



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday December 18, 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

Swearing in Deputy Mayor – January & February 2024 – Councillor Kolafa

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for December 18, 2023 Regular Meeting

Proposed Motion: That Council adopt the agenda for the December 18, 2023 Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for December 4, 2023 Regular Council as presented.

[Regular Council Meeting – December 4, 2023 - Minutes](#)

Proposed Motion:

Move that Council approve the minutes for the December 4, 2023, Regular Council meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Request for Decision: 2024 Council Meeting Schedule

[Request for Decision](#)

Proposed Motion:

Move that Council Approve the 2024 Council Meeting Schedule, as presented.

6.2 Request for Decision: Mid-Size Towns Mayor's Caucus

[Request for Decision](#)

Proposed Motion: Moves that Council approves that the Mayor of the Town of Drumheller continue to participate in the initiative to explore the creation of a Mid-Size Towns Mayor Caucus.

DELEGATION

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Chief Administrative Officer

7.1.1 Request for Decision: North Drumheller Berm 'C' Grove Plaza – Municipal Reserve Removal Bylaw 10.23 - Second and Third Reading

[Request for Decision](#)

[Bylaw](#)

Proposed Motion:

Move that Council gives second reading of North Drumheller Berm 'C' Grove Plaza – MR Removal Bylaw 10.23 as presented.

Move that Council gives third reading of North Drumheller Berm 'C' Grove Plaza – MR Removal Bylaw 10.23 as presented.

7.1.2 CLOSED SESSION

Land Issue

FOIP 23 – Local public body confidences

FOIP 24 – Advice from Officials

Proposed Motion:

That Council close the meeting to the public to discuss a land issue as per FOIP 23 – Local public body confidences,
FOIP 24 – Advice from Officials

7.2 Flood Resiliency Project Director

7.2.1 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate a Partial Parcel for Berm Construction affecting Plan 9410208, Lot 1 (760 2 Avenue, Nacmine)

[Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule ‘A’](#)

Proposed Motion:

Moves that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 9410208, Lot 1; Title Number 011 248 557.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

7.3 Director of Corporate and Community Services

7.3.1 Request for Direction: 2024 Capital Utilities Budget

[Request for Direction
2024 Capital Budget – General and Grant](#)

Proposed Motion:

Move that Council approves the 2024 Capital Budget as presented in the 10 Year Capital Plan.

7.3.2 Request for Direction: Proposed 2024 Utility Bylaw 12.23 – Third Reading

[Request for Direction
Bylaw](#)

Proposed Motion:

Move that Council give third reading to 2024 Utility Rate Bylaw 12.23 as presented.

EMERGENCY AND PROTECTIVE SERVICES

7.4 Director of Emergency and Protective Service

7.4.1 Briefing Note: Paid Parking Pilot Review

[Briefing Note](#)

INFRASTRUCTURE DEPARTMENT

7.5 Acting Director of Infrastructure

7.5.1 Request for Decision: Tender Award – New Rubber Tired Wheel Loader

[Request for Decision](#)

Proposed Motion:

Move that Council award the RFT#2023-036-04 Supply and Delivery of a New Rubber Tired Wheel Loader to Strongco for the total price of \$ 306,200.00, excluding GST.

7.5.2 Request for Decision: Tender Award Badlands Community Facility Janitorial Services 2024 - 2027

[Request for Decision](#)

Proposed Motion:

Move that Council award the Badlands Community Facility Janitorial Services 2024-2027 contract to Best Service Pros Ltd. for the total cost of \$ 606,303.71.00, excluding GST.

8. CLOSED SESSION

- 8.1 Strategic Development and Planning
FOIP 23 – Local public body confidences
FOIP 24 – Advice from Officials
FOIP 25 – Disclosure harmful to economic and other interests of a public body

Proposed Motion:

That Council close the meeting to the public to discuss Strategic Development and Planning as per FOIP 23 – Local public body confidences,
FOIP 24 – Advice from Officials and
FOIP 25 – Disclosure harmful to economic and other interests of a public body.

9. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, December 4, 2023

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and
[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg	Chief Administrative Officer: Darryl Drohomerski
Councillor Patrick Kolafa	Director of Corporate & Community Services: Victoria Chan
Councillor Stephanie Price	Acting Director of Infrastructure: Kevin Blanchett
Councillor Tony Lacher	Dir. of Emergency and Protective Services: Greg Peters (regrets)
Councillor Crystal Sereda	Flood Mitigation Project Manager: Deighen Blakely
Councillor Lisa Hansen-Zacharuk	Communication Officer: Bret Crowle
Councillor Tom Zariski	Legislative Services: Denise Lines
	Reality Bytes IT: David Vidal
	Recording Secretary: Mitchell Visser

1. CALL TO ORDER

H. Colberg called the meeting to order at 4:30 PM

2. OPENING COMMENTS

Shout-out to the Festival of Lights Committee and the Public Works team for a successful event. The Festival of Lights Committee is small and looking for more help. Council encouraged anyone looking to get involved to reach-out and get connected to the committee.

Western GM Art Gallery is showcasing Airdrie Art. There will be a “Meet the Artists Night” taking place at the Gallery sometime in the near future.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for December 4, 2023 Regular Council Meeting

M2023.311 Moved by Councilor Zariski, Councillor Price
That Council adopt the agenda for the December 4, 2023 Regular Council meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for November 20, 2023, Regular Council meeting, as presented.

Agenda attachment: Regular Council Meeting – November 20, 2023 – Minutes.

M2023.312 Moved by Councillor Lacher, Councillor Sereda

That Council adopt the minutes for the November 20, 2023, Regular Council meeting as amended.

- Change to S.4.1 from “Committee of the Whole” to “Regular Council Meeting.”
- Change “Acting Director of Infrastructure: Kelcie Wilson” in attendance to “Acting Director of Infrastructure: Kevin Blanchett.”
- Change S.2, misspelling of “OPENING COMMNETS” to “OPENING COMMENTS”

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 Request for Decision: Drumheller Public Library Bylaws

Agenda Attachments: Request for Decision, (Draft) Drumheller Public Library Bylaws – January 11, 2023.

M2023.313 Moved by Councillor Price, Councillor Hansen-Zacharuk

That Council approve the bylaws of the Town of Drumheller Library Board passed January 11, 2023.

CARRIED UNANIMOUSLY

DELEGATION

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Chief Administrative Officer

Timestamp: [7:12 PM](#)

7.1.1 Request for Decision: ATCO Invested Streetlights and LED Conversion

Agenda Attachments: Request for Decision, ATCO – Street Light Rate Conversion, ATCO Agreement – LED Conversion.

M2023.314 Moved by Councillor Sereda, Councillor Lacher
That Council request ATCO Electric proceed with the conversion of 714 lights to the Investment Option and request ATCO Electric proceed with the implementation of the LED Conversion Option.

IN FAVOUR: Councillors Lacher, Kolafa, Sereda, Zariski, Price, Colberg

OPPOSED: Councillor Hansen-Zacharuk

CARRIED

7.2 Flood Resiliency Project Director

Timestamp: [52:08](#)

7.2.1 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate One Parcel for Berm Construction affecting Lot 5, Block 1, Plan 4125FH, (198 9 Street, Nacmine)

Agenda Attachment: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

M2023.315 Moved by Councilor Zariski, Councillor Kolafa

That Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to the parcel of land described as Lot 5, Block 1, Plan 4125FH; Title Number 151 140 939.

CARRIED UNANIMOUSLY

7.2.2 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate of a Partial Parcel for Berm Construction affecting that portion of the north west quarter of Section 8 Township 29 Range 20 West of the 4 Meridian described as follows: commencing at the point of intersection of the north easterly limit of 3 Avenue with the northerly production of the north westerly limit of 3 Street as said avenue and street are shown on Plan Nacmine 7125DD thence northerly along said production of said limit of 3 Street to the right bank of the Red Deer River shown on Plan 53/46 thence westerly along said right bank to its intersection with the said north easterly limit of 3 Avenue thence south easterly along said limit to the point of commencement containing 0.648 hectares (1.6 acres) more or less (301 3 Street, Nacmine)

Agenda Attachments: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

M2023.316 Moved by Councillor Kolafa, Councillor Lacher

That Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as that portion of the north west quarter of Section 8 Township 29 Range 20 West of the 4 Meridian described as follows: commencing at the point of intersection of the north

easterly limit of 3 Avenue with the northerly production of the north westerly limit of 3 Street as said avenue and street are shown on Plan Nacmine 7125DD thence northerly along said production of said limit of 3 Street to the right bank of the Red Deer River shown on Plan 53/46 thence westerly along said right bank to its intersection with the said north easterly limit of 3 Avenue thence south easterly along said limit to the point of commencement containing 0.648 hectares (1.6 acres) more or less; Title Number 191 049 429.

CARRIED UNANIMOUSLY

7.2.3 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate a Partial Parcel for Berm Construction affecting Plan 1622FB, the westerly 19.50 metres in perpendicular width throughout of Lot 4 (810 2 Avenue, Nacmine)

Agenda Attachments: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

M2023.317 Moved by Councillor Lacher, Councillor Hansen-Zacharuk

That Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 1622FB, the westerly 19.50 metres in perpendicular width throughout of Lot 4; Title Number 871 123 537.

CARRIED UNANIMOUSLY

7.2.4 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate a Partial Parcel for Berm Construction affecting Plan 1622FB, Lot 4, excepting thereout the westerly 19.50 metres in perpendicular width throughout (820 2 Avenue, Nacmine)

Agenda Attachments: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

M2023.318 Moved by Councillor Sereda, Councillor Hansen-Zacharuk

That Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 1622FB, Lot 4, excepting thereout the westerly 19.50 metres in perpendicular width throughout; Title Number 081 362 428.

CARRIED UNANIMOUSLY

7.2.5 Request for Decision:

Resolution for Expropriation and Notice of Intention to Expropriate a Partial Parcel for Berm Construction affecting Lot 3, Plan 1622FB (932 Hunter Drive, Nacmine).

Agenda Attachments: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

- M2023.319 Moved by Councillor Lacher, Councillor Kolafa
That Council Approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Lot 3, Plan 1622FB; Title Number 021 377 241.

CARRIED UNANIMOUSLY

- 7.2.6 Request for Decision:
Resolution for Expropriation and Notice of Intention to Expropriate a Partial Parcel for Berm Construction affecting Meridian 4 Range 20 Township 29 Section 10 that portion of the northerly 150 feet of the south east quarter which lies to the north east of a strip of land 25 feet wide adjoining the Red Deer River as shown on the Township Plan approved at Ottawa 30 September 1930 containing 0.441 of a hectare (1.09 acres) more or less (129 9 Street Northwest, Drumheller)

Agenda Attachments: Request for Decision, Resolution to Expropriate, Notice of Intention to Expropriate, Parcel Map – Schedule 'A'

- M2023.320 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council Approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Meridian 4 Range 20 Township 29 Section 10 that portion of the northerly 150 feet of the south east quarter which lies to the north east of a strip of land 25 feet wide adjoining the Red Deer River as shown on the Township Plan approved at Ottawa 30 September 1930 containing 0.441 of a hectare (1.09 acres) more or less; Title 181 197 602.

CARRIED UNANIMOUSLY

- M2023.321 Moved by Councillor Price, Councillor Sereda
That Council close the meeting to the public to discuss Strategic Development and Planning as per FOIP 23 – Local public body confidences,
FOIP 24 – Advice from Officials and
FOIP 25 – Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY

Council went into a closed session at 5:37 PM

- M2023.322 Moved by Councillor Hansen-Zacharuk, Councillor Lacher
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 6:13 PM

7.3 Manager of Economic Development
Timestamp: [1:44:12](#)

7.3.1 Request for Decision:
Business Licence Bylaw Changes Prior to Third Reading & Short-Term Rental (STR) Clarification.

