

Town of Drumheller COUNCIL MEETING AGENDA

August 31, 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 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

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

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

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

8.1.3 Recognition to Director of Community Services, Paul Salvatore for his completion of the University of Alberta Faculty Extension Certificate in Local Government in Municipal Administration

8.1.4 RFD Land Sales Rosedale Industrial Subdivision

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.

8.1.6 RFD Request for Extension to Vacate

8.2. Director of Infrastructure Services

8.2.1 RFD Waste Water Headworks Equipment

8.2.2 RFD Crushing of Concrete and Asphalt

8.3. Director of Corporate Services

8.3.1 Purchasing Policy #03-09

8.3.2 RFD Budget Change Request

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



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Lac La Biche - St. Paul

RECEIVED

AUG 07 2009

Cc at Mike Ray.

AR43246

July 28, 2009

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

Bryce

Dear Mayor Nimmo:

Thank you for your project application under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following project has been accepted as a qualifying project under the capital funding guidelines. Your municipality may apply the following amount of your MSI capital funding allocation to the qualifying costs of the project:

CAP-1406	Cast Iron Water Line Replacement	\$ 5,000,000
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In order to recognize your success through this project, and to recognize the contribution that the MSI has made in achieving this success, please include this project in a published list of MSI-funded projects that is available to the public.

As per the MSI capital guidelines, I may select specific projects that merit enhanced public recognition. If the above project is selected, my ministry will contact you to develop a joint communication plan.

I wish you, your council, and the municipality's staff success with the project.

Sincerely,

Ray Danyluk
Minister

cc: Honourable Jack Hayden, MLA, Drumheller-Stettler
Ray Romanetz, Chief Administrative Officer, Town of Drumheller

104 Legislature Building, Edmonton, Alberta Canada T5K 2B6 Telephone 780-427-3744 Fax 780-422-9550
4434 - 50th Avenue, St. Paul, Alberta Canada T0A 3A2 Telephone 780-645-6999 Fax 780-645-5787
Toll Free From All Areas 1-866-674-6999

Printed on recycled paper

Approved

**Town of Drumheller
COUNCIL MEETING
MINUTES**

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



PRESENT:

MAYOR:

Bryce Nimmo

COUNCIL:

Andrew Berdahl

Karen Bertamini

Blaine McDonald

Don Guidolin

Sharel Shoff

Terry Yeman

DIRECTOR OF INFRASTRUCTURE SERVICE

Allen Kendrick

DIRECTOR OF CORPORATE SERVICES:

Micheal Roy

RECORDING SECRETARY:

Linda Handy

ABSENT:

CAO Ray Romanetz

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2009.163 Bertamini, Shoff moved to adopt the agenda as presented.
Carried unanimously.

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Approved

Council Meeting Minutes
August 24, 2009

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Council Regular Meeting - July 6, 2009

MO2009.164 Yemen, Berdahl moved to adopt the regular Council meeting minutes of July 6, 2009 as presented. Carried unanimously.

5.1.2 Special Council Meeting - July 13, 2009

MO2009.165 Shoff, McDonald moved to adopt the Special Council meeting minutes of July 13, 2009 as presented. 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. ACTING CAO

8.1.1 Bylaw 14.09 for the purpose of borrowing to finance the construction of the Badlands Community Facility - second and third readings

Acting CAO, M. Roy advised that the two week advertising required under the Municipal Government Act has been carried out with no petitions received.

MO2009.166 Bertamini, Guidolin for second reading to bylaw 14.09.

6 in favour - McDonald, Bertamini, Nimmo, Shoff, Berdahl, Guidolin

1 against - Yemen.

Carried.

MO2009.167 Berdahl, Guidolin for third reading to Bylaw 14.09.

6 in favour - McDonald, Bertamini, Nimmo, Shoff, Berdahl, Guidolin

1 against - Yemen

Carried.

8.1.2 RFD - Offer to Purchase and Sell Legal Plan 3099AD Block 19 Lots 26 & 27

M. Roy advised that the Town has finalized an offer to purchase and sell with the property owner of the above noted legal description subject to Council's approval. He further advised that the purpose of the purchase is for

Approved

Council Meeting Minutes
August 24, 2009

additional off street parking for the downtown core which is essential to replace lost parking if the improvements as recommended in the CB District Transportation Study are implemented.

MO2009.168 Bertamini, Shoff moved that Council approve the Offer to Purchase and Sell for Plan 3099AD Block 19 Lots 26 & 27 as attached. Carried unanimously.

8.1.3 RFD - Offer to Purchase and Sell Legal Plan 7710AP Block 20 Portion of Lot 11

M. Roy advised that the Town has finalized an Offer to Purchase and Sell with the property owner of the above legal description subject to Council's approval. He advised that the purpose of the purchase if the same as stated in Item 8.1.2

MO2009.169 Shoff, Yemen moved that Council approve the Offer to Purchase and Sell for Plan 7710AP Block 20 Portion of Lot 11 as attached. Carried unanimously.

Councillor A. Berdahl asked the timeframe to implement the conversion. A. Kendrick stated that the conversion should be completed in late 2009 / early 2010.

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

9.1 Chief Administrative Officer
(In Ray Romanetz's absence, a written report was submitted for Council's information - any questions to be asked at the next Council meeting to be held on August 31st.)

9.2 Director of Infrastructure Services

9.3 Director of Corporate Services

9.4 Director of Community Services
(In Paul Salvatore's absence, a written report was submitted for Council's information - any questions to be asked at the next Council meeting to be held on August 31st.)

10.0 PUBLIC HEARING DECISIONS

Approved

Council Meeting Minutes
August 24, 2009

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned
at 4:50 PM.

MAYOR

CHIEF ADMINISTRATIVE
OFFICER



DRUMHELLER

COMMUNITY SERVICES



Municipal Planning Commission Meeting of Thursday, May 21, 2009

Present: Robert Greene, Member (Vice Chairman)
Sharel Shoff, Councilor/Member
Andrew Berdahl, Councilor/Member
Irene Doucette, Member
Jeanette Neillson/Member
Dennis Simon, Member
Kate Lima, Development Officer
Paul Salvatore, Director of Community Services
Stephanie Jones, Recording Secretary

Absent: Gerhard Schwarz, Chairperson
Brad Weibe, PRMS

1.0 CALL TO ORDER AT 12:05 P.M.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 April 30, 2009

Motion: J. Neillson moved the minutes of April 16, 2009 be approved.

Seconded by S. Shoff – CARRIED

2.2 Discussion arising from minutes

3.0 DEVELOPMENT PERMITS

3.1 T09121H – Ed Van De Ryse – Home Occupation – “R-1a”

K. Lima presented Development Permit T09121H submitted by Ed Van De Ryse for a home occupation business to be located at 1232 – 2 Avenue, West on Plan 6561CO; Block 5; Lot 16, Drumheller. Zoning is Residential District “R-1a”. Home occupations are a discretionary use in the Residential District “R-1a”.

The business name will be Greenfeed. The sprayer will be mounted to the back of the truck which will be stored in the rear of the yard. There will be no storage in the backyard and the residence will be used for administrative purposes only.

This will be a seasonal business operating from May to October of each year.

MPC reviewed the application and the drawings of the proposed residence.

MUNICIPAL PLANNING COMMISSION MEETING May 21, 2009

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Motion: D. Simon that Development Permit T09121H submitted by Ed Van De Ryse for a home occupation business to be located at 1232 – 2 Avenue, West on Plan 6561CO; Block 5; Lot 16, be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Annual Business License is required.
3. Residence to be used for administrative purposes only.
4. There shall be no outside storage of materials, commodities or finished products.
5. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 m (10 square feet).
6. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
7. Permit expires December 31, 2009.

Seconded by S. Shoff - CARRIED

3.2 T09122H – Susan Backs – Home Occupation – “R-1”

K. Lima presented Development Permit T09122H submitted by Susan Backs for a home occupation business to be located at 38 Willow Point on Plan 9511637, Block 20, Lot 20, Drumheller. Zoning is Residential District “R-1”. Home occupations are a discretionary use in the Residential District “R1a”.

The business name will be Susan Backs. The applicant will be baking for local businesses. She will be doing the baking at the Café Italiano and delivering the baking from there. Her residence will be for administrative purposes only.

MPC reviewed the application and the drawings of the proposed residence.

Motion: A. Berdahl that Development Permit T09122H submitted by Susan Backs for a home occupation business to be located at 38 Willow Point on Plan 9511637, Block 20, Lot 20, be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Annual Business License is required.
3. Residence to be used for administrative purposes only.
4. There shall be no outside storage of materials, commodities or finished products.
5. Development to conform and meet any/all requirements of the Regional Health Authority.
6. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 m (10 square feet).
7. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.

MUNICIPAL PLANNING COMMISSION MEETING May 21, 2009

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8. Permit expires December 31, 2009.

Seconded by D. Simon – CARRIED

3.3 T09035S – DCT New Age Animations Ltd.– Freestanding Sign - “P”

K. Lima presented Development Permit T09035S submitted by Darcy Thompson for DCT New Age Promotions Ltd. to place a Third Party Freestanding LED sign at 100 – 1 Avenue, West on Plan 3147HR, Block 34, Lot 1, Drumheller. Zoning is Community Services District “P”. Third Party signs are a discretionary use in all districts.

The proposed sign is LED standing approximately 29' high to be located next to the Chamber of Commerce building. It is proposed to be placed 6' from the building and 25' from the parking lot. The sign itself would be 9' x 12' (108') outdoor LED display.

K. Lima read a letter sent in from the applicant describing the sign. The applicant would be in a lease agreement with the Chamber of Commerce, also that the sign would be on a separate power meter, etc.

There is a similar LED sign in Hanna on Highway 9, which advertises Hanna and Special Areas events.

Town consent will be necessary as it would be located on Town land.

Discussion held regarding the possibilities of advertising; eg: being a business on third avenue and having your business advertised there. P. Salvatore asked if signs should be in a public park or is there a more suitable location? Should the “World’s Largest Dinosaur” be protected against advertising? Would this attract or take away from this attraction.

It was discussed that placement is key and in this application placement is optimal as it would not obstruct the view from the dinosaur.

Discussion held regarding setting a precedent with this application. But each application would be looked at individually as they are discretionary.

MPC reviewed the application and the attached drawings.

A. Berdahl motioned that Development Permit T09035S submitted by Darcy Thompson for DCT New Age Promotions Ltd. to place a Third Party Freestanding LED sign at 100 – 1 Avenue, West on Plan 3147HR, Block 34, Lot 1, be approved with the recommendation to Council

Seconded by S. Shoff - CARRIED

J. Neillson did not vote.



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4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSIONS ITEMS

6.0 ADJOURNMENT – at 12:26 p.m.

Chairman

Development Officer

MUNICIPAL PLANNING COMMISSION MEETING May 21, 2009

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COMMUNITY SERVICES



Municipal Planning Commission Minutes

Meeting of Thursday, June 25, 2009

Present: Gerhard Schwarz, Chairperson
Andrew Berdahl, Councilor/Member
Irene Doucette, Member
Dennis Simon, Member
Kate Lima, Development Officer
Paul Salvatore, Director of Community Services
Corinne Macdonald, Recording Secretary

Absent: Robert Greene, Member (Vice Chairman)
Sharel Shoff, Councilor/Member
Jeanette Neillson/Member
Brad Weibe, PRMS

1.0 CALL TO ORDER – 12:09 P.M.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 June 8, 2009 – minutes unavailable

3.0 DEVELOPMENT PERMITS

3.1 T09124H – Tracy Symowoniuk – Home Occupation – "R-1"

K. Lima presented Development Permit T09124H submitted by Tracy Symowoniuk for a home occupation business to be located at 453 – 3rd Street South, on Plan 4536GX; Block 11C; Lot 2, Rosedale. Zoning is Residential District "R-1".

T. Symowoniuk owns an ATM Cash Machine business located at different businesses around Town, which is off-site. She does bookkeeping from her home office, also an Internet Travel and Advertising business, which she does on-line. There is no business traffic to her home. She uses a spare bedroom for her office. Home Occupations are a discretionary use in the Residential District "R-1". A. Berdahl asked if she would keep a large sum of cash at her residence. K. Lima suggested that when she picks up the money she would put it in the bank. G. Schwarz noted that with the on-line businesses money would probably be automatically put into her account.

Motion: A. Berdahl moved that Development Permit T09124H submitted by Tracy Symowoniuk for a home occupation business to be located at 453 – 3rd Street South, on Plan 4536GX; Block 11C; Lot 2, Rosedale be approved subject to the following conditions:

1



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1. Must conform to Land Use Bylaw 10-08.
2. Annual Business License is required.
3. Residence to be used for Administrative purposes only.
4. There shall be no outside storage of materials, commodities or finished products.
5. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 m (10 square feet).
6. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
7. Permit expires December 31, 2009.

Seconded by I. Doucette - CARRIED

3.2 T09042S – Royal Tyrrell Museum – Billboard Sign - "UT"

K. Lima presented Development Permit T09042S submitted by Royal Tyrrell Museum for the installation of a sign to be located on the north side of Highway 838 at 17th Street NW, on NE ¼-9-29-20-W4M, Drumheller. It does meet the zoning requirements, it is a discretionary use.

