

**Town of Drumheller**  
**COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**

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



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- 1. CALL TO ORDER**
  - 1.1 Deputy Mayor Swearing In - Councillor Lisa Hansen-Zacharuk for November and December 2019
- 2**
  - 1.2 Proclamation - Family Violence Prevention Month  
[Proclamation - Family Violence Prevention Month](#)
- 2. REVIEW OF STRATEGIC PLAN WORK PRIORITIES**
- 3 - 4**
  - 2.1 Drumheller Emergency Management Agency - Emergency Plan Flood Component, Update – Greg Peters  
[DEMA Tabletop Exercise October 23 2019](#)
- 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**
    - 4.31 Request For Clarification - Cemetery Improvements and Expansion  
[RFC - Cemetery Improvements and Expansion](#)
    - 4.32 Request For Clarification - Vegetation Management Plan  
[RFC - Vegetation Management Plan](#)
  - 4.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES' REPORT**
  - 4.5 MANAGER OF ECONOMIC DEVELOPMENT**
  - 4.6 COMMUNICATIONS OFFICER**
- 5. ANNUAL BUDGET REVIEW**
- 6. COUNCIL MEMBERS QUARTERLY REPORTS AND ROUND TABLE DISCUSSION**
- 7. CLOSED DOOR - STRATEGIC PLANNING MEETING**
  - 7.1 Flood Mitigation Update - Darwin Durnie
- 8. ADJOURNMENT**



# PROCLAMATION

## Family Violence Prevention Month

**Whereas:** Alberta has the third highest rate of self-reported spousal violence among Canadian provinces, yet family violence is preventable. November is Family Violence Prevention Month in Alberta. It's a time to increase awareness of the resources and supports available so we can work together to end family violence and build healthier relationships in our communities. There are many people in Alberta who experience family violence; and whereas the effect of family violence may be carried on from generation to generation; and where all Albertans have a role to play in preventing family violence.

**Whereas:** Family violence includes physical, verbal, emotional, financial and sexual abuse, neglect, stalking or being kept from seeing other people or forced to stay in one place.

**Whereas:** This year's theme, **#WhereToTurn**, encourages you to learn what resources are available in your community to support those affected by family violence.

Family Violence Info Line **310-1818** is available toll-free to Albertans 24/7 in over 170 languages. There are emergency shelters throughout the province that will provide safe locations to stay for people fleeing violent or abusive situations.

### Therefore:

I Mayor Heather Colberg Proclaim, without end, the month of November as

***“Family Violence Prevention Month”***

in the Town of Drumheller, this 4<sup>th</sup> day of November, 2019.

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**Mayor Heather Colberg**

## **DRUMHELLER EMERGENCY MANAGEMENT AGENCY TABLETOP EXERCISE OCTOBER 23, 2019**

We wish to thank the members of the agencies attending, staff and facilitators for taking the time to attend and take part in the Drumheller Emergency Management Agency 2019 Exercise October 23. We are changing the Channel on Flood Mitigation in Drumheller and are glad for the input of like minded persons that, like us, work through the Before, During and After disasters. Our exercise included folks from Canada Joint Task Force Two, the Alberta Emergency Management Agency, hydrological engineers, the Insurance Bureau of Canada, Emergency management consultants and Dickson Dam staff. Town of Drumheller staff attended, some already aware of their role in a disaster and some not and awaiting assignment. This was part of the exercise as aside from our Director of Emergency Management during the initial response we draw on a person's expertise, experience and training and not necessarily their normal working role. Our objectives were to:

- Provide participants with the opportunity to review and re-orient themselves with the Municipal Emergency Plan.
- Review the response processes for dealing with a flood emergency.
- Use appropriate problem-solving techniques to manage a simulated incident.
- Review the lessons learned at the end of the exercise.
- Review monitored outcomes, significant events and observations for the post-exercise report.

