

**Town of Drumheller
COUNCIL MEETING
MINUTES**

April 29, 2019, at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne De Mott

Jay Garbutt

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF INFRASTRUCTURE SERVICES

Dave Brett

DIRECTOR OF PROTECTIVE / EMERGENCY SERVICES:

Greg Peters

MANAGER OF ECONOMIC DEVELOPMENT

Sean Wallace

COMMUNICATIONS OFFICER/ECONOMIC DEVELOPMENT OFFICER:

Julia Fielding

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Lisa Hansen-Zacharuk

1. CALL TO ORDER

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

2. MAYOR'S OPENING REMARK

Mayor Heather Colberg announced the following activities:

Alberta's Annual Highway Cleanup – Volunteer Groups – May 4th;

East Coulee SpringFest – May 3rd – 4th;

Town's Spring Cleanup – starts today until May 9th (reminder of no demolition material).

Mayor Colberg proclaimed May 5 - 11, 2019 as Emergency Preparedness Week.

3. ADOPTION OF AGENDA

MO2019.73 Zariski, Lacher moved to adopt the agenda as presented. Carried unanimously.

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1. Regular Council Meeting Minutes of April 15, 2019

MO2019.74 Garbutt, DeMott moved to adopt the Regular Council Meeting Minutes of April 15, 2019 as presented. Carried unanimously.

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

Municipal Planning Commission Meeting Minutes of March 4, 2019

Municipal Planning Commission Meeting Minutes of March 28, 2019

4.3. BUSINESS ARISING FROM THE MINUTES

5.0 DELEGATIONS

Leon Pfeiffer - CPA, CA of RSM Canada attended the meeting and provided an overview of the 2018 audited Financial Statements. His overview included the following comments:

Page 4 Consolidated Statement of Financial Position – The balance sheet is divided by financial assets, liabilities and non financial assets (not as easily converted into cash). Financial assets (comprised of cash and cash equivalents, taxes receivable, etc.) total \$36.2M. Liabilities (comprised of deferred revenue, long term debt, etc) total \$22.8M. Net financial assets are \$13.3M which have increased \$2.7M from prior year and this indicates a very positive financial position. Non-financial assets (comprised of tangible capital assets, inventory for consumption – gravel, fuel, etc) total \$143.1M similar to last year. Accumulated surplus – total of \$156.4M (increase of \$3M over last year which is trending in the right direction).

Page 5 Consolidated Statement of Operations (profit and loss statement). Revenue received \$20.5M (increase of \$600k; net municipal taxes raised is \$8.7M; the next largest source of revenue is sales and user fees at \$7.8M); Expenses paid \$19.5M (decrease of \$800k over prior year – largest decrease in Protective Services of \$490K); Excess of revenue over expenses before capital revenues of \$1M which is up \$1.9M over budgeted (budgeted for a deficiency of \$325,510). Government transfer for capital is below budget due to grants for flood mitigation, fire equipment and other capital structures budgeted to purchase but did not happen. Excess of Revenue Over Expenses of \$3M compared to \$2.4M the prior year.

Page 6 Consolidated Statement of Changes in Accumulated Surplus – Accumulated surplus divided into three pots – unrestricted surplus went from \$5.7M in 2018 to \$4.6M (funds that can be used for any purpose); restricted surplus of \$18.8M (up \$3.3M from prior year – these dollars are internally restricted not subject to external restrictions); and equity in tangible capital assets which represents the net book value of all capital assets (being the original costs less depreciation minus the debt against those assets) for a total of \$133M; leaving a total of \$156.4M as on the balance sheet.

Page 7 Consolidated Statement of Changes in Net Financial Assets – Annual Surplus of \$3M less adjustments like acquisition of tangible capital assets of \$(4.6M) plus amortization of tangible capital assets of \$4.2M for an increase in net financial assets of \$2.6M. This amount is added to change in prepaid expenses and change in inventory for a total of \$2.7M which is added to the net financial assets at balance at the beginning of the year \$10.6M which gives the net financial assets end year total of \$13.3M.

Page 8 – Net inflow of cash and cash equivalents: \$13.8M is the net cash inflow from operations (increase from prior year and it is a positive cash flow – core operations of the Town are generating positive cash flow; if not, the Town would have to start borrowing or grant funding to sustain operations – reflection of good management); \$4.6M for acquiring capital assets, investing activities cash outflow of \$15.2M and take on debt of \$476k and repayment of long term debt of \$891k for a net cash flow of \$414k for financing activities. Resulting in a decrease in cash of \$6.4M which is tied up in the transition of cash to investments. At the end of the 2018, went from \$10.5M in cash and cash equivalent down to \$4.1M however the Town has \$25M in investments.

In response to a question on the Town's unused debt limit, Councillor J. Garbutt reminded Council / Administration that there is an approved stricter debt limit policy in place by former Councils which is 60% of the Provincial's limit. Mayor Colberg asked how the capital revenue projection (\$10M) is determined. B. Miller explained that the number results from the 2018 capital budget and expected flood mitigation work. Mayor Colberg asked how restricted reserves are explained to the residents. B. Miller explained that reserves are like a piggybank and these dollars are used for future repairs or replacement.

L. Pfeiffer concluded his report by commending Administration on the Town's strong financial position. Auditor emphasized that the Town has a strong balance sheet with the ability to pay off current liabilities and remain with an excess.

L. Pfeiffer stated the next report is a summary of how the audit went which is a required report to Council.

Council congratulated Director of Corporate Services B. Miller and her staff for their excellent work for the Town's accounts.

MO2019.75 Garbutt, Zariski moved to approve the 2018 financial statements as presented. Carried unanimously.

Mayor Colberg called a recess at 5:50 PM
Mayor Colberg reconvened the meeting at 5:55 PM.

