

Town of Drumheller COUNCIL MEETING AGENDA

**November 14, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



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1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-16 5.1.1 Regular Council Meeting Minutes of October 2, 2017
Council Organizational Meeting Minutes of October 30, 2017

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 17-31 5.2.1 Municipal Planning Commission Meeting Minutes of August 24, 2017
Municipal Planning Commission Meeting Minutes of September 14, 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

- 32 8.1.1 Bylaw 12.17 being a bylaw to amend the Land Use Bylaw 10.08 to add the use "Self Storage Facility" under Downtown Transition (DT) District - first reading

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8.1. CAO

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8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

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14.1 Land Matter (Flood Mitigation)

**Town of Drumheller
COUNCIL MEETING
AGENDA**

October 2, 2017, at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Libby Vant

ABSENT:

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

1.0 CALL TO ORDER

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

2.0 MAYOR'S OPENING REMARK

Mayor Yemen welcomed new CAO Darryl Drohomerski.

2.1 World Cerebral Palsy Day

Mayor Yemen Proclaimed October 6, 2017 to be World Cerebral Palsy Day in Drumheller.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Mayor Yemen requested the addition of Item **2.2** Request for Cancellation of Regular Council Meeting of October 16, 2017.

MO2017.120 Shoff, Hansen-Zacharuk Moved to adopt the agenda as amended. Carried.

4.2 Request for Cancellation of Regular Council Meeting of October 16, 2017.

MO2017.121 Garbutt, McMillan Moved to Cancel the Regular Council Meeting of October 16, 2017. Carried.

5.0 MINUTES

5.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Minutes of September 18, 2017 Regular Meeting
D. Drohomerski noted on page five (5) paragraph one (1), line nineteen (19) the word "except" should be "expect".

MO2017.122 Shoff, Hansen-Zacharuk Moved to adopt the minutes of the September 18, 2017 Regular Council Meeting as amended. Carried.

6.0 DELEGATIONS

6.1 Economic Development Advisory Committee [EDAC]
EDAC Chairperson S. Manca advised that EDAC appeared as a delegation as a follow up to the discussion that arose from the EDAC minutes of Councillor Shoff's committee report at the previous Council Meeting - Mayor Yemen and Councillor Garbutt asked that the EDAC executive come and discuss Cold Calling/ the position budgeted for to assist the Economic Development & Communications Coordinator.

Councillor Garbutt advised that it was his addition to add the funding to the budget for the Cold Calling position and this idea was meant to be a proactive way to provide additional assistance to the whole community. He added that the intention was to look at a short term position that is proactive with a singular purpose, and was not meant to be a threat or as competition to the Economic Development Officer's position, but as an additional resource.

Councillor Garbutt asked if EDAC attended the recent Franchise Expo in Calgary.

S. Manca replied that EDAC was represented at that event by the Central Alberta Economic Partnership [CAEP].

B. Harrington advised that EDAC appreciates the opportunity to flesh this position out more clearly, and stated that the first questions from potential new businesses is always "Why should we relocate?", so EDAC needs some skills training and incentives for potential new businesses. He went on to state that there needs to be more thought put in to determine what the incentives are; we have challenges with labour, transportation and geography, and suggested that EDAC attend expos with an all-encompassing package to present to potential new businesses.

S. Manca advised that, yes, we need all of these things as well as others - when EDAC has the right person and the right materials we will be ready; we still want to move this along in the meantime.

Councillor Garbutt asked what CAEP would do in terms of attracting new business.

P. Salvatore responded that CAEP is engaged to build the story, to find the value proposition and then hand it off to the person who will make these calls - we can also use members of the EDAC's expertise and guidance so that we have the best package possible; CAEP's intention there is to fill that gap for EDAC so that we can hand it off.

Councillor Garbutt asked if enough funds were allocated for this position.

P. Salvatore responded that EDAC is currently operating on the basis of funds that were allocated by Council; whether or not it was enough money is another story: EDAC is working within the funds provided to achieve an outcome that we believe has a chance of success; one of the reasons that we are working so closely with the committee is to optimize the use of those funds.

Councillor Shoff asked if, as she understood it, Council put forward \$ 20,000 for the marketing strategy from CAEP.

P. Salvatore responded that Council put forward \$ 20,000 for marketing, \$ 20,000 for investment attraction and \$ 20,000 for cold calling that came from the total allocation of \$ 150,000 put forward by Council that incorporated branding, including the Dinosaur Capital of the World emphasis.

Councillor Shoff asked if she was correct that the \$ 20,000 for marketing strategy was to assist the person that is doing the cold calling and it was mentioned that CAEP has offered to send a representative once a week to assist with the marketing and cold calling.

P. Salvatore responded that CAEP is based in Red Deer, so EDAC thought that, in order to have local positioning here we identified that having the representative here once a week would be a requirement with email and telephone/video conferencing throughout the week.

Councillor Shoff asked how long EDAC envisions doing this with CAEP prior to the new position being filled.

P. Salvatore responded that originally Council discussed an eight month timeframe with a value in the neighbourhood of \$ 40,000; as time went on we said that a good way to ensure that these things happen within this fiscal year would be to run them in parallel: working with CAEP as well as working on hiring the new person which would put us in a four month time frame so that the new person can get their feet on the ground.

Councillor Shoff asked if interviews have taken place for this position.

P. Salvatore responded that interviews have taken place and he expects that a decision will be reached by the end of this week.

C. Curtis advised that he feels there is not enough money allocated, and that an allotment for expenses should be identified for the position, which would allow them to bring prospects to town and host them at lunches, etc.

Councillor Zariski asked B. Harrington to fill in the details of the attraction/incentive package he referred to.

B. Harrington responded that we need to determine what the incentives are for prospective new businesses of which there are two streams: one is a welding shop moving their fifty-person business to town, the second is franchises; we need doctors and other professional services as well.

Councillor Zariski asked if B. Harrington is referring to value added services.

B. Harrington responded that yes, if Council is prepared to incentivize and cost share with EDAC to ensure that businesses are attracted; we have fibre optic, which is very positive; it is a very competitive environment out there - we are not unique in our situation.

S. Manca advised that developing the package is a process and, working together, we can figure out what that package is and not stop moving along the way while we do it; we hope we can keep on getting the funding along the way.

B. Harrington advised that you can talk to one hundred companies and only one may be ready - we have to be ready for them so we need to make sure we have good results; we need to call five of the right people not one hundred of the wrong people.

Councillor Garbutt advised that it sounds as if there could be different asks from all of the industries; we need to state that foremost we are willing to negotiate, while not alienating the businesses that have been providing employment here for years.

Councillor Garbutt asked if we pay a CAEP membership fee.

P. Salvatore responded that we pay a per capita membership fee to CAEP.

Councillor Garbutt asked if that membership is applicable to the work we are looking at.

P. Salvatore responded that yes, it is referred to as the roving EDO.

J. Fielding advised that CAEP has recently been doing an investment attraction strategy that we are involved with, which is why this discussion started; CAEP will be promoting the regional picture and what our priorities are; that information would feed to our investment attraction so that we can then attract the leads our partners are working on; we can fit it into the whole CAEP package; we are the only CAEP municipality looking at tourism, which makes us stand out.

Councillor Hansen-Zacharuk asked the timeframe to get this package together prior to hiring and getting this person in place.

P. Salvatore responded that EDAC has been working with CAEP for a about two months and now that CAEP is doing their investment attraction project EDAC saw a good opportunity to dovetail the two; EDAC has worked hard to get in partnership with the Calgary Regional Partnership on an informal basis - we want to be more connected; we have been more isolated than we would like to be, if we are going to be successful down the road it is going to be on the basis of growing these relationships.

