



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30pm, Tuesday, October 10, 2023

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for October 10, 2023 Committee of the Whole Meeting

Proposed Motion: Move to adopt the agenda for the October 10, 2023 Committee of the Whole meeting as presented.

5. MEETING MINUTES

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

[Committee of the Whole Meeting – September 11, 2023 - Minutes](#)

Proposed Motion: Move to approve the minutes for the September 11, 2023, Committee of the Whole meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1.1 Minutes

[Drumheller Housing Administration – June 2023](#)

Proposed Motion: Move to accept as information the Drumheller Housing Administration June 2023 minutes as presented.

6.1.2 CN Rails to Trails Board Members - Update

DELEGATIONS

COUNCIL REPORTS

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

7.1 Acting Director of Infrastructure Services

7.1.1 Briefing Note: Drumheller 6th Ave Main Station – Preliminary Concepts
Presented by Sedulous Engineering Inc.

[Briefing Note](#)

[Presentation](#)

8. CLOSED SESSION

8.1 Personnel and Labour Relations
FOIP 17 – Disclosure harmful to personal privacy
FOIP 23 – Local public body confidences
FOIP 24 – Advice from Officials

Proposed Motion: That Council close the meeting to the public to discuss Personnel and Labour Relations as per FOIP 17 – Disclosure harmful to personal privacy, FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials.

9. ADJOURNMENT

Proposed Motion: Move to adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30pm, Monday September 11, 2023

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

IN ATTENDANCE

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Stephanie Price

Councillor Tony Lacher

Councillor Crystal Sereda

Councillor Lisa Hansen-Zacharuk

Councillor Tom Zariski

Chief Administrative Officer: Darryl Drohomerski

Director of Infrastructure (Acting): Kelcie Wilson

Director of Emergency and Protective Services: Greg Peters

Flood Mitigation Project Manager: Deighen Blakely

Communication Officer: Brett Crowle

Legislative Services: Denise Lines

Reality Bytes IT: David Vidal

Recording Secretary: Mitchell Visser

1. CALL TO ORDER

The Mayor called the meeting to order at 4:31 PM

2. OPENING COMMENTS

Sports Expo taking place September 13th at the Badlands Community Facility (BCF), and will also include booths for Paid Parking, Wayfinding Signage, and Short-Term Rentals

Congratulations to the Dinosaur Valley Half Marathon (September 10th, 2023) organizers, as they had over 400 participants in the Valley.

Nacmine Open House for Flood Mitigation will be Thursday, September 14th at 6:00 PM at the Badlands Community Facility (BCF).

Happy Birthday to Lacie Nairn from the Drumheller Mail and Darryl Drohomerski, Chief Administrative Officer (CAO) for the Town.

Introduction of Rick Ladouceur, Manager of Recreation, Arts and Culture.

3. ADDITIONS TO THE AGENDA

No additions to the Agenda.

4. ADOPTION OF AGENDA

4.1 Agenda for September 11, 2023 Committee of the Whole Meeting

M2023.232 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
that Council adopt the agenda for the September 11, 2023, Committee of the Whole
Meeting, as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for June 12th, 2023, Committee of the Whole meeting as presented.

Agenda attachment: Committee of the Whole Meeting – June 12th, 2023 - Minutes

M2023.233 Moved by Councillor Lacher, Councillor Kolafa
that Council approve the minutes for the June 12th, Committee of the Whole
Meeting, as presented.

CARRIED UNANIMOUSLY

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

COUNCIL REPORTS

6. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

6.1 Director of Emergency and Protective Services
Communications Department
Timestamp: [6:08](#)

6.1.1 Briefing Note: Paid Parking Program Update and Presentation

Agenda attachment: Briefing Note.

INFRASTRUCTURE DEPARTMENT

7. CLOSED

7.1 Strategic Planning

FOIP 16 – Disclosure harmful to business of a third party

FOIP 23 – Local public body confidences

FOIP 24 – Advice from Officials

M2023.234 Moved by Councillor Hansen-Zacharuk, Councillor Sereda

That Council close the meeting to the public to discuss strategic planning as per FOIP 16 – Disclosure harmful to business of a third party; FOIP 23 (1) – Local public body confidences, FOIP 24 (1) – Advice from Officials