This exercise was not a "Test" exercise. It is a "Practical Experience" exercise. The basic emergency was based on information and inputs relayed to the town at the outset of that event. The inputs included:

- Substantial rain storms from the mountains to Drumheller with amounts upwards of 150 mm
- Rainfall causing flooding in river-adjacent neighbourhoods throughout the valley
- Failure of the Michichi Creek Dyke near Highway 838
- Hill slide on Highway 837 blocking the Red Deer River upstream of Kirkpatrick
- Flood waters washing away the Rosedale Suspension Bridge with people clinging to the bridge
- Receding flood waters and Recovery

The scenario inputs were designed to provide information to enable Team actions; they are not intended to cause problems. It is not designed to create pressure but we would document all activities as you would for a real emergency. Personnel are expected to think and respond to the scenario as they would for a real emergency. The exercise followed the Incident Command System training that almost all town staff have taken the course training. ICS is a method of emergency training that allows for quick expansion as emergencies become larger and is used throughout Canada and USA for all types of emergency events from vehicle accidents to flooding and fires.

It is necessary to be realistic when faced with an emergency event that surpasses the ability of local resources to deal with. Our exercise stressed that we are not alone in the face of adversity and a key part of the exercise is to start building relationships for the future with our partners in Alberta.

## **AGENDA ITEM #2.1**

Over the next five years, we will be hosting and participating in events to help us prepare Drumheller to become a resilient and flood ready community. The continued support of council and staff is imperative. All suggestions are greatly appreciated. Darwin and I will be in touch with each agency individually to discuss future collaboration opportunities. In the meantime, please follow us on @DrumhellerALERT and @dinosaurvalley. We encourage everyone to call us anytime if you have suggestions for improvement.

Greg Peters

Director Protective Services



**Town of Drumheller  
REQUEST FOR CLARIFICATION**

<b>TITLE:</b>	Cemetery Improvements and Expansion
<b>DATE:</b>	October 31, 2019
<b>PRESENTED BY:</b>	Dave Brett , Director of Infrastructure Services
<b>ATTACHMENTS:</b>	Drumheller Municipal Cemetery Information, Directory & Guide Cemetery Masterplan Design Report July 1998 Final Cemetery Report – Town Of Drumheller September 1999 Map of Cemetery Phases

**SUMMARY**

Council has identified improvements to and expansion of the municipal cemetery as a Strategic Priority. An expansion of the cemetery, rough grading, took place in 2018. In 2019 a Request for Proposal (RFP) was posted for detail design of the Final Grading and feature layout, but the RFP was not awarded as the proposals received were all substantially over the allocated budget.

Administration determined that re-scoping and budgeting of the project is required in order to support Council's identification of work on the Cemetery as a priority.

The Cemetery Phase 2 had its first interment in 1982, which gives a 37 year lifecycle. If Phase 3 has the same interment volume than it would give a 30-40year lifecycle at the same interment rate. The current rate of interment is approximately 100 individuals/year. However if this rate increases the operation cycle would be reduced. Though alternative forms of interment (scatter garden, columbarium, and cremains) would extend the operational cycle.

**DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES:**

At this time Administration wishes to receive clarification of Council expectations for the project. In order for terms of reference to be developed the following criteria need to be clarified;

- 1) Purpose (Options)
  - a. What is the goal of this project (General options below in terms of reducing scope):
    - i. Develop a coherent vision and plan for the Drumheller Municipal Cemetery as a whole, including:
      1. Consistency of landscaping throughout complete cemetery
      2. Long term growth plans for future expansion
      3. Operational guidelines (upkeep, layout, arrangements, etc)
      4. Identify and address current trends in Cemeteries, internments and funerals (plots, scatter garden, columbarium, mausoleums, and reflection area)
      5. Internal and external stakeholder consultation (cemetery staff, funeral homes and public)
    - ii. Develop a vision for the current expansion area (Phase 3) of the Drumheller Municipal Cemetery only
      1. Landscaping of the cemetery phase 3;
      2. Operational guidelines (upkeep, layout, arrangements, etc)
      3. Identify and address issues currently know at the cemetery (plots, scatter garden, columbarium, mausoleums, and reflection area)
      4. Internal and external stakeholder consultation (cemetery staff, funeral homes and public)

