

Town of Drumheller

COUNCIL MEETING

AGENDA

Monday, July 20, 2020 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller,
Alberta



Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- 2.1. Agenda for July 20, 2020 Regular Council Meeting.

Motion:

That Council adopt the July 20, 2020 Regular Council Meeting agenda as presented.

3. MINUTES

4 - 7

- 3.1. Minutes for the July 6, 2020 Regular Council Meeting.

Motion:

That Council adopt the July 6, 2020 Regular Council Meeting minutes as presented.

[Regular Council - 06 Jul 2020 - Minutes](#)

4. MINUTES OF MEETING PRESENTED FOR INFORMATION

8 - 9

- 4.1. Valley Bus Society July 2020 Meeting Minutes

Motion:

That Council accept the minutes of the July 2020 Valley Bus Society Meeting for information.

[Valley Bus Society July 2020 Meeting Minutes](#)

5. DELEGATIONS

10 - 18

- 5.1. RCMP - Staff Sergeant Ed Bourque - Report Presentation
[2020 Policing Survey Trends](#)

6. ADMINISTRATION REQUEST FOR DECISION AND REPORTS

6.1. CHIEF ADMINISTRATIVE OFFICER

19 - 21

- 6.1.1. Covid-19 Town of Drumheller Update
6.1.2. Municipal Development Plan Bylaw 14.20 - Rezoning Amendment - Industrial Development to Industrial Development/Compatible Commercial Development

Please Note: A Public Hearing will be held Tuesday August 4, 2020.

Motion:

That Council give first reading to Municipal Development Plan Bylaw No.14.20 to amend Municipal Development Plan Bylaw 11.08 for the Town of Drumheller.

[Drumheller MDP Amending Bylaw 14.20](#)

22 - 24

- 6.1.3. Land Use Bylaw 15.20 - Uses and Rules for Direct Control District

Please Note: A Public Hearing will be held Tuesday August 4, 2020.

Motion:

That Council give first reading to Land Use Bylaw No.15.20 to amend Land Use Bylaw 11.08 for the Town of Drumheller.

[Drumheller LUB Amending Bylaw 15.20](#)

- 25 6.1.4. Request for Decision - Property Tax Deferral Due to Covid-19 Pandemic

Motion:

That Council defer Property Tax payments, without penalty, from August 31, to October 31, 2020 as a result of the Covid-19 Pandemic and associated economic challenges.

[Property Tax Deferral Due to Covid-19 Pandemic](#)

6.2. DIRECTOR OF INFRASTRUCTURE SERVICES

- 26 - 30 6.2.1. Request for Decision - Asset Management Capacity - Building Cohort Application

Motion:

The Town of Drumheller resolves to submit an Asset Management Capacity - Building Cohort Application - jointly offered by RMA, AUMA, IAMA. The Town of Drumheller commits to incur travel and accommodation charges associated with Cohort Training and understands these will not be reimbursed, The Town of Drumheller recognizes that participants may be asked to work with the project team to provide at least one (1) meeting space to hold a meeting. The Town of Drumheller will commit three (3) people for training for the purpose of learning:

- *Establishment and development of an internal Asset Management Team*
- *Development of an Asset Management Policy*
- *Development of an Asset Management Strategy*

[Asset Building Cohort Application + Policy C-03-17](#)

- 31 - 35 6.2.2. Request for Decision - FCM Asset Management Grant Application

Motion:

Be it resolved that the Town of Drumheller Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Palliser Regional Asset Management Project. Be it therefore resolved that the Town of Drumheller comits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- *Activity 1: Regional Webmap Asset Management Module License + Training, and*
- *Activity 2: data conversion + document scan to Webmap.*

Be it further resolved that the Town of Drumheller commits \$5,000.00 from its operation budget toward the costs of this initiative.

[FCM Asset Management + Policy C-03-17](#)

6.3. MANAGER OF ECONOMIC DEVELOPMENT

- 36 - 41 6.3.1. Bylaw 13.20 Residential Development Incentive - Third Reading

Motion:

That Council give third reading to Bylaw 13.20 Residential Development Incentive Program outlined in Schedules A & B.

[Bylaw 13.20 Residential Development Incentive . Schedule A&B](#)

6.4. REVIEW OF STRATEGIC PRIORITIES

42	6.4.1.	2020 Strategic Plan Drumheller Strategic Priorities 2020 .1
	7.	PRESENTATION OF REPORTS BY ADMINISTRATION
43 - 58	7.1.	Administration Reports Chief Administrative Officer - D.Drohmerski Communications + SCF Report- J.Fielding Community Development & Social Planning Department - A.Harrison Corporate Services - E.Gwinner Economic Development - S.Wallace Infrastructure - D.Brett Protective Services - G.Peters
	8.	COUNCILLOR REPORTS
59 - 72	8.1.	Town of Drumheller Council Reports Mayor Colberg Councillor DeMott Councillor Garbutt Councillor Hansen-Zacharuk Councillor Lacher Councillor Makowecki Councillor Zariski

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 6, 2020, 2020 at 4:30 PM

Council Chamber, Town Hall

224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

CHIEF RESILIENCY & FLOOD MITIGATION OFFICER:

DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

COMMUNICATIONS OFFICER:

Julia Fielding

MANAGER OF ECONOMIC DEVELOPMENT:

Sean Wallace

RECORDING SECRETARY:

Denise Lines

ABSENT:

Tom Zariski

1. CALL TO ORDER 4:30pm

Mayor called the meeting to order at 4:30pm

2. MAYOR'S OPENING REMARK

Regular Council Meeting Minutes
July 6, 2020

- 2.1. Deputy Mayor Swearing In - Councillor DeMott for July and August 2020
- 2.2. Proclamation - National Drowning Prevention Week July 19 - 25, 2020 4:32

3. ADOPTION OF AGENDA

- 3.1. Agenda for the July 6, 2020 Regular Council Meeting.

M2020.175 Moved by Makowecki, Hansen-Zacharuk that Council adopt the agenda for the July 6, 2020 Regular Council Meeting as presented.

Carried unanimously

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 4.1.1. Minutes for the June 22, 2020 Regular Council Meeting.

M2020.176 Moved by Lacher, DeMott that Council adopt the June 22, 2020 Regular Council Meeting minutes as presented.

Carried unanimously

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 4.2.1. Municipal Planning Commission Meeting Minutes of June 18, 2020

M2020.177 Moved by Hansen-Zacharuk, Makowecki that Council adopt the minutes of the June 18, 2020 Municipal Planning Commission meeting for information.

Carried unanimously

5. DELEGATIONS

- 5.1. Policing Committee - Presentation by Chair Larry Coney

Chair of the Policing Committee, Larry Coney presented some of the results of the Policing Committee Community Survey, along with the common trends seen throughout the past eight (8) years.

Council asked questions and discussed the outcomes of the survey and the state of the relationship between the Policing Committee, RCMP and Community Members.

6. REPORTS FROM ADMINISTRATION

6.1. CHIEF ADMINISTRATIVE OFFICER

6.1.1. Alberta Re-Launch Strategy - Drumheller Update

CAO D. Drohomerski updated Council on the status of the re-launch as it applies to Drumheller facilities.

The Splash Park has opened with AHS protocols and procedures, it has been very well attended.

6.2. DIRECTOR OF INFRASTRUCTURE SERVICES

6.2.1. Request for Decision - Award of Contract 2020 Street Improvement Program

D. Brett updated Council on the outcome of the tender and the work that will be done this year through the Street Improvement Program. The work for the Town of Drumheller will begin as soon as possible.

Some of the work in the original tender were elements for Alberta Parks and Transportation, starting that particular work will be contingent on confirmation and approval by the Province.

M2020.178 Moved by Hansen-Zacharuk, Makowecki that the Street Improvement Program 2020 Request for Tender be awarded to Rubydale Asphalt Works for the amount of \$1,044,674. 86 excluding GST.

Carried unanimously

6.3. MANAGER OF ECONOMIC DEVELOPMENT

6.3.1. Request for Decision - Residential Development Incentive Programs Bylaw 13.20 – First Reading

S.Wallace discussed with Council the benefits of the Residential Development Incentive Bylaw.

5:22pm Mayor Colberg left the room.

5:23pm Mayor Colberg returned to the room.

M2020.179 Moved by DeMott, Hansen-Zacharuk that Council give first reading of Bylaw 13.20 Residential Development Incentive Program as outlined in Schedules A & B.

M2020.180 Moved by Lacher, Garbutt that Council give second reading of Bylaw 13.20 Residential Development Incentive Program as outlined in Schedules A & B with the following amendments;

1. Renumbering of the Bylaw Sections
2. Addition: That Council review the Bylaw and Schedules once per Council term.
3. Addition of Schedule A; Section 3.0, 3.1, 3.2

Carried unanimously

In order to give the Community an opportunity to comment on the Bylaw as presented, it will be added to the July 20, 2020 Regular Council Meeting Agenda for Third Reading.

7. CONFIDENTIAL ITEMS

7.1. Land Issue

M2020.181 Moved by Makowecki, Hansen-Zacharuk that Council close the meeting to the public to discuss land matters per FOIP Section 24(1)(g). Carried unanimously 5:45pm

M2020.182 Moved by Lacher, Hansen-Zacharuk that Council return to open session at 7:04pm.

Adjournment 7:04pm

Chief Administrative Officer

Mayor

VALLEY BUS SOCIETY

Transportation for Seniors & Challenged Citizens
702 Premier Way
Box 2848
Drumheller, AB. T0J0Y0
Email: vbsociety@hotmail.com

Meeting of the Board

July 8, 2020
Town Hall

Attendees: Board Members: Tony Lacher, Kathy Augey, Joni Chorney, Darryl Drohomerski, Dave Brett, Al Kendrick, Bill Wulff, Gail Schrock, Christine Wheeler, Joni Chorney, Sue Somerville via Zoom .

Absent: Bonnie Martinuk

<u>Agenda Item</u>	<u>Description</u>	<u>Action</u>
1.CALL TO ORDER	1.1 The meeting was called to Order by Darryl at 4:32.	
2. AGENDA	2.1 Additions to the Agenda: No Additions.	
3. MINUTES OF LAST MEETING	3.1 Errors or Omissions: No errors or omissions. Sue moved to accept June minutes. Seconded by Al. Motion carried.	
4. BUSINESS ARISING	Relaunch of VBS . Christine reported that services are going well generally. There has been an increase in service calls and an increase in the purchase of bus pass cards. Extra drivers have been added 3 days a week. Drivers are not working full days yet. Christine had a meeting with drivers to review COVID 19 protocols for transportation services as applied to VBS. Darryl will provide updated Government guidelines for Transport services to Christine. VB phone lines do not have long distance service at this time. Public Works is working on this with Reality Bltes and Telus.	
5. NEW BUSINESS	5.1 No new business at this time.	

6. REPORTS

6.1 Staff Report

See Managers Report previously sent out to all.

Christine is in contact with Dynamics Specialities regarding purchasing a new ramp for 775.

Bill reported that Christine has not been receiving a pay cheque from VBS for her work during COVID19. Christine reported that she will be going back to her regular hours of 15 hrs/week and will resume being paid then.

The Board thanked Christine for her donation of time and effort during COVID19.

6.2 Town Council Report

Tony invited Board Members to attend a Town Meeting in August.

At this time, Sue , Kathy and Bill have volunteered to attend but all members are welcome. A date will be sent out to members.

6.3 Town Report

A CVIP was completed on the bus unit that the Town had used for Flood Mitigation.

Dave will discuss with Greg the need for clarification for responsibility for damage to #773.

FCSS has applied for a COVID grant for transport for VBS.

6.4 Financial Report

Bill motioned to make application for a Visa Corporate Credit Card with a credit of \$500 , needed for Microsoft Account.. Christine's name will be on the card.

Seconded by Tony. Motion carried.

Bill moved to adopt June Financial report as presented. Seconded by Al. Motion carried.

Bill motioned that the Board has received and approved the Financial Statement peppered by Ascend LLP.

Seconded by Gail. Motion carried.

Christine will submit a funding request to Wheatland County asap.

7. CORRESPONDENCE

7.1

None at this time.

8. IN CAMERA

No In Camera required.

9. ADJOURNMENT

Meeting adjourned at 5:30.

