

# **Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA**

July 3, 2018 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

- 1.1 Councillor Kristyne DeMott to be sworn in as Deputy Mayor for the months of July and August, 2018

## **2.0 DEVELOPMENT OR REVIEW OF STRATEGIC PLAN**

## **3.0 DEVELOPMENT OR REVIEW OF POLICIES**

## **4.0 DELEGATIONS**

## **5.0 REPORTS FROM ADMINISTRATION**

### **5.1 CAO'S REPORT**

- 5.1.1 Public Participation Survey Questions Overview
- 5.1.2 Update on Placement of Stop Signs

### **5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT**

### **5.3. DIRECTOR OF CORPORATE SERVICES' REPORT**

### **5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT**

### **5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT**

## **6.0 ANNUAL BUDGET REVIEW**

## **7.0 COUNCIL MEMBERS ROUND TABLE DISCUSSION**

- 7.1 Mayor Heather Colberg - Fountain Update from Administration
- 7.2 Councillor Tom Zariski - SH575 Culvert Update from Administration

## **8.0 IN-CAMERA MATTERS**

3-16

## **8.0 IN-CAMERA MATTERS**

- 8.1 Land Matter - Canadian Badlands Passion Play (*FOIPP Act Section 25(1) Economic and other interests of a public body*)
- 8.2 Legal Matter - Request from Valley Bus Society (*FOIPP Act Section 23 Local Public Body Confidences*)
- 8.3 Land Matter - Flood Mitigation Priorities (*FOIPP Section 23 Local Public Body Confidences*)



# DRUMHELLER

## C O U N C I L P O L I C Y



### Council Policy # C03-18

## Public Participation Policy

### I. POLICY PURPOSE:

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

### II. BACKGROUND

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Town of Drumheller as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

### III. DEFINITIONS:

**CAO** means the Chief Administrative Officer of the Town of Drumheller or their delegate.

**Municipal Stakeholders** means the residents of the Town of Drumheller, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Town of Drumheller.

**Municipality** means the Town of Drumheller.

**Public Participation** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and / or provide input to the Municipality.

**Public Participation Plan** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

**Public Participation Tools** means the tools that may be used, alone or in combination, to create Public Participation opportunities include, but not limited to:

- (a) In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- (b) Digital participation which may include online workbooks, chat groups, webinars, message boards / discussion forums, and online pools or surveys;
- (c) Written participation which may include submissions, email, and mail-in surveys, pools and workbooks; and
- (d) Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

#### **IV. ROLES AND RESPONSIBILITIES**

##### **1) Council Responsibilities**

- (a) Council is responsible for:
  - (i) Being familiar with the Town of Drumheller Public Participation Plans and promoting its proper use, including clarity of roles between staff, Council and residents;
  - (ii) Reviewing and approving Public Participation Plans developed by the CAO in accordance with this policy or as directed by Council;
  - (iii) Ensuring that sufficient staff and financial resources are dedicated to solicit public participation in accordance with this policy;
  - (iv) Promoting awareness of and participation in public participation activities;
  - (v) Considering input obtained through public participation; and
  - (vi) Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

##### **2) Administration Responsibilities**

- (a) CAO is responsible for:
  - (i) Ensuring that this policy is used by all staff when they develop and implement projects that require public participation and having public participation project plans reviewed by Council when necessary;
  - (ii) Ensuring that there is an effective internal approval and coordination process for public participation initiatives by and through various departments, such that the



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Town of Drumheller capacity for such initiatives and events do not overlap or cause confusion;

- (iii) Ensuring that staff and financial resources are available to support the planning and execution of projects and processes that are approved under this policy;
- (iv) Implement approved public participation plans;
- (v) Report on the activities, the findings, and the quality of and effectiveness of public participation efforts to Council; and
- (vi) Evaluate the effectiveness of the Town of Drumheller in using this policy and keeping the roles of staff, Council and public clear and distinct.

(b) Communications Officer is responsible for:

- (i) Maintaining the Town of Drumheller communication channels with up-to-date information and opportunities for public participation, in conjunction with each department and their directors;
- (ii) Use the internal process to coordinate public participation activities to prevent overlap and confusion, in conjunction with department directors/staff;
- (iii) Maintaining the Public Participation Plan of participation activities/formats;
- (iv) Supporting departments undertaking public participation with social media, media, advertising and other promotion efforts; and
- (v) Helping departments develop and resource their public participation projects and activities.

