



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**AGENDA**

TIME & DATE: 4:30 PM – Monday July 24 , 2023

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

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1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for July 24, 2023, Regular Council Meeting

**Proposed Motion:** That Council adopt the agenda for the July 24, 2023, Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for July 10, Regular Council as presented.

[Regular Council Meeting – July 10, 2023 - Minutes](#)

**Proposed Motion:**

Move that Council approve the minutes for the July 10, 2023, Regular Council meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Council Boards and Committees Minutes  
Drumheller Public Library, January – April  
Drumheller Housing Administration, March

[Minutes](#)

**Proposed Motion:**

Move that Council accept as information the Drumheller Public Library January to April Minutes and Drumheller Housing Administration March minutes as presented.

7. DELEGATION

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1.1 Request for Decision: West Newcastle Road Closure Bylaw 11.22 – Second and Third Readings

[Request for Decision](#)

[Proposed Bylaw 11.22](#)

**Proposed Motion:**

1. Move that Council give second reading to West Newcastle Road Closure Bylaw 11.22 as presented.

2. Move that Council give third reading to West Newcastle Road Closure Bylaw 11.22 as presented.

8.1.2 Request for Decision: East Newcastle Road Closure Bylaw 12.22 – Second and Third Reading

[Request for Decision](#)

[Proposed Bylaw 12.22](#)

**Proposed Motion:**

1. Move that Council give second reading to East Newcastle Road Closure Bylaw 12.22 as presented.

2. Move that Council give third reading to East Newcastle Road Closure Bylaw 12.22 as presented.

8.1 Flood Mitigation Project Manager

8.1.1 Request for Decision: Expropriation Certificate of Approval and Resolution for Expropriation; Lot 2, Block 3, Plan 8011334 (161 River Drive, East Coulee)

[Request for Decision](#)

[Certificate of Approval and Resolution for Expropriation](#)

**Proposed Motion:**

moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 2, Block 3, Plan 8011334; Title Number 011 092 193.

- 8.1.2 Request for Decision: Expropriation Certificate of Approval and Resolution for Expropriation; Lot 7, Block 2, Plan 8011334  
(217 River Drive, East Coulee)

[Request for Decision](#)

[Certificate of Approval and Resolution for Expropriation](#)

**Proposed Motion:**

Moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 7, Block 2, Plan 8011334; Title Number 921 258 594.

- 8.1.3 Request for Decision: Expropriation Certificate of Approval and Resolution for Expropriation; Lot 5, Block 2, Plan 8011334  
(245 River Drive, East Coulee)

[Request for Decision](#)

[Certificate of Approval and Resolution for Expropriation](#)

**Proposed Motion:**

moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to a portion of the parcel of land described as Lot 5, Block 2, Plan 8011334; Title Number 191 245 422.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

- 8.2 Director of Corporate and Community Services

- 8.2.1 Request for Decision: Parks and Recreation Master Plan

[Request for Decision](#)

[Link to Website "Current State" Research and Engagement Summary Report](#)

[Link to Website Parks and Recreation Master Plan](#)

**Proposed Motion:**

Moves that Council adopt the Parks and Recreation Master Plan 2023 to 2043 as presented on July 10, 2023.

- 8.2.2 Request for Decision: 2024 Electricity Franchise Fee Increase

[Request for Decision](#)

**Proposed Motion:**

Move that Council approve the increase of the ATCO electric franchise fees from 9 percent to 11.5 percent.

8.2.3 2023 Quarterly Financial Report: January to June

[Report + Appendix](#)

8.3 Manager of Community Development and Social Planning

8.3.1 Request for Decision: Proposed Drumheller Valley Family and Community Support Services (FCSS) Program Policy CDSP-C-01

[Request for Decision](#)

[Proposed Council Policy CDSP-C-01](#)

**Proposed Motions:**

Moves that Council adopt the Drumheller Valley Family and Community Support Services Council Policy CDSP-C-01 as presented.

8.3.2 Request for Direction: Proposed Community Development & Social Well-Being Advisory Board Bylaw

[Request for Direction](#)

[Draft Proposed Bylaw XX.XX](#)

**Proposed Motions:**

Moves that Council directs Administration to complete a Bylaw to establish the Community Development & Social Well-Being Advisory Board to be brought forward to Council for approval.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8.4 Director of Infrastructure

8.4.1 Briefing Note: Aquaplex – Indoor Pool – Recirculation Pump Pit

[Briefing Note](#)

8.4.2 Request for Decision: Aquaplex Make-Up Air Unit (MAU) Replacement

[Request for Decision](#)

**Proposed Motion:**

1. Moves that Council approve the additional funds for of the Aquaplex MAU Replacement Project in the amount of \$425,000.00

2. Moves that Council approve the award of the Aquaplex Make-Up Air Unit Replacement Project to Cremac Metal Products Ltd. for the amount of \$ 615,515.00 excluding GST.

9. CLOSED SESSION

- 9.1 Third Party Contracts and Personnel  
FOIP 16 – Disclosure harmful to business interests of a third party  
FOIP 21 – Disclosure harmful to intergovernmental relations  
FOIP 24 – Advice from Officials

**Proposed Motion:** That Council close the meeting to the public to discuss third party contracts and personnel as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 21 – Disclosure harmful to intergovernmental relations, FOIP 24 – Advice from Officials

10. ADJOURNMENT

**Proposed Motion:** That Council adjourn the meeting.



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**MINUTES**

TIME & DATE: 4:30 PM – Monday July 10, 2023

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

<https://www.youtube.com/watch?v=xpWF02clUAE>

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1. CALL TO ORDER

The Mayor called the meeting to order at 4:29 PM.

2. OPENING COMMENTS

Grand opening of the Sunshine Lodge 500 Wing, Sunshine Lodge, Friday, 1:00 PM – 7:00 PM.

Newcastle Block Party BBQ – Newcastle Hall, Saturday, 2:00 PM – 7:00 PM.

Indoor Swimming Pool will be closed until further notice due to maintenance. Outdoor Swimming Pool is still operational.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. ADOPTION OF AGENDA

4.1 Agenda for July 10, 2023, Regular Council Meeting

M2023.160 Moved by Councillor Hansen-Zacharuk, Councillor Price that Council adopt the agenda for the July 10, 2023, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

Minutes for June 19, 2023, Regular Council as presented.

Agenda attachment: Regular Council Meeting – June 05, 2023 – Minutes.

M2023.161 Moved by Councillor Lacher, Councillor Kolafa that Council approve the minutes for the June 19, 2023, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 Council Boards and Committees Minutes

Agenda Attachment: Municipal Planning Commission: November 2022 – March 2023, Drumheller and District Seniors Foundation: May 2023

M2023.162 Moved by Councillor Sereda, Councillor Lacher that Council accept as information the Drumheller Municipal Planning Commission November to March minutes, and Drumheller and District Seniors Foundation May minutes as presented.

CARRIED UNANIMOUSLY

7. DELEGATION

Timestamp: [4:36](#)

7.1 Big Country Anti-Violence Association (BCAVA); Drumheller & Area Emergency Unit Colton's Place

Agenda attachment: Presentation

8. REPORTS FROM ADMINISTRATION

Timestamp: [17:05](#)

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 Flood Mitigation Project Manager

8.1.1 Request for Decision: Expropriation Certificate of Approval and Resolution for Expropriation; Lot 3, Block 3, Plan 8011334 (135 River Drive, East Coulee)

Agenda attachment: Request for Decision; Certificate of Approval and Resolution for Expropriation

M2023.163 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 3, Block 3, Plan 8011334; Title Number 901 092 160.

CARRIED UNANIMOUSLY

8.2 Chief Administrative Officer  
Economic Development Manager

8.2.1 Request for Decision: Proposed Business Licence Bylaw 06.23  
Includes Sections: Proposed Short Term Rental and Mobile Vendor

Agenda attachment: Request for Decision; Proposed Bylaw 06.23; Current Business License Bylaw 04-15; Mobile Vendor Bylaw 01.18

M2023.164 Moved by Councillor Hansen-Zacharuk, Councillor Price that Council give first reading to Business License Bylaw 06.23 as presented and sets a public hearing date as September 5, 2023.

CARRIED UNANIMOUSLY

8.2.2 Request for Decision: Residential Development Incentive Amending Bylaw 04.23 -  
Third Reading

Agenda attachment: Request for Decision; Proposed Amending Bylaw 04.23

M2023.165 Moved by Councilor Zariski, Councillor Lacher that Council give third reading to Residential Development Incentive Amending Bylaw 04.23 as presented

CARRIED UNANIMOUSLY

8.2.3 Request for Direction: Residential Housing Construction

Agenda attachment: Request for Decision

M2023.166 Moved by Councillor Sereda, Councillor Hansen-Zacharuk that Council directs Administration to evaluate building residential and commercial real estate.

Councillor Sereda made a friendly amendment to add "commercial" to the motion.

CARRIED UNANIMOUSLY



CORPORATE AND COMMUNITY SERVICES DEPARTMENT

Timestamp: [41:30](#)

8.3 Director of Corporate and Community Services

8.3.1 Parks and Recreation - RC Strategies; Stephen Slawuta  
"Current State" Research and Engagement Summary Report  
Parks and Recreation Master Plan

Agenda attachment: Presentation; Link to Website "Current State" Research and Engagement Summary Report; Link to Website Parks and Recreation Master Plan

8.3.2 Request for Decision: 2022 Audited Financial Statements – Financial Report  
Timestamp: [1:12:26](#)

Agenda attachment: Request for Direction; 2022 Audited Financial Statements

M2023.167 Moved by Councillor Lacher, Councillor Hansen-Zacharuk  
that Council approve the 2022 Audited Financial Statements as presented.

CARRIED UNANIMOUSLY

The meeting adjourned for a break at 6:18 PM

The meeting reconvened from a break at 6:23 PM

8.4 Manager of Community Development and Social Planning  
Timestamp: [1:54:02](#)

8.4.1 Request for Decision: Proposed Recreation Fee Assistance Program Policy C-07-21  
Revisions

Request to transition the Recreation Fee Assistance Policy from a Council Policy to an Administrative Policy

Agenda attachment: Request for Direction; Policy C-07-21 Revision; Current Policy C-07-21

M2023.168 Moved by Councilor Zariski, Councillor Price  
that Council approves the proposed revisions to the Recreation Fee Assistance Program Policy C-07-21 as presented.

CARRIED UNANIMOUSLY

M2023.169 Moved by Councillor Hansen-Zacharuk, Councillor Price  
that the Recreation Fee Assistance Program Policy C-07-21 be transitioned from a Council policy to an Administrative Policy.

CARRIED UNANIMOUSLY

## EMERGENCY AND PROTECTIVE SERVICES

### INFRASTRUCTURE DEPARTMENT

8.5 Director of Infrastructure  
Timestamp: [2:16:38](#)

8.5.1 Request for Decision: Community Assistance Grant Request – Drumheller Stampede and Agricultural Society Relocation of the Old Downtown Plaza Stage

Agenda attachment: Request for Decision

M2023.170 Moved by Councillor Lacher, Councillor Price  
that Council approve the Drumheller Stampeded and Agricultural Society's  
Community Assistance Grant Application for in-kind contribution of \$16, 655.00.

CARRIED UNANIMOUSLY

8.5.2 Request for Decision: Community Assistance Grant Request – Rotary Club of  
Drumheller – Concrete Pad for Shade Structure

Agenda attachment: Request for Decision

M2023.171 Moved by Councilor Zariski, Councillor Kolafa  
that Council approve the Rotary Club of Drumheller's Community Assistance  
Grant Application for in-kind contribution of \$36,843.00.

CARRIED UNANIMOUSLY

8.5.3 Briefing Note: Wayfinding Grant – Design Concept and Community Engagement Plan

Agenda attachment: Briefing Note

## 9. CLOSED SESSION

9.1 Chief Administrative Officer  
Human Resources Manager

- 9.1.1 Ratification of the Canadian Union of Public Employees (CUPE) 4604 and 135 Collective Agreements CUPE 4604 and CUPE 135 Collective Agreements  
FOIP 23 – Local public body confidences  
FOIP 24 – Advice from Officials

M2023.172 Moved by Councillor Lacher, Councillor Hansen-Zacharuk that Council close the meeting to the public to discuss the proposed CUPE 4604 and CUPE 135 agreements as per FOIP 23 – Local public body confidences and FOIP 24 – Advice from Officials.

CARRIED UNANIMOUSLY

The meeting was closed to the public at 7:01 PM

M2023.173 Moved by Councillor Lacher, Councillor Price that Council open the meeting to the public.

CARRIED UNANIMOUSLY

The meeting was opened to the public at 7:20 PM

Timestamp: [2:51:24](#)

M2023.174 Moved by Councillor Lacher, Councillor Kolafa that Council ratify the 3-year agreement (2023-2025) with CUPE Local 4604 as presented noting the following increases:  
January 1, 2023 – 3%  
January 1, 2024 – 2.75%  
January 1, 2025 – 2.75%

CARRIED UNANIMOUSLY

M2023.175 Moved by Councillor Sereda, Councillor Hansen-Zacharuk that Council ratify the 3-year agreement (2023-2025) with CUPE Local 135 as presented noting the following increases:  
January 1, 2023 – 3%  
January 1, 2024 – 3%  
January 1, 2025 – 3%

CARRIED UNANIMOUSLY

10. ADJOURNMENT

M2023.176 Moved by Councillor Lacher, Councillor Price  
that Council adjourn the meeting.

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:23 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

## Town of Drumheller Public Library Board Meeting Minutes

**Date:** Wednesday January 11, 2023  
**Time:** 7 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil (acting)  
**Regrets:** Jade Scott  
**Trustees:** Mitchell Barry, Lynn Fabrick, Stephanie Price, James Foster, Tracy Abildgaard, Caleb Brown (dropped off due to computer issues at 7:43 pm)  
**Marigold Rep:** Margaret Nielsen  
**Guests:** Margaret Nielsen  
**Library Director:** Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 7:01 pm
2. Meeting Processes
  - a. Land Acknowledgement (L. Fabrick)
  - b. Confirmation of quorum (5/9) – confirmed with 8 of 9 trustees present
  - c. Accepting of regrets – L. Fabrick moved to accept the regrets. J. Foster seconded. All in favour. Carried.
  - d. Additions to the Agenda / Approval of agenda – C. McNeil moved to accept the amended agenda. L. Fabrick seconded. All in favour. Carried.
  - e. Review/Approval of the minutes of Dec 14, 2022 – L. Fabrick moved to approve the minutes from Dec. 14, 2022. S. Price seconded. All in favour. Carried.
  - f. Declaration of conflicts of interest: None
  - g. Welcome guests: Margaret Nielsen
3. Reports
  - a. Financials:
    - i. Financials: C. Brown – there was a review of the December financials however, due to the fact there are some items missing the Board agreed to defer approval to the next meeting. The Board agreed to do an email vote to approve the November 2022 financials. E. Hollingshead will send out the final November 2022 financials via email.
    - ii. Director: E. Hollingshead – the 2022 year-end and December report was shared. Highlights included the following: in-person programming returned in 2022; library spaces were increasingly sought after in 2022 and used for a variety of purposes; the year-end book sale went reasonably well and the Pioneer Trail group gladly accepted donations of surplus books, this eases the storage challenges at the library; the photocopier contract with Toshiba expires in March and a new copier with OCR (optical character recognition) technology is on order to arrive to replace the existing copier; the Imagination Library Centennial project has received a total of 70 registrants (as of Dec. 31, 2022) and a total of \$21,812 has been raised. Most of the Indigenous books for local schools have been received and will soon be distributed to local schools. The Book Bash Canadian Children’s Literature Festival will take place in May and the library will receive \$20,000 for this event. The historical exhibit is up in the library and currently highlighting the facilities that housed the library over the last century. The assistant library director has accepted another position out of town and her last day at the library was January 13. E. Hollingshead has been invited to be part of the jury for the children’s and young adult category for this year’s Alberta Book Publishers Awards. 2022 was a fantastic grant year for the Library, with \$3,600 in Canada Summer Jobs funding, \$12,000 from the S.M. Blair Foundation for Indigenous books for schools, \$6,800 from the Calgary Foundation Drumheller Fund and the Royal Tyrrell Museum Cooperating Society for Dolly Parton’s Imagination

Library, and \$20,000 secured for 2023's Book Bash Canadian Children's Literature Festival.

- b. Marigold: M. Nielsen reported that they have received definite interest from a buyer to purchase the old Marigold building in Strathmore. There is an executive meeting scheduled for next week.
- c. Society: next meeting is scheduled for Mon. Jan. 23 at 7 pm; Reel Alternative is Armageddon Time scheduled for Jan. 30. The Society could possibly purchase youth computers for the library and recommends that a request is submitted to the Society from the library. The Society purchased books for the Salvation Army's Christmas drive in December and tried to purchase books that children requested but there were challenges in finding the books due to supply chain issues as different books were not available.
- d. Other:
  - i. Special Project Committee: Schedule Meeting. Discussion on J. Scott's Centennial logo design. Next meeting is scheduled for Jan. 25 at 5 pm.
  - ii. Policy Committee: Met on Jan 5 at 7 pm and discussed Policy revision planning. Next meeting is scheduled for Feb. 1 at 7 pm.
  - iii. HR Committee Meeting – Mitchell Barry and Cheryl McNeil and Samantha Haddon will be part of this committee. A meeting date will be set by email.

4. New Business

- a. For Discussion/Decision
  - i. Masking Requirement Review – E. Hollingshead stated that there hasn't been a lot of feedback. At this time, the Board agrees that the current masking requirement will remain in place.
  - ii. Budget 2023 – Town Council approved the draft 2023 Library budget. L. Fabrick moved to accept the final 2023 Budget. M. Barry seconded. All in favour. Motion carried.
  - iii. Revised Bylaws – 2<sup>nd</sup> and 3<sup>rd</sup> Reading – S. Price moved to accept second reading of the library's revised bylaws. All in favour. Motion carried. C. McNeil moved to accept the third reading of the library's revised bylaws. L. Fabrick seconded. All in favour. Motion carried. The revised bylaws will be forwarded to Town Council for their review.
- b. For Information/Reminders
  - i. Board Calendar:
    - 1. Upcoming Important Dates - Events, conferences, training opportunities, grant application deadlines (Book Bash May 12-13); (Society Casino May 3-4) and Marigold's conference is likely in May also.
    - 2. Volunteer Hours Reporting – E. Hollingshead mentioned there may be a couple of people that need to provide their report.
    - 3. Town Council Presentation (Jan) – S. Haddon will check the Council schedule for the Committee of the Whole meetings.
    - 4. HR Committee ED Review and Performance Planning (Jan)
    - 5. New Board member orientation (Ongoing)
      - a. Alberta Library Board Trustees Association Webinar Series - <https://librarytrustees.ab.ca/alta-webinar-series/>

5. Ongoing/Unfinished Business

- a. Stickers - Instruments

6. Adjournment – S. Price moved to adjourn the meeting at 7:57 pm

**Next Meeting:** Wednesday February 8, 2023 at 7 pm

S. Haddon  
Board Chair  
May 18, 2023  
Date

Cheryl McNeil  
Secretary  
May 29, 2023  
Date

version: Jan 11, 2023

**Town of Drumheller Public Library Board  
Meeting Notice & Agenda**

**Date:** Wednesday February 8, 2023  
**Time:** 7pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Terri Barbour – Library Admin Assistant  
**Regrets:** Caleb Brown, Mitchell Barry, James Foster, Margaret Nielsen  
**Trustees:** Lynn Fabrick, Stephanie Price, Jade Scott, Tracy Abildgaard, Cheryl McNeil  
**Marigold Rep:**  
**Guests:** Terri Barbour

1. Call to Order

Samantha Haddon called meeting to order at 7:05pm

2. Meeting Processes

- a. Land Acknowledgement (L. Fabrick)
- b. Confirmation of quorum (5/9) 6 attendees
- c. Accepting of regrets  
Motion to Accept Regrets Cheryl McNeil, Second by Stephanie Price
- d. Additions to the Agenda / Approval of agenda  
No additions, motion to accept Stephanie Price, Second by Lynn Fabrick
- e. Review/Approval of the minutes of January 11, 2022  
Emily Hollingshead: Adjustments 3.a.ii New photocopier not arrived, contract expires in March and new copier should arrive in March  
Indigenous books have mostly been received but not distributed at the time of Jan meeting  
Historical exhibit *currently* houses information and photos about the Library's buildings over time  
Motion to approve amended minutes of Jan 11, 2023, Cheryl McNeil moved, seconded by Stephanie Price.
- f. Declaration of conflicts of interest: No conflicts of interest.
- g. Welcome guests: Cheryl McNeil welcomed Terri Barbour

3. Reports

- a. Financials:
  - i. Financials: C. Brown  
Read by Samantha Haddon  
December 2022 Budget Questions.  
Motion to accept Dec 2022 Financials Lynn Fabrick approved, Jade Scott seconded  
All in favour, motion carried.  
January Financials pending bank statement
- b. Director: E. Hollingshead  
Directors Report: Programming going, seniors tech classes on hold, Rose had people who maybe can do some senior tech classes. Adult Study day started and there were 2 people who attended. January 27<sup>th</sup> incident covered in report, not discussed in meeting. New computers and UPS batteries arrived at Marigold, Steven coming to install on Friday. Fine amnesty done for centennial. Lynn, Tracy, and Emily delivered the Indigenous books, sent Google Sheets with teacher resources. Concrete plans starting for book bash, eight guests have responded. Different channels for recruiting Asst. Director position being looked at. Working with Napier for National Canadian Film Day, chose family-friendly movie *A Bear Named Winnie* for this year. Finalizing updated chart of accounts, T4s picked up today. WCB annual report will be completed well before deadline. Library stats are good.
- c. Marigold: M. Nielsen – absent
- d. Society: S. Haddon

Society met on Monday January 23<sup>rd</sup>. Planning for Reel Alternative. Monetary donations to each school for library resources. Society Casino May 3-4, talk to Linda for volunteering. Agreed to fund youth computers. Next meeting is in person on March 13 at 7pm

e. Other:

- i. Special Project Committee: January 25 Meeting Update  
Bulletin board will keep historical display running. Emily wanted final approval for centennial logo. Book Bash – Friday Dinner invite Society, Marigold, Town of Drumheller. Canada Day parade, Amazon box book painting night on Feb 22 at 5pm.
- ii. Policy Committee: Met on February 6 and revised several policies.
- iii. HR Committee Meeting - Samantha will send out email to set meeting time.

