

# **Town of Drumheller COUNCIL MEETING AGENDA**

**September 18, 2017 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARK**

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-8 5.1.1 Minutes of the September 5, 2017 Regular Council Meeting Minutes

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

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

## **6.0 DELEGATIONS**

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

7.1 Request for Cancellation of Regular Council / Committee of the Whole Meetings until the October 30, 2017, Organizational Meeting  
with the option for Mayor Yemen to call the October 2, 2017, Regular Council Meeting if Required

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

9-11 8.1.1 Asset Management Policy C-03-17

**8.1. CAO**

- 8.1.2 Royal Tyrrell Museum Odour Problem
- 8.1.3 Update - Alberta Transportation Cross Walks

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

- 12-13 8.3.1 Request for Decision 2017 Municipal General Election – School Board Trustee
- 14-17 8.3.2 Elks Club – Tax Recovery Property

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

- 13.1 Councillor Garbutt - Federation of Canadian Municipalities [FCM] Report
- 18-21 13.2 Councillor Shoff - Update on Economic Development Advisory Committee Meeting of September 13, 2017

**14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**September 5, 2017 at 4:30 PM**  
**Council Chamber, Town Hall**  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**  
Terry Yemen

**COUNCIL:**

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

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**COUNCILLOR** Pat Kolafa

**DIRECTOR OF CORPORATE SERVICES**

Barb Miller

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**1.0 CALL TO ORDER**

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

Councillor Tom Zariski was sworn in as Deputy Mayor for the months of September and October, 2017.

**2.0 MAYOR'S OPENING REMARK**

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

Mayor Terry Yemen stated that the RFD – Purchasing Policy will be moved to Item 8.1.1 under the CAO.

**MO2017.109** Hansen-Zacharuk, Garbutt moved to adopt the agenda as amended. Carried unanimously.

**5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of August 21, 2017

**MO2017.110** Hansen-Zacharuk, Shoff moved to adopt the Regular Council Meeting Minutes of August 21, 2017 as presented. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of July 27, 2017

**5.3. BUSINESS ARISING FROM THE MINUTES**

**6.0 DELEGATIONS**

**7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**8.0 REQUEST FOR DECISION REPORTS**

**8.1 CAO**

8.1.1 RFD – Purchasing Policy C-02-17

R. Romanetz advised that Administration undertook a detailed review of the Town's Purchasing Policy following Drumheller Chamber's Business Advocacy Committee's presentation to Council on May 8<sup>th</sup>, 2017. Administration researched an inclusion of a local preference clause with other municipalities. As well, several amendments to the Purchasing Policy were needed relating to the existing rules under the federal / provincial government's New West Partnership Trade Agreements as well as adding more definitions, a local preference clause and postings of opportunities and results on the Town's website. He further advised that the draft policy was forwarded to the Chamber on August 11<sup>th</sup> for their comments and as requested, Administration has included a clause that the Town will post bid opportunities for goods and services between \$5,000 and \$75,000 on the Town's website. No further recommendations have come forward and Administration recommends that Council approve the policy as presented.

**MO2017.111** Hansen-Zacharuk, McMillan moved to approve the Purchasing Policy C-02-17 as presented.

Questions from Council:

Councillor J. Garbutt asked if the Town's website was user friendly and what processes would be involved for interested bidders to find the opportunities and results?

D. Drohomerski explained that the Town's web designer has created a template and the Town's assigned staff would be trained to upload the documents for bid opportunities and results. R. Romanetz explained that staff will be packaging goods into larger quantities to make it more equitable and to reduce the redundancy of postings bids. He further explained that those items under \$5,000 (direct purchases) do not require this process. Councillor J. Garbutt requested two changes under Clause 8.1 *"Preference may will be given to suppliers operating from taxable property within Drumheller where all bids or quotations offered for consideration are deemed equal. Local suppliers may will be granted a pre-tax price differential preference of 5% over other suppliers on individual purchases up to Twenty-Five Thousand (\$25,000), provided that with the exception of price, all things are considered equal once specifications and terms have been reviewed."* Council agreed to the change. Councillor S. Shoff questioned whether staff will continue to look at local prices first when making direct purchases? R. Romanetz advised that staff will be encouraged to buy as competitively and fairly as possible based on quotations however this is not exclusive to suppliers in Drumheller. D. Drohomerski stated that staff will compare prices prior to buying and as in the past, will not normally go outside of Drumheller for smaller purchases. He further explained that managers will be questioning staff to ensure they are following the policy.

