

# **Town of Drumheller COUNCIL MEETING AGENDA**

**May 1, 2017 at 4:30 PM**

**Council Chamber, Town Hall**

**224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

- 1.1 Councillor Tara McMillan to be sworn in as Deputy Mayor for the months of May and June, 2017

## **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 April 18, 2017  
Special Council Meeting Minutes of April 24, 2017

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

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

- 6.1 Drumheller District Senior Foundation - CAO Jennifer Krystoff and Board Member Tom Zariski  
Presentation of Housing Needs Survey
- 6.2 Police Committee - Chair Fred Makowecki, Board Member Tom Zariski and Director of Protective  
Services Greg Peters  
Presentation of 2016 Policing Survey Results and New Police Committee Policy Manual

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

- 8.1. CAO**
- 8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**
- 8.3. DIRECTOR OF CORPORATE SERVICES**
- 8.4. DIRECTOR OF COMMUNITY SERVICES**
- 8.5. DIRECTOR OF PROTECTIVE SERVICES**
- 9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**
- 10.0 PUBLIC HEARING DECISIONS**
- 11.0 UNFINISHED BUSINESS**
- 12.0 NOTICE OF MOTION**
- 13.0 COUNCILLOR REPORTS**
  - 13.1 Councillor Tara McMillan - Valley Bus Society Operations
- 14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**April 18, 2017 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

**ACTING CAO / DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**1.0 CALL TO ORDER**

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

**2.0 MAYOR'S OPENING REMARK**

Mayor Yemen advised that the Chamber held their annual meeting on March 23<sup>rd</sup> with Brock Harrington being appointed the New President (Jeff Hall as the Vice President); Cindy Clark as Chair of the Business Advocacy Committee and Cameron Sinclair as Chair of the Citizen Advisory Committee.

Mayor Yemen advised that Council was invited to the Dinosaur Golf and Country Club's fundraiser on April 22<sup>nd</sup>.

Mayor Yemen advised that a motion is required to change the Council Committee Meeting scheduled for April 24<sup>th</sup> to a Special Council Meeting for the presentation of the audited 2017 Financial Statements.

**MO2017.43** Hansen-Zacharuk, Kolafa moved to change the Council Committee Meeting schedule for April 24<sup>th</sup> to a Special Council Meeting. Carried unanimously.

### **3.0 PUBLIC HEARING**

### **4.0 ADOPTION OF AGENDA**

**MO2017.44** McMillan, Shoff moved to adopt the agenda as presented. Carried unanimously.

### **5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of April 3, 2017

**MO2017.45** Zariski, McMillan moved to adopt the Regular Council Meeting Minutes of April 3, 2017 as presented. Carried unanimously.

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

#### **5.3. BUSINESS ARISING FROM THE MINUTES**

### **6.0 DELEGATIONS**

Dr. Ram – New Medical Clinic

Presentation highlights included:

- Riverside Medical Clinic will open early May;
- A Health Needs Assessment done in March 2017 independently commissioned by Advocacy Data surveyed 1306 residents and ran for 3 weeks;
- General demographics was 75% female responses with a various spread of age
- Key findings included:
  - o most residents were satisfied with the quality of care however other areas needing improvement included wait times, process of booking appointments and the choice of local physicians;
  - o 1 in 6 said the health care in our community is getting worse;
  - o 1 in 4 did not have a family doctor;
  - o 90% felt Drumheller needed more physicians; needed a second clinic and more female doctors; and
  - o Responders said wait times of 5 days or less was acceptable; urgent appointments should be the same day; 60% of respondents had to wait

- 12.6 days for an urgent appointment to see a doctor within the Drumheller clinic; and
  - In general, health care in Drumheller was heading in a downward direction.
- The new clinic will be known as the “Patient's Medical Home” – an initiative that is sweeping across North America. A medical home involves a patient centre care, personal family physician, team based care, timely access (goal same day appointments for your family physician). The goal is to have a “one stop care experience”. The new clinic will need the support of local municipality, Alberta Health, and the Provincial Government. The new clinic will be staged in phases - Phase 1 includes Riverside Value Drug Mart will have an in-house pharmacy; the clinic will have extended hours into the evening and weekends as new physicians become available (within the next 6 months); physicians will be new Canadian grads starting as of July to September. There is only one clinic like it located in Taber, Alberta – it was accomplished through partnerships over a period of 10 (ten) years and is recognized nationally and internationally.

Questions and Comments from Council:

Councillor J. Garbutt asked the number of physicians expected to be hired at the new clinic over the next year. Dr. Ram stated that he intends to hire 5-9 primary care physicians plus a number of specialists that will provide extra out patient service.

Councillor T. Zariski asked why there are not more of these clinics across the country? Dr. Ram explained that it is hard to convince others to change the way things have been done for many years. As well, he explained that the costs are significant to retrofit existing clinics and physicians are not willing to move forward – it takes the leadership of primary care givers to fight for it. However, he stated that a new generation of doctors want to practice in this new type of clinic.

Mayor and Councillors thanked Dr. Ram for his commitment to community.

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1 ACTING CAO**

#### **8.1.1 Aquaplex Construction Schedule Update**

D. Drohomerski advised that the Aquaplex will be closed to users on April 30<sup>th</sup> at 4:30 PM and the pool will be drained for Pearl Rose to commence work on May 1<sup>st</sup>. In order to redo the hot tub area, the men's changing room will not be available. A temporary change room and wash facility will be installed on top of pool deck. The facility will be closed for a two week period. He further advised that the outdoor pool will be open mid May but dependent on weather as the pool needs to be painted and the filtration system cleaned. He explained that the contractor will install temporary fencing to delineate between the construction zone and the public area. The site trailer will be located on the old tennis courts and will be fenced off from the public. The pool liner will stay at the Water Treatment Plant and be removed as needed with an August start for the liner

installation. He noted that regular updates will be posted on the Town Page website. He further noted that Alberta Health has signed off on the pool's modernization project. Councillor T. Zariski asked if Town workers are involved in the demolition work. D. Drohomerski stated that the contractor is doing all interior demolition however the Town's role will be to install the trailer for temporary washrooms and work on outdoor pool. Councillor L. Hansen-Zacharuk asked if the construction zone will impact public access to the parking lot by the tennis courts. D. Drohomerski stated that a fence will delineate the access / egress for the construction workers however the public will have first rights for parking.

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

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

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

### **8.4.1 RFD – Seasonal Vendor Application Dino Donuts**

P. Salvatore stated that further to Council's direction at their Council Committee meeting of April 10<sup>th</sup>, to move forward with approval of a vendor application for Dino Donuts, he presented the following information for Council's consideration. He provided a guide for dealing with vendors in past years. As well as, he presented an aerial that shows the concrete pads that were originally created for vendors at Rotary Park and a photo of the location requested by Dino Donuts (grassed area SE corner of Rotary Park). He stated that he physically went to the site to obtain measurements. The originally created area for vendors located within the Rotary Park will accommodate up to three vendors and three concrete pads have been poured for that purpose. The dimension of the northern vendor site is 50' x 10' and the southern vendor site is 60' x 10'. He advised that the applicant has identified their food trailer to be 8' wide x 17' long. He stated that the applicant's unit would fit where it was designed for that purpose. He stated that Council has received one application and additional requests to modify the policy that has been followed in the past. Further to this, he noted that an exception was granted in the past where the Town allowed the unit to be located closer to the public washroom facilities. He stated that Council is aware of the pluses and minuses of the requested location and ultimately it is Council's decision to modify past policy. He stated that one Councillor at the past meeting noted that the policy should be reviewed for a more long term approach. He further noted that a noise complaint was received last year when the Dino Donut unit was located close to the Sublime Restaurant and all noise complaints are acted upon under the Community Standard Bylaw. He further noted that last year, the unit did relocate in part due to the noise complaint however the applicant also felt that the site (by Sublime) was not busy enough. He noted that in the vendor guide provided to Council this evening there are some restrictions such as no carrying on of a vendor business within 6 meters of an intersection defined in the Highway Traffic Act and within 3 meters of a building exit.

### **Questions and Comments from Council:**

Mayor Terry Yemen asked if the Town allows the location as requested by the applicant, would the Town be in contravention of the Highway Traffic Act? P. Salvatore



stated that the Highway Traffic Act does not allow a business to operate within 6 meters of an intersection and the Town would want to adhere to the Act as well as the Town's Community Standard Bylaw. Mayor Yemen stated that if no generator can be purchased that is less than 75 decibels, then the Community Standard Bylaw as written is set up to fail. Councillor J. Garbutt stated that the applicant does not want to locate their vendor business on the pads within the park. He explained that the concrete pads were designed for the umbrella type vendor business and this is a food truck trailer that is more suited to the outskirts. He stated that it is problematic for the applicant to move their unit out of the park each evening. He stated that he does not see why the applicant's request cannot be granted as the street noise alone would drown out what comes from the food trailer. He further stated that Council has the ability to designate any area of a park or street as a vendor zone under the Business License Bylaw. Councillor T. Zariski stated that he agrees the location on the concrete pads within the park is not a suitable area for the size of the food cart as the park is a place for people. He agreed that the park on the corner is a good location and asked if there has been a circulation within the neighborhood similar to what the Municipal Planning Commission would do for development permits. P. Salvatore stated no as it is not clear on Council's preference of the location, however if Council wishes, a circulation could be carried out. Councillor S. Shoff agreed with location as identified on the SE corner of the park. Councillor L. Hansen-Zacharuk agreed with the location as identified on the SE corner for the following reasons: the hedge serves as a buffer, the park area is congested, plywood would be placed under the unit and the unit could be easily removed from the park. Councillor P. Kolafa agreed with the location as identified on the SE corner and requested that the motion include that the setback be 6 meters from the intersection to comply with the Highway Traffic Act. Councillor L. Hansen-Zacharuk asked if there were any other submissions for vendor licenses? P. Salvatore advised that the only other applications received were for Canada Day and they will be located in the SW corner of the Badlands Community Facility as a designated vendor site for Canada Day. Councillor P. Kolafa asked if the motion would address a one season permit or longer term? Councillor J. Garbutt stated that the matter should be revisited as he could not locate a vendor policy for seasonal vendors and decisions have been made based on past practice. He recommended that Council set a vendor policy because the current practice is outdated as the food truck industry is here to stay.

**MO2017.46** McMillan, Garbutt moved to approve the application for Dino Donuts to be located in the SE corner of Rotary Park (as per the photo) with the placement of the food trailer unit to be in accordance with the Highway Traffic Act (6 meters from the intersection) and further, that the food trailer unit be placed on plywood. Carried unanimously.

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

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

## **10.0 PUBLIC HEARING DECISIONS**

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**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 5:35 PM.

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Chief Administrative Officer

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Mayor



# **Town of Drumheller SPECIAL COUNCIL MEETING MINUTES**

**April 24, 2017 4:30 PM**  
224 Centre Street, Drumheller, Alberta



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Lisa Hansen Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:** Councillor Jay Garbutt

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

## **1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:40 PM.

Mayor Yemen declared the week of April 23 – 29, 2017 as Volunteer Week.

Mayor Yemen requested Administration to research the logistic of using only biodegradable plastic (bags and bottles) in the Town of Drumheller.

## **2.0 Presentation of the 2016 Audited Financial Statements**

Leon Pfeiffer - CPA, CA of Collins Barrow attended the meeting and provided an overview of the 2016 audited Financial Statements. His overview included the following comments:

Page 2 Consolidated Statement of Financial Position – The balance

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April 24, 2017

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sheet is divided by financial and non financial assets (not as easily converted into cash). Financial assets (comprised of cash and cash equivalents, taxes receivable, etc.) total \$29.3M – increase of \$8.6M from last year. Liabilities (comprised of deferred revenue, long term debt, etc) total \$23M. Net financial assets is \$6.3M which is a positive position. Non-financial assets (comprised of tangible capital assets, inventory for consumption, etc) total \$144M similar to last year. Accumulated surplus – total of \$150.9M increase of \$1.5M over last year. Auditor emphasized that the Town has a strong balance sheet with the ability to pay off current liabilities and remain with an excess.

Page 3 Consolidated Statement of Operations (revenues and expenses by type for the 12 months). Revenue received \$18.6 (Net municipal taxes raised is \$8.5M; the next largest source of revenue is sales and user fees at \$6.5M); Expenses were \$19.5M; Deficiency of revenue over expenses is \$(923,050) and if added in \$4.6M amortization costs, this would put the municipality in a positive position. Accumulated surplus at the beginning of the year is \$149.4M plus excess of revenue over expenditures of \$1.57M (capital assets) equaling an accumulated surplus at the end of the year of \$150.9M.

Page 4 Consolidated Statement of Changes in Net Financial Assets – Excess of revenue over expenditures of \$1.57M less acquisition of tangible capital assets of \$(3.34M) plus amortization of tangible capital assets of \$4.62M for an increase in net financial assets of \$2.3M. This amount is added to the balance at the beginning of the year \$4M which gives the net financial assets end year total of \$6.2M.

Page 5 – Consolidated Statement of Cash Flows – Cash and cash equivalents of \$13.9M less restricted (conditional grants) of \$(9.4M) leaving a year-end balance of \$4.54M.

Note 13 – Unrestricted surplus (funds to spend on anything) of \$3.8M, restricted surplus of \$14.5M, equity in tangible capital assets of \$132.6M for a total accumulated surplus of \$150.9M.

Note 20 - \$17.4M is available for future capital projects – the Town is in a strong financial position with the ability to take on more debt.

Note 23 Budget – The budget adopted by Council on February 22, 2016 was prepared on a basis that incorporates the use of surpluses accumulated in previous years to fund current year operations and capital activities.

L. Pfeiffer concluded his report by commending Administration on the Town's strong financial position. He further stated that once the Management Letter is signed off the audited Financial Statements will be released.

## ***Agenda Item # 5.1.1***

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**MOSP2017.01** Hansen-Zacharuk, Shoff moved to approve the 2016 financial statements as presented. Carried unanimously.

There being no further business, the Mayor declared the Special Council meeting adjourned at 5:04 PM.

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Mayor

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Chief Administrative Officer