

Town of Drumheller COUNCIL MEETING AGENDA

**August 21, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

- 3-4 3.1 Purpose of the Public Hearing is to consider Bylaw 07.17 being a bylaw to amend Plan 3867 HU Lot 11 within the SW 1/4 Sec. 28-28-19 W4M in the Rosedale District from UT - Urban Transitional District to R-CH - Residential Cottage Housing District

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5-12 5.1.1 Regular Council Meeting Minutes of July 24, 2017

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 13-19 5.2.1 Municipal Planning Commission Meeting Minutes of July 20, 2017

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1. CAO

- 20-21 8.1.1 Bylaw 04.17 being a bylaw to incur indebtedness by issuance of debenture in the amount of \$497,400 for the purpose of flood mitigation in Central Drumheller through berm enhancement and construction - second and third readings
- 22-23 8.1.2 Bylaw 05.17 being a bylaw to incur indebtedness by the issuance of debenture in the amount of \$516,000 for the purpose of flood mitigation in East Midland and Newcastle, through berm enhancement and construction - second and third readings
- 24-30 8.1.3 Draft Purchasing Policy Update

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

- 8.2.1 Aquaplex Project Update

8.3. DIRECTOR OF CORPORATE SERVICES

- 31 8.3.1 RFD - Advance Vote - 2017 Local Authority Elections

8.4. DIRECTOR OF COMMUNITY SERVICES

- 8.4.1 Downtown Revitalization Update

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

- 32-33 10.1 Bylaw 07.17 - second and third readings

11.0 UNFINISHED BUSINESS

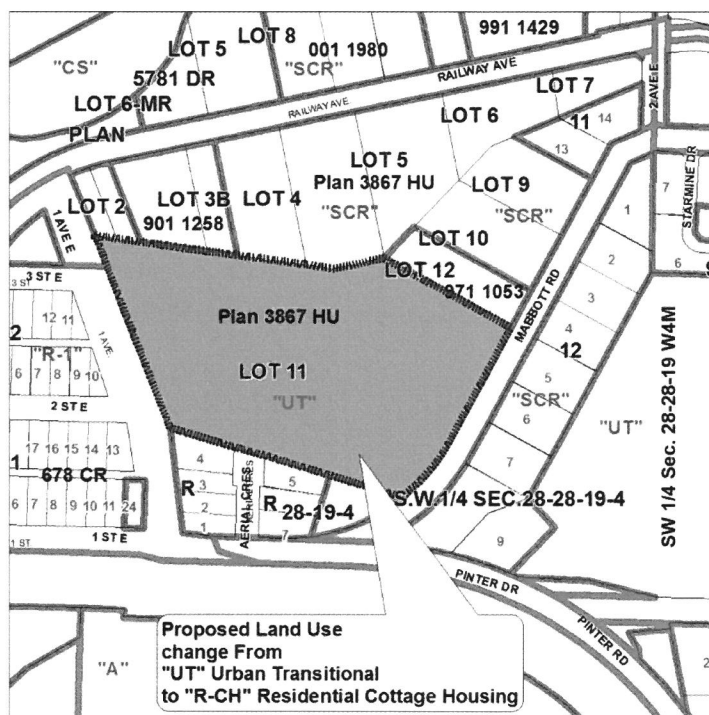
12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

NOTICE OF PUBLIC HEARING**BYLAW 07-17 PROPOSES TO AMEND LAND USE BYLAW NO. 10-08**

PURPOSE: The purpose of Bylaw 07-17 is to consider an application to amend Land Use Bylaw No.10-08, Schedule A, The Land Use District Map, by re-designating Lot 11, Plan 3867 HU within the SW ¼ Sec. 28-28-19 W4M in the Rosedale District within the Town of Drumheller, from "UT" Urban Transitional District to "R-CH" Residential Cottage Housing District, to accommodate permanent cottage housing in the location shown on the plan below.



PRESENTATION: A Public Hearing will be held in the Council Chamber, Drumheller Town Hall, located at 224 Centre Street, on August 21, 2017 commencing at 4:30 p.m. Town Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are legibly written. Submissions will be received up to 4:00 p.m. on August 21, 2017. Submissions should be addressed to: The Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4. Please be advised that the personal information in submissions made, is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) and subsequent versions of the Act. All submissions provided to the Town Council will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act.

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Agenda Item # 3.1

DOCUMENTATION: A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00 a.m. – 4:30 p.m., at the Town Hall, located at 224 Centre Street, Drumheller.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: August 2nd

Second Publication: August 9th

Chief Administrative Officer

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 24, 2017 at 4:30 PM

Council Chamber, Town Hall

224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF INFRASTRUCTURE SERVICES:

Darryl Drohomerski

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

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

Mayor Yemen advised that he attended the 2017 Alberta Hockey Hall Induction Ceremony on July 23rd in Canmore where Tony Kollman (Drumheller Miner's from 1959 – 1971) was one of five inductees.

Councillor Tom Zariski congratulated Brent Hogan, who has born in Drumheller, and who won the Alberta Amateur Championship Golf Tournament. His grandmother Rose Porter resides in Drumheller.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2017.87 Hansen-Zacharuk, Kolafa moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of June 26, 2017

MO2017.88 Zariski, Shoff moved to adopt the Regular Council Meeting Minutes of June 26, 2017 as presented. Carried unanimously.

