



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, September 16, 2024

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

1. CALL TO ORDER

2. OPENING COMMENTS

Proclamation for the Legion

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the September 16, 2024, Committee of the Whole Meeting**

Proposed Motion: That Council adopt the agenda for the September 16, 2024, Committee of the Whole meeting as presented.

5. MEETING MINUTES

5.1 **Minutes for the May 13, 2024, Committee of the Whole Meeting**

[Committee of the Whole Meeting – May 13, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the May 13, 2024, Committee of the Whole meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller Public Library Board**

[February 14, 2024 - Minutes](#)

[March 13, 2024 - Minutes](#)

[April 10, 2024 - Minutes](#)

[May 29, 2024 - Minutes](#)

[June 26, 2024 – Minutes](#)

[July 10, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Public Library Board regular meeting minutes of February 14, 2024, March 13, 2024, April 10, 2024, May 29, 2024, and June 26, 2024, as presented.

6.2 **Drumheller and District Senior's Foundation**

[June 27, 2024 – Minutes](#)

[July 25, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller and District Senior's Foundation regular meeting minutes of June 27, 2024, and July 25, 2024, as presented.

6.3 **Municipal Planning Commission**

[April 4, 2024 – Minutes](#)

[April 18, 2024 – Minutes](#)

[May 2, 2024 – Minutes](#)

[May 16, 2024 – Minutes](#)

[June 27, 2024 – Minutes](#)

[July 11, 2024 – Minutes](#)

[July 25, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Municipal Planning Commission regular meeting minutes of April 4, April 18, May 2, May 16, June 6, June 27, and July 25, 2024, as presented.

6.4 **Drumheller Housing Authority**

[March 12, 2024 – Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Housing Authority regular meeting minutes of March 12, 2024, as presented.

6.5 **Drumheller and District Solid Waste Management Association**

[February 15, 2024 – Minutes](#)

[April 18, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller and District Solid Waste Management Association regular meeting minutes of February 15, 2024, and April 18, 2024, as presented.

7. **DELEGATION**

7.1 **Drumheller Public Library Board**

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

[Request-for-Decision \(as Information\)](#)

8.1.1 **Announcement of Development Officer Appointment**

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

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
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, May 13, 2024

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

IN ATTENDANCE

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

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

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:35 PM

2. OPENING COMMENTS

The Royal Tyrell Museum will be opening a new exhibit this week. Please go and see what the Royal Tyrell Museum has been working on.

The fountain and splash park should be open this upcoming weekend, pending health testing.

May 19th is World Family Doctor Day. Thank you to the Doctors in the community for looking after our residents.

Chainsaw Wizards - Tree Carving Event – will be taking place May 17th to May 20th at the Downtown Plaza.

3. ADDITIONS TO THE AGENDA

No additions to the Agenda.

4. ADOPTION OF AGENDA

4.1 Agenda for Monday, May 13, 2024, Committee of the Whole

M2024.168 Moved by Councillor Kolafa, Councillor Lacher that Council adopt the agenda for Monday, May 13, 2024, Committee of the Whole meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachments: Committee of the Whole Meeting – April 15, 2024 – Minutes.

M2024.169 Moved by Councillor Sereda, Councillor Price that Council adopt the agenda for April 15, 2024, Committee of the Whole meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 Minutes: Drumheller and District Seniors Foundation (DDSF)

Agenda Attachments: Regular Meeting – March 28, 2023 – Minutes.

M2024.170 Moved by Councilor Zariski, Councillor Hansen-Zacharuk that Council accept as information the Drumheller and District Seniors Foundation (DDSF) regular meeting minutes of March 28, 2024 as presented.

CARRIED UNANIMOUSLY

7. DELEGATION

7.1 RCMP 2023 Q4 Quarterly Update

S/Sgt. Robert Harms, Detachment Commander for the Drumheller RCMP presented the 2023 Q4 Community Report.

Agenda Attachment: Presentation

7.2 Drumheller DinoArts Association Update

Cheryl McNeil and Jennifer Dickson presented an update on the operations of the Drumheller DinoArts Association

Agenda Attachment: Presentation

7.3 Midlandvale Community Hall Association Outdoor Rink Update

Cindy Sereda and Patsy Stokalko presented an update on the Outdoor Rink being constructed by the Midlandvale Community Hall Association

Agenda Attachment: Presentation

8. REPORTS FROM ADMINISTRATION

EMERGENCY AND PROTECTIVE SERVICES

7.3 Briefing Note: Alberta Fire Chiefs Association (AFCA) Day at the Legislature

Fire Chief, Derian Rosario, presented a briefing note detailing the meeting between members of the Alberta Fire Chiefs Association (AFCA) and members of the Government of Alberta Legislature.

Agenda Attachment: Briefing Note

9. CLOSED SESSION

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

M2024.171 Moved by Councillor Sereda, Councillor Price that Council close the meeting to the public to discuss Strategic Development and Planning as per FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials and FOIP 25 – Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at: 5:57 PM

M2024.172 Moved by Councillor Lacher, Councillor Sereda that Council open the meeting to the public

CARRIED UNANIMOUSLY

Council opened the meeting to the public at: 8:31 PM

10. ADJOURNMENT

M2024.173 Moved by Councillor Price, Councillor Hansen-Zacharuk that Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at: 8:31 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Town of Drumheller Public Library Board
Meeting Minutes
February 14, 2024

Date: Wednesday Feb 14, 2024
Time: 7 pm
Location: Online - Zoom
Chair: Samantha Haddon
Secretary: Samantha Haddon
Regrets: Stephanie Price, Mitchell Barry, Margaret Nielsen; Jade Scott
Trustees: Caleb Brown, James Foster, Jade Scott, Cheryl McNeil, Tracy Abildgaard
Marigold Rep: Margaret Nielsen
Library Director: Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 7:03 pm
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S. Haddon
 - b. Confirmation of quorum (5/8) – Quorum achieved
 - c. Accepting of regrets – C. Brown moved to accept the regrets. T Abildgaard seconded. Motion carried.
 - d. Additions to the Agenda / Approval of agenda – Cheryl moved to approve the agenda. T Abildgaard seconded. Motion carried.
 - e. Review/Approval of the minutes of December 13, 2023 – under 3B – remove the word kits after LEGO; 4A – the UofA program is available online, not just most of it. C. Brown moved to approve the amended minutes. J. Foster seconded. Motion carried.
 - f. Declaration of conflicts of interest: None declared
 - g. Welcome guests: Margaret Nielsen - unavailable
3. Reports
 - a. Financials:
 - i. Financials: C. Brown moved to approve the December 2023 financials as presented. T Abildgaard seconded. All in favour. Motion carried.

C. Brown moved to approve the November 2023 financials shared by E. Hollingshead. T. Abildgaard seconded. All in favour. Motion carried.

The Board reviewed the January 2024 financial statements. Approval of the January 2024 financials is tabled to the next meeting after receipt of the January bank statement.
 - b. Director: E. Hollingshead – A summary of the 2023 year-end and January 2024 reports was provided. Emily noted that the community uses the library differently than it did before the pandemic, and maintaining 2019 as the standard against which to measure that usage no longer makes sense. The statistics captured each month will reflect this new standard. The library is gradually building up programming again.

Our children’s programs, Alphasaurus Storytime and Craftastic, will continue in 2024, as will our new adult LEGO and table game programs and our weekly adult fibre craft program, Charlotte’s Web. For February the Library is offering Mystery Date with a Book and a meditation box craft for adults. It was noted that people are working on the puzzle with other people which is great. E-resource use went up by 40% last year. Centennial celebrations in 2023 were a great success. Travel nights are back in 2024.

Family Day Unplugged looks different this year, the BCF is running the program. The Library is Working with Travel Drumheller on a potential partnership.
 - c. Marigold: M. Nielsen – no report

- d. Society: C. McNeil relayed that some funding decisions were made by the Library Society at their last meeting held on Feb. 12. Other items included in the funding Wish List provided by E. Hollingshead and decisions on the timing of the funding is tabled to the next meeting.
- e. Committees:
 - i. Special Project Committee: the Plan of Service remains in draft form.
 - ii. Policy Committee: E. Hollingshead has created a 2024 Policy Revision document. The Policy Committee will need to go over this document together. The meeting date for this is set for Thursday, Feb. 29 7 pm.
 - iii. HR Committee: One candidate for the DLS position is being interviewed on Monday Feb 19 (Family Day) at 11:30 am in the Library. The Library will be busy that day which is terrific.

4. New Business

a. For Discussion/Decision

- i. Annual Report Approval – the Board reviewed the 2023 annual report; C. McNeil and C. Brown requested additions under the Accomplishments section to recognize the 100 anniversary or centennial; C. Brown suggested to include the full name of the Book Bash; Sam inquired about the Technology plan section; Emily will confirm James’ term with the Town.
J. Foster moved to approve the Library’s Annual Report as amended. C. Brown seconded. All in favour. Carried.
- ii. Signing Authority, data entry CAFT Access and credit card - Melody Polych, Assistant Director will need to have signing authority.
With E. Hollingshead’s resignation effective April 6, C. Brown moved to give Melody Polych signing authority, data entry CAFT Access and a credit card. Seconded by J. Foster. All in favour. Motion carried.
- iii. Email Vote ratification, Policies A.3, C.5, D.1, E.1, E.2, G.5, G.4, F.7 – Per emails circulated beginning on December 14, 2023 and completed on January 10, 2024 the following policies were approved: C.5, G.5, G.4, and D.1 as amended and A.3, E.1, and E.2 and annul the masking policy, F.7.
C. McNeil moved to ratify the two email votes; T. Abildgaard seconded. All in favour. Motion carried.
- iv. Plan of Service Dec 2023 final draft review – tabled for next meeting
- v. Board Calendar:
 - 1. Town Council Presentation - TBD
 - 2. Board Self Assessment (Mar)
 - 3. New Board member orientation (Ongoing)

5. Ongoing/Unfinished Business

- a. Plan of Service - Final draft to be finished and distributed.
- b. DLS recruitment, interviewing, and candidate selection
- c. DLS Evaluation
- d. Upcoming Board Terms: <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes/council-boards-committees>
- e. New Board member recruitment

6. Adjournment – C. Brown moved to adjourn at 8:17 pm.

Next Meeting: Wednesday, March 13, 2023



Mar 25/2024

Board Chair

Date



March 22/2024

Secretary

Date

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

Date: Wednesday Mar 13, 2024
Time: 7 pm
Location: Online - Zoom Platform
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets: None
Trustees: Mitchell Barry, Caleb Brown, James Foster, Jade Scott, Cheryl McNeil, Tracy Abildgaard, Stephanie Price
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen
Library Directors: Emily Hollingshead; Christopher Blatch

1. Call to Order – S. Haddon called the meeting to order at 7:01 pm

2. Meeting Processes

- a. Land Acknowledgement (Open Call) – C. McNeil read the revised land acknowledgement.
- b. Confirmation of quorum (5/8) – 8 of 8, all board members in attendance
- c. Accepting of regrets – no regrets
- d. Additions to the Agenda / Approval of agenda – J. Scott moved to accept the agenda as presented. S. Price seconded. Carried.
- e. Review/Approval of the minutes of February 14, 2023 – E. Hollingshead noted two amendments to the minutes: 4, a, ii – remove the temporary piece in the sentences as Melody will need signing authority as the Assistant Director. 4, a, iii – fix the spelling of Tracy’s last name – Abildgaard. C. Brown moved to accept the minutes of the previous meeting as amended. M. Barry seconded. Motion carried.
- f. Declaration of conflicts of interest: None
- g. Welcome guests: Margaret Nielsen; everyone present at the meeting introduced themselves to Christopher Blatch, the new Library Director and Christopher introduced himself.

