

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**November 26, 2018, 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

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

**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 encouraged residents to participate in the upcoming events:

Trail of Trees – November 30<sup>th</sup>

DVSS Senior Dinner – December 6<sup>th</sup>

Brett Kissel Concert – December 6<sup>th</sup>

And she congratulated the Calgary Stampeders.

**3.0 ADOPTION OF AGENDA**

**MO2018.194** Makowecki, Zariski moved to adopt the agenda as presented. Carried Unanimously.

**4.0 MINUTES**

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

##### **4.1.1 Regular Council Meeting Minutes of November 13, 2018**

**MO2018.195** Zariski, Garbutt moved to approve the Regular Council Meeting Minutes of November 13, 2018 as presented. Carried Unanimously.

**MO2018.196** DeMott, Hansen-Zacharuk moved to approve the Special Council meeting minutes of November 19, 2018 as presented. Carried unanimously.

#### **4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION**

#### **5.0 DELEGATIONS**

##### **5.1 Trisha Sewell – EDO – Cactus Corridor Economic Development Corporation – Dinosaur Trail Signage**

T. Sewell introduced the Working Committee with representation from Canadian Badlands, County of Newell, Special Areas Board, Cactus Corridor Economic Development and the Town of Drumheller. She explained that the committee was formed to work on signage for the Canadian Badlands scenic driving route from the Royal Tyrrell Museum to the Dinosaur Provincial Park via SH570 coming out of Drumheller to SH876 towards Dinosaur Provincial Park and vice versa. She stated that signage is needed so that visitors understand the length of the drive and to give them confidence that they are on the correct route. Although the signage design is still being finalized by Alberta Transportation, it has been determined that the signs will be their standard blue and white signs with a header showing the outline of a dinosaur and kms remaining to the destination. T. Sewell asked if Drumheller's Council will consider signage within the Town's boundaries that would direct tourists along the scenic route and for the signage to be installed for the summer of 2019. She concluded by stating that the trail will be designated as a scenic route on gps and google maps. J. Fielding – Communications Officer advised that although it is important to link the two destinations together with directional signage, the Town currently has a lot of tourist signage so it will be important for Drumheller to manage any new signage within our own boundaries. T. Sewell asked that the scenic route logo be incorporated into the Town's existing signage or any new signage installed so that the tourist traffic knows they are travelling along the scenic route. It was clarified that the Town would be responsible for the costs and maintenance of signs within their own boundaries.

Council thanked Trisha and the Working Committee for their presentation.

Mayor Heather Colberg on behalf of Council and Administration congratulated Bob Brown on his retirement and for his excellent reporting over the years at Council and within the community.

##### **5.2 SPARKS – Leslie Pepper (arrived at 6:15 PM)**

The Sparks had an opportunity to meet Council, make suggestions and ask questions of Council.

## **6.0 REQUEST FOR DECISION REPORTS**

### **6.1. CAO**

#### **6.1.1 Bylaw 13.18 ATCO Franchise Agreement – second and third readings**

D. Drohomerski advised that Bylaw 13.18 received first reading on August 20<sup>th</sup>, 2018 which proposed to enter into an Agreement granting ATCO Electric Ltd. the right to provide electric distribution service within the Municipality with a franchise rate at 9%. He further advised that Council asked Administration for clarification on vested and non vested street lights. He clarified that a vested street light is where ATCO owns the asset and the municipality pays a monthly rental fee without repair costs; and a non vested street light is where the municipality pays the repair costs only. Both vested and non vested street lights are owned by ATCO. He explained that the Town's older street lights are non vested meaning the Town is paying for the repairs and when they need to be replaced the street light becomes a vested street light with the Town paying a monthly rental fee without repair costs.

