

Town of Drumheller

COUNCIL MEETING

MINUTES



February 20, 2007 4:30 PM Council Chambers, Town Hall
703 - 2nd Ave. West, Drumheller, Alberta

PRESENT:

MAYOR:

Bryce Nimmo

COUNCIL:

Karen Bertamini

Don Cunningham

Karen MacKinnon

Sharel Shoff

Terry Yemen

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Wes Yeoman

DIRECTOR OF CORPORATE SERVICES:

Michael Minchin

DIRECTOR OF COMMUNITY SERVICES:

Scott Blevins

RECORDING SECRETARY:

Corinne Macdonald

ABSENT: John Sparling

1.0 CALL TO ORDER 4:30 P.M.

Councillor Karen MacKinnon was sworn in as Deputy Mayor for the months of March and April, 2007.

Mayor B. Nimmo circulated a draft copy of the Board Appointments for information of Council and advised that this will be discussed at the next Committee of the Whole meeting.

2.0 MAYOR'S OPENING REMARKS

2.1 Mayor Bryce Nimmo presented a letter from Hon. Yvonne Fritz, Minister of Seniors

and Community Supports announcing the grant funding approval of \$2,845,000 through the 2006/07 Canada-Alberta Affordable Housing Program Phase 11, for a 20-unit Drumheller Affordable Housing project

2.2 Mayor Bryce Nimmo proclaimed the week of February 18 – 24, 2007 as Alberta Family Care Giving Week.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2007.34 Shoff, Cunningham moved the adoption of the agenda as presented. Cd.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Council Regular Meeting – February 5, 2007

MO2007.35 Cunningham, Bertamini moved the adoption of the regular meetings of February 5, 2007. Cd.

5.2 MINUTES OF MEETINGS PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Minutes – February 1, 2007

5.2.2 Management Committee Minutes – February 13, 2007

5.3 BUSINESS ARISING FROM THE MINUTES

Mayor B. Nimmo asked how the letter of support to Linda Digby, Atlas Coal Mine Society would be handled. R. Romanetz advised that a letter will be drafted and presented to the Mayor for signing.

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.1.1 Bylaw 02.07 Sidewalk Bylaw

R. Romanetz presented Bylaw 02.07 and advised that some changes had been made to the existing Bylaw. Clause 4 dealing with driveway access to their property, Clause 9 dealing with awnings, canopy, etc extending from their property over a sidewalk and not allowing snow or ice to drip upon the sidewalk or street below and shovelling snow in to a roadway. Clause 15 – Town putting a lien on the property and collecting in the same manner as other Municipal Taxes. Clause 12 where no boulevard exists snow may be deposited on the highway.

Councillor K. MacKinnon asked regarding Clause 10, if within the 24 hours of the occurrence is there only one notice given or is there a further notice given after the 24 hours. R. Romanetz advised that the Sidewalk Policy C-06-06 previously approved by Council covers how Bylaw Officers handle the issuance of Notices. Councillor K. MacKinnon also asked for clarification as to whether children's conveyances cover inland skates, skate boards, etc. as these are not mentioned. Councillor S. Shoff suggested that the above items are covered in the definition of children's conveyances.

MO2007.36 Bertamini, Yemen for second reading to Bylaw 02.07. Carried.

MO2007.37 Bertamini, Cunningham for second reading to Bylaw 02.07. Carried.

MO2007.38 Bertamini, Shoff, no objections to third and final reading to Bylaw 02-07. Cd.

MO2007.39 Shoff, Cunningham for third reading to Bylaw 02.07. Carried.

8.1.2 Bylaw 04.07 being a bylaw to provide for the establishment and operation of a Fire Department

R. Romanetz advised that Bylaw 04-07 was reviewed at the Committee of the Whole meeting. He noted that the main change dealt with enforcement of the bylaw, Fire Chief and other authorized officials can carry out inspections under the authority of the Safety Codes Act.

MO2007.40 Yemen, Shoff for first reading to Bylaw 04.07. Carried.

MO2007.41 Bertamini, Shoff for second reading to Bylaw 04.07. Carried.

MO2007.42 Bertamini, Cunningham no objections to third and final reading to Bylaw 04-07. Cd.

MO2007.43 Bertamini, Cunningham for third reading to Bylaw 02.07. Carried.

8.1.3 Bylaw 05.07 being a bylaw to amend Bylaw 6.98 Waterworks and Sewerage System and to Establish Fees

M. Minchin advised that there is no increase proposed to water rates for 2007.

Wastewater – proposed rate increase of approximately 4.6% for all customers. These rates would come into effect February 1, 2007.

Councillor K. MacKinnon asked why the penalty rate for unpaid utility balances was reduced from 3.92% to 2%. M. Minchin reported that the Town is currently charging one of the highest interest rates amongst municipalities and we should comply with the recommendations from the AEUB regarding penalties.

