

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 22, 2019, 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

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Julia Fielding

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

MANAGER RECREATION, ARTS CULTURE

Darren Goldthorpe

RECORDING SECRETARY:

Dori Appleton

ABSENT:

Councillor: Tom Zariski

1 CALL TO ORDER

Mayor called Meeting to order 4.32 pm

2 MAYOR'S OPENING REMARK

- 2.1 Proclamation - National Drowning Prevention Week July 21 - 27, 2019
Minister of Agricultural coming to Drumheller July 26 at the BCF

3 ADOPTION OF AGENDA

Regular Council Meeting Minutes
July 22, 2019

F. Makowecki asked for an in-camera labour matter to be added.

L. Hansen-Zacharuk, T. Lacher moved to adopt the agenda as amended.

Carried Unanimously.

4 MINUTES

4.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1 Regular Council Meeting Minutes of June 24, 2019 and July 8, 2019

June 24, 2019 minutes

M2019.132 – F. Makowecki, L. Hansen-Zacharuk motion to remove Carried Unanimously on 6.1.1 **M2019.123** J. Garbutt to adopt policy #C-02-19 Relief of Municipal Property Tax on Destructed Improvements, stated it was not carried unanimously.

Vote was 5 In Favour

One J. Garbutt opposed

Minutes adopted as amended.

July 8, 2019 minutes

6.1.2 - **M2109.133** - J. Garbutt, T. Lacher

T. Lacher to remove his name from 6.1.2. **M2019.129** 2nd reading on By-Law 09.19 Proposed LUB amendment to redesignate part of L.S. 7, S19-T28-R19-W4 from A (Agricultural) District to CR (Country Residential) District. as a vote, he was not present.

Vote was F. Makowecki, J. Garbutt

Minutes adopted as amended.

4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

4.2.1 Municipal Planning Commission Minutes of May 30, 2019 and June 13, 2019

4.3 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS

6 REQUEST FOR DECISION REPORTS

6.1 CAO

6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

Regular Council Meeting Minutes
July 22, 2019

- 6.2.1 Request for Decision - Habitat for Humanity Land Donation
Administration is seeking a motion to accept the land as a gift to the Town of Drumheller, from Habitat for Humanity. They have worked for more than 2 years to find clients to build on these lots but have been unsuccessful in finding applicants.

M02109.134 - Motion J. Garbutt, K. Demott move to accept Lots 13 and 14 Block 2, Plan 4317CQ from Habitat for Humanity at no cost to the town and add these 2 lots into the Towns land inventory.

Carried Unanimously.

- 6.2.2 Council Policy #C-02-19 Relief of Municipal Property Tax on Destroyed Improvements
B. Miller - Part of this discussion was brought forward at the last Council Meeting July 8, 2019 discussion as to how the taxes are calculated on properties that are destroyed. Was presented by Steve Washington of Wild Rose Assessment.
It was explained that there are 2 important dates:
July 1st valuation date – that's the date we pick the market taxes
Dec 31st physical date – that's the date your taxed on for the following year

It was further explained the difference between the supplementary assessment and a partial assessment for the following year tax difference. It was explained to Council that if something is built prior to Dec 31 then the property would be assessed on what is built even if its only a partial build the assessment would reflect tax on the following year on a partial build.

It was suggested that parts of the policy needs to be reworded and a possible time line be put in place so that lots are not left unattended and looking vacant. It was shared that insurance places have a time line in place that something needs to be rebuilt within 2 years.

Further discussion was had that the policy needs to be reviewed further and then brought back to Council on August 19, 2019.

60.3 DIRECTOR OF INFRASTRUCTURE SERVICES

- 6.3.1 Request for Decision – Award for East Coulee Lift Station Request for Proposal
D. Brett – the tender is to replace the old existing lift station and other to components with a new lift station, this was leftover work from the treatment plant upgrades. The recommendation is to award to Knibb Developments.

M02109.135 - Motion T. Lacher, J. Garbett move to award the construction of the lift station to Knibb Developments for \$1,137,848.25 excluding the GST.

Carried Unanimously.

6.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5 MANAGER OF ECONOMIC DEVELOPMENT

- 6.5.1 Request for Decision - Real Estate Brokerages for the Sale of Town Owned Properties

Regular Council Meeting Minutes
July 22, 2019

One of the reason is to do this as request for decision is for accountability and covers marketing as well as the criteria to selection.

