

Town of Drumheller COUNCIL MEETING AGENDA

June 4, 2012 at 4:30 PM

Council Chamber, Town Hall

703-2nd Ave. West, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-6 5.1.1 Regular Council Meeting Minutes of May 22, 2012

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

7-10 5.3.1 Municipal Planning Commission Meeting Minutes of March 22, 2012

11-15 5.3.2 Municipal Planning Commission Meeting Minutes of April 5, 2012

16-20 5.3.3 Municipal Planning Commission Meeting Minutes of May 9, 2012

6.0 DELEGATIONS

6.1 Aqua 7 Regional Water Commission

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1. CAO

21-24 8.1.1 RFD - Amendment to Water Supply Agreement Schedule F dated December 10, 2008 between the Aqua 7 (formerly Kneehill Regional Water Services Commission) and the Town of Drumheller

8.2. Director of Infrastructure Services

25-27 8.2.1 RFD - East Coulee Wastewater Equipment

28-29 8.2.2 RFD - 4th Ave. SW (Newcastle) Sewer Line Replacement

8.2.3 RFD - Cast Iron Water Line Replacement

8.3. Director of Corporate Services

8.4. Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

14.1 Labour Matter

Town of Drumheller COUNCIL MEETING MINUTES

May 22, 2012 at 4:30 PM

Council Chamber, Town Hall

703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Doug Stanford

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Jack Kuzminski

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:30 PM.

2.0 MAYOR'S OPENING REMARK

Mayor T. Yemen presented a letter from Alberta Recycling advising that the Dinosaur Trail Golf and Country Club's application for the 2012-2014 Municipal Demonstration Grant has been approved for \$20,000.00. The grant dollars will be used to install rubberized surfacing as part of the Cart Path Revitalization Project.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Addition: 13.1 Councillor A. Berdahl - Drumheller Public Library Report

MO2012.80 Hansen-Zacharuk, Berdahl moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of May 7, 2012

MO2012.81 Garbutt, Stanford moved to adopt the regular Council meeting minutes of May 7, 2012 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. CAO

8.1.1 RFD - Appointment to Drumheller Public Library Board

R. Romanetz advised that Alec Hammond has submitted his application to serve on the Drumheller Public Library Board. The members of the Library Board have reviewed Alec's application and recommend approval.

MO2012.81 Berdahl, Zariski moved to approve the appointment of Alec Hammond to the Drumheller Public Library Board for a three year term.

Councillor A. Berdahl stated that the Drumheller Public Library Board normally operates with a board of eight members. Under their bylaw, they are allowed 5 – 10 members and they are considering increasing their membership to ten. He encouraged any interested individuals who would like to serve in this capacity to submit their application to the Drumheller Public Library.

Vote on Motion: Carried unanimously.

8.1.2 Traffic Bylaw Matter

R. Romanetz provided an overview of excerpts from the Traffic Bylaw with regards to weights and measures. He explained that the Highway Traffic Act has been replaced with the Traffic Safety Act. He further explained that the maximum weights in the Town's Bylaw for any secondary and primary highway must not exceed those as stated in the Traffic Safety Act. The intent of the bylaw is to recognize that the municipality's roads are not built to the same standards as a highway. He stated that loaded vehicles in springtime can damage the roads in short order. The Town's newer roads are built with a 2 foot base and most secondary and primary highways are built to prevent any damage to roadways with heavy loads. R. Romanetz referred to the Traffic Bylaw 01.03 Section 21(1) which reads "No person shall operate a vehicle having a gross

weight in excess of eight thousand (8,000) kilograms on wheels, rollers or otherwise over or upon any paved highway in the Town, save upon those highways designed as a Provincial Highway and those highways designated in Schedule E. There are some exceptions where the roads are built with a higher base such as the Town's Industrial Park and would allow for increased weights. As well Section 21(3) does not apply to any vehicle in the Town for the purpose of loading, unloading, or securing repairs or services. He stated that the current Traffic Bylaw is too open ended and needs to be changed to improve enforceability. He explained that when the Province approved the legislation they established maximums while also recognizing that these weights would cause damage to local roads. Prior approval for transporting on a municipal road must be obtained from the local authority having jurisdiction over that road, when a tridem axle exceeds 17,000 kg. In such circumstances, the Town would enter into a road use agreement for overweight vehicles and the road is inspected at the end of the period and is the responsibility of the contractor to repair the road. Currently, Section 21(5) allows Council, by resolution, to impose posted weight restrictions (road bans) from time to time. Section 29(6) allows a person to appeal to Council if the Town refuses a permit. He recommended that the clause be changed to allow the CAO to impose weight restrictions with an appeal to Council. He further stated that the Town needs to ensure due diligence is in place to protect the Town's investment in the roadways. He explained that Al Kendrick is searching out what other communities are doing and Administration will bring back a recommendation to Council.

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

8.4. Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

13.1 Drumheller Public Library Report

Councillor A. Berdahl presented Council Notes from Linda Traquair, Drumheller Public Library Board Chair. He provided an overview of her comments on the annual budget review as follows:

- confirmation by the Town of Drumheller of a grant increase of \$15,000;
- confirmation by the Province of the Community Spirit Grant (grant was \$9200.00 as compared to predicted \$15,000); and
- notification that CAP grant would not be renewed, effective April 2012 – amount of \$1800.

The budget deficit would be made up with Sunday closures, a new raise schedule for the staff and Christmas closure from December 24 – 29.

In order to address Council's concerns and questions, it was agreed that the Library Board should attend a Council / COW meeting in the near future.

14.0 IN-CAMERA MATTERS MO2012.82 Berdahl, Hansen-Zacharuk moved to go in camera at 5:07 PM. Carried unanimously.

14.1 Legal Matter

MO2012.83 Shoff, Berdahl to revert to regular Council meeting at 5:52 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:53 PM.