**MO2018.197** Lacher, DeMott moved second reading of Bylaw 13.18.

In response to a question from Council on how much revenue the Town receives from the 9% of franchise agreement, it was confirmed that the Town receives \$730,000.00 from ATCO. Councillor L. Hansen-Zacharuk recommended that the Town consider the clause that allows an annual review of agreement should Council wish to adjust the franchise fee. It was also confirmed that the Town's street lights are being changed to the warm led lights (as opposed to the cooler light which is too bright).

Vote on Motion: Carried unanimously.

**MO2018.198** Zariski, Lacher moved third reading of Bylaw 13.18. Carried unanimously.

#### **6.1.2 Bylaw 16.18 being a bylaw to amend the Land Use Bylaw 10.08 by redesignating Plan 4317CQ Block 1 Lots 24 and 25 – first reading**

D. Drohomerski presented Bylaw 16.18 stating that the applicant wishes to redesignate their property from Highway Commercial to Residential (1a) District. He explained that the property was the former Numbers Accounting Office on Bridge Street. He further advised that the applicant is requesting the change because they wish to sell their property and the offer to purchase is subject to a rezoning change to residential use.

**MO2018.199** DeMott, Hansen-Zacharuk, moved first reading of Bylaw 16.18. Carried unanimously.

#### **6.1.3 Bylaw 17.18 being a bylaw for the purpose of implementing a non residential development incentive program – first reading**

D. Drohomerski presented Bylaw 17.18 which was discussed at Council's meeting of November 13<sup>th</sup>. He explained that the bylaw allows for a tax incentive for one year waiver of municipal taxes for new development up to a maximum 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.

**MO2018.200** Makowecki, Lacher moved first reading of Bylaw 17.18 Carried unanimously.

6.1.4 Bylaw 19.18 being a bylaw for the purpose of waiving fees for new businesses in existing non residential vacant buildings – first reading

D. Drohomerski presented Bylaw 19.18 which 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.

**MO2018.201** Lacher, Zariski moved first reading of Bylaw 19.18. Carried unanimously.

6.1.5 Bylaw 21.18 being a bylaw to set the 2019 utility rates – first reading

D. Drohomerski presented Bylaw 21.18 being the utility rate bylaw which proposes to increase the water rates by 5% and the sewer rates by 2%. He explained that the Town was underfunding the utilities in the past and a five year plan with the same increases over this time period was proposed. He also stated that the Town is proposing an increase to the recycling fee to be able to achieve an affordable and sustainable recycling service in our community.

**MO2018.202** Lacher, Hansen-Zacharuk moved first reading of Bylaw 21.18. Carried unanimously.

6.1.6 Draft Bylaw 22.18 being a bylaw for the purpose of implementing a tax incentive program for owners of an existing non-residential vacant building

D. Drohomerski presented the draft bylaw based on Councillor Tony Lacher's recommendation for a tax incentive for an existing vacant building. He explained that the tax incentive would be for an owner of a new business within a building that has been vacant for a minimum of one year and business to be active for one year. There will be a maximum ceiling of \$5,000.00 tax cancellation per qualifying new business upon written letter of request to Council. Council will review and approval each request on an individual basis. He explained that this bylaw will have a financial impact to the Town.

6.1.7 RFD – Appointment to Economic Development Advisory Committee

D. Drohomerski advised that one vacancy exists on the Economic Development Advisory Committee with the recent resignation of John Goudy. Dennis Harder wishes to step away from the Heritage Arts and Culture Committee to serve on the EDAC.

**MO2018.203** Makowecki, DeMott moved to approve the appointment of Dennis Harder to the Economic Development Advisory Committee for a three year expiring at Council's 2021 Organizational Meeting. Carried unanimously.

Vacancies on the Heritage Arts and Culture Committee will be advertised in the Town Page.

## **6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

## **6.3 DIRECTOR OF INFRASTRUCTURE SERVICES**

## **6.4 DIRECTOR OF EMERGENCY PROTECTIVE SERVICES**

## **6.5 REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES**

6.5.1 CAO – Toboggan Hill Lease – Administration has looked at a location on Town land adjacent to the Passion Play site. The Passion Play Board is not in favour of the public going across their land to access a toboggan hill – the Passion Play would have to keep their gates open during the winter months. He advised that Administration will be looking at other locations.

CAO (Economic Development Officer) – Dino Brand Standards – The Economic Development Advisory Committee has taken on the responsibility of looking for a new logo. Written guidelines have been developed which will be discussed with the designer on November 30<sup>th</sup>. Three or four options will be presented to the Economic Development Advisory Committee in the near future.

CAO (Infrastructure Director) – Recycling Options Survey – An online survey will be going out the first week in December – asking what residents want and what they are willing to pay for. Some options may be to review the frequency of collection and alternating pickup of garbage and recycling. The high cost for recycling results from the process of collection and separation of materials.

## **7.0 PRESENTATION OF QUARTERLY REPORTS BY COUNCIL AND ADMINISTRATION**

## **8.0 PUBLIC HEARING TO COMMENCE AT 5:30 PM**

8.1. Mayor Colberg called the Public Hearing to order at 5:30 PM

Mayor stated that the purpose of the hearing is to consider Public Hearing to consider Bylaw 14.18 to amend the Land Use Bylaw 10.08 Section 56 “Home Occupations”

Devin Diano, Planner provided a report as follows:

*“Bylaw 14.18 proposes “housekeeping” changes that will clarify regulations for issuing home occupation development permits. Specifically, the proposed changes will remove the requirement to renew an issued home occupation development permit yearly. The Land Use Bylaw 10.08 will continue to provide the ability for the Development authority to rescind a permit for a home occupation if there have been changes or deviation from originally approved application. Additionally, the LUB 10.08 will continue to provide the Development Authority the discretion to issue a temporary permit not exceeding one year for a home occupation. These proposed changes will allow administration to issue home occupation development permits in a more efficient manner, and free up administrative hours spent sending and tracking renewals of development permits for home*

*occupations. The Town is currently one of the few municipalities that requires the yearly renewal of approved development permits for home based businesses.”*

He concluded by stating that Palliser Regional Municipal Services recommends that the Town of Drumheller Council approve Bylaw 14.18.

Mayor Colberg asked Secretary, L. Handy is there was any correspondence. L. Handy stated there was no correspondence.

Mayor Colberg stated there were no speakers in attendance.

Mayor Colberg asked Council if there were any questions. There were no questions.

Mayor closed the Public Hearing at 5:32 PM.

## **9.0 PUBLIC HEARING DECISIONS**

9.1 Bylaw 14.18 – second and third readings

**MO2018.204** Zariski, Hansen-Zacharuk moved second reading of Bylaw 14.18.  
Carried unanimously.

**MO2018.205** Hansen-Zacharuk, Makowecki moved third reading of Bylaw 14.18.  
Carried unanimously.

## **10.0 UNFINISHED BUSINESS**

## **11.0 NOTICE OF MOTION**

## **12.0 COUNCILLOR REPORTS**

## **13.0 CLOSED MEETING MATTERS**

**MO2018.206** Zariski, Lacher moved to go into closed meeting of Council at 6:22 PM.  
Carried unanimously.

14.1 Labour Matter (*FOIPP Section 23 – Local Public Body Confidences*) Recognition Policy

14.2 Labour Matter (*FOIPP Section 17 – Disclosure Harmful to Personal Privacy*) –  
CAO Review

**MO2018.207** Zariski, Lacher moved to revert to open meeting of Council at 8:30 PM.  
Carried unanimously.

14.2 CAO Review

**MO2018.208** Hansen-Zacharuk, Garbutt moved that Council approve a 2% increase for the CAO retroactive to October 1, 2018 to match the collective bargaining agreement plus a \$10,000 bonus for an extraordinary year. Carried unanimously.

There being no further business, Mayor Heather Colberg adjourned the meeting at 8:34 PM.

Regular Council Meeting Minutes  
November 26, 2018

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Chief Administrative Officer

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Mayor