R. Romanetz advised that opportunities for bidding will be posted from \$5,000 - \$75,000 as identified within the policy and as the Chamber requested. Councillor L. Hansen-Zacharuk asked how Council will be made aware of the bidding results? R. Romanetz stated bid results will be posted on the Town's website. R. Romanetz concluded by stating that the updated purchasing policy is consistent with what other municipalities are doing and it is modeled after the Agreement on Internal Trade and New West Partnership Trade Agreement so it reflects the new approach which is standard across the province, noting that a local preference is not available in every community. Cindy Clark, Chair of the Chamber's Business Advocacy Committee stated that they are very pleased with Council's recommendation for an updated purchasing policy and Council's leadership by implementing a local preference clause.

Vote on motion:

Carried unanimously.

8.1.2 Presentation by Stantec:

Infrastructure Financing Strategy / 2017 – 2026 Infrastructure Plan / Asset Management Program

R. Romanetz advised that the Town was able to access MSI grant dollars to develop the Asset Management Program of which the Infrastructure Financing Strategy is a large component. He further advised that the document is an accumulation of two and a half (2 ½) years of work by Town Administration and Stantec and it has not been updated since 2011. He asked Darwin Durnie, Principal - Stantec to provide an overview of what has been accomplished to date. D. Durnie stated that the Town first developed a financial strategy about twenty (20) years ago with an update in 2011. He

explained that updates are needed as it is important that Council have a comprehensive view of the Town's assets and how to fund future infrastructure expenses for the next ten (10) years (2017-2026). He further advised that Drumheller has established an excellent financial position to manage its infrastructure and it is necessary to consider the entire wealth invested in Drumheller's infrastructure and how to fund replacement and / or future capital projects. He explained that the document is not an absolute but provides guidelines for future spending with opportunities for optimization, i.e. replacement strategy on roofing systems, asphalt, etc. He introduced the Stantec team – Lauren Chorney – Bridge Engineer and Asset Management Certified; Dallas Kuzak – Professional Engineer, Land Surveyor and Asset Management Certified; and Bob Jenkins - CLGM and Asset Management Plans and Water Rate Reviews throughout the Province.

Bob Jenkins explained that although the Infrastructure Plan, Strategy and Asset Management Plan go hand in hand, the focus today is the Infrastructure Financing Strategy which looks at whether the Town can fund infrastructure projects without a major impact. He stated that the Infrastructure Plan and the Strategy needs to be reviewed annually in conjunction with each other, looking at four key factors for prioritizing projects: risk; levels of service (public expectation/regulations); inventory (tangible capital assets) and condition. He explained that in February 2017, he along with Town Council, Administration and Stantec reviewed an initial draft of the ten (10) year Infrastructure Plan. He explained that based on an update of the infrastructure plan, the strategy sets out an approach for future funding of infrastructure expenses and identifies target levels for reserves, debt, amount of general revenues and utilities sales revenues that need to be set aside for renewal, upgrading and / or replacement of infrastructure. He further explained that the strategy is dependent on specific program and project grants with the assumption that the grants will be available at the same level for the next ten (10) years. If this is not the case, the infrastructure plan and strategy would have to be revisited. He explained that a portion of operating revenue would be available for non utility infrastructure; for instance, in 2017, \$1.4M from operating revenue would be remaining after the normal operating expenses and debt payments are paid. He explained that the strategy assumes a similar magnitude of funds available in future years with adjustments for retirement of old debt and addition of new debt. Of the \$1.4M, it is proposed that 5% remain with operations for unanticipated expense or operating reserves; 10% for contingency reserve with the remaining 85% for infrastructure projects or reserves and allocated as follows: equipment – 30%; facilities – 25%; streets and roads – 35%; and storm – 10%. In 2026, the overall contingency would be capped at \$4M. He encouraged borrowing for infrastructure expenses in the present low interest rate environment and in consideration of the time value of money; for instance, the methodology of matching infrastructure cost to those who benefit. He further explained that the Town is well below the maximum levels in the Town's borrowing policy. In conclusion, B. Jenkins stated that the strategy focuses primarily on maintaining and / replacing existing infrastructure from 2017 – 2026 in the amount of \$59.9M and does not include funding for major new infrastructure projects.