## Request for Decision

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- iii. Complete current expansion with a landscaping design including, with no consultation to simply get existing expansion completed;
  1. Plots, internal roads and landscaping
- 2) Geographical limitations of work
  - a. Does Council wish this project to look at:
    - i. Only the current expansion (area rough graded in 2018);
    - ii. The last 2 expansions (the previous expansion and current expansion area), or;
    - iii. The complete Drumheller Municipal Cemetery.
- 3) Time Frame
  - a. As the current expansion work would complete the use of available land (except for a small section not usable for plots or other features), advance planning of the time period and method for the future of cemetery services beyond the current expansion is needed.
  - b. The phase 3 expansion is expected to give approximately 15-20yrs of operation.

A narrower scope (purpose, geographical area and time frame) would reduce budget and schedule for the implementation. A wider scope (greater purpose, geographical area and time frame) would increase budget and implementation time frame.

For reference the RFP sent out in 2019 was scoped as:

- 2019 (Current) expansion only, including:
  - conceptual design, internal and select external stakeholders
  - development of final grading, landscape plan, internal road plan and plot layout
  - design to be to current cemetery standards, including scatter garden, reflection park

### **FINANCIAL IMPACT:**

The 2019 Capital Budget had an allocation of \$50,000 of which, \$6,000 has been spent in 2019 for survey work and final payment to the paleontologist for support during rough grading.

Based on the RFP's received in 2019 the narrowest scope definition would require a minimum of \$50,000 for Concept and detail design with minimal stakeholder consultation. Construction estimate for this work was indicated to be potentially \$750,000 with a phased implementation (support by a RFQ for fencing that came in at \$67,000 but was not awarded as exceeded budget allocation for the cemetery). No pricing has been requested for the full cemetery scope of at this time but is judged to be in the order of \$100,000 for concept and detailed design for complete cemetery Master Plan, no value for construction is known.

If the scope is to include the future of the Drumheller Municipal Cemetery, including acquiring additional land, budget requirements for the 2020 and 2021 years would be needed to carry out professional services, initial implementation and then additional funding on the next several years would be required for full implementation of a phased work plan.

### **SCHEDULE IMPACT:**

Administration would expect construction activities to be carried out in 2020, only if the narrowest scope of work is determined be Councils objective. This is based the time needed to set terms of reference, have Capital budget approved, create and award RFP, conduct conceptual design and stakeholder consultation, conduct detail design, tender and award the work.

Should Council determine the wider scope of work options are required, 2020 would be spent on the conceptual design, stakeholder consultation and detail design phases, so that the 2021 Capital budget would carry construction (possibly staged over multiple years).

### **STRATEGIC POLICY ALIGNMENT:**

Council has indicted that the Drumheller Municipal Cemetery is a priority for 2020.

This is taken to include both Capital and Operational issues at the Drumheller Municipal Cemetery.

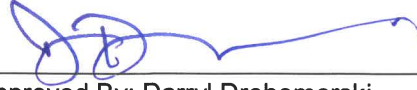
**COMMUNICATION PLAN:**

Not applicable at this time as administration is developing terms of reference and budget for the 2020 Capital budget.



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Prepared By: Dave Brett  
Director of Infrastructure



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Approved By: Darryl Drohomerski  
Chief Administrative Officer