There will be a 1,000 feet distance between the proposed billboard sign and the current sign. They supplied us with some insurance information clarifying that they do have it in place. MPC reviewed the application and the drawings of the proposed residence. G. Schwarz inquired if the Museum has permission from the landowner. K. Lima advised that they do have permission from the landowner.

Motion: D. Simon moved that Development Permit T09042S submitted by the Royal Tyrrell Museum to place a Billboard Sign on the north side of Highway 838 at 17th Street NW, on NE ¼-9-29-20-W4M, Drumheller be approved subject to the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Written authorization from the registered owner is required.
3. Placement of sign components on billboard as per application and attachments submitted.
Any modifications must be first approved by Development Officer/Municipal Planning Commission.
4. On site confirmation of placement prior to commencement of installation.
5. Appearance of sign to be maintained to the satisfaction of the Development Officer.

Seconded by I. Doucette - CARRIED



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3.3 T09049D – Dan Belliveau – Manufactured Home – “C-R”

K. Lima presented Development Permit T09049D submitted by Dan Belliveau to relocate a manufactured home to a vacant property to be located at 220 – 2nd Street, on Plan 8810626; Block 2; Lot 2, Lehigh. Zoning is Country Residential District “CR”.

The manufactured home is to be removed from Greenwood Villa and relocated to Lehigh. MPC reviewed the application and the drawings of the proposed residence. In a Country Residential District, manufactured homes must be at least 14’ wide; this home is 20’ wide. The septic field and well are shown on the site plan. The lot in Lehigh is vacant and has .74 acres. G. Schwarz noted that east of this property is a mobile home and there is another in close proximity. K. Lima noted that they are looking to purchase the lot based on approval of the application.

Motion: D. Simon moved that Development Permit T09049D submitted by Dan Belliveau to relocate a manufactured home to a vacant property to be located at 220 – 2nd Street, on Plan 8810626; Block 2; Lot 2, Lehigh be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. All necessary Safety Codes Permits (building, electrical, gas, plumbing, private sewage disposal system) to be in place prior to construction/installations.
4. Manufactured Home to be C.S.A. approved.
5. Placement of manufactured home to be on an approved anchoring and blocking as per Alberta Building Code.
6. If the holder of the permit/property owner wishes to make any changes in the proposed development or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
7. All local improvements at owner’s expense including, however not limited to, driveways, frontage charges, water/sewer services. (Please contact Public Works for regulations 823.1330).
8. Contractors and subcontractors to have a valid business license with the Town of Drumheller.

Seconded by A. Berdahl - CARRIED

3.4 T09046D – Don Urlacher – Detached Garage – “R-1A”

K. Lima presented Development Permit T09046D submitted by Don Urlacher to construct an oversized 864 sq ft residential detached garage to be located at 600 – 5th Avenue East, on Plan 6495AV; Block 1; Lot 35 & 36, Drumheller. Zoning is Residential District “R-1a”.



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The roof is extending 10' to cover a foundation pad and is not an extension of the garage. G. Schwarz noted that the garage area is only 36' the rest is an overhang. The Land Use Bylaw requirement is 728 sq ft and this needs an 18.7 % relaxation; MPC can approve 20%. Access will be off 6th Street. Mr. Urlacher has approval for the access already from the Town and new curb and gutter has been installed. P. Salvatore asked if this is a new structure. K. Lima advised that he would be tearing down the existing garage and rebuilding the proposed structure. She also noted that the garage will be 14.4' high and advised that meets the requirements.

Motion: A. Berdahl moved that Development Permit T09046D submitted by Don Urlacher to construct an oversized 864 sq ft residential detached garage to be located at 600 – 5th Avenue East, on Plan 6495AV; Block 1; Lot 35 & 36, Drumheller be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Relaxation granted to the building size to a maximum of 864 sq. ft.
4. Construction to be in accordance with the Alberta Building Code.
5. External finished appearance of the proposed construction to be compatible with that of existing development.
6. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for regulations)
8. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

G. Schwarz asked if there were any other concerns. The structure seems to be large for the size of the lot. K. Lima noted that 30% for dwellings and 15% for accessory buildings as per Land Use Bylaw 10-08. G. Schwarz advised that it is allowed for what MPC can approve.

Seconded by D. Simon - CARRIED

3.5 T09041D – Ryan Henry – Attached Deck – "R-2"

K. Lima presented Development Permit T09041D submitted by Ryan Henry to build a deck, 4' X 41/2" to be located at 68 Newcastle Green, on Plan 7611293; Block 52; Lot 15B, Drumheller. Zoning is Residential District "R-2".



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Mr. Henry wants to build a deck, 4 x 4/14" above grade. 22' in the rear yard. Land Use Bylaw states 25' so a relaxation may be made if required; MPC can relax to 20'.

Motion: I. Doucette moved that Development Permit T09041D submitted by Ryan Henry to construct a deck, 4' X 41/2" to be located at 68 Newcastle Green, on Plan 7611293; Block 52; Lot 15B, Drumheller be approved subject to the following conditions:

Seconded by D. Simon - CARRIED

3.6 T09038D – Hoodoo RV Resort & Campground – Expand Campground – "RCH"

K. Lima presented Development Permit T09038D submitted by Hoodoo RV Resort & Campground to install 75 new sites to be located at 5075 Highway 10 East, on Plan 0412557; Block 4; Lot 3, Drumheller. Zoning is **Residential Cottage District** "RCH".

K. Lima advised that this application was discussed at the last meeting, however there were deficiencies regarding the road. She is waiting for Transportation's answer on whether the intersection was built for the 150 sites, she believes they were but wants confirmation. A condition was included on the last approval for 75 sites. This application is for expanding his campground to install 75 new sites. He currently has a Development Permit for the existing 75 RV sites and this is for the additional 75 sites. His plans were to have five park model trailers, which already exist. We were waiting for a private sewage disposal approval, which he has now. He has seasonal sites, has been building decks off the trailers, lots are 50' X 70'. Park models do not require Building Permits, but permits are required for the attached decks.

Motion: I. Doucette moved that Development Permit T09038D submitted by Hoodoo RV Resort & Campground to install 75 new sites to be located at 5075 Highway 10 East, on Plan 0412557; Block 4; Lot 3, Drumheller be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Development/construction as per site plan submitted.
3. Development to meet with all requirements of the Alberta Environmental Protection Act and Alberta Public Health Act as well as any other applicable Provincial Act, regulation and/or guidelines.
4. Written approval from the David Thompson Health Region that the development meets with all requirements of the Public Health Act
5. All necessary Safety Codes permits (building, electrical, gas, plumbing, PSDS, etc) to be in place prior to start of construction.
6. Approval from Alberta Transportation.
7. All improvements (approaches onto municipal roads, lighting, surfacing of municipal roads, etc.) at owners expense.
8. Garbage collection shall be as per the Town of Drumheller's "Garbage Collection Bylaw" No. 28-98



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9. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
10. Roadway system ("Internal") within the development area shall be constructed and maintained to a standard satisfactory to the Town of Drumheller.
11. A dust abatement plan for municipal and internal roadways shall be submitted in writing and to the satisfaction of the Development Officer.
12. Access to and within the development area (i.e. campground) shall be to the satisfaction of the Local Fire Authority.
13. Installation of firepits and/or fireplaces shall be in accordance with the Town of Drumheller's "Fire Bylaw" No. 22-98.
14. All signage shall be under a separate development permit application.
15. Landscaping Plan to the satisfaction of the Development Officer/Municipal Planning Commission to be submitted prior to development of campground.
16. Any onsite temporary or special events will require a separate development permit application as per Land Use Bylaw 10-08 Part VII.

Seconded by A. Berdhal – CARRIED

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

5.1 Dome Residence

K. Lima reported that this is not a formal application however, Kevin and Janice Johnson, 118 – 15 Street Nacmine are looking at constructing a Dome residence. A. Berdhal asked if they all come with a standard footprint. G. Schwarz advised that they come in all sizes and can build them as large as you want. In B. Weibe's absence K. Lima provided comments he provided regarding this matter. It is a permitted use as a detached dwelling in the Land Use Bylaw, the caricature, appearance and circulation to neighbourhood may be in order. K. Lima suggested that maybe they could be allowed in a Country Residential area. P. Salvatore agreed with giving them a specific land location like Country Residential or perhaps another zoning area. If a developer approached us to build these types of residences, it would have to be agreed on where they would be allowed. K. Lima suggested that 1st Street Nacmine is not an appropriate location. P. Salvatore suggested that there are other varieties of structures out there and it may be a time to identify them in the Land Use Bylaw.

4.0 ADJOURNMENT – 12:45 p.m. A. Berdahl, I. Doucette

Chairman

Development Officer



DRUMHELLER
COMMUNITY SERVICES



Municipal Planning Commission

Meeting of Thursday, July 30, 2009

Present: Gerhard Schwarz, Chairperson
Robert Greene, Member (Vice Chairman)
Andrew Berdahl, Councilor/Member
Sharel Shoff, Councilor/Member
Jeanette Neillson/Member
Irene Doucette, Member
Dennis Simon, Member
Kate Lima, Development Officer
Brad Weibe, PRMS
Paul Salvatore, Director of Community Services
Corinne Macdonald, Recording Secretary

1.0 CALL TO ORDER – 12:08PM

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 June 25, 2009

Motion: I. Doucette moved the minutes of June 25, 2009 be approved as presented.

Seconded by D. Simon – CARRIED

3.0 DEVELOPMENT PERMITS

3.1 T09125H – Dan Isley – Home Occupation – "R-1a"

K. Lima presented Development Permit T09125H submitted by Dan Isley for a Home Occupation business to be located at 366 – 4th Street East, on Plan 2089BN; Block 14; Lot 28 & 29, Drumheller. Zoning is Residential District "R-1a".

The residence will be used for Administration purposes only and the work will be performed offsite. Home Occupation is a discretionary use in the Land Use Bylaw. J. Neillson inquired if the service truck would be a half ton or larger vehicle. G. Schwarz noted that it would be a half ton. The applicant advised that there is no on site storage. Any signage would have to be placed on the residence and would require a separate permit.

Motion: B. Greene moved that Development Permit T09125H submitted by Dan Isley for a Home Occupation to be located at 366 – 4th Street East, on Plan 2089BN; Block 14; Lot 28 & 29, Drumheller be approved subject to the following conditions:



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1. Must conform to Landuse Bylaw 10-08.
2. Annual Business License is required.
3. Property to be used for administrative purposes only.
4. There shall be no outside storage of materials, commodities or finished products.
5. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 m (10 square feet).
6. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
7. Permit expires December 31, 2009.

Seconded by D. Simon. CARRIED

3.2 T09055D – Brian Donegan – Dwelling – Moved On – “R-1”

K. Lima presented Development Permit T09055D submitted by Brian Donegan to relocate a home to a vacant property on Sec 8-29-20-W4M, Nacmine. Zoning is Residential District “R-1”.

B. Donegan planned on subdividing and reclassifying the land from Agriculture “AG” to Residential District “R-1”. He is proposing to relocate a house onto a full basement in Nacmine. The subdivision is not complete yet. The Town had just received approval from Mr. Donegan on the Service Agreement. The applicant requires a 20% relaxation to the front and rear yard setback. An easement would have to be provided for the existing water line and the sanitary force main. If his request is approved it would be subject to the subdivision being accepted at Land Titles. If a house is being relocated, you can request a \$10k Performance Bond, Part 7 #53 in the Land Use Bylaw. He plans to restucco the house. The property is above the 1:100 flood plain, but could also be put as a condition; Section #61 of the Land Use Bylaw.

Motion: B. Greene moved that Development Permit T09055D submitted by Brian Donegan for moving a house onto Sec 8-29-20-W4M, Nacmine be approved subject to the following conditions:



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1. Must conform to Land Use Bylaw 10-08.
2. Development not to commence until registration of proposed subdivision.
3. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.
4. Relaxation granted to the front yard setback to 4.87m (16 ft).
5. Relaxation granted to the rear yard setback to 6.4m (21 ft).
6. Main floor elevation of single family dwelling to be at or above the 1:100 flood plain.
7. Make allowances for TWACS cable to be installed between the water meter and the electrical meter.
8. All necessary Safety Codes Permits (building, electrical, gas, plumbing, etc.) to be in place prior to construction/installations.
9. Offsite levies to be paid prior to the issuance of Safety Codes permits.
10. External appearance of residence to meet to the satisfaction of the Development Officer after placement. Repairs/upgrades as/if deemed required to be completed within six months of placement.
11. Prior to commencement of construction applicant must submit to the Town of Drumheller a cashiers cheque or cash in the amount \$10,000.00 (held in trust) that will be returned to applicant when so deemed by Development Officer that the development has been satisfactorily completed. A payment will be returned to applicant in the amount of 75% when so deemed that building placement/upgrading is to the satisfaction of the development officer with the balance payable when landscaping of site has been completed to the satisfaction of the development officer.
12. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must issued prior to relocating structures within the municipality.
13. If the holder of the permit/property owner wishes to make any changes in the proposed development or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
14. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
15. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Seconded by A. Berdahl. Carried.

S. Schoff arrived.

3.3 T09056D – Denis Drouin – Detached Garage – Relaxation – “R-1”

K. Lima presented Development Permit T09056D submitted by Denis Drouin to construct a 576 sq.ft. residential detached garage to be located at 180 – 5th Street West, on Plan 2193CC; Block 43; Lot 4, Drumheller. Zoning is Residential District “R-1”.

