



AGENDA
Regular Council Meeting
4:30 PM – Monday September 20, 2021
Council Chambers & Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER

2. OPENING REMARK

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for September 20, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the September 20, 2021 Regular Council meeting as presented.

5. MINUTES

5.1 Minutes for the September 13, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the minutes for September 13, 2021 Regular Council Meeting as presented.

[Regular Council Meeting – 13 September 2021 - Minutes](#)

6. DELEGATION

6.1 Travel Drumheller – Pilot Executive Director Project

[Travel Drumheller Presentation](#)

7. REQUEST FOR DECISION AND REPORTS

7.1. CHIEF ADMINISTRATIVE OFFICER
DRUMHELLER RESILIENCY AND FLOOD MITIGATION INTERIM PROJECT MANAGER

7.1.1 Request for Decision – Award of the Drumheller Resiliency and Flood Mitigation Project Management Team

Proposed Motion: That the Project Director – Drumheller Resiliency and Flood Mitigation Request for Proposal be awarded to Kerr Wood Leidal Associates Ltd for the approximate annual amount of \$576,000 per year excluding GST.

[RFD – DRFM Project Manager Award](#)

7.2. DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

7.2.1. COVID – 19 Update

7.3 CHIEF ADMINISTRATIVE OFFICER

7.3.1 Request for Decision - Council and Committee Meeting Procedures Bylaw 04.21 – Third Reading

Proposed Motion: That Council give third reading to Council and Committee Bylaw 04.21 as amended.

[Council and Committee Meeting Procedures Bylaw 04.21](#)

7.3.2 Request for Decision – Chief Administrative Officer Bylaw 21.21 – First Reading

Proposed Motion: That Council give first reading to Chief Administrative Officer Bylaw 21.21 as presented.

[RFD – CAO Bylaw 21.21](#)

[Chief Administrative Bylaw 12.98](#)

73.3 Request for Decision – Intermunicipal Subdivision and Development Appeal Board Appointments

Proposed Motion: That Council appoint the following people to the Palliser Intermunicipal Subdivision and Development Appeal Board as per Bylaw 17.21: Board Members: Sharon Clark and Keith Hodgson; Clerks: Libby Vant, Linda Taylor and Denise Lines.

[RFD – ISDAB appointments](#)

7.4. DIRECTOR OF INFRASTRUCTURE

7.4.1 Request for Decision – Capital Project – Arena Females Dressing Room

Proposed Motion: That Council allocate \$20,000 in funds from the Facility Reserves to the Drumheller Memorial Arena Upgrades for development of a conceptual design and construction estimate for a women’s change room and flooring upgrades.

[RFD – Arena Dressing Rooms](#)

7.4. MANAGER OF COMMUNITY DEVELOPMENT AND SOCIAL PLANNING

7.4.1 Request for Decision - Recreation Fee Assistance Program

Proposed Motion: That Council adopts the Recreation Fee Assistance Policy C-07-21 and directs Community Development and Social Planning to provide financial support of up to \$30,000 to Recreation in support of this program until December 2022.

[Request for Decision + Recreation Assistance Fee](#)

8. CLOSED SESSION

8.1.1 Economic Development Information – FOIP 24 - Advice from Officials

8.1.2 Labour Relations – FOIP 24 - Advice from Officials

Proposed Motion: That Council close the meeting to discuss Labour Relations and Economic Development Information as per FOIP 24.

9. ADJOURNMENT



AGENDA
Regular Council Meeting
4:30 PM – Monday September 13, 2021
Council Chambers & Live Stream on Drumheller Valley YouTube Channel

IN ATTENDANCE

Mayor Colberg
Councillor Jay Garbutt
Councillor Tom Zariski
Councillor Tony Lacher
Councillor Kristyne DeMott
Councillor Fred Makowecki
Councillor Lisa Hansen-Zacharuk

Chief Administrative Officer (CAO): Darryl Drohomerski
Communication Officer: Erica Crocker
Director of Emergency and Protective Services: Greg Peters
Director of Infrastructure: Dave Brett
Legislative Assistant: Denise Lines

1. CALL TO ORDER

1.1 The Mayor called the meeting to order at 4:30pm

2. OPENING REMARK

Congratulations to the participants and organizers of the Walk for Mental Health and Dinosaur Valley Half Marathon
Thank you to everyone that participated in the Kick it to The Curb initiative.
Rotary White Elephant Sale is October 2 at the Stampede Barn.
Community Clean Up begins this week.

Letter from Municipal Affairs: Results of the review of the Petition.
Link to the letter: <https://drumheller.civicweb.net/document/41608>

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for September 13, 2021 Regular Council Meeting

M2021.211 Moved by Councillor Garbutt, Councillor Makowecki; that Council adopt the agenda for the September 13 2021 Regular Council meeting as presented.

Carried unanimously

5. MINUTES

5.1 Minutes for the September 7, 2021 Regular Council Meeting

M2021.212 Moved by Councillor Lacher, Councillor Hansen-Zacharuk; that Council adopt the minutes for September 7, 2021 Regular Council Meeting as presented.

Carried unanimously

6. DELEGATION

6.1 ATCO Street Light Presentation: 2021 Non-Invested vs Invested and 2021 LED Multiplier Presented by Shahedul Amin, Supervisor, Operations Electricity and Gregory Smith Supervisor Operations

Council discussed the benefits and drawbacks of Non-Invested vs Invested Street Light program as well as the possibility of LED Conversion presented by ATCO representatives. A request was made for an end of life report of the existing lights.

7. REQUEST FOR DECISION AND REPORTS

7.1 CHIEF ADMINISTRATIVE OFFICER

7.1.1 Amendments to Land Use Bylaw 16.20 – Amending LUB Bylaw 18.21 – Third Reading

M2021.213 Moved by Councillor Zariski, Councillor Hansen-Zacharuk; that Council give third reading to Amending LUB 2021-A Bylaw 18.21 as amended.

Carried unanimously

7.1.2 Request for Decision - Council and Committee Meeting Procedures Bylaw 04.21 – First Reading

Council made note of typos and grammatical errors to be corrected prior to third reading.

M2021.214 Moved by Councillor Hansen-Zacharuk, Councillor De Mott; that Council give first reading to Council and Committee Bylaw 04.21 as presented.

Carried unanimously

M2021.215 Moved by Councillor De Mott, Councillor Makowecki that Council give second reading to Council and Committee Bylaw 04.21 as presented.

Carried unanimously

7.2. DIRECTOR OF INFRASTRUCTURE

7.2.1 Request for Direction - Snow Removal and Ice Control Strategy – Amending C-01-21

As discussed, Director of Infrastructure, Dave Brett will make updates to the policy and relevant bylaws to reflect the snow clearing activities currently being carried out by the Town staff.

7.3. DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

7.3.1. COVID – 19 Update

8. CLOSED SESSION

8.1.1 Emergency Department Review – FOIP 24 – Advice from Officials

8.1.2 Drumheller Resiliency and Flood Mitigation Office Project Manager – FOIP 24 – Advice from Officials

M2021.216 Moved by Councillor Hanse-Zacharuk, Councillor Lacher; that Council close the meeting to discuss the Emergency Department Review and Drumheller Resiliency and Flood Mitigation Office Project Manager as per FOIP 24. Time 6:02pm

M2021.217 Moved by Councillor Makowecki, Councillor Hansen-Zacharuk; that Council open the meeting to the public. Time 8:25pm

9. ADJOURNMENT

M2021.218 Moved by Councillor Zariski, Councillor Lacher; that Council adjourn the meeting. Time 8:25pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Drumheller Valley YouTube Link: <https://www.youtube.com/watch?v=zoc3dUFd4Ro>

PRESENTATION TO COUNCIL Pilot Executive Director Project September 2021



INTRODUCTION

Dr Sarah Newstead

Vice Chair of Travel Drumheller

and

Executive Director of the

Atlas Coal Mine National Historic Site

Executive Director Pilot Project Report

OBJECTIVE

to create a sustainable staffing and funding model for Travel Drumheller.



Key Performance Indicators

Expanding Travel Drumheller's funding diversity and amounts by 30+%

\$194,000 in new grant funding has been received. This funding included:

- \$10,000 for DrumDiscovery
- \$163,000 Coop Marketing Funding
- \$20,000 Operational Grant funding from Travel Alberta



Initiating DMF agreements with at least 4 new partners, and all existing DMF agreements renewed(if possible)

- All existing DMF partners renewed their partnership



2021 Guide is produced on budget + time and has sold 100% of ad space

New Guide produced below 2020 budget. All online no revenue generated as a COVID support for businesses. Was excellent relationship builder



An updated strategic plan, annual report and marketing plan is produced

A 2021 Marketing plan was produced
a 2020 Annual Report/Plan produced
The strategic Planning session will take place in October



DRUMHELLER 2020 ANNUAL REPORT

HIGHLIGHTS

2020 was a year of extremes. The Board of Travel Drumheller started 2020 with big plans to develop the organization but these plans came to a halt in March with the COVID-19 pandemic. Despite this challenge, the organization has made great strides with a full time Executive Director being hired, an office space rented, and some hugely successful digital campaigns leading to the highest number of people visiting the Travel Drumheller website in our history.

CHAIR'S MESSAGE

This past year has been one of the most challenging times for our community and our local economy. Vaccinations are being distributed and there is a glimmer of hope for a slightly normal summer ahead. Even with the last 12 months being such a roller-coaster of regulations, we are still preparing and moving forward to support the upcoming tourism season. This destination marketing platform is ready for all of our partners like you to engage and access our marketing tools, campaigns and other support opportunities so that you're prepared for the summer as well. I encourage everyone to talk with our new Executive Director Julia Fielding to find out how we can support you this season.

COVID RESPONSE

Travel Drumheller supported the Town of Drumheller's COVID messaging creating videos encouraging people to wait to visit the Dinosaur Capital of the World. They offered business support through informational pieces and regular updates to partners and other tourism businesses.