Questions from Council:

Councillor T. Zariski asked how Drumheller compares with other communities in terms of being able to finance infrastructure projects? B. Jenkins stated that every municipality has different circumstances, noting that when looking at Drumheller's compared to other municipalities, although Drumheller does not have much growth, Drumheller is in good shape financially with good reserve dollars and a plan / strategy that takes into account future infrastructure needs. He advised that a community that is within 40% of legislative debt limit is in good shape. Councillor J. Garbutt asked who is responsible for grant researching? R. Romanetz explained that he receives communiqués from FCM, AUMA and various government departments and if applicable, these opportunities for grant dollars are discussed with the Management Team and when additional information is required, the Town would bring in a consultant.

In conclusion, D. Durnie stated that whether the viewpoint of the document is optimistic or pessimistic, the document serves as a tool for a number of reasons; to influence the government for grants; to review cash flow for borrowing requirements; to be aware of the impact of debt; to provide for good stewardship and for prioritization of future infrastructure needs. R. Romanetz advised that two flood mitigation grant applications are being prepared that will be tied together – one to the Province and one to the Federal government. If successful, the Federal government will fund 50% of the projects and Drumheller shouldn't have to contribute any dollars. He further advised that it is a working document that provides leadership in how Drumheller will fund future infrastructure projects and is based on assumptions. He further noted that if the priorities / the environment change, Council will review the document annually to make sure programs are still relevant, and if assumptions are not valid they can be corrected. He further noted that contingencies for operational and capital are built into the document for unforeseen occurrences.

#### 8.1.3 RFD – 2017 Infrastructure Financing Strategy

R. Romanetz advised that further to the presentation today by Stantec, the strategy outlines the Town's long term capital reinvestment needs as well as the sources of funding for the capital requirements. He further advised that if approved, the strategy will become the primary planning document for future annual capital budgets. Administration is recommending that the 2017 Infrastructure Financing Strategy be approved as presented.

**MO2017.112** Zariski, Shoff approve the 2017 Infrastructure Financing Strategy as presented. Carried unanimously.

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

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

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

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

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN CAMERA MATTERS**

**MO2017.113** Garbutt, McMillan moved to go in camera at 5:58 PM. Carried unanimously.

**14.1 Land Matter**

**MO2017.114** Zariski, Hansen-Zacharuk moved to go out of camera at 6:45 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:45 PM.

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Chief Administrative Officer

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Mayor



# DRUMHELLER

## COUNCIL POLICY



### COUNCIL POLICY #C-03-17

#### ASSET MANAGEMENT POLICY

#### **Policy Statement**

The Town of Drumheller shall adopt and apply asset management (AM) practices to provide for the effective fiscal and physical management of current and future assets to ensure safe, reliable and sustainable services to its customers.

#### **1. Purpose**

The objective of this policy is to lay out the Asset Management Program (AMP) principles with the aim of:

- Enabling informed decision-making by Council, staff and community;
- Improving decision-making accountability and transparency;
- Support a culture where all employees take part in incorporating the Asset Management Framework into the management of the community assets;
- Ensuring that the Town's services and infrastructure are provided:
  - In a safe, reliable and sustainable manner;
  - Within approved levels of service;
  - That will support residents, visitors and the environment; and,
  - In alignment with the corporate vision and goals.
- Ensuring that risk, level of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making.

