



**AGENDA**  
**Regular Council Meeting**  
**4:30 PM – Monday July 12, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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1. CALL TO ORDER

2. OPENING REMARK

2.1 Deputy Mayor Oath – Councillor De Mott - July & August

2.2 Municipal Affairs Letter – Petition Received –  
[Letter Online at https://drumheller.civicweb.net/filepro/documents/40954](https://drumheller.civicweb.net/filepro/documents/40954)

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for July 12, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the July 12, 2021 Regular Council meeting as presented.

5. MINUTES

5.1 Minutes for the June 21, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the minutes for June 21 2021 Regular Council meeting as presented.

[Regular Council Meeting – 21 June 2021 - Minutes](#)

6. REQUEST FOR DECISION AND REPORTS

6.1. CHIEF ADMINISTRATIVE OFFICER

6.1.1 Drumheller Resiliency and Flood Mitigation Update

6.1.2 Request for Decision – Repeal Drumheller Resiliency and Flood Mitigation Purchasing Policy DRFM-01-20

Proposed Motion: That Council repeal the Drumheller Resiliency and Flood Mitigation Purchasing Policy DRFM-01-20 effective immediately.

[RFD + Purchasing Policy DRFM-01-20](#)

6.1.3. Board Application – Drumheller Public Library – L. Fabrick

Proposed Motion: That Council approve the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years starting Ju 2021 and ending Ju 2024.

[RFD – Drumheller Public Library Appointment + Application](#)

6.2 DIRECTOR OF CORPORATE SERVICES

6.2.1 Request For Decision – 2021 Property Tax Financial Relief Options

Proposed Motion: That Council authorize Administration to offer a modified preauthorized payment plan that allows taxpayers to pay their 2021 taxes in six equal installments.

[RFD – 2021 Property Tax Financial Relief Options](#)

6.3 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

6.3.1 Request for Decision – Bylaw Officer Wage + Full Time Equivalent (FTE) Review

Proposed Motions:

1. That Council approve the recommendation to increase the salary range of the Bylaw Officer position and Peace Officer position to reflect market rates and;
2. That Council increase the FTE allotment of the Bylaw Officer position from 0.8 to 1.0 total.

[RFD - Bylaw Officer Wage + FTE Review](#)

7. PUBLIC HEARINGS TO COMMENCE AT 5:30 PM

7.1 Water and Wastewater Bylaw 15.21 to Amend Bylaw 02-17

1. Mayor Open Public Hearing
2. Mayors Introduction of Matter
3. Water and Wastewater Bylaw 15.21 to Amend Bylaw 02-17-  
[Background & Survey Results](#). Presented by Erica Crocker, Communications Officer
4. Rules of Conduct
5. Announcement of Public to Speak
6. Public - Registered to Present Remotely - 5 minute  
TBC
7. Public - Written Submission Read Aloud - 5 minute time limit  
[Peter Edwards](#), [Irv Cairns](#), [Jim McCabe](#), [Rod Dyck](#), [Heather Carlson](#),  
[Gordon Mackinnon](#)
8. Mayor Call for Public Hearing to Close

[Public Participation - Link to Survey: https://drumheller.civicweb.net/document/41434](https://drumheller.civicweb.net/document/41434)

7.2 Rezoning Bylaw 14.21 to Amend Land Use Bylaw 16.20

1. Mayor Open Public Hearing
2. Mayors Introduction of Matter
3. Rezoning Bylaw 14.21 to Amend Land Use Bylaw 16.20 –  
[Presented by Palliser Regional Municipal Services](#)
4. Rules of Conduct
5. Announcement of Public to Speak
6. Public - Registered to Present Remotely / Phone - 5 minute
7. Public - Written Submission Read Aloud - 5 minute time limit
8. Mayor Call for Public Hearing to Close

8. ADJOURNMENT



**AGENDA**  
**Regular Council Meeting**  
**4:30 PM – Monday June 21, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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IN ATTENDANCE

Mayor Colberg  
Councillor Kristyne DeMott  
Councillor Jay Garbutt  
Councillor Lisa Hansen-Zacharuk  
Councillor Fred Makowecki  
Councillor Tom Zariski

Chief Administrative Officer (CAO): Darryl Drohomerski  
Communication Officer: Erica Crocker  
Director of Emergency and Protective Services: Greg Peters  
Director of Infrastructure: Dave Brett  
Manager of Recreation, Arts and Culture: Darren Goldthorpe  
Legislative Assistant: Denise Lines

Regrets  
Councillor Tony Lacher

1. CALL TO ORDER – 4:31 – Tony regrets

The Mayor called the meeting to order at 4:31pm

2. OPENING REMARK

2.1 Town Flags Half Masting – National Day of Remembrance for Victims of Terrorism –  
Wednesday June 23

2.2 National Indigenous People Day 2021

2.3 Congratulations to the Graduating Classes of 2021  
Thank you to everyone to took part in the Father's Day Parade.  
Thank you to Public Works, the businesses and residents for pitching in to beautify our Town.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for June 21, 2021 Regular Council Meeting

**M2021.128** Moved by Councillor Lacher, Councillor Hansen-Zacharuk; that Council adopt the agenda for the June 21, 2021 Regular Council meeting as presented.

Carried unanimously

5. MINUTES

5.1 Minutes for the May 31, 2021 Regular Council Meeting

**M2021.129** Moved by Councillor Makowecki, Councillor De Mott; that Council adopt the minutes for May 31, 2021 Regular Council meeting as presented.

Carried unanimously

6. REQUEST FOR DECISION AND REPORTS

6.1. CHIEF ADMINISTRATIVE OFFICER

6.1.1 Drumheller Flood Mitigation Update  
Presented by Darryl Drohomerski, CAO  
Subject matter included:

- Some of the design information will be available to present in certain neighbourhoods by early fall.
- Approximately 90 homeowners will be impacted by the berm construction – Scott Land will start to contact the property owners in a few weeks.
- Mark Steffler, the interim project manager, is writing a request for proposal for the services for a project manager.
- Our communications team is doing our best to contact people as they call or write to the flood office, with the contact information on [www.drumheller.ca](http://www.drumheller.ca) .

6.1.2 2021 Council Meeting Schedule V2- Update  
Council has recommended that meeting remain virtual for the foreseeable future.

6.1.3 Request for Decision: Election Bylaw 12.21 + Election Signage Bylaw 13.21

**M2021.130** Moved by Councillor Makowecki, Councillor Zariski; that Council give first reading to Election Bylaw 12.21 as presented.

Carried unanimously

**M2021.131** Moved by Councillor Makowecki, Councillor Zariski; that Council give first reading to Election Signage Bylaw 13.21 as presented

Carried unanimously

6.2 DIRECTOR OF INFRASTRUCTURE

6.2.1. Request for Decision – Award of Street Improvement Program 2021  
In attendance: Rick Wiljamaa, Senior Project Manager; MPE Engineering

**M2021.132** Moved by Councillor Zariski, Councillor Hansen-Zacharuk, that the Street Improvement Program 2021 Request for Tender be awarded to Brooks Asphalt and Aggregate Ltd for the amount of \$ 2,176,624.64 excluding GST.

Carried unanimously

6.2.2. Request for Direction – Water and Wastewater Bylaw 02-17

Council discussed the changes to the bylaw, how they compare to other communities and the affect it will have on residential users and companies.

**M2021.133** Moved by Councillor Makowecki, Councillor Zariski; that Administration bring the amended Water and Wastewater Bylaw to the June 28, 2021 Council meeting to give first reading with the amendments on;

- 1) Multiple Water Services;
- 2) Eliminate wastewater charges for high volume water users.

Carried unanimously

6.3 MANAGER OF COMMUNITY DEVELOPMENT AND SOCIAL PLANNING  
COMMUNITY SERVICES COORDINATOR

6.3.1 For Information – 2020 Rural Housing and Service Needs Estimation Project + Poverty Reduction Program

Presented by Tiffany Scarlett, Community Development and Social Planning,  
Heather Carlson, Community Services Coordinator

6.4 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

6.4.1 Covid Update

7. ADJOURNMENT

**M2021.134** Moved by Councillor Makowecki, Councillor Hansen-Zacharuk, that Council adjourn the meeting. Time 6:03pm

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Drumheller Valley YouTube Live Stream: <https://www.youtube.com/watch?v=bv3SmoNY2gs>

## REQUEST FOR DECISION

<b>TITLE:</b>	Repeal of DRFM Purchasing Policy DRFM-01-20
<b>DATE:</b>	July 9, 2021
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T, CAO

### **SUMMARY:**

Council adopted the DRFM Purchasing Policy DRFM-01-20 to enable the CRFMO to have purchasing powers for the Flood Mitigation Program. As the CRFMO no longer exists, and the purchasing policy is, in effect, duplicate of the Town of Drumheller Purchasing Policy, it is recommended to repeal this Policy and have all future Flood Mitigation purchases fall under the responsibility of the existing Council Policy C-09-20

### **RECOMMENDATION:**

It is recommended that all future purchases for the Flood Mitigation Program fall under the existing Town of Drumheller Purchasing Policy C-09-20 and that Council repeals DRFM-01-20.

### **FINANCIAL IMPACT:**

Previously signed memorandums, contracts and agreements with consultants and contractors associated with this program will continue to be honoured.

### **STRATEGIC POLICY ALIGNMENT:**

Council wishes to provide protection of life, property, environment and economy by implementing policies, bylaws, regulations and physical measures to mitigate potential damages that may be caused by disasters.

### **COMMUNICATION STRATEGY:**

Information has been shared on all Town of Drumheller social media platforms, website and news outlets.

### **MOTION:**

**That Council repeals Drumheller Resiliency and Flood Mitigation Purchasing Policy DRFM-01-20 effective immediately.**

### **SECONDED:**

Prepared by:  
Denise Lines  
Senior Administrative Assistant



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



# DRUMHELLER

## RESILIENCY AND FLOOD MITIGATION OFFICE



### COUNCIL POLICY No. DRFM-01-20

### DRFM Program Purchasing

#### **POLICY STATEMENT**

1. The Town of Drumheller (Town) will make every effort to ensure that the procurement of goods and services for the Drumheller Resiliency and Flood Mitigation Program is conducted using purchasing practices that are fair, consistent, transparent and in accordance with applicable provincial and federal legislation, while seeking to obtain the Best Value for the municipality.

#### **PURPOSE AND APPLICATION OF POLICY**

2. This purchasing policy is a guide to the Drumheller Resiliency and Flood Mitigation Office (DRFM Office) purchasing methods and supersedes existing Council Policy # C-02-17 with respect to the Drumheller Resiliency and Flood Mitigation Program (Program). The policy will enable the DRFM Office to obtain needed materials, equipment, supplies, and services efficiently and economically and will provide the foundation for sound purchasing procedures.

#### **POLICY GUIDING PRINCIPLES**

3. Ensure a high level of accountability is maintained;
4. Procure the necessary quality and quantity of goods and services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution;
5. Encourage an open, non-discriminatory bidding process practicable for the acquisition of goods and services;
6. Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;



7. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;
8. Be subject to all applicable Town policies and bylaws, any specific provisions of the *Municipal Government Act*, and other relevant legislation;
9. Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
10. The Town is bound by legislated trade agreements such as the Agreement on Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) or any other like agreement entered into by a higher order of government that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the NWPTA that requires non-discrimination and transparency in procurement policies and practices.
11. The Town is a trade member of the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA) who, on behalf of their trade members, have negotiated competitive and bulk pricing agreements with numerous suppliers. Whenever possible and where the best value for the municipality is obtained by doing so, purchases may be made directly from the supplier under the negotiated terms and conditions, without seeking additional competitive pricing.
12. This policy does not apply to real estate transactions, investment or borrowing, postage, membership and subscription payments or grants to non-profit organizations.

## DEFINITIONS

### 13. In this Policy

- a. **“Agreement on Internal Trade (AIT)”** means an intergovernmental agreement between the federal government and the provinces with a purpose of ensuring equal access to government procurement for all Canadian suppliers by reducing and eliminating barriers to the free movement of people, goods and services within Canada by way of legislated requirements such as electronic tendering.
- b. **“Alberta Purchasing Connection” or “APC”** means a Government of Alberta electronic tendering system that meets the interprovincial tendering requirements of the Agreement on Internal Trade.

- c. **“Best Value for the Municipality”** means the most advantageous balance between quality, specifications, service, timely delivery, assurance of supply and delivery, experience and price.
- d. **“Bid Opportunity”** means one of the following:
  - (i) **“Request for Quotation” or “RFQ”** means a request for a supplier to provide pricing on specific product and/or services that is clearly defined and where the purchase is of low value or risk to the Town.
  - (ii) **“Request for Proposal” or “RFP”** means an invitation for a supplier to showcase their expertise by proposing how their services, products and methods can provide a solution to a problem, requirement or objective. The scope of the project, the deliverables and the criteria by which submissions will be evaluated against are defined within the proposal.
  - (iii) **“Request for Tender” or “RFT”** means a formal public invitation to suppliers to bid on the provision of a service at a specific price based on detailed specifications and is used where goods or services are of a high value and/or high risk and results in a formal contract for which little flexibility is required.
- e. **“Chief Resiliency and Flood Mitigation Officer”, “CRFM Officer” or “CRFMO”** means the person appointed by Council under Bylaw 15.19 to manage the Program or that person designated by the CRFM Officer to act in place of the CRFM Officer when the CRFM Officer is absent.
- f. **“Construction Project”** means infrastructure construction including dikes, berms embankments and other flood mitigation measures that result in a tangible capital asset.
- g. **“Direct Purchase”** means a purchase of a good or service direct from a supplier without the sourcing of comparative pricing and is typically the method used for small, incidental, low value purchases where the cost of sourcing comparative pricing outweighs the benefit.
- h. **“Drumheller Resiliency and Flood Mitigation Office” or “DRFM Office”** means the organization established to implement the Program.
- i. **“Emergency Purchase”** means an expenditure that is a result of an immediate risk to the health or safety of the general public or municipal employee(s) or to mitigate the level of damage to municipal or private property or the environment.

- j. **“Freedom of Information and Protection of Privacy” or “FOIP”** means the Act public bodies including municipalities, universities and school boards are governed by.
- k. **“Goods and Services”** means all purchases including professional services and operational contracts, with the exception of construction.
- l. **“Goods and Services Tax” or “GST”** means the Goods and Services Tax or Harmonized Sales Tax as enacted under the *Excise Tax Act*, R.S.C 1985, c. E-15.
- m. **“Lowest Evaluated Cost”** means the price offered by a supplier, service provider, or contractor that is found to be the lowest after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the bid documents.
- n. **“New West Partnership Trade Agreement” or “NWPTA”** (formerly the Trade, Investment and Labour Mobility Agreement (TILMA)), means the interprovincial agreement between Alberta, British Columbia, Saskatchewan and Manitoba ensuring fair and open tendering and procurement by way of tendering requirements outlined for prescribed financial thresholds.
- o. **“Negotiation Method”** means the purchase of goods or services through the negotiation of an agreement with a supplier where there is no open competition.
- p. **“Procurement Card”** means a corporate credit card or other purchasing card such as fuel card issued to authorized purchaser.
- q. **“Program”** means the Drumheller Resiliency and Flood Mitigation Program
- r. **“Program Management Team”** means those individuals engaged either through the services of the CRFM Officer or directly by the Program to manage certain projects, programs or other aspects of the Program
- s. **“Sole Source”** means that there is a single supplier of a required product or service that the Town requires and where terms and conditions of purchase are negotiated.
- t. **“Total Acquisition Cost”** means the value of all costs including but not limited to price, trade-in values, delivery, installation and training, consumable consumption, service and ongoing maintenance, warranty and disposal.

## DEFINITION OF RESPONSIBILITIES

14. The Council for the Town of Drumheller is responsible for approving this policy and the allocation of resources through the adoption of the annual budget of the Program and to authorize purchases that exceed the Chief Resiliency and Flood Mitigation Officer's delegated level of authority.
15. The CRFM Officer is responsible for the overall oversight of all Program operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town, to oversee the formal bid process including advertising for bids, accepting bid opportunities, and the opening of bids, and to authorize purchases for the Program.
16. The CRFM Officer is responsible for all aspects of the financial operations of the Resiliency and Flood Mitigation Office of the Town of Drumheller in accordance with the *Municipal Government Act*, all applicable laws and agreements, and all related Bylaws. In addition, the CRFM Officer is responsible for;
  - a. Ensuring accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid in accordance with the *Municipal Government Act*, Town Bylaws, policies and contracts;
  - b. Monitoring the bid process to ensure compliance with this policy. The CRFM Officer may review in detail any bid or bid award.
17. The CRFM Officer will coordinate the procurement of goods and services for the Program.
18. The CRFM Officer is responsible to ensure the Program complies with the following:
  - a. Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure,
  - b. Comply with all Town purchasing procedures covering procurement and disposal,
  - c. Establish guidelines for maintaining appropriate levels of inventory supplies where appropriate,
  - d. Ensure the maintenance of adequate purchasing records, are prepared to be submitted to the Town Finance department,
  - e. Assists with conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments,

- f. Ensure all purchases are is in accordance with this policy,
  - g. Keep on file vendor information, catalogues, samples, price quotes, etc,
  - h. Conduct the formal bid process for, including advertising for bids, notifying vendors, accepting bid opportunities and serving as a primary resource for questions from vendors,
  - i. Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials, and
  - j. Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance and delivery.
19. The CRFM Officer may delegate all or some of the duties and responsibilities in Sections 17 and 18 to other members of the Program Management Team.

#### **PROHIBITIONS**

- 20. No employee or contractor shall benefit personally either directly or indirectly from purchases made on behalf of the Program.
- 21. In the case of employees, violations of the purchasing policy may result in disciplinary action, up to and including dismissal. In the case of contractors, violations of the purchasing policy may result in the CRFM Officer suspending or terminating any agreement or other arrangement for the supply of goods and services to the Program.

#### **PURCHASING REQUIREMENTS**

- 22. All expenditures shall be authorized through the adoption of the annual Program budget unless otherwise approved by Council resolution or is deemed to be an emergency purchase ;
- 23. Purchasing awards shall be made for equipment, supplies and services that will give the best value based on quality, specifications, service, price and timely delivery;
- 24. Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy;
- 25. The procurement of a goods, service or construction project that is to be funded in part or in whole by the Federal or Provincial Government shall be made following the regulations outlined by the granting body. Typically, this will require an award to the lowest evaluated cost received.

**LOCAL PREFERENCE**

26. Preference will be given to suppliers operating from taxable property within Drumheller where all bids or quotations offered for consideration are deemed equal. Local suppliers will be granted a pre-tax price differential preference of 5% over other suppliers on individual purchases up to Twenty-Five thousand (\$25,000), provided that with the exception of price, all things are considered equal once specifications and terms have been reviewed.

**ADVERTISING**

- 27. A notice of all Requests for Proposal (RFP) and Requests for Tender (RFT) opportunities shall be posted on the Town web site at [www.drumheller.ca/bidopp](http://www.drumheller.ca/bidopp); and at the Program’s web site at <http://floodreadiness.drumheller.ca/staged>.
- 28. Request for Proposals (RFP) and Tenders (RFT) estimated to be Seventy-Five Thousand Dollars (\$75,000) or greater in value must be posted on the Alberta Purchasing Connection.
- 29. Requests for Quotation, Request for Proposals and Requests for Tender award results shall be advertised on the Program’s web site at <http://floodreadiness.drumheller.ca/staged>.

**PURCHASING PROCEDURE AND AUTHORITY**

30. The table below outlines the method of procurement required in relation to type of purchase and the total acquisition cost of the expenditure.

Total Purchase Value (excluding G.S.T.)	Procurement Method	Additional Requirements	Required Approval
Up to \$20,000	Direct Purchase or, Procurement Card or Negotiation at the CRFMO discretion		CRFMO or delegate
\$20,000 to \$75,000	Request for Quotation (RFQ) or Request for Proposal (RFP)	Notice of opportunity posted on Town and Program websites	CRFMO

\$75,000 or greater	Request for Proposal (RFP) or Tender (RFT)	Notice of opportunity posted on Town and Program websites and Advertised on APC	CRFMO
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- 31. Providing that the successful bid is the lowest evaluated cost, meets all of the terms and conditions of the bid, the purchase or project has been approved by Council and sufficient funds are available in the budget, the CRFMO can award bids up to \$250,000.
- 32. Any bid that exceeds \$250,000, that is not the lowest evaluated bid received or exceeds the budgeted figure must receive prior approval of Council before being awarded.

**SOLE SOURCE PURCHASES**

- 33. Subject to the requirements of any funding agreement, sole source purchasing may occur where:
  - a. purchases are of such small value that competitive purchase approaches are not a cost effective use of management time;
  - b. purchases are for locally obtained goods and services where there is only one supplier;
  - c. professional qualifications or expertise are of a paramount consideration;
  - d. proprietary goods and services are required and are only available from a single supplier;
  - e. compatibility with existing equipment, facilities, or services is a paramount consideration;
  - f. the quality of goods or services provided by one supplier is significantly higher than other suppliers;
  - g. purchases are of a continuing nature with a supplier which has had previous involvement in the Town’s flood mitigation planning and projects, which has valuable familiarity with the Town and community and which has provided satisfactory service, supply and cost competitiveness.
- 34. Negotiation shall be relied upon for sole source purchasing.

35. Direct Purchases exceeding \$75,000 shall be approved by Council.

**PROCUREMENT/CORPORATE CREDIT CARDS**

36. Procurement cards or corporate credit cards may be issued to the CRFM Officer and other members of the Program Management Team in order to better facilitate the processing of small or routine purchases. The issuance of procurement or credit cards is *outlined within the corporate credit card policy*.

**EMERGENCY PURCHASING PROCEDURE**

37. If the CRFM Officer determines that an emergency exists, the competitive bidding requirement for purchases may be waived at his/her discretion.

38. Immediately following the procurement, the CRFM Officer shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.

**INFORMATION AND CONFIDENTIALITY**


39. The CRFM Office is subject to FOIP legislation. Any and all release of information shall be in accordance to FOIP. In general, the name of the bidder and the total bid amount is released.

40. During the procurement process, any information made available to a prospective vendor that may influence other prospective vendor's responses shall be made available to all prospective vendors.

41. Information that may create unfair advantage will remain confidential and will not be released to the public or a single potential vendor.

Date: January 20, 2020

  
\_\_\_\_\_  
Mayor Heather Colberg

  
\_\_\_\_\_  
CAO Darryl Drohomerski



## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Public Library Board
<b>DATE:</b>	July 9, 2021
<b>PRESENTED BY:</b>	Darryl Drohomerski, CAO
<b>ATTACHMENT:</b>	Lynn Fabrick Application

**SUMMARY:**

In accordance with Bylaw 18-09 the Drumheller Public Library Board shall consist of not fewer than 5 and not more than 10 members appointed by Council. Appointments to the Municipal Board shall be for a term of up to 3 years. Currently there are 2 vacancies on the Board. An application has been submitted by Lynn Fabrick to join the Board.

**RECOMMENDATION:**

The current members of the Drumheller Public Library Board recommend the appointment of Lynn Fabrick to fill the current vacancy.

**DISCUSSION:**

Board and Committee volunteer roles create public participation opportunities. It is important to the health of Town boards and committees to having a broad representation of community members.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Good governance.

**COMMUNICATION STRATEGY:**

Boards are informed when Council makes member appointments.

**MOTION:**

That Council approve the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years ending starting July 2021 and ending July 2024.

**SECONDED:**

Prepared By:

Denise Lines  
SR Administrative Assistant

Approved By:



\_\_\_\_\_  
Darryl Drohomerski, C.E.T, CAO

**TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM**

Date: June 18, 2021

Board: Library

Name of Applicant: Lynn Fabrick

Full Address: [REDACTED]

Drumheller, AB

Phone Number [REDACTED]

Email: [REDACTED]

Do you have previous Board/Committee experience?  Yes  No

If yes, please list the Boards and the length of time you served.

Community Business Association (CBA) 4years

Briefly explain why you are interested in this position and what particular skills you will bring to this Committee or Board.

I am interested in this position because I can represent the indigenous community as I am Cree Metis and I want to educate more people about the culture. I was also the librarian at Carbon School for many years and promoted the FNMI education as a liason and an advocate for learning. I was fortunate to be able to take my culture into the classroom for many years and show them about various aspects of it. I also facilitated bringing a teepee into the library as a permanent cultural spiritual centre for the students. I own and operate Dry Canyon Collectables downtown for 10 years now, and use it as a platform to inform and promote the indigenous culture.

Signature: 

Date: June 18, 2021

If you have any questions please contact Denise Lines at 403-823-1339. Please email your completed form to [dlines@drumheller.ca](mailto:dlines@drumheller.ca) or submit it at Town Hall.

Personal information is being collected for the purpose of appointing individuals to Town of Drumheller public service boards under the the authority of Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection or use of your personal information, please contact the Town of Drumheller's FOIP Coordinator at 403-823-1339.

## REQUEST FOR DECISION

<b>TITLE:</b>	2021 Property Tax Financial Relief Options
<b>DATE:</b>	July 8th, 2021
<b>PRESENTED BY:</b>	Mauricio Reyes, CPA, CMA, CAMP
<b>ATTACHMENT:</b>	

### BACKGROUND

In early 2020, the Covid-19 pandemic disrupted many regions worldwide, and the Town of Drumheller was no exception. Due to orders from health authorities, many businesses were forced to close their doors, and consequently, many residents were left without their primary source of income.

The Federal government offered financial assistance to businesses and individuals being affected by the pandemic. In addition, municipal governments offered their businesses and residents financial relief programs, including tax deferral programs, to assist them in coping with the changing economic conditions.

In 2020, the Town of Drumheller offered residents a three-month deferral to property owners who pay their taxes monthly. While most municipalities in Alberta have a June 30th tax deadline, many chose to defer the tax deadline by two to three months (August/September). Drumheller offers its residents a tax deadline of August 31st, and in 2020 Council extended the tax deadline to November 30th.

As of August 31<sup>st</sup> 2020, the Town of Drumheller had collected approximately \$8.4 million (69%) of taxes levied in 2020. Of the \$3.8 million, the Town expected to collect approximately \$1.3 million through the pre-authorized payment plan. The remaining \$2.5 million represent unpaid taxes. By November 30<sup>th</sup> 2020, the unpaid 2020 taxes was \$0.73 million.

### ANALYSIS

In early 2021, the pandemic continued to affect businesses and residents across the globe with many places still having restrictions. However, in recent weeks, due to the increase in vaccination rates and the decrease in the number of new and active cases, the Government of Alberta decided to lift all restrictions. However, the effects of the pandemic are still being felt by some members of the community in Drumheller as well as in other parts of the Province.

While most municipalities across the Province have chosen to maintain their regular tax deadlines, a few municipalities have considered some financial relief to their businesses and residents. For instance, the Town of Stony Plain has decided to eliminate tax penalties in July and August. As well, the city of Lethbridge has decided to eliminate penalties from July to September. However, Administration is not aware of any other municipalities providing financial relief programs in 2021.

In 2021, the Town of Drumheller levied taxes amounting to approximately \$12.2 million dollars. As of July 8<sup>th</sup> 2021, approximately \$3.2 million (26%) have been collected. Of the remaining \$9 million, approximately \$1.8 million is expected to be collected through the PAPP. The remaining \$7.3 million will be collected through lump-sum payments made by taxpayers or financial institutions.

For 2021, Administration has prepared the following options for Council’s consideration:

Option 1 – Eliminate tax penalties on September 1<sup>st</sup> (Defer tax deadline to November 30<sup>th</sup>)

Pros:

- Provide relief to the community by deferring taxes by 3 months
- Business and individuals who would normally pay late would not get tax penalty on September 1<sup>st</sup>

Cons:

- Decrease in operating revenue of approximately \$48,000
- No financial deferral of non-residential portion of taxes in 2021
- Provincial portions of education amounts still need to be paid in June and September by the Town.

Option 2 – Modify Pre-authorized Payment Plan (PAPP)

Pros:

- Taxpayers can pay their 2021 taxes in six equal payments (July to December), which can be easier to manage than a delayed lump-sum payment
- Anyone who is not enrolled in the PAPP and has no taxes owing from prior years may qualify
- Many of those enrolling in 2021 under this initiative may choose to remain in the PAPP in future years
- There is minimum financial impact to the Town’s operating budget

Cons:

- Late payers would be subject a penalty on September 1<sup>st</sup> as tax deadline would remain as August 31<sup>st</sup>

Option 3 – Do Nothing

Pros:

- No financial impact to the Town’s operating budget

Cons:

- Some public expectations may not be met

**RECOMMENDATION:**

Based on the above analysis, Administration recommends that Council authorize Administration to offer a modified pre-authorized payment plan that allows taxpayers to pay their 2021 taxes in six equal installments.

This option provides the most benefits to the community and the Town. This option will enable businesses and individuals facing financial hardship to make their tax payments in equal installments rather than a large lump-sum amount while having the least financial impact to the Town's operating budget.

**FINANCIAL IMPACT:**

The financial impact will depend on the option chosen by Council. Options 2 and 3 offer the least impact on the operating budget. Option 1 would result in a decrease in the Town's municipal revenues of approximately \$48,000.

**STRATEGIC POLICY ALIGNMENT:**

Good governance by helping residents through challenging times.

**MOTION:**

That Council authorize Administration to offer a modified preauthorized payment plan that allows taxpayers to pay their 2021 taxes in six equal installments.

**SECONDED:**

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Prepared By: Mauricio Reyes  
Director of Corporate Services



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Approved By: Darryl Drohomerski  
Chief Administrative Officer

## REQUEST FOR DECISION

<b>TITLE:</b>	Bylaw Officer Wage Review
<b>DATE:</b>	June 30, 2021
<b>PRESENTED BY:</b>	Greg Peters, Director of Protective Services
<b>ATTACHMENT:</b>	

### SUMMARY:

During negotiations with CUPE 4604 in 2019 it was identified that the current wages for the Bylaw Enforcement classifications were below market value. It was noted that both Bylaw 1 and Bylaw 2 wages were well below those of a BCF Shift Supervisor at \$27.15 and Town Hall Admin/Office Assistants at \$26.11 per hour. In an effort to avoid negotiating changes to a specific classification during bargaining, which would prolong the bargaining cycle, the Town agreed to review the wages at a later date. Bylaw classifications have received the same annual increases as the rest of the CUPE 4604 team members.

Currently the Town has three classifications of Bylaw Officers. Bylaw 1, Bylaw 2 and Bylaw 3, with wages increasing with a number progression. While recruiting for the last vacancy it was determined that in order to attract candidates, the Town had to recruit at the Bylaw Officer 3 rate, however the position was not intended to be senior in nature. The Town is proposing to move to a Bylaw Officer classification that will have a new salary structure as noted below.

Many municipalities have Peace Officers vs Bylaw Officers and some have both. Generally, a Peace Officer has completed Peace Officer training and attained accreditation through the Justice and Solicitor General Training Academy in Edmonton. Peace Officers can assume greater responsibilities in the community and better support the local RCMP if needed. While both roles primary responsibilities include responding to and investigating complaints and enforcement of Municipal Bylaws and specific Provincial Statutes; as well as providing a pro-active style of enforcement through an educational element.

A secondary issue is that the Town employs 1.8 FTE of enforcement personnel, which is the equivalent of one person working five days per week and the second person working four days per week. In addition, the Director is often called into the field as a support instead of being able to focus and develop the other business areas under his direction.

Based on land size, Drumheller is Alberta's largest town and in order to cover the span of area, enforcement officers are often working alone. It is imperative that the Town is able to engage well rounded, and experienced enforcement personnel that are able to work alone much of the time. When an enforcement officer is away on vacation or away sick, it currently falls to the Director to step into a working enforcement officer role.

The Town of Drumheller has a vision to be the cleanest and most sought-after community. In the summer the Town also has an influx of approximately 500,000 visitors, and while the Town has focused on ensuring physical infrastructure to support this influx, enforcement personnel simply cannot efficiently manage the influx and help ensure the Town's vision is met.

## RECOMMENDATION:

Recommendation to increase the 2021 Salaries to accommodate the increase in wage adjustment for Bylaw officer and Peace Officer position.

<b>Current Position</b>	<b>Low Rate of Pay</b>	<b>High Rate of Pay</b>
Bylaw 1	\$19.46	\$22.45
Bylaw 2	\$20.02	\$23.07
Bylaw 3	\$27.29	\$31.63
<b><i>Bylaw Officer</i></b>	<b><i>\$23.07</i></b>	<b><i>\$31.63</i></b>
<b><i>Peace Officer</i></b>	<b><i>\$31.63</i></b>	<b><i>\$40.52</i></b>

Based on our internal Market Assessments of other municipalities in Alberta the average rate of pay for a Bylaw Officer is \$29 - \$33/hour and Peace Officer's is \$36 - \$41/hour. The job data reported by Alis, the Government of Alberta's career information site, reports that Bylaw Officer/Peace Officer are in medium demand and that the average wage range is \$35 - \$45/hour. This proposed rate adjustment will still leave Bylaw Officers lower than the average at the entry level and close to average at the high end of the wage scale.

Based on the above wage disparity and assessment it is recommended that the Town implement a new wage range and structure within the Bylaw Enforcement department as follows with changes proposed to take effect August 1, 2021

Increase the FTE for Bylaw officer from 0.8 to 1.0 to allow for more coverage throughout the valley. By increasing this position to a full-time employee, it will assist in employee retention and the ability to recruit based on realigning wages to market value and increasing the position to a fulltime position. It will also allow for building the opportunity for advancement and succession planning within the team, ensuring better coverage throughout peak periods of the year and building capacity back into the Director role to allow a more balanced workload

**FINANCIAL IMPACT:**

The 2021 increases to both wages and increasing to a full-time position can be incorporated without an increase to the operating budget in 2021.

The cost to increase from a 0.8 (four day/week) to a fulltime position, based on the new wages proposed above and to change the one Bylaw Officer to a Peace Officer would be:

<b>Position</b>	<b>Yearly</b>
Bylaw Officer (1.0 FTE)	\$16,238.00
Peace Officer 1	\$18,135.00
<b>Total</b>	<b>\$34,373.00</b>

As a reference, the cost to have the Director continue to fill in 1 day a week is \$23,240.00/yr. while the Director is not an additional cost, it does reflect the time committed to bylaw that can be better spent elsewhere.

**STRATEGIC POLICY ALIGNMENT:**

The Town has a vision to reduce the number of derelict buildings in Town and to be a clean and welcoming community for visitors (and residents). Adding the 3<sup>rd</sup> member to the Team will allow the enforcement Team to consistently work on driving this vision forward

**COMMUNICATION STRATEGY:**

CUPE 4604 has been consulted with the proposed changes and are in concurrence with recommendations put forward.

**MOTION:**

1. Approve the recommendation to increase the salary range of the Bylaw Officer position and Peace Officer position to reflect market rates and;
2. That Council increase the FTE allotment of the Bylaw officer from 0.8 to 1.0 total.

**SECONDED:**

Prepared By: Greg Peters  
Director of Protective and Emergency Services

  
Approved By: Darryl Drohomerski  
Chief Administrative Officer





# **Proposed Amendment to Water and Wastewater Bylaw**

Background & Survey Results

## **Background**

Council asked Administration to review and propose a solution for high volume industrial and commercial water customers that do not send much of their water down their sanitary service.

Currently, every property that has a water service and sanitary service has the sanitary service billed on the basis on the water usage.



## Background

This means that every property that has a water service and sanitary service is billed for sanitary at a flat base fee, and a flow rate assumed to be 80% of the incoming water, which was designed in part to account for summer water usage on lawns and gardens.

This can create a situation where businesses that have high water use, which does not generate high sanitary flows, are billed as if they have the assumed high sanitary sewer flow.



## Background

- There are approximately six “high-volume” customers in Drumheller
- The difference of an average residential bill compared to the average “high-volume” customer is approximately 130 times (for example, a residential wastewater of \$100.00/month would equate to \$13,000.00 for “high-volume” users)
- This translates into an average cost increase of approximately \$1.60 per (non-high volume) customer per month, depending on household/commercial consumption.



## Public Participation

- Survey was available June 29 to July 8 through Survey Monkey
- Paper copies were available at Town Hall and Badlands Community Facility (BCF)
- QR codes at Town Hall and BCF
- Survey pushed on all Town social media channels as well as Drumheller.ca
- 174 responses (173 digital; 1 paper)



## Questions from Participants

Q: Are these high-volume business threatening to not get water from Drumheller if this doesn't change? What brought on this idea?

A: Council asked Administration to review and propose a solution for high volume industrial and commercial water customers that do not send much of their water down their sanitary service.



## Questions from Participants

Q: If high-volume users want just a straight high-volume inlet line (like a water station), why is the price going up?

A: A bulk-water station cannot fulfil the amount of water that high-volume users require for their operations. The financial plan for water and wastewater for the community includes the revenue from this sector. With lost revenue, and the MGA requiring municipalities to have a financially sustainable system, rates would have to increase due to the lost revenue.



## Questions from Participants

Q: What are these businesses doing with the water that results in low sanitary output?

A: Examples include water-haulers that use the transported water for oilfield services, or a business that uses water to make a product that is sold or consumed.



# Questions from Participants

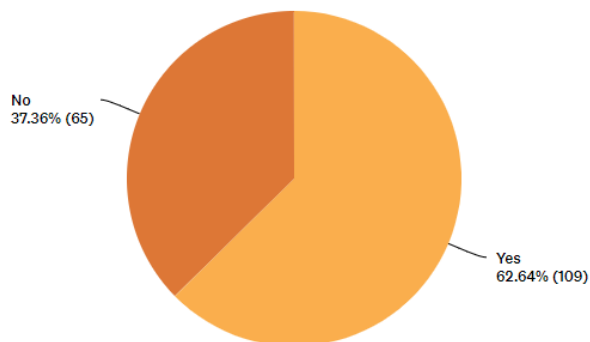
Q: Who is responsible for any costs of installing/maintaining/removing these special meters?

A: Businesses would be required to install a separate line, at their own expense.



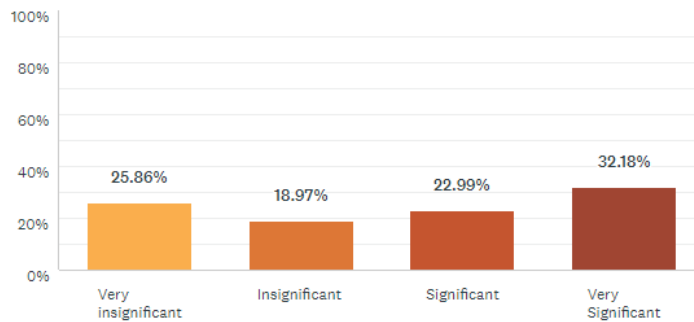
Prior to the presentation on Monday, June 28, were you aware you pay 80% of your water consumption in waste water charges, which accounts for summer outside water usage?

Answered: 174 Skipped: 0



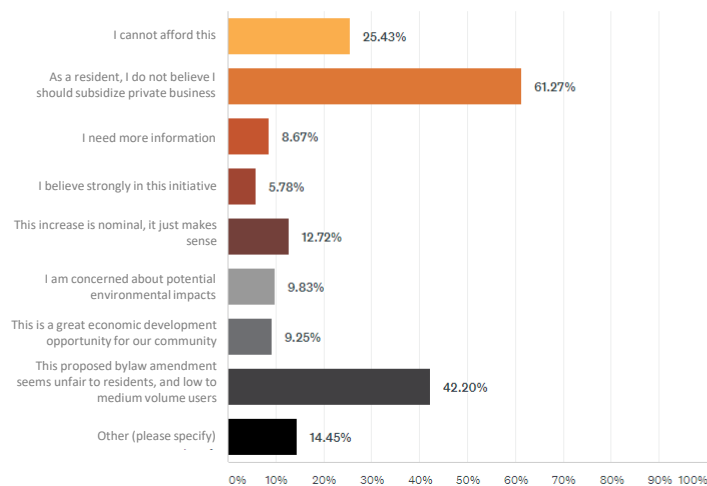
This proposed amendment would cause a 3.2% increase, on top of scheduled annual increases, how significant would this impact be to your household?

Answered: 174 Skipped: 0



Which sentence best describes your reaction to the information presented above? Select all that apply.

Answered: 173 Skipped: 1



## Which sentence best describes your reaction to the information presented above? Select all that apply.

*25 total written responses for "other".*

- Unfair to residents that have registered own septic service
- The low to medium users have been receiving a subsidized rate in the past. I see this increase as a way for us to actually pay what we should have been in the first place.
- All these small increases add up.



## Continued

- I was prepared to increase my utility bill for recycling, which would have been for the greater good of the community. Not entirely convinced this proposed bylaw is "for everyone". The community wanted recycling, I don't think I want this.
- If this is going to be proposed and passed, then an amendment should be made for homeowners for the month they use higher volumes watering their grass and gardens. Homeowners pay extra sewer rates for water that doesn't go down the sewer system! May through to August.



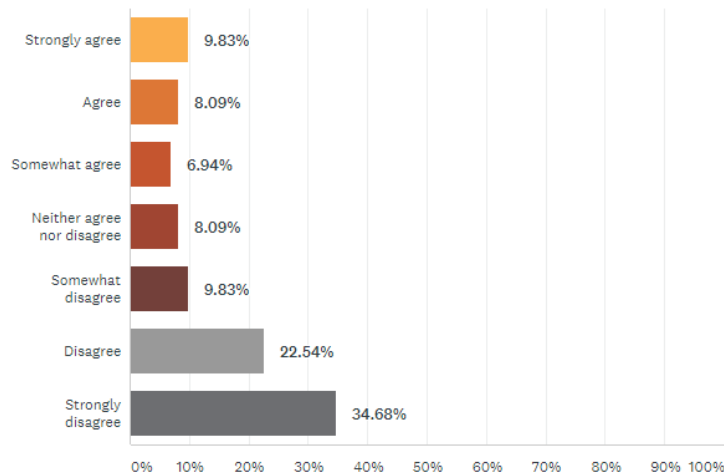
## Continued

- Sewage treatment puts water back in the water "system" for those downstream. Let's not exploit profiting off this resource at the cost of those downstream, nor at the cost to low income families.
- Taking good drinking water and letting an oil company use it for fracking is a waste of a good resource, companies like that should be charged more not less.
- When the "cost of goods" is built into their business model, it's hard to believe that they are hard-done by. I can imagine that none of these businesses would then reduce the cost to their consumers. This would result in higher profit margins for these user groups at the expense of residents. There are costs associated with doing business, and this should not be an exception.



### Do you agree with this proposed amendment?

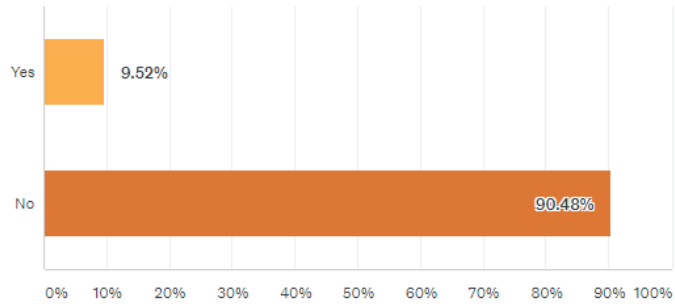
Answered: 173 Skipped: 1





I am interested in presenting my support or opposition to Council on July 15, 2021.

Answered: 168 Skipped: 6



**From:** peter edwards [REDACTED]  
**Sent:** June 28, 2021 5:50 PM  
**To:** Denise Lines <dlines@drumheller.ca>  
**Subject:**

In regards to the bylaw for the high water users, I totally support it. It is only fair- Peter Edwards

**From:** [Irv Cairns](#)  
**To:** [Denise Lines](#)  
**Subject:** Big water users  
**Date:** June 29, 2021 11:11:24 AM

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Hi

Just wanted to touch base and show my support for the proposed change for the big water users in the Valley. From what I have read it's only fair. We need businesses to have reasons to stay in Drumheller, not leave. Anything to help our economy is a great thing! Thanks Irvin

**From:** [Jim McCabe](#)  
**To:** [Denise Lines](#)  
**Subject:** Public Hearing Water and Waste Water Bylaw  
**Date:** July 5, 2021 4:05:42 PM

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As per our discussion this morning, I would like the following points to be made at the above mentioned public hearing

It appears to me that with the general increase of 3.2% on utility bills to the average homeowner and small volume users of the water and waste water infrastructure we are subsidizing the large volume users. It seems that the loss of revenue from the large volume users is being offset by increasing the cost to low and medium volume users including homeowners. This seems to be very unfair to the average consumer in Drumheller as it adds substantially to the costs of running a household. It is particularly unfair to those residents who have put a lot of effort into maintaining an environmentally friendly yard with flowers and vegetation attractive to birds, insects and other wildlife rather than the typical monoculture of lawn. This type of landscaping can require more water than a lawn. Perhaps the current 80% level of waste water billing could be decreased to some extent.

To the members of Drumheller Town Council.

July 7, 2021

Regarding your proposal to reduce the monthly sewer rates for a half dozen businesses that use large amounts of water and increase the rates for residents to compensate for it I am adamantly opposed to such action.

As a resident, a licensed business owner and a Drumheller property tax payer I see no reason why I, or any other taxpayer should be asked to pay more for our services when those using large amounts of water are passing their costs on to their customers already.

I asked one of those high volume water users yesterday, that if they were given a reduced rate on their sewer charge could we then expect the cost of the product we are buying from them on a daily basis, to go down to reflect that savings?  
He just smiled and said, "of course not".

I would expect that rather than trying to increase water and sewer prices to residents, council should be looking at ways to lower the price in the summer months. Then maybe we could afford to water our lawns a bit more and help make the Town more appealing as a tourist destination instead of having to cut back our lawn watering because we have to pay a sewer usage charge on that water which would help make our Town look greener and more appealing to tourists.

Perhaps if council had not spent so frivolously on Covid controls and had to use a large part of our reserves (which tax payers put there) to pay for it, we might be able to give ratepayers a break for the betterment of the appearance of our Town.

But, as it stands Council is asking for a rate increase to help those that are charging to cover their costs anyway. You are asking the small guys to help out the big guys and give them a break too. All while they will continue to keep charging us fully for their products.

Council should have shot this proposal down right away and should be looking at ways to help the general ratepayer instead.

I stand firmly against this proposal.  
Sincerely,  
Rod Dyck

From: Heather [REDACTED] >  
Sent: July 8, 2021 8:44 AM  
To: Denise Lines <dlines@drumheller.ca>  
Subject: public hearing submission

To: Mayor and Council,

I write in opposition to the bylaw proposal to exempt some high volume industrial/commercial water customers from the sanitary service fee associated with metered fresh water use.

To begin, I want to address the fallacy that water is primarily a commodity to be bought and sold the way we might think of copper or potatoes. Rather, **water is a shared resource entrusted to us collectively to steward well so it continues to be able to sustain people and ecosystems for 7+ generations to come.** Water that is polluted or extracted and not returned to the Red Deer River watershed is not simply an economic cost or benefit, that water is lost from the regional water system forever.

From this understanding, I oppose the proposed bylaw amendment because **it could encourage an increase in fresh water draw that is not returned to the Red Deer River.** Eliminating wastewater charges essentially reduces the cost of municipal freshwater. Cheaper water could encourage large-water-use businesses to use even more freshwater. We are in an era that requires water conservation, not increased consumption. As a municipality, we have collaborative responsibility for the health, viability and longevity of the Red Deer River in our community and those downstream; let's protect that.

I also oppose the proposed change because it **creates an unfair and unnecessary economic burden on the poorest in our community.** \$1.60 per residence per month may not sound like a large amount to those who can afford the extra \$20 annually, however for the 235 households living on less than \$20,000/year (census 2016) a \$20 increase IS significant. Added to a year that has seen decreased employment and increased prices for food, fuel and other goods, this bylaw is not in line with the stated priority of council to support poverty reduction.

Thirdly, I believe this **bylaw undermines the very nature and strength of shared municipal utilities.** Municipal services are there for the good of the community regardless of whether individual businesses or residences make use of them to the fullest capacity. Businesses and residents alike rely on our wastewater management system that goes beyond metered sewer usage; buildings have rooftop rainwater runoff and street level storm sewers deal with the water and pollutants of industrial and commercial traffic.

Drumheller citizens pay for road maintenance even if they walk the majority of the time. We don't lower taxes related to the fire department costs if businesses install sprinkler systems. Neither should we lower the sanitary service fee for businesses who are not using the estimated sewage flow.

The bottom line is that Drumheller needs wastewater management as an integral part of our water utility system. As a community we have decided the most fair way to assess the cost of wastewater is to base it on 80% of metered freshwater usage. I believe that calculation needs to stand for all businesses of our community.

Thank you for your careful deliberation on this important matter.

Sincerely,  
Heather Carlson  
Agenda Monday July 12, 2021

**From:** [REDACTED]  
**To:** [Denise Lines](#)  
**Subject:** Big water users  
**Date:** July 9, 2021 4:09:23 PM

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Good day,

As a big water user this change would effect us in many ways. It would make us competitive in the market. It would allow us to employ more people in the Valley. In turn support businesses, housing, taxes in Drumheller. I understand some people are not happy with an increase to their water bill, however we have paid hundreds of thousands of dollars in fees for a service we never used. We have subsidized Drumheller water service for years. All we are asking for is fair. If we are not using the sewer system, then I believe we shouldn't have to pay for it. This isn't the community subsidizing private business, this is only being fair. If the 5-6 businesses , moved or shut down, where would our rates be then? I believe all businesses in the Valley are important and anything we can do to make sure they can survive, in a fair manner will be beneficial for all. Thanks

Gordon Mackinnon  
[REDACTED]



# Bylaw No. 14.21- LUB Amendment

## TOWN OF DRUMHELLER

PRESENTED BY: PALLISER REGIONAL MUNICIPAL SERVICES

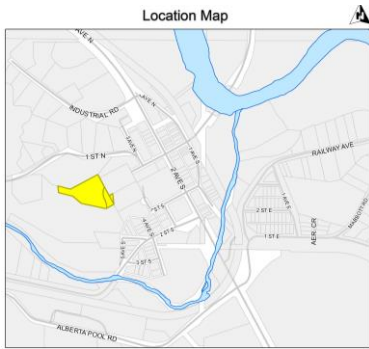
### BACKGROUND

WHO

WHAT & WHERE?

WHY

WHO IS THE APPLICANT?	WHAT AND WHERE IS THE PROPOSAL?
Grant Wallace (Inland Plastics)	The proposal is to rezone the portions of Lot 2, Block C, Plan 8911337



Proposed Rezoning  
PRMS 80-2021-10



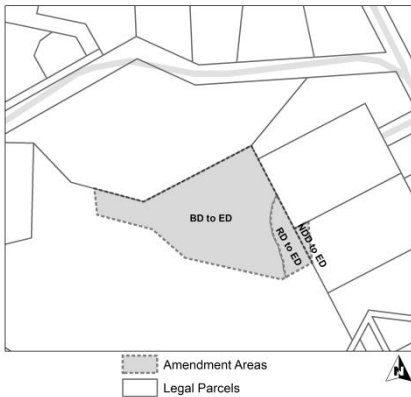


# BACKGROUND

WHO

WHAT & WHERE?

WHY



## WHY is this application being proposed?

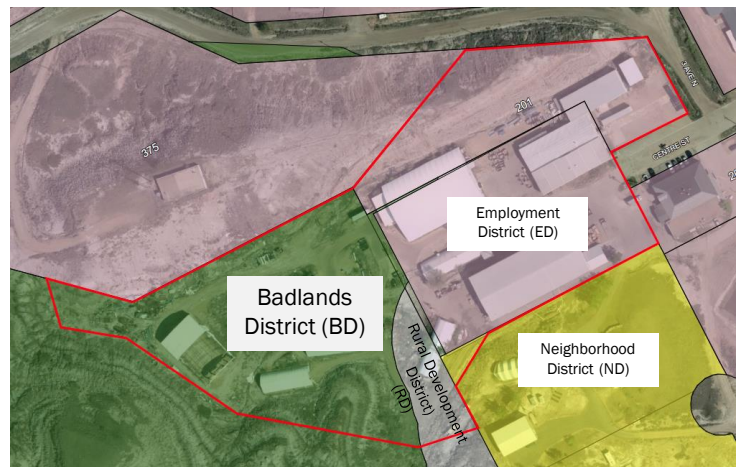
- This rezoning application is in conjunction with a **Subdivision Application File (80/163)** which is to create one parcel from 3 separate lots.
- Currently, these lots have 3 different zonings (Badlands District, Rural District and Neighborhood District)
- The proposed subdivision and rezoning area currently have Inland Plastics buildings & operations on them, so applicant is seeking to consolidate the areas into a single parcel, which will require one zoning.
- The applicant is intending to zone the proposed consolidated parcel to Employment District (ED), in the form of proposed **Bylaw No. 14.21**.

# STATUTORY DOCUMENT & LUB REVIEW

Land Use Bylaw 16.20:  
Existing Zoning

Municipal Development Plan  
(MDP) – Future Land Use

## Existing Zoning Map



The MDP identifies this general area as a location that would continue to support future commercial and industrial development. The properties to the north of this location are all zoned as Employment District. The parcels to the south are zoned as neighbourhood district with one parcel containing and existing residence.

# LAND USE BYLAW No. 16.20

Purpose – Employment District

## 3.9 EMPLOYMENT DISTRICT

### 3.9.1 General Intent

To support a wide range of employment opportunities in areas that integrate industrial, institutional, commercial, and recreational **uses** that require larger **parcels**.

### 3.9.2 Uses

Use Category	Permitted Uses	Discretionary Uses
(3) Industrial	Light Industrial	Heavy Industrial

## SURROUNDING AREAS NOTIFICATION & RESPONSES

The proposed application has been circulated to external agencies, as well as adjacent landowners, as required in the *Municipal Government Act*, Section 695(4).

To this date, no objections have been received.

## RECOMMENDATION

Palliser recommends that Council give second and third reading to the proposed Bylaw No. 14.21 to allow:

- The existing use & buildings to be accurately represented through the Employment District (ED);
- Approval with Subdivision Application (File No. 80/163)-- have one single consolidated parcel with one zone;
- Consistency with surrounding land use districts.

# Questions?