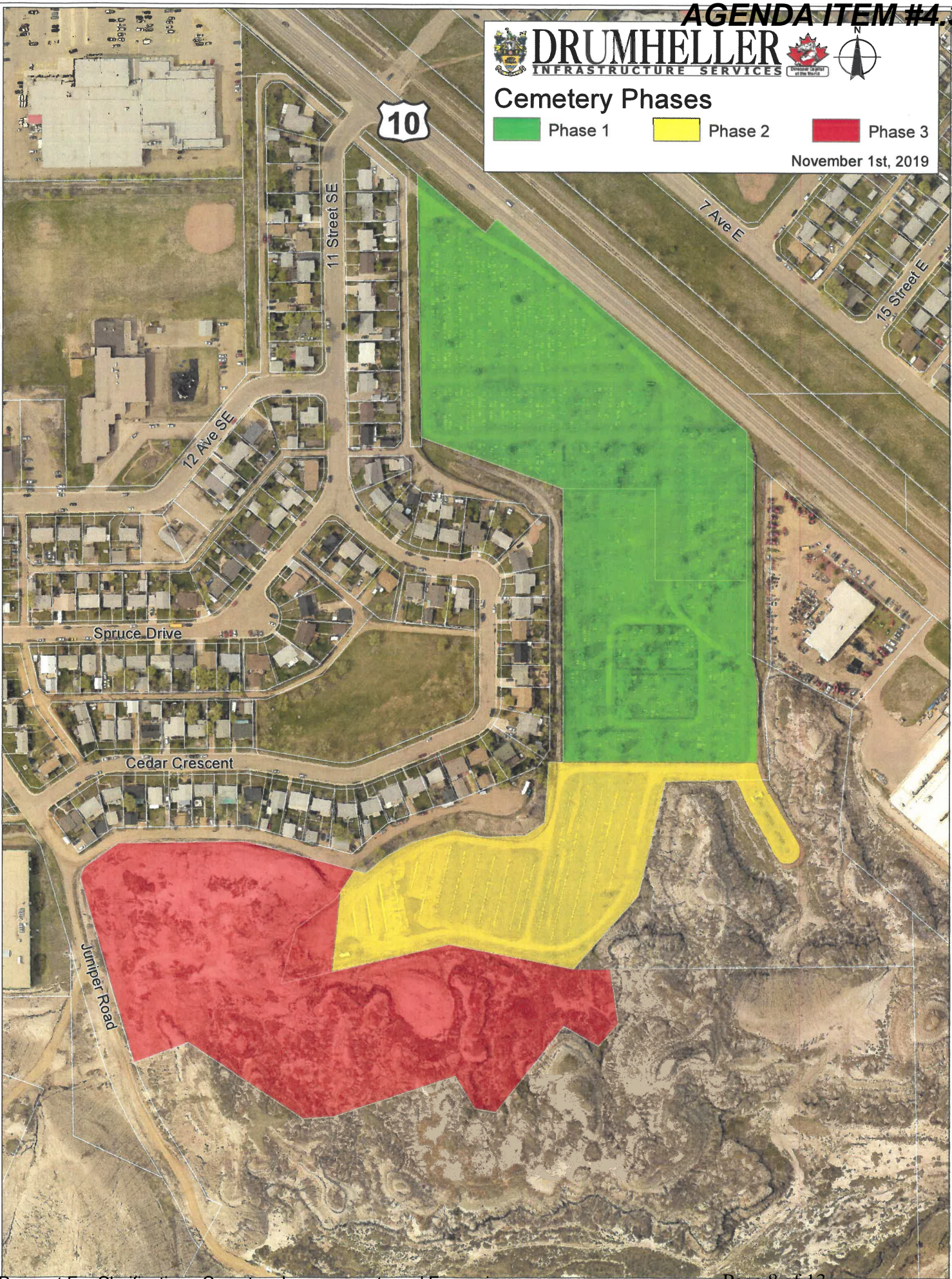




### Cemetery Phases

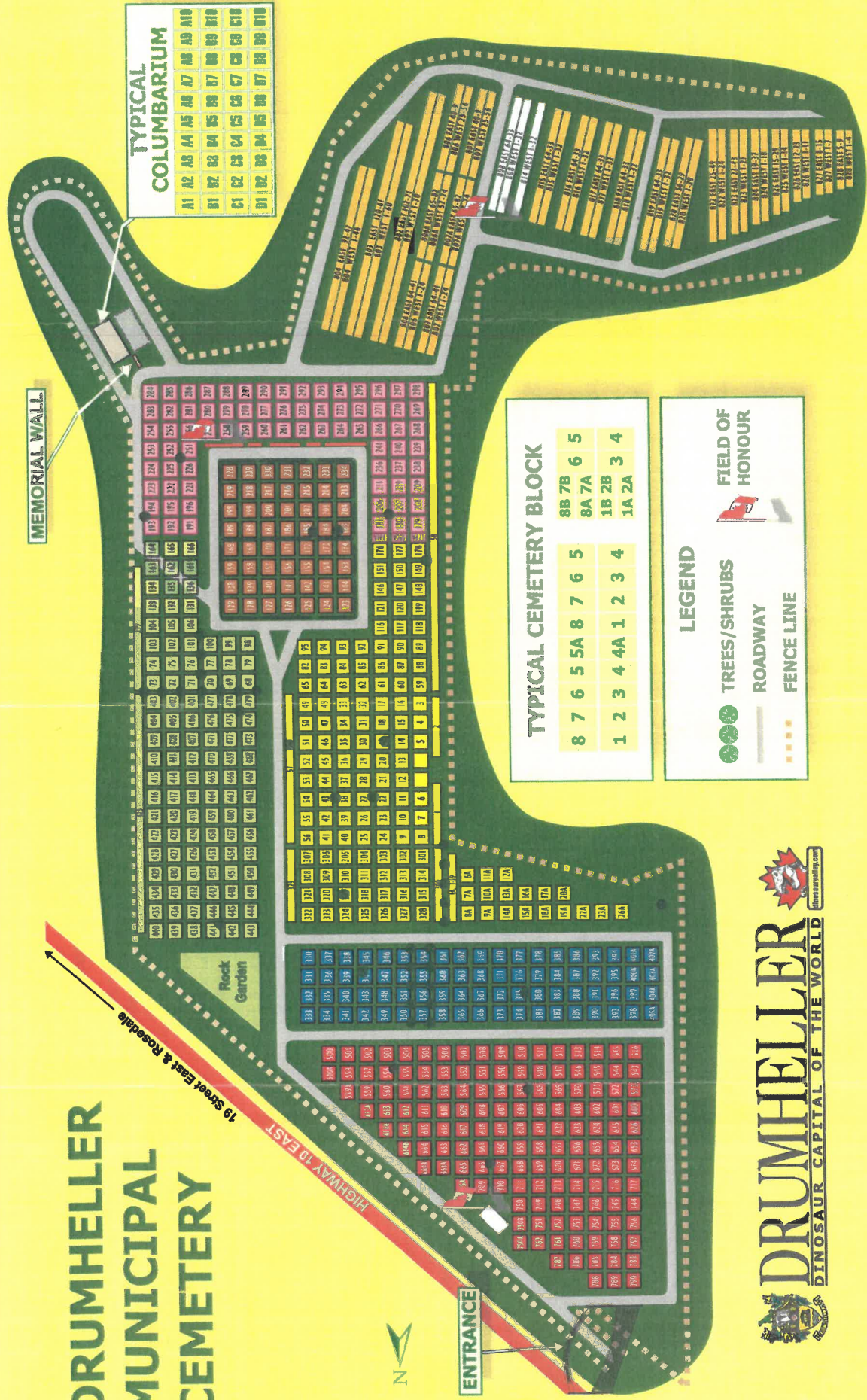
- Phase 1 (Green)
- Phase 2 (Yellow)
- Phase 3 (Red)

November 1st, 2019





# DRUMHELLER MUNICIPAL CEMETERY



**TYPICAL COLUMBARIUM**

A1	A2	A3	A4	A5	A6	A7	A8	A9	A10
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10

