

# **Town of Drumheller COUNCIL MEETING AGENDA**

**September 19, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta**



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## **1.0 CALL TO ORDER**

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

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-11 5.1.1 Regular Council Meeting Minutes of September 6, 2016

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

12-18 5.2.1 Municipal Planning Commission Meeting Minutes of August 11, 2016  
Municipal Planning Commission Meeting Minutes of August 17, 2016

### **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**

### **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

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## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

19-22 8.2.1 RFD - Aquaplex Modernization Contractor Awards

## **8.3. DIRECTOR OF CORPORATE SERVICES**

## **8.4. DIRECTOR OF COMMUNITY SERVICES**

23-31 8.4.1 RFD - Safety Services Contract Award

32-36 8.4.2 Wayfinding Signage Update

## **8.5. DIRECTOR OF PROTECTIVE SERVICES**

37-44 8.5.1 RFD - Emergency Master Plan - Consultant Award

## **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 Councillor Sharel Shoff - Community Futures Update

13.2 Councillor Sharel Shoff - Palliser Regional Municipal Services Update

## **14.0 IN-CAMERA MATTERS**

14.1 Land Matters

14.2 Personnel Matter

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**September 6, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4**



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Jay Garbutt

Patrick Kolafa

Tara McMillan

Sharel Shoff

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**INFRASTRUCTURE TRANSITION OFFICER:**

Al Kendrick

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**COUNCILLOR** Lisa Hansen-Zacharuk

**COUNCILLOR** Tom Zariski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**1.0 CALL TO ORDER**

**2.0 MAYOR'S OPENING REMARK**

- 2.1 Mayor Terry Yemen proclaimed Muscular Dystrophy Awareness Month - September 2016.

### **3.0 PUBLIC HEARING**

- 3.1 Mayor Terry Yemen called the Public Hearing to order at 4:35 PM.

Mayor Yemen advised that the Public Hearing is being held to consider Bylaw 10-16 which proposes amendments to Land Use Bylaw No.10-08, to provide clarification for existing land uses as well as new definitions; amend portions of the general regulations; and refine standards pertaining to front setbacks within the Town of Drumheller.

Mayor Yemen asked Cynthia Cvik - Planning Director – Palliser Regional Municipal Services to provide her report.

Cynthia Cvik provided the following report:

*"A substantive number of the proposed amendments to the Land Use Bylaw are being reintroduced in this report, as many of the changes were originally presented to Council in 2014. As there were some contentious issues with the entire package of proposed amendments, Council chose to defeat the bylaw in its entirety. This iteration of the amendment package draws upon those issues which were not deemed contentious in 2014; refines some of the work previously done; and adds to the list of proposed updates, since there have been some new issues emerge over the past two years. Some of the proposed amendments will ensure continuity with terminology used in the document and they also serve to update references to other authorities and legislation which are intertwined with the Land Use Bylaw."*

#### **Proposed Changes**

##### **1) Land Use Bylaw Reference - Part 1 (2) Definitions:**

- 3 existing definitions are being amended, ("Dwelling - Duplex", "Dwelling – Multiple Unit (Attached Housing)" and "Secondary Suite");
  - 5 new definitions are being added, ("Granny or Garden Suite", "Media Production Services", "Medical Marijuana Production Facility", "Mural" and "Self Storage Facility"); and
  - 1 existing definition is being eliminated, ("Dwelling-Semi-Detached").
- *Dwelling – Semi Detached is proposed to be removed since the use is already covered under the definitions for Dwelling-Multiple Unit (Attached Housing) and the revised definition for Dwelling - Duplex.*
  - *The changes are proposed to reflect the commonly used and understood vernacular of a "Duplex" being 2 units, whether the two units are stacked, or side by side.*
  - *The definition for "Dwelling –Multiple Unit (Attached Housing) already exists in the LUB. The only change to this definition is to remove Garden suite from the list of examples under the definition, since "Granny" or "Garden" suite is being proposed to have its own definition.*
  - *Only minor changes to the definition for Secondary Suite are being proposed. This will serve to remove dated cross references to other portions of the document and clarify*

*that the suite must be established inside a single detached dwelling on the subject property.*

- *The proposed new definition for "Media Production Facility" has been introduced in response to a recent development permit application which does not fit in with the standards contained in the current LUB. The definition has been drafted in a fairly broad manner to ensure that it will accommodate a wide variety of movie and production uses within the community.*

**2) Land Use Bylaw Reference – Part III Development Permits and Relaxation/Variance of Development Standards:**

- *The modification of this section of the bylaw will allow the Municipal Planning Commission, (MPC), authority to approve Development Permit applications which propose a variance or relaxation to standards greater than 20%. Relaxations must be considered relative to the introduction of criteria for assessing each proposal on its individual merits. This should reduce the need for appeal hearings and as a result, decisions will be rendered based on the direction provided by Drumheller's statutory and non-statutory documents. (The SDAB is legally required to "consider" those documents, but does not have to abide by them.) As mandated in the Municipal Government Act, neither "Use" nor "Density" can be varied, even with the proposed amendments, so these criteria are not affected.*

**3) Land Use Bylaw Reference Part IV – Land Use Districts:**

- *Add and remove uses in accordance with attached Schedule "A"*
- *Add clarification for the required 7.6 m (25 ft.) setback for an attached garage in eight (8) existing land use districts*
- *Identify minimum gross floor areas for Dwelling – Single Detached and Dwelling - Duplexes in the R-1A District*

**4) Land Use Bylaw Reference Part VII – General Land Use Regulations:**

- *The proposed changes to be included in this section of the Land Use Bylaw provide clarification and introduce/modify general standards for Secondary Suites and Granny Suites; Parking; Industrial and Commercial Development; the Physical Environment; Signage; and potential Marijuana facilities in the community.*
- *It is proposed that Section 75 - Industrial and Commercial Development also have a requirement for an Emergency Response Plan to be included with an application. This type of document can aid the emergency response department by being an effective tool to determine the nature of the chemicals stored on site, as well as their volumes. By having a list of chemicals provided to the Drumheller Fire Department, it can be determined, in an emergency event, whether foam, water or chemical suppressants should be used. Information of this nature can also help to determine if there should be evacuation notice given.*
- *The Occupational Health and Safety Act, ties Workplace Hazardous Material Information System (WHIMIS), and the associated site Material Safety Data Sheets into a standard way of doing business across Canada. This information is required to be updated, at minimum, every 3 years, or sooner if there are substantive changes to the materials information for the subject property. The requirement to provide this information should not pose any additional costs that a business dealing with potentially hazardous materials does not already bear."*

C. Cvik advised that the Municipal Planning Commission reviewed the proposed Land Use Bylaw amendments at their meeting held on July 14, 2016 and received the proposed changes for information.

*"Self Storage & Sea Cans*

- *One of the specific discussion items which was considered involves the interpretation of "Sea Cans" being allowed in a stand-alone self-storage facility which is new definition, proposed as a discretionary use in the M-1, M-2 and M2R districts.*
- *The exiting definition for "Storage Structure" already allows shipping containers or sea cans and is listed as discretionary in the CR, C1, Hwy. Com., M1, M2R, Cs, A and UT zones. It is the report author's interpretation that a "Self Storage Facility" is a stand-alone building; with individual doors with units for rent and that sea cans are accommodated elsewhere in the Land Use Bylaw. The only zone that would be substantially impacted by this interpretation is the M2 zone, which would not allow sea cans if they are excluded from the definition for self storage facility.*

*Off-Setting Relaxations:*

- *Additional discussion occurred regarding the Development Authority being able to ask for "higher standards" if a relaxation to the bylaw is being considered. This is a "Trade off" situation where, for example, a parking space provision was relaxed, and the proponent is required to provide bicycle racks; or, additional landscape screening may be requested to block the view of a structure where a height variance was supported.*

*MPC Allowance for Considering Relaxations of > 20%:*

- *Discussion occurred around the proposal to allow the Municipal Planning Commission the ability to render a decision on a development permit application even if the relaxation or variance requested exceeds 20% as is stated currently in the Land Use Bylaw. See Section 2) Land Use Bylaw Reference – Part III Development Permits and Relaxation/Variance of Development Standards listed on page 1 of this report.*

*Front Yard Setback for an Attached Garage:*

- *The current draft proposal recommends a setback of 7.6 m from the front property line. Although a setback is recommended to ensure that there is an adequate amount of room to park a full sized vehicle on the parking pad in front of the garage without overhanging onto the sidewalk, there was limited discussion on whether or not 7.6 m (24.9 ft.) was the correct distance."*

**C. Cvik advised Council of their options:**

- 1) That Council give Bylaw 10-16 as presented, second and third readings; or
- 2) That Council remove a portion of the bylaw and proceed with adoption proceedings on the remainder; or
- 3) That Council direct Administration to amend the bylaw in the following specific areas, and bring the Bylaw back for second and third reading as amended.

