

Town of Drumheller COUNCIL MEETING AGENDA

Monday, August 31, 2020 at 4:30PM
Council Chamber, Town Hall
224 Centre Street, Drumheller,
Alberta



Page

1. CALL TO ORDER

2. MAYOR'S OPENING REMARK

2.1. Deputy Mayor Swearing In - Councillor Jay Garbutt for September and October 2020

3. ADOPTION OF AGENDA

3.1. Agenda for August 31, 2020 Regular Council Meeting

Motion:

That Council adopt the August 31, 2020 Regular Council meeting agenda as presented.

4. MINUTES

3 - 7

4.1. Minutes for the August 4, 2020 Regular Council Meeting

Motion:

That Council adopt the August 4, 2020 Regular Council meeting minutes as presented.

[Regular Council - 04 Aug 2020 - Minutes](#)

4.1. MINUTES OF MEETING PRESENTED FOR INFORMATION

8 - 11

4.1.1. Municipal Planning Commission August 4, 2020 Meeting Minutes

Motion:

That Council accept the minutes of the August 4, 2020 Municipal Planning Commission meeting for information.

[MPC Minutes - August 4, 2020 - Signed](#)

5. REQUEST FOR DECISION AND REPORTS

5.1. CHIEF ADMINISTRATIVE OFFICER

5.2. CHIEF RESILIENCY & FLOOD MITIGATION OFFICER

12 - 17

5.2.1. Request for Decision - Flood Mitigation, Award for Engineering Design Services

Motion:

That the Council of the Town of Drumheller engage SweetTech Engineering Consultants to undertake engineering design services for initially assigned flood mitigation infrastructure projects to a value of \$300,000.00, and further;

That Council award the contract for the provision of Geotechnical Engineering Coordination Services to Parkland Geotechnical Consulting Ltd. for an estimated value of \$300,000.00.

[RFD - 20200831 DRFM Award Engineering Services](#)

5.3. DIRECTOR OF INFRASTRUCTURE SERVICES

18 - 27 5.3.1. Water/Wastewater Utility Bill Forgiveness Presentation- Utilities Manager, B. Adams
[Utility Bill Forgiveness Presentation](#)
[RFD - Utility Bill Adjustment](#)

28 - 29 5.3.2. Request for Decision - Kick It to The Curb Weekend, Sept 11, 12, 13

Motion:

That Council approve the implementation for the Kick It to the Curb program, as an adjunct to our annual Community Clean Up program, on September 11, 12 and 13, 2020 from 8:00am - 8:00pm each day.

[RFD - Kick It to the Curb 2020](#)

5.4. **MANAGER OF RECREATION**

5.4.1. Report on the Opening of Town Owned Facilities

30 - 31 5.4.2. Request for Decision - Recreation Fees - Reopening 2020

Motion:

That Council direct administration to continue to suspend the collection of monthly membership fees for those on automatic withdrawals and extend those memberships by the length of time the member was unable to use the facility up to January 2, 2021.

Motion:

That Council direct administration to permit and promote general public and member use of the Aquaplex and the Badlands Community Facility free for the month of September 2020.

[RFD - Recreation Fees - Reopening 2020](#)

6. **PUBLIC HEARING TO COMMENCE AT 5:30 PM**

32 - 35 6.1. Closing a Portion of Undeveloped Lane Bylaw 16.19
[Bylaw 16.19 Lane Closure East Coulee](#)

36 - 39 6.2. Closing a Portion of 3 Street S.W. Bylaw 17.19
[Bylaw 17.19 Road Closure portion of 3 Street SW](#)

7. **PUBLIC HEARING DECISIONS**

7.1. Closing a Portion of Undeveloped Lane Bylaw 16.19 - Second Reading

Motion:

That Council give second reading of Bylaw 16.19 Lane Closure in East Coulee.

7.2. Closing a Portion of 3 Street S.W. Bylaw 17.19 - Second Reading

Motion:

That Council give second reading of Bylaw 17.19 Road Closure for a portion of 3 Street S.W.

8. **CLOSED SESSION**

8.1. Labour - CRFM Check In and Evaluation - FOIP Section 19(2)

Motion:

That Council close the meeting to the public to discuss labour matters as per FOIP Section 19(2).

9. **ADJOURNMENT**



**Town of Drumheller
COUNCIL MEETING MINUTES**

August 4, 2020, 2020 at 4:30 PM

Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4

IN ATTENDANCE:

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

Chief Administrative Officer: Darryl Drohomerski
Chief Resiliency and Flood Mitigation Officer: Darwin Durnie
Director of Emergency and Protective Services: Greg Peters
Communications Officer: Julia Fielding
Legislative Assistant: Denise Lines
Palliser Municipal Regional Services: Devin Diano
O2 Planning + Design: Matt Knapik

ABSENT:

- 1. CALL TO ORDER 4:30pm**
- 2. MAYOR'S OPENING REMARK**
Please check out the Downtown Area Revitalization Plan Survey on the Town website.
- 3. ADOPTION OF AGENDA**
 - 3.1. Agenda for August 4, 2020 Regular Council Meeting

M2020.175 Moved by Hansen-Zacharuk, Makowecki that Council adopt the August 4, 2020 Regular Council meeting agenda as presented.

Carried unanimously

- 4. MINUTES**
 - 4.1. Minutes for the July 20, 2020 Regular Council Meeting.

Regular Council Meeting Minutes
August 4, 2020

M2020.176 Moved by Lacher, Makowecki That Council adopt the July 20, 2020 Regular Council Meeting minutes as presented.

Carried unanimously

4.2. Minutes for the October 15, 2019 Council Organizational Meeting

M2020.177 Moved by Zariski, Hansen-Zacharuk that Council adopt the October 15, 2019 Council Organizational Meeting minutes as presented.

Carried unanimously

5. REQUEST FOR DECISION AND ADMINISTRATIVE REPORTS

5.1. CHIEF ADMINISTRATIVE OFFICER

5.1.1. Request for Decision - Mask Wearing Promotion Using Dino Bucks

CAO D. Drohomerski explains the benefits of implementing a promotion that rewards people for wearing masks in the Community instead of enacting a bylaw. The promotion will begin August 7 and run until September 30, 2020.

M2020.178 Moved by Garbutt, Zariski that Council approve \$5,000 from the 2020 Operating budget for the provision of Dino Bucks to retailers in an effort to reward customers who are wearing masks while out in public.

Carried Unanimously

5.2. CHIEF RESILIENCY & FLOOD MITIGATION OFFICER

5.2.1. Master Engineering Design and Assessment of Planning Impact -
Presentation by Matt Knapik, Urban Designer from O2 Planning + Design

Drumheller Resiliency & Flood Mitigation Office: Darwin Durnie, Michelle Tetreault, John Sheppard – videographer.

This presentation was an overview of the key components for the Drumheller Flood Mitigation and Climate Adaptation System, the Municipal Development Plan (MDP), Land Use Bylaw (LUB) and the Downtown Area Revitalization Plan (DARP).

This section of the Council meeting was recorded by the Drumheller Resiliency and Flood Mitigation Office. The footage, stills and quotes will be used to promote, inform and report the ongoing activities the Flood Mitigation office to the public, Provincial and Federal government.

5.3. DIRECTOR OF INFRASTRUCTURE SERVICES

- 5.3.1. Policy C-08-20 Turf Management 5:47pm
Schedule A - 2020 Action Plan for Vegetation Control
Schedule B - 2020 Vegetation Map Book

CAO D. Drohomerski presented the Turf Management Policy on behalf of Director of Infrastructure, D. Brett.

M2020.180 Moved by Garbutt, Hansen-Zacharuk that Council adopt Turf Management Council Policy C-08-20.

Carried Unanimously

- 5.3.2. Request for Decision - Award for Concrete and Asphalt Crushing for Stockpiling Request for Tender 5:20pm

M2020.181 Moved by Zariski, Hansen-Zacharuk that Council moves to award the Concrete and Asphalt Crushing for Stockpiling tender to McKnight Enterprises Ltd. in the amount of \$459,700.00 exclusive of GST from the 2020 Capital Budget, and to further move that the additional required funding of \$110,000.00 be transferred to project code 1.3.0000.535 from Transportation Reserves.

Carried Unanimously

Council Meeting Break 5:25pm
Council Return from Break 5:31pm

6. PUBLIC HEARING TO COMMENCE AT 5:30 PM

- 6.1,** Municipal Development Plan Bylaw 14.20 - Rezoning Amendment - Industrial
- 6.2 &** Development to Industrial Development/Compatible Commercial
- 6.3** Development & Land Use Bylaw 15.20 - Uses and Rule for Direct Control District

- 1. Mayor Call to Order: 5:33pm
- 2. Mayors Introduction of Matter: 6.1 Rezone for Arts Center - Bylaw No. 14.20 & 15.20 Presentation by Devin Diano, Palliser Regional Services (see attached)

Regular Council Meeting Minutes
August 4, 2020

3. Written Submissions: 1 sent to Palliser Regional Municipal Services.
4. Palliser Presentation page 11: 'To this date, no objections have been received. However, one letter has been received from an adjacent landowner stating they have no concerns about the proposed Arts Center.'
5. Public to Speak:
6. Read names to Speak:
7. Council any objections to speakers:
8. Rules of Procedure:
In Favour: Dawn Allen – applicant – requested that Council consider 2nd and 3rd reading to allow for the applicant to apply for a building permit
Opposed: N/A
9. Council Questions about submissions: No
10. Rebuttals:
11. Mayor Calls for Public Hearing to Close: 5:47pm

7. PUBLIC HEARING DECISIONS

- 7.1. Municipal Development Plan Bylaw 14.20 - Rezoning Amendment - Industrial Development to Industrial Development/Compatible Commercial Development

M2020.182 Moved by Lacher, Makowecki that Council give second reading to Municipal Development Plan Bylaw No.14.20 to amend Municipal Development Plan Bylaw 11.08 for the Town of Drumheller.

Carried unanimously

M2020.183 Moved by Zariski, Hansen-Zacharuk that Council consider third reading of Municipal Development Plan Bylaw No.14.20 to amend Municipal Development Plan Bylaw 11.08 for the Town of Drumheller.

Carried unanimously

M2020.184 Moved by Zariski, Hansen-Zacharuk that Council give third reading to Municipal Development Plan Bylaw No.14.20 to amend Municipal Development Plan Bylaw 11.08 for the Town of Drumheller.

Carried unanimously

- 7.2. Land Use Bylaw 15.20 - Uses and Rule for Direct Control District

M2020.185 Moved by Makowecki, Lacher that Council give second reading to Land Use Bylaw 15.20 to amend Land Use Bylaw 10.08 for the Town of Drumheller.

Regular Council Meeting Minutes
August 4, 2020

Carried unanimously

M2020.186 Moved by Garbutt, Hansen-Zacharuk that Council consider third reading of Land Use Bylaw 15.20 to amend Land Use Bylaw 10.08 for the Town of Drumheller.

Carried unanimously

M2020.187 Moved by Zariski, Hansen-Zacharuk that Council give third reading to Land Use Bylaw 15.20 to amend Land Use Bylaw 10.08 for the Town of Drumheller.

Carried Unanimously

8. ADJOURNMENT

M2020.188 Moved by Hansen-Zacharuk, Lacher that Council adjourn the meeting at 6:08pm

Chief Administrative Officer

Mayor

**Municipal Planning Commission
MINUTES
Meeting of Thursday August 4, 2020**

Present: Darryl Drohomerski, CAO/Development Officer
Linda Taylor, Recording Secretary
Tom Zariski, Chair - Councillor/Member
Tony Lacher, Councillor/Member
Sharon Clark, Vice Chair/Member
Shelley Rymal, Member - online
Stacey Gallagher, Member
Scott Kuntz, Member
Andrew Luger, Member - online
Darwin Durnie - Chief Resiliency & Flood Mitigation Officer
Devin Diano, Palliser Regional Municipal Services Representative – Planner - online

Absent:

Attendee(s): O2 Planning - Matt Knapik
Recording the O2 presentation – Jon Sheppard

1.0 CALL TO ORDER – 12:05 pm – T. Zariski announced the O2 presentation will be recorded.

T. Zariski presented the Agenda for the meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition - none

Deletion - none

Amendment - none

1.2 Acceptance of Agenda

Motion: - S. Clark moved to accept the agenda for the August 4, 2020 agenda

Second: – S. Kuntz - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 July 16, 2020

Motion: S. Rymal moved to accept the minutes of July 16, 2020

Second: – S. Clark - Carried

2.2 Summary of Development Permits

Motion: T. Lacher moved to accept the Summary of Development Permits for information only

Second: – S. Gallagher - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00083-20D – Home Occupation – Paramount Maintenance Solution

D. Drohomerski presented Development Permit T00083-20D submitted by Applicant for a home occupation – Paramount Maintenance Solution, located at 20 Spruce Drive, Drumheller on Plan 4437JK; Block 5; Lot 17. Zoning is R-1 Residential District.

D. Drohomerski advised work would take place on work site; some cutting of materials could take place on the applicant’s property between the hours of 8:00am and 8:00pm, which is within the Community Standards Bylaw.

Municipal Planning Commission discussed the application.

Motion: S. Clark moved to approve presented Development Permit T00083-20D submitted by Applicant for a home occupation – Paramount Maintenance Solution, located at 20 Spruce Drive, Drumheller on Plan 4437JK; Block 5; Lot 17subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.

Second: S. Gallagher - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items



5.0 OTHER DISCUSSION ITEMS

5.1 DRFMO Planning Presentation

5.2 Presentation from O2 Planning

D. Durnie and M. Knapik presented Drumheller Flood Mitigation and Climate Adaptation System; changing the channel on flood readiness.

People; improve safety for residents and reconnect people to the river.
Property; make existing development safer and future development smarter.
Environment; make room for the river and foster sustainable communities.
Economy; strong vision invites investment; a better process equals less waste.

Impact on planning; the Municipal Development Plan (MDP) is the highest-level plan for the Drumheller Valley. It provides high-level vision, goals and policy to direct future growth, land use, and community form.

Land Use Bylaw (LUB); implements the MDP goals and policies, provides detailed regulations on use and buildings located within each land use district.

Downtown Area Revitalization Plan (DARP); focuses on Downtown as the heart of civic life and base-camp for the valley.

For Drumheller to change the channel and truly become a flood community, the river system must be placed at the very core of the planning thinking; this begins with the MDP. The document should place the river system at the heart of the plan. The four key Valley-wide conditions; river, badlands, growth areas and neighbourhoods.

The LUB is much more prescriptive than the MDP. The LUB now regulates 21 land use districts; of which 11 are residential. Discretionary language is relied upon heavily in the current LUB. A modernized LUB needs to be easy to interpret and administer; such as reducing the districts by 60% to 8 form-based districts.

The DARP will give opportunity to re-establish a role in civic and business center of the Valley; and become a base-camp and staging ground for adventure as well as the start of the river's story. A downtown is a highly visible and important indicator of a community's economic and social health. DARP has five strategic pillars; heart of public life, prosperous center of business, a growing community, a place to discover and a landscape connection.

A round table inviting members to ask questions, make suggestions or general comments was conducted and additional information from the presenters, the following noted items:

- The 8 districts were noted several times - would help consolidate zoning and seem more user friendly
- Advertise more on the different neighborhoods in the Valley
- More public lands along the river would create more water features, diking and public use recreation areas for the residents and visitors
- Migrate development to safer or more protected areas
- make new pathways, like on the old rail system for biking or walking areas
- developers can act more efficiently and effectively with more comprehensive permitted uses
- new LUB can assist MPC be more proactive, to enable and inspire development
- will impact subdivision to move out of the flood areas to areas more appropriate for growth



5.3 In Camera

Motion: T. Lacher to go in camera 1:00pm


Second: S. Kuntz. Carried

Motion: S. Gallagher to come out of in camera 1:37pm

Second: S. Clark. Carried

6.0 NEXT MEETING DATE – August 13, 2020

7.0 Adjournment – Meeting adjourned at 1:38pm.

Chairperson 

Development Officer 

Attachments:

- Agenda
- Summary of development permits



DRUMHELLER

RESILIENCY AND FLOOD MITIGATION OFFICE



TITLE:	Provision of Engineering Design Services – Flood Mitigation Infrastructure
DATE:	August 31, 2020
PRESENTED BY:	Darwin Durnie, CRFM Officer
ATTACHMENT:	None

SUMMARY:

The Chief Resiliency and Flood Mitigation Officer is seeking resolutions of Council authorizing the award of Flood Mitigation Infrastructure Engineering Design Services and Geotechnical Engineering Coordination Services, both of which exceed a value of \$250,000, the threshold above which Council decision is required as provided in Council Policy No. DRFM-01-20.

BACKGROUND:

The DRFM Program is now entering a stage where the construction of the major flood mitigation infrastructure including the construction of new and upgraded/reconstructed existing dikes, berms and barrier systems will be undertaken. The development of these flood mitigation infrastructure works will consist of a series of projects that will be a mix of contracts for material supply, design and tendered construction projects and/or design-build construction projects administered by the DRFM Office.

Engineering Design Services

To this point the DRFM Program has engaged engineering services to undertake initial investigation, inspection and some preliminary engineering. The DRFM Program now needs to engage engineering services to prepare the detailed engineering designs for the major infrastructure works. It is expected that the timelines of these major infrastructure projects will overlap and it is envisioned that the Program would engage a number of firms to undertake the engineering on assigned projects.

A Request for Proposals was publicly advertised on the Alberta Purchasing Connection for submissions from individuals or private firms to provide detailed engineering design services for the DRFM Program. Four proposals were received at 11 AM on Friday, August 14, 2020 and were evaluated by Faisal Bajwa and the Chief Resiliency and Flood Mitigation Officer on the basis of the following weighted criteria:

CRITERIA	WEIGHTING
Knowledge of Drumheller Flood Mitigation Program and local knowledge of issues, constraints, and Community adaptations as demonstrated by local experience.	30
Availability and Flexibility to perform Services as described in Scope of work	20
Experience & Qualifications of Firm and Team members	20
Fees	30

A rating of the proposal for each criterion was determined based on the following:

RATING	EXPLANATION
5 -Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

The ratings out of 100 were determined as follows:

1. Kerr Wood Leidal Associates Ltd. – 76
2. SweetTech Engineering Consultants – 84
3. Wood Canada Ltd. – 61
4. Klohn Crippen Berger Ltd. - 62

All firms were felt capable of providing the needed services and the DRFM Program would see engaging all of the firms to undertake particular assigned projects. SweetTech has already provided a number of engineering reports and evaluations for the Program.

For each proposed infrastructure project, a scoping document would be prepared setting out the nature and estimated cost of the engineering services to be provided. Projects with an estimated value greater than \$250,000 would be referred to Council for approval.

It is proposed to engage SweetTech immediately to begin work on the most immediate projects. An engagement to an initial appropriation of \$300,000 is envisioned.

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224 Centre Street
Drumheller, AB T0J 0Y4

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Geotechnical Engineering Coordination Services (Geotechnical Coordinator)

The individual infrastructure projects will be designed based on a mix of historical construction information and new information obtained on a global and site specific basis for each project. This would include hydro-technical, topographic survey and geotechnical information.

The Geotechnical Coordinator will:

- a. coordinate, compile and share the available information for the project with the DRFM Office and the various consultants and contractors working on the Program projects,
- b. assist the DRFM Office in preparing governing design documentation for the DRFM Program which will include standardization of nomenclature of Drumheller Valley features, standardization and setting of flood mitigation levels relative to the multiple flood studies performed in the valley over the years and documentation of a detailed flood-hazard inventory,
- c. organize and supervise drilling subcontractors and undertake preliminary site investigation required to determine the feasibility of new construction and to evaluate sources of borrow material, and
- d. work with the DRFM Office team to prepare site specific RFP's for competitive posting for qualified civil engineering consultants or design build teams (Project Leads) for the design and construction of new flood mitigation works including dike upgrades and extensions.

Request for Proposals was publicly advertised on the Alberta Purchasing Connection for submissions from individuals or private firms to provide Coordinator services for a 3 year period ending July 2023. Three proposals were received by the closing of the competition at 12 Noon PM on Wednesday, August 12, 2020 and were evaluated by Carolyn Craske and the CRFM Officer on the basis of the following weighted selection criteria:

CRITERIA	WEIGHTING
Knowledge of Drumheller Resiliency and Flood Mitigation Program and local knowledge of issues, constraints, and Community adaptations	30
Availability and Flexibility to perform the services	20
Experience & Qualifications of Firm and Team members	30
Financial Proposal (Rates and Fees)	20

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A rating of the proposal for each criterion was determined based on the following:

RATING	EXPLANATION
5 -Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

The ratings out of 100 were determined as follows:

- Tetra Tech Canada Inc. – 73
- Parkland Geotechnical Consulting Ltd. – 91

The most favorable proposal was determined to be that of Parkland Geotechnical Consulting Ltd.

A third proposal was received from Palm Engineering Ltd. However it was evident that the firm did not possess the resources and capacity to practically provide the services proposed and as such its proposal was not evaluated in detail. Palm Engineering Ltd. however has provided and continues to provide preliminary engineering design services for flood mitigation infrastructure including the berm design for the planned Central Drumheller work.

The degree and extent of services to be provided by the Geotechnical Coordinator cannot be prescribed or delineated in advance and as such, the services will be provided on a fees and expenses basis in accordance the fee structure included in Parkland’s RFP submission. An initial estimate of the value of the services is \$300,000.

Construction Contractors

By way of information to Council, a Request for Qualifications (RFQ) for the selection of contractors that would be qualified to undertake certain assigned flood mitigation infrastructure construction projects was closed July 15, 2020. Of three proposals the following firms were selected:

1. Grant’s Oilfield Services Inc.
2. Wiart Dirtwork Ltd.

The firms will be engaged on a project by project basis and will be compensated on an agreed common unit rate basis for work performed. Initial projects are anticipated to include

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construction work on flood mitigation infrastructure in the Central Drumheller, Midland/Newcastle and East Coulee/Lehigh areas. There may, as well, be other smaller projects at additional locations. Should the expected value of any particular project exceed \$250,000, the approval of the scope of work for the project and the contractor involved will be referred to Council.

RECOMMENDATIONS:

The Chief Resiliency and Flood Mitigation Officer would recommend adoption of the recommended resolutions to award:

1. an initial engineering design services engagement to SweetTech Engineering Consultants for an appropriation of up \$300,000, and
2. the contract for the provision of Geotechnical Engineering Coordination Services to Parkland Geotechnical Consulting Ltd. for an estimated value of \$300,000.

DISCUSSION (OPTIONS/BENEFITS/DISADVANTAGES):

The engagement of detailed engineering design services will enable the DRFM Program to move forward with the construction of the planned major flood mitigation infrastructure works. By breaking the infrastructure construction into separate projects and engaging more than one engineering design firm, it is expected that the construction projects can move ahead more quickly with greater flexibility and at a lesser capital cost than would be achievable under a single project approach with a single engineering firm and single construction contractor.

The engagement of an experienced geotechnical engineering firm such as Parkland in a role of coordinating the geotechnical services that will be needed for the construction projects will result in all of the available, existing geotechnical data being pulled together and made available to those involved in the design and construction of the infrastructure projects. This position will be able to identify gaps in existing information and will be able to avoid the costly duplication and replication of geotechnical investigation by others.

FINANCIAL IMPACT:

The cost of engineering and geotechnical services are a typical expense for infrastructure construction projects and allowances for the costs of these services were included in the preliminary capital cost estimates for the Program. As such there is no additional financial impact beyond that originally envisioned. Under current cost projections, the funding available for construction flood mitigation infrastructure work is \$29 million.

STRATEGIC POLICY ALIGNMENT:

The Council 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.

COMMUNICATION PLAN:

Beyond the communication of the results of Council’s decision with the successful and unsuccessful respondents to the RFP and RFQ competitions, there would be no specific communication to public with respect to these selection decisions.

PROPOSED RESOLUTIONS:

MOTION: Councillor _____

- 1. That the Council of the Town of Drumheller engage SweetTech Engineering Consultants to undertake engineering design services for initially assigned flood mitigation infrastructure projects to a value of \$300,000, and further**
- 2. That Council award the contract for the provision of Geotechnical Engineering Coordination Services to Parkland Geotechnical Consulting Ltd. for an estimated value of \$300,000.**

Second _____

Prepared by: Robert Jenkins, Finance and Administration Lead, DRM Program Team

Reviewed by: Darwin Durnie, Chief Resiliency and Flood Mitigation

Approved by: Darwin Durnie, Chief Resiliency and Flood Mitigation



Water/Wastewater Utility Bill Forgiveness

1



- Drumheller's Utility Department conducted a review of industry practice in Southern Alberta regarding water/wastewater utility billing adjustments.

2



Communities Polled:

- Brooks 14,451
- Stettler 5,952
- Strathmore 13,756
- Olds 9,184
- Taber 8,428
- Innisfail 7,847
- Airdrie 68,091
- Calgary 1,635,000
- Three Hills 3,212
- Hanna 2,559

3



Also looked online at:

- Guelph 135,474
- High River 13,584
- Lethbridge 92,730
- Cochrane 29,277
- USEPA

4



What we found.

“If it goes through the meter, they are charged”

Guelph has a policy

Calgary has concerns about theirs

5



Water Meter Accuracy

- One of the most frequent customer concerns is meter accuracy, especially following the receipt of a high bill. In the City of Calgary, (345,000+ residential customers) a meter failure or malfunction has not been the cause of any high consumption case. Strathmore does offer to send meters out for testing at a independent company with an upfront \$250.00 deposit, if the meter comes back within range they keep the deposit.
- Drumheller does also offer to send out the meter for testing as per our Water and Wastewater Bylaw, Part 9, meter testing.

6



Wastewater/Sewer Charges

- In all communities polled and to my knowledge it is a calculation of the water usage rate.
- Some communities such as Lethbridge and Cochrane use the winter average in the summer months to compensate for lawn and garden watering etc.

7



We also found. Customer Assistance Programs

- The larger cities, Calgary, Guelph and the USEPA all talked about CAP's
- All of the communities did practice some sort of CAP

8



Customer Assistance Programs Calgary


- “If a customer receives a bill equal to or greater than three times their average seasonal monthly use, and the consumption was unintentional and has returned to normal, they are eligible to have that bill adjusted to the amount of their average bill (monthly basic service charges and average water consumption) for a maximum of three billing cycles.”





Customer Assistance Programs Calgary

High Water Consumption Investigation Checklist must be filled out before any assistance is given









11



Customer Assistance Programs Calgary's Concerns

- “The bill adjustment process and inspection services provided are a considered a type of customer assistance program, with costs borne by the entire customer class.”
- “Some customers may be less motivated to monitor and remedy water leaks when receiving full adjustment.”



12



Customer Assistance Program Guelph

- A minimum water consumption increase of two times the average water consumption.
- A maximum of a 50 percent forgiveness adjustment.
- No financial cap for residential customers based on the developed adjustment criteria.
- A maximum financial cap for not-for-profits and institutional customers at \$5000.
- A limit of once per calendar year and two adjustments within a 10 year period.
- This program would not be retroactive once implemented.



13



Customer Assistance Programs Other Communities

- None had policy or bylaw
- All did in practice offer something.

14



Recommendations

1. That the Town follow the industry standard practice of billing for all water that goes through the meter.
2. Provide the public with access to a “high water consumption check list”.
3. For those customers that cannot find the leak we can provide a meter history report. In some cases we could provide assistance to find the leak, but not repair the leak.
4. A payment plan system be implemented for customers who receive a high consumption bill to give the consumer time to pay prior to implementing any penalties.
5. Should Council determine that a billing adjustment policy be implemented, the criteria should be residential customers only and for a maximum of three billing cycles. The policy should require that cases should be examined individually, as forgiveness should not be a normal practice but only applied in exceptional circumstances.

15



Questions

?’s

16



REQUEST FOR DECISION

TITLE:	Water/Wastewater Utility Bill Adjustments
DATE:	August 25, 2020
PRESENTED BY:	Bill Adams, Utilities Manager
ATTACHMENT:	None

SUMMARY:

A property owner has come forward asking for utility bill forgiveness in regards to an event that occurred in 2019. In response to this request, the Town of Drumheller Utility department conducted a review of industry practice in Alberta regarding water/wastewater utility billing adjustments. Our findings are that our current practice aligns with the general practice in Alberta, which is the client is responsible to pay for any water that flows through the water meter. In regards to sanitary sewer billing, the Town billings this at 80% of the water volume to compensate for customers using water that doesn't always enter the sanitary sewer system, for instance, lawn watering. Currently correction of billing only occurs when the meter is at fault, a very low percentage occurrence in industry and Town experience.

RECOMMENDATION:

Administration recommends:

1. The Town continue to follow the industry standard practice of billing for all water that goes through the meter and flagging potential leaks through the water billing software.
2. The Town continue to follow the industry standard practice of billing sanitary sewer at set percentage of volume through the water meter (for Drumheller this is 80%).
3. Provide the public with access to a "high water consumption checklist".
4. For those customers that cannot find the leak we can provide a meter read history report. In some cases we could provide assistance to find the leak, but not to repair the leak.
5. A Customer Assistance Program (CAP) payment plan system be implemented for customers who receive a high consumption bill to the give the consumer time to pay prior to implementing any penalties.

Alternatives

- A. One off billing adjustment for this case – Administration does not consider this as appropriate as it would create precedent and potentially encourage large users to delay or postpone inspection and maintenance work on their systems on the belief that they will be able to get forgiveness of the leak amount.
- B. Forgiveness program and policy – Criteria for this would be residential customers only and for a maximum of three billing cycles. However, again Administration does not recommend this as it moves the Town's policies away from the industry normal. Furthermore even limiting this to resident clients would not assist the original requestor. Additionally it can encourage property owners to delay or postpone maintenance and repair of the private portions of the water and sewer systems on the belief that the will receive forgiveness

FINANCIAL IMPACT:

Implementation of the above recommendations has no financial impact. Development of the "high water consumption checklist" will be part of normal work for our staff and it will be posted on the Towns webpage.

STRATEGIC POLICY ALIGNMENT:

Follows the core values of the Strategic Business Plan in valuing the people that live here and fiscal responsibility.

COMMUNICATION STRATEGY:


General information, such as the checklist, will be posted on the Town Website. A specific letter to the original requestor would be created regarding that individuals circumstances.

MOTION:

SECONDED:

Bill Adams
Prepared By: Bill Adams
Utilities Manager

Dave Brett
Reviewed By: Dave Brett
Director of Infrastructure Services


Approved By: Darryl Drohomerski
Chief Administrative Officer



REQUEST FOR DECISION

TITLE:	Kick It to the Curb Program 2020
DATE:	August 11, 2020
PRESENTED BY:	Dave Brett, Director of Infrastructure Services

SUMMARY:

Kick It to the Curb is a community-wide opportunity for residents to say goodbye to unwanted, gently used household items such as kitchenware, sporting equipment, unwanted gifts, electronics and furniture. Residents of Drumheller can reduce, reuse and recycle belongings by placing them on their front boulevard or curb the weekend before Community Clean Up 2020 begins.

The proposed program dates are:

September 11, 12 and 13, 2020 from 8:00 am – 8:00 pm each day.

Participants will be encouraged to place their unwanted belongings to the boulevard or curb in front of their home, with a “FREE” label adhered to each item. The labels can be made of masking tape, stickers or the downloaded “FREE” tags from the Town’s website.

Guidelines for the program are:

- participants shall only take items labelled as “FREE”
- respect for others’ property
- discarding items on another person’s property is prohibited
- curbside items must be removed at the end of the program to avoid fines
- participants are encouraged to familiarize themselves with and follow the Information for Shoppers of Second-hand Products safety guidelines before participating in “Kick It to the Curb”

Remaining items left over from this program must be removed from the curbside or boulevard no later than Sunday, September 13 at 8:00 pm. Residents are encouraged to donate any left-over items that are in good condition to our local donation services. Additionally, remaining items can be disposed of in the Community Cleanup program, scheduled for September 14 – 24, 2020.

Other communities with similar programs:

- Red Deer
- Millet
- Sylvan Lake
- Hinton
- Ponoka

RECOMMENDATION:

It is our recommendation that Council approve the implementation for the Kick It to the Curb program, as an adjunct to our annual Community Clean Up program, on September 11, 12 and 13, 2020 from 8:00 am – 8:00 pm each day.

FINANCIAL IMPACT:

There are minimal direct costs associated with this proposed program. The Town will conduct a communications campaign through normal Town media (Town page, Town website, social media, etc.).

However, if substantial volumes of curbside items are transferred to “new” households, they will not end up as part of the Community Clean Up program, which could result in labour cost savings.

DISCUSSION (BENEFITS/DISADVANTAGES/ALTERNATIVES):

The implementation of this program is a natural extension of the Community Clean Up program as it encourages residents to assess their household items and remove those that are no longer required or wanted. Recycling items to other residents is an innovative way to keep our community looking clean and a great way to boost community morale during these stressful and restrictive Covid-19 times.

STRATEGIC POLICY ALIGNMENT:

The Kick It to the Curb program aligns with Council’s green initiatives as well as their vision to be the cleanest, friendliest, most sought-after community

COMMUNICATION STRATEGY:

Communications will post program information on the Town website, social media platforms and will be mentioned on the Town Cleanup flyer that will be inserted into the Town Utility Bills.

MOTION:

Councillor _____

Moves that Council approve the implementation for the Kick It to the Curb program, as an adjunct to our annual Community Clean Up program, on September 11, 12 and 13, 2020 from 8:00 am – 8:00 pm each day.

SECONDED:



Prepared By: Dave Brett
Director of Infrastructure Services



Approved By: Darryl Drohomerski
Chief Administrative Officer



REQUEST FOR DECISION

TITLE:	Recreation Fees - Reopening
DATE:	August 24, 2020
PRESENTED BY:	Darren Goldthorpe, Manager of Recreation, Arts and Culture
ATTACHMENT:	n/a

SUMMARY:

On March 17, 2020 recreation facilities in the town of Drumheller were closed due to the COVID 19 pandemic. This was done as a step to protect our community. At that time, Council directed administration “to suspend the collection of monthly membership fees for those customers that chose automatic withdrawals and extend memberships by the length of time the recreational facilities are to be closed.

Recreation facilities are preparing to reopen in early September under AHS guidelines. In doing so, membership passes would immediately start under the previous Council motion. Public are not necessarily ready to return to the facilities as they may have concerns for their safety or anxiety about returning. We would like our members to come back when they are ready to do so therefore would offer to restart membership passes and automatic withdrawals when each individual member is ready to return up to January 2, 2021.

RECOMMENDATION:

That Council direct administration to continue to suspend the collection of monthly membership fees for those on automatic withdrawals and extend those memberships by the length of time the member was unable to use the facility up to January 2, 2021. This will allow for members to return when they are comfortable to do so.

That Council direct administration to permit and promote general public and member use of the Aquaplex and Badlands Community Facility free for the month of September.

FINANCIAL IMPACT:

To be determined.

STRATEGIC POLICY ALIGNMENT:

Town of Drumheller COVID-19 response – reopening of recreation facilities

COMMUNICATION STRATEGY:

Social media posts, Town page in Drumheller Mail

MOTION 1:

That Council direct administration to continue to suspend the collection of monthly membership fees for those on automatic withdrawals and extend those memberships by the length of time the member was unable to use the facility up to January 2, 2021.

SECONDED:

MOTION 2:

That Council direct administration to permit and promote general public and member use of the Aquaplex and the Badlands Community Facility free for the month of September 2020.

SECONDED:

DGoldthorpe
Prepared By: Darren Goldthorpe
Manager of Recreation, Arts and Culture


Approved By: Darryl Drohomerski
Chief Administrative Officer

THE TOWN OF DRUMHELLER

BY-LAW NUMBER 16.19

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing a portion of a undeveloped Lane to public travel and acquiring title to these lands in the name of THE TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; an undeveloped Lane in Block 2, Plan 4128 E.Q. in the East Coulee District created by Subdivision Plan 4128 E.Q. hereinafter described is not required for public travel and an application has been made to the Town of Drumheller to have this undeveloped Lane closed, and

WHEREAS; this Lane has not been developed, has never been used for public travel and will never be required for public road or other public purposes in the foreseeable future, and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on August 19, 2020 and again on August 26, 2020, the last of such publications being at least five days before the day fixed for the passing of this By-Law, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the 31st day of August, A.D., 2020 at their Regular Meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS: the Council of THE TOWN OF DRUMHELLER was not petitioned for an opportunity to be heard by any person prejudicially affected by this By-Law;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close that portion of the Lane created by Subdivision Plan 4128 E.Q. shown on Schedule "A" attached and more particularly described as:

PLAN 4128 E.Q.

BLOCK 2

THE LANE LYING BETWEEN LOTS 7 AND 11.

EXCEPTING THEREOUT ALL MINES AND MINERALS

from public use, obtain title to same in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4.

.....2

2.

**THE TOWN OF DRUMHELLER
BY-LAW NUMBER 16.19 (CONT'D.)**

THIS BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this 25th day of November, A.D. 2019.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: ALBERTA INFRASTRUCTURE and TRANSPORTATION

Seal

MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION
RM. 425, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this 31ST day of August, A.D. 2020. .

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

AGENDA ITEM #6.1.

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2020.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'

EAST COULEE DISTRICT
— DRUMHELLER, ALBERTA —

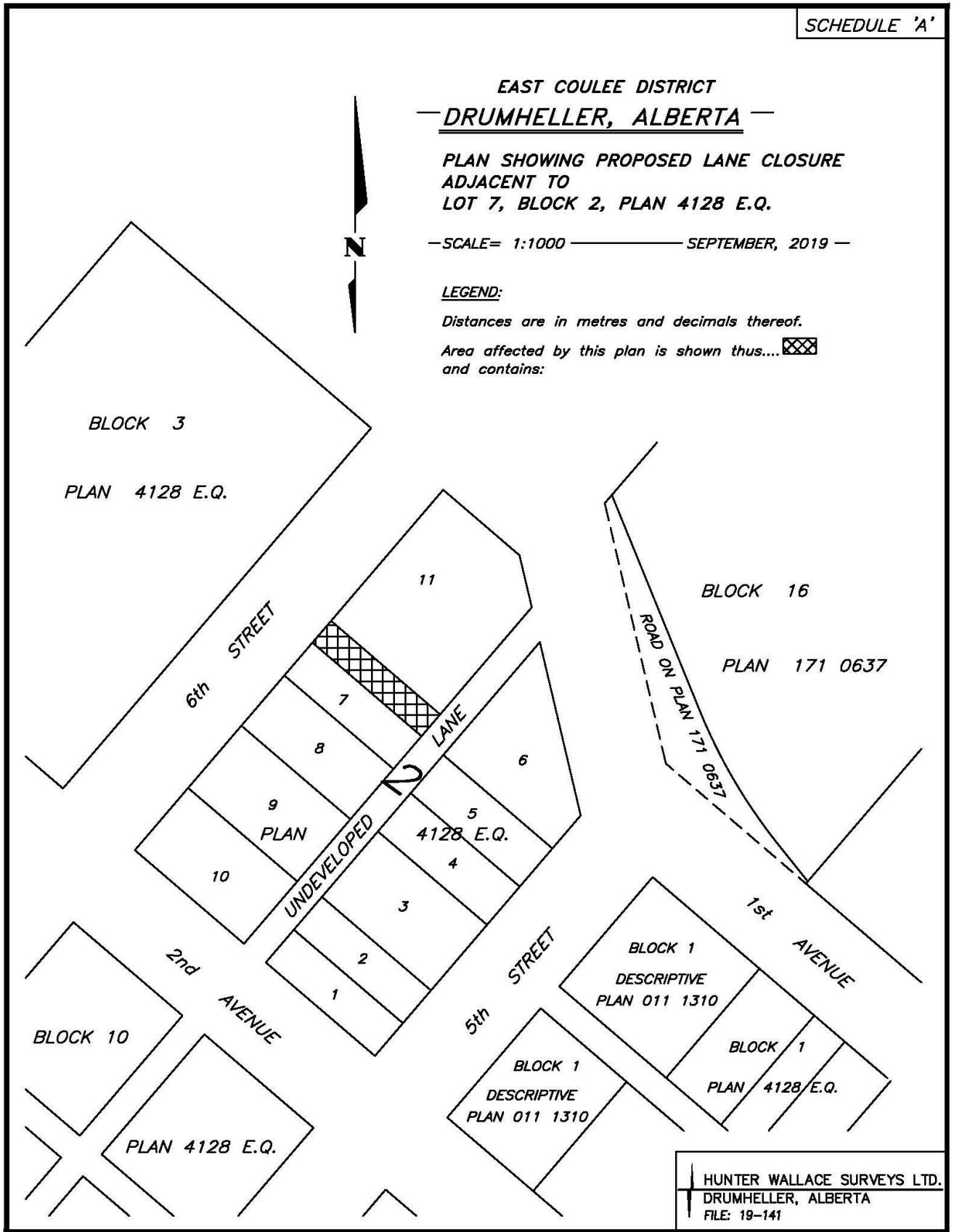
PLAN SHOWING PROPOSED LANE CLOSURE
ADJACENT TO
LOT 7, BLOCK 2, PLAN 4128 E.Q.

—SCALE= 1:1000 ————— SEPTEMBER, 2019 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... [hatched box]
and contains:



THE TOWN OF DRUMHELLER

BY-LAW NUMBER 17.19

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing a portion of a undeveloped Street (3rd. Street S.W. on Plan 4159 C.P.) to public travel and acquiring title to these lands in the name of THE TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with the Section 22 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; an undeveloped portion of 3rd. Street S.W. created by Subdivision Plan 4159 C.P. hereinafter described is not required for public travel and an application has been made to the Town of Drumheller to have a portion of this undeveloped Street closed, and

WHEREAS; this portion of 3rd. Street S.W. has not been developed, has never been used for public travel and will never be required for public road or other public purposes in the foreseeable future, and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on August 19, 2020 and again on August 26, 2020, the last of such publications being at least five days before the day fixed for the passing of this By-Law, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the 31st day of August, A.D., 2020 at their Regular Meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS: the Council of THE TOWN OF DRUMHELLER was not petitioned for an opportunity to be heard by any person prejudicially affected by this By-Law;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close that portion of 3rd. Street S.W. created by Subdivision Plan 4159 C.P. shown on Schedule "A" attached and more particularly described as:

PLAN 4159 C.P.

THE WESTERLY 2.44 METRES IN PERPENDICULAR WIDTH THROUGHOUT
3RD. STREET S.W. WHICH LIES ADJACENT TO THE EAST BOUNDARY OF LOT
1, BLOCK 2, PLAN 4159 C.P.

EXCEPTING THEREOUT ALL MINES AND MINERALS

from public use, obtain title to same in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4.

2.

**THE TOWN OF DRUMHELLER
BY-LAW NUMBER 17.19 (CONT'D.)**

THIS BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this 25th day of November, A.D. 2019.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: ALBERTA INFRASTRUCTURE and TRANSPORTATION

Seal

MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION
RM. 425, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this 31st day of August, A.D. 2020.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

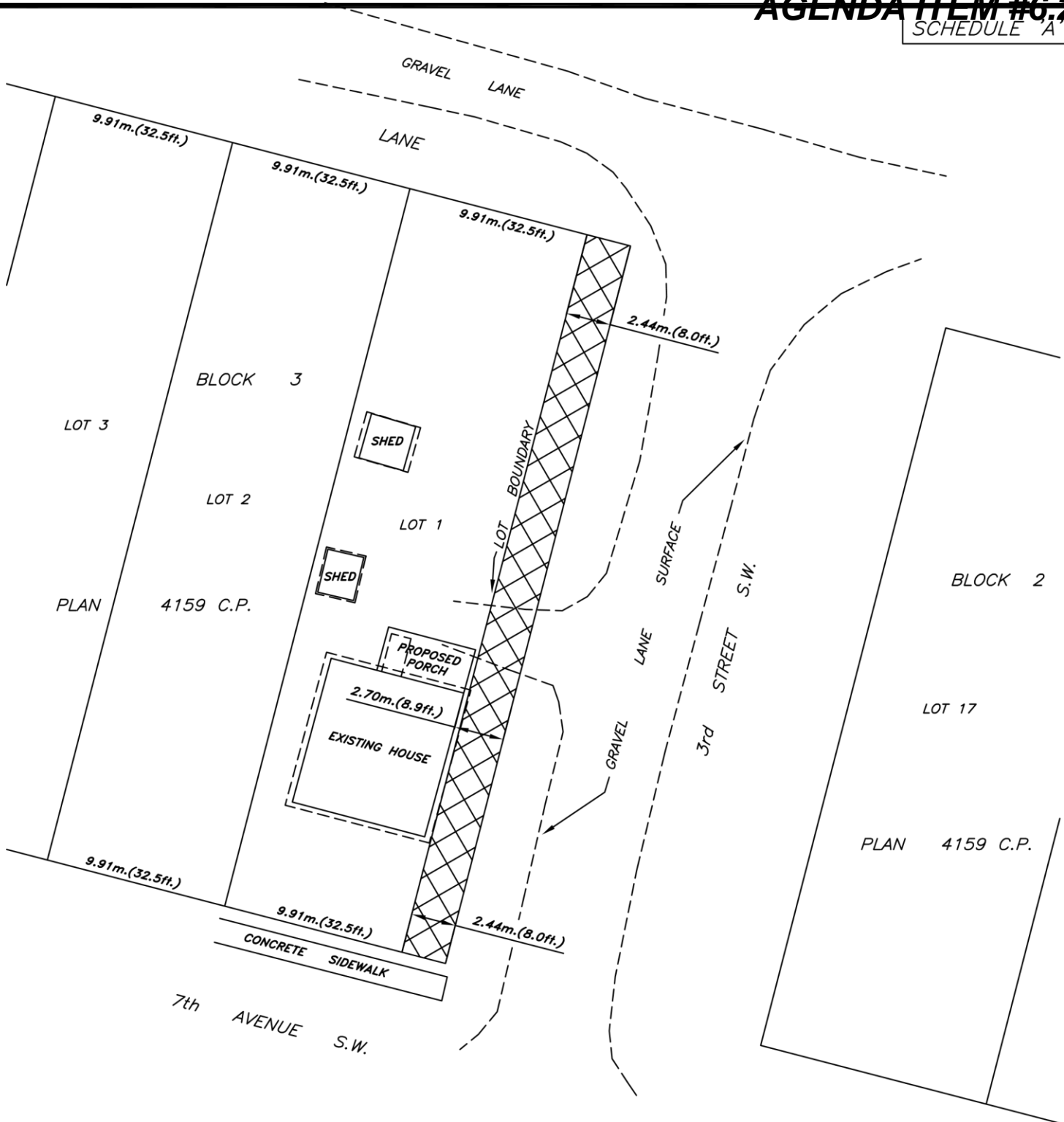
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2020.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER




—DRUMHELLER, ALBERTA—
 PLAN SHOWING ROAD CLOSURE
 AFFECTING PART OF
 3rd STREET S.W. ON PLAN 4159 C.P.
 ADJACENT TO
 LOT 1, BLOCK 3, PLAN 4159 C.P.

—SCALE= 1:300 — 2019 — W.R.HUNTER, A.L.S.—



LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus...  and contains: 98.11sq.metres(1056.0sq.feet.)



HUNTER WALLACE SURVEYS LTD.
 DRUMHELLER, ALBERTA
 FILE: 19-123