



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Tuesday, October 15, 2024

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

1. CALL TO ORDER
2. OPENING COMMENTS
3. ADDITIONS TO THE AGENDA
4. ADOPTION OF AGENDA

4.1 **Agenda for the October 15, 2024, Committee of the Whole Meeting**

Proposed Motion: That Council adopt the agenda for the October 15, 2024, Committee of the Whole meeting as presented.

5. MEETING MINUTES

5.1 **Minutes for the September 16, 2024, Committee of the Whole Meeting**

[Committee of the Whole Meeting – September 16, 2024 – Draft Minutes](#)

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

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller Public Library Board**

[August 14, 2024 – Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Public Library Board regular meeting minutes of August 14, 2024, as presented.

6.2 **Municipal Planning Commission**

[August 15, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Municipal Planning Commission regular meeting minutes of August 15, 2024, as presented.

6.3 Drumheller Housing Administration

[June 18, 2024 – Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Housing Authority regular meeting minutes of June 18, 2024, as presented.

6.4 Drumheller and District Solid Waste Management Association

[June 20, 2024 – Minutes](#)

Proposed Motion: That Council accept as information the Drumheller and District Solid Waste Management Association regular meeting minutes of June 20, 2024, as presented.

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 Chief Administrative Officer

8.1.1 Short Term Rental Update

[Briefing Note](#)

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

8.2 Director of Emergency and Protective Services

8.2.1 Paid Parking Update

[Briefing Note](#)

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, September 16, 2024

LOCATION: Council Chambers, 224 Centre Street and via Zoom platform

[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 Tom Zariski
Councillor Lisa Hansen-Zacharuk

Chief Administrative Officer: Darryl Drohomerski
Director of Corporate & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Dir. of Emergency and Protective Services: Greg Peters
Communications Officer: Erica Crocker
Development Officer: Antonia Strilisky
Reality Bytes IT: David Vidal
Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Mayor Colberg proclaimed September 15 to 21, 2024 as National Royal Canadian Legion Week in Drumheller and encouraged all residents and visitors to take part in this week, attend the events, and show appreciation for the contributions of our local Drumheller Legion Branch #22 members. Beef on a Bun Saturday from 2 – 5.

Gordon Taylor Bridge announcement from Transportation Alberta – Effective September 16, 2024, temporary lane reduction will be implemented, reducing the lane width from 4.5 to 4 metres, to accommodate machinery used for concrete pours. Pending no inclement weather delays, overnight work will have been tentatively scheduled for September 23 from 6:00 pm – 6 am. During the concrete pour and the following morning, the speed limit will be reduced to 10 km per hour and four (4) flag people will be stationed on site. This is to ensure the speed reduction is implemented, which is to ensure the concrete hardens with no cracks caused by vibrations from higher speed traffic and movements from the bridge. Once the dates have been confirmed, the public will be advised, and morning commuters informed for planning alternate routes to mitigate delays due to the reduced speed limit. Phase 1 of this project is expected to be completed by October 2024. Links to information can be found on the Alberta Transportation and Town of Drumheller websites and social media. Mayor Colberg extended thanks for the patience exhibited for this important project, and to all who have worked on the bridge project.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

M2024.287 Moved by Councilor Zariski, Councillor Kolafa
That Council adopt the agenda for the September 16, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Committee of the Whole Meeting – May 13, 2024 – Draft Minutes

M2024.288 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council approve the minutes for the May 13, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller Public Library Board**

Agenda Attachments: February 14, 2024 – Minutes; March 13, 2020 – Minutes; April 10, 2024 – Minutes; May 29, 2024 – Minutes; June 26, 2024 – Minutes; July 10, 2024 – Minutes.

M2024.289 Moved by Councillor Price, Councillor Sereda
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, June 26, 2024, and July 10, 2024, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachments: June 27, 2024 – Minutes; July 25, 2024 – Minutes.

M2024.290 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
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.

CARRIED UNANIMOUSLY

6.3 **Municipal Planning Commission**

Agenda Attachments: 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.

M2024.291 Moved by Councillor Sereda, Councillor Lacher
That Council accept as information the Municipal Planning Commission regular meeting minutes of April 4, April 18, May 2, May 16, June 27, July 11, and July 25, 2024, as presented.

CARRIED UNANIMOUSLY

6.4 **Drumheller Housing Authority**

Agenda Attachments: March 12, 2024 – Minutes

M2024.292 Moved by Councillor Sereda, Councillor Price
That Council accept as information the Drumheller Housing Authority regular meeting minutes of March 12, 2024, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachments: February 15, 2024 – Minutes; April 18, 2024 – Minutes.

M2024.293 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk
That Council accept as information the Drumheller and District Solid Waste Management Association regular meeting minutes of February 15, and April 18, 2024, as presented.

CARRIED UNANIMOUSLY

7. DELEGATIONS

7.1 **Drumheller Public Library Board**

YouTube Timestamp: 11:02

Agenda Attachments: Presentation Slides; DPL Plan of Service 2024 – 2026.

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

YouTube Timestamp: 33:22

8.1.1 **Announcement of Development Officer Appointment**

Agenda Attachments: Request-for-Decision (as Information)

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

YouTube Timestamp: 36:25

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

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

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

M2024.294 Moved by Councillor Sereda, Councillor Sereda

That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials at 5:03 pm.

CARRIED UNANIMOUSLY

M2024.295 Moved by Councillor Lacher, Councillor Hansen-Zacharuk

That Council open the meeting to the public at 7:18 pm.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

M2024.296 Moved by Councilor Zariski, Councillor Kolafa

That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 7:18 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

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

Date: Wednesday August 14, 2024
Time: 7pm
Location: Zoom
Chair: Samantha Haddon
Secretary: James Foster
Regrets: Fiona Steele (guest), Allan Compagnon (guest), Stephanie Price, Margaret Nielsen,
Lynn Fabrick (guest)
Trustees: Caleb Brown, Cheryl McNeil, Jade Scott, Tracy Abildgaard
Marigold Rep: Margaret Nielsen
Guests: Melody Polych

1. Call to Order – S Haddon called the meeting to order at 7:00 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S Haddon read the land acknowledgement.
 - b. Confirmation of quorum (4/7) – Quorum confirmed, 6 of 7 board members present.
 - c. Accepting of regrets – J Foster moved, C McNeil seconded, motion carried.
 - d. Additions to the Agenda / Approval of agenda: C McNeil moved to approve the agenda, J Scott seconded, motion carried.
 - e. Review/Approval of the minutes of July 10, 2024 – Under New Business 4. a i – (C Polych corrected to M Polych) – C McNeil motioned to approved the minutes as amended, J Scott seconded, motion carried.
 - f. Declaration of conflicts of interest: None declared.
 - g. Welcome guests: Margaret Nielsen –not in attendance.
3. Reports
 - a. Financials:
 - i. Financials: J. Scott - Status Updates – S Haddon took time to thank J Scott for all of their work getting financial statements in order. April and May financial statements are when large issues began to arise, but J Scott revised financial statements back to January to make all of the year’s statements consistent. Ascend numbers were inaccurate because numbers were pulled from Ascend’s general ledger in Quickbooks but not all financial activity was recorded in Quickbooks. Photocopier expenses were not paid for months but were quickly paid last month. Ascend’s General Administration expenses are double this month to get library payments completely caught up. For May, microfilm costs were higher due to archiving Drumheller Mail (M Polych indicated that the Alberta government may pay for this), and office supply purchases were higher than normal. After paying for the current microfilm reader, the Library Society asked that the library set aside budget funds for the next microfilm reader, on the understanding that this is a capital expense.
 1. 2024 Updated Income Statements – C McNeil moved to approve January, February, March and April amended financial statements, C Brown seconded, all in favour, motion carried. C McNeil moved to approve the May financial statement, J Scott seconded, all in favour, motion carried.
 2. Ascend Updates – J Scott is trying to get responses from Ascend regarding payroll expenses, but they are not responding. Ascend’s bills began increasing late last year, but that does not appear to match the service that the library is receiving. Ascend is relying on the library to do most of the bookkeeping. A \$750 bill for a meeting in June was charged after a meeting with C Blatch, and Ascend stated that the large bill was charged for addressing his requests. J Scott stated that Ascend needs to give a breakdown of how they are billing the library each month. For alternative bookkeepers, the Town can provide bookkeeping at cost, and J Gerlinger is a

version: Aug 14, 2024

possibility, but she has further questions for the library before she can provide a quote for her services.

3. BDO Meeting Updates – BDO recommends that an accountant needs to check numbers going from the bookkeeper to them for the financial review. BDO states that the library is probably getting what it pays for from Ascend, in terms of services. Last year when BDO took on the library financial review, they absorbed about \$19000 in costs, and this year BDO charged accurately, and costs were higher for the library this year. BDO split up the financial review invoice so that the Town got an invoice for the financial review, and the library got an invoice for the out-of-scope work.
 4. Payworks payroll quotes – J Scott says it might be possible to save costs by doing payroll within the library, rather than through an outside contractor. Payworks was recommended as a software system that would make this possible at the library. J Scott says that this software will cost about \$1600, and a staff member would need to be paid to complete data entry. This software would keep track of benefits, sick leave, etc. This is probably much lower than what Ascend is charging right now. Benefits are not currently showing up on employee's T4 statements, which is probably a Quickbooks problem. S Haddon asked if using this software would still allow us to use CAFT, so that there would be oversight (eg the library director is not setting up and releasing their own paycheque). J Scott and M Polych will set up a demonstration to learn more about the software.
 5. GIC Renewal – S Haddon asked if the bank proposed a GIC renewal rate to J Scott, to which J Scott said "no". C Brown said that the last time the GIC's were renewed, he was called and offered rate options to take to the board. C Brown said that he would check his correspondence and report back to J Scott on how he was contacted regarding GIC renewal. C McNeil asked if we need to pull out any GIC money to pay library expenses this year. S Haddon stated that the library currently has enough money on hand to stay within budget this year without pulling out any money. J Scott motioned to renew the library's non-redeemable GIC's at the best available guaranteed interest rate, J Foster seconded, all in favour, motion carried.
- b. Assistant Director: M. Polych – Two summer students have been hired, and M Polych is hopeful that they will continue working even when summer is over. Marigold is coming out to offer some special programs. J Scott and M Polych are looking into benefits options, with the possibility of switching from Drumheller and District Chamber of Commerce. S Haddon asked if the library assistant position was ever filled, and M Polych indicated that the students who are currently hired might stay on, rather than hiring a library assistant position. Two staff members are currently away – one hopes to return in the fall, and the other will return when they can. M Polych asked about staffing funds, and J Scott said that the summer student forms need to be turned in soon so that the library can get compensation from the Canadian government. J Scott offered to meet with M Polych one day and find E Hollingshead's old spreadsheet for calculating the total cost of hiring a new employee. M Polych brought up that there is an Alberta Culture Days event between the library and the Napier Theatre. No provincial funding was received, but the Napier is going forward with the event – so the library needs to follow-up with participating in this event.
- c. Marigold: M. Nielsen – absent, no report.
- d. Society: C McNeil stated that the library society approved \$10,000 for the library in their May meeting. This money is provided to the Library to select books and materials to fill gaps in the collection. M Polych indicated that C Blatch asked for money for the young adult fiction section, but M Polych said that this is a narrow category for that much money. C McNeil asked if she should be the library representative on the Library Society board. The Society is waiting on a quote for furniture cleaning, but they have expressed interest in paying for cleaning library furniture. S Haddon brought up that this \$10,000 donation presents a publicity opportunity, and maybe we could get community feedback on purchasing possibilities. J Scott is willing to ask the Society how they would like the money

to be spent, and what process needs to be followed. J Scott also wants to document their process so that it can be more formalized. Chris Lovejoy (library furniture specialist) is interested in meeting with the board.

e. Committees:

- i. Special Project Committee: Potential for meeting to review the Plan of Service and identify feasible items to work towards.
- ii. Policy Committee: Need to schedule a meeting to revise/update our personnel policies. After meeting with Jay Garbutt about benefits, there is no official leave policy, and some other policies need to be strengthened. S Haddon asked if M Polych would be interested in meeting, along with the committee later this month or next month to revise policies.
- iii. HR Committee: DLS Recruitment - Job is posted with Marigold, our and on local job boards. One application has been received. Create a formal list of interview questions and an interview grading rubric. C McNeil stated that we should post the library director position on student websites, including the University of Alberta.

4. New Business

a. For Discussion/Decision

- i. Budget 2025 – S Haddon and J Scott met with the financial officer for the town and talked through budget ideas. The library budget came in late last year, and it would ideally be sent to the town around August-September. This is an election year, so budgets will be conservative, and the library's budget ask needs to reflect this. S Haddon asked if the board felt comfortable approving our current proposed 2025 budget. J Scott asked if the board should meet at the library and work forward to a 2026 budget at some point soon. C Brown brought up that library reserves are currently earmarked for wage increases, but those increases were never implemented. C McNeil agrees that we need a work session to implement staff wage increases. C Brown brought up that GIC's are not currently earmarked for anything, and we need to establish a goal for using those GIC funds. S Haddon brought up that a longer planning session might need to occur on an evening or a Saturday – S Haddon will send out an invite for an evening next week.
- ii. Financial services changes – This was discussed earlier, but these changes will occur later.
- iii. New Board member approval motions. C Brown motioned to approve sending a recommendation to the Drumheller Town Council to appoint Fiona Steele and Lynn Fabrick to the Drumheller Public Library Board, C McNeil seconded, all in favour, motion carried.

5. Ongoing/Unfinished Business

- a. Plan of Service - Jade working on design draft (tabled) – J Scott and M Polych have been working on adding photos and other formatting to the plan of service. PLSB does not need a "beautified" version of the plan of service.
- b. Board Calendar:
 - i. Town Council Presentation - Monday September 16, 2024 at 4:30pm
 1. Revise Jan 2024 presentation
 - ii. Budget 2025 (Aug-Oct) – budget planning is underway.
 - iii. Update the DPL Board list of Things to Do 2024/2025
 1. In-person planning meeting? – S Haddon would like to meet in October to split up chair responsibilities, as that is the last month that she will be chair. In this way, meetings could still run, agendas be created, etc.
 - iv. New Board member orientation
 1. Create new orientation binders – S Haddon and J Scott discussed having packets ready to update binders with most recent minutes, agendas, etc.
 2. Schedule Library services orientation – Board members could tour the library, and M Polych stated that the staff would like to meet the board. M Polych also stated that it's been a rough year, and maybe there could be a supper at

the library at some point to celebrate staff and for the staff to meet board members. C McNeil stated that the Library Society would also like to meet the board, and J Scott stated that they can ask the society if they would like to attend. M Polych stated that this event would probably occur in September and she will get back to the board with a planned date for this event.

3. Appoint a mentor/create a mentorship group
4. PLSB Library Board Basics: Check for release of Fall 2024 workshop calendar

6. Adjournment – C Brown moved to adjourn at 8:32 pm.

Next Meeting: Sept 11, 2024 at 7pm, Zoom

Minutes Signatures:

Samantha Haddon
Chair, Town of Drumheller Library Board

Signature & Date:

S. Haddon Sept 12, 2024.

James Foster
Secretary, Town of Drumheller Library Board

Signature & Date:

James Foster Sept 12, 2024

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, August 15, 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
Art Erickson – Member
Kirk Mclean – Member
Hassan Saeed - Planning, Development and Safety Codes Administrator
Reg Johnston – Manager of Economic Development
David Vidal – Reality Bytes IT

Regrets:

Andrew Luger – Member
Aaron Hamilton – Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:02 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 August 15, 2024 Municipal Planning Commission Meeting.

MOVED by A. Erickson, seconded by K. McLean

That the Municipal Planning Commission adopt the agenda for the August 15, 2024 Regular Meeting as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the July 25, 2024, Municipal Planning Commission Meeting.

MOVED by S. Rymal, seconded by A. Erickson

That the Municipal Planning Commission adopt the minutes for the July 25, 2024, Municipal Planning Commission meeting, as presented.

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for between July 22, 2024 – August 9, 2024.

MOVED by K. Mclean, seconded by A. Erickson

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

CARRIED

6.0 DEVELOPMENT PERMITS

6.1 Development Permit Application – T00062-24D: Three-unit commercial building with a drive through facility

MOVED by A. Erickson

That the Municipal Planning Commission approve Development Permit application T00062-24D, submitted by Bellco Ltd., for the development of a three-unit commercial building with a drive through facility located at 1222 Highway 9 South, Lot A, Plan 4616GQ.

SECONDED by K. Mclean

6.2 Development Permit Application – T00063-24D: Change in occupancy to a restaurant/café contained within a bed & breakfast establishment.

MOVED by S. Rymal

That the Municipal Planning Commission approve Development Permit application T00063-24D, submitted by April Kaczmar, for a change in occupancy to a restaurant/café contained within a bed & breakfast establishment located at 33 1 Avenue South, Lot 5-10, Block 4, Plan 4676CH.

MOVED by K. Mclean

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

8.0 OTHER DISCUSSION ITEMS

No other items

9.0 NEXT MEETING DATE – September 19, 2024

10.0 ADJOURNMENT

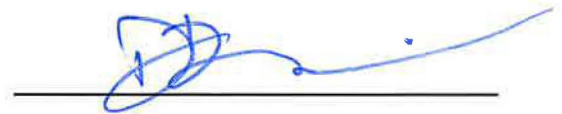
MOVED by K. Mclean, seconded by A. Erickson

That Municipal Planning Commission adjourn the meeting at 12:14.

CARRIED



Chairperson



Development Officer

DRUMHELLER HOUSING ADMINISTRATION - DRU

June 18, 2024 – 12:00 pm C21 Board Room

BOARD MEETING CALL TO ORDER

The meeting was called to order at 12:01pm

In attendance:

- Board Chair Crystal Sereda
- Board member Gerald Martynes
- Board member Brendon Huntley
- Board member Patrice Wolf
- Board member James Forbes
- CAO Bob Sheddy, Cass Houston, Mitch Smith, Laurie Michalchuk (Manager Housing Operations South), Brenda Matthews (Housing Advisor)

APPROVAL OF MINUTES – March 12, 2024

On motion of Brendon and seconded by Patrice the Minutes of March 12, 2024 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
- RAB \$42,000.00 cash advance from sept. 2012 can only be used for RAB to cover any cash flow issues

MANAGEMENT REPORT

- New Housing Advisor: Brenda Elliott and Laurie Michalchuk (Manager HMB Operations South)

Questions:

1. What is the process for DHA to apply for new low income housing options? AHPP Affordable Housing Partnership Program
2. How are we supposed to save up for summer projects like concrete work? Robert Craig is involved in new Capital Projects
3. Historically, Capital projects cost us so much vacancy. What can we do to fix that issue? If CMR is needed reach out to scss.cmr-housing@gov.ab.ca and cc Housing Advisor

* Bio for Crystal (Board Chair) is needed

- Sandstone Manor Property Taxes - Ask Council to waive Municipal Tax portion - Bob will make a presentation to Council!
- 2023 Audit Update - as soon as the audit is completed, it needs to be sent into Brenda Matthews

MAINTENANCE REPORT

- Completed work: Basement Systems Calgary installed sump pumps in #29 Pine Place, #41 Pine Place & #43 Juniper Road
- Completed work: #14JR & #16 JR new roofs
- Completed work: #29 PP & #24 JR new flooring
- Patio Replacements (Rosedale Concrete Works) for #41PP, #39PP, #29PP, #27PP - Bob will meet with Rosedale Concrete Works on site

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 James and seconded by Brendon the motion to proceed in camera was accepted. All in favor. Carried.

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

Meeting adjourned at 1:37 pm.

Minutes Accepted on 17 day of September, 20 24

Crystal Sereda
BOARD CHAIR

Agenda - Tuesday, October 15, 2024

DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION
REGULAR MEETING MINUTES
June 20, 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
Ms. Debbie Penner, Vice Chair	Kneehill County
Mr. Mark Landry	Starland County
Mr. Reg Wiebe	Village of Linden
Mr. Larry Casey	Village of Standard
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
Mr. Jim Adams	Village of Delia
Mr. Scott Klassen	Wheatland County

ABSENT:

Mr. Darryl Drohomerski, Secretary-Treasurer	Town of Drumheller – Absent
Mr. Travis Cormier	Village of Carbon
Ms. Lorraine MacArthur	Village of Morrin – Absent
Ms. Leslie Landon	Village of Munson
Mr. Trevor Snyder	Village of Beiseker

1.0 CALL TO ORDER

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

2.0 ADDITIONS / CHANGES TO THE AGENDA

There were two additions to the agenda.

6.6 Delia Ag. society donation

9.1 Round Table Discussion - SAEWA

3.0 ADOPTION OF AGENDA

Motion: T. Frank moved that the board adopt the Agenda for the June 20, 2024, DDSWMA Regular Board Meeting as amended. Seconded by L. Casey. Carried.

4.0 MEETING MINUTES:

S. Adams provided the DDSWMA Regular Meeting Minutes of August 18, 2024, for approval.

Motion: J. Bates moved that the board approve the minutes for the DDSWMA Regular Meeting of February 15, 2024, as presented. Seconded J. Adams. Carried.

S. Adams provided the DDSWMA Executive Board Meeting Minutes of May 17, 2024, for approval.

Motion: M. Landry moved that the board approve the DDSWMA Executive Board Meeting minutes of February 15, 2024, as presented. Seconded B. Goodfellow. Carried.

5.0 DECISION ITEMS:

5.1 WM Recycle Extension Letter. At the last meeting there was a motion to extend the WM contract for hauling recycling. WM has accepted and will extend for the 2 years available. They have provided a letter with rates and info about the EPR. There will not be any penalties for changes in contract occurring from the EPR.

Motion: D. Penner moved that The DDSWMA Board moves to approve the contract extension terms with Waste Management of Canada for the provision of cardboard recycling hauling for the two-year extension. Seconded by M. Landry. Carried.

6.0 DISCUSSION / INFORMATIONAL ITEMS

6.1 YTD February 9_2024 Financials – Operational S. Adams provided YTD financials up to June 17, 2024, and commented that it has been very busy at the landfill, so some invoicing has been late, and cheques need to be deposited. Revenue is at 31%. Expenses should be at roughly 42% YTD and are currently sitting at 36-37% We are tracking below but revenue will be raised once invoicing and cheque deposits are complete.

6.2 DDSWMA 2022 Audit – Client Package At last regular meeting there was a motion for the Executive to approve the 2022 audited financials which happened at the May 17, 2024, meeting. D. Penner asked if the 2023 audit has been started and S. Adams advised that it should be started sometime in July.

6.3 DDSWMA Regional Agreement S. Adams provided the agreement to the board as information. It will be important to refer to this going forward with EPR and what obligations there are to the association and communities. S. Klassen asked if anyone new has joined the association and made a capital contribution. D. Penner commented that to date there have been no new communities join the association. There was a discussion of adding other communities to the DDSWMA and what that would look like. S Adams commented that the agreement will be looked at sooner than later as it has technically expired, but the EPR will be influential on how the agreement is developed.

6.4 AB CARE Fall Conference An overview was provided to the board for information. There was no discussion on this item.

6.5 EPR Master Service Agreements and Terms of Service S. Adams commented that a lot of information on EPR has come out recently. An email was sent with links to agreements, methodologies, etc. S. Adams feels the association should focus on the July 10 deadline and term sheets. Communities with any concerns on the terms presented, or that want to negotiate must submit by July 10. S Adams is available to *assist* with any meetings or negotiations on the agreements but is not willing to negotiate on the behalf of the communities. S. Adams has scheduled virtual meetings on June 20 and 24 to answer questions on EPR and there has been good uptake on these sessions so far. All DDSWMA members have received the invitation to these sessions. There was further discussion on opting in and opting out of EPR and how that would affect communities. August 1 is the deadline to opt in or opt out should your municipality stay registered with the program. There was discussion on how these decisions will play out within individual communities and councils. There was discussion on how EPR will affect budgeting. S. Adams commented that there is annual and monthly reporting required should you choose to opt in.

6.6 S. Adams advised that the DDSWMA donated to the Delia Ag Society in David Sisley's name. Mr. Sisley sat on the DDSWMA board for several years.

7.0 COMMITTEE REPORTS

7.1 **EPR Steering Committee** No updates.

7.2 **Policy Committee** The policy committee terms of reference are being developed. Due to time constraints L. Casey was unable to continue with the committee. The board discussed waiting to the Organizational meeting to recruit a new member.

8.0 LANDFILL MANAGERS' REPORT

8.1 **Action Items** No questions or comments were given.

8.2 **Recycling YTD** Cardboard has been at 265 tonne in and 263 tonne out. Newsprint has been at 7.2 tonne in and 3.5 tonne out. In the budget, paper recycling is at 100% so the target has been met. 4 Tonne of oil has been sent out as well as 15.5 tonne of tin. The landfill is also preparing to ship out a plastic load in the next two weeks which typically happens annually.

8.3 **Alberta Plastics Recycling Group (APRG) Meeting** An overview was provided to the board for information. There was no discussion on this item.

8.4 **Unusual Loads.** There have been unusual loads coming in which will be discussed further at budget time. Examples are hard-to-handle loads without volume. There are circumstances where weight does not equate to money made. For example, black henbane noxious weeds, mattresses etc. These are items with little weight but that are time consuming to dispose of properly and/or hard on equipment. Hard to handle loads could have the price as negotiable. L. Casey commented that if an appropriate model can be sourced, the board could make a motion to revise the fee schedule.

Motion: B. Goodfellow moved that the DDSWMA amend the fee schedule to address hard to handle and unusual loads. Seconded M. Landry. Carried

Motion: B. Goodfellow moved that the Executive be allowed to approve an amended fee schedule. Seconded J. Bates. Carried.

S. Adams commented the scales have been reviewed and are working very well. There is currently a concrete crushing job underway. There has been a lot of fill received from the Towns contaminated sites.

9.0 DDSWMA ROUNDTABLE DISCUSSION – In Camera

Motion: C. Reeds moved to go in camera at 2:55PM Seconded by D. Penner. Carried.

Motion: T. Frank moved to go out of camera at 3:12PM Seconded by J. Adams. Carried.

10.0 DATE FOR NEXT MEETING

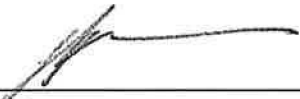
10.1 **Executive Meeting:** July 19, 2024 @ 09:00 am

Town of Drumheller, Collaboration Room


10.2 Regular Board Meeting: August 15, 2024 @ 13:30 pm
Town of Drumheller, Council Chambers

11.0 ADJOURNMENT

Motion: S. Klassen moved to adjourn the meeting at 3:15PM. Seconded by J. Adams. Carried.



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

BRIEFING NOTE

DATE:	October 15, 2024
TITLE:	Short Term Rental 2024 Update
DEPARTMENT:	CAO Office
PRESENTED BY:	Reg Johnston
ATTACHMENTS:	

INTRODUCTION / PURPOSE / PRIORITY

The Town of Drumheller passed third reading of the Business License Bylaw 06.23 on December 18, 2023. The Bylaw came into effect February 1, 2024.

Changes to the Business License Bylaw include provisions for the regulation of Short-Term Rentals (STRs). An STR is defined as any dwelling, such as a house, room, or secondary suite that is rented out for a period of 28 days or less. This includes any short-term rental advertised on sites such as Airbnb, VRBO or similar websites.

In early 2024, there were approximately 130 STRs advertising in the Drumheller Valley. Short-term rentals have increased exponentially over the past three (3) years, increasing by an average of 67% each year. During our public engagement sessions, the Town received significant concerns from residents regarding housing supply and the deterioration of neighbourhood quality caused by the proliferation of STRs. In order to address these concerns, The Town has passed the Bylaw in order to increase safety, promote fair competition in the hospitality industry, and protect residential neighbourhoods.

BACKGROUND

There were several provisions within the Bylaw to address the issues of concern:

- A cap on the number of business licenses that will be issued each year by the town. *For 2024 the cap was set at 120.* The cap will be reviewed on an annual basis.
- Only one (1) STR will be allowed per parcel.
- A dwelling unit had to be used as a STR (No Recreational Vehicles permitted).
- Hotels, Motels, Bed & Breakfasts, campgrounds, and rentals for more than 28 days in duration were exempt.
- Distinct fees for the different types of STR business licenses were established. The fees for 2024 were as follows:

TYPE	FEE	DESCRIPTION
Principal Residence	\$245	Someone is renting out a room in their home OR someone is renting out a secondary suite or accessory suite on the property they live on.

Non-Principal Residence	\$810	Someone lives in Drumheller but does not live in the home or on the parcel that they are renting out.
Non-Resident STR	\$1,010	Someone does not live in Drumheller but is renting out a home in Drumheller as an STR.

First applications for STRs were received February 1, 2024. Council requested an update on the program after the high tourism season in October 2024.

KEY POINTS / STATUS

Application Results

The application process is going well. We have created a checklist to help with consistency. We have also received several positive responses from compliant operators, as they want the industry to run well.

- 51 approved licences – one property sold
- 6 applications in progress – additional information required
- 5 rejected applications – 1x info missing; 2x density evaluation; 1x Electrical permit expired = work incomplete; 1x not a legal suite.

One appeal heard with respect to density, and licence was granted.

Software – Avenu (STR Software) is instrumental in locating the unregistered STRs in Drumheller. Additional staff resources were required to confirm details of operator and rental dwellings identified by Avenu. Sometimes the information captured might be slightly off (i.e. caused an incorrect identification of the rental dwelling).

The benefits to the software identifying the rental dwellings, even with some erroneous information is that the rental dwelling is at least identified. Local staff were very helpful with identifying rentals based on landmarks or identification of hosts. This effort would be exponentially higher if not for the software. It also monitors for new listings.

Identified -

- 132 identified,
- 28 Duplicates removed,
- 14 exempt properties confirmed.
- 1 property (with 4 units) not identified with software – identified via complaint,
- 34 compliance letters sent.

Compliance End of September 2024 – 88% (11/90)

- 11 properties left to register, or identify (6 in process);
- 11 moved to long term or no longer renting;
- 6 Recreational Vehicles ceased operation;
- 90 total properties worked on.

Safety Confirmed for All Approvals –

All licensed STRs were compared to the checklist and provided:

- Window egress confirmation;
- Smoke detectors and CO2 detectors in all bedrooms;
- Fire extinguisher confirmed;
- Home Escape Plan provided;
- Development Permit check for legal suites;
- Emergency contact information;
- Insurance confirmed.

Enforcement -

Enforcement efforts regarding non-compliant short-term rentals have been ongoing since September 1, 2024. These efforts included on-site visits to each property, where Non-Compliance Letters were either personally served or posted on the front door, followed by follow-up phone calls with the property owners.

The initial phase of enforcement targeted RV rentals throughout the valley. While most property owners complied by ceasing rentals, some expressed dissatisfaction with the Town's prohibition on using RVs for short-term rentals.

The subsequent phase expanded to encompass all remaining non-compliant short-term rentals. In response, some property owners applied for the necessary business licenses (9), and 6 in progress, while others adjusted their rental terms to exceed 28 days or ceased all rental activities altogether by removing their advertisements.

Moving forward, enforcement efforts will concentrate on properties that fail to prominently display their business licenses in their short-term rental advertisements. Continuous monitoring for non-compliance will also remain a priority. Our compliance is very high at 88% when compared to Irvine California, at 60% after 6 months, or Ottawa at 65%¹.

Renewals - Renewal forms and Standard Operating Procedures are currently being prepared. Simpler application: verify owner &/or Agent contact information. Reminder to include current insurance documents. Agent declarations same as original application, includes no changes to property since original application.

IMPLICATIONS / CONSEQUENCES

We now have the people, processes and technology to manage STRs. We have identified the majority of locations in the valley and have achieved high compliance. Adjustments to the Bylaw will be considered (e.g. pricing, review of the cap), if directed by Council.

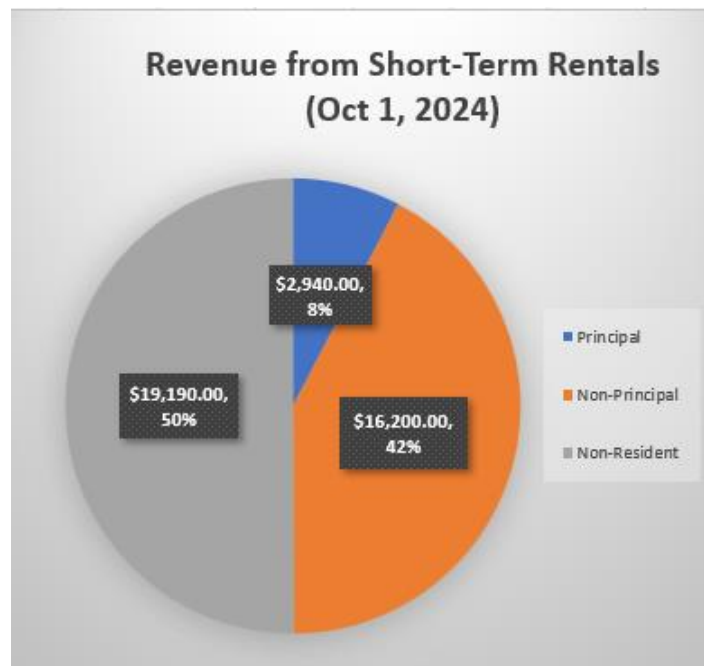
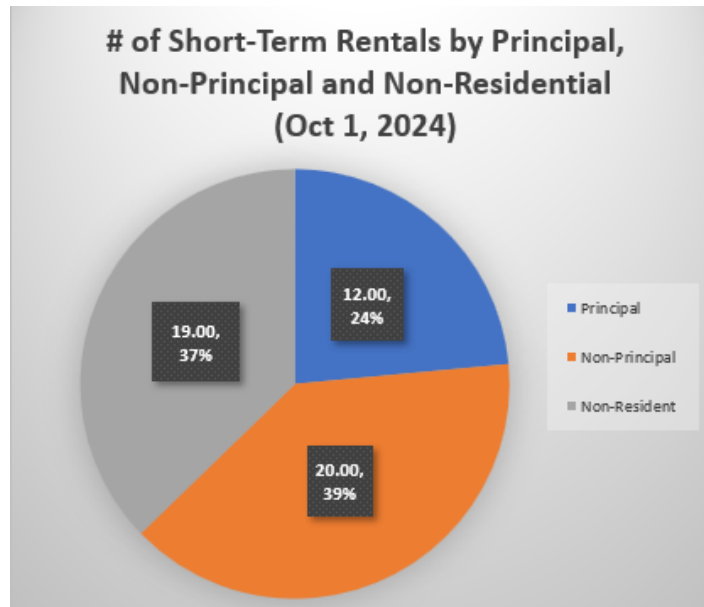
¹ <https://www.cbc.ca/radio/technology-short-term-rental-compliance-1.7086580>, How Technology is Helping Municipalities Crack Down on Illegal Short-term Rentals, Jason Vermes, Jan 20, 2024.

FINANCIAL

To our best estimates, we are achieving cost recovery with the program.

Revenue –

A total of \$38,000 in revenue was collected from the 51 applicants. Below are images graphs of type and amounts.



Expense

Compliant STRs take 3 to 4 hours to process. Non-compliant STRs (31, and 6 RVs) takes an extra 2 hours (identification, evidence response to owners, Bylaw in person visit). We also pay an annual fee the Software (\$7,500).

STR application effort should be reduced in 2025, assuming owners re-apply, and their drawings stay the same (i.e. no renovations). Also, owners will know that we are monitoring and are more likely to comply.

COMMUNICATIONS

Administration recommends starting communications for renewals in November, to assist with full registration by March 31, 2025.

BRIEFING NOTE

TITLE:	HotSpot Paid Parking Program – Season #1 Update
DATE:	October 15, 2024
PRESENTED BY:	Greg Peters, Director of Emergency and Protective Services & Trent Kure, Manager of Municipal Enforcement
ATTACHMENTS:	

SUMMARY:

Tourist season 2024 served as the first season of HotSpot paid parking within the Town of Drumheller. The program was implemented to help offset the costs of hosting hundreds of thousands of tourists annually, including increased wear on infrastructure and additional operating expenses. Prior to this program, these costs were primarily borne by taxpayers and the goal of paid parking was to reasonably recoup funds from visitors to the valley. This briefing note seeks to update Mayor, Council, Administration and the public on the results of the first season of the HotSpot paid parking in town. In addition, it will provide further insight into program operations and challenges encountered.

EARNINGS:

From the program launch date of May 1 until September 30, the program grossed \$112,686.98. The highest earning lot was the Hoodoos, which brought in \$49,908.16. This was followed by the World’s Largest Dinosaur at \$36,569.87 and the Swinging Suspension Bridge at \$16,069.32. The Badland Community Facility lot earned \$6,368.09. Smaller lots, consisting of 199 2 Street, West, Town Hall, and The Southern Gordon Taylor Bridge, earned a grand total of \$2,600.05. Most people used the QR code method for payment; \$108,916.19 was filtered through the Fast-Tap system, whereas \$3,639.54 was brought in through the HotSpot app.

After expenses and fines were accounted for, the program net was \$67,527.97.

ENFORCEMENT:

Throughout the entire operating period of the program, 245 violation tags were issued for parking offences. Of these 245, 44% were paid voluntarily and account for an additional \$5,400.00 brought in. The unpaid ticket dollars are challenging to account for, as they are recouped through the provincial fine procedure. While enforcement through fines proved effective in enforcing non-compliance with the paid parking regulations, officer presence remains the preferred strategy. At the mid-season mark, parking enforcement was directed to check every vehicle in the parking lot first to show a presence and then to make a second round issuing violation tags to vehicles not paid. When this strategy was implemented, it was discovered that compliance increased, and fewer fines were issued.

PERMITS:

Both residents of Drumheller and those from out of town who have recreation memberships were exempt from the paid parking program. As of this date, 2,759 resident permits have been issued; each of these permits has an expiration date of October 31, 2027. 102 Badlands

Community Facility members and 40 Aquaplex members have received special recreation exempt permits. These permits are set to renew and expire in line with their recreation membership.

CHALLENGES:

- 1) The most notable concern and common complaint throughout the program was the lack of cellular service at the Hoodoos location. Not only did this impact patrons ability to pay, but it also created a lag in the system, which led to slow receipt of payment and tickets being issued to patrons during the lag period.
- 2) A lack of signage was a concern identified early in the program. Throughout the season signs were added to several locations and many are now satisfactory, such as the Hoodoos. However, lots such as the World's Largest Dinosaur still have room for improvement.
- 3) While complaints about the QR code payment system were quite minimal, seniors and people without smartphones struggled to pay. Only having one payment option does, at times, create poor optics.

DIRECTION:

This briefing note is intended to provide information to council. A report requesting direction for the 2025 program will be brought to Council later this year.

DISCUSSION:

As the paid parking program is still a relatively new town initiative, several opportunities exist to enhance service delivery and refine operations. Changes in parking fees, facility advancements, and payment method tweaks represent opportunities for program evolution. In addition, supporting paid parking during events could also generate more income.

1) *Parking Fees*

For the first season, parking fees were set at \$2.00/hour in parking lots and \$2.50/hour for street parking on Riverside Drive. These charges are quite reasonable in comparison to other jurisdictions. Both the Town of Sylvan Lake and Lacombe County, who also use Hotspot, charge \$3.00/hour. The Municipality of Jasper, another Hotspot user, charges \$3.50/hour. The Town of Banff charges 3 times more than Drumheller at \$6.00/hour during their summer season

If all parking fees were adjusted to the currently higher enacted fee of \$2.50/hour, not only would the Town of Drumheller remain the most inexpensive jurisdiction of all compared, but earnings would also significantly increase overall.

2) *Facility Advancements*

In conversations with the Town's technological services provider, Reality Bytes, a wireless internet could be installed at the Hoodoos location, and it would eliminate the above-noted network challenges. Installation of a wireless network would cost between \$500.00 and

\$1500.00, depending on a range of factors. Monthly fees for unlimited usage were quoted at \$149.00/month. Not only would the poor cellular reception issue be addressed, but the town would keep with principles of promoting tourism and create a more desirable location for guests to the Valley.

3) Payment Methods

While complaints about the current tap sign pay method were minimal, it is worth discussing other payment possibilities. HotSpot reports indicate that over 43,000 users successfully registered a payment through the QR code method this season.

Hotspot does offer a static payment terminal option, which reflects the historical norm for paid parking payments. These pay terminals cost \$10,250 per unit before installation costs. In addition, each unit will come with a \$780.00 yearly payment for software usage. While these units can offer ease of payment, they do come at a high cost and create additional work for enforcement. Conversations with other jurisdictions that have utilized pay terminals have revealed durability concerns.

Another payment method that has been offered by other jurisdictions is a phone in payment. Those wishing to pay could call a town representative and make a payment over the phone. These users can use this method to pay in advance of their visit and it accommodates those who may not possess a phone that scans QR codes.

4) Parking During Events

At this time, paid parking is not enforced or supported during events at the Badlands Community Facility. Given the relatively low income of this large parking lot in comparison to others and the frequency in which it is used, it is worth discussing a change in tactics in this location. Events generate a great deal of traffic and capitalizing on it could increase revenue generated.

FINANCIAL IMPACT:

The chart below reflects how minor changes in parking fees can represent a major change in earnings; total tap sign usage is used as a figure. *For the purposes of this chart, each payment is assumed to be for one hour.*

2024 Tap Sign Usages	Cost Per Hour	Total Earnings Excluding Tax/Fees
43,062	\$2.00	\$86,124.00
-----	\$2.50	\$107,655.00
-----	\$3.00	\$129,186.00

EXPENSES:

While some expenses are expected to be significantly lower in the future, such as sign fees. Other expenses will be reoccurring each year.

- Staff Wages - \$12,554.57

- HotSpot Resident Permit Program/Start-up costs - \$10,000.00
- Merchant Fees - \$19,594.02
- Signs - \$8,410.42

COMMUNICATION STRATEGY:

At this time, we will continue communicating with our primary stakeholders. Our intention is to continue consulting and obtaining feedback on analysis, alternatives and/or decisions. In addition, administration will endeavor to publish earnings on town media platforms to further inform the public on program effectiveness.

Trent Kure

Prepared by:
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Manager of Municipal
Enforcement

Greg Peters

Reviewed by:
Greg Peters
Director of Emergency
and Protective Services

Darryl Drohomerski

Approved by:
Darryl Drohomerski
Chief Administrative
Officer