



**TOWN OF DRUMHELLER**  
REGULAR COUNCIL MEETING

**AGENDA**

TIME & DATE: 4:30 PM – Monday, August 26, 2024

LOCATION: ZOOM Platform and

[Live Stream on Drumheller Valley YouTube Channel](#)

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1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the August 26, 2024, Regular Meeting of Council**

Proposed Motion: That Council adopt the agenda for the August 26, 2024, Regular Meeting of Council as presented. (or as amended)

5. MEETING MINUTES

5.1 **Minutes for the August 12, 2024, Regular Meeting of Council**

[Regular Council Meeting – August 12, 2024 – Draft Minutes](#)

Proposed Motion:

That Council approve the minutes for the August 12, 2024, Regular Meeting of Council as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Municipal Planning Commission Appointment**

6.1.1 Appointment of Kirk McLean

[Request-for-Decision](#)

[2021 K McLean MPC Board Application](#)

[Bylaw #32.08 – Appointment of Development Officer and Establishment of Municipal Planning Commission](#)

Proposed Motion:

That Kirk McLean be reappointed to the Municipal Planning Commission for a three-year term ending August 21, 2027.

7. DELEGATION

7.1 **Drumheller Detachment RCMP Q1 Report**

[Q1 Report](#)

[2025-2030 Contract Policing Forecast](#)

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

8.1.1 **Remuneration Task Force Bylaw #23.24**

[Request-for-Decision](#)

[Bylaw #23.24 – Remuneration Task Force Bylaw](#)

Proposed Motion: That Council give First Reading to Remuneration Task Force Bylaw #23.24, as presented.

Proposed Motion: That Council give Second Reading to Remuneration Task Force Bylaw #23.24, as presented.

Proposed Motion: That Council give unanimous consent for Third Reading to Remuneration Task Force Bylaw #23.24, as presented.

Proposed Motion: That Council give Third Reading to Remuneration Task Force Bylaw #23.24, as presented.

8.1.2 **Advertising Bylaw Public Notification Policy**

[Request-for-Decision](#)

[\(Draft\) Bylaw #24.24 - Advertising Bylaw](#)

[\(Draft\) Policy DP-C-03 – Circulation and Advertisement Standards](#)

Proposed Motion: That Council gives First Reading to Bylaw #24.24 – Advertising Bylaw and Policy DP-C-03 – Circulation and Advertisement Standards and sets a public hearing date for September 23, 2024, to discuss.

## CORPORATE AND COMMUNITY SERVICES DEPARTMENT

### 8.2 **Director of Corporate and Community Services**

#### 8.2.1 **Sandstone Manor Tax Waiver**

##### [Request-for-Decision](#)

Proposed Motion: That Council approve the cancellation of the 2024 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$14,526.74.

## EMERGENCY AND PROTECTIVE SERVICES

## INFRASTRUCTURE SERVICES

### 8.3 **Director of Infrastructure Services**

#### 8.3.1 **Wayne Bridge 11**

##### [Request-for-Decision](#)

Proposed Motion: That Council approve the award of the Bridge #11 replacement project to Sure-Seal Contracting for the amount of \$1,317,785.00, excluding GST.

## 9. CLOSED SESSION

### 9.1 **Third Party Business and Local Public Body Confidences**

**FOIP 16 – Disclosure harmful to business interests of a third party.**

**FOIP 23 – Local public body confidences.**

**FOIP 24 – Advice from officials.**

Proposed Motion: That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

Proposed Motion: That Council open the meeting to the public.

## 10. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



**TOWN OF DRUMHELLER**  
REGULAR COUNCIL MEETING

**MINUTES**

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

LOCATION: Via Zoom platform

[Live Stream on Drumheller Valley YouTube Channel](#)

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**IN ATTENDANCE**

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

Chief Administrative Officer: Darryl Drohomerski  
Director of Corporate & Community Services: Victoria Chan (regrets)  
Director of Infrastructure: Jared Brounstein  
Dir. of Emergency and Protective Services: Greg Peters (regrets)  
Flood Mitigation Project Manager: Deighen Blakely  
Manager of Legislative Services: Mitchell Visser  
Manager of Economic Development: Reg Johnston  
Communications Officer: Erica Crocker  
Reality Bytes IT: David Vidal  
Recording Secretary: Angela Keibel

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1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:31 PM.

2. OPENING COMMENTS

There were no opening remarks.

3. ADDITIONS TO THE AGENDA

- Addition of Item 9A. Oath of Office - Deputy Mayor

4. ADOPTION OF AGENDA

**4.1 Agenda for August 12, 2024, Regular Council Meeting**

M2024.249 Moved by Councillor Kolafa, Councillor Sereda  
That Council adjust the amended agenda for the August 12, 2024, Regular Meeting  
of Council as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

**5.1 Minutes for the July 22, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – July 22, 2024 – Minutes

M2024.250 Moved by Councillor Lacher, Councillor Kolafa  
That Council approve the minutes for the July 22, 2024, Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

Councillor Lisa Hansen-Zacharuk joined the meeting at 4:38 pm

6. DELEGATION

**6.1 Drumheller Housing Authority**

Bob Shedly, CAO and Cass Houston, Recording Secretary for the Drumheller Housing Authority (DHA) presented an update to Council on the operations of the DHA.

Agenda Attachment: Presentation Slides

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

**8.1 Flood Resiliency Project Director**

YouTube Timestamp: 22:22

**8.1.1 Drumheller Resiliency and Flood Mitigation – Financial Audit Jan 1 – Dec 31, 2023**

Drumheller Resiliency and Flood Mitigation Director, Deighen Blakely and Mitch Kennedy, Senior Manager for BDO Canada, presented the Drumheller Resiliency and Flood Mitigation Financial Audit to Council.

Agenda Attachments: Request-for-Decision; Presentation Slides; Independent Auditor's Report

M2024.251 Moved by Councillor Sereda, Councillor Lacher  
That the Drumheller Resiliency and Flood Mitigation Program – Schedule of Disbursements – Year ended December 31, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

**8.1.2 Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of One Parcel for Berm Construction affecting Lot 6A, Block 10, Plan 0610286 503 Railway Avenue, Rosedale**

YouTube Timestamp: 31:36

Agenda Attachments: Request-for-Decision; Certificate of Approval; Resolution of Council

M2024.252 Moved by Councillor Lacher, Councillor Kolafa

That Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 6A, Block 10, Plan 0610286; Title Number 061 036 718 + 1.

CARRIED UNANIMOUSLY

**8.1.3 Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Plan Nacmine 7125DD, that portion of the south easterly thirty one and forty hundredths (31.40) metres in perpendicular width of Block "B" which lies to the north east of the south west twenty two and eighty six hundredths (22.86) metres of the said Block "B", excepting thereout: Subdivision Plan 9312239 containing 0.072 hectares (0.180 acres) more or less 287 1 Street, Nacmine**

Agenda Attachments: Request-for-Decision; Resolution of Council; Notice for Intention to Expropriate

M2024.253 Moved by Councillor Sereda, Councillor Kolafa

That Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan Nacmine 7125DD, that portion of the south easterly thirty one and forty hundredths (31.40) metres in perpendicular width of Block "B" which lies to the north east of the south west twenty two and eighty six hundredths (22.86) metres of the said Block "B", excepting thereout: Subdivision Plan 9312239 containing 0.072 hectares (0.180 acres) more or less; Title Number 001 142 256.

CARRIED UNANIMOUSLY

**8.1.4 Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block 44 2 Avenue, Nacmine**

Agenda Attachments: Request-for-Decision; Resolution of Council; Notice for Intention to Expropriate

M2024.254 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 Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block; Title Number 061 102 801.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES DEPARTMENT

9. CLOSED SESSION

YouTube Timestamp: 44:30

9.1 **Third Party Business and Local Public Body Confidences**

**FOIP 16 – Disclosure harmful to business interests of a third party.**

**FOIP 23 – Local public body confidences.**

**FOIP 24 – Advice from officials.**

M2024.255 Moved by Councillor Price, Councillor Sereda

That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials at 5:13 pm.

CARRIED UNANIMOUSLY

M2024.256 Moved by Councillor Sereda, Councillor Price

That Council open the meeting to the public at 5:30 pm.

CARRIED UNANIMOUSLY

7. PUBLIC HEARING TO COMMENCE AT 5:30 PM

YouTube Timestamp: 1:02:25

7.1 **Proposed Bylaw #22.24 – Cambria Road Closure Bylaw**

**1. Mayor Opens the Public Hearing and Introduces the Matter**

Mayor Colberg opened the meeting at 5:30 PM.

## **2. Presentation of Information – Chief Administrative Officer**

The Chief Administrative Officer presented information on the proposed Road Closure Bylaw 22.24.

## **3. Rules of Conduct for Public Participation**

- All the material related to the Public Hearing will be documented and taken into consideration and will be included in the package sent to Alberta Transportation.
- We request that you only present material associated with the proposed Bylaw
- We ask that you respect the views of everyone here and allow everyone their time to speak
- Council may ask presenters questions once the presentation is finished.

## **4. Public Participation – Pre-registered to Present in Person**

No registrations to present remotely were received.

## **5. Public Participation – Pre-registered to Present Remotely**

No registrations to present in person were received.

## **6. Public Participation – Written Submissions**

Agenda Attachment: Written Submission – R.W. Boruk

## **7. Final Comments**

Councillor Sereda inquired about a comment in the written submission stating the road will be modified to a one-lane road, and D. Drohomerski confirmed there are no changes to the roadway; the entire width of the proposed taking is in a ditch area where no travel occurs.

Councillor Hansen-Zacharuk inquired if area residents were contacted, and D. Drohomerski confirmed all adjacent residents were notified.

Councillor Hansen-Zacharuk inquired about which land parcel the park is located on. D. Drohomerski stated that Block 6 is formerly the Cambria playground and recreation fields which were sold, and indicated where the current playground resides near the river. He indicated an area where dirt from the Cambria bridge embankment on Highway 10 is encroaching the playground area and that a suggestion was made to the property owners to contact Alberta Transportation about possibly acquiring a portion of the land as it is unusable.



Councillor Kolafa confirmed with D. Drohomerski that on the south side of Lots 1 – 7 is a laneway and back alley, and this back alley could be connected to 6<sup>th</sup> avenue if desired. D. Drohomerski confirmed it is a right-of-way on paper, irrespective of whether there is a graveled area present at that location, and there is an opportunity to drive through the alley.

Councillor Hansen-Zacharuk inquired about the road leading to the dead end, what would occur if a property owner developed at that location. D Drohomerski showed the map to indicate the location of the public right-of-way and alley leading to 5 Avenue East, the land where it is purported to be access, and that the Town of Drumheller, and that if there was future development in the area, the Town could connect 6<sup>th</sup> avenue to the back-alley, ensuring adequate access for vehicles. Councillor Hansen-Zacharuk expressed concerns about any acreages or areas that people may be farming or gardening at the location, and D. Drohomerski indicated on the map the location of the river, the property that is owned by the province of Alberta, and lots 1 – 7 which are privately owned.

