

Town of Drumheller COUNCIL MEETING AGENDA

**April 7, 2015 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

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-7 5.1.1 Regular Council Meeting Minutes of March 23, 2015

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

8-15 8.1.1 RFD - Consulting Services for Infrastructure Management Plan

16-18 8.1.2 RFD - Naming of Rotary Park

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

- 8.3. DIRECTOR OF CORPORATE SERVICES**
- 8.4. DIRECTOR OF COMMUNITY SERVICES**
- 8.5. DIRECTOR OF PROTECTIVE 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**
 - 14.1 Land Matter
 - 14.2 Legal Matters

**Town of Drumheller
COUNCIL MEETING
MINUTES**

**March 23, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4**



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Lisa Hansen-Zacharuk

1.0 CALL TO ORDER

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

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2015.51 Zariski, Garbutt moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of March 9, 2015

MO2015.52 Garbutt, McMillan moved to adopt the Regular Council Meeting Minutes of March 9, 2015. 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 - Resolution(s) for Project Applications under Small Communities Grant (Building Canada Fund)

R. Romanetz advised that further to discussion on the project selection under the Small Communities Grant Program held at Council's Committee of the Whole meeting of March 16, 2015, Administration is requesting Council to confirm their support for the applications as follows:

Water Treatment Plant Residuals - Currently, the Town of Drumheller (TOD) processes up to 14.0 million litres per day of drinking water (with a capacity of 25.1 million litres per day) of which 15% is residuals waste (Associated Engineering Report dated March 2012). WTP residuals, consisting of solids removed from our sedimentation basins and solids removed through filter backwashing, need to be treated based on new federal and provincial regulations before being returned to the river thus reducing the environmental impact. Drumheller will be the principal applicant with support from a number of commissions, co-ops and municipalities receiving treated potable water from the TOD. Population served by this project exceeds 16,000 from Starland County Water Authority (Munson/Morrin) & Aqua7 Water Commission (Kneehill County, Villages of Carbon, Linden, Acme, Beisker, Irricana, and MD of Rockyview). The total project cost is \$4.5M.

South Drumheller Watermain Replacement - The existing Penitentiary Booster Station is over 50 years old (built in 1963) and shows signs of deterioration. Additional water demand results from an expansion at the Federal Penitentiary and from Churchill Water Co-op (owned by Kneehill County) which are currently serviced by the Penitentiary

Booster Station. Additional water supply is required for potential development of commercial/light industrial and residential areas along Highway 9 and the former Hamlet of Wayne. To accommodate water demands and future growth, upgrade to the Town of Drumheller's Penitentiary Booster Station and the transmission water main from the Penitentiary Booster Station to the Churchill Water Service tie-in is paramount. The upgrade meets project eligibility as there is a need to repair and replace infrastructure that has been in place for decades and will soon fail, potentially causing a high risk for the Federal Penitentiary. The total project cost is \$3.75M.

MO2015.53 Shoff, Zariski moved that Council commit to funding the Water Treatment Plant Residuals Management Project pending project approval from the Building Canada – Small Communities Fund. Carried unanimously.

MO2015.54 Zariski, Kolafa moved that Council commit to funding the South Drumheller Watermain Replacement Project pending project approval from the Building Canada – Small Communities Fund. Carried unanimously.

8.1.2 Bylaw 05.15 (Amendments to Land Use Bylaw 10.08)

R. Romanetz advised Bylaw 05.15 proposes a number of new / revised definitions to the Land Use Bylaw including secondary suite, dwelling – multiple unit (apartment), medical marijuana production facility, mural, self storage facility, parking requirements, etc. for inclusion in various land use districts and clarification on requirements for commercial and industrial developments. He recommended that Council proceed to first reading to allow for the advertising of the public hearing to be held on May 4th, at which time, Palliser Regional Municipal Services will provide a planning report.

