

**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 ±\$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 led 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