

**Town of Drumheller
COUNCIL MEETING
MINUTES**

January 22, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Lisa Hansen-Zacharuk

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Darryl Drohomerski

DIRECTOR OF INFRASTRUCTURE SERVICES:

Armia Mikhaiel

DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT:

Councillor Tony Lacher

1.0 CALL TO ORDER

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

2.0 MAYOR'S OPENING REMARK

Mayor Heather Colberg stated that the gallery was full and noted that it was a special day with the recognition of our firefighters. She stated that we need to show gratitude to the firefighters who protect our community by volunteering their time to the Fire Department.

Mayor Heather Colberg stated that she was also grateful for our dignitaries and welcomed:

MP Kevin Sorenson

MLA Rick Strankman

Kevan Jess Alberta Fire Commissioner
and current and past Drumheller Firefighters

Federal Awards were presented by MP Kevin Sorenson
20 year medal and bar for 30 years and bar for 40 years

Bill Bachynski
Frank Kalman
Joe Gerlinger
Peter Gruber
Vince Seitz
Bob Repas

20 year medal and bar for 30 years

Bruce Wade
Duane Bolin
Doug Stanger
Pearl Pugh
Luigi Vescarelli
Doug Stanger

20 year medal

Rick Schinnour

Alberta Emergency Service awards were presented by MLA Rick Strankman

Frank Kalman bar for 22-32-40 years
Joe Gerlinger bar for 22-32-40 years
Bruce Wade bar for 22-32 years
Duane Bolin bar for 22-32 years
Rick Schinnour bar for 22 years
Merv Smith, Jeff Gerlinger, Lee Borshiem, Craig Comstock, Steven Wade, James
Martin all 12 year medal

3.0 PUBLIC HEARING

3.1 Mayor Heather Colberg called the public hearing to order at 4:50 PM.

Mayor Colberg advised that the purpose of the Public Hearing is to consider Bylaw 13.17 to amend the Land Use Bylaw 10.08 by redesignating Lots 18, 19 and 20, Block 24, Plan 3099AD in the Town of Drumheller from CB (Central Commercial) District to DT (Downtown Transition) District.

Mayor Colberg asked Cynthia Cvik – CEO, Palliser Regional Municipal Services (PRMS) to provide her planning report. C. Cvik advised that Bylaw 13.17 received first reading on December 11, 2107. She advised that the legal description for the subject

properties is now Lots 39 and 40, Block 24, Plan 1712473 as the plan of subdivision was registered on December 14, 2017. Her report is summarized as follows:

“The application proposes to rezone the two structures, which were sitting on three lots at the time of submission of the rezoning application from the CB (Central Commercial) District to the DT (Downtown Transition) District. Since that time, a subdivision application was approved by PRMS for registration at the Land Titles Office on November 8, 2017 and was registered on December 14, 2017. The subdivision consolidated the original three lots, into two lots. The zone requirements are based on the recently registered new plan of subdivision / consolidation”.

C. Cvik advised that the Municipal Planning Commission endorses the recommendation of PRMS to support the proposal. She stated that the analysis presented indicates where the new lots are situated and the property lines relative to the existing structures and will need to be referred to should the owner or potential buyer want to change the building or structure in some way. Relaxations will be required in the future as the buildings are existing non-conforming (however the creation of the subdivision has lessened the degree of the relaxation). She explained that the uses within the DT District are all discretionary and are more varied. Each application must be reviewed by the MPC at their discretion. She concluded by stating that *“PRMS has no concerns with the proposed rezoning of the subject properties as presented. The Downtown Transition District affords more latitude for a wider variety of uses, (albeit all discretionary), than the existing Central Commercial land use designation. The relaxations to setbacks are justifiable, given that the structures currently exist”.* She recommended that the Bylaw be amended to reflect the new legal description of the properties being considered for rezoning.

Mayor Colberg asked the Secretary of the Public Hearing if any written submissions were received by the Town. Secretary L. Handy stated that there was no correspondence.

