA
- e) "Farmland" means land used for farming operations as defined in the regulations;
- f) "Non-residential" in respect of property, means linear property, components of manufacturing or processing facilities (Machinery & Equipment) that are used for the cogeneration of power or other property on which industry, commerce or another use takes place or is permitted to take place under a land use bylaw passed by a council, but does not include farmland or land that is used or intended to be used for permanent living accommodation;

- g) "Residential" in respect of property, means property that is not classed by the assessor as farmland, machinery and equipment or non-residential.
- h) All other words used in this Bylaw that are defined in the Act shall have the meanings given to those words in the Act except where specifically defined otherwise in this Bylaw or required by the context in which the words are used in this Bylaw.

3. LEVY OF PROPERTY TAX

- 3.1 The Chief Administrative Officer is authorized and directed to impose and collect a property tax for the year 2023 at the rates set out in Schedule "A" to this Bylaw.
- 3.2 The Chief Administrative Officer is authorized to undertake a supplementary assessment and levy supplementary property taxes at the rates set out in Schedule "A" to this Bylaw.

4. INTERPRETATION

- 4.1 Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 4.2 There shall be entered upon the Tax Roll of the said Town of Drumheller, in a column provided for that purpose, the amount for which the property is charged for all of the sums ordered to be levied for each of the aforementioned classifications, and it shall not be necessary to state the particular sums for each of the various classifications.

5. TRANSITIONAL

- 5.1 This Bylaw comes into effect with third and final reading.

GIVEN FIRST READING THIS ____ DAY OF _____, 2023.

GIVEN SECOND READING THIS ____ DAY OF _____, 2023.

GIVEN THIRD AND FINAL READING THIS ____ DAY OF _____, 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drumheller Bylaw 03.23
SCHEDULE "A"

	Tax Levy	Taxable Assessment	Tax Rate in Mills
General Municipal			
Residential	\$6,031,716	\$691,332,455	8.72477
Non-Residential/Machinery & Equipment	3,556,259	238,928,493	14.88421
Total General Municipal	\$9,587,975	\$930,260,948	
Alberta School Foundation Fund (includes Christ the Redeemer Catholic School Division)			
Residential	\$1,759,979	\$691,332,455	2.54578
Non-Residential/Machinery & Equipment	910,936	231,641,563	3.93252
Total Alberta School Foundation Fund	\$2,670,915	\$922,974,018	
Drumheller & District Seniors Foundation			
Residential	\$413,466	\$691,332,455	0.59807
Non-Residential/Machinery & Equipment	140,114	234,277,493	0.59807
Total Drumheller & District Seniors Foundation	\$553,580	\$925,609,948	
Designated Industrial Properties			
Designated Industrial Properties	\$2,755	\$36,937,040	0.07459
Total Designated Industrial Properties	\$2,755	\$36,937,040	