D. Drouin wants to use the top of the garage for storage of his tools and the bottom for his vehicles. There is an existing garage on the property, which he plans on demolishing and then rebuilding. Setbacks meet the Land Use Bylaw requirements. Looking for a 20% relaxation on the height of the structure from 15 ft. to 18 ft.

Motion: S. Shoff moved that Development Permit T09056D submitted by Denis Drouin to demolish the existing detached garage and reconstruct a 576 sq.ft. residential detached garage to be located at 180 – 5th Street West, on Plan 2193CC; Block 43; Lot 4, Drumheller be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. **Maximum Height of detached garage not to exceed 4.57m (15 ft).**
4. Construction to be in accordance with the Alberta Building Code.
5. External finished appearance of the proposed construction to be compatible with that of existing development.



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6. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations)
8. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

Seconded B. Greene- Carried

3.4T09057D – R.A. Hamilton & Assoc. – Storage Structure – "U-T"

K. Lima presented Development Permit T09057D submitted by R.A. Hamilton & Associates Inc. to place a container unit on the gravel lot located at 248 Mabbott Road on Plan 3867HU; Block 11; Lot 11, Rosedale. Zoning is Urban Transitional District "UT".

In an Urban Transitional District this is a discretionary use. They are proposing to place the 40 ft. by 8 ft. shipping container on the graveled parking lot. The Hamilton's plan on being missionaries for a couple of years and would like to use this as storage while they are away. In the Land Use Bylaw #49, a storage structure may be in a form of container, however the structure shall be screened from view. If the container was moved to where the Club House was it would not be visible to the residences. K. Lima inquired if this would be a temporary approval. G. Schwarz advised that if MPC approved this it would be on a temporary basis. B. Weibe noted that temporary approval is for a one (1) year maximum.

Motion: S. Shoff moved that Development Permit T09057D submitted by R.A. Hamilton & Associates Inc. to place a container unit on the gravel lot located at 248 Mabbott Road on Plan 3867HU; Block 11; Lot 11, Rosedale be approved with the following conditions :

1. Must conform to Landuse Bylaw 10-08.
2. **Placement of storage structure shall be screened from view as per the Municipal Planning Commission.**
3. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 may be required prior to relocating structures within the municipality.
4. Construction to be in accordance with the Alberta Building Code.
5. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
6. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
7. Contractor(s) to have a valid Business License with the Town of Drumheller.
8. **Permit Expires August 5, 2010.**

1. The container be moved from the location outlined so it is not visible to the residences so it would be in accordance with Land Use Bylaw.



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2. A temporary approval for one (1) year be granted.

J. Neillson withdrew from the vote do to a conflict of interest.

Seconded by D. Simon. Carried

3.5T09058D – Marilyn Klamski – Occupy for Curves – “C-B”

K. Lima presented Development Permit T09058D submitted by Marilyn Klamski to occupy building to operate a fitness centre (Curves) located at 631 – 5th Street East, Drumheller on Plan 2448CG; Block E. Zoning is Downtown Transitional District “DT”.

Curves is currently located in the Co-op mall. There are no renovations required to the building. A fitness centre is a discretionary use in the Downtown Transitional District.

Motion: D. Simon moved that Development Permit T09058D submitted by Marilyn Klamski to occupy for Curves at 631 – 5th Street East on Plan 2448CG; Block E, Drumheller be approved subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment should be provided for the disposal and recycling of cardboard materials.
3. Building Safety Codes permit required. Any/all other required Safety Codes Permits (i.e, electrical, gas and plumbing) to be in place prior to modifications/ renovations to building that may be required.
4. Development to have written confirmation that it has met any/all requirements of the Regional Health Authority.
5. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that building is occupiable for such purposes.
6. Parking requirements as per regulations in Land Use Bylaw 10-08.
7. A Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Appearance of development must be maintained to satisfaction of Development Officer.
9. Property to be kept in a clean and tidy manner satisfactory to the Development Officer and in conformance with any other Town of Drumheller Bylaw.
10. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
11. Development application is required for new signage placement and to be made under separate application prior to placement.
12. Annual business license from the Town of Drumheller is required.



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Seconded by J. Neillson. Carried

3.6T09062D – Cory Innes – Petro-Canada – Addition of Island Cardlock – “M-2”

K. Lima presented Development Permit T09062D submitted by Cory Innes for an additional Island Cardlock at Petro Canada located at 510 Premier Road on Plan 7911034; Block 4, Lots 1 & 2, Drumheller. Zoning is Medium Industrial District “M-2”.

Petro Canada is proposing to construct an additional Island Cardlock on their site. Property is currently on two (2) Titles and if MPC should approve this application the two lots should be consolidated. Alberta Transportation had reviewed their plans and approved a Roadside Development Permit with Petro Canada. B. Bachynski, Fire Chief reviewed the plans and indicated he had no concerns.

Motion: A. Berdahl moved that Development Permit T09062D submitted by Cory Innes for an additional Island Cardlock at Petro Canada located at 510 Premier Road on Plan 7911034; Block 4, Lots 1 & 2, Drumheller be approved subject to the following conditions:

1. Development shall conform to Landuse Bylaw 10-08.
2. Construction as per plans submitted. Any modifications must be first approved by the Development Officer/Municipal Planning Commission.
3. Prior to construction consolidation of titles for properties Plan 7911034; Block 4; Lots 1 and 2 must be completed.
4. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
5. Construction shall be in conformance with the Alberta Building and Fire codes.
6. A landscaping plan satisfactory to the Development Officer shall be submitted.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and to made under separate application prior to placement.
9. Applicant must obtain a Roadside Development Permit from Alberta Transportation.
10. Inspection by local Fire Authority required prior to commencement of business activities.
11. Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation.
12. All Contractors and Sub-Contractors to be in possession of a Valid Town of Drumheller Business License.
13. Annual business license is required.

Seconded by D. Simon. Carried



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3.7T09063D – Barney & Lue Martinell – Occupy – Laser Tag/Arcade – “C-B”

K. Lima presented Development Permit T09063D submitted by Barney & Lue Martinell to occupy a Laser Tag/Arcades operation located at 368 Centre Street on Plan 3099AD; Block 18, Lots 36 & 37, Drumheller. Zoning is Central Commercial District “C-B”.

Application was received to occupy space at 368 Centre Street for a Laser Tag & Arcades, with soft drinks and candy. In a Central Commercial District this is listed as a discretionary use. The building was previously occupied by the Drumheller Mail.

Motion: A. Berdahl moved that Development Permit T09063D submitted by Barney & Lue Martinell to occupy a Laser Tag/Arcades operation located at 368 Centre Street on Plan 3099AD; Block 18, Lots 36 & 37, Drumheller be approved subject to the following conditions:

- 1) Development shall conform to the Land Use Bylaw 10-08.
- 2) Change of use shall be in accordance with submitted application. If the holder of the permit wishes to make any changes from the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/ Municipal Planning Commission. An additional development permit application may be necessary.
- 3) Parking required as per land use bylaw 10-08.
- 4) All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction / installation.
- 5) Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that building is occupiable for such purposes.
- 6) Development to conform and meet the requirements of the Regional Health Authority.
- 7) Any construction shall be in conformance with the Alberta Safety Codes Act.
- 8) Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
- 9) Outside storage areas of material and equipment shall be screened from adjacent sites and public thoroughfares.
- 10) Development to conform to any and all Municipal, Provincial or Federal legislation.
- 11) All signage to be made under separate development permit application.
- 12) All contractors/subcontractors requires a valid business license from the Town of Drumheller.

Seconded by B. Greene.

A. Berdhal raised a question regarding parking space. K. Lima advised that there is parking at the rear of the building. D. Simon inquired to what the hours of operation would be. The hours of operation were not provided. B. Weibe advised that he had no parking concerns. K. Lima noted that there is a condition for standard parking requirements.

Motion Carried

3.8T09064D – Richards Consulting (Carwash) – Relaxation – “HWY-C”

K. Lima presented Development Permit T09064D submitted by Richards Consulting & Associates Ltd. for a relaxation of their Carwash operation located at 2nd Street West & Railway Avenue South on



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Plan 9410975; Railway Avenue Area 6, Drumheller. Zoning is Highway Commercial District "HWY-C".

The applicant is applying for a relaxation of setback on the front south east corner of the property. A 20% relaxation was granted to the front yard setback to 16 ft. on the original development permit. The owner of the building Lally Brar Holdings Ltd. requested a compliance certificate and the real property report revealed it was built with a 4.08m (13.4 ft) setback to the front southeast corner. K. Lima advised the size of the building is according to plans approved with the original development permit. However the building was not placed on the property correctly. MPC does not have the authority to approve beyond 20% so this will have to go through the Subdivision and Development Appeal Board. Alberta Transportation has provided them with written approval to use a small portion of the highway right-of-way if needed. However, it is conditional on a 2' barrier along the property line of both highways. The applicant indicated they did not intend to use that portion of the right-of-way. Discussion was held regarding the appearance of a jersey barrier.

Motion: B. Greene moved that Development Permit T09064D submitted by Richards Consulting & Associates Ltd. for relaxation of their Carwash operation located at 2nd Street West & Railway Avenue South on Plan 9410975; Railway Avenue Area 6, Drumheller be refused;

- The Municipal Planning Commission may not relax any setback in any land use district beyond the standards outlined in the Land Use Bylaw.

Seconded by J. Neillson.

3.9 T09065D – Craig Burrows-Johnson – Special Event (Disc Golf) – "A"

K. Lima presented Development Permit T09065D submitted by Craig Burrows-Johnson for a Special Event (Disc Golf) located on the N.E. 1/4-7-28-19-W4M, Wayne. Zoning is Agricultural District "A".

The event is on Town owned land and requires Town approval. This would be the second event held in Wayne. The event has a target that you throw a Frisbee at. P. Salvatore commented that this is a low cost effective event, equipment would be about \$25, is a growing event and showing a lot of interest. The Town may review this event and make it a permanent site to promote recreation in the Town.

Motion: S. Shoff moved that Development Permit T09065D submitted by Craig Burrows-Johnson for a Special Event (Disc Golf) located on the N.E. 1/4-7-28-19-W4M, Wayne be approved subject to the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Special Event Permit effective August 8, 2009 and August 9, 2009.
3. There will be absolutely **no** camping on the premises or on adjacent or nearby properties at any time. Those Patrons wishing to camp should be directed to approved campgrounds only
4. Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation
5. Town of Drumheller Noise Bylaw 25-98 to be strictly adhered to at all times

Seconded by J. Neillson. Carried



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3.10 Kendra Baker – Home Occupation – “R-4”

K. Lima presented Development Permit T09126H submitted by Kendra Baker for a Home Occupation located at #4 703 – 4th Street South West on Plan ; Block , Lot , Drumheller. Zoning is Residential District “R-4”. Home occupations are a discretionary use.

The residence will be for Administration use only and the work for Cemetery repairs and maintenance will be performed offsite. The storage of equipment is in Carbon.

Motion: D. Simon moved that Development Permit T09126H submitted by Kendra Baker for a Home Occupation located at #4 703 – 4th Street South West on Plan ; Block , Lot , Drumheller be approved subject to the following conditions:

1. Must conform to Landuse Bylaw 10-08.
2. Annual Business License is required.
3. A letter of authorization from property owner allowing for permission to operate business from location be given to the Development Officer.
4. There shall be no outside storage of materials, commodities or finished products.
5. Property to be used for administrative purposes only.
6. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 m (10 square feet).
7. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
8. Permit expires December 31, 2009.

Seconded by S. Shoff. Carried

4 PALLISER REGIONAL MUNICIPAL SERVICES – No report.

5 OTHER DISCUSSION ITEMS

5.3 SDAB Hearing – John Gearhart

K. Lima advised that she had issued an Order to remove an R.V. and accessory building from J. Gearhart residence in East Coulee. The property is where a fire occurred back in February and his lands are quite unsightly. The Order was issued to remove the structure and refrain from living in a recreational trailer on the property. She presented the Notice of Appeal Decision for information purposes. The SDAB granted him an extension until September 15, 2009. If he plans to rebuild his trailer he will have to provide engineering drawings, if he does not provide them another Order will be sent out.

5.2 Advertising Development Permits



A. Berdahl inquired as to why Development Permits advertised in the paper do not have addresses to identify the properties. K. Lima provided a copy of the most recent submitted document and noted that the legal description and the civic addresses are also listed.

6 ADJOURNMENT – 12:50 P.M.



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Municipal Planning Commission MINUTES

Meeting of Thursday, August 13, 2009

Present: Jeanette Neillson/Member - Chairman
Robert Greene, Member (Vice Chairman)
Andrew Berdahl, Councilor/Member
Sharel Shoff, Councilor/Member
Dennis Simon, Member
Kate Lima, Development Officer
Corinne Macdonald, Recording Secretary

Absent: Gerhard Schwarz, Chairperson
Irene Doucette, Member
Brad Weibe, PRMS
Paul Salvatore, Director of Community Services

1.0 CALL TO ORDER

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 July 30, 2009

Motion: J. Neillson approved as presented. Cd.

3.0 DEVELOPMENT PERMITS

3.1 T09046S – Sharel Shoff – Freestanding Sign – “HWY-C”

MPC member Sharel Shoff refrained from discussions and voting on any motion because of a conflict.