MO2015.55 Shoff, Zariski for first reading of Bylaw 05.15. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

11.1 Bylaw 04.15 (Business License Bylaw) - second and third readings

R. Romanetz advised that the Business License Bylaw 04.15 received first reading on February 9th. At that time, Council requested that the bylaw be amended to include 1) DMF exemption for those B&B with 3 rooms or less – rationale is that these business owners are seasonal operators that would not benefit from tourism marketing; 2) that the payment schedule be amended for 2015 to include only a 2nd, 3rd and 4th quarter roll out of fees – rationale is that the first quarter will be completed once the bylaw is approved; and 3) that campgrounds be eliminated from the 2015 version of the bylaw with discussion in the future for their inclusion in 2016. In addition to the above noted bylaw, a further amendment was introduced following the preparation of the Council agenda and reads as follows: “The business license amount in Schedule B is calculated on an historical average of the last three years, as outlined in Schedule B. If an operation feels that the calculation does not accurately reflect the financial circumstances of the operation, then the amount can be adjusted upon request of the operator to Travel Drumheller. Travel Drumheller will refer the matter to a confidential, independent third party. The adjustment will be done by the third party in conversation with the operator. There will be no cost to the operator for this consultation. The third party will determine if an adjustment is warranted and if so the amount, in consultation with the operator and the formula used in Schedule B. If there is an adjustment, the third party will inform both the Town of Drumheller and Travel Drumheller, and the business license fee for that operation will be reduced by that amount”.

MO2015.56 Garbutt, Zariski moved second reading of Bylaw 04.15 as amended.
In favour – Garbutt, Zariski, Yemen, Kolafa
Opposed – Shoff, McMillan
Motion Carried.

MO2015.57 Garbutt, Zariski moved third reading of Bylaw 04.15 as amended.
In favour – Garbutt, Zariski, Yemen, Kolafa
Opposed – Shoff, McMillan

Councillor S. Shoff requested that her reasons for opposition be recorded as follows – the Schedule B fees should be voluntary not mandatory and that her request for DMO's budget showing the percentage for marketing of Drumheller was not provided to Council.

Vote on Motion: Carried.

Councillor J. Garbutt thanked the Drumheller and District Chamber of Commerce and stakeholders for their comments on Schedule B.

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS MO2015.58 Zariski, Shoff moved to go in camera at

5:20 PM. Carried unanimously.

14.1 Land Matter

14.2 Personnel Matter

MO2015.59 McMillan, Garbutt moved to revert to regular Council meeting at 6:05 PM.
Carried unanimously.

MO2015.60 McMillan, Garbutt moved that Council approve a 3.5% increase for out of scope permanent employees excluding the CAO retroactive to January 1, 2015.

Councillor J. Garbutt stated that the proposed increase for out of scope permanent employees mirrors that of the local CUPE's negotiated wage increase for 2015.

Vote on Motion
Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:10 PM.

