

Town of Drumheller COUNCIL MEETING AGENDA

**December 11, 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

3.0 PUBLIC HEARING

- 3 3.1 Purpose of the Public Hearing is to consider Bylaw 12.17 being a bylaw to amend Section 30, the Downtown Transition (DT) District, by adding the following use to the list of Discretionary Uses: Self Storage Facility

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 4-9 5.1.1 Regular Council Meeting Minutes of November 27, 2017

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 10-21 5.2.1 Municipal Planning Commission Meeting Minutes - October 5, 2017
Municipal Planning Commission Meeting Minutes - November 2, 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

8.1. CAO

- 22 8.1.1 Bylaw 13.17 being a bylaw to amend the Land Use Bylaw by redesignating Lots 18, 19 and 20 Block 24 Plan 3099AD from CB (Central Commercial) District to DT (Downtown Transition) District - first reading
- 23-25 8.1.2 Bylaw 14.17 being a bylaw to set the utility rates for 2018 - 2nd and 3rd readings
- 26-27 8.1.3 RFD - Appointment to the Heritage, Arts and Culture Committee

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

- 8.3.1 IT Managed Services Presenters:
Trinus
Reality Bytes
iTeam

- 28-34 8.3.2 RFD - IT Managed Services Award of Contract

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

- 35 10.1 Bylaw 12.17 - 2nd and 3rd readings

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

- 14.1 Labour - Appointments to the Economic Task Force (Steering Committee)

Town of Drumheller

Agenda Item # 3.1

NOTICE of PUBLIC HEARING FOR BYLAW 12-17

PROPOSED AMENDMENT TO LAND USE BYLAW NO. 10-08

PURPOSE: The purpose of Bylaw 12-17 is to consider an application to amend the text of Land Use Bylaw No.10-08, by inserting the following, as a Discretionary Use in Section 30, the Downtown Transition (DT) District as identified on the map below: **"Self Storage Facility"**

PRESENTATION: A Public Hearing will be held in the Council Chamber, Drumheller Town Hall, located at 224 Centre Street, on **December 11, 2017** commencing at 4:30 p.m. Town Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.



Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are legibly written. Submissions will be received up to 4:00 p.m. on **December 11, 2017**. Submissions should be addressed to: The Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4. Please be advised that the personal information in submissions made, is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) and subsequent versions of the Act. All submissions provided to the Town Council will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act.

DOCUMENTATION: A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00 a.m. – 4:30 p.m., at the Town Hall, located at 224 Centre Street, Drumheller. This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act. First Publication: November 22nd and Second Publication: November 29th

Darryl E. Drohomerski, Chief Administrative Officer

**Town of Drumheller
COUNCIL MEETING
MINUTES**

November 27, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Lisa Hansen-Zacharuk

Tony Lacher

ACTING CAO / DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT:

COUNCILLOR Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Darryl Drohomerski

1.0 CALL TO ORDER

Mayor Heather Colberg called the meeting to order at 4:30 PM.

Mayor H. Colberg comment that she along with the Councillors had a great experience at the AUMA Convention with many networking and educational opportunities.

She encouraged residents to participate in the Salvation Army's Food Bag Drive on November 30th.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2017.140 Garbutt, Lacher 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 November 14, 2017

MO2017.141 Hansen-Zacharuk, Makowecki moved to adopt the Regular Council Meeting Minutes of November 14, 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 ACTING CAO

8.1.1 Bylaw 14.17

P. Salvatore presented Bylaw 14.17 being a bylaw to set the utility rates for 2018. He advised that on December 4th, Bob Jenkins, Business Plan & Utility Rate Analyst would provide details on how the formulas are put together.

MO2017.142 Garbutt, Hansen-Zacharuk moved first reading of Bylaw 14.17. Carried unanimously.

8.1.2 RFD – Amendment to Policy C-04-14 (Remuneration and Expense Allowance for Mayor and Council)

P. Salvatore advised that following discussion held at Council's Committee of the Whole Meeting on November 20th, Council agreed to amend Council Policy C-04-14 Section 2.0 by changing the period for review of this Policy and report back to Council with recommendations within one (1) year (from the current stated 90 days).

MO2017.143 Lacher, DeMott moved that Council amend Section 2 of Council Policy C-04-14 known as the Remuneration and Expense Allowance for Mayor and Council by changing the period for review of this Policy and report back to Council within one (1) year following a General Municipal Election.

Councillor J. Garbutt asked Council to consider a further amendment to the Policy which would increase Councillors per diem from the current five (5) to seven (7) for an

orientation year. He further stated that the change would take into consideration that five (5) per diems are used up within the first few months of the year with attendance at orientation, strategic planning and AUMA. Council agreed to move this recommendation forward to the Review Committee that Council strikes and let them consider this request.

Councillor F. Makowecki asked for a friendly amendment to change the wording of the motion from “completed within one (1) year” to “completed in one (1) year”. Council agreed to the friendly amendment.

MO2017.143A Lacher, DeMott moved that Council amend Section 2 of Council Policy C-04-14 known as the Remuneration and Expense Allowance for Mayor and Council by changing the Committee’s report to be completed in one (1) year following a General Municipal Election and further that the Review Committee consider a recommendation to increase Councillors’ per diem from the current five (5) to seven (7) for an orientation year. Carried unanimously.

8.1.3 RFD – Appointment to the Heritage Arts and Culture Committee

P. Salvatore advised that the Heritage Arts and Culture Committee has two (2) vacancies with one (1) application received from Dennis Harder. Administration is recommending that Council approve the appointment of Dennis Harder. There is no term of appointment assigned to this Committee.

