

# **Town of Drumheller COUNCIL MEETING MINUTES**

**April 23, 2012 at 4:30 PM**  
**Council Chamber, Town Hall**  
703-2nd Ave. West, Drumheller, Alberta



## **PRESENT:**

**ACTING MAYOR:**

Lisa Hansen-Zachurak

**COUNCIL:**

Andrew Berdahl

Sharel Shoff

Doug Stanford

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Jack Kuzminski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:** Mayor Terry Yemen  
Councillor Jay Garbutt

## **1.0 CALL TO ORDER**

Acting Mayor Lisa Hansen-Zacharuk called the Council meeting to order at 4:30 PM.

## **2.0 MAYOR'S OPENING REMARK**

2.1 Motion re Council's Summer Meeting Schedule

**MO2012.52** Shoff, Stanford moved to approve Council's Summer Meeting Schedule with July 3<sup>rd</sup> and July 30<sup>th</sup>, 2012 Council Meetings being cancelled and the Council Committee meetings be called by the Mayor based on Councillors' requests. Carried unanimously.

2.2 Acting Mayor L. Hansen-Zacharuk presented a letter from Mr. Paul Whittaker, Deputy Minister of Municipal Affairs advising that the Municipal Sustainability Initiative (MSI) allocation for the Town of Drumheller is \$1,572,224 which includes capital project funding of \$1,453,239 and conditional operating funding of \$118,985.

2.3 Acting Mayor Hansen-Zacharuk advised that a Fire Ban is in effect for the Town of Drumheller boundaries as of Monday, April 23, 2012 at 1:00 PM and will remain in effect until further notice.

2.4 Acting Mayor Hansen-Zacharuk advised that Mayor Yemen and Bob Cromwell are attending the Renewable Energy Conference in Medicine Hat on April 24<sup>th</sup>.

### **3.0 PUBLIC HEARING**

### **4.0 ADOPTION OF AGENDA**

**MO2012. 53** Shoff, Stanford moved that Council adopt the agenda as presented. Carried unanimously.

### **5.0 MINUTES**

#### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

5.1.1 Regular Council Meeting Minutes of April 10, 2012

**MO2012.54** Stanford, Berdahl moved that Council adopt the regular Council Meeting Minutes of April 10, 2012 as presented. Carried unanimously.

#### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

#### **5.3. BUSINESS ARISING FROM THE MINUTES**

### **6.0 DELEGATIONS**

### **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

### **8.0 REQUEST FOR DECISION REPORTS**

#### **8.1. CAO**

8.1.1 Bylaw 05.12 - Supplementary Tax Bylaw

R. Romanetz presented Bylaw 05.12 being a bylaw to authorize the supplementary assessment for improvements. He advised that the bylaw is an annual requirement under Section 313 of the Municipal Government Act with a deadline of May 1<sup>st</sup>.

**MO2012.55** Berdahl, Shoff for first reading of Bylaw 05.12

Councillor A. Berdahl stated that in previous meetings he has requested that three readings in one day be avoided and he questioned the reasoning for having three readings of this bylaw tonight. B. Wulff stated that it was an oversight on his part. R. Romanetz stated that if Council wishes, a special meeting can be called prior to the end of April otherwise the Town will not be able to access this revenue. In response to a question from Council, R. Romanetz advised that the bylaw allows the Town to track new construction and apply an assessment based on substantially completed or

occupied buildings. Supplementary tax notices raise an estimated \$15,000 of revenue per year.

Vote on Motion: Carried unanimously.

**MO2012.56** Shoff, Zariski for second reading of Bylaw 05.12. Carried unanimously.

**MO2012.57** Berdahl, Shoff moved no objection to third reading of Bylaw 05.12. Carried unanimously.

**MO2012.58** Shoff, Zariski for third reading of Bylaw 05.12. Carried unanimously.

#### 8.1.2 Bylaw 06.12 – Business Tax Assessment Bylaw

R. Romanetz presented Bylaw 06.12 being an annual bylaw which sets the business tax rate for 2012 based on the 2011 assessments. He asked B. Wulff to provide comments on the bylaw. B. Wulff stated that the bylaw has a deadline for adoption of May 1<sup>st</sup>. He further stated this amount is in addition to the business license and is based on 3% of the annual assessment on their premises. R. Romanetz stated that Council needs to provide direction on whether to continue with the current practice of charging a business tax. He explained that it is being phased out in many municipalities. He further explained that the Town's 2012 budget has been approved to include the \$80,000 revenue. He stated that if this revenue is not collected through the business tax, it would be collected through the non residential assessment as a property tax. Council directed Administration to prepare a report on this matter including comparisons with other communities prior to the 2013 budget review.