Mayor Terry Yemen asked if there were any items of correspondence to be read into the record. Secretary, L. Handy advised there was one letter received from Ms. Eileen Lefley however the concerns expressed in her letter are not relevant to Bylaw 10.16. She further advised that Ms. Lefley's concerns will be addressed as part of a traffic review the Town is currently undertaking.

Mayor Yemen asked if there were any public who wished to speak either in favor or against the proposal. He stated there were no members from the public to speak to the proposal.

Mayor Yemen asked if there were any questions from Council.

Councillor J. Garbutt referred to Section 75(b) Industrial and Commercial Development and questioned the requirement for an Emergency Response Plan. C. Cvik explained that this requirement is common in other jurisdictions as companies are mandated under Provincial legislation to submit a list and volume of chemicals stored on their premises. Councillor J. Garbutt stated that the list and volumes of chemicals may change on a daily basis so he does not feel it is a useful document unless required on an annual basis. R. Romanetz stated that most large firms provide their Emergency Response Plans to the Town as part of the Provincial regulations and these reports are passed on to the Director of Protective Services and the Fire Chief. He further stated that as they are mandated to be provided, he does not feel it is a hardship for companies to provide these plans to the Town as well. Councillor J. Garbutt asked for clarification on what the Town is asking for – a list of chemicals or an Emergency Management Plan. R. Romanetz stated that the Town is asking for companies to supply an Emergency Management Plan and a Risk Assessment. He explained that if there was an emergency / hazard, the Town would refer to these documents to assess how the chemicals should be contained. He further stated that when a company stores chemicals on site, the Town would refer to this document to review any potential risks to the adjacent neighborhood, such as in the case with Plantum Chemicals. He reiterated that the requirement for Material Safety Data Sheets and Emergency Response Plans are standard in the industry and they are site specific and may include containment plans.

Councillor P. Kolafa referred to the same section and asked how specific the Town will be when dealing with industries that have proprietary chemicals that are copied. R. Romanetz advised that companies will have a check list in their Emergency Response Plan that will provide information on their core safety program, the safety culture of their organization and a site specific assessment because all parties need to be aware of how chemicals are stored on the site. G. Peters stated that an Emergency Response Plan is also associated with the transport of dangerous goods and if this is occurring off site, it is under federal jurisdiction. He further stated that responders need to know the chemicals that are stored on site for emergencies because some chemicals are not responsive to water. He further explained that it is incumbent on the owners to contain their chemicals however once a spill occurs, Environment and other parties will be involved. He further stated that it is reasonable for the Town to have a list of the chemicals because of theft, etc., the Town responders need to know the impact.

Councillor J. Garbutt asked if the current definition of this requirement is sufficient to allow the MPC and Town Administration to administer these rules as they are currently being practiced. C. Cvik stated that the term Emergency Response Plan may need to be changed as they have several different names. She further stated that regardless of its name, they are a requirement through Provincial legislation. She stated that the listing of chemicals on site are mandatory and updated at a minimum every three years or as often as the amount of chemicals change on site. Councillor J. Garbutt stated that the Town's requirements need to make sense as is the requirement to keep this information updated. He further stated that it is good to know that the Provincial process supersedes the Town's and requires ongoing follow-up. C. Cvik stated that

there are Provincial requirements however the LUB is for the MPC to make good land use decisions. For example, consider whether a child day care should operate next to a company storing chemicals. She further explained that by asking for this information at the front end the Town is being proactive by looking at the mix of the Town's zonings while minimizing the potential risks to the community. R. Romanetz stated that in terms of the Emergency Response Plan, the Town has one as a municipality, and it allows us to be better prepared. He explained that just as a company shares their plan with the Town, the Town in turn shares our plan with agencies so that all parties are prepared for a worst case scenario. He further explained that when hazardous situations have the potential to impact the municipality, the Town along with a company / organization / responders may host a mock disaster exercise.

Councillor J. Garbutt asked if the MPC should be allowed to approve developments with a variance greater than 20%. He asked how common place this provision is. C. Cvik stated that over thirty years in her position, this is the first MPC that have limitations on their ability to make decisions. R. Romanetz stated that in working with the former planner, Brad Wiebe's research showed that the Town's MPC was being held back and that MPC's throughout the Province had more authority granted to them by the municipality. Councillor S. Shoff asked limitation of the MPC's ability to grant a variance over 20%. C. Cvik stated that the amount would be at the discretion of the MPC. R. Romanetz advised that there are guidelines for the MPC to follow within the Land Use Bylaw however each request for a variance is discretionary.

Mayor Yemen closed the Public Hearing at 5:06 PM.

#### **4.0 ADOPTION OF AGENDA**

Deletion: 8.4.1 Safety Codes Contract Update

**MO2016.116** McMillan, Kolafa moved to adopt the agenda as amended. Carried unanimously.

#### **5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of August 22, 2016

**MO2016.117** Shoff, McMillan moved to adopt the Regular Council Meeting Minutes of August 22, 2016 as presented. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of July 7, 2016  
Municipal Planning Commission Meeting Minutes of July 14, 2016

##### **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 Update on Pool Modernization Upgrades**

R. Romanetz advised that, working with Stantec, the RFP was prepared and closed on August 25<sup>th</sup> for both the general contractor and Myrtha liner installer. He further advised that three proposals were received for the general work and two proposals for the liner installation. He explained that the Town has identified concerns with a project start in the fall and the amount of time required to complete the project as it did not meet the objectives as initially established. He further explained that as a result, the Town has asked the low bidder to submit an alternate proposal to complete the work in the spring of 2017. He stated that Stantec and the Town will meet with the contractor next week to confirm details, schedules, pricing and other concerns. He explained that at this point, the contractors are receptive to the change and are preparing their submissions for our review. He stated that Administration is recommending that the timeframe of May thru September 2017 for installation be approved. He explained that if the work is carried out in the summer, the outdoor pool will be available - if the work is done in the winter, there will be no access to the outdoor pool. He explained that the schedule change will allow for the continuity of staffing. He stated that the Town has also heard from the community and the swim club and this timeframe would work much better for the swim club and generally all memberships making use of the Aquaplex. He further stated that the Town expects to finalize the details over the next two weeks with a request for a decision presented to Council on September 19th asking Council for a decision to move forward. He stated that there is a willingness on the part of both low bidders to work with the Town.

Councillor J. Garbutt asked the scope of the increased costs due to the delayed schedule. R. Romanetz stated that the Town will keep costs as close as possible to the costs identified. He further stated that as the materials are coming from the USA, costs vary depending on the dollar and suppliers will not hold the prices for more than 90 days. He further explained that the Town can issue a Purchase Order for the materials, put the materials into inventory once they arrive and pay the supplier. He further explained that the Town is trying to move from one timeline to the other without increasing costs; trying to keep the costs close to the quotations and the budget that has been established. Councillor J. Garbutt stated that the liner is coming from an international supplier – Italy – and asked if the liner has been completed. R. Romanetz advised that the liner order was placed the first part of July and should be arriving in Drumheller the first week in November. He explained that because there is a general contractor and an installer, they can now integrate their schedules which should reduce

the amount of time to complete the project. He further stated that a report will be brought to Council once the Town has met with the contractors.

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.4.1 ~~Update Safety Codes Services Contract~~**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**10.1 Bylaw 10.16 - second and third readings**

**MO2016.118** Shoff, McMillan moved second reading of Bylaw 10.16

**Discussion on Motion:**

Councillor S. Shoff asked if the new definition for sea-cans - "self storage structure" - would require removal of the existing sea-cans already in place, for instance, in the downtown core. C. Cvik explained that the existing sea-cans would be allowed in their current zones however "self storage structure" is the term being proposed for the industrial area only.

Councillor J. Garbutt questioned the definition secondary suites / granny suites and asked for an explanation of the definitions. He further asked if it will be easier tomorrow to have a secondary suite everywhere in Drumheller. C. Cvik explained that secondary suites can only be allowed in a single family dwelling whereas a granny suite is a stand alone structure that will have its own parking requirements, water and sewer, etc. She further stated that there are substantial differences between the two and granny suites are allowed in specific zones. R. Romanetz stated that it would now be easier for someone to apply to have a granny suite.

Councillor T. McMillan asked where secondary suites are permitted. C. Cvik stated that secondary suites are discretionary in the R1, R1a, R2, etc. She further explained that a granny suite is discretionary in a limited number of zones because the residential zones are too small to accommodate a second structure. R. Romanetz stated that granny suites are discretionary in the A – Agriculture and CR – Country Residential zones.

Councillor J. Garbutt stated that at the time of first reading of Bylaw 10.16, he requested additional information about the requirement for an environmental impact study at the discretionary of the MPC. At that time, he stated that he was concerned that there is no requirement for MPC members' to be trained and how the members would have the knowledge as to when to request this report - considering the costs to compile this report. R. Romanetz advised that as part of the risk assessment, the developer would be required to provide this report under the Provincial regulations. There is a requirement that companies hold a core safety certificate and have a sophisticated approach to ensure safety for the public and their employees. He further explained that risk management assessments needs to be conducted on a site specific basis and our research confirms that the requirements are standard throughout the Province. He further explained that depending on particular chemicals, a company would need to conduct the assessment by a skilled professional. R. Romanetz stated that the Town will provide information to guide the applicant and reduce the costs to them so that the reports are not duplicated based on Provincial requirements. He further stated that Administration working with the MPC will provide the guidance needed to deal with specific applications.

Councillor Tara McMillan excused herself from the table.  
Mayor Terry Yemen recessed the meeting at 5:32 PM.  
Mayor Terry Yemen resumed the meeting at 5:35 PM.

Vote on Motion:  
Carried unanimously.

**MO2016.119** McMillan, Kolafa moved third reading of Bylaw 10.16. Carried unanimously.

**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 5:34 PM.

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Chief Administrative Officer

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Mayor



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday August 11, 2016**

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**Present:** Sharel Shoff, Councillor/Member  
Cynthia Cvik - Palliser Regional Municipal Services Representative  
Linda Taylor, Recording Secretary  
Clayton Gillis, – Chair  
Sharon Clark, Vice Chairperson  
Stacey Gallagher, Member  
Scott Kuntz, Member

**Absent:** Paul Salvatore, Director of Community Services – Regrets  
Julie Steeper, Development Officer - Regrets  
Tom Zariski, Councillor/Member

**1.0 CALL TO ORDER – 12:03 pm**

C. Gillis presented the Agenda for August 11, 2016 meeting.

**1.1 Agenda – Additions or Deletions**

No additions or deletions

**1.2 Acceptance of Agenda**

**Motion:** S. Shoff moved to accept the agenda of August 11, 2016 as presented

**Second:** – S. Gallagher. Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

**2.1 July 7, 2016**

**2.2 July 14, 2016**

**Motion:** S. Clark moved to accept the minutes of July 7, 2016 and July 14, 2016.

**Second:** – S. Kuntz. Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 No development permits**



#### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

##### 4.1 80-141 – Subdivision Report – Gordon Mutcher

**Applicant:** Gordon Mutcher.

**Staff comments:** the purpose of this subdivision is to create two (2) residential lots from one existing parcel. This current parcel is comprised of two lots, lots 6 and 7, at the south end of Block 7, which are orientated in a north-south direction. The applicant would like to subdivide this parcel roughly in half with the new parcels being orientated in an east-west direction. The north lot will contain an existing residence, concrete pad and a shed which will remain and the southerly lot will be created so that it can be sold and a new residence can be constructed on the property. There is an existing garage in this location that crosses over the southerly property line and will be required to be demolished or removed as it is an accessory building with no primary structure or use. The existing lot will be roughly divided in half while maintaining the minimum side yard distance (1.5m; 5 ft) of the existing residence. Both proposed parcels will meet the minimum requirements for lot width and site area within the "R-1" – Residential District for a single detached dwelling.

MPC members discussed the subdivision. The staff recommendations for the conditions to the resolution of the fence encroachment and the condition for the request of the garage to be removed before subdivision is finalized, was acceptable to the MPC members.

MPC members recommend the subdivision with conditions noted.

##### 4.2 80-142 – Separation of Title – Estate of Elizabeth Gerlinger

**Applicant:** Don Gerlinger for the Estate of Elizabeth Gerlinger

The purpose of this separation of title is to separate lot 24, block 1 plan 4128EQ, from the SE 0.658 m of Lot 21 and all of Lots 22 & 23. The separation of title has been presented before the complete report was compiled due to time constraints.

MPC members discussed the separation of title. As noted on the subdivision application form; an old shack and garden shed are to be removed.

MPC members recommend the separation of title.

#### 5.0 OTHER DISCUSSION ITEMS

##### 5.1 Updates

MPC members requested an update on 1226 Newcastle Trail development for next meeting.

#### 6.0 Adjournment – Meeting adjourned by C. Gillis at 12:51 pm.

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**Chairperson**

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**Development Officer**

**Attachments:** Agenda, 80-141 Subdivision Report, 80-142 Subdivision Report



### Municipal Planning Commission MINUTES

Online Review of Application Wednesday August 17, 2016

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#### Respondants:

Tom Zariski, Councillor/Member  
Sharel Shoff, Councillor/Member  
Julie Steeper, Development Officer  
Linda Taylor, Recording Secretary  
Clayton Gillis, Chair  
Sharon Clark, Vice Chairperson  
Stacey Gallagher, Member  
Scott Kuntz, Member

#### ON LINE REVIEW OF DEVELOPMENT PERMIT EXTENSIONS – August 17, 2016 4:51 pm

### 3.0 DEVELOPMENT PERMITS

#### 3.1 T00014-15D – request for extension

A request for an extension on development permit T00014-15D was received July 14, 2016 from Reg Speers. Due to the slower economy, Reg is not planning to start the building construction on that site until July 2017 and ask that the development permit be extended until August 2018.

Find attached the request for extension, the notice of decision, amended notice of decision and the original submission package for your review.

Julie Steeper advises that this development permit is for new construction of a physical therapy clinic on the main floor and two dwelling units on the upper floor. To date a building permit for foundation only, has been issued, inspected and closed as complies with the building code. A second building permit will be required to complete the construction. Fencing is installed at the front of the lot and rear of the lot to keep pedestrians off the now existing foundation. Incomplete projects can have an impact on the Town should a development never finish.

#### 3.2 T00055-15D – request for extension

A request for an extension on development permit T00055-15D was received July 13, 2016 from W. Kelly Carnahan. Kelly is seeking an extension to the development permit to complete the addition of 1 bay to an existing garage. Kelly had applied for his building permit on July 16, 2016.

Find attached the request for extension, the notice of decision and the original submission package for your review.

Julie Steeper advises that this development permit is for an addition of 1 bay to an existing garage. To date the applicant has applied and has been issued a building permit to go forward with the proposed development.



Julie Steeper Referred to the Town of Drumheller – Land Use Bylaw 10-08 Development Permits as follows:

### 10. Notices

*(4) "If the development authorized by a permit is not commenced within 12 months from the date of its issue, or carried out with reasonable diligence and completed within 24 months of the issue, the permit is deemed to be void, unless an extension to this period has previously been granted by the Municipal Planning Commission."*

Julie is presenting the extension requests to the Municipal Planning Commission as per the Land Use Bylaw.

Thu 8/18/2016 7:01 am

My comments:

3.1 T00014-15D

I would be OK for an extension. The only suggestion I would have is to communicate to the owner that to leave the site empty for another year is detrimental to the Downtown.

3.2 T00055-15D

No problem

T Zariski

Thu 8/18/2016 8:07 am

3.1 This property has been sitting in our downtown for a while with no movement. I agree to one extension only.

3.2 yes to garage extension

S Shoff

Thur 8/18/16 10:11 am

I have no problem with either request, so long as the commercial property is properly fenced and secured .....but have a question.....I have not looked at the commercial property closely for sometime, but last time I paid any attention there was (I think) a sign that said the property is either for sale or for lease....which made me wonder if the commercial development was even going to proceed.

S Clark

Thu 8/18/16 11:01 am

3.1 While this site was empty for all these years it was a makeshift park and looked fine. If they are going to delay this for a year and also another year of construction (assuming nothing else delays them after this), I think that the fencing should be replaced or covered over with a plywood type surface which can be painted in some kind of manner which would help it blend in at the front of the lot. There is examples of this in larger city construction sites and also in malls when a space is being renovated. this would not represent a significant cost and it should be about 8' in height.

3.2 no problem.

C Gillis

Thu 8/18/16 8:17 pm

I am good with both requests.

S Kuntz



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.2.1



Mon 8/22/2016 11:07 am

3.1 Our LUB only allows for a 6ft fence maximum in height and currently the lot is fenced in with an orange fence. Has a decision been made? I think I read everyone was ok with **1 extension only and for 1 year**? If we have a agreement we need see who is in favor. If there are further questions don't hesitate to ask.

3.2 Everyone is ok with a 1 year extension. This also requires everyone to be in favor

J Steeper

Mon 8/22/2016 1:57 pm

3.1....I assume we are talking about the property between the Napier theatre and R&J. I have just walked down the street to take a look at that property. It has been cleared, levelled and a "temporary" type of fence has been placed at both the north and south sides....fence looks like it is about 6' high. Concrete has been poured all around the perimeter (leaving the middle of the lot a few inches lower than the concrete perimeter) and , at least on the south end, there are metal projections extending above the surface of the concrete. There is also a "for Lease" sign posted on the fence.

What does the LUB say about completion of buildings once construction has begun?

I realize we cannot force someone to construct a building, but the fact that the lot is 'for lease' makes me wonder if there is a genuine intent to complete the construction. Also, that aspect of the project which has been completed (metal projections in particular) create a hazard if the building is never completed. There is also the possibility of water and waste accumulating.

If there is no requirement in the LUB that a project be completed within a specified time after construction has started, I would agree with a one-time maximum extension of one year....I would like conditions placed however..... the fence must be maintained in good and tidy condition at all times, the lot is to be kept free of trash and if the construction does not commence within one year that both the fence and the partial construction must be removed. Maybe this is being a bit heavy-handed (and maybe is not even doable) but in my view, the town does not want a fenced, partially completed, potentially hazardous construction site to exist indefinitely and we need to try to foreclose that possibility if at all possible.

3.2....I am in favor

S Clark

Mon 8/22/2016 7:32 pm

I mentioned in my response to this that the current fence in my point of view is not adequate. If we are being asked for something above and beyond the usual, I don't think what I suggested is out of line.

C Gillis

Tue 8/23/16 9:55 am

Just forwarding Julie's email in regards to the timeline for the extensions on the 2 development permits. Require your input on giving a 1 year extension on each of the presented development permits. *"included the information provided by J. Steeper Mon 8/22/2016 11:07 am"*

L Taylor

Tue 8/23/2016 10:04 am

3.1 in favour but with the conditions I stated in the first email about this

3.2 in favour

C Gillis

Thu 8/25/2016 10:11 am

Sorry to send this email again, but because it seems as not everyone may be in favor of 3.1. I need to hear from everyone confirming whether you are in favor of 3.1 , with an extension timeline. An extension is not really a place where we give conditions that is at the development permit stage. Please send me an email letting me know even if





# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.2.1



your previously sent me an email with your thoughts. We could table this for discussion in person for September 1, 2016 if you feel it is necessary.

J Steeper

Thu 8/25/2016 10:24 am

I am in favor of the extension for one year, but after one year there must be some progress and the owner must make sure either it is built or the land is brought back to the original condition, right now it looks less than desirable with that orange fence and it also has a for lease or sale on the property. Is the owner really going to proceed?

S Shoff

Thu 8/25/2016 11:44 am

I'm in favour of an extension on both.

S Gallagher

Thu 8/25/2016 2:12 pm

I am in favor of the extension

T Zariski

Fri 8/26/2016 8:50 am

I would like to table it for discussion.

S Kuntz

Fri 8/26/2016 8:49 am

Ok I have 3 members saying yes to the extension for 1 year and 1 person who would like to see the item tabled. So it has passed.

J Steeper

### **Motion:**

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

An extension for development Permit T00014-15D submitted by Reg Speers for new construction of a physical therapy clinic on the main floor and two dwelling units on the upper floor located at 30 3 Avenue East, Drumheller on Plan 3099AD; Block 25; Lot 3 be granted an extension for one year.

An extension for development Permit T00055-15D submitted by W. Kelly Carnahan for an addition to a detached garage located at 190 9 Street NW, Drumheller on Plan 2721JK; Block 1; Lot 9 be granted an extension for one year.

### **Second:**

S Shoff providing a second. Carried

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

The email is adequate for granting extensions, a copy of the minutes will be presented at the next meeting.



### 3.0 Adjournment of ON LINE REVIEW OF DEVELOPMENT PERMIT EXTENSIONS

---

**Chairperson**

---

**Development Officer**

**Attachments:**  
Agenda



### Request for Decision

**Date:** September 16, 2016

<b>Topic:</b>	Aquaplex Modernization – General Construction and Retrofit
<b>Proposal:</b>	<p>The Town of Drumheller is renovating the Aquaplex indoor pool with the installation of a gradual entry pool liner and associated works. This project includes the demolition of the existing pool liner, installation of a new liner system (by others) upgrades to mechanical, electrical and architectural components within the Aquaplex.</p> <p>On July 29, 2016, a Request for Proposal was posted on APC. On August 25, 2016, three proposals were received and are summarized as follows:</p> <p>Shunda Construction Management – \$ 1,257,000.00 Pearl Rose Construction Ltd. – \$ 1,481,784.00 Lear Construction Management - \$ 1,592,800.00</p> <p>Subsequent to the proposal opening, the Town requested that the low bidder provide an alternative schedule and pricing for a May 2017 construction start. On September 15, 2016, Shunda Construction Management submitted the following price adjustment for spring/summer 2017 construction period:</p> <p>Shunda Construction Management – \$ 1,314,000.00</p> <p>All bidders have indicated an overall five to six month construction schedule for this project. Shunda Construction Management has confirmed that their schedule will be approximately six months barring any unforeseen issues with the project. Overall completion of this project is expected to be early November 2017.</p>
<b>Proposed by:</b>	Darryl Drohomerski, C.E.T., Director of Infrastructure Services
<b>Correlation to Business (Strategic) Plan:</b>	The Town of Drumheller Capital Budget has allocated a total of \$ 2,110,778.00 for the Aquaplex Modernization Project. To date \$ 1,346,593.10 has been spent for the purchase of the Myrtha Pool Liner system and installation contractor and the engineering fees for this project. Approval of this contract will require a total of \$ 549,815.10 to be transferred from reserves or the 2017 MSI Grant .
<b>Benefits:</b>	The completed project will improve aquatic activities and provide greater accessibility for residents and visitors.
<b>Disadvantages:</b>	No obvious disadvantages.

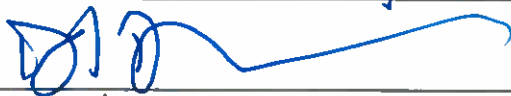

#### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

Created By: Darryl Drohomerski, C.E.T.

1

## Agenda Item # 8.2.1

<b>Alternatives:</b>		Reject all Proposals and retender the project with a May 2017 start date.	
The total cost of the Aquaplex modernization project is summarized as follows:			
Shunda Construction Management		\$1,314,000.00	
Myrtha Pool System Purchase		\$ 791,503.00	
Stantec Consulting		\$ 176,745.10	
Master Pools Alberta Ltd.		\$ 378,345.00	
<b>Total</b>		<b>\$2,663,073.10</b>	
<b>Budget Available</b>		<b>\$2,110,778.00</b>	
<b>Shortfall</b>		<b>(\$ 549,815.10)</b>	
<b>Approved Budget:</b>	\$2,110,778.00	Source of Funds:	<b>Capital</b>
<b>Budget Available:</b>	<b>\$764,184.90</b>	Capital Cost for this Decision:	\$1,314,000.00
<b>Underbudget Savings:</b>		<b>Overbudgeted Cost:</b>	<b>(\$549,815.10 )</b>
<b>Communications Strategy:</b>	The successful vendor will be advised of the proposal award.		
<b>Recommendations:</b>	It is my recommendation that the Town of Drumheller proceed with the lowest proposal which meets all the criteria, received from Shunda Construction Management in the amount of \$ 1,314,000.00.		
<b>Report Writer:</b>	Darryl Drohomerski, C.E.T.		
<b>Position:</b>	Director of Infrastructure:		
	R. M. Romanetz, P.Eng.		
	Chief Administrative Officer:		

- Total project over expenditure will be funded by Reserves or 2017 MSI



# DRUMHELLER

## INFRASTRUCTURE SERVICES

Agenda Item # 8.2.1



### Request for Decision

**Date:** September 16, 2016

<b>Topic:</b>	Aquaplex Modernization – Myrtha Pool Installation
<b>Proposal:</b>	<p>The Town of Drumheller is renovating the Aquaplex indoor pool with the installation of a gradual entry pool liner and associated works. This pool liner system was awarded on April 21, 2016 to NCA Aquatics for a Myrtha Systems brand liner system. In order to validate the 25 year warranty on their product as well as to ensure proper installation of the product, the manufacturer requires that the pool installer be certified by Myrtha Pools prior to installation of the product.</p> <p>On July 29, 2016, a Request for Proposal was provided to a list of preferred installers as well as posted on APC. On August 25, 2016, two proposals were received and are summarized as follows:</p> <p>Master Pools Alberta Ltd. – \$ 349,815.00 Priority SS – \$ 482,469.00</p> <p>Subsequent to the proposal opening, the Town requested that the low bidder provide an alternative schedule and pricing for a May 2017 construction start. On September 15, 2016, Master Pools submitted the following price adjustment for spring/summer 2017 construction period:</p> <p>Master Pools Alberta Ltd. – \$ 378,345.00</p> <p>Both bidders have indicated an overall five to six month construction schedule for this project. Master Pools Alberta Ltd. has confirmed that their schedule will be approximately six months barring any unforeseen issues with the project. Overall completion of this project is expected to be early November 2017.</p>
<b>Proposed by:</b>	Darryl Drohomerski, C.E.T., Director of Infrastructure Services
<b>Correlation to Business (Strategic) Plan:</b>	The Town of Drumheller Capital Budget has allocated a total of \$ 2,110,778.00 for the Aquaplex Modernization Project. To date \$ 968,248.00 has been spent for the purchase of the Myrtha Pool Liner system and engineering fees for this project. Approval of this contract will require a total of \$ 599, 815.10 to be transferred from reserves or the 2017 MSI Grant.



#### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

Created By: Darryl Drohomerski, C.E.T.

1

## Agenda Item # 8.2.1

<b>Benefits:</b>	The completed project will improve aquatic activities and provide greater accessibility for residents and visitors. The installation of the liner by a certified pool installer will validate the 25 year warranty on the pool liner.		
<b>Disadvantages:</b>	No obvious disadvantages.		
<b>Alternatives:</b>	Reject all Proposals and retender the project with a May 2017 start date.		
The total cost of the Aquaplex modernization project is summarized as follows:			
Shunda Construction Management		\$1,314,000.00	
Myrtha Pool System Purchase		\$791,503.00	
Stantec Consulting		\$176,745.10	
Master Pools Alberta Ltd.		\$378,345.00	
<b>Total</b>		<b>\$2,663,073.10</b>	
Budget Available		<b>\$2,110,778.00</b>	
<b>Shortfall</b>		<b>(\$549,815.10)</b>	
<b>Approved Budget:</b>	\$2,110,778.00	Source of Funds:	<b>Capital</b>
<b>Budget Available:</b>	<b>\$968,248.10</b>	Capital Cost for this Decision:	\$378,345.00
<b>Underbudget Savings:</b>	\$	<b>Overbudgeted Cost:</b>	<b>(\$549,815.10 )*</b>
<b>Communications Strategy:</b>	The successful vendor will be advised of the proposal award.		
<b>Recommendations:</b>	It is my recommendation that the Town of Drumheller proceed with the lowest quote which meets all the criteria, received from Master Pools Alberta Ltd. in the amount of \$ 378,345.00.		
<b>Report Writer:</b>	Darryl Drohomerski, C.E.T.		
<b>Position:</b>	Director of Infrastructure:		
	R. M. Romanetz, P.Eng.		
	Chief Administrative Officer:		

- Total project over expenditure will be funded by Reserves or 2017 MSI



# DRUMHELLER

## REQUEST FOR DECISION

Agenda Item # 8.4.1



### Request for Decision

Date: September 15, 2016

<b>Topic:</b>	<b>Selection of Safety Codes Services Provider</b>
<b>Background:</b>	<p>The Town and Palliser Municipal Services provide safety codes services to our ratepayers through a contracted service provider. Our Safety Codes services include building, gas, electrical, plumbing, fire and private sewer system inspections and permit reviews. All of these activities are defined under the authority of the provincial Safety Codes Act and the Alberta Safety Codes Council.</p> <p>Two qualified proposals were received. Park Enterprises Ltd. and the Superior Safety Codes Inc. (our current supplier of these services) submitted. The proposals were reviewed based on the following criteria:</p> <ul style="list-style-type: none"><li>Personnel Qualifications</li><li>Availability and Capability</li><li>Familiarity with Region</li><li>Related Experience and;</li><li>Fee Structure</li></ul> <p>The proposals were independently evaluated by 5 panel members from Administration including input from Palliser Municipal Services Corp. The final scoring was shown as follows:</p> <ol style="list-style-type: none"><li>1) Superior Safety Codes Inc. (91% overall score)</li><li>2) Park Enterprises Ltd. (76% overall score)</li></ol> <p>Superior Safety Codes Inc. was selected unanimously by the panel and as a result, we recommend Superior Safety Codes Inc. as our Safety Codes Service Provider. Administration would then move forward with finalizing our service agreement.</p> <p>We will defer any changes to our fee structure for Council's consideration through the 2017 operating budget process. Fee increases will go beyond the rate of inflation in the Building and Electrical disciplines. These increases will be consistent with other service providers within the industry.</p>



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 8.4.1



March 15, 2016

### Request for Proposal

### Safety Codes Services Building, Plumbing, Gas & Electrical Disciplines

\*Please note that a separate contract will be required for the Town of Drumheller and  
Palliser Regional Municipal Services.\*

Representing the Member Municipalities of:

M.D. of Acadia	Town of Hanna
Village of Acme	Village of Linden
Village of Carbon	Village of Morrin
Town of Castor	Village of Munson
Village of Cereal	Town of Oyen
Village of Consort	County of Paintearth
Town of Coronation	Special Areas #2, #3, & #4
Village of Delia	Starland County
Town of Drumheller	Town of Trochu
Village of Empress	Village of Veteran
Village of Halkirk	Village of Youngstown
Village of Hussar	Village of Rockyford
Village of Standard	

**Proposal Closes on April 22, 2016 4:00 PM MST**



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

Telephone: (403) 823-1310  
Fax: (403) 823-7739  
[jsteeper@dinosaurvalley.com](mailto:jsteeper@dinosaurvalley.com)





# DRUMHELLER

## COMMUNITY SERVICES

**Agenda Item # 8.4.1**



### 1.0 INVITATION TO SUBMIT PROPOSAL

Your organization is hereby invited to submit a proposal for the provision of Safety Codes Services in the Building, Electrical, Plumbing and Gas disciplines to the Town of Drumheller/Palliser Regional Municipal Services, as detailed in this Request for Proposal.

Request for Proposal: # 2011-11-28  
Description: Safety Codes Services in the Building, Electrical, Plumbing and Gas Disciplines  
Date Issued: April 1, 2016  
Closing Date: April 22, 2016  
Closing Time: 4:00 PM MST

This Request for Proposal does not commit the Town of Drumheller/Palliser Regional Municipal Services to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at any meetings with the Town of Drumheller/Palliser Regional Municipal Services staff relative to this proposal.

### 2.0 INSTRUCTION TO PROPONENTS

#### 2.1 Inquiries

Refer all proposal inquiries to [Julie Steeper - jsteeper@dinosaurvalley.com](mailto:jsteeper@dinosaurvalley.com)

#### 2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with the Request for Proposal number and addressed to:

Town of Drumheller  
224 – Centre Street  
Drumheller, AB T0J 0Y4  
Attention: Ray Romanetz, C.A.O  
Safety Codes Services  
Building, Plumbing, Gas & Electrical Disciplines



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

Telephone: (403) 823-1310  
Fax: (403) 823-7739  
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# DRUMHELLER

## COMMUNITY SERVICES

**Agenda Item # 8.4.1**



Proposals must be received at the front reception desk of the Town of Drumheller office by the closing time and date set forth or they will not be accepted. Proposals received late will be returned to the proponent unopened. Faxed proposals will not be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the proponent.

### **2.3 Proposal Copies**

The Proponent shall provide 2 copies of the proposal.

## **3.0 PROPOSAL SUBMISSION INSTRUCTIONS**

### **3.1 Proposal Format**

Proponent's submission must be prepared in the same order in which section 3 of this RFP has been prepared.

### **3.2 Letter of Transmittal**

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

### **3.3 Executive Summary**

An Executive Summary which will include, a brief corporate profile which will cover the organization's key attributes, office location, and recent proof that the organization is in good standing with the Safety Codes Council and the Worker's Compensation Board.

### **3.4 Response to Requirements**

Proponent's bids will be based on the Uniform Quality Management Plan attached as Schedule 'A' and forming part of this Request for Proposal. Proponents are required to detail their organization's ability to satisfy, at minimum, all aspects of the requirements as outlined in this section.

**A. Permit Issuance Support**

**B. Compliance Monitoring**

**C. Permit Closure:** This section must detail Proponent's expiry policy, verification of compliance policy and no entry policy.

**D. Required Permits:** How the proponent will ensure that all development obtains the required Safety Codes Permits.



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# DRUMHELLER

## COMMUNITY SERVICES

**Agenda Item # 8.4.1**



**E. Availability:** How the proponent will make Safety Codes Officers available for consultation with Municipal departments including but not limited to the Planning and Development Department, Fire Department, Engineering Department etc.

**F. Order Procedures:** How the proponent will undertake enforcement action if necessary.

**G. Training:** Proponent's bids must include information relative to training including but not limited to:

Training to ensure that the proponent's Safety Codes Officers and other organization employees receive all professional development and educational upgrades necessary to maintain their certification and designation.

Training for the proponent's Safety Codes Officers and other organization employees with respect to the Town of Drumheller/Palliser Regional Municipal Services QMP.

Continued training and support for the Planning and Development Services department with respect to the issuance of permits, the proponent's service delivery model and methodologies, etc.

Orientation for the remaining members of the Planning and Development Department, with respect to the Safety Codes Act, the issuance of permits, process, etc.

**H. Transition Plan:** How the transition of Safety Code Services to the Agency will be managed.

**I. Data Management:** Manage records using the Safety Codes Council Electronic Safety Information Tracking Environment (ESITE).

**J.** Note that Palliser has arranged for certain permitting features to be delivered by the Town of Drumheller as per the Palliser Regional Municipal Services Regional Safety Code Administration Agreement, copies of which are available upon request.

**K. E-Permit Tracking:** Safety Codes Council Electronic Safety Information Tracking Environment (ESITE) system will be used for permit tracking and support will be provided to member municipalities regarding its utilization



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# DRUMHELLER

## COMMUNITY SERVICES

*Agenda Item # 8.4.1*



### 3.5 Proposed Safety Codes Officers

Proponents must provide resumes for the Safety Codes Officers who will be assigned to provide Safety Codes Services to Palliser Regional Municipal Services. Resumes must include, for each SCO:

- their level of certification
- background and training.
- years of experience.
- experience in similar municipalities

### 3.6 Insurance

Proponents are required to submit with their proposal evidence of the following Insurance Coverage:

**A.** Comprehensive or Commercial General Liability in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence, and annual aggregate, if any, of not less than five million dollars (\$5,000,000.00) insuring against bodily injury or damage to property of others (including loss of use thereof).

**B.** All Risks Liability to include Valuable Paper and Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.

**C.** Errors and Omissions in an amount not less than two million dollars (\$2,000,000.00) per occurrence.

**D.** Automobile Liability Insurance in respect of vehicles that are required by law to be insured under a contract of a Motor Vehicle Policy, Shall have limits of not less than five million dollars (5,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property, covering all vehicles owned or leased by the contractor, in the following forms endorsed to provide the Town of Drumheller/Palliser Regional Municipal Services with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverage

### 4.0 FEE SCHEDULE

Proponent's bids must include completed fee schedules that are attached with Schedule B. The bid must include what services will be delivered based on fees submitted with Schedule B. Proponent's bids must also specify what additional charges may be incurred by the Town of Drumheller/Palliser Regional Municipal Services for services over and above the QMP requirements.

### 5.0 CONTRACT

The term of the contract between the Town of Drumheller/Palliser Regional Municipal Services and the successful bidder will be three years with an option for extensions if mutually agreed upon by all parties.



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# DRUMHELLER

## COMMUNITY SERVICES

**Agenda Item # 8.4.1**



### 6.0 EVALUATION

Proposals will be evaluated in two stages. The first stage will consist of a review of all proposals to ensure that each proposal was received on time and that the proposal is compliant with all other submission requirements. Proposals found to be non-compliant will be returned and given no further consideration. The second stage will consist of an evaluation of the written proposal, verbal presentation and references.

Proponents will be evaluated according to the following factors:

- |  |     |
|--|-----|
| 1. Qualifications of personnel to be assigned  | 25% |
| 2. Availability and capability to meet work requirements   | 20% |
| 3. Familiarity with the regions existing infrastructure, soil conditions & engineering standards | 20% |
| 4. Related experience on similar projects  | 15% |
| 5. Fee Structure   | 20% |

### 7.0 APPROVAL PROCESS

Administration will forward a recommendation on the successful proponent's bid to a meeting with the Town of Drumheller/Palliser Regional Municipal Services for approval.

### 8.0 PROPOSAL REJECTION

The lowest cost Proposal, or any or all Proposals may be rejected.



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# DRUMHELLER

## COMMUNITY SERVICES

*Agenda Item # 8.4.1*



### Schedule A

### Town of Drumheller/Palliser Regional Municipal Services

### Current Uniform QMP



Town of Drumheller  
224 Centre Street  
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# DRUMHELLER

## COMMUNITY SERVICES

*Agenda Item # 8.4.1*



### ADDENDUM NO. 1

**TENDER:** Town of Drumheller/Palliser Municipal Services  
Safety Codes Services Building, Plumbing, Gas & Electrical Disciplines

**DATE:** April 1, 2016

The proposed UQMP is undergoing the approval process and the following changes should be noted:

- a) 3 inspections are required on building permits for new construction (Foundation, Framing, and Final)
- b) 2 inspections are required for electrical permits for new construction (Rough-in and Final)
- c) Flood mitigation sheets are required to be completed on the properties identified by the Town of Drumheller

Should you have any questions please call Julie Steeper at 403-823-1310.

---

Development Officer and  
Safety Codes Administrator





# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 8.4.2



<b>To:</b>	<b>CAO, Mayor and Council</b>	<b>CC:</b>	<b>CAO and Directors</b>
<b>From:</b>	<b>Paul Salvatore Director Community Services</b>	<b>Date:</b>	<b>September 15, 2016</b>
<b>Subject:</b>	<b>Wayfinding Signage - Update</b>		

In July 2016, the Town established a Wayfinding Signage Committee composed of representatives from the Economic Development Advisory Committee (Brock Harrington, Adrian Hartman and Mike Todor) and staff from Community Services and Infrastructure Services to review and recommend the development, design and implementation of pedestrian signage in 2016.

The committee worked with Urban Systems (Landscape design specialists) throughout the Summer of 2016 and at their meeting on September 15, 2016 – the committee unanimously agreed to proceed with the first phase of a pedestrian signage program which includes the production and installation of 11 signs (see attached).

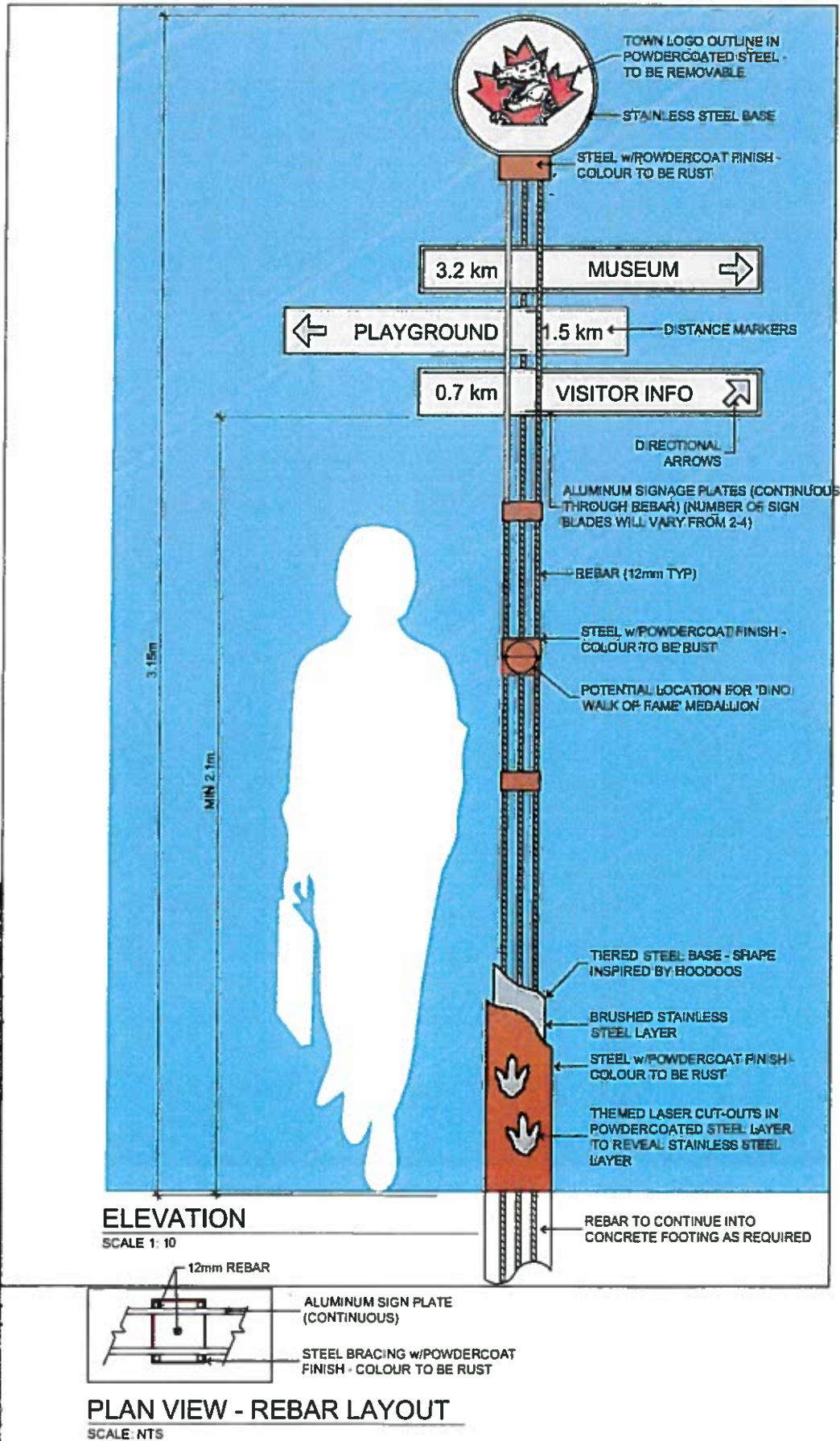
Part of the discussion with the committee included consultation with the Chamber of Commerce's Dino Arts committee which led to the suggestion to add a feature on each sign that would allow for the "Dino Walk of Fame" to be incorporated into the design – as a medallion that would be mounted on each of the poles. Dino Arts also suggested that a Near Field Communications device could be added to the medallions, thereby providing the potential for the "Dino Walk" to include links from the Wayfinding signs, to mobility devices as a "scavenger hunt" feature to entice visitors to find the next medallion and other points of interest throughout the Valley.

Quotations for local production of the signage were requested from 3 local suppliers, 2 vendors declined to submit and one local vendor was prohibitively more expensive compared to the recommended supplier – Heavy Industries, of Calgary. The 2016 Wayfinding signage package falls within the budget identified in the 2016 revitalization project plan, within the Capital budget.

Our staff from Infrastructure Services have commenced the process of finalizing the location of these signs and will be working with the suppliers on the final production and installation expected to be in the next 4-6 weeks, pending any weather or other unforeseen circumstances.

Our Economic Development and Communications Officer attended the Dino Arts meeting on September 15, 2016 where the concept was enthusiastically received. Dino Arts will work on the details surrounding the development of the Dino Walk of Fame concept, the Royal Tyrrell Museum has offered to support and consult with Dino Arts on the development of medallions that seek to scientifically represent good examples of dinosaurs of significance from Drumheller's palaeontological past.





**preferred option - with medallion**

FIGURE  
**2**

# WAYFINDING SIGNAGE

TOWN OF DRUMHELLER

Scale 1:1500



## LEGEND

- 2016 PEDESTRIAN SIGN LOCATIONS
- FUTURE PEDESTRIAN SIGN LOCATIONS

## GENERAL NOTES:

1. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
2. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
3. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
4. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
5. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
6. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
7. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
8. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
9. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
10. All signage must be installed in accordance with the Town of Drumheller Signage Manual.

## MANUFACTURING NOTES:

1. All signage must be manufactured in accordance with the Town of Drumheller Signage Manual.
2. All signage must be manufactured in accordance with the Town of Drumheller Signage Manual.
3. All signage must be manufactured in accordance with the Town of Drumheller Signage Manual.
4. All signage must be manufactured in accordance with the Town of Drumheller Signage Manual.
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## INSTALLATION NOTES:




1. All signage must be installed in accordance with the Town of Drumheller Signage Manual.
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master plan - rev. 1

Agenda Item # 8.4.2

FIGURE

## TOWN OF DRUMHELLER WAYFINDING SIGNAGE – DRAFT CONTENT REV.1

Sign # and Location	Foundation Type	Blade 1 Content and Orientation	Blade 2 Content and Orientation	Blade 3 Content and Orientation	Blade 4 Content and Orientation	Additional notes
1 – Southwest of Bridge Street	Soft landscape	North - Camping	Southeast – Recreation District, 	n/a	n/a	Remove existing 'Hiking Trail' Sign and relocate to east side of bridge
2 – South Bridge Crossing	Soft landscape	North - Camping	East – Recreation District (Use Trails)	Northwest – Recreational Trails	n/a	Changed 'River Park Recreation Trails' to recreational Trails
3 – East of bridge crossing	Soft landscape	Northwest - Camping	Northeast – Skate Park, Recreational Trails	Southeast - Badlands Community Facility	South - Dino Walk	Blade 1, with two items, will have them written on separate lines on the sign. Town has painted "arena" on outside of arena.
4 – Corner of Riverside Drive and 1 St W	Soft landscape	North – Recreational Trails, Spray Park	Northeast – Skate Park	East – Badlands Community Facility	South - Downtown, Dino Walk	Added Spray Park to N blade instead of NW as we ran out of signblades.
5 – NE Corner of Riverside Drive and Centre St	Concrete - coloured	North – Recreation District, 	Northwest – Camping, Recreational Trails	East – Badlands Community Facility	South - Downtown, Dino Walk	
6 – SE Corner of Centre Street and 2 Ave E	Concrete	North – Recreation District,  , Badlands Community Facility	South – Downtown, Dino Walk	n/a	n/a	Mid-block on community building – between flag and a dino



7 – NE Corner of 2 Ave W and 1 St W	Concrete	North – Recreation District,  , Badlands Community Facility	South – Downtown, Dino Walk	n/a	n/a	On residential street, notify neighbour
8 – NE Corner of Centre Ave and 3 Ave E	Concrete	North – Recreation District, 	South – Dino Walk	East - Food & Shops, Dino Walk	West – Food & Shops, Gallery Row	By theatre, not on island with purple dino
9 – S of Railway Ave and Centre St.	Concrete – on island	North – Recreation District, 	North – Downtown, Dino Walk	East – Dino Walk	West – Dino Walk	Located on island, Align with road CL, between planter and dino
10 – planting bed on W side of 1 St W, mid-block between Railway and 3 Ave W.	In soft landscape	North – Recreation District, 	Northeast – Dino Walk, Badlands Community Facility	East - Dino Walk, Gallery Row	East - Food & Shops	Chose soft landscape location for visibility and proximity to parking lots. Aerial photo shows buildings that no longer exist.
11 – NW Corner of 3 Ave W and 2 St W	Concrete	North – Recreation District, 	East – Food & Shops, Gallery Row	East - Dino Walk	West – Food & Shops	Chose location next to park for visibility and pedestrian scale. Downtown signs exist so call out Food & Shops instead.



# DRUMHELLER

## PROTECTIVE SERVICES



### REQUEST FOR DECISION



		<b>Date:</b>	September 12, 2016
<b>Topic:</b>	<b>Regional Emergency Services Master Plan - Award of the Consultant</b>		
<b>Proposal:</b>	<p>In March 2016, the Town along with neighboring partners Starland, Kneehill, and Wheatland Counties and Special Areas #2, were approved for funding under the Alberta Community Partnership Intermunicipal Collaboration program to complete a Regional Emergency Services Master Plan. A request for proposals was called and we received proposals from 11 firms with quotes ranging from \$33,586 - \$173,418. Five possible proponents were shortlisted with quotes ranging from \$83,129.50 - \$130,000. They were as follows:</p> <p>Energy Management Analytics  Behr Energy Services  The Werkz  Stantec  Kendall and MSC Consulting</p> <p>Pricing is only one component of many. Based on the weighting criteria which formed part of the RFP as attached, the Committee (comprised of Town of Drumheller Director of Protective Services, Fire Chief and Wheatland County's Disaster Services Coordinator) recommended awarding the contract to Behr Energy Services Ltd. Their submission covers more thoroughly the requirements of the RFP. This firm has a great deal of experience in the development of emergency plans and is well reported on by municipalities they have served. Their proposed fees to complete this project were not the least expensive but are regarded as a reasonable cost that must be incurred for the completion of such a project. We will discuss with their project manager possible additions to their proposal to expand training opportunities. Given this firm's experience and track record I have confidence they will produce a plan that the Town and partners find practical, enduring and detailed.</p>		
<b>Proposed by:</b>	Greg Peters, Director of Protective Services		

#### OFFICE OF THE DIRECTOR OF PROTECTIVE SERVICES

Telephone: (403) 823-1363

	Created By: Greg Peters	1
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## Agenda Item # 8.5.1

<b>Correlation to Business (Strategic) Plan</b>	Regional Collaboration was approved as a priority in Council's 2016 Corporate Business Plan.		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• A holistic emergency response plan among all partners is critical and will reduce unnecessary delays in response times.</li> <li>• A formalized plan provides the necessary guidance when these knowledgeable and experienced individuals are no longer available to provide direction during disasters.</li> </ul>		
<b>Disadvantages:</b>	n/a		
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	Grant funding approved in the amount of \$125,000.00.		
<b>Operating Costs:</b>	n/a	<b>Capital Cost:</b>	\$125,000.00
<b>Budget Available:</b>	n/a	<b>Source of Funds:</b>	Province \$125,000
<b>Communication Strategy:</b>	Upon Council's approval, the successful firm and neighboring municipal partners will be notified.		
<b>Recommendations:</b>	<b>That Council award the development of a Regional Emergency Services Master Plan to Behr Energy Services Ltd. in the amount of \$92,933.25.</b>		
<b>Report Writer:</b>	Greg Peters 	<b>CAO:</b>	Ray Romanetz
<b>Position:</b>	Director of Protective Services		



## **REQUEST FOR PROPOSALS**

### ***TO PROVIDE CONSULTING SERVICES FOR THE DEVELOPMENT OF A REGIONAL EMERGENCY SERVICES MASTER PLAN***

**Issue Date: June 17, 2016**

**Prepared By:**

Town of Drumheller  
224 Centre Street  
Drumheller, AB  
TOJ OY4  
Director of Protective Services  
Greg Peters (403) 823-1363

**[gpeters@dinosaurvalley.com](mailto:gpeters@dinosaurvalley.com)**

### **1.0 INVITATION**

The Town of Drumheller proposes to engage the services of a consultant to prepare a Regional Emergency Services Master Plan that will include the Town of Drumheller, Starland County, Kneehill County, Wheatland County and Special Areas #2. The intent of this plan is to review the Town of Drumheller and partner municipalities' existing emergency management functions, associated plans and bylaws and recommend changes to increase regional efficiency and effectiveness and to develop a Regional Emergency Services Master Plan.

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

### **2.0 GENERAL INSTRUCTIONS**

#### **2.1 SEALED PROPOSALS**

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

##### **TOWN OF DRUMHELLER**

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

Please note that Greg Peters is the primary contact for any clarification relating to the Proposal Document. He can be reached at [gpeters@dinosaurvalley.com](mailto:gpeters@dinosaurvalley.com) or by telephone at 403 823-1363. To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this document shall be submitted in writing (email form is acceptable).

#### **2.2 CLOSING DATE/TIME**

Sealed and marked proposals will be received no later than **July 5<sup>th</sup>, 2016, 2:00pm** local time. Proposals will be opened publicly at Town Hall Council Chambers 224 Centre Street, Drumheller, AB.

#### **2.3 SUBMISSION REQUIREMENTS**

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

#### **2.4 FIRM IDENTIFICATION**

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

#### **2.5 ACKNOWLEDGEMENT**



## **Agenda Item # 8.5.1**

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

### **2.6 ACCEPT OR REJECT PROPOSALS**

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

### **2.7 FREEDOM OF INFORMATION**

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

### **2.8 AMENDMENT OR WITHDRAWAL OF PROPOSALS**

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

### **2.9 NEGOTIATIONS**

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

### **2.10 ACCEPTANCE OF PROPOSAL**

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

### **2.11 PROPOSAL EXPENDITURE**

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

### **2.12 ADDENDA**

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

### **3.0 INTRODUCTION**

The Town of Drumheller and its partner municipalities have a population base of approximately 30,000 situated in south/central Alberta. The following information is available via the Town of Drumheller and partner municipalities' websites:

1. Town of Drumheller [www.dinosaurvalley.com](http://www.dinosaurvalley.com)
2. Starland County [www.starlandcounty.com](http://www.starlandcounty.com)
3. Kneehill County [www.kneehillcounty.com](http://www.kneehillcounty.com)
4. Wheatland County [www.wheatlandcounty.com](http://www.wheatlandcounty.com)
5. Special Areas 2 <https://specialareas.ab.ca>

Over the last decade, the above noted communities have been devastated by flooding and drought. Drumheller suffered major damage to its road and park infrastructure as a result of flooding events in 2005 and 2013. A formalized Emergency Services Master Plan will provide prompt and coordinated responses to major emergencies and disasters. Drumheller and partner municipalities have "collective knowledge based" (senior staff members) responses to emergencies that need to be formalized in a formal plan. A formalized plan provides the necessary guidance when these knowledgeable and experienced individuals are no longer available to contribute during a disaster.

Drumheller and its partner municipalities have identified a need to improve our collective ability to prepare for, respond to and recover from an emergency or disaster. The plan needs to focus on building capacity with all municipal staff to respond and provide emergency services, as well as a focus on liaison and joint training with each other and stakeholders.

### **4.0 THE PURPOSE AND SCOPE OF WORK**

#### **4.1 Purpose**

The purpose of the proposal is to review the partner municipalities' existing emergency management functions, associated plans and bylaws and recommend changes to increase program efficiency and effectiveness for regional emergency response.

#### **4.2 Scope & Objectives**

##### **Part 1**

- 1) Review & make recommendations on Drumheller and the partner municipalities' current emergency program function & response plans
- 2) Evaluate and assess Drumheller and the partner municipalities' documentation including interviews with staff members with respect to preparedness, response and recovery for the following disasters:
  - Floods;
  - Tornadoes;
  - Drought;
  - Hazmat Spills;
  - Pandemic Outbreaks;
  - Transportation of dangerous goods;

## **Agenda Item # 8.5.1**

- Wildfires and interface fires; and
  - Any other deemed relevant disasters.
- 3) Identify industry standards, best practices and legislated requirements.
  - 4) Make recommendations which include scope, quality of work, performance standards, workload capacity and budget requirements in order to increase program efficiency and effectiveness.
  - 5) Review relationships with local, regional and provincial bodies.
  - 6) Review existing equipment and response times.

### **Part 2**

- Prepare a Regional Emergency Services Master Plan guiding the development of Drumheller and the partner municipalities' with joint preparedness, response and recovery of emergencies and disasters.

### **4.3 Summary of Deliverables**

The successful proponent will be required to provide:

- Meetings, as required, with Emergency Services Master Plan Steering Committee;
- A report summarizing findings including recommendations, completed plans, operational guidelines, budget considerations and suggested timelines for implementation of the recommendations;
- A preliminary presentation to the Emergency Services Master Plan Steering Committee to review findings and recommendations; and
- A final presentation to Council for adoption of the Emergency Services Master Plan.

### **4.4 Statement of Understanding**

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

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

## **5.0 PROPOSAL REQUIREMENTS**

### **5.1 PROFESSIONAL INFORMATION**

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

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

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

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

All proposals shall include a detailed description of all professional fees and other costs based on the scope of services outlined and recommended method of billing and payment. Where applicable, proposals must include all taxes, rates and charges applicable at the time the proposal is awarded.

### **5.2 REFERENCES**

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

## **6.0 AWARD AND COMPLETION**

### **6.1 EVALUATION CRITERIA**

Proponents will be evaluated according to the following factors:

Qualifications of personnel to be assigned to project	30%
Availability and capability to perform work	25%
Related experience on similar projects	25%
Cost/fees	20%

### **6.2 PROPOSAL AWARD**

We wish to thank all interested parties for participating in this tender process, and look forward to working with the successful proponent in the immediate future. The Town expects to be in a position to select by July 30, 2016.