MO2017.144 Hansen-Zacharuk, Makowecki moved that Council approve the appointment of Dennis Harder to the Heritage Arts and Culture Committee. Carried unanimously.

8.1.4 RFD – Appointment to the Drumheller Public Library Board

P. Salvatore advised that the Drumheller Public Library Board has two (2) vacancies with one (1) application received from Sheila Krueger. The Library Board is recommending that Council approve the appointment of Sheila Krueger.

MO2017.145 Lacher, DeMott moved that Council accept the recommendation of the Drumheller Public Library Board and approve the appointment of Sheila Krueger for a three (3) year term to the Drumheller Public Library Board expiring on the date of Council’s 2020 Annual Organizational Meeting. Carried unanimously.

8.1.5 RFD – Appointments to the Drumheller Policing Committee

P. Salvatore advised that there are four (4) vacancies with six (6) applications received from: Jo Jensen, Don Loro, Kalan Sykes, Keith Hodgson, Larry Keddie and Jim Decore. He asked Council to review the recommendation attached.

MO2017.146 Hansen-Zacharuk, DeMott moved that Council go in camera at 4:50 PM. Carried unanimously.

MO2017.147 Hansen-Zacharuk, DeMott moved that Council come out of camera at 5:00 PM. Carried unanimously.

MO2017.148 Garbutt, Hansen-Zacharuk moved that Council appoint Jim Decore to the Drumheller Policing Committee for a further one (1) year term to expire on the date of Council's 2018 Organization Meeting. Carried unanimously.

8.1.6 RFD – Appointment to the Drumheller Housing Administration

P. Salvatore advised that the Drumheller Housing Administration has one (1) vacancy with two (2) applications received: Cheyanne Bruer and Brendon Huntley. Councillor J. Garbutt requested a secret ballot on the selection.

MO2017.149 Garbutt, Hansen-Zacharuk moved that Council use the process of a secret ballot for the selection of an appointee. Carried unanimously.

MO2017.150 Hansen-Zacharuk, Lacher moved that Council appoint Brendon Huntley to the Drumheller Housing Administration for a three (3) year term expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

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 MAYOR AND COUNCILLORS REPORTS

13.1 RFD – Approval of Economic Task Force Terms of Reference

Mayor H. Colberg presented the draft Economic Task Force Terms of Reference for Council's comments and approval.

MO2017.150 Garbutt, DeMott moved that Council approve the Economic Task Force Terms of Reference as presented.

Councillor F. Makowecki asked for a friendly amendment under membership to include: *“Mayor Heather Colberg and himself would serve as ex-officio members and further that all volunteers submit applications to Council with seven (7) to be selected by Council to serve on the Economic Steering Committee and the remaining applicants to be appointed by the Steering Committee to an appropriate sub-committee”*.

In response to a question raised by Councillor J. Garbutt Mayor Colberg clarified that she and Councillor F. Makowecki would represent Council as “ex-officio” members but not serve as voting members. Mayor Colberg explained that the structure of the Economic Task Force would be one similar to the structure used for the Badlands Community Facility with a Steering Committee as well as sub-committees.

Councillor J. Garbutt asked if the current Economic Development Advisory Committee public-at-large members were eligible to apply for membership on the Economic Task Force. Council agreed that public-at-large members currently serving on the EDAC could apply for membership on the Task Force.

Council agreed that applications would be reviewed by Council at their meeting of December 11th and if needed, more appointments would be reviewed by Council at a Special Council Meeting to be held on January 2, 2018. Council directed Administration to communicate the strategy via Chamber, Town website, Town Page, 2-Minutes on the Town and media coverage.

Councillor L. Hansen-Zacharuk asked if Council would consider membership to the Task Force on a regional basis, i.e. Munson, Morrin, etc. Council agreed and noted that the current language does not exclude regional members. Council agreed that they would consider regional membership.

MO2017.150A Garbutt, DeMott moved that Council approve the Terms of Reference for the Economic Task Force as amended by including under membership: *“All volunteers submit applications to Council with seven (7) to be selected by Council to serve on the Economic Steering Committee and the remaining applicants to be appointed by the Steering Committee to an appropriate sub-committee”*; and further that Mayor Colberg and Councillor Makowecki would serve as “ex officio” members and not voting members; and further that membership would be considered on a regional basis. Carried unanimously.

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned 5:24 PM.

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Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday October 5, 2017**

Present: Paul Salvatore, Director of Community Services
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chair
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member
Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member

Absent: Allen Hendriks, Member
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

1.0 CALL TO ORDER – 12:10 pm

C. Gillis presented the Agenda for the October 5, 2017 meeting.

1.1 Agenda – Additions or Deletions

1.2 Acceptance of Agenda

Motion: S. Kuntz moved to accept the agenda of October 5, 2017

Second: – S. Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 August 24, 2017

Motion: S. Clark moved to accept the minutes of August 24, 2017

Second: C. Gillis - Carried

2.2 September 14, 2017 – not completed

1.0 DEVELOPMENT PERMITS

3.1 T00277-17D – Doug Stanford – Accessory building

J. Steeper presented Development Permit T00277-17D submitted by Doug Stanford for Accessory Building located at 109 9 Street NW, Drumheller on SE-10-29-20-W4. Zoning is CR - Country Residential District.