MO2007.44 Bertamini, Shoff for first reading to Bylaw 05.07. Carried.

MO2007.45 Cunningham, Yemen for second reading to Bylaw 05.07. Carried.

MO2007.46 Bertamini, Cunningham no objections to third and final reading to Bylaw 05-07. Cd.

MO2007.47 Shoff, Yemen for third reading to Bylaw 05.07. Carried.

8.1.4 Bylaw 06.07 Supplementary Assessment Bylaw

M. Minchin advised that Bylaw 06-07 is an annual procedural requirement which allows the Town to issue Supplementary Assessment. Tax Notices are sent out in May which only covers taxes to December of the previous year and without this Bylaw the buildings completed in 2007 would not be taxed until the following year.

MO2007.48 Bertamini, Yemen for first reading to Bylaw 06.07. Carried.

MO2007.49 Shoff, Cunningham for second reading to Bylaw 06.07. Carried.

MO2007.50 Bertamini, Shoff no objections to third and final reading to Bylaw 06-07. Cd.

MO2007.51 Cunningham, Shoff for third reading to Bylaw 02.07. Carried.

8.1.5 RFD – Transportation Study Recommendations

R. Romanetz noted that this item was previously discussed at the Committee of the Whole meeting. He also noted that there was a small turn out at the Public Information Meeting, however, once the matter was reported on by the media it was felt that there would probably be more input received from the public. A letter has been received from the Chamber of Commerce and a number of residents who have some concerns that they would like to discuss further with Administration. W. Yeoman had sent a letter to the Chamber regarding this matter requesting their comments. The Downtown Merchants Committee has advised that they fully support this initiative. R. Romanetz recommended that a meeting be set up with the Chamber to ensure they understand what is being proposed. Councillor S. Shoff asked if this meeting would only be for the Chamber. R. Romanetz advised that anyone who has concerns would be invited to ensure the roadway changes are explained and all concerns can be properly addressed. Mayor B. Nimmo advised that this decision would be put off until a further meeting is held. R. Romanetz noted that the RFD was written before the letters were received.

8.2 Director of Infrastructure Services

8.2.1 RFD - C01-07 – Sidewalk / Curb and Gutter Management Policy

W. Yeoman noted that this Policy was discussed at the Risk Management and Labour Management meetings. He advised that the Policy is broken into two categories; Downtown, Schools, Hospital, Public Facilities, etc. and Residential, Light Commercial and Industrial. When a sidewalk needs to be replaced or repaired there is a maintenance procedure in place. The Town has been divided into sections to ensure all the sidewalks are inspected each year. R. Romanetz noted that the Town is showing due diligence by having this Policy in place.

MO2007.52 Bertamini, Shoff that Town Council adopt the Sidewalk/Curb and Gutter Management Policy C-01-07 as presented. Cd.

8.2.2 RFD - C02-07 – Boulevard Tree Policy

W. Yeoman noted that the Risk Management Committee and Communities In Bloom have reviewed this Policy. He noted that in Clause 5 a person wishing to remove a tree may be

required to hire a certified arborist to inspect the tree before a decision is made to have the tree removed. Communities in Bloom raised concern that a person could ask for a good tree to be removed. If an arborist inspects the tree then they can recommend whether the tree should be removed or not.

MO2007.53 Bertamini, Shoff that Town Council adopt the Boulevard Tree Policy C-02-07 as presented. Cd.

8.2.3 RFD - C03-07 – Playground Maintenance Policy

W. Yeoman noted that the Risk Management and Management Committee's had reviewed this Policy. The intent of this Policy is to provide safe playgrounds. Each playground will be inspected every year by a qualified Inspector. The playgrounds have been inspected for the last couple of years but we have never had a Check List sheet before.

MO2007.54 Shoff, Cunningham that Council adopt the Playground Maintenance Policy C-03-07 as presented.

Councillor K. MacKinnon asked if the Skateboard Park would fall under this Policy. W. Yeoman advised that yes the Skateboard Park would fall under this Policy. R. Romanetz advised that the Town have been upgrading the playgrounds for some time, however not all have been completed yet. With help received from the community the condition of the playgrounds has been improved significantly.

Councillor K. Bertamini asked if the Town would be carrying out inspections on the school playgrounds because we have agreed that these playgrounds could be used by children in the neighbourhood. W. Yeoman advised that the Town would not be carrying out inspections on the school playgrounds. R. Romanetz noted that the Joint Use Agreements we have in place covered only for the soccer or baseball fields, however this could be reviewed as part of proposed improvements at the schools.

T. Yemen asked if inspections have been carried out and a hazard has been identified and not repaired, is the Town liable. W. Yeoman advised that if a hazard has been identified it will be assessed as to whether the equipment should be removed. Councillor D. Cunningham asked if it was Town staff that carries out these inspections. W. Yeoman advised that one of our staff members is qualified to do the inspections.