Councillor Hansen-Zacharuk asked what EDAC thinks the relationship with the new person will look like since CAEP is involved already.

P. Salvatore responded that J. Fielding, EDAC and he have been working on investment attraction and developing the local intel website and other materials so that we can promote them; there are so many of these things that are working concurrently - a number of focus areas that we continue to be connected to: branding, downtown revitalization, beautification, development and attraction, tourism and all of that threaded together with an emphasis on communication that is better on the whole. Many gears are in motion at the same time – the intent is to do as much as we can within this fiscal year.

Councillor Kolafa thanked EDAC for presenting to Council and suggested that they continue to attend future meetings with the incoming Council.

Mayor Yemen advised that the conversations with EDAC can continue at Committee Meetings as well as Regular Council Meetings with the incoming Council.

6.2 Drumheller Agriculture and Stampede Society

Drumheller Agriculture and Stampede Society president Mike Hansen presented an update on the activities undertaken this year by the society. M. Hansen advised that he has been involved with the society since 1989 and he has enjoyed it immensely. He further advised that one of the questions the society continually asks is, "How can we do better?"; he feels that the society can improve its visibility through the travels of its members, that they educate people on what the society is all about. M. Hansen advised that the stock car racing developed seven years ago just through word of mouth; this year they had 8,167 attendees, and only fifty percent were locals, meaning the remaining 4,083 attendees were tourists.

He advised that the society has changed their focus a bit with flat track motorcycle racing, stock car racing, one of the largest IMCA races in western Canada, roller derby, concerts, weddings, and other family events along with their regular agricultural events. M. Hansen further advised that the society was approached by the Sam's Club to host 200 RV units in the summer of 2018.

M. Hansen advised that the society relies on provincial funding: they usually receive between \$ 20,000 to \$ 24,000 annually in grants. He further advised that the society

was featured in several magazines this past year and, thanks to the promotional work done by member Carol Douglas, they have over 1,000 facebook followers, which the society finds amazing! M. Hansen advised that the society wishes to convey their appreciation for all the support that Council has provided to them throughout the years, adding that they have had locals who have supported them this whole time as well. He further advised that the Town has always been there for the society, and it has been fantastic promoting the Town all over the country and he encouraged Council to attend the society's events.

Mayor Yemen advised that M. Hansen is an unsung hero: he has put in thousands of hours with the society, and thanked M. Hansen for all the work that he does. In response to a question from Mayor Yemen, discussion was held on the potential winterization of the society's building as a cost savings measure.

Councillor Hansen-Zacharuk thanked M. Hansen for his role in the society and advised that, over her seven years with the board, she has seen a big change in the society financially and they are now debt free. She further advised that events have been phenomenal.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.1.1 Motion to Appoint Darryl Drohomerski to Drumheller and District Solid Waste Management Association [DDSWMA]

D. Drohomerski explained that, with the retirement of R. Romanetz, the Drumheller and District Solid Waste Management Association has a vacancy on the executive.

Councillor Hansen-Zacharuk asked if the appointment would be for one term or indefinitely.

Councillor Kolafa responded that the executive positions are appointed each year.

MO2017.123 Kolafa, Zariski Moved to appoint Darryl Drohomerski to the Drumheller and District Solid Waste Management Association [DDSWMA]. Carried unanimously.

8.1.2 Request for Decision - Bylaw 11-17 Public Utility Lot, Rosedale

D. Drohomerski advised that the lot in question has a trunk sewer that services the south part of Rosedale which is adjacent to a house that is built on an encroachment. He further advised that this situation has been ongoing for about twenty-five years and the homeowners tried to purchase the land from the Municipal District of Badlands prior to the amalgamation. D. Drohomerski advised that the Town would like to subdivide the property into two lots to correct these outstanding deficiencies.

Councillor Hansen-Zacharuk asked if the lot is being used.

D. Drohomerski responded that the situation has been ongoing for decades, that the Town does not need and has never used this piece of land.

Councillor Hansen-Zacharuk asked if the shed shown on the property map belongs to the Town.

D. Drohomerski responded that there are a few challenges and opportunities with this property; the Town wants to make sure that we manage our utilities well and would likely ask for removal of the accessory buildings.

Councillor Kolafa asked what would happen if the adjacent property owners do not purchase the lot.

D. Drohomerski responded that they have tried to purchase it previously and they are the ones who brought it to our attention and have expressed interest in purchasing the property providing the market value is agreeable to them.

8.1.3 Bylaw 11-17 - Public Utility Lot, Rosedale

MO2017.124 Garbutt, Hansen-Zacharuk Moved First Reading of Bylaw 11.17. Carried unanimously.

MO2017.125 Hansen-Zacharuk, Shoff Moved Second Reading of Bylaw 11.17. Carried.

MO2017.126 Shoff, McMillan Moved no objection to Third Reading of Bylaw 11.17. Carried.

Councillor Garbutt asked if there is a reason that we need to do this quickly.

D. Drohomerski responded that this matter was brought to Administration's attention by the adjacent property owners and we would not like them to go forward to petition to absorb this lot; something similar occurred in Rosebud.

MO2017.127 Shoff, Zariski Moved Third and Final Reading of Bylaw 11.17. Carried.

8.2 DIRECTOR OF INFRASTRUCTURE SERVICES

8.3 DIRECTOR OF CORPORATE SERVICES

8.3.1 2017 Reserve Bid Tax Recovery Public Auction

B. Miller advised that, as part of the tax recovery process under the Municipal Government Act, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat. The properties listed on the attached schedule have had caveats registered against them as required and are now due for public auction. As part of this process, Council must set the terms and reserve bid amounts for the properties. In the past, the terms have been cash, or cash

equivalent, and the reserve bid for each property has been equal to its current year's assessment value.

Section 419 of the Municipal Government Act states that Council must set a reserve bid for each property and the reserve bid must be as close to market value as possible.

- The property assessment value is updated on an annual basis and is based on market values using the mass appraisal approach. These are preliminary values as of July 31, 2017.
- This method is the cheapest and quickest method in determining a reserve bid especially since any costs associated with the auction are charged back to the property.

An individual property appraisal report is not conducted. This method is more accurate than the mass appraisal standards used for assessments. However, it is cost prohibitive for many of the properties being auctioned in 2018 as most properties are eventually redeemed by the owner prior to the sale and access is not readily available to a real estate appraiser until such time as the municipality assumes the title. The cost of a property appraisal would be passed on to the property owners.

Councillor Zariski asked for an estimate of how many property owners generally redeem prior to the auction.

B. Miller responded that last year there were about twenty properties slated for auction and only three were actually put up for auction - she expects that almost all of the current properties will get satisfied prior to the auction date.

Discussion was held on the tax recovery process, legislation, notification process and the Town's monthly payment plan.

MO2017.128 Hansen-Zacharuk, Kolafa Moved that Council set the assessed value as the reserve bid price for properties for the January 26, 2018 tax recovery auction. Furthermore, the successful bidder must pay via cash or cash equivalent. Carried.

8.3.2 Request for Decision - 2017 Municipal General Election - Golden Hills School Board Trustee

B. Miller advised that Drumheller citizens will be voting for their local school board trustees as part of the municipal general election held every four (4) years. She stated that Section 3 of the Local Authority Elections Act (LAEA) authorizes elected authorities to conduct joint elections for voter convenience and for economies of scale. She further stated that the Golden Hills School Board has contacted her requesting a joint election and to conduct the school board trustee election on their behalf.

