



**AGENDA**  
**TOWN OF DRUMHELLER**  
Regular Council Meeting

TIME & DATE: 4:30 PM – Monday April 4, 2022  
LOCATION: ZOOM Platform and Live Stream on Drumheller Valley  
YouTube Channel

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1. CALL TO ORDER

2. OPENING REMARK

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for April 4, 2022 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the April 4, 2022 Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for the March 21, 2022, Regular Council Meeting as presented.

[Minutes – March 21, 2022](#)

**Proposed Motion:** That Council approve the minutes for the March 21, 2022 Regular Council Meeting as presented.

6. DELEGATION

6.1 Community Development and Social Planning

[Presentation](#)

7. ADMINISTRATION REPORTS

7.1 CHIEF ADMINSTRATIVE OFFICER

7.1.1 Request for Decision – CN Rails to Trails Lease Agreement

[RFD + Attachment](#)

**Proposed Motion:** That Council approve the twenty-five (25) lease with CN Rail for the Rails to Trails active transportation project at a cost of \$1.00 per year.

7.2 DRUMHELLER RESILIENCY AND FLOOD MITIGATION PROJECT

7.2.1 Request for Decision – ATCO Electric Utility Relocation – Downtown Dike

[RFD + Attachments](#)

Proposed Motion: That the proposed ATCO Electric Utility relocation project with a budget of \$353, 471.43 plus GST be approved as presented.

7.3 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

7.3.1 Request for Decision – Purchase of Commercial Fire Tanker Truck

[RFD + Attachments](#)

**Proposed Motion:** That Council approve the award for the supply and delivery of one (1) Commercial Fire Tanker Truck to Fort Garry Fire Trucks for the amount of \$ 383,940.00, excluding GST, and that the additional funds shall be funded through MSI capital funding.

7.4 MANAGER OF ECONOMIC DEVELOPMENT

7.4.1 Request for Decision – Tender Award for the Construction of the Downtown Multi-Use Plaza

[RFD + Attachments](#)

**Proposed Motion:** Moves that the Downtown Multi-Use Plaza Tender for construction be awarded to Landform Inc for the amount of \$1, 017, 507.69, excluding G.S.T.

8. CLOSED MEETING

8.1 Personnel evaluation – FOIP 19 – Confidential evaluations

**Proposed Motion:** That Council close the meeting to the public to discuss the items in Section 8.1 of the April 4<sup>th</sup>, 2022 agenda as per FOIP 19.

9. ADJOURNMENT

9.1 Proposed Motion: That Council adjourn the meeting.



**MINUTES  
TOWN OF DRUMHELLER  
Regular Council Meeting**

**TIME & DATE:** 4:30 PM – Monday March 21, 2022

**LOCATION:** ZOOM Platform and Live Stream on Drumheller Valley  
YouTube Channel: <https://www.youtube.com/watch?v=dpmjby9Wsbs>

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**IN ATTENDANCE**

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Tony Lacher

Councillor Crystal Sereda

Councillor Tom Zariski

Councillor Stephanie Price

Chief Administrative Officer (CAO): Darryl Drohomerski

Communications Officer: Erica Crocker

Director of Corporate Services: Mauricio Reyes

Director of Infrastructure: Dave Brett

Flood Mitigation Project Manger: Deighen Blakely

Legislative Assistant: Denise Lines

Reality Bytes IT: John Shoff

**REGRETS**

Councillor Hansen-Zacharuk

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1. **CALL TO ORDER**

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

2. **OPENING REMARK**

East Coulee Springfest April 29<sup>th</sup> & 30<sup>th</sup>

Oktoberfest – March 25 & 26<sup>th</sup> tickets are available online

Pioneer Trail – A great lunch was put on for St.Patrick's day. They are open for business and having a 50+ membership drive.

Drumheller Dragons – Thanks to the businesses and residents for their support

Abusive and aggressive behaviour towards Town staff and our contracts will not be tolerated.

Everyone has the right to a safe work environment.

3. **ADDITIONS / CHANGES TO THE AGENDA**

1. Addition: 6.3.2 D. Drohomerski will give an update on the tree clearing project.

2. Addition: Closed Session – Labour – FOIP 24

3. Change: Section 6.3 Drumheller Flood Mitigation Project Request for Decision was presented before 6.2 Director of Corporate Services Operating Budget Presentation.

4. **ADOPTION OF AGENDA**

4.1 Agenda for March 21, 2022 Regular Council Meeting

**M2022.58** Moved by Councillor Zariski, Councillor Kolafa;  
that Council adopt the amended agenda for the March 21, 2022 Regular Council meeting as amended.

Carried unanimously

5. MEETING MINUTES

5.1 Minutes for the March 7, 2022, Regular Council Meeting as presented.

**M2022.59** Moved by Councillor Lacher, Councillor Sereda;  
that Council approve the minutes for the March 7, 2022 as presented.

