



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, December 2, 2024

LOCATION: Council Chambers, 224 Centre St, via Teams 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 the December 2, 2024, Regular Meeting of Council**

Proposed Motion: That Council adopt the agenda for the December 2, 2024, Regular Meeting of Council as presented. (or as amended)

5. MEETING MINUTES

5.1 **Minutes for the November 18, 2024, Regular Meeting of Council**

[Regular Council Meeting – November 18, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the November 18, 2024, Regular Council Meeting as presented. (or as amended)

5.2 **Minutes for the November 21, 2024, Special Meeting of Council**

[Special Council Meeting – November 21, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the November 21, 2024, Special Council Meeting as presented. (or as amended)

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.1 **Director of Corporate and Community Services**

9.1.1 **Family & Community Support Services (FCSS) Committee Bylaw – Third Reading**

[Request-for-Decision](#)
[\(Draft\) Bylaw #34.24 – FCSS Bylaw](#)

Proposed Motion:

That Council give Third and Final reading to the Family and Community Support Services Bylaw #34.34, as presented.

9.1.2 **Implementation of Minimum Municipal Tax and Tax Assessment of Manufactured Home Communities**

[Request-for-Decision](#)
[Schedule “A” – List of Municipalities with Minimum Tax](#)
[Schedule “B” – Vacant Land Tax Municipal Comparison](#)
[\(Draft\) Bylaw #38.24 – Assessment of Manufactured Home Communities](#)

Proposed Motion:

That Council give First Reading to Bylaw #38.24, Assessment of Manufactured Home Communities, as presented.

Proposed Motion:

That Council give Second Reading to Bylaw #38.24, Assessment of Manufactured Home Communities, as presented.

9.1.3 **Taxation of Exempted Properties Bylaw #37.24**

[Request-for-Decision](#)
[\(Draft\) Bylaw #37.24 – Taxation of Exempted Properties](#)
[Ministerial Order No. 2024-011](#)

Proposed Motion:

That Council give First Reading to Bylaw #37.24 – Taxation of Exempted Properties Bylaw.

Proposed Motion:

That Council give Second Reading to Bylaw #37.24 – Taxation of Exempted Properties Bylaw.

9.1.4 Fees, Rates and Charges Bylaw #38.24

[Request-for-Decision](#)

[\(Draft\) Bylaw 36.24 – 2025 Rates, Fees and Charges Bylaw](#)

[Schedule “A” – 2025 Service Fee Schedule \(redlined for track changes\)](#)

[Schedule “A” – 2025 Service Fee Schedule \(proposed\)](#)

[Memorial Bench Program Policy \(CS-A-01\)](#)

Proposed Motion:

That Council approve the moratorium of Memorial Bench Program Policy CS-A-01 for 2025 to allow time for Administration to review the program.

Proposed Motion:

That Council give First Reading to Bylaw 36.24 – 2025 Rates, Fees, and Charges Bylaw.

Proposed Motion:

That Council give Second Reading to Bylaw 36.24 – 2025 Rates, Fees, and Charges Bylaw.

9.1.5 2025 Operating Budget and 4-Year Financial Plan 2025 Capital Budget and 10-Year Capital Plan

[Request-for-Decision](#)

[Appendix 1 – 2025 Operating Budget and 3 Year Financial Plan](#)

[Appendix 2 – Other General Services, Other Professional Services & 295-298 Project Codes](#)

[Appendix 3 – 2025 Capital Budget and 10 Year Plan](#)

EMERGENCY AND PROTECTIVE SERVICES

9.2 Director of Emergency and Protective Services

9.2.1 Bylaw #25.24 – Fire Bylaw – Third Reading

[Request-for-Decision](#)

[\(Draft\) Bylaw #25.24 – Fire Bylaw](#)

Proposed Motion:

That Council give Third and Final Reading to Bylaw #25.24 – Fire Bylaw, as presented.

INFRASTRUCTURE SERVICES

10. CLOSED SESSION

10.1 Confidential Evaluations and Advice from Officials

FOIP 17 – Disclosure harmful to personal privacy.

FOIP 18 – Confidential evaluations.

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

Proposed Motion:

That Council close the meeting to the public to discuss Confidential Evaluations and Advice from Officials as per FOIP 17 – Disclosure harmful to personal privacy, FOIP 18 – Confidential evaluations, FOIP 23 - Local public body confidences, and FOIP 24 – Advice from officials.

Proposed Motion:

That Council open the meeting to the public.

11. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, November 18, 2024

LOCATION: Council Chambers, 224 Centre Street and via Zoom platform

[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg
Councillor Patrick Kolafa
Councillor Stephanie Price
Councillor Tony Lacher
Councillor Crystal Sereda
Councillor Tom Zariski
Councillor Lisa Hansen-(Remote)

Chief Administrative Officer: Darryl Drohomerski
Director of Corp. & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Dir. of Emergency and Protective Services: Greg Peters
Flood Resiliency Project Director: Deighen Blakely
Communications Officer: Erica Crocker
Reality Bytes IT: David Vidal
Recording Secretary: Mitchell Visser

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Price announced that the Festival of Trees will be held November 29th, 2024, from 5:00pm until 7:00pm at the Badlands Community Facility. Trees will be decorated by folks across the Drumheller Valley and will be left up in the Badlands Facility Foyer to spread the holiday spirit! Tree Registration forms can be found on the Town of Drumheller Website.

Councillor Sereda announced that Christmas in the Coulee will be taking place at the Atlas Coal Mine on December 6th, 7th, 13th, and 14th, 2024 from 5:00 pm until 8:30 pm. Tickets can be found on their website.

Councillor Lacher announced that the Titans Community Christmas Party will be taking place on December 6th at the Badlands Community Facility. Admission is \$65 per person or \$500 per table. There will be a prime rib dinner and a silent auction.

Councillor Kolafa announced that the annual Salvation Army Kettle Campaign will be kicking off this Friday, November 22, 2024. Kettles will be at Freson Brothers, Walmart and No Frills.

Councillor Zariski announced that Lightfest: Sweet Winter Memories will be taking place at the Badlands Amphitheatre Friday, November 22, 2024, and Saturday November 23, 2024, and that the Festival of Lights will be taking place Downtown from 4:00 PM until 7:00 PM on November 23, 2024.

Mayor Colberg thanked the infrastructure team for the quick response on snow removal throughout the valley.

Mayor Colberg requested that, due to the Canada Post strike, all residents should pick up any expected cheque directly from the Town office until the cessation of the strike and asked residents to sign up for direct deposits. Water and sewer bills are still required to be paid, residents are encouraged to stop by the Town to make alternate arrangements and to sign up for e-billing.

Mayor Colberg congratulated the DVSS Senior Girls Volleyball team for their league and zone championships.

Mayor Colberg called a special meeting for November 21, 2024, at 4:30 PM in Council Chambers to deliberate on items related to the Town of Drumheller Flood Program.

Councillor Hansen-Zacharuk announced that the annual Red Bag Food Drive will be on November 28, 2024 at 6:00 p.m.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for November 18, 2024, Regular Council Meeting**

M2024.390 Moved by Councilor Zariski, Councillor Kolafa
That Council adopt the agenda for the November 4, 2024, Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the November 4, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – November 4, 2024 – Draft Minutes

M2024.391 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council approve the minutes for the November 4, 2024, Regular Meeting of Council as presented

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.1 **Director of Corporate and Community Services**

YouTube Timestamp: 8:26

9.1.1 **Family & Community Support Services (FCSS) Committee Bylaw**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #34.24 – FCSS Bylaw;
Policy CDSP-C-01 – FCSS Program

M2024.392 Moved by Councillor Kolafa, Councillor Price

That Council gives First Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.

CARRIED UNANIMOUSLY

M2024.393 Moved by Councillor Sereda, Councillor Price

That Council gives Second Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.

CARRIED UNANIMOUSLY

9.1.2 **2025 Utility Rate Bylaw #35.24 – 3rd Reading**

Agenda Attachments: Request-for-Decision; 2025 (Draft) Bylaw #35.24 - Utility Rate Bylaw

M2024.394 Moved by Councillor Kolafa, Councillor Price

That Council gives Third and Final Reading to 2025 Utility Rate Bylaw #35.24, as presented.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

9.2 **Director of Emergency & Protective Services**

YouTube Timestamp: 16:22

9.2.1 Paid Parking Program

Agenda Attachments: Request-for-Decision; Attachment "A" – Physical Parking Pass Example; Attachment "B" – Paid Parking Lots Map

- M2024.395** Moved by Councilor Zariski, Councillor Kolafa
That Council direct Administration to operate Hotspot paid parking each year from May 1 to October 31 but allow for payment all year.
- 6 IN FAVOUR: Councillor Colberg, Kolafa, Sereda, Hansen-Zackaruk, Zariski, Lacher
1 OPPOSED: Councillor Price
- CARRIED
- M2024.396** Moved by Councillor Sereda, Councillor Price
That Council direct Administration to sell physical parking permits as a secondary parking payment option.
- CARRIED UNANIMOUSLY
- M2024.397** Moved by Councillor Price, Councillor Kolafa
That Council direct Administration to offer paid parking exemptions only to residents and out-of-town recreation membership holders.
- 6 IN FAVOUR: Councillor Colberg, Kolafa, Sereda, Hansen-Zackaruk, Price, Lacher
1 OPPOSED: Councillor Zariski
- CARRIED
- M2024.398** Moved by Councillor Lacher, Councillor Sereda
That Council direct Administration to designate high-tourist-traffic residential streets as resident-only parking and offer no exemptions to this rule.
- 6 IN FAVOUR: Councillor Colberg, Kolafa, Zariski, Hansen-Zackaruk, Price, Lacher
1 OPPOSED: Councillor Sereda
- CARRIED

9.2.2 Bylaw #25.24 – Fire Bylaw – First Reading

Agenda Attachments: Request-for-Decision; Draft Bylaw #25.24 – Fire Bylaw

- M2024.399** Moved by Councillor Lacher, Councillor Sereda
That Council gives First Reading to Bylaw #25.24 – Fire Bylaw, as presented.
- CARRIED UNANIMOUSLY

M2024.400 Moved by Councillor Sereda, Councillor Price
That Council gives Second Reading to Bylaw #25.24 – Fire Bylaw, as presented.

CARRIED UNANIMOUSLY

8. PUBLIC HEARING AT 5:30

8.1 **Proposed Bylaw #33.24 – Lehigh Road Closure**

YouTube Timestamp: 1:03:00

1. Mayor Opens the Public Hearing and Introduces the Matter
2. Presentation of Information – Chief Administrative Officer
3. Rules of Conduct for Public Participation
4. All the material related to Public Hearing will be documented and taken into consideration.
5. Public Participation – Pre-Registered to Present Remotely
6. Public Participation – Pre-Registered to Present in Person
7. Public Participation – Written Submissions
8. Final Comments
9. Mayor to Call for Public Hearing to Close

INFRASTRUCTURE SERVICES

9.3 **Director of Infrastructure Services**

YouTube Timestamp: 1:08:24

9.3.1 **Drumheller Wayfinding Assessment**

Agenda Attachments: Briefing Note; Drumheller Wayfinding Assessment, ISL Engineering and Land Services, September 2024

10. CLOSED SESSION

YouTube Timestamp: 1:28:25

10.1 **Local Public Body Confidences and Advice from Officials**

FOIP 17 – Disclosure harmful to personal privacy.

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

M2024.401 Moved by Councillor Lacher, Councillor Price
That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 17 – Disclosure harmful to personal privacy, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:56 p.m.

M2024.402 Moved by Councillor Lacher, Councilor Zariski
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 6:26 p.m.

11. ADJOURNMENT

M2024.403 Moved by Councillor Sereda, Councillor Kolafa
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 6:26 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF DRUMHELLER
SPECIAL COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Thursday, November 21, 2024

LOCATION: Council Chambers, 224 Centre Street and via Teams platform

[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Stephanie Price

Councillor Tony Lacher (Remote)

Councillor Crystal Sereda

Councillor Tom Zariski (Remote)

Councillor Lisa Hansen-Zacharuk (Regrets)

Chief Administrative Officer: Darryl Drohomerski

Director of Corporate & Community Services: Victoria Chan

Director of Infrastructure: Jared Brounstein

Dir. of Emergency and Protective Services: Greg Peters

Flood Resiliency Project Director: Deighen Blakely

Communications Officer: Erica Crocker

Reality Bytes IT: David Vidal

Recording Secretary: Mitchell Visser

1. CALL TO ORDER

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

2. OPENING REMARKS

Councillor Price announced that Festival of Lights will be taking place Downtown from 4:00 PM until 7:00 PM on November 23, 2024.

Councillor Zariski announced that there will be multiple events taking place at the Badlands Amphitheatre and that Lightfest: Sweet Winter Memories will be taking place at the Badlands Amphitheatre Friday, November 22, 2024, and Saturday November 23, 2024.

Councillor Kolafa cautioned travellers to drive safely during the increased snowfall and icy conditions in light of the winter driving advisory.

3. ADOPTION OF AGENDA

3.1 **Agenda for November 21, 2024, Special Council Meeting**

M2024.404 Moved by Councillor Sereda, Councillor Kolafa

That Council adopt the agenda for the November 21, 2024, Special Meeting of Council, as presented.

CARRIED UNANIMOUSLY.

3. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

3.1 **Chief Administrative Officer**

YouTube Timestamp: 4:40

3.1.1 **Proposed Nacmine 8th Street Road Closure Revised Bylaw 04.24 (2nd Reading)**

Agenda Attachments: Request-for-Decision; Proposed Nacmine 8th Street Road Closure Bylaw 04.24 (2nd Reading)

M2024.405 Moved by Councillor Kolafa, Councillor Lacher

That Council give Second Reading to Revised Bylaw #04.24 – Nacmine 8th Street Road Closure, as presented.

CARRIED UNANIMOUSLY

M2024.406 Moved by Councilor Zariski, Councillor Sereda

That Council give Third and Final Reading to Revised Bylaw #04.24 – Nacmine 8th Street Road Closure, as presented.

CARRIED UNANIMOUSLY

3.1.2 **Proposed Nacmine Hunter Drive Road Closure Bylaw #05.24 (2nd Reading)**

Agenda Attachments: Request-for-Decision
Proposed Nacmine Hunter Drive Road Closure Bylaw 05.24 (2nd Reading)

M2024.407 Moved by Councillor Kolafa, Councillor Sereda

That Council give Second Reading to Bylaw #05.24 – Nacmine Hunter Drive Road Closure, as presented.

CARRIED UNANIMOUSLY

M2024.408 Moved by Councilor Zariski, Councillor Lacher

That Council give Third and Final Reading to Bylaw #05.24 – Nacmine Hunter Drive Road Closure, as presented.

CARRIED UNANIMOUSLY

3.1.3 **Bylaw #39.24 – Revision of Bylaw #21.24**

Agenda Attachments: Request-for-Decision; Bylaw #39.24 – Amending Bylaw for Bylaw #21.24; Bylaw #21.24 – Midland ER 2 ; Bylaw #21.24 – Midland ER 2

(Amended)

M2024.409 Moved by Councillor Kolafa, Councillor Sereda

That Council gives first reading to Bylaw #39.24 – Amending Bylaw for Bylaw #21.24.

CARRIED UNANIMOUSLY

M2024.410 Moved by Councillor Lacher, Councilor Zariski

That Council gives second reading to Bylaw #39.24 – Amending Bylaw for Bylaw #21.24.

CARRIED UNANIMOUSLY

M2024.411 Moved by Councillor Kolafa, Councillor Sereda

That Council give unanimous consent for third reading of Bylaw #39.24 – Amending Bylaw for Bylaw #21.24.

CARRIED UNANIMOUSLY

M2024.412 Moved by Councillor Sereda, Councillor Lacher

That Council gives third and final reading to Bylaw #39.24 – Amending Bylaw for Bylaw #21.24.

CARRIED UNANIMOUSLY

3.2 **Flood Resiliency Project Director**

YouTube Timestamp: 14:03

3.2.1 **Urban Tree Planting Study**

Agenda Attachments: Briefing Note
Presentation – Urban Forest Report Summary

3.2.2 **Drumheller Resiliency and Flood Mitigation Program – Property Tax Write-off**

Agenda Attachments: Briefing Note
Presentation – Urban Forest Report Summary

M2024.413 Moved by Councillor Kolafa, Councillor Sereda

That Council approve the write-off of outstanding property taxes in the amount of \$212.00 for Tax Roll No. 15007800.

CARRIED UNANIMOUSLY

M2024.414 Moved by Councillor Sereda, Councillor Lacher

That Council approve the write-off of outstanding property taxes in the amount of \$98.97 for Tax Roll No. 15008006.

CARRIED UNANIMOUSLY

M2024.415 Moved by Councilor Zariski, Councillor Kolafa

That Council approve the write-off of outstanding property taxes in the amount of \$678.38 for Tax Roll No. 15008204.

CARRIED UNANIMOUSLY

M2024.416 Moved by Councillor Kolafa, Councillor Sereda

That Council approve the write-off of outstanding property taxes in the amount of \$98.97 for Tax Roll No. 15008402.

CARRIED UNANIMOUSLY

M2024.417 Moved by Councillor Lacher, Councillor Sereda

That Council approve the write-off of outstanding property taxes in the amount of \$127.17 for Tax Roll No. 15008600.

CARRIED UNANIMOUSLY

M2024.418 Moved by Councilor Zariski, Councillor Kolafa

That Council approve the write-off of outstanding property taxes in the amount of \$1413.24 for Tax Roll No. 14003206.

CARRIED UNANIMOUSLY

M2024.419 Moved by Councillor Kolafa, Councillor Sereda

That Council approve the write-off of outstanding property taxes in the amount of \$1455.70 for Tax Roll No. 15007404.

CARRIED UNANIMOUSLY

M2024.420 Moved by Councillor Lacher, Councillor Kolafa

That Council approve the write-off of outstanding property taxes in the amount of \$3024.91 for Tax Roll No. 17045619.

CARRIED UNANIMOUSLY

3.2.3 **Drumheller Resiliency and Flood Mitigation Program – Resolution for Support in Applying for Funding**

Agenda Attachments Request-for-Decision

M2024.421 Moved by Councillor Lacher, Councilor Zariski

Moved that Council approve the request for financial contribution of an additional \$134,000 through borrowing; should the Flood Office's DFPP funding application for adaptive flood protection measures be successful.

CARRIED UNANIMOUSLY

3.2.4 **Drumheller Resiliency and Flood Mitigation Program – Changes to Nacmine Berm**

Agenda Attachments: Request-for-Decision
Nacmine Berm Alignment Change Slides

M2024.422 Moved by Councillor Sereda, Councillor Kolafa

That Council direct Administration to take the necessary steps to adjust the alignment of the Nacmine Berm to tie the upstream end of the berm to high ground at the intersection of 1 Street and 3 Avenue.

CARRIED UNANIMOUSLY

3.2.5 **Expropriation Abandonment – 287 1 Street, Nacmine**

Agenda Attachments: Request-for-Decision
Original RFD and Expropriation Documents
Form 5 Notice of Abandonment of Expropriation

M2024.423 Moved by Councillor Sereda, Councillor Kolafa

That Council directs Administration to abandon the Notice of Intention to Expropriate for the partial taking signed and dated the 12th day of August 2024 pertaining to a portion of the parcel of land legally described as:
Plan Nacmine 7125DD, that portion of the south easterly thirty one and forty hundredths (31.40) metres in perpendicular width of Block "B" which lies to the north east of the south west twenty two and eighty six hundredths (22.86) metres of the said Block "B", excepting thereout: Subdivision Plan 9312239 containing 0.072 hectares (0.180 acres) more or less; Title Number 001 142 256. and take all necessary steps and execute all necessary documents required by the Expropriation Act RSA 2000, Chapter E-13 as amended in furtherance of this abandonment.

CARRIED UNANIMOUSLY

3.2.6 **Expropriation Abandonment – 44 2 Avenue, Nacmine**

Agenda Attachments: Request-for-Decision
Original RFD and Expropriation Documents
Form 5 Notice of Abandonment of Expropriation

M2024.424 Moved by Mayor Colberg, Councillor Kolafa

Council direct Administration to abandon the Notice of Intention to Expropriate for partial taking signed and dated the 12th day of August 2024 pertaining to a portion of the parcel of land legally described as:
Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block; Title Number 061 102 801.
and take all necessary steps and execute all necessary documents required by the Expropriation Act RSA 2000, Chapter E-13 as amended in furtherance of this abandonment.

CARRIED UNANIMOUSLY

4. ADJOURNMENT

M2024.425 Moved by Moved by Mayor Colberg, Councillor Sereda
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 5:52 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Family & Community Support Services (FCSS) Committee Bylaw
DATE:	December 2, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director of Corporate & Community Services
ATTACHMENTS:	(Draft) Bylaw #34.24 – FCSS Bylaw

SUMMARY:

Section 2 of the *Family and Community Support Services Act* (FCSSA) provides that a municipality may decide to establish, administer and operate an FCSS program. While the establishment of an FCSS Board is not a requirement, in accordance with Section 145(2) of the *Municipal Government Act* (MGA), a committee of Council must be established by a Bylaw.

The purpose of the Family and Community Support Services (FCSS) Bylaw is to formally establish a subcommittee of Council that will be responsible for:

- a) approving, overseeing and monitoring all programs funded through the FCSS program;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program;
- c) directing all FCSS funding, within the constraints of the FCSS budget, approved by Council;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

The FCSS Committee will consist of all seven (7) members of Council who will meet at least twice per year.

RECOMMENDATION:

That Council give third and final reading to FCSS Bylaw #34.24, as presented.

DISCUSSION:

The Town participates in the FCSS Program in order to enhance the well-being of individuals and families in the community. The Town of Drumheller and Province of Alberta have a formal agreement to allocate funding to eligible preventive social programs, where the Town matches a minimum of 20% of the funding received from the Province.

In 2023, Town Council sought greater clarity on the roles and responsibilities related to the FCSS program. As a result, FCSS Policy was passed on September 18, 2023. However, due to internal staffing changes, the structure of the FCSS program has changed.

The purpose of the FCSS Bylaw is to create a formal subcommittee of Council, that reflects the recent changes to the FCSS program, and which will allow the Committee to meet and make

decisions on the allocation of the FCSS budget, in a manner that is compliant with the strategic alignment of Council and the FCSSA.

Administration recommends that Bylaw #34.24 be passed in order to establish the official delegation of authority to the FCSS Committee, and that the Policy be brought to Council for review sometime in the near future.

No public submissions to this regard were made to Administration as of date.

Minor edits were made to section 8.1 in the Bylaw to correct grammatical errors.

FINANCIAL IMPACT:

There is no incremental impact as remuneration for members of the Committee is established under the Council Remuneration and Expense Allowance for Mayor and Council.

Staff will be appointed as ex-officio, non-voting members who will act in an advisory and support capacity, as needed. This will include providing financial information, making program recommendations, and implementing the programs approved by the FCSS Committee, where applicable. Costs for FCSS support staff will be paid for by the FCSS program funding.

STRATEGIC POLICY ALIGNMENT:

Alignment with the *Municipal Government Act* and FCSSA and best practices for the management of the FCSS program.

COMMUNICATION STRATEGY:

As the FCSS will be composed of Council members and no external recruiting will be required, a communication strategy is not applicable.

MOTION:

Moved that Council give third and final reading to Bylaw #34.34 - Family and Community Support Services Bylaw, as presented.

Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer /
Director of Corporate and Community Services

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

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (F.C.S.S) COMMITTEE WITHIN THE TOWN OF DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the M.G.A provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Family and Community Support Services (F.C.S.S) Committee to provide oversight regarding the administration and operation of the family and community support services program;

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Family and Community Support Services Bylaw" or the "FCSS Bylaw."

2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- c) "*Committee*" means the Family and Community Support Services Committee;
- d) "*Council*" means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation;

- f) *"Family and Community Support Services Act" or "FCSS Act"* means the *Family and Community Support Services Act, R.S.A, C. F-3*, as amended from time to time, and its successor legislation.
- g) *"Municipal Government Act" or "MGA"* means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- h) *"Organizational Meeting"* means a meeting set for the purpose of appointing Council Members, setting the time and date for regular council meetings, reviewing of the code of conduct, and other agenda items pertaining to the organization of Council, which is held no later than fourteen (14) days after the third (3rd) Monday in October.
- i) *"Town of Drumheller" or "Town"* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

3. ESTABLISHMENT

3.1 The Family and Community Support Services *Committee* is hereby established.

4. RESPONSIBILITIES

4.1 The *Committee* is responsible for:

- a) approving, overseeing and monitoring all programs funded through the FCSS program, and ensuring these programs are successfully carried out by the CAO or his/her designate;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program by prioritizing community needs;
- c) directing all FCSS funding, within the constraints of the approved FCSS budget;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to *Council*, in conjunction with Administration.

4.2 The *Committee* shall carry out the responsibilities outlined in the *FCSS Act* and Regulations, which are to:

- a) promote and facilitate the development of stronger communities;
- b) promote public participation in planning, delivering, and governing the program and services provided under the program;
- c) promote and facilitate the involvement of volunteers;
- d) promote efficient and effective use of resources; and

- e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

5. COMMITTEE COMPOSITION

- 5.1 The *Committee* shall consist of all seven (7) members of *Council*.
- 5.2 The *Committee Chair* shall be the Mayor of the *Town*; if the *Chair* is unable to attend a meeting of the *Committee*, a temporary *Chair* shall be elected from the members in attendance.
- 5.3 The *Committee* shall be appointed on an annual basis at the *Town's Organizational Meeting*.
- 5.4 The *Committee* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
 - a) the *Chief Administrative Officer*, and
 - b) any *Town* employee, who has appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program.

6. MEETING SCHEDULE

- 6.1 A minimum of two (2) regular meetings will be held per year.
- 6.2 The *Chair*:
 - a) may call a special meeting whenever the official considers it appropriate to do so; and
 - b) must call a special meeting if the official received a written request for the meeting from a majority of *Committee* members.

7. CONDUCT OF MEETINGS

- 7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 7.2 Three (3) members of the *Committee* shall constitute a quorum.
- 7.3 Members shall serve on the *Committee* for the duration of their *Council* term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*.
- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 5.2.

8. MEETING MINUTES

- 8.1 Meeting minutes shall be prepared by an employee of the *Town*, signed by the *Chair*, and approved at a subsequent meeting.
- 8.2 Copies of approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the *Council* Agenda as information.

9. TRANSITIONAL

- 9.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 9.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 18th DAY OF NOVEMBER 2024

READ A SECOND TIME THIS 18th DAY OF NOVEMBER 2024

READ A THIRD AND FINAL TIME THIS 2nd DAY OF DECEMBER 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Implementation of Minimum Municipal Tax and Tax Assessment of Manufactured Home Communities
DATE:	December 2, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director of Corporate & Community Services
ATTACHMENT:	Draft Bylaw #38.24 – Assessment of Manufactured Home Communities Schedule “A” – List of Municipalities with Minimum Tax Schedule “B” – Vacant Land Tax Municipal Comparison

SUMMARY:

On September 9th, 2024, a Request for Direction went to Council regarding the introduction of a Minimum Tax on Municipal Property Tax. At this meeting, Council gave direction to Administration to implement a \$500.00 minimum municipal tax for 2025. Although Council provided direction, no official decision of Council was made, as the minimum tax would need to be approved as part of the 2025 Tax Rate Bylaw, which will be presented to Council in May of 2025.

On September 17th, 2024, a Media Release was published addressing the Town of Drumheller’s plan to implement the \$500.00 minimum municipal tax. Since publication, the Town has received some feedback from the community, primarily regarding two major concerns:

1. The minimum tax unfairly targets manufactured homeowners in parks (who own the home but not the land) due to the separate assessments of improvements and land due to separate ownership; and
2. The minimum tax unfairly targets vacant lots without improvements, that do not use much of municipal services

Administration has reviewed both areas of concerns and presents the following considerations below in order to implement a system that provides a fair and equitable tax system across the Valley:

Impact on Mobile-Home Owners:

Pursuant to Section 304(1)(j) of the *Municipal Government Act* (MGA), the assessed person for a manufactured home in a park (MHIP) is the **owner of that manufactured home**. Because the **owner of the park** is responsible for tax on the land, the tax roll for the improvements (the manufactured home) and the land are separate with different tax roll account numbers. Due to lower assessment value of only the improvements (i.e. the manufactured home), most MHIPs’ municipal tax for only their manufactured homes fall below the \$500.00 threshold, possibly triggering the proposed minimum tax.

There are currently 112 MHIPs (Manufactured homeowners who do not own the land) in the 2024 Tax Year, of these 112 MHIPs, 97 would be affected by the \$500.00 minimum tax, as seen below:

IMPACT OF MINIMUM TAX ON MANUFACTURED HOMES IN PARKS (MHIPS)					
Location	# of Homes in Park	2024 Municipal Tax Range	MHIPs Impacted by Minimum Tax		
			\$250	\$500	\$750
402 6 th Street West	8	\$45.37 to \$254.07	69	97	110
Poplar Grove Trailer Court	19	\$154.25 to \$598.87			
Greenwood Villa	85	\$127.03 to \$843.86			
Marginal Revenue Impact	112	Average of \$264.76	\$5,581	\$28,438	\$54,453

Pursuant to Section 304(1)(j) of the MGA, the **owner of the manufactured home park** can be designated as the assessed person if the municipality passes a bylaw to that effect. This would consolidate all tax rolls within the parks into a single roll, which would become the responsibility of the manufactured home park owner. In this scenario, the minimum tax would not apply to these individual MHIP owners, as the single roll (the entire manufactured home park community) would exceed the \$500.00 minimum tax. Administration believes that this legislative tool could be used to make our property tax system more equitable to MHIP owners and would simultaneously eliminate administrative hurdles in collecting tax arrears from individual MHIPs due to the burden of proving ownership and collecting update ownership information.

Similar Bylaws passed pursuant to Section 304(1)(j) has been adopted by the following municipalities:

- Lac La Biche County;
- Red Deer County;
- Stettler County;
- The Town of Oyen; and
- The Town of Vauxhall.

RECOMMENDATION: That Council adopt Bylaw pursuant to Section 304(1)(j) of the MGA to designate the owner of a manufactured home park as the assessed person in respect to designated manufactured homes within the particular park, thereby vitiating the potential impact on the individual MHIPs when the minimum tax is introduced.

Impact on Vacant Land:

The Town has received concerns from some residents who purchased land with the intention of developing — as they expected the tax rate to remain at the amount in place at the time of purchase. If the Town implemented a \$500.00 minimum tax, approximately 584 parcels would be affected:

IMPACT OF MINIMUM TAX ON VACANT LOTS

Sub-Class	# of Lots	Mun. Tax Range	Average Mun. Tax (\$)	Total Mun. Tax Revenue	Lots impacted by Minimum Tax			Total Tax Revenue with Minimum Tax		
					\$250	\$500	\$750	\$250	\$500	\$750
Residential	427	\$9.07 to \$4,047	\$303.00	\$129,473	273 (64%)	342 (80%)	393 (92%)	\$36,573	\$112,456	\$204,783
Farmland	169	\$18.15 to \$744	\$151.00	\$25,588	137 (81%)	155 (92%)	169 (100%)	\$23,561	\$60,405	\$101,162
Non-Residential	87	\$15.48 to \$10,062	\$1,235.00	\$107,443	87 (100%)	87 (100%)	87 (100%)	\$1,775	\$7,509	\$15,237
Total:	683		\$384.34	\$262,505	497	584	649	\$61,909	\$180,370	\$321,182

Despite some concerns, a minimum tax is a common tool used by municipalities to ensure all property owners fund despite the variation in their assessment values for the services and infrastructure used collectively by residents. Additionally, a minimum tax can be deployed so to encourage vacant landowners to either expedite the development of their vacant land or sell the land to interested buyers. The minimum tax could be viewed as an opportunity cost for holding underutilized land. Schedule A lists municipalities with minimum tax bylaws.

Municipal property taxes for vacant land may be eligible for reducing their income tax liability as holding of vacant land could be considered as a business venture and/or capital investment.

Administration may investigate the implementation of vacant land subclasses, pursuant to Section 297(2) and (2.1) MGA, which allows an imposition of a higher mill-rate on properties after a certain time following final subdivision or prolonged absence of improvements. Vacant land subclasses may be a more effective means of encouraging development by implementing a higher tax on property after the land has been idle, rather than at the time of purchase. A breakdown of the municipalities that have implemented this approach can be found in Schedule B. If the Town were to implement this approach, additional research would be required to determine a proposed mill rate and the number of properties that would be affected.

Based on the research to-date, this is not a very common approach as it will require extensive administrative effort to track the length of time, and exceptions application for each individual vacant lot.

RECOMMENDATION: That Council endorse the minimum tax applies to vacant land despite of sub-classes and duration of holding.

DISCUSSION:

The Town of Drumheller is investigating the implementation of a minimum tax to provide a fair and equitable tax system across the Valley to contribute to the rising costs of shared infrastructure and services, including, but not limited to, the common municipal services such a fire protection, emergency response, bylaw enforcement and the RCMP. While it is understood

that the service level is not homogenous across the Valley, there are some shared fixed costs associated with property ownership despite the difference in services and infrastructure.