2020 ACTIVITIES

- ✓ Job Fair
- ✓ Ambassador Program
- ✓ Appointed a full time Executive Director
- ✓ Uncover Wonder Summer and Fall campaign
- ✓ Uncover Winter Wonder campaign
- ✓ 2020 Exploration Guide

A YEAR IN NUMBERS

170,000 WEBSITE VISITORS	Summer & Fall campaign had 17,247,715 impressions	with 128,690 Click throughs
a 47% ↑ from 2019	5,766 Visitors supported by the Ambassador program	

DID YOU KNOW?

74% OF BUSINESS IN DRUMHELLER IS RELATED TO TOURISM* <small>*TIBRE REPORT 2018.</small>	464 HOTEL BEDS IN DRUMHELLER	1000 CAMPING SPOTS	IN 2019 THE ROYAL TYRRELL MUSEUM SAW OVER 460,000 VISITORS FROM OVER
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Travel Drumheller

Ambassador program is successfully implemented for 2021 season

One Ambassador was hired. An agreement has been made with Kneehill County and Starland County for the Ambassador to support visitors at Horseshoe Canyon and Horsethief Canyon.



Formation of relationships with key DMOs across Alberta (meetings, correspondence, etc)

Dynamic proactive relationships have been developed with Wheatland Co and Kneehill County. This partnership has led training sessions, and joint marketing pieces
Received joint funding with Brooks Tourism for a promotional piece for the new Dinosaur Trail.
Travel Drumheller is now a member of the TIAA (Tourism Industry Association Alberta) and TIAC Tourism Industry of Canada.



Any Questions?



REQUEST FOR DECISION

TITLE:	Project Director Award - Drumheller Resiliency and Flood Mitigation
DATE:	September 15, 2021
PRESENTED BY:	Mark Steffler, P. Eng, Interim DRFMO Project Director
ATTACHMENT:	RFP for Flood Mitigation Project Director

SUMMARY:

Due to changes in staffing, the Drumheller Resiliency and Flood Mitigation office (DRFMO) is in need of a full time Project Director. Mark Steffler, formerly of MPE Engineering, has been serving as the DRFMO Interim Director since June of this year. One of his principal objectives was to engage a full time Project Director Team as soon as possible.

On June 30, a Request for Qualification (RFQ) for Flood Mitigation Project Management was posted on the Town of Drumheller website and the Alberta Purchasing Connection website. On the RFQ's closing date of July 20, two (2) submissions were received. Due to the limited and undesirable submissions, the Town decided to cancel the RFQ and reissue a proposal request to a select group of consultants to provide a Project Director to oversee management and coordination of the Flood Program until completion in 2025. Some of the challenges in resourcing the project include:

- Immediate availability of Senior Project Manager to assume leadership of the project
- Project Manager skillset and experience
- Impact on organization dedicating of a full-time senior Project Manager for 4–5 year project time frame
- Impact on current firm projects by allocating Project Management support resources required for the Flood Project
- Public reaction

Subsequently discussions were initiated with the engineering firms currently or who have worked on the flood project in the past. On August 17, an invitational Request for Proposal was sent to three (3) engineering firms that were identified as potentially having the desired experience and qualifications for this position. The proposal requested that the proponents submit qualifications of Project Director and supporting team, project management experience, and fee estimate based on one full time (40hr/week) Project Director and half time (20hr/week) project support personnel.

On the closing date of September 1, all three (3) selected firms provided submissions. Below is a summary of the submissions:

	Kerr Wood Leidal Associates Ltd	Stantec Consulting Ltd.	Nobilitas Consulting Inc.
Monthly Fee	\$48,000 ¹	\$ 64,700 ¹	\$74,900 ²
- Annual Cost ³	\$576,000	\$776,400	\$898,800
Location	Calgary	Edmonton/Red Deer	Saskatoon
Project Director	Deighen Blakely, P.Eng.	Dorian Wandzura, P.Eng	Greg Chartier, P.Eng
• Experience	• 20yrs River Engineering & Flood Management	• 27yrs General Municipal	• 28yrs Municipal/Asset Management
• Project Management Experience	M	H	H
• Public Engagement	H	H	L
• Drumheller Knowledge/Experience	M	L	L
• Flood Management Experience	H	L	L
• Drumheller Staff and Operation Knowledge	H	L	M
• Municipal Project Experience	L	H	H
• Availability	H	M	M
Director Points	27	21	16
Project Team			
• Additional Team Resources	H	H	L
• Flood Management Experience	H	H	L
• General Drumheller Knowledge/Experience	M	H	L
• Administrative/Corporate Support	M	H	M
Team Points	16	20	6
Total Points	43	41	22

- Notes
1. Cost based on 1.5FTE and includes 8% Fixed Rate Disbursement and 7% Travel Allowance
 2. Cost travel and per diem not include. Assumes Drumheller as base.
 3. Annual cost are estimate only. Actual cost will vary depending over the 4-5 year life of the depending on project schedule, complexity, phase/stages, and public engagement requirements.
 4. H=High 5 points, M=Medium 3 points, L= Low 1point

RECOMMENDATION:

Administration recommends that the Project Director – Drumheller Resiliency and Flood Mitigation Request for Proposal be awarded to Kerr Wood Leidal Associates Ltd. (KWL), with Deighen Blakely, P.Eng. as Project Director. The scope of the project will change over time so the annual value of \$576,000 of contract work is an approximate amount based on the work required in 2021/22.

DISCUSSION:

Administration has met with both Kerr Wood Leidal and Stantec. While both consultants can perform the work well, it is felt that KWL provides the most cost-effective management team to take over direction of the project. Deighen provides the following benefits:

- Is very familiar with the Drumheller Flood Program having been involved with the project since 2019.
- Extensive flood management and river engineering experience
- City of Calgary River Engineering Team Lead 2016-19 overseeing:
 - flood monitoring emergency preparedness, and response,
 - Development of policy and guidelines regarding development within flood prone areas,
 - community engagement,
 - Identification and initiation of capital projects including grant applications
- Alberta Environment approval experience and contact
- Familiarity with Town staff, Council, and operations through involvement with 2020 Emergency Management Plan implementation
- Availability to start transition to Project Director role immediately

KWL is currently the engineering design lead for the North Drumheller Dikes (from Hospital to Travelodge) as well as other projects within the Flood Mitigation Program. These projects would be transitioned from Deighen to KWL personnel to lead, to maintain degree separation and transparency.

FINANCIAL IMPACT:

Funding for the DRFMO Project Director will be from the \$55.0M DRFMO project budget and is eligible for reimbursement under the DRFMO grant funding.

STRATEGIC POLICY ALIGNMENT:

Awarding the project to Kerr Wood Leidal Consulting aligns with Council's strategic priority of Climate Change Adaptation, System Sustainability and a Displacement Program for Flood Readiness.

COMMUNICATION STRATEGY:

A letter of award will be provided to the successful proponent, and letters of non-award will be provided to the unsuccessful proponents. A media release will be developed by Alchemy Communications as part of the DRFMO communications protocols and will be distributed via social media and local news outlets and posted on the town website.

MOTION:

Councillor _____ moves that the Project Director – Drumheller Resiliency and Flood Mitigation Request for Proposal be awarded to Kerr Wood Leidal Associates Ltd for the approximate annual amount of \$576,000 per year excluding GST.

SECONDED:

Mark Steffler

Prepared by:
Mark Steffler
DRFMO Interim Director



Approved by:
Darryl E. Drohomerski, C.E.T.
Chief Administrative Officer

Attn:

**RE: Request for Proposal
Drumheller Flood Resiliency Program – Project Director**

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

Project Overview

A Request for Proposals closed on July 20, 2021 for a firm to provide Project Management services for the Drumheller Flood Mitigation program. Due to limited submissions, the Town decided to cancel the proposal and reissue a proposal request to select group of consultants to provide a Project Director to oversee management and coordination of the Flood Program until completion in 2025. The consultants that have been invited to submit proposals include:

- Nobilitas Consulting Group
- Stantec Consulting Ltd
- Kerr Wood Leidal Consulting Engineers

Appendix A provides a brief description and overview of the Flood Mitigation program

The previous Project Management proposal requested that a Team be submitted to undertake all management phases of the project. The scope has been revised to reduce the project workload for the Project Director. The Project Director will report to the Town Chief Administrative Officer (CAO) and will oversee and coordinate with the design teams for delivery of the Project. The Project Director will be supported by the following other resources:

- Financial support is currently being provided by Ascend Financial. It is envisioned that Ascend will continue to provide this support through preparation payment vouchers, and general accounting services. The Town financial department/Chief Financial Officer will provide financial oversight and reporting services.
- Communication will continue to be Alchemy Communication and the Town's communication department.
- Property negotiations will be undertaken by separate personnel working with the Project Director. The Negotiations Manager will meet with individual property to negotiated property acquisitions.

