

Town of Drumheller COUNCIL MEETING AGENDA

May 30, 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 DEPUTY MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

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3-8 5.1.1 Regular Council Meeting Minutes of May 16, 2016

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

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9-10 6.1 Tammi Nygaard - Landfill Operations Manager re: 2016 Spring Cleanup Report

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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8.2.1 Clarification on RFD - 2016 Street Improvement Program Award

8.3. DIRECTOR OF CORPORATE SERVICES

11-13 8.3.1 RFD - Newspaper Advertising Award

8.3.2 MGA Amendments Review

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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 Deputy Mayor Tara McMillan
Appointment to the Drumheller Community Learning Society Board
Appointment to Campus Alberta Central Steering Committee

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

May 16, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:
Terry Yemen

COUNCIL:

Jay Garbutt
Lisa Hansen-Zacharuk
Patrick Kolafa
Tara McMillan
Sharel Shoff
Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:
Ray Romanetz

DIRECTOR OF CORPORATE SERVICES:
Barb Miller

DIRECTOR OF COMMUNITY SERVICES:
Paul Salvatore

RECORDING SECRETARY:
Linda Handy

ABSENT:

DIRECTOR OF PROTECTIVE SERVICES:
Greg Peters
DIRECTOR OF INFRASTRUCTURE SERVICES:
Allan Kendrick

1.0 CALL TO ORDER

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

2.0 MAYOR'S OPENING REMARK

2.1 Mayor T. Yemen presented a letter from Minister of Seniors and Housing - Hon. Lori Sigurdson re Grants in Place of Taxes Program. In her letter, Hon.

Sigurdson states, *"that with current limited resources, our government must make tough choices that are fiscally responsible, while balancing the need to maintain sufficient programs and services for Albertans. The previous government made the decision to eliminate Grants in Place of Taxes in their proposed budget, and we were unable to reverse every proposed cut the previous government made. We understand that municipalities are affected by this reduction in revenue, and this impact is greater on some municipalities than others. While it is a difficult choice, our decision was to maintain the elimination of grants rather than reduce funding in areas like tenant supports and property maintenance. This will ensure that our Housing Management Bodies are able to keep tenants in units. At this time, the government is not looking at amending Section 27 of the Alberta Housing Act"*.

- 2.2 Mayor T. Yemen presented a letter from Minister of Municipal Affairs - Hon. Danielle Larivee re MGA Review. In her letter, Hon. Larivee states, *"as you are aware, the Government of Alberta is currently conducting a comprehensive review of the Municipal Government Act (MGA). With the MGA defining how municipalities function, the types of services they provide, and how funds are raised it is critical that we hear from Albertans from all walks of life on how to strengthen this critical piece of legislation"*.

Mayor Yemen stated that the MGA Review Sessions will be held throughout the summer months in various communities. He stated that the sessions are open to the public. The Mayor and Council indicated their interest to attend.

- 2.3 Mayor T. Yemen proclaimed "National Public Works Week" from May 15th to 21st, 2016. He announced that the Public Works Shop will be hosting a BBQ for the public as well as giving tours of the PW facilities on May 19th from noon to 2:00 PM. He encouraged the public to attend.

- 2.4 Mayor T. Yemen stated that he provided greetings at the Alberta Foothills Desk and Derrick Club Conference on May 15th. He stated that the conference was well attended with delegates coming from as far away as Texas, USA. The Club promotes education and professional development of individuals employed in the energy and petroleum industry.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2016.81 Hansen-Zacharuk, Shoff moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of May 2, 2016

MO2016.82 Zariski, McMillan moved to adopt the Regular Council Meeting minutes of May 2, 2016 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 12.16 being a bylaw to amend Bylaw 04.15 "Business License Bylaw" - all three readings

R. Romanetz presented Bylaw 12.16 to amend Bylaw 04.15 (Business License Bylaw) to include a new category for "Busker". He advised that a busker is defined "*as a person who plays, acts, sings or otherwise performs or entertains for voluntary reward in a public place as approved by the town of Drumheller*". He recommended that the annual license fee be set at \$25.00.

MO2016.83 Kolafa, Hansen-Zacharuk moved first reading of Bylaw 12.16.

Discussion on the Motion:

Councillor T. Zariski asked how many inquiries the Town receives for a busker license and where buskers would be able to perform. P. Salvatore stated that the Town receives several inquiries each year which is a good reason to move forward with advertising and proper licensing. Councillor L. Hansen-Zacharuk stated that she has seen several buskers by the fountain or wandering downtown during the summer months, which is great for the community. Councillor P. Kolafa stated that he is pleased to see that the fee is not an encumbrance for younger buskers, such as students, as all buskers will contribute to the culture of the valley.

On another matter, Councillor J. Garbutt requested that Council reexamine the bylaw in depth, at some point, to review the categories and businesses that are currently exempt, in particular those within the petrochemical industry. R. Romanetz stated that there are a number of exempted businesses that are historical in nature and agreed that a review would be beneficial. He stated that the review will be included on a future Council Committee meeting agenda in September.

Vote on Motion: Carried unanimously.

MO2016.84 Garbutt, Hansen-Zacharuk moved second reading of Bylaw 12.16. Carried unanimously.

MO2016.85 Shoff, Kolafa moved no objection to third reading of Bylaw 12.16. Carried unanimously.

MO2016.86 Hansen-Zacharuk moved third reading of Bylaw 12.16. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 RFD - 2016 Street Improvement Program Award

R. Romanetz advised that tenders for the 2016 Road Improvement Program closed on May 3rd with a total of six tenders received ranging from \$856,765 to \$1,231,450. He stated that the pricing was very good with the low bid received from Year Round Landscaping Inc. He stated that the consultant has provided a letter of recommendation which states that *"Year Round Landscaping Inc. has not worked in the Town of Drumheller for the Town projects but has worked on the rehabilitation of the Extra Foods Parking Lot. AECOM have never worked with this contractor before. Year Round has provided AECOM and the Town with references attached (IRC Building Sciences Group Megan Hun P. Eng and the Town of Carstairs Rob McKay P.M.); after phone discussions with the references provided, AECOM firmly believes that Year Round Landscaping Inc. are very capable of producing acceptable work and meeting the completion dates. The above references spoke very highly of the work and the personnel from Year Round Landscaping Inc."* He stated that based on AECOM's review, Year Round Landscaping has the ability and resources needed to comply with the project specifications. He stated that the budget available is \$1M and the engineer's estimate for this project is approximately \$959,600. He also advised that Administration has provided a map identifying the road improvements as proposed. He stated that because the bid has come in under budget it is hopeful that all projects as identified will be completed within the budget approved by Council. He noted that overlays are required on Riverside Drive and 7th Avenue, a portion of road dug out on 2nd St. SE and additional work on Jewel Street and Excelsior Avenue in Wayne. He stated that some projects may require additional work if the roadway has to be opened up due to poor road base. He recommended that Council award the 2016 Road Improvement Program to Year Round Landscaping.

MO2016.87 Garbutt, Shoff moved that Council award the 2016 Road Improvement Program to Year Round Landscaping in the amount of \$856,765.00 (GST not included).

Councillor J. Garbutt advised that the small stretch of pavement on 5th Street between 1st Avenue and 2nd Avenue in East Coulee is in dire need of repair considering that a new owner wishes to reopen the hotel. R. Romanetz stated that the projects as listed are in the 2016 program but Council has also approved about \$250,000 that would be used for general patching throughout the community and possibly, these dollars could be used for some patching in this area identified in East Coulee with full replacement

scheduled at a later date. Councillor L. Hansen-Zacharuk asked how long Year Round Landscaping has been in business. R. Romanetz advised that they are based out of Rocky View and have been in the landscaping business for many years but in the last 5-6 years they have taken on jobs that include base and concrete work. He further advised that one of their largest projects was the rebuild of Banff Avenue. He further noted that they come highly recommended and he is confident that the consultants have done their homework and have indicated their confidence in Year Round Landscaping's ability to complete the work.

Vote on Motion:
Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Councillor Tom Zariski provided an overview of the Provincial Golf Tournament to be held in Drumheller at the Dinosaur Trail Golf and Country Club on August 30 and 31, 2016.

14.0 IN-CAMERA MATTERS MO2016.88 Shoff, McMillan moved to go in camera at 5:10 PM. Carried unanimously.

14.1 Personnel

14.2 Land Matter (Industrial)

MO2016.89 Hansen-Zacharuk, McMillan moved to revert to Regular Council Meeting at 6:07 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:07 PM.

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Regular Council Meeting Minutes
May 16, 2016

Agenda Item # 5.1.1

Chief Administrative Officer

Mayor

MEMORANDUM

Agenda Item # 6.1

TO: Town of Drumheller- Town Council Members

FROM: Tammi Nygaard, Operations Manager

CC: R. M. Romanetz P. Eng.

DATE: May 30, 2016

SUBJECT: Spring Cleanup 2016

For your information the following will list the totals for this year's Spring Cleanup 2016, I have included 2015, 2014, 2013, 2012 totals for comparison purposes.

Amnesty from April 22 – May 13, 2016

Town collection from May 2 - May 13, 2016

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
(wood, household, compost)	191.05 mt	197.39 mt	269.47 mt	283.37 mt	229.57 mt
Metal Only	31	46	40	51	42 mt
Batteries	26	50	43	30	48 units
Tires	351	349	404	569	292 tires
Prop. Tanks	192	171	237	159	201 tanks
Freon	80	57	89	78	59 units
Paint cans	1152	834	1,020	1,604	1,413 cans
Computers	71	80	185	100	132 units
Televisions	195	237	279	273	236 units
Microwaves	56	69	90	88	76 units
Public	27	24	37	28	25 mt

All of the tires, paint, propane tanks, batteries, computers, televisions, microwaves and Freon appliances were collected and segregated at the Landfill. All metal and appliances were collected together for a total of 31 metric tonnes using both the H & H Huxted bins and Town staff. The total 191.05 metric tonnes of household includes; wood, compost, & household materials. Town staff collected and delivered 77.64 metric tonnes of household materials and compost, with 113.41 metric tonnes delivered in the Huxted bins. Compared to last year totals we had an approximate decrease of 3.3 % in wood, compost, and household material and a 48.5 % decrease in metal.

Total Man Hours:

11 men x 8 hrs x 9 days =	792 regular hours
11 men x 1.5 hrs overtime =	16.5 overtime hours
1 man x 6 hrs overtime =	6 overtime hours

Town Equipment utilized for the 2016 Spring Cleanup

2012 Caterpillar Backhoe/Loader
2010 John Deer 710 J Backhoe/Loader
2003 John Deer Loader
2016 Tandem Freightliner
1998 International Tandem
2009 Tandem Freightliner
2006 Chev 1 Ton
2015 Dodge ¾ Ton
2008 Ford 1/2 Ton

Minimal issues experienced this year; three residences with piles too large were not collected. Further education on sorting of the various materials was suggested, however overall it was a well received, safe and efficiently run 2016 Spring Cleanup.



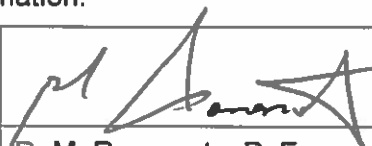
Request for Decision

Date: May 24, 2016

Topic:	Advertising – Weekly Town Page
Proposed by:	Barbara Miller - Director, Corporate Services
Background:	<p>Corporate Services recently issued an RFP for the placement of its weekly discretionary and statutory advertising requirements, for a term of three years. The previous RFP was issued in September 2012. At that time, the contract was awarded to Inside Drumheller at a rate of \$23,536.76 per year for a ½ page (45 column inches @ 10.058/column inch). Although the term of the contract has since expired, to date, Inside Drumheller has continued to honour this pricing.</p> <p>In response to the RFP, two proposals were received, Drumheller Mail and Inside Drumheller.</p> <p>With a circulation of over 4,800, Inside Drumheller is circulated freely and distributed through multiple means including Canada Post, counter and newspaper stands throughout the Valley.</p> <p>The average weekly circulation of the Drumheller Mail is 2,200. To receive a Drumheller Mail, interested readers must pay for the paper which is also distributed outside of the valley and through multiple means including Canada Post, counter and newspaper stands and carriers.</p> <p>Both proponents offer digital circulation.</p> <p>Both proposals included the following cancellation statements:</p> <ul style="list-style-type: none">• The Town of Drumheller agrees to provide 30 days written notice should termination of the proposal be necessary• The Drumheller Mail agrees to provide 90 days written notice should termination of the proposal be necessary

	<p><u>Costs Proposed are as follows</u></p> <p>Drumheller Mail - ½ Page – 12.4"wide (6 columns) x 10.5" high 2016 Black & White \$40,491.36/year, (+) G.S.T. (\$778.68/wk) Spot (one) Colour \$46,471.36/year, (+) G.S.T. (\$893.68/wk) Process (full) Colour \$56,871.36/year, (+) G.S.T. (\$1,093.68/wk)</p> <p>2017 – plus (+) 2% rate increase - (Black & White = \$41,301.18/yr) 2018 – plus (+) 1% rate increase - (Black & White = \$41,714.19/yr)</p> <p>Inside Drumheller - ½ Page – 10.25"wide (6 columns) x 7.72" high 2016 Black & White \$29,886.48/year, (+) G.S.T. (\$574.74/wk) Spot (one) Colour \$33,526.48/year, (+) G.S.T. (\$644.74/wk) Process (full) Colour \$40,286.48/year, (+) G.S.T. (\$774.74/wk)</p> <p>2017 – plus (+) 2% rate increase – (Black & White = \$30,484.20/yr) 2018 – plus (+) 1% rate increase – (Black & White = \$30,789.04/yr)</p> <p>The proposal submitted by Inside Drumheller, the current provider, reflects a 27% increase over the last contract award pricing, far exceeding annual CPI percentages over the past four years.</p>
Correlation to Business (Strategic) Plan	Increased transparency and improved communication with rate payers and stakeholders.
Benefits:	<p>Awarding of a contract for the provision of the weekly Town page advertising ensures</p> <ul style="list-style-type: none"> ➤ adequate space is reserved to meet the Towns discretionary and statutory advertising needs ➤ Town information is located on the same page within the weekly paper ➤ consistent pricing over the term of the contract which will also provide more timely and accurate costs for budgeting purposes and help to mitigate risk of budget overruns
Disadvantages:	While highly unusual, awarding of a contract that commits to a minimum specified size could result in the purchase of space over and above what may be required to meet the advertising need on any given week, resulting in costs incurred over and above what may be necessary.

Agenda Item # 8.3.1

Alternatives:	Currently, Section 606 of the MGA, mandates that items having statutory advertising requirements such as borrowing bylaw, notice of public hearings, must be <i>(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or</i> <i>(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.</i> However , Bill 20, also known as the Municipal Government Amendment Act, 2015, amends Section 606 to include <i>(c) published on the municipalities website, or</i> Although Bill 20 has been given royal ascent, it does not come into effect until proclamation which is anticipated to be (late) spring 2017.		
Finance/Budget Implications:	The budget for weekly Town page advertising is 2016 – (adopted) \$33,075 (lowest proposal - \$29,886) 2017 – (proposed) \$33,775 (lowest proposal - \$30,484) 2018 – (proposed) \$34,475 (lowest proposal - \$30,789)		
Source of Funds:	Advertising costs are funded through the operating budget		
Communication Strategy:	N/A		
Options:	<ul style="list-style-type: none">➤ Reject proposal(s), pay “rack” rate for weekly advertising costs on an as required basis and begin transitioning of advertising, other than statutory requirements, over to the Town’s website➤ Accept a proposal, award contract		
Recommendations:	Award contract to Inside Drumheller at an annual rate of \$29,886.48 (+) G.S.T for 2016, with 2% increase in 2017 and 1% increase in 2018, with direction to administration to begin enhancing dinosaurvalley.com web site to allow accommodation of the weekly Town page and begin marketing the new location in preparation of Bill 20 proclamation.		
Report Writer:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO:	 R. M. Romanetz, P. Eng. Chief Administrative Officer