

Town of Drumheller COUNCIL MEETING AGENDA

May 19, 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 2.1 Proclamation - Public Works Week May 17 - 23, 2015

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4-12 5.1.1 Regular Council Meeting Minutes of May 4, 2015

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

13-29 5.2.1 Municipal Planning Commission Minutes of February 5, 2015
Municipal Planning Commission Minutes of February 11, 2015
Municipal Planning Commission Minutes of February 17, 2015
Municipal Planning Commission Minutes of March 12, 2015
Municipal Planning Commission Minutes of April 2, 2015

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
30-34	8.1.1 RFD - Street Improvement Program Tender Award
35-38	8.1.2 RFD - 10th Avenue Development Tender Award
39-40	8.1.3 RFD - Energy Associates International - Energy Requirements
	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

PROCLAMATION
"Public Works Week"
May 17 - 23, 2015

WHEREAS: Public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of Drumheller; and

WHEREAS: Such facilities and services could not be provided without the dedicated efforts of public works staff, professionals and administrators who are responsible for building, operating and maintaining the public works systems that serve our citizens, and

WHEREAS: It is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities.

NOW,

THEREFORE: I, Terry Yemen, Mayor, do hereby proclaim **May 17 – 23, 2015** as **"Public Works Week "** in the Town of Drumheller.

Mayor Terry Yemen

**Town of Drumheller
COUNCIL MEETING
MINUTES**

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



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 CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: Director of Infrastructure Services A. Kendrick

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:35 PM.

2.0 MAYOR'S OPENING REMARK

Mayor Terry Yemen congratulated the organizers for hosting two successful events: Nacmine Recognition of Volunteers held on May 1st and the MS Walk on May 3rd.

3.0 PUBLIC HEARING

Mayor Yemen called the public hearing to order at 4:37 PM.

He advised that the public hearing was being held to consider Bylaw 05.15 being a bylaw of consolidated amendments to Land Use Bylaw 10.08.

He asked Brad Wiebe – Planning Director – Palliser Regional Municipal Services to provide his report.

B. Wiebe, PRMS provided an overview of his the planning report dated May 4, 2015. He stated that the Town's Land Use Bylaw continues to be reviewed with specific concerns being addressed over time to ensure the rules and regulations for land use and development provide an appropriate framework for related decision making. The proposed amendments have been researched and developed over many months and reviewed by the Municipal Planning Commission.

“Significant LUB Sections under review include:

Secondary Suites – the ability to allow detached secondary suites in rear yards either above detached garages or as separate detached suites that meet all other LUB requirements (parking, floor area, character and appearances, etc.).

Medical Marijuana Production Facility – definitions, regulations and districts where the use may be considered as a discretionary use. B. Wiebe explained that in addition to the Town's requirements, there is a lengthy federal government process to obtain a license to operate a facility.

Part 3. Development Permit Application and Decision

- *More comprehensive list of planning and development considerations when a discretionary use is applied for.*
- *Changes to the relaxation / variance abilities of the MPC – removal of the list of when the MPC may relax beyond 20% of the standards and regulations – this has become onerous and confusing over time – implementation of a more useful set of guidelines for relaxations.*

R-1a District – addition of two unit dwellings as a discretionary use – the narrow lots in these areas tend to restrict redevelopment abilities – this should assist in increased options for redevelopment without increasing the density. B. Wiebe explained that there have been issues with development as some parcels may only have a 25 ft. frontage and with the current 4 ft. side yard requirements, there is little room to rebuild. This amendment proposes that a requirement for only one 4 ft. side yard; this would allow an extra 4-5 ft. of development area.

Industrial and Commercial Development / Physical Environment – addition of other common assessment reports that may be required by the Development Authority if determined necessary to properly evaluate the application and any potential risk factors and mitigation requirements and environment considerations listed to assist in the evaluation of applications. B. Wiebe explained that the requirement for reports already exists however the amendment tries to increase the list of usual reports that could be requested from the MPC. He further explained that when an application is put forward, the development authority determines what level of information they require in order to make an informed decision.

Signs – addition of a section / definition specific to wall signs. B. Wiebe explained that this amendment results from a recent appeal regarding a wall sign and the need for more specific regulations.

Mayor Yemen asked if there were any items of correspondence to be read into the record. Secretary, L. Handy advised there were no items of correspondence.

Mayor Yemen asked if there were any questions from Council.

Councillor T. Zariski stated that the RCMP would like to be involved when and if an application comes forward for a marijuana production facility.

Councillor J. Garbutt stated that he would hold his questions to 2nd and 3rd reading of the Bylaw.

Mayor Yemen stated that there were no members from the public to speak to the amendments.

Mayor Yemen closed the Public Hearing at 4:50 PM.

4.0 ADOPTION OF AGENDA

MO2015.73 Hansen-Zacharuk, Shoff 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 April 20, 2015

Special Council Meeting Minutes of April 27, 2015

MO2015.74 Garbutt, Zariski moved to adopt the regular Council Meeting minutes of April 20, 2015 and the Special Council Meeting minutes of April 27, 2015 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 06.15

R. Romanetz presented Bylaw 06.15 and advised that he did a comparison to last year's mill rate and noted that the assessment changed from 941,996,590 in 2014 to 958,764,100 in 2015 with a tax rate of .0071940 for residential and 0.01176950 for non-residential . On average, the municipal portion of the tax bill will reflect a 2% increase. He asked Director of Corporate Services, B. Miller to provide her comments. B. Miller stated that the 2015 Operating Budget approved by Council on February 23, 2015 detailed a 2% increase to the municipal property tax requisition. The 2015 Alberta School Foundation Fund (ASFF) requisition increased by 1.67% however, due to assessment growth, most residential ratepayers will see a decrease in the ASFF levy amount on their tax notice. The 2015 Drumheller and District Seniors Foundation requisition increased by 9.3%.

MO2015.75 Shoff, Kolafa for first reading to Bylaw 06.15. Carried unanimously.

MO2015.76 McMillan, Hansen-Zacharuk for second reading to Bylaw 06.15 Carried unanimously.

MO2015.77 Shoff, Kolafa moved no objections to third reading. Carried unanimously.

MO2015.78 Zariski, McMillan for third reading to Bylaw 06.15. Carried unanimously.

8.1.2 Bylaw 07.15

R. Romanetz advised that the supplementary assessment is prepared for properties that are being constructed, however not yet finished in the calendar year. He noted that this has been a common practice in past years for the Town to adopt a supplementary assessment. He recommended Council pass all three readings.

MO2015.79 Shoff, Garbutt for first reading of Bylaw 07.15. Carried unanimously.

MO2015.80 Kolafa, Hansen-Zacharuk for second reading. Carried unanimously.

MO2015.81 Hansen-Zacharuk, Shoff moved no objections to third reading. Carried unanimously.

MO2015.82 Zariski, McMillan for third reading of Bylaw 07.15. Carried unanimously.

8.1.3 RFD – Drumheller and District Solid Waste Management Association Agreement and Bylaw

R. Romanetz advised that last fall Council was briefed on proposed changes to the DDSWMA Agreement and Bylaw. He explained that as indicated in the RFD, the agreement dates back to 1979 and last reviewed in 1989. He further explained that due to concerns expressed with some wording of the agreement and bylaw was outdated, a Committee was formed to do a detailed review. Proposed changes were recommended to the board and each member was asked to provide an overview to their Council and to provide a motion of acceptance. He explained that an area of significance change allows for the Association to consider financially assisting member municipalities with capital upgrades based on extenuating circumstances and on a case by case basis. Generally, the ongoing responsibility for maintenance of the site lies with that community in partnership with the rural municipality. He further explained that one example of extenuating costs was associated with the repair of a transtor site due to

substantial damage to ground water elevation caused by Mother Nature. The site required considerable engineering and reconstruction and the board agreed to finance these costs. Other changes relate to the elimination of the former recycling board. He stated that when the Association was originally formed, there were limited assets and funds. Today, the Association has financial plans and reserves in place and its current operations reflect an organization that has matured over the years.

MO2015.83 Shoff, Garbutt moved to approve the Drumheller and District Solid Waste Management Association Agreement and Bylaw update as presented.

Clarification from Council:

Councillor J. Garbutt referred to Clause 3.22 and noted that there is a 15 month notice to withdraw from the Association and questioned whether there is need for some sort of opt out provision, especially in light of the majority decision to use Drumheller dollars to fund private research (SAWEA). R. Romanetz advised that there is an opt out clause based on a five year term. He further advised that due to commitments and agreements with Provincial government, the intention is that members have to give notice within five year segments to ensure there is no impact on the financial stability of the organization.

Councillor J. Garbutt referred to Clause 6.1.4 and questioned the revenue from the lease agreement with the Town for the use of the landfill site. R. Romanetz advised that the lease has not been entered into yet. He explained that the original agreement reflected that the Town continues to own the property while the landfill is responsible for the ongoing maintenance. The need for the lease agreement is due to the fact that the Town's Water Treatment Plan is located in the area and it is the proposed site for a new Town shop. The Town will put together a lease that clearly outlines the area as part of the approval with the Province, the Association's responsibility and what the Town controls so that the Town's ability to conduct other functions are not limited. He further explained that the purpose of the lease is not for revenue, but to ensure clear expectations of responsibility are in place.

Vote on Motion: Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

RFD – Travel Drumheller Agreement

P. Salvatore advised that changes have been incorporated as recommended by Council and in collaboration with Travel Drumheller. He further advised that Travel Drumheller has passed a motion accepting the agreement in its current format on April 22, 2015. He further advised that the agreement provides for long term sustainability for Travel Drumheller. R. Romanetz advised that considerable time has been spent in reviewing the document with the Town's Solicitor and in comparison with other communities. He further advised that from the Solicitor's opinion the document is intended to serve from a

regulation point of view and not an indirect taxation. The intention is that the agreement will serve as the basis on how the two organizations will work together with opportunities to amend as required.

MO2015.84 Garbutt, Hansen-Zacharuk moved to approve the agreement with Travel Drumheller as presented.

Clarification on Motion:

Councillor T. McMillan referred to Clause 9.2 and questioned why the legal action is not a 50%/50% split. R. Romanetz advised that the structure was modeled after the Banff agreement however if someone challenges municipal bylaws, the town is responsible for 100% of the legal costs. The 70%/30% split is a fair assessment as the Town should assume the greater costs.

Councillor S. Shoff referred to Clause 7.1 and questioned if there would be political or administrative representation. R. Romanetz advised that either political or administrative representative would be acceptable as directed by Council.

Councillor S. Shoff referred to the CAO's Quarterly Report under tourism levy and questioned if campgrounds would be eliminated as discussed in 2016. R. Romanetz advised that the current Travel Drumheller agreement excludes campgrounds and changes will be considered if directed by Council.

Councillor J. Garbutt referred to Clause 3.2 and questioned why the Town is selecting the third party agent as authorized by the CAO. P. Salvatore stated that given that the Town has the burden of collecting the fees that it would be afforded to the Town to make that selection and have a check and balance on that process.

Councillor J. Garbutt referred to Clause 3.6 and stated that he is opposed that the dollars collected cannot be used for the construction of infrastructure and other municipal programs.

Councillor J. Garbutt referred to Clause 3.7 and questioned why GST is added to the annual compensation paid. B. Miller explained that the Town would have to pay GST as in the case of any service engaged by the Town, if that service is greater than \$30,000. She further explained that the Town would be reimbursed this amount.

Councillor J. Garbutt referred to Clauses 8.1 and 8.2 which speaks directly to jurisdiction on the notice clause and questioned why the Town must provide twelve consecutive months notice to make changes to the Travel Drumheller agreement. He further stated that it is Council's jurisdiction to set its agenda as it sees fit based on what Council is responsible for, especially in light that there are other escape clauses. He requested that Clause 8.2 be amended or removed.

Council agreed to the following amendment:

MO2015.84A Garbutt, Hansen-Zacharuk moved to approve the agreement with Travel Drumheller as amended to Clause 8.1 "The Town shall not implement any changes to the Schedule "B" Business License Fees for business Licenses without first consulting with *Travel Drumheller*" and Clause 8.2 to be removed.

Vote on Motion:

In Favour – Yemen, Garbutt, Kolafa, Hansen-Zacharuk, Zariski

Opposed Shoff, McMillan

Carried.

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

9.1 CAO's Quarterly Report to March 31, 2015

Questions from Council:

Downtown Revitalization – the plan is to relook at the Urban System plans and get feedback from all groups on the next project / enhancements / directional signage; the Downtown Merchants will be setting up a stage during the summer months and other activities that will complement the downtown core.

EC water fill station will be landscaped following the Town's Annual Spring Cleanup.

Waterslide – the Town is finalizing modifications to meet provincial requirements.

Fountain – a consultant has been hired to design procedures that meet AHS requirements and will include a chlorination and filtration system. The intention is to review the situation with the local health inspector and ask for approval to operate with chorine only this summer until the design is finalized and put in place for next year.

9.2 Director of Infrastructure Services' Quarterly Report to March 31, 2015

9.3 Director of Corporate Services' Quarterly Report to March 31, 2015

9.4 Director of Community Services' Quarterly Report to March 31, 2015

9.5 Director of Protective Services' Quarterly Report to March 31, 2015

10.0 PUBLIC HEARING DECISIONS

MO2015.85 Shoff, Hansen-Zacharuk for second reading of Bylaw 05.15.

Questions from Council:

Councillor J. Garbutt stated that he requested research on whether the language for Section 75(b) is common to other municipalities - *"Each application for industrial or commercial development shall be accompanied by the following information completed by a certified professional, as deemed necessary by the Development Authority"*. R. Romanetz advised that he spoke with B. Wiebe and requested him to speak to this matter during the public hearing. He further advised that B. Wiebe has looked at a number of bylaws and the language is consistent with other communities. He explained that the discretion for requesting reports lies with the development authority and an applicant would be asked to provide reports that are relevant in the decision making process.

Councillor J. Garbutt asked the costs of these reports. He further stated that the perception is that the Town is not business friendly and if a developer is asked to

provide costly reports this may prevent them from doing business in Drumheller. R. Romanetz stated that the cost would be dependent on how in depth the report would be.

Councillor J. Garbutt referred to Section 78 and questioned the cost of an environmental report. Councillor T. Zariski stated that MPC's viewpoint is if a business has potential to be an environmental risk to the population then an environmental assessment and mitigation plan would be requested. He further stated that the cost of these reports would be proportional to the environmental impact. Councillor J. Garbutt stated that the issue is expecting a voluntary body to know when a report should be required and the significant costs related to these reports for the developer. R. Romanetz explained that when determining whether an assessment is required, the initial process is reviewing the records already available to the municipality and the costs to that would be nominal but if there is soil contamination, testing and drilling of holes costs can be substantive. He further stated that it is not the Town's intention to ask for something unreasonable but to support the decision making process. P. Salvatore stated that the cost of due diligence is borne by the applicant. Councillor J. Garbutt stated that if the perception is that Drumheller is more difficult to do business with, and the Town has no idea of the nature of the report costs, the case has not been made for adding these amendments.

Vote on Motion:

In favour – Yemen, Zariski, Kolafa, Shoff

Opposed – Garbutt, Hansen-Zacharuk, McMillan

Carried.

MO2015.86 Zariski, Kolafa for third reading of Bylaw 05.15.

In favour – Yemen, Zariski, Kolafa

Opposed – Garbutt, Hansen-Zacharuk, Shoff, McMillan

Defeated.

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 6:14PM.

Mayor

...

Chief Administrative Officer



Municipal Planning Commission Minutes Meeting of Thursday, February 5, 2015

Present: Cindy Woods, Development Officer
Brad Wiebe, PRMS
Tom Zariski, Councillor/Member
Donna Kittridge, Recording Secretary
Sharon Clark – Vice Chair
Scott Kuntz, Member
Paul Salvatore, Director of Community Services
Sharel Shoff, Councillor/Member
Shawn Francis, Chairperson

Absent: Stacey Gallagher, Member - with regret
Clayton Gillis, Member – with regret

1.0 CALL TO ORDER – 12:12 P.M.

Motion to Approve Agenda: Scott Kuntz
Seconded by Sharel Shoff - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

Thursday, January 22, 2015

Motion: Sharel Shoff moved to approve the minutes of January 22, 2015 as presented.
Seconded by Scott Kuntz – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00002-15D – Shane Young – Renovation of SFD (Flood Damage) – “CS”

C. Woods presented Development Permit T00002-15D submitted by Shane Young for renovation of a Single Family Dwelling located at 2705 North Dinosaur Trail on Plan 3715DQ; Drumheller. Zoning is Community Service District. Single Family dwellings are not listed as either a permitted or discretionary use in this district.

C. Woods advised this property is located in Midland Provincial Park and the renovations are to repair flood damage received in 2005 and 2013. The house had been deemed uninhabitable due to severe structural damage to the foundation. The applicant wishes to lift the house and place it on stilts or piers without a basement. The only change in the footprint would be the removal of the existing deck and replacement in a location that does not encroach into the park. This application has been circulated to the Alberta Parks authority as the property is surrounded by parkland which they state must be preserved in its natural condition. There can be no alteration or maintenance of the natural space surrounding the property. Access to the property has been granted by Alberta Parks. MPC discussion addressed the creek bed going through the property line, issues of flooding, private sewage and what steps are being taken to address the collapse of the basement. The issue of plumbing and sewer, how it will be set up was one topic of concern. The private sewage needs to be up to date and the



plumbing and gas lines should be placed on the north side of the house away from the creek. C. Woods noted they will need to meet all Safety Code requirements.

MPC tabled this application until confirmation of plumbing, gas and placement.

3.2 T00003-15D – Andrew Ng – Retail/Residential – “DT”

C. Woods presented Development Permit T00003-15D submitted by Andrew Ng to occupy a Retail clothing store and a residence located at 285 1 Street West on Plan 7710AP; Block 23; Lots 12, 13 & S of the N 6' of 14, Drumheller. Zoning is “DT” – Downtown Transition District. All uses are discretionary in this district.

C. Woods advised the applicant applied 2 – 3 years ago to develop this building into a restaurant and residential apartments. In order to meet Safety Code requirements, the owner was required to submit architectural and mechanical engineered drawings which proved to be cost prohibitive. The current application provides accommodation for only one residence, accessory to a principal commercial use. The parking plan meets the requirements of the current Land Use Bylaw.

MPC discussed the application and queried the parking, where the entrances are and would there be any problems if the owner decided to change to a restaurant/cafe in the future. C. Woods stated the applicant would require development approval and meet the requirements of the building code as well as the regional fire and health authorities.

T. Zariski noted that when we have people wanting to buy and improve buildings in Drumheller it is a positive and we should definitely try to work with these people to help them be successful.

Motion: Tom Zariski moved Development Permit T00003-15D submitted by Andrew Ng to occupy a Retail clothing store and a residence located at 285 1 Street West on Plan 7710AP; Block 23; Lots 12, 13 & S of the N 6' of 14, Drumheller be approved subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.



11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Outdoor storage shall be screened from view by fencing and landscaping to the satisfaction of the Development Authority. Where the site abuts a residential district, visual screening to a minimum height of 1.5 m (5 ft.) shall be provided.
13. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
Annual Business License is required.

Sharon Clark seconded the motion. – Carried

3.3 T00107 – 14D – 1066483 Alberta Ltd. – Storage Unit – “HWY-C”

C. Woods presented Development Permit T00107-14D submitted by 1066483 Alberta Ltd. to Occupy as Newspaper Distribution (Retail Space) and Placement of an Accessory Building located at 704 – Highway 9 South on NW Sec 1 Twp 29 Rng 20 W4, Drumheller. Zoning is Highway Commercial “HWY-C” District. Retail Stores are a discretionary use in this district.

C. Woods advised this permit is being submitted on a legal lot separate from the Drumheller Mail located at 515 Hwy 10 East. The applicants initial application was proposed for placement of a standalone storage unit without a principal commercial use as required in the current Land Use Bylaw. This application has been revised and is now being submitted to occupy Newspaper Distribution (Retail) and Placement of an accessory building as noted in the email.

MPC discussion followed and C. Woods asked for members to describe the use as they understand it as per the bylaw. S. Francis noted there were two issues that came up through the discussion, one that an environmental assessment needed to be done and second where the storage building could be best placed on this property. The building currently in place is an old gas station and as there are people working in these buildings we would like to see the site assessment.

MPC tabled this application until an Environmental site assessment is provided.

4.0 Palliser Regional Municipal Services

B. Wiebe explained Land Use Bylaw Amendments describing new items not yet discussed and items that have been added or changed;

1. Multiple Unit definition amendment – changed from one (1) or more to two (2) or more units.
2. Mural – definition added
3. Storage units – adding to land use for discussion – should they be removed from the Hwy-C district – MPC members agreed

Documents attached.



5.0 Other Discussion Items

C. Woods brought new information forward in regards to the Platinum Chemical application for chemical storage in the M-1 area. Advisory letters were sent to all three companies advising them of the requirement of the Development Permit that must include a Risk Based Assessment by a qualified professional as recommended by the MIACC. C. Woods will provide MPC members with a copy of the letter sent. Administration continues to meet and work with the existing hazardous materials occupants in M-1 areas to have the reports completed and development permit applications submitted with complete information for MPC review and decision.

The occupants were given a time frame to comply with for development permit application submissions including the risk based assessment as part of the complete application requirements as per the letter.

C. Knight requested a meeting with administration and proposed to redesignate the Platinum Property to M-2 Medium Industrial and remove the previous amendment of Hazardous Materials Storage as a discretionary use in M-1 Light Industrial. This request was discussed with MPC.

6.0 Adjournment – Meeting adjourned by S. Clark at 1:45 pm.

Chairperson

Development Officer

Attachments:

- Land Use Bylaw Amendments # 10 – 08 with additions and changes.



Municipal Planning Commission MINUTES

Online Review of Application Wednesday, February 11, 2015

Respondants;

Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Cindy Woods, Development Officer
Donna Kittridge, Recording Secretary
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member

1.0 ON LINE REVIEW OF APPLICATION – February 11, 2015 8:45 am

Development Permit T00107-14D submitted by 1066483 Alberta Ltd. for a placement of a Storage Unit located at 704 – Highway 9 South on Sec. 1; Township 29; Rng. 20. Zoning is "HWY – C". Storage Structure – accessory to a commercial use are discretionary in this district.

Bob Shetty has provided an environmental site assessment for the property located at 704 Highway 9 South. This application was tabled at our last MPC meeting to determine if the property was suitable for development (we had agreed to approve via email once this had been confirmed). The attached documents confirm the property has been cleaned to Level II (commercial) and is suitable for this development as defined by Alberta Environmental Protection. I have attached the original application and documents received from Mr. Shetty as well Alberta Sustainable Resource and Development's website for your review.

Please note the LUB has minimum side yard setback requirements of 10' from the property line in Hwy-C. Mr. Shetty is requesting a relaxation to the right side yard setback. As he owns both lots and the storage unit is not a permanent structure I do not have any concerns with this request.

Please let me know if you have additional questions or concerns and/or if you are in favour of the application.

Thank you,
C. Woods

Wed 2/11/2015 10:59 AM
I have no problem with the application.
Sharon

Wed 2/11/2015 11:34 AM
Looks good.
Tom Zariski

Wed 2/11/2015 11:31 AM
Excellent. Pleased to see that the appropriate geotechnical certificates were already in place. I support the application.
Thanks Cindy,
Shawn



Thu 2/12/2015 7:07 AM

Looks good, I support the application.

Sharel Shoff

Thank you for the feedback everyone. I can confirm the following;

Motion:

Sharon Clark, since you were the first to respond, we will record this as your motion

Development Permit T00107-14D submitted by 1066483 Alberta Ltd. for a placement of a Storage Unit located at 704 – Highway 9 South on Sec. 1; Township 29; Rng. 20. Zoning is "HWY – C". Storage Structure be approved, subject to the following conditions:

NOD

Second:

Tom Zariski providing a second. Carried

Thank you everyone for facilitating this request for review and response on such short notice

Thank you everyone. The email is adequate for approval, a copy of the minutes will be presented at the next meeting.

Cindy Woods

3.0 Adjournment of ON LINE REVIEW OF APPLICATION February 12, 2015 3:57pm

Chairperson

Development Officer

Attachments:

- ✓ UNDERGROUND STORAGE TANK REMOVAL
- ✓ CERTIFICATION LETTER REPORT



Municipal Planning Commission MINUTES

Online Review of Application Tuesday, February 17, 2015

Respondants;

Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Cindy Woods, Development Officer
Donna Kittridge, Recording Secretary
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member

1.0 ON LINE REVIEW OF APPLICATION - Tue 2/17/2015 10:16 AM

Development Permit T00002 54-D submitted by K. Shane Yount for a renovation of a Single Family Dwelling located at 2705 – North Dinosaur Trail on Plan 3715; Block DQ; Lot NW, Midland Park. Zoning is CS. Single Family dwellings are discretionary in this district.

We had tabled this application at our last meeting requesting more information on the location of water/sewer service lines. The applicant has provided revised drawings with the additional information (attached). Essentially the piers will be concealed within insulated posts. I have confirmed with our utility manager this will be enough to keep the lines from freezing if they install heat tape as well. Please let me know if you have any additional concerns and/or if you are in agreement to approve the application. If you would like additional information please let me know.

Thank you,
C. Woods

Tue 2/17/2015 3:57 PM

I would be in favor.

I would be interested in seeing some of the construction.

Tom Zariski

Tue 2/17/2015 3:36 PM

From what I can see it looks good, I would approve:)

Stacey Gallagher

Tue 2/17/2015 10:23 AM

I guess in some ways it is no different than people with mobile homes insulating their utility lines with properly applied heat tape.....so I would vote "approval"....however, would still like to know when the hoisting of the building and the installation of the supporting posts is scheduled to occur.....might just want to take a drive out to observe....
Sharon

Tue 2/17/2015 10:25 AM

Sounds like you have it covered I am fine with the application.

Sharel Shoff

May 22, 2014 9:37am

Great comments everyone, thank you for the feedback. I can confirm the following;



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 5.2.1



Motion:

Tom Zariski, since you were the first to respond, we will record this as your motion

Development Permit T00002 54-D submitted by K. Shane Yount for a renovation of a Single Family Dwelling located at 2705 – North Dinosaur Trail on Plan 3715; Block DQ; Lot NW, Midland Park. Zoning is CS, be approved, subject to the following conditions:

NOD

Second:

Sharel Shoff providing a second. Carried

Thank you everyone for facilitating this request for review and response on such short notice

Thank you everyone. The email is adequate for approval, a copy of the minutes will be presented at the next meeting.

Cindy Woods

3.0 Adjournment of ON LINE REVIEW OF APPLICATION February 18, 2015 3:57pm

Chairperson

Development Officer

Attachments:

- ✓ Application for Young Residence Drumheller 15-02-12 Revised Elevations



Municipal Planning Commission Minutes Meeting of Thursday, March 12, 2015

Present: Cindy Woods, Development Officer
Brad Wiebe, PRMS
Donna Kittridge, Recording Secretary
Sharon Clark – Vice Chair
Scott Kuntz, Member
Paul Salvatore, Director of Community Services
Sharel Shoff, Councillor/Member
Shawn Francis, Chairperson
Clayton Gillis, Member

Absent: Stacey Gallagher/member - with regret
Tom Zariski, Councillor/Member– with regret

1.0 CALL TO ORDER – 12:21 P.M.

Motion to Approve Agenda: Scott Kuntz
Seconded by Sharel Shoff - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

Not available for approval.

3.0 DEVELOPMENT PERMITS

3.1 T00008-15D – Wal Mart – Placement of Storage Container – “Hwy-C”

C. Woods presented Development Permit T00008-15D submitted by Wal Mart for placement of a Sea can for storage located at 1801 South Railway Avenue on Plan 1111835; Block 18, Lot 2 Drumheller. Zoning is Highway Commercial District. Storage structures are listed as a discretionary use in this district.

C. Woods advised this Sea can will meet all set back requirements and will be painted to match Wal Mart. There are two site choices provided for the location of the sea can at the back of the Wal Mart building. The sea can would be used to store fixtures when not in use in the store. This application is for one sea can only.

MPC discussion on the neatness and cleanliness of using a sea can as storage and were in favor of this application.

Motion: Scott Kuntz moved Development Permit T00008-15D submitted by Wal Mart for placement of a Sea can for storage located at 1801 South Railway Avenue on Plan 1111835; Block 18, Lot 2 Drumheller be approved.



1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of storage structure as per plot plan submitted.
4. A storage structure shall be for cold storage only and shall not be connected to utilities.
5. A storage structure shall not be used as a sign.
6. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
7. A storage structure shall be screened from view as required by the Municipal Planning Commission and/or may require exterior finishing to be in general conformance with the principal building or surrounding development.
8. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
9. Must 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.

Sharon Clark seconded the motion. – Carried

3.2 T00009-15D – Veronica McDonald – Residential – "SCR"

C. Woods presented Development Permit T00009-15D submitted by Veronica McDonald to demolish old buildings and move in a Manufactured home and build a garage located at 290 River Drive, East Coulee on Plan 3815FC; Block 5; Lots 43 & 44 , Drumheller. Zoning is "SCR" – Suburb Community Residential District. Manufactured Homes are discretionary in this district.

C. Woods advised this is non conforming, a circulation was done and only one very positive response was received, it was from Jerry & Paulie Paul. There is still work to do as East Coulee is in the Flood Fringe and there is an assurance that it will be 67.655 above the 1/100 Flood Hazard Area. Cindy advised the client was apprised of the incentive to replace demolished buildings and the client was happy to take advantage.

MPC discussed the application it was noted these are double lots that are consolidated. The plan meets all set backs.

Motion: Clayton Gillis moved Development Permit T00009-15D submitted by Veronica McDonald to demolish old buildings and move in a Manufactured Home and build a garage located at 290 River Drive, East Coulee on Plan 3815FC; Block 5; Lots 43 & 44 , Drumheller be approved subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Height of accessory building as per plans submitted and not to exceed 4.57 m (15 ft.).
3. External finished appearance to be compatible with exiting development and to the satisfaction of the Development Authority.
4. Contact Alberta One-Call to request that buried utilities are located and marked before you dig; secondary utilities are the property owner's responsibility. 1-800-242-3447 Alberta One-Call.
5. Subject to the requirements of Section 71 of Land Use Bylaw 10-08 governing Manufactured Homes.
6. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Copy of survey to be provided to the Town of Drumheller upon completion.



7. Existing Single Family Dwelling to be demolished prior to placement of manufactured home. A building permit is required prior to demolition.
8. All required Safety Codes Permits (building, electrical, gas, plumbing and private sewage) to be in place prior to placement of Manufactured Home and/or commencement of any construction or installations.
9. An over-weight/over-dimensional permit from Road-Data (1-888-830-7623) must be issued prior to relocating structures within the municipality.
10. All buildings located on the property shall be constructed so that all openings are above the 1:100 year flood levels. Documentation from Registered Alberta Land Surveyor required verifying elevations are met to be provided to the Town of Drumheller prior to placement.
11. Construction to adhere and meet the Flood Mitigation Measures of the Alberta Building Code Standata(s) issued by the Alberta Government and Safety Code Council dated August 15, 2013 and September 20, 2013 (copies attached). This includes but is not limited to all openings above the 1:100 flood levels, mechanical room located above the 1:100 flood level (furnace, hot water tank, electrical panel) and the installation of back flow prevention device. The developer will provide verification conditions have been met by inspection or a method suitable to the Development Authority.
12. If the holder of the permit wishes to make any changes that depart from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
13. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
14. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
15. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Sharel Shoff seconded the motion. – Carried

3.3 T00012 – 15D – Greene Construction – Garage – “R-1”

C. Woods presented Development Permit T00012-15D submitted by Greene Construction to remove an existing garage and build a new larger Garage located at 416 – 16 Street E, Plan 1427JK; Block 17; Lot 20 Drumheller. Zoning is Residential.

C. Woods advised this permit is being submitted by Greene Construction and a 15 % relaxation is required, the 840 square foot garage will be well below the size of the dwelling on the property. This building will not be taller than other buildings in the area. The required relaxation is within MPC authority.

MPC discussion followed and the application had no objections.

Motion: Sharel Shoff moved Development Permit T00012-15D submitted by Greene Construction to remove an existing garage and build a new larger Garage located at 416 – 16 Street E, Plan 1427JK; Block 17; Lot 20 Drumheller. Be approved.



1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan (Relaxation granted to 840 sq ft).
3. Height of accessory building as per plans submitted and not to exceed 4.57 m (15 ft.).
4. Construction to be in accordance with the Alberta Building Code.
5. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
6. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.
7. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
8. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
11. External finished appearance to be compatible with exiting development and to the satisfaction of the Development Authority.

Scott Kuntz seconded the motion – carried.

4.0 Palliser Regional Municipal Services

B. Wiebe explained Land Use Bylaw Amendments are still being worked on.

5.0 Other Discussion Items

Bohemia Developments Inc

C. Woods brought information forward in regards to Bohemia Developments Inc. – Concept Plan for Multi Family Condominium Unit development. B. Wiebe noted this final phase is going well. The road allowance would be realigned on the highway side. The apartment stile condo project would see three story units on the back side and two stories on the front. An application would be made to move the road to provide for parking. This proposal is very preliminary right now and they are trying to fit in as many units as possible with new amendments. There will not be any elevation drawings done until they have received a response to this proposal.

MPC discussion was very positive; these buildings will be for affordability and not just seniors or adult only units. There will be tiering with flower beds etc. This will be different that what's currently there. There is no current time line they are finishing phase two this year, set backs are an internal issue and will be the condo owners issue really. Parking will be a ways away but no parking will be on street. The general consensus is this development is seen to be a great step!



Proposed Development Downtown

An application for a proposed Professional Building to be developed downtown on a lot at 30 3 Avenue East has been submitted for approval. C. Woods has accepted payment for the plans a couple of days ago for a Massage / Physio building and C. Woods promised the neighbors on each side of this lot to bring concerns with this proposal to MPC. This lot has been vacant for quite some time and lots of inquiries have been made on it. A bit of history was shared in regards to this lot. R & J Flowers have concerns because of apartments rented out in the upper storey of her building have windows facing inside of lot which in the past had no windows. The theatre has a window and venting on the inside facing this lot. All inquiries on this lot wanted to build two storey buildings, the businesses on each side will have to make some adjustments and the apartments will need to move the windows to keep the apartments meeting code. C. Woods noted that there are no plans on file for the two apartments currently in place. The builder has met all site, height, use and parking requirements.

MPC discussion was very positive, beautiful building in proposed space; unfortunately this is a good example of problems that can arise when regulations are not followed in development for the buildings beside this proposal.

St. Anthony's Track Proposal

C. Woods shared information on a pending application for an Olympic sized track proposed for the St Anthony's School. The proposed track would encroach on a registered road plan. This road plan is essential for access

MPC discussion noted the school have changed the size of track they wanted and currently it would not fit in the proposed area. Land owned in to the hills would be maintenance prohibitive, run off would be an issue and undermining in this area is an issue. Issue to be monitored.

Media

An MPC member was approached at her office by a member of the media where they felt it would be inappropriate to contact individual members for comments on issues. Can there be a consensus or policy on having a spokesperson or delegate to handle these requests? A decision was made that anything of substance should be decided by MPC as a group and any media release should be done by the board as a whole or the chairperson.

MPC would like to thank and recognize the knowledgeable and professional support Cindy has given to her position as Development Officer for the Town of Drumheller. Cindy has grown within the town office starting from Utility clerk to Safety codes clerk and then into Development officer. We wish her the best of luck in her future endeavours.



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 5.2.1



6.0 Adjournment – Meeting adjourned by S. Francis at 1:25 pm.

Chairperson

Development Officer



Municipal Planning Commission Minutes Meeting of Thursday, April 2, 2015

Present: Paul Salvatore, Development Officer, Director of Community Services
Brad Wiebe, PRMS
Judy Quintin-Arvidson, Recording Secretary
Sharon Clark – Vice Chair
Stacey Gallagher/member
Tom Zariski, Councillor/Member
Shawn Francis, Chairperson
Clayton Gillis, Member

Absent: Scott Kuntz, Member – with regret
Sharel Shoff, Councillor – with regret
Donna Kittridge – recording secretary – with regret

1.0 CALL TO ORDER – 12:11 P.M.

Motion to Approve Agenda: Stacey Gallagher
Seconded by Sharon Clark - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

Approved prior minutes with the exception of March 12/2015 which was tabled.

3.0 DEVELOPMENT PERMITS

3.1 T00014 15D – Larry R. Speers –Construct New Building -Physical Therapy Clinic– “CB” Central Commercial

P. Salvatore presented Development Permit T00014 15D submitted by Larry R. Speers to build a new building, Physical Therapy clinic – Spears Health Clinics located at 30 – 3 Ave East on Plan 3099AD; Block 25, Lot 3 Drumheller, vacant lot. Zoning is Central Commercial District. Professional, financial and administrative offices are a permitted use.

P. Salvatore advised this development permit request meets permitted use and is brought to MPC as a result of the distribution to the neighbouring property, Joleen Powell. The property owner has concerns regarding the construction of the building covering up existing side windows on her property causing problems for access egress and the access to natural light.

MPC discussion agreed the new construction would be inspected and will conform to Safety Standards. They were in favor of this application.

Motion: Tom Zariski moved Development Permit T00014 15D submitted Larry R. Spears for construction of a new building located at 30 3rd Avenue East on Plan 3099AD; Block 25, Lot 3 Drumheller be approved subject to:



Town of Drumheller – Land Use Bylaw 10-08

(c) Minimum Requirements

1. Front Yard:

(a) None, except where deemed necessary by the Development Authority.

2. Side Yard:

(a) 1.5 m (5 ft.) adjacent to residential districts;

(b) No side yard is required where a firewall is provided, but if a side yard is provided it must be 1.2 m (4 ft.).

3. Rear Yard:

(a) 6.1 m (20 ft.) or as required by the Development Authority

(d) Maximum Limits

1. Site Coverage:

(a) 80%

2. Height:

(a) 13.7 m (45 ft.) unless otherwise approved by the Development Authority.

(e) Parking

1. Parking shall be provided in accordance with Section 52 unless otherwise determined by the Municipal Planning Commission while taking into account all sections of this Bylaw and any relevant statutory plans.

(f) Landscaping and Screening

1. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.

2. No outside storage areas of material and equipment.

3. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.

Clayton Gillis seconded the motion. – Carried

4.0 Palliser Regional Municipal Services

11 Bridges Campground would like to bring in 10 skid-shed houses to place in the campground for customers without camping equipment. The placement of these units, currently on site, will be in both the flood plain and flood mitigation (raised up) areas. They are easily movable. A video provided showed the quick removal of one of the cabins. Brad has suggested they provide a flood risk plan showing how they would move the units and the location of placement in the event of a flood emergency together with their development permit application.

We will have a discussion regarding RV's and flood plains – probably at the next meeting.

We are working on flood amendments for council. We will have a rezoning discussion at another meeting when there is time.



5.0 Other Discussion Items

John Goudy – non conforming 40x60 Garage with 22' Peak. This item is for discussion only as the actual application has not been received as yet. He has a Circus Tent on the property in a low spot which cannot be seen and will be staying. This is a big parcel and can be approved based on the size of the lot. The building will not exceed the requirements. He owns the land to the south and it is industrial to the north. Brad suggested the agreement about the buildings to the west on town land should be followed up as the agreement is unclear. It does not increase non-conformity. It will improve the property. The actual usage of the building will be specified on the application.

6.0 Adjournment – Meeting adjourned by S. Francis at 1:40 pm.

Chairperson

Development Officer



Request for Decision

Date: May 15, 2015

Topic: 2015 Street Improvement Program

Proposal:

Tenders closed for the above program at 2:00 P.M. May 7th 2015, with a total of 2 tenders received ranging from \$950,646.04 to \$960,005.50. The Engineer's construction estimate prepared prior to tendering was \$998,395.00. The total tender includes Capital, Operational items and Engineering. A summary letter and tender sheet from our consulting engineer is attached as information.

Proposed by: R.M. Romanetz

Correlation to Business (Strategic) Plan:

All bid items included in the tender were approved in the 2015 Corporate Plan.

Benefits:

Awarding of the contract to Metro Paving & Road Building Ltd. would allow for the priority street improvements identified in the 2015 Road Program to be completed.

Disadvantages:

Finance/Budget Implications:

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

Agenda Item # 8.1.1


Budget Available:	Town Schedule A & B	Program Costs:	
		Schedule A	\$641,016.62
		Schedule B	309,629.42
			<u>\$950,646.04</u>
Capital	\$800,000	Town Engineering	\$114,077.53
Operating	\$224,000	Total Project	<u>\$1,064,725.00</u>
			(rounded up)
		Total	
		Source of Funds:	
		MSI (SIP) Grant	\$480,000.00
		Reserves	120,000.00
		New Deal for Towns	200,000.00
		Capital replacement & Operations budgets	<u>264,725.00</u>
Total Town Budget	\$1,024,000	Total	<u>\$1,064,725.00</u>

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 2015 Street Improvement Program to **Metro Paving & Road Building Ltd** in the amount of \$950,646.04 not including GST.

Report Writer:	Corinne Macdonald	CAO:	R.M. Romanetz, P. Eng. 
Position:	Administrative Assistant Director of Infrastructure		

May 13, 2015

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: 60342485/402

**Regarding: 2015 Road Program for the Town of Drumheller
2015 Street Improvement Program (SIP) (Schedule A)
2015 Miscellaneous Rehabilitation Repairs & Related Work (Schedule B)**

Bids closed for the above-noted project at 2:00 p.m., May 7, 2015, at the Town of Drumheller office.

The attached summary spreadsheet lists the total original bid prices by the three bidders. The corrected low bid was submitted by **Metro Paving & Road Building Ltd. in the amount of \$950,646.04** for Schedules A & B. Please note Schedule A is the Street Improvement Program (SIP), and Schedule B is the Miscellaneous Rehabilitation Repairs & Related Work. In addition, we have enclosed a copy of the low bid (out of two bidders), Bid Bond and Consent of Surety for your information. We have also sent a copy of Brooks Asphalt & Aggregate (BAA) bid showing the corrections because at the time of the bid opening they were the low bid.

Upon review of the bids, the mathematics was checked and some major errors were found on Brooks Asphalt & Aggregate Ltd. These errors were major and affected the ranking of the two Bids submitted. The errors were very costly to BAA as it took them from low bid to high bid.

There was a very minor coping error on Metro Paving & Road Building Ltd. but only increased their bid by \$2.00.

Metro Paving and Contracting Ltd. also submitted a Bid Bond, Consent of Surety 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 2015 Road Program project utilizing the low bid are as follows:

<u>Town of Drumheller 2015 Road Program</u>		
<u>2015 Street Improvement Program (SIP) (Schedule A)</u>		
Contract Bid (including contingencies)	\$641,016.62	
<u>Miscellaneous Rehabilitation Repairs and Related Work (Schedule B)</u>		
Contract Bid (including contingencies)	\$309,629.42	
TOTAL ENGINEERING – DESIGN, TENDER and CONSTRUCTION for SCHEDULES A, and B (Engineering at 12% of the Low Bid Price)	\$114,077.53	
Total for the Town of Drumheller 2015 Road Program Projects, Construction and Engineering for (Schedules A & B)		\$1,064,725.00 Rounded up

The above engineering estimates assume construction to commence as soon as possible once approvals are in order and completion no later than October 31, 2015. Final engineering billing will be based on actual man-hours and expenses incurred.

The bid price for all schedules is approximately \$47,750.00 lower than the estimated price. This is mainly due to the utilization of the average of the bid prices from 2011, 2012, 2013 and 2014 to have uniform estimated prices for 2015.

The Asphalt Concrete Pavement is slightly lower than the 2014 price for overlays/wearing surface and the Concrete prices are approximately 11% higher than 2014. 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 two bidders and they all used different concrete subcontractors. Metro used their own concrete division.

Metro has not worked in the Town of Drumheller since the late 1990's but have worked for AECOM on other projects. AECOM firmly believes that Metro Paving and Contracting Ltd. are very capable of producing acceptable work and meeting the completion dates. The concrete division is staff from ASTY Concrete. They have now joined Metro and have completed work for the Town of Drumheller in 2010 and 2011 on the SIP projects and Badlands Community Facility. They are very agreeable to work with both AECOM and the Town's perspective. We therefore recommend awarding this project to **Metro Paving and Contracting Ltd.** subject to budgeting and contractor's scheduling.

Metro Paving has a June 15, 2015, commencement date however after expressing our concerns to them on some gas line replacements on two locations they may delay the start. This will be determined next week after they meet with the superintendents.

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

Encl.

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



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.2



Request for Decision

Date: May 14, 2015

Topic: Hillsvieiw 10th Avenue Development

Proposal:

Tenders closed for the above at 2:00 P.M. May 7, 2015. A pre-tender site meeting was held on May 4th. Six tenders were received for the construction of underground utilities, base, concrete works and pavement. The lowest bid was submitted by North Star Contracting Inc. in the amount of \$953,078.70 including GST. The Engineer's construction estimate prepared prior to tendering was \$1,157,000.00.

Proposed by: Ray Romanetz, P. Eng.

Correlation to Business (Strategic) Plan:

Development and servicing of Hillsvieiw 10th Avenue Development is a proactive economic development proposal that is consistent with the 2015 Strategic Business Plan.

Benefits:

Awarding of the contract to the lowest bidder will allow for economically servicing the subdivisions and in a timely manner as the contractor has indicated an expected completion date of September 1st, 2015.

Disadvantages: Will require short term borrowing to fund the project until lots are sold.

Finance/Budget Implications:

The projected costs to service Hillsvieiw 10th Avenue based on the low tender received as follows:

Tender of North Star Contracting Inc.	\$ 953,078.70
Supply of Sub base Aggregate	\$ 28,125.00
Engineering estimated as 10% of construction cost	\$ 98,120.00
Contribution to overhead and shallow utilities	\$ 150,000.00
Total Budget Price	\$1,229,323.70

CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

Finance/Budget Implications (continued):

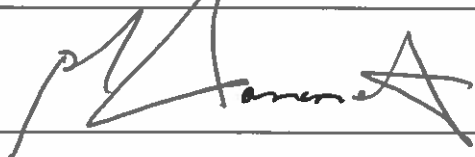
Operating Costs:	N/A	Capital Cost:	\$1,229,323.70
Budget Available:	\$1.3M	Source of Funds:	Debenture

Communication Strategy:

That the low bidder be granted the "Notice of Award" in order for the servicing to progress within the timelines identified in the contract documents.

Recommendations:

That Council approves the awarding of the tender for the construction of underground utilities, base, concrete works and pavement for the Hillsvue 10th Avenue Development to North Star Contracting Inc. in the amount of \$953,078.70 including GST.

Report Writer:		CAO:	R.M. Romanetz, P. Eng.
Position:			



PALM ENGINEERING LTD

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

May 8, 2015

Town of Drumheller
224 Centre St.
Drumheller, AB
T0J 0Y4

ATTENTION: RAY ROMANETZ, P. ENG., C.E.O.

Dear Sir:

RE: 10TH AVENUE DEVELOPMENT BUDGET SUMMARY

As of May 8, 2015

Tender of North Star Contracting Inc.	\$ 953,078.70
Supply of sub base aggregate	\$ 28,125.00
Engineering estimated as 10% of construction cost	\$ 98,120.00
Contribution to overhead and shallow utilities	\$ 150,000.00
 Total budget price	 \$1,229,323.70

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



PALM ENGINEERING LTD

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

May 8, 2015

Town of Drumheller
224 Centre St.
Drumheller, AB
T0J 0Y4

ATTENTION: RAY ROMANETZ, P. ENG., C.E.O.

Dear Sir:

RE: 10TH AVENUE DEVELOPMENT

Six tenders were received for the construction of underground and surface utilities. All tenders were accompanied by a bid bond and the specified performance and material payment bonds.

The list of Tenderers is as follows:

1. North Star Contracting Inc.	\$ 953,078.70
2. Foran Equipment Limited	\$ 963,815.66
3. Whissell Contracting Ltd.	\$ 982,740.15
4. Brooks Asphalt & Aggregate Ltd.	\$ 987,560.70
5. Blue Bird Contracting Services Ltd.	\$1,198,539.19
6. Slim Dor Contracting Ltd.	\$1,278,333.00

I am recommending the acceptance of the low bidder, North Star Contracting Inc., for the price bid of \$953,078.70.

In addition to the amount bid is the price of sub base aggregate which the Town will supply.

3,750 tonnes at \$7.50/tonne	\$28,125.00
------------------------------	-------------

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



Request for Decision

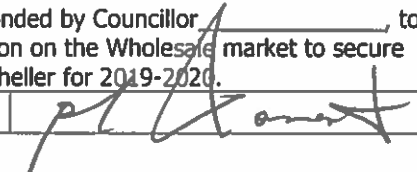
		Date:	May 15, 2015
Topic:	2019-2020 Electrical Energy Strategy		
Proposal:	Purchase Forward market Electrical Energy		
Proposed by:	Barbara Miller, CGA Director, Corporate Services		
Background:	<p>Since 2013, through a working partnership with Energy Associates International (EAI), the Town of Drumheller has proactively managed its physical energy supply requirements through the wholesale forward electricity and natural gas markets. In doing so, the Town has significantly reduced total energy costs by securing favorable energy pricing into the future.</p> <p>Currently, the Town has agreements in place for electricity expiring December 31, 2018.</p> <p>The wholesale forward energy markets trade up to 60 months into the future. EAI actively monitors wholesales prices to identify upward/downward trends, and events that would trigger future pricing good or bad, identifying the optimum time to trade into the future, securing the most favorable pricing available.</p> <p>As a result of wakening oil prices, wholesale energy trading markets for electricity are now at new record lows creating a window of opportunity for the Town to secure 2019-2020 electricity commodity contract prices far below today's wholesale cost of electricity production in Alberta. Based on current usage, by acting on the market opportunities, the Town could save approximately \$25k/year in comparison to the current electrical contract.</p> <p>Four suppliers have been pre-qualified and the Town is now in the position to offer a firm bid transaction to secure real-time competitive electricity prices for 2019-2020.</p> <p>Timing is of the essence as there is an indication that prices are starting to rise off the current floor pricing.</p>		
Correlation to Business (Strategic) Plan			
Benefits:	<p>By securing energy pricing into the future, the Town has the opportunity to save up to \$25k/year in comparison to the current electrical contract.</p> <p>Securing energy pricing assists in the budgeting process, providing constant energy costs and mitigates the risk of exposure to variables that drive spot pricing.</p>		
Disadvantages:	<p>Although highly unlikely given that pricing is currently at record lows since 2009, some unusual event could drive electrical prices down in 2019-2020 lower than the wholesale future prices currently available.</p>		

CORPORATE SERVICES

Telephone: (403) 823-1311

	Created By: Barb Miller	1
--	-------------------------	---

Agenda Item # 8.1.3

Alternatives:	<ul style="list-style-type: none"> ➤ Delay purchasing until a future period ➤ Remain status quo – do not enter into wholesale futures for 2019-2020 		
Finance/Budget Implications:	Savings to 2019-2020 operating costs for electrical energy that could be up to \$25k per year (dependant on pricing secured during firm bid transaction)		
Budget Available:	n/a	Source of Funds:	Tax supported – operating costs
Communication Strategy:	n/a		
Recommendations:	Authorize the CAO to proceed with firm bid transaction to secure real-time competitive electricity prices for 2019-2020.		
Motion:	Moved by Councillor _____, seconded by Councillor _____, to authorize the CAO to issue a firm bid transaction on the Wholesale market to secure electrical energy pricing for the Town of Drumheller for 2019-2020.		
Report Writer:	Barbara Miller, CGA	CAO:	
Position:	Director, Corporate Services		