Appendix 2

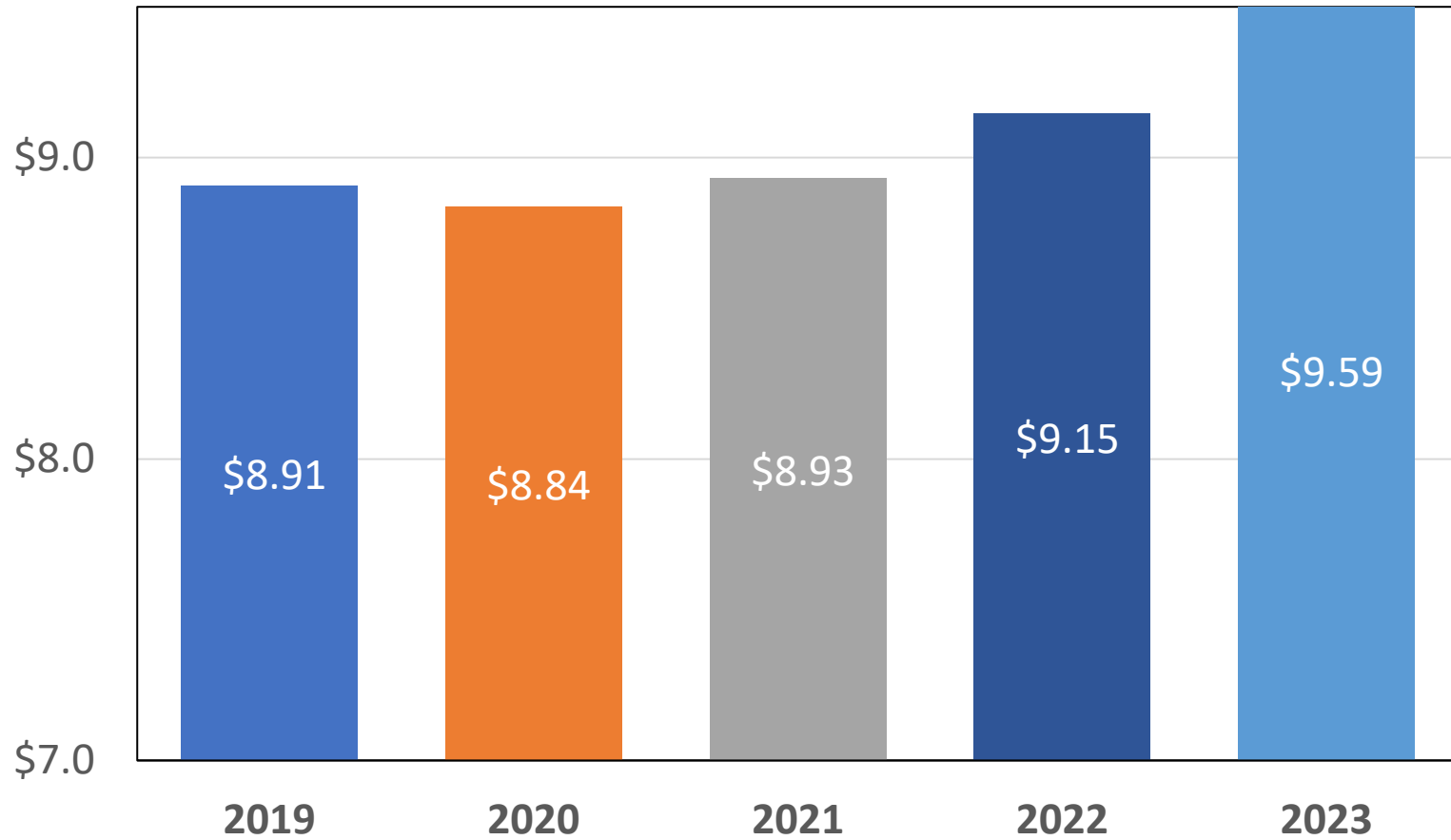
Table 1 – Taxable Assessment Values – 2023 vs. 2022

	2023	2022	Change \$	Change %
Residential	\$691,332,455	\$658,177,810	\$33,154,645	5.0%
Non-residential	\$202,051,918	\$198,197,700	\$3,854,218	1.9%
Machinery & Equipment	<u>\$36,876,575</u>	<u>\$35,196,770</u>	<u>\$1,679,805</u>	4.8%
Total	\$930,260,948	\$891,572,280	\$38,688,668	4.3%

Table 2 – Assessment Rolls – 2023 vs. 2022

	2023	2022	Change
Total residential rolls - taxable	3,837	3,703	+134
Total non-residential rolls	<u>473</u>	<u>474</u>	<u>-1</u>
Total Taxable Properties	4,177	4,177	+133
Total Exempt Properties	628	607	+21
Total Rolls	4,938	4,784	+154

Millions **Appendix 3 - Net Municipal Taxes Levied**



**Town of Drumheller
2023 Property Tax Levy
Comparative Yearly Taxes on Selected Properties**

2023 Tax Rate / \$ 1,000

Residential	8.72477	2.54578	0.59807	11.86862
% Change	-0.51%	-6.30%	-4.05%	-1.99%
Non-residential	14.88421	3.93252	0.59807	19.41480
% Change	2.91%	-3.28%	-4.05%	1.37%

