

# Town of Drumheller COUNCIL MEETING AGENDA

Monday, March 2, 2020 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



Page

## 1. CALL TO ORDER

## 2. MAYOR'S OPENING REMARK

### 2.1. Proclamation - Fraud Prevention Month

"Every year, thousands of Canadians fall victim to fraud. Most people don't think it could happen to them, but fraudsters are using increasingly sophisticated methods to target people of all ages and from all walks of life. The impact on individuals, families and businesses is devastating - retirement savings, homes, businesses and in some cases, lives have all been lost. The good news is that the majority of frauds can be prevented by identifying the methods used by fraudsters. The more you know about a fraud, the less likely you are to fall for it. Through awareness, you can avoid becoming a victim. Therefore, I Mayor Heather Colberg proclaim the month of March as Fraud Prevention Month."

### 2.2. Proclamation - International Women's Day

"Sunday, March 8, 2020 is International Women's Day. The 2020 campaign theme is #EachforEqual: An equal world is an enabled world. Individually, we're all responsible for our own thoughts and actions - all day, every day. We can actively choose to challenge stereotypes, fight bias, broaden perceptions, improve situations and celebrate women's achievements. Collectively, each one of us can help create a gender equal world. Let's all be #EachforEqual."

### 4 2.3. Official Oath of Office - Deputy Mayor Makowecki [Official Oath of Office - Deputy Mayor Makowecki](#)

## 3. ADOPTION OF AGENDA

### 3.1. The Agenda of the March 2, 2020 Regular Council Meeting.

MOTION:

That Council adopt the agenda for the March 2, 2020 Regular Meeting of Council as presented.

## 4. ADOPTION OF MINUTES

### 5 - 10 4.1. The Minutes of the February 18, 2020 Regular Council Meeting.

MOTION:

That Council adopt the minutes of the February 18, 2020 Regular Council Meeting as presented.

[Regular Council - 18 Feb 2020 - Minutes](#)

## 5. MINUTES OF MEETING PRESENTED FOR INFORMATION

### 11 - 17 5.1. The Minutes of the January 16, 2020 Municipal Planning Commission Meeting.

MOTION:

That Council receive the Minutes of the January 16, 2020 Municipal Planning Commission Meeting for information.

[Municipal Planning Commission January 16, 2020 Minutes](#)

**6. REPORTS FROM ADMINISTRATION**

**6.1. CHIEF ADMINISTRATIVE OFFICER**

6.1.1. Strategic Priority - Date Setting

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

18 - 25

6.2.1. Update on Grant Applications

[Update on Grant Applications](#)

26 - 28

6.2.2. RFD - Write Off of Bad Debt - Utility Accounts

MOTION:

That Council move to approve the write off of the utility bad debts as listed in Attachment "A", in the amount of \$1,202.90 against the allowance for bad debt account.

[RFD- Write Off of Bad Debts - Utility Accounts](#)

**6.3. COMMUNICATIONS OFFICER**

29 - 30

6.3.1. Communications Officer Quarterly Report OCT - DEC 2019

MOTION:

That Council accept the Communication Officer's Quarterly Report for information.

[Communications Officer Quarterly Report - OCT - DEC 2019](#)

**6.4. DIRECTOR OF INFRASTRUCTURE SERVICES**

31 - 32

6.4.1. RFD -Three Crushed Gravel Supply

MOTION:

That Council award the Three (3) Year Crushed Gravel Supply contract to Reg Gallagher Trucking Ltd. for the submitted price of \$276,000.00 excluding GST.

[RFD - Three Year Crushed Gravel Supply](#)

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

33 - 34

6.5.1. Direction of Emergency & Protective Services Quarterly Report OCT - DEC 2019

MOTION:

That Council accept the Director of Emergency & Protective Services' Quarterly Report for information.

[Director of Emergency & Protective Services Quarterly Report - OCT - DEC 2019](#)

35 - 41

6.5.2. Criminal Record Check Fees Policy C-07-20

That Council accept the report on Criminal Record Check Fees Policy C-04-20 for information.

[RFD - Criminal Records Check Fees](#)

[Criminal Record Check Fees Comparison Chart](#)

[Criminal Record Check Fees C-04-20](#)

**6.6. MANAGER OF ARTS, RECREATION AND CULTURE**

42 - 48

6.6.1. Manager of Arts, Recreation and Culture Quarterly Report - OCT - DEC 2019

MOTION:

That Council accept the Manager of Arts, Recreation and Culture's Quarterly Report for information.

[Manager of Arts, Recreation and Culture Quarterly Report - OCT - DEC 2019](#)

**6.7. MANAGER OF ECONOMIC DEVELOPMENT**

49 - 50

6.7.1. Manager of Economic Development Quarterly Report - OCT - DEC 2019



MOTION:

That Council accept the Manager of Economic Development's Quarterly Report for information.

[Manager of Economic Development Quarterly Report - OCT - DEC 2019](#)

**7. PUBLIC HEARING TO COMMENCE AT 5:30 PM**

51

- 7.1. Public Hearing - Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology & Definitions

MOTION:

That Council move into a Public Hearing regarding Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology & Definitions

[Notice of Public Hearing - Bylaw 02.20](#)

**8. BYLAWS**

52 - 54

- 8.1. Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology & Definitions (Second Reading)

MOTION:

That Council give second reading to Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology and Definitions.

[Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology & Definitions](#)

55 - 56

- 8.2. Bylaw 01.20 Land Use Bylaw Amendment - Rezone RV Sands (Third Reading)

MOTION:

That Council give third reading to Bylaw 01.20 Land Use Bylaw Amendment to Rezone RV Sands.

[Bylaw 01.20 - Land Use Bylaw Amendment to Rezone M & D Sands](#)

57 - 97

- 8.3. Bylaw 07.20 Town of Drumheller-Starland County Intermunicipal Development Plan (First Reading)

MOTION:

That Council give first reading to Bylaw 02.20 Town of Drumheller-Starland County Intermunicipal Development Plan and set a Public Hearing for the March 16, 2020 Regular Council Meeting.

[Bylaw 07.20 Town of Drumheller-Starland County Intermunicipal Development Plan](#)

**9. CLOSED SESSION**

- 9.1. Manager of Economic Development Quarterly Report OCT - DEC 2019

**10. ADJOURNMENT**

# **Town of Drumheller**

224 Centre Street, Drumheller, Alberta



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## **Oath of Office**

Councillor

**I, Fred Makowecki,**

do swear that I will diligently, faithfully, and to the  
best of my ability, execute according to the law,  
the office of **Councillor** for the Town of Drumheller,

**SO HELP ME GOD.**

SWORN/AFFIRMED before me at the Town of Drumheller in the  
Province of Alberta this 2<sup>nd</sup> day of March, A.D., 2020.

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Fred Makowecki

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Mayor Heather Colberg

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**February 18, 2020, 2018 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

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER:**

Darryl E. Drohomerski

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

Barb Miller

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Dave Brett

**COMMUNICATIONS OFFICER:**

Julia Fielding

**MANAGER OF ECONOMIC DEVELOPMENT:**

Sean Wallace

**FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR:**

April Harrison

**DRUMHELLER RESILIENCY & FLOOD MITIGATION OFFICER:**

Darwin Durnie

**DRUMHELLER RESILIENCY & FLOOD MITIGATION FINANCE:**

Robert Jenkins

**SENIOR ADMINISTRATIVE ASSISTANT:**

Libby Vant

**RECORDING SECRETARY:**

Mike McLean

**ABSENT:**

Fred Makowecki

**10 CALL TO ORDER**

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

**20 MAYOR'S OPENING REMARK**

20.1 Kin Canada Proclamation:

"I, Heather Colberg, Mayor of the Town of Drumheller, feel that each citizen would welcome the opportunity to pause and reflect with pride on the rich heritage of accomplishment throughout the 100 years Kinsmen, Kinette and Kin Clubs have been in existence in Canada.

And with the express idea of honouring our local club, The Kinsmen Club of Drumheller, I do hereby declare Thursday, February 20, 2020 Kin Canada Day and declare the week of February 16 to 22, 2020 Kin Canada Week a celebration of Kinsmen, Kinettes, and Kin in Canada and urge all citizens to salute their local Kinsmen members."

**30 ADOPTION OF AGENDA**

30.1 The Agenda for the February 18, 2020 Regular Meeting of Council

**M2020.43** Moved by K. DeMott, L. Hansen-Zacharuk that Council adopt the agenda for the February 18, 2020 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY

**40 MINUTES**

**40.1 ADOPTION OF MINUTES**

40.1.1 The Minutes for the February 3, 2020 Regular Council Meeting.

**M2020.44** Moved by J. Garbutt, T. Zariski that Council adopt the minutes of the February 3, 2020 Regular Council Meeting as amended.

CARRIED UNANIMOUSLY

**CLOSED SESSION**

**M2020.45** Moved by L. Hansen-Zacharuk, T. Lacher that Council close the meeting to the public to discuss proprietary branding proposals, per Section 16(1), FOIP at 4:37 p.m.

CARRIED UNANIMOUSLY

Regular Council Meeting Minutes  
February 18, 2020

CLOSED SESSION: 4:37 p.m. to 5:33 p.m.

PRESENT:

Council: H. Colberg, T. Zariski, L. Hansen-Zacharuk, K. DeMott, T. Lacher, J. Garbutt

Staff: CAO Darryl E. Drohomerski, Deputy CAO/Director of Finance Barb Miller, Director of Infrastructure Services Dave Brett, Economic Development Manager Sean Wallace, Communications Officer Julia Fielding, Family & Community Support Services April Harrison, DRFM Officer Darwin Durnie, DRFM Finance, Robert Jenkins, Senior Administrative Assistant Mike McLean.

Branding Committee: Bob Sheddy, Deb Jungling, John Schoff, Ryan Semchuk.

**2020.46** Moved by T. Lacher, L. Hansen-Zacharuk that Council return to open session at 5:33 p.m.

CARRIED UNANIMOUSLY

**50 PUBLIC HEARING TO COMMENCE AT 5:30 PM**

50.1 Public Hearing - Bylaw 01.20 - Land Use Bylaw Amendment to Rezone RV Sands.

**M2020.47** Moved that Council move into a Public Hearing regarding Bylaw 01.20 – Land Use Bylaw Amendment to Rezone RV Sands.

CARRIED UNANIMOUSLY

PUBLIC HEARING CALLED TO ORDER AT 5:35 p.m.

Summary of Report from Palliser Regional Municipal Services, Devin Diano.

Written Submissions:

FOR: (0)

OPPOSED: (1) Randy, Mary, Shelley, Lisa and Jason James

In-Person Submissions:

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OPPOSED (2)

Randy Van Dyke: spoke against the rezoning due to the viability of the development and the need to widen roads to accommodate the new development.

Mary James: spoke against the rezoning due to the potential impact on wildlife, the loss of native grass species and other environmental concerns.

FOR (1)

Bob Doornenball: spoke in favour of the rezoning and expressed that the development footprint will be minimal.

PUBLIC HEARING ADJOURNED AT 6:17 p.m.

Recess at 6:19 p.m.

Return at 6:25 p.m.

#### **40.2 CHIEF ADMINISTRATIVE OFFICER**

##### **40.2.1 Public Hearing for Bylaw 02.20 Land Use Bylaw Amendment - Cannabis Terminology & Definitions**

**M2020.48** Moved by T. Zariski, L. Hansen-Zacharuk that Council set a Public Hearing for the March 2, 2020 Regular Council Meeting regarding Bylaw 02.20 Land Use Bylaw Amendment – Cannabis Terminology & Definitions.

CARRIED UNANIMOUSLY

#### **40.3 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

##### **40.3.1 Bylaw 06.20 Supplementary Assessment**

**M2020.49** Moved by T. Zariski, J. Garbutt that Council give first reading to Bylaw 06.20 Supplementary Assessment as presented.

CARRIED UNANIMOUSLY

**M2020.50** Moved by J. Garbutt, K. DeMott that Council give second reading to Bylaw 06.20 Supplementary Assessment as presented.

CARRIED UNANIMOUSLY

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**M2020.51** Moved by J. Garbutt, L. Hansen-Zacharuk that Council allow third reading of Bylaw 06.20 Supplementary Assessment.

CARRIED UNANIMOUSLY

**M2020.52** Moved by T. Zariski, L. Hansen-Zacharuk that Council give third reading to Bylaw 06.20 Supplementary Assessment as presented.

CARRIED UNANIMOUSLY

**40.4 DIRECTOR OF INFRASTRUCTURE SERVICES**

40.4.1 RFD - Aquaplex Roof - Extra Work Costs and Additional Funds

**M2020.53** Moved by L. Hansen-Zacharuk, T. Zariski that Council approve the allocation of an additional \$61,724 in funds to Operating Budget 1.2.7202.255, Aquaplex Roof Repairs to be funded from the Facility Reserve account.

CARRIED UNANIMOUSLY

**M2020.54** Moved by T. Zariski, T. Lacher that Council approve the additional work of Option B in the amount of \$92,974 excluding GST to be funded from the Facility Reserve account for Canterbury Roofing for the scope increase of the Aquaplex Roof Repairs work.

CARRIED UNANIMOUSLY

**40.5 HUMAN RESOURCES MANAGER**

40.5.1 RFD - Wellness Spending Account Policy No. C-03-20

**M2020.55** Moved by T. Lacher, L. Hansen-Zacharuk that Council adopt Wellness Spending Account Policy No. C-03-20 as presented, repealing C-02-09.

CARRIED UNANIMOUSLY

**60 BYLAWS**

60.1 Bylaw 01.20 LUB Amendment - Rezone RV Sands - Second Reading

**M2020.56** Moved by T. Zariski, J. Garbutt that Council give second reading to Bylaw 01.20 Land Use Bylaw Amendment to Rezone RV Sands.

CARRIED UNANIMOUSLY

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February 18, 2020

**80 CLOSED SESSION**

80.1 Drumheller Resiliency and Flood Mitigation Office

**M2020.57** Moved by L. Hansen-Zacharuk, K. DeMott that Council close the meeting to the public to discuss the Municipal Development Plan and Land Use Bylaw, per Section 23(1)(b), FOIP at 6:48 p.m.

CARRIED UNANIMOUSLY

CLOSED SESSION: 6:48 p.m. to 7:35 p.m.