4. New Business

a. For Discussion/Decision

- i. Masking requirement review  
Masking will continue as is. Stephanie moved to accept, Cheryl seconded, all in favour, motion carried.
- ii. Ratify November Financials email vote. Cheryl moved to ratify the email vote, Lynn Fabrick seconds. All in favour, motion carried.
- iii. Approve funding for counselling services.  
Wheatland County Counselling services for January 27 incident for employees, Samantha Haddon recommends moving \$2000 from reserve funds to benefits for counselling. Moved by Stephanie and seconded by Lynn Fabrick, all in favour, motion carried.
- iv. Revised policy review and approval: B.1, B.2, B.4, B.5  
Motion to approve policy B1, B2, B4, B5 made by Lynn Fabrick, seconded by Cheryl, all in favour, motion carried.
- v. PLSB Annual Report approval  
Moved by Jade Scott, seconded by Lynn Fabrick, all in favour, motion carried.
- vi. Approve use of centennial logo  
Moved by Jade Scott, seconded by Tracy Abildgaard, all in favour, motion carried

b. For Information/Reminders

i. Board Calendar:

1. Upcoming Important Dates - Events, conferences, training opportunities, grant application deadlines  
No questions.
2. Town Council Presentation (Feb/Mar)  
Powers and duties of board, governing library etc.
3. HR Committee ED Review and Performance Planning (Feb/Mar)
4. New Board member orientation (Ongoing)
  - a. Alberta Library Board Trustees Association Webinar Series - <https://librarytrustees.ab.ca/alta-webinar-series/>

5. Ongoing/Unfinished Business

a. Stickers - Instruments

6. Adjournment

Motion for Adjournment Lynn Fabrick 8:06pm

**Next Meeting:** Wednesday March 8, 2023 at 7pm

S. Haddon  
Board Chair

May 18, 2023  
Date

[Signature]

Secretary

June 7, 2023.  
Date

version: Mar 8, 2023



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

**Date:** Wednesday March 8, 2023  
**Time:** 7 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil  
**Regrets:** Caleb Brown  
**Trustees:** Mitchell Barry, Lynn Fabrick, Stephanie Price, James Foster, Jade Scott, Tracy Abildgaard, Cheryl McNeil  
**Marigold Rep:** Margaret Nielsen  
**Guests:** None in attendance  
**Library Director:** Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 7:04 pm
2. Meeting Processes
  - a. Land Acknowledgement (L. Fabrick)
  - b. Confirmation of quorum (5/9) – quorum achieved 8/9
  - c. Accepting of regrets – S. Price moved to accept regrets. T. Abildgaard seconded. All in favour. Motion carried.
  - d. Additions to the Agenda / Approval of agenda – C. McNeil moved to approve the amended agenda. S. Price seconded. Motion carried.
  - e. Review/Approval of the minutes of February 8, 2022 – S. Price moved to accept the minutes from the Feb. 8 meeting. M. Barry seconded. Motion carried.
  - f. Declaration of conflicts of interest: None declared.
3. Reports
  - a. Financials:
    - i. Financials: C. Brown – S. Price moved to accept the January 2023 financials. L. Fabrick seconded. All in favour. Motion carried. The February 2023 financials were reviewed however, until the bank statement arrives acceptance of the February 2023 financials will follow at the next meeting.
  - b. Director: E. Hollingshead – highlights from the February report were as follows: a new Brain Games program has started for upper elementary students that will focus primarily on math through games, puzzles, and art, and the pre-covid Charlotte’s Web adult crafting program returns in March. Following January’s death at the library, they have adjusted some of their practices. The children’s area is now limited to only small children and their caregivers (except for those selecting books) and the youth space is reserved for youth during all non-school hours. Unfortunately, January’s gallery artist left some significant damage to the walls when he removed his exhibit. The damage appears to be due to the art being hung inappropriately which is attributable to the library’s failure to confirm that the artist would be bringing his pieces in ready for hanging. The library will pay for the cost of the repairs with the Town’s contracted painter. The library director attended the first book fair since 2020 and came back with a great list of titles to add to the shelves including some exciting new Indigenous titles. In relation to the Centennial, the newest archival display features Drumhellerite Gaye Ross’s contribution to the creation of the Marigold Library System, as well as a bit of Marigold history more generally. On the staffing side, the Children’s Services staff member resigned at the end of February to take another job.  
While the Library is significantly short staffed the Board has supported a reduction in the operating hours (evening hours only on Wednesdays). The Library Director attended the Southern Alberta Library Conference in February and presented - “Welcoming and Supporting Disability in the (Library) Workplace,” which was well received.
  - c. Marigold: M. Nielsen – no report as M. Nielsen was unable to attend.

version: Feb 8, 2023

- d. Society: next Society meeting is Monday, March 13 at 7 pm. The next Reel Alternative is set for February 27 and the movie is The Whale.
- e. Other:
  - i. Special Project Committee: February 22 Meeting Update – worked on creating books from the boxes collected. The Gallery at the BCF is booked for May 12.
  - ii. Policy Committee: a meeting is tentatively set for March 22
  - iii. HR Committee Meeting - Emily completed her Performance Goal Review document and provided comparative salary figures for similar-sized libraries in Alberta. HR Committee met prior to this evening’s meeting.

4. New Business

a. For Discussion/Decision

- i. Masking requirement review – the Board reviewed the masking requirement and based on no concerns regarding the masking requirement the board agreed to keep the current masking requirement in place.
- ii. Ratify February vote on the reduction in Library open hours – J. Foster moved to ratify the email vote from February 24. L. Fabrick seconded. All in favour. Motion carried.
- iii. Secretary Role – S. Haddon shared that Terri who had completed the February minutes is unable to continue to do the library meeting minutes due to internet connectivity issues. S. Haddon asked Board members to consider taking turns to do the meeting minutes. C. McNeil agreed to cover the meeting minutes for March.
- iv. Marigold Conference: This year’s Marigold Library Conference is set for May 10 in Calgary. Details about the Marigold conference are located at this website: <https://www.showpass.com/mlsc2023/> Marigold will help cover travel costs; the early bird deadline is the first week of April. Interested library trustees are welcome to attend. S. Price indicated her interest in attending.
- v. Library Bylaws – the library by-laws were not accepted by Town Council. S. Price shared the following feedback from Town Council: they were looking for Schedule D; they wondered if there was any chance the free library membership could be revisited; council asked if the Library Policies and Procedures are on the library’s website; council also asked for more information regarding the Library Society and if they could possibly cover the library membership cost; Council is also wanting something in the bylaws that the Library would follow Alberta Health Services guidelines. The Board responded to the questions that arose and the Policy Committee will take this feedback into consideration in order to revise the library by-laws.
- vi. In-camera Session - Director of Library Services Performance Plan Review  
 S. Price moved that the Board go in camera at 7:45 pm. J. Foster seconded. All in favour. Carried.  
 S. Price moved that the Board go out of camera at 8:09 pm. L. Fabrick seconded. All in favour. Carried.  
 J. Foster moved to accept the HR Committee’s recommendations for the Director of Library Services Performance Plan effective April 1, 2023. L. Fabrick seconded. All in favour. Motion carried.

b. For Information/Reminders

i. Board Calendar:

- 1. Upcoming Important Dates - Events, conferences, training opportunities, grant application deadlines
  - a. PLSB Board Basics Workshops (no upcoming dates):  
<https://www.alberta.ca/library-board-basics-workshops.aspx>
  - b. GOA Community Development Sessions:  
<https://www.eventbrite.ca/o/government-of-alberta-community-development-unit-30418656442>
  - c. Alberta Fundraising Professionals Mindedge Courses:
  - d. <https://catalog.mindedge.com/afpnet/categories/16>

2. Town Council Presentation - Email Sent to Denise
3. Financial Review preparation (Apr-Jun)
4. Board Self Assessment (May)
5. AGM (Jun)
6. New Board member orientation (Ongoing)
  - a. Alberta Library Board Trustees Association Webinar Series - <https://librarytrustees.ab.ca/alta-webinar-series/>

5. Ongoing/Unfinished Business
  - a. Stickers - Instruments

6. Adjournment – S. Price moved to adjourn the meeting at 8:18 pm.

**Next Meeting:** Wednesday April 12, 2023 at 7pm

Staddon  
 Board Chair  
May 18, 2023  
 Date

Charles McNeil  
 Secretary  
May 29, 2023  
 Date

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

**Date:** Wednesday April 12, 2023  
**Time:** 7pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Samantha Haddon  
**Regrets:** Lynn Fabrick, Jade Scott, Tracy Abildgaard  
**Trustees:** Mitchell Barry, Stephanie Price, James Foster, Caleb Brown, Cheryl McNeil  
**Marigold Rep:** Margaret Nielsen  
**Guests:** Margaret Nielsen

Nielsen

1. Call to Order - 7:00pm
2. Meeting Processes
  - a. Land Acknowledgement (E. Hollingshead)
  - b. Confirmation of quorum (6/9), quorum confirmed
  - c. Accepting of regrets - JF moves to accept regrets, CB seconds.
  - d. Additions to the Agenda / Approval of agenda - **SP moves to approve the agenda, CB seconds**
  - e. Review/Approval of the minutes of March 8, 2023 - Corrections - CB absent last meeting, SH presented financials. **SP moves to accept the March 8 meeting minutes as amended, CM seconds.**
  - f. Declaration of conflicts of interest: None
  - g. Welcome guests: Margaret Nielsen
3. Reports
  - a. **Financials:** C. Brown
    - i. February revenues up to due to new grants and expenses are lower than expected due to lower staffing and reduced hours. **CB motions to accept the February statement as presented. MB seconds.**
    - ii. March revenues are on par with February levels with our received funding and grants, and expenses continue to be low. CM asks if the Gallery painting repair was completed and billed. EH confirms the work has been completed. EH notes that benefits are high because of the counselling sessions approved by the Board. SH to follow up with ConnectFirst on online banking access to get up to date banking info for Board meetings.
  - b. **Director:** E. Hollingshead - National Canadian Film Board is playing a film at the Napier on April 22 and EH encourages Board members to attend. Book Bash planning is intense, but underway and supported by Book Bash community partners. The new signage for designed children and youth areas is generally being followed by patrons, although there has been some push back. The new photocopier is working and has new capabilities. Canada Day Parade float planning is ongoing. The AD position has been filled and the candidate will start at the end of April. Once the new AD starts, we should be able to resume regular Library hours. The Children's Services position remains open. The Financial Review is in progress. Ascend's support has been helpful and the need to provide documents and feedback should be completed next week. Social media engagement will resume with our upcoming events.
  - c. **Marigold:** M. Nielsen - Marigold has sold its old building, which takes off their plate. The new building is having roofing issues, but the new building is still under warranty.
  - d. **Society:** S. Haddon - AGM will be on May 2 at 6:30 pm BCF in the large meeting room and Board members are encouraged to attend. There could be an additional Reel Alternative film

version: April 12, 2023

featured in May. MN notes that the casino is on May 3-4 if anyone is available to volunteer. MN provided a summary of Society contributions from the casino fund from 2019 to 2023. The Society Casino Fund has contributed \$ 53,686 to various projects and donations to community. The Society also purchases books for the Salvation Army Christmas hampers and has contributed \$5,526 between 2019 and 2023.

e. Other:

- i. **Special Project Committee:** March 27 Meeting Update
- ii. **Policy Committee:** Set Meeting Date: Wednesday April 19 at 7pm

4. New Business

a. For Discussion/Decision

- i. **Masking requirement review** - SH asks what our planning is around the masking requirement for the future. EH notes that key board members are absent and should be present for the discussion. CM agrees that we should have a thorough discussion on the subject next month as AHS guidelines continue to change. JF, MB, and CB agree that waiting would be appropriate.
- ii. **Approve funds for Book Bash book kiosk** - Collective House has offered us space for a pop up book shop to sell books during the Book Bash event. EH is requesting \$1000 from reserves for the purchase of books. Our book vendor, United Library Services, would allow us to return any unsold books. CM motions to approves \$1000 out of the reserved funds for the Book Bash Book kiosk. CB seconds that motion. All in favour. motion carried.
- iii. **Staff compensation goal** - SH explains that the Town of Drumheller CAO suggests that the Library Board draft a staff compensation goal to create a comparison of funding needs to ideal staff compensation rates. We have several options, including matching compensation to the Living Wage or matching compensation to similar ToD roles. CB suggests that we should compare all potential options as the maybe quite similar. EH notes that not all libraries share their staffing compensation data so it is hard to get good data. We've been using the Taber data for DLS comparison data. SP asks if the staff have benefits. SH asks how EH finds the benefits package. We use Chamber benefits, which are low in some areas of need. EH says that full-time, full-year positions are best and a position like the AD would generally require relocation. JF notes that Living Wage is the most meaningful as it has been rigorously calculated. EH has a concern that Living Wage changes regularly which could be difficult if it raises sharply. EH suggests making a grid with Living Wage/Town Comparable positions in mind to start. The Town could provide their new Collective Agreement for reference. CM adds that we will need to make a timeline for a staggered implementation over several years.
- iv. **Succession Planning** - EH suggests that we have this topic regularly discussed on meeting agendas to ensure a smooth transition. EH has been collecting DLS job descriptions from other postings to help with drafting our own job description and creating a recruitment package. CM asks EH to confirm when she plans to leave, which EH says is April 7, 2024. We should also plan for some cross-over training time before Emily leaves. The position would then need to be posted in early 2024. EH suggests having the policies completely updated and the Town/Library agreement in place that she has been working on with Denise. CB - Is there is any seasonality in Library job postings and EH responds that some folks are finishing school at semester intervals or even degrees in progress. MB - could advertising towards the end of semester be best? CM - Is there still a Foothills library job board available? EH says that it isn't working at the moment, but there is a Canada-wide partnership job board. CM - Is a committee needed for this project, or a continuation of the HR committee, although more members would be helpful. SH will put out a call for those interested.
- v. CM asks if the May 10 meeting date can be moved to May 17 to accommodate Book Bash planning. The Board agrees to move the meeting date to May 17 at 7pm.

**b. For Information/Reminders**

version: April 12, 2023

i. Board Calendar:

1. Upcoming Important Dates - Events, conferences, training opportunities, grant application deadlines
  - a. PLSB Board Basics Workshops (no upcoming dates):  
<https://www.alberta.ca/library-board-basics-workshops.aspx>
  - b. GOA Community Development Sessions:  
<https://www.eventbrite.ca/o/government-of-alberta-community-development-unit-30418656442>
  - c. Alberta Fundraising Professionals Mindedge Courses:
  - d. <https://catalog.mindedge.com/afpnet/categories/16>
2. Town Council Presentation - Email Sent to Denise
3. Financial Review preparation (Apr-Jun)
4. Board Self Assessment (May)
5. AGM (Jun)
6. New Board member orientation (Ongoing)
  - a. Alberta Library Board Trustees Association Webinar Series -  
<https://librarytrustees.ab.ca/alta-webinar-series/>

5. Ongoing/Unfinished Business
  - a. Stickers - Instruments

6. Adjournment - SP motions to adjourn at 8:22pm

**Next Meeting:** Wednesday May 17, 2023 at 7pm

Sladdon  
Board Chair  
May 18, 2023  
Date

Sladdon  
Secretary  
May 18, 2023  
Date

# DRUMHELLER HOUSING ADMINISTRATION - DRU

March 29, 2023 – 1:00pm Via ZOOM

## BOARD MEETING

### CALL TO ORDER

The meeting was called to order at 1:06 pm

In attendance:

- Board Chair Crystal Sereda
- Board member Kandace Wylie-Toews
- Board member Gerald Martynes
- CAO Bob Sheddy, Cass Houston, Mitch Smith, Linda Lacher

### APPROVAL OF MINUTES – December 21, 2022

On motion of Gerald and seconded by Kandace the Minutes of December 21, 2022 were accepted as read. Everyone was in favor. Carried

### OLD BUSINESS

- 102 Sandstone Colton's Place - MOU another meeting with BCAVA to follow up with it and how rent will be paid and who is responsible for it.
- Housing Strategy Update - Council still hasn't received a finalized copy. Expected date is April 11, 2023 for it to be provided to Council.

### MANAGEMENT REPORT

- Kandace announced this will be her last meeting, she will be stepping down from the Board as she has moved out of town. The Board Members express their thanks for her years of service to the Board.
- 2023 Approved Social Housing Operating Budget \$226,519.00
- RAB Funding \$30,000.00 one time lump sum payment received. The 2023 RAB approved budget was \$156,000.00 the 2023 Revised RAB budget is \$186,000.00
- Seniors and Families can apply for the new Affordability Payments Program - Information on the program was provided to the DHA tenants.
- Housing Partner Portal is active for online waitlist reporting - This online waitlist lets out of town applicants know if Housing is available in other areas.
- SHAR - 6% increase on January 1, 2023 and minimum basic rent increased from \$120.00 to \$128.00
- Drumheller Grant Annual Reporting - The report is due June 30, 2023 the cut off is March 31, 2023. Report will be completed and submitted to Reg Johnstone with the Town of Drumheller.
- Market Rents provided to the board to make them aware of the increase in the community.

Market Rents	2022	2023
Room Rental	\$525.00	\$700.00
Bachelor	\$625.00	\$850.00
1 Bedroom	\$800.00	\$925.00
2 Bedroom	\$950.00	\$1025.00
3 Bedroom	\$1025.00	\$1250.00
4 Bedroom	\$1125.00	\$1500.00

- The Board proposed a new Policy in regards to Sandstone rent being kept 15% below Market Rent. On motion of Gerald and Seconded by Kandace the motion for Sandstone Rent Policy was approved. All in favor. Carried.

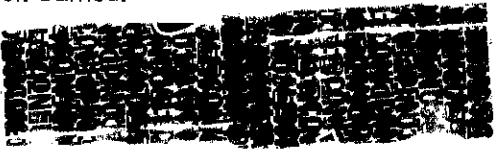
MAINTENANCE REPORT

- Sandstone Manor Eavestrough - A section of eavestrough fell down. Believe ice was the cause of the section falling. The building is 12/13 years old now. A company from Airdrie has been contacted to come and complete the repair.

