



AGENDA
TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE

TIME & DATE: 4:30 PM – Monday, September 12, 2022

LOCATION: Council Chambers, 224 Centre St and/or ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for September 12, 2022 Committee of the Whole

Proposed Motion: That the agenda for the September 12, 2022 Committee of the Whole meeting as presented.

5. BOARDS AND COMMITTEES MEETING MINUTES

5.1 Drumheller Public Library – [May and June Minutes](#)

Drumheller and District Seniors Foundation – [July and August Minutes](#)

Proposed Motion: Move that the meeting minutes of the Drumheller Public Library and Drumheller and District Senior Foundation are accepted as information.

6. ADMINISTRATION REPORTS

6.1 CHIEF ADMINSTRATIVE OFFICER

6.1.1 For Information: Drumheller Public Library Bylaws

[For Information + Bylaw](#)

6.2 FLOOD RESILIENCY PROGRAM PROJECT DIRECTOR

6.2.1 Flood Resiliency Program Update

Presentation

6.3 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

6.3.1 Request for Direction: Recreation Fee Assistance Program C-07-21 – Review and Update

RFD

Proposed Motion: That Administration revise the Recreation Fee Assistance Program Policy C-07-21 to reflect the suggested changes and submit the draft policy to a Regular Council meeting for review.

7. CLOSED SESSION

7.1 Personnel; Budget Consideration

FOIP 16 – Disclosure harmful to business interests of a third party

FOIP 23 – Local public body confidences

FOIP 24 – Advice from Officials

Proposed Motion: That the meeting be closed to the public to discuss subject matter related to personnel and budget considerations as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials

8. ADJOURNMENT

8.1 **Proposed Motion:** That the meeting be adjourned.

**Drumheller Public Library Board
Annual General Meeting Minutes and Board Meeting Minutes**

Date: June 22, 2022
Time: 6 pm
Location: Hybrid in-person/Zoom
Chair: Samantha Haddon
Recorder: Cheryl McNeil
Regrets:
Trustees: Caleb Brown, James Foster, Stephanie Price, Mitchell Barry, Jade Scott, Lynn Fabrick, Tracy Abildgaard
Marigold: Margaret Nielsen
Guests: Leon Pfeiffer from RSM

MEETING MINUTES

1. Call to Order – S. Haddon called the meeting to order at 6:12 pm
2. Introduction of Trustees and Guests
3. Financial Statements – L. Pfeiffer from RSM presented the 2021 Draft Financial Statements as part of the Financial Review performed for the Drumheller Public Library. Questions and discussion followed regarding the differences between a Financial Review vs a Financial Audit. Explanation was provided with regards to the notes provided in the Financial Review.

L. Fabrick moved to accept the 2021 Draft Financial Statements as presented as part of the 2021 Financial Review. J. Foster seconded. All in favour. Motion carried.
4. Review of Minutes from 2020 AGM – C. McNeil moved to accept the meeting minutes from the June 9, 2021 meeting. C. Brown seconded. All in favour. Motion carried.
5. Director of Library Services, Year-end Report – E. Hollingshead shared the 2021 year-end report via email to all board members, noting this was in the meeting package. There were no questions from the Board.
6. Chair of Drumheller Library Board of Trustees, Year-end Report – S. Haddon shared highlights from the 2021 year-end Report for the Drumheller Public Library which she also emailed to all board members.
7. Report from Marigold Library System – M. Nielsen presented the Marigold 2021 Value of Your Investment report for the Drumheller Public Library. The report shows the value of services provided in 2021 (annually) by the Marigold Library System. A services grant was paid to Drumheller Public Library for \$19,955 in 2021. 2,832 people/families from Drumheller have library cards registered at Marigold Member Libraries or as L2U patrons. M. Nielsen will share a copy of the Marigold 2021 report with all board members via email.

Drumheller Public Library – Board Meeting Minutes

1. Business

a. Ratification of two email votes:

i. Change from Audit to Financial Review –

C. McNeil moved that RSM perform a financial review for 2021 for the Drumheller Public Library. Motion seconded by M. Barry. Six library Board members voted in favour. Motion carried May 19, 2022.

S. Haddon asked the question - are all in favour of ratifying this motion? All in favour. Motion carried.

ii. Ongoing Financial Review and Audit needs –

C. McNeil moved that the Drumheller Public Library proceed with the following schedule of annual financial services: an annual financial review for 2021, 2022 and 2023 and a full audit on the fourth successive year for 2024, followed by an annual financial review for 2025 and 2026. Motion seconded by J. Foster.

S. Haddon asked the question - are all in favour of ratifying this motion? All in favour. Motion carried.

b. Masking Policy: there was discussion regarding the masking policy at the library, given feedback received from some community members.

J. Foster moved that the Library Director maintain the current hours for masking and that the Library Board will revisit the masking policy every three months. T. Abildgaard seconded. All in favour. Motion carried.

S. Haddon asked that if Board members receive future feedback from community members about the masking policy, invite community members to send a letter or email stating their concerns to the Board.

c. Bylaw and Schedules Review:

The revised Drumheller Public Library Bylaws and Schedules A – D were presented to the Board.

L. Fabrick moved to approve the first reading of the revised Bylaws. C. Brown seconded. All in favour. Motion carried.

C. McNeil moved to approve the revised Schedules A – D. M. Barry seconded. All in favour. Motion carried.

2. Election of Officers – M. Nielsen agreed to lead the election of officers for the Drumheller Public Library.

J. Foster moved that all members of the Board Executive resign effective immediately. S. Price seconded. All in favour. Motion carried.

M. Nielsen asked, "I will entertain nominations for the position of Chair for the Drumheller Public Library Board".

J. Foster nominated Samantha Haddon. C. Brown seconded. Samantha Haddon accepted the nomination.

M. Nielsen asked, "Are there any other nominations for the position of Board Chair"? (called three times). Hearing none, M. Nielsen declared Samantha Haddon as Chair of the Drumheller Public Library Board.

M. Nielsen asked, "I will entertain nominations for the position of Vice-chair for the Drumheller Public Library Board".

S. Price nominated James Foster. L. Fabrick seconded. James Foster accepted the nomination.

M. Nielsen asked, "Are there any other nominations for the position of Vice-chair"? (called three times). Hearing none, M. Nielsen declared James Foster to be the Vice-chair of the Drumheller Public Library Board.

M. Nielsen asked, "I will entertain nominations for the position of Treasurer for the Drumheller Public Library Board".

C. McNeil nominated Caleb Brown for the position of Treasurer. J. Scott seconded. Caleb Brown accepted the nomination.

M. Nielsen asked, "Are there any other nominations for the position of Treasurer"? (called three times). Hearing none, M. Nielsen declared Caleb Brown as Treasurer of the Drumheller Public Library Board.