2022 Tax Rate / \$1,000

Residential	8.76963	2.71693	0.62330	12.10986
Non-residential	14.46374	4.06577	0.62330	19.15281

Assessment	Municipal Tax	School Tax	Seniors Foundation	Total Tax Bill	Difference from Previous Year					
					Total Tax Bill		Municipal Taxes		School Tax	Seniors Foundation
					Amount	% Change	Amount	% Change		

#1 - 04024501

2023	\$200,000	\$1,745	\$509	\$120	\$2,374	\$89	3.90%	\$91	5.47%	-\$3	\$2
2022	\$188,650	\$1,654	\$513	\$118	\$2,285	-\$80	-3.38%	-\$47	-2.75%	-\$30	-\$3
2021	\$188,890	\$1,621	\$500	\$118	\$2,240	-\$96	-4.12%	-\$47	-2.82%	-\$46	-\$3

#2 - 07057102

2023	\$194,000	\$1,693	\$494	\$116	\$2,303	\$115	5.25%	\$108	6.84%	\$3	\$3
2022	\$180,650	\$1,584	\$491	\$113	\$2,188	-\$21	-0.95%	\$7	0.44%	-\$26	-\$2
2021	\$182,570	\$1,567	\$484	\$114	\$2,165	\$42	2.00%	\$51	3.38%	-\$14	\$5

#3 - 03002706

2023	\$224,000	\$1,954	\$570	\$134	\$2,659	\$82	3.18%	\$88	4.74%	-\$8	\$1
2022	\$212,770	\$1,866	\$578	\$133	\$2,577	\$258	11.14%	\$210	12.69%	\$35	\$13
2021	\$211,580	\$1,816	\$561	\$132	\$2,509	\$272	12.15%	\$218	13.66%	\$36	\$17

#4 - 01020205

2023	\$171,000	\$1,492	\$435	\$102	\$2,030	\$82	4.21%	\$82	5.78%	-\$2	\$2
2022	\$160,830	\$1,410	\$437	\$100	\$1,948	-\$68	-3.35%	-\$29	-2.00%	-\$35	-\$4
2021	\$163,210	\$1,401	\$432	\$102	\$1,935	-\$92	-4.53%	-\$47	-3.24%	-\$43	-\$2

#5 - 03006608

2023	\$142,000	\$1,239	\$362	\$85	\$1,685	\$21	1.26%	\$34	2.79%	-\$12	-\$1
2022	\$137,440	\$1,205	\$373	\$86	\$1,664	\$114	7.37%	\$98	8.88%	\$11	\$5
2021	\$134,980	\$1,158	\$358	\$84	\$1,600	\$130	8.81%	\$108	10.28%	\$13	\$9

**Town of Drumheller
2023 Property Tax Levy
Comparative Yearly Taxes on Selected Properties**

2023 Tax Rate / \$ 1,000

Residential	8.72477	2.54578	0.59807	11.86862
% Change	-0.51%	-6.30%	-4.05%	-1.99%
Non-residential	14.88421	3.93252	0.59807	19.41480
% Change	2.91%	-3.28%	-4.05%	1.37%

2022 Tax Rate / \$1,000

Residential	8.76963	2.71693	0.62330	12.10986
Non-residential	14.46374	4.06577	0.62330	19.15281

Assessment	Municipal Tax	School Tax	Seniors Foundation	Total Tax Bill	Difference from Previous Year					
					Total Tax Bill		Municipal Taxes		School Tax	Seniors Foundation
					Amount	% Change	Amount	% Change		

COMMERCIAL

C1 - 04028603

2023	\$1,932,000	\$28,756	\$7,598	\$1,155	\$37,509	-\$4,823	-11.39%	-\$3,212	-10.05%	-\$1,389	-\$222
2022	\$2,210,260	\$31,969	\$8,986	\$1,378	\$42,333	-\$4,778	-10.14%	-\$3,108	-8.86%	-\$1,481	-\$189
2021	\$2,487,800	\$34,973	\$10,089	\$1,554	\$46,616	-\$368	-0.78%	\$315	0.91%	-\$693	\$10