FINANCIAL REPORTS

- \$200,841 in Sandstone Capital Reserve with the Town of Drumheller
- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials - approved
- Sandstone Reconciliation
- DHA A/R List - approved
- Sandstone 2023 proposed budget - This budget includes the new rent rates of 6% increase with a 10% vacancy rate and factoring in Colton's Place. There has been a significant increase in heating costs but this is due to the overall increase in utilities. \$2400.00 should be added to the interior/exterior repair and copies & subscriptions should be increased to \$2400.00The Property Tax amount should be increased to \$16,000.00 (the 2022 amount) On motion of Kandace and seconded by Gerald the Sandstone 2023 Budget was approved with the changes as discussed.

IN CAMERA - On motion of Gerald and seconded by Kandace the motion to proceed in camera was accepted. All in favor. Carried.



On motion of Kandace and seconded by Gerald the motion to come out of camera was accepted. All in favor. Carried.

Revised upcoming meeting dates: June 15, 2023 at 1:30pm

Meeting adjourned at 2:09 pm.

Minutes Accepted on 15 day of June, 2023

Crystal Sereida  
BOARD CHAIR



## REQUEST FOR DECISION

<b>TITLE:</b>	West Newcastle Road Closure Bylaw 11.22 2 <sup>nd</sup> and 3 <sup>rd</sup> Readings
<b>DATE:</b>	July 21, 2023
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENT:</b>	Bylaw 11.22; Schedule 1

**SUMMARY:**

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Province is transferring the ownership of several berms that currently sit on Public road rights-of-way. A portion of these rights-of-way need to be closed for the construction of the new berms. This Bylaw deals with closing a portion of the right of way along Riverside Avenue West in West Newcastle. The Bylaw and submissions from the public hearing were sent to Alberta Transportation in summer of 2022 for signature by the Minister and were only received back in July 2023. Second and third readings of the Bylaw are required in order to proceed with the closure of the roadway.

**RECOMMENDATION:**

That Council passes the second and third reading of Bylaw 11.22 West Newcastle Road Closure in order to proceed with the closure of the public right of way.

**DISCUSSION:**

When the Province of Alberta constructed berms in Drumheller, the berms were largely built on their lands by way of road rights-of-way, especially if adjacent to an existing road. Under the funding agreement between the Town and Alberta Environment, the ownership of the berms is transferred to the Town and as such, the lands they sit on shall also be owned by the Town of Drumheller. This road closure bylaw will accomplish that task for the West Newcastle Berm.

There is a difference between a right of way and a road. A road is the surface that is contained within the right of way and is generally 7-9 meters wide. A right of way is a legal entity under the ownership of the Province and it varies from 6 meters (for an alley) to 20-40 meters for a street or avenue. Many rights of way, at least in Drumheller area, may not have a road contained within the boundary. In the case of rights of way adjacent to the Red Deer River, the right of way extends to the water's edge as shown in the attached drawings.

The closures in this Bylaw are outlined as thus:

- Parcels 'A' and 'B' – This is surplus land from the closure that will be made available to the two property owners at fair market value. Parcel 'B' is smaller as they had previously acquired some of the right of way from the Town in 2018. Both properties have or had extended their fence line well into the right of way many years ago.
- Parcel 'C' – This berm is currently an alley behind two homes. Both homes have front drives, and it appears the garbage truck is the main user of the alley. It is the intent to remove this alley surface when closing the right of way.

- Parcel 'D' - There is no change to Riverside Avenue West as the right of way will be closed from the river edge to a line 2 meters from the existing retaining wall to allow for repairs of the wall in the future. There is no physical change to this roadway.
- Parcel 'E' – This right of way is behind four properties on Riverside Avenue West. Closing this legally allows the town to prevent public access to the berm unlike now where it exists as a public road right of way.
- Parcel 'F' – This is a right of way with drainage utilities located within the boundary including a gate structure for flood control.

The land where the berms are being placed or rights of way are being closed will be converted into Public Utility Lots to align with the other land in the valley that berms currently or will reside upon.

**FINANCIAL IMPACT:**

The costs to convert this land is included with the Flood Mitigation project and is a requirement of the provincial funding agreement.

**STRATEGIC POLICY ALIGNMENT:**

Flood Mitigation is the key strategic priority of this Council and Administration.

**COMMUNICATION STRATEGY:**

Once the Bylaw is passed by Council, the Province will be notified about the Road Closure

**MOTION:**

That Council gives second reading to West Newcastle Road Closure Bylaw 11.22 as presented.

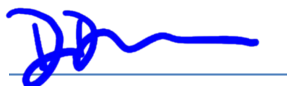
**SECONDED:**

**MOTION:**

That Council gives third reading to West Newcastle Road Closure Bylaw 11.22 as presented.

**SECONDED:**

Prepared By:



Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

Reviewed By:

*Denise Lines*

Denise Lines  
SR. Administrative Assistant

Approved By:



Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**TOWN OF DRUMHELLER  
BYLAW NUMBER 11.22**

*West Newcastle Road Closure*

**THIS IS A BYLAW** of the **TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing portions of underdeveloped Streets as depicted on:

**SCHEDULE - 1        AREAS – ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’**

being “Riverside Avenue” created by Plan 2773 G.T. (now Riverside Avenue and 12<sup>th</sup> Street W.) and parts of “Avenue” (now Riverside Avenue W.) created by Plan 6561 C.O. and “14<sup>th</sup> Street W.” (now Riverside Avenue W.) created by Plan 229 L.K.

all within the West Half of Section 10 in Township 29, Range 20, West of the 4<sup>th</sup> Meridian

to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Sections 22 and 23 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS;** the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters, and

**WHEREAS;** it has been found that construction of flood mitigation berms in the subject areas is impossible without encroaching upon and using parts of the adjacent public streets, and

**WHEREAS;** the existing berms already occupy portions of undeveloped streets, and the proposed new berms and enhancement thereto will continue to occupy portions of undeveloped streets, and

**WHEREAS;** the parties hereto have agreed that land used for berm construction must be in the name of the Town of Drumheller, and

**WHEREAS;** the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by this road closure Bylaw; and

**WHEREAS;** a notice of these Road closures was published in the Drumheller Mail once a week for two consecutive weeks; on July 20<sup>th</sup> and again on July 27<sup>th</sup> the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

**WHEREAS;** the Council of the Town of Drumheller held a public hearing on the 2<sup>nd</sup> day of August 2022, at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

**NOW THEREFORE;** be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close those portions of the undeveloped Streets shown depicted on the attached Schedule – 1 which are more particularly describe as:

PLAN .....

AREAS – ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**TITLE**

This Bylaw may be cited as West Newcastle Road Closure Bylaw 11.22

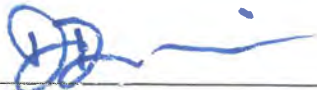
**TRANSITIONAL**

This Bylaw takes effect on the day of final passing thereof.

**READ AND PASSED THE FIRST TIME** BY THE COUNCIL OF THE TOWN DRUMHELLER. THIS 4<sup>th</sup> DAY OF JULY, 2022.



MAYOR: HER WORSHIP; HEATHER COLBERT



DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

**APPROVED BY: ALBERTA INFRASTRUCTURE and TRANSPORTATION**



Seal

~~MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION~~ ✓ AND ECONOMIC CORRIDORS ✓  
ROOM 425, LEGISLATIVE BUILDING,  
10800 97<sup>th</sup> AVENUE, EDMONTON, ALBERTA. T5K 2B6

**READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN DRUMHELLER.**  
this            day of                                2022.

\_\_\_\_\_  
MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

\_\_\_\_\_  
DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

**READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN DRUMHELLER.**  
this            day of                                2022.

\_\_\_\_\_  
MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

\_\_\_\_\_  
DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER


NEWCASTLE DISTRICT  
— DRUMHELLER, ALBERTA —

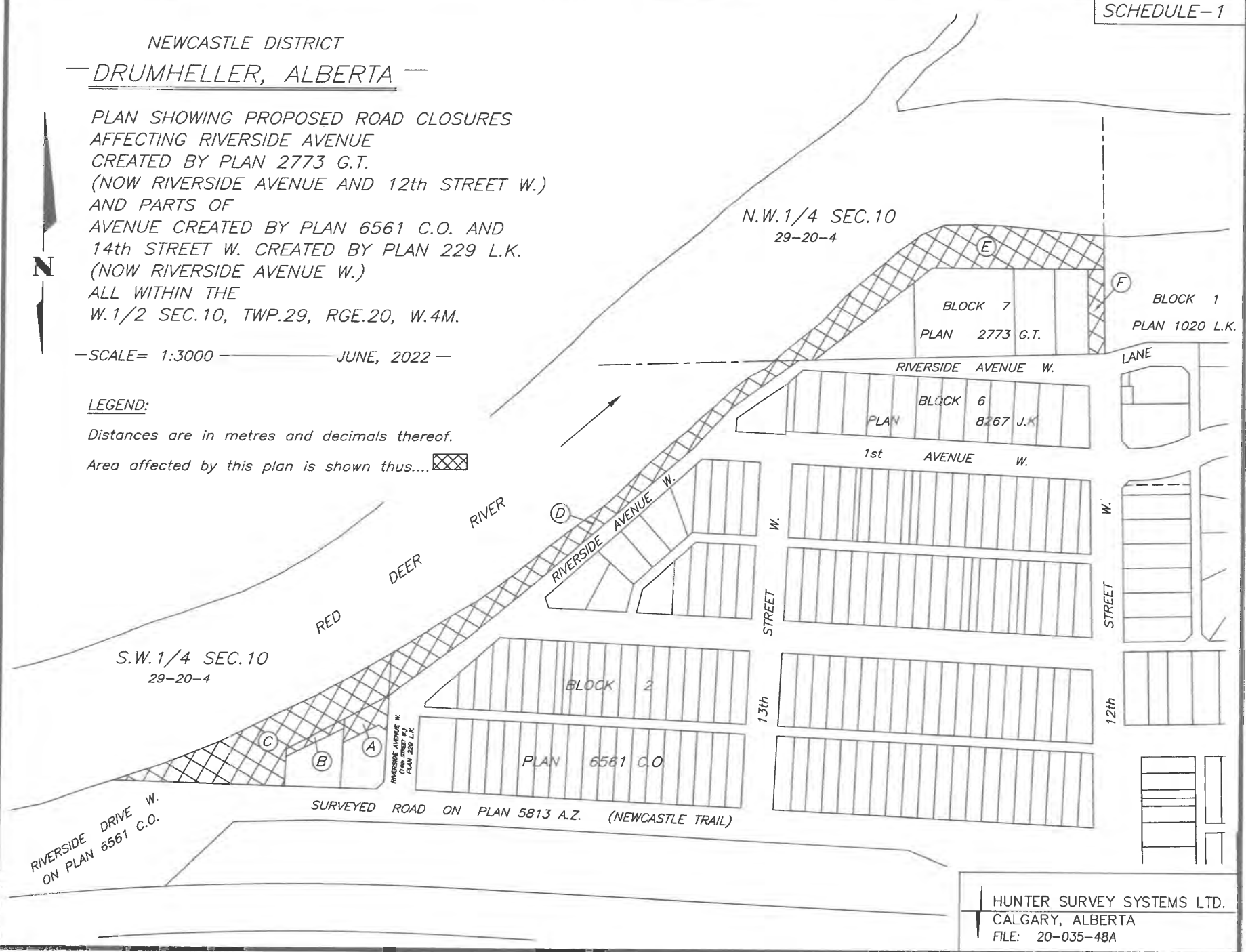
PLAN SHOWING PROPOSED ROAD CLOSURES  
AFFECTING RIVERSIDE AVENUE  
CREATED BY PLAN 2773 G.T.  
(NOW RIVERSIDE AVENUE AND 12th STREET W.)  
AND PARTS OF  
AVENUE CREATED BY PLAN 6561 C.O. AND  
14th STREET W. CREATED BY PLAN 229 L.K.  
(NOW RIVERSIDE AVENUE W.)  
ALL WITHIN THE  
W.1/2 SEC.10, TWP.29, RGE.20, W.4M.



— SCALE = 1:3000 — JUNE, 2022 —

LEGEND:

Distances are in metres and decimals thereof.  
Area affected by this plan is shown thus... 



HUNTER SURVEY SYSTEMS LTD.  
CALGARY, ALBERTA  
FILE: 20-035-48A

## REQUEST FOR DECISION

<b>TITLE:</b>	East Newcastle Road Closure Bylaw 12.22 2 <sup>nd</sup> and 3 <sup>rd</sup> Readings
<b>DATE:</b>	July 21, 2023
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENT:</b>	Bylaw 12.22; Schedule 2

**SUMMARY:**

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Province is transferring the ownership of several berms that currently sit on Public road rights-of-way. A portion of these rights-of-way need to be closed for the construction of the new berms. This Bylaw deals with closing a portion of the right of way along 10<sup>th</sup> Street West and 2<sup>nd</sup> Avenue West in East Newcastle. This Bylaw also deals with some 'housekeeping' of road rights of way that exist in Newcastle Park as shown on Schedule 2.

The Bylaw and submissions from the public hearing were sent to Alberta Transportation in summer of 2022 for signature by the Minister and were only received back in July 2023. Second and third readings of the Bylaw are required in order to proceed with the closure of the roadway.

**RECOMMENDATION:**

That Council passes the second and third reading of Bylaw 12.22 East Newcastle Road Closure in order to proceed with the closure of the public right of way.

**DISCUSSION:**

When the Province of Alberta constructed berms in Drumheller, the berms were largely built on their lands by way of road rights-of-way, especially if adjacent to an existing road. Under the funding agreement between the Town and Alberta Environment, the ownership of the berms is transferred to the Town and as such, the lands they sit on shall also be owned by the Town of Drumheller. This road closure bylaw will accomplish that task for the East Newcastle Berm.

There is a difference between a right of way and a road. A road is the surface that is contained within the right of way and is generally 7-9 meters wide. A right of way is a legal entity under the ownership of the Province and varies from 6 meters (for an alley) to 20-40 meters for a street or avenue. Many rights of way, at least in Drumheller area, may not have a road contained within the boundary. In the case of rights of way adjacent to the Red Deer River, the right of way extends to the water's edge as shown on the attached drawings.

The closures in this Bylaw are outlined as thus:

- Parcels 'G' – The existing and proposed berms are on the existing 10<sup>th</sup> St W right of way. The road actually extends on lots R-16 and R-17 (both Town owned) so closing a portion of this right of way will not affect the travelled road surface.
- Parcel 'H' and 'K' – This portion of 2<sup>nd</sup> Avenue West has the existing and proposed berm bisecting the right of way. This road will be closed to vehicular traffic because of the height of the new berm. The remainder of 'K' will be closed to clean up the land parcels within the park.

- Parcel 'J' – This is an alley right of way that contains utility services but no road and has a portion of the berm bisecting the right of way. There is no change to the water and sewer servicing from these pipes, nor change in access to this area.
- Parcel 'L' – This right of way is being closed as housekeeping only. This large parcel includes some utility lines and is a large natural area. There will be no changes to this area once converted to a utility lot.

The land where the berms are being placed or rights of way are being closed will be converted into Public Utility Lots to align with the other land in the valley that berms currently or will reside upon.

**FINANCIAL IMPACT:**

The costs to convert this land is included with the Flood Mitigation project and is a requirement of the provincial funding agreement.

**STRATEGIC POLICY ALIGNMENT:**

Flood Mitigation is the key strategic priority of this Council and Administration.

**COMMUNICATION STRATEGY:**

Once the Bylaw is passed by Council, the Province will be notified about the Road Closure.

**MOTION:**

That Council gives second reading to East Newcastle Road Closure Bylaw 12.22 as presented.


**SECONDED:**

**MOTION:**

That Council gives third reading to East Newcastle Road Closure Bylaw 12.22 as presented.

**SECONDED:**

Prepared By:



Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

Reviewed By:

*Denise Lines*

Denise Lines  
SR. Administrative Assistant

Approved By:



Darryl Drohomerski, C.E.T.  
Chief Administrative Officer



**TOWN OF DRUMHELLER  
BYLAW NUMBER 12.22**

*East Newcastle Road Closure*

**THIS IS A BYLAW** of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing portions of underdeveloped Streets as depicted on:

**SCHEDULE - 2 ... AREAS – ‘G’, ‘H’, ‘J’, ‘K’ and ‘L’**

being the “Lane” in Block 51, created by Plan 2193 C.C. and parts of 10<sup>th</sup> Street West created by Plans 2193 C.C. and 8267 J.K., “Road” created by Plan 2290 B.M. (now 2<sup>nd</sup> Avenue W.) and “Riverside Avenue” created by Plan 2193 C.C. all within the S.E. 1/4 Section 10 in Township 29, Range 20, West of the 4<sup>th</sup> Meridian to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Sections 22 and 23 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS;** the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters, and

**WHEREAS;** it has been found that construction of flood mitigation berms in the subject areas is impossible without encroaching upon and using parts of the adjacent public streets, and

**WHEREAS;** the existing berms already occupy portions of undeveloped streets and the proposed new berms and enhancement thereto will continue to occupy portions of undeveloped streets, and

**WHEREAS;** the parties hereto have agreed that land used for berm construction must be in the name of the Town of Drumheller, and

**WHEREAS;** the Council of the Town of Drumheller is satisfied that this activity is in the best public interest and no one will be adversely affected by this road closure Bylaw; and

**WHEREAS;** a notice of these Road closures was published in the Drumheller Mail once a week for two consecutive weeks; on July 20<sup>th</sup>, 2022 and again on July 27<sup>th</sup>, 2022 the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

**WHEREAS;** the Council of the Town of Drumheller held a public hearing on the 2<sup>nd</sup> day of August, 2022 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

**NOW THEREFORE;** be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close those portions of the undeveloped Streets

shown depicted on the attached Schedule – 2 which are more particularly describe as:

PLAN .....  
AREAS – ‘G’, ‘H’, ‘J’, ‘K’, and ‘L’  
EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring titles to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of; 224 Centre Street, DRUMHELLER, Alberta T0J 0Y4 pursuant to Sections 22 and 23 of the Municipal Government Act, Chapter M-26, Revised Statues of Alberta 200, as amended.

**TITLE**

This Bylaw may be cited as East Newcastle Road Closure Bylaw 12.22

**TRANSITIONAL**

This Bylaw takes effect on the day of final passing thereof.

**READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN DRUMHELLER.**  
This 4<sup>th</sup> day of July, 2022.



MAYOR: HER WORSHIP; HEATHER COLBERG



DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER



**APPROVED BY: ALBERTA INFRASTRUCTURE and TRANSPORTATION**



Seal

~~MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION~~ ✓ **AND ECONOMIC CORRIDORS** ✓  
ROOM 425, LEGISLATIVE BUILDING,  
10800 97<sup>TH</sup> AVENUE, EDMONTON, ALBERTA. T5K 2B6



NEWCASTLE DISTRICT  
DRUMHELLER, ALBERTA

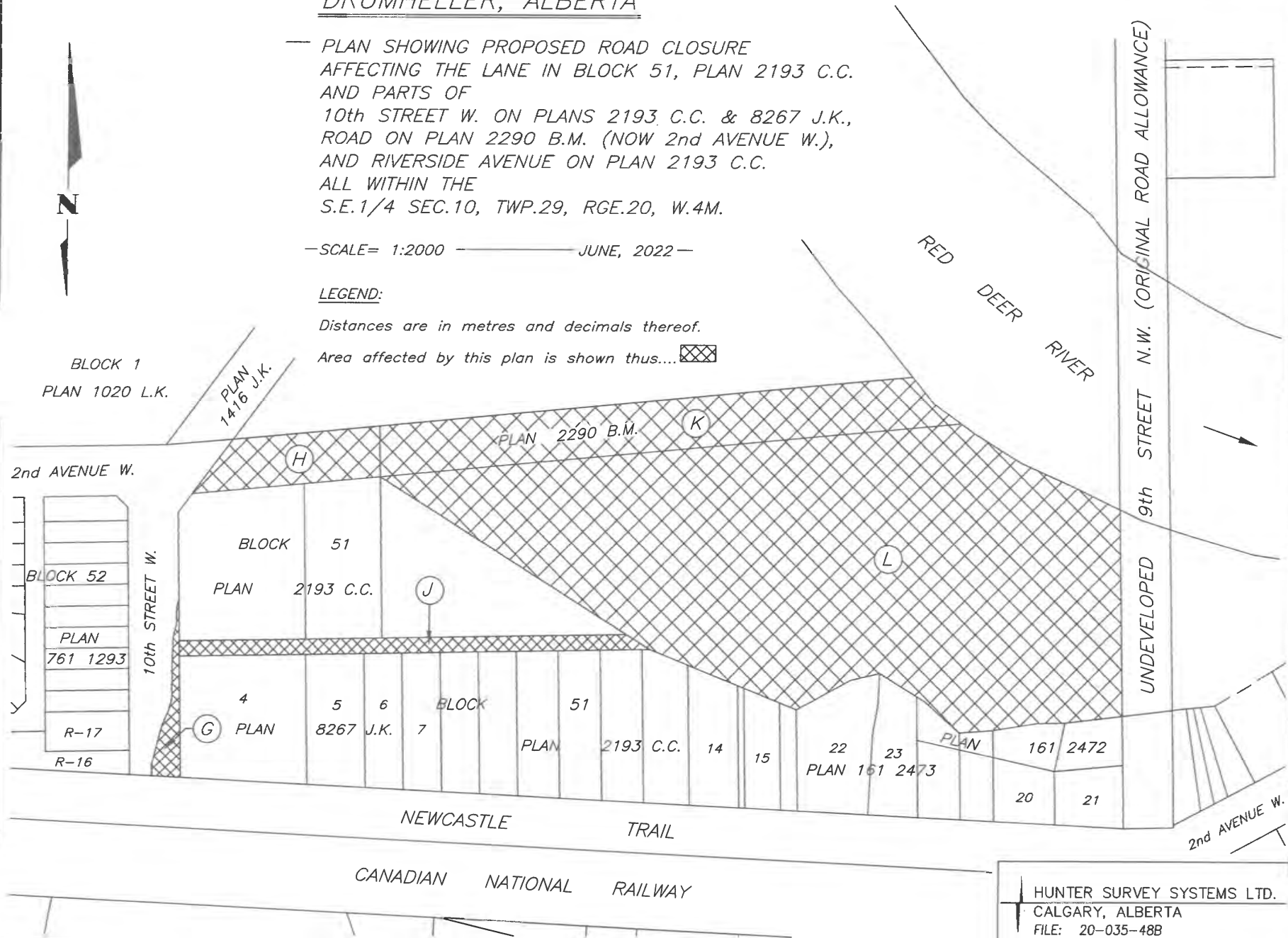
— PLAN SHOWING PROPOSED ROAD CLOSURE  
AFFECTING THE LANE IN BLOCK 51, PLAN 2193 C.C.  
AND PARTS OF  
10th STREET W. ON PLANS 2193 C.C. & 8267 J.K.,  
ROAD ON PLAN 2290 B.M. (NOW 2nd AVENUE W.),  
AND RIVERSIDE AVENUE ON PLAN 2193 C.C.  
ALL WITHIN THE  
S.E.1/4 SEC.10, TWP.29, RGE.20, W.4M.

—SCALE= 1:2000 — JUNE, 2022 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... 



HUNTER SURVEY SYSTEMS LTD.  
CALGARY, ALBERTA  
FILE: 20-035-48B

## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of One Parcel for Berm Construction affecting Lot 2, Block 3, Plan 8011334 161 River Drive, East Coulee
<b>DATE:</b>	July 24 <sup>th</sup> , 2023
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
<b>ATTACHMENTS:</b>	Certificate of Approval Resolution to Proceed with Expropriation Parcel Map – Schedule ‘A’

**SUMMARY:**

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the East Coulee Berm starting in the spring of 2024, full acquisition of this parcel is required. Negotiations with the impacted landowner began in November 2022, and have been on-going over the past several months. The subject full acquisition property owner has rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution approving Expropriation was passed by Council on April 17, 2023. The Notice of Intention to Expropriate has been served on the registered property owner and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

**RECOMMENDATION:**

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to 161 River Drive (8011334;3;2) as presented.

**DISCUSSION:**

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, parcel acquisitions can be made at the higher of the appraised or assessed value. An offer has been made to the impacted property owner for the East Coulee Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after the notice is made, allowing our selected contractor access to the land to complete construction of the East Coulee Berm.

**FINANCIAL IMPACT:**

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

**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*". Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

**COMMUNICATION STRATEGY:**

Direct notice of the expropriation Certificate of Approval, Resolution, and Notice of Proposed Payment will be provided to the affected property owner via legal representatives as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

**MOTION:**

Councillor \_\_\_\_\_ moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 2, Block 3, Plan 8011334; Title Number 011 092 193.

**SECONDED:**



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



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

**Form 4  
Expropriation Act  
(Section 18)**

**CERTIFICATE OF APPROVAL**

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

**PLAN 8011334  
BLOCK 3  
LOT 2  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

1. The nature of the interest in the land expropriated is: **fee simple**
2. The work or purpose for which the interest in the land is expropriated is:
  - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
  - for the retention and development of Natural Areas, Environmental Reserves and other uses as approved by approval authorities; and
  - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**  
224 Centre Street  
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the name of Doug Macrae in Certificate of Title Number 011 092 193.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF DRUMHELLER

Per: \_\_\_\_\_  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**RESOLUTION**

REGARDING EXPROPRIATION FOR THE PURPOSE OF ACQUIRING A FEE SIMPLE INTEREST OVER  
CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

---

WHEREAS a Notice of Intention to Expropriate was served by the **TOWN OF DRUMHELLER** on June 1, 2023, on the Landowner and all parties with a registered interest in the subject lands, which lands are depicted on attached Schedule 'A' and more particularly described as:

PLAN 8011334  
BLOCK 3  
LOT 2  
EXCEPTING THEREOUT ALL MINES AN MINERALS

(hereinafter referred to as the "Lands")

AND WHEREAS no Notice of Objection has been received from the Landowner or any party with a registered interest in the Lands;

AND WHEREAS the period during which an Objection can be issued by the Landowner or any party with a registered interest in the Lands has expired;

AND UPON consideration of the Request for a Decision July 24, 2023, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation of the Lands is fair, sound, and reasonably necessary, and in the public interest and good to achieve the objectives of the Town;

**NOW THEREFORE BE IT RESOLVED:**

1. THAT the proceedings shall be commenced by the **TOWN OF DRUMHELLER**, its servants, officers or agents to expropriate the Lands, in fee simple.
2. THAT the officers, servants or agents of the **TOWN OF DRUMHELLER** and the solicitors for the **TOWN OF DRUMHELLER** be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

MOVED AND PASSED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF DRUMHELLER**

---

Heather Colberg, Mayor

---


Darryl Drohomerski, C.E.T.,  
Chief Administrative Officer

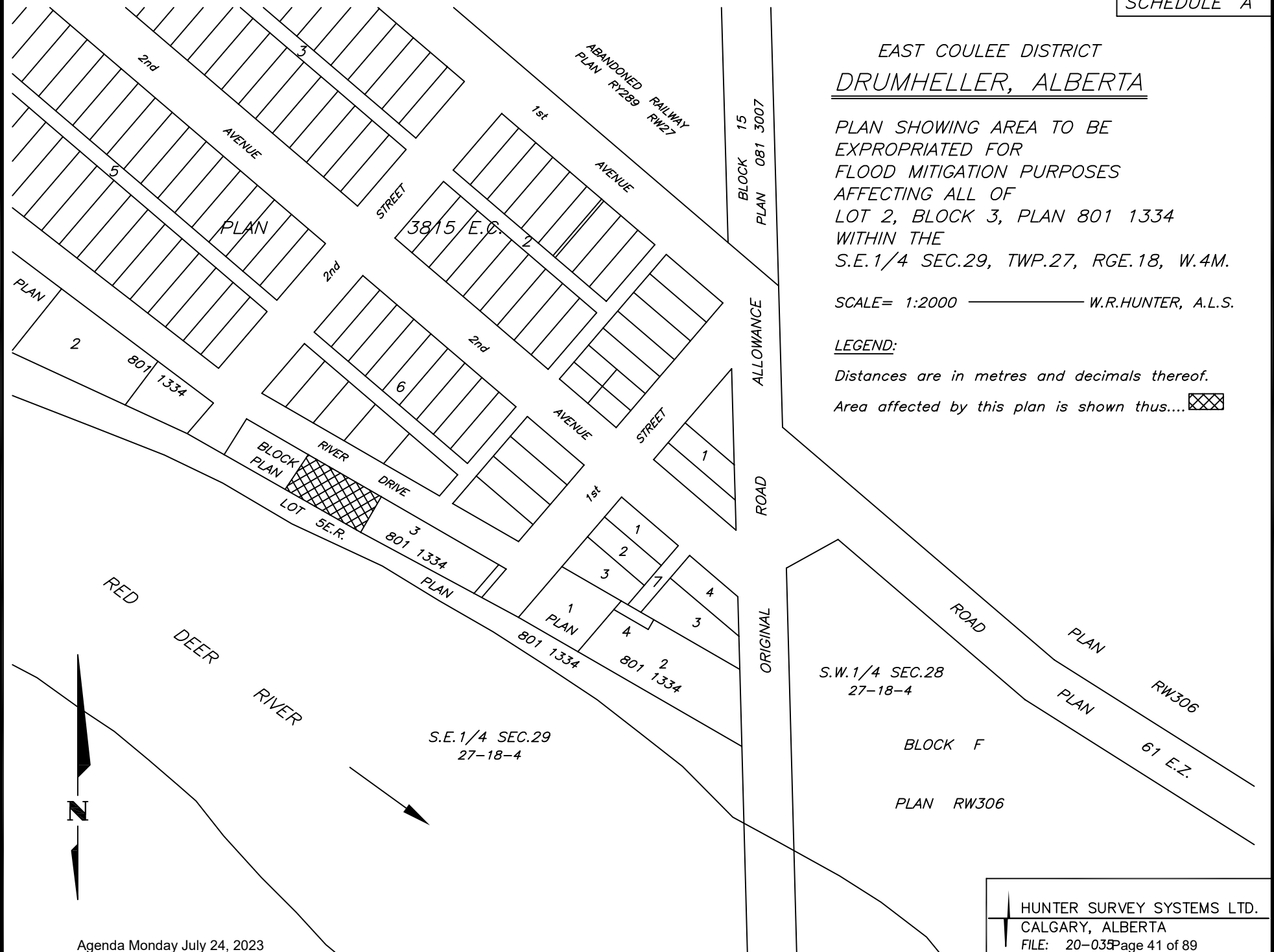


EAST COULEE DISTRICT  
DRUMHELLER, ALBERTA

PLAN SHOWING AREA TO BE  
EXPROPRIATED FOR  
FLOOD MITIGATION PURPOSES  
AFFECTING ALL OF  
LOT 2, BLOCK 3, PLAN 801 1334  
WITHIN THE  
S.E.1/4 SEC.29, TWP.27, RGE.18, W.4M.

SCALE= 1:2000 ————— W.R.HUNTER, A.L.S.

LEGEND:  
Distances are in metres and decimals thereof.  
Area affected by this plan is shown thus... 



## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of One Parcel for Berm Construction affecting Lot 7, Block 2, Plan 8011334 217 River Drive, East Coulee
<b>DATE:</b>	July 24 <sup>th</sup> , 2023
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
<b>ATTACHMENTS:</b>	Certificate of Approval Resolution to Proceed with Expropriation Parcel Map – Schedule ‘A’

**SUMMARY:**

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the East Coulee Berm starting in the spring of 2024, full acquisition of this parcel is required. Negotiations with the impacted landowners began in November 2022, and have been on-going over the past several months. The subject full acquisition property owners have rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution approving Expropriation was passed by Council on April 17, 2023. The Notice of Intention to Expropriate has been served on the registered property owners and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

**RECOMMENDATION:**

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to 217 River Drive (8011334;2;7) as presented.

**DISCUSSION:**

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, parcel acquisitions can be made at the higher of the appraised or assessed value. An offer has been made to the impacted property owners for the East Coulee Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after the notice is made, allowing our selected contractor access to the land to complete construction of the East Coulee Berm.

**FINANCIAL IMPACT:**

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

**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*". Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

**COMMUNICATION STRATEGY:**

Direct notice of the expropriation Certificate of Approval, Resolution, and Notice of Proposed Payment will be provided to the affected property owners via legal representatives as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

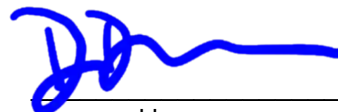
**MOTION:**

Councillor \_\_\_\_\_ moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 7, Block 2, Plan 8011334; Title Number 921 258 594.

**SECONDED:**



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



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

**Form 4  
Expropriation Act  
(Section 18)**

**CERTIFICATE OF APPROVAL**

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

**PLAN 8011334  
BLOCK 2  
LOT 7  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

1. The nature of the interest in the land expropriated is: **fee simple**
2. The work or purpose for which the interest in the land is expropriated is:
  - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
  - for the retention and development of Natural Areas, Environmental Reserves and other uses as approved by approval authorities; and
  - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**  
224 Centre Street  
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the names of Robin Peter Digby and Linda Gaye Digby in Certificate of Title Number 921 258 594.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF DRUMHELLER

Per: \_\_\_\_\_  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**RESOLUTION**

REGARDING EXPROPRIATION FOR THE PURPOSE OF ACQUIRING A FEE SIMPLE INTEREST OVER  
CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

---

WHEREAS a Notice of Intention to Expropriate was served by the **TOWN OF DRUMHELLER** on June 1, 2023, on the Landowner and all parties with a registered interest in the subject lands, which lands are depicted on attached Schedule 'A' and more particularly described as:

PLAN 8011334  
BLOCK 2  
LOT 7  
EXCEPTING THEREOUT ALL MINES AN MINERALS

(hereinafter referred to as the "Lands")

AND WHEREAS no Notice of Objection has been received from the Landowner or any party with a registered interest in the Lands;

AND WHEREAS the period during which an Objection can be issued by the Landowner or any party with a registered interest in the Lands has expired;

AND UPON consideration of the Request for a Decision July 24, 2023, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation of the Lands is fair, sound, and reasonably necessary, and in the public interest and good to achieve the objectives of the Town;

**NOW THEREFORE BE IT RESOLVED:**

1. THAT the proceedings shall be commenced by the **TOWN OF DRUMHELLER**, its servants, officers or agents to expropriate the Lands, in fee simple.
2. THAT the officers, servants or agents of the **TOWN OF DRUMHELLER** and the solicitors for the **TOWN OF DRUMHELLER** be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

MOVED AND PASSED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF DRUMHELLER**

---

Heather Colberg, Mayor

---

Darryl Drohomerski, C.E.T.,  
Chief Administrative Officer


EAST COULEE DISTRICT  
DRUMHELLER, ALBERTA

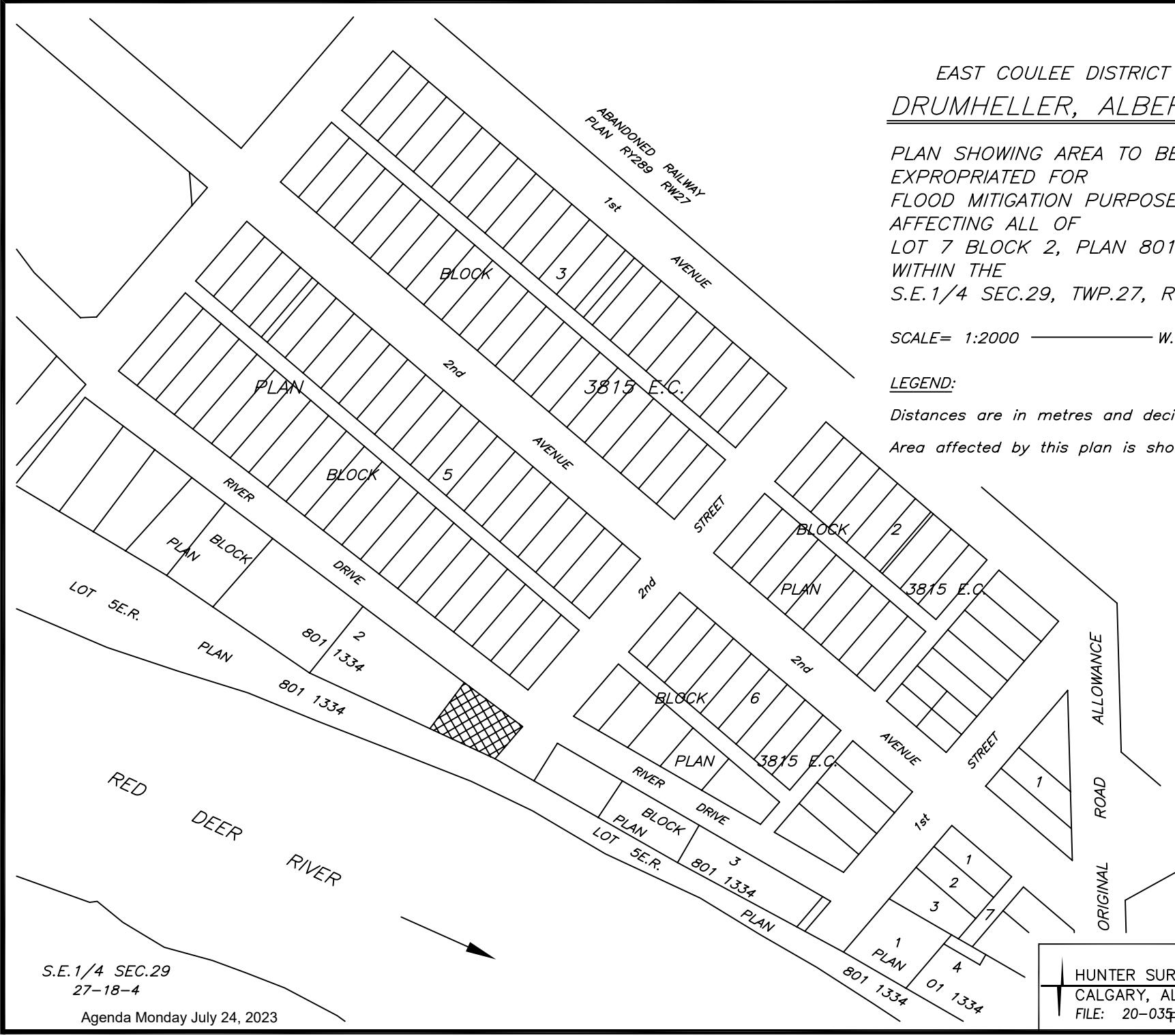
PLAN SHOWING AREA TO BE  
EXPROPRIATED FOR  
FLOOD MITIGATION PURPOSES  
AFFECTING ALL OF  
LOT 7 BLOCK 2, PLAN 801 1334  
WITHIN THE  
S.E.1/4 SEC.29, TWP.27, RGE.18, W.4M.

SCALE= 1:2000 ————— W.R.HUNTER, A.L.S.

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... 



S.E.1/4 SEC.29  
27-18-4

Agenda Monday July 24, 2023

HUNTER SURVEY SYSTEMS LTD.  
CALGARY, ALBERTA  
FILE: 20-035 Page 46 of 89

## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Lot 5, Block 2, Plan 8011334 245 River Drive, East Coulee
<b>DATE:</b>	July 24 <sup>th</sup> , 2023
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
<b>ATTACHMENTS:</b>	Certificate of Approval Resolution to Proceed with Expropriation Parcel Map – Schedule ‘A’

**SUMMARY:**

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the East Coulee Berm starting in the spring of 2024, partial acquisition of this parcel is required. Negotiations with the impacted landowner began in November 2022, and have been on-going over the past several months. The subject partial acquisition property owner has rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution approving Expropriation was passed by Council on May 15, 2023. The Notice of Intention to Expropriate has been served on the registered property owner and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

**RECOMMENDATION:**

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to 245 River Drive (8011334;2;5) as presented.

