

Town of Drumheller COUNCIL MEETING AGENDA

Monday, April 29, 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 2.1. Proclamation - Emergency Preparedness Week May 5 - 11, 2019
[Proclamation - Emergency Preparedness Week May 5 to 11, 2019](#)
3. **ADOPTION OF AGENDA**
4. **MINUTES**
- 4.1. **ADOPTION OF REGULAR COUNCIL MEETING MINUTES**
- 4 - 9 4.1.1. Regular Council Meeting Minutes of April 15, 2019
[Regular Council Meeting Minutes of April 15, 2019](#)
- 4.2. **MINUTES OF MEETING PRESENTED FOR INFORMATION**
- 10 - 21 4.2.1. Municipal Planning Commission Meeting Minutes of March 14, 2019
Municipal Planning Commission Meeting Minutes of March 28, 2019
[MPC Meeting Minutes of March 14, 2019](#)
[MPC Meeting Minutes of March 28, 2019](#)
- 4.3. **BUSINESS ARISING FROM THE MINUTES**
5. **DELEGATIONS**
- 5.1. Presentation of 2018 Audited Financial Statements
6. **REQUEST FOR DECISION REPORTS**
- 6.1. **CAO**
- 22 - 39 6.1.1. Bylaw 06.19 being the Community Standards Bylaw - second and third readings
[Bylaw 06.19 being the Community Standards Bylaw - second and third readings](#)
- 40 - 43 6.1.2. Bylaw 08.19 being a bylaw to establish a Tourism Corridor and Community Standards Appeal Board - first reading
[Bylaw 08.19 being a bylaw to establish a Tourism Corridor and Community Standards Appeal Board - first reading](#)
- 44 - 48 6.1.3. RFD - Community Assistance Application - Drumheller Community Learning Society - Homework Help Program
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- 49 - 65 6.1.4. RFD - Community Assistance Application - Hope College
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- 66 - 73 6.1.5. RFD - Community Counselling Program
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- 6.2. **DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**

- 6.3. DIRECTOR OF INFRASTRUCTURE SERVICES**
- 6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**
- 6.5. MANAGER OF ECONOMIC DEVELOPMENT**
- 6.6. COMMUNICATION OFFICER**
- 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. Land Matter - Plan 0913419 Block 6 Lot 2 (*FOIPP Section 23 Public Body Confidences*)
 - 13.2. Land Matter - Plan 4128EQ Block 6 Lot 1 (*FOIPP Section 23 Public Body Confidences*)
 - 13.3. Labour Matter (*FOIPP Section 17 Personal Privacy*)



DRUMHELLER

OFFICE OF THE MAYOR



Proclamation Emergency Preparedness Week May 5 to 11, 2019

Whereas: Emergency Preparedness Week is a designated week aimed at increasing awareness to help Canadians take action to protect themselves and their families during emergencies. Canadians are asked to take three simple steps to become better prepared to face a range of emergencies: know the risks, make a plan and get an emergency kit.

Whereas: Working in partnership with each other, all orders of government, first responders, private industry and non-governmental organizations, we are building a more resilient and safer Canada.

Therefore: I hereby, Mayor Heather Colberg of the Town of Drumheller, proclaim May 5 to May 11, 2019 as Emergency Preparedness Week

**Town of Drumheller
COUNCIL MEETING
MINUTES**

April 15, 2019, at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne De Mott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF INFRASTRUCTURE SERVICES

Dave Brett

DIRECTOR OF PROTECTIVE / EMERGENCY SERVICES:

Greg Peters

MANAGER OF ECONOMIC DEVELOPMENT

Sean Wallace

COMMUNICATIONS OFFICER/ECONOMIC DEVELOPMENT OFFICER:

Julia Fielding

RECORDING SECRETARY:

Linda Handy

1. CALL TO ORDER

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

2. MAYOR'S OPENING REMARK

Mayor Colberg announced the following activities:

Community Standards Bylaw Open House -April 17th from 6:00 PM-8:00 PM at the BCF

Dinosaur Trail Golf Club AGM – April 18th at 7:00 PM

Chamber's Spring Expo - April 26th & 27th at BCF

Valley Bus AGM – May 8th 1:30 PM at BCF

Parade Committee is looking for volunteers – any interested citizens should go to DrumhellerParade.org to sign up

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Mayor Colberg thanked the organizers of the Volunteer Appreciation Event and all the residents who participated in the 20-20 challenge to clean up the community.

Councillor J. Garbutt advised that he attended the Dinner and Reception with the President of the Red Deer University and the Board of Governors. He further advised that they had a tour of their newly constructed \$88M Canada Game Centre.

3. ADOPTION OF AGENDA

MO2019.67 Hansen-Zacharuk, Lacher moved to adopt the agenda as presented. Carried unanimously.

4. MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1. Regular Council Meeting Minutes of April 1, 2019

MO2019.68 Lacher, DeMott moved to adopt the Regular Council Meeting Minutes of April 1, 2019 as presented. Carried unanimously.

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

4.3. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS

6. REQUEST FOR DECISION REPORTS

6.1. CAO

6.1.1 2019 Capital Budget Approval

D. Drohomerski provided an overview of capital priorities as follows:

Downtown Plaza–Washrooms / hardscaping / etc. / sound system (Elks site) - \$60,000;

Computer Services (IT upgrades to server/Microsoft licensing/telephones) - \$182,000;

Communication Upgrade – TownApp - \$15,000

Fire Equipment – \$50,000

Fire Hall – lockers - \$12,000

Fire Vehicles – Ladder pumper increased to \$1.1M (tender to go out in 2019) and Fire Chief Truck replacement - \$50,000

Flood Mitigation (dyke construction and update to be provided in the early summer)

Town Hall Vehicle (Development Officer / Economic Development) - \$40,000

Heavy Duty Equipment (Portable Compressor) - \$510,000

Salt Shed (asphalt floor) - \$25,000

Street Rehabilitation Program increased to \$1M

Bridge 11 (grant dependent) - \$1.6M

Runway Lighting replacement (grant dependent) - \$142,000

Pen Booster Station – water booster station for the Penitentiary needs replacing start work with engineering this year and construction next year and cost sharing with Province - \$100,000

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Watermain Replacement / Valves in downtown core - \$415,000
ShopA Bulk Water Station Relocation(near WTP);move out of residential area-\$200,000
Replace one HVAC Unit at WTP this year; and two each year thereafter - \$91,000;
Under Year 2020–WTP / WWTP Optimization Engineering and Design treatment of backwash water and sludge from WTP (dependent upon Environment’s directive on backwater discharge to river) – need to allow for \$4M;
Nacmine Forcemain (grant dependent) \$1.4M (needs replacement due to aging – bypass under Newcastle);
Nacmine Sewer Lines are on the radar for replacement (freezing due to lines being shallow) – currently they are flushed more regularly - \$1.5M (grant dependant);
Cemetery – Phase 3 /fencing / landscaping - \$75,000;
Elks Club Demolition (completed at \$70,000);
Aquaplex Change Room(carry forward from last year) and Air Handling Unit - \$438,500;
Arena – Zamboni - \$130,000;
Tree Spade (the Town can manage their own work) - \$30,000;
Washrooms at the Hoodoos (relocating washrooms from west end of parking lot to east end to allow for dedicated space for vendors) - \$15,000;
Spray Park \$50,000 design this year as per Council’s direction and \$250,000 next year;
Dog Park Fencing - \$15,000; construct another one in 2020.
Dinosaur Rex – listed as a donation - \$50,800;
Fitness Equipment Replacement at BCF - \$30,000;
Ceiling Mounted Basketball Nets at BCF - \$65,000
New Pickleball Nets at BCF - \$5,000

Councillor T. Zariski asked that dollars be assigned for BCF for drop down curtains and flooring for the fieldhouse next year.

D. Drohomerski stated that Administration is seeking adoption of the 2019 Capital Budget and subsequent five (5) year capital plan. The 2019 Capital Budget equates to \$21,452,020 (\$26.9-2018) of which:

- \$12,098,120 (\$10.67 – 2018) are funded projects carried forward (work in progress) from 2018;
- \$1,117,000 (\$5.8 – 2018) are unfunded projects carried forward (\$142k airport runway, \$975k Bridge 11); and
- \$1.765,000 (\$4.7 – 2018) are new, unfunded projects (\$265k Bridge 11 and \$1.5M Nacmine Forcemain)

MO2019.69 Hansen-Zacharuk, Zariski moved to approve the 2019 Capital Budget as presented.

Councillor J. Garbutt asked if the reserve funding for future years meet terms of the Town’s Capital Financing Strategy in order to fund the capital purchases? B. Miller explained based on amortization and if the grants are approved, she is confident that future capital replacements and growth of reserves is possible. She needs to rework the numbers in light of grant approval in the amount of \$55M for flood mitigation

Vote on Motion: Carried unanimously.

6.1.2 Multi-Year Capital Budget Approval

MO2019.70 Lacher, Garbutt moved to approve the Multi-Year Capital Budget as presented. Carried unanimously.

6.1.3 AUMA Resolution – Electricity Price Imbalance

D. Drohomerski explained that resulting from a recent presentation to Council by ATCO Electric, it became shockingly clear that transmission and distribution costs by the companies responsible for the wires to bring electricity to your home are significantly imbalanced depending on where you live in the Alberta ATCO service area customers are paying higher costs than customers within the Fortis, EPCOR and ENMAX service areas because ATCO has a large geographical area. He explained that if the service area is large and sparsely populated, one kilometer of distribution line may only serve a few customers where in an urban centre, one kilometer of line serves a larger number of customers and the distribution portion of their bills are significantly lower. Energy delivery charges encroach upon 70% of a customer's total bill for the sum of the two components: transmission and distribution charges.

He summarized by explaining that as the electrical grid for Alberta ultimately operates as a single entity, it is reasonable to distribute those costs equally across the Province. The current system unfairly financially penalizes rural communities that literally are on the border between urban providers.

MO2019.71 Hansen-Zacharuk, Makowecki moved that:

WHEREAS, the electricity price imbalance results from the cost of transmission and distribution of electricity to customers across Alberta. Imbalanced electricity prices which are becoming extraordinarily high in some service areas are regulated by the Alberta Utilities Commission (AUC) for residential, farm and commercial customers in rural and urban areas.

WHEREAS, In 2018, monthly transmission charges paid by the average residential customer with 600 kWh of consumption ranged from \$19.75 (in EPCOR's service area) and \$24.82 (in ATCO's service area).

WHEREAS, In 2018, monthly distribution charges paid by the average residential customer with 600kWh of consumption ranged from \$21.58 (in ENMAX's service area) to \$81.24 (in ATCO's service area).

WHEREAS *“distribution and transmission rates may be different in each area of the Province because they incur different costs to build, operate and maintain their system depending on how big the system is, how new it is and how many customers are sharing the cost. A distribution company that serves rural areas will cost more than a system that serves urban areas because the utility has to build, operate and maintain more poles, wires and facilities to serve each customer”* (Alberta Utilities Commission);

IT IS THEREFORE RESOLVED THAT the Province implement “a modernized electrical system that has reasonable and predictable prices” as stated on their website *Powering Alberta’s Future*: <https://www.alberta.ca/electricity-reform.aspx>.

FURTHER BE IT RESOLVED THAT the AUMA lobby the AUC on behalf of municipalities to reduce the imbalance of electricity pricing for transmission and distribution charges across the Province.

Carried unanimously.

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.2.1 Revisit 2019 Unfunded Priorities (resulting from large surplus) (tabled)

MO2019.72 Zariski, Hansen-Zacharuk moved to table Item 6.2.1. Carried unanimously.