C2 - 02011500

2023	\$114,000	\$1,697	\$448	\$68	\$2,213	\$7	0.33%	\$31	1.85%	-\$20	-\$4
2022	\$115,180	\$1,666	\$468	\$72	\$2,206	\$128	6.17%	\$119	7.69%	\$7	\$3
2021	\$115,180	\$1,619	\$467	\$72	\$2,158	\$120	5.89%	\$116	7.69%	-\$1	\$5

C3 - 05001805

2023	\$511,000	\$7,606	\$2,010	\$306	\$9,921	\$666	7.19%	\$617	8.82%	\$45	\$4
2022	\$483,230	\$6,989	\$1,965	\$301	\$9,255	\$1,080	13.21%	\$902	14.82%	\$148	\$29
2021	\$425,180	\$5,977	\$1,724	\$266	\$7,967	-\$12	-0.15%	\$92	1.56%	-\$107	\$3

C4 - 06011704

2023	\$1,250,000	\$18,605	\$4,916	\$748	\$24,269	-\$125	-0.51%	\$184	1.00%	-\$263	-\$46
2022	\$1,273,640	\$18,422	\$5,178	\$794	\$24,394	\$6,495	36.29%	\$5,095	38.23%	\$1,201	\$199
2021	\$1,211,860	\$17,036	\$4,914	\$757	\$22,707	\$4,892	27.46%	\$3,895	29.64%	\$826	\$172

C5 - 04021200

2023	\$816,000	\$12,146	\$3,209	\$488	\$15,842	\$1,239	8.49%	\$1,117	10.13%	\$109	\$13
2022	\$762,460	\$11,028	\$3,100	\$475	\$14,603	-\$1,901	-11.52%	-\$1,260	-10.26%	-\$567	-\$74
2021	\$833,040	\$11,711	\$3,378	\$520	\$15,609	-\$1,034	-6.22%	-\$567	-4.62%	-\$441	-\$27

REQUEST FOR DECISION

TITLE:	Community Assistance Policy CMS-01-23
DATE:	May 1, 2023
PRESENTED BY:	Darren Goldthorpe Manager of Recreation, Arts, and Culture
ATTACHMENTS:	Community Assistance Policy CMS-C-01 Community Assistance Grant Application C-02-18 Community Assistance Policy

SUMMARY:

In 2018, Council adopted the Community Assistance Policy to provide financial assistance to local organizations to support costs associated with the delivery of programs, services, and events in the community of Drumheller. Support can be in the form of cash and/or in-kind services.

The current policy had not been reviewed and revised since it was adopted in 2018 and Administration recommends several updates to the policy and associated documents. Updates include:

- Defining scope of responsibility and approval limits that allow for approvals of \$5,000 in cash and \$10,000 in-kind support be delegated to Administration with all amounts above this coming before Council.
- Defining eligibility and added that groups may only submit one application per year, and what is and is-not eligible for funding,
- Explaining the process in more detail and including timelines.
- Simplifying the application and the requirements

RECOMMENDATION:

Administration recommends that Council adopt the revised Community Assistance Policy C-01.23 as presented.

DISCUSSION:

The policy has been reviewed with the objective of creating a clear and well-defined policy along with a simpler application process.

Administration has revised the Community Assistance Policy for Council review and approval.

FINANCIAL IMPACT:

Community Assistance funding will be reviewed and approved in the annual operations budget.

WORKFORCE AND RESOURCES IMPACT:

This is determined with each application for in-kind support.

STRATEGIC POLICY ALIGNMENT:

This policy is in alignment with Council's strategic priorities of fiscal responsibility, transparency, and good governance.