6. REQUEST FOR DECISION REPORTS
6.1. CAO

6.1.1 Bylaw 06.19 being the Community Standards Bylaw – second and third readings

MO2019.76 Lacher, Garbutt moved second reading of Bylaw 06.19.

D. Drohomerski asked G. Peters to speak to the bylaw. G. Peters recommended that a definition for vehicle be included in the Bylaw that would offer a broader definition and as defined in the Traffic Act which reads as follows: “*Vehicle means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.*” Mayor Colberg would like to change Clause 3.23 that defines reasonable time period more clearly such as wording “within 30 days or at the discretion of the CAO”. Councillor J. Garbutt stated that the new bylaw offers more judgment by Administration and he is comfortable with wording as written “reasonable time period”. Councillor Zariski agreed that reasonable “as determined by the Bylaw Officer or the CAO” would define it more clearly. G. Peters stated that the circumstance and evidence needs to be determined by the enforcing officer.

Councillors Lacher and Garbutt agreed to a friendly amendment to include vehicle definition and Clause 3.23 “as determined by the CAO”.

MO2019.76A Lacher, Garbutt moved second reading of Bylaw 06.19 as amended to include vehicle definition and under Clause 3.23 “as determined by the CAO”. Carried unanimously.

MO2019.77 Lacher, Zariski moved third reading of Bylaw 06.19 as amended. Carried unanimously.

6.1.2 Bylaw 08.19 being a bylaw for the purpose establishing a Tourism Corridor and Community Standards Appeal Board – first reading

D. Drohomerski presented Bylaw 08.19 which is a bylaw to create a Tourism Corridor and Community Standards Appeal Board. He recommended that Council proceed to first reading of Bylaw 08.19.

MO2019.78 Zariski, DeMott moved first reading of Bylaw 08.19. Carried unanimously.

6.1.3 RFD – Community Assistance Application – Drumheller Community Learning Society – Homework Help Program

D. Drohomerski presented a Community Assistance Application from the Drumheller Community Learning Society – Homework Help Program asking for \$7000. He explained that as stated in the Community Assistance Policy C-02-18, all requests for funding above \$5,000 must go before Council for consideration and approval. Louise Henrickson – Homework Help Program Coordinator presented to Council on November 19, 2018. At that time, L. Henrickson expressed the need for financial assistance due to the loss of donations and grants.

MO2019.79 Garbutt, Lacher moved to approve a \$7000 donation to Drumheller Community Learning Society – Homework Help Program under the Community Assistance Program.

In response to questions from Council, it was noted that the proper financials were not attached to the application. Councillor Garbutt stated that he is a board member and the Homework Help Program does not operate with a surplus. He further stated that they are asking for support for the Program from September 1st 2019 to June 30th 2020. He further stated that the funding is only transitional until the Program is able to fundraise and access casino dollars.

Councillor K. DeMott stated that there is sufficient time for the Program Coordinator to find funding elsewhere and recommended that Council donate a smaller amount. She reported that the Drumheller Public Library Society recently donated dollars towards the Program. D. Drohomerski stated that Council could consider a donation for the period from September to December 2019 and then another donation for the period from January to June 2020.

Councillor K. DeMott asked for a friendly amendment to the motion to consider a smaller donation for the 2019 Program.

Councillor Jay Garbutt did not agree to the friendly amendment

Vote on Motion:

5 – in favour; Colberg, Zariski, Lacher, Makowecki, Garbutt

1 – opposed; DeMott

Carried.

Council recommended that in 2020 Council revisit the total amount allotted to the Community Assistance Program.

6.1.4 RFD – Community Assistance Application – Hope College

D. Drohomerski presented a Community Assistance Application for Hope College and their ask is for \$7500.00.

Council did not move forward with a motion.

6.1.5 RFD – Community Counselling Program

D. Drohomerski advised that in 2019 Council agreed to allocate \$75,000.00 to establish and operate the program over the next three (3) years (2019-2021). A RFP for the delivery of this Community Counselling Program was posted on the Town website and the Alberta Purchasing Connection site with a closing date of April 15, 2019. One proposal was received by Wheatland County Counselling in the amount of \$25,000 per year for three (3) years.

MO2019.80 Zariski, Makowecki moved to accept the proposal from Wheatland County Counselling in the amount of \$25,000.00 per year for three (3) years. Carried unanimously.

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

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8. PUBLIC HEARING TO COMMENCE AT 5:30 PM

9. PUBLIC HEARING DECISIONS

10. UNFINISHED BUSINESS

11. NOTICE OF MOTION

12. COUNCILLOR REPORTS

13. IN-CAMERA MATTERS

MO2019.81 Garbutt, DeMott moved to go in closed meeting at 6:18 PM. Carried unanimously.

13.1 Land Matter: Legal Description Plan 0913419 Block 6 Lot 2 (*FOIPP Act Section 23 Local Public Body Confidences*)

13.2 Land Matter: Legal Description 4128EQ Block 6 Lot 1 (*FOIPP Act Section 23 Local Public Body Confidences*)

13.3 Labour Matter (*FOIPP Section 17 Personal Privacy*)

MO2019.82 DeMott, Lacher moved to go out of closed meeting at 8:15 PM. Carried unanimously.

13.2 Land Matter – Legal Description 4128EQ Block 6 Lot 1

MO2019.83 Zariski, Makowecki moved that Council accept the offer of \$15,000 for the subject land adjacent to Lot 1, Block 2, Plan 4128EQ, with the purchaser responsible for all land related costs, including surveys and land titles. Carried unanimously.

14. ADJOURNMENT

There being no further business, Mayor Colberg adjourned the meeting at 8:17 PM.

Chief Administrative Officer

Mayor