J. Steeper advised this development permit was seen at the September 14, 2017 Municipal Planning Commission meeting. The applicant is proposing a temporary portable canvas tent approximately 240 square feet. The proposed tent structure will be situated 5 feet from the property line. The property is 1.33 acres in size



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J. Steeper referenced the comments submitted by C. Cvik;

- “In the current Land Use Bylaw No. 10-08, Section 25, Country Residential (CR) Zone, there appears to be criteria missing pertaining to side yard setbacks for accessory buildings Sec. 25, (c), 4 (a).
- All other residential zones, (excluding the Manufactured Home Park District), identify the following as the acceptable locational standard for accessibility and safety for accessory buildings:

“Accessory buildings 3 m (10 ft.) on street side of corner lots,
on all other sites 0.91 m (3 ft.)”.
- Given that your LUB does not specifically reference accessory building side yard setbacks in the Country Residential zone, you would default to the minimum side yard standard identified for ALL structures in the CR zone, which is **3 m (10 ft.)**.
- **Relative to your current Development Permit application, which proposes a 5 ft. side yard setback for an accessory building which is on skids, I see no cause for concern with the Municipal Planning Commission supporting a relaxation of 5 ft., which would make this side yard conform to the setback requirements for accessory buildings identified in other zones.**
- I would recommend that the missing accessory building setback be documented and the next time there is are text amendments/updates for the LUB proposed, this criterion is included in the package.”

Municipal Planning Commission discussed the application.

Motion: T. Zariski moved to approve Development Permit T00277-17D submitted by Doug Stanford for Accessory Building located at 109 9 Street NW, Drumheller on SE-10-29-20-W4, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. An Accessory Building shall be at least 1.57m (15ft) from any principle building.
4. Height of accessory building as per plans submitted
5. Construction to be in accordance with the Alberta Building Code.
6. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
7. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.
8. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.



9. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
10. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
12. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.
13. The Accessory Building (Shed) is Temporary and must be removed by October 25, 2018

Second: S. Kuntz - Carried

3.2 T00284-17D – Doug Stanford – Accessory building

J. Steeper presented Development Permit T00284-17D submitted by Doug Stanford for Accessory Buildings located at 109 9 Street NW, Drumheller on SE-10-29-20-W4. Zoning is CR - Country Residential District.

J. Steeper advised this development permit was seen at the September 14, 2017 Municipal Planning Commission meeting. This property is 1.33 acres in size. The existing sheds cover approximately 1,070 square feet or 2% lot coverage. The existing shed structures are situated 5 feet from the property line. No complaints have been received in regards to the existing structures. Circulation was done to Palliser Regional Municipal Service for comments.

J. Steeper referenced the comments submitted by C. Cvik;

- “In the current Land Use Bylaw No. 10-08, Section 25, Country Residential (CR) Zone, there appears to be criteria missing pertaining to side yard setbacks for accessory buildings Sec. 25, (c), 4 (a).
- All other residential zones, (excluding the Manufactured Home Park District), identify the following as the acceptable locational standard for accessibility and safety for accessory buildings:

“Accessory buildings 3 m (10 ft.) on street side of corner lots,
on all other sites 0.91 m (3 ft.)”.

- Given that your LUB does not specifically reference accessory building side yard setbacks in the Country Residential zone, you would default to the minimum side yard standard identified for ALL structures in the CR zone, which is **3 m (10 ft.)**.
- **Relative to your current Development Permit application, which proposes a 5 ft. side yard setback for an accessory building which is on skids, I see no cause for concern with the Municipal Planning Commission supporting a relaxation of 5 ft., which would make this side yard conform to the setback requirements for accessory buildings identified in other zones.**



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- I would recommend that the missing accessory building setback be documented and the next time there is are text amendments/updates for the LUB proposed, this criterion is included in the package.”

Municipal Planning Commission discussed the application.

Motion: T. Zariski moved to approve Development Permit T00284-17D submitted by Doug Stanford for Accessory Buildings located at 109 9 Street NW, Drumheller on SE-10-29-20-W4, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. An Accessory Building shall be at least 1.57m (15ft) from any principle building.
4. Height of accessory building as per plans submitted and not to exceed 6 m (19.7 ft.).
5. Construction to be in accordance with the Alberta Building Code.
6. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
7. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.
8. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
9. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
10. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
12. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.

Second: S. Kuntz - Carried

3.3 T00285-17D – Carol Todor - Business

J. Steeper presented Development Permit T00285-17D submitted by Carol Todor for zumba classes located at 245 3 Street West, Drumheller on Plan 2193CC, Block 39. Zoning is CS - Community Service District.

J. Steeper advised this development permit is for hosting zumba classes in the gym area at the Pentecostal assemblies of Canada - Elim Pentecostal building. Plenty of parking would be available at this location. The use is discretionary, it fits in with the current use and no foreseeable issues.

Municipal Planning Commission Members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00285-17D submitted by Carol Todor for zumba classes located at 245 3 Street West, Drumheller on Plan 2193CC, Block 39, subject to the following conditions;



1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw.
3. 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.
4. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
5. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
6. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
7. Development application is required for signage placement and to be made under separate application prior to placement.
8. Applicant to encourage all participants to utilize on-site parking whenever possible.
9. Written consent from registered property owner to be provided to the Town of Drumheller prior to commencement of business activities.

Second: S. Gallagher - Carried

3.4 T00286-17D – Adam/John Henrickson – Single Family Dwelling

J. Steeper presented Development Permit T00286-17D submitted by Adam/John Henrickson for placement of a Single Family Dwelling located at 114 HWY 10X, Drumheller on Plan 7410177, Lot 4. Zoning is CR - Country Residential District.