Councillor Garbutt asked where the polling station information will be advertised.

B. Miller responded that it will appear in this week's local newspaper as well as on the Town website, with advance polling held on October 5 and 14.

MO2017.129 Zariski, Hansen-Zacharuk Moved that Council authorize the Returning Officer to enter into an agreement with the Golden Hills School Division to conduct the 2017 School Board Trustee election on their behalf. 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

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, Mayor Yemen declared the meeting adjourned at 5:44 PM.

Chief Administrative Officer

Mayor

**Town of Drumheller
ORGANIZATIONAL MEETING
MINUTES**

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



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Tony Lacher

Lisa Hansen-Zacharuk

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: DIRECTOR OF CORPORATE SERVICES:
Barb Miller

1.0 CALL TO ORDER

Mayor T. Yemen called the Organizational Meeting to order at 4:33 PM and asked Mr. Colin Kloot, to preside over the swearing in ceremony for Mayor and Councillors Elect.

2.0 SWEARING IN CEREMONY

2.1. OFFICIAL OATH

Mayor and Council members were sworn in by Mr. Colin Kloot in the following order:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski
Heather Colberg

2.2. PASSING THE CHAIN OF OFFICE

Terry Yemen passed the Chain of Office to Mayor Heather Colberg. Mayor Heather Colberg thanked the community, family and friends for their faith in electing her as Mayor as Drumheller. She stated that she looks forward to working with a well-rounded Council and with Administration. She further stated that she has asked for a seating change for better communications.

Mayor Heather Colberg asked that Items 5.1.2.; 5.1.3; and 5.1.4 be tabled until the next Regular Council Meeting.

MO2017.ORG1 Garbutt, Hansen-Zacharuk moved to table Items 5.1.2; 5.1.3; and 5.1.4 until the next Regular Council Meeting. Carried unanimously.

2.3. APPROVAL OF DEPUTY MAYOR ROSTER

2.3.1 Roster for Deputy Mayor

Mayor Heather Colberg presented the roster for Deputy Mayor.

MO2017.ORG2 Hansen-Zacharuk, Garbutt moved that the Roster for Deputy Mayor be adopted as presented.

Councillor Jay Garbutt asked for a friendly amendment to exchange the time period for himself and Councillor Fred Makowecki to serve as Deputy Mayor. Council agreed.

MO2017.ORG2A Hansen-Zacharuk, Garbutt moved that the Roster for Deputy Mayor be adopted as amended. Carried unanimously.

2.4. OFFICIAL OATH OF DEPUTY MAYOR

Mr. Colin Kloot to swear in Councillor Lisa Hansen-Zacharuk as Deputy Mayor for the months of November and December, 2017.

3.0 MAYOR HEATHER COLBERG'S REMARKS

Mayor Heather Colberg expressed gratitude and respect towards the outgoing Town Council members, stating that they have all given so much to the Valley throughout their years on Council. She personally thanked Terry, Pat, Sharel and Tara for their involvement in the community and the many hours away from their family and friends. She further asked the outgoing Council members to continue to stay involved within the community and share their expertise and knowledge with the newly elected Council.

4.0 PRESENTATIONS TO FORMER MAYOR AND COUNCILLORS BY MAYOR HEATHER COLBERG

Agenda Item # 5.1.1

Mayor Heather Colberg presented gifts to outgoing Town Council members: Tara McMillan, Sharel Shoff, Pat Kolafa and Terry Yemen.

5.0 APPOINTMENTS - RESOLUTION OF COUNCIL

5.1. COUNCIL BOARDS

5.1.1 RFD - Council Board Appointments

Mayor Heather Colberg presented the Town's 2017/18 Council Board Appointments

Airport Commission	Mayor Heather Colberg
Municipal Planning Commission	Tom Zariski
	Tony Lacher
Palliser Regional Municipal Services	Kristyne DeMott
Drumheller Chamber of Commerce	Mayor Heather Colberg
Drumheller&District Solid Waste Management Association	Fred Makowecki
Valley Bus Society	Tony Lacher
Drumheller Public Library Board	Patrick Kolafa
Community Futures	Tony Lacher
Community Advisory Committee - RCMP	Tom Zariski
Police Committee	Fred Makowecki
Crime Stoppers	Fred Makowecki
Citizens on Patrol	Tom Zariski
Drumheller Agriculture & Stampede Board	Lisa Hansen-Zacharuk
Drumheller & District Seniors Foundation	Tom Zariski
Drumheller Housing Administration	Jay Garbutt
Subdivision and Development Appeal Board	Jay Garbutt
	Kristyne DeMott
Disaster Service Committee	Heather Colberg
	Jay Garbutt
	Fred Makowecki
Community Standards Appeal Committee	Tony Lacher
	Jay Garbutt
	Lisa Hansen-Zacharuk
Assessment Review Board	Tony Lacher
	Lisa Hansen-Zacharuk
	Tom Zariski
Economic Development Task Force	Heather Colberg
	Fred Makowecki
Red Deer River Municipal Users Group	Jay Garbutt
Aqua 7 Steering Committee	Tony Lacher
Revitalization Corporation	Heather Colberg
	Jay Garbutt
Taxi Commission	Kristyne DeMott
	Tom Zariski
Heritage Steering Committee	Lisa Hansen-Zacharuk
Canadian Badlands Ltd.	Heather Colberg-Executive
	Lisa Hansen-Zacharuk-
	Shareholder
	Kristyne DeMott-Shareholder

Agenda Item # 5.1.1

MO2017.ORG3 Hansen-Zacharuk, Zariski moved that the Council Board Appointments be adopted as presented. Carried unanimously.

~~5.1.2 RFD Council Reporting Requirements (Tabled)~~

~~5.1.3 RFD Council Community Representation (Tabled)~~

~~5.1.4 RFD Ethical Guidelines of Conduct for Members of Council (Tabled)~~

5.2. MUNICIPAL PLANNING COMMISSION

D. Drohomerski advised that the Municipal Planning Commission has three vacancies resulting from the terms of members expiring. Stacey Gallagher and Clayton Gillis have served one term each and have resubmitted their names to serve for another term. As well, two new applications have come forward from Dennis Harder and Shelley Rymal. Administration recommends that the selection of three appointments be done by secret ballot.

MO2017.ORG4 Zariski, Garbutt moved that Council approve the appointment of Stacey Gallagher, Clayton Gilles, Shelley Rymal to the Municipal Planning Commission for a three year term expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

5.3. SUBDIVISION AND DEVELOPMENT APPEAL BOARD

D. Drohomerski advised that the term of the current Subdivision and Development Appeal Board members will expire on October 30, 2017, resulting in three vacancies on this board. Karen Ann Bertamini and Keith Hodgson have resubmitted their names. An application was received from Eileen Lefley. Administration thanked Don Guidolin for his service to the SDAB for many years.

MO2017.ORG5 Garbutt, Makowecki moved that Council approve the appointments of Karen Ann Bertamini, Keith Hodgson and Eileen Lefley to the Subdivision and Development Appeal Board for a term expiring on the date of Council's 2018 Annual Organizational Meeting. Carried unanimously.

5.4 AIRPORT COMMISSION

D. Drohomerski advised that the Drumheller Municipal Airport has had two vacancies on the Commission for a few years. Two newcomers to our community have submitted their names to serve in this capacity: Patrick Bonneville and Catherine Bonneville (both pilots).