Mayor

Chief Administrative Officer



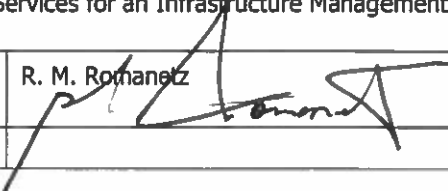
Request for Decision

		Date:	April 2, 2015
Topic:	Consulting Services for an Infrastructure Management Plan		
Proposal:	<p>This proposal is to acquire Consulting Services necessary for development of the Town's Infrastructure Management Plan which would include all assets within the municipal limits. A Request for Proposals was developed and posted according to the Town's purchasing policy, which meets the New West Partnerships Trade Agreement (NWPTA) (formerly TILMA) requirements.</p> <p>The closing date was December 17, 2014 at 2 p.m. with 11 proposals received.</p> <p>After review and evaluation of the 11 proposals received, the proposals were short listed to Stantec and Associated Engineering.</p> <p>Attached to this RFD is the Request For Proposals which includes the evaluation criteria matrix.</p> <p>On March 25th both Consultants presented their proposals to our Management Team. The Town was able to ask questions to clarify their proposals.</p> <p>We found both Consultants to be very well qualified and able to complete the project within the budget available. After the detailed review of the two proposals in accordance with the evaluation criteria included in the request for proposals, we recommend that Stantec be hired to complete our Infrastructure Management Plan.</p>		
Proposed by:	Allan Kendrick, Director of Infrastructure Services		
Correlation to Municipal Sustainability Plan			
Benefits:	The Consulting Services will include an overview of the Town's infrastructure to assess the existing conditions and ability to meet future demands. The main focus is to provide a detailed document to assist Council and Staff to prioritize the Capital Financing and Servicing needs within the Town. To develop Asset Management Plans for all Town owned infrastructure, water systems, wastewater systems, stormwater systems, roadway systems, buildings and equipment.		
Disadvantages:	None		
Alternatives:	Council reject all proposals		
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	\$250,000
Budget Available:		Source of Funds:	MSI Grant Project approved CAP5934
Budget Cost:		Under budgeted Cost:	Once, awarded, the scope of the project will be further defined through discussion with the engineers and tailored to ensure desired outcomes are met. Total cost of the project not to exceed the funding amount approved under MSI grant.
Communication Strategy:	Affected parties will be notified.		

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Agenda Item # 8.1.1

Recommendations:	Council award the contract for the Consulting Services for an Infrastructure Management Plan to Stantec.		
Report Writer:	Allan Kendrick	CAO:	R. M. Romanetz
Position:	Director of Infrastructure Services		





REQUEST FOR PROPOSALS

TO PROVIDE CONSULTING SERVICES FOR AN INFRASTRUCTURE MANAGEMENT PLAN

Issue Date: November 27, 2014
Prepared By: Town of Drumheller
Infrastructure Services
224 Centre Street
Drumheller, AB
T0J 0Y4

Director of Infrastructure Services
Allan Kendrick
(403) 823-1308

akendrick@dinosaurvalley.com

1.0 INTRODUCTION

The Town of Drumheller is intending to acquire Consulting Services necessary for development of the Town's Infrastructure Management Plan which would include all assets within the municipal limits.

Qualified firms with requisite experience in the supply and delivery of services are invited to submit their qualifications outlining their experience, deliverables, work capabilities, performance, warranty and overall projected cost in compliance with the specifications of this specific RFP document.

2.0 GENERAL INSTRUCTIONS

21 SEALED PROPOSALS

All proponents shall submit sealed proposals, marked on the outside of the envelope as follows:

TOWN OF DRUMHELLER - INFRASTRUCTURE STUDY

**Attention: Ray Romanetz, CAO
Town of Drumheller
224 Centre Street
Drumheller, AB
TOJ OY4**

Please note that Allan Kendrick is the primary technical contact for questions during the submission process. He can be contacted via email (akendrick@dinosaurvalley.com) or by telephone or fax (Tel: 403-823-1312 OR Fax: 403-823 8006). To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this document shall be submitted in writing (email form is acceptable).

22 CLOSING DATE/TIME

Sealed and marked proposals will be received no later than **December 17th, 2014, 2:00pm local time**. Proposals will be opened publicly at Town Hall Council Chambers 224 Centre Street, Drumheller, AB.

2.3 SUBMISSION REQUIREMENTS

The proponent shall submit two (2) sealed and duly executed copies of the completed proposal document, including any additional proposal specific information by the closing date/time.

2.4 FIRM IDENTIFICATION

Each proposal shall contain the full legal name of the proponent and be duly signed by a person with binding corporate authority.

2.5 ACKNOWLEDGEMENT

The proponent acknowledges and confirms that their proposal is based entirely on the terms, specifications, requirements and conditions laid out in the RFP document, or as otherwise established through any formal addenda issued relative to this RFP.