J. Steeper advised the applicant proposes the placement of a 1672 square foot 2017 manufactured home on pilings, with a 50 foot by 12 foot deck. Early in the spring the original dwelling was lost to a fire, a shed still remains on site, note marked as a garage on the real property report. The property is located in the flood fringe.

Municipal Planning Commission Members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00286-17D submitted by Adam/John Henrickson for placement of a Single Family Dwelling located at 114 HWY 10X, Drumheller on Plan 7410177, Lot 4, 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.



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6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. All buildings located on the property shall be constructed so that elevations are above the 1:100 year flood plain as described in documents registered against the property with the Alberta Government Land Titles office.
8. Documentation that required elevations have been met to be provided to the Town of Drumheller.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Construction to adhere and meet all the Flood Mitigation Measures of the Alberta Building Code Standard(s) issued by the Alberta Government and Safety Code Council dated August 15, 2013 and September 20, 2013 Documentation that required elevation be met
11. Make provisions for proper disconnection and re-installation of water meter as well as utilities as per Town of Drumheller Water/Sewer Bylaw.
12. All contractor's to be in possession of a valid Town of Drumheller business license.
13. 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.
14. 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.
15. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
16. Existing dwelling to be removed prior to commencement of construction.

Second: S. Gallagher - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No discussion items

5.0 OTHER DISCUSSION ITEMS

5.1

6.0 Adjournment – Meeting adjourned at 12:50 pm.

Chairperson

Development Officer

Attachments: Agenda



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COMMUNITY SERVICES



Agenda Item # 5.2.1

Municipal Planning Commission MINUTES Meeting of Thursday November 2, 2017

Present: Paul Salvatore, Director of Community Services
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chair
Scott Kuntz, Member
Stacey Gallagher, Member
Shelley Rymal, Member
Tom Zariski, Councillor/Member
Tony Lacher, Councillor/Member
Cynthia Cvik - Palliser Regional Municipal Services Representative

Absent: Allen Hendriks, Member

1.0 CALL TO ORDER – 12:03 pm

C. Gillis presented the Agenda for the November 2, 2017 meeting.

1.1 Agenda – Additions or Deletions

Addition of 5.1 Introductions
Addition of 5.2 Attendance

1.2 Acceptance of Agenda

Motion: S. Kuntz moved to accept the agenda with the additions for November 2, 2017

Second: – S. Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 October 5, 2017

Motion: T. Zariski moved to accept the minutes of October 5, 2017

Second: S. Rymal - Carried

2.2 October 26, 2017 – not completed

3.0 DEVELOPMENT PERMITS

3.1 T00305-17D – Shaun Sunstrum – Addition

J. Steeper presented Development Permit T00305-17D submitted by Shaun Sunstrum for Addition located at 5225 Hwy 10 East, Drumheller on Plan 0412557 Block 4 Lot 1. Zoning is A - Agricultural District.



J. Steeper advised this development permit is for a 6 foot by 10 foot water shed beside the house for the town water inlet and hot water tank. The water service was brought to the existing house, due to the amount of work and expense to bring the water direct in to the home the applicant opted to bring the water into the shed then into the home. The home is located in the flood fringe.

Municipal Planning Commission discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00305-17D submitted by Shaun Sunstrum for Addition located at 5225 Hwy 10 East, Drumheller on Plan 0412557 Block 4 Lot 1, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to Town of Drumheller Community Standards Bylaw (16-10).
3. Construction as per plans submitted with application.
4. 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.
5. Exterior finishing to be compatible with existing development and to the satisfaction to the Development Authority.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. All contractor's and sub-contractors to be in possession of a valid Town of Drumheller business license.
8. 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.
9. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval.
10. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. All buildings located on the property shall be constructed so that all openings are above the 1:100 year flood levels.
12. Construction to adhere and meet the Flood Mitigation Measures of the Alberta Building Code Standata(s) issued by the Alberta Government and Safety Code Council dated August 15, 2013 and September 20, 2013 (copies attached). This includes but is not limited to all openings above the 1:100 flood levels, mechanical room located above the 1:100 flood level (furnace, hot water tank, electrical panel) and the installation of back flow prevention device. The developer will provide verification conditions have been met by inspection or a method suitable to the Development Authority.

Second: S. Kuntz - Carried

3.2 T00307-17D – David & Jenna Liknes – Accessory building

J. Steeper presented Development Permit T00307-17D submitted by David & Jenna Liknes for Accessory Building located at 694 7 Avenue East, Drumheller on Plan 7407HN Block C Lot 1. Zoning is R-2 - Residential District.

J. Steeper advised this development permit is for a double car garage, 26 feet by 26 feet, 676 square feet 15 feet in height, with 2 car doors and 2 man doors. The applicants would like a 1.43 meter side yard which would not



DRUMHELLER

COMMUNITY SERVICES



impede on site lines as the bushes are at present to the corner of the lot., J. Steeper noted 3 meters is required on corner lots and would require a side yard variance. The garage will be 2 meters from the house. This application was discussed internally with the CAO and Director of Community Services, neither had any objections and found the placement acceptable.

Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00307-17D submitted by David & Jenna Liknes for Accessory Building located at 694 7 Avenue East, Drumheller on Plan 7407HN Block C Lot 1, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. Written consent from registered property owner to be provided to the Town of Drumheller prior to commencement of construction.
4. Height of accessory building as per plans submitted and not to exceed 4.57 m (15 ft.).
5. Construction to be in accordance with the Alberta Building Code.
6. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
7. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.
8. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
9. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
10. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
12. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.