MO2017.ORG6 DeMott, Garbutt moved to go in camera at 5:05 PM. Carried unanimously.

MO2017.ORG7 DeMott, Garbutt moved to come out of camera at 5:20 PM. Carried unanimously.

MO2017.ORG8 DeMott, Zariski moved that Council approve the appointments of Patrick Bonneville and Catherine Bonneville for a term of three years to the Drumheller Municipal Airport Commission expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

Agenda Item # 5.1.1

5.5. DRUMHELLER PUBLIC LIBRARY BOARD

D. Drohomerski advised that the Drumheller Public Library Board currently has three vacancies. Elizabeth Gallagher has resubmitted her name for another three year term. The Drumheller Library Board has recommended approval. The other two vacancies will continue to be advertised.

MO2017.ORG6 Makowecki, Lacher moved that Council approve the appointment of Elizabeth Gallagher to the Drumheller Public Library Board for a second three year term expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

6.0 PROCLAMATION

6.1 Mayor Heather Colberg proclaimed November 2017 as Family Violence Month in the Town of Drumheller.

7.0 MAYOR HEATHER COLBERG'S CLOSING REMARKS

Mayor Heather Colberg advised that the meeting schedule is as follows:
November 2nd @ 7:00 PM – Strategic Planning Discussion (closed to the public)
November 6th @ 4:30 PM – Council Committee Meeting
November 14th @ 4:30 PM – Regular Council Meeting

In closing, Mayor Heather Colberg once again thanked Terry, Sharel, Pat and Tara for their service to Town Council. She stated that she looks forward to working with the new Council and Administration over the next four (4) years. She further stated that as promised, Town Council will work hard to communicate, listen and work towards the concerns, ideas and suggestions, which the residents brought forward during the campaign. She stated that she hopes to see Drumheller as the friendliest, cleanest and most sought after community in Alberta. She provided the following quote: "We are what we repeatedly do. Excellence, then, is not an act, but a habit" – Aristotle.

8.0 ADJOURNMENT OF ORGANIZATIONAL MEETING

There being no further business, Mayor Heather Colberg declared the meeting adjourned at 5:26 PM.

MAYOR



CHIEF ADMINISTRATIVE OFFICER



**Municipal Planning Commission
MINUTES
Meeting of Thursday August 24, 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

Absent: Allen Hendriks, Member
Stacey Gallagher, Member - regrets
Tom Zariski, Councillor/Member - regrets
Sharel Shoff, Councillor/Member - regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

Delegates: Blake Lind – T00256-17D – exited the meeting at 12:17 pm
Joe Castonguay – T00264-17D – exited the meeting at 12:35 pm

1.0 CALL TO ORDER – 12:10 pm

C. Gillis presented the Agenda for the August 24, 2017 meeting.

1.1 Agenda – Additions or Deletions

1.2 Acceptance of Agenda

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

Second: – C. Gillis - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 April 7, 2017 - revision

Motion: S. Clark moved to accept the revised minutes of April 7, 2017 as presented

Second: – C. Gillis. Carried

2.2 July 27, 2017

Motion: C. Gillis moved to accept the minutes of July 27, 2017 with changes

Second: – S. Kuntz. Carried



3.0 DEVELOPMENT PERMITS

3.1 T00250-17D – Nick Sereda – Accessory building with living quarters

J. Steeper presented Development Permit T00250-17D submitted by Nick Sereda for an accessory building with living quarters located at 242 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 7. Zoning is C-B, Central Commercial District.

J. Steeper advised this development permit is for a 17 foot by 45 foot garage with living quarters above placed at the rear of the property, to be attached to the existing commercial building (Tattoo Shop) with a breeze way. At this time a house in poor condition is located at the rear of the property. The garage with living quarters would be an accessory to the commercial building on the lot. In the future the applicant would like to remove the existing buildings – Tattoo shop and Shredz and rebuild into one building.

J. Steeper stated the accessory building has a 20 foot rear setback and 4 feet setbacks on both sides, this meets the requirements of the district. Lot coverage for the district is up to 80%.

J. Steeper called attention to the email received from Darryl Drohomerki, Director of Infrastructure Services *"What I recall from this location was the applicant was looking to install one (1) new water service into the garage building and would branch off after this point to supply water to the tattoo shop. If the buildings were connected via a breezeway, is this considered one building? If so, then I think we would allow one service into this property with a single meter. If it was considered two separate buildings, they would require a water service and meter and wastewater service for each building on the property."*

Municipal Planning Commission discussed the application.

Motion: C. Gillis moved to approve Development Permit T00250-17D submitted by Nick Sereda for an accessory building with living quarters located at 242 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 7, 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

3.2 T00255-17D – Philip Oderkirk – Placement of new Manufactured Home

J. Steeper presented Development Permit T00255-17D submitted by Philip Oderkirk for placement of a new manufactured home located at 120 1 Avenue, East Coulee on Plan 0813007; Block 15; Lot 2. Zoning is SCR, Suburb Community Residential District.

J. Steeper advised this development permit application is for placement a new 2014 (never been lived in) manufactured home on a pad. A 10 foot by 10 foot shed would also be placed on site. All setbacks will be met for the Suburb Community Residential District, it has been rezoned and no issues to note.

Municipal Planning Commission Members discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00255-17D submitted by Philip Oderkirk for placement of a new manufactured home located at 120 1 Avenue, East Coulee on Plan 0813007; Block 15; Lot 2, 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. An over-weight/over-dimensional permit from Road-Data (1-888-830-7623) must be issued prior to relocating structures within the municipality.
5. 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.
6. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
7. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
8. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
9. All contractor's to be in possession of a valid Town of Drumheller business license.
10. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
11. 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.
12. 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.



13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: C. Gillis - Carried

3.3 T00256-17D – Blake Lind – Shipping container

J. Steeper presented Development Permit T00256-17D submitted by Blake Lind for shipping container located on Plan 0915125, Block 2, Lot 3. Zoning is CR - Country Residential District. Note: no civic address for this location.

J. Steeper advised this development permit is for permanent placement of a shipping container. This shipping container was placed in 2016 by development permit T00197-16D, for temporary placement until September 15, 2017. There is no principle dwelling on site. This container is being used to store work items to clean up the property as well as safe storage of historical items found on the property.

B. Lind was present to answer questions. This container is being used to store work items for clean up, as well as for safe storage of historical items found on the property. Bushes, trees and a steel fence has been added to the property to screen the container from view, there is no residential view of the property. Time line for cleaning up the property is not known at this time. For future would like to put a dwelling on the property.

Municipal Planning Commission Members discussed the application.

Motion: C. Gillis moved Development Permit T00256-17D submitted by Blake Lind for shipping container located on Plan 0915125, Block 2, Lot 3, be declined as submitted, however approves the temporary placement of the shipping container for one year to September 15, 2018, 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. Placement of storage structure as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. A Building permit to be in place prior to construction.
6. A storage structure shall not be used as a sign.
7. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
8. A storage structure shall be screened from view as required by the Municipal Planning Commission and/ or may require exterior finishing to be in general conformance with the principal building or surrounding development.
9. 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.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. The Storage Structure is Temporary and must be removed by September 15, 2018

Second: S. Kuntz - Carried



3.4 T00258-17D – Valley Vet Clinic – Shipping container

J. Steeper presented Development Permit T00258-17D submitted by Valley Vet Clinic for a shipping container located at 1141 South Railway Avenue, Drumheller on Plan 1510175, Block 2, Lot 25. Zoning is M1 - Light Industrial District.