FINANCIAL IMPACT:

Administration has projected less than \$100,000 of municipal property tax if the minimum tax is set at \$500 for 2025. The projection is based on the exclusion of the MHIP from the minimum tax application. The potential impact is followed:

Property Class	Proposed Minimum Tax		
	\$250	\$500	\$750
Residential	331	449	655
Non-Residential	25	48	64
Mobile Home	29	37	38
Agricultural	118	136	149
Designated Industrial	28	29	30
Machine & Equipment	0	4	12
Total # of Properties	531	703	948
Overall percentage (out of 4,328 taxable properties)	12.27%	16.24%	21.90%
Projected incremental revenue from Minimum Tax	\$11,153	\$93,110	\$270,999

This incremental revenue approximately equates to 1% of the Town's property tax revenue. If this minimum tax is not introduced, the general tax increase could go up to 4% instead of the currently proposed at 3%.

STRATEGIC POLICY ALIGNMENT:

Fiscal Prudence and Tax Equality

COMMUNICATION STRATEGY:

Administration will introduce the minimum tax for 2025 through a three (3) staged approach:

1. **Initial Introduction:** A media release was posted on September 17, 2024, following the September 9th Council Meeting. A Utility Bill was sent out in October of 2024 and advertisements were published on the Town's webpage and social media accounts
2. **Budget 2025:** Following the 2025 budget discussions, additional communications will be disseminated alongside information on the 2025 budget via the Town's existing communication channels. Additionally, Administration will commence discussions with the landowners of the Manufactured Home Parks.
3. **Property Assessment Notices:** Administration will attach an insert to the 2025 property assessment notices which will be mailed to all property owners in early February of 2025.

The final approval of the minimum tax will take effect upon the adoption of the 2025 Tax Rate Bylaw in May 2025.

MOTION:

Moved that Council give first reading to Bylaw #38.24, Assessment of Manufactured Home Communities, as presented.

MOTION:

Moved that Council give second reading to Bylaw #38.24, Assessment of Manufactured Home Communities, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Victoria Chan, CPA, CGA,
LL.B, LL.M
Chief Financial Officer /
Director of Corporate &
Community Services



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

SCHEDULE "A"

Municipality	Population	Minimum Tax
Village of Alix	774	\$400.00
Village of Beiseker	800	\$784.00
Town of Calmar	2,328	\$500.00
Village of Consort	644	\$700.00
Town of Crossfield	3,941	\$800.00
Village of Delburne	919	\$600.00
Town of Olds	9,696	\$250.00
Town of Ponoka	7,972	\$100.00
Town of Three Hills	3,436	\$450.00

SCHEDULE B

VACANT LAND TAX MUNICIPAL COMPARISON								
Municipality	Population	Residential Mill Rate			Non-Residential Mill Rate			Time Period
		Mill Rate	Vacant Mill Rate	Increase	Mill Rate	Vacant Mill Rate	Increase	
Town of Cold Lake	15,661	10.85860	11.6950	8%	17.24810	18.5989	8%	7+ years following subdivision
City of St. Albert	68,232	11.25309	13.38128	19%	16.90642	16.90642	0%	7+ years following subdivision
Town of Calmar	2,183	12.7271	19.0594	50%	15.2045	15.5702	2%	7+ years following subdivision

TOWN OF DRUMHELLER
BYLAW NUMBER 38.24
DEPARTMENT: CORPORATE SERVICES

A BYLAW TO DESIGNATE THE OWNER OF A MANUFACTURED HOME PARK THE
ASSESSED PERSON FOR ALL IMPROVEMENTS WITHIN THE MANUFACTURED HOME
PARK

WHEREAS the Council of the Town of Drumheller shall, prepare an assessment roll for all assessable property in the Municipality;

AND WHEREAS Section 331 of the *Municipal Government Act R.S.A. 2000 c. M-* provides the assessed person is the person liable to pay property tax;

AND WHEREAS 304 (1)(j)(ii) of the *Municipal Government Act* provides that Council may, by Bylaw, designate the owner of the manufactured home community as the assessed person for all designated manufactured homes on a site in a manufactured home community, and any other improvements located on the site;

AND WHEREAS Council wishes to pass a bylaw in accordance with section 304(1)(j)(ii) of the *Municipal Government Act*,

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Assessment of Manufactured Home Communities"

2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- b) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- c) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- d) "*Town of Drumheller*" or "*Town*" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

2.2 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. ASSESSMENT OF DESIGNATED MANUFACTURED HOMES

- 3.1 When the Town assesses a designated manufactured home and any other improvements on a site in a manufactured home community within the Town, the registered owner of the manufactured home community shall be the assessed person with respect to each designated manufactured home within the particular manufactured home community and that owner shall be responsible for payment of taxes as the assessed person.
- 3.2 For purposes of identifying the assessed person, the owner of a manufactured home community shall be the person(s) listed as the owner(s) on the Certificate of Title for the parcel of land constituting the manufactured home community.

4. TRANSITIONAL

- 4.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 4.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, 2024

READ A SECOND TIME THIS ____ DAY OF _____, 2024

READ A THIRD AND FINAL TIME THIS ____ DAY OF _____, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Taxation of Exempted Properties Bylaw 37.24
DATE:	December 2, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M, Chief Financial Officer / Director of Corporate & Community Services
ATTACHMENTS:	<ul style="list-style-type: none"> • Draft Bylaw 37.24 - Taxation of Exempted Properties Bylaw • Ministerial Order No. 2024-011

SUMMARY:

Administration is seeking Council approval for the taxing authority for exempted properties as in the Municipal Affairs Statutes Amendment Act (MASAA 2024).

RECOMMENDATION:

Administration recommends that Council give first and second reading to the Bylaw 37.24 (Taxation of Exempted Properties Bylaw).

DISCUSSION:

The Municipal Affairs Statutes Amendment Act, which came into effect in May 2024, amended the Municipal Government Act (MGA) as follows:

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the Affordable Housing Act (AHA);
- Municipalities will continue to have the ability to remove such exemptions locally through bylaw, but the education property tax portion would remain exempt.
- The provisions that have property tax implications will come into effect on January 1, 2025.

The attached Ministerial Order was issued under the authority of the AHA, and clarifies the definition of affordable housing accommodation.

Seniors' lodges are already exempt through section 362(1)(m) and (n)(iv) of the MGA.

The Ministry of Seniors, Community and Social Services will maintain a list of affordable housing accommodations, which will be reviewed on an annual basis and publicly posted for municipalities and housing providers to access.

For 2024, the Ministry provides the following as affordable housing accommodations:

Project Name	Organization	Address	Unit Type	Agreement Expiry Date
Norwood Studios	Studios Alberta Ltd.	Units 1-15, 318 -1 st Street East	15 x Bachelor with Kitchen	March 1, 2031
Sandstone Manor	Drumheller Housing Administration / Town of Drumheller	215 – 10 Avenue NE	6 x 1-bedroom; 14 x 2-bedroom	December 1, 2028

Section 363 of the MGA allows for these properties to be made taxable through bylaw, however they will remain exempt from education property tax.

FINANCIAL IMPACT:

As Sandstone Manor is owned by the Town and managed by Drumheller Housing Administration for affordable housing program, the Town has previously given property tax exemptions.

As for Norwood Studios, it is currently owned by Studios Alberta Ltd. These properties are fully taxable in 2024. With this proposed Bylaw, the Town will continue to levy municipal tax but they will be exempted from the education property tax portion, of which will be shared among the rest of taxpayers.

STRATEGIC POLICY ALIGNMENT:

Fiscal stability and financial accountability.

COMMUNICATION STRATEGY:

Communication will be made to the property owner once the Bylaw is duly executed.

MOTIONS:

Moves that Council give the first reading to Bylaw 37.24 – Taxation of Exempted Properties Bylaw.

Moves that Council give the second reading to Bylaw 37.24 – Taxation of Exempted Properties Bylaw.



Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer
Director of Corporate and Community Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 37.24
DEPARTMENT: CORPORATE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA
(HEREINAFTER REFERRED TO AS "THE MUNICIPALITY"), TO TAX PROPERTIES
EXEMPTED FROM TAXATION BY THE MUNICIPAL GOVERNMENT ACT

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended (the "*MGA*"), a municipal council has authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality;

AND WHEREAS pursuant to the *Municipal Affairs Statutes Amendment Act, 2024*, SA 2024, c 11 (the "*MASAA 2024*"), section 363(1)(e) of the *MGA* will be amended effective January 1, 2025 to exempt affordable housing accommodations from taxation;

AND WHEREAS pursuant to the *MASAA 2024*, section 363(3) of the *MGA* will be amended effective January 1, 2025 to permit Council to make such exempted properties taxable to any extent the Council considers appropriate other than for the purpose of raising revenue needed to pay the requisitions referred to in section 326(1)(a) of the *MGA*;

AND WHEREAS pursuant to section 190 of the *MGA*, a bylaw passed by Council will come into force at the beginning of the day that it is passed unless otherwise provided in the bylaw;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other powers enabling it, 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 "Taxation of Exempted Properties 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) "*Council*" means the duly elected Mayor and Councillors of the Town of Drumheller;
- c) "*Tax Rates Bylaw*" means the Bylaw adopted by *Council* each year that sets the residential and non-residential tax rates for the Town of Drumheller;
- d) "*Town*" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

- e) The headings in this Bylaw are for reference only and do not impact its interpretation.
- f) Within the text of this Bylaw;
 - (i) Use of a pronoun or determiner which indicates one gender includes all genders, unless the context requires otherwise, and
 - (ii) Use of the singular includes the plural and the plural includes the singular, as the context requires.
- g) The word “may”, when used in this Bylaw, is to be construed as permissive and empowering, and the words “must” or “shall” when used in this Bylaw, are to be construed as imperative.
- 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. TAXATION OF EXEMPT PROPERTIES

3.1 All affordable housing accommodations as defined in the *Alberta Housing Act* that are not already exempt from municipal taxation under section 361 of the Act and are located in the *Town* shall be subject to municipal taxation at the following applicable tax rate established under the *Town’s* annual tax rate bylaw:

Project Name	Organization	Address	Roll Number	Tax Rate
Norwood Studios	Studios Alberta Ltd.	Units 1-15, 318 -1 st Street East	01028802	100%
Sandstone Manor	Drumheller Housing Administration / Town of Drumheller	215 – 10 Avenue NE	04029906	0%

3.2 Notwithstanding section 3.1 of this Bylaw, properties made taxable under this Bylaw shall not be required to pay any requisitions referred to in section 326(1)(a) of the Act.

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 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or any applicable federal or provincial law, regulation or enactment.
- 4.3 In the event of a conflict between this Bylaw and any other bylaw or any applicable federal or provincial law, regulation or enactment respecting public health and safety, the other Bylaw, law, regulation or enactment must prevail to the extent of the conflict.

5. TRANSITIONAL

5.1 This Bylaw comes into effect on January 1, 2025.

GIVEN FIRST READING THIS ____ DAY OF _____, 2024.

GIVEN SECOND READING THIS ____ DAY OF _____, 2024.

GIVEN THIRD AND FINAL READING THIS ____ DAY OF _____, 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
 - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
 - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
 - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



Jason Nixon
Minister of Seniors, Community and Social Services

REQUEST FOR DECISION

TITLE:	Fees, Rates and Charges Bylaw 38.24
DATE:	December 2, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENTS:	<ul style="list-style-type: none"> • Draft Bylaw 36.24 – 2025 Rates, Fees and Charges Bylaw • Schedule “A” – 2025 Service Fee Schedule (redlined for track changes) • Schedule “A” – 2025 Service Fee Schedule (proposed) • Memorial Bench Program Policy (CS-A-01)

SUMMARY:

The proposed 2025 Fee Schedule “A” is presented to Council for approval.

RECOMMENDATION:

Administration recommends that Council adopts the first and second reading of Bylaw 36.24 – Rates, Fees and Charges Bylaw. And that any further changes (if applicable) be brought to the next Regular Council Meeting on December 16, 2024, for third and final reading.

Administration also recommends for a policy moratorium for Memorial Bench Program in 2025 to review the costing and operational model given the current demand.

Proposed Changes	Page referenced in the red-lined version
Airport	
Update the lease rate and add a <i>Commercial Use of Hanger</i> lot fee	3
Business Licensing	
Increase selected fees	5
Cemetery	
5% update to all fees	6
Development Permits	
Correction - Fee for Photocopying Municipal Development Plan – incorrectly priced in 2024 Fee Schedule	7
Fire Permits	
This will be updated when the Fire Service Bylaw goes in effect	13
Recreation Facilities	
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DISCUSSION:

Administration recommends that Council gives the first and second readings to the Bylaw 36.24. Schedule of Fees – Schedule “A”.

Each year Administration conducts a review of the service fees for all departments. Based on this review, Administration provides the following recommendations to Council on proposed changes to service fees.

To maintain current service levels amidst the ever-rising cost of inflation, Administration is recommending an average fee increase of 5-10%. It is Administration’s view that increases to some of the fees are needed for the following reasons:

- Service input costs have continued to increase;
- The current inflation rate is significantly higher than in previous years.

Consequently, Administration is recommending various increases to some fees while other fees are being kept at current levels after reviewing the costing model. Administration is also recommending additions to the fee schedule to ensure a full and complete list of services provided by The Town of Drumheller.

FINANCIAL IMPACT:

The proposed changes are introduced as a progressive cost-neutral method aiming to collect the user fees to partially recover the overhead, labour and administrative costs. The Cost-of-Service Model would relieve the fiscal pressure on the Town’s property tax base.

In 2025, service fee revenue is expected to increase by 5-10% in selected areas where increases are recommended. With the introduction of non-resident membership for the Aquaplex and BCF, this measure is expected to raise approximately \$15,000 in additional revenue.

All other revenue is expected to remain stable.

STRATEGIC POLICY ALIGNMENT:

Good governance, fiscal responsibility, strong economic development practices, and quality of life for all residents.

COMMUNICATION STRATEGY:

A Media Release will be issued upon third and final reading. Once approved by Council, the approved 2025 Service Fee Schedule will be posted on the Town website and distributed to all Town departments.

MOTION:

Moved that Council approve the moratorium of Memorial Bench Program Policy CS-A-01 for 2025 to allow time for Administration to review the program.

MOTION:

Moved that Council give first reading to Bylaw 36.24 – 2025 Rates, Fees and Charges Bylaw.

MOTION:

Moved that Council give second reading to Bylaw 36.24 – 2025 Rates, Fees and Charges Bylaw

Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer /
Director, Corporate & Community
Services

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

TOWN OF DRUMHELLER
BYLAW 36.24
DEPARTMENT: FINANCE / CORPORATE SERVICES

Repeals Bylaw 01.24

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO
REGULATE FEES, RATES AND CHARGES FOR SERVICES WITHIN THE JURISDICTION
OF THE TOWN OF DRUMHELLER.

WHEREAS, the *Municipal Government Act, R.S.A. 2000, c. M-26* provides for Council to pass a bylaw establishing fees, rates and charges for services, licenses, permits, approvals and appeals;

NOW THEREFORE, the Council of the Town of Drumheller, duly assembled, enacts as follows:

1. CITATION

1.1 This Bylaw may be called the “2025 Fees, Rates and Charges Bylaw.”

2. PURPOSE

2.1 The purpose of the Bylaw is to establish fees, rates and charges for services provided by the municipality.

3. APPLICATION

3.1 The fees, rates, and charges contained in the attached Schedule “A” inclusive are hereby established and are subject to the applicable taxes where appropriate.

3.2 Where this Bylaw establishes a fee, rate, and charge that also exists in another Bylaw or policy that predates the effective date of this Bylaw, the fee in this Bylaw shall be the applicable fee and the other Bylaw or policy is hereby effectively amended.

3.3 The fees, rates, and charges contained in Schedule “A” and forming part of this Bylaw, shall be the fees, rates, and charges in effect for the provision of goods and services stated.

3.4 The Chief Administrative Officer is authorized to consolidate the bylaws and policies to reflect the fees, rates and charges established and amended by this bylaw.

4. SEVERABILITY

4.1 If any clause in this bylaw, including any part of any schedule, is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole Bylaw.

5. TRANSITIONAL

5.1 This Bylaw repeals Bylaw 01.24

5.2 This Bylaw shall come into full force and effect upon third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, 2024

READ A SECOND TIME THIS ____ DAY OF _____, 2024

READ A THIRD TIME AND PASSED THIS ____ DAY OF _____, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

2025 SERVICE FEE SCHEDULE
APPENDIX A

TOWN OF DRUMHELLER



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DRAFT

ADMINISTRATION

GST included unless otherwise specified.

Account Management

Payment Transfers <i>(credit balance transfer from utilities to taxes, taxes to utilities)</i>	\$30.00
Balance Transfers (utilities to tax roll) <i>(balance transfer from utilities to tax roll)</i>	\$55.00

Assessment Appeal

Local Assessment Review Board <i>(LARB - residential)</i> <i>Member of the Central Alberta Regional Assessment Review Board</i>	\$50.00
Commercial Assessment Review Board <i>(CARB -multi residential and commercial)</i>	\$650.00

Assessment Information Request by Third Party

Information <i>(Legal description, latest assessment and historical assessments)</i>	\$50.00
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Fax

Per transmission (local or long distance)	\$6.00
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FOIP Requests

Freedom of Information and Protection of Privacy Regulation, AR200/95

Per request submission <i>Additional costs may be determined after review of request.</i>	\$25.00
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NSF Charges	\$35.00
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Photocopying

Black and white <i>per page</i>	\$0.50
Colour <i>per page</i>	\$2.00

Copies of Information other than Photocopies

Reprint fee for invoice, account history or receipt	\$30.00
Per tax certificate	\$50.00

AIRPORT

+GST

Lot for own hanger

Per year (site improvements not included)

\$300.00

\$1.00/square meter of leased site

Commercial use of a hanger lot

\$100.00/month

Landing Fees - Based on Maximum Takeoff Weight (MTOW)

Applies to fixed wing and rotary landings within the boundary of the Drumheller Municipal Airport. Does not apply to Alberta Health Services.

2721 to 11,000 kilograms
per 1000 kilograms

\$2.50

Classroom Fees Monthly

Includes use of the Internet

Monthly Seat

\$100.00

Hangar Rental

Per Night

\$10.00

Per Month

\$200.00

Tie down Parking

Note: This does not apply to non-commercial tenants who are parking on ramp temporarily.

No fees imposed up to 7 days

Starting on the 8th day

\$25/month

< 2721 kilograms

\$300.00/year

>2721 kilograms

\$348.00/year

Ramp Lease Rates - Yearly

Note: Airside means land leased for the purpose of commercial operations for non-passenger service or aircraft refueling.

Land

Airside

\$3.00/meters²

Other Fees

Fuel Flowage Fee

\$0.05 per L Jet Fuel

Pavement sweeping

Included in lease

Snow removal

Included in lease

Loader

Included in lease

ANIMAL LICENCING

Proof from a veterinarian of alteration (spaying or neutering) and/or proof of microchip or tattooing is required in order to apply for those rates.

Animal Licence (Life)	Dogs	Cats
Altered with microchip or tattoo	\$100.00	\$80.00
Altered without microchip or tattoo	\$175.00	\$150.00
Unaltered without microchip or tattoo	\$200.00	\$180.00
Animal Licence (One Year)	Dogs	Cats
Altered with microchip or tattoo	\$17.00	\$11.50
Altered without microchip or tattoo	\$25.00	\$20.00
Unaltered without microchip or tattoo	\$57.00	\$57.00
Animal Licence (Five Year)	Dogs	Cats
Altered with microchip or tattoo	\$50.00	\$40.00
Altered without microchip or tattoo	\$80.00	\$65.00
Unaltered without microchip or tattoo	\$150.00	\$140.00

BUSINESS LICENCING

A business licence will be required for all businesses within the Town of Drumheller. Please review all the requirements for your business licence application on our website prior to applying for your licence.

TYPE OF SERVICE	2025 FEE
General Business Licence	
Resident	\$245.00 \$255.00
Non-Resident	\$365.00 \$375.00
Micro-Business	\$55.00
Temporary Licence Fees	
1 Day	\$40.00 \$45.00
1 Week	\$80.00
1 Month	\$160.00 \$175.00
4 Month	\$250.00
Mobile Vendors	
Annual Licence	\$365.00 \$375.00
Event Licence	\$100.00 \$150.00
Youth Licence	\$50.00
Short Term Rentals	
Principal Resident STR	\$245.00
Non-Principal Resident STR	\$810.00
Non-Resident STR	\$1,010.00
Miscellaneous	
Busking Licence	\$25.00
Charitable/ Non-profit Organization	\$0.00
Special Event Licence	\$0.00

CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
Plots		
Full Plot	\$1000.00 \$1,050.00	\$1,500.00 \$1,575.00
Open/Close – weekday	\$500.00 \$525.00	\$600.00 \$630.00
Open/Close – weekend, holiday	\$593.00 \$623.00	\$593.00 \$623.00
Winter fee – (Nov 01 to Mar 31)	\$300.00 \$315.00	\$400.00 \$420.00
Cremains		
Cremains plot (maximum 2 cremains)	\$500.00 \$525.00	\$600.00 \$630.00
Open/Close – weekday	\$200.00 \$210.00	\$250.00 \$263.00
Open/Close – weekend, holiday	\$400.00 \$420.00	\$500.00 \$525.00
Winter fee – (Nov 01 – Mar 31)	\$120.00 \$126.00	\$150.00 \$158.00
Niche		
Top 2 rows – each cremains – max 2	\$1,500.00 \$1075.00	\$1,750.00 \$1838.00
Lower 2 rows – each cremains – max 2	\$1,300.00 \$1365.00	\$1,350.00 \$1418.00
Open/Close – weekday	\$300.00 \$315.00	\$350.00 \$368.00
Open/close – weekend, holiday	\$450.00 \$473.00	\$500.00 \$525.00
Engraving	\$600.00 \$630.00	\$650.00 \$683.00
Memorial Wall		
Plaque engraving for memorial wall	\$300.00 \$315.00	\$350.00 \$368.00
Scatter Garden		
Permit to scatter cremains in Scatter Garden (no memorial plaque)	\$120.00 \$126.00	\$200.00 \$210.00
Permit to scatter cremains in Scatter Garden (with memorial plaque)	\$250.00 \$263.00	\$300.00 \$315.00

DEVELOPMENT PERMITS

Photocopying

Base maps (black and white - 8 1/2 x 11)	\$12.00
Land Use Bylaw (colour)	\$15.00
Municipal Development Plan (colour)	\$17.00

Development Permits

Application Type	Fee	
Residential Development		
New Single Detached/Semi-detached Dwelling	\$334.50	
New Multiple Dwelling Unit – 2+ Units	\$334.50 +\$50 per additional unit	
Secondary Suite (Internal or External)	\$200.00	
Dwelling Unit – Manufactured	\$200.00	
Accessory Structures (minimum fee \$80.00)		
Accessory Buildings (Garages, Sheds, Shops etc.)	\$0.20 sqft	
Additions	\$0.20 sqft	
Decks	\$0.20 sqft	
Other Accessory Structures not listed	Based on Construction value	
Home Based Businesses		
Home Occupation - Rural	\$67.00	
Home Occupation - Urban	\$67.00	
Commercial, Institutional, Industrial		
New Development	\$200 + \$0.20 sq ft	
Additions	Based on Construction value	
Change of Use/Occupancy	\$100.00	
Signs		
Rebranding of existing signage	Based on Construction value	
New Signs	Based on Construction value	
Variance and/or Discretionary Uses (In addition to above Permit Fees, includes advertising/notification)		
Variance standards – up to 10%	\$100.00	
Variance standards – Greater than 10%	\$200.00	
Discretionary Uses	\$200.00	
Miscellaneous Fees		
Permit Extension (up to 1 year)	\$100.00	
Amendment/Revision to Issued Permit	Additional 50% of original fee	
Commencement without approval (At the Discretion of the Development Authority)	Up to double permit fees	
Refund Requests	Prior to Circulation (if applicable) and Decision	50 % Refundable
	After Circulation – Prior to Decision	Non-Refundable
	After Decision	Non-Refundable
Developments not listed (based on construction value)		
Under \$10,000	\$67.00	
\$10,001 - \$50,000	\$87.50	
\$50,001 - \$100,000	\$118.50	
\$100,001 - \$150,000	\$180.25	
\$150,001 - \$200,000	\$273.00	
\$200,001 and over	\$334.75	

Development Appeal Fee

Member of the Palliser Intermunicipal Subdivision and Development Appeal Board

\$257.50

Compliance Certificates

Residential (Regular Service) – 5 Business Days Max.	\$87.50
Residential (Rush Service) – 3 Business Days or less	\$150.00
Non-Residential (Regular Service) – 5 Business Days Max.	\$154.50
Non-Residential (Rush Service) – 3 Business Days or less	\$260.00

Encroachment Agreement

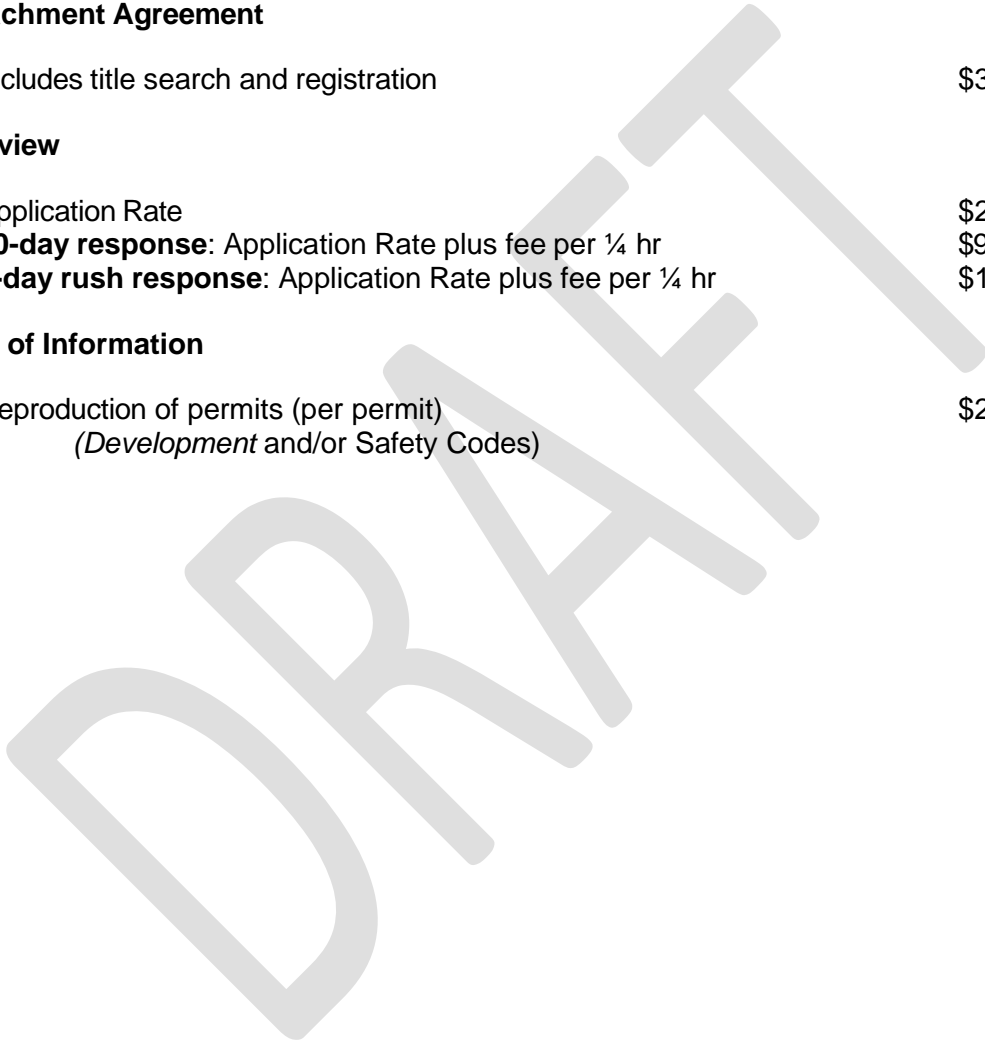
Includes title search and registration	\$310.00
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File Review

Application Rate	\$27.30
30-day response: Application Rate plus fee per ¼ hr	\$9.50
7-day rush response: Application Rate plus fee per ¼ hr	\$14.50

Copies of Information

Reproduction of permits (per permit) <i>(Development and/or Safety Codes)</i>	\$25.00
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SAFETY CODE PERMITS

Safety Code Council Levy

Pursuant to the Alberta Safety Codes Act Section 23(1), a mandatory additional 4% will be added to the cost of all Building, Electrical, Gas and Plumbing permits, with a minimum \$4.50 charge per permit.

Building Permit Fees

Manufactured Home

Placement (on blocking or piles) \$115.00

Modular Home

Move-on Relocation (on crawlspace or basement) Minimum Fee \$115.00
Based on square footage of main floor \$0.30

New Residential Single-Family Dwelling

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$8.00

Residential Addition/Renovation/Garage/Multi-Housing Residential and Non-Residential

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$8.00

Demolition

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$2.50

Oil and Gas

Minimum Fee \$450.00
Based on price per \$1,000.00 of construction value \$8.00

Electrical Permit Fees

New Residential Single-Family Dwelling

Based on square footage

Square Feet	Fees
0 to 1,200 square feet	\$140.00
1,201 to 1,500 square feet	\$160.00
1,501 to 2,000 square feet	\$180.00
2,001 to 2,500 square feet	\$200.00
2,500 to 3,000 square feet	\$225.00
3,001 to 4,000 square feet	\$245.00
4,001 to 5,000 square feet	\$265.00
5,001 square feet and over	\$315.00
Additional homeowner permit	\$75.00

Miscellaneous

Permanent and Temporary Service Connection	\$95.00
Manufactured Home on blocking or piles	\$95.00

Residential and Non-Residential – Addition/Renovation/Garage etc.

Based on contract values. Contract values over \$ 30,000.00 may require a plan review.

Contract Value	Fees
\$0.00 to \$1,000.00	\$100.00
\$1,000.01 to \$3,000.00	\$120.00
\$3,000.01 to \$3,500.00	\$160.00
\$3,500.01 to \$4,000.00	\$185.00
\$4,000.01 to \$4,500.00	\$230.00
\$ 4,500.01 to \$6,500.00	\$280.00
\$6,500.01 to \$8,500.00	\$335.00
\$8,500.01 to \$10,000.00	\$380.00
\$10,000.01 to \$14,000.00	\$430.00
\$14,000.01 to \$18,000.00	\$490.00
\$18,000.01 to \$22,000.00	\$538.00
\$22,000.01 to \$26,000.00	\$576.00

\$26,000.01 to \$30,000.00	\$646.00
\$30,000.01 to \$34,000.00	\$694.00
\$34,000.01 to \$38,000.00	\$754.00
\$38,000.01 to \$42,000.00	\$802.00
\$42,000.01 to \$46,000.00	\$862.00
\$46,000.01 to \$50,000.00	\$905.00
\$50,000.01 to \$60,000.00	\$1,013.00
\$60,000.01 to \$70,000.00	\$1,109.00
\$70,000.01 to \$80,000.00	\$1,169.00
\$80,000.01 to \$90,000.00	\$2,127.00
\$90,000.01 to \$100,000.00	\$1,325.00
\$100,000.01 to \$110,000.00	\$1,433.00
\$110,000.01 to \$120,000.00	\$1,541.00
\$120,000.01 to \$130,000.00	\$1,589.00
\$130,000.01 to \$140,000.00	\$1,649.00
\$140,000.01 to \$150,000.00	\$1,692.00
\$150,000.01 to \$160,000.00	\$1,740.00
\$160,000.01 to \$170,000.00	\$1,800.00
\$170,000.01 to \$180,000.00	\$1,848.00
\$180,000.01 to \$190,000.00	\$1,908.00
\$190,000.01 to \$200,000.00	\$1,956.00
\$200,000.01 to \$210,000.00	\$2,004.00
\$210,000.01 to \$220,000.00	\$2,064.00
\$220,000.01 to \$230,000.00	\$2,112.00
\$230,000.01 to \$240,000.00	\$2,160.00
\$240,000.01 to \$250,000.00	\$2,220.00
\$250,000.01 to \$300,000.00	\$2,349.00
\$300,000.01 to \$350,000.00	\$2,503.00
\$ 350,000.01 to \$ 400,000.00	\$2,657.00
\$ 400,000.01 to \$ 450,000.00	\$2,811.00

\$ 450,000.01 to \$ 500,000.00	\$2,965.00
\$ 500,000.01 to \$ 550,000.00	\$3,170.00
\$ 550,000.01 to \$ 600,000.00	\$3,390.00
\$ 600,000.01 to \$ 650,000.00	\$3,610.00
\$ 650,000.01 to \$ 700,000.00	\$3,830.00
\$ 700,000.01 to \$ 750,000.00	\$4,050.00
\$ 750,000.01 to \$ 800,000.00	\$4,270.00
\$ 800,000.01 to \$ 850,000.00	\$4,490.00
\$ 850,000.01 to \$ 900,000.00	\$4,710.00
\$ 900,000.01 to \$ 950,000.00	\$4,930.00
\$ 950,000.01 to \$ 1,000,000.00	\$5,150.00
\$ 1,000,001.00 and over	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00)</i>
Additional homeowner permit	\$75.00

Fire Permits THIS SECTION WILL BE UPDATED AFTER FIRE BYLAWS GO TO COUNCIL
 +GST with the exception of Fire Investigation

Fire Discipline – Residential and Non-residential

Permit for the Sale of Fireworks (up to 1 year)	\$100.00
Permit for Display Fireworks (per event)	\$50.00
Minimum fee per inspection	\$100.00
Occupancy Load – Time and Materials minimum fee	\$100.00
Fire Inspection – Time and Materials minimum fee	\$100.00
Fire Investigation – Time and Materials minimum fee	\$100.00 (GST EXEMPT)

Gas Permits

Residential

Number of Outlets	Fees
1	\$90.00
2	\$100.00
3	\$110.00
4	\$120.00
5	\$130.00
6	\$140.00
7	\$150.00
8	\$160.00
9	\$175.00
10	\$185.00
For each outlet over 10	\$10.00

Miscellaneous

Secondary Gas Line (Gas Co-op)	\$90.00
Propane Tank Installation	\$90.00

Non-Residential

Type of Installation	BTU Input	Fees
	0 – 50,000	\$95.00
	50,001 – 100,000	\$100.00
New Installations	100,001 – 150,000	\$105.00
	150,001 – 200,000	\$130.00
Temporary Heat	200,001 – 250,000	\$150.00
	250,001 – 300,000	\$155.00
Replacement Appliances	300,001 – 350,000	\$160.00
	350,001 – 400,000	\$165.00
	400,000 – 450,000	\$175.00
	450,001 – 500,000	\$180.00
	500,001 – 550,000	\$185.00
	550,001 – 600,000	\$190.00
	600,001 – 650,000	\$195.00
	650,001 – 700,000	\$200.00
	700,001 – 750,000	\$205.00
	750,001 – 800,000	\$210.00
	800,001 – 850,000	\$215.00
	850,001 – 900,000	\$220.00
	900,001 – 950,000	\$225.00
	950,001 – 1,000,000	\$235.00
	1,000,001 or more - each additional portion of 100,000 BTU	\$10.00

Propane

Propane Tank Set	\$90.00
Propane Refill Center – 1 inspection	\$90.00

Plumbing Permits

Residential and Non-Residential

Number of Fixtures	Fees
1	\$90.00
2	\$95.00
3	\$100.00
4	\$105.00
5	\$115.00
6	\$120.00
7	\$125.00
8	\$135.00
9	\$145.00
10	\$155.00
11	\$160.00
12	\$165.00
13	\$175.00
14	\$180.00
15	\$190.00
16	\$195.00
17	\$200.00
18	\$210.00
19	\$215.00
20	\$225.00
21	\$230.00
22	\$235.00
23	\$245.00
24	\$250.00
25	\$260.00
Each Fixture over 25	\$10.00
Additional Homeowner Permit	\$75.00

RECREATION FACILITIES

DRUMHELLER AQUAPLEX

Rentals

GST is included in the following three listed prices

Swim Suits (deposit required)	\$4.00
Towel	\$2.75
Shower/use of change-room facilities (no pool access)	\$2.75

Pool Rentals

GST is not included in the following listed prices for Swim Club. GST is not charged to the Royal Tyrrell Museum Edu-tour.

