

# **Town of Drumheller COUNCIL MEETING AGENDA**

**May 20, 2014 at 4:30 PM**  
**Council Chamber, Town Hall**  
224 Centre Street, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

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

## **3.0 PUBLIC HEARING**

- 3-4 3.1 Public Hearing to consider Bylaw 05.14 being a bylaw to amend the Land Use Bylaw 10.08 to provide modifications and additions to the land use regulations within the Town of Drumheller
- 5 3.2 Public Hearing to consider Bylaw 06.14 to close a portion of an undeveloped portion of Riverside Avenue (Newcastle area) from public use and to sell or hold these land

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 6-9 5.1.1 Regular Council Meeting Minutes of May 5, 2014

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

- 10-16 5.2.1 Municipal Planning Commission Meeting Minutes of April 24, 2014

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

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**8.1. CAO**

17-27 8.1.1 RFD - Marigold Library System 2015 and 2016 Per Capita Rates

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

28-34 8.2.1 RFD - Street Improvement Program Award

**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**

35-43 10.1 Bylaw 05.14 - second and third readings

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

14.1 Personnel Matter

**NOTICE of PUBLIC HEARING FOR BYLAW 05.14  
PROPOSED AMENDMENT TO LAND USE BYLAW NO. 10-08**

**DATE:** May 20, 2014

**TIME:** 4:30 p.m.

**PLACE:** Town of Drumheller Council Chambers, Drumheller, Alberta

**PURPOSE:** The purpose is to consider amendments to Land Use Bylaw No.10-08 to provide modifications and additions to the land use regulations within the Town of Drumheller as follows:

**1. The addition and revision of definitions for the following uses in Part 1 (2) Definitions:**

Communication Structure, Development Commencement/ completion, Fabric Covered Building, Work Camp, Public Utility, Boarding or Lodging House

**2. Amendment of Part III Sec. 7 (g) Development Not Requiring a Development Permit for Town land and Sec. 9 Deciding on Development Permit Applications - relaxation standards**

**3. Amendment of Part VI Land Use Districts to add or remove land uses and revise development requirements in various land use districts throughout the Town**

**4. Amendment of Part VII General Land Use Regulations for further clarification on specific land uses including Accessory Building and Uses, Storage Structures, and Manufactured Homes**

**5. The addition of Section 85 Work Camp and Section 86 Communication Structures to provide regulations and requirements for the use**

**6. Amendment of Schedule A, Land Use District Map as follows:**

Block 2 Plan 921 0370, From 'A' – Agricultural District to 'CS' – Community Service District; and

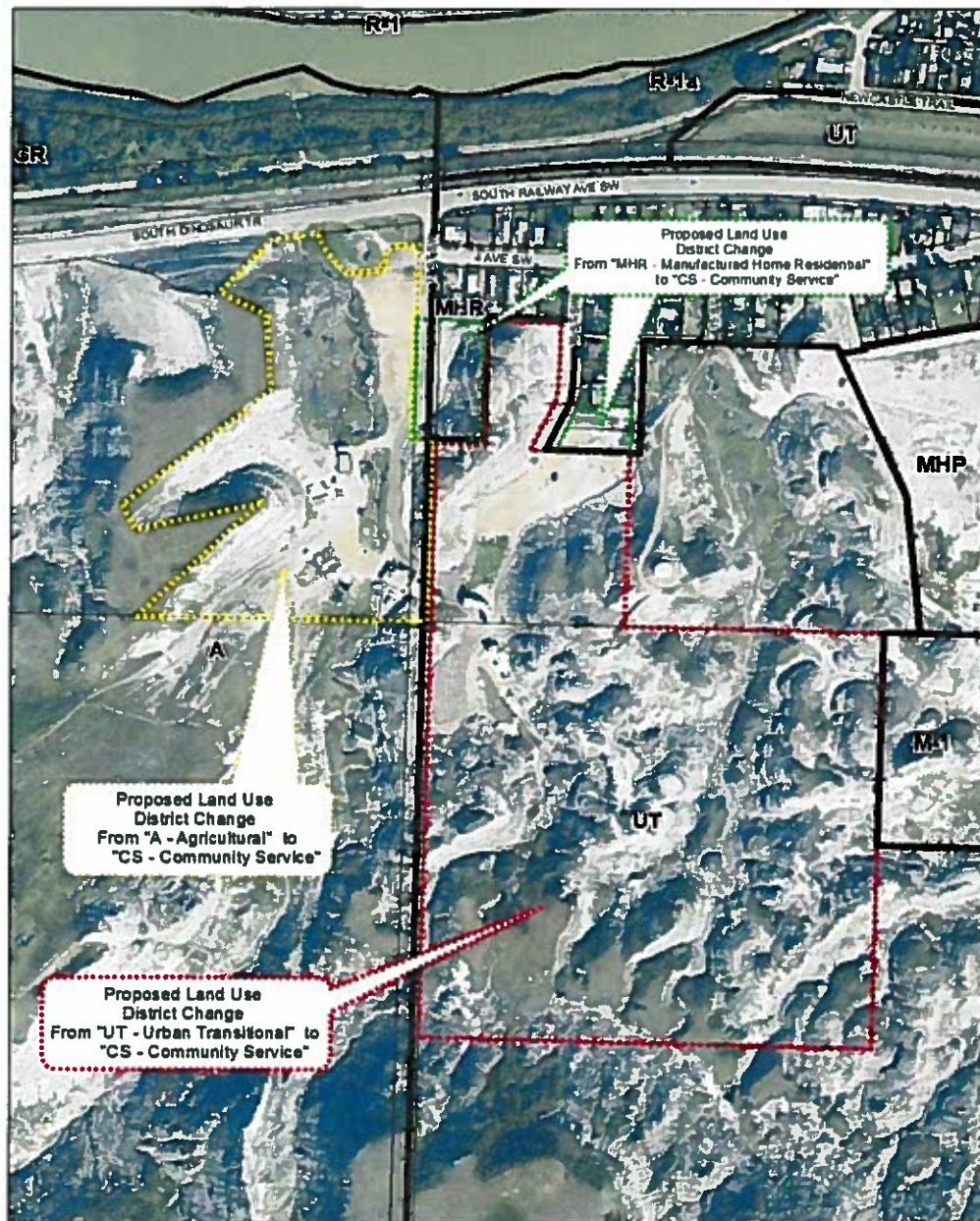
A Ptn of the SW ¼ Sec. 10-29-20 W4M from 'UT' Urban Transitional District to 'CS' – Community Service District; and

Parcel D Plan 977DE from 'MHR' – Manufactured Home Residential to 'CS' – Community Service District; and

Lots 9 and 10, Block 12, Plan 4790DO from 'MHR' – Manufactured Home Residential to 'CS' – Community Service District; and

Block 16 Plan 921 0363 from 'UT' Urban Transitional District to 'CS' – Community Service District as shown on the plan below:

## Agenda Item # 3.1



**PRESENTATION:** Oral and written comments and suggestions are invited and should be addressed to the point of the proposed amendment. They may be made by any person or group of persons or a person acting on his/her or their behalf, who claims to be affected by the proposed amendment, and by any other persons that the Council wishes to hear at the hearing. Written submissions may be made by the persons above, and may be received in the Town of Drumheller office by 2:00 P.M. on May 20, 2014. Oral presentation may be made at the hearing by the persons above, whether or not they have made a written presentation. The time limit of oral presentations is subject to the direction of the Chairperson.