M. Nielsen asked, "I will entertain nominations for the position of Secretary for the Drumheller Public Library Board".

L. Fabrick nominated J. Scott for the position of Secretary. J. Scott declined the nomination.

M. Nielsen asked, "At this time I will entertain nominations for the position of Secretary for the Drumheller Public Library Board". J. Scott nominated Tracy Abildgaard. C. Brown seconded.

Tracy Abildgaard accepted the nomination. C. McNeil committed to provide instruction to Tracy Abildgaard.

M. Nielsen asked, "Are there any further nominations for the position of Secretary"? (called three times). Hearing none, M. Nielsen declared Tracy Abildgaard as Secretary of the Drumheller Public Library Board.

M. Nielsen declared nominations closed.

Note: due to technical difficulties, M. Barry left the meeting at 7:54 pm.

3. Signing Authority

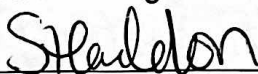
L. Fabrick moved that the following board members have signing authority: Samantha Haddon, Chair of the Drumheller Public Library Board; James Foster, Vice-Chair of the Drumheller Public Library Board; Caleb Brown, Treasurer of the Drumheller Public Library Board and Tracy Abildgaard, Secretary of the Drumheller Public Library Board. Tracy Abildgaard will replace Cheryl McNeil who is the outgoing Secretary. S. Price seconded. All in favour. Motion carried.

3. Questions from Guests - none

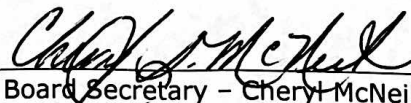
4. Adjournment

L. Fabrick moved to adjourn the meeting at 8:07 pm.

Next meeting - Wednesday, Aug 10, 2022



Board Chair - Samantha Haddon



Board Secretary - Cheryl McNeil

Aug. 25, 2022

**Town of Drumheller Public Library Board
Meeting Minutes**

Date: Wednesday May 11, 2022
Time: 6 pm
Location: Online - ZOOM Meeting
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets: Caleb Brown
Trustees: Mitchell Barry, Lynn Fabrick, Stephanie Price (arrived 6:23 pm), James Foster, Jade Scott; Tracy Abildgaard
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen

1. Call to Order – S. Haddon called the meeting to order at 6:02 pm
2. Meeting Processes
 - a. Land Acknowledgement (L. Fabrick)
 - b. Confirmation of quorum (5/9) – Quorum confirmed
 - c. Accepting of regrets – J. Foster moved to accept regrets. T. Abildgaard seconded. All in favour. Motion carried.
 - d. Additions to the Agenda / Approval of agenda – J. Scott moved to approve the agenda as presented. C. McNeil seconded. All in favour. Motion carried.
 - e. Review/Approval of the minutes of April 12, 2022 – the following amendments were noted: update (3b) "touring points" should be "turning points" and Bikes and Bites should be corrected instead of Bites and Bikes; Lynn's name is spelled incorrectly (2e) Alicia's name needs to be spelled correctly. J. Scott moved to approve the minutes of the April 12, 2022 meeting as amended. L. Fabrick seconded. All in favour. Motion carried.
 - f. Declaration of conflicts of interest - None
 - g. Welcome guests: Margaret Nielsen
3. Reports
 - a. Financials:
 - i. Financials: C. Brown – No questions. M. Barry moved to accept the financials up to end of April 2022 as presented. J. Scott seconded. All in favour. Motion carried.
 - b. Director: Take Questions for E. Hollingshead – no questions arose from the Board
 - c. Marigold: M. Nielsen – April 30 was the Annual General Meeting, held in the new building. Marigold welcomed the Western Irrigation District representatives. Michelle Toombs, CEO is retiring from Marigold at the end of June.
 - d. Society: S. Haddon, next meeting is scheduled for June 13, 2022 at 7 pm, in-person at the BCF.
 - e. Other:
 - i. Special Project Committee: Report – main goal was reviewing the sponsorship letter; ensure it is good to go; L. Fabrick will send out letters to Community Business Association. One question that C. McNeil raised that people would likely ask - would donations qualify for a charitable tax receipt? This would be possible if donations are sent to the Library Society and/or the Library's charitable organization. Confirmation will be sought from E. Hollingshead upon her return from vacation. L. Fabrick has received reply from the Drumheller Legion. S. Haddon and L. Fabrick are presenting to the Drumheller Rotary. Next meeting will be Wed. May 18th at 5 pm.
 - ii. Policy Committee: Set meeting date - late May or early June
4. New Business
 - a. For Discussion
 - i. Board Self Assessment - Survey Monkey results and Skills Matrix review – S. Haddon discussed the results of the survey. Advocacy was one topic that came up as did

version: May 9, 2022

building the Library's social media presence. Ideas that arose include: to have a booth at the Farmer's Market sharing information about the Imagination Library; collaborate with other organizations/businesses; Pride is doing a market on June 11. Marketing and Human Resources came up as areas to focus on and community networking. Professional development and partnership opportunities: Inclusivity training and offerings from the Rural Mental Health Network. S. Haddon said that Board members can email her privately with any ideas. In addition, there was discussion about growing the library board's diversity by inviting people of colour to join and people of different ethnicities including Asian people.

b. Decision – none were discussed

c. For Information/Reminders

i. Board Calendar:

1. Imagination Library Letter for Distribution – check in with E. Hollingshead as you distribute this letter
2. New Board member orientation (Ongoing)
3. Schedule Policy Committee Meeting (May)
4. Council Meeting Attendance (rotating schedule)
5. Board Skills Matrix Review (May)
6. Board Self Assessment (May)
7. Audit (June)
8. HR Committee Performance Plan Check In (June)
9. AGM (June)
10. Summer Break? (July/Aug) – the Board discussed taking one month off and there is a preference to take July off.

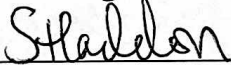
ii. Correspondence

5. Ongoing/Unfinished Business

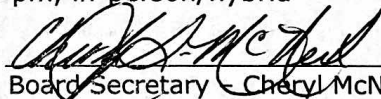
- a. Plaques – Little Free Libraries & Instruments – these have been received and will be installed; will the Little Free Library that is at the Plaza will it be moved to the new Plaza?
- b. Little Free Libraries - One left to place

6. Adjournment – J. Scott moved to adjourn at 7:03 pm. S. Price seconded. Motion carried.

Next Meeting: AGM - Wednesday June 8, 2022 at 6 pm, in-person/hybrid



Board Chair – Samantha Haddon



Board Secretary – Cheryl McNeil

Aug. 25, 2022

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

REGULAR BOARD MEETING JULY 27, 2022

PRESENT: TOM ZARISKI, MARY TAYLOR , M'LISS EDWARDS, DAVID SISLEY, BOB SARGENT, MELANIE GRAFF, GLENDA YOUNGBERG

1.0 CALL TO ORDER

Meeting called to order at 3:06 PM by Tom Zariski.

