

Town of Drumheller COUNCIL MEETING AGENDA

Monday, January 6, 2020 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



- Page
1. **CALL TO ORDER**
 2. **MAYOR'S OPENING REMARK**
 3. 2.1. Deputy Mayor Swearing In - Councillor Tom Zariski for January and February 2020
[Deputy Mayor - Official Oath of Office 2020 T. Zariski](#)
2.2. Cancellation of January 13, 2020 Committee Meeting
 3. **ADOPTION OF AGENDA**
 4. **MINUTES**
 - 4.1. **ADOPTION OF REGULAR COUNCIL MEETING MINUTES**
 - 4 - 8 4.1.1. Minutes of December 9, 2019, Regular Council Meeting
[Regular Council - 09 Dec 2019 - Minutes](#)
 - 9 - 10 4.1.2. Minutes of December 16, 2019, Special Council Meeting
[Special Council - 16 Dec 2019 - Minutes](#)
 - 4.2. **MINUTES OF MEETING PRESENTED FOR INFORMATION**
 - 4.3. **BUSINESS ARISING FROM THE MINUTES**
 5. **DELEGATIONS**
 6. **REQUEST FOR DECISION REPORTS**
 - 6.1. **CAO**
 - 11 - 12 6.1.1. Development Officer Designation Change Due to Vacancy
[RFD - Development Officer Designation Change Due to Vacancy](#)
 - 6.2. **DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**
 - 13 - 16 6.2.1. Request for Decision - Request for Relief of Utility Consumption for Account No. 022 0050504 000
[RFD - Request for Relief of Utility Consumption Acct. 0220050504000](#)
 - 6.3. **DIRECTOR OF INFRASTRUCTURE SERVICES**
 - 6.3.1. Spring Clean Up
 - 6.4. **DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**
 - 6.5. **MANAGER OF ECONOMIC DEVELOPMENT**
 - 17 - 32 6.5.1. Bylaw 19.19 Non-residential Development Incentive and Schedule A - Policy C-09-19 and Schedule B - Policy C-10-19 - First Reading
[Bylaw 19.19 Non-Residential Tax Incentives](#)
 - 33 - 36 6.5.2. Policy C-08-19 Storefront Enhancement

[Policy C-08-19 Storefront Enhancement](#)

6.5.3. Request for Decision - Establishment of the Downtown Area Revitalization Advisory Committee (DARAC)

[RFD - Establish Downtown Area Revitalization Advisory Committee DARAC](#)

6.6. COMMUNICATIONS OFFICER

6.7.

REVIEW OF STRATEGIC PRIORITIES

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8. PUBLIC HEARING TO COMMENCE AT 5:30 PM

9. PUBLIC HEARING DECISIONS

10. UNFINISHED BUSINESS

11. IN-CAMERA MATTERS

11.1. Labour Matter - Chief Administrative Officer Check In
(FOIPP Act Sec. 24(1) Advice from Officials)

11.2. Legal Matter - Golf Course
(FOIPP Act Sec. 16(1) Disclosure Harmful to Business Interests of a Third Party)

12. ADJOURNMENT

Town of Drumheller

224 Centre Street, Drumheller, Alberta



Oath of Office Deputy Mayor

I, Tom Zariski

do swear that I will diligently, faithfully, and to the
best of my ability, execute according to the law,
the office of **Deputy Mayor** for the Town of Drumheller
for the months of January and February, 2020,

SO HELP ME GOD.

SWORN/AFFIRMED before me at the Town of Drumheller
in the Province of Alberta
this 6th day of January, A.D., 2020.

Tom Zariski

Mayor Heather Colberg

**Town of Drumheller
COUNCIL MEETING
MINUTES**

December 9, 2019, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

DEPUTY MAYOR:

Lisa Hansen-Zacharuk

COUNCIL:

Kristyne DeMott

Jay Garbutt

Tony Lacher

Tom Zariski

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

RECORDING SECRETARY:

Libby Vant

ABSENT:

Mayor Heather Colberg

Councillor Fred Makowecki

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

COMMUNICATIONS OFFICER:

Julia Fielding

MANAGER OF ECONOMIC DEVELOPMENT:

Sean Wallace

1. CALL TO ORDER

2. DEPUTY MAYOR'S OPENING REMARK

Deputy Mayor Hansen-Zacharuk provided her opening remarks.

2.1. Council Meeting Schedule 2020

Deputy Mayor Hansen-Zacharuk presented the Council Meeting Schedule for 2020.

Regular Council Meeting Minutes
December 9, 2019

2.2. Notice of Special Council Meeting on December 16, 2019

Deputy Mayor Hansen-Zacharuk provided Notice of a Special Council Meeting to be held on December 16, 2019, immediately following the Council Committee Meeting on that date.

3. ADOPTION OF AGENDA

Deputy Mayor Hansen-Zacharuk advised that item 6.2.4 on the agenda would be dealt with directly following the conclusion of item 6.1.1.

M2019.329 Zariski, Garbutt moved that the agenda be adopted as amended.
Carried unanimously.

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1. Minutes of Regular Council Meeting of November 25, 2019

M2019.330 Lacher, Garbutt moved to adopt the minutes of the Regular Council Meeting of November 25, 2019.
Carried unanimously.

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

4.2.1. Municipal Planning Commission Minutes of November 7, 2019

4.2.2. Municipal Planning Commission Meeting Minutes of November 21, 2019

4.3. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS

5.1. Community Dementia Day Program - Amanda Panisiak, Big Country Primary Care Network

Amanda Panisiak of Big Country Primary Care Network provided her presentation on the Community Dementia Day Program pilot. The number one goal of this program was for the participants to make new friends; the core components were socialization, engagement and physical movement. A. Panisiak requested a letter of support from the Town for this program as she presents the formal evaluation for the Community Dementia Day Program to the management of Alberta Health Services on January 13, 2020. She advised that this program relies heavily on the support of Alberta Health Services in order to continue to be able to staff the program. Deputy Mayor Hansen-Zacharuk advised that the Town would be pleased to provided a letter of support as requested.

6. REQUEST FOR DECISION REPORTS

6.1. CAO

6.1.1. Request for Decision - 911 Fire Dispatch Services Agreement with City of Red Deer

G. Peters provided his Request for Decision for the 911 Fire Dispatch Services Agreement with City of Red Deer which expires on December 31, 2019. Discussion took place on the potential for providing the address of public parks, recreation sites and local attractions to the 911 dispatchers to assist in call response times. In response to a question from Council, G. Peters advised that he will provide Council with further information on the cost for other centres that provide similar services, what the cost per call would be and whether the rates could be bargained. In response to a question from Councillor Garbutt, G. Peters advised that he believed that the Town will receive good value with the proposed agreement.

M2019.331 Garbutt, Zariski moved that Council authorize the Chief Administrative Officer to enter into an agreement with the City of Red Deer for the provision of Fire Dispatch Services for January 1, 2020 to December 31, 2025 with the option for extensions if mutually agreed upon.

Carried unanimously.

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.2.1. Request for Decision - Prepayment of Taxes to Repeal Bylaw 19.16

B. Miller presented her Request for Decision to repeal Bylaw 19.16 Prepayment of Taxes, which offers rate payers a discount if they pay their property taxes in January or February. She advised that the number of people using this discount has decreased significantly over the past two decades and the costs associated with it were over \$3,000.00 in 2019. She further advised that given the constraints of our budget, Administration is looking at every possible expenditure reduction, such as this one.

M2019.333 Lacher, DeMott moved to repeal Bylaw 19.16 known as Prepayment of Taxes Bylaw.

Carried unanimously.

6.2.2. Utility Rate Bylaw 18.19 to Repeal Bylaw 21.18 - First Reading

B. Miller presented the Utility Rate Bylaw 18.19 to establish the 2020 utility rates which would repeal Bylaw 21.18 for first reading.

M2019.334 Lacher, DeMott moved first reading of Bylaw 18.19 Utility Rate to repeal Bylaw 21.18.

Carried unanimously.

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December 9, 2019

6.2.3. Presentation of 2020 Utility Budget

B. Miller presented the 2020 Utility Budget to Council and advised that this budget will be brought forward for adoption at the December 16, 2019 Special Council Meeting. Discussion took place on expenditures for advertising for job postings, the East Coulee Lift Station and hydrant flushing. D. Brett advised that he, in cooperation with the new Utilities Manager, will provide a report to Council regarding hydrant flushing.

6.2.4. Presentation of 2020 Service Fees Schedule

B. Miller presented the 2020 Service Fees Schedule and advised that this schedule will be brought forward for adoption on December 16, 2019. Discussion took place on cemetery fees and engraving costs, the fee structure for file review, recreation user fees and pet licenses. Councillor Garbutt requested that D. Goldthorpe be present for the December 16 meeting to further discuss recreation user fees. Deputy Mayor Hansen-Zacharuk requested that G. Peters provide further information on how many pet licenses are purchased for altered vs. unaltered animals.

6.3. CHIEF RESILIENCY AND FLOOD MITIGATION OFFICER

6.3.1. Request for Decision - Award for Flood Mitigation Land Assembly 2019-2024 Request for Proposal

Bob Jenkins presented the Request for Decision for the Award for Flood Mitigation Land Assembly 2019-2024 Request for Proposal. He advised that he presented this RFD to ensure that there is no conflict of interest on this award. He further advised that the proponent ratings were summarized in the RFD, and one advantage that Scott Land and Lease had over the other proponents was a good knowledge of the valley as well as their overall cost. In response to a question from Council, B. Jenkins clarified that he is employed by the Darwin Durnie Consulting Corporation. He advised that the award for flood mitigation land assembly would encompass work such as the identification of properties that may be affected by flood mapping, required rights of way or easements, and negotiation with landowners, be they privately owned, indigenous lands, government or railway owned property. Councillor Zariski asked if B. Jenkins could provide a timeline for physical work to commence. B. Jenkins responded that at this point he could not provide a timeline, as the federal funding for this work will not be provided up front, so it will be a matter of juggling work against cash flow.

M2019.332 Zariski, Lacher moved:

1. That the Council of the Town of Drumheller award the Land Services contract for the Drumheller Flood Mitigation and Climate Change Adaptation system initiative to Scott Land and Lease Ltd. effective December 11, 2019 to December 31, 2024, with the provision of a 2-year extension.
2. That Council authorize an initial appropriation of \$ 1,200,000.00 for the contracted land services and a further \$ 150,000.00 for advertisement and public engagement for the DRM Program.

Carried unanimously.

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- 6.4. DIRECTOR OF INFRASTRUCTURE SERVICES**
- 6.5. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**
- 6.6. MANAGER OF ECONOMIC DEVELOPMENT**
- 6.7. COMMUNICATIONS OFFICER**
- 6.8. REVIEW OF STRATEGIC PRIORITIES**
- 7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**
- 8. PUBLIC HEARING TO COMMENCE AT 5:30 PM**
- 9. PUBLIC HEARING DECISIONS**
- 10. UNFINISHED BUSINESS**
- 11. NOTICE OF MOTION**
- 12. COUNCILLOR REPORTS**
- 13. IN-CAMERA MATTERS**
- 14. ADJOURNMENT**

M2019.335 Garbutt, Zariski moved to adjourn the meeting at 6:03 pm.
Carried unanimously.

Deputy Chief Administrative Officer

Deputy Mayor



**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

**December 16, 2019 at 5:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4**

PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Jay Garbutt

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

COMMUNICATIONS OFFICER:

Julia Fielding

MANAGER OF ECONOMIC DEVELOPMENT:

Sean Wallace

RECORDING SECRETARY:

Libby Vant

ABSENT:

COUNCIL:

Kristyne DeMott

Lisa Hansen-Zacharuk

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 5:55 pm.

2. CAO

3. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

3.1 Utility Rate Bylaw 18.19 - second and third readings

B. Miller presented the Utility Rate Bylaw 18.19 for second and third readings. She advised that this bylaw reflects an increase of 5% for the water rates and 2% for the wastewater rates; these increases follow the Town's utility rate model. B. Miller further

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December 16, 2019

advised that the intention of these rates is to be able to collect revenues that cover the Town's annual utility expenses and full amortization costs, which would allow the Town to save for future utility replacement and maintenance costs. In response to a question from Council, B. Miller advised that the proposed rates represent an increase of \$ 2.39 per month for the average household. Discussion took place on the potential for the utilities to be self funded in future through rate recovery and on the new provincial Lead Services regulations.

M2019.SP01 Garbutt, Zariski moved second reading of Utility Rate Bylaw 18.19.
Carried unanimously.

M2019.SP02 Lacher, Zariski moved third and final reading of Utility Rate Bylaw 18.19.
Carried unanimously.

3.2 Request for Decision - 2020-2023 Operating Budget - Utility Supported

B. Miller presented a Request for Decision for the 2020–2023 Operating Budget Utility Supported for Council approval. This budget was reviewed by Council at the December 9, 2019 Regular Council Meeting.

M2019.SP03 Lacher, Garbutt moved to adopt the 2020-2023 Utilities Supported Operating Budget as presented.
Carried unanimously.

3.3 Request for Decision - Service Fee Schedule 2020

B. Miller presented a Request for Decision for the 2020 Service Fee Schedule. Discussion was held on fees for criminal record checks, the potential for reduced pet license fees for rescued animals, and recreation user fees.

M2019.SP04 Zariski, Garbutt moved to adopt the 2020 Service Fee Schedule as presented.
Motion withdrawn.

M2019.SP04 Garbutt, Zariski moved to table the 2020 Service Fee Schedule.
Carried unanimously.

4. ADJOURNMENT

M2019.SP05 Lacher, Makowecki moved to adjourn the meeting at 6:44 pm.
Carried unanimously.

Chief Administrative Officer

Mayor



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	DEVELOPMENT OFFICER DESIGNATION CHANGE DUE TO VACANCY
DATE:	January 2, 2020
PRESENTED BY:	Darryl E. Drohomerski, C.E.T.

SUMMARY

Development Officer Tracy Breese ceased her employment as the Town of Drumheller Development Officer in December 2019. The Municipal Government Act Division 3 Planning Authorities, Development Authority states:

Section 624(1) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.

(2) A development authority may include one or more of the following:

- (a) a designated officer;*
- (b) a municipal planning commission;*
- (c) any other person or organization.*

Until Ms. Breese’s successor is hired and begins employment with the Town, an interim measure must be implemented.

With this situation in mind and in order to comply with the Municipal Government Act Designated officers:

Section 210(5) a chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

(b) the position of designated officer is vacant

Therefore, in the interim, the powers, duties and functions of the Development Officer will fall to the Chief Administrative Officer until the new Development Officer is installed.

RECOMMENDATION:

That Council remove Tracy Breese as the Council appointed Development Officer, effective January 6, 2020, and appoint the Chief Administrative Officer as the designated officer until such time that the Development Officer position is filled.

STRATEGIC POLICY ALIGNMENT:

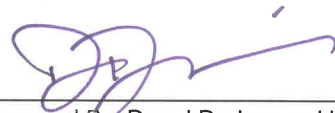
Good governance and compliance with the Municipal Government Act.

MOTION:

That Council remove Tracy Breese as the Council appointed Development Officer, effective January 6, 2020, and appoint the Chief Administrative Officer as the designated officer until such time that the Development Officer position is filled.



Prepared By: Libby Vant
Senior Administrative Assistant



Approved By: Darryl Drohomerski
Chief Administrative Officer



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Request for Relief of Utility Consumption Account No. 022 0050504 000
DATE:	November 28, 2019
PRESENTED BY:	Barbara Miller, CPA, CGA, CLGM
ATTACHMENT:	Letter of Request from Rate Payer

SUMMARY

The owner of Utility Account No. 022 0050504 000 has requested a refund to be applied against the significant utility charges incurred during July and August 2019, due to large volumes of water lost as a result of a service line break.

BACKGROUND

On November 22, 2019, a formal request for relief of costs incurred as a result of the leak was received by Town Administration (a copy of which has been attached).

A review of the account shows that the May and June invoices both indicated that that a continuous leak had been detected.

Consumption and related costs for May to September are as follows:

Month	Consumption (m3)	Water Consumption charges	Wastewater Consumption Charges
May	408	766.02	700.23
June	402	754.75	689.93
July	2412	4,528.53	4,139.57
August	2117	3,974.67	3,633.28
September	233	437.46	399.88

RECOMMENDATION:

Administration recommends that Council deny the request for relief of costs incurred as has been the past and current practice.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Water and wastewater treatment processes are highly regulated and potable water is costly to produce. Despite the water being a loss to the owner, costs were incurred by the utility department to treat and distribute the volume and as a result, although an infrequent occurrence, to date, the Town has been unwavering with regards to denying any requests received for refund against large volumes of water consumed as a result of a leak.

For example, following are a few losses experienced by other commercial properties where no relief was granted:

Month	Consumption (m3)	Average Consumption
2019 March	406	8.00
2018 Dec	915	60.00
2014 Dec	642	7 (prior month)
2013 Jan	2150	
2011 Dec	3538	

In addition to commercial properties, residential property owners who have been billed for significant consumption volumes due to frozen pipe breaks or leaky toilets are also routinely denied billing relief.

In most cases, providing that the rate payer enters into a monthly payment arrangement, the monthly interest penalty will be waived in order to provide a means to assist with managing what can be a large and sometimes unexpected amount due.

Options

Possible options in response to this request include:

- deny the request in entirety
- grant partial relief
- grant full relief of consumption over and above the months average

Benefits

Benefits to granting full or partial relief include a happy rate payer.

Disadvantages

Granting full or partial relief would negatively affect the operating results of the utility department where costs were incurred to treat and distribute the potable water that was recorded and billed.

Granting full or partial relief opens the door for future relief requests making it difficult to apply relief fairly and equitably without policy guidance.

Request for Decision
Page 2

Granting full or partial relief may be seen as preferential treatment to those who have been denied relief in the past.

FINANCIAL IMPACT:

Any relief granted would negatively affect the utilities operating budget which routinely operates in a deficit position.

STRATEGIC POLICY ALIGNMENT:

Good financial management

COMMUNICATION PLAN:

The decision of Council will be communicated in writing to the affected rate payer.

MOTION: Councillor _____

Moves to deny the request for utility billing relief from the owner of Account No. 022 0050504 000.

Seconded: _____

Barbara Miller

Prepared By: _____



Approved By: Darryl Drohomerski
Chief Administrative Officer

Account #: 022 0050504 000

Service Address: 500 North Dinosaur Trail

Water Leak Description and Concerns

This past summer (2019) we experienced a significant loss of water via an underground leak that went undetected for an unusual period of time due to the fact that the leak did not surface. We remain unsure as to why such a large volume of water would show no signs on the surface, whether it found its way into an old mineshaft or a previously emptied aquifer is undetermined.

The first mention of a continuous leak being detected on our monthly utilities invoice came early June (May billing), and again the next month, however with the variable nature of our business in the spring months the increase in usage gave no cause for alarm. In addition, looking back to invoices for May and June 2018 we noted that they also reported a continuous leak even though there was essentially no impact on usage at that time. Fast forward to August and we receive the invoice for July with an increase of \$7000 from July 2018 (a difference of 1,843 cubic meters compared to the 569 that were used in 2018). This of course was shocking considering we had no physical signs of any leak.

Through a process of trial and error we pressure tested all of the lines coming from the service until we were able to isolate the section that was leaking, dig it up and abandon it. This was completed August 17th, unfortunately by that time we had already lost approximately another \$5000 worth of water (an increase of 1600 cubic meters from August 2018).

Due to the unfortunate circumstances that led to a leak of this magnitude going unnoticed as long as it did, and the fact that it did not enter the Town of Drumheller's sewage system, it is our hope that we can recoup these costs.

Thank you for considering our request, and please feel free to contact me for follow up discussion or any questions that may arise.



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	NON-RESIDENTIAL DEVELOPMENT TAX INCENTIVES
DATE:	December 5, 2019
PRESENTED BY:	Sean Wallace, Manager of Economic Development
ATTACHMENTS:	<ul style="list-style-type: none"> - Non-residential Development Incentive Bylaw 19.19 to repeal: <ul style="list-style-type: none"> i - Non-residential Development Incentive Bylaw 17.18 ii - Existing Vacant Non-Residential Building Bylaw 22.18 - Commercial Development Incentive Policy C-09-19 - New Business Vacant Building Incentive Policy C-10-19 - Section 364.2 of the MGA.

SUMMARY:

On June 7, 2019, the newly elected Alberta Government amended the Province’s Municipal Government Act (MGA) to allow municipalities the ability to offer property tax abatements, as an incentive, for up to fifteen years. The reasoning behind the decision is that it makes Alberta municipalities more competitive. The Amendment resides under Section 364.2 of the MGA.

Due to the inherent risks of offering long-term incentive programs in municipalities, it will be important to base property tax abatements on a discernable “return on investment”, and for every dollar of tax abatement offered, a positive return back into the local economy should be evidenced.

Since the previous tax incentive policy and Bylaws 17.18 and 22.18 were written under Section 347 of the MGA, a new tax incentive bylaw must be passed denoting Section 364.2 of the MGA, which gives Council the powers to abate property tax per the new conditions.

RECOMMENDATION:

That Council approve the “Non-residential Development Incentive Bylaw 19.19” as a requirement of the MGA and accompanying schedules denoted as the “Commercial Development Incentive Policy” and the “New Business Vacant Building Incentive Policy.” Council shall also repeal Bylaws 17.18 and 22.18.

FINANCIAL IMPACT:

In terms of Town revenues, the financial impact is as follows:

- for every year we offer a tax abatement for new developments it will be two years before we realize positive revenue (i.e. for a 4 year tax abatement, the Town would not be in positive revenue position for 8 years).

- in terms of a return on investment based on direct, indirect and induced gains from development and salaries, the results are virtually immediate and measurable.

STRATEGIC POLICY ALIGNMENT:

Good governance and Economic Development Task Force recommendations.

COMMUNICATIONS STRATEGY:

To compete with other Alberta municipalities vying for the same opportunities, Drumheller is focusing on Economic Development as a priority. Developing incentive policies that are competitive is paramount. The incentive policies are written to provide a discernible ability to measure a “return on investment” to ensure value for the Town, local economy and the community. The new incentive policies will be communicated in all investment and business attraction marketing collaterals, the Economic Development portion of the Town website as well as through a media release.

MOTION NUMBER 1: Councillor _____

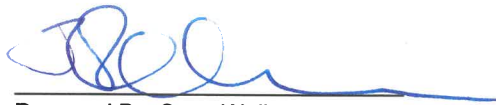
That Council repeal Bylaws 17.18 and 22.18.

Seconded: _____

MOTION NUMBER 2: Councillor _____

That Council resolves to adopt the Non-residential Development Incentive Bylaw 19.19, and Schedule A, denoted as “Commercial Development Incentive Policy C-09-19,” and Schedule B, denoted as the “New Business Vacant Building Incentive Policy C-10-19.”

Seconded: _____



Prepared By: Sean Wallace
Manager of Economic Development



Approved By: Darryl E. Drohomerski
Chief Administrative Officer

TOWN OF DRUMHELLER

BYLAW NUMBER 19.19

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

WHEREAS pursuant to the provision of *Section 364.2 of the Municipal Government Act, RSA 2000, Chapter M-26* and amendments thereto, the Council of the Town of Drumheller deems it expedient to provide for a Bylaw for the purposes of implementing "Non—Residential Development Incentive Programs".

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

1. This Bylaw may be referred to as the "Non-Residential Development Incentive Programs" Bylaw.
2. Minimum Qualifying Criteria and Property Tax Abatements and/or Reductions are outlined per Council Policies attached hereto and outlined in Schedules A & B.
3. The tax cancellation applies to the municipal portion of property taxes only.
4. The Bylaw and corresponding non-residential tax abatements and/or reductions policies may be amended from time to time by resolution of Town Council.
5. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS _____ DAY OF _____, 20____

READ A SECOND TIME THIS _____ DAY OF _____, 20____

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER

BYLAW NUMBER 17.18

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

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

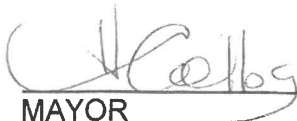
NOW THEREFORE, be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, duly enacts as follows:

1. This Bylaw may be referred to as the "Non-Residential Development Incentive Program" Bylaw.
2. Minimum Qualifying Criteria and Property Tax Reduction are outlined in Schedule "A" (Policy Statement) attached which forms part of this Bylaw.
3. The tax cancellation applies to the municipal portion of property taxes only.
4. The Bylaw and Schedule A may be amended from time to time by resolution of Town Council.
5. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS 26th DAY OF November, 2018

READ A SECOND TIME THIS 18th DAY OF March, 2019.

READ A THIRD TIME AND PASSED THIS 18th DAY OF March, 2019.


MAYOR


CHIEF ADMINISTRATIVE OFFICER



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-04-18 SCHEDULE A TO BYLAW 17.18

NON RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM

THE PURPOSE OF THIS POLICY IS TO:

The purpose of this policy is to encourage new business development and / or business expansion within the Town of Drumheller.

POLICY STATEMENT

1. The Tax cancellation applies to the municipal portion of property taxes only.
2. Developments must conform to the Land Use Bylaw and all other applicable regulations and permits.
3. Property owners must submit a written letter of application to Council requesting the tax rebate. Letter of applications will be provided with the approved development permits.
3. Subject to Council having to approve the tax cancellation on each affected property or development on a yearly basis, the period of tax cancellation shall be one (1) year for new construction . There will be a maximum ceiling of \$25,000.00 tax cancellation per qualifying new development or new occupancy.
5. Additions, expansions or renovations are only eligible if the assessed value of the new improvement is greater than or equal to \$50,000 more than the previous improvement assessment, not including land assessment.
6. Tax rebate shall be granted for the tax year immediately following completion of construction. The Tax rebate shall be applied to the property tax account prior to tax notices being sent out.
7. All eligible development must be of a permanent nature.
8. Failure by the applicant to comply with any of the regulations herein will result in disqualification of the applicant from the program.
9. Council will not consider any type of residential or land assessment.

10. The property tax cancellation applies only for the new construction or renovations and does not apply to existing assessment on any property.

Date: March 18, 2019



Chief Administrative Officer



Mayor of Drumheller

**TOWN OF DRUMHELLER
BYLAW NUMBER 22.18**

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING A NON RESIDENTIAL TAX INCENTIVE PROGRAM FOR OWNERS OF EXISTING NON-RESIDENTIAL VACANT BUILDINGS WITHIN THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 347 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller deems it expedient to provide for a Bylaw for the purpose of implementing a “Non Residential Tax Incentive Program for Owners of Existing Non Residential Vacant Buildings”;

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

1. This Bylaw may be referred to as the “Existing Vacant Non-Residential Building” Bylaw.
2. The non residential building must have been vacant for a minimum of one (1) year.
3. The business must remain active for a minimum of one (1) year. The tax cancellation applies to the municipal portion of property taxes for non-residential assessment only, and will be applied the following tax year.
4. The tax cancellation applies upon proof of startup of a new business.
5. There will be a maximum ceiling of \$5,000.00 tax cancellation per qualifying new business.
6. Business owners must submit a written letter of application to Council requesting the tax rebate.
7. The Bylaw may be amended from time to time by resolution of Town Council.
8. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS 10th DAY OF December, 2018

READ A SECOND TIME THIS 18th DAY OF March, 2019.

READ A THIRD TIME AND PASSED THIS 18th DAY OF March, 2019.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

COUNCIL POLICY #C-09-19

COMMERCIAL DEVELOPMENT INCENTIVE POLICY

PURPOSE

The purpose of this policy is to encourage new business development and / or business expansion within the Town of Drumheller.

DEFINITIONS:

1. Any construction of a **new** commercial building for the purposes of establishing a business;
2. Any **new** construction pertaining to the expansion of an existing business;
3. Any business that is subject to commercial taxation. Home based businesses and businesses subject to grants in lieu are excluded;
4. The Incentive is based on a **"Return on Investment"** which takes into consideration direct, indirect and induced gains as a percentage of the Municipality's abatement of taxes for the period of the Incentive.

POLICY STATEMENT

1. The Incentive applies to the Municipal portion of property taxes only;
2. Developments must conform to all Municipal Bylaws and Policies, the Laws of Canada and the Laws of Province of Alberta;
3. Property owners must submit a "Non-Residential Development Incentive Application" to the attention of the Manager of Economic Development;
4. The maximum amount of the Incentive will be based on the "Return on Investment" subject to the provisions of **Section 364.2 of the Municipal Government Act RSA 2000 Chapter M-26**;
5. Additions, expansions or renovations are only eligible if the assessed value of the new improvement is greater than or equal to \$50,000 more than the previous improvement assessment, not including land assessment, and has a demonstrable "Return on Investment";
6. The Incentive shall be granted for the tax year immediately following completion of construction. The Incentive shall be applied to the property tax account prior to tax notices being sent out.
7. All eligible development must be of a permanent nature;

8. Failure by the applicant to comply with any of the clauses herein or comply with the conditions of the Incentive Agreement may result in dissolution of the Incentive Agreement with the applicant;
9. The Incentive applies only for the new construction or renovations and does not apply to existing assessment on any property;
10. The Incentive may be transferred in the event of a new property owner up until the expiry date of the Incentive Agreement;
11. In the case of new construction for expansions; the property owner must not be in property tax arrears or owe the Town of Drumheller any funds to qualify for the Incentive;
12. The level of Incentive will be based on the merits of the development and will include considerations such as number of employees, anticipated number of net new positions added over the incentive period, cost of development, percentage of local content (local contractors, services, suppliers & labour);
13. Applicants must agree to provide the Town of Drumheller with information on a yearly basis for those applicants receiving more than a one-year incentive. Types of information include number of employees and local content levels to ensure compliance with the Incentive Agreement.

Council Determinations:

14. Council reserves the right to accept or refuse any Incentive Application;
15. Council reserves the right to provide full or partial tax exemption based on the "Return on Investment" over the Incentive period;
16. Council reserves the right to cancel, limit, or reduce any Incentive Agreement if conditions of the Incentive Agreement are not met per ***Section 364.2 of the Municipal Government Act RSA 2000 Chapter M-26;***
17. Council reserves the right to increase the level of any Incentive Agreement if conditions of the Incentive Agreement change due to expansion per ***Section 364.2 of the Municipal Government Act RSA 2000 Chapter M-26.***

ROI Calculations

Combined Annual Income of Employees _____

Combined Local Content Spending 48%

Municipal Investment
(Cost of Tax Cancellation) _____

ROI: Dollar \$ _____

Positive Position: _____ Year(s)

Incentive Agreement Approved by Council: Yes/No

Incentive Start Date: _____

Incentive End Date: _____

Incentive Agreement Signed with Applicant: Yes/No

Example 1:

Combined Annual Income of Employees: \$60,000,000 (200 Employees) over 5 years

Local Content Spending: 48% - \$28,800,000

Municipal Investment: \$2,500,000 (5 Year Abatement)

Town Positive Position: 10 Years

ROI: \$11.52 spent in local economy for every \$1.00 of property tax abatement.

Example 2:

Combined Annual Income of Employees: \$105,000 (3 Employees) over 1 year

Local Content Spending: 48% - \$50,400

Municipal Investment: \$2,900 (1 Year Abatement)

Town Positive Position: 2 Years

ROI: \$5.75 spent in local economy for every \$1.00 of property tax abatement.

SCHEDULE "B"

COUNCIL POLICY #C-10-19

NEW BUSINESS VACANT BUILDING INCENTIVE POLICY

PURPOSE

The purpose of this policy is to stimulate new business growth by utilizing existing vacant buildings and commercial spaces.

1. DEFINITIONS:

- 1.1 Any business that has never had a business license in the Town of Drumheller;
- 1.2 Any business that occupies a vacant building within the Town of Drumheller;
- 1.3 A licensed homebased business that moves to a commercial space or occupies a vacant building;
- 1.4 Homebased businesses are ineligible.

2. GENERAL POLICY:

- 2.1 Shall apply only to businesses starting up in a vacant building or commercial space, which has been vacant for at least 6 months;
- 2.2 Available to businesses that have purchased a vacant building. The Incentive will not come into effect until business activity begins;
- 2.3 In the case of multi-tenant buildings, the rented space will be calculated as a proportionate share of taxes based on a total rentable square footage of the building compared to the newly rented area;
- 2.4 If in a rented building, the owner of the building has to make an application for the incentive and sign an Incentive Agreement. The owner of the building must also provide verification that the benefit of the incentive is being passed on to the tenant as a clause or amendment in the tenant's lease agreement;
- 2.5 The Incentive will terminate on the date that the business ceased operations, whether in a privately owned premises or rented, taxes become payable pro-rated for every day during the year the business **is not** in operation;
- 2.6 No one building will be able to access this Incentive more than four (4) times during the course of its existence;
- 2.7 In order to qualify for the Incentive, property taxes must be current;
- 2.8 Council reserves the right to approve each Incentive individually and has the option to expand or limit the Incentive on a case-by-case basis;

3. TIMING OF INCENTIVES:

- 3.1 The Incentive will be applied as follows:
 - 3.1.1 50% of the current years municipal taxes to a maximum of \$2000;
 - 3.1.2 25% of municipal taxes in following year to a maximum of \$1000;
 - 3.1.3 Full taxation.
- 3.2 Incentives will commence in the year the business opens for its first day of business. If taxes were paid in full, the property owner will only receive 50% of taxes rebated from time of opening until calendar year-end.

4. Council Determinations:

- 4.1 Council reserves the right to accept or refuse any Incentive application;
- 4.2 Council reserves the right to provide a full or partial incentive;
- 4.3 Council reserves the right to cancel, limit, or reduce any Incentive if conditions of the Incentive are not met per ***Section 364.2 of the Municipal Government Act RSA 2000 Chapter M-26;***
- 4.4 Council reserves the right increase the level of any Incentive if conditions of the Incentive change due to expansion per ***Section 364.2 of the Municipal Government Act RSA 2000 Chapter M-26;***

(9) Where a designated officer refuses to grant an exemption or deferral, a written notice of the refusal must be sent to the applicant stating the reasons for the refusal and the date by which any complaint must be made, which date must be 60 days after the written notice of refusal is sent.

(10) An exemption or deferral granted under a bylaw under this section remains valid, subject to subsection (8) and the criteria and conditions on which it was granted, regardless of whether the bylaw is subsequently amended or repealed or otherwise ceases to have effect.

(11) Despite subsections (2) to (10), a council may enter into an agreement with the owner of a brownfield property

- (a) exempting, either fully or partially, the brownfield property from taxation under this Division, or
- (b) deferring the collection of tax under this Division on the brownfield property.

(12) The agreement must specify

- (a) the taxation years to which the exemption or deferral applies, which must not include any tax year earlier than the one in which the agreement is entered into,
- (b) the conditions on which the exemption or deferral is granted, and
- (c) the consequences, rights and remedies arising in the event of any breach.

(13) Before voting on a resolution to enter into an agreement referred to in subsection (11), a council must hold a public hearing with respect to the proposed agreement in accordance with section 230 after giving notice of it in accordance with section 606.

2016 c24 s58

Tax incentives for non-residential property

364.2(1) In this section,

- (a) “deferral” means a deferral under this section;
- (b) “exemption” means an exemption under this section;
- (c) repealed 2019 c21 s2.

(2) A council may, by bylaw, for the purpose of encouraging the development or revitalization of properties in an assessment class specified in section 297(1)(b) or (d) for the general benefit of the municipality, provide for

- (a) full or partial exemptions from taxation under this Division for property in one or both of those assessment classes, or
 - (b) deferrals of the collection of tax under this Division on property referred to in clause (a).
- (3)** A bylaw under subsection (2)
- (a) must set criteria to be met for property to qualify for an exemption or deferral,
 - (b) must establish a process for the submission and consideration of applications for an exemption or deferral,
 - (c) must not provide for an exemption or deferral to have effect in respect of a property for more than 15 consecutive taxation years, but may, if the council considers it appropriate, provide for subsequent exemptions or deferrals of 15 consecutive taxation years or less to be applied for and granted in respect of the property, and
 - (d) if the bylaw provides for any person other than the council, including a designated officer, to refuse to grant an exemption or deferral or to cancel an exemption or deferral, must establish a process for applications to the council for the review of those decisions and must specify the period of time within which the application must be made.
- (4)** If after reviewing an application the municipality determines that the property meets the requirements for a full or partial exemption or for a deferral, the municipality may grant the exemption or deferral.
- (5)** An exemption or deferral must be granted in a written form that specifies
- (a) the taxation years to which the exemption or deferral applies, which must not include any taxation year earlier than the taxation year in which the exemption or deferral is granted,
 - (b) in the case of a partial exemption, the extent of the exemption, and
 - (c) any condition the breach of which will result in cancellation under subsection (6) and the taxation year or years to which the condition applies.

(6) If at any time after an exemption or deferral is granted under a bylaw under this section the municipality determines that the property did not meet or has ceased to meet a criterion referred to in subsection (3)(a) or that a condition referred to in subsection (5)(c) has been breached, the municipality may cancel the exemption or deferral for the taxation year or years in which the criterion was not met or to which the condition applies.

(7) Where a municipality refuses to grant or cancels an exemption or deferral, the municipality must send a written notice to the applicant stating the reasons for the refusal or cancellation and, if a review of the decision is available under subsection (3)(d), the date by which any application for that review must be made.

(8) Where a municipality grants or cancels an exemption or deferral in respect of designated industrial property, the municipality must notify the provincial assessor and provide any other information requested by the provincial assessor respecting the exemption, deferral or cancellation.

(9) Subject to subsection (6), any order referred to in section 127(1.1) and the criteria and conditions on which an exemption or deferral was granted, the exemption or deferral remains valid regardless of whether the bylaw under which it was granted is subsequently amended or repealed or otherwise ceases to have effect.

2019 c6 s7;2019 c21 s2

Judicial review of decision under section 364.2

364.3(1) Where a decision made under a bylaw under section 364.2 in respect of an exemption or deferral is the subject of an application for judicial review, the application must be filed with the Court of Queen's Bench and served not more than 60 days after the date of the decision.

(2) No councillor, designated officer or other person who makes a decision under a bylaw under section 364.2 is liable for costs by reason of or in respect of a judicial review of the decision.

2019 c6 s7

Licensed premises

365(1) Property that is licensed under the *Gaming, Liquor and Cannabis Act* is not exempt from taxation under this Division, despite sections 351(1)(b) and 361 to 364.1 and any other Act.

(2) Despite subsection (1), property listed in section 362(1)(n) in respect of which a licence that is specified in the regulations has been issued is exempt from taxation under this Division.

RSA 2000 cM-26 s365;2016 c24 s59;2017 c21 s28

STOREFRONT ENHANCEMENT POLICY**Purpose**

This incentive is to encourage local business to enhance their storefront by modernizing and improving appearance. Primary objectives are:

- I. To make available grant funding to local business owners thus reducing the financial burden of improvements;
- II. To incent business owners to enhance their storefronts;
- III. To continue beautification activities prescribed under the Tourism Corridor Bylaw;
- IV. To add value to our community by making improvements and fostering community pride.

1. Application Process

The Economic Development Advisory Committee (EDAC) will review all funding requests and grant a final decision on each application. Applicants who do not meet the criteria may be considered on a special application basis to be evaluated by EDAC.

2. Eligibility Criteria

Business owners may receive funding under the Storefront Enhancement Grant, providing that the following eligibility guidelines are met:

- 2.1 The business owner must fill out an application form available at the Town Office or online;
- 2.2 The business owner must submit with their application a set of plans or sketches which define the construction, alterations or remodeling being proposed and a development permit and/or building permit as required;
- 2.3 Business must NOT be in tax arrears;
- 2.4 All costs must have been incurred within the timelines set forth in this Grant.

3. Eligible Costs

- 3.1 Construction & Labour costs associated with items 3.2, 3.3, 3.4 and 3.5;
- 3.2 New Canopies or Lighting;
- 3.3 Paint or other exterior surfacing excluding tin;
- 3.4 Permanent Exterior Signage;
- 3.5 Replacement of windows and doors may be eligible if the replacement is an enhancement over the existing.

4. Ineligibility

- 4.1 Failure to provide all necessary information as requested in the application form;
- 4.2 Previous recipient of the Grant.

5. Ineligible Costs

- 5.1 Rooftop improvements (shingles, tin, air conditioner, soffits, etc.);
- 5.2 Consultations or conceptual drawings;
- 5.3 Costs associated with general or routine maintenance;
- 5.4 Costs associated with demolitions;
- 5.5 Costs associated with improvements other than to the storefront.

6. Level of Assistance

The Town of Drumheller will allocate grant money under this policy on an annual basis. In no case will the Town:

- 6.1 Fund more than 50% of the renovation costs;
- 6.2 Fund more than \$5,000 of the costs associated with the renovations to any one business;

7. Funding Disbursement

The total amount of funds allocated will be at the discretion of Council.

The Town of Drumheller will issue payment once proof of the enhancements have been provided (i.e. original invoices for completed work along with proof of payment).

8. Timeline

The Grant is effective for one (1) year from the date of application approval.

2020 STOREFRONT ENHANCEMENT GRANT APPLICATION

General:

Date of Application: _____

Name of Applicant: _____

Name of Business: _____

Mailing Address: _____

Email Address: _____ Ph #: _____

Business Location:

Street Address of Building: _____

Legal Description of Property: Lot _____ Block _____ Plan: _____

Are you the Owner of the Building or Tenant of the Building: _____

Note: If you are a tenant you must provide written documentation from the owner stating they approve of the proposed improvements.

Design Proposal:

Attachments:

- a) A description of the proposed storefront development;
- b) Plan or detailed sketches of the proposed storefront development;
- c) Projected timeframe for completion of project.

Finances:

1. Amount of funding requested: _____

2. Anticipated total project cost: _____

Other:

Do you wish to provide any other information, which may assist us in processing your application (Applicants may attach additional information if more space is required)?

CERTIFICATION:

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete:

Applicant's Signature

Applicant Name (please print)

Please email completed application form to economicdevelopment@drumheller.ca or hand deliver or mail to Town Hall, 224 Centre Street, Drumheller, AB T0J 0Y4.

Checklist for Payment

- Original** Copies of Invoices
- Photo of Completed Work
- Proof of Payment (Cancelled Cheques, original receipts, Etc.)



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Establishment of the Downtown Area Revitalization Advisory Committee (DARAC)
DATE:	Dec. 31, 2019
PRESENTED BY:	Sean Wallace
ATTACHMENT:	DARAC Terms of Reference

SUMMARY:

On November 18, 2019, the Town of Drumheller awarded *O2 Planning & Design* the Downtown Area Revitalization Plan contract. As part of the plan development, it is recommended that an advisory committee be formed to provide input, advice and act as a champion for the project. Establishing an advisory committee of citizens and representatives of organizations with vested interests in improving Drumheller's Downtown will be an important component of developing an attainable Downtown Area Revitalization Plan.

The Committee shall be active for the duration of the consultation period. Once the Consultant's report is released to the Town, the responsibility for implementation will transition to the Economic Development Advisory Committee.

RECOMMENDATION:

That Council approve the establishment of the Downtown Area Revitalization Advisory Committee and the DARAC Terms of Reference.

FINANCIAL IMPACT:

The cost of the Committee will be limited to supplies and lunch expenses. It is estimated that the total cost will be approximately \$1,500 dollars over the lifetime of the Committee (10 to 12 months). The funds will come from the grant provided by the Provincial government. Approval for the expenditure will be made at the Administration level.

STRATEGIC POLICY ALIGNMENT:

This Committee is in alignment with the 2018/19 Strategic Business Plan – Economic Development Priorities and good governance.

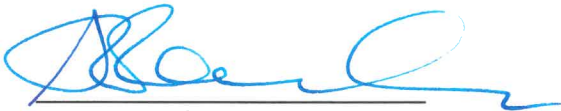
COMMUNICATIONS STRATEGY:

Establishing advisory committees on projects of importance to the community is a best practice in providing input and advice from organizations and citizens with experience. The formation of the Committee will be advertised on the Town Website, Facebook and local media outlets. The three citizen committee positions will be advertised and the four local business representative positions will be made by appointment.

MOTION: Councillor _____

That Council resolves to establish the Downtown Area Revitalization Advisory Committee and accompanying Terms of Reference.

Seconded: _____



Prepared By: Sean Wallace
Manager of Economic Development



Approved By: Darryl E. Drohomerski
Chief Administrative Officer

1.0 Enabling Legislation

The Municipal Government Act provides the Municipality with the authority to create advisory committees for specific purposes. The Town of Drumheller Council has deemed it advisable to establish the Downtown Area Revitalization Advisory Committee (DARAC).

2.0 Mandate and Responsibilities

- 2.1 The goal of the Downtown Area Revitalization Advisory Committee is:
 - 2.1.1 To monitor and influence the development Drumheller through collaboration with the Downtown Area Revitalization consultant to make Downtown Drumheller a more sustainable and attractive place to live, shop, work, and visit.

3.0 Lead Department

- 3.1 The Economic Development Department will be the lead for the Downtown Area Revitalization Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

- 4.1 The Downtown Area Revitalization Advisory Committee shall be comprised of up to seven (7) and no less than four (4) citizen appointments and one (1) member of Council. Council shall strive to appoint citizens from the following areas:
 - 4.1.1 Three (3) members of the Community on the basis of their knowledge or an interest in the Downtown;
 - 4.1.2 Four (4) members who own and / or run a business such as retail, bar / restaurant, and / or professional office in the defined Downtown area.

Staff Liaisons shall be responsible for contacting the following organizations/groups for member appointments to the Downtown Area Revitalization Advisory Committee:

- One (1) member of the Drumheller Chamber of Commerce;
- One (1) member of the Community Business Association;
- One (1) member of the Drumheller Rotary Club; and,
- One (1) member of the Millennial Committee.

#	Committee Members	Member Type
7	Citizen Representatives	Voting
1	Drumheller Chamber of Commerce Representative	Voting
1	Community Business Association Representative	Voting
1	Drumheller Rotary Club	Voting
1	Millennial Committee	Voting

#	Contributing Stakeholders	Member Type
1	Manager, Economic Development	Non-Voting
1	Administrative Assistant	Non-Voting
1	Chief Administrative Officer	Non-Voting
1	Director of Public Works	Non-Voting
1	Member of Council	Non-Voting
1	Mayor	Ex-officio

5.0 Member Qualifications

- 5.1 The following qualifications should be considered for appointing members to the Downtown Area Revitalization Advisory Committee:
 - 5.1.1 Downtown resident or Drumheller resident with keen interest in Downtown Development.
 - 5.1.2 Knowledge and/or interest in Downtown Revitalization strategies.
 - 5.1.3 Knowledge and/or interest in municipal policies and governance.
 - 5.1.4 Knowledge and/or interest in economic development.

6.0 Meeting Frequency and Schedule

- 6.1 The Downtown Area Revitalization Advisory Committee shall meet quarterly or as required.
- 6.2 The duration of the meeting shall be one-and-a-half (1.5) hours for each scheduled meeting date, from 11:30 a.m. to 1:00 p.m.