COMMUNICATION STRATEGY:

Once adopted by Council, the revised Community Assistance Policy will be available on the Town's website and communicated via the various social media channels

COUNCIL MOTION:

MOTION:

Councillor:

_____ moves that Council approve the revised Community Assistance Grant Policy CMS-C-01 as presented.

Seconded:

D Goldthorpe

Prepared by:
Darren Goldthorpe
Manager of Recreation, Arts
And Recreation

Reviewed by:
Mauricio Reyes, CPA, CMA, CAMP
Chief Financial Officer
Director of Corporate & Community Services



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

COUNCIL POLICY

NAME: Community Assistance Grant	POLICY NUMBER: CMS-C-01
DEPARTMENT: Corporate & Community Services	ATTACHMENTS 1) Community Assistance Grant Application
DATE APPROVED:	REVISION DATE:
SUPERSEDES: C-02-18	

1) POLICY STATEMENT

The Town of Drumheller Council supports local groups through the Community Assistance Grant providing Cash and/or In-Kind work.

2) PURPOSE

The purpose of this policy is to support the delivery of community programs, projects, and events for groups that take place in the Drumheller Valley that promote active, safe, sustainable communities and improve the quality of life for residents.

3) DEFINITIONS

- “In-Kind”: means goods and/or services provided by the Town not involving cash.
- “Cash”: means legal tender that can be used to exchange goods or services.
- “Groups”: Local community groups, non-profits, and societies in Drumheller.

4) SCOPE & RESPONSIBILITIES

The scope of the policy is to define the approval authority limits, eligibility criteria, and the process guidelines.

- a) Council allocates funds to the community assistance grant program through the annual budget process.
- b) Approval limits:
 - (1) Manager of Recreation, Arts, and Culture – Cash requests up to \$3500.
 - (2) Director of Infrastructure Services – In-Kind requests up to \$10,000.
 - (3) Chief Administrative Officer (or designate) – Cash requests \$3501 to \$5000.
 - (4) Council – Will approve cash and in-kind requests over these amounts.
- c) Eligibility:
 - (1) Must be a local group.
 - (2) Applications must demonstrate that the programs, project, or event is open for the use and enjoyment of users and the community.
 - (3) The program, project or event must take place in the Drumheller Valley.
 - (4) The program, project or event will occur within twelve months of approval.
 - (5) The program, project, or event will provide an active, safe, and sustainable community that will improve or amplify the quality of life in Drumheller.
 - (6) Groups will only be eligible for one application per year.

d) Not eligible:

- (1) Individuals, businesses, or other government entities.
- (2) Private functions
- (3) Operational expenses related to wages, utilities, taxes, or general day-to-day functions.

e) Process:

- (1) Applications and fillable forms are available on the Town of Drumheller website (www.drumheller.ca) or by contacting the Corporate and Community Services Administrative Assistant at 403 823 1324.
- (2) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.
- (3) Completed applications including budget are to be submitted to the Corporate and Community Services Administrative Assistant and will be reviewed by the Manager of Recreation, Arts, and Culture.
- (4) For cash requests under \$5001 or in-kind requests under \$10,001; applications must be received to allow for turnaround time of up to 30 calendar days.
- (5) For cash requests over \$5001 or in-kind requests over \$10,001; applications must be received to allow for turnaround time of up to 45 calendar days and may require presentation to Council.
- (6) Applicants will be notified of the decision by email and letter.

5) REVIEW PERIOD AND TRANSITIONAL

- a) In consultation with Council, this Policy will be reviewed and revised as needed.
- b) This Policy will come into effect after a resolution from Council and supersedes Policy C-02-18.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REVISIONS

COMMUNITY ASSISTANCE GRANT

GENERAL INFORMATION:

1) APPLICATIONS

- (1) Applications and fillable form are also available on the Town of Drumheller website (www.drumheller.ca).
- (2) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.