PRESENT:

Council: H. Colberg, T. Zariski, L. Hansen-Zacharuk, K. DeMott, T. Lacher, J. Garbutt

Staff: DRFM Officer Darwin Durnie, DRFM Finance, Robert Jenkins

**M2020.58** Moved that Council return to open session at 7:35 p.m.

CARRIED UNANIMOUSLY

**M2020.59** Moved that Council adjourn the meeting at 7:35 p.m.

CARRIED UNANIMOUSLY

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Chief Administrative Officer

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Mayor





# DRUMHELLER

COMMUNITY SERVICES



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday January 16, 2020**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Linda Taylor, Recording Secretary  
Tom Zariski, Chair - Councillor/Member  
Sharon Clark, Vice Chair  
Tony Lacher, Councillor/Member  
Scott Kuntz, Member  
Stacey Gallagher, Member  
Andrew Luger, Member  
Garry Wilson, Palliser Regional Municipal Services Representative – Planner

**Absent:** Sean Wallace, Economic Development Manager - Regrets  
Shelley Rymal, Member

**Delegate(s):**

**1.0 CALL TO ORDER – 12:13 pm**

T. Zariski presented the Agenda for the January 16, 2020 meeting.

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

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

**1.2 Acceptance of Agenda**

**Motion:** T. Lacher moved to accept the agenda as presented for the January 16, 2020 meeting  
**Second:** S. Kuntz - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

2.1 December 5, 2019

**Motion:** S. Clark moved to accept the minutes for December 5, 2019  
**Second:** S. Gallagher - Carried

2.2 Summary of Development Permits

**Motion:** T. Lacher moved to accept the Summary of Development Permits for information  
**Second:** A. Luger - Carried



### 3.0 DEVELOPMENT PERMITS

#### 3.1 T00084-19D – Stevenson Homes – SFD variance to rear yard setback - revision

D. Drohomerski presented Development Permit T00084-19D submitted for revision by Stevenson Homes for a variance of 14% to the rear yard setback, located at 153 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 23. Zoning is R-1 – Residential District.

D. Drohomerski advised a revision to the development permit T00084-19D for a rear yard set back variance of 14% is required; the variance was missed on the permit when originally submitted. The conditions in the original notice of decision would remain unchanged.

Municipal Planning Commission discussed the application.

**Motion:** T. Lacher moved to approve presented Development Permit T00084-19D submitted for revision by Stevenson Homes for a variance of 14% to the rear yard setback, located at 153 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 23 subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. Development subject to architectural controls to be registered against the property by the Town of Drumheller in consultation with Stevenson Homes.
4. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
5. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
6. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
7. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
8. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw at the expense of the owner/applicant.
9. All contractor's to be in possession of a valid Town of Drumheller business license.
10. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
11. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
12. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

**Second:** - S. Gallagher - Carried



**3.2 T00001-20D – Dinosaur Valley Massage & Wellness – add services to existing business**

D. Drohomerski presented Development Permit T00001-20D submitted by Dinosaur Valley Massage & Wellness to add yoga classes to existing business located at 50 3 Avenue West, Drumheller on Plan 3099A; Block 24; Lot 4-6. Zoning is C-B – Central Commercial District.

D. Drohomerski advised the existing business has a massage clinic and wellness business; the owner would like to add yoga classes. Yoga classes currently are most similar in use to Fitness Centre; Fitness Centre is a discretionary use in the Central Commercial District. The application was advertised in the local paper under proposed developments and to date no concerns were raised.

Municipal Planning Commission discussed the application.

**Motion:** S. Gallagher moved to approve Development Permit T00001-20D submitted by Dinosaur Valley Massage & Wellness to add yoga classes to existing business located at 50 3 Avenue West, Drumheller on Plan 3099A; Block 24; Lot 4-6, 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.
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. **Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.**
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Annual Business License is required.
13. A separate Development Permit is required for the accessory uses (rental of space to the community).

**Second:** S. Clark – Carried.





# DRUMHELLER

COMMUNITY SERVICES



**CIRCULATION:**

No objections were received through circulation. Alberta Transportation did advise that the proposed subdivision is serviced by a local road, and they advised that any appeals regarding this proposal may be dealt with at the local government level.

**STAFF COMMENTS:**

**Purpose:** The purpose of this subdivision is to create two parcels from three current registered properties to accommodate the construction of a new bottle depot beside the current facility. The property is owned by the Drumheller and Region Transition Society (D.A.R.T.S.) is a not-for-profit society that was established in 1977, and it provides community disability services to more than 70 adults and children with special needs in the Drumheller area.

**Proposed Area Features:** The existing bottle depot is located on Lot 5 and a portion of Lot 6. The proposed subdivision will create a building site for a new bottle depot that will be constructed on the proposed Lot 12 (easterly parcel). The Society is proposing this phasing will allow them to continue to provide the bottle depot services until the new facility is constructed. They have noted that the existing bottle depot is nearly at the end of its useful life, and once the new facility is constructed, they proposed to demolish the existing building. In the longer term, the Society is proposing to construct a new administration building on the westerly proposed parcel (Lot 11).

**Surrounding Area Features:** Similar light industrial uses

**Access:** Legal access to both proposed parcels via 7<sup>th</sup> Avenue S.E. along the southern boundary of the existing and proposed lots and an undeveloped laneway which lies along the northern property lines.

**Land Use Considerations:** The proposed subdivision is classified as the M-1 Light Industrial District. The purpose of this district is to provide for a variety of industrial and business uses that are compatible with each other and do not adversely affect non-industrial land uses. There is an existing bottle depot on the property, and it has been operating in this area for some time. Under the current district, the specific use of bottle depot is not listed as a permitted or discretionary use, while the proposed future administrative office would appear to be a permitted use.

The current bylaw does have the storage structure use as a discretionary use. Under the bylaw, a storage structure is defined as a structure that does not meet the definition of an accessory building and is used for the storage of goods or equipment. It further notes that the storage structure may be in the form of a shipping container, trailer or other structure. The specific use of "bottle depot" is not currently provided for in any district in the current Land Use Bylaw. Both the proposed parcels meet and exceed the minimum required area site within the current "M-1" – Light Industrial District which states they must be 8,000 sq.ft. (743 m<sup>2</sup>).

Section 9(5) of the Land Use Bylaw notes that where a proposed use of land or a building is not provided for in a district, the Municipal Planning Commission may determine that the use is similar in character and purpose to another use of land or building that is included in the list of permitted or discretionary uses prescribed for that district. It is our recommendation that the Municipal Planning Commission consider the existing development as a storage structure, being one that used for the storage of goods and equipment (bottles and sorting equipment). Other than sorting, storage and shipping of the recyclable containers, no other processing of them is done, such as rinsing or melting down. The alternate to this approach would be to add the bottle depot use to the existing district as an amendment to the Land Use Bylaw.

Palliser Regional Municipal Services will be revisiting this district as part of a review of the Land Use Bylaw in the very near future, and in consultation with the Municipal Planning Commission and the Town, we will look to include bottle depots as a use in this district.





**Title Encumbrances:** There are no encumbrances that appear to affect the proposed subdivision area.

**STAFF RECOMMENDATIONS:**

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Determination by the Municipal Planning Commission that the bottle depot use is similar in character and purpose to the storage structure use that is a discretionary use within the Land Use Bylaw. (Section 9(5), Land Use Bylaw)

**MUNICIPAL RECOMMENDATION:**

Palliser Regional Municipal Services recommends that the Municipal Planning Commission supports the recommendation above and pass a motion to this effect.

That the application be approved in accordance with staff recommendations and that at the time of review and update of the Town of Drumheller Land Use By-law that the issue of possibly adding a bottle depot as a discretionary or permitted use into a suitable land use district be considered.

**DECISION:**

That the application be approved subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and rights-of-way as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].

**Motion:** T. Lacher moved Municipal Planning Commission support Palliser Regional Municipal Services recommendation that the application be approved in accordance with staff recommendations and that at the time of review and update of the Town of Drumheller Land Use By-law that the issue of possibly adding a bottle depot as a discretionary or permitted use into a suitable land use district be considered.

**Second:** S. Gallagher – Carried.



**5.0 OTHER DISCUSSION ITEMS**

**5.1 Municipal Development Plan Bylaw No. 11-08 – copy for each member**

Discussion on what is a Municipal Development Plan

Provincial legislation requires all municipalities to adopt a municipal development plan (MDP). An MDP is a long range, statutory document that is required to be adopted by bylaw by every municipality, no matter how large or small the population. The municipal development plan communicates the long term desired land use for a community and serves as a high-level blueprint showing how a community is expected to change over time and the shape it will take in the future.

Discussion on flooding and undermining. Town of Drumheller now has a flood mitigation team lead by D. Durnie who will attend Municipal Planning Commission meetings to discuss flood areas and details.

Dissucssion on the land use bylaw review.

**6.0 Next meeting Date – January 30, 2020**

**7.0 Adjournment – Meeting adjourned at 1:15pm.**

**Motion:** T. Lacher moved to adjourn the meeting

**Second:** A. Luger - Carried

  
\_\_\_\_\_  
**Chairperson**

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

**Attachments:** Agenda

Town of Drumheller Grant Applications

**2019**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Comment	Total Project Cost (estimated)	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>									
<b>Corporate Services</b>									
Grants in Lieu of Taxes		Provincial	48,116.46	36,087.35			75%		
Grants in Lieu of Taxes		Federal	529,930.14	529,930.14			100%		
MSI - Operating		Provincial		233,745.00			100%		n/a
MSI - Capital		Provincial		697,876.00			100%		n/a
MSI (BMTG)		Provincial		478,920.00			100%		n/a
NDCC (Gas Tax)		Federal		901,971.00			100%		n/a
STEP Program	Summer student subsidy	Provincial	22,400.00	22,400.00		80,000.00	28%	72%	
Canada Summer Jobs	Summer student subsidy	Federal		-					
Green Jobs Initiative (spring intake)	Summer student subsidy	Provincial	7,200.00	2,130.00	Awarded up to \$5,712 - final pymnt based on actual	14,400.00	50%	50%	22-Feb-19
Green Jobs Initiative (summer intake)	Fall/winter student subsidy	Provincial	4,745.00	application unsuccessful		9,490.00	50%	50%	June 12/19
<b>Culture &amp; Recreational Services</b>									
Heritage & Culture	Canada Day Celebrations	Federal	20,000.00	5,860.00		60,000.00	10%	90%	Nov 21-18
<b>Economic Development</b>									
Tourism Grant	Roger Brooks Ambassador program Job Fair Downtown revitalization study	Province	345,000.00	345,000.00	of which roughly \$85k expended in 2019	345,000.00	100%		
<b>Emergency &amp; Protective Services</b>									
Municipal Policing Grant	Policing services	Provincial	364,200.00	364,200.00		\$1,335,000.00 (RCMP direct costs only)	27%	73%	
Emergency Preparedness	Scenario training	Provincial	5,000.00	5,000.00		10,000.00	50%	50%	
<b>Family &amp; Community Support Services</b>									
Volunteer Alberta	Volunteer Appreciation	Provincial	2,000.00	2,000.00		4,500.00	44%	56%	22-Feb
Gro for Good	Sensory Garden	Business	2,500.00	None		\$2,500.00			Feb. 28
Bell Let's Talk	Community Counselling Program expansion & intro specific Support Groups	Business	25,000.00	None	\$2000 Hirsch So Good Fund (3.6%), \$3000 (5.45%) tentative from BCVA	\$55,000.00			15-Mar
CBI Funding - no contribution from Starland	CBI Drumheller & Starland	Provincial		42,685.00		\$55,194.00	77%	23%	
FCSS Funding	FCSS	Provincial	\$234,050.00	\$234,050.00		\$292,563.00	80%	20%	
Shell	Youth Center		\$15,000.00						
Walmart	Youth Center		\$1,000.00						
Youth @the Table	Youth participation in committees including Asset Development coalition	Volunteer Alberta		Funded places at training course					
ARDN Reaching Home	UNSUCCESSFUL		\$ 383,062.50	-		\$628,840.00			28-Jul-19
Drumheller Fund	Adulting 101 Unsuccessful		\$ 5,000.00	-					
Telus Friendly Future Foundation	Youth Centre		\$ 20,000.00			\$111,000.00			
Alberta Health Services Grant	Assest Development/Youth Centre		\$ 2,918.00	2,918.00					
ATCO Community Grant	Youth Centre - Unsuccessful		\$100,000 over 5 yrs	-					
Air Canada	Youth Centre- Unsuccessful		\$ 30,000.00	-					
Tim Hortons	Youth Centre		\$ 5,000.00			\$111,000.00			
Knights of Columbus	Youth Centre		\$ 2,000.00			\$111,000.00			
DECD Book Project									
Honda Canada Foundation	Youth Centre		\$ 20,000.00			\$111,000.00			
<b>Infrastructure Services</b>									
Recreation Energy Conservation Grant	Aquaplex	MCCAC	\$3,700.00						
Recreation Energy Conservation Grant	Arena	MCCAC	\$4,800.00						
Recreation Energy Conservation Grant	Badlands Community Facility	MCCAC	\$2,300.00						
STIP-Local Road Bridge	Bridge 11	Provincial	\$2,409,750.00	-	Based on Estimate from Nov 2019	\$3,213,000.00	75%	25%	30-Nov
ICIP	Bridge 11	Federal	\$788,728.00		Based on Estimate from Nov 2018 Rejected Jan 2020	\$1,971,820.00	40%	15%	31-Jul
<b>Airport</b>									
STIP-CAP	Runway Lighting System	Provincial	106,500	-		\$142,000.00	100%		30-Nov



**AGENDA ITEM #6.2.1.**

ICIP	Runway Lighting System	Federal	71,000		Rejected Jan 2020	\$142,000.00	50%	50%	31-Jul
<b>Water - Wastewater</b>		Provincial					35%	25%	30-Nov
AMWWP	Nacmine Forcemain	Provincial	783,900.00		Based on revised 2019 Estimate	\$1,742,000.00	45%	15%	30-Nov
ICIP	Nacmine Forcemain	Federal	696,800.00		Based on Revised 2019 Estimate Rejected Jan 2020	\$1,742,000.00	40%	15%	31-Jul
ICIP - Green Infrastructure Environmental Quality ARDN - Reaching Home	Shifting Towards a Better Approach: Drumheller's Response to Homelessness and Poverty	ARDN/Federal	383,062.50			\$625,677.50	61.22%		28-Jun
			<b>7,344,662.60</b>	<b>3,904,772.49</b>					

