

Town of Drumheller COUNCIL MEETING MINUTES

November 14, 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

RECORDING SECRETARY:

Libby Vant

1.0 CALL TO ORDER

Mayor Yemen called the Regular Council Meeting to order at 4:30 pm.

2.0 MAYOR'S OPENING REMARK

Mayor Yemen thanked the Royal Canadian Legion Branch No.22 for doing an excellent job with the Remembrance Day ceremonies, and stated that it was very well attended.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2016. 152 Zariski, McMillan moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5.1.1 Organizational Meeting Minutes of October 31, 2016
Regular Council Meeting Minutes of October 31, 2016

MO2016. 153 Garbutt, Shoff moved to adopt the Organizational Meeting minutes of October 31, 2106. Carried unanimously.

MO2016. 154 McMillan, Hansen-Zacharuk moved to adopt the Regular Council Meeting minutes of October 31, 2106. 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 13.16 being a bylaw to close a portion of airspace above a public street (East Coulee Hotel) - second and third readings

R. Romanetz advised that the Public Hearing and first reading of Bylaw 13.16 took place on July 25, 2016. He stated that the attached letter from Alberta Transportation outlines that they have now agreed to the road closure, and the sale or lease of the property can now proceed. This allows Council to proceed with second and third readings of the bylaw. R. Romanetz advised that the market value of the land, as well as the survey, legal and land appraisal costs, is the responsibility of the owner. Councillor Garbutt asked if the applicant is still in a position to move forward with the project. R. Romanetz responded that the owner has met with our Development Officer and has discussed the various safety codes permits, etc., with the Safety Codes Officer, but has not formally applied for permits.

MO2016. 155 Shoff, Garbutt moved second reading of Bylaw 13.16. Carried unanimously.

MO2016. 156 Kolafa, Hansen-Zacharuk moved to give third and final reading of Bylaw 13.16. Carried unanimously.

8.1.2 RFD - Appointment to Marigold Library Board

R. Romanetz advised that the attached letter from the Drumheller Public Library Board [DPLB] recommends the appointment of Margaret Neilson as the Town's representative to the Marigold Regional Library System Board [MRLSB]. Councillor Kolafa, who sits on

the DPLB, advised that Ms. Neilson's term on the DPLB has expired, but she is eligible to serve on the MRLS Board, which would be to the Town's benefit considering her years of knowledge and experience. In response to a question from Council, discussion was held on the options to retain current board members, and how best to attract younger members that can serve multiple terms. CAO R. Romanetz advised that the maximum terms a member can sit on the Library Board is set by provincial legislation.

MO2016. 157 Kolafa, Shoff moved to approve the appointment of Margaret Neilson as the representative to the Marigold Regional Library System Board to expire on the date of Council's Annual Organizational meeting in 2019. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - Banking Services Contract Award

B. Miller advised that the banking services contract awarded to Chinook Financial has expired. In September, a Request for Proposals was posted. She further advised that responses were received from all six local banking institutions, and all of the proposals met the Town's banking services needs. She further advised that, after the evaluation process, the top two proposals were Chinook Financial and Scotia Bank. B. Miller stated that both banks have local branches, and a five year contract will allow us to have stability in our fees. She further advised that there is a disruption when transitioning to a new financial institution, and that it will take six to ten weeks to transfer over all the necessary information. B. Miller advised that Scotia Bank has offered a \$ 5,000 payment to offset the cost of transitioning. Councillor Hansen-Zacharuk asked if the \$ 5,000 payment from Scotia Bank will cover a good portion of the additional cost of switching to another institution, and if the switch would be worth it in the long run. B. Miller replied that this amount will cover a good portion but not the entire cost of switching, and advised that, even if we doubled the transition cost, we would still be about \$ 65,000 ahead of where we currently are. R. Romanetz advised that a lot of the staffing costs are already there regardless, and are not necessarily an additional cost, as some staff efforts would be redeployed. In response to a question from Council, R. Romanetz advised that the Banking Services Request For Proposals was called for in accordance with existing Town policy.