MO2017.89 Hansen-Zacharuk, McMillan moved to adopt the Special Council Meeting Minutes of June 28, 2017 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.1.1 Bylaw 08.17 being a bylaw to incur indebtedness by the issuance of debenture(s) in the amount of \$485,000 for the purpose of constructing a Sanitary Lift Station in East Coulee

R. Romanetz presented Bylaw 08.17 which proposes borrowing for our portion of the costs to rebuild a lift station in East Coulee in the amount of \$485,000. The total cost of the construction is \$1.370M. He explained that the Town has been approved for federal government funding under the Clean Water and Wastewater Grant Program in the amount of \$685,000 as well as Provincial funding through the gas tax program in the amount of \$200,000. The total amount of federal and provincial funds accessed is \$885,000 leaving \$485,000 from other sources either through borrowing or reserves based on the capital financing strategy. He further explained that although Council may wish to further debate how to fund the Town's portion, having the borrowing in place allows Administration to move forward quickly to call for proposals should this be Council's direction. He recommended that Council proceed with first reading to allow for advertising of the public notice.

MO2017.90 Shoff, Garbutt moved first reading of Bylaw 08.17.

Questions from Council:

In response to a question from Council, B. Miller advised that as of May 31st, the wastewater reserve is at \$2.7M. If borrowing, the debenture would be for 25 years at an interest rate of 3.2%. Councillor P. Kolafa asked if the reserves are used for this project, how many more years would the Town have to supplement utility bills? R. Romanetz advised that based on the capital financing strategy which will be brought back to Council in August for review, Council needs to balance the growth of reserves along with borrowing. At the end of the 10 year period, the Town would be at \pm \$17M based on the proposed capital funding strategy. If the project is funded through reserves, full cost recovery of utility rates would most likely be extended by up to five (5) years. In response to a question on how the lift station works, R. Romanetz explained that East Coulee has a gravity system that drains to the centre of community where the flow drops into a wet well. The lift station picks up the flow and pumps it into the treatment plant where it is treated and the effluent is then discharged into the river.

Vote on Motion:

6 in favour – Yemen, Shoff, Zariski, Kolafa, McMillan, Hansen-Zacharuk

1 opposed - Garbutt

Carried.

8.1.2 Bylaw 09.17 being a bylaw for the purpose of creating three Public Utility Lots to accommodate a settling pond and drainage ditches constructed for the orderly flow and discharge of surface water and holding title to same in the name Town of Drumheller

R. Romanetz presented Bylaw 09.17 advising that it relates to a major redevelopment on 12th Street W by ATCO which included significant grading of hills amounting to 300,000 to 400,000 cubic meters of material which was placed on adjacent property and graded to conform to the Town's requirements. Both the road construction and grading is completed and ATCO is required to construct detention ponds and drainage channels that are properly rip rapped for erosion control. He further explained that the Town requires ATCO to hold back the water with the development of detention ponds so that flows are released at a controlled rate so there is no negative impact on downstream properties. ATCO has made arrangements with the adjacent property owners for 3 acres of land to construct the detention ponds. In this case, ATCO, the property owner involved and the Town are the only three parties affected by this. He advised that agreements are in place for the purchase of property from the owners and there is a requirement for Council to pass three readings of a bylaw to create three public utility lots for the detention ponds. He further advised that after the work is completed to the Town's satisfaction, the public utility lots will be titled to the Town of Drumheller and the Town will assume ownership and control, meaning there will be costs to maintain the ponds. He recommended that Council pass all three readings.

MO2017.91 Zariski, McMillan moved first reading of Bylaw 09.17.

Question from Council:

In response to a question from Council, R. Romanetz explained that the Town owns numerous detention ponds which are the Town's responsibility. They are built for similar reasons to delay the flow of water so the flow does not impact properties. He further explained that maintenance is carried out every three years and will be included with the other work throughout the community. He further stated that ATCO paid 100% of the construction of the roadway, including the installation of storm sewers and the detention ponds with the understanding that the ponds would be transferred to the Town.

Vote on Motion: Carried unanimously.

MO2017.92 Hansen-Zacharuk, Kolafa moved second reading of Bylaw 09.17. Carried unanimously.

MO2017.93 Garbutt, Hansen-Zacharuk moved no objections to third reading. Carried unanimously.

MO2017.94 Shoff, Zariski moved third reading of Bylaw 09.17. Carried unanimously.

8.1.3 Bylaw 10.17 being a bylaw to authorize the supplementary assessment for improvements within the Town of Drumheller

R. Romanetz presented Bylaw 10.17 which normally goes through Council annually in March or April however the deadline was missed resulting in a letter to the Minister of Municipal Affairs requesting an extension. He advised that the Minister has granted an extension to July 31st for adoption of the bylaw. He further stated that although in prior years when new builds are significant, the amount of taxes for supplementary assessment for improvements may have been in the range of \$30,000, this year the growth has been slow resulting in a lesser amount of supplementary tax dollars.

MO2017.95 Garbutt, McMillan moved first reading of Bylaw 10.17. Carried unanimously.

MO2017.96 Hansen-Zacharuk, Zariski moved second of Bylaw 10.17. Carried unanimously.

MO2017.97 Shoff, Kolafa moved no objections to third reading. Carried unanimously.

MO2017.98 Hansen-Zacharuk, McMillan moved third reading. Carried unanimously.

8.1.4 RFD (Direction) – Purchasing Policy

R. Romanetz advised that the Chamber's Advocacy Committee appeared before Council on May 8th, 2017 requesting the Town to consider a local preference clause in the Purchasing Policy. Administration has researched an inclusion of a local preference clause with other municipalities and has provided a summary for Council's review. He further advised that while undertaking this detailed review, it was realized that further 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. He advised that although Council does not have the complete update as of yet, Council's direction is needed on the local preference clause. Administration is suggesting that Council could consider a local preference of 5% up to the \$25,000 limit which would result in a maximum of \$1250 given as an advantage to