**DISCUSSION:**

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, parcel acquisitions can be made at the higher of the appraised or assessed value. An offer has been made to the impacted property owner for the East Coulee Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after the notice is made, allowing our selected contractor access to the land to complete construction of the East Coulee Berm.

**FINANCIAL IMPACT:**

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

**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*". Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

**COMMUNICATION STRATEGY:**

Direct notice of the expropriation Certificate of Approval, Resolution, and Notice of Proposed Payment will be provided to the affected property owner via legal representatives as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

**MOTION:**

Councillor \_\_\_\_\_ moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to a portion of the parcel of land described as Lot 5, Block 2, Plan 8011334; Title Number 191 245 422.

**SECONDED:**



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



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



**Form 4  
Expropriation Act  
(Section 18)**

**CERTIFICATE OF APPROVAL**

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

**THAT PORTION OF:  
"PLAN 8011334  
BLOCK 2  
LOT 5  
EXCEPTING THEREOUT ALL MINES AND MINERALS"**

**WHICH LIES WITHIN:  
PLAN .....  
AREA 'A'  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

1. The nature of the interest in the land expropriated is: **fee simple**
2. The work or purpose for which the interest in the land is expropriated is:
  - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
  - for the retention and development of Natural Areas, Environmental Reserves and other uses as approved by approval authorities; and
  - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**  
224 Centre Street  
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the name of Beverly M Deschenes in Certificate of Title Number 191 245 422.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF DRUMHELLER

Per: \_\_\_\_\_  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**RESOLUTION**

REGARDING EXPROPRIATION FOR THE PURPOSE OF ACQUIRING A FEE SIMPLE INTEREST OVER  
CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

---

WHEREAS a Notice of Intention to Expropriate was served by the **TOWN OF DRUMHELLER** on June 26, 2023, on the Landowner and all parties with a registered interest in the subject lands, which lands are depicted on attached Schedule 'A' and more particularly described as:

THAT PORTION OF:

"PLAN 8011334  
BLOCK 2  
LOT 5  
EXCEPTING THEREOUT ALL MINES AND MINERALS"

WHICH LIES WITHIN:

PLAN .....  
AREA 'A'  
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the "Lands")

AND WHEREAS no Notice of Objection has been received from the Landowner or any party with a registered interest in the Lands;

AND WHEREAS the period during which an Objection can be issued by the Landowner or any party with a registered interest in the Lands has expired;

AND UPON consideration of the Request for a Decision July 24, 2023, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation of the Lands is fair, sound, and reasonably necessary, and in the public interest and good to achieve the objectives of the Town;

**NOW THEREFORE BE IT RESOLVED:**

1. THAT the proceedings shall be commenced by the **TOWN OF DRUMHELLER**, its servants, officers or agents to expropriate the Lands, in fee simple.
2. THAT the officers, servants or agents of the **TOWN OF DRUMHELLER** and the solicitors for the **TOWN OF DRUMHELLER** be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

EXPROPRIATION ACT  
R.S.A. 2000, Chapter E-13, as amended

**RESOLUTION**

REGARDING EXPROPRIATION FOR THE PURPOSE OF ACQUIRING A FEE SIMPLE INTEREST OVER  
CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

---

MOVED AND PASSED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF DRUMHELLER**

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Heather Colberg, Mayor

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Darryl Drohomerski, C.E.T.,  
Chief Administrative Officer


EAST COULEE DISTRICT  
DRUMHELLER, ALBERTA

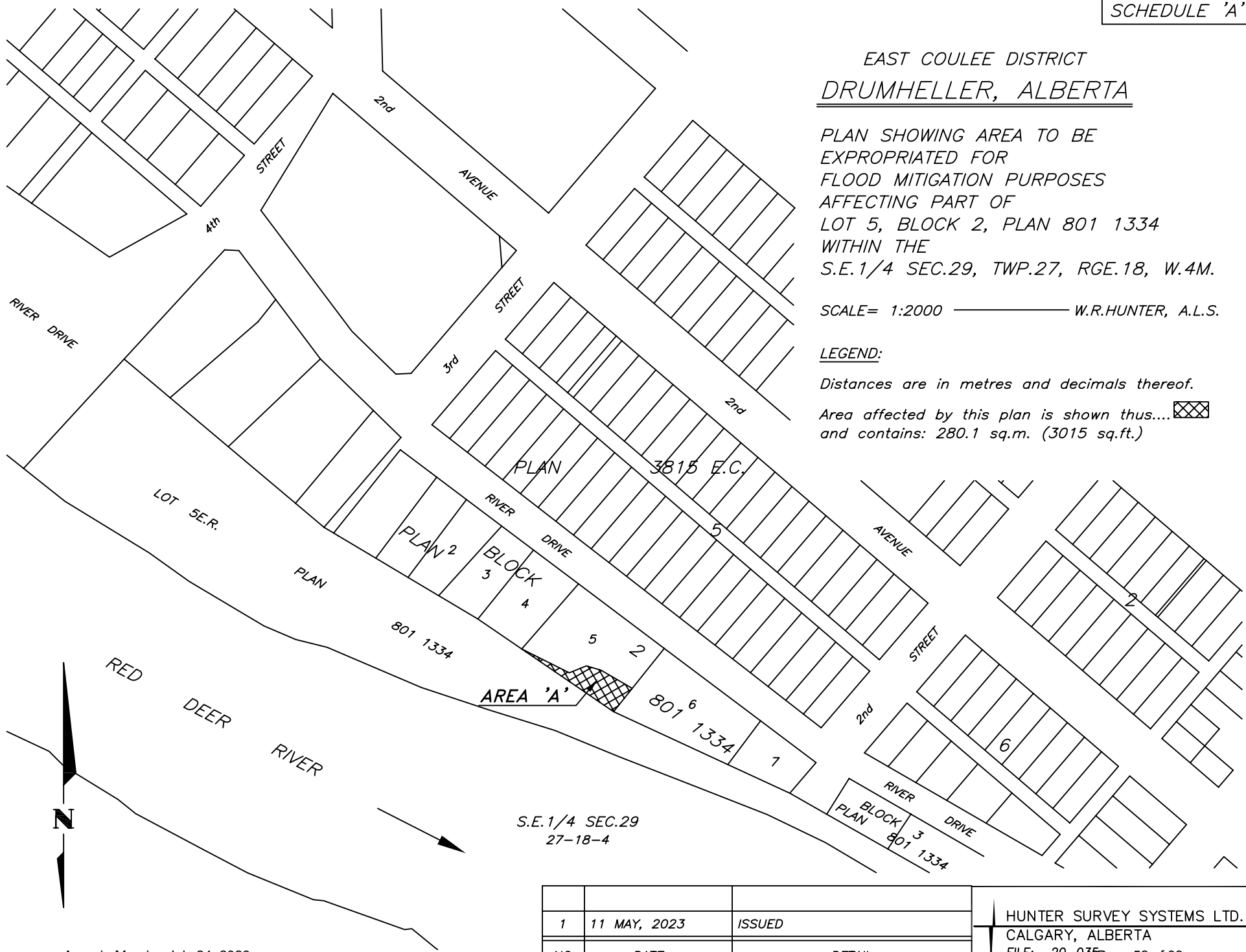
PLAN SHOWING AREA TO BE  
EXPROPRIATED FOR  
FLOOD MITIGATION PURPOSES  
AFFECTING PART OF  
LOT 5, BLOCK 2, PLAN 801 1334  
WITHIN THE  
S.E.1/4 SEC.29, TWP.27, RGE.18, W.4M.

SCALE= 1:2000 ————— W.R.HUNTER, A.L.S.

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus...   
and contains: 280.1 sq.m. (3015 sq.ft.)



S.E.1/4 SEC.29  
27-18-4

1	11 MAY, 2023	ISSUED
NO.	DATE	DETAIL

HUNTER SURVEY SYSTEMS LTD.  
CALGARY, ALBERTA  
FILE: 20-035 Page 52 of 89

## REQUEST FOR DECISION

<b>TITLE:</b>	Parks & Recreation Master Plan Adoption
<b>DATE:</b>	July 24, 2023
<b>PRESENTED BY:</b>	Mauricio Reyes, CPA, CMA, CAMP Director of Corporate and Community Services
<b>ATTACHMENT:</b>	

**SUMMARY:**

In August 2022, Administration engaged RC Strategies to conduct the Parks and Recreation Master Plan (Master Plan) for 2023 to 2043. On July 10, 2023, RC Strategies delivered the final product, which included methods used to develop the Master Plan and key recommendations for Council and Administration.

**RECOMMENDATION:**

Administration recommends Council adopt the Parks and Recreation Master Plan for 2023 to 2043 as presented on July 10, 2023.

**DISCUSSION:**

In August 2022, Administration engaged RC Strategies to conduct the Parks and Recreation Master Plan for 2023 to 2043. As part of the work conducted, RC Strategies conducted a series of stakeholder engagement activities that included open houses, surveys, and interviews with focus groups.

In addition, the development of the Parks and Recreation Master Plan:

- Review of current service delivery practices
- Facility utilization analysis
- Assessment of current infrastructure
- Benchmarking
- Population and demographics analysis
- Trends and best practices research

The final document includes key recommendations relating to the aquatic centre, trails, arena, and curling rink. These recommendations are meant to serve as guidance for Council and Administration in years to come.

**FINANCIAL IMPACT:**

The Parks and Recreation Master Plan has a series of recommendations that will financially impact the operating and capital budget in the next two decades. Each year, starting in 2024, Administration will make recommendations when presenting the annual operating and capital budgets, which Council will consider at budget deliberations.

**WORKFORCE AND RESOURCES IMPACT:**

Workforce and resources impact will be evaluated as each recommendation/initiative is presented to Council.

**STRATEGIC POLICY ALIGNMENT:**

The adoption of the Parks and Recreation Master Plan aligns with the objective of enhancing the quality of life for the residents of Drumheller.

**COMMUNICATION STRATEGY:**

As an important strategic document, the Parks and Recreation Master Plan is being posted on the Town's website for public access.

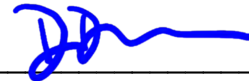
**MOTION:**

MOVES that Council adopt the Parks and Recreation Master Plan 2023 to 2043 as presented on July 10, 2023.

**SECONDED:**

Mauricio Reyes

Prepared By:  
Mauricio Reyes, CPA, CMA, CAMP  
Director of Corporate & Community Services



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

## REQUEST FOR DECISION

<b>TITLE:</b>	<b>2024 Electricity Franchise Fee Increase</b>
<b>DATE:</b>	<b>July 24, 2023</b>
<b>PRESENTED BY:</b>	<b>Mauricio Reyes, CPA, CMA, CAMP Director of Corporate &amp; Community Services</b>
<b>Attachment:</b>	

**SUMMARY:**

APEX Gas and ATCO Electric are permitted to be the sole gas and electricity distributors in the Town of Drumheller, respectfully. A review of the franchise fee rates for electricity was completed to determine the median rates among the municipal comparators. Gas franchise fee rates are considered fair, and no review was conducted in 2023.

This rate is intended to compensate the Town for the value of land used by these utility providers and other provisions in the respective Franchise Agreements.

**BACKGROUND:**

Franchise fee rates have remained unchanged for several years. The Town’s current rates are 27% for APEX Gas and 9% for ATCO Electric. The maximum rates allowed by the Alberta Utilities Commission are regulated to a limit of 35% for Gas and 20% for electricity.

Based on this information, Administration made the decision to conduct a review of electricity franchise fee rates among comparable municipalities to determine how the Town of Drumheller’s rates compare with other municipalities. Administration considers the current gas franchise fee rate fair and as such no review was conducted for gas rates in 2023.

**RECOMMENDATION:**

Administration recommends increasing the ATCO Electric franchise fee rate from 9% to 11.5%, while maintaining the APEX Gas franchise fee rate at its current level. The proposed rate adjustment is expected to generate additional franchise revenue amounting to \$256,800.

**DISCUSSION:**

In prior years, the Town entered into Franchise Agreements with APEX Gas and ATCO Electric. The Franchise Agreements permit the respective utility companies to be the sole natural gas and electricity distributors within the Town’s boundary.

In exchange for granting the franchise rights and providing the use of its municipal rights of way and roadways for distribution infrastructure, the Town receives compensation from APEX Gas and ATCO Electric. This fee also compensates for certain legal provisions, such as restricting competing agencies, and a guarantee of coordination of work.

Compensation is based on the revenues generated by utility companies in distributing natural gas and electricity to their customers. For several years, the Town has maintained franchise fees unchanged.

In 2023, Administration conducted research and analysis to determine how the Town of Drumheller's electricity franchise fees compared to other municipalities with similar population size. The total group included 12 municipalities with populations ranging from 6,689 to 11,015 including the Town.

Based on our research, the Town is below eight and above three of the municipalities included in the research. The median rate was 12.03% which is 3.03% higher than the Town's current rate of 9 percent.

<b>Town</b>	<b>Electricity Franchise Fee</b>
Banff	6.00%
Blackfalds	20.00%
Devon	15.00%
<b>Drumheller</b>	<b>9.00%</b>
Edson	4.91%
Hinton	11.73%
Innisfail	17.00%
Morinville	13.50%
Olds	15.00%
Peace River	11.50%
Ponoka	2.70%
Taber	18.00%
<b>Median</b>	<b>12.03%</b>

**FINANCIAL IMPACT:**

Administration estimates that increasing the rate from 9% to 11.5% (keeping below the median range) will generate \$256,800 in additional revenue in 2024 and future years. It is important to understand that this revenue is contingent on electricity revenue and can fluctuate and is dependant on electricity prices and consumption.

Based on an average use of 692 kWh in 30 days, the financial impact on Atco Electric's residential customer is an increase of \$4.46 per month or \$53.53 annually.



**WORKFORCE AND RESOURCES IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

The increase in the electricity franchise fee rate aligns with the Town's strategic objective of maintaining fiscal stability at the Town.

**COMMUNICATION STRATEGY:**

Any change to the rates must be advertised in the local newspaper having the widest circulation within the municipality for two consecutive weeks.

**MOTION:**

**Councillor** \_\_\_\_\_

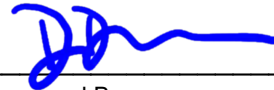
**THAT Council approve the increase of the ATCO electric franchise fees from 9 percent to 11.5 percent.**

**SECONDED:**

**Councillor** \_\_\_\_\_

*Mauricio Reyes*

Prepared by:  
Mauricio Reyes, CPA, CMA, CAMP  
Director of Corporate & Community Services



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

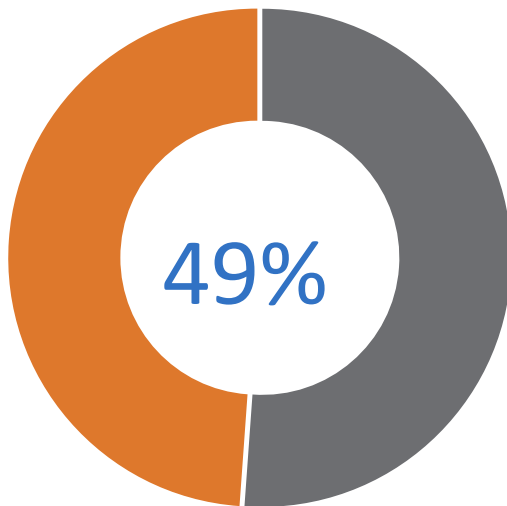
<b>DATE:</b>	July 24, 2023
<b>TITLE:</b>	Quarterly Financial Report
<b>DEPARTMENT:</b>	Corporate & Community Services
<b>PRESENTED BY:</b>	Mauricio Reyes, CPA, CMA, CAMP Director of Corporate & Community Services
<b>ATTACHMENT:</b>	Appendix 1 – Budgeted vs. Actual Revenue Appendix 2 – Budgeted vs. Actual Expenses Appendix 3 – 2023 Municipal Grants

### BACKGROUND / INTRODUCTION

In December 2022, Council adopted the 2023 operating budget for the Town of Drumheller. The purpose of this report is to provide Council with an overview of the financial results from the municipal operations for the six months ended June 2023.

### MUNICIPAL REVENUES

#### Percentage of Budgeted Revenue Achieved



**ANNUAL BUDGET**

**\$26,317,007**

**YEAR TO DATE  
REVENUE**

**\$12,858,141**

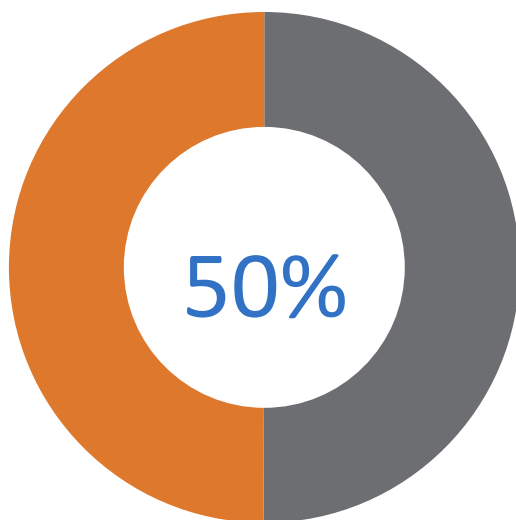
#### Highlights:

- Although all municipal tax revenue has been levied, for reporting purposes, 50 percent is being included as earned. For customers not enrolled in the preauthorized payment program, property taxes are due August 31, 2023. As such, the Town will be collecting a substantial portion of its tax revenue in the next five to six weeks.
- User fees and franchise fees are trending slightly below budget. This appears to be mainly due to timing differences.

- Government transfers consist of grants from other governments. To date, the Town has received approximately 30 percent of its budgeted grants. Some of the grants will be received in the second half of 2023. Administration expects this budget line to be under budget by approximately \$75,000 due to lower actual revenues than budgeted.
- Investment revenue, penalties, and other income are trending slightly over budget. These budget lines are expected to be on budget at year-end.

## MUNICIPAL EXPENSES

### Percentage of Budgeted Expenses Spent



**ANNUAL BUDGET**

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**\$22,503,825**

**YEAR TO DATE  
EXPENSES**

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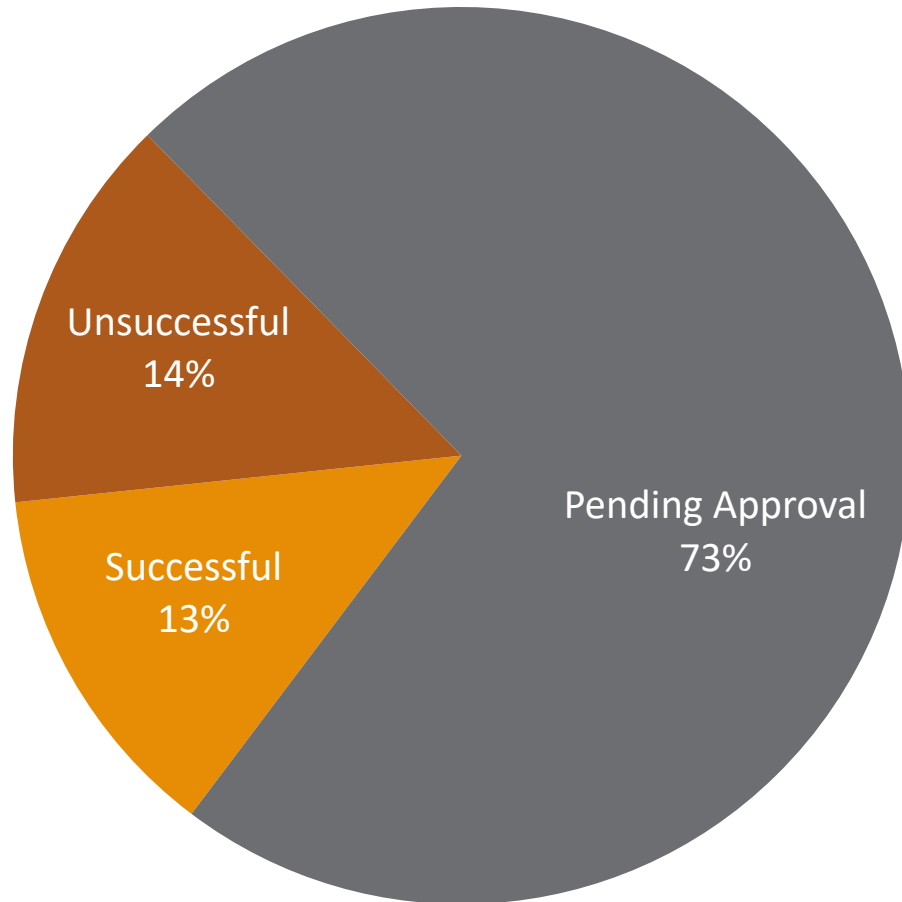
**\$11,240,897**

#### Highlights:

- Personnel costs consist of wages, salaries, and benefits. Although this budget is trending below budget, it is expected to finish above budget by the end of 2023 since salaries do not yet include the retro pay increases resulting from bargaining negotiations.
- Purchases of services are trailing slightly above budget. This expense line is expected to be over budget at the end of the year, mainly due to higher repair expenditures in the utilities area.
- Purchases of goods and utilities are trailing slightly below budget. The positive variance is likely due to the timing of purchases and payments. This expense line is expected to be near budget at the end of the year.
- Interest, grants, requisitions, and other expenses are trailing above budget. This expense line is expected to be on or near budget at the end of the year.