J. Steeper advised this development permit is for placement of a shipping container (sea can) as an extra storage facility for lawn equipment (lawn mower), extra equipment for vet clinic (dryers), storage of wood products and use like a garden shed. This unit would be placed in the middle of the property.

Municipal Planning Commission Members discussed the application.

Motion: S. Clark moved to approve Development Permit T00258-17D submitted by Valley Vet Clinic for a shipping container located at 1141 South Railway Avenue, Drumheller on Plan 1510175, Block 2, Lot 25, 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. Placement of storage structure as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. A Building permit to be in place prior to construction.
6. A storage structure shall not be used as a sign.
7. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
8. A storage structure shall be screened from view as required by the Municipal Planning Commission and/ or may require exterior finishing to be in general conformance with the principal building or surrounding development.
9. 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.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: C. Gillis. Carried

3.5 T00262-17D – John Wallace – Accessory building, garage

J. Steeper presented Development Permit T00262-17D submitted by John Wallace for an accessory building, garage located at 409 12 Street East, Drumheller on Plan 8157GW, Block 12, Lot 23. Zoning is R-1 Residential District.

J. Steeper advised this development permit for new construction of a detached garage. This application had been seen before under development permit T00242-17D, the property owner is now looking to increase the height of the structure to 19 feet 7 inches, peak to grade, to increase the available storage area. The change in height would require over a 30% variance.

Municipal Planning Commission Members discussed the application. Members discussed the change in height of the building for this area might be excessive.



Municipal Planning Commission Members tabled Development Permit T00262-17D submitted by John Wallace pending a circulation to surrounding area residents.

3.6 T00263-17D – Daniel McArter – Accessory building, garage

J. Steeper presented Development Permit T00263-17D submitted by Daniel McArter for an accessory building, garage located at 1212 Newcastle Trail, Newcastle on Plan 6561CO, Block 1 Lot 6. Zoning is C-1 - Local Commercial District.

J. Steeper advised this development permit is for new construction double detached garage. The house on the lot is a non-conforming use for the district, however has existed for quite sometime. The smaller existing wood shed will be demolished and removed, the second wood shed will be moved to a different place on the property as shown on the site plan submitted. The garage is an existing building and will be moved on to a slab at the rear of the property. This application has been circulated internally.

J. Steeper called attention to the email received from Cynthia Cvik, CEO/Director of Planning:

"Mr. McArter's home is considered "existing, non-conforming" in terms of use for the zone. In the C1 district, single family homes are neither permitted, nor discretionary."

For an "Accessory Building" to be considered, it should be accessory to either a permitted or discretionary use, which are listed in the zone per the definition below:

"Accessory Building" means a building separate and subordinate to the principal building, the use of which is incidental to that of the main building and is located on the same parcel of land;

Having said this, if there is no concern, Section 9(5) of the Land Use Bylaw indicates the following:

(5) Where a proposed specific use of land or a building is not provided for in a district, the Municipal Planning Commission may determine that the use is similar in character and purpose to another use of land or building that is included in the list of permitted or discretionary uses prescribed for that district.

My interpretation would be that the residential component, (the non-conforming aspect), is not being increased, and that if there was an artist's studio in the existing building rather than a residential use, the accessory structure would be permitted.

I would send the application to the MPC, referencing Section 9 (5) of the LUB and if they do not feel that the amenities of the neighbourhood or use and enjoyment of neighbouring properties would be negatively impacted, approve it."

Municipal Planning Commission Members discussed the application.

Motion: C. Gillis moved to approve Development Permit T00263-17D submitted by Daniel McArter for an accessory building, garage located at 1212 Newcastle Trail, Newcastle on Plan 6561CO, Block 1 Lot 6, 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. Height of accessory building as per plans submitted and not to exceed 4.57 m (15 ft.).
4. Construction to be in accordance with the Alberta Building Code.



5. 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.
6. 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.
7. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
8. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
11. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.

Second: S. Clark - Carried

3.7 T00264-17D – 1962860 Alberta Ltd / Tri Power – New Construction SFD

J. Steeper presented Development Permit T00264-17D submitted by 1962860 Alberta Ltd / Tri Power for a new construction single family dwelling located at 1310 7 Avenue East, Drumheller on Plan 1611903, Block 2 Lot 18. Zoning is R-1 - Residential District.

J. Steeper advised this development permit is for new construction single family dwelling with an attached garage and covered deck. The original development permit T00146-17D was for a larger home A variance on the front set back to 20 feet and site coverage of 30.4% is required.

J. Castonguay attended the meeting to answer questions. The window well(s) on the east side is 32 inches from the well to the property line. The owners decided to shrink the home to meet budget constraints.

Municipal Planning Commission Members discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00264-17D submitted by 1962860 Alberta Ltd / Tri Power for a new construction single family dwelling located at 1310 7 Avenue East, Drumheller on Plan 1611903, Block 2 Lot 18, 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

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No discussion items

5.0 OTHER DISCUSSION ITEMS

5.1 On line meeting requirements

1. When responding to an online meeting request, a distinct yes or no is required.
2. The Chair will provide direction and feed back on the request(s).
3. Refer to the Land Use Bylaw

6.0 Adjournment – Meeting adjourned at 1:34 pm.

Chairperson

Development Officer

Attachments: Agenda



**Municipal Planning Commission
MINUTES
Meeting of Thursday September 14, 2017**

Present: Paul Salvatore, Director of Community Services
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member
Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member - arrive 12:10 – exit 1:20

Absent: Clayton Gillis, Chair - regrets
Allen Hendriks, Member
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

Delegates: Shane Young – T00267-17D
Robert J Wilson – T00262-17D
Daniel DeLeeuw – T00262-17D
Mike Roach – T00279-17D & T00280-17D

1.0 CALL TO ORDER – 12:07 pm

S Clark presented the Agenda for the September 14, 2017 meeting.

1.1 Agenda – Additions or Deletions

Addition – 3.4 T00284-17D – Doug Stanford

1.2 Acceptance of Agenda

Motion: S. Gallagher moved to accept the agenda of September 14, 2017

Second: – S. Kuntz - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 August 24, 2017 – tabled for approval at next meeting



3.0 DEVELOPMENT PERMITS

3.1 T00262-17D – Robert Wilson – Accessory building

J. Steeper presented Development Permit T00262-17D submitted by Robert J Wilson for an accessory building located at 409 12 Street East, Drumheller on Plan 8157GW; Block 12; Lot 23. Zoning is R-1, Residential District.

J. Steeper advised this development permit is for a 750 square foot garage with 10 foot walls and attic space of 7 feet 6 inches floor to ceiling. The height of the garage peak to grade would be 19 feet 7 inches. The original application T00242-17D was tabled for a circulation, the circulation yielded no comments however one call was received for more information, no comment made. All set back requirements meet the land use bylaw, site coverage meets requirements, a variance is required for the height of the building.

J. Steeper stated the height of the building would require a 30% variance.

Municipal Planning Commission discussed the application. Some reservations on the height of the accessory building (garage).

Motion: S. Shoff moved to approve Development Permit T00262-17D submitted by Robert J Wilson for an accessory building located at 409 12 Street East, Drumheller on Plan 8157GW; Block 12; Lot 23, 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 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.
13. The existing accessory buildings (24ft X 24ft garage and 6ft X 5ft shed) shall be demolished by October 31, 2017.