10. NEXT MEETING DATE September 9, 4:30 pm at Town Hall



DRUMHELLER
VALLEY



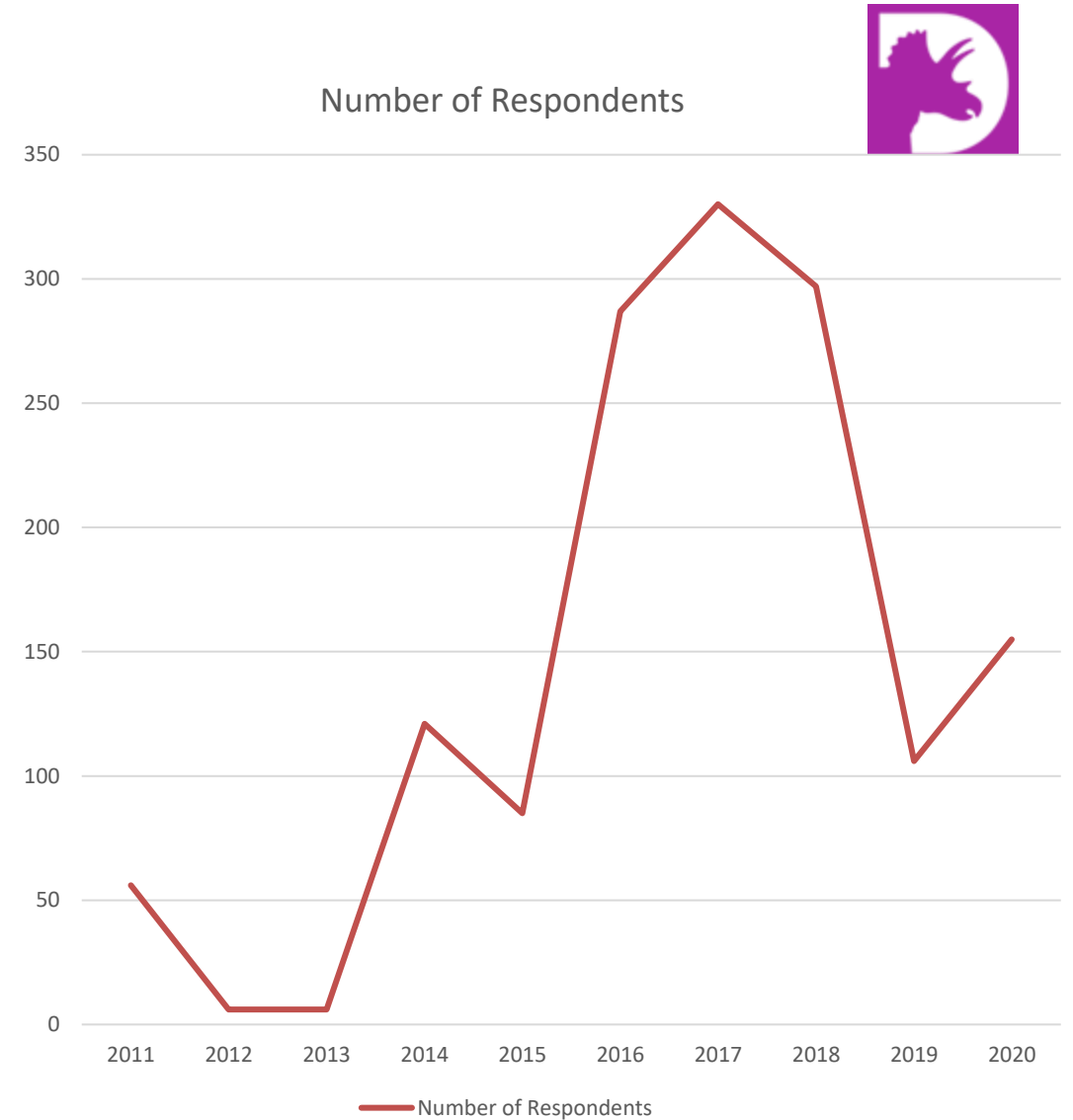
Policing Survey Trends

MAY 5, 2020

For Additional Details, please contact Keith Hodgson at hodgsonk@kch.ca

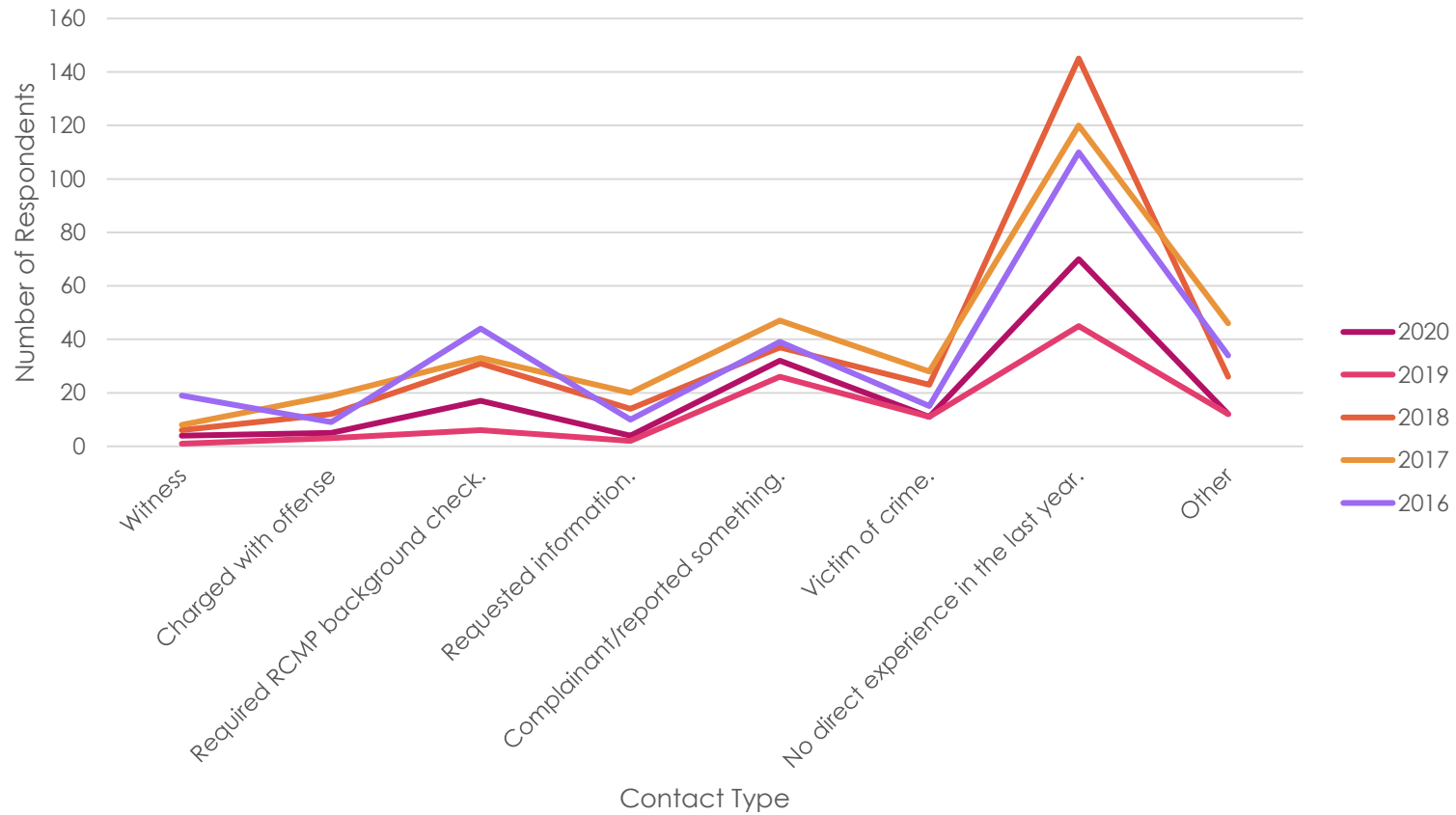
Points to Consider

- ▶ Some questions have been changed over the years
- ▶ Some questions are designed for text response and don't support trending.
- ▶ 2019 data was impacted by move from this platform partly through survey.
- ▶ 2020 data was impacted due to closure of schools and seniors centers in support of Covid19 protocols.

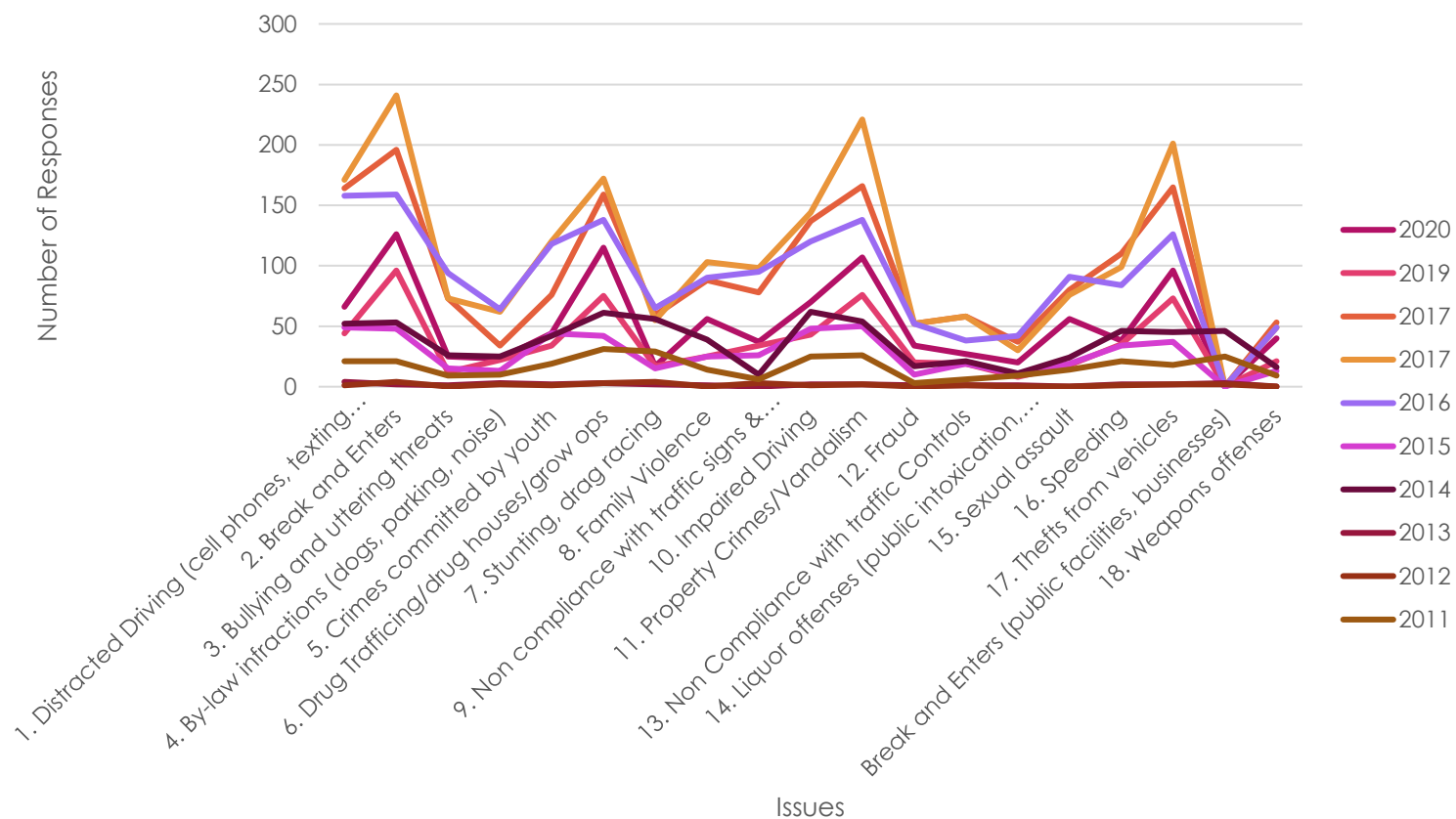




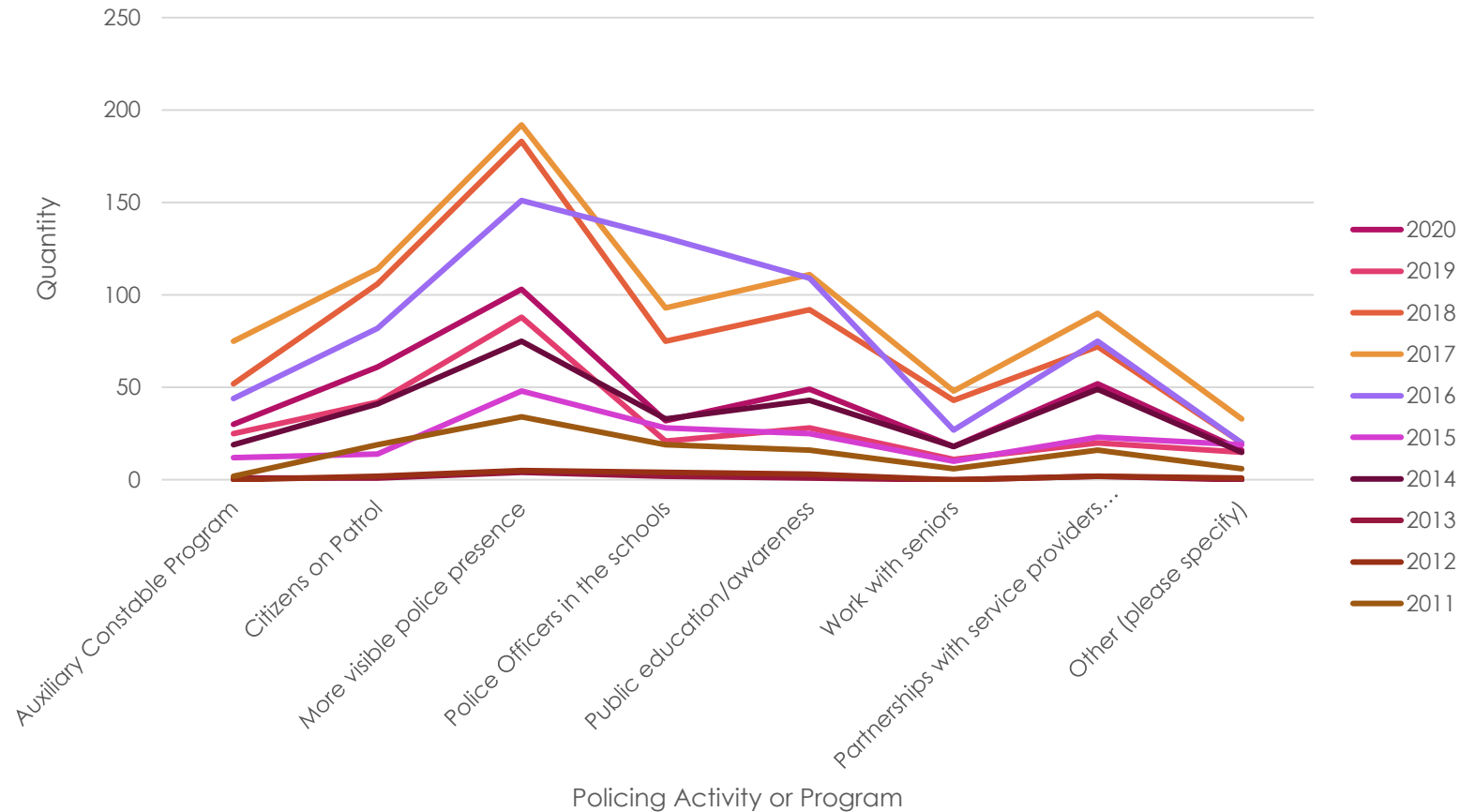
Q1: Within the past year, what (if any) was your direct experience with Drumheller and Area RCMP Detachment.



Q2: What are the Policing Issues that you are concerned about?

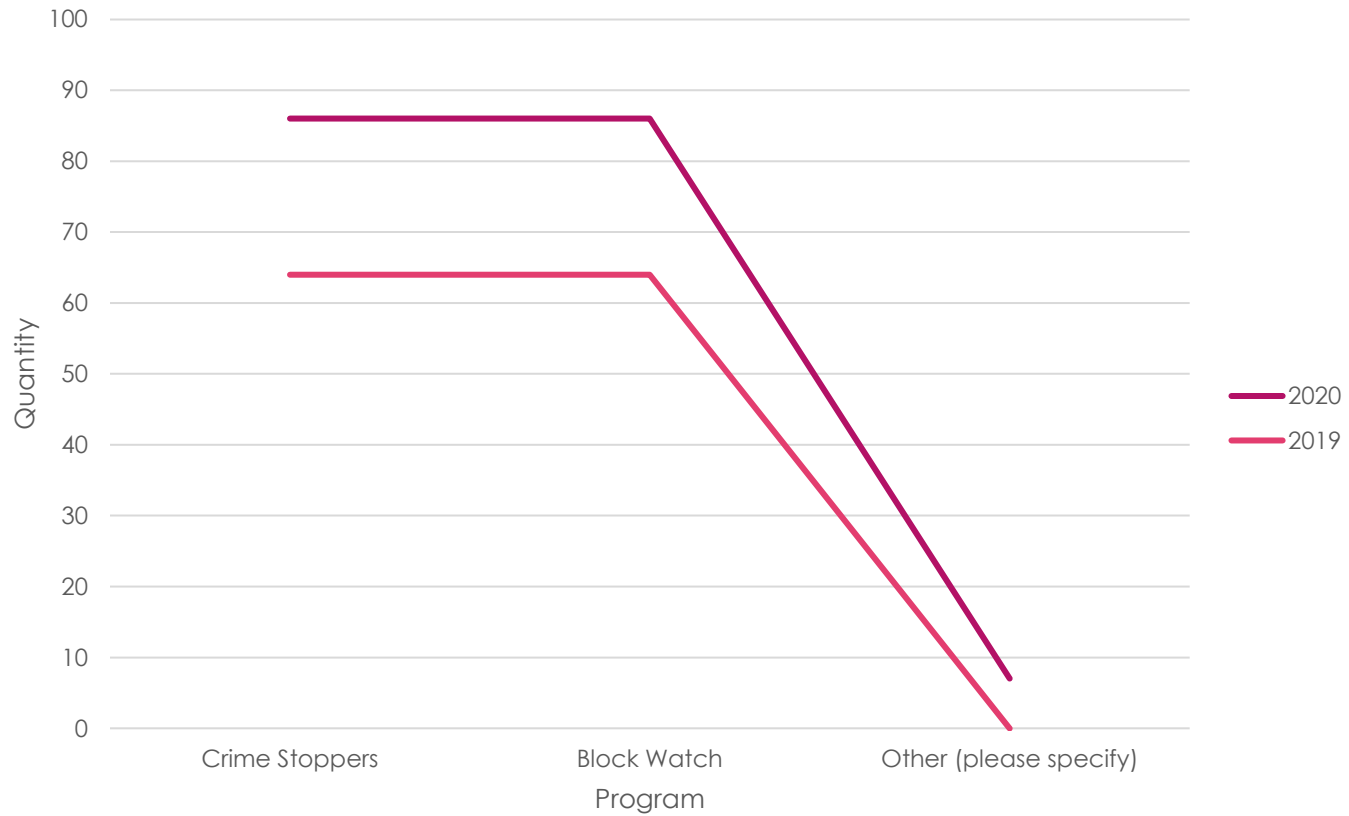


Q4: What community policing activities or programs would you like to see the Drumheller RCMP more involved with?