Swim Club – per hour	\$71.75 \$75.50
Swim Club – per hour – per lane	\$13.00 \$13.75
Royal Tyrrell Museum Edu-tour/camp-ins per person April 1-March 31	\$4.00 \$4.25

Scheduled Swim Group Pricing

+ GST

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$100.00 \$105.00	\$145.00 \$152.25
26 to 35	\$135.00 \$142.00	\$187.00 \$196.25
36 to 45	\$170.00 \$178.50	\$228.00 \$239.50
46+	\$210.00 \$222.50	\$267.00 \$280.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Private Pool Rentals

+ GST

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$180.00 \$189.00	\$207.00 \$217.50
26 to 35	\$200.00 \$210.00	\$230.00 \$241.50
36 to 45	\$220.00 \$231.00	\$253.00 \$265.75
46+	\$250.00 \$262.50	\$287.00 \$302.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Aquaplex Admissions (per swim)

GST is included in prices listed.

Admission	Drop-in	10-Pack Tickets Buy 9 get 1 free as per drop-in
2 and under <i>within arms reach of someone 16yrs+</i>	Free	Free
Preschool (3-5 yrs) <i>within arms reach of someone 16yrs+</i>	\$2.00	n/a \$18.00
Youth (ages 6-17yrs) <i>Must be 8+yrs to come unaccompanied</i>	\$5.00 \$6.00	\$47.25 \$54.00
Adult (ages 18-59yrs)	\$9.20 \$9.50	\$82.70 \$85.50
Senior (ages 60+)	\$6.50 \$7.00	\$59.00 \$63.00
Family	\$21.00 \$22.00	-
Daily rate add-on Single Admission	\$2.50	-
Daily rate add-on Family Admission	\$5.50	-

Swimming Lessons

Swimming lessons for children 14 and under are GST exempt.

Swimming Lesson Type	Fees
Pre-school/Stroke Proficiency (30 minutes)	\$42.00 \$44.00
Swim Kids – 1 to 3 (45 minutes)	\$54.00 \$57.75
Swim Kids – 4 to 6 & Swimm Patrol (60 minutes)	\$68.00 \$71.50
Junior Lifeguard Club (60 minutes)	\$93.00 \$97.75
\$7.50 per 30 minutes of group instruction	
Private Lessons – 1 Child (30 minutes)	\$18.00 \$19.00
Additional Child (30 minutes)	\$6.50 \$7.00
School Lessons (August to June each year)	\$34.00 \$35.75
Adult Lesson – Drop-in	\$18.00 \$19.00
Adult Session	\$58.00 \$61.00

MEMORIAL ARENA

Memorial Arena Rate Time Period	
ICE Rentals	
Prime Time:	
Weekdays	4:00 pm – 11:30 pm
Weekends	7:00 am – 9:45 pm
Holidays	7:00 am – 11:30 pm
Non - Prime Time:	
Weekdays	6:00 am – 4:00 pm
NO ICE Rentals	
Summer Rates	April 1 – July 31

Memorial Arena Rental Rates + GST

User Group	NO ICE	ICE		
	<i>Rental Fees per Hour</i>	<i>Rental Fees per Hour</i>	<i>Rental Fees per Hour</i>	<i>Rental Fees per Hour</i>
	Summer	Prime Time	Non-Prime Time	Junior "A"
Youth Groups	\$80.00 \$84.00	\$100.00 \$105.00	\$74.00 \$77.75	-
Local Adult Hockey	\$80.00 \$84.00	\$202.00 \$212.00	\$147.00 \$154.25	-
Out of town users	\$87.00 \$95.75	\$242.00 \$266.00	\$168.00 \$184.75	-

BALL DIAMONDS + GST

User Group	Per Game (Each Diamond) <i>2-3 hour duration</i>	Per Day (Each Diamond)
Youth	\$27.00 \$28.50	\$96.00 \$101.00
Adult	\$37.00 \$39.00	\$128.00 \$134.50
Non- Resident Youth	\$30.00 \$31.50	\$105.00 \$110.25
Non- Resident Adult	\$41.00 \$43.00	\$140.00 \$147.00

BADLANDS COMMUNITY FACILITY

Rental Definitions:

Resident - a person, business, or entity that resides within the Town's boundaries. Non-resident is a person, business, or entity that resides outside of the Town's boundaries.

Banquet Hall Room Rentals + GST

Banquet Hall	Weekend	Daily	Hourly
Full Hall <i>450 people seated at tables or 600 seated theatre style</i>			
Non-resident	\$2,760.00 \$3,036.00	\$1,242.00 \$1,366.00	\$207.00 \$227.75
Resident	\$2,184.00 \$2,293.00	\$966.00 \$1,015.00	\$161.00 \$169.00
Non-Profit	\$2,058.00 \$2,160.00	\$908.00 \$955.00	\$152.00 \$160.00
2/3 Hall <i>330 people seated at tables or 460 seated theatre style</i>			
Non-resident	\$1,880.00 \$2,068.00	\$828.00 \$911.00	\$138.00 \$152.00
Resident	\$1,428.00 \$1,500.00	\$630.00 \$662.00	\$105.00 \$110.25
Non-Profit	\$1,365.00 \$1,433.00	\$585.00 \$614.25	\$101.00 \$106.00
1/3 Hall <i>150 people seated at tables or 230 seated theatre style</i>			
Non-resident	\$983.00 \$1,080.00	\$437.00 \$480.00	\$71.00 \$78.00
Resident	\$756.00 \$793.00	\$336.00 \$353.00	\$56.00 \$59.00
Non-profit	\$711.00 \$747.00	\$315.00 \$331.00	\$53.00 \$56.00
Terrace <i>60 people seated at tables or 100 seated theatre style</i>			
Non-resident	\$845.00 \$930.00	\$374.00 \$411.00	\$66.00 \$72.75
Resident	\$701.00 \$736.00	\$310.00 \$325.00	\$53.00 \$56.00
Non-profit	\$618.00 \$649.00	\$273.00 \$287.00	\$46.00 \$48.00
Kitchen			
per person per meal \$1.45 \$1.55			
minimum fee of \$94.50 \$99.50			

Prepaid Parking

Daily and 3 Day Physical Parking Passes can be pre - purchased for Weddings, Special Events and Conferences at a 50% discount.

Per Day	3 Day Pass
\$5.00 *	\$12.50*

***Only Available at the time of booking**

Meeting Room Rentals

+ GST

Meeting Space	Weekend	Daily	Hourly
Large Multi-Purpose Room <i>40 people seated at tables or 60 seated theatre style</i>			
Non-resident	-	\$242.00 \$266.00	\$41.00 \$45.00
Resident	-	\$189.00 \$198.00	\$32.00 \$34.00
Non-Resident Non-profit		\$104.00 \$114.00	\$17.00 \$19.00
Non-profit		\$90.00 \$95.00	\$15.00 \$16.00
Small Multi-Purpose Room <i>15 people seated at tables or 25 seated theatre style</i>			
Non-resident	-	\$121.00 \$133.00	\$21.00 \$23.00
Resident	-	\$95.00 \$100.00	\$15.00 \$16.00
Non-Resident Non-profit		\$52.00 \$57.00	\$8.00 \$9.00
Non-profit		\$45.00 \$47.00	\$7.00 \$7.40
Non-profit	Town Sponsored		
Gallery <i>30 people seated at tables or 50 seated theatre style</i>			
Non-resident	-	\$210.25 \$220.75	\$36.50 38.50
Resident	-	\$179.50 \$188.50	\$29.75 \$31.25
Non-profit	-	\$75.50 \$79.25	\$18.50 \$19.50

Recreation Space Rentals

+ GST

Recreation Space	Daily Rates	Hourly Rates		
Field House	Full Space	Full Space/hr	2/3 Space/hr	1/3 Space/hr
Non-resident	\$1,380.00 \$1,518.00	\$210.00 \$231.00	\$166.00 \$183.00	\$83.00 \$91.00
Resident	\$1,008.00 \$1,058.00	\$126.00 \$132.00	\$101.00 \$106.00	\$51.00 \$54.00
Adult non-profit	\$987.00 \$1,036.00	\$95.00 \$100.00	\$76.00 \$80.00	\$38.00 \$40.00
Youth non-profit	\$945.00 \$992.00	\$76.00 \$80.00	\$51.00 \$54.00	\$26.00 \$27.00
Fitness Studio				
Non-resident	\$690.00 \$759.00	\$69.00 \$76.00	-	-
Resident	\$502.00 \$527.00	\$51.00 \$53.00	-	-
Adult non-profit	\$315.00 \$331.00	\$38.00 \$40.00	-	-
Youth non-profit	\$190.00 \$200.00	\$26.00 \$27.00	-	-
Play Space Drop In <i>includes GST</i>				
per child			\$2.50 \$3.00	

Badlands Community Facility

Admissions

GST is included in prices listed.

Admission Type	Drop In	10 Pack Tickets Buy 9 get 1 free as per drop in
5 and under	FREE	FREE
Youth (ages 6-17 yrs)	\$5.00 \$6.00	\$45.00 \$54.00
Adult (ages 18-59 yrs)	\$10.50 \$11.00	\$90.00 \$99.00
Senior (60+)	\$8.40 \$9.00	\$72.00 \$81.00
Family	\$21.00 \$22.00	N/A

RECREATION FACILITY MEMBERSHIPS

Drumheller Aquaplex, Memorial Arena and Badlands Community Facility

GST is included in prices listed.

Single Facility <i>(Aquaplex OR Badlands Community Facility)</i>		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$30.20 \$31.00	\$30.20 \$33.00
Adult (ages 18-59 yrs.)	\$46.20 \$47.25	\$46.20 \$51.00
Senior (ages 60+)	\$30.20 \$31.00	\$30.20 \$33.00
Family	\$86.10 \$88.25	\$86.10 \$95.00
Activation Fee*	N/A	N/A
*Applicable when membership is first activated or re-activated after being stopped.		

Multi Facility (Aquaplex, Memorial Arena AND Badlands Community Facility)		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$42.00 \$43.00	\$42.00 \$46.00
Adult (ages 18-59 yrs.)	\$59.30 \$60.75	\$59.30 \$67.00
Senior (ages 60+)	\$42.00 \$43.00	\$42.00 \$47.25
Family	\$107.60 \$110.25	\$107.60 \$122.50
Activation Fee*	\$20.00	\$20.00
*Applicable when membership is first activated or re-activated after being stopped		

Corporate Memberships

Single facility memberships are not eligible for discount. Please speak to Aquaplex or Badlands Community Facility staff for eligibility requirements.

GST is included in prices listed.

User paid Corporate Membership	2025 Monthly Fee
Adult	\$47.44 \$48.50
Youth	n/a
Senior	\$33.60 \$34.50
Family	\$86.08 \$88.00

Corporate Membership Fees – Per Month	
Employer paid Corporate Membership	Monthly Fee Per Employee
2-4 employees	\$42.00 \$43.00
5-6 employees	\$40.00 \$41.00
7-10 employees	\$38.00 \$39.00
11+ employees	\$35.00 \$36.00

SOCAN & RE: SOUND
+GST

Sound and SOCAN Fee's are imposed by Copyright Board of Canada's tariff setting process.

Re:Sound Fee Structure		
Capacity	Cost (without dance)	Cost (with dance)
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52
Over 500	\$39.33	\$78.66

SOCAN Fee Structure		
Capacity	Cost (without dance)	Cost (with dance)
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39
Over 500	\$93.78	\$187.55

NEW Proposal
BCF Parking Lot
 +GST

BCF Parking	1/3 Per Day	2/3 Per Day	Full Per Day
Residents Cost	\$100.00	\$200.00	\$300.00
Non-Residents Cost	\$150.00	\$250.00	\$350.00
Business Rate	\$250.00	\$350.00	\$450.00

NEW Proposal

BCF Outdoor Park
 +GST

BCF Outdoor Park Wedding/ Events	3 Hours Per Day	6 Hours Per Day	Full Day
Residents Cost	\$150.00	\$250.00	\$500.00
Non-Residents Cost	\$200.00	\$300.00	\$550.00

Physical Parking passes

Per Day	3 Day Pass	Per Week	Per Month	Per Season
\$10.00	\$25.00	\$40.00	\$100.00	\$300.00

MISCELLANEOUS

GST is included in the prices listed.

Memorial Bench fees

Includes the purchase, delivery and installation of the bench **\$1,325.00**

Custom Work - Infrastructure Services

Estimate for work to be prepared prior to work being performed, based on Town labour rates, roadbuilder rates, supplies and equipment, etc.

Barricade rental deposit \$55.00

Electronic Information

Computer drafting and programming

Per hour plus actual costs for materials and supplies \$67.25

Information extraction

Per hour to extract data from electronic databases \$67.25

Search and Retrieval

Per hour plus actual costs for materials and supplies \$33.65

2025 SERVICE FEE SCHEDULE
APPENDIX A

TOWN OF DRUMHELLER



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DRAFT

ADMINISTRATION

GST included unless otherwise specified.

Account Management

Payment Transfers <i>(credit balance transfer from utilities to taxes, taxes to utilities)</i>	\$30.00
Balance Transfers (utilities to tax roll) <i>(balance transfer from utilities to tax roll)</i>	\$55.00

Assessment Appeal

Local Assessment Review Board <i>(LARB - residential)</i> <i>Member of the Central Alberta Regional Assessment Review Board</i>	\$50.00
Commercial Assessment Review Board <i>(CARB -multi residential and commercial)</i>	\$650.00

Assessment Information Request by Third Party

Information <i>(Legal description, latest assessment and historical assessments)</i>	\$50.00
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Fax

Per transmission (local or long distance)	\$6.00
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FOIP Requests

Freedom of Information and Protection of Privacy Regulation, AR200/95

Per request submission <i>Additional costs may be determined after review of request.</i>	\$25.00
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NSF Charges	\$35.00
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Photocopying

Black and white <i>per page</i>	\$0.50
Colour <i>per page</i>	\$2.00

Copies of Information other than Photocopies

Reprint fee for invoice, account history or receipt	\$30.00
Per tax certificate	\$50.00

AIRPORT

+GST

Lot for own hanger

Per year (site improvements not included) \$1.00/square meter of leased site

Commercial use of a hanger lot

\$100.00/month

Landing Fees - Based on Maximum Takeoff Weight (MTOW)

*Applies to fixed wing and rotary landings within the boundary of the Drumheller Municipal Airport.
Does not apply to Alberta Health Services.*

2721 to 11,000 kilograms \$2.50
per 1000 kilograms

Classroom Fees Monthly

Includes use of the Internet

Monthly Seat \$100.00

Hangar Rental

Per Night \$10.00

Per Month \$200.00

Tie down Parking

Note: This does not apply to non-commercial tenants who are parking on ramp temporarily.

No fees imposed up to 7 days

Starting on the 8th day \$25/month

< 2721 kilograms \$300.00/year

>2721 kilograms \$348.00/year

Ramp Lease Rates - Yearly

Note: Airside means land leased for the purpose of commercial operations for non-passenger service or aircraft refueling.

Land

Airside \$3.00/meters²

Other Fees

Fuel Flowage Fee \$0.05 per L Jet Fuel

Pavement sweeping Included in lease

Snow removal Included in lease

Loader Included in lease

ANIMAL LICENCING

Proof from a veterinarian of alteration (spaying or neutering) and/or proof of microchip or tattooing is required in order to apply for those rates.

Animal Licence (Life)	Dogs	Cats
Altered with microchip or tattoo	\$100.00	\$80.00
Altered without microchip or tattoo	\$175.00	\$150.00
Unaltered without microchip or tattoo	\$200.00	\$180.00
Animal Licence (One Year)	Dogs	Cats
Altered with microchip or tattoo	\$17.00	\$11.50
Altered without microchip or tattoo	\$25.00	\$20.00
Unaltered without microchip or tattoo	\$57.00	\$57.00
Animal Licence (Five Year)	Dogs	Cats
Altered with microchip or tattoo	\$50.00	\$40.00
Altered without microchip or tattoo	\$80.00	\$65.00
Unaltered without microchip or tattoo	\$150.00	\$140.00

BUSINESS LICENCING

A business licence will be required for all businesses within the Town of Drumheller. Please review all the requirements for your business licence application on our website prior to applying for your licence.

TYPE OF SERVICE	2025 FEE
General Business Licence	
Resident	\$255.00
Non-Resident	\$375.00
Micro-Business	\$55.00
Temporary Licence Fees	
1 Day	\$45.00
1 Week	\$80.00
1 Month	\$175.00
4 Month	\$250.00
Mobile Vendors	
Annual Licence	\$375.00
Event Licence	\$150.00
Youth Licence	\$50.00
Short Term Rentals	
Principal Resident STR	\$245.00
Non-Principal Resident STR	\$810.00
Non-Resident STR	\$1,010.00
Miscellaneous	
Busking Licence	\$25.00
Charitable/ Non-profit Organization	\$0.00
Special Event Licence	\$0.00

CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
Plots		
Full Plot	\$1,050.00	\$1,575.00
Open/Close – weekday	\$525.00	\$630.00
Open/Close – weekend, holiday	\$623.00	\$623.00
Winter fee – (Nov 01 to Mar 31)	\$315.00	\$420.00
Cremains		
Cremains plot (maximum 2 cremains)	\$525.00	\$630.00
Open/Close – weekday	\$210.00	\$263.00
Open/Close – weekend, holiday	\$420.00	\$525.00
Winter fee – (Nov 01 – Mar 31)	\$126.00	\$158.00
Niche		
Top 2 rows – each cremains – max 2	\$1075.00	\$1838.00
Lower 2 rows – each cremains – max 2	\$1365.00	\$1418.00
Open/Close – weekday	\$315.00	\$368.00
Open/close – weekend, holiday	\$473.00	\$525.00
Engraving	\$630.00	\$683.00
Memorial Wall		
Plaque engraving for memorial wall	\$315.00	\$368.00
Scatter Garden		
Permit to scatter cremains in Scatter Garden <i>(no memorial plaque)</i>	\$126.00	\$210.00
Permit to scatter cremains in Scatter Garden <i>(with memorial plaque)</i>	\$263.00	\$315.00

DEVELOPMENT PERMITS

Photocopying

Base maps (black and white - 8 1/2 x 11)	\$12.00
Land Use Bylaw (colour)	\$15.00
Municipal Development Plan (colour)	\$17.00

Development Permits

Application Type	Fee	
Residential Development		
New Single Detached/Semi-detached Dwelling	\$334.50	
New Multiple Dwelling Unit – 2+ Units	\$334.50 +\$50 per additional unit	
Secondary Suite (Internal or External)	\$200.00	
Dwelling Unit – Manufactured	\$200.00	
Accessory Structures (minimum fee \$80.00)		
Accessory Buildings (Garages, Sheds, Shops etc.)	\$0.20 sqft	
Additions	\$0.20 sqft	
Decks	\$0.20 sqft	
Other Accessory Structures not listed	Based on Construction value	
Home Based Businesses		
Home Occupation - Rural	\$67.00	
Home Occupation - Urban	\$67.00	
Commercial, Institutional, Industrial		
New Development	\$200 + \$0.20 sq ft	
Additions	Based on Construction value	
Change of Use/Occupancy	\$100.00	
Signs		
Rebranding of existing signage	Based on Construction value	
New Signs	Based on Construction value	
Variance and/or Discretionary Uses (In addition to above Permit Fees, includes advertising/notification)		
Variance standards – up to 10%	\$100.00	
Variance standards – Greater than 10%	\$200.00	
Discretionary Uses	\$200.00	
Miscellaneous Fees		
Permit Extension (up to 1 year)	\$100.00	
Amendment/Revision to Issued Permit	Additional 50% of original fee	
Commencement without approval (At the Discretion of the Development Authority)	Up to double permit fees	
Refund Requests	Prior to Circulation (if applicable) and Decision	50 % Refundable
	After Circulation – Prior to Decision	Non-Refundable
	After Decision	Non-Refundable
Developments not listed (based on construction value)		
Under \$10,000	\$67.00	
\$10,001 - \$50,000	\$87.50	
\$50,001 - \$100,000	\$118.50	
\$100,001 - \$150,000	\$180.25	
\$150,001 - \$200,000	\$273.00	
\$200,001 and over	\$334.75	

Development Appeal Fee

Member of the Palliser Intermunicipal Subdivision and Development Appeal Board

\$257.50

Compliance Certificates

Residential (Regular Service) – 5 Business Days Max.	\$87.50
Residential (Rush Service) – 3 Business Days or less	\$150.00
Non-Residential (Regular Service) – 5 Business Days Max.	\$154.50
Non-Residential (Rush Service) – 3 Business Days or less	\$260.00

Encroachment Agreement

Includes title search and registration	\$310.00
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File Review

Application Rate	\$27.30
30-day response: Application Rate plus fee per ¼ hr	\$9.50
7-day rush response: Application Rate plus fee per ¼ hr	\$14.50

Copies of Information

Reproduction of permits (per permit) <i>(Development and/or Safety Codes)</i>	\$25.00
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SAFETY CODE PERMITS

Safety Code Council Levy

Pursuant to the Alberta Safety Codes Act Section 23(1), a mandatory additional 4% will be added to the cost of all Building, Electrical, Gas and Plumbing permits, with a minimum \$4.50 charge per permit.

Building Permit Fees

Manufactured Home

Placement (on blocking or piles) \$115.00

Modular Home

Move-on Relocation (on crawlspace or basement) Minimum Fee \$115.00
Based on square footage of main floor \$0.30

New Residential Single-Family Dwelling

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$8.00

Residential Addition/Renovation/Garage/Multi-Housing Residential and Non-Residential

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$8.00

Demolition

Minimum Fee \$115.00
Based on price per \$1,000.00 of construction value \$2.50

Oil and Gas

Minimum Fee \$450.00
Based on price per \$1,000.00 of construction value \$8.00

Electrical Permit Fees

New Residential Single-Family Dwelling

Based on square footage

Square Feet	Fees
0 to 1,200 square feet	\$140.00
1,201 to 1,500 square feet	\$160.00
1,501 to 2,000 square feet	\$180.00
2,001 to 2,500 square feet	\$200.00
2,500 to 3,000 square feet	\$225.00
3,001 to 4,000 square feet	\$245.00
4,001 to 5,000 square feet	\$265.00
5,001 square feet and over	\$315.00
Additional homeowner permit	\$75.00

Miscellaneous

Permanent and Temporary Service Connection	\$95.00
Manufactured Home on blocking or piles	\$95.00

Residential and Non-Residential – Addition/Renovation/Garage etc.

Based on contract values. Contract values over \$ 30,000.00 may require a plan review.

Contract Value	Fees
\$0.00 to \$1,000.00	\$100.00
\$1,000.01 to \$3,000.00	\$120.00
\$3,000.01 to \$3,500.00	\$160.00
\$3,500.01 to \$4,000.00	\$185.00
\$4,000.01 to \$4,500.00	\$230.00
\$ 4,500.01 to \$6,500.00	\$280.00
\$6,500.01 to \$8,500.00	\$335.00
\$8,500.01 to \$10,000.00	\$380.00
\$10,000.01 to \$14,000.00	\$430.00
\$14,000.01 to \$18,000.00	\$490.00
\$18,000.01 to \$22,000.00	\$538.00
\$22,000.01 to \$26,000.00	\$576.00

\$26,000.01 to \$30,000.00	\$646.00
\$30,000.01 to \$34,000.00	\$694.00
\$34,000.01 to \$38,000.00	\$754.00
\$38,000.01 to \$42,000.00	\$802.00
\$42,000.01 to \$46,000.00	\$862.00
\$46,000.01 to \$50,000.00	\$905.00
\$50,000.01 to \$60,000.00	\$1,013.00
\$60,000.01 to \$70,000.00	\$1,109.00
\$70,000.01 to \$80,000.00	\$1,169.00
\$80,000.01 to \$90,000.00	\$2,127.00
\$90,000.01 to \$100,000.00	\$1,325.00
\$100,000.01 to \$110,000.00	\$1,433.00
\$110,000.01 to \$120,000.00	\$1,541.00
\$120,000.01 to \$130,000.00	\$1,589.00
\$130,000.01 to \$140,000.00	\$1,649.00
\$140,000.01 to \$150,000.00	\$1,692.00
\$150,000.01 to \$160,000.00	\$1,740.00
\$160,000.01 to \$170,000.00	\$1,800.00
\$170,000.01 to \$180,000.00	\$1,848.00
\$180,000.01 to \$190,000.00	\$1,908.00
\$190,000.01 to \$200,000.00	\$1,956.00
\$200,000.01 to \$210,000.00	\$2,004.00
\$210,000.01 to \$220,000.00	\$2,064.00
\$220,000.01 to \$230,000.00	\$2,112.00
\$230,000.01 to \$240,000.00	\$2,160.00
\$240,000.01 to \$250,000.00	\$2,220.00
\$250,000.01 to \$300,000.00	\$2,349.00
\$300,000.01 to \$350,000.00	\$2,503.00
\$ 350,000.01 to \$ 400,000.00	\$2,657.00
\$ 400,000.01 to \$ 450,000.00	\$2,811.00

\$ 450,000.01 to \$ 500,000.00	\$2,965.00
\$ 500,000.01 to \$ 550,000.00	\$3,170.00
\$ 550,000.01 to \$ 600,000.00	\$3,390.00
\$ 600,000.01 to \$ 650,000.00	\$3,610.00
\$ 650,000.01 to \$ 700,000.00	\$3,830.00
\$ 700,000.01 to \$ 750,000.00	\$4,050.00
\$ 750,000.01 to \$ 800,000.00	\$4,270.00
\$ 800,000.01 to \$ 850,000.00	\$4,490.00
\$ 850,000.01 to \$ 900,000.00	\$4,710.00
\$ 900,000.01 to \$ 950,000.00	\$4,930.00
\$ 950,000.01 to \$ 1,000,000.00	\$5,150.00
\$ 1,000,001.00 and over	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00)</i>
Additional homeowner permit	\$75.00

Fire Permits

+ GST with the exception of Fire Investigation

Fire Discipline – Residential and Non-residential

Permit for the Sale of Fireworks (up to 1 year)	\$100.00
Permit for Display Fireworks (per event)	\$50.00
Minimum fee per inspection	\$100.00
Occupancy Load – Time and Materials minimum fee	\$100.00
Fire Inspection – Time and Materials minimum fee	\$100.00
Fire Investigation – Time and Materials minimum fee	\$100.00+GST

Gas Permits

Residential

Number of Outlets	Fees
1	\$90.00
2	\$100.00
3	\$110.00
4	\$120.00
5	\$130.00
6	\$140.00
7	\$150.00
8	\$160.00
9	\$175.00
10	\$185.00
For each outlet over 10	\$10.00

Miscellaneous

Secondary Gas Line (Gas Co-op)	\$90.00
Propane Tank Installation	\$90.00

Non-Residential

Type of Installation	BTU Input	Fees
	0 – 50,000	\$95.00
	50,001 – 100,000	\$100.00
New Installations	100,001 – 150,000	\$105.00
	150,001 – 200,000	\$130.00
Temporary Heat	200,001 – 250,000	\$150.00
	250,001 – 300,000	\$155.00
Replacement Appliances	300,001 – 350,000	\$160.00
	350,001 – 400,000	\$165.00
	400,000 – 450,000	\$175.00
	450,001 – 500,000	\$180.00
	500,001 – 550,000	\$185.00
	550,001 – 600,000	\$190.00
	600,001 – 650,000	\$195.00
	650,001 – 700,000	\$200.00
	700,001 – 750,000	\$205.00
	750,001 – 800,000	\$210.00
	800,001 – 850,000	\$215.00
	850,001 – 900,000	\$220.00
	900,001 – 950,000	\$225.00
	950,001 – 1,000,000	\$235.00
	1,000,001 or more - each additional portion of 100,000 BTU	\$10.00

Propane

Propane Tank Set	\$90.00
Propane Refill Center – 1 inspection	\$90.00

Plumbing Permits

Residential and Non-Residential

Number of Fixtures	Fees
1	\$90.00
2	\$95.00
3	\$100.00
4	\$105.00
5	\$115.00
6	\$120.00
7	\$125.00
8	\$135.00
9	\$145.00
10	\$155.00
11	\$160.00
12	\$165.00
13	\$175.00
14	\$180.00
15	\$190.00
16	\$195.00
17	\$200.00
18	\$210.00
19	\$215.00
20	\$225.00
21	\$230.00
22	\$235.00
23	\$245.00
24	\$250.00
25	\$260.00
Each Fixture over 25	\$10.00
Additional Homeowner Permit	\$75.00

RECREATION FACILITIES

DRUMHELLER AQUAPLEX

Rentals

GST is included in the following three listed prices

Swim Suits (deposit required)	\$4.00
Towel	\$2.75
Shower/use of change-room facilities (no pool access)	\$2.75

Pool Rentals

GST is not included in the following listed prices for Swim Club. GST is not charged to the Royal Tyrrell Museum Edu-tour.

Swim Club – per hour	\$75.50
Swim Club – per hour – per lane	\$13.75
Royal Tyrrell Museum Edu-tour/camp-ins per person April 1-March 31	\$4.25

Scheduled Swim Group Pricing

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$105.00	\$152.25
26 to 35	\$142.00	\$196.25
36 to 45	\$178.50	\$239.50
46+	\$222.50	\$280.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Private Pool Rentals

+ GST

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$189.00	\$217.50
26 to 35	\$210.00	\$241.50
36 to 45	\$231.00	\$265.75
46+	\$262.50	\$302.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Aquaplex Admissions (per swim)

GST is included in prices listed.

Admission	Drop-in	Buy 9 get 1 free as per drop-in
2 and under <i>within arms reach of someone 16yrs+</i>	Free	Free
Preschool (3-5 yrs) <i>within arms reach of someone 16yrs+</i>	\$2.00	\$18.00
Youth (ages 6-17yrs) <i>Must be 8+yrs to come unaccompanied</i>	\$6.00	\$54.00
Adult (ages 18-59yrs)	\$9.50	\$85.50
Senior (ages 60+)	\$7.00	\$63.00
Family	\$22.00	-
Daily rate add-on Single Admission	\$2.50	-
Daily rate add-on Family Admission	\$5.50	-

Swimming Lessons

Swimming lessons for children 14 and under are GST exempt.

