

# **Town of Drumheller COUNCIL MEETING MINUTES**

January 26, 2015 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



## **PRESENT:**

### **MAYOR:**

Terry Yemen

### **COUNCIL:**

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

### **CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

### **DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

### **DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

### **DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

### **RECORDING SECRETARY:**

Linda Handy

**ABSENT:** DIRECTOR OF INFRASTRUCTURE SERVICES Allan Kendrick

## **1.0 CALL TO ORDER**

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

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

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

Addition to Agenda 14.1 Personnel Matter

**MO2015.19** Shoff, Hansen-Zacharuk moved the adoption of the agenda as amended.  
Carried unanimously.

## **5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of January 12, 2015

**MO2015.20** Shoff, Zariski moved the adoption of the regular Council meeting minutes of January 12, 2015 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 04.15 (Draft Business License Bylaw)

R. Romanetz presented the draft business license bylaw which has been reviewed by the Town's Solicitor and includes suggestions from Council's previous review and feedback from the Economic Development Task Force. He asked P. Salvatore to provide an overview of the changes to date. P. Salvatore stated that in addition to taking a closer look at comparable rates in Alberta, the substance of the bylaw is changed to make it easier to manage the function of business licenses. He further stated that examples to achieve better efficiency and ease of understanding of how the Town proposes to license include a simplified fee structure; short term business licenses at a lower cost; dealing directly with organizers of special events and markets to reduce the red tape for their vendors; and waiver of fees for nonprofit and charitable organizations. P. Salvatore stated that the proposed changes expect to increase the number of businesses being registered in our community by communicating that Drumheller is open for business in a revenue neutral way. He further advised that Schedule B proposed to deliver sustainable funding for Travel Drumheller and holds to the policy framework previously presented to Council which is to market the Town of Drumheller.

It was noted that the definition of a micro business is missing from the draft bylaw. P. Salvatore stated that a micro business is one that does not require a GST number (based on federal regulations is a business with revenue less than \$30,000 per year).

Councilor L. Hansen-Zacharuk asked if the bylaw proposes to implement campgrounds that are not operating but taxed on previous year's earnings. P. Salvatore stated that in terms of calculations the Town would apply the same rate for all campgrounds based on

the number of their campground stalls. He further explained that a third party agent (Travel Drumheller auditor) would review each case to determine if there are any exceptions. In response to a question from Council, P. Salvatore explained that there are provisions in the bylaw for those lodging businesses that are seasonal. There will be an adjustment to ensure that scenario is dealt with. Chris Curtis stated that Travel Drumheller partners with the businesses and will work with any business that requires special arrangements for their contributions. He further explained that the Town's Tourism Master Plan recommends that the DMO be funded by the tourism industry.

Councillor Tara McMillan asked for clarification on why there are a total of 1635 RV and campground sites included in the calculations when Drumheller only has 550 sites. Chris Curtis concurred that Drumheller only has 550 sites but they would work with other campgrounds who may be interested in joining and receiving the benefits of the destination marketing fund – those numbers included total 1635 campground and RV resort sites. He further explained that the calculations are based on industry performance over three years. It was confirmed that the business license rate of \$63.81 for campgrounds and RV resorts is based on overall historical occupancy and rates and not on the overall number of total campground and RV resort stalls.

Councillor J. Garbutt asked for a written recommendation from the Economic Development Task Force prior to a vote on the bylaw. Councillor T. McMillan stated that the Task Force was generally happy with the resident business license rate of \$238.00. Chris Curtis stated that the Task Force was not in favour of reducing the business license rates. Councillor J. Garbutt referred to Schedule B and stated that the existence of Travel Drumheller is to make businesses more profitable. He stated that the businesses profiting from tourism need to be weaned off the public teat. He explained that this bylaw provides a more responsible funding mechanism for businesses with the choice of either paying the fees directly and or move the costs along to their consumers. He stated that the bylaw focuses on businesses that are looking to grow and expand.

