



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, March 11, 2024

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for March 11, 2024 Committee of the Whole meeting

Proposed Motion: That Council adopt the agenda for the March 11, 2024 Committee of the Whole meeting as presented.

5. MEETING MINUTES

5.1 Minutes for February 12, 2024 Committee of the Whole meeting as presented.

[Committee of the Whole Meeting – February 12, 2024 – Minutes.](#)

Proposed Motion:

that Council approve the minutes for the February 12, 2024 Committee of the Whole meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Minutes: Drumheller and District Solid Waste Association (DDWSA)

[Regular Meeting – December 14, 2023 – Minutes.](#)

[Budget Meeting – December 14, 2023 – Minutes.](#)

Proposed Motion:

that Council accept as information the Drumheller and District Solid Waste Association (DDWSA) regular meeting minutes of December 14th, 2023 and the budget meeting minutes of December 14th, 2023 as presented.

6.2 Minutes: Drumheller and District Seniors Foundation (DDSF)

[Regular Meeting – January 31, 2024 – Minutes.](#)

Proposed Motion:

that Council accept as information the Drumheller and District Seniors Foundation (DDSF) regular meeting minutes of January 31, 2024 as presented.

7. [DELEGATION](#)

7.1 Alberta Environment and Protected Areas (EPA) – 2024 Provincial Drought Update

[Presentation](#)

7.2 Travel Drumheller – Resident Sentiment Survey

[Presentation](#)

7.3 Drumheller & District Chamber of Commerce – 2024 Update

[Presentation](#)

8. [REPORTS FROM ADMINISTRATION](#)

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8.2 Utilities Manager

8.2.1 Presentation: Town of Drumheller Information on Drought Conditions

[Presentation](#)

8.3 Utilities Manager and Capital Project Manager
Associated Engineering

8.3.1 Briefing Note: Water Distribution System Master Servicing Study

[Briefing Note + Associated Engineering Presentation](#)
[Link to the Water Master Servicing Study](#)

8.3 Director of Infrastructure

8.3.1 Request for Direction: Flag Pole Banner and Decorative Crosswalk Policy IS-C-01 - Draft

[Request for Direction + Policy](#)

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.4 Director of Corporate and Community Services

8.4.1 Request for Direction: Asset Retirement Obligation (ARO) Policy - Draft

[Request for Direction + Policy](#)

9. CLOSED SESSION

9.1 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.

Proposed Motion:

That Council open the meeting to the public

10. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, February 12, 2024

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

IN ATTENDANCE:

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

Chief Administrative Officer: Darryl Drohomerski
Director of Corporate & Community Services: Victoria Chan
Acting Director of Infrastructure: Kevin Blanchett
Dir. of Emergency and Protective Services: Greg Peters
Flood Mitigation Project Manager: Deighen Blakely
Communication Officer: Bret Crowle
Reality Bytes IT: David Vidal
Recording Secretary: Denise Lines

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:30 PM

2. OPENING COMMENTS

Congratulations and Happy Lunar New Year to everyone celebrating.

Aaron Pritchett Concert taking place February 16th – Tickets are still available.

Mayor Colberg encouraged residents to help clean up the Town while the weather is nice.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for February 12, 2024, Regular Council meeting

M2024.63 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk
That Council adopt the agenda for the February 12, 2024 Committee of the Whole meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for January 15, 2024 Committee of the Whole meeting

Agenda Attachment: Regular Council Meeting – January 29, 2024 - Minutes

- M2024.64 Moved by Councillor Lacher, Councillor Price
that Council approve the minutes for the January 15, 2024, Committee of the Whole
meeting as presented.

CARRIED UNANIMOUSLY

COUNCIL BOARDS AND COMMITTEES

- 6.1 Minutes: Drumheller and District Seniors Foundation (DDSF)

Agenda Attachments: Minutes

- M2024.65 Moved by Councilor Zariski, Councillor Price
that Council accept as information the Drumheller and District Senior's Foundation
(DDSF) regular meeting minutes of December 28, 2023, as presented.

CARRIED UNANIMOUSLY

- 6.2 Minutes: Drumheller and District Solid Waste Association (DDWSA)

Agenda Attachments: Minutes

- M2024.66 Moved by Councillor Kolafa, Councillor Sereda
that Council accept as information the Drumheller and District Solid Waste
Association (DDWSA) regular meeting minutes of August 17, October 26, and
November 16, 2023, and the organizational meeting minutes of November 16, 2023,
as presented.

CARRIED UNANIMOUSLY

DELEGATION

- 7.1 Dry Canyon Collectables - Erecting of Metal Tipi and Blackfoot Confederacy Signage
Presented by Lynn Fabrick

L. Fabrick presented information about the possibility of erecting a metal tipi and signage
and painting a cross-walk. L. Fabrick suggested location options and grant opportunities.
The Drumheller Rotary has offered to contribute funds to the project. Council stated that
Administration will take this information into consideration when determining how to move
forward.

Agenda Attachments: Presentation

- 7.2 Royal Canadian Mounted Police (RCMP) – Quarterly Report (Q3)
Presented by S/Sgt Robert Harms

Agenda Attachments: Presentation

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

M2024.67 Moved by Councillor Lacher, 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 closed the meeting to the public at 5:06 PM

M2024.68 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 7:34 PM

9. ADJOURNMENT

M2024.69 Moved by Councilor Zariski, Councillor Kolafa
that Council adjourn the meeting

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:34 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION
REGULAR MEETING MINUTES
December 14, 2023, AT 1:30 PM TOWN OF DRUMHELLER COUNCIL CHAMBERS
IN PERSON AND VIA TEAMS VIDEOCONFERENCE**

PRESENT:

Mrs. Sonya Adams	Landfill Manager, DDSWMA
Mr. Pat Kolafa, Chair	Town of Drumheller
Mr. Darryl Drohomerski, Secretary-Treasurer	Town of Drumheller
Ms. Debbie Penner, Vice Chair	Kneehill County
Mr. Mark Landry	Starland County
Mr. Reg Wiebe	Village of Linden
Mr. Travis Cormier	Village of Carbon
Mr. Larry Casey	Village of Standard
Ms. Lorraine MacArthur	Village of Morrin
Mr. Tim Frank	Village of Hussar
Mr. Jason Bates	Village of Acme
Mr. Bill Goodfellow	Village of Rockyford
Mr. Chris Reeds	Town of Trochu
Mr. Scott Klassen	Wheatland County – via TEAMS
Mrs. Jessica Schatz, Recording Secretary	Town of Drumheller

ABSENT:

Ms. Leslie Landon	Village of Munson
Mr. Jim Adams	Village of Delia
Mr. Trevor Snyder	Village of Beiseker

1.0 CALL TO ORDER

P. Kolafa called the meeting to order at 2:14 pm.

2.0 ADDITIONS / CHANGES TO THE AGENDA

There was an addition to the agenda – item 4.2, adoption of the DDSWMA Organizational Meeting Minutes of November 16, 2023.

3.0 ADOPTION OF AGENDA

Motion: T. Frank moved that the Board adopt the Agenda for the Dec 14, 2023, DDSWMA Regular Board Meeting as amended. Seconded by J. Bates. Carried.

4.0 MEETING MINUTES

4.1 DDSWMA Regular Meeting Minutes of November 16, 2023

S. Adams provided DDSWMA Regular Meeting Minutes of November 16, 2023, for approval.

Motion: L. Casey moved that the Board approve the DDSWMA Regular Meeting Minutes of November 16, 2023, as presented. Seconded by L. MacArthur. Carried.

4.2 DDSWMA Organizational Meeting Minutes of November 16, 2023

S. Adams provided DDSWMA Organizational Meeting Minutes of November 16, 2023, for approval.

Motion: M. Landry moved that the Board approve the DDSWMA Organizational Meeting Minutes of November 16, 2023, as presented. Seconded by C. Reeds. Carried.

5.0 DECISION ITEMS

5.1 Adjusted Holiday Hours

S. Adams provided a proposal to alter the 2023 Holiday hours for the Drumheller Regional Landfill and

provided details to the board. The Town will be collecting residential waste on Saturdays instead of Mondays during the holidays (Dec 25th and Jan 1st). GFL will service transfer sites on Saturdays instead of Mondays as well. S. Adams said that the landfill can not be closed more than two days in a row as part of the DDSWMA HR Policy and because the landfill is an essential service - if the landfill is closed December 24th and December 25th, it will need to be open December 26th at reduced hours. The group discussed reviewing the HR policy.

Action Item: Review of the DDSWMA HR policy regarding being the Drumheller Regional Landfill being closed no more than two days in a row.

Motion: D. Penner moved that the board approve the adjusted holiday hours for the Drumheller District Regional Landfill for 2023 only, as presented. Seconded by T. Frank. Carried.

5.2 Metal Recycling Agreement

S. Adams advised that there is not currently an agreement in place at the landfill for removal of scrap metal/metal recycling. K&K is a vendor that has been worked with previously and is now running under the Chicago rates which are competitive. They are also able to take larger capacity of materials. Right now, chain link fence is put into the landfill as no other vendors will take it, but K&K agreed that they will take this metal and the landfill would receive a price for it. This proposed agreement would be for 3 years (there is an exit clause in the agreement) with option for two (2) one-year extensions. S. Adams stated she has no issues with the agreement.

The group discussed the advantages of the agreement including guaranteed price at fair market value, additional services such as chain link fence recycling, and savings on staffing time and resources.

Motion: L. MacArthur moved to approve entering the agreement with K&K Metal recycling for the removal of scrap metal as presented. Seconded by T. Cormier. Carried.

B. Goodfellow commented that some partners do not bring their cardboard, metal etc. to Drumheller. When policies are reviewed, the details and benefits of the DDSWMA organization should be as well.

S. Adams commented that most metal received at the landfill is from around Drumheller, and they pay per tonne to drop metal off. This goes into the revenue pot.

There was further discussion about metal recycling, and the possibility of additional metal transfer stations to be utilized by DDSWMA partners that are in more convenient locations for them to access.

6.0 DISCUSSION/INFORMATIONAL ITEMS

6.1 YTD December 6_2023 Financials – Operational

There was no discussion on the financials

S. Adams stated that financials up to December 2023 have been provided to the board and things are tracking nicely. This time as we approach year-end budget Year-to-Date on each line item has been provided.

Motion: D. Drohomerski moved to accept the Year-to-Date financials as information. Seconded by L. Casey. Carried.

7.0 COMMITTEE REPORTS

There were no committee reports to discuss.

8.0 LANDFILL MANAGERS REPORT

S. Adams reported that the month has been busy with organization meetings.

An Alberta plastics recycling group meeting was attended online (Ag plastics currently coming to the landfill will be phased out in 2025.)

S. Adams has joined the financial committee and board development committee of SWANA.

There will be a meeting held with Wheatland County and Haul All regarding repair requirements for transtors. There was a transtor report done on five sites in 2023 and quite a few were marked as "should be decommissioned immediately". Wheatland has offered to provide engineering assistance to confirm Haul All's assessment. The condition of the transtor bins was discussed in more detail, and how to plan for the future. T. Frank mentioned that the transtors are robust and should last a long time.

S. Adams has sent an email reminder about EPR registration. There have been formal forms sent in for four DDSWMA communities so far, and we are expecting to receive more. Standard and Rockford mentioned that they will be providing their applications to S. Adams to submit on their behalf.

To create more autonomy, part time financial assistance may be explored once the annual audit is completed. Completion of the audit could reveal that there is budget available for this.

There have been sewer issues at the landfill. It has been discovered that out a few long standing preventative maintenance tasks have not been completed. There have been sewer backups in the scale house. Landfill staff have been working with a plumber to resolve this issue.

Motion: S. Klassen moved to accept the Landfill Managers report as information. Seconded by L. Casey. Carried.

9.0 DDSWMA ROUNDTABLE DISCUSSION

There were no roundtable items discussed.

10.0 DATE FOR NEXT MEETING

10.2 Executive Meeting January 19, 2023 @ 0900 hr
Town of Drumheller, Collaboration Room

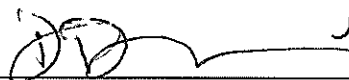
10.3 Regular Board Meeting February 15, 2023 @ 1330 hr
Town of Drumheller, Council Chambers

10.0 ADJOURNMENT

Motion: D. Drohomerski moved to adjourn the meeting at 3:01 pm. Seconded by B. Goodfellow. Carried.



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION
BUDGET MEETING MINUTES
December 14, 2023, AT 1:30 PM TOWN OF DRUMHELLER COUNCIL CHAMBERS
IN PERSON AND VIA TEAMS VIDEOCONFERENCE**

PRESENT:

Mrs. Sonya Adams	Landfill Manager, DDSWMA
Mr. Pat Kolafa, Chair	Town of Drumheller
Mr. Darryl Drohomerski, Secretary-Treasurer	Town of Drumheller
Ms. Debbie Penner, Vice Chair	Kneehill County
Mr. Mark Landry	Starland County
Mr. Reg Wiebe	Village of Linden
Mr. Travis Cormier	Village of Carbon
Mr. Larry Casey	Village of Standard
Ms. Lorraine MacArthur	Village of Morrin
Mr. Tim Frank	Village of Hussar
Mr. Jason Bates	Village of Acme
Mr. Bill Goodfellow	Village of Rockyford
Mr. Chris Reeds	Town of Trochu
Mr. Scott Klassen	Wheatland County – via TEAMS
Mrs. Jessica Schatz, Recording Secretary	Town of Drumheller

ABSENT:

Ms. Leslie Landon	Village of Munson
Mr. Jim Adams	Village of Delia
Mr. Trevor Snyder	Village of Beiseker

1.0 CALL TO ORDER

P. Kolafa called the meeting to order at 1:33 pm.

2.0 ADDITIONS / CHANGES TO THE AGENDA

There were no additions to the agenda.

3.0 ADOPTION OF AGENDA

Motion: L. Casey moved that the Board adopt the Agenda for the Dec 14, 2023, DDSWMA Budget Meeting as presented. Seconded by B. Goodfellow. Carried.

4.0 2024 OPERATING BUDGET

S. Adams presented two options for the 2024 operational budget to the board. Option 1 includes the full amount for the Drumheller Regional Landfill's Approval Renewal of \$80,000.00 funded through requisitions. Option 2 includes the amount for the Drumheller Regional Landfill's Approval Renewal of \$80,000.00 funded over two years, through requisitions.

Major budget changes/differences in the 2024 proposed budget include:

- Removal of interest earned from revenue as this money goes into reserves.
Some administration/scale costs will move under landfill/recycling. This year the recycling budget will be higher due to this transfer.
- The budget has a new "safety" line item. This will help to enhance a culture of safety and allow this budget line to be tracked.
- There is now an in/out to track deposits at the Town of Drumheller sewage lagoon.
- Requisition transportation fees are now under recycling instead of solid waste.

Motion: D. Drohomerski moved that the Board approve the 2024 DDSWMA Operating budget – Option 2 as presented. Seconded by L. MacArthur. Carried.

5.0 FEE SCHEDULE

S. Adams said that no changes have been made to the fee schedule for 2024 because we know that going forward the DDSWMA will be presented with reports that will include options to change fees.

The only fee S. Adams would consider changing is hydrovac material. Currently hydrovac material is charged by axle rather than material volume. Reviewing other communities and competitors, \$40.00 per metric tonne for regional (increased fee for non-regional) is around the norm. The landfill scales can handle the size and weight of the hydrovac trucks should this change be initiated.

M. Landry joined the meeting at 1:55pm.

There was further discussion on charging for hydrovac material by axle or by weight.

The group discussed the agreement that the DDSWMA has with the Town of Drumheller is expiring and will need to be discussed in the future. The details of this agreement have been provided to the board by S. Adams

Motion: L. MacArthur moved that the board approve the 2024 DDSWMA Fee Schedule as presented. Seconded by L. Casey. Carried.

6.0 2024 MEMBER REQUISITIONS

Motion: B. Goodfellow moved that the board approve the 2024 DDSWMA Capital Member Requisitions Option 2 as presented, with the 2025 and 2026 plans as presented. Seconded by M. Landry. Carried.

7.0 ADJOURNMENT

Motion: L. Casey moved to adjourn the meeting at 2:09 pm. Seconded by D. Drohomerski. Carried.



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING JANUARY 31, 2024

PRESENT: TOM ZARISKI, STEVE WANNSTROM, M'LISS EDWARDS, MARY TAYLOR (call in), MELANIE GRAFF, GLENDA YOUNGBERG

1.0 CALL TO ORDER

Meeting called to order at 3:20PM by Steve Wannstrom

2.0 APPROVAL OF AGENDA

**Motion by M'Liss Edwards to approve the amended agenda.
Seconded by Mary Taylor**

CARRIED

3.0 MINUTES

**3.01 Motion by Mary Taylor to approve the December 28, 2023, Regular Meeting Minutes.
Seconded by M'Liss Edwards**

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Financial Reports

**Motion by M'Liss Edwards to accept the financial reports for December 2023.
Seconded by Mary Taylor**

CARRIED

5.0 CORRESPONDENCE

none

6.0 UNFINISHED BUSINESS

none

7.0 NEW BUSINESS

**7.01 Motion by Mary Taylor to approve revised Policy 7.03, Ethical Guidelines of Board Conduct.
Seconded by M'Liss Edwards**

CARRIED

7.02 Landscape plans for Sunshine and Hillview properties reviewed. This is a 5-to-6-year plan to bring the current landscape to hard landscaping with drought tolerant plants. For 2024 we will concentrate on the main entrance, south side of 500 wing, south side of Cottage A, and start on the resident outdoor area north of Hillview.

**7.03 Motion by M'Liss Edwards to approve quote from Retallack Corp. Ltd. For the chain link fence between Hillview and the old hospital property. Glenda to receive clarification on FOB if this was included in the quote.
Seconded by Mary Edwards**

CARRIED

7.04 Discussion on JMAA's quote for the Sunshine kitchen. It was agreed that Glenda get another quote for these plans. Tom asked that Cory and Bill from JMAA be invited via Teams or Zoom to our next Board meeting to explain to the Board what is included in their quote.

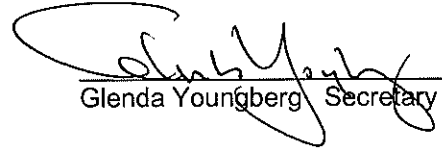
8.0 In Camera (none)

9.0 MOTION by M'Liss Edward to adjourn the meeting.

NEXT MEETING February 29, at 3pm



Tom Zariski Chairman



Glenda Youngberg Secretary

2024 Drought Risk



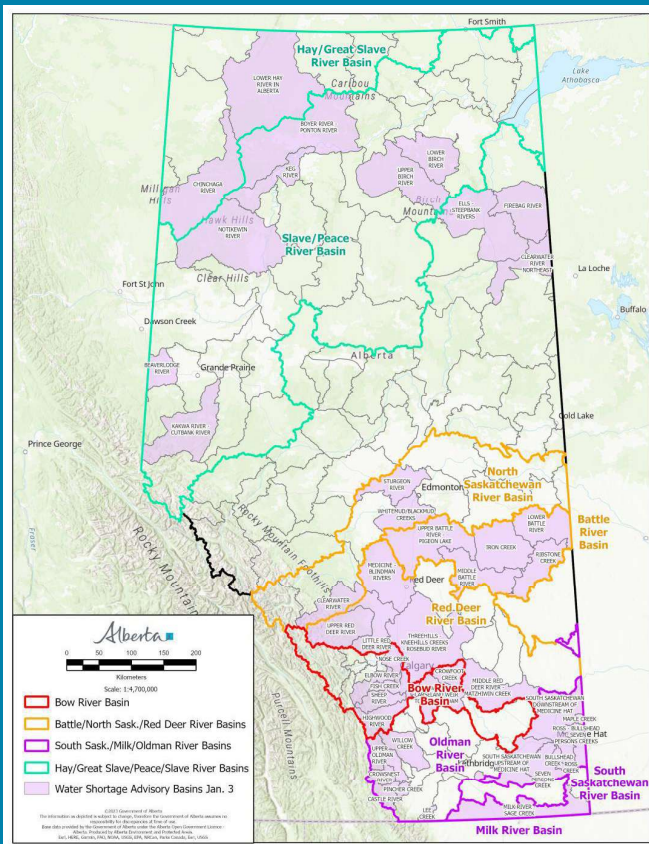
Alberta Environment and Protected Areas
March 11, 2024



Current Situation

- Basins in critical water shortage condition due to low rainfall and high temperatures (over the summer):
 - Milk River and Oldman River basins.
 - South Saskatchewan River basin.
 - Bow River basin.
 - Red Deer and North Saskatchewan River basins.
 - Tributaries to the Peace, Athabasca, and Hay Rivers.

<https://rivers.alberta.ca/>



2024 River Flows Compared to last 25 years

- Bow River at Banff – 5th lowest
- Oldman River at terminus – 11th lowest
- South Sask River at Med Hat – 9th lowest
- Red Deer River at Drumheller – 9th lowest
- Athabasca River south of Fort Mac – 9th lowest
- Smokey River at Watino – lowest
- Wapiti River at Grande Prairie – 2nd lowest

3

Alberta

Reservoirs: Current vs. Normal

As of February 20, 2024:

- Storage at Oldman Reservoir is at 30%
 - Normal at this time of year is 61-80%.
- Storage at St. Mary Reservoir is at 18%
 - Normal at this time of year is 48-75%.
- Storage at Pine Coulee Reservoir is at 28%
 - Normal at this time of year is 74-91%
- Storage in TransAlta system upstream of Calgary
 - Within normal range
- Storage at Dickson Dam
 - Within normal range

Snowpack across the Eastern Slopes is below to well below normal range

4

Alberta

Drought Risk: Long Range Forecast

- Feb-March-April forecast for Alberta (from ECCC)
 - El Nino winter (warm and dry) conditions are occurring, and there is a 62% chance of continuing into April-June 2024
 - 60-70% chance of above normal temperatures
 - 90% chance of below normal Snow/Water Equiv.
- Without significant precipitation, spring water levels are expected to be dire
 - “Insurance” from many reservoirs used up in 2023

5

Alberta

Drought Risk: Looking Forward

- Things can change
 - Peak snow is mid-April and June is rainiest month
- Some areas of the province will experience drought regardless of snow and rain in 2024
 - Reservoir levels and soil moisture conditions are too low to make back up
- 2024 will also be a significant wildfire year
- **Approach → Prepare for extreme drought, June will be too late**

6

Alberta

Water Sharing Agreements

- WSA's are the most important tool Alberta has to manage drought
- Everyone taking less water means more have some
- Minister and Cabinet have been briefed
- GOA is grateful for the collaboration and goodwill of all participants

7

Alberta 

Water Sharing Agreements

- Develop flexible WSA's in each basin that are adaptable to different drought conditions
- Implement WSA's in April/May based on the conditions at that time, and will continue to adjust as conditions change
- WSA's are voluntary, product will be MOU's which will be made public
- EPA will be monitoring and publicly reporting ambient water levels publicly (as we do every year)

8

Alberta 

What about all the other water users?

- GoA has been actively communicating with all water users over fall and winter on upcoming drought and need to conserve water (direct comm, media, etc....)
- GoA's is launching a paid advertising campaign shortly
- GoA's expectation is that all water users conserve appropriately
- Will use regulatory tools as appropriate and feasible

9

Alberta

Emergency Provisions in the *Water Act*

- GoA's backstop to ensure that water supply is maintained for highest priority use, at a minimum this means public health and safety. [Domestic water use, fire suppression, etc....]
- Requires Cabinet approval
- Can use the provision at a small scale or a large scale.
- Only enables GOA to reduce or turn off specific licenses to try to ensure that water gets where Cabinet deems it needs to be. Is not a "basin plan".

