



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:40 PM – Monday, October 21, 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 21, 2024, Regular Meeting of Council**

Proposed Motion: That Council adopt the agenda for the October 21, 2024, Regular Meeting of Council as presented. (or as amended)

5. MEETING MINUTES

5.1 **Minutes for the October 07, 2024, Regular Meeting of Council**

[Regular Council Meeting – October 7, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the October 07, 2024, Regular Meeting of Council as presented. (or as amended)

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.1.1 **2024 Council Remuneration Task Force Appointments**

[Request-for-Decision](#)
[M Fournier – Application](#)
[R McDonald - Application](#)
[W Taylor – Application](#)
[I Gerling – Application](#)
[J Martin – Application](#)
[Bylaw #23.24 – Remuneration Task Force Bylaw](#)
[Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council](#)

Proposed Motion:

That Council approve the appointment of Irv Gerling, Jason Martin, Michelle Fournier, Wendy Taylor, and Raymond McDonald to the 2024 Council Remuneration Task Force, in accordance with Bylaw #23.24, with the Task Force to complete their report by December 31, 2024.

9.1.2 **Bylaw #33.24 – Lehigh Road Closure (1st Reading)**

[Request-for-Decision](#)
[Bylaw #33.24 – Lehigh Road Closure \(1st Reading\)](#)

Proposed Motion:

That Council gives first reading to Bylaw #33.24 – Lehigh Road Closure and set a Public Hearing date for November 18, 2024.

9.1.3 **Policy LS-C-01 – Policy Development**

[Request-for-Decision](#)
[LS-C-01 – Policy Development](#)
[C-01-89 – Policy Making](#)

Proposed Motion:

That Council repeal *Policy C-01-89 – Policy Making* and adopt *Policy LS-C-01 – Policy Development*, as presented.

9.2 **Flood Resiliency Project Director**

9.2.1 **2024 Lehigh Property Demolition and Clean Up**

[Request-for-Decision](#)

Proposed Motion:

That Council approve the award of the Lehigh Property Demolition and Cleanup tender to Roadbridge Services Ltd In the amount of \$325,029.64 excluding GST.

9.2.2 **Resolution for Expropriation of a Partial Parcel for Berm Construction – 44 2 Avenue, Nacmine**

[Request-for-Decision](#)
[Certificate of Approval with Parcel Map – Schedule 'A';](#)
[Resolution to Proceed with Expropriation](#)

Proposed Motion:

That Council approve the Certificate of Approval and Resolution for Expropriation pertaining to a portion of land described as Plan Nacmine 7125DD, Block "B", excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block; Title Number 061 102 801.

9.2.3 Resolution for Expropriation of a Partial Parcel for Berm Construction – 287 1 Street, Nacmine

[Request-for-Decision](#)

[Certificate of Approval with Parcel Map – Schedule 'A';](#)

[Resolution to Proceed with Expropriation](#)

Proposed Motion:

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

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.3 Director of Corporate and Community Services

9.3.1 Property Tax Write-off Initiative

[Request-for-Decision](#)

[Map #1 – Roll #000.16045809 – Meridian: 4; Range: 19; Township: 28; Section: 28; Part of SW; Quarter Section: SW](#)

[Map #2 – Roll #000.05010707 – 1010 12 Avenue SE Drive](#)

[Map #3 – Roll #000.17001405 – 572 Hunter Drive](#)

Proposed Motion:

That Council approves the write-off of outstanding taxes in the amount of \$16,150.74 for Tax Roll No. 000.16045809 as bad debt expense.

Proposed Motion:

That Council approves the write-off of outstanding taxes in the amount of \$4,767.84 for Tax Roll No.000.05010707 as bad debt expense.

Proposed Motion:

That Council approves the write-off of outstanding taxes in the amount of \$53,823.37 for Tax Roll No. 000.17001405 as bad debt expense.

9.3.2 2025 Tax Recovery Public Auction – Establish Reserve Bid Values & Terms

[Request-for-Decision](#)
[2024 Tax Recovery Public Auction List](#)

Proposed Motion:

That Council authorizes the 2024 tax recovery public auction be held on January 24, 2025, set the assessed values as July 1, 2024, as the reserve bid prices for the properties being offered for sale, and set the terms and conditions for the sale as presented.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

10. CLOSED SESSION

10.1 Local Public Body Confidences and Advice from Officials

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 23 – Local public body confidences, and FOIP 24 – Advice from officials.

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

11. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, October 7, 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 (regrets)
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
Flood Resiliency Project Director: Deighen Blakely
Manager of Legislative Services: Mitchell Visser
Communications Officer: Erica Crocker
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**

Councillor Sereda – On October 12, 2024, “I Love Drumheller Days” is taking place at the World’s Largest Dinosaur (Tyra). The event is to celebrate Tyra’s birthday. Activities include live music, free access to walk up Tyra for all residents, free giveaways, and there will be “I Love Drumheller” merchandise available for purchase.

Councillor Zariski – Sunshine Pie Auction is Friday, October 11, 2024, at 2:00 p.m. at the Sunshine Lodge. Entry fee is \$5.00, which allows all you can eat pie, coffee, and tea. There will also be a pie auction with several varieties available for sale, and someone will be getting a pie in the face!

Councillor Price – Drumheller Fire Department is hosting an open house on Saturday, October 12, 2024, to highlight Fire Prevention Week. The event will be from 10:00 a.m. – 3:00 p.m. There will be a BBQ and a fun-filled day with activities for kids, live demonstrations, prizes, and a tour.

Mayor Colberg expressed condolences to Stan Solberg’s family.

3. **ADDITIONS TO THE AGENDA**

4. **ADOPTION OF AGENDA**

4.1 **Agenda for October 7, 2024, Regular Council Meeting**

M2024.317 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council adopt the agenda for the October 7, 2024, Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 **Minutes for the September 23, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – September 9, 2024 – Draft Minutes

M2024.318 Moved by Councillor Lacher, Councillor Sereda
That Council approve the minutes for the September 23, 2024, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

YouTube Timestamp: 6:42

9.1.1 **Bylaw #29.24 – Nacmine PULs**

Agenda Attachments: Request-for-Decision; Bylaw #29.24 – Nacmine PULs

D. Drohomerski noted there is an error in the Request-for-Decision summary: the PUL is in Nacmine, not East Coulee.

M2024.319 Moved by Councillor Lacher, Councillor Kolafa

That Council gives First Reading to Bylaw #29.24 – Nacmine PULs.

CARRIED UNANIMOUSLY

M2024.320 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk
That Council gives Second Reading to Bylaw #29.24 – Nacmine PULs.

CARRIED UNANIMOUSLY

M2024.321 Moved by Councillor Sereda, Councillor Hansen-Zacharuk
That Council gives unanimous consent for Third Reading to Bylaw #29.24 –
Nacmine PULs.

CARRIED UNANIMOUSLY

M2024.322 Moved by Councillor Price, Councillor Lacher
That Council gives Third Reading to Bylaw #29.24 – Nacmine PULs.

CARRIED UNANIMOUSLY

9.1.2 **Bylaw #30.24 – Nacmine ER**

Agenda Attachments: Request-for-Decision; Bylaw #30.24 – Nacmine ER

M2024.323 Moved by Councillor Kolafa, Councillor Sereda
That Council gives First Reading to Bylaw #30.24 – Nacmine ER.

CARRIED UNANIMOUSLY

M2024.324 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council gives Second Reading to Bylaw #30.24 – Nacmine ER.

CARRIED UNANIMOUSLY

M2024.325 Moved by Councillor Lacher, Councillor Kolafa
That Council gives unanimous consent for Third Reading to Bylaw #30.24 –
Nacmine ER.

CARRIED UNANIMOUSLY

M2024.326 Moved by Councillor Sereda, Councillor Hansen-Zacharuk
That Council gives Third Reading to Bylaw #30.24 – Nacmine ER.

CARRIED UNANIMOUSLY

9.1.3 **Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24**

Agenda Attachments: Request-for-Decision; Bylaw #32.24 – Revision of Bylaw #09.24;
Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure; Revised Bylaw #09.24 –
Rosedale 1st Avenue S, Road Closure; Bylaw #04.24 – Nacmine 8th Street, Road
Closure; Revised Bylaw #04.24 – Nacmine 8th Street, Road Closure

M2024.327 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council gives First Reading to Bylaw #32.24 – Revision of Bylaw #09.24 and
Bylaw 04.24.

CARRIED UNANIMOUSLY

M2024.328 Moved by Councillor Kolafa, Councillor Sereda
That Council gives Second Reading to Bylaw #32.24 – Revision of Bylaw #09.24
and Bylaw 04.24.

CARRIED UNANIMOUSLY

M2024.329 Moved by Councillor Price, Councillor Lacher
That Council gives unanimous consent for Third Reading to Bylaw #32.24 –
Revision of Bylaw #09.24 and Bylaw 04.24.

CARRIED UNANIMOUSLY

M2024.330 Moved by Councillor Sereda, Councillor Kolafa
That Council gives Third and Final Reading to Bylaw #32.24 – Revision of Bylaw
#09.24 and Bylaw 04.24.

CARRIED UNANIMOUSLY

9.1.4 **Advertising Bylaw and Circulation and Advertisement Standards Policy**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #24.24 – Advertising Bylaw
(Draft) Policy DP-A-03 – Circulation and Advertisement Standards.

Councillor Kolafa recused himself and left the meeting at 4:47 p.m.

M2024.331 Moved by Councillor Sereda, Councillor Price
That Council give Second Reading to Bylaw #24.24 – Advertising Bylaw.

CARRIED UNANIMOUSLY

M2024.332 Moved by Councillor Lacher, Councillor Price
That Council give Third and Final reading to Bylaw #24.24 – Advertising Bylaw.

CARRIED UNANIMOUSLY

Councillor Kolafa returned to the meeting at 4:58 p.m.

9.1.5 **Drumheller Public Library Board Appointment**

Agenda Attachments: Request-for-Decision; Lynn Fabrick Application; DPL August 14,
2024 - Minutes

M2024.333 Moved by Councillor Price, Councilor Zariski
That Council approves the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years starting October 7, 2024, and ending October 7, 2027.

CARRIED UNANIMOUSLY

9.1.6 934 Newcastle Trail – Tax Relief for Destructed Improvements

Agenda Attachments: Request-for-Decision; Request Letter from Property Owner of 934 Newcastle Trail; Policy C-02-19 – Relief of Municipal Property Tax on Destructed Improvements

M2024.334 Moved by Councilor Zariski, Councillor Lacher
That Council waive the municipal portion of property taxes totaling \$290.36 for the destructed improvements at 934 Newcastle Trail; Lot 6, Block 51, Plan 8267JK for the period September 1, 2024, to December 31, 2024.

In Favour: Mayor Colberg, Councillor Zariski, Councillor Lacher, Councillor Price, Councillor Sereda, Councillor Kolafa

Opposed: Councillor Hansen-Zacharuk

CARRIED

9.1.7 Repeal of Policy C-03-90 – City Promotional Pin Policy

Agenda Attachments: Request-for-Decision; Policy C-03-90 – City Promotional Pin Policy; Policy COMMS-A-01 – Promotional Items

M2024.335 Moved by Councillor Lacher, Councillor Price
That Council repeal Policy C-03-90 – City Promotional Pin Policy, and that this function be managed by Administration.

CARRIED UNANIMOUSLY

9.1.8 Bylaw #31.24 - Community Standards Appeal Board Bylaw

Agenda Attachments: Request-for-Decision; Bylaw #31.24 – Community Standards Appeal Board Bylaw; Bylaw #08.19 – Tourism Corridor and Community Standards Appeal Board Bylaw

M2024.336 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk
That Council gives First Reading to Bylaw #31.24 – Community Standards Appeal Board.

CARRIED UNANIMOUSLY

M2024.337 Moved by Councillor Sereda, Councillor Price
That Council gives Second Reading to Bylaw #31.24 – Community Standards Appeal Board.

CARRIED UNANIMOUSLY

M2024.338 Moved by Councillor Lacher, Councillor Price
That Council gives unanimous consent for Third Reading to Bylaw #31.24 – Community Standards Appeal Board.

CARRIED UNANIMOUSLY

M2024.339 Moved by Councilor Zariski, Councillor Hansen-Zacharuk
That Council gives Third and Final Reading to Bylaw #31.24 – Community Standards Appeal Board.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.2 **Director of Corporate and Community Services**

YouTube Timestamp: 53:27

9.2.1 **Sports Tourism Strategy Initiative**

Agenda Attachments: Request-for-Decision; Memorandum of Understanding for the Sports Tourism Strategy Initiative

M2024.340 Moved by Councillor Price, Councilor Zariski
That Council endorse the funding initiative with Travel Drumheller for the promotion of Sports Tourism.

CARRIED UNANIMOUSLY

M2024.341 Moved by Councillor Sereda, Councillor Price
That Council appoints the Executive Director of Travel Drumheller to the Sports Council Task Force.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9.3 **Director of Infrastructure Services**

YouTube Timestamp: 1:05:36

9.2.1 Water Treatment Plant – UV Reactor Upgrade

Agenda Attachment: Request-for-Decision

M2024.342 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council approves the sole source purchase for two new TROJAN UV reactors for the Water Treatment Plant at a capital cost of \$570,000.00.

CARRIED UNANIMOUSLY

M2024.343 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council commit to funding the additional \$270,000.00 in 2025 from the water capital program.

CARRIED UNANIMOUSLY

10. CLOSED SESSION

10.1 Local Public Body Confidences and Advice from Officials

YouTube Timestamp: 1:13:03

FOIP 23 – Local public body confidences and advice from officials

FOIP 24 – Advice from officials.

M2024.344 Moved by Councillor Lacher, Councillor Price
That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:40 p.m.

M2024.345 Moved by Councillor Lacher, Councillor Price
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 7:13 p.m.

11. ADJOURNMENT

M2024.345 Moved by Councillor Kolafa, Councillor Sereda
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 7:14 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

REQUEST FOR DECISION

TITLE:	Remuneration Task Force Appointments
DATE:	October 21, 2024
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	2024 Task Force Applications – I Gerling, J Martin, M Fournier, R McDonald, W Taylor Bylaw #23.24 – Remuneration Task Force Bylaw Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council

SUMMARY:

As established in Bylaw #23.24, the Remuneration Task Force is composed of a minimum of four (4) and a maximum of six (6) voting members, who are appointed by Council resolution during the third year of each four-year term. The Task Force is intended to represent a broad cross-section of society within the jurisdiction of Drumheller. In accordance with this Bylaw, Administration has been conducting recruitment for the 2024 Task Force.

The following individuals have submitted their applications: Irv Gerling, Jason Martin, Michelle Fournier, Wendy Taylor, and Raymond McDonald. Each candidate offers a unique set of knowledge and experience that will enrich discussions surrounding Council remuneration, making them valuable additions to the Task Force.

RECOMMENDATION:

That Irv Gerling, Jason Martin, Michelle Fournier, Wendy Taylor, and Raymond McDonald be appointed to the 2024 Council Remuneration Task force.

DISCUSSION:

Board and Committee volunteer positions provide opportunities for public engagement and promote transparency in Town affairs. The selected appointees have expressed a willingness to participate and have been vetted to ensure there are no conflicts of interest. Their combined expertise and community involvement make them ideal candidates for this important task.

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

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Upon confirmation of appointments, Task Force members will receive written notification regarding their appointment, including the Terms of Reference, details of the initial meeting, and a timeline outline for their report. Additionally, information about Task Force members will be publicly accessible through the section on Council Boards and Committees on the Town of Drumheller website.

MOTION:

Moved that Council approve the appointment of Irv Gerling, Jason Martin, Michelle Fournier, Wendy Taylor, and Raymond McDonald to the 2024 Council Remuneration Task Force, in accordance with Bylaw #23.24, with the Task Force to complete their report by December 31, 2024.



Prepared by:
Angela Keibel,
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser,
Manager of Legislative
Services



Approved by:
Darryl Drohomerski,
Chief Administrative
Officer



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: Sept 5, 2024

Board: Remuneration Task Force

Name of Applicant: Michelle Fournier

Full Address:

[Redacted address]

Phone Number:

[Redacted phone number]

Email:

Do you have previous Board/Committee experience? Yes No

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

[Redacted response]

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

I have just recently retired from teaching at St. Anthony's School and I am looking for some volunteer opportunities that are flexible since I will be travelling away from Drumheller occasionally, usually for a week at a time.

Signature:

[Redacted signature]

If you have any questions please contact Mitchell Visser at 403-823-1339. Please email your completed form to legislativeservices@drumheller.ca or submit it at Town Hall.

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



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: Sept 11, 2024 Board: Council Remuneration Task Force

Name of Applicant: Raymond McDonald

Full Address: [Redacted]

Drumheller

Phone Number: [Redacted] Email: [Redacted]

Do you have previous Board/Committee experience? Yes No

If yes, please list the Boards and the length of time you served.
Arctic Energy Alliance
2 yrs

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

Signature: [Redacted]

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Date: Sept. 26, 2024 Board: Council Remuneration Task Force

Name of Applicant: Wendy Taylor

Full Address: [REDACTED]

Drumheller, AB T0J [REDACTED]

Phone Number: [REDACTED] Email: [REDACTED]

Do you have previous Board/Committee experience? Yes No

If yes, please list the Boards and the length of time you served.
Sexual Abuse Support Centre, Fort St. John, BC 3 years

Briefly explain why you are interested in this position and what particular skills you will bring to this Committee or Board.
Having retired recently, I am always looking for new learning opportunities and this Board seems very interesting. I am logical and am able to see both sides of an issue or situation.

Signature: [REDACTED]

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TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: September 27, 2024

Board: Council Remuneration Task Force

Name of Applicant: IRV GERLING

Full Address:

[Redacted]

Phone Number:

[Redacted]

Email:

Do you have previous Board/Committee experience? Yes No

If yes, please list the Boards and the length of time you served.
Council Remuneration Task Force - two months (many years ago)
BCF Design Committee - one year? (planning stage 2009-2010 perhaps)
Economic Task Force 2017 (several months)
CAC Flood Mitigation - two years, status currently active

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

RELEVANT INFORMATION
RE: Application for THE COUNCIL REMUNERATION TASK FORCE for DRUMHELLER

EXPERIENCE

- A member of this task force once before, ~20 years ago.
- Experience in excess of 20 years as both a member and Chair of the negotiating committee in contract discussions with Local and Regional School Division Boards of Education.
 - This included considerable research of relevant comparison Teacher/Board positions, preparation and presentation of briefs, written and verbal feedback to colleagues at meetings, etc.
- My communication skills have been honed by more than forty years of working with students, parents, colleagues, committees and members of the public.

Final Comment: I am retired, so in theory have time and interest in again being a member of this committee. Also because I am retired, I am fortunate to be able to take time to travel. In your decision, you should be aware that I will be unavailable from October 10 to November 5.

Thank you for your consideration.

Signature: [Redacted] /IN

If you have any questions please contact Mitchell Visser at 403-823-1339. Please email your completed form to legislativeservices@drumheller.ca or submit it at Town Hall.

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TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: Sept 27, 2024

Board: Council Remuneration Task Force

Name of Applicant: Jason Martin

Full Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

Do you have previous Board/Committee experience? Yes No

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

Economic Development Advisory Committee - Drumheller, 6 years. Member At Large
Fellowship Baptist Church Board - Drumheller, 12 years (non-consecutive). Filled Chair
and Treasurer roles at different times.
Canadian Badlands Aquatic Club - Drumheller/Airdrie, 3 years. Treasurer.

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

To ensure Town Council members are compensated appropriately, to attract qualified candidates while ensuring proper stewardship of tax-payer dollars.

As the Director of Operations & Finance at the Royal Tyrrell Museum and with a Bachelor of Commerce (Honours) Degree majoring in Accounting and Marketing, I have experience with management, finance and contracts.

Digitally signed by

Signature: [REDACTED]

If you have any questions please contact Mitchell Visser at 403-823-1339. Please email your completed form to legislativeservices@drumheller.ca or submit it at Town Hall.

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TOWN OF DRUMHELLER
BYLAW NUMBER 23.24
DEPARTMENT: LEGISLATIVE SERVICES

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

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

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

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

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

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

1. SHORT NAME

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

2. DEFINITIONS

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

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

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

3. ESTABLISHMENT

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

4. RESPONSIBILITIES

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

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

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

5. SCOPE OF WORK

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

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

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

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

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

6. BOARD COMPOSITION

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

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

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

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

7. MEMBERSHIP

7.1 *Task Force* Members shall:

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

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

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

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

8. CONFIDENTIALITY AND CONFLICT OF INTEREST

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

9. CONDUCT OF MEETINGS

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

10. AUTHORITY

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

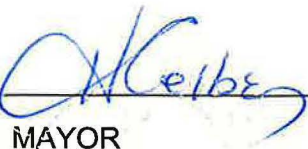
11. TRANSITIONAL

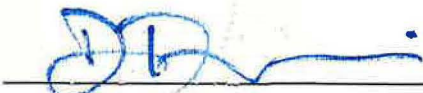
- 11.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 11.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 26th DAY OF AUGUST, 2024

READ A SECOND TIME THIS 26th DAY OF AUGUST, 2024

READ A THIRD AND FINAL TIME THIS 26th DAY OF AUGUST, 2024


MAYOR


CHIEF ADMINISTRATIVE OFFICER



COUNCIL POLICY

NAME Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER C-06-22
DEPARTMENT: Town of Drumheller Council	ATTACHMENTS
DATE APPROVED: August 2, 2022	REVISION DATE: Third Year of the current Council Term
SUPERSEDES: C-01-19	

1. **POLICY STATEMENT**

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

2. **PURPOSE**

Establish a fair and equitable basis of remuneration for time, duties, responsibilities and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

3. **SCOPE**

This policy applies to the Elected Officials for the Town of Drumheller. (Council)

4. **REMUNERATION REVIEW**

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

5. **ANNUAL REMUNERATION PAYMENTS, DEDUCTIONS AND BENEFITS**

5.1 **Base honorarium of Council as of January 1, 2022**

POSITION	HONORARIUM
Mayor	\$45, 138.08
Councillors	\$23, 649.86

The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135.

Should the increases between the two Unions vary, the Council shall receive the average of the Union Agreement settlements.

Effective January 1, 2019, as prescribed by Canada Revenue Agency, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.

A T-2200 declaration will be issued on an annual basis in conjunction with T-4's.

Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions.

The Town shall pay 80% Medical and 80% Dental, Life, AD&D and Critical Illness.

5.1 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Preparation of all meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Meeting with individual ratepayers and community organizations
- In-Town travel and car expense
- In-Town entertaining or Task Force responsibilities
- Incidental related to job descriptions and normal execution of duties.

5.2 Each councillor shall be compensated an annual allowance of:

- \$600 for use of personal cell phone
- \$100 for use of personal office and stationary supplies

6. PER DIEMS

6.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$260 per full day (subject to income tax).
- A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance by Council or vicariously through Task Force appointments where attendance is mandatory to fulfill responsibilities of Task Force appointments and excludes meetings as outlined in Clause 5.2. Per diems do not include meals.

6.2 A Per Diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions; this may include but is not limited to meetings associated with Task Force assignments or meetings with Federal and Provincial Governments. The balance of the annual per diem allotment is to be used to

clerical error

6.2 As

clerical error

attend meetings, conventions, etc. at the individuals' discretion. Per Diems are not carried forward into the following year.

The annual per diem allotment shall be increased by two (2) days per elected official in an election year to allow for additional training required in the first year of an election term.

- 6.3 For the purpose of the allocation of per diem as outlined in 6.2 above, "annually" is defined by election term, with year one (1) being initiated by the Organizational Meeting of Council in which Councillors are assigned to Task Force.
- 6.4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors duties relating specifically to emergency operations and coordination, in excess of four (4) hours per day shall qualify the parties for per diem, subject to approval from Council. Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

7. ADDITIONAL EXPENSES

- 7.1 Additional expenses will be reimbursed for items related to:
 - Education
 - Conventions registrations
 - Out of Town travel and accommodation

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business. At the start of each term and annually thereafter, the Mayor and each Councillor will be allocated a budget for discretionary education and/or travel expenditures eligible for reimbursement once a report to Council has been submitted. Unused budget allocations will carry forward each year throughout the term and will expire at the end of term.

Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time. Travel rates are in accordance with the Town's Human Resource Policy.

Non receipted meal allowances shall be reimbursed as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not deemed an eligible expense and will not be reimbursed.


Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached and must be approved by the Mayor.

3 clerical error

Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement/ payment once a report to Council has been presented.

8. TRANSITIONAL

This Policy comes into effect on the day it is passed by Council and supersedes C-01-19.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

REVISIONS September 2019 – C-01-19 C-04-14	
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REQUEST FOR DECISION

TITLE:	Bylaw #33.24 – Lehigh Road Closure (1 st Reading)
DATE:	October 21, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	Bylaw #33.24 – Lehigh Road Closure (1 st Reading)

SUMMARY:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters wherever feasible. However, it has been determined by engineering studies that it was not feasible to protect the neighbourhood of Lehigh from flooding by earth berms due to sandy subsoil conditions which allows the transfer of high river water through the porous sandy soils resulting in flooding by percolation.

The Government of Alberta has provided the Town of Drumheller funding for the purchase of all property within the Lehigh District to remove the improvements from this area and convert it into an Environmental Reserve. since the Town is now the registered owner of all the lots within the Lehigh neighbourhood, the Town can now move forward with closing the public roads and converting the land into an Environmental Reserve.

The Town of Drumheller is already in the process of restoring the land to their natural state and transforming it into an Environmental Reserve. This includes removing old roadways, utilities, and planting additional trees.

Therefore, since the Town is satisfied that these streets and lanes are no longer required for public streets nor will they be required for public streets in the foreseeable future, Administration recommends that Council proceed with the closure of streets and lanes in Lehigh.

RECOMMENDATION:

That Council gives first reading to Bylaw #33.24 – Lehigh Road Closure and set a Public Hearing date for November 18, 2024.

DISCUSSION:

All lands in the neighbourhood of Lehigh will be converted into an Environmental Reserve to align with the requirements of this project. As defined by Section 664(1) of the *Municipal Government Act*, an Environmental Reserve is land not suitable for development and contains features such as swamps, gullies, ravines, coulees, floodplains, or land adjacent to a body of water. ERs are used to preserve natural features of land, prevent pollution, ensure public access, and prevent the development of land that is subject to flooding or unstable

FINANCIAL IMPACT:

The costs to convert this land are included with the Flood Mitigation project and is a requirement of the provincial funding agreement.

STRATEGIC POLICY ALIGNMENT:

Flood Mitigation is the key strategic priority of this Council and Administration

COMMUNICATION STRATEGY:

Notice of the proposed Road Closure and Public Hearing will take place via:

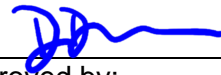
- a) newspaper ads in the Drumheller mail, running the weeks of October 30th and November 5th;
- b) letters to adjacent properties within 200m of the proposed road closures; and,
- c) on the Town of Drumheller website as a media release and on the Town calendar

MOTION:

That Council gives first reading to Bylaw #33.24 – Lehigh Road Closure and set a Public Hearing date for November 18, 2024.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 33.24
DEPARTMENT: DEVELOPMENT**

Lehigh Road Closure

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing certain public Streets and Lanes in the Lehigh District as depicted on the attached:

SCHEDULE – A

affecting River Road, Second Avenue, Third and Fourth Streets West and Lanes in Blocks 2, 3 and 5 on Plan 8168 F.S.

and

Second Avenue and Second Street West on Plan 881 0626

all within the

N.E.1/4 Sec. 31, in Township 27, Range 18, West of the 4th. Meridian.

(hereinafter referred to as "the said lands")

to public travel and acquiring title to the said lands in the name of the TOWN OF DRUMHELLER pursuant to Section 22 of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, as amended and dedicating the said lands as Environmental Reserve.

WHEREAS; the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters wherever feasible, and

WHEREAS; it has been determined by engineering studies that it was not feasible to protect the District of Lehigh from flooding by earth berms due to sandy subsoil conditions which allow the transfer of high river water through the porous sandy soils resulting in flooding by percolation, and

WHEREAS; since the Town is now the registered owner of all lots abutting the lands depicted on said Schedule – 'A' and the said lands are no longer required for public streets, nor will they be required for public streets in the foreseeable future; and

WHEREAS; the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by these street/lane closures; and

WHEREAS; a notice of these street/lane closures were published in the Drumheller Mail once a week for two consecutive weeks; on _____ and again on _____ the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

WHEREAS; the Council of the Town of Drumheller held a public hearing on the day of _____, 2024 at their regular or special meetings of Council in which all interested parties were provided an opportunity to be heard;

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta hereby enacts to close the said lands depicted on the attached Schedule – ‘A’ and more particularly described as lying within:

PLAN
BLOCK - 6
LOT 1ER (ENVIRONMENTAL RESERVE)
EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring titles to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of; 224 Centre Street, DRUMHELLER, Alberta T0J 0Y4 pursuant to Sections 22 of the Municipal Government Act, being Chapter M-26, of the Revised Statues of Alberta 2000, as amended and concurrently dedicating said lands to Environmental Reserve.

SHORT TITLE

This Bylaw may be cited as the “Lehigh Road Closure”

TRANSITIONAL

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

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this _____ day of _____ 2024.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

Seal

MINISTER OF ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS
127 LEGISLATURE BUILDING, 10800 - 97 AVENUE, EDMONTON, AB, T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 202_.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

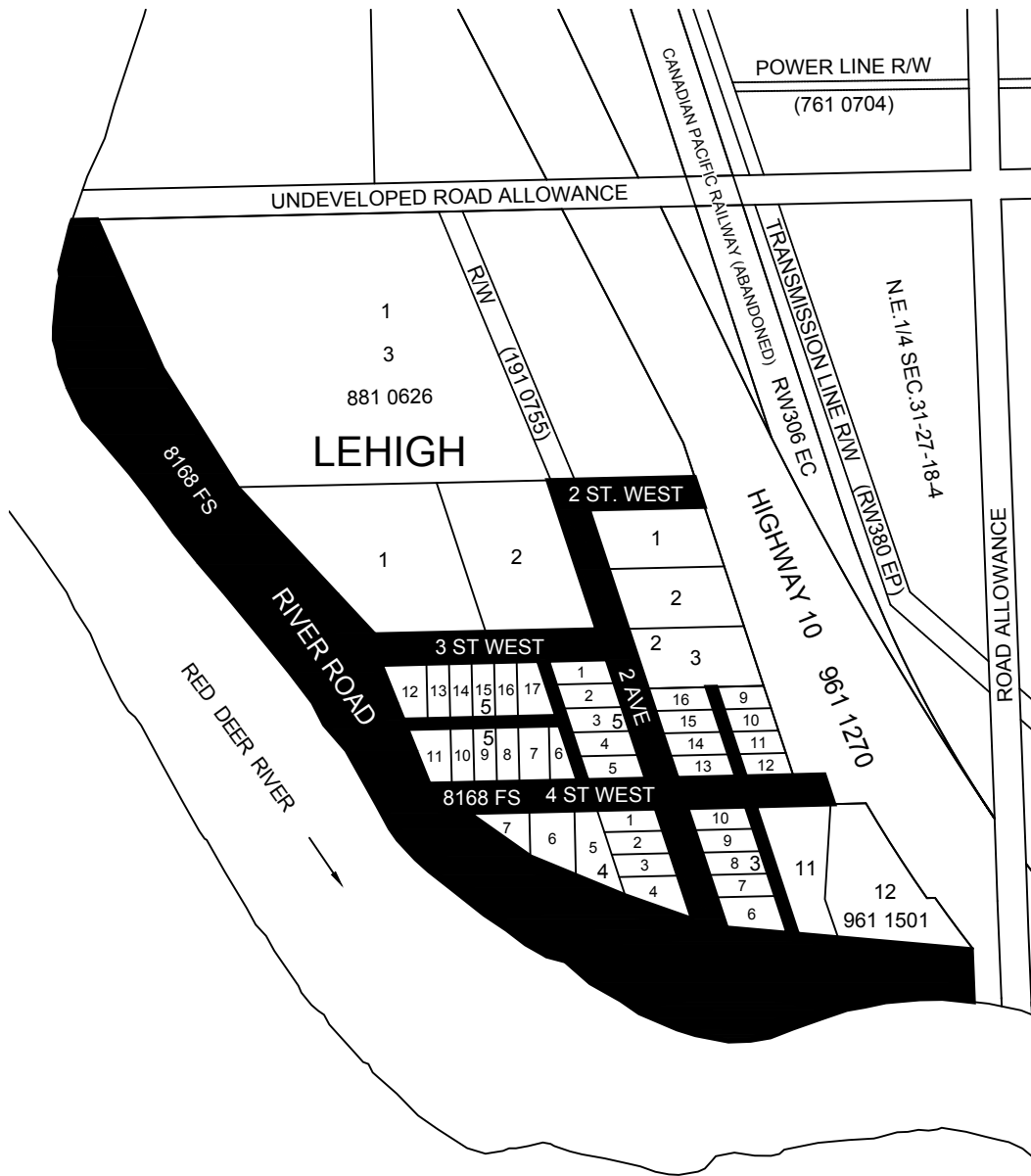
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 202_.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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



LEHIGH DISTRICT
DRUMHELLER, ALBERTA

DRUMHELLER FLOOD MITIGATION PROJECT
 PLAN SHOWING PROPOSED STREETS and
 LANES

TO BE CLOSED BY
 BY-LAW NO. **33.24**.....

AFFECTING RIVER ROAD, SECOND AVENUE,
 THIRD and FOURTH STREETS WEST, and
 LANES IN BLOCKS 2, 3 and 5 ON PLAN
 8168 F.S.

AND
 SECOND AVENUE and SECOND STREET WEST
 ON PLAN 881 0626

ALL WITHIN THE
 N.E. 1/4 SEC. 31, IN TOWNSHIP 27,
 RANGE 18, WEST OF THE 4TH MERIDIAN



SCALE= 1:5000 -2024- W.R. HUNTER, A.L.S.

LEGEND:

AREA TO BE CLOSED BY THIS BY-LAW
 SHOWN THUS:.....



0	11 SEPTEMBER 2024	ISSUED	HUNTER SURVEY SYSTEMS LTD. CALGARY, ALBERTA FILE: 20-035 (Lehigh)
NO.	DATE	DETAIL	

REQUEST FOR DECISION

TITLE:	LS-C-01 – Policy Development
DATE:	October 21, 2024
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	LS-C-01 – Policy Development C-01-89 – Policy Making

SUMMARY:

The current policy, C-01-89 - Policy Making, was established in 1989 when Drumheller was designated as a city. This policy outlines Council’s authority to make policies but contains outdated references and procedures that are no longer relevant or reflective of current operations. The proposed new Policy for Policy Development updates the framework to reflect the Town’s current structure, improves the process for policy creation , and assigns responsibility for policy maintenance and review to departments, with Legislative Services overseeing tracking and maintenance.

RECOMMENDATION:

Administration recommends that Council repeal C-01-89 – Policy Making and adopt the newly revised LS-C-01 – Policy Making

DISCUSSION:

The existing C-01-89 policy is now outdated. Specifically:

- The policy references committees, departments, and job titles that no longer exist.
- The policy format and approval procedures outlined in C-01-89 are no longer aligned with current administrative practices.
- The designation of "City of Drumheller" should be replaced with "Town of Drumheller" to reflect the current municipal status.

The proposed new Policy Making Policy establishes a modern framework:

- It assigns each department responsibility for creating and maintaining its own policies and procedures.
- The Legislative Services department will oversee the maintenance, tracking, and review of all policies.
- The tracking system currently using Excel spreadsheets can be adapted for future technologies, allowing the Town to transition to more advanced databases or systems for managing policies.

This new policy ensures that all policies are reviewed for consistency and legal compliance while keeping administrative practices up-to-date with the Town's evolving needs.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

The new Policy Making Policy aligns with the Town's strategic goals by:

- Enhancing operational efficiency through clearly defined roles and responsibilities in policy development.
- Promoting transparency by establishing standardized procedures for policy approval and review.
- Ensuring that the Town's governance framework remains current and adaptable to future technological advancements and administrative needs.

COMMUNICATION STRATEGY:

Upon Council's approval of the new policy, LS-C-01 - Policy Making:

- The Legislative Services department will communicate the changes to all departments, ensuring they understand their responsibilities in policy development and review.
- The repeal of C-01-89 and the adoption of the new policy will be documented in the Town's records, and the updated policy will be posted on the Town's website.

MOTION:

Moved that Council repeal *Policy C-01-89 – Policy Making* and adopt Policy *LS-C-01 – Policy Development*, as presented.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



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

COUNCIL POLICY

NAME: Policy Development	POLICY NUMBER: LS-C-01
DEPARTMENT: Legislative Services	SUPERSEDES: C-01-89
DATE APPROVED: October 21, 2024	Review Date: October 21, 2027

1. POLICY STATEMENT

The Town of Drumheller is committed to the development, implementation, and maintenance of clear, effective, and consistent *policies* that reflect the goals and values of the community. This *policy* establishes a standardized process for the creation, approval, review, and tracking of all Town *policies* to ensure transparency, accountability, and proper governance.

2. PURPOSE

To define the framework by which Town *policies* are developed, approved, maintained, and reviewed. This ensures that *policies* are comprehensive, current, and support the effective and efficient operations of the Town of Drumheller.

3. SCOPE

3.1. This *policy* applies to all Council members and Employees of the Town of Drumheller. It governs the creation, review, amendment, and maintenance of all *Council Policies* and *Administrative Policies* developed by the Town of Drumheller.

4. DEFINITIONS

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

- a) “*Policy*” means a formal written statement that provides guidance and direction on how the Town will address specific issues or operations;
- b) “*Procedure*” means a detailed set of instructions on how to implement or comply with a *Policy*;
- c) “*Council Policies*” means *policies* created and approved by the Town of Drumheller Council to provide direction on governance, legislative, or broad community issues;
- d) “*Administrative Policies*” means *policies* created and managed by Town of Drumheller Administration and approved by the Chief Administrative Officer to guide the internal operations and management of the Town’s services and resource; and
- e) “*Town*” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town*, as the context may require.

5. RESPONSIBILITIES

5.1. Council Members are responsible for:

- a) approving all *Council Policies* and reviewing any *Administrative Policies* that require Council input or direction; and
- b) ensuring that *Council Policies* reflect the strategic direction and goals of the Town of Drumheller.

5.2. Managers and Directors are responsible for:

- a) the development, drafting, and initial review of *Administrative Policies* related to their operations;
- b) ensuring that their *policies* are reviewed as required, but not less than every three (3) years; and
- c) ensuring that their *policies* remain current, relevant, and aligned with *Town* priorities.

5.3. The Manager of Legislative Services is responsible for:

- a) overseeing the *Policy* development process for both *Council Policies* and *Administrative Policies*, ensuring that all *policies* are reviewed for legal compliance and consistency with other municipal *policies* and provincial legislation; and
- b) maintaining a centralized repository of all Council and *Administrative Policies* and *procedures*.

6. PROCEDURES

6.1. *Council policies*:

- a) may be proposed by Council members, Administration, or external stakeholders when appropriate;
- b) shall be prepared in collaboration with the Manager of Legislative Services to ensure consistency, legal compliance, and alignment with the strategic priorities of the *Town*;
- c) shall, once approved by the Manager of Legislative Services, be presented to Council for approval by resolution during a Regular Meeting of Council; and
- d) once approved by a motion of Council, the *policy* document shall be added to the official repository, uploaded to the *Town's* website, and shared with all relevant parties.

6.2. *Administrative Policies*:

- a) are developed by individual departments to address operational matters or internal *procedures*;
- b) shall be drafted by Directors or Managers or their designates, ensuring the *policies* are operationally relevant and comply with overarching *Council policies* and provincial legislation;

- c) shall be submitted to the Manager of Legislative Services for review to ensure consistency with existing *policies*, legal compliance, and overall alignment with Town governance;
- d) once approved by the Manager of Legislative Services, shall be reviewed and approved by the Chief Administrative Officer (CAO); and
- e) once signed by the Chief Administrative Officer, the *policy* document shall be added to the official repository, uploaded to the *Town* staff intranet, uploaded to the Town website if relevant to the general public, and shared with all *Town* staff.

6.3. *Policy Maintenance and Review:*

- a) All Council and *Administrative Policies* and *procedures* shall be maintained by Legislative Services in a centralized electronic and physical repository to ensure accessibility and control.
- b) Legislative Services shall maintain a tracking system for all *policies*, recording the approval date, any amendments, and the next scheduled review date.
- c) All *policies* shall be subject to periodic review at intervals determined at the time of adoption, typically every three (3) years, or as necessary to reflect legislative or operational changes.
- d) The review of *Administrative Policies* shall be initiated by the respective Directors or their designated representatives.
- e) The review of *Council Policies* shall be initiated and overseen by the Manager of Legislative Services or their designated representative.

6.4. *Policy Amendments*

- a) Administration or Council may propose amendments to existing *policies* as needed due to changes in operations, legislation, or feedback from stakeholders.
- b) Proposed amendments to *Council Policies* follow the same process as new *policies* in section 6.1 and proposed amendments to *Administrative Policies*, follow the same process as new *policies* in section 6.2.

7. RELATED DOCUMENTS

- 7.1. *Policy Template*
- 7.2. Guide: How to Write a *Policy*

8. TRANSITIONAL

- 8.1. This *Policy* comes into effect on the day it is passed by resolution of Council and is duly signed and sealed.
- 8.2. This *Policy* repeals *Policy #C-01-89 – Policy Making*.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TITLE: CITY OF DRUMHELLER
POLICY MAKING

DEPARTMENT: General

POLICY NO.: 1-89

APPROVAL DATE:

SUPERCEDES: N/A

March 24, 1989

PURPOSE:

TO ENSURE THAT THE COUNCIL OF THE CITY OF DRUMHELLER, HAVING THE AUTHORITY AND LEGAL RESPONSIBILITY FOR THE ESTABLISHMENT OF POLICIES FOR THE CITY OF DRUMHELLER WILL DEVELOP POLICIES IN CLOSE CONSULTATION AND CO-OPERATION WITH CITY DEPARTMENTS, STAFF AND BOARDS AND COMMISSIONS WHEN AND WHERE CONSIDERED APPLICABLE, DESIRABLE AND FOR THE WELL BEING FOR THE ADMINISTRATION OF ALL CIVIC DEPARTMENTS.

POLICY STATEMENT:

THE COUNCIL OF THE CITY OF DRUMHELLER SHALL ESTABLISH POLICIES TO GUIDE THE FUTURE DISCRETIONARY ACTIONS OF THE MANAGEMENT AND ADMINISTRATION OF CITY OPERATIONS, AND SHALL EXPECT ALL MANAGEMENT AND OTHER PERSONNEL TO BE KNOWLEDGEABLE OF THESE POLICIES THAT ARE RELEVANT TO THEIR DUTIES.

1. Initiation

1.1 Initial suggestions for Policy development may emanate from the following:

1.1.1 City Council

1.1.2 Management Committee

1.1.3 Civic Boards, Commissions, Authorities

1.1.4 Civic Staff

1.1.5 Public at large

1.2 The policy sponsor will implement the following policy approval procedure:

1.2.1 all proposed policies will be referred to the City Manager, who will introduce said proposed policy to the Management Committee, for discussion and review if necessary.

1.2.2 the proposed policy, following review by the Management Committee will then be presented to the Legislative Committee of City Council.

1.2.3 the Legislative Committee will be the vehicle to forward all proposed policies to City Council for adoption.

1.2.4 all policies (proposed and adopted) shall be prepared in the Policy Format as detailed on Page 3, of and forming part of this policy.

1.2.5 the recording of the policy will be noted in the minutes of the Council meeting.

1.3 At all times there must be concern for the legality (Federal and Provincial Statutes) of all proposed Policies and steps must be taken to ensure that no such Statutes or Regulations are contravened by such proposed Policies.

2. Preparation and Implementation

- 2.1 The Chairman of the Legislative Committee is responsible for providing the Committee policy recommendations to Council.
- 2.2 The City Clerk shall be responsible for recording the final adoption of policies into the minutes and the Policy Manual.
- 2.3 All policies shall be coded and indicate the date of approval.
- 2.4 The City Manager, or designate shall be responsible for forming guidelines and such procedures as necessary.
- 2.5 Policies will be reviewed on an on going basis and revised as necessary to adjust to changing circumstances.

POLICY FORMAT

TITLE:

DEPARTMENT:

POLICY NO.:

APPROVAL DATE:

SUPERCEDES:

PURPOSE:

POLICY STATEMENT:

PROCEDURE:

REQUEST FOR DECISION

TITLE:	2024 Lehigh Property Demolition and Clean Up
DATE:	October 21, 2024
PRESENTED BY:	Mark Steffler, P.Eng., Technical Advisor
ATTACHMENTS:	None

SUMMARY:

As of August 1, 2024, the Town has taken possession of the remaining five (5) Lehigh Floodway Buyout properties. The Town now owns all properties in Lehigh and is now in the process of final demolition/cleanup of any remaining structures to return the lands back to natural condition. Once completed, road closure bylaw will be done to remove roads, consolidate all lots, and designate area as Environmental Reserve (ER). The five remaining properties to be remediated are:

- 224 2 Ave W- Lehigh
- 244 3 St W - Lehigh
- 245 3 St W – Lehigh
- 228 4 St W – Lehigh
- 222 4 St W Lehigh

The cleanup includes 106 2St W, which was acquired in 2023, with house and shop sold to third parties to salvage. The house and shop have recently been moved and the property is now ready for final remediation.

In July 2023 the Town issued a Request For Qualifications (RFQ) to prequalify demolition contractors. Tenders for the cleanup were issued to prequalified contractors on September 12 and closed on October 03, 2024, with the following results:

Contractor	Total (Excl GST)
Roadbridge Services Ltd	\$325,029.64
Priestly Demolition Inc	\$387,587.88
Titan Demolition and Contracting Ltd	\$430,850.00

RECOMMENDATION:

Administration recommends demolition and cleanup of the remaining Lehigh properties be awarded to Roadbridge Services Ltd In the amount of \$325,029.64 excluding GST.

DISCUSSION:

In the past it has taken purchasers up to a year to coordinate removal of structures. For this round of cleanup, Administration decided to not publicly advertise the properties for third party salvage in order to expedite cleanup of the lands and eliminate ongoing site security issues. Site visit was completed with Warkentin Building Movers (movers of previous Floodway Buyout property

structures), to evaluate structures for marketability and ease/cost effectiveness of relocation. Only the 224 2 Ave W house and 244 3 St W garage were determined to be marketable/moveable and were sold to Warkentin for a nominal price.

Work to be completed under this tender includes:

- Removal of existing structures, foundations, and basement backfill,
- General site debris cleanup and removal,
- Septic tank and water well removal/abandonment
- Reclamation, topsoiling and seeding of onsite gravel driveways,
- Removal of internal fencing

ATCO overhead electrical lines, poles and streetlights were removed in September. Two of the three existing accesses are scheduled to be removed beginning November. The existing 4 St will be retained, and swing gate installed. Reclamation of existing gravel roads, abandoning water services and final landscaping/tree planting will be completed in 2025.

Demolition and cleanup construction is tentatively scheduled to commence November 1 and be completed by the end of the month.

FINANCIAL IMPACT:

The property demolition and cleanup cost are eligible for funding under the Provincial \$20M Flood Relocation/Mitigation Buyout and Federal Disaster Mitigation and Adaptation (DMAF) grants. Removal of accesses and 2025 work will be funded under the recently approved Drought and Flood Protection Program (DFPP) grant funding programs

STRATEGIC POLICY ALIGNMENT:

The community of Lehigh is located within Red Deer River Floodway. Buyout of properties within the floodway and returning lands to natural conditions was identified as a cost-effective strategy as part of Councils Vision:

“through proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

COMMUNICATION STRATEGY:

A letter of award will be provided to the successful proponent, and letters of non-award will be provided to the unsuccessful proponents.

MOTION:

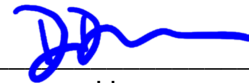
Moved that Council approve the award of the Lehigh Property Demolition and Cleanup tender to Roadbridge Services Ltd In the amount of \$325,029.64 excluding GST.



Prepared by:
Mark Steffler, P.Eng.
DRFM Technical Advisor



Reviewed By:
Deighen Blakely, P. Eng
DRFM Project Director



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



Reviewed and Approved by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block 44 2 Avenue, Nacmine
DATE:	October 21, 2024
PRESENTED BY:	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
ATTACHMENTS:	Certificate of Approval with Parcel Map – Schedule ‘A’ Resolution to Proceed with Expropriation

SUMMARY:

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the Nacmine Berm starting in the spring of 2025, partial acquisition of this parcel is required. Negotiations with the impacted landowner began in August 2023, and have been ongoing over the past several months. The subject partial acquisition property owner has rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution Approving Expropriation was originally passed by Council on February 26, 2024, followed by the Certificate of Approval, which was approved on June 3, 2024. However, the property boundary used in the Certificate of Approval was disputed by Public Lands. As a result, the Certificate of Approval could not be registered within the 120-day statutory time frame (starting when the Notice of Intention to Expropriate (NOITE) was registered), and as result the NOITE was cancelled by Alberta Land Titles. A second Resolution Approving Expropriation was passed by Council on August 12, 2024. The NOITE has been served on the registered property owner and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

RECOMMENDATION:

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to a portion of 44 2 Avenue (Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block), as presented.

DISCUSSION:

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, partial parcel

acquisitions can be made at the higher of the appraised or assessed value. An offer has been made to the impacted property owner for the Nacmine Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after expropriation is effected (by registration of Certificate of Approval at Land Titles Office).

The Flood Office survey professional met with Public Lands in July to come to a resolution on the property boundary along the Red Deer River, and the attached Schedule A reflects the current understanding of the property boundary.

FINANCIAL IMPACT:

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. The Federal Disaster Mitigation and Adaptation Fund (DMAF) grant program can be used to cover up to 40% of the land-only costs for berm construction. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

STRATEGIC POLICY ALIGNMENT:

Town Bylaw 11.21 states that Council's Vision is *"through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage"*. Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

COMMUNICATION STRATEGY:

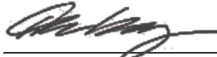
Direct Notice of the Expropriation (completed by registering the Certificate of Approval and Resolution with Land Titles), and serving the Notice of Expropriation, Notice of Possession, and Notice of Proposed Payment on the affected property owner, and all parties with a registered interest in the subject lands, will be completed as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

MOTION:

Moved that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to a portion of land described as Plan Nacmine 7125DD, Block "B", Excepting that portion which lies to the east of a line drawn parallel with and one hundred and three (103) feet perpendicularly distant north westerly from the south easterly boundary of said block; Title Number 061 102 801.



Prepared by:
Tara Paradis, EIT
DRFMO Project Assistant



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



Approved by:
Darryl Drohomerski
Chief Administrative Officer

**Form 4
Expropriation Act
(Section 18)**

CERTIFICATE OF APPROVAL

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

THAT PORTION OF:

**“PLAN NACMINE 7125DD
BLOCK "B"**

**EXCEPTING THAT PORTION WHICH LIES TO THE EAST OF A LINE DRAWN
PARALLEL WITH AND ONE HUNDRED AND THREE (103) FEET PERPENDICULARLY
DISTANT NORTH WESTERLY FROM THE SOUTH EASTERLY BOUNDARY OF SAID
BLOCK
EXCEPTING THEREOUT ALL MINES AND MINERALS”**

INCLUDING:

FEE SIMPLE ESTATE WHICH LIES WITHIN:

PLAN

AREA 'A'

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the “Lands”)

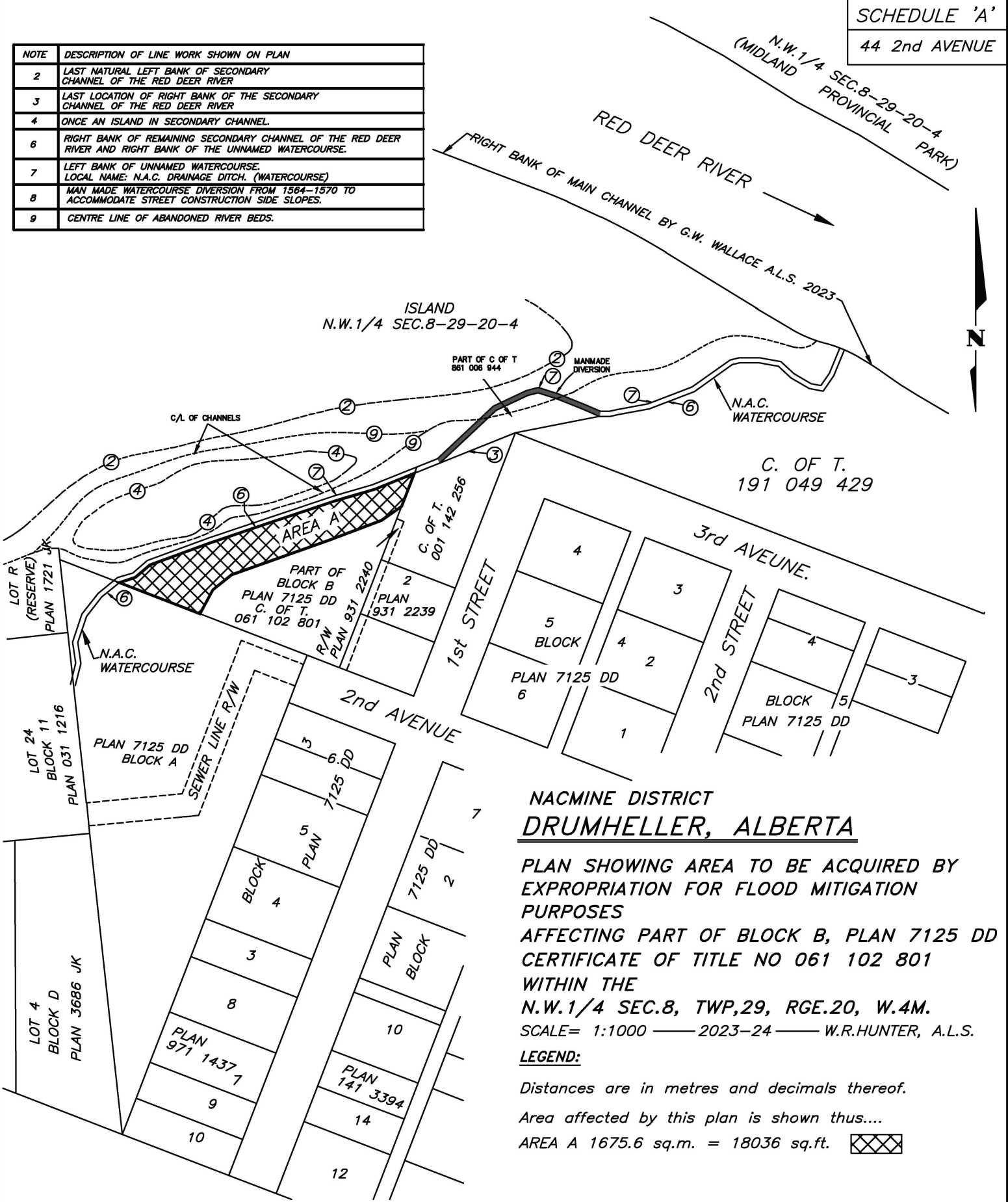
1. The nature of the interest in the lands expropriated is: the fee simple estate shown and marked as Area 'A' on Schedule 'A'.
2. The work or purpose for which the interest in the lands is expropriated is:
 - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
 - for the retention and development of Natural Areas, Environmental Reserves, Municipal Reserves, Public Utility Lots, and other uses as approved by approval authorities; and
 - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**
224 Centre Street
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the name of Robert Mills in Certificate of Title Number 061 102 801.

Dated this ____ day of _____, 2024.

TOWN OF DRUMHELLER

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

NOTE	DESCRIPTION OF LINE WORK SHOWN ON PLAN
2	LAST NATURAL LEFT BANK OF SECONDARY CHANNEL OF THE RED DEER RIVER
3	LAST LOCATION OF RIGHT BANK OF THE SECONDARY CHANNEL OF THE RED DEER RIVER
4	ONCE AN ISLAND IN SECONDARY CHANNEL.
6	RIGHT BANK OF REMAINING SECONDARY CHANNEL OF THE RED DEER RIVER AND RIGHT BANK OF THE UNNAMED WATERCOURSE.
7	LEFT BANK OF UNNAMED WATERCOURSE. LOCAL NAME: N.A.C. DRAINAGE DITCH. (WATERCOURSE)
8	MAN MADE WATERCOURSE DIVERSION FROM 1564-1570 TO ACCOMMODATE STREET CONSTRUCTION SIDE SLOPES.
9	CENTRE LINE OF ABANDONED RIVER BEDS.



**NACMINE DISTRICT
DRUMHELLER, ALBERTA**

**PLAN SHOWING AREA TO BE ACQUIRED BY
EXPROPRIATION FOR FLOOD MITIGATION
PURPOSES
AFFECTING PART OF BLOCK B, PLAN 7125 DD
CERTIFICATE OF TITLE NO 061 102 801
WITHIN THE
N.W.1/4 SEC.8, TWP,29, RGE.20, W.4M.
SCALE= 1:1000 — 2023-24 — W.R.HUNTER, A.L.S.**

LEGEND:

Distances are in metres and decimals thereof.
Area affected by this plan is shown thus....
AREA A 1675.6 sq.m. = 18036 sq.ft.

REV.	DATE	DESCRIPTION
3	Aug. 8, 2024	REVISED BOUNDARY (VERSION 1)
2	Feb. 20, 2024	REVISED BOUNDARY LINE
1	Feb. 7, 2024	TRAVERSED REMAINING RIVER CHANNEL ADD
0	Nov. 25, 2023	ISSUED

HUNTER SURVEY SYSTEMS LTD.
 CALGARY, ALBERTA
 FILE: 23-256-C OF T-2AVE-R3-V1 NACMINE

RESOLUTION OF COUNCIL OF THE TOWN OF DRUMHELLER

WHEREAS a Notice of Intention to Expropriate was served by the Town of Drumheller on September 25, 2024, on the Landowner and all parties with a registered interest in the subject lands and duly published, in accordance with the *Expropriation Act*;

AND WHEREAS no Notice of Objection has been received from the Landowner or any party with a registered interest in the subject lands;

AND WHEREAS the period during which an Objection can be issued by the Landowner or any party with a registered interest in the subject lands has expired;

AND UPON consideration of the Request for a Decision dated October 21, 2024, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation is fair, sound, and reasonably necessary, and in the public interest and good, to achieve the objectives of the Town;

NOW THEREFORE BE IT RESOLVED:

1. THAT pursuant to its authority under the *Municipal Government Act* and the *Expropriation Act*, the Town of Drumheller, as approving authority, hereby approves the expropriation of the lands and interests being depicted on the attached Certificate of Approval (Attachment #1);
2. THAT the officers, servants or agents of the Town of Drumheller and the solicitors for the Town of Drumheller be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise, and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

Dated this _____ day of _____, 2024

Motion Carried

Town of Drumheller

Heather Colberg, Mayor

Darryl Drohomerski, CAO

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Plan Nacmine 7125DD, that portion of the south easterly thirty one and forty hundredths (31.40) metres in perpendicular width of Block "B" which lies to the north east of the south west twenty two and eighty six hundredths (22.86) metres of the said Block "B", excepting thereout: Subdivision Plan 9312239 containing 0.072 hectares (0.180 acres) more or less 287 1 Street, Nacmine
DATE:	October 21, 2024
PRESENTED BY:	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
ATTACHMENTS:	Certificate of Approval with Parcel Map – Schedule 'A' Resolution to Proceed with Expropriation

SUMMARY:

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the Nacmine Berm starting in the spring of 2025, partial acquisition of this parcel is required. Negotiations with the impacted landowners began in August 2023, and have been on-going over the past several months. The subject partial acquisition property owners have rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution Approving Expropriation was originally passed by Council on February 26, 2024, followed by the Certificate of Approval, which was approved on June 3, 2024. However, the property boundary used in the Certificate of Approval was disputed by Public Lands. As a result, the Certificate of Approval could not be registered within the 120-day statutory time frame (starting when the Notice of Intention to Expropriate (NOITE) was registered), and as result the NOITE was cancelled by Alberta Land Titles. A second Resolution Approving Expropriation was passed by Council on August 12, 2024. The NOITE has been served on the registered property owners and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

RECOMMENDATION:

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to a portion of 287 1 Street (Plan Nacmine 7125DD, that portion of the south easterly thirty one and forty hundredths (31.40) metres in perpendicular width of Block "B" which lies to the north east of the south west twenty two and eighty six hundredths (22.86) metres of the said Block "B", excepting thereout: Subdivision Plan 9312239 containing 0.072 hectares (0.180 acres) more or less), as presented.

DISCUSSION:

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, partial parcel acquisitions can be made at the higher of the appraised or assessed value. An offer has been made to the impacted property owners for the Nacmine Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after expropriation is effected (by registration of Certificate of Approval at Land Titles Office).

The Flood Office survey professional met with Public Lands in July to come to a resolution on the property boundary along the Red Deer River, and the attached Schedule A reflects the current understanding of the property boundary.

FINANCIAL IMPACT:

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. The Federal Disaster Mitigation and Adaptation Fund (DMAF) grant program can be used to cover up to 40% of the land-only costs for berm construction. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

STRATEGIC POLICY ALIGNMENT:

Town Bylaw 11.21 states that Council's Vision is *"through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage"*. Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

COMMUNICATION STRATEGY:

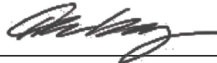
Direct Notice of the Expropriation (completed by registering the Certificate of Approval and Resolution with Land Titles), and serving the Notice of Expropriation, Notice of Possession, and Notice of Proposed Payment on the affected property owners, and all parties with a registered interest in the subject lands, will be completed as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

MOTION:

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



Prepared by:
Tara Paradis, EIT
DRFMO Project Assistant



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



Approved by:
Darryl Drohomerski
Chief Administrative Officer

**Form 4
Expropriation Act
(Section 18)**

CERTIFICATE OF APPROVAL

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

THAT PORTION OF:

**“PLAN NACMINE 7125DD
THAT PORTION OF THE SOUTH EASTERLY THIRTY ONE AND FORTY HUNDREDTHS
(31.40) METRES IN PERPENDICULAR WIDTH OF BLOCK "B" WHICH LIES TO
THE NORTH EAST OF THE SOUTH WEST TWENTY TWO AND EIGHTY SIX
HUNDREDTHS (22.86) METRES OF THE SAID BLOCK "B"
EXCEPTING THEREOUT:
SUBDIVISION PLAN 9312239 CONTAINING 0.072 HECTARES
(0.180 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS”**

INCLUDING:

FEE SIMPLE ESTATE WHICH LIES WITHIN:

**PLAN
AREA 'A'
EXCEPTING THEREOUT ALL MINES AND MINERALS**

(hereinafter referred to as the “Lands”)

1. The nature of the interest in the lands expropriated is: the fee simple estate shown and marked as Area 'A' on Schedule 'A'.
2. The work or purpose for which the interest in the lands is expropriated is:
 - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
 - for the retention and development of Natural Areas, Environmental Reserves, Municipal Reserves, Public Utility Lots, and other uses as approved by approval authorities; and
 - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**
224 Centre Street
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the name of Ben Wurz and Debra Wurz in Certificate of Title Number 001 142 256.

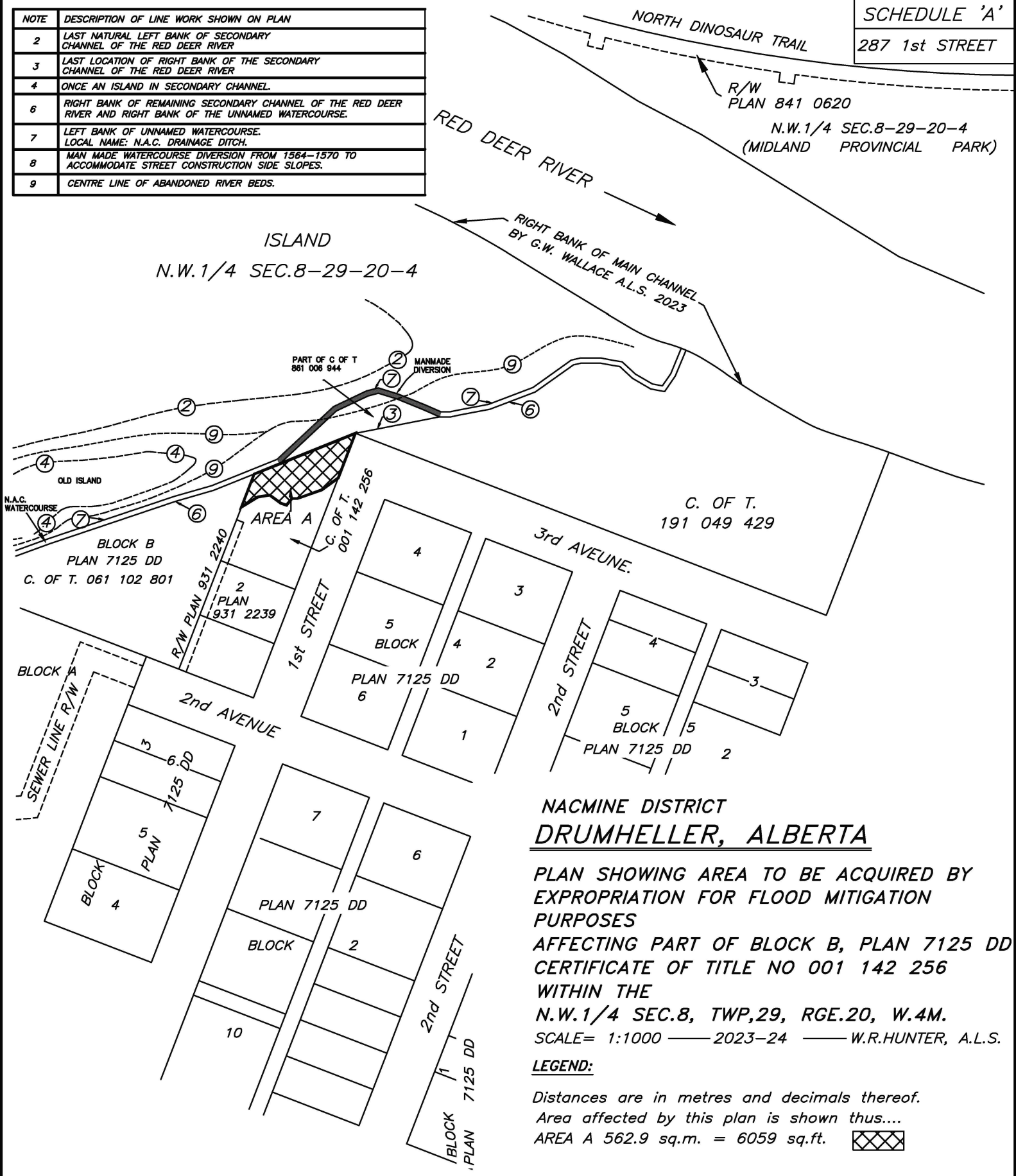
Dated this ____ day of _____, 2024.

TOWN OF DRUMHELLER

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

NOTE	DESCRIPTION OF LINE WORK SHOWN ON PLAN
2	LAST NATURAL LEFT BANK OF SECONDARY CHANNEL OF THE RED DEER RIVER
3	LAST LOCATION OF RIGHT BANK OF THE SECONDARY CHANNEL OF THE RED DEER RIVER
4	ONCE AN ISLAND IN SECONDARY CHANNEL.
6	RIGHT BANK OF REMAINING SECONDARY CHANNEL OF THE RED DEER RIVER AND RIGHT BANK OF THE UNNAMED WATERCOURSE.
7	LEFT BANK OF UNNAMED WATERCOURSE. LOCAL NAME: N.A.C. DRAINAGE DITCH.
8	MAN MADE WATERCOURSE DIVERSION FROM 1564-1570 TO ACCOMMODATE STREET CONSTRUCTION SIDE SLOPES.
9	CENTRE LINE OF ABANDONED RIVER BEDS.

SCHEDULE 'A'
287 1st STREET



**NACMINE DISTRICT
DRUMHELLER, ALBERTA**

PLAN SHOWING AREA TO BE ACQUIRED BY EXPROPRIATION FOR FLOOD MITIGATION PURPOSES
AFFECTING PART OF BLOCK B, PLAN 7125 DD
CERTIFICATE OF TITLE NO 001 142 256
WITHIN THE
N.W.1/4 SEC.8, TWP,29, RGE.20, W.4M.
SCALE= 1:1000 — 2023-24 — W.R.HUNTER, A.L.S.

LEGEND:
Distances are in metres and decimals thereof.
Area affected by this plan is shown thus...
AREA A 562.9 sq.m. = 6059 sq.ft. XXXX

REV.	DATE	DESCRIPTION
3	Aug. 8, 2024	BOUNDARY REVISED (VERSION 1)
2	Feb 12, 2024	TITLE NUMBER CORRECTION
1	Feb 7, 2024	TRAVERSED REMAINING RIVER CHANNEL ADD
0	Nov. 27, 2023	ISSUED

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA

FILE: 23-256-C OF T-1ST-R3-V1 NACMINE

RESOLUTION OF COUNCIL OF THE TOWN OF DRUMHELLER

WHEREAS a Notice of Intention to Expropriate was served by the Town of Drumheller on September 25, 2024, on the Landowners and all parties with a registered interest in the subject lands and duly published, in accordance with the *Expropriation Act*;

AND WHEREAS no Notice of Objection has been received from the Landowners or any party with a registered interest in the subject lands;

AND WHEREAS the period during which an Objection can be issued by the Landowners or any party with a registered interest in the subject lands has expired;

AND UPON consideration of the Request for a Decision dated October 21, 2024, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation is fair, sound, and reasonably necessary, and in the public interest and good, to achieve the objectives of the Town;

NOW THEREFORE BE IT RESOLVED:

1. THAT pursuant to its authority under the *Municipal Government Act* and the *Expropriation Act*, the Town of Drumheller, as approving authority, hereby approves the expropriation of the lands and interests being depicted on the attached Certificate of Approval (Attachment #1);
2. THAT the officers, servants or agents of the Town of Drumheller and the solicitors for the Town of Drumheller be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise, and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

Dated this _____ day of _____, 2024

Motion Carried

Town of Drumheller

Heather Colberg, Mayor

Darryl Drohomerski, CAO

REQUEST FOR DECISION

TITLE:	Property Tax Write-off
DATE:	October 21, 2024
PRESENTED BY:	Victoria Chan CPA, CGA, LL.B, LL.M Chief Financial Officer/Director of Corporate and Community Services
ATTACHMENTS:	Map of Properties subject to tax write-off

SUMMARY:

Administration is seeking Council approval to write-off the listed outstanding property taxes as uncollectible (bad debts).

RECOMMENDATION:

Administration recommends that Council to write-off the listed outstanding property taxes as bad debts to update the Town's tax roll and tax receivables in preparation for the year-end.

DISCUSSION:

Section 347 of the *Municipal Government Act* allows the cancellation and/or refund of property taxes approved by the Council.

There are three property tax accounts that are deemed uncollectible as the ownerships have been converted to the Town's title years ago and require Council approval to write-off.

	Roll #	Legal Description or Civic Address	Outstanding Taxes	Date of Title
1.	000.16045809	Meridian: 4; Range: 19; Township: 28; Section: 28; Part of SW; Quarter Section: SW	\$16,150.74	January 2, 2007
2.	000.05010707	1010 12 Avenue SE Drive	\$4,767.84	January 2, 2007
3.	000.17001405	572 Hunter Drive	\$53,447.86	November 2, 2016

All these property titles were changed to the Town of Drumheller years ago, so the outstanding taxes are now rendered uncollectible. Administration considers this tax write-off request as a housekeeping item to keep the tax roll and the tax receivable listing current.

FINANCIAL IMPACT:

The total tax write-off request is \$74,366.44, inclusive of tax and penalties. Finance will reverse the penalty/interest revenue for 2024 and cancel the balance forward from previous year for the tax receivable (asset item).

STRATEGIC POLICY ALIGNMENT:

Once approved, both tax accounts will be updated to reflect the write-offs to ensure our financial records and financial statements are accurate and timely.

COMMUNICATION STRATEGY:

N/A

MOTION:

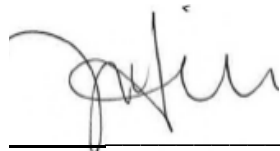
Moved that Council approves the write-off of outstanding taxes in the amount of \$16,150.74 for Tax Roll No. 000.16045809 as bad debt expense.

MOTION:

Moved that Council approves the write-off of outstanding taxes in the amount of \$4,767.84 for Tax Roll No.000.05010707 as bad debt expense.

MOTION:

Moved that Council approves the write-off of outstanding taxes in the amount of \$53,823.37 for Tax Roll No. 000.17001405 as bad debt expense.



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



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



Roll Number:
16045809

Rosedale

- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

Intended Print Size:

- LEDGER
- ANSI D

This Document is To Be Used For Illustrative Purposes Only



12 Ave SE

05010707

Spruce Drive



Roll Number:
05010707
Civic Address:
1010 12th Ave SE

- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

Intended Print Size:

LEDGER ANSI D

This Document is To Be Used For Illustrative Purposes Only

Roll Number 17001405 - 572 Hunter Drive



REQUEST FOR DECISION

TITLE:	2025 Tax Recovery Public Auction – Establish Reserve Bid Values & Terms
DATE:	October 21, 2024
PRESENTED BY:	Victoria Chan, Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENT:	2024 Tax Recovery Public Auction List

SUMMARY:

As part of the tax recovery process under the section 418 of the *Municipal Government Act* (MGA), properties with a registered tax caveat must be offered for public auction within one year after the date of the tax caveat. Council is the authorizing body to set the terms and reserve bid amounts for the properties. The Town’s precedence is that the terms are cash, or cash equivalent, and the reserve bid for each property has been premised on its current year’s assessment value.

RECOMMENDATION:

Administration recommends that Council set the assessed value as at July 1, 2024, as the reserve bid price for properties for the January 24, 2025, tax recovery auction. Furthermore, the successful bidder must pay via cash, or cash equivalent.

DISCUSSION:

Section 419 of the MGA states that Council must set a reserve bid for each property and the reserve bid must be as close as reasonable possible to market value of the property. The municipality may obtain advice from independent and professional appraiser to provide an appraiser report for concluding a market value for setting the reserve price. In addition, Council may set the terms and conditions that apply to the sale.

The properties listed on the attached listing have had caveats registered against them as required and are now due for public auction. Property assessment values are updated on an annual basis and are based on market values using the mass appraisal approach. These are preliminary values as of July 31, 2024.

As in previous years, Administration is recommending using the most current assessment values to the set the reserve selling prices for the following reasons:

- This method is the most cost effective and quickest method in determining a reserve bid
- Although appraisal reports would provide a more accurate market value, the appraisal costs will be charged back to the property
- Access to the properties may not be readily available to a real estate appraiser until the municipality assumes the title of the property

As for the terms and conditions for the sale, Administration recommends the following:

- Accepted method of payment are cash, certified cheque or wire transfer

Request for Decision

- 10% of the sale price on the day of the auction and the remainder to be paid within 60 days following the auction

Failing to establish a reserve bid for the attached properties, would result in cancellation of the auction. The existing tax notification caveat on title must be removed, and the tax recovery process would begin again in its entirety.

PROPERTIES NOT SOLD AT PUBLIC AUCTION:

There are three options available to the municipality, as follows:

(1) 'Tax Forfeiture' Title

The municipality does not purchase the property but registers its name on title of the property by registering a 'Tax Forfeiture'. This allows the municipality to rent, license, lease, or dispose of the property, at a price as close as reasonably possible to market value to recoup the property taxes. If the property is not disposed of, the municipality can request that the existing certificate of title marked 'Tax Forfeiture' is cancelled and issue a certificate of title in the name of the municipality, 15 years following the date of the public auction.

(2) Clear Title

Once the municipality has acquired the 'Tax Forfeiture' title, the municipality can acquire the property by purchasing the property at a price that is as close as possible to the market value of the parcel. The property is then the municipalities to do with as it wishes.

(3) Do nothing

Property taxes and penalties continue to be levied, where applicable. The municipality cannot dispose of the property or rent, licence or lease it; no option for the property to revert to the municipality after the 15 year time period as stated previously.

FINANCIAL IMPACT:

Costs associated with the auction are applied against the properties on the auction list.

STRATEGIC POLICY ALIGNMENT:

Fiscal responsibility for the Town of Drumheller taxpayers.

Request for Decision

COMMUNICATION STRATEGY:

Section 421 of the *Municipal Government Act* requires the municipality to advertise the public auction. The advertisement must specify the date, time, and location of the auction and a description of each parcel of land to be offered for sale. The advertisement must also include any terms and conditions of the sale, and state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the auction.

Administration recommends the following steps and timeliness:

November 15, 2024 - Advertise in the Alberta Gazette

December 13, 2024 – Mail letters to property owners and those with an interest

January 8, 2025 - Advertise in local newspaper

January 24, 2025 – Hold Public Auction

MOTION:

Moves that Council authorizes the 2024 tax recovery public auction be held on January 24, 2025, set the assessed values as July 1, 2024, as the reserve bid prices for the properties being offered for sale, and set the terms and conditions for the sale as presented.

Marie Walroth

Prepared by:
M. Walroth
Property Tax Office Assistant



Reviewed by:
Victoria Chan,
Chief Financial Officer



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

**Town of Drumheller
2024 Tax Auction Property List**

Assessment #	Legal Description	Civic Address	Type	Preliminary Assessment Values - July 31, 2024
1) 01026608	2089BN/16/33	342 - 2 STREET EAST	(ND) Residential w/Building	\$ <u>236,000.00</u>
2) 01034503	7710AP/20/12-14	116 RAILWAY AVENUE WEST	(DT) Downtown District	\$ <u>239,000.00</u>
3) 04094609	0512635/6/50	1032 - 1 STREET SOUTHWEST	(ND) Residential w/Building	\$ <u>357,000.00</u>
4) 08010579	1510175/2/23	1121D SOUTH RAILWAY AVENUE	(ED) Employment District	\$ <u>263,000.00</u>
5) 08010585	1510175/2/24	1131C SOUTH RAILWAY AVENUE	(ND) Residential w/Building	\$ <u>282,000.00</u>
6) 14037402	4128EQ/4/2	155 - 7 STREET	(ND) Residential w/Building	\$ <u>116,000.00</u>
7) 17016007	1722JK/-/PRT OF 3	7 RED DEER AVENUE	(ND) Residential w/Building	\$ <u>150,000.00</u>
8) 17023805	3324ER/2/15	649 - 2 AVENUE	(ND) Residential w/Building	\$ <u>107,000.00</u>
9) 17030206	7125DD/1/PRT OF 3	125 - 3 STREET	(ND) Residential w/Building	\$ <u>82,000.00</u>
10) 19052406	3412ED/R/-	5335 HIGHWAY 10	(RDD) Residential w/Building	\$ <u>284,000.00</u>