## V. PUBLIC PARTICIPATION OPPORTUNITIES

(a) CAO shall develop and implement a Public Participation Plan in the following circumstances: (Policy must identify circumstances when Council will seek public participation – a list of possible options is provided below):

- (i) (Optional) when new programs or services are being established;
- (ii) (Optional) when existing programs and services are being reviewed;
- (iii) (Optional) when identifying Council priorities;
- (iv) (Optional) when gathering input or formulating recommendations with respect to budget;
- (v) (Optional) when gathering input or formulating recommendations with respect to the Town of Drumheller's strategic plans or business plans;
- (vi) (Optional) when gathering input or formulating recommendations with respect to the Town of Drumheller's capital plan and / or financial plan; or
- (vii) (Optional) as otherwise directed by Council.

## VI. POLICY EXPECTATIONS

## ***Agenda Item # 5.1.1***

### **1) Legislative and Policy Implications**

- (a) All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Town of Drumheller's website.
- (d) This Policy will be reviewed at least once every four years.

### **2) Public Participation Standards (Optional)**

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

### **VII. PUBLIC PARTICIPATION PLANS (Optional)**

- (a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - (i) The nature of the matter for which Public Participation is being sought;
  - (ii) The impact of the matter on Municipal Stakeholders;
  - (iii) The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - (iv) The timing of the decision and time required to gather input;
  - (v) Available resources and reasonable costs.
- (b) Public Participation Plans will, at minimum, include the following:



## **Agenda Item # 5.1.1**

- (i) A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
- (ii) Identification of which Public Participation Tools will be utilized;
- (iii) Timelines for participation;
- (iv) Information about how input will be used;
- (v) The location of information required, if any, to inform the specific public participation.

### **VII. REPORTING AND EVALUATION (Optional)**

- (a) Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.
- (b) The report shall include, at minimum, the following:
  - (i) An overview of the Public Participation Plan and how it was developed;
  - (ii) An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - (iii) A summary of the input obtained; and
  - (iv) May include recommendations for future Public Participation Plans.
- (c) Reports shall be provided to Council for review.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Mayor**



# DRUMHELLER

## C O U N C I L P O L I C Y



### Council Policy # C03-18

## Public Participation Policy

#### I. POLICY PURPOSE:

In accordance with Section 216.1 of the *Municipal Government Act*, the municipality (Council and Administration) recognizes that municipal decisions have an impact on the public, and that decisions may be improved by engaging with the public before a decision is made.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

#### II. GUIDING PRINCIPLES

The municipality is committed to transparent public participation processes. We will tell the public early on why they are being engaged and how the information will be used.

The municipality is committed to inclusive public participation processes. We acknowledge that people are busy and have many responsibilities; we endeavour to make it as easy as possible for people to participate.

The municipality is committed to accountable public participation processes. We will measure the outcomes of each public participation process and use the information to improve future processes.

The municipality is committed to effective public participation processes. We will make sure we communicate in plain language, and that the process respects the time and energy of everyone involved.

The municipality is committed to using empathy in public participation processes. We will strive to understand and respond to other people's viewpoints.

#### III. DEFINITIONS:

**Municipality** means the Town of Drumheller.

**Public Participation** is any process that involves the public, or anyone interested in or affected by an issue or opportunity, in contributing to a decision to be made by the municipality about the issue or opportunity.

#### IV. HOW WE WILL USE INPUT

## **Agenda Item # 5.1.1**

The municipality recognizes there are varying levels of influence found within public participation processes. Depending on the level(s) selected, there is an increasing amount of public influence over the decision.

- 1) Inform: providing the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and / or solutions.
- 2) Listen and Learn: obtaining public feedback in analysis, alternatives and / or decisions.
- 3) Involve: working directly with the public throughout the process to ensure that the public concerns and aspirations are consistently understood and considered.
- 4) Collaborate: partnering with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
- 5) Empower: delegating aspects of the final decision to the public.

### **V. WHEN WE ENGAGE THE PUBLIC**

The municipality recognizes that the public is affected by municipal decisions, and recognizes the following opportunities for participation: planning, policy and projects.

### **VI. HOUSEKEEPING**

- 1) Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
- 2) This Policy will be made available to the public for information and will be posted to the Town of Drumheller's website.
- 3) This Policy will be reviewed at least once every four years.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Mayor**

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This policy provides the community with an indication of when and how public participation opportunities are expected to be provided by the Town.

### 4.0 Principles

*Shared commitment and responsibility* – for public participation to be meaningful, the Town must provide opportunities and community members must take advantage of these opportunities as part of our democratic decision making processes

*Transparent and accountable* – opportunities for public participation, relevant information, and the ways public participation influenced the decision are clearly and openly communicated

*Inclusive and accessible* – the design and delivery of public participation is based on the diverse needs, abilities, preferences and viewpoints of members of the community and facilitates exchange and understanding of differing perspectives

*Informed and open sharing of information* – the process conveys accurate and appropriate information for all participants and includes opportunities to communicate and understand the views of other participants

*Respectful and safe* – open discussion and exchange of views occurs in a polite, frank, respectful and physically safe manner for all participants

*Evolving and continuously improving* – public participation approaches and techniques change and improve over time to best suit the needs and preferences of our community

### 5.0 Application

#### Example of Public Participation Plan

The application of this public participation policy must be balanced with the understanding that Council is elected to make decisions that set the direction for the municipality. While taking into account all of the information available to them, including the input of the public, Council must ultimately bear the burden of making significant and often difficult choices. Furthermore, to allow for timely and efficient governance, public participation must be proportional to the scope of the decision to be made.

This policy applies to the Town's policies, programs, projects, approvals and services. Public participation is intended to support and inform a decision-making process related to:

- Designing or implementing a new policy, program, project or service;
- Evaluating, changing or ending an existing policy, program, project or service;
- Establishing annual and multi-year operating and capital budgets;

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- Fulfilling a legislated or regulated requirement; or
- Responding to a community initiated request.

The following factors shall be considered in determining if public participation is required and the level of participation to be used based on the Public Participation Spectrum (see Appendix A):

- Council priorities in terms of initiatives identified in the Strategic Plan;
- Background and history of the issue;
- Opportunity for public input to influence the decisions and outcomes;
- Scope of potential impact in terms of geographic area or amount of people involved;
- Previous expressions of concern or interest in the decision or the results;
- Nature of potential impacts (financial, quality of life, health and safety, environmental, etc.);
- Need or desire for public support for the outcome;
- Time sensitivity in terms of when a decision needs to be reached; and
- Availability and allocation of resources.

The following items or circumstances shall require public participation:

1. Community sustainability plan;
2. Annual and multi-year operating and capital budgets;
3. Creation and amendment of statutory plans and the land use bylaw as described in the Municipal Government Act;
4. Creation and amendment of non-statutory plans related to a planning approval as described in the Municipal Government Act;
5. Creation and amendment of master plans for Town infrastructure and facilities, including such plans as the Transportation Master Plan, Recreation and Culture Master Plan, and Infrastructure Master Plan; and
6. Offsite levy bylaws, local improvement tax bylaws, and special tax bylaws as described in the Municipal Government Act.

The following items or circumstances may require public participation:

1. Bylaw creation and major review/amendment;
2. Policy creation and major review/amendment;
3. Policy pertaining to Council remuneration and expenses;
4. Resolutions dealing with highly impactful matters such as the acquisition or disposal of assets; and
5. Site designs, conceptual plans and detailed plans for Town owned lands and facilities.

At the Town's discretion, items not specifically listed above may be subject to the requirement for public participation.



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Public Participation Survey

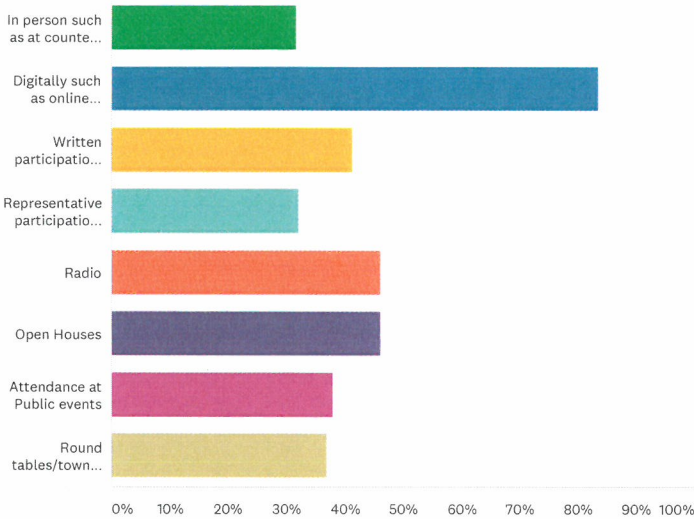
QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Q1

What tools should we use to carry out public consultations? (Please select all that apply.)

Add a comment

Answered: 208 Skipped: 2



ANSWER CHOICES	PERCENTAGE	RESPONSES
In person such as at counter interactions at Town Hall, door knocking	31.73%	66
Digitally such as online workbooks, message boards, webinars, online surveys, social media, website	83.65%	174
Written participation such as letter submissions, email submissions, mail-in surveys	41.35%	86
Representative participation which includes being appointed to an advisory committee, an ad hoc committee or citizen board	32.21%	67
Radio	46.15%	96
Open Houses	46.15%	96
Attendance at Public events	37.98%	79
Round tables/town halls	37.02%	77

Total Respondents: 208

Comments (15)

Q2

Which topics would you like to be consulted on? (Please select all that apply)

Answered: 206 Skipped: 4

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210 responses





Agenda Item # 5.1.1

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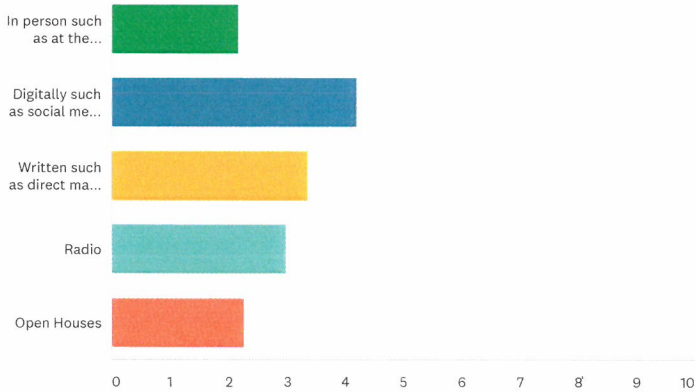
ANSWER CHOICES	RESPONSES	
The annual budget	46.60%	96
The annual strategic business plan	51.94%	107
The services provided by the town	78.64%	162
Identification of council priorities	75.24%	155
Other (please specify)	10.19%	21
Total Respondents: 206		

Q3



How would you like to be informed about upcoming consultations? (Use 1 as your most desirable method to 5 being the least)

Answered: 210 Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
In person such as at the Counter at Town Hall, door knocking	9.05% 19	8.57% 18	15.71% 33	23.33% 49	43.33% 91	210	2.17
Digitally such as social media and the Town website	57.14% 120	23.33% 49	8.57% 18	4.29% 9	6.67% 14	210	4.20
Written such as direct mail, attachments to water bills, newspaper flyers	19.52% 41	33.81% 71	20.95% 44	14.29% 30	11.43% 24	210	3.36

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210 responses

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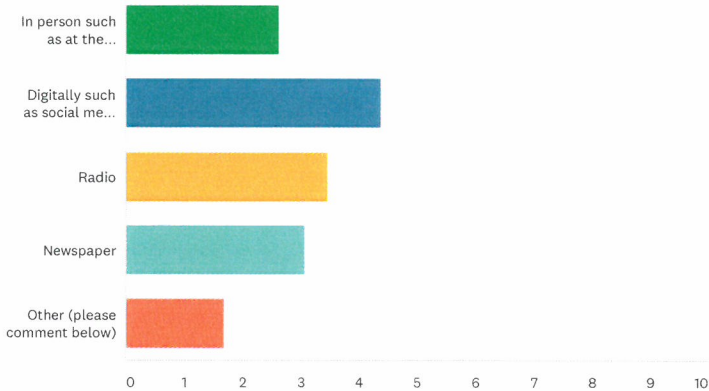
	1	2	3	4	5	TOTAL	SCORE
Radio	10.00% 21	22.38% 47	32.38% 68	26.67% 56	8.57% 18	210	2.99
Open Houses	4.29% 9	11.90% 25	22.38% 47	31.43% 66	30.00% 63	210	2.29

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Q4

How would you like to be informed of the results of the public consultations (Use 1 as your most desirable method to 4 being your least desirable.)

Answered: 210 Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
In person such as at the counter interaction, at Town Hall, door knocking, open houses	11.58% 22	12.11% 23	16.84% 32	46.84% 89	12.63% 24	190	2.63
Digitally such as social media and the website	65.22% 135	17.87% 37	9.66% 20	5.31% 11	1.93% 4	207	4.39
Radio	14.07% 28	36.68% 73	33.67% 67	13.57% 27	2.01% 4	199	3.47
Newspaper	8.91% 18	28.22% 57	33.17% 67	21.78% 44	7.92% 16	202	3.08
Other (please comment below)	3.70% 4	9.26% 10	7.41% 8	11.11% 12	68.52% 74	108	1.69

Q5

How long should public participation take place on one topic

Answered: 208 Skipped: 2

0-5 days

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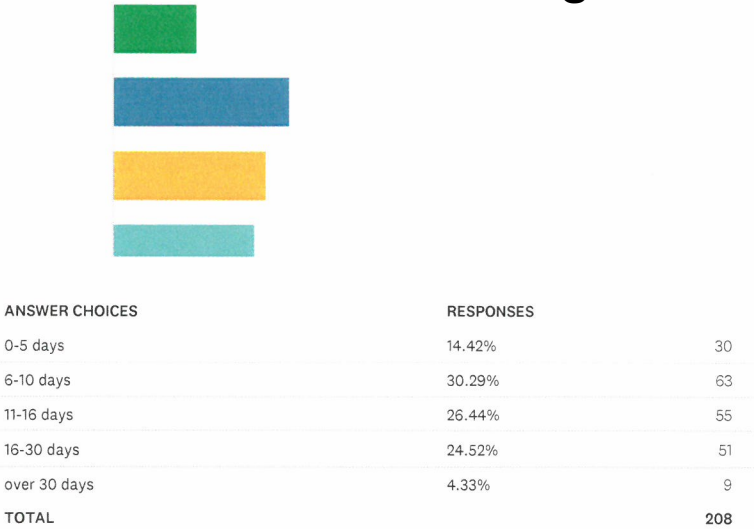
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210 responses



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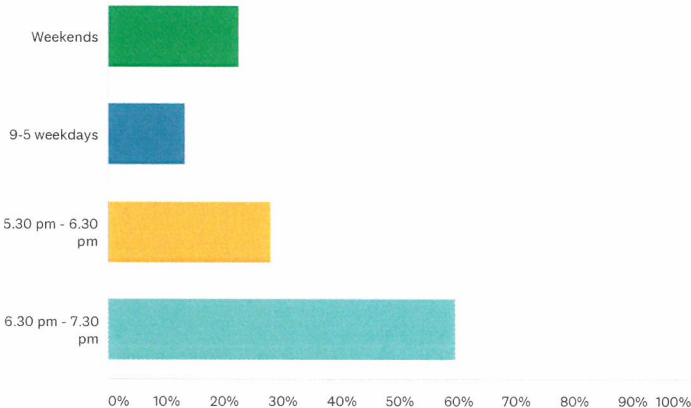
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Q6

If we were to host an open house on topics that interest you what days and times work best for you to attend?

Answered: 203 Skipped: 7



ANSWER CHOICES	PERCENTAGE	COUNT
Weekends	22.66%	46
9-5 weekdays	13.30%	27
5.30 pm - 6.30 pm	28.08%	57
6.30 pm - 7.30 pm	59.61%	121
Total Respondents: 203		
Comments (8)		

Q7

Which one of the following is your age group?

Answered: 209 Skipped: 1

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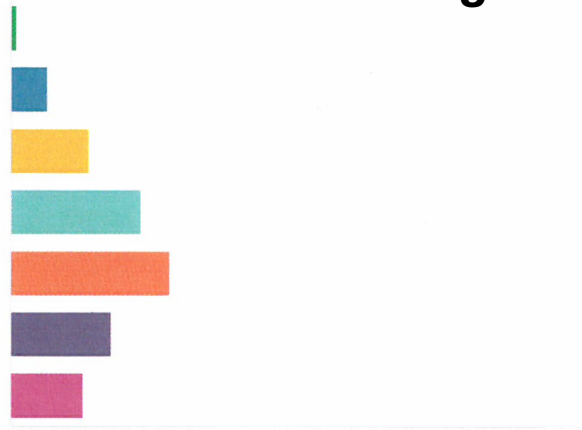
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210 responses



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### ANSWER CHOICES

### RESPONSES

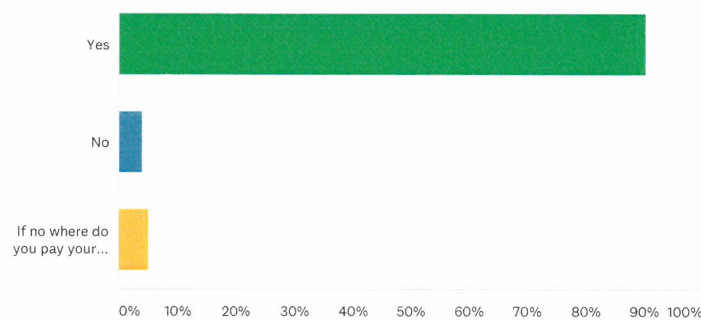
Under 18	0.96%	2
18-24	6.22%	13
25-34	13.40%	28
35-44	22.49%	47
45-54	27.27%	57
55-64	17.22%	36
65+	12.44%	26

Total Respondents: 209

Q8

Do you live in Drumheller (from Nacmine to East Coulee inclusive)?

Answered: 210 Skipped: 0



### ANSWER CHOICES

### RESPONSES

Yes	90.48%	190
No	4.29%	9
If no where do you pay your property taxes?	Responses 5.24%	11
TOTAL		210

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210 responses