

# **Town of Drumheller COUNCIL MEETING AGENDA**

**September 14, 2009 at 4:30 PM**  
**Council Chamber, Town Hall**  
703-2nd Ave. West, Drumheller, Alberta



## **1.0 CALL TO ORDER**

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

- 2.1 Letter from Hon. Judge Ernest J.M. Walter, Chairman, Alberta Electoral Boundaries Commission 2009/10
- 2.2 Letter from Hon. Luke Ouellette, Minister of Transportation announcing the approval of grant funding for the East Coulee Process / Engineering Upgrades project
- 2.3 Dates set for Council and Administration Annual Strategic Workshop for November 26th at 4:00 PM and full day on November 27th.

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

- 5.1.1 Regular Council Meeting Minutes of August 31, 2009

### **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. CAO**

8.1.1 RFD - Proposed Sale of Airport Hangar

8.1.2 RFD - Rosedale Industrial Subdivision

8.1.3 Information - Morey's Grocery Store

## **8.2. Director of Infrastructure Services**

## **8.3. Director of Corporate Services**

## **8.4. Director of Community Services**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICES OF MOTIONS**

## **13.0 COUNCILLOR REPORTS**

## **14.0 IN-CAMERA MATTERS**

14.1 Land Matter - Plan 3099AD Plan 19 Lot 28

Honourable Judge Ernest J.M. Walter  
Chairman



**RECEIVED**  
SEP 03 2009  
Members  
Keith Archer  
Peter Dobbie  
Brian Evans  
Allyson Jeffs

### Alberta Electoral Boundaries Commission 2009/10

August 28, 2009

His Worship Bryce Nimmo, Mayor  
Town of Drumheller  
703 - 2 Avenue West  
Drumheller AB T0J 0Y3

Dear Mr. Nimmo:

The Electoral Boundaries Commission was appointed on July 31, 2009 and has begun its work. The next year will be spent in reviewing the area, boundaries and names of the electoral divisions in the province, and proposing changes within the guidelines provided in the *Electoral Boundaries Commission Act*.

The new electoral map, once approved by the Legislative Assembly, will be in effect for the next provincial general election. At that time, there will be 87 electoral divisions in Alberta (four more than at present).

My colleagues in this task are Dr. Keith Archer of Banff, Mr. Peter Dobbie of Vegreville, Mr. Brian Evans of Calgary, and Ms. Allyson Jeffs of Edmonton, who have been appointed as the four members of the Commission. I am looking forward to working with them, and with stakeholders, as the Commission Chairman.

One of the most important aspects of this review is hearing from interested Albertans who wish to help us shape the electoral map of the province. I am contacting you to encourage you to participate in this process of public consultation. You may participate by preparing a written submission or by making a presentation during one of the public hearings. Information concerning the dates for the first round of public hearings will be mailed to all households in early September. Information will also be provided on our website at [www.altaebc.ab.ca](http://www.altaebc.ab.ca) and will be advertised in newspapers throughout the province.

Our interim report will be submitted to the Speaker of the Legislative Assembly by February 2010. The second round of public hearings will follow in the spring of 2010 to allow interested Albertans to comment on the proposals contained in our interim report. All comments, submissions and presentations will be considered as we prepare our final report, which will be submitted to the Speaker of the Legislative Assembly by July 2010.

Suite 100, 11510 Kingsway Avenue Edmonton Alberta T5G 2Y5  
Ph: 780 638 3132 Fax: 780 422 2900  
Email: [info@altaebc.ab.ca](mailto:info@altaebc.ab.ca)

## ***Agenda Item # 2.1***

- 2 -

I welcome you to participate in this important process. The enclosed brochure contains additional information, and we would appreciate if you would display copies in your office.

On behalf of the Commission, I invite you to call our office or visit our website for more information.

Sincerely,

A handwritten signature in black ink, appearing to be 'E. J. M. Walter', with a long horizontal stroke extending to the right.

Honourable Judge Ernest J.M. Walter  
Chairman

## Agenda Item # 2.2



RECEIVED

AUG 11 2009

*Al, Ray*

AR41191

**AUG 26 2009**

His Worship Bryce Nimmo  
Mayor  
Town of Drumheller  
703-2 Avenue West  
Drumheller, AB T0J 0Y3

Dear Mayor Nimmo:

I am pleased to advise you and your council that additional grant funding has been approved for the East Coulee Process/Engineering Upgrades project for the Town of Drumheller. The original grant amount of \$76,125 approved under the Alberta Municipal Water/Wastewater Partnership has been increased to \$121,434.16.