**2022 MUNICIPAL GRANTS**

## Success Rate Based on Dollar Value



**Highlights:**

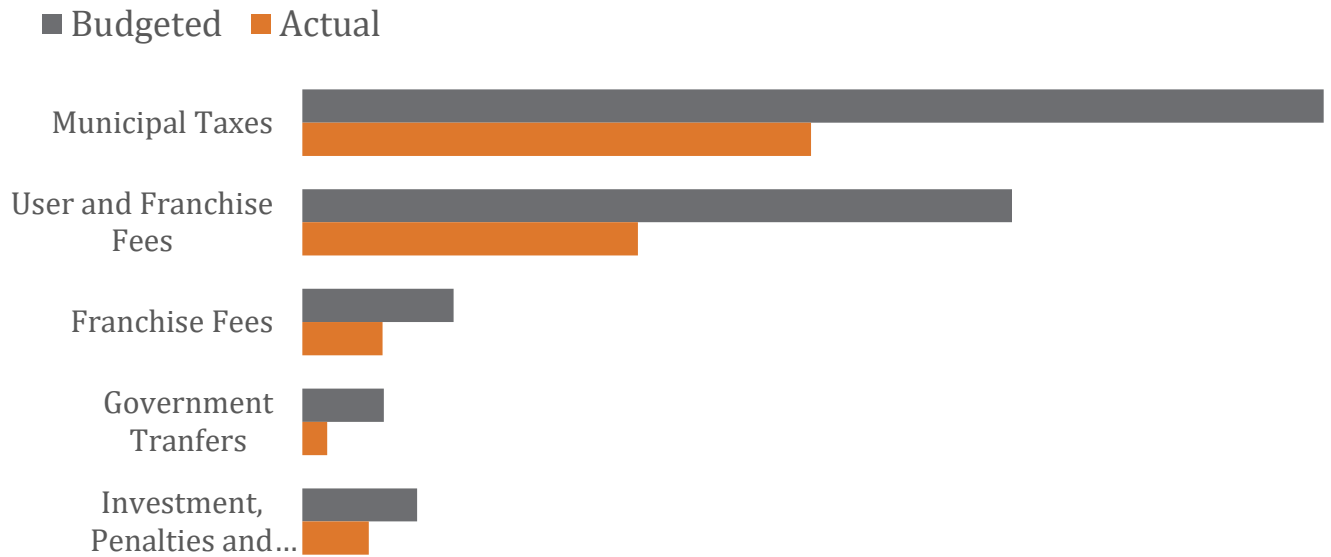
- To date, the Town has applied to other levels of government and/or other organizations for \$8.8 million dollars in capital and operating grants, as seen in Appendix 3.
- To date, nearly \$700,000 has been approved for different initiatives. In addition, the Town has \$6.4 million in applications pending approval. Finally, four grant applications totaling \$1.26 million were unsuccessful.

*Mauricio Reyes*

Prepared by:  
Mauricio Reyes, CPA, CMA, CAMP  
Director of Corporate & Community Services

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

## APPENDIX 1 - BUDGETED vs ACTUAL REVENUE



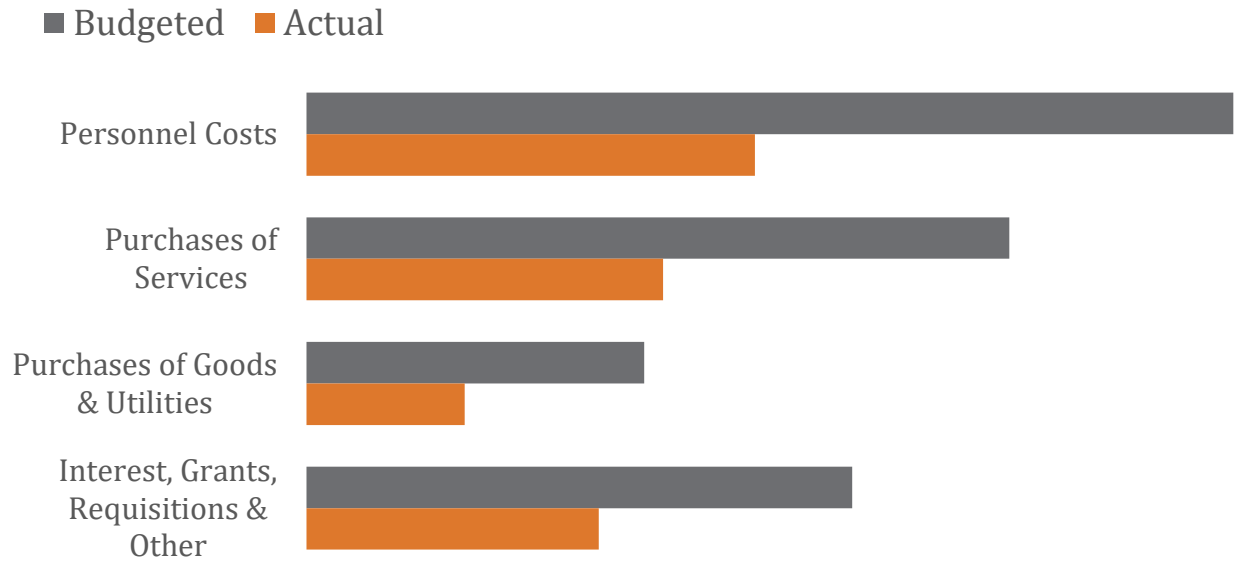
CATEGORY	ANNUAL BUDGET	YTD ACTUAL REVENUE	% OF BUDGET ACHIEVED
Municipal Taxes	\$ 12,931,488	\$ 6,439,798	49.80%
User and Franchise Fees	\$ 8,985,967	\$ 4,248,588	47.28%
Franchise Fees	\$ 1,913,545	\$ 1,013,797	52.98%
Government Transfers	\$ 1,031,065	\$ 314,125	30.47%
Investment, Penalties, and Other Income	\$ 1,454,942	\$ 841,833	57.86%
<b>Total</b>	<b>\$ 26,317,007</b>	<b>\$ 12,858,141</b>	<b>48.86%</b>

Actual figures are for the months of January to June 2023

50 percent of municipal taxes have been included in the actual revenue

Transfers from reserves have not been included in the above

## APPENDIX 2 - BUDGETED vs ACTUAL EXPENSES



CATEGORY	ANNUAL BUDGET	YTD ACTUAL EXPENSES	% OF BUDGET SPENT
Personnel Costs	\$ 8,300,181	\$ 4,014,627	48.37%
Purchases of Services	\$ 6,292,971	\$ 3,193,838	50.75%
Purchases of Goods & Utilities	\$ 3,023,611	\$ 1,415,840	46.83%
Interest, Grants, Requisitions & Other	\$ 4,887,062	\$ 2,616,592	53.54%
<b>Total</b>	<b>\$ 22,503,825</b>	<b>\$ 11,240,897</b>	<b>49.95%</b>

Actual figures are for the months of January to June 2023  
 Transfers to reserves have not been included in the above  
 Amortization has not been included in the above

## Appendix - 2022 Grant Applications

### List of Successful Grants

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Alberta Day	Celebration of Alberta Day	\$ 5,000	\$ 5,000
Provincial	Travel Alberta	Oktoberfest	\$ 15,000	\$ 7,500
Federal	Commemorate Canada Fund (Capital)	Plaza - garden	\$ 90,000	\$ 90,000
Federal	Commemorate Canada Fund	Plaza - event	\$ 10,000	\$ 10,000
Federal	Canada Community Revitalization Fund	Plaza	\$ 408,000	\$ 30,000
NA	Alberta Real Estate Foundation	Housing Strategy	\$ 25,000	\$ 18,750
NA - Tamarack	Building Community Resilience by Ending Working Poverty	Ending Working Poverty Project (part of the wider Poverty Reduction work)	\$ 60,000	\$ 60,000
NA - Volunteer Alberta	National Volunteer Week Grant	Volunteer Week Appreciation & Development	\$ 500	\$ 500
NA - FCSSAA	FCSSAA Conference subsidy	Supporting the cost of attendance at the FCSSAA Conference	\$ 1,243	\$ 1,200
Provincial	STIP-CAP - Airport Rehab -	Airport Lighting Replacement - additional funding request due to overbudget bids and global supply chain issues	\$ 152,501	\$ 152,501
Federal	Canada Summer Jobs Grant	Summer Student Positions	\$ 30,900	\$ 30,900
Provincial	Municipal Internship - Administrator	Hosting an intern in the areas of policy, operations and administration	\$ 60,000	\$ 60,000
Federal	Celebrate Canada	National Indigenous People's Day, Canadian Multiculturalism Day, Canada Day	\$ 117,000	\$ 30,000
Provincial	Mental Health & Addictions Grant - additional contribution	For Youth Program (transfer from BCAA)	\$ -	\$ 19,764
Provincial	MCCAC - Energy Recreation Conservation Program	Supply and install Real Ice device to eliminate the use of hot water in Zamboni	\$ 27,998	\$ 27,998
NA - United Way	Community & Home Supports Funding for Older Adults	Older Adult Home Support Program (supporting healthy aging in place)	\$ 150,000	\$ 150,000
<b>Total</b>			<b>\$ 1,153,142</b>	<b>\$ 694,113</b>

### List of Grants Pending Approval

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Alberta Crime Prevention	Walk and Talk - Youth Outreach Program	\$ 25,000	
Provincial	STIP - LMI	DARP "New Connection" Road	\$ 684,986	
Provincial	STIP - LRB	Bridge 10	\$ 5,701,331	
<b>Total</b>			<b>\$ 6,411,317</b>	<b>\$ -</b>

### List of Unsuccessful Grants

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Tourism Growth Fund	CN Trail	\$ 500,000	\$ -
Provincial	Alberta Municipal Water/Wastewater Partnership AMWWP	Michichi Creek Sanitary Line crossing Relocation	\$ 319,875	\$ -
NA - Community Foundation	Smart and Caring Communities	Youth Program	\$ 25,000	\$ -
Federal	Natural Infrastructure Grant	Stirling Ditch & Second Avenue	\$ 420,000	
<b>Total</b>			<b>\$ 1,264,875</b>	<b>\$ -</b>
<b>Grand Total</b>			<b>\$ 8,829,335</b>	<b>\$ 694,113</b>

## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Valley Family and Community Support Services (FCSS) Program Policy
<b>Meeting DATE:</b>	24 July 2023
<b>PRESENTED BY:</b>	April Harrison – CDSP Manager
<b>ATTACHMENTS:</b>	Draft Drumheller Valley FCSS Support Services Program Policy

### SUMMARY:

Council is being provided with a proposed Drumheller Valley Family and Community Support Services (FCSS) Council Policy to administer and execute the FCSS Program as legislated in the FCSS Act and Conditional Agreement Regulation.

### RECOMMENDATION:

The recommendation from Administration is that Council adopts the proposed Drumheller Valley Family and Community Support Services (FCSS) Council Policy as presented.

### DISCUSSION:

#### Purpose

The purposes of introducing an FCSS Policy are to:

1. Codify the Town’s participation in the FCSS Program under the provision of the FCSS Act and Regulation;
2. Clarify the roles of Town Council, an FCSS Advisory Board (where applicable) and Administration in accordance with current practices in the delivery of FCSS.
3. Serve as a guide/reference document for current and future elected officials, FCSS Board members (where applicable) and Administrative staff.

#### Context

The Town participates in the FCSS Program because it has an interest in supporting the enhancement of Social Well-Being in the community, which aligns with the Town’s Vision and the Municipal Development Plan. The Town of Drumheller and Province of Alberta have a formal agreement to allocate funding to eligible preventive social programs, where the Town matches a minimum of 20% of the funding received from the Province.

Town Council has in recent months sought greater clarity regarding roles and responsibilities in relation to the FCSS Program. In response, Administration has provided detail on the current local practices. Administration also conducted research into other FCSS Programs and found that having an FCSS policy is common practice.

The proposed policy is a Council policy that reflects the Town’s accountability to the province and the FCSS Act and reflects a governance process that aligns with common practices from across the Province and in similar municipalities. The creation of this policy:

- Ensures that current and future elected officials, Administration and a future FCSS Advisory Board have a clear policy to reference.
- Will support better understanding of roles and responsibilities moving forward; and
- Provides definitions of key language such as Direct Service Delivery, External Grants, Preventive Social Programs and Social Well-Being.



Council has also provided direction to Administration to research the possibility of introducing an FCSS Advisory Board . Administration's research into other municipal FCSS program policies found that in Programs with external grant delivery models (such as that adopted by Drumheller Valley FCSS), most Councils elect an FCSS Advisory Board to make decisions on the specific allocation of FCSS funding to external agencies. In the proposed policy, the roles of Council, an Advisory Board, and Administration follow this model. However, the policy is written in such a way as to:

- Support a Bylaw introducing an Advisory Committee to act as the FCSS Board; and
- Clarify how the typical duties of an FCSS Board will be allocated if Council determines not to proceed with the creation of an FCSS board.

### **Benefits**

The proposed policy is an opportunity to positively impact the Social Well-Being of the community by becoming a document that supports best practices in the administration of FCSS preventive social programs. It also:

- Supports compliance with obligations outlined in the FCSS Act and Regulation;
- Serves as a guiding document on FCSS processes;
- Reflects the scope of Administration's practices;
- Affords greater transparency and understanding of how decisions are made within the FCSS program; and
- Supports the Council Vision and actions identified in the Municipal Development Plan relating to complete communities and social and cultural services.

In future, this proposed policy may be supplemented by a procedure guide. This would include procedures to develop the Social Well-Being of the community, based on the current social condition and the community's values (typically determined by research such as the Community Social Needs Assessment). This information may in turn support the development of social priorities endorsed by Council. The goal of setting social priorities is to provide the foundation for making investments with long-term, preventive impact. This will be an ongoing process.

### **Alternatives/Implications:**

**Option 1:** That Town Council adopts the proposed FCSS Policy.

**Implications:** As outlined above.

**Option 2:** That Town Council maintains the status quo.

**Implications:**

- Without guiding statements on Preventive Social Programs and Social Well-Being, it is more challenging to make appropriate funding recommendations and decisions;
- The Town will not have a clearly articulated policy on which to base FCSS procedures and which provides clarity on roles and responsibilities in relation to the FCSS Program;

### **FINANCIAL IMPACT:**

- There are no immediate financial implications of adopting this policy.
- Should Council in future adopt a Bylaw establishing an FCSS Advisory Committee, funds would need to be allocated within the FCSS budget to support associated expenses, such as participation in the FCSSAA Conference.

**STRATEGIC POLICY ALIGNMENT:**

The proposed policy is an opportunity to positively impact the Social Well-Being of the community by becoming a document that supports best practices in the administration of FCSS preventive social programs. It also:

- Supports the Council Vision and actions identified in the Municipal Development Plan relating to complete communities, and social and cultural services.

**COMMUNICATION STRATEGY:**

If adopted, the policy will be:

- Shared internally with relevant members of administration;
- Added to the list of council policies on the Town’s website; and
- Referenced in the next publication of DrumRoll with a link to the web location.

**MOTION:** Councilor \_\_\_\_\_


Moves that Council adopt the Drumheller Valley Family and Community Support Services Council Policy CDSP-C-01 as presented.

**SECONDED:**

*April Harrison*

\_\_\_\_\_  
Prepared by:  
April Harrison  
Manager, CDSP

\_\_\_\_\_  
Reviewed by:  
Mauricio Reyes  
Director: Corporate  
& Community Services

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

## COUNCIL POLICY

NAME: Drumheller Valley Family and Community Support Services Program	POLICY NUMBER: <b>CDSP-C-01</b>
DEPARTMENT: Community Development and Social Planning	SUPERSEDES: NA
DATE APPROVED:	REVISION DATE: Prior to the Municipal Election

### 1. POLICY STATEMENT

- 1.1 The Town of Drumheller ("the Town") continues its partnership with the Province of Alberta to deliver the Family & Community Support Services ("FCSS") Program, for the purpose of developing the Social Well-Being of the community.
- 1.2 The purpose of this Policy is to:
  - a. Authorize the Town's participation in the FCSS Program, under the provision of the Family & Community Support Services Act and Regulation, to provide or fund Preventive Social Programs and initiatives, based on locally identified needs;
  - b. Serve as a guiding document for procedures; and
  - c. Delineate the roles of Town Council, the FCSS Advisory Board (where applicable), and Town staff who administer the Drumheller Valley FCSS Program ("Administration").

### 2. SCOPE

- 2.1 This policy applies to Town Council, the FCSS Advisory Board (if applicable) and Administration.

### 3. DEFINITIONS

- a. **"CAO"** means the employee appointed to the position of Chief Administrative Officer for the Town of Drumheller.
- b. **"Direct Service Delivery"** means the programs, services and initiatives funded by the FCSS grant (or other funding secured to enhance FCSS Program delivery) and delivered by the Town's Community Development and Social Planning team.
- c. **"External Grants"** means FCSS funding awarded to an external agency to deliver a specific preventative program, for a set period of time, following a competitive grant application process.
- d. **"FCSS Advisory Board"** means the advisory board appointed by Town Council

to oversee the Drumheller Valley FCSS Program.

- e. **“FCSS Grant”** means any money paid by the Minister under the *Family and Community Support Services Act* for the operation of the FCSS program.
- f. **“FCSS Program”** means the development and/or delivery of preventive social services funded in a cost sharing agreement with the Province of Alberta under the terms and conditions of the Family & Community Support Services Act and Regulation. These programs may also be funded by other revenue sources such as grants to enhance service delivery capacity.
- g. **“Preventive Social Program”** means a program that supports individuals, families, or communities in achieving social well-being, and prevents the development of social problems at the earliest opportunity.
- h. **“FCSS Program Director”** means the employee appointed as Community Development and Social Planning (CDSP) Manager for the Town of Drumheller.
- i. **“Social Well-Being”** means a state of positive social relationships in a community. This state is characterized by social acceptance (a willingness to respect difference in others), social contribution (a desire to give back to society), social inclusion (a sense of belonging), social support (close relationships with others), and social capital (the means, knowledge, and relationships required to access resources).

#### 4. Legislative Program Mandate

- 4.1. The legal mandate of Drumheller Valley Family and Community Services is found in the Government of Alberta’s *Family and Community Support Services Act* and *Conditional Agreement Regulation*.
- 4.2. The *Act* provides an opportunity for municipalities to enter into an agreement with the province to provide family and community support services
- 4.3. The *FCSS Regulation* includes the following statements related to the program mandate:
  - a. **Section 2: Obligations of the Municipality**  
*“In providing for the establishment, administration and operation of a program, a municipality must do all of the following:*
    - i. *Promote and facilitate the development of stronger communities;*
    - ii. *Promote public participation in planning, delivering, and governing the program and of services provided under the program;*
    - iii. *Promote and facilitate the involvement of volunteers;*
    - iv. *Promote efficient and effective use of resources;*
    - v. *Promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality”.*

**b. Section 2.1: Service Requirements**

*Services provided under a program **must**:*

*i. Be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity; and*

*ii. Do one or more of the following:*

- (a) Help people to develop independence, strengthen coping skills, and become more resistant to crisis;*
- (b) Help people to develop an awareness of social needs;*
- (c) Help people to develop interpersonal and group skills that enhance constructive relationships among people;*
- (d) Help people and communities to assume responsibility for decisions and actions that affect them;*
- (e) Provide supports that help sustain people as active participants in the community.*

*iii. Services provided under a program **must not**:*

- (a) Provide primarily for the recreational needs or leisure time pursuits of individuals;*
- (b) Offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;*
- (c) Be primarily rehabilitative in nature or;*
- (d) Duplicate services that are ordinarily provided by a government or government agency.”*

4.4 One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation.

4.5. Within the parameters of the *FCSS Act* and *Regulation*, each municipality or Métis Settlement determines how the FCSS funding they receive should be allocated to best meet the needs of their community.