2) DETERMINE YOUR GROUP'S ELIGIBILITY.

a) Eligibility:

- (1) Must be a local group.
- (2) Applications must demonstrate that the programs, project, or event is open for the use and enjoyment of users and the community.
- (3) The program, project or event must take place in the Drumheller Valley.
- (4) The program, project or event will occur within one year of approval.
- (5) The program, project, or event will provide an active, safe, and sustainable community that will improve or amplify the quality of life in Drumheller.
- (6) Groups will only be eligible for one application per year.

b) Not eligible:

- (1) Individuals, businesses, or other government entities.
- (2) Private functions
- (3) Operational expenses related to wages, utilities, taxes, or general day-to-day functions.

3) TIMELINES

- a) Cash requests under \$5001 or in-kind requests under \$10,001; applications must be in to allow for turnaround time of up to 30 calendar days from the program, project, or event.
- b) Cash requests over \$5001 or in-kind requests over \$10,001; applications must be in to allow for turnaround time of up to 45 calendar days from the program, project, or event and may require presentation to Council.

Completed applications are to be submitted to:

Town of Drumheller
224 Centre Street, Drumheller, AB T0J 0Y4
Attention: Community Assistance Program
Email: communityservices@drumheller.ca

Questions about the form, please contact 403-823-1324



COMMUNITY ASSISTANCE GRANT - APPLICATION

ORGANIZATIONAL INFORMATION

Organization Name: _____

Mailing Address: _____

City / Town: _____ Province: _____ Postal Code: _____

Contact Name: _____ Title: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Registered Society or Charity Number (if Applicable): _____

Have you applied for this funding in this calendar year? Yes No

Are you requesting Cash support _____ In-kind support _____

Cash Amount or In-Kind Service Requested: _____

Event Date: _____ Not Applicable

Location: _____

PURPOSE AND NEED

Please provide a description of the program, project, or event. (e.g., What is it about? What specifically will the funding/support be used for? Anticipated attendance?)

Describe the benefits of the program, project, or event to the community. (e.g., How does it promote active, safe, sustainable communities and improve the quality of life in the Drumheller Valley?)



How will the Town of Drumheller be recognized for their support? (e.g., posters, signs, announcements, social media, etc.)

Please attach the detailed budget for your grant request. (Detail revenues sources, other grants, sales etc. and all expenses for this request)

Describe what may happen if you do not receive the grant funding or support, or if you receive less than the requested amount. (e.g., It will still proceed, it will not proceed, it will need to be modified or postponed, is a safety risk, etc.)

OBLIGATIONS UPON RECEIVING GRANT

Groups may only spend grant funds on the items identified in the application. Recipients may be required to account for funds spent by means of a final budget and/or receipts. Recognition of the Town of Drumheller for their support is required. Failure to provide requested information, may affect future grant application consideration.



DECLARATION STATEMENT

We undersigned representative(s) certify that this application is completed and accurate. Application must be signed by two members of the Society or Group who have signing authority.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

APPLICATION CHECKLIST

- Provided organizational and contact information.
- Defined request – cash amount or in-kind service.
- Detailed description of program, project, or event.
- Detailed budget provided.
- Read and understood obligations upon receiving grant requirements.
- Application is signed by members of group who have signing authority.

Completed applications are to be submitted to:

Town of Drumheller
224 Centre Street, Drumheller, AB T0J 0Y4
Attention: Community Assistance Program
Email: communityservices@drumheller.ca

Questions about the form, please contact 403-823-1324

FOR OFFICE USE ONLY

Date application received: _____

Approved: _____ Not Approved: _____

Reason if not approved: _____

Date of approval letter: _____



DRUMHELLER

C O U N C I L P O L I C Y



Council Policy # C02-18

Community Assistance Policy

POLICY PURPOSE:

The purpose of this policy is to define the process by which the Town of Drumheller provides financial assistance to local organizations and groups to support operating costs associated with the delivery of programs, services and events that promote active, safe and sustainable communities and improve quality of life in the Town.

BACKGROUND

The Town of Drumheller is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of Town residents. These grants are only available to organizations and groups that work on a not-for-profit basis.

DEFINITIONS:

Capital: any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

Town: the municipal corporation of the Town of Drumheller having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Freedom of Information and Protection of Privacy Act: *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto also known as MGA.