Carried unanimously

6. ADMINISTRATION REPORTS

Time Stamp: <https://youtu.be/dpmjby9Wsbs?t=1061>

6.1 CHIEF ADMINISTRATIVE OFFICER

6.1.1. Request for Decision – Road Closure Bylaw 05.22 (Riverside Dr East) and Notice of a Public Hearing

As part of the flood mitigation work in Drumheller, a road closure bylaw is required to close a portion of Riverside Dr. East to public vehicle traffic in order to construct a dike as a barrier from the Red Deer River which will protect properties and citizens from the ravages of flood waters.

**M2022.60** Moved by Councillor Zariski, Councillor Kolafa;  
that Council gives first reading to Road Closure Bylaw 05.22 and sets a public hearing date for April 19, 2022.

Carried unanimously

6.1.2. Request for Decision – 2022 Supplementary Assessment Bylaw 04.22

The Town has always levied a supplementary tax via a supplementary assessment bylaw. The requirement under the legislation is to approve such a bylaw on an annual basis. Bylaw 04.22 has been prepared for the 2022 tax year and is consistent with the legislative authority provided under the act.

**M2022.61** Moved by Councillor Lacher, Councillor Zariski;  
that Council give first reading to the Supplementary Assessment Bylaw 04.22 as presented.

Carried unanimously

**M2022.62** Moved by Councillor Kolafa, Councillor Sereda;  
that Council give second reading to the Supplementary Assessment Bylaw 04.22 as presented.

Carried unanimously

**M2022.63** Moved by Councillor Zariski, Councillor Price;  
that Council give unanimous consent for third reading to the Supplementary Assessment Bylaw 04.22.

Carried unanimously

**M2022.64** Moved by Councillor Sereda, Councillor Kolafa;  
that Council give third reading to the Supplementary Assessment Bylaw 04.22 as presented.

Carried unanimously

#### 6.1.3. Request for Decision – Prepayment of Taxes Repeal Bylaw 02.22

In 2019, Corporate Services completed a review of the Prepayment of Taxes program that had been in place for 18 years, which included reviewing Bylaw 19.16 which was active at that time. On November 27, 2019 a Request for Decision was brought forward explaining the reasons why the Bylaw should be repealed and how the monthly payment plan was being implemented in place of the program. Council agreed with the recommendation and made a motion to repeal the Bylaw 19.16, however the Bylaw was not repealed at that time.

**M2022.65** Moved by Councillor Zariski, Councillor Kolafa;  
that Council give first reading to reading to Prepayment of Taxes Repeal Bylaw 02.22 as presented.

Carried unanimously

**M2022.66** Moved by Councillor Sereda, Councillor Kolafa;  
that Council give second reading to Prepayment of Taxes Repeal Bylaw 02.22 as presented.

Carried unanimously

**M2022.67** Moved by Councillor Zariski, Councillor Price;  
that Council give unanimous consent for third reading to Prepayment of Taxes Repeal Bylaw 02.22 as presented.

Carried unanimously

**M2022.68** Moved by Councillor Lacher, Councillor Price;  
that Council give third reading to the Prepayment of Taxes Repeal Bylaw 02.22 as  
presented.

Carried unanimously

6.2 DIRECTOR OF CORPORATE SERVICES

Time Stamp: <https://youtu.be/dpmjby9Wsbs?t=2164>

6.2.1 Request for Decision - 2022 Operating Draft Budget – Presentation

M. Reyes presented more information about the 2022 Operating Budget.

Addition to the Budget:

Airport Manger position – This position was added to the operating budget.

Questions from Council:

What is the difference between the revenue and salaries of the BCF and Aquaplex.

Personnel: Community Development and Social Planning Dept: Youth Coordinator and  
Social Equity Coordinator – More information is required on how these roles are funded,  
achievements and expectations of the role going forward.

Recreation Facilities – Suggestion: Hire a third-party consultant to evaluate, if and how,  
the facilities can be run more efficiently.

Drumheller Public Library – More information is required to understand the requested  
funding increase.

**M2022.69** Moved by Councillor Zariski, Councillor Lacher;  
that Council adopt the 2022 Tax Supported Operating Budget having a municipal  
requisition of \$9,273,404 as presented.

Defeated unanimously

Council has requested more information on a number of items before the Operating  
Budget can be approved.

6.3 DRUMHELLER RESILIENCY AND FLOOD MITIGATION PROJECT

Time Stamp: <https://youtu.be/dpmjby9Wsbs?t=1862>

6.3.1 Request for Decision – Resiliency and Flood Mitigation Project January – June 2021  
Financial Audit Report – Follow Up

The financial audit was completed for the DRFMO and Town of Drumheller to provide  
feedback on overall program fiscal management. The audit report was adjusted from the  
version brought to Council on February 22 to include property purchases in 2020 which  
were not included in the original audit report by error, bringing the total land expenditures  
to date from \$3,922,310 to \$4,737,310 and the overall expenditures total from \$11,201,193  
to \$12,016,193.

**M2022.70** Moved by Councillor Kolafa, Councillor Lacher;  
that the Drumheller Resiliency and Flood Mitigation Program – Financial Statement,  
period ended June 30, 2021, be adopted as presented.

