



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, February 10, 2025

LOCATION: Council Chambers, 224 Centre St., via Teams 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 February 10, 2025, Committee of the Whole Meeting**

Proposed Motion: That Council adopt the agenda for the February 10, 2025, Committee of the Whole meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the January 13, 2025, Committee of the Whole Meeting**

[Committee of the Whole Meeting – January 13, 2025 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the January 13, 2025, Committee of the Whole meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller & District Senior's Foundation**

[October 25, 2025 Minutes](#)

Proposed Motion: That Council accept as information the Drumheller & District Senior's Foundation meeting minutes of October 25, 2024, as presented.

6.2 **Drumheller & District Solid Waste Management Association**

[November 21, 2024 – Regular Meeting Minutes](#)

[November 21, 2024 – Organizational Meeting Minutes](#)

Proposed Motion: That Council accept as information the Drumheller & District Solid Waste Management Association regular meeting and organizational meeting minutes of November 21, 2024, as presented.

6.3 Drumheller Housing Administration

[September 17, 2024 – Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Housing Administration meeting minutes of September 17, 2024, as presented.

6.4 Drumheller Public Library Board

[October 9, 2024 – Minutes](#)

[November 13, 2024 – Minutes](#)

[December 11, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller Public Library Board meeting minutes of October 9, 2024, November 13, and December 11, 2024, as presented.

6.5 Municipal Planning Commission

[October 3, 2024 – Minutes](#)

[December 18, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Municipal Planning Commission meeting minutes of October 3 and December 18, 2024, as presented.

6.6 Valley Bus Society

[November 13, 2024 - Minutes](#)

Proposed Motion: That Council accept as information the Valley Bus Society meeting minutes of November 13, 2024, as presented.

7. DELEGATIONS

7.1 Wildrose Assessment

[Presentation](#)

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

8.1.1 **2024 Economic Development Year in Review**

[Presentation](#)

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.2 **Director of Corporate and Community Services**

8.2.1 **Parks & Recreation Master Plan Update**

[Briefing Note](#)

[Parks & Recreation Master Plan Update](#)

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

8.3 **Director of Infrastructure Services**

8.3.1 **2025 DARP – 6th Ave Extension**

[Briefing Note](#)

[Project Location Plan](#)

8.3.2 **2025 Street Improvement Program**

[Briefing Note](#)

[2025 Street Improvement Plan – Newcastle](#)

[2025 Street Improvement Plan – 4 Ave SW](#)

[2025 Street Improvement Plan – Premier Close](#)

[2025 Street Improvement Plan – Bankview Drive](#)

[2025 Street Improvement Plan – Midland Bridge](#)

[2025 Street Improvement Plan – 5th Steet, Hwy 9 and Hwy 10 Intersection](#)

[2025 Street Improvement Plan – Riverside Drive East](#)

[ASTM Road Condition Classification Rating](#)

9. **CLOSED SESSION**

10. **ADJOURNMENT**

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, January 13, 2025

LOCATION: Council Chambers, 224 Centre Street, via Teams platform and
[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

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

Chief Administrative Officer: Darryl Drohomerski
Assistant Chief Administrative Officer: Esther Quiambao
Director of Corporate & Community Services: Victoria Chan (remote)
Director of Infrastructure: Jared Brounstein
Director of Emergency & Protective Services: Greg Peters
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 informed the public about DVSS home tournament for Junior B Boy's and Girl's basketball January 11 and 12, 2025, and the Junior A Boy's basketball tournament January 18 and 19, 2025.

Mayor Colberg acknowledged the efforts of the Public Works department staff during a recent situation at the airport. As Alberta Health Services (AHS) was attempting to fly in and required the runway to be cleared over the Christmas holiday, the Public Works team responded by coming in during off hours to ensure the runway was clear. Additionally, appreciation was extended to Patrick and Catherine Bonneville for their assistance in facilitating AHS's arrival.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the January 13, 2025, Committee of the Whole Meeting**

M2025.01 Moved by Councilor Zariski, Councillor Kolafa
That Council adopt the agenda for the January 13, 2025, Committee of the Whole meeting, as presented.

CARRIED UNANIMOUSLY

V. Chan joined the meeting at 4:40 PM.

V. Chan left the meeting at 4:41 PM.

5. MEETING MINUTES

5.1 **Minutes for the December 9, 2024, Committee of the Whole Meeting**

Agenda Attachment: Committee of the Whole Meeting – December 9, 2024 – Draft Minutes

M2025.02 Moved by Councillor Lacher, Councillor Sereda
That Council approve the minutes for the December 9, 2024, Committee of the Whole Meeting, as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

YouTube Timestamp:

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

8.1.1 **Remuneration and Expense Allowance for Mayor and Council**

Agenda Attachments: Briefing Note; (Draft) Policy LS-C-03 - Remuneration and Expense Allowance for Mayor and Council; 2024 Council Remuneration Task Force Final Report; Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council; Policy C-2-00 – Conference Attendance Policy; Policy C-06-04 – Travel Expenses.

V. Chan joined the meeting at 5:03 PM.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

8.2 **Director of Infrastructure Services**

8.2.1 **Electric Vehicle Charging Stations**

Agenda Attachment: Briefing Note.

9. CLOSED SESSION

YouTube Timestamp:

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.

M2025.03 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 5:17 p.m.

M2025.04 Moved by Councillor Lacher, Councillor Kolafa

That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 7:44 p.m.

10. ADJOURNMENT

M2025.05 Moved by Councillor Sereda, Councilor Zariski

That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 7:45 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING October 25, 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 Friends of Sunshine/Hillview Lodge Society attended the meeting. Their contribution to our seniors includes equipment, furnishings, electronics, fundraising, trips etc. We are very appreciative of all they have done and are doing for the seniors at DDSF.

4.0 MINUTES

**4.01 Motion by M'Liss Edwards to approve the September 12, 2024, Regular Meeting Minutes.
Seconded by Mary Taylor**

CARRIED

5.0 REPORTS

5.01 Administrator Report on file.

5.02 Managers reports on file.

5.03 Quarterly Business review report

5.03 Financial Reports

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

CARRIED

6.0 CORRESPONDENCE

none

7.0 UNFINISHED BUSINESS

**7.01 Motion(via email) by Tom Zariski to approve the quote from Bigfoot Rubber Paving up to \$10,000 for the entrance at Hillview Lodge.
Seconded by Dave Smeyers**

CARRIED

8.0 NEW BUSINESS

8.01 The Board reviewed the 2024 resident surveys. It was noted that there has been a significant improvement over the last few years. Good news, thanks to the staff for their hard work.

8.02 Report from Tom Zariski and Steve Wannstrom on the AB Municipalities Convention.

8.03 Report from Glenda and Tom on the ASHCA Central Zone meeting October 9, 2024. Noting more seniors higher living of care needed throughout rural Alberta. Also trends to more independent units for couples with supports.

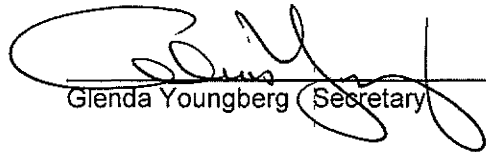
8.03 New kitchen and pedway discussion. Glenda to contact JMAA Architects to get redesign and cost for kitchen and walkway.

- 9.0 **In Camera (Tom)**
Motion by Steve Wannstrom to go "In Camera" at 4:43pm
Seconded by Dave Smeyers CARRIED
Motion by Dave Smeyers to return to regular meeting at 5:01pm
Seconded by Mary Taylor CARRIED
- 10.0 **Motion by Mary Taylor to adjourn the meeting** CARRIED

Next Meeting: December 3rd at 3PM



Tom Zariski Chairman



Glenda Youngberg Secretary



Regular Board Meeting – Agenda

Town of Drumheller Council Chambers

1:30 PM – November 21, 2024

PRESENT:

Sonya Adams	Landfill Manager
Lyle Cawiezel	Village of Munson
Larry Casey	Village of Standard
Jason Bates	Village of Acme – via TEAMS
Trevor Snyder	Village of Beiseker – via TEAMS
Trina Anderson	Village of Carbon
Jim Adams	Village of Delia
Patrick Kolafa	Town of Drumheller
Darryl Drohomerski	Town of Drumheller
Tim Frank	Village of Hussar – via TEAMS
Debbie Penner	Kneehill County
Reg Wiebe	Village of Linden
Chris Reeds	Village of Trochu
Lorraine MacArthur	Village of Morrin
Bill Goodfellow	Village of Rockyford
Larry R. Casey	Village of Standard
Mark Landry	Starland County
Scott Klassen	Wheatland County
Ashley Turner – Recording Secretary	Town of Drumheller

1.0 CALL TO ORDER

Meeting called to order at 2:05pm by P. Kolafa

2.0 ADDITIONS / CHANGES TO THE AGENDA

P. Kolafa requested 5.1 be struck from the agenda as the Executive Members did not change, signing authorities will remain the same.

L. MacArthur noted a clerical error on the date of the agenda in 3.1, date should be November 21, 2024, not October 17, 2024.

Agenda item 5.1 can be removed from the agenda and subsequent items

3.0 ADOPTION OF AGENDA

Motion: L. MacArthur moved that the Board adopt the agenda for the DDSWMA November 21, 2024, Regular Board Meeting as amended. seconded by J. Adams, **CARRIED**

4.0 MEETING MINUTES

4.1 DDSWMA Regular Meeting minutes for August 15, 2024

Motion: L. Casey moved that the Board approves the minutes for the DDSWMA Regular Meeting of August 15, 2024, as presented. S. Klassen seconded. **CARRIED**

4.2 DDSWMA Regular Meeting Minutes of October 17, 2024

Motion: L. MacArthur moved that the Board approves the minutes for the DDSWMA Regular Meeting of October 17, 2024, as presented. D. Penner seconded, **CARRIED**

4.3 DDSWMA Executive Committee Meeting minutes for September 20, 2024.

L. MacArthur had a question about whether Starland County has contacted Ascend to complete the 2023 audit. M. Landry clarified that Starland's CAO was asked if they could reach out to various accountants to see who could help complete the Audit. D. Drohomerski confirms that this was completed.

Motion: M. Landry moved that the Board accepts the minutes for the DDSWMA Executive Committee Meeting of September 20, 2024, for information as presented. T. Frank seconded, **CARRIED.**

4.4 DDSWMA Executive Committee Meeting minutes for October 25, 2024.

Motion: S. Klassen moved that the Board accepts the minutes for the DDSWMA Executive Committee Meeting of October 25, 2024 for information.as presented. M. Landry seconded, **CARRIED**

4.5 DDSWMA Executive Committee Meeting minutes for November 15, 2024.

Minutes were not presented for approval.

5.0 DECISION ITEMS

5.1 Signing Authorities

Reintroduced at the request of D. Penner to update Executive Member titles.

Discussion: Although the Executive Committee has not changed members, D. Penner is now a Member at Large, not Vice Chair.

Motion: D. Drohomerski moved that the Board approve the following members as designated physical and digital signing authorities for the DDSWMA:

Chairman: P. Kolafa
Secretary-Treasurer: D. Drohomerski
Manager of Landfill Operations: S. Adams

Operations and Safety Coordinator: N. Bulechowsky
Member at Large: D. Penner

L. MacArthur seconded, **CARRIED**

5.2 EPR Steering Committee

Motion: D. Drohomerski That the DDSWMA EPR Steering Committee to consist of the following members:

Executive Member: S. Klassen
Manager of Landfill Operations: S. Adams
Member at Large: M. Landry
Member at Large: C. Reeds

L. Casey seconded, **CARRIED.**

5.3 Policy Committee

Motion: D. Drohomerski The Board moves for the DDSWMA Policy Steering Committee to consist of the following members:

Executive Member: P. Kolafa
Manager of Landfill Operations: S. Adams
Member at Large: B. Goodfellow
Member at Large: L. MacArthur
Member at Large: D. Penner

D. Penner seconded. **CARRIED**

5.4 2025 DDSWMA Meeting Calendar

Board members questioned if the DDSWMA should be meeting more frequently (monthly) and suspend Executive Meetings until after the next municipal elections. It is noted for information that all DDSWMA members are welcome to attend the Executive Meetings. Members suggested it would be beneficial to receive copies of the Executive Minutes shortly after the meetings, not just with the regular meeting package.

Motion: B. Goodfellow moved that the DDSWMA Board meet once per month and suspend Executive Meetings until the next Municipal elections. L. MacArthur seconded.

Following Discussion, B. Goodfellow Amended the Motion as follows: That the DDSWMA meet once per month until the Municipal election and Organizational Meeting. L. MacArthur seconded. **DEFEATED**

S. Adams noted appreciation for the level of Board engagement.

Motion: L. Casey moved that the Board approve the 2025 DDSWMA Meeting Calendar schedule as presented. T. Frank seconded. **CARRIED**

5.5 Landfill Manager Performance Review – in camera

Motion: M. Landry That the Board go in camera at approximately 2:42pm to discuss the Landfill Manager Performance Review. C. Reeds Seconded. **CARRIED**

Motion: D. Drohomerski That the Board go out of camera at approximately 3:23pm. J. Adams

Motion: T. Anderson moved that the Board accept the Landfill Manager's Performance Review J. Adams seconded. **CARRIED**

5.6 DDSWMA Auditor Selection

S. Adams reviewed the MNP proposal with the Board. MNP provided a 4 year commitment schedule with a 5% escalator each year, this would include the next LAPP audit.