#### **2. Assets Covered by the Policy**

This policy applies to all physical and financial assets under the control of the Town in categories including Transportation, Water, Wastewater, Storm, Facilities and Equipment.

#### **3. Definition**

Asset Management is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.

#### **4. Our Principles**

- **Corporate Alignment:** Alignment with corporate vision and goals will be enabled through this policy the asset management framework.

- **Life Cycle Management:** Assets will be managed recognizing the whole of life ownership costs.
- **Build Organizational Resiliency:** Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.
- **Community Input:** Incorporate relevant and appropriate community input into the development of asset management plans for levels of service targets.

**5. Responsibilities and Relationships**

Town Council:

- Review and Adopt the Asset Management Policy;
- Approve levels of service incorporating risk, financial, community input that align with the community vision and goals:

CAO and Executive Team:

- Implement the Council Asset Management Policy;
- Develop an Asset Management Framework which includes Plans and Procedures that implements the Council Asset Management Policy; and,
- Annually Report to Town Council on the status of the Asset Management Framework.

Managers and staff:

- Incorporate the Asset Management Framework into the management of the community assets;
- Operationalize the details of the plans and asset management systems.

**Attachment**

- Asset Management Framework

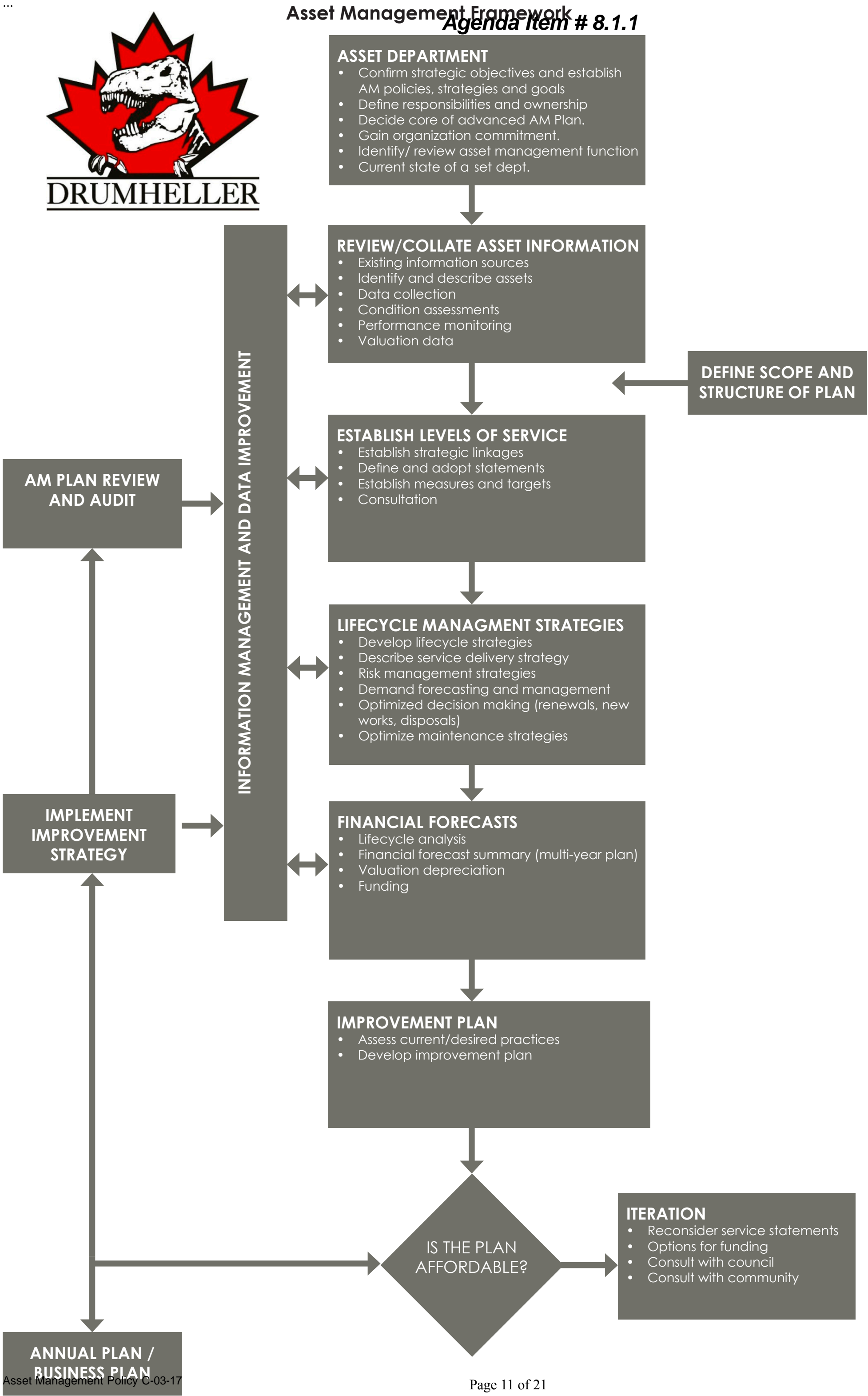
**Date: September 18, 2017**

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**Chief Administrative Officer**

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**Mayor of Drumheller**

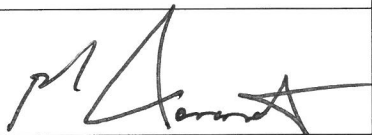




### Request for Decision

		<b>Date:</b>	September 15, 2017
<b>Topic:</b>	<b>2017 Municipal General Election – School Board Trustee</b>		
<b>Proposal:</b>	Authorize the Returning Officer to enter into an agreement with Christ the Redeemer Catholic School Board to conduct the 2017 School Board Trustee election on their behalf		
