



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30pm, Monday June 12, 2023

LOCATION: Council Chambers, 224 Centre St and 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 June 12th 2023 Committee of the Whole Meeting

Proposed Motion: Move to adopt the agenda for the June 12th, 2023 Committee of the Whole meeting as presented.

5. MEETING MINUTES

5.1 Minutes for May 8th, 2023, Committee of the Whole meeting as presented.

[Committee of the Whole Meeting – May 8th, 2023 - Minutes](#)

Proposed Motion: Move to approve the minutes for the May 8th, 2023, Committee of the Whole meeting as presented.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. COUNCIL REPORTS

6.1 Drumheller & District Solid Waste Management Association
Extended Producer Responsibility (EPR) in Alberta

[Presentation](#)

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

7.1 Director of Infrastructure
Project Manager

7.1.1 Briefing Note: bids&tenders – Digital Procurement Platform Implementation

[Briefing Note](#)

7.1.2 Briefing Note: CN Rails to Trails – Operational Work Plan and Task Force Committee
Extension Request

[Briefing Note](#)

8. CLOSED

8.1 Bylaw and Policy Development, Third Party Contracts;
FOIP 16 – Disclosure harmful to business of a third party
FOIP 23 (1) – Local public body confidences
FOIP 24 (1) – Advice from Officials

Proposed Motion: That Council close the meeting to the public to discuss bylaw and policy development, third party contracts as per FOIP 16 – Disclosure harmful to business of a third party; FOIP 23 (1) – Local public body confidences, FOIP 24 (1) – Advice from Officials

9. ADJOURNMENT

Proposed Motion: Move to adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30pm, Monday May 08, 2023

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

<https://www.youtube.com/watch?v=fTgRrM0owk4>

IN ATTENDANCE

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

Chief Administrative Officer: Darryl Drohomerski
Director of Infrastructure: Dave Brett
Director of Corporate and Community Services: Mauricio Reyes
Director of Emergency and Protective Services: Greg Peters
Flood Resiliency Project Director: Deighen Blakely
Communication Officer: Fransico Collantes
Legislative Services: Denise Lines
Reality Bytes IT: David Vidal

An electrical storm caused a power outage which shorted out the system. The meeting was started without recording or live stream.

1. CALL TO ORDER

The Mayor opened the meeting at 4:39pm.

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for May 08th 2023 Committee of the Whole Meeting

M2023.102 Moved by Councillor Lacher, Councillor Price;
to adopt the agenda for the May 08th, 2023 Committee of the Whole meeting as presented.

Carried unanimously

5. MEETING MINUTES

5.1 Minutes for April 11th , 2023, Committee of the Whole meeting as presented.

Agenda attachment: Committee of the Whole Meeting – April 11th , 2023 - Minutes

M2023.103 Moved by Councillor Zariski, Councillor Hansen-Zacharuk;
to approve the minutes for the April 11th , 2023, Committee of the Whole meeting
as presented.

Carried unanimously

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. COUNCIL REPORTS

6.1 Economic Development Week
Council Representative - Mayor Colberg

For more information on Economic Development Week:

www.edaalberta.ca/Economic-Development-Week

6.2 CN Rails to Trails Task Force – Extension of Term Request
Councillor representatives – Councillor Sereda and Councillor Kolafa

CN Rails to Trails requests an extension of their term to January 2024.
They would like to continue with the momentum they are building. There are plans for
another Christmas Party.

[Terms of Reference](#)

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

4:56pm – The Mayor called a break to give David Vidal time to restart the audio visual system.
4:59pm – The Live Stream and recording system was working again. The Mayor explained what had happened with the system, gave an overview of what had been covered and introduced item 7.1.

7.1 Manager of Community Development and Social Planning, April Harrison
Bassa Social Innovations Inc; President/CEO, Scott Cameron; Associate Consultant, Avery Aitchison; Associate Consultant, Adam Goodman.

7.1.1 Community Social Needs Assessment Report

bassa Social Innovation has worked with CDSP to analyze the information in order create a report about the findings from the needs assessment. The next step for CDSP is to take the findings and build a strategic, actionable plan to address the needs of the community.

Agenda attachment: Presentation

7.2 Manager of Recreation, Arts and Culture; Darren Goldthorpe
Special Events Coordinator, Alicia Smith
Time Stamp: [38:00 min](#)

7.2.1 Community Events Update

An overview of upcoming community and Town lead Special events was presented. Social media, the Town website and the Drumheller online community events calendar are used to communicate what events are going on.