Scope of Services

a. Project Director/Management

- oversee, engage, coordinate and direct the various Project Consultants, Surveyors, Architects, Engineers, Planners, Landscape Architects and “other” contractors to maintain the economical and efficient operation, maintenance, upgrading and expansion of the Town’s systems and facilities; impacted or associated with this project;
- manage the performance and delivery of other contracted Services and purchased goods and materials for the Flood Mitigation office;
- work with Property Negotiations Manager to review impacts and land requirements for the purpose of land acquisition.
- maintain a good rapport and relationship with the Members of the Council, customers, government departments, regulatory authorities, suppliers and contractors;
- Keep the Mayor and CAO apprised of relevant issues, incidents and matters of concern that may have impact on the Project;
- Working with Communications Team, coordinate and attend public/resident engagement and open houses;
- attend and represent the interests of the Council at external meetings and other events;
- Coordinate and be a liaison between the Design Consultants, Town, and Federal/Provincial approval agencies;
- Liaise with Provincial and Federal funding agencies on matters related to funding eligibility, auditing, and reporting matters are completed;
- Coordinate with Chief Financial Officer in preparation of Federal and Provincial grants claims and semi-annual reporting;
- Oversee and ensure that environmental reviews and all Federal/Provincial regulatory approvals are obtained
- Review of Design Team drawings;
- Coordinate and review designs with Town Operations staff;
- Review of cost estimating provided by the Design Team;
- Schedule regular project coordination meetings with the Project Team members;
- Assisting the Design Consultant in the preparation of contract documents, including review of drawings and specifications as well as options for tendering;
- Reviewing questions received from stakeholders, Town personnel, residents, and the Team in support of the Project;
- Providing recommendations on construction feasibility, availability of materials, labour, time requirements for construction and factors related to cost;
- Overall project management, including adjustments based on the progress of work and specific recommendations for prioritizing and accelerating critical path items;
- Consult with third party utilities regarding relocation of existing utilities, installation of temporary works, scheduling, and crossing/proximity agreements;
- Value engineering assistance and best construction practices recommendations;
- Each Design Consultant will be responsible to oversee and manage construction of their projects. The Proponent will be a liaison between Contractors, Design Consultants, Town personnel, and residents during construction;
- Maintain communication with Town Operations personnel to ensure input during design/construction, coordinate scheduling with Town projects and long-term maintenance obligations.

b. Support Services

- Organize, maintain and keep safe the physical and electronic records and documents;
- Collect and organize contracts, reports, logs and other supporting documentation necessary for project worksheets;
- Undertake such administrative actions and tasks that may be administratively required to complete the project;
- Work with project design consultants during construction and liaise with residents during construction;
- Compile a complete set of records of the project;
- Management of Flood Project GIS system;
- Integration of GIS and records with Town's file management system at completion of the project;
- Work with Communication Team in preparation of resident notification, open houses, and ongoing community engagement throughout the project;
- Close out document review and preparation of Emergency Management Operations Plan at the end of the project.

Delivery of Services

The Term of the Services will be for five (5) years from September 2021 to summer 2025. Construction is to be completed Fall 2024 with final reporting and post construction services being completed summer 2025. The Proponent will provide a dedicated person to act as Project Director and associated support. The personnel time will vary throughout the project, but It is envisioned that the position will require on average 1.5 Full Time Equivalent (FTE) personnel. The Project Director would be a full time position with half time support.

The office of the Flood Mitigation is located on the second floor at 702 Premier Way in Drumheller. It is envisioned that the Proponent will maintain at least a part time presence in Drumheller 2-3 days per week during the project, with full time presence being required during construction, to address resident concerns and coordinate work with Town staff. The Proponent will be provided use of the Flood Office at no charge.

Council meets approximately twenty (20) times annually. Updates will be presented on a monthly basis in a format that also meets the reporting of grant authorities. Monthly meetings of an advisory team and a technical team will be required. A monthly meeting with the CAO and Mayor will occur. Agendas and other information are conveyed by electronic means primarily through direct transmission of documents but also by internet site where information and documents are posted.

Proposal Submission

Proposals are to be **submitted by email to purchasing@drumheller.ca by 2:00 pm Wednesday, September 1, 2021**. Proposals shall not exceed ten (10) single sided pages, 8 1/2 X

11, 11 pt. font. Cover letters, table of contents, organizational charts, personnel resumes, and appendices will not be considered in the number of pages.

Each proposal received will be evaluated based on the below criteria.

- **Project Director Experience** - The Project Director shall have at least ten (10) years of project management experience in delivery of multi discipline team flood management project. Two (2) client references and relevant projects shall be provided. The proposal shall include:
 - Organizational chart identifying key personnel, roles and responsibilities;
 - Supporting personnel;
 - Location of key personnel.
- **Project Knowledge** – Proponents are to provide a summary of past experience and role on the Drumheller Flood project. Proposals shall provide a clear understanding of the objectives and critical issues that could affect the outcome of the project. The Proponent should include a clear explanation of their proposed approach and may include any innovative comments or ideas pertaining to delivery of the project.
- **Budget** – It is understood that costs and labour requirements will vary throughout the life of the project. For the purpose of evaluating the proposals, a monthly budget shall be provided on basis assuming a full time (40hr/week) Project Director, ½time project support, and associated disbursement. Proposals are to include hourly rate schedule, disbursements, and estimation of annual rate increases for key project personnel.

Should you have any questions please contact me via email at msteffler@drumheller.ca or by cell at (403) 823 0382.

Yours Truly,

Mark Steffler, P.Eng.
Interim Project Director

APPENDIX A - Project Overview

The Town of Drumheller, recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

The Town of Drumheller is a flood community and major floods have occurred in 1902, 1915, 1932, 1954, 1991, 2005, 2013, and 2018. While some areas in Drumheller have existing flood mitigation infrastructure, additional work is needed to improve upon Drumheller’s level of flood mitigation and resiliency.

The Town of Drumheller has chosen to make significant investment to mitigate flooding throughout the Valley. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long-term strategy. In 2019 the Town was approved for \$55M in funding through the Government of Canada’s Disaster Mitigation and Adaptation Fund, the Government of Alberta’s Community Resiliency Program, and from the Town of

Drumheller to undertake flood mitigation works throughout the Valley. The work was to be completed by 2024. Council’s Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

In 2020 preliminary design work commenced to identify areas requiring additional flood mitigation works and to identify property acquisition requirements. During 2020 the Flood Office developed a Design Team for the project. The Design Team is comprised of the following consultants:

- Scott Land and Lease Ltd. (SLL) – Land Agent
- Hunter Wallace Surveys Ltd. (HWS) – Legal Surveys
- Northwest Hydraulic Consultants Ltd (NHC) – Hydraulic Modelling
- Parkland Geotechnical Consulting Ltd. (PGS) – Geotechnical Engineer
- Landscape Architects:
 - Ground Cubed Inc.
 - IBI Group
- Engineering Design
 - Klohn Crippen Berger (KCB)
 - Kerr Wood Leidal Associates Ltd (KWL)
 - Sweet Tech Engineering Consultants (SWT)
 - Wood Environment & Infrastructure Solutions (Wood)

The Flood Mitigation Program consist of twelve (12) major projects; additional projects may be added depending on funding availability. Provided below is a list of each of the major projects, engineering design firm and anticipated construction schedule.

Project	Consultant	Construction Schedule
Nacmine	Wood	2022
Midland	KCB	2023
Newcastle	KCB	2023
North Drumheller (Dike A, B ,& C)	KWL	2022
Drumheller (Dike D)	SWT	2022
Drumheller Willow Estates	Wood	2022
Rosedale Highway 10X	KWL	2024
Rosedale Scarlett	KWL	2024
East Rosedale	Wood	2023
Cambria	KWL	2024
East Coulee	Wood	2024
Lehigh	Wood	To Be Confirmed

In 2019, the Town created the Drumheller Resiliency and Flood Mitigation Office (DRFMO) to oversee implementation of the flood program. In June 2021 Council decided to make a change in management, thus facilitating the need for new Project Management team.

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Repeal Bylaw 10.09

BEING A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE THE
PROCEEDINGS OF COUNCIL AND OTHER COMMITTEES AND TO DEFINE CERTAIN
DUTIES OF THE COUNCIL AND DESIGNATED OFFICERS OF THE TOWN OF
DRUMHELLER, IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26.1, Section 145, a Council may pass bylaws respecting the establishment, function and procedures of Council, Council Committees and other bodies established by the council

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta, duly assembled, hereby enacts as follow:

1. NAME

This Bylaw shall be cited as "Council & Committee Meeting Procedure Bylaw".

2. DEFINITIONS AND INTERPRETATION

In this Bylaw, words have the meanings set out in the Act;

- (a) "Administration" means the employees of the municipality;
- (b) "Agenda" means the order of business for a meeting;
- (c) "Bylaw" means a Bylaw of the Town;
- (d) "Chief Administrative Officer" or "CAO" duly appointed to that position by Bylaw of the Town of Drumheller and in accordance with Section 205 of the Municipal Government Act;
- (e) "Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the Municipal Government Act;
- (f) "Chief Elected Official" or "Mayor" in addition to performing a Councillors duty, must preside as the Presiding Officer when attending Council or Committee of the Whole meetings; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Councillor chosen to preside at the meeting from those Councillors present;
- (g) "Committee" could be a committee established in accordance with the provisions of the MGA for the municipality, or a public committee with representation of Council or Administration;

- (h) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;
- (i) "Committee of the Whole" consists of the Members of Council in a discussion-oriented meeting;
- (j) "Councillor" means a member of the Town of Drumheller Council, and includes the Chief Elected official;
- (k) "Delegation" shall be one or more persons who have formally requested, and been granted, an audience at a meeting;
- (l) "Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor; the deputy Mayor shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix any other business required by the Act, or which Council or the CAO may direct;
- (m) "Electronic Communications" shall mean that members of Council or Council committee may attend a meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances;
- (n) "Freedom of Information and Protection of Privacy Act" or "FOIP" protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies;
- (o) "Lay on the Table" or "Table" is a motion to set a pending main motion aside temporarily, within the course of the same meeting, to accommodate something else of immediate urgency;
- (p) "Meeting" means any meeting where all members are eligible to attend and quorum is maintained throughout the meeting;
- (q) "Member" means a Member of Council duly elected who continues to hold office, or a Member of any and all Committees duly appointed by Council to that Committee;
- (r) "Municipal Government Act" or "MGA" means Municipal Government Act, R.S.A 2000,c M-26 and associated regulations, as amended;
- (s) "Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.

- (t) "Point of Information" or "Request for Information" is a request directed to the presiding officer, or through the presiding officer to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.
- (u) "Point of Order" a statement by a member during a meeting as to the whether correct procedure is being followed.
- (v) "Point of Procedure" a question directed to the person presiding at a meeting to obtain information on the rules of procedure
- (w) "Point of Privilege" a request or motion, usually relating to the rights and immunities of the assembly collectively or of an individual member.
- (x) "Postpone to a Certain Time" a motion to postpone consideration of a main notion to a specific time during the same meeting or to a specified later meeting.
- (y) "Presiding Officer" synonym of Chairperson; could also refer to the Chief Elected Official or Mayor or Deputy Mayor in relation to meetings of council or council committees.
- (z) "Public Hearing" a formal hearing that must follow rules set out by provincial and local legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing;
- (a.1) "Quorum" is the majority of membership entitled to vote who must be present in order to conduct a meeting. 4 of 7 as related to Council members or 50% plus 1. Two-thirds vote of quorum may be required on some items;
- (b.1) "Special Meeting" is a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;
- (c.1) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF THIS BYLAW

- 3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees and their members established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.
- 3.2 The precedence of the rules governing the procedures of Council is:
- (a) the MGA;
 - (b) other provincial or federal legislation;
 - (c) this Bylaw; and
 - (d) Robert's Rules of Order Newly Revised
- 3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.
- 3.4 This Bylaw, in part or whole, can only be repealed, amended, suspended or rescinded:
- (a) by a Request for Decision with written motion at the proceeding Regular Meeting of Council and setting forth the terms of the proposed change or,
 - (b) by a unanimous vote at a Regular Meeting or Special Meeting.

4. MEETING PROCEDURES

4.1 Annual Scheduling

- (a) Annually, council will approve a schedule of meetings for the subsequent year, including date, time and place. All members must be present at the meeting when the schedule is approved.
- (b) Annually, council shall agree upon a day to hold regular council meetings. When the day specified is a statutory holiday, such meetings of council shall be held upon the next day following which is not a statutory holiday. Regular council meetings will be held every second week. Committee of the Whole meeting may be held on the alternate day.
- (c) Regular Council Meetings and Committee of the Whole Meetings will begin at such an hour as to allow for public attendance and shall not continue past 10:00pm of the same day if in session at that hour.

- (d) Notice to the public of the annual council meeting schedule will be deemed sufficiently given by one or more of the following methods, on the official Town of Drumheller website and/or social media, local print media, radio advertising.

4.2 Changes to a Meeting, Time, Date or Place

- (a) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 - (i) to any councillors not present at the meeting at which the change was made, and;
 - (ii) to the public [MGA 193(1)]
- (b) Re-scheduling, cancelling or postponing a meeting may occur:
 - (i) by a vote of the majority of members at a previously held meeting or;
 - (ii) with the written consent of a majority of members, providing twenty-four (24) hours notice is provided to members and the public.
- (c) Notice of a change to a council or council committee meeting is deemed to have been given to a councillor or member of a council committee if the notice is delivered to an adult person at the councillors or member's home or place of business.
- (d) Notice to the public of changes to meeting dates and times will be deemed sufficiently given by one or more of the following methods; on the official Town of Drumheller website and/or social media, local print media, radio advertising.
- (e) Agenda items from meeting that has been re-scheduled, cancelled, and / or postponed will added to the agenda of the subsequent meeting.

4.3 Meeting Conduct – Members and the Public

- a) In order to ensure a respectful meeting environment, councillors must abide by all applicable administrative and council policies and bylaws related to conduct.
- b) All councilors have the responsibility for ensuring that the rules of this Bylaw are adhered to. A Member may raise a Point of Order upon noticing a breach of rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.

- c) Each councillor has an opportunity to speak about the matter at hand;
 - i) councillors must keep their comments relevant to the issue at hand.
 - ii) councillors must be recognized by the Presiding officer before speaking
 - iii) councillors shall not speak twice to the same item, without every other councillors having first received their opportunity to speak.
- d) When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer. The Presiding Officer will make a ruling without unnecessary comment.
- e) When a Point of Information is raised, the Presiding officer shall answer the question or direct the question to the appropriate councillor or administration.
- f) The Presiding officer at any meeting may expel or remove any person who is guilty of improper conduct, which shall solely be determined by the Presiding officer or CAO
- (g) Council and council committee must conduct their meeting in public unless 7.4 of this Bylaw applies.
- (h) Any Member of the public who, while in a meeting, interrupts and disturbs the proceedings of the meeting by words or actions and who, when so requested by the Presiding officer, refuses to end such interruption or to leave the meeting if so requested, shall be guilty of an offence shall be subject to removal from the meeting room.

5. ELECTRONIC MEETINGS AND LIVE STREAMING

5.1 In accordance with MGA Section 199 (1), any meeting may be conducted by means of electronic or other communication facilities if

- (a) notice is given to the public of the meeting, including the way in which it is to be conducted,
- (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designate officer is in attendance at that place, and
- (c) the facilities enable all the meeting's participants to watch of hear each other.

- 5.2 With approval from the members, a member may attend a meeting by means of electronic device.
- 5.3 A member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 5.4 Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the Town's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The Town of Drumheller cannot guarantee that video streamed footage will always be available
- 5.5 If it is predetermined in the agenda that no further items and/or decisions are addressed or made following the Closed Session portion of any meeting other than the decision to adjourn the meeting, the member may decide to close the video stream function once the members move into a Closed Session.

6. QUORUM

- 6.1 If there are not sufficient numbers assembled within 15 minutes following the scheduled commencement time of any meeting to constitute a quorum the names of all the members present at that time shall be recorded; the meeting shall be deemed adjourned until the next regular meeting.
- 6.2 When a meeting is for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or alternatively at a Special Meeting called for that purpose.

7. AGENDA - COUNCIL

- 7.1 The agenda for scheduled Regular Council meetings and Committee of the Whole meetings shall:
 - (a) be created under the joint direction of the Chief Elected Official and the CAO including input from Council;
 - (b) include minutes of previous Council meeting(s) and copies of all reports or communications to be dealt with at the meeting.
 - (c) include time, location and order of business for the meeting;
 - (d) be distributed to members at least (2) two full days prior to the Council meeting.

- (e) will only have items added the day of a Council meeting by the Presiding officer or a two-thirds (2/3) majority vote of Council. All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- (f) have all matters of business that appear on the Council agenda which have not been dealt with added to the agenda of the next regular meeting of Council through a motion.

7.4 CLOSED SESSIONS [MGA 197]

- (a) Council and council committees may close all or part of the meeting to the public if the matter being discussed is within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*.
- (b) Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve;
 - (i) the part of the meeting that is to be closed, and
 - (ii) the basis on which, under the exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* the part of the meeting is to be closed.
- (c) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.
- (d) No motion will be allowed to follow the Closed Session discussion unless the item was placed on, or included in, the approved agenda.

7.5 MOTIONS

- (a) No motion shall be offered on items that are not on the adopted agenda.
- (b) Any motion made in the negative shall be ruled out of order. All motions shall be written and read in the affirmative.
- (c) All motions shall be entered in the minutes and require a seconder before being debated. Failure to find a seconder means the motion is not considered.
- (d) A motion may be withdrawn at any time by the councillor or member who made the motion. At which point the debate would cease.
- (e) After the motion has been read by the Presiding officer, it shall be deemed to be in possession of the Members.

- (f) Once the question by the Presiding Officer is called:
 - i) a unanimous vote will be recorded as such
 - ii) if there is a split vote, the names will be recorded.

7.6 BYLAWS

- (a) A council may act only by resolution or bylaw.
 - (i) Where a council or municipality is required or authorized under this or any other enactment or bylaw to do something by bylaw, it may only be done by bylaw.
 - (ii) Where a council is required or authorized under this or any other enactment or bylaw to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.
- (b) Bylaws are to be presented by the CAO and must appear on the agenda with the number, short title, and a request for decision shall be included at the first reading at a minimum.
- (c) In accordance with the MGA;
 - (i) every bylaw shall have three (3) separate and distinct readings and;
 - (ii) shall not be given more than two readings at one meeting unless the Members present unanimously agree to consider third reading;
 - (iii) Council may be required by the MGA to hold a Public Hearing or when it may be in the best interest of the community to hold a Public Hearing for Public Participation;
 - (iv) may require the approval of a Provincial Authority prior to third reading.
- (d) The following shall apply to the passage of all bylaws:
 - (i) First Reading: a proposed bylaw shall be introduced for first reading by a motion that the bylaw be read a first time;
 - (ii) members shall vote on the motion for first reading of a bylaw without amendment or debate;

- (iii) bylaws that have a Public Hearing may only be given first reading before going to the Public Hearing,
- (e) Second Reading: a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time;
 - (i) Council may debate the substance of the bylaw;
 - ii) Council may propose and consider amendments to the bylaw; and
 - iii) Council may refer by motion the bylaw to Administration for further information or from a Committee for further review prior to second reading.
- (f) Third Reading: all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
 - (i) a bylaw shall be passed when a majority of the Councillors present, vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

7.7. PUBLIC HEARINGS

- (a) A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall, subject to the applicable statute in respect to manner of notice, and the method of holding the hearing, be drawn up in accordance with the provisions of this section.
- (b) Public hearings notice will be advertised for at least two (2) weeks in local print media, the official Town of Drumheller website and social media accounts.
- (c) Any person who claims that they will be affected by the subject matter of the public hearings shall be afforded an opportunity to be heard by Council either personally or through their agent.

7.7 DELEGATIONS AND PRESENTATIONS

- a) Any person or group of persons wishing to make direct representation to Council, shall advise the CAO's office using a submission form found on the website or available by request, for consideration not less than seven days prior to the subsequent meeting.
- b) The written submission shall state:
 - i) the name of the person or group representative wishing to speak and;
 - ii) their municipal and mailing addresses, phone numbers, email and;

- iii) description of the subject matter they wish to speak on and;
 - iv) provide presentation material in an approved format and;
 - v) handouts must be received no later than the Wednesday prior to the presentation.
- c) Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous 3 months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.
- e) Council shall, at its next regular meeting following the delegation presentation, discuss any decisions or issues, if required, regarding the issue raised by the delegation-
- f) During the delegates presentation:
- i) delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council;
 - ii) in questioning delegations, Councillors will only ask questions which are relevant to the subject of the hearing and will avoid repetition;
 - iii) delegations will be restricted to speaking to the relevant subject matter only;

8. FIRST MEETING OF TOWN COUNCIL

- 8.1 The first meeting of Council after a general election shall be held not later than two weeks after the third Monday in October;
- 8.2 The CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.3 A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.5 Immediately upon completion by every Councillor present making the oath and subscribing the official oath or solemn affirmation, the CAO shall retire from the Presiding officer, and The Mayor shall take the Presiding officer;

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

- 9.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year
- 9.2 The CAO shall set the time and place for the Organizational Meeting; the business of the meeting shall be limited to:
- a) the appointments of members to Committees which Council is entitled to make; Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.
 - b) establishing a roster of Deputy Mayors for the Council term in accordance with MGA Section 152(1) Council, each Deputy Mayor shall swear an oath of office in a ceremony which will be held during a regular scheduled Council meeting
 - c) In the absence, or inability, of the Mayor or Deputy Mayor to act, the next Deputy Mayor shall assume the presiding officer as Acting Mayor, or Council may appoint any other as Acting Mayor. An Acting Mayor shall have all the powers and shall perform all the duties of the Mayor.

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

- 10.1 The Committee of the Whole is comprised of Councillors.
- 10.2 The CAO and other required administrative staff may be asked to attend Committee meetings to make presentations and answer questions.
- 10.3 The purpose of the COTW is to:
- a) Meet principally as a forum for discussion enabling all Committee members to discuss key items without the requirement to make a decision;
 - b) Receive updates and information on emerging and ongoing projects, initiatives and opportunities;
 - c) Minutes from Boards and Committees will be accepted as information;
 - d) Receive scheduled delegations and submissions;
- 10.4 Minutes will be taken for Committee of the Whole meetings.
- 10.5 The Committee may make the following motions:
- a) To adopt the minutes of a previous Committee meeting

- b) To receive agenda reports as information;
- c) To make recommendations to Council; and
- d) To move into a Closed Session meeting or to revert to an open meeting, pursuant to the MGA and the FOIP Act

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

- a) may call a special meeting whenever the official considers it appropriate to do so, and;
- b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors;

11.2 The Chief Elected Official calls a special council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

11.2 A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

11.3 No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

11.4 A special meeting may be cancelled:

- a) by the Chief Elected Official if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

12. COUNCIL SPECIAL TASK FORCES

12.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Councillors and may include members of the public; but may not delegate to any such Task Force any of Council's powers, duties, or functions.

12.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Councillors present at a meeting of Council.

12.3 The intent of Special Task Forces is to investigate and report on special tasks a signed by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

- 12.4 If in attendance at the time, any Member of Council may be eligible participate in any Special Task Force. The Chief Elected Official shall be an ex-officio member of all Special Task Forces without the right to vote upon all questions

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

- 13.1 Council may establish Committees and Boards and appoint representatives as required by legislation, agreement or bylaw.
- 13.2 Unless authorized by Council or other legislation, Council established Boards and Committees are required to operate under the bylaws, policies and terms of reference developed and implemented by Council.
- 13.3 Council established organizations should submit bylaws, policies and procedures to the Town and submit any changes as necessary.
- 13.4 Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights at the Committee of the Whole meeting.
- 13.5 Council may make member appointments to a board or committee at any time.
- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.
- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.

15. TRANSITIONAL

15.1 This Bylaw shall take effect on the day of the third and final reading.

15.2 Upon third reading of this Bylaw, Bylaw 10-09 and all amendments are repealed.

READ A FIRST TIME THIS 13th DAY OF SEPTEMBER, 2021

READ A SECOND TIME THIS 13th DAY OF SEPTEMBER, 2021

READ A THIRD AND FINAL TIME THIS ___ DAY OF ___, 2021

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	CAO Bylaw 21.21
DATE:	September 20, 2021
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	CAO Bylaw 21.21 + CAO Bylaw 12.98

SUMMARY:

CAO Bylaw 21.21 is an updated and modernized version of the CAO Bylaw 12.98.

As with the Council Procedures bylaw we would like the input of Councillor to create a document that better reflects the updated duties and responsibilities of the Chief Administrative Officer.

RECOMMENDATION:

Administration recommends that Council give first reading to Bylaw 21.21. This updated version better reflects the current responsibilities of the CAO in the Town of Drumheller.

DISCUSSION:

By making changes and updates to our CAO Bylaw we will create a document that clearly defines the expectations of the Chief Administrative Officer's role as it exists in 2021.

FINANCIAL IMPACT: n/a

STRATEGIC POLICY ALIGNMENT:

Update Bylaws and Policies is a key strategic priority of Council and Administration.

COMMUNICATION STRATEGY:

The final document will be made available to the public on the Town website.

MOTION:

That Council give first reading to CAO Bylaw 21.21 as presented.

SECONDED:

Prepared By:

Denise Lines
SR Administrative Assistant

Approved By:



Darryl Drohomerski C.E.T.
Chief Administrative Officer

**TOWN OF DRUMHELLER
BYLAW NUMBER 21.21**

REPEALS 12.98

A BYLAW TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26 s. 205, requires that every Council must establish, by bylaw, the position of Chief Administrative Officer;

AND WHEREAS Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer,

AND WHEREAS Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer

NOW THEREFORE the Council of the Town of Drumheller, duly assembled, hereby enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the "CAO Bylaw".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- a) " Administration" means the general operations of the Town, including all personnel, financial and other related resources and matters as permitted by the Municipal Government Act (MGA) and any successor legislation;
- b) " Chief Administrative Officer (CAO)" means the person appointed to the position of chief administrative officer for the Town of Okotoks, by Council within the meaning of the MGA;
- c) " Council" means the municipal council of the Town of Drumheller, means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;
- d) " Deputy Mayor" means the person acting in the absence of the Mayor for the Town of Drumheller, within the meaning of the MGA;
- e) " Mayor" means the person elected to the position of Chief Elected Official for the Town of Drumheller, within the meaning of the MGA;
- f) " Municipal Government Act (MGA)" means the Municipal Government Act, R. S.A. 2000, Chapter M- 26, any regulations thereunder, and any amendments or successor legislation thereto;

- g) " Policy" means policies that are approved by Council, provide strategic direction on programs and services delivered by the Town, primarily impact and address the residents of the Town, and provide an official position on plans to govern the Town.
- h) " Town" means the municipal corporation of the Town of Drumheller.

3. OFFICE

- 3. 1. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title " CAO":
- 3. 2. Council will appoint an individual to the position of Chief Administrative Officer.
- 3. 3. Council will establish the terms and conditions of the appointment of the CAO including the salary, vacation entitlements and fringe benefits to be paid or provided to the CAO and are to be reviewed annually. The CAO shall be entitled to participate in employee benefit plans which all other employees are entitled to participate in at the same set rate.
- 3. 4. Council as a whole must provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO' s responsibilities.

4. ACCOUNTABILITY

- 4. 1. The CAO is accountable to Council for the exercise of all powers, duties and functions assigned to the CAO under the MGA, this Bylaw, any other enactment, or delegated to the CAO by Council.
- 4. 2. The CAO, as provided for in the MGA, is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the CAO by Council under the MGA and under this or any other bylaw to an employee of the Town.
- 4. 3. The CAO is the principal administrative link between the Administration and Council. Under the MGA, the CAO:
 - a) is the administrative head of the Town;
 - b) ensures that the policies and programs of the Town are implemented;
 - c) advises and informs Council on the operation and affairs of the Town;
 - d) performs the duties and functions and exercises the powers assigned to a CAO under the MGA and other enactments or assigned or delegated by Council; and
 - e) has all the powers, duties, and functions given to a designated officer under the MGA or any other statute or enactment.

- 4.4. Members of the Administration are accountable to the CAO. The CAO shall be the contact between the Administration of the Town and Council and communication from the Administration to Council shall flow through the CAO.

5. GENERAL POWERS AND DUTIES

5. 1. The CAO is authorized to:

- a) appoint an Acting CAO to act during absences of up to 4 weeks of the CAO;
- b) coordinate, direct, supervise and review the performance of the Administration;
- c) establish the structure of the Administration;
- d) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- e) conduct, audits, investigations and studies of the Administration, as the CAO deems necessary;
- f) hire, appoint, transfer or promote any Town employee;
- g) evaluate, discipline, suspend, demote, or remove any Town employee, and
- h) determine salaries, benefits, hours of work and other working conditions;
- i) provide corporate leadership in ensuring that all Town policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- j) prepare and submit to Council such reports and recommendation as may be required by Council; and
- k) respond to inquiries and requests for information on behalf of the Town, including stating the Town' s position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.

6. FINANCIAL POWERS AND FUNCTIONS

6. 1. The CAO has the authority to:

- a) prepare and submit operating and capital budgets as directed by Council;
- b) pay any amounts which the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal or competent jurisdiction, relating to an action, claim or demand against the Town;
- c) monitor and control expenditures within the budgets approved by Council for the Administration and authorize budget adjustments or adjustments for programs within a division as long as the amount budgeted for that division does not change, and in particular report on variances on any of these adjustments over \$ 10,000 on a quarterly basis to Council;
- d) designate the financial institution(s) to be used by the Town and shall

open and close accounts that hold the Town' s money;

- e) invest funds on behalf of the Town in accordance with the provisions of the MGA;
- f) to add amounts to the tax roll of a parcel of land under the MGA;
- g) except as otherwise instructed by Council, and without limitation, instruct legal counsel to provide legal services to the Town and Council and retain, instruct and pay for the services of legal counsel.

7. CONTRACTS AND AGREEMENTS

7. 1. The CAO is authorized to:

- a) approve and enter into all contracts and agreements, as directed and sanctioned by Council, involving:
 - i) the sale of Town owned land at a sale price which is not less than 95% of the appraised market value;
 - ii) the purchase of land, which has been allocated in the Town capital budget, and is for a purchase price which is not greater than 5% above the appraised market value;
- b) enter into all agreements and contracts incidental to the development and subdivision of land within the Town pursuant to the MGA and complete all documents required for or incidental to such development or subdivision;
- c) extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the MGA;
- d) negotiate and settle all actions, claims, or demands against or by the Town and complete all related documentation;
- e) enter into all agreements or contracts for leases of land at fair market value;
- f) enter into all provincial and federal grant funding agreements;
- g) enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under the MGA;
- h) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment.
- i) sign:
 - i) along with the person presiding at the meeting, all minutes of Council meetings;

- ii) along with the Mayor, all bylaws, and
- iii) along with the Mayor or Councillor, agreements and cheques and other negotiable instruments;
- iv) along with the Mayor or Councillor, one payroll cheque to cover the payroll account;
- v) acting alone all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw or enactment; and
- j) The CAO' s signature and the signatures of any other Town employees to whom Council or the CAO delegates signing authority may be printed, lithographed or otherwise reproduced.

8. OTHER POWERS AND DUTIES

8. 1. The CAO:

- a) is appointed as Returning Officer for the purposes of the Local Authorities Election Act;
- b) is the Head of the Town for the purposes of the Freedom of Information and Protection of Privacy Act and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities.
- c) is the liaison between the Town and the Commanding Officer of the RCMP detachment serving the Town
- d) is the Director of Emergency Management for the Town

8. 2. The CAO is authorized to:

- a) accept services of all notices and other documents on behalf of the Town;
- b) provide any and all certificates or statutory declarations on behalf of the Town;
- c) temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- d) prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- e) carry out inspections, remedies, enforcement or other actions pursuant to the MGA, any other enactment, or any bylaw where the MGA or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;

- f) make determinations and issue orders pursuant to the MGA or any other statute, enactment or bylaw which the Town is authorized to enforce;
- g) ensure administrative support is provided to all Town Council' s Boards and Committees;
- h) revise bylaws under the MGA including correction of clerical, grammatical and typographical errors and altering of the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, or title.
- i) consolidate bylaws, including the preparation of administrative consolidations; and
- j) ensure the sufficiency of any petition that may be submitted to the Town in accordance with the requirements of the MGA.

9. SEVERABILITY

It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

Conflict:

In the event that the provisions of this Bylaw conflict with any other bylaw, this Bylaw shall govern.

10. TRANSITIONAL

10.1 This Bylaw shall take effect on the day of the third and final reading .

10.2 Upon third reading of this Bylaw, Bylaw 12-98 and all amendments are repealed.

READ A FIRST TIME THIS _ DAY OF _, 2021

READ A SECOND TIME THIS _ DAY OF _, 2021

READ A THIRD TIME AND PASSED THIS _ DAY OF _, 2021

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER
BY-LAW NO. 12.98

A BY-LAW TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act, R.S.A., 1994, c. M-26.1 s. 205, requires that every Council must establish, by by-law, the position of Chief Administrative Officer;

NOW THEREFORE the Council of the Town of Drumheller, duly assembled, hereby ENACTS AS FOLLOWS:

Title:

1. This By-law may be referred to as the "Town Manager's By-law."

Establishment of the Position of Town Manager:

2. Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer, which position shall be called the Town Manager's position.
3. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer which person shall be called the Town Manager.

Definitions:

4. In this By-law:
 - a. "Act" means the Municipal Government Act, R.S.A., 1994, C. M-26.1 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation.
 - b. "Town" means the corporation known as the Town of Drumheller, duly enacted by Order in Council 414/97.
 - c. "Council" means the Council of the Town of Drumheller.

Powers and Duties:

- 5.. The Town Manager is the administrative head of the municipality.
6. The Town Manager shall have all of the powers, duties, responsibilities and functions that are given to, imposed on, or described for the Chief Administrative Officer in the Act.

7. Without limiting the administrative powers of the Town Manager, the Town Manager shall:
 - a. Appoint, suspend or remove any employee from any position in the Town;
 - b. Direct, supervise and review the performance of the administration of all Town departments and employees of the Town.
 - c. Develop and recommend, for Council approval, policies dealing with non-administrative matters as directed by Council, or at the initiation of the Town Manager.
 - d. Implement all policies and programs of the Town.
 - e. Develop, approve and implement policies, procedures and practices dealing strictly with administrative matters.
 - f. Prepare and submit to Council, budgets for operating and capital programs annually or more often as required or as Council may direct.
 - g. Monitor and report on the operating and capital budgets approved by Council.
 - h. Advise and inform Council or Council committees on the operation and affairs of the Town.
 - i. Prepare and submit such reports and recommendations as may be required by Council or Council committees.
 - j. Provide a liaison between the Town and Commanding Officer of the R.C.M.P. Detachment.
 - k. Subject to the approval of Council:
 - (i) restructure any Town departments;
 - (ii) negotiate, with Personnel Committee, all collective agreements.
8. The Town Manager shall attend all meetings of Council and Council committees unless excused therefrom and attend meetings of such Boards, Committees, Authorities, Commissions or other bodies, as may be required by Council.

9. The Town Manager shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Town, provided that no action requires an expenditure of money that has not been included in an operating budget, interim operating budget or capital budget or otherwise authorized by Council.
10. The Town Manager may delegate any of the powers, duties or functions given to the Town Manager position by by-law, the Act or any other enactment to a designated officer or to an employee of the Town.
11. The Town Manager may take whatever actions or measures are necessary to respond to an emergency.
12. The person appointed as Town Manager shall hold the position for a period of time that is determined by Council.
13. Council shall fix the salary and determine what benefits are to be paid or provided to the Town Manager.
14. Council shall review the performance of the Town Manager and the annual salary and benefits provided to the Town Manager not less than once in a twelve-month period.

Effective Date:

16. This By-law shall take effect on the date of its third reading.

Conflict:

17. In the event that the provisions of this By-law conflict with any other by-law, this By-law shall govern.
18. By-law 95.02 of the M. D. of Badlands No. 7 and By-law Nos. 6-90 and 3-95 of the City of Drumheller are hereby rescinded.

READ A FIRST TIME this day of....., 1998.

MAYOR

TOWN CLERK

READ A SECOND TIME this day of....., 1998.

MAYOR

TOWN CLERK

READ A THIRD TIME AND FINALLY PASSED this day of, 1998.

MAYOR

TOWN CLERK

TOWN OF DRUMHELLER

MEMORANDUM

Date: January 6, 1998
To: All Department Heads and Delegates
From: Town Manager
Subject: DELEGATION BY THE TOWN MANAGER

Purpose:

The purpose of this memorandum is to delegate to Department Heads and any acting Department Heads certain of the powers, duties, responsibilities and functions of the Town Manager.

Delegation:

As of this date, I delegate the following powers, duties, responsibilities and functions:

1. Director of Engineering Services:

The Director of Engineering Services and any person appointed by the Town Manager or the Director of Engineering Services as the acting Director of Engineering Services (collectively referred to as the Director of Engineering Services are hereby delegated the following powers, duties, responsibilities and functions:

- (a) The Director of Engineering Services shall manage the staff and activities of the Department of Engineering and Transportation Services.
- (b) The Director of Engineering Services is hereby authorized to acquire goods and services in accordance with the Town's Purchasing Policies, as may be initiated and amended from time to time by Council.
- (c) The Director of engineering Services shall ensure that all records and documents located in the Department of Engineering and Transportation Services Department are kept safe.

2. Director of Finance:

The Director of Finance, herewith referred to as the "Treasurer", is hereby delegated the following powers, duties, responsibilities, and functions:

- (a) The Treasurer shall manage the staff and activities of the Finance Department.
- (b) The Treasurer shall ensure that:

- i. The revenues of the Town are collected and controlled and receipts are issued in the manner directed by Council;
- ii All money belonging to or held by the Town is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council.
- iii. The accounts for authorized expenditures referred to in Section 248 of the Act are paid.
- iv Accurate records and accounts are kept of the financial affairs of the Town, including the things on which the Town's debt limit is based and the things included in the definition of debt for the Town.
- v. The actual revenues and expenditures of the Town compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
- vi Money invested by the Town is invested in accordance with Section 250 of the Act.
- vii Assessments, assessment rolls and tax tolls for the purposes of Parts 9 and 10 of the Act are prepared.
- viii Public auctions held to recover taxes are carried out in accordance with Part 10 of the Act.
- ix All records and documents located in the Finance department are kept safe.

(c) The Treasurer shall:

- i. Sign all cheques and other negotiable instruments in conjunction with the chief elected official or other delegate of Council, unless Council decides that the Treasurer shall be the only signatory.
- ii Open or close the accounts that hold the money of the Town
- iii Have annual financial statement prepared of the Town for the immediately preceding year in accordance with generally accepted accounting principles for municipal governments and any modification of these principles or any supplementary accounting standards or principles that are imposed by regulation. These financial statements shall include the Town's debt limit and the amount of the Town's debt as defined in the regulations to the Act.

