

Town of Drumheller COUNCIL MEETING AGENDA

Tuesday, April 14, 2020 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1. CALL TO ORDER

2. MAYOR'S OPENING REMARK

3. ADOPTION OF AGENDA

- 3.1. Agenda for the April 14, 2020 Regular Council Meeting

MOTION:

That Council adopt the agenda for the April 14, 2020 Regular Council Meeting with additions.

4. MINUTES

4.1. ADOPTION OF MINUTES

- 3** 4.1.1. Minutes for the March 19, 2020 Special Council Meeting

MOTION:

That Council approve the minutes for the March 19, 2020 Special Council Meeting as presented.

[Special Council - 19 Mar 2020 - Minutes](#)

- 4 - 6** 4.1.2. Minutes for the March 23, 2020 Special Council Meeting

MOTION:

That Council approve the minutes for the March 23, 2020 Special Council meeting as presented.

[Special Council - 23 Mar 2020 - Minutes](#)

- 7 - 8** 4.1.3. Minutes for the March 26, 2020 Special Council Meeting

MOTION:

That Council approve the minutes for the March 26, 2020 Special Council Meeting as presented.

[Special Council - 26 Mar 2020 - Minutes](#)

- 9 - 11** 4.1.4. Minutes for the March 30, 2020 Regular Council Meeting

MOTION:

That Council approve the minutes for the March 30, 2020 Regular Council Meeting as presented.

[Regular Council - 30 Mar 2020 - Minutes](#)

- 12 - 13** 4.1.5. Minutes for the April 2, 2020 Special Council Meeting

MOTION:

That Council approve the minutes for the April 2, 2020 Special Council Meeting as presented.

[Special Council - 02 Apr 2020 - Minutes](#)

14 - 19 **4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**
4.2.1. Minutes for the March 5, 2020 Municipal Planning Commission Meeting

MOTION:
That Council accept the minutes for the March 5, 2020 Municipal Planning Commission Meeting for information.
[Municipal Planning Commission Meeting - March 5, 2020 Minutes](#)

5. REPORTS FROM ADMINISTRATION

5.1. Emergency Operations Centre Update

MOTION:
That Council renew the declaration of the State of Local Emergency for 1200 hrs on April 15, 2020.

20 - 23 **6. CONSIDERATION OF BY-LAWS**

6.1. Bylaw 09.20 COVID-19 Financial Special Task Force

MOTION:
That Council give first reading to COVID-19 Financial Special Task Force Bylaw 09.20 as presented.
[COVID-19 Financial Special Task Force Bylaw 09.20](#)
[COVID-19 Financial Special Task Force - Terms of Reference](#)

7. CLOSED SESSION

7.1. Emergency Operations Centre Update

MOTION:
That Council close the meeting to the public to discuss emergency operations, per Section 18(1)(b), FOIP.

**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

March 19, 2020 at 7:00 PM

Emergency Coordination Centre, Public Works Building
702 Premier Way, Drumheller, AB



PRESENT:

MAYOR:

Heather Colberg (in-person)

COUNCIL:

Jay Garbutt (in-person)

Tony Lacher (via phone)

Fred Makowecki (in-person)

Tom Zariski (via phone)

Lisa Hansen-Zacharuk (via phone)

Kristyne DeMott (via phone)

**CHIEF RESILIENCY & FLOOD MITIGATION OFFICER/DIRECTOR OF EMERGENCY
MANAGEMENT/ACTING CAO:**

Darwin Durnie (in-person)

DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

Greg Peters (in-person)

CALL TO ORDER

Mayor Colberg called the meeting to order at 1903 hrs. Due to exigent circumstances Council convened a Special Council Meeting to consider the declaration of a State of Local Emergency.

Discussion was held regarding the need to implement a State of Local Emergency. Director Durnie presented a discussion matrix which identified issues and scoring of need. Following considerable discussion at 2013 hrs, Council considered the following motion.

SP2020.14 Moved that in the absence of CAO Drohomerski, Director Durnie is appointed acting CAO and that a State of Local Emergency should be declared for 1200 hrs on March 20, 2020 due to the COVID-19 pandemic.

FOR IMMEDIATE EFFECT UPON ADOPTION; CARRIED UNANIMOUSLY

Director of Emergency
Management/Acting CAO

Mayor

**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

March 23, 2020 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Jay Garbutt

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF RESILIENCY & FLOOD MITIGATION OFFICER:

Darwin Durnie

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

FINANCE MANAGER:

Elin Gwinner

TECHNICAL SERVICES MANAGER:

Reg Bennett

FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR:

April Harrison

INFORMATION OFFICER:

Michelle Tetreault

RECORDING SECRETARY:

Mike McLean

ABSENT:

Kristyne DeMott

Lisa Hansen-Zacharuk

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:31 p.m.

Special Council Meeting Minutes
March 23, 2020

2. ADOPTION OF AGENDA

Agenda for the March 23, 2020 Special Council Meeting.

SP2020.15 Moved by Lacher, Zariski that Council move to adopt the agenda for the March 23, 2020 Special Council Meeting as amended.

CARRIED UNANIMOUSLY

3. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

Minutes of the March 16, 2020 Regular Council Meeting.

SP2020.16 Moved by Garbutt, Zariski that Council move to adopt the Minutes of the March 16, 2020 Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

4. CHIEF RESILIENCY & FLOOD MITIGATION OFFICER

Terms of Reference for Steering and Technical Committees.

SP2020.17 Moved by Zariski, Lacher that the Council of the Town of Drumheller approve the proposed Terms of Reference for the Municipal Development Plan, Land Use Bylaw and Design Master Plan Steering Committee and the Municipal Development Plan, Land Use Bylaw and Design Master Plan Technical Committee and appoint Councillors Zariski and Lacher to the Municipal Development Plan, Land Use Bylaw and Design Master Plan Steering Committee.

CARRIED UNANIMOUSLY

Provision for the Services for the Development of the Municipal Development Plan, Land Use Bylaw and Flood Resiliency Design Master Plan

SP2020.18 Moved by Garbutt, Lacher that the Council of the Town of Drumheller award the contract for development of the Land Use Bylaw, Municipal Development Plan and Flood Resiliency Design Master Plan for the Town of Drumheller to 02 Planning and Design effective March 25, 2020 to December 31, 2020.

CARRIED UNANIMOUSLY

Special Council Meeting Minutes
March 23, 2020

Playgrounds

Director of Emergency Management/Acting CAO Durnie addressed concerns about the status of playgrounds.

5. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

Deferral of Utility Penalties and Appropriate Payment Schedule

SP2020.19 Moved by Makowecki, Garbutt that Council approve the deferral of utility payments for a period of 90 days with the potential of further concessions and direct administration to work with account holders to develop an appropriate re-payment schedule to coincide with provincial programs.

CARRIED UNANIMOUSLY

Deferral of Property Taxes and Appropriate Payment Schedule

SP2020.20 Moved by Lacher, Zariski that Council approve the implementation of the short-term Property Tax Preauthorized Payment Plan relief for qualifying ratepayers until June 1, 2020 and that the Town of Drumheller will work with these ratepayers to develop an appropriate payment schedule.

CARRIED UNANIMOUSLY

5. ADJOURNMENT

SP2020.21 Moved by Lacher, Makowecki that Council adjourn the meeting at 5:17 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor

**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

March 26, 2020 at 4:00 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Jay Garbutt

Tony Lacher

Fred Makowecki

Tom Zariski

DIRECTOR OF EMERGENCY MANAGEMENT/ACTING CAO:

Darwin Durnie

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

INFORMATION OFFICER:

Michelle Tetreault

RECORDING SECRETARY:

Mike McLean

ABSENT:

Kristyne DeMott

Lisa Hansen-Zacharuk

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:01 p.m.

2. ADOPTION OF AGENDA

Agenda for the March 26, 2020 Special Council Meeting.

Director of Emergency Management and Acting CAO Darwin Durnie spoke about the need for a continued declaration of a State of Local Emergency (SOLE) amid the worsening conditions of the pandemic.

Special Council Meeting Minutes
March 26, 2020

SP2020.22 Moved by Lacher, Garbutt that Council adopt the agenda for the March 26, 2020 Special Council Meeting.

CARRIED UNANIMOUSLY

3. CHIEF ADMINISTRATIVE OFFICER

State of Local Emergency Declaration.

SP2020.23 Moved by Makowecki, Zariski that Council declare a State of Local Emergency for 1200 hrs on March 27, 2020 due to the COVID-19 pandemic.

CARRIED UNANIMOUSLY

5. ADJOURNMENT

SP2020.24 Moved by Garbutt, Zariski that Council adjourn the meeting at 4:17 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor

**Town of Drumheller
COUNCIL MEETING
MINUTES**

March 30, 2020, 2020 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski (via phone)

RECORDING SECRETARY:

Mike McLean

ABSENT:

CALL TO ORDER

Mayor Colberg called the meeting to order at 4:32 p.m.

MAYOR'S OPENING REMARK

Mayor Colberg praised the efforts of the community in its response to the COVID-19 outbreak.

ADOPTION OF AGENDA

Agenda for the March 30, 2020 Regular Council Meeting.

M2020.107 Moved by Hansen, Makowecki that Council move to adopt the Agenda for the March 30, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY

Regular Council Meeting Minutes
March 30, 2020

CHIEF ADMINISTRATIVE OFFICER

Town of Drumheller-Wheatland County Intermunicipal Collaboration Framework

M2020.108 Moved by Hansen-Zacharuk, Makowecki that Council approve the Intermunicipal Collaboration Framework Agreement between the Town of Drumheller and Wheatland County as presented.

CARRIED UNANIMOUSLY

Town of Drumheller-Kneehill County Intermunicipal Collaboration Framework

M2020.109 Moved by Zariski, Lacher that Council approve the Intermunicipal Collaboration Framework Agreement between the Town of Drumheller and Kneehill County as presented.

CARRIED UNANIMOUSLY

Town of Drumheller-Special Areas Intermunicipal Collaboration Framework

M2020.110 Moved by Makowecki, Garbutt that Council approve the Intermunicipal Collaboration Framework Agreement between the Town of Drumheller and Special Areas Board as presented.

CARRIED UNANIMOUSLY

Town of Drumheller-Starland County Intermunicipal Collaboration Framework

M2020.111 Moved by Lacher, Zariski that Council approve the Intermunicipal Collaboration Framework Agreement between the Town of Drumheller and Starland County as presented.

CARRIED UNANIMOUSLY

Regular Council Meeting Minutes
March 30, 2020

REQUEST FOR DECISION REPORTS

Deferral of Business License and Recreation Fees

M2020.112 Moved by Garbutt, DeMott that Council approve the deferral of Business License Fees for a period of 90 days or the end of the Provincial State of Emergency, whichever is longer.

CARRIED UNANIMOUSLY

M2020.113 Moved by Makowecki, Lacher that Council direct administration to suspend the collection of monthly membership fees for those customers that chose automatic withdrawals for and extend memberships by the length of time the recreational facilities are to be closed.

CARRIED UNANIMOUSLY

ADJOURNMENT

M2020.114 Moved by Hansen-Zacharuk, Makowecki to adjourn the meeting at 5:01 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor

**Town of Drumheller
SPECIAL COUNCIL MEETING
MINUTES**

April 2, 2020 at 4:00 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:
Heather Colberg

COUNCIL:

Kristyne DeMott
Jay Garbutt
Lisa Hansen-Zacharuk
Tony Lacher
Fred Makowecki
Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski (via phone)

**DIRECTOR OF EMERGENCY MANAGEMENT/CHIEF RESILIENCY AND FLOOD
MITIGATION OFFICER:**

Darwin Durnie

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Mike McLean

ABSENT:

1. CALL TO ORDER

Mayor Colberg called the meeting to order at 4:00 p.m.

2. ADOPTION OF AGENDA

Agenda for the April 2, 2020 Special Council Meeting

SP2020.25 Moved by Garbutt, Makowecki that Council move to adopt the agenda for the April 2, 2020 Special Council Meeting as presented.

Special Council Meeting Minutes
April 2, 2020

2. CHIEF ADMINISTRATIVE OFFICER

State of Local Emergency Declaration.

SP2020.26 Moved by Zariski, Lacher that Council declare a State of Local Emergency for 1200 hrs on April 3, 2020 due to the COVID-19 pandemic.

5. ADJOURNMENT

SP2020.27 Moved by Makowecki, Garbutt that Council adjourn the meeting at 4:02 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday March 5, 2020**

Present: Darryl Drohomerski, CAO/Development Officer
Linda Taylor, Recording Secretary
Tom Zariski, Chair - Councillor/Member
Tony Lacher, Councillor/Member
Scott Kuntz, Member
Andrew Luger, Member
Ross Rawlasyk, Palliser Regional Municipal Services Representative – Planner

Absent: Sean Wallace, Economic Development Manager - Regrets
Sharon Clark, Vice Chair - Regrets
Shelley Rymal, Member - Regrets
Stacey Gallagher, Member - Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:08 pm

T. Zariski presented the Agenda for the March 5, 2020 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition - none

Deletion - none

Amendment - none

1.2 Acceptance of Agenda

Motion: - T. Lacher moved to accept the agenda for the March 5, 2020 meeting

Second: – S. Kuntz - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 February 13, 2020

Motion: S. Kuntz moved to accept the minutes of February 13, 2020

Second: – T. Lacher - Carried

2.2 Summary of Development Permits

Motion: A. Luger moved to accept the Summary of Development Permits for information only

Second: – S. Kuntz - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00239-18D – Development permit extension

D. Drohomerski presented Development Permit T00239-18D submitted by Applicant for an extension of an issued permit located at 900 9 Street SW, Drumheller on NE-9-3-29-20-W4. Zoning is M-2 – Medium Industrial District.

D. Drohomerski advised this development permit is for the construction of a softwall building on sea-cans to be used for truck parking and storage. The applicant was unable to complete the planned building due to the building products being unavailable. A 12 month extension is being requested.

Municipal Planning Commission discussed the application. MPC granted an extension to December 31, 2020.

Motion: S. Kuntz moved to extend the presented Development Permit T00239-18D submitted by Applicant for an extension of an issued permit located at 900 9 Street SW, Drumheller on NE-9-3-29-20-W4 until December 31, 2020 subject to the same conditions as noted;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
3. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Development shall conform to Alberta Building Codes and Fire Codes. Prior to occupancy confirmation from the Local Fire Authority that the building may be occupied for such purposes.
5. If the holder of the permit/property owner wishes to make any changes in the proposed development, occupancy or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
6. All necessary Safety Codes Permits (building, electrical, gas, plumbing and/or private sewage.) to be in place prior to any construction/installations.
7. Offsite levies to be paid as per the Off-site Levy Bylaw 31-98; when applying for the building permit.
8. External finished appearance of structure to the satisfaction of the development Officer/Municipal Planning Commission. Finish of the Sea-cans to complement the fabric structure.
9. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties
10. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
11. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications prior to installation.
12. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
13. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.
14. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
15. Over-weight/over dimensional permit from Road-Data 1-888-830-7623 must be issued prior to relocating structures within the municipality.

Second: A. Luger - Carried



3.2 T00011-20D – Applicant – Compliance certificate variance

D. Drohomerski presented Development Permit T00011-20D submitted by Applicant for rear yard set back variance located at 550 2 Avenue West, Drumheller on Plan 2193CC; Block 44; Lot E ½ 7 . Zoning is R1 – Residential District.

D. Drohomerski advised a variance to the rear yard set back to 5.6 meters is required to meet compliance.
R. Rawlusyk noted the front yard set back should also have a variance to 6.77 meters.

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve Development Permit T00011-20D submitted by Applicant for rear yard set back variance to 5.6 meters and a front yard set back variance to 6.77 meters located at 550 2 Avenue West, Drumheller on Plan 2193CC; Block 44; Lot E ½ 7.

Second: S. Kuntz – Carried.

3.3 T00012-20D – Applicant – Art gallery, giftshop, studio & teaching area

D. Drohomerski presented Development Permit T00012-20D submitted by Applicant for art gallery, giftshop, studio and teaching area located at 196 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 40. Zoning is DT – Downtown Transition District.

D. Drohomerski advised the applicant proposes to open an art gallery, giftshop, artist studio and teaching area in the front portion of the building/dwelling. Locals or tourist could come and create and take home a piece of art work home. The applicant will be living in the back of the dwelling. As a future use, a self contained food cart might be added.

Municipal Planning Commission discussed the application. Discussion use of the building/dwelling and on sign(s) and the appearance; as per the Town of Drumheller Land Use Bylaw 10-08;

"DT—Downtown Transition District

(h) Special Requirements

- 3. Secondary commercial developments may be approved to operate from within a residential building provided the development meets the following guidelines. (Secondary commercial developments are NOT considered home occupations.)*
- (f) Prior to approval of a secondary commercial activity, an inspection is required to be completed to ensure the mixed-use of the subject building complies with the Alberta Building Code.*
- (i) Signage is restricted to one sign per site with a maximum size of 0.9 m² (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer and shall be subject to a separate development permit application."*

The request for additional signs would require a sign permit application and the future food vendor cart would require an new development permit application at that time. A fire inspection is be added to the conditions.



DRUMHELLER

COMMUNITY SERVICES



Motion: T. Lacher moved to approve Development Permit T00012-20D submitted by Applicant for art gallery, giftshop, studio and teaching area with living quarters in the rear of the building/dwelling located at 196 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 40, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. **A Building permit is required for an inspection to be completed to ensure the mixed-use of the subject building complies with the Alberta Building Code.**
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. **Signage is restricted to one sign per site with a maximum size of 0.9 m² (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer and shall be subject to a separate development permit application.**
9. **Outside display of commodities or finished products requires permission from the Municipal Planning Commission, and this permission may be revoked at any time.**
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Annual Business License is required.

Second: A. Luger – Carried

3.4 T00232-18D – Development permit extension

D. Drohomerski presented Development Permit T00232-18D submitted by YYS Cannabis Group for an extension of an issued permit located at 600 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 9. Zoning is HWY C – Highway Commercial District.

D. Drohomerski advised this development permit is for the renovation and change of use of 210 square meters of space to retail cannabis store. The applicant was unable to complete the planned renovation. An extension is being requested.

Municipal Planning Commission discussed the application. MPC granted an extension to December 31, 2020.

Motion: S. Kuntz moved to extend the presented Development Permit T00232-18D submitted by Applicant for an extension of an issued permit located at 600 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 9 until December 31, 2020 subject to the same conditions as noted;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.



5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Development to conform to the AGLC requirements; confirmation must be provided to the Development Officer prior to commencement of business.
13. Annual Business License is required.

Second: A. Luger - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

Ryan Carriere - CEO:

Ryan is an experienced business executive with a strong background in strategic policy development, leadership and stakeholder engagement. Graduating from three separate Universities, he focused on environmental planning, project management and urban economics. For thirteen years he worked for the City of Lethbridge initiating planning and open space initiatives, executing award winning city wide master plans and eventually leading a corporate wide mentorship pilot program. In all of his work, Ryan brings a passion for learning, networking and creating win-win situations wherever he goes

Devin Diano - Senior Planner:

Devin joined Palliser Regional Municipal Services in May 2018. He graduated from the University of Lethbridge in December 2016 with a Bachelor of Arts degree, majoring in Urban and Regional Studies. Through university, he gained a strong background and understanding in both urban and regional planning principals, as well as planning legislation and processes in Alberta. Devin began his planning career at the City of Lethbridge where he worked in the planning department while completing his degree, and continued into a full-time role after graduation.

Cody Dale-McNair - GIS Coordinator

Cody joined Palliser in November 2019 as the GIS Coordinator. During his studies in Geography at the university of Lethbridge he worked summers with the municipality of Rockyford assisting in the village office and public works. After earning his degree in 2016, he worked as the Foreman/ GIS Developer for a vegetation management company in Drayton valley implementing a mobile mapping system to collect data and dispatch field crews. Cody's experience in GIS and customer service gives him the ability to provide exceptional mapping services to PRMS' shareholder-member municipalities.



DRUMHELLER

COMMUNITY SERVICES



Levi Hayworth - Junior Planner

Levi joined Palliser in February of 2020 as a Junior Planner. Levi has a double major in Digital Communications & Media and Urban Studies from the University of Calgary with a focus on sustainability. Throughout his academic career Levi focused on the built environment and how people move through space. He has experience working with NGO's and GO's looking at the effects of policy on the built environment, as well as working with the City of Calgary and City Planners on the development of the Green Line, participating in as well as conducting civic engagements and creating design renderings. Levi has experience working with the Federation of Calgary Communities where he worked hand in hand with the Chinatown Community Association and carried out public engagements and asset mapping to develop local Area Redevelopment Plans. Levi comes to us with a strong interdisciplinary background and knowledge of urban design, planning and policy.

5.0 OTHER DISCUSSION ITEMS

6.0 Next Meeting Date – March 26, 2020

7.0 Adjournment – Meeting adjourned T. Lacher
Second S. Kuntz Carried



Chairperson



Development Officer

Attachments: Agenda

TOWN OF DRUMHELLER

COVID-19 FINANCIAL SPECIAL TASK FORCE BYLAW NO. 09.20

A bylaw to establish a COVID-19 Financial Special Task Force.

WHEREAS Section 145 of the Municipal Government Act provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

AND WHEREAS Section 154 of the Municipal Government Act provides that the Mayor is a member of all council committees and all bodies to which council has the right to appoint members unless the council provides otherwise;

NOW THEREFORE the Municipal Council of the Town of Drumheller, duly assembled, enacts as follows:

Short title

1. This Bylaw may be referred to as the 'COVID-19 Financial Special Task Force Bylaw'.

Establishment

2. The COVID-19 Financial Special Task Force is established as a Special Task Force.

Composition

3. Council will appoint ten (10) voting members to the Special Task Force, including:
 - (a) two members of Council;
 - (b) two members of the Town of Drumheller staff;
 - (c) two members of the Drumheller Resiliency and Flood Mitigation Office staff; and
 - (d) two representatives of the local business community
 - (e) two representatives of the general public

Chairperson

4. The Special Task Force will elect a Chairperson and a Deputy Chairperson from among its voting members.
5. The Chairperson will preside at all Special Task Force meetings and decide all points of order that may arise. If the Chairperson is unable to perform the Chair's duties, the Deputy Chairperson will perform those duties.

AGENDA ITEM #6.1.

Quorum

6. A majority of voting members of the Special Task Force are required for quorum at a Special Task Force meeting

Procedure

7. The Special Task Force will follow the procedures set out in the Town's Procedural Bylaw.

READ A FIRST TIME this 14th day of April, 2020.

Mayor Heather Colberg

Darryl Drohomerski, CAO

READ A SECOND TIME this 14th day of April, 2020.

Mayor Heather Colberg

Darryl Drohomerski, CAO

READ A THIRD AND FINAL TIME this 14th day of April, 2020.

Mayor Heather Colberg

Darryl Drohomerski, CAO

TOWN OF DRUMHELLER
COVID-19 FINANCIAL SPECIAL TASK FORCE
TERMS OF REFERENCE

Purpose

The purpose of the COVID-19 Financial Special Task Force ('Special Task Force') is to provide strategic direction and advice to Council regarding the financial implications of the COVID-19 outbreak.

Working to identify and assess innovative solutions for short-term economic mitigation, long-term economic recovery and revenue options to improve financial resiliency, the objectives of the COVID-19 Financial Task Force will be to report on:

- The financial impacts on the Town of Drumheller, businesses, residents and non-profit organizations
- The loss of utility, property tax and user fee revenues
- Options for borrowing and maximizing interest income
- The potential of delayed or deferred payments for service provision by neighbouring municipalities
- Mitigation of risks to local businesses from disruptions to tourism and travel

Composition

The Special Task Force will consist of ten (10) voting member, including:

- (a) two members of Council;
- (b) two members of the Town of Drumheller staff;
- (c) two members of the Drumheller Resiliency and Flood Mitigation Office staff;
- (d) two representatives of the local business community; and
- (e) two representatives of the general public.

The Special Task Force will elect a Chairperson and a Deputy Chairperson from among its voting members.

Procedure

The Special Task Force shall be conducted under the following regulations and subject to the rules governing procedure in Council, including but not limited to:

- The Chairperson shall preside at every meeting;
- In the absence of the Chairperson, the Deputy Chairperson shall preside;
- The minutes of the Special Task Force meetings shall be accurately recorded without note or comment;

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- No report or recommendation shall be recognized as emanating from any Special Task Force unless it is in writing, nor unless it bears the name of the Chairperson or Acting Chairperson and has been certified correct by the Secretary and refers to the minutes of the Special Task Force under which it is issued;
- Any member of Council not a member of the Special Task Force shall have the right to attend Special Task Force meetings with right of debate but not to make motions or to vote.

Meeting Frequency

The Task Force shall begin its work immediately and will meet at the discretion of the Chair and as needed.