Second: S. Kuntz - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Bylaw No. 12-17 – A proposed bylaw to amend land use bylaw 10-08

“Purpose of Application:

The purpose of Bylaw 12-17 is to consider an application to amend the text of Land Use Bylaw 10-08 to add “Self Storage Facility” as a discretionary use in the Downtown Transitional (DT) District.



Proposal History:

The applicant, prior to submitting an application, contacted Drumheller Administration and PRMS to discuss options for being able to introduce this use in a specific location. The applicant was advised that he could proceed in one of two different manners as the Downtown Transition zone does not currently allow this use:

- 1) Apply to rezone the subject property to a land use district which already has "Self Storage Facility" as a discretionary use: these are the M-1 (Light Industrial District); the M-2 (Medium Industrial District); or the M-2R (Restricted Industrial District); or
- 2) Apply to amend the text of the current zoning, (in this specific situation, the Downtown Transitional District), to add "Self Storage Facility" to the list of discretionary uses.

The applicant chose to proceed with an application to amend the list of discretionary uses in the Downtown Transitional District.

History:

In August of 2016, Land Use Bylaw 10-08 was amended by Council to add a new definition for "Self Storage Facility" and introduce the use into 3 zones or districts in the community: the M-1 (Light Industrial District); the M-2 (Medium Industrial District); and the M-2R (Restricted Industrial District). The new definition is:

"Self Storage Facility" means a use:

- (a) where goods are stored in a building;
- (b) where the building is made up of separate compartments and each compartment has separate access;
- (c) that may include appropriately screened outside storage sites for recreational vehicles;
- (d) storage units are available for rental or lease to the general public; and
- (e) that may include the administrative functions associated with the use.

A significant discussion occurred relative to "what" constituted a self storage facility and in particular, whether or not shipping containers or sea cans would fall within the approved range of forms for this type of development. The following diagrams were presented for discussion purposes:

Self Storage Facility



Shipping Container or "Sea Can" is a Storage Structure





Council concluded that the exiting definition for "Storage Structure" already allowed shipping containers or sea cans, as they are currently listed as discretionary uses in the CR, C1, Hwy. Com., M1, M2R, CS and UT zones. A Self Storage Facility was a larger development, complete with security features and developed in a comprehensive manner.

Discussion:

The general purpose of the Downtown Transition District is to support a transitional mix of uses which range from commercial, office and institutional uses to a variety of residential uses. The intent of the district, does not include reference to industrial land uses. The transition area is usually categorized as being those lands adjacent to, or abutting the more intensely developed commercial downtown core. As development and redevelopment occurs in the downtown, the core usually expands outward, with more intensive commercial and higher density residential development moving into the transition area.

Municipal Council, through the approval of the Land Use Bylaw amendments in 2016, determined that the appropriate location(s) for self storage facilities were in the industrial zones. Given the minimal architectural design, the complete departure from "residential character" and the size of facilities, Palliser Regional Municipal Services does not recommend support for the proposed text amendment to add "Self Storage Facility" to the list of discretionary uses in the Downtown Transition (DT) District.

For Information Purposes Only (as the current application is for a text amendment and not a rezoning or development permit):

The applicant has supplied some photos of other self storage facility developments and some information pertaining to the site on which he would like to develop his own self storage facility. The parcel which is currently under an option to purchase by the applicant is located in a location which is adjacent to residential uses to the north and east; and highway commercial uses to the south."

Municipal Planning Commission discussed the application to amend the text of Land Use Bylaw 10-08 to add "Self Storage Facility" as a discretionary use in the Downtown Transitional (DT) District.

The Municipal Planning Commission endorses the recommendation of Palliser Regional Municipal Services. MPC do not recommend support for the proposed text amendment to add "Self Storage Facility" to the list of discretionary uses in the Downtown Transition (DT) District.

5.0 OTHER DISCUSSION ITEMS

5.1 Introductions

All members in attendance introduced themselves; new member from the public at large and a new council member.

5.2 Attendance

"Town of Drumheller Bylaw N. 32-08

ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

10. A person is disqualified from remaining a member of the Commission if such person is absent from three consecutive meetings, or has attended less than 75% of the meetings within any calendar year. Notwithstanding the above, a person is not disqualified if his/her absence is authorized by resolution of the Commission."



16 meetings including 2 online meetings were held from March 9, 2017 up to and including November 2, 2017.

In regards to A. Hendriks attendance; he has been in attendance at less than 75% of the meetings and he has been absent from more than three consecutive commission meetings.

Motion: T. Zariski moved to disqualify A. Hendriks from remaining a member of the Commission due to attendance.