# AGENDA ITEM #6.2.1.

## Town of Drumheller Grant Applications

**2018**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Received	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>								
<b>Corporate Services</b>								
<b>Culture &amp; Recreational Services</b>								
<b>Economic Development</b>								
<b>Emergency &amp; Protective Services</b>								
<b>Family &amp; Community Support Services</b>								
Smart and Caring Communities Fund	Youth Centre	Red Deer & District Community Foundation	30,000.00	5,000.00	42,250.00	12%	2%	01-Oct
Alberta Treasury Branch Donation	Youth Centre	Bank	25,000.00	1,500.00	78,250.00	2%	2%	N/A
Aviva Community Fund	Welcome Program	Insurance Company	10,000.00	10,000.00	10,000.00	100%	0%	18-Sep
Volunteer Alberta	Volunteer Appreciation	Provincial	\$2,000.00	\$1,000.00	\$6,078.25	16%	64%	22-Feb
Walmart Community Grant	Disaster Preparedness	Business	\$1,000.00	\$0.00	\$1,000.00	100%	0%	N/A
Mental Health Capacity Building (MHCB) program	MHCB in Greentree, DVSS, St A's, Carbon & Wheatland Crossing schools - Goldenhills withdrew from the project the week it was due in so could not submit	AHS	\$300,000.00	NA	\$300,000.00			
FCSS Funding	FCSS	Provincial		\$292,563.00	\$234,050.00	80%	20%	
CBI Funding - no contribution from Starland	CBI Drumheller & Starland	Provincial		\$42,685.00	\$56,460.00	76%	24%	
FCSSAA	Rural Homelessness project (we received funds as we spent them, spent less than \$5K)	Provincial	\$5,000.00	\$3,077.70	\$3,077.70			
<b>Infrastructure Services</b>								
MCCAC	Washrooms - Hoodoo	Provincial						30-Nov
MCCAC	LED Lighting for Arena	Provincial	14,600.00	14,600.00				30-Nov
STIP	Bridge 11	Provincial	460,691.00		1,316,260.00	75%	25%	30-Nov
ICIP - Rural & northern communities	Bridge 11	Federal	526,504.00		1,316,260.00	40%	25%	30-Nov
		Provincial	460,691.00			35%		
ACRP	Flood Mitigation	Provincial		7,000,000.00				30-Nov
DMAF	Flood Mitigation	Federal						30-Nov
<b>Airport</b>								
STIP	Airport Runway Lights	Provincial	106,500.00		142,000.00	75%	25%	30-Nov
ICIP - Rural & northern communities	Airport Runway Lights	Federal	71,000.00		142,000.00	50%	16.7%	30-Nov
		Provincial	47,286.00			33.30%		
<b>Water - Wastewater</b>								
AMWWP	Nacmine Forcemain	Provincial	462,000.00		1,320,000.00	35%	25%	30-Nov
ICIP - Green Infrastructure Environmental Quality	Nacmine Forcemain	Federal	528,000.00		1,320,000.00	40%	25%	30-Nov
		Provincial	396,000.00			35%		
			<b>3,446,272.00</b>	<b>7,370,425.70</b>				

86% Fundraising and Membership Fees

96% Other grants, fundraising and Membership Fees - \$3,500 additional pending from ATB

FCSS - \$2400, Mayor - \$1,500, AHS - \$400, Victim Services - \$1000

**AGENDA ITEM #6.2.1.**

Town of Drumheller Grant Applications

**2017**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
Communications								
Corporate Services								
Culture & Recreational Services								
Economic Development								
Emergency & Protective Services								
Family & Community Support Services								
Infrastructure Services								
Airport								
Water - Wastewater								30-Nov
			-	-				

## Town of Drumheller Grant Applications

2016

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>								
<b>Corporate Services</b>								
<b>Culture &amp; Recreational Services</b>								
<b>Economic Development</b>								
<b>Emergency &amp; Protective Services</b>								
<b>Family &amp; Community Support Services</b>								
<b>Infrastructure Services</b>								
MCCAC	Washrooms - Hoodoo	Provincial						30-Nov
MCCAC	LED Lighting for Arena	Provincial	14,600.00	14,600.00				30-Nov
<b>Airport</b>								
STIP	Airport Runway Lights	Provincial						30-Nov
<b>Water - Wastewater</b>								
AMWWP		Provincial						30-Nov
			<b>14,600.00</b>	<b>14,600.00</b>				

**AGENDA ITEM #6.2.1.**

Town of Drumheller Grant Applications  
**2015**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>								
<b>Corporate Services</b>								
<b>Culture &amp; Recreational Services</b>								
<b>Economic Development</b>								
<b>Emergency &amp; Protective Services</b>								
<b>Family &amp; Community Support Services</b>								
<b>Infrastructure Services</b>								
<b>Airport</b>								
STIP	Airport Runway Lights	Provincial						30-Nov
<b>Water - Wastewater</b>								
AMWWP		Provincial				35%	25%	30-Nov
			-	-				

**AGENDA ITEM #6.2.1.**

Town of Drumheller Grant Applications

**2014**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>								
<b>Corporate Services</b>								
<b>Culture &amp; Recreational Services</b>								
<b>Economic Development</b>								
<b>Emergency &amp; Protective Services</b>								
<b>Family &amp; Community Support Services</b>								
<b>Infrastructure Services</b>								
<b>Airport</b>								
STIP	Airport Runway Lights	Provincial						30-Nov
<b>Water - Wastewater</b>								
AMWWP		Provincial				35%	25%	30-Nov
			-	-				

**AGENDA ITEM #6.2.1.**

Town of Drumheller Grant Applications

**2013**

Grant Name	Project	Level of Government	\$ Amount Requested	\$ Amount Recieved	Total Project Cost	% Grant Contribution	% Town Contribution	Application Deadline
<b>Communications</b>								
<b>Corporate Services</b>								
<b>Culture &amp; Recreational Services</b>								
<b>Economic Development</b>								
<b>Emergency &amp; Protective Services</b>								
<b>Family &amp; Community Support Services</b>								
<b>Infrastructure Services</b>								
<b>Airport</b>								
STIP	Airport Runway Lights	Provincial						30-Nov
<b>Water - Wastewater</b>								
AMWWP		Provincial				35%	25%	30-Nov
			-	-				



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	Write off of Bad Debt – Utility Accounts
<b>DATE:</b>	February 28, 2020
<b>PRESENTED BY:</b>	Barbara Miller, CPA, CGA, CLGM
<b>ATTACHMENT:</b>	Schedule “A” of Accounts in Arrears

**SUMMARY**

*Administration is seeking authorization to write off outstanding utility account balances deemed uncollectable, to allowance for bad debt.*

**BACKGROUND**

Bylaw No. 02-17 Water and Wastewater was adopted in February 2017. At that time, a significant reason for the refreshed bylaw was to enable the Town to mitigate bad debt from utilities by utilizing the provisions granted within Section 553(1) of the *Municipal Government Act*, which allows the transfer of outstanding balances to the tax roll, providing the utility account holder is also the property owner.

One of the fundamental changes introduced in Bylaw No. 02-17 was that utility accounts must remain in the property title holder’s name, meaning that the risk of financial loss due to utilities bad debt is largely mitigated. Prior to the adoption, for rental properties, the Town would allow utility accounts to be created in a tenant’s name, negating the protections afforded by Section 553(1) resulting in large amounts of preventable bad debt being expensed on an annual basis.

When the bylaw came into effect, existing tenant accounts were grandfathered until such time as the service was disconnected due to a move request or failure to pay. Although the number of these grandfathered accounts is declining, occurrences of bad debt, which is also declining, will continue until such time as all of the accounts have been transitioned to reflect current practice.

As of December 31, 2019, the 14 utility accounts listed on Attachment ‘A’, that total \$1,202.90, remain outstanding from 2018/19, are deemed uncollectible at this time and have been referred to our third party collection agency.

As required by Generally Accepted Accounting Principles, an allowance equal to the probable bad debt has been recorded as an expense and accrued at year-end 2019.

**RECOMMENDATION:**

Administration recommends that Council approve the write off of the outstanding utility account balances listed against the allowance for bad debt.



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

Although an allowance equal to the probable bad debt is accrued at each year end, at some point in time, uncollectable accounts need to be formally written off against this allowance.

Council Policy No. C-07-04 Accounts Collection and Write Off, approval of Council is required in order for the bad debt to be formally written off against the allowance accrual.

It is important to note however that in doing so, this does not imply that the Town will cease to actively pursue collection of any outstanding amounts be it through our own or external party collection efforts. Once a utility account balance is written off, successful collection of an amount reverses the bad debt expense realized at the time of write off.

Benefits – authorizing the write offs provides for a cleaner, more user friendly aged trial balance report and better reflects anticipated receivables to be collected.

Disadvantage – Sub ledger aging reports become less useful and more time consuming to users when long outstanding balances remain listed.

**ALTERNATIVES:**

Status quo - do not authorize the accounts to be written off against the ADA.

**FINANCIAL IMPACT:**

There is no financial impact to authorizing the write off of the accounts to the allowance for doubtful accounts.

Generally Accepted Accounting Principles (GAAP) requires an allowance for bad debt to be recorded at year end to reflect probable uncollectable receivables. The allowance for these accounts was recorded as an expense in the financial statements as of December 31, 2019.

**STRATEGIC POLICY ALIGNMENT:**

Fiscal responsibility.

<p><b>MOTION: Councillor</b> _____</p> <p>Moves to approve the write off of the utility bad debts as listed in Attachment "A", in the amount of \$ 1,202.90 against the allowance for bad debt account.</p> <p><b>Seconder:</b> _____</p>
---

*Barbara Miller*

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_



Approved By: Darryl Drohomerski  
Chief Administrative Officer

**Attachment 'A'**

<u>Account Number</u>	<u>Amount in Arrears</u>
008 0043953 002	\$24.30
016 0007506 007	\$33.71
034 0053504 003	\$34.06
008 0043977 002	\$38.52
020 0024503 011	\$44.92
015 0042000 032	\$67.61
018 0018509 007	\$84.79
015 0054005 004	\$89.77
008 0031503 007	\$95.38
022 0013007 002	\$108.18
021 0010500 007	\$125.77
024 0009001 019	\$130.09
016 0026001 018	\$148.74
014 0022500 006	<u>\$177.06</u>
<b>Total in Arrears</b>	<b>\$1202.90</b>



# DRUMHELLER

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## COMMUNICATIONS

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### COMMUNICATIONS CORPORATE / OPERATIONAL PRIORITIES

October 1<sup>st</sup>- December 31<sup>st</sup> 2019

#### DINO BRANDING IMAGE ENHANCEMENT

An RFP was conducted with the Branding Group. 20 companies responded to the RFP. Three companies were shortlisted and the group voted to hire Jordan Wagner as the designer for the brand creation and implementation.

#### FLOOD MITIGATION

The communications plan for this is now included in the scope of work for the Flood mitigation team. The Flood mitigation section on the website is now live.

#### TOWN APP

See Click Fix were hired as the provider of the Town App. A working group of Town employees have worked on the creation of the request categories, workflow process and Service Level Agreements for the implementation. The App will launch to the public on February 10<sup>th</sup> 2020.

#### WEBSITE

Editing of the current site continues and an Expression of Interest is being developed.

#### COMMUNICATIONS PLAN

2019 objectives

- 1) Be proactive in identifying public issues as well as listening and responding to community interests.**

The Communications Officer and Marketing Officer of the BCF attended training on How to Design and Host Effective Online Civic engagement.

- 2) Support staff members in understanding their roles in the issues management process.**

This has been a key element in the creation of the App and its implementation will include training in this area.

- 3) Communicate important Council and corporate decisions to staff**

This is ongoing.

4) **Raise awareness of Town programs and initiatives by encouraging readership of social media postings.** **AGENDA ITEM #6.3.1.**

We are working to develop new techniques in this area our readership is up year on year but we need to keep working on this.

**Julia Fielding**

**Communications Officer**



**Town of Drumheller  
REQUEST FOR DECISION**

<b>TITLE:</b>	3 Year Crushed Gravel Supply
<b>JANUARY</b>	February 26, 2020
<b>PRESENTED BY:</b>	Kevin Blanchett, Operations Manager

**SUMMARY**

On December 5, 2019, the Town of Drumheller posted a Request for Tender for a Three (3) Year Crushed Gravel Supply on the Town’s website and the Alberta Purchasing Connection as required by our purchasing policy. Five (5) tenders were received and are summarized as follows:

<b>Company</b>	<b>2020 Total</b>	<b>2021 Total</b>	<b>2022 Total</b>	<b>3 Year Total</b>
Gallagher Trucking	\$ 92,000.00	\$ 92,000.00	\$ 92,000.00	\$ 276,000.00
McNair Sand & Gravel	\$ 110,000.00	\$ 115,000.00	\$ 120,000.00	\$ 345,000.00
Smith Trucking	\$ 105,000.00	\$ 105,000.00	\$ 107,500.00	\$ 317,500.00
Sundre Contracting Ltd	\$ 152,000.00	\$ 158,500.00	\$ 168,500.00	\$ 479,000.00
White Fox Group Ltd	\$ 261,250.00	\$ 269,087.50	\$ 277,160.00	\$ 807,497.50

**RECOMMENDATION:**

It is Administration’s recommendation that the Town of Drumheller award the Three (3) Year Crushed Gravel Supply contract to Reg Gallagher Trucking Ltd. for the submitted price of \$276,000.00 excluding GST. Reg Gallagher Trucking Ltd. provided the lowest price and is also locally owned and operated.

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

Once awarded, the newly restocked gravel supply will be utilized for road maintenance as well as for base and fill material for new construction projects undertaken by the Town. Currently the Town has to pay higher prices for gravel product and has to rely on availability of local contractors for that supply. There are no obvious disadvantages and since moving our Public Works shop to a larger location, we now have the ability to stockpile large quantities of material at this location saving on labor, fuel costs and wear and tear on equipment, as we will no longer have to move equipment to load and haul gravel.

**FINANCIAL IMPACT:**

The funding for the purchase of the gravel supply would be budgeted from an inventory account code as reserves on budgeted items 1.3.0000.534. The benefits of having a crushed gravel supply stocked at our current location will result in the saving of labor and equipment costs. We will have a reliable and cost effective gravel stockpile and we will not be subject to increased contractor prices. The gravel will be weighed using the scales provided by the Drumheller and

District Regional Landfill at no cost; this will result in an accurate cost for the material that we are purchasing.

**STRATEGIC POLICY ALIGNMENT:**

Entering into a three year contract for crushed gravel demonstrates the Town’s commitment to fiscal responsibility, as we are able to secure lower costs for the product.

**COMMUNICATION PLAN:**


The successful vendor will be advised of the tender award and letters of non-award will be issued to the unsuccessful proponents.

**MOTION:**

Councillor \_\_\_\_\_

I move that the Town of Drumheller award the Three (3) Year Crushed Gravel Supply contract to Reg Gallagher Trucking Ltd. for the submitted price of \$ 276,000.00 excluding GST.

Kevin Blanchett  
Prepared By:

  
\_\_\_\_\_  
Reviewed By: Dave Brett  
Director of Infrastructure

  
\_\_\_\_\_  
Approved By: Darryl Drohomerski  
Chief Administrative Officer



## PROTECTIVE SERVICES REPORT ON CORPORATE / OPERATIONAL PRIORITIES October 1, 2019 – December 31, 2019

### TOURISM CORRIDOR BYLAW & COMMUNITY STANDARDS BYLAW

Enforcement officers are continuing to compile the database and continue efforts to educate and inform the public on voluntary compliance.

### FENCED DOG PARK

Dog Park has received a positive response. No complaints were received by protective services members during the last quarter of 2019 regarding dog park activity.

### MUNICIPAL EMERGENCY PLAN

The tabletop exercise was conducted October 23, 2019. The chief resiliency and flood officer and the director worked closely to find a contractor for to put together the presentation and explanation of scenarios to staff. This event was a success with our provincial emergency field officer commenting how well our exercise was executed. The director and chief resiliency and flood officer continue to work very closely together on many flood mitigation and emergency matters.

### DERELICT VEHICLE

Department members continue to work to deal with the derelict vehicle issues. Our education and information to citizens work shall continue and staff follow procedures to either compel persons to remove or properly house vehicles on their property or face removal ultimately by orders. A derelict vehicle policy is being researched and developed by the director.