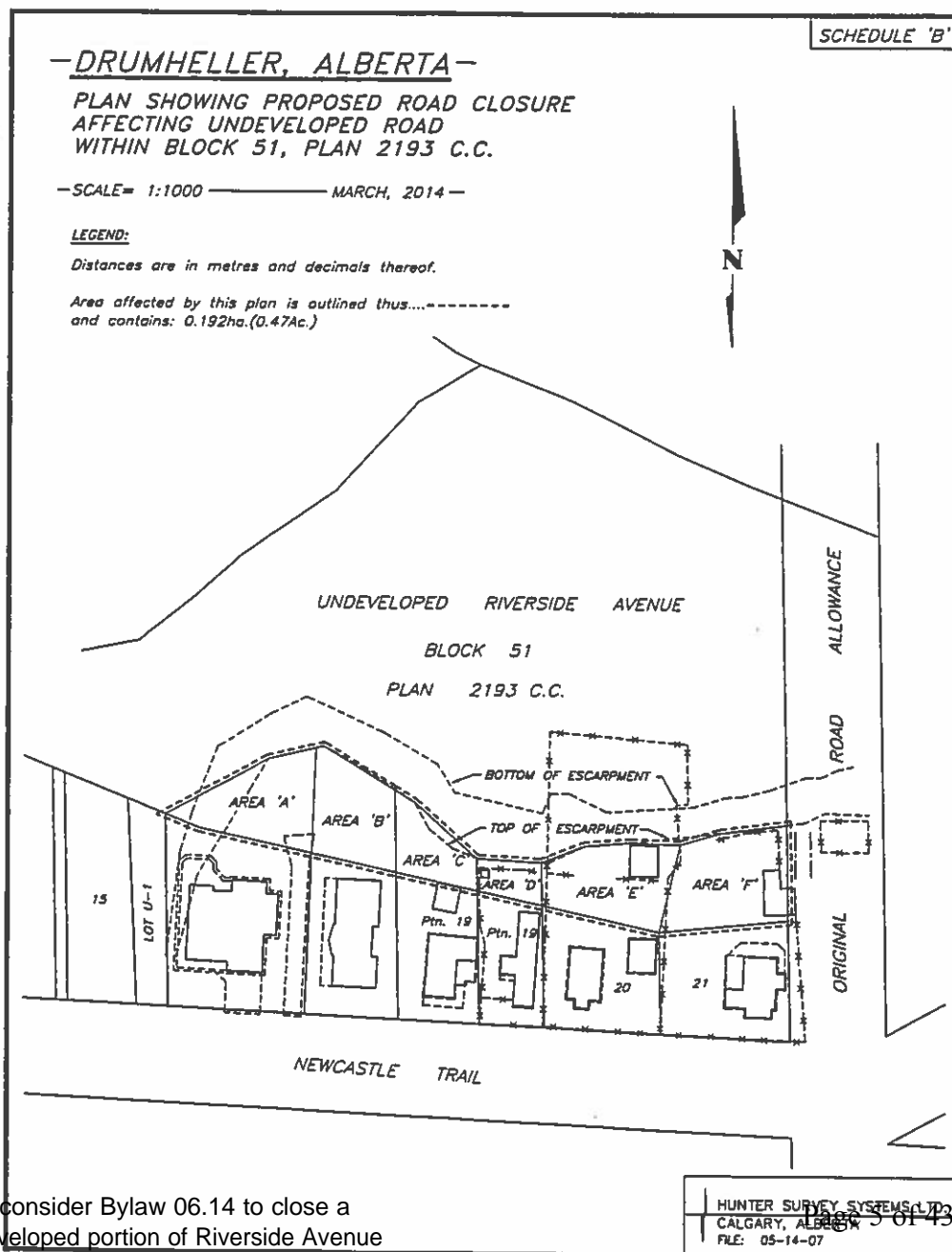
**DOCUMENTATION:** Copies of the proposed amendment to Land Use Bylaw No. 10-08 are available for public inspection at the Town of Drumheller office during regular office hours.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

## PUBLIC NOTICE

Pursuant to Section 22 of the Municipal Government Act; The Town of Drumheller intends to consider By-Law 06.14 to close a portion of an undeveloped a portion of Riverside Avenue (Newcastle area) from public use; said lands being shown outlined on the plan designated as SCHEDULE B and to sell or hold these lands as Council sees fit.

Any person adversely affected by these proposed closures or otherwise wishing to address Council related to this issue shall attend the Council meeting of The Town of Drumheller at 224 Centre Street to be held in Council chambers at the Town of Drumheller office on 20<sup>th</sup> day of May 2014, said meeting being convened to provide the public at large an opportunity to be heard in accordance with the Municipal Government Act.



**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

May 5, 2014 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

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**

Mayor Terry Yemen proclaimed Mental Health Week May 5 - 11, 2014.

Mayor Yemen presented Tessa Chomas with a plaque congratulating her for being a recipient of the 2014 Great Kids Award in the 10-12 age group by Alberta Human Services. Council commended Tessa for her admirable example of volunteerism.

**MO2014.70** Garbutt, Shoff moved that the due to the Statutory Holiday on May 19<sup>th</sup>, 2014, Regular Council meeting will be held on Tuesday - May 20, 2014. Carried unanimously.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

**MO2014.71**McMillan, Zariski moved to adopt the agenda as presented. Carried unanimously.

**5.0 MINUTES**

**5.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

**MO2014.72** Hansen-Zacharuk, Shoff moved to adopt the Regular Council Meeting minutes of April 22, 2014 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**

**RFD - Munson Booster Station**

R. Romanetz explained that in March 2005, Bylaw 06.05 was adopted for the purpose of leasing a portion of a municipal reserve to Starland for their water booster station. He referred to the map which identified the shaded area to be leased (at the north end of 14<sup>th</sup> St. NW). He further explained that the booster station pumps water up the hill to Munson and maintains pressures through the northern part of Midland. He stated that the infrastructure required for the water supply was paid for in 2005 by Starland and the users. At that time, it was thought that the Town could lease a portion of the MR for their infrastructure. Hunter Survey Systems has further researched the feasibility of leasing a portion of an MR to Starland and Land Titles will not accept this as a proper registration. Bill Hunter recommends that a portion of the municipal reserve needs to be subdivided out to create a Public Utility Lot. The Town will need to remove the MR designation and go through a subdivision process to create a public utility lot, register the title and then lease it back to Starland.

**MO2014.73** Hansen-Zacharuk, Garbutt move that the Council of the Town of Drumheller, a Municipal Corporation in the Province of Alberta for the purpose of advising the Registrar of the South Alberta Land Titles Office that the necessary action has been taken to close and remove from public use certain portions of a municipal reserve in accordance with Section 674(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, as amended. In this regards; this is to advise and confirm that:

A. The Council of the Town of Drumheller published notices in the Drumheller Mail once a week for two consecutive weeks on 9<sup>th</sup> March 2005 and the 16<sup>th</sup> March 2005; the last



of such publications being at least five days before a day fixed for the passing of Bylaw 06.05; and

B. The Council of the town of Drumheller held a public meeting on the 21<sup>st</sup> day of March 2005 to provide an opportunity for all interested parties to be heard and posted a site notice of their intentions at the subject site; and

C. The Council of the Town of Drumheller was not petitioned for an opportunity to be heard by any person prejudicially affected by the closing of the said Municipal Reserve and passed Bylaw 06.05 on 21<sup>st</sup> March 2005 to effect the removal of certain lands from Municipal Reserves.

We now hereby appoint our Chief Administration Officer, Raymond M. Romanetz as our designated officer to notify the said Registrar accordingly of this decision and to request that the Municipal Reserve designation be removed from that portion of Lot 10 M.R., Block 1, Plan 7911281 shown on the Schedule "A" in the following manner or other manner the Land Titles Office sees fit to carry out this intent:

1. That this resolution and a plan of subdivision creating a Public Utility Lot for the land shown cross hatched on Schedule A be registered concurrently in the Land Titled Office and:

(a) remove the designation "M.R." from that portion of Lot 10 MR, block 1, Plan 7911281 which lies within Lot 11 PUL, Block 1 Plan \_\_\_\_\_;

(b) create a new Public Utility Lot containing the land cross hatched shown on Schedule A in the name of the Town of Drumheller as described as: Lot 11 PUL, Block 1, Plan\_\_\_\_\_ .

Discussion Held on Motion:

Councillor T. Zariski asked if another public hearing should be held. R. Romanetz advised that the end use in the area has not changed and the booster station is now serving the area. He further advised that the public hearing was held for the redesignation of the land to allow for the construction of the booster station.

Vote on Motion: Carried unanimously.

## **8.2 DIRECTOR OF INFRASTRUCTURE SERVICES**

## **8.3 DIRECTOR OF CORPORATE SERVICES**

## **8.4 DIRECTOR OF COMMUNITY SERVICES**

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

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICE OF MOTION**

## **13.0 COUNCILLOR REPORTS**



**14.0 IN-CAMERA MATTERS MO2014.74** Garbutt, Hansen-Zacharuk to go in camera at 4:45 PM. Carried unanimously.

14.1 Legal Matter

14.2 Personnel Matter

**MO2014.75** Shoff, Zariski to revert to regular Council meeting at 5:50 PM. Carried unanimously.

**MO2014.76** Hansen-Zacharuk, McMillan moved that Council approve a 3% wage increase to the CAO retroactive to January 1, 2014. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:51 PM.

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Mayor

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Chief Administrative Officer



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday April 24, 2014**

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**Present:** Paul Salvatore, Director of Community Services  
Tom Zariski, Councillor/Member  
Sharel Shoff, Councillor/Member  
Cindy Woods, Development Officer  
Linda Taylor, Recording Secretary  
Sharon Clark, Vice Chairperson  
Scott Kuntz, Member  
Stacey Gallagher, Member  
Clayton Gillis, Member

**Absent:** Brad Wiebe, Palliser Regional Municipal Services - regrets  
Shawn Francis, Chairperson - regrets

**1.0 CALL TO ORDER – 12:05 pm**

**1.1 Agenda - Additions or Deletions**

**1.2 Acceptance of Agenda**

**Motion:** S. Kuntz moved to accept the agenda for April 24, 2014.

**Second:** S. Gallagher - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

**2.1 March 20, 2014**

**Motion:** T. Zariski moved to accept the minutes of March 20, 2014 as presented.

**Second:** S. Gallagher – Carried

**2.2 April 3, 2014**

**Motion:** S. Kuntz moved to accept the minutes of April 3, 2014 as presented.

**Second:** T. Zariski – Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T00020-14D – Top Rocker Motorcycle Gear Ltd – Occupy as Retail Store – “C-1”**

C. Woods presented Development Permit T00020-14D submitted by Top Rocker Motorcycle Gear Ltd to occupy as a retail store located at 11 2 Avenue North, Rosedale on Plan 4676CH; Block 2; Lot 14-19. Zoning is “C-1” Local Commercial District.