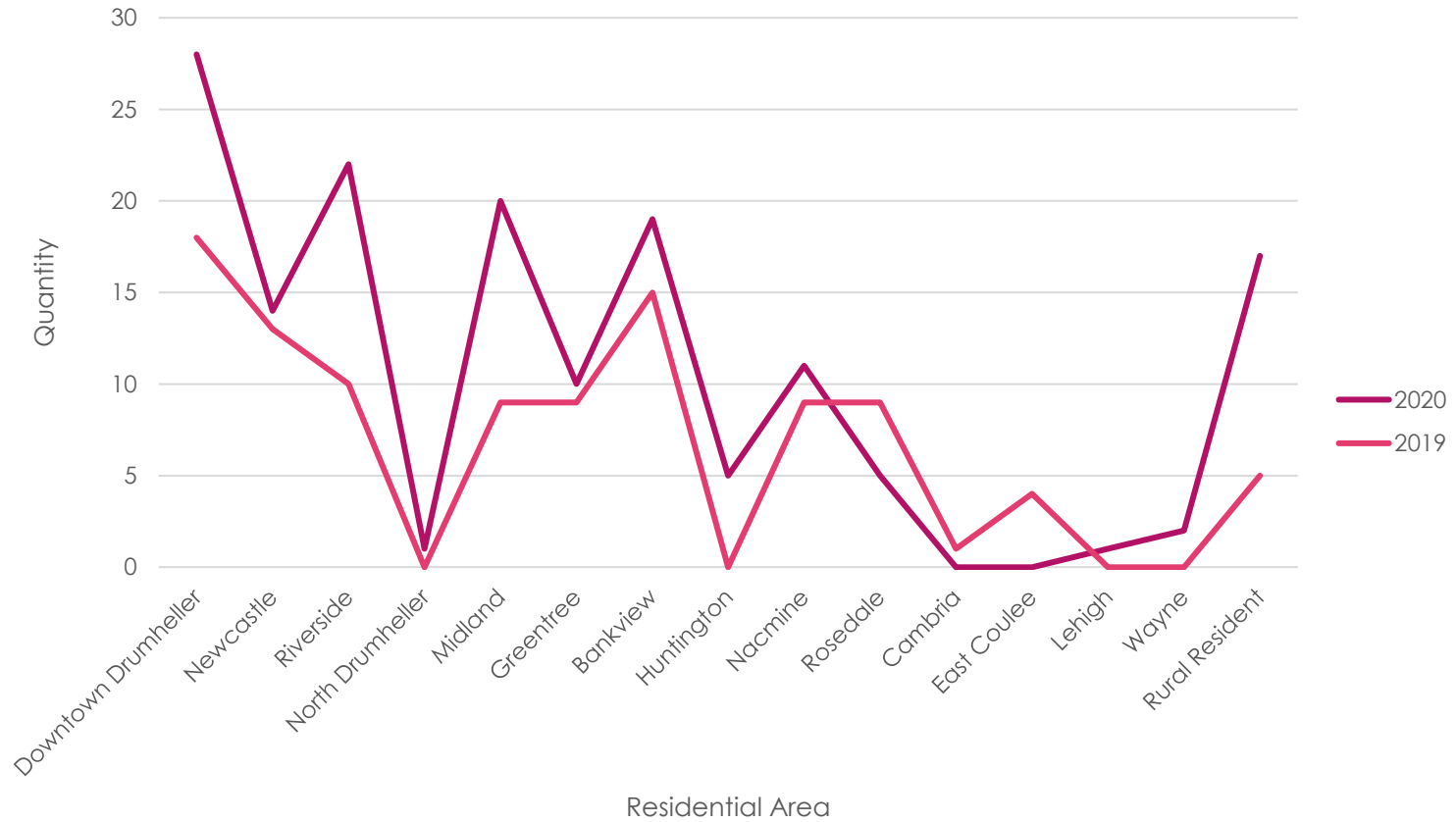


Q5: What new community policing activities would you like to see in Drumheller?



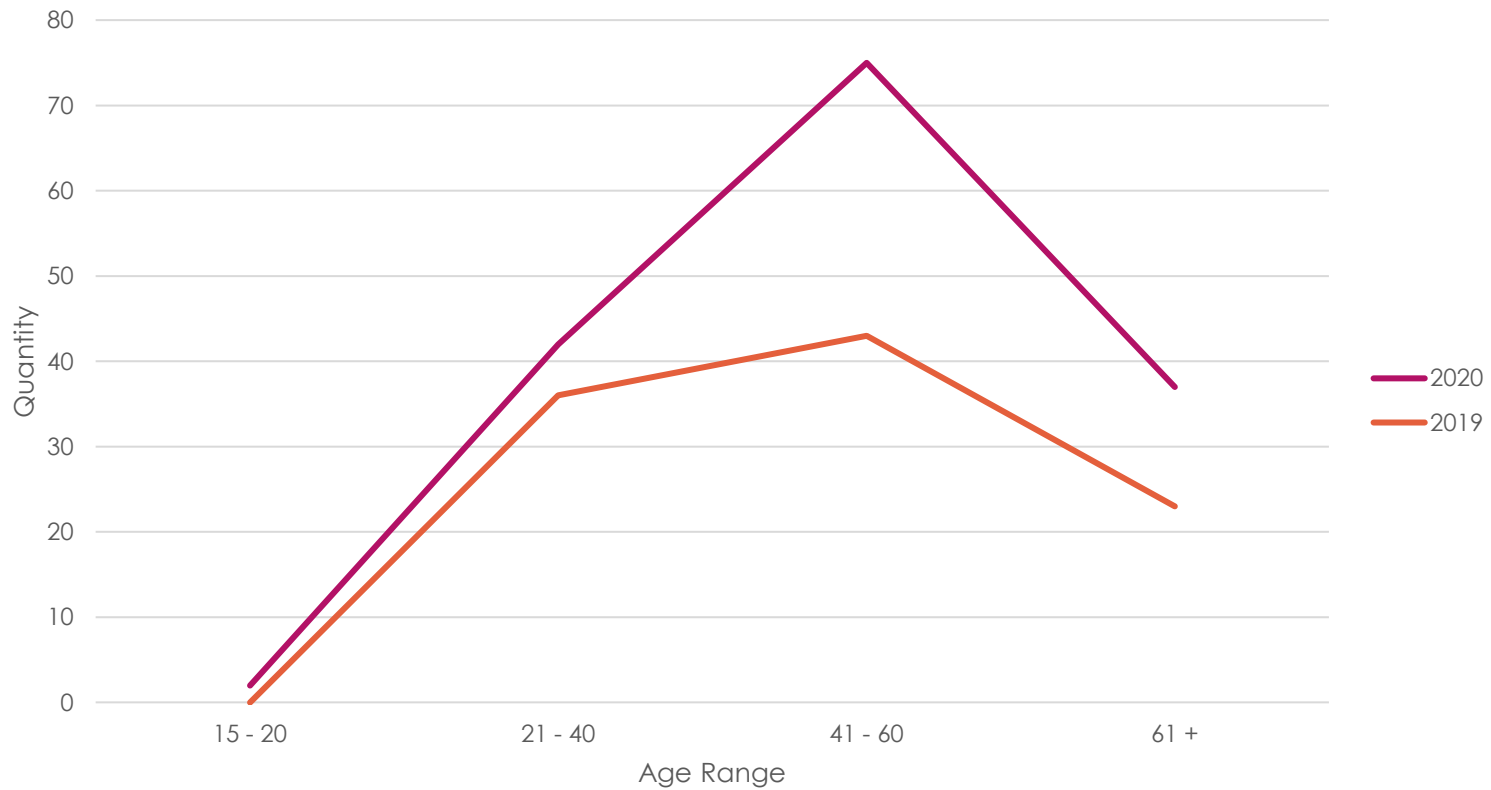


Q9: Please indicate your residential area:





Q10: Please indicate your age range



Observations and Conclusions



- ▶ Most respondents have had **no direct contact with the RCMP**.
- ▶ **Break and Enters, Drugs, Property Crimes / Vandalism and Thefts from Vehicles** are fairly consistently their highest concerns.
- ▶ A high percentage of respondents feel a **More Visible Police Presence** is their highest wish.
- ▶ We have a decent cross section of respondents by **Residential Neighborhood**, but an **increase in response from Rural Areas** covered by the RCMP would be important.
- ▶ We have some inconsistency on how and when data is captured. While the online function has been heavily utilized, manual collection and input of data is time consuming and may sway results due to the specific age ranges that could be targeted by manual data capture.
- ▶ Our survey could be redesigned to provide more data for Trending. Making changes to the survey will result in a loss of comparability to previous data.
- ▶ Survey Monkey does not support trending well, especially for export purposes. This data was manually massaged to gain access to trending data.
- ▶ Comparison of data by specific fields, such as Age of respondent is not possible.
- ▶ Age and Location data tracking was started in 2019.

**TOWN OF DRUMHELLER
BYLAW NUMBER 14.20**

BEING A BYLAW TO AMEND MUNICIPAL DEVELOPMENT PLAN BYLAW 11-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

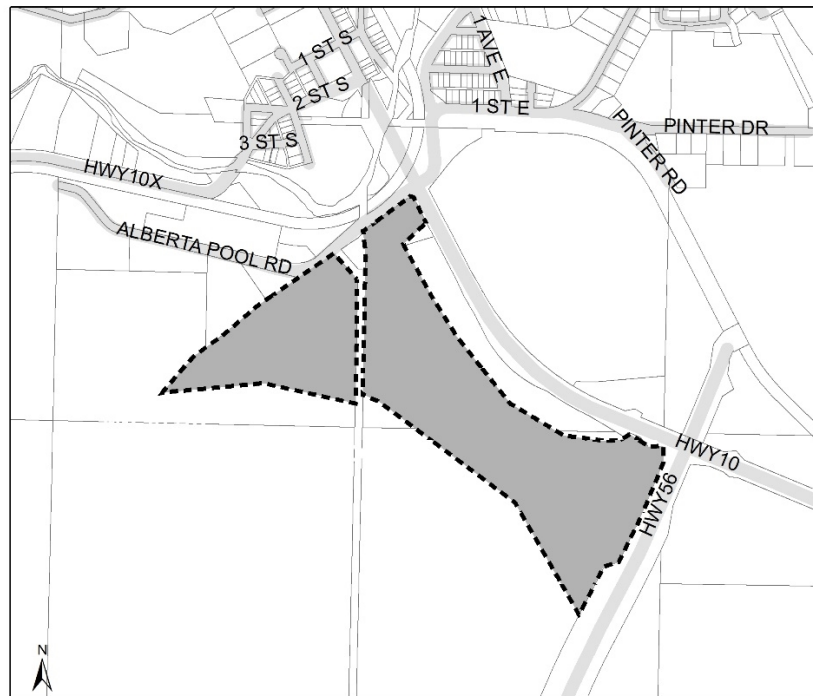
WHEREAS pursuant to the provision of Section 632 of the **Municipal Government Act**, RSA 2000, Chapter M-26, the Council of the Town of Drumheller, (hereinafter called the Council), has adopted Municipal Development Plan Bylaw 11-08;

AND WHEREAS the Council deems it desirable to amend Municipal Development Plan Bylaw 11-08; and

NOW THEREFORE the Council hereby amends Municipal Development Plan Bylaw 11-08 as follows:

On Future Land Use Map "6-Rosedale to Cambria" (Figure 2-5), change a portion of the future land use map from "Industrial Development" to "Industrial Development/Compatible Commercial Development" as shown on the plan below:

**PROPOSED MUNICIPAL DEVELOPMENT PLAN AMENDMENT
BYLAW 14.20**



 Amendment Areas

Proposed Change From:
"Industrial Development" to "Industrial Development/
Compatible Commercial Development"

(proposed new map for MDP shown in Schedule A)

AGENDA ITEM #6.1.2.

READ A FIRST TIME THIS ____th DAY OF _____, 2020

READ A SECOND TIME THIS ____th DAY OF _____, 2020.

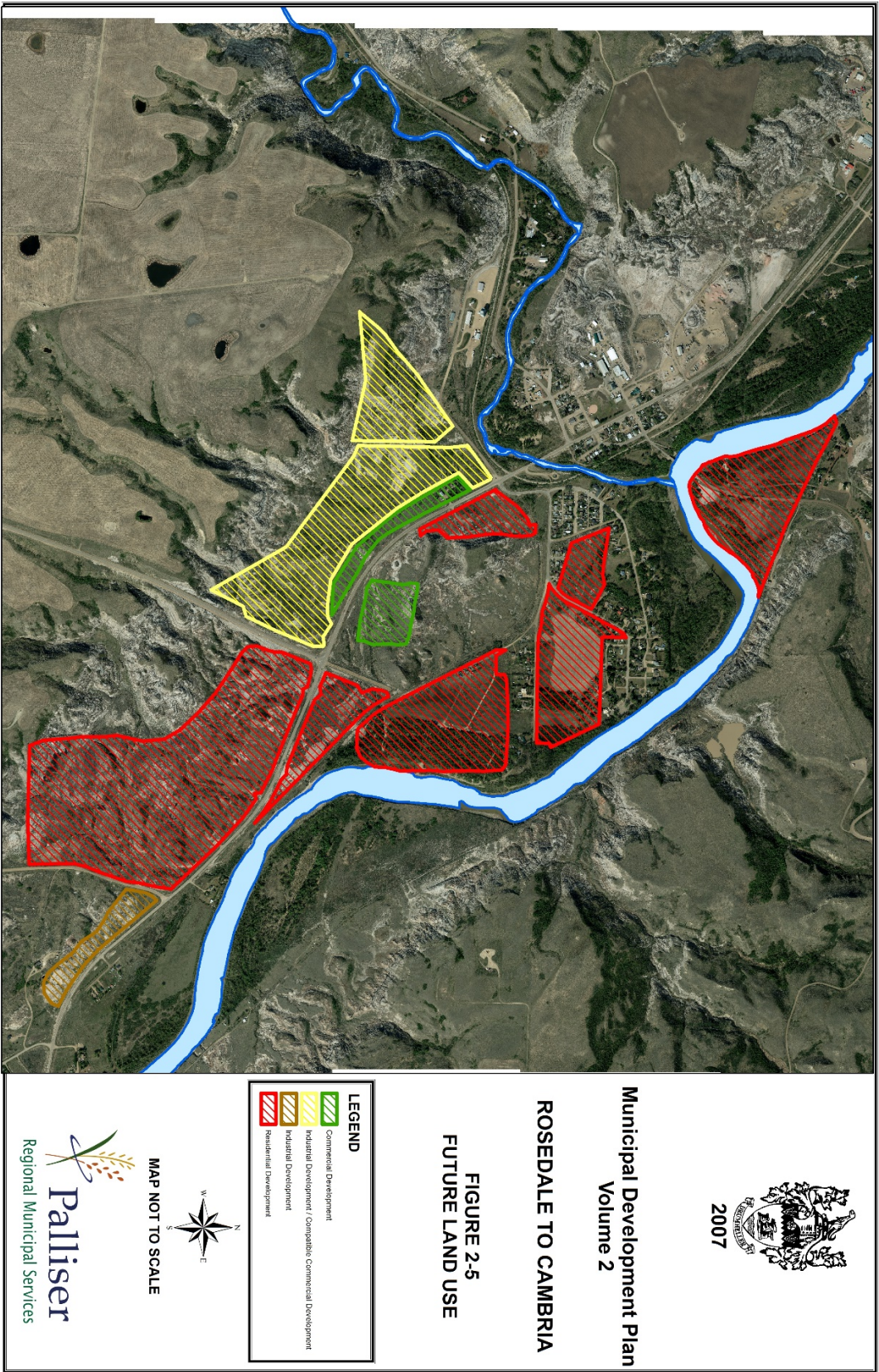
READ A THIRD TIME AND PASSED THIS ____th DAY OF _____, 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

Proposed map to be inserted in the Town of Drumheller Municipal Development Pan Bylaw 11-08



**TOWN OF DRUMHELLER
BYLAW NUMBER 15.20**

BEING A BYLAW TO AMEND LAND USE BYLAW 10-08 FOR THE TOWN OF
DRUMHELLER IN THE PROVINCE OF ALBERTA.

