

Town of Drumheller COUNCIL MEETING AGENDA

March 6, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

2.1 Drumheller Public Library - An Evening at the Library - March 11

2.2 Canada 150 Play List

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 February 21, 2017

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

12-19 5.2.1 Municipal Planning Commission Meeting Minutes of December 15, 2016
Municipal Planning Commission Meeting Minutes of January 12, 2017

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

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8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

20-21 8.2.1 RFD - Award of Tender Contract for Aquaplex Modernization

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

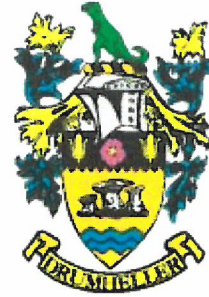
12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

February 21, 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

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:

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

1.0 CALL TO ORDER

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

Councillor Pat Kolafa was sworn in as Deputy Mayor for the months of March and April, 2017.

2.0 MAYOR'S OPENING REMARK

Family Day Activities – Mayor Terry Yemen thanked the BCF staff for organizing a successful Family Day with numerous activities that kids enjoyed at BCF.

Pink Day – Mayor Yemen asked Judy Quinton-Avridson to provide an overview of the meaning of “Pink Day”. J. Quinton-Avridson explained that several years ago in Nova Scotia a Grade 9 boy wore a pink shirt to school and he was bullied. Two high school students organized a protest to wear pink in sympathy of the bullying and distributed pink shirts for all the boys to wear in their school. On February 22nd, the color pink is worn to take a stand against bullying in our schools, in our workplace, and in our communities. She explained that although most individuals wear pink shirts, any item that is the color pink is encouraged to be worn. She further stated that the Heart and Stroke Foundation has donated dollars to make this a national event.

3.0 PUBLIC HEARING

3.1 Mayor Terry Yemen stated that the purpose of the Public Hearing is to consider Bylaw 01.17 being a bylaw to redesignate Lot 2, Block 15, Plan 0813007 in East Coulee from ‘UT’ Urban Transition District to the ‘SCR’ Suburban Community Residential District

Mayor Terry Yemen called the Public Hearing to order at 4:32 pm.

Mayor Yemen asked if there were any speakers in favor or against the proposal.

Margaret English stated that she was neither in favor or against the proposal but asked if the people involved had been informed the area is considered a brownfield site. R. Romanetz advised that Palliser Regional Municipal Services has circulated the proposal to several agencies and will present the findings in their report.

Mayor Yemen asked Cynthia Cvik – Planning Director – PRMS to provide her report.

C. Cvik stated that the property is adjacent to Hwy 10 in East Coulee. She explained that the applicant intends to place a manufactured home on the property which is a discretionary use within the SCR district. The property requires a rezoning because UT does not allow for a manufactured home under permitted or discretionary uses. She further explained that should the property owner wish to subdivide the property any future expansion of this parcel should be guided through the adoption of Area Structure Plans to ensure services are provided efficiently and land use conflicts are minimized. She explained that there is a minimum requirement of 10,000 sq ft (929 m²) if residential lots are serviced by a public sewer system but not a public water system. She stated that the Town’s sewer system is adjacent to the property but does not go into the property. It is recommended that the sewer line be hooked into the property. There is no water line to the property. She explained that the proposal was circulated to 20 agencies and no concerns were identified by those agencies. She advised that the proposal was circulated to 10 property owners on January 30, 2017 with only one call received for clarification on the proposal. She stated that the proposal was circulated electronically to the MPC on February 7th for their review/comments. She concluded by stating that the property is large enough to accommodate a subdivision and a higher density of development than what is currently being proposed. She explained that in the future, an Area Structure Plan will be required to assess

transportation, utility servicing and site capacity when a higher density development (subdivision) is considered, per Section 6.3.2 of the MDP Bylaw 11-08. She recommended that Bylaw 01.17 which proposes to rezone Plan 0813007 Block 15 Lot 2 from UT – Urban Transition District to SCR – Suburb Community Residential District be supported. She further stated that in no way has she been informed that this property is a brownfield site. R. Romanetz advised that in the circulation process, Alberta Environment and the Health Authority would have been notified and they have not identified any concerns. He further advised that the property owner can drill test holes on their property if they want additional information on soil conditions at the site.

