

Town of Drumheller COUNCIL MEETING AGENDA

Monday, April 27, 2020 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1. CALL TO ORDER

2. MAYOR'S OPENING REMARK

2.1. National Day of Mourning - April 28, 2020

3. ADOPTION OF AGENDA

3.1. Agenda for the April 27, 2020 Regular Council Meeting

MOTION:

That Council adopt the agenda for the April 27, 2020 Regular Council Meeting as presented.

4. MINUTES

4.1. ADOPTION OF MINUTES

3 - 4

4.1.1. Minutes for the April 9, 2020 Special Council Meeting

MOTION:

That Council adopt the minutes of the April 9, 2020 Special Council Meeting as presented.

[Special Council - 09 Apr 2020 - Minutes](#)

5 - 8

4.1.2. Minutes of the April 14, 2020 Regular Council Meeting

MOTION:

That Council adopt the minutes of the April 14, 2020 Regular Council Meeting as presented.

[Regular Council - 14 Apr 2020 - Minutes](#)

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

9 - 17

4.2.1. Minutes of the March 26, 2020 Municipal Planning Commission Meeting

MOTION:

That Council accept the minutes of the March 26, 2020 Municipal Planning Commission Meeting for information.

[Municipal Planning Commission Minutes March 26, 2020](#)

4.3. CHIEF ADMINISTRATIVE OFFICER

4.3.1. Renewal of Declaration of State of Local Emergency

MOTION:

That Council renew the declaration of State of Local Emergency for 1200 hrs on April 28, 2020 due to the COVID-19 pandemic.

5. REQUEST FOR DECISION REPORTS

5.1. DIRECTOR OF INFRASTRUCTURE SERVICES

18 - 20

5.1.1. 2020 Town Clean Up

[RFD - 2020 Town Clean Up](#)

5.2. MANAGER OF ECONOMIC DEVELOPMENT

5.2.1. Interior Building Improvement Grant Policy

MOTION:

That Council approve the establishment of the Interior Building Improvement Grant per the attached policy for the 2020 calendar year.

[RFD - Interior Building Improvement Grant](#)

[C-05-20 Interior Building Improvement Grant Policy](#)

5.3. CLOSED SESSION

5.3.1. COVID-19 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**

April 9, 2020 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg (online)

COUNCIL:

Kristyne DeMott (online)

Jay Garbutt (online)

Lisa Hansen-Zacharuk (online)

Tony Lacher (online)

Fred Makowecki (online)

Tom Zariski (online)

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

RECORDING SECRETARY:

Mike McLean

CALL TO ORDER

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

ADOPTION OF AGENDA

SP2020.28 Moved by Lacher, Makowecki that Council move to adopt the agenda for the April 9, 2020 Special Council Meeting as presented.

CARRIED UNANIMOUSLY

CHIEF ADMINISTRATIVE OFFICER

Renewal of Declaration of State of Local Emergency

SP2020.29 Moved by Makowecki, Hansen-Zacharuk that Council renew the declaration of State of Local Emergency for 1200 hrs on April 10, 2020 due to the COVID-19 pandemic to remain in effect until 1200 hrs on April 17, 2020.

Special Council Meeting Minutes
April 9, 2020

CARRIED UNANIMOUSLY

ADJOURNMENT

SP2020.30 Moved that Council adjourn the meeting at 4:37 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor

**Town of Drumheller
COUNCIL MEETING
MINUTES**

April 14, 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

DIRECTOR OF EMERGENCY MANAGEMENT:

Darwin Durnie

DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT:

Greg Peters

FINANCE/ADMIN SECTION CHIEF:

Elin Gwinner

PLANNING SECTION CHIEF:

Dave Brett

LOGISTICS SECTION CHIEF:

Reg Bennett

OPERATIONS SECTION CHIEF:

Greg Storch

PUBLIC INFORMATION OFFICER:

Michelle Tetreault

RECORDING SECRETARY:

Mike McLean

ABSENT:

CALL TO ORDER

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

Regular Council Meeting Minutes
April 14, 2020

MAYOR'S OPENING REMARK

ADOPTION OF AGENDA

Agenda for the April 14, 2020 Regular Council Meeting

M2020.115 Moved by Garbutt, Hansen-Zacharuk that Council adopt the agenda for the April 14, 2020 Regular Council Meeting with the addition of an Emergency Operations Update, the consideration of a renewal of a declaration of State of Local Emergency and the first reading of COVID-19 Financial Special Task Bylaw 09.20.

CARRIED UNANIMOUSLY

MINUTES

ADOPTION OF MINUTES

Minutes for the March 19, 2020 Special Council Meeting

M2020.116 Moved by DeMott, Garbutt that Council approve the minutes for the March 19, 2020 Special Council Meeting as presented.

CARRIED UNANIMOUSLY

Minutes for the March 23, 2020 Special Council Meeting

M2020.117 Moved by Makowecki, Garbutt that Council approve the minutes for the March 23, 2020 Special Council meeting as presented.

CARRIED UNANIMOUSLY

Minutes for the March 26, 2020 Special Council Meeting

M2020.118 Moved by Lacher, Garbutt that Council approve the minutes for the March 26, 2020 Special Council Meeting as presented.

CARRIED UNANIMOUSLY

Minutes for the March 30, 2020 Regular Council Meeting

M2020.119 Moved by Zariski, Makowecki that Council approve the minutes for the March 30, 2020 Regular Council Meeting as presented.

Regular Council Meeting Minutes
April 14, 2020

CARRIED UNANIMOUSLY

Minutes for the April 2, 2020 Special Council Meeting

M2020.120 Moved by Hansen-Zacharuk, Garbutt that Council approve the minutes for the April 2, 2020 Special Council Meeting with amendments.

CARRIED UNANIMOUSLY

MINUTES OF MEETING PRESENTED FOR INFORMATION

Minutes for the March 5, 2020 Municipal Planning Commission Meeting

M2020.121 Moved by Zariski, Makowecki that Council accept the minutes for the March 5, 2020 Municipal Planning Commission Meeting for information.

CARRIED UNANIMOUSLY

REPORTS FROM ADMINISTRATION

Emergency Operations Centre Update

M2020.122 Moved by Zariski, Garbutt that Council renew the declaration of the State of Local Emergency for 1200 hrs on April 15, 2020 to expire on 1200 hrs on April 21, 2020.

CARRIED UNANIMOUSLY

CONSIDERATION OF BY-LAWS

Bylaw 09. 20 COVID-19 Financial Special Task Force

M2020.123 Moved by Garbutt, Makowecki that Council give first reading to COVID-19 Financial Special Task Force Bylaw 09.20 as presented.

CARRIED UNANIMOUSLY

M2020.124 Moved by Hansen-Zacharuk, DeMott that Council close the meeting at 6:03 p.m. to the public to discuss emergency operations, per Section 18(1)(b), FOIP.

CARRIED UNANIMOUSLY

Regular Council Meeting Minutes
April 14, 2020

CLOSED SESSION

Emergency Operations Centre Update

M2020.125 Moved by DeMott, Makowecki that Council return to open session at 6:39 p.m.

CARRIED UNANIMOUSLY

M2020.126 Moved by Zariski, Hansen-Zacharuk that Council adjourn the meeting at 6:40 p.m.

CARRIED UNANIMOUSLY

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday March 26, 2020**

Present: Darryl Drohomerski, CAO/Development Officer - online
Sean Wallace, Economic Development Manager - online
Linda Taylor, Recording Secretary
Tom Zariski, Chair - Councillor/Member
Tony Lacher, Councillor/Member
Shelley Rymal, Member - online
Stacey Gallagher, Member
Andrew Luger, Member
Devin Diano, Palliser Regional Municipal Services Representative – Planner – online
Darwin Durnie - Interim Chief Resiliency & Flood Mitigation Officer – In 12:05 – Out 12:08 – online

Absent: Sharon Clark, Vice Chair - Regrets
Scott Kuntz, Member - Regrets

Delegate(s): Vance Neudorf – Badlands Passion Play – In 12:17 - online

1.0 CALL TO ORDER – 12:03 pm

T. Zariski presented the Agenda for the March 26, 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 March 26, 2020 agenda

Second: – A. Luger - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 5, 2020

Motion: S. Gallagher moved to accept the minutes of March 5, 2020

Second: – S. Rymal - Carried

2.2 Summary of Development Permits

Motion: T. Lacher moved to accept the Summary of Development Permits for information purposes

Second: – A. Luger - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00017-20D – Home Occupation – Small Town Ragalty Apparel, screen printing

D. Drohomerski presented Development Permit T00017-20D submitted by Applicant for a home occupation, screen printing & e-commerce business located at 87 Greenwood Villa, Drumheller on Plan 8011276; Block A; Lot 40. Zoning is MHP – Manufactured Home Park Residential District.

D. Drohomerski advised the applicant wishes to establish a screen-printing business that will produce custom t-shirts and other items. The items will not be sold on site but orders will be taken through an e-commerce site and produced in an existing accessory building located on the property.

Municipal Planning Commission discussed the application. Question on the use of chemicals for the screen printing process.

Motion: T. Lacher moved to approve presented Development Permit T00017-20D submitted by Applicant for a home occupation, screen printing & e-commerce business located at 87 Greenwood Villa, Drumheller on Plan 8011276; Block A; Lot 40 subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
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 Authority.
8. A home occupation shall not include any use of operation that will cause or create a nuisance by way of noise, vibration, smoke, dust, odors, heat or traffic generation. At all times, the privacy and enjoyment of adjacent residences shall be preserved and the amenities of the neighbourhood maintained.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
11. Prior to commencement of business confirmation from the Local Fire Authority and Alberta Health Services shall be given to the Development Authority.

Second: S. Gallagher - Carried

3.2 T00018-20D – Occupancy – Quasi Public Building

D. Drohomerski presented Development Permit T00018-20D submitted by Central Alberta Pregnancy Care Center for quasi public building located at 333 5 Street East, Drumheller on Plan 2089BN; Block 14; Lot 13&14. Zoning is R-1A – Residential District.



D. Drohomerski advised this property is an existing tourist dwelling, operated as a bed and breakfast. The proposal is to change from the existing use to a Public or Quasi-Public Building use. This allows for the use by the public for instructional use or enlightenment.

The proposed use is a pregnancy care center that will provide support and education for those experiencing unexpected pregnancy. Traffic levels to the home will be similar to the previous, approved use. No additional changes will be noted on the outside of the building and no signage will be placed on the property.

Municipal Planning Commission discussed the application. It was noted "We also offer male mentorship programs and support for grief associated with pregnancy." Revise condition 11 to read annual business license required, provide non-profit status certification.

Motion: S. Rymal moved to approve Development Permit T00018-20D submitted by Central Alberta Pregnancy Care Center for quasi public building located at 333 5 Street East, Drumheller on Plan 2089BN; Block 14; Lot 13&14, 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. 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. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
10. 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.
11. Annual Business License is required, provide non-profit status certification.

Second: S. Gallagher – Carried.

3.3 T00019-20D – Home Occupation – Forever Yours, flower arrangements

D. Drohomerski presented Development Permit T00019-20D submitted by Applicant for home occupation, flower arrangements located at 27 Park Place, Drumheller on Plan 7710988; Block 1; Lot 9. Zoning is R-1 – Residential District.

D. Drohomerski advised the applicant wishes to create a flower arrangement business for weddings as a Home Occupation, operating from the basement of the home. There is anticipated to be minimal traffic from customers who come to view the arrangements.



Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00019-20D submitted by Applicant for home occupation, flower arrangements located at 27 Park Place, Drumheller on Plan 7710988; Block 1; Lot 9, subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
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 Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.

Second: A. Luger – Carried

3.4 T00021-20D – Home Occupation – Floorescue Alberta, floor refinishing/carpet clning

D. Drohomerski presented Development Permit T00021-20D submitted by Applicant for a home occupation, floor refinishing/carpet cleaning located at 586 2 Avenue West, Drumheller on Plan 2193CC; Block 44; Lot Part 4. Zoning is R-1 – Residential District.

D. Drohomerski advised the applicant is discontinuing a steam cleaning company from this address and is starting a company that specializes in floor refinishing, concrete refinishing and carpet cleaning. The home will be used as an office and to store equipment. No materials will be stored on site, they will be brought in and consumed as needed.

Municipal Planning Commission discussed the application.

Motion: A. Luger moved to approve presented Development Permit T00021-20D submitted by Applicant for a home occupation, floor refinishing/carpet cleaning located at 586 2 Avenue West, Drumheller on Plan 2193CC; Block 44; Lot Part 4 subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.



6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
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 Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.

Second: T. Lacher - Carried

3.5 T00023-20D – Active Glass – Add Trailer Sales etc. & variance on fence height

D. Drohomerski presented Development Permit T00023-20D submitted by Active Glass for addition of trailer sales, shed sales and siding sales, also a variance on fence height located at 200 Railway Avenue East, Drumheller on Plan 2691BC; Block 10; Lot 4,5,6. Zoning is CB – Central Commercial District.

D. Drohomerski advised that the owners of the business (Active Glass) are proposing to add the following lines of business at their address;

- Utility trailer sales – these trailers will be stored on site, with seven trailers in total stored on the property, with three stored in the enclosed compound and four stored on the existing parking lot.
- Shed display and sales – they plan to store a display shed on site to advertise custom shed for sale.
- Siding and faux rock facing sales and installation – they wish to create a showroom for customers to view and order product for installation on building. Product will be delivered to customer building and not stored on site.

In review of the application, it was noted that the existing fenced compound was constructed on adjacent property and was in poor condition. The owners will be removing the fence and constructing and screening it correctly, however, they are requesting a variance in height from 1.8 m (6') to 2.1 m (7') in order to better screen this compound. The Development Officer supports this variance.

Municipal Planning Commission discussed the application.

Motion 1: S. Rymal moved to approve Development Permit Permit T00023-20D submitted by Active Glass for variance on the fence height from 1.8 meters (6 feet) to 2.1 meters (7 feet) with screening, located at 200 Railway Avenue East, Drumheller on Plan 2691BC; Block 10; Lot 4,5,6.

Second: S. Gallagher – Carried.

Motion 2: S. Gallagher moved to approve Development Permit Permit T00023-20D submitted by Active Glass for addition of trailer sales, shed sales and siding sales located at 200 Railway Avenue East, Drumheller on Plan 2691BC; Block 10; Lot 4,5,6, subject to the following conditions;



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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. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
6. 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.
7. Development application is required for signage placement and made under separate application prior to placement.
8. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
9. 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.
10. Annual Business License for each business is required.

Second: S. Rymal – Carried.

3.6 T00025-20D – Commercial Tourist Development (semi mobile food trailer)

D. Drohomerski presented Development Permit T00025-20D submitted by Applicant for commercial tourist development, semi mobile food trailer located at 5225 Highway 10 East, Drumheller on Plan 0412557; Block 4; Lot 1. Zoning is A – Agricultural District.

D. Drohomerski advised the owner located at 5225 Highway 10 East would like to create a Commercial Tourist Development on a corner of their land, adjacent Highway 10. The trailer was located here in 2019 under a Mobile Vendor Permit, however, as this is private land it fits better under the proposed use and will not require the owners to renew annually. There were no concerns with the operation of this business in 2019.

Municipal Planning Commission discussed the application.

Motion: S. Rymal moved to approve Development Permit T00025-20D submitted by Applicant for commercial tourist development, semi mobile food trailer located at 5225 Highway 10 East, Drumheller on Plan 0412557; Block 4; Lot 1, subject to the following conditions;

1. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
2. Business License and all other required permits and licenses must be clearly visible at the Vending Unit at all times.
3. Vendor shall operate their business within the area approved by the Development Authority.
4. Vendor shall not impede traffic, endanger public safety or cause an unwelcome disturbance.
5. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
6. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
7. A development permit application is required for sign placement and is made under a separate sign placement application prior to placement.
8. Development to conform to any/all Municipal, Provincial and federal regulations and /or legislation that may apply.
9. Garbage and recycling receptacles to be available for use at the Unit.
10. Business License is required



11. 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 restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be required.

Second: S. Gallagher – Carried

3.7 T00128-19D – Badlands Passion Play

D. Drohomerski presented Development Permit T00128-19D brought back to Municipal Planning Commission for revisions to the submitted Application for an event hall as an addition to the Jerulsam Wall located at 1495 4 Avenue SW, Drumheller on SW-10-29-20-W4. Zoning is CS – Community Service District.

D. Drohomerski advised an inspection by the Building Safety Code Officer was conducted on March 5, 2020. Changes to the original plans include the overall height of the building to 34 feet 10 inches, and addition of washrooms.

V. Neudorf did a virtual walk through of the event hall addition, noting the change to the height of the building, addition of washrooms, an upper rehearsal hall, black box hall, renovation to existing, addition of a ledger plate for a future deck, updates to existing rooms and adding pilings for the tent on site.

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve Development Permit T00128-19D brought back to Municipal Planning Commission for revisions to the submitted Application for an event hall as an addition to the Jerulsam Wall; revision on the height of the building to 34 feet 10 inches located at 1495 4 Avenue SW, Drumheller on SW-10-29-20-W4, subject to the existing 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.
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. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be provided to the Town of Drumheller for verification and upon completion.
7. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
8. Offsite levies to be paid prior to the issuance of Safety Codes permits.
9. External finished appearance of site to the satisfaction of the development Officer/Municipal Planning Commission.
10. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties



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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. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
13. Development permit is required for signage placement and made under a separate application prior to placement.
14. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
15. No outside storage of material and equipment.
16. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.
17. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
18. Annual Business License(s) is required for each separate business.

Second: S. Gallagher – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

No items

5.0 OTHER DISCUSSION ITEMS

5.1 MDP, LUB Advisory Committee update

Council has awarded the updates of the Municipal Development Plan and Land Use Bylaw to O2 Planning. The updates will also include updates for flood mitigation. The updates should be done in about 6 months and back to Council in November of 2020.

Members of the committee to consist of:

- Heather Colberg, Mayor
- Tom Zariski, Councillor
- Tony Lacher, Councillor
- Darryl Drohomerski, CAO/Development Officer
- Sean Wallace, Economic Development Manager
- Devin Diano, Palliser Regional Municipal Services Representative – Planner
- Ross Rawlysk, Palliser Regional Municipal Services Representative – Planner
- Darwin Durnie - Interim Chief Resiliency & Flood Mitigation Officer

5.2 Air BnBs

S. Wallace spoke to the Air BnB research he did, Calgary does not have an Air BnB Bylaw however speaks to them through the Business License Bylaw.

The Air BnBs would be added to the appropriate zoning in the Land Use Bylaw as a discretionary use. As a note, in Arizona a suspension on rentals was imposed during the Covid-19 Pandemic.



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6.0 Adjournment – Meeting adjourned by T. Lacher at 12:56 pm.
Second: A. Luger - Carried

A handwritten signature in blue ink, appearing to be "T. Lacher", written over a horizontal line.

Chairperson

A handwritten signature in blue ink, appearing to be "A. Luger", written over a horizontal line.

Development Officer

Attachments: Agenda



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	2020 Town Clean Up
DATE:	January 30, 2020
PRESENTED BY:	Dave Brett, Director of Infrastructure Services
ATTACHMENT:	

SUMMARY:

The Town of Drumheller has traditionally carried out Spring Clean Up. The purpose of which is to collect residential non-hazardous waste, excluding building/demolition material at no cost to residents. During the last week of April/first week of May, the majority of the Public Works staff are assigned to collecting the material and transporting it to the Drumheller & District Landfill. The DDSWMA also provides a free drop-off at the Landfill for acceptable materials during this period.

DISCUSSION:

While this Spring Clean Up program is valued by the community and supported by Mayor and Council the program in its current state does have challenges:

1. Manpower and Resource intensive
 - a. As the Clean Up is manpower and resource intensive for the 2 weeks involved, it results in non-emergency or critical tasks being delayed. The only tasks not halted are operation of the WTP, WWTP and Drumheller Memorial Arena though there are less staff at these facilities during this period.
2. Clean Up is conducted prior to time period of flood risk
 - a. There has been incidents where flooding occurred during or after the spring clean, resulting in nullification of the benefits of the spring clean up.
3. Unacceptable Materials collected
 - a. While the 2019 program did see an improvement in the quantity of unacceptable materials that made it into the landfill there has been an ongoing problem with residents illegally dumping materials into bins.
4. Volume of Material collected
 - a. There are 197 tonnes collected in 2019, which was the first time in 15 years collecting less than 238 tonnes. This due to much tighter control of collection and receiving at the landfill of acceptable material only.

Potential alterations to the program in order to address the above challenges:

- A. Adjust Schedule but remain in spring
 - a. Adjusting the timing of the program but remaining in the spring would not be of aid. As earlier in the year would increase safety hazards to staff due to weather

conditions and delaying would increase the amount of spring prep work that is disrupted.

B. Adjust Schedule to winter or summer

- a. A winter or summer clean up program would increase environmental and weather related hazards to staff. Furthermore a summer clean up would not aid in the Town's goal of a clean community for the high visitor season.

C. Adjust Schedule to fall

- a. Rescheduling the program to the fall (late September) will allow for:
 - i. Public Works to conduct flood season emergency preparation
 - ii. Public Works staff to more efficiently conduct park, green space and baseball diamond preparation and complete this work in a more timely fashion;
 - iii. Public Works staff to more efficiently conduct street sweeping and road clean up operations following the winter.

D. Alteration of No-Fee (amnesty period) to voucher system

- a. Cancel amnesty and replace with a voucher system
- b. Voucher System
 - i. Provide to eligible Drumheller residents two vouchers for disposal of a ½ ton pick up truck equivalent (350kg) worth of acceptable waste to the Drumheller & District Regional Landfill. This will allow the residents to schedule use of the drop off themselves, making it more effective and potentially increasing the use of the amnesty. It also ensures that only Town of Drumheller residents receive the benefit of the free drop off. The vouchers will be sent out through the water bills or other direct mailing and would be designed to ensure single use only during the designated calendar year. The idea is to have durable material of unique color, a pair are sent to eligible residents and collected as used. In subsequent years a different color is used, until we have three sets; then we cycle through the sets replenishing the vouchers each year rather than purchasing a complete new set each year.

FINANCIAL IMPACT:

The Town does not expect to see a cost savings in labor due to rescheduling of the work, we do incur some overtime almost every year, however we expect to see improvements in work processes of the spring related work activities.

As the DDSWMA does not currently charge the ToD for the acceptable material, there are no charges expected.

There will be a financial cost for creation of the vouchers, each voucher to be approximately 75mmx75mm made of durable, non-reproducible material.

- In 2020 this would result in a cost of \$2,200 based on;
 - 3,202 residential locations based on tax assessment roles

- With 2 vouchers for each residential location that is 6,404 vouchers
- @ \$1.01/ 3 vouchers (printing is in sets of 3)
- There would be similar cost in 2021 and 2022 while the three sets of vouchers are created and then reduced costs in future years as the voucher print is made only to bring the number up to the required total

RECOMMENDATION:

Town administration recommends rescheduling the Clean Up to the late September (2020 Sept 14 to 25) and along with issuing of 2 vouchers to eligible residents. This change would be as a pilot program in the 2020 calendar year.

STRATEGIC POLICY ALIGNMENT:

This pilot program would align with:

- The Town’s status as a flood community;
- Town’s goal of being attractive place for spring / summer visitor season;
- Town’s objective of providing good service to our residents.

COMMUNICATIONS STRATEGY:

The 2020 Clean Up pilot program, changes to schedule and activities will be communicated to the public through:

- The Towns webpage;
- The local newspaper (Town page);
- The local radio staff (Town segments);
- Mail out of pamphlet and DDSWMA Landfill vouchers to all residential properties;
- Communication by letter to the community associations, and;

MOTION: n/a

2020 April 17



Prepared By: Dave Brett, P.Eng,PMP
Director of Infrastructure Services



Approved By: Darryl Drohomerski,
Chief Administrative Officer



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Interior Building Improvement Grant
DATE:	April 23, 2020
PRESENTED BY:	Sean Wallace
ATTACHMENT:	Interior Building Improvement Grant & Application

SUMMARY:

In the April 15, 2020, Economic Development Advisory Committee meeting, the Committee discussed potential tools to help businesses drive customers to their stores when the current COVID 19 restrictions are relaxed. The Committee discussed an Interior Building Improvement Grant that would have a direct positive impact by reducing the financial burden on business owners to make interior improvements to drive more customer traffic and thusly bring more traffic into the Drumheller Valley. The grant would also have indirect benefits such as employing local businesses and contractors for labour and materials.

FINANCIAL IMPACT:

The total cost of the grant program would be \$10,000 dollars. Applicants would qualify for up to 50% of the cost of improvements to a maximum of \$2,500 dollars. The grant can be funded through a reallocation of funds within the current 2020 Economic Development Department budget.

RECOMMENDATION:

That Council approve the establishment of the Interior Building Improvement Grant per the attached policy for the 2020 calendar year.

STRATEGIC POLICY ALIGNMENT:

Good governace and best economic development practices.

COMMUNICATIONS STRATEGY:

The grant would be promoted on the Town website, Facebook site, media outlets, and through the Drumheller Chamber of Commerce, Community Futures and the Community Business Association.

MOTION: Councillor _____

That Council resolves to establish the Interior Building Improvement Grant Policy and funding in the amount amount of \$10,000 dollars through a reallocation of funds from the Economic Development Department budget this calandar year (2020).

Seconded: _____



Prepared By: Sean Wallace
Manager of Economic Development



Approved By: Darryl E. Drohomerski
Chief Administrative Officer



COUNCIL POLICY C-05-20

INTERIOR BUILDING IMPROVEMENT GRANT POLICY

Purpose

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

- I. To make available grant funding for operating businesses offering products and services to the public through a storefront by reducing the financial burden of improvements;
- II. To incent business owners to enhance their interiors;
- III. 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.

2. Ineligibility Criteria

Failure to provide all necessary information as requested in the application form.

3. Eligibility Criteria

Business owners may receive funding under the Interior Building Improvement Grant, providing that the following eligibility guidelines are met:

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



4. Eligible Costs

- 4.1 Consultation, Construction & Labour costs associated with items 3.2 – 3.12;
- 4.2 Electrical upgrades limited to plug sockets and covers, light switches and covers and energy efficient light fixtures. New wiring for new lights only;
- 4.3 Eco-friendly plumbing and fixture upgrades limited to taps, sinks and toilets permanently fixed to walls, floors, islands or cash counters;
- 4.4 Interior passage doors;
- 4.5 Interior wall and ceiling painting;
- 4.6 Interior drywall;
- 4.7 Interior demising walls;
- 4.8 Flooring improvements;
- 4.9 Improved accessibility limited to ramps, handrails and accessible washrooms;
- 4.10 Structural repairs limited to interior load bearing beams and load bearing walls and structural repairs to foundations;
- 4.11 Engineering fees to a maximum of 20% of eligible grant amount related to structural repairs;
- 4.12 Professional Interior Design Consultation Services to a maximum of 20%.

5. Ineligible Costs

- 5.1 Asbestos/other hazardous material abatement;
- 5.2 Non-permanent, freestanding or portable fixtures such as bars or cabinetry;
- 5.3 Appliances, furniture, window coverings and other movable objects;
- 5.4 Demolition;
- 5.5 Lightbulbs;
- 5.6 Art and interior signage
- 5.7 Replacement or upgrades to electrical panel, or replacement of existing wiring
- 5.8 Exterior windows or doors;
- 5.9 Permit fees, service fees or insurance;
- 5.10 Cost of labour performed by a company **Not** holding a valid Drumheller business licence;
- 5.11 Cost of labour performed by a non-professional or tradesperson;
- 5.12 Gas, tools, consumables, cell phone fees or other incidental costs.



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 \$2,500 of the costs associated with the renovations to any one business;
- 6.3 Pay GST or PST or any other associated taxes or fees.

7. Funding Disbursement

The total amount of funds allocated will be at the discretion of Council on a yearly basis.

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

8. Timeline

All work must be completed by August 31st, 2020. Any work performed after this date will not be eligible for reimbursement.

9. Disclosure

Recipients of the Interior Building Improvement Grant agree that information pertaining to name of the business, business owner, grant amount, copies of invoices and receipts may be shared with any lending body or financial institute with an interest in relation to the grant. Recipients also agree that the name and location of their business will be made public upon award of the Interior Building Improvement Grant.



2020 INTERIOR BUILDING IMPROVEMENT 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 interior improvement;
- b) Plan or detailed sketches and/or photos of the proposed interior improvement;
- c) Projected timeframe for completion of project.

Finances:

1. Anticipated total project cost (prior to taxes): _____

2. Amount of funding requested: _____

(Maximum grant \$2500 or 50% of total cost, whichever is lower)



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)?

GST

Does your company have a registered GST number? Yes No

Disclosure

Recipients of the Interior Building Improvement Grant agree that information pertaining to name of the business, business owner, grant amount, copies of invoices and receipts may be shared with any lending body or financial institute with an interest in relation to the grant. Recipients also agree that the name and location of their business will be made public upon award of the Interior Building Improvement Grant.

CERTIFICATION:

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. I also agree to comply with the terms and conditions of the Interior Building Improvement Grant Policy C-05-20:

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.)