### **Town of Drumheller Land Use Bylaw 10-08**

#### **31. C-1 -- Local Commercial District**

*The purpose of this district is to provide for a range of commercial uses, which do not rely on patronage from beyond the immediate neighborhood.*

##### **(a) Permitted Uses**

- Accessory buildings and uses
- Convenience store
- Permitted sign
- Personal service Establishment

##### **(b) Discretionary Uses**

- Accessory building – Portable
- Artist's Studio
- Clinic
- Country Inn
- Day care centre
- Drinking Establishment
- Hotel and Motor Hotel
- Liquor Store
- Professional, financial and administrative office
- Public and quasi-public installations and facilities
- Residential accommodation accessory to the principal commercial use
- Restaurant
- Service station
- Shopping centre containing the above uses
- Small Animal Care Centre
- Storage structure – accessory to a commercial use

##### **(c) Minimum Requirements**

1. Area of Site:  
(a) 557.4 m<sup>2</sup> (6,000 sq. ft.) or as otherwise required by the Development Authority.
2. Width of Site:  
(a) 15.2 m (50 ft.).
3. Side Yard:  
(a) 3.0 m (10 ft.).
4. Front Yard:  
(a) Based on front yard provided by neighboring buildings and is to be determined for each application by the Development Authority.
5. Rear Yard:  
(a) 6.1 m (20 ft.) or as required by the Development Authority.

##### **(d) Maximum Limits**

1. Height:  
(a) 8.5 m (28 ft.).
2. Area of Site:  
(a) 0.6 ha (1.5 acres) for a shopping centre.
3. Floor Area:  
(a) The total floor area of any commercial establishment shall not exceed 186 m<sup>2</sup> (2,000 sq. ft.).

##### **(e) Parking**

1. On site parking shall be provided in accordance with Section 52.

##### **(f) Landscaping and Screening**

1. The boulevard, where existing, and a minimum of 10% of the site area must be landscaped in accordance with the plan approved by the Municipal Planning Commission.



2. Any trees or shrubs which die, that were planted under the approved plan, must be replaced the next planting season. Town of Drumheller – Land Use Bylaw 10-08
3. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Development Authority.
4. No outside storage areas of material and equipment, unless otherwise permitted by the Development Authority.
5. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.

C. Woods read from the Town of Drumheller Land Use Bylaw 10-08

### **PART III**

#### **DEVELOPMENT PERMITS**

##### **9. Deciding on Development Permit Applications**

*(5) Where a proposed specific use of land or a building is not provided for in a district, the Municipal Planning Commission may determine that the use is similar in character and purpose to another use of land or building that is included in the list of permitted or discretionary uses prescribed for that district.*

C. Woods advised the retail use would conform to the neighborhood and is a good location for traffic. AGLC would require that access from the existing liquor store, located on the north end of the building, to the proposed retail store would have to be closed off.

Municipal Planning Commission members discussed the application.

**Motion:** S. Kuntz moved Development Permit T00020-14D submitted by Top Rocker Motorcycle Gear Ltd to occupy as a retail store located at 11 2 Avenue North, Rosedale on Plan 4676CH; Block 2; Lot 14-19 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. All necessary safety codes permits (ie; building, electrical, gas, plumbing) to be in place prior to construction/renovations.
3. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and/or activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building(s) are occupiable for such purposes.
4. Construction shall be in conformance with the Alberta Building and Fire codes.
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. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
7. Any and all improvements including but not limited to driveways, curb cuts, service connections, etc. at owners' expense. Please contact Public Works at 823-1330 for authorization, information and/or specifications.
8. A detailed landscaping plan to be submitted to the Town of Drumheller and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Contractor(s) to have a valid Business License with the Town of Drumheller.
11. Annual Business License is required.

**Second:** – S. Gallagher, Carried



### 3.2 T00024-14D - Sage Valley Marketing – Commercial Tourist Development – “A”

C. Woods presented Development Permit T00024-14D submitted by Sage Valley Marketing for a commercial tourist development located at 230 Highway 10X on SE-19-28-19-W4M. Zoning is “A” Agricultural District. Commercial Tourist Development is a discretionary use in this district.

#### ***Town of Drumheller Land Use Bylaw 10-08***

##### ***37. A—Agricultural District***

*The purpose of this district is to provide a range of agricultural uses as well as recognizing the need for residential and other uses*

##### ***(a) Permitted Uses***

- *None*

##### ***(b) Discretionary Uses***

- *Accessory Buildings and uses*
- *Accessory Building – Portable*
- *Active and Passive Recreational Uses, where consistent with the general purpose of this district*
- *Agricultural Building*
- *Bed and Breakfast Establishment*
- *Boarding or Lodging House*
- *Commercial Tourist Development*
- *Campground*
- *Drinking Establishment – accessory to an associated principal use*
- *Dwelling - Manufactured home*
- *Dwelling - Modular home*
- *Dwelling – Moved on*
- *Dwelling – Ready to Move home (RTM)*
- *Dwelling - Single-detached*
- *Extensive agriculture, but not including confined feeding operations*
- *Government institutions*
- *Gravel, sand and material excavation and storage*
- *Public and Quai-public buildings and facilities*
- *Home occupation*
- *Horticulture nurseries*
- *Keeping of livestock in accordance with **Section 74, Table B***
- *Kennel*
- *Natural resource extractive industries*
- *Radio, television and other communication towers*
- *Recreational facilities*
- *Recycling facility*
- *Restaurant – accessory to an associated principal use*
- *Market garden*
- *Permitted sign*
- *Public utilities and uses*
- *Small Animal Care Centre*
- *Small Wind Energy System*
- *Storage Structure*
- *Veterinary clinic*

##### ***(c) Minimum Requirements***

###### ***1. Site Area:***

- (a) 8 ha (20 acres).***



2. *Width of Site:*

(a) 100 m (330 ft.).

3. *Front Yard:*

(a) 7.6 m (25 ft.) adjacent to a municipal road; and

(b) 41 m (135 ft.) adjacent to a provincial highway without an intervening service road.

4. *Side Yards:*

(a) 4.57 m (15 ft.).

5. *Rear yard:*

(a) 7.6 m (25 ft.).

**(d) Maximum Limits**

1. *One residential building per site except where the site is used exclusively for agriculture and the use requires an additional dwelling for farm help.*

**(e) Accessory Buildings**

1. *The location of accessory buildings shall conform to the minimum requirements and maximum limits of the "A"—Agricultural District.*

2. *Accessory buildings shall not be erected or placed within the minimum required front yard in accordance with the minimum requirements of the district.*

3. *The maximum gross floor area of an accessory building in this district shall be 232.25 m<sup>2</sup> (2500 ft<sup>2</sup>).*

3. *On corner lots, the distance between an accessory building and the street flanking the lot shall not be less than the side yard requirement for the principal building.*

4. *An accessory building shall not be used as a dwelling.*

5. *A structure that is attached to the principal building by a roof, floor or foundation is not an accessory building and is to be considered part of the principal building.*

6. *An accessory building shall be located at least 4.57 m (15 ft.) from any principal building.*

7. *The General Land Use Regulations (Section 48 a-f) shall not apply to the "A" - Agricultural District.*

8. *Agricultural Buildings are a separate land use and shall not be considered as accessory buildings.*

**(f) Parking**

1. *Parking and loading requirements shall be provided as determined necessary by the Municipal Planning Commission.*

C. Woods advised Sage Valley Marketing currently has a home occupation on this site. This application is for operating a trolley bus for seasonal bus service for tourists. There is ample room to park the bus and during the winter it will be parked in the garage. Details of the pick up – drop off locations are being discussed with the Town of Drumheller.

Municipal Planning Commission members discussed the application.

**Motion:** S. Shoff moved Development Permit T00024-14D submitted by Sage Valley Marketing for a commercial tourist development located at 230 Highway 10X on SE-19-28-19-W4M be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Annual vehicle inspections required. Copy to be provided to the Town of Drumheller prior to issuance of Business License.
3. Finalized route plan to be submitted to the Development Authority upon completion. Drop off and pick up locations are allowed on private land(s) only and require authorization from land owners. Confirmation to be provided to the Town of Drumheller. There shall be no drop off or pick up locations on public lands without the prior consent or approval from the Town of Drumheller. An additional application, license and/or permits may be required.



4. 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.
5. Development application is required for signage placement and made under separate application prior to placement.
6. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
7. Any and all improvements including but not limited to driveways, curb cuts, service connections, etc. at owners' expense. Please contact Public Works at 823-1330 for authorization, information and/or specifications.
8. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Annual Business License is required.

