

# Town of Drumheller COUNCIL MEETING AGENDA

Monday, February 3, 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. ADOPTION OF AGENDA**

- 3.1. Agenda for the February 3, 2020 Regular Meeting of Council

Call for amendments to the agenda.

MOTION:

That the Agenda for the February 3, 2020 Regular Meeting of Council be adopted as presented.

**4. MINUTES**

**4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

4 - 7

- 4.1.1. Minutes of the January 20, 2020 Regular Council Meeting

MOTION:

That the Minutes of the January 20, 2020 Regular Meeting of Council be adopted as presented.

[Regular Council - 20 Jan 2020 - Minutes](#)

8 - 13

- 4.1.2. Minutes of the January 27, 2020 Special Council Meeting

MOTION:

That the Minutes of the January 27, 2020 Special Meeting of Council be adopted as presented.

[Special Council - 27 Jan 2020 - Minutes](#)

**4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

14 - 17

- 4.2.1. Municipal Planning Commission Minutes of December 5, 2019 Meeting

MOTION:

That the Minutes of the December 5, 2019 Meeting of the Municipal Planning Commission be accepted for information.

[Municipal Planning Commission - 5 Dec 2019 - Minutes](#)

**4.3. BUSINESS ARISING FROM THE MINUTES**

**5. DELEGATIONS**

**6. REQUEST FOR DECISION REPORTS**

**6.1. CAO**

18 - 65

- 6.1.1. The Town of Drumheller-Wheatland County Intermunicipal Development Plan - First Reading

MOTION:

That Council give first reading to Bylaw No. 03.20 Town of Drumheller-Wheatland County

Intermunicipal Development Plan and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

[RFD - Town of Drumheller-Wheatland County IDP](#)

[Bylaw No. 03.20 Town of Drumheller-Wheatland County Intermunicipal Development Plan Town of Drumheller-Wheatland County IDP](#)

66 - 105

- 6.1.2. The Town of Drumheller-Kneehill County Intermunicipal Development Plan Bylaw - First Reading

MOTION:

That Council give first reading to Bylaw No. 04.20 Town of Drumheller-Kneehill County Intermunicipal Development Plan and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

[RFD - Town of Drumheller-Kneehill County IDP](#)

[Bylaw No. 04.20 Town of Drumheller-Kneehill County Intermunicipal Development Plan Town of Drumheller-Kneehill County IDP](#)

106 - 137

- 6.1.3. The Town of Drumheller-Special Areas Intermunicipal Development Plan Bylaw - First Reading

MOTION:

That Council give first reading to Bylaw No. 05.20 Town of Drumheller-Special Areas Intermunicipal Development Plan Bylaw and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

[RFD - Town of Drumheller-Special Areas IDP](#)

[Bylaw No. 05.20 Town of Drumheller-Special Areas Intermunicipal Development Plan Town of Drumheller-Special Areas IDP](#)

**6.2. CHIEF RESILIENCY & FLOOD MITIGATION OFFICER**

**6.3. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

138 - 160

- 6.3.1. RFD: 2020 - 2023 Operating Budget - Tax Supported

MOTION:

That Council adopt the 2020 tax supported operating budget having a municipal requisition of \$9,057,680 and the draft 2021-2023 tax supported operating financial plan as presented.

[RFD - 2020-2023 Tax Supported Operating Budget](#)

**6.4. DIRECTOR OF INFRASTRUCTURE SERVICES**

161 - 171

- 6.4.1. Policy - C-02-02 - Town App

MOTION:

That Council adopt Policy C-02-20 - Town App as presented.

[RFD - Town App Policy](#)

[Policy C-02-20 Town App](#)

[Town App Policy Schedule A - Assignments](#)

172 - 179

- 6.4.2. Policy C-01-20 Persons with Disability Parking on Public Land

MOTION:

That Council adopt Policy C-01-20 - Persons with Disability Parking on Public Land as presented.

[RFD - Policy C-01-20 Persons with Disability Parking on Public Land](#)

[C-01-20 Persons with Disability Parking on Public Land](#)

[C-01-20 - Implementation Plan](#)

**6.5. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**

**6.6. MANAGER OF ECONOMIC DEVELOPMENT**

180 - 186

6.6.1. Bylaw No. 02.20 Land Use Bylaw Amendment - Cannabis Terminology and Conditions

MOTION:

That Council give first reading to Bylaw No. 02.20, which amends Land Use Bylaw No. 10.08 by updating definitions, additions and deletions of items related to the legalization of cannabis and set a Public Hearing for Tuesday, February 18, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

[RFD-Land Use Bylaw Amendment - Cannabis Terminology and Conditions](#)

[Bylaw No. 02.20 Land Use Bylaw Amendment - Cannabis Terminology and Conditions](#)

**6.7. OTHER REPORTS FROM ADMINISTRATION**

187 - 198

6.7.1. Family and Community Support Services - Poverty Reduction Alliance

MOTION:

That Council accept the presentation on the Poverty Reduction Alliance for information.

[Poverty Reduction Alliance](#)

**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**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

January 20, 2020, at 4:30 PM  
Council Chamber, 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

**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

**1. CALL TO ORDER**

Mayor Colberg called the meeting to order at 4:30 pm.

**2. MAYOR'S OPENING REMARK**

Mayor Colberg provided her opening remarks.

**2.1. Notification of Special Council Meeting on January 27, 2020**

Mayor Colberg provided notice of cancelation of the January 27 Council Committee Meeting and Notice of a Special Council Meeting to be held on January 27, 2020.

**3. ADOPTION OF AGENDA**

**M2020.18** Hansen-Zacharuk, Makowecki moved to approve the agenda as presented. Carried unanimously.

Regular Council Meeting Minutes  
January 20, 2020

**4. MINUTES**

**4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

Minutes of January 6, 2020, Regular Council Meeting

**M2020.19** Lacher, Garbutt moved to approve the minutes of the January 6, 2020 Regular Council Meeting as presented.

Carried unanimously.

**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**

**6.1.1. Bylaw 01.20 LUB Amendment - Rezone RV Sands - First Reading**

D. Drohomerski presented Bylaw 01.20 LUB Amendment - Rezone RV Sands for first reading. He advised that this request is to rezone the lands from Agricultural to Residential Cottage Housing, that the developers will host a public meeting on February 6, 2020 at the Badlands Community Facility and a public hearing will take place at the February 18, 2020 Regular Council Meeting.

**M2020.20** Garbutt, Zariski moved first reading of Bylaw 01.20 LUB Amendment - Rezone RV Sands from Residential to Cottage Housing.

Carried unanimously.

**6.1.2. Expropriation of Grazing Lease Lands - Solar Farm Project**

D. Drohomerski presented a resolution for the expropriation of grazing lease lands to accommodate a solar farm project.

**M2020.21** Zariski, Garbutt moved to approve the Resolution Approving Expropriation of grazing lease lands 8211457;1, 8211457;2 and 8211457;3 as presented.

Carried unanimously.

Mayor Colberg advised that Item 6.2 would be deferred until after Item 6.6.

**6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

**6.2.1. Presentation of 2020 Operational Budget - Tax Supported**

Mayor Colberg called the meeting back to order at 5:38 pm.

B. Miller presented the 2020 Operational Budget – Tax Supported for Council’s consideration.

**6.3. DIRECTOR OF INFRASTRUCTURE SERVICES**

Regular Council Meeting Minutes  
January 20, 2020

**6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**

**6.5. MANAGER OF ECONOMIC DEVELOPMENT**

**6.6. CHIEF FLOOD MITIGATION & RESILIENCY OFFICER**

**6.6.1. Purchasing Policy C-03-20 Drumheller Resiliency and Flood Mitigation Office**

Darwin Durnie, Rhonda King and Bob Jenkins presented the Purchasing Policy C-03-20 for the Drumheller Resiliency and Flood Mitigation (DRFM) office for approval. B. Jenkins advised that this policy reflects the parameters of the Disaster Mitigation and Adaptation Fund (DMAF) program requirements.

**M2020.22** Garbutt, Hansen-Zacharuk moved to approve the Purchasing Policy C-03-20 for the Drumheller Resiliency and Flood Mitigation Office as presented.

Friendly amendment:

Garbutt, Hansen-Zacharuk in Section 32 add the word “or” after \$250,000.

Carried unanimously.

**6.6.2. Land Acquisition Policy C-04-20 Drumheller Resiliency and Flood Mitigation Office**

D. Durnie, B. Jenkins and R. King presented the Land Acquisition Policy C-04-20 for the Drumheller Resiliency and Flood Mitigation (DRFM) office for approval. B. Jenkins advised that due to the sensitive nature of this program the DRFM office has worked with Alberta Environment on a policy that reflects the federal program parameters and a process that is objective, fair and transparent and maintains a separation of the DRFM office from Council, Administration and Committee members.

**M2020.23** Lacher, DeMott moved to approve the Land Acquisition Policy C-04-20 for the Drumheller Resiliency and Flood Mitigation Program as presented.

Friendly amendment:

Lacher, DeMott spell out GOA as Government of Alberta and correct the spelling of among and add the phrase “as demonstrated by a qualified appraiser”.

Carried unanimously.

**M2020.24** Hansen-Zacharuk, Lacher moved to request the Board of the Drumheller Land Corporation, being 878947 Alberta Ltd. (Land Corporation) to:

- 1) Authorize the role of the Land Corporation as purchaser of properties on behalf of the DRM program as identified in the DRM Land Acquisition Policy C-04-20.
- 2) Appoint Darwin Durnie as Manager of the Land Corporation and to authorize the Manager to:
  - a) execute purchase agreements and other instruments that may be required to complete purchase transactions, and
  - b) approve disbursements of funds to the Town’s Solicitor for completion of the purchase transactions, and
  - c) manage the acquired lands in terms of the DRF Program requirements.

Regular Council Meeting Minutes  
January 20, 2020

Carried unanimously.

Mayor Colberg advised that Council has no influence on the purchase of lands for this program.

**M2020.25** Zariski, Makowecki moved to authorize the progressive transfer of funds to the land Corporation as needed to a maximum total of \$17,660,000.00 with funding drawn from funds provided by the Government of Alberta Flood relocation / mitigation Buyouts Agreement.

Carried unanimously.

Mayor Colberg called for a break at 5:34 pm.

- 6.7. OTHER REPORTS FROM ADMINISTRATION**
- 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**

**M2020.27** Lacher, Makowecki moved to adjourn the meeting at 6:09 pm.

Carried unanimously.

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Chief Administrative Officer

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Mayor

**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

January 27, 2020 at 3:00 PM  
Council Chamber, 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

DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF INFRASTRUCTURE SERVICE:

Dave Brett

COMMUNICATIONS OFFICER:

Julia Fielding

MANAGER OF ECONOMIC DEVELOPMENT:

Sean Wallace

FINANCE MANAGER:

Elin Gwinner

FCSS COORDINATOR:

April Harrison

SENIOR ADMINISTRATIVE ASSISTANT:

Libby Vant

RECORDING SECRETARY:

Mike McLean

**ABSENT:**

COUNCIL:

Tony Lacher



**1 CALL TO ORDER**

Mayor Colberg called the meeting to order at 3:08 p.m.

**2 MAYOR'S OPENING REMARK**

Mayor Colberg noted the success of the Highlands Gala benefit for the East Coulee School Museum on Saturday, January 25.

Mayor Colberg also encouraged people to attend upcoming events with the Member of the Legislative Assembly for Drumheller-Stettler Nate Horner.

**3 ADOPTION OF AGENDA**

**SP2020.01** – L. Hansen-Zacharuk, F. Mackowecki moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

**4 CAO**

**5 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

**5.1 2020 Operational Budget – Tax Supported Presentation**

*Director of Corporate Services Miller presented the Draft 2020 Operating Budget (Tax Supported) for review. The proposed budget included a 1.95 percent increase to the municipal taxation requisition and a deficit of \$199,176 to be reconciled in time for the February 3, 2020 Regular Council Meeting.*

*Manager of Arts, Culture and Recreation Darren Goldthorpe presented the Community Assistance Grant applications, which totaled \$76,300 from 9 different organizations. Council requested more information to evaluate the applications prior to approval.*

**6 DIRECTOR OF INFRASTRUCTURE SERVICES**

**7 CHIEF RESILIENCY & FLOOD MITIGATION OFFICER**

**7.1 Budget - Drumheller Resiliency and Flood Mitigation Office For Approval**

*Drumheller Resiliency and Flood Mitigation (DRFM) Officer Darwin Durnie and Finance Manager Robert Jenkins presented a proposed budget for the Drumheller Resiliency and Flood Mitigation Office spanning the six years during which the program is expected to be active. The proposed budget included four primary sources of funding totalling \$55 million, of which the Town of Drumheller would be responsible for \$5 million.*

**SP2020.02** – K. DeMott, L. Hansen-Zacharuk moved that Council close the meeting to the public to discuss the Drumheller Resiliency and Flood Mitigation Office per Section 23, FOIP.

CARRIED UNANIMOUSLY AT 5:20 P.M.

CLOSED SESSION: 5:20 p.m. to 5:53 p.m.

**PRESENT:**

Council: H. Colberg, T. Zariski, L. Hansen-Zacharuk, K. DeMott, F. Mackowecki, J. Garbutt  
Staff: CAO Drohomerski  
Drumheller Resiliency and Flood Mitigation Office: Darwin Durnie, Robert Jenkins

**SP2020.03** – T. Zariski, F. Mackowecki moved that Council return to open meeting.

CARRIED UNANIMOUSLY AT 5:53 P.M.

**SP2020.04** – J. Garbutt, K. DeMott moved that Council postpone the motion until the February 3, 2020 Regular Council Meeting.

FOR: 3, OPPOSED: 3; MOTION DEFEATED

**SP2020.05** – J. Garbutt, K. DeMott moved that Council approve the Drumheller Resiliency and Flood Mitigation Budget (2020-2024), such budget to become incorporated in the Town's 2020 Capital Budget and confirm the applicability of earlier funding appropriations for flood mitigation projects funded under the Alberta Community Resiliency Program agreements and the Drumheller Resiliency and Flood Mitigation Program.

FOR: 3, OPPOSED: 3; MOTION DEFEATED

*Council defeated a motion to approve the Drumheller Resiliency and Flood Mitigation Budget (2020-2024) as presented.*

**SP2020.06** – T. Zariski, F. Mackowecki moved that Council approve the Drumheller Resiliency and Flood Mitigation Budget (2020-2024), such budget to become incorporated in the Town's 2020 Capital Budget and confirm the applicability of earlier funding appropriations for flood mitigation projects funded under the Alberta Community Resiliency Program agreements and the Drumheller Resiliency and Flood Mitigation Program with further information to be provided to Council.

FOR: 3, OPPOSED: 3; MOTION DEFEATED

*Council defeated a motion to approve the budget as presented and requested that more information about the Drumheller Resiliency and Flood Mitigation Budget be provided to Council prior to approval.*

**SP2020.07** – T. Zariski, L. Hansen-Zacharuk moved that Council amend the pending motion to read:

That Council approve the Drumheller Resiliency and Flood Mitigation Budget for 2020, such budget to become incorporated in the Town's 2020 Capital Budget and confirm the applicability of earlier funding appropriations for flood mitigation projects funded under the Alberta Community Resiliency Program agreements and the Drumheller Resiliency and Flood Mitigation Program with further information brought back for review at the May 25, 2020 Regular Council Meeting.

FOR: 5, OPPOSED 1; MOTION CARRIED

FOR: H. Colberg, T. Zariski, L. Hansen-Zacharuk, K. DeMott, F. Mackowecki  
OPPOSED: J. Garbutt

*Council passed an amendment to the motion to remove the years 2021 to 2024 from the proposed Drumheller Resiliency and Flood Mitigation Budget. The amendment was intended to allow for an immediate vote on the year 2020 of the proposed budget while deferring the years 2021 to 2024 until the May 25, 2020 Regular Council Meeting. Council also requested that representatives from the Drumheller Resiliency and Flood Mitigation Office present more information in advance of any future decisions.*

*A recorded vote on the motion was requested.*

**SP2020.08** – T. Zariski, L. Hansen-Zacharuk moved that Council approve the Drumheller Resiliency and Flood Mitigation Budget for 2020, such budget to become incorporated in the Town’s 2020 Capital Budget and confirm the applicability of earlier funding appropriations for flood mitigation projects funded under the Alberta Community Resiliency Program agreements and the Drumheller Resiliency and Flood Mitigation Program with further information brought back for review at the May 25, 2020 Regular Council Meeting.

FOR: 5, OPPOSED 1; MOTION CARRIED

FOR: H. Colberg, T. Zariski, L. Hansen-Zacharuk, K. DeMott, F. Mackowecki  
OPPOSED: J. Garbutt

*Council passed a motion approving the 2020 Budget for the Drumheller Resiliency and Flood Mitigation Office as presented and deferred a decision on the years 2021 to 2024 until the May 25, 2020 Regular Council Meeting.*

*A recorded vote on the motion was requested.*

Mayor Colberg called a recess at 6:28 p.m.

Mayor Colberg called the meeting back to order at 6:58 p.m.

**5 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

**5.2 2020 Service Fee Schedule for approval**

*Director of Corporate Services Miller presented the proposed 2020 Service Fee Schedule, which is applicable to specific goods and services on an annual basis. The increased fees are intended to help offset the increase in costs to provide good and services as well as an increase in carbon taxes imposed on utilities that are used to operate facilities.*

*Councillor DeMott requested information regarding the cost savings associated with staffing level reductions at the Badlands Community Facility.*

**SP2020.09** – J. Garbutt, L. Hansen-Zacharuk moved that Council adopt the 2020 Service Fee Schedule as presented.

CARRIED UNANIMOUSLY

**8 OTHER REPORTS FROM ADMINISTRATION**

**9 COUNCILLOR REPORTS**

9.1 Sandstone Manor Budget - Councillor Garbutt

*Councillor Garbutt presented information on the Sandstone Manor 2020 Budget and submitted a cheque for \$25,000 from Sandstone Manor for deposit into a reserve account.*

**SP2020.10** – J. Garbutt, K. DeMott moved that Council waive the municipal portion of the property taxes for Sandstone Manor on its own buildings.

CARRIED UNANIMOUSLY

**10 ADJOURNMENT**

**SP2020.11** – L. Hansen-Zacharuk, F. Mackowecki moved to adjourn the meeting.

CARRIED UNANIMOUSLY at 7:58 P.M.

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Mayor Heather Colberg

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Chief Administrative Officer  
Darryl Drohomerski



# DRUMHELLER

COMMUNITY SERVICES



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday December 5, 2019**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Sean Wallace, Economic Development Manager  
Linda Taylor, Recording Secretary  
Tom Zariski, Chair - Councillor/Member  
Sharon Clark, Vice Chair  
Tony Lacher, Councillor/Member  
Scott Kuntz, Member  
Shelley Rymal, Member  
Stacey Gallagher, Member  
Andrew Luger, Member  
Devin Diano, Palliser Regional Municipal Services Representative – Planner

**Absent:**

**Delegate(s):**

**1.0 CALL TO ORDER – 12:04 pm**

T. Zariski presented the Agenda for the December 5, 2019 meeting.

**1.1 Agenda – Additions, Deletions or Amendments**

**Addition** - none  
**Deletion** - none  
**Amendment** – none

**1.2 Acceptance of Agenda**

**Motion:** - S. Clark moved to accept the agenda for the December 5, 2019 agenda  
**Second:** – S. Kuntz - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

2.1 November 7, 2019

**Motion:** T. Lacher moved to accept the minutes of November 7, 2019 as amended  
**Second:** – S. Rymal - Carried

2.2 November 21, 2019

**Motion:** T. Lacher moved to accept the minutes of November 21, 2019  
**Second:** – S. Kuntz - Carried

2.3 Summary of Development Permits

**Motion:** S. Rymal moved to accept the Summary of Development Permits  
**Second:** – S. Clark - Carried



**3.0 DEVELOPMENT PERMITS**

**3.1 T00025-19D – Applicant – patio condition(s)**

D. Drohomerski presented Development Permit T00025-19D submitted by Applicant for removal of condition from original notice of condition, located at 242 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 7. Zoning is C-B – Central Commercial District.

D. Drohomerski advised the Applicant has requested the removal of condition 13 of Development Permit T00025-19D as they wish to operate their patio year-round. Council recently approved a new patio policy which encourages year-round use of patios in the downtown core. Administration has reviewed the request and willing to sign an agreement with the applicant to allow the continued use of the patio until such time removal is requested. Removal could be due to property being sold, the business is sold, property owner requests removal of the patio or the Town requests the patio be removed.

Municipal Planning Commission discussed the application. T. Lacher also indicated that condition 15 be removed as it related to patios on public property which would comply with the new patio policy.

**Motion:** S. Clark moved to approve presented Development Permit T00025-19D submitted by Applicant for removal of condition from original notice of condition, located at 242 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 7; Lot 6, 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. 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. Annual Business License is required.
12. Applicants are fully responsible for the construction, removal, and storage of any structures associated with the License area.
13. The Applicant enter into an agreement with the Town of Drumheller with regards to encroachment on to the neighbouring property.
14. The patio will be removed if:
  1. The property is sold
  2. The applicant's business is sold
  3. Suncor requests to have the patio removed
  4. The Town requests to have the patio removed

**Second:** T. Lacher - Carried



**3.2 T00132-19D – Applicant – change of use from SFD to tourist dwelling**

D. Drohomerski presented Development Permit T00132-19D submitted by Applicant for change of use from Single Family Dwelling to tourist dwelling located at 251 Centre Street, Cambria on Plan 5808GX; Block 14; Lot 2. Zoning is SCR – Suburb Community Residential District.

D. Drohomerski advised the applicant is applying for a change of use from a residence to a tourist dwelling. Pursuant to SCR zoning, this is a discretionary use as denoted in the Land Use Bylaw. Further, the Development Permit application was advertised in the local paper under Proposed Developments, circulated to the relevant agencies and adjacent landowners, and to date, no concerns were raised. Meets all requirements.

**“Tourist Dwelling” means a single dwelling unit:**

- (a) occupied by guests for a temporary period less than 28 days;
- (b) Contains sleeping and sanitary facilities and may contain cooking or eating facilities;
- (c) Occupied by a single party at any given time;
- (d) Maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.”

Municipal Planning Commission discussed the application.

**Motion:** T. Lacher moved to approve Development Permit T00132-19D submitted by Applicant for change of use from Single Family Dwelling to tourist dwelling located at 251 Centre Street, Cambria on Plan 5808GX; Block 14; Lot 2, 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 06-19.
3. Annual Business License is required
4. Tourist Dwelling means a single dwelling unit: occupied by guests for a temporary period less than 28 days; contains sleeping and sanitary facilities and may contain cooking or eating facilities; occupied by a single party at any given time; maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.
5. 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.
6. A Tourist Dwelling shall not have signage associated with the use.
7. An owner or manager shall be available within the Town of Drumheller at all times when the tourist dwelling is being used.
8. The owner or manager shall maintain garbage to the satisfaction of the Development Authority.
9. Tourist dwellings shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.
10. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
11. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. On-site parking shall be provided at all times for all guests.
13. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority and Health Authority that building is occupiable for such purposes.
14. The development shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighbourhood.

**Second:** A. Luger – Carried.





**4.0 PALLISER REGIONAL MUNICIPAL SERVICES**

Palliser Annual General Meeting is next Thursday December 12, 2019 in Hanna.  
A search firm is being used to fill position(s) of Senior Planner and Chief Executive Officer for Palliser Regional Municipal Services.

**5.0 OTHER DISCUSSION ITEMS**

Orientation refresher for the Municipal Planning Commission members is scheduled for the January 16, 2020 meeting.  
Municipal Planning Commission members requested to include a presentation on the geographic information system (*GIS*).

**6.0 NEXT MEETING DATE – December 19, 2019**  
**No items at this time**

**7.0 ADJOURNMENT – 1:43 PM**  
Meeting adjourned by A. Luger

  
\_\_\_\_\_  
**Chairperson**  
\_\_\_\_\_  
**Development Officer**

**Attachments:** Agenda



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Town of Drumheller-Wheatland County Intermunicipal Development Plan</b>
<b>DATE:</b>	January 31, 2020
<b>PRESENTED BY:</b>	Darryl Drohomerski, Chief Administrative Officer
<b>ATTACHMENT:</b>	Bylaw No. 03.20 Town of Drumheller-Wheatland County Intermunicipal Development Plan

**SUMMARY**

The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan (IDP). This Plan contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction. The latest amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline.

**RECOMMENDATION:**

That Council give first reading to Bylaw 03.20 Town of Drumheller-Wheatland County Intermunicipal Development Plan and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

**DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):**

An intermunicipal development plan is a mandatory statutory plan between two municipalities that provides guidance in the planning and development of lands adjacent to the municipal boundaries. It provides direction and ensures consistency with the other individual municipalities' statutory plans, including Area Structure Plans and Area Redevelopment Plans.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Legislative compliance, good relations, shared resources, taxpayer fairness.

Mike McLean

Prepared By: Mike McLean  
Senior Administrative Assistant – Legislative Services

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

**TOWN OF DRUMHELLER**

**BYLAW NO. 03.20**

A Bylaw of the Town of Drumheller in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to adopt the Town of Drumheller-Wheatland County Intermunicipal Development Plan (2020).

WHEREAS Section 631(1) of the Municipal Government Act authorizes two or more Councils to adopt an Intermunicipal Development Plan;

WHEREAS the Town of Drumheller and Wheatland County have agreed to the joint preparation of the Town of Drumheller-Wheatland County Intermunicipal Development Plan;

AND WHEREAS all parties required to be included in the Plan preparation have been properly notified in accordance with Section 636 of the Municipal Government Act;

AND WHEREAS the Councils of the Town of Drumheller and Wheatland County will hold public hearings pursuant to Section 692 of the Municipal Government Act after giving notice of it in accordance with Section 606 of the Municipal Government act;

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

1. That this Bylaw shall be known as the “Town of Drumheller-Wheatland County Intermunicipal Development Plan” (as shown in attached Schedule “A”) which is part of this document.
2. That the Town of Drumheller-Wheatland County Intermunicipal Development Plan shall provide the policy framework for future subdivision and development of the lands describe therein.
3. That Town of Drumheller Bylaw No. 03.20 shall have force and take effect from the final reading thereof.

**AGENDA ITEM #6.1.1.**

READ A FIRST TIME this 3<sup>rd</sup> day of February, 2020.

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

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

READ A SECOND TIME this 2<sup>nd</sup> day of March, 2020.

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

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

READ A THIRD AND FINAL TIME this 16<sup>th</sup> day of March, 2020.

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

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

**Town of  
Drumheller  
&  
Wheatland  
County**

---

**Intermunicipal  
Development  
Plan**

Bylaw No. 03.20xx  
&  
Bylaw No. xx  
xx 202019

Draft v4 - September, 2019

**ACKNOWLEDGEMENTS**



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## **1 INTRODUCTION**

### **1.1 PURPOSE OF THE PLAN**

The purpose of the Town of Drumheller and Wheatland County Intermunicipal Development Plan (IDP) is to foster a collaborative planning approach for lands along the common border between the two municipalities (see **Map 1: Regional Context**). The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan.

Municipalities are mandated to work together to adopt IDPs to:

- promote consultation, coordination and cooperation regarding planning matters of joint interest within a defined planning area;
- provide a framework for addressing land use concerns with regard to joint planning matters;
- establish procedure for dealing with development proposals within a defined planning area; and
- address any other matters relating to development considered necessary within a joint planning area.

An IDP is a planning tool that can provide numerous benefits to participating municipalities, which may include, but are not limited to the following:

- municipal cost-savings, as a result of infrastructure and service sharing, which also provides residents with a higher quality of life;
- reinforcing and protecting both municipalities' development philosophies and goals while mitigating the potential for future intermunicipal conflict; and
- ensuring development for both municipalities occurs in an orderly, economic, efficient and harmonious manner that is sustainable by considering existing development conditions and future municipal goals.

*Map 1: Regional Context*

The Plan contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. As such, the IDP must also provide for the following:

- Conflict Resolution Procedures;
- A process to amend or repeal the Plan; and
- Documentation for administration of the Plan.

These procedures will provide more clarity between the partnering municipalities to ensure the administrative functions required through the Plan are understood. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

## 1.2 MUNICIPAL PROFILES

### *Town of Drumheller*

The Town of Drumheller is located in the Red Deer River valley in south-central Alberta spanning an area of 10,803 hectares (26,694 acres), situated between Starland County to the north, Kneehill County to the west, Special Areas 2 to the east, and Wheatland County to the south. It is the largest urbanized centre between Calgary and Saskatchewan even though the majority of land is zoned for agricultural use, offering diversity of residential options, employment, and way of life for the Town’s population of 7,982 (Statistics Canada, 2016 Census). The Town of Drumheller is greatly influenced by its unique landscape made up of rolling fields, steep, dry coulees, and the Red Deer River. The Town’s goal is to preserve and enhance the natural environment while accommodating growth responsibly and strategically. The Town is well-known for its tourism industry and is the hub in east-central Alberta for medical care, serving a population in excess of 30,000 residents. In the heart of the Canadian Bandlands, Drumheller’s unique scenery and fascinating dinosaur-oriented history attracts hundreds of thousands of people to the community each year.

### *Wheatland County*

Wheatland County covers an area of approximately 460,000 hectares (1.1 million acres), with a population of 8,788 (Statistics Canada, 2016 Census). Wheatland County surrounds four urban municipalities and contains several other hamlets and communities not officially designated as hamlets. The County is bordered by six rural municipalities, two towns (Drumheller & Strathmore), three villages (Rockyford, Standard & Hussar) and one Siksika First Nation. A portion of Wheatland County around Strathmore is within the Calgary Metropolitan Region Board jurisdiction. The economy of Wheatland County is based on agriculture, including beef and grain production. In recent years, industry, manufacturing and oil and gas development have played key roles in the County’s economic growth.

*“IDPs promote consultation, coordination and cooperation regarding planning matters of joint interest within a defined planning area.”*

### 1.3 LEGISLATIVE REQUIREMENTS

Intermunicipal Development Plans (IDPs) are now mandatory for all municipalities to complete with their municipal neighbours. The latest amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline. However, Ministerial Order No. MSL:047/18 has granted an extension to April 1, 2021 for municipalities that are members of the same growth management board (GMB), and between a municipality that is a member of the GMB and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. Wheatland County's position within the Calgary Metropolitan Region Board provides for the extended timeframe for completion of any Wheatland County IDP.

Specifically, the MGA states:

*631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(1.1) Despite subsection (1), the Minister may, or by order, exempt one or more councils from the requirement to adopt the Intermunicipal Development Plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an Intermunicipal Development Plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*631(2) An Intermunicipal Development Plan*

*a) must address*

- i. the future land use within the area,*
  - ii. the manner of and the proposals for future development in the area,*
  - iii. the provision of transportation systems for the area, either generally or specifically,*
  - iv. the co-ordination of Intermunicipal programs relating to the physical, social and economic development of the area,*
  - v. environmental matters within the area, either generally or specifically,*
  - vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary,*
- and*

*b) must include*

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
  - ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan,*
- and*
- iii. provisions relating to the administration of the plan.*

*(3) The council of a municipality that is required under this section to adopt an Intermunicipal Development Plan must have an Intermunicipal Development Plan that provides for all of the*

*matters referred to in subsection (2) within 2 years from the date this subsection comes into force.*

- (4) Subject to the regulations, if municipalities that are required to create an Intermunicipal Development Plan are not able to agree on a plan, sections 708.33 to 708.43 apply as if the Intermunicipal Development Plan were an Intermunicipal Collaboration Framework.*

### ***Intermunicipal Collaboration Framework (ICF)***

An Intermunicipal Collaboration Framework (ICF) is a mandatory requirement for all municipalities that are outside of a growth management area. An ICF formalizes collaboration between municipalities for managing growth, and coordinating service delivery and resources, thereby providing a forum for neighboring municipalities to work more closely together. An Intermunicipal Development Plan (IDP) is a mandatory component of every ICF.

Regarding an Intermunicipal Collaboration Framework, the MGA specifically states:

*708.28 (1) Subject to subsection (4), municipalities that have common boundaries must, within 2 years from coming into force of this section, create a framework with each other.*

*708.30 (1) A framework is not complete for the purposes of section 708.29 unless the councils of the municipalities that are parties to the framework have also adopted an intermunicipal development plan under section 631 or an intermunicipal development plan is included as an appendix to the framework.*

*(2) Subsection (1) does not apply if the Minister has exempted one or more of the councils of the municipalities from the requirement to adopt an intermunicipal development plan pursuant to section 631(1.1).*

*(3) Despite section 631, to the extent that a matter is dealt with in a framework, the matter does not need to be included in an intermunicipal development plan.*



## 2 PLAN AREA

### 2.1 PLAN AREA CHARACTERISTICS

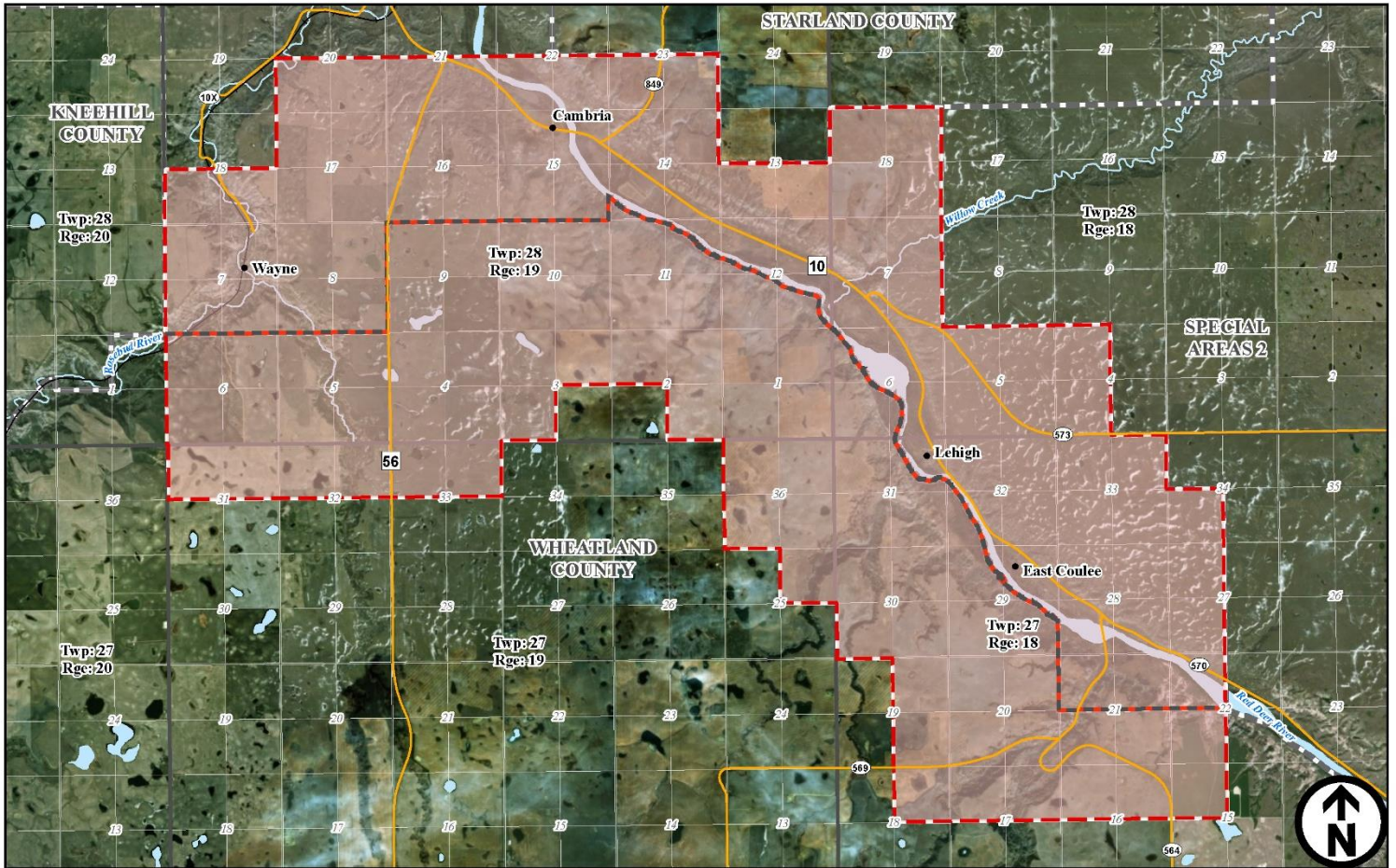
The Plan Area consists of an area approximately 1.6 to 2.0 km (1.0 to 1.5 miles) on either side of the shared municipal border. The Plan Area consists of approximately 9,765 hectares (24,129 acres) and is illustrated on **Map 2**. The Town of Drumheller contains both urban and rural areas, with the central business and main urban residential area located north of the Plan Area. The shared border between Wheatland County and the Town of Drumheller is located within the Town’s rural area.

Key characteristics of the Plan Area include the following:

#### AGRICULTURE & SOIL CHARACTERISTICS



- Agriculture is the primary land use of the area.
- There is a mix of agricultural operations including grazing, irrigation, and crop farming in the area.
- The region contains a variety of soil characteristics that range from no capacity for arable culture (in particular, the steep Red Deer River valley that makes up much of the Plan Area) to soils with severe limitations restricting the range of crops that can be grown. For example, as shown on **Map 3** soil classes 2 through 7 are present, resulting in a diversity of agricultural capacity and associated agricultural activities.