Agenda attachment: Presentation

EMERGENCY AND PROTECTIVE SERVICES

7.3 Director of Emergency and Protective Services
Time Stamp: [1:00:31](#)

7.3.1 Emergency Preparedness Week Building Preparedness

Information about the importance of being prepared for an Emergency.

For more information on Emergency Preparedness Week, please visit:
<https://www.alberta.ca/emergency-preparedness-week.aspx>

INFRASTRUCTURE DEPARTMENT

8. CLOSED

- 8.1 Land Development; Bylaw and Policy Development, Personnel
FOIP 16 – Disclosure harmful to business of a third party
FOIP 23 (1) – Local public body confidences
FOIP 24 (1) – Advice from Officials

M2023.104 Moved by Councillor Sereda, Councillor Price;
that Council close the meeting to the public to discuss land development, bylaw
and policy development and personnel as per FOIP 16 – Disclosure harmful to
business of a third party; FOIP 23 (1) – Local public body confidences, FOIP 24
(1) – Advice from Officials. Time: 6:07pm

Carried unanimously

M2023.105 Moved by Councillor Hansen-Zacharuk, Councillor Lacher;
that Council open the meeting to the public. Time 9:05pm

Carried unanimously

9. ADJOURNMENT

M2023.106 Moved by Councillor Zariski, Councillor Price;
that Council adjourn the meeting. Time 9:06pm

Carried unanimously

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Extended Producer Responsibility (EPR) in Alberta

Drumheller & District Solid Waste Management Assoc.
Jan 10, 2023

Christina Seidel
Executive Director

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About RCA

Vision

- Waste free world



Mission

- To promote, facilitate, and advocate for a Circular Economy in Alberta

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EPR Definition

Environmental / economic policy approach in which **producers** of products and packaging bear **responsibility** for ensuring those products and packages are properly managed at the end of their lifecycle.

OWMA, 2013

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Benefits of EPR

- Transfers cost and liability from municipalities and taxpayers to producers
- EPR poised to save municipalities > \$100 million / year (for residential PPP)
- Provides incentive to producer to improve design
- Encourages Circular Economy
 - producers have direct role in system
- Provides provincial program consistency
- Economy of scale provides market resilience

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EPR Comes to Alberta

- Regulation enables EPR for designated materials:
 - single-use products, packaging, packaging-like products and paper products; and
 - hazardous and special products
- Order in Council approved on October 3, 2022
- EPR regulation came into force November 30, 2022
 - Producers provide collection and management plans by April, 2024
 - EPR systems operational by April, 2025

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Alberta EPR Basics

- Alberta Recycling Management Authority (ARMA) will provide oversight of the new EPR systems
 - oversight role only – ARMA does not operate programs
 - producers must be registered with ARMA
- Producers responsible to comply with Regulation (including targets)
 - program delivery provided by municipalities or private service providers
- Producers can be represented by Producer Responsibility Organizations (PROs)
 - PROs must not be affiliated with anyone that provides recycling or waste management services for designated material, and
 - must be not-for-profit

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Municipal Role

- Municipalities are key stakeholders in the system
 - stay informed and engaged in transition process
- Municipalities can negotiate with producers to play service delivery role on a contract basis, or
- Stay removed from program operations that are provided by outside service providers
 - transfer resources to other municipal / waste management elements
- Continue to be engaged with other municipalities on advocacy elements (e.g., EPR bylaws)

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PPP

- Packaging-like products
 - food containers, foil and wraps, bags, boxes, and
 - objects purchased by or supplied to consumers expressly for the purpose of protecting, containing or transporting commodities or products
- Paper products
 - flyers, brochures, booklets, catalogues, telephone directories, newspapers, magazines, paper fibre, paper used for copying, writing or any other general use, and
 - paper of any other description
- Single-use Products means products that are ordinarily disposed of after a single use or short-term use whether or not they could be reused

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Sectors

- Applies only to designated material intended for residential use
 - excludes ICI
- Does not apply to materials captured under
 - Designated Material Recycling and Management Regulation (tires, electronics, oil, paint)
 - Beverage Container Recycling Regulation
- Exemptions:
 - charities
 - producers with gross revenue or material amount less than specified threshold

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Collection Requirements

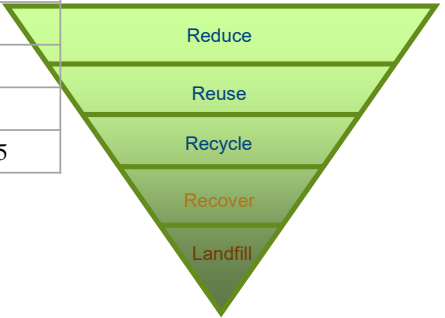
- By April 1, 2025:
 - a producer must provide at no charge a common collection system to residential dwellings in communities currently receiving recycling service
- By October 1, 2026:
 - to dwellings in communities that are not currently receiving recycling service
- The common collection system must include:
 - curbside collection every 2 weeks to single-family dwellings currently receiving curbside recycling
 - depot access and collection for communities that currently have depot recycling service