the locals. He further explained that this rationale is based on the fact that generally anything under \$25,000 is done through the quotations and amounts over \$25,000 is generally a formal process through the bidding process. In response to questions from Councillor S. Sharel, R. Romanetz reiterated that a detailed review has been undertaken and a draft will be forwarded to Council for comments in a few weeks. He further explained that emergency purchases as defined under MGA, gives authority to the CAO to proceed with emergency purchases and report such purchases back to Council at the first opportunity. Councillor J. Garbutt referred to the highlighted portion in the handout and requested the last sentence be removed and Taber's local preference clause be included with a one word change (shall to may) and read as follows: *"Preference shall may be given to suppliers operating from taxable property within Drumheller, where all bids or quotations offered for consideration are deemed equal. Local suppliers may 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. Local suppliers will not be given preference on the sole basis that they are local."* He further noted that the Chamber's request was not to follow Stettler's clause to the letter but requested for a more grandeur clause which stated, *"purchases of goods or services up to \$5,000 should be acquired locally, when the same product or service is readily available"*. R. Romanetz stated that locals would be given a preference up to 5% provided that with the exception of price, all things are considered equal once specifications and terms have been removed. Councillor S. Shoff asked if bid opportunities are posted on Town's website. R. Romanetz stated that both bid opportunities and results will be posted on the website. Mayor T. Yemen stated that there will be an opportunity to review the draft purchasing policy in two weeks. Councillor L. Hansen-Zacharuk asked that the Chamber be provided with a copy of the draft and provide their comments. Councillor T. Zariski asked that the policy be correct grammatically – "shop locally rather than shop local". Councillor P. Kolafa stated that acquiring three quotes for a product or service may be difficult and ask that a clause be included that would address this.

8.1.5 RFD – Wayne Community Association Lease

R. Romanetz advised that the Wayne Community Association owns their building and the Town owns the land. The Association is looking at fundraising for improvements to their building and they were advised by the Liquor Commission that they must have a formal lease in place. He further advised that a lease with the Wayne Community Association is long overdue and Administration has prepared a lease that has been modeled after the Stampede and Ag Society's lease. The lease has been reviewed with the Town's Solicitor as well as with Fred Dayman, President of the Wayne Community Association. At that time, F. Dayman advised that the Association would like to see a longer term rather than a 10 year lease. R. Romanetz further advised that the Town has no responsibility of maintenance costs. He recommended that Council approve the lease so that the Wayne Community Association can move forward with their fundraising objectives.

MO2017.99 Garbutt, Hansen-Zacharuk moved that Council approve the Wayne Community Association Lease for a term of 10 years expiring on December 31, 2017

with an automatic renewal of a further 10 years subject to the same terms and conditions.

Questions from Council:

In response to questions from Council, R. Romanetz advised that the attached map shows the area in red that is a Municipal Reserve and would include only buildings located on this land. He further explained that it does not include the ball diamond or the camp kitchen.

Vote on Motion:

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

CAO and Directors presented their quarterly reports as follows:

9.1 CAO Quarterly Report from April to June, 2017

In response to a question from Council relating to the buyouts, R. Romanetz advised that there may be dollars from another provincial department who has funds leftover from 2013 and the Province is trying to sort through the logistics of how to transfer funding from one department to another. The Town was told that the logistics would be worked out in July however no word as of yet. The Town is lead to believe that funding will be approved for buyouts under the same terms and conditions as other communities. He further advised that he has asked Andy Lamb to expedite this matter.

With regards to the deadline for completion of the approved flood mitigation projects, R. Romanetz advised that the Province has extended the timeframes for signing the funding agreement. If the Province gives the Town a favorable position on the dyke ownership within the next within few weeks, the funding agreement would be signed off and the projects move forward with the hiring of a consultant. There would be a public consultation phase and a detailed design which would require 90 days to complete. Although there is work that needs to be carried out in the winter months when the river is frozen, the actual dyke construction would be done in the spring. He stated that the timeframe is getting tight for the construction to be completed by the end of 2018. He recommended that if the Town signs the funding agreement within the next few months, the completion date be extended into 2019. If the Province does not come back with a favorable position, he stated that Council would have to debate whether or not they wished to move forward on the flood mitigation projects.

Mayor Yemen asked that the remaining Quarterly Reports be tabled until after the in camera matter.

9.2 Director of Infrastructure Services' Quarterly Report from April to June, 2017

9.3 Director of Corporate Services' Quarterly Report from April to June, 2017

9.4 Director of Community Services' Quarterly Report from April to June, 2017

9.5 Director of Protective Services' Quarterly Report from April to June, 2017

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Ratification of New CAO

Mayor Terry Yemen announced that Council has conducted interviews for the new CAO and have unanimously selected Darryl Drohomerski as the new CAO.

MO2017.100 Shoff, Hansen-Zacharuk moved that Council ratify the appointment of the new CAO Darryl Drohomerski effective October 1, 2017. Carried unanimously.

14.0 IN CAMERA MATTERS

MO2017.101 Hansen-Zacharuk, Garbutt moved to go in camera at 5:35 PM. Carried unanimously.

14.1 Labour Matter

MO2017.102 McMillan, Zariski moved to go out of camera at 6:20 PM. Carried unanimously.

9.2 Director of Infrastructure Services' Quarterly Report from April to June, 2017

Councillor L. Hansen-Zacharuk requested more garbage cans by the doggie bag stands.

Councillor T. Zariski requested a thank you be extended to the lady who volunteers taking care of the flowers at Munchie Park.

Councillor T. Zariski requested the water tower south hill be painted with a mural.

Councillor T. Zariski thanked the public work staff for the demolition of the Golf Course Clubhouse.

9.3 Director of Corporate Services' Quarterly Report from April to June, 2017

9.4 Director of Community Services' Quarterly Report from April to June, 2017

Councillor L. Hansen-Zacharuk noted that annual corporate memberships are not recorded separately and asked that it be broken out. She further stated that

neighboring municipalities are requesting that they be allowed corporate memberships. P. Salvatore explained that in order to obtain corporate memberships, a valid Drumheller business license would be required.