May 29, 2019 - 12:40 PM: W:\C2170\Wheatland IDPs 2018\Apr19\5.0 Technical\5.1.2 GIS\ Maps\Wheatland-Drumheller\IDPIC2170\_Map\_2\_Wheatland\_Drumheller\_IDP\_Area.mxd



- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - Municipal Boundary
  - Neighbourhood
  - Provincial Highway
  - Watercourse
  - Waterbody

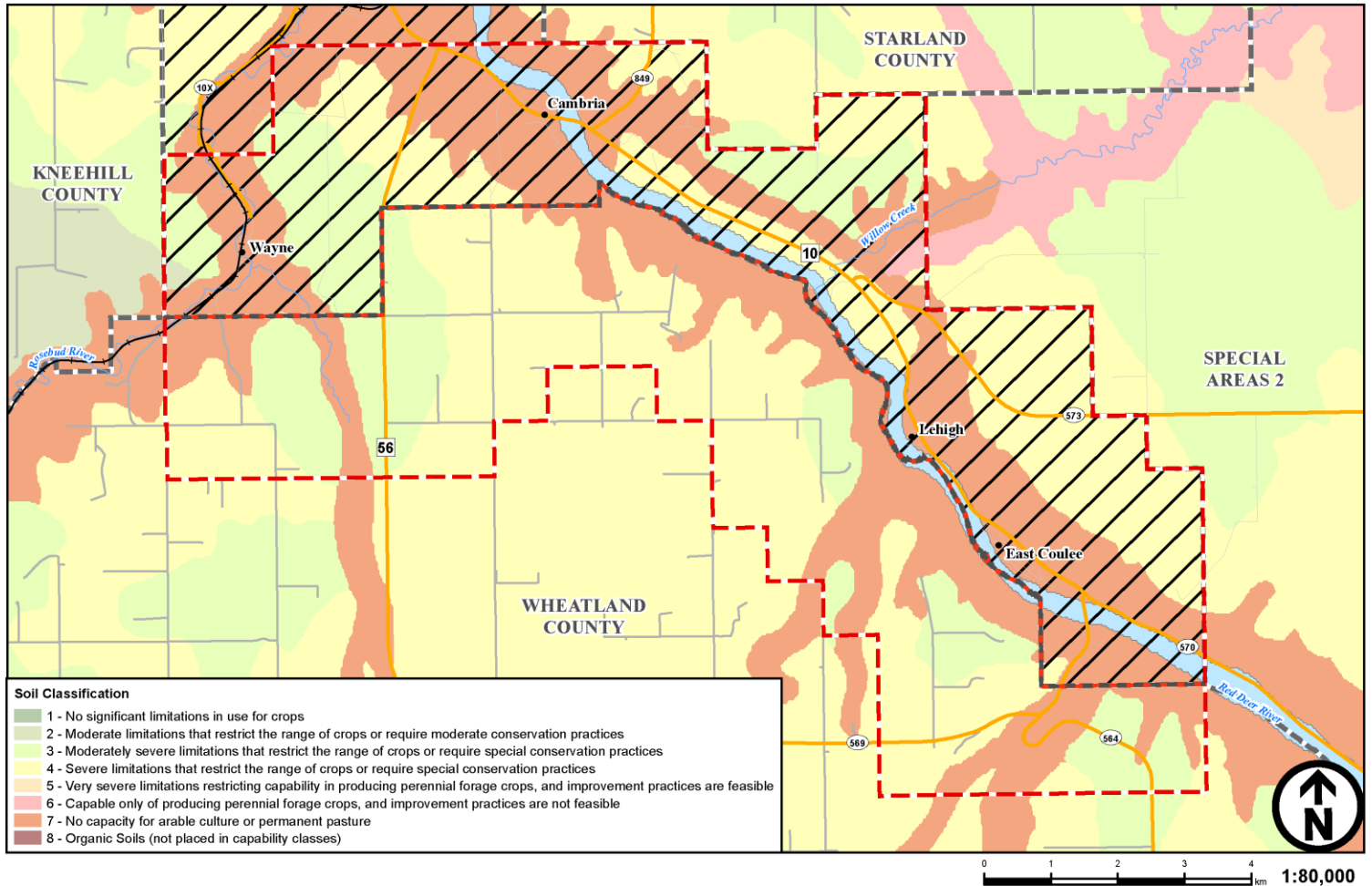
**Map 2: Intermunicipal Development Plan Area**

**Wheatland County - Town of Drumheller  
Intermunicipal Development Plan**

May 2019

Map and data for informational and planning purposes only.

Map 2: IDP Plan Area



May 29, 2019 - 12:51 PM W:\C2170\Wheatland IDPs 2018\Apr19\5.0 Technical\5.1 Technical Production\5.1.2 GIS\Maps\Wheatland-Drumheller IDPIC2170\_Map\_3\_Wheatland\_Drumheller\_Soil\_Classification.mxd



- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - Municipal Boundary
  - Neighbourhood
  - Town of Drumheller
  - Provincial Highway
  - Railway
  - Watercourse
  - Waterbody

**Map 3: Soil Classification**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**

May 2019

Map and data for informational and planning purposes only

Map 3: Soil Classification



**NATURAL LANDSCAPE**



- Much of the Plan Area is identified as being environmentally significant. This is reflective of the Rosebud River, the Red Deer River, and their respective river valleys.
- Environmental features are shown on **Map 4: Environmental Considerations.**

**HERITAGE AND HISTORIC RESOURCES**

- The Plan Area is defined by the high potential of much of the land to contain a historic resource.
- There are multiple provincial historic resources identified in the Plan Area, including the Hoodoos, natural landscape features of approximately ten (10) dark brown marine shale columns with white sandstone caprocks ranging in height from roughly 1 to 3 metres; the Atlas Coal Mine, a Provincial and National Historic Site that demonstrates the evolving technology of coal mining from as far back as the 1930s; and the East Coulee School, originally constructed in 1930 in part to support the opening of the Atlas Coal Mine.
- Provincial historic resources and heritage sites are shown on **Map 5: Historic Resources.**

**TRANSPORTATION INFRASTRUCTURE**



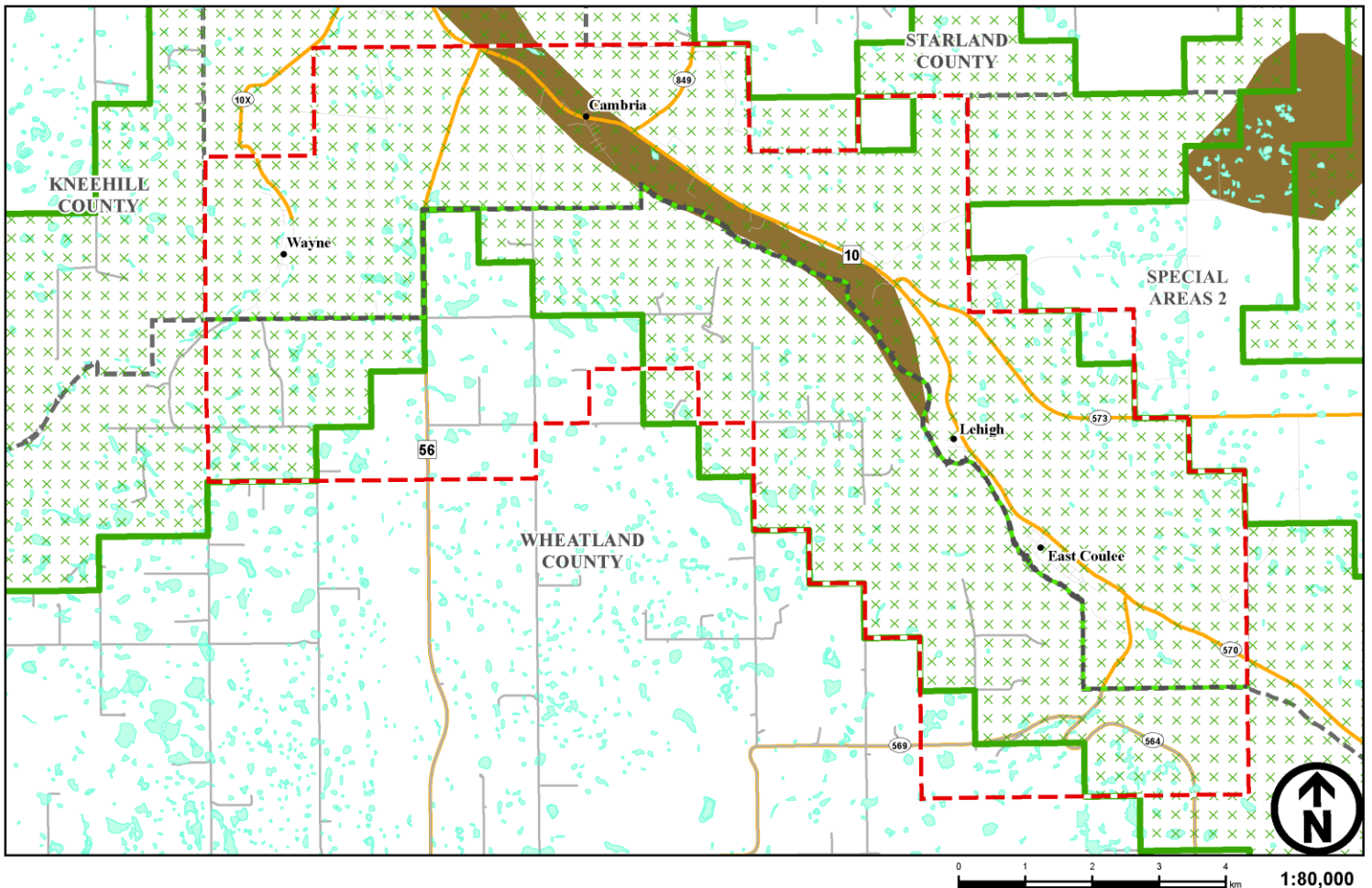
- Highway 10 is the main transportation corridor in the Plan Area. There are several regional intersections along Highway 10. The major intersection is Highway 10 and Highway 56, a major north-south corridor that runs parallel to Highway 2.
- The former CN Calgary-Drumheller rail right-of-way also defines a portion of the west side of the Plan Area. The Town is trying to secure the right-of-way for future use as a trail.
- In the west portion of the Plan Area Highway 10X is famous for its 11 bridges along a short 6 km stretch of highway connecting Drumheller to Wayne.
- Transportation infrastructure is shown on **Map 6: Hydrological and Road Network.**

**RESIDENTIAL DEVELOPMENT**

- The majority of residential development in the Plan Area is clustered within the Town of Drumheller in several communities along Highway 10 outside the town centre, including Wayne, Cambria, East Coulee, and Lehigh.
- There is minimal residential development within the rest of the Plan Area, and this is primarily farmsteads and acreages.

**ENERGY**

- There are numerous energy facilities within the Plan Area including wellsites and pipelines as shown on **Map 7: Energy**.



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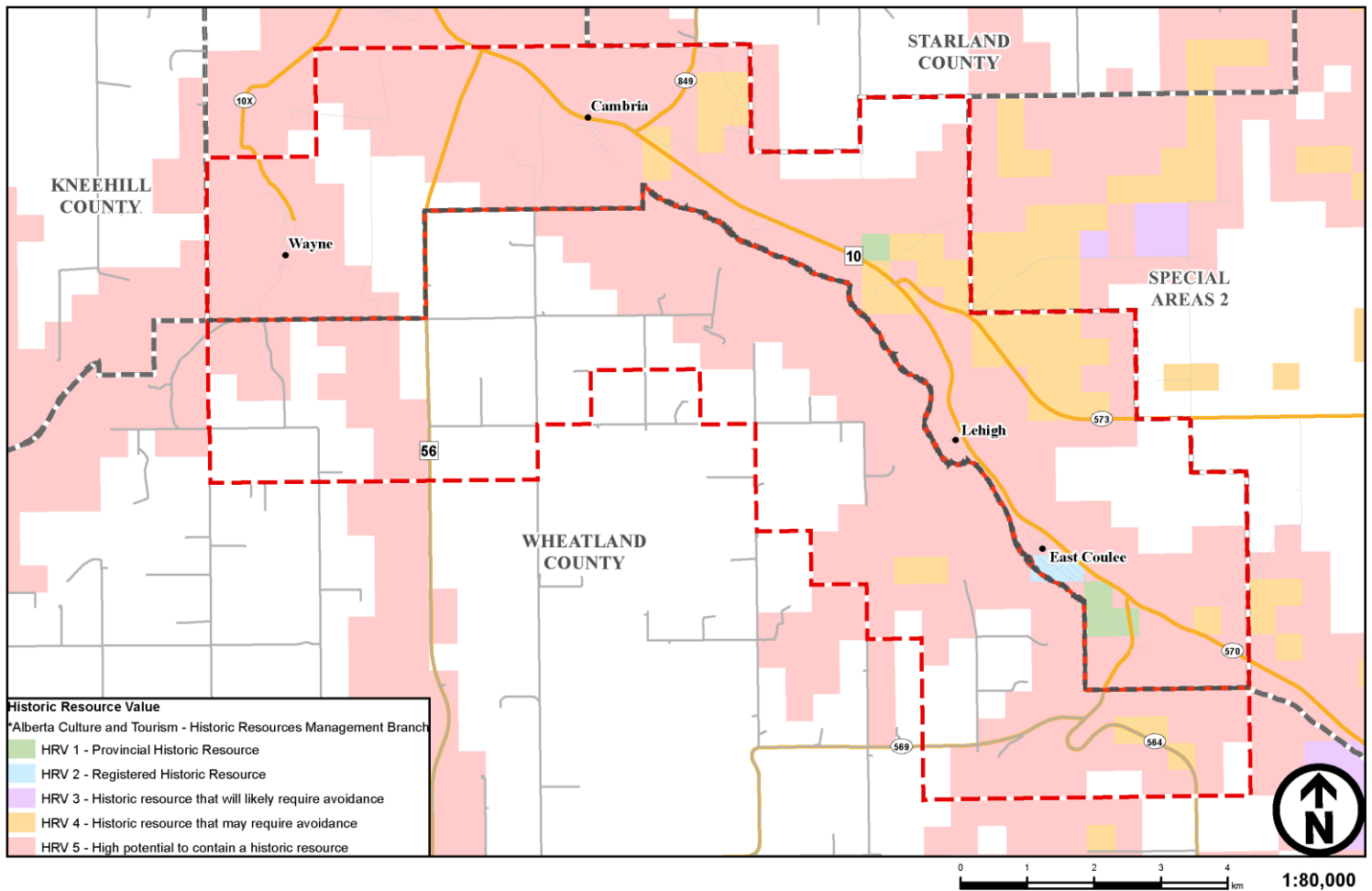
- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - Municipal Boundary
  - Sand And Gravel
  - Alberta Wetland Inventory
  - Environmentally Significant Area
  - Neighbourhood
  - Provincial Highway
  - Railway
  - Road

**Map 4: Environmental Considerations**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**

May 2019

Map and data for informational and planning purposes only

Map 4: Environmental Considerations



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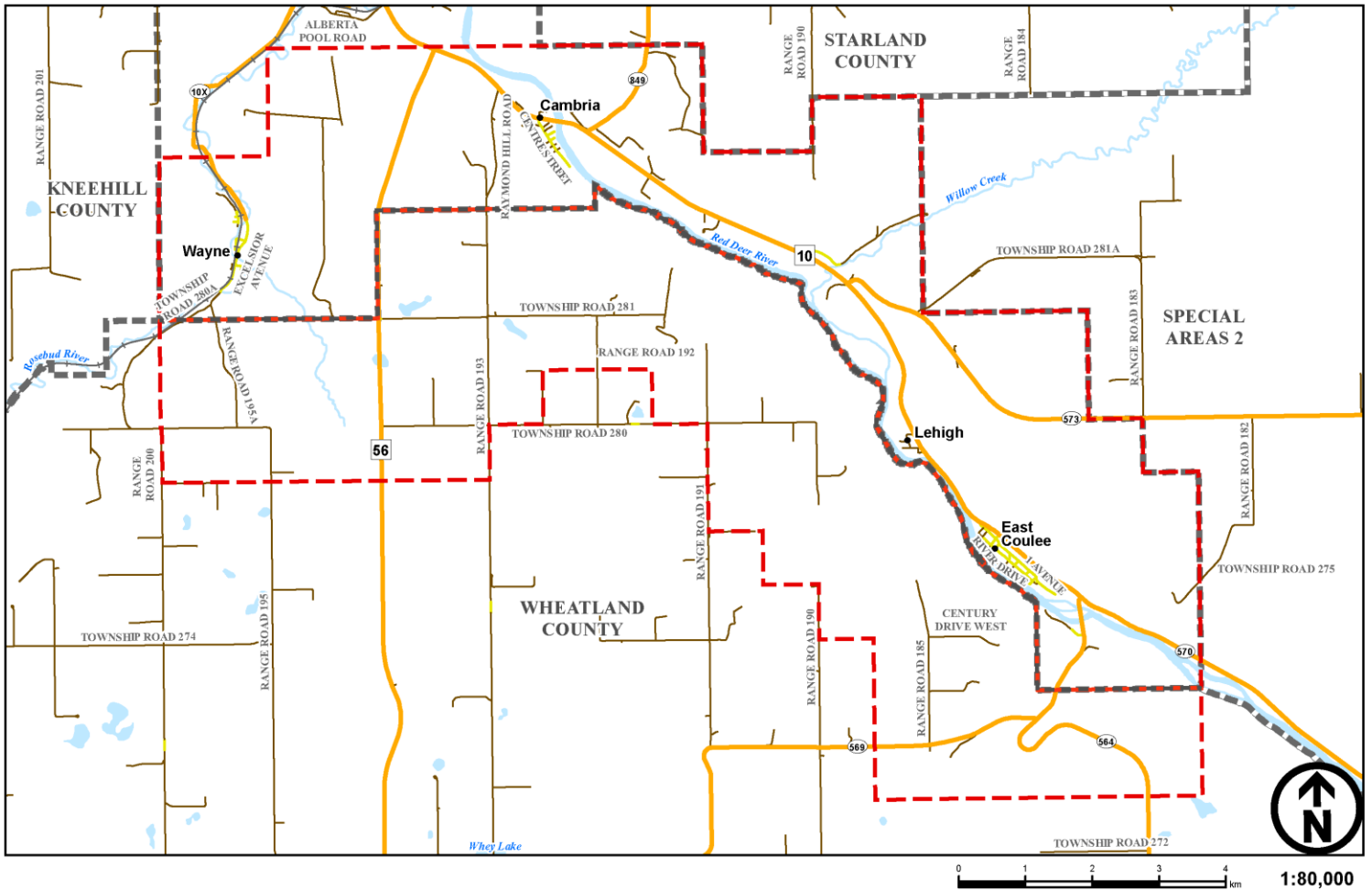


- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - Municipal Boundary
  - Neighbourhood
  - Provincial Highway
  - Railway
  - Road

**Map 5: Historic Resources**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**

May 2019  
 Map and data for informational and planning purposes only

Map 5: Historic Resources

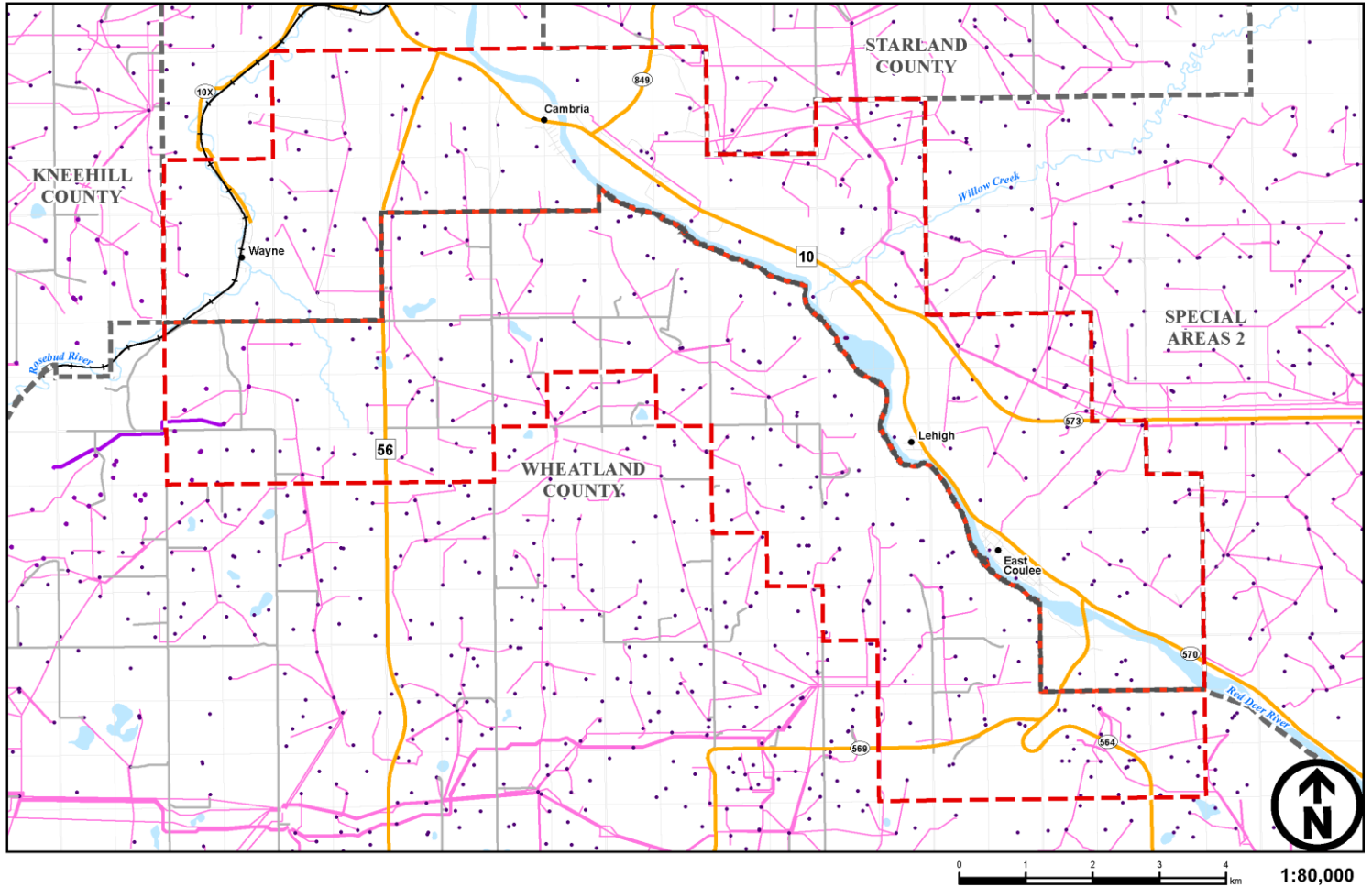


- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - Municipal Boundary
  - Neighbourhood
  - Provincial Paved Highway
  - Paved
  - Unpaved
  - Railway
  - Watercourse
  - Waterbody

**Map 6: Hydrological and Road Network**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**

May 2019  
Map and data for informational and planning purposes only

Map 6: Hydrological and Road Network



May 23, 2019 - 08:38 AM W:\C2170 Wheatland IDPs 2018Apr19\5.0 Technical\5.1 Technical Production\5.1.2 GIS\Maps\Wheatland-Drumheller IDPIC2170\_Map\_7\_Wheatland\_Drumheller\_Energy.mxd




- Legend**
- Intermunicipal Development Plan Shared Boundary
  - Intermunicipal Development Plan Area
  - ▭ Municipal Boundary
  - Wellsite
  - Neighbourhood
  - Pipeline
  - Natural Gas
  - Oil
  - Provincial Highway
  - Railway
  - Road
  - Watercourse
  - Waterbody

**Map 7: Energy**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**  
 May 2019

Map and data for informational and planning purposes only.

Map 7: Energy

2.2 LAND USE DESIGNATIONS

LAND USE DESIGNATIONS	
	<p>The existing land use designations are determined by each municipality’s land use bylaw and are predominantly agricultural with the Agricultural General (AG) district in Wheatland County and the Agricultural (A) District in the Town of Drumheller, covering the area as shown on <b>Map 8: Land Use Designations</b>. The Land Use Designations shown on <b>Map 8</b> are provided as a point-in-time capture for information purposes only and are subject to change without amendment to this Plan.</p>

2.3 URBAN EXPANSION & POPULATION GROWTH

It is typical within an IDP involving an urban municipality to determine if future municipal expansion may be necessary or desirable in the foreseeable future. Historic land use and population growth patterns can provide a picture of whether this is likely or not to occur. Below is a simple population growth chart of the Town’s population change since 1996.

In 1998 the Town of Drumheller amalgamated with the MD of Badlands No. 7 and absorbed a number of small hamlets and rural areas into its municipal boundaries. This provided the municipality with sufficient land base for anticipated growth. Between 2001 and 2011 the municipality grew in population from 7,833 to a high of 8,029 before dropping in 2016 to 7,982. This relatively flat growth and the presence of available developable land likely means the municipality has sufficient land for future growth. However, a more in-depth study would be needed to fully verify this assumption. Furthermore, since the municipality’s core urban area is not in close proximity to the shared border with Wheatland County, any potential expansion plans are not likely to impact this Drumheller – Wheatland IDP.

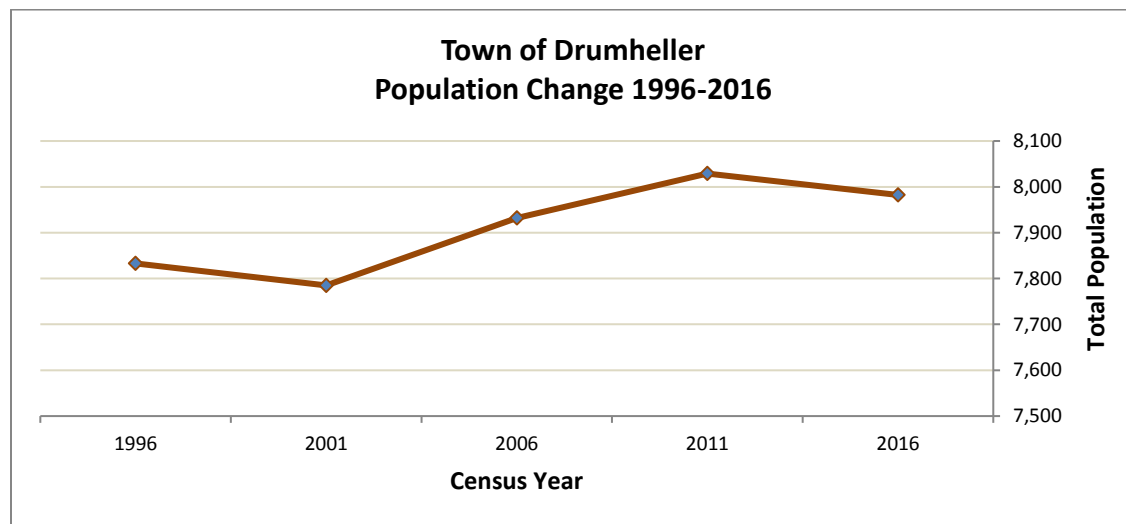
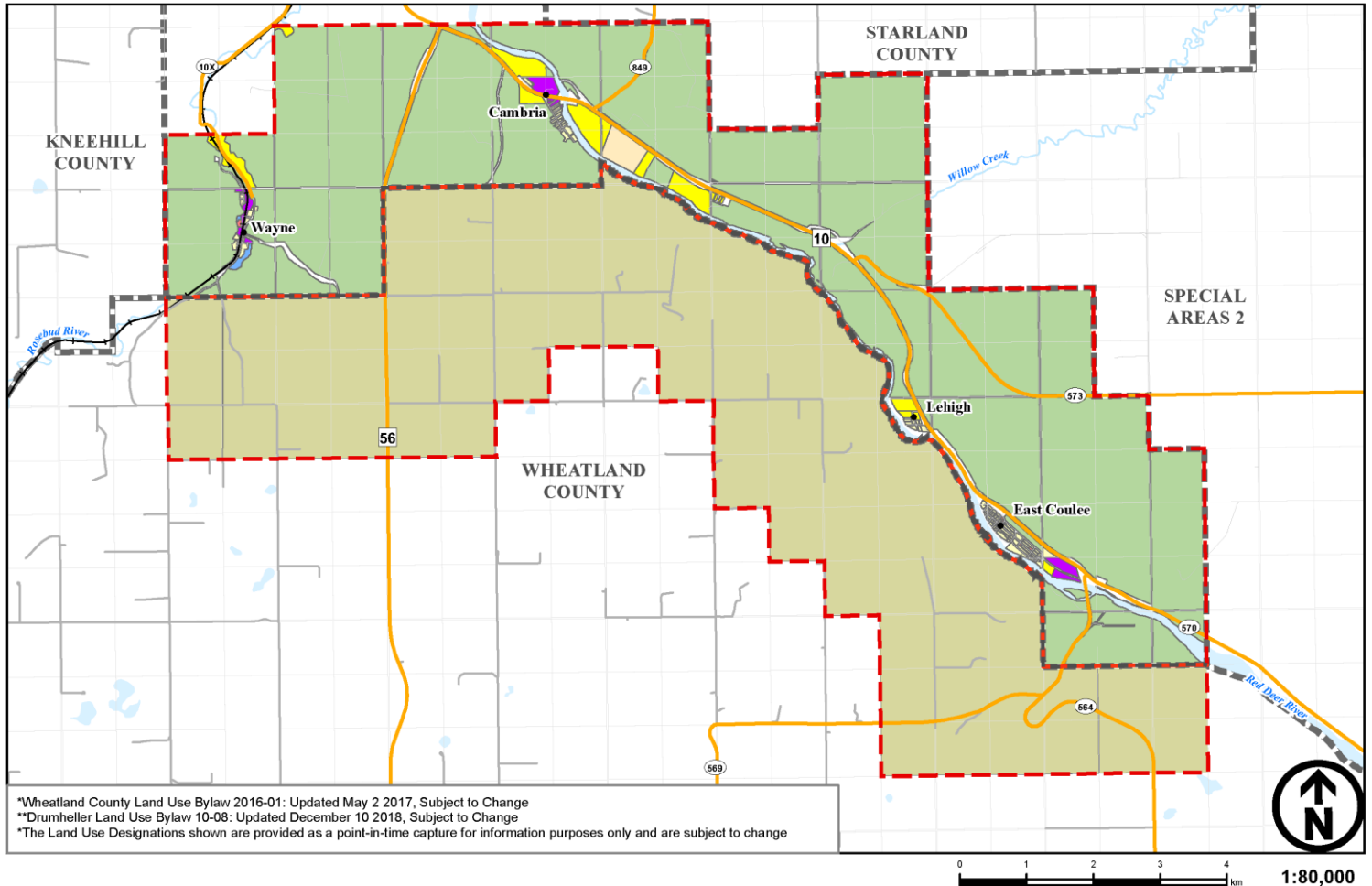


Figure 1: Town of Drumheller Population Change



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**Land Use Designation**

- A - Agricultural (D)
- AG - Agricultural (General) (WC)
- C-1 - Local Commercial District (D)
- CR - Country Residential District (D)

- CS - Community Service District (D)
- R-CH - Residential Cottage Housing District (D)
- SCR - Suburb Community Residential District (D)
- UT - Urban Transitional District (D)

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary

- Neighbourhood
- Watercourse
- Waterbody

**Map 8: Land Use Designations**  
**Wheatland County - Town of Drumheller**  
**Intermunicipal Development Plan**

May 2019

Map and data for informational and planning purposes only.

Map 8: Land Use Designations





### **3 INTERMUNICIPAL LAND USE POLICIES**

The land use policies contained in this Plan are intended to provide direction to the Town of Drumheller and Wheatland County administrations, subdivision and development authorities and Councils to encourage and manage the future development of lands contained within the Plan Area.

#### **3.1 GENERAL LAND USE POLICIES**

##### ***INTENT***

The general land use policies address matters that apply to the entire Plan Area and are intended to provide an overall guiding direction for the IDP. Agriculture is intended to remain as the primary land use in the area; however, potential growth centres identified in each municipality’s statutory plans (e.g. MDP or ASPs) may identify potential areas for non-agricultural land uses that will be dependent upon market and land owner interest. Each municipality will ensure non-agricultural development is designed in a smart, sustainable, and advantageous form.

##### ***POLICIES***

- 3.1.1 The primary land uses in the Plan Area are agriculture and grazing.
- 3.1.2 Both municipalities recognize and support the region’s tourism industry through cooperative land use planning, economic development initiatives, and provision of appropriate servicing and infrastructure.
- 3.1.3 Non-agricultural development within the Plan Area shall be aligned with each municipality’s Municipal Development Plan (MDP) and should be located along major highway corridors,

within existing urban areas, or within growth centres as identified in an MDP or other statutory plan (e.g. ASP).

- 3.1.4 The municipalities, as per this Plan, shall strive to engage in effective dialogue when considering land use in the Plan Area, while still maintaining complete jurisdiction on lands within their own boundaries.
- 3.1.5 The municipalities may collaborate and investigate methods of giving support to projects that may mutually benefit or enhance the quality of life of residents from both municipalities. This could be in the form of in-kind donations, materials, municipal letters of support, unified government lobbying, application for grants, or other more permanent arrangements upon mutual agreement.
- 3.1.6 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 3.1.7 In any area where the plan area for this IDP overlaps with another IDP plan area, the policies from both IDPs will apply.

### 3.2 URBAN EXPANSION

#### **INTENT**

From time to time urban municipalities require additional land within their jurisdiction to accommodate future population growth and/or to enable the municipality to plan rationally for the future. The Town has not expressed any interest in annexation.

#### **POLICIES**

- 3.2.1 The Town of Drumheller shall consult with Wheatland County and its residents prior to initiating any annexation application to the province.

### 3.3 AGRICULTURE

#### **INTENT**

Agriculture and grazing will continue to be a predominant use on the landscape within the Plan Area. Non-agricultural uses should be considered in such areas where they will not negatively impact agriculture and grazing.

#### **POLICIES**

- 3.3.1 Agricultural operations and development are the primary land use and development within the Plan Area. Where appropriate, non-agriculture development shall be permitted according to each municipality's statutory and guiding documents.

- 3.3.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, weed, and insect control adjacent to developed areas through best management practices and Alberta Agriculture guidelines.
- 3.3.3 If disputes or complaints in either municipality should arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

### 3.4 TOURISM AND RECREATIONAL DEVELOPMENT

#### **INTENT**

To ensure tourism and recreational related development occurs in a harmonious and efficient manner with the natural landscape that surrounds it and minimizes negative impacts to the communities.

#### **POLICIES**

- 3.4.1 Both municipalities should consult with each other and other agencies and stakeholders to develop management plans which integrate tourism, economic development, land use, development and recreational activities.
- 3.4.2 Wheatland County acknowledges the Town of Drumheller’s Tourism Corridor Bylaw and its linkage to a healthy tourism economy that benefits the entire region. While the bylaw does not affect lands in Wheatland County, the County will encourage its residents and landowners within the vicinity of the Tourism Corridor Bylaw to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism.
- 3.4.3 Both municipalities recognize that authentic rural living and working landscapes along tourism corridors are supported and encouraged and that these activities may at times require operations and aesthetics not familiar to all tourists (e.g. manure spreading).
- 3.4.4 When making land use decisions either municipality may wish to consider the preservation of viewsapes / view corridors that are important to the tourism industry and have been recognized by either municipality.

### 3.5 NATURAL ENVIRONMENT

#### **INTENT**

The Red Deer River and the Rosebud River are both located within the Plan Area, which provides a multitude of ecological, tourism and aesthetic value and potential for both municipalities and their residents. Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve, and enhance natural systems and environmentally significant areas while promoting appropriate development and tourism.

**POLICIES**

- 3.5.1 When making land use decisions, each municipality will:
- a) utilize and incorporate measures which minimize possible impacts on the Red Deer River, Rosebud River, and any other important water resources;
  - b) determine appropriate land use patterns in the vicinity of significant water resources and other water features including wetlands;
  - c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability, and habitat.
- 3.5.2 For proposed development on lands within the Plan Area that may contain an environmentally significant site, an environmental/biophysical impact assessment (EIA/BIA) may be required to be completed by the developer to satisfaction of the municipality.
- 3.5.3 For proposed development on lands that may contain a historic resource, a Historical Resource Overview (HRO) or Historical Resource Impact Assessment (HRIA) may be required to be completed by the developer to the satisfaction of Alberta Culture and Tourism. The developer must comply with the Historical Resources Act and Alberta Culture and Tourism.
- 3.5.4 Both municipalities should consider the Alberta Wetland Policy and Stepping Back from the Water Policy when making land use decisions with the goal of sustaining the environment and economic benefits.
- 3.5.5 Areas identified as environmentally sensitive or environmentally significant through federal, provincial, or municipal reports, policies, or plans, or through supplemental professional studies should be protected through the use of Environmental Reserves, Environmental Reserve Easements, Conservation Easements, or other appropriate methods as determined by the municipality and its applicable Municipal Development Plan policies or Land Use Bylaw regulations.
- 3.5.6 Development on slopes and in river valleys within natural areas is generally discouraged. However, where development is proposed on these natural features, it will proceed only in accordance with the respective municipality's statutory plans, applicable bylaws, and other municipal policies and regulations.
- 3.5.7 Subdivision and Development in or adjacent to river valleys shall take into consideration slope stability and soil characteristics in order to minimize negative environmental and developmental impacts.
- 3.5.8 Either municipality shall refer any new environmental or biophysical study or report in support of a planning or development application pertaining to lands within the Plan Area to the other municipality.
- 3.5.9 Either municipality shall refer to the other municipality any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters within the Plan Area.

### 3.6 WATER QUALITY AND FLOOD PROTECTION

#### **INTENT**

Water is a precious resource used by agriculture, residential, commercial, industrial, and recreational developments. It is important that both the Town and County consider the impact of development on water quantity and quality as well as the broader watershed impacts. Furthermore, protective measures should be taken to ensure developments are not located within flood prone areas.

#### **POLICIES**

- 3.6.1 Where new development may affect water quality, appropriate water and wastewater treatment and collection systems shall be considered using best management practices in the Town and County.
- 3.6.2 Development in identified flood fringe and floodways as per provincial mapping (if completed) shall comply with provincial regulations and legislation. Where land use development is to occur in flood prone areas not identified on provincial maps as either flood fringe or floodway, appropriate regulations shall be implemented to ensure no negative impacts on the land and neighboring municipality.

### 3.7 RESOURCE EXTRACTION & ENERGY DEVELOPMENT

#### **INTENT**

Resource extraction is recognized as important to the local economy and to the maintenance of transportation routes and other infrastructure. However, impacts from resource extraction operations may affect nearby lands and must be addressed through proper siting and operation practices.

#### **POLICIES**

- 3.7.1 Upon receipt of a development application for a new or expanded natural resource extraction operation within the Plan Area, the municipality shall forward a copy to the other municipality.
- 3.7.2 Upon receipt of a notice of application from a provincial agency for a natural resource extraction operation within the Plan Area (e.g. Code of Practice application notice from Alberta Environment & Parks) the municipality shall forward a copy to the other municipality.
- 3.7.3 When evaluating an application for a new or expanded natural resources extraction development the approving municipality shall ensure the development provides evidence of

how it will mitigate the potential negative impacts of dust, noise, traffic, air, and water pollution.

- 3.7.4 Each municipality must be notified of any natural resource extraction development proposal in the other municipality that will result in access being required from a road under its control or management. After the application is deemed complete, the affected municipality must be notified of the application and give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.7.5 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by natural resource extraction development, when the development requires access to come from the other municipality's road.
- 3.7.6 If either the Town of Drumheller or Wheatland County are in receipt of a notice for a new or expanded Alberta Transportation gravel pit or other natural resource extraction operation within the Plan Area, they shall forward a copy of the notice to the other municipality.

### 3.8 RENEWABLE ENERGY DEVELOPMENT

#### **INTENT**

The availability of wind, sun and other renewable natural resources in both municipalities allows for the potential of large and small renewable energy developments. However, the appropriate siting of these types of developments is critical to minimizing the impacts to adjacent lands and local infrastructure.

#### **POLICIES**

- 3.8.1 The municipalities encourage the location of renewable energy developments within the Plan Area:
- a) where compatible with existing land uses; and
  - b) in consideration of comments from the adjacent municipality.
- 3.8.2 Either municipality shall refer to the other municipality any application, after it is deemed completed, for a renewable energy development within the Plan Area. Small scale renewable energy developments that either do not require a development permit or are listed as a permitted use in the applicable Land Use Bylaw District do not require referral to the other municipality.

### 3.9 TRANSPORTATION

#### **INTENT**

It is important that each municipality take into consideration the impact of development on provincial highways and municipal roads located within the Plan Area that form the area's transportation infrastructure.