Mayor Colberg confirmed that what is currently a roadway, will still be a roadway. The parcel proposed to be taken is non-usable land for which the Town of Drumheller receives no taxes for. D. Drohomerski confirmed.

Mayor Colberg addressed concerns in the written submission that the proposed taking will inhibit fire trucks and garbage collection; as the right-of-way will remain, there will be no impact to vehicle access.

Mayor Colberg inquired about any parcels of land owned by the Town of Drumheller. D. Drohomerski confirmed only Lot 5 is owned by the Town of Drumheller.

Mayor Colberg addressed comments in the written submission about public playgrounds in the area inquiring if community associations are responsible for installing public playgrounds. D. Drohomerski confirmed, further stating the Rosedale Community Association sold the parcel, and Town of Drumheller was unaware that the property was available for sale until they received notification from the new property owners of said land sale.

Councillor Sereda commented that if the public is interested, there is a clear indication of the ditch on Google Maps.

## **8. Mayor to Call for Public Hearing to Close**

Mayor Colberg closed the Public Hearing at 5:46 PM.

9A. OATH OF OFFICE – DEPUTY MAYOR

YouTube Timestamp: 1:18:30

9A.1 **Oath of Office – Deputy Mayor – Lisa Hansen-Zacharuk**

Councillor Hansen-Zacharuk recited the Oath of Office to accept the role of Deputy Mayor for the Town of Drumheller for part of the month of August, effective August 12, 2024.

Council resumed item 9 of the agenda at 5:48 pm.

9. CLOSED SESSION

YouTube Timestamp: 1:20:15

9.1 **Third Party Business and Local Public Body Confidences**

**FOIP 16 – Disclosure harmful to business interests of a third party.**

**FOIP 23 – Local public body confidences.**

**FOIP 24 – Advice from officials.**

M2024.257 Moved by Councillor Lacher, Councillor Kolafa

That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials at 5:48 pm.

CARRIED UNANIMOUSLY

M2024.258 Moved by Councillor Lacher, Councillor Sereda

That Council open the meeting to the public at 7:15 pm.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

M2024.259 Moved by Councillor Price, Councillor Hansen-Zacharuk

That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 7:16 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**REQUEST FOR DECISION**

<b>TITLE</b>	Municipal Planning Commission Appointments
<b>DATE</b>	August 21, 2024
<b>PRESENTED BY:</b>	Angela Keibel
<b>ATTACHMENT:</b>	2021 Board Application - Kirk McLean Bylaw #32-08 – Appointment of Development Officer and Establishment of Municipal Planning Commission

**SUMMARY:**

As established in Bylaw #32-08, the Municipal Planning Commission (MPC) is composed of not less than three persons appointed by resolution of Council. Currently, the MPC is composed of the following seven (7) members:

Member	Position	Term Expiry
Crystal Sereda	Chair/ Council Representative	October 2024
Tony Lacher	Member-at-Large/ Council Representative	October 2024
Andrew Luger	Member-at-Large	October 24, 2025
Aaron Hamilton	Member-at-Large	March 18, 2027
Kirk Mclean	Member-at-Large	August 21, 2024
Shelley Rymal	Member-at-Large	December 21, 2026
Art Erickson	Member-at-Large	March 22, 2027

As member Kirk McLean has shown interest in their re-application to the board by verbally confirming with the Chair, and is experienced and a valuable member of MPC, Administration suggests that MPC recommend the reappointment of this member by Council.

In accordance with section 8 of Bylaw #32-08, no member is eligible to serve on the MPC for more than two (2) consecutive terms, unless at the discretion of Council.

**RECOMMENDATION:**

MPC recommends that Kirk McLean be reappointed to the Municipal Planning Commission for a three-year term ending August 21, 2027.

**DISCUSSION:**

Board and Committee volunteer positions provide opportunities for public engagement and promote transparency in Town affairs. Mr. McLean has been a great addition to the MPC and they Commission is recommending he be reappointed to another term.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Good governance

**COMMUNICATION STRATEGY:**

Appropriate boards are notified when the Council makes member appointments, and the list of members is available on the Town of Drumheller's website.

**MOTION:**

That Kirk McLean be reappointed to the Municipal Planning Commission for a three-year term ending August 21, 2027.

*Hassan Saeed*

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Prepared by:  
Hassan Saeed  
Development Officer



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Reviewed by:  
Angela Keibel  
Legislative Services  
Coordinator



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Approved by:  
Darryl Drohomerski  
Chief Administrative  
Officer



**TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM**

Date: May 21, 2021

Board: Municipal Planning Commis

Name of Applicant: Kirk McLean

Full Address: [Redacted] Drumheller AB, T0J0Y0

Phone Number: [Redacted]

Email: [Redacted]

Do you have previous Board/Committee experience?  Yes  No

If yes, please list the Boards and the length of time you served.

Briefly explain why you are interested in this position and what particular skills you will bring to this Committee or Board.

I am interested in the future of Drumheller, I was born and raised here and really want to see the town be great. I have a feel for the people of Drumheller and I believe I would be a great asset to the board.

Signature: [Redacted]

Date: May 21, 2021

If you have any questions please contact Denise Lines at 403-823-1339. Please email your completed form to [dlines@drumheller.ca](mailto:dlines@drumheller.ca) or submit it at Town Hall.

Personal information is being collected for the purpose of appointing individuals to Town of Drumheller public service boards under the the authority of Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection or use of your personal information, please contact the Town of Drumheller's FOIP Coordinator at 403-823-1339.

## TOWN OF DRUMHELLER

### BY-LAW # 32-08

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**BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE APPOINTMENT OF DEVELOPMENT OFFICER AND THE ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION.**

PURSUANT to Section 624 of the Municipal Government Act, the town of Drumheller Council duly assembled, enacts as follows:

1. The Drumheller Development Authority shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure that any proposed development is in accordance with the purpose, scope of intent of the municipal development plan, land use bylaws, area structure plans and/or area redevelopment plans.
2. The Drumheller Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized to receive, consider and decided on applications for development permits in the manner prescribed in the Land Use Bylaws.

#### **APPOINTMENT OF DEVELOPMENT OFFICER**

3. Council may, by resolution, appoint Development Officer(s).

#### **ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION**

4. That a Commission known as the Municipal Planning Commission of the town of Drumheller, hereinafter called "the Commission" is hereby established.
5. The Commission shall be composed of not less than three persons appointed by resolutions of Council.
6. No person who is a member of the Subdivision and/or Development Appeal Board shall be appointed to act as a member of the Commission.
7. The Commission shall elect a Chairman and Vice-Chairman from its members.
8. Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

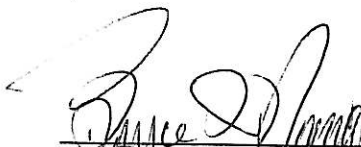
9. Any vacancy caused by death, retirement or resignation of a member may be filed by resolution of the Council.
10. A person is disqualified from remaining a member of the Commission if such person is absent from three consecutive meetings, or has attended less than 75% of the meetings within any calendar year. Notwithstanding the above, a person is not disqualified if his/her absence is authorized by a resolution of the Commission.
11. The Commission shall not be disbanded, nor a member of it discharge without cause.
12. Three members of the Commission shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Commission.
13. Only those members of the Commission present at a meeting of the Commission shall vote on any matter before it.
14. The decision of the majority of the members present at a meeting duly convened shall be deemed to the decision of the whole Commission.
15. The Commission shall hold such meetings as are necessary to fulfil the Commission's responsibilities.
16. The Commission shall have prepared and maintained a file of written minutes of the business transacted at all meetings of the Commission, copies of which shall be regularly filed with the Council.
17. The Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Bylaw and the Municipal Government Act and municipal Government Amendment act.
18. The remuneration, travelling and living expenses of the Chairman and other members of the Commission shall be established by resolution of the Council.
19. The setting of fees for any matter coming before the Commission shall be established by resolution of Council as it considers necessary.
20. A secretary of the Commission shall be appointed by the Chief Administrative Officer.
21. The Commission may make its orders, decisions, development permits and approvals and issue notices with or without conditions.

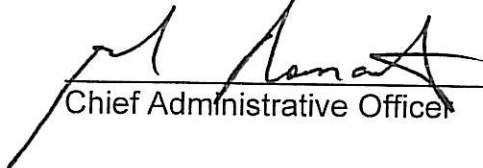
22. This Bylaw comes into effect upon the date of its being finally passed.
23. This Bylaw shall repeal Bylaw 01-98 .

READ A FIRST TIME THIS 27<sup>th</sup> day of October, 2008

READ A SECOND TIME THIS 27<sup>th</sup> day of October, 2008

READ A THIRD TIME THIS 27<sup>th</sup> day of October, 2008

  
\_\_\_\_\_  
Chief Elected Officer

  
\_\_\_\_\_  
Chief Administrative Officer





July 26, 2024

Mayor Heather Colberg  
Mayor  
Drumheller, AB

Dear Mayor Colberg,

Please find attached the quarterly Community Policing Report for the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Drumheller RCMP Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Staff Sergeant Robert Harms  
Detachment Commander  
Drumheller RCMP Detachment





### Drumheller Municipal Detachment - 2023 Crime Severity Index

2024/07/25

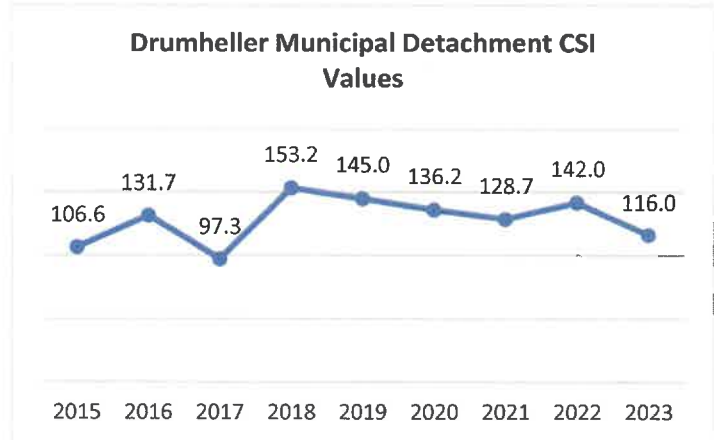
On July 25, 2024 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2023*. One portion of this report contained the calculated CSI values for 2023, as well as revised values for 2022.

#### CSI Values

The Drumheller Municipal Detachment's 2023 CSI value is 116. This is a decrease of 18.3% when compared to the newly revised 2022 CSI value of 142.

The overall CSI in Alberta for 2023 was 103.0, a 2% decrease when compared to 2022.

The chart to the right shows the CSI values for the Drumheller Municipal Detachment from 2015 to 2023.



#### Main Contributors and Drivers to CSI

The table below contains the top 10 contributors to the Drumheller Municipal Detachment's CSI in 2023.

Top 10 Contributors to CSI - 2023		
Crime Category	% of CSI	# of Offences
Drug Enforcement - Trafficking	22.9%	42
Fraud	11.8%	75
Break & Enter	11.3%	31
Assault	9.6%	88
Mischief To Property	6.1%	127
Sexual Assaults	4.8%	10
Other Criminal Code Offences	4.7%	93
Theft Under \$5,000	4.3%	83
Other Sexual Offences	3.7%	6
Criminal Harassment	3.4%	46
<b>Total for Top Ten</b>	<b>82.6%</b>	<b>601</b>

In 2023 Drug Enforcement - Trafficking Offences accounted for 22.9% of the Drumheller Municipal Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 82.6% of the Drumheller Municipal Detachment's CSI.

The largest driver to the decrease in CSI from 2022 to 2023 was a decrease in Homicides offences. There were 2 less in 2023 than in 2022. This caused a CSI decrease of 34.9 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2022 to 2023		
Crime Category	CSI Change	Offence Diff
Homicides	-34.9	-2
Break & Enter	-7.6	-16
Theft Under \$5,000	-4.9	-78

Top 2 CSI Increases from 2022 to 2023		
Crime Category	CSI Change	Offence Diff
Drug Enforcement - Trafficking	19.3	31
Other Sexual Offences	3.6	5



## **What is the Crime Severity Index (CSI)?**

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

## **What is used to Calculate the CSI?**

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

## **Notes**

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by the Strategic Analysis and Research Unit.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2022 CSI value. When the 2024 CSI values are released in July 2025 there will also be revised 2023 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.



## RCMP Municipal Policing Report

### Detachment Information

Name of Detachment

Drumheller

Name of Detachment Commander

S/Sgt. Robert HARMS

Quarter

Q1

Date of Report (yyyy-mm-dd)

2024-07-26

FTE Utilization Plan

2024/25

### Community Consultations

#### Consultation No. 1

Date (yyyy-mm-dd)

2024-04-10

Meeting Type

Meeting with Elected Officials

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Detachment Commander met with Drumheller HR and Emergency Services Director for updates and discussion.

#### Consultation No. 2

Date (yyyy-mm-dd)

2024-04-11

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Drumheller RCMP Detachment members had an online meeting with Central District CFS for partnership and best practices discussion.

#### Consultation No. 3

Date (yyyy-mm-dd)

2024-04-26

Meeting Type

Meeting with Elected Officials

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Detachment Commander met with the Drumheller Town CAO and Emergency Services Director for catch up and updates.

#### Consultation No. 4

Date (yyyy-mm-dd)

2024-05-02

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Traffic

Notes /Comments

Detachment Commander met with Drumheller fire Chief for updates regarding traffic flow and bridge.



## Consultation No. 5

Date (yyyy-mm-dd) Meeting Type  
2024-05-08 Community Connection

### Topics Discussed

Youth

### Notes /Comments

Detachment Commander, 1 member, plus Safety Bear attended and supported MCHAPPY Day at Drumheller McDonalds.

## Consultation No. 6

Date (yyyy-mm-dd) Meeting Type  
2024-05-13 Meeting with Elected Officials

### Topics Discussed

Regular Reporting Information Sharing; Victim Services; Crime Reduction Initiatives

### Notes /Comments

Detachment Commander met with Drumheller Town Council to present and discuss Q4 Report. Spoke of miscellaneous policing items/issues.

## Consultation No. 7

Date (yyyy-mm-dd) Meeting Type  
2024-05-16 Meeting with Stakeholder(s)

### Topics Discussed

(1): Regular reporting information sharing (2): Crime Reduction Initiatives

### Notes /Comments

A Corporal attended the Rural Crime Watch regular meeting for general updates and information sharing.

## Consultation No. 8

Date (yyyy-mm-dd) Meeting Type  
2024-05-20 Meeting with Stakeholder(s)

### Topics Discussed

Education Session; Crime Reduction Initiatives; Property Crime

### Notes /Comments

Member attended Drumheller Legion and delivered Fraud Awareness presentation in partnership with Legion and local bank.

## Consultation No. 9

Date (yyyy-mm-dd) Meeting Type  
2024-06-08 Meeting with Stakeholder(s)

### Topics Discussed

Education Session

### Notes /Comments

Detachment Commander attended Legion Dinner as guest speaker and spoke of RCMP connection to Legion, military and Remembrance Day.





## Consultation No. 10

**Date (yyyy-mm-dd)**      **Meeting Type**  
2024-06-19              Meeting with Elected Officials

**Topics Discussed**  
Regular Reporting Information Sharing

**Notes /Comments**  
Detachment Commander met with Emergency Services Director and Town for updates.

## Consultation No. 11

**Date (yyyy-mm-dd)**      **Meeting Type**  
2024-06-19              Meeting with Stakeholder(s)

**Topics Discussed**  
Regular Reporting Information Sharing

**Notes /Comments**  
Detachment Commander met with Drumheller Fire Chief (short meet) for catchup and discuss potential joint recruiting event with EMS.



## Community Priorities

### Priority No. 1

#### Priority

Property Crime - Crime Reduction

#### Current Status and Results

Mixed results in this category; Compliance checks are well above target yet Fraud Presentations and Property Crime Initiatives are slightly below. Operation Street Sweep continues to be an attention getter in the community and is on track. Additional Fraud awareness presentations are being planned and it is expected lagging results will improve in due time. No concerns.

- \*Compliance Checks - 350 QTD & 350 YTD. Annual Target = 1000 (on target).
- \*Fraud Awareness Presentations - 1 QTD & 1 YTD. Annual Target = 6 (below target).
- \*Crime Reduction Initiatives - 5 QTD & 5 YTD. Annual Target = 25 (below target).
- \*Operation Street Sweep - 1 QTD & 1 YTD. Annual Target = 4 (on target).

### Priority No. 2

#### Priority

Community Engagement - Visibility, Transparency, and Engagement

#### Current Status and Results

The detachment had mixed results in this category which were anticipated due to time of year and staffing levels. Town hall meetings were not held and are typically planned in Sept and February. Several media releases were generated due to multiple events including PR and educational opportunities. Members formally attended 4 PR events. The detachment was not able to hold any Coffee with a Cop events due to shortages in staffing. As the fiscal year progresses it is anticipated numbers will also progress.

- \*Town Hall Meetings - 0 QTD & 0 YTD. Annual Target = 4 (below target).
- \*Media Releases - 26 QTD & 26 YTD. Annual Target = 60 (on target).
- \*Public Relations/Events - 4 QTD & 4 YTD. Annual Target = 15 (on target).
- \*Coffee with a Cop Events - 0 QTD & 0 YTD. Annual Target = 6 (below target).

### Priority No. 3

#### Priority

Substance Abuse - Drug

#### Current Status and Results

The Detachment has already exceeded drug training exposure and is on track to exceed the target goals in this field. Detachment conducted training to CSC members on April 18, 2024 specific to drug related investigations inside the institution. In addition, Drumheller GIS had a week long ride-a-long from Saskatchewan RCMP. On April 2nd, 2024, Drumheller GIS participated in a discussion with a lot of input organized by K-Division. This conversation surrounded CDSA investigations involving drones used to smuggle. On April 24th, 2024, Detachment Cpl provided a lecture to upper management of CSC, RCMP liaisons, and CSC Security Intelligence Officers across the country regarding CDSA and Drone investigations from an RCMP perspective. Drumheller GIS members continue to assist Drumheller GD members with drug investigations.

- \*Drug Operations - 36 QTD & 36 YTD. Annual Target = 100 (on target).
- \*Drug Training occ. - 68 QTD & 68 YTD. Annual Target = 40 (exceeded target).
- \*Drug & High Risk Presentations - 6 QTD & 6 YTD. Annual Target = 8 (on target).



## Priority No. 4

### Priority

Traffic Safety

### Current Status and Results

This category shows mostly favourable results; Traffic Interventions and Impaired Driver Interventions are above target. Alberta checkstops are below target but numbers are expected to increase in July and towards end of December. No concerns.

\*Traffic Interventions - 345 QTD & 345 YTD. Annual Target is 720 (on target).

\*Impaired Driver Interventions - 14 QTD & 14 YTD. Annual Target is 40 (on target).

\*Checkstops - 4 QTD and 4 YTD. Annual Target is 30 (below target).





## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	59	33	-44.07 %	196	194	-1 %
Property Crime	108	74	-31.5 %	521	339	-35 %
Other Criminal Code	59	28	-52.5 %	252	196	-22 %
<b>Total Criminal Code</b>	<b>226</b>	<b>135</b>	<b>-40.3 %</b>	<b>969</b>	<b>729</b>	<b>-25 %</b>
<b>Drugs Offences</b>	<b>20</b>	<b>4</b>	<b>-80 %</b>	<b>25</b>	<b>74</b>	<b>196 %</b>
<b>Total Federal Acts</b>	<b>27</b>	<b>9</b>	<b>-66.7 %</b>	<b>72</b>	<b>96</b>	<b>33 %</b>
<b>Total Provincial Acts</b>	<b>65</b>	<b>40</b>	<b>-38.5 %</b>	<b>229</b>	<b>216</b>	<b>-6 %</b>
<b>Municipal By-Laws</b>	<b>14</b>	<b>11</b>	<b>-21.4 %</b>	<b>32</b>	<b>30</b>	<b>-6 %</b>
<b>Motor Vehicle Collisions</b>	<b>41</b>	<b>33</b>	<b>-19.5 %</b>	<b>176</b>	<b>161</b>	<b>-9 %</b>
Provincial Code Traffic	291	157	-46 %	561	637	14 %
Other Traffic	0	0	%	2	2	0 %
Criminal Code Traffic	13	12	-7.7 %	34	41	21 %
<b>Total Traffic Offences</b>	<b>304</b>	<b>169</b>	<b>-44.4 %</b>	<b>597</b>	<b>680</b>	<b>14 %</b>

1. Data extracted from a live database (PROS) and is subject to change over time.

### Trend / Points of Interest

Q1 results are mostly favourable including a 44.07% reduction in Persons Crime, a 31.5% reduction in Property Crime, and an overall 40.3% reduction in Total Criminal Code when compared to Q1 the prior year. 2023 results are also favourable when compared to 2022. Noteworthy is a 196% increase in Drug Offences representing drug enforcement and drug charge increase.



## Municipal Overview: Human Resources<sup>2</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>3</sup>	Hard Vacancies <sup>4</sup>	Revised Plan at Q1	2024/25 FTE Utilization Plan
Police Officers	11	10	1	0	11	11
Detachment Support						

2. Data extracted on June 30, 2024 and is subject to change.

3. Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

4. Hard vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

#### Police Officers:

Of the 11 established positions, 10 officers are currently working with one on special leave. The annual plan for Drumheller Municipal Detachment is based on 11.0 working members.

#### Detachment Support:

Of the 3 established positions, 2 are currently working and 1 is off on special leave.

In Q1 the detachment has experienced a number of injury and or sick leaves on both Operations and Administration teams.



## Municipal Overview: Financial / Operations & Maintenance

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal Overview	Year to Date Expenditures <sup>5</sup>	Revised Plan at Q1	2024/25 Financial Plan
<b>Divisionally Pooled Costs (Direct and Indirect)</b>			
Pay	8,214,650	40,488,094	40,488,094
Equipment	696,990	5,049,450	5,049,450
Training	68,248	656,662	656,662
Unit Operations and Maintenance	888,351	3,530,936	3,530,936
Other	13,519	30,000	30,000
Indirect Costs	9,457,243	26,525,530	26,525,530
<b>Total Direct Costs at 100%</b>	<b>9,881,757</b>	<b>49,755,143</b>	<b>49,755,143</b>
<b>Cost Per Member at 70%</b>	<b>43,085</b>	<b>173,447</b>	<b>173,447</b>
<b>Location Specific Costs</b>			
Extra Duty Pay	22,419	220,000	220,000
Other Applicable Location-Specific Costs	981	45,000	45,000
<b>Total Location Specific Costs at 100%</b>	<b>23,399</b>	<b>265,000</b>	<b>265,000</b>
<b>Total Costs After Final Adjustments (at applicable cost share)</b>	<b>469,193</b>	<b>2,106,920</b>	<b>2,106,920</b>

5. Includes expenditures up to June 30, 2024.

### Comments

The financial figures as identified above reflect divisionally pooled costs as well as a location-specific costs, and are in alignment with the updated Multi-Year Financial Plan (MYFP) which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Please note, the Financial Plan also includes estimated costs associated with Member Pay Raise for the current year and Retro Pay for the previous fiscal year. Should you have any questions regarding Retro Pay, please connect directly with Public Safety Canada at the following email: [ps.cmcseccgesec.sp@ps-sp.gc.ca](mailto:ps.cmcseccgesec.sp@ps-sp.gc.ca).

Quarter 1 invoicing for the 2024-25 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of the month.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.



## Definitions

### Municipal Overview: Human Resources

<b>FTE Utilization</b>	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
<b>2024/25 FTE Utilization Plan</b>	Reflects the number of working FTEs planned to be in place for the current fiscal year.
<b>Revised Plan at Q1</b>	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

### Municipal Overview: Financial / Operations & Maintenance

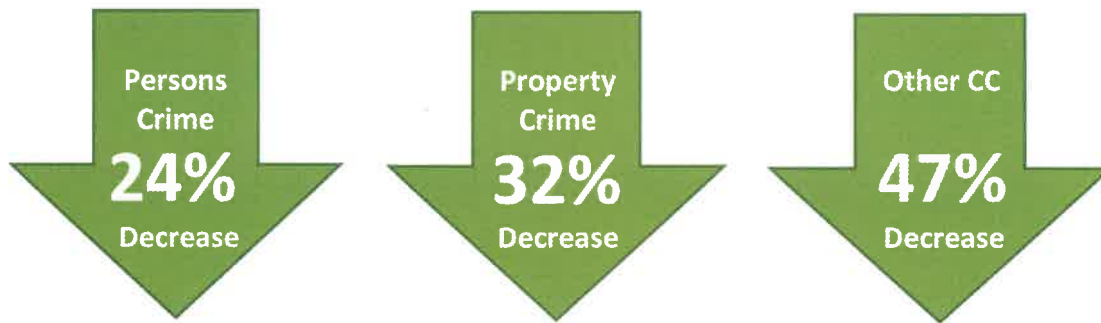
<b>2024/25 Financial Plan</b>	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
<b>Revised Plan at Q1</b>	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
<b>Year-To-Date (YTD) Expenditures</b>	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
<b>Divisionally Pooled Costs</b>	The majority of direct and indirect costs for Alberta municipalities with a population below 15K are pooled together and are divided over the total FTE utilization of members in the respective police service. This pooled rate assists to minimize drastic financial effects from one year to the next.
<b>Direct Costs</b>	This reflects billable costs for municipalities with populations over 15K that are specific to each detachment. They include unit-controlled costs related to overtime, travel, fuel, etc., as well as divisionally-controlled costs such as member pay, police vehicles, training, and so on.
<b>Indirect Costs</b>	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
<b>Pay</b>	Includes salary costs and associated allowances for police officers.
<b>Equipment</b>	Includes expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
<b>Training</b>	This category includes training and seminar costs for RCMP employees in each detachment, in accordance with approved learning plans and funding levels.
<b>Unit Operations and Maintenance</b>	Reflects all unit operating costs, including items such as travel, fuel and vehicle repair.
<b>Other</b>	Includes all remaining expenditures including applicable training costs, secret expenditures and so on.
<b>Total Pooled Costs</b>	Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15K, in 100% terms. It does not include location-specific costs or any adjustments.
<b>Cost Per Member at 70%</b>	This is a per capita rate determined by pooling applicable costs for Alberta municipalities with a population below 15K and dividing the total by the divisional total of working FTEs for the same municipalities.
<b>Location Specific Costs</b>	Reflects costs that are specific to location and are not included in the average cost per member pooled rate. This may include expenditures relating to accommodation, overtime, PROS, Corps of Commissionaires, PSE support and isolated post allowance.
<b>Extra Duty Pay</b>	Includes direct overtime costs for police officers.
<b>Other Applicable Location-Specific Costs</b>	This area captures other non-pooled costs such as: <ul style="list-style-type: none"> <li>• Commissionaire (Guarding) costs within detachments,</li> <li>• Public Service Employee (PSE) Pay and Overtime costs,</li> <li>• Accommodation-related costs managed by Property Management (for space occupied in RCMP buildings), building repairs and service maintenance contracts and Payment in Lieu of Property Taxes.</li> </ul>
<b>Total Costs After Final Adjustments</b>	Reflects total costs of all expenditure categories and any cost adjustments at the applicable contract partner share.



# Drumheller Municipal Crime Gauge

2024 vs. 2023  
January to June

## Criminal Code Offences



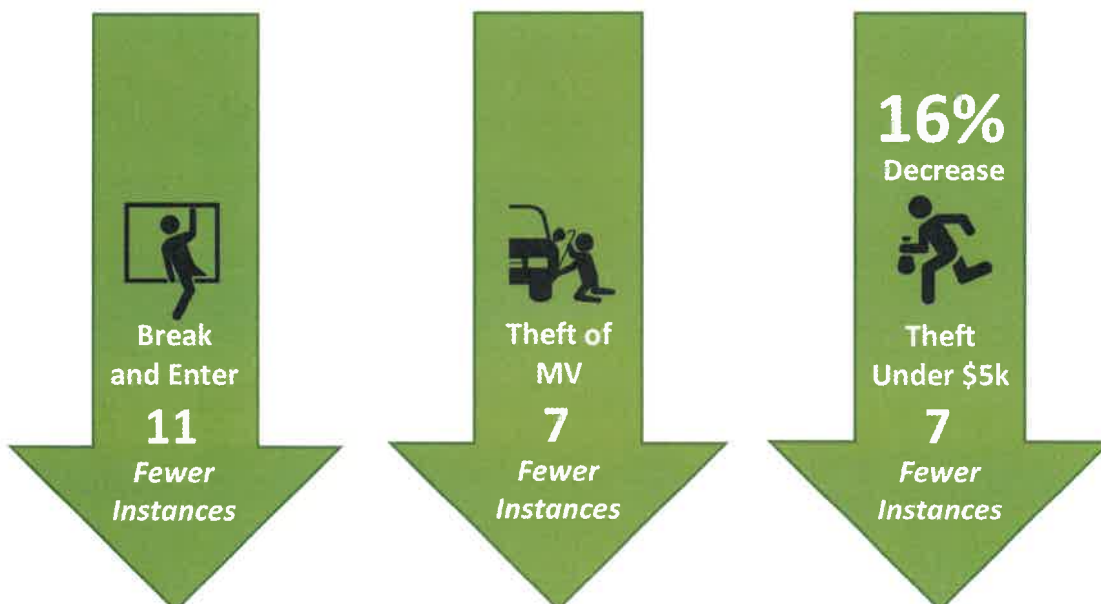
**Total  
Criminal Code  
Offences:**

# 34%

## Decrease

When compared to  
January to June, 2023

## Select Property Crime





## Drumheller Municipal Detachment Crime Statistics (Actual) April - June: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		12	3	2	6	2	-83%	-67%	-1.7
Drug Enforcement - Trafficking		7	16	3	13	2	-71%	-85%	-1.3
Drug Enforcement - Other		1	0	0	1	0	-100%	-100%	-0.1
<b>Total Drugs</b>		<b>20</b>	<b>19</b>	<b>5</b>	<b>20</b>	<b>4</b>	<b>-80%</b>	<b>-80%</b>	<b>-3.1</b>
Cannabis Enforcement		0	1	0	2	0	N/A	-100%	0.1
Federal - General		0	32	11	5	5	N/A	0%	-1.7
<b>TOTAL FEDERAL</b>		<b>20</b>	<b>52</b>	<b>16</b>	<b>27</b>	<b>9</b>	<b>-55%</b>	<b>-67%</b>	<b>-4.7</b>
Liquor Act		6	5	3	1	1	-83%	0%	-1.4
Cannabis Act		0	0	3	2	2	N/A	0%	0.6
Mental Health Act		29	24	35	24	21	-28%	-13%	-1.6
Other Provincial Stats		41	40	26	38	16	-61%	-58%	-5.2
<b>Total Provincial Stats</b>		<b>76</b>	<b>69</b>	<b>67</b>	<b>65</b>	<b>40</b>	<b>-47%</b>	<b>-38%</b>	<b>-7.6</b>
Municipal By-laws Traffic		1	4	0	2	1	0%	-50%	-0.2
Municipal By-laws		21	8	13	12	10	-52%	-17%	-1.8
<b>Total Municipal</b>		<b>22</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>11</b>	<b>-50%</b>	<b>-21%</b>	<b>-2.0</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	3	2	5	1	-50%	-80%	0.0
Property Damage MVC (Reportable)		24	18	26	35	20	-17%	-43%	0.9
Property Damage MVC (Non Reportable)		0	2	5	1	12	N/A	1100%	2.3
<b>TOTAL MVC</b>		<b>26</b>	<b>23</b>	<b>33</b>	<b>41</b>	<b>33</b>	<b>27%</b>	<b>-20%</b>	<b>3.2</b>
Roadside Suspension - Alcohol (Prov)		0	2	3	7	5	N/A	-29%	1.5
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>414</b>	<b>79</b>	<b>130</b>	<b>291</b>	<b>157</b>	<b>-62%</b>	<b>-46%</b>	<b>-30.2</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>9</b>	<b>13</b>	<b>6</b>	<b>13</b>	<b>12</b>	<b>33%</b>	<b>-8%</b>	<b>0.6</b>
<b>Common Police Activities</b>									
False Alarms		19	27	27	26	22	16%	-15%	0.5
False/Abandoned 911 Call and 911 Act		37	12	10	13	16	-57%	23%	-4.1
Suspicious Person/Vehicle/Property		46	32	38	56	33	-28%	-41%	-0.2
Persons Reported Missing		6	1	6	6	5	-17%	-17%	0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		8	22	46	24	17	113%	-29%	2.0
Form 10 (MHA) (Reported)		0	0	0	0	2	N/A	N/A	0.4



## Drumheller Municipal Detachment Crime Statistics (Actual) April - June: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	1	0	-100%	-100%	-0.1
Sexual Assaults		6	4	1	4	2	-67%	-50%	-0.8
Other Sexual Offences		1	4	0	3	0	-100%	-100%	-0.3
Assault		24	36	27	31	14	-42%	-55%	-2.5
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	0	1	1	0	N/A	-100%	0.1
Criminal Harassment		1	6	16	11	14	1300%	27%	3.1
Uttering Threats		5	8	15	8	2	-60%	-75%	-0.6
<b>TOTAL PERSONS</b>		<b>38</b>	<b>58</b>	<b>60</b>	<b>59</b>	<b>33</b>	<b>-13%</b>	<b>-44%</b>	<b>-0.9</b>
Break & Enter		13	13	15	11	3	-77%	-73%	-2.2
Theft of Motor Vehicle		3	3	4	4	0	-100%	-100%	-0.5
Theft Over \$5,000		3	0	3	5	1	-67%	-80%	0.1
Theft Under \$5,000		27	19	41	26	20	-26%	-23%	-0.7
Possn Stn Goods		10	4	5	3	1	-90%	-67%	-1.9
Fraud		16	13	22	12	11	-31%	-8%	-1.1
Arson		0	1	0	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		14	16	21	22	15	7%	-32%	0.8
Mischief - Other		16	18	16	25	23	44%	-8%	2.1
<b>TOTAL PROPERTY</b>		<b>102</b>	<b>87</b>	<b>127</b>	<b>108</b>	<b>74</b>	<b>-27%</b>	<b>-31%</b>	<b>-3.5</b>
Offensive Weapons		1	6	2	2	0	-100%	-100%	-0.6
Disturbing the peace		16	15	15	16	16	0%	0%	0.1
Fail to Comply & Breaches		16	21	36	31	8	-50%	-74%	-0.6
<b>OTHER CRIMINAL CODE</b>		<b>9</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>-56%</b>	<b>-60%</b>	<b>-1.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>42</b>	<b>56</b>	<b>63</b>	<b>59</b>	<b>28</b>	<b>-33%</b>	<b>-53%</b>	<b>-2.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>182</b>	<b>201</b>	<b>250</b>	<b>226</b>	<b>135</b>	<b>-26%</b>	<b>-40%</b>	<b>-6.9</b>

**Contract Policing Year to Date Report**  
2025-26 to 2029-30

**Division: K**  
**Contract Type: Municipal**  
**Contract Partner: Drumheller**  
**Customer Number: 10968**

	25-26 Forecast	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast
Established Positions	370.00	376.00	379.00	382.00	385.00
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	325.50	331.00	334.50	339.50	344.00
Police Dog	-	-	-	-	-

**Pooled Direct Costs**

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	25-26 Forecast	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast
Pay	Pay	030 - Pay - Members	41,775,000	43,968,000	45,988,000	48,309,000	50,663,000
		030 - Pay - Members Prior Year Retro	-	-	-	-	-
<b>Pay Total</b>			<b>41,775,000</b>	<b>43,968,000</b>	<b>45,988,000</b>	<b>48,309,000</b>	<b>50,663,000</b>
O&M	Administration		0	0	0	0	0
	Air Services		-	-	-	-	-
	CROPS		2,104,459	2,065,390	1,929,670	1,879,343	1,717,402
	Fleet (Vehicle Fit-up)		453,100	305,267	422,767	511,267	550,000
	Informatics		578,096	1,321,126	1,310,573	1,395,107	1,395,107
	Secret Expense (580)		33,000	36,000	39,000	42,000	45,000
	Training		669,796	683,192	696,855	710,793	725,008
	Unit O&M		3,636,865	3,745,971	3,858,350	3,974,100	4,093,323
<b>O&amp;M Total</b>			<b>7,475,315</b>	<b>8,156,945</b>	<b>8,257,215</b>	<b>8,512,609</b>	<b>8,525,841</b>
Capital	Fleet		2,554,000	1,669,000	2,186,500	2,645,000	2,700,000
<b>Capital Total</b>			<b>2,554,000</b>	<b>1,669,000</b>	<b>2,186,500</b>	<b>2,645,000</b>	<b>2,700,000</b>
<b>Grand Total</b>			<b>51,804,315</b>	<b>53,793,945</b>	<b>56,431,715</b>	<b>59,466,609</b>	<b>61,888,841</b>

<b>Total Pooled Direct Costs</b>	<b>51,804,315</b>	<b>53,793,945</b>	<b>56,431,715</b>	<b>59,466,609</b>	<b>61,888,841</b>
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**Pooled Indirect Costs**

Type	Indirect Category	Indirect Item	25-26 Forecast	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast
Rate	Member EBP	Member Superannuation	20.13%	20.13%	20.13%	20.13%	20.13%
		Member CPP	4,024	4,124	4,227	4,333	4,441
		Member EI	1,240	1,271	1,303	1,335	1,368
	Non-Member EBP	Non-Member Superannuation	9.86%	9.86%	9.86%	9.86%	9.86%
		Non-Member CPP	4,024	4,124	4,227	4,333	4,441
		Non-Member EI	1,492	1,529	1,567	1,606	1,646
	Member Rate	Cadet Training Program	5,670	5,670	5,670	5,670	5,670
		CRCC/ERC/PCC	661	661	661	661	661
		ERA	119	119	119	119	119
		Legal Services	212	216	219	222	226
		PDSTC	47,226	47,226	47,226	47,226	47,226
		PROS	769	776	783	783	783
Recruiting		1,709	1,709	1,709	1,709	1,709	
Division Administration		47,456	49,355	51,329	53,382	55,517	

Member EBP	Member Superannuation	8,409,308	8,850,758	9,257,384	9,724,602	10,198,462
	Member CPP	1,309,678	1,365,103	1,414,026	1,471,042	1,527,804
	Member EI	403,552	420,630	435,704	453,273	470,763
Non-Member EBP	Non-Member Superannuation	-	-	-	-	-
	Non-Member CPP	-	-	-	-	-
	Non-Member EI	-	-	-	-	-
Member Rate	Cadet Training Program	1,845,585	1,876,770	1,896,615	1,924,965	1,950,480
	CRCC/ERC/PCC	215,241	218,878	221,193	224,499	227,475
	ERA	38,868	39,525	39,943	40,540	41,077
	Legal Services	69,164	71,387	73,224	75,433	77,580
	PDSTC	-	-	-	-	-
	PROS	250,192	256,757	261,883	265,798	269,321
	Recruiting	556,280	565,679	571,661	580,206	587,896
	Division Administration	15,447,069	16,336,403	17,169,510	18,123,200	19,097,956

<b>Total Pooled Indirect Costs</b>	<b>28,544,936</b>	<b>30,001,889</b>	<b>31,341,143</b>	<b>32,883,557</b>	<b>34,448,813</b>
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**Adjustments to Pooled Costs**

Shared Services	407,793	407,793	407,793	407,793	407,793
<b>Total Adjustments to Pooled Costs</b>	<b>407,793</b>	<b>407,793</b>	<b>407,793</b>	<b>407,793</b>	<b>407,793</b>

<b>Total Pooled Costs 100%</b>	<b>80,757,044</b>	<b>84,203,628</b>	<b>88,180,650</b>	<b>92,757,959</b>	<b>96,745,446</b>
<b>Total Pooled Costs 70%</b>	<b>56,529,931</b>	<b>58,942,540</b>	<b>61,726,455</b>	<b>64,930,571</b>	<b>67,721,812</b>

Per capita Rate (Cost Per Member) 100%	248,102	254,392	263,619	273,219	281,237
Per capita Rate (Cost Per Member) 70%	173,671	178,074	184,533	191,254	196,866

Drumheller Established Positions	12.00	12.00	12.00	12.00	12.00
Drumheller Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	11.00	11.00	11.00	11.00	11.00
Estimated Pooled Direct and Indirect Costs for Drumheller	1,910,382	1,958,816	2,029,868	2,103,789	2,165,523

**Additional Costs (Non-Pooled Costs) Billed by Location**

Location	Non-Pooled Costs	Commitment Item Number/Name	25-26 Forecast	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast
DRUMHELLER	Non Pooled - CS	031 - Extra Duty Pay - Mem	227,700	235,670	243,918	252,455	261,291
	Non Pooled - CS Total		227,700	235,670	243,918	252,455	261,291
	Non Pooled - No CS	011 - Overtime - PS	-	-	-	-	-
		170 - Cont Svcs-Real Prop	46,350	47,741	49,173	50,648	52,167
		171 - Cont Svcs-Prop UCA	-	-	-	-	-
		213 - Corps of Commission	-	-	-	-	-
		310 - Repair Bldgs & Works	-	-	-	-	-
		400 - Utility Svcs/Heating	-	-	-	-	-
		550 - House Furnishings	-	-	-	-	-
		570 - Prisoners' Expenses	-	-	-	-	-
		830 - Furniture & Fixtures	-	-	-	-	-
	Non Pooled - No CS Total		46,350	47,741	49,173	50,648	52,167
	<b>Grand Total</b>		<b>274,050</b>	<b>283,410</b>	<b>293,091</b>	<b>303,103</b>	<b>313,458</b>

Adjustments After Contract Partner Share	-	-	-	-	-
Total Adjustments	65,000	65,000	65,000	65,000	65,000

<b>Total Costs (After Final Adjustments)</b>	<b>2,119,432</b>	<b>2,177,226</b>	<b>2,257,959</b>	<b>2,341,892</b>	<b>2,413,981</b>
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## REQUEST FOR DECISION

<b>TITLE:</b>	Remuneration Task Force Bylaw
<b>DATE:</b>	August 26, 2024
<b>PRESENTED BY:</b>	Mitchell Visser, Manager of Legislative Services
<b>ATTACHMENTS:</b>	(Draft) Bylaw #23.24 – Remuneration Task Force Bylaw

**SUMMARY:**

*Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council* states that:

*“Council shall appoint an independent Task Force composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the Task Force and the Task Force report shall be completed in the third year of Council’s term.”*

In accordance with this Policy, Administration has been preparing to recruit for this Task Force by compiling comparative information from adjacent municipalities and reviewing current Council expenses.

Additionally, Administration has developed an updated Terms of Reference for the 2024 Remuneration Task Force that provides a clearer outline of the responsibilities and the composition of the Task Force. As Section 145(2) of the *Municipal Government Act*, Council must establish council committees and other bodies **by Bylaw**. Therefore, Administration recommends passing the attached Bylaw before proceeding with the recruitment of the Task Force.

**RECOMMENDATION:**

That Council give all three reading to Remuneration Task Force Bylaw #23.24.

**DISCUSSION:**

Administration will begin recruiting for the Remuneration Task Force following the passing of Bylaw #23.24. As stated in the Bylaw, the membership of the Task Force shall consist of between four (4) – six (6) members and shall represent a broad cross section of society within the jurisdiction of Drumheller. Administration will use a combination of traditional and non-traditional marketing channels in order to recruit for the Task Force.

The purpose of the board is to provide recommendations to Council through a “Task Force Report”, which will be presented during an open session of Council. Following the formal acceptance of the Report by Council, the Task Force will be dissolved.

**FINANCIAL IMPACT:**

There will be no additional costs for advertising of the Remuneration Task Force outside of the Town’s regular advertising budget. Any costs that do occur will be allocated to 1-2-1204-221 (Communications/Public Relations).

In accordance with Section 6.2 of the Bylaw, a Task Force Support Staff will be appointed as an ex-officio, non-voting member who will act in an advisory and support capacity. This will include

providing financial information, conducting research as required, taking minutes, and performing other clerical duties. As the current Legislative Services Coordinator will be appointed as the Task Force Support Staff, no additional costs will be required.

**STRATEGIC POLICY ALIGNMENT:**

Alignment with *Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council*

**COMMUNICATION STRATEGY:**

The Communications Strategy will consist of both traditional and non-traditional marketing channels. These include the following:

- Two minutes on the Town (Radio);
- Town Page (Newspaper);
- Media Release;
- Social Media; and,
- Digital Signage (Recreation Facilities).

**MOTION:**

That Council give 1st reading to Remuneration Task Force Bylaw #23.24, as presented.

**MOTION:**

That Council give 2nd reading to Remuneration Task Force Bylaw #23.24, as presented.

**MOTION:**

That Council gives unanimous consent for 3<sup>rd</sup> reading of Remuneration Task Force Bylaw #23.24.

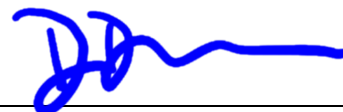
**MOTION:**

That Council give 3<sup>rd</sup> and final reading to Remuneration Task Force Bylaw #23.24, as presented.



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Prepared by:  
Mitchell Visser,  
Manager of Legislative  
Services



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Approved by:  
Darryl Drohomerski,  
Chief Administrative  
Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 23.24**  
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE COUNCIL REMUNERATION  
TASK FORCE

**WHEREAS**, the *Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the M.G.A. provides for Council to, by bylaw, establish council committees and other bodies;

**AND WHEREAS**, the Council may, by bylaw, establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

**AND WHEREAS**, the Town of Drumheller *Remuneration and Expense Allowance for Mayor and Council Policy* requires the appointment of a Remuneration Task Force and the completion of a Remuneration Task Force report to be completed in the third (3<sup>rd</sup>) year of the Council's term;

**AND WHEREAS**, the Town of Drumheller *Council and Committee Meeting Procedure Bylaw* allows Council to appoint a Task Force to investigate and report on special tasks during a specific time frame which shall be dissolved once the special task has completed its goal;

**NOW, THEREFORE**, the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Remuneration Task Force on development activities of the Town of Drumheller:

**1. SHORT NAME**

1.1 This Bylaw shall be cited as the "Remuneration Task Force Bylaw."

**2. DEFINITIONS**

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

- a) "Chair" means the highest elected member of the *Remuneration Task Force* who is responsible for calling and chairing all meetings;
- b) "Town of Drumheller" or "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;
- c) "Chief Administrative Officer" or "CAO" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- d) "Remuneration Task Force" or "Task Force" means the Remuneration Task Force appointed in accordance with this Bylaw;
- e) "Municipal Government Act" or "MGA" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- f) "Benefits" means group health, dental, life insurance and pension contribution and the current cost sharing of premiums under those plans;

- g) "Training" means tuition and expenses for courses, or fees paid for conferences related to the duties of members of *Council*;
- h) "Allowances" means taxable allowances for travel and general expenses;
- i) "Per Diems" means daily rates paid for attending meetings;
- j) "Remuneration" means all forms of compensation, including base pay, travel or general expense *allowances*, meeting *per diems*, *benefits*, *training*, perquisites, and any other form of compensation deemed appropriate; and,
- k) "Council " means the Mayor and Councillors of the *Town of Drumheller*.

### 3. ESTABLISHMENT

- 3.1 The *Remuneration Task Force* shall be established by *Council* in the third (3<sup>rd</sup>) year of every *Council's* term.
- 3.2 The *Task Force* shall be responsible for the creation of a Task Force Report, which shall be completed prior to December 31<sup>st</sup> of the third (3<sup>rd</sup>) year of the current *Council's* term.
- 3.3 Upon acceptance of the Task Force Report at a public meeting of Council, the *Task Force* shall be dissolved.

### 4. RESPONSIBILITIES

- 4.1 The *Task Force* is responsible for:
  - a) reviewing all factors and information related to *Council's* roles and responsibilities;
  - b) reviewing all forms of *Council* remuneration including:
    - i) base pay;
    - ii) travel or general expense allowances;
    - iii) per diems;
    - iv) benefits;
    - v) training;
    - vi) perquisites; and,
    - vii) other forms of compensation, as appropriate;
  - c) determining if current remuneration aligns with *Council's* responsibilities and duties, and suggesting changes to the remuneration amount, as appropriate, for the subsequent *Council* term;
  - d) preparing a written Task Force Report containing recommendations for the remuneration of *Council* for the subsequent *Council* term and presenting the Task Force Report at a public meeting;

4.2 The Task Force Report, outlined in Section 4.1(d), shall adhere to the following guiding principles:

- a) remuneration shall provide adequate compensation in order to attract a range of candidates, providing effective representation to the community;
- b) remuneration shall reflect the responsibilities, time commitment and accountability associated with the positions;
- c) remuneration shall reflect the *Town's* financial and strategic priorities; and,
- d) remuneration shall enable compensation adjustments to be made on a prudent and regular basis.

## 5. SCOPE OF WORK

5.1 The *Task Force* is encouraged to undertake any review it feels would be useful in determining a fair remuneration for *Council*; in conducting its review, the *Task Force* may want to review the following:

- a) *Council* responsibilities and jurisdiction under the *Municipal Government Act*;
- b) issues and challenges facing the *Town* and the elected officials;
- c) population, size and complexity of operations;
- d) time commitments necessary to fulfill elected official responsibilities;
- e) the number of committees, boards, and commissions individual councillors belong to or chair, or whose meetings they are required to attend;
- f) number of board appointments individual councillors have to external organizations;
- g) number of local community organizations which require the councillor's input or involvement;
- h) impact of performing councillor duties on full-time employment or business interests;
- i) non-compensated "out of pocket" costs to carry out elected official responsibilities;
- j) other sources of compensation as a result of fulfilling elected official responsibilities;
- k) financial status of the *Town of Drumheller*;
- l) sensitivity and understanding of public concerns respecting government spending;
- m) compensation paid to elected officials with comparable workloads and time commitments in other municipalities;
- n) compensation paid by private sector and not-for-profit organizations with boards (or the equivalent) having similar responsibilities, if applicable;

- o) latest compensation adjustments;
- p) municipal, regional, and provincial economic factors; and,
- q) other factors the *Task Force* considers relevant;

5.2 The *Task Force* may consult or interview current councillors in order to gain an understanding of the responsibilities and time commitments associated with their position.

5.3 The *Task Force* may consult previous *Council* members, organizations, government agencies or other persons deemed appropriate.

## 6. BOARD COMPOSITION

6.1 The *Task Force* shall consist of a minimum of four (4) and a maximum of six (6) voting members, the composition of which shall be as follows:

- a) one (1) *Chair*, appointed in accordance with Section 6.2; and
- b) between three (3) and five (5) members-at-large.

6.2 The *Task Force* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:

- a) the *Chief Administrative Officer*, and
- b) a Task Force Support Staff, appointed by the *Chief Administrative Officer*, who shall:
  - i) provide support, information, and assist with the research required by the *Task Force*; and,
  - ii) take minutes, circulate information, and carry out other clerical responsibilities.

## 7. MEMBERSHIP

7.1 *Task Force* Members shall:

- a) represent a broad cross section of community interest and have some knowledge of the *Town's* structure and responsibilities;
- b) live or operate a business within the *Town* boundaries; and,
- c) **not** have any direct affiliation with the *Town* or its *Council*.

7.2 Members shall be appointed by resolution of *Council*, following the submission of an application.

7.3 The *Task Force* shall appoint a *Chair* from among its membership, at the first meeting of the *Task Force*.

- 7.4 The membership term will be active until the dissolution of the *Task Force*, in accordance with Section 3.3.
- 7.5 If any member shall be absent from two (2) consecutive regular meetings, unless authorized by the *Task Force*, the member shall be removed from the *Task Force*.
- 7.6 In the event that a member of the *Task Force* is unable or unwilling to continue to serve as a member for whatever reason, *Council* may, by resolution, appoint a replacement.

## 8. CONFIDENTIALITY AND CONFLICT OF INTEREST

- 8.1 The discussions and deliberation of the *Task Force* are confidential. Upon the *Council's* acceptance of the Task Force Report, members of the *Task Force* shall return all documents and information gathered during their work to the staff of the *Town of Drumheller* for suitable disposal and/or archival.
- 8.2 Information gained through the course of participation on the *Task Force* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 8.3 Any real or perceived conflicts of interest that may arise through the course of participation on the *Task Force* must be disclosed to the *Task Force* members immediately. Conflict of interest occurs when a *Task Force* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. Conflicts of interests may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Task Force's* recommendations;
  - b) personal or family relationships with individuals whose remuneration may be affected by the *Task Force's* decisions; and/or,
  - c) any other situation that could lead to bias or partiality in the *Task Force's* deliberations or recommendations.
- 8.4 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Task Force* or the *Chair* for guidance;
- 8.5 The member in conflict of interest shall not vote on the issue, and unless otherwise directed by the *Task Force*, shall be absent from the discussion.
- 8.6 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 8.7 If it is determined that the conflict of interest position precludes the member's ability to continue his or her role on the *Task Force*, the member shall resign from the *Task Force* and a new member may be appointed in accordance with Section 7.6.

## 9. CONDUCT OF MEETINGS

- 9.1 Quorum shall consist of the majority of voting members.
- 9.2 Meetings shall be conducted on a consensus basis; when consensus cannot be reached, decisions shall be made in accordance with *Roberts Rules of Order, Newly Revised*.
- 9.3 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 6.1.
- 9.4 Meetings shall be by any method and at such frequency as deemed necessary.
- 9.5 Meeting minutes shall be written by the Task Force Support Staff, signed by the *Chair*, approved at a subsequent meeting, and forwarded to the CAO.

## 10. AUTHORITY

- 10.1 The *Task Force* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties or functions to the *Task Force*.

## 11. TRANSITIONAL

- 11.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 11.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS \_\_ DAY OF AUGUST, 2024

READ A SECOND TIME THIS \_\_ DAY OF AUGUST, 2024

READ A THIRD AND FINAL TIME THIS \_\_ DAY OF AUGUST, 2024

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



## REQUEST FOR DECISION

<b>TITLE:</b>	Advertising Bylaw and Circulation and Advertisement Standards Policy
<b>DATE:</b>	August 26, 2024
<b>PRESENTED BY:</b>	Mitchell Visser, Manager of Legislative Services
<b>ATTACHMENTS:</b>	(Draft) Bylaw #24.24 – Advertising Bylaw (Draft) Policy DP-C-03 – Circulation and Advertisement Standards

### SUMMARY:

Section 606 of the *Municipal Government Act, RSA 2000, c M-26* establishes requirements for advertising bylaws, resolutions, meetings, public hearings and other municipal advertisements. Section 606 requires that these items must be:

- a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
- b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- c) given by a method provided for in a bylaw under section 606.1.

as both option a) and option b) can be considerably costly in terms of both financial resources and staff time, and because of the increased reliance by the general public on electronic advertisements, Administration is interested in establishing an Advertisement Bylaw in accordance with Section 606.1.

Section 606.1 allows a council to, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606. An Advertising Bylaw allows the Town of Drumheller to be more flexible in where it advertises bylaws, resolutions, meetings, public hearings and other items identified in Section 606.

In addition to the Advertising Bylaw, Administration would like to create guidelines on how and where to advertise certain municipal documents through the creation of the attached draft policy. This policy would provide guidance for the advertisement of road closures, development permits, planning documents and public hearings.

To clarify, while the Advertising Bylaw grants the Town the legislative flexibility to choose various advertising mediums, the Circulation and Advertisement Standards Policy outlines the specific guidelines on how these documents should be advertised.

In accordance with Section 606.1(3) Council must conduct a public hearing before making an advertising bylaw.

**RECOMMENDATION:**

Council pass first reading set a public hearing for September 23, 2024 to discuss Bylaw #24.24 – Advertising Bylaw and Policy DP-C-03 – Circulation and Advertisement Standards.

**DISCUSSION:**

N/A

**FINANCIAL IMPACT:**

As per the guidelines of Policy DP-C-03 – Circulation and Advertisement Standards, “Any notice that is published in an accredited local newspaper in a condensed or limited format, provided that the advertisement in the accredited local newspaper contains the necessary information to locate the complete notice on the Town Website.”

While the majority of advertisements will continue to be posted in the local newspaper, some of these advertisements may be posted in a condensed format, with the full advertisement listed on the Town of Drumheller website. This will save significant financial resources due to the large size of advertisements, such as road closures or public hearings.

**STRATEGIC POLICY ALIGNMENT:**

Alignment with the Municipal Government Act and the Town of Drumheller Land Use Bylaw. This Bylaw and Policy will encourage good governance by establishing minimum standards for advertising and through the efficient use of municipal resources.

**COMMUNICATION STRATEGY:**

A Public Hearing is required to be held before proceeding with the Bylaw. Following the completion of the Public Hearing, a communications strategy will be developed that will include both traditional and non-traditional marketing channels. These include the following:

- Two minutes on the Town (Radio);
- Town Page (Newspaper);
- Media Release;
- Social Media; and
- Digital Signage (Recreation Facilities).

**MOTION:**

That Council gives First Reading to Bylaw #24.24 – Advertising Bylaw and Policy DP-C-03 – Circulation and Advertisement Standards and sets a public hearing date for September 23, 2024, to discuss.



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Prepared by:  
Mitchell Visser,  
Manager of Legislative  
Services



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Approved by:  
Darryl Drohomerski,  
Chief Administrative  
Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 22.24**  
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA, TO ESTABLISH ALTERNATIVE METHODS FOR PUBLIC NOTIFICATIONS AND ADVERTISING

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, a Council must give notice of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area, or mailing or delivering a notice of to every residence of an affected area;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606 of the *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Drumheller is satisfied that the advertising methods set out in this Bylaw are likely to bring a matter to the attention of substantially all residents in the relevant area;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER, DULY ASSEMBLED, ENACTS AS FOLLOWS:

**1. SHORT NAME**

1.1 This Bylaw shall be cited as the "Advertising Bylaw."

**2. DEFINITIONS**

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

- a) "*Accredited Local Newspaper*" means a newspaper that:
  - i. focuses on news coverage on events and happenings within the *Town*;
  - ii. is typically published in print format at least once per week; and
  - iii. is of general circulation within the *Town*, and is available for distribution for the majority of the residents of the *Town*.
- b) "*Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time and successor legislation;
- c) "*Bylaw*" means this Advertising Bylaw, as amended from time to time, and successor legislation;
- d) "*Social Media*" means and online communication through which users may share information, and more specifically may refer to Facebook, X, Instagram, YouTube and similar applications; and
- e) "*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, as the context may require.

### 3. METHODS OF ADVERTISING

3.1 Any public notice required to be advertised under section 606 of the *Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606 of the *Act*, by any or all of the following means:

- a) Published in an *accredited local newspaper*, and/or
- b) Electronically by posting the public notice prominently on the *Town's* official website; and/or
- c) Mailing or delivering notices to all affected parties; and/or
- d) Posting the public notice prominently on the bulletin board at Town Hall located at 224 Centre Street, Drumheller, Alberta.

3.2 Advertisements posted on the *Town's* official website may be promoted on the *Town's social media* channels or through any other method deemed appropriate by the Town of Drumheller.

### 4. SEVERABILITY

4.1 Every provision of this *Bylaw* is independent of all other provisions and if any provision of this *Bylaw* is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this *Bylaw* shall remain valid and enforceable.

### 5. TRANSITION

5.1 This *Bylaw* shall come into force and effect when it receives third reading and is duly signed.

5.2 Bylaw 01.12 is hereby repealed.

READ A FIRST TIME THIS \_\_ DAY OF \_\_\_\_\_, 2024

READ A SECOND TIME THIS \_\_ DAY OF \_\_\_\_\_, 2024

READ A THIRD AND FINAL TIME THIS \_\_ DAY OF \_\_\_\_\_, 2024

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

1st READING (DRAFT)

ADMINISTRATION POLICY

NAME: Circulation and Advertisement Standards	POLICY NUMBER: DP-C-03
DEPARTMENT: Development & Planning	SUPERSEDES: Policy #2-95
DATE APPROVED: August 26, 2024	REVIEW DATE: August 26, 2027

**1. POLICY STATEMENT**

The Town of Drumheller is committed to ensuring equitable circulation and notification processes that inform affected landowners and provide the opportunity for landowners to participate in the development of the *Town*.

**2. PURPOSE**

To establish standards for public circulation and advertisement of *Statutory document* amendments; *Planning applications*, Public Hearings, Development Permit Notices of Approval, *Municipal Planning Commission (MPC)* Hearing and *Subdivision and Development Appeal Board (SDAB)* Hearings.

**3. SCOPE**

3.1. This policy applies to the:

- a) *Chief Administrative Officer* and their delegates,
- b) *Communications Officer*;
- c) *Development Officer*, and
- d) *Subdivision Authority*.

**4. DEFINITIONS**

4.1. For the purposes of the Policy, the following definitions shall apply:

- a) "*Accredited Local Newspaper*" means a newspaper that:
  - i. Focuses on news coverage on events and happenings within the *Town*;
  - ii. Is typically published in print format at least once per week;
  - iii. Is of general circulation within the *Town* and is available for distribution for the majority of the residents of the *Town*.
- b) "*Adjacent Parcel*" means a parcel that is contiguous or would be contiguous if not for a public road, railway, reserve land, utility right-of-way, river, or stream.

- c) “*Advertising Bylaw*” means the Town of Drumheller Advertising Bylaw #24.24, as amended from time to time, and its successor legislation;
- d) “*Act*” means the *Municipal Government Act*, RSA 2000 c. M-26 as amended from time to time, and its successor legislation;
- e) “*Chief Administrative Officer*” or “*CAO*” means the Chief Administrative Officer of the Town of Drumheller, or their designates;
- f) “*Council*” means the Council of the *Town of Drumheller*;
- g) “*Council & Committee Meeting Procedure Bylaw*” means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation;
- h) “*Development Officer*” means the Development Officer of the *Town of Drumheller*, or their designates;
- i) “*Intermunicipal Development Plan*” means a high-level statutory plan jointly agreed to by the *Town* and neighbouring municipalities on how to proceed with planning and development matters that impact the neighbouring boundary;
- j) “*Land Use Bylaw*” or “*LUB*” means the Town of Drumheller Land Use Bylaw #16.20, as amended from time to time, and its successor legislation;
- k) “*Municipal Planning Commission*” or “*MPC*” means the *Town’s* Municipal Planning Commission established pursuant to the *Act* and municipal bylaw;
- l) “*Other Land Use District*” means the following land use districts, as identified in the Land Use Bylaw:
  - i. The Employment District;
  - ii. The Tourism Corridor District;
  - iii. The Countryside District;
  - iv. The Rural Development District; and
  - v. The Badlands District.
- m) “*Planning Application*” means any application to subdivide land, re-designate land, or identify land in a concept plan or master site development plan;
- n) “*Residential Land Use District*” means the following Land Use Districts, as identified in the *Land Use Bylaw*:
  - i. The Neighbourhood District;
  - ii. The Neighbourhood Centre District;
  - iii. The Downtown District.
- o) “*Subdivision and Development Appeal Board*” or “*SDAB*” means the Subdivision and Appeal Board, a body established by *Council* pursuant to the *Act* that functions as an appeal body for development permit decisions, subdivision decisions, and stop orders;



- p) “*Subdivision Authority*” means the persons appointed pursuant to the *Act* that have been authorized to exercise subdivision powers on behalf of the *Town*;
- q) “*Statutory Documents*” means an *Intermunicipal Development Plan*, *Municipal Development Plan*, *Area Structure Plan* or *Area Redevelopment Plan*;
- r) “*Town of Drumheller*” or “*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. *The Chief Administrative Officer, Development Officer, and the Subdivision Authority* are responsible for adhering to all circulation and notification requirements outlined in this Policy.

## 6. JURISDICTION

- 6.1. All *Town* circulation and advertisement standards meet the requirements established by the *Act* or other statutes and associated regulations.
- 6.2. Any applicable *Intermunicipal Development Plan* and privacy legislation supersedes this Policy.

## 7. GENERAL REGULATIONS

- 7.1. The following regulations shall apply to all public circulations:
  - a) Any properties located wholly or partially within the circulation area shall be included in the circulation of the subject application.
  - b) The distance is to be measured from the property line of the subject application parcel; and
  - c) Where the circulation area reaches a property within a cul-de-sac, all properties in the cul-de-sac are included in the circulation and notification area.
- 7.2. All circulation distances not mandated by the *Act* may be increased at the discretion of the *Chief Administrative Officer, Development Officer, and/or the Subdivision Authority*; any changes to the circulation distances must include a map of the proposed circulation area.
- 7.3. Any notice that is published in an *accredited local newspaper* in a condensed or limited format, provided that the advertisement in the *accredited local newspaper* contains the necessary information to locate the complete notice on the *Town Website*.
- 7.4. Any advertisements conducted by the Town of Drumheller shall be done in accordance with the *Advertising Bylaw*.

## 8. COUNCIL MEETINGS

- 8.1. At a minimum, the Town will publish the list of regular Council meetings in an accredited local newspaper on an annual basis.
- 8.2. Changes to the meeting time, date or place, or the advertisement for special meetings, will be done in accordance with the *Council & Committee Meeting Procedure Bylaw*.

## 9. PUBLIC HEARINGS

9.1. When the Town of Drumheller is required to hold a Public Hearing in accordance with the *Act* or any other enactment, the *Town* shall:

- a) Publish the *Notice of Public Hearing*, with the associated Bylaw or any other relevant document, on the Town of Drumheller Website;
- b) Publish the date of the Public Hearing on the Town of Drumheller Municipal Calendar; and
- c) Publish the *Notice of Publish Hearing* for at least two (2) consecutive weeks in an *accredited local newspaper*.

9.2. All Public Hearings related to a Road Closure Bylaw must be mailed out to all affected residents within a 200-metre radius of the road closure.

## 10. DIGITAL SIGNS

10.1. In accordance with Section 4.1.17 of the *Land Use Bylaw (LUB)*, Notification shall be sent to all properties within a 100-metre radius of the proposed placement of an illuminated or digital sign.

## 11. DEVELOPMENT PERMITS

11.1. In accordance with Section 5.16.1 of the *LUB* and Section 642 of the *MGA*, when a decision is made by the Development Authority regarding a Development Permit, the Notice of Decision shall be delivered to the applicant on the same day that the written decision is given, in a manner deemed acceptable to the Approving Authority, including via email.

11.2. If the permit is approved:

- a) the permit will be posted on the Town of Drumheller Website on the same day that the decision is made; The general public has twenty-one (21) days to appeal the decision with the *SDAB* from the date that the decision is made;
- b) the Notice of Approved Development will be circulated and advertised according to *Schedule A – Development Permit Circulation and Advertisement*.

## 12. PLANNING APPLICATIONS

12.1. A Council must hold a public hearing for all planning bylaws prior to second reading, in accordance with section 692 of the *Act*.

12.2. Notification for subdivision applications will be given by mailing of the notice to each adjacent parcel owner, in accordance with Section 653 of the *Act*.

12.3. Notification requirements for a *SDAB* hearing on a development permit application will be done in accordance with the requirement for the subject permit, as outlines in *Schedule A - Development Permit Circulation and Advertisement Schedule*.

12.4. Notification of a *SDAB* hearing for a subdivision application will be given with at least five (5) days written notice, in accordance with Section 679 and Section 680 of the *Act*, to the following:

- a) The applicant for subdivision approval;
- b) The owners of adjacent parcels;
- c) The subdivision authority that made the decision;
- d) Adjacent municipalities, if the parcel is adjacent to the municipalities or subject to the Town of Drumheller's Intermunicipal Collaboration Frameworks;
- e) Any school board to whom the application was referred; and
- f) Any Government department that was given a copy of the application pursuant to the subdivision and development regulations.

12.5. Notification for district rezoning will be given by mailing notice to each adjacent parcel owner, in accordance with Section 692(4) of the *Act*.

### 13. ADDITIONAL REQUIREMENTS

13.1. In instances where a circulation or notification area includes landowners in an adjacent municipality, the **Chief Administrative Officer, Development Officer** and/or **Subdivision Authority** will attempt to procure the addresses for the affected landowners to mail to them a circulation package or Notice of Approval.

### 14. RELATED DOCUMENTS

- 14.1. Town of Drumheller *Land Use Bylaw*
- 14.2. Town of Drumheller *Advertising Bylaw*
- 14.3. Town of Drumheller *Council and Committee Meeting Procedure Bylaw*
- 14.4. Schedule A – Development Permit Circulation and Advertisement
- 14.5. Schedule B – Other Circulation and Advertising Requirements

### 15. TRANSITIONAL

- 15.1. This Policy comes into effect on the day it is signed by Town of Drumheller Council.
- 15.2. This Policy repeals Policy #2-95 – Advertising Council and Committee Meetings

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A  
DEVELOPMENT PERMIT CIRCULATION AND ADVERTISEMENT

			Use Type		
			Permitted Use	Discretionary Use	Variance
Use Category	Residential Land Use District	Residential	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 100 metres	Website; Post in Paper; Circulate 100 metres
		Lodging	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 100 metres	Website; Post in Paper; Circulate 100 metres
		Commercial	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 200 metres
		Institutional	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 200 metres
	Other Land Use Districts	Residential	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 200 metres
		Lodging	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 200 metres
		Commercial	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 350 metres	Website; Post in Paper; Circulate 350 metres
		Institutional	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 350 metres	Website; Post in Paper; Circulate 350 metres
		Agricultural	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 350 metres	Website; Post in Paper; Circulate 350 metres

SCHEDULE B  
OTHER CIRCULATION AND ADVERTISING REQUIREMENTS

Application Type	Method of Advertising
Road Closure Public Hearing	Website; Newspaper; Circulate 200 metres
Planning Applications	Website; Newspaper, Adjacent Parcels
Digital Sign	Circulate 100 metres

DRAFT

## REQUEST FOR DECISION

<b>TITLE:</b>	2024 Municipal Taxes – Sandstone Manor Roll# 000 04029906
<b>DATE:</b>	August 26, 2024
<b>PRESENTED BY:</b>	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director of Corporate & Community Services

**SUMMARY:**

The Drumheller Housing Administration (DHA) has requested that the municipal portion of the 2024 property taxes be cancelled for the property occupied by Sandstone Manor.

The agreement between the Town and the DHA was signed on May 19, 2009, provided that the term would be of five years and an optional renewal for another five years. This agreement is operating on expired terms, Council and Administration should discuss the renewal terms with DHA in near future.

Council has cancelled municipal taxation for the purposes of social housing in previous years and the DHA would in return, contribute to the reserve funds for the Sandstone Manor. Since the Town is mandated to remit the requisitioned amounts for the Alberta School Foundation Fund and the District Seniors Foundation, the tax cancellation request is limited to the municipal levy only.

The *Municipal Government Act* (MGA) does not allow the Town to make this property exempt from taxation however, section 347(1) (b) provides that Council may cancel or refund part of a tax. The decision for the cancellation must be made annually by Council. DHA has remitted the 2024 provincial requisitions on August 15, 2024.

Cancellation of the municipal tax levy provides financial relief for the DMA in order to keep rental rates charged at Sandstone Manor at an affordable level.

**RECOMMENDATION:**

Administration recommends that Council proceeds with the cancellation of the 2024 Municipal Tax levied against Roll No. 000 04029906 as per the terms of the agreement.

**FINANCIAL IMPACT:**

The loss of revenue impacts the Towns annual operating budget/results; however, the adopted tax-supported operating budget recognizes the commitment embedded in the 2009 agreement and includes a budget line item that reflects the annual expense resulting from the municipal tax waiver. The municipal tax levy for 2024 amounts to \$14,526.74.

**WORKFORCE AND RESOURCES IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Provincial Housing Strategy/Community Housing.

**COMMUNICATION STRATEGY:**

Drumheller Housing Administration will be notified in writing of Council's decision

**MOTION:**

That Council approve the cancellation of the 2024 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$14,526.74.



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



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

## REQUEST FOR DECISION

<b>TITLE:</b>	<b>2022-004 Bridge 11</b>
<b>DATE:</b>	August 09, 2024
<b>PRESENTED BY:</b>	Jason Warrack, Capital Project Manager
<b>ATTACHMENTS:</b>	Proposal Evaluation-MS

### SUMMARY:

In order to continue to provide safe and reliable access along highway 10x and Excelsior Ave in Wayne, AB the complete replacement of Bridge #11 is required. The existing bridge is 90 years old and has far exceeded its life cycle. Documentation from various inspections has indicated the replacement requirement.

On June 13, 2024, a Request for Proposal for this project was posted on the Town of Drumheller bidsandtenders, the Alberta Purchasing Connection, and the Municipal World websites. On the closing date of July 25, 2024, five (5) bid submissions were received and are summarized in the table below:

<b>COMPANY NAME</b>	<b>TOTAL EVALUATED SCORE</b> (max. 100%)	<b>TOTAL COST</b> (excluding GST)
<b>Sure-Seal Contracting</b>	<b>100%</b>	<b>\$ 1,317,785.00</b>
Surespan Construction	90%	\$ 1,480,828.42
Formula Alberta	80%	\$ 2,450,000.00
Everest Construction Management	70%	\$ 2,928,847.56
Northern Mat & Bridge	60%	\$ 2,953,620.00

### RECOMMENDATION:

Infrastructure Services recommends that the Town award this project to Sure-Seal Contracting for the total cost of \$ 1,317,785.00, excluding GST. Sure-Seal Contracting provided the lowest cost compliant bid and received the highest evaluated score.

### DISCUSSION:

All received submissions were compliant from a technical perspective. Each submission was evaluated based on project experience, project manager/team, project understanding, schedule and cost. Proposed cost of each submission accounted for 70% of each individual score. The basis for this contract was a design build method for the bridge construction and the bidders have used industry experience to help keep costs within the approved budget.

### FINANCIAL IMPACT:

According to the Project Budget Tracking spreadsheet an approved budget of \$2,450,670.00 was allocated in FY 2022. In the fiscal years of 2022 and 2023 \$367,898.94 was expended to the budget for engineering design work. The budget indicates a remaining approved balance of \$2,082,771.06.



**WORKFORCE AND RESOURCES IMPACT:**

Infrastructure Services intends to award and manage this project internally using existing available resources. Civil Engineering support shall be supplied by Mark Steffler, Project Management services shall be conducted by Jason Warrack and Jared Brounstein.

**STRATEGIC POLICY ALIGNMENT:**

This project is in alignment with Council’s strategic priorities of ensuring safe work environments, providing expected service levels, and employing fiscal responsibility.

**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 bidsandtenders website and the Alberta Purchasing Connection website.

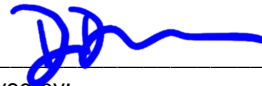
**COUNCIL MOTION:**

**MOTION:**

That Council approve the award of the Bridge #11 replacement project to Sure-Seal Contracting for the amount of \$1,317,785.00, excluding GST.

*Jason Warrack*

Prepared by:  
Jason Warrack  
Capital Projects Manager



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