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Material Management Requirements

- PPP targets:

Date	Paper Products	Rigid Plastics	Flexible Plastics	Metal	Glass
2027	80	50	25	67	75
2028	80	50	25	67	75
2029	80	50	25	67	75
2030	90	60	40	75	80
2031	90	60	40	75	80
2032	90	60	40	75	80
2033	95	65	47.5	79	82.5



- Percent of a designated material type that is recycled, downcycled or advanced chemical recycled
- No more than 15% of a material management requirement may be achieved through downcycling

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Hazardous and Special Products

- Batteries (does not include lead-acid batteries or batteries >5 kg)
- Corrosive products
- Corrosive product containers
- Flammable products
- Flammable product containers
- Pesticides
- Pesticide containers
- Toxic products
- Toxic product containers

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HSP Collection Requirements

- A producer must provide a common collection system for designated materials at no charge to communities by April 1, 2025
 - communities with a population equal to or greater than 125 000 people must have at least one permanent collection depot for every 125 000 people
 - communities with a population equal to or greater than 10 000 people but less than 125 000 people must have at least one permanent collection depot
 - communities with a population equal to or greater than 1000 people but less than 10 000 people must have at least one collection event per calendar year
 - communities with a population less than 1000 people must have at least one collection event per calendar year
- Where a community is serviced by a permanent collection site, a producer shall maintain the current site or provide a replacement permanent collection site.

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Material Management Requirements

By Date (Oct 31)	Batteries Recycled (%)
2027	40
2028	40
2029	40
2030	45
2031	45
2032	45
2033	47.5

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BRIEFING NOTE

DATE:	June 6, 2023
TITLE:	bids&tenders Digital Procurement Platform Implementation
DEPARTMENT:	Infrastructure Services
PRESENTED BY:	Dave Brett, P.Eng., PMP., Director of Infrastructure Services Libby Vant, BA, RSE, Procurement Officer Kelcie Wilson, C.E.T., Capital Project Manager
ATTACHMENT:	None

BACKGROUND:

To ensure fair, open, and competitive bid processes, each year the Town's various departments require that bid opportunities be posted on the Town of Drumheller and Alberta Purchasing Connection websites. Past practice, as recent as 2019, was hard copy submission only. As a result of the COVID pandemic restrictions, the Town modified the practice to electronic submissions through email. Neither the historical hard copy method nor email method align with current industry practices for RFX submissions. In addition, email size restrictions, firewall and internet connectivity problems have all been issues.

In recent years the number of Town projects and their bid opportunities has steadily increased, as can be seen in the table below. In 2021 the Town posted 39 bid opportunities; in 2022 that number increased to 65. As of June 6, 2023, we have posted 28 projects, and we expect to post at least 75 bid opportunities online this year.

Year	Bid Opportunities
2020	32
2021	39
2022	65
2023	75*

**based on approved budgets and needs*

The online posting of bid opportunities for each project is just one of the many components required to be performed by the Procurement Officer. The follow up on a bid opportunity closing date includes, but is not limited to:

- formulation and online posting of the unevaluated summary
- distribution of the submissions to the Project Managers
- evaluation of submissions
- preparation and approval of project award through a Request for Decision
- drafting and distribution of letters of award and non-award to proponents
- formulation and online posting of the evaluated award summary

Managing the project files and assisting Project Managers with drafting bid opportunities, addenda, and related documents requires careful planning, time management and efficiency. Performing the tasks for more than double the number of projects over the past two years will require streamlined, clearly defined processes in order to avoid errors and missed steps along the way.

To alleviate some of the workload associated with this area, research was conducted into the purchase of a digital procurement platform. Research and evaluation determined that Bids&tenders was the best option for the Town. Not only is bids&tenders low cost and easy to use, but it has quickly become the industry standard for municipalities and engineering companies. Bids&tenders has been designed and built by Canadian public procurement professionals. By partnering with municipalities, they have tailored their eProcurement solution to help government agencies to:

- access more qualified suppliers to increase bid competitiveness
- level the playing field for local and diverse suppliers
- automatically notify suppliers of bid opportunities, changes, addenda, and award results
- eliminate the need for paper submissions, in-person bid document pick-up, document storage, mailed results, and Excel spreadsheets
- keep easily auditable and transparent records of submissions, evaluations, awards, and contracts
- save time and money to make better use of public funds