**Second:** – C. Gillis, Carried

#### **4.0 PALLISER REGIONAL MUNICIPAL SERVICES**

#### **5.0 OTHER DISCUSSION ITEMS**

##### **5.1 Gas Station**

Oasis would like to add fuel pumps at the current location. There are concerns on access to the station as the major access to the property is through an alley, and with the addition of fuel pumps the intensity of use will be increased. The station does not meet the Land Use Bylaw of required setback of 66 feet from the highway.

The traffic flow in the intersection and issues with access to the business from the highway were discussed. Pedestrians crossing from the RV Park across the road were also discussed as no defined crossing is available at this time. The lot size, land use and pedestrian control were discussed in length.

##### **5.2 Development update**

Update on the E. Lehn development of the 4 units, the Development Officer is attending the site on April 25 and meeting with the owner. Discussion on the work taking place, encroachment agreement, safety code permits and survey.

##### **5.3 Development discussion**

Developers are responsible for local improvements. Specifications for driveways are available from the Town of Drumheller, and are the responsibility of the owner to maintain. Boulevards are the responsibility of the owner.

New home warranty and building in the flood fringe were discussed. There are 2 Standatas, August 15, 2013 and September 20, 2013 for mitigation; furnace, hot water tank, and electrical panels to be installed on the main floor along with installation of back flow valves.





# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.2.1



**6.0 Adjournment – Meeting adjourned by S. Clark at 1:12 pm.**

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**Chairperson**

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**Development Officer**

**Attachments:**



# DRUMHELLER

## REQUEST FOR DECISION



### Request for Decision

		<b>Date:</b>	May 15, 2014
<b>Topic:</b>	<b>MARIGOLD AGREEMENT SCHEDULE C</b>		
<b>Proposal:</b>	Schedule C forms part of the Agreement between member municipalities and the Marigold Library System. It sets the levy for municipalities and library boards. The Town of Drumheller (with a library board) has paid to Marigold Library System the following: 2012 - \$4.90 per capita; 2013 - \$5.25 per capita and 2014 - \$5.60 per capita. Marigold Library system is proposing an increase as follows: 2015 - \$5.71 per capita and in 2016 - \$5.83 per capita.		
<b>Proposed by:</b>	Marigold Library System		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council approve an Amendment to Schedule C of the Agreement between the Parties of the Marigold Library System for 2015 and 2016.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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710 – 2<sup>nd</sup> Street  
Strathmore, AB T1P 1K4  
403-934-5334 1-855-934-5334  
[www.marigold.ab.ca](http://www.marigold.ab.ca)

2 May 2014

Town of Drumheller  
224 Centre Street  
Drumheller AB T0J 0Y4

Re: Levy rates for Marigold Library System

Dear Mayor Yemen,

Marigold is a member collaborative formed in 1981 that supports public library service in 42 municipalities and 36 member libraries in south central Alberta. Your municipality is a member of this collaborative, which exists to provide cost effective and valuable resources and leadership for a strong public library presence in your area.

Enclosed are two copies of Schedule C. Schedule C is an amendment to the Marigold Agreement that outlines Marigold's levy rates for municipalities and library boards for 2015 and 2016.

Please sign both copies, keeping one for your files and returning one to Marigold Headquarters by **September 30, 2014**. If your municipality has a library board, please have a signing officer from the municipal library board sign the copies of the amendment to Schedule C as well.

Levy rates for Schedule C were approved at the Marigold Library System AGM and Board meeting on April 12, 2014. Levy rates were calculated based on budget projections to 2016. A fact sheet is attached, along with other documents, to provide information about Marigold's services and how Marigold arrived at the levy rates on Schedule C.

To take effect in 2015 and 2016, the amendment to Schedule C requires approval from 60% of the Parties to the Agreement, representing 60% of the people living within the boundaries of Marigold, as outlined in clause 45 of the Marigold Agreement. Signing Schedule C is the approval.

If you have questions, please contact me or your Marigold Board Member. I would be pleased to speak to you about the amendment and/or to arrange a presentation to your Council.

Thank you for your attention.

Regards,

A handwritten signature in cursive script, reading 'Michelle Toombs'.

Michelle Toombs, CEO  
Marigold Library System  
[michelle@marigold.ab.ca](mailto:michelle@marigold.ab.ca)  
1-855-934-5334, ext. 224

cc. Library Board Chair  
cc. Library Manager

## MARIGOLD LIBRARY SYSTEM

### Schedule C Fact Sheet

2015 – 2016



- Marigold serves over 260,000 residents in 42 municipalities located in south central Alberta:
  - 36 public libraries
  - 13 book deposits
  - online access to 3 million circulating items, digital content and services on the TRAC<sup>1</sup> online catalogue
  - access to collections and services in all Marigold libraries and TRAC
  - Library to You (L2U) mail service for homebound residents and patrons in remote communities
- Schedule C is an amendment to the Marigold Agreement that outlines Marigold's levy rates for municipalities and library boards for 2015 and 2016.
- Marigold's municipal levies are currently lower than the average for all seven regional library systems in Alberta.
- The Bank of Canada inflation-control target<sup>2</sup> of 2% was taken into consideration when the levy rates for 2015 and 2016 were presented to the Marigold Board. Marigold's library board levy remains the same.
- Marigold Board has committed to harmonizing levy rates over a period of five years for all municipalities with and without library boards. The rationale for a harmonized levy rate is that all Marigold residents have access to the same library services, including digital content, county-based libraries, book deposits and mail service.
- Process for Schedule C:
  - The Schedule C Committee is an ad hoc committee of the Marigold Board, with a mandate to prepare and present the Schedule C Amendment for consideration by the Executive Committee and Marigold Board. Key responsibilities of the committee are to recommend the term (e.g., years) and per capita levy rates for the upcoming Schedule C Amendment, taking into consideration past and future trends, timelines and factors impacting the Marigold Community. The Committee is made up of Marigold Board Members who are Councillors, local board members and Chairs.
  - The Executive reviews the recommendations from the Schedule C Committee before the Executive presents the amendment to Schedule C for discussion and approval at the Marigold Board AGM.

<sup>1</sup> TRAC: The Regional Automation Consortium, involving 175 libraries in Marigold, Yellowhead, Northern Lights and Peace library systems.

<sup>2</sup> <http://www.bankofcanada.ca/core-functions/monetary-policy/inflation/>

- *Value of Your Investment Reports* for every member library show that the value of Marigold services exceeds the investment from each municipality and library board (see attachments).
- Marigold has successfully achieved goals and objectives identified in Marigold's strategic plan, *Vision 2015*. *Vision 2015* was developed by stakeholders in Marigold communities and identified priorities to provide efficient and cost effective library services and support, such as:
  - more technical support
  - programming
  - training for member library staff
  - downloadable e-books and digital content
- To keep up with increased public service demands, Marigold has added and expanded services including:
  - downloadable e-books, music, and e-resources such as digital magazines
  - increased IT<sup>3</sup> infrastructure and support, including an IT spending account for equipment upgrades in member libraries and a robust wireless service
  - website hosting and software
  - high definition, secure videoconference bridging and equipment support
  - programming and training for member libraries
  - expanded delivery system
  - purchasing program for discounts on IT equipment, furniture, and supplies
- Marigold purchases over \$890,000 of print and audiovisual material and digital content for member libraries.
- Marigold commits to resource sharing among Alberta's public libraries by providing services grants to Marigold member libraries. In 2014, the total services grants (cash back) to member libraries will exceed \$530,000.
- Operational costs have increased:
  - digital content contracts (cost on a per capita basis)
  - fuel for expanded delivery service and volume
  - computer hardware, software and licenses
  - TRAC and TAL<sup>4</sup> levies (cost on a per capita basis)
  - automation and tools to expedite turnaround time for library materials
- Marigold negotiates vendor discounts through bulk purchasing of materials and supplies. Costs have been contained through the use of high definition videoconferencing network to save staff time and travel costs.
- Marigold's service population has grown by 128% from 2004 to present. Because of this rapid service population increase and the diversification of Marigold services, Marigold's operations have outgrown the space available in the current Strathmore location. To better serve Marigold member municipalities, increased space is needed for delivery service, staging and dispersing IT equipment, managing supplies from an expanded purchasing program, as well as adequate space for meetings and training. Marigold is located in a 50-year old building with a roof and HVAC system that are failing and that require frequent and costly repairs; therefore, Marigold is taking a proactive approach by saving surplus revenue each year to purchase land and to pay for the expansion or relocation of the headquarters building instead of incurring a large debt.

<sup>3</sup> IT: Information Technology – infrastructure planning, implementation and ongoing support for the integrated library system (Polaris), Marigold telecommunications, computer hardware and software, and RISE videoconference system.

<sup>4</sup> TAL: The Alberta Library, which provides support for electronic resources, training and advocacy for all member libraries in Alberta.



Please return after signing  
to Marigold Library System

### **Schedule C**

Attached to and part of the Agreement by and between the Parties comprising the Marigold Library System.