**TYPICAL CEMETERY BLOCK**

8	7	6	5	5A	8	7	6	5
1	2	3	4	4A	1	2	3	4
8B	7B	6	5					
8A	7A							
1B	2B	3	4					
1A	2A							

**LEGEND**

- Trees/Shrubs (represented by green circles)
- Roadway (represented by a red line)
- Fence Line (represented by a dashed line)
- Field of Honour (represented by a red flag icon)





**DRUMHELLER  
MUNICIPAL  
CEMETERY  
INFORMATION**

DIRECTORY & GUIDE



**DRUMHELLER**



GAB CS DRUMHELLER SEPTEMBER 2007

**PURCHASE A CEMETERY PLOT**

Contact the Town Hall by phoning (403) 823-6300; visit or write to the Town of Drumheller, Town Hall, 703 2 Avenue West, Drumheller TOJ 0Y3.

Request a personal viewing of the proposed location(s), if necessary.

A Burial Permit must be obtained from Town Hall before burial.

**RATES**

	Full Plot	Half Plot*
Resident Plot	\$650.00	\$325.00
Open/Close (Weekday)	\$325.00	\$325.00
Open/Close (Weekend)	\$390.00	\$390.00
Winter Surcharge**	\$165.00	\$165.00
Non Resident Plot	\$715.00	\$360.00
Open/Close (Weekday)	\$325.00	\$325.00
Open/Close (Weekend)	\$390.00	\$390.00
Winter Surcharge**	\$165.00	\$165.00
Cremains		\$325.00
Resident Cremain Plot		\$360.00
Non-Resident Cremain Plot		\$105.00
Weekday Burial		\$120.00
Weekend Burial		\$ 55.00
Winter Surcharge**		
Columbarium Niche		
Single		\$900.00
Open/Close Fee (Weekday)		\$150.00
Open/Close (Weekend)		\$200.00
Engraving, Double Names		\$175.00
Engraving, Single Name		\$175.00
Memorial Wall Inscription		\$175.00

\* (1/2 Plot is a maximum 5 foot casket length)  
\*\* (Winter Surcharge Nov 01 to March 31)

Rates revised July 1, 2007

**BURIAL OPTIONS**

A single burial in a full size plot.

A double burial in a full size plot with four cremains. With prior notification; the first interment may be excavated at extra depth (double-dig), allowing for a second burial and cremains to be placed on top.

A single or double burial of cremated remains in a cremation plot may have flat markers or upright monuments.

The burial of a maximum of 4 cremated remains in a full size plot.

The placement of urns containing cremated remains in a columbarium niche.

Burials and Open/Close of Cremain Plots are subject to Winter Charges.

**MEMORIAL WALL**

Contact the Town Hall by phoning (403) 823-6300; visit or write to the Town of Drumheller, Town Hall, 703 2 Avenue West, Drumheller TOJ 0Y3.

Memorial Wall Plaque Applications must be made at Town Hall.

Request a personal viewing of the proposed location(s), if necessary.

**Drumheller Municipal Cemetery**  
Highway 10 East, Drumheller, Alberta

**Cemetery Clerk**  
Phone 403-823-6300

**CEMETERY GUIDELINES**

The cemetery is open to the public between sunrise and sunset each day.

Repairs and maintenance of monuments/markers is the responsibility of the heirs and successors of the interred.

No cemetery plot shall be obstructed by any fence, railing, wall, tree, shrub or hedge.

Animals (pets) are prohibited in the Cemetery.

Cemetery staff may remove funeral designs or floral pieces that become damaged or worn.

Empty plots may be returned to the Town of Drumheller for 85% of market value.

Before a monument is placed on a cemetery plot, a Permit must be completed by the monument purchaser or through the monument supplier.

In the new section of the cemetery monuments may not exceed 18 inches from top of sidewalk, including base. No covers are allowed in this section.

Visit our website at:  
[www.dinosaurvalley.com](http://www.dinosaurvalley.com)

All work, maintenance, and alterations in the Cemetery require Town approval before work can commence. Cemetery markers and monuments require the permission of the Cemetery Clerk before placement at the grave site. Please contact Town Hall prior to purchase for further details.