### HOODOO PARKING PILOT PROJECT

Charging for parking at the Hoodoo's began mid July until September 3, 2019 and was well received by tourists/visitors to the site making this a successful initiative. The director presented a financial report to council and received direction to continue the program in 2020. Preparations are underway for the 2020 version of the project and improvements proposed such as a small building for staff to work out of on site, improved signage and possibly uniforms identifying persons as municipal parking attendants.

### CAT AND DOG LICENCING INITIATIVE

Last Spring's Petcentive campaign was a great success as the public enjoys receiving an incentive for licensing their pet. We will run another campaign for both cats and dogs. Officers will begin specific patrols in regards to outdoor dogs and complaints.

Town of Drumheller  
224 Centre Street  
Drumheller, AB T0J 0Y4

**Protective Services**  
[www.dinosaurvalley.com](http://www.dinosaurvalley.com)

Telephone: (403) 823-1363  
Telephone: (403)823-1323  
Fax: (403) 823-7739  
E-mail: [gpeters@drumheller.ca](mailto:gpeters@drumheller.ca)  
E-mail: [fchief@drumheller.ca](mailto:fchief@drumheller.ca)

## TRAFFIC BYLAW

A new Traffic Bylaw draft has been completed and is being reviewed and refined. The present traffic bylaw references provincial laws no longer in existence and has policies and practices that need updating. We wish to compose a bylaw that is current as well as ensuring that the new bylaw is responsive to the needs and expectations of the community.

## MUNICIPAL ENFORCEMENT STAFFING

Jessica Currie who had been hired on a temporary basis in June is now the permanent part time municipal enforcement officer. Jessica also attended the community peace officer one training course in Edmonton and once her peace officer appointment is approved she will have enhanced authorities in some provincial statutes in addition to her bylaw authorities. Once her appointment is in order she will undergo field training.

## INMATE WORK PROGRAM POLICY

The director working with the director of infrastructure are composing a policy for the inmate program that shall be implemented as a guidelines for staff that will be contributing to this program and its possible expansion to assist in the beautification of various lands in the valley.

**Greg Peters**  
**Director of Protective Services**





**Town of Drumheller  
REQUEST FOR DIRECTION**

<b>TITLE:</b>	<b>Criminal Record Check Fee Policy</b>
<b>DATE:</b>	March 2, 2020
<b>PRESENTED BY:</b>	Greg Peters, Director of Emergency & Protective Services
<b>ATTACHMENT(S):</b>	Criminal Record Check Fees Comparison Chart Criminal Record Check Fees Policy C-04-20

**Background**

In response to the growing trend of Alberta municipalities charging fees for the processing of criminal record checks at local police detachments, administration is seeking direction from Council as it reviews existing practices. Currently, the Town charges \$37 for name-based criminal record checks and vulnerable sector checks without exceptions for employment or volunteer purposes. Out-of-town residents are not currently charged.

A review of the practices of the Town and 15 other municipalities within a similar population range found that fees range from \$0 to \$65, with an average of around \$35. The Town was one of four communities that charged volunteers for a *Vulnerable Sector Check*.

There are a range of options available for Council to evaluate. Choosing an option involves a degree of strategic decision-making that hinges on two primary issues: cost-recovery and regulation. Administration is seeking direction from Council to determine the fees charged for criminal record checks and the eligibility for waiving fees.

**Legislative/Authority**

Pursuant to section 8 of the *Municipal Government Act*, a municipality may pass a bylaw for the establishment of fees for licenses, permits and approvals as established by Council. The fees for criminal record checks are outlined in the Town's Service Fee Schedule.

**Strategic Plan Alignment**

The review of the criminal record check fee structure aligns with the strategic topic of *Customer Service*, which includes consistency and enhanced public confidence. The review also involves the topic of *Staff Capacity*, including matching expectations with capacity.

Request for Decision  
Criminal Record Check Fees

**Discussions**

There are many reasons – from employment to volunteering to immigration – that may require individuals to have a criminal record check performed. There are a few different types of criminal record checks.

A *Name-Based Criminal Record Check* (CRC) is a query, based on name and date of birth, of active criminal files in the RCMP National Repository of Criminal Records used to determine the possible existence of a criminal record.

A *Vulnerable Sector Check* (VSC) is a name-based criminal record check plus a check to see if a person has a record suspension (pardon) for sexual offences. Applicants for Vulnerable Sector Checks may be requested to submit to fingerprinting for identity confirmation, which currently involves an additional fee of \$50 payable in cash at the RCMP detachment.

There are significant administrative costs associated with providing criminal record checks and are required by most employers and volunteer organizations. RCMP detachments in communities that do not charge fees have been faced with repeated requests for the same criminal record checks to be processed while not recouping any of the expenses. Currently, any costs associated with providing checks which are not recovered are ultimately subsidized through property taxation.

<b>TOTAL APPLICATIONS (2019)</b>				
	<b>Total</b>	<b>In-Town</b>	<b>Out-of-Town</b>	
Name-Based Criminal Record Checks	555	422	133	71%
Vulnerable Sector Check	226	171	55	29%
<b>TOTAL</b>	<b>781</b>	<b>593</b>	<b>188</b>	

Residents of the Town of Drumheller were responsible for 76 percent of all applications. (Out-of-town residents are not currently charged). The fees generated approximately \$22,000 in 2019. Vulnerable Sector Checks for employment generated around \$13,200 in fees, while volunteers accounted for roughly \$8,800 in fees

It should be noted that the time required to process varies greatly between individual applications, with some *Name-Based Criminal Record Checks* taking as little as 5 to 10 minutes and some *Vulnerable Sector Checks* taking several hours to complete.

Without any existing information to accurately measure the amount of administrative resources required to provide criminal record checks, we are unable to provide a definitive gauge of cost recovery. While a lack of data prohibits any definitive assessment of cost

### Request for Decision Criminal Record Check Fees

recovery, fee structures are able to provide general direction and establish cost recovery goals.

To provide context, a review of 16 towns with population sizes between 7,000 and 15,000 was conducted ('Criminal Record Check Fees Comparison Chart' attached). Among the findings:

- 15 municipalities charge fees for *Name-Based Criminal Record Checks*, ranging from \$20 to \$65 with an average of around \$36
- 4 municipalities charge for *Vulnerable Sector Checks* for volunteers, ranging from \$10 to \$65 with an average of around \$34
- For applicants seeking a *Name-Based Criminal Record Check and Vulnerable Sector Check* for **employment**, fees are **not** charged in the following communities:
  - Blackfalds, Strathmore, Morinville, Olds, Canmore, Brooks, Whitecourt, Hinton and Coaldale.
- For applicants seeking a *Name-Based Criminal Record Check and Vulnerable Sector Check* for **volunteering**, fees are **not** charged in the following communities:
  - Blackfalds, Strathmore, Morinville, Olds, Canmore, Ponoka, Sylvan Lake, Edson, Brooks, Whitecourt, Hinton and Coaldale.

While the Town of Drumheller's current fee of \$37 is in line with the average, the Town is one of only four municipalities to charge for *Vulnerable Sector Checks* for volunteer purposes. Drumheller is one of seven communities that charge an additional fee for *Vulnerable Sector Checks* for the purposes of employment. Some larger centres, such as Grande Prairie and Red Deer have opted for nominal fees of \$5 to \$10 for volunteer purposes.

## OPTIONS

### *Cost Recovery*

One of the two primary strategic decisions to be addressed by Council is the level of cost recovery and the subsequent operating subsidy that is funded through property taxation. On one hand, Council may wish to adopt a fee structure that lowers cost recovery to provide the service at a lower rate and free for volunteer and employment purposes. On the other hand, Council may prefer to follow a user-pays model in which a larger portion of the administrative costs are recouped through higher fees.

Request for Decision  
Criminal Record Check Fees

The following table outlines a series of options that are based on the degree of cost-recovery:

Fee Structure Model	CRIMINAL RECORD CHECK + VULNERABLE SECTOR CHECK		Projected Revenue
	Employment	Volunteer	
<b>OPTION 1:</b> Low Cost Recovery	\$25	\$0	\$10,075
<b>OPTION 2:</b> Medium Cost Recovery	\$40	\$5	\$17,070
<b>OPTION 3:</b> High Cost Recovery	\$60	\$10	\$26,080
<b>OPTION 4:</b> Keep Existing Fees	\$37	\$37	\$21,941
<b>OPTION 5:</b> Keep Existing Fee for Employment, Waive Fee for Volunteers	\$37	0	\$13,164

*Volunteer Organizations*

The other strategic decision for Council involves the question of whether or not to charge volunteers for criminal record checks. If fees are waived for volunteering purposes, Council may wish to establish regulatory safeguards to protect against potential misuse. First, volunteer organizations could be limited to a maximum number of *Vulnerable Record Checks* per year. Second, volunteer organizations could be asked to provide evidence of a demonstrable financial need. Third, volunteer organizations could be given the opportunity to purchase multiple record checks at a reduced rate.



Prepared By: Greg Peters  
Director of Emergency & Protective Services



Mike McLean  
Senior Administrative Assistant – Legislative Services



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

<b>CRIMINAL RECORD CHECK FEES - COMPARISON CHART</b>				
			<b>CRIMINAL RECORD CHECK + VULNERABLE SECTOR CHECK</b>	
	<b>Municipality</b>	<b>Population</b>	<b>Employment</b>	<b>Volunteer</b>
1	Town of Taber	8,428	\$65.00	\$65.00
2	Town of Blackfalds	9,328	\$0.00	\$0.00
3	Town of Strathmore	13,756	\$0.00	\$0.00
4	Town of Morinville	9,848	\$0.00	\$0.00
5	Town of Olds	9,184	\$0.00	\$0.00
6	Town of Innisfail	7,847	\$40.00	\$10.00
7	Town of Canmore	13,992	\$0.00	\$0.00
8	Town of Ponoka	7,229	\$30.00	\$0.00
9	Town of Sylvan Lake	14,816	\$25.00	\$0.00
10	Town of High River	13,584	\$25.00	\$25.00
11	Town of Edson	8,414	\$20.00	\$0.00
12	City of Brooks	14,451	\$0.00	\$0.00
13	Town of Whitecourt	10,259	\$0.00	\$0.00
14	Town of Hinton	9,882	\$0.00	\$0.00
15	Town of Coaldale	8,215	\$0.00	\$0.00
16	Town of Drumheller	7,982	\$37.00	\$37.00
	<b>AVERAGE CHARGE</b>		<b>\$34.57</b>	<b>\$34.25</b>



# **DRUMHELLER**

**COUNCIL POLICY**



**COUNCIL POLICY #C-04-20**

**CRIMINAL RECORD CHECK FEE POLICY**

**A. PURPOSE:**

The Town of Drumheller believes that criminal record checks are an essential security measure for employers, volunteer organizations and government officials. Significant administrative resources are required to deliver this service, which is partially subsidized through property taxation. This policy has been designed to provide an accountable, fair and transparent framework for determining criminal record check fees.

**B. DEFINITIONS:**

***Name-Based Criminal Record Check*** is a query, based on name and date of birth, of active criminal files in the RCMP National Repository of Criminal Records used to determine the possible existence of a criminal record. It is generally used as a preliminary search only to determine if a Fingerprint-based Criminal Record check may be required.

***Vulnerable Sector Check*** is a name-based criminal record check (or police information check) plus a check to see if a person has a record suspension (pardon) for sexual offences. The information that can be legally disclosed is provided to the applicant. It is requested when the subject of the check will be in a position of trust or authority of vulnerable persons.

***Applicant:*** the individual seeking the criminal record check.

**C. CONDITIONS:**

1. All Name-Based Criminal Record Checks and Vulnerable Sector Checks for employment will be applied a fee according to the Service Fee Schedule.

2. All Name-Based Criminal Record Checks and Vulnerable Sector Checks for volunteers who are residents of the Town of Drumheller are supplied at no cost, where:
  - (a) A volunteer letter is provided;
  - (b) There is a demonstrable financial need; and
  - (c) A volunteer organization has not requested more than five (5) Name-Based Criminal Record Checks and Vulnerable Sector Checks in a calendar year.
3. Volunteer organizations that have requested more than five (5) Name-Based Criminal Record Checks and/or Vulnerable Sector Checks in a calendar year will be required to pay.
4. Volunteer work is charitable work where individuals are not paid or compensated for expenses and does not include volunteer work that is ordered by a court or a judicial body.
5. All applications must be brought in by the applicant.
6. All applicants must provide proof of address.
7. In the event that an applicant requires digital fingerprinting, the applicant will be required to pay an additional fee payable in cash only to the Drumheller RCMP detachment.

**C. EFFECTIVE DATE:**

This policy is effective March 31<sup>st</sup>, 2020.



# DRUMHELLER

## COMMUNITY SERVICES



RECREATION, ARTS, CULTURE REPORT ON  
CORPORATE / OPERATIONAL PRIORITIES and UPDATES  
4<sup>th</sup> QUARTER 2019  
(October – November – December)

**UPDATE INFORMATION**

**Badlands Community Facility and Arena**

Number of BCF permits created in Q4: 176

Summary of Events in this quarter:

Event Type	2019	2018	2017
Administrative/Internal	37	36	53
Anniversary	0	0	0
Banquet	8	7	17
Birthday Parties	5	9	12
Camp BCF	0	0	0
Concert/Performance	2	3	1
Conferences	3	4	1
Drop In Program	22	19	0
Fundraiser	2	3	2
Maintenance	7	4	1
Meetings	20	41	19
Memorials	3	2	2
Non-for-Profit (NFP)	2	0	0
NFP Town Sponsored	28	12	27
Registered Program	20	10	0
Reunions	0	1	0
School groups	1	1	1
Sport/Competition	11	8	13
Tournament	0	0	4
Tradeshow	2	4	2
Training	1	7	0
Wedding	2	0	1
<b>Total</b>	<b>176</b>	<b>171</b>	<b>156</b>

- Christmas Party Season was great with some back to back to back parties in the facility.
- Fieldhouse was used for a number of markets this quarter and one large two-day market
- Facility was host to a New Years' Eve Wedding, first time this has occurred.
- Collaboration with Travel Drumheller to try to establish package information to promote and market Drumheller as a conference wedding destination.
- Spring Community Guide was distributed with lots of great programs and events.



## AGENDA ITEM #6.6.1.

- Trail of Trees was another success celebrating the holiday season and raising \$800.00 for the local Jumpstart.
- We had a very successful campaign in December to promote membership through what was called 4-4-3. Basically for a limited time, a 3 month pass could be purchased and you would get 4 months. Over 90 passes were sold!
- 2020 peak wedding season looks strong.
- Social media continues to growth each
- 15 people have taken advantage of the Recreation Fee Assistance Program with memberships this quarter; 2 at the Aquaplex and 13 at the BCF. There has been 24 drop in admissions at the Aquaplex under the RFAP Program this quarter.
- Drumheller Dragons Hockey Academy is new this year using an hour/week in the mornings.
- Drumheller Minor Hockey used 310 hours of ice in Q4.
- Drumheller Skating Club used 102.25 hours of ice in Q4.
- Drumheller Dragons used 130.25 hours of ice in Q4.

### Aquaplex

Attendance	<u>2019</u>	<u>2018</u>	<u>2017</u> <small>(pool was closed for reno until Dec 30)</small>	<u>2016</u>
Drop In	1583	771		1604
Members	2838	1502	Opened Dec 30 & 31 for Free Public Swim	4234
Aquafit	931	508		1180
Other	716	423	207	Unavailable
Lessons and courses	580	295	0	343
Other user groups	1938	925	0	1824
<b>Total Attendance</b>	<b>7655</b>	<b>3916</b>	<b>207</b>	<b>8005</b>

\*Other – tickets, preschool etc

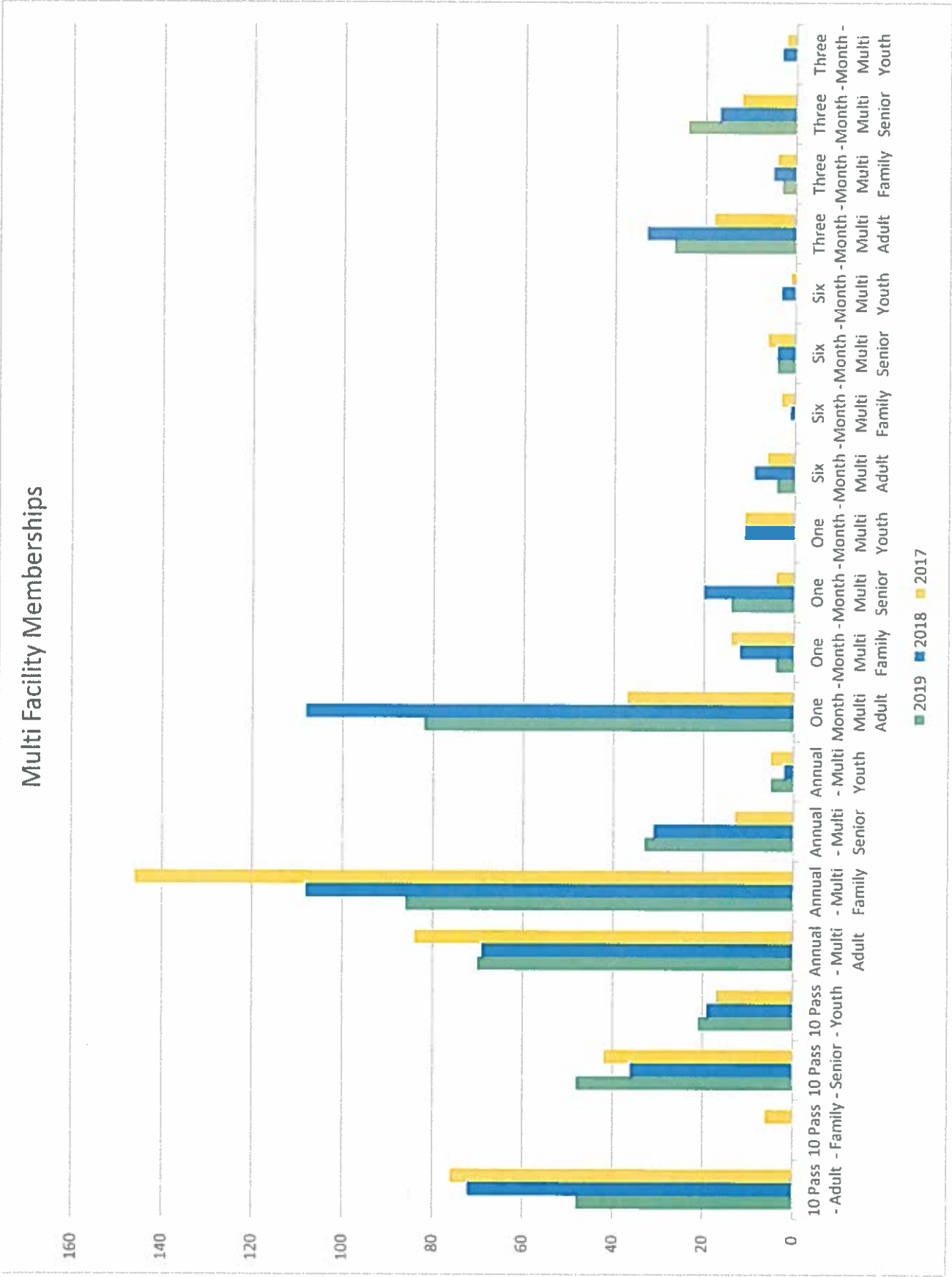
\*\*Other user groups – School lessons, Edutours, Canadian Badlands Aquatic Club, private rentals.

- CBAC continues to rent the pool Monday to Friday for 1.75-3.5 hours per day (average 11.25 hours per week)
- Edutour groups have been renting in the later evening hours in October and November. They will start back up again in February to June.
- We saw an increase in private rentals in November. This was mostly by hockey teams who had tournaments in the surrounding areas
- Local school groups started swimming lessons in October - November and will begin again in January
- Swimming lessons ran from September through to December and the next sessions of swimming will run from January to March; Spring session will begin late March to June
- Local schools will start coming for swimming lessons starting in January through to June
- CBAC continues to rent the pool Monday to Friday for 1.75-3.5 hours per day (average 11.25 hours per week)
- New program in coordination with the Canadian Badlands Aquatic Club called CBAC Prep. This was requested by the Head Coach as it was felt there were too many kids trying out for the Club that still did not have the basic swimming skills/strokes learned; hopefully this class will help alleviate that stress on the Club and help to increase their numbers in the long run
- Aqua Zumba will have Monday evening classes added back into the schedule with the return of the instructor in January
- Battle of the Valley will run in February – a change in format to the Battle of the Sexes: Team Drumheller vs Team Greentree, will do a coin toss to determine which team participants will be on. Will run Feb 1-14 at AQP; Feb 15-28 @ BCF

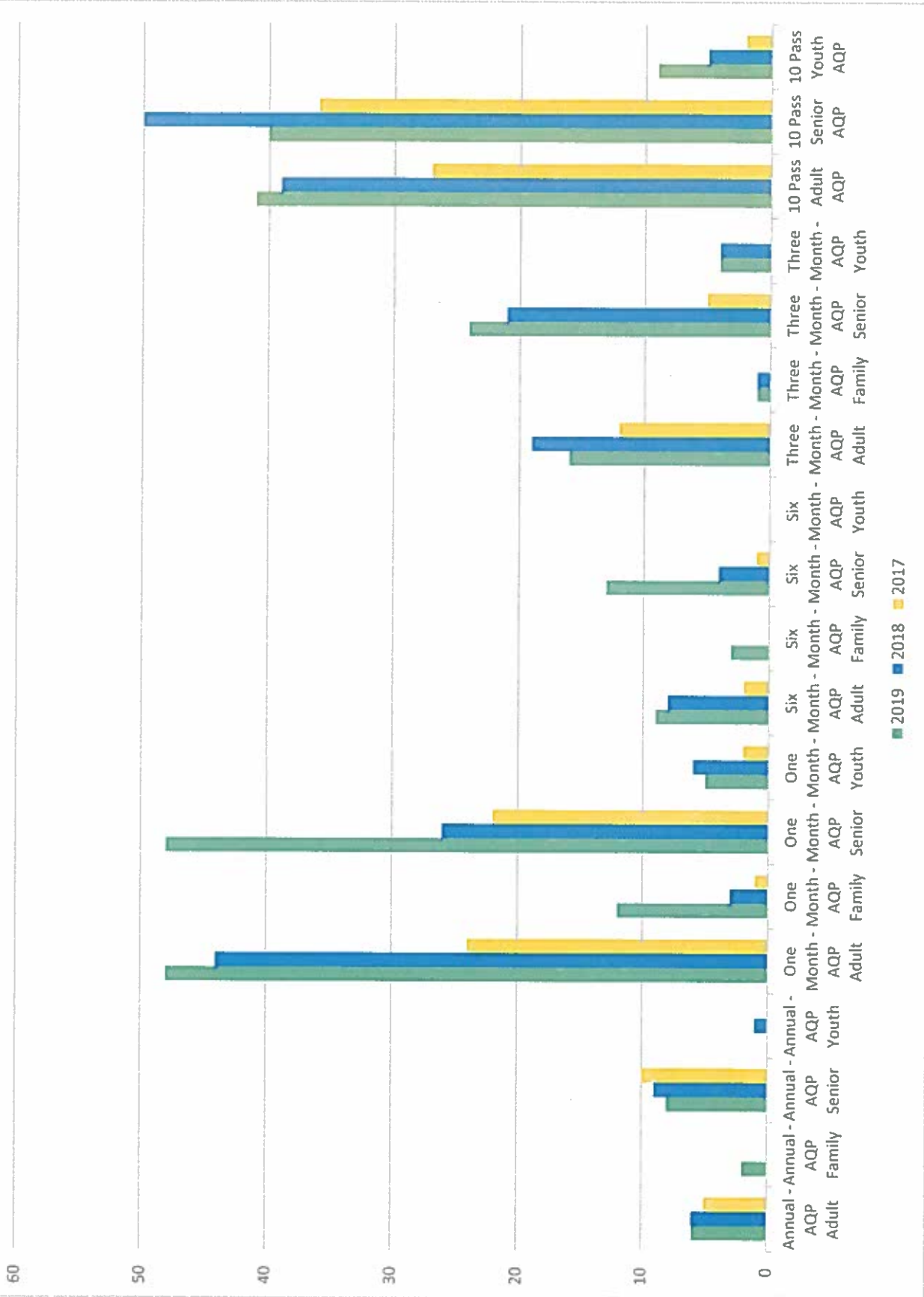
Darren Goldthorpe  
Manager of Recreation, Arts and Culture

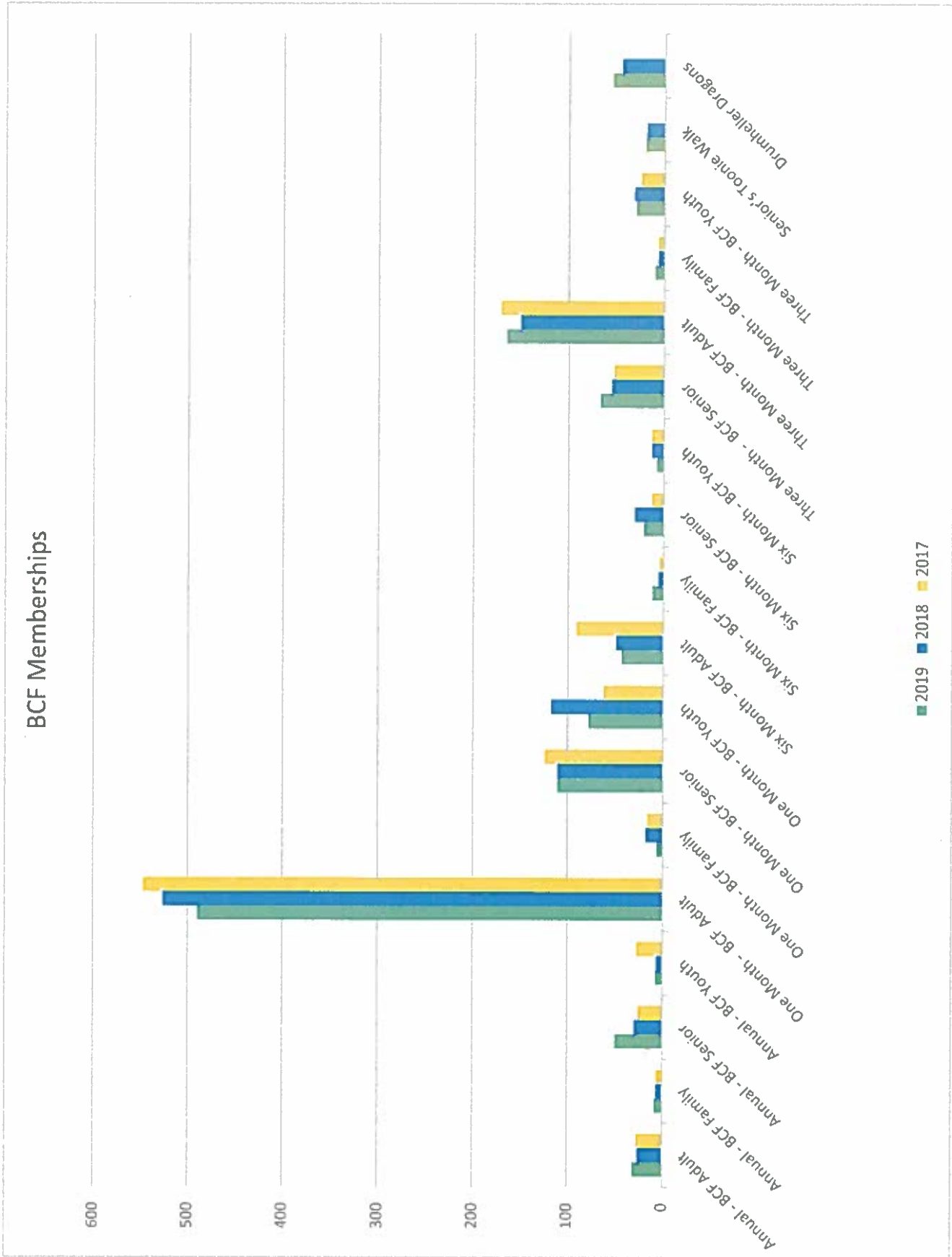


Darryl Drohomerski  
CAO



Aquaplex Memberships





**2019 PROGRAM STATISTICS  
BCF PROGRAMS**

<b>Program Name</b>	<b>Program Type</b>	<b># of Participants</b>	<b>Dates</b>	<b>Status</b>
Kids Can Cook Too (6-8 yrs)	Registered	5	Nov 6 - Dec 11	COMPLETED
Kids Can Cook Too (9-12 yrs)	Registered	6	Nov 6 - Dec 11	COMPLETED
Youth Yoga	Registered	0	Nov 8 - Dec 13	Cancelled
Youth Bootcamp (Tues)	Registered	0	Nov 5 - Dec 10	Cancelled
Youth Bootcamp (Thur)	Registered	0	Nov 7 - Dec 12	Cancelled
youth Bootcamp Taster	Registered	0	December 2, 2019	COMPLETED
Girls emPOWERment	Registered	0	Nov 4 - Dec 16	Cancelled
It's All Yoga	Registered	14	Nov 4 - Dec 16	COMPLETED
55+ Yoga	Registered	15	Nov 6 - Dec 11	COMPLETED
Yin Yoga (Tues)	Registered	18	Nov 5 - Dec 10	COMPLETED
Yin Yoga (Thur)	Registered	14	Nov 7 - Dec 12	COMPLETED
Inversions Workshop with Jessica	Registered	7	October 26, 2019	COMPLETED
Keeping Up: Bootcamp	Registered	6	Nov 7 - Dec 19	COMPLETED
Keeping Up Bootcamp Taster	Registered	3	December 2, 2019	COMPLETED
Step 30 Taster	Registered	4	December 3, 2019	COMPLETED
TRX Strength (Tues)	Registered	0	Nov 5 - Dec 10	Cancelled
TRX Strength (Wed)	Registered	6	Nov 6 - Dec 11	COMPLETED
TRX Taster (12 - 1pm)	Registered	0	December 8, 2019	COMPLETED
TRX Taster (3 - 4pm)	Registered	0	December 8, 2019	COMPLETED
Lunchtime - POUND	Registered	0	Nov 6 - Dec 18	Cancelled
Lunchtime - Strong 30	Registered	11	Nov 4 - Dec 16	COMPLETED
Pickleball for Beginners	Registered	1	Nov 7 - Dec 12	Cancelled
Sign & Wine	Registered	30	November 22, 2019	COMPLETED
Asian/Fusion Cooking	Registered	10	November 21, 2019	COMPLETED
Vinyassa Yoga (Mon)	Drop In Fitness	Average of 8	Oct - Dec	On Going
Vinyassa Yoga (Wed)	Drop In Fitness	Average of 8	Oct - Dec	On Going
Keeping Up with Fitness (Tues)	Drop In Fitness	Average of 9	Oct - Dec	On Going
Keeping Up with Fitness (Thur)	Drop In Fitness	Average of 9	Oct - Dec	On Going
C.O.R.E. Cycling	Drop In Fitness	-	Oct - Dec	On Hiatus
Shuffleboard	Drop in Fitness	29	October	On Going
Shuffleboard	Drop in Fitness	52	November	On Going
Shuffleboard	Drop in Fitness	24	December	On Going
Basketball	Drop In Sports	243	October	On Going
Basketball	Drop In Sports	478	November	On Gping
Basketball	Drop In Sports	349	December	On Going
Volleyball	Drop In Sports	86	October	On Going
Volleyball	Drop In Sports	73	November	On Going
Volleyball	Drop In Sports	74	December	On Going
Floor Hockey	Drop In Sports	61	October	On Going
Floor Hockey	Drop In Sports	82	November	On Going