10

Alberta

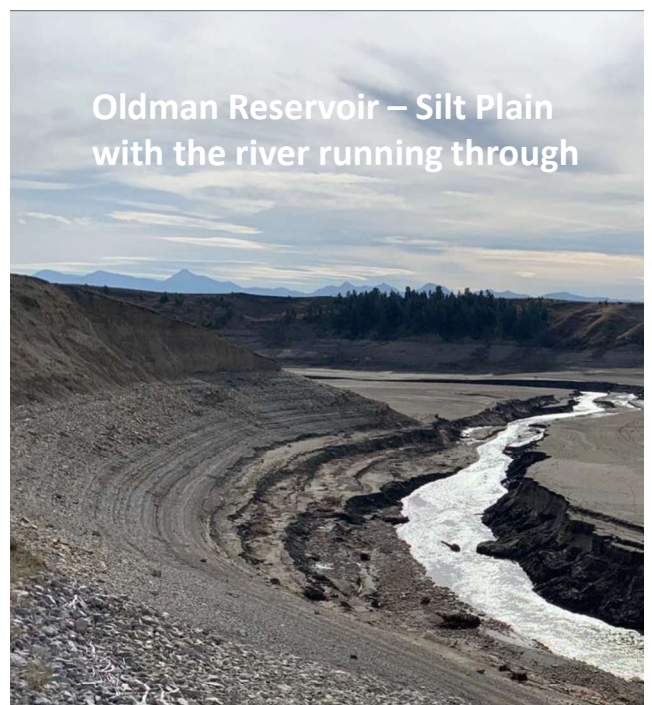
What we'd like to discuss with Drumheller

- Does our approach seem reasonable? Is there anything we are missing?
- What concerns does Drumheller have about their operations (drought related) in 2024? Can we help?

11

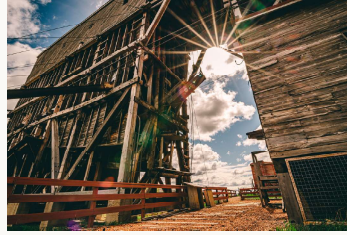
Alberta

QUESTIONS



12

Alberta

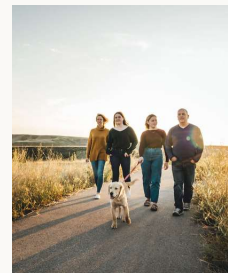


Uncover Wonder

Travel Drumheller

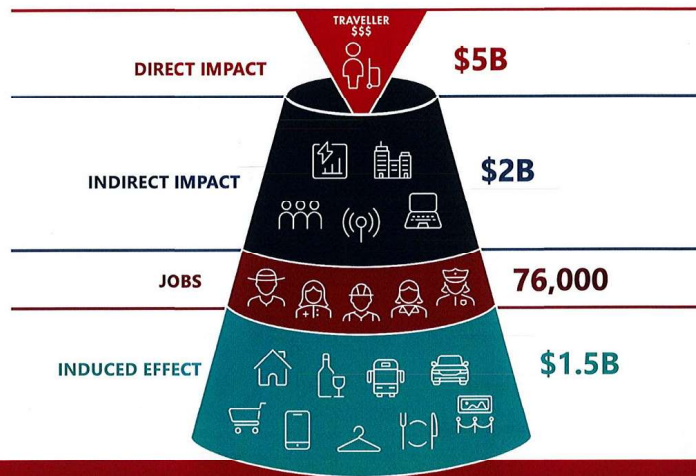
& DESTINATION DRUMHELLER
MARCH 2024 UPDATES

A truly *iconic* destination



Tourism Numbers Alberta

**ALBERTA TOURISM:
\$10.7 BILLION IN 2022**



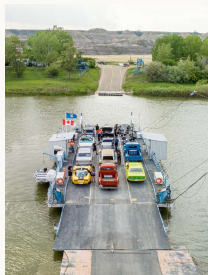


Tourism Numbers

1 IN 6 JOBS LOCALLY

\$70 MILLION IN SALES

\$16 MILLION IN WAGES



Recent Highlights

Results of the Resident Sentiment Survey

- Tourism matters to the Drumheller Valley with positive impacts to their daily lives and quality of life
- Drumheller residents are more likely than other Alberta regions to recommend their community to visitors
- Drumheller residents believe the community offers remarkable experiences to visitors
- They are very open to welcoming more visitors anytime throughout the year

Recent happenings

- The 2024 Exploration Guide is ready
- I Love Drumheller Valley - Drumheller Dragons: 20 Seasons of Community Unity
- Marketing Manager attended the Destinations International Marketing & Communications Summit





Upcoming Activities

- Outdoor Adventure Show
 - March 16
- Job Fair
 - March 23
- Drum Discovery
 - April 19 & 20
- **Jurassic Jamboree - World Record Attempt**
 - **Saturday, April 27**
- Rendezvous Canada
 - May 15-16
- Dino Day at the Edmonton Elks game
 - July 14th



Address seasonality



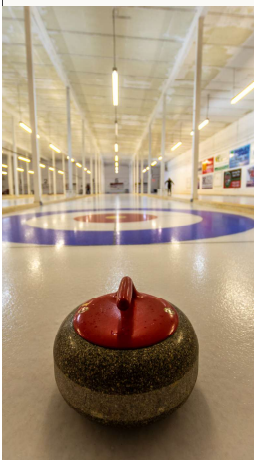
#DESTINATION Drumheller

VISION

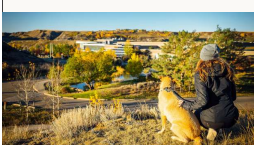
To be an iconic year-round destination grounded in community

MISSION

Driving significant economic and social value for Drumheller residents, businesses, and visitors through destination development



Increase amount and calibre of accommodations & experiences



Think-big!



#DESTINATION *Drumheller*

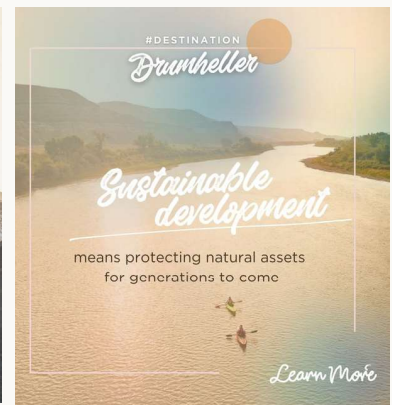
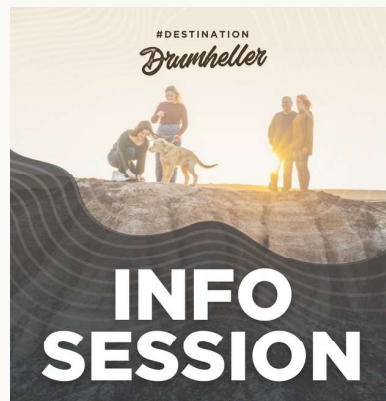
Drumheller, Kneehill, Special Areas,
Starland, Wheatland



#DESTINATION *Drumheller*

PROGRESS TO DATE

- Community and Tourism Information sessions held November 2023
- Selected and moving forward with 6 implementation actions
- Ongoing one-on-one engagement with enabling organizations
- Presentations to Wheatland and Kneehill Council's. Starland scheduled in March.
- Regular e-newsletter





#DESTINATION *Drumheller*

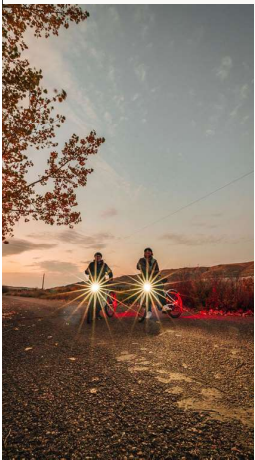
CELEBRATE

Continue to celebrate and acknowledge the progress in our community

- Highland Gala - January
- Aaron Pritchett - February
- Cold Bones Fest - February
- Lightfest Fireworks - February
- Winter fat tire bikes - January onward



#DESTINATION *Drumheller*



ACTIONS

6 actions, in addition to all the work underway across the region

- 1 Summer Travel Survey
- 2 Tourism Asset Inventory
- 3 Brown Tourism Sign Updates
- 4 Fall/Winter Idea Generation
- 5 Indigenous Relationships
- 6 Discussion on the Visitor Information Centre

**End of presentation for more details

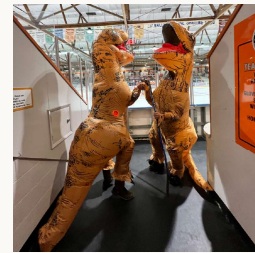
#DESTINATION *Drumheller*

NEXT STEPS

- Focus on completing the 6 actions
- Continue to reach out to the community to build awareness
- Community engagement in the spring

Town support can include:

- Engaging in action implementation
- Using the community plan as a point of reference in decision-making



Any Questions?

“Destination promotion is a catalyst for community vitality, driving what is needed for a community to become that destination where people want to visit, live, work and play. ”

Jack Johnson, Destinations International

The Destination Development Plan (DDP) is a community-created multi-year plan to support tourism development in the region (Drumheller, Kneehill, Starland, Wheatland, Special Areas). We are now taking the plan and turning it into action. The actions below were selected by the DDP Steering Committee to happen within 2024. This is only a sampling of the great work underway across the region and our journey 'to be an iconic year-round destination grounded in community'

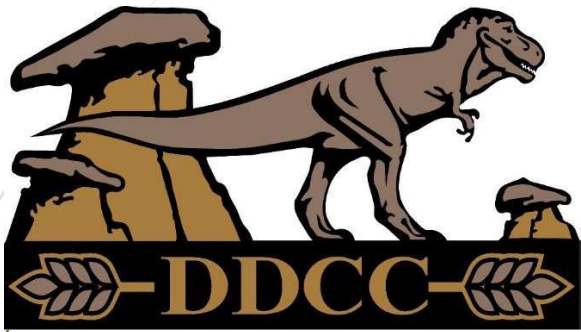
Who Is Involved

- Locals / Community Members
- Tourism Operators / Business Community
- Municipal and Provincial Government
- Organizations

Action	What We're Doing	Why We're Doing It
Summer Traveller Survey	Develop and launch a visitor-focused survey for summer 2024	<ul style="list-style-type: none"> • to better understand the behaviors of visitors • to help create and expand experiences and itineraries • to support data-informed decision-making
Tourism Asset Inventory	Create an inventory asset of tourism products and experiences across the Drumheller region	<ul style="list-style-type: none"> • to help create and expand experiences and itineraries • to support data-informed decision-making • to measure our progress as a community towards addressing seasonality • to use in support of investment and attraction
Brown Tourism Sign Updates	Update the content of a selection of the most-seen brown multi-attraction tourism signs in the region.	<ul style="list-style-type: none"> • to increase movement across the region • to provide quality information to our visitors • to improve the aesthetics in key locations
Shoulder/Winter Season Idea Generation	Engage with the community to understand current shoulder and winter season approaches and brainstorm ideas.	<ul style="list-style-type: none"> • to work together as a community to address seasonality • to learn from each other
Indigenous Relationships	Take active steps to build a relationship with Blackfoot Crossing and improve celebration of local Indigenous efforts	<ul style="list-style-type: none"> • to support Indigenous tourism
Refresh relationship with the Visitor Information Centre (VIC)	Engage in discussions with the Chamber of Commerce and Travel Drumheller to consider the long-term outlook for the Visitor Information Centre given the shifts in visitor preferences for information access and potential changes to the area resulting from the Town of Drumheller Parks & Recreation Master Plan.	<ul style="list-style-type: none"> • to improve the visitor experience • to be proactive

To learn more or get involved visit www.traveldrumheller.com/destinationdrumheller

11 Feb 2024 - Prepared by Travel Drumheller



Drumheller & District Chamber of Commerce

Update to Town Council
March 11, 2024



Our Mission

- ▶ Building a strong business community in the Drumheller area through:
 - ▶ Promotion of local business
 - ▶ Awareness of membership benefits and the DDCC
 - ▶ Advocacy on behalf of membership at the local, provincial and national levels
 - ▶ Providing opportunities for members to learn, share and network

2023-24 Board of Directors

- President – **Lana Phillips**, Bikes & Bites
- Vice President – **Martina Morrison**, Riverside Value Drug Mart
- Secretary-Treasurer – **Lisa Magee**, ProPlan Financial/The Cooperators
- Past President – **Deana Hannem**, Dinosaur Valley Wellness & The Refillery
- Directors:
 - **Tunji Bello** (Riverside Physiotherapy)
 - **Tammy Dettrich** (Drumheller Society for Recovery - Grace House)
 - **Jennifer Dickson** (RBC Royal Bank)
 - **Christine Riewe** (Wanderlust Boutique)
 - **Shelley Rymal**
 - **Brandi Schneider** (Drumheller Registries)
 - **Bob Sheddy** (The Drumheller Mail)
 - **Shannon Wade** (Hi-Way 9)
 - **Lisa Hansen-Zacharuk** (Town of Drumheller appointee)

Drumheller &
District
Chamber of
Commerce

**CHAMBER OF
COMMERCE**

Support
Services

World's Largest
Dinosaur &
Giftshop

Visitor
Information
Centre

Chamber Membership Value

240 members including 24 new

Advocacy

Relationship Building

Value-Added Programs



Partnerships & Community Involvement

Business Enhancement Grant Program

Festival of Lights

Drum Discovery

Ribbon Cuttings

Economic Development Advisory Committee

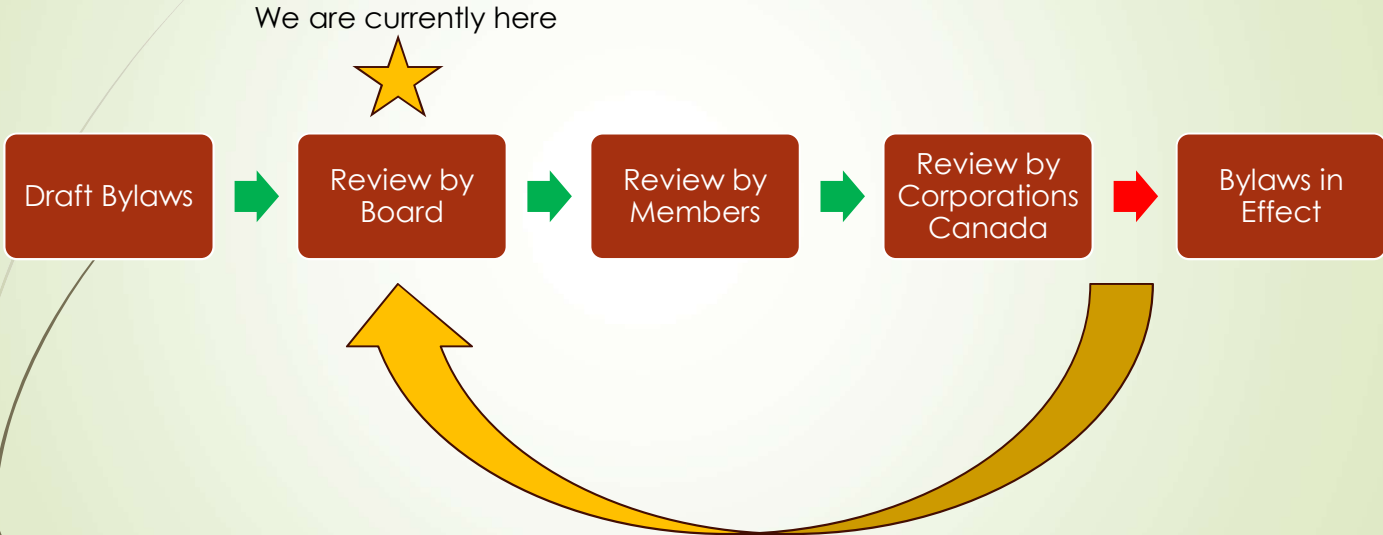
Home Share Drumheller



DDCC Bylaw Review

- Why?
 - To align with the Boards of Trade Act
 - To reflect current operations
 - To simplify and clarify wording
- Highlighted Changes:
 - Allowance for hybrid or virtual meetings
 - Four general meetings per year, including AGM
 - Board composition and terms

DDCC Bylaw Review Process





Strategic Plan 2024-26

3 Success Indicators:

- ▶ We have stable and sustainable organizational systems and revenue sources that support our success
- ▶ We are a sought-after leader in the business community for the value, services and resources we offer
- ▶ Diverse businesses are thriving in all areas of Drumheller

WLD 2023

139,599
visitors

\$150,734
in repairs



Savings

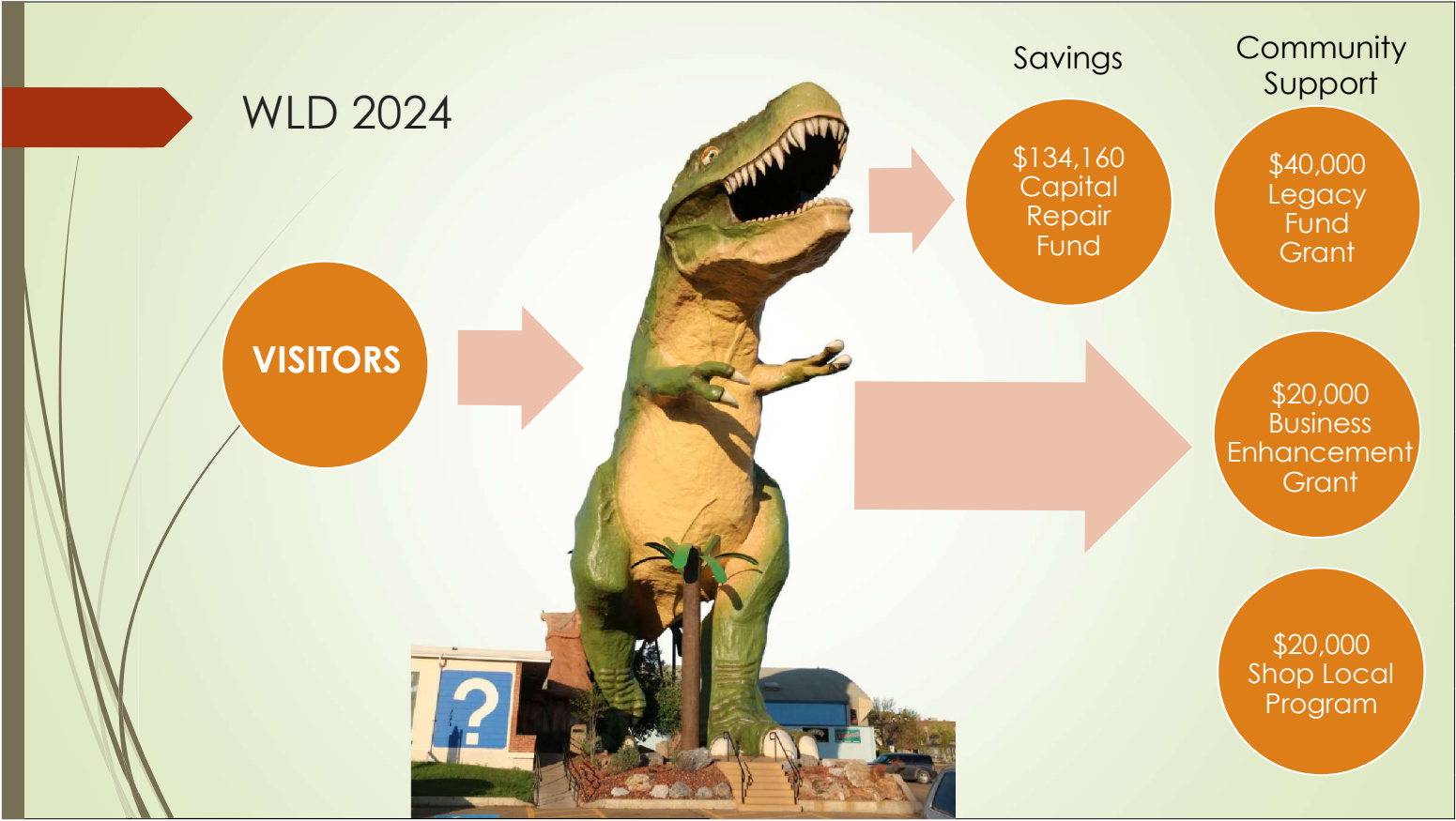
\$151,652
Capital
Repair
Fund

Community Support

\$59,464
Legacy
Fund
Grant

\$26,813
Building
Enhancement
Grant

\$1891
Drumheller
Valley
merchandise



Visitor Information Centre

Fee-for-Service Agreement - \$57,500 annually	\$165,021 expenses
335 operational days	33,483 in-person visitors counselled

The Year Ahead...

Finalize Strategic Plan

Engagement in World's Largest Dinosaur discussions

Continuation of bylaw review process

Continued project and event partnerships

Renewal of the building lease

Support sharing of information - paid parking program



#2024



Questions?
Comments?



Drought Update

March, 2024

1

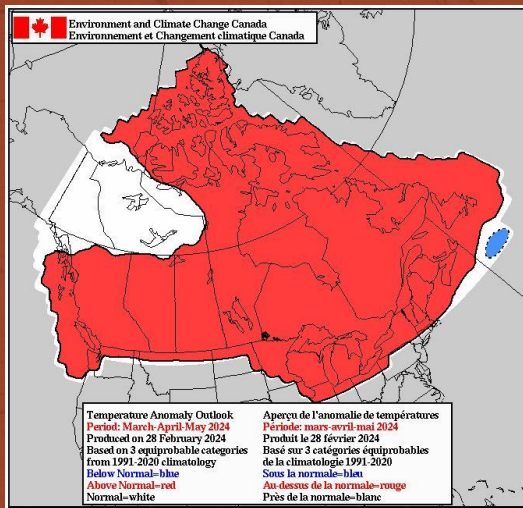
Conditions as of March 5, 2024

- Dickson Dam 49.3%, low normal condition
- Outflow at Dickson Dam is 16 cms, and has to be 10 cms entering Saskatchewan
- Snowpack is below average. Peak snowpack is usually between March/April
- 3-month forecast for precipitation shows normal to below normal levels



2

Temperature Forecasts

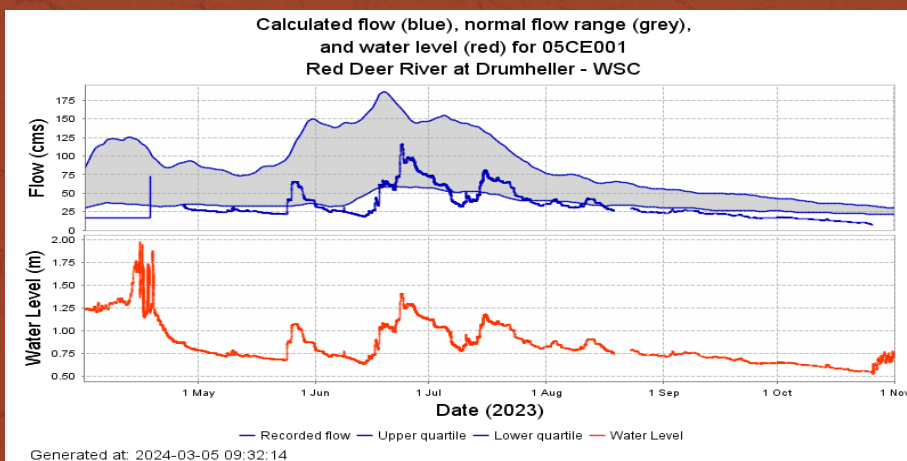


- 3-month temperature forecast shows above normal temperatures



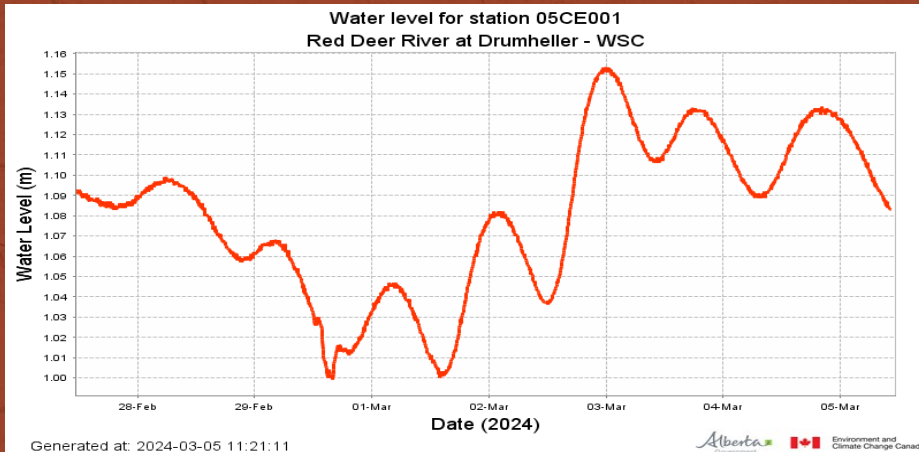
3

Current Conditions



4

Current Conditions



5

What we are doing now

- Entering Water Sharing Agreement (WSA) with licensed users in the South Saskatchewan River Basin (SSRB) Particularly with those that are part of the Red Deer sub-basin
- Commitment to reduce water use by 5-10% from 2023
- Reduce water consumption through educating residents and if necessary, implement water restrictions
- Updated water restriction policy is currently being developed.



6



7

BRIEFING NOTE

TITLE:	Water Master Servicing Study
MEETING DATE:	March 11, 2024
DEPARTMENT:	Infrastructure
PRESENTED BY:	Bill Adams, Utilities Manager and Kelcie Wilson, Capital Project
ATTACHMENT:	

INTRODUCTION / PURPOSE

The Town of Drumheller has engaged Associated Engineering to undertake an update of their 2004 Water Master Plan. The report objective is to provide the Town with recommendations for upgrades to the water pumping, storage and distribution systems to meet current and future demands.

EXISTING SYSTEM ASSESSMENT

The existing computer model was updated and expanded to reflect current development and the agreed upon design criteria. Following updating, the distribution system was analyzed to determine typical operating pressures and the ability to provide fire flows.

Pressure was found to be low in some areas with several locations experiencing pressure below the minimum recommended target. A number of locations did not fully satisfy the Maximum Day plus Fire Flow criteria.

There is sufficient pumping capacity at the Water Treatment Plant (WTP) to meet system demands.

There is sufficient treated water storage to meet system demands. Although, much of the total Water Tower storage is not useful/practical due to its low elevation relative to its service area. Operational and water quality issues related to the water towers have been reported to occur.

PROPOSED UPGRADES

Water towers within portions of the urban Drumheller service area (Bankview, Greentree, Newcastle and Central), are proposed to be abandoned and replaced with a single new reservoir and pumphouse. The facility would operate in conjunction with the WTP to meet peak demand periods including fire flows. It is proposed that the WTP and new pumphouse will operate at a higher pressure and eliminate the need for the Huntington Booster Station.

It is estimated that approximately 2,000 m³ of reservoir is required, subject to the findings of the Water Treatment Plant Master Plan, currently being prepared.

Briefing Note

A Booster Station is proposed in Rosedale to increase outgoing pressure from the Rosedale Water Tower.

A new 500 mm watermain is proposed to twin the existing 500 mm concrete pressure pipe which heads west from the WTP and is known to be in poor condition. Local watermain upgrades in Drumheller and Rosedale are also proposed to increase available fire flow in developed areas.

The proposed upgrades (including new reservoir and pumphouse) will improve operating pressure, fire flow and water quality. Additional upgrades to the distribution system are recommended to satisfy fire flow criteria.

EXPANSION

Proposed upgrades to the existing system to support future growth have been identified. Two growth scenarios were assessed including Priority and Ultimate Development areas. Some new development areas will require additional infrastructure to accommodate rising topography. These may include booster stations, private cisterns and pumps (country residential). Further work will be required to determine the limits of developable lands within these areas.

COST ESTIMATES

A summary of capital cost estimates is provided in the table below. Costs for recommended upgrades to the existing system to support current demands and future growth are identified in the table. Note that WTP Pumping Upgrade costs will be determined following completion of the WTP Master Plan.

Upgrades to Existing System	
Watermains	\$19,020,000
New Reservoir and Pump Station	\$4,000,000
WTP Pumping Upgrade	TBD
Rosedale Booster Station and Control Valve	\$2,000,000
Decommission Water Towers	\$1,470,000
Decommission Huntington Booster Station	\$200,000
Total Upgrades to Existing System	\$26,690,000
Priority Development Scenario	
Watermains	\$5,250,000
Rosedale Standby/Fire Pump	\$300,000
Total Priority Development Scenario	\$5,550,000
Ultimate Development Scenario	
Watermains	\$5,470,000
Total Ultimate Development Scenario	\$5,470,000



Town of Drumheller

Water Distribution System Master Servicing Study

Candice Gottstein, P.Eng.

Samantha Marcy, P.Eng.

March 11, 2024

Outline

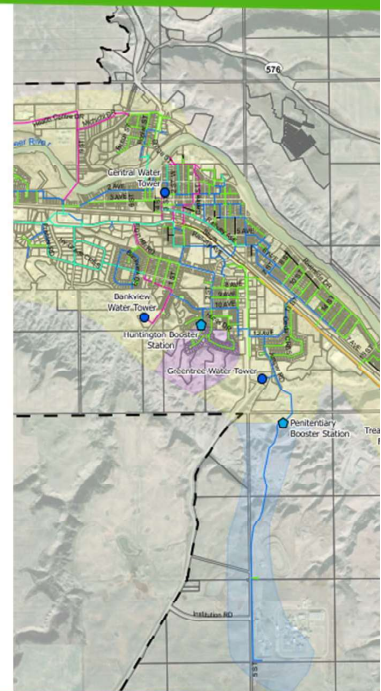
- Why a Master Plan?
- Design Criteria
- Existing System Results
- Proposed Upgrades
- Expansion
- Cost Estimates
- Recommendations

A Master Plan is a document which identifies infrastructure requirements to meet current needs and anticipated future growth.

It helps communities to plan and budget for infrastructure expenditures.

Why a Master Plan?

- Establish existing system capacity and constraints
- Identify upgrades to address existing system shortfalls
- Outline key infrastructure to accommodate growth
- Identify and prioritize capital planning projects
- **Guide infrastructure upgrades and expansion**



Design Criteria

- Population growth 0.5%
- Per capita water consumption of 250 L/c/d
 - Maximum day peaking factor = 2
 - Peak hour peaking factor = 3
- Minimum operating pressure = 280 kPa (40 psi)
- Maximum operating pressure = 550 kPa (80 psi)
- Minimum pressure during fire flow = 140 kPa (20 psi)



Design Criteria

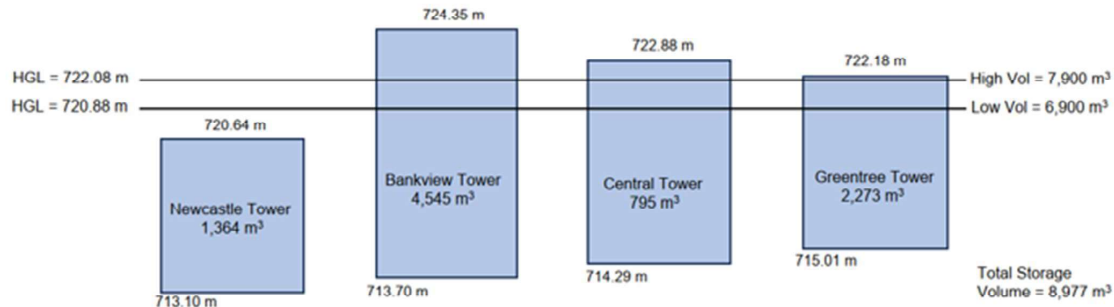
Fire Flow

Type of Development	Minimum Fire Flow
Residential	
Single Family (low density)	75 L/s
Multi-family (medium density)	133 L/s
High Density (walk-up apartments)	200 L/s
Commercial	
Standard	183 L/s
High Value Properties (multi-storey hotels, etc.)	233 L/s
Industrial	183 L/s
Schools	
Elementary	167 L/s
High School	183 L/s
Institutional	
Standard	183 L/s
Churches	100 L/s
High Value Properties (Hospital)	233 L/s



Boundary Conditions

Water Tower Operating Levels

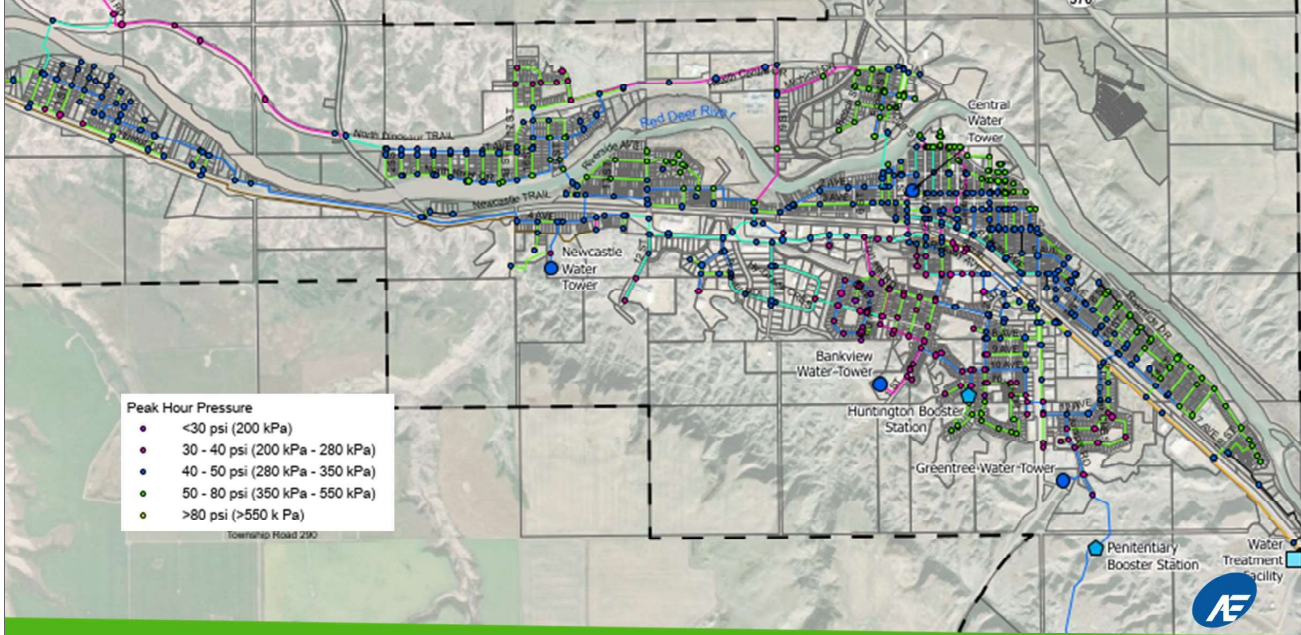


Existing System Results

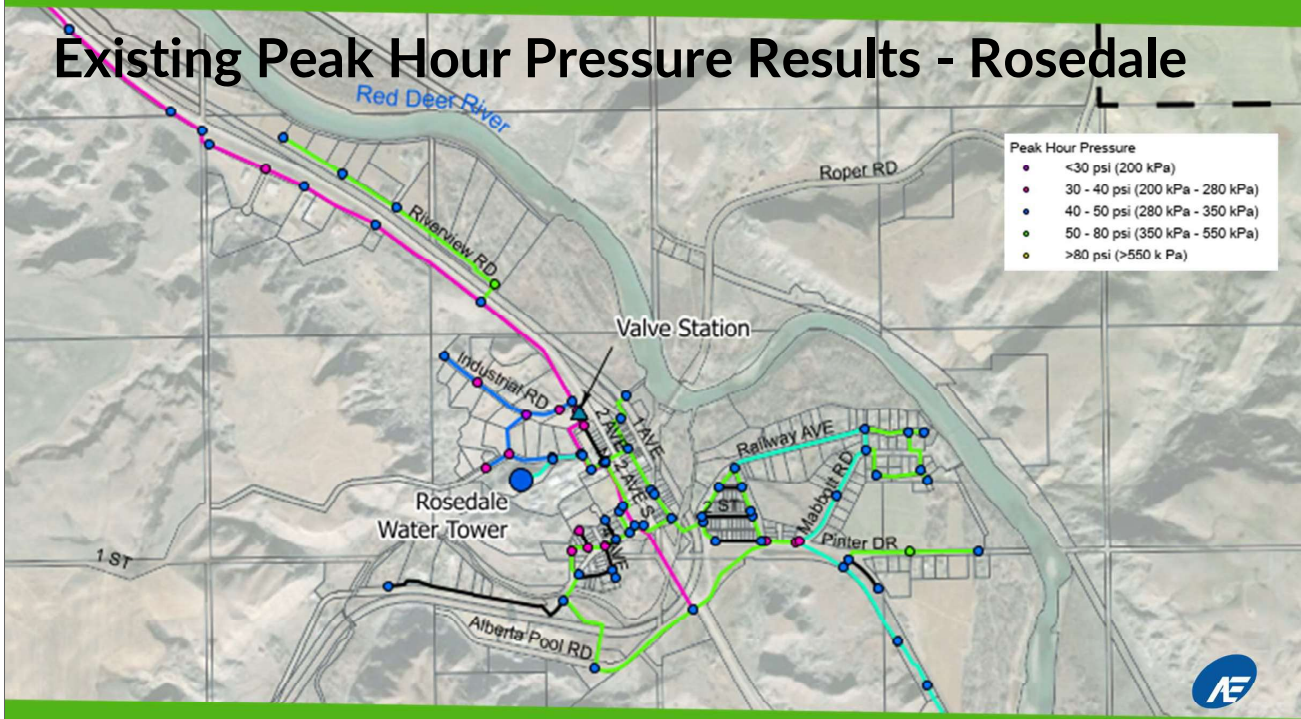
- Low pressure below 280 kPa (40 psi)
 - Approximately 20% of modelled nodes during PHD
- Fire flow targets not fully met in some locations
 - Approximately 25-30% FF nodes not fully met
- Sufficient pumping capacity at the WTP to meet peak demands for Drumheller and Regional
- No fire flow pumping at the Huntington Booster Station
- Sufficient treated water storage at WTP and Water Towers
 - Much of the Tower Storage is at low elevations – not useful/practical
- Requires additional booster to service Elgin Hill Development



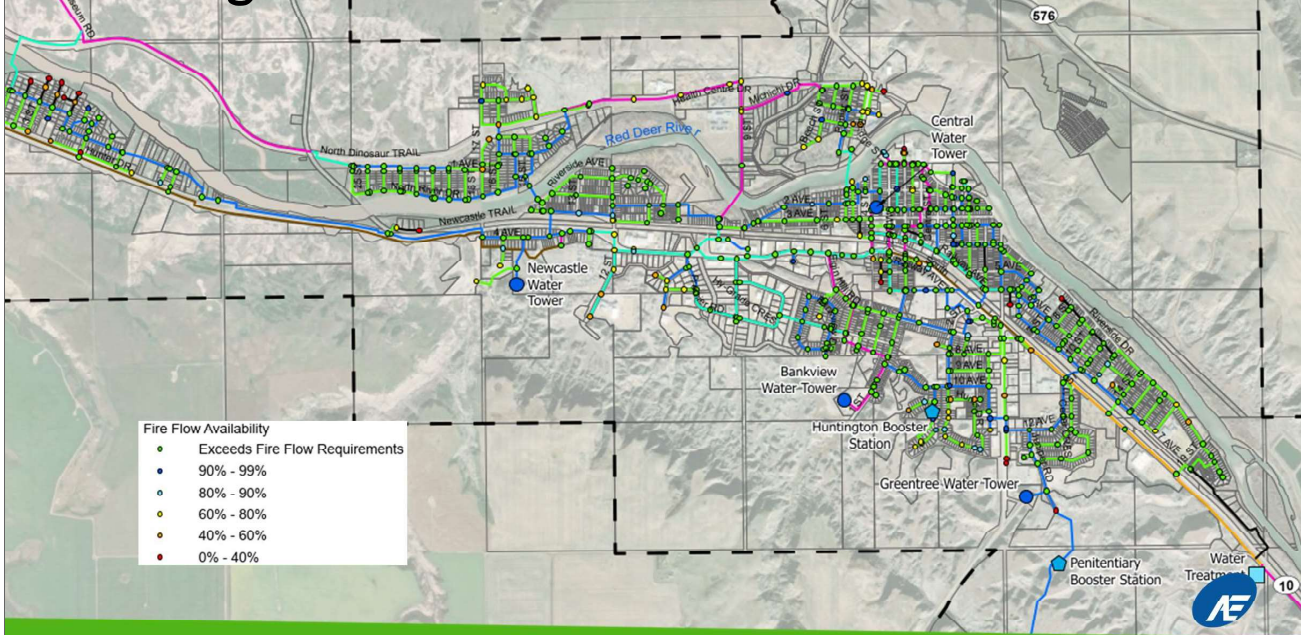
Existing Peak Hour Pressure Results - Drumheller



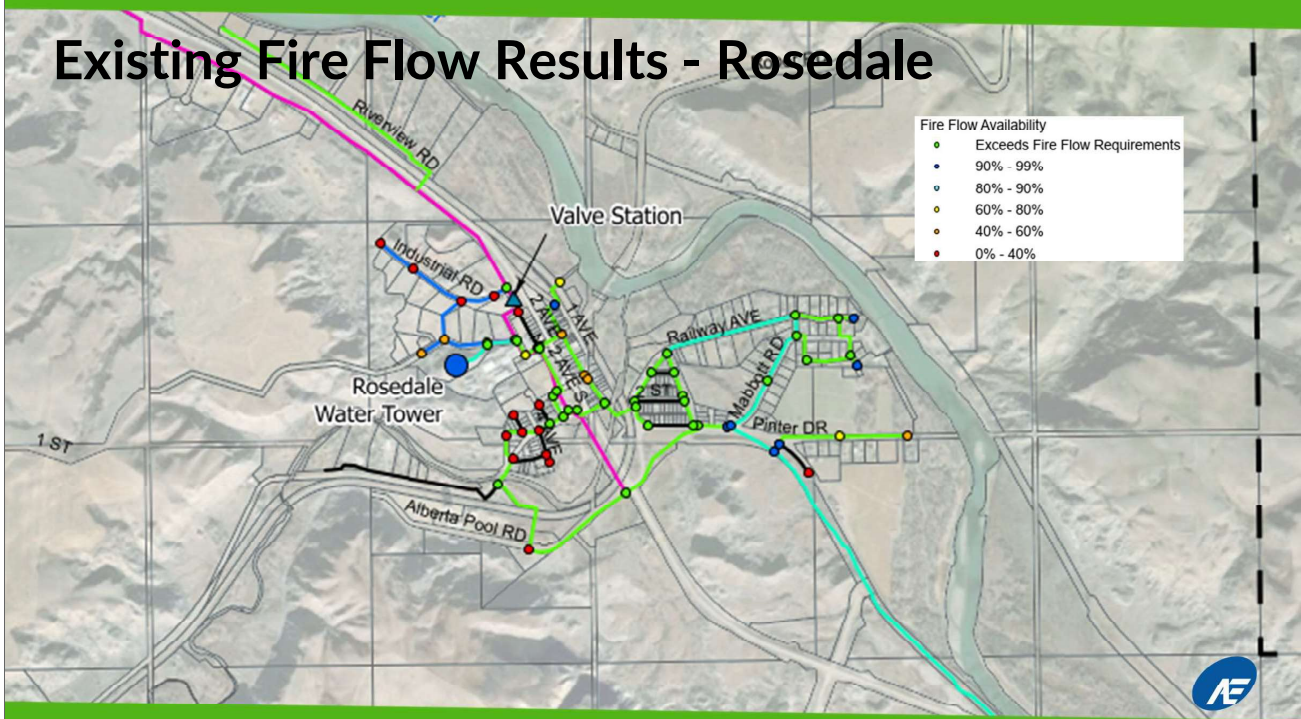
Existing Peak Hour Pressure Results - Rosedale



Existing Fire Flow Results - Drumheller



Existing Fire Flow Results - Rosedale



Proposed Upgrades

- New Reservoir and Pumphouse
 - Drumheller Water Towers to be abandoned (Rosedale Water Tower retained)
 - Water Towers do not provide sufficient minimum pressure to some areas
 - Existing Water Towers cannot be modified
 - Additional booster stations would be required based on current water tower service area
 - Newcastle Tower does not regularly turn over. May be poor water quality in some areas.
 - Significant costs associated with Water Tower maintenance and repair



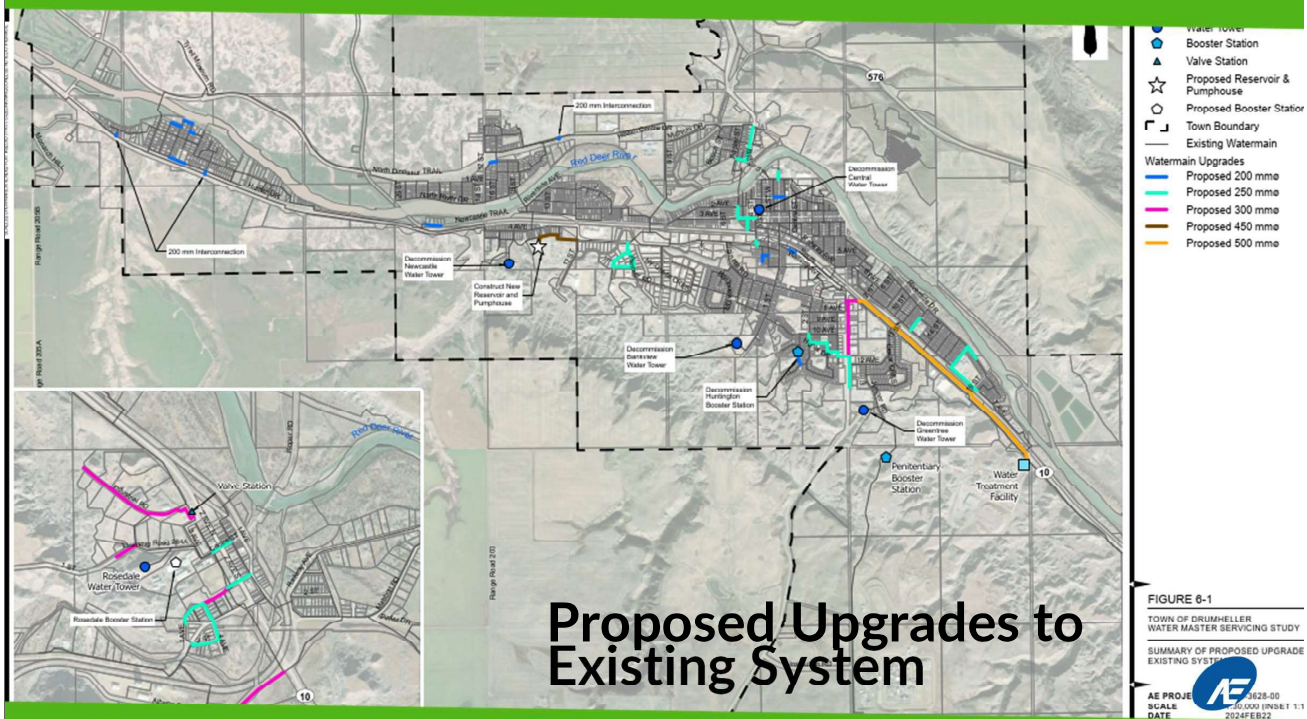
Proposed Upgrades

- New Reservoir and Pumphouse:
 - Pros:
 - Higher operating pressure and higher fire flows
 - A new facility will provide redundancy for the WTP
 - Huntington Booster Station not required
 - No Water Tower upgrades required
 - Operational control
 - Improved water quality
 - Eliminate need for Elgin Hill Booster Station
 - Cons:
 - Higher capital cost (does not account for life cycle costs)
 - Additional operating costs (pumping)



Proposed Upgrades

- 500 mm Supply Main twinning from WTP west
- Watermain upgrades in Drumheller and Rosedale
- Booster Station in Rosedale to increase pressure



Expansion

- Priority Development and Ultimate Growth Stages
 - Watermain upgrades to support growth
 - Additional infrastructure may be required in specific growth areas at higher elevations
 - Fire/standby pump may be required at Rosedale depending on development location/needs



Capital Cost Estimates

Upgrades to Existing System	
Watermains	\$19,020,000
New Reservoir and Pump Station	\$4,000,000
WTP Pumping Upgrade	TBD
Rosedale Booster Station and Control Valve	\$2,000,000
Decommission Water Towers	\$1,470,000
Decommission Huntington Booster Station	\$200,000
Total Upgrades to Existing System	\$26,690,000
Priority Development Scenario	
Watermains	\$5,250,000
Rosedale Standby/Fire Pump	\$300,000
Total Stage 1	\$5,550,000
Ultimate Development Scenario	
Watermains	\$5,470,000
Total Ultimate	\$5,470,000

Table 6-2 Summary of Upgrades – Town of Drumheller Reservoir Structural Condition Reports, RJC Engineers

Location	Constructed	Age	Upgrade	Cost
Bankview	1982	41 Years	Structural Investigation and Monitoring	\$15,000
			Localized Structural Repair Recommendations	\$26,000
			Interior Waterproof Coating	\$550,000
			General Maintenance Recommendations	\$10,000
Subtotal				\$601,000
Greentree	1982	41 Years	Structural Investigation and Monitoring	\$15,000
			Structural Repair Recommendations	\$100,000
			General Maintenance Recommendations	\$25,000
Subtotal				\$140,000
Newcastle	1982	41 Years	Structural Repair Recommendations	\$90,000
			Interior Condition Assessment and Exploratory Excavation	\$20,000
			General Maintenance Recommendations	\$10,000
Subtotal				\$120,000
Central	1937	86 Years	Replacement of Roofing Membrane	\$435,000
			Removal of Paint and Re-Coating of Structural Steel	\$925,000
			General Maintenance Recommendations	\$35,000
Subtotal				\$1,395,000
Total – Drumheller Urban Water Town Costs				\$2,256,000
Rosedale	1982	41 Years	Structural Repair Recommendations	\$1,000
			General Maintenance Recommendations	\$15,000
			Interior Condition Assessment	\$15,000
Total - Rosedale Water Tower Costs				\$31,000

Note: Inspections undertaken in 2022
Highest estimated cost range was included



Recommendations and Next Steps

- Proceed with recommended upgrades
 - Proposed Reservoir and Pumphouse
 - New Supply Line
- Install minimum recommended pipe sizes based on land use
- Undertake a hydrant coverage review
- Concept Design Report for proposed Pumphouse and Reservoir
 - Determine optimal site and size requirements



Questions?

REQUEST FOR DIRECTION

TITLE:	Flag, Pole Banner and Decorative Crosswalk Policy IS-C-01
MEETING DATE:	2024 March 11
PRESENTED BY:	Dave Brett, P.Eng. Director Infrastructure Services
ATTACHMENTS:	Flag, Pole Banner and Decorative Crosswalk Policy IS-C-01 Final Draft

SUMMARY

In January 2024 Council instructed administration to update Council Policy C-05-21, Flag Masting, June 14, 2021 to include pole banners and decorative crosswalks. This request was made to ensure that the Town has consistent, documented criteria to address requests regarding these matters.

Administration requests Council input on the updated policy prior to finalizing it and submitting it for Council approval.

RECOMMENDATION

Administration believes the updated policy is in alignment with Councils intentions.

DISCUSSION

The previous flag masting policy covered the flags and procedures regarding half-masting in memorial. This update covers the criteria for approval, location, and design of pole banners, along with creating a documented town policy on decorative crosswalks.

Pole banners will only be allowed in specific locations within Town where the light standards have been adapted to allow for their installation. In addition, pole banners will be allowed in support of non-profit, community events and facilities.

Requests pertaining to flag masting and pole banners will go through the Community Assistance Grant process.

All crosswalks on public streets and public owned property will need to align with the crosswalk standards in the current edition of the Alberta Transportation, Highway Pavement Marking Guide.

Overall, the policy sets guidelines that would allow for the Town as representative of the Drumheller community to support events and organizations with a historical connection to the area and respect the memory of deceased emergency personnel, members of government, local public figures.

FINANCIAL IMPACT

There will be minimal financial impact because of this policy update. The Street Pole Banners work is currently conducted under the Community Assistance Grant – In Kind budget line item. Flag masting activities are currently allocated to the base rate of Facilities staff.

WORKFORCE AND RESOURCES IMPACT

The process and procedure for applying to the Community Assistance Grant In Kind request is already in place. Applications are submitted to the Corporate Services Administrative Assistant who will work with the Infrastructure department for the In – Kind request.

STRATEGIC POLICY ALIGNMENT

The updated policy aligns with Councils priority of consistent and transparent decision-making regarding Town activities.

COMMUNICATION STRATEGY

Upon approval of the Council policy, it would be posted on the Town’s website.



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

Denise Lines

Review and Edit by:
Denise Lines
Manager of Legislative
Services

Victoria Chan

Approved by:
Victoria Chan
Director of Corporate and Community
Services
Acting CAO

COUNCIL POLICY

NAME: FLAG, POLE BANNER, AND DECORATIVE CROSSWALK POLICY	POLICY NUMBER IS – C – 01
DEPARTMENT: INFRASTRUCTURE SERVICES	SUPERSEDES: C-05-21
DATE APPROVED: TBD	REVISION DATE: N/A

1. POLICY STATEMENT

To provide standards for flags, pole banners and decorative crosswalks on Town property including guidelines for approval, location, procedures for raising and lowering flags, maintenance of banners and decorative crosswalks.

2. PURPOSE

Establish the Town of Drumheller’s approach to flag, pole banner and decorative crosswalk matters including annual flag masting schedule, half-masting, and public awareness campaigns through these media.

3. SCOPE

This policy applies to all flagstuffs street poles and crosswalks on Town of Drumheller property, as well as those maintained by the Town of Drumheller under agreement.

4. DEFINITIONS

- 4.1. "*Chief Administrative Officer*" or "*CAO*" means the Person appointed by Council to be the CAO of the Town in accordance with Council Bylaw
- 4.2. "*Crosswalk*" means a part of a roadway intended for pedestrian crossing, indicated by:
 - a) That part of a roadway at an intersection included with the connection of the lateral line of the sidewalks on opposite side of the Highway measured from the Curbs, or in the absence of Curbs, from the edges of the roadway; or,
 - b) Any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by Traffic Control Devices or by line or by other markings on the surface.
- 4.3. "*Decorative crosswalk*" means a non-standard crosswalk pavement marking.
- 4.4. "*Flag*" a piece of cloth or similar material, typically oblong or square, attachable by one edge to pole or rope and used as the symbol or emblem of a country, institution, or organization.

- 4.5. “*Flagpole*” a pole on which to raise a flag.
- 4.6. “*Half-mast*” the positioning of a flag at a lowered height on a flagpole as a mark of respect for a person or persons who have died or as memorial for a tragedy.
- 4.7. “*Street Pole Banner*” means a sign constructed of a pliable material, which is typically installed on a street pole on a temporary basis.

5. RESPONSIBILITIES

- 5.1. Town Council is responsible for:
 - a) Approving criteria for flags, pole banner, half-masting and crosswalks as outlined in this policy.
- 5.2. Director of Infrastructure, or designate, is responsible for:
 - a) Ensuring that all work related to flag, pole banner, half-masting and crosswalks is completed in accordance with this policy.
 - b) Updating and administering this Policy, as required.
- 5.3. Administration, or designate, is responsible for:
 - a) Reviewing and approving any requests for flags or street pole banners as outlined in this policy.

6. PROCEDURES

- 6.1. The Town shall reserve the right at all times to remove, refuse or deny any request to fly a flag, install a street pole banner, or place a decorative crosswalk.
- 6.2. Flags, street pole banners, may be approved provided they are in relation to:
 - a) Town supported events and activities;
 - b) Promotion of tourism, historical sites, and facilities;
 - c) Government or public facilities (arts centers, recreation facilities, hospitals, museums, stadiums, arenas);
 - d) Major sporting events;
 - e) Music, film, or cultural festivals;
 - f) Community commemorative events;
 - g) Significant, broader interest cultural events or festive seasons.

- 6.3. The Town shall not display flags or street pole banners that:
- a) Conflict with legislation;
 - b) Denigrate, discriminate, or promote hate of any person or group;
 - c) Include political, private or commercial advertising;
 - d) Identify, advertise or promote religion;
 - e) Violate the Town of Drumheller public code of conduct;
 - f) Promote any activity that is not open to the general public;
 - g) Are not consistent with the Town's vision or corporate objectives;
 - h) Council or CAO deem not appropriate.
- 6.4. Only Town of Drumheller staff, approved Town contractors or approved Town volunteers shall handle, install, or place flags or street pole banners.
- 6.5. Applications for flags or street pole banners shall be made through the Community Assistance Grant as an In-Kind request, in accordance with Policy RAC-C-01, and shall adhere to the following process:
- a) Applications and fillable forms are available on the Town of Drumheller website.
 - b) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.
 - c) Completed applications including budget are to be submitted to the Corporate and Community Services Administrative Assistant and will be reviewed by the Manager of Recreation, Arts, and Culture and Director of Infrastructure.
 - d) Applicants will be notified of the decision by email and letter.

7. FLAGS

- 7.1. This policy shall not apply to any initiative or operation of the Town or Council with regard to flag raising.
- 7.2. The Town will fly flags in accordance with the etiquette outlined in Section 5, following the guidelines established by Canadian Heritage.
- 7.3. The Town shall maintain all rights and authority for the purposes of flying the National, Provincial or Municipal Flag on the flagpole on significant dates/periods as deemed appropriate (such as, but not limited to, Canada Day, Remembrance Day, Flag Day).

8. SPECIAL FLAG RAISING REQUESTS

- 8.1. Special flags will only be flown in conjunction with Mayoral Acknowledgements/Proclamations.

- 8.2. The special flag shall be flown at Rotary Park, in place of the Town flag.
- 8.3. The special flag shall be supplied by the requesting organization. No expense as a result of the flag raising will be incurred by the Town.

9. FLAG PROTOCOL

- 9.1. The following protocol should be followed with respect to the displaying of flags:
 - a) Flagstaffs should be of the same height when there is a grouping of flagstaffs;
 - b) The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag;
 - c) Flags that are flown together should be approximately the same size; and
 - d) The following precedence should be given if more than one flag is displayed in a grouping:

Number of Flagstaffs	Location
One Flagstaff <ul style="list-style-type: none"> • National Flag of Canada 	The flag should appear on the central or sole staff.
Two Flagstaffs <ul style="list-style-type: none"> • National Flag of Canada • Province of Alberta Flag 	The National Flag of Canada is positioned furthest to the left.
Three Flagstaffs <ul style="list-style-type: none"> • National Flag of Canada • Province of Alberta Flag • Town of Drumheller Flag 	The National Flag of Canada is positioned in the centre with the second- ranking flag (Alberta) placed to the left of the centre flag and the third-ranking flag (Drumheller) to the right of the centre flag.

10. Protocol for Raising and Lowering of Flags

- 10.1. When raising and lowering flags, the National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.

11. Protocol for Flag(s) at Half-Mast

- 11.1. When a flag is hoisted to or lowered from half-mast position, the flag should be first raised to the staff head then lowered to its appropriate location on the staff. When lowering a flag to half-mast, center the flag being lowered half-way down the staff. The flag should be brought to half-mast in respect of the death of dignitaries and others as listed below at the discretion of Council or special circumstances as issued

by the Federal/Provincial Government.

11.2. When flagstaffs are in a grouping and the flags can be lowered to half-mast, all flags flown together should be flown at half-mast.

11.3. Flags will only be half-mast on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles, without a halyard, to which flags are permanently attached will not be required to fly half-mast.

11.4. The following is a list of when the practice of half-mast should occur:

a) Death of Dignitaries

- i. Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service
- ii. Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at half-mast from the time of notification of death until sunset on the day of the funeral or memorial service.
- iii. Upon the death of a former Governor General, or former Prime Minister, the Flag is flown at half-mast from the time of notification of death until sunset on the day of the funeral or if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.
- iv. Upon the death of a current Chief Justice of Canada, a current member of the Canadian Ministry or the Lieutenant Governor of Alberta the Flag is flown at half-mast from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.
- v. Upon the death of the Mayor, Council Member, former Mayor and former Council Member on the day of their funeral, or as directed by Town Council and/or the Office of the CAO.
- vi. Upon the death of the local Member of Parliament or local Member of the Legislative Assembly on the day of their funeral, or as directed by Town Council and/or the Office of the CAO.
- vii. Upon the death of a Municipal Employee on the day of their funeral, or as directed by Town Council and/or the Office of the CAO.
- viii. Upon the death of noteworthy Local Citizens or other local event requiring recognition, as approved by the Mayor or CAO, on the day of their funeral or as directed by Town Council and/or the Office of the CAO.

b) Special Days to lowering of flags to half-mast as directed by the Prime Minister's Office through Canadian Heritage, or the Premier's Office through the Alberta Protocol Office:

- i. April 9, Vimy Ridge Day;

- ii. April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
 - iii. June 23, National Day of Remembrance for Victims of Terrorism;
 - iv. Second Sunday in September, Firefighters' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service, until sunset;
 - v. Last Sunday in September, Police and Peace Officers' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service, until sunset;
 - vi. September 30, National Day for Truth and Reconciliation;
 - vii. November 9, National Indigenous Veterans Day
 - viii. November 11, Remembrance Day, unless half-masting occurs at the National War Memorial or a place where remembrance is being observed, then half-masting can occur at 11:00 am or according to the prescribed order of service, until sunset;
 - ix. December 6, National Day of Remembrance and Action on Violence Against Women.
 - x. Special circumstances as issued by the Federal/Provincial Government.
- c) On Special Days where a half-masting occurs while a special flag is being flown then the special flag is half-masted along with the other flags.

11 Protocol for Special Flag(s)

11.5. Approved annual Special Flags:

- a) June 1, Correctional Service of Canada – Freedom of the Town. Correctional Service of Canada flag shall be flown for the week, Monday morning to Sunday evening, that June 1 is part of.
- b) June; LGBTQ2S+ Pride month: in recognition of Pride month the Progress flag, as supplied by the Badlands Pride Association, will be flown from the Sunday following the week the Correctional Service of Canada flag is shown until 4:00 pm on the Sunday preceding the week of National Indigenous Peoples Day (7.5.1c).
- c) June 21, National Indigenous Peoples Day: In recognition of National Indigenous People's Day on June 21, the Treaty 7 flag shall be flown for the week, Monday morning to Sunday evening, that June 21 is part of. 7.5.2 Approved Special Occasion Flags;
- d) Victorious local sports teams will have their flag flown for the period of one day, following a victorious championship game, on a date requested by the team. This includes local Drumheller high school teams, CFAL team the Drumheller Titans, and AJHL team the Drumheller Dragons

11.6. Approved Special Flags:

- a) Day: the special flag will be flown from 8:00 am on the scheduled day to 8:00 am on the following day.
- b) Week: the special flag will be flown from 8:00 am on the Monday to 4:00 pm on the following Sunday.
- c) Month: the special flag will be flown from 8:00 am on the first of the month to 4:00 pm on the last calendar day of the month.
- d) The approved annual Special Flags supersede any one-time requests.
- e) Should a half-masting event occur or be scheduled for the period that a Special Flag is flown, it will be half-masted along with the National and Provincial Flags.

12 Street Pole Banners

13.1. Street pole banners will only be installed in the following locations:

- a) Downtown Business area
 - i. Decorative light standards
 - ii. Badlands Community Facility
 - iii. Bridge Street between Gordon Taylor Bridge and Highway 575 intersection
 - iv. Highway 10 – east of Highway 9/56 intersection – between 5th Street SE and 11th Street S
- b) South Entrance
 - i. Highway 9 base of south hill
- c) North Entrance
 - i. Highway 838 (North Dinosaur Trail) from Highway 9/10/56 to 9 St NW

13.2. Requests

- a) Requests shall only be accepted from government agencies, and non-profit organizations incorporated under the societies act, with a presence in the community.

13.3. Banner Dimensions and Material

- a) Banners shall be supplied by the requesting organization.
- b) Banners shall be a maximum of 30 inches wide and 62 inches tall.
- c) Banners shall be made of 18 oz Blockout Vinyl Banner material – double sided print.
- d) Banners shall have 2.5-inch diameter open sleeve top and bottom with one

grommet in each inside corner.

- e) Banners shall be composed of ultraviolet resistant inks and materials.

13.4. Banners shall have slits to allow for protection from wind damage.

13 Decorative Crosswalk

14.1. Decorative crosswalk shall not be allowed on public streets or public property.

14.2. All crosswalks on public streets and public property shall be parallel white lines or black and white zebra markings, in accordance with the Alberta Highway Pavement Marking Guide, current edition.

15 Related Documents

15.1 Holidays Act (R.S.C., 1985, c. H-5)

15.2 Government of Canada, Rules for Half-masting the National Flag of Canada (<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>))

15.3 Government of Alberta, Flag Etiquette (<https://www.alberta.ca/protocol-flag-etiquette.aspx>)

15.4 Alberta Transportation, Highway Pavement Marking Guide, 2nd Edition, March 2003 (<https://open.alberta.ca/publications/highway-pavement-marking-guide-2nd-edition>)

Date: _____

Mayor Heather Colberg

CAO Darryl Drohomerski

REVISION	
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REQUEST FOR DIRECTION

TITLE:	Policy CS-C-01 Asset Retirement Obligations (ARO)
MEETING DATE:	March 11, 2024
DEPARTMENT:	Corporate and Community Services
PRESENTED BY:	Victoria Chan- CPA, CGA, LL.B, LL.M Chief Financial Officer/Director of Corporate and Community Services
ATTACHMENT:	Draft Policy – Asset Retirement Obligations (ARO) Additional Resource: Municipal Affairs Fact Sheet

SUMMARY

Canadian municipalities are required to implement the Asset Retirement Obligations (ARO) in preparing the annual financial statements in accordance with the standards approved by the Public Sector Accounting Board (PSAB) as stipulated in the section 276 of the *Municipal Government Act*.

This policy is to establish a framework for Administration to review and report Asset Retirement Obligations in order to meet the criteria set out by PSAB.

RECOMMENDATION

Administration is recommending that this be a Council Policy as it is a part of the required yearly financial report and audit process.

DISCUSSION

PSAB has issued PS 3280 Asset Retirement Obligations with an effective date of April 1, 2022. With this new requirement, financial statements for year ended December 31, 2023 would be the first year which the ARO would apply.

An ARO is a legal obligation associated with the retirement of a tangible capital asset. Primary examples of an ARO include removal of asbestos, storage tank, wastewater or sewage treatment facilities, etc.

Tangible capital assets that could be impacted include those that are controlled by the municipality or regional services commission. The standard applies to all assets, including leased assets, whether they are in productive use or not, as well as fully amortized and unrecognized tangible capital assets.

Administration will identify and determine the ARO when planning and budgeting for all tangible capital assets during the capital budgeting process.

FINANCIAL IMPACT

Implementation of the ARO would require additional staff time and resources in ensuring the planning, budgeting and reporting are in compliance of this new PSAB requirement.

The financial impact would be absorbed from within the existing staffing resources.

STRATEGIC POLICY ALIGNMENT

The adoption and approval of this policy would support the Town's efforts in meeting the PSAB requirements and the annual audit requirements under the MGA.

COMMUNICATION STRATEGY:

As this is a Policy for internal administrative purposes, management has been consulted and is currently working with the auditors to ensure full compliance.



Denise Lines

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

Reviewed By:
Denise Lines
Manager, Legislative Services



Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
A/Chief Administrative Officer

ADMINISTRATION POLICY

NAME: Asset Retirement Obligation Policy	POLICY NUMBER: CS-C-01
DEPARTMENT: Corporate Services	SUPERSEDES: N/A
DATE APPROVED: March 8, 2024	REVISION DATE: N/A

1. POLICY STATEMENT

To provide guidelines for the accounting for and reporting on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook section.

2. PURPOSE

The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

3. SCOPE

This policy applies to all Employees of the Town of Drumheller.

4. DEFINITIONS

4.1. In this policy:

- a) *“Accretion expense”* means the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
- b) *“Asset retirement activities”* means all activities related to an asset retirement obligation. These may include, but are not limited to:
 - i) decommissioning or dismantling a tangible capital asset that was acquired, constructed developed, or leased;
 - ii) remediation of contamination of a tangible capital asset created by its normal use;
 - iii) post-retirement activities such as monitoring; and
 - iv) constructing other tangible capital assets to perform post-retirement activities.
- c) *“Asset retirement cost”* means the estimated amount required to retire a tangible capital asset.
- d) *“Asset retirement obligation (ARO)”* means a legal obligation associated with the retirement of a tangible capital asset.

- e) *“Controlled asset means”* an asset that is owned or controlled, directly or indirectly, by the municipality.
- f) *“Retirement of a tangible capital asset”* means the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.
- g) *“Tangible capital assets (TCS)”* means non-financial assets having physical substance that:
 - i) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Town’s tangible capital assets;
 - ii) have useful economic lives extending beyond an accounting period;
 - iii) are to be used on a continuing basis in the municipality’s operations; and
 - iv) are not for sale in the ordinary course of operations.
- h) *“Town”* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

5. RESPONSIBILITIES

5.1. Employees are responsible for:

- a) Communicating with the Corporate Services Department regarding retirement obligations, and any changes in asset condition or retirement timelines,
- b) Assisting in the preparation of cost estimates for retirement obligations, and
- c) Informing the Corporate Services Department of any legal or contractual obligations at inception of any such obligation.

5.2. Directors and Managers are responsible for:

- a) the development of and adherence to policies for the accounting and reporting asset retirement obligations in accordance with Public Sector Accounting Board section 3280, which includes:
 - i) Reporting asset retirement obligations in the financial statements of the Town and other statutory financial documents,
 - ii) Monitoring the application of this Policy,
 - iii) Managing processes within the TCA accounting module, and
 - iv) Investigating issues and working with asset owners to resolve issues.

5.3. The Director of Infrastructure Services is responsible for:

- a) for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and

conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Corporate Services Department for processing.

5.4. Corporate Services is responsible for:

- a) the full implementation of the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation;
- b) the administration and implementation of this Policy.

5.5. Council is responsible for:

- a) the review and approval of this Policy, to ensure compliance as per the PSAB Handbook.

6. PROCEDURES

6.1. Recognition:

- a) The following are the ARO liability recognition criteria, (at the financial reporting date):
 - i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - ii) the past transaction or event giving rise to the liability has occurred;
 - iii) it is expected that future economic benefits will be given up; and
 - iv) a reasonable estimate of the amount can be made.
- b) A liability for an asset retirement obligation cannot be recognized unless all the criteria above are satisfied.

6.2. The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

6.3. The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

6.4. Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

6.5. Upon initial recognition of a liability for an asset retirement obligation, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.

6.6. Subsequent Measurement

- a) The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

6.7. Presentation and Disclosure

- a) The liability for asset obligations will be disclosed.

6.8. Decision Tree

- a) Scope of applicability is attached to this Policy as Schedule A.

7. LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

- 7.1. Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

8. RELATED DOCUMENTS

- 8.1. Policy C-08-07 Capitalization Policy.
- 8.2. Policy C-03-17 Asset Management with Framework

9. TRANSITIONAL

- 9.1. This policy comes into effect on the day it is signed by the Chief Administrative Officer.
- 9.2. This policy is retroactive to January 1, 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REVISIONS

Schedule A

Decision Tree – Scope of applicability