Mayor

Chief Administrative Officer



DRUMHELLER

COMMUNITY SERVICES



Municipal Planning Commission MINUTES Meeting of Thursday, March 22, 2012

Present: Paul Salvatore, Director of Community Services
Brad Wiebe, Palliser Regional Municipal Services
David Suen, Intern for Palliser Regional Municipal Services
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Doug Stanford, Councillor/Member
Robert Greene, Chairperson
Shawn Francis, Member
Jeanette Neilson, Member

Absent: Sharon Clark, Member – with regrets
Andrew Berdahl, Councillor/Member

1.0 CALL TO ORDER – 3:50 p.m.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 8, 2012

Motion: D. Stanford moved to accept the minutes of March 8, 2012 as presented.

Second: S. Francis – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00002-12D – Steve Brant – Multiple Unit Apartment – "DT"

C. Woods presented Development Permit T00002-12D submitted by Steve Brant for renovations to an existing residential building to a multi-family apartment located at 333 2 Street, Drumheller on Plan 2691BC, Block 17, Lots 15-17. Zoning is "DT" Downtown Transition District. A multiple unit dwelling (apartment) is a discretionary use in this district.

This building had previously been a mix of commercial and residential but has only been used as residential for the last few years. The renovation and redevelopment is to add two apartments on the main floor and 2 apartments on the lower floor, there is one existing apartment on the upper floor. Concerns with the side yard are a doorway being .73 m (30 inches) from the lot line which doesn't meet the required setback. Buildings with a principal entrance provided from the side yard shall be 2.1 m (7ft). The development and addition of the apartments will not make this building more non-conforming. The plans show that parking will meet the requirements at 1 space per apartment and 1 space for visitor parking for each 7 apartments.

The Municipal Planning Commission discussed the application. Points of interest from the discussion:

- The exterior finish on the building requires work.
- The shed should be finished to match the building.
- The exterior finishing to meet the approval of the Development Officer / Municipal Planning Commission.
- Health and fire inspections on the building.



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Motion: J. Nielsen moved that Development Permit T00002-12D submitted by Steve Brant for renovations to an existing residential building to a multi-family apartment located at 333 2 Street, Drumheller on Plan 2691BC, Block 17, Lot 15-17 be approved as presented, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Development to conform and meet the requirements of the Regional Fire and Health Authority.
3. Construction shall be in conformance with the Alberta Building and Fire codes.
4. Exterior finishing upgraded as per plans submitted and to the satisfaction of the Development Officer/Municipal Planning Commission. This shall include existing accessory building(s) on the property.
5. 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.
6. Commercial bin required, please contact Drumheller & District Solid Waste (823-1345) for information. Arrangements for return of Residential Carts to be made with Town of Drumheller Public Works (823-1330).
7. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
8. Any and all improvements such as driveways, curb cuts, service connections, etc. at owners' expense.
9. A detailed landscaping & parking plan with completion dates to be submitted to the Town of Drumheller and to the satisfaction of the Development Officer/Municipal Planning Commission.
10. All necessary safety codes permits (i.e.; building, electrical, gas, plumbing) to be in place prior to construction/renovations.
11. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: D. Stanford – Carried

3.2 T00013-12D – Rosedeer Hotel – Outdoor Patio/Live Entertainment – “C-1”

C. Woods presented Development Permit T00013-12D submitted by Rosedeer Hotel/Last Chance Saloon for outdoor patio/live entertainment located at 555 Jewel Street, Wayne on Plan 2553JK, Lot 1. Zoning is “C-1” Local Commercial District.

A circulation to the residents in the area was done. A total of five (5) responses were received, one unsigned in agreement, 2 signed in agreement and 2 against. C. Woods stated that the RCMP have no issues with the Rosedeer Hotel/Last Chance Saloon proceeding due to its location and attendance. However they wanted to ensure these two factors should be taken into consideration for any future applications. The health authority has no issues unless there is to be food served outdoors.

The Municipal Planning Commission discussed the application. Points of interest from the discussion:

- Distances of the residential areas to the outdoor patio at the Hotel.
- Permit is revocable if detrimental to the neighbourhood.
- Application should be reviewed yearly.
- Patio should be closed down by midnight.
- Conditions as per the Community Standards Bylaw.

Motion: D. Stanford moved that Development Permit T00013-12D submitted by Rosedeer Hotel/Last Chance Saloon for outdoor patio/live entertainment and dancing located at 555 Jewel Street, Wayne on Plan 2553JK, Lot 1 be approved as presented, subject to the following conditions:



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1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw.
3. Development to conform and meet the requirements of the AGLC (Alberta Gaming and Liquor Commission).
4. 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.
5. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
6. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
7. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Development to conform and meet the requirements of the Regional Fire and Health Authority.
9. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
10. Permit shall be revocable with 30 days written notice if the use is or has become detrimental to the amenities of the neighborhood.
11. An Annual Business License is required.
12. Permit expires December 31, 2012.

Second: S. Francis – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

Municipal Sustainability Plan – Bob Cromwell

Bob Cromwell did not attend the Municipal Planning Commission meeting.

P. Salvatore gave a brief overview of the information B. Cromwell has been looking into.

- With developers input, projects for affordable housing are being looked at.
- Locating available areas in the community where affordable housing could be situated.

The Municipal Planning Commission discussed Municipal Sustainability Plan. Points of interest from the discussion:

- Future developments, where smaller homes would be the focus.
- Concept developments.
- Look into the rules for the R-1A district, there are some very narrow lots which could require zero lot lines and fire rating, or perhaps a narrower side yard requirement.

Meeting times

J. Nielsen asked the Municipal Planning Commission members if the meeting time could be changed back to a lunch meeting beginning at 12:00 PM. Consensus was a change to a noon meeting was acceptable, no one opposed the suggestion.

6.0 Adjournment –Meeting adjourned by B. Greene at 4:55 pm.



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Chairperson

Development Officer



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COMMUNITY SERVICES



Municipal Planning Commission MINUTES Meeting of Thursday, April 05, 2012

Present: Bob Greene, Chairperson
Sharon Clark, Member
Jeanette Neilson, Member
Doug Stanford, Councilor
Paul Salvatore, Director of Community Services
Cindy Woods, Development Officer
Janice Armstrong, Recording Secretary

Absent: A. Berdahl, Councilor
Shawn Francis, Member

1.0 CALL TO ORDER – 12:05

2.0 MINUTES OF PREVIOUS MEETING- March 22, 2012

J. Neilson/ D. Stanford moved the minutes of March 22, 2012 as presented. Cd.

3.0 DEVELOPMENT PERMITS

3.1 T00015-12D-Tricia Hatch School of Dance – Occupy as a Dance Studio – “P”

C. Woods presented Development Permit T00015-12D submitted by Trisha Hatch School of Dance to occupy Room 305 located at 245 3 Street West, Plan 2193CC; Blk 39; Drumheller. The Zoning is P.