## **AGENDA ITEM #6.6.1.**

Floor Hockey	Drop In Sports	61	December	On Going
Pickleball	Drop In Sports	334	October	On Going
Pickleball	Drop In Sports	472	November	On Going
Pickleball	Drop In Sports	359	December	On Going
Badminton	Drop In Sports	50	October	On Going
Badminton	Drop In Sports	87	November	On Going
Badminton	Drop In Sports	36	December	On Going

**Projects -**

**Raptor Ridge**

The Raptor Ridge developers have scheduled a Community Engagement Meeting on February 6, 2020, at the BCF. The Developers have applied for rezoning from Agricultural District (A) to Residential Cottage Housing District (RCH) with first reading scheduled for January 2020.

**Cannabis Production Facility**

A Calgary company has applied for a development to build a 15,000 sq ft cannabis production facility in the Rosedale Industrial Park. The development is estimated at approximately 3 million dollars and will employ between 20 and 25 local individuals. Their development application will be heard by MPC in the New Year.

**Administrative -**

**Downtown Area Revitalization Plan (DARP)**

DARP is progressing with the community engagement portion of the project with scheduling for events set to begin in March 2020. The Economic Development Advisory Committee will be reviewing applications for citizen appointment for the DARP Advisory Committee with the first committee meeting scheduled for late March/early April.

**Bylaws Updates**

In January, the Manager of Economic Development will present to Council updated New Commercial Development and New Business Vacant Building incentives. The New Commercial Development Incentive is based on “return on investment” and takes into consideration direct, indirect and induced gains giving Council the ability to measure how much will go back into the local economy.

The New Business Vacant Building Incentive will be designed to give new businesses an incentive for moving into vacant spaces, which is passed along from the building owner to the tenant.

Additional updates to modernize the Land Use Bylaw (LUB) are also underway focusing on definitions and permitted uses vs discretionary uses.

Upcoming bylaw updates include the Business License Bylaw, Mobile Vendor Bylaw, a new Special Events/Filming Bylaw and updates to the Cannabis portion of the LUB

### **Film & TV Attraction & Promotion**

The Manager of Economic Development is working with a company called “Intercommunicate” that has an expertise in film & TV marketing and promotion with offices in London, UK, Los Angeles, Toronto and now Calgary. Intercommunicate has worked on media promotion for films such as Lord of the Rings, Man of Steel, Heartland, Wynonna Earp, Fortunate Son, the Two Popes, Gravity, San Andreas Fault, Argo, just to name a few. Intercommunicate will be designing a film and tv marketing collateral which we will use to promote Drumheller as a preferred film location to international audiences.

### **Foreign Direct Investment (FDI) Marketing Collateral**

The Manager of Economic Development is working with a company called “Maven” to produce an FDI marketing collateral to promote the benefits of investing in Drumheller. The collateral is focused on potential investment from outside of Alberta’s borders in the sectors of advanced manufacturing, renewable energy, film & tv and agrivalue processing.

### **Lead Funnel**

Since April of 2019, \$76 million dollars in potential leads have logged with \$30 million dollars in potential development forecasted. The Manager of Economic Development is utilizing KPI’s to track leads through the investment attraction process.



**TOWN OF DRUMHELLER  
NOTICE OF PUBLIC HEARING**

**BYLAW 03.20 TOWN OF DRUMHELLER-WHEATLAND COUNTY INTERMUNICIPAL  
DEVELOPMENT PLAN**

**BYLAW 04.20 TOWN OF DRUMHELLER-KNEEHILL COUNTY INTERMUNICIPAL  
DEVELOPMENT PLAN**

**BYLAW 05.20 TOWN OF DRUMHELLER-SPECIAL AREAS INTERMUNICIPAL  
DEVELOPMENT PLAN**

**PURPOSE:** In order to comply with the recent amendments to the *Municipal Government Act*, municipalities that share a border must enter into an Intermunicipal Development Plan (IDP) that address specific topics. The intent of the IDP is to foster good relations by putting into policy how both municipalities will communicate with each other on different types of planning applications as well as establishing a dispute resolution process. Each municipality's jurisdiction remains the same, and the IDP does not change land use districts.

A Public Hearing will be held in the Town of Drumheller Council Chambers, at 224 Centre Street, Drumheller, Alberta on **Monday, March 16<sup>th</sup>, 2020 commencing at 5:30 p.m.** Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are legibly written. Submissions will be received up to **Friday, March 13<sup>th</sup>, 2020 at 4:00 p.m.**

Submissions should be addressed to: Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4. A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00 a.m. to 4:30 p.m., at Town of Drumheller, 224 Centre Street.

The proposed bylaws – Bylaw 03.20, Bylaw 04.20 and Bylaw 05.20 – can be inspected at the Town Office at 224 Centre Street between the hours of 8:00 a.m. and 4:30 p.m and available on the Town website: [www.drumheller.ca](http://www.drumheller.ca)

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: February 26, 2020

Second Publication: March 4, 2020



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 #8.1.**

- (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 3rd DAY OF February, 2020

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Town of Drumheller**

**BYLAW NUMBER 01.20**

BEING A BYLAW TO AMEND LAND USE BYLAW 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

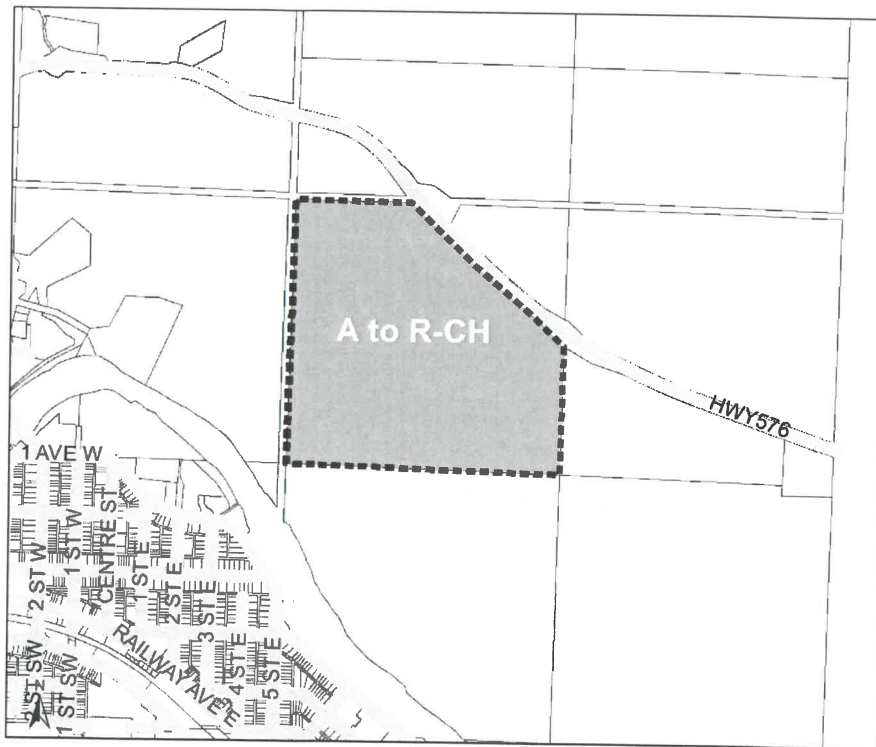
**WHEREAS** pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw 10-08; and

**NOW THEREFORE** the Council hereby amends Land Use Bylaw 10-08 as follows:

In Schedule A, Land Use Districts Map, re-designate that portion of the NW-12-29-20-W4 which lies to the south west of the north east limit of the roadway as shown on plan 7042 BM containing 58.4 hectares (144.3 acres) more or less, in the Town of Drumheller, from Agricultural District (A) to Residential-Cottage Housing District (R-CH) as shown on the plan below:

**PROPOSED LAND USE BYLAW AMENDMENT  
BYLAW 01.20**



 Amendment Area

**LEGAL:** That portion of the NW-12-29-20-W4 which lies to the south west of the north east limit of the roadway as shown on plan 7042 BM containing 58.4 hectares (144.3 acres) more or less

**From:** Agricultural District (A)  
**To:** Residential-Cottage Housing District (R-CH)

**AGENDA ITEM #8.2.**

READ A FIRST TIME THIS 20<sup>th</sup> DAY OF January, 2020

READ A SECOND TIME THIS 18<sup>th</sup> DAY OF February, 2020.

READ A THIRD TIME AND PASSED THIS \_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# INTERMUNICIPAL DEVELOPMENT PLAN

## STARLAND COUNTY & TOWN OF DRUMHELLER

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

Adopted XXXX, XX, 2020



[Insert Signed Bylaw from municipality #1]

DRAFT



**TOWN OF DRUMHELLER**

**BYLAW NO. 07.20**

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-Starland 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 the Starland County have agreed to the joint preparation of the Town of Drumheller-Starland 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 Starland 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 THERFORE 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-Starland County Intermunicipal Development Plan” (as shown in attached Schedule “A”) which is part of this document.
2. That the Town of Drumheller-Starland 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. 07.20 shall have force and take effect from the final reading thereof.

**AGENDA ITEM #8.3.**

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

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Mayor Heather Colberg

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Darryl E. Drohomerski, CAO

READ A SECOND TIME this 30<sup>th</sup> day of March, 2020.

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Mayor Heather Colberg

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Darryl E. Drohomerski, CAO

READ A THIRD AND FINAL TIME this 30<sup>th</sup> day of March, 2020.

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Mayor Heather Colberg

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Darryl E. Drohomerski, CAO

[Insert Signed Bylaw from Municipality #2

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**Photo sources:**

Cover Page & Page 23 - Google Earth (edited)

Pages 1 & 14 - Starland Website

Page 7 – Rick Schmidt Photography



## 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 northern boundary borders Starland County. Land use decisions made by either municipality along this border may affect and influence one another. This Intermunicipal Development Plan (IDP) will be a cooperative planning initiative that ensures development and land use decisions along this border 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 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).

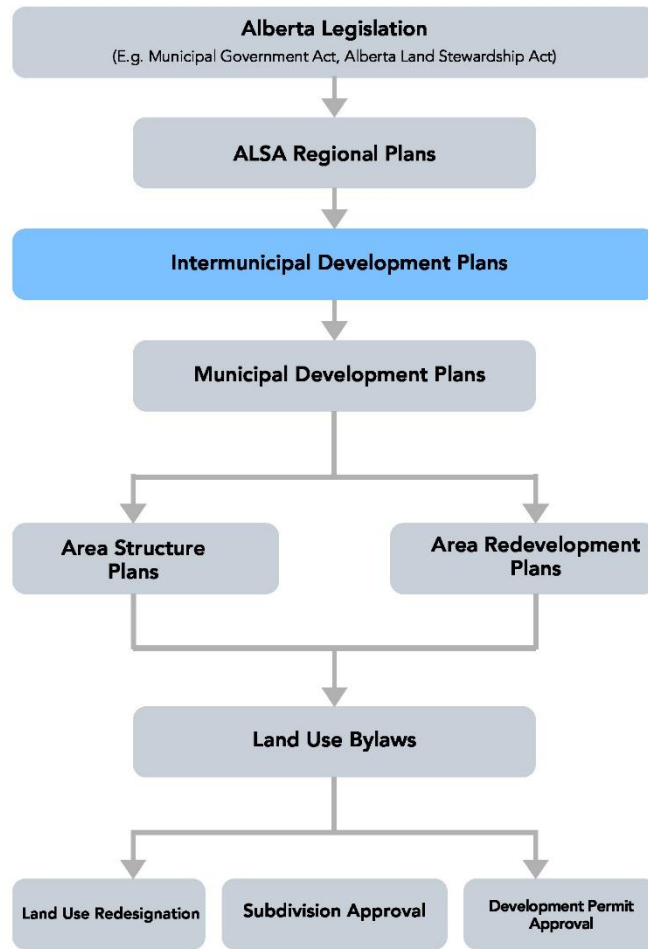


Figure 1.: Planning Hierarchy in Alberta

### 1.3 Planning Legislation in Alberta

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 Starland 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.IDP

## 1.4 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.

### Starland County



Starland County is a rural municipality consisting of a land area of approximately 2,560 square kilometres with a 2016 census population of 2,066. Starland County is bordered by the Town of Drumheller to its south. While agriculture is the fundamental economic activity in Starland County, 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 | 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 more or less than 1.6 km on either side of the shared border to accommodate geometric irregularities, geographic features and to minimize any overlaps with other IDPs for either municipality. The Plan Area's south boundary aligns with the north bank of Red Deer River providing a logical and natural boundary feature.