2.0 APPROVAL OF AGENDA

Motion by David Sisley to approve the amended agenda.

Seconded by M'Liss Edwards

CARRIED

3.0 MINUTES

3.01 Motion by Mary Taylor to approve the Minutes from June 15, 2022, as amended.

Seconded by Bob Sargent

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Manager reports on file.

4.03 Financial Reports

Motion by David Sisley to accept the financial reports for June 2022

Seconded by Bob Sargent

CARRIED

5.0 CORRESPONDENCE

None

6.0 UNFINISHED BUSINESS

None

7.0 NEW BUSINESS

7.01 Motion by Mary Taylor to go In Camera at 3:25pm

Seconded by M'Liss Edwards

CARRIED

Motion by David Sisley to return to regular meeting at 4:30pm

Seconded by Mary Taylor

CARRIED

7.02 Shovel in the ground event. Item postponed to a later date.

7.03 Glenda Youngberg reported to the Board that she has hired a new DSL Manager for Hillview Lodge. New manager will start August 8, 2022

7.04 DLIP (designated living income program) versus LAP (lodge assistance program). Currently both Sunshine and Hillview lodges are on LAP. In the future, with Hillview moving to level SL4 we may have to go on the DLIP. Should Hillview lodge move to this program, the Foundation would not be able to requisition Municipalities for Hillview as AB Seniors Benefit gives an increase to each resident so they can afford the rent, which is set by AHS. The rental rate set by AHS is substantial higher than what is currently charged for Hillview. Glenda suggested that the Board revisit this if/when Hillview construction is completed and if so, prior to occupancy in 2024.

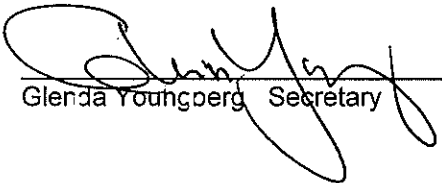
8.01 **Motion to adjourn by Mary Taylor**
Seconded by Bob Sargent

CARRIED

NEXT MEETING August 25, 2022, at 3:00pm



Tom Zariski Chairman



Glenda Youngberg Secretary

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

SPECIAL BOARD MEETING AUGUST 22, 2022

PRESENT: TOM ZARISKI, MARY TAYLOR, M'LISS EDWARDS, DAVID SISLEY, BOB SARGENT, STEVE WANNSTROM (guest), GLENDA YOUNGBERG

1.0 CALL TO ORDER

Meeting called to order at 4:32 PM by Tom Zariski.

2.0 AGENDA presented

**3.0 MOTION by M'Liss Edwards to go in camera at 4:33pm
Seconded by David Sisley**

CARRIED

**MOTION by David Sisley to return to regular meeting at 5:11pm
Seconded by M'Liss Edwards**


CARRIED

**MOTION by Mary Taylor to sign the contract with Chandos Construction for
the building of the new Sunshine Lodge addition at a cost of \$4,949,768.00.
Seconded by M'Liss Edwards**

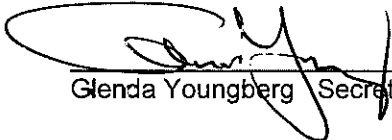
CARRIED

**8.01 Motion to adjourn by Mary Taylor
Seconded by Bob Sargent**

CARRIED



Tom Zariski Chairman



Glenda Youngberg Secretary

FOR INFORMATION

TITLE:	Drumheller Public Library – Bylaw Update
DATE:	September 12, 2022
PRESENTED BY:	Darryl Drohomerski, C.E.T; CAO
ATTACHMENT:	Draft Bylaws TDLB 2022 & Bylaw Schedules A to D 2022

SUMMARY:

As stated in the Provincial Libraries Act; The council of a municipality may, by bylaw, establish a municipal library board.

The Drumheller Public Library was established in 1922, the members of the Board are appointed by Council.

The [Libraries Act](#) provides the legal framework for public library service in Alberta and creates library boards at the municipal, intermunicipal and system levels.

Under Section 36 of the Libraries Act, the Board can create bylaws regarding the safety and use of library facilities. Once the bylaws have been passed, Section 37 requires the Board to forward the bylaws to the municipal council.

Section 38 – Bylaw invalidated states:

The council of a municipality may disallow a bylaw passed by a municipal board it has appointed.

Recently, the Library Board has completed an update of their bylaws and has forwarded these to council for review and approval.

RECOMMENDATION:

That Council review the revised bylaws, and make note of any questions or clarifications that are needed from the Library Board through the council representative to the Board. Once Council is satisfied, a recommendation to approve and accept the bylaws will be brought to a Regular Council meeting.

DISCUSSION:

The bylaws are the internal rules that help to govern the day to day business at the library and therefore impacts the employees and community members

If Council has any questions or concerns regarding the revised bylaws these can be relayed back to the Board by Council representative, Councillor Price.

FINANCIAL IMPACT:

N/A

WORKFORCE AND RESOURCES IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

As is the case with Council bylaws, the library bylaws assist in setting out guideline for good governance and safe work environments

COMMUNICATION STRATEGY:

Once any concerns have been addressed the bylaw will come back to Council for approval.

PROPOSED COUNCIL MOTION:

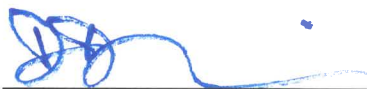
MOTION:

N/A

Seconded:

Denise Lines

Prepared by:
Denise Lines
Legislative Services



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

The Town of Drumheller Library Board enacts the following by-laws pursuant to The Libraries Act, R.S.A. Chapter L-11, 2000:

Interpretation

- a) For the purposes of this by-law the expression:
- i. "Act" refers to The Libraries Act, R.S.A., Chapter L-11, 2000.
 - ii. "Board" refers to the Town of Drumheller Library Board.
 - iii. "Borrower" means the person to whom a library membership card has been issued.
 - iv. "Good Standing" means a borrower with no outstanding account charges.
 - v. "Library" means the Drumheller Public Library.
 - vi. "Library materials" include any materials, regardless of format, held in the collection of the Drumheller Public Library or lent by the Drumheller Public Library.