#### **Part I For those municipalities without library boards**

The contributions to the Marigold Library System by counties, municipal districts, special areas, improvement districts or any other municipality without a library board shall be as follows for the period stated:

2015 ~ \$8.99 per capita paid to Marigold Library System

2016 ~ \$9.39 per capita paid to Marigold Library System

#### **Part II For those municipalities with library boards**

The contributions to the Marigold Library System by municipalities having municipal library boards shall be as follows for the period stated:

2015 ~ \$5.71 per capita to be paid directly to Marigold Library System

2016 ~ \$5.83 per capita to be paid directly to Marigold Library System

#### **Part III For municipal library boards**

The contributions to the Marigold Library System by municipal library boards shall be as follows for the period stated:

2015 ~ \$4.50 per capita to be paid directly to Marigold Library System

2016 ~ \$4.50 per capita to be paid directly to Marigold Library System

Please return after signing  
to Marigold Library System

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

\_\_\_\_\_  
Name of the Party to this Agreement

\_\_\_\_\_  
Municipal Authority

\_\_\_\_\_  
Municipal library board

Signed, sealed and delivered the

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
in the presence of:

\_\_\_\_\_  
Witness





Copy for your file

### **Schedule C**

Attached to and part of the Agreement by and between the Parties comprising the Marigold Library System.

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2016 ~ \$4.50 per capita to be paid directly to Marigold Library System

Copy for your file

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

\_\_\_\_\_  
Name of the Party to this Agreement

\_\_\_\_\_  
Municipal Authority

\_\_\_\_\_  
Municipal library board

Signed, sealed and delivered the

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
in the presence of:

\_\_\_\_\_  
Witness

# Agenda Item # 8.1.1

## Drumheller Public Library

This report shows the value of services provided annually by Marigold Library System. Drumheller Public Library benefits directly through the pooling of revenues so that all residents have access to all resources.

**Contribution (levy) from Municipality with Drumheller Public Library Board**  
(based on 2012 Municipal Affairs population of 8029 and Schedule C of the Marigold Agreement for 2013)

	PER CAPITA LEVY	POPULATION	CONTRIBUTION	
Municipality	\$5.25	8029	\$ 42,152.25	
Library Board	\$4.50	8029	\$ 36,130.50	
			<b>Total contributions</b>	<b>\$ 78,282.7</b>
			<b>Value of services provided by Marigold</b>	<b>\$ 133,717.8</b>

### Services Grant

A Services Grant is provided to support interlibrary loan and resource sharing. The grant is established through the Transfer Payments Policy and administered by the Standards and Services Committee. \$ 19,263.0

### IT and Network Support

HelpDesk support, videoconference bridging and support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, reporting, ordering, circulation of library materials and the online catalogue.

IT site visits to your library (valued at \$250/hour with a 3 hour minimum)	\$ 4,500.00	
IT HelpDesk, troubleshooting, consultation	\$ 2,913.04	
IT equipment, software & licensing purchases made by Marigold for your library	\$ 1,304.06	
Wireless equipment, software, maintenance	\$ 2,554.81	
Videoconferencing maintenance & support	\$ 2,309.29	
SuperNet/Internet Connection	\$ 366.36	
Polaris library software	\$ 1,191.30	<b>\$ 15,138.8</b>

### Materials and Digital Content

Materials are purchased for your library. A collection allocation is established through the Collection Management Policy and administered by the Standards and Services Committee. Marigold also provides bestsellers, a paperback budget, large print, audiobooks and world language materials. Because of bulk purchasing, Marigold has access to vendor discounts and discounted freight. Patrons have access to over 3 million items through Marigold's partnership in TRAC and membership with The Alberta Library (TAL).

Value of Physical Materials	# of items	Average Cost		
Books	1702	\$ 18.00	\$ 30,636.00	
Bestseller paperbacks	120	\$ 7.00	\$ 840.00	
Other paperbacks	270	\$ 6.50	\$ 1,755.00	
Audiovisual material (e.g. DVDs, audiobook CDs)	72	\$ 30.00	\$ 2,160.00	
World languages, large print, audiobook & professional collections			\$ 798.44	<b>\$ 36,189.44</b>
<b>Value of Digital Content</b>				
Access to e-resources (cost of licensed subscriptions)			\$ 2,124.71	
Access to over 35,000 eBooks on Overdrive & Freeding			\$ 1,808.14	<b>\$ 3,932.85</b>

## Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation and training to member library staff and Board members by professional librarians. Visits include: preparation; travel or videoconferencing setup; and follow-up based on each library's unique needs. Major projects completed for libraries include weeding and inventory of library collections. Consultation is valued at \$250/hour with a 3 hour minimum. Additional visits and leadership are outlined on page 5 of Marigold's Annual Report.

\$ 10,143.0

## Processing of Materials

Centralized workflow at headquarters is cost-effective and benefits libraries and patrons directly. Professional cataloguing makes it possible for patrons to find and access print and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, mylar covers, repackaging AV materials into strong cases and labeling.

\$ 16,292.0

## Training for Members

Marigold provides a variety of training opportunities for member libraries: interlibrary loan; programming; statistics and reports; use of e-resources and digital content; Board development; and communications & marketing. Value includes training preparation, travel and follow up by headquarters staff based on each library's unique needs.

Training support	\$ 2,329.65	
Training sessions and board development (valued at \$200/session)	\$ 200.00	
Library Leaders meetings (valued at \$200/session)	\$ 200.00	
Member Libraries Workshop	\$ 1,145.05	\$ 3,874.7

## Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials, and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (eg. paper allocation, bins, scotch tape, bubble wrap).

\$ 8,246.0

## Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources & financial management; training & professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Board of Record for libraries based in hamlets.

\$ 17,325.4

### Marigold participates in a Purchasing Program that benefits your library

Through Marigold's participation in the Public Purchasing Group (PPG), Marigold is able to provide discounts on IT equipment, office supplies, furniture, processing supplies such as labels and other items required for the daily operations of your library.

## Insurance

Marigold purchases insurance for collection materials at member libraries.

\$ 511.3

## Services and Programs

Marigold supports and develops programs to enhance library service:

– Prizes, materials and support for the national TD Summer Reading Program, including administrative support by Consultants and a summer student.	\$	295.00	
– Year-round programs and prizes for teens through the teensBOOKingit website.	\$	202.22	
– Libraries may borrow programming materials such as craft kits, Nintendo Wii and xBox consoles and games, board games, and objects like prize wheels and puppet theatres purchased by Marigold. Marigold administers, schedules and delivers programming materials.	\$	34.06	
– Audio Cine Film (ACF) licenses are purchased by Marigold to provide libraries with public performance rights to show films in the library.	\$	293.06	
– Marigold organizes and pays for public programming for member libraries to offer to patrons, such as programs from the Calgary Zoo or a CSI science program from the St. Louis USA County Police.	\$	164.08	\$ 988.4

## Communication and Marketing Support

Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and Boards.

\$ 1,811.6

**TOTAL: Value of services \$ 133,717.8**

## Marigold libraries are thriving!



### In 2013 ...

2583 people/families have a library card in Drumheller

Your Marigold Board rep attended 3 of 4 Marigold Board meetings (November meeting was cancelled due to weather)

Your Marigold Board rep attended 1 Marigold Committee meeting

### Across Marigold

80,474 people/families have a library card (7.5% increase from 2012)

110,000 eBooks borrowed (45% increase from 2012)

1,656,755 items loaned to Marigold cardholders (3% increase from 2012)

52,000 new books, DVDs and AV items delivered to member libraries

16,723 programs with 103,207 participants

671,702 items loaned and borrowed between libraries

3 million items available in TRACpac online catalogue

9.5 million page views of the online catalogue



### Request for Decision

Date: May 14, 2013

**Topic:** 2014 Street Improvement Program

**Proposal:**

Tenders closed for the above program at 2:00 P.M. May 13<sup>th</sup> 2014, with a total of 3 tenders received ranging from \$2,407,995 to \$2,788,504.32. The Engineer's construction estimate prepared prior to tendering was \$2,705,431. The total tender includes Capital, Operational items, Flood Damaged streets, Atco Project (12<sup>th</sup> St. W) and Alberta Transportation Project (2<sup>nd</sup> St. W). A summary letter and tender sheet from our consulting engineer is attached as information.

**Proposed by:** Allan Kendrick

**Correlation to Business (Strategic) Plan:**

All bid items included in the tender were approved in the 2014 Corporate Plan with the exception of the Disaster Recovery Program – Road Damage Schedule C and Alberta Transportation Project Schedule D.

**Benefits:**

Awarding of the contract to Brooks Asphalt & Aggregate Ltd. would allow for the priority street improvements identified in the 2014 Road Program to be completed.

