

Town of Drumheller COUNCIL MEETING AGENDA

**March 24, 2014 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



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1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3 2.1 Letter from Hon. Ric McIver, Minister of Infrastructure re sewer odour in the Nacmine/Newcastle area

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4-9 5.1.1 Regular Council Meeting Minutes of March 10, 2014

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Curling Club

6.2 Tough Mudder Event

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

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8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

10-12 8.3.1 RFD - Selection of Automated Teller Machines (ATM's)

8.4. DIRECTOR OF COMMUNITY SERVICES

13 8.4.1 Volunteer Appreciation Celebration

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Councillors Hansen-Zacharuk and Shoff - East Coulee Water Fill Station Task Force Report

14.0 IN-CAMERA MATTERS

ALBERTA
INFRASTRUCTURE*Office of the Minister
MLA, Calgary-Hays*

AR39424

March 11, 2014

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

Dear Mayor Yemen:

Thank you for your letter concerning sewer odour in the Nacmine/Newcastle area of Drumheller.

Alberta Infrastructure retained the services of MPE Engineering Ltd. to investigate and provide recommendations to resolve the sewer odour issues created by the Royal Tyrrell Museum. MPE Engineering's report dated January 29, 2014 identifies contributing factors believed to be associated with the sewer odour issue and a list of recommended actions.

Based on these recommendations, a contract was tendered and awarded to Grayson Excavating Ltd. The scope of work includes replacement of faulty equipment, upgrades to the vault piping and isolation valves in each of the two vaults, power flushing of both inverted siphons that run under the Red Deer River and a video inspection of each inverted siphon to check for any potential problems. Testing for hydrogen sulphide will be performed immediately upon completion of this work. If it is determined the Museum is still contributing to the hydrogen sulphide odour issue, we are prepared to implement further changes. The work commenced on February 18, 2014 and was completed on February 21, 2014.

Alberta Infrastructure will continue to work with the Town of Drumheller to resolve any sewage odour problems caused by the Royal Tyrrell Museum. Mr. Ilo Anderson, Director, Red Deer Area, Infrastructure's Property Management Branch, will follow-through to ensure the issue is resolved. Mr. Anderson can be contacted at 403-340-7652; toll free by first dialing 310-0000 or email at ilo.anderson@gov.ab.ca.

Sincerely,

Ric McIver
Minister

cc: Ilo Anderson, Director of Red Deer Area, Alberta Infrastructure

**Town of Drumheller
COUNCIL MEETING
MINUTES**

**March 10, 2014 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, 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:

Corinne Macdonald

1.0 CALL TO ORDER – 4:32 PM

2.0 MAYOR'S OPENING REMARK

2.1 Alberta Parks & Recreation

Mayor T. Yemen presented a letter from Alberta Tourism, Parks & Recreation Minister Richard Starke extending an invitation to Drumheller to host the 55 Plus Games for 2017.

2.2 Drumheller Dragons

Mayor T. Yemen congratulated the Drumheller Dragons on winning the first round of the play-offs and wished them well for the next round.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MOTION2014.28 McMillan, Hansen-Zacharuk moved to adopt the agenda. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of February 10, 2014

MOTION2014.29 Garbutt, Shoff moved to adopt the regular Council minutes of February 10, 2014. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of December 12, 2013

5.2.2 Municipal Planning Commission Meeting Minutes of January 16, 2014

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 01.14 for the purposes of borrowing monies as permitted by Section 256 of the MGA

R. Romanetz advised that this borrowing is for the purpose of financing operating expenditures. This borrowing must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made. This is carried out on an annual basis. He recommended that Council pass all three readings to Bylaw 01.14.

MOTION2014.30 Shoff, Hansen-Zacharuk moved first reading of Bylaw 01.14. Carried unanimously.

MOTION2014.31 Garbutt, Zariski moved second reading of Bylaw 01.14. Carried unanimously.

MOTION2014.32 Hansen-Zacharuk, Shoff moved no objections of third and final reading to Bylaw 01.14. Carried unanimously.

MOTION2014.33 Kolafa, Zariski moved third reading of Bylaw 01-14. Carried unanimously.

8.1.2 Bylaw 02.14 to authorize the supplementary assessment for improvements

R. Romanetz advised that the supplementary assessment is prepared for properties that are being constructed, however not finished in the

calendar year, He noted that this has been a common practice for the Town in the past. He recommended that Council pass all three readings to Bylaw 02.14.

MOTION2014.34 Shoff, Hansen-Zacharuk moved first reading of Bylaw 02.14.

MOTION2014.35 Kolafa, McMillan moved second reading of Bylaw 02-14. Carried unanimously.

MOTION2014.36 Shoff, Hansen-Zacharuk moved no objections to third and final reading of Bylaw 02.14. Carried unanimously.

MOTION2014.37 Garbutt, Kolafa moved third reading of Bylaw 02.14. Carried unanimously.

8.1.3 RFD - 2014 Revised Operating Budget

R. Romanetz reported that on February 13, 2012 Council adopted the 2012-2014 Operating Budget. He noted that since that time changes have been made to this Budget from time to time. He is proposing that Council consider adopting the 2014 Budget with a \$61,130 surplus.