Admittance to/Conduct in the Building and on the Grounds

- a) The portion of the Badlands Community Facility building used for public library purposes is open to any member of the public **free of charge** during the hours of opening as set out by the Town of Drumheller Library Board from time to time.
- b) Charges and requirements for the use of library premises not normally used for public library purposes, i.e., meeting rooms, are set out in Schedule B.
- c) No person using the building shall:
 - i. Cause unnecessary disturbance to other library users and/or violate library board policies.
 - ii. Remove any library item from the Library unless the item has been properly checked out in accordance with the procedures established for checking out library items.
 - iii. Enter or remain in the library building except during those periods designated as open for public use.
 - iv. Solicit other library users and staff for personal, commercial, religious, or political purposes.
 - v. Smoke any type of material or consume any product that may be considered an illicit drug while on the premises.
- d) Persons entering the building used for public library purposes must abide by any measures put in place to protect the health of library users and staff.
- e) Persons who do not conduct themselves in accordance with 2(c) or 2(d) shall be asked to discontinue their actions. If the action continues or the severity of the action warrants it, the person will be asked to leave the Library for the day and/or staff members may seek outside assistance.

Procedure for Acquiring a Membership

- a) Any resident of the geographical region covered by the Marigold Library System is eligible to apply for a membership card.
- b) Any resident of another part of Alberta will be encouraged to register for a card at their local library and join ME Libraries to use their card at the Drumheller Public Library.
- c) Any individual whose permanent residence is outside of Alberta or who lives in Alberta but is unable to fulfill (b) may be permitted to register for a visitor library card as defined in Schedule B.
- d) A library membership card is issued upon:
 - a. Completion of a Drumheller Public Library registration form (online or in person).
 - b. Signing of the registration form by the borrower or a parent/guardian if the borrower is under age 18.
 - c. Presentation of one piece of photo identification bearing the borrower's current address or an alternative piece of identification **plus** a piece of mail recently delivered via Canada Post to the borrower's current address. A parent/guardian must present ID if the card is for a minor.

- e) Library membership cards are valid for one year from the date of registration or renewal.

Responsibilities of a Member

- a) A membership card may only be used by the person to whom it is issued, by the parent or guardian of the person to whom it is issued, or a designate as defined in Schedule C.
- b) A member shall notify the library of any change of address, email, and/or telephone number.
- c) A member is responsible for the library materials borrowed and will compensate the Library for any items damaged or lost while borrowed on their card.
- d) A member is responsible for returning library materials to the library on or before the due date as set out in Schedule C. In the case of a due date falling on a day when the Library is closed to the public the date shall be extended to the next open day.

Loan of Materials

- a) In accordance with The Libraries Act s.36 (3) there shall be no charge for the use of library materials. This includes materials used on the premises or materials loaned.
- b) The loan periods for various materials are set out in Schedule C.
- c) Library materials may be reserved or renewed in accordance with policy established by the Library.
- d) Borrowers may use library cards issued by other Marigold libraries to borrow materials from the Drumheller Public Library only if their home library account is in good standing.

Penalty Provisions

- a) When library material is kept beyond its due date, the borrower will be charged overdue fines as set out in Schedule D.
- b) Replacement charges for damaged or lost materials will be charged according to Schedule B.
- c) The circumstances resulting in suspension of borrowing privileges are as set out in Schedule D.
- d) The cost of lost or damaged items may be reduced or waived by the owning library at the discretion of the owning library's director or manager.

Prosecution

- a) In cases of serious dereliction, the Board may prosecute an offense under The Libraries Act, s.41. Such an offense is punishable under The Libraries Act, s.41. The penalty applying on conviction for such an offense is set out in Schedule B.
- b) Any fine or penalty imposed pursuant to an offense under these bylaws inures to the benefit of the Town of Drumheller Library Board in accordance with The Libraries Act, s.42.

2022 Revision

Read a first time on this **22** day of **June, 2022**

Read a second time on this **10** day of **August, 2022**

Read a third time on this **10** day of **August, 2022**

Board Chair

Board Vice-Chair

Schedule A – Library Operating Hours

Open Hours (as of January 2022):

Monday	9:00am - 5:00pm
Tuesday	9:00am - 8:00pm
Wednesday	9:00am - 8:00pm
Thursday	9:00am - 8:00pm
Friday	9:00am - 5:00pm
Saturday	9:00am - 5:00pm
Sundays & Holidays	Closed

Schedule B – Fees

1. Library Card Fees (as of 2017) – The library shall issue library cards free of charge to any resident of the Town of Drumheller and any individual living in an area served by the Marigold Library System.

Outside of Marigold Library System boundaries: Alberta residents with a membership at their home library may borrow from the Drumheller Public Library's physical collection after registering with ME Libraries.

Temporary residents of Drumheller (less than 3 months) who are not able to use the ME Libraries service may register for a visitor library card with a deposit of \$40, refundable on return of all borrowed materials in satisfactory condition and payment of any outstanding fines.

Registration paperwork for institution cards must be signed annually by an individual with suitable authority in the member institution.

A library card entitles its bearer to borrowing privileges and the use of library eResources. There is no charge for use of library materials on the premises.

2. Lost Cards – A fee of \$3.00 will be charged to replace a lost card. No replacement fees will be charged for replacing a lost card at the time of renewal.

3. Lost Items – If an item is deemed lost or destroyed*, late fees will be waived and the borrower (or the borrower's parent/guardian) will be charged the replacement cost of the item. If a lost item is found and returned in satisfactory condition before the replacement fee is paid, the patron will be responsible only for late charges (capped at \$3.00 per item). If the item is returned after the patron has paid for replacement and the patron meets the following conditions, the replacement charge will be refunded less applicable late fees.

- a) The item is returned in satisfactory condition
- b) The patron provides the receipt for the replacement charge
- c) The item is returned within 30 days of payment

*Destroyed: according to staff judgement, the condition of the item has degraded significantly during the course of the patron's loan and cannot reasonably be returned to the collection. The item will be marked "withdrawn" in the catalogue and become the property of the patron.

4. Other Fees

Printing/Photocopying

Black & white		\$0.25 per page
Colour		\$0.50 per page
Scan to email		Free
Fax		
Sending	Local/toll free	\$1.50 flat rate
	Long distance	\$2.50 connection fee plus \$0.50/page
Receiving	\$1.50 per fax received	

Disc cleaning \$2.00 per disc

If an individual or group using one of the Library's meeting rooms intends to charge attendees for participation in their activity, they will be charged for use of the space at the following rates:

Large Meeting Room: \$175/day	\$29/hour
Small Meeting Room: \$87.25/day	\$14/hour

Schedule C – Borrowing Privileges

1. Borrowing library items and using eResources are the only library services that require a library membership. Both actions require confirmation that the individual is a library member, either by presenting a current library card or photo ID (in person) or by providing a current library card barcode (over the phone) and PIN (online).
2. An individual other than the cardholder may pick up library items, including holds, for a patron if they have the patron's physical library card or a photograph of the barcode on the back of the patron's library card. This applies equally to any patron aged twelve or older.
3. A library item may be borrowed for a period of 21 days, excepting DVDs and Blu-ray discs that are not considered a box set (e.g., TV season) which can be borrowed for 7 days.
4. A patron may renew an item up to two times if the item has no holds from other borrowers. If the item still has no holds when the third loan period expires, library staff may contact the item's home library to request permission for **one** additional renewal.

5. If there is high demand for certain subject matter (e.g. seasonal titles), the library may temporarily set an earlier return date and/or a maximum number of items borrowed per patron on that subject.

6. With the exception of point 5, patrons may borrow up to 100 items at a time unless the patron demonstrates a chronic problem of extensive overdues or lost materials. Library staff will bring such situations to the attention of the Director of Library Services, who will decide what, if any, restriction is appropriate, and when the restriction will be lifted.

7. Loans may only be made on accounts which do not exceed maximum fine limits. **One** exception may be made per patron, per calendar year to check out or renew items on an account that exceeds the stated fine limit. The exception will be noted, and the patron will be required to pay their fines before the card may be used again. If the patron requests further exceptions, they will be provided with a copy of the Request for Waiver of Fines form and the completed form will be submitted to the Director for decision.

Schedule D – Fines

1. A one-day grace period shall be implemented for library materials on loan. Fines will start accruing the second day an item is late. Any item returned while the library is closed will be assumed to have been returned the last open day before the closure.

2. Unless otherwise specified for a particular item, late items will accrue fines of \$0.10 per day. Late charges on an item will be capped at \$3.00 (30 days). Items not returned before these deadlines will be considered lost, and the patron's account will be charged the replacement cost (see Schedule B point 3).

3. Borrowing privileges will be suspended if accumulated charges on an account exceed \$10. If a late item is reported Lost, proceed according to Schedule B above.

Waiver of Fines

Under special circumstances, circulation-related fines may be waived with the consent of the Director. If a patron requests a waiver, staff members will provide them with a Request of Waiver of Fines form and submit the completed form to the Director for decision within two business days. No staff member may waive fines listed here without completing this procedure.



Drumheller Resiliency and Flood Mitigation Office

Project Update
Sep 12, 2022



1

Status of Berm Projects

Berm	Prelim. Design	Landowner 1:1	Community Info Session	Tender Package Ready	Land Acquisition complete	Tree Clearing Completed	Construction Underway
Nacmine	✓						
Midland	✓	✓	✓	✓	✓	✓	✓
Newcastle	✓	✓	✓	✓		✓	✓
Hospital Dike Extension	✓	✓					
Michichi Creek West (Dike A)	✓						
N. DH Michichi Creek (Dike B)	✓	✓	✓	✓			
N. DH Grove Plaza Dike (Dike C)	✓	✓	✓	✓	n/a	✓	✓
Downtown Dike	✓	✓	✓ Round 2 Sept 20	✓ Round 2 early 2023			
Willow Estates	✓	✓	✓	✓	n/a		✓
East Rosedale Dike	✓						
East Coulee Dike	✓						



*Lobbying on-going for unfunded berms – Riverwood Close, North Cambria, Rosedale West & Highway 10X

2

Status of Floodway Buyout Program

Targeted # of Properties	Purchased # of Properties to Date	Land Purchase Spend to Date	Estimated Cost to Complete	# of Houses Sold for Removal	Estimated Reclamation Cost	Total Buyout Cost Estimate
27	16	\$4,592,500	\$2,135,500	5	\$1,771,000	\$8,499,000



3

Flood Program – What's to Come

- Continue with fall 2022 – spring 2023 construction work – Midland, Newcastle, Grove Plaza and Willow Estates Berms
- Community construction walk-through events on-going
- Proceed with re-design work (4m top, 0.5m freeboard) on the following this fall:
 - Downtown Berm (Phase 1 & 2)
 - Hospital Berm Extension
 - North Drumheller Michichi Creek West Berm (Dike A)
 - North Drumheller Michichi Creek Berm (Dike B)
 - East Coulee Berm



4

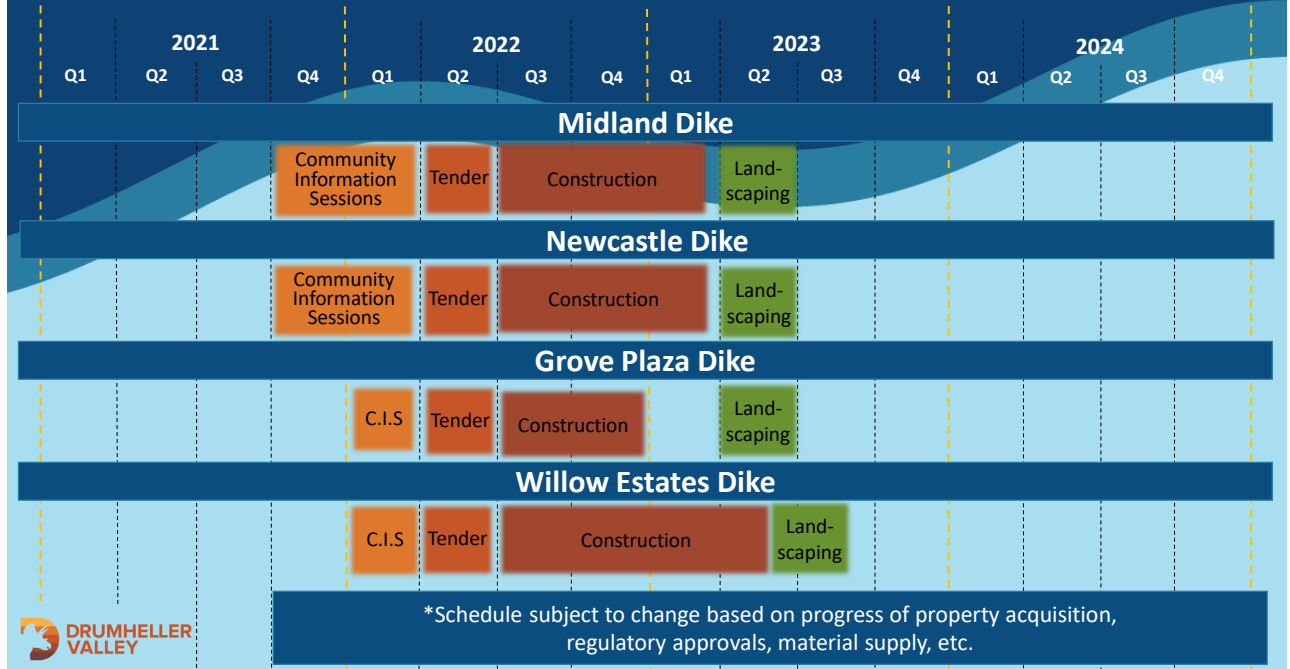
Flood Program – What’s to Come

- Request for Tenders for spring 2023 planting supply & install – fall 2022
- Request for Tenders for fish habitat compensation work – fall 2022
- Community engagement for five projects as planned for fall 2022
 - 1:1 meetings with impacted property owners
 - Public input session for updated designs ~ mid-November
- Tender 5 berms winter/spring 2023, construction summer – fall 2023
- Mayor and Council to continue to lobby Provincial and Federal Government for additional funds
- Lobby Alberta Transportation to complete their North Drumheller Michichi Creek Berm upgrades