**POLICIES**

- 3.9.1 Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.9.2 Each municipality shall be notified of any road closure or development of an undeveloped road that will result in access being increased, decreased, or removed for a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.9.3 Either municipality may require a developer to enter into a road use agreement to control traffic, manage dust control or maintenance issues if access to the development is required from a road under its control or jurisdiction.
- 3.9.4 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access onto provincial highways. Any upgrading identified by a traffic study conducted by a developer with respect to a highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.

**3.10 TELECOMMUNICATION TOWERS / UTILITIES**

**INTENT**

Telecommunication towers and associated infrastructure is largely outside the jurisdiction of municipalities despite potential impacts to the local area. Municipalities can provide comments to applicants and approving authorities/agencies regarding applications within the Plan Area and municipality.

**POLICIES**

- 3.10.1 Where there is an application for a new, expanded, or retrofitted telecommunications tower within the Plan Area, the municipality within which the application is located shall refer the application to the other municipality for comment. If the municipality in which the application is located chooses to send a letter in response to an application for a telecommunications tower (sometimes referred to as a 'Letter of Concurrence') to the approving authority/agency the municipality shall include any comments received from the other municipality. If the municipality in which the application is located chooses not to send a letter it shall instruct the adjacent municipality to send their comments directly to the approving authority.
- 3.10.2 When providing a response letter or Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, the Town of Drumheller and Wheatland County shall request telecommunications companies to co-locate within the Plan Area where technically feasible.

- 3.10.3 When providing comments to provincial and federal departments regarding utility development within the Plan Area, the Town of Drumheller and Wheatland County shall request that consideration be given to the establishment of utility corridors with multiple users.

### 3.11 INTERPRETATION

#### **INTENT**

To ensure the policies and language within this Plan are as clear and concise as possible.

#### **POLICIES**

- 3.11.1 All references to a specific agency, body, or department were accurate at the time of writing. All references throughout the Plan shall therefore be considered applicable to the current relevant agency, body, or department.
- 3.11.2 Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter 1-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.11.3 The relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as an approximation and not a precise depiction of its actual or full extension.





## 4 PLAN ADMINISTRATION & IMPLEMENTATION

The administration and implementation of polices contained in this Plan are intended to assist the Town of Drumheller and Wheatland County administrations, subdivision and development authorities, and Councils with the initial and ongoing execution of this Plan over its lifespan and define the roles of each municipality in the Plan execution.

### 4.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

#### **INTENT**

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. A committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

#### **POLICIES**

- 4.1.1 For the purposes of administering and monitoring the IDP, the Town of Drumheller and Wheatland County shall establish an Intermunicipal Development Plan Committee (“the Committee”) comprised of an even number of members of Council from both the Town of Drumheller and Wheatland County. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing.
- 4.1.2 The term of appointment for Committee members should be as determined by each municipality. Following each election, Members of the Committee shall be appointed by respective Councils at their Organizational Meeting. If a Council wishes to appoint a new

member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.

- 4.1.3 The Town of Drumheller and Wheatland County agree the main functions of the Committee are to:
- a) create a forum for dialogue on issues of common concern and interest;
  - b) address concerns regarding the policies of the Plan;
  - c) address proposed amendments to the Plan;
  - d) address issues in relation to the implementation of Plan policies;
  - e) engage in resolving any conflicts or disputes which arise from this Plan;
  - f) equally share costs associated with using outside assistance to resolve a dispute; and
  - g) address any other land use issues deemed appropriate, but which are not explicitly identified in the Plan.
- 4.1.4 Meetings of the Committee shall be held on an “as-needed” basis, or at the request of either municipality. Committee meetings should be held as soon as possible if any conflict arises, or if any matter is brought before it.
- 4.1.5 A municipality may call a meeting of the Committee at any time with no less than five (5) days notice of the meeting being given to all members of the Committee and support personnel stating the date, time, purpose, and place of the proposed meeting. The five (5) days notice may be waived with three-quarters of the Committee members’ agreement noted.
- 4.1.6 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.7 At least one (1) member of each municipality’s administrative staff should attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.8 Both Councils agree the Committee is not a decision-making body and that the Committee shall issue a written response in the form of comments and/or recommendations to the appropriate and relevant decision-making body within ten (10) business days from the Committee meeting date.
- 4.1.9 Any changes to the Committee format, composition, roles, responsibilities, or any aspect of its existence or operation may be requested by either municipality.
- 4.1.10 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution Process in Section 5 of this Plan should be adhered to.

## 4.2 INTERMUNICIPAL REFERRAL POLICIES

### **INTENT**

The purpose of this section of the Plan is to establish clear and consistent expectations and protocols pertaining to the referral process for applications within both municipalities.

### **POLICIES**

#### *General*

- 4.2.1 Where an intermunicipal referral is required by policies contained in this Plan, each municipality agrees to provide the other municipality with the required landowner information for the circulation area.
- 4.2.2 Where a plan or bylaw (including amendments) or application requires notifications to be sent to a municipality that is external to this Plan, the referring municipality shall follow the referral requirements outlined in the Municipal Government Act (MGA), or where applicable, those contained in a relevant Intermunicipal Development Plan.
- 4.2.3 The Town of Drumheller and Wheatland County may wish to notify the other municipality of major municipal infrastructure or public works projects within the Plan Area (e.g. major road upgrades, bridge construction).

#### *Response Timelines*

- 4.2.4 The responding municipality shall, from the date of notification by either postal mail or electronic mail, have the following timelines to review and provide comment on intermunicipal referrals:
  - a) 14 calendar days for all complete subdivision or development applications,
  - b) 14 calendar days for all complete redesignation applications, and
  - c) 14 calendar days for all other intermunicipal referrals.
- 4.2.5 In the event that either municipality, the Committee, or any other referral does not reply within the response time for intermunicipal referrals stipulated in this Section, it is presumed the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

#### *Statutory Plans*

- 4.2.6 A newly proposed Municipal Development Plan or amendment pertaining to the Plan Area shall be referred to the other municipality for comment prior to a public hearing.
- 4.2.7 A newly proposed statutory plan or amendment pertaining to the Plan Area shall be referred to the other municipality for comment prior to a public hearing.

***Land Use Bylaws***

- 4.2.8 All Land Use Bylaw amendments pertaining to the Plan Area shall be referred to the other municipality prior to a public hearing.
- 4.2.9 All redesignation applications within the Plan Area shall be referred to the other prior to a public hearing.
- 4.2.10 A newly proposed Land Use Bylaw from either municipality shall be referred to the other prior to a public hearing.

***Outline Plans, Area Concept Plans & Design Concepts***

- 4.2.11 All outline plans, area concept plans, design concepts, or similar non-statutory plans in support of a subdivision or development that are located within the Plan Area shall be referred to the other municipality for comment prior to approval.

***Subdivision and Development***

- 4.2.12 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.13 All discretionary use applications within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.14 Both municipalities are encouraged to share with the adjacent municipality the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application within the Plan Area.

***Consideration of Responses***

- 4.2.15 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, Land Use Bylaws, or amendments to any of those documents shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.16 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

### 4.3 PLAN VALIDITY

#### **INTENT**

This Plan may require amendments from time to time to accommodate unforeseen situations and to keep the Plan relevant. This Plan does not contain a “sunset” clause, but rather a method of continuous updating.

#### **POLICIES**

##### *Addressing Provincial Regional Planning Requirements*

The two municipalities are located within different provincial regional plans. The Town of Drumheller is within the Red Deer Regional Plan, which has not yet been completed. Wheatland County is within the South Saskatchewan Regional Plan (SSRP) which has been completed and came into effect September 1, 2014.

- 4.3.1 The municipalities agree that they will comply with any relevant adopted regional plan.
- 4.3.2 This Plan aligns with the strategies of the SSRP for lands lying within the boundary of Wheatland County.

##### *Addressing Municipal Amendments and Plan Validity*

- 4.3.3 This Plan comes into effect on the date it is adopted by both the Town of Drumheller and Wheatland County.
- 4.3.4 Amendments shall be adopted by both Councils using the procedures outlined in the Municipal Government Act (MGA). No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.5 Proposed amendments to this Plan by parties other than the Town of Drumheller or Wheatland County shall be accompanied by the following:
  - a) an application for amendment submitted to the Town of Drumheller along with the applicable municipal fee for processing amendments to a statutory document; and
  - b) an application for amendment submitted to Wheatland County along with the applicable municipal fee for processing amendments to a statutory document.
- 4.3.6 The Plan shall only be repealed if mutually agreed upon by both municipalities and under the condition the Plan will be replaced with a new IDP that will be adopted by both municipalities at the time of the repeal.
- 4.3.7 In the case where only one municipality wishes to repeal the Plan, sixty (60) days notice shall be given to the other municipality stating the intent and reasons for repealing the Plan. Both Councils shall pass the bylaw repealing the Plan and adopting a new IDP for the repeal to take effect.
- 4.3.8 Should only one municipality wish to repeal the Plan, the dispute resolution process in Section 5.0 shall be initiated.

- 4.3.9 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.10 A formal review of the Plan shall occur within five (5) years from the date the IDP is adopted by both municipalities.
- 4.3.11 A formal review of the Plan shall occur when the Drumheller Flood Mitigation and Climate Adaptation System Plan is completed.



## **5 DISPUTE RESOLUTION**

The MGA mandates that every IDP must have policies pertaining to dispute resolution.

### **5.1 GENERAL DISPUTE PROCESS**

#### ***INTENT***

The policies of this Plan are designed to be general in nature, ensuring that both the Town of Drumheller and Wheatland County maintain jurisdiction over the decisions made within their borders. It is anticipated that by following the process below, any disputes or conflicts that may arise can first be avoided, and where necessary, settled at the local level. Only in those circumstances where a resolution cannot be achieved locally would the dispute be referred to outside parties.

#### ***POLICIES***

##### ***General Agreement***

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.

- 5.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

### ***Dispute Resolution***

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and, if both administrators are in agreement, take action to rectify the matter.
- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved or any other issue that may result in a dispute, the municipality should contact the other and request that a Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 The dissenting municipality is requested to bring a resolution of Council to the Committee. The resolution of Council should clearly outline the concern(s) and possible remedy requested from the other municipality.
- 5.1.7 Should the Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.8 Should the Councils be unable to resolve the matter, a formal mediation process to facilitate resolution of the issue shall be initiated.

### ***Filing an Intermunicipal Dispute under the Municipal Government Act***

- 5.1.9 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw, or amendment to such within thirty (30) days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the Municipal Government Act (MGA) so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.10 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30-day appeal filing process as outlined in the Municipal Government Act (MGA).

*Note: Using section 690(1) of the Municipal Government Act (MGA) is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*



*Dispute Resolution Flow Chart*

The dispute resolution flow chart shown as **Figure 1** is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.

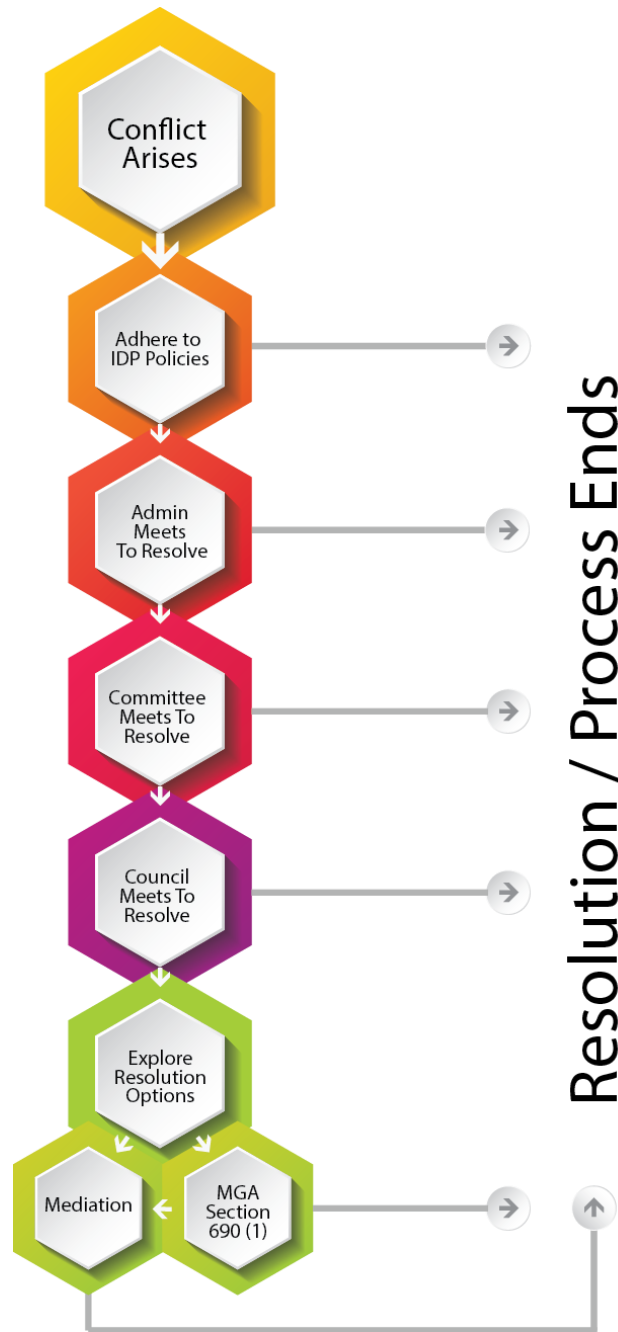


Figure 1: Dispute Resolution Flow Chart

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## **APPENDIX A | DEFINITIONS**

## APPENDIX A | DEFINITIONS

**Adjacent Land(s):** Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act, Revised Statutes of Alberta 2000, M-26* with amendments.

**Agricultural Operation:** If not defined in the municipality's Land Use Bylaw, it is an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and can include, but is not limited to:

- a) the cultivation of land;
- b) the raising of livestock, including game-production animals within the meaning of the "*Livestock Industry Diversification Act*" and poultry;
- c) the raising of fur-bearing animals, pheasants or fish;
- d) the production of agricultural field crops;
- e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- f) the production of eggs and milk;
- g) the production of honey (apiaries);
- h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- i) the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- j) the collection, transportation, storage, application, use transfer and disposal of manure;
- k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

**Alberta Land Stewardship Act (ALSA):** The *Alberta Land Stewardship Act Statutes of Alberta, 2009 Chapter A-26.8*, as amended.

**Area Structure Plan (ASP):** A statutory plan in accordance with the Municipal Government Act (MGA) for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

**Biophysical Impact Assessment:** means the assessment of the biological and physical elements for the purpose of reducing the potential impacts of the proposed development on the natural environment. The report details specific components of the environment such as topography, geology, hydrology, soils, vegetation, wildlife, and biodiversity (terrestrial and aquatic) for a specific development area. Mitigation measures are suggested to minimize or eliminate potential environmental concerns.

**Calgary Metropolitan Region Board (CMRB):** The board established by the Calgary Metropolitan Region Board regulation (Alberta Regulation 190/2017).

**Calgary Metropolitan Region:** The lands lying within the boundaries of the participating municipalities of the Calgary Metropolitan Region Board.

**Conservation Easement:** A voluntary agreement between a landowner and a conservation organization or government agency. The intent of the Conservation Easement is to protect the ecological, scenic, and or agricultural values of the land. The agreement is placed on title, and the landowner continues using the land subject to the specific restrictions in the easement.

**Conservation Reserve:** As defined by the Municipal Government Act and used for the purpose of conserving environmentally significant features that cannot be required to be provided as environmental reserve.

**Council(s):** The Council of the Town of Drumheller and the Council of Wheatland County in the Province of Alberta.

**County:** The Municipality of Wheatland County.

**Development:** As defined by the *Municipal Government Act* in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

**Discretionary Use:** The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

**Energy Industry or Energy Development:** Industry that uses some form of alternative energy either as the source of its operation or the result of its operation, such as, but not limited to, wind farms, solar farms, hydroelectric dams among others.

**Environmental Reserve:** Regulated through the Municipal Government Act (MGA), it is the transference of land from the landowner to the municipality through the subdivision process. The lands can consist of water bodies, steep slopes, gullies, or drainage courses, and would be required to remain in its natural state.

**Environmental Reserve Easement:** Similar to an Environmental Reserve, the ERE however allows the title to remain under the landowner, instead of with the municipality. Similar restrictions apply with an easement, such that the land would be left in its natural state.

**Environmentally Significant Area (ESA)** means an area defined as an Environmentally Significant Area within the applicable land use bylaw of the approving municipality.

**Environmental Site Assessment (ESA – Phase I or II):** An investigation in relation to land to determine the environmental condition of property. It includes a Phase 1 environmental site assessment, a Phase 2 environmental site assessment and confirmatory investigation.

**Extensive Agriculture:** The general raising of crops and grazing of livestock in a non-intensive nature.

**Extractives or Extractive Industry:** Use of lands that are governed by the location of a natural resource such as, but not limited to, sand and gravel, oil and gas, or logging which involves the extraction or onsite processing and/or storage of a natural resource.

**Historical Resource Value (HRV):** Lands that contain or are believed to contain historic resources, including primarily archeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures.

**Intensive Agriculture:** If not defined in the respective municipalities' Land Use Bylaw, it is any concentrated method used to raise crops or to rear or keep livestock, animals, poultry or their products for market including, but not limited to,

such operations as horse riding stables, poultry farms, pastures, rabbitries, fur farms, greenhouses, tree farms, sod farms, apiaries, dairies, nurseries and similar specialty uses conducted as the principal use of a building or site.

**Intermunicipal Border:** The shared border between the Town of Drumheller and Wheatland County.

**Intermunicipal Development Plan (IDP):** A statutory document, adopted by bylaw in accordance with section 631 of the *Municipal Government Act*, which is used by municipalities as a long-range planning tool.

**Intermunicipal Development Plan Committee (the Committee):** The members assigned by each respective Council for the purposes of administering and monitoring the Intermunicipal Development Plan.

**May:** Is an operative word that means that there is a choice, with no particular direction or guidance intended.

**Municipalities (the Municipalities):** The municipalities of the Town of Drumheller and Wheatland County.

**Municipal Government Act (MGA):** The Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26, as amended.

**Municipal Development Plan (MDP):** A statutory plan, adopted by bylaw in accordance with section 632 of the *Municipal Government Act* and used by municipalities as a long-range planning tool.

**Permitted Use:** The use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

**Plan:** The Town of Drumheller and Wheatland County Intermunicipal Development Plan.

**Plan Area:** The lands defined in this document on Map 2 noted as “Plan Area” (approximately 1 to 1.5 miles on either side of the shared border) to which the policies of this document pertain.

**Provincial Highway:** A road development as such by Ministerial Order pursuant to the *Highway Development and Protection Act*, Alberta Regulation 326/2009.

**Ratepayer:** A land owner within the municipality who pays taxes to the respective municipality and is considered a stakeholder in public matter relating to the municipality.

**Red Deer Regional Plan:** The Regional Plan and regulations for the Red Deer Regional Plan area established by Order of the Lieutenant Governor in Council Pursuant to the Alberta Land Stewardship Act.

**Renewable Resource/Energy:** A natural resource or form of energy that can replenish on its own with time.

**Shall:** Is an operative word that means the action is mandatory.

**Should:** Is an operative word that means that in order to achieve the Plan's objectives, it is strongly advised that the action be taken.

**Soil Classifications:** The classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture.

**Class 1** – Soils in this class have no significant limitations in use for crops.

**Class 2** – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.

**Class 3** – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

**Class 4** – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.

**Class 5** – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.

**Class 6** – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.

**Class 7** – Soils in this class have no capacity for arable culture or permanent pasture land.

**South Saskatchewan Regional Plan (SSRP):** The Regional Plan and regulations for the South Saskatchewan Regional Plan area established by Order of the Lieutenant Governor in Council Pursuant to the *Alberta Land Stewardship Act*.

**Stakeholder:** A person with an interest or concern in matters pertaining to this Plan.



**Statutory Plan:** As per Part 17 of the *Municipal Government Act*, is an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality under Division 4 of the *Municipal Government Act*.

**Subdivision and Development Authority:** Within the boundary of the Town of Drumheller means the Town of Drumheller Subdivision and Development Authority, and within the boundary of the Wheatland County means the Wheatland County Subdivision and Development Authority.

**Town:** The Town of Drumheller.



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Town of Drumheller-Kneehill County Intermunicipal Development Plan</b>
<b>DATE:</b>	January 31, 2020
<b>PRESENTED BY:</b>	Darryl Drohomerski, Chief Administrative Officer
<b>ATTACHMENT:</b>	Bylaw No. 04.20 Town of Drumheller-Kneehill County Intermunicipal Development Plan

**SUMMARY**

The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan (IDP). This Plan contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction. The latest amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline.

**RECOMMENDATION:**

That Council give first reading to Bylaw 04.20 Town of Drumheller-Kneehill County Intermunicipal Development Plan and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

**DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):**

An intermunicipal development plan is a mandatory statutory plan between two municipalities that provides guidance in the planning and development of lands adjacent to the municipal boundaries. It provides direction and ensures consistency with the other individual municipalities' statutory plans, including Area Structure Plans and Area Redevelopment Plans.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Legislative compliance, good relations, shared resources, taxpayer fairness.

Mike McLean

Prepared By: Mike McLean  
Senior Administrative Assistant – Legislative Services

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

**TOWN OF DRUMHELLER**

**BYLAW NO. 04.20**

A Bylaw of the Town of Drumheller in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to adopt the Town of Drumheller-Kneehill County Intermunicipal Development Plan (2020).

WHEREAS Section 631(1) of the Municipal Government Act authorizes two or more Councils to adopt an Intermunicipal Development Plan;

WHEREAS the Town of Drumheller and Kneehill County have agreed to the joint preparation of the Town of Drumheller-Kneehill County Intermunicipal Development Plan;

AND WHEREAS all parties required to be included in the Plan preparation have been properly notified in accordance with Section 636 of the Municipal Government Act;

AND WHEREAS the Councils of the Town of Drumheller and Kneehill County will hold public hearings pursuant to Section 692 of the Municipal Government Act after giving notice of it in accordance with Section 606 of the Municipal Government act;

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

1. That this Bylaw shall be known as the “Town of Drumheller-Kneehill County Intermunicipal Development Plan” (as shown in attached Schedule “A”) which is part of this document.
2. That the Town of Drumheller-Kneehill County Intermunicipal Development Plan shall provide the policy framework for future subdivision and development of the lands describe therein.
3. That Town of Drumheller Bylaw No. 04.20 shall have force and take effect from the final reading thereof.

**AGENDA ITEM #6.1.2.**

READ A FIRST TIME this 3<sup>rd</sup> day of February, 2020.

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

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

READ A SECOND TIME this 2<sup>nd</sup> day of March, 2020.

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

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

READ A THIRD AND FINAL TIME this 16<sup>th</sup> day of March, 2020.

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

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



# **INTERMUNICIPAL DEVELOPMENT PLAN**

## **KNEEHILL COUNTY & TOWN OF DRUMHELLER**

Kneehill County Bylaw No. XXXX &  
Town of Drumheller Bylaw No. XXXXX

Adopted XXXX, XX, 2020



[Insert Signed Bylaw from municipality #1]

DRAFT

[Insert Signed Bylaw from Municipality #2

DRAFT

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**Photo sources:**

Photos on pages 1, 14 - Kneehill County Instagram (<https://www.instagram.com/kneehillcounty/>) &

Photo on page 7 - Rick Schmidt Photography

Photo on page 22 - Google Earth



## 1 | INTRODUCTION

### 1.1 Purpose of an Intermunicipal Development Plan

The purpose of intermunicipal planning is to establish a long-range collaborative approach for future land use along municipal borders. The Town of Drumheller's western boundary borders Kneehill County. Land use decisions made by either municipality along this border may affect and influence one another. This Intermunicipal Development Plan (IDP) is a cooperative planning initiative that ensures development and land use decisions along the shared border occur in a harmonious manner that respect the interests of each municipality. The overall objectives of this IDP are to:

- Ensure development and growth occurs in a sustainable and responsible manner;
- Establish a coordinated approach to development and land use decisions along the shared municipal border;
- Encourage continued communication between the municipalities;
- Minimize future land use conflicts;
- Outline processes for resolving disputes; and
- Provide landowners with greater certainty of potential land use and future development within the Plan Area.

### 1.2 Hierarchy of Plans in Alberta

In accordance with the Municipal Government Act (MGA) IDPs are the highest order of municipal statutory plan. All lower order statutory plans for a municipality, including a Municipal Development Plan (MDP) and Area Structure Plans (ASPs) must be in alignment with any and all IDPs a municipality has adopted (see Figure 1).

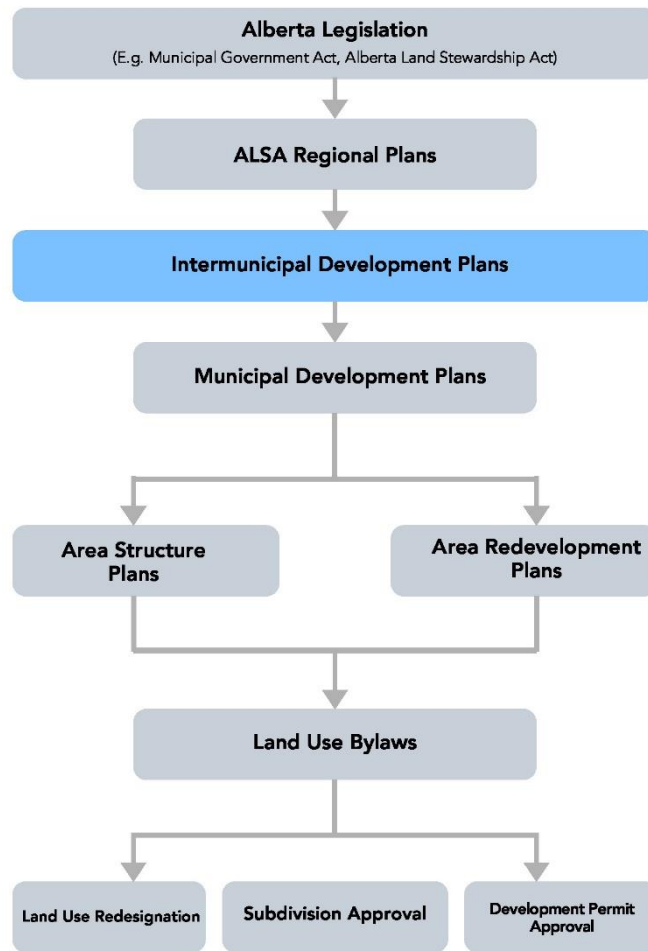


Figure 1.: Planning Hierarchy in Alberta

### 1.3 Provincial and Regional Plans

The Province of Alberta takes a multi-tiered approach to legislating planning and development within the province. The two main pieces of provincial legislation that mandate planning and development in Alberta are the Alberta Land Stewardship Act (ALSA), and the Municipal Government Act (MGA). The ALSA mandates the legislative authority for the province’s seven (7) Regional Plans, while the MGA provides the legislative authority of municipal planning documents.

The seven (7) Regional Plans are organized geographically by seven major watersheds within Alberta. Two of the seven Regional Plans have been adopted (Lower Athabasca Regional Plan and South Saskatchewan Regional Plan). The remaining five Regional Plans are either underway or not started. The Red Deer Regional Plan, which encompasses Kneehill County and the Town of Drumheller, has not been started. The overall objective of the Regional Plans is to set a collaborative approach to managing the province’s land and natural resources to achieve economic, environmental and social goals. All municipal bylaws, including planning documents, are required to be in alignment with the applicable Regional Plan.

## 1.4 IDP Legislative Requirements

The Municipal Government Act (MGA) mandates the legislative requirements for IDPs. Section 631 of the MGA (as amended January 1, 2020) outlines the requirements for an IDP:

### *Intermunicipal Development Plans*

*631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).*

*(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.*

*[...]*

*(8) An intermunicipal development plan*

*(a) must address*

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*(b) must include*

- (I) A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.*

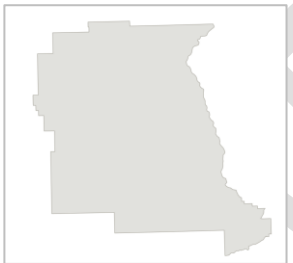
## 1.5 Municipal Profiles

### Town of Drumheller



The Town of Drumheller is located in the Red Deer River valley in south-central Alberta spanning an area of 10,803 hectares (26,694 acres), situated between Starland County to the north, Kneehill County to the west, Special Areas 2 to the east, and Wheatland County to the south. The Town offers a diversity of residential options, employment opportunities, and way of life for the Town's population of 7,982 (Statistics Canada, 2016 Census). The Town of Drumheller is greatly influenced by its unique landscape made up of rolling fields, steep, dry coulees, and the Red Deer River. The Town's goal is to preserve and enhance the natural environment while accommodating growth responsibly and strategically. The Town is well-known for its tourism industry. In the heart of the Canadian Badlands, Drumheller's unique scenery and fascinating dinosaur-oriented history attracts hundreds of thousands of people to the community each year.

### Kneehill County



Kneehill County is located in south-central Alberta spanning an area of 331,900 hectares (820,143 acres), situated between Red Deer County to the north, Mountain View County to the west, and Starland County to the east, Town of the Drumheller to the south-east and Wheatland County to the south. The majority of the land is zoned for agricultural uses, allowing the population of 5,001 (Statistics Canada, 2016 Census) to enjoy a rural way of life. As a region, Kneehill County with the Towns of Three Hills, Trochu and Villages of Acme, Carbon, Linden, and four hamlets, have a combined population of over 11,000 residents. Oil and gas is the second major industry in the region. The County's goal is to protect this rural way of life while proactively enhancing it. The eastern border of Kneehill County runs along the Red Deer River Valley down to the heart of the Canadian Badlands, making tourism a viable market opportunity.

## 2 | PLAN AREA

### 2.1 Plan Boundary

The Plan Area extends approximately 1.6 km (1 mile) on either side of the shared border between the municipalities (see *Map 1: IDP Area*). At times the Plan Area extends further to accommodate geometric irregularities along the shared border, geographic constraints and to minimize any overlaps with other IDPs for either municipality.

Within the Plan Area, the following economic, environmental and social considerations were examined:

- Land use and zoning;
- Residences and urban areas;
- Tourism and recreation;
- Confined Feeding Operations (CFOs);
- Resource Extraction and Energy development;
- Transportation Corridors;
- Environmentally Significant Areas (ESAs); and
- Historic Resource Value (HRV) Sites.

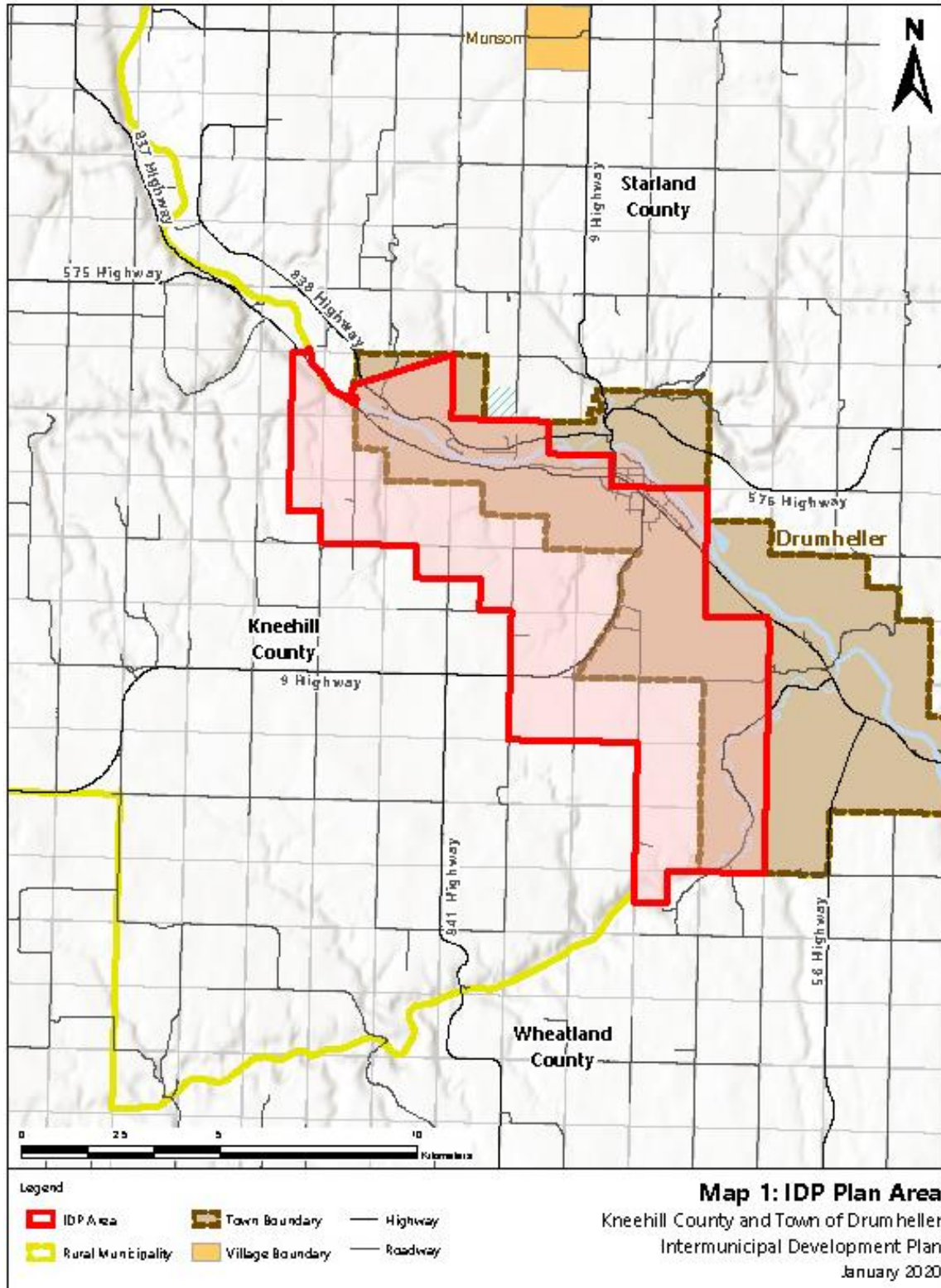
### 2.2 Plan Area Characteristics

The Plan Area as shown on *Map 1* encompasses rural and agricultural areas within Kneehill County and both urban and rural areas within the Town of Drumheller.

The Town of Drumheller contains both urban and rural areas, with the central business and main urban residential area located just to the north of the Plan Area. The shared border between Kneehill County and the Town of Drumheller is located within the Town's mostly rural area.

#### GENERAL CHARACTERISTICS

The central Plan Area features Highway 9, which could be considered the main gateway into the Town of Drumheller. The western edge of the Plan Area along Highway 9 is above the Red Deer River valley, but as it heads east it drops down into the valley. Heading northwest from the middle of the Plan Area, the Plan Area is bounded by Highway 575 as it meanders westward out of the Town. To the southeast of Highway 9 the Plan Area generally stays on the south side of the Red Deer River encompassing both the river valley area and higher flat land. The Plan Area heads southeast until it comes against the Rosebud River and Highway 10X at which point it follows the Rosebud River south until the junction with Wheatland County.



Map 1: IDP Area



## **NATURAL ENVIRONMENT & THE RED DEER RIVER BASIN**

Much of the eastern portion of the Plan Area boundary runs along the edge of the Red Deer River and includes important riparian areas within the Red Deer River Basin. The Plan Area's eastern border follows the smaller but also important environmental feature, the Rosebud River and its riparian areas. Riparian areas provide a wide range of ecological functions that are vital to a healthy functioning landscape and form part of an extensive drainage basin within every watershed. Both municipalities are committed to protecting and preserving the environmental aspects of this basin.

## **AGRICULTURAL LAND USES**

The agricultural land in the Plan Area consists of a variety of soil classifications that are used for a range of agricultural activities including grazing and crop production (see **Map 2: Soil Classifications**).

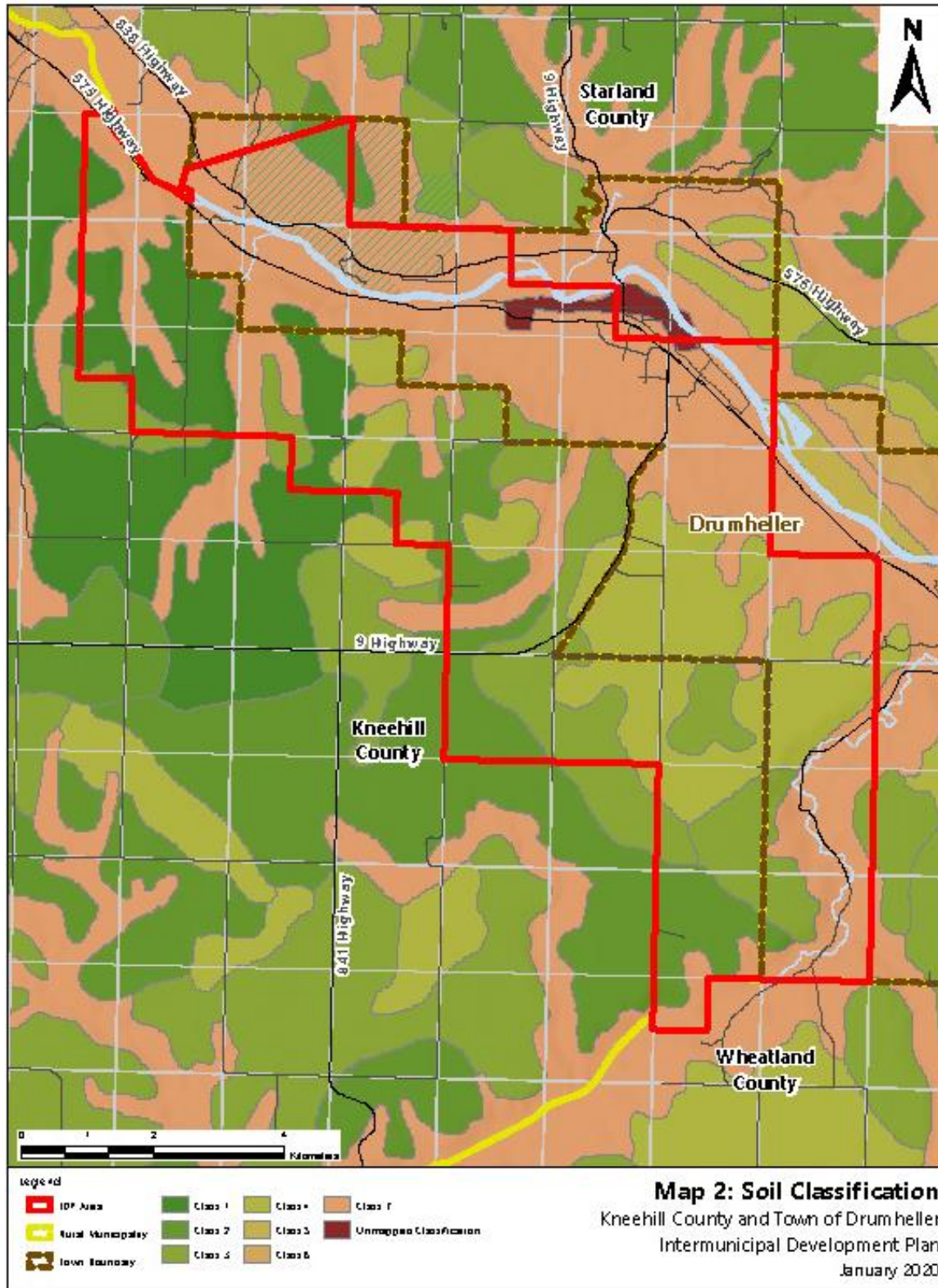
## **RESIDENTIAL LAND USES**

Residential land use within the Plan Area is mainly located within the Town of Drumheller. Within the Kneehill County portion of the Plan Area minimal residential and acreage development has occurred.