AND

TO ESTABLISH THE USES AND RULES FOR A DIRECT CONTROL DISTRICT OF BYLAW
10-08 – THE TOWN OF DRUMHELLER LAND USE BYLAW

WHEREAS pursuant to the provision of Section 639 of the ***Municipal Government Act***, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw 10-08 as follows:

1. Bylaw 10-08- The Town of Drumheller Land Use Bylaw is hereby amended
2. Bylaw 10-08 is hereby amended by changing the land use classification of:

Plan 0010619, Block 2
Plan 9712322, Block 7
Plan 9711320, Block 3 & 4

From: M-2 (Medium Industrial District)
To: DC (Direct Control District)

(all of which is shown on the attached Schedule "A")

3. This Bylaw shall also establish uses and rules for the Direct Control District in accordance with Section 39 of Land Use Bylaw 10-08 and, unless otherwise provided by this bylaw or by a statutory plan affecting the lands described above:
 - a) All uses, terms, requirements and process are as described in part 1-5 of Land Use Bylaw 10-08, and
 - b) The general land use regulations for all districts, as described in Part 7 of Land Use Bylaw 10-08 shall apply.
4. Permitted uses:
 - Commercial Tourist Development
 - M-2-Medium Industrial Permitted uses
5. Discretionary uses:
 - Campground
 - M-2-Medium Industrial Discretionary uses
6. Development Rules:

All other development rules, including minimum and maximum requirements, shall be at the discretion of the Development Authority.

AGENDA ITEM #6.1.3.

7. Applications for subdivision and/or development in this Direct Control District will respect the right of surrounding industrial land uses to continue with current industrial operation without interference providing those operations are occurring in compliance with the Land Use Bylaw 10-08 and all other relevant Town of Drumheller bylaws and policies
8. Development approval authority is hereby delegated to the Development Officer and the Municipal Planning Commission as prescribed in Land Use Bylaw 10-08.
9. This Bylaw shall come into effect on the date of final passage thereof

READ A FIRST TIME THIS ____th DAY OF _____, 2020

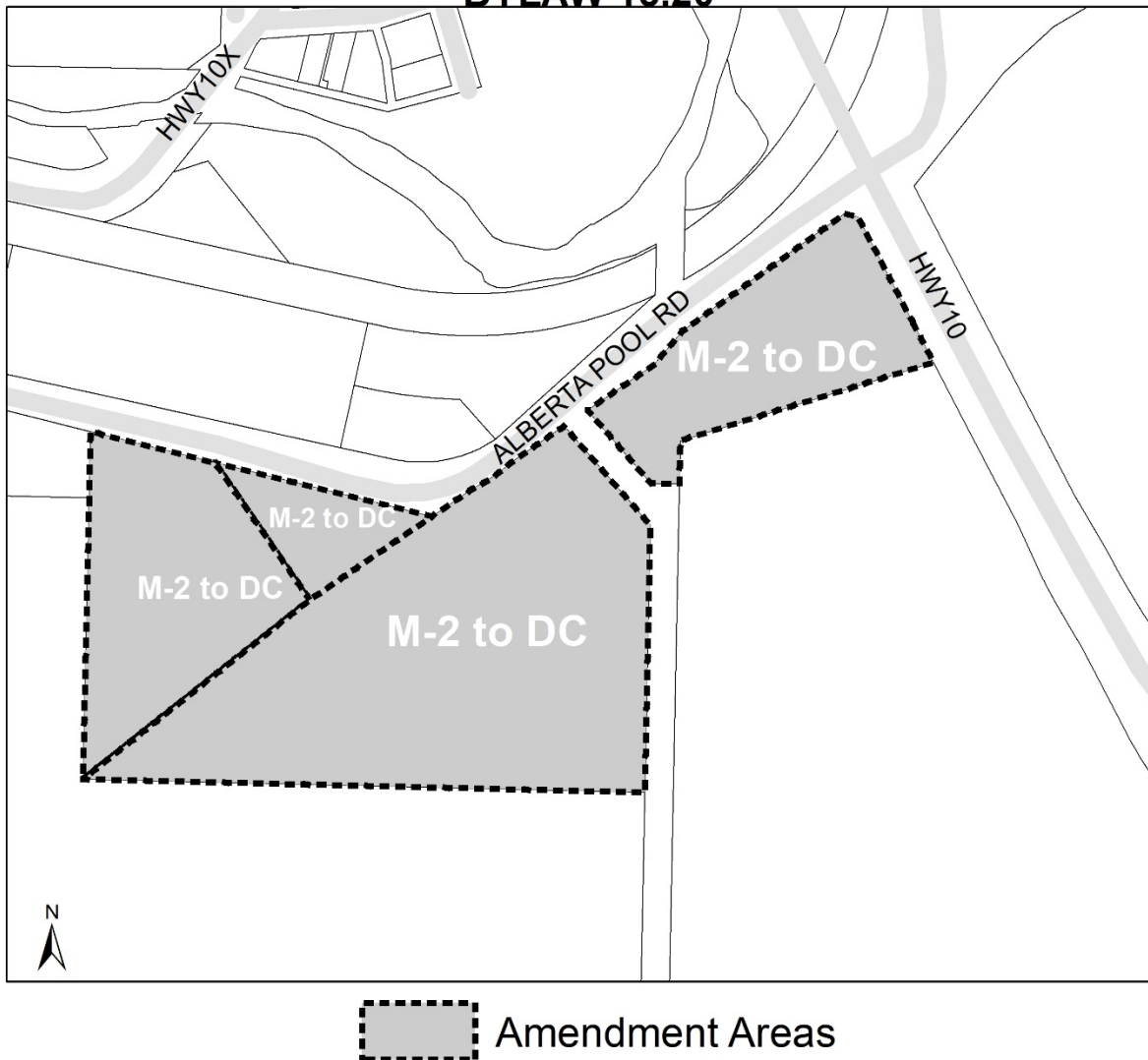
READ A SECOND TIME THIS ____th DAY OF _____, 2020.

READ A THIRD TIME AND PASSED THIS ____th DAY OF _____, 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE A
PROPOSED LAND USE BYLAW AMENDMENT
BYLAW 15.20**



LEGAL: Plan 0010619 Block 2, Plan 9712322 Block 7,
Plan 9711320 Block 3 and 4

From: Medium Industrial District (M-2)

To: Direct Control District (DC)



REQUEST FOR DECISION

TITLE:	Property Tax Deferral Due to Covid-19 Pandemic
DATE:	July 15, 2020
PRESENTED BY:	Darryl E. Drohomerski, C.E.T.
ATTACHMENT:	n/a

SUMMARY

With the economic uncertainty brought on with the Covid-19 Pandemic, some communities have elected to provide a one-time extension, without penalty, to residents to pay their 2020 property taxes. Almost all of these communities have a June 30 deadline whereas Drumheller has an August 31 deadline to pay taxes in a lump sum.

Previously, Drumheller allowed a three-month deferral to property owners who pay on a monthly basis. This extension ended on July 4.

In Drumheller, approximately 75% of property owners pay property taxes in a lump sum by the August 31 deadline. So far this year, about 33% of these customers have already paid their taxes. In addition, roughly 25% of taxpayers currently pay through monthly payments or the taxes are paid by their mortgage company. Based on this, approximately 48% of projected tax revenue will be collected or accrued on August 31.

In speaking with municipalities that have deferred from their June 30 deadline, most have not seen a significant decrease in the amount of tax paid by the original due date. While it is unknown what the deferral would provide for cash flow to our municipality, the collection rate of 48% and the previously approved borrowing by-law should provide adequate financial resources until November 1.

RECOMMENDATION:

Administration is recommending that Council defer property tax payments, without penalty, from August 31, to October 31, 2020 as a result of the Covid-19 Pandemic. This applies to property owners who normally pay taxes in a lump sum on or before August 31, 2020.

FINANCIAL IMPACT:

A full accounting of tax deferrals will not be possible until after August 31. Administration will report back to Council in September with these numbers.

STRATEGIC POLICY ALIGNMENT:

Good governance by helping residents through challenging times.

MOTION:

That Council defer Property Tax payments, without penalty, from August 31, to October 31, 2020 as a result of the Covid-19 Pandemic and associated economic challenges.

Prepared By: Darryl Drohomerski

Reviewed By: _____

Approved By: Darryl Drohomerski
Chief Administrative Officer



Town of Drumheller REQUEST FOR DIRECTION

TITLE:	Asset Management Capacity-Building Cohort Application
DATE:	July 15, 2020
PRESENTED BY:	Dave Brett, P. Eng, Director of Infrastructure Services
ATTACHMENT:	Policy C-03-17 Asset Management Framework

SUMMARY

A grant opportunity surrounding Asset Management Capacity Building is available to Alberta municipalities jointly offered through the Rural Municipalities Association (RMA), the Alberta Urban Municipalities Association (AUMA) and Infrastructure Asset Management Alberta (IAMA). This grant opportunity allows for three (3) Drumheller employees and /or Councillors to participate in an asset management training cohort. A group of municipalities will be selected to participate in multiple video conferences and three (3) in person conferences where they will be taught how to:

- Establish and develop an internal Asset Management Team
- Develop an Asset Management Policy
- Develop an Asset Management Strategy

Administration's current strategy is to also apply for the Federation of Canadian Municipalities (FCM) asset management grant (which is a different grant and will be discussed under a separate Request for Decision to Council) that could award the Town of Drumheller with \$50,000.00 to enhance our management of documents and data. The Cohort Capacity Building training grant supplements this effort well because it will help us learn how to utilize that data to make more informed decisions regarding our infrastructure.

RECOMMENDATION:

Administration recommends that Council resolves to submit an Asset Management Capacity-Building Cohort Application – jointly offered by RMA, AUMA and IAMA. The Town of Drumheller commits to incur travel and accommodation charges associated with the Cohort Training and understands these will not be reimbursed. The Town of Drumheller recognizes that participants may be asked to work with the project team to provide at least one (1) meeting space to hold a meeting. The Town of Drumheller will commit three (3) people for training for the purpose of learning:

- Establishment and development of an internal Asset Management Team,
- Development of an Asset Management Policy.
- Development of an Asset Management Strategy

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Town of Drumheller, through its current Asset Management Policy, has carried out the initial steps of creating and implementing an asset management strategy for the Town's infrastructure. However, due to staff turnover and work load the full implementation has lagged; these grants will allow the Town to move forward on the implementation and bringing our work process into alignment with current industry standards.

FINANCIAL IMPACT:

There is minimal financial cost associated with this Asset Management Capacity-Building Cohort Application – jointly offered by RMA, AUMA and IAMA grant. The Town will be required to pay for travel and accommodation for the three (3) Town of Drumheller participants.

STRATEGIC POLICY ALIGNMENT:

Good governance and protection of people and property.

MOTION:

Councillor _____

The Town of Drumheller resolves to submit an Asset Management Capacity-Building Cohort Application – jointly offered by RMA, AUMA and IAMA. The Town of Drumheller commits to incur travel and accommodation charges associated with Cohort Training and understands these will not be reimbursed. The Town of Drumheller recognizes that participants may be asked to work with the project team to provide at least one (1) meeting space to hold a meeting. The Town of Drumheller will commit three (3) people for training for the purpose of learning:

- Establishment and development of an internal Asset Management Team
- Development of an Asset Management Policy
- Development of an Asset Management Strategy

Seconder: _____


Prepared By: Dave Brett, P.Eng
Director of Infrastructure Services


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



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-03-17

ASSET MANAGEMENT POLICY

Policy Statement

The Town of Drumheller shall adopt and apply asset management (AM) practices to provide for the effective fiscal and physical management of current and future assets to ensure safe, reliable and sustainable services to its customers.

1. Purpose

The objective of this policy is to lay out the Asset Management Program (AMP) principles with the aim of:

- Enabling informed decision-making by Council, staff and community;
- Improving decision-making accountability and transparency;
- Support a culture where all employees take part in incorporating the Asset Management Framework into the management of the community assets;
- Ensuring that the Town's services and infrastructure are provided:
 - In a safe, reliable and sustainable manner;
 - Within approved levels of service;
 - That will support residents, visitors and the environment; and,
 - In alignment with the corporate vision and goals.
- Ensuring that risk, level of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making.

2. Assets Covered by the Policy

This policy applies to all physical and financial assets under the control of the Town in categories including Transportation, Water, Wastewater, Storm, Facilities and Equipment.

3. Definition

Asset Management is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.

4. Our Principles

- **Corporate Alignment:** Alignment with corporate vision and goals will be enabled through this policy the asset management framework.

- **Life Cycle Management:** Assets will be managed recognizing the whole of life ownership costs.
- **Build Organizational Resiliency:** Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.
- **Community Input:** Incorporate relevant and appropriate community input into the development of asset management plans for levels of service targets.

5. Responsibilities and Relationships

Town Council:

- Review and Adopt the Asset Management Policy;
- Approve levels of service incorporating risk, financial, community input that align with the community vision and goals;

CAO and Executive Team:

- Implement the Council Asset Management Policy;
- Develop an Asset Management Framework which includes Plans and Procedures that implements the Council Asset Management Policy; and,
- Annually Report to Town Council on the status of the Asset Management Framework.

Managers and staff:

- Incorporate the Asset Management Framework into the management of the community assets;
- Operationalize the details of the plans and asset management systems.

