

Town of Drumheller

COUNCIL ORGANIZATIONAL MEETING

AGENDA

NOVEMBER 3, 2014 at 4:30 PM
TOWN HALL COUNCIL CHAMBERS
224 CENTRE STREET

Page

1.0 CALL TO ORDER

2.0 BOARD APPOINTMENTS

- | | | |
|-------|-----|--|
| 2-5 | 2.1 | RFD - Council Appointments to Boards |
| 6-8 | 2.2 | RFD - Appointments to Subdivision and Development Appeal Board |
| 9-11 | 2.3 | RFD - Appointments to Municipal Planning Commission |
| 12-15 | 2.4 | RFD - Appointment to Economic Development Task Force |
| 16-17 | 2.5 | RFD - Policing Committee |
| 18-19 | 2.6 | RFD - Drumheller Housing Administration Appointment |

3.0 ADJOURNMENT OF ORGANIZATIONAL MEETING



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 2.1



Request for Decision

		Date:	October 30, 2014
Topic:	2014/2015 BOARD APPOINTMENTS		
Proposal:	The purpose of Council's Annual Organization Meeting is to review appointments to Boards and Committees. A copy of the board appointments is attached.		
Proposed by:	Requirement under the MGA, Section 192(1).		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:	Board appointments are included in the Annual Organizational Meeting Minutes and will be posted to the Town's website.		
Recommendations:	<i>That the 2014/2015 Council Board Appointments be adopted as presented.</i>		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

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Agenda Item # 2.1

Dated: Oct. 30, 2014

BOARD APPOINTMENTS
2014/15**NAME**

Airport Commission (1)	Patrick Kolafa 5 public at large
Municipal Planning Commission (2)	Tom Zariski Sharel Shoff 5 public at large
Palliser Regional Municipal Services (1)	Sharel Shoff
Drumheller Chamber of Commerce (1)	Terry Yemen
Drumheller & District Solid Waste Management Association (1)	Patrick Kolafa Ray Romanetz
Valley Bus Society (1)	Tara McMillan Alan Kendrick
Drumheller Public Library Board (1)	Patrick Kolafa
Community Futures (1)	Sharel Shoff
Community Advisory Committee - RCMP (1)	Tom Zariski
Police Committee (1)	Tom Zariski 5 public at large
Crime Stoppers (1)	Tom Zariski
Citizens on Patrol(1)	Tom Zariski

Agenda Item # 2.1

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Drumheller Agriculture & Stampede Board (1)	Lisa Hansen-Zacharuk
Drumheller & District Seniors Foundation (1)	Tom Zariski
Drumheller Housing Administration (1)	Jay Garbutt 4 public at large
Sub-division and Development Appeal Board (2)	Jay Garbutt Lisa Hansen-Zacharuk 3 public at large
Disaster Service Committee (3)	Patrick Kolafa Jay Garbutt Terry Yemen
Communities in Bloom (2)	Lisa Hansen-Zacharuk Tara McMillan
Community Standards Appeal Committee (3)	Jay Garbutt Terry Yemen Lisa Hansen-Zacharuk
Assessment Review Board (3)	Sharel Shoff Lisa Hansen-Zacharuk <hr/> 2 public at large
Economic Development Task Force (2)	Terry Yemen Tara McMillan 4 public at large
Red Deer River Municipal Users Group (1)	Terry Yemen
Aqua 7 Steering Committee	Terry Yemen Ray Romanetz

Agenda Item # 2.1

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Revitalization Corporation (2)

Terry Yemen
Sharel Shoff

Taxi Commission (2)

Jay Garbutt
Patrick Kolafa

Heritage Steering Committee (1)

Tom Zariski

Drumheller & District Humane Society (1)

Tara McMillan

Badlands Facility Fundraising Committee(2)

Sharel Shoff
Lisa Hansen-Zacharuk

Assessor

Rod Viske
Wildrose Assessments

Provincial Appointments

Canadian Badlands Ltd.