## **INDUSTRIAL LAND USES**

The Plan Area also contains a sizable industrial area that is located west of Highway 9 along Highway 575. The industrial park is mainly light industrial land uses consisting of shop buildings, contractor bays, and industries servicing the oil and gas sector. The industrial area is mainly built out, but has some vacant undeveloped areas for future growth.





Map 2: Soil Classification

## INSTITUTIONAL LAND USES

The Drumheller Institution, a correctional facility with both medium-security and minimum-security facilities is also located within the Plan Area. The Drumheller Institution has a medium security facility capacity of 582 and a minimum security capacity of 122 and is a major employer in the region.

## RECREATIONAL LAND USES

Just north of the Drumheller Institution is a large 100+ acre outdoor racetrack, called the Dinosaur Downs Speedway. The site includes an oval dirt racetrack and a long motorcross track. This outdoor facility is host to numerous racing events throughout the year.

## TRANSPORTATION INFRASTRUCTURE

The Plan Area is bisected by major highways both north-south and east-west (see **Map 1**). Highway 9 bisects the middle of the Plan Area going north-south while Highway 575 heads northwest to southeast joining into Highway 10. Given the dramatic topography within the Plan Area transportation networks play a key role in dictating the location of human development in this area. The creation of new major road networks is unlikely and future development will likely be located near existing transportation corridors.

## HISTORIC RESOURCES

The Plan Area and region is a unique landscape that is rich in cultural, archaeological and paleontological history and artifacts (see **Map 3: Historic and Environmental Features**). The area is well-known as a destination for scientists and tourists interested in the science of paleontology and especially dinosaurs.

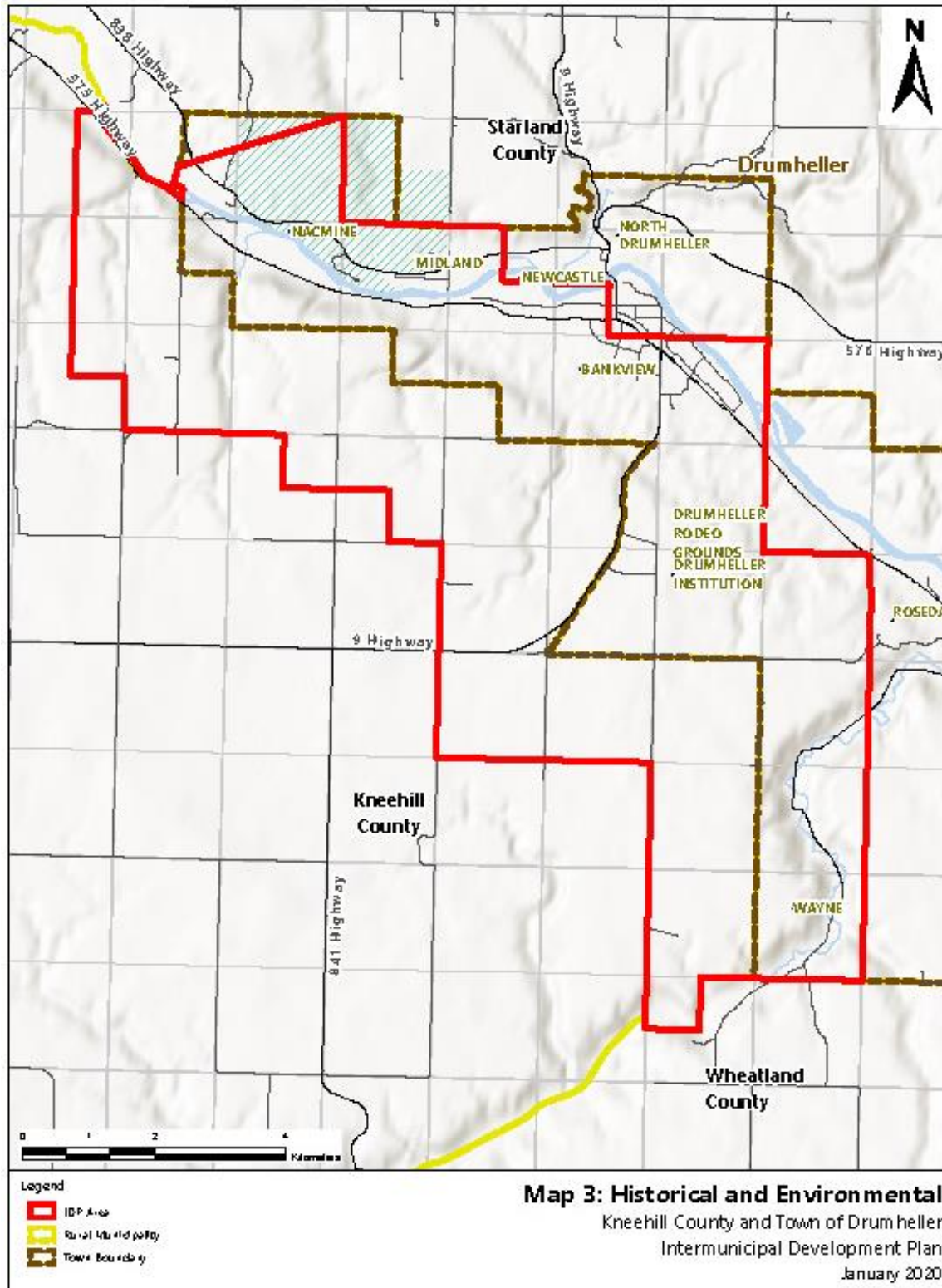
The area's rich history also extends to human habitation of the region. This area has been inhabited by Indigenous peoples for thousands of years. The Plan Area is located within Treaty 7, which was signed on by the Government of Canada and five First Nations: the Siksika (Blackfoot), Kainai (Blood), Piikani (Peigan), Stoney-Nakoda, and Tsuut'ina (Sarcee).

## LAND USE DESIGNATIONS (ZONING)

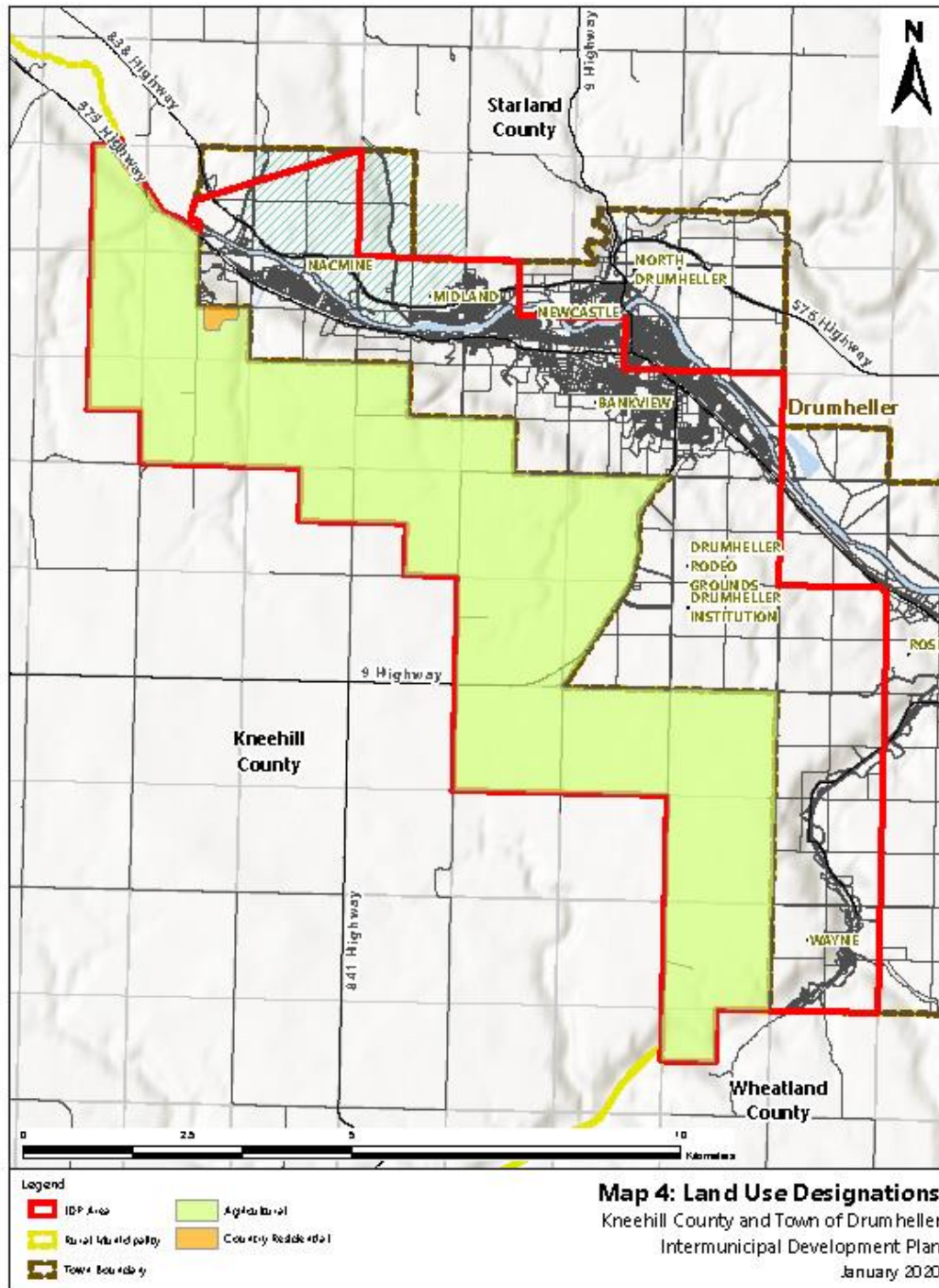
Lands within the Plan Area are predominately designated (zoned) as Agricultural districts in the respective Land Use Bylaws of both municipalities. Other land use designations include institutional, industrial and residential as shown on **Map 4: Land Use Designations (Zoning)**.

## OIL & GAS FACILITIES

Oil and gas facilities are present throughout the region and also within the Plan Area, mainly on the Kneehill side. **Map 5: Energy Facilities** identifies the existing oil and gas facilities.



*Map 3: Historical and Environmental*



Map 4: Land Use Designations (Zoning)

### 2.3 Town of Drumheller Population Analysis

Town of Drumheller amalgamated with the M.D. of Badlands No. 7 in 1988 thereby including additional hamlets and rural areas into its municipal boundaries. This provided the municipality with a healthy land base for any anticipated future growth. Between 1996 and 2011 the municipality grew in population from 7,833 to a high of 8,029 before dropping in 2016 to 7,982 (see **Figure 1**). An IDP provides the opportunity to gain an understanding of any future growth requirements of the urban municipality. The Town of Drumheller’s relatively flat population growth combined with a desktop analysis of vacant lands suggests there is sufficient residential and non-residential land available for the Town. Thus, the need for annexation is not expected in the foreseeable future.

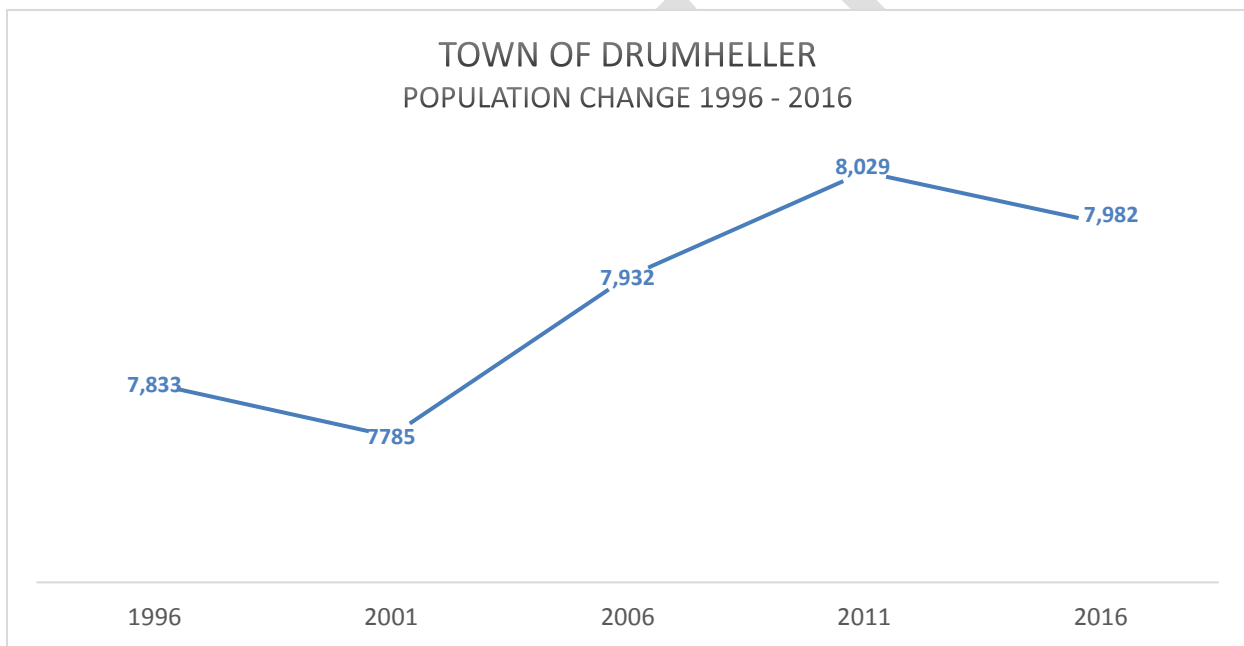
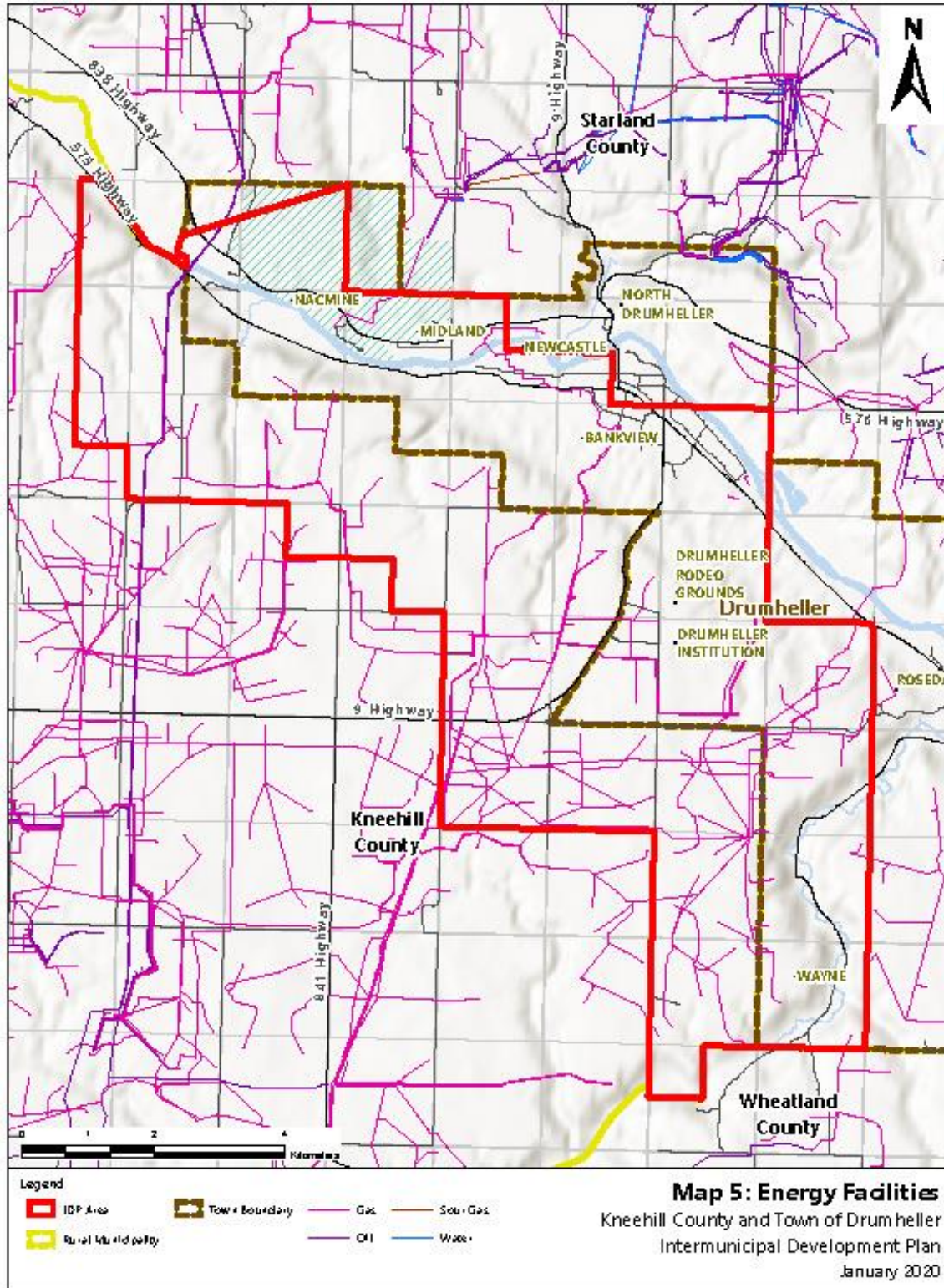


Figure 1: Town of Drumheller Population Change



Map 5: Energy Facilities

## 3 | POLICY FRAMEWORK

IDP policies guide and direct each municipality in their day-to-day decision-making pertaining to development and land use. The MGA dictates that an IDP is the highest order statutory plan in a municipality and subsequently decision-making and lower level statutory plans must closely align with IDP policies. The following policy sections take into consideration the key characteristics of the Plan Area and establish policies that works towards achieving the common goals of each municipality for the IDP area.

### 3.1 Interpretation

This IDP uses specific language to ensure clear and concise policies that will guide decision making. Further, it is important to ensure these policies are communicated in the proper context. The following words are to be interpreted throughout the plan as follows:

- Policy 3.1.1**      **Council:** refers to the Town of Drumheller Council and/or Kneehill County Council.
- Policy 3.1.2**      **Shall, require(d), must, or will:** mean that the policy is mandatory; exceptions would require an amendment to the Plan.
- Policy 3.1.3**      **Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.
- Policy 3.1.4**      **May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.
- Policy 3.1.5**      Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the Interpretation Act, Chapter I-8, RSA 2000 as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.

**Policy 3.1.6** All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.

**Policy 3.1.7** The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

## 3.2 Land Use

### Intent

Identifying long-term future land use goals is a legislative requirement of an IDP and forms one of the key areas of agreement and coordination in this plan. Currently, the vast majority of land within the Plan Area is zoned agricultural and primarily used for extensive agricultural operations. In general the proportion of rural to urban land uses within the Plan Area are not likely to change significantly within the foreseeable future.

**Policy 3.2.1** The future vision for the Plan Area is to ensure continuation of the agricultural character of the area while concentrating future urban development within the Town's existing urban areas.

**Policy 3.2.2** Future land uses in the Plan Area shall align with the Future Land Use Maps within each municipality's Municipal Development Plan.

**Policy 3.2.3** Fragmentation of agricultural land and premature conversion to non-agricultural uses should be limited.

**Policy 3.2.4** Land use within the Plan Area shall align with any statutory planning documents or Land Use Bylaw from either municipality.

**Policy 3.2.5** The municipalities shall strive to engage in open communication when considering land use decisions in the Plan Area and should discuss any proposed Statutory Plans, Land Use Bylaw updates, or amendments that may impact the Plan Area.

**Policy 3.2.6** Land owned by either municipality within the other municipality's jurisdiction shall follow any bylaw, statutory planning document, land use bylaw of the municipality the land is located in.



## 3.3 Growth Management & Annexation

### Intent

An IDP provides the opportunity to identify any lands that may be required for municipal expansion through annexation to ensure that municipalities have an adequate land supply to support future growth. However, through the population and vacant land analysis it was identified that the Town currently contains an adequate land supply to meet short and medium-term future development demands.

**Policy 3.3.1** Should the Town require additional lands the annexation process may be initiated by the Town in accordance with the requirements of the *Municipal Government Act*.

**Policy 3.3.2** The Town of Drumheller shall consult with Kneehill County and its residents prior to initiating an annexation application to the province.

**Policy 3.3.3** The Town of Drumheller and Kneehill County will endeavor to reach an agreement on an annexation prior to submitting an annexation to the Municipal Government Board.

## 3.4 Agriculture

### Intent

Agricultural land represents the largest land use in the Plan Area, consisting predominately of activities associated with extensive agriculture. Extensive agriculture shall continue to be the primary use of land in the Plan Area.

**Policy 3.4.1** In making land use decisions within the Plan Area, both municipalities shall respect the right of agricultural operators to pursue normal activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.

**Policy 3.4.2** Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, weed and insect control, adjacent to developed areas through best management practices and Alberta Agriculture guidelines.

### Confined Feeding Operations

**Policy 3.4.3** It is recognized that approval of Confined Feeding Operations (CFOs) ultimately lies with the Natural Resources Conservation Board (NRCB). Prior to approvals being given within the Plan Area, both municipalities shall request that the staff of the NRCB review local plans and policies and consider these in their decision making.

### **3.5 Tourism and Recreation**

#### **Intent**

To ensure tourism and recreational related development continues to thrive and occurs in a harmonious and efficient manner with the natural landscape that surrounds it and minimizes any potential negative impacts.

**Policy 3.5.1** Both municipalities should consult with each other and other agencies and stakeholders to development management plans which integrate tourism, economic development, land use, development and recreational activities.

**Policy 3.5.2** Kneehill County acknowledges the Town of Drumheller’s Tourism Corridor Bylaw and its linkage to a healthy tourism economy that benefits the entire region. While the bylaw does not affect lands in Kneehill County, the County will encourage residents and landowners within the vicinity of the Tourism Corridor Bylaw to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism.

**Policy 3.5.3** Both municipalities recognize that authentic rural living and agricultural production along tourism corridors is supported and encouraged. These rural activities require operations and aesthetics not familiar to all tourists (e.g. manure spreading, slow moving vehicles on roads) and are supported by both municipalities to ensure the continued rural character of the area.

**Policy 3.5.4** Either municipality when making land use decisions or providing referral comments to the other municipality may wish to consider the preservation of view corridors / viewsapes that are important to the tourism industry and/or local character of the area.

### **3.6 Servicing and Infrastructure**

#### **Intent**

Proper servicing of development is critical for the continued health and safety of residents. Coordination of the delivery of infrastructure and services between both municipalities can lead to greater efficiency and cost savings.

**Policy 3.6.1** Both municipalities are strongly encouraged to identify and implement cost effective ways of delivering shared services that benefit both municipalities and their residents.

**Policy 3.6.2** Where possible local infrastructure and development should connect to regional services.

**Policy 3.6.3** Where servicing a development is more feasible from the services and infrastructure of the other municipality the development levies or equivalent contributions shall be collected from the benefiting development to ensure the cost of services do not negatively impact existing residents of the municipality where the services are being provided.

**Policy 3.6.4** Both municipalities will discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are mutually beneficial.

## 3.7 Natural Environment & Historic Resources

### Intent

The lands within the IDP Plan Area contain important Environmentally Significant Areas (ESAs) such as native grasslands, riparian areas and drainage courses in addition to essential wildlife, bird and fish habitat. Additionally, lands within the IDP Plan Area may contain important Historical Resources, including archaeological, cultural, or palaeological artifacts. Policies within this IDP should ensure that development occurs in a manner that does not negatively impact important historical resources and natural landscapes.

### Natural Environment

**Policy 3.7.1** Both municipalities shall endeavor to conserve and protect ESAs as defined in each municipality's Land Use Bylaw and other significant natural areas and resources.

**Policy 3.7.2** When making land use decisions each municipality will:

- a) Utilize and incorporate measures where possible to minimize potential impacts on the Red Deer River, Rosebud River, and any other important water resources;
- b) Determine appropriate land use patterns in the vicinity of significant water resources and other water features including wetlands;
- c) Establish appropriate setbacks to maintain water quality, floodwater conveyance and storage, bank stability and habitat.

**Policy 3.7.3** Where development is proposed near natural features or lands deemed to be environmentally sensitive or significant, the approving municipality, at their sole discretion, may require an Environmental / Biophysical Impact Assessment (EIA/BIA) to be completed by a qualified professional to determine the potential impacts from development and how those impacts will be minimized.

**Policy 3.7.4** Both municipalities should consider the provincial *Wetland Policy* and *Stepping back from the Water-A Beneficial Management Practices Guide For New Development* when making land use decisions with the goal of sustaining the environment and economic benefits.

**Policy 3.7.5** Areas identified as environmentally sensitive or environmentally significant should be protected through Environmental Reserves, Environmental Reserve Easements, Conservation Easements, or other appropriate methods as determined by the municipality and its applicable statutory plans and Land Use Bylaw regulations.

**Policy 3.7.6** Either municipality shall refer any new environmental or biophysical study or report in support of a planning or development application pertaining to lands within the Plan Area to the other municipality.

**Policy 3.7.7** Either municipality shall refer to the other municipality any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters within the Plan Area.

## Red Deer River Basin

**Policy 3.7.8** Subdivision and Development in or adjacent to the Red Deer River valley including the Rosebud River shall take into consideration slope stability and soil characteristics in order to minimize negative impacts. Within floodplains, development should be regulated to protect the natural area and to minimize potential flood damage.

**Policy 3.7.9** All land uses and developments proposed along the top or within the river valley in both municipalities shall be evaluated to ensure that water quality and protection of any ESAs.

**Policy 3.7.10** Development in identified flood fringe and floodways as per provincial mapping (if completed) shall comply with provincial regulations and legislation. Where land use development is to occur in flood prone areas not identified on provincial maps as either flood fringe or floodway, appropriate regulations shall be implemented to ensure no negative impacts on the land and neighbouring municipality.

## Historic Resources

**Policy 3.7.11** Where development is proposed on lands that may contain a Historical Resource Value (HRV), a Historical Resource Impact Assessment (HRIA) may be required to be completed by the developer to the satisfaction of the municipality and Alberta Culture and Tourism. The Developer must comply with *the Historical Resources Act* and Alberta Culture and Tourism.

**Policy 3.7.12** Both municipalities should identify properties with significant historic resources within the Plan Area to ensure conservation and maintenance.

### **3.8 Resource Extraction & Renewable Energy Development**

#### **Intent**

Resource extraction and renewable energy development are important to the local economy. Further, it is important that resource extraction and renewable energy development operations occur in a manner that is compatible with adjacent land uses and minimizes offsite impacts to ensure sustainable economic, environmental and social outcomes.

**Policy 3.8.1** Decisions regarding natural resource extraction or renewable energy shall take into consideration impacts on existing land use, residents, landowners, and future land use in both municipalities.

**Policy 3.8.2** Each municipality must be notified of any resource extraction or renewable energy development proposal in the other municipality that will result in access being required from a road under its control or management.

**Policy 3.8.3** Either municipality may require an agreement regarding the construction, repair, or maintenance of any municipal roads which may be impacted by a resource extraction or renewable energy-development, where the development requires access through the other municipality's road network.

**Policy 3.8.4** The municipalities shall consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded resource extraction activities including pits, or other extractive activities, where they maintain jurisdiction.

**Policy 3.8.5** If either municipality receives a notification from a provincial agency, board or department pertaining to a proposed or approved natural resource or renewable energy development within the Plan Area, the municipality should forward it to the other municipality.

### **3.9 Transportation**

#### **Intent**

Efficient and functional transportation networks are critical to long-range growth and development within the Plan Area. Further, the communication and coordination between both municipalities as well as provincial transportation jurisdictions are necessary to ensure efficiency and functionality.

- Policy 3.9.1** Both municipalities shall jointly consult with Alberta Transportation to coordinate planning and development along major roadways and provincial highways/jurisdictions within the Plan Area.
- Policy 3.9.2** Road closures that may affect both municipalities shall be jointly coordinated by following the agreed upon referral process.
- Policy 3.9.3** Both municipalities are encouraged to share information regarding appropriate practices for road design, maintenance, classification, permitting and road bans to promote an efficient and cost effective regional transportation network.
- Policy 3.9.4** Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management. The affected municipality must give its response in writing in a timely manner in accordance with the IDP referral process. If comments are not received within the notification period, it will be determined the municipality has no concerns.
- Policy 3.9.5** Either municipality may require a developer to enter into a Road Use Management Agreement to control traffic, manage dust control or maintenance issues if access to the development is required from a road under its control or jurisdiction.

### **3.10 Telecommunication Towers & Utilities**

#### **Intent**

It is recognized that the jurisdiction for telecommunication towers and utility approvals is outside of the control of municipalities. However, as the demand for this infrastructure grows there is potential for these developments to have land use impacts. The following policies seek to guide both municipalities when providing comments to applicants or relevant agencies in regard to applications for telecommunication infrastructure within the Plan Area.

- Policy 3.10.1** When providing comments for a new, expanded or retrofitted telecommunications tower, both municipalities shall request telecommunications companies to co-locate within the Plan Area where technically feasible.
- Policy 3.10.2** When providing comments to provincial and federal departments regarding utility development within the Plan Area, both municipalities shall request that consideration be given to the establishment of utility corridors with multiple users.

## 4 | IDP IMPLEMENTATION & ADMINISTRATION

Continuous collaboration and communication between both municipalities is essential for effective coordination of land use planning and the successful implementation and administration of the IDP.

### 4.1 Circulation and Referral Process

#### Intent

To establish a clear process for referring subdivision and development applications, statutory and non-statutory planning documents and amendments, and land use related studies and achieving a coordinated approach to planning and development within the Plan Area.

#### Policy 4.1.1

The following shall be referred by each municipality prior to a public hearing, meeting or decision:

- i. A proposed Municipal Development Plan (MDP);
- ii. A proposed Area Structure Plan (ASP) or Area Redevelopment Plan (ARP) within the Plan Area; or a proposed ASP or ARP that may have an impact on the Plan Area;
- iii. A proposed new Land Use Bylaw (LUB);
- iv. An amendment to a statutory planning document or Land Use Bylaw within the Plan Area or which may affect the Plan Area;
- v. A proposed *multi lot* subdivision within the Plan Area;
- vi. A development application for a *Discretionary Use* within the Plan Area;
- vii. A road closure within the Plan Area;

#### Policy 4.1.2

Either municipality may refer any other application, statutory plan, policy, report or land use matter not specified in *Policy 4.1.1* to the other municipality if the municipality is of the opinion that the adjacent municipality may have an interest in the matter and wish to comment.

**Policy 4.1.3** If either municipality is in receipt of a notice of application for a new or expanded pit / natural resource extraction operation within the Plan Area, they shall forward a copy of the notice and/or application to the other municipality.

**Policy 4.1.4** Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the municipality receiving the application shall notify the other municipality to seek their comments.

**Timelines**

**Policy 4.1.5** From the date that a municipality receives a referral, the municipality will have the following timelines to review and provide comments:

- i. 15 calendar days for development applications;
- ii. 21 calendar days for subdivision applications and all other intermunicipal referrals.

**Policy 4.1.6** A municipality that has received a referral may request an extension of the initial review period. If an extension of the review period is granted, it shall be communicated in writing.

**Policy 4.1.7** If the municipality receiving the referral has not replied within the stipulated timeline, it will be determined that the municipality has no comments or concerns regarding the referral.

**Policy 4.1.8** Should any concerns arise through the referral process that cannot be resolved between the two administrations, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.

**4.2 IDP Committee**

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. A committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

**Policy 4.2.1** For the purposes of administering and monitoring the IDP, the Town of Drumheller and Kneehill County shall establish an Intermunicipal Development Plan Committee (“the Committee”) comprised of an even number of members of Council from both the Town of Drumheller and Kneehill County. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a schedule meeting. Alternate Committee members shall have standing.



**Policy 4.2.2** The term of appointment for Committee members should be as determined by each municipality. Following each election, Members of the Committee shall be appointed by respective Councils at their Organizational Meeting. If a Council wishes to appoint a new member to the Committee (include the alternate) they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.

**Policy 4.2.3** The Committee will meet on an as-needed basis to discuss and provide recommendations to their respective Councils on matters or issues of mutual interest and cooperation such as:

- (i) Strategic growth plans in relation to the IDP, MDPs, Area Structure Plans, etc.;
- (ii) Regional and intermunicipal transportation issues including proposed infrastructure, major truck routes as well as potential or existing utility corridors;
- (iii) Intermunicipal communications including current referral processes; and
- (iv) Any other topic that may be of mutual interest (i.e. regional planning initiatives).

**Policy 4.2.4** Notwithstanding Policy 4.2.3, the Committee shall meet every four years, commencing no later than 2023, in order to review the IDP.

**Policy 4.2.5** A municipality may call a meeting of the Committee at any time with no less than five (5) days notice of the meeting being given to all members of the Committee and support personnel stating the date, time, purpose, and place of the proposed meeting. The five (5) days notice may be waived with three-quarters of the Committee members' agreement noted.

**Policy 4.2.6** The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.

**Policy 4.2.7** At least one (1) member of each municipality's administrative staff should attend each meeting in the capacity of the technical, non-voting advisor.

**Policy 4.2.6** Both Councils agree the Committee is not a decision-making body and that the Committee shall issue a written response in the form of comments and/or recommendations to the appropriate and relevant decision-making body within ten (10) business days from the Committee meeting date.

**Policy 4.2.6** Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution Process in *Section 4.4* of this IDP should be followed.

## 4.3 Reviewing, Repealing and Amending the Plan

Regular review of the IDP is important to ensure that the principles and policies remain current and are responsive to local change. For this IDP to remain relevant and function effectively, amendments to the Plan may be necessary from time to time. The following policies outline the process for reviewing, amending and repealing the Plan.

**Policy 4.2.1** The IDP should be reviewed every 4 years from the date the Plan was adopted by both Municipalities. The review shall be completed in conjunction with administration from both Municipalities and may include Support from any agency designated as either municipalities planning authority

**Policy 4.2.2** When a new MDP for either municipality is adopted, a review of the IDP should be undertaken to ensure consistency with the MDP policies.

**Policy 4.2.3** The Plan may be amended as needed and mutually agreed upon by both municipalities. Any amendments to the plan must be adopted by both Councils.

**Policy 4.2.4** Should any disagreements arise with an amendment to the Plan, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.

**Policy 4.2.5** Proposed amendments to this Plan by parties other than the Town of Drumheller or Kneehill County shall be accompanied by the following:

- a) An application to amend Kneehill County's IDP bylaw submitted to the municipality along with the applicable fee for processing amendments to a statutory document; and
- b) An application to amend the Town of Drumheller IDP bylaw submitted to the Town or their designated planning authority along with the applicable fee for processing amendments to a statutory document.

### Repealing the Plan

In the event that one or both municipalities deem the IDP no longer relevant, the bylaws adopting the IDP will need to be repealed by both municipalities. However, an IDP is a mandatory requirement under the MGA unless the municipalities mutually agree that an IDP is not required (MGA s. 631 as amended January 1, 2020).

- Policy 4.2.6** The Plan shall only be repealed if mutually agreed upon by both municipalities.
- Policy 4.2.7** Should only one municipality wish to repeal the Plan, 60 days' notice will need to be given to the other municipality stating the intent and reasons for repealing the Plan. Both Councils must pass the bylaw repealing the Plan and either adopt a new IDP or mutually agree that an IDP is not required for the repeal to take effect.
- Policy 4.2.8** Should only one municipality wish to repeal the plan, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.

#### **4.4 Dispute Resolution Process**

Adopting a dispute resolution process is an MGA requirement under Part 17 pertaining to an IDP. The intent of a dispute resolution process is to resolve, or attempt to resolve, any conflicts between municipalities early in the process and avoid protracted, lengthy and costly disputes. By following the process identified in this IDP disputes can be avoided, or where they do occur, shortened and resolved through facilitated mediation (see *Figure 2*). The IDP dispute resolution process provides the two municipalities the opportunity to come to a resolution at the municipal level. If a resolution cannot be achieved, the matter could be resolved through arbitration and/or brought before the Municipal Government Board.

- Policy 4.3.1** Both municipalities shall be responsible for documenting and maintaining records of all meetings and exchanges throughout the dispute resolution process.
- Policy 4.3.2** Administration from each municipality shall ensure the facts of the issue have been thoroughly investigated and information is made available and transparent to both parties.
- Policy 4.3.3** Costs incurred through the dispute resolution process shall be shared equally by both municipalities.
- Policy 4.3.4** Notifying and engaging any affected parties or members of the public will be at the discretion of each municipality. Each municipality shall ensure they are meeting requirements and processes outlined in the MGA or relevant public participation policies for each municipality for notifying and engaging members of the public or affected parties.
- Policy 4.3.5** Should mediation be required through the dispute resolution process; the powers and responsibilities of the mediator will be limited to providing recommendations to both municipalities.

**Policy 4.3.6** Should arbitration be required through the dispute resolution process; every order of an arbitrator is final and binding on all parties.

**Policy 4.3.7** The municipalities are encouraged to attempt to resolve disputes prior to submission of a Section 690 appeal to the Municipal Government Board. However, in the case of a dispute that cannot be resolved involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, an appeal may be filed without prejudice, within 30 days of adoption to the *Municipal Government Board (MGB)*, in accordance with *Section 690 (1) of the MGA* so the provincial statutory right and timeframe to appeal is not lost.

**Policy 4.3.8** An appeal may be withdrawn if an agreement is reached between the two municipalities prior to the *Municipal Government Board* meeting.

**Dispute Resolution Process**

**Policy 4.3.9** When the administration of a municipality identifies a potential issue, either party may give written notice to the other identifying the areas of conflict, initiating the dispute resolution process.

**Policy 4.3.10** Once notice of the conflict including identification of the issues, concerns and potential remedies has been received, both municipalities shall discontinue any actions pertaining to the matter in disagreement until a resolution has been determined.

**Policy 4.3.11** Within 15 days of receiving written notice of an identified conflict, a meeting shall be convened between the respective administrations directly involved in the matter to attempt to come to a solution. This will generally include a member of planning staff and the CAOs of each municipality. If a solution to the disagreement is reached, then staff from each municipality shall take the necessary steps to implement the solution.

**Policy 4.3.12** If the Administrations are unable to resolve the disagreement, a meeting of the IDP Committee shall be convened between to discuss possible resolutions and attempt to reach consensus on the issue. If a proposed solution or agreement is reached each municipality shall take the necessary steps to implement the solution or agreement.