Second: S. Rymal - Carried

6.0 Adjournment – Meeting adjourned at 12:50 pm.

Chairperson

Development Officer

Attachments: Agenda

... **TOWN OF DRUMHELLER** **Agenda Item # 8.1.1**

BYLAW NUMBER 13.17

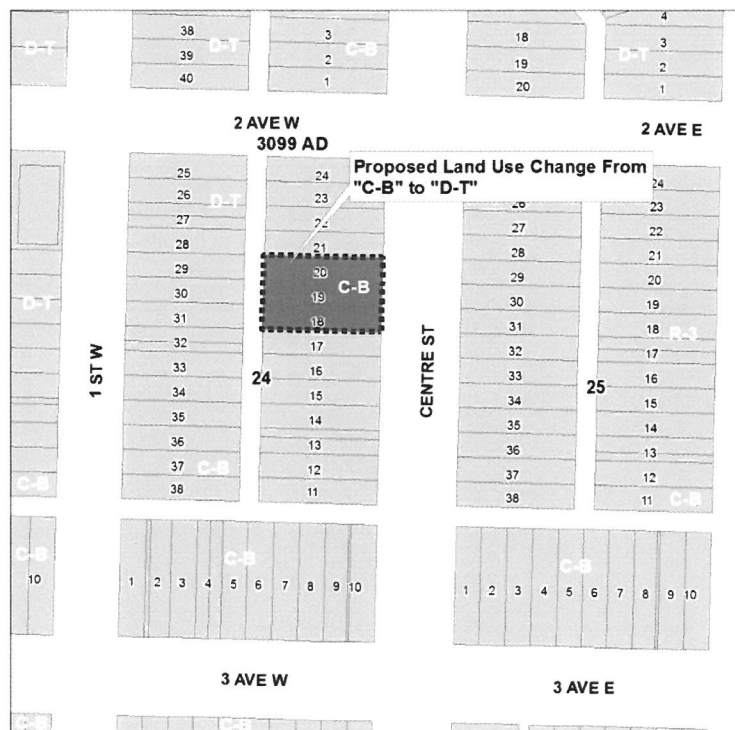
BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10.08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw No. 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10-08 as follows:

On Schedule "A", the Land Use District Map, redesignate Lots 18, 19 and 20, Block 24, Plan 3099AD, in the Town of Drumheller, from CB (Central Commercial) District to DT (Downtown Transition) District as shown on the plan below:



READ A FIRST TIME THIS ____th DAY OF _____, 2017

READ A SECOND TIME THIS ____th DAY OF _____, 2017.

READ A THIRD TIME AND PASSED THIS ____th DAY OF _____, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER

BYLAW NO. 14.17

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

The Council for the Town of Drumheller, duly assembled enacts as follows:

1. Definitions

"Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.

"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

"Group 1" includes connections with meters 1" and under

"Group 2" includes connections with meters from 1 1/4" to 2"

"Group 3" includes connections with meters from 3" to 4"

"Group 4" includes connections with meters from 6" to 8"

"Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.

"Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses;

"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

Agenda Item # 8.1.2

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$14.04	\$13.08
Group 2	\$48.24	\$73.17
Group 3	\$312.01	\$290.62
Group 4	\$898.69	\$836.98

3. Water Rate

Per cubic meter \$1.7881

4. Waste Water Rate

Per cubic meter \$2.1032

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$38.08 monthly

5. Bulk Water per cubic meter \$5.8965

6. Recycling Fee per unit \$2.00

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

8. Disconnection/Reconnection

Disconnection notice service fee \$25.00

Reconnection/Disconnection during business hours \$50.00

Reconnection/Disconnection during non-business hours \$150.00

If the water supply has been disconnected for non-payment of accounts, all fees and costs must be paid prior to reconnection

Agenda Item # 8.1.2

9. Bylaw 17.16 is hereby repealed.

This bylaw comes into effect on January 1, 2018.

READ A FIRST TIME this 27th day of November, 2017

READ A SECOND TIME this ____ day of December, 2017

READ A THIRD AND FINAL TIME this ____ day of December, 2017

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	HERITAGE, ARTS AND CULTURE COMMITTEE APPOINTMENT
DATE:	December 7, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Policy C-02-16 Arts and Culture Policy Heritage, Arts and Culture Strategic Plan

SUMMARY

The Town of Drumheller is seeking one public at large member to sit on the Heritage, Arts and Culture Steering Committee. One application has come forward from Brandon Strilisky. Administration is recommending that Council approve the appointment of Brandon Strilisky. There is no term of appointment assigned to this Committee.

RECOMMENDATION:

Administration recommends the appointment of Brandon Strilisky.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Volunteering for Town of Drumheller Boards and Committees is an important way to ensure that Town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan. Volunteer appointments are necessary to ensure the success of the Heritage, Arts and Culture Committee.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

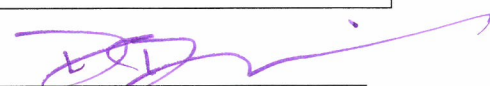
Board appointments are posted on the Town's website.

MOTION:

That Council approve the appointment of Brandon Strilisky.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 28-11-17

Board applied for Heritage Arts & culture committee

Name of Applicant Brandon Strilisky

Full Address _____ le, AB Postal Code T0J 0Y5

Length of Residency in Town over 10 years

Phone (403) _____ E-mail Address _____ com

Past Service on Similar Boards Provincial Heritage Division collections
Management committee & strategy committee

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

Head of collections management at Royal Tyrrell museum. Degrees in Museum
studies, Archaeology & Geography. Previous worked at National Gallery of Scotland,
for a cultural Resource Management firm as an Archaeologist, and for
Indigenous and Northern Affairs Canada. 20 years experience in Heritage Arts & culture


Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

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

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

www.dinosaurvalley.com

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



Town of Drumheller REQUEST FOR DECISION

TITLE:	IT Managed Services
DATE:	November 4, 2017
PRESENTED BY:	Barbara Miller Director, Corporate Services
ATTACHMENT:	Schedule A – RFP Listing of Respondents & Annual Cost Schedule B – Evaluation notes

SUMMARY

IT technical support for the Town of Drumheller is provided through contracted services.

Due for renewal, the terms of the existing contract was extended earlier in the year to December 31, 2017 in order to allow time for a Request for Proposal (RFP) to be issued, responses to be evaluated and a new service contract awarded.