6.3 DIRECTOR OF INFRASTRUCTURE SERVICES

6.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5 REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES

6.5.1 Downtown Plaza Phase 1.5

D. Brett provided the following update: The Town will be developing a stage, placing vendor sheds, decorative plantings, constructing washrooms, and placing vendor sheds and barricades on the former Elks site. A draft plan will be prepared by the end of the week. It is the Town’s intent to use the area for a year round plaza for all events including the Festival of Lights.

Councillor T. Zariski requested that residents on 1st St. E be contacted for input. D. Brett stated that he will contact the adjacent property owners. Councillor L. Hansen-Zacharuk requested that the design of the stage – which includes the speaker system – to be placed so that sounds levels are away from the residential area. She also requested that the Plaza Events comply with the Community Standards Bylaw. Council also requested that the laneway be closed into the back of the former Elks to minimize safety risks and mitigate any residents’ concerns, signage be installed to direct people to the Plaza, and communication posters be sent to the hotels and motels advising of events. It was noted that the Events Planner job description is being prepared.

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

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12. COUNCILLOR REPORTS

13. IN-CAMERA MATTERS

14. ADJOURNMENT

There being no further business, Mayor Colberg adjourned the meeting at 5:37 PM.

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday March 14, 2019**

Present: Tracy Breese, Development Officer
Linda Taylor, Recording Secretary
Tom Zariski, Councillor/Member – Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Scott Kuntz, Member
Tony Lacher, Councillor/Member
Jeff Laurien, Palliser Regional Municipal Services Representative – Senior Planner

Absent: Sharon Clark, Vice Chair - Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:03 pm

T. Zariski presented the Agenda for the March 14, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition – 5.5 Potential development

Deletion - none

Amendment -

1.2 Acceptance of Agenda

Motion: - S. Kuntz moved to accept the agenda with the addition as noted for the March 14, 2019 agenda

Second: – S. Rymal - Carried

2.0 MINUTES – FOR ACCEPTANCE & SUMMARY OF DEVELOPMENT PERMITS

2.1 February 14, 2019

Motion: S. Rymal moved to accept the minutes of February 14, 2019

Second: -- S. Gallagher - Carried

2.2 Summary of Development Permits



3.0 DEVELOPMENT PERMITS

3.1 T00017-19D – Tourist Dwelling – Change of Use

T. Breese presented Development Permit T00017-19D submitted by Applicant for a change of use to tourist dwelling located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9. Zoning is DT – Downtown Transition District.

T. Breese advised the applicant did major renovations to this dwelling in 2016 such as new windows, plumbing and electrical. The house will sleep up to four people. There is one large bedroom and a hide a bed couch in the living room. On site parking is available off the back alley, as well as street parking in front of the house. The applicant also resides in the dwelling located at 145 1 Street W.

This Development Permit application was advertised in the local paper under Proposed Developments and to date, no concerns have been received. One Adjacent land owner was in support of the application.

Municipal Planning Commission discussed the application. Question was raised about Air B & B's; Air B & B's are not in the Town of Drumheller Land Use Bylaw at this time. MPC suggested administration send an email to Bylaw to report back on the number of Air B & B's in Drumheller.

Motion: T. Lacher moved to approve Development Permit T00017-19D submitted by Applicant for a change of use to tourist dwelling located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9 subject to the following conditions;

1. Must conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. A Business License is required
4. Tourist Dwelling means a single dwelling unit:
 - a. occupied by guests for a temporary period less than 28 days;
 - b. contains sleeping and sanitary facilities and may contain cooking or eating facilities;
 - c. occupied by a single party at any given time;
 - d. maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.
5. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
6. A Tourist Dwelling shall not have signage associated with the use.
7. The owner or manager of the Tourist Dwelling shall be available within the Town of Drumheller at all times when the tourist dwelling is being used.
8. The owner or manager of the Tourist Dwelling shall at all times:
 - i. Maintain the site and buildings, structures and improvements thereon in a clean, neat, tidy and attractive condition and free from all rubbish and debris;
 - ii. maintain garbage to the satisfaction of the Development Authority;
9. Tourist dwellings shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.
10. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.



3.0 DEVELOPMENT PERMITS

3.1 T00017-19D – Tourist Dwelling – Change of Use

T. Breese presented Development Permit T00017-19D submitted by Applicant for a change of use to tourist dwelling located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9. Zoning is DT – Downtown Transition District.

T. Breese advised the applicant did major renovations to this dwelling in 2016 such as new windows, plumbing and electrical. The house will sleep up to four people. There is one large bedroom and a hide a bed couch in the living room. On site parking is available off the back alley, as well as street parking in front of the house. The applicant also resides in the dwelling located at 145 1 Street W.

This Development Permit application was advertised in the local paper under Proposed Developments and to date, no concerns have been received. One Adjacent land owner was in support of the application.

Municipal Planning Commission discussed the application. Question was raised about Air B & B's; Air B & B's are not in the Town of Drumheller Land Use Bylaw at this time. MPC suggested administration send an email to Bylaw to report back on the number of Air B & B's in Drumheller.

Motion: T. Lacher moved to approve Development Permit T00017-19D submitted by Applicant for a change of use to tourist dwelling located at 149 1 Street West, Drumheller on Plan 7710AP; Block 32; Lot 9 subject to the following conditions;

1. Must conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. A Business License is required
4. Tourist Dwelling means a single dwelling unit:
 - a. occupied by guests for a temporary period less than 28 days;
 - b. contains sleeping and sanitary facilities and may contain cooking or eating facilities;
 - c. occupied by a single party at any given time;
 - d. maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.
5. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
6. A Tourist Dwelling shall not have signage associated with the use.
7. The owner or manager of the Tourist Dwelling shall be available within the Town of Drumheller at all times when the tourist dwelling is being used.
8. The owner or manager of the Tourist Dwelling shall at all times:
 - i. Maintain the site and buildings, structures and improvements thereon in a clean, neat, tidy and attractive condition and free from all rubbish and debris;
 - ii. maintain garbage to the satisfaction of the Development Authority;
9. Tourist dwellings shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.
10. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.



11. On-site parking shall be provided at all times for all guests.
12. **Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority and Health Authority that building is occupiable for such purposes.**
13. The development shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.

Second: - S. Gallagher - Carried

3.2 T00018-19D – Applicant – Accessory Building

T. Breese presented Development Permit T00018-19D submitted by Applicant for an accessory building, garage, with a lot coverage variance and home occupation located at 190 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 39. Zoning is DT – Downtown Transition District.

T. Breese advised applicant is applying for an accessory building (432 sq. ft. detached garage) with a minor variance to the lot coverage from 15% to 15.8%. This parcel is approximately 2992 sq. ft. in size and as per the Land Use Bylaws, Section 30. (d) Maximum Limits 2. Site Coverage, (d): Accessory building shall not exceed the lesser of 67 m² (728 sq. ft.) or 15% of lot coverage unless otherwise approved by the Municipal Planning Commission. As per the submitted site plan, the applicant meets all minimum setback requirements.

The applicant may meet the occasional client at this location, so it was recommended by administration to also apply for a Home Occupation as this is a discretionary use in the D-T district.

Further, this Development Permit application was advertised in the local paper under Proposed Developments and to date, no concerns have been received.

Municipal Planning Commission discussed the application. Discussion on the home occupation, MPC would like more information and confirmation.

Motion: T. Lacher moved to postpone Development Permit T00018-19D submitted by Applicant for home occupation located at 190 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 39, until the next MPC meeting on March 28, 2019.

Second: S. Rymal – Carried.

Motion: S. Kuntz moved to approve Development Permit T00018-19D submitted by Applicant for an accessory building, garage, with a lot coverage variance from 15% to 15.8% located at 190 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 39, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All minimum/maximum requirements for setbacks as established in Land Use Bylaw 10-08 shall be met and are in accordance with the site plan submitted.
4. Height of accessory building not to exceed 4.57 m (15 ft.).
5. Construction to be in accordance with the Alberta Building Code.



6. This is not a building permit, all Permits as required under the Safety Codes Act and its regulations shall be obtained and a copy of the Building Permit and any other required Safety Code Act approvals or permits shall be submitted to the Town.
7. All outstanding taxes owed to the Town of Drumheller shall be paid prior to the commencement of this development.
8. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 403.823.1330 for the regulations).
9. **Exterior finished to be wood, metal or similar siding, brick or stucco to the satisfaction of the Municipal Planning Commission. The finish of buildings should complement other structures and natural site features.**
10. 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 Authority. An additional development permit may be necessary.
11. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. Contractor(s) to have a valid Business License with the Town of Drumheller.
13. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call

Second: T. Lacher – Carried.

3.3 T00019-19D – Applicant – Accessory Building

T. Breese presented Development Permit T00019-19D submitted by Applicant for an accessory building, shed, located at 100 1 Avenue, East Coulee on Plan RW 306; Block A,B,C. Zoning is UT – Urban Transitional District.

T. Breese advised currently on this 11.49 acre parcel is a Dwelling that was approved in 2014, Development permit #T00099-14D and a 2400 square foot cold storage Building that was approved in 2017, Development Permit # T00108-17D.

The applicant is applying for an Accessory Building (shed) which would fit the existing use of the land and the vicinity.

This Development Permit application was advertised in the local paper under Proposed Developments and to date, no concerns have been received.

Municipal Planning Commission discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00019-19D submitted by Applicant for an accessory building, shed, located at 100 1 Avenue, East Coulee on Plan RW 306; Block A,B,C, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All minimum/maximum requirements for setbacks as established in Land Use Bylaw 10-08 shall be met and are in accordance with the site plan submitted.



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COMMUNITY SERVICES



4. All outstanding taxes owed to the Town of Drumheller shall be paid prior to the commencement of this development.
5. This is not a building permit, all Permits as required under the Safety Codes Act and its regulations shall be obtained and a copy of the Building Permit and any other required Safety Code Act approvals or permits shall be submitted to the Town.
6. Construction to be in accordance with the Alberta Building Code.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 403.823.1330 for the regulations).
8. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
9. 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 Authority. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.
12. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners' responsibility.

Second: S. Gallagher – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

5.1 285 1 Street West

The development at 285 1 Street West, Drumheller is now complete.

5.2 CR – 2400 Square Foot Accessory Building

The owners would like to build a 2400 square foot shop on their property, (14.36 acres) in Leigh. The shop would be .004% lot coverage. The property is located in a flood fringe area.

In the Town of Drumheller Land Use Bylaw, Country Residential District:

"Maximum Limits

1. *Site Area:*

(a) *Parcels shall not exceed 1.21 ha (3 ac) unless otherwise approved by the Municipal Planning Commission."*

"4. *Site Coverage:*

(b) *unless otherwise approved by the Municipal Planning Commission, accessory buildings shall not exceed the lesser of 140 m² (1500 sq.ft.) or 3% of lot coverage."*

Municipal Planning Commission would like to have direction from Council in regards to the development in the flood fringe, in this situation.



5.3 CR – Holiday Trailers

The owner would like to use the adjoining lot to their home for RV parking for camping purposes. The owner lives on one parcel and the adjoining lot is currently vacant. This property may be located on a tourist corridor; administration will verify. The occupied lot can be used for this purpose however the vacant lot can not be used for the RV parking for camping purposes.

In the Town of Drumheller Land Use Bylaw, Country Residential District:

“(f) Objects Prohibited or Restricted in Yards

2. *A holiday trailer parked on a parcel may be used for living and sleeping accommodation by a bona fide tourist for a period not to exceed three weeks.*
3. *Not more than two holiday trailers shall be stored or parked on a parcel.”*

5.4 DP – T00026-18D

It came to the attention of administration a second business (Jurassic Detailing) was operating at the same location as Badlands Choppers. Administration contacted Badlands Choppers in regards to the requirement of all contractors/sub-trades to possess a valid business license and also the change in the conduct of the business as per the Notice of Decision;

4. *"All contractors and/or sub-trades to possess a valid Town of Drumheller Business License."*
5. *"If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary."*

Administration would like direction from MPC; should a request in writing in regards to the change in the conduct of business be acceptable or require a new development permit. Jurassic Detailing has applied for a Business License. MPC felt a letter requesting a change to the conduct of business is acceptable.

5.5 Potential development

This property is being potentially looked at by developers and planning to develop a large recreation vehicle resort; which could include park models or recreational vehicles. Consideration should be given to a zoning change; direct control district would *"provide for the evolution towards a more specific type of land use of areas which are in a state of transition."*

The path to the development would require changes such as:

- * Consideration to re-zoning
- * An Area Structural Plan
- * Change to the Municipal Development Plan, as it now shows this location for future residential development

6.0 NEXT MEETING DATE – March 28, 2019 – Room 106

7.0 Adjournment – Meeting adjourned at 2:18 pm.



DRUMHELLER

COMMUNITY SERVICES





Chairperson



Development Officer

Attachments: Agenda



DRUMHELLER

COMMUNITY SERVICES



**Municipal Planning Commission
MINUTES
Meeting of Thursday March 28, 2019**

Present: Tracy Breese, Development Officer
Donna Kittridge, Recording Secretary
Tom Zariski, Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Scott Kuntz, Member
Jeff, Palliser Regional Municipal Services Representative

Absent: Tony Lacher, Councillor/Member – Regrets
Linda Taylor, Recording Secretary
Sharon Clark, Vice Chair - Regrets

Delegates: **Kings Ice Cream** – Ramesh Msm Somasandam
Kumar Gopal
Nandam Prijes
Jeya

1.0 CALL TO ORDER – 12:05 pm

T. Zariski presented the Agenda for the March 28, 2019 meeting.

1.1 Acceptance of Agenda

Motion: - S. Rymal moved to accept the agenda for March 28, 2019
Second: – S. Kuntz - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 14, 2019

Motion: S. Rymal moved to accept the minutes of March 14, 2019
Second: – S. Gallagher - Carried

2.2 SUMMARY OF DEVELOPMENT PERMITS

Motion: S. Kuntz motioned to accept.
Second: S. Gallagher - carried



DRUMHELLER

COMMUNITY SERVICES



3.0 DEVELOPMENT PERMITS

3.1 T00020-19D – Mobile Vendor – Kings Ice Cream

T. Breese presented Development Permit T00020-19D submitted by Kumar Gopal for a Mobile Vendor Permit for various locations, Drumheller. Advertising was done in the local newspaper. No concerns have been raised, as with others Mobile Vendor administration supports this application.

T. Breese advised this Ice Cream Truck Vendor will carry a variety of items for sale and will operate between the hours of 7 am to 8:00 pm at various spots in town.

The applicant and family were in attendance to speak to the application. Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00020-19d submitted by Ramesh MSM Somasundaram and Kumar Gopal for a Mobile Vendor; Ice Cream Truck located at the following areas;

- The Hoodoos on Hwy 10 East
 - The Suspension Bridge. Rotary Splash Park / Centennial Park
1. Newcastle Beach
 2. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
 3. 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.
 4. Vendor shall carry on Business daily within the hours approved on the Mobile Vending Permit.
 5. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.
 6. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
 7. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
 8. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
 9. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
 10. 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.
 11. 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.
 12. Vendor shall not discard water from the daily activities, on the Unit site; it shall be discarded in the appropriate manner.
 13. 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.
 14. This permit expires on December 31, 2019.

Second: S. Kuntz - Carried



DRUMHELLER

COMMUNITY SERVICES



3.2 T00021-19D – Accessory Building – (988sq ft) 80 8th Avenue N, Cambria

T. Breese presented Development Permit T00021-19D submitted for New Construction of an Accessory Building located at 80 8th Avenue North Cambria, Drumheller on Plan 9412439; Block 1. Zoning is UT – Urban Transitional.

T. Breese advised an accessory building is a discretionary use in this district. The purpose of this district is to reserve land on the periphery of the developed area of the Town intended as future urban growth or significant areas within the developed Town that require planning direction prior to more intensive development. This property is in the flood fringe, moving forward I do not see any intensive development happening on this property. This property is 17.90 acres in size; there is an existing house and garage on the property. The applicant is to meet the Flood Mitigation Measures.

Municipal Planning Commission discussed the application. The conditions should include that the building should not be used as or for any business.

Motion: S.Kuntz moved to approve Development Permit T00021-19D submitted for New Construction of an accessory building (detached garage) located at 80 8 Avenue, W Cambria, Drumheller on Plan 9412439; Block 1; 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. 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.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. All contractors have to be in possession of a valid Town of Drumheller business license.
6. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
7. 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.
8. 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.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Condition that the building not be used for business purposes.

Second: S.Rymai – Carried.

S. Gallagher Recused herself from this application.

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

No items to discuss.



DRUMHELLER


COMMUNITY SERVICES



5.0 OTHER DISCUSSION ITEMS

- 5.1 Follow up in regards to Air B & B – Jeff to submit a report with recommendations. (will also take to Council) A suggestion was made to advertise information on Tourist Dwelling, definitions.
- 5.2 Push Carts – Mobile Vendors – allowed as part of vendors license.
- 5.3 T00014-19D – The Royal Den – not moving forward with Restaurant / patio application cancelled.
- 5.4 T00018-19D – Home occupation – property is not applicants primary residence – Development permit was issued for Accessory building with minor lot coverage variance only. MPC advised building not be used for anything business related.

6.0 Next meeting date scheduled for April 17th .
Adjournment – Meeting adjourned at 1:20 pm.
Motion: S. Rymal, Carried



Chairperson



Development Officer

Attachments: Agenda

**TOWN OF DRUMHELLER
Community Standards
Bylaw Number 06.19**

Being a Bylaw of the Town of Drumheller in the Province of Alberta for the purposes of prohibiting certain activities in order to prevent and compel abatement of noise, nuisances, unsightly premises, control weeds and public disturbances.

WHEREAS the *Municipal Government Act*, being Chapter M-26 or the revised Statutes of Alberta and amendments thereto, provide that the Council of a municipality may pass bylaws for municipal purposes respecting nuisances, including unsightly property.

WHEREAS the *Municipal Government Act* authorizes a municipality to pass bylaws respecting safety, health and welfare of people and protection of people and property;

WHEREAS the *Municipal Government Act* authorizes a municipality to pass bylaws respecting the remedying of contraventions of bylaws;

WHEREAS the *Traffic Safety Act* authorizes a municipality to pass bylaws with respect to Highways under its direction, control and management and the parking of vehicles on public and private property;

WHEREAS the *Safety Codes Act* authorizes a municipality to pass bylaws respecting the minimum maintenance standards for buildings and structures; and unsightly or derelict buildings or structures;

AND WHEREAS community standards are intended to be reviewed regularly and amended as Council deems appropriate. Council's desire is to influence respect for each other as neighbors and balance enforcement with the livability of neighbors and neighborhoods.

NOW THEREFORE the Council of the Town of Drumheller, in the Province of Alberta, duly assembled, enacts the following:

PART 1 – INTERPRETATION

- 1.1 This Bylaw shall be cited as the "Community Standards Bylaw".
- 1.2 This Bylaw applies to all Premises within the corporate boundaries of the Town of Drumheller.
- 1.3 Nothing in this Bylaw shall be interpreted as conflicting with any Provincial or Federal legislation.
- 1.4 Where any provision of this Bylaw conflicts with any Provincial or Federal legislation, the Provincial or Federal legislation shall take precedence.

- 1.5 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and in force.
- 1.6 Nothing in this Bylaw relieves a Person from complying with any provisions of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 1.7 All of the schedules attached to this Bylaw form a part of this bylaw.

PART 2 – DEFINITIONS

“Appeal” means the appeal of;

- (i) An Order issued pursuant to the Community Standards Bylaw;
- (ii) An Order issued pursuant to Section 545 of the *Municipal Government Act* regarding contraventions of other bylaws or enactments that the Town is authorized to enforce; or
- (iii) An Order issued pursuant to Section 546 of the *Municipal Government Act*

“Appeal Board” shall mean the Community Standards Appeal Board as established by the Community Standards Appeal Bylaw

“Boulevard” means that part of a Highway that is not a roadway.

“Building” means any structure used or intended for supporting or sheltering any use or occupation.

“Building Material” means all construction and demolition material including the packaging material accumulated on Premises arising from the construction, alteration, repair or demolition of any structure and includes, but is not limited to, earth, vegetation or rock displaced during such construction, alteration, repair or demolition;

“Bylaw Violation Tag” is a ticket or summons issued for an allegation of a Bylaw infraction and is issued by a Peace Officer and only enforceable in the Town.

“Chief Administrative Officer” shall mean a Municipal Official employed by the Town of Drumheller in the position of Chief Administrative Officer, or in his/her absence, the person appointed as Acting Chief Administrative Officer; or designate.

“Council” means the Municipal Council of the Town of Drumheller.

“Court” shall mean any Provincial Court of Alberta.

“Day Time” means the period beginning at 7:00 am and ending at 10:00 pm of the same day, on weekdays; or beginning at 9:00 am and ending at 10:00 pm of the same day, on the weekend.

“Derelict Equipment” means equipment or machinery, which has been rendered inoperative by reason of its disassembly, damage, age or mechanical condition, and includes, but is not limited to, any household appliance stored outside of a residence or other structure.

“Derelict Vehicle” means a vehicle, whether or not in operating condition; or has all or part of its structures removed or dismantled, or is in a dilapidated or unsightly condition.

“Fire Receptacle” includes a permanently affixed outdoor fire place or a portable fire pit where fuel source may be wood, gas or any other combustible substance.

“Good Repair” means a condition where the structure does not exhibit: significant damage, peeling surfaces, broken, missing, or fallen parts, rot or other significant deterioration, openings which are not secured, or other visual evidence of lack of general maintenance.

“Graffiti” means words, figures, letters, drawings, symbols, or stickers applied, scribbled, scratched, etched, sprayed or attached on or to a surface of the premises without permission of the owner and in public view.

“Highway” as stated in the Traffic Safety Act, R.S.A. 2000, c T-6 means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes (i) a sidewalk, including a boulevard adjacent to the sidewalk, (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway.

“Landscaping Standards” as set out in the Town of Drumheller’s Landscaping Policy.

“Land Use Bylaw” means the Town of Drumheller Land Use Bylaw and any amendment to the Land Use Bylaw.

“Lane” shall mean an alley intended primarily for access to the rear of Premises located adjacent to the alley.

“Night Time” means a period beginning at 10:00 pm and ending on the following day at 7:00 am, if the following day is a Week Day or 9:00 am if the following day is a Weekend.

“Noise” means any sound that is reasonably likely to disturb the peace of others.

“Notice” shall mean a notice issued pursuant to this bylaw to remedy a condition that is not in compliance with any provision of this bylaw.

“Nuisance” for the purpose of this bylaw includes any use of or activity upon any premises which is offensive to any person, or has or may have a detrimental impact upon any person or other premises in the neighborhood.

“Occupier” means residing on or to be in possession or control of the Premises.

“Order” means a written order identifying a contravention of this Bylaw and stipulating the actions that the Owner or Occupier shall take to remedy the contravention.

“Owner” of Premises is a Person who is registered under the Land Titles Act as the Owner of the Premises.

“Peace Officer” shall mean a Community Peace Officer, Bylaw Enforcement Officer, Police of Jurisdiction or other person appointed by the Town and who is authorized to enforce Bylaws of the Town of Drumheller.

“Person” shall mean an individual person, a corporation, association, partnership or other recognized legal entity.

“Premises” shall mean any land situated in whole or in part within the Town including the external surface of all buildings and land immediately adjacent to any building or buildings and including any land or buildings owned or leased by the Town.

“Property” shall have the same meaning as Premises.

“*Provincial Offences Procedures Act*” means the Provincial Offences Procedures Act, R.S.A. 2000, Chapter P-34 and the regulations thereof, as amended or replaced from time to time.

“Public Place” means any place within the Town to which the public may have either express or implied access including, but not limited to, areas such as streets, sidewalks, pathways, trails, and any fixture or sculpture located in such area.

“Screened” means a fence, wall, berm, hedge or other barrier providing visual and/or acoustic separation of sites.

“Sidewalk” means that part of the highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or unpaved.

“Town” means the Town of Drumheller, a municipal corporation and, where the context so requires, the area included within the boundaries of the said municipal corporation.

“Unsightly Premises” means in respect of a Building, includes a Building whose exterior shows signs of significant physical deterioration, and in respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep.

“Violation Ticket” means an offence notice issued by means of a Violation Ticket as described in Part 2 of the *Provincial Offences Procedures Act*.

“Waste” as stated in the *Environmental Protection and Enhancement Act*, R.S.A. 2000, Chapter E-12 means any solid or liquid material or product or combination of solid or liquid material or product, including, but not limited to, rubbish, refuse, garbage, paper, packaging, containers, bottles, cans, manure, human or animal excrement, sewage or the whole or a part of an animal carcass, or the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of and any other thing that is designated as waste in the regulations.

“Waste Collection Cart” means a cart that is supplied by the Town designed to receive Waste then rolled to a collection point and emptied by an automated collection truck.

“Waste Container” means a commercial bin provided by the Occupier specifically marketed to store Waste and excludes containers that are meant for other purposes.

“Weeds” means plants designated as noxious and nuisance weeds as defined in the *Weed Control Act*, RSA 2000 cW-5 and Alberta Regulation 171/2001, as amended or replaced from time to time.

“Week Day” means Monday through Friday, inclusive, for the purpose of this Bylaw, unless it fall on a Holiday.

“Weekend” means Saturday, Sunday and any other Holiday.

“Yard Waste” shall mean any waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities including grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and weeds.

PART 3 – CARE OF PREMISES

UNSIGHTLY PREMISES

3.01 No Owner or Occupier of Premises shall allow their Premises to be in unsightly condition.

ACCUMULATION OF MATERIALS

3.02 No Owner or Occupier of Premises shall allow on the Premises, the accumulation of: any material that creates unpleasant odors; any material likely to attract pests; or animal remains, parts of animal remains, or animal feces.

3.03 No Owner or Occupier of Premises shall allow the open or exposed storage on the Premises of any quantities of industrial fluid, including engine oil, brake fluid or antifreeze.

3.04 No Owner or Occupier of Premises shall allow the following to accumulate on the Premises such that the accumulation is visible to a Person viewing from outside the Premises; loose garbage; bottles, cans, boxes or packaging materials; and household furniture or other household goods.

3.05 No Owner or Occupier of Premises shall allow the accumulation of automobile parts, abandoned vehicles, or Derelict Vehicles to remain or to be parked on Premises, unless it is suitably housed to the satisfaction of the Chief Administrative Officer.

3.06 No Owner or Occupier of Premises shall allow any Derelict Equipment to remain on the Premises without first ensuring that the hinges, latches, lids or doors of the unit have been removed and is not visible to a Person viewing from outside the Premises.

3.07 No Owner or Occupier of Premises shall allow the accumulation of Building Material, whether new or used, unless that owner or occupier can establish that a construction or renovation is being carried out on the Premises and the materials relate to the project taking place and are stacked or stored in a an orderly manner. Materials are to be properly Screened from viewing.

WASTE COLLECTION

3.08 No Owner or Occupier of Premises shall allow commercial or residential Waste to be stored in such a manner that allows any material to be blown, spilled or otherwise dispersed from the Waste Collection Carts. Do not overfill the container beyond its normal, lid closed capacity. Waste Collection Carts shall be returned to the Premises from the collection point by the end of collection day.

3.09 No Owner or Occupier of Premises shall allow commercial Waste to be stored in such a manner that allows any material to be blown, spilled or otherwise dispersed from the Waste Containers. Do not overfill the container beyond its normal, lid closed capacity. All Waste Containers shall be Screened at the discretion of the Chief Administrative Officer.

3.10 No Owner of Occupier shall allow any renovation material to escape a rented industrial Waste Container while the container is on their Premises.

GRASS, TREES & WEEDS

3.11 No Owner or Occupier of Premises shall allow grass or grasses on the Premises to exceed a height of 20 centimeters including any boulevard that lies directly between the boundary of parcel of land and an adjacent highway, road or alley.

This Section shall not apply to:

- (i) Golf courses; or
- (ii) Parks and natural area under the direction and control of Town of Drumheller; or
- (iii) Areas under the direction and control of Town of Drumheller Roads including boulevards adjacent to major roadways.

3.12 No Owner or Occupier of Premises shall allow tree branches, shrubs or other type of vegetation on the Premises to overhang onto neighboring Premises, obstruct the sidewalk, interfere with any public work or utility, and impair the visibility required for safe traffic flow at any intersection adjacent to the land. The Owner or Occupier of Premises shall remove all dead branches and trees from the Premises.

3.13 No Owner or Occupier of Premises shall permit any violation of *The Weed Control Act*, R.S.A. 2008, c W-5.1 on the Premises.

NUISANCES ESCAPING PREMISES

3.14 No Owner or Occupier of Premises shall allow a thing or activity to annoy or disturb a Person or otherwise constitute a Nuisance. A Nuisance is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section of the Bylaw.

- (a) In making a determination with respect to an offence under this Section a Court may take into consideration any or all of the following factors:
 - (i) the frequency of the activity;
 - (ii) the intensity and duration of the activity;
 - (iii) the time of day or season;
 - (iv) the nature of the surrounding area;
 - (iv) the effect of the thing or activity on a complainant or complainants;
and
 - (v) the effect of the thing or activity on the surrounding area.

3.15 No Owner or Occupier of Premises shall allow a flow of water from a hose, eavestrough or downspout or similar device on the Premises to be directed towards an adjacent Premises if it is likely the water from the device will enter the adjacent Premises. The flow shall be directed onto the Owner of Occupier's Premises.

3.16 No Owner or Occupier of Premises shall allow a flow of water from a hose or similar device, rain water, downspout or eavestrough to be directed over a public sidewalk.

3.17 A person shall not engage in any activity that is likely to allow smoke, dust or other airborne matter that may disturb any other Person to escape the Premises without taking reasonable precautions to ensure that the smoke, dust or other airborne matter does not escape the Premises.

3.18 No Owner or Occupier of Premises shall allow an outdoor light to shine directly into adjacent Premises.

3.19 An Owner or Occupier of Premises shall ensure that articles such as papers, flyers and loose debris are collected and contained on the Premises so that they do not escape onto adjacent or other neighboring Premises.

3.20 No Person shall place or permit to be placed, any snow, ice, dirt, leaves, debris or other material from their Premises onto a Highway, Town land or other private Property.

MAINTENANCE OF BUILDINGS AND FENCES

3.21 No Owner or Occupier of Premises shall allow a Building or fence to become a safety hazard.

3.22 Every Owner or Occupier of Premises shall ensure the following are maintained in Good Repair:

- (i) Fences and their structural members;
- (ii) Buildings and their structural members, including:
 - 1. Foundations and foundation walls;
 - 2. Exterior walls and their components;
 - 3. Roofs;
 - 4. Windows and their casings;
 - 5. Doors and their frames;
- (iii) Protective or decorative finishes of all exterior surfaces of a Building or fence; and
- (iv) Exterior stairs, landings, porches, balconies and decks.

3.23 If a Building has a broken window or door opening it shall be repaired within a reasonable time period. The damaged area shall be covered with a solid piece of wood or other suitable material to prevent unauthorized access to the Building. The material shall be installed subject to the satisfaction of the Development Authority and shall be:

- (i) installed from the exterior and fitted within the frame of the opening in a watertight manner;
- (ii) of a thickness sufficient to prevent unauthorized entry into the Building;
- (iii) secured in a manner sufficient to prevent unauthorized entry into the Building; and
- (iv) complimentary to the exterior of the Building.

SIGNAGE

3.24 Placement of standardized business signs on Town roads will be allowed conditional upon;

- (i) Sign to be a standardized sign as approved by Alberta Transportation and/or the Town.
- (ii) Applicant provides the standardized sign at their expense and commits to ongoing sign maintenance/replacement to the satisfaction of the Town. The applicant is responsible to install or remove sign if required.
- (iii) Installation of the sign will be in compliance with the intent of safety requirements per Land Use Bylaw regarding intersections.
- (iv) A maximum of two signs (one from each direction of travel).
- (v) Where a business has ceased operations, all signage shall be removed within four (4) weeks, failing which the Town will remove sign at the cost of the Owner or Occupier of the Premises in which the business previously operated.
- (vi) No posters shall be affixed to any municipal infrastructure for more than 24 hours without approval by the Town.

FIRE ON PREMISES

3.25 Except for a fire which is in compliance with the Fire Department Bylaw, no Person shall ignite or allow to be ignited a fire in a Fire Receptacle that does not comply with the requirements of this Bylaw.

3.26 A fire in a Fire Receptacle shall be supervised at all times.

3.27 No Person shall burn, at any time, on any Premises, the following materials:

- (i) treated or painted lumber;
- (ii) lumber products containing glue or resin;
- (iii) wet or unseasoned wood;
- (iv) leaves, brush or yard waste;
- (v) garbage;
- (vi) rubber, tires or plastic; or
- (vii) any animal carcass or part thereof.

GRAFFITI PREVENTION AND ABATEMENT

3.28 No Person or Owner shall place Graffiti or cause it to be placed on any Premises.

3.29 An Owner or Occupier of Premises shall, within 5 days of a Notice issued by a Peace Officer, ensure that Graffiti placed on their Premises is removed, painted over, or otherwise permanently blocked from public view.

EXCAVATIONS AND PONDING WATER

3.30 No Owner or Occupier of Premises shall allow an excavation, drain, ditch or other depression in the ground to become or remain a danger to public safety.

3.31 If, in the opinion of a Peace Officer, a water-course, pond or other surface of water becomes or remains a Nuisance or poses a danger to public safety, a Peace Officer may declare the water-course, pond or other surface water a Nuisance and require the Owner or Occupier of the Premises to eliminate the Nuisance or danger.

ADDRESSING

3.32 The Owner or Occupier of Premises on which a Building has been erected shall display the number assigned to the Premises at a location plainly visible from the street in front of the Premises.

3.33 The Owner or Occupier of Premises on which a Building has been erected that has access to a Lane shall display the number assigned to the Premises at a location plainly visible from the Lane.

LITTERING

3.34 No Person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Premises, including any street, lane, sidewalk, parking lot, park, public transportation vehicle, or other public place or water course any Waste material.

PROHIBITED NOISE

3.35 A Person shall not cause or permit any Noise that annoys or disturbs the peace of any other Person.

3.36 A Person shall not permit Premises they own or occupy to be used so that Noise from the Premises annoys or disturbs the peace of any other Person.

3.37 In determining what constitutes noise likely to annoy or disturb the peace of others, the following criteria may be considered:

- (i) type, volume, and duration of the sound;
- (ii) time of day and day of week;
- (iii) nature and use of the surrounding area;
- (iv) any other relevant factor.

3.38 No Person shall operate a hand or power lawn mower, leaf blower, snow removal device or other device creating a noise or disturbance which may be heard in a

residential building between the hours of 10:00 pm and 7:00 am on a Week Day and from 10:00 pm to 9:00 am on a Weekend.

3.39 No Person shall operate sound amplifying equipment from any Premises, park or other public space which may be heard in a residential building between the hours of 10:00 pm and 7:00 am on a Week Day and from 10:00 pm to 9:00 am on a Weekend.

3.40 A Person who owns, keeps, houses, harbours, or allows to stay on Premises an animal which by reason of barking, or howling, disturbs Persons in the vicinity of Premises is guilty of an offence under this bylaw.

3.41 No drinking establishment shall permit any noise to emanate from the premises of such drinking establishment such that it annoys or disturbs any other person outside the boundary of the drinking establishment.

3.42 In the operation or carrying on of an industrial or construction activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

3.43 A Person who owns, occupies or controls a truck-tractor or tractor-trailer must not at any time allow it to remain running for longer than 20 minutes when it is stationary in a residential district or within 50 meters of a residential development.

3.44 Permits

- (i) A Person may make a written application to the Chief Administrative Officer for a temporary permit allowing for noise or sound levels that would otherwise violate this Bylaw.
- (ii) Any application must be made at least 5 business days prior to the proposed activity and must contain sufficient information pertaining to the activity for which the exemption is sought.
- (iii) Upon receipt of an application, the Chief Administrative Officer may issue the temporary permit, where the Chief Administrative Officer determines those circumstances make it impractical for the applicant to comply with this Bylaw; impose any conditions on the issuance or use of the permit that the Chief Administrative Officer considers appropriate; refuse to issue a permit; or revoke the temporary permit that has been issued, where the Chief Administrative Officer determines that the applicant has not taken sufficient measures to minimize the noise or sound levels.

3.45 Exemptions

- (i) A Person may operate a snow clearing device powered by an engine for the purpose of clearing snow from Highways, school, commercial or industrial sites located adjacent to or within residential districts if it is in the best interest of the public and their safety and at a time when there will be

minimal vehicular and/or pedestrian traffic that may obstruct such snow removal operations.

PART 4 – POWERS OF PEACE OFFICERS

INSPECTIONS

4.01 A Peace Officer and Chief Administrative Officer are hereby authorized in accordance with Section 542 of the *Municipal Government Act* to enter any Premises after giving reasonable notice to the Owner or Occupier of the Premises to be inspected; and to inspect for conditions that may contravene or fail to comply with the provisions of this Bylaw upon having reasonable and probable grounds.

4.02 If a Peace Officer considers any Premises to be in contravention of any section of this Bylaw, the Peace Officer may issue a verbal or written Order to the Owner or Occupier to remedy any condition(s) of the subject Premises that have been found to be in contravention of this Bylaw.

4.03 If a Person

- (a) Refuses to allow or interferes with the entry, inspection, enforcement or action referred to in Sections 4.01 or 4.02, or
- (b) Refuses to produce anything to asset in the inspection, remedy, enforcement or action referred to in Sections 4.01 or 4.02, the municipality may apply to the Court of Queen’s Bench for an Order under Section 543(2) of the *Municipal Government Act*.

ISSUANCE OF BYLAW VIOLATION TAG/PROVINCIAL VIOLATION TICKET

4.04 A Peace Officer is authorized to issue a Bylaw Violation Tag to any Person that the Peace Officer believes on reasonable and probable grounds has contravened any provision of this Bylaw.

- (a) Notwithstanding any other provision of this Bylaw a Peace Officer is authorized to immediately issue a Province of Alberta Violation Ticket pursuant to the *Provincial Offences Procedures Act*.
- (b) A Bylaw Violation Tag may be issued to a Person personally, or by mailing a copy to the person at his or her last known address.
- (c) Nothing in this Bylaw shall prevent a Peace Officer from issuing a Bylaw Violation Tag or Provincial Violation Ticket for the mandatory court appearance of any person who contravenes any provision of this Bylaw.
- (d) If the penalty specified on the Bylaw Violation Tag served to a Person is not paid within a prescribed time period then a Peace Officer is authorized to issue a Provincial Violation Ticket pursuant to the *Provincial Offences Procedures Act*.

ORDERS BY PEACE OFFICER

4.05 Where Premises are found to be in violation of any provisions of this Bylaw, the Peace Officer may in accordance with Section 545 of the *Municipal Government Act* issue a written Order to the Owner or Occupier of the Premises to remedy the condition on the Premises which violates this Bylaw.

4.06 An Order written pursuant to Section 4.05 may:

- (a) Direct a Person to stop doing something, or to change the way in which the person is doing it;
- (b) Direct a Person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a Building that has been erected or placed in contravention of a bylaw, and if necessary, to prevent a reoccurrence of the contravention;
- (c) State a time within which the Person must comply with the directions;
- (d) State that if the Person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

4.07 Without limiting the powers under Section 4.05 and 4.06, an order written pursuant to Section 4.05 may:

- (a) Require the owner of a Building in disrepair to eliminate the danger to the public safety in the matter specified, or remove and demolish the Building and level the site;
- (b) Require the Owner of the Premises that contains the excavation or hole to eliminate the danger to public safety in the manner specified, or fill in the excavation or hole and level the site;
- (c) Require the Owner of Premises that is in an unsightly condition improve the appearance of the Premises in the manner specified, or if the Premises is a Building, remove or demolish the Building and level the site.

SERVICE OF AN ORDER

4.08 Service of an Order upon an Owner shall be sufficient if it is:

- (i) Personally served upon the Owner or Occupant;
- (ii) Only served by mail if the Premises is not occupied by the Owner;

- (a) Left with a competent Person residing with said Owner or Occupier; or
- (b) Posted to the door of the Premises or in any other conspicuous place on the Premises.

4.09 Such Orders shall be deemed to have been received:

- (a) seven (7) days from the date of mailing; or
- (b) on the day it is left with a competent Person residing with an Owner or Occupier or posted on the Premises.

4.10 Each Order shall:

- (a) Describe the Premises by its municipal address and legal description;
- (b) Identify the date that it is issued;
- (c) State how the Premises contravenes the provisions of this Bylaw;
- (d) Give reasonable particulars of the extent of the clean-up, removal, clearing or other actions required to be made;
- (e) State the time within which the clean-up, removal, clearing or other actions are to be done;
- (f) State that if the required actions are not done within the time specified, the Town may:
 - (i) Carry out the actions required and charge the cost thereof against the Owner or Occupier; or
 - (ii) Cause a Violation Ticket to be served upon the Owner or Occupier pursuant to Part 2 of the Provincial Offences Procedure Act;

FAILURE TO COMPLY WITH AN ORDER

4.11 When an Owner or Occupier fails to remedy a contravention of this Bylaw within the time allowed in an Order issued under Section 4.09 of this Bylaw, the Town may exercise its powers under s 546.1, 549 or 550 of the *Municipal Government Act* in its discretion, including but not limited to entering upon the Premises to perform or complete the work necessary to remedy the violation of this Bylaw. The costs incurred by the Town to remedy the violation, as well as any applicable fines under this Bylaw, will be billed to the Person registered under the *Land Titles Act* and will be amounts owing to the Town. If the costs are not paid in the time specified by the Town, the costs may be charged against the property as a special assessment to be recovered in the same manner as other taxes and in accordance with Section 553, 553.1 or 553.2 of the MGA.

4.12 Every Person who fails to comply with a written Order issued pursuant to this section within the time set out in the written Order commits an offence.

4.13 An Owner or Occupier served with an Order may comply with the Order by entering into a written agreement with the Town, for the Town to carry out the actions required by the Order.

4.14 The Chief Administrative Officer may take whatever actions or measures necessary to eliminate any danger to public or deal with unsightly conditions of the Premises in accordance to powers and authority provided to a municipality through the *Municipal Government Act* Section 550. Pursuant to the Section 551 of the *Municipal Government Act*, in an emergency the municipality may take whatever actions or measures are necessary to eliminate the emergency.

REVIEW BY COUNCIL / APPEALS

4.15 A Person who receives a written Order to comply with section 545 of the *Municipal Government Act*, may by written notice within 14 days after the date the Order is received, request Council to review the Order.

4.16 A Person who receives a written Order to comply with section 546 of the *Municipal Government Act*, may by written notice within 7 days after the date the Order is received, request Council to review the Order.

4.17 After reviewing the Order, Council may confirm, vary, substitute or cancel the Order.

4.18 If a Person considers himself aggrieved by a decision under 4.16, he may appeal the decision by originating notice to the Court of Queen's Bench:

(i) in the case of an Appeal of an Order under section 545 of the *Municipal Government Act*, within 30 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision, and,

(ii) in the case of an Appeal of an Order under section 546 of the *Municipal Government Act*, within 15 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision.

4.19 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

GENERAL PENALTY PROVISION

4.20 Any Person who contravenes any provision of this Bylaw is guilty of a summary conviction offence punishable by a fine of not less than fifty dollars and not exceeding five thousand dollars or to imprisonment for a period not exceeding six (6) months or both. Mandatory minimum penalties for offences of this Bylaw are listed in Schedule 'A'.

4.21 Offences of a continuing nature shall be deemed to constitute a separate offence for each day or part of a day that the offence continues.

4.22 Any Person who is found in contravention of the same section of this Bylaw on more than one occasion will be liable to an increased penalty for that contravention if the Section violated in Schedule 'A' stipulates increased fines for second and third offences.

APPEALS UNDER THE WEED CONTROL ACT

4.23 Community Standards Appeal Board:

- (a) The Community Standards Appeal Board shall constitute the independent committee contemplated by Section 19 of the *Weed Control Act* to hear appeals of orders or notices relating to this Section and the *Weed Control Act*.
- (b) Any appeal filed pursuant to the *Weed Control Act* or this Section shall be heard by the Community Standards Appeal Board within five (5) days of the receipt of the notice of appeal by the Chief Administrative Officer.
- (c) A notice of appeal respecting this Section must be delivered personally or sent by certified or registered mail to the Chief Administrative Officer within 10 days of the issuance of the Order or Notice.
- (d) Pursuant to the *Weed Control Act* and the Regulation, any notice of appeal filed with respect to a notice under this Section or the *Weed Control Act* shall be accompanied by a deposit in the amount of \$500.00, which shall be refunded if the applicant's appeal is successful.

PART 5 - COMMENCEMENTS

This bylaw shall take effect on the date of the 3rd and final reading

The invalidity of any provision of this Bylaw shall not affect the validity of the remainder.

- 1) Community Standards Bylaw 16-10 and Amendments are hereby repealed.

The Bylaw shall come into force and effect upon final passing.

Read a first time this 18th day of March, 2019.

Read a second time this day of , 2019.

Read a third time this day of , 2019.

Mayor

Chief Administrative Officer

Schedule A**COMMUNITY STANDARDS BYLAW FINES**

Accumulation of Offensive Material	3.02	\$ 250.00
a) second offence		\$ 500.00
b) third and subsequent offences		\$ 750.00
Exposed Storage of Harmful Fluids	3.03	\$ 250.00
Accumulation of Material Visible from Off Premises	3.04-3.07	\$ 250.00
a) second offence		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Derelict Equipment	3.06	\$ 500.00
Waste Infraction	3.08-3.10	\$ 250.00
a) second offence		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Failure to maintain grass	3.11	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Failure to maintain trees and shrubs	3.12	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Failure to destroy weeds	3.13	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Direct water flow to adjoining Premises	3.15	\$ 250.00
Improper direction of downspout	3.16	\$ 500.00
Smoke or dust escaping Premises	3.17	\$ 500.00
Light directed to adjacent Premises	3.18	\$ 300.00
Flyers and Debris escaping premises	3.19	\$ 300.00
Improper disposal of snow, ice, dirt, leaves, debris	3.20	\$ 300.00

Accessory Building or fence safety hazard	3.21	\$ 300.00
Accessory Building or fence unsightly	3.22	\$ 300.00
Dilapidated / Damaged Building	3.23	\$ 300.00
Signage Infraction	3.24	\$ 250.00
Prohibited or Non-Compliant Fire	3.25	\$ 500.00
Unsupervised Fire	3.26	\$ 500.00
Burn Prohibited Materials	3.27	\$ 500.00
Placing Graffiti on Premises	3.28-3:29	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Hazardous excavation, drain, ditch or depression	3.30	\$ 300.00
Improper address or failure to address the front of Premises facing street	3.32	\$ 300.00
Improper address or failure to address the rear of Premises adjacent to lane	3.33	\$ 300.00
Depositing litter on Public Place	3.34	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) third and subsequent offences within same calendar year		\$ 750.00
Prohibited Noise	3.35-3.43	\$ 250.00
a) second offence within 1 year		\$ 500.00
b) Third and subsequent offences within same calendar year		\$ 750.00
Failure to Comply with a Notice or an Order	4.11	\$ 500.00

*The fine for the first offence may be waived if the offender successfully completes Community Service Hours as directed by the Town.

**TOWN OF DRUMHELLER
BYLAW NO. 08.19**

Being a bylaw of the Town of Drumheller in the Province of Alberta, pursuant to the provisions of Section 8(d) of the Municipal Government Act, R.S.A. 2000,c. M-26 and amendments thereto, to provide for the establishment of a Tourism Corridor and Community Standards Appeal Board;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER ENACTS AS FOLLOWS:

TITLE

1. This bylaw may be cited as the "Tourism Corridor and Community Standards Appeal Board Bylaw".

DEFINITIONS

2. In this Bylaw unless the context otherwise requires;
 - (a) "*Applicant*" means a person who is seeking a Tourism Corridor and Community Standards Appeal;
 - (b) "*Board*" means the Tourism Corridor and Community Standards Appeal Board established by this Bylaw;
 - (c) "*Chairman*" means the Chairman of the Board;
 - (d) "*Tourism Corridor and Community Standards Appeal*" means the appeal of:
 - (i) an Order issued pursuant to the Tourism Corridor Property Standards Bylaw 04.19 and the Community Standards Bylaw 06.19;
 - (ii) an Order issued pursuant to Section 545 of the Municipal Government Act R.S.A. 2000, c.M-26 regarding contraventions of other Bylaws or enactments that the Town is authorized to enforce;
 - (iii) an Order issued pursuant to Section 546 of the Municipal Government

Act R.S.A. 2000, c.M-26; or

(iv) an Order issued under the Weed Control Act, R.S.A. 2008, c.W-5-1.

(e) "Council" means the Municipal Council of the Town;

(f) "Order" means a written Order identifying a contravention of these Bylaws and stipulating the actions that the Owner or Occupier shall take to remedy the contravention.

(g) "Town" means the Town of Drumheller, a municipal corporation and, where the context so requires, the area included within the boundaries of the said Municipal Corporation.

ESTABLISHMENT OF THE COMMUNITY STANDARDS APPEAL BOARD

3. (a) There is hereby established a Tourism Corridor and Community Standards Appeal Board which shall have jurisdiction to hear and determine all appeals submitted by Applicants to the Town of Drumheller.

(i) The Board shall be a Committee of Council.

(b) Council shall each year appoint by resolution not less than three members of Council to act as a Board of Appeal to review any Order issued under the Tourism Corridor Property Standards Bylaw 04.19 and the Community Standards Bylaw 06.19 and Sections 545 and 546 of the Municipal Government Act R.S.A. 2000, c.M-26 and the Weed Control Act R.S.A. 2008, c.W-5-1.

(c) In the event that any member of the Board is not in attendance at a meeting of the Board, any other member of Council may sit as substitute for that member on the Board.

(d) The Chairman shall be elected by the members of the Board and they shall be entitled to vote in all decisions made by the Board.

(e) In the event that the Chairman is not in attendance at a meeting of the Board, the members present may elect a chairman who shall chair the meeting of the Board for the duration of that meeting only.

(f) Two members present shall constitute a quorum.

(g) The Board may establish its own rules of procedure.

**APPEAL OF ORDERS ISSUED UNDER THE WEED CONTROL ACT, RSA. 2008,
c.W-5.1**

4. (a) Any Notice of Appeal filed with respect to a Weed Notice shall be accompanied by a deposit in the amount of \$500.00, which shall be refunded if the applicant's appeal is successful.
- (b) A Notice of Appeal will not be considered as having been filed unless the notice of appeal and fee referred to in Subsection (1) above have been received by the Town of Drumheller within ten (10) days of receiving the Order.
- (c) The fee referred to in Subsection (1) above shall not be waived under any circumstances.
- (d) The Town of Drumheller shall, upon receipt of a notice of appeal, set a date for the hearing of the appeal which hearing shall be held within five (5) days from the day of receipt of the Notice of Appeal pursuant to the provisions set out in the Weed Control Regulation 19/2010.
- (e) After reviewing the Order, the Board may confirm, rescind or vary the Order.

**APPEAL OF ORDERS UNDER SECTION 545 AND 546 OF THE MUNICIPAL
GOVERNMENT ACT, RSA. 2000, c.M-26 AND THE TOURISM CORRIDOR
PROPERTY STANDARDS BYLAW 04.19 AND THE COMMUNITY STANDARDS
BYLAW 06.19**

5. (a) Any notice of appeal filed with respect to a Remedial Order shall be accompanied by a deposit in the amount of \$250.00, which shall be refunded if the applicant's appeal is successful.
- (b) A person to whom an Order is directed may seek a review of the Order by filing a Notice of Appeal will not be considered as having been filed unless the notice of appeal and fee referred to in Subsection (1) above have been received by the Town of Drumheller within fourteen (14) days of receiving the Order issued under the provisions of Section 545 of the Municipal Government Act R.S.A. 2000, c.M-26, and within seven (7) days of receiving the Order issued under Section 546 Municipal Government Act R.S.A. 2000, c.M-26.

(c) The fee referred to in Subsection (1) above shall not be waived under any circumstances.

(d) The Town of Drumheller shall, upon receipt of a Notice of Appeal, set a date for the hearing of the appeal which hearing shall be held within fifteen (15) days from the day of receipt of the Notice of Appeal.

(e) After reviewing the Order, the Board may confirm, vary, substitute or cancel the Order.

6. If a Person affected by the decision of the Board, may appeal the decision to the Court of Queen’s Bench if:

- (a) The procedure required to be followed by this Act is not followed, or
- (b) The decision is patently unreasonable.

The appeal must be made:

(i) in the case of an Appeal of an Order under section 545 of the *Municipal Government Act*, within 30 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision, and,

(ii) in the case of an Appeal of an Order under section 546 of the *Municipal Government Act*, within 15 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision.

Bylaw 22.10 is hereby repealed.

This Bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this 29th day of April, 2019.

READ A SECOND TIME this _____ day of _____, 2019

READ A THIRD TIME AND PASSED this _____ day of _____, 2019

Mayor

Chief Administrative Officer



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Community Assistance Application - Drumheller Community Learning Society - Homework Help Program
DATE:	April 25, 2019
PRESENTED BY:	Darryl E. Drohomerski, C.E.T.
ATTACHMENT:	Community Assistance Application

SUMMARY:

As stated in the Community Assistance Policy C-02-18, all requests for funding above \$5,000 must go before Council for consideration. Louise Hendrickson – Homework Help Program presented to Council on November 19, 2018. At that time, L. Hendrickson expressed the need for financial assistance due to the loss of donations and grants. She advised that the Homework Help Program is an in kind service for youth in the community. She further advised that the Society is in the process of creating a Foundation for fundraising purposes. The Homework Help Program is asking for \$7,000. Attached for Council’s consideration is the Program’s Purpose and Need and Financial Statements from July 1 – September 30, 2018.

FINANCIAL IMPACT PAST YEARS:

No financial commitment in past years.

Council has approved \$30,000 for community assistance in-kind in the 2019 Operating Budget.

RECOMMENDATION:

Administration recommends that Council reallocate a portion of the in-kind community assistance dollars to cash donation.

STRATEGIC POLICY ALIGNMENT:

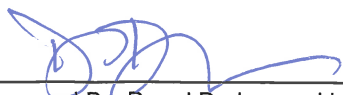
The adoption of a Community Assistance Policy was a Council priority in 2018.

COMMUNICATIONS STRATEGY:

All community assistance requests will be published on the Town’s website.

MOTION:

Council decision:



Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

COMMUNITY SERVICES



Schedule "A"

Community Assistance Program
Community Assistance Grant Application

ORGANIZATION INFORMATION

Organization Name: Drumheller Community Learning Society

Mailing Address: Box 419 Drumheller AB

Postal Code: T0J 0Y0

Contact Name: Louise Henrikson Title: Family Literacy Coordinator

Telephone: _____

Business: 403 823 8300 Home: _____

Registered Society or Charity Number (if applicable) 83647 5780 RR0001

Is your organization presently receiving any financial assistance from the Town of Drumheller?

_____ YES _____ \$ _____ NO _____

Is your organization presently receiving any financial assistance from other municipalities or other levels of government, public agencies or other sources?

_____ YES _____ \$ _____ NO _____

But these funds can not be used for the Homework... "Help!" Program.

Are funds being sought from other sources to support this program or project?

Please note that while there appears to be a big budget. We are counting on this lasting till Jan 2020. Which gives us \$2500/month, and that is a very tight budget, as we were averaging \$3500/month.

Grant Amount Requested: \$7000.⁰⁰

Declaration Statement

We the undersigned representative(s) certify that this application is complete and accurate.

Name Louise Hennickson Title Family Literacy Coordinator

Signature  Date Nov 13 2018

Name DANA DAVIDSON Title Manager

Signature  Date Nov. 13, 2018

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project/programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Drumheller to examine books or records to determine whether the grant funding has been used as intended and approved.

Drumheller Community Learning Society
Project Income Detail 07/01/2018 to 09/30/2018

AGENDA ITEM #6.1.3.

Date	Description	Source	JE#	Amount	Cumulative
DFAM - Donations					
REVENUE					
4224	DFAM Donations-Deferred Inco...				
07/01/2018	To move DFAM Donations - 2018 De...	2018 Defe...	J10	19,637.04	19,637.04
07/01/2018	To reall DFAM Deferrred from DFAM...	aje 10	J91	3,572.32	23,209.36
				<u>23,209.36</u>	
4225	DFAM - Donations				
08/27/2018	Donations	Donations...	J76	10,000.00	33,209.36
08/28/2018		Donations...	J75	55.00	33,264.36
08/28/2018		Deposit - ...	J117	430.00	33,694.36
09/10/2018	Deposit Donations -	bs	J276	1,100.20	34,794.56
09/17/2018	Deposit Donations -	deposit	J275	55.00	34,849.56
				<u>11,640.20</u>	
				<u>34,849.56</u>	
TOTAL REVENUE					
EXPENSE					
5410	Wages & Salaries				
09/21/2018		DD737	J126	260.00	260.00
5420	EI Expense				
09/21/2018		DD737	J126	6.04	266.04
5430	CPP Expense				
09/21/2018		DD737	J126	10.59	276.63
TOTAL EXPENSE				<u>276.63</u>	
REVENUE minus EXPENSE				<u>34,572.93</u>	

Purpose and Need:

Please describe what you are requesting. Include details such as timing, anticipated participation, etc. Describe the benefits of the project / activity in the community.

We are requesting support for the Homework Help program. We offer free to minimal cost, learning coaches for families whose children are struggling to maintain good grades. Our program is open to all families within Drumheller and area. Helping students be successful with schooling makes for happy healthier families in our community.

What are the goals and objectives of the proposed grant support? How will the success of the project or event be measured?

Assist students in grades one to twelve with studies, the main subjects supported are math and reading. High school students often request support in Chemistry, Biology and Language Arts.

Help is offered one to one or small group settings, depending on the needs and sometimes availability of learning coaches. Assessments are sometimes done to give us a better understanding of what the child is struggling with. Often we work off of old tests or assignments they did not do well with. We can measure our success by the increase in marks as they master a concept. Often it is the antidotal comments from students and parents that measure our success.

Describe the membership of your organization. How do you characterize your members / participants? (demographics)

We have a huge range of students from Drumheller and area, including students from Morrin and Hussar. Just last year we had 18 in elementary 23 in junior high and 38 in high school. These numbers are very consistent. We have guided at least five parents a year who take on the challenge of learning with their child. However, many parents are not able to offer this level of commitment, due to several reasons which may include but not limited to economic shortfalls, lack of parental awareness, skills or knowledge.

Describe the anticipated level of current and future volunteerism and fundraising in relation to your group.

85% of funding goes to learning coaches because they need to be up on the current curriculum and they also need to know how to reach out to students who have often had a negative learning experience.

We will however have lots of room for volunteers as we move forward with fundraising.

Describe what may happen if you do not receive grant funding, or if you receive less than the requested amount.

If we do not secure funding we will continue to operate, but on a much smaller scale. It is a challenge as we are already having to put individuals on a waiting list.

Are funds being sought from other sources to support this program or project?

We are in the process of forming a Drumheller Community Learning Foundation to help with fund raising. The Foundation is currently being started with five volunteers and we expect to grow as we dive deeper into this process. We also work at getting corporate donations and sponsorship. We have a few businesses that are becoming consistent partners, like Chinook Financial and Boston Pizza. There are others like Western Financial, Drumheller Rotary, Canadian Natural Resources Limited that have made one-time donations which we hope will continue. We also have a few parents donate when they are able.

We also have in-kind donations from Drumheller Community Learning Society and Campus Alberta for technology, space, office supports, telephone, photo copies and other day to day needs.



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Community Assistance Application - Hope College
DATE:	April 25, 2019
PRESENTED BY:	Darryl E. Drohomerski, C.E.T.
ATTACHMENT:	Community Assistance Policy C-02-18

SUMMARY:

As stated in the Community Assistance Policy C-02-18, all requests for funding above \$5,000 must go before Council for consideration. Hope College is requesting funding in the amount of \$7,500.00 for their operations. Attached for Council’s consideration the College’s Purpose and Need, Projected Cash Flow and Unaudited Financial Statement to July 31, 2018.

FINANCIAL IMPACT PAST YEARS:

- 2013 - \$5,000
- 2014 - \$2,500
- 2015 - \$2,500
- 2017 - \$7,500
- 2018 - \$7,500 (Name Change to Badlands Community College)

Council has approved \$30,000 for community assistance in-kind in the 2019 Operating Budget.

RECOMMENDATION:

Administration recommends that Council reallocate a portion of the in-kind communication assistance dollars to cash donation.

STRATEGIC POLICY ALIGNMENT:

The adoption of a Community Assistance Policy was a Council priority in 2018.

COMMUNICATIONS STRATEGY:

All community assistance requests will be published on the Town’s website.

<p>MOTION: Council decision:</p>



Approved By: Darryl Drohomerski
Chief Administrative Officer

APR - 4 2019 Rvd

DB



DRUMHELLER

COMMUNITY SERVICES



Schedule "A"

Community Assistance Program
Community Assistance Grant Application

ORGANIZATION INFORMATION

Organization Name: HOPE COLLEGE

Mailing Address: Box 418 Drumheller

Postal Code: T0J 0Y0

Contact Name: DAVE WATSON Title: CHIEF EDUCATION OFFICER

Telephone:

Business: 403 820-4100 Home:

Registered Society or Charity Number (if applicable) N/A

Is your organization presently receiving any financial assistance from the Town of Drumheller?

FOR PAST 2 YEARS

YES \$ 7,500.00 NO

Is your organization presently receiving any financial assistance from other municipalities or other levels of government, public agencies or other sources?

YES \$ NO

Are funds being sought from other sources to support this program or project?

Grant Amount Requested: 7,500.⁰⁰

Declaration Statement

We the undersigned representative(s) certify that this application is complete and accurate.

Name Julie Eskeland Title Board Member / Interim Chair

Signature  Date Apr 4/19

Name Dawn Watson Title CEO

Signature  Date APRIL 4/19

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project/programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Drumheller to examine books or records to determine whether the grant funding has been used as intended and approved.

PURPOSE AND NEED

Please describe what you are requesting. Include details such as timing, anticipated participation, etc. Describe the benefits of the project / activity in the community.

This is the third year that Hope College has requested \$7,500.00. Hope College has thirteen registered adult students and currently has five college programs running. We will have two diploma graduates this year- one in Business and one in Health Nutrition. Past graduates have been able to find meaningful employment in their field of study. Graduates of our programs will be qualified to make meaningful contributions to their workplaces and the community at large. If we can grow the way we hope to in the future, our college would provide more jobs for members of our community. Someday, if we can attract more students from out of town, these people would live, shop and spend their dollars in Drumheller.

What are the goals and objectives of the proposed grant support? How will the success of the project or event be measured?

This grant support helps pay for insurance, provincial registration, and accounting fees. The insurance and accounting fees we pay support Drumheller businesses. Hope College supports adult students by having them meet their vocational goals including changing their careers or enhancing the skills/careers they already have. Informally, students keep in touch with Hope College to let us know how their diploma programs have helped them succeed in their careers after graduation.

Describe the membership of your organization. How do you characterize your members/participants? (demographics)

Hope College is entirely governed and managed by volunteers. Our students are adult members of the community who wish to better their careers and personal lives by continuing their education. Many of our students are in transition, out of work, or are under-employed. They would be unable to attend a college program in another community as they are unable for various reasons to leave Drumheller. They benefit from the live-taught classes that Hope College provides, and the face-to-face interaction with their instructors keeps them on track with their program of study.

Describe the anticipated level of current and future volunteerism and fundraising in relation to your group.

Fundraiser efforts in the past have focussed on service groups, individual donations, and municipal help. Our board members are involved to the point that several members have made significant financial contributions in the past. Unfortunately, no financial donations have been received this year. If the Town of Drumheller decides to generously grant the \$7,500.00 requested, Hope College expects to break even this year. If we do not receive this, we will run an approximate \$7,200.00 deficit. Receiving this grant would make a huge difference to our ability to continue to function. In the future, we hope to attract more students, whose tuition would help to facilitate the operations of Hope College.

Please attach a copy of current financial statements to support your ask.

Please see the attached financial statements.

Describe what may happen if you do not receive grant funding, or if you receive less than the requested amount.

As we have no other financial support at this time, not receiving the grant or receiving less than the requested amount would mean financial ruin. Our costs are fixed if we are to continue to operate and cannot be reduced. We have students in the midst of programs, and we want to keep our doors open so that they can graduate and meet their goals. Our vision is to provide the college that Drumheller needs. By providing career training right in our community, we believe that we can make our town a better place for all.



Projected Cash Flow
2018-2019

Month	Aug '18	Sept '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	June '19	July '19	Totals
Beginning Balance	1,657.07	970.59	10,671.53	1,457.07	2,420.59	\$2,384.14	\$8,572.69						
CASH INFLOW													
Donations	200.00	-1,000.00											-800.00
Tuition	100.00	14,200.00		1,600.00	1,700.00	15,700.00	2,400.00		3,150.00				38,860.00
Fundraising													0.00
Sub Lease	250.00	250.00	600.00	600.00	1,200.00		600.00	600.00	600.00	600.00	600.00	600.00	6,500.00
Interest	0.03		0.05	0.02	0.05	0.05	0.22	0.05	0.05	0.05	0.05	0.05	0.67
Monthly	550.03	13,450.00	600.05	2,200.02	2,900.05	16,700.05	3,000.22	600.05	3,750.05	600.05	600.05	600.05	
Cumulative	2,207.10	14,420.59	11,271.58	3,657.09	5,320.64	18,084.19	11,572.91	600.05	3,750.05	600.05	600.05	600.05	
CASH OUTFLOW													
Rent	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00	12,600.00
Marketing & Promotion													
Instructor Salary		2,100.00	6,650.00		1,700.00	8,275.00		2,675.00	4,450.00				25,850.00
College Prov Registration													
Board Liability Insurance	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	1,119.00
Student Liability Insurance	\$93.26	\$93.26	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	\$93.25	1,119.02
Student Tuition Insurance		\$360.00	\$360.00										720.00
Student Education			\$368.01										368.01
Office Supplies													
Accounting Fees									3,465.00				3,465.00
Bookkeeping													
Bank Fees		52.55											0.00
Chamber Fee								272.25	270.00	270.00	270.00	270.00	1,404.80
Legal Fee			1,200.00					818.33					2,018.33

HOPE COLLEGE

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

July 31, 2018

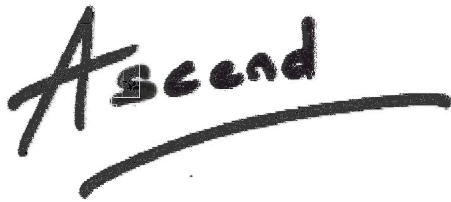
NOTICE TO READER	1
STATEMENT OF EARNINGS	2
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NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of Hope College as at July 31, 2018 and the statements of earnings and deficit for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

A handwritten signature in black ink that reads "Ascend". The letter "A" is large and stylized, with a long horizontal stroke underneath the entire word.

Ascend Financial CPAs LLP
Chartered Professional Accountants
Independent Member Firm of
PORTER HÉTU INTERNATIONAL
Drumheller, Alberta
January 18, 2019

HOPE COLLEGE
STATEMENT OF EARNINGS
 Year ended July 31, 2018
 (Unaudited - See Notice to Reader)

	2018	2017
Revenue		
Tuition - Naturopathic Nutrition	\$ 18,100	\$ 18,015
Tuition - General Business Diploma	17,300	34,500
Donation revenue	12,672	16,398
Tuition - Massage Therapy	3,700	-
Program & material fee	300	500
Tuition - Justice Diploma	-	7,700
	52,072	77,113
Expenses		
Adjunct and consultant	41,345	51,953
Rent	11,550	5,860
Professional fees	3,800	3,728
Insurance	2,157	2,542
Advertising and promotion	1,134	1,298
Subscriptions, permits and licenses	1,075	1,050
Interest and bank charges	289	12
Repairs and maintenance	105	-
Program expenses	-	75
	61,455	66,518
Net earnings (loss)	\$ (9,383)	\$ 10,595

The accompanying note is an integral part of these financial statements



HOPE COLLEGE
STATEMENT OF DEFICIT
Year ended July 31, 2018
(Unaudited - See Notice to Reader)

	2018	2017
Deficit, beginning of year	\$ (187,263)	\$ (197,858)
Net earnings (loss)	(9,383)	10,595
Deficit, end of year	\$ (196,646)	\$ (187,263)

The accompanying note is an integral part of these financial statements

HOPE COLLEGE

BALANCE SHEET

July 31, 2018

(Unaudited - See Notice to Reader)

	2018	2017
ASSETS		
Current		
Cash	\$ 1,663	\$ 9,381
Accounts receivable	500	6,675
Due from shareholder	50	50
	2,213	16,106
Incorporation costs	10,100	10,100
	\$ 12,313	\$ 26,206
LIABILITIES AND SHAREHOLDERS' DEFICIT		
Current		
Accounts payable and accrued liabilities	\$ 6,774	\$ 5,184
Unearned revenue	-	6,100
Callable debt	202,135	202,135
	208,909	213,419
Shareholders' deficit		
Share capital	50	50
Deficit	(196,646)	(187,263)
	(196,596)	(187,213)
	\$ 12,313	\$ 26,206

On behalf of the board

_____ Director

_____ Director

The accompanying note is an integral part of these financial statements



HOPE COLLEGE
NOTE TO THE FINANCIAL STATEMENTS
July 31, 2018
(Unaudited - See Notice to Reader)

1. NATURE OF OPERATIONS

Hope College was incorporated under the Business Corporations Act of Alberta on February 23, 2011 to deliver post-secondary education programs that offer excellence in vocational training within a unique rural context, focussing on the successful development of the whole student to produce highly competent skilled graduates who will confidently bring hope to the communities within which they live and work. The vision of Hope College is to become a nationally recognized centre for unique specializations in health care and human service post-secondary educational programming that produce highly skilled graduates known for their ability and desire to help bring tangible expressions of hope into society in which they live and work.



DRUMHELLER

C O U N C I L P O L I C Y



Council Policy # C02-18

Community Assistance Policy

POLICY PURPOSE:

The purpose of this policy is to define the process by which the Town of Drumheller provides financial assistance to local organizations and groups to support operating costs associated with the delivery of programs, services and events that promote active, safe and sustainable communities and improve quality of life in the Town.

BACKGROUND

The Town of Drumheller is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of Town residents. These grants are only available to organizations and groups that work on a not-for-profit basis.

DEFINITIONS:

Capital: any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

Town: the municipal corporation of the Town of Drumheller having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Freedom of Information and Protection of Privacy Act: *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto also known as MGA.

Operating: funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

POLICY STATEMENT AND GUIDELINES:

AUTHORITY

Administration makes recommendations to Town Council. Town Council awards community assistance grants through a budget established on an annual basis.

ELIGIBILITY

Community- based volunteer groups and non-profit organizations may apply for a Community Assistance Grant.

PROCESS

Applications are to be submitted to the Town of Drumheller ATTN: **Community Assistance Program** 224 Centre Street, Drumheller, AB T0J 0Y4 by September 1st.

The personal information requested on this form is being collected for municipal purposes relating to a grant application, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at (403.823.1339).

Community Programs, Services and Events

Community programs, services and events that promote active, safe and sustainable communities may be considered by Town Council for allocation of grant funding.

Funding

Town Council will identify community assistance grant funding during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by Town Council.

Requests for Funding

Applications to the Community Assistance Grant are considered by Council.

Throughout the year, application can be made for financial assistance by completing the attached application as per Schedule A.

Administration will review and recommend to Town Council a list of those organizations and groups who should be considered for funding. Town Council will make the final determination as to recipients of financial assistance.

The annual deadline is: September 1.

Criteria for Community Assistance Grant

Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of users and the community.

Preference will be given to projects that complete Schedule A.

Town Administration will maintain an on-going record of the grants that Town Council has approved and report on the availability of community assistance grant funding as required.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required

Community Services Director is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Director of Corporate Services is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Manager of Recreation and Culture is responsible for: communicating grant information to the public, ensuring Town Council understands policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern or non-compliance.

Community and Protective Services Assistant is responsible for: advertising and making grant applications available, accepting and filing completed applications, providing Council's Executive Assistant with documentation for grant deliberations, communicating with groups, ensuring applications are complete, completing accounts payable memos, ensuring compliance, reporting issues or concerns.


Town Communications is responsible for: press releases regarding grant programs.

ATTACHMENTS:

Schedule "A" – Community Assistance Grant
Application

Date: March 19, 2018


Chief Administrative Officer


Mayor



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Community Counselling Program
DATE:	April 29, 2019
PRESENTED BY:	April Harrison
ATTACHMENT:	Wheatland County Counselling RFP submission

SUMMARY:

The 2018 pilot of a Subsidised Community Counselling program was a resounding success. In 2019 Town Council agreed to allocate \$75,000.00 to establish and operate the program over the next three (3) years (2019-2021). A Request for Proposal for the delivery of this Community Counselling program was posted on the Town website and the Alberta Purchasing Connection site. One proposal was received by the closing date of April 15, 2019 and is summarized as follows:

Wheatland County Counselling	\$25,000.00 per year for 3 years
------------------------------	----------------------------------

FINANCIAL IMPACT:

The 2019 budget allocated \$25,000 per year for three (3) years for this program.

RECOMMENDATION:

That the Chief Administrative Officer award the funds to continue the Community Counselling program to Wheatland County Counselling.


STRATEGIC POLICY ALIGNMENT:

This alligns with the strategic priority to develop a Poverty Reduction Strategy and to view Town policies/programs through a poverty reduction lens.

COMMUNICATIONS STRATEGY:

The successful vendor will be notified of the proposal award. As there are no unsuccessful bidders there will be no letters of rejection issued. Notice of Award will be posted on dinosaurvalley.com and the Alberta Purchasing Connection.


 Prepared By: April Harrison
 FCSS Coordinator


 Approved By: Darryl Drohomerski
 Chief Administrative Officer



TOWN OF DRUMHELLER

REQUEST FOR PROPOSAL

COMMUNITY COUNSELLING PROGRAM

ATTN: APRIL HARRISON, FCSS COORDINATOR

TOWN OF DRUMHELLER
224 CENTRE STRET
DRUMHELLER, ALBERTA T0J 0Y4

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Section 3: Program Evaluation & Reporting

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**Section 1: About the Practice****Practice Background**

Wheatland County Counselling Inc. is a full service, private counselling practice serving the communities of Strathmore and Drumheller. Wheatland County Counselling Inc. is home to a team of seven therapists between the two locations, each with a unique set of skills and experience.

Wheatland County Counselling Inc. was founded by Rachel Dundas, Registered Psychologist and Certified Play Therapist. Through various roles Rachel has been involved in the Human Services field in the Drumheller area since 2012. Through this work Rachel became aware of a large service gap, especially in the area of specialized mental health services for children, teens and families. This led to her founding Wheatland County Counselling Inc.

In addition to offering private practice services, Wheatland County Counselling Inc. and its therapists hold contracts with three other non-profit agencies to provide specialized counselling and assessment services, in addition to contracts with for-profit employee assistance programs (EAP) and third-party disability providers.

Therapist Information

Services provided by this Community Counselling Program would be offered by one of the following professionals:

Registered Psychologist
Provisionally Registered Psychologist

Clinical Social Worker
Masters Level Practicum Student*

Therapist specializations and additional trainings include: Eye movement desensitization and re-experiencing (EMDR), Cognitive Behavioral Therapy, Play Therapy, Accelerated Resolution Therapy (ART), among others.

Resume and references for Wheatland County Counselling Inc. owner and director is attached; staffing will fluctuate. Town of Drumheller is free to request references and resumes for any current therapists at the time of tender award.

**Under direct supervision of a fully Registered Psychologist or Clinical Social Worker*



Section 2: Program Proposal

Program Summary

The Community Counselling Program would be administered by Wheatland County Counselling Inc. team members. Prospective participants would be subject to a brief telephone interview to determine their areas of need and program eligibility (detailed below). Referrals would be forwarded to each therapist based on presenting concerns and appropriateness of referral.

The program would provide services to children, families, adults, teens and couples. Referrals for individuals with severe, persistent mental health disorders will not be accepted to the program (schizophrenia, borderline personality disorder, etc.) nor will those who can access services within other community agencies (i.e. The Association for Communities Against Abuse of Drumheller Addictions and Mental Health Clinic).

This program would not offer crisis services. Wheatland County Counselling Inc. will maintain the exclusive right to determine the appropriateness of referrals to the counselling program based on legal best practices and the ethical guidelines established by the College of Alberta Psychologists.

Program Eligibility

General Eligibility

To be eligible for the Community Counselling Program, clients are required to self-refer and contact Wheatland County Counselling for a brief phone screening. In addition to the criteria above regarding presenting concerns and availability of other resources, they must meet the criteria as set out in the following sections.

Residency Requirements

Program participants are required to reside within the municipal boundaries of Drumheller, and be legally resident in Alberta, as evidenced by a valid Alberta Health Care card.

Income Requirements

Families must have an income below \$70,001 per year to access subsidized counselling services. Individuals will be required to sign a declaration of income, with the caveat that proof of income may be requested. Exceptions may be made in exceptional circumstances (as discerned by Wheatland County Counselling Inc.)

Third Party Benefits

Individuals with third party benefit coverage are not eligible for the subsidized counselling program except in the most exceptional circumstances (as discerned by Wheatland County Counselling Inc.).



Program Structure

Maximum Sessions

Program participants are eligible for a maximum of **8** counselling sessions, with a goal of connecting participants to other resources if their needs are ongoing. No-show/late cancelled sessions will reduce session entitlement; two no-show or late cancelled sessions will result in closure of the client file.

Extensions

Extensions, generally, will not be granted. Program participants who require or desire additional sessions would be required to access private services or go onto the subsidy program waiting list at the conclusion of their 8 sessions. Additional sessions would only be granted if the following conditions apply:

- 1) There are no other community resources available to meet their needs.
- 2) There is no waiting list for the subsidy program.
- 3) There is adequate funding available.
- 4) Their therapist provides the program administrator with a written rationale as to why the client requires additional sessions, and a plan as to how the additional session will be utilized.

Fee Schedule

Due to the variation in therapist training based on title, a scale would be utilized that accounts for both family income and therapist qualifications.

Masters Level Practicum Student*			
Family Income	Client Pays	Program Pays	Total Fee
Below \$40,000	\$0	\$60	\$60
\$40,001 - \$70,000	\$0	\$60	\$60

*Under supervision of a fully licensed Psychologist/Clinical Social Worker

Registered Provisional Psychologist/Clinical Social Worker			
Family Income	Client Pays	Program Pays	Total Fee
Below \$40,000	\$0	\$120	\$120
\$40,001 - \$70,000	\$20	\$100	\$120

Registered Psychologist			
Family Income	Client Pays	Program Pays	Total Fee
Below \$40,000	\$0	\$160	\$160
\$40,001 - \$70,000	\$20	\$140	\$160

No Show Policy

No-show appointments leave gaps in a therapist day that could otherwise be filled by other clients. As is standard policy in psychology practices, cancellations must be received with 24 hours' notice (with the exception of family emergency, illness, or inclement weather). Therapists will be responsible for



collecting any co-pay from no-show clients and will bill for **50% of the town fee**. Two no-show or late cancel sessions will result in file closure. Any no-show or late cancelled appointment will result in reduced session entitlement with the exception of the circumstances listed above.

File Ownership

Files are owned by individual therapists who maintain full legal responsibility for the client record. Non-identifying information will be reported to FCSS for reporting purposes and is part of the informed consent process. All files will be kept in accordance with Personal Information Protection Act (PIPA). Note FOIPP does not apply to private sector practice; PIPA is the applicable legislation.

Annual Program Budget

Item	Amount	Percentage
Program Administration & Reporting	\$3000	12%
Counselling Expenses		
Consumables (workbooks, copying, art supplies, play materials)	\$750	3%
Counselling Sessions	\$21250	85%
Total Budget	\$25000	100%

Handwritten initials: A & B

*estimate of 130-175 sessions to be provided depending on therapist qualifications

**Section 3: Program Evaluation & Reporting****Program Logic Model**

A full program logic model has been developed which utilizes outcome measures from the provincial FCSS program measures bank. Clients will be required to complete post-counselling surveys at completion of their subsidized counselling to assess client progress and evaluate the program's impact. This information will be reported annually.

Demographic information

Statistics regarding income bracket, age bracket, gender, and primary concern will be recorded and reported. This disclosure will be part of the informed consent process for program participants; and their information will be protected as per guidelines set out by the Personal Information Protection Act. This information will be reported annually.

Quarterly Reporting

Wheatland County Counselling Inc. will provide a quarterly report that outlines program utilization.