Swimming Lesson Type	Fees
Pre-school/Stroke Proficiency (30 minutes)	\$44.00
Swim Kids – 1 to 3 (45 minutes)	\$57.75
Swim Kids – 4 to 6 & Swimm Patrol (60 minutes)	\$71.50
Junior Lifeguard Club (60 minutes)	\$97.75
\$7.50 per 30 minutes of group instruction	
Private Lessons – 1 Child (30 minutes)	\$19.00
Additional Child (30 minutes)	\$7.00
School Lessons (August to June each year)	\$35.75
Adult Lesson – Drop-in	\$19.00
Adult Session	\$61.00

MEMORIAL ARENA

Memorial Arena Rate Time Period	
ICE Rentals	
Prime Time:	
Weekdays	4:00 pm – 11:30 pm
Weekends	7:00 am – 9:45 pm
Holidays	7:00 am – 11:30 pm
Non - Prime Time:	
Weekdays	6:00 am – 4:00 pm
NO ICE Rentals	
Summer Rates	April 1 – July 31

Memorial Arena Rental Rates + GST

User Group	NO ICE	ICE		
	<i>Rental Fees per Hour</i>	<i>Rental Fees per Hour</i>		
	Summer	Prime Time	Non-Prime Time	Junior "A"
Youth Groups	\$84.00	\$105.00	\$77.75	-
Local Adult Hockey	\$84.00	\$212.00	\$154.25	-
Out of town users	\$95.75	\$266.00	\$184.75	-

BALL DIAMONDS + GST

User Group	Per Game (Each Diamond) <i>2-3 hour duration</i>	Per Day (Each Diamond)
Youth	\$28.50	\$101.00
Adult	\$39.00	\$134.50
Non- Resident Youth	\$31.50	\$110.25
Non- Resident Adult	\$43.00	\$147.00

BADLANDS COMMUNITY FACILITY

Rental Definitions:

Resident - a person, business, or entity that resides within the Town's boundaries. Non-resident is a person, business, or entity that resides outside of the Town's boundaries.

Banquet Hall Room Rentals + GST

Banquet Hall	Weekend	Daily	Hourly
Full Hall <i>450 people seated at tables or 600 seated theatre style</i>			
Non-resident	\$3,036.00	\$1,366.00	\$227.75
Resident	\$2,293.00	\$1,015.00	\$169.00
Non-Profit	\$2,160.00	\$955.00	\$160.00
2/3 Hall <i>330 people seated at tables or 460 seated theatre style</i>			
Non-resident	\$2,068.00	\$911.00	\$152.00
Resident	\$1,500.00	\$662.00	\$110.25
Non-Profit	\$1,433.00	\$614.25	\$106.00
1/3 Hall <i>150 people seated at tables or 230 seated theatre style</i>			
Non-resident	\$1,080.00	\$480.00	\$78.00
Resident	\$793.00	\$353.00	\$59.00
Non-profit	\$747.00	\$331.00	\$56.00
Terrace <i>60 people seated at tables or 100 seated theatre style</i>			
Non-resident	\$930.00	\$411.00	\$72.75
Resident	\$736.00	\$325.00	\$56.00
Non-profit	\$649.00	\$287.00	\$48.00
Kitchen			
per person per meal \$ 1.55			
minimum fee of \$99.50			

Prepaid Parking

Daily and 3 Day Physical Parking Passes can be pre - purchased for Weddings, Special Events and Conferences at a 50% discount.

Per Day	3 Day Pass
\$5.00 *	\$12.50*

***Only Available at the time of booking**

Meeting Room Rentals

+ GST

Meeting Space	Weekend	Daily	Hourly
Large Multi-Purpose Room <i>40 people seated at tables or 60 seated theatre style</i>			
Non-resident	-	\$266.00	\$45.00
Resident	-	\$198.00	\$34.00
Non-Resident Non-profit		\$114.00	\$19.00
Non-profit		\$95.00	\$16.00
Small Multi-Purpose Room <i>15 people seated at tables or 25 seated theatre style</i>			
Non-resident	-	\$133.00	\$23.00
Resident	-	\$100.00	\$16.00
Non-Resident Non-profit		\$57.00	\$9.00
Non-profit		\$47.00	\$7.40
Non-profit	Town Sponsored		
Gallery <i>30 people seated at tables or 50 seated theatre style</i>			
Non-resident	-	\$220.75	\$38.50
Resident	-	\$188.50	\$31.25
Non-profit	-	\$79.25	\$19.50

Recreation Space Rentals

+ GST

Recreation Space	Daily Rates	Hourly Rates		
Field House	Full Space	Full Space/hr	2/3 Space/hr	1/3 Space/hr
Non-resident	\$1,518.00	\$231.00	\$183.00	\$91.00
Resident	\$1,058.00	\$132.00	\$106.00	\$54.00
Adult non-profit	\$1,036.00	\$100.00	\$80.00	\$40.00
Youth non-profit	\$992.00	\$80.00	\$54.00	\$27.00
Fitness Studio				
Non-resident	\$759.00	\$76.00	-	-
Resident	\$527.00	\$53.00	-	-
Adult non-profit	\$331.00	\$40.00	-	-
Youth non-profit	\$200.00	\$27.00	-	-
Play Space Drop In <i>includes GST</i>				
per child	\$3.00			

Badlands Community Facility

Admissions

GST is included in prices listed.

Admission Type	Drop In	Buy 9 get 1 free as per drop in
5 and under	FREE	FREE
Youth (ages 6-17 yrs)	\$6.00	\$54.00
Adult (ages 18-59 yrs)	\$11.00	\$99.00
Senior (60+)	\$9.00	\$81.00
Family	\$22.00	N/A

RECREATION FACILITY MEMBERSHIPS

Drumheller Aquaplex, Memorial Arena and Badlands Community Facility

GST is included in prices listed.

Single Facility <i>(Aquaplex OR Badlands Community Facility)</i>		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$31.00	\$33.00
Adult (ages 18-59 yrs.)	\$47.25	\$51.00
Senior (ages 60+)	\$31.00	\$33.00
Family	\$88.25	\$95.00
Activation Fee*	N/A	N/A
*Applicable when membership is first activated or re-activated after being stopped.		

Multi Facility (Aquaplex, Memorial Arena AND Badlands Community Facility)		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$43.00	\$46.00
Adult (ages 18-59 yrs.)	\$60.75	\$67.00
Senior (ages 60+)	\$43.00	\$47.25
Family	\$110.25	\$122.50
Activation Fee*	\$20.00	\$20.00
*Applicable when membership is first activated or re-activated after being stopped		

Corporate Memberships

Single facility memberships are not eligible for discount. Please speak to Aquaplex or Badlands Community Facility staff for eligibility requirements.

GST is included in prices listed.

User paid Corporate Membership	2025 Monthly Fee
Adult	\$48.50
Youth	n/a
Senior	\$34.50
Family	\$88.00

Corporate Membership Fees – Per Month	
Employer paid Corporate Membership	Monthly Fee Per Employee
2-4 employees	\$43.00
5-6 employees	\$41.00
7-10 employees	\$39.00
11+ employees	\$36.00

SOCAN & RE: SOUND
+GST

Sound and SOCAN Fee's are imposed by Copyright Board of Canada's tariff setting process.

Re:Sound Fee Structure		
Capacity	Cost (without dance)	Cost (with dance)
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52
Over 500	\$39.33	\$78.66

SOCAN Fee Structure		
Capacity	Cost (without dance)	Cost (with dance)
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39
Over 500	\$93.78	\$187.55

BCF Parking Lot
+GST

BCF Parking	1/3 Per Day	2/3 Per Day	Full Per Day
Residents Cost	\$100.00	\$200.00	\$300.00
Non-Residents Cost	\$150.00	\$250.00	\$350.00
Business Rate	\$250.00	\$350.00	\$450.00

BCF Outdoor Park
+GST

BCF Outdoor Park Wedding/ Events	3 Hours Per Day	6 Hours Per Day	Full Day
Residents Cost	\$150.00	\$250.00	\$500.00
Non-Residents Cost	\$200.00	\$300.00	\$550.00

Physical Parking passes

Per Day	3 Day Pass	Per Week	Per Month	Per Season
\$10.00	\$25.00	\$40.00	\$100.00	\$300.00

MISCELLANEOUS

GST is included in the prices listed.

Custom Work - Infrastructure Services

Estimate for work to be prepared prior to work being performed, based on Town labour rates, roadbuilder rates, supplies and equipment, etc.

Barricade rental deposit \$55.00

Electronic Information

Computer drafting and programming

Per hour plus actual costs for materials and supplies \$67.25

Information extraction

Per hour to extract data from electronic databases \$67.25

Search and Retrieval

Per hour plus actual costs for materials and supplies \$33.65

ADMINISTRATION POLICY

NAME: Memorial Bench Program	POLICY NUMBER: CS – A – 01
DEPARTMENT: Corporate Services	SUPERSEDES:
DATE APPROVED: May 24th, 2023	REVISION DATE:

1. PURPOSE

The purpose of this policy is to enable community members to honour the memory of loved ones in a lasting and meaningful way. An important date, a personal message or the name of a loved one can accompany benches in designated Public Places within the Town of Drumheller.

2. POLICY STATEMENT

The Town of Drumheller recognizes the opportunity for individuals and groups to memorialize loved ones while enhancing existing parks and pathways. This policy establishes guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of memorial benches and plaques in Town-owned Public Places.

3. SCOPE

3.1. This policy applies to donations for memorial benches and plaques that have not been made at the time this policy comes into force. The CN Rail to Trail corridor, stations and stops are not part of the Memorial Bench program.

4. DEFINITIONS

4.1. In this policy,

- a) “Donor” means the person who signed the original application form or their designate.
- b) “Public Place” means lands under the Town’s management and control including:
 - i) Land developed as a public park, sports or athletic field, playground or recreational area;
 - ii) Land acquired as Municipal Reserve or Environmental Reserve;
 - iii) Land developed as a pathway or trail;
 - iv) Land developed for public utilities.

5. RESPONSIBILITY

- 5.1. The Cemetery Office Assistant is responsible for the collection of fees and collecting application information. The Director of Infrastructure is responsible for ensuring appropriate administrative policies and procedures are developed, approved, implemented, and monitored.

6. PROCEDURES/STANDARDS

6.1. Fees

- a) The Memorial Bench Program is intended to be operated on a full cost recovery basis;
- b) The Program Fee encompasses the purchase, installation, maintenance, and administrative cost of the approved bench and plaque;
- c) The Program fee shall be based on the average estimated cost of purchase, installation, maintenance and administration for a standard bench and plaque over a ten (10) year period;
- d) The Program fee is listed in the Town of Drumheller Service Fee Schedule;
- e) The Program Fee is reviewed annually, and is subject to change.

6.2. Terms

- a) The dedication term ("Term") for a bench is ten (10) years from the date of installation of the plaque;
- b) Within the Term, the bench and plaque will be maintained by the Town in its original location, or in an area near its original location;
- c) After the Term has expired, an extension of ten (10) years may be offered in writing to the Donor, if, in the opinion of the Operations Manager, the condition of the bench is suitable for continued use;
- d) The Term may only be extended one-time, allowing for a maximum Term of twenty (20) years;
- e) If the original Donor does not renew within sixty (60) days of contact by the Town, or if the extension of the Term has elapsed, the plaque shall be removed and, where possible, returned to the original Donor;
- f) The Donor has the responsibility to update the Town of any changes in contact information or address;
- g) Memorial benches will be available for re-dedication if the original Donor declines renewal.

6.3. Locations

- a) The Town will maintain a list of approved sites that are available for memorial benches.
- b) The Donor will select a location based on the list of approved sites that are available for bench donation. Location selection will be on a first come, first served basis;
- c) No benches will be placed on privately owned land, or on land not under the jurisdiction of the Town of Drumheller.

6.4. Bench Plaques

- a) Plaque inscriptions may be written to commemorate one or more persons for their past or present contribution to the community, to a service club project, in memoriam, or for other special events;
- b) The plaque size, font and design specifications will be determined by the Town. The Inscription on the plaque shall be subject to approval by the Town.

6.5. Maintenance

- a) Benches and plaques are the property of the Town. The plaque will become the property of the Donor upon being returned according to Section 6.2(e) of this policy;
- b) The Town is responsible to maintain benches and plaques in Public Places;
- c) Within the Term, if a bench or plaque is damaged, defaced or destroyed to an extent that, in the opinion of the Operational Manager, replacement is required, this will be done at no cost to the Donor;
- d) Within the Term, if a bench or plaque is stolen, replacement will be done at no cost to the Donor.

6.6. Relocation

- a) The Town reserves the right to re-locate a bench or plaque in the eventuality that such a move is deemed necessary (i.e. bench is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades, or construction etc.).

7. APPLICATION PROCEDURES

7.1. A Donor wishing to participate in the Drumheller Memorial Bench program may do so by completing an application form.

7.2. Applications will be accepted throughout the year and shall be reviewed and approved by the Director of Infrastructure or their delegate.

8. GENERAL REGULATIONS

8.1. Any private dedication ceremony is the responsibility of the Donor. As benches are located in Public Places, exclusive use of the area surrounding benches is not available for private dedications ceremonies.

- 8.2. The placement of any mementos (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the bench is not permitted.
- 8.3. The memorial benches are intended for public use and shall not be for exclusive use of the Donor.

9. RELATED DOCUMENTS

10. ATTACHMENTS

- 10.1. Memorial Park Bench Order Request Form.

11. REVIEW PERIOD AND TRANSITIONAL

- 11.1. The term for benches dedicated prior to the implementation of this policy shall be ten (10) years from the approval of this policy.
- 11.2. This policy will be reviewed and revised as deemed necessary by the Cemetery Clerk and Director of Infrastructure.
- 11.3. This policy comes into effect the day it is signed.



CHIEF ADMINISTRATIVE OFFICER

REVISIONS

Request For Decision

TITLE:	2025 Operating Budget and 4-Year Financial Plan 2025 Capital Budget and 10-Year Capital Plan
DATE:	December 2, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENT:	Appendix 1 – 2025 Operating Budget and 3 Year Financial Plan Appendix 2 – Other General Services, Other Professional Services & 295-298 Project Codes Appendix 3 – 2025 Capital Budget and 10 Year Plan

SUMMARY:

Administration is seeking Council direction for the 2025 Operating Budget, 4-year Financial Plan, the 2025 General Capital Budget (based on general taxation), and 10-year capital plan.

RECOMMENDATIONS:

That Council either approves the 2025 Operating and Capital Budgets as presented or directs any desired amendments to the proposed 2025 Operating Budget and 2025 Capital budget for the final adoption on December 16, 2024, at the Regular Council Meeting.

DISCUSSION:

Section 245 of the *Municipal Government Act* requires that the council adopt an annual operating budget. The MGA also stipulates the balanced budget requirement, and that municipalities are not allowed to finance for operational requirements.

The 2025 Operations Budget (Appendix 1) comprises of the annual operating requirement for each department. The largest single area of our operating expenses is salaries and benefits, representing approximately 32.8% of the total expenses.

ANALYSIS:

Operating Budget 2025- Appendix 1

Based on the operational requirements of the Town of Drumheller as presented in the 2025 Operations Budget, it is anticipated that the Budget will be funded in combination of general taxation revenue with a projected 3% increase in the tax rate, user fees, grants. In order to meet the balanced-budget requirement, Administration is seeking Council approval in drawing from the reserve. This would be a balancing act to maintain our tax base and the moderate use of our Municipal Reserve.

2025 BUDGET HIGHLIGHTS

The total Operating Budget for 2025 is over \$22.04 million, including requisitions. The Town is responsible for collecting and remitting these provincial requisitions.

Municipal Taxes

In addressing the inflationary pressure this year, the Administration estimates a 3.0% increase in tax revenue in conjunction with the use of the reserve.

Administration has researched 2025 budget increases proposed by other similar municipalities in Alberta. Based on the five selected municipalities (Strathmore, Morinville, Banff, Canmore and Strathmore), the average increase is 5.55%. It should be noted that only Morinville’s proposed increase has been formally presented to their Council to-date.

The following chart shows the size of population, and the proposed increase in percentage:

Municipality	Population	Proposed/Estimated Increase
*Blackfalds	11,530	3.31%
Morinville	10,442	6.32%
*Banff	8,905	*7.91%
*Canmore	14,530	*7.2%
*Strathmore	14,853	*3.00%

* Estimated increases contained within municipality’s 2024 budget’s 4-year plan.

User Fees & Rentals

Administration recommends a sensible approach in addressing the user fee based on a cost-recovery model instead of heavily relied on the general tax support.

A separate Request For Decision for User Fee Schedule is presented to Council for further discussion. See draft Bylaw 36.24.

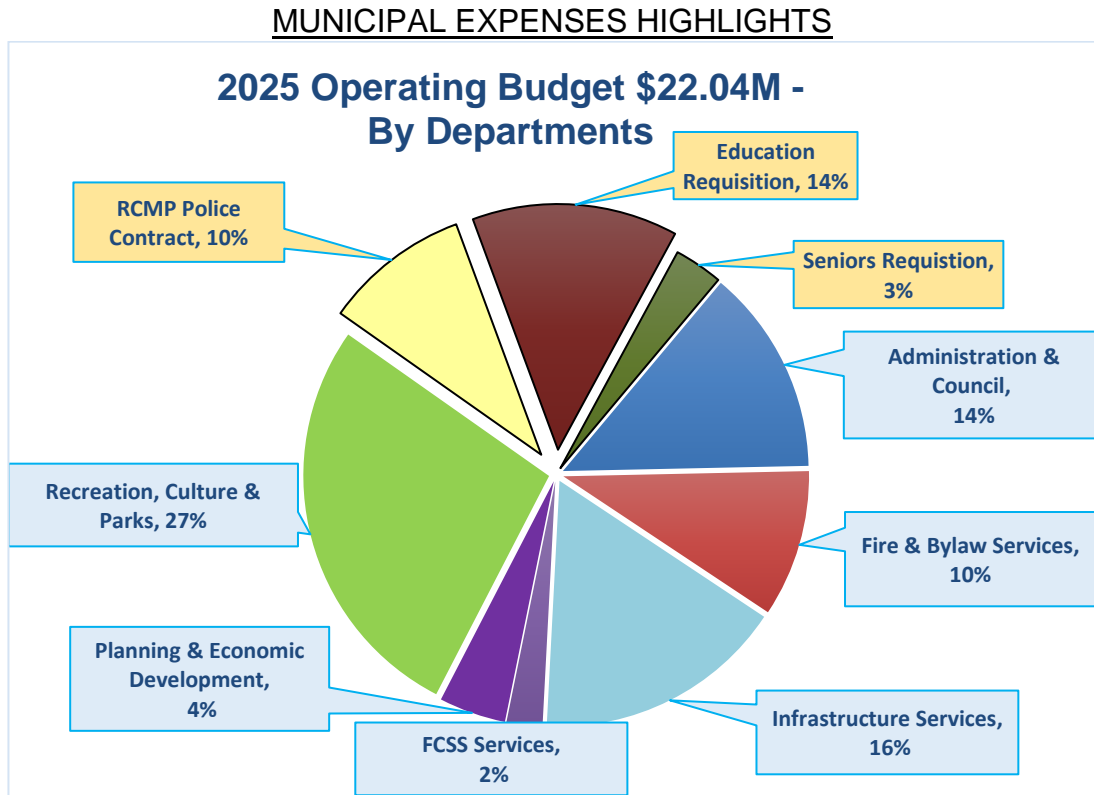
Franchise Fees

2025 Franchise fee rates remain unchanged as determined by Council in June 2023.

Investment Revenue

In 2025, investment revenue is projected to decrease compared to 2024. Administration is projecting investment income of \$600,000 by end of 2024 due to great return from investment that are all MGA-compliant. Some of the investment income will need to be attributed to the advanced funding we received through grants and contribution agreements, the Town is going to draw down the reserve and liquidate some of the investment to address the operational and capital requirements in 2025. As

a result of the reduced size of the investment and lower interest rate, Administration is projecting a corresponding decrease in investment income forecast for 2025.



Requisition/RCMP Policing Contract

As the graph above depicts, the Education Requisition (14%), Seniors' Lodge Requisition (3%), and RCMP Policing Contract (10%) represent 26% (\$5.727 million) of the Town's 2025 Operating Budget of \$22.07 million. The Town has neither control nor influence over the amount and is obligated to collect such requisitions and remit to respective authorities. The RCMP contract for 2025 increased by 3.5% to \$2,119,432. The library requisition is \$229,268 (1%) in 2025.

Departmental Budgets

The \$22.04 million Operating Budget comprises of the departmental budgets as followed:

Department	Percentage	Proposed Budget
Recreation, Culture & Parks	27%	\$6.00 million
Infrastructure	16%	\$3.61 million
Administration & Council	14%	\$2.99 million
Fire & Protective Services	10%	\$2.13 million
Planning & Economic Development	4%	\$0.97 million
FCSS Services	2%	\$0.52 million

The above budgeted expenses exclude the grants and contributions the Town will or may receive during the year, with the exception of FCSS – of which all revenue and expenses from other parties are included.

The following table depicts the revenue sources and types of projected expenditure:

Town of Drumheller

2025 Tax Supported Operating Budget

	2024	2024	2025	Projected Budget Increase / (Decrease)
	YTD Actuals	Approved Budget	Proposed Budget	
REVENUES				
Net Municipal Tax	\$ 10,543,526	\$ 10,556,665	\$ 10,872,565	\$ 315,900
User Fees, Rentals, Licenses and Fines	\$ 1,728,196	\$ 2,446,355	\$ 2,417,459	\$ (28,896)
Franchise Fees	\$ 1,620,884	\$ 2,056,000	\$ 2,090,000	\$ 34,000
Government Transfers	\$ 343,322	\$ 1,296,396	\$ 1,150,604	\$ (145,792)
Investment Revenue	\$ 414,098	\$ 400,000	\$ 300,000	\$ (100,000)
Other Revenue & Internal Transfers	\$ 1,118,863	\$ 1,484,342	\$ 1,072,013	\$ (412,329)
Transfers from reserves	\$ -	\$ 1,202,132	\$ 443,544	\$ (758,588)
Total Revenues	\$15,768,889	\$ 19,441,890	\$ 18,346,185	\$ (1,095,705)
EXPENSES	2024 YTD Actuals	2024 Approved Budget	2025 Proposed Budget	Increase/ (Decrease)
Salaries, wages & benefits	\$ 5,829,868	\$ 7,434,738	\$ 7,248,103	\$ (186,635)
Policing Contract	\$ 907,419	\$ 1,977,591	\$ 2,119,432	\$ 141,841
Contracted & general Services	\$ 2,892,985	\$ 3,644,322	\$ 3,821,006	\$ 276,684
Utilities	\$ 856,039	\$ 1,439,430	\$ 1,366,890	\$ (72,540)
Materials & goods	\$ 815,763	\$ 876,275	\$ 800,605	\$ (75,670)
Grants to Organizations & Individuals	\$ 514,698	\$ 638,938	\$ 686,113	\$ 47,175
Debt Servicing Costs	\$ 48,638	\$ 293,669	\$ 256,675	\$ (36,994)
Amortization	\$ 0	\$ 1,609,660	\$ 1,639,660	\$ 30,000
Other Expenses	\$ 163,057	\$ 205,595	\$ 303,851	\$ 98,256
Transfers to reserves	\$ 15,000	\$ 1,321,672	\$ 3,850	\$ (1,317,822)
Total Expenses	\$12,043,467	\$ 19,441,890	\$ 18,346,185	\$ (1,095,705)

Salaries & Benefits – Major Cost-Driver

The Town's salaries and benefits cost represents approximately 32.9% of the overall operating costs, which aligns with most of the municipal governments with an unionized workforce.

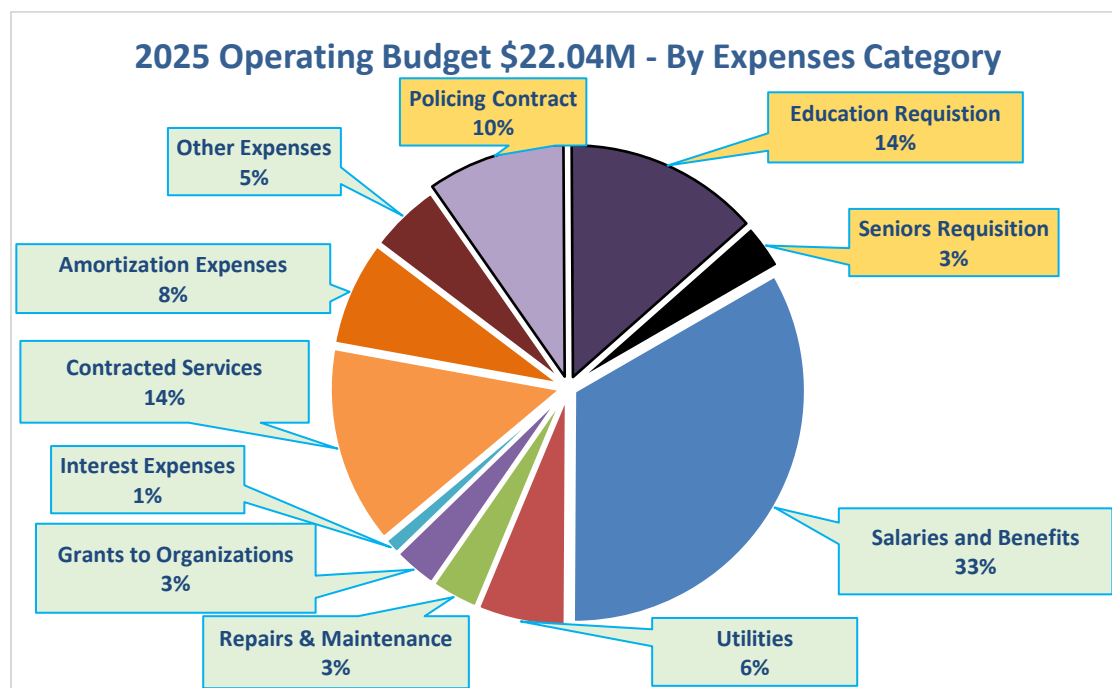
The proposed 2025 operating budget see a slight decrease (186K) in total salaries, wages and benefits. This is due to the completed pay out of the Long Service award that occurred in 2024 from the union contract and out-of-scope employees, the removal of overtime as a budget line item, and reorganization within the Town. This is offset by some of the overlapping job-shadowing due to upcoming retirement.

The increase in salaries and benefits in 2025 comprises the followings:

This year, the changes to the Full-Time-Equivalent (FTE) are minimal. Administration is seeking approval to add the following positions:

- Assistant Chief Administrative Officer (10 month) – This position is introduced as part of the Council’s strategic direction for succession planning. Recognizing the timing of the implementation, the budget now has the position for ten months, as opposed to half a year in 2024.
- Human Resources Assistant – This is a new position within the HR department, for the purpose of more effectively segregating tasks between payroll & HR, with a position fully dedicated to supporting HR, assisting in recruitment and Health and Safety functions that were originally in other work areas.
- One Position for job-shadowing of an anticipated retirement in 2025. reviewing the

The next graph shows the type of expense by category. Most of the expenses are fixed in nature, such as contractual obligations, collective agreement provisions, legislative and regulatory requirements to maintain assets for municipal operations and public safety.



Fire Department

The Fire Department costs are expected to be stable in 2025. Call volumes in the fire department in 2024 are comparable to 2023. The Department will undergo a Fire Service Review in spring 2025 and replace some of the tools and materials to ensure the functioning of the fire station.

Grants to Organizations

These expenses consist of cash and in-kind contributions to the community. Examples include the library requisition, the Drum Life (formerly known as Recreation Fee Assistance Program), Community Assistance Grant, Family and Community Support Services (FCSS) grants and contributions to Valley Bus Society.

The following grants are budgeted under the Recreation, Culture and Parks Department, and the Town provides grants as follows:

7402 – Library	2024 Budget	2025 Proposed Budget
External Review (Contract expires in 2026)	\$10,000	\$17,500
Drumheller Public Library Requisition	\$223,458	\$229,268
Marigold (Town’s Portion) Requisition	\$51,187	\$52,213
Grant-in-lieu (Rental at BCF)	\$87,550	\$91,500
Total 2-771 Grant	\$372,195	\$390,481

The Town pays for the external audit services on behalf of the Drumheller Public Library, as well as providing the venue at the Badlands Community Facility free of charge. The Drumheller Public Library’s 2025 Budget is \$337,690 in total and requested \$229,268 from the Town for funding support. This request represents a 2.6% increase from the town’s 2024 contribution.

The Town usually receives the requisition from Marigold Library System in February, and the projected increase is based on the charge of \$6.46 in 2024 to \$6.59 in 2025 per capita formula.

Amortization/Transfers to Reserves

While the MGA does not require municipalities to budget for amortization expense (non-cash expense item), it is a good budgetary practice to set aside funds for future asset replacement and capital requirements. The budgeted amortization expense will become transfers to capital reserves.

The Town currently holds \$2.9 million in its Contingency Reserve as of Dec 31, 2023 (audited financial statements), of which the Administration is recommending transferring

a total of \$433,544, made of \$159,618 from Capital Reserves of \$283,926 from operating reserves.

Debt Servicing Costs

In 2025, borrowing costs are expected to be slightly higher, as a new loan will likely take place for the Flood Mitigation Project of \$5.15 million. This is the Town's contribution towards the overall project of over \$80 million. It is understood that this contribution will require financing, resulting in the budgetary line of \$230,000 to satisfy the annual repayment requirement. However, the Administration will not access the full amount all at once to minimize the cost of borrowing – the borrowing will be taking place on an as needed basis.

On a related note, original loan for the Badlands Community Facility of \$6 million was entered for 20 years at an interest rate of 4.529% will mature in June 2030. The projected outstanding balance will be at \$2.18 million as of December 31, 2024.

Budget Risks

Budget risks include, but are not limited to:

- Increased risk of inflationary pressures and changes in market conditions
- Asset deterioration due to aging infrastructure, deferred maintenance, rehabilitation, restoration, or upgrade
- Unplanned and emergency expenses as related to climate-related events
- Supplies disruptions and shipment delays due to labour and/or political unrest

4-Year Operating Plan

Administration has prepared the 4 Year Operating Plan (“the Operating Plan”) for years starting in 2025 and ending in 2028. The Operating Plan provides Council with a forecast of operating expenditures coming up in the next four years (including 2025) based on the current and future needs of the organization and the community as a whole. The 4-Year Plan does not analyze the service level requirement. By looking at the Operating Plan, Council can take a long-term view before the 2025 Operating Budget is approved.

The Operating Plan provides a snapshot of the operating needs of the community and the organization based on management estimate and assumptions. They are subject to change when they become known by Administration. Administration will attempt to manage the resources from within and will report to Council for any significant changes throughout the year.

FINANCIAL IMPACT

2025 Operating Budget- Appendix 1

The tax-supported operating budget of \$22,044,015 reflects a municipal requisition of \$10,872,565 compared to \$10,556,665 in 2024 (3% increase) and a reserve withdrawal of \$443,544.

Based upon the average residential property of an assessed value of \$234,000,

assuming that no change in assessment value for 2025, the proposed 3% municipal property tax would increase by \$63.70 from \$2,123.26 to \$2,186.96.

DISCUSSION:

2025 Capital Budget - Appendix 3

Section 245 of the *Municipal Government Act* states that *"Each council must adopt a capital budget for each calendar year."*

The proposed 2025 capital budget (Appendix 3) comprises 31 projects equaling \$5.0 million, of which approximately \$1.9 million will be funded by the capital grants from the federal and provincial government initiatives. This Capital Budget excludes the capital projects managed by Water and Wastewater Department as they are funded by user fees as stipulated in the Utilities Rate Bylaw.

It also includes the "carry-forward" projects which are previously approved by Council in 2024. These projects totaling \$6.1 million are now with an expected completion/delivery date by December 31, 2025.

For the ease of discussion, the proposed projects have been categorized in four priorities: 1 – Legislative/Regulatory Requirement; 2 – Public Safety; 3 – Council Initiative; and 4 – Asset/Service Enhancement and Improvement.

10 YEAR CAPITAL PLAN

Administration has prepared the 10-Year Capital Plan ("the Capital Plan") for years starting 2025 and ending in 2034(Appendix 3). The Capital Plan provides Council with a high-level perspective on anticipated capital needs in the next decade based on the current and future assumption of the Town's needs and growth as a whole.

This Capital Plan is not an Asset Management Plan and does not provide a complete picture of the capital needs of the community at any given point. This Capital Plan is prepared for budgeting purpose to address the immediate capital needs within the Town's financial constraint.

This Capital Plan also includes projects that are grant-dependent, i.e. projects would only proceed with grant funding. The Plan will be updated when the grant decision is made, and the funding formula is known and ascertained.

CAPITAL INVESTMENTS

For the past decade, the Town has invested totaling of \$82 million in asset enhancement and improvement. Aside from the Flood Mitigation Project, we are projecting capital needs of approximately \$10 million annually for the next decade to

keep up our infrastructure and maintain the service level, as seen in our 10-Year Capital Plan.