Over the summer, an RFP was issued on Alberta Purchasing Connection for the provision of IT services for a term of 5-years. 12 proposals were received in response to the RFP. Annual costs of the proposals received range from \$78,000 to \$397,500 as listed on Schedule "A" attached.

Unlike the awarding of a public tender, awarding of an RFP is not solely based on price; rather other factors such as level of service, professional qualifications of staff and corporate experience also given much consideration. Included in the RFP documentation issued was a table outlining the 5 categories and the weighting of each category that would be used to evaluate all proposals which has been attached as Schedule "B".

Using the evaluation table, proposals were first evaluated by 4 members of the management team who individually formed a recommendation. The 4 evaluators then met to discuss their individual findings. Proponents were then short listed and 3 were selected to personally present and discuss their proposal and organizational fit with the requirements of the Town. Subsequent to the personal interviews, the evaluation team met once again and collectively formed the following recommendation to council.

RECOMMENDATION:

Administration recommends that council award the contract for IT Managed Services to the iTeam Ltd for the period of January 1, 2018 to December 31, 2022 in the annual amount of \$85,949.00 plus GST.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Having a robust yet stable and secure IT network is a critical success factor in the provision of services to our residents, ratepayers and stakeholders.

A high level of IT expertise is needed to engineer and maintain a network such as the Towns. As a result, it is somewhat cost prohibitive to staff an in house IT department and therefore, IT services is delivered through a contracted service provider.

The Town's IT network is complicated and supports a range of critical services including water and wastewater treatment, fire, police, building control systems, point of sale systems for recreation, solid waste operations and those services provided at town hall and through public works. Additionally, our network is geographically expansive with IT related systems located throughout the Town from the airport to the East Coulee truck fill station to various radio towers and monitoring/alarm systems from Nacmine to Wayne.

Aside from reasonable annual cost, dependency on technology and the structure of our network configuration requires that the service provider must a) *have on staff and readily available, highly trained IT professionals holding specialized credentials including but not limited to Microsoft Certified System Engineer* b) *have proven corporate experience providing IT managed services to organizations of our size and level of complication* c) *be financially stable, have evidence of going concern and enough staff to support the contract awarded and existing clients* and d) *provide a level of service to support any and all IT needs of the organization on a 24/7-365 day basis.*

Given the significant range in annual costs of all proposals received, only 5 proponents were fully evaluated against the criteria in detail. Of the 5 proponents that were evaluated, and further three that were short listed, the iTeam ranked the highest overall. Schedule "B" attached includes highlights of the evaluation.

As administration continues to work towards the goal of system integration, as IT transitions more to cloud based application and as security risks continuously increase, it is the intention under the new managed services contract to centralize the responsibilities of all IT related services, including telephone and photocopiers for example, to the managed services provider.

The partnership that the Town has experienced with the iTeam over the years provides administration with a high level of confidence in their ability to support the additional services that will be required moving forward.

Options

- 1.) Award contract to the iTeam as recommended by administration
- 2.) Award contract to another proponent

Benefits

The iTeam has been the IT Managed services provider for the Town of Drumheller since 2001. They hold in-depth and historical knowledge of the Towns network and systems, have proven to successfully and satisfactorily maintain our IT system network on a day to day basis and have designed and engineered all system growth over the years.

Having continuity in IT systems personnel benefits Town employees and IT service response times.

Disadvantages

There are no identifiable disadvantages to awarding the contract to the iTeam.

FINANCIAL IMPACT:

The cost of IT managed services as listed on Schedule "A", is classified as an operating expense and impacts the operating budget on an annual basis. The operating budget is tax supported. The current 3-yr budget (2017-2019) includes the following provisions for IT managed services, 2018 - \$102,400, 2019 - \$92,900.

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

All proponents will be notified in writing of the contract award results.

The award results will be posted on the Towns website and APC along with other purchasing contract awards listed.

MOTION:

Move to authorize administration to enter into agreement with The ITeam for the provision of IT Managed Services For the period of January 1, 2018 to December 31, 2022

Barbara Miller, CPA, CGA, CLGM
Director, Corporate Services

Prepared By:

Reviewed By:



Approved By: Darryl Drohomerski
Chief Administrative Officer

PUBLIC OPENING REQUEST FOR PROPOSALS - IT MANAGED SERVICES

JULY 13, 2017 AT 2:00 PM, FISH BOWL ROOM 224 TOWN HALL

PRESENT: Barbara Miller - Director of Corporate Services
 Elin Gwinner - Finance Manager
 Darryl Drohomerski - Director of Infrastructure
 Libby Vant – Administrative Assistant/Recording Secretary

	NAME	TOTAL AMOUNT
1	ARC Business Solutions	\$ 171,600.00
2	Dell Canada Inc.	\$ 322,712.28
3	Canada Compufixonsite Inc.	\$ 111,900.00
4	Trinus Technologies Inc.	\$ 92,100
5	PC Corp.	\$ 112,085.00
6	GAM Technical Services	\$ 70,440.00
7	Telus	\$ 197,100.00
8	Reality Bytes	\$ 78,000.00
9	Focus Systems Inc.	\$ 397,500.00
10	The ITeam	\$ 85,949.00
11	Create Simple Technology Services	\$ 170,700.00
12	Office Solutions Inc.	\$ 183,060.00

SCHEDULE “B” – Evaluation Criteria

The RFP documentation included the following table to inform proponents on how the proposals received, would be evaluated.