In response to a question from Council, P. Salvatore stated that notices have not gone out for 2015 as Administration did not want to redo the process and it is hopeful that Council will deal with this matter by the middle of February. Councillor L. Hansen-Zacharuk stated that this delay may hinder some businesses from starting a business. She asked if the Town would consider taking a deposit and for the business owner to pay the remainder when the bylaw is passed. B. Miller stated that when requested, Administration is writing a letter to any business owner that may require a letter of good standing.

Mayor Terry Yemen stated that the Business License Bylaw will be back on the agenda in two weeks and he will call for all three readings at that time. R. Romanetz stated that the Town is negotiating an agreement with Travel Drumheller and is requesting direction from Council. He explained that the bylaw and agreement work together.

#### 8.1.2 RFD - 2015 Strategic Business Plan

R. Romanetz presented the 2015 Strategic Business Plan which was developed at the Strategic Business Workshop held on November 27<sup>th</sup> and 28<sup>th</sup>, 2014. He explained that the intent of the plan is to identify priorities, how they will be accomplished, who will do the work, by when and within what framework of accountability. The Strategic Business Plan includes 2015 Corporate, Organizational and Operational Improvements Work Programs.

**MO2015.21** Shoff, Garbutt moved that Council approve the 2015 Strategic Business Plan as presented. Carried unanimously.

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

### **8.2.1 RFD - Recycled Concrete / Asphalt Products**

R. Romanetz explained that the Town has been using recycled concrete asphalt products for over 20 years. The product is used as a base material for the Town's road programs. He stated that in early 2000, the Town used this product for the Bankview subdivision roadway and to date there is no sign of deterioration. He explained that the product stands up and drains very well. The cost involved in crushing is approximately \$8-9 dollars per tonne. The product goes into the Town's inventory and as the product is used it is charged against that project.

**MO2015.22** Shoff, McMillan moved that the asphalt and concrete recycling tender be awarded to Fish Creek Excavating in the amount of \$376,920.00 (including GST). Carried unanimously.

### **8.2.2 RFD - Janitorial Contracts Award**

R. Romanetz advised that three tenders were received for janitorial services at the Town Hall, RCMP Detachment, Water Treatment Plant and Public Works Shop A. The overall low tender was David Meeres. David Meeres has been doing an exceptional job for several years at the old and new Town Hall and RCMP Detachment.

**MO2015.23** Shoff, Garbutt moved that the janitorial tenders be awarded to David Meeres for Town Hall in the amount of \$27,594.00; for the RCMP in the amount of \$22,554.00; for the Water Treatment Plant in the amount of \$3,024.00; and for the PW Shop A in the amount of \$4,914.00 annually over the three year term of the contract from 2015 - 2018. Carried unanimously.

## **8.3. DIRECTOR OF CORPORATE SERVICES**

## **8.4. DIRECTOR OF COMMUNITY SERVICES**

## **8.5. DIRECTOR OF PROTECTIVE SERVICES**

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

- 9.1 CAO Quarterly Report to December 31, 2014  
CAO 2014 Annual Report
- 9.2 Director of Infrastructure Services Quarterly Report to December 31, 2014  
Director of Infrastructure Services 2014 Annual Report  
*Will be presented at the Council Committee Meeting of February 2, 2015*
- 9.3 Director of Corporate Services Quarterly Report to December 31, 2014  
Director of Corporate Services 2014 Annual Report  
*Will be presented at the Council Committee Meeting of February 2, 2015*
- 9.4 Director of Community Services Quarterly Report to December 31, 2014  
Director of Community Services 2014 Annual Report
- 9.5 Director of Protective Services Quarterly Report to December 31, 2014  
Director of Protective Services 2014 Annual Report

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**MO2015.24** Garbutt, McMillan moved to go in camera at 5:50 PM. Carried unanimously.

14.1 Personnel Matter

**MO2015.25** Shoff, Hansen-Zacharuk moved to revert to regular Council meeting at 6:45 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:45 PM.

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Mayor

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Chief Administrative Officer