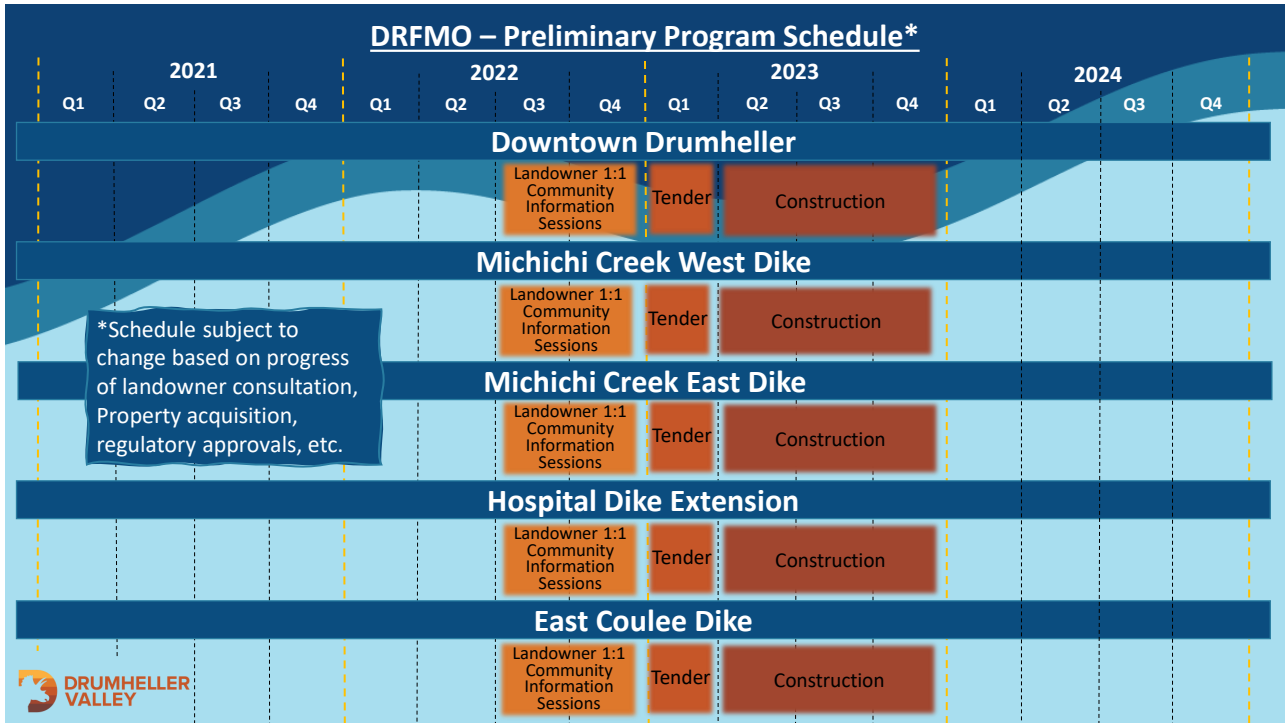


5

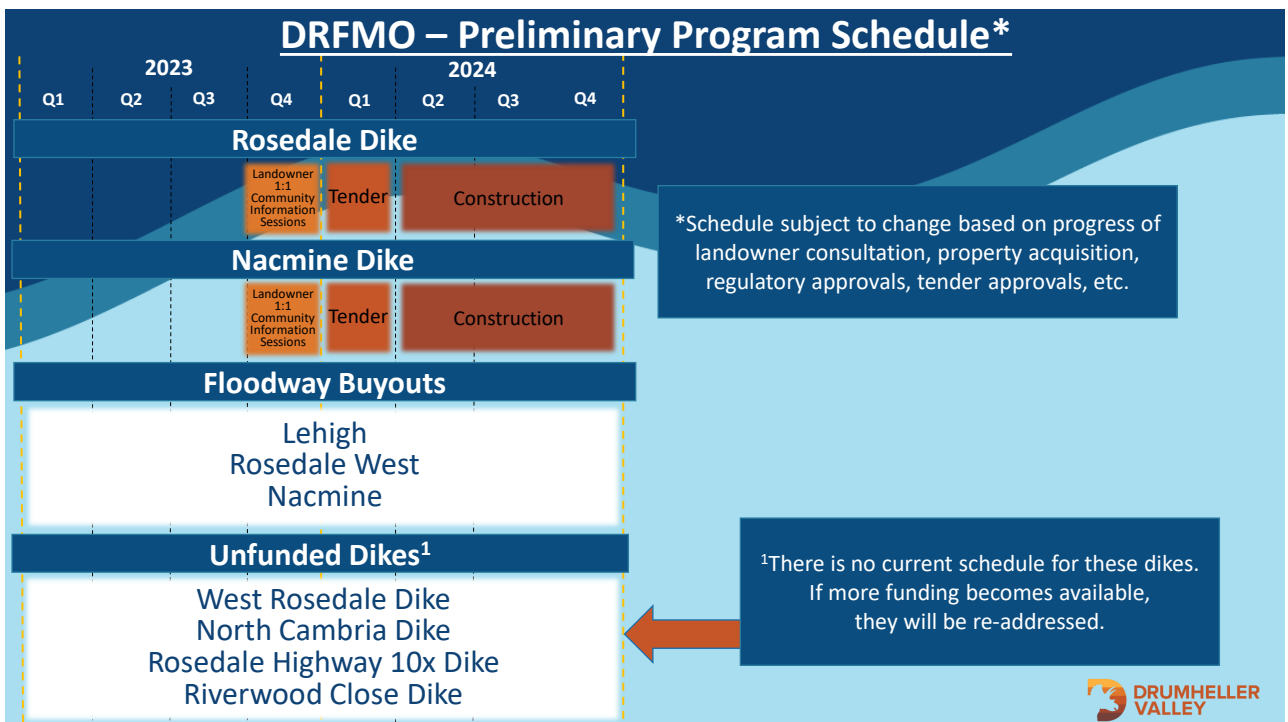
DRFMO – Preliminary Program Schedule*



6



7



8



floodreadiness@drumheller.ca

floodreadiness.drumheller.ca

Flood Office: 403-823-4878



9

FOR DISCUSSION

TITLE:	Recreation Fee Assistance Policy C-07-21
DATE:	August 2, 2022
PRESENTED BY:	April Harrison, Manager Community Development & Social Planning
ATTACHMENT	Recreation Fee Assistance Policy C-07-21 + Schedule A + Website Write up

SUMMARY:

The Town of Drumheller believes that well-being and quality of life of its residents are important. Upon approval of an application process, the Recreation Fee Assistance program allows eligible residents access into the following recreation facilities at a reduced rate: Arena, Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards classes and programs.