<b>Proposed by:</b>	Barbara Miller Director Corporate Services Returning Officer		
<b>Background</b>	<p>Albertans vote for their local school board trustees as part of the municipal general election held every 4 years.</p> <p>Section 3 of the Local Authority Elections Act (LAEA) authorizes elected authorities to conduct joint elections and reads in part <i>“An elected authority may, by resolution, enter into an agreement for the conduct of an election with the authority of another jurisdiction...”</i></p> <p>For voter convenience and for economies of scale, municipalities and school boards often hold joint elections. Historically, this has been the case for Drumheller and the local school boards.</p> <p>I have been contacted by Christ the Redeemer Catholic Schools requesting a joint election and to conduct the school board trustee election on their behalf.</p>		
<b>Benefits:</b>	Joint elections increase voter turnout for both authorities and reduces the cost of running an election for municipal tax payers.		
<b>Disadvantages:</b>	While there is no immediate disadvantage, should the results of the school board election be contested, as returning officer in charge of the election, our involvement would then extend beyond the initial duties deadline.		

## Agenda Item # 8.3.1

<b>Finance/Budget Implications:</b>	<p>A review of past agreements indicates that a per capita fee based on population is paid by the school board for services rendered. The rate will reflect sharing of actual cost.</p> <p>This payment helps to offset the cost of running the election.</p> <p>This fee has not yet been determined/negotiated but will form part of the formalized agreement.</p>		
<b>Source of Funds:</b>	n/a		
<b>Communication Strategy:</b>	Communication will rest with both authorities as outlined within the LAEA		
<b>Recommendations:</b>	Move to authorize the Returning Officer to enter into an agreement with Christ the Redeemer Catholic Schools to conduct the 2017 School Board Trustee election on their behalf.		
<b>Report Writer:</b>	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO:	

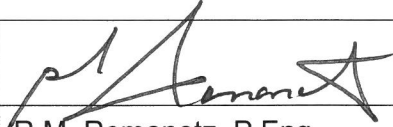


### Request for Decision

		<b>Date:</b>	September 14, 2017
<b>Topic:</b>	<b>Elks Club – Tax Recovery Property/ Demolition</b> Plan 3099AD, Block 25, Lots 36-38 inclusive Plan 3099AD, Block 25, Lot 12 and the most southerly 8'4" Lot 13		
<b>Proposed by:</b>	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services		
<b>Background:</b>	<p>On October 28, 2013, the Town assumed title of the property known as the Elks Club and the adjacent parking lot as a result of tax arrears.</p> <p>Through the tax arrears process, several steps are required prior to the Town assuming title including registering a tax lien, issuing proper notifications and holding an advertised tax arrears property sale. All requirements as outlined within the Municipal Government Act were met resulting in title transfer.</p> <p>It is important to note however that the title is notated as <i>Tax Forfeiture</i> and at any time within 15 years of the date of title transfer, the tax arrears due could be paid and the property revert back to the original owners. Having said that, once the Town applies all the costs of a demolition and other related costs to the tax roll, the previous owners would have a sizable amount due in order to reassume the title of the razed/vacant land. Though possible, this is considered unlikely.</p> <p>For a number of years the property has been sitting vacant and due to variables such as the absence of heat, proper windows and wildlife inhabitants, the building has deteriorated to derelict condition and continues to decline.</p> <p>In addition to being unsightly, as title holders of the property, the Town assumed responsibility for general liability of the property. The condition of the building causes safety concerns and poses a significant risk as the interior floor is starting to rot where it connects to the wall members.</p> <p>Further, once the title transfer occurred, the property became exempt from being levied property tax turning what would otherwise be a prime commercial location into a non-contributing parcel of land.</p> <p>Subsequent to a municipality assuming title for tax arrears, the municipality has an obligation to continue to attempt to sell the property, at market value to satisfy the debt owed with any surplus funds that may be realized to be</p>		

<b>Background:</b>	<p>distributed back to the owner and/or other parties that held an interest on title.</p> <p>For the property tax auction, the reserved bid was set at assessment value at the time. Once we became title holders with free and clear access to the building, in order to better determine market value of the property, Kate Rung &amp; Associates Inc was engaged in September 2015 to conduct a real estate appraisal. The result, a copy of which is attached, was that the cost for renovation would exceed the potential market value and that demolition costs would exceed the value of the lot.</p> <p>Based on that and similar opinion of our assessors, in December 2016, administration engaged the services of Gregg Blanchett Construction Ltd to determine if asbestos was present. The results of the test proved to be negative.</p> <p>Given the structural condition of the south wall and the proximity to third party infrastructure, conversations were also had with Telus and Atco to identify any potential hazards if demolition were to occur. The main fiber optic feed for Drumheller runs parallel to the south wall on a shared pole with Atco's electrical service for the area. The line is approximately 0.9 meters from the building. Any plans for demolition will require close coordination with both Telus and Atco to ensure their services continue uninterrupted.</p> <p>The cost estimate to demolish the building is in the \$125,000 to \$150,000 range depending on the amount of coordination with the utilities. If Council approves the request to demolish the building, a formal tender will be issued.</p> <p>Considering all factors, administration issued a Sale By Tender in early summer indicating that;</p> <p><b><i>The Elks Club building is in a derelict state which will necessitate extensive refurbishment or demolition and redevelopment.</i></b></p> <p>The Tender, which closed on July 20<sup>th</sup>, received no interest.</p>
<b>Benefits:</b>	<p>The building is in poor condition, and as shown by the recent tender, there is no interest within the community to utilize this building for any purpose. There is a risk that the further deterioration of the structure could cause it to fall against the Telus fiber optic main feed and sever internet service for the entire community.</p> <p>Demolishing the structure will mitigate this concern and will allow for redevelopment of the site.</p>
<b>Disadvantages:</b>	None

## Agenda Item # 8.3.2

<b>Finance/ Budget Implications:</b>	It is estimated that the cost of demolition would fall in the range of \$125-\$150k. This cost would be funded through the operating budget with all costs allocated to the property tax roll. Should the Town opt to then sell the vacant property, although the sum of the current tax arrears and estimated demolition costs exceed the estimated value of the vacant property, a portion of the costs incurred would be recoverable from the proceeds of the sale.		
<b>Source of Funds:</b>	Tax supported operating budget		
<b>Communication Strategy:</b>	Coordination with Telus and Atco for services and communication with adjacent neighbours of the proposed work.		
<b>Recommendations:</b>	It is recommended that the town proceed with the demolition of the Elks Club building.		
<b>Report Writer:</b>	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO:	
			R.M. Romanetz, P.Eng

# KATE RUNG & ASSOCIATES INC.

## REAL ESTATE APPRAISALS

4826 – 50 Street  
Olds, Alberta  
Canada T4H 1E4  
Phone: (403) 556-8758  
Fax : (403) 556-8759  
Cell : (403) 507-1372  
Email : rung@telus.net

Town of Drumheller  
Attn: Barbara Miller  
224 Centre Street  
Drumheller, AB  
T0J 0Y4

September 17, 2015

**RE: 298 Centre Street, Drumheller, Alberta T0J 0Y4**

I, the undersigned, viewed the Elks building at the above noted address on Tuesday, September 15, 2015.

On that day, it was noted by myself that the subject property is in poor condition. I observed deferred maintenance; evidence of mold; rainwater coming through the walls and ceiling; uneven floors; damaged flooring, ceilings and walls; cracked walls through which I could see daylight; staircases, heating and cooling equipment in debatable condition, etc.

It is my opinion that you should involve Alberta Health Services to do an inspection.

Based on what I saw, it is my opinion that the cost to cure may well be greater than the potential market value of the property as renovated to Alberta Health Services standards. Additionally, based on conversations with Stephen Washington, the town assessor, we are of the same mind that demolition costs of >\$100,000 exceed the value of the lot.

Thank you for your business. If you have any questions, please feel free to contact me.

Yours Truly,

**Kate Rung & Associates Inc.**



Kate Rung, DAC



# DRUMHELLER

## COMMUNITY SERVICES



### Economic Development Advisory Committee Meeting

September 13, 2017 at 1:30 PM

**Members Present:**

Judy Quintin-Arvidson – Recording Secretary  
Summer Manca – Chair – Member at Large  
Julia Fielding – EDO  
Brock Harrington - Chamber of Commerce  
Chris Curtis – Community Futures Representative  
Paul Salvatore – Director – Community Services  
Mike Todor– Vice Chairman – Member at large  
John Goudy – Member at Large – Inland Plastics  
Ryan Semchuk – Member at large  
Mayor Terry Yemen  
Sharel Shoff – Councillor  
Andy Neuman – Member at Large - RTMP

**Regrets:**

Ray Romanetz, CAO

Agenda Item:	Action Required:
<b>1.0 Call to order:</b> Summer M. called the Advisory Committee Meeting to order at 1:32 P.M	
<b>2.0 Adoption of Minutes:</b> <b>MOTION:</b> Sharel& Chris	
<b>3.0 Adoption of Agenda:</b> Add 6.4 HooDoos, 6.5 vacant bldgs, 6.6 Cdn Badlands – all by Brock. Brock/Chris	
<b>4.0 EDO Update:</b> Rural Practitioners meeting: <b>18 came</b> – we were expecting 5. We want to set up a working group of about 5 people to work on attracting and retaining all medical staff. We are also going to apply to host the Rural Practitioners Action Plan Conference. This conference is held every year and Alberta never goes. Drumheller should be attending this conference. The gaps identified by the Practitioners are technicians and support staff. Attracting people generally by showcasing the lifestyle here in Drumheller. Also, they would like to buy an ad in the next Activity Guide.	Judy will advise Dana about the ad.

<p>Film Event: 3 people are coming at this point. The idea is to show businesses how to promote their business to the film industry, setting rates for filming etc. In the afternoon, Julia will travel with the film industry viewing sites.</p> <p>We sent the survey results from the Summer visitor survey around. It re confirmed what we already know. We will send the results to Travel Drumheller as well. Discussion revolved around the one negative on facebook about Downtown local restaurants not being open on Mondays.</p> <p>Second Downtown Business Consultation: All businesses were invited. Attendance was about 25 people. They voted for Woonerf designs featuring wide sidewalks, patios etc. movable for winter. We will continue to work with Infrastructure and Urban Systems to identify specific options for downtown revitalization projects.</p> <p>Micro Site – GIS – Link on Economic Development page of web site. This will feature high end images to showcase opportunities available to bring business here. Things like Logarithms pulling together stats important to starting a business will be made available.</p> <p>Pop Up Arts &amp; Culture Days – Julia, Ron Kenworthy and Marley from the C of C have obtained the grant of \$1500.00 from the government and \$1000.00 from the Arts &amp; Culture committee to put on this year's Arts &amp; Culture Fair downtown Drumheller. They are hoping to see the Heritage, Arts &amp; Culture committee put this affair on next fall.</p> <p>Travel Drumheller – They have a new administrative assistant. They are holding a stake holder event at the Quality Inn. Brock offered an office at Community Futures for their admin assistant if required. She is from Rockyford. The AGM is in October.</p> <p>Brock requested Andy gather information about where our visitors are coming from.</p> <p><b>5.1 Discussion – Hamilton Land Use Bylaw Amendment Request:</b>  Ryan Semchuk requested this item appear on the agenda. Chris Curtis inquired about the reason why the application for the bylaw amendment was rejected. The Committee was not aware of any reason for Council's rejection other than the influence of negative comments that were presented during the public hearing.</p> <p>Ryan commented at length about his study of the decision made by council and said he understood both sides of the recommendation however he wondered why the proposal was declined based on the planning portion of</p>	<p><b>Action Required:</b></p>
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<p>the document rather than the re zoning portion of the application as that was what was being presented.</p> <p>The committee felt that the application should have been given more consideration. The Mayor noted that Council had the opportunity to table the application in order to review the application in detail, or to refer the application for input from any other group.</p> <p>MOTION: EDAC suggests that decisions on matters presented at public hearings should be tabled for further study as necessary. The Committee felt that there were certain economic development considerations that could have been considered and referred to the Committee for comment prior to making a decision. Moved by Chris. Second by Brock. Sharel abstained. Carried.</p> <p>There was discussion about training opportunities that are offered through the Economic Development Association of Alberta and through Council's regular orientation process which follows each municipal election.</p> <p>MOTION: EDAC Recommends that Council consider economic development training opportunities for members of Council. Moved by Brock, Second by Chris. Carried.</p> <p>Investment Attraction update –(Chris excused himself and left the room for this discussion). The Committee was advised that 3 applications for the Investment Attraction / Cold Calling professional contract were received.</p> <p>MOTION: to go IN CAMERA. Moved by Terry, Seconded by Ryan. MOTION: to go OUT of CAMERA. Moved by Terry, Seconded by Ryan.</p> <p>MOTION: To Move forward with the investment attraction activities directed by Council through a service agreement with Central Alberta Economic Partnership. Carried.</p> <p>MOTION: The EDAC committee requests to seek alternatives to COLD CALLING by working with the board members to develop a prospecting strategy including the development of a Customer Relationship Management database. Moved by Ryan. Seconded by Terry Carried.</p> <p><b>Royal Tyrrell Museum of Palaeontology report for Economic Development Advisory Committee September 2017</b></p> <p>Museum attendance to September 4 was 395,063, up 8.3% over last year (30,266 people) and up 18.7% on the five year average (62,186 people).</p>	<p><b>Action Required:</b></p>
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## ***Agenda Item # 13.2***

<p>Expansion has begun although at this point site setup and search for services is all that has happened.</p> <p>The Museum is hosting the Interpretation Canada Conference from September 11 – 15. 85 participants are taking part in sessions and field trips.</p> <p>Fieldwork continues at Tolman Bridge and Bleriot Ferry as well as small crews in the Edmonton, Red Deer and Calgary areas.</p> <p><b>Adjourned 3:40 p.m. Next meeting October 11, 2017 1:30 Fish Bowl</b></p>	