MOTION2014.38 Zariski, Shoff moved that Council approve the revised 2014 Operating budget, as presented. Carried unanimously.

8.1.4 RFD - 2014 Capital Budget

R. Romanetz reported that the 2014 Capital Budget is the same budget as presented to Council on March 3, 2014, with one change \$12,000 for expenditure for mosquito control replaced with an expenditure of about \$4,000 for equipment that will meet our needs. He recommended Council to consider adopting the 2014 Capital Budget.

MOTION2014.39 McMillan, Kolafa moved that Council approve the 2014 Capital Plan, totaling \$6,496,968 in expenditures, as presented.

Motion carried unanimously.

8.1.5 RFD - Police Committee Board Appointment

R. Romanetz noted that the Police Committee is nearing its compliment with the appointment of Karen Neill. One rural vacancy has to yet be filled.

MOTION2014.40 Zariski, Hansen-Zacharak that Council approve the appointment of Karen Neill be approved for a three year term expiring on the date of Council's 2016 Annual Organization meeting.

Motion carried unanimously.

8.1.6 AUMA Questions Budget 2014

R. Romanetz advised that Mayor T. Yemen and he sat in on the AUMA Budget discussions. Mayor T. Yemen noted that Municipal Affairs advised they have \$32 million in their budget, however substantially more funding is available in other departmental budgets particularly AESRD. There is a lot of work to be done for the Province's deadline date of the 1st of April. R. Romanetz provided an overview of some of

the AUMA Questions Budget 2014 report.

Questions:

1. Updating of the MGA review –Charters are not intended to unnecessarily create new taxes for Alberta.
Councillor S. Shoff noted that another meeting is scheduled in April to provide comments.
2. Impacts on the municipalities as a result of the results-based budgeting process - No impact on budgets, more a clean up of the Programs. The Basic Municipal Transportation Grant has been consolidated under the MSI Program.
3. School Tax – non residential - 6.2%, (not specific to Drumheller on a global basis).
4. How much funding is allocated to supporting communities in Budget 2014 compared to Budget 2013 – There was a summary on the various grants. Major grants - MSI on Capital side up 2.8%, Drumheller 1.43% increase – 4.2%. MSI Operating decrease for Drumheller - \$117,996.
Federal Gas Tax Fund – based on new populations.
Water for Life – \$15 million; showing it will stay at that for 3 years.
This is on regional types of projects, rather than local.
MSI Operating – Community Municipal Partnerships money will go into this. Contact surrounding Municipalities to see if there is something there that we can work on together. Aerial photography - Drumheller will be reshot with new contours developed.
5. Provincial transfers to municipalities to recognize growth pressures – realignment of MSI Operating funding to the ACP will encourage municipalities to work together to find the most efficient and effective method of delivering services to meet their growing populations.
7. Provincial allotment of the new Building Canada Fund – specifications to what is available has not been clarified totally; everything is very preliminary right now.
8. Transportation infrastructure funding – significant money being spent in this area; more in Edmonton, Calgary.
9. Needs of our growing seniors population - currently reviewing the senior citizens housing; significant increase in Capital, the question is how it will be allocated. Councillor T. Zariski noted that what they did last time was put the money in to 4 or 5 projects, and did not distribute evenly throughout the Province.
12. Water and waste water infrastructure – increase of \$6.7 million over the 2013-14 forecast. Water for Life Program will continue at \$50 million per year for the next three years. There are some new dollars available that may be directed, but not sure how that helps Drumheller. The Province sets the water and wastewater standards, however it will be at our cost if grant funding is not available.

14. Municipal Policing Assistance Grant - amounts reflecting the population growth. There is talk about a new police funding model that is not yet finalized.
15. Brownfield remediation – stake holders where to develop a report and recommendations on addressing Brownfield remediation. Alberta Environment has been exploring the report's recommendations and plan to move ahead with implementing some key recommendations. The Report was to review and remove any duplications, we need to share all the information we have with all stakeholders, and people need to know what is being done and what the legislation means.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. ACTING DIRECTOR OF CORPORATE SERVICES

- 8.3.1 RFD - Sandstone Manor - Property Taxes Roll # 000 04029906
B. Wulff advised that the Drumheller Housing Administration has historically requested that the municipal portion of the property taxes be cancelled for the property occupied by the Sandstone Manor. Council by motion has to cancel these taxes, \$9,000; the Association would pay the education tax. He noted that the requisition to the Seniors Foundation is paid in full.
MOTION 2014.41 Garbutt, McMillan that Council approve the cancellation of the 2014 municipal portion of the taxes plus the requisition for the District Seniors Foundation for a combined total approximating \$9,000 for the Sandstone Manor Roll Number 04029906.

Motion carried unanimously.

Mayor T. Yemen noted and congratulated this Council and Staff for preparing the Budget with a reduction of taxes.

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 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

ADJOURNED - 5:14 PM

Mayor

Chief Administrative Officer



DRUMHELLER

COMMUNITY SERVICES

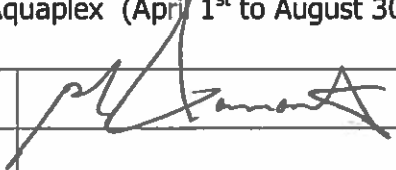
Agenda Item # 8.3.1



Request for Decision

Date: March 4, 2014

Topic:	Selection of Automated Teller Machines (ATM's)
Background:	<p>The Drumheller Aquaplex, Drumheller Memorial Arena and the Badlands Community Facility often host or are co-located with special events and regular events considered to be high traffic and in demand of cash purchasing opportunities .</p> <p>There have been various requests over the years from the public to have access to a bank machine – for the purchase of goods or services offered at these locations including activities in Centennial Park.</p> <p>Initial feedback from staff and the public identifies that having ATM's in key locations would support the events that require the exchange of cash (fundraising events, concerts, hockey tournaments, games, Canada Day celebrations, etc.). It is also understood that providing space for an ATM in these locations could potentially represent a good investment – as machines generate revenue for those that own/ manage the spaces where they are located.</p> <p>A request for proposals for the purchase / management of ATM machines closed on Friday, February 28, 2014. Two proposals were received from:</p> <ol style="list-style-type: none">1) DC Payments2) Access Cash <p>(summary document attached).</p> <p>Selection criteria includes: Overall proposal, cost of service and references from local businesses.</p>
Proposed by:	Administration
Correlation to Business (Strategic) Plan	ATM's will provide an increased level of service (Service Orientation) to our facility users, while generating additional revenues for the municipality (sound fiscal management).
Benefits:	<p>Convenience to users</p> <p>Ensures access to cash funds in support of special events</p> <p>Generates additional revenue for municipality</p>

Disadvantages:	<ul style="list-style-type: none"> Cost to purchase equipment (if necessary) Adds a service fee to all ATM transactions (which could be negative by some users). May require additional staff resources to coordinate management and / or operations of machines. 		
Alternatives:	<ul style="list-style-type: none"> Take no action – do not provide service Delay - defer decision to another time in the future Request another RFP 		
Finance/Budget Implications:	<p>The cost per machine varies depending on the percentage of the transaction fee that is collected.</p> <p>Scenario 1) Full Service – Town does not own, nor operate however collects on a sliding scale (between \$.50 to \$2.00 per transaction depending on the number of transactions per month). Lower revenue, with no risk to the Town. Town NOT responsible for cash management.</p> <p>Scenario 2) Placement – Town does not own machine but fully operates machine. Capital cost = \$0 Under this scenario, the return per transaction is a sliding scale (between \$1.00 to \$2.00 per transaction to the Town depending on the number of transactions per month). Higher revenue, without the cost of purchasing the machine(s). Town responsible for cash management.</p> <p>Scenario 3) Full Cost of Machine – Town Fully Operates Machine Cost per machine = \$2,450 which would generate \$1.80 per transaction Under this scenario, each machine would be paid for after 1361 transactions. Highest revenue scenario, with the greatest risk (Town owns machines and responsible for cash management).</p>		
Operating Costs:	-0-	Capital Cost:	-0-
Budget Available:	\$20,000	Source of Funds:	Reserves
Budget Cost:		Underbudgeted Cost:	-0-
Communication Strategy:	Communicate through media, staff and signage at selected locations.		
Recommendations:	That the Town acquire 2 ATM – banking machines from Access Cash under "scenario 3" for \$4,900 (which includes gst) to be located at #1 Badlands Community Facility, #2 the Drumheller Memorial Arena (August 31 st to March 31 st) and the Drumheller Aquaplex (April 1 st to August 30 th)		
Report Writer:	Bill Wulff	CAO:	
Position:	Acting, Director of Corporate Services		

Agenda Item # 8.3.1

Automated Teller Machine

	<u>Access Cash</u>	<u>DC Payments</u>
Transaction Surcharge	2.00	2.00
based on transaction count	-	-
Town Portion	1.80	2.00
Contract Term	none	6 Years
Vault	Town	Town
Cost per machine	2,450.00	3,195.25
Clients in Drumheller	6	1

RSVP: JUDY C. JARVIDSON

403-823-1324

JARVIDSON@DINOSAURVALLEY.COM

Volunteer Appreciation Celebration

Badlands Community Facility

80 Veterans Way (East of Arena)

Featuring 2011 ACMA



Group of the Year
"The Travelling Mabels"

Brought to you by Cenovus

Our Volunteer

Appreciation Event will take place on April 5, 2014. Please RSVP to this catered event. The doors will open at 12:30 p.m. with luncheon being served at 1:00 p.m. Settle in for an entertaining afternoon with the

Travelling Mabels! (You will laugh, cry and drink wine). MC Ryan

Semchuk has many surprises planned. There will also be door prizes and you must be present to win. Thank You for Volunteering!

DATE: 05/APRIL/14
TIME: 12:30 P.M.-3:00 P.M.



Volunteer
Drumheller.com

•advocate •create •inspire

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