K. Lima presented Development Permit T09046S submitted by Sharel Shoff for placement of a third party advertising sign on an existing freestanding sign to be located at 97 Bridge Street, on Plan 4317CQ; Block 2; Lot 20-22, Drumheller. Zoning is Highway Commercial District “HWY-C”.

The sign will be installed on an existing sign located on the Water Pure & Simple property at 97 Bridge Street. Pictures were circulated of the existing sign and wording for the new sign. The total size of the current sign is 112 sq ft and the Land Use Bylaw allows up to 150 sq ft so it conforms to the Bylaw. The sign will be made of plexiglass and will be 4'x8'.

Motion: A. Berdahl moved that Development Permit T09046S submitted by Sharel Shoff for placement of third party advertising sign on an existing freestanding sign to be located at 97 Bridge Street, on Plan 4317CQ; Block 2; Lot 20-22, Drumheller be approved subject to the following conditions:



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1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of sign as per application and attachments submitted.
3. Development Officer/Municipal Planning Commission must first approve any modifications.
4. Any/all Safety Codes Permits (i.e. electrical) to be obtained prior to the installation of sign.
5. Contractor(s) to have a valid Business License with the Town of Drumheller.
6. Appearance of sign shall be maintained to the satisfaction of the Development Officer / Municipal Planning Commission.

Seconded by J. Neillson. CARRIED

3.2 T09127H – Stuart Randall – Home Occupation – “C-1”

K. Lima advised that this application was withdrawn because Home Occupation's are not allowed in a Commercial District.

3.3 T09061D – Greene Construction – Residential Addition – “26 Willow Point”

MPC member Bob Greene refrained from discussions and voting on any motion because of a conflict.

K. Lima presented Development Permit T09061D submitted by Greene Construction for removal of a 12'X12' sunroom and replacing with a 16'X16' sunroom to be located at 26 Willow Point, on Plan 9511637; Block 20; Lot 14, Drumheller. Zoning is Residential District “R-1”.

K. Lima advised that she received an application from Greene Construction on behalf of the property owner Rod & Elaine Dormer who proposes to extend their sunroom to 16'x16' with a 5 ft. side yard set back. Land Use Bylaw 10-08 Part VI Section 18. 4 (C) requires one 10' side yard to provide alternate access to the rear of the building in a laneless subdivision. Willow Point is a laneless subdivision. The applicant is requesting a 50% relaxation to the side yard set back; the Municipal Planning Commission may not relax any setback in any land use district beyond the standards outlined in the Land Use Bylaw. (20%)

Motion: A. Berdahl refused Development Permit T09061D submitted by Greene Construction for removal of a 12'X12' sunroom and replacing with a 16'X16' sunroom to be located at 26 Willow Point, on Plan 9511637; Block 20; Lot 14, Drumheller as presented.

Seconded by S. Shoff. APPLICATION DENIED

3.4 T09068D – Heward/Dewar – Construction of Single Family Dwelling – “SCR”

K. Lima presented Development Permit T09068D submitted by Roy Heward and Glenda Dewar for construction of a single family dwelling with attached garage to be located at 705 & 715 Excelsior Avenue, on Plan 6903DR; Parcel A & Plan 1547GQ; Parcel B, Wayne. Zoning is Small Country Residential District “SCR”.



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The Site Plan shows that the property abuts the hill. The new access to the property will be confirmed with the Director of Infrastructure Services.

Motion: S. Shoff moved that Development Permit T09068D submitted by Roy Heward and Glenda Dewar for construction of a single family dwelling with attached garage to be located at 705 & 715 Excelsior Avenue, on Plan 6903DR; Parcel A & Plan 1547GQ; Parcel B, Wayne be approved subject to the following conditions:

1. Development shall conform to Landuse Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. Prior to construction consolidation of titles for properties Plan Plan 1547GQ; Block 2; & 6930DR; Block A must be completed.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.
5. Any required Safety Codes permits (i.e. building, electrical, plumbing, gas, private sewage disposal system) to be obtained prior to commencement of construction/installation.
6. Offsite levies to be paid prior to the issuance of Safety Codes permits.
7. All contractor's to be in possession of a valid Town of Drumheller business license.
8. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.

Seconded B. Greene. CARRIED

4.0 PALLISER REGIONAL MUNICIPAL SERVICES – No report.

5.0 OTHER DISCUSSION ITEMS

5.1 Order Issued – John Gearhart

K. Lima circulated an Order that was sent to J. Gearhart at 232 – 6 Street East Coulee as the non-conforming building damaged by fire is being re-constructed without a development permit. She advised that there was another Order sent for unsightly property and removal of an accessory building. The property has now been cleaned up and the RV removed. He needs to supply Engineering Plans before reconstructing the building.

5.3 Drumheller & District Foundation

K. Lima advised that there was a SDAB meeting held regarding the air conditioning unit at the Sunshine Lodge, however was not aware of their decision at this time.

5.4 MPC Meetings

K. Lima asked if MPC members had any problem with changing the meetings to Friday at Noon. Committee members had no problems. She will contact G. Schwarz to ensure this works for him.

6.0 ADJOURNMENT – 12.23 PM

Town of Drumheller MANAGEMENT

Committee Meeting

August 25, 2009 8:30 AM Council Chambers, Town Hall
703 - 2nd Ave West



PRESENT:

CHAIRMAN:
Ray Romanetz

MAYOR:
Bryce Nimmo

STAFF:
Allan Kendrick
Michael Roy
Paul Salvatore

FIRE CHIEF:
Bill Bachynski

RECORDING SECRETARY:
Corinne Macdonald

ABSENT:

R.C.M.P.
Staff Sgt. Art Hopkins

1.0 CALL TO ORDER – 8:33 A.M.

2.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.0 POLICY DEVELOPMENT

4.0 MANAGEMENT TEAM TRAINING

5.0 REPORTS

6.1 CHIEF ADMINISTRATIVE OFFICER/TOWN ENGINEER

6.1.1 Ski Hill

R. Romanetz advised that Mayor B. Nimmo and he had a meeting with representatives of the Ski Hill to discuss potential arrangements to try and keep the Ski Hill open. Water supply has been a problem, they tried to pump from the river, however this does not work well with their pumps. They are looking at putting a dugout near the Club

House rather than building a reservoir. We have to determine if they have approval to draw from the river, Alberta Environment had allowed it previously because it was a temporary approval. Some things have to be researched; Licensing concerns, storage and looking at keeping costs down. Arrangements regarding the Club House between the Passion Play and the Ski Hill, must still be finalized. These need to be reviewed before this matter goes to Council.

6.1.2 Revamping Purchasing Policy

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. To stay within our Budget, line items are reappropriated. We are putting a form together to adjust Budget dollars, so we know what has been moved.

6.1.3 Rosedale Industrial Subdivision

Council has indicated support for working exclusively with Bob Shaddy on selling lots in the Rosedale Industrial Subdivision. An RFD must be prepared for Council approval.

6.1.4 Update Report Automated Waste Collection

Many municipalities are moving to this type of collection. A. Kendrick is doing some research on how they delivery this kind of service and how the costs are handled. We need to summarize the information and sort out the details. Hope to make a decision early this fall and call for Tenders in October. We will also look at separating organics from the household waste materials.

6.1.5 Community Facility Project Update

R. Romanetz advised that a meeting was held with Graham Edmunds. Another meeting will be scheduled soon as GEC has put together some initial steps. Steering Committee recommends hiring a Cost Consultant, this will be discussed at the next Council meeting. M. Roy suggested putting the full budget costs on the agenda for the August 31st Council meeting. Overall costs will be tracked on our end and D. Edmunds will bring forward items that fit within the Budget. M. Roy to prepare overall Budget for Council review for considerations by the Steering Committee and Council.

6.1.6 Communication

The Workshop date of Wednesday September 2nd needs to be confirmed. The attendees will be members of Administration, Council, Steering Committee and all Sub-Committee's. Need to get something out to advise attendees of this Workshop quickly otherwise the date must be changed.

6.1.7 Hire MPE as Civil Consultant

A. Kendrick will follow up and ensure MPE has been notified of their selection by GEC, as Civil Consultant on the project.

6.1.8 Skate Board and John Anderson Parks

P. Salvatore advised that decisions will have to be made on relocation of the Skate Board and John Anderson Ball Parks. He noted that the Rosedale ball diamond is a regulation size, however would need some upgrading. A. Kendrick noted that K. Russell is preparing an estimate together for upgrading the diamond. P. Salvatore noted that they are looking at some options to relocate the Skate Board Park; North Railway Avenue by the High School, Riverside Drive by High School between the trail and road, the Tennis Court next to the Aquaplex, west end of Gordon Taylor Bridge where dinosaur used to be. For the short term a location by the Aquaplex will be looked at.

6.2 MAYOR

6.2.1 Landscaping of the Dykes

Mayor B. Nimmo asked how the landscaping of the Dykes is progressing. A. Kendrick has followed up on this, the weeds have been cut and some areas reseeded. The Contractor will be coming back again as we have received a number of further complaints. R. Romanetz noted that at Midland with the rain we have had the grass is starting to grow, however the grass in Newcastle is not. A. Kendrick noted that this is the responsibility of the Contractor from Alberta Transportation.

6.2.2 Stop Sign at 2nd Street and 2nd Avenue West

Mayor B. Nimmo asked if there was any update on changes. R. Romanetz noted that a meeting has to be arranged with Alberta Transportation to discuss signage and all overall roadway concerns.

6.2.3 Traffic Study Downtown CBD

Mayor B. Nimmo advised that he would like to see the traffic situation dealt with by this Fall. Once a decision is made we will have the Winter to work on changes and have it operational by Spring. This matter will be included on the September 28th Council meeting for direction from Council.

6.3 R.C.M.P. STAFF SERGEANT - Absent

6.4 DIRECTOR OF INFRASTRUCTURE SERVICES

6.4.1 Projects Update

- Waste Water Plant - UV project as well as 19th Street Lift Station
- UV Project – not complete. A. Kendrick might get some saving on the Tower side.
- Automated Garbage Collection – is being reviewed.
- Waste Water Headworks Equipment - some logistics need to be reviewed and screen needs to be ordered.
- ITrans – set up a meeting regarding Valley Bus.
- Playground zone along riverside drive - between 11th & 14th Street. A. Kendrick will follow up with K. Russell.
- Water Main Replacement Downtown – some issues, the crossing, Town shutting things off caused delays because of old valves. B. Bachynski asked if water supplies are okay if there is a fire. A. Kendrick noted that if we shut all lines off that are connected to the line there would be sufficient water.

- Solar Project – L. Duxbury is putting a package together.

6.5 DIRECTOR OF CORPORATE SERVICES

6.5.1 Human Resources

Hiring Process – need to adjust things a little bit. Positions needs to be posted internally for one week first, carry out reference checks, letters will be drafted by M. Roy. We need to develop a standard process so we are doing the same things throughout the organization. P. Salvatore asked to confirm regardless of the Level of position, this will be the requirement for the organization, Full Time, and Part Time inclusive. R. Romanetz advised that for consistency we will have to include all positions. A. Kendrick asked if M. Roy will be doing the reference checks or the Supervisors. M. Roy advised that this would be part of the Supervisors job in the hiring process. The Interview questions should be standard. Fire Department is an area on its own; they provide a list of Volunteers as requested by the Director. Additional questions can be asked that are specific to the department.

6.5.2 Cell Phones

M. Roy noted that we are requesting proposals for Cell Phone Service and are preparing to reduce by almost half cell phones presently in place. This was a recommendation from L. Duxbury and K. Russell. Have to decide how many Blackberries' we will need as well. Doing this would bring us down to potentially 26 licensed cell phones. The key is to get a proposal that includes all the options; we would select a proposal that met our needs and is affordable. A. Kendrick noted to focus on the service level as well. R. Romanetz noted also reception will have to be considered. M. Roy advised that a test throughout the Valley is part of the proposal. B. Bachynski noted that using Blackberry's will assist with your job, you can email, access your phone list, they are tied to your computer so whatever is in there will be on the Blackberry.

6.5.3 Corporate Image

M. Roy noted that the Town's letterheads we should be using our Standard letterhead that has Canadian Badlands on the footer.

6.5.4 Budget 2010

M. Roy suggested that we should be reviewing how Departments are performing financially. We need to get our Project List for Capital sorted out as far as what we want to get completed next. M. Roy noted that the Budget is approved for three years; everyone seems to be on target and asked if we want to go through the whole Budget in 2010. R. Romanetz there has to be areas where we made assumptions and we should review these to see if they still apply. M. Roy you still should be within your budgets. Council should be asked to identify any service level changes proposed for 2010 within the existing budget.

6.6 FIRE CHIEF

6.6.1 Provincial and Radio System

B. Bachynski reported that he sent an email to R. Romanetz and M. Roy advising that

the Provincial Communication Program is now on hold for at least a couple of years. No one met the Provincial requirements. P. Salvatore asked what the status is of the Town's current communication system. B. Bachynski advised that it works fine.

I am Responding Video

B. Bachynski presented a video on I am Responding, a computer system the Fire Department is using. Total cost about \$1,200, including subscription. After that there are some fees on calls, with a cap price of about \$100 / year. There are many things you can use this system for, sending out messages to members, emails, system will tell you who is responding. It is just another tool to make the Department more efficient.

6.6.2 Boat Launch

B. Bachynski noted that there is a meeting tomorrow with the Department of Fisheries and Oceans at Newcastle Beach regarding requirements for the installation of a boat launch.