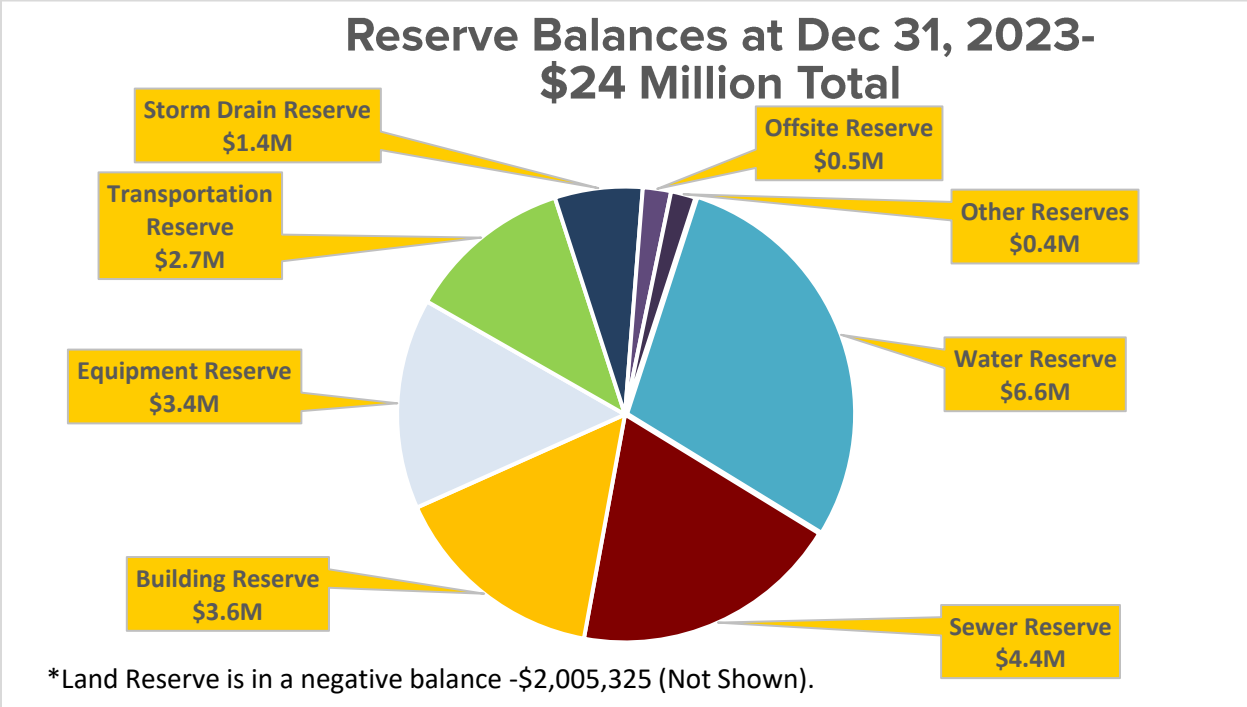
Using the Province’s *Investment in Infrastructure ratio*, which is the rate of new capital investment over the depreciation of existing assets over 5 years, the Town’s investment in infrastructure ratio for 2023 is 3.23 (2.36 for 2022). A healthy rate is above 1.0, and 3.23 ratio means that the Town has been actively engaging in asset renewal and investment in a responsible manner.

MUNICIPAL RESERVES

For municipalities, reserves are one of the best indicators to measure the organization’s financial health. The Town has been growing its reserves by approximately \$13 million for the past 10 years while incurring \$1.7 million in new debt for our capital renewal and investment. This has been achieved due to responsible spending and consistent contributions to reserves.

At the end of 2023, the total reserve balances stand at approximately \$24 million as seen in graph 1.1. Municipal reserve balances are influenced by the operating surpluses/deficits and capital projects spending. All reserves are currently invested in MGA-compliant investments. With the anticipated interest rate drop in the near future, Administration is currently exploring other investment tools while meeting our cash flow requirements.

In the foreseeable future, reserve balances are expected to decrease as the Town starts to draw down from the reserves for approved capital projects.



Graph 1.1 Reserve Balances

CAPITAL GRANT FUNDING

During the ten-year span of 2014 to 2023, the Town received nearly \$80.9 million from the federal/provincial governments for capital projects. This figure included the Flood Mitigation funding from 2020-2024 of \$50.2 million.

Flood mitigation is a special one-time project, with the total cost expected to exceed \$80 million. Aside from the Municipal Sustainability Initiative (MSI) and the Canada Community-Building Fund (CCBF) (formerly known as Gas Tax Fund), the town has also received money from Strategic Transportation Infrastructure Program (STIP). However, these types of grants are discretionary, and unpredictable. It is thus not included for budgeting purposes.

Effective 2024, the Provincial government changed the MSI grant replacing the program with the Local Government Fiscal Framework (LGFF) Initiative. The allocation for the Town in 2024 is \$1,223,169. The Town is expected to receive \$1,406,247 from the LGFF fund in 2025. The LGFF funding allocation will vary based upon the change in provincial revenue, so the amount received is expected to fluctuate year over year.

In 2024, the Town is expected to receive \$510,775 from the CCBF. It is anticipated that there will be no major changes to the funding and its formula. The Town expects to receive approximately \$500,000 yearly from this program.

FLOOD MITIGATION PROJECT

The proposed 2025 capital budget does not include the Flood Mitigation project, as this multi-year project was approved by Council in 2020. In 2025, the suspension Bridge landscape improvement been identified that needs to be done in conjunction with the Flood Mitigation Program.

LONG-TERM DEBT

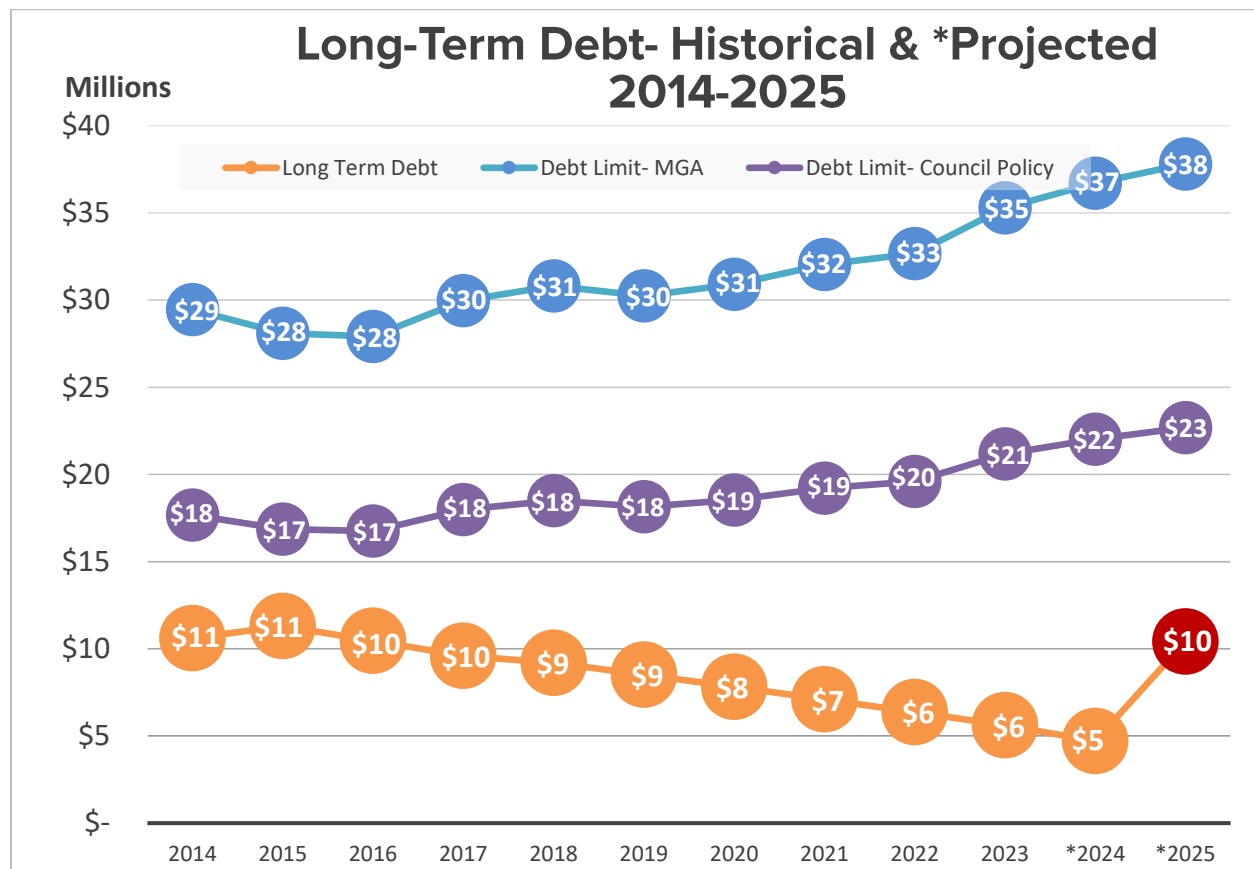
At the end of 2023, the Town had a total debt limit of \$35.3 million (as allowed by the MGA), while the total outstanding debt was \$5.6 million, as depicted in Graph 1.2. The Council has previously adopted a policy that further limits the borrowing at 60% of the provincial limit, i.e. \$21.2 million. Although the Town passed a Borrowing Bylaw for the Penitentiary Booster Station in June 2023, the Town did not issue any debenture as yet, and thus was excluded from the debt limit calculation. The borrowing for the Penitentiary Booster will likely occur in 2025.

The Town will have to finance \$5.15 million in 2025 for the Town's contribution towards the Flood Mitigation Project to address the cash flow and treasury requirements.

The total outstanding debt is made up of the following loans:

	Original Loan	Interest Rate	Balance as of Dec. 2023	Maturity Date
Badlands Community Facility Construction	\$6,000,000	4.529%	\$2,523,416	2030
Rosedale Cambria Water Distribution Local Improvement	\$871,560	4.529%	\$268,862	2028
Rosedale Cambria Water Transmission Line	\$339,684	4.657%	\$176,016	2033
Water Treatment Plant Filter and Pre-treatment System Upgrade	\$2,178,000	5.000%	\$550,894	2027
Extension of Water Transmission Line from Cambria to East Coulee	\$435,800	2.765%	\$279,254	2035
Expanding and Upgrading Sewer Treatment Plant	\$3,000,000	4.276%	\$1,263,342	2030
Rosedale Wastewater Force main	\$375,000	5.012%	\$163,827	2035
Constructing Sanitary Lift Station in East Coulee	\$485,000	3.108%	\$379,895	2038

As some of the Town’s assets are aging and requiring continuous upgrade and replacement, it is anticipated that the Town will need more funds to support the capital and infrastructure projects.



Graph 1.2 Long term Debt

ANALYSIS:

While some of the carry forward projects are anticipated to be completed and delivered in early 2025, it is of concern that the existing internal capacity might be overextended to complete multiple capital projects in 2025 alone.

Capital Project Budget	Budgeted/Proposed Amount
2024 Carry-forward: Water/Wastewater	\$2.26 million
2024 Proposed: Water/Wastewater	\$1.54 million
2024 Carry-forward: General Capital	\$6.13 million
2025 Proposed: General Capital	\$5.00 million
2025 Projected Flood Project	\$13.58 million
Total Cash-Flow Commitment	\$28.51 million

Given the needs to meet the cash-flow requirements and ensure the Town's treasury functions, Project Managers will provide up-to-date cashflow requirement so the Town could reduce the borrowing costs by financing just-in-time.

FINANCIAL IMPACTCapital Funding

Sources of funding for the proposed capital expenses include:

Grant funding – Ongoing	\$1.92 M
General Municipal Capital Needs	\$3.02 M
Other (Donation)	<u>\$0.06 M</u>
Total	\$5.00M

Capital Expenses

The proposed 2025 Capital Budget will consist of the following:

New Assets	\$ 0.81 M
Infrastructure Replacements	\$ 1.65 M
Infrastructure Upgrades/Renovations	\$ 1.22 M
Vehicle, Machine, and Equipment Replacements	\$ 0.94 M
Other	<u>\$ 0.38 M</u>
Total	\$5.00 M

The proposed 2025 Capital Budget will be invested in the following service areas:

Parks & Recreation	\$ 0.63 M
Road Transportation	\$ 2.25 M
Common Services	\$ 1.12 M
Fire Services	\$ 0.06 M
Administration and Enforcement	\$ 0.51 M

Cemetery	\$ 0.08 M
Airport	<u>\$ 0.35 M</u>
Total	\$5.00 M

Notwithstanding of the “carry-forward” projects, the following table compares the 2024 and 2025 capital budgets:

Category	2024 Approved Capital	2025 Proposed Capital
Water/Wastewater	\$4.13 million	\$1.54 million
General Capital	\$4.53 million	\$5.00 million
Total	\$8.66 million	\$6.54 million

The decrease in the total capital project from last year is about 32%. In this case, administration is of the opinion that the 2025 10-year Capital Budget would not require additional financing at this point provided that general taxation revenue will be increased by 3.00% to keep up with the inflation.

2025 Operating and Capital Budget Summary

Total Revenue:	21.88 Million	Note: Includes \$480,383 transfer from Utilities, \$283,926 draw from Operating Reserves. Excludes \$159,618 draw from Capital Reserves.
Operating budget:	(18.34) Million	Include 2.1 million in Policing cost.
Requisition:	(3.70) Million	Notes: Include Education and Seniors requisitions.
Capital Budget:	(5.00) Million	2025 Portion of Capital budget
Capital Reserve:	5.16 Million	Note: 1.41 million from LGFF and 510K from Federal Gas Tax Fund will offset capital reserves withdraws.
Net	0.00	Note: MGA requirement to balance the budget.

WORKFORCE AND RESOURCES IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2025 Operating Budget and 2025 Capital Budget will ensure fiscal accountability and provide Administration with the legal authority to carry out strategic initiatives, capital works identified for 2025, as well as informing the property tax rate bylaw as determined in May 2025.

COMMUNICATION STRATEGY:

Communication of the adopted budget will include a media release and distribution on social media platforms, and a copy will be uploaded to the

Town website at www.drumheller.ca.

PROPOSED MOTION:

Moved that Council adopt the 2025 Operating Budget of \$22,044,015, with a municipal requisition of \$10,872,565 and \$443,545 to be transferred from Reserves, and the 2025 Capital Budget for \$4,999,340 as presented in the 10-Year Capital Plan.



Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer



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

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
0001- General Revenues							
1-111 - Residential	5,947,830	6,613,297	6,615,463	6,813,927	6,984,275	7,158,882	7,337,854
1-112 - Commercial	2,602,989	2,784,969	2,788,864	2,872,530	2,958,706	3,047,467	3,138,891
1-113 - Industrial	39,723	42,441	42,411	43,683	44,994	46,343	47,734
1-114 - Linear	501,777	537,624	537,569	552,896	570,307	587,416	605,039
1-116 - Farmland	12,319	25,588	25,427	26,190	26,976	27,785	28,618
1-117 - Grants: Property Tax Residential	79,500	86,155	86,153	88,738	90,956	93,230	95,561
1-118 - Grants: Property Tax Non-Residential	410,998	461,106	460,778	474,601	486,466	498,628	511,094
1-511 - Penalties	117,117	124,850	160,000	125,000	110,000	120,000	160,000
1-521 - Licenses/Permits	131,602	136,923	130,000	130,000	130,000	130,000	130,000
1-521 - STR License	-	42,980	30,000	43,000	40,000	40,000	40,000
1-541 - Franchise Tax: Electrical/Gas	1,986,191	1,620,923	2,056,000	2,090,000	2,159,000	2,229,000	2,301,000
1-551 - Interest on Investments	86,987	441,359	400,000	300,000	300,000	300,000	300,000
1-941 - Drawn from Operating Reserve	-	-	732,142	283,926	156,839	(451)	(103,893)
1-961 - Transfer from Water Department	311,633	-	311,633	311,633	311,633	311,633	311,633
1-962 - Transfer from Sewer Department	123,750	-	123,750	123,750	123,750	123,750	123,750
1-963 - Transfer from Solid Waste	15,000	-	15,000	15,000	15,000	15,000	15,000
1-991 - Other Income(Minimum Tax)	33,635	66,597	2,000	122,000	122,000	122,000	122,000
2-761 - Contributed to Capital Reserves	-	15,000	-	-	-	-	-
2-762 - Contributed to Operating Reserves	-	-	500,947	-	-	-	-
Department Total:	12,401,051	12,969,812	14,016,243	14,416,874	14,630,901	14,850,682	15,164,281