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:05 PM

M2023.235 Moved by Councillor Price, Councillor Hansen-Zacharuk

That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 8:47 PM

8. ADJOURNMENT

M2023.236 Moved by Councillor Kolafa, Councillor Sereda

That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 8:48 PM

DRUMHELLER HOUSING ADMINISTRATION - DRU

June 15, 2023 – 1:30pm Via ZOOM

BOARD MEETING

CALL TO ORDER

The meeting was called to order at 1:36 pm

In attendance:

- Board Chair Crystal Sereda
- Board member Gerald Martynes
- Board member Brendon Huntley
- Board member Patrice Wolf
- CAO Bob Shedly, Cass Houston, Mitch Smith, Linda Lacher

APPROVAL OF MINUTES – March 29, 2023

On motion of Gerald and seconded by Patrice the Minutes of March 29, 2023 were accepted as read. Everyone was in favor. Carried

OLD BUSINESS

- 102 Sandstone Colton's Plae MOU - We need to know who is responsible for rent (TOD or Salvation Army). Crystal will follow up and provide an update to the Board.
- Housing Strategy Update - To remain on O.B. no update at this time.

MANAGEMENT REPORT

- Bill of Sale from DHA to Town of Drumheller for the Recycling Trailer - DHA to invoice DDSWM \$100.00 for the recycling trailer for the year end audit.
- Inquiry RE: Building Affordable Housing in Drumheller (Chris Kemp-Jackson) -Bob reached out to him and never heard back from Chris. This has happened on a number of occasions.
- Sandstone Property Taxes - Municipal Portion was waived by Council and was passed unanimously
- Update on \$40,000.00 loan from the Town of Drumheller - By the end of June Kevin Trudel should know what the DHA budget will be. DHA has never been over budget before. Crystal suggests waiting until DHA has funds in full before repayment.
- Sandstone Rent Policy - The Board has decided to discuss Sandstone Renta annually at the end of year organizational meeting to review rent and market rents.

MAINTENANCE REPORT

- Hunts concrete work on hold until 2024 - This is on hold until the \$40,000.00 load to the T.O.D. can be repaid.

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

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



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

2023 Meeting Dates (quarterly): September 19, December 12

Meeting adjourned at 2:33 pm.

Minutes Accepted on 19 day of September, 2023

Crystal Serrada
BOARD CHAIR

BRIEFING NOTE

TITLE:	Main Station Concepts – Review & Comment
DATE:	October 5, 2023
PRESENTED BY:	Kelcie Wilson, C.E.T., Acting Director of Infrastructure Services & Capital Project Manager
ATTACHMENTS:	Main Station Concept Drawings

BACKGROUND:

In early 2023 the CN Rail to Trail committee along with Town staff identified where the Stations and Stops would be located along the old CN Rail line. One of these Stations was designated to be the “Main Station” which would include the donor wall along with other amenities to be identified during the concept and design phase. It was identified by Administration that the construction of the “Main Station” would be in alignment with the “New Connector” Road due to its proximity. The “New Connector” Road will see the extension of 6th Avenue SE to Railway Avenue E in accordance with the Downtown Area Revitalization Plan (DARP).

Sedulous Engineering was retained by the Town to complete the “New Connector” Road and the “Main Station” through the concept, design, and construction phases. Two alignment options were reviewed for feasibility. The first option was to have 6th Ave from Hwy 56 connect to 2nd Street E and the second option was to connect to 3rd Street E. The feasibility review presented the two alignment options, and it was recommended that the connection to 2nd Street E would be the most feasible option with regards to geometry, connectivity and the overall goal of the DARP initiative.

DISCUSSION:

Sedulous has identified three (3) concepts which display varying sizes for the “Main Station”. Furnishings such as the benches, trash & recycling bins, picnic tables, donation wall and wayfinding post are tailored to the theme of the Main Station layout. The planting layout, placement of the benches and picnic tables change minimally while the size and shape of the concrete pad with shelter changes the most. It’s noted that there are several furnishing and layout combination options available. The differences in the concepts are as follows:

Option 1:

1. 17m x 12m Concrete Pad
2. 10m x 10m Shelter
3. Modern themed furnishings

Option 2:

1. 17m x 12m Concrete Pad
2. 10m x 15m Shelter
3. Stone themed furnishings

Option 3:

1. 12m x 10m Concrete Pad
2. 7.3m x 9.8m Shelter
3. Wood themed furnishings

Class D cost estimates were also completed for each option which include a 30% contingency amount. Costs for each option are as follows:

1. Option 1 - \$264,667.49
2. Option 2 - \$321,743.50
3. Option 3 - \$251,066.40

Administration is looking for guidance on which option to proceed with along with any comments on the benches, picnic tables, shelter, and other amenities. Wayfinding signage will be based upon the Wayfinding Signage Study that is currently being undertaken by another consulting firm.