Carried unanimously

6.3.2 Update on the Tree Clearing Project – D. Drohomerski, C.E.T., CAO

Tree removal is progressing along the Downtown area, Midland and Newcastle. There are discussions about how best to utilize the material based on size and structure. Larger pieces could be carved into furniture, mid-size cut down for firewood and smaller pieces mulched.

When mulch is available, it will be offered to the community for free.

7. CLOSED MEETING

**M2022.71** Moved by Councillor Zariski, Councillor Kolafa;  
that Council close the meeting to the public to discuss a Labour issue as per FOIP  
24. Time 5:37pm

Carried unanimously

**M2022.72** Moved by Councillor Lacher, Councillor Zariski;  
that Council open the meeting to the public  
Time: 6:44pm

Carried unanimously

8. ADJOURNMENT

**M2022.73** Moved by Councillor Sereda, Councillor Kolafa;  
that Council adjourn the meeting.  
Time 6:44 pm

Carried unanimously

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



# Poverty Reduction review

Directors' Meeting  
22 March 2022

1

## Agenda

- Why are we talking about Poverty Reduction?
- What's happened so far?
- What next?



2





# Why are we talking about poverty reduction?

3

## Poverty in Drumheller

- 12.9% of children aged 0-5yrs live in poverty\*
- 44% of tenants spend 30%+ on shelter costs\*
- 7.25% more on food\*\*
- Food Bank: 314 households (51% children)\*\*\*

### Living Wage

- 2020: \$23.77/hr
- 2021: **\$19.70/hr** (Federal benefit change)

Average starting salary: **\$16/hr** approx.\*\*\*\*.



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***“There comes a point  
where we need to stop  
just pulling people out  
of the river.***

***We need to go  
upstream and find out  
why they’re falling in”***

Desmond Tutu

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## **Two pronged attack**

### **1. Poverty Alleviation**

- *“What are the needs we can meet now, & how can we do that within the parameters and rules of our program?”*
- Supporting those experiencing poverty to meet basic needs
- A safety net
- Risks: a trap, never ends

### **2. Poverty reduction/prevention strategies**

- Identifying & addressing the Causes
- A springboard to move OUT of poverty/prevent it in the first place
- *“Why are people unable to meet their needs?”*
- *How can we help prevent them from being unable to do so in the first place?*
- *How can we support them to participate fully in their communities?”*



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**DRUMHELLER  
VALLEY**

# What has happened so far?

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## Background

- Poverty costs \$7.1-\$9.5bn per year (in AB)\*
- 2017 Community Social Needs Assessment
- 2018 & 2020 Homelessness Assessments
- 2019 Drumheller Poverty Reduction Alliance (DPRA)

Vision:

*Drumheller is a community in which all people have equitable opportunity to thrive, free from poverty, living with a sense of dignity and embracing opportunities to actively participate in society*

- Capacity



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## 5 Core conditions for successful Collective Impact initiatives

1. A common agenda
2. Shared measurement
3. Mutually reinforcing activities
4. Continuous communication
5. **Backbone support**



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## Objectives for the role

1. To develop a Poverty Reduction Strategy
  - To work in collaboration with the community to develop a poverty reduction strategy that meets the community needs
  - Identify the focus groups:
    - Those who need help, and
    - those who can help
2. **DPRA re-formation (Collective Impact)**
3. **Programs to support those experiencing poverty**



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## 2021/2022: Actions to date

- March 2021: 2020 Living Wage determined
- **April 2021: Coordinator appointed (6 mths)**
- June 2021: Conversation at the Plaza
- June-July 2021: Food Drive (Salvation Army)
- Aug-Sept 2021: Tech Drive (Reality Bytes)
- **Sept 2021: DPRA Reformation (7) Meetings**
  - Relationship development



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## Actions con't

- Oct 2021: Rec Fee Assistance Program approved
- **Oct 2021: Coordinator extended to Dec 2021**
  - 2 months
- Nov 2021-Feb 2022: Poverty Tree
- Jan/Feb 2022: Coordinator extended to March 31, 2022
  - 3 months
- Feb 2022: Giving Lane Drive
- March 2022: DPRA Steering Committee training
- Other:
  - AB Living Wage Network
  - AB PR Network

*“Nothing about us,  
without us”*



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## Success

1. Relaunch of DPRA (quarterly)
  - Steering Committee (11+2)
  - Mailing list
2. Jan 2022 RFAP launched (14 households)
3. Food drive: 179 pounds of food!
  - approx. \$468/179 meals
4. Tech Drive: 23 devices
  - 9 distributed
5. Christmas Poverty Tree
  - 54 items distributed
6. Giving Lane Drive



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## Hurdles/Barriers

1. Covid-19 pandemic
  - Meetings ceased March 13, 2020
  - Restrictions on meetings/gatherings
2. Staff changes (former DPRA)
  - Loss of momentum
  - Rebuild from scratch
  - Trust
3. Direction
  - Short term contract (6mths, + 2, + 3 +?)
  - Quick wins (alleviation)



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## Next steps/ objectives

1. Training
2. **Social Equity Strategy & Implementation Plan co-designed with partners & public**
  - Service gaps & needs analysis
  - Address root causes of poverty
  - Empower residents
  - Support those that are experiencing poverty to live in dignity
  - Reduce duplication of services, programs & events
  - Tamarack support



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## Next steps con't

3. Community Access Pass
4. Support Housing Strategy development
5. Public awareness campaign – support available
6. Alberta Living Wage Network
7. Programs?
8. Events?