Attachment

- Asset Management Framework

Date: September 18, 2017

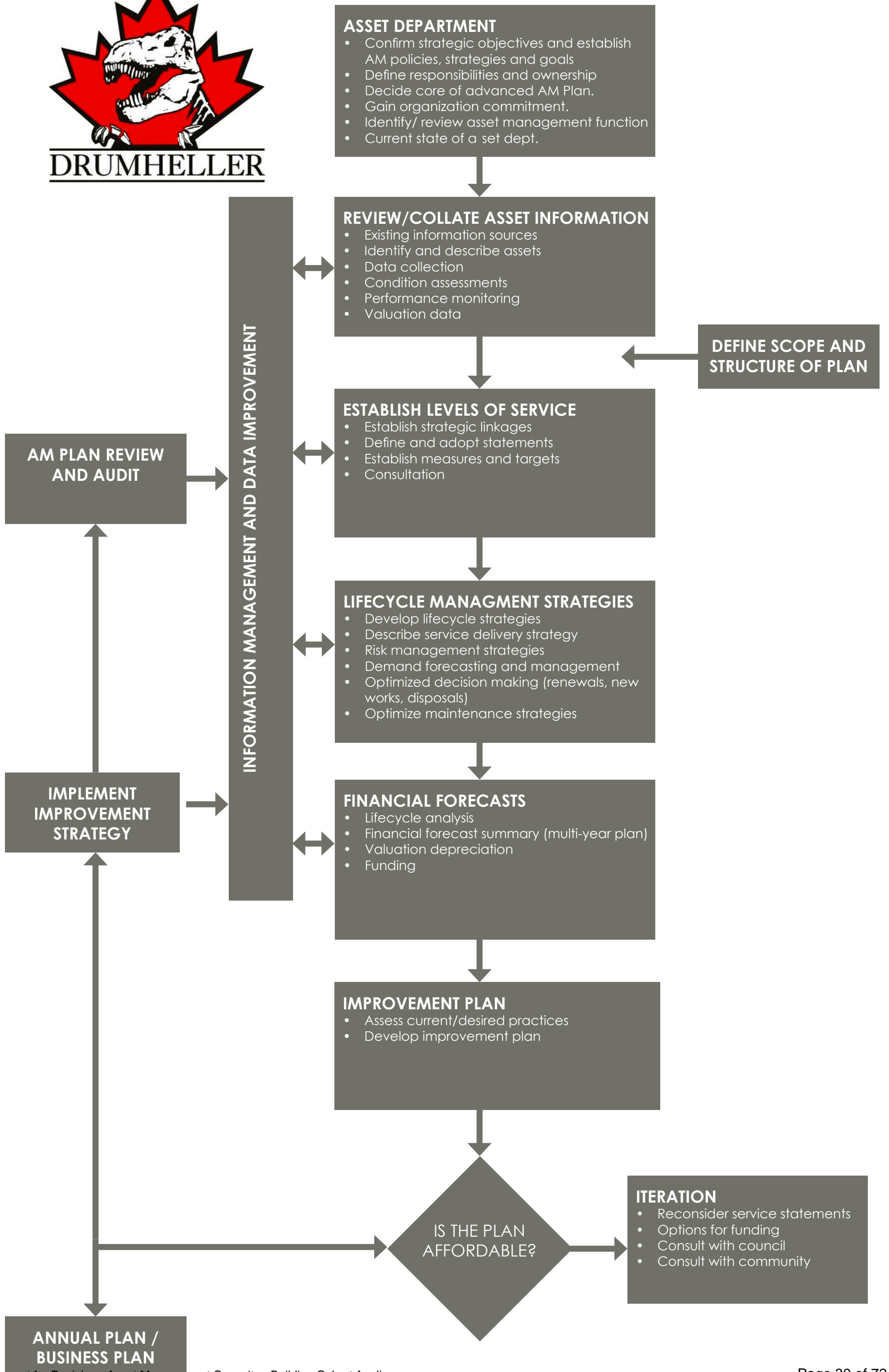


Chief Administrative Officer



Mayor of Drumheller

Asset Management Framework





Town of Drumheller REQUEST FOR DIRECTION

TITLE:	FCM Asset Management Grant Application
DATE:	July 15, 2020
PRESENTED BY:	Dave Brett, P. Eng, Director of Infrastructure Services
ATTACHMENT:	Policy C-03-17 Asset Management Framework

SUMMARY

The Federation of Canadian Municipalities (FCM) is offering a grant opportunity for asset management to Canadian municipalities. This grant could award the Town of Drumheller up to \$50,000.00 to enhance our management of documents and data. Administration would like to apply for two of the applicable activities offered within the grant to advance our current asset management program:

- Activity 1: Regional Webmap Asset Management Module License + Training, and
- Activity 2: data conversion + document scan to Webmap.

Administration's current strategy is to also apply for the Asset Management Capacity Building Cohort grant opportunity that is jointly offered through the Alberta Urban Municipalities Association (AUMA), the Rural Municipalities of Alberta (RMA) and the Infrastructure Asset Management of Alberta (IAMA). This is separate grant opportunity that offers training to three (3) staff and/or Councillors in asset management team establishment, policy development, strategy development and data training. It supplements the FCM grant well because it will help us learn how to utilize that data to make more informed decisions regarding our infrastructure. This grant opportunity will be discussed under a separate Request for Decision to Council.

RECOMMENDATION:

Administration recommends that Council resolves to submit an application to the Federation of Canadian Municipalities' Municipal Asset Management Program for Palliser Regional Asset Management Project.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Town of Drumheller, through its Asset Management Policy, has carried out the initial steps of creating and implementing an asset management strategy for the Town's infrastructure. However, due to staff turnover and work load the full implementation has lagged; these grants will allow the Town to move forward on the implementation and bringing our work process into alignment with current industry standards. The FCM asset management grant provides funds to consolidate historical data into a GIS based system and ensure that information is retained in a useable and searchable manner.

FINANCIAL IMPACT:

This grant will require a \$5,000.00 commitment from the Town from the operating budget item 1.2.3101.239 Engineering Administration Professional Services in order to potentially receive \$50,000.00 for training and data conversion (scanning and organizing drawings and records into a format useable for a GIS based asset management system). This will help our records system to be modernized and searchable by staff for the historical records, which will address the differences between the MD of Badlands and City of Drumheller records that were inherited at time of the merger.

STRATEGIC POLICY ALIGNMENT:

Good governance and protection of people and property.

MOTION:

Councillor _____

Be it resolved that the Town of Drumheller Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Palliser Regional Asset Management Project.

Be it therefore resolved that the Town of Drumheller commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Activity 1: Regional Webmap Asset Management Module License + Training, and
- Activity 2: data conversion + document scan to Webmap.

Be it further resolved that the Town of Drumheller commits \$5,000.00 from its operating budget item 1.2.3101.239 Engineering Administration Professional Services toward the costs of this initiative.

Seconder: _____



Prepared By: Dave Brett, P.Eng
Director of Infrastructure Services



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



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-03-17

ASSET MANAGEMENT POLICY

Policy Statement

The Town of Drumheller shall adopt and apply asset management (AM) practices to provide for the effective fiscal and physical management of current and future assets to ensure safe, reliable and sustainable services to its customers.

1. Purpose

The objective of this policy is to lay out the Asset Management Program (AMP) principles with the aim of:

- Enabling informed decision-making by Council, staff and community;
- Improving decision-making accountability and transparency;
- Support a culture where all employees take part in incorporating the Asset Management Framework into the management of the community assets;
- Ensuring that the Town's services and infrastructure are provided:
 - In a safe, reliable and sustainable manner;
 - Within approved levels of service;
 - That will support residents, visitors and the environment; and,
 - In alignment with the corporate vision and goals.
- Ensuring that risk, level of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making.

2. Assets Covered by the Policy

This policy applies to all physical and financial assets under the control of the Town in categories including Transportation, Water, Wastewater, Storm, Facilities and Equipment.

3. Definition

Asset Management is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.

4. Our Principles

- **Corporate Alignment:** Alignment with corporate vision and goals will be enabled through this policy the asset management framework.

- **Life Cycle Management:** Assets will be managed recognizing the whole of life ownership costs.
- **Build Organizational Resiliency:** Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.
- **Community Input:** Incorporate relevant and appropriate community input into the development of asset management plans for levels of service targets.

5. Responsibilities and Relationships

Town Council:

- Review and Adopt the Asset Management Policy;
- Approve levels of service incorporating risk, financial, community input that align with the community vision and goals;

CAO and Executive Team:

- Implement the Council Asset Management Policy;
- Develop an Asset Management Framework which includes Plans and Procedures that implements the Council Asset Management Policy; and,
- Annually Report to Town Council on the status of the Asset Management Framework.

Managers and staff:

- Incorporate the Asset Management Framework into the management of the community assets;
- Operationalize the details of the plans and asset management systems.

Attachment

- Asset Management Framework

Date: September 18, 2017

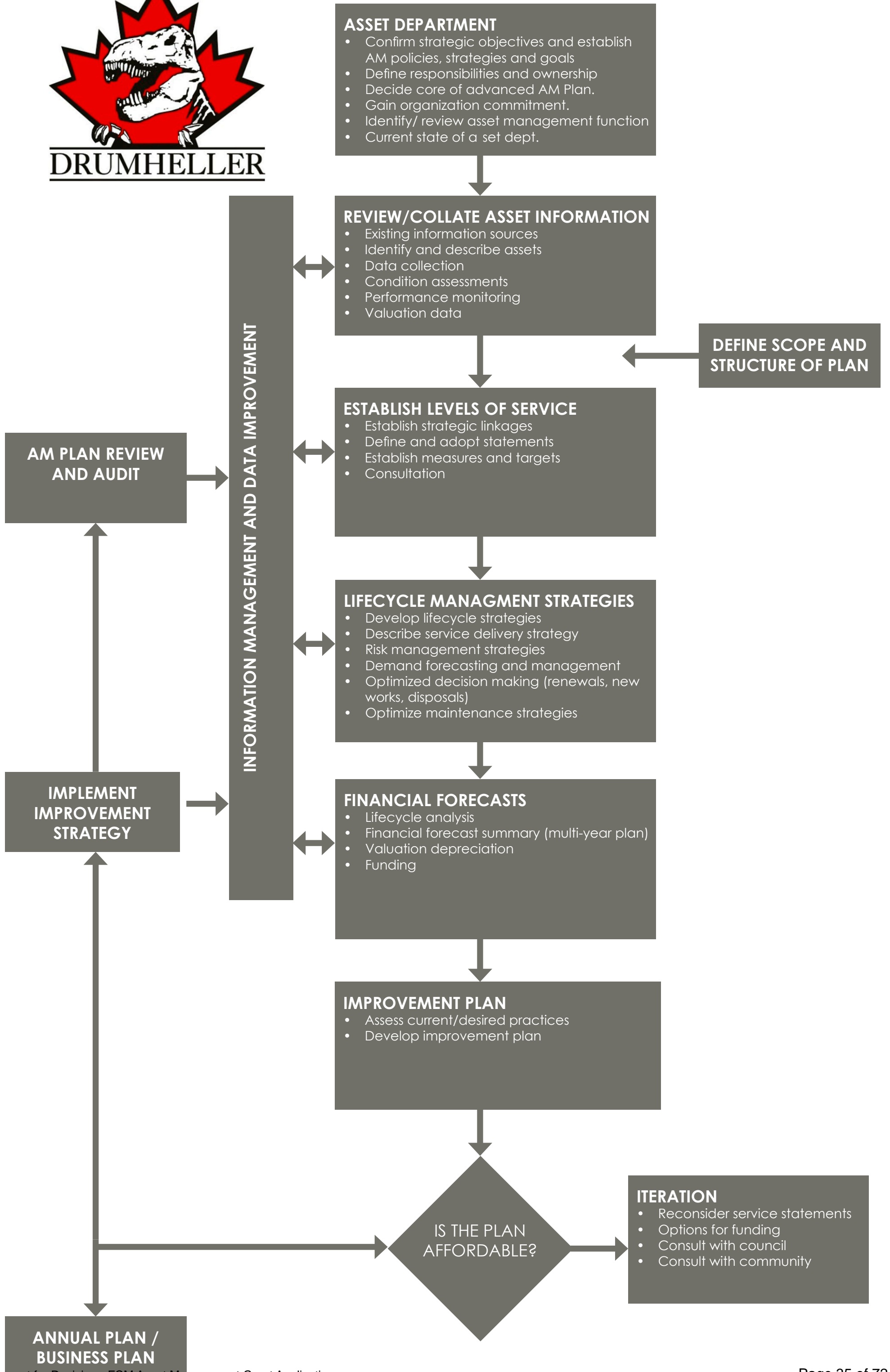


Chief Administrative Officer



Mayor of Drumheller

Asset Management Framework



TOWN OF DRUMHELLER

BYLAW NUMBER 13.20

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAMS FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26* and amendments thereto, the Council of the Town of Drumheller deems it expedient to provide for a Bylaw for the purposes of implementing "Residential Development Incentive Programs".

NOW THEREFORE, be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, duly enacts as follows:

1. This Bylaw may be referred to as the "Residential Development Incentive Programs" Bylaw;
2. Minimum qualifying criteria and property tax abatements are outlined per policies attached hereto and outlined in Schedules A & B;
3. The tax abatements apply to the municipal portion of property taxes only;
4. The Bylaw and corresponding residential tax abatement policies may be amended from time to time by resolution of Town Council;
5. The Bylaw and corresponding schedules will be reviewed by Town Council at the beginning of each Council term; and
6. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS 6th DAY OF JULY, 2020

READ A SECOND TIME THIS 6th DAY OF JULY, 2020

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 20____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

RESIDENTIAL DEVELOPERS HOUSING INCENTIVE POLICY

1.0 PURPOSE:

To establish an incentive policy for the development of residential lots and create a positive environment for residential construction.

2.0 GENERAL POLICY:

- 2.1 For the purposes of this Schedule, the term “eligible dwelling” is defined as any **new** development of single family detached residences, attached or unattached townhouses, or row houses with a listing sale price between \$180,000 to \$250,000 dollars;
- 2.2 The developer must sign an Incentive Agreement with the Town;
- 2.3 Developers building eligible dwelling(s) on Town property will be required to place a 20% deposit in accordance with the Land Purchase Agreement. The developer will not be required to pay the balance until the property has been sold or when the incentive period ends, which ever occurs first;
- 2.4 The Incentive shall be granted at the beginning of the tax year following completion of construction. Completion of construction will be recognized by an “Occupancy Permit” from the Town’s inspection agency:
 - i. First Year – 100% Property Tax Abatement
 - ii. Second Year – 50% Property Tax Abatement
 - iii. Third Year – 25% Property Tax Abatement
 - iv. Fourth Year – 0% Property Tax Abatement
- 2.5 This policy is established under the authority of *Section 347 (1) of the Municipal Government Act of Alberta* and applies to municipal tax and land rebates as a result of **new** developments;
- 2.6 The Incentive applies to the municipal portion of taxes only. Special levies, improvement levies and school taxes are not exempt;
- 2.7 Developments must comply with the Land Use Bylaw, imposed design guidelines, laws of the Province of Alberta and Canada;
- 2.8 Expansions or renovations to existing buildings or structures do not qualify for this Incentive;

2.9 If a developer sells a dwelling approved under this policy, the balance of the Incentive is automatically transferred to the new registered owner provided that:

2.9.1 The new registered owner is not a business;

2.9.2 The dwelling is not used as an income property.

2.10 All servicing costs will be the responsibility of the developer;

2.11 The Developer must have a Town of Drumheller Business License;

3.0 PROCESS:

3.1 Developers must submit a development proposal and incentive request to the Town of Drumheller prior to the start of construction;

3.2 The development proposal shall include details on the type of dwelling(s) being built, an estimated time of construction and an approximate time that the new dwelling(s) will be available on the market.

4.0 RESPONSIBILITIES:

4.1 If a unique incentive request is submitted to the Town of Drumheller, and with the approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request;

4.2 Review and recommendations of changes to this policy shall be the sole responsibility of Town Council upon recommendation of the Town's Chief Administrative Officer; and

4.3 The Town of Drumheller, through Town Council, may, at their sole discretion, refuse, limit, or cancel, any Incentive granted under this Schedule, should the developer fail to meet the requirements of the Residential Developers Housing Incentive Policy during the term of the Incentive.

Date: _____

Chief Administrative Officer

Mayor of Drumheller

SCHEDULE “B”

MULTI-UNIT RESIDENTIAL RENTAL INCENTIVE POLICY

1.0 PURPOSE:

To establish an incentive policy for the development of affordable multi-unit residential rental dwellings and create a positive environment for residential construction.

2.0 GENERAL POLICY:

2.1 For the purposes of this schedule, the term, “eligible building” is defined as any multi-unit residential building that meets the following requirements:

- 2.1.1 Minimum of four (4) units and a maximum of sixteen units;
- 2.1.2 Minimum of \$400,000 construction value;
- 2.1.3 Units must be rented for no more than \$850.00 per month, indexed to the Canada Consumer Price Index, excluding utilities, for the duration of the incentive period;
- 2.1.4 All individual units in the building must contain a balcony or access to a shared green space; and
- 2.1.5 Located within the R-3 (Residential), R-4 (Residential), D-T (Downtown Transitional) and C-B (Central Commercial) zoning districts.

2.2 Developers applying for the Multi-Unit Residential Rental Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:

- 2.2.1 The units within the property shall remain solely as rentable dwelling units for a period of no less than ten (10) years and the Developer shall not convert the units to condominiums or otherwise sell the units during this time;
- 2.2.2 The Incentive Agreement shall be registered as a “miscellaneous interest” on title of the property to prevent the conversion to condominiums or sale of units; and
- 2.2.3 The “miscellaneous interest” will be removed upon request of the registered owner after the ten (10) year Incentive Agreement has expired.

- 2.3 The Incentive shall be granted at the beginning of the tax year following completion of construction. Completion of construction will be recognized by an "Occupancy Permit" issued by the Town's inspection agency:
- i. First Year – 100% Property Tax Abatement
 - ii. Second Year – 75% Property Tax Abatement
 - iii. Third Year – 50% Property Tax Abatement
 - iv. Fourth Year – 25% Property Tax Abatement
 - v. Fifth Year – 0% Property Tax Abatement
- 2.4 The Incentive applies to the municipal portion of taxes only. Special levies, improvement levies and school taxes are not exempt;
- 2.5 Expansion or renovation to existing buildings, properties and structures do not qualify;
- 2.6 Developments must comply with the current Municipal Development Plan, Land Use Bylaw, imposed design guidelines and the laws of the Province of Alberta and Canada;
- 2.7 If a Developer sells the building during the incentive period, the balance of the Incentive is automatically transferred to the new owner if the conditions of this policy are maintained;
- 2.8 This Policy is established under the authority of *Section 347 (1) of the Municipal Government Act of Alberta*;
- 2.9 The Developer must have a Town of Drumheller Business License;

3.0 PROCESS:

- 3.1 Developers must submit a development proposal and incentive request to the Town of Drumheller prior to the start of construction;
- 3.2 The development proposal shall include details on the type of dwelling(s) being built, an estimated time of construction and an approximate time that the new dwelling(s) will be available on the market.

4.0 RESPONSIBILITIES:

- 4.1 If a unique incentive request is submitted to the Town of Drumheller, and with the approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request;

- 4.2 Review and recommendations of changes to this policy shall be the sole responsibility of Town Council upon recommendation of the Town's Chief Administrative Officer; and
- 4.3 The Town of Drumheller, through Town Council, may, at their sole discretion, refuse, limit, or cancel, any Incentive granted under this Schedule, should the developer fail to meet the requirements of the Multi-Unit Residential Rental Incentive Policy during the term of the Incentive.

Date: _____

Chief Administrative Officer

Mayor of Drumheller

STRATEGIC PRIORITIES CHART		October 2019
CORPORATE PRIORITIES (Council/CAO)		
NOW FLOOD MITIGATION PROGRAM: 2020 Annual Work Program – Dec. 1. ICF: Memorandum – Dec. 2. SERVICE LEVELS: Key Performance Indicators – April 3. CUSTOMER SERVICE: Initiatives – Jan. 4. TOWN PRESENCE: Cleanliness & Vegetation Service Level – Jan. 5. PUBLIC COMMUNICATION: Gap Analysis Scope – Nov. ADVOCACY / PARTNERSHIPS <ul style="list-style-type: none"> • <i>Transmission Costs (AUC)</i> • <i>Property Allocation (CNR)</i> • <i>SL4 Senior Facility (Prov.)</i> • <i>Social Housing Action Plan (Federal)</i> • <i>Police Costing Model (AG)</i> 		NEXT <ul style="list-style-type: none"> • POVERTY REDUCTION: Strategy • MUNICIPAL DEVELOPMENT PLAN: Update • DERELICT BUILDINGS: Municipal Authority • CLIMATE CHANGE ADAPTATION STRATEGY: ToR • MUNICIPAL CORPORATION: Feasibility • CEMETERY PLAN: Scope • DINOSAUR CAPITAL ATTRACTION: Options • PAY TO PLAY: Pilot Report • SERVICE INNOVATION: Incentive Program
OPERATIONAL STRATEGIES (CAO/Staff)		
CHIEF ADMINISTRATIVE OFFICER 1. Civic Solar: Lease – Nov. 2. PUBLIC COMMUNICATIONS: Gap Analysis - Nov. 3. ICF: Memorandum – Dec. <ul style="list-style-type: none"> • DERELICT BUILDINGS: Municipal Authority • SERVICE LEVELS: Key Performance Indicators 	CORPORATE 1. Bylaw Inventory: Priority List – Jan. 2. Spending Policy: Draft – Dec. 3. IT Upgrade: Base Refresh – Nov. <ul style="list-style-type: none"> • User Friendly Actions: List • 	
HUMAN RESOURCES 1. CUSTOMER SERVICE: Initiatives Proposal – Jan. 2. SERVICE INNOVATION: Incentive Program –? 3. Wellness Policy: Review – Dec. <ul style="list-style-type: none"> • Job Description: Review • HR Policy Review 	RECREATION, HERITAGE, ARTS & CULTURE 1. Community Recreation Service Level: Review – Feb. 2. Facility Condition Assessment: ToR – Feb. 3. Heritage, Arts & Culture Strategy: ToR – Jan. <ul style="list-style-type: none"> • • 	
PROTECTIVE 1. Livery Bylaw: Transportation Networking Company – Nov. 2. PAY TO PLAY: Pilot Report - July 3. Fire Code: Compliance - Dec. <ul style="list-style-type: none"> • Traffic Bylaw: Draft • OH & S Policy: Draft 	INFRASTRUCTURE 1. CEMETERY PLAN: RFC – Nov. 2. Rotary Park Fountain: Budget – Oct. 3. TOWN PRESENCE: Cleanliness & Vegetation– Jan. <ul style="list-style-type: none"> • East Coulee Lifts Station: Construction - Jan • Trail System 	
COMMUNICATION 1. Branding: Logo – Dec. 2. Website Upgrade: EOI – Nov. 3. Town App: Guidelines - Dec. <ul style="list-style-type: none"> • • 	FLOOD MITIGATION 1. 2020 Work Plan – Dec. 2. MUN. DEV. PLAN: Policy Update – Jan. 3. LUB: Flood Policy Update – Mar. <ul style="list-style-type: none"> • • 	
COMMUNITY DEVELOPMENT 1. Youth Program: Proposal - Nov 2. Events Coordination: Proposal – Nov. 3. POVERTY REDUCTION: Short Term Initiatives - Dec. <ul style="list-style-type: none"> • Client Data Base • Funding Application Forms 	ECONOMIC DEVELOPMENT 1. Dino Merchandize Program: Proposal – Jan. 2. Branding Strategy: RFP - Nov. 3. MUNICIPAL CORPORATION: Research - Feb <ul style="list-style-type: none"> • DINOSAUR CAPITAL ATTRACTION: Options • 	



Quarterly Report for CAO – 2020 Strategic Priorities

Name: Darryl Drohomerski, C.E.T.

Period: January to June 2020

Civic Solar: Lease – The Proponent and Town signed a lease agreement in spring 2020 after approval for the project was given by Alberta Utilities Commission. Expropriation of the existing lease was concluded in June 2020 and the proponent is in the process of securing funding for the project.

Public Communications: Gap Analysis – This work was completed by an outside agency in January 2020. The recommendations from the report are currently being implemented by the communications team.

ICF: Memorandum – Intermunicipal Collaboration Framework Agreements were successfully concluded by February, with Council passing all ICF frameworks before the end of March. All four agreements have been submitted to Municipal Affairs for their reference.

Derelict Buildings: Municipal Authority – A draft bylaw was created and reviewed by the Town Solicitor. Administration is currently reviewing the necessary amendments and will be bringing a report back to Council by September.

Service Levels: Key Performance Indicators – This work was not started in the first two quarters of 2020. It is expected to start this work in September.

Covid – 19 Town of Drumheller Response – approximately three months of work time was spent on the Town of Drumheller response for Covid -19. Many of the projects that were expected to be completed in the first six months of the year had been deferred or took longer because of the staffing resources involved.



Quarterly Report for Human Resources – 2020 Strategic Priorities

Name: Nicole Skiftun, CPHR
Period: January to June 2020

CUSTOMER SERVICE: Initiatives Proposal – Work has not started on this priority as of the end of June. An update to Council will be brought forward in September.

SERVICE INNOVATION: Incentive Program – Work was started in January with information gathering and analysis. Update to Council in October.

Wellness Policy: Review – Work was completed in first quarter 2020 and changes and promotion of the policy were distributed to staff in February. A report on uptake of modified program will be brought to Council in November.

Job Description: Review – This work was not started in the first two quarters of 2020. It is expected to start this work in September.

HR Policy Review – Review of policies has begun. Work is ongoing and an update will come forward in September.

Covid – 19 Town of Drumheller Response – approximately three months of work time was spent on the Town of Drumheller response for Covid -19. Many of the projects that were expected to be completed in the first six months of the year had been deferred or took longer because of the staffing resources involved, specifically within the role of the Human Resources Manager.

**COMMUNICATIONS****COMMUNICATIONS CORPORATE / OPERATIONAL PRIORITIES****January 1 – June 30 2020****DINO BRANDING IMAGE ENHANCEMENT**

The new Drumheller Valley branding was approved in March and the new brand is being implemented across the organization. So far internal documents, social media, website, staff uniforms and vehicle wraps have been the priority. A plan for other vehicles and external signage is being developed. We are hoping to hold a launch event in the early fall if COVID restrictions allow.

Next Update to Council will be September 14 2020**TOWN APP**

The App launched to the public on February 10th 2020. It has been well used with over 350 requests put in by residents. The public education campaign will hopefully take place in the fall as staff get out to public events promoting the app and educating people in its use. We are working on getting the process for notifications set up to send information out to the public. This will be a great help in encouraging people to create an account. Attached is a graph of the figures for the use of the App and the response times.

Next Update to council will be October 26 2020**WEBSITE**

24 applications to design the new website were received through the recent Expression of Interest, shortlisting is now taking place with the intention that the new website will be live by the end of September.

Next Update to Council will be August 4 2020**PUBLIC COMMUNICATIONS**

‘Improve Public awareness, satisfaction, confidence; diverse mediums, consistent message, reduce misinformation.’

There has been a huge improvement in this area with the new branding, new communication protocols such as communication plans being drafted as part of the RFD process and new initiatives such as Bert the Bylaw dinosaur. This program came from the Bylaw Team wishing to have an improved image. ‘Bert’ was designed in partnership with the Royal Tyrrell Museum. In addition, access has been improved to the Community Standards and Tourism Corridor bylaws on the website.



COMMUNICATIONS

Using the report from Alchemy communications a plan to improve this further is being developed.

Next update to council will be October 5 2020

Julia Fielding

Communications Officer

SEE CLICK FIX Requests and Responses February 10th - July, 2020

Request Category	Created in period	Acknowledged in period	Closed in period	Average days to acknowledge in period	Average days to close	Category SLA length (Days)	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
A - Am in need of Assistance- COVID 19	2	2	2	0	0	1	100%	0	0	0
Abandoned Vehicle	4	4	4	2.6	5	3	25%	0	0	0
Abandoned Vehicle - on street	4	3	4	0.3	2.7	2	50%	0	0	0
Animal Control	7	7	7	0.8	4.6	2	57%	1	0	0
Animal Control - Wildlife	0	0	0			3	0%	0	0	0
Animal Control - cat	1	1	1	1.8	1.8	2	100%	1	0	0
Bylaw	10	3	7	1.3	1.1	2	86%	0	3	0
Bylaw - Unsightly Property	46	35	46	0.7	1.3	3	85%	8	0	0
Bylaw - Vegetation	7	4	7	1.4	1	3	86%	1	0	0
Bylaw - Weed Control	8	4	7	1.6	1.6	2	71%	2	1	1
Bylaw - graffiti	7	3	7	0.5	1.4	3	86%	1	0	0
Cemetery - Gophers	0	0	0			3	0%	0	0	0
Cemetery - Graffiti	0	0	0			3	0%	0	0	0
Cemetery questions	0	0	0			3	0%	0	0	0
Facilities and Buildings owned by the Town of Drumheller	1	0	1		7.1	5	0%	1	0	0
Garbage Collection - commercial	13	10	13	1.1	4.4	1	8%	12	0	0
Garbage Collection - residential	3	1	3	1	1	1	0%	3	0	0
Incident Accident Report	1	0	1		18.7		0%	0	0	0

SEE CLICK FIX Requests and Responses February 10th - July, 2020

Request Category	Created in period	Acknowledged in period	Closed in period	Average days to acknowledge in period	Average days to close	Category SLA length (Days)	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
Litter - Street Garbage Bin Damaged	0	0	0			2	0%	0	0	0
Near Miss Form	7	3	7	1.7	2.9	5	86%	1	0	0
Parks - Dog Park	2	2	2	1.4	4.3	5	50%	0	0	0
Parks - Garbage	0	0	0			1	0%	0	0	0
Parks - Landscape Issue	18	13	11	0.8	15.1	5	64%	3	7	1
Parks - Playground	0	0	0			7	0%	0	0	0
Parks - Skatepark	3	2	3	2.4	2	5	100%	0	0	0
Parks - Splash Park	0	0	0			5	0%	0	0	0
Parks - Washrooms	1	1	1	0.3	3.8	5	100%	0	0	0
Parks Issues	7	2	7	0.9	4.4	5	71%	2	0	0
Roads - Curbs and Gutters	6	3	6	0.6	2.6	260	100%	0	0	0
Roads - Grading	6	6	4	1.2	17.2	5	0%	4	2	2
Roads - Manhole	0	0	0			2	0%	0	0	0
Roads - Street Lights	1	1	1	0	0	1	100%	0	0	0
Roads - Street Sign	8	6	7	1.3	3.3	13	100%	0	1	0
Roads - Town Owned Parking Lots	3	3	3	0.8	10.7	260	100%	0	0	0
Roads - Traffic Signal	1	0	1		1.2	1	0%	1	0	0
Roads - gravel surface	1	0	0			5	0%	0	1	0
Roads - other	9	5	8	0.7	11.3	260	100%	1	1	0
Roads - paved surface	6	4	4	4	9.6	5	50%	1	2	2
Roads - pothole	26	17	25	1.8	5.2	5	60%	5	1	0
Roads - sidewalk issues	8	3	8	1.7	8.8	260	100%	0	0	0

SEE CLICK FIX Requests and Responses February 10th - July, 2020

Request Category	Created in period	Acknowledged in period	Closed in period	Average days to acknowledge in period	Average days to close	Category SLA length (Days)	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
Snow and Ice Removal - road	15	12	15	2.6	6.7	7	47%	7	0	0
Snow and Ice Removal - sidewalk	5	4	5	1	3.5	3	40%	1	0	0
Street Garbage Bin	7	3	7	7	13.7	1	29%	5	0	0
Town Building - Arena	0	0	0			5	0%	0	0	0
Town Building - Badlands Community Facility	7	3	7	5.1	6.2	5	71%	3	0	0
Town Building - Town Hall	1	1	1	0	0.1	5	100%	0	0	0
Town Facility - Plaza	1	1	1	0.7	7	5	0%	1	0	0
Vegetation	10	3	7	3.6	2.8	52	100%	0	3	0
Vegetation - Flowers	0	0	0			5	0%	0	0	0
Vegetation - Grass	7	5	2	1.3	4.9	5	50%	1	5	5
Vegetation - Trees	13	7	6	0.8	12.2	52	100%	0	7	0
Water / Sewer - water quality	2	2	2	0	0.2	1	100%	0	0	0
Water/Sewer - odour	0	0	0			3	0%	0	0	0
Water/Sewer - water pressure	2	2	2	0.1	0.1	1	100%	0	0	0
Water/Sewer- water break	1	1	1	0.1	1.6	1	0%	0	0	0
Z- Other	65	50	64	0.6	2.7	2	63%	21	1	0
Totals	363	242	328					87	35	11



**Community Development & Social Planning Department
Strategic Priorities – Interim Report: Jan-June Dec 2020**

Submitted by April Harrison

1. Poverty Reduction

- Two Coaching sessions have taken place with Tamarack.
- “Benchmarking Food Environments” project underway with data submitted to the UofA for review and report development. This will highlight the availability/affordability of healthful foods in the community.
- Presented an update to Council 3 Jan 2020
- Secured funding for: \$500 Vibrant Communities membership, \$23,500 for 0.5FTE term to Dec 31 Poverty Reduction Coord and \$3500 Poverty Reduction strategies.
- Worked with the Alberta Living Wage Network to recruit coordinator, develop priorities and provided rural representation.
- Presented revised Recreation Fee Assistance proposal to Council DATE
- Community Counselling Program has reached capacity with all 2020 funding allocated by May 2020.

Covid-19 related Poverty Reduction work:

- Established alternative method for clients to access the Volunteer Tax Clinics. 299 submitted and processed to date.
- Established the “Tech Connect” program – old but working tablet and laptops are wiped and provided to isolated community members that lack these resources to ensure they can connect with family/friends.
- Established the Community Connection Resource – community members can volunteer to help those in need with collecting groceries etc.
- Secured ARDN funding to establish a Homelessness Project with the Salvation Army.
 - Developed intake form and researched Coordinated Access and Housing First model integration.
- Secured \$55,000 in funding from the Emergency Social Services fund to develop and implement a number of programs including the following poverty alleviation initiatives:
 - Subsidised Hot Meal Program
 - Subsidised transport to essential services/medical appointments/shelter (for those fleeing violence)
 - Subsidised in-home supports for eligible residents.
 - Food Security
- Submitted Phase 1 Mental Health and Addictions grant application.
- Phase 2 Mental Health and Addictions grant application completed and awaiting partner approval prior to submission.
- Submitted AB Blue Cross application for Youth program subsidies for low-moderate income youth.
- Submitted seven (7) grant applications to the United Way Emergency Community Support Fund (ECSF), which will support low-income clients.
- Submitted Rural Homelessness Estimation grant application

**Next:**

- PT Recruit Poverty Reduction staff – delayed due to Covid-19
- Plan and host a 'Top 100 Event - delayed due to Covid-19
- Recreation Fee Assistance Policy – Request for Decision to Council - delayed due to Covid-19

2. Youth Program

- Proposal submitted to Council DATE.
- Trial youth project approved by Council for 2020.
- Contract developed with intended youth hub venue – fell through as their Pastor left.
- Viewed other potential spaces and began discussions with another landlord. Placed on hold due to Covid-19.
- Developed “Adulting 101” in partnership with the Library. Lead 10 sessions with X attendees.
- Developed Policies and Procedures for the Youth Hub (centre) in partnership with Drumheller and Area Asset Development Coalition.
- Drumheller & Area Asset Development Coalition achieved Society status.

Covid-19 youth Program work:

- Developed Youth survey during Covid-19. Survey went live but was unable to follow up due to reassignment.
- Began developing online youth programing, including a revised Adulting 101 – this ceased when the Youth Coordinator was redeployed to cleaning duties and then laid off.

Next:

- FCSS Coodinator is developing a business case for possible building, which may also offer space for trial Youth Hub.
- Camp “Sun’s Out, Fun’s Out” for 6 weeks July-August
- Youth Leadership course
- Establish Youth Hub (phase 3)

3. Events Coordination

- Proposal delivered to Council DATE
Events Coordinator contract ended December 19, 2019.
- Full time permanent events coordinator approved in the 2020 budget DATE
- Recruitment placed on hold due to Covid-19
- Submitted Travel Alberta Grant application
- Hosted Family Day Unplugged – Record smashed with 719 attendees
- Volunteer Appreciation online due to Covid-19 – big event will occur when safe.
- Block Party supported in May.



Next

- Recruit Events Coordinator
- Schedule downtown events/activities Thurs/Fri/Sat in Aug & September
- Research possible beer/Cider festival for Oct
- Work with markets to establish Downtown Christmas market for up to 40 days over the Festive Season
- Festival of Lights on steroids in November
- The above is dependent on Covid-19 and government guidelines/regulations.

4. Client Database

- Research conducted to determine needs and criteria for database
- Placed on hold due to Covid-19

5. Funding Application Forms

- Revisions began in early 2020, once new IT system was in place
- Placed on hold during Covid-19
- Final revisions made and sent out to Externally Funded Agencies July 2020
- 2021 funding application will be produced and published late August with October closing date.

Please 'like' us on Facebook: <https://www.facebook.com/DrumhellerFCSS/> and Instagram [@Drumfcss](#)



Corporate Services Report– 2020 Strategic Priorities

Name: Elin Gwinner

Period: January to June 2020

Bylaw Inventory: Priority List – This project not started due to Covid-19 response.

Spending Policy: Draft – In progress. A draft policy will be presented to Council in August/September.

IT Upgrade: Base Refresh – IT upgrades, including server upgrade and migration to Office 365 has been completed.

In addition, due to Covid, a number of IT enhancements are being implemented within the Town's financial software including HRISMyWay – electronic payroll time entry, RIM – reporting, inquiry and maintenance upgrade, iCity Online – online search upgrade.

**Economic Development – Strategic Update****July 20, 2020**

1. **Downtown Revitalization** - The Downtown Revitalization Project is progressing quickly but due to the pandemic, the project is approximately six weeks behind schedule on the community engagement component. Based on the allowable timelines, the project will still be completed ahead of schedule. The deadline for completion is March 31, 2021. The consulting company, O2 Planning & Design, will be presenting to Council on August 4, 2020, to update the community on the work that has been completed thus far.
2. **Dino Merchandising** - Branded “Drumheller Valley” items have been ordered and we have received one shipment out of seven to date. Discussions are forthcoming on consignment locations for sales of branded items.
3. **Incentives** - A number of new incentives have been developed:
 - i. New Business Vacant Building Incentive – Completed
 - ii. New Commercial Development Incentive – Completed
 - iii. Interior Building Improvement Incentive – Completed
 - iv. Multi-Unit Residential Incentive – Third Reading July 20, 2020
 - v. Residential Developers Incentive – Third Reading July 20, 2020
4. **Solar Project** - The Solar Project agreements are under review. More information will become available within the next two weeks.
5. **Dino Capital Destination** - Destination attraction activities are ongoing. In terms of the work of the Economic Development Department, a number of high-level contacts have been made through foreign direct investment processes to entice dino themed attractions to consider Drumheller as a prime investment location.
6. **Municipal Corporation** - Research is ongoing on the types of feasible enterprises. Currently under consideration is a non-profit entity that can enter into non-competing business activities that will generate profits that can be used to enhance Town programs and services.
7. **Housing** - The Economic Development Department developed two residential incentives to be used as a tools to attract developers to build new affordable dwellings in Drumheller. The Incentives will be going to Council on July 20, 2020.



Economic Development – Strategic Update

July 20, 2020

8. KPI's -

The Economic Development Department has incorporated KPI's into the lead generation program utilizing private sector sales pipeline technology.



**Infrastructure Services Report on Corporate / Operational Priorities
Second Quarter April 1 – June 30, 2020**

HEALTH AND SAFETY

	Total	Q1	Q2	Q3	Q4
Incident	2	0	2	0	0
Accident	3	2	1	0	0
First Aid/Injury	10	1	9	0	0
Near Miss	3	1	2	0	0
Work Refusal	0	0	0	0	0
Number of Incident Reports	18	4	14	0	0

Note: 4 of the 9 First Aid/Injury incidents were Covid-19 related.

STAFFING

	Q1	Q2	Q3	Q4
Department				
Utility	6	8		
Operations	9	17		
Facility	7	5		
Total	22	30		

POLICIES & PROCEDURES

- None updated or created
- Vegetation / Turf Management Policy and Plan being finalized

STRATEGIC PRIORITIES

1. Cemetery Plan: RFC –
 - a. RFC completed, Capital Budget 2020 includes \$10,000 for Scatter Garden – Investigation has begun, into the following:
 1. Bylaw changes needed to implement a Scatter Garden – target date is August 14, 2020;
 2. Work procedures for Scatter Gardens – target date is August 14, 2020;
 3. Scatter Garden Designs at various locations (Rocky View, City of Calgary Queens Park, Okotoks, Cochrane, Penticton) visited;
 4. Design will be developed by 2020 Aug 14;
2. Rotary Park Fountain
 - a. 2020 Capital Budget approved \$90,000 for this work



- b. Meeting held with Water Feature contractor to develop a scope of work on July 9, 2020
 - c. All data supplied to water feature contractor by July 17, 2020, pricing expected by July 23, 2020
 - d. Construction schedule being developed as part of pricing process
- 3. Town Presence: Cleanliness and Vegetation
 - a. Vegetation / Turf Management Policy and associated work plan is being developed and is scheduled to come to Council on August 4, 2020
- 4. East Coulee Lift Station
 - a. Construction is 95% complete; fence and landscaping are being completed, and River Drive is being returned to normal condition – all work scheduled for completion by 2020 Aug 10
- 5. Trail System
 - a. Coordination with Flood Program was underway prior to COVID and has not yet been resumed

OPERATIONAL PRIORITIES

Work Order (VADIM)

Period		Total	Q1	Q2	Q3	Q4
Created		184	134	50	0	0
Completed		176	132	44	0	0
Outstanding		8	2	6	0	0

Ratio	Target	Total	Q1	Q2	Q3	Q4
Completed	85.0%	95.7%	98.5%	88.0%		

Water and Wastewater Treatment

		Total (YTD)	Q1	Q2	Q3	Q4
Water Treatment Plant Treated Flows	Cubic Metres	934,429	335,723	598,706		
Wastewater Treatment Plant Treated Flows	Cubic Metres	481,786	224,296	257,490		

Report Writer:	Dave Brett, P. Eng, PMP	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Infrastructure Services		

**Protective Services – 2020 Strategic Priorities**

Name: Greg Peters

Period: January to June 2020

Livery Bylaw: Transportation Networking Company

There are no transporting network companies such as; Uber or Lyft that wish to set up here due to their policies. It was determined last fall, by Sean and myself that our small market prevented them from venturing here.

Pay to Play: Pilot Report – July

We are seeking to get the Hoodoo parking set up in the near future. I will be reporting again after this summers project is complete.

Fire Code: Compliance – December

The fire chief and I are putting together a report for council as to how we will go forward with the changing fire safety code rules that now do not allow him to do certain inspections. This is due in December and we shall assess how 2020 goes as we seek to meet our quality management plan objectives or if these need to be changed and what resources we need going forward.

Traffic Bylaw: Draft

I had planned for the traffic bylaw rewrite to be done by May but due to the SOLE and COVID, it was not possible. With the volume of work this summer it may not be possible to have completed until November.

OH&S Policy: Draft

Janice and Reg provide me with valuable assistance in the scope of OH&S. Janice is reworking the policy to include pandemic and COVID related safety measures from lessons learned this year. This has been determined to be a considerable amount of work and will not be done in the near future but it is in progress.

Other:

The review of all bylaws has not yet been completed in order to see what all needs to be revised.

Our department is having difficulty meeting service levels and expectations of us as we are short one person, two more employees would be a lot more beneficial to this department.

While SeeClickFix is definitely proving to be an avenue for the public to voice their concerns, at this time it poses a significant challenge for the Bylaw Department to meet its expectations due to all the other incoming complaints and tasks we are handling.



Town of Drumheller Council Reports January 1 – June 30, 2020

Mayor Heather Colberg

COVID-19

- March 12 -May
- Numerous meetings, videos, etc.
- Emergency Management Meeting - Continual meetings throughout COVID-19
- Municipal Partners Meetings re: COVID
June 11, June 25
These were done weekly throughout COVID – Meetings were held with approximately 10 of our neighbouring municipalities and counties.
These were very informative to keep us all moving in the same direction in protecting our communities.

Flood Mitigation Meeting

- January 8, May 6, June 3
- Continuing to move forward on the Flood Mitigation Program

Downtown Revitalization committee

- January 8, June 16
- Continuing to review options for our downtown

Drumheller and District Chamber of Commerce (DDCC)

- January 14, February 11, May 12, June 9
- Partnered with Community Futures Big Country to host an Instagram for Business Workshop – January 21
- Hosted Lunch & Learn with MLA Nate Horner – January 29
- "A More Equitable Model of Electrical Distribution Pricing for Alberta" policy resolution submitted to the Alberta Chambers of Commerce for consideration at their AGM
- DDCC AGM originally scheduled for March 24 postponed to July 15
- DDCC, including World's Largest Dinosaur and Visitor Information Centre, closed to the public as of March 20 but Chamber and VIC services still continued; re-opened to public May 22
- Liaison between the business community and Town through COVID-19 state of local emergency
- Exterior refurbishment of World's Largest Dinosaur May 25-June 11
- 2020 Tradeshow cancelled
- 2020 Celebration of Excellence cancelled in conjunction with event partners (Town, Rotary, Travel Drumheller, DDCC)

AHS – Medical Committee Meeting

- Due to COVID these have been put on hold - February 11



Economic Development Advisory Committee Meeting

- February 12, June 24
- Continuing to work on ideas to improve our Valley. Strong committee working closely with our Economic Development Manager
- DARP Steering committee with O2 - June 10

Airport Meetings - January 16

Millennial Meeting - January 21

Roger Brooks Meetings - January 22

Canadian Badlands Meeting

- Many changes within Canadian Badlands organization.
- Working closely with the Department of Tourism and Travel Alberta
- Determining the best way this organization can help Travel Alberta reach its 2030 target.

Community Events

- Communication Strategy training - January 7
- Newcastle Ukrainian Dinner - January 11
- Tree Burning - January 12
- Travel Alberta, Calgary - January 14
- Hosted the Brownies at Town Hall - January 16
- Drumheller Youth Project meeting - January 21
- MLA Nate Horner Open House - January 29
- Attended the launch of SeeClickFix App - February 10
- Coffee with the Mayor and Deputy Mayor" public engagement - February 18
- River Tour- February 20
- Meetings in Ottawa - February 23-27
- Mother's Day Parade
- Connections meeting with DVSS & St. Anthony's - June 3
- Dinosaur Park Program collaboration - June 17
- Father's Day Parade - June 21
- DVSS Grad - June 27



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Kristyne DeMott

Library Board

- During Covid the Library made its self available online providing content and online programming that patrons could access through the social media and website: one of these popular programs was Lachie's Friday Morning Storytime.
- The Library also reminded patrons and citizens that eBooks could be accessed online through the TRAC system. July programming is moving to give families a break from the online life and is attempting to encourage families to turn to turn stories into real life experiences. The Library also has set up a table at the farmers market as well as has been handing out a take-home craft kit to encourage time away from screens.
- Little free Libraries are still on the radar but we are a little hesitant due to Covid risks still. During the closure, staff was reduced dramatically but the library hopes to ramp up come time the BCF opens to ensure a clean and safe environment. July 13th the library staff will be permitted entrance back into the library which will allow for curb-side pick-up starting on the 14th: curbside runs 9-12pm Tuesdays and 1-4pm on Thursdays.