A grant payment in the amount of \$98,434.16 is being electronically transferred to the Town of Drumheller. This amount represents the final grant payment for the East Coulee Process/Engineering Upgrade project under the Alberta Municipal Water/Wastewater Partnership.

My colleague, Honourable Jack Hayden, M.L.A. for Drumheller-Stettler, and I are very supportive of rural Alberta and grants that continue to keep Alberta competitive.

I appreciate your continued support in working with us to develop your municipal infrastructure.

Sincerely,

Luke Ouellette  
Minister of Transportation  
M.L.A., Innisfail-Sylvan Lake

cc: Honourable Jack Hayden, M.L.A., Drumheller-Stettler

320 Legislature Building, Edmonton, Alberta Canada T5K 2B6 Telephone 780-427-2080 Fax 780-422-2722

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Approved

## Town of Drumheller COUNCIL MEETING MINUTES

August 31, 2009 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



### **PRESENT:**

DEPUTY MAYOR:

Sharel Shoff

COUNCIL:

Andrew Berdahl

Blaine McDonald

Don Guidolin

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICE

Allen Kendrick

DIRECTOR OF CORPORATE SERVICES:

Micheal Roy

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Corinne Macdonald

### **ABSENT:**

MAYOR:

Bryce Nimmo

COUNCIL:

Karen Bertamini

Terry Yemen

### **1.0 CALL TO ORDER**

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

- 2.1 Deputy Mayor S. Shoff read a letter from Honourable Ray Danyluk regarding Cast Iron Water Replacement Approval under the Municipal Sustainability Grant Program in the amount of \$5,000,000.

### **3.0 PUBLIC HEARING**

Approved

Council Meeting Minutes  
August 31, 2009

## 4.0 ADOPTION OF AGENDA

## 5.0 MINUTES

### 5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5.1.1 Regular Council Meeting Minutes - August 4, 2008  
**MO2009.170** McDonald, Guidolin moved adoption of the regular Council Meeting minutes of August 4, 2008. Carried.

### 5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 5.2.1 Municipal Planning Commission Meeting Minutes of May 21, 2009  
5.2.2 Municipal Planning Commission Meeting Minutes of June 25, 2009  
5.2.3 Municipal Planning Commission Meeting Minutes of July 30, 2009  
5.2.4 Municipal Planning Commission - August 13, 2009  
5.2.5 Management Meeting Minutes - August 25, 2009

### 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 18-09 - Library Bylaw - All three readings  
R. Romanetz presented Bylaw 18-09 and advised that it reflects and ensures that we are consistent with the Library Act. He also noted that the Library are reviewing their own bylaws that will be presented for Council's approval shortly.

**MO2009.170** First reading - McDonald, Guidolin. Carried unanimously.  
**MO2009.172** Second reading - McDonald, Berdahl. Carried unanimously.  
**MO2009.173** No objection to third and final reading - McDonald, Berdahl. Carried unanimously.

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**MO2009.174** Thrid reading - Berdahl, Guidolin. Carried unanimously.

8.1.2 Council Resolution - Road Closure within Lot 49 Block 2 Plan 0512635 (2nd Street W.)

R. Romanetz presented the Resolution for the road closure and advised that this property has never been developed. He outlined Shecule B which shows laneway and roads that should be closed. The current landway has to be increased by 3m in width to accomodate drainage from adjacent properties. There was a mine shaft found in the area when the development was taking place which has since been filled however the three lots around the mine shaft are no longer developable. This Resolution will consolidate all lots into one area; all lots, streets and lanes will disappear and become Block 2. The area will then be replotted. The lot could be sold as one parcel of land, then all roads within becomes the responsibility of the developer. Hunter Surveys prepared the Resolution and advised that usually this would go through a hearing but as this parcel was never developed it can be done by Resolution and sent to the Minister for this approval.

**MO2009.175** Berdahl, Guidolin be it resolved that the Council of the Town of Drumheller in the Province of Alberta does hereby enact to close that portion of street and lanes created by Plan 0512635 indicated on Schedule B as attached within the N. 1/2-2-29-W4M and more particularly described as Plan 09..... (closed street and lanes within Lot 49, Block 2 indicated on Schedule A as attached) from public use, obtain title in the name of the Town of Drumheller, a Municipal Body Corporate, of 703 2nd Avenue West, Drumheller, Alberta and consolidate same with adjacent lands.

Discussion followed on why three readings were required. CAO R. Romanetz advised that he will clarify the second and third readings, he does not believe the second and third readings are required as the process only requires a resolution.