Motion: L. Casey That the Board moves to engage MNP as the DDSWMA auditors for the 2023, 2024, 2025, and 2026 audit years. C. Reeds seconded. **CARRIED**

5.7 Town of Drumheller Residential Landfill Vouchers

S. Adams provided background information regarding the landfill vouchers from the community cleanup program.

Questions arose regarding how the billing occurs. It was clarified that the Landfill accepts the waste, but the Town is supposed to be invoiced.

T. Anderson left the meeting at 3:31pm and returned at 3:35 pm

Motion: L. MacArthur moved that the Board moves to direct administration to invoice the Town of Drumheller for the 2023 and 2024 years and to invoice the Town of Drumheller monthly for the Residential Landfill Vouchers beginning January 1, 2025. L. Casey seconded. **CARRIED**

6.0 DISCUSSION / INFORMATIONAL ITEMS

6.1 YTD November 15_2024 Financials – Operational (attached)

6.2 Recycling YTD (as of November 15, 2024)

- Cardboard processed to date – 672 metric tonnes, Other recycling material volumes remain unchanged.
- Revenue from Cardboard recycling is YTD \$86,000.00

6.3 DRAFT 2025 Operational Budget & Notes (attached)

S. Adams highlighted key differences between budget options:

Option 1

- Transtor reserve budget reduced by \$25,000.00
- Supports 2% wage increases.
- Requisitions would be \$52.99 per capita.

Option 2

- Wage increase is set at 5% (includes COLA with room to increase for merit)
- Only \$25,000.00 will be added to the Transtor reserves.
- Requisitions would be \$52.44 per capita.

Other notes

\$40,000 for approval renewal will be removed from the 2026 budget.

S. Adams noted that the budget approval will be at the next regular meeting.

S. Adams/P. Kolafa/D. Drohomerski responded to questions from the committee regarding the budget.

6.4 DRAFT 2025 Requisitions (attached)

6.5 Appointment of Board Members

6.6 Town of Drumheller and DDSWMA Agreement Review (Current Agreement Attached)

Motion: S. Klassen moved that the Board accept as information all informational items as presented. J. Adams seconded. **CARRIED**

7.0 COMMITTEE REPORTS

7.1 EPR Steering Committee

- Discussed circular materials.

7.2 Policy Committee

- Ongoing, no update provided.

Motion: M. Landry That the Board accept as information the Committee Reports as presented. L. Casey seconded. **CARRIED**

8.0 LANDFILL MANAGERS' REPORT

8.1 Action Items (attached)

- 8.2 Masterplan Update
- 8.3 Approval Renewal Update
- 8.4 Alberta Environment and Protected Areas (AEPA) Site Inspection

Operations & Safety

- 8.4
 - Evaporation Pit 2 clean out completed
 - Update re: Damage to tailgate of Ford – load was not secured properly.
 - Sharps container with needles found broken in cardboard recycling from Town of Drumheller “7-11” site

8.5 Fires

Building 3 cardboard fire October 25, 2024 – fire in summit baler was caused by an improperly discarded lithium battery.

B. Goodfellow asked if these were from car batteries. It was clarified that the batteries causing the issues are items such as household batteries and vape pens; the Landfill does not accept lithium car batteries.

B. Goodfellow asked if there is any way to prevent or reduce these fires. S. Adams noted that education on safe lithium battery disposal is key. EPR will have information on this. S. Adams can distribute and share literature and resources on proper battery disposal to the committee members.

Motion: C. Reeds That the Board accept as information the Landfill Manager’s Report as presented. M. Landry seconded. **CARRIED**

9.0 **DDSWMA ROUNDTABLE DISCUSSION – In Camera TABLED DISCUSSION**

No discussions had at this time.

10.0 **NEXT MEETING DATES**


- 10.1 Budget/Regular Meeting
December 19, 2024 at 13:30 p.m. Council Chambers – Town of Drumheller
- 10.2 Executive Committee Meeting
January 17, 2025 @ 13:30 p.m. Council Chambers – Town of Drumheller

11.0 **ADJOURNMENT**

Motion: L. Casey That the meeting be adjourned at approximately 3:58pm
C. Reeds, **CARRIED**



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer



Organizational Board Meeting – Agenda

Town of Drumheller Council Chambers

1:30 PM – November 21, 2024

PRESENT:

- | | |
|-------------------------------------|---------------------------------|
| Sonya Adams | Landfill Manager |
| Lyle Cawiezel | Village of Munson |
| Larry Casey | Village of Standard |
| Jason Bates | Village of Acme – via TEAMS |
| Trevor Snyder | Village of Beiseker – via TEAMS |
| Trina Anderson | Village of Carbon |
| Jim Adams | Village of Delia |
| Patrick Kolafa | Town of Drumheller |
| Darryl Drohomerski | Town of Drumheller |
| Tim Frank | Village of Hussar – via TEAMS |
| Debbie Penner | Kneehill County |
| Reg Wiebe | Village of Linden |
| Chris Reeds | Village of Trochu |
| Lorraine MacArthur | Village of Morrin |
| Bill Goodfellow | Village of Rockyford |
| Larry R. Casey | Village of Standard |
| Mark Landry | Starland County |
| Scott Klassen | Wheatland County |
| Ashley Turner – Recording Secretary | Town of Drumheller |

1.0 CALL TO ORDER

1:42 PM BY S. Adams

2.0 CALL FOR NOMINATIONS

2.1 Chair:

M. Landry Nominated P. Kolafa, P. Kolafa accepted.

CARRIED to accept P. Kolafa as Chair.

2.2 Vice Chair:

L. MacArthur nominated B. Goodfellow, J. Adams seconded.

D. Penner nominated S. Klassen. Seconded by M. Landry.

B. Goodfellow declined the nomination.

S. Klassen accepted the nomination.

CARRIED to accept S. Klassen as Vice Chair

2.3 Member at Large:

D. Drohomerski nominated D. Penner, L. Casey Seconded.

D. Penner Declines the nomination.

D. Penner Nominated M. Landry, J. Adams seconded.

M. Landry accepts the nomination.

CARRIED to accept M. Landry as a member at large.

2.4 Member at Large:

L. MacArthur nominated B. Goodfellow. D. Drohomerski seconded.

B. Goodfellow accepts.

S. Klassen nominates D. Penner J. Adam second.

D. Penner accepts.

PASSING VOTE. Penner nominated as a member at large

Motion: D. Drohomerski moved to destroy the ballots L. Casey seconded. **CARRIED**

3.0 ADJOURNMENT

P. Kolafa adjourned the meeting at 2:03pm



Signature of DDSWMA Chair



Signature of DDSWMA Secretary-Treasurer

DRUMHELLER HOUSING ADMINISTRATION - DRU

September 17, 2024 – 12:00 pm C21 Board Room

BOARD MEETING CALL TO ORDER

The meeting was called to order at 12:08pm

In attendance:

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

APPROVAL OF MINUTES –June 18, 2024

On motion of Brendon and seconded by Patrice the Minutes of June 18, 2024 were accepted as read. Everyone was in favor. Carried

OLD BUSINESS

- 102 Sandstone Colton's Place MOU - MOU is still not signed. Waiting on the Salvation Army to approve it.
- Sandstone Reserve Fund Payment \$40,000.00 made December 14, 2023 (on track to contribute \$10,000 in 2024)
- New Building: Town of Drumheller applied to CMHC Accelerator Fund but was not accepted. DHA would like Council to add to their plans, budgeting to get the plans & budget to build a new version of Sandstone Manor with an elevator. Accelerator Fund application was approved by Council last week to get funding to have drawings rendered. September 23, 2024 - Crystal, Bob and Cass will have a conference call with Robin James, the CAO from Lethbridge Housing to discuss what strategies Lethbridge uses.
- RAB \$42,000.00 cash advance from Sept. 2012 can only be used for RAB to cover any cash flow issues

MANAGEMENT REPORT

- FCSS - Colton's Place Funding Letter - FCSS is pulling funding for the unit, letter provided giving Salvation Army 1 year notice that they will need to find their own funding for the unit. They were provided information that the unit was used 16 times in the last year.
- 2023 Audit Approval Letter - \$3,803.53 carryover was approved. Bob will reach out to ASCend re: 2024 Audit
- DHA Tenant Pizza Party August 17, 2024 - RCMP and Drumheller Fire Department were in attendance. This was the first time since COVID that there was a gathering provided for the tenants.
- Core Needs Income Threshold Update - New threshold numbers presented to the Board

CNIT Thresholds - Drumheller	2020	2021	2022	2023	2024
BACH	\$35,500.00	\$37,500.00	\$38,500.00	\$41,000.00	\$37,400.00
1BR	\$35,500.00	\$37,500.00	\$38,500.00	\$42,000.00	\$42,500.00
2BR	\$38,500.00	\$38,500.00	\$39,500.00	\$45,000.00	\$46,500.00
3BR	\$46,500.00	\$46,000.00	\$47,000.00	\$55,000.00	\$54,000.00
4BR+	\$49,500.00	\$50,000.00	\$51,000.00	\$77,500.00	\$69,500.00

Updated by Gov1 June 19, 2024
<https://open.alberta.ca/publications/income-thresholds>

MAINTENANCE REPORT

- Patio Replacements (Rosedale Concrete Works) for #41PP, #39PP, #29PP, #27PP - New patios will slope away from the foundations to help prevent future water issues
- 2024 Fall Cleanup taking place September 17&18, 2024 - Tenants utilized the fall clean up to declutter. Photos shown to the Board of items left for collection by the Town of Drumheller
- Greentree Units Fences have been repaired and painted
- 202 Sandstone - New vinyl plank flooring (\$3600.04 Quality Flooring In

FINANCIAL REPORTS

- \$240,841 in Sandstone Capital Reserve with the Town of Drumheller
- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials - approved, Linda will send Bob a summary of Sandstone Maintenance expenses
- Sandstone Reconciliation
- DHA A/R List - approved

Meeting adjourned at 1:31 pm.

Minutes Accepted on 17 day of December, 20 24

Crystal Sereda
Agenda - Monday, February 10, 2025
BOARD CHAIR

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

Date: Wednesday October 9, 2024
Time: 7pm
Location: Zoom
Chair: Samantha Haddon
Secretary: James Foster
Regrets: Margaret Nielsen, Tracy Abildgaard, Lynn Fabrick, Caleb Brown
Trustees: Cheryl McNeil, Jade Scott, Stephanie Price
Marigold Rep: Margaret Nielsen
Guests: Be Niles (absent), Melody Polych

1. Call to Order – S Haddon called the meeting to order at 7:02 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S Haddon read the land acknowledgement.
 - b. Confirmation of quorum (4/8) – Quorum achieved, 5/8 board members present.
 - c. Accepting of regrets – J Foster moved to accept regrets, C McNeil seconded, motion carried.
 - d. Additions to the Agenda / Approval of agenda: C McNeil moved to accept the agenda as presented, S Price seconded, motion carried.
 - e. Review/Approval of the minutes of Sept 11, 2024 – 3A – remove sentence mentioning “bumps in finances”. Under GIC renewal – rates are actually 4.2%. A space needed to be added between an MH. C McNeil moved to approve the minutes as amended, J Scott seconded, motion carried.
 - f. Declaration of conflicts of interest: None declared.
 - g. Welcome guests: Margaret Nielsen (absent)
3. Reports
 - a. Financials: J. Scott – No recent billing statements from Ascend, so no additional general administration costs for August and September. Once Ascend catches up on billing, the library will probably be billed for several months all at once, and the bill will be large. J Scott and M Polych met with Ascend and had a largely unproductive meeting, and few questions were answered. Ascend will not provide an answer about what hourly rate they are charging for their services. J Scott and M Polych have had meetings with a new bookkeeper (MNP – Meyers, Norris, Penny) and that service has provided hourly rates and states that they want to work on solving inefficiencies. They are able to provide a lot of cloud-based accounting that would be easier to access, and they appear to have service priorities that align well with the library board’s priorities. J Scott motioned to approve the August financial statement, C McNeil seconded, motion carried. J Scott motioned to approve the September financial statement as presented, S Price seconded, motion carried.
 - i. Payworks Updates – J Scott stated that training for the new payroll software, and the new biweekly pay period will start this month. M Polych has been managing working to set up this system. Payworks will be work with online banking through Connect First, and board members will release payroll after the library director enters payroll numbers. The board needs to issue ROE’s to existing staff as part of the payroll changeover.
 - b. Director: M. Polych – The children’s programmer is back working full time, so fall programs are back in full swing. ATB will also be running their fraud prevention programs in the library again. For cleaning – Best cleaning services are not to move library materials due to liability, so M Polych wondered about the possibility of having library staff work several hours on a Sunday clearing books off of the shelves so that the shelves can be cleaned. M Polych pointed out that bookings for meeting rooms have increased a great deal recently, and that maybe meeting room booking rules need to be updated to ensure equitable use. The assistant director position has been posted, but most applicants seem better suited to library assistant positions. M Polych has arranged interviews with some of the most suitable

version: Oct 9, 2024 V2

6. Adjournment – J Scott moved to adjourn at 8:12 pm.

Next Meeting: Nov 13, 2024 at 7pm, Zoom

Minutes Signatures:

Samantha Haddon

Chair, Town of Drumheller Library Board

Signature & Date:

S. Haddon Dec 11, 2024.

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

James Foster November 15, 2024

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

Date: Wednesday November 13, 2024
Time: 7 pm
Location: Zoom
Chair: Cheryl McNeil (Acting Chair)
Secretary: James Foster
Regrets: Caleb Brown, Jade Scott
Trustees: Samantha Haddon, Tracy Abildgaard, Stephanie Price, Lynn Fabrick
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen
Library Director: Melody Polych