C. Woods reported that Patricia Hatch will be relocating her dance studio to the old Central School location which is now owned and operated by the Elim Pentecostal Church. Room 305 which will be used for the dance studio will be approximately 1040 sq. ft. There will be no major renovations to the area only mirrors will be placed and the carpet removed.

J. Neilson/D. Stanford moved to approve Development Permit T00015-12D submitted by Trisha Hatch School of Dance to occupy Room 305 located at 245 3 Street West, Plan 2193CC; Blk 39; Drumheller be approved with the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
3. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
4. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
5. Development to conform and meet the requirements of the Regional Fire and Health Authority.
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. An additional development application may be necessary.
7. Development application is required for signage placement and too be made under separate application prior to placement.
8. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
9. 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.



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10. Annual Business License is required.

Carried

3.2 T00017-12D- J. Gerlinger Construction-New Construction of New SFD – “R-1a”

C. Woods presented Development Permit T00017-12D submitted by J. Gerlinger Construction Ltd for the construction of a new SFD to be located at 96 Poplar Street; Plan 4137CQ; Blk 2; Lots 10-11; The zoning is R-1a (Residential).

C. Woods reported that J. Gerlinger Construction will be constructing a 1452sq. ft single family dwelling which meets the requirements of the Landuse Bylaw 10-08.

D. Stanford/S. Clark moved to approve Development Permit T00017-12D submitted by J. Gerlinger Construction Ltd. for the construction of a new SFD to be located at 96 Poplar Street; Plan 4137CQ; Blk 2; Lots 10-11 be approved with the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. 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.
3. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
6. All contractor's to be in possession of a valid Town of Drumheller business license.
7. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
8. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Carried

3.3 T00018-12D- Sean Scott – Placement of moved on Dwelling – “R-1a”

C. Woods presented Development Permit T00018-12D submitted by Sean Scott for the placement of a 1111 sq' ft moved on SFD to be located at 104 7 Ave SE; Plan 8017GH; Blk 6; Lot 2; The zoning is R-1a.

C. Woods reported that exterior renovations will be done to update the appearance of the home which will also include the addition on the back for an entrance. C. Woods also reported that a Performance Bond in the amount of \$10,000.00 maybe suggested, as it may help to ensure that all conditions are met in a timely manner.

Discussion:

S. Clark asked if \$10,000.00 is sufficient to ensure the completion of the project. C. Woods advised that it is something that they are looking at changing, as \$10,000.00 is not enough of an incentive for some individuals to complete all the required conditions of the development permit.

Motion: D. Stanford/J. Neilson that Development Permit T00018-12D submitted by Sean Scott for the placement of a 1111 sq' ft move on SFD to be located at 104 7 Ave SE; Plan 8017GH; Blk 6; Lot 2 be approved with the additional condition of a \$10,000.00 Performance Bond applied.



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1. Must conform to Land Use Bylaw 10-08.
2. Subject to completion and approval of subdivision with Palliser Regional Municipal Services.
3. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.
4. Make provisions for installation of water meter as per the Town of Drumheller water/sewer bylaw.
5. All necessary Safety Codes Permits (building, electrical, gas, plumbing, etc.) to be in place prior to construction/installations.
6. 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.
7. 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, exterior finishing and/or 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.
8. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must issued prior to relocating structures within the municipality.
9. Offsite Levies to be paid prior to issuing of a building permit.
10. 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.
11. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
12. Development to conform to any and all Municipal, Provincial and Federal legislation or guidelines that may apply. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Carried

3.4 T00019-12D – Canalta – Renovations of a New Banquet Facility – Highway Commercial

C. Woods presented Development Permit T00019-12D submitted by Canalta for renovations of a new banquet facility to be located at 1103 Highway 9 South; Plan 9610941; Blk 2; Lot 4; The zoning is Highway Commercial

C. Woods reported that the Old Stavros Restaurant will be renovated into a banquet facility which will have a capacity of 96 seats. There will be some exterior upgrades such as additional stone work, along with the addition of a screened in smoking area on the north end of the building.

S. Clark/D. Stanford that Development Permit T00019-12D submitted by Canalta for renovations of a new banquet facility to be located at 1103 Highway 9 South; Plan 9610941; Blk 2; Lot 4 be approved with the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. All necessary permits (building, electrical, plumbing, etc) to be in place prior to construction/installations.
3. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
4. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
5. Development to conform and meet the requirements of the Regional Health Authority.
6. 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.
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. Landscaping in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.



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9. Development application is required for signage placement and to be made under separate application prior to placement.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. 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.

Carried

3.5 T00020-12D- Jeff Dallmann – Accessory Building – “CB”

C. Woods presented Development Permit T00020-12D submitted by Jeff Dallmann for the placement of a new 9'x9'x20' accessory building to be located at 195 3 Ave West ; Plan 7710; Blk 20; Lot 1; The zoning is Central Commercial District.

C. Woods advised that J. Dallmann will be replacing his existing accessory building with one slightly larger and located behind the Denture Clinic. In conversations with J. Dallmann, he plans on updating the rest of the building by either removing the old paint to restore the old brick or will repaint to freshen it up. A color has not been chosen at this time.

P. Salvatore suggested referring J. Dallmann to the historic committee to get ideas that may be suitable for the building.