The program originated in 2016 at the request of Council with an update in 2021 to offer tiered cost reduction for a full membership of 50-90%; \$100-\$200 credits towards classes and programs and modified the application process for those who are already on the program.

While the 2021 update addressed some issues, the Community Development & Social Planning and Recreation departments have recognized that there are other items to be clarified and/or changes made to make the policy consistent with the intent. With the updates there is a recognition that while having a consistent structure for the program is important, there are circumstances that will require the department to use their discretion depending on the individual. The departments experience with the program and the ability to discuss issues with other municipalities will provide a vital framework for our community.

While this program was initiated through a Council request, and as such, was created as a Council Policy, CDSP would like to change this to an Administrative policy to ensure that this policy is reviewed and updated in a similar manner as other CDSP subsidy based policies such as the Community Counselling program and the Volunteer Tax program.

RECOMMENDATION:

That the Committee direct Administration to revise the current Policy and present it to Council.

DISCUSSION:

Through administering the policy some discrepancies have become evident. CDSP with Recreation would like to help clarify the process for community members and Administration. The following are some of the priority items that CDSP would like to address within the policy.

1. ARENA DROP IN RATE

The policy statement notes that the program allows eligible residents access to the Arena, Aquaplex and BCF at a reduced rate. At present, drop in access to the Arena is available at a cost of \$5 per person. RFAP clients would only be able to gain access to the Arena drop in at a 'reduced' rate if they used their RFAP discount to purchase a multi-facility pass. There is currently no option for an RFAP discount on Arena drop in only.

2. Section 2. DEFINITIONS: FAMILY vs ECONOMIC FAMILY
USING STATISTICS CANADA DEFINITIONS

Research: Statistics Canada, Dictionary, Census of Population, 2021:

<https://www12.statcan.gc.ca/census-recensement/2021/ref/dict/az/index-eng.cfm>

Families, Households and Marital Status Reference Guide, Census Population, 2021:

<https://www12.statcan.gc.ca/census-recensement/2021/ref/98-500/002/98-500-x2021002-eng.cfm>

It is currently not clear in the policy whether we require proof of the applicant's income only or whether we require evidence of the total Household income. Administration proposes that we are seeking to understand and define the terminology of 'Household Income.' Instead of using the current definition of 'Family' and changing it to Economic Family this will better reflect the intention of calculating total 'Household' income.

The Statistics Canada definition of Economic Family states:

Economic family refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law union, adoption or a foster relationship.

By definition, all persons who are members of a census family are also members of an economic family. Examples of the broader concept of economic family include the following: two co-resident census families who are related to one another are considered one economic family; co-resident siblings who are not members of a census family are considered as one economic family; and nieces or nephews living with aunts or uncles are considered one economic family.

This definition better aligns with language used by other benefits and RFAP providers. By using Federally Regulated language and definitions this will help the Department communicate program requirements from multiple organizations and keep in line with other municipalities RFAP procedures.

Example: A 21-year-old client applies. They are working and meet the single income threshold for 90%. It transpires the client reside with their mother and sister. Currently the policy is clear that the client's 'Family' includes their mother and sister and that we require proof of the mother and sister's residency. However, the policy does not state that we require proof of the mother's income in order to process the client's application.

As such, the client is approved based on Single income. Mother and sister are not included in this RFAP approval as they are not on the application and the client did not wish to share the mother's income.

Other Language Concerns – Cohabiting Adults and Intergenerational Families

There is concern in the application of Section 2(b) Up to two cohabiting adults with or without dependents. Require clarification that by 'cohabiting' we mean 'the state of living together and having a sexual relationship without being married', rather than just two adults sharing a house, or one adult renting a room from another adult.

Also concerns about Section (e) Intergenerational families with or without dependents'. At present and in the event that we adopt the Statistics Canada Definition, this would mean that the income of an elderly parent living with their grown-up child would be included in the calculation of total household income.

2. Section 3.3 - Propose deletion of the clause that states those in receipt of specific benefits will only be required to provide proof of income on their initial application. While their individual income may not change, their Household income may change, as may their residency.
3. Section 3.5 – As written in the policy, RFAP would be applied to all facility entrance costs - for clarification does this apply to memberships, 10-passes and single entrance fees?
4. Section 3.5 – For clarification, does the \$200 or \$100 credit is per Household (regardless of how many adults/children) or per adult?
5. Section 3.6 - Propose deletion of clause relating to optional monthly payments. With the shift to Continuous membership, this is no longer optional.
6. Addition: The Badlands Community Facility \$20.00 Activation Fee
The Activation Fee was introduced after the RFAP Policy was approved and it is not reflected in the policy. At present RFAP recipients are being charged the full \$20.00. We would like to propose that the Activation Fee be covered by RFAP.

Example: Applicant A is assessed as being able to afford 10% of membership fees based on household income. 10% of an Adult BCF membership is \$4.30 per month. The day they sign up they will have to pay \$4.30 plus \$20.00 Activation Fee (almost 5x what has been assessed as affordable).

7. Addition: Approved Period

The Approved Period will be determined on a case-by-case basis, however, in most cases this will be a 12-month period. Approved applicants will be contacted by phone or email 1 month prior to the end date of the Approved period to remind them to reapply. If a new application is not received and approved, eligibility for RFAP will cease and the client's liability for membership fees payment will revert to 100% unless they cancel their membership.

8. Addition: Corporate Discounts vs RFAP

If an applicant works for a company that has a corporate discount but is eligible for RFAP, Administration recommends that the applicant is charged the lower of the two rates.

9. SCHEDULE A

(a) Assured Income for the Severely Handicapped (AISH)

At present the policy states that if the applicant is in receipt of AISH their Household is automatically eligible. This is regardless of whether another Household member is earning an income that would take them over the income thresholds listed at (g).

(c) Drumheller Housing Authority (DHA).

Propose revisions of the thresholds at (g) to avoid a situation where a non-DHA resident with a Household income equal or below that of a DHA resident would be ineligible, despite having the same household composition.

10. Addition - Grace House (Appendix A)

Add Grace House to the Policy under Schedule A to reflect the automatic eligibility that has previously been in place, and which is stated on the application form on the website.

11. Section (f) - Income Earners – Update to determine eligibility based on income and number in Household, rather than income and number of incomes.

Example: a Single parent of 3 children would currently have a 'single income' threshold of up to \$27,000 for 90%. Meanwhile a couple (both with an income) with no children, would have a threshold of up to \$48,500 for 90%.

FINANCIAL IMPACT:

Changes to this policy will not change the budget allocation.

