



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, June 9, 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 June 9, 2025, Committee of the Whole Meeting

Proposed Motion: That the Committee adopt the agenda for the June 9, 2025, Committee of the Whole Meeting, as presented.

5. MEETING MINUTES

5.1 Minutes for the May 12, 2025, Committee of the Whole Meeting

[Committee of the Whole Meeting – May 12, 2025 – Draft Minutes](#)

Proposed Motion: That the Committee approve the minutes for the May 12, 2025, Committee of the Whole Meeting, as presented.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

PUBLIC HEARING

6. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

6.1 **Director of Infrastructure Services**

6.1.1 **Gravel Road Improvement Program**

[Briefing Note](#)

[Schedule A: Priority Index Guide](#)

[Schedule B: Priority Index Calculation Example](#)

[Schedule C: Gravel Road Improvement Program Maps](#)

Proposed Motion: That the Committee directs Administration to develop and present a Gravel Road Improvement Policy at a future Committee of the Whole Meeting.

7. CLOSED SESSION

7.1 **Local Public Body Confidences**

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

Proposed Motion: That the Committee close the meeting to the public at ____ p.m. to discuss Local Public Body Confidences as per FOIP 23 – Local public body confidences and FOIP 24 – Advice from officials.

Proposed Motion: That the Committee open the meeting to the public at ____ p.m.

8. ADJOURNMENT

Proposed Motion: That the Committee adjourn the meeting at ____ p.m.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, May 12, 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

Chief Administrative Officer: Darryl Drohomerski
Assistant Chief Administrative Officer: Esther Quiambao
Dir. of Corporate & Community Services: Victoria Chan (regrets)
Dir. of Infrastructure: Jared Brounstein
Dir. of Emergency & Protective Services: Greg Peters
Communications Officer: Erica Crocker (regrets)
Reality Bytes IT: David Vidal
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 informed the public of the Valley Bus Society's Annual General Meeting on Wednesday, May 14, 2025, at the Badlands Community Facility, and advised they are seeking board members. Everyone is welcome.

On behalf of Council, Mayor Colberg declared May 12 – 18, 2025, as Nurse's Week in Drumheller to acknowledge and celebrate the essential contributions of nurses within our community. She commended their professionalism, compassion, and dedicated support.

Mayor Colberg reminded residents of the upcoming International Chainsaw Carving event, scheduled to take place from Thursday, May 14, through the weekend. She also expressed appreciation to Travel Drumheller for their support of the event.

3. **ADDITIONS TO THE AGENDA**

4. **ADOPTION OF AGENDA**

4.1 **Agenda for the May 12, 2025, Committee of the Whole Meeting**

M2025.178 Moved by Councilor Zariski, Councillor Price
That Council adopt the agenda for the May 12, 2025, Committee of the Whole Meeting, as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the April 14, 2025, Committee of the Whole Meeting**

Agenda Attachment: Committee of the Whole Meeting – April 14, 2025 – Draft Minutes.

M2025.179 Moved by Councillor Price, Councillor Kolafa
That Council approve the minutes for the April 14, 2025, Committee of the Whole Meeting, as presented.

Councillor Lacher noted that item 4.1 should read April 14 instead of March 10 and requested a friendly amendment to the motion for the minutes to be approved as amended. Councillors Price and Kolafa accepted the friendly amendment.

M2025.179A Moved by Councillor Price, Councillor Kolafa
That Council approve the minutes for the April 14, 2025, Committee of the Whole Meeting, as amended.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

YouTube Timestamp: 5:55

6.1 **Valley Bus Society**

Agenda Attachment: March 12, 2025, Regular Meeting – Minutes.

M2025.180 Moved by Councillor Lacher, Councillor Kolafa
That Council accept as information the Valley Bus Society March 12, 2025, Regular Meeting minutes, as presented.

CARRIED UNANIMOUSLY.

6.2 **Drumheller and District Senior's Foundation**

Agenda attachment: March 27, 2025 – Minutes.

M2025.181 Moved by Councilor Zariski, Councillor Price

That Council accept as information the Drumheller and District Senior's Foundation March 27, 2025, Regular Meeting minutes, as presented.

CARRIED UNANIMOUSLY.

6.3 **Drumheller Public Library Board**

Agenda attachment: March 12, 2025 – Minutes.

M2025.182 Moved by Councillor Price, Councillor Kolafa
That Council accept as information the Drumheller Public Library Board March 12, 2025, Regular Meeting minutes, as presented.

CARRIED UNANIMOUSLY.

6.4 **Municipal Planning Commission**

Agenda attachment: March 20, 2025 – Minutes.

M2025.183 Moved by Councillor Lacher, Councillor Price
That Council accept as information the Municipal Planning Commission March 20, 2025, Regular Meeting minutes, as presented.

CARRIED UNANIMOUSLY.

7. DELEGATIONS

YouTube Timestamp: 7:38

7.1 **Travel Drumheller**

Agenda attachment: Travel Drumheller Presentation.

M2025.184 Moved by Councillor Lacher, Councilor Zariski
That Council accept as information the Travel Drumheller presentation.

CARRIED UNANIMOUSLY.

PUBLIC HEARING

8. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 26:47

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.1 Director of Corporate and Community Services

8.1.1 Amendment to FCSS Committee Bylaw #34.24

Agenda attachments: Request-for-Direction; Bylaw 34.24 – FCSS Bylaw.

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

YouTube Timestamp: 37:48

8.2 Director of Infrastructure Services

8.2.1 Proposed Downtown Streetscape Task Force Bylaw 22.25

Agenda attachments: Request-for-Direction; (Draft) Bylaw 22.25 - Downtown Streetscape Task Force Bylaw; Downtown Area Revitalization Plan.

M2025.185 Moved by Councillor Kolafa, Councilor Zariski
That the Committee recommend Administration bring forward proposed Bylaw #22.25 – Downtown Streetscape Task Force Bylaw to a future Regular Council meeting for consideration, incorporating any amendments discussed at the May 12, 2025, Committee of the Whole Meeting.

CARRIED UNANIMOUSLY.

8.2.2 Wayfinding – Next Steps

Agenda attachments: Briefing Note; Drumheller Wayfinding Assessment Report – September 2024.

9. CLOSED SESSION

9.1 Third Party Business and Local Public Body Confidences

FOIP 16 – Disclosure harmful to business interests of a third party.
FOIP 23 – Local public body confidences.
FOIP 24 – Advice from officials.

M2025.186 Moved by Councillor Price, Councilor Zariski
That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY.

Council closed the meeting to the public at 5:26 p.m.

M2025.187 Moved by Councillor Lacher, Councillor Price
That Council open the meeting to the public.

CARRIED UNANIMOUSLY.

Council opened the meeting to the public at 6:53 p.m.

10. ADJOURNMENT

M2025.188 Moved by Councillor Kolafa, Councilor Zariski
That Council adjourn the meeting.

CARRIED UNANIMOUSLY.

Council adjourned the meeting at 6:54 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BRIEFING NOTE

TITLE:	Gravel Road Improvement Program
DATE:	June 09, 2025
PRESENTED BY:	Jared Brounstein, Director of Infrastructure Services
ATTACHMENTS:	Schedule A: Priority Index Guide Schedule B: Priority Index Calculation Example Schedule C: Gravel Road Improvement Program Maps

SUMMARY:

Administration would like to develop a systemized approach to upgrading unpaved roads within the Town of Drumheller. Currently, the Town has 138 km of roads and alleyways, with approximately 40%, or 55 km of that unpaved (see Community Road Maps in Schedule C). The Town's gravel surface inventory consists of approximately 16 km of local road, 9.5 km of regional connection roads, and 28 km of alleyways. Paving all of these roads and alleyways would require significant financial investment, both in the short and long term, and place pressure on the existing road resurfacing program.

Administration is recommending that Council adopt a Gravel Road Improvement Policy to establish a fair and transparent process for identifying and upgrading gravel roads. The proposed Gravel Road Improvement Policy would use a Priority Index (PI) that evaluates and prioritizes which roads should be paved based on factors such as:

- The Traffic Factor (TF), or the average annual daily traffic;
- The Functional Classification Factor (FC), or the type of traffic (passenger vehicles vs commercial vehicles etc.),
- The Maintenance Factor (MF), or the amount of maintenance the road is anticipated to require, and
- The Driveway Factor (DF), the amount of commercial and residential driveways that the road services.

DIRECTION:

Administration requests that the Committee of the Whole provide direction on a proposed Gravel Road Improvement Policy. Specifically, Administration is seeking direction from Council on the following three (3) options:

- **Option #1:** Establish a simple financial policy that commits the Town to a designated amount of funding (as determined by Council) to gravel road improvements (ex. "The Town will commit \$100,000.00 per year, as part of the SIP program, to the re-surfacing of gravel roads to Hot Mix Asphalt (HMA) cement pavement).
- **Option #2:** Establish a policy that all gravel surfaces within the community will be re-surfaced within a certain time frame (ex. "the Town will commit to resurfacing all gravel roads using HMA cement pavement over the next 30 years" – This would require the Town to place 1.8 km of new pavement per year at an approximate cost of \$ 800,000.00 per year).
- **Option #3:** Establish a policy where each gravel road / alleyway segment is given a priority and that only high priority roads be re-surfaced to HMA cement pavement. Costs are unknown at this time, but can be estimated for the Committee's review, should the committee want to further investigate this option.

Based on the feedback from the Committee of the Whole, Administration plans to bring the policy to either Council or the Committee of the Whole for further review once direction is provided.

DISCUSSION:

A proposed Gravel Road Improvement Policy could use the following formula to prioritize each road:

- Priority Index (PI) = TF + FC + MF + DW

A legend and a description on how the Priority Index (PI) is calculated can be found in the attached Schedule 'A.' An example of how the Priority Index (PI) is calculated for roads within the municipality can be found in Schedule 'B.'

Upgrading these surfaces to pavement would not only include re-surfacing with asphalt pavement but may also include drainage upgrades as paved surfaces are impervious to water and would result in increased runoff during rainfall events. Depending on the site, drainage upgrades could be anywhere from open ditches to full curb/gutter and catch basins. Drainage will need to be evaluated for each road segment as part of the engineering design process and may result in a considerable cost increase for the project.

FINANCIAL IMPACT:

At an approximate cost of \$450/m for a ten (10) metre wide paved surface the cost to pave the roads, not including any drainage, subgrade, or road structure improvements, would be:

- \$7.2 million – for all local roads; and
- \$4.3 million – for all regional connection roads.

At an approximate cost of \$270/m for a six (6) metre wide paved surface, the cost to pave the alleys, not including any drainage, subgrade, or road structure improvements, would be:

- \$7.6 million – for all alleyways.

An example of the estimated costs for 9th Street NW and 8th Street (Nacmine) can be found in the attached Schedule 'B.' Due to additional costs of drainage improvements subgrade improvements or road structure improvements, the costs of the program could be as high as \$20 million if the Town chooses to resurface all roads and alleys.

Administration would need to evaluate each road against the Gravel Road Improvement Policy to better understand the short- and long-term financial impacts of the Program. Estimating that approximately 10% of all gravel surfaces within the community would be considered "High Priority," the financial impact for these roads alone would be approximately \$2 million. If the Town dedicated \$200,000.00 per year to the program, it would take 10 years to complete only the "High Priority" segments.

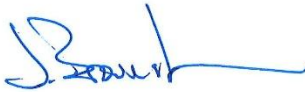
In order to fund the Gravel Road Improvement Program, funding would need to be reallocated from the Town's Street Improvement Program (SIP). The SIP is currently allocated \$750,000 per year. Funding the Gravel Road Improvement Program would reduce the SIP budget to \$550,000 per year, thus extending the number of years to resurface our existing paved surfaces. If the Policy is approved, Council would be required to commit funds to the 2026 Capital budget for the Program.

COMMUNICATION STRATEGY

If the Committee of the Whole directs Administration to proceed with drafting a Gravel Road Improvement Policy, Administration will develop a plan to advertise the approval of the Policy through our regular communication platforms.

MOTION:

That the Committee directs Administration to develop and present a Gravel Road Improvement Policy at a future Committee of the Whole Meeting.



Prepared by:
Jared Brounstein
Director of Infrastructure
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer



Reviewed by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer
Director, Corporate & Community Services

SCHEDULE 'A' PRIORITY INDEX GUIDE

LEGEND	
Factor	Description
Traffic Factor (TF)	the average annual daily traffic (AADT).
Functional Classification Factor (FC)	the composition or type of traffic (single axle, double axle or three or more axle units).
Maintenance Factor (MF)	the amount of maintenance the road is anticipated to require.
Driveway Factor (DF)	the number of commercial or residential driveways abutting the road.

PRIORITY INDEX (PI)	
Index	Priority
0 - 5	Low
6 - 10	Medium
11 +	High

TRAFFIC FACTOR (TF)	
Average Annual Daily Traffic (AADT) Range	TF
0 - 60	0
61 - 100	2
101 - 200	4
201 - 300	6
300 +	8

FUNCTION CLASSIFICATION FACTOR (FC)		
Classification	Examples	FC
Light Traffic	Passenger cars, motorcycles, two axle (4 tire units)	2
Medium Traffic	Buses, two axle (6 tire units)	4
Heavy Traffic	Three axle single units, four or more axle single units or larger	6

DRIEWAY FACTOR (DW)	
Number of Driveways	DW
0 - 3	0
4 - 6	2
7 - 9	4
10 +	6

Priority Index (PI) = TF + FC + MF + DW

SCHEDULE 'B'

PRIORITY INDEX CALCULATION EXAMPLE

To provide an example of how the priority index would be calculated, we will look at an example of the following two (2) roads, 9th Street NW and 8th Street (Nacmine)

9TH STREET NW

- Priority Index (PI) = TF + FC + MF + DW
- Priority Index (PI) = 0 + 2 + 3 + 6 = 11
- Priority Index (PI) = 11 (High)

At an estimated cost of \$450/m for a ten (10) metre wide paved surface, the estimated cost to pave 9th Street NW would be:

- \$200,000.00

8TH STREET (NACMINE)

- Priority Index (PI) = TF + FC + MF + DW
- Priority Index (PI) = 0 + 2 + 3 + 2 = 7
- Priority Index (PI) = 7 (Low)

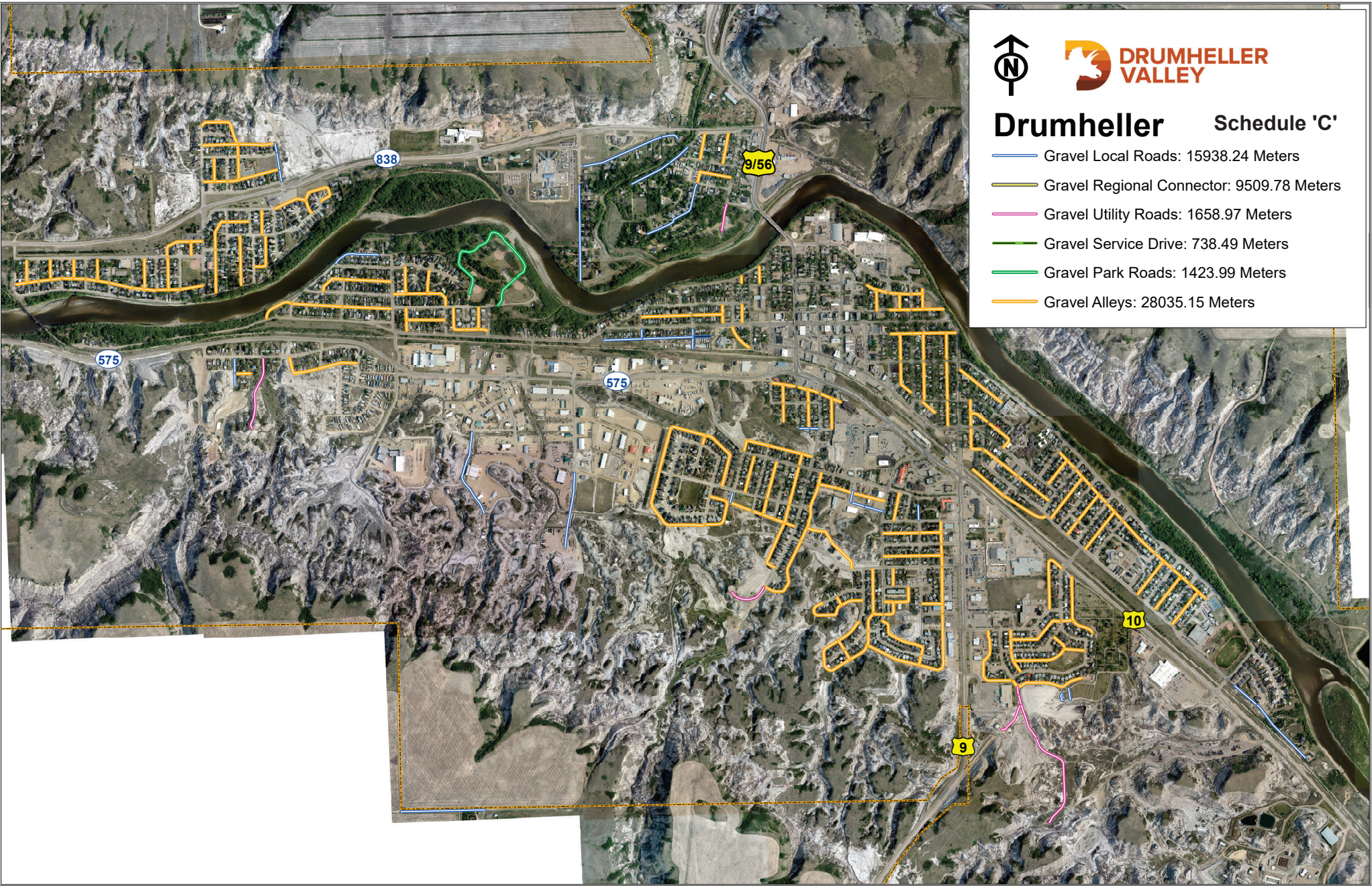
At an estimated cost of \$450/m for a ten (10) metre wide paved surface, the estimated cost to pave 8th Street (Nacmine) would be:

- \$63,000.00

CONCLUSION

Please note, the costs above are for the supply and placement of pavement only and does not include costs associated with drainage, subgrade or road structure improvements.

The two (2) road segments identified above represent approximately 500 metres of gravel road surfacing of the 16,000 metres identified as local gravel roads, approximately 3% and less than 1% of our paved roads. However, the cost represents approximately 35% of our total street improvement budget for a given year.



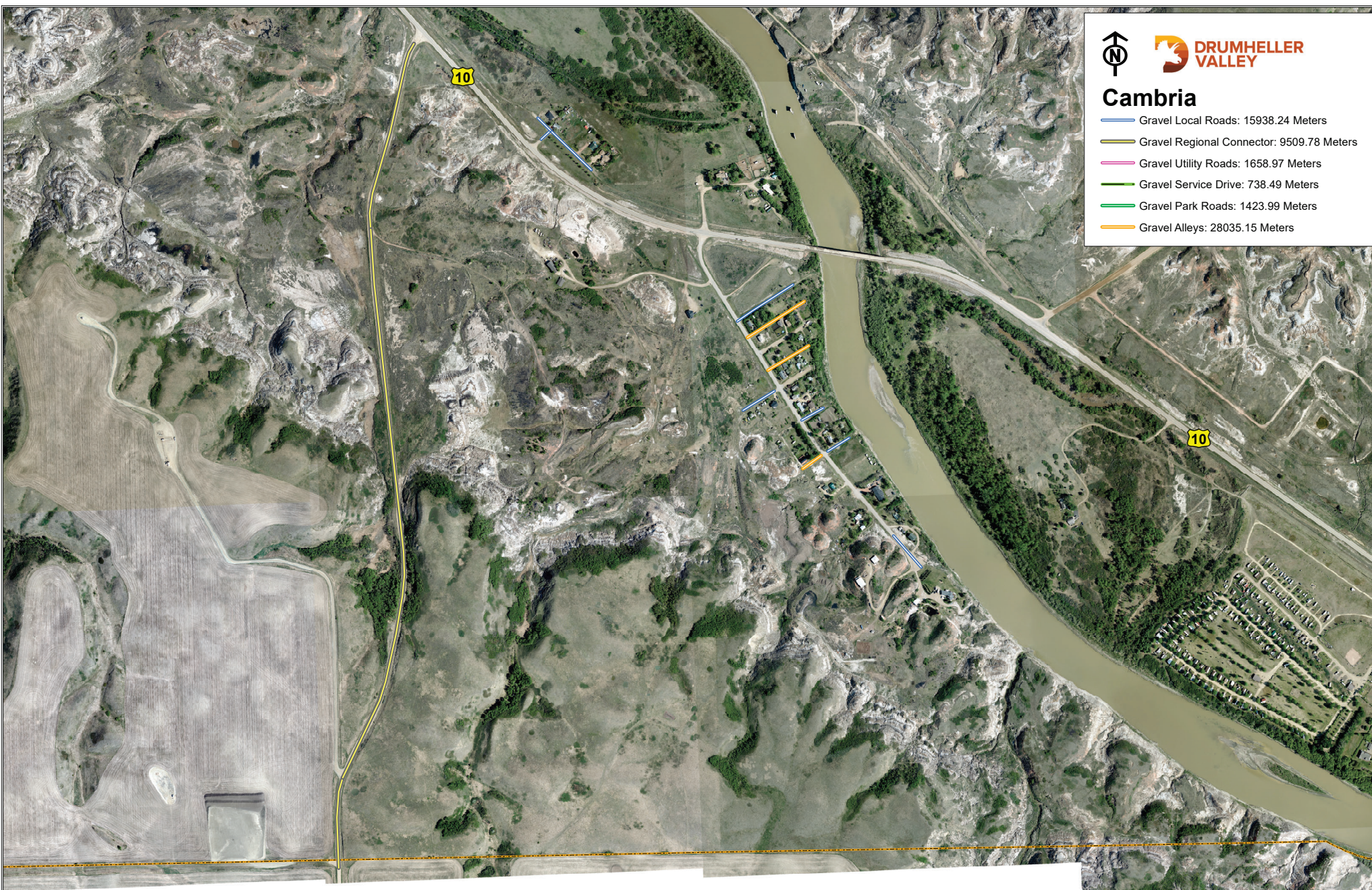
Drumheller Schedule 'C'

- Gravel Local Roads: 15938.24 Meters
- Gravel Regional Connector: 9509.78 Meters
- Gravel Utility Roads: 1658.97 Meters
- Gravel Service Drive: 738.49 Meters
- Gravel Park Roads: 1423.99 Meters
- Gravel Alleys: 28035.15 Meters



Cambria

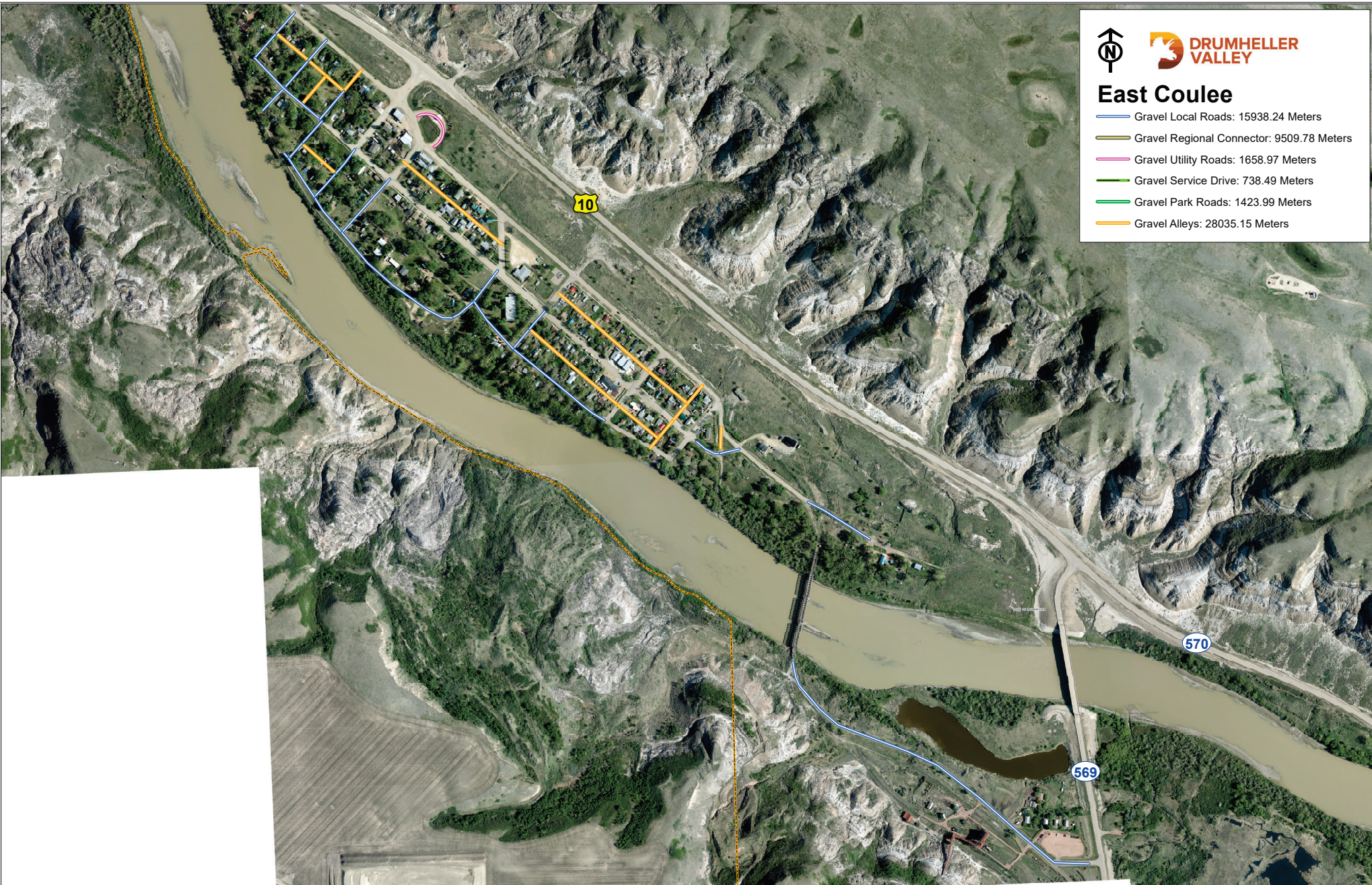
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- Gravel Park Roads: 1423.99 Meters
- Gravel Alleys: 28035.15 Meters





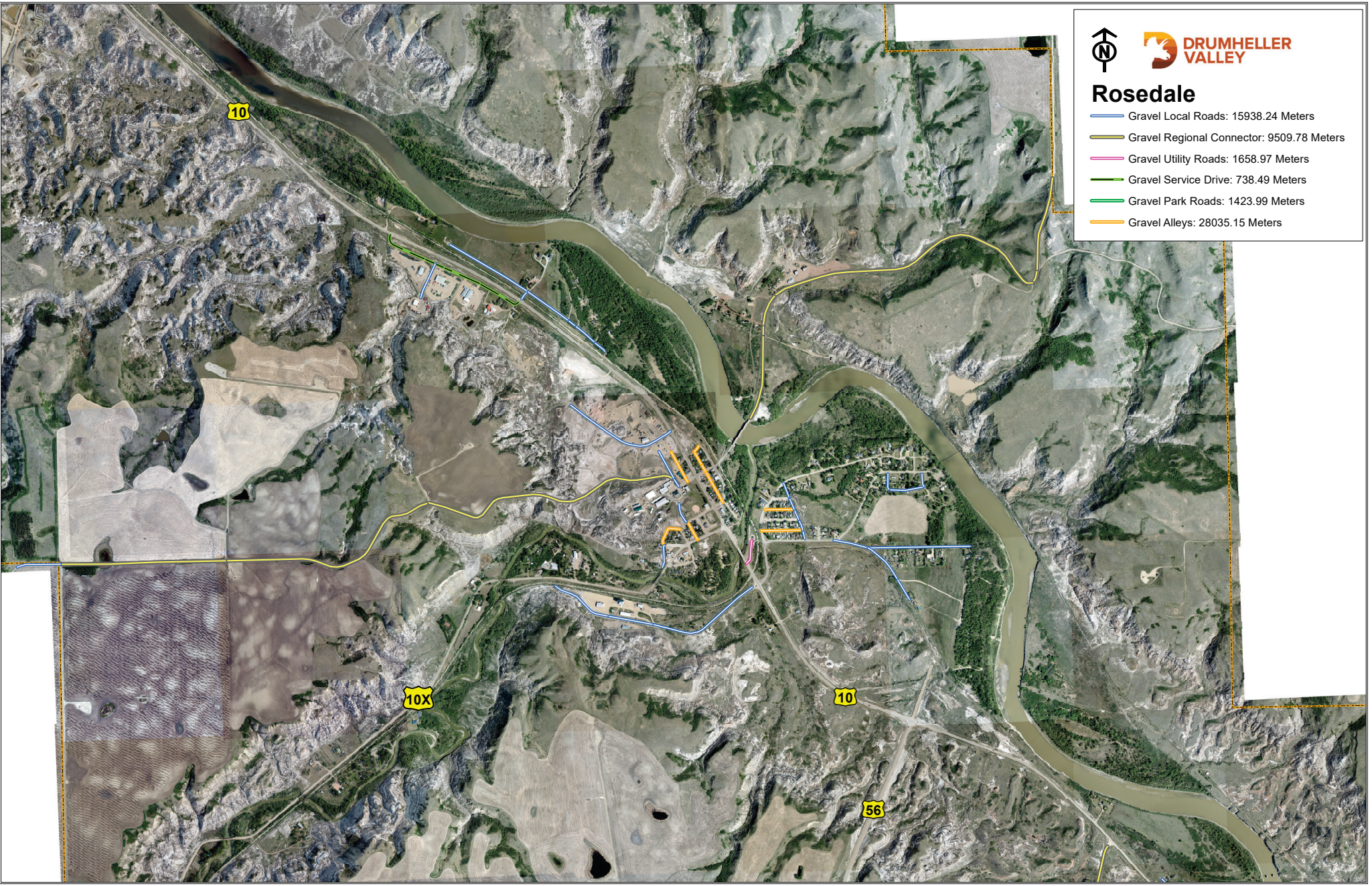
East Coulee

- Gravel Local Roads: 15938.24 Meters
- Gravel Regional Connector: 9509.78 Meters
- Gravel Utility Roads: 1658.97 Meters
- Gravel Service Drive: 738.49 Meters
- Gravel Park Roads: 1423.99 Meters
- Gravel Alleys: 28035.15 Meters





Gravel Local Roads:	15938.24 Meters
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Gravel Utility Roads:	1658.97 Meters
Gravel Service Drive:	738.49 Meters
Gravel Park Roads:	1423.99 Meters
Gravel Alleys:	28035.15 Meters



Rosedale

- Gravel Local Roads: 15938.24 Meters
- Gravel Regional Connector: 9509.78 Meters
- Gravel Utility Roads: 1658.97 Meters
- Gravel Service Drive: 738.49 Meters
- Gravel Park Roads: 1423.99 Meters
- Gravel Alleys: 28035.15 Meters