Second: T. Zariski - Carried



3.2 T00267-17D – Shane Young – addition of a shop/garage

J. Steeper presented Development Permit T00267-17D submitted by Shane Young for the addition of a 20ft X24ft shop/garage and 2 deck extensions 3ft X7ft and 3ftX8ft located at 2705 North Dinosuar Trail, Midland on Plan 3715DQ. Zoning is CS, Community Service District.

J. Steeper advised this development permit application is for the addition of a shop underneath the raised house, the shop would have a garage door on the north also a man door would be installed. Windows would be installed above the 1 in 100 flood line. This shop / garage would be 480 square feet in size. The house is being raised up off the ground on "stilts" above the flood line.

J. Steeper stated an single family dwelling is neither a permitted use or discretionary use in the Community Service District.

S. Young stated the foundation for the garage would be footings with walls on top. Materials would be used that would not be damaged should it get wet. The pilings are 2 x 2 rebar with a smaller cage inside. Would put measures in place to equalize flood waters so the pressure on the walls would balance out. ICF or cinder blocks with stucco are being considered, drywall that resists moisture and pressure treated wood for the inside. Electrical plugs would be above the flood line and windows above the flood line. Cross bracing with metal under the house will be additional support to the beams above to increase the stability for the house.

MPC member asked if the project has been looked at by civil engineer, the applicant noted that his son-in-law is an engineer and was consulting with Ed Palm from Palm Engineering servcices. When asked if the house is habitable, S. Young stated the house has been gutted to studs and renovations inside will begin once the house is fixed on the "stilts".

Municipal Planning Commission Members discussed the application. Discussed the flood levels 2005 and 2013 in that area. Being in the flood area provincial requirements would need to be met. Potential to create damage.

Motion: S. Shoff moved to approve Development Permit T00267-17D submitted by Shane Young for the addition of a shop/garage located at 2705 North Dinosuar Trail, Midland on Plan 3715DQ,

Second: S. Kuntz – 1 vote in favor, Motion defeated.

REASON FOR REFUSAL

The Municipal Planning Commission refused the application for an 20ft X 24ft Addition for the following reasons;

1. "Development shall be discouraged on land within the flood risk area as determined by Alberta Environmental Protection;" as per Land Use Bylaw 10-08 Part VII General Land Use Regulations, 61, Land within the 1:100 Year Flood Risk Area (a), Page 137.
2. "Development activities in the flood risk area should be carefully controlled. Low intensive uses such as open space, recreation and agricultural activities shall be preferred" as per Land Use Bylaw 10-08 Part VII General Land Use Regulations, 61, Land within the 1:100 Year Flood Risk Area (b), Page 137.
3. "At the discretion of the Development Authority and where development does not constitute an infill situation as defined in this bylaw, development may be allowed on land within the flood fringe area if sufficient landfill can be provided to raise the building or development site above the elevation of the 1:100 year flood probability contour or other suitable flood proofing techniques can be employed. The Town may require professional certification to ensure this requirement." as per Land Use Bylaw 10-08 Part VII General Land Use Regulations, 61, Land within the 1:100 Year Flood Risk Area (e), Page 137.



4. "A non-conforming use of a part of a building may be extended throughout the building but the building, whether or not it is a non-complying building shall not be enlarged or added to and no structural alterations shall be made thereto or therein." as per Land Use Bylaw 10-08 Part VII General Land Use Regulations, 69, Non-Conforming Buildings and Uses (b), Page 141.
5. "A Single Family Dwelling is neither a permitted nor discretionary use within a CS – Community Service District as per Land Use Bylaw 10-08, Part VI Land Use Districts,(36) CS – Community Service District, (a) & (b) Page 109. However the previous application was approved on the basis that " A non-conforming may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except: (i) as may be necessary to make it a complying building; or (ii) as the Development Officer considers necessary for routine maintenance of the building, (iii) if, at the discretion of the development authority, the alterations do not increase the extent of non- compliance and within all other requirements of this Bylaw, the development may be permitted" as per Land Use Bylaw 10-08 Part VII General Land Use Regulations, 69, Non-Conforming Buildings and Uses (d), Page 141. The Municipal Planning Commission felt that the new application went against the intention of the original application which was to alter the structure so that it could conform to Flood Fringe requirements. The MPC suggest that to allow the new addition would make part of the building non-conforming to the Flood Fringe requirements and makes potential damage possible in the event of a flood.

3.3 T00268-17D – Jennifer-Lee Wright - Business

J. Steeper presented Development Permit T00268-17D submitted by Jennifer-Lee Wright for yoga classes located at 1100 North Dinosaur Trail on NE-10-29-20-W4. Zoning is CS - Community Service District.

J. Steeper advised this development permit is for hosting yoga classes in the drama room at the St. Anthony's School. The applicant is hoping to have about 10-15 participants in evening classes, and plenty of parking would be available at that time of day.

Municipal Planning Commission Members discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00268-17D submitted by Jennifer-Lee Wright for yoga classes located at 1100 North Dinosaur Trail on NE-10-29-20-W4, 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: T. Zariski - Carried

3.4 T00277-17D & T00284-17D – Doug Stanford – Accessory Building

J. Steeper presented Development Permit T00277-17D & 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 these development permits are for installations of storage sheds in the backyard, this property is 1.33 acres in size. The existing sheds cover approximately 1,070 square feet or 2% lot coverage and the proposed temporary portable canvas tent approximately 240 square feet. The existing sheds and proposed tent are situated 5 feet from the property line, side yard set back required is 10 feet.

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

"48. Accessory Buildings & Uses

- (a) *A structure which is attached to the principal building by a roof, a floor or a foundation is not an accessory building, it is to be considered a part of the principal building.*
- (b) *An accessory building shall not be used as a dwelling.*
- (c) *An accessory building shall be located at least 2 m (6.1 ft.) from any principal building.*
- (d) *On corner lots, the distance between an accessory building and the street flanking the lot shall not be less than the side yard requirement for the principal building in that particular land use district.*
- (e) *No accessory buildings or uses shall be located in the front yard of a residential district. The Development Authority may permit the development of an accessory building and/or use in the front yard under special circumstances dictated by site conditions.*
- (f) *Accessory Buildings - Portable shall be considered a discretionary use in residential land use districts and shall adhere to the following requirements:*
 - (i) *clearances to property lines and other structures including fences a minimum of 3 metres (10 ft.);*
 - (ii) *not to exceed 17.84 sq. m. (192 sq. ft.) in area;*
 - (iii) *shall be a minimum 3 metres (10 ft.) from flammable material or vegetation."*

Municipal Planning Commission Members discussed the application.

Municipal Planning Commission tabled the development permit for circulation.

3.5 T00279-17D – Lorne Roach – Temporary Storage

J. Steeper presented Development Permit T00279-17D submitted by Lorne Roach for temporary storage located at 220 2 Avenue West, Drumheller on Plan 8810626, Block 2, Lot 1. Zoning is CR - Country Residential District.



J. Steeper advised this development permit for a temporary storage container to store tools until a shop/garage is built. The plan is to pour foundation next spring and construct permanent garage to be complete by mid summer 2018. The container is a commercial "Big Steel Box" measuring 8 feet x 8 feet 5 inch x 20 feet long.

Municipal Planning Commission Members discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00279-17D submitted by Lorne Roach for temporary storage located at 220 2 Avenue West, Drumheller on Plan 8810626, Block 2, 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 the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of storage structure as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. A Building permit to be in place prior to construction.
6. A storage structure shall not be used as a sign.
7. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
8. A storage structure shall be screened from view as required by the Municipal Planning Commission and/ or may require exterior finishing to be in general conformance with the principal building or surrounding development.
9. 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.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. The Storage Structure is Temporary and must be removed by October 4, 2018

Second: S. Gallagher. Carried

3.6 T00280-17D

J. Steeper presented Development Permit T00280-17D submitted by Lorne Roach for Accessory Building located at 220 2 Avenue West, Drumheller on Plan 8810626, Block 2, Lot 1. Zoning is CR - Country Residential District.

J. Steeper advised this development permit is for a 720 square foot detached 2 car garage with storage area in a loft for tools on a concrete foundation, this building will be under 19 feet 7 inch in height and a prefab vinyl steel garden shed also on a foundation, 6 feet 5 inches in height. The buildings will be set back 30 feet from the left property line and 15 feet from the house. This property is in the flood fringe. Construction to start in the spring of 2018 to be completed about June 2018.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00280-17D submitted by Lorne Roach for Accessory Building located at 220 2 Avenue West, Drumheller on Plan 8810626, Block 2, Lot 1, subject to the following conditions;



DRUMHELLER

COMMUNITY SERVICES



1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. The accessory building shall be setback 7.5m (25ft) from the left property line that is adjacent to 2 Street West.
4. An Accessory Building shall be at least 1.57m (15ft) from any principle building.
5. Height of accessory building as per plans submitted and not to exceed 6 m (19.7 ft.).
6. Construction to be in accordance with the Alberta Building Code.
7. 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.
8. 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.
9. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
10. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
11. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
13. 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 No discussion items

5.0 OTHER DISCUSSION ITEMS

5.1

6.0 Adjournment – Meeting adjourned at 1:58 pm.

Chairperson

Development Officer

Attachments: Agenda

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 _____ DAY OF _____, 2017

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drumheller REQUEST FOR DECISION



TITLE:	MUNICIPAL PLANNING COMMISSION APPOINTMENT
DATE:	November 8, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Bylaw 32.08 Establishment of Municipal Planning Commission

SUMMARY

The Municipal Planning Commission has one vacancy resulting from one member not meeting the requirement for attendance as set out in Bylaw 32.08. Three applicants have submitted their names: Sharon Clark has resubmitted her name and as set out in Bylaw 32.08 reappointment would be at Council's discretion as Sharon has served two consecutive terms on the MPC; Dennis Harder's name has been resubmitted as he was not successful in being appointed to the MPC at Council's Organization Meeting held on October 30th; and Andrew Luger had submitted his name on August 28th and was regrettably missed moving forward for Council's consideration at the Organizational meeting held on October 30th. Administration recommends that the selection of one appointment be done by secret ballot.

RECOMMENDATION:

Administration recommends three appointments to the Municipal Planning Commission to be done by secret ballot.

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 Drumheller's Municipal Planning Commission.

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 _____ for a term of three years to the Drumheller Municipal Planning Commission expiring on the date of Council's 2020 Annual Organizational Meeting.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer

Agenda Item # 8.1.2



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

RESUBMITTED

Date: Nov 5, 2017
D/M/Y

Board applied for Municipal Planning Commission

Name of Applicant Sharon J. Clark

Full Address _____ Postal Code T0J 0Y0


Length of Residency in Town 30+ years

Phone (403) 823-4000 (w) E-mail Address _____

Past Service on Similar Boards MPC; FCSS; DARTS; Chamber of Commerce

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

- past service on MPC (including chairperson)
- lawyer for 25+ years
- familiar with M&A and Town by-laws
- very interested in promoting and participating in orderly development in the Town of Drumheller


Signature of Applicant

Fax back to (403)823-8006

SHARON J. CLARK
Barrister and Solicitor

Town of Drumheller

Telephone: (403) 823-1339

Fax: (403) 823-8006

www.dinosaurvalley.com

...

Linda Handy

Agenda Item # 8.1.2

From: Julie Steeper
Sent: November-08-17 8:10 AM
To: Linda Handy
Subject: FW: MPC TERM EXPIRY-IMPORTANT

From: Sharon J. Clark [<mailto:Sharon.Clark@drumhellerlaw.com>]
Sent: November-05-17 10:58 AM
To: Julie Steeper <JSteeper@dinosaurvalley.com>
Subject: RE: MPC TERM EXPIRY-IMPORTANT

Hi Julie

I am interested in remaining on MPC, but expect that by now the positions have been filled. Regardless of whether or not I am able to remain on MPC, I want you, council and the other MPC members to know how much I have enjoyed my time as a board member. It has been an honour and privilege to sit, meet and participate.

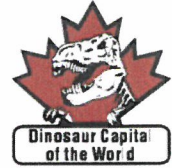
Sharon

Sharon J. Clark



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date OCTOBER 20th, 2017

Board applied for Municipal Planning Commission,

Name of Applicant DENNIS HARDER

Full Address 1 Postal Code T0J 0Y5


Length of Residency in Town 1 1/2 YEARS

Phone (403) E-mail Address

Past Service on Similar Boards PASSION PLAY BOARD, BUSINESS ADVOCACY COMMITTEE,
BOARD OF DIRECTOR FOR MORDEN-WINKLER CONSTITUENCY

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

I AM AN ENTREPRENEUR BY HEART AND HUGE BELIEVER IN SUPPORTING MY LOCAL
COMMUNITY. I AM PASSIONATE ABOUT HELPING PEOPLE, BUSINESSES AND COMMUNITIES
GROW AND HAVE HAD THE HONOR TO HELP AND ASSIST A LOT OF PEOPLE, BUSINESSES
AND COMMUNITIES GROW IN DIFFERENT AREAS.


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

...

Agenda Item # 8.1.2

Drumheller, Alberta
Mailing Address:
P.O. Box 283
T0J – 0Y0
.....

Monday, August 28, 2017

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

Attention: Ms. L. Handy

Subject: Municipal Planning Commission

Some of my detail knowledge and traits that would be of interest to you include:

- Ability to perform multidisciplinary roles and tasks to meet business objectives.
- Ability to work within multi-disciplined professional teams. (Architectural / Mechanical / Electrical) P&ID familiarity.
- Ability to establish, apply and flow down project requirements using accepted Project Management Institute standards in concert with existing corporate policy and procedures.
- Support the engineering management team through timely and effective reporting.
- Extensive quantity survey, estimating, logistics, cost / schedule controls and management of change experience.
- Extensive experience in competitive bid & proposal development, contract negotiation.
- Excellent organizational skills, leadership and presentation skills, attention to detail, willingness to travel.
- Management of stakeholder expectations and risks that may affect project profit, costs, schedules and client relations.
- Excellent knowledge of MS office products. Knowledge of Autocad and GIS.
- Many years of experience with a number of high end job cost accounting and project management software such as Cascade, AMS Realtime, Open Plan. MS Project and Primavera P3, P3e & P6.

As a certified project management professional with extensive project services experience, I look forward to the opportunity to further discuss my abilities.

Regards

Andrew Luger

TOWN OF DRUMHELLER

BY-LAW # 32-08

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE APPOINTMENT OF DEVELOPMENT OFFICER AND THE ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION.

PURSUANT to Section 624 of the Municipal Government Act, the town of Drumheller Council duly assembled, enacts as follows:

1. The Drumheller Development Authority shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure that any proposed development is in accordance with the purpose, scope of intent of the municipal development plan, land use bylaws, area structure plans and/or area redevelopment plans.
2. The Drumheller Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaws.

APPOINTMENT OF DEVELOPMENT OFFICER

3. Council may, by resolution, appoint Development Officer(s).

ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

4. That a Commission known as the Municipal Planning Commission of the town of Drumheller, hereinafter called "the Commission" is hereby established.
5. The Commission shall be composed of not less than three persons appointed by resolutions of Council.
6. No person who is a member of the Subdivision and/or Development Appeal Board shall be appointed to act as a member of the Commission.
7. The Commission shall elect a Chairman and Vice-Chairman from its members.
8. Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

**TOWN OF DRUMHELLER
BYLAW NO. 32.08**

PAGE 2

9. Any vacancy caused by death, retirement or resignation of a member may be filed by resolution of the Council.
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 a resolution of the Commission.
11. The Commission shall not be disbanded, nor a member of it discharge without cause.
12. Three members of the Commission shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Commission.
13. Only those members of the Commission present at a meeting of the Commission shall vote on any matter before it.
14. The decision of the majority of the members present at a meeting duly convened shall be deemed to the decision of the whole Commission.
15. The Commission shall hold such meetings as are necessary to fulfil the Commission's responsibilities.
16. The Commission shall have prepared and maintained a file of written minutes of the business transacted at all meetings of the Commission, copies of which shall be regularly filed with the Council.
17. The Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Bylaw and the Municipal Government Act and municipal Government Amendment act.
18. The remuneration, travelling and living expenses of the Chairman and other members of the Commission shall be established by resolution of the Council.
19. The setting of fees for any matter coming before the Commission shall be established by resolution of Council as it considers necessary.
20. A secretary of the Commission shall be appointed by the Chief Administrative Officer.
21. The Commission may make its orders, decisions, development permits and approvals and issue notices with or without conditions.

**TOWN OF DRUMHELLER
BYLAW NO. 32.08**

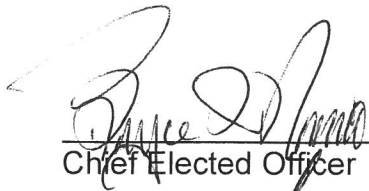
PAGE 3

22. This Bylaw comes into effect upon the date of its being finally passed.
23. This Bylaw shall repeal Bylaw 01-98 .

READ A FIRST TIME THIS 27th day of October, 2008

READ A SECOND TIME THIS 27th day of October, 2008

READ A THIRD TIME THIS 27th day of October, 2008



Chief Elected Officer

Chief Administrative Officer



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 fared equally with what appeared to be a good balance of staff to clients served
 - GamTech and Reality Bytes both fared 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 # 8.3.1

- 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 PC Corp	10.80%	15.00%	27.09%	10.00%	20%	82.89%
Gam Tech	13.10%	18.00%	18.85%	7.50%	13%	69.95%
Trinus	7.10%	15.00%	30.00%	10.00%	25%	87.10%
	14.75%	18.00%	22.94%	10.00%	25%	90.69%

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	Council Reporting Requirements
DATE:	October 26, 2017
PRESENTED BY:	Mayor Heather Colberg
ATTACHMENT:	N/A

SUMMARY

Mayor Heather Colberg proposes a new policy for adoption of Council. All councillors and Mayor will be required to present a monthly written report for each of the Boards/Committees they represent at a Regular Council or Council Committee meeting. This ensures Council's accountability to Boards/Committees as well as providing the public with information regarding the Boards/Committees' activities.

In addition to providing monthly reporting on Boards/Committees, reporting requirements will include a written report to Council on attendance at conventions / conferences / courses prior to being reimbursed for expenses.

RECOMMENDATION:

That the policy for reporting requirements be adopted which holds Council accountable to inform the public.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

Council reimbursement of expenses.

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Council Committee Reports will be included as part of the Regular Council Meeting Agendas or as part of the Council Committee Agendas.

MOTION:

That Council members provide monthly written Committee reports to Council and further, any attendance at conventions / conferences / courses requires a written report to Council prior to being reimbursed for expenses or receiving a per diem.

Prepared By:

Reviewed By:

Approved By: Darryl Drohomerski
Chief Administrative Officer

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	Community Council Representation
DATE:	October 26, 2017
PRESENTED BY:	Mayor Heather Colberg
ATTACHMENT:	N/A

SUMMARY

Mayor Heather Colberg proposes a new policy for adoption of Council. All councillors will be required to represent one of the following communities: Nacmine, Newcastle, Midland, Rosedale, Wayne and East Coulee. Each community will have elected representation to move residents' concerns forward to Administration or Council as a whole and / or to advocate on their behalf. Mayor Colberg will represent the community as a whole.

RECOMMENDATION:

That the policy for Council community representation be adopted which holds Council accountable to one area of our community.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

STRATEGIC POLICY ALIGNMENT:


Good governance.

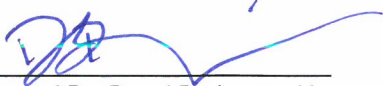
COMMUNICATION PLAN:

MOTION:

That community representation by Councillors be adopted as chosen.

Prepared By: _____


Reviewed By: _____


Approved By: Darryl Drohomerski
Chief Administrative Officer

Community Associations and Halls Contact Information 2017

East Coulee Community Association & Hall	Dani 403 822 2144 403 822 2175
Midlandvale Community Association & Hall	Twyla 403 823 3090
Nacmine Community Association	Cindy 403 823 0646 cyd.holiday@gmail.com
Newcastle Recreational Association	Bob or Edith 403 823 5110
Rosedale Recreation Society	Donna 403 823 2040 403 823 8678
Wayne Community Association	Fred 403 823 3964 403 823 7772

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	ETHICAL GUIDELINES OF CONDUCT FOR MEMBERS OF COUNCIL
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Ethical Guidelines of Conduct for Members of Council

SUMMARY

In addition to the laws and duties imposed by legislation and the common law, Councils can benefit from a Code of Ethics to provide guidance as to the “do’s” and “don’ts” of ethical behavior. Taken from Alberta Urban Municipalities Association’s template, the guideline’s purpose is to outline certain basic rules for elected municipal government officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the functions of Council members is, at all times, service to their community and the public.

RECOMMENDATION:

CAO recommends that Council adopt the Alberta Urban Municipalities Association (AUMA) template until Council approves a Code of Conduct Bylaw which is a requirement under the new Municipal Government Act. Former Councils have adopted these guidelines and in the past, the document has been signed by the Mayor only. As discussed at Council’s Orientation Session, it is recommended that all members of Council sign the document.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

The document should be used to guide the behavior of Council and provide a mechanism of accountability.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Identified as a 2017 Corporate Priority.

COMMUNICATION PLAN:


The Ethical Guidelines of Conduct for Members of Council will be framed and publicly displayed in the Council Chambers, and on the Town’s website.

MOTION:

That Council adopt the Ethical Guidelines of Conduct for Members of Council.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer

Town of Drumheller

224 Centre Street, Drumheller, Alberta



Ethical Guidelines of Conduct For Members of Council

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Government decisions and policy be made through the proper channels of government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for all elected local government officials in Alberta so that they may carry out their duties with impartiality and equality of service to all, recognizing that the basic functions of elected officials are, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of all elected officials in Alberta in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear of favour.

Elected Local Government Officials shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Avoid any situation that could cause anyone to believe that they may have brought bias or partiality to a question before the Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Elected local government officials shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Members of the Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolutions this 30th day of October, 2017

Mayor Heather Colberg

Councillor Kristyne DeMott

Councillor Jay Garbutt

Councillor Lisa Hansen-Zacharuk

Councillor Tony Lacher

Councillor Fred Makowecki

Councillor Tom Zariski

Darryl Drohomerski,
Chief Administrative Officer