D. Stanford/J. Neilson that Development Permit T00020-12D submitted by Jeff Dallmann for the placement of a new 9'x9'x20' accessory building to be located at 195 3 Ave West ; Plan 7710; Blk 20; Lot 1 be approved with the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Construction of building and development as per plans submitted. Any modifications must be first approved by the Development Officer/Municipal Planning Commission.
3. Any and all additional, larger or modified improvements such as driveways, curb cuts, service connections, etc. shall be at Owners' expense.
4. External finished appearance to be compatible with that of the existing development and neighbourhood as per plans submitted. Any changes require prior approval of the Municipal Planning Commission and/or Historical Society.
5. Fence repaired and upgraded and per application.
6. All necessary safety codes permits (ie; building, electrical, gas, etc.) to be in place prior to construction.
7. Construction shall be in conformance with the Alberta Building codes.
8. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Contractors to be in possession of a Valid Town of Drumheller Business License.

Carried

3.6 T00008-12S- Century 21 – Placement of Community Information Sign – “Hwy-C”

C. Woods presented Development Permit T00008-12s submitted by Century 21 for the placement of a 4'x8' Community Information Sign to be located at 201 South Railway Ave; Plan 4653BC; Blk 8; Lot 12; The zoning is Highway Commercial.

C. Woods reported that the portable Community Information Sign will be located directly across from Winks on the South West corner. This sign will be used for community events at no cost to the users. This will replace the temporary portable sign currently on this location.



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J. Neilson/D. Stanford that Development Permit T00008-12S submitted by Century 21 for the placement of a 4'x8' Community Information Sign to be located at 201 South Railway Ave; Plan 4653BC; Blk 8; Lot 12 be approved with the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of sign as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
3. Sign content limited to community organizations, events and not-for-profit groups.
4. Landscaping in accordance with plans submitted and to the satisfaction of the Development Officer/Municipal Planning Commission.
5. Any/all Safety Codes Permits to be obtained prior to the installation of sign.
6. Contractor(s) to have a valid Business License with the Town of Drumheller.
7. Appearance of sign shall be maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All Signs shall be removed if business ceases operations or the use of the site is terminated.

Carried

- 4 PALLISER REGIONAL MUNICIPAL SERVICES
- 5 OTHER DISCUSSIONS
- 6 ADJOURNMENT – 1:00

Chairperson

Development Officer



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COMMUNITY SERVICES



Municipal Planning Commission MINUTES Meeting of Wednesday, May 9, 2012

Present: Paul Salvatore, Director of Community Services
Brad Wiebe, Palliser Regional Municipal Services
David Suen, Intern for Palliser Regional Municipal Services
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Andrew Berdahl, Councillor/Member
Doug Stanford, Councillor/Member
Robert Greene, Chairperson
Shawn Francis, Member
Jeanette Neilson, Member
Sharon Clark, Member

1.0 CALL TO ORDER – 12:02 p.m.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 April 5, 2012

Motion: J. Neilson moved to accept the minutes of April 5, 2012 as presented.

Second: S. Clark – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00014-12D – Brian Donegan – Moved on Dwelling – “CR”

C. Woods presented Development Permit T00014-12D submitted by Brian Donegan for a moved on dwelling located in Nacmine on Plan 0915125, Block 2, Lots 3. Zoning is “CR” Country Residential District. A moved on dwelling is a discretionary use in this district.

This building was moved onto the property without the proper authorization or permitting in place. The applicant had previously placed a moved on dwelling across the road in 2009. Members asked about the consequences of such and C. Woods explained that the applicant was issued an order and has 60 days to retain an approved development permit. Should a development permit not be approved the dwelling must be moved within 30 days from that date. Members discussed the possible fines for proceeding with a development prior to approval and having the appropriate permits in place.

C. Woods advised that the applicant has requested relaxations on the setbacks from the toe of the slope, the size of the dwelling and setback from the internal road from the Town of Drumheller as well as a relaxation from Alberta Transportation and Highways right of way. Transportation and Highways approved a relaxation to 30 m however to date, have not approved the additional relaxation request of 25 m from the applicant.

C. Woods read Land Use Bylaw 10-08; Part VII Sec 60(c) – Setbacks from Toes of Slopes which states;

(I) *Intensive Land Use*



DRUMHELLER

COMMUNITY SERVICES



A minimum of 9.1m (30ft) from the toe of a slope when the height of the slope is greater than 3.2m (10ft). When a slope is steeper than 33% and higher than 27.4m (90ft) the minimum set-back from the point where the slope begins to rise steeper than 33% shall be one third (1/3) the height of the slope.

- (iii) *The Municipal Planning Commission may relax the above noted setback distances by a maximum of 30% if it is satisfied that the reduced setbacks will not impact on slope stability. Applicants will be required to provide drill testing data and a report prepared by a professional engineer.*

C. Woods advised that the lower terraced hill directly behind the proposed placement is approximately 10' high and supports the toe of the larger hill behind. C. Woods stated as the property is not currently serviced a request to confirm the land is serviceable was made to the applicant. The information submitted indicates the costs of servicing could run upwards of \$100,000 as utilities would have to be run under the highway.

Documents received from Hunter Survey Systems Ltd. dated April 15, 2012 regarding underground mining activity, drainage plan and setbacks were given to the members and reviewed. A Geo Technical Report received from Palm Engineering Ltd, dated April 25, 2012 was reviewed and discussed by the planning commission.

A circulation was sent to the Nacmine Community Association and a response was received in a letter dated May 5, 2012, this letter was read by C. Woods. The Municipal Planning Commission discussed the character and appearance of the dwelling and the renovations that would be required to the exterior to conform to the district.

The Municipal Planning Commission discussed the application.

Motion: A. Berdahl moved to refuse Development Permit T00014-12D submitted by Brian Donegan for a moved on dwelling located in Nacmine on Plan 0915125, Block 2, Lots 3 for the following reasons:

The Municipal Planning Commission felt the proposed combination of relaxations, character and appearance are inadequate to the Community Standards as outlined in the Land Use Bylaw and defined below.

Land Use Bylaw 10-08 states;

Part III Sec 8 - Application for a Development Permit

- 1 An application for a development permit shall be made to the Development Officer using the approved form, signed by the owner or authorized agent and shall be accompanied by a minimum of the following:
 - (ii) area and dimensions of the land to be developed including the front, rear and side yards if any;
 - (v) the position and distances of any existing building, roads, water bodies, trees or other physical features on the land to be developed.