**MO2012.59** Shoff, Stanford moved first reading of Bylaw 06.12. Carried unanimously.

**MO2012.60** Shoff, Zariski moved second reading of Bylaw 06.12. Carried unanimously.

**MO2012.61** Berdahl, Zariski moved no objection to third reading of Bylaw 06.12. Carried unanimously.

**MO2012.62** Shoff, Stanford moved third reading of Bylaw 06.12. Carried unanimously.

#### 8.1.3 Bylaw 07.12 – Business Tax Rate

R. Romanetz presented Bylaw 07.12 being a bylaw to establish the business tax rate for 2012. He asked B. Wulff to provide comments on the bylaw. B. Wulff stated that the bylaw is an annual requirement under Section 377(1) of the Municipal Government Act. He stated that historically the rate for business tax has been 2% and this continues to be the tradition.

**MO2012.63** Berdahl, Stanford for first reading of Bylaw 07.12. Carried unanimously.

**MO2012.64** Zariski, Shoff for second reading of Bylaw 07.12. Carried unanimously.

**MO2012.65** Shoff, Zariski moved no objection to third reading of Bylaw 07.12. Carried unanimously.

**MO2012.66** Zariski, Berdahl for third reading of Bylaw 07.12. Carried unanimously.

#### 8.1.4 Bylaw 08.12 – Borrowing Bylaw

R. Romanetz presented Bylaw 08.12 being an annual bylaw for the purpose of borrowing monies as permitted under Section 256 of the MGA. He explained that the bylaw allows Council to authorize borrowings for operating expenditures, as long as the

amount borrowed does not exceed the amount of taxes the municipality estimates will be raised in the year of borrowing. This bylaw authorizes a line of credit of \$2,020,000. B. Wulff stated that cash flow is not an issue at this time and the third reading of this bylaw could be delayed until the next Council meeting.

**MO2012.67** Berdahl, Shoff for first reading of Bylaw 08.12. Carried unanimously.

**MO2012.68** Zariski, Shoff for second reading of Bylaw 08.12. Carried unanimously.

**MO2012.69** Berdahl, Stanford moved no objection to third reading of Bylaw 08.12. Carried unanimously.

**MO2012.70** Zariski, Shoff for third reading of Bylaw 08.12. Carried unanimously.

8.1.5 Bylaw 09.12 – Tax Rate Bylaw, being a bylaw to set the 2012 mill rate

R. Romanetz presented Bylaw 09.12 being a bylaw to set the 2012 mill rate. He stated that the Municipal Government Act requires Council to pass a property tax bylaw annually to raise revenue to cover the payment of expenditures and transfers in the approved budget. B. Wulff provided an overview on the bylaw as follows:

- the Town has approved a 2012 operating budget requiring \$7,284,994;
- the Town requires \$2,180,801 to pay the Province for the Alberta School Foundation Fund requisition and \$420,992 to pay for the Redeemer CSRD No. 3 requisition;
- the Town requires \$303,715 to pay the Drumheller and District Seniors Foundation requisition;
- the total residential municipal assessment is \$664,840,930 and the total non residential (commercial) assessment is \$234,505,820; and
- additional 1.6% reflects new assessment growth which equates to 4.6% additional tax revenue from residential and non residential.

**MO2012.71** Berdahl, Stanford for first reading to Bylaw 09.12. Carried unanimously.

**MO2012.72** Shoff, Zariski for second reading to Bylaw 09.12. Carried unanimously.

**MO2012.73** Zariski, Berdahl moved no objection to Bylaw 09.12.

In response to a question from Council, B. Wulff clarified that a two week delay would not affect revenue.

Vote on Motion:

Opposed Stanford, Hansen-Zacharuk, Zariski, Berdahl, Shoff

Motion defeated.

Council requested that Administration prepare a Press Release explaining the two scenarios for collecting taxes.