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
1101- Legislative							
1-991 - Other Income	188	1,011	-	-	-	-	-
2-111 - Salaries	51,123	46,068	52,520	106,944	109,083	111,265	113,490
2-151 - Payroll Benefits	51,528	59,566	48,554	65,818	68,878	69,696	70,516
2-152 - Wellness Program	-	533	350	750	750	750	750
2-171 - Council Wages	204,868	178,365	213,270	228,765	234,627	240,657	246,861
2-214 - Conventions/Registrations	10,563	8,659	10,300	10,500	10,500	10,500	10,500
2-217 - Travel and Subsistence	12,430	7,174	17,850	15,000	15,000	15,000	15,000
2-221 - Advertising and Promotion	6,868	3,640	6,700	-	-	-	-
2-234 - Education	-	-	-	1,500	1,500	1,500	1,500
2-272 - Insurance and Bond Premiums	525	525	540	550	560	570	580
2-291 - Other General Services	58	-	55	25,000	-	-	-
2-295 - Sponsorship/Volunteer Recognition	2,440	100	2,700	2,700	2,700	2,700	2,700
2-296 - Project: Mayor's Budget	909	5,127	5,000	5,000	5,000	5,000	5,000
2-515 - Stationery, Office Supplies	-	59	-	-	-	-	-
2-771 - Grant: Grants to Others	98,224	20,456	71,250	65,000	65,000	65,000	65,000
Department Total:	(439,349)	(329,261)	(429,089)	(527,528)	(513,598)	(522,638)	(531,897)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
1201- General Administration							
1-431 - Sale of Service	30,381	28,996	33,760	33,760	39,780	40,600	41,400
1-446 - Developers Agreements	9,849	12,408	-	-	-	-	-
1-843 - Grant: Provincial	514,290	-	529,290	514,290	514,290	514,290	514,290
1-991 - Other Income	11,022	218,598	17,000	17,000	17,000	17,000	17,000
2-111 - Salaries	633,869	555,132	667,483	734,087	631,927	585,164	593,593
2-121 - Wages - Overtime/Own Staff	-	5,601	-	-	-	-	-
2-151 - Payroll Benefits	131,404	123,981	142,658	149,029	127,552	116,646	117,375
2-152 - Wellness Program	2,673	1,874	3,000	3,600	3,275	3,000	3,000
2-214 - Conventions/Registrations	4,049	1,796	8,535	8,535	8,535	8,535	8,535
2-215 - Postage	9,665	12,540	12,500	16,250	16,563	16,875	17,188
2-216 - Telephone	11,140	8,245	12,300	10,000	10,120	10,240	10,360
2-217 - Travel and Subsistence	22,729	3,174	10,000	10,000	10,000	10,000	10,000
2-218 - Meeting Expense	4,091	1,177	3,930	3,930	3,930	3,930	3,930
2-221 - Advertising and Promotion	2,701	3,513	3,500	4,000	4,000	4,000	4,000
2-222 - Municipal Membership Fees	19,153	19,734	19,840	23,556	23,556	22,456	22,456
2-223 - Printing and Binding	3,368	3,144	8,150	7,500	7,500	7,500	7,500
2-231 - Accounting and Audit	60,210	70,791	55,000	60,000	48,850	47,741	49,173
2-232 - Assessors	98,720	92,569	102,675	104,650	106,700	108,700	110,700
2-234 - Education	12,486	11,665	15,000	20,000	15,000	15,000	15,000
2-237 - Legal and Collection	57,773	74,855	45,000	50,000	50,000	50,000	50,000
2-238 - EAP	6,274	6,185	5,355	5,410	5,465	5,465	5,465
2-239 - Other Professional	28,047	17,378	17,500	17,500	17,500	17,500	17,500
2-252 - Repairs: Equipment	-	-	3,925	3,950	3,975	3,975	4,000
2-262 - Rental/Lease: Equipment/Furnishings	5,963	7,325	6,505	6,505	6,505	6,505	6,505
2-272 - Insurance and Bond Premiums	1,526	1,571	1,560	1,610	1,640	1,670	1,700
2-291 - Other General Services	25,119	6,230	17,850	25,850	17,850	17,850	17,850
2-295 - Project: (specify)	20,650	(3,011)	-	-	-	-	-
2-515 - Stationery, Office Supplies	22,539	17,200	22,000	22,000	22,000	22,000	22,000
2-519 - Other General Supplies	1,644	662	1,500	1,500	1,500	1,500	1,500
2-761 - Contributed to Capital Reserves	9,849	-	-	-	-	-	-
2-771 - Grant: Grants to Others	10,000	10,000	12,500	12,500	7,500	7,500	7,500
2-812 - Penalties, Interest, Overdraft	83,183	9,091	8,500	9,500	9,500	9,500	9,500
2-911 - Rebates	86,681	47,713	50,000	50,000	50,000	50,000	50,000
2-926 - Uncollectable Accounts	86,164	78,992	50,000	80,000	80,000	80,000	80,000
2-930 - Amortization Expense	155,988	-	118,000	118,000	120,000	122,000	124,000
2-940 - Accretion Expenses	13,934	-	-	-	-	-	-
Department Total:	(1,066,050)	(929,123)	(844,716)	(994,411)	(839,873)	(783,362)	(797,640)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
1202- Town Hall							
1-991 - Other Income	202	-	-	-	-	-	-
2-111 - Salaries	146	-	-	-	-	-	-
2-121 - Wages - Overtime/Own Staff	-	756	-	-	-	-	-
2-151 - Payroll Benefits	17	91	-	-	-	-	-
2-216 - Telephone	-	-	1,020	-	-	-	-
2-241 - Janitorial Services	23,815	20,518	31,055	31,470	31,470	31,470	31,470
2-251 - Repairs: Buildings/Structures	44,180	21,755	20,700	15,700	15,700	15,700	15,700
2-252 - Repairs: Equipment	668	2,630	1,400	3,900	1,400	1,400	3,900
2-272 - Insurance and Bond Premiums	10,087	9,881	10,290	10,300	10,500	10,700	10,900
2-291 - Other General Services	15,500	12,899	15,000	20,050	20,050	20,050	20,050
2-511 - Safety Materials, Clothing & Shoes	1,224	705	1,500	1,500	1,500	1,500	1,500
2-518 - Janitorial Supplies	2,584	-	225	225	225	225	225
2-519 - Other General Supplies	1,350	5,252	3,200	1,000	1,000	1,000	1,000
2-521 - Fuel Oil Grease	1,710	972	2,040	2,000	2,040	2,080	2,100
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-531 - Chemicals and Salts	350	-	750	750	750	750	750
2-541 - Utilities: Electricity	30,460	18,976	29,115	25,855	26,540	27,865	29,260
2-542 - Utilities: Gas	20,175	14,401	19,165	21,660	22,930	24,305	25,760
2-543 - Utilities: Water and Sewer	1,880	1,516	2,040	2,000	2,040	2,080	2,100
Department Total:	(153,943)	(110,352)	(137,500)	(137,160)	(136,895)	(139,875)	(145,465)
1203- Computer Services							
1-431 - Sale of Service	545	350	-	-	-	-	-
1-451 - Custom Work	75	-	300	300	300	300	300
1-963 - Transfer from water	20,000	-	20,000	20,000	20,000	20,000	20,000
1-964 - Transfer from Wastewater	10,000	-	10,000	10,000	10,000	10,000	10,000
1-991 - Other Income	-	350	-	-	-	-	-
2-216 - Telephone	250	-	-	5,000	5,000	5,000	5,000
2-226 - Internet	35,502	24,165	36,000	30,000	36,650	37,100	37,550
2-227 - Software and Upgrades	137,464	166,462	140,000	159,545	161,020	162,895	157,320
2-234 - Education	-	-	2,000	2,000	2,000	2,000	2,000
2-252 - Repairs: Equipment	709	8,787	1,500	6,700	7,200	7,500	9,500
2-275 - Software Support/Upgrades	144,902	153,879	143,000	154,500	154,500	154,500	154,500
2-515 - Stationery, Office Supplies	456	-	2,000	2,000	2,000	2,000	2,000
2-519 - Other General Supplies	31,256	10,048	20,000	28,000	20,000	20,000	20,000
Department Total:	(319,919)	(362,641)	(314,200)	(357,445)	(358,070)	(360,695)	(357,570)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
1204- Communications/Public Relations							
1-991 - Other Income	452	431	-	-	-	-	-
2-111 - Salaries	108,092	106,201	118,638	139,737	139,737	139,737	139,737
2-121 - Wages - Overtime/Own Staff	-	2,806	-	-	-	-	-
2-151 - Payroll Benefits	21,964	24,399	28,645	35,188	35,188	35,188	35,188
2-152 - Wellness Program	914	957	1,000	1,000	1,000	1,000	1,000
2-214 - Conventions/Registrations	55	-	1,600	1,600	1,600	1,600	1,600
2-216 - Telephone	597	864	2,010	1,100	1,120	2,140	1,160
2-217 - Travel and Subsistence	-	-	1,300	1,300	1,300	1,300	1,300
2-218 - Meeting Expense	-	-	300	300	300	300	300
2-221 - Advertising and Promotion	29,676	28,028	40,000	49,200	50,770	52,420	52,410
2-222 - Municipal Membership Fees	7,500	-	350	350	350	350	350
2-227 - Software and Upgrades	4,365	3,419	8,000	8,050	8,050	8,050	8,050
2-234 - Education	-	1,190	1,100	1,100	1,100	1,100	1,100
2-239 - Other Professional	19,760	7,463	-	-	-	-	-
2-275 - Software Support/Upgrades	1,188	-	-	-	-	-	-
2-291 - Other General Services	5,200	-	-	-	-	-	-
2-295 - Project: (specify)	-	563	3,000	-	-	-	-
2-515 - Stationery, Office Supplies	194	33	500	500	500	500	500
2-519 - Other General Supplies	199	132	200	200	200	200	200
Department Total:	(199,250)	(175,623)	(206,643)	(239,625)	(241,215)	(243,885)	(242,895)
1205- Human Resources							
2-111 - Salaries	-	28,978	40,810	80,126	81,728	83,363	85,030
2-151 - Payroll Benefits	-	8,012	10,492	21,442	21,721	22,005	22,295
2-152 - Wellness Program	-	250	200	475	475	475	475
2-214 - Conventions/Registrations	-	4,114	4,000	4,000	4,000	4,000	4,000
2-216 - Telephone	-	30	650	500	500	500	500
2-217 - Travel and Subsistence	-	731	650	650	650	650	650
2-221 - Advertising and Promotion	-	2,091	5,900	6,900	5,400	5,400	5,400
2-222 - Municipal Membership Fees	-	3,607	8,850	6,800	800	800	800
2-234 - Education	-	255	22,000	22,000	8,700	8,700	8,700
2-291 - Other General Services	-	-	900	900	900	900	900
2-519 - Other General Supplies	-	175	1,200	500	500	500	500
Department Total:	-	(48,243)	(95,652)	(144,293)	(125,374)	(127,293)	(129,250)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2101- Municipal Enforcement							
1-431 - Parking Revenue	-	107,135	200,000	150,000	150,000	150,000	150,000
1-521 - Licenses/Permits	6,684	9,831	11,500	11,500	11,500	11,500	11,500
1-531 - Fines: Own	5,335	5,470	10,000	15,000	10,000	10,000	10,000
1-964 - Transfer from (specify department)	1,200	-	-	-	-	-	-
1-965 - Transfer from (specify department)	800	-	-	-	-	-	-
1-991 - Other Income	185	1,522	-	-	-	-	-
2-111 - Salaries	407,522	342,622	477,921	445,541	452,711	456,478	457,922
2-121 - Wages - Overtime/Own Staff	-	5,633	-	-	-	-	-
2-151 - Payroll Benefits	77,597	76,904	104,811	90,376	91,445	91,986	92,167
2-152 - Wellness Program	1,639	1,500	2,000	2,150	2,150	2,150	2,150
2-212 - Communication System	5,537	3,545	5,200	15,300	8,200	8,200	8,200
2-214 - Conventions/Registrations	-	-	250	250	250	250	250
2-215 - Postage	569	575	500	600	620	630	640
2-216 - Telephone	4,511	4,221	5,535	4,800	4,860	4,920	4,980
2-217 - Travel and Subsistence	1,095	143	3,900	3,900	3,900	3,900	3,900
2-227 - Software and Upgrades	-	2,700	8,500	8,500	8,500	8,500	8,500
2-234 - Education	1,700	500	8,000	5,500	5,500	5,500	5,500
2-239 - Other Professional	-	-	3,500	2,000	2,000	2,000	2,000
2-252 - Repairs: Equipment	10,010	12,078	5,000	6,000	6,000	6,000	6,000
2-272 - Insurance and Bond Premiums	2,123	3,772	2,170	3,850	3,900	3,950	4,000
2-275 - Software Support/Upgrades	-	10,000	7,900	5,000	5,000	5,000	5,000
2-291 - Other General Services	2,984	7,267	6,500	7,500	6,500	6,500	6,500
2-295 - Project: (specify)	8,228	667	-	-	-	-	-
2-511 - Safety Materials, Clothing & Shoes	8,511	7,251	10,000	3,000	4,000	5,000	6,000
2-515 - Stationery, Office Supplies	309	1,013	750	800	800	800	800
2-519 - Other General Supplies	5,250	1,534	8,500	4,500	2,750	2,750	2,750
2-521 - Fuel Oil Grease	10,322	9,723	12,240	12,000	12,240	12,480	12,720
2-812 - Hot Spot Commissions	-	20,274	-	20,000	22,000	24,000	26,000
2-930 - Amortization Expense	37,605	-	6,000	6,000	6,000	6,000	6,000
2-940 - Accretion Expenses	16,083	-	-	-	-	-	-
Department Total:	(587,392)	(387,964)	(457,677)	(471,068)	(477,827)	(485,494)	(490,479)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2201- Police							
1-432 - Sale of Information	16,600	9,520	13,120	13,120	13,120	13,120	13,120
1-531 - Fines: Own	135,462	122,164	132,500	132,500	132,500	132,500	132,500
1-564 - Rental: Buildings	42,552	39,006	42,550	42,550	42,550	42,550	42,550
1-843 - Grant: Provincial	363,856	363,856	364,232	364,232	364,232	364,232	364,232
1-991 - Other Income	-	894	-	-	-	-	-
2-111 - Salaries	166,358	140,366	174,000	184,340	188,151	190,418	190,418
2-151 - Payroll Benefits	45,575	41,292	48,741	51,153	51,934	52,400	52,400
2-152 - Wellness Program	500	500	1,000	1,500	1,500	1,500	1,500
2-216 - Telephone	438	431	610	520	530	540	550
2-217 - Travel and Subsistence	-	-	725	725	725	725	725
2-222 - Municipal Membership Fees	-	-	125	-	-	-	-
2-239 - Other Professional	27,623	-	10,000	11,000	11,000	11,000	11,000
2-241 - Janitorial Services	37,735	29,950	35,940	36,690	37,250	37,250	37,250
2-251 - Repairs: Buildings/Structures	2,232	9,614	11,500	11,500	11,500	11,500	11,500
2-272 - Insurance and Bond Premiums	7,009	7,260	7,150	7,400	7,550	7,700	7,850
2-291 - Other General Services	18,351	12,538	16,165	16,165	16,165	16,165	16,165
2-333 - Police Services	1,573,298	1,434,149	2,023,215	2,119,432	2,177,226	2,257,959	2,341,892
2-511 - Safety Materials, Clothing & Shoes	826	755	800	800	800	800	800
2-519 - Other General Supplies	748	1,040	650	800	800	800	800
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-531 - Chemicals and Salts	-	-	100	100	100	100	100
2-541 - Utilities: Electricity	20,912	12,038	20,110	19,320	19,875	20,870	21,915
2-542 - Utilities: Gas	12,337	8,191	14,050	11,725	12,415	13,160	13,950
2-543 - Utilities: Water and Sewer	2,478	1,637	2,550	2,500	2,550	2,600	2,650
2-930 - Amortization Expense	-	-	28,000	28,000	28,000	28,000	28,000
Department Total:	(1,357,950)	(1,164,321)	(1,843,029)	(1,952,018)	(2,016,419)	(2,101,834)	(2,187,812)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2301- Fire Protection							
1-351 - Municipal Agreements	23,857	-	18,000	18,000	18,000	18,000	18,000
1-431 - Sale of Service	38,527	17,420	29,050	29,050	29,050	29,050	29,050
1-461 - Fire	-	-	2,550	22,550	22,550	22,550	22,550
1-991 - Other Income	3,243	703	-	-	-	-	-
2-111 - Salaries	336,933	259,361	321,248	325,446	328,918	332,460	336,073
2-121 - Wages - Overtime/Own Staff	-	128	-	-	-	-	-
2-151 - Payroll Benefits	35,823	34,476	32,185	37,430	37,843	38,264	38,693
2-152 - Wellness Program	215	-	625	625	625	625	625
2-212 - Communication System	6,961	9,815	15,325	15,325	15,325	15,325	15,325
2-215 - Postage	332	43	200	200	200	200	200
2-216 - Telephone	4,844	2,752	5,550	5,500	5,540	5,570	5,600
2-217 - Travel and Subsistence	7,281	3,764	8,000	8,000	8,000	8,000	8,000
2-222 - Municipal Membership Fees	1,184	510	3,000	3,000	3,000	3,000	3,500
2-234 - Education	22,240	8,205	30,000	30,000	30,000	30,000	30,000
2-239 - Other Professional-Fire Service Review	-	-	50,000	50,000	-	-	-
2-241 - Janitorial Services	3,600	3,600	3,600	3,600	3,600	3,600	3,600
2-249 - Contracted Service: 911 Dispatch Service	22,968	24,767	27,830	27,830	27,830	27,830	27,830
2-251 - Repairs: Buildings/Structures	7,155	1,612	10,000	15,000	10,000	10,000	10,000
2-252 - Repairs: Equipment	43,340	43,483	25,000	35,000	25,000	25,000	25,000
2-272 - Insurance and Bond Premiums	15,848	27,711	16,050	28,200	28,710	29,220	29,730
2-291 - Other General Services	8,037	5,387	12,000	16,000	17,000	17,500	17,500
2-292 - Contracted Service	-	6,723	6,000	4,000	-	-	-
2-295 - Fire Prevention	8,086	2,195	11,000	10,000	10,000	10,000	10,000
2-511 - Safety Materials, Clothing & Shoes	23,272	27,410	45,000	20,000	20,000	20,000	20,000
2-519 - Other General Supplies	14,084	59,781	66,500	33,000	20,500	20,500	20,500
2-521 - Fuel Oil Grease	6,956	7,695	6,430	8,000	8,100	8,200	8,300
2-524 - Consumable, Small Tools	1,095	4,990	5,000	5,000	5,000	5,000	5,000
2-541 - Utilities: Electricity	16,538	10,960	17,780	18,295	18,940	19,890	20,885
2-542 - Utilities: Gas	14,048	8,095	14,080	15,615	16,460	17,405	18,400
2-543 - Utilities: Water and Sewer	604	538	610	700	710	720	730
2-930 - Amortization Expense	168,257	-	120,000	120,000	120,000	120,000	120,000
2-940 - Accretion Expenses	4,726	-	-	-	-	-	-
Department Total:	(708,797)	(535,880)	(803,413)	(766,166)	(691,701)	(698,709)	(705,892)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2401- Disaster Services							
1-351 - Municipal Agreements	-	112	-	-	-	-	-
1-843 - Grant: Provincial	3,124	-	-	-	-	-	-
1-991 - Other Income	145	115	-	-	-	-	-
2-111 - Salaries	28,286	24,413	28,850	29,429	30,018	30,618	31,230
2-151 - Payroll Benefits	5,846	5,861	6,342	6,408	6,481	6,557	6,634
2-152 - Wellness Program	24	-	125	125	125	125	125
2-212 - Communication System	1,081	1,080	1,000	1,000	1,000	1,000	1,000
2-217 - Travel and Subsistence	98	612	3,500	1,500	1,500	1,500	1,500
2-222 - Municipal Membership Fees	299	200	325	325	325	325	325
2-234 - Education	13,409	6,158	20,500	20,000	21,500	21,500	21,500
2-239 - Other Professional	4,375	-	23,100	23,100	3,100	3,100	3,100
2-272 - Insurance and Bond Premiums	5,428	5,190	5,540	5,500	5,600	5,700	5,800
2-291 - Other General Services	793	3,197	7,250	7,250	7,250	7,250	7,250
2-519 - Other General Supplies	1,611	661	3,925	3,925	3,925	3,925	3,925
2-831 - Interest	-	-	190,000	167,820	218,690	213,389	207,846
2-930 - Amortization Expense	131,107	-	-	-	-	-	-
2-993 - Loss on Disposal of Asset	1,235,037	-	-	-	-	-	-
Department Total:	(1,424,126)	(47,146)	(290,457)	(266,382)	(299,514)	(294,989)	(290,235)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2601- Safety Codes- Drumheller							
1-431 - Sale of Service	-	10	-	-	-	-	-
1-521 - Licenses/Permits	4,092	3,772	6,305	6,305	6,305	6,305	6,305
1-522 - Permits: Electrical	40,201	31,355	32,000	32,000	32,000	32,000	32,000
1-525 - Permits: Building	36,706	84,701	51,250	61,250	61,250	61,250	61,250
1-526 - Permits: Plumbing	3,224	3,951	4,510	4,510	4,510	4,510	4,510
1-991 - Other Income	103	124	-	-	-	-	-
2-111 - Salaries	23,345	44,365	68,487	55,683	58,478	61,393	64,474
2-121 - Wages - Overtime/Own Staff	-	13,142	-	-	-	-	-
2-151 - Payroll Benefits	6,319	12,338	16,915	15,896	16,464	17,049	17,629
2-152 - Wellness Program	140	149	200	450	450	450	450
2-215 - Postage	-	-	50	300	300	300	300
2-216 - Telephone	875	790	700	900	910	920	930
2-223 - Printing and Binding	513	625	800	800	800	800	800
2-234 - Education	150	410	500	1,500	1,500	1,500	1,500
2-239 - Other Professional	49,762	47,181	61,350	65,000	66,950	68,959	71,027
2-291 - Other General Services	-	30	200	200	200	200	200
2-295 - Alberta Safety Codes Levies	3,264	4,602	3,915	3,915	3,915	3,915	3,915
2-515 - Stationery, Office Supplies	73	210	250	250	250	250	250
Department Total:	(116)	71	(59,302)	(40,829)	(46,152)	(51,671)	(57,411)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
2603- Development Permits							
1-521 - Licenses/Permits	-	2,190	-	-	-	-	-
1-523 - Permits: Development	10,867	13,359	14,310	14,310	14,310	14,310	14,310
1-524 - Permits: Compliance Certificates	3,360	3,454	3,765	3,765	3,765	3,765	3,765
1-991 - Other Income	1,361	206	-	-	-	-	-
2-111 - Salaries	51,048	49,133	71,913	76,702	80,645	84,565	88,805
2-121 - Wages - Overtime/Own Staff	-	2,680	-	-	-	-	-
2-151 - Payroll Benefits	10,506	10,335	16,785	21,128	21,904	22,650	23,340
2-152 - Wellness Program	340	277	500	550	550	550	550
2-214 - Conventions/Registrations	-	-	725	725	725	725	725
2-215 - Postage	317	919	700	2,500	2,500	2,500	2,500
2-216 - Telephone	438	395	710	500	510	520	530
2-217 - Travel and Subsistence	-	-	1,000	1,000	1,000	1,000	1,000
2-221 - Advertising and Promotion	16,547	10,951	12,695	13,190	13,710	14,265	16,480
2-222 - Municipal Membership Fees	-	-	425	425	425	425	425
2-223 - Printing and Binding	1,025	1,252	1,700	1,700	1,700	1,700	1,700
2-227 - Software and Upgrades	-	-	-	1,000	1,000	1,000	1,000
2-234 - Education	404	1,630	1,000	1,500	1,500	1,500	1,500
2-242 - Contracted Services	6,784	-	-	-	-	-	-
2-291 - Other General Services	672	-	-	-	-	-	-
2-515 - Stationery, Office Supplies	540	171	500	500	500	500	500
Department Total:	(73,034)	(58,533)	(90,578)	(103,346)	(108,593)	(113,824)	(120,980)
2611- Weed/Mosquito Control							
1-451 - Custom Work	1,150	1,782	3,000	3,000	3,000	3,000	3,000
2-234 - Education	992	1,104	2,075	2,075	2,075	2,075	2,075
2-242 - Contracted Services	-	-	20,000	20,000	20,000	20,000	20,000
2-252 - Repairs: Equipment	-	-	1,150	1,150	1,150	1,150	1,150
2-272 - Insurance and Bond Premiums	21	23	20	25	25	25	25
2-291 - Other General Services	9,337	10,948	24,400	24,400	24,400	24,400	24,400
2-511 - Safety Materials, Clothing & Shoes	-	-	450	450	450	450	450
2-519 - Other General Supplies	153	771	2,325	2,325	2,325	2,325	2,325
2-521 - Fuel Oil Grease	-	-	1,020	500	500	500	500
2-531 - Chemicals and Salts	-	-	10,000	5,000	25,000	25,000	25,000
Department Total:	(9,354)	(11,063)	(58,440)	(52,925)	(72,925)	(72,925)	(72,925)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3101- Engineering Administration							
1-331 - Sale to Provincial Government	8,500	-	8,500	8,500	8,500	8,500	8,500
1-843 - Grant: Provincial	49,500	-	-	-	-	-	-
1-942 - Drawn from Capital Reserve	217,939	-	318,326	159,618	164,435	168,435	172,435
1-991 - Other Income	953	1,452	-	-	-	-	-
1-993 - Gain (Loss) on Disposal of Asset	38,141	-	-	-	-	-	-
2-111 - Salaries	348,948	326,804	462,389	378,640	382,487	389,384	396,420
2-151 - Payroll Benefits	74,052	82,409	103,334	77,399	80,689	81,479	82,299
2-152 - Wellness Program	990	837	1,000	2,090	1,865	1,865	1,865
2-212 - Communication System	6,264	3,753	7,900	7,900	7,900	7,900	7,900
2-214 - Conventions/Registrations	-	-	1,000	1,000	1,000	1,000	1,000
2-215 - Postage	156	633	200	500	500	500	500
2-216 - Telephone	3,057	2,406	5,000	3,000	3,050	3,100	3,150
2-217 - Travel and Subsistence	546	701	1,500	1,500	1,500	1,500	1,500
2-222 - Municipal Membership Fees	3,734	647	1,575	1,575	1,575	1,575	1,575
2-223 - Printing and Binding	281	149	400	400	400	400	400
2-234 - Education	5,569	4,956	11,800	7,500	9,300	11,800	11,800
2-239 - Other Professional	46,264	35,188	10,000	10,000	10,000	10,000	10,000
2-252 - Repairs: Equipment	408	-	-	-	-	-	-
2-291 - Other General Services	15,742	341	2,000	2,000	2,000	2,000	2,000
2-511 - Safety Materials, Clothing & Shoes	60	-	-	-	-	-	-
2-515 - Stationery, Office Supplies	802	533	1,000	1,000	1,000	1,000	1,000
2-519 - Other General Supplies	746	171	2,000	2,000	2,000	2,000	2,000
2-521 - Fuel Oil Grease	-	92	-	-	-	-	-
2-930 - Amortization Expense	323,991	-	232,355	232,355	232,355	232,355	232,355
2-940 - Accretion Expenses	12,057	-	-	-	-	-	-
Department Total:	(528,634)	(458,700)	(516,627)	(560,741)	(564,686)	(570,923)	(574,829)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3102- Engineering Workshop and Yards							
1-422 - Programs (Taxable)	400	-	-	-	-	-	-
1-451 - Custom Work	-	-	500	500	500	500	500
1-991 - Other Income	781	3,861	-	-	-	-	-
2-111 - Salaries	257,680	236,177	260,145	265,317	266,136	266,970	267,821
2-121 - Wages - Overtime/Own Staff	-	3,502	-	-	-	-	-
2-151 - Payroll Benefits	56,153	57,211	62,833	62,280	62,347	62,415	62,481
2-152 - Wellness Program	1,051	502	1,100	1,583	1,583	1,583	1,583
2-212 - Communication System	310	-	-	-	-	-	-
2-216 - Telephone	2,187	1,975	1,690	2,200	2,225	2,250	2,275
2-223 - Printing and Binding	1,057	737	400	400	400	400	400
2-226 - Internet	3,933	1,020	-	1,500	1,500	1,500	1,500
2-234 - Education	8,632	1,188	-	2,250	2,250	2,250	2,250
2-241 - Janitorial Services	19,221	17,131	18,688	19,052	19,052	19,052	19,052
2-251 - Repairs: Buildings/Structures	15,263	39,922	40,700	40,700	40,700	40,700	40,700
2-252 - Repairs: Equipment	32,338	16,278	25,000	25,000	25,000	25,000	25,000
2-272 - Insurance and Bond Premiums	26,460	24,765	27,770	27,000	27,500	28,000	28,500
2-291 - Other General Services	38,444	16,350	23,621	23,621	23,621	23,621	23,621
2-511 - Safety Materials, Clothing & Shoes	8,982	5,642	8,000	8,000	17,400	17,400	17,400
2-515 - Stationery, Office Supplies	3,957	1,459	2,000	2,000	2,000	2,000	2,000
2-518 - Janitorial Supplies	578	545	1,500	1,500	1,500	1,500	1,500
2-519 - Other General Supplies	5,595	9,716	10,350	5,150	5,150	5,150	5,150
2-521 - Fuel Oil Grease	20,545	23,331	25,000	28,000	28,500	29,000	29,500
2-524 - Consumable, Small Tools	10,403	7,857	4,450	4,450	4,450	4,450	4,450
2-541 - Utilities: Electricity	38,616	23,474	39,480	36,995	38,050	39,950	41,950
2-542 - Utilities: Gas	36,347	22,983	36,620	34,560	36,645	38,845	41,175
2-543 - Utilities: Water and Sewer	11,090	7,866	10,770	11,000	11,200	11,400	11,600
Department Total:	(597,661)	(515,770)	(599,617)	(602,058)	(616,708)	(622,935)	(629,408)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3202- Roads And Streets							
1-441 - Sale of Utility	6,851	1,346	-	-	-	-	-
1-451 - Custom Work	866	2,288	17,520	17,520	17,520	17,520	17,520
1-991 - Other Income	180,606	2,778	-	-	-	-	-
2-111 - Salaries	375,961	271,058	358,421	352,387	353,133	353,894	354,670
2-121 - Wages - Overtime/Own Staff	-	6,412	-	-	-	-	-
2-151 - Payroll Benefits	86,639	66,048	90,205	89,612	89,670	89,728	89,785
2-152 - Wellness Program	1,101	769	1,200	2,365	2,365	2,365	2,365
2-216 - Telephone	875	790	920	700	720	740	760
2-221 - Advertising and Promotion	1,862	-	1,400	1,400	1,400	1,400	1,400
2-234 - Education	-	-	4,500	2,250	2,250	2,250	2,250
2-242 - Contracted Services	27,410	27,176	28,000	28,000	28,000	28,000	28,000
2-251 - Repairs: Buildings/Structures	25,337	11,606	6,500	6,500	6,500	6,500	6,500
2-252 - Repairs: Equipment	149,725	92,992	85,050	95,000	95,000	95,000	95,000
2-272 - Insurance and Bond Premiums	14,738	14,581	15,030	15,000	15,300	15,600	16,000
2-291 - Other General Services	60,276	4,298	14,400	14,400	14,400	14,400	14,400
2-295 - Project: (specify)	-	144	12,500	2,500	2,500	2,500	2,500
2-511 - Safety Materials, Clothing & Shoes	1,097	979	1,500	1,500	1,500	1,500	1,500
2-519 - Other General Supplies	6,603	2,159	2,450	2,450	2,450	2,450	2,450
2-521 - Fuel Oil Grease	49,210	47,098	50,000	52,000	52,500	53,000	53,500
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-531 - Chemicals and Salts	20,813	20,555	17,500	17,500	17,500	17,500	17,500
2-535 - Sand and Gravel	136,096	5,191	36,000	36,000	36,000	36,000	36,000
2-930 - Amortization Expense	1,003,079	-	330,480	360,480	617,370	717,370	817,370
Department Total:	(1,772,500)	(565,444)	(1,038,536)	(1,063,274)	(1,321,788)	(1,423,426)	(1,525,180)
3203- Street Lighting							
1-991 - Other Income	17,958	724,521	733,875	10,000	10,000	10,000	10,000
2-111 - Salaries	462	1,166	-	-	-	-	-
2-121 - Wages - Overtime/Own Staff	-	369	-	-	-	-	-
2-151 - Payroll Benefits	34	136	-	-	-	-	-
2-251 - Repairs: Buildings/Structures	33,670	7,146	15,200	15,200	15,200	15,200	15,200
2-291 - Other General Services	978	-	1,600	1,600	1,600	1,600	1,600
2-519 - Other General Supplies	21	-	300	300	300	300	300
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-541 - Utilities: Electricity	497,979	293,711	590,790	500,165	521,995	548,095	575,500
2-761 - Contributed to Capital Reserves	-	-	723,875	-	-	-	-
Department Total:	(515,183)	421,993	(597,890)	(508,015)	(529,845)	(555,945)	(583,350)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3204- Traffic Services							
2-121 - Wages - Overtime/Own Staff	-	96	-	-	-	-	-
2-151 - Payroll Benefits	-	11	-	-	-	-	-
2-251 - Repairs: Buildings/Structures	11,520	7,917	10,000	10,000	10,000	10,000	10,000
2-252 - Repairs: Equipment	-	-	450	450	450	450	450
2-272 - Insurance and Bond Premiums	36	36	40	40	40	40	40
2-291 - Paint Contract	28,802	31,866	33,200	33,200	33,200	33,200	33,200
2-519 - Other General Supplies	-	5	600	600	600	600	600
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
Department Total:	(40,357)	(39,932)	(44,290)	(45,040)	(45,040)	(45,040)	(45,040)
3205- Bridges							
2-251 - Repairs: Buildings/Structures	-	1,533	25,000	25,000	25,000	25,000	25,000
Department Total:	-	(1,533)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
3206- Snow Ice Removal							
1-451 - Custom Work	1,461	1,364	-	-	-	-	-
2-111 - Salaries	-	24,703	25,000	40,000	40,000	40,000	40,000
2-121 - Wages - Overtime/Own Staff	-	3,139	-	-	-	-	-
2-216 - Telephone	-	-	300	300	300	300	300
2-242 - Contracted Services	25,942	18,639	22,000	22,000	22,000	22,000	22,000
2-252 - Repairs: Equipment	-	-	6,400	6,400	6,400	6,400	6,400
2-531 - Chemicals and Salts	934	-	2,000	2,000	2,000	2,000	2,000
2-535 - Sand and Gravel	21,144	9,872	23,000	23,000	23,000	23,000	23,000
Department Total:	(46,559)	(54,989)	(78,700)	(93,700)	(93,700)	(93,700)	(93,700)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3301- Airport							
1-431 - Sale of Service	1,923	2,028	2,500	2,500	2,500	2,500	2,500
1-444 - Aviation Fuel Sale	188,727	160,065	170,000	165,000	170,000	175,000	180,000
1-569 - Rental: Other	3,600	3,300	3,575	3,575	3,575	3,575	3,575
1-991 - Other Income	150	341	2,500	2,500	2,500	2,500	2,500
2-111 - Salaries	52,451	88,054	104,065	-	-	-	-
2-121 - Wages - Overtime/Own Staff	-	169	-	-	-	-	-
2-151 - Payroll Benefits	7,195	15,095	10,857	-	-	-	-
2-152 - Wellness Program	-	-	500	-	-	-	-
2-212 - Communication System	188	344	200	200	200	200	200
2-216 - Telephone	531	545	510	700	710	720	730
2-222 - Municipal Membership Fees	200	200	300	300	300	300	300
2-223 - Printing and Binding	-	23	-	1,000	500	500	500
2-226 - Internet	1,416	1,187	1,500	1,500	1,520	1,540	1,560
2-234 - Education	-	1,465	600	600	600	600	600
2-239 - Other Professional Services				100,000	100,000	100,000	100,000
2-241 - Janitorial Services	10,960	4,469	13,408	-	-	-	-
2-242 - Contracted Services	-	3,480	-	-	-	-	-
2-251 - Repairs: Buildings/Structures	5,490	1,779	14,855	10,855	10,855	10,855	10,855
2-252 - Repairs: Equipment	245	418	-	-	-	-	-
2-272 - Insurance and Bond Premiums	6,345	6,150	6,470	6,500	6,600	6,700	6,800
2-291 - Other General Services	23,664	13,871	15,000	15,000	15,000	15,000	15,000
2-512 - Goods for Re-Sale	172,145	117,328	134,000	143,000	143,000	143,000	143,000
2-518 - Janitorial Supplies	-	152	500	500	500	500	500
2-519 - Other General Supplies	1,192	4,854	13,000	250	250	250	250
2-521 - Fuel Oil Grease	761	1,949	500	2,500	2,550	2,600	2,650
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-541 - Utilities: Electricity	8,086	5,895	7,285	8,575	8,925	9,370	9,840
2-542 - Utilities: Gas	1,941	3,136	2,060	3,000	3,100	3,200	3,300
2-543 - Utilities: Water and Sewer	220	140	260	250	260	270	280
2-812 - Penalties, Interest, Overdraft	8,737	6,791	7,000	7,000	7,000	7,000	7,000
2-930 - Amortization Expense	81,307	-	53,000	53,000	53,000	53,000	53,000
2-940 - Accretion Expenses	5,840	-	-	-	-	-	-
Department Total:	(194,514)	(111,761)	(207,295)	(181,905)	(177,045)	(172,780)	(168,540)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
3701- Drainage							
2-111 - Salaries	96	110	-	-	-	-	-
2-121 - Wages - Overtime/Own Staff	-	666	-	-	-	-	-
2-251 - Repairs: Buildings/Structures	15,637	4,910	85,000	105,000	110,000	60,000	60,000
Department Total:	(15,733)	(5,686)	(85,000)	(105,000)	(110,000)	(60,000)	(60,000)
5101- FCSS Administration							
1-591 - Gifts/General Donations	-	-	150	150	150	150	150
1-843 - Grant: Provincial	247,697	247,882	187,581	244,582	244,582	244,582	244,582
1-961- Town Contribution toward FCSS				71,251			
1-991 - Other Income	4,254	2,524	14,184	27,742	27,742	27,742	27,742
2-111 - Salaries	150,162	54,604	105,997	169,957	198,756	201,872	204,454
2-151 - Payroll Benefits	41,707	9,729	44,713	38,435	42,975	43,413	43,737
2-152 - Wellness Program	437	-	1,100	663	1,163	1,163	1,163
2-214 - Conventions/Registrations	1,350	243	2,250	2,000	2,010	2,430	2,790
2-215 - Postage	47	352	50	50	50	50	50
2-216 - Telephone	1,781	1,309	3,000	2,000	2,010	2,020	2,030
2-217 - Travel and Subsistence	2,150	1,334	3,570	3,000	3,010	3,020	3,030
2-221 - Advertising and Promotion	4,042	-	3,250	3,000	3,000	3,000	3,000
2-222 - Municipal Membership Fees	1,347	808	1,165	1,215	1,265	1,315	1,365
2-223 - Printing and Binding	281	149	400	400	400	400	400
2-227 - Software and Upgrades	3,136	-	300	-	-	-	-
2-231 - Accounting and Audit	-	-	3,000	-	5,000	5,000	5,000
2-234 - Education	1,097	-	2,000	1,000	1,075	1,150	1,150
2-239 - Other Professional	12,500	-	-	-	-	-	-
2-272 - Insurance and Bond Premiums	-	-	150	-	-	-	-
2-291 - Other General Services	583	-	80	-	-	-	-
2-295 - Project:Block Buddy/Welcome Week	603	-	5,870	5,000	5,170	5,170	5,170
2-296 - Project:Volunteer Appreciation	4,087	7,209	6,400	2,900	2,900	2,900	2,900
2-297 - Project: (specify)	-	-	-	-	1,000	1,000	1,000
2-298- Project: E-Sports Events				3,000	3,000	3,000	3,000
2-514 - Program Materials	1,601	2,732	1,120	1,120	1,120	1,120	1,120
2-515 - Stationery, Office Supplies	143	-	200	200	200	200	200
2-519 - Other General Supplies	140	-	600	500	600	600	600
2-771 - Grant: Grants to Others/DrumLife	-	-	-	100,000	100,000	100,000	100,000
2-930 - Amortization Expense	797	-	800	800	800	800	800
2-961 - Town Contribution toward FCSS	-	-	-	71,251	-	-	-
Department Total:	23,962	171,937	15,900	(62,766)	(103,030)	(107,148)	(110,484)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
5103- Seniors Services							
1-422 - Programs (Taxable)	43	18	10,085	1,000	1,000	300	-
1-591 - Gifts/General Donations	100	-	250	-	-	-	-
1-991 - Other Income	22,328	80,320	-	51,563	82,250	21,688	-
2-111 - Salaries	54,668	49,875	58,890	-	-	-	-
2-151 - Payroll Benefits	11,283	12,448	14,300	-	-	-	-
2-152 - Wellness Program	-	-	500	-	-	-	-
2-214 - Conventions/Registrations	-	-	350	430	430	430	430
2-215 - Postage	-	-	75	100	100	100	100
2-216 - Telephone	841	689	1,065	900	920	940	960
2-217 - Travel and Subsistence	1,141	52	880	880	880	880	880
2-221 - Advertising and Promotion	620	-	850	1,000	850	850	850
2-222 - Municipal Membership Fees	-	-	600	-	-	-	-
2-234 - Education	448	-	-	600	600	600	600
2-295 - Project: Senior Week+ Wellness	3,200	2,223	2,350	2,600	2,600	2,600	2,600
2-296 - Project: Healthy Aging Activities	1,916	21,666	104,036	46,063	74,250	21,188	2,000
2-297 - Project: Starland	31	1,866	645	1,000	1,000	1,000	1,000
2-298 - Project: 55+ Activity Kits	2,802	57	1,000	1,000	1,000	1,000	1,000
2-514 - Program Materials	3,170	1,498	4,200	4,200	4,200	4,200	4,200
2-515 - Stationery, Office Supplies	907	150	1,050	700	1,050	700	700
2-519 - Other General Supplies	207	-	200	200	200	200	200
2-771 - Grant: Grants to Others	-	-	200	-	-	-	-
Department Total:	(58,763)	(10,186)	(180,856)	(7,111)	(4,830)	(12,700)	(15,520)
5121- Third Party Programs							
1-843 - Grant: Healthy Aging	-	-	32,170	7,500	10,000	2,500	-
1-991 - Other Income	4,500	-	-	-	-	-	-
2-771 - Grant: Grants to PCN	42,700	100,068	104,800	7,500	10,000	2,500	-
Department Total:	(47,200)	(100,068)	(72,630)	0.00	0.00	0.00	0.00

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
5303- Non FCSS Programs							
1-422 - Programs (Taxable)	-	6,070	-	8,000	8,000	2,000	-
1-751 - Other Local Governments	10,600	-	-	-	-	-	-
1-843 - Grant: Provincial	50,000	-	13,925	-	-	-	-
1-991 - Other Income	11,091	87	-	37,625	42,375	10,500	-
2-111 - Salaries	25,593	-	19,763	-	-	-	-
2-151 - Payroll Benefits	4,447	-	2,509	-	-	-	-
2-152 - Wellness Program	-	-	400	-	-	-	-
2-216 - Telephone	620	419	-	-	-	-	-
2-222 - Municipal Membership Fees	2,000	-	-	-	-	-	-
2-234 - Education	76	-	-	-	-	-	-
2-239 - Other Professional	14,252	-	-	-	-	-	-
2-295 - Project: (specify)	35,142	14,124	-	-	-	-	-
2-296 - Project: Colton's Place	4,191	3,750	5,000	-	-	-	-
2-297 - Project: Hot Meals	14,498	3,340	13,925	42,000	42,000	10,500	-
2-519 - Other General Supplies	45	-	-	-	-	-	-
2-771 - Grant: Grants to Others(RFAP)	29,307	15,946	30,000	-	-	-	-
Department Total:	(58,481)	(31,421)	(57,672)	3,625	8,375	2,000	-
5601- Cemetery							
1-443 - Sale of Land	60,989	40,212	50,000	50,000	50,000	50,000	50,000
1-991 - Other Income	118	73	-	-	-	-	-
2-111 - Salaries	21,866	9,780	24,530	25,715	26,211	26,464	26,464
2-121 - Wages - Overtime/Own Staff	-	905	-	-	-	-	-
2-151 - Payroll Benefits	3,712	2,646	4,063	4,211	4,308	4,351	4,351
2-152 - Wellness Program	75	75	75	75	75	75	75
2-239 - Other Professional	2,857	7,597	8,000	8,000	8,000	8,000	8,000
2-251 - Repairs: Buildings/Structures	3,887	5,657	4,000	4,000	4,000	4,000	4,000
2-252 - Repairs: Equipment	-	-	500	500	500	500	500
2-272 - Insurance and Bond Premiums	89	92	90	100	100	100	100
2-291 - Other General Services	8,052	5,857	7,000	7,000	7,000	7,000	7,000
2-519 - Other General Supplies	1,205	540	3,540	3,000	3,000	3,000	3,000
2-521 - Fuel Oil Grease	195	1,854	5,100	3,000	3,050	3,100	3,150
2-930 - Amortization Expense	8,560	-	2,100	2,100	2,100	2,100	2,100
Department Total:	10,609	5,283	(8,998)	(7,701)	(8,344)	(8,690)	(8,740)
6101- Municipal Planning							
2-239 - Professional: Palliser Requisition	120,900	128,363	123,200	123,200	125,628	131,128	134,128
Department Total:	(120,900)	(128,363)	(123,200)	(123,200)	(125,628)	(131,128)	(134,128)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
6201- Economic Development							
1-431 - Sale of Service	12,018	800	-	-	-	-	-
1-444 - Sale of Materials	1,891	-	-	-	-	-	-
1-831 - Federal Grant	10,000	-	-	-	-	-	-
1-991 - Other Income	715	495	-	-	-	-	-
2-111 - Salaries	110,451	94,747	120,415	106,146	108,269	110,434	112,643
2-121 - Wages - Overtime/Own Staff	-	13	-	-	-	-	-
2-151 - Payroll Benefits	25,116	23,764	28,637	25,188	25,454	25,726	26,003
2-152 - Wellness Program	31	-	500	500	500	500	500
2-214 - Conventions/Registrations	450	-	3,000	3,000	3,000	3,000	3,000
2-216 - Telephone	598	545	1,275	750	770	790	810
2-217 - Travel and Subsistence	559	-	5,000	5,000	5,000	5,000	5,000
2-221 - Advertising and Promotion	1,245	140	10,000	10,000	10,000	10,000	10,000
2-222 - Municipal Membership Fees	5,155	2,022	6,720	6,720	6,720	6,720	6,720
2-234 - Education	125	1,225	1,500	1,500	1,500	1,500	1,500
2-239 - Other Professional	8,504	-	-	-	-	-	-
2-295 - Film Attraction	15,000	-	16,500	15,500	15,500	15,500	15,500
2-295 - Project: (specify)	7,103	-	-	-	-	-	-
2-515 - Stationery, Office Supplies	25	-	-	-	-	-	-
2-519 - Other General Supplies	51	-	1,000	1,000	1,000	1,000	1,000
2-771 - Grant: Business Store Front	10,000	6,168	10,000	10,000	10,000	10,000	10,000
2-911 - Rebates	4,110	-	4,000	5,000	6,000	7,000	8,000
Department Total:	(163,900)	(127,329)	(208,547)	(190,303)	(193,713)	(197,170)	(200,676)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
6202- Valley Bus Society							
1-451 - Custom Work	1,981.41	-	-	-	-	-	-
2-111 - Salaries	582.25	-	-	-	-	-	-
2-151 - Payroll Benefits	109.81	-	-	-	-	-	-
2-252 - Repairs: Equipment	1,046.41	-	-	-	-	-	-
2-771 - Grant: Grants to Others	85,912.00	80,660.00	87,993.00	90,632.79	92,445.45	94,294.35	96,180.24
Department Total:	(85,669.06)	(80,660.00)	(87,993.00)	(90,632.79)	(92,445.45)	(94,294.35)	(96,180.24)
6204- Tourism							
1-431 - Sale of Service	341	-	-	-	-	-	-
1-991 - Chamber Building Rental	2,953	-	-	45,600	45,600	45,600	45,600
2-121 - Wages - Overtime/Own Staff	-	64	-	-	-	-	-
2-151 - Payroll Benefits	-	8	-	-	-	-	-
2-216 - Telephone	144	60	300	-	-	-	-
2-234 - Education	-	-	400	-	-	-	-
2-242 - Chamber of Commerce Agreement	57,500	57,500	57,500	63,500	64,000	64,500	65,000
2-272 - Insurance and Bond Premiums	3,103	3,214	3,170	3,300	3,350	3,400	3,450
2-543 - Utilities: Water and Sewer	4,895	4,602	5,100	-	-	-	-
2-771 - Grant: Travel Drumheller	20,000	10,000	10,000	10,000	10,000	10,000	10,000
2-812 - Penalties, Interest, Overdraft	64	-	150	150	150	150	150
Department Total:	(82,413)	(75,447)	(76,620)	(31,350)	(31,900)	(32,450)	(33,000)
6601- Subdivisions and Developments							
1-443 - Sale of Land	684,682	3,240	125,000	100,000	100,000	100,000	100,000
1-942 - Drawn from Capital Reserve	71,260	-	-	-	-	-	-
2-237 - Legal and Collection	12,667	3,100	4,500	4,500	4,500	4,500	4,500
2-238 - Real Estate Commission	28,770	57,600	15,000	15,000	15,000	15,000	15,000
2-239 - Other Professional	-	9,370	-	5,000	5,000	5,000	5,000
2-519 - Other General Supplies	-	1,600	-	-	-	-	-
2-539 - Adjustments to Land Inventory	263,314	249,817	56,650	56,650	56,650	56,650	56,650
2-761 - Contributed to Capital Reserves	391,976	-	3,850	3,850	3,850	3,850	3,850
2-930 - Amortization Expense	12,688	-	12,700	12,700	12,700	12,700	12,700
2-993 - Loss on Disposal of Asset	23,760	-	-	-	-	-	-
Department Total:	22,768	(318,247)	32,300	2,300	2,300	2,300	2,300

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
6602- Land Rentals							
1-561 - Rental: Residential Land	300	9,048	300	3,900	3,900	3,900	3,900
1-562 - Rental: Commercial Land	88,519	44,040	72,000	41,800	41,800	41,800	32,800
2-291 - Other General Services	3,810	4,370	4,000	4,000	4,000	4,000	4,000
Department Total:	85,009	48,718	68,300	41,700	41,700	41,700	32,700
6701- Public Housing							
1-991 - Other Income	40,000	-	40,000	40,000	40,000	40,000	40,000
2-242 - Contracted Services	(4,435)	-	-	-	-	-	-
2-261 - Rental/Lease: Buildings	12,390	-	-	-	-	-	-
2-272 - Insurance and Bond Premiums	16,029	16,603	16,350	17,000	17,350	17,700	18,000
2-763 - Contributed to Operating Reserves	40,000	-	40,000	40,000	40,000	40,000	40,000
2-930 - Amortization Expense	93,901	-	66,225	66,225	66,225	66,225	66,225
2-940 - Accretion Expenses	9,815	-	-	-	-	-	-
Department Total:	(127,700)	(16,603)	(82,575)	(83,225)	(83,575)	(83,925)	(84,225)
7201- Recreation Administration							
1-991 - Other Income	-	90	-	-	-	-	-
1-993 - Gain (Loss) on Disposal of Asset	-	17,700	-	-	-	-	-
2-111 - Salaries	23,737	-	-	-	-	-	-
2-151 - Payroll Benefits	4,600	-	-	-	-	-	-
2-216 - Telephone	2,020	1,879	2,200	2,200	2,250	2,300	2,350
2-221 - Advertising and Promotion	50	-	-	-	-	-	-
2-223 - Printing and Binding	281	149	3,000	-	-	-	-
2-272 - Insurance and Bond Premiums	961	807	980	1,000	1,020	1,040	1,060
2-521 - Fuel Oil Grease	196	53	-	-	-	-	-
2-930 - Amortization Expense	476,014	-	320,000	320,000	320,000	320,000	320,000
2-940 - Accretion Expenses	53,964	-	-	-	-	-	-
Department Total:	(561,823)	14,902	(326,180)	(323,200)	(323,270)	(323,340)	(323,410)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7202- Aquaplex							
1-411 - Admissions: Taxable	71,953	78,395	101,250	101,250	106,300	108,400	110,500
1-421 - Programs: Taxable	16,158	7,851	15,475	15,900	16,200	16,500	16,800
1-423 - Programs: Recreational Memberships	86,084	59,872	97,075	98,075	99,075	100,075	101,075
1-425 - Programs: Non-Taxable	45,508	46,563	58,925	60,725	61,625	62,525	63,425
1-442 - Concession Sales	4,804	5,043	5,000	5,100	5,200	5,300	5,400
1-444 - Pro- Shop Sales	2,759	2,585	3,000	3,000	3,000	3,000	3,000
1-564 - Rental: Buildings	25,658	18,147	25,000	25,000	25,000	25,000	25,000
1-991 - Other Income	2,442	1,779	-	-	-	-	-
2-111 - Salaries	606,301	521,841	661,399	682,917	691,104	696,908	701,975
2-121 - Wages - Overtime/Own Staff	-	10,203	-	-	-	-	-
2-151 - Payroll Benefits	90,690	97,295	131,417	117,671	119,140	120,171	121,038
2-152 - Wellness Program	1,339	235	2,000	3,188	3,188	3,188	3,188
2-214 - Conventions/Registrations	-	624	1,550	2,250	2,250	2,250	2,350
2-215 - Postage	28	3	-	-	-	-	-
2-216 - Telephone	1,530	1,335	1,670	1,480	1,535	1,590	1,650
2-217 - Travel and Subsistence	-	493	1,300	1,300	1,300	1,300	1,300
2-221 - Advertising and Promotion	177	1,467	3,000	3,000	3,000	3,000	3,000

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7202- Aquaplex							
2-222 - Municipal Membership Fees	471	1,162	1,720	1,870	1,870	2,020	2,020
2-227 - Software and Upgrades	2,590	4,246	5,175	10,775	10,775	10,775	10,775
2-234 - Education	5,594	3,647	6,775	8,025	7,075	8,425	7,475
2-241 - Janitorial Services	2,301	2,411	2,500	2,500	2,600	2,700	2,800
2-251 - Repairs: Buildings/Structures	93,558	43,069	70,000	58,500	57,500	57,500	57,500
2-252 - Repairs: Equipment	10,588	11,136	14,000	21,900	14,200	14,300	14,400
2-272 - Insurance and Bond Premiums	10,156	10,519	10,360	10,750	11,000	11,250	11,500
2-291 - Other General Services	9,371	5,728	10,055	9,105	9,105	9,105	9,105
2-511 - Safety Materials, Clothing & Shoes	4,074	2,555	4,900	5,500	5,750	5,850	6,150
2-512 - Goods for Re-Sale	2,400	4,611	4,000	4,000	4,000	4,000	4,000
2-513 - Goods for Re-Sale: Concession	3,073	3,682	4,000	4,000	4,000	4,000	4,000
2-514 - Program Materials	8,267	4,841	8,000	8,100	8,100	8,100	8,100
2-515 - Stationery, Office Supplies	631	277	1,000	1,000	1,000	1,000	1,000
2-518 - Janitorial Supplies	6,645	10,847	8,000	8,000	8,000	8,000	8,000
2-519 - Other General Supplies	7,120	6,559	7,500	7,000	7,000	7,000	7,000
2-521 - Fuel Oil Grease	105	-	-	-	-	-	-
2-524 - Consumable, Small Tools	-	-	-	750	750	750	750
2-531 - Chemicals and Salts	39,810	21,369	37,630	38,110	38,110	41,345	38,160
2-541 - Utilities: Electricity	50,747	36,078	58,200	41,775	42,880	45,025	47,275
2-542 - Utilities: Gas	85,516	55,228	94,625	94,870	100,435	106,460	112,850
2-543 - Utilities: Water and Sewer	41,854	20,544	42,000	40,000	40,800	41,600	42,400
2-812 - Penalties, Interest, Overdraft	3,784	886	3,800	3,900	3,900	3,900	3,900
2-813 - POS - Over/Short	(245)	117	200	200	200	200	200
2-926 - Uncollectable Accounts	513	-	500	500	500	500	500
Department Total:	(833,621)	(662,773)	(891,550)	(883,886)	(884,666)	(901,412)	(909,160)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7203- Arena							
1-411 - Admissions: Taxable	573	-	-	-	-	-	-
1-564 - Rental: Buildings	163,904	139,317	162,875	164,875	166,875	166,875	166,875
1-991 - Other Income	3,829	1,367	-	-	-	-	-
2-111 - Salaries	396,939	272,572	366,992	383,326	384,560	385,818	387,102
2-121 - Wages - Overtime/Own Staff	-	22,037	-	-	-	-	-
2-151 - Payroll Benefits	69,701	73,698	86,127	91,219	93,209	93,396	93,568
2-152 - Wellness Program	552	531	1,000	2,650	2,650	2,650	2,650
2-214 - Conventions/Registrations	599	687	600	700	700	700	700
2-216 - Telephone	2,015	1,857	2,520	2,430	2,465	2,500	2,535
2-217 - Travel and Subsistence	1,243	815	1,325	1,325	1,325	1,325	1,325
2-221 - Advertising and Promotion	50	-	-	-	-	-	-
2-222 - Municipal Membership Fees	1,307	290	800	800	800	800	800
2-227 - Software and Upgrades	105	48	-	-	-	-	-
2-234 - Education	3,876	1,613	2,840	3,120	2,840	2,840	2,840
2-241 - Janitorial Services	3,720	1,050	2,700	2,700	2,700	2,700	2,700
2-251 - Repairs: Buildings/Structures	86,170	66,715	43,300	56,300	56,300	56,300	56,300
2-252 - Repairs: Equipment	22,063	6,187	6,850	6,850	6,850	6,850	6,850
2-272 - Insurance and Bond Premiums	21,530	21,610	22,350	22,500	23,000	23,500	24,000
2-291 - Other General Services	32,350	28,525	30,004	30,004	30,004	30,004	30,004
2-511 - Safety Materials, Clothing & Shoes	8,719	3,217	3,750	3,950	3,950	3,950	3,950
2-518 - Janitorial Supplies	6,676	6,091	6,700	7,500	7,500	7,500	7,500
2-519 - Other General Supplies	7,212	3,232	4,875	4,875	4,875	4,875	4,875
2-521 - Fuel Oil Grease	2,116	4,251	1,220	4,000	4,100	4,200	4,300
2-524 - Consumable, Small Tools	-	36	925	925	925	925	925
2-531 - Chemicals and Salts	2,239	600	5,250	4,500	4,500	4,500	4,500
2-541 - Utilities: Electricity	88,931	53,137	72,000	83,425	85,719	90,005	94,505
2-542 - Utilities: Gas	76,777	46,163	64,845	84,845	89,970	95,370	101,090
2-543 - Utilities: Water and Sewer	40,250	23,476	40,000	40,000	40,800	41,600	42,400
2-812 - Penalties, Interest, Overdraft	46	-	-	-	-	-	-
2-926 - Uncollectable Accounts	4,367	-	500	500	500	500	500
Department Total:	(711,247)	(497,755)	(604,598)	(673,569)	(683,366)	(695,934)	(709,044)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7204- Parks and Playground							
1-564 - Rental: Ball Diamonds	9,899	11,743	12,300	12,600	12,600	12,600	12,600
1-991 - Other Income	18,403	5,894	5,000	5,000	5,000	5,000	5,000
2-111 - Salaries	256,650	348,751	320,005	395,570	397,091	398,643	400,225
2-121 - Wages - Overtime/Own Staff	-	11,355	-	-	-	-	-
2-151 - Payroll Benefits	44,061	74,033	60,167	79,269	79,541	79,818	80,113
2-152 - Wellness Program	267	787	500	1,750	1,750	1,750	1,750
2-217 - Travel and Subsistence	665	76	600	600	600	600	600
2-234 - Education	2,165	2,109	1,845	1,945	1,945	1,945	1,945
2-251 - Repairs: Buildings/Structures	36,938	27,401	46,600	46,600	46,600	46,600	46,600
2-252 - Repairs: Equipment	22,687	22,826	20,000	21,000	21,000	21,000	21,000
2-254 - Repairs: Structures	11	-	-	-	-	-	-
2-262 - Rental/Lease: Equipment/Furnishings	-	-	750	750	750	750	750
2-272 - Insurance and Bond Premiums	11,805	10,881	12,030	12,000	12,250	12,500	12,750
2-291 - Other General Services	98,048	69,849	89,375	89,375	89,375	89,375	89,375
2-292 - Contracted Service	6,600	6,286	7,590	6,600	6,600	6,600	6,600
2-511 - Safety Materials, Clothing & Shoes	3,351	2,780	3,000	3,000	3,000	3,000	3,000
2-518 - Janitorial Supplies	6,996	11,558	6,800	7,600	7,700	7,800	7,900
2-519 - Other General Supplies	22,814	35,848	41,600	28,600	28,600	28,600	28,600
2-521 - Fuel Oil Grease	10,341	10,920	12,000	12,000	12,240	12,480	12,720
2-524 - Consumable, Small Tools	62	1,491	1,000	2,000	2,000	2,000	2,000
2-531 - Chemicals and Salts	5,067	3,774	7,400	7,400	7,400	7,400	7,400
2-535 - Sand and Gravel	-	363	1,000	1,000	1,000	1,000	1,000
2-541 - Utilities: Electricity	18,629	15,588	20,000	30,035	31,180	32,735	34,375
2-542 - Utilities: Gas	902	650	925	995	1,025	1,090	1,155
2-543 - Utilities: Water and Sewer	38,614	38,463	50,000	45,000	46,000	47,000	48,000
2-926 - Uncollectable Accounts	47	-	-	-	-	-	-
Department Total:	(558,418)	(678,152)	(685,887)	(775,489)	(780,047)	(785,085)	(790,259)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7205- Seasonal Recreation Programs							
1-425 - Programs: Camp BCF	26,471	26,642	61,930	47,000	38,730	39,730	40,730
1-991 - Other Income	112	60	-	-	-	-	-
2-111 - Salaries	30,425	40,532	30,304	33,043	33,043	33,043	33,043
2-121 - Wages - Overtime/Own Staff	-	1,485	-	-	-	-	-
2-151 - Payroll Benefits	3,065	4,146	2,850	4,868	4,868	4,868	4,868
2-216 - Telephone	295	284	260	380	390	400	410
2-217 - Travel and Subsistence	4,020	6,504	7,000	3,100	3,200	3,300	3,300
2-221 - Advertising and Promotion	352	2,667	1,000	1,000	2,000	2,000	2,000
2-234 - Education	340	-	500	200	500	500	500
2-291 - Other General Services	893	1,350	1,000	-	-	-	-
2-514 - Program Materials	3,282	2,298	3,400	3,200	3,600	3,600	3,600
2-519 - Other General Supplies	-	-	1,000	800	-	-	-
Department Total:	(16,089)	(32,564)	14,616	410	(8,870)	(7,980)	(6,990)
7402- Library							
1-991 - Other Income	1,875	1,016	2,500	2,500	2,500	2,500	2,500
2-216 - Telephone	1,875	1,855	2,500	2,500	2,500	2,500	2,500
2-231 - Accounting and Audit	4,965	-	-	-	-	-	-
2-261 - Rental/Lease: Buildings	75,000	-	-	-	-	-	-
2-771 - Grant: Grants to Library	267,547	279,526	372,195	390,481	391,926	399,010	406,307
Department Total:	(347,512)	(280,364)	(372,195)	(390,481)	(391,926)	(399,010)	(406,307)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7404- Community Facility							
1-411 - Admissions: Taxable	44,110	34,805	43,050	44,050	45,050	45,050	45,050
1-421 - Programs: Registered Programs	24,858	18,884	28,000	28,500	29,000	29,500	30,000
1-422 - Library Building Rental	82,397	7,002	95,650	99,750	99,750	99,750	99,750
1-423 - Programs: Recreational Memberships	369,353	318,842	355,625	366,519	377,739	389,296	401,200
1-425 - Programs: Non-Taxable	3,910	4,250	3,500	3,500	3,500	3,500	3,500
1-435 - Contra Account (Membership Discounts)	(31,468)	(24,807)	-	(25,000)	(25,000)	(25,000)	(25,000)
1-564 - Rental: Buildings	151,792	106,541	155,750	158,750	161,750	161,750	161,750
1-569 - Rental: Other	12,249	1,614	20,000	20,000	20,000	20,000	20,000
1-991 - Other Income	4,556	8,289	-	-	-	-	-
2-111 - Salaries	619,626	496,267	618,396	653,353	666,696	676,284	683,691
2-121 - Wages - Overtime/Own Staff	-	9,848	-	-	-	-	-
2-151 - Payroll Benefits	119,930	117,760	148,039	154,836	157,408	159,184	160,536
2-152 - Wellness Program	2,178	1,779	2,500	4,613	4,613	4,613	4,613
2-212 - Communication System	141	-	-	-	-	-	-
2-214 - Conventions/Registrations	-	1,369	1,400	1,400	1,400	1,400	1,400
2-215 - Postage	-	3	-	-	-	-	-
2-216 - Telephone	2,246	2,132	2,500	2,800	2,835	2,870	2,905
2-217 - Travel and Subsistence	5,674	6,383	7,050	7,050	7,050	7,050	7,050
2-218 - Meeting Expense	1,243	1,041	1,500	1,550	1,550	1,550	1,550
2-221 - Advertising and Promotion	18,818	21,656	40,000	40,000	37,000	37,000	37,000
2-222 - Municipal Membership Fees	642	2,938	8,000	5,000	5,000	5,000	5,000
2-223 - Printing and Binding	5,653	3,085	7,500	5,000	5,000	5,000	5,000
2-227 - Software and Upgrades	36,377	16,181	20,000	20,000	20,000	20,000	20,000

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7404- Community Facility							
2-234 - Education	1,115	3,580	5,000	5,000	2,500	2,500	2,500
2-241 - Janitorial Services	155,250	159,858	210,000	210,000	210,000	210,000	210,000
2-251 - Repairs: Buildings/Structures	63,109	96,206	56,750	59,750	58,750	57,750	56,750
2-252 - Repairs: Equipment	32,271	16,989	25,000	26,500	26,500	26,500	26,500
2-272 - Insurance and Bond Premiums	49,471	53,665	50,460	55,000	56,000	57,000	58,000
2-291 - Other General Services	95,604	95,175	85,000	85,500	85,500	85,500	85,500
2-295 - Program Delivery- Instructors	8,717	4,915	10,000	11,000	11,000	11,000	11,000
2-511 - Safety Materials, Clothing & Shoes	3,589	5,780	5,000	6,000	6,000	6,000	6,000
2-514 - Program Materials	3,134	522	5,000	5,500	5,500	5,500	5,500
2-515 - Stationery, Office Supplies	11,924	2,549	7,000	7,200	7,200	7,200	7,200
2-518 - Janitorial Supplies	3,454	1,169	7,000	5,000	5,000	5,000	5,000
2-519 - Other General Supplies	10,612	23,566	33,750	33,750	33,750	33,750	33,750
2-524 - Consumable, Small Tools	45	-	500	750	750	750	750
2-531 - Chemicals and Salts	1,458	-	2,500	3,000	3,000	3,000	3,000
2-541 - Utilities: Electricity	122,806	78,072	117,365	117,470	120,515	126,545	132,870
2-542 - Utilities: Gas	63,906	43,713	55,885	68,260	72,390	76,735	81,340
2-543 - Utilities: Water and Sewer	4,232	3,260	5,500	5,000	5,100	5,200	5,300
2-812 - Penalties, Interest, Overdraft	15,593	3,136	15,000	15,000	15,000	15,000	15,000
2-813 - POS - Over/Short	590	(507)	100	100	100	100	100
2-831 - Interest	117,564	48,638	103,669	88,855	73,404	57,288	40,481
2-926 - Uncollectable Accounts	1,217	-	750	750	750	750	750
2-930 - Amortization Expense	581,806	-	320,000	320,000	320,000	320,000	320,000
2-940 - Accretion Expenses	6,173	-	-	-	-	-	-
Department Total:	(1,504,409)	(845,307)	(1,276,539)	(1,328,918)	(1,315,472)	(1,309,173)	(1,299,785)

Department & Object Code	2023 Actual	2024 Actual	2024 Budget	2025 Proposed Budget	2026 Financial Plan	2027 Financial Plan	2028 Financial Plan
7411- Community Events							
1-443 - Ticket Sales(Aaron Pritchett)	-	25,557	-	-	-	-	-
1-833 - Grant: Federal	26,000	15,000	10,000	15,000	15,000	15,000	15,000
1-843 - Grant: Provincial	-	5,000	-	5,000	-	-	-
1-991 - Other Income	73,081	53,781	3,000	52,800	2,800	2,800	2,800
2-111 - Salaries	59,900	52,407	64,110	70,509	70,509	70,509	70,509
2-121 - Wages - Overtime/Own Staff	-	5,093	-	-	-	-	-
2-151 - Payroll Benefits	13,285	13,041	13,273	14,367	14,367	14,367	14,367
2-152 - Wellness Program	451	383	500	500	500	500	500
2-216 - Telephone	438	455	1,915	780	795	810	825
2-217 - Travel and Subsistence	57	-	500	500	500	500	500
2-221 - Advertising and Promotion	11,432	7,517	17,000	15,000	15,000	15,000	15,000
2-222 - Municipal Membership Fees	124	88	1,500	1,600	1,600	1,600	1,600
2-226 - Internet	660	1,170	1,000	2,000	2,000	2,000	2,000
2-234 - Education	-	145	-	-	-	-	-
2-252 - Repairs: Equipment	200	-	1,100	1,100	1,100	1,100	1,100
2-272 - Insurance and Bond Premiums	19	20	20	25	25	25	25
2-291 - Other General Services	-	900	370	370	370	370	370
2-295 - Project: Canada Day	54,617	58,180	52,000	55,000	55,000	55,000	55,000
2-296 - Project: Alberta Culture Days	7,410	9,663	12,000	12,500	12,500	12,500	12,500
2-297 - Project: Aaron Pritchett Concert	-	45,576	-	-	-	-	-
2-298 - Chainsaw Wizard; Summer at the Plaza	54,538	59,189	78,000	149,000	79,000	79,000	74,500
2-511 - Safety Materials, Clothing & Shoes	-	144	500	500	500	500	500
2-515 - Stationery, Office Supplies	-	38	200	200	200	200	200
2-519 - Other General Supplies	-	-	500	500	500	500	500
2-521 - Fuel Oil Grease	-	-	510	500	500	500	500
2-541 - Utilities: Electricity	3,602	689	4,720	-	-	-	-
2-543 - Utilities: Water and Sewer	1,563	2,350	1,500	3,000	3,060	3,120	3,180
Department Total:	(109,215)	(157,710)	(238,218)	(255,150)	(240,225)	(240,300)	(235,875)

Total 2025 Operating Budget 22,044,016.00

All Revenue Sources	\$
Municipal Tax Supported Portion	10,872,565
Education Requisition	2,988,580
Users Fees and sales of Services	2,417,459
Franchise Fees	2,090,000
Grants Funding (LGFF, FCSS, Policing Grant)	1,150,604
Transfers & Penalties	1,072,013
Seniors Requisition	706,250
Drawn from Reserves	443,544
Investment Income	300,000
DIP Requisition	3,000
Total Revenues	22,044,016

Appendix 2- Other General Services, Other Professional Services & 295-298 Project codes

Other General Services and Other Professional Services

The Town deployed the use of third-party contractors in providing general and professional services when it is more cost-effective than developing internal expertise and/or capacity.

The following Departments budget these recurring expenses based on historical and projected usage:

Department	291- Other General Services	239-Other Professional Services
Administration:	Alberta Registries, shredding, boiler/elevator/generator inspection and maintenance, Garbage bin rental, etc.	Various consulting, auditing services, etc.
Protective Services:	Kennel/vet fees, elevator/fire extinguisher maintenance, bin rental, Fire alarm testing	Biology case work, Fire Service Review (one-time), animal control, Municipal Emergency plan review (one-time)
Infrastructure Services:	Crane/CVIP vehicle inspections, HVAC maintenance, fire alarm maintenance, weather station, cardlock contract	Consultants, Gopher control
Recreation	Boiler inspection, diving board/water slide inspection, alarm contract, Zamboni blade sharpening, plant room maintenance, elevator service, linen and floor mats	

295- 298 Project Codes

Certain Departments run multiple projects throughout the year. For the ease of administration, the Departments have grouped the following projects with specific project codes:

Department	295- Project	296- Project	297- Project	298- Project
FCSS Administration 5101	Welcome week, Drum discovery,	Volunteer Appreciation		
FCSS Seniors program 5103	Seniors Week, Wellness Fair	55 + Home support, Healthy aging Grant (light housekeeping, grocery delivery, frozen meals delivered, Yard Assistance)	Programs in Starland County	55+ Activity Kits
Non- FCSS 5303			Hot Meals program	
Community Events 7411	Program Instructors, Canada Day Events	Special events supports, Family Day		Summer at the plaza, chainsaw wizards,



2025 - 2034 Capital Plan - General (Proposed)

	Project Manager	*Priority	Funding Source	Carry Forwards	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
General Administration														
Network/Server Upgrades	CAO	4			\$ 35,000		\$ 11,000	\$ 66,000	\$ 11,000	\$ 11,000	\$ 54,000	\$ 12,000	\$ 11,000	\$ 11,000
Parade Float	CAO	3	Reserve	\$ 15,000	\$ 100,000									
Townhall Elevator replacement	Facilities Manager	2			\$ 150,000									
HRIS System	HR Manager	4			\$ 75,000	\$ 75,000								
Asset Retirement Obligation Study														
	Director of Corp. Services	4	Reserve	\$ 50,000										
Records Management Software	Leg. Services Manager						\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000				
Asset Management Software	Infrastructure Director						\$ 75,000	\$ 75,000	\$ 75,000					
Plotter Replacement	IS Admin				\$ 20,000							\$ 20,000		
Photocopier- Townhall	Facilities Manager						\$ 18,000				12,000			
Photocopier- Public Works	Operations Manager					\$ 10,000								
Total General Administration					\$ 65,000	\$ 360,000	\$ 105,000	\$ 179,000	\$ 216,000	\$ 161,000	\$ 86,000	\$ 66,000	\$ 32,000	\$ 11,000
Enforcement Services														
Animal Control Kennels	Manager of Prot. Services	1			\$ 20,000									
Court Ordered Demolitions	Manager of Prot. Services	1			\$ 125,000									
Unit 667- Mounted Radar Replacement	Manager of Prot. Services	2			\$ 5,000									
RCMP Detainment Cell Renovations														
		1	Reserve	\$ 100,000										
Municipal Enforcement Truck #665														
		4	Reserve	\$ 90,000										
Work Station- Truck 667														
		4	Reserve	\$ 12,000										
unit 665 mun enforcement truck 1/2 ton 4x4	Director of E&P Services										\$ 100,000			
new truck mun enf 1/2 ton 4x4	Director of E&P Services						\$ 100,000							
unit 667 mun enforcement truck 1/2 ton 4x4	Director of E&P Services								\$ 100,000					
Total Enforcement Services					\$ 202,000	\$ 150,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -
Fire Protection Services														
Thermal Imager	Fire Chief	2			\$ 18,000			\$ 18,000	\$ 18,000	\$ 18,000				
Turnout Gear	Fire Chief	2			\$ 30,000									
East Coulee and Rosedale Environmental Assessment	Fire Chief	2			\$ 15,000									
AFRCCS P25 Radio System	Fire Chief				\$ 150,000									
Command Vehicle	Fire Chief				\$ 110,000									
Drumheller Fire Hall Renovations	Fire Chief				\$ 250,000		\$ 250,000							
Drumheller Fire Hall Pumper Unit	Fire Chief									\$ 1,400,000				
Engine Refurbishment	Fire Chief				\$ 590,000									
Drumheller Fire Hall SCBA replacment(x32)	Fire Chief					\$ 500,000								
Command Vehicle Replacement	Fire Chief										\$ 110,000			
System 64 Training System	Fire Chief				\$ 150,000									
East Coulee Bay Door	Fire Chief				\$ 65,000									
Brush Truck Re-Chassis	Fire Chief							\$ 150,000						
Training Center	Fire Chief										\$ 800,000			
Total Fire Protection Services					\$ -	\$ 63,000	\$ 1,315,000	\$ 500,000	\$ 268,000	\$ 168,000	\$ 1,418,000	\$ 110,000	\$ 800,000	\$ -



2025 - 2034 Capital Plan - General (Proposed)

	Project Manager	*Priority	Funding Source	Carry Forwards	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Common Services														
Light Fleet Vehicles - Program	Operations Manager	4	Reserve	\$ 59,500	\$ 465,000	\$ 310,000	\$ 100,000	\$ 110,000	\$ 240,000	\$ 170,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Heavy Equipment - Program	Operations Manager	4			\$ -	\$ 797,000	\$ 612,500	\$ 395,000	\$ 697,000	\$ 423,550	\$ 1,013,500	\$ 370,000	\$ 365,000	\$ 12,000
PW Building - Cold Storage Building 2	Operations Manager	4			\$ 328,000									
PW Building - Cold Storage Building 2 - Clay liner and convert for salt	Operations Manager	1			\$ 75,000									
PW- Ride on Mowers	Operations Manager	4			\$ 120,000		\$ 57,000		\$ 58,000		\$ 59,000		\$ 60,000	
Capital Labour Cost	N/A				\$ 127,840	\$ 130,396	\$ 133,004	\$ 135,664	\$ 138,378	\$ 141,145	\$ 143,968	\$ 146,847	\$ 149,784	\$ 152,780
Tandem Truck (Waiting for Delivery)	Operations Manager	4	MSI	\$ 275,000										
Old PW Site- Environmental Monitoring for 3 Years	Mark Steffler	1	Reserve	\$ 60,000										
PW Building - Shop A - Roof Repair/Replacement	Facilities Manager							\$ 75,000	\$ 250,000					
PW Building - Shop B - Roof Repair/Replacement	Facilities Manager							\$ 75,000	\$ 250,000					
PW Building- Efficiency Audit	Facilities Manager				\$ 25,000									
PW Building- Efficiency Improvements	Facilities Manager					\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000					
PW Building - Women's Locker	Operations Manager				\$ 200,000									
PW Building - Shop B - Office Space for Facility Staff	Operations Manager					\$ 50,000	\$ 200,000	\$ 200,000						
PW- Wide Area Mowers	Operations Manager				\$ 80,000			\$ 82,000		\$ 83,000		\$ 84,000		
Total Common Services					\$ 394,500	\$ 1,115,840	\$ 1,542,396	\$ 1,052,504	\$ 1,022,664	\$ 1,308,378	\$ 1,142,695	\$ 1,576,468	\$ 710,847	\$ 684,784
Road Transport														
Street Improvement Program- Engineering	Capital Project Manager	4			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Street Improvement Program- Construction	Capital Project Manager	4			\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000
Sidewalk Rehabilitation Program	Capital Project Manager	4			\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Replacement of Decorative Street Lights	Operations Manager	1	Reserve	50,000	\$ 450,000									
Town Beautification- Transportation Corridors	CPM	3,4	Reserve	75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Bridge 11	CPM	2	STIP/Reserve	2,000,000										
Michichi Creek Bridge/Flood Wall	Mark Steffler	2	STIP	1,800,000										
Highway 10X Bridge 10- Deck Rehab	Operations Manager						\$ 170,000			\$ 87,500				
Bridge Inspection Program	Infrastructure Director						\$ 50,000			\$ 75,000			\$ 75,000	
Pavement Condition Assessment Report	CPM				\$ 50,000				\$ 50,000			\$ 50,000		
Bridge 10 Replacement- (Provincial Grant Dependent)	Infrastructure Director				\$ 3,500,000									
Bridge 9 Replacement-(Provincial Grant Dependent)	Infrastructure Director										\$ 9,000,000			
Highway 10x Bridge 9- Deck Rehab	Infrastructure Director						\$ 100,000							
South Dinosaur Trail Sound Barrier	CPM				\$ 900,000									
Transportation Master Plan	CPM				\$ 150,000									
Road Transport					\$ 3,925,000	\$ 1,725,000	\$ 5,875,000	\$ 1,595,000	\$ 1,275,000	\$ 1,325,000	\$ 1,437,500	\$ 10,275,000	\$ 1,325,000	\$ 1,350,000
DARP- Downtown Area Revitalization Plan														
6th Ave Road Extension	CPM	3	Reserve	\$ 830,000	\$ 360,000									
Design- Center Street- Riverside to Railway	CPM	3			\$ 160,000									
DARP - Downtown Vehicle Access- Construction (Grant Applied for)	CPM				\$ 200,000									
DARP Park Improvements	Operations Manager				\$ 75,000	\$ 500,000	\$ 200,000	\$ 50,000	\$ 200,000					
DARP - Street Beautification Program- Centre Street - 3rd Ave to Railway Ave	CPM				\$ 2,000,000									
DARP - Street Beautification Program- Centre St to 1 St W	CPM				\$ 100,000	\$ 500,000								
DARP - Street Beautification Program- Centre St to 1 St E	CPM					\$ 100,000	\$ 500,000							
DARP- Street Beautification Program- Centre Street- 3rd Ave to 2 Ave	CPM						\$ 100,000	\$ 500,000						
DARP Other Utilities	Infrastructure Director				\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000						
Total DARP					\$ 830,000	\$ 520,000	\$ 2,775,000	\$ 1,500,000	\$ 1,200,000	\$ 950,000	\$ 200,000	\$ -	\$ -	\$ -



2025 - 2034 Capital Plan - General (Proposed)

	Project Manager	*Priority	Funding Source	Carry Forwards	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Air Transportation														
Fuel Tank Farm	Infrastructure Director	1,2	Reserve	380,000	\$ 300,000									
Terminal Building Rehabilitation- Roof, siding & Windows	Infrastructure Director	4			\$ 20,000									
Garage Building Rehabilitation - Roof	Infrastructure Director	4			\$ 30,000									
Weather System Upgrade	Infrastructure Director	2			\$ 5,000									
Fuel POS System Upgrade	Infrastructure Director	4	Reserve	30,000										
Hangars	Infrastructure Director					\$ 100,000								
Taxiway - Lengthen - Grant Dependent	Infrastructure Director							\$ 750,000						
Riding Mower	Infrastructure Director												\$ 30,000	
Total Air Transportation					\$ 410,000	\$ 355,000	\$ 100,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Stormwater														
Culverts Replacement Program	Operations Manager				\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Drainage/Stormwater Master Plan	Infrastructure Director					\$ 150,000								
Total Stormwater					\$ -	\$ -	\$ 75,000	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Cemeteries														
Cemetery Irrigation and landscaping improvements	Operations Manager	4			\$ 75,000	\$ 75,000	\$ 75,000							
Cemetery Survey	CPM	4	Reserve	25,000										
Purchase of new columbarium (Full cost recovery)	Operations Manager				\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000			
Cemetery Expansion- 3A	Operations Manager				\$ 100,000	\$ 150,000			\$ 150,000					
Cemetery Expansion- 3B	Operations Manager								\$ 100,000	\$ 150,000				
Total Cemeteries and Columbariums					\$ 25,000	\$ 75,000	\$ 245,000	\$ 225,000	\$ -	\$ 250,000	\$ 150,000	\$ 60,000	\$ -	\$ -