Agenda Attachments: Request for Decision; Bylaw 06.23

M2023.323 Moved by Councilor Zariski, Councillor Sereda
Moves that Council direct Administration to implement different business licensing fees for principal and non-principal residences to align with our current fees for resident and non-resident business licenses, \$245 and \$810 respectively, for a total estimated annual revenue of \$75,920.

Mayor Colberg moved to amend the motion.
Councillors Zariski and Sereda accepted the change.

That Council direct Administration to implement different business licensing fees for principal and non-principal residences to align with our current fees for resident and non-resident business licenses, \$245 and \$810, respectively, and \$1,010 for out-of-town non-residents.

CARRIED UNANIMOUSLY

M2023.324 Moved by Councillor Hansen-Zacharuk, Councillor Kolafa
That Council direct Administration to implement a Short-Term Rental business license cap and set the cap at 120 for a given year. The Town of Drumheller will provide first opportunity to current holders of the license to register for renewal in subsequent years. The cap will not apply to new builds. The cap will be reviewed on an annual basis. Principal residences will be given priority when applying.

CARRIED UNANIMOUSLY

M2023.325 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council direct Administration to mandate that applicants provide proof of Home-Sharing or Short-Term Rental specific insurance during their business license application process, in an amount determined by the Chief Administrative Officer or delegate.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

7.4 Director of Corporate and Community Services
Timestamp: [2:17:12](#)

7.4.1 Request for Decision:
2024 Capital Utilities Budget – Draft
Proposed 2024 Utility Bylaw 12.23 – First reading

Agenda Attachment: Request for Decision

M2023.326 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council approves the 2024 Utility capital budget as presented in the
10-year Capital Budget Plan.

CARRIED UNANIMOUSLY

M2023.327 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council direct Administration to finance the River-Crossing (North Drumheller)
Sanitary Sewer Project of \$1.25 million from the Town's internal water reserve.
Wastewater Department will repay \$162,344 annually for the next ten years to the
water reserve until the end of 2034.

CARRIED UNANIMOUSLY

M2023.328 Moved by Councillor Lacher, Councillor Price
That Council give first reading to the 2024 Utility Rate Bylaw 12.23 as
presented.

CARRIED UNANIMOUSLY

M2023.329 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk
That Council give second reading to the 2024 Utility Rate Bylaw 12.23 as
presented.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8. CLOSED SESSION

- 8.1 Strategic Development and Planning
FOIP 23 – Local public body confidences
FOIP 24 – Advice from Officials
FOIP 25 – Disclosure harmful to economic and other interests of a public body

M2023.330 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council close the meeting to the public to discuss Strategic Development and Planning as per FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials and FOIP 25 – Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY

Council went into a closed session at 7:06 PM

M2023.331 Moved by Councillor Lacher, Councillor Price
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 9:28 PM

9. ADJOURNMENT

M2023.332 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 9:28 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	2024 Council Meeting Schedule
DATE:	December 18, 2023
PRESENTED BY:	Denise Lines
ATTACHMENT:	2024 Council Meeting Schedule.

SUMMARY:

In accordance with S. 193 of the *Municipal Government Act (MGA) R.S.A 2000 Chapter M-26*, A council may decide, at a council meeting at which all the councillors are present, to hold regularly scheduled council meetings on specified dates, times and places.

Each year, Council approves a schedule of council meetings for the following year and advertises the dates to members of the general public.

Council reviewed the 2024 Council Meeting Schedule at the December 11, 2023 Committee of the Whole Meeting. Having no concerns, Administration recommends that Council approve the attached 2024 Council Meeting Schedule.

DISCUSSION:

N/A

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Adherence to the *Municipal Government Act (MGA)*

COMMUNICATION STRATEGY:

The Council Meeting Schedule will be advertised on the Town of Drumheller Website, the online calendar and in the Drumheller Mail.

MOTION:

Move that Council approve the 2024 Council Meeting Schedule, as presented.

Mitchell Visser

Prepared by:
Mitchell Visser
Sr. Administrative Assistant

Denise Lines

Reviewed by:
Denise Lines
Manager of Legislative Services



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



2024

Meetings are held on Monday unless otherwise specified.

Regular Council Meetings	Committee of the Whole
January 8 January 22	January 15
February 5 <i>Tuesday, February 20</i>	February 12
March 4 March 18	March 11
April 8 April 22	April 15
May 6 <i>Tuesday, May 21</i>	May 13
June 3 June 17	June 10
July 8 July 22	
August 12 August 26	
September 9 September 23	September 16
October 7 October 21	<i>Tuesday, October 15</i>
November 4 November 18	<i>Tuesday, November 12</i>
December 2 December 16	December 9

REQUEST FOR DECISION

TITLE:	Mid-Sized Town Mayor Caucus
DATE:	December 15, 2023
PRESENTED BY:	Mayor Colberg
ATTACHMENT:	

SUMMARY:

Currently, the Mayor of the Town of Drumheller attends a South-Central Mayor’s Meeting with neighboring mid-sized towns. This is an informal group that meets to discuss issues unique to mid-sized towns in the region and explores avenues of joint collaboration. At the last South-Central Mayor’s Meeting, members of the group discussed the possibility of forming a formal “Mid-Sized Towns Mayors Caucus.”

The Town of Drumheller is currently a member of the *Alberta Municipalities*, an organization that represents summer villages, villages, cities, towns, and specialized municipalities. In addition to *Alberta Municipalities*, many mid-sized cities are represented by the *Mid-Sized Cities Mayors’ Caucus (MCMC)*, which is composed of 24 municipalities. Like the MCMC, the goal of the “Mid-Sized Town Mayor Caucus” would be to collaborate, set priorities, and advocate for issues unique to municipalities of this size.

The South-Central Mayor’s Meeting would like a motion from council supporting further investigation into the creation of a “Mid-Size Towns Mayors Caucus.”

DISCUSSION:

South-Central Mayor’s Meeting will undergo an initial investigation into the creation of a “Mid-Size Towns Mayors Caucus.” The motion will be used to gauge support for the idea amongst other municipalities. Specifics will be determined at a later date.

FINANCIAL IMPACT:

Will be determined at a later date.

STRATEGIC POLICY ALIGNMENT:

Could create opportunities for greater political representation for mid-sized towns.

COMMUNICATION STRATEGY:

Will be determined at a later date.

MOTION:

Moves that Council approves that the Mayor of the Town of Drumheller continue to participate in the initiative to explore the creation of a Mid-Size Towns Mayor Caucus.

Mitchell Visser

Prepared by:
Mitchell Visser
Sr. Administrative Assistant

Denise Lines

Reviewed by:
Denise Lines
Manager of Legislative Services

REQUEST FOR DECISION

TITLE:	Bylaw 10.23 Berm 'C' – Removal of Municipal Reserve Status
DATE:	Dec. 18, 2023
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	Bylaw 10.23 and Schedule 'A'

SUMMARY:

The Town of Drumheller, through the Flood Mitigation project, needs to correct errors in land boundaries, including ownership of lands, where the berms have been or are being constructed. Most of these corrections are on lands that the Province constructed berms on in the 1980's and 1990's, where berms were constructed on lands controlled by various departments of the Province, however some of the lands also involve private parties.

Bylaw 10.23, Berm 'C' is one of the private lands that requires correction. The parcels in question include an existing berm which was raised in 2023, a drainage channel that drains a portion of North Drumheller, and private parking lot. What is different about this parcel is that the lands are designated as a Municipal Reserve which means it can only be altered by bylaw per Section 675 of the Municipal Government Act.

RECOMMENDATION:

That Council give second and third reading to Berm 'C' Municipal Reserve bylaw 10.23.

DISCUSSION:

The land that the berm and drainage channel occupy in the area bounded by the Red Deer River, Grove Place, and Highway 9/56 has many unique features. The berm sits on land owned by the Town of Drumheller, Alberta Environment, Alberta Lands, and Canalta. The Drainage channel has land that is owned by Canalta and the Town of Drumheller. With the new Berm Construction requiring more land than the previous berm, it was agreed by the various owners that the property boundaries should be cleaned up and resolved now that the construction is completed.

As a precursor to correcting the boundaries and ownership, two of the parcels, Lot R3 and R4, need to have the Municipal Reserve status removed by Bylaw, as MR lands can only be changed by Council motion. Once all the boundaries are adjusted, the lands where the berm and drainage channel are located will be converted to Public Utility Lots to be consistent with other berm construction in the valley. This request will be brought to Council upon passing of this Bylaw.

FINANCIAL IMPACT:

The lands are being swapped with payment from Canalta to the Town for the net amount of land being transferred to Canalta.

STRATEGIC POLICY ALIGNMENT:

Good Governance which will align ownership of lands currently under the control of the Town to the Town of Drumheller

COMMUNICATION STRATEGY:

The Bylaw will be registered with Land Titles and posted on the website.

MOTION:

That Council gives second reading of North Drumheller Berm 'C' Grove Plaza – MR Removal Bylaw 10.23 as presented.

That Council gives third reading of North Drumheller Berm 'C' Grove Plaza – MR Removal Bylaw 10.23 as presented.

Prepared By:



Denise Lines
Legislative Services

Approved By:



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

TOWN OF DRUMHELLER
BYLAW NUMBER 10.23
DEPARTMENT: DEVELOPMENT / FLOOD MITIGATION

*N. Drumheller Berm 'C' – Grove Plaza
Removal of Municipal Reserve Status*

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of removing the designation of public Municipal Reserve from certain lands hereinafter described pursuant to Section 675 of the Municipal Government Act, Chapter M-26, of the Revised Statutes of Alberta 2000 as amended and concurrently replacing it partly with the designation of Public Utility Lot and exchanging the remaining portion with the adjacent owner to satisfy a land exchange agreement made to acquire lands and easement rights for a flood mitigation project.

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: one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province, and

WHEREAS: an agreement was reached with the adjacent owner to acquire and exchange lands of equal value to accommodate the flood mitigation project, and

WHEREAS: a notice of remove the Public Municipal Reserve designation from these lands were published in the Drumheller Mail once a week for two consecutive weeks; on November 8th and again on November 15th, 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 20th day of November, 2023 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS: the Council of the Town of Drumheller after taking into consideration the representation made at the aforesaid public hearing is satisfied that this redesignation is necessary for the completion of the flood mitigation project and no one is adversely affected by this redesignation and the concurrent Public Utility Lot designation,

NOW THEREFORE: be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to remove the designation of public Municipal Reserve land on the land depicted on Schedule – ‘A’ attached hereto and more particularly described as:

PLAN 771 0096
BLOCKS R3 and R4

and hereby directs our Chief Administrative Officer to notify the Registrar of the South Alberta Land Titles Office that all the provisions of the Municipal Government Act have been complied with and to remove the designation of Municipal Reserve from the subject lands.

SHORT TITLE

This Bylaw may be cited as North Drumheller Berm ‘C’ Grove Plaza – MR Removal

TRANSITIONAL

This Bylaw takes effect on the day of the third and final reading.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS DAY 16th OF OCTOBER, 2023.

MAYOR: HEATHER COLBERG

Seal

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

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 18th DAY OF DECEMBER, 2023.

MAYOR: HEATHER COLBERG

Seal

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

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 18th DAY OF DECEMBER, 2023.

MAYOR: HEATHER COLBERG

Seal

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

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Plan 9410208, Lot 1 760 2 Avenue, Nacmine
DATE:	December 18 th , 2023
PRESENTED BY:	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
ATTACHMENTS:	Resolution to Expropriate Notice of Intention to Expropriate 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 Nacmine Berm starting in the spring of 2025, partial acquisition of land from this parcel is required. Negotiations with the impacted landowner began in August 2023, and have been on-going over the past several months. The subject partial acquisition property owner has not accepted our purchase offers of Fair Market Value, as determined by an appraisal, for the portion of the property needed for berm construction within the timelines given. As such, the next step in obtaining the land required for Nacmine Berm construction is expropriation. A Resolution Approving Expropriation must be passed by Council directing its officers and solicitors to take all necessary steps to complete the expropriation.