3. Reports

a. Financials:

i. Financials: C. Brown

The Board reviewed the revised January 2024 statement. E. Hollingshead noted that the bank charges are higher than usual due to the purchase of printable cheques. C. Brown moved to accept the January 2024 income statement as presented. J. Scott seconded. Motion carried.

The Board reviewed the February 2024 financial statement. C. Brown moved to approve the February 2024 income statement as presented. J. Foster seconded. Motion carried.

S. Haddon inquired about the ability of yoga classes to use the Library’s large meeting room. E. Hollingshead provided an answer.

- b. Director: E. Hollingshead/C. Blatch – programming is doing well; Family Day gave the library a big boost in the number of participants. The first meeting of BCF tenants (including representatives of the Facility, Bikes and Bites, and the Library) was valuable in raising a number of issues that have needed attention. Unfortunately, thus far Rick (BCF head and the Town’s Manager of Recreation, Arts and Culture) is seeing resistance from the Town with regard to including out-of-town Library card holders in the paid parking exemption. In addition, there is a need for training for library staff for the paid parking program.

In mid-February it was discovered that the microfilm reader was not responding. The representative from Ristech was very helpful to identify the problem before the warranty

ran out. Fortunately, the primary issue was a cable that had been accidentally disconnected under the table, but it was found that the uptake spindle had been bent and needs replacing.

Thanks to the board members in helping to build the new storage units. These need to be anchored to the wall to ensure they do not tip over. Library user statistics are looking positive over the last month.

- c. Marigold: M. Nielsen mentioned the upcoming Marigold conference will be held on May 15 in Calgary. This one-day conference provides learning opportunities for staff and library trustees. Information about the conference is available on the Marigold website.
- d. Society: M. Nielsen – there are no updates from the Society, a meeting will be held in April. The Holdovers is the Reel Alternative movie scheduled for March 25. Margaret explained that the Library Society hosts the Reel Alternative movies from September to April and they are held on the last Monday of the month at the Napier Theatre.
- e. Committees:
 - i. Special Project Committee: Plan of Service remains in draft form; S. Haddon needs to finish up the document and this is tabled to the next meeting in April.
 - ii. Policy Committee: A brief review of the February 29 meeting was shared. There were minor changes made to about 10 policies. The revised policies will be reviewed at the April meeting.
 - iii. HR Committee: A training plan needs to be established for the incoming library director.

4. New Business

a. For Discussion/Decision

- i. Budget Discussion – Given the Library's ask to the Town of Drumheller to receive a 4.7% increase in funding for 2024, however there will be a shortfall in the budget as the Town has agreed to a 3% increase for 2024. E. Hollingshead stated this is equal to approximately \$3,500.

Discussion followed: the Library can anticipate receiving \$6,750 from MH Enterprises employment programming and an additional \$2,500 for training. The training funding goes directly to the training providers.

The Government of Alberta has once again confirmed a funding increase of \$9,000 for 2024.

C. Brown reminded us that last year as a board, we committed to a living wage for all of the library staff and if necessary to pull funds from reserves. There was discussion about the plan to implement the pay grid that had been developed in the fall.

Board members noted that fundraising is a good idea but to fundraise for programs and not operating funds.

E. Hollingshead/C. Blatch will develop different scenarios for payroll for the library board and this information will be made available prior to the April meeting. To involve E. Hollingshead in this discussion the next meeting will be held one week earlier on Wed. April 3.

ii. Task Delegation:

- 1. Presentation to Town Council – J. Scott and C. McNeil agreed to present to Town Council as S. Haddon, Chair does not have the capacity at present. S.

Haddon will provide details for M. Visser from the Town and a date will be set in the near future.

2. Engaging Prospective Board Members – there are potentially two new people interested in joining the board. C. Brown will engage one individual from the Royal Tyrell Museum of Paleontology. S. Haddon will engage with the other interested person.

iii. Plan of Service Dec 2023 final draft review – tabled to April meeting.

iv. Board Calendar:

1. Town Council Presentation - TBD
2. Departing Celebration for Emily - Saturday April 6; drop-in; say farewell to Emily and welcome to Christopher.
3. Board Self Assessment (Apr)
4. New Board member orientation (Ongoing)
5. Financial Review (May-June)
6. AGM, Board Member Elections (June); Board chair position will be vacant; Treasurer position will be vacant. This meeting should be held earlier in June to ensure the report is submitted to PLSB by mid-June.

5. Ongoing/Unfinished Business

- a. Plan of Service - Final draft to be finished and distributed
- b. Upcoming Board Terms: Mitch Barry <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes/council-boards-committees>
- c. New Board member recruitment --

6. Adjournment – J. Scott moved to adjourn the meeting at 8:20 pm


Next Meeting: Wednesday, April 3, 2024 at 7 pm



June 22, 2024

S. Haddon

July 11, 2024



July 11, 2024

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

Date: Wednesday April 10, 2024
Time: 7 pm
Location: Online - Zoom Platform
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets: Mitchell Barry, Jade Scott, Tracy Abildgaard
Trustees: Caleb Brown, James Foster, Jade Scott, Cheryl McNeil, Tracy Abildgaard, Stephanie Price
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen
Library Director: Christopher Blatch

1. Call to Order – S. Haddon called the meeting to order at 7:05 pm
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S. Haddon completed.
 - b. Confirmation of quorum (5/8) – Achieved.
 - c. Accepting of regrets – J. Foster moved to accept the regrets. C. Brown seconded the motion. Motion carried.
 - d. Additions to the Agenda / Approval of agenda: C. McNeil requested to add item 4 iii under New Business AGM, Financial Review, Board Member Elections. C. Brown moved to accept the agenda as amended. S. Price seconded. Motion carried.
 - e. Review/Approval of the minutes of March 13, 2024 – C. Brown moved to accept the minutes from the March 13, 2024 meeting. J. Foster seconded the motion. Motion carried.
 - f. Declaration of conflicts of interest: None
 - g. Welcome guests: Margaret Nielsen
3. Reports
 - a. Financials:
 - i. Financials: C. Brown - March 2024 Financials Tabled.
 - ii. Director: C. Blatch - Verbal – received information from Marigold on annual grant, this will be provided to the Board; currently facing a staffing shortage with one staff member away on sick leave; there is a need for staff training, the plan is to possibly take a few days, and arrange to have the library closed for a professional development; there are plans to take a survey out to the community; reach out to parts of the community at events; would like to reevaluate programming. S. Haddon will share information regarding the survey that was completed in the fall of 2023 for the Plan of Service. As part of outreach to the community, it was discussed there should be a press release to introduce Christopher Blatch. C. Blatch also sees this as an opportunity to ask for volunteers for the Library, the Library Board and the Library Society. S. Haddon will work on the press release.
 - b. Marigold: M. Nielsen – On Sat. April 20 is the Annual Marigold Board Meeting – potentially 43 board members will be in attendance. The meeting is held at the Marigold headquarters in Strathmore. The Annual Marigold conference will be held on May 15 in Calgary and is available for staff and board members.
 - c. Society: The next Reel Alternative will be held on April 29, the movie One Life with Sir Anthony Hopkins will be screened; preparations are underway for the Society AGM on May 7 at 7 pm in the Library.

d. Committees:

- i. Special Project Committee: Plan of Service remains in draft form – S. Haddon was able to work on this and it will be discussed under 4. ii.
- ii. Policy Committee: No meetings planned; recently revised policies will be tabled to the next meeting for review, discussion, and vote.
- iii. HR Committee: 3 Month Performance Review for DLS – a meeting will need to be scheduled in the near future.

4. New Business

a. For Discussion/Decision

- i. Budget 2024 – C. McNeil moved to accept the 2024 Budget as presented. C. Brown seconded. All in favour. Motion carried.
- ii. Plan of Service Dec 2023 final draft review – The Board reviewed the document at the meeting and C. McNeil asked for clarification and an edit under Part 6. S. Haddon made this minor edit. The Board agreed that it would be best for all Board members to review and vote on the Final Plan of Service through an email vote. S. Haddon will send out the Draft Plan of Service 2024-2026 to the Board requesting an email vote.
- iii. AGM, Financial Review, Board Member Elections – tentative plan is to combine the regular board meeting and AGM at the end of May on Wednesday, May 29. C. Brown will reach out to the auditor to confirm when the 2023 Annual Review will be ready, and potentially if the Board could review this at the AGM tentatively scheduled for May 29.
- iv. Board Calendar:
 1. Town Council Presentation – Cheryl/Jade agreed to co-present; S. Haddon will contact the Town to coordinate the date when the presentation will take place.
 2. Financial Review (May-June)
 3. Board Self Assessment (May/June)
 4. New Board member orientation (Ongoing) – C. Brown sent meeting invite to potential new board member from Royal Tyrell Museum of Paleontology. She was not able to attend tonight but she is interested in joining the library board.
 5. AGM, Board Member Elections (June)

5. Ongoing/Unfinished Business


- a. Plan of Service - Final draft to be finished and distributed.
- b. Upcoming Board Terms: Mitch Barry <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes/council-boards-committees>
- c. New Board member recruitment – S. Haddon will reach out to potential new board members.
- d. C. Brown moved to provide signing authority on the ConnectFirst credit union account, data entry CAFT access, and a credit card for Christopher Blatch. J. Foster seconded. All in favour. Motion carried.

C. Brown moved to provide signing authority for the ConnectFirst credit union account, data entry CAFT access, and a credit card for Melody Polych. J. Foster seconded. All in favour. Motion carried.


6. Adjournment – C. McNeil moved to adjourn the meeting at 8:26 pm.

Next Meeting: Wednesday, May 8, 2024


June 22, 2024


June 7, 2024

version: April 10, 2024


July 11, 2024

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

Date: Wednesday May 29, 2024
Time: 7 pm (after AGM)
Location: Hybrid in-person/Zoom
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets: None
Trustees: Caleb Brown, James Foster, Jade Scott, Tracy Abildgaard, Stephanie Price, Mitchell Barry
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen
Library Director: Christopher Blatch

1. Call to Order – S. Haddon called the meeting to order at 7 pm
2. Meeting Processes
 - a. Land Acknowledgement – S. Haddon read the land acknowledgement
 - b. Confirmation of quorum (5/8) – achieved, all members in attendance
 - c. Accepting of regrets - none
 - d. Additions to the Agenda / Approval of agenda: within New Business, under a.) For Discussion/Decision two items were added: signing authority was added as ii and Feedback on Pride event as added as iii. C. Brown moved to approve the amended agenda. S. Price seconded the motion. Motion carried.
 - e. Review/Approval of the minutes of April 10, 2024 – S. Price moved to approve the minutes from the April 10, 2024 meeting, J. Foster seconded. Motion carried.
 - f. Declaration of conflicts of interest: none declared
 - g. Welcome guests: Margaret Nielsen

3. Reports

a. Financials:

- i. Financials: C. Brown – March 2024 and April 2024 were circulated to the Board in advance of the meeting.

J. Scott noted that the March financials circulated were the same as February. C. Blatch will prepare the correct March financials and send these to the Board.

C. Brown reviewed the April financials and noted that the next installment from the Town was received. C. McNeil inquired about the gallery expenses; it was noted that the gallery expenses were more than offset by the revenue received from the gallery.

- b. Director: C. Blatch - Children's Programming continues to grow and peaked in April, with numbers beginning to taper off toward summer. The library continues to develop programs that will bring back adult patrons interested in programs. The library was represented at the Canadian National Film Day event at the Napier in April. In May, the Art Gallery hosted a prestigious art exhibit from the Burns Visual Arts Society which received favourable reviews.

The Residential Parking Permit/Hotspot Parking situation remains a point of concern for the library. Patrons have advised they will no longer use the library during the summer months. Approximately 20 complaints per week have been received. The parking program creates considerable difficulties for seniors. On guidance from the Town, we have directed as many people as possible to the BCF desk for assistance to avoid overwhelming DPL staff. These concerns were noted by S. Price and she will bring these forward to the Town.

Funding from the Library Society will be provided to clean the fabric chairs and the library is looking into options to replace some of the fabric with vinyl.

The Library Society is providing funding for new magazines and has also agreed to provide up to \$10,000 for youth fiction. Recently, the library procured several video game titles and will begin to offer video games to borrow, starting in summer of 2024. In May, the Director and Assistant Director attended the Marigold Conference in Calgary. The library will receive funding for 2 summer students for 9 weeks (30 hours per week to a maximum of 540 hours, at a rate of \$17/Hour). The library will continue their partnership with Drumheller Family Fun / FCSS and are in the process of working towards a summer scavenger hunt throughout the Town. Grace Lutheran Church raised funds to support the library's Community Food Pantry, giving over \$900 to help buy items for the pantry. The library will continue sponsorship of Pride 2024 events with the Reading with Royalty event on June 3.

- c. Marigold: M. Nielsen reported that she attended the Annual General Meeting in April with 65 people in attendance. Marigold's financials are in a positive position. As well, M. Nielsen attended the Executive Retreat. There is a concern with unincorporated communities wanting their own library. There are about seven of these communities and since they are not part of a municipality, Marigold would become the board.
- d. Society: M. Nielsen reported that the 2023 year-end financial review was completed and forwarded to the Canada Revenue Agency. In addition, the 2023 Society's return was completed and forwarded to the provincial government.
- e. Committees:
 - i. Special Project Committee: no requirement at this time
 - ii. Policy Committee: need to review suit of policies highlighted for review and approval
 - iii. HR Committee: future meeting to be set

4. New Business

a. For Discussion/Decision

- i. Plan of Service April 2024 Final Draft – the Final draft Plan of Service was reviewed. C. McNeil requested that the words "regardless of budget" are removed at the end of the 3rd item in Section 6 – Impacts. J. Scott requested that the document is re-formatted to look more professional. C. Brown moved to approve the amended Plan of Service. J. Scott seconded the motion. All in favour. Motion carried.
- ii. Signing authority – J. Scott moved to remove signing authority and CAFT Access effective July 1 for the following people: Caleb Brown, Treasurer and T. Abildgaard, Secretary. S. Price seconded the motion. All in favour. Motion carried.

J. Scott moved to revise James Foster's executive position from Vice-Chair to Secretary in the CAFT system. S. Price seconded the motion. All in favour. Motion carried.

C. Brown moved to add Jade Scott, Treasurer and Cheryl McNeil, Vice-Chair to have signing authority and CAFT Access. J. Foster seconded the motion. All in favour. Motion carried.

- iii. Feedback on Pride event – Reading with Royalty – C. Blatch shared with the board concerning comments received via social media about the event. The Board reiterated their support for the event per Library policies and the Plan of Service.
- iv. Board Calendar:
 - 1. PLSB Report (June 15)
 - 2. CRA Charitable Tax Return (June 30)
 - 3. Financial Review (June)

4. Town Council Presentation - TBD
 5. Board Self Assessment (July)
 6. New Board member orientation - 3 applications pending (Ongoing)
5. Ongoing/Unfinished Business
- a. Plan of Service submission to PLSB
 - b. Upcoming Board Terms: Mitch Barry <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes/council-boards-committees>
 - c. New Board member recruitment - Reach out to prospective board members
6. Adjournment – J. Foster moved to adjourn the meeting at 8:11 pm.

Next Meeting: TBD – June 2024

Samantha Haldon, Sheldon
Chair

June 28, 2024
Date

Cheryl L. McNeil
Cheryl L. McNeil
Secretary

June 28, 2024
Date

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

Date: Wednesday June 26, 2024
Time: 7pm
Location: Zoom
Chair: Samantha Haddon
Secretary: James Foster
Regrets: Caleb Brown, Margaret Nielsen
Trustees: Cheryl McNeil, Jade Scott, Tracy Abildgaard, Stephanie Price
Marigold Rep:
Guests: BDO Representative (Will)

1. Call to Order – S Haddon called the meeting to order at 7:02 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S Haddon read the land acknowledgement.
 - b. Confirmation of quorum (4/7) – Quorum – 6 of 7 board members present.
 - c. Accepting of regrets – S Price motions, C McNeil seconded.
 - d. Additions to the Agenda / Approval of agenda: S Price motioned to approve, C McNeil seconded.
 - e. Review/Approval of the minutes of May 29, 2024 - Approved by email vote June 19, 2024, review 2023 AGM minutes – review of AGM minutes tabled for July meeting.
 - f. Declaration of conflicts of interest: No conflicts declared
 - g. Welcome guests: Will from BDO
3. Reports
 - a. Financials:
 - i. 2023 Financial Review - Presented by BDO – Presented by Will from BDO. Will did not perform the financial review but he reviewed it, so he provided a “birds-eye” view, but he did state that there were no large variances in expenditures between 2022 and 2023. Will stated that once the library is over \$500,000 in revenue, financial reporting for the library will become much more complicated, involving amortized assets. Will stated that all of our assets are unrestricted, but we could internally restrict some money with board motions to earmark it for specific purposes (eg reserves for staffing). C McNeil asked about reporting in kind donations on the financial review, and Will stated that only in kind donations reported to the bookkeeper can be reported. S Haddon asked if we really need a full financial audit next year rather than a financial review. Will stated that audits involve testing financial numbers from the beginning of the year through the end of the year, which is much more work. C McNeil asked if we should revisit our policy of having an audit every third year, as an audit is currently scheduled for 2024. J Scott made a motion to approve the 2023 financials. C McNeil seconded the motion. All in favour, motion carried.
 - ii. Financials: J. Scott - March 2024, May 2024 – J Scott reviewed the March financial statement, which appeared to be on track with the annual budget. J Scott motioned to approve the March 2024 financial statement, S Price seconded. J Scott reviewed the May financial statement, which did not appear to contain all financial information relevant for that month. The library will seek quotes from potential new bookkeepers. C McNeil pointed out that she does not feel confident approving the May financial statement – there are numerous line items that do not appear accurate. May financial statement is tabled at least until after C Blatch meets with Ascend to clarify numbers on the May financial statement.
 - b. Director: C. Blatch – The children’s programmer at the library experienced a tragedy and has asked for at least the end of July off. C Blatch posted a library assistant position that has gotten responses, but once the position is filled, it will require some additional resources

for training. There are various groups using the library recently – a small Dungeons and Dragons group, an ATB group is using the library for an anti-fraud seminar, BCF campers inside for reading breaks, and the pride reading with royalty event. C McNeil asked about any updates to the paid parking program in relation to the library. C Blatch stated that library staff have helped people sign up for parking, even in setting up email accounts. Some library patrons have indicated that they do not want to visit the library due to the paid parking program. Patrons have indicated that they would appreciate a kiosk rather than using an online app. C McNeil asked S Price if there were any updates about parking and S Price said that she will be attending a council meeting soon that should clarify parking policies. C McNeil expressed concern that some library patrons are unable to visit the library due to the parking fees. C Blatch stated that a specific group impacted by parking are out of town visitors who use services in Drumheller but who do not have residency in Drumheller.

- c. Marigold: M. Nielsen – no report, M Nielsen is not present.
- d. Society: no report
- e. Committees:
 - i. Special Project Committee: N/A
 - ii. Policy Committee: Need to review suit of policies highlighted for review and approval – no report given
 - iii. HR Committee: Schedule Coaching Session – no report

4. New Business

a. For Discussion/Decision

- i. Budget - Overages and Mitigation – S Haddon asked if it is correct that the library is currently over budget. S Haddon stated that in our budget presentation to council, the library committed to using \$30,000 of reserves over the course of several years to off-set increases in staffing expenses. S Haddon recalls that the library agreed to use \$8,000 of reserves this year, which could lead to the library being over budget. J Scott asked if in the future we should earmark reserves so that we have less unrestricted funds. C Blatch stated that the province is using 2019 numbers now (rather than 2016) for funding models, and that this may increase our provincial funding due to demographic shifts. S Haddon asked if it would be a good idea to reduce library hours for the summer to help reduce staffing shortages. C Blatch stated that the 9 am-10 am period is very slow at the library – so it would be easy to open the library at 10 am rather than 9 am to reduce staffing hours. The town's senior services coordinator has her office in the library and she is comfortable letting in clients for meetings when the library is closed. C McNeil wondered if reducing library hours would negatively impact employees who are counting on working more hours. C Blatch stated that employees are feeling generally overworked in terms of hours right now. S Haddon cautioned C Blatch to make sure that library staffing does not end up going over budget. S Haddon pointed out that we have an MH Enterprises grant that helps offset staffing costs.
- ii. Art Gallery - Steering Board – After a controversial art showing recently, C Blatch thinks that a dedicated board might be necessary to develop policies and make decisions about what art should be posted in the gallery, as the library needs to balance sensitivity with protecting free speech. S Haddon asked what first steps might be. C Blatch stated that the local arts community and town can help post about the development of this new board. There might also be grant money to help with library staffing costs related to the gallery.
- iii. In-Camera Session – J Foster moved to go into in camera at 8:41 pm, J Scott seconded. All in favour, motion carried. J Foster motioned to move out of camera at 9:12, J Scott seconded. All in favour, motion carried.

5. Ongoing/Unfinished Business

- a. Charitable Tax Return - Update, Next Steps – With the financial review completed, C McNeil can now complete our charitable tax return by June 30. S Haddon and C McNeil have the

goal of posting this tax return at the end of the day on June 27. C Brown also needs to sign off on the tax return as he is treasurer.

- b. PLSB Grant Application
- c. Plan of Service - Approval Updates, Next steps - S Haddon sent the plan of service into PLSB and it was approved. It will be edited in Canva by J Scott at a later time.
- d. Board Calendar:
 - i. PLSB Report (June 15)
 - ii. CRA Charitable Tax Return (June 30)
 - iii. Financial Review (June) - done
 - iv. Town Council Presentation - TBD - J Scott asked if the town presentation needs to be done soon, as it was originally scheduled for January. S Haddon stated that she can contact Mitchell Visser with the town and get the library scheduled to present at the next council of the whole meeting.
 - v. Board Self Assessment (July)
 - vi. New Board member orientation - 3 applications pending (Ongoing)

6. Adjournment - C McNeil motioned to adjourn at 9:15 pm and J Scott seconded.

Next Meeting: July 10, 2024 at 7pm, Zoom

S Haddon
Samartha Haddon

July 13, 2024

James Foster
James Foster, secretary

July 16, 2024

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

Date: Wednesday July 10, 2024
Time: 7pm
Location: Zoom
Chair: Samantha Haddon
Secretary: James Foster
Regrets: Caleb Brown
Trustees: Cheryl McNeil, Jade Scott, Stephanie Price, Tracy Abildgaard (joined at 7:07 pm)
Marigold Rep: Margaret Nielsen
Guests: Melody Polych, Margaret Nielsen

1. Call to Order – S Haddon called the meeting to order at 7:01 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S Haddon read the land acknowledgement.
 - b. Confirmation of quorum (4/7) – Quorum achieved, 6/7 board members present.
 - c. Accepting of regrets – C. McNeil moved to accept, J Scott seconded.
 - d. Additions to the Agenda / Approval of agenda: S Price moved to approve the agenda, J Scott seconded.
 - e. Review/Approval of the minutes of June 26, 2024 – date in heading incorrectly listed as June 24 rather than June 26. In financial review 3. a. i. rewrite as "Will did not perform the REVIEW" rather than using the word "audit". C McNeil moved to approve the minutes as amended, S Price seconded. Review 2023 AGM minutes – no concerns.
 - f. Declaration of conflicts of interest: J Scott's child works at the library, and J Scott wants to recuse themselves from any conversations around staffing, hours, etc so there is no conflict of interest.
 - g. Welcome guests: Margaret Nielsen, Melody Polych
3. Reports
 - a. Financials:
 - i. Financials: J. Scott - Status Updates – J Scott does not have access to usable financials right now. The outgoing director and the bookkeeper did have some gaps in communication, and J Scott is going to meet with the bookkeeper tomorrow to clarify the state of the library's financial situation. The bookkeeper did not have access to the May financial records, so it was appropriate to not approve those at the June board meeting. J Scott has been a bookkeeper for decades and has the experience to work out the library's financial situation and determining if the library is staying within budget.
 - b. Director: No report.
 - c. Marigold: M. Nielsen – no formal Marigold report. With the town, Schedule C was signed and sent off to Marigold.
 - d. Society: No formal report as the society does not engage in as many activities during the summer. Society intends to use casino funds to pay for furniture cleaning at the library, but they need to ask for permission because furniture cleaning is not an automatically approved use of casino funds.
 - e. Committees:
 - i. Special Project Committee: N/A – no update
 - ii. Policy Committee: Need to review suit of policies highlighted for review and approval – approving the policies is not urgent at this time.
 - iii. HR Committee: Updates in in-camera session

4. New Business

a. For Discussion/Decision

i. Planning Library operations and providing Board support –

1. C Blatch's phone currently has about 100 unopened voicemails, and his email account has hundreds of unread emails. J Scott asked about privacy, as far as checking these messages, but S Haddon pointed out that all of these accounts are library property. There is no way to access Instagram, Slack and Indeed as C Blatch is the only administrator, so he needs to provide access to the board and M Polych. Partnerships that C Blatch created need to be pursued, namely the reading partnership with the humane society and a September culture days event (theme is "filmed in Alberta") with the Napier which is being funded by a joint library/Napier grant.

2. M Polych is comfortable scheduling employees and hiring new employees – one summer student has been hired and another needs to be hired quickly. M Polych is comfortable setting up her own library credit card, but she does wonder about the budgeting available for summer programs and the free little pantry, which is in need of replenishing. J Scott pointed out that program costs are below budgeted amounts right now, so that should not be a problem.

3. J Scott and M Polych are willing to do payroll, and both are added as superusers on the Connect First system. Connect First recommends two superusers. J Scott is going to go through financial statements and determining the current financial state of the library.

a. J Scott has discovered that there is a week time in which payroll has to be entered but staff has not yet worked the hours for that week. Keeping track of these hours accurately is difficult, as pay needs to be adjusted on the next pay period. J Scott wonders how to fix this payroll quirk, rather than having to track hours closely and adjust pay retroactively.

b. J Scott brings up adjusting the pay period earlier to account for the time limit on entering payroll data, but it would mean that the first adjusted pay cheque for staff would be low. S Haddon asked about doing research into effective payroll and effective payroll systems, and J Scott asked about the possibility of reaching out to other similar-sized libraries to discover how they do their payroll.

4. M Polych stated that it is very helpful when board members step in to help run the library when it is short on staff. S Haddon and J Scott reaffirmed that M Polych should just reach out when there are times that she needs additional help in the library.

ii. BDO Financial Review – The financial review cost an extra \$6500 in out-of-scope costs that was not originally discussed, and will not be covered by the town. S Price stated that out-of-scope charges should have been approved by the board and not just approved by the library director, which means that BDO should have waited on board approval for charges. J Scott wondered if the BDO charges could be redistributed so that the review cost was higher and the out-of-scope costs were lower, and then providing one invoice to the town for the review and another invoice for the library's out-of-scope charges.

iii. Stephanie Price motioned to remove Christopher Blatch from all library accounts including signing authority, Connect First Credit Union bank access, library-related credit card and CAFT. Seconded by Cheryl McNeil, all in favour, motion carried.

iv. In-Camera Session - HR Committee Updates. S Price moved to go in camera at 7:52 pm, seconded by J Scott, all in favour, motion carried. J Scott motioned to leave in-camera at 8:20 pm, S Price seconded, all in favour, motion carried.

5. Ongoing/Unfinished Business

- a. Plan of Service - J Scott working on design draft. J Scott is using the previous plan of service as a guide to create the new document. T Abildgaard is willing to volunteer time to take pictures for the library, including for purposes related to the plan of service.
- b. Board Calendar:
 - i. Town Council Presentation - Schedule with Mitch Visser at the town. C McNeil brought up that it may be doable to complete this in September rather than August. S Haddon wants to be clear that the library board is happy to answer any of the town's questions, but that the library board has had to delay presenting to council due to the sheer number of changes the library has undergone in the last few months.
 - ii. Budget 2025 (Aug-Oct) – We have access to a template with a three year plan from Emily Hollingshead to help write out the budget.
 - iii. Board Self Assessment (TBD)
 - iv. New Board member orientation - 4 applications pending (Ongoing) – Now is a good time to bring on new board members.

6. Adjournment – J Scott motioned to adjourn at 8:35 pm, S Price seconded.

Next Meeting: August 14, 2024 at 7pm, Zoom

S Haddon
Chair

Aug 28, 2024.
Date

James J...
Secretary

August 20, 2024
Date

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING June 27, 2024

**PRESENT: TOM ZARISKI, STEVE WANNSTROM, M'LISS EDWARDS, MARY TAYLOR,
MELANIE GRAFF, GLENDA YOUNGBERG**

1.0 CALL TO ORDER

Meeting called to order at 3:52PM by Tom Zariski

2.0 APPROVAL OF AGENDA

Motion by M'Liss Edwards to approve the agenda.

Seconded by Steve Wannstrom

CARRIED

3.0 MINUTES

3.01 Motion by Mary Taylor to approve the May 23, 2024, Regular Meeting Minutes.

Seconded by Steve Wannstrom

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Managers reports on file. Tom Zariski to send DSL Manager report to Minister Health, Minister of Housing and Nathan Horner (MLA, Minister of Finance)

4.03 Financial Reports

Motion by Mary Taylor to accept the financial reports for May 2024.

Seconded by M'Liss

CARRIED

5.0 CORRESPONDENCE

5.01 Letter from Village of Delia appointing David Smeyers to DDSF Board.

6.0 UNFINISHED BUSINESS

none

7.0 NEW BUSINESS

7.01 DDSF quarterly business review (attached)

7.02 The Board agreed to wait on plans for the Sunshine kitchen until the Foundation receives a response from Alberta Health regarding an approval or rejection of our grant application. The kitchen plans will be reviewed at the September Board meeting.

7.03 Motion by Steve Wannstrom to accept audit RFP from Pivotal Accounting for the next 3 years

Seconded by Mary Taylor

CARRIED

7.04 Motion by M'Liss Edwards to approve the new Operational and DSL Policies as amended.

Policies:

3.24,3.32,3.34,3.35,3.36,3.37,3.38,3.39,6.20,6.21,6.22,6.24,6.30,6.31

Seconded by Mary Taylor

CARRIED

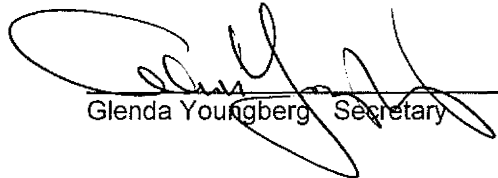
8.0 Motion by Mary Taylor to go In Camera at 5:21PM
Seconded by M'Liss Edwards CARRIED
Motion by M'Liss Edwards to return to regular meeting at 5:37PM
Seconded by Mary Taylor CARRIED

Motion by M'Liss Edwards to adjourn the meeting

NEXT MEETING July 25, 2024, at 4:30pm
(No meeting in August)
September 12, 2024, at 3pm



Tom Zariski Chairman



Glenda Youngberg Secretary

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING July 25, 2024

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

1.0 CALL TO ORDER

Meeting called to order at 4:00 by Tom Zariski

2.0 APPROVAL OF AGENDA (as amended)

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

CARRIED

3.0 MINUTES

**3.01 Motion by Steve Wannstrom to approve the June 27, 2024, Regular Meeting Minutes.
Seconded by David Smeyers**

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Managers reports on file.

4.03 June Quarterly Business review report (attached)

4.03 Financial Reports

**Motion by Mary Taylor to accept the financial reports for June 2024.
Seconded by M'Liss**

CARRIED

5.0 CORRESPONDENCE

none

6.0 UNFINISHED BUSINESS

none

7.0 NEW BUSINESS

**7.01 Motion by David Smeyer to approve the amended Policy 2.16 Resident Trust Account.
Seconded by Steve Wannstrom**

CARRIED

7.02 CAO presented the Needs Assessment to the Board. By 2026 DDSF would need 105 Self-Contained units and another 115 SL4 units. Presently DSF has 77 self-contained units; 36 SL3 units, and NO SL4 units. Projections for 2036 are even greater for the self-contained units, and SL4 units.

7.03 Tom and Steve reported on the meeting with AHS, with respect to more understanding of the level of care that Hillview Lodge can provide. They feel the meeting went very well and do expect some changes soon.

8.0 Motion by David Smeyers to go In Camera at 5:00PM

Seconded by Mary Taylor

CARRIED

Motion by Steve Wannstrom to return to regular meeting at 5:12PM

Seconded by David Smeyers

CARRIED

Motion by M'Liss Edwards to increase the CAO salary by 3% effective July 1, 2024.

Seconded by David Smeyers

CARRIED

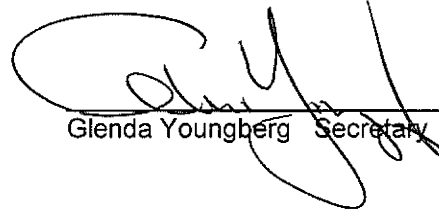
NEXT MEETING: September 12, 2024, at 3pm

Motion by Steve Wannstrom to adjourn the meeting.

CARRIED



Tom Zariski Chairman



Glenda Youngberg Secretary

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, April 4, 2024
Council Chambers, 224 Centre St and ZOOM Platform and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Darryl Drohomerski - CAO/Development Officer
Colt Maddock – Development Officer
Tony Lacher – Councillor/Member
Art Erickson - Member
Shelley Rymal – Member
Andrew Luger – Member
Devin Diano – CEO
Kirk Mclean – Member (Via Zoom)
David Vidal – Reality Bytes IT

Regrets:

Reg Johnston – Manager of Economic Development
Devin Diano – CEO
Aaron Hamilton - Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:05 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions — none

Deletions — none

Amendments — none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for April 4, 2024 Municipal Planning Commission Meeting.

MOVED by A. Erickson, Seconded by S. Rymal
To adopt the agenda for the April 4, 2024 meeting, as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

- 4.1** Minutes for the March 07, 2024 Municipal Planning Commission Meeting as presented

MOVED by S.Rymal, Seconded T.Lacher

T.Lacher recommended that “by T.Lacher, Seconded by A.Luger” in Section 6.1 be struck from the minutes.

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

- 5.1** Development Permits applied for between March 02, 2024 – March 28, 2024

MOVED by A. Erickson, Seconded by S. Rymal

That the Municipal Planning Commission accept the Summary of Development Permits for information only.

CARRIED

6.0 DEVELOPMENT PERMITS

- 6.1** Development Permit Application – T00011-24D – Installation of a rooftop solar energy system on existing building.

MOVED by A. Erickson, Seconded by S. Rymal

Move to approve Development Permit application T00011-24D submitted by Tanner Robertson on behalf of Flux Renewables Inc. for the installation of a rooftop solar energy system at 331 3 Street West.

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

8.0 OTHER DISCUSSION ITEMS

- 8.1** C. Maddock gave an update on the changes that will impact the Municipal Planning Commission with the proposed Land Use Bylaw amendment going to first reading in the next couple weeks.

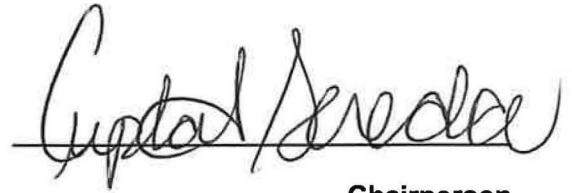
9.0 NEXT MEETING DATE – April 18, 2024

10.0 ADJOURNMENT

MOVED by A. Erickson, Seconded by A. Luger
That Municipal Planning Commission adjourn the meeting.

CARRIED

The meeting was adjourned at 12:14 pm



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, April 18, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Darryl Drohomerski - CAO/Development Officer
Colt Maddock – Development Officer (Via Teams)
Tony Lacher – Councillor/Member
Art Erickson - Member
Shelley Rymal – Member
Andrew Luger – Member
Aaron Hamilton – Member (Via Teams)
Kirk Mclean – Member (Via Teams)
Devin Diano – CEO (Via Teams)
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

1.0 CALL TO ORDER

C. Sereda called to order at 12:03 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions — none

Deletions — none

Amendments — none

C. Sereda comment – Thanks Colt for Time at Drumheller.

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for April 18, 2024 Municipal Planning Commission Meeting.

MOVED by T. Lacher, Seconded by S. Rymal
To adopt the agenda for the April 18, 2024 meeting, as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the April 4, 2024, Municipal Planning Commission Meeting as presented

MOVED by S. Rymal, Seconded A. Erickson

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for between March 29, 2024 – March 12, 2024

MOVED by A. Erickson, Seconded by K. McLean
That the Municipal Planning Commission accept the Summary of Development Permits for information only.

S. Rymal location 532532-24-D0023.

C. Maddock, located next to the Salvation Army. Awaiting additional contract and insurance administration

CARRIED

6.0 LETTER OF CONCURRENCE

6.1 Tower Installation Project for Rogers Tower W6679 – Raptor Ridge.

MOVED by S. Rymal, Seconded by A. Luger
Move to release a Letter of Concurrence to Logan McDaid of TEP Engineering Canada on behalf of Rogers Canada for the proposed tower installation project W6679 – Raptor Ridge at 545 Highway 10.

As amended with inclusion of request that the proposed telecommunication antenna structure be painted in earth-toned palette to better integrate it within the surrounding landscapes.

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

Subdivision File No. 80/171, PRMS # 2024-001. Circulation end date is May 28. Hopefully coming to May 2, or May 18 as information.

8.0 OTHER DISCUSSION ITEMS

D. Drohomerski, Telecommunications Policy in draft form.

9.0 NEXT MEETING DATE

The next meeting date is schedule May 2, 2024

10.0 ADJOURNMENT

MOVED by A. Luger, Seconded by T. Lacher

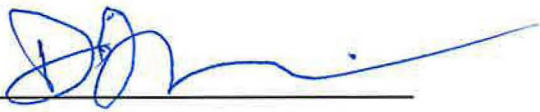
That Municipal Planning Commission adjourn the meeting.

CARRIED

The meeting was adjourned at 12:24 pm



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, May 2, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Darryl Drohomerski - CAO/Development Officer
Tony Lacher – Councillor/Member
Art Erickson - Member
Shelley Rymal – Member
Andrew Luger – Member
Devin Diano – CEO (Via Teams)
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Aaron Hamilton – Member
Kirk Mclean – Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:00 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions – none

Deletions – none

Amendments – none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for May 2, 2024 Municipal Planning Commission Meeting.

MOVED by S. Rymal, Seconded by A. Luger

To adopt the agenda for the May 2, 2024 Regular Meeting as presented.

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

Subdivision File No. 80/171, PRMS # 2024-001. No updates, hopefully coming by May 16 as information

8.0 OTHER DISCUSSION ITEMS

No other items.

9.0 NEXT MEETING DATE – May 16, 2024**10.0 ADJOURNMENT**

MOVED: by A. Erickson, Seconded by A. Luger

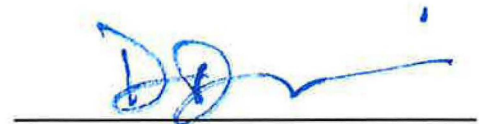
That Municipal Planning Commission adjourn the meeting.

CARRIED

The meeting was adjourned at 12:24 pm



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, May 16, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Darryl Drohomerski - CAO/Development Officer
Tony Lacher – Councillor/Member
Shelley Rymal – Member
Andrew Luger – Member
Devin Diano – CEO
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Aaron Hamilton – Member
Kirk Mclean – Member
Art Erickson - Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:00 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for May 16, 2024 Municipal Planning Commission Meeting.

MOVED by T. Lacher, seconded by S. Rymal

To adopt the agenda for the May 16, 2024 Regular Meeting as presented.

CARRIED

7.0 OTHER DISCUSSION ITEMS

No other items

8.0 NEXT MEETING DATE – May 30, 2024

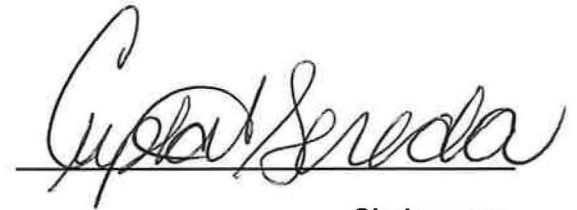
10.0 ADJOURNMENT

MOVED by T. Lacher, seconded by S. Rymal

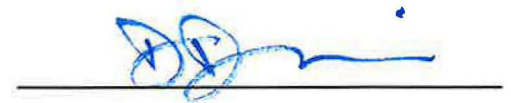
That Municipal Planning Commission adjourn the meeting

CARRIED

The meeting was adjourned at 1:01 pm



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, June 27, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Darryl Drohomerski - CAO/Development Officer
Tony Lacher – Councillor/Member
Shelley Rymal – Member
Kirk Mclean – Member
Art Erickson - Member
Aaron Hamilton – Member
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Devin Diano – CEO
Andrew Luger – Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:00 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for June 27, 2024 Municipal Planning Commission Meeting.

MOVED by T. Lacher, seconded by S. Rymal

To adopt the agenda for the June 27, 2024 Regular Meeting as presented.

CARRIED

7.0 OTHER DISCUSSION ITEMS

No other items

8.0 NEXT MEETING DATE – July 11, 2024

10.0 ADJOURNMENT

MOVED by A. Erickson, seconded by K. Mclean

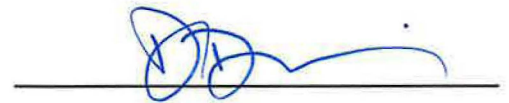
That Municipal Planning Commission adjourn the meeting

CARRIED

The meeting was adjourned at 1:01 pm



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, July 11, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Shelley Rymal – (Acting Chair) Member
Darryl Drohomerski - CAO/Development Officer
Tony Lacher – Councillor/Member
Devin Diano – CEO
Andrew Luger – Member
Art Erickson - Member
Aaron Hamilton – Member
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Crystal Sereda – Councillor/Member – Chair
Kirk Mclean – Member

1.0 CALL TO ORDER

S. Rymal called to order at 12:13 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for July 11, 2024 Municipal Planning Commission Meeting.

MOVED by T. Lacher, seconded by A. Erickson

To Municipal Planning Commission adopt the agenda for the July 11, 2024 Regular Meeting as presented.

CARRIED

- 6.3** Development Permit Application – T00054-24D – Change in use of property to a Cannabis Retail Store and interior alterations.

MOVED by A. Erickson, seconded by A. Hamilton

To Move to approve Development Permit application T00054-24D submitted by Nova Cannabis Stores Limited Partnership for the change in use of property to a Cannabis Retail Store with interior alterations on #600, 680 2nd Street SE, Block 11, Plan: 9512135.

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

8.0 OTHER DISCUSSION ITEMS

No other items

9.0 NEXT MEETING DATE – July 25, 2024

10.0 ADJOURNMENT

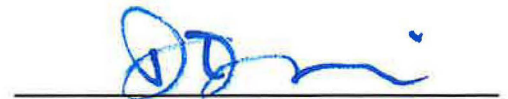
MOVED by T. Lacher, seconded by A. Hamilton

That Municipal Planning Commission adjourn the meeting.

CARRIED



Chairperson



Development Officer

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, July 25, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Crystal Sereda – Councillor/Member – Chair
Shelley Rymal – Member
Tony Lacher – Councillor/Member
Devin Diano – CEO
Art Erickson – Member
Kirk Mclean – Member
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Andrew Luger – Member
Darryl Drohomerski - CAO/Development Officer
Aaron Hamilton – Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:01 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for July 25, 2024 Municipal Planning Commission Meeting.

MOVED by S. Rymal, seconded by A. Erickson

That the Municipal Planning Commission adopt the agenda for the July 25, 2024 Regular Meeting as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the July 11, 2024, Municipal Planning Commission Meeting.

MOVED by T. Lacher, seconded by A. Erickson

That the Municipal Planning Commission adopt the minutes for the June 27, 2024, Municipal Planning Commission meeting, as presented.

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for between July 8, 2024 – July 19, 2024.

MOVED by S. Rymal, seconded by K. Mclean

That the Municipal Planning Commission accept the Summary of Development Permits for information only.

CARRIED

6.0 DEVELOPMENT PERMITS

6.1 Development Permit Application – T00056-24D: change in occupancy to a drinking establishment contained within a hotel

MOVED by T. Lacher, seconded by S. Rymal

That the Municipal Planning Commission move to in-camera session

CARRIED

MOVED by S. Rymal, seconded by A. Erickson

That the Municipal Planning Commission move out of camera

CARRIED

MOVED by A. Erickson, seconded by S. Rymal

To Approve Development Permit application T00056-24D, submitted by April Kaczmar, for a change in occupancy to a drinking establishment contained within a hotel located at 33 1 Avenue South, Lot 5-10, Block 4, Plan 4676CH.

MOTION DEFEATED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

8.0 OTHER DISCUSSION ITEMS

No other items

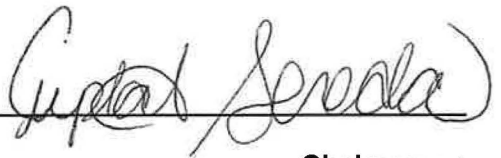
9.0 NEXT MEETING DATE – August 8, 2024

10.0 ADJOURNMENT

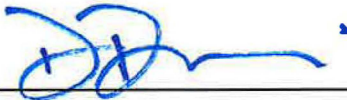
MOVED by T. Lacher, seconded by S. Rymal

That Municipal Planning Commission adjourn the meeting.

CARRIED



Chairperson



Development Officer

DRUMHELLER HOUSING ADMINISTRATION - DRU

March 12, 2024 – 12:00 pm C21 Board Room

BOARD MEETING

CALL TO ORDER

The meeting was called to order at 12:05pm

In attendance:

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

APPROVAL OF MINUTES – December 12, 2023

On motion of Brendon and seconded by Gerald the Minutes of December 12, 2023 were accepted as read. Everyone was in favor. Carried

OLD BUSINESS

- 102 Sandstone Colton's Place MOU - MOU is still not signed. Waiting on the Salvation Army to approve it.
- Sandstone Reserve Fund Payment \$40,000.00 made December 14, 2023
- New Building: Town of Drumheller applied to CMHC Accelerator Fund but was not accepted. DHA would like Council to add to their plans, budgeting to get the plans & budget to build a new version of Sandstone Manor with an elevator

MANAGEMENT REPORT

- DHA Approved 2024 Operating Program Deficit Budget is **(\$381,585)**
- DHA Approved 2024 Rental Supplement Program (RSP) budget is **\$256,000**
- New Housing Advisor: Brenda Elliott and Laurie Michalchuk (Manager HMB Operations South) to attend June 18 Board Meeting
- HMB Handbook 2024 Updates provided to the Board
- 2023 Audit Update - Bob will ask Brenda the Housing Advisor to grant DHA an extension

MAINTENANCE REPORT

- Basement Systems Calgary to install sump pumps in #29 Pine Place, #41 Pine Place & #43 Juniper Road

FINANCIAL REPORTS

- \$240,841 in Sandstone Capital Reserve with the Town of Drumheller
- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials - approved
- Sandstone Reconciliation
- DHA A/R List - approved

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



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

Meeting adjourned at 1:05 pm.

Minutes Accepted on 18 day of June, 2024

Crystal Sereda
BOARD CHAIR

**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION
REGULAR MEETING MINUTES
February 15, 2024, AT 1:30 PM TOWN OF DRUMHELLER COUNCIL CHAMBERS
IN PERSON AND VIA TEAMS VIDEOCONFERENCE**

PRESENT:

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

1.0 CALL TO ORDER

P. Kolafa called the meeting to order at 1:31 PM.

2.0 ADDITIONS / CHANGES TO THE AGENDA

There were no additions or changes to the agenda.

3.0 ADOPTION OF AGENDA

Motion: L. Casey moved that the Board adopt the Agenda for the February 15, 2024, DDSWMA Regular Board Meeting as presented. Seconded by M. Landry. Carried.

4.0 MEETING MINUTES

4.1 DDSWMA Budget Meeting Minutes of December 14, 2023

S. Adams provided DDSWMA Budget Meeting Minutes of December 14, 2023, for approval.

Motion: L. MacArthur moved that the Board approve the DDSWMA Budget Meeting Minutes of December 14, 2023, as presented. Seconded by C. Reeds. Carried.

4.2 DDSWMA Regular Meeting Minutes of December 14, 2023

S. Adams provided DDSWMA Regular Meeting Minutes of December 14, 2023, for approval.

Motion: B. Goodfellow moved that the Board approve the DDSWMA Regular Meeting Minutes of December 14, 2023, as presented. Seconded by T. Frank. Carried.

4.3 DDSWMA Executive Meeting Minutes of January 19, 2024

S. Adams provided DDSWMA Executive Meeting Minutes of January 19, 2024, for approval.

Motion: S. Klassen moved that the Board approve the DDSWMA Executive Meeting Minutes of

January 19, 2024, as information as presented. Seconded by D. Penner. Carried.

5.0 DECISION ITEMS

5.1 Masterplan and Approval renewal RFP Award

S. Adams advised that two RFPs have been released for the Landfill Master Plan and Landfill Approval Renewal. S. Adams requested the Evaluation & Selection Committee have approval to award the project so long as it falls within the approved project budget. S. Adams clarified that the Approval Renewal is required every 10 years, and the Master Plan has no requirements for timelines. The Landfill has not had a Master Plan completed to date, so this will be the first one. B. Goodfellow asked if the master plan could be budgeted over 10 years. The group discussed that this could be reviewed at the Executive Committee.

Motion: L. Macarthur moved that the Evaluation & Selection Committee have approval to award the projects of the Landfill Masterplan and Approval Renewal within the allocated budget. Seconded by L. Casey. Carried.

Action Item A2024-8: To look at the long-term budget planning for future Landfill Master Plan and Approval Renewal at the Executive Committee level.

5.2 Truck replacement

S. Adams advised that the vehicles that were taken from the landfill have been paid out through insurance as a total loss, and that she would like to release an RFP for vehicle(s) up to \$80,000.00 less the \$25,000.00 from the payout money. This money would come from the equipment reserves. S. Adams commented that there is no need to replace both vehicles and that a used vehicle will be acceptable for the needs of the landfill.

Motion: L. MacArthur moved that The DDSWMA Board approve the Landfill Manager to purchase a replacement vehicle through a competitive open bid process, utilizing capital reserves for a maximum of \$80,000.00, less the insurance payout of \$24,859.54. Seconded by J. Adams. Carried.

5.3 Tipping Fee Schedule

S. Adams asked that the board approve the tipping fee schedule as adjusted to be per tonne rather than per axel.

Motion: S. Klassen moved that the DDSWMA Board approve the 2024 Tipping Fee Schedule as presented; effective April 1, 2024. Seconded by M. Landry. Carried.

5.4 GFL MSW Hauling Contract Extension

S. Adams advised that GFL Environmental Inc. is contracted to the DDSWMA to service its transtor sites. This contract expires on December 31, 2024. There is a provision for contract extensions of two (2) one (1) year terms. Agreement to extend the contract terms must be made on or before September 1, 2024.

Potential options (not exhaustive) for the DDSWMA MSW Hauling Contract includes the following:

- extending the terms (1 or 2 years)
- proceeding to Request for Information (RFI) to allow for others to define service optimization options
- proceeding to Request for Proposal/Tender for services

D. Drohomerski joined the meeting at 2:00 pm.

S Adams advised that if we proceed with an RFI we will receive alternate options for how to look after our garbage and can bring forward these proposals. S. Adams recommends proceeding with an RFI, extending GFL contract for one year, and proceeding with an RFP utilising the information collected from the RFI. D. Drohomerski commented that the RFI is a good idea to discover information about how to best manage these services.

Motion: L. MacArthur moved that the Landfill Manager be directed to extend the GFL MSW Hauling

contract for one year and proceed with an RFI. Seconded by J. Adams. Carried.

5.5 Waste Management Recycling hauling contract extension

S. Adams advised that Waste Management of Canada (WM) is contracted by the DDSWMA to service its members transfer and community collection sites for cardboard recycling. This contract expires on December 31, 2024. There is a provision for contract extensions of two (2) one (1) year terms. Agreement to extend the contract terms must be made on or before September 1, 2024.

With the many unknowns around how cardboard recycling will be handled within our communities, changing contracts and contractors at this time is not recommended by administration. S. Adams would like to exercise the 2-year extension on this contract.

Motion: M. Landry moved that the DDSWMA Board approve extending the contract with Waste Management of Canada for the provision of cardboard recycling hauling for the two-year extension. Seconded by T. Cormier. Carried

5.6 E360S (Whissell) Contract Extension

Whissell Waste Solutions Ltd., purchased by E360S is contracted to the DDSWMA to provide Waste Services which includes handling, compacting, and maintaining refuse accepted at the Drumheller and District Regional Landfill disposal area. The DDSWMA Board agreed to extend the Waste Services contract by one year for the operational year of 2024. An agreement to extend the contract for the 2025 operational year must be made by both parties prior to September 1, 2024 to extend the contract for the second year. Administration requested the DDSWMA Board to approve the final extension for the Waste Services Contract.

Motion: D. Drohomerski moved that the DDSWMA Board approve extending the contract with E360S for the provision of waste services for the one-year extension. Seconded by M. Landry. Carried.

6.0 DISCUSSION/INFORMATIONAL ITEMS

6.1 YTD February 9_2024 Financials – Operational

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

6.2 AB CARE Conference Registration

Some members of the DDSWMA will be attending this conference as well as S. Adams.

6.3 DDSWMA Regional Agreement

S. Adams commented that this agreement has been provided to the board previously. The reason this has not been resigned is that EPR will change the agreement drastically.

7.0 COMMITTEE REPORTS

7.1 Strategic Plan Committee

- The Strategic Plan Committee and Executive have agreed on the Strategic Plan Report and timelines. The facilitator is placing the final touches on the plan at this time. The plan will be circulated to the Board as soon as it is received and will be presented to the Board at the next Board meeting.

7.2 EPR Steering Committee

- M. Landry advised that the committee is discovering information. Any discovery meetings with the various villages can be attended by S Adams.
- S Adams advised that not all discovery meetings can be completed in one year. If you are in phase two, conversations will be after April 1, 2025.
- Terms of Reference is being developed.

7.3 Policy Committee

- Terms of Reference is being developed.
- Committee has received current policies for review.

8.0 LANDFILL MANAGERS REPORT

- Action Items were reviewed.
- L. MacArthur has requested information regarding Recycling YTD which will be brought to the next board meeting.
- Two cellphones have been ordered for the Landfill.

8.3 Siksika Contract Renewal

S. Adams advised there have been efforts over the last 6 months to renew the contract which ended at the close of 2023. Currently there has not been a lot of traction. D. Penner advised that they should receive a letter from the DDSWMA.

Motion: D. Drohomerski moved that the DDSWMA direct the Landfill Manager to send a letter to Siksika communicating that if no response is received regarding their contract renewal, that a non regional rate will be applied effective April 1st, 2024

8.4 DDSA Contract Renewal

P. Kolafa commented that the landfill has been approached for a 20-year lease agreement with the group, which has been pulled back to a 10-year lease. The gun range is located on a historic site and is likely contaminated with lead. They would like the contract to recognize that there is historic damage to the site. S. Adams advised that the contract ends in May 2024, and further information will be brought to a future DDSWMA meeting.

9.0 DDSWMA ROUNDTABLE DISCUSSION

D. Drohomerski moved to go in camera at 2:46 PM seconded by J. Bates. Carried.

M. Landry moved to go out of camera at 2:56 PM seconded by D. Penner. Carried.

10.0 DATE FOR NEXT MEETING

10.2 Executive Meeting March 15, 2024 @ 0900 hr
Town of Drumheller, Collaboration Room

10.3 Regular Board Meeting April 18, 2024 @ 1330 hr
Town of Drumheller, Council Chambers

10.0 ADJOURNMENT

Motion: J. Adams moved to adjourn the meeting at 2:58 PM. Seconded by D. Drohomerski. Carried.



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION
REGULAR MEETING MINUTES
April 18, 2024, AT 1:30 PM TOWN OF DRUMHELLER COUNCIL CHAMBERS
IN PERSON AND VIA TEAMS VIDEOCONFERENCE**

PRESENT:

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

1.0 CALL TO ORDER

P. Kolafa called the meeting to order at 1:37 PM

2.0 ADDITIONS / CHANGES TO THE AGENDA

There were no additions or changes to the agenda.

3.0 ADOPTION OF AGENDA

Motion: D. Drohomerski moved that the board adopt the Agenda for the DDSWMA Regular Board Meeting as presented. Seconded by J. Bates. Carried.

4.0 MEETING MINUTES:

S. Adams provided the DDSWMA Regular Meeting Minutes of February 15, 2024, for approval.

Motion: S. Klassen moved that the board approve the minutes for the DDSWMA Regular Meeting of February 15, 2024, as presented. Seconded L. Casey. Carried.

5.0 DECISION ITEMS:

5.1 2022 Financial Audit – presentation from BDO Canada

A. Litster and M. Kennedy from BDO Canada presented the 2022 Financial Audit. Financial statements were presented to the board. The budget was compared to actuals. Significant

items regarding cashflow were discussed. S. Adams commented that interest earned on investments are put into reserves. There was discussion around delays on the audit, and that the audits overall are behind by about one year. There was discussion about timelines for approving the audit. M. Landry asked if the executive could be delegated to approve the audit for ease of having a smaller meeting group.

Motion: S. Klassen moved that the board approve the executive committee to approve the financial audit with any changes highlighted. Seconded by D. Drohomerski. Opposed by L. MacArthur. Carried.

There was further discussion on the financial audit report and budget.

5.2 Drumheller and District Shooters Association P. Kolafa commented that a 2-year lease has been drawn with the shooting club. The group discussed the lease. There is contamination in the parcel historically, and the group asked that be noted in the lease. It was clarified that the shooting club is not adding any additional contamination to the site and were not the cause of the historic contamination. P. Kolafa commented that within the contract there will be an annual cleanup and a report provided to the DDSWMA.

Motion: M. Landry moved that the lease agreement between the DDSWMA and the Drumheller and District Shooters Association be approved. Seconded by C. Reeds. Carried.

5.3 DDSWMA Strategic Plan P. Kolafa commented that the Strategic Plan was distributed to the board including the goals and vision of the DDSWMA and the hope would be to adopt it today. B. Goodfellow asked if we should be up to date with the financial audits before approving the plan. P. Kolafa commented that the plan is more of a governance model and organizational goals rather than financial goals which would be included in the Master Plan. S. Adams commented the plan will be good for keeping future board members apprised.

Motion: L. MacArthur moved that the board approve the Strategic Plan as presented. Seconded by L. Casey. Carried.

5.4 EPR Steering Committee Terms of Reference. S. Adams commented that the committee has drafted a term of reference that the committee has agreed upon and are looking for input and/or a motion to approve the terms of reference as presented.

Motion: M. Landry moved that the DDSWMA approve the terms of reference for the EPR Steering Committee. Seconded by D. Drohomerski. Carried.

6.0 DISCUSSION / INFORMATIONAL ITEMS

6.1 YTD April 5_2024 Financials – Operational S. Adams provided the YTD Financials to the board as information. There were no questions or discussion.

6.2 Recycling YTD S. Adams provided recycling statistics to the board. Currently the landfill has shipped out 221 tonnes of cardboard at \$145 per tonne. Currently in the system there is just under 180 tonnes of cardboard brought in, and 6.6 tonnes of newsprint brought in this year. L. MacArthur asked if we are making money on this, or if this is costing money. S.

Adams commented that last year by actuals, money was lost but the hope is that we will break even this year – this will be dependant on the price of commodities. P. Kolafa commented that the recycling is providing a service and diverting the material from the landfill. D. Drohomerski commented that Paper and cardboard will increase the amount of landfill gas which will incur future costs and that this is a tough thing to calculate. The Master Plan consultant may have a formula for calculating these figures.

6.3 2023 Annual Groundwater Monitoring Report The report was provided to the board as information. There was clarification on groundwater being below the surface (aquifers) and the surface water being the pond. The pond always meets the requirements for release and there is nothing leaking from the liner.

6.4 2023 Drumheller Regional Landfill Annual Report The report was provided to the board as information. There were no questions or comments other than a spelling error.

6.5 2022 Drumheller Landfill Financial Security Assessment The report was provided to the board as information. There were no questions.

6.6 GFL Contract This was discussed during the Managers Report

7.0 COMMITTEE REPORTS

7.1 EPR Steering Committee The committee is reviewing potential options arising from the EPR transitions, looking at how things are rolling out, and how we will be affected in the long run. There are still a lot of unknowns. S. Adams commented that there will be a meeting with Circular Materials who will be seeing what we can offer for recycling services as a processing facility – we do not anticipate any answers on this for a long time.

7.2 Policy Committee P. Kolafa commented that a Terms of Reference is being developed, and current policies have been received for review.

T. Cormier left the meeting at 2:28 PM

8.0 LANDFILL MANAGERS' REPORT

8.1 Action Items No questions or comments were given.

8.2 GFL Update S. Adams followed up on previous issues with GFL. There were two truck breakdowns, and they were unable to provide servicing. GFL asked S. Adams to call Waste Management (WM) who were able to take care of the collection. There were no complaints heard. The main issue is a lack of communication. There was discussion on releasing an RFP for future services and how the group would approach the contract and terms. S. Adams commented that there is currently a motion on the table for the contract extension.

Motion: L. MacArthur moved to rescind motion 2024-08 "L. MacArthur moved that the Landfill Manager be directed to extend the GFL MSW Hauling contract for one year and proceed with an RFI." Seconded by J. Adams. Carried.

Motion: D. Penner Moved that the Landfill manager put out an RFP as soon as possible for 3 years of municipal waste hauling. Seconded by S. Klassen. Carried.

8.3 Operational Updates There were a variety of operational updates provided.

- Light Upgrading
- Manual Entry of Roll Up Door Updates
- Transtor Repairs
- Masterplan/Approval Renewal Update
- Community Transition Meetings with ARMA, meeting with Circular Materials to discuss processing at the DDRL

9.0 DDSWMA ROUNDTABLE DISCUSSION – In Camera

Motion: S. Klassen moved to go in camera at 3:29PM Seconded by M. Landry. Carried.

Motion: S. Klassen moved to go out of camera at 3:29PM Seconded by M. Landry. Carried.

10.0 DATE FOR NEXT MEETING

10.1 Executive Meeting: May 17, 2024 @ 09:00 am

Town of Drumheller, Collaboration Room

10.2 Regular Board Meeting: June 20, 2024 @ 13:30 pm


Town of Drumheller, Council Chambers

11.0 ADJOURNMENT

Motion: D. Drohomerski moved to adjourn the meeting at 3:54PM. Seconded by M. Landry. Carried.



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

DRUMHELLER PUBLIC LIBRARY TOWN UPDATE 2023 - 2024



Agenda

Drumheller Public Library in 2023

- Library Usage

- Library in the Community

- Celebrating 100 Years

Updates and Highlights from 2024

- Plan of Service 2024-2026

Looking Forward to 2025

Conclusion



Library Usage

11,849 local items borrowed 35,612 times

Another 15,871 items borrowed from over 170 other libraries
and 12,679 digital items borrowed from Libby, cloudLibrary, hoopla, and Flipster

43,642 entrances – a 20% increase over 2022 entrances

Individuals and groups booked library spaces 207 times – a 51% increase over 2022

2,231 people participated in programs

People used library computers 3,432 times and library Wi-Fi 28,362 times

1,505 library cards used in 2023, and 465 new cards were registered

Another 686 visitors to Drumheller used ME Libraries to borrow items at our library

How do people use the Drumheller Public Library?

To borrow books, movies, magazines, LEGO, ukuleles, and walking poles

To practice English with a tutor
technology

To get help with personal

To study or work remotely
organization meetings

To conduct non-profit

To access immigration paperwork

To enjoy hobbies with friends

To offer classes
puzzles

To do jigsaw

For an affordable family activity

To access business services

To connect with neighbours
programming

To provide community

How We Celebrated 100 Years

Launching Dolly Parton's Imagination Library in Drumheller – 124 children registered so far!

Clearing past fines as of January 1, 2023, to give all library users a fresh start

Bringing the national Book Bash Canadian Children's Literature Festival (and 7 Canadian authors) to Drumheller

Hosting a Centennial Mixer with partners and supporters

Winning a \$12,000 S.M. Blair Foundation grant to put over 900 Indigenous books in local classrooms and school libraries

Joining the Canada Day Parade!



Other Highlights of 2023

Nominated for a Chamber Community Builder Award

A staff member gave a conference presentation on supporting disability in the workplace

Teamed up with the Napier Theatre, the Drumheller Legion, and St. Anthony's grade 2 classes to show *A Bear Named Winnie* and a mini documentary about black bears for National Canadian Film Day

A staff member was on the judging panel for the Alberta Book Publishers Awards

Saw a substantial increase in teens visiting the Library (220% increase in computer use alone)

The board hosted Public Library Services Branch Board Basics workshop

Completed bylaw and policy update

Updates and Highlights from 2024

Staffing Changes

- 2023 brought a new Assistant Director, a new Children's Services coordinator, and a new Adult Programming coordinator
- The search for the Director of Library Services position continues, with interviews taking place during the week of September 9 - 13.

Programming

- The Children and Adult programmers are working on updating the programming suite to include "turnover-proof" options that are less affected during staffing changes
- Our Assistant Director coordinated summer children's programming with our two Canada Summer Jobs summer students

Community Partnerships

- The Library has collaborated with Drumheller Family Fun, BCF Summer Camp, The Drumheller & District Humane Society, and the Badlands Pride Association

Plan of Service 2024-2026

New Plan of Service will focus on:

- Enhancing Library spaces to ensure the Library is a comfortable place to visit
- Seeking insight from individuals representing the increasing diversity of Drumheller's population
- Connecting community members' interests with Library resources
- Create new opportunities for Drumheller residents to engage with stories in fresh ways

Looking Forward to 2025

New Director of Library Services

- Securing a new Director of Library Service will provide leadership and motivation to complete Plan of Service priorities in 2025 - 2026

Financials

- The new Board Treasurer, Jade Scott, completed a review of the Library's financial processes and procedures and has identified several key areas for implementing new procedures for efficiency, accuracy, and year-end accounting needs

Board Changes

- The Board will have a new Chair and three new members joining in the Fall of 2024

Advisory Councils

- The Library would like to invite a community members to form advisory councils for planning and guidelines for exhibits in the Western GM Drumheller Gallery and to ensure the Library collection and spaces reflects the needs of diverse audiences

Conclusion

Thank you to the
Town of Drumheller and
Town Council
for their continued and
generous support of the
Drumheller Public Library



DRUMHELLER PUBLIC LIBRARY

Acknowledgements

The Plan of Service Development Committee would like to thank the Library's Board and staff, the Town, and our community partners for the insight they provided into Drumheller residents' needs and aspirations as we created this Plan of Service.

Plan of Service 2024-2026 Development Committee

Samantha Haddon, Library Board Chair
James Foster, Library Board Trustee
Tracy Abildgaard, Library Board Trustee
Dune Sataere, Library Board Trustee
Terry Beaupre Library Society
Emily Hollingshead, Director of Library Services
Melody Polych, Assistant Director

Message from the Chair

Drumheller holds a rich natural history along with a dynamic social history. The Drumheller Public Library appreciates our ability to provide services to such an energetic and evolving community that values spaces to connect, learn, and play. This is accomplished with the dedication of the knowledgeable and welcoming library staff and the strong support of Town Council and Administration.

Our Plan of Service seeks to maintain stable library services during a time of leadership transition and beyond the impacts stemming from COVID-19 library closures. Its focuses include enhancing library spaces for the enjoyment of patrons and visitors, celebrating the diversity of our community, plus using the wide array of available library resources to stimulate imagination and satisfy curiosity. These service responses strongly represent the Board's Mission, Vision, and Values for delivering excellent library services to residents and visitors of Drumheller in the coming years.



Community Assessment

The Community Assessment was completed through several key means to capture the current and future needs of the Drumheller community. First, Plan of Service Committee members and Library staff reviewed a variety of strategic planning documents recently created by key community partners and the Town of Drumheller, including the Drumheller Community Social Needs Assessment (2022-23), Parks and Recreation Master Plan (2023), Drumheller Valley Housing Strategy (2023), Travel Drumheller Destination Development Plan (2023), and the Downtown Area Revitalization Plan (2021), among others. The Committee then used this information to target how the Library could address needs identified by our municipal government and community partners in a brainstorming session that also included members from the Drumheller Library Society. Several key services responses were short-listed as an initial formulation for the Plan of Service draft.

Next, the Library created a survey to gather feedback from community members on what types of services they value and what they would like to see from the Library in the future. The survey received 73 responses, 13 in-person and 60 online, to the survey's blend of multiple choice and open-ended questions. Respondents highlighted the need for a variety of adult and children's programming options that provided hands-on learning and opportunities to meet like-minded people. There was some interest in expanding the types of resources, workspace options, available technology, and service hours the Library currently offers, as well as increasing our visibility in the community overall. The survey was an essential step in selecting the final service responses to focus on for the 2024-2026 Plan of Service.

Drumheller Public Library History

The Town of Drumheller approved the establishment of the Drumheller Public Library in December 1922. In the early 1980s, the Library became a founding member of the Marigold Regional Library System, the first cooperative library system in Alberta focused on public libraries. In April 2012, the Library moved to its current location in the Badlands Community Facility, which is an essential hub and meeting place for Arts and Recreation in the Drumheller community.

We celebrated our centennial year in 2023 and launched several exciting initiatives to collaborate with community partners and celebrate the Drumheller Public Library. This included fundraising over \$20,000 to bring the Dolly Parton Imagination Library to Drumheller for the next 5 years at no cost to those registered; hosting the 2023 Book Bash Canadian Children's Literature Festival, which hosted sessions with 8 Canadian children's literature authors and welcomed over 1000 participants; and creating a unique parade float for the Drumheller Canada Day Parade on July 1, 2023. The success of these initiatives forecast a bright future for our next 100 years of library services.



Vision Statement

The Drumheller Public Library is an inclusive, vibrant, sustainable resource that reflects the evolving needs and diversity of the Drumheller community.

Mission Statement

The Drumheller Public Library is an accessible community space for Drumheller residents and visitors that inspires engagement, creativity, and connection with other people and perspectives through inclusive collections, programs, and services.

Values

Intellectual Freedom: Providing access to a comprehensive range of knowledge, ideas, and opinions

Community: Celebrating the unique character and community spirit of the Drumheller Valley and its residents

Equity, Diversity, Inclusion, and Accessibility: Creating a safe, welcoming, and barrier-free environment for all patrons, staff, and visitors

Connection: Using a diversity of resources and programming to connect patrons with each other and with the broader world

Visit a Comfortable Place

Goal: Enhance Library spaces to better serve current community needs by the end of 2024.

Objective 1: Refresh children's area and install toys that foster imaginative play and creative thinking.

Objective 2: Enhance the Studio program room with additional resources for those using it for remote work, study, and meetings.

Objective 3: Determine the logistics of updating library lighting and furniture.

Goal: Improve the functionality and visibility of library spaces as community assets.

Objective 1: Promote the Library as a go-to place to connect with others by either offering or hosting at least one program or event each month for adults.

Objective 2: Partner with schools and youth services staff to use the Youth Space at least six times each year to help meet identified local needs for programming, services, and curriculum support.

Objective 3: Partner with Travel Drumheller to develop the Library as a key year-round tourism resource by the end of 2026.

Goal: Leverage library spaces to develop additional sources of revenue by the end of 2026.

Objective 1: Partner with the Town of Drumheller to pursue corporate sponsorship of three high-value library spaces.

Objective 2: Identify and enact one new strategy each year to increase paid room bookings.

Celebrate Diversity

Goal: Actively seek insight from individuals representing the increasing diversity of Drumheller's population.

Objective 1: Develop a volunteer committee of residents who are Indigenous, disabled, 2SLGBTQ+, new to Canada, and otherwise diverse that will meet once each year to give recommendations for ensuring the Library is safe, accessible, and welcoming.

Objective 2: Prioritize strengthening one partnership each year with a local organization that represents and/or serves diverse residents.

Goal: Work toward Integrating equity, diversity, and inclusion principles into Library policies, procedures, collection management, service development, and program planning, reflecting local feedback and industry best practices.

Objective 1: Assess all board policies annually for possible improvements in recognising and serving the needs and interests of diverse residents, staff, and visitors.

Objective 2: Spend a minimum of 35% of each year's collection funds on materials featuring quality representation of diverse characters, with emphasis on Indigenous, disability, and 2SLGBTQ+ representation.

Objective 3: Each board member and each staff member will participate in at least one EDI-related training opportunity each year and bring recommendations back to the Library.

Satisfy Curiosity

Goal: Take measures to ensure library resources meet local interests.

Objective 1: Anonymously track reference questions and order requests that reveal gaps in the Library's non-fiction collection and add to a list of topics to watch for when ordering.

Objective 2: Survey community members annually to help build a prioritised list for additions to the Library of Things.

Goal: Increase community awareness of resources available at the Library.

Objective 1: Cross-promote books, Library of Things items, and other library resources at all library programs.

Objective 2: Pilot one opportunity each year to connect library resources with a project or event outside the Library.

Objective 3: Devote 20% of annual marketing funds to promoting library resources in the community.

Stimulate Imagination

Goal: Equip all staff members to provide quality reader's advisory services to patrons and local partners.

Objective 1: Appoint a reader's advisory staff lead and develop an annual reader's advisory staff training day.

Objective 2: Work with schools, adult literacy tutors, and other community partners to identify needs and create or enhance at least two services or tools each year to help match readers with books and other materials that suit their interests.

Goal: Create new opportunities for Drumheller residents to engage with stories in fresh ways.

Objective 1: Collaborate with local schools to create an annual local festival celebrating western Canadian stories.

Objective 2: Offer at least four reading- or writing-themed events for adults each year.

What will the Drumheller look like if we accomplish our Plan of Service objectives?

Drumheller residents will know how to connect with each other and with the resources and opportunities they need to thrive.

Drumheller residents will feel welcome in their community, and understand their neighbours better.

Drumheller residents and visitors will have opportunities to express themselves as creators in a wide variety of media, regardless of budget.

Local and visiting individuals and families will look forward to visiting the public library's comfortable physical space, and using library resources to explore knowledge, creativity, and play.

Library users will have ready access to a dynamic and relevant collection that meets their information and entertainment needs.

The library board and staff will be passionate and invested in their library, and active in participating in, and sharing the library's services.



REQUEST FOR DECISION (AS INFORMATION)

TITLE:	Appointment of Development Officer – Antonia Strilisky
DATE:	September 13, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	none

SUMMARY:

Antonia Strilisky has worked towards her designation as the Town's Development Officer over the last three years through a combination of completion of the Applied Land Use Planning Certificate at the University of Alberta and through approximately three years of work experience as the Development Officer in Training.

In the past, Council would be required to appoint designated officers, including the Development Officer, but that Section was repealed in the Municipal Government Act and the appointment is now delegated to the Chief Administrative Officer.

RECOMMENDATION:

The Chief Administrative Officer appoints Antonia Strilisky as the Development Officer for the Town of Drumheller effective Monday September 16, 2024.

DISCUSSION:

The Town of Drumheller as the Development Authority has designated the development powers to a Development Officer and Municipal Planning Commission. The Development Officer represents the Town as the Development Authority for all developments allowed in the Land Use Bylaw. Antonia's appointment as the Development Officer will replace the CAO, who has been the Development Officer since 2019

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good Governance and requirement in the Land Use Bylaw to have the municipality appoint a Development Officer.

COMMUNICATION STRATEGY:

An announcement will be made to the organization and MPC members about the appointment of Antonia Strilisky as the Town Development Officer.

Prepared By:



Darryl Drohomerski, C.E.T.
CAO (and former Development Officer)

Approved By:



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