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## Risks

1. Perception: Poverty reduction is not a priority/valued
2. Impact to DPRA
  - Loss of backbone support (see slide 5)
  - Loss of trust
  - Loss of momentum
3. Community Access Pass development & implementation
  - Capacity
4. Incomplete Council Strategic Priority:
  - SOCIAL EQUITY STRATEGY
5. Failure to achieve DPRA VISION



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# Priority: Social Equity Strategy

## Alternatives:

1. Consultant to lead co-design of Strategy & Implementation Plan - **Recommended**
2. Do nothing – remove Social Equity as Strategic priority
3. Temp position to lead co-design of Strategy & Implementation Plan
4. Other?



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# **DPRA Steering Committee Membership**

- TOD
  - CDSP
  - Community Futures Big Country
  - Pregnancy Care Centre
  - MH Enterprise
  - Drumheller Public Library
  - Salvation Army
  - Residents
- Note: the full Alliance membership extends beyond the Steering Committee



## REQUEST FOR DECISION

<b>TITLE:</b>	CN Rails to Trails lease agreement
<b>DATE:</b>	March 31, 2022
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENT:</b>	Map of leased area

**SUMMARY:**

The Town of Drumheller and CN Rail recently completed negotiations on a long-term lease of the abandoned rail line within the Drumheller Valley Corporate Limits. The general terms of the lease include the following:

- 25-year lease of all lands at \$1.00 per year, with an option to extend/renew lease.
- Includes all rail bed and bridge structures including Midland Bridge
- Only use is active transportation trail. No cars, trucks or emergency vehicles allowed
- Town to develop trail system and any rest stops, garbage/recycling etc.

**RECOMMENDATION:**

That Council approve the lease with CN Rail for the Rails to Trails active transportation project.

**DISCUSSION:**

Past Councils and Administration have been working with CN to turn over the abandoned rail line to the Town for the purposes of creating a trail system. Significant advancements were made in the last 18 months and recently CN and the town have reached an agreement on the terms and conditions of creating a Rails to Trails throughout the CN track line within Drumheller.

The agreement includes all rail line owned by CN, which starts at the south limits of Drumheller in the neighbourhood of Wayne, travelling north to Rosedale and then west to Newcastle and north to Midland and Midland Provincial Park, with the terminus of the lease being the north town limit by Murray Road. The attached map shows the complete leased line.

The term of the agreement is the town is leasing the land for 25 years with an option to extend the lease. The cost is \$1.00 per year or \$25.00 for this term. The town has access to all bridges including the Midland bridge, but the trail and bridges may only be used for pedestrian or active transportation traffic only. There is no provision for a secondary vehicle access on any bridge.

The Town will start to look at developing sections of this trail this year with the first section between 19<sup>th</sup> St E and 5<sup>th</sup> St E. a comprehensive development plan will follow this year to identify future funding and development of the trail project.

**FINANCIAL IMPACT:**

The lease terms are \$1 per year or \$25 for the term of the first lease. There will be costs to develop the trail system that Administration will determine and bring to Council for approval as part of future capital budgets. There is \$25,000 identified in trail development in the 2022 capital budget that will be used for the first segment.

**STRATEGIC POLICY ALIGNMENT:**

Finalizing the CN Lease for a Rails to Trails project has been a Council Strategic Priority for a few years. Completing this objective is an incredible opportunity for the Drumheller Valley.

**COMMUNICATION STRATEGY:**

Once endorsed by Council, a media release will be posted on all channels and website. It is expected to have a ground breaking announcement with a CN Rail official in the next four weeks

**MOTION:**

That Council approve the twenty-five (25) lease with CN Rail for the Rails to Trails active transportation project at a cost of \$1.00 per year.

**SECONDED:**



Prepared By:  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer



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



CN Rails to Trails Map  
2022



## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program – ATCO Electric Utility Relocation – Downtown Dike
<b>DATE:</b>	March 21, 2022
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., DRFMO Project Director
<b>ATTACHMENT:</b>	ATCO Electric – Riverside Drive Utility Relocation Estimate

### **SUMMARY:**

There is currently an existing ATCO Electric (ATCO) overhead power line located on the crest of the existing Downtown Dike adjacent Riverside Drive at 3rd Ave E. This line will need to be relocated to allow the crest of the Downtown Dike to be raised to the design flood elevation. ATCO’s proposed cost to complete the power line relocation is \$353,471.43 plus GST.