In response to Councillor J. Garbutt question, clarification was provided that 16,000 is tracked entrances into the BCF (quarter numbers).

Councillor J. Garbutt noted that the Aquaplex has decreased revenue with increased visitation and these statistics need to be reviewed in the future.

Mayor Terry Yemen requested that groups be notified well in advance if there are cancellations for use of the fieldhouse, i.e. pickleball.

9.5 Director of Protective Services' Quarterly Report from April to June, 2017

Councillor J. Garbutt requested the status of the Tourism Corridor Bylaw; the draft bylaw will be reviewed with the CAO shortly.

There being no further business, the Mayor declared the meeting adjourned at 6:55 PM.

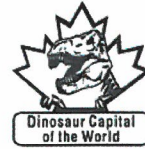
Chief Administrative Officer

Mayor



DRUMHELLER

COMMUNITY SERVICES



Agenda Item # 5.2.1

Municipal Planning Commission MINUTES Meeting of Thursday July 20, 2017

Present: Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chair
Scott Kuntz, Member
Stacey Gallagher, Member
Allen Hendriks, Member

Absent: Paul Salvatore, Director of Community Services
Tom Zariski, Councillor/Member - regrets
Sharel Shoff, Councillor/Member
Sharon Clark, Vice Chairperson - regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

1.0 CALL TO ORDER – 12:07 pm

C. Gillis presented the Agenda for the July 20, 2017 meeting.

1.1 Agenda – Additions or Deletions

Additions

- 5.1 Tourist Dwelling
- 5.2 E-Bikes

1.2 Acceptance of Agenda

Motion: S. Kuntz moved to accept the agenda of July 20, 2017 with the additions as noted

Second: – A. Hendriks. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

- 2.1 June 1, 2017
- 2.2 June 15, 2017
- 2.3 June 29, 2017

Motion: S. Kuntz moved to accept the minutes of June 1, June 15 and June 29, 2017 as presented

Second: – C. Gillis. Carried



3.0 DEVELOPMENT PERMITS

3.1 T00109-16D – Leonard Matchett – Time Extension

J. Steeper presented Development Permit T00109-16D submitted by Leonard Matchett for a time extension. The development is located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9.

J. Steeper advised this development permit is for a repairs to the foundation of the home. The applicant is asking for an extension to July 15, 2018.

Municipal Planning Commission discussed the time extension.

Motion: S. Kuntz moved to approve a time extension on Development Permit T00109-16D submitted by Leonard Matchett. The development is located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9. The time extension for the permit is granted until the date of July 15, 2018.

Second: S. Gallagher - Carried

3.2 T00213-17D – Dino Megliola – Accessory Building

J. Steeper presented Development Permit T00213-17D submitted by Dino Megliola for new construction detached garage located at 710 Excelsior Avenue, Wayne on Plan 8111856; Block 9; Lot 4. Zoning is SCR, Suburb Community Residential District.

J. Steeper advised this development permit application is for new construction of a detached garage in Wayne. The application has been circulated to Directors and the CAO. The 900 square foot garage would be placed to the front of the lot in a laneless subdivision. J. Steeper mentioned the bylaw states, *"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."*

The placement of the garage meets all set backs. The bylaw states *"unless otherwise approved by the Municipal Planning Commission, accessory buildings shall not exceed the lesser of 67 m² (728 sq. ft.) or 15% of lot coverage."* The building would cover less than 15% site coverage but requires a relaxation on the square footage of the garage. The noted proposed solar panels are being withdrawn from the application by the applicant.

Municipal Planning Commission Members discussed the application.

Motion: C. Gillis moved to approve Development Permit T00213-17D submitted by Dino Megliola for new construction detached garage located at 710 Excelsior Avenue, Wayne on Plan 8111856; Block 9; Lot 4, 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: A. Hendriks - Carried

3.3 T00237-17D – Keely & Pat Murphy - Deck

J. Steeper presented Development Permit T00237-17D submitted by Keely & Pat Murphy for a deck located at 128 10 Avenue SE, Drumheller on Plan 1010522, Block 3, Lot 26. Zoning is R1 - Residential District.

J. Steeper advised this development permit is for a 36 foot by 16 foot back yard deck about four inches above grade. With the deck the site coverage of the home is 21.9%, which is under the 30% bylaw requirement.

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

"PART VII - GENERAL LAND USE REGULATIONS

55. Projection Over Yards

(b) Side Yards

- (i) *Eaves, shade projections, chimneys, and cantilevers may project a distance not exceeding one half of the minimum side yard requirement for the lot;*
- (ii) *Unenclosed steps and landings shall be at grade to a side entrance and may project onto the entire required side yard. Unenclosed steps and landings above grade shall be at the discretion of the Municipal Planning Commission;*
- (iii) *Residential building with a side entrance requiring a side yard relaxation and/or having projections as described above shall maintain one side yard with no relaxation or projection except for eaves;*
- (iv) *Balconies may project into a sideyard but must maintain a minimum 4 ft. separation from property lines."*

Municipal Planning Commission Members discussed the application.



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Motion: S. Gallagher moved to approve Development Permit T00237-17D submitted by Keely & Pat Murphy for a deck located at 128 10 Avenue SE, Drumheller on Plan 1010522, Block 3, Lot 26, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Construction to be in accordance with the Alberta Building Code.
4. All necessary permits (building, electrical, gas, or plumbing) to be in place prior to construction/installations.
5. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
6. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. 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.
8. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: C. Gillis – Carried

3.4 T00241-17D – M&M Electric – Business & Storage

J. Steeper presented Development Permit T00241-17D submitted by M & M Electric for business and storage located at 570 12 Street SW, Drumheller on Plan 1510175, Block 2, Lot 26. Zoning is M1 - Light Industrial District.

