

**Town of Drumheller
COUNCIL MEETING
MINUTES**

November 13, 2018, 2018 at 5:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF EMERGENCY PROTECTIVE SERVICES:

Greg Peters

COMMUNICATIONS OFFICER:

Julia Fielding

RECORDING SECRETARY:

Linda Handy

CALL TO ORDER

Mayor Heather Colberg called the meeting to order at 5:30 PM.

2.0 MAYOR'S OPENING REMARK

Mayor Heather Colberg thanked the Legion, schools and East Coulee for organizing Remembrance Day Services.

Mayor Colberg announced the Festival of Lights events to be held on November 17th commencing at 4:00 PM. She stated that the stunning Christmas tree was donated by Darcy Manziak.

Councillor L. Hansen-Zacharuk congratulated the Drumheller Dynos Junior A Valleyball team who took the gold medal.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2018.179 Lacher, DeMott moved to adopt the agenda as amended. Carried Unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Organizational Meeting Minutes of October 29, 2018

MO2018.180 Zariski, Hansen-Zacharuk moved to approve the Organizational Meeting Minutes of October 29, 2018 as presented. Carried unanimously.

Regular Council Meeting Minutes of October 29, 2018

MO2018.181 Garbutt, Hansen-Zacharuk moved to approve the Regular Council Meeting Minutes of October 29, 2018 as presented. Carried Unanimously.

5.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of October 5, 2018
Municipal Planning Commission Meeting Minutes of October 11, 2018

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 09.18 being a bylaw to close a portion of an unused and undeveloped public street (6th Street West) – second and third readings

D. Drohomerski advised Bylaw 09.18 was given first reading at Council's meeting of July 9th and a public hearing was held on August 20th. He explained that the bylaw results from a homeowner hiring a contractor to construct a deck and the contractor chose not to go through the proper permitting. He further advised that upon inspection of the property, it was determined that the deck was too close to the sidewalk. He explained that the Town issued a Stop Order as the Real Property Report showed that the deck was one foot onto Town property. He further explained that the Town does not need this strip of land and will sell the land to the property owner as well as the property owner being responsible to pay the survey and consolidation of the parcel costs. He explained that the bylaw has been signed off by the Minister of Transportation. He recommended that Council proceed to second and third readings.

MO2018.182 Garbutt, Zariski moved second reading of Bylaw 09.18.

Councillor T. Zariski requested Administration to prepare a policy that sets out sanctions in place for contractors who are irresponsible in obtaining the proper development permits.

Vote on Motion: Carried unanimously.

MO2018.183 Garbutt, Hansen-Zacharuk moved third reading of Bylaw 09.18. Carried unanimously

8.1.2 Bylaw 18.18 being a bylaw to close a portion of an unused and undeveloped street (Newcastle Area) – first reading

D. Drohomerski advised that Bylaw 18.18 proposes to close a portion of roadway which has been a long standing issue where the adjacent property owner has been using the land. He explained that the town intends to retain some of this land for flood mitigation purposes with the unused portion of the roadway to be sold to the adjacent property owner. He further explained that a public hearing will be held on December 10th.

MO2018.184 Zariski, Hansen-Zacharuk moved first reading of Bylaw 18.18. Carried unanimously.

8.1.3 RFD – 2018 / 2019 Strategic Business Plan

D. Drohomerski presented the 2018 / 2019 Strategic Business Plan based on Council and Administration's workshop held on October 4th with Gord McIntosh. He explained that dates for bringing forward items to Council for status updates have been added to the work priorities.

MO2018.185 DeMott, Hansen-Zacharuk moved to adopt the 2018/2019 Strategic Business Plan as presented.

Councillor J. Garbutt requested that in addition to a status update, he would like a request for extension with the rationale as well as whether resources are needed in light of the fact that there are significant staff vacancies.

Vote on Motion: Carried unanimously.

8.1.4 RFD – Recognition Policy 4.02.10.16

D. Drohomerski advised that former policy existed for staff since 2002 and the recognition gift for service awards is dated (lapel pins). He stated that the policy has been updated with recognition for resignation and retirement to be local gift cards and the recognition for long service awards in five year increments to be local gift cards or days off.

MO 2018.186 Makowecki DeMott moved to adopt Recognition Policy 4.02.10.16 as amended. Carried unanimously.

8.1.5 RFD – Appointment to the Drumheller Public Library Board

D. Drohomerski advised that further to Council's appointment of two members to the Drumheller Public Library Board at their Organizational Meeting of October 29th, one vacancy still remains. Caleb Brown's application has now been reviewed by the Library Board and they have provided a recommendation in favour of Caleb's appointment.

MO2018.187 Lacher, Makowecki moved that Council accept the recommendation of the Drumheller Public Library Board and approve the appointment of Caleb Brown for a three year term to the Drumheller Public Library Board expiring on the date of Council's 2021 Annual Organizational Meeting. Carried unanimously.

8.1.6 Draft Bylaw to provide a Tax Incentive for Non Residential Property

D. Drohomerski presented the draft bylaw as a result of Councillor Fred Makowecki's recommendation to Council at the meeting of October 29th. He explained that the Municipal Government Act does not allow for multi-year tax waivers and the Town's bylaw is annually based – one year waiver of municipal taxes for new development up to a tax waiver of \$25,000 or renovations up to a maximum of \$50,000 new assessment. He further stated that a tax waiver for a first year new build or renovations would not impact the budget. He further explained that first year waiver of taxes would be granted after construction and occupancy. Council requested that the bylaw be presented for first reading at their meeting of November 26th.

8.1.7 Draft Bylaw for the purpose of waiving fees for New Businesses in Existing Vacant Buildings

D. Drohomerski presented the draft bylaw, explaining that the bylaw proposes incentives for occupying a vacant building which is geared towards the tenant of the building, not the building owner. He explained that the total tax incentive for the tenant would be in the range of \$1000 for development / building permit fees and a business license fee. Council requested that the bylaw be presented for first reading at their meeting of November 26th. Councillor Tony Lacher stated that the component missing would be a tax incentive for a new business owner based on purchasing a vacant building. CAO D. Drohomerski agreed and stated that a draft bylaw would be prepared for Council's review.

8.1.8 RFD – Amendment to Policy C-01-01 Derelict Building Removal and Redevelopment Program

D. Drohomerski presented Policy C-01-01 Derelict Building Removal and Redevelopment Program with amendments to allow for residential priorities a credit towards taxes of \$2,000 with submission of receipts and for commercial priorities a \$5,000 credit towards taxes with submission of receipts.

MO2018.188 Garbutt, DeMott moved that Council approve Policy C-01-01 Derelict Building Removal and Redevelopment Program with the following amendment: Clause 9 – Upon issue of occupancy permit and submission of landfill receipts, the Town will apply the rebate to the property taxes of the subject property in the following manner: a. Total Tax Rebate shall be (i) for residential assessed properties - \$2,000 with submission of receipts; and (ii) for commercial assessed properties - \$5,000 with submission of receipts.

In response to a question from Council, D. Drohomerski explained that although the average demolition cost for a house is in the range of \$700, the property owner would be able to offset other costs of the demolition with the new credit amount. He further stated that any large size commercial building demolition cost should come back to Council for a discussion.

Councillor T. Zariski requested that Administration prepare a policy on brownfields with a possible tie into a provincial component.

Vote on Motion: Carried unanimously.

8.1.9 RFD – Amendment to Storefront Grant Program

MO2018.189 Garbutt, Hansen-Zacharuk moved to table Item 8.1.9 until after budget deliberations. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3 DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD – Request for Waiver of 2018 Property Tax Penalty

B. Miller presented a request to waive the property tax penalty because the property owner paid by online banking resulting in a delay of processing the payment to the Town. She explained that the staff has done a significant amount of work to advise of the online payment delay via the website, Town Page and radio (the message did state that the date for online banking payment had expired).

MO2018.190 Zariski, Lacher moved that Council approve the request to waive penalties against roll no's 08010506 and 17007808 assessed due to outstanding 2018 property tax.

In response to a request from Council, B. Miller explained that an amendment to the tax penalty bylaw will come forward in February with wording that taxes are due to be paid on August 31st however the Town will allow five (5) days grace period if paying by online banking. She stated that the date paid at the bank must be stamped Aug 31st.

Vote on Motion: Defeated unanimously.

8.3.2 RFD – Extension for Remuneration Task Force Report to Council

B. Miller advised that the Remuneration Task Force has requested more time to prepare their report to Council on or before December 17th.

MO2018.191 Makowecki, Zariski moved that Council grant an extension to the Remuneration Task Force to mid-December. Carried unanimously.

8.4 DIRECTOR OF COMMUNITY SERVICES

8.5 DIRECTOR OF EMERGENCY / 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 CLOSED MEETING MATTERS

MO2018.192 Hansen-Zacharuk, Garbutt to go into closed meeting of Council at 5:50 PM. Carried unanimously.

14.1 Legal Matter (*FOIPP Section 23 – Local Public Body Confidences*) Visitor Information Centre

MO2018.193 Zariski, Lacher moved to revert to open meeting of Council at 8:07 PM. Carried unanimously.

There being no further business, Mayor Heather Colberg adjourned the meeting at 8:07 PM.

Chief Administrative Officer

Mayor