It is anticipated that once a concept is chosen Sedulous Engineering will proceed into the detailed design stage where a detailed design would be brought back to Council for one final review and approval.

It is proposed that the scope of the Main Station will be included with the 6th Avenue SE Connector project Tender as a separate schedule.

FINANCIAL IMPACT:

Funding for the design portion of this project is coming from DARP Downtown Vehicle Access (GL: 2.6.3200.611.7163). A construction budget will be put forth in the 2024 Capital Budget.

WORKFORCE AND RESOURCES IMPACT:

The cost of the project for town staff consists of project management duties.

STRATEGIC POLICY ALIGNMENT:


This project is in alignment with the Town's strategic goals of Downtown Area Revitalization Plan.

COMMUNICATION STRATEGY:

Design drawings will be brought back to Council for review when they are closer to completion and prior to tendering.

Kelcie Wilson

Prepared by:
Kelcie Wilson, C.E.T.
Acting Director of Infrastructure Services,
Capital Project Manager



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



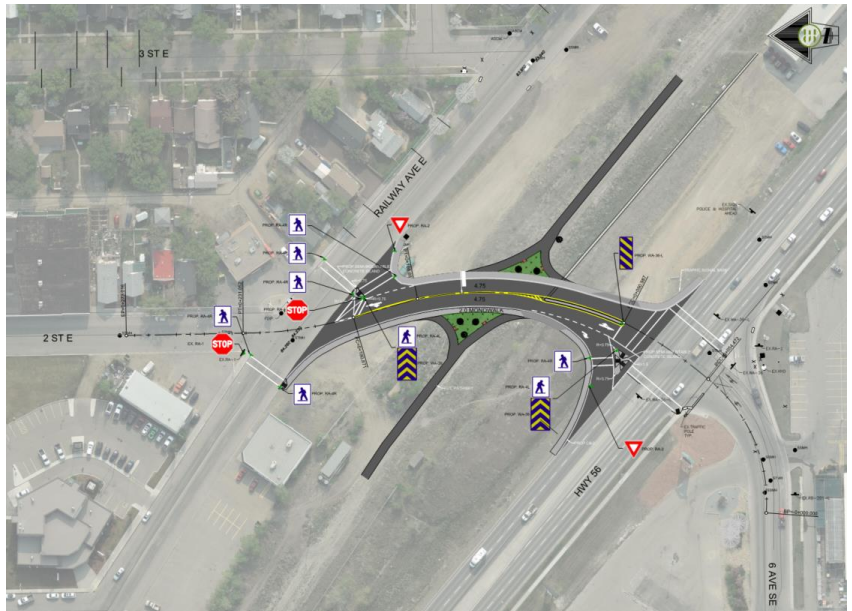
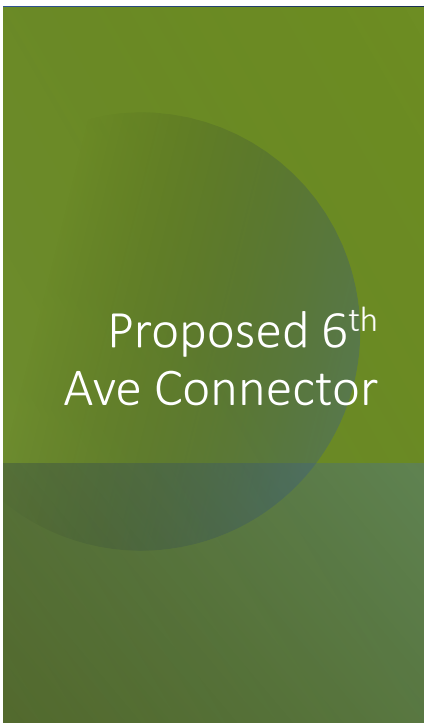
DRUMHELLER VALLEY



Drumheller 6th Ave Main Station Preliminary Concepts

Prepared by: Sedulous
Engineering Inc.

1

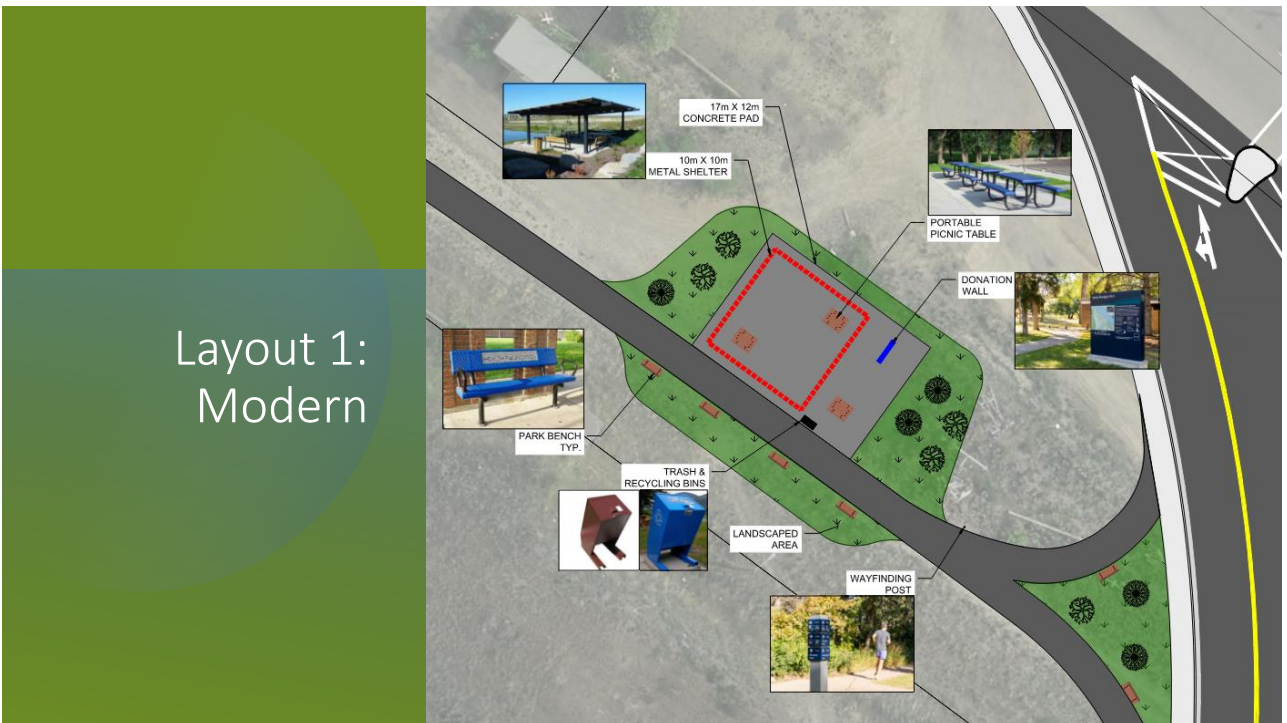


2

Layout Options

- Layout 1: Modern
- Layout 2: Stone
- Layout 3: Wood

3



4



5



6

Site Furnishings

- Shade Structure/ Shelter
 - Size can be customized upon Town’s request
 - Common sizes: 24’ x 32’ (7.3 x 9.8 meters), 24’ x 36’ (7.3 x 11 meters)
- Picnic Tables & Benches
 - Can come with custom plaque to acknowledge donors as required.
- Custom Donation Wall
 - Customized to be consistent with Town’s brand identity
- Station Trash Receptacle

7

Shade Structure/ Shelter Options



Option 1: Flat Roof Metal Shelter



Option 2: Open Gable Metal Shelter



Option 3: Decorative Timber Shelter

8

Picnic Tables & Benches Options



Option 1: Vinyl-Coated Steel Picnic Table & Memorial Bench



Option 2: Town Stone Bench



Option 3: Town Wooden Bench

9

Donation Wall Options



Option 1: Custom Park & Trail Signage



Option 2: Custom Stone



Option 3: Custom Info Board

10

Station Trash Receptacle Options



Option 1: Town Garbage Can (Hid-A-Bag)

Option 2: Dinosaur-Themed (Hid-A-Bag w/ Vinyl Wrap Graphics)

Option 3: Wood/ Recycled Plastic Trash Receptacle

11

Class D Preliminary Cost Estimates

- Option 1 Modern: \$264,667.49
- Option 2 Stone: \$321,743.50
- Option 3 Wood: \$251,066.40

Notes:

- *All Options include a 30% Contingency.
- *Unit prices are subject to change during Tender.

12



Option 3 – View Looking NW

13



Option 3 – View Looking SE

14