

# **Town of Drumheller COUNCIL MEETING MINUTES**

**March 19, 2018, 2018 at 4:30 PM**

Council Chamber, Town Hall

224 Centre Street, Drumheller, AB, T0J 0Y4



## **PRESENT:**

### **MAYOR:**

Heather Colberg

### **COUNCIL:**

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

### **CHIEF ADMINISTRATIVE OFFICER:**

Darryl Drohomerski

### **DIRECTOR OF INFRASTRUCTURE SERVICES:**

Armia Mikhael

### **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 Colberg called the meeting to order at 4:30 pm.

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

Mayor Colberg advised that she attended the Firefighter Awards event on March 17, 2018; she congratulated all of our firefighters and thanked them for their contributions to our community's safety. Mayor Colberg also attended the AUMA Mayors and Reeves Caucus in Edmonton last week; she advised that she learned a lot at the sessions and will provide an update to Council at a future meeting. Mayor Colberg advised that staff and Council members were dressed in Drumheller Dragons apparel to support the team, who made it to the Inter Pipeline AJHL South Division semi-finals. Mayor Colberg advised that she and some of the Councillors would attend the hockey game after the Council meeting and encouraged the Town to come out to the game and support our team.

### **3.0 PUBLIC HEARING**

### **4.0 ADOPTION OF AGENDA**

**MO2018.43** Garbutt, Hansen-Zacharuk 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 March 5, 2018

**MO2018.44** Hansen-Zacharuk, Garbutt moved to adopt the Regular Council Meeting Minutes of March 5, 2018 as presented. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of February 22, 2018

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

### **6.0 DELEGATIONS**

6.1 Rod Viske, Town Assessor, Presentation on Assessment

Town Assessors Rod Viske and Steve Washington of Wildrose Assessments provided an update on the assessment process and highlighted the following:

R. Viske explained that Wildrose Assessments is comprised of five accredited assessors who handle a territory from the County of Ponoka to Kananaskis, Starland County, Stettler and Drumheller. The presentation explained what assessors do in the community and how they relate to the tax system. The following items were highlighted:

- the assessors work with but are very unbiased from the Administration
- assessments are based on values almost a year out from the municipal tax notice
- sales need to be verified, inspected and analyzed
- the higher the volume of sales in an area, the more data is available and therefore the easier it is to determine and accurate assessment value
- areas with lower sales volumes like Lehigh and Cambria offer less data to compare and it is more difficult to determine an accurate assessment
- rate payers need to be heard so that their concerns can be addressed
- assessors often take extra time to explain the assessment process to rate payers
- most of the questions they receive are based on taxes, not assessment value
- it is very important to have accurate assessments for a stable tax base
- assessment versus appraisal values
- July 1 – all assessments are based on this date annually

- December 31 – the physical date to base your taxes on for the following year
- February 28 – all assessments must be completed and provided to the Province by this date
- asset to sales ratio ranges from 0.95% to 1.05%
- not every Town will have the same ratio
- the Province “equalizes” the ratio for all municipalities to 100% to ensure that property tax requisitions and grants can be fairly allocated across the province
- assessments must meet provincial audit requirements
- assessment appeals and reviews - in almost every case the assessor discusses the matter one on one with the rate payer and resolves the issue
- it is very rare for a review or appeal to result in a change to the assessment
- partnership between assessor and the municipality; the assessor is a representative of the municipality
- municipality’s responsibilities are building permits, real property reports and plans
- regulated assessments are for properties that are difficult to assess using market value because they seldom trade in the market place, they cross municipal or county boundaries or they are unique in nature
- Alberta Municipal Affairs conducts linear assessments which are primarily oil and gas wells, pipelines, electric power systems, telecommunications and cable television systems
- corrections to the Roll – changes can be completed in the current year through MGA Section 305 1,2,3, which give the assessor the ability to correct the assessment without having to resort to a legal route

Questions:

Councillor Zariski asked if landscaping is considered in the assessment values. R. Viske responded that this is a common question; assessors do not usually assess landscaping but if it well above average, they will value it.

Councillor Garbutt asked what last year’s sell rate was for Drumheller. S. Washington advised that in 2017 there were 120 approved sales and 7 vacant sales. R. Viske noted that assessors do not generally analyze sales resulting from divorces and death as they may not represent market value.

In response to a question from Council, S. Washington advised that properties are assessed annually and portray changes in the market values. He also advised that the municipalities must make the assessors aware of any infrastructure improvements and flood mitigation improvements, as they have no other way of knowing they have been implemented. Discussion was held on areas that have experienced flooding.

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

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

8.1.1 Request for Decision - Approval of the 2018 Capital Budget

D. Drohomerski presented the 2018 Capital Budget for approval and advised that B. Miller provided a handout with changes that Council requested during the budget discussion.

Councillor Garbutt asked if the \$139,000.00 required for the Aquaplex project was for HVAC. D. Drohomerski responded that the funds were for the Aquaplex HVAC as well as change rooms, showers and flooring upgrades.

Councillor Garbutt advised that the \$500,000.00 required for the purchase of a new fire truck was never up for debate. D. Drohomerski advised that there was a concern from the Fire Department that, with a new Council in place, the funding strategy from prior years may not have been enacted.

Councillor Garbutt asked about funding for the airport runway. D. Drohomerski responded that improvements to the airport runway would be funded through a Strategic Transportation Infrastructure Program [STIP] grant specifically for airports, the Community Airport Program. Discussion was held on this matter.

**MO2018.45** Garbutt, Hansen-Zacharuk moved to adopt the 2018 Capital Budget as presented. Carried unanimously.

8.1.2 Request for Decision - Approval of the 2018 Operating Budget - Tax Supported

D. Drohomerski presented the 2018 Operating Budget - Tax Supported and advised that the provided summary of the amendments that have been discussed through the budget process has resulted in a recommended 3% increase on the municipal requisition.

Councillor Garbutt advised that Administration worked very hard to bring Council a very trim budget and then worked with Council very hard to find additional areas where funds could be trimmed. He further advised that Council and Administration outlined a budget that recommended a 2% increase – the additional 1% increase can be entirely attributed to the RCMP presenting the Town with a request for training and equipment that no one could have foreseen - and he feels that this is a very responsible Operating Budget.

**MO2018.46** Zariski, DeMott moved to adopt the 2018 Operating – Tax Supported presented. Carried unanimously.

8.1.3 Request for Decision - Approval of the 2018 Operating Budget - Utilities Supported

D. Drohomerski presented the 2018 Operating Budget - Utilities Supported and advised that, as discussed with Council at prior meetings, a summary of the changes provided.

**MO2018.47** Hansen-Zacharuk, Lacher moved to adopt the 2018 Operating Budget – Utilities Supported as presented. Carried unanimously.

8.1.4 Request for Decision - Board Appointments to the Economic Development Advisory Committee

D. Drohomerski advised that the Town has received notification from the Drumheller & District Chamber of Commerce and Community Futures Big Country regarding their respective representatives to the Economic Development Advisory Committee. Both organizations have designated new members to represent them on the Committee. Bylaw 05.06 Sec. IV outlines the membership of the the Committee which includes appointed members and representatives from various organizations including the Town, Community Futures Big Country, Drumheller & District Chamber of Commerce and up to four public at large members, each for a term of three years.

**MO2018.48** Hansen-Zacharuk, DeMott moved to approve the appointment of Mr. Jeff Hall as the Chamber of Commerce representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting, and approve the appointment of of Mrs. Twyla Palmquist as the Community Futures representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting. Carried unanimously.

8.1.5 Request for Decision - Development Officer Designation Change Due to Vacancy

D. Drohomerski advised that Development Officer Julie Steeper has resigned her position with the Town of Drumheller to pursue other professional opportunities; her last day of employment was Friday, March 16, 2018. The Municipal Government Act Division 3 Planning Authorities, Development authority states:

*Section 624(1) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.*

*(2) A development authority may include one or more of the following:*

- (a) a designated officer;*
- (b) a municipal planning commission;*
- (c) any other person or organization.*

Until Ms. Steeper's successor is hired and begins employment with the Town, an interim measure must be implemented.

With this situation in mind and in order to comply with the Municipal Government Act Designated officers *Section 201(5)*

*A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if*

*(b) the position of designated officer is vacant*



Therefore, in the interim, the powers, duties and functions of the Development Officer will fall to the Chief Administrative Officer until the new Development Officer is installed.

**MO2018.49** Garbutt, Makowecki moved to remove Julie Steeper as the Council appointed Development Officer, effective March 16, 2018 and appoint the CAO as the designated officer until the position is filled. Carried unanimously.

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

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

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

8.4.1 Bylaw 01.18 being a Bylaw to regulate Mobile Vendor Carts - Third Reading  
P. Salvatore presented Bylaw 01.18 Mobile Vendor Cart for Third Reading and invited discussion on this matter.

Councillor Hansen-Zacharuk asked to relay a summary of the comments received from mobile vendor the Stuffed Kilt owner Tara Scott: that, as it reads, Bylaw 01.18 seems appropriate and as a vendor she can live with it.

Councillor Zariski asked if this bylaw would be reviewed after one year. P. Salvatore replied that if Council wished to review the bylaw at any time it would be up to Council to put that request forward.

**MO2018.50** Garbutt, Makowecki moved third reading of Bylaw 01.18 as presented. Carried unanimously.

### **8.4.2 Request for Direction - Policy C-02-18 Community Assistance Policy**

P. Salvatore presented Policy C-02-18 Community Assistance and advised that it stemmed from Council's Strategic Planning session and Council has reviewed this policy at previous meetings. He further advised that the current amendments add a section to the application for the applicants to provide their financial information including revenues and expenditures, as a layer of due diligence. P. Salvatore advised that this will ensure that we are aware of the applicants' financial situation during the application review process.

Councillor Zariski asked if there is a way to better advertise to groups that the best time to request funding is September because Council can review and incorporate the request for funds into the budget process. Discussion was held on this matter.

In response to a question from Council, D. Drohomerski replied that the requests for in-kind donations last year was between \$25,000.00 and \$30,000.00. Discussion was held on how to best support the community while keeping within the annual budget.

**MO2018.51** Zariski, DeMott moved to approve Policy C-02-18 Community Assistance as presented. Carried unanimously.

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

- 10.1 Bylaw 03.18 being a bylaw to amend the Land Use Bylaw No.10-08 pertaining to Appeal Timelines and Development Permit Letters of Completeness as required under the new Municipal Government Act – second and third reading

D. Drohomerski presented Bylaw 03.18 being a bylaw to amend the Land Use Bylaw No.10-08 pertaining to Appeal Timelines and Development Permit Letters of Completeness as required under the new Municipal Government Act for second and third reading.

**MO2018.52** Lacher, Zariski moved second reading of Bylaw 10-08. Carried Unanimously.

**MO2018.53** Zariski, DeMott moved third reading of Bylaw 10-08. Carried Unanimously.

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**MO2018.54** Hansen-Zacharuk, Garbutt moved to go In Camera at 5:45 PM. Carried unanimously.

- 14.1 Land Matter (*FOIPP Act S.23 Local Public Body Confidences*).

**MO2018.55** Hansen-Zacharuk, DeMott moved to revert to regular Council meeting at 7:10 PM. Carried unanimously.

Mayor Colberg asked for an addition to the agenda Item 14.2 Labour Matter.

- 14.2 Labour Matter (*FOIPP Act S.17 Disclosure Harmful to Personal Privacy*).

Regular Council Meeting Minutes  
March 19, 2018

**MO2018.56** Garbutt, Hansen-Zacharuk moved to go In Camera at 7:15 PM. Carried unanimously.

**MO2018.57** Zariski, Makowecki moved to revert to regular Council meeting at 7:40 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned 7:41PM.

  
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Chief Administrative Officer  
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Mayor