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

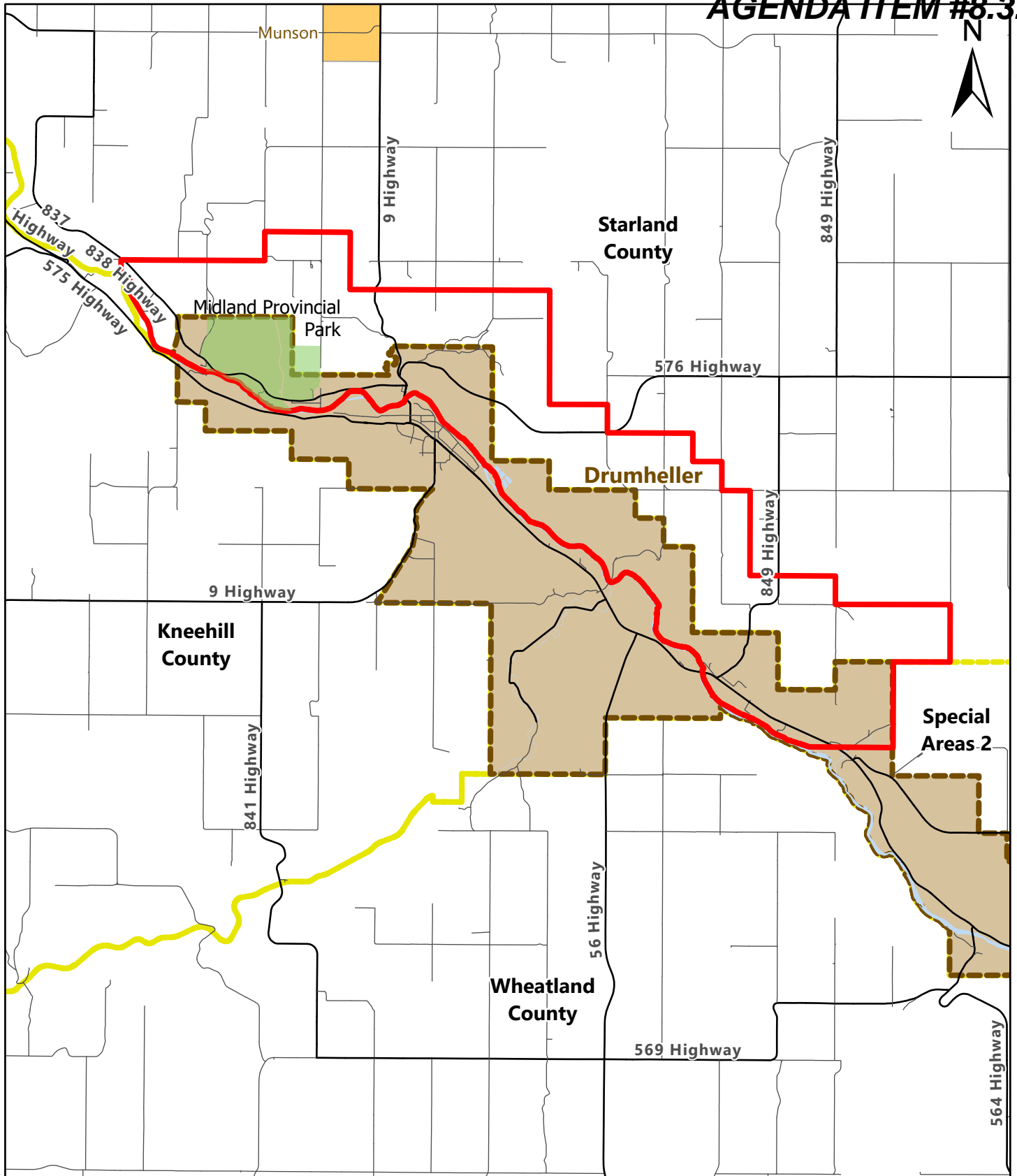
- Land use and zoning
- Residences and urban areas
- Confined Feeding Operations (CFOs)
- Resource Extraction and Energy development
- Tourism & Recreation
- Transportation Corridors
- Environmentally Significant Areas (ESAs)
- Historic Resource Value (HRV) Sites

### 2.2 Plan Area Characteristics

The Plan Area as shown on *Map 1* encompasses rural and agricultural areas within Starland County and both urban and rural areas within the Town of Drumheller, although the vast majority of the Plan Area in the Town is also rural and undeveloped.

#### GENERAL CHARACTERISTICS

The Plan Area stretches from the Town of Drumheller's north border, past the Town's major central urban area and then extends all the way to the boundary with Special Areas in the south. The Red Deer River is the south boundary of the Plan Area thereby maintaining a separation between the Plan Area and the Town's most urban and developed areas. In the north portion of the Plan Area the major east-west transportation route is Secondary Highway 838 that runs parallel and just north of the Red Deer River. To the east is Highway 56 that runs north-south and connects to the Town's central business area. In the southeast corner of the Plan Area Secondary Highway 849 runs north-south. The dramatic Red Deer River valley with its steep cliffs and badlands landscape is the main geographic influence on the Plan Area as well as tourist attraction and constraint on land development.



Data Sources: Aitfalls, Gov. of Alberta, Gov of Canada, Kneehill County, Town of Drumheller, Bluerock Planning  
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Scale: 1:150,000 Kilometers



- Legend**
- IDP Area
  - Rural Municipality
  - Town Boundary
  - Village Boundary
  - Provincial Park
  - Highway
  - Roadway

**Map 1: IDP Plan Area**  
**Starland County and Town of Drumheller**  
**Intermunicipal Development Plan**

February 2020  
 Map and Data for informational and planning purposes only



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

Much of the southern portion of the Plan Area boundary runs along the north bank of the Red Deer River and includes important riparian areas within the Red Deer River Basin. 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. Additionally, numerous creeks and streams that are tributaries of the Red Deer River have created deep drainage channels in the river valley and run perpendicular to the Red Deer Valley. Both municipalities are committed to protecting and preserving the environmental aspects of this basin.

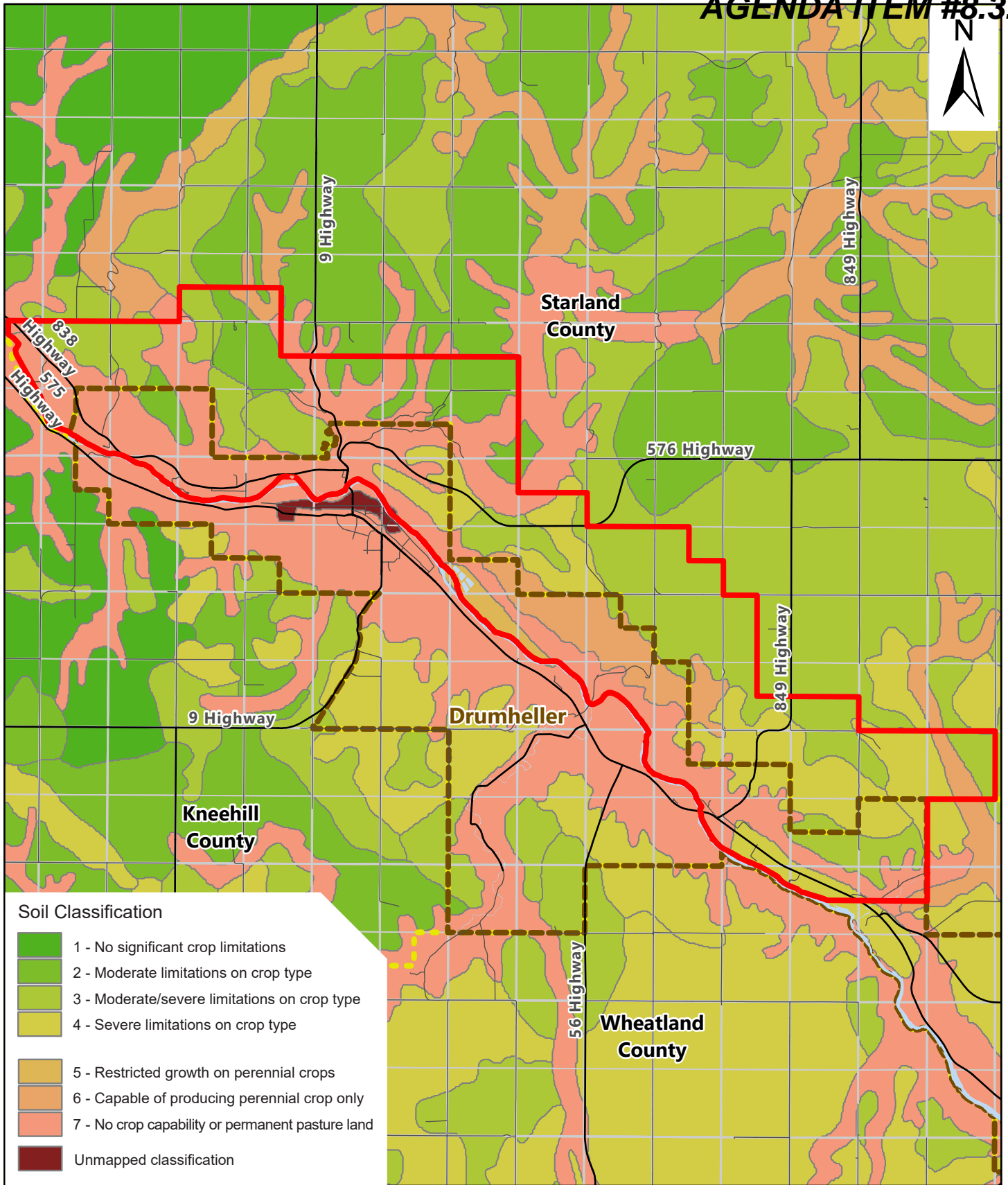
### **AGRICULTURAL LAND USES**

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 just north of the Town's central business area and the junction of Highways 9, 56, 838 and 576. Within the Starland County portion of the Plan Area minimal residential and acreage development has occurred.





Data Sources: Altalis, Gov. of Alberta, Gov of Canada, Kneehill County, Town of Drumheller, Bluerock Planning  
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Scale: 1:125,000 Kilometers



- Legend
- IDP Area
  - Rural Municipality
  - Town Boundary

**Map 2: Soil Classification**  
 Starland County and Town of Drumheller  
 Intermunicipal Development Plan

## COMMERCIAL & TOURISM LAND USES

The Plan Area boundary contains Midland Provincial Park, which hosts the world famous Royal Tyrrell Museum. However Provincial Parks are under the jurisdiction of the Province of Alberta and not subject to the policies of this IDP. The Royal Tyrrell Museum is a popular tourist attraction, which also creates broader interest for the landscape of the area. Various other tourist destinations are located along the major highway corridors within the river valley, including Highway 838.

## 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 with the presence of the Royal Tyrrell Museum.

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)

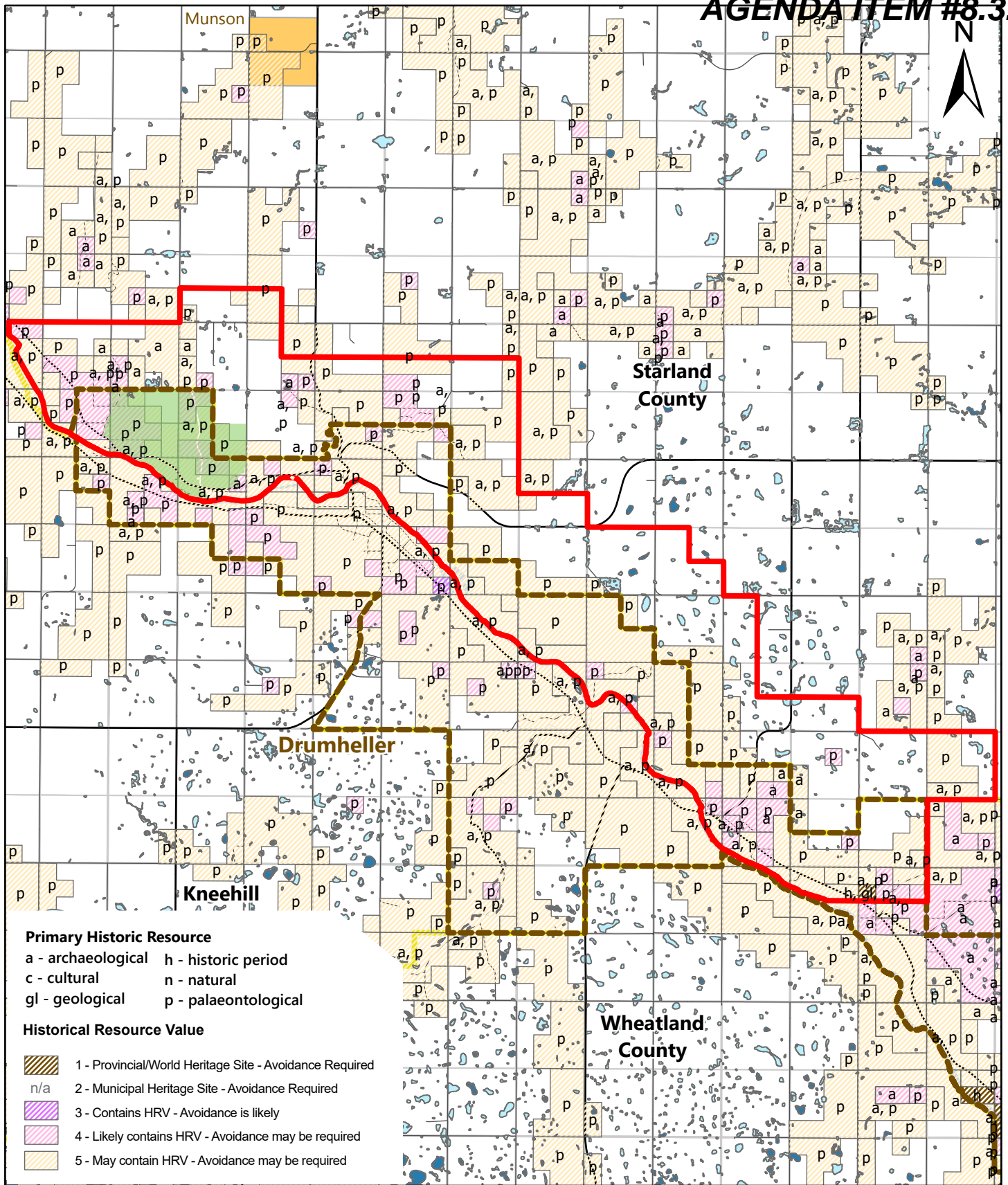
Lands within the Plan Area are predominately designated (zoned) as Agricultural districts in the respective Land Use Bylaws of both municipalities. Other land use designations include airport (in Starland County), urban transition, commercial and residential as shown on **Map 4: Land Use Designations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

## AIRPORT

The Drumheller Municipal Airport with a 1,068m (3500 ft) runway is located in Starland County and shown on Map 4 as the blue 'Airport District'.

