

# **Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA**

February 2, 2015 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



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## **1.0 CALL TO ORDER**

## **2.0 DEVELOPMENT OR REVIEW OF STRATEGIC PLAN**

## **3.0 DEVELOPMENT OR REVIEW OF POLICIES**

## **4.0 DELEGATIONS**

4.1 Linda Traquair - 2015 Library Budget

## **5.0 REPORTS FROM ADMINISTRATION**

### **5.1. CAO'S REPORT**

### **5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT**

5.2.1 Presentation of Quarterly and Annual Reports

### **5.3. DIRECTOR OF CORPORATE SERVICES' REPORT**

5.3.1 Presentation of Quarterly Report

### **5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT**

### **5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT**

## **6.0 ANNUAL BUDGET REVIEW**

## **7.0 COUNCIL MEMBERS ROUND TABLE DISCUSSION**

7.1 Mayor T. Yemen - Municipal Opportunities to Reduce Tobacco Sales to Minors

## **8.0 IN-CAMERA MATTERS**

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# DRUMHELLER

## CORPORATE SERVICES



### 4<sup>th</sup> Quarterly Report – December 31<sup>st</sup>, 2014

This being the first full quarter as Director, Corporate Services, my focus was largely on becoming familiar with the organization, staff, structure, culture, systems and current priorities.

#### 2015 Operating Budget

The 2015 operating budget was prepared and presented to council for consideration and discussion. Following the annual audit, preparation of year 2 and 3 of the 3-year budget cycle will begin.

#### 2015 Water Rates

Water rates for 2015 (effective January 1) were calculated, presented to council and adopted at the special meeting held December 22<sup>nd</sup>.

#### Water Meter Installation Program

Corporate Services was fundamental in the success of the water meter installation project to date. Each meter change out required manual input of the new serial number and update to consumption readings. A significant amount of time was invested by the utilities clerk to ensure accuracy and completeness.

#### EDI Payment Integration

Corporate Services underwent and completed an upgrade to automate the processing of utility and tax payments received by EDI. Having to manually input individual account payment advice received from each financial institution on a daily basis, completion of the project has automated the process whereby a file is now received from the financial institution and exported directly into our accounting software, notably improving accuracy, validity and efficiency.

#### Badlands Community Fundraising Committee

An RFP was prepared and issued in December for Consulting Services for Facility Naming Rights/Corporate Sponsorship. The RFP closed on January 15<sup>th</sup>, 2015. It is expected that the committee will present a recommendation to council following an evaluation of the proposals submitted.

#### Human Resources

I had the opportunity to participate in the candidate selection process for both the Director of Protective Services and the Fire Chief.

An internal evaluation of our organizational hiring and on-boarding processes is being planned for 2015 in order to identify and implement best practices.

#### Accounting Process and Controls

Internal review of process and controls to identify gaps and opportunities for improvement is ongoing.

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Dear Mayor Yemen:

**Re: Municipal opportunities to reduce tobacco sales to minors**

Last week, the Alberta government enacted [new provincial legislation](#) to prohibit tobacco sales to minors under the age of 18. This legislation provides municipalities and local police with an opportunity to take a more active role in reducing tobacco sales to minors through local enforcement and complementary tobacco sales licensing.

Under the new [Tobacco and Smoking Reduction Act](#), the maximum fine for selling tobacco to minors is \$10,000 for the first offence and up to \$100,000 for subsequent offences.

Several Alberta municipalities, including Edmonton, St. Albert, Hinton, Okotoks, Calgary and Taber have passed bylaws to license tobacco sales. Tobacco licensing allows municipalities to track tobacco retailers and to provide further incentive for these businesses to comply with local and provincial laws and regulations. Tobacco is a dangerous and addictive substance and it should be regulated as such. Municipalities can and have suspended the licenses of tobacco vendors who sell tobacco to minors.

Tobacco sales to minors are a continuing problem in Alberta communities. A province-wide [compliance survey](#) conducted in 2012 revealed that over one-half of retailers tested were prepared to sell tobacco to underage test shoppers even after the youth produced valid photo identification. These results helped to prompt the Alberta government to pass new legislation.

Many municipalities already have business licence bylaws and many of these bylaws have categories of business licenses such as retail shops and liquor stores. In many cases, a simple amendment to add “tobacco retailer” or “tobacco dealer” would create this licensing classification. Another simple amendment requiring tobacco retailers or dealers to comply with all local, provincial and federal legislation would give your municipality the ability to suspend the tobacco license of any retailer convicted of selling tobacco to minors or any other legal infraction.

Tobacco licensing also provides a source of enforcement revenue for municipalities. For example, the City of St. Albert charges tobacco retailers [\\$700 annually](#) for a local tobacco license. These fees can be used to offset administration and enforcement costs.

Local peace officers can enforce the new provincial legislation and we anticipate that ticketing provisions will soon be in place to simplify enforcement.

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ASH can provide you with further assistance in developing or enforcing local restrictions on tobacco sales. Please feel free to call me at [780-919-5546](tel:780-919-5546) or to post me at [hagen@ash.ca](mailto:hagen@ash.ca) if you need any information or assistance.

## Agenda Item # 7.1

You can improve the quality of life of your community by supporting measures to reduce and prevent tobacco use. We look forward to the opportunity of working with you and your Council on this important health issue.

Thank you for your attention.

Sincerely,



Les Hagen

Executive Director

P.S. Attached you will find an updated chart of selected municipal tobacco and smoking restrictions across Alberta.

### New Model Smoking Bylaw for Alberta Municipalities

ASH has prepared a new [model smoking bylaw](#) for Alberta municipalities. The model bylaw combines the best elements of the most comprehensive smoking bylaws in Alberta including bylaws from Red Deer, Airdrie and Medicine Hat.

The bylaw provisions include:

- Definition of smoking that includes e-cigarettes, hookahs and the burning or heating of any substance for the purpose of inhaling or tasting (this extends to illicit drugs)

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## ***Agenda Item # 7.1***

- A comprehensive indoor smoking ban in workplaces and indoor public establishments
- Smoking bans at selected outdoor public areas including playgrounds, parks, sports fields, grandstands, beaches, trails, etc.
- Smoking bans at selected outdoor public events including fairs, festivals, exhibitions, concerts, parades, markets, etc.
- Smoking ban in hotel and motel guest rooms

Please contact ASH if you need any further information about the model bylaw.