Operating: funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

POLICY STATEMENT AND GUIDELINES:

AUTHORITY

Administration makes recommendations to Town Council. Town Council awards community assistance grants through a budget established on an annual basis.

ELIGIBILITY

Community- based volunteer groups and non-profit organizations may apply for a Community Assistance Grant.

PROCESS

Applications are to be submitted to the Town of Drumheller **ATTN: Community Assistance Program** 224 Centre Street, Drumheller, AB T0J 0Y4 by September 1st.

The personal information requested on this form is being collected for municipal purposes relating to a grant application, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at (403.823.1339).

Community Programs, Services and Events

Community programs, services and events that promote active, safe and sustainable communities may be considered by Town Council for allocation of grant funding.

Funding

Town Council will identify community assistance grant funding during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by Town Council.

Requests for Funding

Applications to the Community Assistance Grant are considered by Council.

Throughout the year, application can be made for financial assistance by completing the attached application as per Schedule A.

Administration will review and recommend to Town Council a list of those organizations and groups who should be considered for funding. Town Council will make the final determination as to recipients of financial assistance.

The annual deadline is: September 1.

Criteria for Community Assistance Grant

Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of users and the community.

Preference will be given to projects that complete Schedule A.

Town Administration will maintain an on-going record of the grants that Town Council has approved and report on the availability of community assistance grant funding as required.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required

Community Services Director is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Director of Corporate Services is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Manager of Recreation and Culture is responsible for: communicating grant information to the public, ensuring Town Council understands policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern or non-compliance.


Community and Protective Services Assistant is responsible for: advertising and making grant applications available, accepting and filing completed applications, providing Council's Executive Assistant with documentation for grant deliberations, communicating with groups, ensuring applications are complete, completing accounts payable memos, ensuring compliance, reporting issues or concerns.

Town Communications is responsible for: press releases regarding grant programs.

ATTACHMENTS:

Schedule "A" – Community Assistance Grant
Application

Date: March 19, 2018



Chief Administrative Officer



Mayor



DRUMHELLER

COMMUNITY SERVICES



Schedule "A"

Community Assistance Program
Community Assistance Grant Application

ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Postal Code: _____

Contact Name: _____ Title: _____

Telephone:

Business: _____ Home: _____

Registered Society or Charity Number (if applicable) _____

Is your organization presently receiving any financial assistance from the Town of Drumheller?

_____ YES _____ \$ _____ NO _____

Is your organization presently receiving any financial assistance from other municipalities or other levels of government, public agencies or other sources?

_____ YES _____ \$ _____ NO _____

PURPOSE AND NEED

Please describe what you are requesting. Include details such as timing, anticipated participation, etc. Describe the benefits of the project / activity in the community.

What are the goals and objectives of the proposed grant support? How will the success of the project or event be measured?

Describe the membership of your organization. How do you characterize your members / participants? (demographics)

Describe the anticipated level of current and future volunteerism and fundraising in relation to your group.

Please attach a copy of current financial statements to support your ask.

Describe what may happen if you do not receive grant funding, or if you receive less than the requested amount.

Are funds being sought from other sources to support this program or project?

Grant Amount Requested: _____

Declaration Statement

We the undersigned representative(s) certify that this application is complete and accurate.

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project/programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Drumheller to examine books or records to determine whether the grant funding has been used as intended and approved.

Council Meeting Sponsorship, Silent Auction Item, or Letter of Support Request Form

Sponsorship, Silent Auction Item, or Letter of Support Request Form may be submitted:

- In person at Town Hall, 224 Centre Street, Drumheller, AB T0J 0Y4
- By e-mail to lbosch@dinosaurvalley.com

Applicants will be contacted to confirm the Council meeting date and time (if requested).

Is the Request for a Sponsorship, for a Silent Auction item, or for a Letter of Support?

REQUEST FOR SPONSORSHIP REQUEST FOR SILENT AUCTION ITEM
 REQUEST FOR LETTER OF SUPPORT

INTERNAL USE ONLY

Department:	Meeting Date:	Appt. Time:	CAO Approval: