

Town of Drumheller COUNCIL MEETING AGENDA

Monday, August 19, 2019 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



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1. CALL TO ORDER
2. MAYOR'S OPENING REMARK
3. ADOPTION OF AGENDA
4. MINUTES
- 4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES
- 3 - 10 4.1.1. Regular Council Meeting Minutes July 22, 2019
[Regular Council - 22 Jul 2019 - Minutes](#)
- 4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION
- 11 - 15 4.2.1. Minutes of Drumheller & District Solid Waste Management Association, June 20 2019 Regular Meeting
[Minutes of DDSWMA June 20 2019 Regular Meeting](#)
- 16 - 22 4.2.2. Municipal Planning Commission Minutes, July 11 2019
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- 23 - 27 4.2.3. Municipal Planning Commission Minutes, July 25 2019
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- 4.3. BUSINESS ARISING FROM THE MINUTES
5. DELEGATIONS
6. REQUEST FOR DECISION REPORTS
- 6.1. CAO
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- 28 - 29 6.2.1. Council Policy #C-02-19 relief of Municipal Property Tax on Destructed Improvements
[Council Policy #C-02-19 relief of Municipal Property Tax on Destructed Improvements](#)
- 30 - 32 6.2.2. Request for Decision - Intermunicipal Development Plan joint Committees Council Committee Appointments
[RFD - Appointment of Council Members to IDP Joint Committees](#)
- 6.3. DIRECTOR OF INFRASTRUCTURE SERVICES
- 6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES
- 6.5. MANAGER OF ECONOMIC DEVELOPMENT
- 33 - 36 6.5.1. Drone Use - Council Policy #C-07-19
[Drone Use Council Policy C-07-19\(2\)](#)
- 6.6. COMMUNICATIONS OFFICER

- 6.6.1. Communication Strategy (Smart Phone App - Update)
- 6.6.2. Dino Brand (Logo) Update

6.7.

REVIEW OF STRATEGIC PRIORITIES

- 6.7.1. Trail Gaps update - Infrastructure
- 6.7.2. Poverty Reduction - Terms of Reference - FCSS
- 6.7.3. Civic Solar - CAO
- 6.7.4. Parks and Recreation Plan - Infrastructure / Recreation
- 6.7.5. Employee Innovation Options - Deputy CAO
- 6.7.6. Staff Vacancies - Deputy CAO

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8. PUBLIC HEARING TO COMMENCE AT 5:30 PM

9. PUBLIC HEARING DECISIONS

10. UNFINISHED BUSINESS

11. NOTICE OF MOTION

12. COUNCILLOR REPORTS

13. IN-CAMERA MATTERS

- 13.1. Labour Matter (*FOIP Section 17 Personal Privacy*)

14. ADJOURNMENT

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 22, 2019, 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

Fred Makowecki

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Julia Fielding

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

MANAGER RECREATION, ARTS CULTURE

Darren Goldthorpe

RECORDING SECRETARY:

Dori Appleton

ABSENT:

Councillor: Tom Zariski

1 CALL TO ORDER

Mayor called Meeting to order 4.32 pm

2 MAYOR'S OPENING REMARK

- 2.1 Proclamation - National Drowning Prevention Week July 21 - 27, 2019
Minister of Agricultural coming to Drumheller July 26 at the BCF

3 ADOPTION OF AGENDA

F. Makowecki asked for an in-camera labour matter to be added.

L. Hansen-Zacharuk, T. Lacher moved to adopt the agenda as amended.

Carried Unanimously.

4 MINUTES

4.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1 Regular Council Meeting Minutes of June 24, 2019 and July 8, 2019

June 24, 2019 minutes

M2019.132 – F. Makowecki, L. Hansen-Zacharuk motion to remove Carried Unanimously on 6.1.1 **M2019.123** J. Garbutt to adopt policy #C-02-19 Relief of Municipal Property Tax on Destructed Improvements, stated it was not carried unanimously.

Vote was 5 In Favour

One J. Garbutt opposed

Minutes adopted as amended.

July 8, 2019 minutes

6.1.2 - **M2109.133** - J. Garbutt, T. Lacher

T. Lacher to remove his name from 6.1.2. **M2019.129** 2nd reading on By-Law 09.19 Proposed LUB amendment to redesignate part of L.S. 7, S19-T28-R19-W4 from A (Agricultural) District to CR (Country Residential) District. as a vote, he was not present.

Vote was F. Makowecki, J. Garbutt

Minutes adopted as amended.

4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

4.2.1 Municipal Planning Commission Minutes of May 30, 2019 and June 13, 2019

4.3 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS

6 REQUEST FOR DECISION REPORTS

6.1 CAO

6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

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- 6.2.1 Request for Decision - Habitat for Humanity Land Donation
Administration is seeking a motion to accept the land as a gift to the Town of Drumheller, from Habitat for Humanity. They have worked for more than 2 years to find clients to build on these lots but have been unsuccessful in finding applicants.

M02109.134 - Motion J. Garbutt, K. Demott move to accept Lots 13 and 14 Block 2, Plan 4317CQ from Habitat for Humanity at no cost to the town and add these 2 lots into the Towns land inventory.

Carried Unanimously.

- 6.2.2 Council Policy #C-02-19 Relief of Municipal Property Tax on Destroyed Improvements
B. Miller - Part of this discussion was brought forward at the last Council Meeting July 8, 2019 discussion as to how the taxes are calculated on properties that are destroyed. Was presented by Steve Washington of Wild Rose Assessment.

It was explained that there are 2 important dates:

July 1st valuation date – that's the date we pick the market taxes

Dec 31st physical date – that's the date your taxed on for the following year

It was further explained the difference between the supplementary assessment and a partial assessment for the following year tax difference. It was explained to Council that if something is built prior to Dec 31 then the property would be assessed on what is built even if its only a partial build the assessment would reflect tax on the following year on a partial build.

It was suggested that parts of the policy needs to be reworded and a possible time line be put in place so that lots are not left unattended and looking vacant. It was shared that insurance places have a time line in place that something needs to be rebuilt within 2 years.

Further discussion was had that the policy needs to be reviewed further and then brought back to Council on August 19, 2019.

60.3 DIRECTOR OF INFRASTRUCTURE SERVICES

- 6.3.1 Request for Decision – Award for East Coulee Lift Station Request for Proposal
D. Brett – the tender is to replace the old existing lift station and other to components with a new lift station, this was leftover work from the treatment plant upgrades. The recommendation is to award to Knibb Developments.

M02109.135 - Motion T. Lacher, J. Garbett move to award the construction of the lift station to Knibb Developments for \$1,137,848.25 excluding the GST.

Carried Unanimously.

6.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5 MANAGER OF ECONOMIC DEVELOPMENT

- 6.5.1 Request for Decision - Real Estate Brokerages for the Sale of Town Owned Properties

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One of the reason is to do this as request for decision is for accountability and covers marketing as well as the criteria to selection.

M02109.136 - Motion J. Garbett, K. Demott – move to select qualified Brokerages to list and market Properties valued at \$250,000.00, or less, in accordance with the process and criteria listed in Appendix "A" & "B" of the Request for Decision.

It was shared with Council that most of our land is raw land, and suggested Council would want to hear back with regards to the larger deals over \$250,000.00, this delegates the CAO to transact that if a broker comes to us with an offer, under \$250,000.00 anything over \$250,00.00 would come back to Council for discussion, this doesn't change what the town is listing, it just changes the transaction.

Carried Unanimously.

6.5.2 Drone Use - Council Policy #C-07-19

Policy is to ensure public safety and privacy of Drumheller residents and to mitigate financial risks by installing addition regulation requiring adequate levels of insurance for commercial drone use.

M02109.137 - Motion L. Hansen-Zacharuk, J. Garbett to approve Council Policy #C-07-19

L. Hansen-Zacharuk – Insurance offices have a requirement with regards to the weight of the drone does this policy cover this issue?

S. Wallace - this covers all drones with regards to commercial dones ... not personal drones as we have a municipal policy that drones are prohibited in the Town of Drumheller
With regards to the enforcement Commercial property owners normally call the Town to ask with regards to the policy within the Town.

J. Fielding – will be making a public announcement about this policy and that there is no personal/recreational drone use in the valley.

Carried Unanimously.

6.6 COMMUNICATIONS OFFICER

6.7 REVIEW OF STRATEGIC PRIORITIES

6.7.1 Trail Gaps – D. Brett the update is that infrastructure is done, Aerial photos based that we have maps of the and on-site tests we are generating a map for the trail types:

1. Paved
2. Gravel
3. Dirt

The map will indicate and show where the gaps are, there will be markings to show where the gaps are.

Target is to do electronic map and placed around town – they haven't been updated in at least 10 years so it can be put on the website and a possible app.

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Back to Council August 19th for further update.

- 6.7.2 Dog Park Site Update – G. Peters construction has been completed some house keeping still do will be done before Friday July 26th, discussion with regards to the muddy spots, some of the areas will most likely be graveled on the outside of the fence.
On the inside of the fence some kind of landscaping to be done to help with any possible erosion.

- 6.7.3 Communications Officer - Dino Brand Standards – J. Fielding sending out a survey to residents to ask locals about Drumheller and get their input the survey will run for a few weeks. All the work to be done by the end of September and the contract out for the end of the year.
The brand isn't just about dinosaurs we are looking at redoing the logo and Roger Brooks suggestions will be taken into consideration

Back to Council August 19th for further update.

- 6.7.4 Down Town Development Strategy
The RFP was released last week
There has been 8 inquires with regards to the RFP to close Aug 22nd

7 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

- 7.1 CAO Quarterly Report April 1 to June 30, 2019
Flood Mitigation – Drumheller was approved under the Disaster Mitigation and Adaptation Fund Grant funding for \$50 million, note funding from the province is stalled possible October when the budget is announced.

Vacancies – completed
Toboggan Hill – completed
Offsite Levy – the draft by-law will be coming forward in September.
ICF's Meetings – Trying to get the Municipalities together in late September.
Collective Bargaining – in progress

Items for next Quarter:
Civic Solar
Parks and Recreation Master Plan

- 7.2 Deputy CAO / Director of Corporate Services
Human Resources Specialist target start date on or before September 1, 2019
Recruitment of Utility Manager has been unsuccessful prompting and RFP for the provision of recruitment services to be issued – contract to be awarded by July 24.

Deputy CAO supplied 2019 Budget tables Tax Supported and Utilities Supported for Council to review available online.

- 7.3 Infrastructure Services Quarterly Report April 1 to June 30, 2019
2018 Strategic Business Plan – Adopted by Council on January 8, 2019.
Ball Diamond Upgrades – completed week May 6.
Aquaplex Update – outdoor pools repairs will be awarded to contractor

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Arena – Brine Header Trench, awarded to Berg Chilling work to start July 16, 2019.
Street Improvement Program – Request for Proposal was posted end of April project was awarded June 11, 2019 to T.J. paving in the amount of \$885,104.27.
Dog Park Fence- completed July 3, 2019.
Plaza 1.5 – stage scheduled for completion week of July 22, 2019.
Spring Clean Up – complete

Operational Priorities

Fountain Update
East Coulee Lift Station
Beautification / Town Entrances – on going project
WWTP / WTP HVAC – on going project

Councillor T. Lacher left council at 6.08 pm
Councillor T. Lacher returned to council at 6.10 pm

- 7.4 Emergency and Protective Services Quarterly Report April – June, 2019
Community Standards Bylaw – Bylaw #06-19 received final reading and was passed on April 29, 2019.
Fenced Dog Park – Tender closed on March 21, 2019 contractor was selected and construction of the dog park was completed in June.
Hoodoo's parking pilot – parking fee at the Hoodoos for visitors began at the end of June and will continue for July and August and end early September.
Pet Licensing – there was a campaign run that was successful and staff are seeking ways to run other programs and campaigns to generate more interest in the public voluntarily licensing their pets.
Municipal Emergency Plan – work continues being done to rewrite the plan.
Emergency Scenario – has been rescheduled to October 23, 2019.
Derelict Vehicle Initiative – continuing the initiative to remove unused/derelict vehicles from properties.
Destructive Animal Control – work continues to control the number of beavers in the waterways throughout the community.

7.5 Economic Development Manager Quarterly Report

Mayor Colberg left council at 6.16 pm
Mayor Colberg returned 6.18 pm

Senior Housing – working for last 2 months to develop a 160-room state of the art seniors living facility. Investment is worth approximately \$20 - \$30 million dollars and could employ 250 – 300 people.
Sales Funnel – utilizing “Customer Relations Management” software to log and tracks leads thought the sales process.
Seminars – 2 were planned for the fall of this year
1. Succession Planning Seminar
2. Development Process Seminar – this had a low attendance for an event at the BCF.
Land Use Bylaw – development staff and Palliser have started the land use bylaw review, reason: is to update to current standards.
Drone use Policy – draft policy was shared with Council
Downtown Revitalization RFP – was released on July 15, 2019 with a close date of August 22, 2019 and a project start date of September 21, 2019.

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Sale of Town Owned Property – Request for Decision was given to Council.
Economic Development Reserve – council accepted a proposal to establish and Economic Development Reserve Fund last May 2018.

- 7.6 Communication Officer Quarterly Report April – June 2019
Dino Branding – there has been 3 meetings of the branding committee which included what makes a good brand along with dinosaurs’ brand. There was an online survey which will be going out to residents to get their input.
Flood Mitigation – the plan will be updated we are now in a different phase.
Town App – an RFP has been drafted this will include the suggestions from Council.
Website – editing and updating of content is ongoing.

- 7.7 Recreation Arts and Culture Quarterly Report
Aquaplex – educators and school bookings were steady until the end of June, swim club wrapped up the end of April, outdoor pool preparations started with the plan of hopefully opening the end of June.

Badlands Community Facility
Two Conventions held

1. Royal Canadian Legion Convention – 450 attendees
2. Canadian Angus Association – 350 attendees

There were 3 different filming crews used the banquet halls and parking lots. Hours of operation were adjusted

D. Goldthorpe supplied Council, Statistics tables with comparisons from 2012 – 2019 for review.

8 PUBLIC HEARING TO COMMENCE AT 6:30 PM

9 PUBLIC HEARING DECISIONS

10 UNFINISHED BUSINESS

11 NOTICE OF MOTION

12 COUNCILLOR REPORTS

- 12.1 Council Quarterly Report
Mayor Colberg
T. Zariski
K. DeMott
T. Lancer
F. Makowecki
L. Hansen-Zacharuk
J. Garbett

All Councillors supplied quarterly reports for Council to review and are available on the Town of Drumheller website.

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13 IN-CAMERA MATTERS

M02109.138 - Motion to go in camera L. Hansen-Zacharuk, K. DeMott, 6.40 pm

Carried Unanimously.

13.1 (*FOIP Section 25 .1.(c)(ii) Disclosure harmful to economic and other interests of a public body*) - Economic Development Report - Nondisclosure Competition Issues

Labour Matter (*Section 17 FOIP Act – Personal Information*)

M02109.139 - Motion to go out of camera T. Lacher, F. Makowecki, 7.45 pm

Carried Unanimously.

Adjourn Meeting

M02109.140 – F. Makowecki, K. DeMott, 7.46 pm

Carried Unanimously.

Chief Administrative Officer

Mayor

REGULAR MEETING

JUNE 20, 2019, 1:30 pm

COUNCIL CHAMBERS, TOWN HALL

PRESENT:	B. ARMSTRONG, CHAIR	WHEATLAND COUNTY
	S. WANNSTROM, VICE CHAIR	STARLAND COUNTY
	D. DROHOMERSKI, SECRETARY-TREASURER	TOWN OF DRUMHELLER
	T. FRANK, MEMBER AT LARGE	VILLAGE OF HUSSAR
	D. PENNER, MEMBER AT LARGE	KNEEHILL COUNTY
	J. BATES	VILLAGE OF ACME
	D. SISLEY	VILLAGE OF DELIA
	F. MAKOWECKI	TOWN OF DRUMHELLER
	D. MOON	VILLAGE OF LINDEN
	H. HELTON	VILLAGE OF MORRIN
	B. GOODFELLOW	VILLAGE OF ROCKYFORD
	B. DUFFALA	VILLAGE OF STANDARD
	T. NYGAARD	EXEC. DIRECTOR OPERATIONS
	D. APPLETON	RECORDING SECRETARY
 ABSENT:	W. WISE	VILLAGE OF BEISEKER
	B. PEEVER	VILLAGE OF CARBON
	S. HAYES	VILLAGE OF MUNSON
	B. MONROE	TOWN OF TROCHU

1.0 CALL TO ORDER

B. Armstrong called the meeting to order at 1:35 PM.

1.1 ADOPTION OF AGENDA

B. Armstrong advised of two (2) additions to the agenda; 8.4 Diaper Recycling and 8.5 Commercial Tipping fees.

MOTION: T. Frank moved to accept the agenda as amended. Carried.

2.0 MINUTES OF APRIL 18, 2019 ANNUAL GENERAL MEETING

MOTION: J. Bates moved to accept the minutes of the April 18, 2019 Annual General Meeting as presented. Carried.

3.0 MINUTES OF APRIL 18, 2019 REGULAR MEETING

MOTION: B. Goodfellow moved to accept the minutes of the April 18, 2019 Regular Meeting as presented. Carried.

4.0 DISCUSSION ARISING FROM THE MINUTES

T. Nygaard advised that she had tried to contact Mr. Craig Bitner with Cor Can Industries (department within the Drumheller Institution) several times, to further discuss the painting of the Associations containers and he has yet to respond to her calls.

T. Nygaard discussed the cost per tonne analysis with the members, advising that she had meet with D. Drohomerski who outlined the spreadsheet format and process to complete the analysis. This analysis will take approximately two months to complete.

5.0 UNFINISHED BUSINESS

5.1 TRANSTOR REPLACEMENT REPORT

T. Nygaard reported that the Haul All Transtor Inspection Report had not been finalized in time to present to the members at today's meeting. As soon as the report is available she will schedule a meeting with the Transtor Sub Committee to review the documents; with the intent to bring back a recommendation from the subcommittee at the next DDSWMA meeting in August.

Received as information

5.2 AMENDED MASTER PLAN- SCOPE CHANGE

T. Nygaard presented a scope change document from the Associations engineering firm AECOM. There was a discrepancy between the survey companies remaining air space calculations and AECOM's records. T. Nygaard wanted to ensure that the data sent to Alberta Environment & Parks through the approval to operate amending application was consistent with the information submitted for the 2018 annual report; inconsistency could raise concerns with the department and she wants to ensure a smooth amending approval process. The inconsistency was due to the survey company not realizing that a soil stockpile was to be removed from the 2018 airspace analysis. The scope change also included an update to the overall site top of waste contours in all three landfill phases as well as the interim top of waste contours in Phases 1 & 2 to identify the interim and final outside slopes. The interim slope is a slope that will be covered by waste when connecting Phase 2 & 3. This work would have to be completed as part of the updates to the Landfill Master Plan when the time comes for the next operating renewal in 2025. The current budget for the amending approval application had been approved at \$10,010. The additional budget requested to complete this work is estimated at \$6,840.; for a total project cost of \$16,850. T. Nygaard approved the additional budget in order to facilitate the timely amending approval submission. She is requesting the members ratify her decision.

MOTION; D. Drohomerski moved to ratify the EDO's decision to approve the additional budget for the Alberta Environment & Parks amending approval to operate submission. Carried.

5.3 AGRICULTURAL PLASTICS UPDATE

T. Nygaard provided an update on the agricultural plastics pilot program. The DDSWMA Landfill has registered to be an agricultural plastics collection site. The Ag Plastics selection committee will be choosing 20 collection sites throughout the Province for the three year pilot program. There is a general meeting to be held in Calgary next week where all interested collectors are encouraged to attend. Further information on the requirements for the collection site, handling fees paid to the collectors and available markets will be discussed. T. Nygaard advised that she is planning on attending the Calgary meeting. Ideally; collection sites will need to have loading docks, loading and baling equipment, space to store the material and preferably past experience with the collection and processing of agricultural plastics. She further provided a letter from the AGRG Chair, Mr. Al Kemmere, addressed to the Minister of Agriculture and Forestry that outlines the work completed to date on this project and requests that the Agriculture and Forestry department collaborate with the APRG and other stakeholders on this important issue.

Received as information

6.0 NEW BUSINESS**6.1 FINANCIAL STATEMENT JAN –APRIL 2019**

T. Nygaard presented the January – April 2019 financial statement, advising that for this time period the budget should be at 33.3 %. She reported that the Landfill revenues were at 32.8 %, Recycling revenues were at 31.4% with Administration expenses at 31.%, Landfill expenses at 35.2%, Recycling expenses at 27.2 %, Scalehouse expenses at 32.4 %, and Transportation expenses at 31.2% There is an overall surplus of \$12,744. with both revenue and expenses tracking within the projected budget.

D. Drohomerski suggested separating the financial statement into two separate business units. The current statement is confusing as the overall surplus is calculated using revenues and expenses from both the Landfill and Recycling departments. This portrays an inaccurate bottom line and does not show the actual deficit/surplus for the individual departments. T. Nygaard will try and amend the financial statements to show the true deficit/surplus for both departments.

MOTION: D. Drohomerski moved to accept the Jan – April 2019 Financial Statement as presented. Carried

6.2 SPRING CLEANUP POLICY

T. Nygaard presented historical data on the Town of Drumheller annual Spring Cleanup and provided a brief summary on the history of the program. She explained that all rural municipalities providing Spring Cleanup services have historically received their household materials free of charge and have

always paid for the disposal of their demolition materials. Compared to all of the Town of Drumheller Spring Cleanup materials being accepted free of charge. She is recommending that the Association implement a consistent Spring Cleanup Policy that is equitable to all members. Discussion was held on the various collection methods, how other jurisdictions handle Spring Cleanup Programs, the option of charging for all Spring Cleanup materials and educating the residents on what is eligible for Spring Cleanup collection.

T. Nygaard further explained that the DDSWMA has experienced a Landfill deficit for three consecutive years. The acceptance of free demolition materials during Spring Cleanup is affecting the Landfills bottom line and is not a good business practice. T. Nygaard advised that she is scheduled to present the Spring Cleanup report to Drumheller Town Council on Monday June 24, 2019.

MOTION: D. Penner moved that the Association implement a Spring Cleanup Policy that consistently charges all Municipalities for their Spring Cleanup demolition materials and advise the Town of Drumheller in writing of the new policy. Carried

6.3 EXISTING HR POLICIES

T. Nygaard advised that the Executive Committee was in the process of preparing a Human Resources employee manual. Currently the Association has only four approved HR policies with all staff being governed by the Alberta Labour Code. The Executive Committee has completed a cursory review of the manual however there are still portions of the manual that require additional discussion. T. Nygaard is requesting a review of the existing policies already in place.

- 1) Local Authorities Pension Policy 10-18-12 was reviewed with no changes required.
- 2) Harassment Policy 12-17-2015-1A was reviewed with the following discussion. B. Armstrong recommended adding "as this is a zero tolerance policy". H. Helton suggested including a clear definition of "Harassment" in the policy, with guidelines that are clear and concise. T. Nygaard will research harassment definitions and terminology and provide a draft of the new wordage for review at the next meeting.
- 3) Workplace Violence Prevention Policy 12-17-2015-1B was reviewed with no changes required.
- 4) Health & Wellness Policy 15-08-20 was reviewed with the following recommended change. D. Drohomerski suggested changing the eligible benefits section to read; " Benefits deemed eligible shall include; but are not limited to:"

T. Nygaard will complete the discussed changes and have additional information on the harassment policy wordage for ratification at the next meeting.

6.4 RECYCLING PICK UP SERVICE

T. Nygaard advised that due to the fact that Marcel's Recycling had ceased operations, there was an opportunity for the Association to offer a recycling pickup service. She explained that; for a fee; Marcel's Recycling supplied the commercial sector with a recycling pickup service for all of their recyclable materials. Discussion was held on; ensuring that the fees for the service covered the costs for the service; what products would be included in the pickup, and if there was an opportunity for a local entrepreneur to offer the same type of service.

MOTION: D. Sisley moved that on a trial basis, the DDSWMA provide a recycling pickup service for the Town of Drumheller commercial sector at a fee established by administration. Carried

6.5 ILLEGAL DUMPING AT DROP OFF'S

T. Nygaard advised that there has been a significant increase in illegal dumping at the recycling drop off's. The issue prompted her to attend an illegal dumping workshop provided by SWANA Northern Lights Chapter and the Recycling Council of Alberta. The workshop was very informative with 5 presenters discussing illegal dumping statistics, education programs and enforcement issues. The Association has installed cameras at the 7-11 site, however were unable to at the Subway site. Discussion arose regarding the elimination or reduction of the recycling drop offs, the Town of Drumheller Bylaws; their enforcement procedures and the various types of cameras and associated costs. T. Nygaard to conduct further research on the various cameras and their associated costs for presentation at the next regular meeting of the Association.
Received as information.

6.6 RESOURCE RECOVERY CENTRE- FOOTHILLS LANDFILL

AGENDA ITEM #4.2.1.

T. Nygaard advised that she had contacted the Foothills Resource Recovery Centre to inquire if they would consider providing the Association with a presentation on their facility and program. She was advised that normally they do not provide out of town presentations however our request would be forwarded to their board, and once discussed they would respond.

Received as information.

6.7 CLOSURE PLAN

T. Nygaard discussed a “close as you go” closure plan that was suggested by the Associations Engineering firm, AECOM. She provided pictures of the East and North outside slopes of Stage II, and explained that under the provincial approval to operate, Alberta Environment & Parks expected a closure plan to be identified and implemented prior to closure of the Landfill. As the plan is to return the land back to its original badlands state, the requirement is to place 1.15 meters of final cover over the closed area. T. Nygaard explained that it would be easier and more economical to place the final cover on the finished portions of Stage II at this time instead of waiting until Stage II has reached final elevation. Discussion arose regarding the tendering process and the timelines for the project. T. Nygaard advised that the lift that is currently being landfilled would need to be completed, once all cells on this lift are completed and everything is on one level that would be the time to commence the project. She projected an 18 - 24 month time frame before the Landfill would be in a position to begin the Stage II close as you go plan. She requested the Associations approval to implement the plan.

MOTION: D. Moon moved to approve the proposed Closure Plan as discussed. Carried

7.0 EXECUTIVE DIRECTOR OF OPERATIONS REPORT

7.1 LANDFILL MONIES & TONNAGE REPORT- APRIL & MAY 2019

T. Nygaard presented the April & May monies and tonnage report, advising that the revenues had increased for the rural and Town demolition materials. A total of 3,971 metric tonnes of waste was accepted with 3,339 metric tonnes buried. Traffic flow has increased significantly in this time period with a total of 4,554 vehicles in the two month period.

Received as information

7.2 RECYCLING VOLUMES – APRIL & MAY 2019

T. Nygaard presented the Recycling Volumes report for April & May, advising that April was a very slow month due to the colder weather. A total of 41.5 metric tonnes of recyclables were shipped in April with a total of 67.5 metric tonnes shipped in May.

Received as information

7.3 CARDBOARD & NEWSPRINT VOLUMES FROM REGION 2019

T. Nygaard presented the regional cardboard & newsprint report to the end of May, advising that the new grocery store in Standard, Christanson Grocery, had complied with her request and filled their bin with a total of 1.24 metric tonnes. She further advised that the volumes were picking up compared to the winter months with a total of 59.5 mt in April and a total of 55.2 mt in May.

Received as information.

7.4 COMMODITIES PRICING FOR JUNE 2019

T. Nygaard provided the commodities pricing for the month of June from Cascell Trading and Capital Paper. She advised that the markets are still very soft with cardboard pricing between \$30 – \$32 per tonne. The mills are becoming very particular with quality requirements and the pricing for all commodities is decreasing. This will cause budget constraints for the remainder of the year.

Received as information

MOTION: S. Wannstrom moved to accept the EDO report as presented. Carried

8.0 INFORMATIONAL ITEMS

T. Nygaard presented and discussed the following informational items:

8.1 The Canada Wide Strategy on Zero Plastic Waste

T. Nygaard advised that the collaboration group had written a letter of support for the Canada Wide Strategy On Zero Plastic Waste initiative to Alberta Environment & Parks. She is encouraging all

municipalities to support this initiative by writing letters of support to their respective MLAs. Included in the package was a template letter should the members wish to participate.

AGENDA ITEM #4.2.1.

8.2 Alberta Care Conference

T. Nygaard supplied the members with an invitation to the 19 th annual Alberta Care Conference to be held in Peace River Alberta on September 4 – 6, 2019.

8.3 Alberta Collaborative Extended Producer Responsibility Study

T. Nygaard shared a request for proposal (RFP) from the Recycling Council of Alberta (RCA). The RFP is for an Alberta Collaborative Extended Producer Responsibility Study. The RCA will be studying the potential impacts of an EPR Program in Alberta, including benefits, challenges and risks that an EPR Program may impose on the major stakeholders.

8.4 Diaper Recycling

B. Armstrong advised that Wheatland County had been approached by a Diaper Recycling Company to accept used diapers at the Carseland Transfer Station. The Public Works department for Wheatland County had contacted T. Nygaard to inquire if the Association would entertain the recycling of used diapers at the transfer site. T. Nygaard contacted the executive committee for their opinion as she had a number of concerns with this venture. Her concerns included; the Diaper Recycling Company had yet to purchase the processing equipment. The equipment separates the plastic from the filling and waste, with the filling and waste being composted. They had three (3) sea cans stored in Calgary, filled with used diapers, as they need a certain amount of feedstock to supply the processing equipment. Collection and storage was a concern as well as whether or not Alberta Environment approval would be required. The consensus from the Executive Committee was that the Association was not interested in participating in a used diaper recycling program. B. Armstrong wanted the members to know of the request in case any other members were approached with a similar request.

Received as information.

8.5 Commercial Tipping Fees

D. Drohomerski discussed the Town of Drumheller plan to inform the commercial sector that they would have to pay for their waste disposal, that the Town of Drumheller would no longer be covering the costs for their disposal through the requisition. The commercial roll off bin users would be targeted first as it would be easy for the Association to direct bill them. The intent is for the Town of Drumheller to remove the waste collection and disposal costs off of the taxes and transfer it to a utility basis. By having a utility based structure, charging for collection and disposal will be more transparent and easier to implement commercial fees.

Received as information

**9.0 DATE FOR NEXT MEETING – August 15, 2019 @ 1:30 pm
Town Hall #224 Centre Street, Drumheller**

B. Armstrong advised that he had requested the spokesperson for SAWEA, Mr. Paul Ryan to provide an update and answer any questions the members may have on the SAWEA Project. Mr. Ryan would be available for the October meeting. B. Armstrong suggested moving the October 17 th meeting to October 24 @ 12:00 pm to facilitate the SAEWA presentation.

MOTION: F. Makowecki moved to change the date and time for the October 2019 meeting from Oct 17th to Oct 24th at 12:00 pm instead of 1:30 pm. Carried.

10.0 ADJOURNMENT

MOTION: D. Sisley moved to adjourn the meeting at 4:05 PM. Carried.

Chairman

Executive Director of Operations



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**Municipal Planning Commission
MINUTES
Meeting of Thursday July 11, 2019**

Present: Tracy Breese, Development Officer
Linda Taylor, Recording Secretary
Tom Zariski, Chair Councillor/Member
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Andrew Luger, Member
Sean Wallace, Economic Development Manager
Jeff Laurien, Palliser Regional Municipal Services Representative – Senior Planner

Absent: Tony Lacher, Councillor/Member - Regrets
Scott Kuntz, Member - Regrets

Delegate(s): T00078-19D
Jody Sunstrum – enter 12:00pm - exit 12:23pm

1.0 CALL TO ORDER – 12:00 pm

T. Zariski presented the Agenda for the July 11, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition – 5.4 Update on Retaining Wall

Deletion - none

Amendment –

1.2 Acceptance of Agenda

Motion: - S. Clark moved to accept the July 11, 2019 agenda with the addition of "5.4 Update on Retaining Wall"

Second: – S. Rymal - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 June 13, 2019

Amendment – last name of member Andrew Luger to be corrected from Kruger

Motion: S. Rymal moved to accept the minutes with the amendment(s) as noted to the June 13, 2019

Second: – S. Gallagher - Carried

2.2 Summary of Development Permits

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

Second: – S. Rymal - Carried

Chair thanked the Development Officer for the detailed comprehensive list of the development permits to date.



3.0 DEVELOPMENT PERMITS

3.1 T00078-19D – Mobile Food Vendor

T. Breese presented Development Permit T00078-19D submitted by The Sunny Spot for Mobile Food Vendor located at 522 Highway 10 East, Drumheller on Plan 0412557; Block 4; Lot 1. Zoning is A – Agricultural District.

T. Breese advised the applicants are applying for a mobile vendor permit on their own parcel of land where they reside. The land is zoned A – Agricultural District and is surrounded by Country Residential Lots.

As per the Mobile Vendor Bylaw 01-18, 3.14 Mobile Vendors may set up their business on private property by first obtaining written authorization from the property owner, signed, and submitted to the Development Authority. A Development Permit shall be submitted as identified in the Land Use Bylaw.

My recommendation is to allow this Mobile Food Vendor to operate this year and to treat it as a pilot project. This will give the Development Authority a chance to see how it goes and if any concerns or complaints are raised and the possibility of allowing more of these on private land.

Further, this Development Permit application was advertised in the local paper under Proposed Developments and to date, I have received comments back from the Fire Chief, notably the unit is required to meet fire code regulations and T. Breese read from the letter from Alberta Transportation *“Assuming all local land use bylaws are met, and the development does not cause a significant impact to Highway 10 Alberta Transportation is prepared to provide approval for the development”*

Municipal Planning Commission discussed the application with the applicant. Items discussed:

- At this time there is no permanent structure, a trailer unit will be used for the season and pulled back into the yard for the off season.
- The mobile vendor would be entirely on private property owned by the applicant
- In the past a u-pick farm was located in the general vicinity of the proposed mobile vendor
- Applicant noted the unit has had the fire suppression inspection done and passed
- Applicant noted that power would eventually be at the site where the mobile unit would be placed
- If signage is placed near a road way or highway permission must be granted by Alberta Transportation or Town of Drumheller
- Signage – the applicant requested to increase number of sandwich board signs from one to two
- Tables – the applicant requested 4 picnic tables be allowed
- Future plans of the applicant, may include:
 - * Photo opportunities for customers ie: giant chair
 - * Accommodation business that would be for 4 seasons
 - * Outside area with possible covered deck and/or temporary shelter
 - * Permanent structure

Motion: S. Gallagher moved to approve Development Permit T00078-19D submitted by The Sunny Spot for Mobile Food Vendor located at 522 Highway 10 East, Drumheller on Plan 0412557; Block 4; Lot 1 with an increase to two sandwich boards and approval of 4 picnic tables subject to the following conditions;

1. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
2. A Mobile Vendor Permit/ Business License and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.
3. Vendor shall carry on Business daily within the hours approved on the Mobile Vending Permit.
4. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.



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5. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
6. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
7. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
8. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
9. Advertising or signage for a Vendor is limited to the space available on the Mobile Vending Unit at the location(s) as indicated on the approved Mobile Vendor Permit. One (1) A-Board Sign that complies with the requirements in the Town of Drumheller Land Use Bylaw 10-08 will be allowable at the discretion of the Municipal Planning Commission. Any other signage will require an additional Development permit.
10. Vendor shall provide garbage and recycling receptacles at the Mobile Vending Unit. Each night the garbage and receptacles are to be emptied and the site around the Unit is to be cleaned up.
11. Vendor shall not discard water from the daily activities, on the Unit site; it shall be discarded in the appropriate manner.
12. The Development Authority may suspend or revoke a permit issued under the Mobile Vendor Bylaw 01-18 should the holder of the permit, employee, agent or representative fail to comply with the provisions of the Bylaw.
13. Vendor shall provide the Development Officer a copy of the permit from Alberta Transportation before operating.
14. This permit expires on December 31, 2019.
15. Vendor shall be allowed to place four picnic tables in the vicinity of the Food Truck.
16. Vendor shall be allowed an additional sandwich board to be placed on the property. No sign shall be erected on or affixed to public property or a road right-of-way without the prior consent of the municipality for local right-of-ways or Alberta Transportation for highway right-of-way.

Second: S. Clark - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Smith Subdivision

S. Rymal recused herself.

SUBDIVISION REPORT

AGENDA: July 11, 2019 **MUNICIPALITY:** Drumheller

FILE No. 80/152 **PRMS No.** 2019-009 **PROPOSAL:** To create five parcels

LOCATION: Southwest of Rosedale (Drumheller) on Highway 10X adjacent to the Rosebud River.

LEGAL DESCRIPTION: Part of LS 2, and 7, S19-T28-R19-W4M

APPLICANT: Barrie W. Smith

OWNERS: Jane E. Batchelor, Janet L. Smith, Douglas B. Smith, Barrie W. Smith

TITLE AREA: 2.12 hectares (5.25 acres)

PROPOSED SUBDIVISION AREA: Various from 0.331 ha. to 0.538 ha.



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NUMBER OF PROPOSED PARCELS: A total of five (5).

EXISTING USE: Existing house on overall property to be contained within one of the proposed lots.

PROPOSED USE: Residential

LAND USE CLASSIFICATION: "CR" Country Residential

RESERVE STATUS: None required.

CIRCULATION: Comments received from Alberta Transportation state:

The proposed subdivision is located within the Town of Drumheller and is located directly on Highway 10X where the speed limit is 50 km/hr. A shared private road would be acceptable to the department if the proponent can provide an access easement (or RoW) agreement (registered at Land Titles) that allow all the lot owners to use the joint accesses to perpetuity. The easement agreement would need to be automatically transferable. Alberta Transportation would then be in agreement with the proposed subdivision. No additional accesses will be permitted to Highway 10X as a result of the subdivision.

Given this comment from Alberta Transportation, Palliser is recommending a condition as such as part of any approval of this subdivision. See conditions 7, and 8, below.

The following comments were received from Alberta Health Services:

Looked at the property and spoke to the lady on one of the properties. She was concerned about the subdivision due to the Rosebud River floods. Wells on the property are poor quality and they haul town water for household use. The area will need dikes built to prevent flooding.

The only evidence which can be used to evaluate flooding on a property are approved flood maps which do not exist for the Rosebud River at this time. Thus, flooding cannot be considered in evaluating this application.

Although the comments received from AHS are not empirical data which can be used to evaluate the quality or quantity of water on the subject property, Palliser is recommending conditions 1 and 4, below to address these concerns as they are typical conditions for any subdivision which utilizes private water and sewer.

The comment regarding the need for a dike also cannot be utilized in the evaluation of this application as it has not come from a qualified source such as an engineer in the appropriate field to evaluate this matter.

No other agencies have expressed any concerns.

STAFF COMMENTS:

Purpose: The purpose of this subdivision is to create a total of five (5) Country Residential zoned lots ranging in size from 0.331 ha. to 0.538 ha. for the purpose of developing five (5) single-family residences (one on each lot).



Proposed Area Features: One of the proposed lots will contain the existing single-family home on the subject property and the other four (4) proposed lots are to contain future single-family residences.

Surrounding Area Features: Immediately to the northwest is the Rosebud River. Across the Rosebud River is a large Agricultural zoned property. Immediately to the southeast is Highway 10x. Across Highway 10x is a single-family residence on a large Agricultural zoned property. Immediately to the southwest along the Rosebud River are several lots zoned Country Residential with some existing single-family residences.

Access: Access to the proposed parcels are to be via Highway 10x (through two existing accesses).

Land Use Considerations:

1. Section 25 (d) 2. (a) of the Town of Drumheller Land Use Bylaw in reference to Country Residential zoned properties states: "In the case of multi-lot subdivisions, the density approved shall be in direct ratio to the capacity of an approved water source to provide a 20 year safe yield of 2273 litres (500 imperial gallons) per day per lot. Higher densities may be achieved if water is from a piped surface water source. A qualified engineer's report shall be required to substantiate the quantity of the water source."

Palliser Regional Municipal Services (PRMS), which is the subdivision approving authority for the Town of Drumheller, recommends this be a condition of approval as outlined below as an engineer's report can be obtained prior to endorsement of the subdivision plan while the applicant is completing all required conditions of approval.

2. Section 25 (h) 2. of the Town of Drumheller Land Use Bylaw in reference to Country Residential zoned properties states: "All private sewage systems shall comply with setback provisions of the Alberta Private Sewage Disposal System Standard of Practice, 1999 or a successor thereto."

PRMS recommends that this be a condition of approval as outlined below as this will be addressed during the development and building permitting stages of development for any new sewage treatment systems and will apply to the existing sewage treatment systems if they do not currently comply (will require the existing sewage systems to be relocated).

3. Section 25 (h) 4. of the Town of Drumheller Land Use Bylaw in reference to Country Residential zoned properties states: "Garbage and waste material must be stored in weather and animal proof containers and screened from adjacent sites and public thoroughfares."

PRMS recommends that this be a condition of approval as outlined below that will be addressed during the development and building permitting stages of development.

4. Section 72 (c) (ii), of the Town of Drumheller Land Use Bylaw in reference to Country Residential zoned properties states: "the appropriate authorities have approved the private water and sewer systems; the development is not located within 303m (1,000 ft.) of an existing or proposed solid waste disposal area or sewage treatment area."

PRMS recommends that this be a condition of approval as outlined below that will be addressed during the development and building permitting stages of development.

5. The Municipal Development Plan (MDP) Future Land Use Map designates the subject property as future residential development. Thus, this application is consistent with the MDP.



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PRMS finds that this subdivision application is consistent with all relevant regulations including the Town of Drumheller Land Use Bylaw and Municipal Development Plan if conditioned as recommended below.

Title Encumbrances: There do not appear to be any encumbrances that affect the proposed subdivision area.

STAFF RECOMMENDATION:

That the application be approved with the following conditions:

- (1) That a qualified engineer's report shall be obtained to substantiate the quantity of the water source per section 25 (d) 2. (a) of the Town of Drumheller Land Use Bylaw (prior to endorsement of the subdivision).
- (2) All private sewage systems shall comply with setback provisions of the Alberta Private Sewage Disposal Systems of Practice, 1999 or a successor thereto (to be addressed prior to endorsement for existing sewage systems and during development and building permitting stages for future sewage systems).
- (3) Garbage and waste material must be stored in weather and animal proof containers and screened from adjacent sites and public thoroughfares (to be addressed at time of development and building permitting).
- (4) The appropriate authorities have approved the private water and sewer systems; the development is not located within 303m (1,000 ft.) of an existing or proposed solid waste disposal area or sewage treatment area (to be addressed prior to endorsement for existing sewage systems, and at time of development and building permitting for future systems).
- (5) Registration of the Subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act] after endorsement of the subdivision.
- (6) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act] prior to endorsement of the subdivision.
- (7) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act] prior to endorsement of the subdivision.
- (8) Easements to provide access to all parcels via the existing two accesses from Highway 10x must be registered as part of the registration of this plan of subdivision (concurrently with the registration of the plan of subdivision).

MUNICIPAL RECOMMENDATION:

PRMS recommends that MPC support PRMS' recommendation above and pass a motion to this effect.

DISCUSSION ON THE SUBDIVISION

Municipal Planning Commission discussed the subdivision report presented.

MPC would like to have two additional conditions added to the subdivision;

- 1) Notification is given to potential buyers cautioning this property is along a water way for which there are no approved flood maps.
- 2) A development agreement is entered into with the Town of Drumheller.

Motion: By A. Luger to support the addition of the above mentioned conditions to the subdivision

Second: S. Gallagher - Carried

MUNICIPAL RECOMMENDATION:

Municipal Planning Commission supports PRMS' recommendation for subdivision with the eight noted conditions along with the additional two conditions voted on and supported by the MPC.



5.0 OTHER DISCUSSION ITEMS

5.1 Updated – Suspension Bridge Map

It was brought to the attention of the Director of Infrastructure Services the new mobile vendor location at the Suspension Bridge in Rosedale was not as advantageous as the previous location. The mobile vendor location was moved back to the original location.

Motion: S. Clark moved to accept the Vendor Parking Draft v4 for the Rosedale Suspension Bridge for information only

Second: – S. Rymal - Carried

5.2 Introduction - Darwin Durnie – Chief Flood Mitigation Director

5.3 Presentation – incamera by Darwin Durnie – Chief Flood Mitigation Director

Motion to go in camera S. Rymal at 12:52pm

Second: – S. Clark - Carried

Motion to go out camera S. Rymal at 2:05pm

Second: – S. Gallagher - Carried

5.4 Update – Retaining Wall, SDAB

As per the Summary of Development Permits presented at the July 11, 2019 meeting the SDAB hearing has been recessed; no decision has been reached to date.

6.0 NEXT MEETING DATE – July 25, 2019

7.0 Adjournment – Meeting adjourned at 2:09pm.

Chairperson

Development Officer

Attachments: Agenda



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**Municipal Planning Commission
MINUTES
Meeting of Thursday July 25, 2019**

Present: Tracy Breese, Development Officer
Linda Taylor, Recording Secretary
Sharon Clark, Vice Chair - Chair
Stacey Gallagher, Member
Scott Kuntz, Member
Shelley Rymal, Member
Andrew Luger, Member
Sean Wallace, Economic Development Manager – enter 12:04pm
Jeff Laurien, Palliser Regional Municipal Services Representative – Director of Planning

Absent: Tom Zariski, Chair Councillor/Member - Regrets
Tony Lacher, Councillor/Member - Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:03 pm

S. Clark presented the Agenda for the July 25, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition – none

Deletion - none

Amendment - none

1.2 Acceptance of Agenda

Motion: - S. Kuntz moved to accept the July 25, 2019 agenda

Second: – S. Rymal - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 June 13, 2019

Motion: S. Rymal moved to accept the minutes of July 11, 2019 as presented

Second: – S. Gallagher - Carried

2.2 Summary of Development Permits

Motion: S. Rymal moved to accept the Summary of Development Permits for information only

Second: – S. Kuntz - Carried

Chair thanked the Development Officer for the list of the development permits, excellent idea.



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3.0 DEVELOPMENT PERMITS

3.1 T00085-19D – Change of Use (Country Inn to Dwelling – Single Detached)

T. Breese presented Development Permit T00085-19D submitted by Applicant for change of use from Country Inn to Dwelling – Single Detached located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33. Zoning is DT – Downtown Transition District.

T. Breese advised the applicant is applying for a change of use from a Country Inn to a Dwelling – Single Detached. The applicant has decided to not run as a Country Inn any longer. Standard basic conditions should apply. Some suggested additional conditions:

- 7. Removal of Country Inn signage.
- 8. Any advertisement of the County Inn on websites shall be removed.
- 9. Quad bikes can be stored but not operated from the property. (Quad Bikes were an amenity for the Country Inn).
- 10. Applicant needs to apply for a separate business license for the Mobile Vendor Permit.

Further, this Development Permit application was advertised in the local paper under Proposed Developments and to date, I have not received any comments back.

Municipal Planning Commission discussed the application. Members would like to postpone the application to get clarification from the applicant in regards to their wishes on final use of the property. Additional information from the applicant notes the property is now for sale and the listings show a secondary suite within in the home.

Motion: S. Gallagher moved to go in camera

Second: – S. Rymal – Carried

12:10 pm

Motion: S. Gallagher moved out of camera

Second: – S. Rymal – Carried

12:30 pm

Motion: S. Gallagher moved to postpone Development Permit T00085-19D submitted by Applicant for change of use from Country Inn to Dwelling – Single Detached located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33, until the next Municipal Planning Commission meeting; August 8, 2019.

Second: S. Kuntz - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Sheddy Subdivision

SUBDIVISION REPORT

AGENDA: July 25, 2019

FILE No. 80/154

PRMS No. 2019-017

PROPOSAL: To create one new lot

MUNICIPALITY: Drumheller

LOCATION: 703 2nd Avenue West, Drumheller, Alberta



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LEGAL DESCRIPTION: SW1/4-11-29-20-W4M, Plan 3587, Block 47, Lot A
APPLICANT: Bob Sheddy
OWNERS: Innovato.R.S. Inc. (Bob Sheddy)
TITLE AREA: 0.198 hectares (0.49 acres)
PROPOSED SUBDIVISION AREA: 579.06 square metres
NUMBER OF PROPOSED PARCELS: One new (a total of two (2)).

EXISTING USE: Existing old courthouse (being converted to an apartment building) on overall property to be contained within one of the proposed lots.

PROPOSED USE: Residential

LAND USE CLASSIFICATION: "R-4" Residential District

RESERVE STATUS: Given the subdivision is for a single lot (minimal impact), none is recommended.

CIRCULATION: One letter of concern was received (see attached). This letter expressed concerns regarding parking for the existing building which is to be renovated to accommodate six (6) apartments, the amount of traffic on the local streets, and speeding in the area. Please see comments below in Staff Comments regarding this letter.

STAFF COMMENTS:

Purpose: The purpose of this subdivision is to create a total of two (2) R-4 Residential zoned lots, one for the existing old courthouse being converted into an apartment building (six (6) units proposed), and a second lot proposed for a duplex.

Proposed Area Features: One of the proposed lots will contain the existing old courthouse (being converted into an apartment building) on the subject property and the other one is anticipated to have a duplex.

Surrounding Area Features: The subject property is surrounded by various residential development.

Access: Access to the proposed parcels are to be via 2nd Avenue and the alleyway in the back of the proposed lots.

Letter of Concern: The issue of speeding vehicles in the area is not one that can be regulated via planning regulations. Thus, it will not be considered here.

The issue of increased traffic in the area is a matter to be considered with regard to planning (subdivision). However, the zoning of the subject property which was recently approved, is consistent with the zonings within the area. Thus, uses permitted or discretionary within the zoning category of R-4 would be consistent with the area and thus would expect to create acceptable traffic. It is also worth noting that the apartment building that is being created on the subject property along with the proposed duplex would likely create less traffic than the former use of the subject property of the old Court House. Thus, it is not believed that this development would produce an amount of traffic that would be adverse to the neighbourhood.

The final issue of parking on-site for the existing building being converted into six (6) apartment units is less clear. Per the Land Use Bylaw, six (6) parking spaces would be required to accommodate the proposed six (6) apartments (one for each unit). No guest parking would be required as the threshold of seven (7) units to require one guest parking space has not been reached.



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The site plan for the existing building indicates parking is to be provided in the rear of the building. However, it is not clear if six (6) spaces could be accommodated in this area. The Land Use Bylaw (LUB) states in Section 52. Parking (f): "Parking spaces sized in accordance with the standards acceptable to the Town of Drumheller." Based on the site plan, if vehicles were to park perpendicular to the building, the length of the parking spaces would be either 6.24 metres (20.47 feet), or 4.96 metres (16.27 feet) raising the question as to whether or not this would be an ample length to prevent vehicles from encroaching upon the alleyway. It is also possible that parking spaces could be provided at an angle that would provide a longer length. However, this information is not currently available (not submitted by applicant) to be considered.

As the LUB allows for "parking spaces sized in accordance with the standards acceptable to the Town of Drumheller", staff defer to the Municipal Planning Commission (MPC) to determine whether or not these parking spaces meet this requirement.

Land Use Considerations:

PRMS finds that this subdivision application is consistent with all relevant regulations including the Town of Drumheller Land Use Bylaw and Municipal Development Plan except for the issue of parking for the existing building which needs to be determined.

If MPC finds that the parking that would be provided for the existing building does not meet the parking requirement then staff recommends not supporting the subdivision.

If MPC finds that the parking that would be provided for the existing building meets the parking requirements, staff recommends supporting the subdivision as submitted with the conditions listed below.

At the time of development permitting, all pertinent development permit requirements will have to be met.

Title Encumbrances: There do not appear to be any encumbrances that affect the proposed subdivision area.

STAFF RECOMMENDATION:

I. If the parking requirement for the existing building is not met:

That the application be refused.

II. If the parking requirement for the existing building is met:

That the application be approved with 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] after endorsement of the subdivision.
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act] prior to endorsement of the subdivision.
- (3) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act] prior to endorsement of the subdivision.

DISCUSSION ON THE SUBDIVISION

Municipal Planning Commission discussed the subdivision report presented.

Motion: S. Gallagher moved to support the PRMS subdivision with staff recommendation the parking requirement is met for the existing building.



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Second: S. Clark

Vote: For 2 Opposed 3 Denied

Motion: A. Luger moved to postpone the recommendation, for subdivision applicant to supply scaled drawings of the parking plan, with a minimum of 6 parking stalls, 3.2 meters by 6.7 meters, all contained within the property boundary.

Second: S. Kuntz - Carried

MUNICIPAL RECOMMENDATION:

Municipal Planning Commission postpones recommendation until the next meeting on August 8, 2019.

5.0 OTHER DISCUSSION ITEMS

5.1 Land Use Bylaw

Land Use Bylaw was discussed in general

6.0 NEXT MEETING DATE – August 8, 2019

7.0 Adjournment – Meeting adjourned at 1:30pm

Chairperson

Development Officer

Attachments: Agenda



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-02-19

Relief of Municipal Property Tax on Destroyed Improvements

1.0 Policy Statement

- 1.1 Improvements that have been destroyed or rendered uninhabitable or unusable as a result of extenuating circumstances may be considered for relief against municipal taxes levied in the year of destruction.

The granting of municipal property tax relief is at the sole discretion of Council.

2.0 Purpose of Policy

- 2.1 The purpose of this policy is to provide guidance for Council when exercising its discretionary power under Section 347(1) of the Municipal Government Act in response to a request for the cancellation of property taxes as a result of the destruction of improvement(s); to ensure that requests for tax cancellation, reduction or refund are dealt with in a fair and consistent manner.

3.0 Policy Guiding Principles

- 3.1 Council will take into account the following guiding taxation principles whenever consideration for cancellation of municipal property tax is being given:
- Fairness and equity to taxpayers
 - Stability and predictability of revenue
 - Transparency, simplicity and efficiency
 - Accountability

4.0 Definitions

Throughout this Policy

- 4.1 "Act" means the Municipal Government Act RSA200, c M-26 as amended
- 4.2 "Council" means the council that has been elected to represent the citizens of the Town of Drumheller
- 4.3 "Municipal Tax Relief" means municipal tax relief under Section 347 of the Act and can include a cancellation, deferral, reduction or refund
- 4.4 "Requisitions" includes but is not limited to, the Alberta School Foundation Fund (ASFF) and requisitions pursuant to ss 359, 359.1 and 359.2 of the Act and designated industrial property requisitions pursuant to s 359.3 of the Act

5.0 General

- 5.1 All requests for relief of municipal property tax must be submitted in writing to the Director of Corporate Services who will prepare and present a Request for Decision to Council.
- 5.2 All property types are eligible for municipal tax relief consideration against destructed improvements.
- 5.3 Properties under consideration for municipal tax relief remain subject to the due date as per the Notice of Assessment and Property Tax. Late penalty charges are not eligible for relief.
- 5.4 Municipal tax relief granted by motion of Council will be applied to the property roll once approval of a new development permit has been met.

6 Property Tax Levy Cancellation, Reduction, Refund or Deferral

- 6.1 Section 347(1) of the *Act* provides that
If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business, do one or more of the following, with or without conditions:
 - a) cancel or reduce tax arrears;
 - b) cancel or refund all or part of a tax;
 - c) defer the collection of tax
- 6.2 Buildings and/or improvements that become uninhabitable, unusable or destroyed as a result of extenuating circumstances such as fire may be eligible for relief by way of municipal property tax levy cancellation. When considering a request for relief under this policy, Council will
 - a) restrict any cancellation of taxes granted to the municipal tax levy only. Affected property owners will remain responsible for all requisition portions of the tax bill
 - b) apply any consideration given to the assessed value of the destroyed building/improvement(s) only. Vacant land assessment will remain fully taxable pro-rate any consideration granted due to extenuating circumstances from the date the damage occurred to the end of the taxation year, rounded to the nearest month, 7Notwithstanding anything in this Policy, Council retains unfettered discretion to cancel, reduce, refund or defer taxes in accordance with section 347 of the MGA.

Date: August 19, 2019

Chief Administrative Officer

Mayor of Drumheller



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Appointment of Council Members to Intermunicipal Development Plan Joint Committees
DATE:	August 14, 2019
PRESENTED BY:	Darryl E. Drohomerski, C.E.T.
ATTACHMENT:	Drumheller/Wheatland draft IDP Committee Requirements

SUMMARY

Recent changes to the MGA, requires all municipalities in Alberta to complete an Intermunicipal Development Plan (IDP) with any municipality which has a common boundary. For Drumheller, we share a boundary with Wheatland, Kneehill and Starland counties and Special Areas #2.

A requirement in the IDP is to have a committee consisting of two Councillors from each municipality as well as one alternate in case of absences. Council is required to appoint the Councillors and the suggested term aligns with the municipalities' Organizational Meeting.

Meetings of the Committee will be on an 'as-needed' basis and will be supported by the administration of both municipalities.

It is recommended that Councillors appointed to the Municipal Planning Commission be appointed to the IDP Committee as they are most familiar with proposed development within the municipality. Council may elect to appoint an alternative at this time or name that member at a later date.

The request to appoint members is coming forward at this time so that the various IDP Committees have an opportunity to review the draft Plans before they come forward to Council and the public this fall.

RECOMMENDATION:

That Council appoints the two appointed members of the Municipal Planning Commission, Councillor Tony Lacher and Councillor Tom Zariski, to be the Drumheller representatives for the IDP Committee between Wheatland, Kneehill, Starland Counties and Special Areas #2 until the next organizational meeting of Council


FINANCIAL IMPACT:

STRATEGIC POLICY ALIGNMENT:


Intermunicipal Development Plans are a legislative requirement in Alberta and is considered good governance.

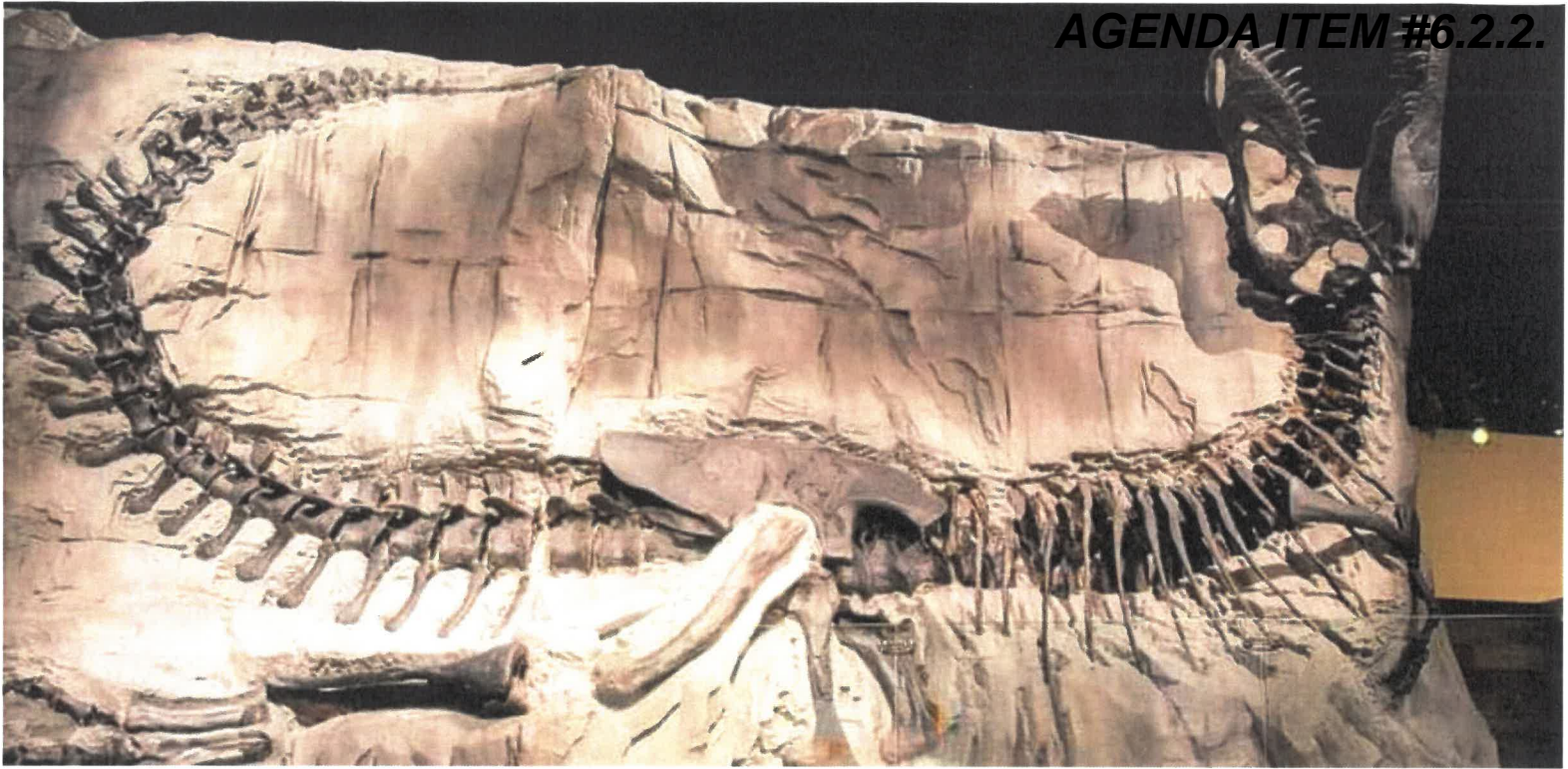
MOTION:

Moves to appoint, Councillor Tony Lacher and Councillor Tom Zariski, to be the Drumheller representatives for the IDP Committee between Wheatland, Kneehill, Starland Counties and Special Areas #2 until the next organizational meeting of council.


Prepared By: Darryl Drohomerski

Reviewed By: Barb Miller


Approved By: Darryl Drohomerski
Chief Administrative Officer



4 PLAN ADMINISTRATION & IMPLEMENTATION

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

4.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

INTENT

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

POLICIES

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

SECTION 4 – PLAN ADMINISTRATION AND IMPLEMENTATION

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

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



DRUMHELLER

COUNCIL POLICY



DRONE USE COUNCIL POLICY #C-07-19

THE PURPOSE OF THIS POLICY IS TO:

The purpose of this policy is to ensure public safety and privacy of Drumheller residents and to mitigate financial risks by installing additional regulations requiring adequate levels of insurance for commercial drone use on Municipal Property. Recreational drone use is not permitted on Municipal Property.

POLICY STATEMENT

1. No commercial drone use will occur on, or over, Municipal Property until a completed "Commercial Drone Use Application" is submitted. This includes Municipal owned streets, sidewalks, parks, vacant land, parking lots, pathways, trails, infrastructure and green spaces;
2. The Applicant and Drone Operator are responsible for complying with all Federal, Provincial and Municipal Regulations concerning the use of drones;
3. Drones must have a valid registration with Transport Canada;
4. Drone Operators must have a valid "Advanced Operators License" from Transport Canada;
5. A site map and flight plan must be submitted with the "Drone Use Application" before any flight operations are approved;
6. Applicants must provide a Certificate of Insurance naming the Town of Drumheller as an additional insured in the amount of \$2,000,000.00 dollars;
7. If filming for an event, the Applicant must have an emailed confirmation from the Event Organizer;
8. Any fees for site rentals or other applicable fees must be paid by the applicant;
9. If the Applicant or Drone Operator is flying over privately owned property they must obtain permission from the Property Owner;
10. Drone Operators must maintain visual line of sight at ALL times;
11. Take off and landing sites must be in a secured 200 ft radius area;
12. Drone Operators must not fly within 100 ft of people, vehicles or buildings;

AGENDA ITEM #6.5.1.

13. Drone Operators must not fly above the altitude of the Drumheller Municipal Airport runway which is approximately 122 metres (400 ft) above the elevation of the Red Deer River when operating on Municipal Owned Property;
14. The Town of Drumheller does not charge an application fee.

Date: _____

Chief Administrative Officer

Mayor of Drumheller

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Our File: 19-18547 CK

July 30, 2019

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

VIA EMAIL: swallace@dinosaurvalley.com

Attention: Sean Wallace, Manager of Economic Development

Dear Sean:

Re: Commercial Drone Use Council Policy #C-07-19

As per your instruction I have reviewed the proposed Commercial Drone Use Policy and provide the following remarks:

1. As you are aware drone use is governed by Federal Legislation and the ultimate authority in that regard will be federally legislated. However, municipalities can also legislate in that area of the law if it does not conflict at all with federal legislation. I note that the Town does not wish to pass a bylaw but merely wishes to ensure that its actions are governed by policy at this time.
2. Upon a review of the proposed policy, I can find no provisions that are in conflict with federal legislation. I also note that your proposed policy only is specific to drone flying on municipal property.

I comment as follows:

1. That as this is proposed policy and not proposed bylaw, the enforcement of the policy can hold no consequences for anyone who contravenes the policy.
2. I presume that a "Drone Use Application" form has been approved and is available on your website.

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Sean Wallace
July 30, 2019
Page 2

Furthermore, I believe that the language of the proposed policy may well benefit from being tightened up and the various paragraphs sequenced as their order appears somewhat random.

I will be happy to discuss this further at your convenience.

Yours truly,

HERMAN, KLOOT & COMPANY

Per:



COLIN KLOOT
CK/rls
cc: Daryl Drohomerski