MO2016. 158 Garbutt, Hansen-Zacharuk moved to award a five [5] year contract for the provision of banking services for the Town of Drumheller and its affiliates being the Drumheller & District Solid Waste Management Association and the Red Deer River Municipal Users Group to Scotia Bank under the terms and conditions as outlined within the proposal submitted in response to the RFP issued September 12, 2016. Carried unanimously.

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 from July to September, 2016

R. Romanetz advised that the corporate priorities were recently reviewed with Council during the Strategic Planning sessions. A summary of the completed priorities he highlighted is as follows:

- Tourism Levy Report - Schedule B was removed from Bylaw 04.16; the Town contributed \$ 40,000 to Travel Drumheller in 2016; Travel Drumheller will attend Council to provide their needs for 2017 on November 2, 2016.
- Infrastructure Master Plan - two components require discussion: the Offsite Levy Model and the Capital Financing Strategy. Administration will provide updated information for Council in January, 2017.
- Land Use Bylaw Amendments - a number of changes were completed, including the new definitions for granny or garden suites, media production services, medical marijuana production facility, mural and self storage facility, modifications to secondary suites and relaxation/variance of development standards, and the requirement for an Emergency Response Plan under Section 75 of the Land Use Bylaw.
- Airport – Mayor Yemen and R. Romanetz met with Kneehill and Starland Counties to discuss cost sharing opportunities - some good suggestions were brought forward from Kneehill County, which were passed on to D. Drohomerski to pursue. As per Council's direction Administration is investigating what other municipalities are employing as cost recovery options; this information will be included as part of the 2017 budget deliberations as well as long term Capital requirements as they relate to 2017 and beyond.
- Community Entity/Friends of Society - B. Miller has scheduled an initial meeting for November 16, 2016 to allow for discussion relating to next steps to be taken.
- Regional Collaboration - Mayor Yemen and R. Romanetz met with Kneehill and Starland Counties to discuss potential collaboration projects. R. Romanetz advised that there will be an opportunity to submit additional projects prior to the December 16, 2016 deadline established by the Province. Projects under consideration include washrooms improvements at the Hoodoos, the Swinging Bridge and Horseshoe Canyon.
- Flood Mitigation - Administration has worked with Council to create a package of information that will be available to the public in the November 18, 2016 edition of the Insider that will address a number of questions and provide an update on efforts to date.
- Organizational Improvements - The Content Management Committee continues to work on updates to the website, and has made several positive improvements in the last two years.
- Software Integration - recommendations will be included in the Asset Management Report once the template has been approved; the current software will be assessed

to determine what will be integrated or removed to ensure that we are not duplicating efforts.

- Landfill Operations – T. Nygaard and R. Romanetz developed Operational and Lease Agreements between the Town and the DDSWMA members which identify all of the areas where the Town and DDSWMA cooperate. The DDSWMA has indicated their support for the agreement, which will be brought to Council at the November 28 Regular Meeting.
- Outstanding Issues - Administration is determining next steps for the Aquaplex Modernization project – D. Drohomerski will provide and update within his Quarterly Report. Received as information.

9.2 Director of Infrastructure Services' Quarterly Report July to September, 2016

A summary of projects highlighted by D. Drohomerski is as follows:

- Spray Fountain - repairs were completed and the fountain ran all summer; will assess the need for any further repairs during the winter months as part of regular maintenance.
- Infrastructure Master Plan - will be brought to Council for approval in early 2017.
- Green Initiatives – The recycled tire trail structure behind the BCF has been completed. The project was funded by the Elks through an Alberta Recycling grant; signage to acknowledge the funding efforts will be erected soon.
- Street Improvement Program - Due to the unexpected amount of rain this summer the work took longer than anticipated; some remediation work will continue in the spring.
- Cast Iron Water Main Replacement - nearing the end of the project work; there was a lot of interaction between our contractor and other utility contractors, and a number of delays were due to work overlap, which prolonged the work past expected timelines.
- East Coulee Fill Station Landscaping - landscaping and tree planting has now been completed.
- Solid Waste Collection Contract - currently reviewing the RFP submissions and will bring the Request for Decision to the November 28 Regular Meeting.
- Aquaplex Modernization/Retrofit Project - working with the consultants to determine the next stage of the project; potential for combining both contracts under one general contractor; investigating cost savings strategies for overhead and construction costs; the Request for Proposals will be posted in early January 2017.
- Arena Handrail – the handrails installation in the Arena was completed in October; positive feedback has been received from the public.
- Town Entrances and Beautification - two stamped concrete medians on Highway 9 South between 8th Avenue SE and 10th Avenue SE have been completed; planters for these medians will be purchased this winter for spring installation.
- Utility Bylaw - the draft bylaw prepared by Administration is with the Town Solicitor for review.