**Policy 4.3.12** If the IDP Committee is unable to resolve the disagreement, a Joint Council meeting shall be convened between to discuss possible resolutions and attempt to reach consensus on the issue.

**Policy 4.3.13**

Should the Councils be unable to resolve the matter within 30 days of the Joint Council meeting, a formal mediation process to facilitate resolution of the issue shall be initiated. The facilitated mediation process will involve a mediator mutually agreed upon by both municipalities.

**Policy 4.3.14**

If the dispute resolution process is not completed within one year from the date the notice of the dispute is given, either municipality may request the Minister to appoint an arbitrator pursuant to the regulations outlined in the *Municipal Government Act*.

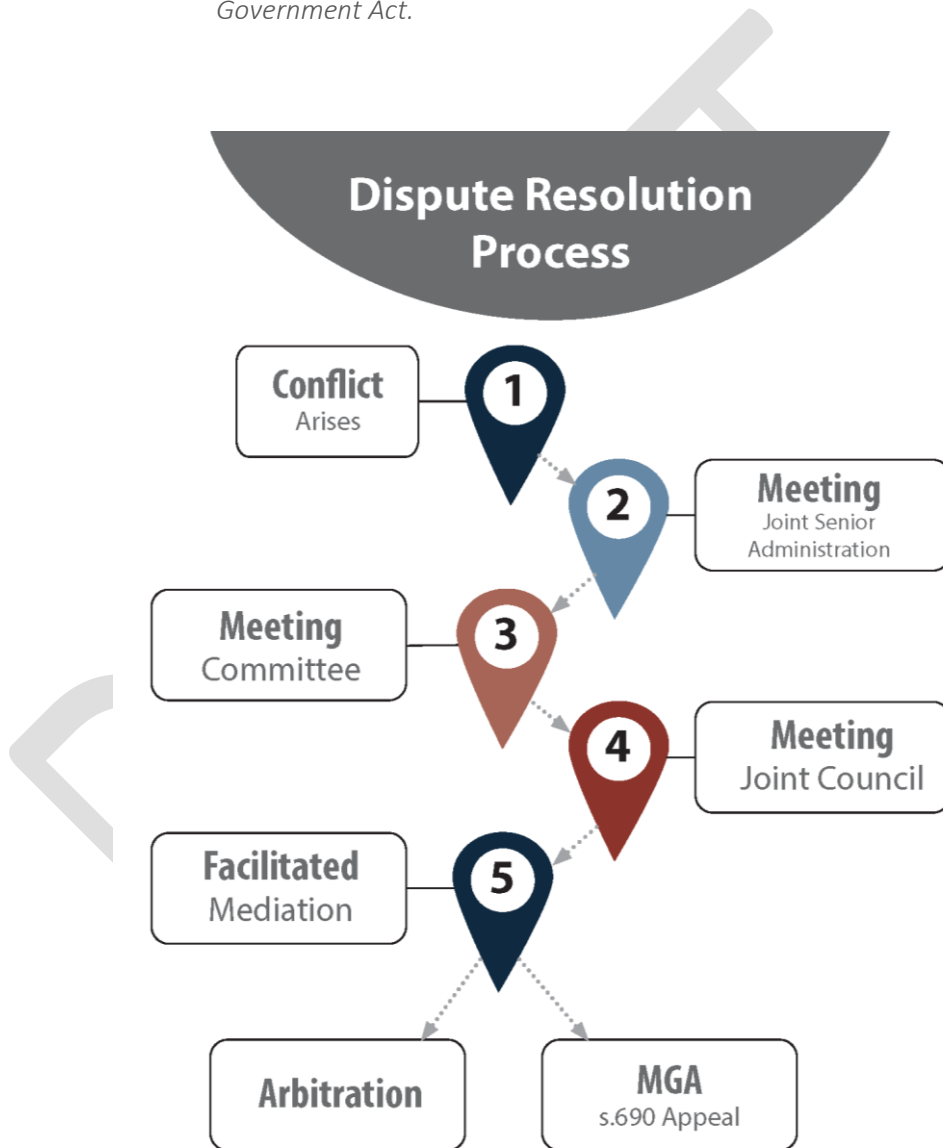


Figure 2: Dispute Resolution Process

## 5 APPENDIX A | DEFINITIONS

**Adjacent Land(s):** Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the Municipal Government Act, Revised Statutes of Alberta 2000, M26 with amendments.

**Agricultural Operation:** If not defined in the municipality's Land Use Bylaw, it is an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and can include, but is not limited to:

- a) the cultivation of land;
- b) the raising of livestock, including game-production animals within the meaning of the "Livestock Industry Diversification Act" and poultry;
- c) the raising of fur-bearing animals, pheasants or fish;
- d) the production of agricultural field crops;
- e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- f) the production of eggs and milk;
- g) the production of honey (apiaries);
- h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- i) the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- j) the collection, transportation, storage, application, use transfer and disposal of manure;
- k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

**Alberta Land Stewardship Act (ALSA):** The Alberta Land Stewardship Act Statutes of Alberta, 2009 Chapter A-26.8, as amended.

**Area Structure Plan (ASP):** A statutory plan in accordance with the Municipal Government Act (MGA) for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

**Biophysical Impact Assessment:** means the assessment of the biological and physical elements for the purpose of reducing the potential impacts of the proposed development on the natural environment. The

report details specific components of the environment such as topography, geology, hydrology, soils, vegetation, wildlife, and biodiversity (terrestrial and aquatic) for a specific development area. Mitigation measures are suggested to minimize or eliminate potential environmental concerns.

**Confined Feeding Operations (CFO):** An activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the Agricultural Operation Practices Act (AOPA), Revised Statutes of Alberta 2000, Chapter A-7, as amended from time to time, but does not include residences, seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds.

**Conservation Easement:** A voluntary agreement between a landowner and a conservation organization or government agency. The intent of the Conservation Easement is to protect the ecological, scenic, and or agricultural values of the land. The agreement is placed on title, and the landowner continues using the land subject to the specific restrictions in the easement.

**Conservation Reserve:** As defined by the Municipal Government Act and used for the purpose of conserving environmentally significant features that cannot be required to be provided as environmental reserve.

**Council(s):** The Council of Kneehill County and the Town of Drumheller in the Province of Alberta.

**Development:** As defined by the Municipal Government Act in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

**Discretionary Use:** The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

**Extensive Agriculture:** means systems of tillage and grazing on large areas of land by the raising of crops or the rearing of livestock but does not include confined feeding or intensive livestock operations and may be either separately or in conjunction with one another and includes buildings and other structures incidental to the operation but does not include residential buildings.

**Environmentally Significant Areas (ESA):** Means an area defined as an Environmentally Significant Area within the applicable Land Use Bylaw of the approving municipality.

**Environmental Site Assessment (ESA – Phase I or II):** An investigation in relation to land to determine the environmental condition of property. It includes a Phase 1 environmental site assessment, a Phase 2 environmental site assessment and confirmatory investigation.

**Resource extraction:** Use of lands that are governed by the location of a natural resource such as, but not limited to, sand and gravel, oil and gas, or logging which involves the extraction or onsite processing and/or storage of a natural resource

**Historical Resource Value (HRV):** Lands that contain or are believed to contain “historic resources” as defined in the *Historical Resources Act*, including primarily archeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures.

**Intermunicipal Development Plan (IDP):** A statutory document, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool.

**Multi-lot Subdivision:** A subdivision of land that will create two (2) or more *new* lots.

**Municipal Development Plan (MDP):** A statutory plan, adopted by bylaw in accordance with section 632 of the Municipal Government Act and used by municipalities as a long-range planning tool.

**Municipalities (the Municipalities):** The municipalities of Kneehill County and Town of Drumheller.

**Natural Resource Conservation Board (NRCB):** The Natural Resources Conservation Board is responsible for reviews of proposed major natural resource projects, and for the regulation of confined feeding operations in Alberta.

**Permitted Use:** The use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

**Plan:** The Town of Drumheller and Kneehill County Intermunicipal Development Plan.

**Plan Area:** The lands defined in this document on Map 1: Plan Area noted as “Plan Area”.

**Pit(s):** means any opening in, excavation in or working of the surface or subsurface made for the purpose of removing sand, gravel, clay or marl and includes any associated infrastructure, but does not include a mine or quarry. Alberta Environment and Parks categorizes and regulates pits as follows:

Large (Class I) Pits – Class I pits are 5 hectares or more in area

Small (Class II) Pits – Class II pits are less than 5 hectares in size on private land

**Provincial Highway:** A road development as such by Ministerial Order pursuant to the Highway Development and Protection Act, Alberta Regulation 326/2009.



**Renewable Energy Development or Renewable Energy Industry:** Industry that uses some form of alternative energy either as the source of its operation or the result of its operation, such as, but not limited to, wind energy conversion systems, solar energy systems, hydroelectric dams among others.

**Soil Classifications:** The classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture.

Class 1 – Soils in this class have no significant limitations in use for crops.

Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.

Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

Class 4 – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.

Class 5 – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible. Class 6 – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible. Class 7 – Soils in this class have no capacity for arable culture or permanent pasture land

**Statutory Plan:** As per Part 17 of the Municipal Government Act, is an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality under Division 4 of the Municipal Government Act.

**Subdivision and Development Authority:** Within the boundary of Kneehill County means Kneehill County Subdivision and Development Authority, and within the boundary of the Town of Drumheller means the Town of Drumheller Subdivision and Development Authority.

**Telecommunications Tower:** means a structure designed to support antennas for telecommunications and broadcasting and may include television, cellular phone, or wireless internet or radio signals.



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Town of Drumheller-Special Areas Intermunicipal Development Plan</b>
<b>DATE:</b>	January 31, 2020
<b>PRESENTED BY:</b>	Darryl Drohomerski, Chief Administrative Officer
<b>ATTACHMENT:</b>	Bylaw No. 05.20 Town of Drumheller-Special Areas Intermunicipal Development Plan

**SUMMARY**

The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan (IDP). This Plan contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction. The latest amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline.

**RECOMMENDATION:**

That Council give first reading to Bylaw 05.20 Town of Drumheller-Special Areas Intermunicipal Development Plan and set a Public Hearing for Monday, March 2, 2020 at the regularly scheduled Council Meeting for the Town of Drumheller.

**DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):**

An intermunicipal development plan is a mandatory statutory plan between two municipalities that provides guidance in the planning and development of lands adjacent to the municipal boundaries. It provides direction and ensures consistency with the other individual municipalities' statutory plans, including Area Structure Plans and Area Redevelopment Plans.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Legislative compliance, good relations, shared resources, taxpayer fairness.

**Mike McLean**

Prepared By: Mike McLean  
Senior Administrative Assistant – Legislative Services

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

**TOWN OF DRUMHELLER**

**BYLAW NO. 05.20**

A Bylaw of the Town of Drumheller in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to adopt the Town of Drumheller-Special Areas Intermunicipal Development Plan (2020).

WHEREAS Section 631(1) of the Municipal Government Act authorizes two or more Councils to adopt an Intermunicipal Development Plan;

WHEREAS the Town of Drumheller and Special Areas have agreed to the joint preparation of the Town of Drumheller-Special Areas Intermunicipal Development Plan;

AND WHEREAS all parties required to be included in the Plan preparation have been properly notified in accordance with Section 636 of the Municipal Government Act;

AND WHEREAS the Councils of the Town of Drumheller and the Special Areas will hold public hearings pursuant to Section 692 of the Municipal Government Act after giving notice of it in accordance with Section 606 of the Municipal Government act;

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

1. That this Bylaw shall be known as the "Town of Drumheller-Special Intermunicipal Development Plan" (as shown in attached Schedule "A") which is part of this document.
2. That the Town of Drumheller-Special Areas Intermunicipal Development Plan shall provide the policy framework for future subdivision and development of the lands describe therein.
3. That Town of Drumheller Bylaw No. 05.20 shall have force and take effect from the final reading thereof.

**AGENDA ITEM #6.1.3.**

READ A FIRST TIME this 3<sup>rd</sup> day of February, 2020.

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

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

READ A SECOND TIME this 2<sup>nd</sup> day of March, 2020.

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

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

READ A THIRD AND FINAL TIME this 16<sup>th</sup> day of March, 2020.

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

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

# IDP

AGENDA ITEM #6.1.3.

## Intermunicipal Development Plan



### Special Areas

Bylaw No. XXXX  
Adopted XXXX, XX, 2020

### Town of Drumheller

Bylaw No. 05.20  
Adopted XXXX, XX, 2020

Prepared By: Palliser Regional Municipal Services



Special Areas Board  
EST. 1938



[Insert Signed Bylaw from municipality #1]

DRAFT

[Insert Signed Bylaw from Municipality #2]

DRAFT

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**1 | INTRODUCTION**

**1.1. Purpose of an Intermunicipal Development Plan**

The purpose of intermunicipal planning is to establish a long-range collaborative approach for future land use along municipal borders. The Town of Drumheller’s southeastern boundary borders Special Area No. 2, which is administered by the Special Areas Board jointly with Special Areas No. 3 and No. 4 and referred to collectively as the Special Areas. Land use decisions made by either municipality within the vicinity of the shared border may affect and influence the other. This Intermunicipal Development Plan (IDP) is a cooperative planning initiative that ensures development along this border and land use decision-making occurs in a manner that respects the interests of each municipality. The overall objectives of this IDP are to:

- Ensure development and growth occurs in a sustainable and responsible manner;
- Establish a coordinated approach to development and land use decisions along the common border;
- Encourage continued communication between the municipalities;
- Minimize future land use conflicts;
- Outline processes for resolving disputes; and
- Provide landowners with greater certainty of potential land use and future development within the IDP Area.

**1.1 Hierarchy of Plans in Alberta**

In accordance with the Municipal Government Act (MGA) IDPs are the highest order of municipal statutory plan. All lower order statutory plans for a municipality, including a Municipal Development Plan (MDP) and Area Structure Plans (ASPs) must be in alignment with any and all IDPs a municipality has adopted (see Figure 1)

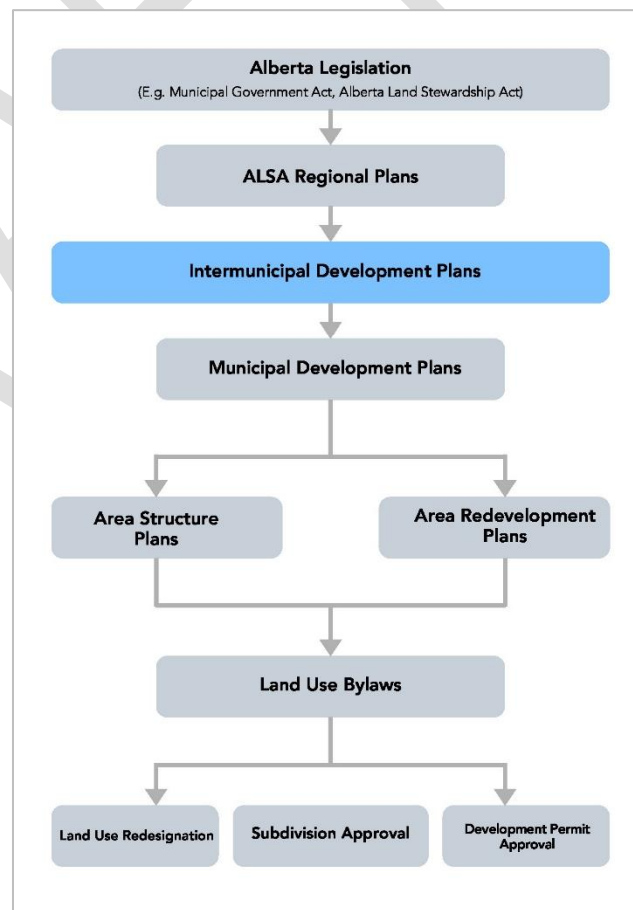


Figure 1: Provincial Planning Hierarchy

## 1.2. Provincial and Regional Plans in Alberta

The two main pieces of provincial legislation that mandate planning and development in Alberta are the Alberta Land Stewardship Act (ALSA), and the Municipal Government Act (MGA). The ALSA mandates the legislative authority for Regional Plans, while the MGA provides the legislative authority of municipal planning documents including Intermunicipal Development Plans (IDPS), Municipal Development Plans (MDPs) and Land Use Bylaws/Orders (LUBs/LUOs). Additionally, the MGA mandates a hierarchy of the legal authority of these planning documents (see *Figure 1 Hierarchy of Plans*).

The ALSA Regional Plans are developed under the direction of the Land-use Framework (LUF). The LUF divides the entire province into seven watersheds and will oversee the creation of a Regional Plan for each of these watersheds (see *Figure 2: Regional Plans*). There are currently two Regional Plans that have been completed and adopted (Lower Athabasca Regional Plan and South Saskatchewan Regional Plan). The Red Deer Regional Plan will encompass Special Areas and the Town of Drumheller. However, this plan has not been drafted. The overall objective of the Regional Plans is to set a collaborative approach to managing our province's land and natural resources to achieve economic, environmental and social goals. All municipal bylaws, including planning documents, are now required to be in compliance with ALSA Regional Plans (Regional plans have the highest legislated authority in the hierarchy of planning documents).



Figure 2: Regional Plans

An IDP falls under the legislative authority of the MGA and is prepared cooperatively and adopted by Bylaw by each participating municipality. The policy direction outlined in these statutory plans informs the regulations and rules regarding appropriate land uses, subdivision and development criteria detailed in the Land Use Bylaw (LUB) or Land Use Order (LUO) of each municipality.

## 1.3. IDP Legislative Requirements

The Municipal Government Act (MGA) mandates the legislative requirements for IDPs. Section 631 of the MGA (as amended January 1, 2020) outlines the requirements for an IDP:

### *Intermunicipal Development Plans*

*631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

*(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).*

*(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.*

*[...]*

*(8) An intermunicipal development plan*

*(a) must address*

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area,*
- (iii) the provision of transportation systems for the area, either generally or specifically,*
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) environmental matters within the area, either generally or specifically, and*
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

*(b) must include*

- (i) A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan,*
- and*
- (iii) provisions relating to the administration of the plan.*

## 1.4. Municipal Profiles

### Town of Drumheller

The Town of Drumheller is located in the Red Deer River valley in south-central Alberta spanning an area of 10,803 hectares (26,694 acres), situated between Starland County to the north, Kneehill County to the west, Special Areas 2 to the east, and Wheatland County to the south. It is the largest urbanized centre between Calgary and Saskatchewan even though the majority of land is zoned for agricultural use, offering a diversity of residential options, employment opportunities, and way of life for the Town's population of 7,982 (Statistics Canada, 2016 Census). The Town of Drumheller is greatly influenced by its unique landscape made up of rolling fields, steep, dry coulees, and the Red Deer River. The Town's goal is to preserve and enhance the natural environment while accommodating growth responsibly and strategically. The Town is well-known for its tourism industry. In the heart of the Canadian Badlands, Drumheller's unique scenery and fascinating dinosaur-oriented history attracts thousands of people to the community each year.

### Special Areas

Together Special Areas comprise one of the largest rural municipalities in the province; broken into three areas (Special Areas No. 2, 3, and 4), with the entire land base being over 20,000 square kilometers. Special Areas 2 borders the Town of Drumheller on its southwest. Special Area No.2 alone is over one million hectares in size, with a population of 1,905 (2016). While agriculture is the fundamental economic activity in the Special Areas, oil and gas production, along with linear properties (electric generation and transmission lines, and pipelines) contribute significantly to the economic prosperity of the area.

## **2 | IDP AREA**

### **2.1 Plan Boundary**

The shared border between the municipalities is located on the Town of Drumheller's most south eastern border, which is east of both the Red Deer River and Highway 10. The mutually agreed upon IDP Area extends approximately 1.6 km (1 mile) on either side of the shared border (see **Map 1: IDP Area**) and is rural in character.

Within the IDP Area, the following economic, environmental and social considerations were examined:

- Land use and zoning
- Residences and urban areas
- Confined Feeding Operations (CFOs)
- Resource Extraction and Energy development
- Transportation Corridors
- Environmentally Significant Areas (ESAs)
- Historic Resource Value (HRV) Sites

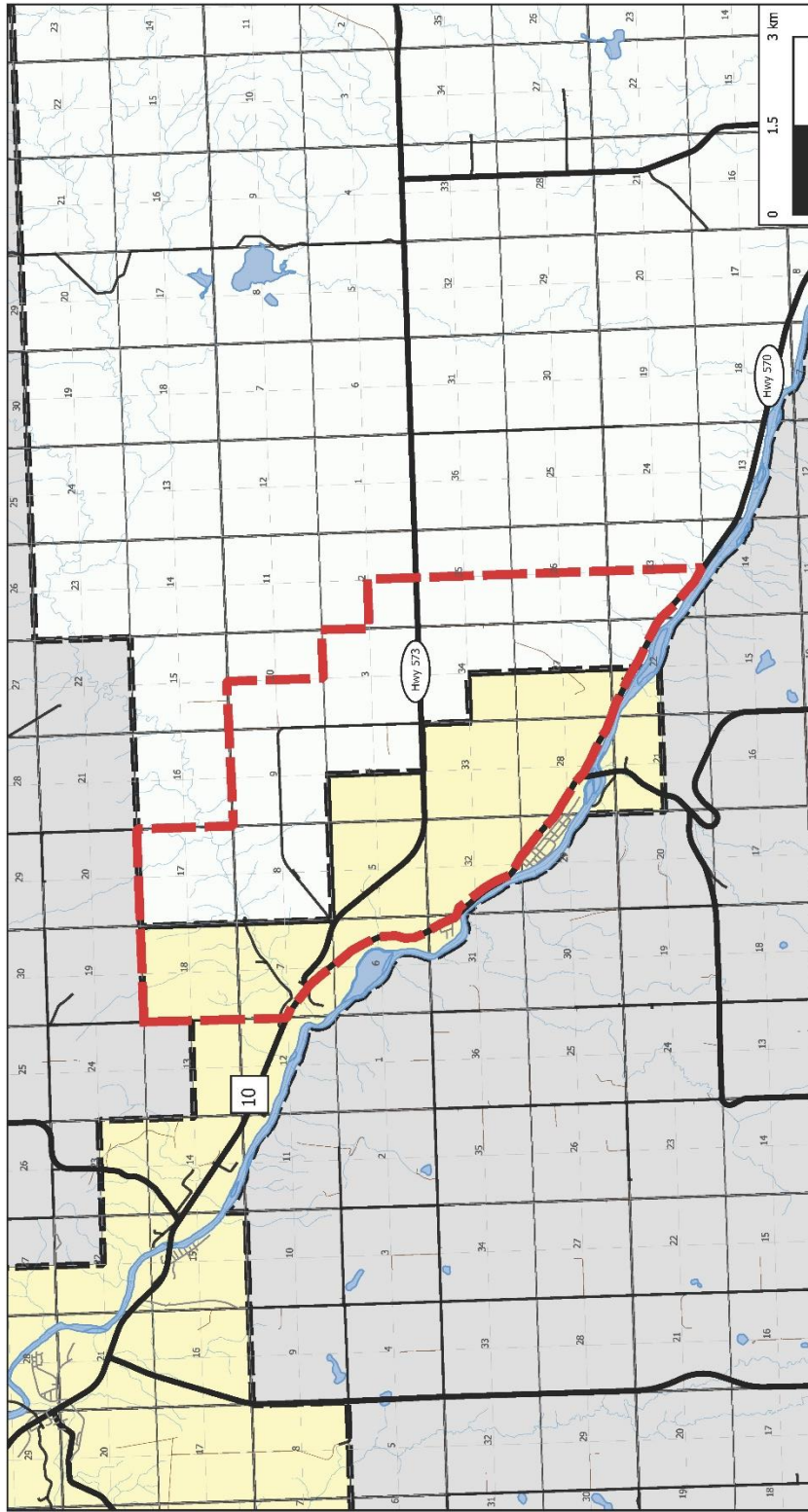
### **2.2 Key Characteristics of the IDP Area**

The IDP Area is characterized by its rural nature that is a mixture of river valley and hoodoos landscape with relatively flat prairie land above the Red Deer River valley. The IDP Area is the farthest removed part of the Town from its central business and residential areas, being located approximately 15 km from the Town's main urban areas. For Special Areas the IDP Area is located within its most western border and located at the north-south midway point for the municipality.

#### **NATURAL ENVIRONMENT & THE RED DEER RIVER VALLEY**

The Red Deer River and its dramatic river valley, complete with fascinating hoodoo formations, is the IDP Area's major natural feature. The Red Deer River Valley portion of the IDP Area includes lands classified by Alberta Environment and Parks as environmentally significant, including important riparian areas that provide a wide range of ecological functions and services that are vital to a healthy functioning landscape for flora, fauna and human use. The presence of water from the Red Deer River and its tributaries exist as a fairly rare commodity in an otherwise arid region and requires thoughtful land use planning. Special considerations should be taken for developments that may impact the river's water quality and bank stability.

Both municipalities are committed to protecting and preserving the environmental aspects of the IDP Area and agree to conservation efforts for environmentally significant natural areas that are necessary to maintain natural processes and healthy physical landscapes long-term.



**Map 1: Intermunicipal Development Plan Area**  
 Town of Drumheller - Special Areas  
 Intermunicipal Development Plan

**Legend**

- IDP Area
- Waterbody
- Roads
- Highway
- Local Road
- Special Areas
- Town of Drumheller
- County

Map 1: IDP Area

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## AGRICULTURAL LAND USES

The majority of agricultural land within the IDP Area consists of Class 5 soils or worse that are uncultivated and used for grazing purposes.

## RESIDENTIAL LAND USES

Residential land use within the IDP Area is very limited; however two small settlement areas, Lehigh and East Coulee, are located just outside the IDP Area. East Coulee is the largest containing approximately 100 dwellings.

## TRANSPORTATION INFRASTRUCTURE

The IDP Area's western border roughly follows Highway 10, the main north-south highway through the Town of Drumheller. Secondary highways 573 and 570 are also in the area. Highway 573 is located in the north portion of the IDP Area while Highway 570 is the southeastern continuation of Highway 10 after Highway 10 heads directly south just east of East Coulee.

## HISTORIC RESOURCES

The IDP Area and region is a unique landscape that is rich in cultural, archaeological and palaeological history and artifacts and contains sites identified by Alberta Culture and Tourism as having Historic Resource Value. Such sites are subject to the Historical Resources Act and development in and around these sites requires clearance or approval from Alberta Culture and Tourism. The area is well-known as a destination for scientists and tourists interested in the science of palaeontology and especially dinosaurs.

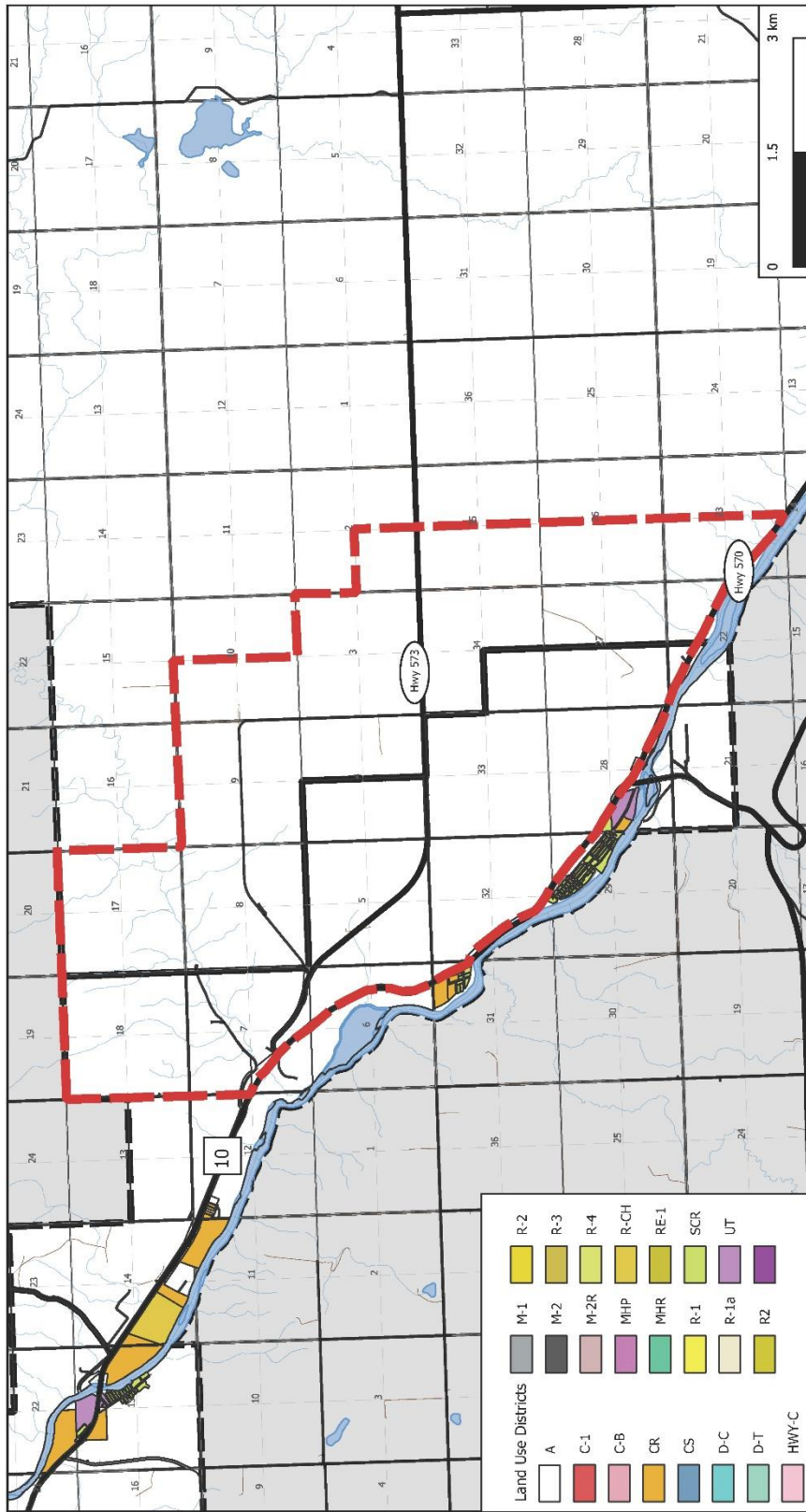
The area's rich history also extends to human habitation of the region. This area has been inhabited by Indigenous peoples for thousands of years. The IDP Area is located within Treaty 7, which was signed by the Government of Canada and five First Nations: the Siksika (Blackfoot), Kainai (Blood), Piikani (Peigan), Stoney-Nakoda, and Tsuut'ina (Sarcee).

## LAND USE DESIGNATIONS (ZONING)

The existing land use designations are determined by each municipality's Land Use Bylaw or Land Use Order and are all designated agricultural within the Agricultural (A) land use district of both municipalities as shown on **Map 2: Land Use Designations (Zoning)**.

## OIL & GAS FACILITIES

Oil and gas facilities are present throughout the region and also within the IDP Area.



Map 2: Land Use Designations (Zoning)

Town of Drumheller - Special Areas  
Intermunicipal Development Plan

**Legend**

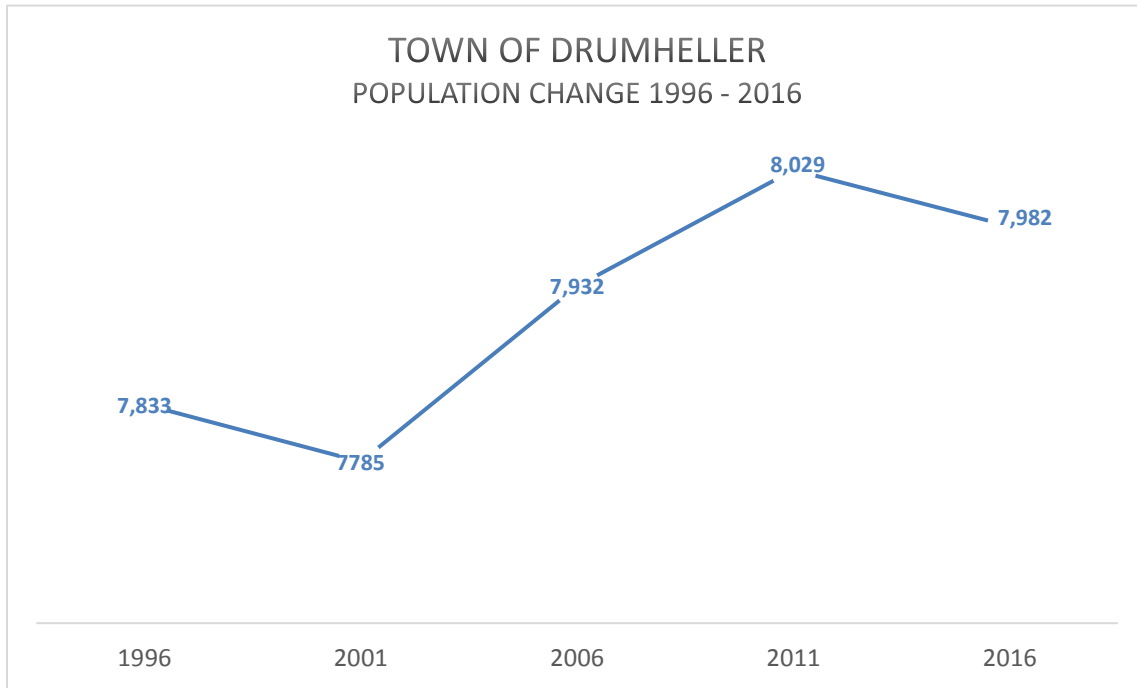
- IDP Area
- Waterbody
- Roads
- Special Areas
- Highway
- Town of Drumheller
- Local Road
- County



Map 2: Land Use Designations (Zoning)

### **2.3 Town of Drumheller Population & Vacant Land Analysis**

Town of Drumheller amalgamated with the M.D. of Badlands No. 7 in 1988 thereby including additional hamlets and rural areas into its municipal boundaries. This provided the municipality with a healthy land base for any anticipated future growth. Between 1996 and 2011 the municipality grew in population from 7,833 to a high of 8,029 before dropping in 2016 to 7,982 (see **Figure 3**).



*Figure 3: Town of Drumheller Population Change*

### **2.4 Town of Drumheller Vacant Land Analysis**

An IDP provides the opportunity to gain an understanding of any future growth requirements of the urban municipality. The Town of Drumheller’s relatively flat population growth combined with a desktop analysis of vacant lands suggests there is sufficient residential and non-residential land available for the Town. Thus, the need for annexation is not expected in the foreseeable future.

### **3 | IDP DIRECTION & FRAMEWORK**

The following sections take into consideration the key characteristics of the IDP Area and establish the overall direction for both municipalities to manage the planning and development of land.

#### **3.1 Interpretation**

The following words are to be interpreted throughout the plan as follows:

##### **General Agreement**

- 3.1.1 Board:** refers to the Special Areas Board.
- 3.1.2 Council:** refers to the Town of Drumheller Council.
- 3.1.3 Shall, require, must, or will:** mean that the policy is mandatory; exceptions would require an amendment to the Plan.
- 3.1.4 Should:** always applies to the situation unless it can clearly be identified to the agreement of Council and/or the Board or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.
- 3.1.5 May:** acknowledges support in principle and indicates that Council and/or the Board or the Approving Authority has the discretion to determine the level of compliance that is required.
- 3.1.6** Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the Interpretation Act, Chapter I-8, RSA 2000 as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.1.7** All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.1.8** The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the IDP Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

## **3.2 Land Use**

Identifying long term future land uses goals is a legislative requirement of an IDP and forms one of the key areas of agreement and coordination in this plan. Currently, land within the IDP Area is designated (zoned) entirely agricultural and primarily used for extensive agricultural operations. This dominant agricultural land use for the IDP area is not anticipated to change within a short- or medium- term planning time frame. The following land use intentions seek to preserve the overall agricultural character of the IDP Area and encourage development at a scale and location where it will not negatively impact nor change the predominant rural character of the area where appropriate.

The municipalities agree that:

- 3.2.1 The predominant land use in the IDP area shall be agriculture and grazing. Non-agricultural land uses shall be limited in size and scale and only considered in such areas where they will not result in significant negative impacts to agricultural lands or environmentally / historically sensitive areas.
- 3.2.2 Future land use within the IDP Area shall be aligned with the Municipal Development Plan from the respective municipal jurisdiction that the lands fall within.
- 3.2.3 The municipalities shall strive to engage in open communication when considering land use and development decision-making in the IDP Area and should discuss any proposed Statutory Plans, Land Use Bylaws, Land Use Orders or amendments that may impact the adjacent municipality
- 3.2.4 Land owned by either municipality within the other municipality's jurisdiction shall follow any bylaw, statutory planning document, land use bylaw or land use order of the municipality that the land is located in.

## **3.3 Growth Management & Annexation**

This IDP provides the opportunity to identify any lands that may be required for annexation and ensure the Town of Drumheller has an adequate land supply to support future growth. However, through the population and vacant land analysis it was identified that the Town currently contains an adequate land supply to meet short and mid-term future development demands.

## **3.4 Agriculture**

Agricultural land represents the largest land use in the IDP Area, consisting predominately of activities associated with extensive agriculture. Extensive agriculture shall continue to be the primary use of the land.

The municipalities agree that:

- 3.4.1 In making decisions on development issues within the IDP Area, both municipalities shall respect the right of agricultural operators to pursue normal activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.
- 3.4.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, weed and insect control, adjacent to developed areas through best management practices and Alberta Agriculture guidelines.

### Confined Feeding Operations

The municipalities agree that:

- 3.4.3 It is recognized that approval of Confined Feeding Operations (CFOs) ultimately lies with the Natural Resources Conservation Board (NRCB). Prior to approvals being given within the IDP Area, both municipalities shall request that the staff of the NRCB review local plans and policies and consider these in their decision making.

## 3.5 Servicing and Infrastructure

Proper servicing of development is critical to maintain and improve quality of life of residents. Further, coordinating the delivery of infrastructure and services between both municipalities can lead to greater efficiency and cost savings.

The municipalities agree that:

- 3.5.1 Efforts to identify and implement cost effective ways of delivering shared services that benefit both municipalities and residents are encouraged.
- 3.5.2 Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- 3.5.3 To jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are mutually beneficial.
- 3.5.4 Where municipal servicing is not available, the provision of potable water and the treatment and disposal of wastewater on all parcels in the IDP Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.

## 3.6 Natural Environment & Historic Resources

The lands within the IDP Area contain Environmentally Significant Areas (ESAs) as defined by Alberta Environment and Parks. Additionally, lands within the IDP Area may contain important Historical Resources. This IDP should ensure that development occurs in a manner that does not negatively impact important historical and natural landscapes.

### Natural Environment

The municipalities agree that:

- 3.6.1 If an application for development (including recreational) is located within an Environmentally Significant Area as defined by Alberta Environment and Parks, a biophysical or wetland impact assessment may be required to comply with provincial policy.
- 3.6.2 All applications for development located within an ESA in the IDP Area shall be circulated to the other municipality for review and to provide comment.

