

# **Town of Drumheller COUNCIL MEETING MINUTES**

**October 3, 2016 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 INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

## **DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

## **DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

## **DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

## **INFRASTRUCTURE TRANSITION OFFER:**

Allan Kendrick

## **RECORDING SECRETARY:**

Linda Handy

## **ABSENT:**

### **1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:30 PM. He advised that Linda Traquair was in attendance to provide an overview on the Alberta 55 Plus Provincial Games held in Drumheller from September 29<sup>th</sup> to October 1<sup>st</sup> with the main venue being the Badlands Community Facility. She sent kudos to the Darren Goldthorpe and the staff at BCF, Rose Poulson, Judy Quinton-Arvidson, Darryl Drohomerski and the staff at Public Works for all their hard work. She stated that she heard numerous comments on how fortunate Drumheller was to have the BCF and she noted that

without the facility, Drumheller would have not been able to host the Alberta 55 Games. She recognized a list of organizations, businesses, merchants, the DVSS and the shuttle service which contributed to the success of the event. She reported that Drumheller had four medal winners - Ian Jones and Bob Friesen took gold in the men's double pickleball and two snooker winners - Marcel Lablanc in the 55 plus category and Al Bremer in the 70 plus category. She advised that there were 275 zone winners in 18 competitions. She explained that of the 8 zones in Alberta, and when using the Olympic counting system (of which the organization follows) Drumheller is in Zone 2 with a final standing of a bronze position. She reported on the economic benefits - each participant paid \$65 to the organization to be a participant in the games totaling \$18,500 and all but \$3,000 of that amount was spent in Drumheller. She noted that Mayor Yemen provided greetings at the Opening Ceremony.

Mayor and Council thanked Linda Traquair for her efforts in bringing the games to Drumheller and for being the key organizer of the event.

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

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

**MO2016.128** McMillan, 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 September 19, 2016**

Amendment: Councillor P. Kolafa noted that MO2016.126 and MO2016.127 were reversed as well as the mover seconder names recorded incorrectly and should read as follows:

**MO2016.126** Kolafa, Hansen-Zacharuk moved to revert back to Regular Council Meeting at 6:52 PM. Carried unanimously.

**MO2016.127** McMillan, Garbutt moved to approve the employment contract with CAO Ray Romanetz as presented by the Mayor. Carried unanimously.

**MO2016.129** Kolafa, McMillan moved to adopt the Regular Council Meeting minutes of September 19, 2016 as amended. Carried unanimously.

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

#### **5.2.1 Municipal Planning Commission Meeting Minutes of September 1, 2016**

**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 RFD - Extension to ATCO's Spray Park Agreement**

R. Romanetz advised that On October 31<sup>ST</sup>, 1991 the Town of Drumheller and ATCO Electric (formerly known as Alberta Power Limited) entered into a 25 year lease for the land where the Rotary Park is situated. He further advised that the lease agreement will expire on October 31, 2016. The Town would like to renew the agreement in accordance with Clause 16 for a further 25 years. ATCO Electric has asked that an additional clause be included in the agreement that would allow ATCO to utilize an access road (as identified on the attached drawing) to complete their work. ATCO will make efforts to reduce damage caused to the site access road however if damage occurs to the identified access road, ATCO will not be responsible for the cost of repairs. Administration is recommending that Council approve the extension to the agreement subject to the additional clause requested by ATCO.

**MO2016.130** Garbutt, Zariski moved that Council approve an extension to the Lease Agreement for the former APL Drumheller Plant Site with ATCO Electric for a further 25 years subject to the addition of a Clause to allow ATCO to utilize the access site road and further that the Town be responsible for any damages to the access site road.

In response to a question from Council, R. Romanetz explained that the access road is identified on the drawing as prepared by Hunter Survey Systems which now provides clarity should there be a difference of opinion on its location. R. Romanetz advised that any work on projects is limited to the surface and if there is work that goes beyond the depth identified in the lease, approval is required. Councillor J. Garbutt noted that as Rotary Club marks its 100 year anniversary and another project or upgrades to the Spray Park are discussed, they will ensure that the footprint will not be expanded close to the Aquaplex as there is limited room.