Currently bids&tenders works with more than 200 organizations and over 35 municipalities, utilities, healthcare, and educational institutions. Bids&tenders is also utilized by many engineering firms and project management agencies. The overwhelmingly positive feedback from the current users of bids&tenders makes it clear that this platform is well suited to our needs and is working well for many firms and municipalities. Below is a summary of some of bids&tenders current comparable clients:

bids&tenders Digital Procurement Platform Clients	
BC Transit (Contracts)	Dalhousie University, NS
City of Barrie, ON	District of Metro Vancouver, BC
City of Brampton, ON	District of Squamish, BC
City of Brantford, ON	EPCOR
City of Burnaby, BC	Government of Yukon
City of Grande Prairie	Municipality of North Perth
City of Greater Sudbury, ON	Placer County, CA
City of Lethbridge	Red Deer School District
City of Lloydminster	Regional Municipality of Wood Buffalo
City of Medicine Hat	Regional Municipality of York, ON
City of Mississauga, ON	Sourcewell, Minnesota
City of Oshawa, ON	Tamarac City, FL
City of Port Moody, BC	Toronto DSB – Canada’s largest school board
City of Prince George, BC	Town of Georgina, ON
City of Red Deer	Town of Newmarket, ON
City of Richmond, BC	Town of Sylvan Lake
City of St. John’s, NL	Township of Langley, BC
	Trillium Lakelands District School Board, ON

Implementation of bids&tenders typically takes 6 to 8 weeks and is done using a phased in approach. Most of the companies/agencies that utilize bids&tenders implement the software in the following stages:

- Phase 1: Bid Management and eBidding
- Phase 2: Contract Management
- Phase 3: RFX Evaluations
- Phase 4: Optional Vendor Performance Management

Bids&tenders offers training and ongoing contractor engagement sessions as part of their initial purchase cost. The initial cost includes Project Management, Launch Support, Training by on Demand Videos. The value add “How to do business with Drumheller” Live Webinar can be recorded and placed on our bids&tenders Drumheller portal for future reference by Suppliers. Bids&tenders will work with the Town to create appropriate templates for all types of bid opportunities, evaluation tools, compliance tools, etc.

KEY POINT/STATUS:

Administration approved the purchase of bids& tenders in February 2023. The initial project meeting took place on March 1, 2023, and follow up meetings took place to prepare documents, templates, communication needs, and training plans. The anticipated “Go Live” date is June 20, 2023, with public communications taking place prior to and after the launch. Bids&tenders will collaborate with staff to provide supplier training and create a “vendor guide” on our Town website that will include information on applicable trade agreements, how to do business with the Town, how to register as a vendor, and access to technical support.

DEFINITIONS:

1. Bid Opportunities - means a publicly advertised invitation for suppliers to submit bids for the provision of goods or services through a Request for Quotation, Request for Proposal, or Request for Tender via the municipal website.
2. Digital Procurement Platform - means the use of technology to optimize and automate procurement processes and workflows. Digital procurement involves the use of apps and online systems to capture, consolidate, and manage all of the data and information related to procurement.
3. Public Procurement – means obtaining or purchasing goods or services, typically for business purposes. Government procurement refers to all goods, services, and construction services purchased by the government. It can range from office supplies to materials and services used in large infrastructure projects. In addition to suppliers, open procurement markets benefit governments and taxpayers by increasing competition, widening the choice of goods and services available and, importantly, ensuring best value for money.
4. Procurement Officer - A Procurement Officer works in the procurement department and oversees a vital part of the supply chain. Procurement Officer responsibilities include evaluating suppliers, maintaining relationships, approving products, and ensuring the cost-effective procurement of materials, parts, or goods.

INTERNAL STAKEHOLDERS:

Administration has identified the following internal stakeholders:

- Administration - CAO, Legislative Services Manager, Communications Officer, Senior Administrative Assistant
- Community Development & Social Planning - Manager, Administrative Assistant
- Corporate Services - Director, Manager of Finance, Administrative Assistant
- Drumheller Resiliency & Flood Mitigation - Project Director, Technical Advisor, Administrative Assistant

- Economic Development - Manager, Administrative Assistant
- Emergency & Protective Services - Director, Fire Chief, Administrative Assistant
- Human Resources - Manager, Administrative Assistant
- Infrastructure - Director, Airport Manager, Capital Project Manager, Facilities Manager, Operations Manager, Utilities Manager, Senior Administrative Assistant
- Recreation - Manager of Recreation, Arts & Culture, Aquatic Supervisor, Administrative Assistant

FINANCIAL IMPACT:

The initial cost of bids&tenders is \$ 3,800.00 including the “How to do business with Drumheller” Live Webinar. Every subsequent year utilizing bids&tenders will cost \$ 3,800.00. Funding for this project will come from the annual Operating Budget account code 1.2.3101.239 Engineering - other professional services.

WORKFORCE AND RESOURCES IMPACT:

Implementing the online bids&tenders procurement platform will have a significant positive impact on workforce and time resources. It will allow faster online posting of bid opportunities as well as faster posting of unevaluated bid summaries and award summaries due to the innovative back end of the platform. Since the platform will grab bidder information as it comes in, evaluating bids and determining compliance will also be much faster and easier. Project Managers will no longer have to search through submissions to determine their compliance – the system will not allow any noncompliant submissions to get through. The system will also generate submission summaries for each bid opportunity and allows access for multiple users as determined by the Procurement Officer.

STRATEGIC POLICY ALIGNMENT:

This project is in alignment with the Town’s strategic goals of providing fair, open, and competitive bid processes, fiscal responsibility, and following current industry standards.

COMMUNICATION STRATEGY:

A communication plan has been developed with the assistance of bids&tenders. Communication and notices will occur regularly with the stakeholders (Council, Senior Administration, key Town staff, and suppliers) throughout the project plan. During the implementation, we will need to communicate and engage with various stakeholders, such as:

1. Internal Staff - email, memo, posting on internal portal (e.g.: Intranet)
2. Mayor and Council - email, announcement during Council and Committee Meetings
3. Local Associations such as:
 - a. Drumheller & District Chamber of Commerce
 - b. Surety Association of Canada
 - c. Medicine Hat Construction Association
 - d. Current Town suppliers, etc.
4. Emails, in person meetings, webinars and pre-recorded demos
5. Vendor Community - email, website posting, social media, local media, new vendor Demo Day

BRIEFING NOTE

DATE:	June 9, 2023
TITLE:	CN Rails to Trails Update
DEPARTMENT:	Infrastructure
PRESENTED BY:	Kelcie Wilson, C.E.T.
ATTACHMENT:	

INTRODUCTION / PURPOSE / PRIORITY

The CN Rails to Trails has been a large focus within our community and Town this year. There have been multiple Capital Projects within 2023 designated to converting the old rail line into a pathway network. Administration would like to provide council with a high-level update on where these projects are at.

Also, the Rails to Trails Task Force has requested that the end of their Term be extended to June 2025 from May 2023. The terms of reference will also be updated and brought back to Council for approval.

BACKGROUND / PROBLEM

The Town obtained a 25-year lease agreement of the abandoned CN Rail line from the North town limits to Wayne and as such has been working toward converting it to a pathway network starting from Highway 838 to Wayne.

KEY POINTS / STATUS

The following are projects administration is working on and are scheduled for completion by the end of the 2023 Construction season (October).

New Trail Development

This project has focused on the section of pathway between 5th Street E and Highway 9/56. On the west side of these limits (at 9/56), the pathway will be connected to the existing intersection to provide a safe pedestrian crossing opportunity. The Plaza Stop will also be a feature at the west end and is being planned for 2024. The final surface for this pathway section will see a Recycled Asphalt Pavement (RAP) installed and have a section of compacted gravel in the middle to accommodate a future road extension also referred to as a “New Connector” Road. Once the New Connector Road has been completed the pathway network will be tied in accordingly with safe pedestrian crossings taken into consideration.

Gallagher’s Trucking – In-kind Donation

Gallagher’s Trucking approached the Town to removal ballast material and place a compacted gravel surface from the following sections of rail line:

1. Highway 9/56 to the Midland Bridge
2. 19 Street E to Rosedale Bridge

The compacted gravel surface will be inspected by Parkland Geo to make sure it is suitable to build a Recycled Asphalt Pavement structure on. Gallagher’s Trucking is completing this work in their downtime and the completion date is unknown.

5th Street E & Highway 9/56 Intersection Upgrades

Alberta Transportation has agreed to a cost sharing model for the pedestrian upgrades required at the 5th Street E & Highway 9/56 Intersection. This will see the installation of pedestrian crossings on the North and east side of the intersection.

IMPLICATIONS / CONSEQUENCES

FINANCIAL

\$160,000 has been allocated for the New Trail Development in 2023. Expenditures from the 5th Street E & Highway 9/56 Intersection Upgrades are being coded to the 2023 DARP GL code.

COMMUNICATIONS

Communication has been on-going with the Rails to Trails task force, Council and the Public on the status of the project.