### Red Deer River Basin

The municipalities agree that:

- 3.6.3 Subdivision and development in or adjacent to the river valley shall take into consideration slope stability and soil characteristics in order to minimize negative impacts to bank stability and the river's water quality. Within flood plains development should minimize potential flood damage.
- 3.6.4 Where the Province of Alberta flood mapping identifies land as either floodway or flood fringe as defined by the Municipal Government Act the relevant provincial and municipal regulations and policies shall be followed to mitigate potential impacts from development within flood prone areas.

### Historic Resources

The municipalities agree that:

- 3.6.5 All development must comply with *the Historical Resources Act* and Alberta Culture and Tourism.
- 3.6.6 Where development is proposed on lands listed as having a Historical Resource Value (HRV), a Historical Resource Impact Assessment (HRIA) may be required to be completed by the developer to the satisfaction of Alberta Culture and Tourism.

### **3.7 Resource Extraction & Energy Development**

Resource extraction and energy development are important to the local economy. It is important that resource extraction and energy development operations occur in a manner that is compatible with adjacent land uses and minimizes offsite impacts to ensure sustainable economic, environmental and social outcomes. Where a subdivision or development application is under the jurisdiction of the municipality (and not the province) the municipalities agree to the following:

- 3.7.1 When making decisions regarding a natural resource extraction or energy development proposal, both municipalities shall take into consideration impacts on existing land use, residents, landowners, and future land use in both municipalities.
- 3.7.2 Each municipality must be notified of any resource extraction or energy development proposal in the other municipality that will result in access being required from a road under its control or management.
- 3.7.3 Either municipality may require an agreement regarding the construction, repair, or maintenance of any municipal roads which may be impacted by resource extraction or energy development, when the development requires access to come from the other municipality's road.
- 3.7.4 The municipalities shall consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded resource extraction activities including pits, or other extractive activities, where they maintain jurisdiction.

### **3.8 Transportation**

Efficient and functional transportation networks are critical to long-range growth and development within the IDP Area. Further, the communication and coordination between both municipalities as well as provincial transportation jurisdictions are necessary to ensure efficiency and functionality.

The municipalities agree that:

- 3.8.1 Municipalities shall jointly consult with Alberta Transportation to coordinate planning and development along major roadways and provincial highways/jurisdictions within the IDP Area.
- 3.8.2 Road closures that may affect both municipalities shall be jointly coordinated.



- 3.8.3 Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost effective regional transportation network.
- 3.8.4 Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management.
- 3.8.5 Either municipality may require a developer to enter into a Road Use Management Agreement to control traffic, manage dust control or maintenance issues if access to the development is required from a road under its control or jurisdiction.

### **3.9 Telecommunication Towers & Utilities**

It is recognized that the jurisdiction for telecommunication towers and utility approvals is outside of the control of municipalities. However, as the demand for this infrastructure grows there is potential for these developments to have land use impacts. The following policies seek to guide both municipalities when providing comments to applicants or relevant agencies in regard to applications for telecommunication infrastructure within the IDP Area.

**The municipalities agree that:**

- 3.9.1 When providing comments for a new, expanded or retrofitted telecommunications tower, municipalities shall request telecommunications companies to co-locate within the IDP Area where technically feasible.
- 3.9.2 Where there is an application for a new, expanded or retrofitted telecommunications tower within the IDP Area, the municipality within which the application is located shall refer the application to the other municipality for comment.

## 4 | IDP IMPLEMENTATION & ADMINISTRATION

Continuous collaboration and communication between both municipalities is essential for effective coordination of land use planning at a regional level and the successful implementation and administration of the IDP. The following policies are established with the goal of ensuring effective and clear processes for communication and collaboration are established between the municipalities.

### 4.1 Circulation and Referral Process

The following section establishes a clear process for referring subdivision and development applications, statutory and non-statutory planning documents and amendments, and land use related studies with the objective of achieving a coordinated approach to planning and development within the IDP Area.

The municipalities agree that:

- 4.1.1 The following shall be referred by each municipality prior to a public hearing, meeting or decision:
- i. A proposed Municipal Development Plan (MDP);
  - ii. A proposed Area Structure Plan (ASP) or Area Redevelopment Plan (ARP) within the IDP Area; or a proposed ASP or ARP that may have an impact within the IDP Area;
  - iii. A proposed new Land Use Bylaw (LUB) or Land Use Order (LUO);
  - iv. An amendment to a statutory planning document or Land Use Bylaw/Order within the IDP Area or which may affect the IDP Area;
  - v. A proposed *multi lot* subdivision within the IDP Area;
  - vi. A development application for a *Discretionary Use* within the IDP Area;
  - vii. Any other development that may be deemed by one or both municipalities to have an impact on land within the IDP Area.
- 4.1.2 Applications received from the Natural Resources Conservation Board (NRCB) for Confined Feeding Operation approvals located within the IDP Area shall be referred by each municipality.
- 4.1.3 If either municipality is in receipt of a notice of application for a new or expanded pit within the IDP Area, they shall forward a copy of the notice to the other municipality.
- 4.1.4 Where there is an application for a new, expanded or retrofitted telecommunications tower within the IDP Area, the municipality receiving the application shall notify the other municipality to seek their comments.

## Timelines

The municipalities agree that:

- 4.1.5 From the date that a municipality receives a referral, the municipality will have the following timelines to review and provide comments:
- i. 15 calendar days for development applications;
  - ii. 30 calendar days for subdivision applications and all other intermunicipal referrals.
- 4.1.6 A municipality that has received a referral may request an extension of the initial review period. If an extension of the review period is granted, it shall be communicated in writing.
- 4.1.7 If the municipality receiving the referral has not replied within the stipulated timeline, it will be determined that the municipality has no comments or concerns regarding the application.
- 4.1.8 Should any concerns arise through the referral process that cannot be resolved between the two administrations, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.

## 4.2 Reviewing, Repealing and Amending the Plan

Regular review of the IDP is important to ensure the principles and directions agreed upon remain current and are responsive to local change. For this plan to remain relevant and function effectively, amendments to the Plan may be necessary from time to time. The following agreements outline the process for reviewing, amending and repealing the Plan.

### Reviewing the Plan

The municipalities agree that:

- 4.2.1 The IDP should be reviewed every 10 years from the date the Plan was adopted by both municipalities. The review shall be completed in conjunction with administration from both municipalities and may include Palliser Regional Municipal Services.
- 4.2.2 When a new MDP for either municipality is adopted, a review of the IDP should be undertaken to ensure consistency with the MDP policies.

## Amending the Plan

The municipalities agree that:

- 4.2.3 The Plan may be amended as seen fit and mutually agreed upon by both Municipalities. Any amendments to the plan must be adopted by Council and the Board/Minister.
- 4.2.4 Should any disagreements arise with an amendment to the Plan, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.
- 4.2.5 Proposed amendments to this Plan by parties other than the Town of Drumheller or Special Areas shall be accompanied by the following:
- a) An application to amend the Special Areas IDP Ministerial Order submitted to municipality or their representative agency (e.g. Palliser Regional Municipal Services) along with the applicable fee for processing amendments to a statutory document; and
  - b) An application to amend the Town of Drumheller IDP bylaw submitted to the municipality or their representative agency (e.g. Palliser Regional Municipal Services) along with the applicable fee for processing amendments to a statutory document.

## Repealing the Plan

In the event that one or both municipalities deem the IDP no longer relevant, the bylaws adopting the IDP will need to be repealed by both municipalities. However, an IDP is a mandatory requirement under the MGA unless the municipalities mutually agree that an IDP is not required (MGA s. 631 as amended January 1, 2020).

The municipalities agree that:

- 4.2.6 The Plan shall only be repealed if mutually agreed upon by both municipalities.
- 4.2.7 Should only one municipality wish to repeal the Plan, 60 days' notice will need to be given to the other municipality stating the intent and reasons for repealing the Plan. Both Council and the Board must pass the bylaw repealing the Plan and either adopt a new IDP or mutually agree that an IDP is not required for the repeal to take effect.
- 4.2.8 Should only one municipality wish to repeal the plan, the dispute resolution process (Section 4.3 of this bylaw) shall be initiated.

### **4.3 Dispute Resolution Process**

Adopting a dispute resolution process is a requirement under Part 17 of the MGA. The intent of a dispute resolution process is to resolve, or attempt to resolve, any conflicts between municipalities. By following the process below disputes can be avoided, or where necessary, resolved through facilitated mediation. The process provides the two municipalities the opportunity to come to a resolution at the municipal level. If a resolution cannot be achieved, the matter could be resolved through arbitration and/or brought before the Municipal Government Board.

The municipalities agree that:

- 4.3.1 Both municipalities shall be responsible for documenting and maintaining records of all meetings and exchanges throughout the dispute resolution process.
- 4.3.2 Administration from each municipality shall ensure the facts of the issue have been thoroughly investigated and information is made available and transparent to both parties.
- 4.3.3 Costs incurred through the dispute resolution process shall be shared equally by both municipalities.
- 4.3.4 Notifying and engaging any affected parties or members of the public will be at the discretion of each municipality. Each municipality shall ensure they are meeting requirements and processes outlined in relevant public participation policies for notifying and engaging members of the public or affected parties.
- 4.3.5 Should mediation be required through the dispute resolution process; the powers and responsibilities of the mediator will be limited to providing recommendations to both municipalities.
- 4.3.6 Should arbitration be required through the dispute resolution process; every order of an arbitrator is final and binding on all parties.
- 4.3.7 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw/Order or amendment to such, an appeal may be filled without prejudice, within 30 days of adoption to the *Municipal Government Board*, in accordance with *Section 690 (1) of the MGA* so the provincial statutory right and timeframe to appeal is not lost.
- 4.3.8 An appeal may be withdrawn if an agreement is reached between the two municipalities prior to the *Municipal Government Board* meeting.

**Dispute Resolution Process**

- 4.3.9 When the administration of a municipality identifies a potential issue, either party may give written notice to the other identifying the areas of conflict, initiating the dispute resolution process.
- 4.3.10 Once notice of the conflict has been received, both municipalities shall discontinue any actions pertaining to the matter in disagreement until a resolution has been determined.
- 4.3.11 Within 15 days of receiving written notice of an identified conflict, a meeting shall be convened between the respective administrations directly involved in the matter to attempt to come to a solution. This will generally include a member of planning staff and the CAOs of each municipality. If a solution to the disagreement is reached, then staff from each municipality shall take the necessary steps to implement the resolution.
- 4.3.12 Within 15 days of Administrations being unable to resolve the disagreement, a meeting shall be convened between administrations from both municipalities, the Board and Council to discuss possible resolutions and attempt to reach consensus on the issue.
- 4.3.13 Should the Board and Council be unable to resolve the matter within 30 days, a formal mediation process to facilitate resolution of the issue shall be initiated. The facilitated mediation process will involve two Council members, two Advisory Council members and a member of administration from each municipality, as well as a mediator mutually agreed upon by both municipalities. The representatives from the municipalities will be decided at the time of mediation.
- 4.3.14 If the dispute resolution process is not completed within one year from the date the notice of the dispute is given, either municipality may request the Minister to appoint an arbitrator pursuant to the regulations outlined in the *Municipal Government Act*.

**Dispute Resolution Flow Chart**

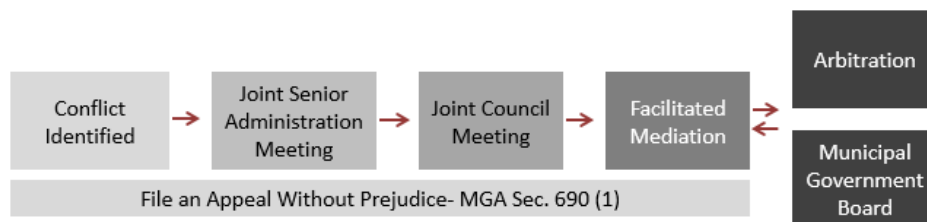


Figure 4: Dispute Resolution Flow Chart

**APPENDIX A | DEFINITIONS**

**Adjacent Land(s):** Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the Municipal Government Act, Revised Statutes of Alberta 2000, M26 with amendments.

**Agricultural Operation:** If not defined in the municipality's Land Use Bylaw, it is an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and can include, but is not limited to:

- a) the cultivation of land;
- b) the raising of livestock, including game-production animals within the meaning of the "Livestock Industry Diversification Act" and poultry;
- c) the raising of fur-bearing animals, pheasants or fish;
- d) the production of agricultural field crops;
- e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- f) the production of eggs and milk;
- g) the production of honey (apiaries);
- h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- i) the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- j) the collection, transportation, storage, application, use transfer and disposal of manure;
- k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

**Alberta Land Stewardship Act (ALSA):** The Alberta Land Stewardship Act Statutes of Alberta, 2009 Chapter A-26.8, as amended.

**Area Structure Plan (ASP):** A statutory plan in accordance with the Municipal Government Act (MGA) for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

**Confined Feeding Operations (CFO):** An activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the Agricultural Operation Practices Act (AOPA), Revised Statutes of Alberta 2000, Chapter A-7, as amended from time to time, but does not include residences, seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds.

**Development:** As defined by the Municipal Government Act in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

**Discretionary Use:** The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

**Environmentally Significant Area (ESA)** means an area defined by Alberta Environment and Parks as being environmentally significant.

**Extensive Agriculture:** means systems of tillage and grazing on large areas of land by the raising of crops or the rearing of livestock but does not include confined feeding or intensive livestock operations and may be either separately or in conjunction with one another and includes buildings and other structures incidental to the operation but does not include residential buildings.

**Resource extraction:** Use of lands that are governed by the location of a natural resource such as, but not limited to, sand and gravel, oil and gas, or logging which involves the extraction or onsite processing and/or storage of a natural resource

**Historical Resource Value (HRV):** Lands that contain or are believed to contain “historic resources” as defined in the *Historical Resources Act*, including primarily archeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures.

**Intermunicipal Development Plan (IDP):** A statutory document, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool.

**Multi-lot Subdivision:** A subdivision of land that will create two (2) or more *new* lots.

**Municipal Development Plan (MDP):** A statutory plan, adopted by bylaw in accordance with section 632 of the Municipal Government Act and used by municipalities as a long-range planning tool.

**Natural Resource Conservation Board (NRCB):** The Natural Resources Conservation Board is responsible for reviews of proposed major natural resource projects, and for the regulation of confined feeding operations in Alberta.



**Permitted Use:** The use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

**Plan:** The Town of Drumheller and Special Areas Intermunicipal Development Plan.

**IDP Area:** The lands defined in this document on Map 1: IDP Area noted as “IDP Area”.

**Pit(s):** means any opening in, excavation in or working of the surface or subsurface made for the purpose of removing sand, gravel, clay or marl and includes any associated infrastructure, but does not include a mine or quarry. Alberta Environment and Parks categorizes and regulates pits as follows:

Large (Class I) Pits – Class I pits are 5 hectares or more in area

Small (Class II) Pits – Class II pits are less than 5 hectares in size on private land

**Provincial Highway:** A road development as such by Ministerial Order pursuant to the Highway Development and Protection Act, Alberta Regulation 326/2009.

**Soil Classifications:** The classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture.

Class 1 – Soils in this class have no significant limitations in use for crops.

Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.

Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

Class 4 – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.

Class 5 – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible. Class 6 – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible. Class 7 – Soils in this class have no capacity for arable culture or permanent pasture land

**Statutory Plan:** As per Part 17 of the Municipal Government Act, is an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality under Division 4 of the Municipal Government Act.

**Telecommunications Tower:** means a structure designed to support antennas for telecommunications and broadcasting and may include television, cellular phone, or wireless internet or radio signals.



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>2020-2023 Operating Budget – Tax Supported</b>
<b>DATE:</b>	January 29, 2020
<b>PRESENTED BY:</b>	Barbara Miller, CPA, CGA, CLGM
<b>ATTACHMENT:</b>	2020-2023 Operating Budget Summary of amendments

**SUMMARY**

Administration is seeking adoption of the 2020 Tax Supported Operating Budget and the 2021-2023 draft tax supported operating financial plans as presented.

**BACKGROUND**

Section 242 (1) of the MGA states that *“Each council must adopt an operating budget for each calendar year”*.

**2019 Operating Budget**

The 2020 tax supported operating budget outlines the estimated operating revenues and expenditures of the municipality that have been identified.

The budget as presented results in a **1.95% increase** to the municipal property tax requisition in 2020 and includes funding for the strategic priorities that have been identified and adopted by Council, while maintaining the current service levels.

Most notable are:

- Enhanced provision(s) to fund a full time Events Coordinator, programs and events
- Pilot project in support of a youth centre
- Increased provision for enhanced communications strategy
- Continued downtown revitalization study
- Increased provision for economic development
- Pilot project in support of poverty reduction
- Additional funding for Community Assistance Policy requests

In 2019, an agreement was struck with both CUPE locals and 4 year contracts were ratified. The Towns greatest expense, this enabled a high level of surety when calculating salary provision for 3 of the 4 years.

The budget also reflects the numerous reduced and/or eliminated grant and funding programs and reduced revenue sharing programs that were announced by the Government of Alberta this past October. The full impact of some changes such as the biological testing costs will not be fully known until end of 2020 and it is anticipated that the next provincial budget will introduce additional changes. With that in mind, the 2021-2023 financial plan recognizes the known changes, but has also been developed through an austerity lens.

Request for Decision

**RECOMMENDATION:**

Administration recommends adoption of the 2020 Tax Supported Operating Budget and the 2021-2023 draft financial plan as presented.

**DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):**

The 2020 tax supported operating budget is based on the priorities and service levels that have been identified by Council and Administration.

A reconciliation of amendments made to the budget subsequent to the first presentation and deliberation is included with this report.

**FINANCIAL IMPACT:**

The tax supported operating budget reflects a municipal requisition of \$9,057,680, which equates to a 1.95% increase over the 2019 municipal requisition (\$8,884,435).

**STRATEGIC POLICY ALIGNMENT:**

Once adopted, the 2020 tax supported operating budget will ensure fiscal accountability and provides administration with the legal authority to carry out the day to day transactions needed to operate municipal business efficiently and effectively.

**COMMUNICATION PLAN:**

Once adopted, a media release will be issued and the budget will be uploaded onto our website at [www.drumheller.ca](http://www.drumheller.ca).

**MOTION:** Councillor \_\_\_\_\_

**Moves to adopt the 2020 tax supported operating budget having a municipal requisition of \$9,057,680 along with the draft 2021-2023 tax supported operating financial plan as presented and attached hereto;**

**Seconded:** \_\_\_\_\_

Barbara Miller

Prepared/Approved By:  
Deputy C.A.O./Director, Corporate Services

Approved By: Darryl Drohomerski  
Chief Administrative Officer

Request for Decision



	2020	2021	2022	2023
	Draft Budget	Draft Budget	Draft Budget	Draft Budget
<b>0001 General Municipal Revenues</b>				
1-111 Residential	(5,683,750)	(5,792,485)	(5,908,335)	(6,017,639)
1-112 Commercial	(2,465,940)	(2,514,430)	(2,564,715)	(2,612,150)
1-113 industrial	(31,250)	(31,720)	(32,350)	(32,950)
1-114 Linear	(440,455)	(497,060)	(507,000)	(516,375)
1-116 Farmland	(11,570)	(11,745)	(11,975)	(12,200)
1-117 Grants: Property Tax Residential	(70,150)	(71,200)	(72,625)	(73,965)
1-118 Grants: Property Tax Non-Residential	(354,565)	(324,910)	(331,400)	(337,530)
1-119 DI Properties Requisition	(3,000)	(3,000)	(3,000)	(3,000)
1-511 Penalties	(145,000)	(145,000)	(145,000)	(145,000)
1-521 License (specify)	(128,500)	(129,500)	(130,000)	(130,200)
1-541 Franchise Tax: Electrical/Gas	(1,719,500)	(1,736,695)	(1,771,375)	(1,806,555)
1-551 Interest on Investments	(440,000)	(415,000)	(390,000)	(380,000)
1-961 Transfer from (specify department)	(288,750)	(288,750)	(288,750)	(288,750)
1-962 Transfer from (specify department)	(123,750)	(123,750)	(123,750)	(123,750)
1-991 Other Income	(1,700)	(1,700)	(1,700)	(1,700)
1-992 Contributions: Community Organizations	(16,800)	(16,800)	(16,800)	(16,800)
<b>Total 0001 General Municipal Revenues</b>	<b>(11,924,680)</b>	<b>(12,103,745)</b>	<b>(12,298,775)</b>	<b>(12,498,564)</b>
<b>1101 Legislative</b>				
2-111 Salaries	33,650	34,320	35,180	35,880
2-151 Payroll Benefits	42,700	43,550	44,640	45,530
2-171 Council Wages	201,105	205,380	215,435	213,745
2-214 Conventions/Registrations	9,775	9,950	10,125	10,300
2-217 Travel and Subsistence	17,150	17,500	17,500	17,850
2-221 Advertising and Promotion	6,750	10,250	7,350	7,500
2-272 Insurance and Bond Premiums	600	630	660	690
2-291 Other General Services	55	25,055	55	55
2-295 Project: (specify)	2,600	2,650	2,700	2,700
2-296 Project: (specify)	5,000	5,000	5,000	5,000
2-515 Stationery, Office Supplies	1,250	1,250	1,350	1,400
<b>Total 1101 Legislative</b>	<b>320,635</b>	<b>355,535</b>	<b>339,995</b>	<b>340,650</b>
<b>1201 General Administration</b>				
1-431 Sale of Service	(20,000)	(20,000)	(20,000)	(20,000)
1-843 Conditional Programs	(200,000)	(210,000)	(100,000)	(75,000)
1-961 Transfer from (specify department)	(1,200)	(1,200)	(1,200)	(1,200)
1-991 Other Income	(7,450)	(7,450)	(7,450)	(7,450)
2-111 Salaries	569,375	581,280	596,460	608,900

Request for Decision

2-151 Payroll Benefits		106,785	108,955	111,715	113,975
2-152 Wellness Program		1,500	1,500	1,500	1,500
2-214 Conventions/Registrations		6,000	6,110	6,200	6,235
2-215 Postage		9,250	9,250	9,500	9,500
2-216 Telephone		20,200	19,420	20,660	20,920
2-217 Travel and Subsistence		7,600	7,700	7,800	7,950
2-218 Meeting Expense		3,900	3,950	4,000	4,000
2-221 Advertising and Promotion		1,500	1,500	1,500	1,500
2-222 Municipal Membership Fees		20,250	20,750	20,750	20,750
2-223 Printing and Binding		8,000	8,000	8,150	8,150
2-231 Accounting and Audit		29,000	29,000	29,000	29,000
2-232 Assessors		120,000	120,000	120,000	120,000
2-234 Education		3,500	3,525	3,550	3,550
2-237 Legal and Collection		71,000	21,000	22,500	22,500
2-238 Medical		5,200	5,200	5,200	5,200
2-239 Other Professional		17,900	31,700	25,400	27,900
2-252 Repairs: Equipment		3,400	3,500	3,500	3,550
2-262 Rental/Lease: Equipment/Furnishings		4,325	4,325	4,325	4,325
2-272 Insurance and Bond Premiums		1,590	1,670	1,750	1,840
2-291 Other General Services		11,750	11,750	11,750	11,750
2-295 Project: (specify)		92,500	7,500	7,500	7,500
2-515 Stationery, Office Supplies		18,500	19,250	19,250	19,750
2-519 Other General Supplies		2,500	2,500	2,500	2,500
2-812 Penalties, Interest, Overdraft		15,000	15,500	16,000	16,500
2-911 Rebates		15,100	15,350	15,675	15,925
2-930 Amortization Expense		168,000	168,000	168,000	168,000
2-961 Transfer to (specify department)		5,000	5,000	5,000	5,000
<b>Total 1201 General Administration</b>		<b>1,109,975</b>	<b>994,535</b>	<b>1,120,485</b>	<b>1,164,520</b>
<b>1202 Town Hall</b>					
2-111 Salaries		19,825	20,220	20,720	21,130
2-151 Payroll Benefits		3,610	3,680	3,770	3,850
2-152 Wellness Program		75	75	75	75
2-216 Telephone		1,750	1,780	1,810	1,840
2-241 Janitorial Services		37,460	37,460	37,460	37,460
2-251 Repairs: Buildings		9,150	9,150	9,150	9,150
2-252 Repairs: Equipment		1,650	2,850	4,150	2,650
2-253 Repairs: Other		5,150	5,150	5,150	5,150
2-272 Insurance and Bond Premiums		7,000	7,350	7,720	8,110
2-291 Other General Services		10,500	10,500	14,000	10,560
2-511 Safety Materials, Clothing & Shoes		800	825	850	875
2-518 Janitorial Supplies		200	200	225	225
2-519 Other General Supplies		1,000	1,000	1,000	1,000

Request for Decision

2-521 Fuel Oil Grease		1,000	1,020	1,040	1,060
2-531 Chemicals and Salts		750	750	750	750
2-541 Utilities: Electricity		34,960	33,636	34,365	34,900
2-542 Utilities: Gas		21,340	23,270	25,035	25,465
2-543 Utilities: Water and Sewer		2,000	2,040	2,080	2,120
<b>Total 1202 Town Hall</b>		<b>158,220</b>	<b>160,956</b>	<b>169,350</b>	<b>166,370</b>
<b>1203 Computer Services</b>					
1-961 Transfer from (specify department)		(1,200)	(1,200)	(1,200)	(1,200)
1-963 Transfer from (specify department)		(8,000)	(8,000)	(8,000)	(8,000)
1-964 Transfer from (specify department)		(8,000)	(8,000)	(8,000)	(8,000)
2-226 Internet		25,280	25,650	25,650	26,070
2-227 Software and Upgrades		78,910	82,565	84,200	84,625
2-234 Education		6,500	6,000	6,000	6,000
2-252 Repairs: Equipment		11,700	11,700	11,700	11,700
2-275 Software Support/Upgrades		107,110	107,960	107,960	107,960
2-515 Stationery, Office Supplies		2,000	2,000	2,000	2,000
2-519 Other General Supplies		19,000	25,500	21,500	20,000
<b>Total 1203 Computer Services</b>		<b>233,300</b>	<b>244,175</b>	<b>241,810</b>	<b>241,155</b>
<b>1204 Communications/Public Relations</b>					
2-111 Salaries		70,755	72,170	73,970	75,450
2-151 Payroll Benefits		17,750	18,010	18,340	18,610
2-152 Wellness Program		500	500	500	500
2-214 Conventions/Registrations		1,600	1,600	1,600	1,600
2-216 Telephone		1,550	565	580	1,595
2-217 Travel and Subsistence		1,200	1,200	1,300	1,300
2-218 Meeting Expense		300	300	300	300
2-221 Advertising and Promotion		25,400	32,000	32,500	33,000
2-234 Education		1,000	1,050	1,100	1,100
2-275 Software Support/Upgrades		15,650	15,840	15,840	15,840
2-295 Project: (specify)		6,000	6,000	6,000	6,000
2-515 Stationery, Office Supplies		500	500	500	500
<b>Total 1204 Communications/Public Relations</b>		<b>142,205</b>	<b>149,735</b>	<b>152,530</b>	<b>155,795</b>
<b>2101 Police Services</b>					
1-432 Sale of Information		(11,300)	(12,300)	(12,500)	(12,800)
1-531 Fines: Own		(140,000)	(141,500)	(142,000)	(142,500)
1-843 Conditional Programs		(364,232)	(364,232)	(364,232)	(364,232)
1-961 Transfer from (specify department)		(5,000)	(5,000)	(5,000)	(5,000)
1-962 Transfer from (specify department)		(6,000)	(6,000)	(6,000)	(6,000)
1-963 Transfer from (specify department)		(17,000)	(17,000)	(17,000)	(17,000)
1-964 Transfer from (specify department)		(1,200)	(1,200)	(1,200)	(1,200)
1-965 Transfer from (specify department)		(800)	(800)	(800)	(800)
1-966 Transfer from (specify department)		(4,000)	(4,000)	(4,000)	(4,000)

Request for Decision

2-111 Salaries		291,400	296,960	304,040	309,850
2-151 Payroll Benefits		65,550	66,560	67,850	68,910
2-152 Wellness Program		1,500	1,500	1,500	1,500
2-212 Communication System		3,400	3,400	3,400	3,400
2-214 Conventions/Registrations		250	250	250	250
2-215 Postage		100	100	100	100
2-216 Telephone		2,150	3,190	3,230	3,270
2-217 Travel and Subsistence		1,500	3,000	3,100	3,125
2-222 Municipal Membership Fees		125	125	125	125
2-234 Education		750	1,750	1,750	1,750
2-252 Repairs: Equipment		2,600	3,800	3,800	3,800
2-272 Insurance and Bond Premiums		4,960	5,210	5,470	5,740
2-275 Software Support/Upgrades		2,800	2,825	2,825	2,875
2-291 Other General Services			325	325	325
2-333 Police Services		1,340,745	1,355,685	1,359,560	1,364,000
2-511 Safety Materials, Clothing & Shoes		3,250	3,250	3,250	3,250
2-515 Stationery, Office Supplies		1,800	1,800	1,800	1,800
2-519 Other General Supplies		750	750	750	750
2-521 Fuel Oil Grease		8,000	8,160	8,320	8,490
2-771 Grant: (specify) individuals, community		1,200	1,200	1,000	1,000
2-930 Amortization Expense		35,000	35,000	35,000	35,000
<b>Total 2101 Police Services</b>		<b>1,218,298</b>	<b>1,242,808</b>	<b>1,254,713</b>	<b>1,265,778</b>
<b>2301 Fire Protection</b>					
1-351 (specify) [fire, road, utility, etc]		(1,500)	(1,500)	(1,500)	(1,500)
1-431 Sale of Service		(28,000)	(28,000)	(29,000)	(29,000)
1-461 Fire		(2,500)	(500)	(500)	(500)
2-111 Salaries		198,985	202,970	208,050	212,210
2-151 Payroll Benefits		22,860	23,580	24,500	25,260
2-212 Communication System		11,225	11,225	11,225	11,225
2-215 Postage		250	250	250	250
2-216 Telephone		7,000	7,090	7,180	7,270
2-217 Travel and Subsistence		1,800	1,800	1,800	1,800
2-222 Municipal Membership Fees		4,000	4,020	4,050	4,100
2-234 Education		5,500	5,500	5,500	5,500
2-241 Janitorial Services		3,600	3,600	3,600	3,600
2-249 Contracted Service (Specify)		20,275	20,915	21,552	22,190
2-251 Repairs: Buildings		12,900	4,200	4,200	4,200
2-252 Repairs: Equipment		12,000	13,750	14,000	14,000
2-253 Repairs: Other		2,250	2,250	2,250	2,250
2-272 Insurance and Bond Premiums		26,750	28,090	29,490	30,960
2-291 Other General Services		11,080	9,330	11,115	9,330
2-511 Safety Materials, Clothing & Shoes		10,000	12,000	12,000	12,000

Request for Decision

2-519 Other General Supplies		7,150	7,150	7,300	7,300
2-521 Fuel Oil Grease		6,000	6,120	6,240	6,370
2-524 Consumable, Small Tools		1,000	1,000	1,000	1,000
2-541 Utilities: Electricity		13,970	13,365	13,400	13,435
2-542 Utilities: Gas		12,545	13,515	14,405	14,640
2-543 Utilities: Water and Sewer		600	610	620	630
2-930 Amortization Expense		98,000	98,000	98,000	98,000
<b>Total 2301 Fire Protection</b>		<b>457,740</b>	<b>460,330</b>	<b>470,727</b>	<b>476,520</b>
<b>2401 Disaster Services - Risk Management</b>					
2-111 Salaries		27,895	28,450	29,150	29,740
2-151 Payroll Benefits		5,070	5,170	5,300	5,410
2-216 Telephone		180	180	180	180
2-217 Travel and Subsistence		1,500	1,500	1,500	1,500
2-226 Internet		720	740	760	780
2-234 Education		7,700	7,700	7,700	7,700
2-239 Other Professional			3,000	3,100	3,100
2-291 Other General Services		250	250	250	250
2-519 Other General Supplies		4,200	4,200	4,250	4,250
2-831 Interest		14,600	34,400	39,315	38,490
<b>Total 2401 Disaster Services - Risk Management</b>		<b>62,115</b>	<b>85,590</b>	<b>91,505</b>	<b>91,400</b>
<b>2601 Safety Codes - Drumheller</b>					
1-521 License (specify)		(6,150)	(6,150)	(6,150)	(6,150)
1-522 Permits (specify)		(25,000)	(25,500)	(26,000)	(27,000)
1-525 Permits (specify)		(47,000)	(48,000)	(49,000)	(50,000)
1-526 Permits (specify)		(4,500)	(4,500)	(4,500)	(4,500)
2-111 Salaries		20,000	26,400	27,060	27,600
2-151 Payroll Benefits		4,000	4,800	4,920	5,020
2-152 Wellness Program		200	200	200	200
2-215 Postage		150	150	150	150
2-216 Telephone		500	510	520	530
2-217 Travel and Subsistence		300	300	300	300
2-223 Printing and Binding		800	800	800	800
2-234 Education		500	500	500	500
2-239 Other Professional		58,500	58,900	59,950	61,350
2-291 Other General Services		200	202	204	206
2-295 Project: (specify)		3,800	3,838	3,876	3,915
2-515 Stationery, Office Supplies		500	500	500	500
2-930 Amortization Expense		1,100	1,100	1,100	1,100
<b>Total 2601 Safety Codes - Drumheller</b>		<b>7,900</b>	<b>14,050</b>	<b>14,430</b>	<b>14,521</b>
<b>2602 Safety Codes - Palliser</b>					
1-431 Sale of Service		(70,950)	(72,350)	(73,800)	(75,275)
2-111 Salaries		56,410	63,660	65,250	66,560



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2-151 Payroll Benefits		11,350	11,580	11,870	12,110
2-152 Wellness Program		500	500	500	500
2-214 Conventions/Registrations		450	450	450	450
2-215 Postage		510	520	520	520
2-216 Telephone		1,300	1,320	1,340	1,360
2-217 Travel and Subsistence		500	500	500	500
2-223 Printing and Binding		1,400	1,450	1,500	1,550
2-234 Education		275	275	275	275
2-291 Other General Services		500	500	500	500
2-515 Stationery, Office Supplies		500	500	500	500
2-961 Transfer to (specify department)		1,200	1,200	1,200	1,200
<b>Total 2602 Safety Codes - Palliser</b>		<b>3,945</b>	<b>10,105</b>	<b>10,605</b>	<b>10,750</b>
<b>2603 Development Permits</b>					
1-523 Permits (specify)		(13,000)	(13,250)	(13,500)	(13,750)
1-524 Permits (specify)		(3,500)	(3,550)	(3,600)	(3,675)
2-111 Salaries		18,000	54,550	55,910	57,030
2-151 Payroll Benefits		4,100	9,920	10,170	10,370
2-152 Wellness Program		500	500	500	500
2-214 Conventions/Registrations		725	725	725	725
2-215 Postage		500	500	500	500
2-216 Telephone		525	540	1,555	570
2-217 Travel and Subsistence		1,000	1,000	1,000	1,000
2-218 Meeting Expense		2,050	2,050	2,100	2,100
2-221 Advertising and Promotion		10,500	10,750	10,750	10,750
2-222 Municipal Membership Fees		425	425	425	425
2-223 Printing and Binding		1,700	1,700	1,700	1,700
2-234 Education		1,000	1,000	1,000	1,000
2-515 Stationery, Office Supplies		500	500	500	500
<b>Total 2603 Development Permits</b>		<b>25,025</b>	<b>67,360</b>	<b>69,735</b>	<b>69,745</b>
<b>2610 Animal Control</b>					
1-521 License (specify)		(10,500)	(10,650)	(10,900)	(11,150)
2-215 Postage		500	500	525	525
2-239 Other Professional		5,000	5,000	5,000	5,000
2-291 Other General Services		2,800	2,800	2,800	2,800
2-519 Other General Supplies		1,000	1,000	1,000	1,000
2-961 Transfer to (specify department)		17,000	17,000	17,000	17,000
<b>Total 2610 Animal Control</b>		<b>15,800</b>	<b>15,650</b>	<b>15,425</b>	<b>15,175</b>
<b>2611 Weed Control</b>					
1-451 Custom Work		(10,000)	(10,000)	(10,000)	(10,000)
2-111 Salaries		1,630	1,660	1,700	1,730
2-151 Payroll Benefits		300	310	320	330
2-215 Postage		500	500	500	500

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2-234 Education		1,000	1,000	1,000	1,000
2-252 Repairs: Equipment		500	500	500	500
2-272 Insurance and Bond Premiums		850	890	930	980
2-291 Other General Services		20,100	24,100	24,100	24,100
2-511 Safety Materials, Clothing & Shoes		200	200	200	200
2-519 Other General Supplies		1,350	1,350	1,375	1,375
2-521 Fuel Oil Grease		700	715	730	745
2-961 Transfer to (specify department)		6,000	6,000	6,000	6,000
<b>Total 2611 Weed Control</b>		<b>23,130</b>	<b>27,225</b>	<b>27,355</b>	<b>27,460</b>
<b>2612 Mosquito Control</b>					
1-991 Other Income					
2-111 Salaries		2,450	2,500	2,560	2,610
2-151 Payroll Benefits		450	460	470	480
2-234 Education		1,000	1,000	1,050	1,075
2-242 Contract: (specify)		25,000	30,000	30,000	30,000
2-252 Repairs: Equipment		650	650	650	650
2-291 Other General Services		300	300	300	300
2-511 Safety Materials, Clothing & Shoes		250	250	250	250
2-519 Other General Supplies		350	350	350	350
2-531 Chemicals and Salts		25,000	25,000	25,000	25,000
<b>Total 2612 Mosquito Control</b>		<b>55,450</b>	<b>60,510</b>	<b>60,630</b>	<b>60,715</b>
<b>3101 Engineering Administration</b>					
1-331 Sale to Provincial Government		(8,500)	(8,500)	(8,500)	(8,500)
2-111 Salaries		373,895	381,370	390,900	398,720
2-151 Payroll Benefits		73,325	74,685	76,415	77,835
2-152 Wellness Program		1,000	1,000	1,000	1,000
2-212 Communication System		12,750	12,950	12,950	12,950
2-214 Conventions/Registrations		1,000	1,000	1,000	1,000
2-215 Postage		750	750	775	775
2-216 Telephone		8,500	8,620	8,740	8,860
2-217 Travel and Subsistence		1,500	1,500	1,500	1,500
2-222 Municipal Membership Fees		1,225	1,225	1,225	1,225
2-223 Printing and Binding		900	900	900	900
2-234 Education		1,000	1,000	1,000	1,000
2-239 Other Professional		10,000	10,000	10,000	10,000
2-252 Repairs: Equipment					
2-291 Other General Services		2,000	2,000	2,000	2,000
2-515 Stationery, Office Supplies		2,400	2,400	2,400	2,400
2-519 Other General Supplies		150	150	150	150
2-930 Amortization Expense		205,000	215,000	215,000	215,000
<b>Total 3101 Engineering Administration</b>		<b>686,895</b>	<b>706,050</b>	<b>717,455</b>	<b>726,815</b>
<b>3102 Workshop and Yards</b>					

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1-422 Programs (Taxable)		(1,200)	(1,200)	(1,200)	(1,200)
1-451 Custom Work		(500)	(500)	(500)	(500)
2-111 Salaries		94,705	96,600	99,020	101,000
2-151 Payroll Benefits		17,230	17,570	18,010	18,370
2-152 Wellness Program		500	500	500	500
2-216 Telephone		1,400	1,425	1,450	1,475
2-234 Education		1,500	1,500	1,500	1,500
2-241 Janitorial Services		5,150	5,150	5,150	5,150
2-251 Repairs: Buildings		8,050	8,050	8,050	8,050
2-252 Repairs: Equipment		12,000	12,000	12,000	12,000
2-253 Repairs: Other		5,000	5,000	5,000	5,000
2-254 Repairs: Structures		700	1,200	1,200	1,200
2-272 Insurance and Bond Premiums		20,580	21,610	22,690	23,820
2-291 Other General Services		20,700	20,700	20,700	20,700
2-511 Safety Materials, Clothing & Shoes		7,000	7,000	7,000	7,000
2-518 Janitorial Supplies		1,500	1,500	1,500	1,500
2-519 Other General Supplies		4,400	5,550	5,550	5,550
2-521 Fuel Oil Grease		35,000	35,700	36,415	37,145
2-524 Consumable, Small Tools		6,000	6,000	6,000	6,000
2-541 Utilities: Electricity		51,190	49,385	50,455	51,255
2-542 Utilities: Gas		33,935	36,260	38,390	38,905
2-543 Utilities: Water and Sewer		5,600	5,710	5,825	5,945
2-961 Transfer to (specify department)		4,000	4,000	4,000	4,000
<b>Total 3102 Workshop and Yards</b>		<b>334,440</b>	<b>340,710</b>	<b>348,705</b>	<b>354,365</b>
<b>3202 Roads and Streets</b>					
1-451 Custom Work		(7,500)	(7,500)	(7,500)	(7,500)
2-111 Salaries		262,385	282,400	290,710	297,530
2-151 Payroll Benefits		48,500	51,180	52,460	53,510
2-152 Wellness Program		500	500	500	500
2-216 Telephone		500	510	520	530
2-242 Contract: (specify)		41,500	41,500	41,500	41,500
2-252 Repairs: Equipment		77,500	77,500	77,500	77,500
2-254 Repairs: Structures		99,200	86,600	99,200	99,600
2-272 Insurance and Bond Premiums		15,250	16,010	16,810	17,650
2-291 Other General Services		4,700	4,400	4,400	4,400
2-511 Safety Materials, Clothing & Shoes		1,600	1,700	1,700	1,700
2-519 Other General Supplies		6,700	6,700	6,700	6,700
2-521 Fuel Oil Grease		40,000	40,800	41,600	42,400
2-531 Chemicals and Salts		15,000	15,250	15,250	15,250
2-535 Sand and Gravel		63,000	63,000	63,000	63,000
2-930 Amortization Expense		428,745	470,445	428,745	428,745
<b>Total 3202 Roads and Streets</b>		<b>1,097,580</b>	<b>1,150,995</b>	<b>1,133,095</b>	<b>1,143,015</b>

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<b>3203 Street Lighting</b>					
1-991 Other Income		(10,000)	(10,000)	(10,000)	(10,000)
2-111 Salaries		575	590	600	610
2-151 Payroll Benefits		100	100	100	100
2-254 Repairs: Structures		12,700	12,700	12,700	12,700
2-291 Other General Services		1,600	1,600	1,600	1,600
2-519 Other General Supplies		300	300	300	300
2-541 Utilities: Electricity		452,995	457,145	473,465	485,435
<b>Total 3203 Street Lighting</b>		<b>458,270</b>	<b>462,435</b>	<b>478,765</b>	<b>490,745</b>
<b>3204 Traffic Services</b>					
1-991 Other Income					
2-111 Salaries		16,185	16,510	16,920	17,260
2-151 Payroll Benefits		2,940	3,000	3,080	3,140
2-152 Wellness Program		50	50	50	50
2-252 Repairs: Equipment		450	450	450	450
2-254 Repairs: Structures		6,900	6,900	6,900	6,900
2-272 Insurance and Bond Premiums		30	30	30	30
2-291 Other General Services		19,500	20,000	20,300	20,500
2-519 Other General Supplies		600	600	600	600
<b>Total 3204 Traffic Services</b>		<b>46,655</b>	<b>47,540</b>	<b>48,330</b>	<b>48,930</b>
<b>3301 Airport</b>					
1-441 Sale of Utility		(27,000)	(27,000)	(27,500)	(27,500)
1-569 Rental: Other		(3,025)	(3,025)	(3,025)	(3,025)
2-111 Salaries		9,580	9,770	10,010	10,210
2-151 Payroll Benefits		1,740	1,770	1,810	1,850
2-212 Communication System		200	200	200	200
2-222 Municipal Membership Fees		250	250	250	250
2-226 Internet		660	665	670	675
2-251 Repairs: Buildings		2,155	2,155	2,155	2,155
2-253 Repairs: Other		1,500	1,500	1,500	1,500
2-254 Repairs: Structures		15,200	15,200	15,200	15,200
2-272 Insurance and Bond Premiums		7,440	7,810	8,200	8,610
2-291 Other General Services		14,510	14,535	14,535	14,535
2-512 Goods for Re-Sale		26,000	26,000	26,675	26,675
2-518 Janitorial Supplies		500	500	500	500
2-541 Utilities: Electricity		5,745	5,605	5,625	5,640
2-542 Utilities: Gas		1,200	1,200	1,200	1,200
2-543 Utilities: Water and Sewer		250	255	260	265
2-812 Penalties, Interest, Overdraft		1,500	1,525	1,550	1,575
2-930 Amortization Expense		66,600	66,600	66,600	66,600
<b>Total 3301 Airport</b>		<b>125,005</b>	<b>125,515</b>	<b>126,415</b>	<b>127,115</b>
<b>4301 Garbage Collection</b>					

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1-441 Sale of Utility		(125,700)	(125,700)	(125,700)	(125,700)
2-111 Salaries		24,730	25,220	25,850	26,370
2-151 Payroll Benefits		4,500	4,590	4,700	4,790
2-214 Conventions/Registrations		750	750	775	775
2-222 Municipal Membership Fees		154,800	158,675	163,425	166,675
2-239 Other Professional		213,900	213,900	213,900	213,900
2-252 Repairs: Equipment		3,000	3,000	3,000	3,000
<b>Total 4301 Garbage Collection</b>		<b>275,980</b>	<b>280,435</b>	<b>285,950</b>	<b>289,810</b>
<b>5101 FCSS Administration</b>					
1-843 Conditional Programs		(234,050)	(234,050)	(234,050)	(234,050)
2-111 Salaries		118,000	121,000	124,000	126,290
2-151 Payroll Benefits		25,985	26,505	27,165	27,710
2-152 Wellness Program		1,000	1,000	1,000	1,000
2-214 Conventions/Registrations		1,325	1,325	1,325	1,325
2-215 Postage		150	160	160	160
2-216 Telephone		1,850	4,940	5,970	5,000
2-217 Travel and Subsistence		2,000	3,030	3,060	3,090
2-221 Advertising and Promotion		1,850	1,870	1,890	1,910
2-222 Municipal Membership Fees		855	1,855	1,855	1,855
2-223 Printing and Binding		400	400	400	400
2-231 Accounting and Audit		1,250	1,250	1,250	1,250
2-234 Education		1,200	1,210	1,230	1,250
2-272 Insurance and Bond Premiums		1,500	1,510	1,520	1,530
2-291 Other General Services		1,580	1,580	1,580	1,580
2-515 Stationery, Office Supplies		375	385	395	400
2-519 Other General Supplies		820	820	820	820
2-961 Transfer to (specify department)		1,200	1,200	1,200	1,200
<b>Total 5101 FCSS Administration</b>		<b>(72,710)</b>	<b>(64,010)</b>	<b>(59,230)</b>	<b>(57,280)</b>
<b>5103 Seniors Services</b>					
2-111 Salaries		50,820	52,830	52,830	52,830
2-151 Payroll Benefits		11,220	11,445	11,730	11,965
2-152 Wellness Program		500	500	500	500
2-214 Conventions/Registrations		300	303	306	309
2-215 Postage		75	75	75	75
2-216 Telephone		1,700	710	720	730
2-217 Travel and Subsistence		500	750	760	775
2-221 Advertising and Promotion		550	725	735	735
2-234 Education		600	600	605	615
2-291 Other General Services		80	80	80	80
2-295 Project: (specify)		3,300	3,360	3,420	3,475
2-296 Project: (specify)		2,000	2,020	2,040	2,060
2-514 Program Materials		3,050	3,839	3,878	3,917

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2-515 Stationery, Office Supplies		500	859	514	873
2-519 Other General Supplies		200	202	204	206
<b>Total 5103 Seniors Services</b>		<b>75,395</b>	<b>78,298</b>	<b>78,397</b>	<b>79,145</b>
<b>5105 Seasonal FCSS Programs</b>					
1-421 Programs (Taxable)					
1-433 Advertising		(6,500)	(6,565)	(6,630)	(6,695)
1-595 Grants: Individuals/Service Organization		(330)	(330)	(330)	(330)
2-217 Travel and Subsistence		500	505	510	515
2-221 Advertising and Promotion		100	250	250	250
2-222 Municipal Membership Fees		100			
2-223 Printing and Binding		7,910	7,990	8,070	8,150
2-234 Education			4,040	4,080	4,120
2-295 Project: (specify)		8,550	8,255	8,340	8,420
2-514 Program Materials		800	800	800	800
2-519 Other General Supplies			300	300	300
<b>Total 5105 Seasonal FCSS Programs</b>		<b>11,130</b>	<b>15,245</b>	<b>15,390</b>	<b>15,530</b>
<b>5106 Youth Services</b>					
1-991 Other Income		(31,405)			
2-111 Salaries		46,000			
2-151 Payroll Benefits		5,627			
2-216 Telephone		150			
2-217 Travel and Subsistence		70			
2-291 Other General Services		80			
2-514 Program Materials		16,250			
<b>Total 5106 Youth Services</b>		<b>36,772</b>			
<b>5121 Indirect Programs</b>					
2-223 Printing and Binding			3,100	3,100	3,100
2-295 Project: (specify)					
2-771 Grant: (specify) individuals, community		24,000	24,000	24,000	24,000
2-775 Grant: (specify) individuals, community					
<b>Total 5121 Indirect Programs</b>		<b>24,000</b>	<b>27,100</b>	<b>27,100</b>	<b>27,100</b>
<b>5301 Seniors Foundation</b>					
1-111 Residential		(530,620)	(530,620)	(530,620)	(530,620)
2-781 Requisition: (specify)		530,620	530,620	530,620	530,620
<b>Total 5301 Seniors Foundation</b>					
<b>5302 Non-FCSS Programs - CBI</b>					
1-841 Wage Subsidies		(10,671)			
2-111 Salaries		10,310			
2-151 Payroll Benefits		3,000			
2-152 Wellness Program		100			
2-216 Telephone		150			
2-217 Travel and Subsistence		75			

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2-221 Advertising and Promotion		75			
<b>Total 5302 Non-FCSS Programs - CBI</b>		3,039			
<b>5303 Non-FCSS Programs - Community Social Services</b>					
2-111 Salaries		23,500			
2-151 Payroll Benefits		3,500			
2-239 Other Professional		25,000	25,000	25,000	25,000
2-291 Other General Services		2,500	2,500	2,500	2,500
2-519 Other General Supplies		3,000	3,000	3,000	3,000
<b>Total 5303 Non-FCSS Programs - Community Services</b>		57,500	30,500	30,500	30,500
<b>5601 Cemetery</b>					
1-443 Sale of Land		(33,500)	(35,000)	(35,800)	(37,800)
2-111 Salaries		38,800	39,580	40,570	41,380
2-151 Payroll Benefits		7,060	7,200	7,380	7,530
2-239 Other Professional		3,000	3,000	3,000	3,000
2-252 Repairs: Equipment		500	500	500	500
2-254 Repairs: Structures		2,600	2,600	2,600	2,600
2-272 Insurance and Bond Premiums		900	950	1,000	1,050
2-291 Other General Services		6,850	6,905	6,930	7,000
2-519 Other General Supplies		5,000	5,000	5,000	5,000
2-521 Fuel Oil Grease		3,000	3,060	3,120	3,185
2-930 Amortization Expense		2,150	2,150	2,150	2,150
<b>Total 5601 Cemetery</b>		36,360	35,945	36,450	35,595
<b>6101 Municipal Planning</b>					
2-771 Grant: (specify) individuals, community		111,725	114,125	116,425	118,775
<b>Total 6101 Municipal Planning</b>		111,725	114,125	116,425	118,775
<b>6201 Economic Development</b>					
2-111 Salaries		103,095	105,150	107,780	109,930
2-151 Payroll Benefits		21,750	22,130	22,610	23,000
2-152 Wellness Program		500	500	500	500
2-214 Conventions/Registrations		6,330	6,380	6,430	6,500
2-215 Postage		750	750	750	750
2-216 Telephone		900	920	1,940	960
2-217 Travel and Subsistence		12,000	12,100	12,300	12,300
2-221 Advertising and Promotion		20,400	20,400	20,400	20,400
2-222 Municipal Membership Fees		6,700	6,775	6,850	6,925
2-234 Education		1,500	1,500	1,500	1,500
2-295 Project: (specify)		16,500	16,500	16,500	16,500
2-515 Stationery, Office Supplies		1,000	1,000	1,000	1,000
2-519 Other General Supplies		1,000	1,000	1,000	1,000
2-771 Grant: (specify) individuals, community		10,000	10,000	10,000	10,000
2-911 Rebates		5,700	5,700	5,700	5,700
<b>Total 6201 Economic Development</b>		208,125	210,805	215,260	216,965

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<b>6202 Valley Bus Society</b>					
1-451 Custom Work		(7,675)	(7,675)	(7,675)	(7,675)
2-111 Salaries		4,640	4,730	4,850	4,950
2-151 Payroll Benefits		840	860	880	900
2-212 Communication System		270	270	270	270
2-252 Repairs: Equipment		1,500	1,500	1,500	1,500
2-771 Grant: (specify) individuals, community		80,580	80,580	80,580	80,580
<b>Total 6202 Valley Bus Society</b>		<b>80,155</b>	<b>80,265</b>	<b>80,405</b>	<b>80,525</b>
<b>6204 Tourism</b>					
1-843 Conditional Programs		(225,000)			
1-991 Other Income		(40,000)	(40,000)	(40,000)	(40,000)
2-111 Salaries		14,485	14,780	15,150	15,450
2-151 Payroll Benefits		2,630	2,680	2,750	2,810
2-212 Communication System		1,000	1,000	1,000	1,000
2-214 Conventions/Registrations		600	600	600	600
2-216 Telephone		630	640	650	660
2-217 Travel and Subsistence		1,000	1,000	1,000	1,000
2-221 Advertising and Promotion		3,850	3,850	3,850	3,850
2-222 Municipal Membership Fees		4,250	4,250	4,250	4,250
2-239 Other Professional		170,000			
2-242 Contract: (specify)		57,500	49,960	50,960	51,980
2-291 Other General Services		6,500	6,680	6,800	6,980
2-519 Other General Supplies		2,800	600	600	600
2-761 Contributed to Capital Reserves		12,750	13,000	13,825	13,825
2-771 Grant: (specify) individuals, community		60,000			
2-812 Penalties, Interest, Overdraft		200	215	225	235
<b>Total 6204 Tourism</b>		<b>73,195</b>	<b>59,255</b>	<b>61,660</b>	<b>63,240</b>
<b>6601 Subdivisions and Developments</b>					
1-443 Sale of Land		(350,000)	(350,000)	(350,000)	(350,000)
2-237 Legal and Collection		4,500	4,500	4,500	4,500
2-539 Adjustments to Land Inventory		305,000	305,000	305,000	305,000
2-761 Contributed to Capital Reserves		40,500	40,500	40,500	40,500
2-930 Amortization Expense		12,700	12,700	12,700	12,700
<b>Total 6601 Subdivisions and Developments</b>		<b>12,700</b>	<b>12,700</b>	<b>12,700</b>	<b>12,700</b>
<b>6602 Land Rentals</b>					
1-561 Rental: Residential Land		(900)	(900)	(900)	(900)
1-562 Rental: Commercial Land		(14,200)	(25,600)	(25,600)	(25,600)
<b>Total 6602 Land Rentals</b>		<b>(15,100)</b>	<b>(26,500)</b>	<b>(26,500)</b>	<b>(26,500)</b>
<b>6701 Public Housing</b>					
1-843 Conditional Programs		(22,346)			
2-242 Contract: (specify)		11,000	12,000	12,000	15,000
2-272 Insurance and Bond Premiums		12,610	13,240	13,900	14,600



Request for Decision

2-831 Interest		3,195	1,660		
2-930 Amortization Expense		90,400	90,400	90,400	90,400
<b>Total 6701 Public Housing</b>		<b>94,859</b>	<b>117,300</b>	<b>116,300</b>	<b>120,000</b>
<b>6902 Tourist Info / DRCDT</b>					
2-111 Salaries		75	80	80	80
2-272 Insurance and Bond Premiums		2,390	2,510	2,640	2,770
2-543 Utilities: Water and Sewer		3,000	3,060	3,125	3,195
<b>Total 6902 Tourist Info / DRCDT</b>		<b>5,465</b>	<b>5,650</b>	<b>5,845</b>	<b>6,045</b>
<b>6904 Old Cells</b>					
2-111 Salaries					
2-251 Repairs: Buildings		450	450	450	450
2-253 Repairs: Other		250	250	250	250
2-541 Utilities: Electricity		1,905	2,005	2,055	2,105
2-542 Utilities: Gas		1,490	1,600	1,705	1,740
<b>Total 6904 Old Cells</b>		<b>4,095</b>	<b>4,305</b>	<b>4,460</b>	<b>4,545</b>
<b>6905 RCMP Building</b>					
1-451 Custom Work					
1-564 Rental: Buildings		(42,550)	(42,550)	(42,550)	(42,550)
2-111 Salaries		6,555	6,690	6,860	7,000
2-151 Payroll Benefits		1,190	1,210	1,240	1,260
2-241 Janitorial Services		23,700	23,700	23,700	23,700
2-251 Repairs: Buildings		20,500	8,500	8,500	8,500
2-253 Repairs: Other		3,000	3,000	3,000	3,000
2-272 Insurance and Bond Premiums		6,050	6,350	6,670	7,000
2-291 Other General Services		13,065	13,065	13,065	13,065
2-511 Safety Materials, Clothing & Shoes		300	300	300	300
2-519 Other General Supplies		650	650	650	650
2-531 Chemicals and Salts		100	100	100	100
2-541 Utilities: Electricity		15,290	15,290	15,510	15,680
2-542 Utilities: Gas		9,715	10,580	11,370	11,570
2-543 Utilities: Water and Sewer		2,000	2,040	2,080	2,120
<b>Total 6905 RCMP Building</b>		<b>59,565</b>	<b>48,925</b>	<b>50,495</b>	<b>51,395</b>
<b>7201 Recreation Administration</b>					
2-111 Salaries		11,310	142,250	145,810	148,730
2-151 Payroll Benefits		15,095	36,205	36,855	37,385
2-152 Wellness Program		300	300	300	300
2-214 Conventions/Registrations		700	700	700	700
2-216 Telephone		410	1,420	430	1,440
2-217 Travel and Subsistence		500	1,000	1,000	1,000
2-222 Municipal Membership Fees		850	850	850	850
2-223 Printing and Binding			2,000	2,000	2,000
2-234 Education		500	500	500	500

Request for Decision

2-252 Repairs: Equipment			350	350	350
2-272 Insurance and Bond Premiums		790	830	870	910
2-515 Stationery, Office Supplies		750	750	750	750
2-521 Fuel Oil Grease			510	520	535
2-930 Amortization Expense		710,000	710,000	710,000	710,000
<b>Total 7201 Recreation Administration</b>		<b>741,205</b>	<b>897,665</b>	<b>900,935</b>	<b>905,450</b>
<b>7202 Aquaplex</b>					
1-411 Admissions (taxable)		(90,000)	(91,840)	(93,720)	(96,020)
1-421 Programs (Taxable)		(5,400)	(5,550)	(5,650)	(5,750)
1-423 Programs (Taxable)		(60,000)	(61,200)	(62,200)	(63,350)
1-425 Programs (specify) (non-taxable)		(53,900)	(55,000)	(56,100)	(57,300)
1-442 Concession Sales		(9,000)	(9,000)	(9,000)	(9,000)
1-444 Sale of Materials		(5,000)	(5,000)	(5,000)	(5,000)
1-564 Rental: Buildings		(25,000)	(25,000)	(25,000)	(25,000)
1-991 Other Income		(5,000)			
2-111 Salaries		611,090	623,320	638,900	651,670
2-151 Payroll Benefits		108,555	110,775	113,605	115,925
2-152 Wellness Program		2,000	2,000	2,000	2,000
2-214 Conventions/Registrations		1,400	1,450	1,450	1,450
2-215 Postage		100	100	100	100
2-216 Telephone		1,150	1,175	2,200	1,225
2-217 Travel and Subsistence		1,250	1,275	1,300	1,300
2-221 Advertising and Promotion		1,300	1,000	1,000	1,000
2-222 Municipal Membership Fees		1,570	1,720	1,720	1,720
2-223 Printing and Binding		500	500	500	500
2-227 Software and Upgrades		5,100	5,175	5,175	5,175
2-234 Education		4,000	5,275	4,150	5,425
2-241 Janitorial Services		2,500	2,500	2,500	2,500
2-242 Contract: (specify)					
2-251 Repairs: Buildings		20,550	20,550	20,550	20,550
2-252 Repairs: Equipment		10,500	10,500	10,500	10,500
2-253 Repairs: Other		17,850	18,050	18,300	18,550
2-272 Insurance and Bond Premiums		9,590	10,070	10,570	11,100
2-291 Other General Services		7,225	7,225	7,225	7,225
2-511 Safety Materials, Clothing & Shoes		4,250	4,300	4,400	4,500
2-512 Goods for Re-Sale		6,500	6,500	6,500	6,500
2-513 Goods for Re-Sale: Concession		6,000	6,000	6,000	6,000
2-514 Program Materials		7,600	7,750	7,905	8,065
2-515 Stationery, Office Supplies		950	1,000	1,000	1,000
2-518 Janitorial Supplies		7,000	7,000	7,000	7,000
2-519 Other General Supplies		12,000	7,000	7,000	7,000
2-531 Chemicals and Salts		31,220	34,430	35,230	35,980

Request for Decision

2-541 Utilities: Electricity		54,480	52,130	53,210	53,995
2-542 Utilities: Gas		47,590	51,785	55,625	56,615
2-543 Utilities: Water and Sewer		42,000	42,840	43,700	44,570
2-812 Penalties, Interest, Overdraft		2,350	2,375	2,400	2,450
2-813 POS - Over/Short		175	175	175	175
2-926 Uncollectable Accounts		500	500	500	500
<b>Total 7202 Aquaplex</b>		<b>775,545</b>	<b>793,855</b>	<b>815,720</b>	<b>830,845</b>
<b>7203 Arena</b>					
1-411 Admissions (taxable)		(6,000)	(6,000)	(6,000)	(6,000)
1-564 Rental: Buildings		(145,000)	(147,900)	(150,100)	(152,450)
2-111 Salaries		283,060	288,720	295,940	301,860
2-151 Payroll Benefits		51,480	52,510	53,820	54,900
2-152 Wellness Program		1,000	1,000	1,000	1,000
2-214 Conventions/Registrations		600	600	600	600
2-216 Telephone		5,750	5,845	5,945	6,050
2-217 Travel and Subsistence		1,500	1,525	1,550	1,550
2-222 Municipal Membership Fees		700	700	700	700
2-234 Education		2,800	1,250	1,250	1,350
2-241 Janitorial Services		3,200	3,200	3,200	3,200
2-251 Repairs: Buildings		85,700	24,200	24,200	27,700
2-252 Repairs: Equipment		5,500	9,000	9,000	9,000
2-253 Repairs: Other		27,800	20,800	20,800	20,800
2-272 Insurance and Bond Premiums		16,400	17,220	18,080	18,980
2-291 Other General Services		28,000	28,000	28,000	28,000
2-511 Safety Materials, Clothing & Shoes		5,000	3,750	3,750	3,750
2-518 Janitorial Supplies		6,700	6,700	6,700	6,700
2-519 Other General Supplies		3,260	3,400	3,450	3,550
2-521 Fuel Oil Grease		2,000	2,040	2,080	2,120
2-524 Consumable, Small Tools		750	800	800	825
2-531 Chemicals and Salts		6,700	6,700	6,700	6,700
2-541 Utilities: Electricity		69,265	66,215	68,100	69,480
2-542 Utilities: Gas		38,790	42,330	45,565	46,325
2-543 Utilities: Water and Sewer		31,500	32,130	32,770	33,420
2-926 Uncollectable Accounts		500	500	500	500
<b>Total 7203 Arena</b>		<b>526,955</b>	<b>465,235</b>	<b>478,400</b>	<b>490,610</b>
<b>7204 Parks and Playgrounds</b>					
1-564 Rental: Buildings		(9,500)	(9,700)	(9,900)	(10,100)
1-991 Other Income		(8,500)	(9,000)	(9,000)	(9,000)
2-111 Salaries		254,605	280,090	287,100	292,840
2-151 Payroll Benefits		49,950	50,950	52,220	53,260
2-234 Education		850	850	850	850
2-252 Repairs: Equipment		13,000	13,000	13,000	13,000

Request for Decision

2-253 Repairs: Other		1,400	1,400	1,400	1,400
2-254 Repairs: Structures		50,800	43,800	43,800	43,800
2-262 Rental/Lease: Equipment/Furnishings		750	750	750	750
2-272 Insurance and Bond Premiums		11,940	12,540	13,170	13,830
2-291 Other General Services		36,475	36,475	36,475	36,475
2-292 Contracted Service (Specify)		6,600	6,600	6,600	6,600
2-511 Safety Materials, Clothing & Shoes		3,000	3,000	3,000	3,000
2-518 Janitorial Supplies		6,800	6,800	6,800	6,800
2-519 Other General Supplies		18,600	18,600	18,600	18,600
2-521 Fuel Oil Grease		8,000	8,160	8,325	8,490
2-524 Consumable, Small Tools		2,000	2,000	2,000	2,000
2-531 Chemicals and Salts		15,400	15,400	15,400	15,400
2-535 Sand and Gravel		1,000	1,000	1,000	1,000
2-541 Utilities: Electricity		10,255	9,745	9,645	10,365
2-542 Utilities: Gas		645	675	710	730
2-543 Utilities: Water and Sewer		77,100	80,750	82,330	83,925
<b>Total 7204 Parks and Playgrounds</b>		<b>551,170</b>	<b>573,885</b>	<b>584,275</b>	<b>594,015</b>
<b>7205 Seasonal Recreation Programs</b>					
1-425 Programs (specify) (non-taxable)		(33,000)	(33,500)	(34,000)	(35,000)
2-111 Salaries		27,170	27,770	28,540	29,170
2-151 Payroll Benefits		5,490	5,600	5,740	5,850
2-216 Telephone		200	205	210	215
2-217 Travel and Subsistence		2,500	2,700	2,700	3,000
2-221 Advertising and Promotion		900	900	900	900
2-234 Education		500	500	500	500
2-291 Other General Services		750	750	750	950
2-514 Program Materials		4,400	4,600	4,600	5,300
2-519 Other General Supplies		500	500	500	500
<b>Total 7205 Seasonal Recreation Programs</b>		<b>9,410</b>	<b>10,025</b>	<b>10,440</b>	<b>11,385</b>
<b>7206 Curling Club</b>					
1-441 Sale of Utility		(18,380)	(18,380)	(18,380)	(18,380)
2-251 Repairs: Buildings		2,500	2,500	2,500	2,500
2-272 Insurance and Bond Premiums		6,860	7,200	7,560	7,940
2-291 Other General Services		1,000	1,000	1,000	1,000
2-541 Utilities: Electricity		18,380	18,380	18,380	18,380
2-543 Utilities: Water and Sewer		500	510	520	530
<b>Total 7206 Curling Club</b>		<b>10,860</b>	<b>11,210</b>	<b>11,580</b>	<b>11,970</b>
<b>7402 Library</b>					
1-991 Other Income		(1,600)	(1,630)	(1,660)	(1,690)
2-216 Telephone		1,600	1,630	1,660	1,690
2-261 Rental/Lease: Buildings		75,000	75,000	75,000	75,000
2-771 Grant: (specify) individuals, community		256,810	257,525	258,025	261,550

Request for Decision

<b>Total 7402 Library</b>		331,810	332,525	333,025	336,550
<b>7404 Community Facility</b>					
1-411 Admissions (taxable)		(38,500)	(39,270)	(40,050)	(40,850)
1-421 Programs (Taxable)		(23,000)	(23,500)	(24,000)	(24,500)
1-422 Programs (Taxable)		(78,000)	(78,000)	(78,000)	(78,000)
1-423 Programs (Taxable)		(290,000)	(295,600)	(301,300)	(307,125)
1-425 Programs (specify) (non-taxable)		(5,000)	(6,000)	(6,000)	(6,000)
1-433 Advertising		(250)	(250)	(250)	(250)
1-442 Concession Sales		(3,500)	(3,500)	(3,500)	(3,500)
1-445 Sale of Conservation Items					
1-564 Rental: Buildings		(118,000)	(120,000)	(122,000)	(124,000)
1-569 Rental: Other		(20,000)	(20,000)	(20,000)	(20,000)
2-111 Salaries		674,435	687,870	705,000	719,030
2-151 Payroll Benefits		123,425	125,845	128,935	131,465
2-152 Wellness Program		2,500	2,500	2,500	2,500
2-214 Conventions/Registrations		1,700	1,400	1,400	1,400
2-216 Telephone		5,310	4,400	5,495	5,590
2-217 Travel and Subsistence		3,500	3,550	3,550	3,600
2-218 Meeting Expense		200	200	200	200
2-221 Advertising and Promotion		23,300	26,800	28,300	27,300
2-222 Municipal Membership Fees		1,960	1,960	1,960	1,960
2-223 Printing and Binding		3,000	3,000	3,000	3,000
2-227 Software and Upgrades		21,460	23,460	23,460	23,460
2-234 Education		5,000	4,100	4,200	4,200
2-241 Janitorial Services		113,280	112,235	112,235	112,235
2-251 Repairs: Buildings		46,000	35,650	33,150	33,150
2-252 Repairs: Equipment		28,500	30,000	30,000	30,500
2-253 Repairs: Other		22,500	33,600	33,600	33,600
2-254 Repairs: Structures		5,000	5,000	5,000	5,000
2-272 Insurance and Bond Premiums		42,690	44,820	47,060	49,410
2-291 Other General Services		55,000	55,585	55,185	55,685
2-295 Project: (specify)		14,000	14,000	14,000	14,000
2-511 Safety Materials, Clothing & Shoes		4,750	5,850	5,850	5,850
2-512 Goods for Re-Sale		300			
2-513 Goods for Re-Sale: Concession		2,500	2,700	2,700	2,700
2-514 Program Materials		6,000	6,000	6,000	6,000
2-515 Stationery, Office Supplies		5,500	5,500	5,600	5,700
2-518 Janitorial Supplies		12,000	12,000	12,000	12,000
2-519 Other General Supplies		31,250	33,750	34,750	35,550
2-524 Consumable, Small Tools		1,300	1,300	1,300	1,300
2-531 Chemicals and Salts		2,000	2,000	2,000	2,000
2-541 Utilities: Electricity		120,865	115,965	118,430	120,245

Request for Decision

2-542 Utilities: Gas		37,465	40,880	43,995	44,740
2-543 Utilities: Water and Sewer		5,500	5,610	5,725	5,840
2-771 Grant: (specify) individuals, community		16,000	16,000	16,000	16,000
2-812 Penalties, Interest, Overdraft		11,300	11,300	11,300	11,300
2-813 POS - Over/Short		250	250	250	250
2-831 Interest		157,070	144,550	131,495	117,875
2-926 Uncollectable Accounts		750	750	750	750
<b>Total 7404 Community Facility</b>		<b>1,031,310</b>	<b>1,034,260</b>	<b>1,041,275</b>	<b>1,041,160</b>
<b>7411 Community Events</b>					
1-833 Conditional Programs		(5,000)	(5,000)	(5,000)	(5,000)
2-111 Salaries		136,395	137,600	139,140	140,410
2-151 Payroll Benefits		21,435	21,835	22,345	22,765
2-272 Insurance and Bond Premiums		5,450	5,720	6,010	6,310
2-295 Project: (specify)		92,000	73,000	73,000	75,000
2-296 Project: (specify)		7,000	7,000	8,000	8,000
2-298 Project (specify)		25,000	25,500	26,000	26,500
<b>Total 7411 Community Events</b>		<b>282,280</b>	<b>265,655</b>	<b>269,495</b>	<b>273,985</b>
<b>9702 EDUCATION REQUISITION</b>					
1-111 Residential		(1,850,000)	(1,850,000)	(1,850,000)	(1,850,000)
1-112 Commercial		(950,000)	(950,000)	(950,000)	(950,000)
2-781 Requisition: (specify)		2,800,000	2,800,000	2,800,000	2,800,000
<b>Total 9702 EDUCATION REQUISITION</b>					
<b>Total Tax Supported</b>		<b>698</b>	<b>32,722</b>	<b>90,037</b>	<b>57,035</b>

2020 Operating Budget - Tax Supported

Opening balance as presented Jan20th \$ 199,176

Function	Line no.	GL Acct No.	Change amt	Reason
		Property tax requisition		
0001	General			
1201	General Government	57	2-239	- 5,000 delete provision for recruitment
1204	Communications	469	2-221	- 6,600 Advertising - reduction in provision for Town page
2101	Police Services	140	2-111	13,500 Approved new ask - .6FTE to .8FTE
		141	2-151	1,680 Approved new ask - .6FTE to .8FTE
		146	2-216	- 1,000 deferred to 2021
		147	2-217	- 1,500
		150	2-234	- 1,000
		152	2-252	- 1,200
		155	2-291	- 325
2301	Fire Services	167	1-431	- 2,000
		181	2-251	- 7,000 defer 1 time provison for OH doors at EC hall
		182	2-252	- 1,500
2401	Disaster Services	209	2-239	- 3,000 reduced annual safety presentation costs
2601	Safety Codes	225	2-111	- 5,885 deferred engagement - Development Officer
		226	2-151	- 710 deferred engagement - Development Officer
2602	Safety Codes - Palliser	249	2-111	- 6,000 deferred engagement - Development Officer
2603	Development	267	2-111	- 35,480 deferred engagement - Development Officer
			2-151	- 5,630 deferred engagement - Development Officer
				staff newly certified,
2611	Weed Control	300	2-291	- 4,000 can reduce contracted spray provision
3102	Workshop & Yards	355	2-253	1650 *New - increased provision
		356	2-254	- 500
		362	2-519	- 1,000
3202	Roads	374	2-111	- 13,500 *New - transferred provison to cover 2121-111 new ask
		375	2-151	- 1,680 *New - transferred provison to cover 2121-151 new ask
3301	Airport	420	1-569	- 775 *New - approved increase to fees
5303	<b>*NEW Community Social Services (Poverty Reduction &amp; Other Community Social supports)</b>			
		2-111		23,500.00 *New - .5fte - salaries
		2-151		3,500.00 *New - .5fte - benefits
		2-519		3,000.00 *New - program supplies
6202	Valley Bus		2-771	1,580 Approved new ask
6204	Tourism		2-239	8,520 Approved new ask - Chamber of Commerce
7201	Rec Administration	700	2-111	- 128,150 deferred engagement - Community Services ☐
		701	2-151	- 20,600 deferred engagement - Community Services ☐
		704	2-216	- 1,000 *New - deferred to 2021
		705	2-217	- 500 *New - eliminated due to deferred engagement provision for share activity guide printing costs no longer required due to cost savings
		708	2-223	- 2,000 provisions in Aquaplex/BCF enough
		710	2-252	- 350
		714	2-521	- 500
7202	Aquaplex	756	2-531	- 3,000 provision for chemical
7203	Arena	779	2-252	- 1,000
7204	Parks & Playgrounds	802	2-111	- 20,000 reduction in provision for OT
7402	Library	857	2-771	8,000 Approved new ask - Library
7404	BCF	876	2-214	300
		881	2-221	- 3,000
		884	2-227	- 2,000
		890	2-253	- 11,100
		896	2-511	- 1,000
		902	2-519	- 2,000
			2-295	
7411	Community Events	(2512)		20,000.00 New ask - Provision for Community Assistance Policy
				- 17,079.00 Balance of funds remaining
		FCSS total changes		17,777.00
				<b>698.00</b>

**2020 Operating Budget - FCSS (Tax Supported)**

**Opening balance as presented Jan 20th**

Function	Page no.	Line no.	GL Acct No.	Change amt	Reason
5101 FCSS	A59	469	2-222	-	500 Provision for membership fees for Vibrant Communities
			2-272	-	1,340 - duplicate expense, provision also in 5121
5103 Seniors (FCSS)	A61	488	2-222	-	150 Provision for advertising reduced
	A62	493	2-514	-	750 provision for program materials reduced
5105 Seasonal FCSS	A64	507	2-221	-	150 Provision for advertising reduced
	A65,66	513	2-295	-	375
	A66	515	2-519	-	300 Provision for general supplies
5106 Youth (FCSS)			1-991	-	31,155 Donations received for operating costs as of Dec31st
	A67	521	2-111	-	38,725 Increased provision for full year coordinator
			2-151	-	4,542 Associated benefits cost
	A67	529	2-519	-	19,175 Placeholder reallocated to 5121 (\$12k) and salaries
			2-514	-	16,075 <i>New ask - Pilot project - Youth program</i>
5121 Indirect (FCSS)	A68	535	2-223	-	3,100 Provision for printing/binding/copier use
	A68	537	2-771	-	12,000 Provision for Grants to Other Organizations
					<u>17,777</u>





**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Town App Policy</b>
<b>DATE:</b>	January 31, 2020
<b>PRESENTED BY:</b>	Julia Fielding, Communications Officer
<b>ATTACHMENT:</b>	C-02-20 Town App

**SUMMARY:**

Setting a Council policy to form the basis of the Town App.

**DISCUSSION:**

The Town of Drumheller is implementing a Town App to improve two way communication with the public. Selection of the SeeClickFix to provide the Town App has previously been conducted, this policy is to provide guidance on the implementation and use of the app by Town staff.

**FINANCIAL IMPACT:**

Implementation of this policy will have no effect on financials as the basis of the policy is to function within the limits of current budget and resources.

**RECOMMENDATION:**

The Town of Drumheller Administration recommends implementing the Town App policy as indicated.

**STRATEGIC POLICY ALIGNMENT:**

This policy is in alignment with the Town Strategic Priorities and the Town Communication Strategy.