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

Mayor Yemen asked Margaret English if she had any further comments. M. English stated she had no further comments.

Mayor Yemen asked if there were any questions from Council.

Councillor J. Garbutt asked C. Cvik if she was aware of the owner's plan to drill a well. C. Cvik stated that she had inquired with the property owner how the lot will be serviced. She further explained to the property owners that they may be able to use the well for everyday use but for drinking purposes they should use the fill station.

Councillor T. Zariski asked M. English why she feels the property is a brownfield site. M. English stated that it is common knowledge that CN track lines are situated adjacent to the property and that the rail ties contain creosote. R. Romanetz advised that test holes were drilled in that area when the truck fill station was constructed and the report could be shared with the owner. Councillor J. Garbutt stated that this is a private sale and as such, there is no role or responsibility for the Town. R. Romanetz stated that the Town owns land adjacent to this parcel.

Mayor Yemen closed the Public Hearing at 4:42 PM.

4.0 ADOPTION OF AGENDA

MO2017.20 Zariski, Kolafa 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 February 6, 2017

MO2017.21 Kolafa, Shoff moved to adopt the Regular Council Meeting Minutes of February 6, 2017 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 RFD – Approval of 2017 Operating Budget - Utilities Supported

R. Romanetz presented the Utilities Supported 2017 operating budget and advised that the utility rates were increased for water at 5% and for wastewater at 2%. He further stated that although the goal is to move towards full cost recovery, the Town should be able to attain this goal within the next 2 to 3 years. He stated that the current overall deficit to reach full cost recovery is \$306,000 of which \$108,000 is for water and \$197,000 is for wastewater.

MO2017.22 Garbutt, Hansen-Zacharuk move that Council approve the Utilities Supported 2017 operating budget as presented.

Clarification on Motion:

Councillor J. Garbutt referred to the deficit and asked if this is a reflection of not being fully amortized or are those true expenses over revenue deficit. B. Miller stated that the deficit is due to partial funding of the amortization.

Councillor L. Hansen-Zacharuk asked for clarification on Account 2-519 (other general supplies) as to why the costs increased to \$13,941 from the prior year. B. Miller stated that she would have to look in the general ledger for an explanation.

Vote on Motion:

Carried unanimously.

RFD – Approval of 2017 Operating Budget – Tax Supported

R. Romanetz presented the Tax Supported 2017 operating budget and advised that Council has reviewed the budget in considerable detail. He stated that the budget before Council today is a proposal based on zero tax increase to property taxes which requires a \$120,000 transfer from accumulated surplus. He asked B. Miller to provide an overview on changes / adjustments. B. Miller noted changes / adjustments as follows: She explained by beginning with the original budgeted surplus of \$24,969 and noted several adjustments (plus and minus) which nets to a further reduction of \$47,183 to the 2017 operating budget. She further explained that the largest amounts of reduction relate to the estimate for electricity; and a provision for carbon tax of \$20,000 which has been reallocated to water and wastewater. The adjustments total a reduction of \$47,183 to property taxes. Mayor Yemen stated that without this savings, the transfer from accumulated surplus for a zero percent tax increase would have been \$170,000. At Mayor Yemen's request, Councillor S. Shoff explained that the municipal request for 2017 is \$8,464,836 which is equivalent to the 2016 requisition (\$8,454,975 – 2016) plus supplemental tax generated from new development.

MO2017.23 Shoff, Hansen-Zacharuk moved that Council approve the Tax Supported 2017 operating budget as presented based on zero tax increase to property tax.