Part VII Sec 44 - Design, Character and Appearance of Buildings

The design siting, external finish, architectural appearance and landscaping generally of all buildings, including any accessory buildings or structures and signs and any reconstruction shall be to the satisfaction of the Development Authority in order that there shall be general conformity in such matters with adjacent buildings. The finish of buildings should complement other structures and natural site features.

Part VII Sec 60 - Development Standards for Topographic Features

(c) Setbacks from Toes of Slopes - Unless otherwise determined by the Development Authority, setbacks from toes of slopes shall be as follows:

- (i) Intensive Land Use - A minimum of 9.1m (30ft) from the toe of a slope when the height of the slope is greater than 3.2m (10ft). When a slope is steeper than 33% and higher than 27.4m (90ft), the minimum set-back from the point where the slope begins to rise steeper than 33% shall be one third



DRUMHELLER

COMMUNITY SERVICES



(1/3) the height of the slope.

Part VII Sec 76 – Utilities

(b) A development shall not be permitted until satisfactory arrangements have been made by the developer for the supply of water, electric power, sewerage and street access to the development including payments of costs of installing or constructing any such utility or facility by the developer.

Second: D. Stanford – Carried

3.2 T00026-12D – Ceasar Pulvinar – Installation of Radio Tower – "R-1A"

C. Woods presented Development Permit T00026-12D submitted by Ceasar Pulvinar for installation of a Radio Antenna located at 608 1 Street SW, Drumheller on Plan 4159CP, Block 1, Lot 4. Zoning is "R-1A" Residential District.

C. Woods stated this application is for informational purposes only as it was discovered the Municipality does not have jurisdiction or authority on this type of Radio Communication Tower, they are governed by Industry Canada. Information from Industry Canada shows this particular antenna is exempt from Municipal approval as stated under their exclusion list (CPC-2-0-03, Section 6) defined below;

"6. Exclusions

New antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 meters above ground level."

C. Woods explained that the applicant is a member of the Radio Amateurs of Canada and will be using this tower for his hobby of amateur radio communication. B. Wiebe provided information on the City of Calgary protocols for Radio Antennas and advised that the Town of Drumheller could adopt similar policies or procedures. This could include adding towers to a bylaw or policy, consulting neighbours and would clarify the requirements and/or the criteria for a tower installation. The Municipal Planning Commission requested a circulation to the neighbors for information purposes on this application and agreed with B. Wiebe on adopting appropriate policies and procedures.

Motion: Not Applicable

3.3 T00028-12D – Delorme Construction – Addition to Single Family Dwelling – "R-1A"

C. Woods presented Development Permit T00028-12D submitted by Delorme Construction for additions to single family dwelling located at 1302 2 Avenue West, Drumheller on Plan 8267JK, Block 4, Lot 1. Zoning is "R-1A" Residential District.

This application is for an addition on the east side of the house and for the North West corner. At present the stairs are not to the Alberta Building Code and Delorme Construction would like to make alterations to bring up to code. The house is non-conforming as it is under the 4 feet set back requirement in the current Land Use Bylaw. The location of the stairs will be constructed to meet current Safety Code requirements. C. Woods read Land Use Bylaw 10-08; Part VII; Sec 69(d) which states;

A non-conforming building may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:

(ii) *as the Development Officer considers necessary for the routine maintenance of the building*



DRUMHELLER

COMMUNITY SERVICES



The Municipal Planning Commission discussed the application.

Motion: S. Francis moved to approve Development Permit T00028-12D submitted by Delorme Construction for additions to single family dwelling located at 1302 2 Avenue West, Drumheller on Plan 8267JK, Block 4, Lot 1 with the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Relaxation granted to left side yard setback as per plans submitted.
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.
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. Development to conform to any and all Federal, Provincial and/or Municipal legislations or guidelines that may apply.
10. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: A. Berdahl – Carried

3.4 T00035-12D – George Duncan – Campground & Studio/Workshop – "A"

C. Woods presented Development Permit T00035-12D submitted by George Duncan for a private Campground & Studio/Workshop located SW-22-28-19-W4M. Zoning is "A" Agricultural District and campgrounds are a discretionary use in this district.

This property was the old CN Right of way that is now owned by 4 people who use the area for private camping. At present there is a cabin, which has been there since 2008, a generator, and a solar shower. C. Woods stated the applicant submitted photos of the proposed Studio/Workshop in lieu of plans. The land has not been surveyed so a proper site plan was not submitted for the application. There are no services to this property and the applicant and campers use a compost toilet for sanitary services.

The Municipal Planning Commission discussed the application.

Motion: J. Nielsen moved to table this application and requested detailed site and construction plans to be submitted by the applicant.

Second: S. Clark – Carried



DRUMHELLER

COMMUNITY SERVICES



4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

R.A. Hamilton & Associates – Development on a 25' lot

C. Woods advised that the property owner is seeking a review and/or opinions of the Municipal Planning Commission to re-build a Single Family Dwelling on a 25' lot. There is extensive structural damage to the current dwelling and the proposal would include a demolition of such. The zoning requirements for this district require a 4' side yard and the applicant would require more than the 20% relaxation the Municipal Planning Commission has the authority to approve. C. Woods stated this is an example of one item discussed under the Municipal Sustainability Plan that would provide for and allow economical housing and development on smaller lots.

A. Berdahl left the meeting at 1:20pm.

Municipal Planning Commission discussed the possible development. Points of discussion:

- This is a home that conforms and maintains the character of the neighborhood.
- This home or a similar style with a width of 18 feet would be a better fit. A full side access would give reasonable access to the back yard, and relaxation on the other side may work better; no cantilever, no windows and fire rating on the relaxation side.
- This development as submitted would be denied by the planning commission.
- The site coverage may have to be relaxed in this neighborhood, and the development would have to conform to the neighborhood parking.
- A bylaw standard for homes on small lots would be beneficial.