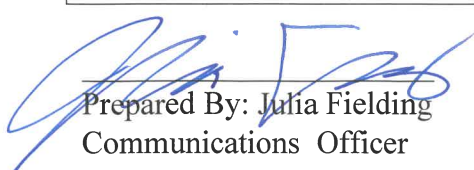
**COMMUNICATIONS STRATEGY:**

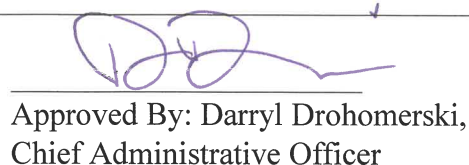
A dedicated communication plan has been developed for the launch of the App.

**MOTION: Councillor**

Move that Council approve Policy C-02-20 Town App for implantation and use of the Town App.

**Seconded**

  
Prepared By: Julia Fielding  
Communications Officer

  
Approved By: Darryl Drohomerski,  
Chief Administrative Officer



# **DRUMHELLER**

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## **COUNCIL POLICY**

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### **COUNCIL POLICY C-02-20**

#### **TOWN APP**

#### **THE PURPOSE OF THIS POLICY IS TO:**

To ensure effective and consistent response and use of the Mobile App by Town of Drumheller (ToD) staff and document the component elements of the program including users, levels of service, authorities, responses, work procedures and reporting.

#### **DEFINITIONS:**

**Days:** Considered to be work days and not calendar days

**Internal Staff:** SeeClickFix classification for a type of member that has the ability to access the program and be assigned Service Requests, and work orders within the Town App.

**Manager:** SeeClickFix classification for a type of member that has the ability to assign Service Requests, create and assign work orders and assign/adjust due dates within the Town App.

**Member:** log-in and user id for access to the SeeClickFix Town App.

**Outgoing Messages:** These are messages to inform the public of upcoming work in their area and events taking place. Emergency Alerts will also use this system.

**Owner:** SeeClickFix classification for a type of member that has full control over settings, messaging, etc., of the Town App.

**Service Level Agreement (SLA):** The time period in which the Town of Drumheller must address a Service Request. By fully completing the work necessary to resolve the service request.

**Service Request (SR):** An issue or concern submitted through the Town App for resolution by Town of Drumheller.

**Town App:** this is the SeeClickFix mobile device application selected by the Town of Drumheller.

**Work Order:** this is the work task or tasks necessary to address the Service Request as submitted and is created by the Manager within SeeClickFix, it is not visible to the public.

## **MEMBERS:**

### **Member List:**

Schedule A of this policy has a list of the shared email accounts used for logging into the Town App. This list also identifies the Town staff who have access to those accounts and the Town staff who is defined as owner of that shared account.

### **Shared Email Accounts:**

Each shared email account that acts as a member for the Town App has been assigned to specific staff depending upon role and authority needed. Of the staff assigned to a shared email account, one has been defined as “Owner” and will be held responsible for:

- ensuring that the email account is used as per Town of Drumheller IT policy;
- that the Town App is being accessed and monitored every business day, and;
- that the Town App Service Requests and work orders are being responded to and addressed in appropriate fashion

## **TOWN APP CALENDAR:**

### **Calendar Format:**

The SeeClickFix app program uses a non-customizable calendar to calculate start and due dates for requests. Presently, the calendar is US Federal Government format and holidays. As such Canadian federal and provincial statutory holidays are not recognized at this time, however, SeeClickFix are investigating this option for their Canadian customers.

### **Service Level Tracking:**

The SeeClickFix app program tracks service level periods on business days in 24hr blocks.

Example 1: A service request category set with a Service Level Agreement of 2 days that is submitted on Saturday at 1pm will be considered as received on Monday (next business day) at 8am and will be marked as exceeding Service Level Agreement at 8am on Wednesday.

Example 2: A service request category set with a Service Level Agreement of 3 days that is received on Wednesday at 1pm will be considered as received on Wednesday at 1pm and will be marked as exceeding Service Level Agreement on Monday at 1pm.

## **REQUEST CATEGORIES:**

Schedule B of this policy has a list of the Request Categories and details the following parameters:

- Email routing – Town staff who will be emailed the SR submission
- Service Level Agreement (SLA)
- Automatic Assigner (member/staff responsible for assigning work)

- Automatic Assignee (member/staff responsible for resolving SR)
- SLA Escalation – member/staff informed with SLA is exceeded
- Automatic Subscriber – other staff informed of SR
- Due Date Escalation – member/staff informed of escalation requirements
- Response Criteria – details of response criteria (definition of what a response is)
- Reference Policies – ToD Council Policies that are associated with the Service Request type

## **GUIDELINES:**

### **Response Criteria:**

1. General
  - a. Safety
    - i. A Service Request that upon review by Assignee is deemed to be a safety or environmental hazard will be addressed immediately. The hazard will be made safe and secure.
2. Bylaw Services
  - a. Animal Control
    - i. Animal control (wildlife, cats, dogs, gophers, etc.) issues will be deemed addressed once the program to deal with the animal (trap, capture, etc.) is implemented.
  - b. Investigations
    - i. For Bylaw related issues the Service Request will generally be considered responded to once an investigation is commenced. This is due to the variable time needed to carry out an investigation to the legal standard required.
3. Infrastructure Services
  - a. Issues that render a component of infrastructure non-usable
    - i. Issues that render parks and facilities non-usable will be resolved within 7 days.
  - b. Issues that do not disrupt use of park or facility
    - i. Issues that do not disrupt use of a park or facility will be allocated to planned work program and addressed in bulk work activities.
  - c. Pavement, curb & gutter and sidewalk issues
    - i. Pavement, curb & gutter and sidewalk issues that are deemed non-hazardous will be allocated to the Street Improvement Program.
  - d. Snow and Ice Removal - Roads
    - i. Snow and Ice Removal – Roads will be carried out as per the Snow Removal Policy.
4. Issues not under Town of Drumheller authority
  - a. Service Requests related to issues not under Town of Drumheller authority will be deemed responded to once Town of Drumheller staff have informed the responsible body.

## **Conditional Response Criteria:**

1. Some Service Requests will have a different response based on the season of the submission. These are primarily service requests for which the response is weather dependent, such as pothole repairs.

## **COMMUNICATION WITH PUBLIC:**

### **Emergency:**

- 1) There will be two levels of Emergency Alerts
  - a. Information Alert  
Which advises the public to be prepared and alert
  - b. Critical Alert  
Which advises the public there is imminent life threatening danger
- 2) They will be geo located to people in the affected area
- 3) Once the flood aware system has been implemented this will form part of the alert
- 4) The alerts sent via this system will only be received by people who have signed up for the App.

### **Routine:**

- 1) These alerts will be information pieces for the residents of Drumheller.
- 2) They will inform residents of upcoming routine work in their area. The type of work includes (but is no limited to) hydrant flushing, snow clearance, street cleaning.
- 3) It will be location specific wherever possible

### **Special Event:**

- 1) These will be for significant events such as Festival of Lights, Canada Day, or the half marathon where there could be a significant impact on residents.
- 2) It is both for information that the event is taking place but also to make people aware there may be impact on their day to day activities
- 3) They will generally go out to the whole of Drumheller

## **WORK FLOW PROCESS:**

1. Originator (public party) submits Service Request;
2. Town App automated response goes to originator and interested parties;
3. Town App notifies the shared email account of the member assigned to respond to the new request on the first available business day;
4. Responsible Manager (or delegate) opens Service Request, assesses it and updates SR as necessary:
  - a. Is it in the correct category?;
    - i. Reassign if incorrect;
  - b. Is there sufficient information (location, problem description, etc.)?;

- i. Contact originator by email or phone call for additional information if necessary;
    - c. Carry out site visit if necessary;
5. Responsible Manager (or delegate) either;
  - a. creates applicable work order(s) for staff to carry out tasks necessary to rectify with completion date scheduled;
  - b. assigns to work program (such as Street Improvement Program) with completion date scheduled;
6. Responsible Manager (or delegate) prints work order(s) and assigns to Lead Hand
7. Lead Hand coordinates staff to complete work;
8. Lead Hand notes on work order(s) comments relevant to completion, documents work (including photos if applicable);
9. Lead Hand returns work orders(s) to Administrative Assistant or Utility Clerk;
10. Administrative Assistant or Utility Clerk enters data and completion of work order into Town App;
11. Responsible Manager (or delegate) closes Service Request with response to originator;

**REPORTS TO COUNCIL:**

As part of the Quarterly Reporting program, administration will report to Council:

- Each calendar quarter as part of the Quarterly reports to Council a report will be made on the Service Requests;
- The report will include:
  - For each Service Request Category;
    - Number Created, in quarter and in total;
    - Number Acknowledged in quarter and in total;
    - Number Closed in quarter and in total for each;
    - Days to Acknowledge (DTA) ;
    - Days to Closed (DTC);
    - SLA Days;
    - % closed within SLA period;
    - Number Overdue;
    - Number Overdue and Open;
  - Total for all Service Request Categories:
    - Number Created, in quarter and in total;
    - Number Acknowledged in quarter and in total;
    - Number Closed in quarter and in total for each;
    - Days to Acknowledge (DTA) ;
    - Days to Closed (DTC);
    - % closed within SLA period;
    - Number Overdue;
    - Number Overdue and Open;

**POLICY REVIEW CYCLE:**

This policy will be reviewed at the following intervals.

- 3 months from activation of the Town App for public use;
- 6 months from activation of the Town App for public use;
- 12 months from activation of the Town App for public use, and;
- Annually.

**DISCLAIMER:**

1. Nothing in this policy is intended to over rule or modify current Town of Drumheller Bylaws.
2. Nothing in this policy is intended to over rule or modify current Town of Drumheller Council Policies.

**REFERENCE POLICIES:**

1. C-02-17 Purchasing Policy
2. C-03-04 Roadway Inspection and Maintenance Policy
3. C-03-07 Playground Maintenance
4. C-01-07 Sidewalk/Curb and Gutter Management
5. C-02-02 Sidewalk Maintenance Policy
6. C-01-02 Snow Removal Policy
7. C-01-07 Sidewalk/Curb and Gutter Management
8. C-02-07 Boulevard Tree Policy

Date: \_\_\_\_\_

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

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

**SCHEDULE A: MEMBERS**



**SCHEDULE B: REQUEST CATEGORIES**

Request Category	Email Routing	Criteria in SeeClickFix App							Response			Reference Policies
		Service Level Agreement		Automatic Assignment		Escalation	Automatic Subscribers	Due Date Escalation	All Year	Summer	Winter	
		Period	Units	Assigned By	Assign to	SLA Escalation				April 1st to Sept. 30	Oct 1st to March 31st	
Abandoned Vehicle - Private Property		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Assess b) Follow up with originator c) Commence investigation			
Abandoned Vehicle - On Street		2	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Assess b) Follow up with originator c) Commence investigation			
Animal Control - Dog		2	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Follow up with originator b) begin search for animal			
Animal Control - Wildlife		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Follow up with originator b) begin search for animal			
Animal Control - Cat		2	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Follow up with originator b) begin search for animal			
Bylaw - Weed Control		2	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; remove, cut or spray as appropriate			
Bylaw - Graffiti		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; remove or cover graffiti			
Bylaw - Illegal Dumping		2	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; remove material			
Bylaw - Unsightly Property		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; address issues			
Bylaw - Vegetation		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; address issues			
Cemetery - Graffiti		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property; contact property owner c) if Town property; remove or cover graffiti			
Cemetery - Gophers		3	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) Begin gopher management process.			
Cemetery - Locating a Plot	<a href="mailto:sthomson@drumheller.ca">sthomson@drumheller.ca</a>	3	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Utility Clerk contacts originator and supply plot location b) if necessary mark plot at site.			
Garbage Collection - Commercial		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Log location b) supply to GFL c) collect garbage on next day garbage is collected (next GFL working day)			
Garbage Collection - Residential		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Log location b) supply to GFL c) collect garbage on next day garbage is collected (next GFL working day)			
Litter - Street Garbage Bin Overflowing		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) PW staff collect garbage.			
Litter - Street Garbage Bin Damaged		2	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) Repair or replace garbage can			
Parks - Ball Diamond		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Dog Park		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Skatepark		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Splash Park		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Washrooms		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Landscape Issue		5	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			
Parks - Garbage		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) PW staff to collect garbage.			
Parks - Playground		7	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			C-03-07 Playground Maintenance
Roads - Back Alleys		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program (SR deemed complete) c) conduct planned program			C-03-04 Roadway Inspection and Maintenance Policy
Roads - Catch Basin		260	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) conduct work or add to planned program c) conduct planned program			C-03-04 Roadway Inspection and Maintenance Policy
Roads - Dust Control		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) conduct work or add to planned program c) conduct planned program			C-03-04 Roadway Inspection and Maintenance Policy

Request Category	Email Routing	Service Level Agreement		Automatic Assignment		Escalation		Due Date Escalation	All Year	Summer April 1st to Sept. 30	Winter Oct 1st to March 31st	
		Period	Units	Assigned By	Assign to	SLA Escalation	Automatic Subscribers					
Roads - Grading		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) conduct work or add to planned program c) conduct planned program			C-03-04 Roadway Inspection and Maintenance Policy
Roads - Sidewalks		260	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program c) conduct planned program			C-01-07 Sidewalk/Curb and Gutter Management C-02-02 Sidewalk Maintenance Policy
Roads - Manhole		2	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair c) add to planned program			C-03-04 Roadway Inspection and Maintenance Policy
Roads - Street Lights		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Pass to ATCO Electric.			
Roads - Town Owned Parking Lots		260	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program c) conduct planned program			
Roads - Traffic Signal		1	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Pass to Alberta Transportation - Emcon Services at 1-800-390-2242 b) if not addressed pass to Gordon Wilton or Craig Siewert			
Roads - Curbs and Gutters		260	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program c) conduct planned program			C-01-07 Sidewalk/Curb and Gutter Management
Roads - Pothole		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair, or temporary patch and add to planned program (SR deemed complete) c) conduct planned program	a) Assess b) Temporary Patch c) add to planned program (SR deemed complete) d) conduct planned program		C-03-04 Roadway Inspection and Maintenance Policy
Roads - Street Sign		13	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program c) conduct planned program			
Snow and Ice Removal - Sidewalk		3	Day	Town	Bylaw-Director	Bylaw-Director		Bylaw-Director	a) Investigate b) if private property owner responsibility; property owner will be contacted c) if Town responsibility; will be removed in 2 days			C-06-06 Sidewalk Snow and Ice Removal Policy C-01-02 Snow Removal Policy
Snow and Ice Removal - Road		7	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) locations on Snow Clearing Policy will be addressed as per Snow Clearing Policy c) locations not on Snow Clearing Policy, will be addressed in order of submission following completion of Snow Clearing Policy			C-01-02 Snow Removal Policy
Town Building - Aquaplex		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program			
Town Building - Arena		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program			
Town Building - Badlands Community Facility		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program			
Town Facility - Plaza		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program			
Town Building - Town Hall		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program			
Vegetation - Flowers		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) address or replace if prior to Aug 1			
Vegetation - Grass		5	Day	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) repair or add to planned program c) conduct planned program			
Vegetation - Trees		52	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) address or add to planned program c) conduct planned program			C-02-07 Boulevard Tree Policy
Vegetation - Bushes and Hedges		52	Weeks	PW-Director	PW-Ops	PW-Director		PW-Director	a) Assess b) address or add to planned program c) conduct planned program			
Water/Sewer - Water Quality	<a href="mailto:badams@drumheller.ca">badams@drumheller.ca</a>	1	Day	PW-Director	PW-Utilities	PW-Director		PW-Director	a) Assess b) Investigate by PW staff c) Book a visit to property (Utility Clerk contacts originator and books appointment) (SR is complete) d) Carry out sampling at property e) PW staff or Utility Clerk follow up with originator			
Water/Sewer - Odour		3	Day	PW-Director	PW-Utilities	PW-Director		PW-Director	a) Assess b) Investigate (SR is complete) c) if on private property; contact property owner/resident d) if on Town property; implement repair or add to work program			
Water/Sewer - Water Break	<a href="mailto:badams@drumheller.ca">badams@drumheller.ca</a>	1	Day	PW-Director	PW-Utilities	PW-Director		PW-Director	a) Assess b) Investigate (SR is complete) c) if on private property; contact property owner/resident d) if on Town property; implement repair			
Water/Sewer - Water Pressure		1	Day	PW-Director	PW-Utilities	PW-Director		PW-Director	a) Assess (Utility Clerk contacts originator and trouble shoots) b) Book a pressure test (SR is complete) c) Carry out pressure test (dependent on originators schedule) d) PW staff or Utility Clerk follow up with originator			
Z - Other	<a href="mailto:dbrett@drumheller.ca">dbrett@drumheller.ca</a>	2	Day	Town	PW-Director	PW-Director	Bylaw-Director	PW-Director	a) Assess b) determine appropriate ToD Department c) assign to ToD staff d) delegated staff contact originator or resolve issue (SR is complete)			



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Persons with Disabilities Parking Placard Zones on Public Land</b>
<b>DATE:</b>	January 17, 2020
<b>PRESENTED BY:</b>	Dave Brett, Director of Infrastructure Services
<b>ATTACHMENT:</b>	

**SUMMARY:**

Under provincial guidelines and regulations persons with disabilities are allowed issuance of placards for parking in locations of greater accessibility. These affect private land and indicate that within a municipality it is up to the municipality to set a policy and make a determination.

**DISCUSSION:**

Located throughout the Town of Drumheller are Persons with Disability Parking Placard signs. The signs are of various manufacturing, styles, and sizes and have been installed on various styles and types of posts, including trees. While some of these signs were installed by Town staff in the past, a significant amount have been installed by the general public. This represents a problem for the Town and public due to:

- Visual clutter – variety of signs and installation techniques are adding to the visual clutter of traffic signs in the community
- Enforceability – only the Chief Administrative Officer has the authority to install traffic signage as such the majority of these signs are unenforceable
- Parking inventory management – on street parking represents a component of the parking inventory for the Town of Drumheller and needs to be managed

Implementation of clearly stated policy regarding this issue will ensure that unneeded signage is removed and help persons with disability who require these parking spots have appropriate access to them.

**FINANCIAL IMPACT:**

There will be a financial cost for the removal of unauthorized signage and installation of authorized signs, however this would be part of the street sign budget.

**RECOMMENDATION:**

Infrastructure Services recommends implementation of the proposed policy C-01-20.

**STRATEGIC POLICY ALIGNMENT:**

This pilot program would align with:

- The Town’s goal of an attractive and inviting municipality;
- The Town’s commitment to Barrier Free Access.

**COMMUNICATIONS STRATEGY:**

Request for Decision

Page 2

This would be communicated out to the public and affected residents, through face to face communication by Bylaw Services, letters, and a public awareness campaign, as well as posting on the Towns media sites.

**MOTION:** n/a



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



Approved By: Darryl Drohomerski,  
Chief Administrative Officer



# **DRUMHELLER**

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**COUNCIL POLICY**

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**COUNCIL POLICY C-01-20**

**PERSONS WITH DISABILITY PARKING ZONES ON PUBLIC LAND**

**PURPOSE:**

Set forth guidelines for the designation of parking areas for Parking Placards for Persons with Disabilities by Town of Drumheller. The “Parking Placards for Persons with Disabilities” is a provincially governed program, this policy will bring the Town of Drumheller into alignment with provincial program

**POLICY STATEMENT:**

Provision of parking zones for individuals or organizations that hold “Persons with Disabilities Parking Placards” in order allow for ease of access to residences and businesses within the Town of Drumheller.

**DEFINITIONS:**

**Placard:** Also called “Parking Placard for Persons with Disabilities”, issued by a registry agent following approval by authorized professional, as defined by guidelines set by the Alberta government.

**Person with Disability:** For the purpose of this policy, this is defined as “an individual must be unable to walk 50 metres (164 feet)” as per government of Alberta.

**Town:** Town of Drumheller, Chief Administrative Officer or authorised delegate.

**ISSUING GUIDELINES**

**Private Residents:**

1. The Town will install parking zones requiring placards at the request of property owners or residents;
2. The application for the parking zone requires the following support documents:

- a. Letter of support / no objection from property owner, if not the applicant;
- b. Copy of the authorized application form for the parking placard;
3. The zone will be valid for a five (5) year period (reapplication required);
4. Only the municipality can install and remove traffic control devices;
5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
6. As parking in the Town is at a premium individual applications will be evaluated on their own merit.
7. Applicants in adjacent properties may be required to share a larger space.

**Public Organizations:**

1. The Town will install parking zones requiring placards at the request of property owners or tenant organization;
2. The application for the parking zone requires the following support documents:
  - a. Letter of support / no objection from property owner, if not the applicant;
  - b. Copy of the authorized application form for the parking placard;
3. The zone will be valid for a five (5) year period (reapplication required);
4. Only the municipality can install and remove traffic control devices;
5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
6. As parking in the Town is at a premium, individual applications will be evaluated on their own merit.
7. Applicants in adjacent properties may be required to share a larger space.

**Businesses:**

1. The Town will install parking zones requiring placards at the request of property owners or tenant;
2. The application for the parking zone requires the following support documents:
  - a. Letter of support / no objection from property owner, if not the applicant;
  - b. Copy of the authorized application form for the parking placard;
3. The zone will be valid for a five (5) year period (reapplication required);
4. Only the municipality can install and remove traffic control devices;
5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
6. As parking in the Town is at a premium, individual applications will be evaluated on their own merit.
7. Applicants in adjacent properties may be required to share a larger space.
8. The Downtown area has placard parking locations already allocated. Requests in this area may result in currently allocated placard parking spaces being relocated to meet the provincial guidelines.

## **MAINTENANCE REQUIREMENTS:**

1. The Town will remove the sign;
  - a. If no renewal application made prior to expiration at five years,
  - b. If property owner or resident has communicated in writing it is no longer required.
  - c. If the Director of Infrastructure or Director of Protective Services deem the location is being used for purposes other than intended.
2. The designated parking area will be a minimum of 1 parking spot in the angle parking zones or a zone 5,400mm minimum, parallel to the curb in the parallel parking areas.
3. The Town will remove any “Persons with Disabilities Parking Signs” that the Town has not installed.
4. A record of installations and applications will be maintained in the Graphical Information System (GIS) by Infrastructure Services.
5. Every six months the list of installations and applications will be checked and those locations that are no longer required will be removed by Town staff.

## **WORK FLOW:**

1. Applicant submits to paperwork, at Town Hall front desk, with supporting documentation.
2. Application is received by Reception, stamp with date received.
3. Application is then sent to Senior Administrative Assistant.
4. Application is then given to Director of Emergency and Protective Services or Director of Infrastructure Services for review.
5. Application is then reviewed.
6. If the application is rejected a letter will be sent to the applicant indicating the rejection and basis.
7. If the application is accepted, the location of the Persons with Disability Parking spot will be set.
8. The new parking location will be communicated to GIS for logging in the database and to Public Works Manager of Operations for installation within 10 working days from approval.
9. Application will be returned to Senior Administrative Assistant for filing.

## **USES:**

1. Once a location is signed for “Persons with Disabilities” parking, any vehicle with a valid placard can legally park there.
2. Enforcement of will be as per the current Town of Drumheller Traffic Bylaw.
3. Any signed parking limitations must be followed.

## **DISCLAIMER:**

1. Nothing in this policy is intended to over rule or modify the current Town of Drumheller Traffic Bylaw.



**AGENDA ITEM #6.4.2.**

Adopted on:

Date: \_\_\_\_\_

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

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

**APPENDIX A: APPLICATION FORM**

**Implementation Plan for C-01-20 Persons with Disability Parking on Public Land****Purpose:**

Effectively implement the council policy C-01-20 in a manner that is cost effective, resource efficient and minimizes disruption to the affected members of the public.

Ensure that the Town is not cluttered with unapproved and unnecessary signage.

**Goal:**

- 1) Generate record of approved locations of Placard Zones.
- 2) Remove unapproved Placard zone signs.
- 3) Maintain program.

**Schedule:**

- 1) Phase 1 – Council Approval – Completion 2020 January 27
  - a. Policy is scheduled to go to Council for approval on Monday January 27, 2020.
- 2) Phase 2 – Preliminary Work/Amnesty Period – Completion 2020 July 31
  - a. 2a – Data Collection
    - i. Town staff (GIS) will set up a GIS based record tracking system for the approved placard parking location
    - ii. Town staff (GIS supported by Operations Manager and staff along with Bylaw) will populate the tracking system with currently approved locations and the actual locations in the Town
  - b. 2b – Communication to the Public
    - i. A communication program to the affected members or public and organizations will be carried out.
    - ii. Inform the public of the new council policy
    - iii. Inform the public that beginning August 4, 2020 any unapproved “Persons with Disability Placard Parking Signs” on Town land will be removed
    - iv. This will be done by way of a Communications plan that will leverage FCSS and partner organizations, as well as traditional media and social media.
  - c. 2C – Accept new Applications
    - i. During this period applications will be accepted and addressed with the appropriate data being logged.
- 3) Phase 3 – Execution
  - a. Beginning August 4, 2020 work orders will be generated to remove unapproved “Person with Disability Placard Parking” signs from public land. This will be carried out as resources are available and sign locations are identified. The Towns primary objective will be keep parking available within the Downtown area.
  - b. Following removal of the bulk of the unapproved signs, removal will be carried out as unapproved sign are identified and resources become available.
  - c. Every 6 months, June 1 and December 1, expired approvals will be identified and work orders for their removal will be generated.



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Updated Definitions, Additions &amp; Deletions of Items Related to Legalization of Cannabis and Permitted and Discretionary Uses in CB, DT, HWY C, C1, M1 and M2 Zoning Districts in Land Use Bylaw 10.08</b>
<b>DATE:</b>	February 3, 2020
<b>PRESENTED BY:</b>	Sean Wallace, Manager of Economic Development
<b>ATTACHMENTS:</b>	N/A

**SUMMARY:**

Due to the Federal Government’s legalization of cannabis, including cannabis products that are ingested or applied as a topical, updates to the Town of Drumheller Land Use Bylaw 10.08 requires definitions related to the sale and production of cannabis and cannabis related products be amended as follows:

*“**Cannabis**” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes cannabis products that are ingested or applied as a topical.*

The words *“cannabis products that are ingested or applied as a topical”* have been added to the definition.

*“**Cannabis Retail Store**” means a retail store licensed by the Province of Alberta where cannabis products and accessories are sold to individuals who attend the premises.*

The definition has been modified by adding the word “products” to include retail sales of all cannabis products licensed by the Province of Alberta.

*“**Cannabis Production Facility**” means the use of land or structures for the purpose of growing, processing, infusing, packaging, testing, destroying, storing and/or shipping of cannabis used for the purposes as authorized by a license issued from the Federal Government or any amendments thereto.*

The “Medical Marijuana Production Facility” definition can be removed in favour of an “all encompassing” definition covering legal production of cannabis products per Federal legislation. The word “infusing” has been added to the definition to include products infused with cannabis such as food and topicals.

***“Micro Cannabis Production Facility” means a premises used for the purposes of growing, processing, infusing, packaging, testing, storing and/or shipping of cannabis used for the purposes as authorized by micro scale licenses issued from the Federal Government or any amendments thereto.***

The addition of this definition will allow for micro level cannabis production and processing on a small scale, much like craft breweries, and would be a discretionary use in CB, DT, Hwy C, C1 and M1 zoning districts and must comply with the same standard conditions as a “Cannabis Production Facility.” This would include companies that would have small-scale cultivation as well as companies that would produce edibles and topicals. An example of this would be bakeries, companies that infuse candy like chocolate bars and gummies, as well as natural products such as creams and soaps.

With the change of definitions, the following conditions should apply:

**Cannabis Production and/or Processing:**

- (a) Micro Cannabis Production and/or Processing must not exceed cultivation and processing restrictions as authorized under subclass micro licenses issued by the Federal Government and any amendments thereto.
- (b) Both Cannabis and Micro Cannabis Production and Processing Facilities shall adhere to all Federal, Provincial and Municipal laws and regulations and shall comply with the following conditions:
  - (I) As a condition of development and prior to the operation of the facility, the owner must provide a copy of the current license for all activities associated with cannabis production as issued by Health Canada.
  - (II) The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable Federal, Provincial or other Municipal legislation.
  - (III) The development must be done in such a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, garbage containers and waste material.

- (IV) The development shall not include an outdoor area for the storage of goods, materials or supplies.
- (V) The development shall not operate in conjunction with another approved use.
- (VI) The development must include equipment designed and intended to remove odors from the air where it is discharged from the building as part of a ventilation system.
- (VII) The Development Authority may require as a condition of a development permit, a waste management plan completed by a qualified professional, which includes but not limited to, details on:
  - (a) the quantity and characteristics of liquid and waste material discharged by the facility,
  - (b) the method and location of collection and disposal of liquid and waste material discharged by the facility; and,
  - (c) the disposal of waste products and mitigation of airborne emissions, including smell.

As any cannabis production facility would be a discretionary use in these zoning districts, MPC will be able to make considerations inclusive of other bylaws, such as the Community Standards Bylaw, for development permit approvals.

**FINANCIAL IMPACT:**

There is no cost to the Town for amending the definitions; however, a positive financial benefit may occur by the inclusion of ALL legal cannabis related operations for future business opportunities.

**RECOMMENDATION:**

That Council give first reading to Bylaw 02.20 to amend the Land Use Bylaw by inserting new wording and definitions into the Bylaw to bring it into accordance with recent revisions to Federal legislation with regards to the sale and production of cannabis products and cannabis production facilities.

**STRATEGIC POLICY ALIGNMENT:**

Good governance.

**COMMUNICATIONS STRATEGY:**

The Town was required to update the Land Use Bylaw to incorporate new Federal guidelines for the retail sale of cannabis, cannabis related products and production thereof. A media release will be sent out upon approval of the amendments and information will be available on the Town website and social media platforms.

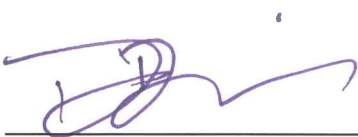
**MOTION:** Councillor \_\_\_\_\_

**That Council give first reading to Bylaw 02.20 to amend the Land Use Bylaw by inserting updated definitions into the document to bring it into accordance with the Cannabis Act (Canada) as presented, remove “Medical Marijuana Production Facility” under M2 “Discretionary Uses” and replace with “Cannabis Production Facility” and add to “Micro Cannabis Production Facility” under discretionary uses in CB, DT, HWY C, C1 and M1 Zoning Districts and adding the denoted conditions.**

**Seconded:** \_\_\_\_\_



Prepared By: Sean Wallace  
Manager of Economic Development



Approved By: Darryl E. Drohomerski  
Chief Administrative Officer

TOWN OF DRUMHELLER

BYLAW NUMBER 02.20

BEING A BYLAW TO AMEND THE LAND USE BYLAW 10.08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of *Section 639 of the Municipal Government Act, RSA 2000, Chapter M-26*, the Council of the Town of Drumheller (herein called Council), has adopted Land Use Bylaw No. 10.08;

**AND WHEREAS** the Council deems it necessary to amend Land Use Bylaw No. 10.08; and

**NOW THEREFORE**, be it resolved that the Council hereby amends Land Use Bylaw No. 10.08 as follows:

1. **In Part 1, Section 2, Definitions, immediately following the definition for “Campground”, amend the definition for “Cannabis” to:**

*“Cannabis” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes cannabis products that are ingested or applied as a topical.*

2. **In Part 1, Section 2, Definitions, immediately following the definition for “Cannabis Accessory”, add the definition:**

*“Cannabis Production Facility” means the use of land or structures for the purpose of growing, processing, infusing, packaging, testing, destroying, storing and/or shipping of cannabis used for the purposes as authorized by a license issued from the Federal Government or any amendments thereto.*

3. **In Part 1, Section 2, Definitions, immediately following the definition for “Cannabis Accessory”, amend the definition for “Cannabis Retail Store” to:**

*“Cannabis Retail Store” means a retail store licensed by the Province of Alberta where cannabis products and accessories are sold to individuals who attend the premises.*



4. In Part 1, Section 2, Definitions, immediately following the definition for “Media Productions Services”, add the definition:

*“Micro Cannabis Production Facility” means a premises used for the purposes of growing, processing, infusing, packaging, testing, storing and/or shipping of cannabis used for the purposes as authorized by micro scale licenses issued from the Federal Government or any amendments thereto.*

5. In Part 1, Section 2, Definitions, immediately following the definition for “Media Productions Services”, remove the definition for “Medical Marijuana Production Facility.

6. In Part VI, Land Use Districts, remove “Medical Marijuana Production Facility” from M-2, Medium Industrial District, and replace with “Cannabis Production Facility” as a Discretionary Use.

7. In Part VI, Land Use Districts, add “Micro Cannabis Production Facility” in the appropriate alphabetical location to the following Districts as a Discretionary Use:

- C-B Central Commercial District
- DT Downtown Transitional District
- Hwy-C Highway Commercial District
- C-1 Local Commercial District
- M-1 Light Industrial District

8. In Part VII, General Land Use Regulations, under Section 88., remove “Medical Marijuana Production Facility” and replace with “Cannabis Production and/or Processing” with the following conditions:

**88. Cannabis Production and/or Processing:**

(a) Micro Cannabis Production and/or Processing must not exceed cultivation and processing restrictions as authorized under subclass micro licenses issued by the Federal Government and any amendments thereto.

(b) Both Cannabis and Micro Cannabis Production and Processing Facilities shall adhere all Federal, Provincial and Municipal laws and regulations and shall comply with the following conditions:

- (l) As a condition of development and prior to the operation of the facility, the owner must provide a copy of the current license for all activities associated with cannabis production as issued by the Health Canada.

**AGENDA ITEM #6.6.1.**

- (II) The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
- (III) The development must be done in such a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, garbage containers and waste material.
- (IV) The development shall not include an outdoor area for the storage of goods, materials or supplies.
- (V) The development shall not operate in conjunction with another approved use.
- (VI) The development must include equipment designed and intended to remove odors from the air where it is discharged from the building as part of a ventilation system.
- (VII) The Development Authority may require as a condition of a development permit, a waste management plan completed by a qualified professional, which includes but is not limited to, details on:
  - (a) the quantity and characteristics of liquid and waste material discharged by the facility,
  - (b) the method and location of collection and disposal of liquid and waste material discharged by the facility; and
  - (c) the disposal of waste products and mitigation of airborne emissions, including smell.

**9. 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

# Drumheller Poverty Reduction Alliance

Presented by April Harrison

3 February 2020



# Poverty Reduction

- A strategic priority for Council
- Requires a 2-pronged ‘attack’
  1. Addressing the Causes (Prevention/Reduction)
  2. Supporting those experiencing poverty (Alleviation)
- Poverty Reduction Alliance formed
  - 6 sub-committees
  - Joined Tamarack’s CRP
    - Expert coaching to develop a municipal strategic plan
    - Engaging business and LE
- Revised RFAP identified as a priority

*‘Collective Impact is a model of social progress whose power lies in the heightened vigilance that comes from multiple organisations looking for resources and innovations through the same lens, the rapid learning that comes from continuous feedback loops, and the immediacy of action that comes from a unified and simultaneous response among all participants’.*

Stanford Social Innovation Review

# Collective Impact

Supports communities to:

- Address complex social issues
- Create lasting solutions to social programs on a large scale
- Proposes 5 core conditions that move from ‘fragmented action & results’ to ‘collective action & deep & durable impact’

# Core conditions that successful Collective Impact initiatives share:

- 1. A common agenda**
- 2. Shared measurement**
- 3. Mutually reinforcing activities**
- 4. Continuous communication**
- 5. Backbone support**

# Must include 4 sectors

- Government
- Business
- LE
- Non-profit



# Anticipated 2020 activity & costs

Presented on behalf of the Drumheller Poverty Reduction  
Alliance & sponsored by Councillor Garbutt

**AGENDA ITEM #6.7.1.**

# Anticipated activity & expenses in 2020

Budget Line Item	Description	Budget
Staff hours/ Contracted services / Professional fees	<p>Research, engaging community partners including Business &amp; LE, establishing the 5 conditions, meeting facilitation, convening, CRP project oversight, evaluation, municipal policy development, etc.</p> <ul style="list-style-type: none"> <li>- 32.5 hrs/m or 1 day/week</li> <li>- 18.75 hrs/w term (contract) position</li> </ul>	<p>FCSS \$25,000</p>
Memberships/fees	Tamarack CRP membership 2020	\$1000
Training & capacity building	<ul style="list-style-type: none"> <li>- Tamarack summit in YYC (2 free places) + 3 tickets for DRPA members</li> <li>- In-person coaching: Cover costs for coach's time, hotel &amp; travel if needed.</li> </ul>	<p>\$2200</p> <p>\$0 in 2020</p>

# Anticipated activity & expenses in 2020

Budget Line Item	Description	Budget
Community Engagement Events	<ul style="list-style-type: none"> <li>- Meeting space at the BCF/other venues for 3 events (Top 100, Poverty Simulation, October Poverty awareness event)</li> <li>- Food/snacks for events</li> <li>- Speaker costs/honoraria</li> </ul>	\$1500
Funding Inclusion	<ul style="list-style-type: none"> <li>- Provision for child care/travel/honoraria for people with lived experience to facilitate participation</li> </ul>	\$1500
Advertising, supplies & printing	For the project, events, community engagement etc. Social media ads, print, radio etc.	\$1300

# Anticipated activity & expenses in 2020

Family and Community Support Services - Poverty Reduction Alliance

Budget Line Item	Description	Budget
Living Wage Project	<ul style="list-style-type: none"> <li>- Provincial Living Wage project</li> <li>- Work with employers to establish living wage employer program</li> </ul>	\$0 in 2020
Community-based Literacy	- Support efforts to implement strategies to support learners, raise awareness of the variety of financial literacy activities, progs. & services in Drumheller, enhance innovative literacy programming	\$0 in 2020
Housing & Emergency housing	<ul style="list-style-type: none"> <li>- Advocacy</li> <li>- Investigate innovative affordable/subsidised housing initiatives</li> <li>- Support the temporary family violence shelter project</li> </ul>	\$0 in 2020
Social Inclusion	<ul style="list-style-type: none"> <li>- Undertake AUMA Measuring Inclusion Municipal Eval.Tool</li> <li>- Propose revisions to RFAP &amp; promote program.</li> </ul>	In kind (partners)
Mental Health/Addictions	<ul style="list-style-type: none"> <li>- Advocacy</li> <li>- Guest speakers</li> </ul>	\$0 in 2020
Food Security	<ul style="list-style-type: none"> <li>- Support youth centre hot food program</li> <li>- Support the Salvation Army Food Bank</li> <li>- Develop a 'Food Initiative Society' or similar to provide educational opportunities, increase accessibility to &amp; production of local foods, facilitate &amp; promote initiatives &amp; do advocacy work.</li> </ul>	\$0 in 2020
Transport	<ul style="list-style-type: none"> <li>- Advocacy</li> <li>- Investigate innovative transport initiatives</li> </ul>	\$0 in 2020
Early Childhood Development	- Support the Drumheller & Area Early Childhood Development Coalition to support high-level capacity & enrich ECD Initiatives	\$0 in 2020

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**AGENDA ITEM #6.7.1.**

# Total anticipated expenses

\$7,500 operating costs

- \$2,500 already budgeted

= \$5,000 operating costs

+ \$25,000 term contract position

**\$30,000 total for 2020**

# Questions?