J. Steeper advised this development permit is for M & M Electric for an office and operate M & M Electrical Business. As well as continued use as an RV, boat, vehicle storage (rental) along with dry storage rental and inclusion of business storage for M & M Electric. The property has been used for self storage rentals for quite sometime, there are no permanent structures.

Municipal Planning Commission Members discussed the application. MPC inquired about the self storage business having a business license separate from the M & M Electric business license. MPC would like this added as a condition for the self storage to have a separate business license.

Motion: S. Kuntz moved to approve Development Permit T00241-17D submitted by M & M Electric for business and storage located at 570 12 Street SW, Drumheller on Plan 1510175, Block 2, Lot 26, 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. Construction must meet requirements of Alberta Building and Fire Code(s).
4. External finished appearance of site to the satisfaction of the Development Officer/Municipal Planning Commission.



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5. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval. Please contact 403-823-1330 for specifications and approval prior to any installation.
6. Operation shall comply with environmental and public health performance standards of the Provincial Government.
7. Commercial and Industrial Developments abutting a residential district shall be screened from view to the satisfaction of the Development Authority.
8. Security fencing required. Materials used to construct fences can be wood, brick, stone, concrete, or metal. Barbed wire and electric fences are not permitted. Fencing shall not exceed 1.8 m (6 ft.) in height. Should a fence be necessary to exceed 6 ft in height, a development permit would be required.
9. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
10. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
11. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
12. Development application is required for signage placement and made under separate application prior to placement.
13. Development to conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
14. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
15. Annual Business License is required.
16. Placement of storage structure as per plot plan submitted.
17. Construction to be in accordance with the Alberta Building Code.
18. A Building permit to be in place prior to construction.
19. A storage structure shall not be used as a sign.
20. 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.

Second: C. Gillis – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No discussion items



5.0 OTHER DISCUSSION ITEMS

5.1 Tourist Dwelling

A list of active tourist dwellings were presented as per June 29, 2017 meeting request.

5.2 E-Bikes

J. Steeper wanted to ensure Municipal Planning Commission members were aware of the change of location for the e-bike rental business from the approved 83 Bridge Street location to the 220 Grove Place location. This location change would have minimal impact on the approval and an amended permit was issued.

6.0 Adjournment – Meeting adjourned by at 12:39 pm.

Chairperson

Development Officer

Attachments: Agenda



DRUMHELLER

COMMUNITY SERVICES



5.0 OTHER DISCUSSION ITEMS

5.1 Tourist Dwelling

A list of active tourist dwellings were presented as per June 29, 2017 meeting request.

5.2 E-Bikes

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6.0 Adjournment – Meeting adjourned by at 12:39 pm.

Chairperson

Development Officer

Attachments: Agenda

BY-LAW NO. 04.17
OF THE TOWN OF DRUMHELLER

(hereinafter referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

This by-law authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$497,400 for the purpose of Flood Mitigation in Central Drumheller through berm enhancement and construction.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Flood Mitigation construction.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3.7million and the Municipality estimates the following grants and contributions will be applied to the project:

Provincial Grants	\$3,202,600
Debenture(s)	<u>\$497,400</u>
Total Cost	\$3,700,000

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$497,400, for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 75 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2016 is \$10,467,205 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

...

Agenda Item # 8.1.1

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of flood mitigation in Central Drumheller through berm enhancement and construction, the sum of FOUR HUNDRED AND NINETY-SEVEN THOUSAND AND FOUR HUNDRED DOLLARS (\$497,400) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$497,400 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the enhancement and construction of berms in Central Drumheller for flood mitigation.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ A FIRST TIME THIS 26th DAY OF JUNE, 2017.

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

READ A THIRD TIME THIS ____ DAY OF ____, 2017.

(CHIEF ELECTED OFFICIAL)

(CHIEF ADMINISTRATIVE OFFICER)

SEAL

BY-LAW NO. 05.17
OF THE TOWN OF DRUMHELLER

(hereinafter referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

This by-law authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$516,000 for the purpose of Flood Mitigation in East Midland and Newcastle, through berm enhancement and construction.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the flood mitigation construction.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3.73million and the Municipality estimates the following grants and contributions will be applied to the project:

Provincial Grants	\$3,211,000
Debenture(s)	<u>\$516,000</u>
Total Cost	\$3,727,000

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$516,000, for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 75 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2016 is \$10,467,205 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

...

Agenda Item # 8.1.2

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of flood mitigation in East Midland and Newcastle through berm enhancement and construction, the sum of FIVE HUNDRED AND SIXTEEN THOUSAND DOLLARS (\$516,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$ 516,000 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the enhancement and construction of berms in East Midland and Newcastle for flood mitigation.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ A FIRST TIME THIS 26TH DAY OF JUNE, 2017.

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

READ A THIRD TIME THIS ____ DAY OF ____, 2017.

(CHIEF ELECTED OFFICIAL)

(CHIEF ADMINISTRATIVE OFFICER)

SEAL



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-02-17

PURCHASING

1.0 POLICY STATEMENT

- 1.1 The Town of Drumheller will make every effort to ensure that the procurement of goods and services is conducted using purchasing practices that are fair, consistent, transparent and in accordance with applicable provincial and federal legislation, while seeking to obtain the Best Value for the municipality.

2.0 PURPOSE OF POLICY

- 2.1 This purchasing policy is a guide to the Town of Drumheller purchasing methods. The policy will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically and provides the foundation for sound purchasing procedures.

