



AGENDA
Regular Council Meeting

TIME & DATE: 4:30 PM – Monday February 7, 2022

LOCATION: ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER

2. OPENING REMARK

Black History Month - February
Family Day Unplugged – Feb 21 – Check the calendar on Drumheller.ca
Flood Readiness Website – March 10 - North Drumheller (Michichi Creek and Grove Plaza)
Community Information Session

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for February 7, 2022 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the February 7, 2022 Regular Council meeting as presented.

5. MINUTES AND COUNCIL MEETINGS

5.1 Minutes for the January 24, 2022, Regular Council Meeting as presented.

[Minutes – January 24, 2022](#)

Proposed Motion: That Council approve the minutes for the January 24, 2022 as presented

6. DELEGATION

6.1 For Information - Resiliency and Flood Mitigation Community Advisory Committee

[Presentation](#)
[Terms of Reference](#)
[Report](#)

7. ADMINISTRATION REPORTS

7.1 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

7.1.1 Request for Decision – Remedial Properties and Derelict Buildings Policy C-02-22

RFD + Policy

Proposed Motion: That Council adopt the Remedial Properties and Derelict Buildings Policy C-02-22 as presented.

8. CLOSED MEETING

8.1 Recreation Property: FOIP 16 – Disclosure harmful to business interests of a third party

Roadways Information: FOIP 24 – Advice from officials

Resiliency and Flood Mitigation Community Advisory Committee

Community Advisory Committee: FOIP 23 Local public body confidence & FOIP 24 Advice from officials

Proposed Motion: That Council close the meeting to discuss the subject matter stated under 8.1 as per FOIP 16, 23, 24.

9. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



MINUTES

Regular Council Meeting

TIME & DATE: 4:30 PM – Monday January 24, 2022

LOCATION: ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

Drumheller Valley YouTube Link:

<https://www.youtube.com/watch?v=CKl66rZqzng>

IN ATTENDANCE

Mayor Heather Colberg
Councillor Hansen-Zackaruk
Councillor Patrick Kolafa
Councillor Tony Lacher
Councillor Stephanie Price
Councillor Crystal Sereda
Councillor Tom Zariski

Chief Administrative Officer (CAO): Darryl Drohomerski
Director of Corporate Services: Mauricio Reyes
Director of Infrastructure: Dave Brett
Director of Protective & Emergency Services: Greg Peters
Manager of Community Services & Social Development:
Tiffany Scarlett
Manager of Human Resources: Valerie Lefin
Manager of Recreation, Arts & Culture: Darren Goldthorpe

RCMP Staff/Sgt Edmond Bourque
Flood Mitigation Project: Deighen Blakely, Mark Steffler

Legislative Assistant: Denise Lines
Reality Bytes IT: Dave Vidal

1. CALL TO ORDER

The Mayor called the meeting to order at 4:31pm.

2. OPENING REMARK

Please remember to clear your sidewalks.

Thank you to the public for their input on the Downtown Dyke, it is forwarded to the experts.

Ambulance Response - The Standing Committee on Health is available for questions. They are gathering the letters to advocate on behalf of the community. Please contact Bob Shedly, Keith Schinnour or Keith Hodgson.

3. ADDITIONS TO THE AGENDA - N/A

4. ADOPTION OF AGENDA

4.1 Agenda for January 24, 2022 Regular Council Meeting

M2022.12 Moved by Councillor Hansen-Zacharuk, Councillor Lacher; that Council adopt the agenda for the January 24, 2022 Regular Council meeting as presented.

Carried unanimously

5. MINUTES AND COUNCIL MEETINGS

5.1 Minutes for the January 10, 2022, Regular Council Meeting as presented.

M2022.13 Moved by Councillor Kolafa, Councillor Sereda; that Council approve the minutes for the January 10, 2022 as amended.

Amendment: Councillor Lacher

6.1.1 That a resolution be brought forward to Alberta Municipalities to lobby other levels of government to assist with maintenance of bridges and culverts.

Carried unanimously

5.2 Regular and Committee of the Whole Meeting Schedule – Approval

M2022.14 Moved by Councillor Zariski, Councillor Hansen-Zacharuk; that Council approve the 2022 Regular and Committee of the Whole Meeting schedule as presented.

Carried unanimously

6. ADMINISTRATION REPORTS

Time Stamp: <https://youtu.be/CKI66rZqzng?t=602>

6.1 DIRECTOR OF CORPORATE SERVICES
DIRECTOR OF INFRASTRUCTURE

6.1.1 Request for Decision - 2022 Capital Budget

M2022.15 Moved by Councillor Zariski, Councillor Hansen-Zackaruk; that Council adopts the 2022 Capital Budget as presented.

Carried unanimously

6.2 DIRECTOR OF CORPORATE SERVICES

Time Stamp: <https://youtu.be/CKI66rZqzng?t=1549>

6.2.1 Request for Decision – Provincial Education Requisition Credit (PERC)

The Provincial Education Requisition Credit (PERC) provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties.

M2022.16 Moved by Councillor Lacher, Councillor Sereda; that Council acknowledges submission of a Provincial Education Requisition Credit (PERC) application.

Carried unanimously

6.3 FLOOD PROJECT MANAGER

Time Stamp: <https://youtu.be/CKI66rZqzng?t=1851>

6.3.1 Request for Direction – Land Acquisition Policy C-03-22

This updated Acquisition Policy combines the Policy document that was originally endorsed by Council that provided the higher-level overarching goals, and the Procedures document which provided the details on how land would be purchased for clarity and transparency. This document also deals with partial property acquisition required for berm construction.

The Policy will be brought back for adoption after the Province has provided comment.

6.4 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

Time Stamp: <https://youtu.be/CKI66rZqzng?t=2643>

6.4.1 Request for Direction – Remedial Properties and Derelict Buildings Policy C-02-22

As suggested by the Town's Solicitor, this policy reflects the procedures to be followed that support the Community Standards Bylaw.

6.5 CHIEF ADMINISTRATIVE OFFICER

6.5.1 Strategic Priorities – 2021 Fourth Quarter Reports

Time Stamp: <https://youtu.be/CKI66rZqzng?t=3429>

[Chief Administrative Officer](#)

[Communications Officer](#)

[Director of Emergency and Protective Services](#)

[Director of Corporate Services](#)

Council asked M. Reyes to explain the funding Corporate Services Finance Department received from Municipal Affairs to hire a Municipal Intern, M. Reyes explained this role and its responsibilities. More information can be found on the alberta.ca website, [Municipal Internship Program](#)

[Director of Infrastructure](#)

[Manager of Community Development and Social Planning](#)

[Manager of Economic Development](#)

[Manager of Human Resources](#)

Manager of Recreation, Arts & Culture

Royal Canadian Mounted Police (RCMP)

7. CLOSED MEETING

7.1 Flood Department Activities – Advice and Recommendations – FOIP 24 – Advice from Officials

M2022.17 Moved by Councillor Hansen-Zacharuk, Councillor Zariski that Council close the meeting to discuss flood department activities as per FOIP 24 – Advice from Officials.6:34pm

M2022.18 Moved by Councillor Lacher, Councillor Hansen-Zacharuk that Council open the meeting to the public 8:27pm

8. ADJOURNMENT

M2022.19 Moved by Councillor Kolafa, Councillor Sereda adjourn the meeting. Time 8:27pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Community Advisory Committee - Engagement Report

Period Ending January 31, 2022

Prepared for:
Resiliency and Flood Mitigation Program Office, Mayor and Council and the CAO



1

Purpose

Work with the Flood Mitigation Office
to learn and understand:

- the reasons for the Flood Mitigation Program
- the scope of the project to guide engagement with the public

2

Operational Process

- Weekly meetings
- Review input from residents
- Submit questions to Communications Team or FMO
- Review and communicate responses



3

Summary of Activities

- Formation and Training
- Operational Activities
 - Community Engagement Sessions
 - Conduct research/Offer solutions



4

Summary con't

- Accomplishments
- Observations

5



floodreadiness.drumheller.ca

floodreadiness@drumheller.ca

floodcommittee@drumheller.ca



6

Resiliency and Flood Mitigation Community Advisory Committee

TERMS OF REFERENCE

Background:

Resiliency and Flood Mitigation Office

The purpose of this office is to protect the people and property in Drumheller from loss due to flooding through a sensible model for a small community to adapt to the perils of changing climate. The Resiliency and Flood Mitigation Office will manage the Flood Mitigation and Climate Adaptation System through to its completion in 2024.

Purpose, Mandate, Role and Scope

The purpose of the Resiliency and Flood Mitigation Community Advisory Committee is to:

- Work with the Flood Mitigation Office to learn and understand the reasons for the Flood Mitigation Program and the scope of the project to guide engagement with the public.
- Connect with the community affected by the Resiliency and Flood Mitigation Program, and report back to the Resiliency and Flood Mitigation Office on the concerns of the community.

The engagement and recommendations will describe the community members' understanding of the purpose of the Flood Mitigation Project and will be guided by these questions:

- What are the causes of flooding in Drumheller?
- What areas will be impacted by flooding?
- How will these areas be impacted by this project?
- What will happen if this project does not take place?

To achieve this mandate the Committee:

- Will receive an orientation for a clear overview of the project to date and continue to be kept abreast as the project progresses;
- Will focus only on matters related to the current Resiliency and Flood Mitigation Program;
- Will conduct interviews, investigations, surveys, and meetings as the Committee deems necessary or desirable to ascertain the views of community matters related to the purpose for which the Committee has been established;
- Assists community members in understanding flood related decisions and activities and the background associated with them.
- Will review, analyze, and summarize all written input received from community members;
- Will report to the Resiliency and Flood Mitigation Program Office: and
- Work with the Flood Mitigation Program to seek resolution to concerns identified to us by community members.

Engagement

The Committee will conduct the engagement (interviews, investigations, surveys, and meetings) between September 2021 and August 2022, having due regard for agricultural stakeholders' busy periods and Indigenous communities' scheduled ceremonies.

Report on Engagement

- The Committee will submit its report on the engagement as deemed appropriate, but no less than once every month, summarizing the perspectives, and concerns of the Drumheller and area community members about Resiliency and Flood Mitigation Program.
- The Committee will submit this report to the Resiliency and Flood Mitigation Office, the CAO, and the Mayor and Council.
- The Resiliency and Flood Mitigation Office will post a summary online of the report submitted from the

Committee.

Membership

The Committee will consist of six to eight members of the community, representing a broad section of community interests and geographic locations. Membership is established by an independent consultant

Term

Committee members are appointed for a one-year term.

Committee Meetings

In delivering the engagement and the report, the Committee may meet by any method and at such frequency as it deems necessary or desirable. Members will provide notifications of absence to the Committee members in advance. If more than two meeting absences are expected in the term, the member must notify the Committee. A minimum quorum of two committee members is required for any meeting. Summary notes from each meeting will be approved by the Committee. Meeting materials will be provided by the independent consultant in advance of each meeting. Summary notes from each meeting will be approved by the Committee and may be posted online.

Confidentiality and Conflict of Interest

The discussions and deliberation of the Committee are confidential. Information gained through the course of participation on the Committee cannot be used for personal interest or gain, or that of a close family member. Any real or perceived conflicts of interests must be disclosed to the other Committee members immediately.

Committee information is the property of the Resiliency and Flood Mitigation Office and will be managed in compliance with the Records Management Regulation, the Freedom of Information and Protection of Privacy Act, and applicable Information Management Technology Standards.

Expenses

Committee members may be reimbursed for reasonable expenses necessarily incurred in the course of performing their duties as Committee members in accordance with town policy.

Secretariat

The Resiliency and Flood Mitigation Office will provide an independent consultant to support the Committee, which will include the following:

- Arrange engagement and meeting logistics, recording engagement and meeting notes and assisting the chair with drafting and delivering meeting agendas and materials;
- Serve as the liaison between the Committee and the Resiliency and Flood Mitigation Office;
- Arrange access to information as required;
- Arrange research and analysis on behalf of the Committee;
- Assist with engagement and meeting planning, arrange logistics for engagement, arrange engagement tools and discussion guides under the Committee's direction, and arrange for drafting of notes and summaries of Drumheller community members' input.
- Arrange for the drafting of the engagement report and final report and recommendations under the Committee's direction.

Community Advisory Committee - Engagement Report

For the Period Ending January 31, 2022

Prepared for: Resiliency and Flood Mitigation Program Office, Mayor and Council and the CAO

Community Advisory Committee: Purpose

- Work with the Flood Mitigation Office to learn and understand the reasons for the Flood Mitigation Program and the scope of the project to guide engagement with the public.
- Connect with the community affected by the Resiliency and Flood Mitigation Program, and report back to the Resiliency and Flood Mitigation Office on the concerns of the community.

Operational Process

- Meet weekly in person.
- Review input from residents (obtained through one-on-one meetings, casual discussions, telephone interviews, feedback from public information sessions, and letters we receive or are copied on).
- Formulate questions (refine and further clarify to ensure answers meet the needs of those asking them and others who may come to us in the future).
- Submit questions to Communications Team or FMO
- Review answers from FMO and communicate back to those who asked us the questions.

Summary of Committee Activities during this Period

Formation and Training:

- Committee named Sept 30/21
- Refined Terms of Reference
- Project orientation and training Oct 19 – Oct 27 (6 sessions – approx. 10 hours)
- First Committee meeting Nov 15, began weekly meetings Nov 24
- Committee Strategy and Operations Model Creation
 - mission statement
 - engagement model
 - tracking tools

Operational Activities

Attend Preview of Community Engagement sessions and provide feedback:

- Midland - Nov 16
- Newcastle – Nov 23
- Land Acquisition Strategy and Tree Strategy – Nov 24
- Dike D and MDP/LUB – Nov 30
- Lehigh – Dec 7
- Lehigh – Discuss Strategies – Dec 17

Attend Community Engagement sessions:

- Midland (Virtual and Town Hall) – Nov 18
- Newcastle (Virtual and Town Hall) – Dec 1
- Dike D (Virtual and Town Hall) – Dec 9
- Lehigh (Virtual / Closed Town Hall – Jan 6
- Dike D (Downtown Virtual Open House) – Jan 13

Conduct Research and Propose Solutions:

- Researched strategies for dealing with communities impacted by flooding where decisions to Retreat were chosen. Identified the PARA Adaptation Options Framework.
- Identified contacts from Ft McMurray who had experience dealing with Retreat.
- Reviewed in detail the nine wildlife, vegetation surveys and inventories conducted in 2021/22 and discussed with the Resiliency and Flood Mitigation Office on how the public will be kept informed.
- Researched and created an outline of Tree Strategy Program to engage community.
- Engage with community through email, in person, radio interview, etc
- 17 questions were identified and forwarded to FMO for further research and direction.

Accomplishments

- Provided input for the Improvement of Community Engagement sessions via feedback the CAC had received and interpreted to be the resident perspective.
- Working with an increasing number of community members to listen to their concerns, help them formulate their questions and communicating these to the FMO.
- Preparing Q&A questions from resident input.

Key Observations

- The FMO utilizes the input we provide and questions we ask to improve public presentations.
- The one hour per member per week expectation of our time that was identified in our interviews has likely expanded to 5-15 or more hours per week, but our committee is very committed to the project.
- While there are some opportunities for community involvement, the CAC believes that the public perception is that many decisions are made without opportunity for community engagement, involvement or feedback. This is based on numerous emails and conversations with more than one hundred people across the entire Drumheller community.
- Despite significant efforts by the Communication team, the Flood Mitigation Office and the Town of Drumheller, to communicate information about the Flood Mitigation Project, it appears that many people in the community are unaware of the project or have chosen not to be involved.
- There are many ongoing projects and visions for the valley (such as Tourism, Downtown Area Revitalization, and Community Development such as the new SL4 facility). It cannot be easy to juggle all of these areas of interest along with the impact of the Flood Mitigation Project.

**Respectfully Submitted,
Community Advisory Committee**

REQUEST FOR DECISION

TITLE:	Remedial Properties and Derelict Buildings Council Policy
DATE:	February 3, 2022
PRESENTED BY:	Greg Peters, Director of Emergency and Protective Services
ATTACHMENT	Remedial Properties and Derelict Buildings Council Policy C-02-22

SUMMARY:

The Department of Emergency and Protective Services is seeking council support as municipal enforcement staff address properties in the Town that need remediation and corrective work to bring them up to an acceptable standard.

RECOMMENDATION:

Administration recommends adoption of this policy so everyone in the community is fully aware of the work undertaken by municipal enforcement and that Town council supports this work to enhance and improve properties in the municipality.

DISCUSSION:

Administration believes that with the support of council elicited in this policy, and that this policy then demonstrated in the media and promulgated throughout information channels throughout our Town, owners and residents of properties needing necessary work to improve them will be fully aware of the direction impetus of municipal enforcement’s work. Further let it be known that Town council is fully in support of this.

FINANCIAL IMPACT:

The projected cost of this work is unknown. It will take normal working hours of enforcement staff and potentially fees for the town solicitor if a property under investigation requires a court authorized access order because of owner or resident resistance to complete the remedial work asked of them. Solicitor fees can be claimed against the tax roll of the property in some instances.

STRATEGIC POLICY ALIGNMENT:

This project is in alignment with the strategic goals of ensuring that remedial and derelict properties are improved, and deficiencies are not ignored by the property owner or resident. In addition, this work will assist in improving properties and beautifying the Town. A consistent effort, policy and support is an example of good governance and administration carrying out the direction of council.