Councillor K. Mackinnon left the meeting 5:17 P.M.

Motion carried.

Councillor S. Shoff asked to be excused from the meeting 5:19 P.M.

Councillor K. MacKinnon returned to the meeting 5:19 P.M.

8.2.4 RFD – 2007 Snow Removal and Ice Control Strategy

W. Yeoman reported that in conjunction with Policy C 01-02 and on an annual basis Snow Removal and Ice Control Strategy Maps are developed and reviewed. The maps were redrafted and distributed to Council with changes made.

MO2007.55 Bertamini, Cunningham that Town Council approve the revised Snow Removal and Ice Control Strategy Maps as presented. Cd.

8.2.5 RFD – Janitorial Contract for the Civic Centre

W. Yeoman advised that there were three tenders received for Janitorial Services at the Civic Centre; Pro-Active Building Maintenance, Carmel Projects & David Meeres. He recommended to accept the low tender from Pro-Active as they have a proven track record with the Town and the price fits within the established budget amount.

MO2007.56 MacKinnon, Yemen that Council authorize administration to award the Civic Centre Janitorial Services Contract to Pro-Active Building Maintenance for the period of March 1, 2007 to February 28, 2009 in the amount of \$20,670 per year (plus GST). Cd.

8.3 Director of Corporate Services

8.3.1 RFD – C05-07 Honorarium Policy

M. Minchin reported that Policy C-05-07 was presented to Council at the last Committee Meeting.

MO2007.57 Bertamini, Yemen that Council adopt Policy C-05-07 as presented. Cd.

8.3.2 RFD – C04-07 Fire Department Emergency Plan Policy

M. Minchin presented Policy C-04-07 which outlines the protocol and procedure of those who are in charge of emergencies, such as transporting of dangerous goods, vehicle accidents, etc.

MO2007.58 Bertamini, Yemen that Council adopt Policy C-04-07 as presented. Cd.

8.3.3 RFD – Fire Department Operating Standard Procedures

M. Minchin noted that the Fire Chief presented the Drumheller Fire Departments Standard Operating Procedures at the last Council's Committee meeting. The Procedures provide the guidelines for the operations of the Fire Department and M. Minchin recommended that Council approve them.

MO2007.59 Bertamini, Cunningham that Council approve the Standard Operating Procedures for the Town of Drumheller Fire Department as presented.

Councillor T. Yemen noted that some of the Mutual Aid Agreements were signed in the 1980's and asked if there is a statute of limitations on these. R. Romanetz advised that

these Agreements are still valid. The Town will be looking at a generic Mutual Aid Agreement for all Municipalities that the Town has agreements with.

8.4 Director of Community Services

8.4.1 RFD – Affordable Housing

S. Blevins reported that the Town has been approved for a 20 unit affordable housing apartment project. The Provincial and Federal Governments will contribute \$2,845,000 to the project. S. Blevins asked that the Agreement be approved to allow for the next steps to proceed.

MO2007.60 Bertamini, Yemen that Council formally approve the Affordable Housing Program Condition Grant Funding Agreement, dated January 25, 2007' and further that Council authorize Administration to proceed with the design of the project for tendering and submit an application for a development permit as required in clause 5(1)(i) of the funding agreement.

Councillor K. Bertamini advised that calls have been received at Town Hall asking questions on this project as to whether there has been a waiting list established and how a person can get on the list. She noted that this Council has moved in the right direction on this housing project in recognizing the need for this in our Community. She also noted that it is hoped to get the design started and construction underway to have the project completed this fall.

Motion carried.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION (next presentation date April 16, 2007)

9.1 CAO

9.2 Director of Infrastructure Services

9.3 Director of Corporate Services

9.4 Director of Community Services

10.0 PUBLIC HEARING DECISIONS

11.0 DELEGATION DECISIONS

12.0 UNFINISHED BUSINESS

13.0 NOTICES OF MOTIONS

14.0 COUNCILLOR REPORTS

14.1 Councillor Karen Bertamini – AUMA's Community Infrastructure Meeting Update
She deferred this update until all Councillor's are in attendance.

14.2 Councillor Karen Bertamini – Affordable Housing Task Force – February 26th
Councillor K. Bertamini advised that the Task Force is visiting nine communities across Alberta to gather practical and cost effective ideas to improve the availability of affordable housing. The Town has received an invitation to attend a meeting in Medicine Hat to discuss what we see as barriers and what we think they can do to remove these barriers. Councillor Bertamini suggested that if Council had any ideas on this matter she would like to hear them. She noted that it was very good news that the Province has invited the Town of Drumheller to attend.

The Mayor declared the regular Council meeting adjourned at 5:32 P.M.

15.0 IN-CAMERA MATTERS

There being no further business the Mayor declared the meeting adjourned at 5:32 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER