



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, April 14, 2025

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the March 10, 2025, Committee of the Whole Meeting**

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

5. MEETING MINUTES

5.1 **Minutes for the March 10, 2025, Committee of the Whole Meeting**

[Committee of the Whole Meeting – March 10, 2025 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the March 10, 2025, Committee of the Whole Meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

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

[February 27, 2025, Regular Meeting - Minutes](#)

Proposed Motion: That Council accept as information the Drumheller & District Senior's Foundation February 27, 2025, Regular Meeting minutes, as presented.

6.2 **Municipal Planning Commission**

[February 20, 2025 – Minutes.](#)

Proposed Motion: That Council accept as information the Municipal Planning Commission meeting minutes of February 20, 2025, as presented.

6.3 Family & Community Support Services (FCSS) Committee

[February 28, 2025 – Minutes.](#)

Proposed Motion: That Council accept as information the Family & Community Support Services (FCSS) Committee meeting minutes of February 28, 2025, as presented.

6.4 Drumheller Public Library Board

[February 13, 2025 – Minutes.](#)

Proposed Motion: That Council accept as information the Drumheller Public Library Board meeting minutes of February 13, 2025, as presented.

DELEGATIONS

PUBLIC HEARING

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

7.1.1 **Public Information Open House – Summary Report**

[Briefing Note](#)

[Public Information Open House Event Survey Results](#)

Proposed Motion: That Council accept as information the summary report for the 2025 Public Information Open House, as presented.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

CLOSED SESSION

8. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

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

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

IN ATTENDANCE:

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

Chief Administrative Officer: Darryl Drohomerski
Assistant Chief Administrative Officer: Esther Quiambao
Dir. of Corporate & Community Services: Victoria Chan
Dir. of Infrastructure: Jared Brounstein (regrets)
Dir. of Emergency & Protective Services: Greg Peters
Communications Officer: Erica Crocker
Reality Bytes IT: David Vidal (regrets)
Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Lacher thanked everyone who attended the Public Information Open House last Wednesday. There were approximately 350 attendees, which is the Town's highest-attended open house to date. He congratulated everyone on a successful event and thanked the Town's for organizing the event.

Councillor Price announced the Badlands Community Facility (BCF) is partnering with Amber Dawn Wellness to host a weekend of fitness, wellness and relaxation. The Empower and Peace Retreat, is April 25-27 and is limited to 50 participants. Contact the BCF to register.

Councillor Kolafa informed the public that Alberta Transportation (AT) is making changes to Highway 838 at St. Anthony's School. The speed limit between 8:00 am and 5:00 pm on school days will be 30 km/hr within the school zone. The speed limit will remain 70 km/hr outside the school zone. AT has let the Town know that ample signage will be installed in the area. Questions about this change can be forwarded to AT by calling 403-823-1788.

Councillor Zariski thanked Lynn Fabrick and the organizers for the Truth and Reconciliation Blanket Exercise March 9, 2025. It was attended by 35-40 people and highlighted a visual representation of Indigenous history in Alberta.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the March 10, 2025, Committee of the Whole Meeting**

M2025.80 Moved by Councillor Lacher, Councillor Kolafa
That Council adopt the agenda for the March 10, 2025, Committee of the Whole Meeting, as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the February 10, 2025, Committee of the Whole Meeting**

Agenda Attachment: Committee of the Whole Meeting – February 10, 2025 – Draft Minutes

M2025.81 Moved by Councilor Zariski, Councillor Price
That Council approve the minutes for the February 10, 2025, Committee of the Whole Meeting, as presented.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

YouTube Timestamp: 5:05

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

Agenda Attachments: January 23, 2025, Organizational Meeting - Minutes
January 23, 2025, Regular Meeting – Minutes.

M2025.82 Moved by Councilor Zariski, Councillor Kolafa
That Council accept as information the Drumheller & District Senior's Foundation January 23, 2025, Organizational Meeting and January 23, 2025, Regular Meeting minutes, as presented.

CARRIED UNANIMOUSLY.

6.2 **Municipal Planning Commission**

Agenda attachments: October 3, 2024 – Minutes; December 18, 2024 – Minutes; January 9, 2025 – Minutes, January 23, 2025 – Minutes, February 6, 2025 – Minutes.

M2025.83 Moved by Councillor Lacher, Councillor Price
That Council accept as information the Municipal Planning Commission meeting minutes of October 3, 2024, December 18, 2024, January 9, 2025, January 23, 2025, and February 6, 2025, as presented.

CARRIED UNANIMOUSLY.

6.3 **Family & Community Support Services (FCSS) Committee**

Agenda attachment: January 21, 2025 – Minutes.

M2025.84 Moved by Councillor Price, Councillor Kolafa
That Council accept as information the Family & Community Support Services (FCSS) Committee meeting minutes of January 21, 2025, as presented.

CARRIED UNANIMOUSLY.

7. DELEGATIONS

YouTube Timestamp: 6:42

7.1 **RCMP Q3 Report**

Agenda attachments: Priority Setting Letter – Drumheller Elected Officials; Drumheller RCMP Q3 2024-2025 Municipal Report.

M2025.85 Moved by Councillor Lacher, Councilor Zariski
That Council accept as information the RCMP Q3 2024-2025 Municipal Report, as presented.

CARRIED UNANIMOUSLY.

PUBLIC HEARING

REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

8. CLOSED SESSION
YouTube Timestamp: 21:38

8.1 **Local Public Body Confidences and Advice from Officials**

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

M2025.86 Moved by Councillor Price, Councillor Kolafa
That Council close the meeting to the public to discuss Local Public Body
Confidences and Advice from Officials as per FOIP 23 – Local public body
confidences and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY.

Council closed the meeting to the public at 4:50 p.m.

M2025.87 Moved by Councillor Lacher, Councillor Kolafa
That Council open the meeting to the public.

CARRIED UNANIMOUSLY.

Council opened the meeting to the public at 6:07 p.m.

9. ADJOURNMENT

M2025.88 Moved by Councillor Price, Councilor Zariski
That Council adjourn the meeting.

CARRIED UNANIMOUSLY.

Council adjourned the meeting at 6:08 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING February 27, 2025

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

1.0 CALL TO ORDER

Meeting called to order at 4:00pm by Tom Zariski

2.0 APPROVAL OF AGENDA

**Motion by M'Liss Edward to approve the amended agenda
Seconded by Dave Smeyers**

CARRIED

3.0 MINUTES

3.01 **Motion by Steve Wannstrom to approve January 23, 2025, Regular Meeting Minutes.
Seconded by Mary Taylor**

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Managers reports on file.

4.03 Financial Reports

**Motion by Dave Smeyers to accept the financial reports for January 2025.
Seconded by M'Liss Edwards**

CARRIED

5.0 CORRESPONDENCE

None

6.0 UNFINISHED BUSINESS

None

7.0 NEW BUSINESS

7.01 There will be changes to the rent at Hillview lodge for all residents, starting August 2025. As Hillview Lodge has a contract with AHS, it will now follow the Continuing Care Accommodation Charges. Hillview Lodge will no longer receive the Lodge Assistance Program grant from AB Seniors and Housing. The Continuing Care Accommodation is set annually. All Hillview lodge residents will pay \$2366/month. The new AB Senior Services Provider Plan will top up all low-income residents, making sure these residents have \$365 disposable income after paying rent set by Continuing Care Accommodation. High income residents will not receive the top up. The resident income threshold for this program will be \$33,410 annually.

7.02 CAO informed the Board that she has started an application with CMHC for replacement unit at Sunshine Lodge 400 wing.

7.03 CAO informed the Board that she has received motions from Municipal partners in favor of the new kitchen construction. In hopes of better understanding the partnership with our Municipal partners, it was agreed that DDSF would host an open house in November for all Municipal Councils to attend.

7.04 **Motion by M'Liss Edwards to borrow \$3.5 million from ATB for the construction of a central kitchen, walk-way and parking lot between Hillview and Sunshine lodges.
Seconded by Dave Smeyers**

CARRIED

7.05 CAO to contact Starland County regarding their benefit plan from Canoe, a division of RMA Insurance.

8.0 In Camera
None

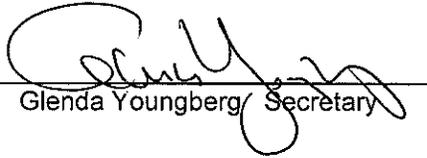
9.0 Motion by Mary Taylor to adjourn the meeting CARRIED

Next Meeting: March 27, 2025, at 4PM



Tom Zariski Chairman

Steve Wannstrom
Vice Chair



Glenda Youngberg Secretary

**Municipal Planning Commission
MINUTES
12:00 PM – Thursday, February 20, 2025
Council Chambers, 224 Centre St and Microsoft Teams and
[Live Stream on Drumheller Valley YouTube Channel](#)**

Present:

Art Erickson – Member – Chair
Tony Lacher – Councillor/Member
Andrew Luger – Member
Shelley Rymal – Member
Crystal Sereda – Councillor/Member (via MS Teams)
Antonia Strilisky – Development Officer
David Vidal – Reality Bytes IT
Bridget Unland – Recording Secretary

Regrets:

Kirk Mclean – Member
Aaron Hamilton – Member
Devin Diano – Palliser Regional Municipal Services

1.0 CALL TO ORDER

A. Erickson called meeting to order at 12:00 pm

2.0 ADDITIONS TO THE AGENDA

Additions, Deletions or Amendments

Additions - none

Deletions - none

Amendments - none

3.0 ADOPTION OF THE AGENDA

3.1 Agenda for February 20, 2025 Municipal Planning Commission Meeting.

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

The Municipal Planning Commission adopt the agenda for the February 20, 2025 Meeting as presented.

CARRIED

4.0 MINUTES FROM PREVIOUS MEETINGS

4.1 Minutes for the February 6, 2025, Municipal Planning Commission Meeting.

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

The Municipal Planning Commission adopt the minutes for the February 6, 2025 Municipal Planning Commission meeting, as presented.

CARRIED

5.0 SUMMARY OF DEVELOPMENT PERMITS

5.1 Development Permits applied for in January 2025.

MOVED by S. Rymal, **SECONDED** by T. Lacher

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

DISCUSSION

- T00001-25D: Application withdrawn as applicant requires additional time to obtain required documentation for a complete application.

CARRIED

6.0 REQUEST FOR DECISION

6.1 Development Permit T00006-25D

Information Presented by A. Strilisky

MOVED by C. Sereda, **SECONDED** by T. Lacher

Move to approve Development Permit application T00006-25D for the Installation of 4'x8' Temporary Portable Sign Placement located at Lot:1 Block:60 Plan:0312690 Civic Address - 100 South Railway Avenue, Drumheller

DISCUSSION

- Applicant is not the Town of Drumheller.
- Property Owner is the Town of Drumheller.
- Image of sign identified in package.
- Two conditions to be imposed on permit (as outlined in LUB):
 - Display period of 60 days.
 - Applicant will incur any/all costs upon sign removal.
- 100 meter distance required from other portable signs.
- Lot size is sufficient for multiple signs at this location.
- No concerns received (to date) from Alberta Transportation.
- Unable to allow recurring application. Applicant would need to reapply.
- No current signs at this location.
- Maintain 2 meters from parcel boundaries.
- Maintain visual aspect along this stretch of highway (Tourism Corridor)

CARRIED

7.0 PALLISER REGIONAL MUNICIPAL SERVICES

7.1 Municipal Planning Commission training date proposal: April 3, 2025, 1:00 pm – 4:00pm

DISCUSSION

- Hold regular MPC meeting @ 12:00 pm.
- Take a lunch break
- Training to follow 1:00 pm - 4:00 pm

8.0 OTHER DISCUSSION ITEMS

9.0 NEXT MEETING DATE – March 6, 2025 at 12:00 pm

10.0 ADJOURNMENT

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

That Municipal Planning Commission adjourn the meeting at 12:14 pm

CARRIED


Chairperson
Development Officer

February 28,2025

Family and Community Support Services Committee

Committee Members	Administration
Mayor H. Colberg Councilor C. Sereda Councilor S. Price	Victoria Chan – Director of Corporate & Community Services and Chief Financial Officer Esther Quiambao – Assistant Chief Administrative Officer Rick Ladouceur – Manager Recreation Arts & Culture Karen Schneck – Seniors’ Services Coordinator Alicia Smith – Admin Assistant for Corporate & Community Services

1.Call to Order:

Mayor Colberg called the meeting to order at 1:00 pm.

2. Consented Agenda: with the approval of minutes – January 21, 2025

Moved by Councillor Price, seconded by Councillor Sereda

- Amendment to the minutes of January 21, to add Esther Quiambao to attendance list.
- Agenda addition - FCSS Program update added as #4.

Accepts the amended agenda and the minutes for January 21 as presented.

Carried unanimously

3. Family Fun Committee Update:

The Town of Drumheller will no longer be a standing member of the Family Fun Committee. The Town will continue to support and partner with the Family Fun Committee through program information sharing. The Town has changed the funding model and will now ask that the Family Fun Committee apply for funding through the FCSS Grant application process to offer the community continued programming and support.

4. FCSS Program Update

The FCSS teen programming have been successful with 27 youth at the swim on February 14th and 25 youth at the game’s night on February 20. More programs will

become available in the spring. All programs are and will continue to be shared with all interagency partners.

5. Senior Services - Tote Bags

Our senior services team continues to be as busy as ever, with programs running weekly. The seniors fair that happened on February 28 and hosted about 70 individuals. As we approach the tax season, the volunteer tax program for low-income individuals has started up again.

6. US-Canada Tariff:

No tariff has hit Canada as of yet, however all staff are aware of the situation and have been given instructions for if and when it applies with respect to procurement.

7. FCSS Policy Review:

The FCSS Policy will be undergoing a review to match the currently passes bylaw to ensure the compatibility within the documents.

8. Preparation for FCSS Reporting:

The 2025 FCSS report is due March 28, 2025. The team will be working on this once the new staff has the access to the government account to do so.

9. 2025 DrumLife

The DrumLife program is currently at capacity with 23 applicants taking part, with a waiting list for those who still have an interest. Applicants are being reminded to activate their memberships to take part in the program.

10. 2025 FCSS Grant Application:

The FCSS grant application process is open until April 30th. To date we have received a total of four applications. No decisions have been made regarding funding however the committee has declined two applications as they do not fall under the FCSS mandate. Those who receive funding from the FCSS grant this year will be required to take training in order to successfully fill out their reports.

11. 2025 Community Grant Applications

The Community Assistant grant has received seven applications to date. This grant has two streams of funding, both in-kind and monetary. No decisions have been made regarding any dollar amounts as of today. A review and update of the policy is to take place in the next year.

12. Alberta Housing Series – March 12

Tabled as information for the committee.

13. FCSS Board Composition

Move to closed session

Councillor Price moves to move the meeting to the closed session for Governance issues, seconded by Councillor Sereda, carried

Move to closed session at 1:58 pm

14. Closed Session CFO/Committee

No action items and no recommendations come from the closed session.

Councillor Price made a motion, Councillor Sereda second, approved.

Councillor Price moved to adjourn at 2:25pm, Councillor Sereda second, carried

15. Next Meeting:

The next FCSS Committee meeting is scheduled for March 27, 2025, from 1 PM – 2:30 PM in Town Hall Room 224.

Town of Drumheller Public Library Board Meeting Minutes

Date: Wednesday February 13, 2025
Time: 6 pm
Location: Zoom
Chair: Cheryl McNeil
Secretary: L Fabrick, then James Foster (arrived at 6:55)
Regrets: James Foster (arrived at 6:55)
Trustees: Jade Scott, Tracy Abildgaard, Stephanie Price, Lynn Fabrick
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen, Andrea Roberts, Ken Enns (note: Brook Gipman was unable to attend)
Library Director: Melody Polych

1. Call to Order – C McNeil called the meeting to order at 6:13 pm.
2. Meeting Processes
 - a. Welcome guests & introductions (prospective board members interested in joining the board are asked to introduce themselves and let the board know why they are interested in joining the library board)
 - i. Andrea Roberts is new to the community. Loves books and reading, and enjoys going to the library with family. Wants to get involved in the library.
 - ii. Ken Enns has lived in Drumheller since 2005. He worked gas for 35 years and is now retired. His wife worked with DARTS and is now retired. He used to be involved with Special Olympics. He believes that reading and libraries are extremely important. He is committed to issues in libraries and wants to commit time to our library.
 - b. Land acknowledgement (Open call) – L Fabrick read the land acknowledgement.
 - c. Confirmation of quorum (4/6) – Quorum achieved, five of six board members present.
 - d. Accepting of regrets – S Price motioned to accept regrets, J Scott seconded, motion carried.
 - e. Additions/approval of agenda – J Scott moved to approve the agenda. T Abildgaard seconded, motion carried.
 - f. Review/approval of Meeting Minutes (January 15, 2025) – It was noted that the minutes should reflect the guests who were unable to attend however, as guests they are not included under regrets. L Fabrick motioned to approve the amended January minutes, T Abildgaard seconded, motion carried.
3. Reports
 - a. Financials: J. Scott
 - i. December 2024 month end – review and approve – J Scott presented the December financial statement. J Scott moved to approved the December financial statement as presented, S Price seconded, all in favour, motion carried.

1. J Scott motioned that \$2000 in restricted funds be used for new computers, computer accessories and software for staff computers, S Price seconded, all in favour, motion carried.
 2. The switch to MNP has been positive.
- ii. Update re. 2024 year end – The liability accounts are not accurate. With this being an audit year, there will be more detail on the ledger when the audit results are presented. The library needs a quote from BDO for either a financial review or a financial audit.
1. Dolly Parton Imagination Library money donated by the Library Society appears under “revenue” - \$1000 every year.
 2. Library AGM and audit – Per a previous decision the library undergoes a financial audit every three years, rather than a review, and this year is scheduled to be an audit. The town contracts BDO for financial reviews/audits and the results of the audit will be presented by BDO at the library AGM in May.
- b. Library Director: M. Polych presented the director’s report. Attendance in family and children’s programs has been high, while attendance in adult programs is happening, but is comparatively low. The children’s services staff person is going to start a pre-registered 5-week program for 5-15 month old babies. A travel night presentation has been booked for March 4th. The Minecraft tournament was a huge success, and tournaments will be regularly held on the first Saturday of the month. The visual arts committee met on Tuesday, February 11th and is being led by the assistant director. This will be the last year that Marigold offers an IT Capacity Fund grant for member libraries. Book sales for the end of the year will probably happen in March or April.
- c. Marigold: M. Nielsen – recommended that the board watch *The Fifth Estate* on ‘Shadow War on Libraries’ so that everyone could discuss at the next board meeting. C McNeil intends to add this to next month’s agenda for discussion.
- d. Society: C. McNeil – Reel Alternative raises awareness for the library and this coming movie, *The Old Oak*, looks very interesting – prices are reduced for people bringing a food item for donation. The Society met last week and is working to help library collections and acquisitions. The furniture cleaning project is still ongoing, but has still not happened.
- e. Committees:
- i. HR Committee: meeting to be convened in February/March – the main focus is to support M Polych in her role, and to create goals for her. M Polych has been taking a financial course.
 - ii. Special Projects Committee: form committee w/ goal to support Plan of Service work – the special projects committee needs to support M Polych in achieving the library’s plan of service. Meeting times/dates are not set yet, but meetings can be virtual. T Abildgaard, J Scott, S Price and L Fabrick all expressed interest in being on the special projects committee. The previous special projects committee helped plan events for the library centennial.

4. Ongoing/Unfinished business

a. Board member recruitment

- i. Update – C. McNeil - some new members are present and are interested in joining the board – Andrea Roberts and Ken Enns are both interested. Brook Gipman has also expressed that she would like to join the board.
- ii. Tracy Abildgaard –L Fabrick made a motion to recommend to the Drumheller Town Council that Tracy Abildgaard be reappointed to the Drumheller Public Library Board for another three-year term, S Price seconded. All in favour, motion carried.
- iii. New Library Board Trustees – motion to approve appointment(s) to Library Board.
 1. J Scott made a motion to recommend to the Drumheller Town Council that Andrea Roberts be appointed to the Drumheller Public Library Board for a three-year term, S Price seconded. All in favour, motion carried.
 2. L Fabrick made a motion to recommend to the Drumheller Town Council that Ken Enns be appointed to the Drumheller Public Library Board for a three-year term, T Abildgaard seconded. All in favour, motion carried.
 3. J Foster made a motion to recommend to the Drumheller Town Council that Brook Gipman be appointed to the Drumheller Public Library Board for a three-year term, S Price seconded. All in favour, motion carried.

- b. 2025 Budget Review – C. McNeil / J. Scott – C McNeil reviewed the 2025 budget. Income comes from the Town of Drumheller which is the library's primary funder, along with the province, Marigold, some minor (mainly employment) grants, and then income from photocopying/book sales/etc. Deferred revenue has historically been listed as \$0 in the yearly budget because it does not come into play until the very end of the year. For expenses: salaries/benefits form the largest expense, with bookkeeping currently being high (but probably declining after this year), facilities costs include cleaning/stationery/water cooler/consumables, professional memberships (Drumheller Chamber of Commerce, etc), Marigold levy (new materials for the library).

- c. Cashless payment system – M. Polych – Table to March meeting

5. New Business

a. For Discussion/Decision

- i. Public Library Services Branch 2024 Annual Report – M. Polych; review & motion to approve – M Polych presented the annual report to the board. Board volunteer hours increased a great deal this year, especially with J Scott needing to help with library financial statements. The library is open more hours this year than last year, which is notable due to staff shortages compared to last year. Staff picked up more hours compared to the past, and there were fewer hours put in by library volunteers. Library cardholders declined from

1900 to 1500. The library will begin keeping track of reference statistics (as per the plan of service), but that means that prior to this year there is no point of comparison. The computers in the youth space are often all being used, so it may be a good idea to begin looking into getting more youth space computers. Overall wireless and computer use increased significantly since last year. Children's programs participation has increased a great deal, and other programs will hopefully grow as well. Library outreach is down quite a lot since the library had turnover of experienced staff members with many community connections – this will need to be built back up over time. The Book Bash and other library centennial celebration events last year skew some of last year's numbers for events and event participants, and a "typical" year is not comparable to that. This was an atypical year as well, with the amount of time without a library director, and the amount of time that the board needed to spend volunteering.

1. J Scott made a motion to approve the 2024 Drumheller Public Library Board report and to send to the Public Library Services Branch, S Price seconded, all in favour, motion carried.

ii. Orientation / Training

1. PLSB Library Board Basics Workshops – TBA by PLSB (online or in-person) – No dates set for online board basics workshops.
2. Board member binders; mentoring; library tours – new members will get binders, be assigned a board mentor, and get a tour of the library.
3. C McNeil mentioned that with new Board members joining the board an in-person board meeting will be planned in the near future.

6. Adjournment – S Price motioned to adjourn at 7:43 pm.

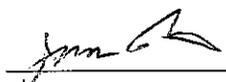
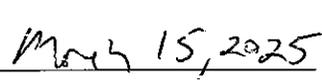
Next Meeting: March 12, 2025 at 7pm, Zoom

Minutes Signatures:

Cheryl McNeil
Chair, Town of Drumheller Library Board
Signature & Date:



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

BRIEFING NOTE

TITLE:	Public Information Open House – Event Report
DATE:	April 14, 2025
PRESENTED BY:	Erica Crocker
ATTACHMENTS:	Public Engagement Open House Survey Results (March 5, 2025)

SUMMARY:

On March 5, 2025, Administration hosted a Public Information Open House (PIOH) at the Badlands Community Facility from 4:00 pm – 7:00 pm. This event consisted of the following fourteen (14) booths from the organization and contracted services*:

- Capital Projects
- Operations
- Utilities
- Fire Department
- Emergency & Protective Services/RCMP
- Corporate Services
- Senior Services - Family & Community Support Services (FCSS)
- Recreation, Arts & Culture
- Development and Safety Codes
- Economic Development
- Municipal Elections
- Flood Mitigation
- ISL – Trail Network Study*
- Wild Rose Assessment Services*

The contributing parties provided various information and engagement opportunities for residents to review and provide feedback. This event was broader regarding available topics compared to similar events in the past, which were more specific and narrowed the scope of focus. This event included representatives from all departments (CAO Office, Corporate and Community Services, Emergency and Protective Services and Infrastructure Services) and most sub-departments.

Five (5) members of Council participated in the event to greet guests and circulate the room to engage with residents.

Approximately three hundred fifty (350) people attended the event, with only eighteen (18) participating in the post-event survey designed to assess the overall success of the PIOH and identify key topics of interest. Please refer to the attached survey results for more details.

According to the survey results, the four (4) most anticipated topics were:

1. Property Assessments and Taxation
2. Water & Wastewater
3. Flood Mitigation
4. Development Permits, Land Planning & Safety Codes

Respondents to the survey indicated:

- that staff were friendly and informative;
- that they were satisfied with the responses to their questions;
- that they learned something new and that they found the event to be very helpful.

Approximately 60% of survey participants were satisfied with this event being hosted once year, while 30% would like to see it hosted twice, and 10% would like to see it hosted quarterly. Resident feedback also shared that the PIOH was well-advertised. Overall, this event was overwhelmingly positive for attendees.

The top three (3) channels/tactics included:

1. Meta (Facebook)
2. Drumheller.ca
3. Word of Mouth

Overall, Administration celebrates the success of the Public Information Open House, which had the highest attendance among similar open house events.

DIRECTION:

This briefing note is to provide information to Council.

DISCUSSION:

Council may want to discuss the following items for future consideration:

- Size and location of the venue
- Day and duration of the event
- Frequency of the event
- Tradeshow style vs. forum style
- Expanding this municipal services event to include community associations

FINANCIAL IMPACT:

Approximately \$3,000 was used for advertising, event supplies and swag.

COMMUNICATION STRATEGY:

The PIOH's communications strategy heavily involves internal and external communications. In January 2025, the Chief Administrative Officer directed this event to proceed, and the internal and external communications launched soon thereafter.

A media release was circulated on February 4, 2025, and it was shared with the Town of Drumheller's employees, local news outlets, and stakeholders. This event was then cross-posted in two (2) other media releases leading up to the event.

A marketing campaign for the PIOH ran for approximately four (4) weeks. This event was advertised on the following platforms:

- Drumheller.ca

- Meta (Facebook and Instagram)
- Stingray Radio (Two Minutes on the Town, co-hosted morning show)
- Drumheller Mail (Town Page, written articles)
- Utility Bill Insert
- Announcements at Council Meetings
- Posters
- Digital Signage
- Flood Mitigation Newsletter

The Town invested in paid advertising with Drumheller Mail through the Town Page agreement, Stingray Radio, DCT Marketing (Digital signage around the community) and Meta platforms.

On the night of the event, two (2) members of Council and a member of Administration greeted guests, conveyed what they could expect of the available engagements/surveys and guided residents to the table they wanted to visit. The average time guests spent in the facility was approximately thirty (30) minutes, indicating they were observing multiple tables and spending time asking questions.

Internally, a pre-event meeting was hosted with all departments and sub-departments to share what they intended to field at their booths and any level of participation/engagement/intake opportunities available to the public. In addition, all deliverables and tangible handouts were discussed to ensure branding needs were achieved. This strategic meeting allowed all staff members to confidently be aware of available topics to assist residents, enhancing the customer service experience.

A post-event meeting was held to gather valuable information about the employee experience, the event's value for the team, future opportunities to improve the event, and topic-specific interactions that require further follow-up.

MOTION:

That Council accept as information the summary report for the 2025 Public Information Open House, as presented.



Prepared by:
Erica Crocker
Communications Officer



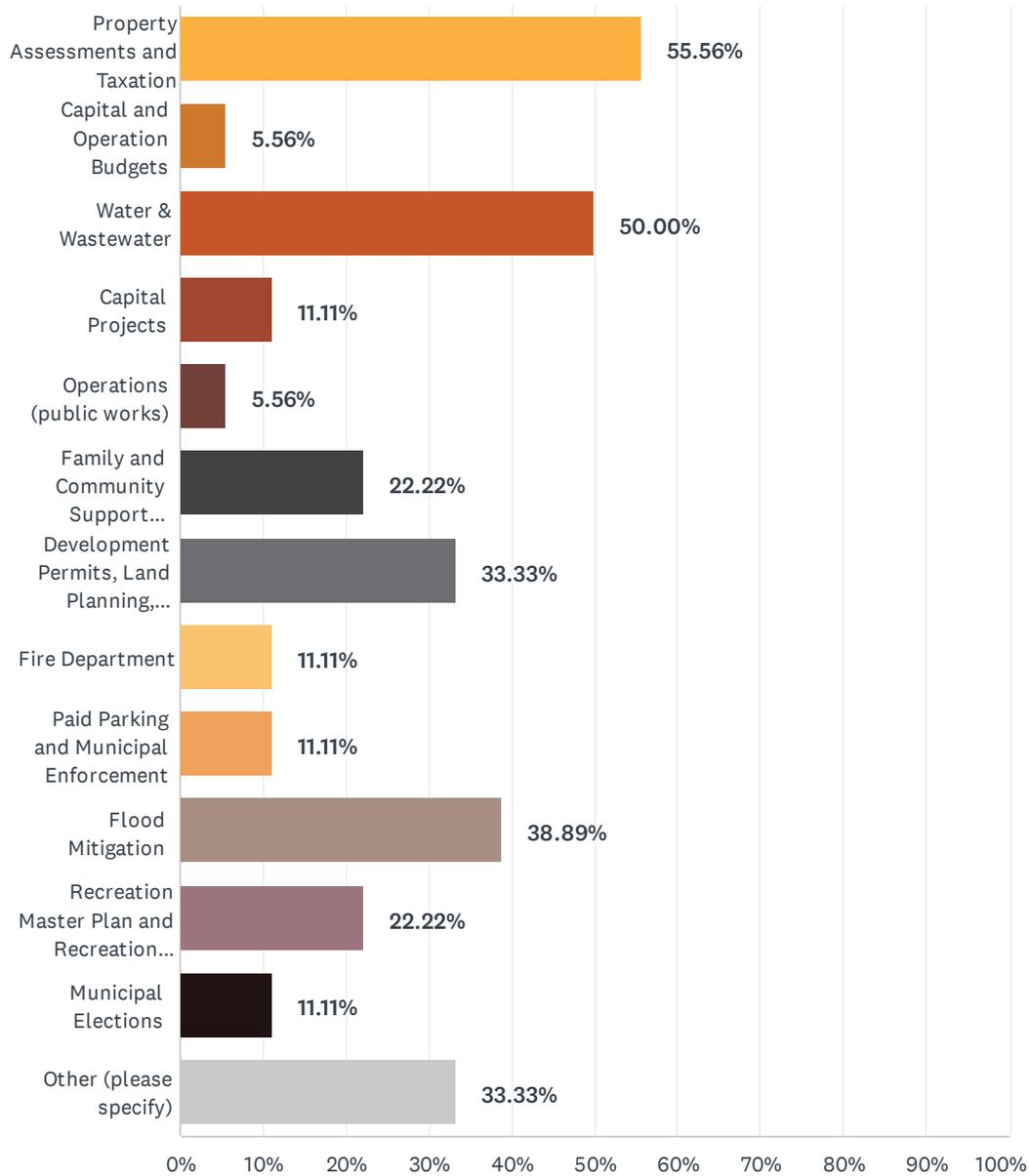
Reviewed by:
Esther Quiambao,
CLGM
Assistant CAO



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

Q1 What topic(s) did you come to discuss. Select all that apply.

Answered: 18 Skipped: 0



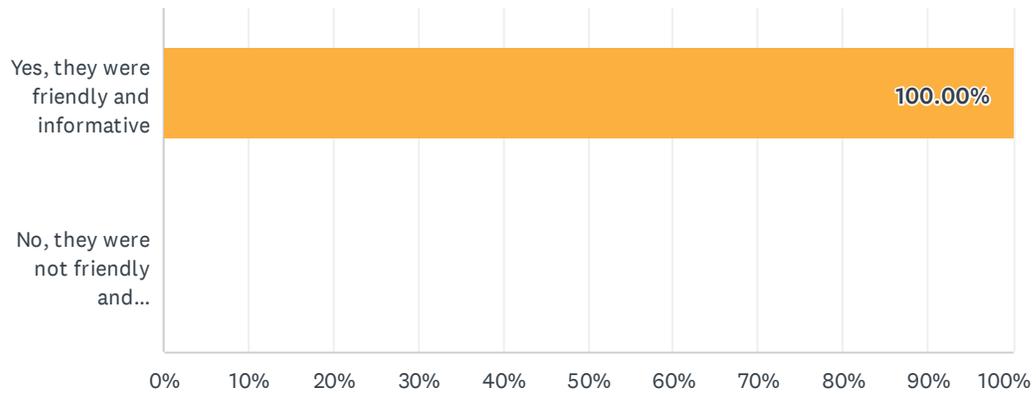
March 5, 2025 Public Engagement Open House Event Survey

ANSWER CHOICES	RESPONSES	
Property Assessments and Taxation	55.56%	10
Capital and Operation Budgets	5.56%	1
Water & Wastewater	50.00%	9
Capital Projects	11.11%	2
Operations (public works)	5.56%	1
Family and Community Support Services (FCSS)	22.22%	4
Development Permits, Land Planning, Safety Codes	33.33%	6
Fire Department	11.11%	2
Paid Parking and Municipal Enforcement	11.11%	2
Flood Mitigation	38.89%	7
Recreation Master Plan and Recreation Activities	22.22%	4
Municipal Elections	11.11%	2
Other (please specify)	33.33%	6
Total Respondents: 18		

#	OTHER (PLEASE SPECIFY)	DATE
1	Meet new town staff	3/7/2025 11:06 AM
2	Tourism tax for hotels and trailer parks to help cover the cost of infrastructure	3/6/2025 7:32 AM
3	Legislative Services	3/5/2025 10:32 PM
4	came to just check it out	3/5/2025 6:59 PM
5	I wanted to talk to all councillors. There was no information about sick members!	3/5/2025 6:57 PM
6	just to check it out	3/5/2025 6:47 PM

Q2 Were the staff you engaged with friendly and informative?

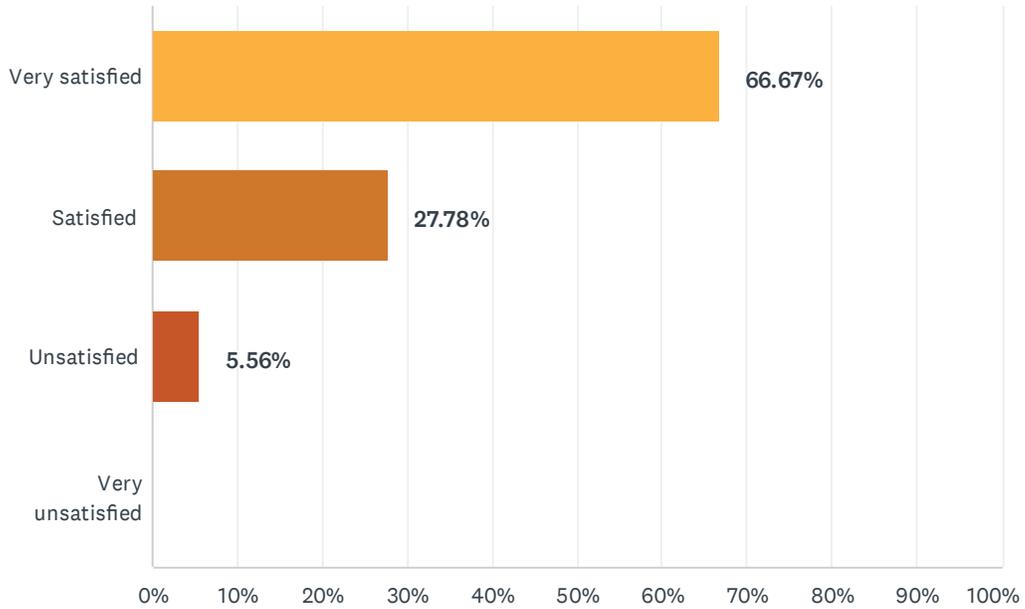
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, they were friendly and informative	100.00%	18
No, they were not friendly and uninformative	0.00%	0
TOTAL		18

Q3 Were you satisfied with the information provided?

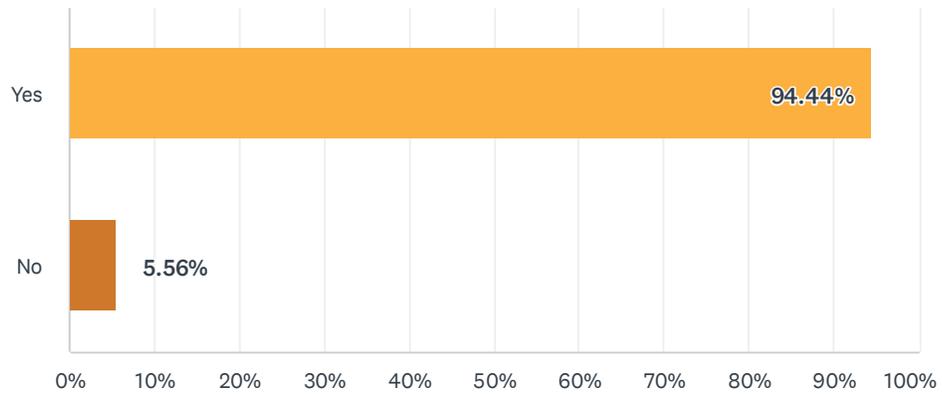
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	66.67%	12
Satisfied	27.78%	5
Unsatisfied	5.56%	1
Very unsatisfied	0.00%	0
TOTAL		18

Q4 Did you learn something new today?

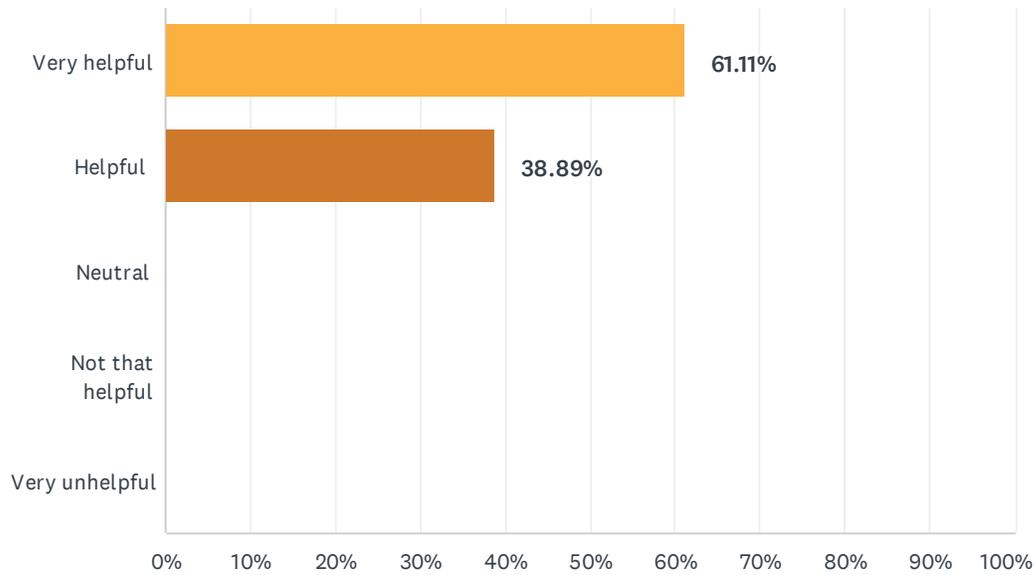
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	94.44%	17
No	5.56%	1
TOTAL		18

Q5 How helpful did you find this event?

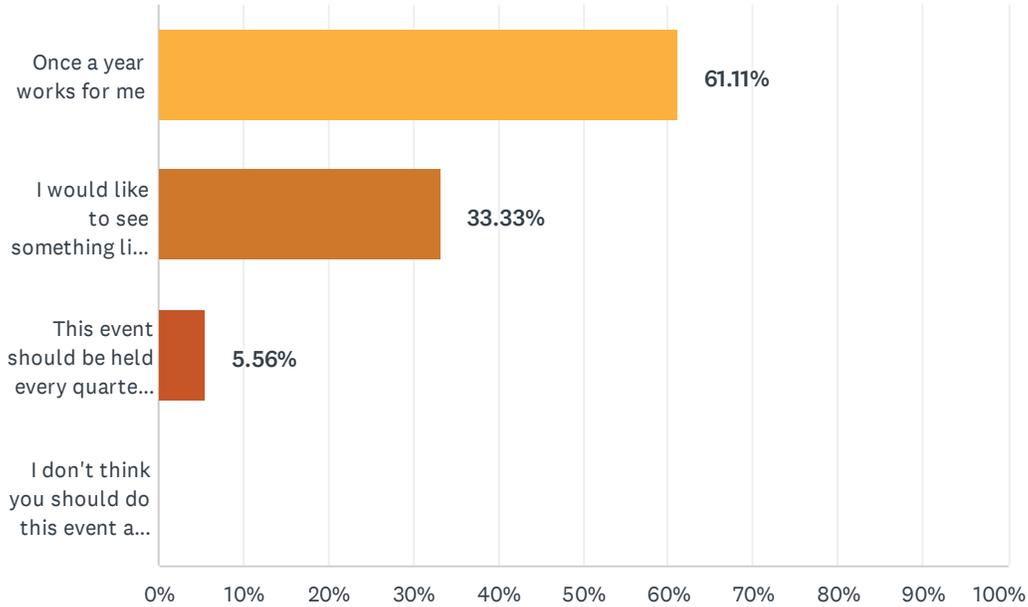
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very helpful	61.11%	11
Helpful	38.89%	7
Neutral	0.00%	0
Not that helpful	0.00%	0
Very unhelpful	0.00%	0
TOTAL		18

Q6 Currently, the Town has hosted a similar event once a year, typically in the Spring. Would you like to see this event more frequently?

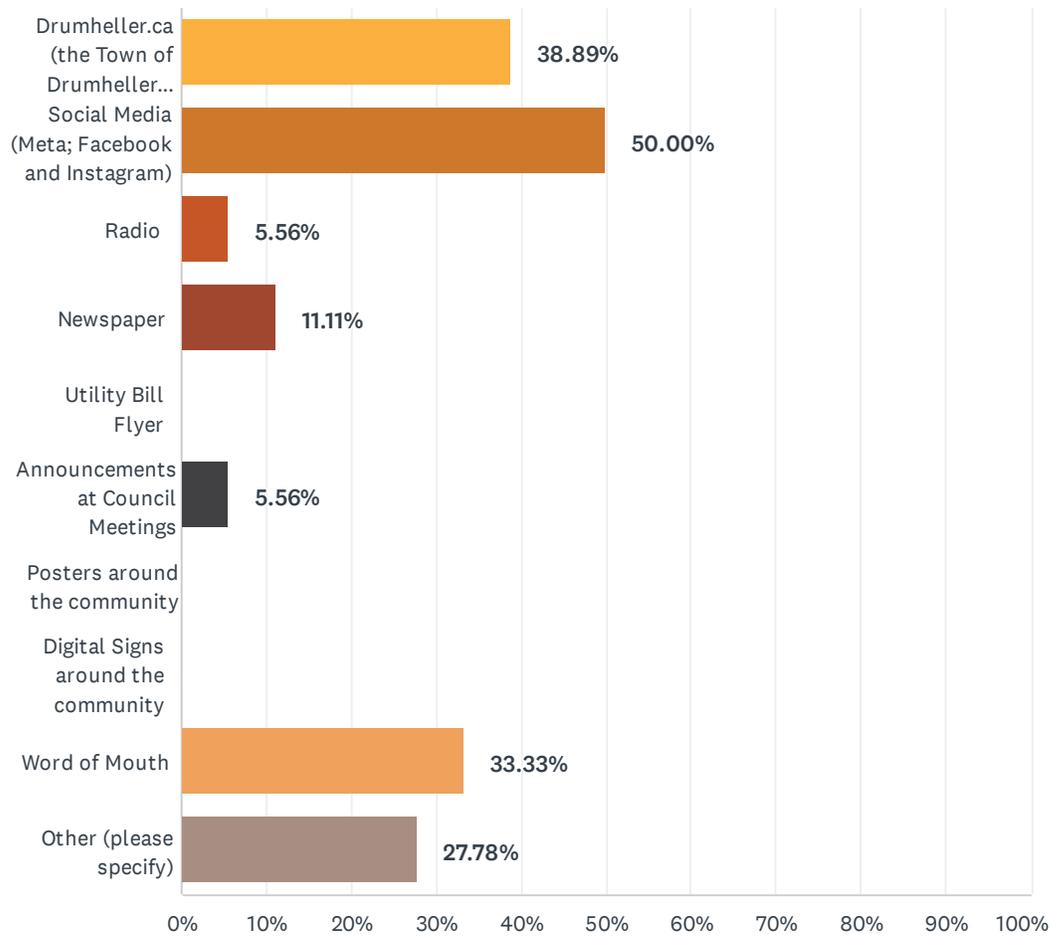
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Once a year works for me	61.11%	11
I would like to see something like this twice a year (spring and fall)	33.33%	6
This event should be held every quarter (four times per year)	5.56%	1
I don't think you should do this event at all	0.00%	0
TOTAL		18

Q7 How did you hear about this event? Select all that apply.

Answered: 18 Skipped: 0



March 5, 2025 Public Engagement Open House Event Survey

ANSWER CHOICES	RESPONSES	
Drumheller.ca (the Town of Drumheller website)	38.89%	7
Social Media (Meta; Facebook and Instagram)	50.00%	9
Radio	5.56%	1
Newspaper	11.11%	2
Utility Bill Flyer	0.00%	0
Announcements at Council Meetings	5.56%	1
Posters around the community	0.00%	0
Digital Signs around the community	0.00%	0
Word of Mouth	33.33%	6
Other (please specify)	27.78%	5
Total Respondents: 18		

#	OTHER (PLEASE SPECIFY)	DATE
1	Email	3/6/2025 7:32 AM
2	Mail flood mitigation flyer	3/5/2025 7:26 PM
3	well publicized! heard about from several sources	3/5/2025 6:52 PM
4	friend at the gym	3/5/2025 6:46 PM
5	friend at the gym	3/5/2025 6:44 PM