RECOMMENDATION:

Administration recommends that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to 760 2 Avenue (9410208;;1), 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, partial 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 Nacmine Berm project on this basis and the offer has been rejected. Expropriation is the next step in acquiring the property needed to construct the 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 intended expropriation will be provided to the affected property owner, and all parties with a registered interest in the subject lands, as soon as practicably possible given the legislated considerations and the registration delays at Land Titles. Concurrent with the affected property owner being served with Notice of the Intention to Expropriate, same will be advertised twice in the local newspaper 7-14 days apart, as contemplated in the Expropriation Act.


MOTION:

Councillor _____ moves that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 9410208, Lot 1; Title Number 011 248 557.

SECONDED:



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



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

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

RESOLUTION

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

WHEREAS the **TOWN OF DRUMHELLER** is desirous of acquiring a fee simple estate for the purposes of facilitating the construction of flood mitigation works to protect surrounding lands from future flooding events in the following lands depicted on Schedule 'A' attached hereto and more particularly described as:

THAT PORTION OF:
"PLAN 9410208
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS"

INCLUDING:

FEE SIMPLE ESTATE WHICH LIES WITHIN:
PLAN
AREA 'A'
EXCEPTING THEREOUT ALL MINES AND MINERALS

(such lands to be the subject of the taking hereinafter referred to as "the Lands").

AND WHEREAS pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, the **TOWN OF DRUMHELLER** has the authority to acquire a fee simple estate with respect to the Lands by expropriation;

AND WHEREAS the **TOWN OF DRUMHELLER** deems it to be in the public interest and good that the estate in fee simple in the Lands be acquired by expropriation;

AND WHEREAS the **TOWN OF DRUMHELLER** is desirous of acquiring the Lands pursuant to the provisions of the *Expropriation Act*, RSA 2000, c. E-13, as amended;

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 estate.
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 ESTATE
OVER CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

MOVED AND PASSED by Council this ____ day of _____, 2023.

TOWN OF DRUMHELLER

Heather Colberg, Mayor

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

THE EXPROPRIATION ACT
RSA 2000, Ch. E-13 (Section 8)

NOTICE OF INTENTION TO EXPROPRIATE

1. TAKE NOTICE that the **TOWN OF DRUMHELLER** as Expropriating Authority intends to expropriate the following lands depicted on Schedule 'A' attached hereto and more particularly described as:

THAT PORTION OF:

“PLAN 9410208

LOT 1

EXCEPTING THEREOUT ALL MINES AND MINERALS”

INCLUDING:

FEE SIMPLE ESTATE WHICH LIES WITHIN:

PLAN

AREA 'A'

EXCEPTING THEREOUT ALL MINES AND MINERALS

(such lands to be the subject of the taking hereinafter referred to as “the Lands”)

2. The nature of the interest in the Lands intended to be expropriated is: the fee simple estate shown and marked as Area 'A' on Schedule 'A'.
3. The work or purpose for which the interest in the Lands is required 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, Municipal Reserves, Public Utility Lots, and other uses as approved by approval authorities; and
 - access for purposes of construction and/or maintenance of the above.
4. Section 6 of the *Expropriation Act* provides that:
- “6(1) No person may in any proceedings under this Act dispute the right of an expropriating authority to have recourse to expropriate.
- (2) In any proceedings under this Act the owner may question whether the taking of the land, or the estate or interest therein, is fair, sound and reasonably necessary in the achievement of the objectives of the expropriating authority.”
5. Section 10 of the *Expropriation Act* provides that:
- “10(1) An owner who desires an inquiry shall serve the approving authority with a notice of objection,
- (a) in the case of an owner served in accordance with section 8(2), within 21 days after service on the owner of the notice of intention; and
- (b) in any other case, within 21 days after the first publication of the notice of intention.
- (2) The notice of objection shall state:
- (a) the name and address of the person objecting;

- (b) the nature of the objection;
- (c) the grounds on which the objection is based; and
- (d) the nature of the interest of the person objecting.

- 6. A person affected by the proposed expropriation does not need to serve an objection to the expropriation in order to preserve his right to have the amount of compensation payable determined by the Alberta Land and Property Rights Tribunal or the Court, as the case may be.
- 7. The Approving Authority with respect to this expropriation is the **TOWN OF DRUMHELLER** located at 224 Centre Street, Drumheller, Alberta, T0J 0Y4

Dated at the Town of Drumheller, in the Province of Alberta, this ____ day of _____, 2023.

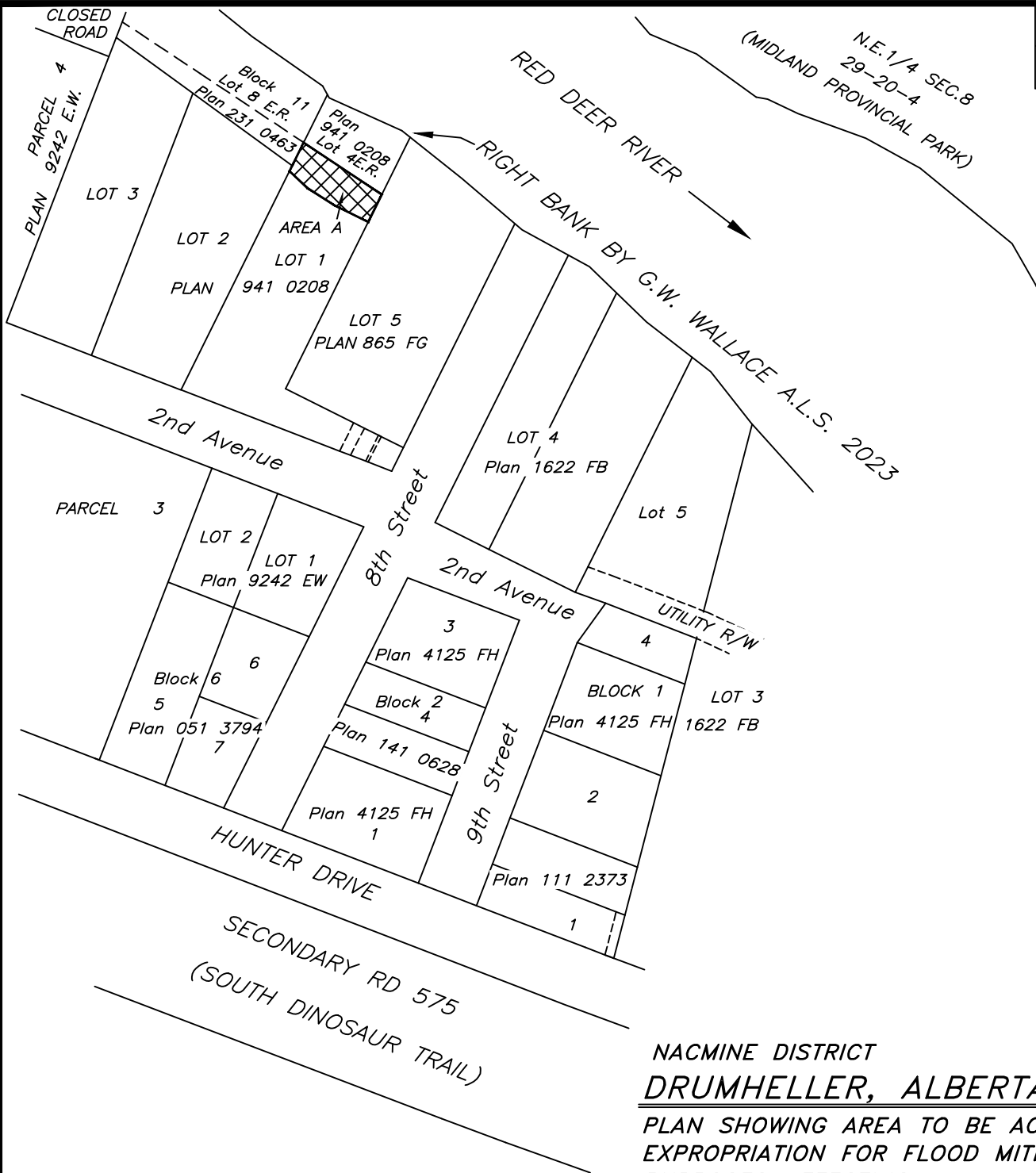
TOWN OF DRUMHELLER

Per: _____
Heather Colberg, Mayor (c/s)


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

The full name and address of the expropriating authority is:

TOWN OF DRUMHELLER
Attention: Darryl Drohomerski, C.E.T.
Chief Administrative Officer
224 Centre Street
Drumheller, AB T0J 0Y4
Phone: 403-823-1312
Fax: 403-823-7739
ddrohomerski@drumheller.ca



NACMINE DISTRICT
DRUMHELLER, ALBERTA
 PLAN SHOWING AREA TO BE ACQUIRED BY
 EXPROPRIATION FOR FLOOD MITIGATION
 PURPOSES AFFECTING
 PART OF LOT 1, PLAN 941 0208
 WITHIN THE
 N.E.1/4 SEC.8, TWP,29, RGE.20, W.4M.
 SCALE= 1:1000 ——— 2023 ——— W.R.HUNTER, A.L.S.

LEGEND:
 Distances are in metres and decimals thereof.
 Area affected by this plan is shown thus... 
 And contains 333.1sq.m. = 3586sq.ft.

REQUEST FOR DECISION

TITLE:	2024 Capital Budget and 10-Year Capital Plan
DATE:	December 18, 2023
PRESENTED BY:	Victoria Chan- CPA, CGA, LL.B, LL.M Chief Financial Officer/Director of Corporate and Community Services
ATTACHMENT:	Appendix 1 - 2024 Capital Budget and 10-Year Capital Plan

SUMMARY:

Administration is seeking Council approval regarding the 2024 Capital Budget based on general taxation (property-tax based).

RECOMMENDATION:

Administration recommends that the Council approves the 2024 Capital Budget as presented in the 10-Year Capital Budget Plan.

DISCUSSION:

Section 245 of the *Municipal Government Act* states that *"Each council must adopt a capital budget for each calendar year."*

The proposed 2024 capital budget (Appendix 1) comprises 33 projects exceeding \$4.5 million, of which approximately \$1 million will be funded by the capital grants from the federal and provincial government initiatives. This Capital Budget excludes the capital projects managed by Water and Wastewater Department as they are funded by user fees as stipulated in the Utilities Rate Bylaw. Council has approved the 2024 Capital Utilities Plan and Budget of \$4.1 million separately on December 4, 2023.

It also includes the "carry-forward" projects which are previously approved by Council in 2023. These projects totaling of \$6.2 million are now with an expected completion/delivery date by December 31, 2024.

For the ease of discussion, the proposed projects have been categorized in four priorities: 1 – Legislative/Regulatory Requirement; 2 – Public Safety; 3 – Council Initiative; and 4 – Asset/Service Enhancement and Improvement.

10 YEAR CAPITAL PLAN

Administration has prepared the 10-Year Capital Plan ("the Capital Plan") for years starting 2024 and ending in 2033. The Capital Plan provides Council with a high-level perspective on anticipated capital needs in the next decade based on the current and future assumption of the Town's needs and growth as a whole.

This Capital Plan is not an Asset Management Plan and does not provide a complete picture of the capital needs of the community in any given point. This Capital Plan is prepared for the budgeting purpose to address the immediate capital needs within the Town's financial constraint.

This Capital Plan also includes projects that are grant-dependent, i.e. projects would only proceed with grant funding. The Plan will be updated when the grant decision is made, and the funding formula is known and ascertained.