**Disadvantages:**

**Finance/Budget Implications:**

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

2014 SIP award		1
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## Agenda Item # 8.2.1

<b>Budget Available:</b>	<b>Town Schedule A,B,C</b>	<b>Program Costs:</b>	
		<b>Schedule A(Town budget)</b>	<b>\$721,897</b>
		<b>Schedule B(Town budget)</b>	<b>\$340,215</b>
		<b>Schedule C(Town budget)</b>	<b>\$299,513</b>
		<b>Schedule D (Trans)</b>	<b>\$150,730</b>
		<b>Schedule E (Atco)</b>	<b>\$496,390</b>
		<b>Schedule F (Atco)</b>	<b>\$399,250</b>
<b>*Capital (\$848,000) include:</b>	<b>* \$848,000</b>		
<b>6101 – SIP (\$800,000)</b>			
<b>7061 –Trailways(\$23,000)</b>			
<b>7062 – Cemetery (\$25,000)</b>			
<b>Operating (including DRP)</b>	<b>**\$677,620</b>	<b>Town Engineering(A,B,C)</b>	<b>\$ 163,995</b>
<b>Total Town Budget</b>	<b>\$1,525,620</b>	<b>(Town Budget)</b>	
		<b>Alberta Transportations</b>	
		<b>Engineering(D)</b>	<b>\$26,850</b>
		<b>ATCO Engineering (E)</b>	<b>\$67,500</b>
		<b>ATCO Engineering (F)</b>	<b>\$61,000</b>
		<b>Total Project</b>	<b><u>\$2,727,340</u></b>
<b>**Operations (\$677,620) include:</b>		<b>Total</b>	
<b>Chipseal Program</b>		<b>Source of Funds:</b>	
<b>Road Repairs</b>		<b>Alberta Transportation</b>	<b>\$177,580</b>
<b>Sidewalk Repairs</b>		<b>SIP Grant (Capital)</b>	<b>\$480,000</b>
<b>Curb/Gutter Repair</b>		<b>Reserves (Capital)</b>	<b>\$168,000</b>
<b>Water Breaks</b>		<b>New Deal for Towns(Capital)</b>	<b>\$200,000</b>
		<b>Capital replacement &amp; Ops</b>	
		<b>Budgets (including DRP)</b>	<b>\$677,620</b>
		<b>ATCO (E,F &amp; eng)</b>	<b>\$1,024,140</b>
		<b>Total</b>	<b><u>\$2,727,340</u></b>

### Communication Strategy:

Follow up with the issuance of the "Notice of Award" to the contractor. Prior to work starting contractor required to notify residents of proposed starting date.

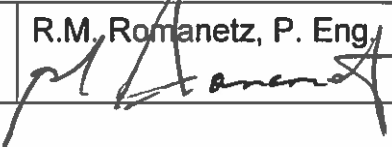
### Recommendations:

That Council approve the awarding of the tender for the 2014 Street Improvement Program to **Brooks Asphalt & Aggregate Ltd** in the amount of \$2,407,995 not including GST subject to Alberta Transportation and Disaster Recovery Program (DRP) approval.



...

**Agenda Item # 8.2.1**

<b>Report Writer:</b>	Allan Kendrick 	CAO:	R.M. Romanetz, P. Eng. 
<b>Position:</b>	Director of Infrastructure		

May 15, 2014

Mr. Ray Romanetz, CAO  
Mayor and Council  
Town of Drumheller  
224 – Centre Street  
Drumheller, Alberta T0J 0Y4

Dear Mr. Romanetz, Mayor and Council:

Project No: 60317514

Regarding: 2014 Road Program for the Town of Drumheller  
2014 Street Improvement Program (SIP) (Schedule A)  
2014 Miscellaneous Rehabilitation Repairs & Related Work (Schedule B)  
2014 Flood Damage Repairs (Schedule C)  
2014 Highway 9:06 Mill and Inlay (Schedule D) for Alberta Transportation (AT)  
2014 12<sup>th</sup> Street West – Road to ATCO SITE (Schedules E & F)

Bids closed for the above-noted project at 2:00 p.m., May 13, 2014, at the Town of Drumheller office.

The attached summary spreadsheet lists the total original bid prices by the three bidders. The low bid was submitted by Brooks Asphalt & Aggregate Ltd. in the amount of \$2,407,995.00 for Schedules A, B, C, D, E, and F. Please note Schedule A is the Street Improvement Program (SIP), Schedule B is the Miscellaneous Rehabilitation Repairs & Related Work and Schedule C is the Flood Damaged Streets, Schedule D is the Hwy. 9:06 Cold Milling and ACP Inlay for Alberta Transportation and Schedules E and F are the 12<sup>th</sup> Street West – Road to the ATCO Site. In addition, we have enclosed a copy of the low bid (out of three bidders), Bid Bond and Consent of Surety for your information.

Upon review of the bids the mathematics was checked and a few minor errors were found on Rubydale Asphalt Works (2006) Ltd. These errors were very minor and never affected the ranking of the Bids submitted.

Brooks Asphalt & Aggregate Ltd. also submitted a Bid Bond, Consent of Surety, acknowledged Addendum No. 1 & 2 and signed and sealed their Bid Form. They have also included the Alberta Construction Safety Association Certificate of Recognition number.

The total allocations required for the project 2014 Road Program utilizing the low bid are as follows:

<b><u>Town of Drumheller 2014 Road Program</u></b>		
<b><u>2014 Street Improvement Program (SIP) (Schedule A)</u></b>		
Contract Bid (including contingencies)	\$721,897.00	
<b><u>Miscellaneous Rehabilitation Repairs and Related Work (Schedule B)</u></b>		
Contract Bid (including contingencies)	\$340,215.00	
<b><u>2014 Flood Damaged Streets</u></b>		
Contract Bid (including contingencies)	\$299,513.00	
<b>TOTAL ENGINEERING – DESIGN, TENDER and CONSTRUCTION for SCHEDULES A, B, and C (Engineering at 12% of the Low Bid Price)</b>	\$163,995.00	
<b><u>Highway 9:06 Mill and Inlay (Schedule D)</u></b>		
Contract Bid (no contingencies shown)	\$150,730.00	
<b>TOTAL ENGINEERING - DESIGN, TENDER and CONSTRUCTION for SCHEDULE – D (Engineering estimate provided to A.T.)</b>	\$26,850.00	
<b><u>2014 Road Program 12<sup>th</sup> Street West – ATCO Road (Schedule E)</u></b>		
Contract Bid including contingencies)	\$496,390.00	
<b>TOTAL ENGINEERING – DESIGN, TENDER and CONSTRUCTION for SCHEDULE – E (Engineering Estimate Provided to ATCO)</b>	\$87,500.00	
<b><u>2014 Road Program 12<sup>th</sup> Street West – ATCO ROAD (Schedule F)</u></b>		
Contract Bid (including Contingencies)	\$399,250.00	
<b>TOTAL ENGINEERING – DESIGN, TENDER and CONSTRUCTION for SCHEDULE – F (Engineering Estimate provided to ATCO)</b>	\$61,200.00	
<b>Total for the Town of Drumheller 2014 Road Program Projects, Construction and Engineering for (Schedules A, B,C,D,E and F)</b>		<b>\$2,727,540.00</b>

The above engineering estimates assume construction to commence as soon as possible once approvals are in order and completion no later than October 31, 2014. Final engineering billing will be based on actual man-hours and expenses incurred. For the Schedule "D" work a formal agreement will be made up between the Town and Alberta Transportation as we have done in the past. For the Schedules "E" and "F" work, an agreement will be made between the Town and ATCO.

The bid price for all schedules is approximately \$297,400.00 lower than the estimated price. This is mainly due to the utilization of the average of the bid prices from 2011, 2012 and 2013 to have uniform estimated prices for 2014 and extremely lower deep utility prices that were estimated on Schedules E and F. We generally do not have more than 2 to 3 bids on average but this year we had

3; last year we had 4 bids and in 2011 and 2012 we had 7 bids (averaged 2011, 2012 and 2013 unit prices).

The Asphalt Concrete Pavement is slightly lower than the 2013 price for overlays/wearing surface and the Concrete prices are approximately 11% higher than 2013. This is mainly due to the lack of concrete subcontractors as work has increased from last year in the larger communities. We also only had three bidders and they all used different concrete subcontractors. Two of the bids used their own concrete divisions.

After previous projects completed by Brooks Asphalt, AECOM firmly believes that Brooks Asphalt & Aggregate Ltd. are very capable of producing acceptable work and meeting the completion dates. The project they completed for the Town last year was completed in a very professional and acceptable manner with very few deficiencies. They are very agreeable to work with from both AECOM and the Town's perspective. We therefore recommend awarding this project to Brooks Asphalt & Aggregate Ltd. subject to budgeting and contractor's scheduling.

Brooks Asphalt has a July 2, 2014, commencement date, however after expressing our concern to them on this late start they will speak with their Concrete Subcontractor to see if an earlier start is feasible.

Once this is approved by Council, kindly include these costs, a spreadsheet summary of the bid, as well as a copy of the low bid requesting approval of the low bidder for the above-noted project from Alberta Transportation. The letter should be addressed to the Grants Technologist of Alberta Transportation, Central Region, Red Deer, Alberta for the SIP Program.