4.6. Local FCSS Programs are part of the larger provincial Program that collectively helps to ensure that Albertans have access to a strong network of prevention supports.

## **5. Drumheller Valley FCSS Program Administrative Structure**

5.1. The Town of Drumheller has signed an agreement with the Province of Alberta pursuant to the 80/20 funding partnership with the Province of Alberta in the provision of an FCSS Program

- 5.2. The Town's Community Development and Social Planning (CDSP) department is responsible for the administration and delivery of the Provincial FCSS Program. The Drumheller Valley Family and Community Services is a single municipality FCSS Program.
- a. The Drumheller Valley FCSS Program provides Direct Service Delivery and External Grants.
- 5.3. Since 2020, Drumheller FCSS has received an annual grant transfer from Starland Regional FCSS as part of a service delivery agreement. The amount of funding, services provided, and reporting requirements are negotiated annually and are included in a Memorandum Of Understanding signed by both parties.

## **6. ROLES AND RESPONSIBILITIES**

- 6.1. Town of Drumheller Council
- 6.1.1. The Town of Drumheller Council will:
- a. Authorize agreements between the Town of Drumheller and the Province of Alberta;
- b. Determine whether to establish an FCSS Advisory Board.
- i. If Council determines to establish an FCSS Advisory Board, it shall do so via a Bylaw. The FCSS Advisory Board will be subject to the Council & Committee Meeting Procedure Bylaw 04.21 as a Committee of Council;
- ii. Council will approve all appointees to the FCSS Advisory Board;
- c. Approve annual budgets for Drumheller Valley FCSS as part of the Community Development and Social Planning (CDSP) budget, contributing a minimum of twenty (20) per cent of the FCSS costs based on the 80/20 funding criteria of the FCSS Program;
- d. Take guidance and rely on recommendations for programming and budgeting from the FCSS Advisory Board (if applicable), Program Director, and CAO;
- e. Set the social priorities for FCSS in consideration of information provided by Administration, particularly in relation to community needs and priorities; and
- f. Approve Town policy governing FCSS.

6.2. The Drumheller Valley FCSS Advisory Board (if applicable)

6.2.1. The FCSS Advisory Board will:

- a. Act as the FCSS Advisory Board;
- b. Review and approve applications to the FCSS External Grants. In so doing the FCSS Advisory Board shall:
  - i. Comply with the Provincial *Family and Community Support Service Act and Regulation*;
  - ii. Prioritize applications that support the social priorities set by Council;
  - iii. Consider the advice and recommendations of the CDSP Program Director; and
  - iv. Approve funds within the approved annual budget.
- c. At the discretion of the Drumheller Valley FCSS Advisory Board, the FCSS External Grant approval process may be achieved via:
  - i. The establishment of a Sub-Committee of the Committee; or
  - ii. By a Participatory Budgeting process.
- d. Evaluate funded programs to ensure alignment with the Social Well-Being of the community;
- e. Provide input to support the Program Director to develop the annual Drumheller Valley FCSS program plan and budget to recommend for Council, considering existing funding agreements, contracts and service agreements;
- f. Advocate for the Drumheller Valley FCSS program in the community and support applications for additional funding; and
- g. Not become involved in the day-to-day operations of the Community Development and Social Planning team.

6.3. The Town of Drumheller FCSS Program Director

6.3.1. The Town of Drumheller FCSS Program Director or designate will:

- a. Oversee agreements with the Province of Alberta;
- b. Oversee agreements with organizations for the direct, indirect and contracted delivery of Preventative Social Programs;

- c. Develop, oversee and evaluate service delivery agreements with Starland Regional FCSS (where applicable);
- d. Manage the day-to-day operations and administration of the Drumheller Valley FCSS program and its staff;
- e. Oversee program development, implementation, evaluation and reporting to the Province of Alberta, ensuring best practice in outcome measurement;
- f. Maintain strong working relationships with senior management of local and regional organizations, work collaboratively to ensure the community's needs are best met;
- g. Provide information to Council on the current social condition, community needs and priorities.
- h. In consideration of 6.3 g. develop an annual program plan and budget, considering input from the Drumheller Valley FCSS Advisory Board (if applicable), existing funding agreements, contracts; and service agreements;
- i. Provide information and recommendations to Council and the FCSS Advisory Board (if applicable) in relation to Provincially regulated Prevention Priorities.
- j. Establish a good relationship with the provincial FCSS office and Family and Community Support Services Association of Alberta (FCSSAA); and
- k. Contribute to the strength of the regional and provincial Family and Community Support Services community.

6.3.2. Where an FCSS Advisory Board exists the CDSP/FCSS Program Director will :

- a. Support the FCSS Advisory Board to present the annual program plan and budget recommendations to Council;
- b. Be the key contact for relaying information and questions to the FCSS Advisory Board;
- c. Provide training to the FCSS Advisory Board to improve understanding of the FCSS Program and their role within it;
- d. Support the FCSS Advisory Board to review and approve the FCSS External Grant and to evaluate funded programs to ensure alignment with Provincial Outcome Measures and the Social Well-Being of the community;



3. Where Council determines not to appoint an FCSS Advisory Board, it is understood that the duties listed at 6.2b, 6.2c and 6.2d shall be delegated to the FCSS Program Director. 6.2f shall be a duty shared by Council and the FCSS Program Director.

**7. TRANSITIONAL**

1. The Policy comes into effect the day it is approved by Council.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

REVISIONS
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## REQUEST FOR DIRECTION

<b>TITLE:</b>	Community Development & Social Well-Being Advisory Board
<b>DATE:</b>	July 24, 2023
<b>PRESENTED BY:</b>	April Harrison, Manager CDSP
<b>ATTACHMENT:</b>	Draft Proposed Advisory Board Bylaw XX.23

### SUMMARY:

Town Council directed administration to research options in relation to establishing a Community Advisory Committee to support the work of the Community Development and Social Planning team and help improve the overall Well-Being of the community.

Administration's research found that most municipalities have an Advisory Committee that supports the municipal Family and Community Support Services (FCSS) Program. Of these Advisory Committees, many have a wider mandate that extends to other similar work, such as non-preventative social programming, recreation, arts, culture etc. Some examples include:

- Town of Morrinville's Community Services Advisory Committee
- Town of Hanna's Community Services Board
- City of Airdrie's Community Services Advisory Board
- City of Medicine Hat's Community Vibrancy Advisory Board
- City of St Albert's Community Services Advisory Committee
- City of Calgary's Social Wellbeing Advisory Committee
- City of Edmonton's Community Services Advisory Board

Following a review of several Bylaws establishing similar Advisory Board, and in consideration of Council's direction, Administration has developed the proposed Community Development and Social Well-Being Advisory Board Bylaw, for Council's consideration and feedback.

### What would the proposed Advisory Board do?

The following mandate is proposed for the Advisory Board:

To act as an advisory group to Council on policy and high-level plenary issues that contribute to Community Development and enhancing Social Well-Being. Such issues may include but are not limited to; social needs/concerns, social supports and services, community-based work and community development.

The following functions and duties have been outlined for the Advisory Board:

- Fulfilling the duties of the FCSS Advisory Board as outlined in proposed Town of Drumheller FCSS Program Policy (CDSP-C-01-23)
- Ensuring that current and long-range planning activities are carried out for relevant areas of work, taking direction from research such as the Community Social Needs Assessment;
- Identifying relevant issues and opportunities, and developing recommendations, including policy recommendations, for Council;
- Evaluating existing strategies and plans with a Community Development/Social Well-Being lens;
- Monitoring progress and outcomes of Town funded social initiatives;
- Assisting in identifying and securing and funding opportunities;

- Encouraging collaboration and innovation with external organizations
- Supporting increased public awareness of social issues and promoting public participation in social research;
- Supporting and promoting relevant Town services and programs;
- Representing the Committee at functions, meetings and/or conferences; and
- Hearing and considering representations by individuals, organizations or delegations of citizens with respect to the Mandate.

### **What would the creation of this Advisory Board mean for Council?**

Council would delegate responsibility for:

- Strategic planning relating to the Advisory Committee's mandate;
- Ensuring accountability for work relating to the mandate;
- External granting within the confines of the FCSS Act, Regulation and the Town approved budget;
- Understanding the CDSP budget and multiple revenue streams;
- Collaborative working to address community needs as identified in the Community Social Needs Assessment; and
- Oversight of the Strengthening Families (Family Fun) Sub-Committee.

This would also support council in meeting the following municipal duties outlined in the FCSS Regulation:

- *Promote public participation in planning, delivering, and governing the program and of services provided under the [FCSS] program;*
- *Promote and facilitate the involvement of volunteers;*
- *Promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.*

### **RECOMMENDATION:**

Administration recommends Council proceed with establishing a Community Development and Social-Wellbeing Advisory Board and begin developing a communications plan to support recruitment and training materials to support the new Board Members.

### **FINANCIAL IMPACT:**

- Funds should be allocated within the CDSP budget to support expenses associated with the establishment of an Advisory Board, such as registration fees, travel and subsistence relating to participation in the FCSSAA Conference.
- The proposed Bylaw also includes a Barrier reduction fund to facilitate un-barriered participation in the Board. This may be used to support costs that would otherwise prohibit participation of a member of the public at large in the Board. Examples might include support with the cost of childcare or transportation to facilitate participation in a regular or special meeting of the Board, within the confines of an approved budget.
- It is proposed that \$4,000.00 be allocated to the Advisory Committee in the 2024 CDSP Budget, to include \$1,000.00 for the Barrier Reduction Fund. This amount should be reviewed during the first term.
- One role of the Advisory Board is to support revenue generation for work associated with the mandate leading to the potential benefit of increased funds to support work Town led, Community led and/or relevant collaborative partnerships.

**STRATEGIC POLICY ALIGNMENT:**

The proposed Bylaw affords Council an opportunity to positively impact the Social Well-Being of the community by establishing a community driven team that strategically promotes and enhances Well-Being in the Town of Drumheller and Starland County. It also:

- Supports the Council Vision and actions identified in the Municipal Development Plan relating to complete communities, and social and cultural services.

**COMMUNICATION STRATEGY:**

- Write request for Decision for Council

If approved;

- Develop Communications plan to promote participation in and benefit of the Community Development and Social-Well-Being Advisory Committee.
- Add the Committee to the relevant section of the Town’s website.
- Develop Training materials for new Advisory Committee members.

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

Moves that Council directs Administration to complete a Bylaw to establish the Community Development & Social Well-Being Advisory Board to be brought forward to Council for approval.

**SECONDED:** \_\_\_\_\_

*April Harrison*

Prepared by:  
April Harrison  
Manager, Community Development  
& Social Planning



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

**TOWN OF DRUMHELLER  
BYLAW NUMBER - DRAFT  
DEPARTMENT: Corporate and Community Services**

*REPEALS ???*

A BYLAW TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE COMMUNITY DEVELOPMENT & SOCIAL WELL-BEING ADVISORY BOARD

UNDER THE AUTHORITY OF, and subject to the provisions of the Municipal Government Act, RSA 2000 c. M-26 as amended or repealed and replaced from time to time.

WHEREAS the Council of the Town of Drumheller values advice provided through community engagement;

AND WHEREAS the Municipal council of the Town of Drumheller (hereinafter referred to as "Council") wishes to establish an advisory committee, for the purpose of advising Council;

NOW THEREFORE the Municipal Corporation of the Town of Drumheller, duly assembled, hereby enacts as follows:

**1. SHORT TITLE**

This Bylaw may be known as the "Community Development & Social well-Being Advisory Board"

**2. DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 2.1. "CDSP Program" means programs, services and initiatives of the Town's Community Development and Social Planning department, whether offered directly or indirectly.
- 2.2. "Committee" means the Town of Drumheller Community Development and Social Well-Being Advisory Committee.
- 2.3. "Committee Member/Member" means a Council appointed member of the Drumheller Community Development and Social Well-Being Advisory Committee.
- 2.4. "Community Based Work" means work that is undertaken (led) by Administration to identify and address community issues.
- 2.5. "Community Development" means the practice and process of building connections and capacity so that people are enabled to identify common problems/issues and opportunities and take collective action on these. Community Development is intended to empower community members and create stronger, more connected communities. This holistic approach is grounded in the principles of empowerment, human rights, inclusion, social justice, self-determination and collective action (Kenny & Connors, 2017)
- 2.6. "Council" means the Mayor and Councillors of the Town of Drumheller duly elected pursuant to the provisions of the *Local Authorities Election Act*.

- 2.7. "Elected Officials" means the member of Council appointed to the Drumheller Community Development and Social Well-Being Advisory Committee.
- 2.8. "FCSS" means Family and Community Support Services.
- 2.9. "FCSS Grant" means any money paid by the Minister under the *Family and Community Support Services Act* for the operation of the FCSS program.
- 2.10. "Grant to External Agencies" means FCSS funding awarded to an external agency to deliver a specific preventative program, for a set period of time, following a competitive grant application process.
- 2.11. "Manager" means the employee appointed as Community Development and Social Planning Manager for the Town of Drumheller.
- 2.11.1. Note that in FCSS, this position may be referred to as the "FCSS Director".
- 2.12. "Member" means a member of the Community Development and Social Well-Being Advisory Committee duly appointed by Council in accordance with the MGA.
- 2.13. "Municipal Government Act ( MGA)" means the Municipal Government Act, R. S.A. 2000, Chapter M- 26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.14. "Participatory Budgeting" means the democratic process in which community members decide how to spend part of a public budget. Participatory Budgeting began in Porto Alegre, Brazil in 1989 and helped reduce child mortality by nearly 20%. Since then it has spread to over 7000 cities around the world and has been used to decide budgets from states, counties, cities, housing authorities, schools and other institutions. Participatory Budgeting deepens democracy, builds stronger communities, and creates a more equitable distribution of public resources ([participatorybudgeting.org](http://participatorybudgeting.org)).
- 2.15. "Person" includes an individual, partnership, associate, body corporate, trustee, executor, administrator, or legal representative.
- 2.16. "Preventative social programs/services" means activities proactive in nature to promote and enhance well-being among individuals, families and communities intended to help intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.
- 2.17. "Organizational Meeting" means a meeting conducted no later than two weeks after the third Monday in October each year with the purpose of appointing members of Council to committees and establishing a roster of Deputy Mayors for the Council term.
- 2.18. "Policy" means policies that are approved by Council, provide strategic direction on programs and services delivered by the Town, primarily impact and address the residents of the Town, and provide an official position on plans to govern the Town.

2.19. Social Well-Being” means means a state of positive social relationships in a community. This state is characterized by social acceptance (a willingness to respect difference in others), social contribution (a desire to give back to society), social inclusion (a sense of belonging), social support (close relationships with others), and social capital (the means, knowledge, and relationships required to access resources).

2.20. “Town” means the Municipal Corporation of the Town of Drumheller.

### **3. PURPOSE**

The purposes of this Bylaw are to:

- 3.1. Establish the Community Development and Social Well-Being Advisory Committee;
- 3.2. Promote public participation, collaborative working, and transparency in matters relating to the Mandate (including in the planning, delivery and governance of the FCSS program and services provided under it);
- 3.3. Prescribe the Mandate, including the functions and duties of the Community Development and Social Well-Being Advisory Committee; and
- 3.4. To establish rules of procedure and conduct that govern Community Development and Social Well-Being Advisory Committee.

### **4. ESTABLISHMENT OF ADVISORY BOARD AND SUB-COMMITTEES**

- 4.1. A Community Development and FCSS Advisory Board is hereby established.
- 4.2. The Strengthening Families (aka Family Fun) Committee is hereby established as a permanent Sub-Committee of the Committee.
- 4.3. The Board may, by resolution, establish one more temporary sub-committees, provided that no temporary Sub-Committee shall be established by the Committee without the express prior approval of the Manager (or delegate).
- 4.4. Each temporary Sub-Committee shall:
  - 4.4.1. Be time bound with a definite term or duration;
  - 4.4.2. Have a specific and defined mandate to accomplish; and
  - 4.4.3. Include Committee representation within its members.

### **5. MANDATE**

- 5.1. The mandate of the Board is to act as an advisory group to Council on policy and high level plenary issues that contribute to Community Development and enhancing Social Well-Being. Such issues may include, but are not limited to; social needs/concerns, social supports and services, community-based work and community development.

### **6. FUNCTIONS AND DUTIES**

- 6.1. Without limiting the generality of Section 5.1, the Mandate of the Board shall include the following functions and duties:
  - 6.1.1. To ensure that current and long range planning activities are carried out for relevant areas of work, taking direction from research such as the Community Social Needs Assessment;
  - 6.1.2. To identify issues and opportunities pertaining to the Mandate and to develop recommendations, including policy recommendations, for Council in relation thereto;
  - 6.1.3. To participate directly or indirectly in:
    - 6.1.3.1. The development of Town strategies, plans and actions to promote Community Development and Social Well-Being;
    - 6.1.3.2. The evaluation of existing strategies, plans and actions to promote Community Development and Social Well-Being

- 6.1.4. To fulfill the duties of the FCSS Board in accordance with Town of Drumheller FCSS Policy (**CDSP-C-01**);
- 6.1.5. To monitor progress and outcomes of Town funded social initiatives;
- 6.1.6. To assist in identifying and securing and funding opportunities pertaining to the Mandate;
- 6.1.7. To encourage collaboration and innovation with organizations – public, private, civic, social and religious – within the community that are involved in activities pertinent to the Mandate;
- 6.1.8. To support increased public awareness of social issues and public participation social research;
- 6.1.9. To support and promote Town services and programs pertinent to the Mandate available to Drumheller and area residents
- 6.1.10. To represent the Committee at functions, meetings and/or conferences.
- 6.1.11. The Advisory Committee may hear and consider representations by individuals, organizations or delegations of citizens with respect to the Mandate.
- 6.1.12. Unless otherwise directed by Council, the Committee shall report to Council and make its recommendations to Council.

## **7. MEMBERSHIP**

- 7.1. The Board shall consist of a maximum of nine (9) members and a minimum of five (5) (“Members”).
- 7.2. Each Member is entitled to one (1) vote at a meeting.
- 7.3. Members shall include:
  - 7.3.1. One (1) member of Council appointed annually at the Town of Drumheller’s Organizational Meeting. Town Council may appoint an alternate to attend in the absence of the Town appointed Member.
  - 7.3.2. One (1) member of the Strengthening Families (aka Family Fun) permanent Sub-Committee (see Section 21.1).
  - 7.3.3. Five (5) members of the public at large selected to represent a broad cross section of the community. These Members must reside within the Municipal Town of Drumheller residents. Of these, efforts should be made to include:
    - 7.3.3.1. One Youth Member (aged between 15 and 18 years (or grades 10-12).
- 7.4. Where a service agreement is in place between Drumheller Valley FCSS and Starland Regional FCSS, up to two additional Member positions, shall be available as follows:
  - 7.4.1.1. One member of the Starland Regional FCSS Board;
  - 7.4.1.2. One member of the public at large residing in Starland County or the Villages of Munson, Morrin or Delia.

## **8. APPOINTMENTS**

- 8.1. The Board shall recommend to Town Council the appointment, or reappointment of any person to the membership of the Board.
- 8.2. Council shall appoint each Board Member by resolution.
- 8.3. Council may appoint a Board Member at any time and shall indicate in such appointment the effective starting date of such appointment.
- 8.4. Each Board Member shall be appointed for a specified term, which shall not exceed three (3) years.
  - 7.1. A Board Member shall not be appointed for more than three (3) consecutive terms.
  - 7.2. When a vacancy arises prior to the expiration of the term for which a Board Member was appointed, a successor may be appointed by Council to fill the vacancy for the remainder of the term. This shall not be considered a full term appointment.



7.3. Town of Drumheller employees are not eligible for appointment to the Board.

## **9. CHAIR AND VICE CHAIR**

- 9.1. At the first regular Board meeting in each calendar year, the Board shall elect, by a simple majority vote of Members present, one Member for the office of Chair and one Member for the office of Vice Chair.
- 9.2. Elected officials appointed to the Board shall not be elected as Chair.
- 9.3. The Chair is responsible for:
  - 9.3.1. Chairing the meetings;
  - 9.3.2. Providing agenda items to the Manager in advance of meetings; and
  - 9.3.3. Ensuring the Mandate of the Board is achieved;

## **10. LIMITATIONS**

- 10.1. The Board is advisory in nature and shall have no power to:
  - 10.1.1. Act on behalf of the Town;
  - 10.1.2. Enter into contracts or agreements;
  - 10.1.3. Make any purchases on behalf of the Town;
  - 10.1.4. Issue any statements on behalf of the Town;
  - 10.1.5. Direct or give directions to any person or group of person including, without limitation, the Town Support Staff;
  - 10.1.6. Become involved in the day-to-day operations of the CDSP Program.
  - 10.1.7. Obligate or bind the Town in any manner whatsoever; or
  - 10.1.8. Otherwise affect the rights, duties or obligations of the Town as a municipal corporation.
- 10.2. The Committee shall operate within the budget approved by Council.
- 10.3. The Committee shall comply with the Town's Council and Committee Meeting Procedure Bylaw (04.21).

## **11. SUPPORT**

- 11.1. The Community Development and Social Planning Manager ("the Manager") may assign one or more Town employees to provide information, research, input, and perspective to assist the Committee's consideration of a topic.
- 11.2. The Manager (or designate) may assign Town employees to provide administrative, liaison and resource support to the Committee.
- 11.3. The Manager (or designate) shall attend all Committee meetings and participate in discussions and debates, including any in camera sessions, but may not make motions or vote on any issue before the Committee.
- 11.4. The Manager shall act as the Treasurer for the Committee.

## **12. MEETINGS**

- 12.1. Regular meetings shall be held at a time and place as determined by the Board at the first regular meeting of the calendar year.
- 12.2. Meeting dates may be changed by the Board from time to time to meet Board Member needs and other circumstances.
- 12.3. At least six (6) regular meetings shall be held per year.
- 12.4. The Chair or, in the Chair's absence, the Vice Chair:
  - 12.4.1. May call a special meeting whenever the Chair considers it appropriate to do so; and
  - 12.4.2. Shall call a special meeting at the request of three (3) Members, or at the request of the Manager (or designate) on twenty-four (24) hours' notice to all Members via

EMAIL or telephone, in order to address such items or issues as may be set out in the written request.

12.5. The Manager (or designate) shall prepare the agendas for the meetings in consultation with the Chair and disseminate these to Members electronically.

### **13. QUORUM AND VOTING**

13.1. A majority of Members shall constitute a quorum.

13.2. A motion passed at a Committee meeting is not valid unless a quorum is present.

13.3. The majority vote of Members present and voting shall constitute the decision of the Board.

13.4. If there is an equal number of votes for and against a motion put to a vote, the motion is defeated.

13.5. Members representing Starland Regional FCSS shall abstain from voting on matters outwith their service agreement with the Town.

### **14. MINUTES**

14.1. The Manager (or designate) shall assign recording secretary duties and ensure that all regular and special meetings are recorded.

14.2. Copies of all adopted minutes shall be filed with the Legislative Services Manager and shared publicly on the Town's website.

14.3. Minutes shall be shared with Council in accordance with the Council and Committee Meeting Procedure Bylaw.

14.4. Adopted minutes shall also be accessible by Board members.

### **15. ATTENDANCE**

15.1. Any Board Member who is absent from three (3) consecutive meetings or more than 50% of the regular Board meetings which are held during the calendar year, shall forfeit their office and the vacancy recruited for the remainder of the term.

15.2. The Member shall receive written notice from the Manager (or designate), advising of the forfeit of their office.

15.3. The Member so forfeiting their office may be considered for reappointment.

### **16. TERMINATION OF MEMBERSHIP**

16.1. Council may by resolution, at any time, at its sole discretion and without cause, revoke the appointment of a Member.

16.2. A Member may resign from the Board at any time, upon sending a written (including email) notice to the Chair advising of their resignation and effective date.

### **17. TRANSMISSION OF MEMBERSHIP**

17.1. No right or privilege of any Member is transferable to another person. All rights and privileges cease when the Member resigns, dies, or is expelled from the Board.

### **18. PECUNIARY INTEREST**

18.1. The provisions of the *Municipal Government Act* (Alberta) regarding pecuniary interest of Councillors shall apply, with all necessary changes, to Members and meetings of the Board.

### **19. CONFIDENTIALITY**

19.1. Members will not disclose confidential information belonging to, or obtained through their affiliation with the Board.

### **20. REMUNERATION**

- 20.1. Members shall receive no salary or honorarium in respect of their membership of the Board or any services connected therewith.
- 20.2. A Barrier Reduction budget will be assigned to facilitate unbarriered participation in the Board. This may be used to support costs that would otherwise prohibit participation of a member of the public at large in the Board. Examples might include support with the cost of childcare or transportation to facilitate participation in a regular or special meeting of the Board.
- 20.3. Board Members wishing to access these funds will submit their request to the Manager in writing in advance of incurring the relevant expenses. If approved, the Manager will work with the Member to determine the process.

## **21. COMPENSATION FOR TRAVEL AND SUBSISTENCE**

- 21.1. Members shall be compensated for travel and subsistence on approved Board business from their residence to their destination and return, within the confines of the approved budget.
- 21.2. When a Member is delegated by the Board to attend a specific function, those expenses reimbursed by any other agency/group may not be claimed from the Town.
- 21.3. Subsistence rates for lodging and miscellaneous expenses such as those incurred to attend Board related training or conference (e.g. the FCSSAA Fall Conference) shall be set by the Town and authorised only when these expenses have been approved and are within budget.
- 21.4. Members shall be required to submit their approved expenses (including receipts) to the Manager within 60 days from the date of expense, for approval, prior to receiving payment.
- 21.5. Reimbursement for approved expenses shall be made within 30 days of the claim being made.

## **22. SUB COMMITTEES**

- 22.1. The Strengthening Families Board (aka Family Fun) is a long standing Board of FCSS.
  - 22.1.1. It brings together agencies and members of the community to offer preventative social programming to build and enhance strong, connected families.
  - 22.1.2. Programs are scheduled monthly January-May and September-December with an activity kit typically offered in the summer for families to partake in independently.
  - 22.1.3. By establishing a sub-Board, Administration is able to enhance the number and variety of family programs offered and ensure that there is public participation in program design and delivery, per the FCSS Regulation.
  - 22.1.4. Full Terms of Reference are at Appendix A.

## **23. REPORT**

- 23.1. The Board shall submit an interim report to Council once per year in June.
- 23.2. The Committee shall submit its recommendations for the annual program plan and budget to Council in Fall each year, ahead of the annual operating budget meeting.

## **24. TRANSITIONAL**

- 24.1. This Bylaw shall take effect on the day of the third and final reading .

## BRIEFING NOTE

<b>DATE:</b>	July 20, 2023
<b>TITLE:</b>	Aquaplex – Indoor Pool – Recirculation Pump Pit
<b>DEPARTMENT:</b>	Infrastructure Services
<b>PRESENTED BY:</b>	Dave Brett, P.Eng., PMP., Director of Infrastructure Services
<b>ATTACHMENT:</b>	N/A

### INTRODUCTION / PURPOSE / PRIORITY

The purpose of this Briefing Note is to update Council on the status of the Aquaplex Indoor pool closure and the findings to date of the ongoing investigation work.

On Monday July 10, 2023, Facilities staff were informed by Aquaplex staff of evidence of a leak in the indoor pool mechanical room of the Aquaplex. The recirculation pump pit, a drywell design, had approximately 1.5ft of water in the structure. Facilities staff shut off the recirculation pump and coordinated with Aquaplex staff to close the indoor pool. Upon examination, sediment was found to have filled the bottom of the pump well, blocking the sump pumps. Town staff then removed the hairnet strainer and recirculation pump from the dry well, during this process it was found that the hairnet and the pump were both binding. Once those components were removed, a visual inspection was carried out and a void was found under the mechanical room floor. Video inspection of the piping in the area was carried out by Town staff. In addition, a structural engineer from Associated Engineering was requested to visit the site. These tasks were all completed by end of day Wed July 19, 2023.

As a result of the current investigation the following issues have been identified:

- 1) Water in the drywell due to the sump pumps being buried under sand and gravel.
- 2) Sand and gravel in the drywell due to being washed out from underneath the floor slab of the mechanical room and hallway – resulting in a void a minimum of 1.5m deep x1.5m wide x1.5m long – *full extent is unknown at this time.*
- 3) Recirculation return pipe undermined and settled; pipe is not broken; however, it is no longer supported.
- 4) Hairnet strainer, and recirculation pump jammed in place due to recirculation return pipe settling from not being supported - have been successfully removed but may not be able to be reinstalled until the pipe is properly supported.
- 5) Sanitary pipe from floor drain in mechanical room used to discharge backwash flow and hot tub discharge has completely corroded – elbow and pipe sections are completely missing – *extent of corrosion in this system unknown at this time.*
- 6) Structural wall between mechanical room and hallway, located above void is showing evidence of cracking this located directly above void space.
- 7) Wall between hallway and pool deck show some evidence of cracking.
- 8) Foundation grade beam adjacent to the mechanical room exposed by void and partially undermined, piles are still intact.

### BACKGROUND / PROBLEM

In one of the past Aquaplex retrofits the water filtration system was switched out to a sand filtration system. It appears that rather than extending the mechanical room, the new sand

filters were fit into the existing space. This resulted in the recirculation pump and hairnet strainer being placed into the buried concrete tank of the older model filter bay. To make this work, the structure was converted into a drywell pump bay by inclusion of the pump, hairnet strainer and a butterfly valve. As these components did not fit, part of the structural concrete wall was removed, and a partial void beneath the mechanical room floor created, no additional structural walls or floor were made. The backwash discharge line from the new filters was routed to a floor drain in the mechanical room. At either the same time or a later renovation the discharge from the hot tub was also routed to this same drain line. The piping for that drain line was original cast iron and as a result of increased flow of chlorinated water it appears to have corroded the drain line. Once the line was breached the backwash and hot tub discharge water was being sent directly to the backfill beneath the floor of mechanical room. This has resulted in the creation of the void. The void has resulted in a loss of support to the recirculation pipe.

It should be noted that the current congested mechanical room is a challenge to work in. The congestion has resulted in Town staff implementing several safe work procedures to mitigate otherwise unsafe conditions.

The current situation is:

- Pre-existing problems;
  - Congested workspace for operation and maintenance of sand filters creates ongoing worker safety concerns.
  - One (1) of the sand filters is currently down due to part failure, two (2) sand filters are the minimum required to keep the pool running. Replacement parts are not available despite an extensive search. Modifications are planned to get the filters running again, but any additional filter problems risk the indoor pool becoming unusable.
  - Congested and confined workspace for accessing recirculation pump, hairnet strainer and butterfly valve is an ongoing worker safety concern.
- Newly identified problems;
  - Void of indeterminate size under the floor of mechanical room and hallway, resulting in loss of support to buried pipes, grade beam and floor slab.
  - Sanitary pipe is corroded to unknown extent under the mechanical room and office/lobby area of Aquaplex.

Next steps:

- 1) Video inspection of full sanitary plumbing system of Aquaplex will be completed to determine the extent of corrosion.
- 2) Work with structural engineer to develop concept for repair options.

## **KEY POINTS / STATUS**

The Aquaplex is an important part of the community's recreation activities as identified in the Parks and Recreation Master Plan. However, any work carried out needs to balance the following factors:

- 1) Public and Employee Safety
- 2) Responsible use of Public funds
- 3) Provision of service to the community

The Parks and Recreation Master Plan has identified that the Aquaplex is approaching end of life, with an approximate 10-year time frame remaining. Given that a new Aquaplex is a

significant undertaking with initial costs being projected at the \$30M level and a time frame of several years to develop public consultation, concept, detail design and construction as well as coordination of funding.

## Options

- 1) Permanent Closure of Indoor Pool, use of Outdoor Pool seasonally only
  - a. Close indoor pool permanently and use outdoor pool as seasonal facility.
  - b. Pros – limits expenditure of funds on a facility that is approaching end of life and ensures safety of public and staff.
  - c. Cons - This would represent the loss of a significant recreation facility for the community of Drumheller. Given current staffing issues experienced by the Town and by other swimming pools in southern Alberta, there is no guarantee that the Town could staff a seasonal Aquaplex sufficiently in future years.
- 2) Repair
  - a. Repair void space, structural weaknesses, and corroded piping. This would entail breaking up the floor of the hallway/lobby and mechanical room to replace corroded piping, repair structural issues and fill void space. Full costs of the repair are unknown at this time but given current costs for work that the Town has been seeing, I would recommend an initial budget estimate of \$750,000. This is based on extensive concrete work, installation of engineered fill and working within the constraints of the building.
  - b. Pros – work is minimum to get the Aquaplex returned to functionality.
  - c. Cons – does not address the historical safety concerns of the congested mechanical room workspace, in addition does not address issue of filter problems. Significant public funds will be spent however several issues will remain that could result in “end-of-life” events for the indoor pool prior to the 10-year window of replacement.
- 3) Renovation
  - a. Renovation of the Aquaplex by expansion of the mechanical room, replacement of filters, relocation of pumps and piping, and re-sizing of pump wells. This would also include filling of the void space with engineered fill and replacement of the corroded sanitary piping. This will address the ongoing reliability issues and employee safety issues. Budget for this work is currently unknown but likely in the order of \$1M to \$2M.
  - b. Pros – work addresses the safety issues within the mechanical room and the reliability concerns of the filter system and pump systems. This plan gives the greatest likelihood of the facility lasting until full replacement of the facility is funded and constructed.
  - c. Cons – use of significant public funds on a facility with limited life cycle remaining.

Full economic analysis is still being developed but based on a \$30M replacement cost for a basic Aquaplex, the approximate \$4M spent in the past several years, and a potential \$2M for option C represents 20% of the full replacement cost for work to get the Aquaplex to planned “end-of-life”. Given other identified funding priorities this appears to represent an effective use of funds while providing the public with access to a valued piece of infrastructure.

## **IMPLICATIONS / CONSEQUENCES**

Based on the information available to Town Administration, there is no way to return the indoor pool to use without carrying out either option 2 or 3 indicated above. In addition, I see no way to put a temporary solution in place that would be safe to Town staff or public.

To carry out either Option 2 or 3 will require the Town engage with an engineering firm for priority work. The intent would be to carry out design work quickly and develop cost estimates to bring to Council for approval. The goal would be to have engineering work carried out in 2-3 weeks, release a tender for the work and conduct construction work during the September time frame. However, given constraints of an already very active construction season in Alberta, this may increase costs or result in no bidders or simply not be achievable by contractors. This would also result in tasks being reprioritized for Project Management, Procurement and Facilities staff.

Based on my experience I do not see the Aquaplex indoor pool being returned to use prior to end of September 2023. This would be dependent on procurement timelines, so it could be longer. In order to meet this schedule, there would be no public consultation on the design.

## **FINANCIAL**

The work to return the Aquaplex indoor pool to use would require expenditure of Reserve funds. Full economic analysis will be prepared in conjunction with an RFD to Council once investigations are completed and options developed further.

## **COMMUNICATIONS**

Work with Aquaplex staff, Communications and Facilities to communicate with user groups and stakeholders regarding extent of problems.

Submission of RFD to Council for approval of funds and repair plan once more information is confirmed.

## REQUEST FOR DECISION

<b>TITLE:</b>	<b>Aquaplex Make-Up Air Unit (MAU) Replacement</b>
<b>DATE:</b>	July 19, 2023
<b>PRESENTED BY:</b>	Dave Brett, P. Eng., PMP, Director of Infrastructure Services
<b>ATTACHMENTS:</b>	

### SUMMARY:

In late 2022 Administration identified the need to replace the Make-Up Air Unit (MAU) at the Aquaplex due to safety concerns and exceeding its designated lifecycle. As such AME Group was brought on board for engineering and design work for a new MAU. During the first round of inspections and site visits Administration identified that the boiler at the Aquaplex and the outdoor pool were nearing their designate life cycle and as such a scope change was issued to AME for the additional engineering and design work for two (2) boiler replacements.

In February of 2023 the MAU was pre-purchased due to it being the longest lead item within the project at 30 weeks which includes 11 – 12 weeks for delivery.

Per our current Purchasing Policy, a Request for Tender was posted on the Alberta Purchasing Connection and the Town websites. On the closing date of June 27, 2023, a total of three (3) bids were received, and are summarized as follows:

Contractor	Tendered Amount (excluding GST)
Boulder Mechanical Contractors Ltd.	\$ 915,000.00
Ainsworth Inc.	\$ 858,997.00
Cremac Metal Products Ltd.	\$ 855,000.00

AME reviewed the RFT submissions and noted that two (2) of the three (3) bidders were missing items as identified as mandatory requirements in the tender scoring matrix. Cremac Metal Products Ltd. was confirmed to be in compliance with the bid requirements and was recommended for an award, however their bid of \$855,000.00 was over the Town's budget. Administration made the recommendation to AME that the boilers be removed from the scope of work as maintenance items could be performed to extend their life expectancy by approximately 3-5 years. Maintenance cannot be completed on the existing MAU to extend its life expectancy. Concerns on the existing MAU are as follows:

- Fire hazards
  - Currently the MAU has caught fire three times in the last several years.
- Exceeded its life expectancy and is failing.
  - The procurement of parts to fix the MAU is difficult due to scarcity resulting from age.
- Adequate Space
  - There is not adequate space around the existing MAU to perform regular maintenance activities.

Cremac Metal Products Ltd.'s bid with the boilers removed from the scope of work is \$615,515.00.



**RECOMMENDATION:**

It is Administration's recommendation that the Town of Drumheller add additional funds to the Aquaplex MAU Replacement project in the amount of \$425,000.00. The project scope is reduced to exclude the boilers.

**DISCUSSION:**

The goal of the project will be to extend the life expectancy of the Aquaplex itself. At this time the Town believes the MAU will fail within the next year and replacement parts due to its age are near impossible to procure.

**FINANCIAL IMPACT:**

The total cost of the project is \$ 615,515.00 for construction, excluding GST. Engineering costs for the project will be approximately \$ 91,000.00 in total. Engineering consultant work to date has cost approximately \$ 55,712.50. The remaining contract administration and resident inspection cost is approximately \$ 35,287.50.

Council approved \$300,000 (under GL project code 2.6.7200.631.7096) for this project in the 2022 Capital Budget.

**WORKFORCE AND RESOURCES IMPACT:**

The workforce and labour impact will be negligible, as we will just have staff observe and oversee the work as it is performed.

**STRATEGIC POLICY ALIGNMENT:**

The Aquaplex MAU was identified as a facility improvement due to exceeding its life expectancy and safety concerns.

**COMMUNICATION STRATEGY:**

Upon award, a Letter of Award will be provided to the successful proponent. An award summary will be posted on the Alberta Purchasing Connection website and the Town website. The scheduled shut down date for the Aquaplex is after September long weekend which is when this work will take place for approximately 4 weeks. Initial conversations have been had with the Aquaplex user groups.

**COUNCIL MOTION:**

**MOTION:**

**Councillor:** \_\_\_\_\_ moves that Council approve the additional funds for of the Aquaplex MAU Replacement Project in the amount of \$425,000.00

**Councillor:** \_\_\_\_\_ moves that Council approve the award of the Aquaplex MAU Replacement Project to Cremac Metal Products Ltd. for the amount of \$ 615,515.00 excluding GST.

**Seconded:**

*Kelcie Wilson*

Prepared by:  
Kelcie Wilson, C.E.T.  
Capital Project Manager  
Agenda Monday July 24, 2023

*Dave Brett*

Reviewed by:  
Dave Brett, P. Eng, PMP  
Director of Infrastructure Services

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