## **8.2. Director of Infrastructure Services**

### **8.2.1 RFD - Street Improvement Program Award**

A. Kendrick advised that the tenders for the Street Improvement Program (SIP) closed on April 17<sup>th</sup> with a total of 7 tenders received ranging from \$932,566 to \$1,433,675. The low bid was submitted by Rubydale Asphalt Works Ltd. in the amount of \$932,566.21 for two schedules. Schedule A is the SIP and Schedule B is the miscellaneous rehabilitation repairs and related work. The Engineer's construction

estimate prepared prior to tendering was \$1,047,715. The total tender includes both capital and operating items.

**MO2012.74** Shoff, Zariski that Council approves the awarding of the tender for the 2012 Street Improvement Program to Rubydale Asphalt Works Ltd. in the amount of \$932,566.21 not including GST subject to Alberta Transportation approval.

In response to a question from Council, R. Romanetz advised that although the tender is under the budgeted amount, it is not likely that additional work will be included in the contract as unexpected road conditions may increase costs. He stated that Administration will monitor the program costs and provide an update to Council.

Vote on Motion: Carried unanimously.

### **8.3. Director of Corporate Services**

#### **8.3.1 RFD - Appointment to Economic Development Task Force**

P. Salvatore advised that the Economic Development Tax Force has four (4) vacancies on their board with six (6) applications received. The EDTF has reviewed the applications submitted and recommended the reappointment of Andrew Neuman and Tara Semchuk and the addition of Summer Manca and Rob Lunman. They also request permission to increase the number of members at large from four (4) to five (5) members to allow for greater community participation.

**MO2012.75** Berdahl, Stanford that Council approve the increase from the current four (4) members at large to five (5) members at large. Carried unanimously.

**MO2012.76** Shoff, Berdahl that Council accept the recommendation of the Economic Development Task Force with the reappointment of Andrew Neuman and Tara Semchuk and the addition of Summer Manca and Rob Lunman for a three year term.

In response to a question on attendance, R. Romanetz clarified that if three (3) consecutive meetings are missed, the Task Force can make a recommendation to Council to have the member removed Section 4(m) of the Bylaw.

Vote on Motion:

In favour – Shoff, Stanford, Zariski

Opposed – Hansen-Zacharuk, Berdahl

Motion Carried.

### **8.4. Director of Community Services**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

### **9.1 CAO's Quarterly Report to March 31, 2012**

Questions / Comments from Council:

- Starland / Drumheller West Line Water Study near completion however Starland may be looking at other options and may not be interested in having the study

completed. He recommended that the Town proceed with the study regardless of Starland's decision.

#### 9.2 Director of Infrastructure Services' Quarterly Report to March 31, 2012

##### Questions / Comments from Council:

- Signage posted at parking lots need to be changed out from City to Town;
- Entrances - Landscape architect will be hired shortly;
- East Coulee Treatment Plant - pump one cell failing with the three remaining working well;
- Council thanked the PW staff for filling potholes;
- Garbage issue throughout the community;
- BCF deficiencies – Administration / Contractor are continuing to build the list and identify the most urgent being the HVAC and sound system. Need to identify the timeframe for fixing and if these items are not corrected within the timeframe, the Town will do the work and take the expenditures from the holdback.
- TWAC - Pilot project report will be presented to Council shortly. If meters are not read by the system for several months, there needs to be a manual read.

#### 9.3 Director of Corporate Services' Quarterly Report to March 31, 2012

#### 9.4 Director of Community Services' Quarterly Report to March 31, 2012

##### Question / Comments from Council:

- DMO (priority from Tourism Master Plan) – R. Romanetz advised that a meeting has been arranged with Richard Wong – Travel Alberta, Elizabeth Kuhnel – Province and Marty Eberth – Travel Alberta to discuss a strategy and move this item forward.
- Civic Centre renovations – partnership is being arranged with the Institution on stripping the interior with the work to commence in the next 30-60 days. The architect has completed the preliminary drawings. The groups currently renting space at the Civic Centre will be advised and provided with options that may be available to them.

### **10.0 PUBLIC HEARING DECISIONS**

### **11.0 UNFINISHED BUSINESS**

### **12.0 NOTICES OF MOTIONS**

### **13.0 COUNCILLOR REPORTS**

### **14.0 IN-CAMERA MATTERS**

There being no further matters, the Mayor declared the meeting adjourned at 6:24 PM.

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Mayor

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Chief Administrative Officer