3.0 POLICY GUIDING PRINCIPLES

- 3.1 Ensure a high level of accountability is maintained;
- 3.2 Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
- 3.3 Encourage an open non-discriminatory bidding process practicable for the acquisition of goods and services;
- 3.4 Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- 3.5 Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;
- 3.6 Be subject to all applicable Town policies and bylaws, any specific provisions of the Municipal Government Act, or other relevant legislation;
- 3.7 Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

- 3.8 The municipality is bound by legislated trade agreements such as the Agreement on Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) or any other like agreement entered into by a higher order of government, that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the NWPTA that requires non-discrimination and transparency in procurement policies and practices.
- 3.9 The Town of Drumheller is a trade member of the Alberta Association of Municipal Districts and Counties (AAMD&C) and the Alberta Urban Municipalities Association (AUMA) who, on behalf of their trade members, have negotiated competitive and bulk pricing agreements with numerous suppliers. Whenever possible and where the best value for the municipality is obtained by doing so, purchases may be made directly from the supplier under the negotiated terms and conditions, without seeking additional competitive pricing.
- 3.10 This policy does not apply to real estate transactions, investment or borrowing, postage, membership and subscription payments or grants to non profit organizations.

4.0 DEFINITIONS

- 4.1 *Agreement on Internal Trade (AIT) means an intergovernmental agreement between the federal government and the provinces with a purpose of ensuring equal access to government procurement for all Canadian suppliers by reducing and eliminating barriers to the free movement of people, goods and services within Canada by way of legislated requirements such as electronic tendering.*
- 4.2 *Alberta Purchasing Connection means a Government of Alberta electronic tendering system that meets the interprovincial tendering requirements of the Agreement on Internal Trade.*
- 4.3 *Best Value for the Municipality means the most advantageous balance between quality, specifications, service, timely delivery, assurance of supply and delivery, experience and price.*
- 4.4 *Bid Opportunity means one of the following*
- (i) Request for Quotation (RFQ) means a request for a supplier to provide pricing on specific product and/or services that is clearly defined and where the purchase is of low value or risk to the Town.*
 - (ii) Request for Proposal (RFP) means an invitation for a supplier to showcase their expertise by proposing how their services, products and methods can provide a solution to a problem, requirement or objective. The scope of the project, the deliverables and the criteria by which submissions will be evaluated against are defined within the proposal.*
 - (iii) Request for Tender (RFT) means a formal public invitation to suppliers to bid on the provision of a service at a specific price based on detailed specifications and is used where goods or services are of a high value and/or high risk and results in a formal contract for which little flexibility is required.*
- 4.5 *Chief Administrative Officer (CAO) means the person appointed by Council as per the Municipal Government Act to manage the municipalities business.*

- 4.6 *Construction Project means infrastructure construction including roads, water, wastewater, buildings, site improvements etc. that results in a tangible capital asset.*
- 4.7 *Direct Purchase means a purchase of a good or service direct from a supplier without the sourcing of comparative pricing and is typically the method used for small, incidental, low value purchases where the cost of sourcing comparative pricing outweighs the benefit.*
- 4.8 *Emergency Purchase means an expenditure that is a result of an immediate risk to the health or safety of the general public or municipal employee(s) or to mitigate the level of damage to municipal or private property or the environment.*
- 4.9 *Freedom of Information and Protection of Privacy (FOIP) means the Act public bodies including municipalities, universities and school boards are governed by.*
- 4.10 *Goods and Service means all purchases including professional services and operational contracts, with the exception of construction.*
- 4.11 *Goods and Services Tax (GST) means the Goods and Services Tax or Harmonized Sales Tax as outlined in the Excise Tax Act.*
- 4.12 *Lowest Evaluated Cost means the price offered by a supplier, service provider, or contractor that is found to be the lowest after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the bid documents.*
- 4.13 *New West Partnership Trade Agreement (NWPTA) formerly the Trade, Investment and Labour Mobility Agreement (TILMA), means the interprovincial agreement between Alberta, BC, Saskatchewan and Manitoba ensuring fair and open tendering and procurement by way of tendering requirements outlined for prescribed financial thresholds.*
- 4.14 *Negotiation Method means the purchase of goods or services through the negotiation of an agreement with a supplier where there is no open competition.*
- 4.15 *Procurement Card means a corporate credit card or other purchasing card such as fuel card issued to authorized purchaser.*
- 4.16 *Sole Source means that there is a single supplier of a required product or service that the Town requires and where terms and conditions of purchase are negotiated.*
- 4.17 *Total Acquisition Cost means the value of all costs including but not limited to price, trade-in values, delivery, installation and training, consumable consumption, service and ongoing maintenance, warranty and disposal.*

4 DEFINITION OF RESPONSIBILITIES

- 5.1 The Council for the Town of Drumheller is responsible for approving this policy and the allocation of resources through the adoption of the annual operating and capital budgets and to authorize purchases that exceed the Chief Administrative Officers delegated level of authority.

Agenda Item # 8.1.3

- 5.1 The Chief Administrative Officer is responsible for the overall oversight of all municipal operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town, to oversee the formal bid process including advertising for bids, accepting bid opportunities, and the opening of bids, and to authorize purchases that exceed the delegated level of authority of Directors.
- 5.2 The Director of Corporate Services is responsible for all aspects of the financial operations of the Town of Drumheller in accordance with the Municipal Government Act, all applicable laws and agreements, and all related Bylaws. In addition, the Director of Corporate Services is responsible for;
 - (i) Ensuring accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid in accordance with the Municipal Government Act, Town Bylaws, policies and contracts;
 - (ii) Monitoring the bid process to ensure compliance with this policy. The Corporate Services Director may review in detail any bid or bid award.
- 5.3 Corporate Services will coordinate the procurement of goods and services where there is a financial advantage to the municipality to purchase in bulk or where several departments are purchasing goods and services that are essentially the same.
- 5.4 The Director of a Department is responsible to:
 - (i) Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure;
 - (ii) Comply with all Town purchasing procedures covering procurement and disposal;
 - (iii) Establish department guidelines for maintaining appropriate levels of inventory supplies;
 - (iv) Ensure the maintenance of adequate purchasing records, including a database of vendors established in an accessible vendor file;
 - (v) Upon request, assist department staff in locating the best source for supplies, materials, and equipment;
 - (vi) Assist department staff in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments;
 - (vii) Ensure all purchases are made by department personnel in accordance with this policy;
 - (viii) Keep on file vendor information, catalogues, samples, price quotes, etc. to be used by all department employees;
 - (ix) Conduct the formal bid process, including advertising for bids, notifying vendors, accepting bid opportunities and serving as a primary resource for questions from vendors.
- 5.5 All Town employees, elected officials are responsible to comply with all the rules and regulations set forth herein and to conduct business with vendors in a professional manner that promotes honesty and fairness:

- (i) Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials.
- (ii) Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance and delivery.