Terry Yemen-Executive
Patrick Kolafa-Shareholder
Jay Garbutt-Shareholder



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 2.2



Request for Decision

Date: October 30, 2014

Topic:	SUBDIVISION AND DEVELOPMENT APPEAL BOARD APPOINTMENTS		
Proposal:	The terms of the current Subdivision and Development Appeal Board members will expire on November 3, 2014 resulting in three vacancies on this board. Two applicants have resubmitted their names: Karen Ann Bertamini and Don Guidolin. The term of the membership expires on the date of the 2015 Annual Organizational meeting.		
Proposed by:	Town of Drumheller		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointments of Karen Ann Bertamini and Don Guidolin to the Subdivision and Development Appeal Board for a term expiring on the date of 2015 Annual Organizational meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

SDABAppointment20144	Created By: Linda Handy	1
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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 2.2



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date Oct 25, 201
D/M/Y

Board applied for SDAB

Name of Applicant DON GUIDOLIN

Full Address _____ Postal Code T0T 0Y3

Length of Residency in Town since birth

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards SDAB City/Town Council
5 terms

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

Don Guidolin
Signature of Applicant

Fax back to (403)823-8006

Town of Drumheller

Telephone: (403) 823-1339

Fax: (403) 823-8006

www.dinosaurvalley.com



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD

Agenda Item # 2.2



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

RESUBMIT

Board applied for SIDAB

Date October 25, 2017

Name of Applicant Karen Ann Bertamini

Address 2 - Phone # 823-3231

Length of Residency in Town since birth

Past Service on Similar Boards years of dedicated
service on a plethora of boards

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have a grasp of municipal
by-laws, procedures & processes

Karen Ann Bertamini
Signature of Applicant

Fax back to (403)823-8006



DRUMHELLER

REQUEST FOR DECISION

Agenda Item # 2.3



Request for Decision

		Date:	October 30, 2014
Topic:	MUNICIPAL PLANNING COMMISSION VACANCIES		
Proposal:	The Town of Drumheller has two vacancies on the Municipal Planning Commission. Sharon J. Clark and Shawn Francis have resubmitted their names. Both have served one (three year) term.		
Proposed by:	Municipal Planning Commission		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointments of Sharon J. Clark and Shawn Francis to the Municipal Planning Commission for a second three year term expiring on the date of Council's 2017 Organizational Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

MPCAppointment2014a	Created By: Linda Handy	1
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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON
TOWN PUBLIC SERVICE BOARDS

RESUBMITTED

Date 28 Sept. 2014
D/M/Y

Board applied for Municipal Planning Commission

Name of Applicant Sharon J. Clark

Full Address _____ Postal Code T0J 0Y0

Length of Residency in Town 30+ years

Phone (403) 823-4000 (w) E-mail Address _____

Past Service on Similar Boards MPC; FCSS; DARTS; Chamber of Commerce

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

- past service on MPC (including chairperson)
- lawyer for 25+ years
- familiar with MGA and Town by-laws
- very interested in promoting and participating in orderly development in the Town of Drumheller

[Signature]
Signature of Applicant

Fax back to (403)823-8006

SHARON J. CLARK
Barrister and Solicitor

Town of Drumheller

Telephone: (403) 823-1339
Fax: (403) 823-8006

www.dinosaurvalley.com



DRUMHELLER

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Agenda Item # 2.3

APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for Municipal Planning Commission

Date October 19, 2014

Name of Applicant SHAWN FRANCIS


Address ----- Phone ?

Length of Residency in Town 6 years

Past Service on Similar Boards Senior Planner, North Yukon Planning
Commission (Whitehorse, Yukon)

BRIEF PERSONAL HISTORY (include information which you feel
would assist Council in making a decision as to your capabilities to serve
on this Board)

From 2004-2008 I was the Senior Planner of a Regional Planning Commission in
Yukon, where I gained much experience working with and facilitating diverse interest
groups in consensus-based land-use decisions. I have a strong interest in, and would
like to apply my skills to, helping shape Drumheller's future growth while maintaining
the existing natural and built qualities of the community.


Signature of Applicant

Fax back to (403)823-8006

Email



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 2.4



Request for Decision

Date: October 31, 2014

Topic:	Economic Development Task Force Appointment		
Background:	<p>The Economic Development Task Force Bylaw outlines the membership of the the Task Force which includes appointed members and representatives from varous organizations including the Town, Community Futures, Drumheller District Chamber of Commerce, Starland County and up to four (4) public at large members (each for a term of three (3) years. There is one vacancy on the board for a member from Starland County. Barry Hoover – Reeve of Starland County has agreed to serve in this capacity.</p> <p>The Task Force recommends the appointment of Reeve Barry Hoover to the Task Force.</p>		
Proposed by:	Cody Glydon		
Correlation to Business (Strategic) Plan	Volunteering for Town of Drumheller Boards and Committes is an important way to ensure that town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.		
Benefits:	Volunteer appointments are necessary to ensure the success of the Economic Development Task Force.		
Disadvantages:	Volunteer recruitment and selection is dependant upon the interest of community applicants.		
Alternatives:			
Finance/Budget Implications:	None		
Operating Costs:	-0-	Capital Cost:	
Budget Available:	-0-	Source of Funds:	
Budget Cost:	-0-	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approves the appointment of Reeve Barry Reeve to the Economic Development Task Force as recommended by the Task Force for a three year term expiring at Council's 2017 Organizational Meeting.		
Report Writer:		CAO	
Position:			

COMMUNITY SERVICES

Telephone: (403) 823-1339

Created By: Linda Handy

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Agenda Item # 2.4
Town of Drumheller

BYLAW 05.06

**A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE
ECONOMIC DEVELOPMENT TASK FORCE**

WHEREAS the Council of the Town of Drumheller desires to diversify and expand its tax base;

AND WHEREAS the Council of the Town of Drumheller desires to identify goals and objectives for economic development on a continual basis;

AND WHEREAS the Council of the Town of Drumheller desires to undertake tasks which will lead to an aggressive approach to economic development over a long term;

AND WHEREAS the Council of the Town of Drumheller deems it necessary to maximize employment opportunities to retain and/or expand the population base;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Task Force on development activities of the Town of Drumheller.

Now, therefore, the Council of the Town of Drumheller hereby enacts as follows:

I. Establishment of the Economic Development Task Force

An Economic Development Task Force is hereby established which shall be responsible for purposes of advising Town Council in matters pertaining to Community Development in the Town of Drumheller. The words Community Development shall be understood as meaning all kinds of activities which will improve the economic base and the cultural and environmental amenities of the Town of Drumheller.

II. Goals of the Economic Development Task Force

- To improve the quality of life in the community and to stimulate development appropriate to the Town of Drumheller.
- To reconcile the need for broad representation of the various community groups involved in development with the need for an integrated development program.
- To marshal the necessary resources of the community to address the broadening range of development issues facing the Town.

III. Objectives

- a) To encourage and support the stability and orderly expansion of new and existing businesses and industries which will benefit the community.
- b) To encourage the promotion of development in the Town of Drumheller.

- c) To assist in attracting investment to Drumheller in sectors with a potential for growth.
- d) To assist in identifying and communicating investment possibilities within the Town of Drumheller to potential investors.
- e) To assist in enhancing the tourism industry by increasing Drumheller's share of the leisure and business travel market, and facilitating the development of existing and new tourism facilities and resources.

IV. Membership: The Task Force shall consist of the following members:

- a) The Mayor.
- b) The Councillor appointed to the Task Force. The Councillor shall be appointed annually at the Organizational Meeting of Council.
- c) Four persons who shall be members-at-large and who shall be appointed at the Organizational Meeting of Council for a three (3) year term with the exception of the first term after passing of this bylaw, which shall have two members appointed for a two year term and two members appointed for a one year term in order that alternating appointments are possible. Wherever possible members should represent a cross-section of sectors which adds diversity to the Task Force (Business, Health, Education, Oil & Gas, Agriculture, etc.).
- d) One person shall represent the Drumheller and District Chamber of Commerce.
- e) One person shall represent the Community Futures Drumheller.
- f) One person shall represent the County of Starland.
- g) The Task Force shall recommend to Town Council the appointment, or reappointment of any person to the membership of the Task Force.
- h) The Task Force may recommend to Town Council an increase or decrease in the total membership of the Task Force.
- i) All appointments shall be subject to the pleasure of Council and in force from time to time as to the person and the term of office.
- j) The C.A.O., the Director of Community Services and the Economic Development Officer shall act as resource staff to the Task Force and shall not have voting privileges.
- k) No member-at-large shall exceed six consecutive years, without special permission from Council.
- l) All members of the Economic Development Task Force shall be required to sign and follow a Code of Ethics as developed by the Economic Developers Association of Alberta.
- m) If any member shall be absent from three consecutive regular meetings (unless such absence be caused through illness or authorized by resolution of the Task Force), the Council may, upon recommendation of the Task Force, declare the office of such absent member to be vacant.

*Amended:
Motion APR 23, 2012
Five*

V. Conduct of Meetings

- a) A meeting may be called by the Chairman of the Task Force or by request of a member through the Chairman.
- b) The Task Force shall elect annually from its members, a Chairman and a Vice-Chairman for the ensuing year. Neither a member of the Municipal

Administration or an Elected Public Official shall be eligible for selection as Chairman or Vice-Chairman.

- c) A quorum of the Task Force shall consist of a majority of the members.
- d) Each member of the Task Force, including Chairman, shall have one vote on any question and in the event of a tie, the motion shall be lost.
- e) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, Newly Revised.