Corporate Information and Experience	15 %
Qualifications of Team	20 %
Level of Service	25 %
Client Relations and References	10 %
Price	30 %

Most of the information included in the proposals is proprietary however, where possible, details have been provided in the following summary of evaluation by category

Corporate Information and Experience – 15%

Following are the attributes that were considered under this section of the evaluation along with a summary of observations.

- Year the organization was founded
 - PC Corp was the longest running organization having been established in 1982
 - GamTechnical services was the youngest organization – established in 2010
- No. of years business has been providing managed services (where specified)
 - The iTeam – since 2005
 - Reality Bytes – since 2007
 - Gam Technical – since 2012
- Location of head office and any satellite branch office(s)
 - Reality Bytes – Drumheller with the network operation centre support contracted out of Vancouver
 - The iTeam – Calgary with a contracted employee located in Drumheller
 - GamTech – Calgary with a newly opened satellite in Lethbridge
 - PC Corp – Edmonton with a satellite branch located in Calgary
 - Trinus – Stoney Plain with a contracted employee located in Calgary
- No. of employees, by location
- WCB, insurance, financial statements
 - All proponents currently complied with WCB
 - All proponents currently complied with insurance requirements or indicated would comply if successful proponent
 - Not all disclosed financial information.
- No. of current clients served
 - The iTeam, PC Corp and Trinus all faired equally with what appeared to be a good balance of staff to clients served
 - GamTech and Reality Bytes both faired slightly lower than the other 3 proponents in this category

- Municipal operations/network experience
 - Trinus and The iTeam scored equally high in this area with both organizations having extensive and/or like sized municipal client experience
 - PC Corp listed municipal experience
 - Reality Bytes does not have any municipal experience within their local office. The service provider they have contracted with out of Vancouver does
 - GamTech does not have any municipal experience and is trying to develop its municipal clientele
- Organization's differentiator(s)

Qualifications of Team – 20%

Under this category, components considered and summary of observations are as follows,

- Qualifications/certifications of the organizations principle(s) and technical staff

At minimum, it is deemed necessary to our organization for our service provider to have a Microsoft Certified Systems Engineer on staff. 4 of the 5 proponents listed this certification.

Of the 5 proponents, the staff certification portfolio of The iTeam was the most comprehensive. Additionally, the IT Tech assigned to Drumheller holds a Masters degree in IT and Telecommunication which will be most helpful when assuming the responsibilities for our telecommunications system and in the planning/design and procurement of the telecommunications capital upgrade that will be necessary within the time frame of the contract award given the mandated term for support of Nortel systems has now expired

Level of Service – 25%

Considerations given and summary of observations under this section include

- Network Operation Centre (NOC) and help desk location and response times

Having the NOC and the help desk owned/operated by the proponent and within Alberta is deemed highly important to the evaluation team. Although this work is most often conducted remotely, having an IT Managed Services provider who contracts out this critical component of IT managed services contract to a third party would be a concern. 4 of the 5 proponents NOC's are situated/operated in house.

Reality Bytes NOC services are provided through a Vancouver located organization that they have contracted with. Recognizing that by doing so, enables small businesses such as Reality Bytes to offer expanded services that they would otherwise be unable to provide, the Town would have little influence in the quality or level of service being provided for it is wholly reliant on the level of service engaged by and the relationship of the our service provider with their service provider. Having this component of our contract outsourced by the proponent would put the Town at unmitigated risk should the service be suspended due to lack of payment or poor or strained relations between the two parties.

- Hours of service
 - All proponents offered 24/7, 365 help desk support

Agenda Item # 8.3.2

- Scheduled on-site time
 - All proponents guaranteed 2 on-site days per month
- Vendor liaison service

Client Relations & References – 10%

Evaluation of this section included components such as

- Standard communication, and the level and frequency of management reporting
- Requirements of the Town (space, resources, technical support)
- References

There was little difference in the proponents' communication or requirements.

The biggest difference resided in references listed, where it was very clear which proponents had experience with municipalities in similar size to our organization.

The references that were listed by the 2 proponents without municipal experience were those of small businesses whose networks would not compare with the level of IT network that the Town has in place.

Price – 30%

The pricing submitted by the 5 proponents that were fully evaluated are as follows

- Gam Technical Services \$ 70,440
- Reality Bytes \$ 78,000
- The iTeam \$ 85,959
- Trinus Technologies Inc \$ 92,100
- PC Corp \$112,085

Evaluation Summary Table

	Corporate Experience 15%	Qualification of Staff 20%	Price 30%	Client Relations & References 10%	Level of Service 25%	Total
iTeam	15.00%	20.00%	24.59%	10.00%	25%	94.59%
Reality Bytes	10.80%	15.00%	27.09%	10.00%	20%	82.89%
PC Corp	13.10%	18.00%	18.85%	7.50%	13%	69.95%
Gam Tech	7.10%	15.00%	30.00%	10.00%	25%	87.10%
Trinus	14.75%	18.00%	22.94%	10.00%	25%	90.69%

TOWN OF DRUMHELLER

BYLAW NUMBER 12.17

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF
DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 639 of the ***Municipal Government Act***, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10-08 as follows:

In Section 30, the Downtown Transition (DT) District, add the following use to the list of Discretionary Uses, immediately after "Secondary Suite" and immediately before "Senior's Lodge":

"Self Storage Facility"

READ A FIRST TIME THIS 14th DAY OF November, 2017

READ A SECOND TIME THIS ____ DAY OF _____, 2017.

READ A THIRD TIME AND PASSED THIS ____ DAY OF _____, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER