

Town of Drumheller COUNCIL MEETING AGENDA

**December 19, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

- 1.1 Councillor Sharel Shoff to be sworn in as Deputy Mayor for the months of January and February, 2012.

2.0 MAYOR'S OPENING REMARK

- 2.1 Announcement of Council's 2012 Top 5 Priorities

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-7 5.1.1 Regular Council Meeting Minutes of December 5, 2011

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Luxton & Associates Heritage Inventory Report

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

Page

8.1. CAO

- 8-9 8.1.1 Bylaw 13.11 for the purpose of dedicating certain lands to Environmental Reserve (Plan 565LK Block 4 Lot 1) - third reading

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

8.4. Director of Community Services

- 10-12 8.4.1 RFD - Badlands Community Facility Equipment Purchases

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

- 14.1 Personnel Matter

**Town of Drumheller
COUNCIL MEETING
MINUTES**

December 5, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl arrived 4:40 PM

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Doug Stanford

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

ACTING DIRECTOR OF CORPORATE SERVICES:

Bill Wulff

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

- 2.1 Mayor T. Yemen presented the Drumheller Titans Senior Football Team with a plaque and congratulated the team for their success in winning the Tier IV Alberta Provincial Championship on November 25, 2011.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2011.279 Shoff, Hansen-Zacharuk moved that the agenda be adopted as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of November 21, 2011

MO2011.280 Zariski, Stanford moved to adopt the regular Council meeting minutes of November 21, 2011 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of November 3, 2011

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Presentation from Diana Rowe, Economic Development Task Force re:
Drumheller Retail Survey 2011

D. Rowe stated that she along with Councillor Sharel Shoff and former EDO – Ray Telford formed a Sub Committee of the Economic Development Task Force to conduct a shopping survey of the Drumheller area in early 2011. She provided an overview of the Drumheller Retail Survey as follows:

- Survey was mailed to Drumheller households and posted on the Town website with 10% of the households responding;
- The survey consisted of 10 questions;
- #1 out of town purchases include ladies', men's and children clothing;
- Reasons for shopping out of town included:
 - Consumers are attracted to the brand of store, of a shopping district or a chain;
 - Brand experience and engagement are the strongest drivers of loyalty;
 - Price and selection (perception that local prices are too high);
 - Downtown shopping hours are not shopper friendly;
 - Out of Town professional services (95% of respondents go out of town for medical appointments, usually referrals or specialists);
 - Entertainment
- Retail services or stores that Drumheller could use include:
 - Clothing stores, shoe store, a second postal outlet, a bakery, book store, chain restaurants such as KFC, and competitive hardware and lumber, home and bath.
- Opportunities to be considered include:
 - Customer satisfaction, service and selection
 - Marketing plan for downtown "Shop Local Campaign";
 - Create "experience" downtown uniqueness;
 - Appearance improvements such as signs, flowers, etc.

D. Rowe stated that the Economic Development Task Force will share the results with the Chamber, Downtown Merchants, Realtors and Community Futures. They will also share the areas of opportunity with professional services located in Town.

Mayor and Council thanked D. Rowe for her presentation.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 13.11 being a bylaw to dedicate certain lands owned by the Town of Drumheller to Environmental Reserve (Doyle Property - Legal 565LK Block 4 Lot 1)

R. Romanetz explained that Bylaw 13.11 intends to dedicate the former Pat Doyle Property to an Environmental Reserve due to potential continued ground subsidence on the property. He further stated that through an agreement with the Province, the property has been turned over to the Town and it will not be for sale in future years.

MO2011.281 Shoff, Hansen-Zacharuk for first reading to Bylaw 13.11. Carried unanimously.

MO2011.282 Garbutt, Stanford for second reading to Bylaw 13.11. Carried unanimously.

Councillor A. Berdahl requested that prior to third reading of Bylaw 13.11, the public be made aware of the proposed change to the land by way of a public notice in the Drumheller Mail for two weeks.

8.1.2 RFD - 2012 Authorization for Expenditures

R. Romanetz advised that there is an annual requirement under the Municipal Government Act subsection 248(2) for authorizing and verifying expenditures not included in the budget until the 2012 operating and capital budgets are approved.

MO2011.283 Shoff, Hansen-Zacharuk moved that in accordance with Section 248(2) of the Municipal Government Act authorize the Chief Administrative Officer or his delegate to pay all current accounts, which are properly charged to the Town, until the 2012 Operating and Capital Budgets are approved by Council. Carried unanimously.

8.2. Director of Infrastructure Services

8.2.1 RFD - New Backhoe Purchase

A. Kendrick advised that the Town intends to purchase a new backhoe / loader through an approved MSI grant of \$225,000, to replace an existing 1997 John Deere unit with approximately 7900 hrs. On October 21, 2011 tenders closed with four submissions. Based on the evaluation criteria, Administration is recommending the purchase of the Cat 450E which is not the low bid, however is an equivalent machine to the John Deere with a better warranty and \$45,000 lower in price. The other two (2) bids had numerous deviations from the base specifications. The Cat warranty is for the period of 5000 hrs or 60 months and includes all travel to Drumheller.

MO2011.284 Shoff, Stanford moved that Administration purchase the recommended Cat 450E backhoe at a cost of \$157,673.00 plus GST for a total amount of \$165,556.65. Carried unanimously.

CAO Ray Romanetz and Mayor Terry Yemen left the meeting at 5:20 to attend the Banff Leadership Conference. Deputy Mayor Andrew Berdahl assumed the chair.

8.3. Director of Corporate Services

8.3.1 Financial Indicator Graphs Overview

B. Wulff provided an overview of the 2010 Financial Indicator Graphs as they relate to Drumheller. He highlighted the following areas:

- Drumheller is compared with 18 other communities with similar populations;
- caution should be used when interpreting results as each municipality has unique characteristics affecting how it compares to the group. For instance, Drumheller's geographical area is very different from other municipalities;
- Drumheller is showing higher than the median residential tax rate;
- Drumheller is slightly lower than the median of the equalized assessment of the comparison group; with Drumheller's equalized assessment being slightly lower than the median, Drumheller has to have a tax rate slightly higher than the median to earn the same tax revenue;
- Drumheller shows more non-residential assessment as a percentage of total assessment than the median of the comparison group;
- Drumheller is using 54% of the debt limit; and Drumheller is using 18% of the debt servicing limit;
- In 2005 the long term debt per capita was \$141 per capita, increasing to \$1,575 per capita in 2010.
- Drumheller is at the lower end of the scale in the group comparisons for equalized assessment per capita resulting from Drumheller's older housing stock compared to other municipalities.

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 MO2011.285 Stanford, Shoff to move in camera at 6:20 PM. Carried unanimously.

14.1 Legal Matter

MO2011.286 Hansen-Zacharuk, Shoff to return to regular meeting at 6:28 PM. Carried unanimously.

There being no further business, the Deputy Mayor declared the meeting adjourned at 6:28 PM.

Mayor / Deputy Mayor

Chief Administrative Officer

... **THE TOWN OF DRUMHELLER** ***Agenda Item # 8.1.1***

BY-LAW NUMBER 13.11

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of dedicating certain lands owned by the Town of Drumheller to ENVIRONMENTAL RESERVE to satisfy a condition of acquisition imposed by the Minister of Municipal Affairs of The Province of Alberta due to potential continued ground subsidence in accordance with the Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; the surface of the subject lands has shown visibly signs of subsidence which is believed to be due to unstable subsurface conditions; and

WHEREAS; this subsidence has caused and is continuing to cause damage to a building erected thereon; and

WHEREAS; by agreement and cooperation with the Minister of Municipal Affairs of the Province of Alberta the Town of Drumheller has, or is in the process of acquiring the subject land; and

WHEREAS; the Town of Drumheller has undertaken to remove or demolish all existing improvements and to prevent any future development on this land except those allowed on ENVIRONMENTAL RESERVE lands; and

WHEREAS; as part of the agreement with the Minister of Municipal Affairs of the Province of Alberta the Town of Drumheller has agreed to dedicate and maintain the subjects lands as ENVIRONMENTAL RESERVE and thereby prevent the sale or development of the subject land,

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to dedicated the following described lands as ENVIRONMENTAL RESERVE; namely:

LAND TO BE DEDICATED ENVIRONMENT RESERVE BY THIS BY-LAW

PLAN DRUMHELLER 565 L.K.
BLOCK FOUR (4)
LOT ONE (1)

EXCEPTING THEREOUT ALL MINES AND MINERALS.
(hereinto referred to as Athe subject lands@)

and requests that Registrar of the South Alberta Land Titles Office cancel the existing title to the subject lands and issue a new title for same in the name of the Town of Drumheller with a mailing address of:

703 2nd. Avenue East,
DRUMHELLER, Alberta.T0J 0Y3

which duly identifies the subject lands as being an ENVIRONMENTAL RESERVE (ER) thereon.

THIS BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this 5th day of December, A.D. 2011.

MAYOR: _____ WORSHIP TERRY YEMEN

Seal

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

Agenda Item # 8.1.1

2.

READ AND PASSED THE SECOND TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this 5th day of December, A.D. 2011.

MAYOR: WORSHIP TERRY YEMEN

Seal

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

READ AND PASSED THE THIRD TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this day of ,A.D. 2011.

MAYOR: WORSHIP TERRY YEMEN

Seal


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



Request for Decision

Date: Dec 15, 2011

Topic:	Badlands Community Facility Equipment Purchases
	<p>An extensive list of equipment and furnishings has been developed to fulfill the requirements of the BCF to operate at the highest level of service.</p> <p>Several groupings of equipment were made to assist with the quoting process. Five large groups of equipment were identified and sent out for quotes including: field house equipment, AV & technical equipment, kitchen and banquet equipment, admin & office equipment, and appliances. Several other categories of equipment were sourced through existing suppliers that we have existing contracts with including: cleaning equipment, outdoor furnishings, and first aid supplies. Two quotes are still to be completed for the facility, computers and BBQ. Three quotes were received for the digital scoreboard and signage. We are also soliciting quotes for a presentation stage for the facility but it is not within the scope of the purchases being proposed in this package.</p> <p>The following represents equipment and furnishings for the Badlands Community Facility valued within the budgeted amount of \$471,000.00:</p> <p>Field House equipment – none of the quotes completely fulfilled the requirements for field house equipment, however North Star Athletics was the most complete quote received. We are requesting from Council approval to purchase equipment from North Star Athletics in the amount of \$42,533.88 and to purchase the remaining equipment from other suppliers for at total expenditure of \$60,000.00.</p> <p>Kitchen Serving equipment none of the quotes received were adequate in our view. We therefore will be reposting with more detailed specification to allow for better evaluation.</p> <p>Video Scoreboard and Signage – We recommend purchasing a multi-purpose video scoreboard and signage system for use in all three of the Town's facilities(Aquaplex, Arena, BCF). This system will provide us with the ability to promote our schedules and events in the all of the facilities as well as recover additional revenue from community advertizing. We are hoping to recover some, if not all, the cost for this equipment though an ongoing sponsorship and / or advertizing program. We are requesting from Council approval to purchase equipment from Digital Edge in the amount of \$55,000.00.</p>
Proposed by:	Administration

Correlation to Business (Strategic) Plan	The purchase of equipment and furnishings for the Badlands Community Facility will partially fulfill the requirements for the Operations Strategy, of the CAO, for the Community Facility Project Management task (p. 20 of the Strategic Business Plan)		
Benefits:	This purchase of equipment and furnishings will meet most, if not all, of the needs required to operate the Badlands Community Facility. These purchases will not exceed the budgeted amounts for equipment and furnishings.		
Disadvantages:	This purchase of equipment will use a large portion of the remaining budget remaining for fitness centre and furnishings		
Alternatives:	<ul style="list-style-type: none"> - Defer purchase / do not equip the facility - Purchase fewer items - Purchase items left off of the list - Stage 		
Finance/Budget Implications:	Of the identified \$750,000.00 remaining in the Badlands Community Facility budget for fitness center and furnishings, this purchase will use \$471,000 of remaining funds		
Operating Costs:		Capital Cost:	\$471,000.00
Budget Available:		Source of Funds:	Capitol Budget for project
Budget Cost:		Underbudgeted Cost:	-0-
Communication Strategy:	Prepare a press release, inform the public via media. Post update on www.dinosaurvalley.com		
Recommendations:	That the proposed purchases for the Badlands Community Facility be approved as presented.		
Report Writer:	Guy Latour	CAO:	Ray Romanetz
Position:	Business Manager – Badlands Community Facility		
RFD BCF_2011_02			

Total purchasing costs				
Equipment grouping	Complete/Incomplete	Quote	Estimated Cost	Notes
Field House Equipment				
Gopher Sport	Incomplete - 8 Items	\$ 56,524.00	\$ 60,000.00	Requesting Councils Approval
North Start Athletics	Incomplete - 11 Items, Carts	\$ 42,553.88		
Sport Factor Inc	Incomplete - 14 Items, Carts	\$ 45,251.26		
Flag House	Incomplete - 10 Items	\$ 40,237.00		
AV & Technical				
Computers	MSI Item	\$ 10,052.84	\$ 55,000.00	Approved by CEO according to purchasing policy
Kitchen & Banquet		\$	\$ 10,000.00	Currently being quoted
Adming & Office		\$	\$ 85,000.00	Currently being re-quoted
Mis. Purchases		\$	\$ 10,000.00	Approved by CEO according to purchasing policy
Cleaning		\$	\$ 45,000.00	Approved by CEO according to purchasing policy
Outdoors		\$	\$ 50,000.00	Approved by CEO according to purchasing policy
First Aid		\$	\$ 5,000.00	Approved by CEO according to purchasing policy
Appliances		\$	\$ 5,000.00	Approved by CEO according to purchasing policy
		\$	\$ 25,000.00	Currently being quoted
Field house posts				
Video scoreboard & digital signage		\$ 8,755.00	\$ 56,000.00	Approved by CEO according to purchasing policy
Digital Edge	Complete	\$ 46,690.04	\$ 55,000.00	Requesting Councils Approval
MSI	Incomplete, needs computers. no wall	\$		
Digital Video Solutions	Not able to bid on system at this time	\$		
BBQ		\$	\$ 10,000.00	Currently being quoted
		\$	\$ 471,000.00	:Total Purchase
Remaining budgeted funds				
	Furniture	\$ 650,000.00		
	Fitness center	\$ 100,000.00		
		\$ 750,000.00		:Total remaining funds
		\$ 279,000.00		:NET funds remaining