## Town of Drumheller REQUEST FOR CLARIFICATION

<b>TITLE:</b>	Vegetation Management Plan C-XX-YY
<b>DATE:</b>	October 30, 2019
<b>PRESENTED BY:</b>	Dave Brett , Director of Infrastructure Services
<b>ATTACHMENTS:</b>	Map of Vegetation Control Areas

### SUMMARY

Council has identified weed and vegetation control as a Strategic Priority. This is part of the Beautification and Town Entrances project and a follow up to the Community Standards and Tourism Corridor bylaws.

A stand alone policy for weed and vegetation control for Town owned property would allow for clarity on the Level of Service standards to be set and provide guidance to Administration for budgeting, and work prioritization of these activities.

The Town is responsible for vegetation within the following areas:

- Town owned sites including parking lots
- Parks
- Boulevards
- Greenspaces
- Recreational areas (Town owned)
- Environmental Reserves (note: not all Environmental Reserves are maintained, most are left natural)
- Drainage Ditches and retention areas

### DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Clarification of expectations is required from Council on this matter, in order to guide Administration in creation of the policy and setting Levels of Service. Below are some possible criteria and topics:

#### Prioritization

1. Prioritization based on use, such as:
  - a. Downtown Multi-use area (shopping, business and entertainment district)
  - b. Rotary Park
  - c. Centennial Park/BCF
  - d. Newcastle Recreational Area
  - e. Baseball diamonds
  - f. Town entry displays
2. Prioritization of different geographic areas of the municipality, such as:
  - a. Downtown
  - b. Rotary Park
  - c. Centennial Park/BCF
  - d. Newcastle Beach Recreation Area
  - e. Riverside Park
  - f. Trail System
  - g. Drumheller - Boulevards, Green Spaces, Parking Lots
  - h. North Drumheller/Midland - Boulevards, Green Spaces, Parking Lots
  - i. Nacmine – Boulevards, Green Spaces, Parking Lots
  - j. Cambria/Rosedale/Wayne – Boulevards, Green Spaces, Parking Lots

Request for Decision

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- k. East Coulee/Lehigh – Boulevards, Green Spaces, Parking Lots
- 3. Combination of the above

Operationally

- Allocation of staff and monitoring.
- 1. Respond to public safety immediately (fallen trees, poisonous plants, trip hazards)
- 2. Dedicated staff to monitor and respond immediately within an area
- 3. Monitor area and respond within day
- 4. Monitor area and respond within week
- 5. Monitor area and respond within season

Vegetation Levels

- Grass cutting heights
- 1. Cut weekly regardless of growth
- 2. Vegetation Density up to 2 inches
- 3. Vegetation Density 2.5 inches to 3 inches
- 4. Vegetation Density 3 inches to 8 inches
- 5. Zero maintenance

Deficiency Tolerance

- Tolerance of weeds or dead plants.
- 1. Zero tolerance for weeds or dead plants/trees
- 2. Tolerance for weeds or dead plants/trees at certain % or number per area measurement ie. 1/5sq.m
- 3. Additional categories as above

**FINANCIAL IMPACT:**

At this point Administration has not assessed the financial impacts of the Vegetation Management Plan as the new plan has not yet been developed sufficiently to determine costs.

However in the 2019 Operating Budget the applicable activities were covered by:

2611 Weed Control	\$32,270
(this includes \$9,100 allocated to Bylaw for contract work)	
7204 Parks and Playgrounds	\$538,045

**STRATEGIC POLICY ALIGNMENT:**

Being the cleanest community is a core value for Council. This is has been prioritized by Council in strategic planning, as such creation and implementation of this policy for 2020 is needed.

**COMMUNICATION PLAN:**

Will be developed as appropriate, the current phase of the project is internal staff setting terms of reference for creation of the policy.

Prepared By: Dave Brett  
Director of Infrastructure

Approved By: Darryl Drohomerski  
Chief Administrative Officer