VI. **Powers & Duties:** It shall be the duty of the Economic Development Task Force to advise the Town of Drumheller on community development matters and develop recommendations thereon. In addition, the Task Force shall:

- a) Participate in client reception in order to facilitate the clients' access to information and to help them learn the merits of doing business in the Town of Drumheller.
- b) Participate in initiatives undertaken by the Town of Drumheller to pursue new clients.
- c) Identify investment opportunities in the Town of Drumheller.
- d) Assist in the development and maintenance of a proactive, long term (3 to 5 years) economic development plan.
- e) Identify key issues and opportunities affecting economic development and develop action plans to effectively manage or optimize.
- f) Participate as ambassadors for the Town of Drumheller when visiting locations where potential clients presently operate.

VII. **Limits to Powers**

- a) The Task Force may recommend to Council the action on agreements, whether formal or informal, which may lead to development within the community.
- b) Town Council shall have final authority and responsibility regarding all matters pertaining to the Economic Development Task Force.

VIII. **Reporting Procedures**

- a) All minutes of the Task Force shall be submitted to Town Council and dealt with in a confidential manner.

IX. This Bylaw shall come into force and take effect on its passing thereof.

INTRODUCED AND READ a first time this 6th day of March, 2006.

READ a second time this 6th day of March, 2006.

READ a third time and passed the 6th day of March, 2006.



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 2.5



Request for Decision

Date: October 31, 2014

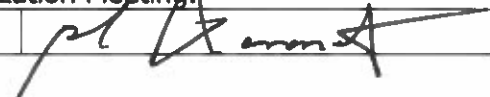
Topic:	POLICE COMMITTEE BOARD APPOINTMENT
Proposal:	<p>The terms of membership for the Police Committee states as follows:</p> <p><i>"The Committee shall consist of nine (9) voting members who shall be appointed by resolution of Council as follows: (a) Five (5) members selected from the public at large as residents of the Town of Drumheller; (b) One (1) Mayor or designate by resolution of the Town of Drumheller, Municipal Council (c) Three (3) public members selected to a maximum of one (1) from any of the following communities, as defined within the boundaries of the Drumheller Detachment, RCMP – Starland County, Kneehill County, The Village of Delia, The Village of Morrin, the Village of Carbon and the Village of Munson. One (1) to three (3) year term, whichever Council deems appropriate, commencing October 31st. <u>The term of any citizen member shall not exceed six (6) consecutive years, except by special resolution of Council.</u>"</i></p> <p>The Committee has three vacancies: two from public at large as residents of Drumheller and one for rural member (either from Delia, Morrin, Carbon and Munson). Both Fred Makowecki and Jim Decore wish to resubmit their names as public at large members. Fred would like another three year term and Jim would like another one year term. Fred has served two consecutive three year terms and Jim has served one three year term and three one year terms consecutive terms thereafter.</p> <p>The approval of Fred and Jim's appointment is at the discretion of Council as per the bylaw. Administration is recommending that Fred be appointed for another three year term and Jim for another one year term.</p> <p>The remaining one rural member vacancy from Village of Carbon, Munson, Morrin or Delia will continue to be advertised.</p>
Proposed by:	Town of Drumheller
Correlation to Business (Strategic) Plan	
Benefits:	
Disadvantages:	
Alternatives:	

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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Agenda Item # 2.5

Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Jim Decore for a one year term expiring on the date of Council's 2015 Annual Organization Meeting and the appointment of Fred Makowecki for a three year term expiring on the date of Council's 2017 Annual Organization Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		



DRUMHELLER

REQUEST FOR DECISION

Agenda Item # 2.6



Request for Decision

		Date:	October 31, 2014
Topic:	DRUMHELLER HOUSING ADMINISTRATION APPOINTMENTS		
Proposal:	The Drumheller Housing Administration had two vacancies on their board. Current board member Ray Page has resubmitted his name (a member on and off since 2008). In accordance with the Drumheller Housing Administration Ministerial Order H:088/95, " <i>members of the board, including first members appointed under clause (a), may hold consecutive terms of office</i> " (three year terms). The remaining vacancy will continue to be advertised.		
Proposed by:	Raymond Romanetz		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	N/A		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Ray Page to the Drumheller Housing Administration Board for a further three year term to expire on the date of Council's 2017 Organizational Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda HandyRay Romanetz	1
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DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



APPLICATION TO SERVE ON
TOWN PUBLIC SERVICE BOARDS

RESUBMITTED

Board applied for DRUMHELLER HOUSING ADMIN.

Date OCT 29/14

Name of Applicant IAN PACE

Address _____ Phone # _____

Length of Residency in Town 35

Past Service on Similar Boards _____

BRIEF PERSONAL HISTORY (include information which you feel
would assist Council in making a decision as to your capabilities to serve
on this Board)


Signature of Applicant

Fax back to (403)823-8006