2025 - 2034 Capital Plan - General (Proposed)

	Project Manager	*Priority	Funding Source	Carry Forwards	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Recreation and Parks															
Arena- Ice Plant Lifecycle Assessment	Facilities Manager	4			\$ 50,000										
Aquaplex Hot Tub	CPM	4	Reserve	66,500	\$ 183,500										
BCF- Decoration for Wedding One-Stop Shopping	Manager Of Recreation	4			\$ 20,000										
BCF- External Window Branding and Wraps	Manager Of Recreation	4			\$ 15,000										
BCF- Fitness Equipment Replacement	Facilities Manager	4			\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 30,000	\$ 35,000	
BCF- Terrace Upgrade	Manager Of Recreation	4			\$ 50,000										
BCF- Water Storage Tank	Facilities Manager	4			\$ 17,000										
Rosedale Suspension Bridge-Landscape Improvements	CPM	4			\$ 250,000										
NewCastle Diamond #1	Recreation Manager	4			\$ 15,000										
Playground Structures & Improvements	Recreation Manager	3	Reserve	20,000											
Arena Sewer Relining	Facilities Manager	2,4	Reserve	40,000											
Conversion CN Bridges to Pedestrian Bridges	CPM	3	Reserve	80,000											
Station & Stops	CPM	3	Donation	57,000											
Urban Forest Implementation & Management Plan	Flood Manager	3	Reserve	10,000											
Aquaplex Facility Replacement Planning (Feasibility Study & Concept Design)	Infrastructure Director				\$ 175,000										
Aquaplex Lifecycle Projects	Facilities Manager				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
New Trail Development	CPM				\$ 450,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Arena - Interior Doors and Framing Upgrade	Facilities Manager				\$ 40,000										
Arena - Zamboni	Facilities Manager										\$ 120,000				
Arena - Lifecycle projects	Facilities Manager				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000			
BCF- Multi Purpose Room Noise Reduction	Manager of Recreation				\$ 10,000										
BCF- Nursing Station	Manager of Recreation				\$ 10,000										
BCF- Photocopier	Manager of Recreation							\$ 25,000							
BCF- Field House and Play Equipment Replacement	Facilities Manager											\$ 12,000			
BCF- Banquet Hall and Upstairs Carpet	Manager of Recreation				\$ 100,000										
BCF Lifecycle Projects	Facilities Manager								\$ 200,000	\$ 200,000	\$ 200,000				
Nacmine Playground Fence	Manager of Recreation				\$ 20,000										
Spider Mower for Berms	Operations Manager						\$ 70,000			\$ 72,000					
Outdoor Ball and Sports Field Complex Planning	Manager of Recreation										\$ 175,000				
Outdoor Pool Boiler Replacement	Facilities Manager				\$ 350,000										
Dedicated Dog Park	Manager of Recreation								\$ 125,000	\$ 350,000					
Parks - Washrooms Upgrades Program	Facilities Manager				\$ 75,000	\$ 275,000	\$ 75,000	\$ 275,000	\$ 75,000	\$ 275,000	\$ 75,000	\$ 275,000	\$ 75,000	\$ 275,000	
Angel Park - Landscape Upgrades	CPM				\$ 75,000	\$ 100,000									
Total Recreation and Parks					\$ 273,500	\$ 635,500	\$ 1,535,000	\$ 780,000	\$ 405,000	\$ 635,000	\$ 902,000	\$ 1,555,000	\$ 722,000	\$ 405,000	\$ 210,000
Grand Total					6,125,000	\$ 4,999,340	\$ 13,567,396	\$ 6,156,504	\$ 5,211,664	\$ 4,722,378	\$ 5,511,195	\$ 13,907,468	\$ 3,724,847	\$ 2,525,784	\$ 1,875,780

***Priority Legend:**
 1. Legislative/Regulatory Requirement
 2. Public Safety
 3. Council Initiative
 4. Asset/Service Enhancement

REQUEST FOR DECISION

TITLE:	Bylaw #25.24 – Fire Bylaw
DATE:	November 28, 2024
PRESENTED BY:	Greg Peters Director of Emergency and Protective Services
ATTACHMENTS:	Draft Bylaw #25.24 – Fire Bylaw

SUMMARY:

The current Fire Department Bylaw has been in place since 2007. As has been noted at previous Council meetings and most recently on November 18, 2024, it is very important that the Town Fire Service has an updated Bylaw and one that reflects current industry practices. After 1st and 2nd readings of the new draft version administration reviewed and made minor revisions of the draft, and GST charges were added where applicable to Schedule 'B'. The definition of 'Incident' was expanded to include motor vehicle collisions, outside fires, and hazardous material responses to clarify the term. To further clarify the term 'prohibited debris' a reference to the current Community Standards Bylaw and what it states shall not be burned was added.

RECOMMENDATION:

Administration recommends Council give third reading to Town of Drumheller Fire Bylaw #25.24 as presented.

DISCUSSION:

As noted above, the current Fire Bylaw is 17 years old and is out of date with industry standards. A new Fire Bylaw is needed to better elicit duties and cost recoveries and align with modern industry firefighting and administrative practices.

FINANCIAL IMPACT:

The proposed Bylaw changes are designed to permit lawful cost recovery for fire department emergency response operations without causing additional expenditures. It is extremely difficult to provide exact revenue projections as revenue is based on incident call volume and there is an anticipated reduction in nuisance alarm calls due to public education.

STRATEGIC POLICY ALIGNMENT:

A new Bylaw is in line with Council priorities of public safety, effective emergency management and good governing principles of fiscal responsibility.

COMMUNICATION STRATEGY:

Once the bylaw has been passed, the Department will work with Communications to provide an information session for the public. We look forward to informing and educating citizens of the changes, the improvements the new Bylaw permits and how the new fees will work and be applied.

MOTION:

Moved that Council give Third Reading to Bylaw #25.24 – Fire Bylaw.



Prepared by:
Derian Rosario
Fire Chief



Reviewed by:
Greg Peters
Director of Emergency and
Protective Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER #25.24
DEPARTMENT: EMERGENCY AND PROTECTIVE SERVICES

Fire Bylaw

A BYLAW FOR ESTABLISHING FIRE SERVICES, RECOVERING FIRE PROTECTION CHARGES,
AND PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS

WHEREAS; the *Municipal Government Act Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the *MGA* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and *property*;
- b) services provided by or on behalf of the municipality; and
- c) the enforcement of bylaws;

AND WHEREAS; the *MGA* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires, and

AND WHEREAS; the *National Fire Code – Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of *Fireworks* within their jurisdiction, and

AND WHEREAS; the Town of Drumheller wishes to provide for the prevention and control of fires within its boundaries;

NOW THEREFORE, the Town of Drumheller of the Province of Alberta, duly assembled, enacts as follows:

1. SHORT NAME

- 1.1 This Bylaw may be cited as the “Fire Bylaw.”

2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) “*Acceptable Fire Pit*” means an outdoor receptacle that:
 - i. is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the *Fire Chief*;
 - ii. height does not exceed 60 centimeters when measured from the surrounding grade to the top of the pit covering;
 - iii. opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
 - iv. is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
 - v. is not located over any underground utilities;

- vi. is a minimum of one (1) metre laterally and five (5) metres vertically from any aboveground wires;
 - vii. is a minimum of three (3) metres from any combustible structures, including fences or decks; and
 - viii. as may otherwise be determined by the *Fire Chief* having regard to health, safety, hazards, and risks.
- b) “*Acceptable Fireplace*” means an outdoor receptacle which meets the following specifications:
- i. A minimum of one (1) metre clearance measured from the nearest fireplace edge is maintained from buildings;
 - ii. The fireplace is constructed of materials such as bricks, rocks, or other materials which are heat and flame resistant;
 - iii. The fireplace is equipped with a chimney which is not less than 2.5 metres in height when measured from the base of the fire burning area;
 - iv. The fireplace chimney is equipped with a regulation screen designed to contain and reduce hazards of airborne sparks;
 - v. The base of the fire burning area is not less than 0.30 metres above the surrounding grade;
 - vi. The fire chamber does not exceed 1.25 metres in width, and is at least 0.40 metres but not more than 0.60 metres in depth; and
 - vii. As may otherwise be determined by the *Fire Chief* having regard to health, safety, hazards and risk.
- c) “*Apparatus*” means any vehicle provided with machinery, devices, *equipment*, or materials for firefighting operated by or for *Fire Services* whether that vehicle operates on land, in the air, or on the water;
- d) “*Burning Hazard*” means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or *property* or damage *property*;
- e) “*Bylaw Enforcement Officer*” means any regular *member* of the Royal Canadian Mounted Police, any *Peace Officer* or Municipal Enforcement Officer employed by the Town of Drumheller in accordance with the *Municipal Government Act*;
- f) “*Chief Administrative Officer*” or “*CAO*” means the individual appointed as *Chief Administrative Officer* of the *Town* by resolution of *Council* in accordance with *Municipal Government Act*, or their delegate;
- g) “*Council*” means the duly elected *Council* of the *Town*;
- h) “*Director of Emergency and Protective Services*” means *Director of Emergency and Protective Services* for the *Town*, or their delegate;

- i) "*Equipment*" means any tools, contrivances, devices, or materials used by *Fire Services* to combat an *incident* or other emergency;
- j) "*False Alarm*" means any notification, by whatever means received, to *Fire Services* respecting the existence of a condition, circumstance, fire or other event containing an imminent danger to *persons* or *property*, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- k) "*Fire Advisory*" means a cautionary notice issued pursuant to this Bylaw by the *Town* to alert the public that conditions are such that there is an elevated risk of wildfires;
- l) "*Fire Ban*" means an order issued pursuant to this Bylaw by the *Town* for the purpose of cancelling all *fire permits*, prohibiting the lighting of, and requiring the extinguishment of all fires within the *Town*;
- m) "*Fire Chief*" means the individual appointed as head of *Fire Services*, or their delegate;
- n) "*Fire Hazard*" means combustible material that, through its nature, location, condition or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a *burning hazard*;
- o) "*Fire Permit*" means a permit issued by the *Town* authorizing the setting of a specific type of fire;
- p) "*Fire Protection*" includes any of the services in section 7 of this Bylaw and includes any other services delivered by or for *Fire Services* that is authorized by *Council*;
- q) "*Fire Protection Charges*" means all rates, fees, and charges payable for, or in connection with, *Fire Services* in providing *fire protection* within and outside the *Town's* boundaries as prescribed in Schedule "B";
- r) "*Fire Restriction*" means an order issued pursuant to this Bylaw by the *Town* for the purpose of fire prevention and cessation of all *fire permits* and *fireworks permits* for the duration of the restriction;
- s) "*Fire Services*" means the *Town's* fire service and includes any fire department providing *fire protection* within the *Town* pursuant to a *Fire Services* agreement and shall include all *members* and *Fire Services property*;
- t) "*Fire Services Property*" means all real and personal *property* owned or controlled by *Fire Services* and designated for use by *Fire Services* including but not limited to *apparatus*, *equipment*, and fire stations;
- u) "*Fireworks*" means the pyrotechnics classified as *fireworks* pursuant to the *Explosives Act* and its Regulations, including consumer *fireworks*, display *fireworks* and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- v) "*Fireworks Bylaw*" means Bylaw #09.21 – Fireworks Bylaw passed by the *Town*, as amended from time to time, and its successor legislation;
- w) "*Fireworks Permit*" means a permit issued by the *Town* pursuant to the *Fireworks Bylaw*;

- x) "*Incident*" includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or *property* including, but not limited to, any motor vehicle collision, any outside fire, or any hazardous material event;
- y) "*Member*" means any *person* who is duly appointed as a *member* of *Fire Services*;
- z) "*Member in Charge*" means the *Fire Chief*, or in their absence, the highest-ranking *member* who first arrives at the scene of an *incident*;
- aa) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- bb) "*Municipal Tag*" means a tag or similar document issued by the *Town* pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a *person* with the opportunity to pay an amount to the *Town* in lieu of prosecution of the offence;
- cc) "*Occupant*" means any *person* that is in possession, control or occupation of *property* including, but not limited to, the holder(s) of an easement or right-of-way;
- dd) "*Owner*" means any *person* listed on title as the registered *owner* of *property* at the Land Titles Office;
- ee) "*Peace Officer*" has the same meaning given to it in the *Provincial Offences Procedure Act*;
- ff) "*Person*" includes any individual, firm, partnership, or body corporate;
- gg) "*Prohibited Debris*" means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odours or toxic substances, and includes but is not limited to:
 - i. Treated or painted lumber;
 - ii. Lumber products containing glue or resin;
 - iii. Wet or unseasoned wood;
 - iv. Leaves, brush or yard waste;
 - v. Garbage;
 - vi. Rubber, tires or plastic or other non-wooden material;
 - vii. Any animal carcass, manure or part thereof;
 - viii. Pathological waste;
 - ix. Used oil;
 - x. And any other combustible waste identified as prohibited debris in the *Substance Release Regulation*.
- hh) "*Property*" means any real or personal *property*;

- ii) "*Recreational Fire*" means a fire confined within an *acceptable fire pit* or *acceptable fireplace*, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- jj) "*Town of Drumheller*" or "*Town*" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require; and
- kk) "*Violation Ticket*" has the same meaning given to it in the *Provincial Offences Procedure Act*.

3. RULES OF INTERPRETATION

- 3.1 The headings in this Bylaw are for guidance purposes and convenience only.
- 3.2 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.3 In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the *Town*, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 3.4 Nothing in this Bylaw relieves a *person* from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.

4. FIRE SERVICES

4.1 Establishment and Purpose of *Fire Services*:

- a) *Council* establishes *Fire Services* in the *Town* for the purpose of:
 - i. preventing and extinguishing fires;
 - ii. investigating the origin, cause and circumstances of *incidents*;
 - iii. providing fire inspection, pre-fire planning, and public education prevention services in accordance with the *Safety Codes Act* and the Quality Management Plan approved by *Council* and the Safety Codes Council;
 - iv. preserving life and *property* and protecting *persons* and *property* from injury or destruction by fire;
 - v. preventing, combating, responding to, and controlling *incidents*;
 - vi. carrying out preventable controls;
 - vii. providing rescue services;
 - viii. conducting pre-fire planning and fire inspections;
 - ix. fulfilling the requirements of any mutual aid agreements with other municipalities or entities;

- x. providing public education and information regarding fire safety; and
 - xi. providing any other emergency response as may be authorized by the *Town's* policy or applicable legislation.
- b) The *Town* may provide for the delivery of the services listed in section 7 by entering into *Fire Services* agreements and nothing in this Bylaw shall obligate the *Town* to hire or maintain its own fire department or *members*.

4.2 Authority and Responsibility of the *Fire Chief*:

- a) The *Fire Chief* shall be responsible to the *Director of Emergency and Protective Services* for the performance of their duties pursuant to this Bylaw and all applicable *Town* policies.
- b) Subject to approval by the *Director of Emergency and Protective Services*, the *Fire Chief* may prescribe rules, regulations, and policies for the ongoing organization, administration, and day-to-day operation of *Fire Services*, including but not limited to:
 - i. the use, care, maintenance and protection of *Fire Services property*;
 - ii. the appointment, recruitment, conduct, discipline, duties, training, and responsibilities of *members*;
 - iii. the efficient operation of *Fire Services*; and
 - iv. such other functions, powers, and responsibilities as the *Director of Emergency and Protective Services* may prescribe.

4.3 Authority and Responsibility of *Members*:

- a) *Members* are responsible to the *Fire Chief* for the performance of their duties pursuant to this Bylaw and applicable *Town* policies.

4.4 Authority and Responsibility of *Member in Charge*:

- a) The *Member in Charge* at an *incident* shall have control, direction, and management of all *apparatus, equipment*, and personnel assigned to that *incident* and shall continue to act as the *member in charge* until relieved by another *member* authorized to do so.
- b) The *Member in Charge* shall take action as deemed necessary for preserving life and *property* and protecting *persons* and *property* from injury or destruction by an *incident* and is authorized to:
 - i. enter, pass through or over buildings, structures, or *property* whether adjacent or in proximity to an *incident* and to cause *members* or *apparatus* to enter or pass through or over the building, structure or *property* without permission;
 - ii. establish boundaries or limits and keep *persons* from entering the area within the prescribed boundaries or limits unless authorized to enter by the *member in charge*;
 - iii. request *Peace Officers* to enforce restrictions on *persons* entering within the boundaries or limits outlined in subsection 4.4(b);

- iv. cause a building, structure, or thing to be pulled down, demolished, or otherwise removed;
- v. secure *Town* personnel, resources, and *equipment* which is considered necessary to deal with an *incident*;
- vi. secure or commandeer privately owned *equipment* which is considered necessary to deal with an *incident* and authorize payment for use of the *equipment*;
- vii. require any adult *person* who is not a *member* to assist in:
 - 1. extinguishing a fire or preventing the spread thereof;
 - 2. removing furniture, goods, and merchandise from any building or structure on fire or in danger, and in guarding and securing same; and
 - 3. demolishing a building or structure at or near the fire or other *Incident*.

5. FIRES AND FIRE PERMITS

5.1 Permitted and Prohibited Fires:

- a) no *person* shall burn or cause to be burned any *prohibited debris* within the *Town*.
- b) no *person* shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the *owner* or *occupant* of, unless the *person* holds a valid and subsisting *fire permit*, or the fire is exempt from the requirement for a *fire permit* under this Bylaw.
- c) A *fire permit* is not required for a *recreational fire* provided that:
 - i. the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished;
 - ii. a means of extinguishing the fire is kept on hand at all times when the fire is burning; and
 - iii. flame height does not exceed one (1) metre above the structure or container.
- d) This Bylaw does not apply to:
 - i. an outdoor fire lit by *fire services* for training or preventive control purposes;
 - ii. an outdoor fire that is a flare stack used in the petroleum industry; or
 - iii. a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

5.2 Fire Permits:

- a) *Fire permits* are required throughout the entire year.
- b) An application for a *fire permit* shall be made on the form approved by the *Chief Administrative Officer*, as may be amended from time to time.

- c) A *fire permit* shall only be valid for the time period expressly indicated on the *fire permit*, as determined by the *Fire Chief* issuing the permit at their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- d) The *Chief Administrative Officer*, *Fire Chief*, the *Director of Emergency and Protective Services*, or a *Peace Officer* may, in their sole discretion, terminate, suspend or cancel a *fire permit* at any time upon receiving notification of termination, suspension or cancellation of the *fire permit*, the *fire permit* holder shall immediately extinguish any fire set pursuant to the *fire permit*. notification of cancellation may be made, in writing, electronically, or in person.
- e) A *fire permit* is not transferable.

5.3 Requirement to Report:

- a) The *owner* of any *property* damaged by fire shall immediately report the particulars of such fire to the *Fire Chief*.

6. PERMIT HOLDER RESPONSIBILITIES

6.1 Every *person* who sets a fire under authority of a *fire permit* shall:

- a) comply with any terms or conditions of the permit;
- b) keep the permit at the site of the fire;
- c) produce the permit to the *Chief Administrative Officer*, the *Fire Chief*, the *Director of Emergency and Protective Services*, a *Member*, or a *Peace Officer*, upon request;
- d) have a responsible adult *person* in attendance at the fire at all times under the conditions as listed in the *fire permit*;
- e) keep the fire under control;
- f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring *property*, *persons*, or roadways;
- g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
- h) be responsible for any costs incurred by the *Fire Services* when called upon to extinguish such fire if, in the opinion of the *Fire Chief*, as the case may be, the fire is a hazard to *persons* or *property*.

7. FIREWORKS

7.1 Refer to Town of Drumheller Bylaw #09.21, the *Fireworks Bylaw*, for all authorities and information concerning the lawful purchase and discharge of *fireworks* and the relation of this activity to the Fire Bylaw.

8. FIRE ADVISORY, RESTRICTION AND BAN

8.1 Notice of a *fire advisory*, *fire restriction* or *fire ban* shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by

any other means which the Fire Chief determines is appropriate for the purpose of informing the public.

8.2 A *fire advisory*, *fire restriction* or *fire ban* may be established and declared for the entire *Town* or portions of the *Town*.

8.3 *Fire Advisory*:

- a) The *Fire Chief* may impose a *fire advisory*, which shall remain in force until either the date provided in the notice of the *fire advisory* or until such time as the *Fire Chief* provides notice to the public that the *fire advisory* is no longer in effect.
- b) Under a *fire advisory*, *fire permits* and *fireworks permits* may be suspended or restricted, and open burning is generally discouraged, but specific types of fires may still be permitted with caution.

8.4 *Fire Restrictions*:

- a) The *Fire Chief* may, from time to time, prohibit the issuance of any new *fire permits* or *fireworks permits* and suspend all active *fire permits* and *fireworks permits* when, in the opinion of the *Fire Chief*, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- b) A *fire restriction* imposed pursuant to subsection 8.4(a) shall remain in force until either the date provided in the notice of the *fire restriction* or until such time as the *Fire Chief* provides notice to the public that the *fire restriction* is no longer in effect.
- c) When a *fire restriction* is in place, no *fire permit* or *fireworks permits* shall be issued.
- d) When a *fire restriction* is in place, no *person* shall:
 - i. ignite any fire unless the fire is exempt from requiring a permit; or
 - ii. sell, purchase, handle, discharge, fire, or set off *fireworks* within the *Town*.

8.5 *Fire Ban*:

- a) The *Fire Chief* may prohibit all fires in the *Town* when, in the opinion the *Fire Chief*, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- b) *Fire bans* may be established and declared for the entire *Town* or portions of the *Town*.
- c) A *fire ban* imposed pursuant to subsection 8.5(a) shall remain in force until either the date provided in the notice of the *fire ban* or until such time as the *Fire Chief* provides notice to the public that the *fire ban* is no longer in effect.
- d) Subject to subsection 8.5(e), when a *fire ban* is in place, no *person* shall ignite any fire, whether or not the *person* is the holder of a *fire permit* and shall immediately extinguish any fire lit once the *person* knows or ought reasonably to know of the *fire ban*.
- e) During a *fire ban* a *person* may, subject to the requirements of this bylaw, and unless the notice of the *fire ban* provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the

purpose of cooking or obtaining warmth and is used on private *property* or in a public area that has been approved by the *Town* for the use of such barbecues.

9. RECOVERY OF COSTS

9.1 *Fire Protection Charges*:

- a) Upon *Fire Services* providing *fire protection* on a parcel of land within the *Town's* boundaries, the *Town* may, in its sole and absolute discretion, charge *fire protection charges* to any or all of the following *persons*, namely:
 - i. the *person* or *persons* causing or contributing to the fire;
 - ii. the *occupant* of the parcel of land on which *fire protection* was provided;
 - iii. the *owner* of the parcel of land which *fire protection* was provided;
 - iv. the *person* with control over the parcel of land on which *fire protection* was provided, which may include, without restriction, a *property manager*; and
 - v. the *person* or *persons* who requested *fire protection*, and
 - vi. all *persons* charged are jointly and severally liable for payment of the *fire protection charges* to the *Town*.
- b) *Fire protection charges* shall be paid within thirty days of receipt of an invoice.
- c) Collection of unpaid *fire protection charges* may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the *Town* is entitled to on the parcel of land in respect of which the indebtedness incurred.
- d) Without limiting subsection 9.1(a), the *owner* of a parcel of land within the *Town* to which *fire protection* is provided is liable for *fire protection charges* incurred and the *Town* may add to the tax roll of the parcel of land all unpaid *fire protection charges*, which forms a special lien against the parcel of land in favor of the *Town* from the date the amount was added to the tax roll, in accordance with the *MGA*.

9.2 A *person* who has damaged or destroyed any *apparatus, equipment, or Fire Services property* shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the *Town* to repair or replace the *apparatus, equipment, or Fire Services property* in question.

9.3 Service Fees and Charges:

- a) The *Town* may establish and levy fees and charges for services, including but not limited to:
 - i. fees for responding to an *incident*;
 - ii. *fire permit* and *fireworks permit* application fees;
 - iii. site inspection fees;
 - iv. fire investigation fees;

- v. fees for responding to a *false alarm*; and
 - vi. fees for file searches and copying records.
- b) The fees and charges for services are established in the attached Schedule “B” of this Bylaw and are subject to the applicable taxes, where appropriate.
 - c) The fees and charges described in this section shall be a debt due and owing to the *Town* and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

10. ENFORCEMENT

10.1 Inspection and Enforcement:

- a) Where a parcel of land does not comply with this Bylaw or a *person* contravenes this Bylaw, the *Town* may pursue enforcement in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the *Town*, adding amounts to the tax roll of the *Owner* of the parcel, and pursuing injunctions pursuant to the *MGA*.
- b) The *Chief Administrative Officer* is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *MGA*.

10.2 Offences:

- a) No *person* shall:
 - i. contravene any provision of this Bylaw;
 - ii. contravene any term or condition of a permit issued pursuant to this Bylaw;
 - iii. cause or permit a *burning hazard* or *fire hazard* to exist on a parcel of land;
 - iv. deposit, discard, or abandon any burning matter or substance so as to create a *burning hazard*;
 - v. light a fire or cause a fire to be lit during a *fire ban*;
 - vi. light a fire or allow a fire to be lit unless they are a holder of a valid *fire permit* if required under this Bylaw;
 - vii. provide false, incomplete, or misleading information to the *Chief Administrative Officer*, *Fire Chief*, the *Director of Emergency and Protective Services*, or a *Peace Officer* with respect to a fire or a permit application;
 - viii. light a fire on any land not the *person’s* own without the written consent of the *owner* of the land;
 - ix. permit a fire lit by that *person* to pass from their own land to the land of another *person*;
 - x. light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;

- xi. conduct any activity that might reasonably be expected to cause a fire unless that *person* exercises reasonable care to prevent a fire from occurring;
 - xii. conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular or pedestrian traffic on any road or highway; or
 - xiii. light a fire on lands owned or controlled by the *Town* except with the *Town's* express written consent.
- b) Vicarious Liability:
- i. For the purposes of this Bylaw, an act or omission by an employee or agent of a *person* is deemed also to be an act or omission of the *person* if the act or omission occurred in the course of the employee's employment with the *person*, or in the course of the agent's exercising the powers or performing the duties on behalf of the *person* under their agency relationship.
- c) Corporations and Partnerships:
- i. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
 - ii. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
- d) Fines and Penalties:
- i. A *person* who is guilty of an offence is liable upon summary conviction to a fine in an amount:
 - 1. not less than the specified penalty established in Schedule "A"; and
 - 2. in the case of all other offences, not exceeding \$10,000.00.
 - e) Without restricting the generality of subsection 10.2(d) the fine amounts set out in Schedule "A" are established as specified penalties for use on *municipal tags* and *violation tickets*, if a voluntary payment option is offered.
 - f) Notwithstanding subsection 10.2(d), any *person* who commits a second or subsequent offence under this Bylaw within one year of a first offence, is liable on summary conviction to a fine not less than the increased amount set out for the offence in Schedule "A" to this Bylaw.

10.3 *Municipal Tag*:

- a) A *Peace Officer* is authorized and empowered to issue a *municipal tag* to any *person* whom the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

- b) A *Municipal Tag* may be issued:
 - i. personally; or
 - ii. by mailing a copy, via registered mail, to such *person* at their last known postal address.
- c) The *municipal tag* shall be in a form approved by the *Chief Administrative Officer* and shall state:
 - i. the name of the *person* to whom the *municipal tag* is issued;
 - ii. particulars of the contravention under this Bylaw;
 - iii. the specified penalty for the offence as set out in Schedule "A";
 - iv. that the specified penalty shall be paid within twenty-one days of the issuance of the *municipal tag* in order to avoid prosecution; and
 - v. any other information as may be required by the *Chief Administrative Officer*.
- d) Where a *municipal tag* has been issued under this Bylaw, the *person* to whom the *municipal tag* has been issued may, in lieu of being prosecuted for the offence, pay to the *Town* the penalty specified on the *municipal tag*.

10.4 *Violation Ticket*:

- a) Where a *municipal tag* has been issued and the specified penalty has not been paid within the prescribed time, the *Peace Officer* is authorized to issue a *violation ticket* pursuant to the *Provincial Offences Procedure Act*.
- b) Notwithstanding subsection 10.4(a), a *Peace Officer* is hereby authorized and empowered to issue a *violation ticket* pursuant to the *Provincial Offences Procedure Act*.
- c) If a *violation ticket* is issued in respect of an offence, the *violation ticket* may:
 - i. state the specified penalty for the offence as set out in Schedule "A"; or
 - ii. require a *person* to appear in Provincial Court without the alternative of making a voluntary payment.
- d) A *person* who commits an offence may:
 - i. if a *violation ticket* is issued in respect of the offence; and
 - ii. if the *violation ticket* states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A.";

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the *violation ticket*, the specified penalty set out on the *violation ticket*.

10.5 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection 10.4(d) above and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

11. TRANSITION

11.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

11.2 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

11.3 This Bylaw repeals *Bylaw #04-07 – Establish and Operate a Fire Department*.

READ A FIRST TIME THIS 18TH DAY OF NOVEMBER, 2024

READ A SECOND TIME THIS 18TH DAY OF NOVEMBER, 2024

READ A THIRD AND FINAL TIME THIS 2ND DAY OF DECEMBER, 2024

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

Schedule "A" - Specified Penalties

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
5.1(a)	Burning <i>Prohibited Debris</i>	\$250.00	\$500.00	\$1000.00
5.1(b)	Fire without a <i>Fire Permit</i>	\$250.00	\$500.00	\$1000.00
7.1	Sell, Purchase, Possess, Handle, Discharge, Fire or Set Off <i>Fireworks</i> without a Permit	\$250.00	\$500.00	\$1000.00
5.3(a)	Failure to report fire	\$250.00	\$500.00	\$1000.00
10.2(a)(ii)	Contravene any term or condition of a permit	\$250.00	\$500.00	\$1000.00
10.2(a)(iii)	Cause or permit a <i>Burning Hazard</i> or <i>Fire hazard</i> to exist on a parcel of land	\$500.00	\$1000.00	\$2500.00
10.2(a)(iv)	Deposit, discard or abandon any burning matter or substance so as to create a <i>Burning Hazard</i>	\$500.00	\$1000.00	\$2500.00
10.2(a)(v)	Light a fire or cause a fire to be lit during a <i>Fire Ban</i>	\$500.00	\$1000.00	\$2500.00

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
10.2(a)(vi)	Light a fire or cause a fire to be lit without a <i>Fire Permit</i>	\$250.00	\$500.00	\$1000.00
10.2(a)(vii)	Provide false or misleading information	\$250.00	\$500.00	\$1000.00
10.2(a)(viii)	Light a fire on land without written permission of <i>Owner</i>	\$250.00	\$1000.00	\$2500.00
10.2(a)(ix)	Permit a fire to pass to another <i>Person's</i> land	\$250.00	\$1000.00	\$2500.00
10.2(a)(x)	Light a fire without sufficient precautions	\$250.00	\$1000.00	\$2500.00
10.2(a)(xi)	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$250.00	\$500.00	\$1000.00

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
10.2(a)(xii)	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250.00	\$1000.00	\$2500.00
10.2(a)(xiii)	Light a fire on lands owned or controlled by the <i>Town</i> except with the <i>Town's</i> express written consent	\$500.00	\$1000.00	\$2500.00

Schedule “B” – Fire Protection Charges and Service Fees

Items	Rates		
Fire Department Response Rates			
Engine All Types	\$720.00 / Hour		
Rescue	\$720.00 / Hour		
Ladder/Aerial Apparatus	\$1200.00 / Hour		
Tender	\$720.00 / Hour		
Command Vehicle	\$210.00 / Hour		
ATV UTV	\$75.00 / Hour		
Boat	\$200.00 / Hour		
False Alarms	First	Second	Third or Subsequent
Residential	\$0.00	\$250.00	\$500.00
Commercial/Industrial	\$0.00	\$500.00	\$1000.00
Fire Permits			
Fire Permit	\$50.00		
Fire Investigations			
Fire Investigation & Report	\$300.00 / Hour		
Fire Inspections	First	Second	Third or Subsequent
Request Inspection	\$150.00	\$150.00	\$500.00
Complaint Inspection	\$150.00	\$150.00	\$500.00
Occupancy Load Certificate	\$ 150.00		
Miscellaneous Rates and Fees			
Fire Stand-by	Equipment Costs as noted Above		
Fire Stand-by Personnel Per Firefighter	\$60.00 / Hour		
Fire Department Lock Box	TBD		
Security Fencing Installation / Removal	\$500.00		
<i>Incident Response on Provincial Highways</i>	As per the current rate established by Alberta Transportation		
<i>Incident Response Outside Jurisdiction</i>	As per the Fire Department Response Rates established by Schedule “B” of this Bylaw or per signed agreement with the jurisdiction.		
All Hourly Rates Minimum of One Hour, With Billing Afterward in 15-Minute Increments			
The Fire Protection Charges and Services Fees are subject to GST where applicable.			