6 PROHIBITIONS

- 6.1 No employee shall benefit personally either directly or indirectly from purchases made on behalf of the Town.
- 6.2 Violations of the purchasing policy may result in disciplinary action, up to and including dismissal.

7 PURCHASING REQUIREMENTS

- 7.1 All expenditures shall be authorized through the adoption of the annual operating or capital budgets unless otherwise approved by council resolution or is deemed to be an emergency purchase;
- 7.1 Where a required expenditure exceeds the budget provision, the individual requesting approval must identify available funds for the required expenditure and submit a budget change form to the Director of Corporate Services requesting a reallocation of budget dollars, prior to purchasing;
- 7.2 Purchasing awards shall be made for equipment, supplies and services that will give the best value based on quality, specifications, service, price and timely delivery;
- 7.3 Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy;
- 7.4 The procurement of a goods, service or construction project that is to be funded in part or in whole by the Federal or Provincial Government shall be made following the regulations outlined by the granting body. Typically, this will require an award to the lowest evaluated cost received.

8 LOCAL PREFERENCE

- 8.1 Preference may be given to suppliers operating from taxable property within Drumheller where all bids or quotations offered for consideration are deemed equal. Local suppliers may be granted a pre-tax price differential preference of 5% over other suppliers on individual purchases up Twenty-Five thousand (\$25,000), provided that with the exception of price, all things are considered equal once specifications and terms have been reviewed.

9 ADVERTISING

- 9.1 A notice of all Request for Proposal (RFP) and Tender (RFT) opportunities shall be posted on the Town web site at www.dinosaurvalley.com/tenders;
- 9.2 Request for Proposals (RFP) and Tenders (RFT) estimated to be Seventy-Five thousand (\$75,000) or greater in value must be posted on the Alberta Purchasing Connection;

Agenda Item # 8.1.3

- 9.3 Request for Quotation, Request for Proposal (RFP) and Tender (RFT) award results shall be advertised on the Town's web site at www.dinosaurvalley.com.

10 PURCHASING PROCEDURE AND AUTHORITY

- 10.1 The table below outlines the method of procurement required in relation to type of purchase and the total acquisition cost of the expenditure.

Total Purchase Value (pre G.S.T.)	Procurement Method	Additional Requirements	Required Approval
up to \$5,000	Direct Purchase or, Procurement Card or Negotiation or at managers discretion		as per Financial Authority Policy
\$5,000 - \$25,000	Request for Quotation (RFQ) or Request for Proposal (RFP)	RFQ - 3 written quotations	Director
\$25,000 - \$75,000	Request for Proposal (RFP) or Tender (RFT)	Notice of opportunity posted on Town website	Director
\$75,000 or greater	Request for Proposal (RFP) or Tender (RFT)	Advertized on APC to meet AIT and NWTPA requirements	CAO *Note 1

- 10.2 When 3 quotations are not available due to supplier limitation, Director approval is required.
- 10.3 Providing that the successful bid is the lowest evaluated cost; meets all of the terms and conditions of the bid; the purchase or project has been approved by Council and sufficient funds are available in the budget, the CAO can award bids up to \$250,000.
- 10.4 Any bid that exceeds \$250,000, is not the lowest evaluated bid received or exceeds the budgeted figure must receive prior approval of Council before being awarded.

11 SOLE SOURCE PURCHASE

- 11.1 Sole source purchasing may occur when only one supplier of a goods or service meeting the requirement of the Town is available. Examples where sole source purchasing may be required includes but not limited to, the purchase of consumable supplies that would otherwise void or nullify warranties when purchased from another source, an item purchased for testing or trial use, or the purchase of supplies for resale. Negotiation shall be relied upon for sole source purchasing.

12 PROCUREMENT/CORPORATE CREDIT CARD

- 12.1 Procurement cards or corporate credit cards may be issued to employees in order to better facilitate the processing of small or routine purchases. The issuance of procurement or credit cards is under the guidance of the Director, Corporate Services and subject to the requirements as outlined within the corporate credit card policy.

Agenda Item # 8.1.3

13 EMERGENCY PURCHASING PROCEDURE

- 13.1 If the Chief Administrative Officer determines that an emergency exists, the competitive bidding requirement for purchases may be waived at his/her discretion.
- 13.2 Immediately following the procurement, the CAO shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.

14 INFORMATION AND CONFIDENTIALITY

- 14.1 The Town of Drumheller is subject to FOIP legislation. Any and all release of information shall be in accordance to FOIP. In general, the name of the bidder and the total bid amount is released.
- 14.1 During the procurement process, any information made available to a prospective vendor that may influence other prospective vendor's responses shall be made available to all prospective vendors.
- 14.2 Information that may create unfair advantage will remain confidential and will not be released to the public or a single potential vendor.