COMMUNICATION STRATEGY:

Upon decision this policy will be advanced in all media and the town website. An information sheet can be constructed and included in all town billing mailed out to rate payers. Municipal enforcement staff can carry information sheets with them when discussing concerns with property owners and residents so all can read what the policy says. The director would welcome an opportunity to appear on local radio and discuss this policy as well. It may also be beneficial to hold a town hall to further explain it to citizens.

MOTION:

Councillor

That Council adopt the Remedial Properties and Derelict Buildings Policy C-02-22 as presented

Councillor



Prepared by:
Greg Peters
Director of Emergency and Protective Services



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

COUNCIL POLICY

NAME Remedial Properties and Derelict Buildings	POLICY NUMBER C-02-22
DEPARTMENT: Emergency and Protective Services	ATTACHMENTS

DATE APPROVED:	REVISION DATE:
SUPERSEDES:	

1. POLICY STATEMENT

The Town of Drumheller is implementing an initiative and process to seek the remediation or removal of derelict buildings and unkempt residential properties.

2. PURPOSE

To continue to build on the Town of Drumheller as a desirable community to live and work, and to capitalize on growth and development while protecting the health, safety, and welfare of the public.

This policy will guide the implementation of remedying any public nuisance problems to prevent deterioration, unsightly, unsafe, blight and consequent adverse impacts on the value of any nearby properties

3. SCOPE

This policy applies to all owners and occupiers of property within the Town of Drumheller.

4. DEFINITIONS

- (a) "Notice to Remedy" means a notice issued pursuant to town bylaws that requests remediation of a condition that is not in compliance with provisions of town bylaws.
- (b) "Remedial Order" means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act;
- (c) "Unsightly Property" means in respect of a Building, includes a Building whose exterior shows signs of significant physical deterioration, and in respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep, and which is in the opinion of the designated officer, detrimental to the surrounding area

5. SET STANDARDS

No owner or occupier of property shall permit on the premises:

- (a) unsafe structure(s);
- (b) unsightly items, refuse or any accumulation of either

6. PROCESS AND AUTHORITY

In order to achieve greater compliance in a shorter period of time and to obtain a more accurate picture of the work that needs to be completed to prevent further deterioration, safety and degradation of property values the following steps have been put in place by the Town of Drumheller and will be undertaken by Municipal Enforcement:

Authority for the initiative is derived from the *Municipal Government Act RSA 2000 Chapter M-26*, specifically, Section 546.

6.1 Identification

- 6.1.1 Street by street analyses of the Town to identify all properties and buildings not in compliance with the authority of bylaws, safety, and building code requirements in place.

6.2 Investigation

- 6.2.1 If issues are detected, contact will be made with the Owner or Occupier to perform a full exterior inspection. If Owner or Occupier are not receptive, officers will attempt to conduct initial assessment from adjacent public land.
- 6.2.2 Level of distress documented; steps will be determined as to what needs to take place to rectify issues detected;
 - (a) cosmetic work
 - (b) rehabilitation and economic feasibility of such
 - (c) demolition recommended/not economically feasible for rehabilitation or obvious safety issues. In extreme instances, immediate demolition may be deemed necessary

6.3 Resolution Process

- 6.3.1 If little or no progress has been attempted, the Enforcement Officer will issue a Notice to Remedy which permits a two-week time frame for work to be completed, under extenuating circumstances an extension may be issued by the Officer.
- 6.3.2 If there is little to no change after the allotted time the Officer will issue a Remedial Order stating the deficiencies and the tasks that must be completed with a further deadline of two-weeks. The property owner may file an appeal with the town within 14 days of receiving the order.

6.3.3 If the Remedial Order is not complied with;

- (a) A fine of \$500 may be applicable under the Community Standards Bylaw.
- (b) The town solicitor may make an application to the Court of Queen's Bench for a Court Order.

6.3.4 If the Court Order is granted it will grant the property owner additional time to voluntarily remedy property deficiencies. If the property owner fails to correct the deficiencies within that timeframe the town may access the property, and perform such work required to remediate the premises at the owners expense. This shall be added to the tax roll for the property and the work to remediate can start immediately without property owner or property resident consent.

7. REFERENCES

Municipal Government Act RSA 2000 Chapter M-26

Safety Codes Act RSA 2000 Chapter S-1

Community Standards Bylaw 06.19

Land Use Bylaw 16.20

Date: _____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REVISIONS	
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