If the Town requires any additional information, please call the undersigned at (403) 270-9289.

Sincerely,  
AECOM Canada Ltd.



Richard M. Wilkinson, Project Manager  
Senior Civil Technologist, Transportation  
[Richard.wilkinson@aecom.com](mailto:Richard.wilkinson@aecom.com)

RW:rw  
Encl.

cc: File  
Mr. Allan Kendrick, Town of Drumheller  
Grants Technologist, AT, Red Deer

## Agenda Item # 8.2.1

# AECOM

### Summary of Bid

Owner: Town of Drumheller Job No. 60317514

Closing Date: May 13, 2014 Closing Time: 2:00 p.m.

Project: 2014 Road Program for the Town of Drumheller

Bidders	Safety Program Certified	Proposed Commencement Date	Bid Bond & Consent of Surety Included	Signed & Sealed	Addendum Noted	Total Tender Price	Ranking
Brooks Asphalt & Aggregate Ltd.	yes	July 2, 2014	yes	yes	1&2	\$2,407,995.00	1
Rubydale Asphalt Works (2006) Ltd.	yes	August 1, 2014	yes	yes	1&2	*\$2,684,338.17	2
Metro Paving and Road Building Ltd.	yes	July 1, 2014	yes	yes	1&2	\$2,788,504.32	3

\*Corrected Bid Price

**Note:** Rubydale submitted a Bid Amendment form by Fax and was included in the Total Bid.

Summary of Bid Form 2014 Road Program

**TOWN OF DRUMHELLER  
BYLAW NUMBER 05.14**

***Agenda Item # 10.1***

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw 10-08; and

**NOW THEREFORE** the Council hereby amends Land Use Bylaw No. 10-08 as follows:

**1. The addition of the following in Part 1 (2) Definitions:**

**"Communication Structure"** means an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

**1. Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

**2. Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

**"Development Commencement"** means the moment construction is started on site (i.e. Excavation) or the land use has begun for the purposes of the development permit application.

**"Development Completion"** means the moment the required building/ development permit conditions and requirements have been met for the purposes of the development permit application and/ or the final inspection reports have been received (as required for the project);

**"Fabric Covered Building"** means a steel-framed, fabric-membrane pre-engineered building for temporary & permanent industrial, commercial & agricultural applications including warehouses, equipment storage, manufacturing facilities, barns, stables, arenas & event centers. All fabric covered buildings shall require the appropriate building permits to ensure all aspects of the development is in accordance with the Alberta Safety Codes including appropriate foundation construction and building anchoring;

**"Work Camp"** means a temporary residential complex used to house employees by various contracting firms on a temporary basis to provide accommodations for large scale projects in the immediate area. Without restricting the generality of the above, the camp is usually made up of a number of mobile units, clustered in such fashion as to provide sleeping, eating, recreation, and other basic living facilities. The units may be dismantled and removed from the site from time to time and may include accessory uses such as a temporary office, storage yard and other similar and complimentary uses deemed compatible with the surrounding area.

**"Public Utility"** means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use:

- (a) Water or steam;
- (b) Sewage disposal;
- (c) Public transportation operated by or on behalf of the municipality;
- (d) Irrigation;
- (e) Drainage;
- (f) Fuel;
- (g) Electric power;
- (h) Heat;
- (i) Waste management;
- (j) Telecommunications;

And includes the thing that is provided for public consumption, benefit, convenience or use (MGA Part 17 Sec. 616 (v));

**"Public Utility Building"** means the building in which the proprietor of a public utility:

- (a) maintains its office or offices, or
- (b) maintains or houses any equipment used in connection with the public utility;

**2. The deletion of the following in Part 1 (2) Definitions:**

**"Utilities"** means any one or more of the following:

- (a) systems for the distribution of gas, whether artificial or natural;
- (b) facilities for the storage, transmission, treatment, distribution or supply of water;
- (c) facilities for the collection, treatment, movement or disposal of sanitary sewage;
- (d) storm sewer drainage facilities;
- (e) systems for electrical distribution and lighting;

**"Boarding or Lodging House"** means a building where meals are served for remuneration or rooms are rented to three or more persons, not including the occupant and his or her immediate family, but does not include a hotel, motel, restaurant, café, coffee shop, drive-in refreshment stand or other similar use.

**3. The amendment of the following in Part 1 (2) Definitions:**

**"Temporary"** means a period of time up to one year *unless otherwise approved by the development authority for specific use or project requirements*;

**"Campground"** means a recreational development for the purpose of providing temporary accommodation for recreational vehicles or tents. ~~A campground is not construed to mean a development for the purpose of accommodating long-term or permanent occupancy by recreational vehicles or manufactured homes;~~



**4. The amendment of the following under Part III Development Permit:**

**7. Development Not Requiring a Development Permit**

- (a) Works of maintenance, repair or alteration, on a structure, both internal and external, if in the opinion of the Development Officer, such work:
- i. does not include structural alterations and;
  - ii. does not change the use or intensity of the use of the structure,
  - iii. does not increase the footprint or height of a structure, and
  - iv. is performed in accordance with obligatory legislation or other government regulations.
  - v. ~~the development is not of a nature whereby part or all of the development is controlled by the Architectural Control Area Regulations.~~
- (f) ~~The construction and maintenance of that part of a public utility placed in or upon public land, a public thoroughfare or public utility easement~~
- (i) ~~The placement of a Manufactured Home having not less than 56 m<sup>2</sup> (600 sq. ft.) of habitable floor area in a Manufactured Home Park District when it complies with the provisions of this Bylaw.~~

**9. Deciding on Development Permit Applications**

- (6) The development officer may vary/ relax ~~front, side or rear yard setback~~ **minimum or maximum requirements** within residential land use districts up to 10% of the Land Use Bylaw requirement or defer a decision on variance/ relaxation to the Municipal Planning Commission;
- (7) (b) Notwithstanding the above, the Municipal Planning Commission at its discretion may relax the minimum requirements **or maximum limits** beyond the standards outlined in the Land Use Bylaw in the following cases:
- (v) in a laneless subdivision, ~~in the R-1, R-1A, R-2, R-3 and MHR districts~~ relax the minimum 10 ft. side yard requirement based on evaluation of each individual development provided the minimum side yard requirement of 4 ft. is met.

**5. The amendment of the following under Part VI Land Use Districts:**

**Addition of 'Storage Structure' as a discretionary use in the following land use districts:**

CR – Country Residential

CS – Community Service District

...

**Addition of '*Work Camp*' as a discretionary use in the following land use districts:** **Agenda Item # 10.1**

- M-1 -- Light Industrial District
- A -- Agricultural District

**Addition of '*Communication Structure*' as a discretionary use in the following land use districts:**

- R-CH -- Residential Cottage Housing District
- C-B -- Central Commercial District
- DT -- Downtown Transition District
- C-1 -- Local Commercial District
- HWY-C -- Highway Commercial District
- M-1 -- Light Industrial District
- M-2 -- Medium Industrial District
- M-2R -- Restricted Industrial District
- CS -- Community Service District
- A -- Agricultural District

**Addition of '*Fabric Covered Building*' as a discretionary use in the following land use districts:**

- HWY-C -- Highway Commercial District
- M-1 -- Light Industrial District
- M-2 -- Medium Industrial District
- M-2R -- Restricted Industrial District
- CS -- Community Service District
- A -- Agricultural District
- UT -- Urban Transitional District

**Addition of '*Commercial Tourist Development*' as a discretionary use in the following land use districts:**

- CS -- Community Service District

...  
Deletion of '**Boarding or Lodging House**' as a discretionary use in **Agenda Item # 10.1**  
Districts.

Deletion of '**Public and quasi-public installations and facilities**' and '**public utilities**' as a permitted or discretionary use in **Part VI Land Use Districts**.

The terminology for '**Public utility buildings and installations**' to be consistent throughout the bylaw to read '**Public Utility Building**'

The terminology for '**Public and quasi-public installations and facilities**' and '**public utilities**' and uses to be consistent throughout the bylaw to read '**Public Utility**'

**Addition of 'Public utility building' as a Discretionary use in all land use districts:**

**6. Amendment of the following under Part VII General Land Use Regulations:**

**48. Accessory Buildings & Uses**

~~(e) — The siting of an accessory building shall be in accordance with Exhibit 1.~~

**Deletion of Exhibit 1 - Siting of Accessory Buildings**

**49. Storage Structures**

(d) A storage structure shall not be permitted in residential areas or on parcels where the primary land use is residential *on a permanent basis unless otherwise permitted in this bylaw. In the 'CR' – Country Residential Land Use District one (1) storage structure may be permitted per parcel, unless otherwise permitted by the municipal Planning Commission to a maximum of three (3), with consideration for siting and screening, in accordance with this section.*

(f) A storage structure may be approved on a temporary basis during construction within any ~~non-residential~~ land use district.