Fences

Fences in the Land Use Bylaw are limited to 6 feet in the rear yard. With many homes now having decks 4 feet above grade residents are finding they now have less privacy. Requests for relaxation and/or non-compliance to the maximum height are frequent. A review of the bylaw with other Municipalities best practises should be addressed.

6.0 Adjournment –Meeting adjourned by B. Greene at 1:50 pm.

Chairperson

Development Officer

Agenda Item # 8.1.1

Water Supply Amending Agreement made this ____ day of _____, 2____

BETWEEN:

AQUA 7 REGIONAL WATER COMMISSION, formerly known as Kneehill
Regional Water Services Commission (the Commission)

-and-

TOWN OF DRUMHELLER (the Town)

Introduction:

WHEREAS the Commission and the Town have entered into a Water Supply Agreement dated the 15th day of June, 2004 (the Water Supply Agreement).

AND WHEREAS the Commission and the Town wish to amend the Water Supply Agreement by amending Schedule "F" to that agreement;

IN CONSIDERATION of the promises described in this Amending Agreement, the Commission and the Town covenant and agree as follows:

1. In consideration of TEN (\$10.00) DOLLARS paid by the Commission to the Town and other good and valuable consideration provided by the Commission to the Town, the receipt of which is acknowledged, the parties hereto agree that Schedule "F" to the Water Supply Agreement, as previously amended as of December 10, 2008, is hereby replaced with Schedule "F" attached to this Amending Agreement.
2. In all other respects the provisions of the Water Supply Agreement remain in full force and effect.

IN WITNESS WHEREOF the parties have executed this agreement under hand and seal, effective on the date first above written.

**AQUA 7 REGIONAL WATER
COMMISSION**

Per: _____
(corporate seal)

Per: _____

TOWN OF DRUMHELLER

Per: _____
(corporate seal)

Per: _____

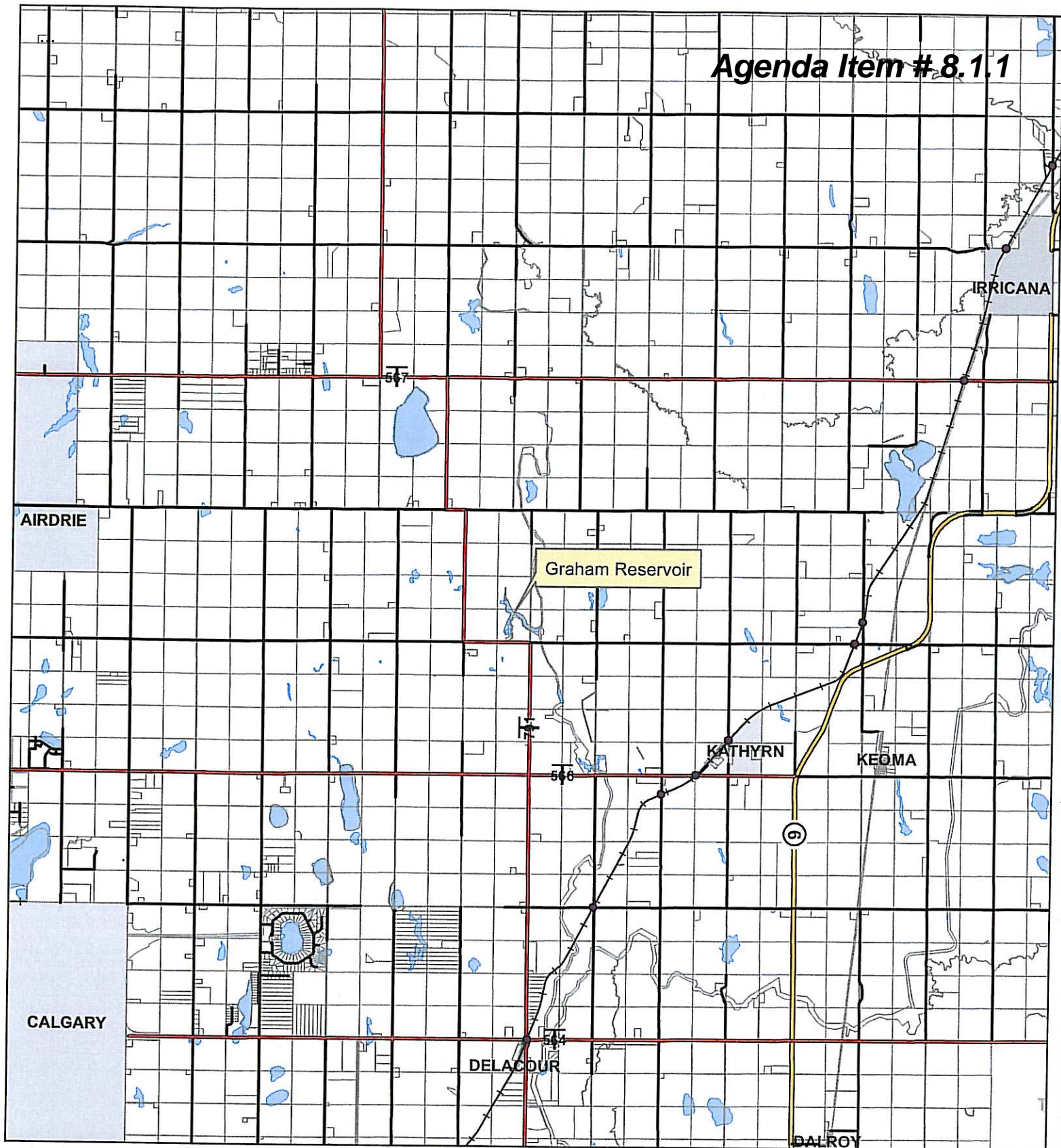
Schedule "F"

As amended, parties to whom the Commission may sell the Town's water outside of the Commission Boundaries:

1. Rocky View County, to the Graham Reservoir (East Balzac Water Distribution System) located in the SE 25-26-28-W4 (map attached) in an amount not exceeding 2200 meters cubed per day.

910646.doc; May 25, 2012

Agenda Item # 8.1.1

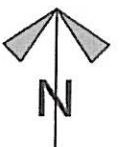


0 2 4 8 12 16 Kilometers



ROCKY VIEW COUNTY
Cultivating Communities

Graham Reservoir



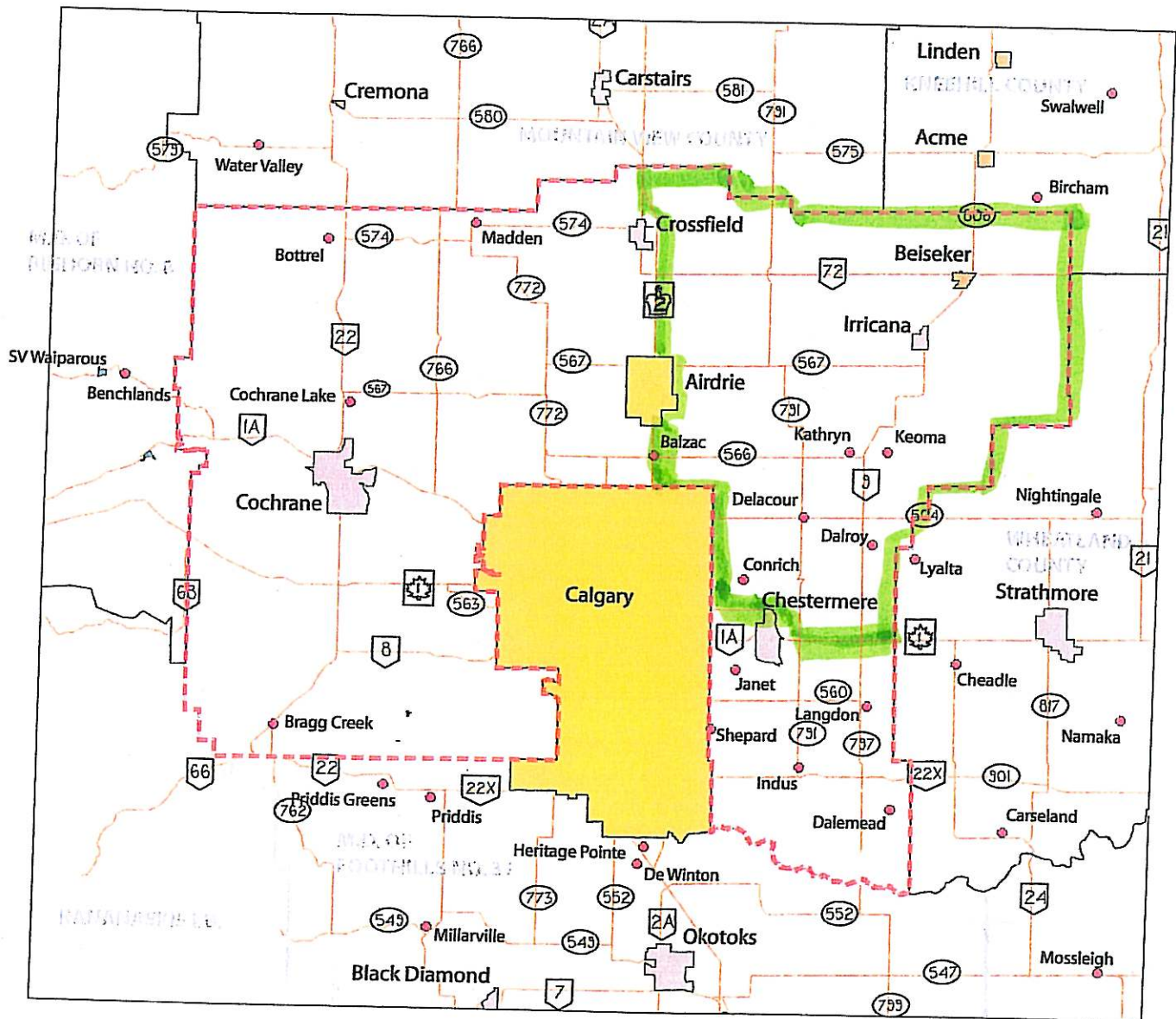
Information as depicted is subject to change, therefore Rocky View County assumes no responsibility for the accuracy of the information.

RFD Amendment to Water Supply Agreement Schedule F dated December 10, 2008 between the Aqua 7 (formerly Kneehill Regional Water Services Commission) and the

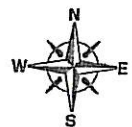
Page 23 of 29

Printed May, 2012

M.D. of Rocky View No. 44



-  Municipal Boundary
 City
 Town
 Village
 Summer Village
 Hamlet





DRUMHELLER

INFRASTRUCTURE SERVICES

Agenda Item # 8.2.1



Request for Decision

| | | | |
|---|---|----------------------------|----------------------------|
| | | Date: | May 28, 2012 |
| Topic: | East Coulee WWTP Upgrade - Treatment Equipment | | |
| Proposal: | Tenders for the East Coulee WWTP Upgrade - Treatment Equipment closed on May 23, 2012 at 2 pm. 5 tenders were received from: Water Tech, H2O Flows, Sanitherm, Napier-Reid and Sapphire Water. The consultants estimate was \$190,000 for this equipment. See attached Review and Tender Summary Letter from MPE Engineering Ltd. | | |
| Proposed by: | Allan Kendrick, Director of Infrastructure Services | | |
| Correlation to Municipal Sustainability Plan | Program is identified in the Capital Plan approved by Council | | |
| Benefits: | By purchasing specialized equipment this project would be completed in a timely manner before any winter conditions add additional costs to the project. The equipment is ordered long before the construction contract is tendered. | | |
| Disadvantages: | N/A | | |
| Alternatives: | Council reject this proposal | | |
| Finance/Budget Implications: | Approved projects within the 2012 Capital budget | | |
| Operating Costs: | N / A | Capital Cost: | \$172,032 |
| Budget Available: | \$1,275,000 | Source of Funds: | Capital Program \$ 172,032 |
| Budget Cost: | | Underbudgeted Cost: | |
| Communication Strategy: | Affected parties will be notified. | | |
| Recommendations: | <ul style="list-style-type: none">Council award the tender bid for wastewater equipment for the East Coulee Wastewater Treatment Plant to Sapphire Water International Corporation in the amount of \$172,032 including GST. | | |
| Report Writer: | Allan Kendrick | CAO: | R. M. Romanetz |
| Position: | Director of Infrastructure Services | | |

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1354

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Town of Drumheller
File: N:\2450\026\00\L01-4.0
May 28, 2012

Page 1

Suite 260, East Atrium, 2635 – 37 Ave NE
Calgary, AB T1Y 5Z6
Phone: 403-250-1362
1-800-351-0929
Fax: 403-250-1518



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

Attention: **Mr. Ray Romanetz, P.Eng.**
Chief Administration Officer

Dear Ray:

Re: **Town of Drumheller - East Coulee WWTP Upgrades**
MBBR, Clarifier and UV Systems - Tender Summary

Tenders were opened on Wednesday, May 23, 2012 at 2:00 p.m. at the Town of Drumheller office in Drumheller, Alberta. Table 1 summarizes the bidding figure results based on prices of the five (5) tenders that were submitted.

Table 1 – Tender Bid Price Summary

| Bidder | WaterTech | H2O Flow | Sanitherm | Napier-Reid | Sapphire Water |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Compliance | Y | Y | N | N | Y |
| Sign & Seal | Y | Y | Y | Y | Y |
| ADDENDUMS | Y | Y | Y | Y | Y |
| Payment Term Agreement | Y | N | N | Y | Y |
| TENDER BID (\$) | \$448,358.00 | \$209,685.00 | \$231,000.00 | \$496,637.48 | \$172,032.00 |
| Ranking (bid price) | 4 | 2 | 3 | 5 | 1 |

Accepted tender documents were evaluated and ranked according to the pre-determined evaluation matrix outlined in the Section 1.6 of the Request for Proposal (RFP), which criteria are listed below:

- Experience and qualifications of the project team
- Project Understanding, Methodology and Suitability
- Record of Related Performance and Achievements
- Project Supports
- Delivery
- Pricing

Table 2 summarizes the bidding scores based on evaluation criteria of the five (5) tenders that were submitted. Maximum total score was set to be 750.

Table 2 – Tender Evaluation Score Summary

| Bidder | WaterTech | H2O Flow | Sanitherm | Napier-Reid | Sapphire Water |
|--------------------------|-----------|----------|-----------|-------------|----------------|
| Total Maximum Score | 430 | 553 | 448 | 390 | 585 |
| Ranking (criteria score) | 4 | 2 | 3 | 5 | 1 |

MPE Engineering Ltd. recommends that Sapphire Water be awarded the contract in the amount of \$172,032.00 (including GST) based on their lowest tender bid figures and highest evaluation score.

Please proceed with the notice of award and advise us on your decision. All basis of payment, progress payment conditions, holdback conditions are defined under Appendix B - Payment Conditions of the RFP.

Yours truly,

MPE ENGINEERING LTD.



Kevin K. Liu, M.Sc., P.Eng.
Project Manager



Serge Bastien, P.Eng.
Senior Project Manager

cc: Allan Kendrick, Town of Drumheller



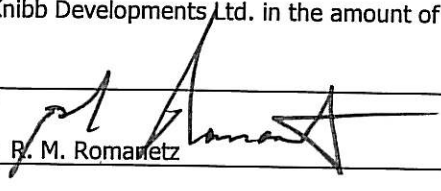
DRUMHELLER

INFRASTRUCTURE SERVICES

Agenda Item # 8.2.2



Request for Decision

| | | | |
|---|--|----------------------------|--|
| | | Date: | May 29th, 2012 |
| Topic: | 4 th Avenue Sewer Replacement Tender Results | | |
| Proposal: | Tenders for the 4 th Avenue Sewer Replacement closed on May 29, 2012 at 2 pm. One tender was received from: Knibb Developments Ltd for the amount of \$ 138,810. The engineering estimate for this project was approximately \$100,000. See attached Tender Award Recommendation Letter for Palm Engineering Ltd. | | |
| Proposed by: | Allan Kendrick, Director of Infrastructure Services | | |
| Correlation to Municipal Sustainability Plan | The Program is identified in the Capital Plan for 2012 as a means to provide for overall improvements to the Town's Sanitary Sewer system. | | |
| Benefits: | Improved reliability, reduced maintenance and should help to reduce the many odour complaints from this area of the wastewater collection system. | | |
| Disadvantages: | | | |
| Alternatives: | Council reject this proposal | | |
| Finance/Budget Implications: | Approved project within the 2012 Capital budget | | |
| Operating Costs: | N / A | Capital Cost: | \$ 138,810 |
| Budget Available: | \$ 358,750 | Source of Funds: | 2012 Capital Plan |
| Budget Cost: | | Underbudgeted Cost: | |
| Communication Strategy: | Affected parties will be notified. | | |
| Recommendations: | <ul style="list-style-type: none"> Council award the low tender bid to Knibb Developments Ltd. in the amount of \$138,810 including GST | | |
| Report Writer: | Allan Kendrick | CAO: | R. M. Romanetz  |
| Position: | Director of Infrastructure Services | | |

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1354

| | | |
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PALM ENGINEERING LTD

**BOX 1209 170 CENTER STREET, DRUMHELLER, ALBERTA T0J 0Y0
PH. / FAX. 403-823-7044**

May 29, 2012

Town of Drumheller
703 2nd Ave . W.
Drumheller, AB
T0J 0Y3

ATTENTION: ALLAN KENDRICK, DIRECTOR OF INFRASTRUCTURE

Dear Sir:

RE: 4TH AVENUE SEWER REPLACEMENT TENDERS

Tenders were received on May 29, 2012. Only one bid was received:
Knibb Developments Ltd. for \$152,460.00.

An error was made in the Schedule of Quantities. Item 1.1 should be 66 m instead of 86 m. That
extended puts the total bid at \$138,810.00 which, although higher than the estimate, is in reason for a
small and difficult project.

I recommend award of the contract to Knibb Developments Ltd. for \$138,810.00.

Sincerely,

PALM ENGINEERING LTD., per
A.E. Palm, P. Eng.