6.7 DIRECTOR OF COMMUNITY SERVICES

6.7.1 Update on Phone System

P. Salvatore noted that this was discussed early and suggested that with possible changes to the Tower the problems recently seen should be corrected. M. Roy advised that the recent problems with Aquaplex, Landfill and Shop phones were related to Telus problems and had nothing to do with the Town's system.

6.7.2 Update on Budget Status – (Software Setup & Reorganization)

P. Salvatore asked for an update on budgeting software and if changes were made to Vadim. M. Roy advised that staff is having some problems with the Budgeting software. Some changes we made like salaries to wages, etc staff are not clear on how this works. R. Romanetz suggested that a refresher for all staff should be held. A. Kendrick agreed that this was a good idea and we should include the Capital side of the Budgeting Software as well.

6.7.3 Update on Software Requests

P. Salvatore noted that we will need some new software for Bylaw Enforcement. M. Roy noted that expenditures over \$5,000 are treated as capital.

6.7.4 Trail System

P. Salvatore advised that he will be meeting with K. Russell to go over the project. They are concerned on the time frames as this has to be done by March 31, 2010. A. Kendrick noted that there is a minor amount of work to be completed on the SIP (Street Improvement Program). Could use our equipment and some labour as in-kind to match the grant received. It may be difficult to find an asphalt contractor at this time of year.

6.7.5 Update on Playgrounds

P. Salvatore advised that he has received the documents and will be meeting with K. Russell.

Agenda Item # 5.2.5

6.7.6 Child Care

P. Salvatore advised that he met with a group out of Calgary interested in carrying out Child Care in Drumheller. He will also be meeting with another group from Vancouver. The Calgary group were considering renting some space and at that time they were going back to crunch their numbers.

6.7.7 Comments on changes to After School Program

M. Roy advised that there have been comments made that there will be changes to the After School Program location. P. Salvatore advised that when the school is closed they will be operating out of the AV Room at the Civic Centre

7.0 ADJOURNMENT – 10:48 AM

TOWN OF DRUMHELLER
BYLAW NO. ~~20-87~~ 18-09

A Bylaw of the Town of Drumheller to provide for the establishment and operation of a Municipal Library Board to be called the Drumheller Public Library Board.

WHEREAS, Part 2 Section 9 of the Libraries Act being Chapter L-12.1 of the Revised Statutes of Alberta states:

- (2) (a) The Council of a municipality may, on its own initiative, pass a Bylaw providing for the establishment of a Municipal Library Board.
- (3) On the passing of a Bylaw providing for the establishment of a Municipal Library Board the Municipal Secretary of the Municipality shall forthwith forward a copy of the Bylaw to the Minister.
- (4) On being established the Municipal Library Board is a corporation and shall be known as ~~“The Drumheller Public Library Board”~~. “Drumheller Library Board”.

NOW THEREFORE, the Council of the Town of Drumheller duly assembled hereby enacts:

1.0 IN THIS BYLAW;

- 1.1 “Board” means a Municipal Board;
- 1.2 “Council” means the Council of the Town of Drumheller;
- 1.3 “Municipal Board” means a Municipal Library Board;
- 1.4 “Municipal Library” means a Library established or continued under Part ~~2~~ 1 of the Libraries Act;
- 1.5 “Municipality” means the Town of Drumheller;
- 1.6 “Public Library” means a Municipal Library, Library system or community Library;

Repealed 2006 c.5 s.8

~~1.7 “Public Library Rate” means the rate assessed and levied pursuant to Section 17 of the Libraries Act.~~

Town of Drumheller
Bylaw 18-09
Page 2

2.0 APPOINTMENTS

- 2.1 The Municipal Board shall consist of not fewer than 5 and not more than 10 members appointed by Council.
- 2.2 A person who is an employee of the Municipal Board is not eligible to be a member of the Board.
- 2.3 Not more than 2 members of Council may be members of the Municipal Board.
- 2.4 Term of membership with the board will be ~~three years. No person, other than elected officials, sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term.~~ in accordance to the Libraries Act as follows:
"A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. Appointments to the Municipal Board shall be for a term of up to 3 years".
- 2.5 The appointments of the members of the Municipal Board shall be made on the date fixed by Council.
- 2.6 The board shall elect a Chairman and any other officers it considers necessary from among its members.

3.0 VACANCIES

- 3.1 Any vacancy arising from any cause shall be filled by Council as soon as reasonably possible for Council to do so.

4.0 DISQUALIFICATIONS

- ~~4.1 A person is disqualified from remaining a member of the Board if such person is absent from the regular meetings of the Board for an 8 week period commencing on the date of the first meeting from which he is absent, or has attended only 75% of the Board meetings within any calendar year.~~

**Town of Drumheller
Bylaw 18-09
Page 3**

4.1 A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

4.1.2 If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board.

4.2 Notwithstanding Section 4.1 a person is not disqualified if his absence is authorized by a resolution of the Board passed

4.2.1 At any time prior to the conclusion of the last regular meeting of the Board during the 8 week period, or

4.2.2 If the last regular meeting of the Board during the 8 week period is not held, at any time prior to the conclusion of the next regular meeting of the Board.

5.0 BOARD DUTIES

5.1 The Municipal Board, subject to any enactment that limits its authority, has full management and control of the Municipal Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient Library services in the Municipality and may co-operate with other Boards and Libraries in the provision of those services.

6.0 BUDGET

6.1 The Municipal Board shall before December 1, in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the Municipal Library.

6.2 The budget and the estimate of money shall be forthwith submitted to the Treasurer of the Municipality, who shall in turn present such estimate to the Town Council or a Committee of Town Council for approval.

Agenda Item # 8.1.1

- 6.3 Council may approve the estimate under Sub-section 5.1 in whole or in part.

Town of Drumheller
Bylaw 18-09
Page 4

- 6.4 The Treasurer shall notify the Municipal Board in writing as to the final amount accepted by Council for the Library for the ensuing year.

READ A FIRST TIME in Council this day of A.D., 2009.

READ A SECOND TIME in Council this day of A.D., 2009.

READ A THIRD TIME in Council this day of A.D., 2009.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

N:\shared\Engineering\DOCUMENT\BYLAW\2009\Bylaw 18-09 Municipal Library Board .doc

**THE TOWN OF DRUMHELLER
COUNCIL RESOLUTION**

THIS IS A RESOLUTION OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing a portion of some unused, undeveloped streets and lanes to public travel and acquiring title to these lands in the name of THE TOWN OF DRUMHELLER and consolidating same with adjacent lands in accordance with the Section 24 of the Municipal Government Act, Chapter M-26.1, Revised Statutes of Alberta 1994, as amended.

WHEREAS; a certain lands dedicated as streets and lanes and hereinafter described is not required for public travel, and

WHEREAS; these streets and lanes are not developed, have never been and is not now being used for public travel nor will be required for public streets in the foreseeable future, and

WHEREAS; alternative streets and lanes will be dedicated and constructed in the future that will accommodate a modified subdivision design, and

WHEREAS: the Council of THE TOWN OF DRUMHELLER is not aware of any person that would be prejudicially affected by this closing resolution;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close the following described streets and lanes from public use, obtain title in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 703 2nd. Avenue East, DRUMHELLER, Alberta and consolidate same with adjacent lands.

STREETS AND LANES TO BE CLOSED BY THIS RESOLUTION

THAT PORTION OF STREETS AND LANES CREATED BY PLAN 051 2635
INDICATED ON SCHEDULE - "B" ATTACHED

WITHIN THE N.1/2 SECTION 2, IN TOWNSHIP 29, RANGE 20, WEST OF THE 4TH. MER.

AND MORE PARTICULARLY DESCRIBED AS:

PLAN
CLOSED STREETS AND LANE WITHIN LOT 49, BLOCK 2 (SCHEDULE -"A")

.....2

Agenda Item # 8.1.2

FIRST READING:

MOVED, SECONDED AND PASSED by the COUNCIL OF THE TOWN OF DRUMHELLER
this day of July A.D., 2009.

MAYOR, BRYCE NIMO

Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY:
ALBERTA TRANSPORTATION

Seal

MINISTER: THE HONOURABLE LUKE OELLETTE
RM. 320, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

SECOND READING:

MOVED, SECONDED AND PASSED by the COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D., 2009.

MAYOR, BRYCE NIMO

Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER

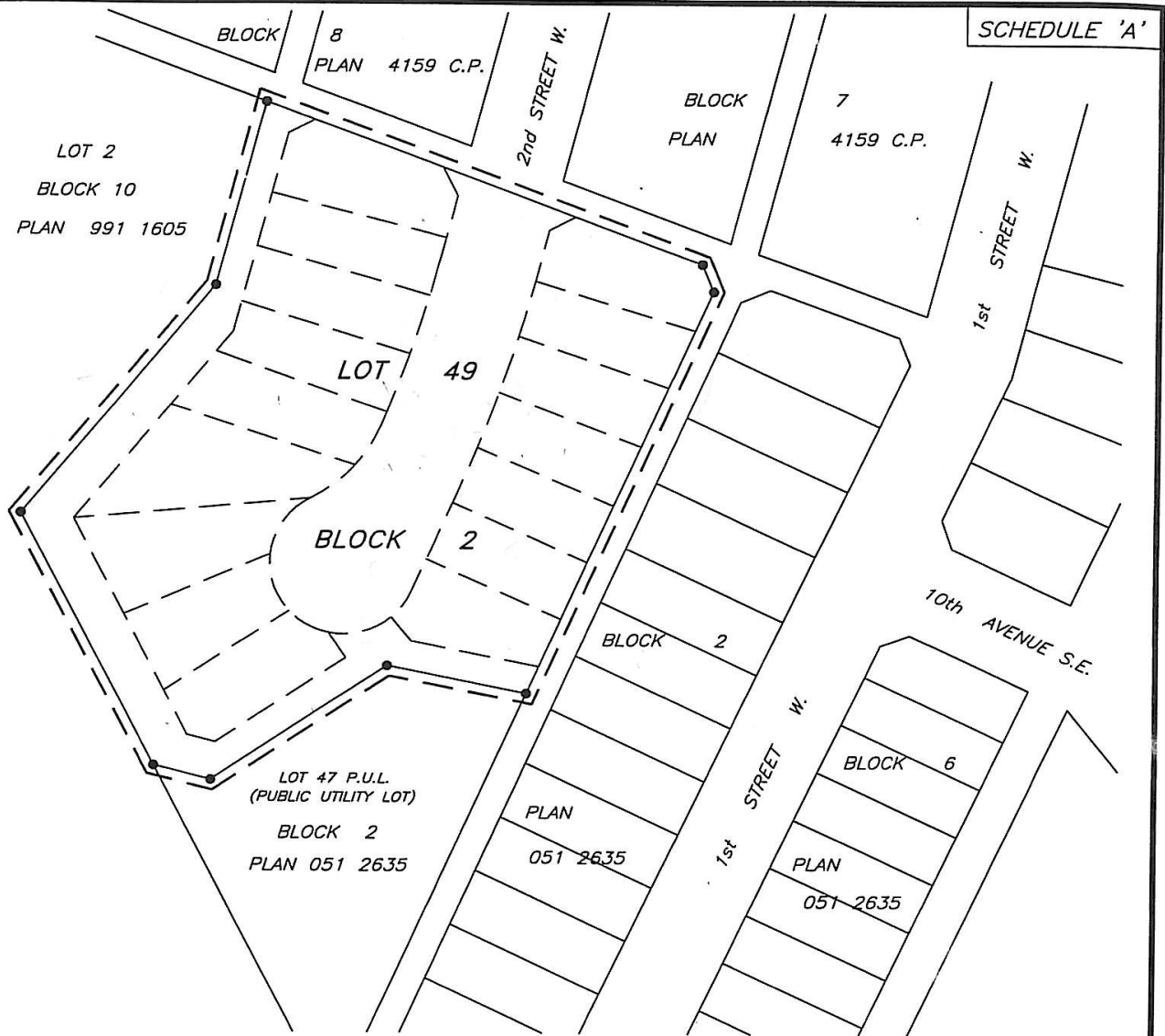
THIRD READING:

MOVED, SECONDED AND PASSED by the COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D., 2009.

MAYOR, BRYCE NIMO

Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER



—DRUMHELLER, ALBERTA—

PLAN OF SURVEY SHOWING
CONSOLIDATION OF
LOTS 16 TO 31 AND
ADJACENT CLOSED STREET & LANES
IN BLOCK 2, PLAN 051 2635
ALL WITHIN THE
N.1/2 SEC.2, TWP.29, RGE.20, W.4M.