Mayor Colberg asked for those who wished to speak in favour of the proposal. Although the applicant was in attendance, there were no speakers.

Mayor Colberg asked for those who wished to speak in opposition. There were no speakers.

Mayor Colberg asked if there were any questions from Council.

Councillor T. Zariski stated that he has been privy to the discussion at the MPC meetings and concurred with C. Cvik’s comments that the MPC are in favour of the rezoning.

Councillor L. Hansen-Zacharuk asked if the proposal creates spot zoning. C. Cvik stated that the properties in this area are mostly zoned Central Commercial District however this zoning does not differ greatly from the Downtown Transition District - the only difference would be the CB has permitted uses. Councillor J. Garbutt questioned whether the entire block should be rezoned DT rather than piece by piece. C. Cvik

stated that requests for rezoning are brought forward by the landowner and it is not common for Council to change zoning without the express wishes of the landowner. She further advised that there is a diverse range of uses in the downtown area - residential structures being used for commercial. Councillor J. Garbutt stated that if the Town is only broadening the discretionary uses in this zoning change and removing no freedoms it would hard to image any objections from included land owners. C. Cvik stated that this would be dependent on the land owners as they may be satisfied with the given permitted uses for their property which could now be approved without having to go to the MPC.

Mayor Colberg closed the hearing at 4:57 PM.

Mayor Colberg advised that 2nd and 3rd reading of the bylaw will be addressed at Council's Regular Meeting of February 5th.

4.0 ADOPTION OF AGENDA

MO2018.06 Hansen-Zacharuk, Makowecki 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 January 8, 2018

MO2018.07 Zariski, Hansen-Zacharuk moved to adopt the Regular Council Meeting Minutes of January 8, 2018 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Economic Development Advisory Committee – Downtown Beautification

Summer Manca (Chair Economic Development Advisory Committee) and Julia Fielding (EDO - Town of Drumheller) were in attendance to present the Downtown Beautification Concept Design. S. Manca explained that the Town was a recipient of the CARES grant of \$20,000 which was used to hire Urban Systems to update the 2004 revitalization project (gateway from the arena and other plans that fell off the planning radar).

She highlighted the project milestones: CARES grant was announced in April, 2017 with a public engagement held in July 2017, presented findings to Council in August 2017 (mixture of the open house, billboards, and online survey for feedback); another open house held in September 2017 at the Lowleft building which included a presentation on lighting upgrades for downtown; key stakeholders' meetings with

design charrettes held in November, 2017; with the design concept generation in December, 2017.

She presented the preferences from the public engagement as follows:

- The creation of a downtown plaza and enhanced maintenance of existing features were identified as top revitalization priorities, followed by additional soft landscaping and street furniture. Options were presented at the public engagement with Google pics of what other communities have done.
- . More shaded areas, an outdoor performance area and seating as part of the downtown park or plaza;
- Ideas to support outdoor market experience - 80% of responders attended markets. They want to see improved signage and advertising, improved maintenance of the streetscape and more pedestrian-friendly features.
- More events/programming and entry signage were identified as the primary opportunities to improve branding of the Town, followed by the use of a logo / theming, banners / wayfinding signage and street furniture options.

She explained that during the key stakeholders meetings, the group decided what streets and areas to focus on with the draft concept plan overview provided by Urban Systems. The concept plan includes movable c-cans, pop up patios, boulevard plantings, gateway features, movable tents and market space, sidewalk beautification rather than a dead area of concrete, movable bollards, enhanced crosswalks with stamped concrete. A concept overview was presented that may or may not include a permanent structure on Centre Street however Urban Systems recommends that a traffic study be done prior to any installation. It was recommended that the placement of the plaza area be behind the gateway pillars with the patio area and shaded market area along 3rd Avenue as well as the creation of a c-can business area and more signage (possible digital board).