1. Call to Order – C McNeil called the meeting to order at 7:08 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – L Fabrick read the land acknowledgement.
 - b. Confirmation of quorum (4/8) – Six members present, quorum achieved.
 - c. Accepting of regrets – T Abildgaard moved to accept regrets, S Price seconded, motion carried.
 - d. Additions to the Agenda / Approval of agenda –L Fabrick motioned to make additions “New Business – For Discussion – Executive Vacancies – added appointment of vice chair and update signing authority” and approve the agenda, T Abildgaard seconded, motion carried.
 - e. Review/Approval of the minutes of Oct 9, 2024 – T Abildgaard motioned to approve the minutes as presented, seconded by S Haddon, motion carried.
 - f. Declaration of conflicts of interest: none declared.
 - g. Welcome guests: Margaret Nielsen
3. Reports
 - a. Financials: J. Scott – approval of October financials postponed till next meeting in December. Two different payrolls have successfully gone through on Payworks. M Polych stated that it has been a lot of work to switch systems, but it appears to be going well. C McNeil stated that the library did receive large invoices from Ascend (including billing from previous months).
 - b. Director: M. Polych – Fall programming is proceeding, and an ATB fraud prevention seminar and some Halloween events in particular had healthy attendance. Many people applied for the two open library staff positions (children’s services and assistant director), and M Polych filled both positions. The library has been busy working on training plans for the new staff and actively training the new staff. The staff person responsible for the art gallery needs flexible work situations, and she may be able to work remotely as an advisor for the art gallery committee once that is running. Switching over to Payworks consumed a great deal of time in the last month. M Polych elected to delay using grant funds from the library society till 2025 so that more time can be dedicated to selecting items to buy with the grant funds.
 - c. Marigold: M. Nielsen – nothing to report. A full board meeting is coming up next Saturday, after which time there may be news to report.
 - d. Society: C. McNeil – had a meeting at the end of October. The library society is arranging to get the library upholstery cleaned and the price is very reasonable. Scheduling the cleaner is a work in progress, and has not occurred yet. C McNeil wants to make sure that the Badlands Community Facility staff are aware of the cleaning once it is scheduled so that all relevant safety and logistical concerns can be addressed in terms of the building manager. Another Reel Alternative film is scheduled with the Napier Theatre.
 - e. Committees:
 - i. Special Project Committee: Potential for meeting to review the Plan of Service and identify feasible items to work towards. C McNeil stated that a new special projects

version: Nov. 13, 2024 V2

committee needs to be struck, and that should occur in 2025. Hopefully creating the committee and focusing on the plan of service will help with board recruitment as well. Library staff will also have time to get trained and prepared before plan of service priorities are identified.

- ii. Policy Committee: Need to schedule a meeting to revise/update library personnel policies. – Processes for payroll in particular need to be updated because the library is no longer using CAFT and is now using Payworks, and those systems have differences.
- iii. HR Committee: Schedule 1 month, and 3 month reviews with Melody to review progress and outline goal and areas where additional training would be beneficial – J Foster joined the committee and a review meeting with M Polych is scheduled for the end of November.

4. New Business

a. For Discussion/Decision

- i. Decision: Change bookkeeping services for 2025 – J Scott has done a lot of work on this issue. C McNeil is clear that services from Ascend, paired with rising costs, have led to the conclusion that the library needs to switch bookkeeping services. Meyers Norris Penny (MNP) has been contacted and appears to be a good service to use in lieu of Ascend in 2025, and monthly costs are much lower than Ascend. S Haddon reiterated that Ascend has been nonresponsive to board treasurer J Scott and that Ascend has not provided many clear answers regarding payroll and cost questions. S Haddon stated that MNP is interested in finding efficiencies and reducing costs. Ascend currently prints cheques for the library, and that responsibility would need to be switched over. MNP's local branch is small, but there are probably solutions to be able to get cheques sent to the library. C McNeil stated that the library needs access to the library Quick Books profile that is currently in Ascend's possession.

- 1. S Price moved to no longer employ Ascend Financial as the bookkeeper for the Drumheller Public Library effective January 1, 2025, L Fabrick seconded, all in favour, motion carried.
- 2. S Haddon moved that the Drumheller Public Library will employ Meyers Norris Penny as the library's bookkeeper, using option 2, wherein MNP completes most bookkeeping services for the library at the quoted rate of \$375 per month, beginning January 1, 2025, L Fabrick seconded, all in favour, motion carried.

ii. Executive vacancies

- 1. Thank you to S. Haddon and C. Brown for their service to the Board, their terms end this month – C McNeil thanked S Haddon for her service through such a long and challenging time for the library, and thanked C Brown as well for his long service as the treasurer. S Haddon said that it has been fantastic to work with the board and she knows that the future will be great. C McNeil stated that she will step up to be chair, but she will not renew her library appointment when it ends in February 2026.
- 2. Appointment of chair – L Fabrick moved to appoint C McNeil as chair of the Drumheller Public Library Board, S Price seconded, motion carried.
- 3. Appointment of vice chair. – No one interested at this time. C McNeil stated that this position does need to be filled soon, especially since it relates to signing authority.
- 4. Signing authority update. – S Price motioned to remove Samantha Haddon from Drumheller Public Library Board signing authority and online banking, seconded by L Fabrick, all in favour, motion carried.
- 5. Signing authority update – L Fabrick moved to add Jennifer Hammond (Assistant Director of the Drumheller Public Library) to Drumheller Public Library signing authority, access to online banking, and as a library credit card holder (with a \$2500 credit limit), S Price seconded, all in favour, motion carried.

iii. Art Committee posting – for review

version: Nov. 13, 2024 V2

5. Ongoing/Unfinished Business

- a. Plan of Service – will continue after a committee is struck in 2025.
- b. Board Calendar:
 - i. Update the DPL Board list of Things to Do 2024/2025
 1. In-person planning meeting? – C McNeil said that many new potential board members have stated that they would like to meet in person rather than online.
 - ii. New Board member recruitment and orientation – a new potential board member is willing to attend our meeting in December.
 1. Post recruitment flyer on social media – a board recruitment flier is up on the town website but not up on the newspaper website yet. S Price can ask that library board recruitment is promoted at the next town council meeting during the announcements section. C McNeil asked if during announcements, C Brown and S Haddon could be thanked for their service.
 2. Create new orientation binders
 3. Schedule Library services orientation - L Fabrick, S Price and T Abildgaard would like an orientation inside the library, hopefully December 9 in the morning at 10 am.
 4. Appoint a mentor/create a mentorship group
 5. PLSB Library Board Basics:

6. Adjournment – S Price moved to adjourn the meeting at 8:13 pm.

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

Minutes Signatures:

Cheryl McNeil

Chair, Town of Drumheller Library Board

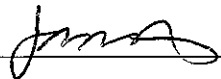
Signature & Date:

 Dec. 19, 2024

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

 Dec 13, 2024

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

Date: Wednesday December 11, 2024
Time: 7 pm
Location: Zoom
Chair: Cheryl McNeil
Secretary: James Foster
Regrets: Margaret Nielsen, Brooklyn Gipman
Trustees: Jade Scott, Tracy Abildgaard, Stephanie Price, Lynn Fabrick
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen, Brooklyn Gipman
Library Director: Melody Polych

1. Call to Order – C McNeil called the meeting to order at 7:00 pm.
2. Meeting Processes
 - a. Land acknowledgement (Open call) – L Fabrick read the land acknowledgement.
 - b. Confirmation of quorum (4/6) – All board members present, quorum achieved.
 - c. Accepting of regrets – no regrets to accept.
 - d. Additions/approval of agenda – J Scott moved to approve the agenda as presented, L Fabrick seconded, motion carried.
 - e. Review/approval of Meeting Minutes (Nov. 13) – “option 1” in Financial report needs to be changed to “option 2” for MNP plan – L Fabrick moved to approve the minutes as amended, S Price seconded, motion carried.
 - f. Welcome guests: Margaret Nielsen; Brooklyn Gipman – not present.
3. Reports
 - a. Financials: J. Scott –
 - i. J Scott presented the October financial statement. The library is currently within its budget and general administration expenses will be down. J Scott moved to approve the financial statement as presented, L Fabrick seconded, all in favour, motion carried.
 - ii. J Scott presented the November financial statement, which included the Marigold Services Grant. J Scott asked C McNeil to reach out to Ascend and ask about billing specifics, but there was not much information given, which is disappointing. The board will not dispute any charges despite lack of billing information in the interest of expediting the end of the library’s relationship with Ascend. Ascend has indicated that they will meet deadlines regarding information the library has asked Ascend to provide. There needs to be a meeting with Ascend in order to reconcile library income statements – no ledgers have been received from Ascend since August. C McNeil, J Scott, and M Polych need to meet with Ascend in order to reconcile the library’s ledgers with Ascend’s information. J Scott moved to approve

the November income statement as presented, L Fabrick seconded, all in favour, motion carried.

- b. Library Director: M. Polych – The two new staff members have come on board, and the new children’s services staff person has stepped right in to work with children’s programs and training other staff members. Library staff are working on strategies to boost program attendance at the library. The town’s senior’s coordinator and the library adult programmer are working together on future programs. Other community partnerships are being planned and explored. The library has planned some customer appreciation dates around the holidays to help people feel connected, especially those who may feel more isolated during the holidays. A mouse is inhabiting M Polych’s office, and this is the first the BCF staff have heard of a mouse in the building. There has been a spate of unattended children (parents nearby but not regulating their behaviour) and the children’s staff person is good at redirecting parents and pointing out appropriate behaviour. There has been an opportunity for local schools to take some retired books, but only one local school has taken advantage of this so far. The visual arts committee has received no applications so far, but the assistant director is ready to work with whatever members eventually join. There has been a significant increase in electronic and audiobook use this month from last month.
- c. Marigold: M. Nielsen – no report, not present. C McNeil stated that we did receive a letter from Marigold stating how population numbers are determined in order to calculate funding for 2025. 7909 is the determined population for Drumheller for 2025.
- d. Society: C. McNeil – Not much activity in December. November’s meeting has been postponed till January. Society will ask the Napier to allow a food donation during Reel Alternative on Monday, January 27. The Society has agreed to pay for furniture cleaning at the library, and it will come in at under \$800.
- e. Committees:
 - i. HR Committee: meeting held Nov. 27 – met with M Polych to review her performance and give feedback. It was a positive meeting and emphasized M Polych’s goals and needs for professional development.
 - ii. Special Projects Committee: support Plan of Service work; committee to hold meeting in January/February? – C McNeil would like to form this committee in January, and T Abildgaard has already expressed interest in joining.

4. Ongoing/Unfinished business

- a. Visual Arts Committee Recruitment – January might be a good time to push for recruiting the visual arts committee. Seniors have an art class once a month and some might be good members for the committee.
- b. Annual Volunteer Hours – form included in meeting package for Annual Report to Public Library Services Branch – J Scott asked what a “normal” volunteer hour load would look like, and C McNeil pointed out that this year had been very busy at the library. C McNeil asked board members to

consider preparation and their extra meetings in order to calculate hours as accurately as possible. Board members should try to get hours in by the 20th of December.

5. New Business

a. For Discussion/Decision

- i. Postal strike – C McNeil stated the library has been impacted by the postal strike. M Polych said that sending cheques out of town is challenging and couriers are not interested in additional business as they are already topped out. Some bills can be paid electronically (although some electronic options are too expensive to be feasible) and the Marigold courier service can take material to other Marigold locations. M Polych has held off on sending anything in the mail until the strike is over. Six of the library's cheques appear to be held up by the postal strike. Some cheques may need to be reissued, including an Ascend cheque. L Fabrick said that as a small business owner, she is not receiving merchandise for her store, and couriers are too expensive to use. C McNeil asked if maybe small businesses could get the Chamber of Commerce to advocate for small businesses dealing with the strike.
- ii. Staff bonuses – review recommendation from Library Director – bonuses in the past were determined based on the library's surplus and then divided based on each staff person's hours worked. C McNeil, J Scott, and M Polych met and agreed that \$10,000 was a good amount to set aside for staff bonuses. Bonuses would also include a gift card that would fit the rules of being non-taxable. Surpluses in areas like patron services cannot be used for staff appreciation, so not all of the library's surplus funds are eligible for being used as bonuses. J Scott stated that the library is in good shape financially to offer bonuses. J Foster moved to use \$10,000 of library funds to be used as staff bonuses, with the library director determining the specific distribution of bonuses amongst staff, and the board chair and treasurer confirming the bonus amounts, L Fabrick seconded, all in favour, motion carried.
 1. In-camera discussion – S Price moved to go in camera at 8:05 pm, L Fabrick seconded, motion carried. L Fabrick moved to exit in camera at 8:15 pm, J Scott seconded, motion carried.
- iii. Board member recruitment update
 1. Update orientation binders / orientation for interested Board Members – Dec. 9, 10 am – Binders were updated on Monday for new board members.
 2. Board vacancies update – J Scott will be leaving at the end of February, so the treasurer role will be vacant. By that time M Polych should be trained on library financials, and MNP will be handling the library accounts, so the library should be in good shape. S Price brought up that maybe more town council

members can be added to the library board in order to boost numbers.

3. PLSB Library Board Basics Workshops – TBA – no new sessions listed right now. C McNeil will check again in January.
4. Next board meeting will be postponed from January 8 to January 15, as January 8 is very early in the month and close to the holidays.