- Airport Report – the installation of new cameras and other weather related equipment has been completed.

Received as information.

9.3 Director of Corporate Services' Quarterly Report July to September, 2016

B. Miller provided the Corporate Services' Quarterly Report July to September, 2016.

Councillor Zariski asked if there is a budget or grant funding for the Canada 150 celebrations. R. Romanetz advised that we were looking for advice from the Heritage Arts Committee as to what would be a reasonable budget, and that he is not aware of any federal monies available. Received as information.

9.4 Director of Community Services' Quarterly Report July to September, 2016

P. Salvatore provided the Community Services' Quarterly Report July to September, 2016.

Mayor Yemen requested that Administration take care of the issue of smokers standing outside of the BCF. P. Salvatore replied that he will look into the issue and report back to Council.

Councillor Garbutt asked if P. Salvatore would provide a quarterly spreadsheet for Council's information identifying the attendance and budget information for the various recreation facilities. P. Salvatore stated that he could, it would be a matter of getting the staff into the habit of tracking the information to make this happen. He further stated that some information will be more useful when viewed as the overall year, rather than quarterly. R. Romanetz advised that the Activenet software that Community Services uses has multiple reporting capabilities.

Councillor Shoff stated that, as a member of the Economic Development Task Force, she has noticed the Chamber of Commerce, Tourism and Community Futures working together for the betterment of the Town as a whole. She thanked P. Salvatore, and noted that it is great to see the collaboration. Received as information.

9.5 Director of Protective Services' Quarterly Report July to September, 2016

G. Peters provided the Protective Services' Quarterly Report July to September, 2016.

Discussion was held regarding Drumheller Firefighters potentially being trained as First Responders and the Province's concept of new non-emergency medical transport vehicles.

Councillor Shoff advised that she received an email from Alberta Health Services seeking discussion items for an upcoming meeting; she offered to forward any concerns to AHS. Mayor Yemen asked that Councillor Shoff respond with the following concerns:

- Is their expectation deployment of a volunteer fire department to assess and perhaps transport medical patients?
- Using ambulances to transport non-emergency medical patients takes away that asset/ambulance from the community's emergency service.

Councillor Zariski asked who attends the annual Safety Meeting. G. Peters replied that all Town staff attend the meeting. R. Romanetz advised that this includes the CAO, and

that the intent of the annual Safety Meeting is to ensure that all staff recognize the importance of working safely, have input into the organization's safety, recognize good work, and ensure that we pass the AMHSA audit and focus on the safety priorities. Councillor Zariski advised that the current Citizens on Patrol group is interested in getting more involved/helping out with disaster management and emergency situations.

Councillor Shoff asked if there are a lot of false alarms, and if a false alarm bylaw will need to be developed. G. Peters replied that the Fire Department attended 25 false alarms during this quarter. He further advised that other communities have a false alarm bylaw in place whereby the Fire Department and RCMP charge for repeated false alarms. R. Romanetz advised that we need to review cases where there is a number of repeat offences. Received as information.

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Councillor Tara McMillan - Valley Bus Society Report

Councillor McMillan provided an overview of the Valley Bus Society meeting held on September 20, 2106.

14.0 IN-CAMERA MATTERS

There being no further business, Mayor Yemen declared the meeting adjourned at 5:52 pm.

Chief Administrative Officer

Mayor