Vote on Motion: Carried unanimously.

8.1.3 CAO, R. Romanetz announced that the Town's Director of Community Services, Paul Salvatore has recently completed a certificate in local government in Municipal Administration with the University of Alberta Faculty Extension. He congratulated Paul on his accomplishment and thanked him for his commitment to advancing his education. He further stated that the Town of Drumheller fully supports continuing education to improve employee effectiveness and promote succession planning.

8.1.4 RFD Land Sales Rosedale Industrial Subdivision

CAO R. Romanetz provided some background on selling of industrial lots in Drumheller. Sales in the Hy-Grade Industrial Subdivision by Bob Shetty in the early 2000 were very successful even with the economy being slow at that time. The Town in 2006 had advertised in an attempt to attract a number of reactions to sell land in the Rosedale Industrial Park with only one expressing any interest.



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An agreement was entered into with Bob Sheddy which expired on December 31, 2007. Bob Sheddy proposed that he would like us to review the arrangement we had for previous sales with him and he would become the exclusive agent for selling lots in Rosedale Industrial Subdivision for a commission of 10%. He would be responsible for all marketing costs and will provide a Marketing Plan and was agreeable to regular reporting to Council and the CAO..

**MO2009.176** Guidolin, McDonald moved that Council directs administration to enter into an exclusive agreement with Bob Sheddy to act as the agent for the Rosedale Industrial Subdivision for a commission of 10% for a term expiring December 31, 2010 unless otherwise extended by Council.

Councillor B. McDonald asked if other realtors will be able to see these lots. R. Romanetz advised that the lots would be exclusively sold by Bob Sheddy. Councillor B. McDonald recommended that this matter be deferred to committee of the Whole to discuss with full Council present.

Vote on Motion: In favour Berdahl, Guidolin. Opposed McDonald, Shoff. Motion defeated.

8.1.5 RFD Offer to Purchase Back Lane Adjacent to Plan 453GX, Block 11B, Lots 1-6 between Steve Barr and TKNT Mechanical Ltd.

CAO R. Romanetz advised that previous property owners, dating back to 2001, wanted to purchase this back lane, however it did not proceed even though their proposal was approved by Council. The current property owners are requesting to revisit the closure and disposition of the redundant land. The property was appraised at \$2.25 per sq ft in 2006. The offer received from the current property owners was \$3,000, which is roughly \$.85/sq ft. Council in 2006 required that if the lane was closed, the property would be sold to the adjacent property owner at market value.

**MO2009.177** Guidolin, McDonald that Council agrees to the closure of the lane adjacent to Plan 453GX, Block 11B, Lots 1 to 6, as outlined in the offer to purchase and sets the sale price of the land for the appraised value of \$7,909.43.

Councillor A. Berdahl asked that the appraisal in 2006 was \$3,942. CAO R. Romanetz advised for clarification that in 2006 the property was accessed at \$7,909 and the current property owners offered \$3,000 for the same public lane.

Vote on Motion: In favour Guidolin, McDonald, Shoff. Opposed Berdahl. Motion carried.

8.1.6 RFD Request for Extension to Vacate

CAO R. Romanetz advised that the four renters of the two properties the Town has purchased on 1<sup>st</sup> Street West have requested an extension on the timeline for vacating their property to allow them to find other rental space. They

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are asking for an extension to March 31, 2010. A 90 day notice period would extend into November. Demolition could be done at that time but weather conditions would probably not be suitable for base construction and paving. The base work could be completed in April / May 2010 to allow the parking lots to be brought on stream. If we agreed to their extension to March we would be able to demolish the buildings, put the base in and pave the area. Administration is recommending that as an act of goodwill the Town allow the business owners the extension to find suitable locations.

**MO2009.178** Andrew, Guidolin that Council grant the business owners an extension to March 31, 2010 to vacate the property at their current rental rates. Motion carried unanimously.

## 8.2. Director of Infrastructure Services

### 8.2.1 RFD Waste Water Headworks Equipment

Director of Infrastructure Services, A. Kendrick advised that we need to purchase New Headwork's equipment from Headwork's Inc. and Capital H2O Systems Inc. This equipment was not included in the contract with Graham Construction. This equipment needs to be ordered separately and is included in the overall Wastewater Plant budget. In the proposed upgrade plan, it was part of the design to install the headwork's equipment twice. This was done to ensure the existing plant operated within our Approval. With very inventive methods implemented by Operational staff & Mechanical services they have managed to keep equipment functioning up to this point and have a plan in place in case of a total failure. The equipment was selected and designed to be installed at both locations; the first would be installed in the old headwork building and after completion of the new building the equipment would be moved over. We now have saved by not installing the equipment twice and have a further savings by eliminating the need to install a step down transformer. The manufacturer has agreed to speed up the delivery to 13 weeks.

**MO2009.179** Berdahl, McDonald that Council approve the purchase of New Headwork's equipment from Headwork's Inc. and Capital H2O Systems Inc. at a cost of \$ 242,000.00.

Councillor A. Berdahl asked why the capital cost is less than the budgeted amount. A. Kendrick advised that because of the changes and by installing the unit only once we will probably save \$40,000.

Vote on Motion: Carried unanimously.

### 8.2.2 RFD Crushing of Concrete and Asphalt

Director of Infrastructure Services, A. Kendrick advised that the Town has accumulated approximately 30,000 tonnes of stockpiled asphalt and concrete rubble at the Drumheller Landfill. This material can be crushed to desired

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specifications and reused as base course aggregates for future Town Street Improvement Programs trails, roadway and parking area projects. The cost to produce this product is approximately \$8.90 per tonne, which is significantly less than purchasing an equivalent material supplied from a contractor. The current 2009 costs are \$21.60 to \$ 25.20 depending on the source of the supply. It would also be a part of the Town's Green Plan to recycle and reuse when possible plan.

**MO2009.180** Berdahl, McDonald that Council authorizes administration to prepare tender documents and issue a tender call for the crushing of the asphalt and concrete rubble presently stockpiled at the Drumheller landfill site.

Councillor B. McDonald asked where the funds are coming from; reserves over 5 years. CAO R. Romanetz advised that the money will come from reserves however the road base would be placed in inventory and paid for from approved projects such as the annual Street Improvement Program. The capital cost set aside for that project then pays for the inventory. With projects we have in mind, the inventory is projected to be used in a minimum of (5) years.

Vote on Motion: Carried unanimously.

### 8.3. Director of Corporate Services

#### 8.3.1 Purchasing Policy #03-09

Director of Corporate Services, M. Roy advised that the purchasing and delegation of financial authority policies have been combined into one. This Policy increases the CAO's authority for purchasing up to \$250,000 and includes new requirements with TILMA. M. Roy noted that different limits for different employees have been put on Credit Cards and conditions on use. Councillor A. Berdahl noted that he sees this as bringing the Purchasing Policy up to Provincial regulations namely TILMA. CAO R. Romanetz noted that the use of credit cards will simplify the process for the accounting department and make it easier to track costs.

**MO2009.181** Guidolin, Berdahl adopt Policy No C-03-09 as presented by administration. Motion carried unanimously.

#### 8.3.2 RFD Budget Change Request

Director of Corporate Services, M. Roy advised that the Town has been successful in receiving \$6 million in grants towards the construction of the new community facility. The architect has been hired, site surveys are being started and the identified needs for civil engineering and a cost consultant costs for this project will start coming in and quickly surpass the current budget of \$50,000. He is recommending the total budget of \$23 million be approved.

**MO2009.182** Berdahl, McDonald that council approve a total budget of \$23,000,000 for the project with funds coming from debentures, reserves, grants

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and donations.

In response to a question from Council M. Roy stated that Council approved a budget of \$50,000 for the Community Facility in 2009. R. Romanetz stated that the initial expenditures are being expensed from the reserve fund and other expenditures such as cost consultant, civil engineering costs are included in the \$23 million budget. Borrowing will not be accessed until reserves have been depleted.

Vote on Motion: Carried unanimously.

#### **8.4. Director of Community Services**

#### **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

#### **10.0 PUBLIC HEARING DECISIONS**

#### **11.0 UNFINISHED BUSINESS**

#### **12.0 NOTICES OF MOTIONS**

#### **13.0 COUNCILLOR REPORTS**

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

There being no further business, Deputy Mayor Sharel Shoff adjourned the meeting at 5:50 PM.