Clarification on Motion:

Councillor J. Garbutt asked for clarification on accumulated surplus before he proposed three amendments and asked the amount being transferred to reserves and how much of this was amortization versus actual operating surplus from 2016. B. Miller stated that \$1.4M has already been transferred with a further \$2.6 to come out of unrestricted accumulated surplus. She further stated that this amount is amortization and surplus from capital grants. Councillor J. Garbutt asked if there was an operating surplus in 2016. She explained that the water and sewer accounts are in a deficit compared to the budget and there is a surplus compared to the budget for the tax supported areas. She further explained that when capital revenue is brought into account, gains will be posted overall and the accounts are fully amortized. Councillor J. Garbutt stated that given the residents have no appetite for a tax increase, the other way to support objectives is to expend from the reserves. He stated that given the capital financing strategy over the next years the Town will only achieve modest growth. He suggested that \$100,000 should be earmarked for theming our community by capitalizing on branding our world's largest dinosaur. He further suggested that now is the wrong time to abandon our donation to Hope College and recommended an allocation of \$7500 to their efforts. He further suggested allocating \$50,000-\$60,000 towards hiring an individual to work alongside the Economic Development Officer to focus on business investment prospecting. He asked Council to consider three amendments to the budget.

Councillor J. Garbutt asked for a friendly amendment. Council agreed.

MO2017.23A Shoff, Hansen-Zacharuk moved that Council approve the Tax Supported 2017 operating budget based on a zero tax increase; and further that the 2017 operating budget be amended to include \$100,000 for theming in our community and capitalizing on branding our world's largest dinosaur; a donation to Hope College in the amount of \$7500; and reallocating \$60,000 towards hiring an individual to work alongside the Economic Development Officer to focus on business investment prospecting.

Council discussed the Motion.

R. Romanetz commented that there are dollars in accumulated surplus that remain for these changes. B. Miller confirmed that \$1M remains in the unrestricted surplus which will be used to fund the zero tax increase and for potential projects.

Mayor Terry Yemen asked Administration what a zero percent increase does to the budget in future years. R. Romanetz advised that if Council continues this indefinitely, assuming inflation continues at 2.5 percent, then it would put pressure on the accumulated surplus fund and the new Council and Administration would have to look at how these costs are made up in the future. He further stated that the additional dollars would have to come from somewhere or the Town's level of services would have to be reduced.

Mayor Terry Yemen stated that he will not support the motion with the inclusion of Hope College because they have a failed business plan and have not reached their projected student levels. He further stated that Council should have discussed these amendments early in the budgeting process.

Vote on Motion:

In favor – Hansen-Zacharuk, McMillan, Kolafa, Zariski, Shoff, Garbutt

Opposed – Yemen

Carried.

8.1.2 RFD – Approval of 2017 Capital Budget

R. Romanetz advised that Administration working with Council reviewed the proposed projects in considerable detail. He presented the capital budget totaling \$20,310,546. He explained that there is a carryover of projects from 2016 in the amount of \$1.96M; and unfunded projects are \$4.87M for grant applications with the Province that are not yet approved (cost shared with the Town), bringing the total of new capital project funding requests of \$13,495,474 for 2017 (which includes \$7.43M in flood mitigation projects; the budget reflects 10% coming from borrowing for the Town's share to build the dykes however the Town is lobbying with a senior government for the Town's portion of dollars being picked up by a senior government). Also noted in the RFD, the EC Lift Station upgrades only proceeds if the grant approval comes through from new federal program in the amount of \$1.3M, and the bridge work in Wayne totals \$1.335M. There is \$535,000 in the standard 255 account (funded through reserves) that deals with work for maintaining roads and sidewalks as well as a new roof at the arena. He further noted that the report identifies where the proposed funding comes from for major equipment purchases such as the replacement of the Simon Snorkel to be funded over two years – at \$500,000 per year. He commented that the capital budget is contingent on funding from other sources as well as funding for flood mitigation from a senior level government and having the Town and the Province resolve ownership of the dykes.

MO2017.24 Zariski, Hansen-Zacharuk moved to approve the 2017 capital plan totaling \$20,310,546 plus \$535,000 for 255 expenditures as presented.

Mayor Terry Yemen asked for comments from Council reminding them that they were elected to make decisions and provide opinions. Councillor J. Garbutt asked the rate for borrowing. B. Miller stated that the borrowing rate for a 30 year term debenture would be 3.27%. He asked to amend the capital budget to reduce the thousands of dollars in interest and to reduce the amount of the debenture the Town is seeking by transferring dollars from the accumulated surplus. He asked if there is more room in the accumulated surplus for projects by using cash that we have on hand. He reiterated that he is uncomfortable with the debt limit. R. Romanetz stated that whenever projects move forward there is an opportunity to look at the borrowing bylaws and whether there are other funding sources. He stated that Administration will take direction from Council on whether the Town will borrow for projects or to reallocate funds. He further explained that borrowing requires public advertising and approval

from the Province – currently this is what fits best into the Town's capital financing strategy. In response to a statement from Councillor J. Garbutt, B. Miller stated that some funds are remaining in unrestricted surplus that can be used for this purpose.

Councillor L. Hansen-Zarchark asked if the Town can find a way to fund the Little Tykes playground behind the BCF as it is unfunded in the current capital budget. R. Romanetz stated that the Town is seeking a partner where CIP or CFEP funds can be accessed through a service club. He further commented that the project will be brought back to Council if a partner is not found.

Vote on Motion:

Carried unanimously.

8.1.3 Bylaw 02.17 being a bylaw to regulate the Water and Wastewater Systems – second and third readings

R. Romanetz advised that Bylaw 02.17 Water and Wastewater Bylaw received first reading at Council's meeting of February 6th. In response to a question asked by Councillor J. Garbutt on how many of the \$21,000.00 unpaid utility accounts recently written off by Council were commercial and how many were residential. R. Romanetz advised that those statistics were provided to Council for their review and showed 80% residential and 20% commercial. He explained that are 15 apartment buildings with one main meter with an exception to those buildings that are duplexes / fourplexes or bareland condos which have individual services so everyone has their own utility bill. He further advised that Administration has researched how many communities moved forward with this approach and there are several dozens since the MGA was modified to allow for the property owner being responsible for a renter's utility account.

MO2017.22 Garbutt, Zariski moved second reading of Bylaw 02.17 being the Water and Wastewater Bylaw.

Discussion on Motion:

Councillor S. Shoff asked if customers pay a security deposit, and if so, how much? R. Romanetz advised that there is no requirement for property owners to pay a deposit however renters pay a \$150.00 deposit. He further explained that under the new bylaw the need for the security deposit disappears because of the ability to apply any unpaid bills against the taxes. Discussion held on the one month timeframe from the date the utility bills go out and the due date. Council felt that this might be a somewhat lengthy timeframe and could be the reason for the delinquent accounts as well as the need to tighten up the disconnection timeframe. B. Miller noted that there is a disconnect and reconnect fee for unpaid accounts. B. Miller stated that she recommended Council move toward this best practice so that all risk of loss is assumed by the property owner.

Vote on Motion:

Carried unanimously.

MO2017.23 Hansen-Zacharuk, Kolafa moved third reading of Bylaw 02.17 being the Water and Wastewater Bylaw. Carried unanimously.

8.1.4 RFD – Safety Policy

R. Romanetz advised that there is a requirement under the safety audit for the Town's Safety Policy to be adopted by Council on an ongoing basis so that the policy remains updated and visible to all employees, contractors and visitors. He further advised that the policy wording reflects what we practice in the organization.

MO2017.24 Kolafa, Shoff moved that Council adopt the Safety Policy C-01-17 as presented. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 RFD – Snow Removal and Ice Control Strategy 2017 Update

D. Drohomerski explained that the 2012 snow removal and ice control maps are posted on the Town's website as a draft. He further advised that with some additional streets being constructed since that year, it is appropriate to update the information on the maps current to February, 2017. He provided an overview of changes to snow removal routes from the previous version. Once Council approves the updated maps, the current maps will be uploaded on the Town's website.

MO2017.25 Zariski, McMillan moved to approve the 2017 Snow Removal and Ice Control Strategy 2017.

Discussion on Motion:

Councillor L. Hansen-Zacharuk referred to the Zero Tolerance area and asked if the Town has expanded their snow removal in the downtown core. D. Drohomerski stated that although the Town has been clearing 1st Street E to 2nd Street W and Railway Ave from 1st Street E to 2nd Street W, it was not shown on the map. Councillor P. Kolafa asked that the roads surrounding Elim Penetcostal Church be cleared due to increased traffic with their operations from the building. Councillor T. Zariski ask that a policy be put in place similar to the City of Calgary where cars are fined if they are parked along a route that is scheduled for snow removal. R. Romanetz stated that the Town has considered this however to date it does not limit's the staff ability to clear the road as there are normally only a few cars to maneuver around. D. Drohomerski stated that the Town does post signs the day prior to a snow removal and this method is working as well.

Vote on Motion:

Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD – Reserve Account Balances

B. Miller presented the reserve account balance transfers for 2017. She reported that the 2015 Audited Financial Statements shows the balance in the unrestricted surplus account at \$5.1M, of which \$1.4M has been allocated to the utility reserve, with the remaining amount to be allocated to tax supported. She further advised that once the capital financing strategy is approved by Council, moving forward this will become an

automatic general entry at year end based on the strategy percentages adopted. She further advised that Administration recommends that Council approve the reallocation of \$2,642,445 from unrestricted surplus to the various restricted accounts shown in the attachment. As mentioned earlier in the meeting, it would leave a \$1.23M which will fund the tax supported shortage and the amendments approved today.

MO2017.26 Hansen-Zacharuk, Garbutt moved that Council approve the allocation of \$2,642,445.32 from unrestricted surplus to restricted surplus as presented in the Schedule of Reserves as presented. Carried unanimously.

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

10.1 Bylaw 01.17 being a bylaw to redesignate Lot 2, Block 15, Plan 0813007 in East Coulee from UT – Urban Transition District to SCR Suburban Community Residential District – second and third readings

MO2017.27 Zariski, Shoff moved second reading of Bylaw 01.17. Carried unanimously.

MO2017.28 Hansen-Zacharuk, Kolafa moved third reading of Bylaw 01.17. 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 5:50 PM.

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Wednesday December 15, 2016**

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

Absent: Paul Salvatore, Director of Community Services - regrets
Stacey Gallagher, Member
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

Delegation: Joe Castonguay – T00260-16D & T00261-16D – Single Family Dwelling – exited at 12:40 pm
Kelly Boyko – T00260-16D & T00261-16D – Single Family Dwelling – exited at 12:40 pm
Mike Juniper – T00259-16D – Addition to existing Single Family Dwelling – exited at 12:29 pm

1.0 CALL TO ORDER – 12:03 pm

C. Gillis presented the Agenda for December 15, 2016 meeting.

1.1 Agenda – Additions or Deletions

No Additions
No Deletions

1.2 Acceptance of Agenda

Motion: S. Clark moved to accept the agenda of December 15, 2016 as presented

Second: – S. Kuntz. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 December 7, 2016

Motion: S. Kuntz moved to accept the minutes of December 7, 2016 as presented

Second: – S. Clark. Carried



3.0 DEVELOPMENT PERMITS

3.1 T00259-16D – Mike Juniper – Addition to existing SFD

J. Steeper presented Development Permit T00259-16D submitted by Mike Juniper for an addition to an existing single family dwelling located at 318 3 Street East, Drumheller on Plan 2089BN; Block 15; Lot 33. Zoning is R-1A Residential District.

J. Steeper advised this development permit was seen earlier for an addition for a deck on the front of the home. This application is to remove an old addition and replace with a new construction addition. The rear setback of 14.06 metres meets the requirements, the new addition has side yard setbacks of 1.8 metre and 2.17 metres which meets requirements, the original home is non-conforming and will not have to change at this time as it is not being altered. A variance is required to site coverage as it is 32%.

"Town of Drumheller – Land Use Bylaw 10-08

Relaxation/ Variance of Development Standards

(7) (b) (ii) an addition to an existing residential development in an established area; the minimum requirements may be relaxed if the proposed development would be compatible with existing developments in the surrounding area and will not unduly interfere with the amenities of the neighbourhood."

Mike Juniper was present to speak in regards to the development permit application. M. Juniper noted he was trying to save the addition however it was collapsing and needs to be removed, the rest of the structure is in good shape. He noted the house was built about 1921 and the addition was built around 1933.

Municipal Planning Commission discussed the application.

Motion: S. Shoff moved to approve Development Permit T00259-16D submitted by Mike Juniper for an addition to an existing single family dwelling located at 318 3 Street East, Drumheller on Plan 2089BN; Block 15; Lot 33 subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not



limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.

11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: T. Zariski.

3.2 T00260-16D – Tri Power Integrities – New Construction SFD

J. Steeper presented Development Permit T00260-16D submitted by Tri Power integrities for a new construction single family dwelling located at 405 14 Street East, Drumheller on Plan 1611903; Block 2; Lots 8. Zoning is R-1 Residential District.

J. Steeper advised this development permit is for a new construction single family dwelling on a basement with attached garage and a detached garage in the rear yard. Principal building has lot coverage of 25.3% with total coverage 45.78%, the site coverage requires a variance. All other set backs meet the bylaw requirements. This lot has utility easements on the front and side yard.

Kelly Boyko and Joe Castonguay were present to speak in regards to the development permit application. They mentioned the owner wants the accessory building for storage and vehicles. Also noted that the door(s) for the accessory building would face 6 Avenue and the attached garage would face 14 Street East, thereby having 2 driveways.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00260-16D submitted by Tri Power integrities for a new construction single family dwelling located at 405 14 Street East, Drumheller on Plan 1611903; Block 2; Lots 8, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not



limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.

11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: S. Clark – Carried

3.3 T00261-16D – Tri Power Integrities – New Construction SFD

J. Steeper presented Development Permit T00261-16D submitted by Tri Power integrities for a new construction single family dwelling located at 419 14 Street East, Drumheller on Plan 1611903; Block 2; Lots 15. Zoning is R-1 Residential District.

J. Steeper advised this development permit was seen twice before, this application is for a new construction single family dwelling on undeveloped basement with attached garage. This application is to reconfigure home as the lot has utility easements in the front and side yard and the original plan encroached on the right of way. The side yard and front yard set backs meet the requirements as per the land use bylaw. The site coverage was previously 41.6% with changes it is now 43.4% will require a variance as well the rear yard setback requires a variance to 11.3 feet metres.

Kelly Boyko and Joe Castonguay were present to speak in regards to the development permit application. In regards to the encroachment Atco does not do relaxations so therefore the house layout had to be changed to stay off the right of way.

Municipal Planning Commission Members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00261-16D submitted by Tri Power integrities for a new construction single family dwelling located at 419 14 Street East, Drumheller on Plan 1611903; Block 2; Lots 15, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.



10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: S. Kuntz – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

- 5.1 Update** – An appeal has been applied for in regards to Development Permit T00255-16D submitted by Interlok Solutions for a single family dwelling located at 342 2 Street East, Drumheller on Plan 2089BN; Block 16; Lot 33

6.0 Adjournment – Meeting adjourned by at 12:58 pm.

Chairperson

Development Officer

Attachments: Agenda



DRUMHELLER

COMMUNITY SERVICES



Agenda Item # 5.2.1

Municipal Planning Commission MINUTES Meeting of Thursday January 12, 2017

Present: Paul Salvatore, Director of Community Services – enter 12:06 pm
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Tom Zariski, Councillor/Member
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member

Absent: Sharel Shoff, Councillor/Member – regrets
Clayton Gillis, Chair - regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

1.0 CALL TO ORDER – 12:05 pm

S. Clark presented the Agenda for January 12, 2017 meeting.

1.1 Agenda – Additions or Deletions

No Additions
No Deletions

1.2 Acceptance of Agenda

Motion: S. Kuntz moved to accept the agenda of January 12, 2017 as presented

Second: – S. Gallagher. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 December 15, 2016

Motion: S. Kuntz moved to accept the minutes of December 15, 2016 as presented

Second: – T. Zariski. Carried

3.0 DEVELOPMENT PERMITS

3.1 T00002-15D – Shane & Adrian Young – Development permit extension

J. Steeper presented Development Permit T00002-15D submitted by Shane & Adrian Young for a time extension. Development is located at 2705 North Dinosaur Trail, Midland Park on Plan 3715; Block DQ; NW-9-29-20-w4. Zoning is CS, Community Service District.



DRUMHELLER

COMMUNITY SERVICES



Agenda Item # 5.2.1

J. Steeper advised this development permit was issued on February 20, 2015 for renovation (lifting) of an existing single family dwelling on to piers or stilts; this property is located in the flood fringe. The applicant is requesting a time extension on the development permit until December 1, 2017.

J. Steeper read from Town of Drumheller Land Use Bylaw 10-08

"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."*

J. Steeper passed out photos of the home taken on December 14, 2016. The applicant had mentioned the work was originally going to be done by contractors, however has since decided to do the work himself.

Municipal Planning Commission discussed the application. Members noted the structure does not show any real changes and is visibly not deteriorated over the last 2 years. Also noted was the time delay in applying for a time extension to the development permit.

Motion: T. Zariski moved to approve Development Permit T00002-15D submitted by Shane & Adrian Young for a time extension. Development is located at 2705 North Dinosaur Trail, Midland Park on Plan 3715; Block DQ. The time extension for the permit is until the date of February 20, 2018, with a review to take place prior to the end date as mentioned.

Second: S. Gallagher. - Carried

3.2 T00018-17D – Dr. Ivan Chan – Change of Use

J. Steeper presented Development Permit T00018-17D submitted by Dr. Ivan Chan for a change of use located at 45 3 Avenue West, Drumheller on Plan 3099AD; Block 19; Lots 6. Zoning is C-B Central Commercial District.

J. Steeper advised this development permit is for a change of use from a retail business to a personal services business, Chiropractic Clinic. This permit was seen previously as a discussion item on July 14, 2016. A letter of intent was submitted noted that there is ample street parking and site plan showing 3 staff parking stalls at the rear of the building. The applicant also mentions that there is easy access for patients.

Municipal Planning Commission Members discussed the application. Members noted that there is a parking lot across the alley from the building.

Motion: S. Kuntz moved to approve Development Permit T00018-17D submitted by Dr. Ivan Chan for a change of use located at 45 3 Avenue West, Drumheller on Plan 3099AD; Block 19; Lots 6, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.



DRUMHELLER

COMMUNITY SERVICES



5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Annual Business License is required.

Second: S. Gallagher – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

5.1 Update – Development at 1226 Newcastle Trail.

6.0 Adjournment – Meeting adjourned by at 12:45 pm.

Chairperson

Development Officer

Attachments: Agenda



Request for Decision

Date: March 1, 2017

Topic:

Aquaplex Modernization – General Construction and Pool Liner Installation

Proposal:

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 modification of the existing pool liner, installation of a new liner system and hot tub, and upgrades to mechanical, electrical and architectural components within the Aquaplex. The work outlines a May 1, 2017 start/mobilization date and all work and commissioning must be completed by September 29, 2017.

On January 25, 2017, a request for tenders was posted on APC. On February 22, 2017, a total of eight bids were received and are summarized as follows:

Bidder	Bid Price
Pearl Rose Construction Ltd.	\$ 1,475,000.00
Devitt & Forand Contractors Inc.	\$ 1,510,900.00
Shunda Construction Management	\$ 1,627,000.00
IMC Construction Ltd.	\$ 1,651,288.00
Westcor Construction Ltd.	\$ 1,930,000.00
Scott Builders Inc.	\$ 2,028,000.00
SBL Builders Ltd.	\$ 2,042,200.00
Carbon Constructors Inc.	\$ 2,371,984.00
Pre-tender cost estimate - Stantec	\$ 1,547,815.00

The low bidder's submission of \$1,475,000 is approximately 5% below the pre-tender estimate and is considered a reasonable bid. The contractor has performed similar work in the past and the Myrtha Pool installer is certified to install the Myrtha Pool liner system. Stantec Architecture has indicated that Pearl Rose Construction Ltd. has complied with all the tender submission requirements and they are recommending acceptance of their bid. This bid price is \$ 217,345.00 less than the combined amount of the previous tenders for the General Construction and Myrtha Pool Installation which were tendered in August of 2016.

In order to maintain access to the outdoor pool, a portable changeroom/shower unit will most likely be required as the men's changeroom will be partly demolished to facilitate improvements to the steam shower. The additional cost for the rental of this unit as well as water, wastewater and hydro connections is approximately \$30,000 and is a cost not included with this tender but is part of the overall project.

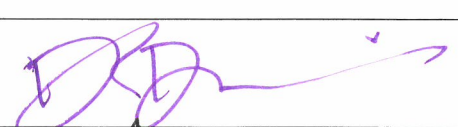

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

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

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Agenda Item # 8.2.1

Correlation to Business (Strategic) Plan:	The Town of Drumheller Capital Budget has allocated a total of \$ 2,632,093.00 for the Aquaplex Moderization Project. To date \$ 978,117.00 has been spent for the purchase of the Myrtha Pool Liner system and installation contractor and the engineering fees for this project.		
Benefits:	The completed project will improve aquatic activities and provide greater accessibility for residents and visitors.		
Disadvantages:	A substantial investment in the Myrtha Pool liner has already been by the Town. Not proceeding would put that investment at risk.		
Alternatives:	Reject all bids and cancel the project.		
The total cost of the Aquaplex modernization project is summarized as follows:			
	Pearl Rose Construction Ltd.	\$ 1,475,000.00	
	Myrtha Pool System Purchase	\$ 791,503.00	
	Stantec Consulting	\$ 186,614.00	
	Portable changeroom	\$ 30,000.00	
	Total	\$ 2,483,117.00	
	Budget Available	\$ 2,632,093.00	
Approved Budget:	\$ 2,632,093.00	Source of Funds:	Capital
Budget Available:	\$ 1,623,976.00	Capital Cost for this Decision:	\$1,475,000.00
Underbudget Savings:	\$ 148,976.00	Overbudgeted Cost:	
Communications Strategy:	The successful vendor will be advised of the proposal award. Information on indoor shutdown and arrangements for outdoor pool will be communicated to public after award and throughout the shutdown.		
Recommendations:	It is our recommendation that the Town of Drumheller proceed with the lowest proposal which meets all the criteria, received from Pearl Rose Construction Ltd. in the amount of \$ 1,475,000.00.		
Report Writer:	Darryl Drohomerski, C.E.T.		
Position:	Director of Infrastructure:		
	R. M. Romanetz, P.Eng.		
	Chief Administrative Officer:		