

Town of Drumheller COUNCIL MEETING MINUTES

April 22, 2014 at 4:30 PM

Council Chamber, Town Hall

703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

ACTING DIRECTOR OF CORPORATE SERVICES:

Bill Wulff

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Jay Garbutt

DIRECTOR OF INFRASTRUCTURE SERVICES: Allan Kendrick

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:36 PM.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2014.53 Hansen-Zacharuk, Shoff moved to 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 7, 2014

MO2014.54 Zariski, McMillan moved to adopt the regular Council meeting minutes of April 7, 2014 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 5.2.1 Municipal Planning Commission Meeting Minutes of February 12, 2014
Municipal Planning Commission Meeting Minutes of March 5, 2014
Municipal Planning Commission Meeting Minutes of March 10, 2014

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Daniel Luymes and Alan Litster, BDO - 2013 Audited Financial Statements via conference call. Their overview includes the following comments:
- Clean audit report based on materiality at 2% of revenues. No unadjusted errors;
 - Page 2 Consolidated Statement of Financial Position – Accumulated surplus – total of \$142,753,070. Cash and short term investments \$5.00M - cash down \$4M from last year due to grant dollars not received for East Coulee water line and flood recovery. Investments are \$3.15M. Deferred revenues down from \$3.79M over last year to \$2.54M in 2013 with an end net position decreased. Tangible capital assets increased by \$3M over last year. Improved position from 2012 to 2013.
 - Page 3 Consolidated Statement of Operations (revenues and expenses by type for the 12 months). Revenue received \$18.2 (Net municipal taxes raised is \$7.78). Expenses were \$19.3M; excess of revenue over expenses is \$4.59M. Protective Services is \$2.3M budgeted and actual is \$2.89 due to emergency services repairs as part of flood. Accumulated surplus at the beginning of the year is \$138.1M plus excess of revenue over expenditures of \$4.59M equaling an accumulated surplus at the end of the year of \$142.7M.
 - Page 4 Consolidated Statement of Changes in Net Financial Assets (Debt) – excess of revenue over expenditures of \$4.59M and additions and reductions of tangible capital assets for a total of net change in net debt of \$1.22M which is added to the balance at the beginning of the year of \$4.59M which gives the balance at the end of the year (\$1.52M).
 - Page 9 - \$5M cash is in bank of which \$2.5M is dedicated and \$2.5M can be used for own purposes.
 - Page 22 - Note 18 - \$15.7M is available for future capital projects – the Town is in a strong financial position.
 - Page 23 - Note 20 Budget – Amortization was budgeted for in the water and wastewater departments. The budget for tangible capital assets outside of water and wastewater did not include amortization. Note 20 adjusts the budget to reflect amortization being budgeted in order to have comparable actual to budget statements. As a result, the budget figures presented in the statements of operations and change in net financial assets (debt) represent the budget adopted by Council on March 25, 2013.

D. Luymes concluded his report by commending Administration on the careful management of tax dollars. He further stated that the Management Letter contains no issues and no carry forwards. He expressed appreciation to the Town staff for their assistance.

MO2014.55 Shoff, Zariski moved to approve the 2013 financial statements as presented. Carried unanimously.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 03.14 being a bylaw to set the 2014 Mill Rate

R. Romanetz presented Bylaw 03.14 and asked B. Wulff to speak to it. B. Wulff advised that based on option 3A (with commercial components of \$80,000 added to non-residential properties), the mill rate increase for residential is 1.65% and non residential is 5.22%. Each residential property owner can expect an average increase of \$15.00 on their tax bill.

MO2014.56 Shoff, Zariski moved first reading to Bylaw 03.14. Carried unanimously.

MO2014.57 Hansen, Kolafa moved second reading to Bylaw 03.14. Carried unanimously.

MO2014.58 McMillan, Hansen-Zacharuk moved no objection to third reading. Carried unanimously.

MO2014.59 Shoff, Zariski moved third reading. Carried unanimously.

8.1.2 Bylaw 04.14 being a bylaw to amend Bylaw 23.06 and Bylaw 24.10, being local improvement taxes Rosedale Cambria Water Distribution System

R. Romanetz presented Bylaw 04.14 amending local improvement Bylaw 23.06 and Bylaw 24.10 for water distribution to Rosedale and Cambria. In accordance with the Municipal Government Act, if there is an increase in number of lots then a local improvement bylaw must be recalculated on an annual basis and the annual payment adjusted accordingly. He explained that property along Mabbott Drive has been subdivided which has created 11 new lots – this plan was registered 3-4 months ago.