Vote on Motion:

Carried unanimously.

**8.1.2 Direction - Request for In-Kind Assistance at the Golf Course**

R. Romanetz advised that Administration met with Golf Course staff who have requested in-kind support from the Town for use of equipment and labour to demolish the old club house / restaurant and filling septic tank holes. He further advised that a

period of 8 - 10 days is required to complete this work. He stated that although Council has given the CAO the authority to work with various groups in the community on in-kind projects, this request is more substantive and direction from Council is required. He further explained that the intention would not be to set a specific date and do all the work at once but to provide the equipment and manpower when time permits and the equipment is available. He further stated that the Town would ensure immediate core services are dealt with first. He explained that a policy as set by Council allows for a tax credit on the tipping fees at the landfill for demolition materials. He further explained that the Town has not provided in-kind work for the golf course since the back nine was constructed with a box culvert installation under Hwy 838 in support of that project.

Councillor T. Zariski explained that the golf course a nonprofit organization providing recreation for the community at no cost to Town. He further explained that all dollars raised go back into the golf course. In response to a question from Councillor J. Garbutt, Councillor T. Zariski explained that although the organization has shareholders, the shares are non equity. Councillor J. Garbutt asked the cost of the in-kind labour and equipment. R. Romanetz advised that the work may be estimated at \$ 20,000 - 25,000 for labour and equipment with the work to be done in October and November as time permits and as other priorities can be managed first.

Council agreed that the Town should provide in-kind services as outlined to the Dinosaur Trail Golf and Country Club.

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

### **8.2.1 Aquaplex Modernization / Retrofit Update**

D. Drohomerski advised that the Town is working with Stantec to review the costs from the general contractor with their sub consultant. He further advised that Administration will provide a report to Council with pricing and timelines on October 17th.

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

### **8.3.1 RFD – Council Policy C-03-16 Amendment to Council Policy C-01-14 (Section 4.0)**

B. Miller advised that Council Policy C-01-14 Remuneration and Expense Allowance for Mayor and Council was adopted on February 10, 2014. Since that time, as the policy has been in practice, the following items have been identified as requiring a correction and / or clarity.

Article 3.3 – In 2015 Council determined that attendance at the AUMA or FCM was eligible for compensation over and above the annual fixed remunerations by way of per diem payment. In order for per diem payments to be in compliance with the policy, it is necessary to delete “Conventions and Conferences, such as AUMA or FCM or other government events” from Article 3.3.

Article 4.1 Per Diems – As it is currently written, the policy allots a maximum number of days available for attendance at meetings as authorized in advance by Council.

Included in this maximum annual allotment is attendance at orientation and strategic business planning sessions and attendance at AUMA / FCM convention. In some cases, it has become necessary to exceed the annual allotment either due to attendance at meetings on Council's direction, or, because of mandatory attendance in order to meet committee obligations such as the four days mandatory training for assessment appeal board members. Therefore, Article 4.1 has been amended to eliminate the cap on the annual number of days when authorized by Council or attendance is mandatory.

Article 4.2 New – The cap of 5 days per Councillor and 10 days for the Mayor have been reclassified to include council orientation and strategic planning sessions with the remainder of the allocation to be used at the discretion of individual councillors for attendance at conventions, conferences or other government events such as AUMA or FCM.

**MO2016.131** Garbutt, McMillan moved that Council adopt Policy C-03-16 Remuneration and Expense Allowance for Mayor and Council. Carried unanimously.

#### 8.3.2 RFD - 2016 Reserve Bid Tax Recovery Public Auction

B. Miller advised that as part of the tax recovery process under the Municipal Government Act, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat. She further advised that the properties due for action now had caveats registered against them in 2015. As part of this process, Council must set the terms and reserve bids for the properties in question. In the past, the terms have been cash and the reserve bid for each property has been equal to its current year's assessment.

**MO2016.132** Shoff, Hansen-Zacharuk moved that Council set the assessed value as the reserve bid price for properties for the January 27, 2017 tax recovery auction. Furthermore, the successful bidder must pay via cash, or cash equivalent. Carried unanimously.

#### 8.3.3 Fundraising Update

B. Miller presented information on the Friends of Society formation noting that the municipality must remain at arm's-length and secondly, in order for it to be successful it requires a core group of volunteers to head it up. She explained that the necessary steps in creating a society are choosing a name, identifying the purpose, recruit founding members, establishing a bylaw and deciding whether it should be a registered charity. She further explained that because the Town of Drumheller is registered to issue charitable receipts, there would be no need for the society to become a registered charity. R. Romanetz advised that the Society would be able to do different fundraising activities like raffles, apply for grants and work in casinos. Councillor T. Zariski explained that the Citizen on Patrol recently went through this process applying for society status and there are sample templates that guide the process. He further explained that he sits on a number of Societies within the community as a public member and not as a Council appointment. Councillor J. Garbutt stated that he feels

individuals with vested interests will come forward to sit on the Society Board. Three Councillors indicated their interest in working towards the establishment of a Society.

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE 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**

**13.1 Council Jay Garbutt - Drumheller Housing Administration Update**

Councillor J. Garbutt explained that DHA is responsible for the affordable and community housing portfolio for the Province of Alberta being Hunts and Greentree with 50 subsidized units in total. He further explained that the Province sets a formula at 30% of their income. He stated that 12 of 50 families are paying \$120.00 per month in rent - that is the lowest rent that can be charged as set by the Province. He noted that the two developments have 1 – 4 bedroom units and as of today, they are at full occupancy. The current waiting list has 3 families waiting for a 3 bedroom unit and 11 individuals waiting for one bedroom units – the highest need are given the highest priority. He further explained that the Town has one affordable housing building known as Sandstone Manor with 20 apartments and the rent that can be charged is 10% below market value. Currently, there is one 2 bedroom apartment available. He stated that over the past few years, expenses were significantly higher due to lack of rental of one and sometimes a second unit due to shifting and a large amount of rental turnover. He stated that Sandstone now projects a \$10,000-20,000 surplus assuming no major changes in their 4th quarter. He noted that the net profits are dedicated to a reserve for future affordable housing. He recognized the DHA staff and volunteer board for their hard work and efforts in administering the program. He stated that although the Town was awarded with a grant of \$10,000 for a Needs Assessment there appears to some recent developments.

Councillor J. Garbutt asked P. Salvatore to speak about the changes to secure funding for housing. P. Salvatore stated that the Town did submit an application for grant funding which lead to a feasibility study which was completed last year and allowed the Town to move forward for funding for an additional development and lay the ground work for a future project. He explained that in the meantime there are changes with how CMHC is doing things and what the Town initially thought was a grant process to secure funding for a future project has changed. He further noted that last Friday the

Province announced the Innovative Affordable Housing Program through CMHC with a further announcement to come shortly that the Province has identified up to 25% cost share on future project funding. He attended a session in Calgary on September 30<sup>th</sup> to help with the Provincial consultation on how to move forward on the grant process. R. Romanetz advised that the Town needs to have a shovel ready project with a site identified as this will put the Town in a better position for getting favourably considered. P. Salvatore further advised that CMHC is moving communities towards an integrated housing model plan which may help to unlock future funding.

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

**MO2016.133** Hansen-Zacharuk, McMillan moved to go in camera at 5:36 PM. Carried unanimously.

##### **14.1 Personnel Matter**

**MO2016.134** McMillan, Hansen-Zacharuk moved to revert to regular Council meeting at 5:57 PM. Carried unanimously.

##### **14.1 HR Policy No. 4.02.10.12 Urgent Domestic Contingency/Emergency Leave**

**MO2016.135** Garbutt, Hansen-Zacharuk moved to amend Article 3.01 to read "This Statement of Policy and Procedures applies to all out of scope employees who are eligible for sick leave. In-scope employees are subject to the provision of their respective collective agreements." Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:58 PM.

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Chief Administrative Officer

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Mayor