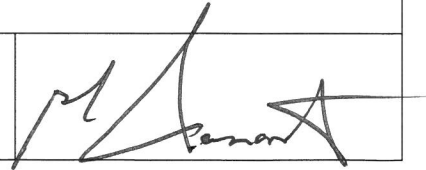
DRUMHELLER

CORPORATE SERVICES

Agenda Item # 8.3.1



Request for Decision

		Date:	August 8, 2017
Topic:	Advance Vote – 2017 Local Authority Elections		
Proposal:	Resolve to allow for advance voting		
Proposed by:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services Returning Officer		
Background	October 16, 2017 is local authority election day in Alberta. Section 73 of the Local Authorities Elections Act (LAEA) allows for the Returning Officer (RO) to hold advance voting polls, provided that council has passed a resolution authorizing the RO to do so.		
Benefits:	Authorizing the RO to allow for advance voting will provide greater access to the voting process for all eligible residents		
Disadvantages:	Failing to grant authority to the RO to allow for advance voting restricts access to the voting process to election day only.		
Finance/Budget Implications:	Costs for advance polling will vary depending on number of advance polling occurrences and hours of each occurrence.		
Source of Funds:	The 2017 operating budget includes a provision for election expense.		
Communication Strategy:	Notice of advance polls will be advertised in accordance with the LAEA		
Recommendations:	Resolve to authorize the Returning Officer to provide for the holding of an advance vote for the 2017 municipal election on Thursday, October 5 th from 4:00 pm – 8:00 pm and Saturday October 14 th from 10:00 a.m. – 2:00 pm.		
Report Writer:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO:	

**TOWN OF DRUMHELLER
BYLAW NUMBER 07-17**

Agenda Item # 10.1

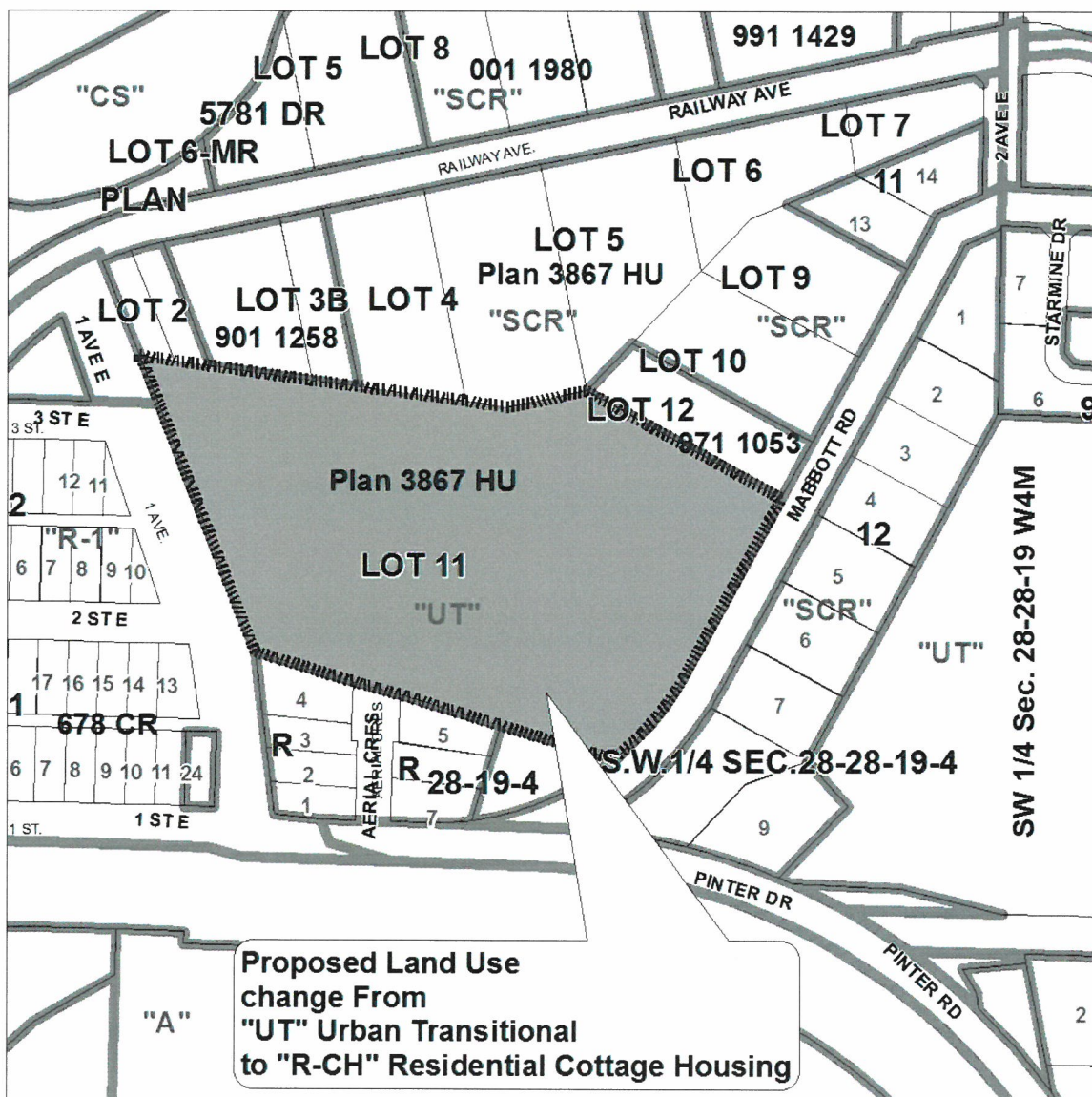
BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

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

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

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

On Schedule "A", the Land Use District Map, redesignate Lot 11, Plan 3867 HU within the SW ¼ Sec. 28-28-19 W4M in the Rosedale District of the Town of Drumheller, from "UT" – Urban Transitional District to "R-CH" – Residential Cottage Housing District, as shown on the plan below:



...

Agenda Item # 10.1

READ A FIRST TIME THIS 12th DAY OF June, 2017

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER