

Town of Drumheller
COMMITTEE OF THE WHOLE MEETING
AGENDA

Monday, October 7, 2019 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1. **CALL TO ORDER**
2. **REVIEW OF STRATEGIC PLAN WORK PRIORITIES**
 - 2.1 Infrastructure Master Plan TCAsset Update - Barb Miller
 - 2.2 Trail Gaps - Dave Brett
[Trail System Gaps Report Update](#)
 - 2.3 Hoodoo Pay and Play Update - Greg Peters
3. **DELEGATIONS**
4. **REPORTS FROM ADMINISTRATION**
 - 4.1 **CAO'S REPORT**
 - 4.2 **DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES' REPORT**
 - 4.3 **DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT**
 - 4.4 **DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES' REPORT**
 - 4.5 **MANAGER OF ECONOMIC DEVELOPMENT**
 - 4.51 Patio Policy Update - Sean Wallace, Dave Brett
 - 4.6 **COMMUNICATIONS OFFICER**
5. **ANNUAL BUDGET REVIEW**
6. **COUNCIL MEMBERS QUARTERLY REPORTS AND ROUND TABLE DISCUSSION**
7. **IN-CAMERA MATTERS**
 - 7.1 Labour Matter (*FOIPP Section 17 Personal Privacy*)



Infrastructure Services Report on Trail System Gaps September 24, 2019

1. Purpose

Update to Council regarding the Strategic Priority – Trail System Gaps.

2. Overview

During planning for the 2019 year Council identified for administration a strategic priority regarding Trail Gaps. Administration has taken this to mean identifying gaps in the existing trail system; as part of this process creation of Trail Policy to provide guidance on operation, maintenance and construction of trail system has been included.

3. Project Goal

The goals of this work are:

- 1) Identify existing condition and extent of the Town of Drumheller's trail system;
- 2) Develop plan to join any disconnected trail elements;
- 3) Set base line Level of Service requirements for the Trail system.

4. Budget

a) Capital

No capital budget funds were allocated to this project.

b) Operating

No operations budget funds specifically allocated. Work to date carried out by Director of Infrastructure Services and the GIS Technician.

5. Investigation to Date

a) Records

Town staffs have performed a record search of our hard copy and electronic files, and continue to do so to find information on our current trail system. With only minimal information found we have begun re-mapping the system into our GIS data base and record system. This has included examination of data files, field visits and discussion with long term staff. Each of these steps will remain ongoing as we can to find new information.

- 1) Data search (hard copy and electronic records) – *Ongoing*;
- 2) Field visits – *Ongoing*;
- 3) Development of map layer in GIS – *Ongoing*;

b) Policy and Procedures

Given the potential impact of this on public use of the trail system, involvement of the flood mitigation project on riverside pathways, and setting “Level Of Service” objectives, creation of the policy will include the following steps.

- 1) Review of records discovered during search – *Complete*;
- 2) Initial pass of policy by project lead (Director of Infrastructure) - *Complete*;
- 3) Contribution to policy by internal Town departments (Infrastructure, Recreation, Flood Mitigation, Communication, Economic Development, FCSS) - *Ongoing*;
- 4) Cost estimate policy implications for maintenance (Operating Budget) and construction (continuous expansion) of the system, including identification of resource impacts;
- 5) Develop Communication plan and Public Participation Plan;

- 6) Submit Package (policy, cost implications and communication plans) to Council for initial review;
- 7) Implement Public Consultation;
- 8) Revise Policy following public participation;
- 9) Revise cost estimate to implement policy;
- 10) Submit to Council for approval.

The records search and map creation process will now be an on-going process to develop and maintain accurate records. In regards to Policy and Procedure an initial draft of a policy has been created as basis for development and has been circulated to appropriate Town staff for input. This draft policy has been included for information purposes only in appendix 2 as it is not yet ready for council input or review.

6. Policy

a) Overview

The purpose of the policy is the following:

- Set design standards for trails;
- Set operation and maintenance standards for the trails (snow clearing, grading, repainting, etc)
- Set guidelines for expansion of the network.

7. Next Steps

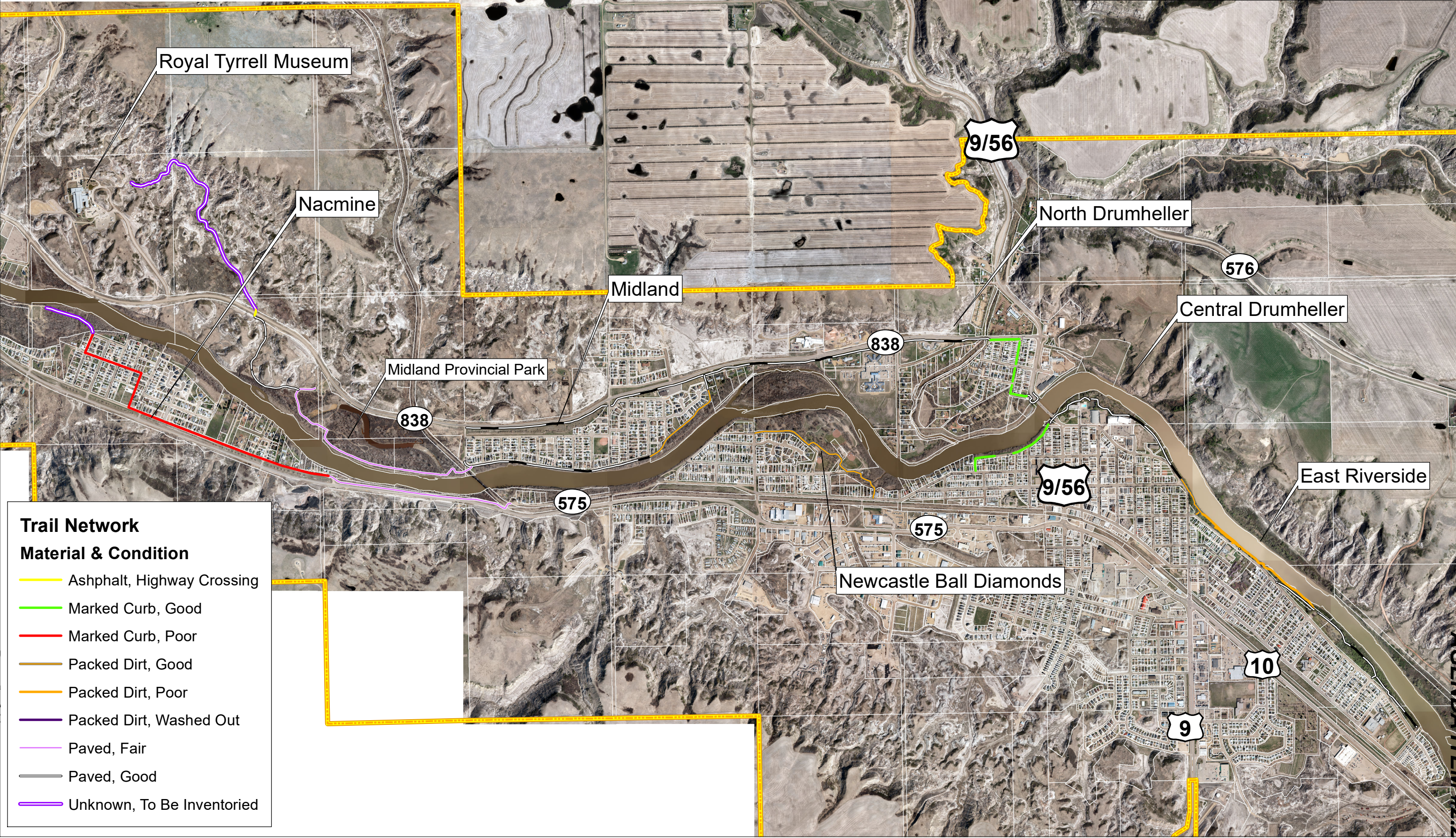
b) Policy Development

- i) Get input from internal Town stakeholders on the policy (Fall 2019)
- ii) Develop agreed policy (Fall 2019);
- iii) Generate cost estimates for budget impacts (Winter 2020).

8. Conclusion

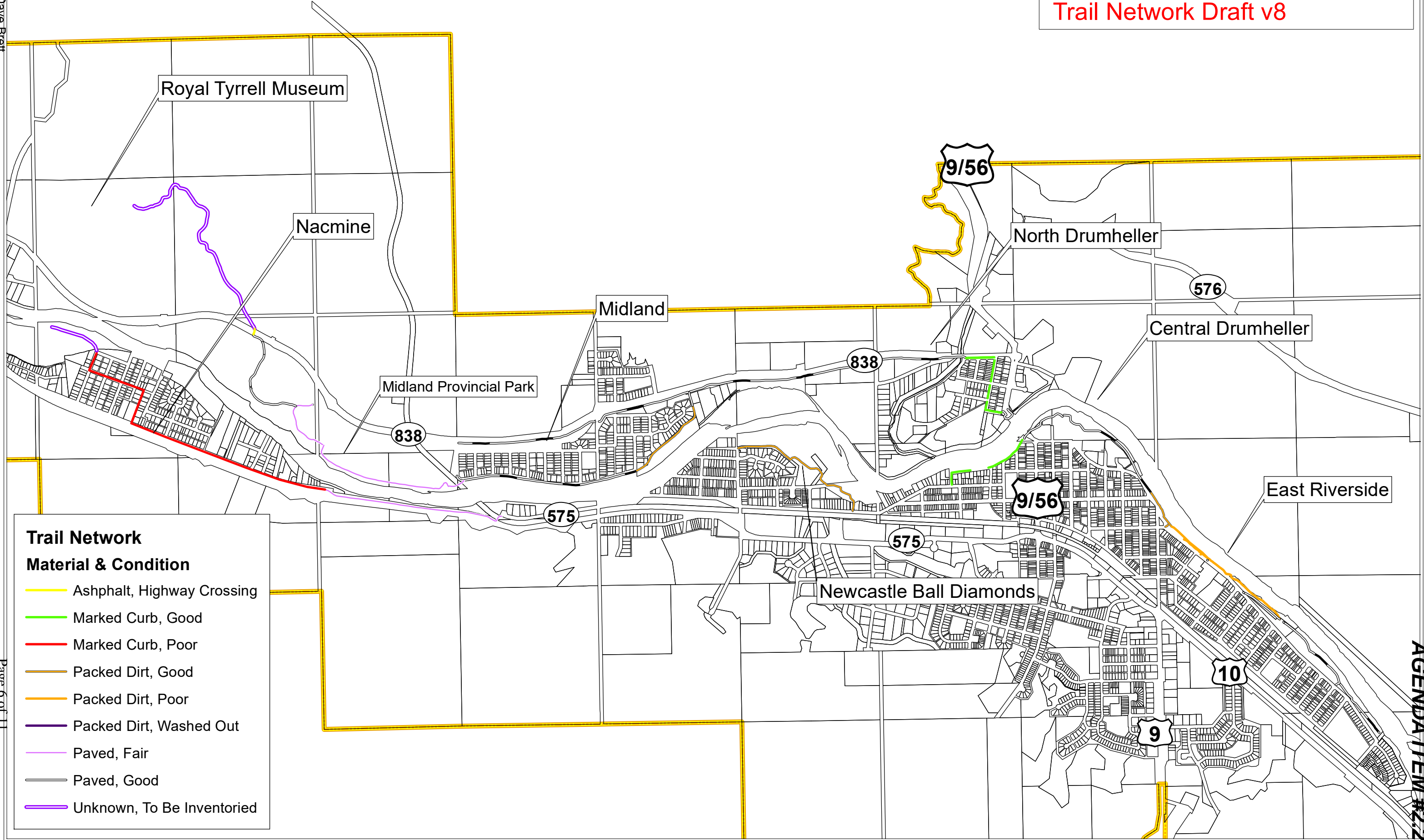
The work is underway and the base data has been created; this information is being used to create a draft policy. The issue of identifying the trail system gaps has given the Town of Drumheller an opportunity to review our trail system (infrastructure and management) and perform an update to its underlying assumptions.

Appendix 1 – Trail Network Maps



Trail Network
Material & Condition

- Asphalt, Highway Crossing
- Marked Curb, Good
- Marked Curb, Poor
- Packed Dirt, Good
- Packed Dirt, Poor
- Packed Dirt, Washed Out
- Paved, Fair
- Paved, Good
- Unknown, To Be Inventoried



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Appendix 2 – A-XX-YY Trail System –DRAFT

This is the initial working copy of the draft policy. For Discussion and Information purposes only.



ADMIN POLICY A.XX.YY

TRAIL SYSTEM

THE PURPOSE OF THIS POLICY IS TO:

Set forth guidelines for the operations and maintenance of the Town of Drumheller Trail System.

POLICY STATEMENT:

The provision of trail system for use by the public encourages healthy lifestyles, environmental stewardship and alternative transit options. By providing a pathway system the Town of Drumheller is providing these the general public; both local and temporary (tourists). The trail system shall provide for interconnection of residential and business areas, as well as connection to shopping and

DEFINITIONS:

Trail: a prepared pedestrian, bicycle or no motorized vehicle route. (also referred to as pedestrian or bicycle pathway).

Park: A public space controlled by the Town and set aside as a place to be used by the public for rest, recreation, exercise, pleasure, amusement and enjoyment and includes: playgrounds, sports fields, natural areas, pathways, park roadways, and trails but does not include golf courses or cemeteries.

Signs: Trail system signage indicating that it is part of the maintained trail system.

Wayfinding Signs: signage providing direction to a specific location or area.

Trail Marker: signage to mark interconnectivity of trail system and identify trail an individual is currently on

Hours of Operation:

1. The hours of operation of the trail system shall be all day accessible. There shall be no restriction on seasons of use

Trail Categories:

1. Type A – Paved
 - a. Separated or joined with road paved pathway, suitable for pedestrian, bicycle, scooter, wheel chair or reduced mobility conveyance, with shoulders.
 - b. Kept clear of snow, debris and vegetation year round.
 - c. Dimensions: ?????
 - d.
2. Type B – Gravel/Shale:
 - a. B1 – Year round pedestrian
 - i. Separated packed gravel pathway, suitable for pedestrian, bicycle, scooter, wheel chair with no shoulder space.
 - ii. Kept clear of snow, debris and vegetation year round
 - iii. Dimensions: ?????
 - iv.
 - b. B2 – Winter Activity
 - i. Separated packed gravel pathway, suitable for pedestrian, bicycle, scooter, wheel chair with shoulder space.
 - ii. Suitable for use for winter activities' such as snowshoeing, cross country skiing, etc.
 - iii. Kept debris and vegetation year round.
 - iv. Dimensions: ????
 - v.
3. Type C – Dirt
 - a. Separated packed dirt pathway, suitable for pedestrian, mountain bicycle with no shoulder space.
 - b. Major obstructions removed, surface is rough, with minimal preparation and maintenance, specific hazards removed but trip hazards will remain.
 - c. Dimensions: ????

Design:

1. Trail system signage shall be posted at all trail heads
2. Wayfinder signs shall be located at all trail system intersections.
3. Distance markers indicating distance from ??? shall be located every 500m.
4. Sufficient lighting to ensure safe walking and use of the Off-Leash Dog Park.
5. Benches shall be located ???.
 - a. Memorial benches shall be located on the trail system as per ???.
6. A garbage can shall be located at ?????.
- 7.

Operations and Maintenance:

- 1. The Type A and B1 pathways will be cleared during winter after end of snow falls or as a required.
- 2. The Type A, B1 and B2 pathways will be actively cleared of branches, debris, and other obstacles, within the travel area.
- 3. The Type A pathways will have the shoulders of the pathway grass cut as part of the landscape maintenance cycle throughout the summer months.

GUIDELINES:

The Guidelines for use of the Trail system shall be as indicated in Appendix A: Rules and Etiquette.

PROHIBITED USES:

- 1. Use of vehicles as defined by the Alberta ?????