- iv Make the Town's financial statements or a summary of them and the auditor's report of the financial statements available to the public in the manner that Council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.
 - v Have a financial information return prepared respecting the financial affairs of the Town for the immediately preceding calendar year.
 - vi Submit the financial information return and the financial statements and the auditor's report on the same to the Minister by May 1 of the year following the year for which the return and statements have been prepared.
 - vii Have an annual tax roll prepared in accordance with Sections 327 and 329 of the Act.
 - viii Have tax notices prepared for all taxable property and businesses shown on the tax roll and send the tax notices to the taxpayers in accordance with Sections 333, 334, and 335 of the Act.
 - ix Have receipts prepared for taxes that are paid.
 - x Have a tax arrears list prepared and ensure that two copies of the list are sent to the Registrar of the Land Titles Office and that a copy of the tax arrears list is posted prior to March 31 each year, in accordance with Section 412 of the Act.
 - xi Issue tax certificates in accordance with Section 350 of the Act.
 - xii Pursuant to Section 445, offer for sale at a public auction goods that have been seized under a distress warrant if the tax arrears are not paid, unless an action to recover tax arrears has been commenced.
 - xiii Have offered for sale at a public auction any parcel of land shown on the tax arrears list if taxes are outstanding, in accordance with Section 418 of the Act.
- d. The Treasurer is hereby authorized to:
- i. Acquire goods and services in accordance with the Town's Purchasing Policies, as may be initiated and amended from time to time by Council.
 - ii Sign promissory notes as security for a loan for operating or capital expenditures or the operation of a utility, provided that the borrowing is authorized by by-law.

- iii Certify tax notices that are sent pursuant to Section 335 of the Act.
- iv Decide which taxable property or business is to have a tax payment applied in the circumstances set out in Section 343 of the Act.
- v Prepare and issue distress warrants and seize goods pursuant to distress warrants in accordance with Sections 438 and 439 of the Act.
- vi Send notices pursuant to Section 416 of the Act.
- vii Request the Registrar of the Land Titles Office to remove the tax recovery notification from a certificate of title pursuant to Sections 413 and 415 of the Act.
- viii Enter and take possession of a parcel of land which is offered for sale at a public auction in accordance with Section 420 of the Act.
- ix Adjourn a public auction in accordance pursuant to the provisions of Section 422 of the Act.

3. Town Clerk

The Town Clerk is hereby delegated the following powers, duties, responsibilities and functions:

- a. The Town Clerk shall manage the staff and activities of the Town Clerk's Department.
- b. The Town Clerk is hereby authorized to acquire goods and services in accordance with the Town's Purchasing Policies, as may be initiated and amended from time to time by Council.
- c. The Town Clerk shall send a list of Councillors and any other information to the Minister of Municipal Affairs within five days after the Councillors' terms begin.
- d. The Town Clerk shall attend all Council and Council Committee meetings and record:
 - i. all minutes in the English language, without note or comment.
 - ii the names of Councillors and Council Committee members present at each meeting
 - iii any public hearings to the extend directed by Council.
- e. The Town Clerk shall give the minutes to the respective Council or Council Committee for adoption at a subsequent meeting.

- f. The Town Clerk shall sign the Council and Council Committee minutes and shall present them for signing to the person who presided at the meeting.
- g. The Town Clerk shall sign all by-laws passed by Council and all agreements that Council has endorsed by resolution.
- h. The Town Clerk shall ensure that the:
 - i. by-laws and minutes of Council and Council Committee meetings; and
 - ii all records and documents located in the Town Clerk's department are kept safe.
- i. The Town Clerk shall keep custody of the corporate seal.
- j. The Town Clerk is authorized to certify that:
 - i. the advertising requirements under the Municipal Government Act have been met.
 - ii. a copy of any by-law, resolution or record is a true copy of the original.

5. Director of Administrative Services

The Director of Administrative Services and any person appointed by the Director of Administrative Services as the acting Director (collectively referred to as the "Director") are hereby delegated the following powers, duties, responsibilities and functions:

- a. The Director shall manage the staff and activities of the Administrative Services Department.
- b. The Director is hereby authorized to:
 - i. Acquire goods and services in accordance with the Town's Purchasing Policies, as may be initiated and amended from time to time by Council.
 - ii. Sign on behalf of the Town:
 - letters of offer of employment;
 - employment contracts,
 - memorandums of understanding, subject to Council approval
 - contracts obligating the Town to participate in benefit plans and federal or provincial employment and social programs,
 - WCB claims,
 - contracts for professional or medical assessments related to WCB claims.

- c. The Director shall ensure that all records and documents located in the Administrative Services department are kept safe.

6. Director of Community Services

The Director of Community Services and any person appointed by the Director of Community Services as the acting Director (collectively referred to as the "Director:") are hereby delegated the following powers, duties, responsibilities and functions:

- a. The Director shall manage the staff and activities of the Community Services Department.
- b. The Director is hereby authorized to:
 - i. Acquire goods and services in accordance with the Town's Purchasing Policies, as may be initiated and amended from time to time by Council.
 - ii. Sign on behalf of the Town:
funding agreements with the federal and provincial government for staff under various grant programs;
letters of agreements with community groups for services for special events.
- c. The Director shall ensure that all records and documents located in the Community Services Department are kept safe.

7. Town Planner

The Town Planner and any person appointed by the Town Planner as the acting Town Planner (collectively referred to as the "Town Planner") are hereby delegated the following powers, duties, responsibilities, and functions:

- a. The Town Planner shall manage the staff and activities of the Planning & Development Department.
- b. The Town Planner is hereby authorized to acquire goods and services in accordance with the Town's Purchasing Policies, as they may be initiated and amended from time to time by Council..
- c. The Director shall ensure that all records and documents located in the Planning Department are kept safe.
- d. Nothing herein affects the Town Planner's authority under the Planning Act.

8. Fire Chief

The Fire Chief is hereby delegated the following powers, duties, responsibilities and functions:

- a. The Fire Chief shall manage the staff and activities of the Fire Departments, including the staff and activities of the East Coulee and Rosedale District fire departments.
- b. The Fire Chief shall ensure that all records and documents located in the Fire Department are kept safe.

9. Conclusion

If there are any questions arising from the above or any matters which have not been addressed which you feel should have, please bring them to my attention as soon as possible.

R. Romanetz
Town Manager.



REQUEST FOR DECISION

TITLE:	Intermunicipal Subdivision and Development Appeal Board Appointees
DATE:	September 15, 2021
PRESENTED BY:	Darryl Drohomerski, CAO
ATTACHMENT:	N/A

SUMMARY

The Town of Drumheller recently passed the Intermunicipal Subdivision and Development Appeal Board Bylaw 17.21, which provides the town with the resources and support of the Palliser Regional Partners for appeal hearings.

One of the requirements for the Town, now that the Bylaw has been passed, is that we appoint, by Council Resolution, the members from Drumheller that are willing to serve on this Board.

Currently there are two members at large of Drumheller's SDAB are willing to join the Palliser region as are the clerks that are currently certified. The names are:

Certified Members at Large	SDAB Certified Clerks
Keith Hodgson	Denise Lines
Sharon Clark	Libby Vant
	Linda Taylor

RECOMMENDATION

That Council appoints all the above-named members to the Palliser ISDAB in accordance with Bylaw 17.21.

FINANCIAL IMPACT:

n/a

STRATEGIC POLICY ALIGNMENT:

Good governance

MOTION:

That Council appoint the following people to the Palliser Intermunicipal Subdivision and Development Appeal Board as per Bylaw 17.21: Board Members: Sharon Clark and Keith Hodgson; Clerks: Libby Vant, Linda Taylor and Denise Lines.

SECONDED:

Approved By:

Darryl Drohomerski, C.E.T.
Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Drumheller Memorial Arena Upgrades
DATE:	September 2, 2021
PRESENTED BY:	Dave Brett, P. Eng, PMP, Director of Infrastructure Services

SUMMARY:

The Drumheller Memorial Arena was originally opened in 1967 and was following the design standards of the time. Due to design changes over the past several decades, as well as user groups' expectations, two issues are now causing challenges for user groups and maintenance programs:

- 1) Women's Change Room
 - a. In the intervening 50 years since the facility was constructed, the demographics of the user groups have changed significantly, and now a dedicated women's change room is required. When this issue was first identified, the lobby women's washroom was split in half, to create a change room that has a locking door. However, this set up requires users to then leave the room and traverse the lobby and enter the team's assigned locker room for pre- and post-game sessions. This disrupts the team spirit, isolates the female players of the co-ed teams and due to the limited size of the current women's change room, creates a crowded space when multiple teams with female players come to the arena.
- 2) Skate safe flooring in Lobby and north hallway
 - a. The skate safe flooring material used in the Lobby area, north hallway and change rooms is asbestos based and requires annual sealing at a cost of \$4,000. Any work that requires removal of this material creates a safety hazard that increases costs and risks.

In 2019 the Town of Drumheller worked with the Drumheller Minor Hockey Association (DMHA) to develop a concept and cost estimate for the construction of a dedicated women's change room at the northeast corner of the arena, adjacent to the existing team change rooms, and a scope for replacing the skate safe flooring. The DMHA then used this concept to submit a grant application to the Co-op Community Spaces Fund, which was not successful. Administration has continued to work with DMHA on this issue. The intention is to request \$20,000 of Capital funds in the 2022 Capital Budget for development of conceptual design and detailed project estimate, that will be incorporated into the 2022 Capital Budget. Additionally, the Town and DMHA will use it as the basis for grant applications. The goal is to acquire grant funding in 2022 and have the work completed no later than the start of the 2023/2024 minor hockey season.

Given the level of public support following the Drumheller Mail's article of July 20, 2021, Administration has examined other options:

- A) Allocate funds in 2022 Capital Budget as planned
 - a. Continue with current plans of allocating funds for preliminary design in 2022 Capital budget with objective of applying for grant funding to cover cost of construction. Work to be carried out upon confirmed receipt of grant funds.
- B) Disregard grant funding in 2022 Capital Budget
 - a. The Town of Drumheller would carry out engineering and construction within the 2022 Capital Budget, for use in the 2022/2023 minor hockey season. This work would occur whether or not grant funding is received.

- C) Allocate one the current change rooms to Women's Change Room
 - a. Currently there are four (4) change rooms in the north hallway of the arena. During Minor Hockey use, one (1) room is allocated to each of the home and visiting teams. During high use periods the rooms are staggered two (2) to alternating games; this allows for high use of the ice sheet as teams can prepare for a game while the preceding game's teams change from their match. Allocating one (1) room as women's change room will no longer allow this, resulting in longer inter-game scheduling and less ice availability. This would result in loss of revenue for the Town as well as restrict the number of participants in minor hockey due to the reduced ice time available.

- D) Immediate allocation of \$20,000 in the 2021 Capital Budget
 - a. Allocate \$20,000 immediately to begin engineering work to develop preliminary and detail design, along with construction budget estimate to refine capital request for 2022/2023 construction, along with supporting grant applications by the Town and DMHA. The goal being to have the new women's change room constructed for the 2022/2023 of 2023/2024 Minor Hockey Season, depending upon receipt of grant funding.

- E) Immediate allocation of \$150,000 in the 2021 Capital Budget
 - a. Allocate \$150,000 immediately to begin engineering and construction so that work is completed for the 2022/2023 minor hockey season regardless of grant funding.

- F) Allocate \$40,000 of funds for rental of temporary space
 - a. Rental of modular units for the 2021/2022 season and any additional seasons needed, while carrying out design work, in conjunction with one (1) of the options above. It should be noted that if done in conjunction with an option that is grant dependent, this cost will be incurred annually until grant funding is received for the construction.

RECOMMENDATION:

Administration recommends alternative D, immediate allocation of \$20,000 in the 2021 Capital Budget, for preliminary design, development of cost estimate and incorporation into the capital budget request for 2022/2023. This design can then be used by the Town and DMHA to support grant applications to supplement Town capital funds for the project.

DISCUSSION:

The goal of the project will be to retrofit additional space for use by women users of the arena onto the 50-year-old structure to make it more user friendly. This will result in the loss of some parking spaces to the northeast of the building. However, as an additional benefit, it will allow for the women's washroom in the lobby to be returned to its original size. Along with this, the replacement of the skate safe flooring with a more modern product will address a staff health risk and reduce annual maintenance costs for the facility.

FINANCIAL IMPACT:

The cost of the initial concept engineering work would be drawn from the Facilities Reserve, while actual detail design and construction source can be determined during the 2022 Capital Budget development process. The Town and DMHA will continue to apply for applicable grants to minimize the Town's budget expenditure.

STRATEGIC POLICY ALIGNMENT:

This project is in alignment with the strategic goals of Drumheller being a friendly and welcoming community. It also aligns with ensuring that participation in sport is not restricted based on gender.

COMMUNICATION STRATEGY:

A media release will be distributed to inform the public of the altered 2021 Capital Budget, and letters will be sent to the Drumheller Memorial Arena users and other stakeholders to inform them of the decision.


COUNCIL MOTION:

MOTION:

Councillor: _____ moves that Council allocate \$20,000 in funds from the Facility Reserves to the Drumheller Memorial Arena Upgrades for development of a conceptual design and construction estimate for a women’s change room and flooring upgrades.

Seconded:

Prepared by:
Dave Brett
Director of Infrastructure Services



Approved by:
Darryl Drohomerski, C.E.T.
Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Recreation Fee Assistance Council Policy C-07-21
DATE:	September 17, 2021
PRESENTED BY:	Tiffany Scarlett
ATTACHMENT:	Recreation Fee Assistance Policy C-07-21

SUMMARY: The purpose of the Recreation Fee Assistance program is to improve the well being and quality of life for its residents by offering access to the Arena, Aquaplex, and Badlands Community Facility (BCF) at a reduced rate.

RECOMMENDATION: To offer tiered cost reduction of 50-90% for a full membership, as well as a \$100-\$200 credit towards classes and programs.

DISCUSSION: Under the current program, Recreation offers a 50% discount for memberships and no additional support for programs. Recreation has in the past absorbed the difference between the subsidized membership and the regular price however, with an increase of the subsidy up to a 90%, a dedicated line item in CDSP's budget is now required. The estimated value for the membership and program supports for the next sixteen months, to December 2022, is \$30,000.

Currently, applicants are required to reapply for support every year. This modification will recognize that those who are on AISH or Seniors' Benefits, have a predictable income that will continue to fall under the threshold yearly. These members will not be required to reapply and retell their story every year. They will, however, be required to renew their membership on an annual basis to ensure that their contact information stays relevant.

As well, the RFA program lets people in the doors to access the facilities, but they still have barriers from using the programs because of the cost. Recreation offers several programs that foster quality of life, including summer camps for kids or yoga as examples. Subsidized members will be able to access these courses by utilizing a credit that can be used towards covering an entire class, or the credit can be divided and applied to more than one program. This credit will be available as a certificate so that CDSP can track the funds.

FINANCIAL IMPACT: The cost of this program for 2021 and 2022 (16 months) is estimated to be \$30,000.

STRATEGIC POLICY ALIGNMENT: Improving the Recreation Fee Assistance Program to better serve the Drumheller Valley community is one of Council's Strategic Priorities for this year. These amendments will be applied to the Council Policy on Recreation Fee Assistance.

COMMUNICATION STRATEGY: Upon approval, the program will be advertised in the newspaper, on the Town's website, through Drumheller Online, and shared amongst Interagency partners.

MOTION:

That Council adopts the Recreation Fee Assistance Policy C-07-21 and directs Community Development and Social Planning to provide financial support of up to \$30,000 to Recreation in support of this program until December 2022.

SECONDED:

Prepared By:
Tiffany Scarlett
CDSP Manager

A handwritten signature in purple ink, appearing to be 'D.D.', with a long horizontal flourish extending to the right.

Approved By:
Darryl Drohomerski
Chief Administrative Officer

**COUNCIL POLICY C-07-21
RECREATION FEE ASSISTANCE POLICY**

Repeals C-01-16

1. POLICY STATEMENT

The Town of Drumheller believes that the well-being and quality of life for its residents are important. Upon approval of an application process, the program allows eligible residents access into the following recreation facilities at a reduced rate: Arena, Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards classes and programs.

2. DEFINITIONS

“Family”

- (a) A married or common law couple with or without dependents;
- (b) Up to two cohabitating adults with or without dependents;
- (c) A lone parent with dependents;
- (d) Guardian(s) and the dependents in their care;
- (e) Intergenerational families with or without dependents.

“Qualifying Documents”

- (a) Letter of acceptance to financial supports – such as AISH or Guaranteed Income Supplement
- (b) Two (2) recent pay stubs
- (c) Income tax forms
- (d) Notice of Assessment
- (e) Direct deposit statements

3. PROGRAM DETAILS

- 3.1 Applications for Recreation Fee Assistance are accepted throughout the year. They are available on the Town’s website, Town Hall, and the Badlands Community Facility and Aquaplex.
- 3.2 The program is available to all residents of Drumheller Valley upon proof of residency.
- 3.3 The applicant must submit a *qualifying document* to support low income, proof of identification, and current contact information. Applicants receiving long-term, predictable income such as AISH or Seniors’ Benefits, will only be required to provide proof of income on their initial application. Applications that do not reflect an income will be reviewed using an interview process.
- 3.4 All requests will be reviewed by the Manager of Community Development and Social Planning or his / her delegate and applicants will be notified of approval.

- 3.5 Full Fee Assistance will be based on 90% of the facility entrance costs for the current year, and will include a \$200.00 credit towards programs. Partial Fee Assistance will be based on 50% of the facility entrance costs for the current year, and will include a \$100.00 credit towards programs. Approved members will also have access to membership costs for programs.
- 3.6 Patrons will have an option of making monthly payments on their portion of the membership. Payment amounts will be determined by dividing the patron's portion by the number of months included in the membership (Annual = 12). Payment will be due on the first of each month. Interest rates will not be applied. Approved applicants will be exempt from keeping a credit card on file as many people living under this income threshold do not have credit cards.
- 3.7 All members of the particular *family* must live in the same dwelling and all adults will be required to show proof of residency. Proof of residency may include Driver's License, utility bill, internet bill, letter from Grace House, or rental agreement.
- 3.8 Credit will be applied to annual memberships and may be prorated for shorter terms; however, the maximum an individual may be eligible for in a 12-month period is \$100/\$200 depending on their income threshold.
- 3.9 Audits will be completed on each subsidized membership, upon renewal, to determine the frequency of the membership. The purpose of this is to ensure that memberships are being utilized by the applicants who are subsidized and funds are being distributed most appropriately. Memberships that have been used less than 12 times during the term will be investigated and have the potential of not be renewed.
- 3.10 Eligibility criteria is based on the qualifications as outlined in the attached Schedule A.

4. TRANSITIONAL

- 4.1 This Policy repeals Policy C-01-16 upon approval from Council.
- 4.2 The Town of Drumheller offers this recreation subsidy program to its residents effective October 12, 2021

Date: _____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

QUALIFICATION FOR RECREATION FEE ASSISTANCE PROGRAM

Qualification is automatic if you are a current resident of the Town of Drumheller and one of the following applies to you:

- (a) You are on AISH (Assured Income for the Severely Handicapped):
 Please bring a copy of your Health Benefits Card or a direct deposit statement.
- (b) You are on Income Support or another Alberta Works program:
 Please provide a copy of your letter stating the expiry date along with either Adult/Child Benefit Card or direct deposit statement.
- (c) You are a Drumheller Housing Authority Tenant:
 Please provide a copy of your most recent receipt.
- (d) You are on Guaranteed Income Supplement:
 Please provide a copy of your Guaranteed Income approval letter or direct deposit statement.
- (e) You have Refugee Status:
 Please provide a copy of your Protected Person Status document. For Refugee Claimants, provide a copy of your Refugee Protection Claimant document.
- (f) Income earners falling under the following categories

	Full Benefits (90% membership + \$200 programming credit)	Partial Benefits (50% membership + \$100 credit)
Single Income	up to \$27,000	up to \$31,500
Double Income	up to \$48,500	up to \$63,000

Please provide a copy of two (2) recent paystubs, Notice of Assessment, or Income Tax; or approval from other benefit/program such as Food Bank.

If you are not a recipient of any of the above programs or benefits listed above you may still qualify.

Those who do not have documentation will be contacted and the application process will include an interview.