SUMMARY OF CHANGES

As per the Council direction at the Committee of the Whole meeting on December 11, there are few changes from the previous version of the 2024 10-Year Capital Plan:

1. Addition of \$15,000 for the acquisition/implementation of new software for the Short-Term Rental administration (Economic Development Manager);
2. Deferral of the Command Vehicle for Duty Officer of \$90,000 to 2025 (Fire Chief);
3. Expedition of the Feasibility Study and Concept Design of Aquaplex Facility Replacement of \$175,000 from 2025 to 2024 (Director of Infrastructure)

CAPITAL INVESTMENTS

For the past decade, the Town has invested totaling of \$75 million in asset enhancement and improvement, as seen in Appendix 3. Aside from the Flood Mitigation Project, we are projecting capital needs of approximately \$15 million annually for the next decade to keep up our infrastructure and maintain the service level, as seen in our 10-Year Capital Plan.

Using the Province's *Investment in Infrastructure ratio*, which is the rate of new capital investment over the depreciation of existing assets over 5 years, the investment in infrastructure ratio is 2.36 for the Town of Drumheller. A healthy rate is above 1.0, and 2.36 ratio means that the Town has been actively engaging in asset renewal and investment in a responsible manner.

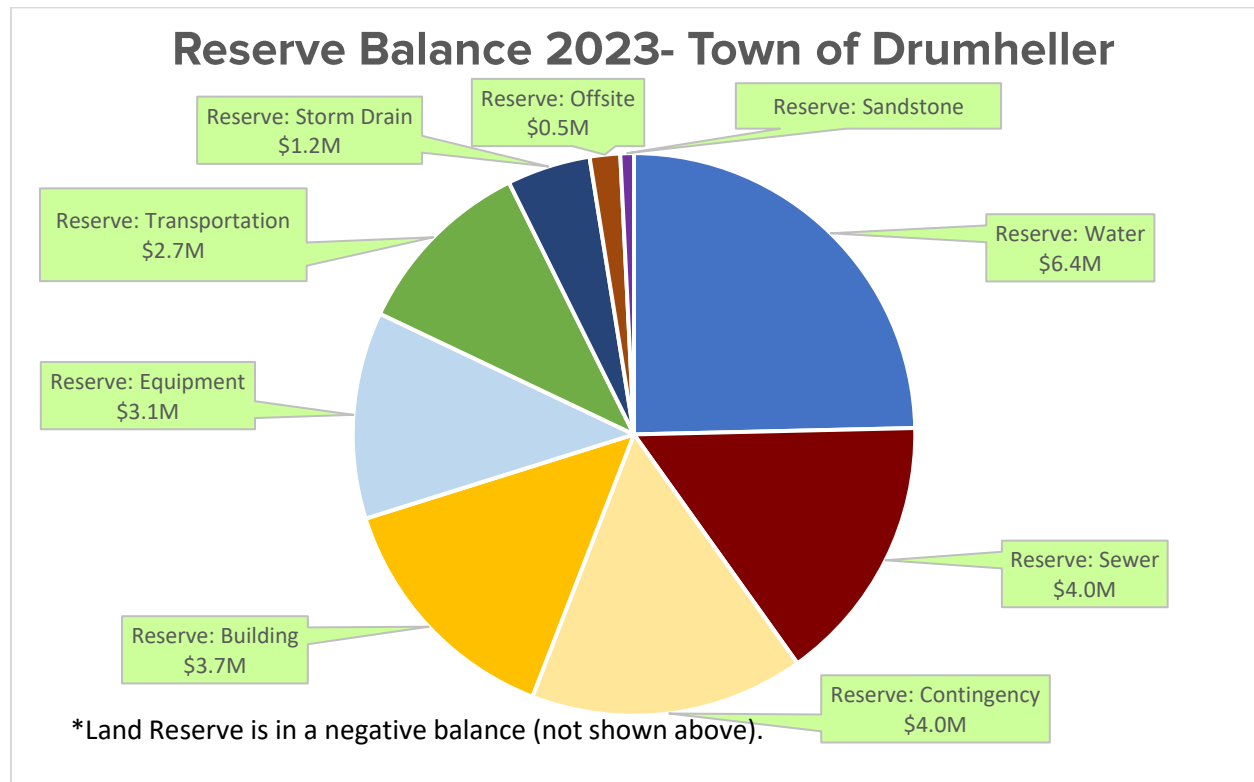
MUNICIPAL RESERVES

For municipalities, reserves are one of the best indicators to measure the organization's financial health. The Town has been growing its reserves by approximately \$19 million for the past 10 years while incurring \$1.7 million in new debt for our capital renewal and investment. This has been achieved due to responsible spending and consistent contributions to reserves.

At the end of 2022, the total reserve balance stands at approximately \$29.5 million. Municipal reserve balances are influenced by the operating surpluses/deficits and capital projects. All reserves are currently invested in MGA-compliant long-term bonds.

With the anticipated interest rate drop in the near future, Administration is currently exploring other investment tools while meeting our cash flow requirements.

In the foreseeable future, reserve balances are expected to decrease as the Town starts to draw down from the reserves for approved capital projects.



Graph 1.1 Reserve Balances

CAPITAL GRANT FUNDING

During the ten-year span of 2013 to 2022, the Town received nearly \$57.1 million from the federal/provincial governments for capital projects. This figure included the Flood Mitigation funding in 2020, 2021 and 2022 of \$22.9 million.

Flood mitigation is a special one-time project, with the total cost expected to exceed \$80 million. Aside from the Municipal Sustainability Initiative (MSI) and the Canada Community-Building Fund (CCBF) (formerly known as Gas Tax Fund), the town has received on average \$1.4 million per year over the past ten years in other grants such as the Strategic Transportation Infrastructure Program (STIP). However, these types of grants are discretionary, and unpredictable. It is thus inconsistent for budgeting purposes and not included in our current projection model.

In 2019, the Provincial government announced changes to the MSI grant. One of the changes included replacing the program with the Local Government Fiscal Framework

Initiative, which will begin in 2024. The 2024 funding for the Town is not yet confirmed but is expected to be similar to the 2023 allocation of MSI, which was \$824,841.

In 2023, the Town received approximately \$499,686 from the CCBF. It is anticipated that there will be no major changes to the funding and its formula. The Town expects to receive approximately \$500,000 yearly from this program.

FLOOD MITIGATION PROJECT

The proposed 2024 capital budget does not include the Flood Mitigation project, as this multi-year project was approved by Council in 2020. In 2024, no capital projects have been identified that need to be done in conjunction with the Flood Mitigation project with the exception of the *Urban Forest Implementation & Management Plan*. (See Recreation and Parks).

LONG-TERM DEBT

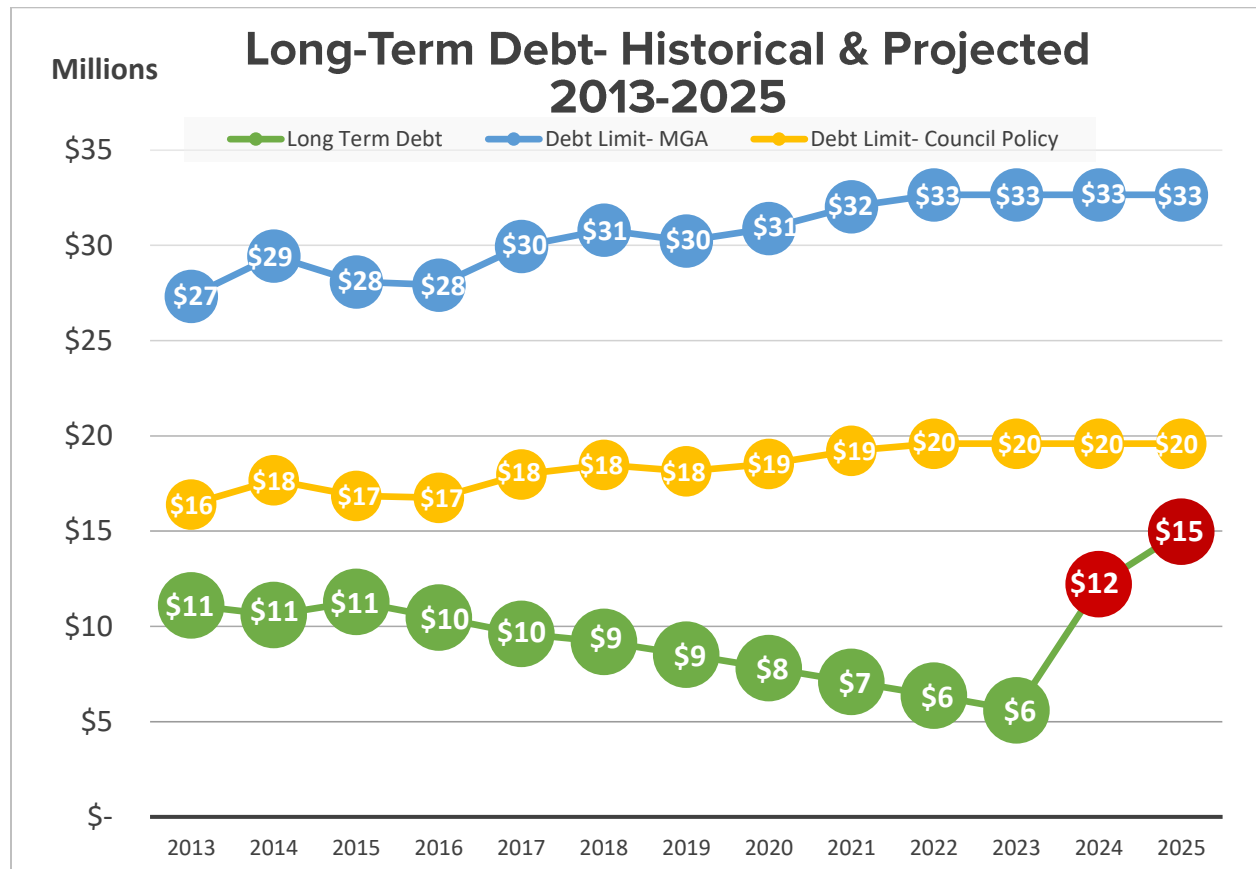
At the end of 2022, the Town had a total debt limit of \$32.6 million (as allowed by the MGA), while the total outstanding debt was \$6.4 million, as depicted in Graph 1.2. The has previously adopted a policy that further limits the borrowing at 60% of the provincial limit, i.e. \$19.56 million. Although the Town passed a Borrowing Bylaw for the Penitentiary Booster Station in June 2023, the Town did not issue any debenture as yet, and thus was excluded from the debt limit calculation.

The Town may have to finance \$5.0 million in 2024 for the Town's contribution towards the Flood Mitigation Project to address the cash flow and treasury requirements.

The total outstanding debt is made up of the following loans:

	Original Loan	Interest Rate	Balance as of Dec. 2022	Maturity Date
Badlands Community Facility Construction	\$6,000,000	4.529%	\$2,853,962	2030
Rosedale Cambria Water Distribution Local Improvement	\$871,560	4.529%	\$321,600	2028
Rosedale Cambria Water Transmission Line	\$339,684	4.657%	\$190,451	2033
Water Treatment Plant Filter and Pre-treatment System Upgrade	\$2,178,000	5.000%	\$691,578	2027
Extension of Water Transmission Line from Cambria to East Coulee	\$435,800	2.765%	\$299,623	2035
Expanding and Upgrading Sewer Treatment Plant	\$3,000,000	4.276%	\$1,428,677	2030
Rosedale Wastewater Force main	\$375,000	5.012%	\$181,427	2035
Constructing Sanitary Lift Station in East Coulee	\$485,000	3.108%	\$400,354	2038

As some of the Town’s assets are aging and requiring continuous upgrade and replacement, it is anticipated that the Town will needs more funds to support the capital and infrastructure projects. Consequently, the Town debt levels are expected to be higher in the second half of this decade than they have been in the last decade.