2.6 ACCEPT OR REJECT PROPOSALS

The proponent is advised that the Town of Drumheller reserves the right to reject any or all proposals. The Town may also, at its sole discretion, award the proposed work to other than the lowest price proposal. The contract will be awarded to the firm which is most advantageous to the Town. The proponent is advised that failure to satisfy any term or condition of this RFQ may result in the rejection of said proposal. Further, any proposals not properly signed/dated, proposals received after the closing time/date, proposals that contain restrictions and/or provisions, proposals completed in pencil, bids with incomplete calculations, proposals lacking required information, will be rejected as incomplete.

2.7 FREEDOM OF INFORMATION

The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the provisions of the Alberta's Freedom of Information and Protection of Privacy Act (the FOIP Act). This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

2.8 AMENDMENT OR WITHDRAWAL OF PROPOSALS

The proponent may amend or withdraw their proposal prior to the closing date and time by submitting a clear and detailed written notice to the primary contact via fax, mail or PDF format via email. All proposals become irrevocable after the closing date and time.

2.9 NEGOTIATIONS

Proponents are advised that the Town may negotiate terms, conditions, or alterations to the services specified directly with the successful firm.

2.10 ACCEPTANCE OF PROPOSAL

Upon acceptance, the proponent agrees to the supply of services as specified in this RFQ immediately upon Notice of Award to the successful proponent, or as agreed between owner and proponent.

2.11 PROPOSAL EXPENDITURE

The Town will not reimburse any proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Town.

2.12 PROPOSAL PRICE

The proposal shall include an Order of Magnitude project cost based on the scope outlined. Any proposed additions or deletions to the scope of the project including estimated costs must be identified in the proposal. All proposals shall show any applicable tax as a separate line item (i.e. GST).

2.13 ADDENDA

In the event that questions/responses to this RFQ require amendments or modifications to the original document, such amendments shall be advertised on the Town's Corporate Website (www.dinosuarvalley.com). It is the proponent's sole responsibility to review the aforementioned website for any amendments/modifications to this RFP.

3.0 SCOPE OF SERVICES

The Consulting Services are expected to include, but are not limited to the following:

- An overview of the Town's infrastructure to assess the existing conditions and ability to meet future demands. The main focus is to provide a detailed document to assist Council and Staff to prioritize the Capital Financing and Servicing needs within the Town.
- Upon project startup, the Town will supply any relevant engineering studies, master plans and infrastructure inventory for the use of by Consultant. The Consultant shall meet with Town Administration on a scheduled basis to review findings and receive input or further direction.
- Financial evaluation for each area reviewed, provide prioritized rehabilitation / replacement programs complete with various budget scenarios and also including fee schedules required to support the requirements.
- Reporting requirements will include a summary report of conditions and budget requirements.
- Develop Asset management plans for all Town owned Infrastructure, water systems, wastewater systems, stormwater systems, roadway systems, buildings and equipment.
- Develop capital costs with acreages' assessments / offsite levies recommendations complete with growth scenarios of 1 and 3 percent.
- Prepare an offsite levy bylaw based on the above review for Council's review and approval.

The expected time to complete this work would be by May 15th, 2015

STATEMENT OF UNDERSTANDING

A statement of understanding with respect to the scope of work involved and the methodology proposed to complete the assignment shall be included as part of the proposal. Provide a short discussion on the approach to the undertaking the assignment, the project initiation and evolution, planning objectives and associated timelines, and the essential concepts and their methodology.

The information provided in this section is not intended to comprise a detailed scope of services, but is intended to provide general information to firms wishing to submit proposals. It is the intent of the Town to draw upon the expertise and experience of firms submitting proposals as to their recommendations of specific work tasks required to accomplish Town goals. The actual scope of service will be determined by mutual consent between the Town and selected consultant.

4.0 PROPOSAL REQUIREMENTS

4.1 PROFESSIONAL INFORMATION

Proposals must include information of a general nature on the firm and current total staffing and clients of the firm. As well as a listing of projects that includes similar scope of services. For comparative purposes, proponents are requested to describe their experience and resources as it relates to the services being provided.

In addition, specific information shall be included with respect to key personnel who are proposed to be utilized to satisfy the Town's needs including:

- Name and credentials
- Training and experience
- Position and area of specialization in the firm
- Individual fee scale

For any area described within the Scope of Services section that the firm is unable to provide internally, the above mentioned must also be provided for any consultants who are proposed to be used on behalf of the proponent.

All proposals shall include a detailed description of all professional fees and other costs and recommended method of billing and payment. An estimated Order of Magnitude shall be submitted with a price and hourly breakdown. Where applicable, proposals must include all taxes, rates and charges applicable at the time the proposal is awarded.

4.2 REFERENCES

A minimum of three (3) references indicating the name of the contact person, phone number(s), and position within the organization must be submitted with the proposal.

5.0 AWARD AND COMPLETION

5.1 EVALUATION CRITERIA

Proponents will be evaluated according to the following factors:

1	Qualifications of professional personnel to be assigned to projects:	25%
2	Availability and capability to meet work requirements as assigned:	25%
3	Familiarity with the Town's existing infrastructure:	15%
4	Related experience on similar projects:	10%
5	Project methodology and estimated project costs	25%

5.2 PROPOSAL AWARD

We wish to thank all interested parties for participating in this tender process, and look forward to working with the successful proponent in the immediate future. The Town expects to be in a position to select by mid January, 2015.



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.2



Request for Decision

Date: April 2, 2015

Topic:	NAMING OF ROTARY PARK		
Proposal:	Council, at their Committee Meeting of March 16 th , discussed the Rotary Club of Drumheller's request to name the entire green space in front and to the west of the Aquaplex that includes the water fountain and the kiddies spray area as "Rotary Park". The Rotary Club has been part of the community for 94 years and has made considerable contributions to the park. The Rotary Club will provide signage. The area behind the Aquaplex / Arena will remain as Centennial Park and is signed accordingly in 1967.		
Proposed by:	Rotary Club of Drumheller		
Correlation to Business (Strategic) Plan			
Benefits:	<ul style="list-style-type: none">• Rotary Park will be a legacy to the club's significant contributions to the community.• Rotary Club wishes to concentrate its efforts on improving the park experience with possible improvements and expansion of the spray park.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	There would be no cost to the municipality.		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the naming of the entire green space in front and to the west of the Aquaplex that includes the water fountain and the kiddies spray area (as identified in red on the attached map) as "Rotary Park".		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz	1
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Rotary Club of Drumheller

Box 1331, Drumheller, Alberta T0J 0Y0

Mayor and Council
Town of Drumheller

Re: Naming of park

Dear Sir/Madam:

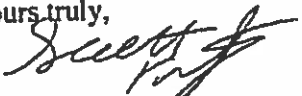
As a part of the community for 94 years, the local Rotary Club requests Council's consideration in naming the park including the water fountain and Kiddies Spray Park to Rotary Park.

There are many reasons why this request seems appropriate:

- Today, the large majority of the public refers to it as Rotary Park.
- Rotary has been concentrating many of its efforts in this area which include the Kiddies Spray Park - the outdoor children's skating rink and the community clock. Recently the club was granted large decorative metal flowers from the Royal Tyrrell Museum. We, in turn, have offered them to the Town for possible placement on the exterior of the new water slide.
- Rotary's involvement in the park area dates back many years. The club funded the pedestrian underpass at the south end of the bridge. In earlier years, Rotary managed the arena and outdoor swimming pool - even housing what is believed to be the first public display of dinosaur bones, known as the W.R. Fulton collection.
- In future, the club wishes to concentrate its efforts on improving the 'park experience' with possible improvements and expansion of the spray park.

We thank Council for consideration of this request and look forward to working with the Town in future endeavors.

Yours truly,


Scott Kuntz, President
Rotary Club of Drumheller.

Mayor Terry Yemen - Request from
Rotary Club of Drumheller re Naming

ROTARY FOUR-WAY TEST "Of the things we Think, Say or Do"

Page 30 of 32

1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOODWILL and BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned?