

Town of Drumheller COUNCIL MEETING AGENDA

**November 30, 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

2.1 Council Committee Meeting of December 7, 2015 Cancelled

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-8 5.1.1 Regular Council Meeting Minutes of November 16, 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

9-11 8.1.1 RFD - Appointments to the Policing Committee

12-14 8.1.2 RFD - Appointment to Drumheller Public Library Board

Page

8.1. CAO

15-18 8.1.3 RFD - Appointment to the Economic Development Task Force

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

19-24 8.2.1 RFD - AMWWP Grant Approval - East Coulee Lift Station

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

25-26 8.4.1 RFD - Central Alberta Economic Partnership

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 Matters

**Town of Drumheller
COUNCIL MEETING
MINUTES**

**November 16, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4**



PRESENT:

ACTING MAYOR: Jay Garbutt

COUNCIL:

Lisa Hansen-Zacharuk
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

RECORDING SECRETARY:
Linda Handy

ABSENT: MAYOR Terry Yemen
DIRECTOR OF PROTECTIVE SERVICES Greg Peters

1.0 CALL TO ORDER

Acting Mayor Jay Garbutt called the meeting to order at 4:32 PM.

2.0 ACTING MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2015.145 McMillan, Hansen-Zacharuk moved to adopt the agenda as presented.
Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Organizational Council Meeting Minutes of November 2, 2015 Regular Council Meeting Minutes of November 2, 2015

Councillor S. Shoff requested that the Communities in Bloom, Badlands Community Facility Fundraising and the Revitalization Corporation be removed from the list of Council Board / Committees as these boards have disbanded. R. Romanetz advised that he is in agreement for the Communities in Bloom and BCF Fundraising to be removed however the Revitalization Corporation must remain in place until a final decision is made on its purpose.

MO2015.146 McMillan, Zariski moved to adopt the Organizational Council Meeting Minutes and Regular Council Meeting Minutes of November 2, 2015 as amended.
Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Presentation from Telus re Smart City App

Andy Balsar, from Telus, provided an overview on their partnership with Purple Forge on a Smart City App specifically tailored to improve community engagement and self service in Canadian towns and cities. He highlighted the Town's benefits as follows:

- Expand accessibility and availability of services and information;
- Become a critical channel for crisis communications;
- Increase citizen input and engagement;
- Drive operational cost savings, e.g. reduce printed material;
- Drive economic growth, e.g. connecting visitors and residents to businesses and services;
- Help a municipality be more transparent with citizens;
- Help citizens help themselves; and
- Enhance reputation and relationships with media.

He explained that the Smart City app standard features include news, events, jobs, contacts and a service request form – other municipalities have added extra features such as the business directory with up to 1,000 entries, public feedback and social media. The basic cost is \$15,000 plus \$420 per month to cover the hosting, maintenance, support and upgrades for Apple and Android mobile operating systems and 1 hr per month labour for configuration, content changes and updates.

Comments and Questions from Council:

In response to questions on costs, A. Balsar explained that the hosting charge is fixed and stays consistent as well as the monthly cost however there are additional costs for enhancements and customization. He explained that as a partner with the Town, Telus will assume part of the investment costs and the commitment to make it a success. There may be an opportunity to trade features based on what works best for the Town of Drumheller. He further explained that there are additional costs for each enhanced feature. He suggested that the Town look at the basic features as a starting point and prioritize the next 10 enhanced features for inclusion down the road – these features are paid for individually and do not impact the monthly cost. He stated that although the Town has recently updated their website, a SMART City app is the necessary add on as the website is not the preferred way for citizens' to access information from their devices. Councillor J. Garbutt asked the contract length. A. Balsar explained that a contract runs three (3) years in length. Councillor T. Zariski referred to the Town of Drayton Valley's example and asked if that community charges businesses to be on the app to defray their own costs. A. Balsar explained that Drayton Valley has an inclusive environment for their small businesses to be present and engaged with the public. He stated that although Drayton Valley does not charge a cost to their small businesses, there are advertisement possibilities as a revenue base for the Town. Council requested that an RFD be prepared. Council thanked Andy for his presentation and thanked Telus for investing in our community.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 RFD - Appointments to Airport Commission

R. Romanetz advised that the Municipal Airport Commission requires a membership of five and currently has four vacancies. Peter Cardamone was reappointed at Council's meeting of November 2, 2015. Don Ostergard and Colin Jensen have resubmitted their names. The remaining two vacancies will continue to be advertised until filled.

MO2015.147 Kolafa, McMillan moved that Council approve the appointments of Don Ostergard and Colin Jensen to the Municipal Airport Commission for a three year term expiring on the date of Council's 2018 Annual Organizational Meeting. Carried unanimously.

8.1.2 RFD - Appointment to Drumheller Housing Administration

R. Romanetz advised that the Drumheller Housing Administration has one vacancy on their board. One application has been received from Vanessa Page. Councillor P. Kolafa stated that Vanessa currently serves on the Library Board and he recommends that she be appointed to the Drumheller Housing Administration as well.

MO2015.148 Hansen-Zacharuk, McMillan moved that Council approve the appointment of Vanessa Page to the Drumheller Housing Administration for a three year term expiring on the date of Council's 2018 Annual Organizational Meeting. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 Presentation re Sponsorship for BCF, Aquaplex and Arena

P. Salvatore advised that the contract with the Red Deer Bottling is expiring on April, 1, 2016 and with the expiry of this agreement it allows for other options to be considered for a "pouring rights supplier agreement". He explained that the current arrangement varies depending on the facility where the product is being sold – the process for purchasing our beverage supply is different at the Aquaplex, Arena and BCF. The reasons for this variation are due to the presence of Drumheller Minor Hockey Association as the concession operator at the Drumheller Memorial Arena and the former operation of the food service kiosk at the BCF, in addition to a higher level of staff involvement in the concession operation at the Aquaplex. As a result of these factors, the pricing of product varies from location to location. He further advised that one option may include engaging the services of a professional sponsorship consultant for a comprehensive review of all sponsorship opportunities for the Town of Drumheller. Council agreed to pursue the hiring of a professional sponsorship consultant. R. Romanetz stated that the Town has received two proposals from the RFP put forward in January, 2015. He further advised that Administration will prepare a report for Council's consideration to ensure that an agreement meets the needs of all three facilities – Aquaplex, Arena and BCF. He further advised that Administration will consult with Minor Hockey and advise them that the process is occurring and the potential impact. He explained that the agreement with Minor Hockey has expired and they are currently operating on a year to year basis.

8.4.2 Public Open Houses

1) Aquaplex Modernization to be held on November 17th from 6:00 PM to 8:00 PM at the Drumheller Aquaplex. Stantec representatives will be in attendance to engage with the public as well, the survey will be available on the website and paper copies for those who wish to respond.

2) Seniors' Housing to be held on November 19th from 1:00 PM to 5:00 PM at the Badlands Community Facility. The open house will present a seniors housing proposal for a smaller footprint villa development for 55 plus. The developer wishes to engage the interest in Drumheller. C. Glydon advised that those interested can view the 1100 sq ft. type of homes on www.seniorsvilla.ca.

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

13.1 Acting Mayor Jay Garbutt - Taxi Commission Update

Councillor J. Garbutt advised that he, Councillor P. Kolafa and Director of Protective Services G. Peters met with the Drumheller taxi operators in October. He explained that the recession is impacting their business and the group is concerned about the sustainability of this service in Drumheller as there would be no form of public transportation service available in our community. He explained that the taxis have a mechanism on their meters for a fuel surcharge but they may need to revisit that threshold. The Commission discussed the necessity of a rate review and G. Peters agreed to explore rate differentials for day and evening service as the risks to safety are greater in the evening. The Commission agreed that a single taxi stand in the downtown core is not sufficient and additional ones should be created near the bus depot and the Shopper's Drug Mart. The Commission agreed that businesses with parking lots should consider marking a designated taxi stall next to the handicapped parking stalls. The Commission discussed the possible arrival of Uber in Drumheller and the impact this may have on the taxi service. Councillor J. Garbutt stated that the Town's bylaw governing taxi service was written to create a level playing field. Administration agreed to move forward with the Commission's request for more taxi signage in the downtown core and will review the request for additional taxi stalls in the downtown.

14.0 IN-CAMERA MATTERS MO2015.149 McMillan, Shoff moved to go in camera at 5:40 PM. Carried unanimously.

14.1 Legal Matter

MO2015.150 McMillan, Hansen-Zacharuk moved to revert to regular Council meeting at 6:50 PM. Carried unanimously.

There being no further business, the Acting Mayor declared the meeting adjourned at 6:50 PM.

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Acting Mayor

Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.1



Request for Decision

Date: November 26, 2015

Topic:	POLICE COMMITTEE BOARD APPOINTMENT		
Proposal:	<p>The terms of membership for the Police Committee states as follows:</p> <p><i>"The Committee shall consist of nine (9) voting members who shall be appointed by resolution of Council as follows: (a) Five (5) members selected from the public at large as residents of the Town of Drumheller; (b) One (1) Mayor or designate by resolution of the Town of Drumheller, Municipal Council (c) Three (3) public members selected to a maximum of one (1) from any of the following communities, as defined within the boundaries of the Drumheller Detachment, RCMP – Starland County, Kneehill County, The Village of Delia, The Village of Morrin, the Village of Carbon and the Village of Munson. One (1) to three (3) year term, whichever Council deems appropriate, commencing October 31st. The term of any citizen member shall not exceed six (6) consecutive years, except by special resolution of Council."</i></p> <p>The Committee has two public at large vacancies. Jim Decore wishes to resubmit his name as a public at large member for a further one year term. Jim has served one three year term and four one year consecutive terms thereafter. The approval of Jim's appointment is at the discretion of Council as per the bylaw. Administration is recommending that Jim be appointed for another one year term.</p> <p>Kneehill County has approved Brian Holsworth to serve as a rural member as outlined in the attached letter.</p>		
Proposed by:	Town of Drumheller		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			

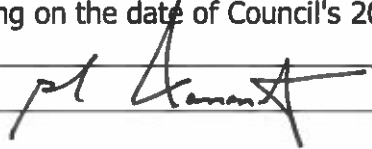
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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Agenda Item # 8.1.1

Recommendations:	That Council approve the appointment of Jim Decore for a one year term and the appointment of Brian Holsworth as Kneehill County's representative both appointments expiring on the date of Council's 2016 Annual Organization Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		



Agenda Item # 8.1.1

232 Main Street
Post Office Box 400
Three Hills, AB T0M 2A0
Phone 403-443-5541
Toll Free 866-443-5541
Fax No. 403-443-5115
Email: office@kneehillcounty.com
www.kneehillcounty.com

Office of the Chief Administrative Officer

Received
NOV 18 2015
LV

November 5, 2015

Drumheller Policing Committee
224 Centre Street
Drumheller, AB
T0J 0Y4

RE: Kneehill County Organizational Meeting

At the October 27, 2015 Organizational meeting, the following Councillor was appointed as Kneehill County's representative to the Drumheller Policing Committee for the 2015-2016 term:

Brian Holsworth
E-Mail: bholsworth@kneehillcounty.com
Phone: 403-572-3501

We would request that copies of all Committee minutes be sent directly to Kneehill County who will then distribute them to the County representative. Thank you.

Yours Truly,


Al Hoggan
Chief Administrative Officer
Kneehill County

AH/cv
Enclosure



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



Request for Decision

		Date:	November 26, 2015
Topic:	PUBLIC LIBRARY BOARD APPOINTMENTS		
Proposal:	The Public Library Board currently has two vacancies. One application was received from Julia Fielding and the Drumheller Library Board has reviewed her application and recommends approval as outlined in the attached letter. The other vacancy will continue to be advertised.		
Proposed by:	Town of Drumheller		
Correlation to Business (Strategic) Plan	Volunteering for Town of Drumheller Boards and Committees is an important way to ensure that town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.		
Benefits:	Volunteer appointments are necessary to ensure the success of the Public Library Board.		
Disadvantages:	Volunteer recruitment and selection is dependant upon the interest of community applicants.		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Julia Fielding for a three year term to the the Public Library Board expiring on the date of Council's 2018 Annual Organizational Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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Nov 22nd, 2015

NOTE: Corrected Letter

Mr. Ray Romanetz

Chief Administrative Officer

Town of Drumheller

Dear Mr. Romanetz

RE: APPOINTMENT OF DRUMHELLER PUBLIC LIBRARY BOARD MEMBER

This letter is to request that Council appoint Ms. Julia Fielding to the Drumheller Public Library Board. Ms. Fielding will replace Mr. Rod Black, who relocated to Edmonton in the summer of 2015.

Ms. Fielding moved to Drumheller approximately one year ago. Ms. Fielding is employed at the Atlas Coal Mine and brings strong administrative experience to the Board. Ms. Fielding has been interviewed by two members of the Board and her application discussed and approved by the Board.

Your assistance with this recommendation is appreciated. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "J. Linda Traquair".

J. Linda Traquair

Board Chair

cc. Linda Handy

Emily Hollingshead

Patrick Kolafa

Board File

Fax 403 823 8006

Received
OCT 16 2015
21

DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date Oct 16 2015Board applied for Drumheller Library BoardName of Applicant Julia FieldingFull Address Drumheller Postal Code T0J 0Y6Length of Residency in Town 1 year

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards Currently serve on Travel Drumheller Board

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I was trained as an Early Years educator and taught in a primary school before moving to lead environmental education programs. I have worked as the Head of education for 2 high profile Museums in the UK and then at Toronto's Harbourfront Centre. I was the Executive Director of a community museum in Ontario where I worked closely with the local library including a newspaper digitising project. I have experience of working for a Board at 2 museums.

Signature of ApplicantReturn Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006




DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.3



Request for Decision

		Date:	November 26, 2015
Topic:	Economic Development Task Force Appointment		
Background:	The Economic Development Task Force has one public at large vacancy and an application has been received from Rodney Fox. The Task Force recommended approval. The Bylaw outlines the membership of the the Task Force which includes appointed members and representatives from various organizations including the Town, Community Futures, Drumheller District Chamber of Commerce and up to four public at large members, each for a term of three years.		
Proposed by:	Town of Drumheller		
Correlation to Business (Strategic) Plan	Volunteering for Town of Drumheller Boards and Committes is an important way to ensure that town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.		
Benefits:	Volunteer appointments are necessary to ensure the success of the Economic Development Task Force.		
Disadvantages:	Volunteer recruitment and selection is dependant upon the interest of community applicants.		
Operating Costs:	-0-	Capital Cost:	
Budget Available:	-0-	Source of Funds:	
Budget Cost:	-0-	Underbudgeted Cost:	
Recommendations:	That Council approves the appointment of Rodney Fox to the Economic Development Task Force for a three year term expiring at Council's 2018 Organizational Meeting.		
Report Writer:	R.M Romanetz, P.Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date Nov 19 2015

Board applied for Economic Development Task Force

Name of Applicant Rodney Fox

Full Address Drumheller Postal Code T0J 0Y4

Length of Residency in Town 2 months

Phone (403) _____ E-mail Address a

Past Service on Similar Boards Economic Development (Lacombe) 2006
Member

Vice Chair of the Legislative Committee on Family and Communities and Vice Chair
of Alberta's Economic Futures 2012-2015.

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have been involved in the business of Insurance since 2003. Set on
political and community boards since 2006. Have managed the
Western Operations of an insurance finance company. Was the shadow
minister of Service Alberta and International + Intergovernmental Relations.

[Signature]
Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

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Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006

Drumheller, Alberta
T0J 0Y4

Cell :
Email:

Insurance Marketing / Business Development / Territory Management

Experienced disciplined leadership, consistently generating excellent return on investment offering outstanding marketing, sales, and brand ambassador skills, with a proven track record in both business development and government affairs. Bringing superb experience in brand and image management.

Areas of Expertise

- 10 plus years of Insurance Industry experience
- Business Development
- Strategic Market Planning
- Decision Making
- Negotiating
- Sales Management
- Networking with Corporate Leaders, Government Leaders, and Labour Organizations
- Media Relations
- Problem Resolution
- Public Affairs
- Public Speaking
- Advocacy
- Stakeholder Management
- Coalition Building

Professional Profile

- Experienced and highly effective in territory marketing, account management, client relations and retention
- Highly adept at building rapport with Insurance Brokers
- Exceptional communicator that has vast experience in providing professional presentations, and maintain customer relations with regional and national accounts
- Strategic marketer with the ability to create messaging arcs to follow a branding strategy
- Experience in creating and implementing budgets and plans
- Experienced at creation of short and long term sale and insurance marketing strategies while adapting to the demands of a changing insurance market place
- Experienced at conducting, managing and focusing team efforts

Professional Experience

Member of the Legislative Assembly of Alberta

May 2012 – April 2015

- Official Opposition Shadow Minister for the Ministry of International and Intergovernmental Relations
- Deputy Chair of Alberta's Economic Futures Legislative Committee
- Official Opposition Official Opposition Shadow Minister for the Ministry of Service Alberta
- Member of the Families and Communities Legislative Committee
- Delegate to Germany for Partnership of Parliaments
- Delegate to Canadian Region Commonwealth Parliamentary Association
- Delegate to the International Economic Forum of the Americas Conference of Montreal
- Caucus chair for insurance policy development

Agenda Item # 8.1.3

Sales Manager – Western Canada IFS Premium Finance (Insurance Premium Financing)

February 2008 – May 2012

- Dramatically increased the sales in Western Canada by 20% in the first year of my employment
- Managed the Distribution of all products and services to brokers and insurers west of Sudbury Ontario
- Managed a marketing and sales territory larger than western Europe
- Outreach to the Insurance Broker Associations of Alberta, British Columbia, Saskatchewan, Manitoba, and Ontario
- Provided quarterly sales reports market and economic forecasts to the CEO and Board of Directors
- Created and developed company marketing and sales plans
- Identified and exploited new market opportunities

Financial Consultant – Investors Group

May 2007 – February 2008

- Worked with clients to develop personal investment and insurance strategies

Commercial Insurance Broker – Sims and Associates

June 2005 – May 2007

- Provided risk management and insurance solutions clients with a focus on industrial, commercial and intensive farming risk.

Farm Insurance Sales – Advantage Insurance Group

February 2003 – June 2005

- Maintained/grow the Farm and Hobby Farm book of insurance business.
- Generate life insurance, automobile and money product referrals for the agency

Board Experience

Director – Lacombe Economic Development Board

- Worked with the board to develop policy for Lacombe Town Council on how to brand the community, attract, maintain commercial, and industrial developments within the community
- Liaised with the Lacombe tourism committee

Personal Volunteer Experience

Director – Bionic Golf Tournament Lacombe

(Organ tissue donation registration and awareness)

April 2015-present

Policy Director/ National Policy Delegation Lead – Local Political Electoral Division Board

April 2007 – May 2012

CEO of Local Political Association Board of Directors

April 2007 – August 2010

Campaign Consultant/Communications Director - Federal Candidate Campaign for Member of Parliament

2008 and 2011 Canadian Federal Parliamentary Elections

- **Pleased to provide References upon request**



Request for Decision

Date: November 26, 2015

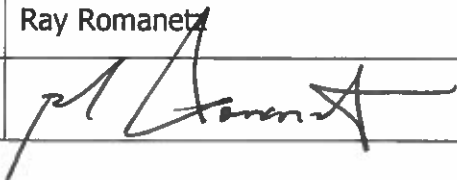
Topic:	Grant Funding Application – East Coulee Lift Station		
Proposal:	<p>In 2011, Alberta Transportation denied a grant under the Alberta Municipal Water/Wastewater Partnership Program (AMWWP) for upgraded to the East Coulee Lift Station. Since that time the project costs have increased substantially. The Town of Drumheller would like to reapply for funding to completed the final phase of the WWTP upgrades, which includes the lift station, sludge handling and for electrical / telecommunication upgrades in the amount of \$1,295,000. The approved grant provides the Town of Drumheller with 75% funding. The Town is responsible for the remaining 25% of the project costs.</p> <p>All applications for funding under this program require a formal motion from Council approving the request for grant funding.</p>		
Proposed by:	Al Kendrick, Director of Infrastructure Services		
Correlation to Business (Strategic) Plan	This potential project will be presented as part of the proposed 2016 Capital Budget.		
Benefits:	<ul style="list-style-type: none">• The completed project will improve the ability to meet wastewater treatment requirements set by Alberta Environment.• An approved grant application would see 75% of the total project costs covered by the Province.		
Disadvantages:	n/a		
Alternatives:			
Finance/Budget Implications:	MPE Engineering has estimated the total project cost at \$1,295,000. Maximum approved grant funding would equate to \$971,250.		
Operating Costs:	n/a	Capital Cost:	\$
Budget Available:	n/a	Source of Funds:	Province \$971,250 Reserves \$323,750

OFFICE OF THE DIRECTOR OF INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

	Created By: Al Kendrick	1
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Agenda Item # 8.2.1

Communication Strategy:	Upon Council's approval, a copy of the motion would be submitted to Alberta Transportation.		
Recommendations:	That Council approves the submission of a grant application under the Alberta Municipal Water/Wastewater Partnership Program for upgrades to the East Coulee Lift Station, sludge handling and the electrical / telecommunication in the amount of \$1,295,000.		
Report Writer:	Al Kendrick	CAO:	Ray Romanetz
Position:	Director of Infrastructure Services		

Suite 320, 6715 - 8 Street NE
Calgary, AB T2E 7H7
Phone: 403-250-1362
1-800-351-0929
Fax: 403-250-1518

Alberta Transportation
4th Floor, Provincial Building
4920 - 51 Street
Red Deer, AB
T4N 6K8

November 24, 2015
File:N:\24\50\026\00\L06-1.0

email: denette.leask@gov.ab.ca

Attn: Denette Leask
Grants Technologist

Dear Ms. Leask:

Re: Alberta Municipal Water/Wastewater Program Grant Application
East Coulee Lift Station Upgrade

Over the past ten years, the Town of Drumheller (Town) has implemented phased upgrades to the Hamlet of East Coulee Wastewater Treatment Plant (WWTP). In 2007, the Town relocated the WWTP electrical and control components from the corrosive process area. In 2012, the Town received a grant under the Alberta Municipal Water/Wastewater Program (AMWWP) in the amount of \$1,275,000 to upgrade the plant from a Rotating Biological Contact (RBC) to a Moving Bed-Bioreactor (MBBR). In February 2011, a letter (attached) was submitted to Alberta Transportation requesting additional funding in the amount of \$550,000 to upgrade the lift station and sludge handling system. But, due to funding limitations, the request was denied. The Town of Drumheller would like to reapply for funding approval under the AMWWP to complete the final phase of the WWTP upgrades, which includes the lift station, sludge handling and for recently identified electrical/telecommunication upgrades.

In 2014, the Town completed extension of a municipal potable water supply to allow for future servicing of the Hamlet. This will eventually replace existing private water systems and allow for future development and expansion of the Hamlet. The proposed upgrades represent the final phase of the WWTP project. This will provide the ability to maximize the WWTP capacity and efficiency to accommodate future development.

Lift Station

The existing lift station was constructed in 1972 and has been exhibiting varying degrees of corrosion and structural degradation. The 2011 funding request was based on retrofitting the existing lift station by replacing the internal piping, electrical, and mechanical systems. As there was insufficient funding available, only the pumps were replaced as part of the wastewater treatment plant upgrades in 2012.

It is now proposed to install a new prefabricated fiberglass lift station to replace the existing lift station in order to address lift station access and safety issues. The configuration and narrow man-way entrance into the existing lift station makes access for maintenance very difficult and presents confined space safety concerns. The project also now includes installation of a grinder within the lift station to reduce frequent pump clogging due to rags and debris. The old lift station would be removed once the new lift station is installed.

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Photo 1- Lift Station Access



Photo 2- Lift Station Access



Photo 3 - Lift Station Piping Access

Sludge Storage Tank

To reduce the 2012 upgrading cost, the Return Activated Sludge (RAS) was connected back to the primary settling tank. This has resulted in increased sludge buildup in the tank, re-suspension of particulates, and increased solids loading back into the treatment process, thus reducing the treatment plant efficiency. A new 25m³ storage tank would be installed to separate primary and RAS sludge.

Electrical and Telecommunications

The existing generator and transfer switch are approximately 22 years old and do not have capacity to provide full backup power to the upgraded wastewater treatment plant. During emergency situations, load needs to be cycled through the process/treatment system, which is inefficient and risky during extended power outages. The plant is currently serviced with a single phase power supply which is converted locally to 3 phase. To simplify plant controls and minimize risk of component failure, a new 3 phase utility service is recommended. The existing WWTP uses cell internet link for monitoring the plant controls and alarms. The Telus cell repeater providing service does not have backup power supply so during utility power outages, the Town loses monitoring and alarm communications with the plant and must rely on manual monitoring. The proposed communication upgrades would connect into the fiber network that the Town had installed in 2014 as part of extending potable water to the Hamlet. The communications upgrades would provide a more reliable cost effective network.

Funding Cost Estimate

Description	2011 Estimate	2015 Estimate
New Lift Station	\$250,000	\$ 520,000
Sludge Storage Tank	\$120,000	\$ 195,000
Electrical/Telecommunications	N/A	\$ 220,000
Subtotal	\$370,000	\$ 935,000
Contingency	\$110,000	\$ 190,000
Engineering	\$ 70,000	\$ 170,000
TOTAL	\$550,000	\$1,295,000
Town Share (25%)	\$138,000	\$ 323,750

If you have any questions or require further information, please contact the undersigned at (403) 219-6301.

Yours truly,

MPE ENGINEERING LTD.



Mark Steffler, P. Eng.
Senior Project Manager

MS/ms
Encl.

cc: Allan Kendrick - Director Infrastructure Services, Town of Drumheller

Agenda Item # 8.2.1

Project: **Drumheller East Coulee WWTP**
2450-026-01
 File: N: 241501026101\Cost Estimate\Costs.xls
 Date: **November 23, 2015**

Project Manager: MS
 Prepared By: PM
 Revision No. **1**

Checked By:

Signature and Date:



Tdrumheller East Coulee WWTP Upgrade

COST ESTIMATE

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Water Supply System				
General Requirements				
Mob/demob/bond/insurance	1	LS	\$ 50,000.00	\$ 50,000.00
Civil				
Grading	1	LS	\$ 50,000.00	\$ 50,000.00
Replacement of Existing Gravity Sewage Pipe and Manhole	1	LS	\$ 40,000.00	\$ 40,000.00
Misc. yard piping replacement	1	LS	\$ 30,000.00	\$ 30,000.00
Decommissioning of the existing LS	1	LS	\$ 20,000.00	\$ 20,000.00
Process				
Packaged LS including pumps	1	LS	\$ 250,000.00	\$ 250,000.00
LS Grinder	1	ea	\$ 80,000.00	\$ 80,000.00
Transfer Pumps Replacement	2	ea	\$ 15,000.00	\$ 30,000.00
RAS Tank	1	LS	\$ 100,000.00	\$ 100,000.00
HVAC				
Louvers and Dampers Replacement in Generator Building	1	LS	\$ 35,000.00	\$ 35,000.00
Instrumentation, Electrical				
Electric Utility ATCO	1	LS	\$ 25,000.00	\$ 25,000.00
Electric Service upgrade to 208V 3 ph	1	LS	\$ 30,000.00	\$ 30,000.00
Removal and Disposal of Existing Generator	1	LS	\$ 15,000.00	\$ 15,000.00
New Standby 60 kW Generator	1	LS	\$ 50,000.00	\$ 50,000.00
ATS Upgrade	1	LS	\$ 20,000.00	\$ 20,000.00
LS Upgrade Electrical/Instrumentation Components	1	LS	\$ 25,000.00	\$ 25,000.00
RAS Tank Electrical/Instrumentation Components	1	LS	\$ 20,000.00	\$ 20,000.00
Radio Link WWTP to Truckfill	1	LS	\$ 25,000.00	\$ 25,000.00
Allowances				
Prime Cost Allowance	1	LS	\$ 30,000.00	\$ 30,000.00
Commissioning	1	LS	\$ 10,000.00	\$ 10,000.00
GRAND SUBTOTAL				\$ 935,000.00
CONTINGENCY (20%)				\$ 187,000.00
ENGINEERING (15%)				\$ 168,000.00
GRAND TOTAL				\$ 1,290,000.00

Lift Station	\$ 520,000.00
Settling Tank	\$ 195,000.00
Electrical	\$ 220,000.00
Subtotal	\$ 935,000.00



Request for Decision

Date: Nov 26, 2015

Topic:	Central Alberta Economic Partnership Membership
Background:	<p>The Central Alberta Economic Partnership (CAEP) is a not for profit organization who specializes in foreign direct investment opportunities for the central region. There are 35 member municipalities, 1 First nation, and 11 associate members (such as Chambers of Commerce).</p> <p>Currently Drumheller does not belong to a regional economic development group.</p>
Proposed by:	Economic Development Task Force
Correlation to Economic Development (Strategic) Plan	Identify economic gaps that could be filled with important business and industry from outside the valley. Target opportunities that can flourish in Drumheller.
Benefits:	<ul style="list-style-type: none">-A mechanism for foreign direct investment-Creation of professional economic indicator reports-networking to learn best practices-Create awareness of the Central Alberta Region through numerous avenues-Commercial and industrial land mapping software, providing a faster sight selection process for investors.-Tourism investment opportunity assessment which helps identify tourism investment opportunities.-A designated councillor will be able to attend spring and fall meetings.
Alternatives:	<ul style="list-style-type: none">-Not join an economic partnership-Look at other economic partnerships-Focus more resources on tourism partnerships and the tourism strategic plan.
Finance/Budget Implications:	CAEP membership is \$0.40 per resident, which equals \$3212.00 per year commencing April 1 st of each year.
Recommendations:	That Council make a motion to join the Central Alberta Economic Partnership as recommended by the Economic Development Task Force.

COMMUNITY SERVICES

Telephone: (403) 823-1316

RFD-CAEP	Created By: Cody Glydon	1
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Agenda Item # 8.4.1

Report Writer:	Cody Glydon	CAO:	Ray Romanetz
Position:	Economic Development Officer		