M02109.136 - Motion J. Garbett, K. Demott – move to select qualified Brokerages to list and market Properties valued at \$250,000.00, or less, in accordance with the process and criteria listed in Appendix "A" & "B" of the Request for Decision.

It was shared with Council that most of our land is raw land, and suggested Council would want to hear back with regards to the larger deals over \$250,000.00, this delegates the CAO to transact that if a broker comes to us with an offer, under \$250,000.00 anything over \$250,00.00 would come back to Council for discussion, this doesn't change what the town is listing, it just changes the transaction.

Carried Unanimously.

6.5.2 Drone Use - Council Policy #C-07-19

Policy is to ensure public safety and privacy of Drumheller residents and to mitigate financial risks by installing addition regulation requiring adequate levels of insurance for commercial drone use.

M02109.137 - Motion L. Hansen-Zacharuk, J. Garbett to approve Council Policy #C-07-19

L. Hansen-Zacharuk – Insurance offices have a requirement with regards to the weight of the drone does this policy cover this issue?

S. Wallace - this covers all drones with regards to commercial dones ... not personal drones as we have a municipal policy that drones are prohibited in the Town of Drumheller
With regards to the enforcement Commercial property owners normally call the Town to ask with regards to the policy within the Town.

J. Fielding – will be making a public announcement about this policy and that there is no personal/recreational drone use in the valley.

Carried Unanimously.

6.6 COMMUNICATIONS OFFICER

6.7 REVIEW OF STRATEGIC PRIORITIES

6.7.1 Trail Gaps – D. Brett the update is that infrastructure is done, Aerial photos based that we have maps of the and on-site tests we are generating a map for the trail types:

1. Paved
2. Gravel
3. Dirt

The map will indicate and show where the gaps are, there will be markings to show where the gaps are.

Target is to do electronic map and placed around town – they haven't been updated in at least 10 years so it can be put on the website and a possible app.

Regular Council Meeting Minutes July 22, 2019

Back to Council August 19th for further update.

- 6.7.2 Dog Park Site Update – G. Peters construction has been completed some house keeping still do will be done before Friday July 26th, discussion with regards to the muddy spots, some of the areas will most likely be graveled on the outside of the fence.
On the inside of the fence some kind of landscaping to be done to help with any possible erosion.

- 6.7.3 Communications Officer - Dino Brand Standards – J. Fielding sending out a survey to residents to ask locals about Drumheller and get their input the survey will run for a few weeks. All the work to be done by the end of September and the contract out for the end of the year.
The brand isn't just about dinosaurs we are looking at redoing the logo and Roger Brooks suggestions will be taken into consideration

Back to Council August 19th for further update.

- 6.7.4 Down Town Development Strategy
The RFP was released last week
There has been 8 inquires with regards to the RFP to close Aug 22nd

7 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

- 7.1 CAO Quarterly Report April 1 to June 30, 2019
Flood Mitigation – Drumheller was approved under the Disaster Mitigation and Adaptation Fund Grant funding for \$50 million, note funding from the province is stalled possible October when the budget is announced.

Vacancies – completed
Toboggan Hill – completed
Offsite Levy – the draft by-law will be coming forward in September.
ICF's Meetings – Trying to get the Municipalities together in late September.
Collective Bargaining – in progress

Items for next Quarter:
Civic Solar
Parks and Recreation Master Plan

- 7.2 Deputy CAO / Director of Corporate Services
Human Resources Specialist target start date on or before September 1, 2019
Recruitment of Utility Manager has been unsuccessful prompting and RFP for the provision of recruitment services to be issued – contract to be awarded by July 24.

Deputy CAO supplied 2019 Budget tables Tax Supported and Utilities Supported for Council to review available online.

- 7.3 Infrastructure Services Quarterly Report April 1 to June 30, 2019
2018 Strategic Business Plan – Adopted by Council on January 8, 2019.
Ball Diamond Upgrades – completed week May 6.
Aquaplex Update – outdoor pools repairs will be awarded to contractor

Regular Council Meeting Minutes July 22, 2019

Arena – Brine Header Trench, awarded to Berg Chilling work to start July 16, 2019.
Street Improvement Program – Request for Proposal was posted end of April project was awarded June 11, 2019 to T.J. paving in the amount of \$885,104.27.
Dog Park Fence- completed July 3, 2019.
Plaza 1.5 – stage scheduled for completion week of July 22, 2019.
Spring Clean Up – complete

Operational Priorities

Fountain Update
East Coulee Lift Station
Beautification / Town Entrances – on going project
WWTP / WTP HVAC – on going project

Councillor T. Lacher left council at 6.08 pm
Councillor T. Lacher returned to council at 6.10 pm

- 7.4 Emergency and Protective Services Quarterly Report April – June, 2019
Community Standards Bylaw – Bylaw #06-19 received final reading and was passed on April 29, 2019.
Fenced Dog Park – Tender closed on March 21, 2019 contractor was selected and construction of the dog park was completed in June.
Hoodoo's parking pilot – parking fee at the Hoodoos for visitors began at the end of June and will continue for July and August and end early September.
Pet Licensing – there was a campaign run that was successful and staff are seeking ways to run other programs and campaigns to generate more interest in the public voluntarily licensing their pets.
Municipal Emergency Plan – work continues being done to rewrite the plan.
Emergency Scenario – has been rescheduled to October 23, 2019.
Derelict Vehicle Initiative – continuing the initiative to remove unused/derelict vehicles from properties.
Destructive Animal Control – work continues to control the number of beavers in the waterways throughout the community.

7.5 Economic Development Manager Quarterly Report

Mayor Colberg left council at 6.16 pm
Mayor Colberg returned 6.18 pm

Senior Housing – working for last 2 months to develop a 160-room state of the art seniors living facility. Investment is worth approximately \$20 - \$30 million dollars and could employ 250 – 300 people.
Sales Funnel – utilizing “Customer Relations Management” software to log and tracks leads thought the sales process.
Seminars – 2 were planned for the fall of this year
1. Succession Planning Seminar
2. Development Process Seminar – this had a low attendance for an event at the BCF.
Land Use Bylaw – development staff and Palliser have started the land use bylaw review, reason: is to update to current standards.
Drone use Policy – draft policy was shared with Council
Downtown Revitalization RFP – was released on July 15, 2019 with a close date of August 22, 2019 and a project start date of September 21, 2019.

Regular Council Meeting Minutes

July 22, 2019

Sale of Town Owned Property – Request for Decision was given to Council.
Economic Development Reserve – council accepted a proposal to establish and Economic Development Reserve Fund last May 2018.

- 7.6 Communication Officer Quarterly Report April – June 2019
Dino Branding – there has been 3 meetings of the branding committee which included what makes a good brand along with dinosaurs' brand. There was an online survey which will be going out to residents to get their input.
Flood Mitigation – the plan will be updated we are now in a different phase.
Town App – an RFP has been drafted this will include the suggestions from Council.
Website – editing and updating of content is ongoing.

- 7.7 Recreation Arts and Culture Quarterly Report
Aquaplex – educators and school bookings were steady until the end of June, swim club wrapped up the end of April, outdoor pool preparations started with the plan of hopefully opening the end of June.

Badlands Community Facility

Two Conventions held

1. Royal Canadian Legion Convention – 450 attendees
2. Canadian Angus Association – 350 attendees

There were 3 different filming crews used the banquet halls and parking lots. Hours of operation were adjusted

D. Goldthorpe supplied Council, Statistics tables with comparisons from 2012 – 2019 for review.

8 PUBLIC HEARING TO COMMENCE AT 6:30 PM

9 PUBLIC HEARING DECISIONS

10 UNFINISHED BUSINESS

11 NOTICE OF MOTION

12 COUNCILLOR REPORTS

- 12.1 Council Quarterly Report
Mayor Colberg
T. Zariski
K. DeMott
T. Lancer
F. Makowecki
L. Hansen-Zacharuk
J. Garbett

All Councillors supplied quarterly reports for Council to review and are available on the Town of Drumheller website.

Regular Council Meeting Minutes
July 22, 2019

13 IN-CAMERA MATTERS

M02109.138 - Motion to go in camera L. Hansen-Zacharuk, K. DeMott, 6.40 pm

Carried Unanimously.

13.1 *(FOIP Section 25 .1.(c)(ii) Disclosure harmful to economic and other interests of a public body)* - Economic Development Report - Nondisclosure Competition Issues

Labour Matter (*Section 17 FOIP Act – Personal Information*)

M02109.139 - Motion to go out of camera T. Lacher, F. Makowecki, 7.45 pm

Carried Unanimously.

Adjourn Meeting

M02109.140 – F. Makowecki, K. DeMott, 7.46 pm

Carried Unanimously.

Chief Administrative Officer

Mayor