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MAYOR

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CHIEF ADMINISTRATIVE  
OFFICER



### Request for Decision

<b>Date:</b>	10 Sep 2009
<b>Meeting Type:</b>	Regular Council
<b>Topic:</b>	Proposed Sale of Airport Hangar
<b>Proposal:</b>	<p>Council has directed Administration to research the possibility of selling the hangar and asked that the Airport Commission be consulted for their recommendation. The Airport Commission met on September 1, 2009 to discuss the proposed sale of the hangar. The hangar was purchased by the Town in early 1980's from the bank following a bank foreclosure on the mortgage. An appraisal was completed January 15, 2009 and the hangar was valued at \$270,000. In a letter dated April 22, 1997, Fox Coulee Aviation was given a right of first refusal. The Airport Commission supports the Town's proposal to sell the main hangar. The Commission also recommends as a second option that the Town consider a five year Lease to Purchase Agreement with a large upfront deposit (10% of the value). The board members agreed that this purchase arrangement should be separated from the airport duties and the responsibilities relating to fuel and general maintenance should be tied in through the use of the terminal building as is. The members further recommended that the ultimate use of the hangar be complementary to the airport.</p>
<b>Proposed by:</b>	Romanetz, Raymond
<b>Correlation to Business (Strategic) Plan</b>	
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Town will receive revenue from the sale of the hangar.</li><li>• Town will no longer be responsible for the O&amp;M costs.</li></ul>

## Agenda Item # 8.1.1

<b>Disadvantages:</b>	<ul style="list-style-type: none"> <li>Once sold the Town would not have space for other individual plane owners to store their aircraft.</li> </ul>
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>Town retains the hangar and land as is currently;</li> <li>Town could lease the land for the hangar until the building became non functional;</li> <li>Sell the hangar or enter into a lease to purchase agreement, honouring the right of first refusal.</li> </ul>
<b>Finance/Budget Implications:</b>	
<b>Operating Costs:</b>	<b>Capital Costs:</b>
<b>Budget Available:</b>	<b>Source of Funds</b>
<b>Budget Cost:</b>	<b>Underbudgeted Cost:</b>
<b>Communication Strategy:</b>	Press Release
<b>Recommendations:</b>	That the Town of Drumheller sell the hangar or enter into a lease to purchase agreement, honouring the right of first refusal with Fox Coulee Aviation.
<b>Report Writer:</b>	Romanetz, Raymond
<b>Position:</b>	Chief Administrative Officer
	CAO:



### Request for Decision

<b>Date:</b>	11 Sep 2009
<b>Meeting Type:</b>	Regular Council
<b>Topic:</b>	Exclusive Realtor Agreement for Rosedale Industrial Subdivision
<b>Proposal:</b>	<p>The Town has attempted to attract additional realtors to be agents for the sale of industrial lots in the Rosedale subdivision. We had advertised to solicit interest from realtors to be agents to enter into an agreement with the Town to be authorized to market lots in the Rosdale Subdivision and to be eligible for a commission from the Town in 2006. Only one realtor had expressed any interest in being our agent for these lands and that arrangement expired on December 31, 2007. The Town has invested \$800,000 in the servicing of the industrial subdivision and until the lots are sold will not recover this investment or realize any tax revenue from these lands.</p> <p>Administration has had discussions with Bob Sheddy who has expressed interest in being the exclusive agent and has sold lots as our agent for the Hygrade Industrial subdivision. Mr. Sheddy is proposing that he become the exclusive agent for the Rosedale Industrial subdivision for a commission of 10%, in return Mr. Sheddy would promote the lots for sale at his expense.</p> <p>Any agreement entered into would include regular reports on activities back to CAO on a monthly basis and quarterly reports to Council.</p> <p>Although Mr. Sheddy would be the exclusive agent for the marketing of the Rosedale Industrial subdivision, he has indicated that he would share the commission with any realtor who brought a sale to him. A copy of the proposed exclusive sale and lease listing agreement is attached.</p>
<b>Proposed by:</b>	Romanetz, Raymond
<b>Correlation to Business (Strategic) Plan</b>	
<b>Benefits:</b>	Provides a single point of reference for the sale of the lots in the Rosedale Industrial subdivision
<b>Disadvantages:</b>	

## Agenda Item # 8.1.2

<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>Council directs administration to enter into an exclusive sales and lease agreement with Bob Sheddy to act as the agent for the Rosedale Industrial subdivision for a commission of 10% for a term expiring December 31, 2010 unless otherwise extended by Council.</li> <li>Could direct administration to advertise for proposals.</li> <li>Council accepts this as information.</li> </ul>		
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Costs:</b>	
<b>Budget Available:</b>		<b>Source of Funds</b>	
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	Council directs administration to enter into an exclusive sales and lease agreement with Bob Sheddy to act as the agent for the Rosedale Industrial subdivision for a commission of 10% for a term expiring December 31, 2010 unless otherwise extended by Council.		
<b>Report Writer:</b>	Romanetz, Raymond		
<b>Position:</b>	CAO		
	CAO:		