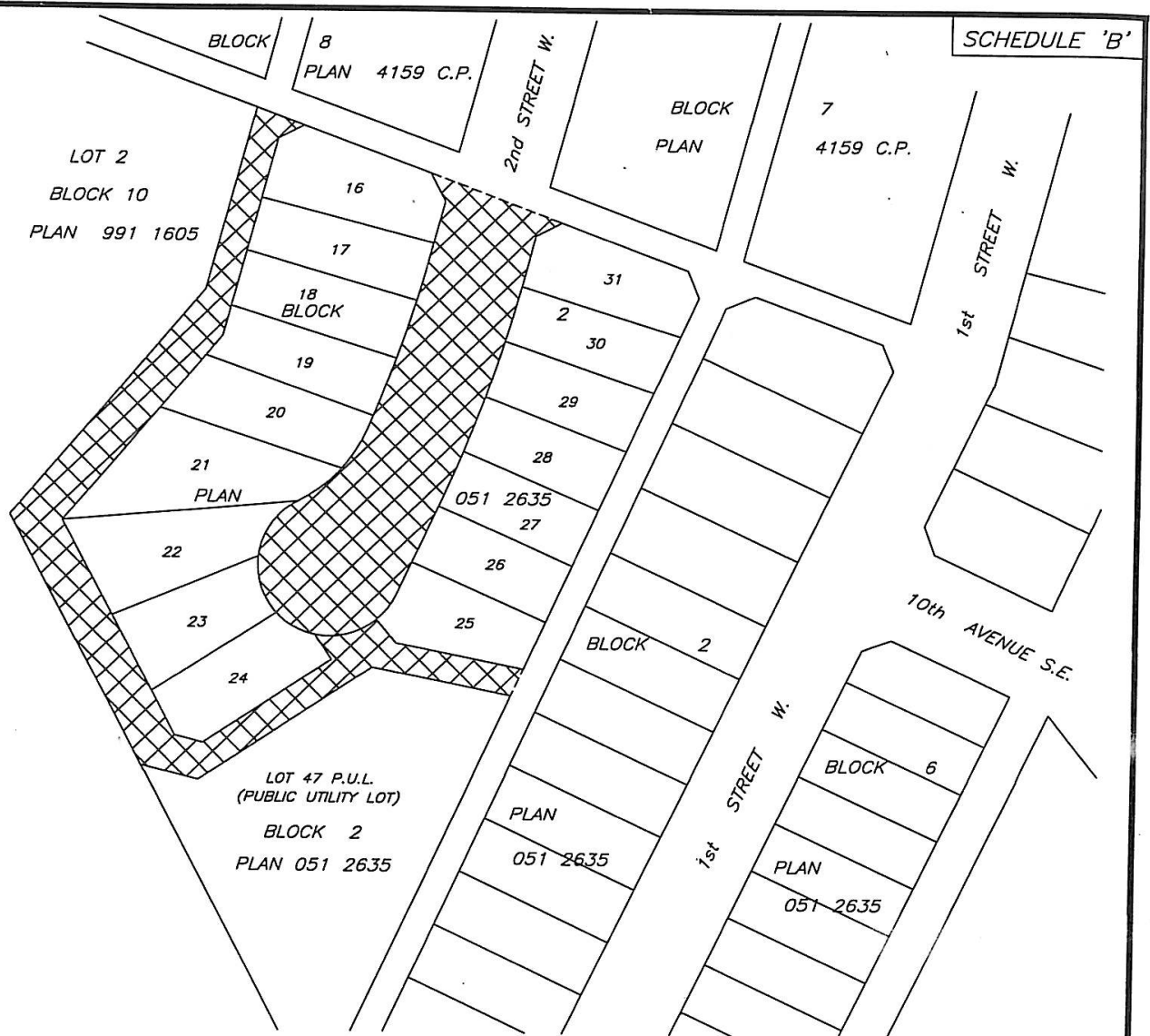
—SCALE= 1:1250 — JUNE, 2009 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is outlined thus.... — — —

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 05-07-153



—DRUMHELLER, ALBERTA—

PLAN SHOWING PROPOSED CLOSURE OF
UNDEVELOPED STREET & LANES
ADJACENT TO
LOTS 16 TO 31, BLOCK 2, PLAN 051 2635
ALL WITHIN THE
N.1/2 SEC.2, TWP.29, RGE.20, W.4M.

—SCALE= 1:1250 — JUNE, 2009 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus...

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 05-07-153

**Request for Decision**

Date:	28 Aug 2009
Meeting Type:	Regular Council
Topic:	Exclusive Realtor Agreement for Rosedale Industrial Subdivision
Proposal:	<p>The Town has attempted to attract additional realtors to be agents for the sale of industrial lots in the Rosedale subdivision. Only one realtor has expressed any interest in being our agent for these lands and that arrangement expired on December 31, 2007.</p> <p>Administration has had discussions with Bob Sheddy who has expressed interest in being the 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>
Proposed by:	Romanetz, Raymond
Correlation to Business (Strategic) Plan	
Benefits:	Provides a single point of reference for the sale of the lots in the Rosedale Industrial subdivision
Disadvantages:	
Alternatives:	<ul style="list-style-type: none"> • 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. • Council accepts this as information.

Agenda Item # 8.1.4

Finance/Budget Implications:				
Operating Costs:		Capital Costs:		
Budget Available:		Source of Funds		
Budget Cost:		Underbudgeted Cost:		
Communication Strategy:				
Recommendations:	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.			
Report Writer:	Romanetz, Raymond			
Position:	CAO			
	CAO:			

**Request for Decision**

Date:	28 Aug 2009
Meeting Type:	Regular Council
Topic:	Offer to Purchase Back Lane Adjacent to Plan 453GX Block 11B Lots 1-6 Between S. Barr and TKNT Mechanical Ltd.
Proposal:	<p>A letter has been received from the new property owners of Lots 3 to 6 (formerly owned by Ludwig and Son Transportation Ltd.) TKNT Mechanical Ltd. and neighbouring landowner Mr. Steve Barr requesting to revisit the possible closure and disposition of the redundant land adjacent to the above noted legal description.</p> <p>Council agree to the closure of the land and possible replot in Plan 453GX Block 11B Lots 1 to 6 subject to approval by the Minister of Transportation and the property owners agreeing to pay the appraised market value of the land and all costs associated with the appraisal, survey, subdivision, legal and registration.</p> <p>According to the appraisal value of \$2.25 per sq. ft. with the total site area being 3,515.3 sq. ft., the total price would be \$7,909.43 (to be divided between two property owners based on their portion of site area). Their total offer is for \$3,000. The parcel of land is undevelopable and would only benefit the adjacent property owners.</p>
Proposed by:	Romanetz, Raymond
Correlation to Business (Strategic) Plan	
Benefits:	Undevelopable land is sold
Disadvantages:	
Alternatives:	<ul style="list-style-type: none"> • 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. • 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 the sale of the land for the value of \$3,000.00.

Agenda Item # 8.1.5

	<ul style="list-style-type: none">• 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 at a value determined by Council.• That Council accepts the offer as information.		
Finance/Budget Implications:	n/a		
Operating Costs:		Capital Costs:	
Budget Available:		Source of Funds	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Parties would be notified of Council's decision		
Recommendations:	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.		
Report Writer:	Romanetz, Raymond		
Position:	CAO		
	CAO:		



December 14, 2006

Mrs. Carol Ludwig
Box 752
Rosedale, Alberta
T0J 2V0

Dear Carol:


RE: LEGAL DESCRIPTION – PLAN 453GX BLOCK 11B LOTS 1 to 6

Further to your request to purchase half the back lane between Steve Barr and Ludwig & Son property on Plan 453GX Block 11B, I wish to advise that Council had previously discussed this matter at their meeting of July 16th, 2004. At that time, Council agreed to the closure of the lane and possible replot in Plan 453GX Block 11B Lots 1 to 6 subject to approval by the Minister of Transportation and property owners agreeing to pay for the appraised market value of the land and all costs associated with appraisal, survey, subdivision, legal and registration. Their decision remains as such however two years have lapsed since the last appraisal and new market values were acquired from Perry Appraisal Associates Ltd.

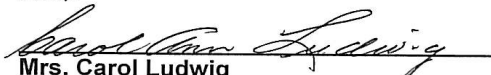
According to the appraisal value of \$2.25 per sq. ft. of site area and based on your portion of the land as being 1,752.3 square feet, the total market value of the land is \$3,942.67 plus GST.

If both adjacent property owners are interested in acquiring this property, I will prepare a road closure bylaw based on the input provided by your surveyor. Please confirm that you wish to have us proceed with the road closure by signing the bottom of the letter and returning one copy to my office.

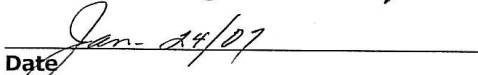
Yours truly,


R.M. Romanetz, P. Eng.
Chief Administrative Officer

RMR/ijh


Mrs. Carol Ludwig

Date



Cc: Steve Barr

Town of Drumheller
703 2 Avenue West
Drumheller, AB T0J 0Y3

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006
E-mail: cao@dinosaurvalley.com

Agenda Item # 8.1.5

Client Reference No.:

File No.: R25292

Perry Appraisal Associates Ltd.
4801 - 49 Avenue
Olds, AB T4H 1E1

October 23, 2006

Town of Drumheller
Ray Romanetz
703 - 2 Avenue West
Drumheller, AB T0J 0Y3

Address of Property: Lane Intersecting Plan 453GX, Block 11B, Lots 2-6
Drumheller, Alberta

Market Value: \$ \$2.25/sq. ft. of site area

As requested, an estimate of the Market Value of the captioned property has been completed. My report is attached. I have personally inspected the property and analyzed all available information considered pertinent to the valuation thereof. The appraiser who completed this report is a licensed appraiser under the Real Estate Act of Alberta.

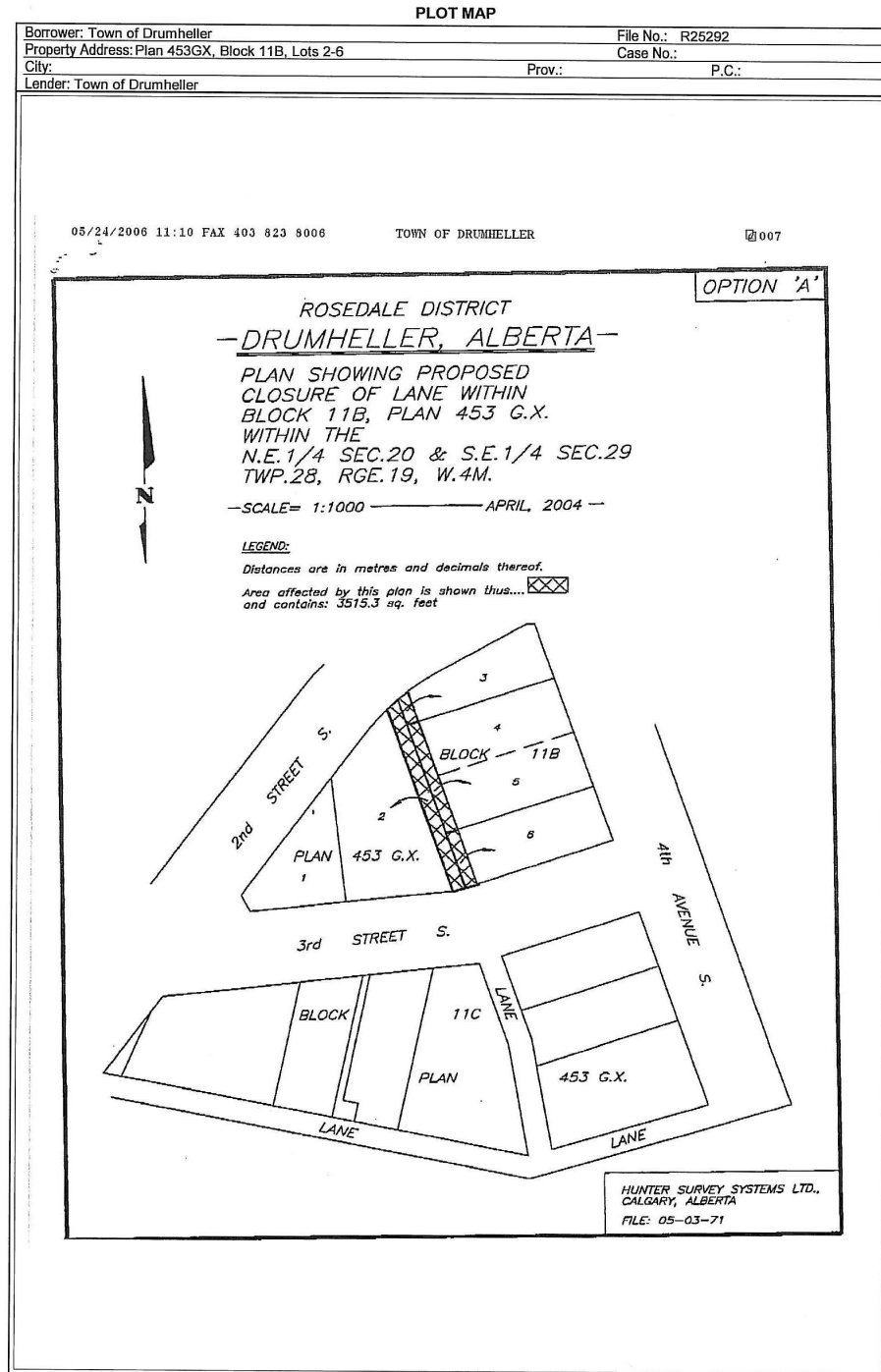
The appraisal and report are prepared in accordance with the Canadian Uniform Standards of Professional Appraisal Practice. The reader is urged to review the report in its entirety, since information taken separately or out of context may be misleading.



John M. Sloan
AACI, P.App

Form produced using ACI software, (800) 234-9172 www.aciweb.com

Agenda Item # 8.1.5



Agenda Item # 8.1.5

RECEIVED

JUL 23 2009

TKNT MECHANICAL LTD.

Plumbing & Heating - Residential & Commercial
Cross Connection Control Testing & Inspection
Randy G. Hardy
P.O. Box 732
ROSEDALE Station, Ab. T0J 2V0

Telephone (403) 823-7370
Fax (403) 823-7372
Email tknt@telusplanet.net

July 23, 2009

Town of Drumheller
703 - 2nd Avenue West
DRUMHELLER, Alberta
T0J 0Y3

Attention: Mr. Raymond M. Romanetz, P.Eng.
Chief Administrative Officer

Dear Mr. Romanetz: *Ray*

Reference: Closure and Disposition of Redundant Land
Rosedale - Plan 453GX Block 11B Lots 1 to 6

As the new owners of lots 3 to 6 within Block 11B, plan 453GX (formerly owned by Ludwig and Son Transportation Ltd, Mrs. Carol Ludwig) we wish to pursue the possible closure and disposition of the redundant land which lies between our property and that of Mr. Steve Barr. We understand that the closure of this land was previously approved in principle by Council in a meeting of July 16, 2004 and we wish to resurrect the issue with an offer to proceed.

On behalf of TKNT Mechanical Ltd. and neighboring landowner, Mr. Steve Barr, we respectfully submit an offer for your consideration to purchase the entire closed lane (subject to Ministerial approval) for the total purchase price of \$3,000.00 (split equitably between the two owners). We feel this to be a fair and reasonable offer considering that the associated costs to make this happen are quite significant (legal fees, subdivision, survey and registration) and that the land in its present status serves no purpose and is of no real value to anyone other than the two landowners occupying Block 11B.

Should you have any questions or require further information regarding the above, please contact myself at either (403) 823-7370 or (403) 820-2179 cellular.

Thank you for your consideration of our offer.

Sincerely,

TKNT Mechanical Ltd.



Randy G. Hardy
President

RGH/swh

Cc: Mr. Steve Barr
Box 643, ROSEDALE, Alberta T0J 2V0

**Request for Decision**

Date:	28 Aug 2009
Meeting Type:	Regular Council
Topic:	Extension to vacate property purchased by Town
Proposal:	<p>Council recently agree to purchase the following lots:</p> <ul style="list-style-type: none"> • Lots 26 to 27 inclusive, Block 19 Plan 3099AD [350 - 1st Street West] • Portion of Lot 11, Block 20, Plan 7710AP [349 -1st Street West] <p>A request was received from the renters to extend the timeline for vacating their property that the Town recently negotiated to purchase at their current rental rates.</p> <p>The Town agreed to grant the business owners 90 days from the date of purchase (notification) to allow the tenants to find new rental space. This timeline would extend into November. The Town could complete the demolition of the buildings however the base work would not be completed until the spring.</p> <p>In an act of goodwill Council can allow the business owners to March 31, 2010 to find suitable rental locations. This would allow parking lots to be developed in April/May 2010.</p>
Proposed by:	Romanetz, Raymond
Correlation to Business (Strategic) Plan	
Benefits:	Allows the business owners more time to relocate their operations
Disadvantages:	Delays the demolition of the buildings
Alternatives:	<ul style="list-style-type: none"> • Council grant the business owners an extension to March 31, 2010 to vacate the property at their current rental rates. • Council advise the business owners that they are required to vacate the property within 90 days.

Agenda Item # 8.1.6

Finance/Budget Implications:			
Operating Costs:		Capital Costs:	
Budget Available:		Source of Funds	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Letters would be sent to the business owners		
Recommendations:	Council grant the business owners an extension to March 31, 2010 to vacate the property at their current rental rates.		
Report Writer:	Romanetz, Raymond		
Position:	CAO		
	CAO:		

Agenda Item # 8.1.6

RECEIVED

AUG 11 2009

August 11, 2009

Att. to: The Mayor and Council

Dear Ladies and Gentlemen,

The proposed intention to appropriate the buildings we currently rent has left all of us in shock. To find a new space in a town that has little availability will not be easy and we would respectfully request that you allow us sufficient time to pick the right space and not one picked in haste. With this in mind we are asking you to give us a six month extension at the current rent; to take effect when you take possession of this property. This will allow us to give this serious matter the time and attention it deserves to make the proper decision, one that will benefit not only our businesses but also our patrons and the citizens of our town. We in return, promise to be vacated from these premises no later than March 31, 2010 no matter what the circumstances are at that time.

Thank you for your time and attention to this matter,

Respectfully yours,

One Stop Paint Shop

Acute Hair Shop

Lou Upholstery

Dons Shoe Repair

Veronica Wendell

Bob

Don Karkut

Soreca



DRUMHELLER

INFRASTRUCTURE SERVICES



Request for Decision

		Date:	August 21, 2009
Topic:	Wastewater Treatment Plant Upgrade - Head Works Equipment		
Proposal:	<p>To purchase New Headwork's equipment from Headwork's Inc. and Capital H2O Systems Inc. The Headwork's 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 installation of the new equipment would have been installed within the old headwork building. After the new headwork's building was completed the equipment would be moved over to the new locations. 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. This equipment required approximately 16 to 20 weeks lead time for delivery. The manufacturer has agreed to do this as a special project speeding up the delivery to 13 weeks.</p>		
Proposed by:	Allan Kendrick		
Correlation to Business (Strategic) Plan	Major special project approved by Council in the 2009 budget		
Benefits:	No construction delays		
Disadvantages:			
Alternatives:	Council reject the proposal		
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	\$242,000.00
Budget Available:	\$349,417.00	Source of Funds:	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Affected parties will be notified.		
Recommendations:	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		
Report Writer:	Allan Kendrick	CAO:	R. M. Romanetz
Position:	Director of Infrastructure Services		

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Agenda Item # 8.2.1





DRUMHELLER

INFRASTRUCTURE SERVICES



Request for Decision

Date: August 28, 2009

Topic: Asphalt and Concrete Recycling

Proposal: The Town of Drumheller has accumulated approximately 30,000 tonnes of stockpiled asphalt and concrete rubble at the Drumheller Landfill. These stockpiles of concrete and asphalt removed from reconstruction and demolition projects can be crushed to desired specifications and reused as a base course aggregates for future Town of Drumheller Street Improvement Programs, Trails, Roadway and Parking Area Projects.

The City of Edmonton and Other Communities have established similar aggregate recycling programs dating back to 1978. These recycling programs have provided an economical source of aggregate as well as extending the life of the landfill by transforming rubble materials into useable products.

Based on discussions with contractors in the concrete and asphalt crushing industry, the following is a cost estimate of a crushing tender if a contract was to take place over the winter months using an estimated 30,000 tonnes of 63 mm recycled Granular Base Course to be produced:

30,000 t X \$8.00/t	\$ 240,000
Mobilization for crushing	\$ 10,000
Engineering & testing	\$ 2,000
Contingency	\$ 15,000
Total	\$ 267,000

The cost to produce this product is estimated at approximately \$ 8.90 per tonne which is significantly less expensive than purchase an equivalent material supplied from a contractor's source. The current 2009 costs are \$ 21.60 to \$ 25.20 depending on the source of the supply.

Proposed by: Allan Kendrick

Correlation to Business (Strategic) Plan: This aggregate recycling program would be complimentary to the annual street improvement program. **It would also be a part of the Town's Green Plan to recycle and reuse when possible,**

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

Asphalt and Concrete Recycling 2009.doc		1
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Agenda Item # 8.2.2

Benefits:

- Tendering the contract in the winter has proven to be successful as crushers are normally not as busy at this time of the year.
- Crushing all the material under one contract is the most cost effective to avoid additional mobilization costs and will also provide a stockpile of granular material for other municipal projects.

Disadvantages:

- Crushing all the material under one contract would require the up front cost to be paid up front and may take up to 5 years to use.

Finance/Budget Implications: (after implementing proposed reductions)

Operating Costs:		Capital Costs:	\$267,000
Budget Available:		Source of Funds:	Reserves (product to be used over a 5 year period)

Communication Strategy:

Tender would be advertised and known contractors in the industry would be notified.

Recommendations:

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."

Report Writer:	Allan Kendrick	CAO:	R.M. Romanetz, P. Eng.
Position:	Director of Infrastructure Services		



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-03-09

PURCHASING

PURPOSE OF POLICY

1. This purchasing policy is a guide to the Town of Drumheller purchasing methods. The policy will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically and provides the foundation for sound purchasing Procedures.
2. The Municipality is bound by the Trade, Investment and Labour Mobility Agreement (TILMA) that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the Agreement that requires non-discrimination and transparency in procurement policies and practices. Corporate Services will review all tender documents issued on behalf of the municipality to ensure compliance with the Trade, Investment and Labour Mobility Agreement.

POLICY GUIDING PRINCIPLES

3. Ensure a high level of accountability is maintained;
4. Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
5. Encourage an open non-discriminatory bidding process practicable for the acquisition of goods and services;
6. Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
7. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;



DRUMHELLER

COUNCIL POLICY



8. Be subject to all applicable Town policies and bylaws, any specific provisions of the Municipal Government Act, or other relevant legislation;
9. Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

DEFINITION OF RESPONSIBILITIES

10. The Chief Administrative Officer is responsible for the overall oversight of all municipal operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town of Drumheller.
11. The Director of Corporate Services is responsible for all aspects of the financial operations of the Town of Drumheller in accordance with the Municipal Government Act, all applicable laws and agreements, and all related Bylaws. In addition, the Director of Corporate Services is responsible, as follows, to:
 - 11.1 Ensure accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid in accordance with the Municipal Government Act, Town Bylaws, policies and contracts;
 - 11.2 Oversee the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals, opening bids, tabulating bids, and serving as a resource for questions from vendors and staff.
 - 11.3 Will monitor the tender process to ensure compliance with this policy. The Corporate Services Director may review in detail any tender or tender award.
 - 11.4 Corporate Services will directly purchase goods and services where there is a financial advantage to the municipality to purchase in bulk or where several departments are purchasing goods and services that are essentially the same
12. The Director of a Department is responsible to:
 - 12.1 Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure;



DRUMHELLER

COUNCIL POLICY



- 12.2 Comply with all Town purchasing procedures covering procurement and disposal;
 - 12.3 Establish department guidelines for maintaining appropriate levels of inventory supplies;
 - 12.4 Review and finalize all purchases;
 - 12.5 Ensure the maintenance of adequate purchasing records, including a database of vendors established in an accessible vendor file;
 - 12.6 Upon request, assist department staff in locating the best source for supplies, materials, and equipment;
 - 12.7 Assist department staff in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments;
 - 12.8 Ensure all purchases are made by department personnel in accordance with this policy;
 - 12.9 Review all correspondence to salespersons and vendors, except when technical details can be better written by the department;
 - 12.10 Keep on file vendor information, catalogues, samples, price quotes, etc. to be used by all department employees;
 - 12.11 Conduct the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals and serving as a primary resource for questions from vendors.
13. All Town employees, elected officials are responsible to comply with all the rules and regulations set forth herein and to conduct business with vendors in a professional manner that promotes honesty and fairness:
- 13.1 Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials.
 - 13.2 Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance, and delivery.



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COUNCIL POLICY



PROHIBITIONS

14. No employee shall benefit personally from purchases made on behalf of the Town.
15. Violations of the purchasing policy may result in disciplinary action, up to and including dismissal.

PURCHASING REQUIREMENTS

16. No expenditure or total of such expenditures shall exceed the approved line item budget, or adversely affect other budgetary items.
17. Where a required expenditure exceeds the budget the individual requesting approval must identify available funds for the required expenditure and submit a budget change form to reallocate budget dollars to the Director of Corporate Services and remains within the overall budget, prior to purchasing.
18. Expenditures must be coded to the budget line item to which it belongs.
19. Award of Orders for Purchase or Contracts shall be made for equipment, supplies and services that will give the greatest value based on quality, specifications, service, price, and timely delivery.
20. Local suppliers may be granted preference provided all things are considered equal once quotes and specifications have been reviewed. Local suppliers will not be given preference on the sole basis that they are local.
21. Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy.

No Tender Required

22. Purchases up to \$5,000 may be made by authorized personnel subject to the purchasing limits in Appendix "A". A review of suppliers and pricing should be done and documented on a periodic basis.

Informal Tender

23. Purchases between \$5,000 and \$50,000 must obtain written quotes (letter, faxed or email) for goods or services. Purchases will be awarded based on these written quotes by authorized personnel subject to the purchasing limits in Appendix "A".



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Formal Tender

24. Purchases in excess of \$50,000 require a formal bid by tender or proposal process awarded by the Chief Administrative Officer or Council.
25. Departments will analyze all bids received utilizing the evaluation criteria and weighting factors established in the tender documents. The criteria and weighting cannot be changed once the tender call has been issued.
26. Providing the successful bid is the lowest cost bid; meets all of the terms and conditions of the tender; the purchase or project has been approved by the Council and sufficient funds are available in the departmental budget, CAO can award tenders up to \$250,000.
27. Any tender which exceeds \$250,000., is not the lowest tender received, or exceeds the budgeted figure must receive prior approval of Council before being awarded.
28. In a situation for purchases over \$5,000, where it is not possible to obtain three bids or quotes, reasons for the lack of sufficient bids have to be documented prior to purchasing and submitted to the Director of Corporate Services for approval

EMERGENCY PURCHASES

29. Occasionally purchases need to be made on an emergency basis.
Emergency purchases means the purchase of goods, materials, supplies or services which are required to remedy a situation where the health, safety, welfare or quality of welfare of the public or public property is endangered or severely reduced if immediate corrective or preventive action is not taken.
The appropriate Director shall be notified of an emergency at the earliest opportunity.
30. Where an emergency condition exists and there is an immediate need to purchase goods, services or equipment exceeding purchasing limits and/or budget, the procurement procedure for such commodities shall be as follows:
 - 30.1 The Director of the requesting department shall first identify those supplies or services necessary to meet the emergency.
 - 30.2 The Director shall obtain at least three (3) written quotes/proposals from prospective vendors.