The RFAP program has a budget allocation of \$22,500.00 in 2022.

STRATEGIC POLICY ALIGNMENT:

The RFAP aligns with the strategic priorities: Poverty Reduction Strategy and red tape reduction. A consistent approach to policy oversight will support good governance.

COMMUNICATION STRATEGY:

Council's direction will be communicated to relevant team members using internal communications methods.

PROPOSED COUNCIL MOTION

That Administration revise the Recreation Fee Assistance Program Policy C-07-21 to reflect the suggested changes and submit the draft policy to a Regular Council meeting for review.

Seconded: _____



Prepared by:
April Harrison
Manager of CDSP



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

**COUNCIL POLICY C-07-21
RECREATION FEE ASSISTANCE POLICY**

Repeals C-01-16

1. POLICY STATEMENT

The Town of Drumheller believes that the well-being and quality of life for its residents are important. Upon approval of an application process, the program allows eligible residents access into the following recreation facilities at a reduced rate: Arena, Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards classes and programs.

2. DEFINITIONS

“Family”

- (a) A married or common law couple with or without dependents;
- (b) Up to two cohabitating adults with or without dependents;
- (c) A lone parent with dependents;
- (d) Guardian(s) and the dependents in their care;
- (e) Intergenerational families with or without dependents.

“Qualifying Documents”

- (a) Letter of acceptance to financial supports – such as AISH or Guaranteed Income Supplement
- (b) Two (2) recent pay stubs
- (c) Income tax forms
- (d) Notice of Assessment
- (e) Direct deposit statements

3. PROGRAM DETAILS

- 3.1 Applications for Recreation Fee Assistance are accepted throughout the year. They are available on the Town’s website, Town Hall, and the Badlands Community Facility and Aquaplex.
- 3.2 The program is available to all residents of Drumheller Valley upon proof of residency.
- 3.3 The applicant must submit a *qualifying document* to support low income, proof of identification, and current contact information. Applicants receiving long-term, predictable income such as AISH or Seniors’ Benefits, will only be required to provide proof of income on their initial application. Applications that do not reflect an income will be reviewed using an interview process.
- 3.4 All requests will be reviewed by the Manager of Community Development and Social Planning or his / her delegate and applicants will be notified of approval.

- 3.5 Full Fee Assistance will be based on 90% of the facility entrance costs for the current year, and will include a \$200.00 credit towards programs. Partial Fee Assistance will be based on 50% of the facility entrance costs for the current year, and will include a \$100.00 credit towards programs. Approved members will also have access to membership costs for programs.
- 3.6 Patrons will have an option of making monthly payments on their portion of the membership. Payment amounts will be determined by dividing the patron's portion by the number of months included in the membership (Annual = 12). Payment will be due on the first of each month. Interest rates will not be applied. Approved applicants will be exempt from keeping a credit card on file as many people living under this income threshold do not have credit cards.
- 3.7 All members of the particular *family* must live in the same dwelling and all adults will be required to show proof of residency. Proof of residency may include Driver's License, utility bill, internet bill, letter from Grace House, or rental agreement.
- 3.8 Credit will be applied to annual memberships and may be prorated for shorter terms; however, the maximum an individual may be eligible for in a 12-month period is \$100/\$200 depending on their income threshold.
- 3.9 Audits will be completed on each subsidized membership, upon renewal, to determine the frequency of the membership. The purpose of this is to ensure that memberships are being utilized by the applicants who are subsidized and funds are being distributed most appropriately. Memberships that have been used less than 12 times during the term will be investigated and have the potential of not be renewed.
- 3.10 Eligibility criteria is based on the qualifications as outlined in the attached Schedule A.

4. TRANSITIONAL

- 4.1 This Policy repeals Policy C-01-16 upon approval from Council.
- 4.2 The Town of Drumheller offers this recreation subsidy program to its residents effective October 12, 2021

Date: SEPT. 30. 2021



MAYOR


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

QUALIFICATION FOR RECREATION FEE ASSISTANCE PROGRAM

Qualification is automatic if you are a current resident of the Town of Drumheller and one of the following applies to you:

- (a) You are on AISH (Assured Income for the Severely Handicapped):
 Please bring a copy of your Health Benefits Card or a direct deposit statement.
- (b) You are on Income Support or another Alberta Works program:
 Please provide a copy of your letter stating the expiry date along with either Adult/Child Benefit Card or direct deposit statement.
- (c) You are a Drumheller Housing Authority Tenant:
 Please provide a copy of your most recent receipt.
- (d) You are on Guaranteed Income Supplement:
 Please provide a copy of your Guaranteed Income approval letter or direct deposit statement.
- (e) You have Refugee Status:
 Please provide a copy of your Protected Person Status document. For Refugee Claimants, provide a copy of your Refugee Protection Claimant document.
- (f) Income earners falling under the following categories

	Full Benefits (90% membership + \$200 programming credit)	Partial Benefits (50% membership + \$100 credit)
Single Income	up to \$27,000	up to \$31,500
Double Income	up to \$48,500	up to \$63,000

Please provide a copy of two (2) recent paystubs, Notice of Assessment, or Income Tax; or approval from other benefit/program such as Food Bank.

If you are not a recipient of any of the above programs or benefits listed above you may still qualify.

Those who do not have documentation will be contacted and the application process will include an interview.

For Information: APPENDIX A

From the Drumheller.ca website regarding the Recreation Fee Assistance Program

The purpose of the Town of Drumheller's Recreation Fee Assistance program is to improve the well-being and quality of life for its residents by offering access to the Arena, Aquaplex, and Badlands Community Facility (BCF) at a reduced rate.

The Recreation Fee Assistance program offers a subsidy of up to a maximum of 90% of the Recreation Membership fees and up to \$200 credit towards programming for qualifying applicants.

Please review, fill out and submit our online application form. [Online Application Form](#)

"Qualifying Documents"

1. Letter of acceptance to financial supports – such as AISH or Guaranteed Income Supplement
2. Two (2) recent pay stubs
3. Income tax forms
4. Notice of Assessment
5. Direct deposit statements
6. Approval of another benefit/program
7. Other – Letter/Interview explaining current situation

*Residents of Grace House do not need to show proof of income; however, they do need to show proof of residency by providing a letter from Grace House. Residents of Grace House will be eligible to a maximum of 90% on a 3-month membership, and a prorated scholarship, depending on residency term. Residents who move will be able to reapply once their stay at Grace House has been completed, and depending on eligibility, may qualify for regular benefits.

If you do not have qualifying documentation, please complete the rest of the application. You will be phoned for an interview.

"Family"

1. A married or common law couple with or without dependants;
2. Up to two cohabitating adults with or without dependants;
3. A lone parent with dependants;
4. Guardian(s) and the dependants in their care;
5. Intergenerational families with or without dependants.