## OIL & GAS FACILITIES

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



Data Sources: Altalis, Gov. of Alberta, Gov of Canada, Kneehill County, Town of Drumheller, Bluerock Planning  
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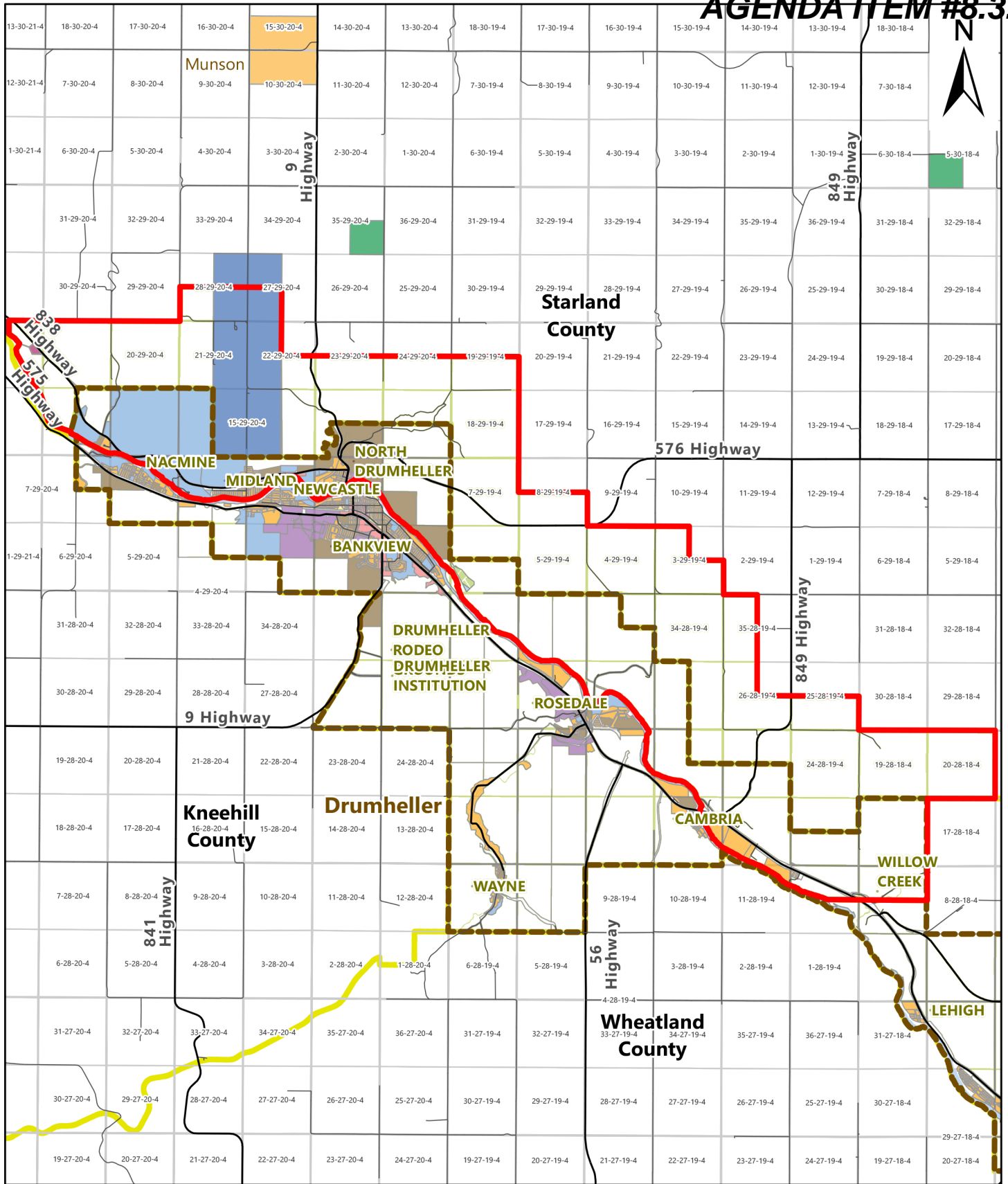
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- Legend**
- IDP Area
  - Town Boundary
  - Rural Municipality
  - Provincial Park
  - Marsh
  - Open Water

### Map 3: Historical & Environmental Starland County and Town of Drumheller Intermunicipal Development Plan





Scale: 1:125,000 0 1 2 4 Kilometers



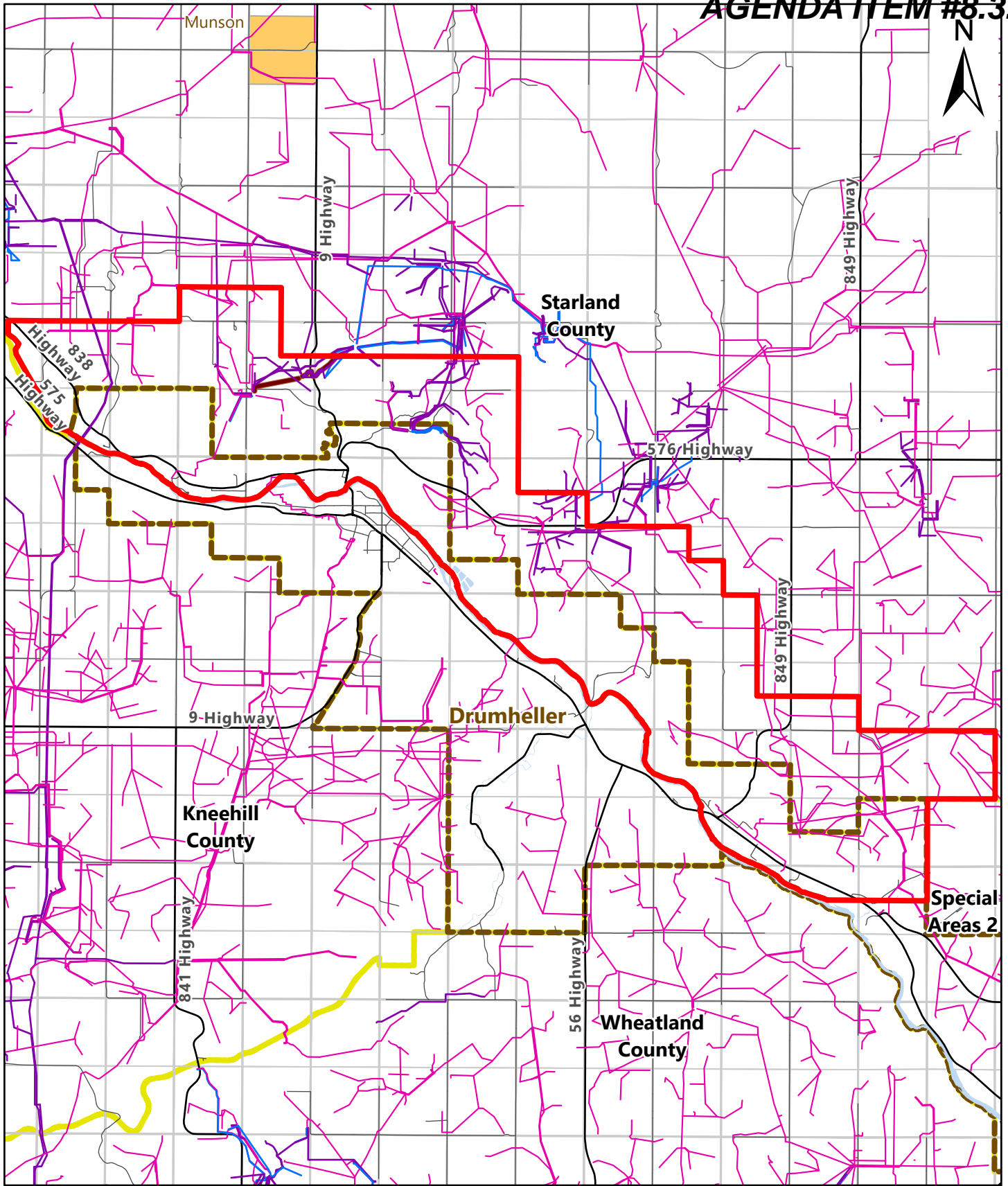
Bylaw 07, 20 Town of Drumheller-Starland County Intermunicipal Developmen...

**Legend**

IDP Area	Commercial	Downtown Transition	Agriculture Intense
Rural Municipality	Residential	Industrial	Commercial Industrial
Town Boundary	Community Service	Urban Transition	Agricultural
Direct Control			

**Map 4: Land Use Designations**  
**Starland County and Town of Drumheller**  
**Intermunicipal Development Plan**





Data Sources: Altalis, Gov. of Alberta, Gov of Canada, Kneehill County, Town of Drumheller, Bluerock Planning  
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Scale: 1:125,000 Kilometers

- Legend**
- IDP Area
  - Rural Municipality
  - Town Boundary
  - Village Boundary
  - Gas Pipeline
  - Oil Pipeline
  - Sour Gas Pipeline
  - Water Pipeline

**Map 5: Energy Facilities**  
**Starland County and Town of Drumheller**  
**Intermunicipal Development Plan**

### 2.3 Town of Drumheller Population Analysis

Town of Drumheller amalgamated with the M.D. of Badlands No. 7 in 1998 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 2**). 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 near future.

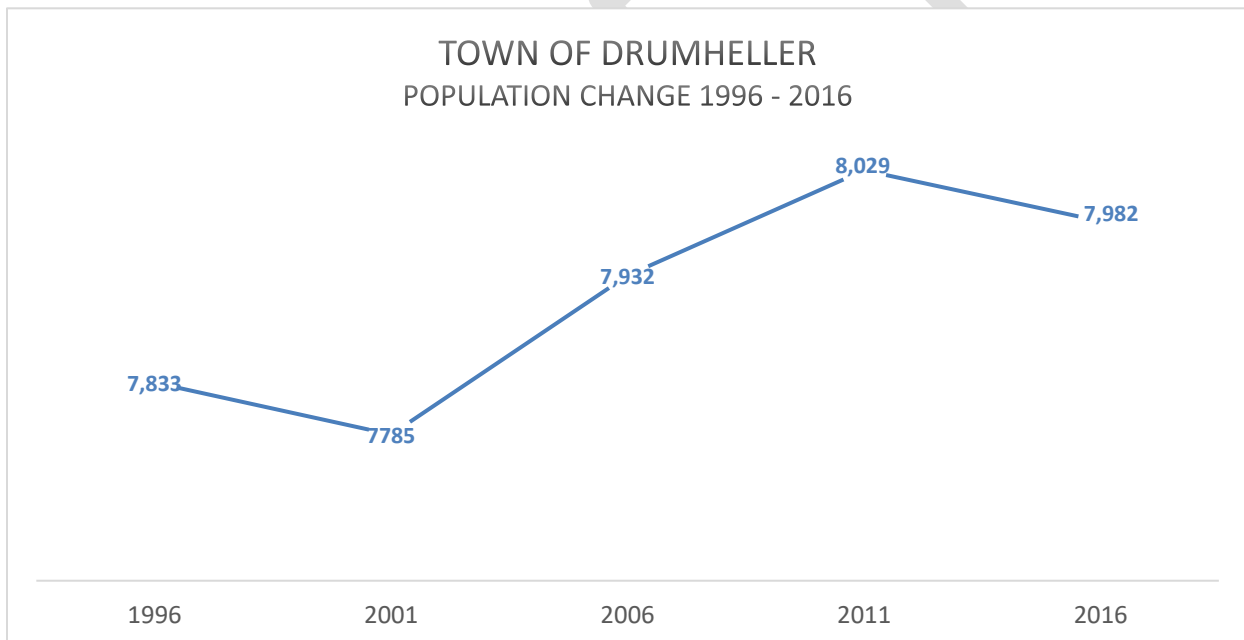


Figure 2: Town of Drumheller Population Change



## **3 | POLICY FRAMEWORK**

IDP policies are important because they guide and direct each municipality in their day-to-day decision-making pertaining to development and land use. An IDP is the highest level statutory plan in a municipality and subsequently decision-making and lower level statutory plans must align with IDP policies. The following policy sections reflect an understanding of the key characteristics of the Plan Area and establish policies that work towards achieving the shared goals of each municipality.

### **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 Starland 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**

It is critical for the IDP to identify the long-term future land use vision for the Plan Area. The vision for the future land use pattern of the Plan Area will guide all subsequent policies and decisions. A common understanding by both municipalities of this land use vision is key for cooperation and a legislative requirement for an IDP.

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

**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** Acknowledging that the Plan Area is a gateway to the Royal Tyrrell Museum and adjacent notable tourism and natural areas, both municipalities shall strive to make land use decisions that continue to support tourism in the Plan Area.

**Policy 3.2.4** Fragmentation of agricultural land and premature conversion to non-agricultural uses should be limited.

**Policy 3.2.5** Land use within the Plan Area shall align with any statutory planning documents or Land Use Bylaw from either municipality.

**Policy 3.2.6** 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 3.2.7** Both municipalities shall endeavor to cooperate in planning and land use decisions adjacent to the Drumheller Municipal Airport located in the Plan Area.

### **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 Starland County and its residents prior to initiating an annexation application to the province.

**Policy 3.3.3** The Town of Drumheller and Starland 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 and uncultivated natural areas shall continue to be the primary uses 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 provide economic benefit to both municipalities and occurs in a harmonious manner with the natural landscape. To create opportunities for joint cooperation between the two municipalities and the Province of Alberta.

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

**Policy 3.5.2** Starland 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 Starland 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) Determine appropriate land use patterns adjacent to Provincial Parks and Protected Areas;
- d) 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 preservation of important viewscales, 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 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

#### 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** Applications received from the Natural Resources Conservation Board (NRCB) for Confined Feeding Operation approvals located within the plan area shall be referred by each municipality.

**Policy 4.1.3** 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 4.1.4** 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 4.1.5** 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 4.1.6** From the date that a municipality receives a referral, the municipality will have the following timelines to review and provide comments:

- i. 10 calendar days for development applications;
- ii. 20 calendar days for subdivision applications and all other intermunicipal referrals.

**Policy 4.1.7** 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 4.1.8** 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 4.1.9** 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 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 municipality's 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 Starland County shall be accompanied by the following:

- a) An application to amend Starland 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.

### **4.3 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 4.3.1** For the purposes of administering and monitoring the IDP, the Town of Drumheller and Starland 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 Starland 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.

**Policy 4.3.2** 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 4.3.3** 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 4.3.4** Notwithstanding Policy 4.2.3, the Committee shall meet every four years, commencing no later than 2023, in order to review the IDP.

**Policy 4.3.5** 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 4.3.6** 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 4.3.7** 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 4.3.6** 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 4.3.6** 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.

#### **4.4 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 3*). 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 4.4.1** Both municipalities shall be responsible for documenting and maintaining records of all meetings and exchanges throughout the dispute resolution process.
- Policy 4.4.2** 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 4.4.3** Costs incurred through the dispute resolution process shall be shared equally by both municipalities.
- Policy 4.4.4** 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 4.4.5** 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 4.4.6** Should arbitration be required through the dispute resolution process; every order of an arbitrator is final and binding on all parties.
- Policy 4.4.7** 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 4.4.8** 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 4.4.9** 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 4.4.10** 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 4.4.11** 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 4.4.12** 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 4.4.13** 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 4.4.14** 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 3: Dispute Resolution Process*

## 5 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 Starland 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.

**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 Starland 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 Starland 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.

**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

**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 Starland County means Starland 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.