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COUNCIL POLICY



- 30.3 Upon determining the quote/proposal most favourable to the Town and prior to making the emergency purchase, the Director shall submit to the Chief Administrative Officer, in writing with a copy to the Director of Corporate Services, the following information:
 - 30.3.1 Description of the goods/services necessary to meet the emergency.
 - 30.3.2 A full explanation of the circumstances of the emergency.
 - 30.3.3 A list of vendors solicited and the quotes/proposals received.
 - 30.3.4 The reason for selection of a particular firm.
 - 30.3.5 The total costs required for the emergency procurement.
 - 30.3.6 The account codes(s) from which funds are to be expended.
- 31. If the Chief Administrative Officer determines an emergency exists the competitive bidding requirements for purchases may be waived.
- 32. Immediately following the procurement, the Director shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.
- 33. Council approval and a record of all such purchases must be maintained for audit purposes.

Information Technology

- 34. The municipality will purchase information technology that is compatible with the current environment and strategic plans for information technology.
- 35. Corporate Services will approve purchases of information technology (both hardware and software).
- 36. Department Directors will involve the Corporate Services Department in the early stages of specifications of information technology so that Corporate Services can advise on standards, compatibility, project feasibility, and cost and manpower estimates.

CREDIT CARDS

Purpose:

- 37. The card system is designed for, but not restricted to, high volume but low value transactions and to assist staff members who travel on behalf of the Town.



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Issuing and Withdrawing a Card:

38. The Town may issue a Corporate Credit Card to employees that meet all the following criteria.

The employee must:

- 38.1 occupy a position that has a regular and demonstrated need to purchase goods/services or is required to travel on a regular basis on behalf of the Town;
- 38.2 be approved by the Chief Administrative Officer;
- 38.3 abide by the terms and conditions of use as stated in the Town's policy; and
- 38.4 may be an elected official for the purposes of this section.

39. Credit card limits shall be established by the Director in consultation with the Director of Corporate Services by analyzing the anticipated monthly expenditure required by the position and the Town's operational limits.

40. Corporate Credit Cards may be withdrawn for any of the following reasons:

- 40.1 misuse of card by the employee including unacceptable or inappropriate expenditure;
- 40.2 non-compliance with statement processing time limits;
- 40.3 the position held no longer requires the use of a credit card or the card has not been used in 12 months.

Use of Card:

41. Corporate Credit Cards shall only be used for business expenditure.

Examples of appropriate uses for Corporate Credit Cards include:

- 41.1 Payment for goods/services in full or part supply;
- 41.2 Deposits;
- 41.3 Subscriptions;
- 41.4 Conference fees (Travel must be approved prior to expenses being incurred);
- 41.5 General consumables other than stationery and office supplies;
- 41.6 Official entertainment;



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42. Notwithstanding the above, no expense is to be incurred on a credit card until requirements of other relevant policies and procedures (i.e. such as the attainment of quotes) have been fulfilled and authorized approval given.

Requests for New Cards:

43. Requests for a new card should only be submitted once the need for a new corporate credit card has been established. Where there is a need for a new card, the Director shall make a request to Corporate Services to issue a card to the employee.

Employee's Responsibility:

44. When using the credit card, the employee must:
- 44.1 obtain an invoice/receipt displaying the name of the supplier;
 - 44.2 ensure suppliers record full and proper descriptions of items or services on invoices/receipts;
 - 44.3 confirm the supplier site is secure when placing an order via the internet;
 - 44.4 ensure goods and services are received in good order and condition;
 - 44.5 ensure a credit is received for any returns or refunds;
 - 44.6 ensure expenditures does not exceed monthly credit limits;
 - 44.7 report lost, stolen, or damaged cards immediately to the credit provider and notify the Director of Corporate Services as soon as possible.
45. The employee shall keep all invoices/receipts from purchases in a safe place until the monthly statement arrives.
46. check each transaction for accuracy, enter the appropriate account codes against each item and include a full description of the goods/services;
47. Note invoices/receipts for entertainment expenses with the names of the staff and non staff attending and the purpose of the event;
48. Submit a signed declaration of authenticity of the transaction when an invoice/receipt has been lost and cannot be replaced by the supplier;
49. Attach all invoices/receipts and other necessary documentation to the statement;
50. Sign the statement for authenticity and forward to their Director for expenditure approval within 5 days after receipt of statement.



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51. Where an employee is intending on going on leave and believes that statement reconciliation may fall during the period of their leave, they should provide all the necessary documentation to their Director prior to going on leave.

Director's Responsibility:

52. Within 5 days of the receipt of the completed reconciled statement from the employee, the Director shall:
- 52.1 check all documents are attached to the statement;
 - 52.2 check all expenditures are in accordance with the Town's Policies and Procedures;
 - 52.3 sign the statement as approved when satisfied all expenditures are in order;
 - 52.4 forward to the Accounts Payable for payment.



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Appendix A **Financial Authority**

1. A delegated system of financial authority is an essential element of effective financial management for the municipality. Financial authority will be delegated to support operational effectiveness wherever managers feel necessary and practical, but supported by appropriate, efficient and modern financial controls. The system of delegated financial authority will recognize different needs for authority for purchases of goods and purchases of services. At the same time, the municipality need not accept financial responsible if an employee enters into a financial transaction without the proper authority.
2. Employees need to have authority commensurate with their responsibilities in the organization to efficiently carry out their responsibilities. The financial authority structure must be flexible to meet changing demands without having to rewrite policy with every organizational change. Council authorizes the CAO to maintain the financial affairs of the municipality with defined limits. The CAO has the authority to delegate duties and powers under the Municipal Government Act, and may place limits and conditions on any delegation of CAO powers or duties. Similarly, Department Directors may further delegate their authority to other positions within a department.
3. However authority delegated by Department Heads cannot be further delegated by any other position without express approval to do so by the Department Head.

Basic Principles Underlying Delegation of Financial Authority

4. While the financial authority can be delegated, accountability cannot. The CAO remains accountable at all times to Council for the exercise of financial authorities. Department Directors remain accountable to the CAO for the effective and efficient use of the resources provided to Directors, including the resources over which Directors exercise delegated financial authority.
5. The Corporate Services Department has overall responsibility for financial management practices and standards organization wide. In this role, the Director of Corporate Services has authority to specify conditions for the delegation of financial authority below the Director level to ensure there is an effective control framework in place.
6. Financial authority will be delegated to the necessary position commensurate with job requirements, good financial management and internal control



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practices. An internal control framework includes: segregation of duties (where appropriate); complete, current and accessible policies; clearly documented procedures; and properly trained staff.

7. Financial authority is delegated to positions based upon job responsibilities. As a result, an individual who changes positions will not carry with them the authority of the previous position except where required by and authorized for the new position.
8. Financial authority will be exercised within the approved budget of the departments. Delegation of financial authority does not allow staff to authorize transactions that would exceed the approved budget.

Approval

9. The CAO may delegate financial authority to the Department Directors. Department Directors may further delegate financial authority within departments to meet changing position requirements, projects and staff, but this need must be tempered by the overall responsibility of the Director of Corporate Services for financial management and internal control. Changes in delegated authority below the Department Director level will require the approval of both the Department Director and the Director of Corporate Services. Delegation of financial authority must be accompanied by clear policies and procedures to guide and control the use of the delegated authority and staff must be properly trained.

Financial Authority Details

10. The appropriate delegation of financial authority can improve internal control, empower employees and make operations more effective. Financial authority will be segregated into the following types:
 11. **Purchasing Authority** – (Authorization to expend money within an approved budget in order to perform duties, including entering into purchase contracts that commit the Town in a financial way.)
 - 11.1 Individual purchase orders, contracts with vendors and Standing Offer Agreements are examples of where purchasing authority would be exercised. Purchasing authority differs between goods and services as follows:
 - 11.1.1 Purchasing authority for goods must be made in accordance with the Purchasing Policy, and is supported by a purchase order (PO) as



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documentation. The PO defines the terms of the contractual obligations that the municipality sets out for whatever the goods are. Upon receipt of the goods, the municipality has a legal liability to pay for the goods. Corporate Services is responsible for providing departments with standard form purchase orders that meet the municipality's standards for contracting.

11.1.2 Purchasing authority for services, must be made in accordance with the Purchasing Policy including construction, and is supported by a contract that usually will differ in legal wording from a PO. The terms and conditions of contracts will vary, but must be developed with appropriate legal expertise to address the various requirements of service contracts.

12. **Receiving Authority** – (Authorization to receive goods or to attest to the provision of services received on behalf of the organization.)

12.1 This authorization carries with it the responsibility to ensure there is a purchase order authorizing the purchase of the goods, the goods are in good condition and the quantity and type corresponds to the purchase order.

12.2 Receiving Authority also includes certifying that progress claims against contracts for service are in accordance with the contract and the services have been supplied satisfactorily.

13. **Payment Authority** - (Authorization to release funds from the municipality in satisfaction of an obligation.)

13.1 Payment Authority is only delegated to the CAO and to the Director of Corporate Services, who may further delegate the authority to other positions with the approval of Council.

Forms of delegated payment authority

14. Forms of delegated payment authority include cheque signatures; bank transfers; petty cash account disbursements; and credit card transactions

15. Delegation of authority will be evidenced by the approval of both the Department on the Delegation of Authority form attached as Schedule 1 to this policy. The delegation does not become effective until the form is co-signed by the Director of Corporate Services.



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16. In making the delegation, Department Directors shall ensure that the limits on the delegated authority are only those necessary for the employee to carry out duties and responsibilities; that any transactions that have significant impact on the department or the municipality are reviewed and approved by the Department Director.
17. The Director of Corporate Services will maintain an up-to-date listing of all financial authority to verify that the proper purchasing and receiving authorization has been given prior to releasing payment. If the proper authority has not approved the transaction, the transaction will be rejected and returned to the department.
18. A record will be kept of all returned transactions and if significant policy violations occur the violations shall be reviewed by the Director of Corporate Services and the Department Director and may cause the reduction or removal of an employee's authority. Any violations by a Department Director shall be reported to the CAO.

Annual Audit

19. The Town's appointed external auditor shall review the functioning of this policy and confirm application is being followed.



DRUMHELLER
DINOSAURS • DISCOVERY • OPPORTUNITY



Request for Decision

Date:	27 Aug 2009												
Meeting Type:	Regular Council												
Topic:	Community Facility Budget												
Proposal:	<p>The Town of Drumheller has been successful in receiving \$6 million dollars in grants towards the construction of a new community facility. The Community Facility Steering Committee is moving this project forward. With the architect being selected, site surveys being started and the identified needs for civil engineering and a cost consultant being needed costs for this project will start coming in soon and would quickly surpass the current budget of \$50,000. Administration is recommending the adjustment of the budget.</p> <table> <tr> <td>Construction and architect</td><td>\$22,695,000</td></tr> <tr> <td>Cost consultant</td><td>25,000</td></tr> <tr> <td>Civil engineering</td><td>130,000</td></tr> <tr> <td>Fundraising staff person (2yrs)</td><td>100,000</td></tr> <tr> <td>Steering committee</td><td>50,000</td></tr> <tr> <td>Total Project Cost</td><td>23,000,000</td></tr> </table> <p>Any additional items or increases to the budget will come back to Council for their review.</p>	Construction and architect	\$22,695,000	Cost consultant	25,000	Civil engineering	130,000	Fundraising staff person (2yrs)	100,000	Steering committee	50,000	Total Project Cost	23,000,000
Construction and architect	\$22,695,000												
Cost consultant	25,000												
Civil engineering	130,000												
Fundraising staff person (2yrs)	100,000												
Steering committee	50,000												
Total Project Cost	23,000,000												
Proposed by:	Roy, Michael												
Correlation to Business (Strategic) Plan													
Benefits:	<p>Ensures that Council and administration comply with the Muncipal Government Act</p> <p>Allows the project to proceed without delays</p>												
Disadvantages:													

Agenda Item # 8.3.2

Alternatives:	<ul style="list-style-type: none"> • Council approve a total budget of \$23,000,000 for the project with funds coming from debentures, reserves, grants and donations. • Council approve a budget of \$3,000,000 for the project for the 2009 year. • Council accept the report as information. 		
Finance/Budget Implications:	Grants \$6,000,000 Reserves \$5,000,000 Donations \$6,000,000 Debenture \$ 6,000,000		
Operating Costs:		Capital Costs:	\$23,000,000
Budget Available:	\$50,000	Source of Funds	Grants, reserves, debenture, donations
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Steering committee would be advised		
Recommendations:	Council approve a total budget of \$23,000,000 for the project with funds coming from debentures, reserves, grants and donations.		
Report Writer:	Roy, Michael		
Position:	Director of Corporate Services		
	CAO:		