S. Manca presented the concept considerations which are achievable in 2018 and provides the gateway for future developments. The considerations are intended to boost economic activity, provide a community gathering space that will balance local and tourist needs; there will be marketing opportunities with flexible seasonal use and programming with buy-in from adjacent businesses. The concept is to create a friendly family environment.

She concluded by presenting the next steps which include Council feedback, online release of the concept design, creation of an implementation strategy, identifying the key location for the downtown plaza and identifying the timeframes for 2018.

Mayor and Council thanked Summer and Julia for their hard work and an excellent presentation.

Council's questions and directions are summarized below:

- More conversations with business owners on the reduction of parking stalls; Need to create more signage for free Town parking lots and encourage a more walkable

downtown space.

- What will be done with existing garbage containers and planters?
- Rethink the logistics of whether a traffic circle will work on Centre Street and 3rd Avenue in consideration of negatives comments from the residents on the Christmas tree and whether vacation trailers can maneuver a traffic circle;
- Impact on 2018 budget dollars - what has been allocated; are there any revitalization funds from last year left over from the \$200,000? B. Miller explained that these dollars have been accessed for the median improvements and not certain what remains.
- Increased workload for Infrastructure Services;
- Council discussion to be had on accessing the 2018 Street Improvement Program grant dollars by postponing a street overlay;
- D. Drohomerski confirmed that the costs (\$50,000 per year over three years) for the downtown lighting are not included in the costs for downtown beautification. The Town is in year two of the downtown lighting upgrade;
- J. Fielding explained that more downtown businesses are buying into the concept as they are realizing what can be achieved. She further explained that M. Todor (business owner) has been speaking about the concept on the radio;
- Any electric installs need to be metered to account for the c-can use;
- Public washrooms need to be identified or constructed;
- Community Futures had indicated support for the c-can project and need to identify their support through financing and loans for businesses; and
- Downtown businesses to be visited by the EDO / Advisory Committee for an explanation of the concept and to gain support.

In conclusion, Council agreed that the concept would have to be phased in over a number of years. D. Drohomerski suggested that in 2018, the Town consider a pilot project design, for example a movable deck on wheels to be placed within the downtown core and used to engage success of the concept and better prepare for more permanent structures in 2019. Councillor K. DeMott asked that the Town work with the restaurants on how they can have a common area patio. She also stated that if the sidewalks were widened they could have their own instant patio. D. Drohomerski explained that Administration will have to research the requirements for licensing. Mayor H. Colberg stated that the Town could start small with painting and install of lighting as the Town needs to begin the project. Mayor H. Colberg stated that she was proud to work with the Advisory Committee in moving the project forward.

Councillor J. Garbutt asked to see how these project costs impact the operational and capital budgets at the January 31st Budget Meeting.

Mayor Colberg called for a recess at 5:50 PM.

Mayor Colberg reconvened the meeting at 5:55 PM.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.2 DIRECTOR OF INFRASTRUCTURE SERVICES

8.3 DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD – Amendment to Policy C-04-14 Remuneration and Expenses Allowance for Mayor and Council (Compensation Realignment)

B. Miller presented Policy C-04-14 as amended by including an additional two days per diem in an election year for training under Clause 4.2 and the word "annually" to be defined by an election term. She further advised that minor housekeeping amendments were included as well.

MO2018.08 Zariski, Garbutt moved to adopt the amendments to C-04-14 as presented. Carried unanimously.

8.3.2 RFD – 2018 Service Fees

B. Miller presented the 2018 Service Fees with a 2% increase to recreation access and rental fees, cemetery fees and airport hangar fees. She further advised that hangar rates comparisons were provided for Council's consideration.

MO2018.09 Garbutt, Hansen-Zacharuk to adopt the 2018 Service Fees as presented.

D. Drohomerski clarified that the hangar rate comparison is an annual lease rate of \$225 per year in 2017 and \$175.00 in 2016; it is not a monthly rate. In response to a question from Council, D. Drohomerski explained that the Town only collects a land lease fee; the Town does not collect property taxes on the property nor does the Town pay taxes to Starland County (owner of the land). He further explained that the Town does maintain the airport and agreed with Councillor Lisa Hansen-Zacharuk that the hangar rental rate should be increased. He stated that in comparison to other communities, a \$300 hangar rental fee per year would be more in line for Drumheller. Councillor L. Hansen-Zacharuk stated that other comparable communities are most likely paying a property tax as well. Councillor J. Garbutt stated that the costs to maintain the airport is significant and Starland County is not interested in assuming the responsibilities of the airport so more thought must be given to recouping maintenance costs incurred by the Town. Councillor F. Makowecki requested research be carried out on how many are residents compared to non residents use the airport.

Councillor Garbutt asked for a friendly amendment to exclude the airport fees at this time until a further report on airport usage is provided to Council. Council agreed.

MO2018.09A Garbutt, Hansen-Zacharuk to adopt the 2018 Service Fees with the exclusion of an increase to Airport Hangar Fees.

Councillor J. Garbutt asked if the research has been carried out on the impact of waiving the user fees for youth at the facilities. P. Salvatore stated that Administration is analyzing this and a report will be provided to Council shortly.

Councillor J. Garbutt asked for the rationale for the exclusion of other user fees at 2% increase across the board. B. Miller stated that the recreation fees have been increased to reflect the increase of utilities, carbon tax and wages. She further stated that the safety code fees were adjusted last year and are adequate for 2018 as are the administration fees. She further explained that new options are being explored for the pet fees.

Mayor H. Colberg asked that Council keep the health and welfare of residents at the forefront when looking at increases as well as considering youth passes on a monthly basis as an option if an entire year free membership for youth was not an option.

Vote on Motion: Carried unanimously.

8.3.3 RFD – Bad Debt – Business License Accounts

B. Miller presented the request to authorize bad debts on two outstanding accounts relating to Bylaw 04.15 being the business license fee adopted in March 23, 2015 with a fee schedule for hoteliers and bed & breakfasts (formula for fee per room). The Town was responsible to collect these fees and then transfer the amounts to Travel Drumheller for marketing. This bylaw schedule has been repealed however two accounts remain in bad debt and she requested a motion from Council to write-off the accounts as presented.

MO2018.10 Hansen-Zacharuk, DeMott moved that Council authorize the write-off of 2015 Business License fees that remain outstanding on Account No. R5440 \$925.83 and Account No. R5507 \$4,476.57, against the allowance for bad debt.

Councillor L. Hansen-Zacharuk questioned whether the Town will stop collection of these funds if they are written off and the consequences for the Town by the hoteliers and bed and breakfast owners who paid their fees. B. Miller stated that the Town will not be pursuing collection of these two accounts. Councillor T. Zariski requested that Council go in camera.

MO2018.11 Hansen-Zacharuk, DeMott moved to go in camera at 6:15 PM under *FOIPP S.16 Harmful to Business Interests of Third Party / S. 23 Local Public Body Confidences*. Carried unanimously.

MO2018.12 Hansen-Zacharuk, DeMott moved to revert to regular Council meeting at 6:27 PM. Carried unanimously.

MO2018.13 Hansen-Zacharuk, Zariski moved to table motion **MO2018.10**. Carried unanimously.

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5 DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 MAYOR AND COUNCILLORS REPORTS

13.1 Councillor Jay Garbutt – Sandstone 2018 Budget

Councillor J. Garbutt provided an overview of Drumheller's Housing Administration which was formed by a Ministerial Order. He explained that it includes social housing, affordable housing and a direct rent supplement program. He further explained that social housing includes the Hunts and Greentree housing with 51 units (ownership 90% by Province and 10% by the Town) and operations are accountable to the Ministry of Seniors and Housing. These programs are accessed by individuals based on their 30% of their income and the rest is subsidized by the tax payer (Province). He explained that Sandstone Manor (100% owned by the Town) falls under affordable housing and rental of units require a 10% discount to market rent, for example \$550 for a one bedroom includes gas, water and basic cable (\$615 down from previous years). Two bedrooms currently renting at \$640.00 (market rent \$700.00). The Town has 7 vacancies across the entire social housing units mostly in Greentree (only one vacancy in Hunts). He explained that the Provincial Direct to Tenant Program tenants and those who qualify receive up to \$400 a month from the province paid directly to the individual and is the Provincial response to the housing need. While at the AUMA, it was discussed that the Federal Government will become involved in housing with the announcement of the National Housing Benefit however they have not rolled out any program. There are currently 47 people in Drumheller on the rent supplement. He stated that he has the application form and process for determining need, should Council wish to review.

Councillor J. Garbutt presented the 2018 Sandstone Manor budget. He explained that that the municipal portion of the taxes are waived annually by Council resulting in a surplus that contributes to an affordable housing dedicated reserve – \$40,000 in 2016; \$25,000 will be contributed to the affordable housing restricted reserve in 2017 and another \$10,000 payment budgeted for in 2018. He stated that revenue is only through rental of the 20 units. In response to a question from Council, he explained that Century 21 is paid under the contract management fee as the managing body for the units and contract labour costs include the costs to employ a handyman for fixes and clean up for rental turnover of the units.

MO2018.14 Garbutt, Zariski moved that Council accept the budget as presented. Carried unanimously.

13.2 Councillors Jay Garbutt and Tom Zariski presented the Version 1 Draft Vision (most inviting, most sought after community), Mission and Values as compiled by a team of staff representing the Administration, Finance, PW, BCF and themselves. Councillor T. Zariski explained that it was clear from the start that everyone had their thoughts on a vision with strong views and that the gist of the vision must include words that makes us a great community, what would be desirable in our community and what would make you want to come to the community with your business, with your family for a vacation or if you want to retire here. He further explained that the original vision (Version 2 - cleanest, friendliest, most sought after community) contained words that some people did not like as it suggested that we were not currently a clean or friendly community. He stated that the Version 1 draft vision, mission and values reflect not only an organization but the community as a whole. Councillor J. Garbutt stated that it is not a finished product; it is being presented to see if the team has reached the mark. He referred to Version 2 and stated that although the Mayor had solid rationale for Version 2, the team thought "*if we have to explain what we mean than maybe we picked the wrong words*". He further stated that some members of the team thought that Version 2 was working counter to the purpose instead of forwarding our purpose.

Mayor H. Colberg presented her rationale for Version 2, stating that the words "*cleanest, friendliest, most sought after community in Alberta*" were introduced by herself at the election forum. She explained that clean does not just mean aesthetically but includes environmental responsibilities such as recycling. She explained that being friendlier is something we can all strive for - including Town Hall and businesses. She further explained that these two words (cleanest and friendly) can be taken to another level by the entire community and should not be looked at negatively. She commended the team for their work and stated that the vision has not been changed for a long time and the Town needs a vision that we all can believe in and sell.

Councillor L. Hansen-Zacharuk explained that she felt that the words (cleanest and friendliest) held a negative connotation, meaning that the Town was dirty and unfriendly now and she could not support the Version 2 as written.

Councillor T. Zariski stated that he appreciated the value of the exercise in working alongside staff in developing the two drafts being presented to Council. And that each department would be developing their own Vision, Mission and Values.

Council recommended changes and requested that the Draft Vision, Mission and Values be reviewed by Council at a future Council Meeting.

14.0 IN-CAMERA MATTERS

MO2018.15 Zariski, Garbutt moved to go in camera at 7:24 PM under S.23 (*FOIPP Act*) *Local Public Body Confidences*. Carried unanimously.

14.1 Legal – (Flood Mitigation)

Regular Council Meeting Minutes
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MO2018.16 Zariski, Garbutt moved to revert to regular Council meeting at 8:15 PM.
Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned 8:16 PM.

Chief Administrative Officer

Mayor