Graph 1.2 Long term Debt

ANALYSIS:

While some of the carryforward projects are anticipated to be completed and delivered in early 2024, it is of concern that the existing internal capacity might be overextended to complete multiple capital projects in 2024 alone.

Capital Project Budget	Budgeted/Proposed Amount
2023 Carry-forward: Water/Wastewater	\$3.582 million
2024 Approved: Water/Wastewater	\$4.130 million
2023 Carry-forward: General Capital	\$6.215 million
2024 Proposed: General Capital	\$4.527 million
2024 Projected Flood Project	\$22.67 million
Total Cash-Flow Commitment	\$41.124 million

Given the needs to meet the cash-flow requirements and ensure the Town’s treasury functions, Project Managers will provide up-to-date cashflow requirement so the Town could reduce the borrowing costs by financing just-in-time.

FINANCIAL IMPACT:

Capital Funding

Sources of funding for the proposed capital expenses include:

Grant funding – Ongoing	\$1.05 M
General Municipal Capital Needs	<u>\$3.48 M</u>
Total	\$4.53 M

Capital Expenses

The proposed 2024 Capital Budget will consist of the following:

New Assets	\$ 0.94 M
Infrastructure Replacements	\$ 1.25 M
Infrastructure Upgrades/Renovations	\$ 0.24 M
Vehicle, Machine, and Equipment Replacements	\$ 0.70 M
Other	<u>\$ 1.40 M</u>
Total	\$4.53 M

The proposed 2024 Capital Budget will be invested in the following service areas:

Parks & Recreation	\$ 1.15 M
Road Transportation	\$ 0.94 M
Common Services	\$ 1.33 M
Fire Services	\$ 0.36 M
Administration and Enforcement	\$ 0.18 M
Cemetery	\$ 0.03 M
Airport	<u>\$ 0.54 M</u>
Total	\$4.53 M

Notwithstanding of the “carry-forward” projects, the following table compares the 2023 and 2024 capital budgets:

Category	2023 Approved Capital	2024 Proposed Capital
Water/Wastewater	\$2.547 million	\$4.130 million
General Capital	\$5.804 million	\$4.527 million
Total	\$8.351 million	\$8.657 million

The increase in the total capital project from last year is about 3.66%. In this case, it

is of the opinion that the 2024 10-year Capital Budget would not require additional financing at this point provided that general taxation revenue will be increased by 3.66% to keep up with the inflation.

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2024 capital budget will ensure fiscal accountability and provide Administration with the legal authority to carry out the capital work identified for 2024.

COMMUNICATION STRATEGY:

Communication of the adopted budget will include a media release, distribution on social media platforms, and a copy will be uploaded to the Town website at www.drumheller.ca.

MOTION:

That Council approves the 2024 Capital Budget as presented in the 10-Year Capital Plan.

SECONDED:

Victoria Chan

Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer /
Director of Corporate & Community Services



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



2024 - 2033 Capital Plan - General

	Project Manager	*Priority	Funding Source	Carry Forwards	2024	2025	2026	2027	2028	2029-2033
General Administration										
Network/Server Upgrades	CAO	4			\$ 35,000	\$ 30,000	\$ 11,000	\$ 66,000	\$ 11,000	\$ 77,000
Parade Float	CAO	3			\$ 25,000					
Short-term Rental Software	ED Manager	1			\$ 15,000					
Questica Implementation (Repurposed from Asset Retirement Obligation Study)		4	Reserve	\$ 80,000						
Plotter Replacement	CAO Executive Assistant				\$ 20,000					\$ 20,000
Photocopier- Townhall	Reg Bennett							\$ 18,000		\$ 12,000
Townhall elevator replacement	Reg Bennett				\$ 200,000			\$ 200,000		
Photocopier- Public Works	Operations Manager				\$ 10,000					
Total General Administration					\$ 80,000	\$ 75,000	\$ 260,000	\$ 11,000	\$ 284,000	\$ 11,000
Enforcement Services										
unit 665 mun enforcement truck 1/2 ton 4x4	Director of Emergency and P	4			\$ 90,000	\$ -			\$ -	\$ 100,000
Work Station- Truck 667	Director of Emergency and P	4			\$ 12,000					
RCMP Detainment Cell Renovations		1	Reserve	\$ 100,000						
new truck mun enf 1/2 ton 4x4	Director of Emergency and Protective Services							\$ 100,000		
unit 667 mun enforcement truck 1/2 ton 4x4	Director of Emergency and Protective Services									\$ 100,000
Total Enforcement Services					\$ 100,000	\$ 102,000	\$ -	\$ -	\$ 100,000	\$ -
Fire Protection Services										
Pumper Tanker- East Coulee	Fire Chief	1			\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Management Software	Fire Chief	4			\$ 9,500					
Thermal Imager	Fire Chief	2			\$ 15,000				\$ 18,000	\$ 36,000
Rescue Unit Conversion Brush	Fire Chief	2			\$ 190,000					
AFRCCS P25 Radio System	Fire Chief						\$ 250,000			
Command Vehicle Duty Officer- (Dependant On Op. Budget Approv	Fire Chief	2			\$ 90,000					
Drumheller Fire Hall Renovations	Fire Chief				\$ 250,000					
Engine Replacement	Fire Chief									\$ 1,800,000
Command Vehicle Replacement	Fire Chief						\$ 90,000			\$ 90,000
Self-Contained Breathing Apparatus (x32)	Fire Chief							\$ 500,000		\$ 90,000
System 64 Training System	Fire Chief				\$ 150,000					
East Coulee Bay Door	Fire Chief				\$ 45,000					
Vehicle Extraction Tools	Fire Chief									\$ 250,000
Re-Chassis Brush	Fire Chief									\$ 150,000
Total Fire Protection Services					\$ 364,500	\$ 535,000	\$ 340,000	\$ 500,000	\$ 18,000	\$ 2,416,000
Common Services										
Light Fleet Vehicles - Program	Operations Manager	4			\$ 140,000	\$ 210,000	\$ 128,000	\$ 341,000		\$ 720,200
Heavy Equipment - Program	Operations Manager				\$ 26,000	\$ 795,000	\$ 780,000	\$ 618,000	\$ 698,000	\$ 2,870,000
PW Building - EOC Upgrade	Operations Manager	4			\$ 40,000					
Concrete Crushing	Kelcie Wilson	4			\$ 200,000			\$ 250,000		\$ 575,000
Old Hospital & Old Public Works Yard Remediation	Mark Steffler	1,2,3			\$ 825,000					
General Engineering Services	Kelcie Wilson	4			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Tandem Truck (Waiting for Delivery)		4	MSI	\$ 275,000						
Wide Angle Mower (Waiting for Delivery)		4	MSI	\$ 78,000						
PW Building - Shop A - Roof Repair/Replacement	Director of Infrastructure Services									\$ 325,000
PW Building - Shop B - Roof Repair/Replacement	Director of Infrastructure Services									\$ 325,000
PW Building - Women's Locker	Operations Manager						\$ 200,000			
PW Building - Shop B - Office Space for Facility Staff	Operations Manager							\$ 50,000	\$ 200,000	
PW Building - Cold Storage Building 2	Operations Manager				\$ 328,000					\$ 100,000
PW Building - Cold Storage Building 2 - Clay liner and convert for sa	Operations Manager				\$ 100,000					
Total Common Services					\$ 353,000	\$ 1,331,000	\$ 1,533,000	\$ 1,208,000	\$ 1,359,000	\$ 998,000



2024 - 2033 Capital Plan - General

	Project Manager	*Priority	Funding Source	Carry Forwards	2024	2025	2026	2027	2028	2029-2033
Road Transport										
Street Improvement Program- Engineering	Kelcie Wilson	4	MSI		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Street Improvement Program- Construction	Kelcie Wilson	4	MSI	\$ 795,000	\$ 295,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000
Sidewalk Rehabilitation Program	Kelcie Wilson	4	Gas Tax Fund	\$ 335,000	\$ 175,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
Replacement of Decorative Street Lights	Operations Manager	2			\$ 50,000	\$ 200,000	\$ 300,000			
Town Beautification- Transportation Corridors	Kelcie Wilson	3,4			\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Highway 10X Bridge 10- Deck Rehab	Operations Manager	1,2,3,4			\$ 85,000			\$ 86,500		\$ 87,500
Starmine Suspension Bridge	Kelcie Wilson	1,2,3,4			\$ 155,000					
Culvert Bridge Program	Kelcie Wilson	2	Reserve	\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 750,000
Bridge 11	Kelcie Wilson	2	STIP/Reserve	\$ 2,700,000						
Pavement Condition Assessment Report	Kelcie Wilson						\$ 50,000			\$ 100,000
Highway 10x Bridge 9- Deck Rehab	Director of Infrastructure Services					\$ 86,000			\$ 87,500	
South Dinosaur Trail Sound Barrier	Kelcie Wilson						\$ 175,000	\$ 900,000		
Transportation Master Plan	Kelcie Wilson						\$ 150,000			
Road Transport					\$ 3,930,000	\$ 935,000	\$ 1,661,000	\$ 2,050,000	\$ 2,361,500	\$ 1,462,500
Air Transportation										
Fuel Tank Farm	Airport Manager	1,2			\$ 450,000					\$ -
Fuel POS System Upgrade In conjunction with EC Bulk Water Billinc	Airport Manager	4			\$ 30,000					\$ -
Airport Basement- Foundation Remediation	Airport Manager	4			\$ 60,000					\$ -
Hangars	Airport Manager					\$ 50,000				\$ -
Taxiway - Lengthen - Grant Dependent	Airport Manager							\$ 750,000		\$ -
Riding Mower	Airport Manager						\$ 30,000			\$ 30,000
Total Air Transportation					\$ 540,000	\$ 50,000	\$ 30,000	\$ -	\$ 750,000	\$ 30,000
Stormwater										
Stirling Ditch- Nacmine		1,4	Reserve	\$ 190,000						
Stormwater Master Servicing Study	Flood Office					\$ 150,000				\$ 150,000
Total Stormwater					\$ 190,000	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Cemeteries										
Cemetery Survey	Director of Infrastructure Ser	4			\$ 25,000					\$ -
Purchase of new columbarium (Full cost recovery)	Operations Manager				\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 60,000
Cemetery Expansion- 3A	Director of Infrastructure Services					\$ 100,000	\$ 150,000			\$ -
Cemetery Expansion- 3B										\$ 250,000
Total Cemeteries and Columbariums					\$ 25,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 310,000
Recreation and Parks										
Aquaplex Facility Replacement Planning (Feasibility Study & Concept Design)	Director of Infrastructure	3			\$ 175,000					\$ -
Arena Sewer Relining	Reg Bennett	2,4			\$ 40,000					\$ -
BCF- Primacoustic Treatment BCF Fieldhouse	Manager of Recreation	4			\$ 90,000					\$ -
New Trail Development^	Kelcie Wilson	3,4	Reserve	137,000	\$ 210,000	\$ 175,000	\$ 275,000	\$ 100,000	\$ 100,000	\$ 400,000
Spider Mower for Berms	Operations Manager	4			\$ 65,000					\$ -
Urban Forest Implementation & Management Plan	Kelcie Wilson/Flood Office	4			\$ 75,000					\$ -
Conversion CN Bridges to Pedestrian Bridges	Kelcie Wilson	3			\$ 500,000	\$ 100,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -
Rotary Park-Dinosaur Rehab/Replacement		4	Reserve	\$ 20,000						
Dog Park-Fencing**		3	Reserve	\$ 30,000						
New Castle Recreation Area- Beach Improvements		3	Reserve	\$ 100,000						
Parks & Rec Master Plan Outcomes (Playground Inspection & Enhancement)		3	Reserve	\$ 50,000						
Arena - Interior Doors and Framing Upgrade	Reg Bennett	4				\$ 40,000				\$ -
Arena - Ice Plant Upgrades	Reg Bennett					\$ 75,000	\$ 500,000	\$ 500,000		\$ -
Arena - Zamboni	Reg Bennett									\$ 120,000
Arena - Lifecycle projects	Reg Bennett						\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000
BCF- Office Space	Manager of Recreation						\$ 50,000			\$ -
BCF- Outdoor Furniture for Terrace	Reg Bennett								10000	0



2024 - 2033 Capital Plan - General

	Project Manager	*Priority	Funding Source	Carry Forwards	2024	2025	2026	2027	2028	2029-2033	
BCF- Fitness Equipment Replacement	Reg Bennett				\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 170,000		
BCF- Photocopier	Manager of Recreation								\$ 25,000		
BCF Field House and Play Equipment Replacement	Reg Bennett									12,000	
BCF- Banquet Hall and Upstairs Carpet	Manager of Recreation					\$ 100,000				-	
BCF Lifecycle Projects	Reg Bennett									600,000	
Outdoor Ball and Sports Field Complex Planning	Manager of Recreation									\$ 175,000	
Outdoor Pool Boiler Replacement	Reg Bennett				\$ 350,000						
Dedicated Dog Park	Manager of Recreation									\$ 475,000	
Parks - Washrooms Upgrades Program	Reg Bennett				\$ 75,000	275,000	75,000	275,000	775,000		
Angel Park - Landscape Upgrades	Kelcie Wilson				\$ 75,000	100,000				\$ -	
Parks - Ride On mowers	Operations Manager					56,500			57,000	58,000	
Parks - Wide angle mowers	Operations Manager				\$ 79,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 82,000	
Total Recreation and Parks					\$ 337,000	\$ 1,155,000	\$ 1,004,000	\$ 2,086,500	\$ 1,490,000	\$ 1,172,000	\$ 3,592,000
** Parks & Rec Master Plan.											
^ Includes Main Station											
CDSP											
Block Party Trailer Replacement	CDSP Manager									\$ 10,000	
Total CDSP					\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Grand Total					6,215,000	\$ 4,527,500	\$ 5,343,000	\$ 5,875,500	\$ 6,094,500	\$ 4,411,500	\$ 19,544,700

***Priority Legend:**

- 1. Legislative/Regulatory Requirement
- 2. Public Safety
- 3. Council Initiative
- 4. Asset/Service Enhancement

REQUEST FOR DECISION

TITLE:	2024 Utility Rate Bylaw
DATE:	December 18, 2023
PRESENTED BY:	Victoria Chan, CFO, Director of Corporate & Community Services CGA, CPA, LLB, LLM
ATTACHMENT:	2024 Utility Bylaw– Third Reading

SUMMARY:

Municipal Affairs directs that municipal utility services of water and wastewater be self-sustaining. Redirecting other sources of revenue, such as property taxes, to support the utility operations is strongly discouraged. The Town of Drumheller runs its water and wastewater program on a user-pay basis, and currently it is self-sustaining despite the fact that the Town does not have the scale of economy of the bigger city’s operations.

Council is asked to pass a Bylaw whenever the rates of these services change.

RECOMMENDATION:

Administration is recommending Council to give third reading to the Utility Rate Bylaw 23.21 as presented.

DISCUSSION:

The rates in the proposed Bylaw are in accordance with the water rate model that Council adopted in 2022, which recommended rate increases of 3% for water and 6% for wastewater annually, for a five-year period ending in 2027. As noted in the Utility Budget report, a new water rate study was completed in 2022 to determine the long-range plans and rates for the utility system.

The Town has been charging monthly meter charges based on four rate groups. In this context, Group 1 is a typical residential user. The Town currently has 11 users in Group 3 and zero users in Group 4. The proposed Bylaw will see the elimination of Group 4. The Group 3 users would be charging in proportion to their current and projected usage to support the increased infrastructure and capital needs in accordance with the polluter-pay model.

Council has previously approved the 2024 Operating Utilities Budget on November 6, 2023, and approved the 2024 Capital Utilities Budget on December 8, 2023. Both budgets and the 2022 Utility Rate Model become the impetus to the 2024 Water and Wastewater rate.

The approved 2024 Utility Capital Projects depict the project requirements for Water and Wastewater departments. In summary:

Department	2023 Carry Forwards	2024 New Projects	Total Projects	Reserve Balance
Water	\$1.162 million	\$1.85 million	\$3.012 million	\$6.3 million
Wastewater	\$2.42 million	\$2.28 million	\$4.7 million	\$4.0 million
Total	3.582 million	\$4.13 million	\$7.712 million	\$10.3 million

As the Town's wastewater reserve will be insufficient to address the cash requirement for 2024, the Town will likely need the financing for the River Crossing (North Drumheller) Sanitary Sewer project. The project is budgeted for \$1.25 million with an estimated useful life of 75 to 100 years. The Town could issue a debenture with a repayable period of up to 30 years.

The following chart shows the annual payment requirement and total interest costs under each scenario:

Terms	Interest Rate	Annual Repayment	Total Interest Costs
3 years	5.47%	\$457,449	\$122,346
5 years	5.26%	\$287,569	\$187,845
10 years	5.26%	\$162,344	\$373,437
15 years	5.42%	\$122,814	\$592,204
20 years	5.50%	\$103,829	\$826,576
25 years	5.55%	\$93,054	\$1,076,346
30 years	5.55%	\$86,023	\$1,330,695

On the December 8, 2023 Council meeting, the Council agreed to finance \$1.25 million from the water reserve – and that the wastewater revenue is to replenish the said reserve in an equalized annual repayment of \$162,344 for the next 10 years ending 2034.

Council further agrees to the monthly increase to the wastewater fee by \$4.74 every month for the next 10 years, ending in 2034 to finance the repayment to the water reserve account.

FINANCIAL IMPACT:

Passing the bylaw will allow the utility to continue to move towards financial sustainability and to address the infrastructure deficits.

STRATEGIC POLICY ALIGNMENT:

Good governance and financial sustainability are key requirements of operating the Drumheller water and wastewater utility.

COMMUNICATION STRATEGY:

Upon approval of the Bylaw, a media release will be circulated to local stakeholders and published in traditional and digital media.

MOTION:

That Council give third reading to the 2024 Utility Rate Bylaw as presented.

SECONDED:

Prepared By:
Victoria Chan, CGA, CPA, LLB, LLM
Chief Financial Officer /
Director, Corporate & Community Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 12.23
DEPARTMENT: CORPORATE SERVICES

Repeals Bylaw 22.22

A BYLAW TO PROVIDE FOR THE LEVYING AND COLLECTING OF CHARGES AND RATES FOR WATER SERVICE, SEWER SERVICE, RECYCLING SERVICE AND SOLID WASTE SERVICE.

WHEREAS, the *Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the M.G.A provides for Council to pass bylaw, and;

WHEREAS, the Municipal Council of the Town of Drumheller deems it necessary to raise such funds as required in order to finance these services;

NOW THEREFORE, the Council of the Town of Drumheller, duly assembled, enacts as follows:

1. SHORT NAME

This Bylaw shall be cited as the "2024 Utility Rate Bylaw".

2. DEFINITIONS

2.1 For the purposes of the Bylaw, the following definitions shall apply:

- a) "Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.
- b) "Dwelling Unit" shall mean a complete building or self-contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.
- c) "Group 1" includes connections with meters 1" and under "Group 2" includes connections with meters from 1 ¼" to 2". "Group 3" includes connections with meters 3" and more.
- d) "Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.
- e) "Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses.

- f) "Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises

3. CHARGES AND FEES

3.1 Monthly Meter Charges - zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$18.10	\$21.00
Group 2	\$62.20	\$94.00
Group 3	\$1,158.88	\$1,054.45

3.2 Water Rate

Per cubic meter	\$2.3058
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3.3 Waste Water Rate

Per cubic meter	\$2.5579
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Sewage volume is calculated at 80% of water consumption as a means to account for summer water usage that may not enter the sanitary sewer system **or**;

Properties with only a sewer connection pay \$51.50 monthly.

3.4 Bulk Water

Per cubic meter	\$7.6015
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3.5 Recycling

Fee per Unit per month	\$3.09
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3.6 Solid Waste

Fee per Unit per month	\$8.24
------------------------	--------

4. PENALTIES

All accounts are subject to a penalty of 2.50% per month compounded monthly (effective rate of 34.49% per annum) if remain unpaid after the due date each month.

5. DISCONNECTION / RECONNECTION FEES

Disconnection Notice Service	\$50.00
Reconnection / Disconnection During Business Hours	\$75.00
Reconnection / Disconnection During Non-Business Hours	\$200.00

- 5.2 If the water supply has been disconnected for non-payment of accounts, all fees and costs must be fully paid prior to reconnection.

6. TRANSITIONAL

- 6.1 Bylaw 22.22 is hereby repealed.
- 6.2 This Bylaw comes into effect on January 1, 2024.

READ A FIRST TIME THIS 4th DAY OF DECEMBER, 2023

READ A SECOND TIME THIS 4th DAY OF DECEMBER, 2023

READ A THIRD AND FINAL TIME THIS __ DAY OF DECEMBER, 2023

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BRIEFING NOTE

DATE:	18 December, 2023
TITLE:	Council update on Paid Parking program
DEPARTMENT:	Department of Emergency and Protective Services
PRESENTED BY:	Greg Peters
ATTACHMENT:	

INTRODUCTION / PURPOSE

Earlier in 2023 council instructed administration to seek out possible contractors and assemble a plan for the Town to institute a paid parking pilot project at specific locations in Drumheller. The purpose of this report is to summarize the outcome of the Paid Parking Pilot program.

BACKGROUND

The paid parking pilot program, with no formal enforcement action, ran from October 1 to October 31, 2023. This was to introduce the residents to Hotspot and begin the registration process and to answer any questions or address any concerns before officially launching the parking program on May 1, 2024.

SUCSESSES

As of November 1, 2023, approximately 305 vehicles were registered. As of December 1, 2023, there were 349. Change can be hard, so we were off to a slow start. These numbers will begin to increase in January when the communications campaign begins and the closer, we get to the launch date of May 1, 2024.

With a member of the enforcement staff, it is anticipated, and to allow for a rotation schedule, 3 seasonal staff will be hired in 2024 with the sole purpose of patrolling all paid parking areas. Operating the enforcement part of the program 7 days per week, 14 hours per day, requires 3 people to cover all the weekly shifts. As in past years, the town will apply to the Canada Summer Jobs for partial funding of these positions.

Signage was installed at the areas designated as paid parking zones by public works.

Municipal enforcement officers were trained in the application of the license plate reader.

The public forums were held at the BCF September 14 and November 15, 2023, where the public could speak with members of the department, giving the residents an opportunity to ask questions or write down any question, concerns, or suggestions. A survey was also conducted and between the public forum and the website survey, there were a total of 378 questions, suggestions and comments submitted.

- 93 Questions submitted, were answered on the website. Many questions were repetitive.
 - How many vehicles can be registered.
 - I live out of town but work at a business in town.
 - Where can they park.
 - How will this affect the downtown business.
- 8 Were issues with not being able to log onto Hot spot and how do you register.

To answer the remaining questions, we will need directions on how to move forward.

- 51 Comments regarding the counties and why they are being excluded from the program as they support Drumheller and should not have to pay to park.
- 26 Questions were about BCF staff, memberships and functions and why free parking is not included and if the BCF stall will be patrolling the parking lot.
- 10 Related to parking at the arena during hockey camps and during Dragons games.
- 10 How do Seniors register if they have no cell phones or computers.

CHALLENGES

Members of Emergency & Protective Services and Karen Schneck, the Town Senior coordinator met to discuss the best way to assist those who were struggling with the Hotspot App. To date, 10 residents have been assisted with a majority of those helped by telephone. It is important to note, that the Town of Drumheller is the only place in Canada that Hotspot services where one on one assistance is being offered. This is a costly service to provide when family or friends can assist.

At the start of the program, not everyone had the technology to load the app, so the idea of a Kiosk was mentioned, with possibly of placing it at the Big Dinosaur or the BCF. Hotspot was contacted and they advised that a kiosk will not support their system however, a pay station could be purchased which provides payment options such as using coins and a Fast Tap option where you scan the QR code and pay with a credit card and no account is required. To purchase one Pay Station will cost approximately \$8,000.00 and the fund raised from the Paid Parking Program could be used to purchase the Pay Station.

Another concern raised was parking during Dragons games. Paid Parking begins May 1st and concludes October 31 so, there is a 6-month period from (November 1 to April 30th) that parking is free. This year the exhibition game was held August 30th and the home opener on September 22nd and depending on their standings in the playoffs, the Dragons could play into May. So based on the dates provided we would mainly focus on October where paid parking is in affect and as previously discussed, we want to ensure council and the Dragons that paid parking will not be enforced during any game.

BCF Memberships, residents of the surrounding counties are suggesting that parking should be included with their membership and should not have to pay. County Memberships for 2023. Kneehill County – 26, Starland County – 44, Wheatland County – 15 and Special Areas #2 – 6 for a total of **91**

The Hotspot Program Includes a section for moderated permits. This can be set up to expire at the end of the month or on a monthly renewal schedule.

To offer free parking to host meetings, conferences, weddings or other events, a discount code can be set up to exempt attendees from paying for the duration of the event. This works by scanning the QR code which sends you straight to the payment page, you enter your license plate number and the code you would be given by the organizer of the meeting. To offer these services, it will cost \$2500.00 annually.

With the proposed scenarios, additional work will be placed on the Emergency and Protective Services department to monitor and make the necessary changes within the hotspot system.

For this to run effective, will we need the Discount Code option from Hotspot which is an annual cost of \$2500.00 and the organizers will need to contact Protective services with the correct information in a timely fashion so that the system can be set up to accommodate the events and membership to be exempt from paying to park.

Hoodoo Recreation area parking, due to the geographic area, in the past has seen some issues with cell phone signal connections. People report experiencing a weak signal or no signal at all. This could cause some issues however, if people move a short distance, they get a signal. In October and November when we tested the license plate reader, we did not experience any connection issues. To guarantee stable coverage, a booster tower could be considered for this area.

IMPLICATIONS / CONSEQUENCES

Due to the numerous scenarios and the challenge that each one faces, in order for this program to succeed and function as intended, deviations from the obligation to pay should be limited. In these challenging times, paid parking is a reasonable and necessary way to generate revenue to alleviate some of the tax burden placed on residents to maintain the town's infrastructure and upgrade our tourist attractions.

FINANCIAL

During the pilot program, even though payment was not required, 86 people paid to park. Hotspot collected \$357.83 after fees the Town received \$290.24. The revenue share model is 15% of the parking revenue and 2.99% merchants processing, so Hotspot will collect 17.99% of gross parking receipts.

Hotspot Inc collects the funds from the parking fees throughout the month and then dispenses them to the town the first week of the following month. To predict future revenue and this is a conservative estimate, by using the Hoodoos alone, in 2024 the town could see a net income of approximately \$27,000.00. With the paid parking program fully operational and with the Suspension Bridge opening and funds from the Hoodoos, we could see approximately \$54,000.00 and this does not include the parking areas at the BCF and the World's Largest Dinosaur.

After October 31, 2024, we will be able to provide council with numbers that show income in 2024 and offer a better account of potential future revenue.

COMMUNICATIONS

The pilot project was a way to allow us to properly evaluate the technology and technique needed for paid parking to succeed. The communications team did a remarkable job providing timely and accurate information to the public and considered the community feedback to refine our work. With Communications help and the imposed time restraints, residents received a lot of information within a very short time frame leaving some residents unable to fully understand or become accustomed to the free residential parking permit process. With Communications starting in January, this will give the residents plenty of time to work with the App and register their vehicles(s).

2024 DISCUSSIONS

Communications strategies

BCF Parking Options

Discussions to purchase pay station(s)

Signage placement - Hoodoos, Suspension Bridge, and additional signage on Riverside Drive.

Seasonal staff hired as additional enforcement officers in 2024 will be trained identically.

Administration is recommending to implement the program for May 1, 2024, and work on solutions to the questions in this report including memberships, conferences, etc. at the BCF over the next two months and report back to Council in late February on the solutions.

REQUEST FOR DECISION

TITLE:	Supply and Delivery - New Rubber Tired Wheel Loader RFT#2023-036-04A
DATE:	December 5, 2023
PRESENTED BY:	Kevin Blanchett, Operations Manager
ATTACHMENT:	- Evaluation summary

SUMMARY:

The approved 2023 Capital Budget allocated \$ 325,000.00 for the purchase of a New Rubber Tired Wheel Loader to add to the heavy equipment fleet. The intention was to utilize this new Wheel Loader for regular winter work such as piling snow at the snow dump sites, and loading sand and salt when the current loader is being used. In addition, the Town recently purchased a new Larue D-30 Snow Blower attachment for use on the current Wheel Loader and the yet to be purchased new Wheel Loader. Having a second Loader would allow staff to work on other projects while snow removal is being performed, increasing service levels and productivity.

On October 12, 2023, a Request for Tender (RFT) for the Supply and Delivery of One (1) New Rubber Tired Wheel Loader was posted on the Town's bidsandtenders and the Alberta Purchasing Connection websites. On the closing date of November 2, 2023, eight (8) submissions were received, and are summarized in the table below.

Company	Proposed Unit	Unit Price	Delivery Cost	Total price (excluding GST)
Japa Machine Group - <i>*noncompliant</i>	XC938U	\$ 211,000.00	\$ 1,800.00	\$ 212,800.00
Hammer Equipment Ltd.	LiuGong 848Hv	\$ 241,850.00	\$ 2,500.00	\$ 244,350.00
Strongco	Volvo L90H	\$ 305,000.00	\$ 1,200.00	\$ 306,200.00
Chinook Equipment Ltd.	HL955 AXT	\$ 335,000.00	\$ 3,000.00	\$ 338,000.00
Brandt Tractor Ltd.	(2024) 624P	\$ 368,650.00	\$ 700.00	\$ 369,350.00
Rocky Mountain Equipment	Case 821GXR	\$ 373,000.00	\$ 2,000.00	\$ 375,000.00
Finning Canada	938-14A	\$ 483,000.00	\$ 2,500.00	\$ 485,500.00
Designcon Int'l - <i>*noncompliant</i>	N/A	\$ 492,000.00	\$ 492,000.00	\$ 984,000.00

*This company was not evaluated as they did not meet minimum specification.

RECOMMENDATION:

Infrastructure Services recommends that the Town award the Supply and Delivery of a New Rubber Tired Wheel Loader RFT#2023-036-04A to Strongco for the total price of \$ 306,200.00, excluding GST. Strongco provided the second lowest price, but, after thorough evaluation scored the highest points out of the six (6) tenders that were evaluated. Japa Machine Group's submission was determined to be noncompliant, as it did not meet the minimum required specifications, and was therefore not evaluated. Designcon International did not identify a proposed unit at all, so they were also deemed noncompliant, and therefore not evaluated. **Note that Infrastructure Services has been informed today (December 5, 2023) that this price will only be honored for 14 days.**

DISCUSSION:

The new Larue D-30 Snow Blower Attachment was purchased in January 2023, and delivered in June of 2023. Information provided by the supplier, Falcon Equipment, stated that the snow blower could be operated by a Wheel Loader that has a 1.8-cubic yard bucket. This information was the basis for the specifications of the current Wheel Loader RFT. While the information provided by Falcon Equipment regarding the requirements to operate the snow blower were technically correct in theory, they proved to be inaccurate in real world operation. Our Mechanic staff and Equipment Operators brought forward several concerns regarding the operation of the snow blower, which included lack of safety when attaching and unloading it to the Wheel Loader. Surprisingly, our current Wheel Loader had a very hard time handling the weight of the snow blower (approximately 8,000 lbs.) even though the snow blower specifications stated that the Wheel Loader should be able to handle the weight safely. Staff also stated that the Loader became very tippy under the weight of the snow blower, and that traveling with the Wheel Loader and snow blower attachment to and from work locations could become a dangerous operation, putting equipment and staff at risk.

Due to this important feedback, Infrastructure Services recommended that the Town cancel the initial Wheel Loader RFT and post a new, revised RFT that would include the specifications of a heavier and more powerful Rubber Tired Wheel Loader.

After the initial evaluation of tenders, it was determined that the Town would ask for a demonstration of the LiuGong 848Hv loader supplied by Hammer Equipment, as they had the lowest pricing (the next best pricing was Strongco). Hammer Equipment has only been a dealer with LiuGong for a little over 2.5 months. As they are still in the early development stages of new business, Infrastructure Services requested a demonstration period for the proposed loader. When the LiuGong loader arrived, all the Equipment Operators were asked to operate the unit and provide feedback. Staff brought forward several items of concern such as the hydraulics were very jumpy (a safety concern); the unit has many blind spots (a safety concern for operators and ground staff); the brakes were identified as being too touchy and the operator needed to gear down before braking properly; the stairs and hand grabs going in and out of the loader are hard to navigate and could result in a fall by the operator.

After demonstrating this loader for about two weeks, along with the safety concerns, we have found that the service from Hammer Equipment is inadequate. We had to wait for approximately one week for a service technician to show up to resolve computer issues which affected the hydraulic system. It appears that Hammer Equipment is unable to support what they sell, even though they state that they will provide service the same day if an emergency arises. They have demonstrated that there is unfortunately very little service that they can provide, as the technician that came out has been here three times to try and fix the same computer issue.

As a result of inadequate performance and service of Hammer Equipment's demonstration unit, it was determined that the second lowest bidder's proposed unit would be demonstrated as well (Strongco). Two Equipment Operators travelled to the Calgary Strongco location to demonstrate their proposed Volvo L90H Wheel Loader. The staff operated the Volvo L90H for about two hours each and had very positive comments regarding the unit's performance. They experienced no operating issues and commented that the unit operates in a manner very similar to our current Volvo L70H unit, except the proposed heavier unit has more power and is much larger than our current Volvo L70H.

FINANCIAL IMPACT:

The approved 2023 Capital Budget allocated \$ 325,000.00 for this purchase under GL code 2.6.7200.631.7014 – Heavy Equipment. The total cost of the new 2023 Volvo L90H Rubber Tired Wheel Loader is \$ 306,200.00 which represents an \$ 13,800.00 savings. Upon award, the unit can be delivered this current year and be part of the 2023/2024 Snow and Ice Removal Program.

WORKFORCE AND RESOURCES IMPACT: The addition of a second Wheel Loader is required to maintain the safety and condition of our roads and streets during the winter season. The new 2023 Larue D-30 Snow Blower attachment must be attached to a Wheel Loader to be operated. Purchasing a second, appropriately sized Wheel Loader will allow staff to simultaneously work on separate maintenance tasks, increasing our service levels.

STRATEGIC POLICY ALIGNMENT:

This project is in alignment with the Town's strategic goals of fiscal responsibility, providing safe workspaces and equipment for staff, and providing safe roadways for our drivers. Town residents and visitors require roads and streets that are free of ice and snow so that we can all drive safely. By upgrading our equipment fleet with new dependable equipment these goals and requirements will be realized.

COMMUNICATION STRATEGY

The successful proponent will receive a Letter of Award, and the unsuccessful proponents will receive Letters of Non-Award. An Award Summary will be posted on the Town of Drumheller bids and tenders and the Alberta Purchasing Connection websites.

COUNCIL MOTION: N/A

MOTION:

Councillor: _____ moves that Council award the RFT#2023-036-04 Supply and Delivery of a New Rubber Tired Wheel Loader to Strongco for the total price of \$ 306,200.00, excluding GST.


Seconded:

Kevin Blanchett

Prepared by:
Kevin Blanchett
Operations Manager

EKL Vant

Reviewed by:
Libby Vant, BA, RSE
Procurement Officer



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

Evaluation for the Supply and Delivery of a New 2023 Rubber Tired Wheel loader – 2023-036-04A

1 - Bidder: Japa Machinery Group

Cost: \$212,800.00 for an XC9384 Wheel Loader

- Points awarded = 0% as they did not meet the specified requirements

Specifications: The RFT required minimum Specifications that they did not meet:

Examples: Minimum HP required was 184 HP. They supplied a loader with 135 HP.

- Minimum Operating weight required was 36,000 Lbs. they supplied a Loader with a 29,100 Lbs. Operating weight.
- Points awarded = 0%

Qualifications and Experience:

- Points awarded = 0%

Safety:

- Points awarded = 0%

References: Three references were supplied, and they were all positive

- Points awarded = 0%

Total points awarded = 0%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$212,800.00 for a XC9384 Wheel Loader	0%
Specifications: They did not meet any specifications	0%
Qualifications and Experience: Not Evaluated	0%
Safety: Not Evaluated	0%
References: 3 references but not scored	0%
Total Score:	0%

2-Bidder: Hammer Equipment

Cost: \$244,350.00 for a 2023 LiuGong 848H Wheel loader. They provided the lowest pricing for the loader other than Japa Machinery Group which did not meet the required specifications.

- Points awarded: 60%

Specifications: They met 164 out of 168 specifications, they did not quote winter tires as requested and after I called they added an additional \$5000.00 for the tires.

- Points awarded = 10%

Qualifications and Experience: Hammer Equipment have a new and small staff as they have only been a dealer with LiuGong for a little over 2.5 months. Hammer Equipment is also a new branch of Rocky Mountain Equipment and they are still in the early development stage of new business. We have had this loader on site at the Public Works shop for about two weeks, as a demonstration model. Seven of our Town Equipment Operators were asked to operate the LiuGong loader and provide an evaluation of the unit. I have included the evaluations for review, but basically the brakes have issues, the hydraulics are very jumpy, there are blind spots when driving, the unit drops loads for no reason. The LiuGong technician has come out to our shop to address these issues but could not as each time he left there were more issues. The service is very poor and unexperienced. We had to wait for approximately one week for a technician to show up as we were having computer issues with the loader. I would say that they are unable to support what they sell even though they say they will provide service the same day if an emergency arises.

- Points awarded = 2.5%

Safety: They have current WCB and COR programs in place.

- Points awarded = 10%

References: Three references were supplied; two replies were positive and one had issues that caused the loader to have down time

- Points awarded = 3.3%

Total points awarded = 85.8%

Warranty (Not included in the Evaluation) – Travel for warrantable repairs is covered during the warranty period which is three years/4000 hours Bumper to Bumper and a 5-Year 7000-hour power train.

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$244,350.00 for a LiuGong 848Hv Wheel Loader	60%
Specifications: They met 164 out of a possible 168 specifications, they did not quote Winter tires which were required by the specifications	10%
Qualifications and Experience:	2.5%
Safety: They have provided current WCB and COR certification	10%
References: 3 references supplied and responded positive.	3.3%
Total Score:	85.8%

3 - Bidder: Strongco

Cost: \$306,200.00 for a L90H Wheel Loader, Second Lowest pricing

- Points awarded = 47.8%

Specifications: They met all 168 specifications

- Points awarded = 15%

Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment. I also had two Town Equipment Operators go to Calgary to demo a Volvo L90H and they both had very positive comments. They stated that the Volvo loader that they demoed was bigger than our L70H Volvo loader but handled very well. They both stated that all our current operators will need very little orientation as the new loader operates the same as the smaller L70H Volvo loader.

- Points awarded = 10%

Safety: They have current WCB and COR certification

- Points awarded = 10%

References: Three references were supplied, two replied but the City of Calgary said they would not supply a reference. The other reference replied with a positive response.

- Points awarded = 5%

Total points awarded = 87.8%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$306,200.00 for a L90H Wheel Loader	47.899%
Specifications: They met all 168 specifications	15%
Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.	10%
Safety: They have current WCB and COR certification	10%
References: Three references were supplied, two replied but the City of Calgary said they would not supply a reference. The other reference replied with a positive response. We had purchased a Volvo L70H loader in 2017 and have found it to be a quality Loader.	5%
Total Score:	87.8%

4 - Bidder: Chinook Equipment Ltd.

Cost: \$338,000.00 for a HL 955ATX Wheel Loader (Over budget)

- Points awarded = 43.375%

Specifications: They met all 168 specifications

- Points awarded = 15%

Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.

- Points awarded = 10%

Safety: They have current WCB and COR certification

- Points awarded = 10%

References: Three references were supplied but were not contacted as they were over our allotted budget.

- Points awarded = 2.5%

Total points awarded = 80.875%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$38,000.00 for a HL955AXT Wheel Loader. (Over budget)	43.375%
Specifications: They met all 168 specifications	15%
Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.	10%
Safety: They have current WCB and COR certification	10%
References: Three references were supplied but were not contacted as they were over our allotted budget.	2.5%
Total Score:	80.875%

5- Bidder: Brandt Tractor Ltd.

Cost: \$369,350.00 for a 2024 - 624P Wheel Loader (Over budget)

- Points awarded = 39.694%

Specifications: They met all 168 specifications

- Points awarded = 15%

Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.

- Points awarded = 10%

Safety: They have current WCB and COR certification

- Points awarded = 10%

References: Three references were supplied but were not contacted as they were over our allotted budget.

- Points awarded = 2.5%

Total points awarded = 77.194%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$369,350.00 for a 2024 – 624P Wheel Loader (Over budget)	39.694%
Specifications: They met all 168 specifications	15%
Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.	10%
Safety: They have current WCB and COR certification	10%
References: Three references were supplied but were not contacted as they were over our allotted budget.	2.5%
Total Score:	77.194%

6 - Bidder: Rocky Mountain Equipment

Cost: \$375,000.00 for a Case 821GXR Wheel Loader

- Points awarded = 39.096% (Over Budget)

Specifications: They met all 168 specifications

- Points awarded = 15%

Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.

- Points awarded = 10%

Safety: They have current WCB and COR certification

- Points awarded = 10%

References: Three references were supplied but were not contacted as they were over our allotted budget.

- Points awarded = 2.5%

Total points awarded = 76.596%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$375,000.00 for a Case 821GRX Wheel Loader. (Over budget)	39.096%
Specifications: They met all 168 specifications	15%
Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.	10%
Safety: They have current WCB and COR certification	10%
References: Three references were supplied but were not contacted as they were over our allotted budget.	2.5%
Total Score:	76.596%

7- Bidder: Finning Canada

Cost: \$485,500.00 for a Cat 938-14A Wheel Loader

- Points awarded = 30.197% (Over Budget)

Specifications: They met all 168 specifications

- Points awarded = 15%

Qualifications and Experience: They have qualified staff and certified mechanics and a long history of providing quality heavy duty equipment.

- Points awarded = 10%

Safety: They have current WCB and COR certification

- Points awarded = 10%

References: Three references were supplied but were not contacted as they were over our allotted budget.

- Points awarded = 2.5%

Total points awarded = 67.697%

Evaluation Criteria Breakdown

Evaluation Based on:	
Cost: \$485,500.00 for a Cat 938-14A Wheel Loader. (Over Budget)	30.197%
Specifications: They met all 168 specifications	15%
Qualifications and Experience: They have qualified staff and certified mechanics; they have a long history of providing quality heavy duty equipment.	10%
Safety: They have current WCB and COR certification	10%
References: Three references were supplied but were not contacted as they were over our allotted budget.	2.5%
Total Score:	67.697%

8 - Bidder: Designcon International

Cost: \$984,900.00 Wheel Loader, Highest pricing, Not evaluated as per the Town of Drumheller's evaluation process.

- Points awarded = 0%

REQUEST FOR DECISION

TITLE:	Badlands Community Facility Janitorial Services 2024-2027
DATE:	December 11, 2023
PRESENTED BY:	Reg Bennett, Facilities Manager
ATTACHMENTS:	N/A

SUMMARY:

The current contract for Badlands Community Facility janitorial services will expire on January 31, 2024. On November 8, 2023, a Request for Tender (RFT) for the provision of Janitorial Services for the Badlands Community Facility for 2024-2027 was posted on the Town's bidsandtenders and the Alberta Purchasing Connection websites.

On the closing date of November 30, 2023, a total of four (4) bids were received and are summarized in the table below.

COMPANY	TOTAL COST 2024-2027 (excluding GST)
Best Service Pros Ltd.	\$ 606,303.71
SkyBlue Services Corp.	\$ 532,620.00
Larch Maintenance – <i>noncompliant & erroneous</i>	\$ 598,376.02
1478693 AB / Brite En Shine - <i>noncompliant</i>	\$ 481,676.45

Upon evaluation, the submissions from Larch Maintenance and 1478693 AB/Brite En Shine were deemed noncompliant. Both did not provide or possess their COR and/or their WCB coverage letter, as specified in the RFT. In addition, Larch Maintenance originally supplied costs per month, rather than by year as specified in the RFT. The remaining submissions from SkyBlue Services Corp. and Best Service Pros Ltd. were evaluated. Cost was not the only factor evaluated in this RFT; the table below provides an overview of the evaluated bid submission scoring.

CRITERIA	AVAILABLE % per CRITERIA	Best Service Pros Ltd.	SkyBlue Services Corp.
Qualifications & Experience (including specifications, qualifications & relevant comparable experience)	25%	25%	25%
Quality Control (including quality controls, reporting, complaints/service calls management system)	20%	20%	10%
Resources (resume and security clearance for each employee)	5%	5%	2%
Total Cost 2024-2027 (excluding GST)	50%	43.92%	50.00%
Total Score:	100%	93.92%	87.00%

RECOMMENDATION:

Infrastructure Services recommends that the Town accept the tender from Best Service Pros Ltd. for the total cost of \$ 606,303.71.00 over the three (3) years, excluding GST. Best Service Pros Ltd. currently holds the contract for the Janitorial Services for Town Hall, Infrastructure Services, and the Water Treatment Plant buildings 2023-2025, with positive results to date. SkyBlue

Services Corp. currently holds the Janitorial Services for the RCMP Detachment 2023-2025 contract, with less than positive results due to a lack of a complaint calls management system and quality control and performance issues.

FINANCIAL IMPACT:

Funding for these services will come from the 2024-2027 Operational Budgets. Awarding this work to Best Service Pros Ltd. for the total cost of \$ 606,303.71.00, excluding GST, represents the annual cost of \$ 202,101.23. This will be charged to the BCF Janitorial account 1.2.7404.241.

DISCUSSION:

Once awarded and the professional services contract is fully signed, the work will commence on February 1st, 2024.

WORKFORCE AND RESOURCES IMPACT:

Staff time and resources will be limited to oversight of the janitorial staff.

STRATEGIC POLICY ALIGNMENT:

This project is in alignment with the strategic goals of fiscal responsibility, fair and equitable procurement practices, and maintenance of key infrastructure.

COMMUNICATION STRATEGY:

Upon award, the successful proponent will receive a Letter of Award, and the unsuccessful proponents will receive Letters of Non-Award. An Award Summary will be posted on the Town of Drumheller bidsandtenders and the Alberta Purchasing Connection websites.

COUNCIL MOTION:

MOTION:

Councilor: moves that Council award the Badlands Community Facility Janitorial Services 2024-2027 contract to Best Service Pros Ltd. for the total cost of \$ 606,303.71.00, excluding GST.

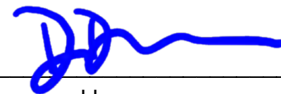
Seconded:

Reg Bennett

Prepared by:
Reg Bennett
Facilities Manager

EKL Vant

Reviewed by:
Libby Vant, BA, RSE
Procurement Officer



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