### **RECOMMENDATION:**

Administration recommends that Council approve the expenditure of \$353,471.43 plus GST, as per ATCO’s March 18, 2022 proposed project budget, to relocate their facilities and make way for the Downtown Dike Phase 2 construction.

### **DISCUSSION:**

SweetTech Engineering (the Downtown Dike engineering design team), the Flood Office and Town staff have met with ATCO Electric on several occasions to review the proposed utility relocation design with respect to the dike design as well as to discuss schedule and all parties are satisfied with the proposal. To meet ATCO’s proposed completion date of August 26, 2022, which will facilitate construction of the Downtown Dike Phase 2 without delays, the Town must agree to ATCO’s proposal by April 29, 2022.

Completing the utility line relocation prior to the end of August 2022 will allow for the construction of Phase 2 of the Downtown Dike to proceed as scheduled without delays, moving forward with a key piece of infrastructure to protect Drumheller’s downtown area.

### **FINANCIAL IMPACT:**

ATCO Electric’s project cost of \$353,471.43 plus GST is eligible for funding under the Federal and Provincial grant funding programs and the overall Drumheller Resiliency and Flood Mitigation program budget of \$55M.

### **STRATEGIC POLICY ALIGNMENT:**

Town Bylaw 11.21 states that Council’s Vision is *“through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage”*.

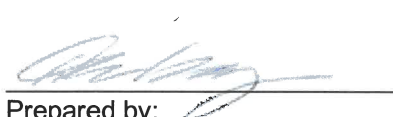
**COMMUNICATION STRATEGY:**

Public communications around the utility line relocation work will be completed in advance of construction commencement including project signage, notification in the local newspaper and radio station, on the project website and on social media.

**MOTION:**

Councillor \_\_\_\_\_ moves that the proposed ATCO Electric utility relocation project with a budget of \$353,471.43 plus GST be approved as presented.

**SECONDED:**



Prepared by:  
Deighen Blakely, P.Eng.  
DRFMO Project Director



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

March 18, 2022

Town of Drumheller  
224 Centre Street  
Drumheller, Alberta  
T0J 0Y4

Attention Darryl Drohomerski:

**Re: Proposal for Line Relocation at 3<sup>rd</sup> Ave East and Riverside Drive**  
**Our File: 1063064**

Thank you for giving ATCO Electric the opportunity to submit a Proposal at the above noted location. The cost and technical details presented in this proposal are based on information provided by you at the time of application. A site visit may be completed after proposal acceptance depending on the negotiated in-service date.

**Commercial Terms**

- ACTUAL COST:** Convert ~250m of Overhead Powerline to Underground. All duct work to be installed by ATCO. See page 2 for detailed scope.

Original Cost:	\$345,354.34
Bore Cost for Shaw Duct from Pole 2 to 4:	\$8,130.15
Customer Contribution:	\$353,471.43
GST:	\$17,673.57
<b>Cost to Customer:</b>	<b>\$371,145.00</b>

The costs provided in this proposal are estimates. Upon completion of construction the project costs will be reconciled. If the actual cost is less than the estimate a refund will be issued, or if the actual cost exceeds the estimate additional invoicing will occur.

Based on our initial review of the project requirements, we estimate it will take 106 calendar days to complete. Please review the contents of the proposal carefully and provide your acceptance or rejection; to meet the requested in-service date of August 26, 2022 your response is required by April 29, 2022.

Thank you for working with us to provide your electric service requirements. If you have any questions or would like to discuss this proposal, please call me at 780-293-3420.

Michael Quach  
Customer Connection Expeditor  
780-293-3420 [michael.quach@atco.com](mailto:michael.quach@atco.com)



**Scope of Services  
Relocation at 3<sup>rd</sup> Ave East and Riverside Drive  
Project # 1063064**

**Project Scope:****LINE RELOCATION**

1. Salvage 250m of overhead line from pole 233489 to Structure 5. Salvage structure 233490, 233491, 233505 & 233506)
2. Install new gang switch at structure 1
3. Modified pole 233489 and 233431
4. Recommend bore pit near structure 233431
5. Bore and Pull ~140m of 3 x 350MCM underground in 3 x 100mm conduit from riser pole 2 to riser pole 4.
6. Bore ~140m of 1 x 100mm conduit (Shaw) from riser pole 2 to riser pole 4.
  - ATCO to install conduit for Shaw. Conduits to be provided by Shaw.
  - Shaw is responsible for all their own materials and installation from pole 2 to 4.
7. Bore and Pull ~110m of 3 x 350MCM underground in 3 x 100mm conduit from riser pole 3 to riser pole 5.
8. Bore ~110m of 1 x 100mm conduit for Shaw from riser pole 3 to riser pole 5.
  - ATCO to install conduit for Shaw. Conduits to be provided by Shaw.
  - Shaw is responsible for all their own materials and installation from pole 3 to 5.

**Customer responsibility to the project includes:**

- Staking final grade in area of construction.
- Supplying site specific survey as required.
- **Ensuring any required municipal development permits are in place.**
- Supplying and installing any electrical protection required on the customer side of the transformer.
- Providing ATCO Electric with an electrical permit prior to connection of service.
- **Remitting payment to ATCO Electric. An invoice will be submitted to you following receipt of your acceptance of this proposal.**
- **Signing and returning the Customer Acknowledgement Project Acceptance page of this proposal.**

**ATCO Electric's responsibility to the project includes:**

- Supplying and installing structures, equipment and hardware.
- Acquiring easements and external approvals as required. Cost of this project is subject to ATCO Electric's ability to acquire easements for the routing identified in this proposal.

**This estimate is subject to the following assumptions:**

Route selection and ability to acquire third party approvals required for route selection, site location and scope of work determined using customer provided information does not change. **Any customer made changes after acceptance will be invoiced to the customer.**

The [Customer Guide to New Extensions](#) details the process we'll follow to connect your new service to the electricity distribution grid.

Installing a new or upgraded service that will be energized by ATCO? Check out our [Customer Metering and Service Guide](#) to make sure the meter is installed correctly and safely. This guide provides metering configurations and specifications for most services under 750 volts.

**Additional Terms of Agreement  
Relocation at 3<sup>rd</sup> Ave East and Riverside Drive  
Project # 1063064**

1. **This Proposal for Electric Service is valid for 90 calendar days from the date of this proposal.**
2. Customer acceptance of ATCO Electric's Cost Proposal is required before ATCO Electric will proceed with the project. Customer acceptance or rejection is recognized at the time ATCO Electric receives a signed copy of the Customer Acknowledgement Project Acceptance page from the customer.
3. Upon receiving the Customer's acceptance, ATCO Electric will forward an invoice to the Customer for the full amount of the Customer Contribution to the project. The customer is responsible for paying the full amount of the invoice within 30 calendar days of receipt from ATCO Electric. Construction will not commence until the customer contribution has been paid.
4. The customer has the right to cancel this project at any time. The customer must notify ATCO Electric of its desire to cancel the project by contacting the ATCO Electric Representative listed on the Customer Acknowledgement Proposal Acceptance page of this proposal in writing.
5. Customers who cancel a project prior to accepting ATCO Electric's Proposal are not responsible for costs incurred by ATCO Electric to prepare the Proposal.
6. **Customers who cancel a project after accepting ATCO Electric's Proposal are responsible and will be invoiced for the full amount of ATCO Electric services and costs incurred from the date of the customer application up to and including the date of cancellation.**
7. This Proposal for Electric Service is subject to the ATCO Electric Customer Terms and Conditions for Electric Distribution Service found on [www.atco.com](http://www.atco.com). These Terms and Conditions are approved by the Alberta Utilities Commission and are amended from time to time. If there is any conflict or inconsistency between the terms and conditions of this Proposal for Electric Service and the terms and conditions of the ATCO Electric Customer Terms and Conditions for Electric Distribution Service, the ATCO Electric Customer Terms and Conditions for Electric Distribution Service shall prevail to the extent of the conflict or inconsistency.
8. The service described herein is provided for the Customer's use only at the said location, and the Customer shall not permit any other person to use such service.
9. ATCO Electric retains ownership and is responsible for the maintenance of the distribution facilities.
10. Site identification numbers will be provided on your acceptance of this proposal.
11. Customers are free to purchase electricity services from a retailer of their choice. For a list of retailers, visit [ucahelps.alberta.ca](http://ucahelps.alberta.ca) or call 310-4822 (toll free in Alberta). ATCO's employees are unable to provide a recommended supplier.
12. For your additional assistance, ATCO Electric has developed the [Customer Guide to New Extensions](#) to help customers understand our business practices and processes for new or upgraded electric services. Your ATCO Electric Customer Connection Expeditor is available to review details of the Customer Guide with you at your convenience.

**Customer Acknowledgement**  
**Project Response**  
**Relocation at 3<sup>rd</sup> Ave East and Riverside Drive**  
**Project # 1063064**

**Project Scope and Commercial Terms**

- ACTUAL COST:** Convert ~250m of Overhead Powerline to Underground. All duct work to be installed by ATCO. See page 2 for detailed scope.

Original Cost:	\$345,354.34
Bore Cost for Shaw Duct from Pole 2 to 4:	\$8,130.15
Customer Contribution:	\$353,471.43
GST:	\$17,673.57
<b>Cost to Customer:</b>	<b>\$371,145.00</b>

The costs provided in this proposal are estimates. Upon completion of construction the project costs will be reconciled. If the actual cost is less than the estimate a refund will be issued, or if the actual cost exceeds the estimate additional invoicing will occur.

**Project Response**

- Accept Proposal**  **Reject Proposal**

On behalf of Town of Drumheller, I \_\_\_\_\_ am authorized to execute this agreement. I acknowledge that I have reviewed this Proposal for Electric Service in its entirety and understand these Terms and Conditions, Additional Terms of Agreement, Project Scope and Commercial Terms and agree to be bound by them.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your opinion matters to us!

But if you would prefer to **not** receive a follow-up survey regarding the services provided by ATCO, please initial here: \_\_\_\_\_

Please send the completed form to:

By Email to [michael.quach@atco.com](mailto:michael.quach@atco.com) or [CustomerAcceptance@atco.com](mailto:CustomerAcceptance@atco.com)

By Mail to Attn: Michael Quach  
ATCO Electric  
Box 1450, 610-12 St SW  
Drumheller Alberta  
T0J 0Y0

Sincerely,

Michael Quach  
Customer Connection Expeditor  
780-293-3420  
[michael.quach@atco.com](mailto:michael.quach@atco.com)

## REQUEST FOR DECISION

<b>TITLE:</b>	<b>Commercial Fire Tanker Truck</b>
<b>DATE:</b>	March 23, 2022
<b>PRESENTED BY:</b>	Greg Peters, Director of Emergency and Protective Services
<b>ATTACHMENTS:</b>	Unevaluated Summary Evaluation Sheet

**SUMMARY:**

Administration is recommending the purchase of one (1) Fire Tanker Truck from Fort Garry Fire Trucks of Winnipeg, Manitoba in the amount of \$383,940.00.

A Request for Tender was posted, per the Town's Purchasing Policy, on the Alberta Purchasing Connection and Town of Drumheller websites. On the closing date of March 1, 2022, two (2) submissions were received, and are summarized as follows:

<b>BIDDERS</b>	<b>Total Cost (excluding GST)</b>
Commercial Truck Equipment Co.	\$ 446,699.00
Fort Garry Fire Trucks Ltd.	\$ 383,940.00

An extensive evaluation process was included with the tender and the results of this evaluation are shown below:

<b>Bidder</b>	<b>Cost 40%</b>	<b>Specifi cation 25%</b>	<b>Delivery Timeline 15%</b>	<b>Qualifica tions 10%</b>	<b>References 10%</b>	<b>Total 100%</b>
Fort Garry Fire Trucks	40%	20%	15%	10%	10%	<b>95%</b>
Commercial Truck Equipment	20%	17%	15%	10%	10%	<b>72%</b>

**RECOMMENDATION:**

Administration recommends awarding the contract for the supply and delivery of one (1) Commercial Fire Tanker Truck to Fort Garry Fire Trucks for the total amount of \$ 383,940.00, excluding GST.

**DISCUSSION:**

The replacement of this unit is included in the Capital Budget and would see the replacement of an aging tanker bringing us into compliance with NFPA safety recommendations for emergency vehicle age. The fire consultant report in 2021 highlighted the replacement of aging vehicles so we are in line with NFPA policies.

The new tanker truck will have 2000-gallon tank capacity, faster response time, less repair costs, and is a vastly more operator friendly unit. Not upgrading this equipment would mean additional maintenance costs for the current equipment and further downtime.

**FINANCIAL IMPACT:**

The unit cost is \$ \$ 33,940.00 above the approved Capital Budget amount. The total cost of the truck is \$ 383,940.00. The Director of Corporate Services advises that any additional funds needed beyond the approved budgeted amount of \$350,000.00 will be requested from MSI funding.

**STRATEGIC POLICY ALIGNMENT:**

This new apparatus will enable the Town of Drumheller Fire Department to maintain a high quality of firefighting response for the safety and protection of the citizens of Drumheller.

**COMMUNICATION STRATEGY:**

Upon award, the successful proponent will receive a letter of award and the unsuccessful proponent will receive a letter of non-award. An award summary will be posted on the Town website and the Alberta Purchasing Connection website.

**COUNCIL MOTION:**

**MOTION:**

**Councillor:** \_\_\_\_\_ moves that Council approve the award for the supply and delivery of one (1) Commercial Fire Tanker Truck to Fort Garry Fire Trucks for the amount of \$ 383,940.00, excluding GST, and that the additional funds shall be funded through MSI capital funding.

**Seconded:** \_\_\_\_\_



Prepared by:  
Greg Peters  
Director of Emergency and Protective Services



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

## REQUEST FOR DECISION

<b>TITLE:</b>	Tender Award – Downtown Multi-Use Plaza
<b>DATE:</b>	March 30, 2022
<b>PRESENTED BY:</b>	Reg Johnston, Manager of Economic Development
<b>ATTACHMENTS:</b>	O2 Planning and Design Recommendation

**SUMMARY:**

On February 15, 2022, the Downtown Multi-Use Plaza Request for Tender (RFT) was posted on the Town website and on Alberta Purchasing Connection. The opportunity closed on March 15, 2022, with a total of two (2) tenders received.

They are summarized as follows:

Contractor	Landform Inc.	Chandos
<b>Tender Amount (excluding GST)</b>	\$ 1,017,507.69	\$ 1,121,781

The intent is for construction to commence as soon as possible, once approvals are in order, with a completion specified by December 31, 2022.

**FINANCIAL IMPACT:**

The approved 2022 Multi-Use Plaza budget is \$ 1,419,500. This includes \$940,000 from the Municipal Stimulus Program (MSP) grant. The MSP grant funds must be spent by December 31, 2022, or the Town could lose the funding, as outlined in the grant application.

In February 2022 the Town was awarded \$ 408,000 of funding from the Canadian Community Revitalization Fund (CCRF) from PrairiesCan. These funds must be spent by November 30, 2022, or the Town could lose the funding, as outlined in the contract. Combined these funds equate to \$ 1,348,000.

The remaining amount of \$71,500 is funded by the Town of Drumheller.

The total project budget includes outdoor washroom facilities and other infrastructure improvements not included in this tender award.

**RECOMMENDATION:**

Administration recommends the 2022 Multi-Use Plaza Tender for construction be awarded to Landform Inc. in the amount of \$ 1,017,507.69 excluding GST.

**STRATEGIC POLICY ALIGNMENT:**

Construction of the Downtown Multi-Use Plaza is identified in the 2021 Downtown Area Revitalization Plan.


**COMMUNICATION STRATEGY:**


A letter of award will be sent to the successful proponent. A letter of non-award will be sent to the other proponent. Additionally, the proposal results will be published on the Town website and the Alberta Purchasing Connection website.

**MOTION:** Councillor: \_\_\_\_\_

Moves that the Downtown Multi-Use Plaza Tender for construction be awarded to Landform Inc. for the amount of \$ 1,017,507.69, excluding GST.

Seconded: \_\_\_\_\_

  
Prepared by:  
Reg Johnston  
Manager of Economic Development

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

Reg Johnston  
Manager of Economic Development

224 Centre Street  
Drumheller, AB, T0J 0Y4  
Phone 403-823-1316  
Email [regjohnston@drumheller.ca](mailto:regjohnston@drumheller.ca)

RE: Downtown Multi-use Plaza Request for Tender – Recommendation

Dear Mr. Johnston,

O2 Planning & Design has reviewed the submissions for the above referenced Request for Tender and is pleased to provide the following recommendations.

The multi-use plaza is a new civic space in the heart of Drumheller that is envisioned to provide the Town with a central gathering place for seasonal programming throughout the year. It is an important component of the Downtown Area Revitalization Plan and will be an integral component of the Town's downtown. A Municipal Stimulus Program (MSP) grant of \$940,000 was received at the beginning of 2021 to fund the design and construction of the plaza. Stipulations of the funding require it's expenditure by December 31, 2022.

Though not yet public, it has been confirmed that the project will also be awarded an additional grant of \$408,208 from PrairiesCan through the Canada Community Revitalization Fund (CCFR). Stipulations of this funding require it's expenditure by November 30, 2022. It is important to note that this funding is not eligible to cover any maintenance or operational costs and those costs must be coordinated under the MSP grant. This totals \$1,348,208 in available project funds. Of this funding, approximately \$189,432 has been devoted to engineering and consulting costs leaving \$1,158,776 to fund construction.

The request for tenders for contractors to construct the plaza closed on March 15<sup>th</sup> and two bids were received. The lowest compliant bid from Landform Inc. is \$1,017,507.69 (excluding GST). An additional \$11,976.39 is required to complete necessary utility relocation. The total cost fits within the current budget and at this time the project can proceed as currently designed. With the remaining funding of \$129,292.75 there is opportunity to continue to find value within the contract for the Town of Drumheller.

**Step 1 – Award Contract**

Award the contract to Landform as currently designed and tendered.

**Step 2 – Find Savings**

Following award, explore opportunities to reduce scope of work and find opportunities to provide additional value for the Town. This includes a review of unit rates and materials to examine



whether costs can be lowered by finding local alternatives or opportunity when locking in final costs, particularly in the hardscape.

**Step 3 – Finalize Priorities**

Based on the savings exercise performed in the previous step, The Town, and O2 will work together to determine additional post-tender priorities such as an additional washroom facility, a shade system or extending the plaza. Any additional funding that has come available, such as the Town’s Sidewalk Program, would be considered during this time.

**Step 4 – Extend Contract + Washroom Tender**

Based on the outcome in the previous step, Landform’s scope of work may be revised to incorporate the priority items. The washroom facility requires additional design by the consulting team, as well as construction fees for the utilities, and facility installation. It is recommended that the required utilities be incorporated into Landform’s scope of work and the supply and install of the washroom be determined by a separate RFT process (due to the nature of funding).

**Step 5 – Construction Begins**

Once final items and contract have been formalized, Landform will begin construction. The RFT for the washroom facility will be tendered as soon as possible following confirmation of funding.

**Conclusion**

The above steps outline the critical path towards constructing the plaza and incorporating items of high priority that were not previously designed due to available funding. This proposed sequence of events allow O2 and the Town of Drumheller to award the project and make use of the available funding within its time constraints, while also considering important items such as the washroom and shade structure.

I hope this information makes the decision on how to move forward clear and results in a decision that all believe is the best possible outcome for the Town.

Sincerely,



Matt Williams  
Principal, Landscape Architect  
O2 Planning & Design