MO2014.60 Hansen-Zacharuk, Shoff moved first reading to Bylaw 04.14. Carried unanimously.

MO2014.61 McMillan, Kolafa moved second reading to Bylaw 04.14. Carried unanimously.

MO2014.62 Shoff, McMillan moved no objection to third reading to Bylaw 04.14. Carried unanimously.

MO2014.63 Shoff, Zariski moved third reading to Bylaw 04.14. Carried unanimously.

8.1.3 Bylaw 05.14 being a bylaw to amend the Land Use Bylaw 10.08

R. Romanetz presented Bylaw 05.14 which proposes a number of changes either of housekeeping items or clarification that would allow for the Municipal Planning Commission to act upon now. He provided a quick overview of the changes which include new definitions for clarification, deletion of boarding houses as it did not fit within the needs of community, placement of communication structures (through the guidelines for the FCM the municipality by passing guidelines can be proactive), new selection for work camps allowed in community on a temporary basis – allow in certain areas, other minor modifications relating to the subdivision in Newcastle area. He explained that following the required advertising period a public hearing will be held at which time Brad Wiebe from Palliser Regional Municipal Services will provide more details to the proposed changes. As well, at that time Council would consider any submissions raised by the public. He further advised that MPC has reviewed the changes as presented.

MO2014.64 Zariski, Hansen-Zacharuk for first reading to Bylaw 05.14.

Discussion on motion

Councillor T. Zariski (Council representative to MPC) stated work camp housing has been used in the past in other communities such as Hanna - ATCO as an example, set up work camps with servicing for their workers on a temporary basis and the area has now been turned into a subdivision that their town can use. In response to a question from Council on why the Town would be eliminating a boarding house, T. Zariski explained that other communities such as City of Calgary has omitted this type of housing because it could be regulated by other bylaws that are in place, for example, parking. Boarding houses would be a bylaw on people rather than property and would fall under Health Codes. More information to follow when Brad Wiebe presents his planning report at the public hearing scheduled for May 20th.

Vote on motion: Carried unanimously.

8.1.4 Bylaw 06.14 being a bylaw to close a portion of unused and undeveloped street within Block 51, Plan 2193CC (Newcastle area)

R. Romanetz presented Bylaw 06.14 which proposes to close a portion of unused road allowance to accommodate DARTS' new development. DARTS' proposed development does not meet the setback requirements unless they receive an easement from the Town. Discussion at MPC level suggests that the entire area along the undeveloped Riverside Avenue be closed as this would allow adjacent property owners to purchase the property from the Town. They would be required to pay the market value, share of survey costs and any legal or planning expenses related to the subdivision. He further explained that the undeveloped Riverside avenue is a registered roadway which would be closed and the Town would be prepared to sell this land to the affected property owners with the remainder of area to become part of Newcastle beach.

MO2014.65 Shoff, McMillan moved first reading to Bylaw 06.14. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - Assessment Services

B. Wulff advised that two tenders were received for assessment services from Wildrose Assessment Services and KCL Consulting Inc. for a five year contract. He stated that Wildrose has been uncontested since 1996. He explained that after reviewing two references and scoring based on the weighting system attached to the request for proposal, Wildrose is the preferred firm.

MO2014.66 McMillan, Hansen-Zacharuk moved to accept the proposal from Wildrose Assessment Services for a five year term at the rates as outlined in their proposal; and further, that Rod Vikse of Wildrose Assessment Services be appointed as the "Municipal Assessor".

Discussion on motion:

In response to questions from Council, B. Wulff explained if a property owner has questions concerning their taxes, R. Viske meets with them one on one prior to the complaint being moved forward to the appeal process. Any property owner can call the assessor if they have any questions. B. Wulff explained that if you pay your tax bill by January 31st there is a 3.5% payment reduction; if you pay on the last day of February there is a 3% prepayment bonus.

Vote on motion: Carried unanimously.

8.4. DIRECTOR OF COMMUNITY SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS MO2014.67 Hansen-Zacharuk, Shoff moved to go in camera at 5:46 PM. Carried unanimously.

14.1 Personnel Matter

MO2014.68 Shoff, Zariski moved to revert to regular meeting at 6:24 PM. Carried unanimously.

MO2014.69 McMillan, Zariski moved that Council approve a 3% increase to all out of scope employees excluding the CAO retroactive to January 1, 2014. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:25 PM.

Mayor

Chief Administrative Officer