Millennial Committee (GenNow)

- Committee was moving along very well – planned an April unveiling of the group with a presentation on who we are; values, mission, vision etc which came to a stop during Covid. Over the months of the pandemic, the team never had an opportunity to get together and unfortunately lost two members due to re-location over the spring months.
- A few GenNow members were able to come together to create the Black Lives Matter Chalk Walk that was along the walking trail in Riverside park, as well as created a great statement that was read in the council chambers in June. We have been in contact with one another regularly but haven't been able to have another meeting since before Covid. We hope to be up and running again soon and aim to be before council with our presentation in the last quarter of 2020.

Branding Committee

- Branding meetings with the committee and designer during the beginning of 2020 to finalize the design. Was working on a Branding Launch Party scheduled to be May Long Weekend at the Plaza – unfortunately Covid hit and this was postponed. It was decided by the emergency response team that the brand was to be 'officially/unofficially' rolled out by the DEMA during Covid on all Information & Signage regarding the pandemic.



- Talk with the Branding Committee has started again with small discussions on how we can do a more 'official' new brand launch party in the fall. Working at coordinating a possible collaboration with GenNow regarding this.

Taxi Commission

- Communications with Dave Zora during Covid on what the pandemic means for the local taxi company. Put him in contact with Greg Peters and Darwin Durnie – requested that Dave be contacted and collaborated with to find healthy and safe solutions for transportation.

Canadian Badlands (alternate)

- Nothing to report.

SDAB

- Nothing to report.



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Jay Garbutt

Drumheller Housing Administration

- Met January 21, February 18, March 17, April & May & June cancelled due to Covid.
- Sandstone Manor 2020 operating budget was approved by Council, a reserve payment is in the budget. Council once gain waived the municipal portion of Sandstone's property taxes to facilitate the reserve payment.
- DHA completed its audit by Endeavor Accounting out of Hanna with no issues to report.
- Sandstone Manor has semi-permanent vacancy on the lower level that DHA is holding open as discussions continue to use that apartment as a Violence Shelter for the community. The closure of Big Country Victim Services has required the Salvation Army and the Big Country Anti Violence Association to take on a larger role as it relates to the formation and operation of this possible shelter. The Rotary Club of Drumheller has been approached to provide funding for the purchase of all housewares and furniture for the suite. At the time of this report I'm pleased to announce that that funding has been mostly approved and the funds should be received in late third quarter. The BCVA Is using funds from a 2019 fundraiser to pay for the security upgrades to the suite which continue to be made by DHA. I requested that council agree to a cessation of discussions regarding rent for the foreseeable future for that suite as the two partners funding this venture currently have no money for that expense. Council has approved that request for the time being.
- Through the leadership of our CAO Bob Sheddy, DHA took several steps during the initial COVID-19 outbreak to provide our residents with hand sanitizer as well as increased the amount of sanitizing and cleaning at our properties in all common areas.
- Various and sundry repairs to the property continue as normal operations proceed.
- Still to this date DHA has not received any information from our Housing Advisor at the GOA regarding the possible purchase and renovation of an



apartment building in town for community housing purposes. We began discussions with the building owner more than a year ago.

- As with every report on DHA, I would be remiss if I did not thank Bob Sheddy and Cassandra Houston at C21 for their tireless work for DHA. Thanks as well to the volunteer board that serves with me on policy & governance.

SDAB

- There were no hearings during these quarters.

Community Standards Appeal Board

- Surprise – no hearings here either!

Red Deer River Municipal Users Group

- Attended January 16, March cancelled, met via Zoom May 21
- RRMUG continues to struggle, in my opinion, with its form & function – its reason for being. It is embarking upon another study to make further recommendations to municipalities and GOA re: source water protection. How to transform all the talking into action seems to be the major sticking point as even most member communities do not sign on to the pledges, or make source water protection a “top of mind” consideration in their planning documents and practices. I appreciate and share the growing sense of frustration within the organization. Not to oversimplify things too much, but it is difficult to move to consensus on some basic level principals when this broad group of representatives includes several climate change deniers.

Disaster Services Committee

- Met briefly in January and February to discuss the potential impacts to our community if the current COVID-19 outbreak in China becomes a global pandemic.
- Met March 13th with Doctor Ram who provided us with a detailed report of the coming global pandemic from the COVID-19 virus. The situation seemed sufficiently dire that the committee moved immediately to recommend to council that the emergency operations centre be stood up and activated. We all lived through the ensuing months and - I can't believe I'm going to use this word again -the unprecedented planning, preparing, executing and spending that was required to brace for the onslaught of virus cases according to the provincial projections. There is no need to go into further discussions here about this issue as it has been well documented elsewhere.
- The committee has not met since The EEOC was stood down.



Drumheller Community Learning Society

- Met Feb 10 (Post Secondary Committee). March & April cancelled, June virtual meeting I was unable to attend due to time conflict.
- Another successful year of providing continuing education to the Drumheller Valley was moving towards completion when the outbreak of Covid 19 put a halt to all in person programing. It did not resume, obviously, before the customary closure of facility for the summer months. Whether or not in-person classes can resume in the fall is still uncertain at this point as the nature of courses like LPN are “high touch” courses as the students learn various skills. As well, the physical site is not large enough to accommodate the typical class size under current social distancing requirements.

Flood Program Advisory Committee

- Met January 8th, could not make February meeting, March & April not attended due to Covid, attended May 6th, June 3rd
- I'm torn about what to record for these meetings as so much of the content appears to be embargoed before it presented to council by the CEO of the flood project any counselors wishing to find out more information about these meetings can ask me questions directly.



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Lisa Hansen-Zacharuk

Heritage Arts and culture Steering committee	<ul style="list-style-type: none">• January 28th attended, missed Feb. 25ths due to volunteering for a pancake breakfast at St.A's
Drumheller Stampede and Ag society	<ul style="list-style-type: none">• Feb 6th, March 5th attended
Community Standards Appeal committee	<ul style="list-style-type: none">• Nothing to report
Assessment review Board	<ul style="list-style-type: none">• Nothing to report
Canadian Badlands	<ul style="list-style-type: none">• Nothing to report
DRFM	<ul style="list-style-type: none">• Jan 8th, Feb. 5th, March 4th
Alternate meetings for volunteer committees	<ul style="list-style-type: none">• Homestead museum society, Royal Tyrrell Museum Cooperating society, Insurance institute of Southern Alberta, Covid call ins, Jan 29th Chamber lunch and learn



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Tony Lacher

- 1) Municipal Planning Commission
 - Attended 8 of 9 meetings for the two quarters.
 - Darryl Drohomerski is continuing to act as our Development Officer. MPC began reviewing and recommending changes to the Land Use Bylaw. O2 has been engaged to re-write Land Use Bylaw and I've attended 3 of 3 Zoom meetings as part of the Planning Steering Committee. Presentation to Council will be made July 26.
- 2) Valley Bus Society
 - Attended 4 of 4 meetings for the two quarters.
 - Christine Wheeler was hired as our new Manager and attended the Dec 11/19 meeting.
 - Buses were shut down in March, April and May due to Covid. Partial operations resumed in June.
 - Advertising revenue is down substantially (\$10k) resulting in a \$9,400 loss as at Nov. 30/19. Fundraising efforts were discussed but again put on hold due to Covid.
 - Our 2010 Ford Cutaway has been retired and we are seeking scrap value. A bus replacement campaign will need to be planned. Four units remain in the fleet (2008, 2014, 2015, 2017)
 - Presentation to Council will be made in August.
- 3) Community Futures
 - Attended 4 of 5 meetings for the two quarters. Absence due to conflict with MPC meeting. AGM held June 25th via Zoom.
- 4) Community Standards Appeal Committee
 - Has not met yet.
- 5) Aqua 7 Steering Committee
 - Has not met yet.
- 6) IDP Committee
 - No meetings or Open Houses scheduled due to Covid



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Fred Makowecki

EMERGENCY MANAGEMENT COMMITTEE

Up until the build up to the covid 19 emergency the committee was getting status reports from our Protective Services head on our progress on meeting new Alberta government standards for emergency readiness, which proceeding on schedule.

In February I attended the Emergency Management Stakeholder Summit in Edmonton at NAIT.

The summit theme was “Resilience through innovation”.

Many things were covered such as: Innovative Strategies for Developing Disaster Risk Resilience, Dragons of Inaction and how to slay them, Environmental extremes and the role of decision makers in facilitating community resilience as well as a session on having the courage to have the right conversations.

There were many opportunities to network with other communities have built great community engagement models. Others shared gained knowledge of effective emergency shelter and evacuation plans. The good things learned and the bad things to help others avoid the pitfalls.

A repeated message at the conference was the coming emergency of Covid. It was repeated numerous times... to get ready, have your plan in place. This was well before Covid was a world pandemic.

Subsequent emergency management committee meetings involved discussing the events that were leading to the declaration of the pandemic. We began assembling information and monitoring the spread leading up to councils decision to declare a SOLE.

ECONOMIC DEVELOPMENT COMMITTEE

Somewhat hampered by Covid the committee was still able to get lot accomplished with Sean leading the charge. Storefront grant program and storefront interior renovation programs were drafted, applications called for and applicants approved. Discussions and analysis of our business license fees compared to other comparable communities were discussed and recommendations were made to council. An idea of a marketing campaign to showcase our community as a great place to do business, work, live. The focus will be on bringing more business, more workers, more millennials and retirees here to live. Covid has impacted all business in our valley and the committee continues to look for ways to positively contribute to its recovery.



SOLID WASTE MANAGEMENT COMMITTEE

Covid was the centre of issues maintaining service levels and working safely. The management of the association did a great job of keeping the landfill open and keeping workers safe. Recycling, that was shutdown during the first few months of covid are now operating again although in a modified manner. Commodity prices for recycling has risen and supplies are drying up for producers which has helped offset dwindling revenue felt during the start of the covid epidemic. DDSWMA is in a good financial position going into the new financial year with reserves at a proper level as determined by the auditor.

I am always amazed by the number of moving targets that are set by the provincial and federal governments. New hurdles seem to present them self at every meeting. Slope management, greenhouse gas targets, end of life plans and on and on. It is necessary but my point is that our executive director seems to always have a handle of meeting all of them and rarely seems phased by them. I think Tammi is doing a great job.

POLICE COMMITTEE

The recently presented survey is the only thing to report from the committee who didn't meet from the beginning of covid on. The committee still managed to produce the report showing the public's desire for policing priorities in our community.

Trends will be examined and look for correlation in actual stats provided by the RCMP. The questionnaire will be tuned and rereleased and input will be sought year round to ensure that there is a representation of community expectations not distorted by news events in anyone period.

A number of the committee will be reaching their 6 year maximum time on the committee and recruitment for November will begin in September to fill vacancies. There has been a desire to pole other policing centered community groups to have their involvement so the committee can better keep council informed with all that pertains to community policing.

Respectfully submitted,

Fred Makowecki
Councillor
Town of Drumheller



Town of Drumheller Council Reports January 1 – June 30, 2020

Councillor Tom Zariski

Town Council Meetings

January 6th, 20th, 27th, February 4th, 10th, 17th, 24th, March 2nd, 9th, 16th, 23rd, 27th, 30th, April 6th, 14th, 20th, 27th.

Deputy Mayor: January - February

Strategic Planning - January 13th, March 9th, March 30th, April 6th, 13th, 27th.

“Two Minutes on the Town” - January 15th, March 5th

Communication Strategy training - January 7th

Attended the new SeeClickFix launch - February 10th

“Coffee with the Mayor and Deputy Mayor” public engagement - February 18th

COVID-19

COVID-19 Emergency Operations Center

March 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, April 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th.

Committee Representation

Drumheller and District Seniors Foundation

Meetings: January 10th, 16th, February 4th, 27th, 28th, March 26th, April 9th

- Applied for SEED funding from CMHC to plan housing projects, January 12th

SL4 project/500 wing renovation: January 31st, February 6th, 7th, 27th, March 6th, 10th, April 2nd, 9th, 24th, 29th, 30th.

- Attended the Drumheller Rotary meeting to ask for funds for the new SL4 furnishings, February 10th
- Attended the “Friends of Sunshine Lodge” meeting to discuss fund raising initiatives, March 10th
- Participated in the Minister Pon/Dr Hinshaw “Teleconference”, April 2nd

Flood Mitigation Land Use Planning Committee

Meetings: January 29th, February 12th, 26th, March 11th, 26th, April 8th.

- Flood Mitigation Development Planning meetings: January 9th, 29th, February 26th, 28th

Drumheller Citizens on Patrol Association

Meetings: January 16th, February 27th

- Attended the DCOPA, AGM, January 16th

Citizens Advisory Committee to the R.C.M.P.

Meetings: February 11th, March 19th,



- Met with Superintendent Sage, January 29th to discuss Drumheller policing.

Drumheller Taxi Commission

Meeting: No meetings.

Municipal Planning Commission

Meetings: January 16th, February 13th, March 5th, 26th, April 9th,

- Discussions regarding the new Land use Bylaw
- Discussions regarding stream lining the process of getting all the necessary approvals for Development Permits
- Development of the new “Municipal Development Plan”, April 8th.
- Toured areas of the valley with the Flood Mitigation Officer, February 6th, March 5th

Assessment Review Board

Meetings: No meetings

Intermunicipal Collaboration Framework

Meetings: March 12th.

Drumheller and District Solid Waste Management

Meeting: February 21st.

Community Meetings

Newcastle Community Association: January 11th, 22nd, February 26th,

- Organized the Annual Ukrainian Christmas Dinner January 11th

East Coulee Community Association: January 7th, AGM February 4th, March 7th

- Volunteered to help with the EC Pancake Breakfasts: January 26th, February 23rd

Nacmine Community Association Pancake Breakfasts: January 19th, 27th, February 16th

Wayne Community Association meeting, January 7th, February 4th, March 3rd

Other Meetings/Activities:

- Represented the Town at the Drumheller Sea Cadets Annual Mess Dinner, January 15th
- Represented the town at the Pioneer Trail Center “Winterfest”, January 21st
- Volunteered (Bartender) at the East Coulee School Museum “Highland Gala”, January 25th
- Golf Course meeting, January 28th
- Attended the RTMP Speaker Series, January 23rd, 30th, February 6th, 20th, 27th
- Represented Council at the “Winterwalk”, February 5th
- Presentation to Rotary regarding the new SL4 Seniors Lodge, February 10th
- “See, Click, Fix” App. Presentation, February 10th



- Tourism Job Fair, February 18th
- Attended the “Hockey Day in Drumheller” at the Midland rink, February 20th
- Represented Council at the Early Childhood Development Seminar, February 26th
- Attended the “Recreation, Sports and Activities Expo”, March 5th
- Represented Council in meeting with the Provincial Advocate for Persons with Disabilities, March 6th
- “Telephone Town Hall with the Premier”, April 7th
- Drumheller Emergency Management Committee meeting, April 21st