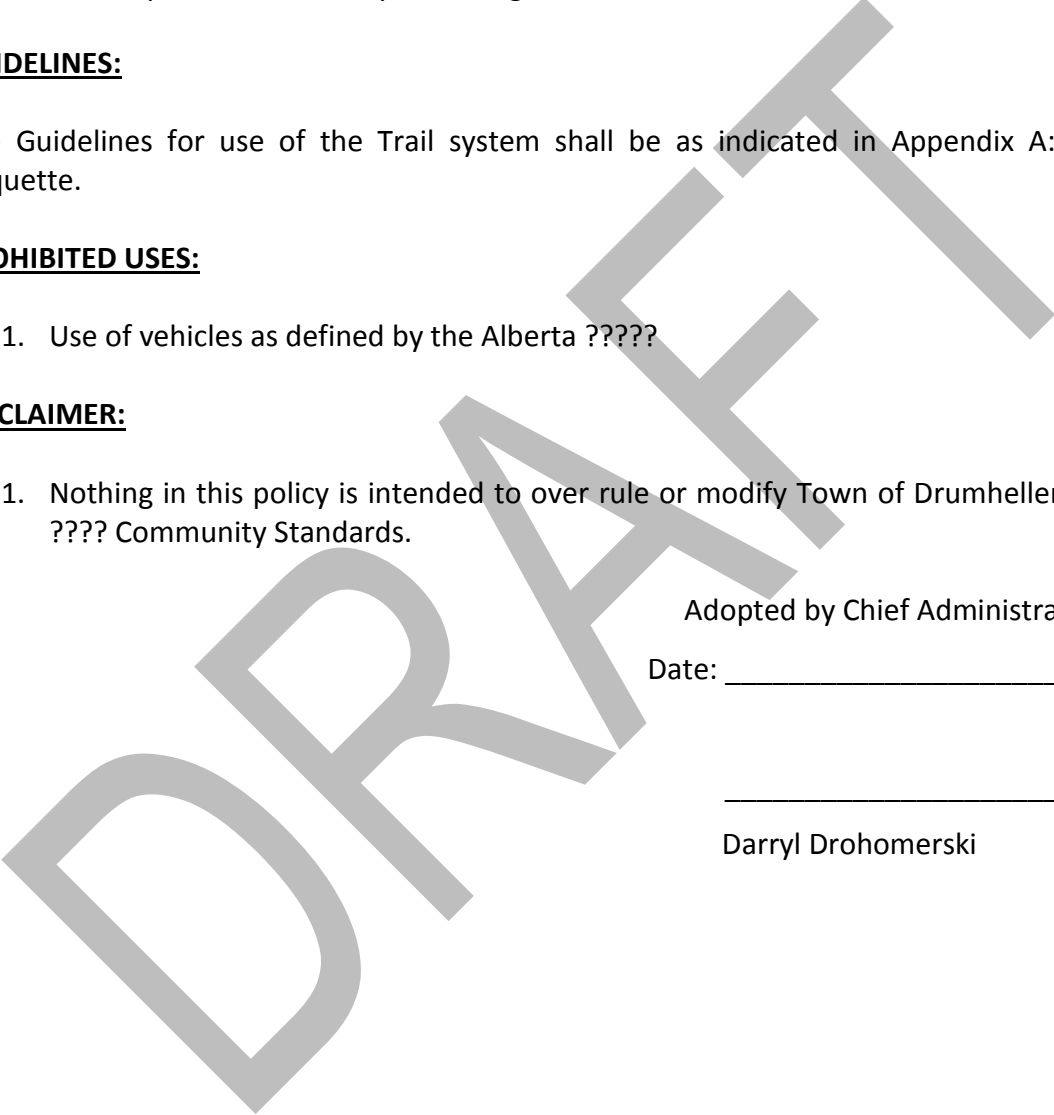
DISCLAIMER:

- 1. Nothing in this policy is intended to over rule or modify Town of Drumheller Bylaw No. ???? Community Standards.

Adopted by Chief Administrative Officer

Date: _____

Darryl Drohomerski



Appendix 1: Drawings

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