

Town of Drumheller

COUNCIL MEETING

MINUTES



November 26, 2007 following Organizational Meeting at 4:30 PM
Council Chambers, Town Hall
703 - 2nd Ave. West, Drumheller, Alberta

PRESENT:

MAYOR:

Bryce Nimmo

COUNCIL:

Andrew Berdahl
Karen Bertamini
Blaine McDonald
Don Guidolin
Sharel Shoff
Terry Yemen

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

ACTING DIRECTOR OF INFRASTRUCTURE SERVICES:

Steve Huculak

DIRECTOR OF CORPORATE SERVICES:

Michael Roy

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARKS

2.1 Mayor B. Nimmo presented a letter from Paddy Meade, Deputy Minister, Alberta Health and Wellness advising that municipalities will receive the same funding allocation for ambulance services in 2008/09 as in previous years

2.2 **MO2007.219** Yemen, Berdahl moved to cancel the Council Meeting scheduled for December 24, 2007 and the Committee Meeting of December 31, 2007. The next Council Meeting will be held on January 7, 2008. Carried

2.3 Mayor B. Nimmo announced that the 2008 Strategic Business Plan Workshop will

be held on February 7th at 4:00 PM and February 8th from 8:30 AM – 4:00 PM.

2.4 Mayor B. Nimmo advised that he along with the CAO will attend a meeting with Hon. Ray Danyluk on November 28th at 9:00 AM to discuss top up funding for Drumheller's affordable housing project.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2007.220 Yemen, Shoff moved to adopt the agenda as presented. Carried.

5.0 MINUTES

5.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Council Regular Meeting – November 13, 2007

Councillor K. Bertamini advised that in reference to Item 8.3.1 her comments should be corrected to read, "*Councillor K. Bertamini asked if the 25% mark-up is too low compared to current market values*".

MO2007.221 Bertamini, Shoff moved to adopt the regular Council meeting minutes of November 13, 2007 as amended. Carried

5.2 MINUTES OF MEETINGS PRESENTED FOR INFORMATION

5.3 BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

Mayor B. Nimmo introduced RCMP Staff Sgt. Art Hopkins. Staff Sgt. Hopkins provided an overview of his past employment noting that he was employed with ATCO Electric in Drumheller in 1979 for a period of two years. He has 29 years of service with the RCMP with experience of being stationed both in rural and urban detachments. In response to a question from Council, Staff Sgt. Hopkins advised that in January, 2008, he will ask Council for their input into the Community Policing Plan. As well, he will ask the surrounding municipalities and the Community Advisory Committee as to what they see as priorities. He explained that once the priorities are established, he will identify what risks are associated with each priority and how the detachment will mitigate these risks, i.e. additional training, equipment requirements, etc. He further explained that Community Policing Plans must include three priorities one of which is youth based, traffic oriented and the third would be a collection of what has been identified as municipal priorities. He concluded by stating that he has an open door policy and looks forward to working with Council and Administration.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.1.1 General Budget Review

CAO R. Romanetz advised that 2008 draft operating budget was distributed to Council with the first review scheduled for December 3rd following the Committee Meeting. The first review will centre on the levels of service and existing policies and their impact on the budget in comparison with tax support. He explained that the water and wastewater component is not finalized as of yet. He noted that as part of the utility review, Council will be asked to consider a new utility rate schedule – the process involves taking the actual costs from 2007 and the projections for 2008 for insertion into a developed template. He stated that another significant item for Council's consideration relates to the Municipal Sustainability Initiative grant – the 2007 operating component of the MSI is relatively small this year and the Town does not know what will be available for 2008. R. Romanetz stated that one of the documents used to assist with the Capital Budget process is the Capital Financing Policy that provides guidelines for the development of a long term capital financing strategy, which includes funding requirements for annual capital expenditures and the development of target reserves so that the municipal infrastructure can be maintained - all of this information relates to the strategic business plan which is developed by Council at their retreat. He stated that a lot of the capital budget consideration is set from the direction given by Council at their retreat. He further stated that at the upcoming 2008 retreat, Council will either reaffirm the priorities as established by previous Council or make adjustments. He stated that it is hoped that the budget will be approved by the end of February, 2008. M. Roy, Director of Corporate Services provided an overview on the budget binder layout – a consistent format is used regardless of the department being reviewed. He stated that the Town predicts a 5% tax revenue increase – a combination of 2%-3% new growth with the balance from tax increase.

8.1.2 AUMA Resolution – Top Up Funding for Affordable Housing Projects

R. Romanetz advised that further to Councillor K. Bertamini's suggestion, Administration prepared a resolution for submission at the AUMA Convention. He explained that the need for top up funding is not only a concern for Drumheller but on a province wide basis. In order to move the resolution forward, Council must approve the extraordinary resolution prior to submission. Councillor K. Bertamini provided an overview on the process for moving the extraordinary motion forward at the AUMA Convention. She explained that if approved by the AUMA Executive Board, the motion would move to the floor where the membership can speak to it. If approved by the membership (2/3 majority), AUMA staff would begin their workplan to find a solution to the issue.

MO2007.222 Berdahl, Bertamini that the Extraordinary Resolution "*Top-up Funding for Affordable Housing Projects*" be forwarded to the AUMA Executive Board for their consideration at the AUMA Convention. Carried.

8.2 Acting Director of Infrastructure Services

8.3 Director of Corporate Services

8.3.1 RFD -Write Offs

M. Roy advised that Council has discussed the write off of accounts receivables at their meetings of November 13th and 19th. He advised that as per Council Policy #C-07-04, Administration is requesting Council authorize to write off \$14,669.96 in outstanding debts. He advised that with respect to the Village of Delia, Starland Country has written off their debt for this incident, although the Village of Delia is still pursuing ways to get the insurance to pay for all costs. Administration is deferring the Ski Hill's outstanding water bill until a business plan is provided by the Ski Hill, and at that time this item will be discussed.

MO2007.223 Berdahl, Guidolin that staff be directed to write off \$14,559.96 in outstanding debts.

Councillor T. Yemen asked that the write-offs be further broken down as follows: Accounts: 4778 – 788; 227-2319; and 9379 – 8952 and he asked for an amendment to MO2007.223 to reflect the breakdown.

Councillors Berdahl and Guidolin agreed to the amendment.

MO2007223A Yemen, Shoff that staff be directed to write off accounts 4778, 3000 and 788 in the amount of \$9,514.63.

Clarification on Motion:

Councillor T. Yemen advised that in discussions with the Men's Slow Pitch Team, they are under the impression that their account is up to date as they have paid for the diamond use. In regards to Account 3000, he advised that Administration should explore the possibility that the property owner be responsible for that portion of tax collection in the future. R. Romanetz advised that municipalities are limited to collections as governed under the Municipal Government Act but staff will research options. He asked for further clarification on Account 4778. M. Roy advised that Pepsi argues that they have paid up front however the Town has a differing opinion. R. Romanetz stated that the Town switched contracts from Pepsi to Coke because the contract with Coke was more lucrative and it was in the Town's best interests to sign on with Coke.

Vote on Motion: Carried.

MO2007223B Berdahl, Yemen that staff be directed to write off accounts 227, 253, 3256, 209, 263, 267, 6957, 261, 6392, 2299, 3219 in the amount of \$3,373.80.

Clarification on Motion:

Councillor T. Yemen asked that better efforts be made on the collection of Before and After School Care Accounts. M. Roy advised that Administration has repeatedly tried to contact

these individuals for payment over the years with no success. He further advised that these individuals are not permitted to access to this service in the future. R. Romanetz advised that Administration will develop a written policy on these type of accounts so that they are handled differently in the future.

Vote on Motion: Carried.

MO2007223C Bertamini, Shoff that staff be directed to write off accounts 9379, 9100, 2187, 6594, 5369, 6513, 3025, 6985, 6987 and 8952 in the amount of \$17,781.53.
Carried.

In response to Council's concerns on writing off debts, R. Romanetz stated that Administration will be proactive in the future in preventing the occurrence of these types of debts.

8.3.2 RFD – Communication Project
Tabled until Council's Committee Meeting of December 3rd.

8.3.3 Policy C0-08-07 Tangible Assets Capitalization
M. Roy presented Policy C-08-07 Tangible Assets Capitalization which is a requirement under the Capital assets reporting procedures across Canada and sets the guidelines for the capitalization of tangible capital assets and to aid in determining their useful life and depreciation. He advised that Council reviewed the policy at their meeting of November 19th.

MO2007.224 Shoff, Berdahl that Council adopts the Town of Drumheller Capital Policy.
Carried.

8.4 Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION (next presentations January, 2008)

- 9.1 CAO
- 9.2 Acting 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 Terry Yemen advised that he was approached with questions he was unable to answer at the Chamber Meeting. He asked the Town's intention to close off accesses to business along Hwy 9. R. Romanetz advised that the Town, Transportation and owners of Winks held a meeting and agreed to close the first access to their new development and keep the second access open with modifications. He advised that the new car wash development at Harpers Tire will share one access point. He noted that other long range improvements are planned for the Highway 9 as outlined in the traffic study but these are long term plans.

Councillor Yemen asked if CN intends to remove some of their crossings. R. Romanetz advised that discussions relating to the signal changes at 5th Street East have been held with Transport Canada and CN. Transport Canada's guidelines and their protocols must be followed. From their directions, some modifications have been made such as removing the crosswalk on the east side of the intersection with the west side crossing to remain as is. He further noted that similar crossing arms located on 5th Street crossing may also have to be installed on the 2nd Street location. An application for funding must be made to Transport Canada. S. Huculak advised that once these improvements are outlined, Stantec Consulting will provide estimates and the project will be brought forward to Council.

14.2 Councillor Andrew Berdahl provided an overview of the Community Futures meeting held on November 24th. He advised that during the planning session, areas which focus primarily on economic development were identified, with one such area being contaminated sites. He advised that \$3 million funding is available for lending to citizens / partnerships up to a maximum loan of \$150,000. He suggested that the Town consider accessing these dollars to reintegrate Brownfield sites. The loan is expected to be paid back upon sale of the land. R. Romanetz advised that the Province will pay for the removal of tanks only under certain criteria however if the Town can access other programs by working together, property remediation may be more attainable. R. Romanetz advised that he will contact Wayne Hove for more information on the possibility of accessing these dollars.

14.3 Councillor Karen Bertamini advised that the Canadian Badlands Headquarters has moved to the Community Futures Office on a temporarily basis for six months.

15.0 IN-CAMERA MATTERS

There being no further business the Mayor declared the meeting adjourned at 5:40 PM.

MAYOR

Council Meeting Minutes
November 28, 2007
Page 7

CHIEF ADMINISTRATIVE OFFICER