**71. Manufactured Homes**

(g) In determining the suitability of manufactured homes ~~for placement in areas other than Manufactured Home Parks,~~ consideration ~~shall~~ may be given to condition and appearance. Manufactured homes constructed more than ten (10) years prior to the date of the development permit application may not be permitted *at the discretion of the Municipal Planning Commission.*

7. **The addition of the following under Part VII General Land Use Regulations:** **Agenda Item # 10.1**

85. **Work Camp**

- (1) An application for a development permit for a work camp must provide the following information:
  - (a) the location, type, and purpose of the camp;
  - (b) adjacent land uses;
  - (c) the method of supplying water, sewage and waste disposal to the camp. If a private sewage system is proposed, the proposed method of sewage disposal must comply with the current Alberta Private Sewage Systems Standard Practice and be to the satisfaction of the health authority;
  - (d) the number of persons proposed to reside in the camp;
  - (e) demonstrated approval from Alberta Environment if the camp is located on Crown land;
  - (f) the start date of the development, date of occupancy, and removal date of the camp; and
  - (g) reclamation measures once the work camp is no longer needed. (Post security with the municipality sufficient to remove and reclaim the site if the work camp remains on the site after the project is either completed or if work has stopped to the extent that the Development Authority no longer feels the work camp is relevant to the project, or to reclaim the site if required after the work camp has been removed from the site.)
- (2) A development permit for a work camp shall not be approved unless:
  - (a) it is directly associated with a development/ business situated within the area;
  - (b) it is deemed compatible with surrounding development and land uses by the development authority;
  - (c) sufficient screening/ buffering/ separation is provided from surrounding land uses as determined by the Development Authority;
  - (c) it shall be for a temporary period of time in accordance with the timelines of a work project as specified by the Development Authority;
  - (d) all required access provisions are provided to the satisfaction of the Development Authority at the sole cost of the developer;
  - (e) the developer provides undertakings and guarantees acceptable to the Development Authority, that the work camp will be removed and the subject site returned to its original condition upon completion as it was before the work camp was developed;

86. **Communication Structures**

- (1) Industry Canada is responsible for regulating radio communication in Canada and for authorizing the location of radio communication facilities, including communication towers and antenna's. In making its decision regarding the communication structure and related facilities, Industry Canada considers the following:
  - (a) the input provided by the Approving Authority;
  - (b) compliance with Transport Canada's painting and lighting requirements for aeronautical safety;
  - (c) Health Canada's safety guidelines respecting limits of exposure to radio frequency fields; and
  - (d) an environmental impact assessment may be required in order to comply with the ***Canadian Environmental Assessment Act***.

- ...
- (2) The participation of the Town in the consultation process does not transfer the Federal decision making authority, nor does it confer a right of veto in the location of the communication structure.
  - (3) Unless demonstrated to be impractical, transmission antennae shall be mounted on existing structures (including buildings or towers) or within transportation and utility corridors.
    - (a) The tower base shall be setback from abutting parcels and roadways by a distance of 10 percent of the tower height or the distance between the tower base and guy wire anchors, whichever is greater.
    - (b) Guy wire anchors shall be setback at least 28.0 m (91.9 ft) from the property line.
    - (c) Communication towers must have the least practical adverse visual effect on the environment. This may be mitigated through design features, landscaping and/or fencing.
  - (4) Communication structures shall be located in a manner that minimizes the impact on the natural environmental and residential communities while recognizing the unique location requirement for siting communication structures.
  - (5) All equipment shelters must meet Town setback distances to roads and property lines.
  - (6) Appropriate access/ egress shall be provided to the satisfaction of the development authority.
  - (7) All applicants requesting a new telecommunication structure shall be required to identify any other such structure within an 8.05 km (5 mi) radius of the proposed site location. Each request shall also provide documentary evidence that co- location of the existing structures within that 8.05 km (5 mi) radius is not a viable alternative to a second structure.
  - (8) Where Transport Canada requires that a telecommunication tower be lighted, the following procedures shall be encouraged to minimize visual impacts:
    - (a) the lighting of equipment structures and any other facilities on site shall be shielded from adjacent properties where possible without interfering with the requirements of Transport Canada;
    - (b) all lighting shall be a minimum number of low intensity white lights; and
    - (c) the strobe interval shall be the maximum allowable by Transport Canada, and the strobe lights shall only be used if absolutely necessary.
  - (9) The Town of Drumheller may adopt policies specific to Communication Structure placement in accordance with best practices and guidance documents.

**8. Amendment of Schedule A, Land Use District Map as follows:**

Block 2 Plan 921 0370, From 'A' – Agricultural District to 'CS' – Community Service District; and

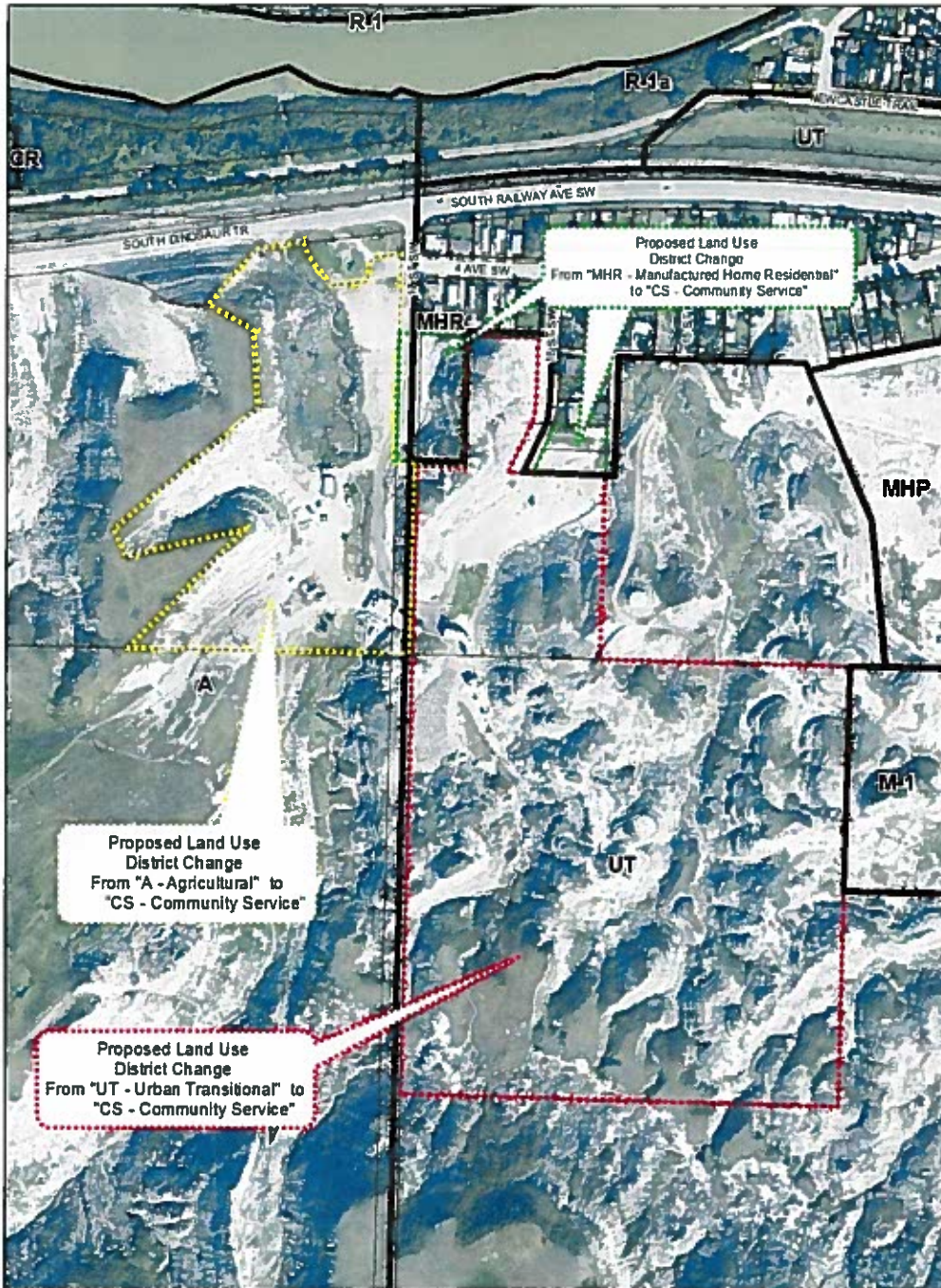
A Ptn of the SW ¼ Sec. 10-29-20 W4M from 'UT' Urban Transitional District to 'CS' – Community Service District; and

Parcel D Plan 977DE from 'MHR' – Manufactured Home Residential to 'CS' – Community Service District; and

## Agenda Item # 10.1

Lots 9 and 10, Block 12, Plan 4790DO from 'MHR' – Manufactured Home Residential to 'CS' – Community Service District; and

Block 16 Plan 921 0363 from 'UT' Urban Transitional District to 'CS' – Community Service District as shown on the plan below:



READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF April, 2014

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

...

## ***Agenda Item # 10.1***

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER