



**TOWN OF DRUMHELLER**  
COMMITTEE OF THE WHOLE COUNCIL MEETING

**AGENDA**

TIME & DATE: 4:30 PM – Tuesday, November 12, 2024

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

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1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the November 12, 2024, Committee of the Whole Meeting**

Proposed Motion: That Council adopt the agenda for the November 12, 2024, Committee of the Whole meeting as presented.

5. MEETING MINUTES

5.1 **Minutes for the October 15, 2024, Committee of the Whole Meeting**

[Committee of the Whole Meeting – October 15, 2024 – Draft Minutes](#)

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

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Valley Bus Society**

[January 11, 2024 – Minutes](#)

[April 10, 2024 – Minutes](#)

[May 8, 2024 – AGM Minutes](#)

[May 8, 2024 - Minutes](#)

[June 12, 2024 – Minutes](#)

[September 11, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Valley Bus Society regular meeting minutes of January 11, April 10, May 8 Regular, June 12 and September 11, 2024, and the May 8 Annual General Meeting minutes, as presented.

6.2 **Drumheller & District Senior’s Foundation**

[September 12, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller & District Senior’s Foundation regular meeting minutes of September 12, 2024, as presented.

6.3 **Drumheller Public Library Board**

[August 14, 2024 – Minutes](#)

[September 11, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Public Library Board regular meeting minutes of August 14 and September 11, 2024, as presented.

7. DELEGATIONS

7.1 **Valley Bus Society**

[Valley Bus Society – A Recent History](#)

[Valley Bus Society Budget 2025 – 2027](#)

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
CORPORATE AND COMMUNITY SERVICES DEPARTMENT  
EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

8.1 **Director of Infrastructure Services**

8.1.1 **Aquaplex Hot Tub**

[Briefing Note](#)

[Aquaplex Hot Tub Presentation](#)

9. CLOSED SESSION

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

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

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

**FOIP 24 – Advice from officials.**

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

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

10. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



**TOWN OF DRUMHELLER**  
COMMITTEE OF THE WHOLE MEETING

**MINUTES**

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

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

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

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**IN ATTENDANCE**

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Stephanie Price

Councillor Tony Lacher (regrets)

Councillor Crystal Sereda

Councillor Tom Zariski

Councillor Lisa Hansen-Zacharuk (regrets)

Chief Administrative Officer: Darryl Drohomerski

Director of Corporate & Community Services: Victoria Chan

Director of Infrastructure: Jared Brounstein

Dir. of Emergency and Protective Services: Greg Peters

Communications Officer: Erica Crocker

Reality Bytes IT: David Vidal

Recording Secretary: Angela Keibel

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1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Zariski Newcastle Community Association is having a Cookie Fest. They are challenging people to make cookies, come to the festival and sell them, and enter the “Best Chocolate Chip Cookie in the Valley” contest. The event takes place Saturday, October 19, 2024, from noon – 4:00 p.m.

Mayor Colberg asked residents to ensure they close tops on garbage bins, as garbage can scatter easily due to increased wind in the valley and asks residents to assist in keeping the Drumheller Valley clean.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

**M2024.347** Moved by Councillor Price, Councillor Kolafa

That Council adopt the agenda for the October 15, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Committee of the Whole Meeting – September 16, 2024 – Draft Minutes

**M2024.348** Moved by Councillor Sereda, Councillor Kolafa  
That Council approve the minutes for the September 16, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller Public Library Board**

Agenda Attachments: August 14, 2024 – Minutes.

**M2024.349** Moved by Councillor Price, Councillor Sereda  
That Council accept as information the Drumheller Public Library Board regular meeting minutes of August 14, 2024, as presented.

CARRIED UNANIMOUSLY

6.2 **Municipal Planning Commission**

Agenda Attachments: August 15, 2024 – Minutes.

**M2024.350** Moved by Councillor Sereda, Councillor Kolafa  
That Council accept as information the Municipal Planning Commission regular meeting minutes of August 15, 2024, as presented.

CARRIED UNANIMOUSLY

6.3 **Drumheller Housing Administration**

Agenda Attachments: June 18, 2024 – Minutes

**M2024.351** Moved by Councillor Sereda, Councillor Price  
That Council accept as information the Drumheller Housing Authority regular meeting minutes of June 18, 2024, as presented.

CARRIED UNANIMOUSLY

#### 6.4 **Drumheller and District Solid Waste Management Association**

Agenda Attachments: June 20, 2024 – Minutes.

**M2024.352** Moved by Councillor Kolafa, Councillor Price  
That Council accept as information the Drumheller and District Solid Waste Management Association regular meeting minutes of June 20, 2024, as presented.

CARRIED UNANIMOUSLY

#### 7. DELEGATIONS

#### 8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

##### 8.1 **Chief Administrative Officer**

YouTube Timestamp: 7:42

##### 8.1.1 **Short Term Rental Update**

Agenda Attachment: Briefing Note

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

##### 8.2 **Director of Emergency and Protective Services**

YouTube Timestamp: 22:20

##### 8.2.1 **Paid Parking Update**

Agenda Attachment: Briefing Note

INFRASTRUCTURE SERVICES

#### 9. CLOSED SESSION

YouTube Timestamp: 50:30

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

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

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

**FOIP 24 – Advice from officials.**

**M2024.353** Moved by Councillor Sereda, Councilor Zariski  
That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:18 pm.

**M2024.354** Moved by Councillor Sereda, Councillor Price  
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 8:27 p.m.

10. ADJOURNMENT

**M2024.355** Moved by Councillor Kolafa, Councilor Zariski  
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 8:27 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

## VALLEY BUS SOCIETY

Box 2848  
Drumheller, Alberta  
T0J0Y0  
Email: valleybussociety@gmail.com

## BOARD MINUTES

January 11, 2023  
BCF Main Floor  
Meeting Room  
4:30pm

**Board Members:** Tony Lacher, Ron Tremblay, Susan Boe, Bill Wulff, Jerry Machacek, Emily Ashmore, Susan Boe, Deb Wynia

**Regrets:** Barbara Gannon, Kathryn Evans

### Agenda

**1.0 Call to Order:** Tony called meeting to order at 4:35 pm.

### 2.0. Bubba T's Report:

**December:** \$2574.00 Punch Cards Purchased (Christmas Discount at \$60)  
\$2169.00 Cash  
\$574.00 Punch Cards  
\$1174.00 Monthly

- Booking Procedures - Advance calls received priority
- Booking in 10-minute blocks
- More requests have been coming in.

**3.0 Adoption of Agenda:** Bill motioned, Ron 2<sup>nd</sup>. Carried.

**4.0 Approval of Minutes:** Next Meeting.

**5.0 Equipment Update:** - Ron reports that sale is still complicated by AGLC Letter  
- Bill reports that regarding resale of busses, the CVIP cost is about \$2000 so consideration is given waive and repair solely for resale to maximize gross return.

**6.0 New Business:** None.

### 7.0 Reports

**7.1 Town Report: Tony Lacher** - Deadline for Business Plan Presentation is



January 15/24 and any changes need to be submitted ASAP.

- New Provincial Grant for Seniors has rural focus (Funded through United Way) with \$3.5 Million available over 3 years.

## **7.2 Financial Reports: Bill Wulff and Katherine Evans**

- Should CVIP require repairs to busses, AGLC funds may/may not be available as waiting for Letter.
  - Ron considers buses to be in good condition, Ron suggests having buses inspected to determine potential repairs, if certifiable then set estimated quote for sale.
  - Deb suggested Rates be posted on Facebook.

**8.0 Closed Session:** No items scheduled for discussion.

**9.0 Next Meeting Date:** February 14, 2024, at 4:30pm

**10.0 Adjournment:** Adjourned at 6:10pm



# Valley Bus Society

1.0 Meeting called to order @ 4:30 pm.

Present - Tony Lache, Bill Wulff, Emily Ashmore,  
Jerry Machacek, Ron Deemblay, Kathryn Ewan.

Absent: Deb Wynia Barb Gannon.

2.0 Bubba J's Report:

March	\$ 832 riders	
	\$ 2190.00	punch cards
	\$ 1900.00	cash
	\$ 1379.00	charged runs

Request made to raise rates by \$1.00 for all service runs  
(Added to agenda)

Add to FACEBOOK: Those 60 years or older...  
...or... mobility impaired are qualified to ride.

Add to FACEBOOK: Encourage appointments be booked in advance whenever possible

3.0 Adoption of Agenda: Moved by Bill W./2<sup>NDER</sup> Kathryn

- \* Items added
  - 6.1. Resignation
  - 6.2. AGM. Annual General Meeting
  - 6.3. Ridership Rates

4.0 Adoption of Minutes Moved by Ron J/2<sup>NDER</sup> Kathryn

# Valley Bus Society

Board Min  
April 10<sup>th</sup>, 2024

## 5.0 Equipment Update:

Ron Tremblay: Michener Allen Auction dates  
in April - April 25-26-27

- Busses must be available at site by April 15<sup>th</sup>
- Busses require inspection - insufficient time -  
(Tony - town will inspect busses for next  
available time - May)

Auction details: \* 1/01 - Reserved sale  
Olever, Beaudry - contact person  
Consignement refers to 5% commission on  
rolling stock.  
20% commission on miscellaneous  
and attachments.

\*(Items sold to highest bidder).

Moved by Ron J. that auction date be  
moved to May 2024

with ~~and...~~ that the understanding that  
... a 5% commission on rolling stock  
20% commission on miscellaneous  
and attachments ~~be~~ accepted  
and ... items are to be sold unreserved  
to the highest bidder.

2<sup>ND</sup> ER Kathryn Evans

## 6.0 New Business

6.1 ~~Reg~~ Resignation: of Barb Gannon from position  
of secretary  
- temporary replacement  
J. Machacek

# Valley Bus Society

3  
Board Mins  
April 10<sup>th</sup>  
2024

- 6.2 Annual General Meeting  
Date... May 8<sup>th</sup> 2024 - 7:00 p.m.  
(Reg. Meeting) 4:30 - 6:00 p.m.

Needs to be advertised 3 weeks prior  
(Bill W. to contact Drumheller Mail  
Ron J. to contact radio station).

- 6.3 Ridership Rates: (as per request by Bubba J's 1/2 (2.0))

\* Note: 2019 - last increase to rates \*

Josy L. moved that Valley Bus Society  
consent to a \$4.00 increase to  
the current rate schedule  
for all areas concerned  
effective May 01<sup>st</sup> 2024  
2<sup>ND</sup>ER Emily A.

## 7.0 Reports

- 7.1 Town Council: Provincially Assisted Transport <sup>Project</sup> Program  
- amendments submitted by April  
with letters of support

Healthy Aging - Regional Assembly at Drumheller  
Facility (May 15<sup>th</sup> 10 a.m. - 4 p.m.)  
Sought as a speaker series for anyone  
connected with programs for seniors  
or interested ~~interest~~ persons

Valley Bus Society  
Financial Report

Bill Wulff: — Accumulated deficit = \$ 2788

Moved by Bill to accept financial report  
2<sup>NDER</sup> Ron J.

— 2024 Operating Budget - surplus - 27<sup>\$</sup>

Moved by Bill to adopt Budget  
2<sup>NDER</sup> Kathryn Evans

— Audited Financial Statement  
ending Dec. 31<sup>st</sup>, 2023

Moved by Bill to accept  
2<sup>NDER</sup> Ron J.  
(To be adopted at A.G.M.)

Next Meeting Date:  
May 08<sup>th</sup> 4:30 - 6:00 pm.

Adjournment: Motion to Adjourn... Emily  
2<sup>NDER</sup> Bill

Meeting Adjourned at 5:43 p.m.  
(D.S.T.)

**Valley Bus Society  
Annual General Meeting Minutes  
May 8, 2024 at 7 PM at the Badlands Community Centre**

Present: Emily Ashmore, Kathryn Evans, Tony Lacher, Jerry Machacek, Brian Rideout, Ronald Tremblay, Bill Wulff

Chair: Tony Lacher, Recording Secretary: Jerry Machacek

**1. Welcome and introductions (Board Chair, existing board)**

Chairman Tony Lacher welcomed the existing and new members.

**2. Meeting call to order**

Chair Tony Lacher called the meeting to order at 7:03 pm

**3. Establish quorum**

*The quorum for membership meetings is a minimum of 5 members, and there were 7 paid members present, so a quorum was reached.*

**4. Additions to Agenda / Approval of Agenda**

Moved by K. Evans, seconded by R. Tremblay to adopt the agenda as presented. Carried

**5. Review of Contracted Services Contract**

*General discussion*

**6. Approve/Amend minutes of previous AGM**

Moved by T. Lacher, seconded by B. Wulff to approve the Annual General Meeting minutes of May 10, 2023, as read. Carried

**7. Presentation of Financial Statements**

**Auditor's report by the Manager**

Note: The 2023 Financial Statements have been reviewed and 'accepted' by the Directors on April 10, 2024.

Moved by B. Wulff, seconded by J. Machacek, that the membership adopt the 2023 Financial Statements as reviewed by Ascend Financial. Carried

**8. Motion to appoint Auditor(s) for the following year**

Moved by B. Rideout, seconded by R. Tremblay to appoint Ascend Financial as the auditors for the year ending December 2024. Carried

**9. DISCLOSURE: Criminal Record Check**

*General discussion*

**10. Recognition of departing Board Directors**

Susan Boe, Barb Gannon, and Debbie Wynia will not be running for office this year.

**11. Announcement of directors who are continuing on the Board**

The following directors are still in their three-year term:

Emily Ashmore, Kathryn Evans, Tony Lacher, Jerry Machacek, and Ron Tremblay.

Tony Lacher is also the representative for the Town of Drumheller Council.

## **12. Summary of Board Members, Occupied and Vacant**

Four positions of Vice President, Secretary, and two Directors at Large are vacant.

## **13. Presentation of list of nominees to the Board**

None

## **14. Call for additional nominations.**

Brian Rideout was present and allowed his name to stand.

## **15. Motion to accept the list of nominees**

*After three calls for additional nominations, moved by R. Tremblay, seconded by J. Machacek, that nominations cease and to accept the nominees as presented. Carried*

## **16. Election of new Directors (if required)**

No election required.

## **17. Election of Executive**

President- Tony Lacher

Vice President- Ron Tremblay

Secretary- Jerry Machacek

Treasurer- Kathryn Evans

These people were willing to allow their names to stand, there was no requirement for an election, so they are acclaimed.

The volunteer manager is Bill Wulff.

## **18. Bylaw Amendments**

no changes to the bylaws this year

## **19. Signing Officers**

*Moved by B. Wulff, seconded by B. Rideout, that contracts, documents, or any instrument requiring the signature of the VBS shall be any two (2) of the President, Treasurer, or Manager. Carried*

## **20. Date, Location, and Time of the Directors Meetings**

Moved by K. Evans, seconded by R. Tremblay that the date and time of the Directors shall be the second Wednesday of each month, located at the Badlands Community Facility, at 4:30 pm. Carried/Defeated

## **21. Next Meeting of the AGM**

*Bylaw 8.03 states that the AGM shall be held on or before the 31<sup>st</sup> day of May each year.*

*Based on history, the AGM is held following the regular Board of Directors Meeting, so the next AGM would be the second Wednesday of May 2025. (May 8, 2025)*

## **22. Meeting adjournment**

*Moved by R. Tremblay. Seconded by B. Rideout to adjourn the meeting at 7:28 pm. Carried*

**The Valley Bus Society**

Box 2848

Drumheller AB T0J 0Y0

Email: [ValleyBusSociety@gmail.com](mailto:ValleyBusSociety@gmail.com)**Board Minutes**

May 8, 2024 at 4:30 PM

BCF Main Floor Meeting Room

Members present: Tony Lacher, Jerry Machacek, Ron Tremblay, Kathryn Evans, Bill Wulff

Absent: Deb Wynia, Emily Ashmore

**1. Call to Order:**

T. Lacher called the meeting to order at 4:36 pm

**2. Bubba T Bus Tours and Shuttle Service Report**

- a. 931 Total riders  
\$2,520 Punch cards  
\$2,340 Cash rides  
\$1,210 Charge rides
- b. The rate increases of \$1.00 for each category, beginning May 1, 2024 did not result in any complaints by the clients.
- c. Bubba T was considered as one of three finalists for 'most promising Drumheller businesses'.

**3. Adoption of Agenda**

Moved by R. Tremblay, seconded by K. Evans, to adopt the agenda. Carried.

**4. Approval of Minutes – April 10, 2024**Moved by J. Machacek, seconded by K. Evans to approve the April 10, 2024 minutes.  
Carried.**5. Equipment Update**

- a. Consignment contracts were signed. There is a 5% commission on roiling stock, and a 20% commission on miscellaneous attachments.
- b. Pink cards and 'In-Transit' tags were obtained for the transportation of the vehicles to the auction grounds. At that point the vehicle insurance will be cancelled.
- c. Sale Date is expected to be June 14<sup>th</sup> to 16<sup>th</sup>
- d. R. Tremblay has obtained drivers to move the vehicles on May 9<sup>th</sup> and Bubba-T will bring the drivers back.
- e. Auction Company is Michner Allen Auction, 1390 Barlow Trail NE Calgary
- f. Buses to be emptied and cleaned, and any removed seats will be re-installed
- g. VBS items stored in the units will be moved to the storage shed
- h. R. Tremblay will arrange for the fueling of the vehicles and submit the invoices to B. Wulff for reimbursement.

**6. New Business**

Deb Wynia will be resigning from the Board, effective the Annual General Meeting

**7. Reports**



### **7.1 Town Council**

No new information has been received regarding the Provincial Assisted Transportation Project. The new board will be responsible for the application from now on.

### **7.2 Financial Report - April**

B. Wulff reported a deficit of \$2,874.70, the primary items being the insurance and audit expense.

The May payables are primarily the payment of April and May insurance.

B. Wulff has loaned funds to the Society to cover the timing issues of the payments and the subsidy deposits. This will be repaid once the monies for the sale of the vehicles have been received.

Moved by R. Tremblay, seconded by K. Evans to adopt the April Financial Report. Carried.

### **8. Closed Session**

(none)

### **9. Next Meeting Date**

Annual General Meeting following this meeting at 7 pm  
June 12, 2024 at 4:30 pm unless changed during the AGM.

### **10. Adjournment**

Moved by K. Evans, seconded by R. Tremblay to adjourn the meeting at 5:13 pm. Carried.

**The Valley Bus Society**

Box 2848

Drumheller AB T0J 0Y0

Email: [ValleyBusSociety@gmail.com](mailto:ValleyBusSociety@gmail.com)**Board Minutes**

June 12, 2024 at 4:30 PM

BCF Main Floor Meeting Room

Members present: Tony Lacher, Jerry Machacek, Kathryn Evans, Brian Rideout, Bill Wulff

Absent: Emily Ashmore, Ron Tremblay

**1. Call to Order:**

T. Lacher called the meeting to order at 4:33 pm

**2. Bubba T Bus Tours and Shuttle Service Report**

890 Total riders

\$2,300 Punch cards

\$2,753 Cash rides

\$1,248 Charge rides

**3. Adoption of Agenda**

Moved by B. Rideout, seconded by B. Wulff, to adopt the agenda. Carried.

**4. Approval of Minutes – May 8, 2024 and May 8, 2024 AGM**

4.1 Moved K. Evans seconded by J. Machacek to approve the minutes of the May 8, 2024 regular meeting. Carried.

4.2 Moved by B. Rideout seconded by B. Wulff to accept the minutes of the May 8, 2024 Annual General Meeting. Carried.

**5. Equipment Update**

5.1 The Michener Allen sale took place on June 14-15-16, 2024.

**6. New Business**

6.1 K. Evans reported that it appears that the lift was not installed on the Toyota. This is to be investigated on reported on at the next meeting.

**7. Reports****7.1 Town Council**

T. Lacher reported the application for the Provincial Assistance Project was denied.

**7.2 Financial Report - May**

B. Wulff reported a current deficit of \$3,125.88, primarily the extended cost of vehicle insurance.

Moved by K. Evans seconded by B. Rideout to accept the May Financial Report. Carried.

**8. Closed Session**

(none required)

**9. Next Meeting Date**

There will be a summer recess. The next meeting will be scheduled for September 11, at 4:30 PM at the BCF, with the proviso that a Special Meeting can be called if required.

**10. Adjournment**

Moved by B. Rideout, seconded by K. Evans to adjourn the meeting at 5:40 pm. Carried.

**The Valley Bus Society**

Box 2848

Drumheller AB T0J 0Y0

Email: [ValleyBusSociety@gmail.com](mailto:ValleyBusSociety@gmail.com)**Board Minutes**

September 11, 2024 at 4:30 PM

BCF Main Floor Meeting Room

Members present: Tony Lacher, Ron Tremblay, Jerry Machacek, Kathryn Evans, Emily Ashmore, Bill Wulff

Absent: Brian Rideout

**1. Call to Order**

T. Lacher called the meeting to order at 4:34 pm

**2. Bubba T Bus Tours and Shuttle Service Report**

June 2024

837 Total riders

\$2,270 Punch cards

\$2,803 Cash rides

\$ 884 Charge rides

July 2024

868 Total riders

\$3,170 Punch cards

\$2,577 Cash rides

\$ 777 Charge rides

August 2024

765 Total riders

\$2,540 Punch cards

\$2,512 Cash rides

\$ 546 Charge rides

**3. Adoption of Agenda**

Moved by J. Machacek, seconded by R. Tremblay, to adopt the agenda. Carried.

**4. Approval of Minutes**

Moved by E. Ashmore, seconded by R. Tremblay to approve the minutes of the June 12, 2024 regular meeting. Carried.

**5. Equipment Update**

The Michener Allen Auction sale was held June 13-15, 2024. It was noted with the transfer of vehicles to the auction and the auction notes that the ramp on the Toyota was missing.

**6. New Business**

6.1 Sale Proceeds – Moved by K. Evans, seconded by R. Tremblay, to transfer \$19,506.56, being the AGLC portion of the proceeds of the vehicles to the AGLC Bank Account. Carried,

The AGLC monies are to be distributed to qualifying charities. An effort will be made to direct the funds to organizations that have a seniors' assistance focus. Directors are

requested to have suggestions for the next meeting. This distribution will be approved by AGLC before the transfers are made.

**6.2 Bubba T – Contract Extension**

Bubba T Bus Tours and Shuttle Service has requested a contract extension.

Current rate is 81,180

2024-2025	86,050	6.0% increase over previous
2025-2026	88,201	2.5%
2026-2027	90,406	2.5%

The request is based on the rising costs of fuel, maintenance, and regulatory certifications.

Moved by R. Tremblay, seconded by J. Machacek to award the contract extension. Carried.

**7. Reports**

7.1 Town Council – T. Lacher advised the Town budget is underway. B. Wulff will present an operating budget to the next board meeting.

7.2 Financials – With the sale of the vehicles, the B. Wulff loan to the Society should be repaid. Moved by J. Machacek, seconded by E. Ashmore, the loan be repaid. Carried.

7.3 Financial Report – Moved by E. Ashmore, seconded by K. Evans, to accept the Financial Report.

**8. Closed Session** (none)

**9. Next Meeting**

The next Meeting will be Wednesday, October 9, 2024, with R. Tremblay chairing the meeting.

**10. Adjournment**

Moved by R. Tremblay, seconded by J. Machacek, to adjourn the meeting at 5:40 pm. Carried.

**DRUMHELLER AND DISTRICT SENIORS' FOUNDATION**

**REGULAR BOARD MEETING September 12, 2024**

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

**1.0 CALL TO ORDER**

Meeting called to order at 3:00 by Tom Zariski

**2.0 APPROVAL OF AGENDA**

**Motion by Mary Taylor to approve the agenda.  
Seconded by Steve Wannstrom**

CARRIED

**3.0 MINUTES**

**3.01 Motion by Steve Wannstrom to approve the July 25, 2024, Regular Meeting Minutes.  
Seconded by Mary Taylor**

CARRIED

**4.0 REPORTS**

- 4.01 Administrator Report on file.
- 4.02 Managers reports on file.
- 4.03 Quarterly Business review report
- 4.03 Financial Reports

**Motion by M'Liss Edwards to accept the financial reports for July & August 2024.  
Seconded by Mary Taylor**

CARRIED

**5.0 CORRESPONDENCE**

none

**6.0 UNFINISHED BUSINESS**

none

**7.0 NEW BUSINESS**

**7.01 2025 Strategic Plan completed. CAO will create a power point presentation for the next meeting in October.**

**7.02 Quarterly Business review for July, August and September completed.**

**7.03 Motion by M'Liss Edwards to approve 2025 Lodge Budget #5 as presented by finance.  
Seconded by Steve Wannstrom**

CARRIED

**7.03 Motion by Mary Taylor to approve Policy 3.40 Emergency Response Plan (as amended).  
Seconded by M'Liss Edwards**

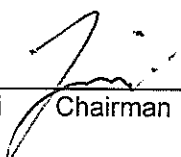
CARRIED

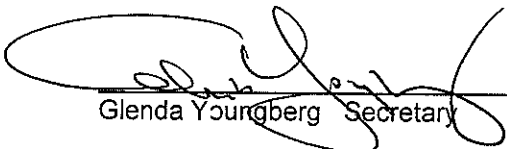
**8.0 In Camera (none)**

**9.0 Motion by Steve Wannstrom to adjourn the meeting**

CARRIED

**Next Meeting: October 25, 2024 at 3PM**

  
\_\_\_\_\_  
Tom Zariski Chairman

  
\_\_\_\_\_  
Glenda Youngberg Secretary

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

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

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

version: Aug 14, 2024

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

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



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

e. Committees:

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

4. New Business

a. For Discussion/Decision

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

5. Ongoing/Unfinished Business

a. Plan of Service - Jade working on design draft (tabled) – J Scott and M Polych have been working on adding photos and other formatting to the plan of service. PLSB does not need a "beautified" version of the plan of service.

b. Board Calendar:

- i. Town Council Presentation - Monday September 16, 2024 at 4:30pm
  1. Revise Jan 2024 presentation
- ii. Budget 2025 (Aug-Oct) – budget planning is underway.
- iii. Update the DPL Board list of Things to Do 2024/2025
  1. In-person planning meeting? – S Haddon would like to meet in October to split up chair responsibilities, as that is the last month that she will be chair. In this way, meetings could still run, agendas be created, etc.
- iv. New Board member orientation
  1. Create new orientation binders – S Haddon and J Scott discussed having packets ready to update binders with most recent minutes, agendas, etc.
  2. Schedule Library services orientation – Board members could tour the library, and M Polych stated that the staff would like to meet the board. M Polych also stated that it's been a rough year, and maybe there could be a supper at

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

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

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

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

**Minutes Signatures:**

Samantha Haddon

Chair, Town of Drumheller Library Board

Signature & Date:

S. Haddon Sept 12, 2024.

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

James Foster Sept 12, 2024

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

**Date:** Wednesday September 11, 2024  
**Time:** 7pm  
**Location:** Zoom  
**Chair:** Samantha Haddon  
**Secretary:** James Foster  
**Regrets:** Margaret Nielsen  
**Trustees:** Caleb Brown, Cheryl McNeil, Jade Scott, Tracy Abildgaard, Stephanie Price  
**Marigold Rep:** Margaret Nielsen (absent)  
**Guests:** Melody Polych, Lynn Fabrick, Fiona Steele, Allan Compagnon (absent)

1. Call to Order – S Haddon called the meeting to order at 7:01 pm.
2. Meeting Processes
  - a. Land Acknowledgement (Open Call) – L Fabrick read the land acknowledgement.
  - b. Confirmation of quorum (4/7) – All board members present, quorum achieved.
  - c. Accepting of regrets – No regrets.
  - d. Additions to the Agenda / Approval of agenda: J Scott pointed out that Monday, September 16 at 6:00 pm is the library meet and greet. S Price moved to approve the agenda, C Brown seconded, motion carried.
  - e. Review/Approval of the minutes of Aug 14, 2024 – Under budget 2025 – corrected to S Haddon AND J Scott met with the town, rather than just S Haddon. Correct Chris Lovejoy to Chris Loveday in 3 d (Society Report). Also in Society Report, money was requested for young adult and juvenile non-fiction – C McNeil sent exact wording of Society motion for book funds. Also in Society Report, spelling of “cleaning” needed to be corrected. J Scott motioned to approved minutes as amended, C McNeil seconded, motion carried.
  - f. Declaration of conflicts of interest: No conflicts declared.
  - g. Welcome guests: Margaret Nielsen, Fiona Steele and Lynn Fabrick – absent from meeting were Margaret Nielsen and Allan Compagnon.
3. Reports
  - a. Financials: J. Scott – June and July financial statements are ready to be approved, August is not ready as some invoices were not able to be accounted for. C Blatch’s moving expenses appeared on the July statement. General Administration expenses reflecting BDO and Ascend charges also appeared in the July statement. S Haddon explained that General Administration expenses began ballooning earlier this year, and this was unexpected. S Haddon said that J Scott, treasurer, is working to finding efficiencies and reducing the cost of General Administration services. C Brown noted a jump in grants revenue, which J Scott stated is from an MH Enterprises grant for staff training costs. J Scott motioned to approve the June financial statement, C Brown seconded, all in favour, motion carried. J Scott motioned to approve the July financial statement, C McNeil seconded, all in favour, motion carried.
    - i. Payworks payroll demo – Library currently uses paper timesheets, so J Scott stated that we are seeking streamlined methods. For about \$1600 per year, timesheets can be filled digitally, and all tax forms, time off, scheduling time off, etc can all be managed. There is a \$500 setup cost, and then the monthly cost is about \$140. L Fabrick stated that she uses this system for her business, and that support is fantastic. If we use Payworks, we would no longer use CAFT for payroll (this would save CAFT fees, which have been increasing), so we would need to switch to online banking. C McNeil asked how payroll approval would work in Payworks, and J Scott responded that we would need to decide that ourselves – we would be releasing money to Payworks for payroll. J Scott feels that a pre-authorized debit would work best for releasing pay, and L Fabrick stated that this process works very smoothly. C McNeil pointed out that we could remove payroll from services we buy from Ascend,

version: Sept 11, 2024

but J Scott pointed out that Ascend is unclear on exactly what they bill us for, so we do not know how much they are charging for payroll. M Polych stated that a library employee had used this system in previous jobs and liked the system. J Scott said that this is a good time to switch from a bi-monthly to a biweekly pay period. M Polych asked if the board was interested in switching from bi-monthly to every two weeks, and S Price said that if library employees are interested, it sounded reasonable to pay periods. M Polych asked that any switch in pay periods happen before January, because the post-Christmas months can be difficult financially. M Polych would like to gauge staff interest in switching to a bi-weekly pay period. J Scott says that Payworks needs about 3-4 weeks to get setup, so no switch would be immediate. S Haddon thanked M Polych and J Scott for looking into this system. C McNeil motioned to proceed with adopting Payworks as the new library payroll system to have in place by early October, and that the pay period will alter from bi-monthly to bi-weekly, S Price seconded, all in favour, motion carried.

- ii. GIC Renewal – J Scott got GIC rates off of the bank’s website, and the board already passed a motion to renew GIC’s at the best available rate, which is 4.2%.
- b. Assistant Director: M. Polych – Summer programming went well, with two new summer interns and more programs than usual were run this summer. There were difficulties getting teens and tweens in for programs, but many younger children participated. M Polych thanked the board for their assistance in reading to children as part of these programs, as well as the board’s assistance with volunteering in general. M Polych got a quote on furniture cleaning, and noted that maybe this should be done every few years. M Polych stated that the library is behind on weeding older books, and maybe in the future the library will adopt Marigold’s suggestion of weeding different sections at different times of the year. Many art pieces were sold from the library’s gallery show in the last month. The routine cleaning services for the library are high quality, but getting a quote for deep cleaning (for instance shelves) might be beneficial. In the past, the company that cleaned the library would do an annual deep clean, but this does not seem to be happening in the last few years. C McNeil and J Scott pointed out that the town’s cleaning services could be asked about quotes for additional cleaning. S Haddon stated that E Hollingshead had said that the BCF was looking into getting new carpeting, as all carpeting is original (10 years old) and that maybe the library could collaborate to get some spaces recarpeted. The reading program between the library and the Humane Society was successful, and promoted reading for children during summer, when children’s reading levels generally drop.
- c. Marigold: M. Nielsen – no report, M Nielsen not present.
- d. Society: Cheryl McNeil – The next society meeting is on the 24<sup>th</sup> of September, and the Reel Alternative movie will be *Thelma* on the 30<sup>th</sup> of September. All Reel Alternative movies are the last Monday of the month at 7 pm, every month except in the summer. C McNeil will ask the society about furniture cleaning funding. C McNeil sent that the society motion for a collection grant was worded as: \$10,000 is provided to the Library to select books and materials to fill gaps in the collection.
- e. Committees:
  - i. Special Project Committee: Potential for meeting to review the Plan of Service and identify feasible items to work towards.
  - ii. Policy Committee: Need to schedule a meeting to revise/update our personnel policies.
  - iii. HR Committee: DLS Recruitment - Updates for in-camera session
  - iv. Gallery Committee – S Haddon said that the first step is to do a shout-out on social media, and J Scott can create a Canva poster to advertise. M Polych said that art can be controversial, and that the gallery committee would need to set policies and standards very quickly. The library staff member that manages the art gallery will probably be out for another month, which does put pressure to get a gallery committee started. J Scott is going to put together an email and pass it by M Polych, and send that to interested parties to get this committee started.

#### 4. New Business

##### a. For Discussion/Decision

- i. Budget 2025 – S Haddon stated that previous budgets had been developed by E Hollingshead, and those budgets would then be approved by the board. S Haddon worked off of actual financials and used that information to calculate average staffing costs in order to include those in budget ideas. Budget is variable this year with a period with two library directors, then a period with no library director. S Haddon reduced the reserve draw in her calculations. C McNeil pointed out that General Administration costs may need to be increased, and that board expenses seem to be consistently low when we could be spending money on training. C Brown pointed out that staffing should be the highest library expense, and S Haddon responded that she worked from building budget around staffing expenses. C McNeil asked about materials costs, which S Haddon said are covered through the Marigold levy – Marigold will send books to the library unless we request specific materials. J Scott asked about budgeting for deep cleaning, since society funds need exceptional approval in order to be used for facilities. M Polych noted that postage costs have been increasing, and that sometimes this was reduced by hand delivering materials at times, which no longer happens. S Haddon will revise the budget to increase board expenses, facility costs, postage and general administration and send out a revised budget for email vote.
- ii. In-camera – J Scott motioned to move to in camera at 8:31 pm, C McNeil seconded, all in favour, motion passed. C McNeil moved to leave in camera at 8:42 pm, S Price seconded, all in favour, motion carried.

#### 5. Ongoing/Unfinished Business

##### a. Plan of Service

##### b. Board Calendar:

- i. Town Council Presentation - Monday September 16, 2024 at 4:30pm
  1. Revised Jan 2024 presentation
- ii. Budget 2025
- iii. Update the DPL Board list of Things to Do 2024/2025
  1. In-person planning meeting?
- iv. New Board member orientation
  1. Create new orientation binders
  2. Schedule Library services orientation
  3. Appoint a mentor/create a mentorship group
  4. PLSB Library Board Basics:
    - a. Medicine Hat: Saturday, October 19, 2024
    - b. Raymond: Saturday, October 26, 2024
    - c. Hinton: Saturday, November 2, 2024

6. Adjournment – C Brown moved to adjourn at 8:45 pm, S Price seconded, motion carried.

**Next Meeting: Oct 9, 2024 at 7pm, Zoom**

#### **Minutes Signatures:**

Samantha Haddon

Chair, Town of Drumheller Library Board

Signature & Date:

S Haddon Oct 23, 2024.

version: Sept 11, 2024

James Foster  
Secretary, Town of Drumheller Library Board  
Signature & Date:

James Foster Oct 11, 2024

## The Valley Bus Society

... a recent history

12 November 2024

### Mission Statement

“The Valley Bus Society is a non-profit organization created to ensure that accessible transportation is available for persons with disability and senior citizens. The operations shall be carried out primarily in Drumheller and District.”

### Objects of the Society

- (a) To promote the provision of transportation services for the mentally and physically challenged and seniors.
- (b) To receive money and funds by way of contributions, fund raising, donations, subscriptions, legacies, grants, or other lawful methods and to receive gifts of property of any description for the furthering of the object of the Society.
- (c) To promote the provision of low-cost transportation for seniors and the physically and mentally challenged.
- (d) To provide transportation services to individuals or groups if alternative transportation is not available.

### Board of Directors

The VBS is governed by an Administrative Governing Board. The Town of Drumheller has one Council member as a representative. The four-person executive plus three directors at large elected by the general membership form the rest of the Board. The Board meets monthly, with the Annual General Meeting in May. The Board has control of the fee schedule, approves the contracts, and the Contractor reports to the Board in person monthly.

Councillor Tony Lacher is your municipal representative and is also serving as our President. Bill Wulff is working as a volunteer manager while the new operations are being transitioned.

### Operations

Historically, the VBS service operated the dial-a-bus service from Monday to Friday with two drivers and one dispatcher, being managed by a part time manager. Medical transfers were available by appointment outside these hours.

Pre-covid was a break-even operation at best, when we had 11,000 passengers per year. Covid, the reduction in passengers, and the large increases in repairs, fuel, and insurance changed that, and we could not keep the Society operational.

Ridership has improved since Covid:

Year	Riders
2019	11,515
2020	5,352
2021	6,048
2022	7,969
2023	8,964
2024	7,690 to Sept-30, extended to 10,250 for Dec-31

The employees were laid off in May 2023, and we contracted the services of a private company for the dispatch service and transportation of our clients. The current contract expires in April 2025, but they exercised their option for renewal, which was approved, for a new expiry date of April 2028.

## AGLC - Casino

The Society had been eligible for AGLC casino fundraising while we owned the fleet, and our staff dispatched and drove the vehicles. However, contracting to a commercial business ended our eligibility for the AGLC funding. This funding was for the maintenance of the fleet plus the purchase of new vehicles. The funding available was \$8,000 per year available for repairs, but not operating costs such as fuel or insurance.

The AGLC had a capital share in each of the units that were sold.

## Sale of the Fleet

The AGLC had a capital share in each of the units that were sold, meaning that they contributed a percentage of the purchase. Therefore they “own” that same percentage of the proceeds of the sale.

The fleet was sold at Michener Allen Auctioneering in Calgary in June 2024. After the reimbursement to the AGLC for their portion of the proceeds, the Society realized \$16,866 from this sale.

## 2021 Federal Census

The 2021 Census records Drumheller with 7909 persons. Removing 800 for the institution count, Drumheller has a population of 7,100 persons.

There are 32.4% or 2,300 persons age 60 and over in Drumheller.



## Town Subsidy

When our contractor was pricing out the costs of the transportation in 2023 they did not accurately calculate the 2024 costs. When they exercised their option for a contract renewal, they increased the value for a loss recovery. Following are the increases:

May 2024 to April 2025 6.0% or \$4,870 over previous

May 2025 to April 2026 2.5% 2,151

May 2026 to April 2027 2.5% 2,205

With this being annualized to a calendar year, the contract schedule is:

2025 5.0% or \$4,400 over previous

2026 3.5% 3,234

2027 2.5% 2,391

Thank you for the opportunity to give this presentation, and we look forward to your decision.

**The Valley Bus Society**  
**2025 - 2027 Budget**

<b>Revenue</b>		<u>2025</u>	<u>2026</u>	<u>2027</u>	
4060	Donations	-	-	-	
4070	Interest Income	-	-	-	
4076	1 Town - Subsidy	92,393	95,627	98,018	
4082	Fund-Raising Income	-	-	-	
	<b>Total Revenue</b>	<u>92,393</u>	<u>95,627</u>	<u>98,018</u>	
<b>Expenses</b>					
5326	Fund-Raising Expenses	-	-	-	0%
5330	2 Insurance - Board	2,300	2,400	2,500	3%
5340	Audit	2,700	2,800	2,900	3%
5341	3 Bubba T Tours	86,537	89,671	91,912	94%
5353	4 Meeting Room Expense	316	350	400	0%
5385	5 Membership - ABMunis	70	80	90	0%
5385	Membership - Pablo	70	80	90	0%
5415	Interest and Bank Charges	-	-	-	0%
	<b>Total Expense</b>	<u>91,993</u>	<u>95,381</u>	<u>97,892</u>	
	<b>Surplus (Deficit)</b>	<u>400</u>	<u>246</u>	<u>126</u>	

**NOTES**

Note 1 **Town of Drumheller Subsidy**

<u>Increase</u>	<u>Year</u>	<u>Monthly</u>	<u>Annual</u>
	2023	7,189	86,268
2.0%	2024	7,333	87,993
5.0%	2025	7,699	92,393
3.5%	2026	7,969	95,627
2.5%	2027	8,168	98,018

Note 2 **Insurance**

	<u>2025</u>	<u>2026</u>	<u>2027</u>
Board	2,300	2,500	2,700
Vehicles	-	-	-
	<u>2,300</u>	<u>2,500</u>	<u>2,700</u>
increase over previous year		8.7%	8.0%

Note 3 **Bubba T's Bus Tours (contract net of GST)**

<u>Contract</u>	<u>Annual</u>	<u>Monthly</u>	<u>5% GST</u>	<u>Gross</u>	<u>Rebate</u>	<u>Expense</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	
May-Apr										
2024-2025	81,180	6,765	338.25	7,103.25	(169.13)	6,934.12	27,736			
2025-2026	86,050	7,171	358.54	7,529.37	(179.27)	7,350.10	58,801	29,400		
2026-2027	88,201	7,350	367.50	7,717.58	(183.75)	7,533.83		60,271	30,135	2.5%
2027-2028	90,406	7,534	376.69	7,910.52	(188.35)	7,722.17			61,777	2.5%
							<u>86,537</u>	<u>89,671</u>	<u>91,912</u>	
						increase over previous year		3.6%	2.5%	

Note 4 **Meeting Space**

<u>Frequency</u>	<u>Room</u>	<u>Units</u>	<u>Rent</u>	<u>Total</u>
11 <i>not Aug</i>	Small Meeting Room (hr)	1.50	12.00	198.00
1	1/3 Banquet Room (AGM) (hr)	1.50	55.00	82.50
1	with microphone (ea)	1.00	35.00	35.00
				<u>316.00</u>

Note 5 **Memberships**

ABMunis *Alberta Municipalities* - This is the organization we purchase our insurance from, which is at municipal government rates

PABLO *Province of Alberta Business Licensing Online* - VBS is a transportation company so is regulated and must be licensed to operate a business.

## BRIEFING NOTE

<b>TITLE:</b>	2024-112 Aquaplex Hot Tub
<b>DATE:</b>	November 12, 2024
<b>PRESENTED BY:</b>	Jason Warrack – Capital Project Manager
<b>ATTACHMENTS:</b>	Aquaplex Hot Tub Presentation

### SUMMARY:

The Drumheller Aquaplex Hot Tub has been out of service for several months due to ongoing issues with constant and sustained leaking. The leaking is severe enough to hinder the ability to sustain an operational water level which causes an increased requirement for chemically treated water.

The Public Works and Facilities staff have attempted to source and stop the leak by applying an epoxy mixture to areas of the tub where leaking was suspected. Unfortunately, this did not work, and the tub continues to leak.

A Request for Proposal (RFP) for a repair was posted publicly with only one submission. The received submission proposed the supply and installation of a tub insert. Essentially an insert would be placed inside the existing tub structure and would be piped into existing infrastructure. The proposal could not be actioned for two reasons; 1) the cost exceeded the available budget, 2) tying into existing infrastructure would not guarantee the leak would be prevented, at the time it was not known if the supply or drain piping were faulty.

As a result of the failed tender Pinnacle Aquatics was hired to complete a thorough and complete review of the tub and associated system(s). Several deficiencies were identified including tub structure repairs, supply line failures and possible supply line blockage at one of the jets.

This Briefing Note is to seek Council direction as to how to proceed. The insert option is viable, but the supply and drain lines would have to be repaired or replaced. To repair the tub structure and piping it has been suggested that all lines are replaced and then repair the tub structure.

Infrastructure Services has struggled to provide a recommendation as either option presents separate and individual causes for concern. The insert option removes the requirement to repair the structure of the tub but does not account for any piping repair or replacement. The repair proposal from Pinnacle Aquatics does not guarantee the tub will not leak in the future. Either option may require closure of the pool for several weeks to repair/replace the supply lines and to restore the pool deck. A third option is to simply not repair the hot tub and to fill or cover the structure to remove any potential dangers.

Should any repair work proceed, the intent would be to complete the work during the seasonal shut down (August / September) for general maintenance.

**Option 1** – Replace all the associated piping and install a pre-manufactured hot tub base at a budget of \$250,000.00, this is the only approach that provides certainty that the hot tub will be leak free into the future.

**Option 2** – Replace the hot tub with a pre-manufactured base at a budget of \$ 120,000.00 with the risk that the system will continue to leak via the piping.

**Option 3** – Address the pipe sections of concern, repair the existing tub at a budget of \$100,000.00, there is still risk that the tub and/or piping may continue to or develop a new leak.

**Option 4** – Remove the hot tub from service, cap all the piping and repurpose the area as pool deck. This would however reduce the service levels that have been provided to the community. This work would be completed with the current budget of \$66,500.00

### **RECOMMENDATION:**

That Council directs Administration to replace all the associated piping related to the hot tub and install a pre-manufactured hot tub base with a budget of \$250,000.00 to be included in the 2025 Capital Budget.

### **FINANCIAL IMPACT:**

The two options to regain operational use of the hot tub will come at a significant cost. The cost included in the submission for the insert was \$120,000.00, which did not include any repair work to any existing infrastructure. This cost would increase to \$250,000.00 when all repairs are taken into consideration.

The cost for the repair option from Pinnacle Aquatics is \$100,000.00. Either of these two options would require an increase to the project budget as there is \$66,500 in remaining funding.

Another option is to remove the hot tub from operation on a permanent basis. The tub structure could be covered over to remove any potential fall hazards, this could be completed for minimal cost utilizing the budget that has already been approved.

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Should Council decide to rehabilitate the tub through the installation of a new pre-plumbed shell and replace all the associated pipe work, there will be an additional cost for consultant work to design and procure the necessary materials, etc. Administration is proposing a budget of \$250,000.00 for those services.

### **STRATEGIC POLICY ALIGNMENT:**

Returning the hot tub to operation aligns with recreation and community services by providing a very popular service for residents of Drumheller. When operational the hot tub is a popular attraction within the Aquaplex.

**COMMUNICATION STRATEGY:**

Communication with the public is solely dependent on the decision of Council. If repairs are approved to proceed normal communication strategies will be employed. If repairs are denied the public would be informed of a permanent, or semi-permanent hot tub closure. Public notices can be created and shared if and when required in a timely manner.



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**DRUMHELLER  
VALLEY**

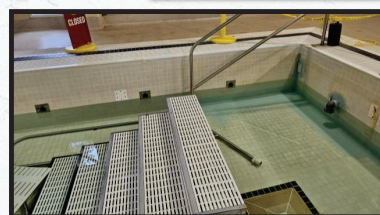
# AquaPlex

## Hot Tub Repairs

Jason Warrack, Capital Projects Manager  
Infrastructure Services

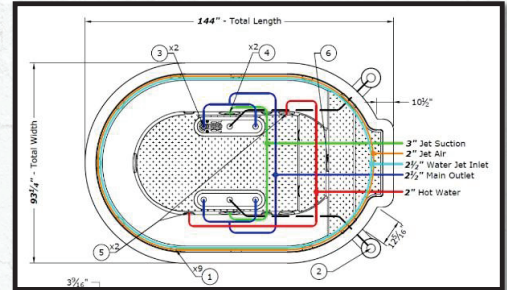
## Current Status

- Hot tub has been out of service for months
- Known leaks
  - Pipe work
  - Tub structure
- Minor repairs have been attempted
  - No success, hot tub continues to lose water



# Next Steps

- Need to repair both the pipe work and the tub basin
  - Renew all the pipe work associated with the hot tub and install a new pre-manufactured tub basin
    - Cost \$250,000.00
- There are options
  - Only spot repair pipe work and tub basin
    - Cost \$100,000.00
  - Replace the tub basin
    - Cost \$120,000.00
  - Close the hot tub and repurpose to pool deck
    - Cost \$66,500.00



# Risks

- Spot Repairs
  - Pipe work and tub may continue to leak
- Tub Basin Only
  - Know pipe work leaks
  - Will still have water loss
  - May damage pool deck and/or structure over time
- Permanent closure of Hot Tub
  - Change in service level to the community



# Recommendation

- Replace all associated pipe work
- Install a new pre-manufactured tub basin
- Only path to ensure all leaks are removed and the system is sound.
- Risks
  - Will require pool closure
  - Will impact existing pool deck
  - Public impact to use of indoor pool
  - Cost at \$250,000.00