6. Adjournment – J Scott moved to adjourn at 8:30 pm, motion carried.


Next Meeting: January 8, 2025 at 7pm, Zoom

Minutes Signatures:

Cheryl McNeil

Chair, Town of Drumheller Library Board


Signature & Date:



James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:



**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, October 3, 2024
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Tony Lacher – Councillor/Member – Acting Chair
Shelley Rymal – Member
Kirk Mclean – Member
Andrew Luger – Member
Antonia Strilisky – Development Officer
Reg Johnston – Manager of Economic Development
Devin Diano – Palliser Regional Municipal Services
David Vidal – Reality Bytes IT

Regrets:

Crystal Sereda – Councillor/Member – Chair
Aaron Hamilton – Member
Art Erickson – Member

1.0 CALL TO ORDER

T. Lacher called to order at 12:00 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for October 3, 2024 Municipal Planning Commission Meeting.

MOVED by S, Rymal, seconded by A. Luger

That the Municipal Planning Commission adopt the agenda for the October 3, 2024 Regular Meeting as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the August 12, 2024 Municipal Planning Commission Meeting.

MOVED by A. Luger, seconded by S. Rymal

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

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for between August 8– September 27, 2024.

MOVED by S. Rymal, seconded by A. Luger

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

CARRIED

6.0 DEVELOPMENT PERMITS

6.1 Development Permit Application – T00068-24D: Retail & Service - General Occupancy for Natural Gas meter refurbishment services

MOVED by A. Luger

That the Municipal Planning Commission approve Development Permit application T00068-24D, submitted by Stephanie Hunter., for the occupancy of a vacant building for Retail & Service - General Occupancy for Natural Gas meter refurbishment services located at 408 8 Avenue SE, Lot 3, Block 2, Plan 8010374.

SECONDED by K. Mclean

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

7.1 Palliser Regional Municipal Services is generating Municipal Planning Commission training sessions. The Commission will be updated when dates are confirmed

8.0 OTHER DISCUSSION ITEMS

8.1 Administration will be undertaking a review of Municipal Planning Commission Bylaw 31.08. and presented to the Municipal Planning Commission prior to presentation to Council.

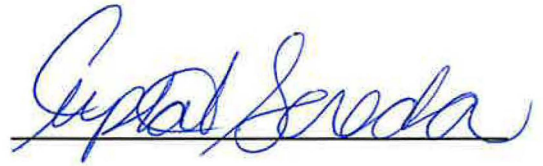
9.0 NEXT MEETING DATE – October 31, 2024

10.0 ADJOURNMENT

MOVED by A. Erickson, **SECONDED** by S. Rymal

That Municipal Planning Commission adjourn the meeting at 12:18 pm

CARRIED



Chairperson



Development Officer

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

Present:

Crystal Sereda – Councillor/Member – Chair
Tony Lacher – Councillor/Member
Andrew Luger – Member
Art Erickson – Member
Shelley Rymal – Member
Antonia Strilisky – Development Officer
David Vidal – Reality Bytes IT
Bridget Unland - Secretary

Regrets:

Aaron Hamilton – Member
Kirk Mclean – Member

1.0 CALL TO ORDER

C. Sereda called to order at 12:00 pm

Announcement – New Municipal Planning Commission Secretary - Bridget Unland

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

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

MOVED by A. Erikson, **SECONDED** by S. Rymal

That the Municipal Planning Commission adopt the agenda for the December 18, 2024 Regular Meeting as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the October 3, 2024, Municipal Planning Commission Meeting.

MOVED by T. Lacher, **SECONDED** by A. Luger

That the Municipal Planning Commission adopt the minutes for the October 3, 2024, Municipal Planning Commission meeting, as presented.

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for between September 23– December 5, 2024.

MOVED by S. Rymal, **SECONDED** by A. Erickson

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

CARRIED

6.0 REQUEST FOR DIRECTION

6.1 Draft Development Authority Bylaw

MOVED by T. Lacher, **SECONDED** by A. Erickson

Move that the Municipal Planning Commission support the repeal of bylaw 32-08 and the recommendation of proposed Development Authority Bylaw 01.25 to Council

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

8.0 OTHER DISCUSSION ITEMS

9.0 NEXT MEETING DATE – January 9, 2025 at 12:00pm

10.0 ADJOURNMENT

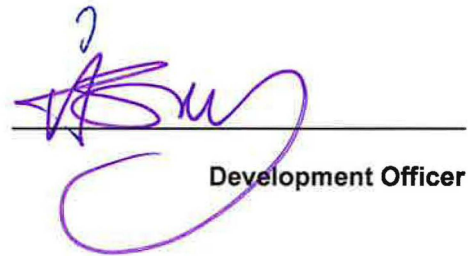
MOVED by A. Erickson, **SECONDED** by S. Rymal

That Municipal Planning Commission adjourn the meeting at 12:18 pm

CARRIED



Chairperson



Development Officer

The Valley Bus Society
Box 2848
Drumheller AB T0J 0Y0
Email: ValleyBusSociety@gmail.com

Board Minutes
November 13, 2024 at 4:30 PM
BCF Main Floor Meeting Room
copy to: akeibel@drumheller.ca

Members present: Tony Lacher, Ron Tremblay, Jerry Machacek, Emily Ashmore, Brian Rideout, Bill Wulff

Absent: Kathryn Evans

1. Call to Order

T. Lacher called the meeting to order at 4:35 pm

2. Bubba T Bus Tours and Shuttle Service Report

October 2024

906 Total riders

\$2,380 Punch cards

\$2,718 Cash rides

\$1,196 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 B. Rideout, seconded by E. Ashmore, to approve the minutes of the October 9, 2024 regular meeting. Carried.

5. Old Business

5.1 Medical Transfer Subsidy (request from Bubba T Tours)

This was discussed as to the method and scope of the program.

Moved by B. Rideout, seconded by E. Ashmore that B. Wulff be instructed to prepare a proposal to present to the Friends of the Sunshine Lodge to see if they would support the program. Carried.

5.2 AGLC Distribution was not discussed as this is pending the decision of the Friends of Sunshine Lodge.

6. New Business

(none)

7. Reports

7.1 Town Council

T. Lacher reported on the VBS presentation made to Council. There was general discussion regarding the possible dissolution of the Society, where the Town would pay the transportation company directly.

7.2 Business Plan

Moved by J. Machacek, seconded by R. Tremblay to adopt the 2025-2027 Business Plan. Carried.

7.3 Financials

Moved by B. Rideout, seconded by R. Tremblay, to accept the Financial Report. Carried.

8. Closed Session

(none)

9. Next Meeting

The next Meeting will be Wednesday, December 11, 2024.

10. Adjournment

Moved by B. Rideout, seconded by R. Tremblay, to adjourn the meeting at 5:45 pm. Carried.



2025 DRUMHELLER COUNCIL PRESENTATION

WILD ROSE ASSESSMENT SERVICES | 1

OUTLINE

What is an Assessor

What is an Assessment

What is Assessed

How are Assessments Prepared

Assessment Cycle

Assessment Audit – ASSET

Questions

WILD ROSE ASSESSMENT SERVICES | 2

WHAT IS AN ASSESSOR

Person employed by the Municipality to prepare and defend the assessment roll in accordance with the Municipal Government Act (MGA) and the Regulations.

The “Designated Assessor” is appointed by the Municipality and **MUST** have qualifications pursuant to Provincial Statutes.

PROPERTY ASSESSMENT

Property assessments are the basis to **distribute** the municipality’s budgeted **tax** amount **in a fair** and equitable **manner**.

WHAT AN ASSESSMENT IS



Process of assigning dollar value to each property for the purpose of property taxation.



Based on Legislation, “dollar value” is either:

- 1) Market Value
- 2) Regulated Value



MARKET VALUE

- Section 1(n) of the MGA defines market value as:
 - “the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer”
- Section 284(1)(r) defines property as:
 - a parcel of land,
 - an improvement, or
 - a parcel of land and the improvements to it;

REGULATED VALUE

Regulated rate **set by Province.**

Property assessed with **regulated rates:**

1) By the assessor

- Farmland – as agricultural use value
- Machinery & Equipment – as cost

2) By the Province

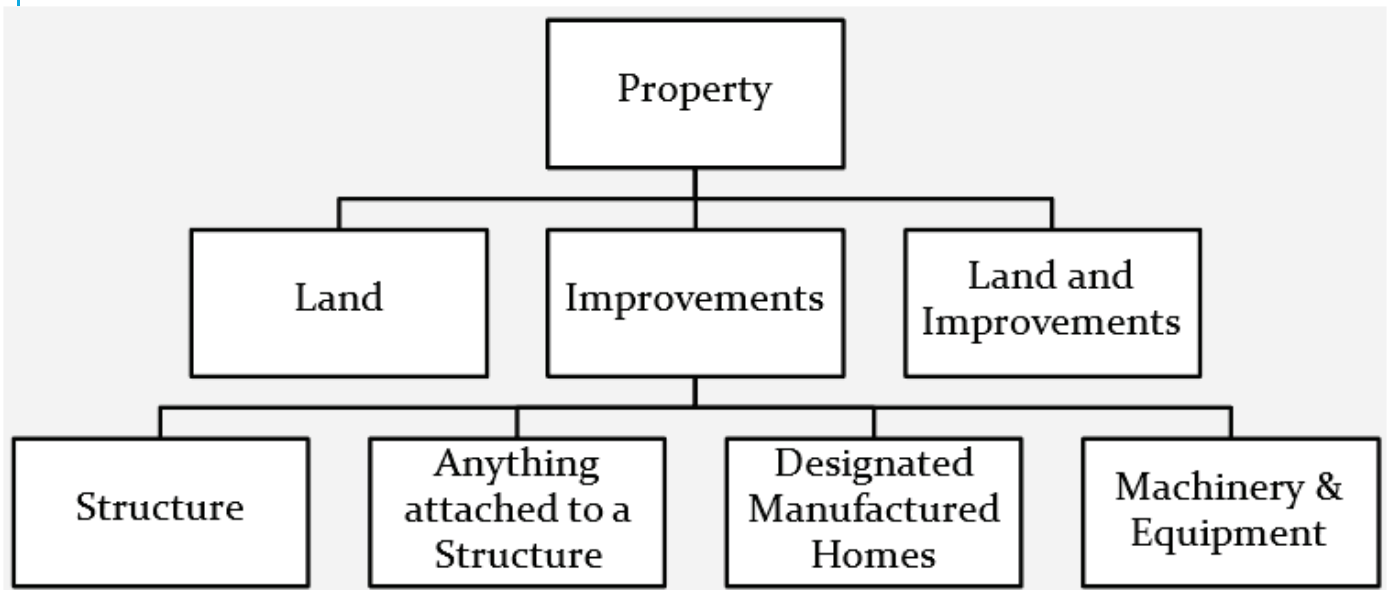
- Railway
- Designated Industrial Property (DIP)

WILD ROSE ASSESSMENT SERVICES



WHAT IS
ASSESSED

WILD ROSE ASSESSMENT SERVICES 8



RESIDENTIAL

Assessed at market value.

- Detached single family dwelling
- Semi-detached dwelling
- Individual **condominium** units in apartment or townhouse
- Lot suitable for single dwelling

WILD ROSE ASSESSMENT SERVICES 10



NON-RESIDENTIAL

Assessed at market value.

Land, single or multiple user buildings, condominiums:

- Commercial** – land, owner user, multiple tenant
- Industrial** – land, owner user, multiple tenant
- Multi-family** – multiple units on one land title
- Land** – suitable for non-residential buildings, or redevelopment
- Purpose-Built** – church, school, campground, manufactured home park

NON-ASSESSABLE

Municipal Infrastructure
Water, sewer systems
Farm Buildings
Airport Improvements
Roads, runways



TAX EXEMPTIONS

TAXABLE OR EXEMPT



By default, all property is TAXABLE.



Tax EXEMPTION achieved by:



1) **MGA** exempts property from taxation.



2) **COPTER**



* Community Organization Property Tax Exemption Regulation

MGA: EXEMPT FROM TAXATION



AFFORDABLE HOUSING

Province published 'Affordable Housing' taxation exemption list in 2024.

- List created and maintained by the Province
 - Issued annually by September 30
 - Sent to municipality directly via email, with the assessor being included

- Province expressed intent of the 'List' to exempt property operated as a on-profit through reduced rents.
 - Current threshold is a municipal agreement in place, rents 10% less than CMHC average

- MGA s 363(3) allows municipalities may annually pass a tax bylaw to collect the municipal portion of property tax. Requisitions are not collected.
 - No tax bylaw was passed for the 2025 tax year

HOW ASSESSMENTS ARE PREPARED

ASSESSMENT STANDARDS

The **MGA** and **MRAT** (*Matters Relating to Assessment and Taxation*) define the methods and standards to prepare assessments.

A property assessment is based on market value and must:

- 1) Be prepared using mass appraisal
- 2) Be an estimate of the value of the fee simple estate in the property, and
- 3) Reflect typical market conditions for similar properties, whether sold or not



MASS APPRAISAL

Section 1 (g) of **MRAT defines mass appraisal** as:

“The process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing”

Allows annual valuation of **large number** of properties.

- Not every property sells every year.
- Property **sales analyzed to achieve market value assessment** on sold properties.
- Mass appraisal is applied to achieve equity** as market value assessments to all other properties that have not sold in the past three years.

APPROACHES TO MARKET VALUE

COST - MARKET MODIFIED

- Depreciated cost new + land, adjusted to market based on Assessment:Sales ratio study

INCOME

- Revenue less expenses converted to value by capitalization (cap) rate

SALES COMPARISON

- Similar property compared on per unit basis

Assessors utilize the three traditional approaches to value: **Cost, Income, Sales Comparison.**

Defining factors that create market value for a property **dictate** which **valuation approach** is **most suitable.**

ASSESSMENT AUDIT & COMPLIANCE

Assessment Shared Systems EnvironmenT – ASSET

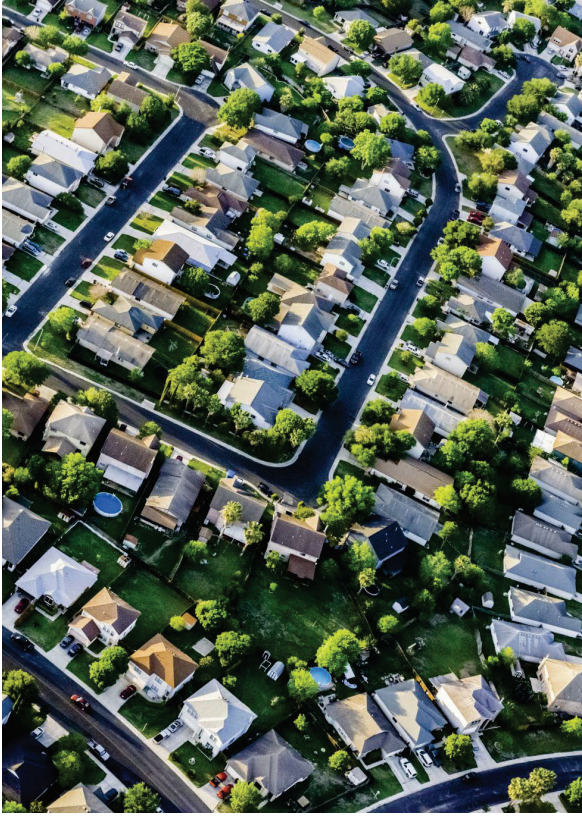
- ❑ Annually, by Feb 28, municipal assessment database loaded into ASSET.
- ❑ Changes after this date made as MGA Section 305
 - reloaded to ASSET throughout the year.
- ❑ Assessment and sales information are analyzed within ASSET.
 - to be audited for quality and compliance by the Province, Dept of Municipal Affairs.
- ❑ MRAT requires the Median ASR, for each property group or subgroup, be between 95% to 105% as an Assessment:Sales Ratio (ASR)



IMPORTANT DATES

Two legislated dates govern assessment valuation.

- ❑ December 31 as **Condition Date**
 - Assessed physical condition as at this date
- ❑ July 1 as annual **Valuation Date**
 - Assessed market value as at this date
 - Precedes **Condition Date**



ASSESSMENT COMPLAINTS

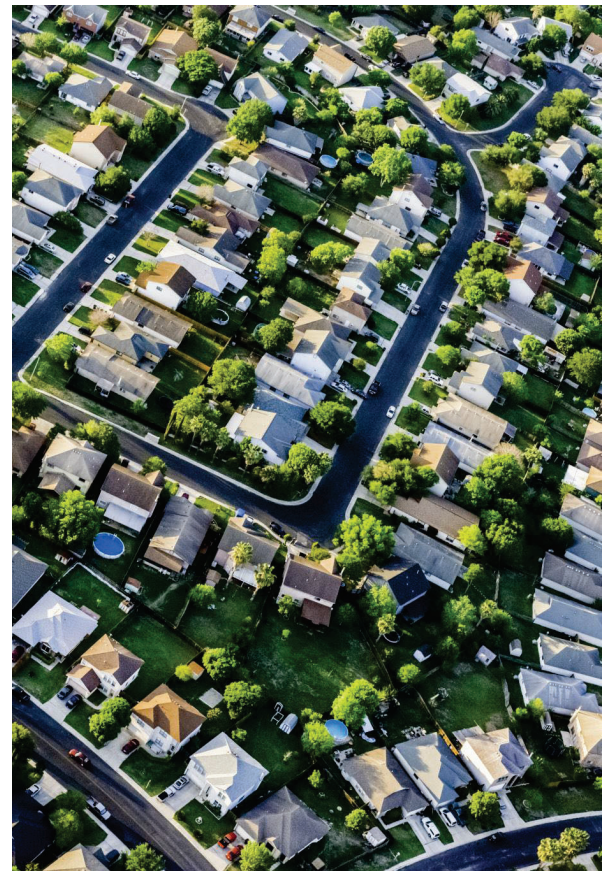
Three types of assessment review boards:

- ❑ Local Assessment Review Board (**LARB**)
 - Residential (3 dwellings or less) and farmland
- ❑ Composite Assessment Review Board (**CARB**)
 - Non-residential, multi-residential
- ❑ Land and Property Rights **Tribunal**
 - DIP and equalization

COMPLAINT PROCEDURES

Legislated procedure to file complaint.

- ❑ Annual assessment notice mailed.
 - 67 days to file complaint with the municipality
- ❑ Municipality must then convene ARB hearing.
 - Regional Assessment Review Board handles this process
- ❑ ARB issues decision and are binding.
 - Municipality has 60 days to file for Judicial Review at Court of King's Bench.

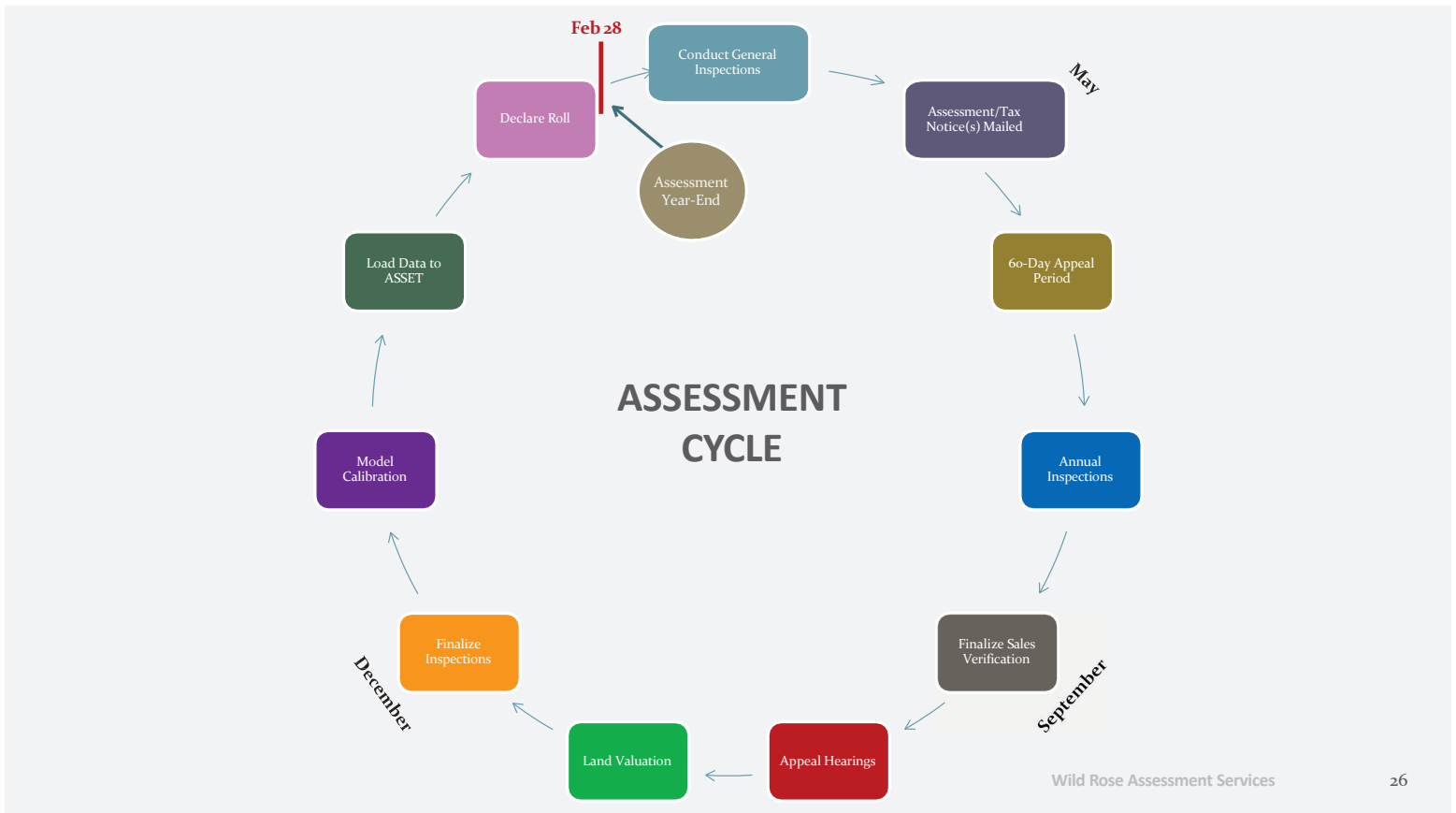


ASSESSMENT TO SALES RATIO

MRAT median assessment standard of 95% to 105% ASR.

Assessment / Sale Price =
Assessment to Sales Ratio (ASR)

Assessment	Sale	ASR	Comments
\$460,000	\$550,000	84%	
\$460,000	\$515,000	89%	
\$460,000	\$510,000	90%	
\$460,000	\$490,000	94%	
\$460,000	\$465,000	99%	<i>Assmt below Sale</i>
\$460,000	\$445,000	103%	<i>Assmt above Sale</i>
\$460,000	\$435,000	106%	
\$460,000	\$415,000	111%	
\$460,000	\$425,000	108%	
\$460,000	\$395,000	116%	
\$460,000	\$445,000	101%	Median



2024 ASSESSMENT ASR

WILD ROSE ASSESSMENT SERVICES 27

1A) SALES ASR — CENTRAL NEIGHBOURHOOD

Sales are analyzed throughout the town over a 3-year period: **July 1, 2021 to June 30, 2024.**

- Following on the next three slides are actual sales from this neighbourhood.
- The sales are on the same block, selling in 2021, 2022, 2023.
- Their **individual Assessment:Sales Ratio (ASR)** is next analyzed with all neighbourhood ASRs to the current assessment year.

WILD ROSE ASSESSMENT SERVICES 28

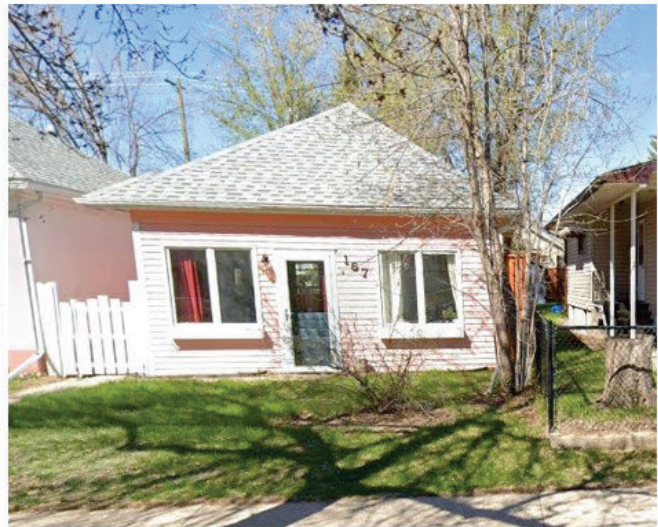
Central Sale 1

Sale Date	March 2023
Sale Price	\$131,000
Adjusted Price 2024 Assessment Year	\$143,600
Assessment 2024 Assessment Year	\$143,000
ASR 2024 Assessment Year	99.6%



Central Sale 2

Sale Date	December 2022
Sale Price	\$96,000
Adjusted Price 2024 Assessment Year	\$107,100
Assessment 2024 Assessment Year	\$110,000
ASR 2024 Assessment Year	102.7%



Central Sale 3

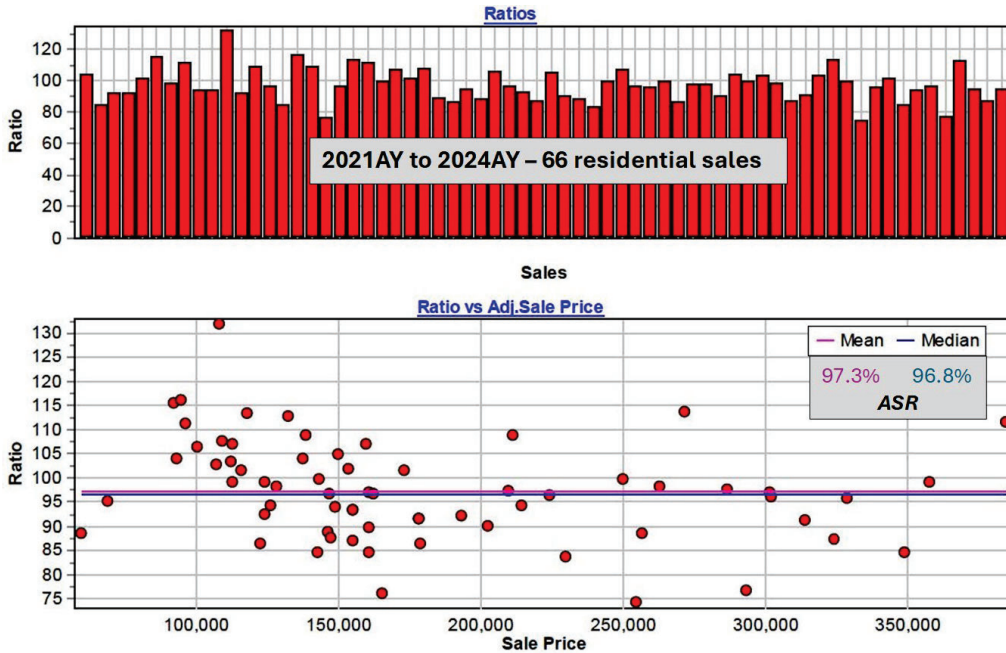
Sale Date	August 2021
Sale Price	\$212,500
Adjusted Price 2024 Assessment Year	\$262,700
Assessment 2024 Assessment Year	\$258,000
ASR 2024 Assessment Year	98.2%



1B) OVERALL ASR — CENTRAL NEIGHBOURHOOD

The individual ASRs are now included for analysis with all sales in the neighbourhood.

- Following on the next one slide are all residential sales with ASRs from this neighbourhood.
- July 1, 2021 to June 30, 2024 ASR is analyzed to yield 'Median' neighbourhood ASR.
- The three sales from the previous slide form part of the next graph.



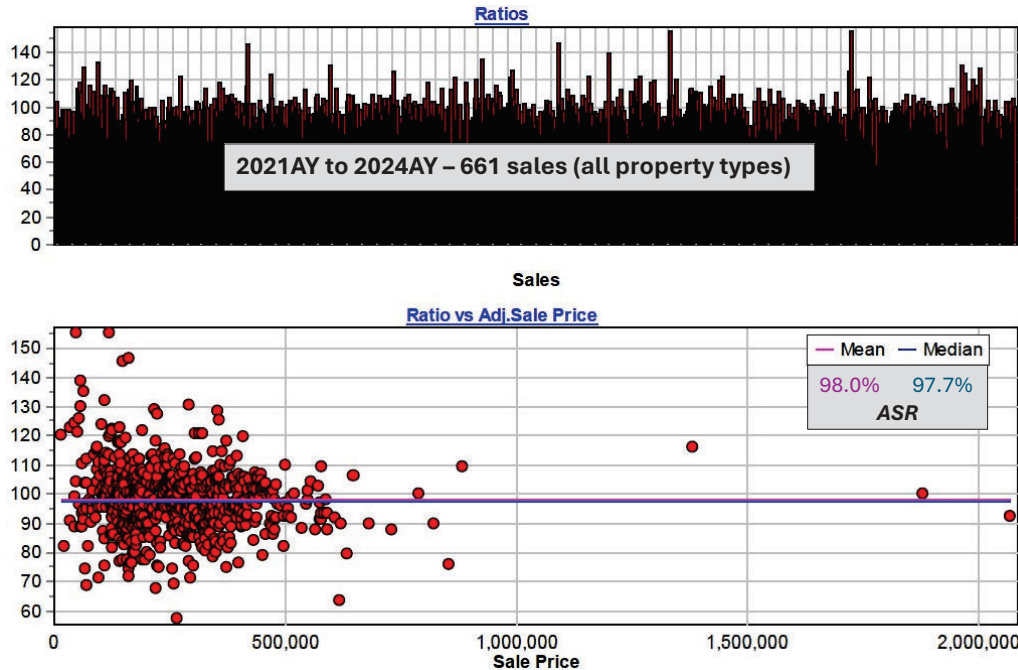
2A) ASR — ALL NEIGHBOURHOODS 2024AY

ASRs for all neighbourhoods are included for analysis.

- Next slide shows all sales of all property type within the whole town.
 - The data view has become higher level with each ASR slide.

- July 1, 2021 to June 30, 2024 ASR is analyzed to yield 'Median' whole ASR.

- Included in the sales shown in the following graphs are:
 - Sales of three individual ASR slides, as well as
 - Sales from the neighbourhood ASR slide.



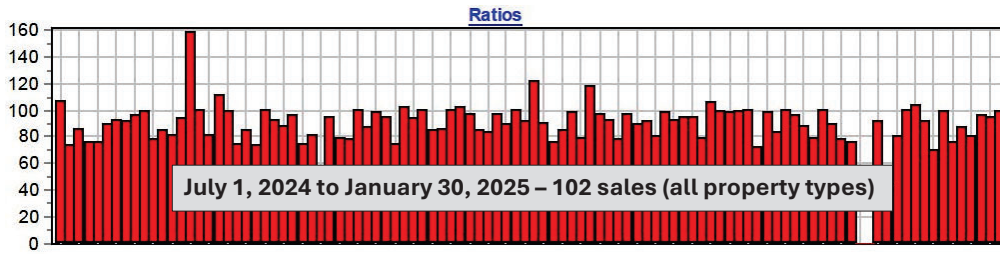
2B) ASR – POST 2024AY ONLY

On the same basis as the 2A) slides, ASRs presented here **extend beyond the 2024 assessment effective date.**

- Next slide shows all sales of all property type within the whole town.
 - Only sales not included in the 2024AY are analyzed.

- July 1, 2024 to January 30, 2025 ASR is analyzed to yield 'Median' whole ASR.

- Extended ASR analysis proves **increasing market value beyond the July 1, 2024** assessment date.



2024 ASSESSMENT TOTAL VALUE

2023 - 2024 ASSESSMENT COMPARISON

Presented separately, are the year over year assessment changes for three analysis categories:

1) Non-residential

- Such as commercial, industrial, and multi-family property
- Including hamlets

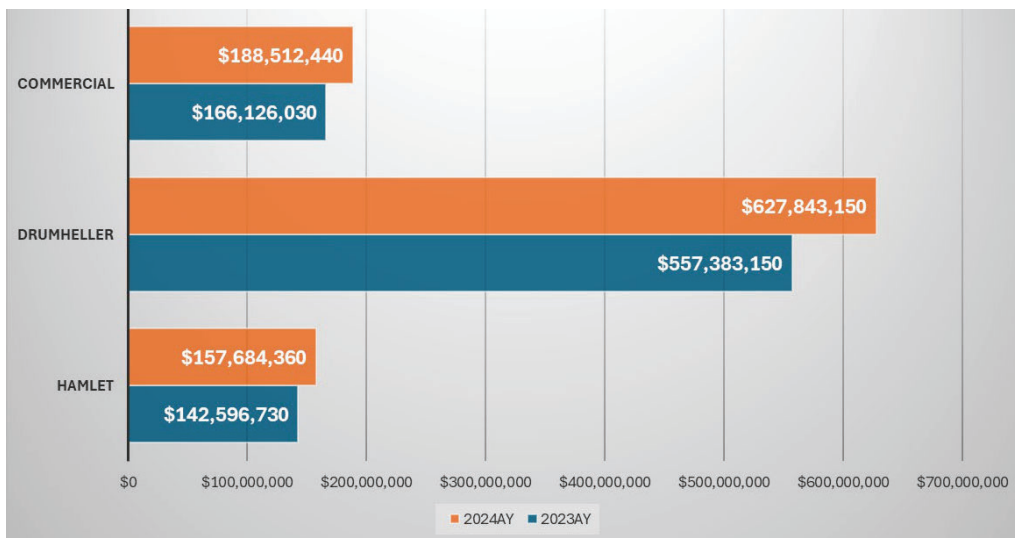
2) Drumheller

- EXCLUDING hamlets
- All property types

3) Hamlet

- All property types
- Including only Hamlets of: Cambria, East Coulee, Midlands, Nacmine, Rosedale, Wayne

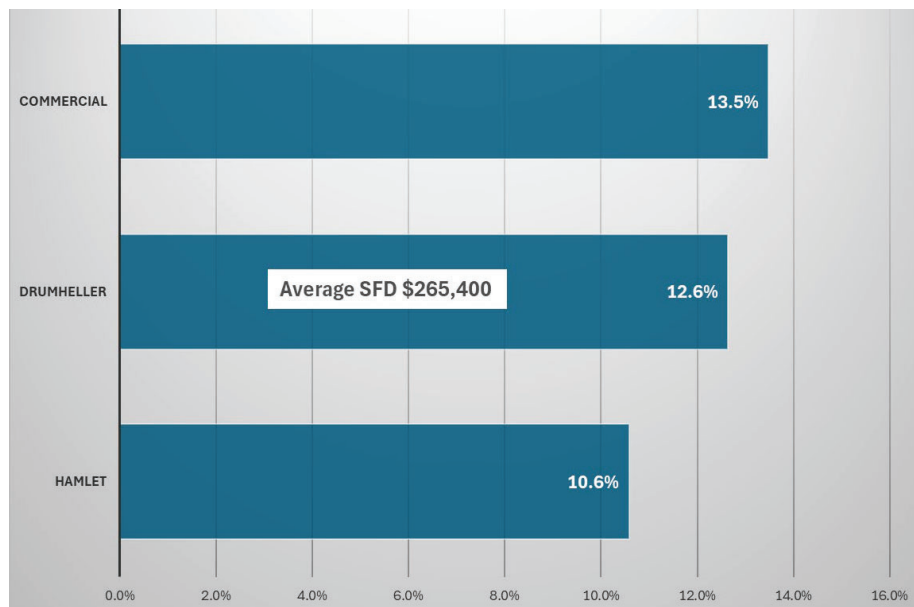
2023 - 2024 ASSESSMENT: TOTALS



2023 - 2024 ASSESSMENT CHANGE: INCREASE \$

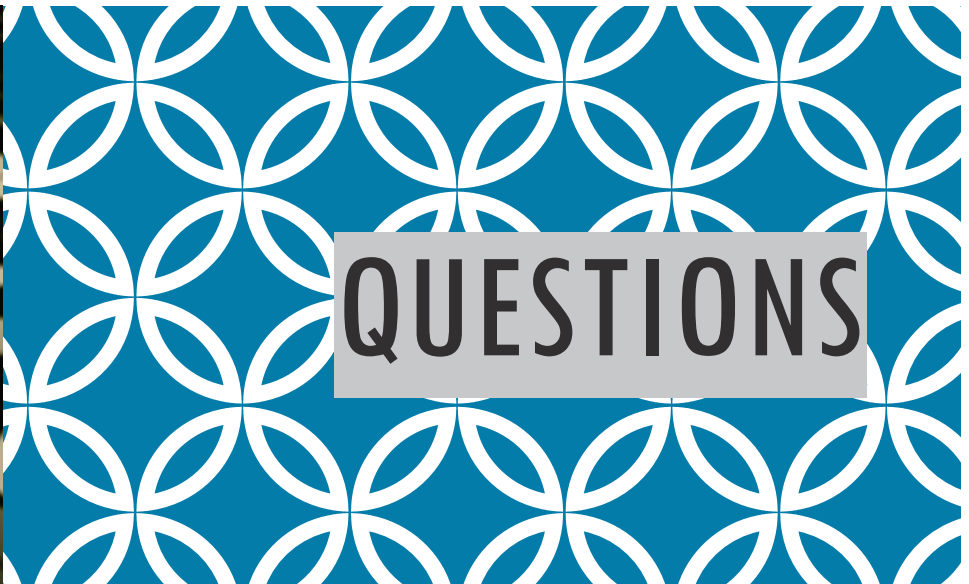
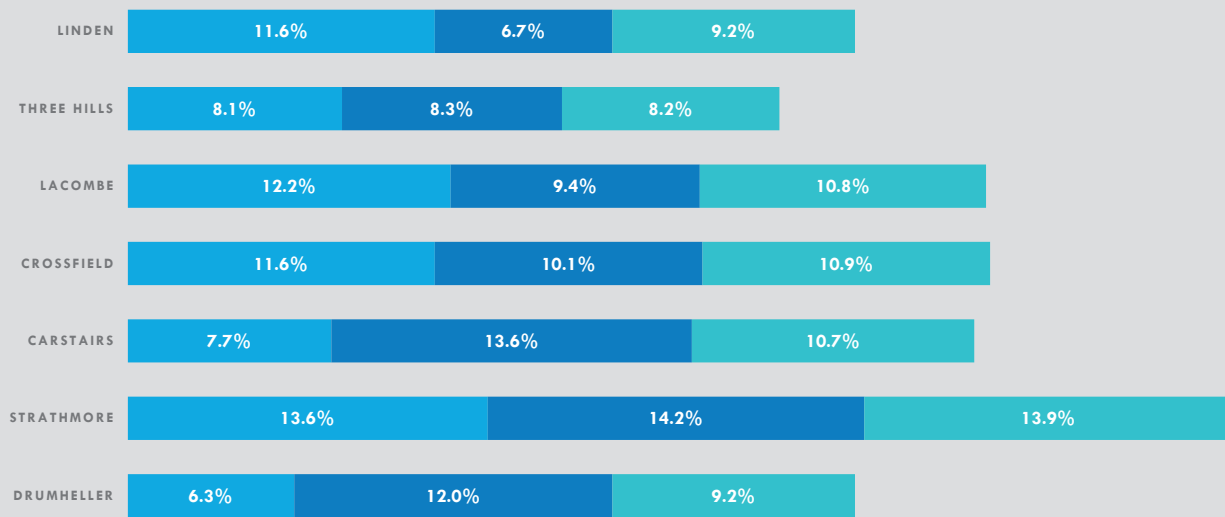


2023 - 2024 ASSESSMENT CHANGE: INCREASE %



YOY TOTAL ASSMT INCREASE BY MUNI

■ 2022 to 2023 ■ 2023 to 2024 ■ Average





**DRUMHELLER
VALLEY**

2024 Economic Development Year in Review

Agenda

- New Business
- Labour
- Real Estate
- Major Projects
- Land

New Business (25)

- Pizza Crush & Shawarma
- Harper Tire Expansion
- Treasure Box
- No Frills Renovation
- Honeycomb Salon
- Amplify Aesthetics
- Valley Capital Inc.
- Wanderlust Boutique
- Valley Ice Cream Shoppe
- Blond Heaven Hair Studio
- Baaadlands Yarn & Fiber Arts
- Vape Rex

<https://www.drumheller.ca/do-business/business-directory>



New Business (25)

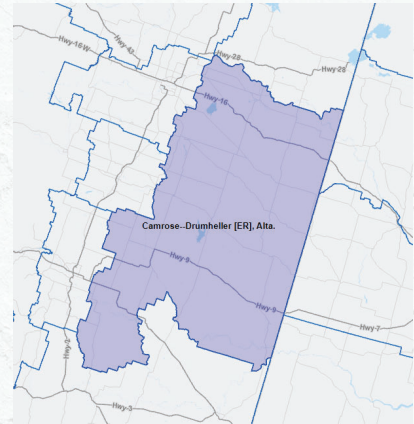
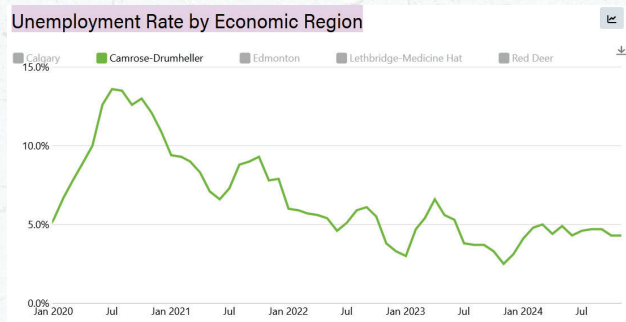
- Creative Custom Gold
- Drumheller Valley Foot Care
- North Lake Contracting
- Crown Surplus
- Glamor Skin Aesthetic Laser & Spa
- Badlands Athletic Therapy
- The Grazing Board
- Bottle Depot
- Smitty's Restaurant & Lounge
- Burlly Boys Towing
- The Esthetics Studio By Kenzie
- Between the Buns

<https://www.drumheller.ca/do-business/business-directory>



Labour (Unemployment)

- October 2021 - 10%.
- Now the lowest in the Province (under 5%).
- Population now 8,430.



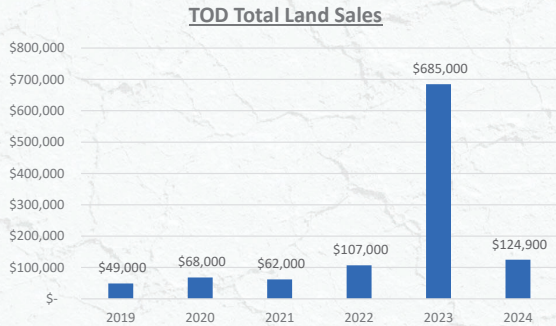
<https://economicdashboard.alberta.ca/dashboard/unemployment/>

Real Estate

- Downtown Commercial Real Estate Vacancy remains under 2%. Former 711 is leased to long term tenant.
- There are no freestanding spaces available in the downtown core.
- Rents have risen 8% in the downtown core over the past 3 years and are still the lowest in the 300 km radius.
- The 368 Centre Street building is fully leased after being vacant for 4 years.
- The Wonderlust building is fully leased after being empty for many years.
- HWY Commercial is seeing improvements too. First New Commercial with build in six year. Includes three commercial bays and drive-thru.
- Industrial Vacancy 2%. Two new build projects underway (1 in Rosedale and 1 in Hy Grade). Three buildings recently unconditionally sold for record prices within 1 week of being on the market.



Housing



- Met Town of Drumheller Land sales target for 2024;
- Sold Elgin Hill 2023 – planning phase;
- Jan 2024 255-acre private land sale - planning phase;
- Sold residential lot in Nacmine (lot 11, at Hunter Drive and 6 St);
- Sold Old Plaza – +6 unit residential is planned;
- Five house builders now active in market, including 6 plex under construction;
- Residential – Sellers Market still. 26 house listed on MLS 2024;
- Long term rental vacancy under 1%;
- 56 Short-Term Rentals registered with 88% compliance.



Housing

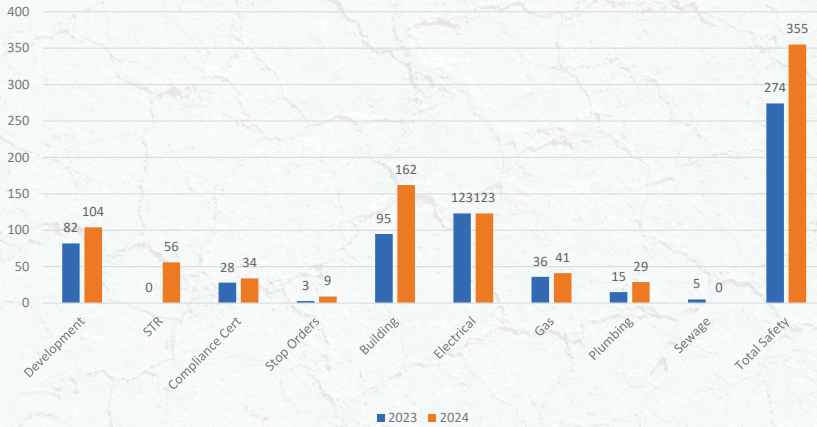
- Residential - "Seller's Market" still. 26 houses listed on MLS Dec 2024. December End:
 - 18 active listings;
 - 8 sold;
 - Days on Market Average 77;
 - 2.3 Months of Inventory;
 - 4.8% increase in sales activity y/y;
 - \$369,688 average price.



Real Estate Statistics Provided by Century 21 Masters

Permitting Activity

TOD Permitting #'s (year End 2024)



- Total Permits 558;
- Building Permits outpaced previous 5 years;
- DP - \$8.54M in value.



Policy/Bylaw Updates 2024

- Policy DP-A-01 - Property Addressing Standards
- Policy DP-A-03 - Telecommunication Antenna Structures
- Policy DP-C-02 - Compliance Certificate
- Policy COMMS-A-02 - Advertising and Circulation Standards
- Bylaw #06.23, Business Licence Bylaw, Jan 22, 2024
- Bylaw #12.24, Amend LUB #16.20 - Clerical Modifications, August 02, 2024
- Bylaw #15.24, Safety Codes Bylaw, Jul 8, 2024
- Bylaw #24.24, Advertising Bylaw, Oct 7, 2024



Projects

- DARP – Downtown Area Revitalization Project
- Business Needs Survey Q1 2025
- Housing Strategy Continues
 - Housing Accelerator Fund Grant application
 - Continue to manage STRs
 - Continue to meet with developers and promote incentive
- Continue Partner work on HomeShare
- From a major projects perspective

“Drumheller is the 14th fastest growing municipality in the province.”

<https://regionaldashboard.alberta.ca/region/drumheller/major-projects/#?from=2019&to=2023>



BRIEFING NOTE

TITLE:	Parks & Recreation Master Plan Update
DATE:	February 10, 2025
PRESENTED BY:	Rick Ladouceur – Manager of Recreation, Arts & Culture
ATTACHMENTS:	Parks & Recreation Master Plan 2024-2026

SUMMARY:

In 2023, council approved the Parks & Recreation Master Plan. As part of the Master Plan, one of the Key Service Delivery Objectives was on-going engagement “indirect or direct” to inform the residents of Drumheller the progression of the Parks & Recreation Master Plan.

DIRECTION:

That Council has directed administration to share the achievements in 2024 with public, and the plan going forward for 2025. Administration will continue engaging with the general public and Council on the deliverables.

DISCUSSION:

2024 Newcastle

- Ball diamonds (completed)
- Dog park extended fencing and with amenities (completed)
- Beach was graded, clean sand and picnic tables added (completed)
- Rink boards restored (completed)

2024 Administrative Initiatives

- Drumheller Valley Sports Task Force (completed – Bylaw of Drumheller Valley Sports Committee is created and seeking public nominations)
- Partnership with Travel Drumheller (on-going)
- Staff Training on Customer Service (on-going)
- Reassessing User/Membership Fees non-resident (completed with 2025 Fee Schedules Bylaw)
- Competitive Analysis (completed)
- Sport Tourism Tournaments/Partner Travel Drumheller (on-going)

2025 Joint Recreation, Arts & Culture & Infrastructure Services Departmental Initiatives

- Rosedale Ball Diamond Backstop Repairs (spring 2025)
- BBQ Picnic Areas Park Shelters (research)
- Rails to Trails (ongoing maintenance)
- Newcastle Beach additional clean sand to top up and maintenance (on-going 2025)
- Midland Ball Diamonds Outfield Fence (research)
- Newcastle Rink basketball hoops installed and pickleball lines painted and sports equipment will be available for rent (spring 2025)

2026 Joint Recreation, Arts & Culture & Infrastructure Services Departmental Initiatives

- Rosedale Diamond new backstop (tentatively planned for 2026)
- Destination Park (research)
- Feasibility Study Concept Design Aquaplex & Arena (tentatively planned for 2026)

- Pump Tracks Park Consult with Badlands Trail Society (spring 2026)

FINANCIAL IMPACT:

Continue to collaborate with Department of Infrastructure Services to complete identified projects for 2025 based on approved budget, and continue on planning for projects for 2026.

COMMUNICATION STRATEGY:

Recreation, Arts & Culture Department will prepare a communication brief for media release.



Prepared by:
Rick Ladouceur
Manager of Recreation,
Arts & Culture



Reviewed by:
Victoria Chan
Chief Financial Officer



Approved by:
Darryl Drohomerski
Chief Administrative
Officer

TOWN OF DRUMHELLER

PARKS AND RECREATION

MASTER PLAN UPDATE

Presented by: Rick Ladouceur

2024	2025
<p>Newcastle Ball Diamonds (Completed)</p>	<p>Newcastle Other Utilization Options Joint RAC & Infrastructure</p>
<p>Newcastle Rink Restoration (Completed)</p>	<p>Rosedale Ball Diamond Joint RAC & Infrastructure (Backstop Repairs)</p>
<p>Newcastle Outdoor Rink Joint RAC & Infrastructure (Equipment Pickleball, Volleyball, Badminton, Horseshoes all Completed) (Painting lines in the spring 2025 & Basketball hoops to be installed)</p>	<p>BBQ Picnic Areas Park Shelters Joint RAC & Infrastructure (Research & identify possible locations & present options for the 2026 Capital Budget for discussion)</p>
<p>Newcastle Beach Restoration Joint RAC & Infrastructure (Beach Sand & maintenance Completed) (Additional sand & maintenance continued summer 2025)</p>	<p>Sports Tourism Tournaments 6-12 Month Planning (Tournaments planned for spring 2025 with more in 2026)</p>

2024	2025
<p>Competitive Analysis Completed Pricing of Banquet Halls, Fieldhouse, Hotels, Surrounding Community Centres, Trends, etc.</p>	<p>Research Sand-Base Volleyball Courts Joint RAC & Infrastructure (Research & consult with DVSS High School and local groups)</p>
<p>Drumheller Valley Sports Council Completed (Expression of Interest March 2025)</p>	<p>Rails to Trails Infrastructure (Maintenance to Trails on-going)</p>
<p>Reassessing User/Membership Fees non-resident Completed (Added to the 2025 Fee Scheduled)</p>	<p>Pump Tracks and/or Bike Skills Parks Joint RAC & Infrastructure (Consult with Badlands Trail Society)</p>
<p>Cricket Pitch Joint RAC & Infrastructure (Currently working cricket community)</p>	<p>Little League Ball Diamond Joint RAC & Infrastructure (Research & consult with local groups & present options for the 2026 Capital Budget for discussion)</p>

2024	2025
<p>Staff Training Customer service (On-going)</p>	<p>Newcastle #1 Joint RAC & Infrastructure (New Backstop Spring 2025 Capital Budget Fund allocated)</p>
<p>Skatepark (Spring 2025 safety clinic for participants)</p>	<p>Newcastle Baseball Diamonds Scoreboards RAC (Cancelled after discussion with user groups)</p>
<p>Partnership with Travel Drumheller (on-going) (Sport Tourism, Sports Committee, Event Expos, Social Media)</p>	<p>Drumheller Soccer Pitch Joint RAC & Infrastructure (Research & consult with local groups & present options for the 2026 Capital Budget for discussion)</p>
<p>Banquet Hall Usage & Cost Recovery (Presentation in Spring 2025 One-stop Shopping for Destination Weddings & Conferences)</p>	<p>Midland League Ball Diamonds Outfield Fence Joint RAC & Infrastructure (Research & consult with local groups & present options for the 2026 Capital Budget for discussion)</p>

2026

Rosedale Ball Diamond

Joint RAC & Infrastructure

(Add Portable mounds

New Backstop 2027 Capital Budget for discussion)

Bank view Park, Munchie Park, Huntington Park & Miners Memorial Park

Joint RAC & Infrastructure

(Research & consult with local groups & present options for the 2027 Capital Budget for discussion)

Destination Park

Joint RAC & Infrastructure

(Research & consult with local groups & present options for the 2027 Capital Budget for discussion)

Feasibility Study Concept Design Aquaplex & Arena

Joint RAC & Infrastructure

(Included Outdoor Pool & 2nd Ice, capital funding 2026)

Major Parks Renewal/Enhancement Projects

Playground Assessment/Renewal Program

Joint RAC & Infrastructure

(Research & consult with local groups & present options for the 2027 Capital Budget for discussion)

BRIEFING NOTE

TITLE:	2025 DARP – 6 th Ave Extension
DATE:	February 10, 2025
PRESENTED BY:	Jason Warrack, CPM
ATTACHMENTS:	SEI.23.028 6 th Ave Connector IFT 2024 11 29

SUMMARY:

The 6th Ave extension is one (1) of the key projects identified in the Downtown Revitalization Area Plan to direct more vehicular and pedestrian traffic to the downtown area. The road design is complete, and the procurement process is underway.

There is potential for grant funding, but the project is currently funded in the 2025 Capital Program and should grant funding be unsuccessful this work will still proceed.

DIRECTION:

Administration is not looking for direction from the committee but wanted to keep the committee as well as the public informed on our progress and our finalized designs.

DISCUSSION:

The revitalization of the Downtown area of Drumheller has been a key objective of the Municipality since the Plan was created in 2021. The Downtown Revitalization Area Plan (DARP) has several goals and projects to help direct traffic, vehicles and/or pedestrians, to the downtown area and the 6th Ave extension in one of those projects. More information on DARP can be found on the Town’s website at <https://downtown.drumheller.ca/>.

The 6th Ave extension will “bridge” Highway 56 to Railway Ave East at 1st Ave East via an existing intersection and provide a direct link from a commercial area with several accommodation providers to the downtown area. The extension will also intersect the community’s recently developed “Rails to Trails” initiative, providing further access to an extensive trail network connecting Drumheller to the rest of the valley including the northside of the river, Provincial Parks, the Royal Tyrrell Museum and areas in Rosedale and Hoodoos.

Construction will include the following features:

- Two and half metre (2.5m / 8’) wide sidewalk on both sides of the road
- Full pedestrian movements at the intersection of Highway 65 and Railway Ave East
- Centre median with Trees as well as landscaped area next to the trail system
- Streetlights c/w with seasonal light plugs
- Water and sanitary to service potential development of the surrounding lands

Construction will commence in the coming months with anticipated completion by the beginning of September 2025.

The project is currently out for procurement and will close February 21, 2025.

Administration has applied for Provincial grant funding through the Local Municipal Initiative (LMI) program to maximize financial capacity for future projects. The project can be fully supported by municipal capital should the grant application be unsuccessful.

FINANCIAL IMPACT:

The 6th Ave Extension Project is fully funded for 2025 but grant funding has been applied for to reduce the impacts to our reserve levels should we be successful in obtaining Provincial grant funding.

Estimated construction cost:	\$1,176,000.00
Estimated engineering cost:	\$ 213,000.00
Total estimated project cost:	\$1,390,000.00
Proposed budget:	\$1,400,000.00
Requested grant funding, LMI:	\$ 650,000.00

COMMUNICATION STRATEGY:

Once construction details have been finalized and a construction schedule has been set, we will inform any impacted properties as well as engage the general community through social media, Town website, etc.

Prepared by:
Jared Brounstein
Director of Infrastructure
Services

Reviewed by:
Connor Schweder
Junior Project Manager

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

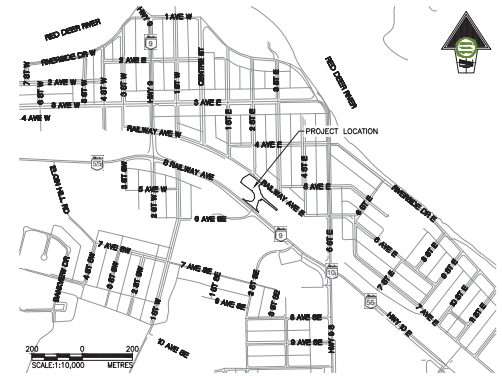
DRUMHELLER 6TH AVE CONNECTOR

TOWN OF DRUMHELLER, ALBERTA

ISSUED FOR TENDER
NOVEMBER 29, 2024



KEY MAP
SCALE 1:1,000



PROJECT LOCATION PLAN
SCALE 1:10,000



PROJECT NO. SEI.23.028

NOT FOR
CONSTRUCTION

ISSUED FOR
CLIENT REVIEW

USE OF DIGITAL FILES IS AT THE RISK OF THE USER. ENGINEER
ASSUMES NO LIABILITY FOR ERRORS IN THE USE OF THE DIGITAL
FILES AND SEALED PDF OR PAPER COPIES TAKE PRECEDENCE

CLIENT
TOWN OF DRUMHELLER
224 CENTRE STREET
TOWN OF DRUMHELLER, AB, T0J 0Y4
(403)-823-1356
ATTENTION: JASON WARRACK

ENGINEER:
SEDULOUS ENGINEERING, INC.
105-10555 48TH STREET S.E.,
CALGARY, ALBERTA T2C 2E7
PHONE: (403)-454-8487
CONTACT: JOHN INFANTE
EMAIL: jinfonte@sedulousengineering.com

BRIEFING NOTE

TITLE:	2025 Street Improvement Program
DATE:	February 10, 2025
PRESENTED BY:	Jason Warrack, CPM
ATTACHMENTS:	2025 SIP Area Information

SUMMARY:

The Town of Drumheller’s Street Improvement Program (SIP) is a key initiative aimed at rehabilitating roadways, sidewalks, and trail systems to enhance public accessibility and safety. The 2025 SIP work plan prioritizes areas identified through road condition assessments and GIS data, ensuring cost-effective and efficient improvements.

With the assistance of an engineering firm, the 2025 SIP will focus on three primary priorities:

- Lower Newcastle: Full roadway resurfacing.
- 4th Ave SW, Bankview Drive and Premier Close: Full engineering review and reconstruction drawings for 2026. This is engineering and design only.
- Three (3) separate trail sections will receive paved pathway extensions or establish defined crosswalks.

The 2025 capital budget has been allocated with a focus on improving critical infrastructure, specifically reserving \$750,000.00 for roadway resurfacing and \$200,000.00 for enhancements to the sidewalk and trail system. The objective is to optimize the budget by centralizing efforts, minimizing mobilization costs, and maximizing fiscal value to ensure successful completion of the planned projects within the allocated funds.

A Gravel Road Improvement Program (GRIP) is being reviewed by Administration with further information being provided in June 2025.

DIRECTION:

The purpose of this briefing note is to provide Council with an informational update on the planned 2025 SIP work plan. Supporting documentation is included in Appendix A.

DISCUSSION:

The workplan for 2025 SIP was derived from past road and sidewalk condition assessments and associated GIS data indicating roadways and sidewalks with the most severe rating. The Newcastle neighbourhood has several roadways in need of remediation. The overarching strategy for 2025 is to contain as much work as possible to one identified area in order to reduce costs and maximize work flow resulting in maximum paving and sidewalk rehabilitation.

The intent is to resurface all roadways within the Newcastle neighbourhood, including Newcastle Trail from 10th St to 14 St W. All sidewalks located within the area will be evaluated and added to the work plan for replacement as required. From initial inspections sidewalk work shall be limited allowing for increased paving activities.

Other areas included in the 2025 SIP include full design and reconstruction drawings for 4th Ave SW, Premier Close, and a section of Bankview Ave as these three roadways require full replacement due to age and failing subgrade. These three roadways will not be included in the construction work plan and will be design packages only as the existing 2025 SIP budget will not allow for this work to be completed.

Trail work includes:

- the extension of paved pathway at the East end of Riverside Drive, the existing pavement ends approximately 100m from the roadway.
- North side of Kohut Crossing to establish continued paved pathway from bridge exit to existing pathway network
- Defined pedestrian crosswalk at Hwy #9 and 5 St E including line painting for demarcation, accessible pedestrian lighting and push buttons

A competitive tendering process will be initiated in late February, with contract awards expected by the end of March. This timeline will allow for sufficient project planning and coordination with the construction contractor to ensure efficient execution of the work.

The review and impact of a GRIP will be completed in 2025, with information on the program provided to the Committee of the Whole in June 2025 for initial review and further discussion. Administration will look to have the engineering consultant currently engaged with the SIP program to provide some thoughts and tactics on a GRIP and this information will be included in the discussion in June.

FINANCIAL IMPACT:

SIP 2025 will fall in line with the amount requested within the 2025 Capital Budget, \$1,200,000.00 has been requested which is consistent with similar financial requests in 2023 and 2024 fiscal years. \$250,000.00 shall be allocated to engineering, design, tendering, and construction management. \$200,000.00 shall be allocated to sidewalk replacement and trail work with the remaining \$750,000.00 allocated to road resurfacing.

Due to ever increasing construction costs, it is critical that our work plan is aggressive and concise to reduce and eliminate excess charges related to mobilization while maximizing completed work given our specific timelines. Proposed work plans and schedules will be reviewed to ensure workflow is of maximum value to the Town.

Complete roadway replacement is not expected to be feasible given the budget and associated costs of construction. Completed design specifications for identified roadways/areas will allow Infrastructure Services to plan this work in coming years.

COMMUNICATION STRATEGY:

As with past SIP activities, general communication strategies will be employed to inform the general public of the planned work, effected areas and timelines for construction. This may include social media posts, Town website information and/or direct communication to effected parties. Advance notice of road closures and construction schedules will be provided to minimize disruptions and ensure residents are well-informed.



Prepared by:
Connor Schweder
Junior Project Manager



Reviewed by:
Jared Brounstein
Director of Infrastructure
Services



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



2025 SIP Newcastle

- 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.

October 04, 2024



2025 SIP 4th Avenue SW

- 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.

DESIGN ONLY

October 04, 2024



2025 SIP Premier Close

- 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

DESIGN ONLY

October 04, 2024



**SIP Location:
Bankview Drive**

- 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.

DESIGN ONLY

October 28, 2024



**SIP Location:
Midland Bridge**

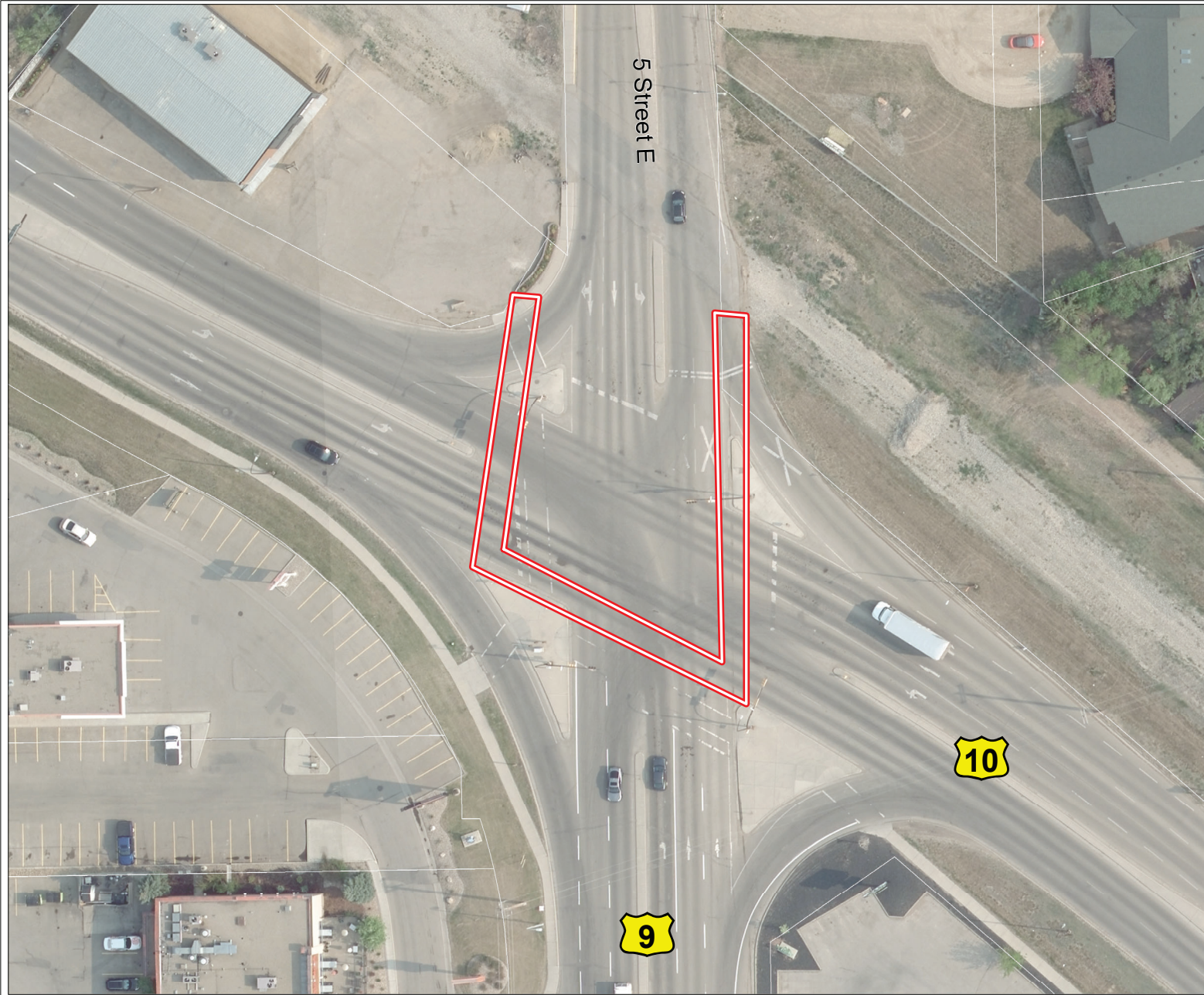
- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

Intended Print Size:

- LEDGER
- ANSI D

This document is to be used for illustrative purposes only.

October 28, 2024



SIP Location:
5th Street, Hwy 9 and
Hwy10 Intersection

- 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

October 28, 2024



**SIP Location:
Riverside Drive East**

- 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.

October 28, 2024

Legend ×

ASTM Road Condition Classification Rating

- Good 85 - 100
- Satisfactory 70 - 85
- Fair 55 - 70
- Poor 40 - 55
- Very Poor 25 - 40
- Serious 10 - 25

Parcels July 21, 2024

