



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**AGENDA**

TIME & DATE: 4:30 PM – Monday June 19, 2023

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

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1. CALL TO ORDER

2. OPENING COMMENTS

National Indigenous Peoples Day – June 21

Deputy Mayor – Councillor Lisa Hansen-Zacharuk – July and August

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for June 19, 2023, Regular Council Meeting

**Proposed Motion:** That Council adopt the agenda for the June 19, 2023, Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for June 05, Regular Council as presented.

[Regular Council Meeting – June 05, 2023 - Minutes](#)

**Proposed Motion:** Move that Council approve the minutes for the June 05, 2023, Regular Council meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Request for Decision: CN Rails to Trails Fundraising Committee Extension and Updated Terms of Reference

[Request For Decision](#)

[Terms of Reference](#)

**Proposed Motion:** Move that Council approve the revised Terms of Reference and extends the term of the CN Trail Fundraising Task Force to June 2025.

- 6.2 Request for Decision: Drumheller Public Library Board Appointment – Dune Sataere

[Request For Decision + Application](#)

**Proposed Motion:** That Council approve the appointment of Dune Sataere to the Drumheller Public Library Board for a term of three (3) years ending June 30, 2026.

## DELEGATION

### 7. REPORTS FROM ADMINISTRATION

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

##### 7.1 Flood Mitigation Project Manager

- 7.1.1 Request for Decision:  
Flood Mitigation Downtown Berm Construction Services Scope Change

[Request for Decision](#)

**Proposed Motion:** Move that Council approve the Downtown Berm construction services be awarded to SweetTech through a scope change in the amount of \$709,150.00 excluding GST.

- 7.1.2 Briefing Note:  
Flood Mitigation Downtown Berm Construction Detours and Closure for Facilities

[Briefing Note](#)

##### 7.2 Chief Administrative Officer

- 7.2.1 Request for Decision:  
Riverside Drive East Road Closure Bylaw 05.22 – Second and Third Reading

[Request for Decision](#)

**Proposed Motion:**  
Move that Council give second reading to Road Closure Bylaw 05.22 as presented.  
Move that Council give third reading to Road Closure Bylaw 05.22 as presented.

- 7.2.2 Request for Decision:  
Rosedale Road Closure Bylaw 06.22 – Second and Third Reading

[Request for Decision](#)

**Proposed Motion:**

Move that Council give second reading to Rosedale Road Closure Bylaw 06.22 as presented.

Move that Council give third reading to Rosedale Road Closure Bylaw 06.22 as presented.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

- 7.3 Director of Corporate and Community Services  
Manager of Community Development and Social Planning (CDSP)

- 7.3.1 Request for Decision:  
Welcoming and Inclusive Municipalities

[Presentation](#)

[Request for Direction](#)

**Proposed Motion:** Move that Administration establishes a Welcoming and Inclusive Committee to select inclusion priorities and lead strategies to improve inclusiveness within the Town of Drumheller organization, and that the 'Measuring Inclusion Tool of Municipal Governments' survey be repeated biannually to guide the progress of this work.

- 7.3.2 Request for Decision:  
Declaration to Join the Coalition of Inclusive Municipalities.  
Endorsed by The Federation of Canadian Municipalities (FCM)

[Request for Direction](#)

**Proposed Motion:** Move that Council sign the Declaration to Join the Coalition of Inclusive Municipalities, and in joining the Coalition endorses the Common Commitments and agrees to develop or adapt its own unique plan of action accordingly.

## EMERGENCY AND PROTECTIVE SERVICES

### 7.4 Director of Emergency and Protective Services

#### 7.4.1 Request for Decision: Traffic Bylaw 10.22 – Third Reading

[Request for Decision](#)  
[Traffic Bylaw 10.22](#)

**Proposed Motion:**

Move that Council give third reading to Traffic Bylaw 10.22 as amended.

## INFRASTRUCTURE DEPARTMENT

### 7.5 Director of Infrastructure

#### 7.5.1 Request for Decision: Community Assistance Grant – In Kind Budget Increase

[Request for Decision](#)  
[Agricultural Society – Stage Relocation](#)  
[Rotary Club – Cement Pad Request](#)

**Proposed Motion:** Moves that Council approve the increase of the 2023 in-kind Community Assistance Grant funding by \$37,174.00 with funds coming from the Contingency Reserves.

## 8. CLOSED SESSION

### 8.1 Third Party Contracts and Personnel FOIP 16 – Disclosure harmful to business interests of a third party FOIP 21 – Disclosure harmful to intergovernmental relations FOIP 24 – Advice from Officials

**Proposed Motion:** That Council close the meeting to the public to discuss third party contracts and personnel as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 21 – Disclosure harmful to intergovernmental relations, FOIP 24 – Advice from Officials

9. ADJOURNMENT

**Proposed Motion:** That Council adjourn the meeting.



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**MINUTES**

TIME & DATE: 4:30 PM – Monday June 5, 2023

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and Live Stream on Drumheller Valley YouTube Channel

<https://www.youtube.com/watch?v=Lp5vREER1Ik>

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**IN ATTENDANCE**

Mayor Heather Colberg

Councillor Patrick Kolafa

Councillor Stephanie Price

Councillor Tony Lacher

Councillor Crystal Sereda (Regrets)

Councillor Lisa Hansen-Zacharuk

Councillor Tom Zariski

Chief Administrative Officer: Darryl Drohomerski

Director of Corporate and Community Services: Mauricio Reyes

Director of Infrastructure: Dave Brett

Director of Emergency and Protective Services: Greg Peters

Flood Mitigation Project Manager: Deighen Blakely

Communication Officer: Brett Crowle (Regrets)

Legislative Services: Denise Lines

Reality Bytes IT: David Vidal

Recording Secretary: Mitchell Visser

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1. CALL TO ORDER

The Mayor called the meeting to order at 4:32 PM

2. OPENING COMMENTS

Seniors' Week, June 5<sup>th</sup> -11<sup>th</sup>, 2023.

St. Anthony's School Graduation, June 2<sup>nd</sup>, 2023.

3<sup>Rd</sup> Annual Pride Week, June 4<sup>th</sup> -11<sup>th</sup>, 2023.

Parks and Recreation Month (June) – Recreational Master Plan Open House, June 6<sup>th</sup>, 2023 at the Badlands Community Facility Lobby.

Veterans Dinner, June 3<sup>rd</sup>, 2023.

Announcement of future Lane Closures due to Riverside Drive Berm Project – Riverside Dr. E between 3<sup>rd</sup> Ave E and 4<sup>th</sup> Ave E.

3. ADDITIONS TO THE AGENDA

The Mayor moved Agenda item 6.3.1 to the top of the Agenda.

4. ADOPTION OF AGENDA

4.1 Agenda for June 5, 2023, Regular Council Meeting

M2023.125 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk that Council adopt the agenda for the June 5, 2023, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for May 29, 2023, Regular Council Meeting as presented.

Agenda attachment: Regular Council Meeting – May 29, 2023 – Minutes.

Council requested that an error in the minutes be corrected (Councillor Hansen-Zacharuk changed to “Absent”, Councillor Price changed to “Present”)

M2023.126 Moved by Councillor Lacher, Councillor Price that Council approve the minutes for the May 29, 2023, Regular Council Meeting as amended.

CARRIED UNANIMOUSLY

6. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

6.3 Director of Corporate and Community Services

6.3.1 Request for Decision

Establish a Community Development and Social Planning (CDSP) Advisory Committee

Agenda attachment: Request for Decision

M2023.127 Moved by Councilor Zariski, Councillor Lacher that Council directs Administration to develop a Bylaw and Terms of Reference for a Community Development and Social Planning volunteer Advisory Committee (CDSP) to be brought back to Council for approval.

CARRIED UNANIMOUSLY

6.1 Flood Mitigation Project Manager

6.1.1 Request for Decision

Resolution and Notice of Intent to Expropriate of a Partial Parcel for Berm Construction affecting Plan 9611859 that portion of Block 14 which lies north of Public Work (Flood Protection & Michichi Creek Diversion) Area 'D' on Plan 0212715 containing 1.011 hectares (2.50 acres) more or less (75 Beech Street, Drumheller)

Agenda attachment: Request for Decision

- M2023.128 Moved by Councillor Kolafa, Councillor Lacher that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 9611859 that portion of Block 14 which lies north of Public Work (Flood Protection & Michichi Creek Diversion) Area 'D' on Plan 0212715 containing 1.011 hectares (2.50 acres) more or less, Title 061 083 429.

CARRIED UNANIMOUSLY

6.1.2 Request for Decision

Resolution and Notice of Intent to Expropriate of a Partial Parcel for Berm Construction affecting Meridian 4 Range 20 Township 29 Section 11 that portion of Legal Subdivision 5 in the south west quarter which lies north of Lot 19ER in Block 1 on Plan 9210893; south and east of Lots 16 to 18 inclusive in Block 1 on Plan 9210893 and southwest of Public Work (Flood Protection & Michichi Creek Diversion) Area 'F' on Plan 0212715 containing 2.577 hectares (6.37 acres) more or less (110 9 Street Northwest, Drumheller)

Agenda attachment: Request for Decision; Notice of Intention to Expropriate

- M2023.129 Moved by Councillor Lacher, Councillor Hansen-Zacharuk that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Meridian 4 Range 20 Township 29 Section 11 that portion of Legal Subdivision 5 in the south west quarter which lies north of Lot 19ER in Block 1 on Plan 9210893; south and east of Lots 16 to 18 inclusive in Block 1 on Plan 9210893 and southwest of Public Work (Flood Protection & Michichi Creek Diversion) Area 'F' on Plan 0212715 containing 2.577 hectares (6.37 acres) more or less; Title 151 135 434.

CARRIED UNANIMOUSLY



6.1.3 Request for Decision

Resolution and Notice of Intent to Expropriate of a Partial Parcel for Berm Construction affecting Plan 2721JK, Block 1, Lot 12 (150 9 Street Northwest, Drumheller)

Agenda attachment: Request for Decision; Notice of Intention to Expropriate

- M2023.130 Moved by Councillor Lacher, Councillor Kolafa that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Lot 12, Block 1, Plan 2721JK, Title 221 129 801.

CARRIED UNANIMOUSLY

6.2 Manager of Economic Development  
Time Stamp: [32.09](#)

- 6.2.1 Request for Decision:  
Residential Incentive Amending Bylaw 04.23 – First and Second Reading.

Agenda attachment: Request for Decision; Residential Development Incentive Amending Bylaw 04.23; Proposed Consolidation 4.23 + 13.20.

- M2023.131 Moved by Councilor Zariski, Councillor Price that Council give first reading to *Residential Development Incentive Amending Bylaw 04.23*, as presented.

CARRIED UNANIMOUSLY

- M2023.132 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk that Council give second reading to *Residential Development Incentive Amending Bylaw 04.23*, as presented.

CARRIED UNANIMOUSLY

- 6.2.1 Request for Decision:  
Non-Residential Development Incentive Program Bylaw 19.19 – Rock Central Tattoo

Agenda attachment: Request for Decision; Bylaw 19.19.

M2023.133 Moved by Councillor Price, Councilor Zariski  
that Council approve a tax credit of \$1,578.35 for a two-year period to the  
commercial taxation of 130 Centre St., Drumheller per Bylaw 19.19.

CARRIED UNANIMOUSLY

#### CORPORATE AND COMMUNITY SERVICES DEPARTMENT

#### 6.3 Director of Corporate and Community Services

6.3.2 Request for Decision:  
Cancellation of 2023 Municipal Taxes – Sandstone Manor Roll# 000 04029906.

Agenda attachment: Request for Decision

M2023.134 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk  
That Council approve the cancellation of the 2023 Municipal Tax levied against  
Roll No. 04029906 (Drumheller Housing Administration) in the amount of  
\$14,526.74.

CARRIED UNANIMOUSLY

#### EMERGENCY AND PROTECTIVE SERVICES

#### 6.4 Director of Emergency and Protective Services Time Stamp: [47.23](#)

6.4.1 Request for Decision:  
Municipal Paid Parking Program

Agenda attachment: Request for Decision

M2023.135 Moved by Councillor Hansen-Zacharuk, Councillor Price  
that Council support Administration in the implementation of a paid parking  
program and to have the program instituted in the municipality as soon as is  
practicable this year in the designated areas.

CARRIED UNANIMOUSLY

## INFRASTRUCTURE DEPARTMENT

### 6.5 Director of Infrastructure

#### 6.5.1 Request for Decision: Memorial Arena 5<sup>th</sup> Dressing Room – Non-Award

Agenda attachment: Request for Decision

M2023.136 Moved by Councillor Hansen-Zacharuk, Councillor Lacher  
That the Request for Tender for the Memorial Arena 5<sup>th</sup> Dressing Room tenders received on April 30, 2023, not be awarded, as all tenders exceed the project budget and proceed with Option 3, the installation of an ATCO module as the 5<sup>th</sup> changing room.

CARRIED UNANIMOUSLY

## 7 ADJOURNMENT

M2023.137 Moved by Councillor Lacher, Councillor Price  
that Council adjourn the meeting

CARRIED UNANIMOUSLY

The meeting was adjourned at 6:09 PM.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

### REQUEST FOR DECISION

<b>TITLE:</b>	<b>Council Task Force - CN Trail Fundraising Task Force</b>
<b>DATE:</b>	June 19, 2023
<b>PRESENTED BY:</b>	
<b>SUPPORTED BY:</b>	Councillor Kolafa, Councillor Sereda
<b>ATTACHMENT:</b>	Terms of Reference

#### **SUMMARY**

The Town of Drumheller and CN Rail completed negotiations on a long- term lease of the abandoned rail line within the Drumheller Valley Corporate Limits. The general terms of the lease include the following:

- 25 year lease of all lands with an option to extend/renew lease
- Includes all rail bed and bridge structures
- Only use is active transportation trail. No cars, trucks, or emergency vehicles allowed
- Town to develop trail system and any rest stops, garbage/recycling

Made up of volunteers from the community and Council members, a fundraising Task Force was created to help to contribute to this exciting project. Since the committee was created in September 2022, the members have attended events and planned activities, like the 2022 Rails to Trails Community Christmas Party. With their commitment to the project and hard work they have raised over \$257,000 in cash and in-kind donations.

#### **RECOMMENDATION**

Councillors, the members of the Task Force, with the support of Administration, are requesting that the term of the fundraising Task Force be extended to June 2025 to continue to fundraise for the CN Rails to Trails project.

#### **DISCUSSION**

The purpose of the CN Fundraising Task Force is to fundraise specifically for items that will complement the CN Trail system. The Task Force is made up of Council members and community members that are increasing awareness of the Trail while helping to building infrastructure that will benefit the entire community.

As this is a Council Task Force the Council & Committee Meeting Procedure Bylaw guided the creation of the Task Force and a complete Terms of Reference was developed and recently updated to further define the roles and responsibilities of the Task Force.

#### **FINANCIAL IMPACT:**

Resources from the Town in support of the Taskforce or any member thereof are limited to available meeting space, stationary, photocopier & coffee supplies expense to a maximum of \$1000.00.

Donations collected by the Task Forces will be applied to the CN Rails to Trails project.

**WORKFORCE AND RESOURCES IMPACT:**

Ideally the Taskforce would consist of a minimum of 5 members at large, this may vary and will depend on the amount of volunteer applications received. There will also be Town Council representation.

**STRATEGIC POLICY ALIGNMENT:**

The creation of a local trail system has been identified as one of Council's strategic priorities.

**COMMUNICATION STRATEGY:**

The members of the committee will be informed, and the website information updated.

**PROPOSED COUNCIL MOTION:**

Move that Council approve the revised Terms of Reference and extends the term of the CN Trail Fundraising Task Force to June 2025.

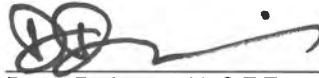
**Seconded:**

Prepared By:



Denise Lines  
Legislative Services

Approved By:



Darryl Drohomerski, C.E.T  
Chief Administrative Officer

Town Of Drumheller  
CN Trail System Fundraising Task Force  
(Commonly referred to as Rails to Trails Task Force)

## 1. Purpose

- 1.1 The purpose of the Taskforce is to fundraise for the development specifically to the CN Trail system throughout Drumheller Valley.

The term of the Task Force began September 2022.

## 2. Objectives

- 2.1. The Task Force will focus on:
- a. creating and implementing an approach to fundraise (with a marketing plan) to cover the costs of trail enhancements including bridges, signage, paving, garbage cans, benches, shade structures, naming rights, etc, working with the Director of Infrastructure and/or their designate.
  - b. working with the Town of Drumheller communications department to provide information to the community and stakeholders through the Town of Drumheller website until the end of the Task Force term or the members choose to dissolve the Task Force.
  - c. engaging with individuals, businesses, museums, Travel Drumheller, Travel Alberta, community groups, and any other organizations to raise funds to contribute to elements on the trail.

## 3. Membership

- 3.1 The Taskforce should consist of a minimum of six (6) members, with representation from the community and Council.
- 3.2 The Taskforce will appoint from within its members, through consensus, the following positions: Chair, Vice-Chair and Secretary.
- 3.3 The role of the Secretary is to:
- a. with the Chair, prepare agendas for meetings and keep minutes.
  - b. prepare reports, letters and documents as requested by the Taskforce.

#### **4. Term**

- 4.1. The Term of the Fundraising Task Force will be from Members of the Taskforce will commit to involvement starting September 6, 2022 to June 2025; or until that time the Task Forces chooses to dissolve the committee.
- 4.2 Two to three Councillors members will be appointed by Council to the Taskforce. The length of term for each Councillor begins September 6, 2022 and ends May 31,2023.
- 4.3 The term of the Task Force began September 6, 2022; it was renewed January 2023 to May 31, 2023. The Task Force renewed the term May 31, 2023 and will continue to June 2025 continue to wit the current members until June 2025. There is no maximum number of times citizens that can be appointed.
- 4.4 Where a member ceases to be a member of the Taskforce before the expiration of his or her term, Council may appoint another eligible person for the remainder of that term.

#### **5. Meetings**

- 5.1 Meetings shall be held at the call of the Chair.
- 5.2 A simple majority of regular members of the Taskforce will constitute a quorum.

#### **6. Structure**

- 6.1. The Taskforce shall function on a collaborative/consensus committee process, meaning that all parties should participate equally, and that decision-making will aim to have full agreement on the course of action to be followed. Formal voting is required only as a last option.

#### **7. Communication**

- 7.1 The Chair shall be the contact for the Taskforce, unless there is an alternate designate, such as Vice-Chair and will ensure that approved messages and actions of the Taskforce are communicated to residents by way of newspaper, municipal websites, or other forms of communication.

## **8. Code of Conduct**

- 8.1 Members are expected to abide by the Town of Drumheller's core values which include accountability, integrity, respect, and trust.

## **9. Limitations**

- 9.1 Neither the Taskforce nor any individual member or Councillor shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Taskforce or any of its members have any power to authorize;
- a. any expenditure(s)
  - b. policy change(s)

## **10. Authority**

- 10.1 The Taskforce will provide recommendations to Council, but Council is responsible for decisions and final approvals that fall within their municipal purview.
- 10.2 As a Task Force created by the Town of Drumheller Council through a resolution, Council may;
- a. request a report on the activities of the Task Force be provided to Council.
  - b. appoint or dismiss members of the Taskforce in accordance with the Town of Drumheller's Procedural Bylaw
  - c. add to, delete, or alter the Terms the Reference.
- 10.3 Throughout the Term, financial information will be provided to the Financial Manager or designate. Information associated with project management will be provided by the Town of Drumheller Capital Project Manager or designate.
- 10.4 At the end of Term or if the members choose to dissolve the Task Force all records and documents will be given to the Town of Drumheller.

## **11. Council's Responsibilities**

- 11.1 Council will have final approval of all recommendations. It is the responsibility of Council to pre-approve any financial expenditures requested by the Taskforce not already specifically in the Terms of Reference.



## 12. Budget

- a. Resources from the Town in support of the Task Force or any member thereof are limited to available meeting space, stationary, photocopier & coffee supplies expense to a maximum of \$1000.00. Any other financial expenditures must be pre-approved by Council.
- b. Neither the Task Force nor any member thereof, has any power to authorize any expenditure to be charged against the Town of Drumheller.

### REVIEW

Original Term of Task Force	September 2022 – January 2023
Reviewed and extended	January 2023 – May 31, 2023
Reviewed and extended	May 31, 2023 – June 2025

DRAFT

**REQUEST FOR DECISION**

<b>TITLE:</b>	Drumheller Public Library Board Application
<b>DATE:</b>	June 16, 2023
<b>PRESENTED BY:</b>	Darryl Drohomerski, CAO
<b>ATTACHMENT:</b>	Application – Dune Sataere

**SUMMARY**

In accordance with Bylaw 18-09 the Drumheller Public Library Board shall consist of not fewer than 5 and not more than 10 members appointed by Council. Appointments to the Municipal Board shall be for a term of up to 3 years. An application has been submitted by Dune Sataere to join the Board.

**RECOMMENDATION**

Administration and the Drumheller Public Library Board recommend the appointment of Dune Sataere

**DISCUSSION**

Board and Committee volunteer roles create public participation opportunities. It is important to the health of Town boards and committees to having a broad representation of community members.

**FINANCIAL IMPACT**

N/A

**WORKFORCE AND RESOURCES IMPACT**

N/A

**STRATEGIC POLICY ALIGNMENT**

Good governance.

**COMMUNICATION STRATEGY**

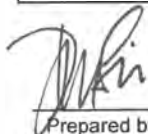
Boards are informed when Council makes member appointments. Board members are posted on the website.

**MOTION:**

**Councillor**

That Council approves the appointment of Dune Sataere to the Drumheller Public Library Board for a term of three (3) years ending June 30, 2026.

**SECONDED: Councillor**



Prepared by:  
Denise Lines  
Legislative Services



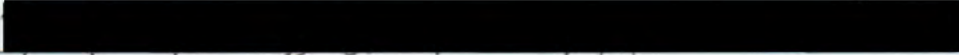
Prepared by:  
Darryl Drohomerski, C.E.T  
Chief Administrative Officer

Date: 14-May-2023

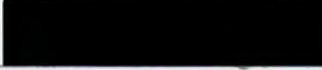
Board: Public Library

Name of Applicant: DUNE Sataere

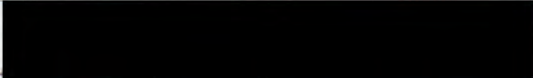
Full Address:



Phone Number:



Email:



Do you have previous Board/Committee experience?  Yes  No

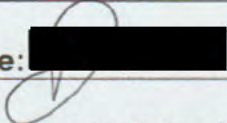
If yes, please list the Boards and the length of time you served.

Condo board - secretary. 1 yr of service.

Briefly explain why you are interested in this position and what particular skills you will bring to this Committee or Board.

I love public libraries in general. In addition to board secretary experience, I also have 10+ years experience in administrative, heavy jobs.

Signature:



Date: 14-May-2023

If you have any questions please contact Denise Lines at 403-823-1339. Please email your completed form to [dlines@drumheller.ca](mailto:dlines@drumheller.ca) or submit it at Town Hall.

## REQUEST FOR DECISION

<b>TITLE:</b>	DRFM Downtown Berm Construction Services Scope Change
<b>DATE:</b>	June 19 <sup>th</sup> , 2023
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., Project Director
<b>ATTACHMENTS:</b>	None

### SUMMARY:

On May 9<sup>th</sup>, 2023, the Request for Tender for the Downtown Berm project closed with a low bid of \$7,414,427.60 by Wilco Contractors Southwest Inc. Currently, the community of Downtown Drumheller only has partial flood protection below the design flood elevation and is susceptible to a 1:100 year flood event. The Downtown Berm project construction consists of 1.2 km of earthfill berm and a 220 m section of retaining wall along Riverside Drive. Construction is scheduled to begin in July 2023 and will be completed in November 2023.

SweetTech Engineering Consultants was awarded the contract for design of the Downtown Berm by Council on January 25, 2021. They have been undertaking the preliminary and detailed design of the berm since February 2021 and have also prepared the tender documents for contractor procurement. SweetTech has submitted their budget estimate for the engineering and inspection services for the construction phases of the Downtown Berm project.

The tasks of the scope change request including the following:

- Engineer of Record Duties
- Contract Administrative Support
- Public Engagement
- Onsite Engineering Inspections
- Daily Reports
- Quality Assurance
- Bird and Wildlife Sweeps
- Vibration Monitoring

The Flood Office has reviewed the scope change budget request and found that it is within reasonable amounts for the required work and recommends it for award.

### FINANCIAL IMPACT:

The Berm construction is funded under the \$80.7M DRFM project grant funding program. The Engineering Design team play an important role during construction to ensure the work is being constructed as per the design drawings and specifications, to ensure that the project will withstand the design flood and last for many decades into the future. The cost of construction support and contract administration is eligible for Provincial and Federal funding.

Here is the budget breakdown of Contractor's estimated construction time frame of 20 weeks:

Task	Pricing (excluding GST)
Contract Admin	\$208,065
Public Engagement	\$6,470
Engineer of Record, Inspections, & Daily Reports	\$282,775
Bird & Wildlife Sweeps	\$4,000
Quality Assurance, Verification, & Testing	\$84,145
Vibration Monitoring	\$101,970
Operation and Maintenance Manual	\$21,725
<b>TOTAL</b>	<b>\$709,150</b>

### RECOMMENDATION:

Administration recommends that the engineering and inspection services for the construction phase of the Downtown Berm project be awarded to SweetTech through a scope change for the amount of \$709,150.00 excluding GST.

### STRATEGIC POLICY ALIGNMENT:

Approving the scope change for SweetTech aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

### COMMUNICATION STRATEGY:

The communications strategy for the construction services scope changes includes an update post to the flood readiness website as well as a social media post so the public knows the contract extension is being made.

**MOTION:** Councilor: \_\_\_\_\_ moves that the Downtown Berm construction services be awarded to SweetTech through a scope change in the amount of \$709,150.00 excluding GST.

### SECONDER:



Prepared by:  
Spencer Roberton, EIT  
DRFM Project Engineer



Reviewed By:  
Deighen Blakely, P. Eng  
DRFM Project Director



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

## BRIEFING NOTE

<b>DATE:</b>	June 19, 2023
<b>TITLE:</b>	Downtown Berm Construction Detours and Closures for Facility Upgrades in the Vicinity of the Aquaplex and Arena
<b>DEPARTMENT:</b>	Resiliency and Flood Mitigation Office & Infrastructure
<b>PRESENTED BY:</b>	Deighen Blakely & Kelcie Wilson
<b>ATTACHMENTS:</b>	Downtown Roadway Detour Maps Pedestrian Pathway Closure Maps Aquaplex and Arena Area Construction Closures Map

### INTRODUCTION / PURPOSE

In addition to the construction of the Downtown Berm, the Town is undertaking several projects in the vicinity of the Spray Park, Aquaplex and Arena in the summer and fall of 2023, along with upgrades to the Aquaplex building which will necessitate temporary road closures and detours, park, parking lot and pool closures. This Briefing Notes provides an overview of the proposed work along with a summary of impacts to the services in the area.

### BACKGROUND

The Downtown Berm construction project was awarded to Wilco Contractors Southwest Inc. (Wilco) on May 29, 2023. Wilco plans to mobilize to site in early July to complete site preparation and begin placing the fill required for the berm upgrade running from behind the Aquaplex to the corner of Riverside Drive and 5<sup>th</sup> Street E. The contractor will be hauling material to the area via Riverside Drive and using the empty lot beside the BCF as a laydown area. The contractor will be allowed access to work behind the Town’s recreational facilities for the duration of the project, expected to run July to November 2023; however, their access to the berm via the parking lot west of the BCF will be limited until after September long weekend. As part of the Downtown Berm construction project, there will be a temporary closure of Riverside Drive between 3<sup>rd</sup> and 4<sup>th</sup> Ave for lining of the sanitary sewer pipe ahead of the berm construction, the week of June 19, 2023. To build the berm section and retaining wall along Riverside Drive, a six-week road closure will be required from mid-August to the end of September to allow for the berm and stormwater infrastructure to be built and the new, narrower roadway surface to be constructed. Additionally, a portion of Veterans Way will be closed to avoid conflicts with construction haul trucks. BCF traffic will use the entrance between Centre Street and 1 Street E where a temporary 3-way stop sign will be set up to facilitate access in and out of the BCF parking lot.

To maintain access/egress from the Aquaplex once the new berm is installed, the Town will need to move the emergency exit doors from the north side of the Aquaplex to the east side of the building. The tender for this work closes on June 30<sup>th</sup> and the work is scheduled for July, ahead of berm construction, and will likely require that the diving board be closed for the duration of the work.

The Spray Park Sanitary Line Project has been awarded to O’Leary Excavating with a start date of September 5<sup>th</sup>, 2023. This project will see the installation of new sanitary sewer pipe from the drains in the Spray Park area and connect to an existing sanitary manhole in front of the Aquaplex, requiring the Aquaplex access road to be closed to trench in the pipe and the Spray Park area to be closed. The Town will try to ensure the front parking lot by the big dinosaur be kept open. If

parking in this area becomes an issue, then it will be closed, and visitors will be instructed to park in the public parking lot to the west.

The Town will also be undertaking maintenance work at the Aquaplex at this time, including upgrades to the air handling units located on the roof of the Aquaplex, so a third contractor will require access to this area in September 2023; and the indoor and outdoor pools will need to be closed for this work.

Given the amount of work occurring concurrently in the area for the month of September and possibly into October, the individual contractors will need to be carefully coordinated to avoid or mitigate conflicts. To avoid the additional risk to Public Safety, Administration is proposing to close the Spray Park, close the Aquaplex to public access, close a portion of the parking lots at the Travel Drumheller and Chamber of Commerce building, and limit pedestrian access to the Arena to a corridor using construction fencing for the month of September, to allow the contractors free access to this area and ensure the work can be completed in a safe and timely manner.

Administration will coordinate with impacted user groups, to inform them of the work in the area to improve Drumheller's level of flood resilience and ensure Town facilities are maintained to current standards.

## **KEY POINTS**

- There will be a number of construction projects on-going in the vicinity of the Downtown Berm, Aquaplex and Arena through the summer and fall of 2023.
- The Downtown Berm construction will require two temporary closures of Riverside Drive – the first during the last week of July and the second from mid-August to the end of September along with a temporary closure from July to November of the Veterans Way entrance to the BCF parking lot.
- The Aquaplex and Areana area will be very congested in September with 3 – 4 different contractors working in the area at the same time. To reduce the risk to Public Safety, public access will need to be restricted.
- The proposed work will impact access to the area and necessitate a closure at the Aquaplex for approximately 1 month. Parking areas may need to be partially or fully closed for the duration of the fall, depending on progress of the work.
- Information about the closures will be shared with the public and impacted user groups.

## **IMPLICATIONS / CONSEQUENCES**

As the Town works to improve flood resilience and complete required maintenance and upgrades at the Spray Park, Aquaplex and near the Arena, there will be short-term impacts to traffic in the area, to user groups due to park and pool closures, reduced parking availability in the area and pedestrian detours. These impacts will be communicated to the user groups and public ahead of the change and will be clearly signed on site, to ensure the work can proceed smoothly.

## **FINANCIAL**

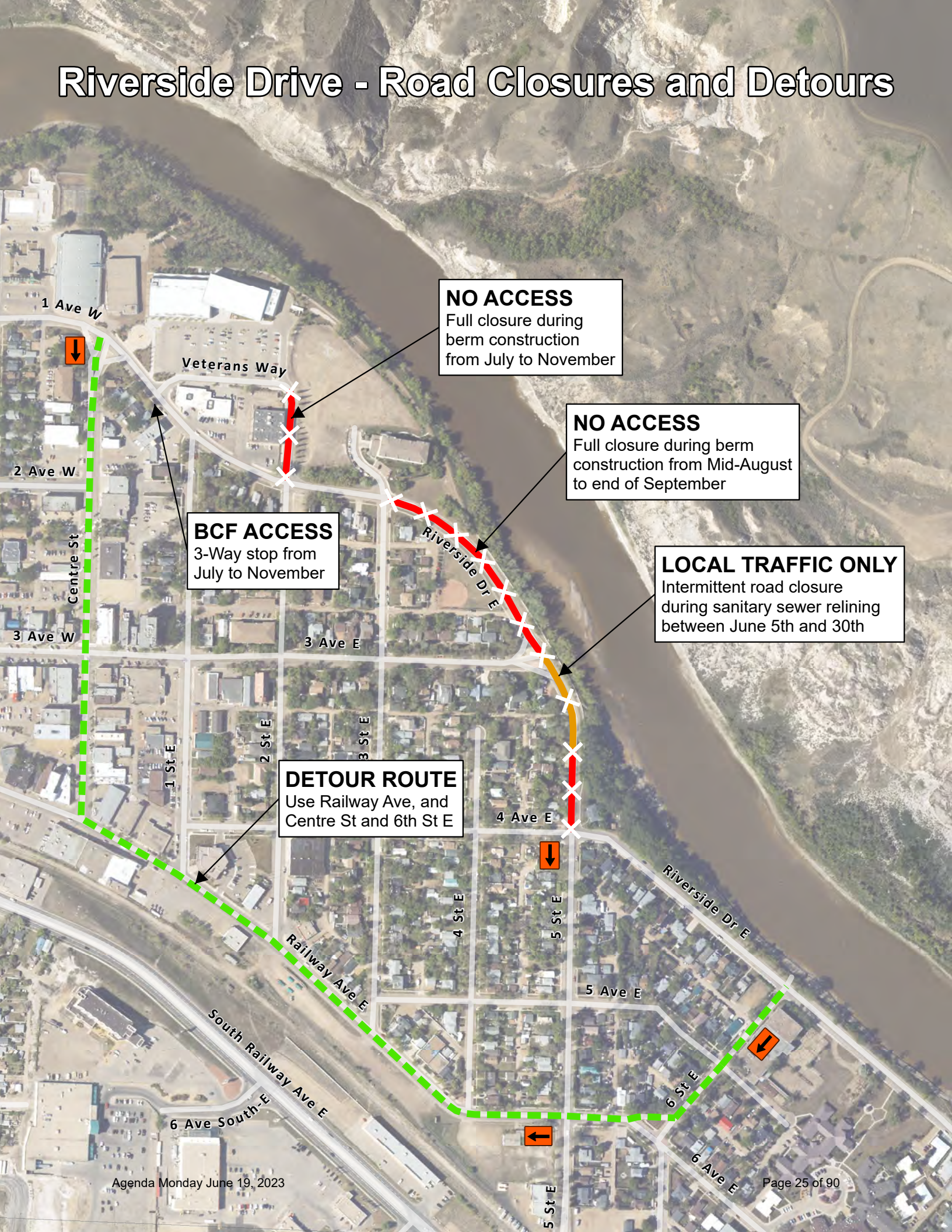
The proposed work near the Aquaplex and Arena is included in the overall Flood Mitigation Program budget and the Town's Capital budget. The work will ensure that the Town's facilities are kept up to current standards and in good operating condition, reducing emergency repair costs later.

## **COMMUNICATIONS**

- Administration has met with impacted stakeholder groups to discuss the work, including Travel Drumheller, the Chamber of Commerce, the Curling Club, Aquaplex staff, pool users' groups, the local food stand operators, local medical offices, the Arena users' group and others.
- The Flood Office's communication specialists have developed a detailed plan for communicating about the upcoming road closure impacts due to the Downtown Berm Construction project to minimize disruption for community members and businesses.
- A two-phased approach will be used for communications to inform the community about the upcoming work and to manage closures and detours during construction.
- Communication tactics will include: community meetings, website info, social media, press releases, signage, local partnerships and print materials.
- Road and pedestrian walkway closure and detour route notification signage will be posted well ahead of the temporary closures.



# Riverside Drive - Road Closures and Detours



**NO ACCESS**  
Full closure during berm construction from July to November

**NO ACCESS**  
Full closure during berm construction from Mid-August to end of September

**BCF ACCESS**  
3-Way stop from July to November

**LOCAL TRAFFIC ONLY**  
Intermittent road closure during sanitary sewer relining between June 5th and 30th

**DETOUR ROUTE**  
Use Railway Ave, and Centre St and 6th St E

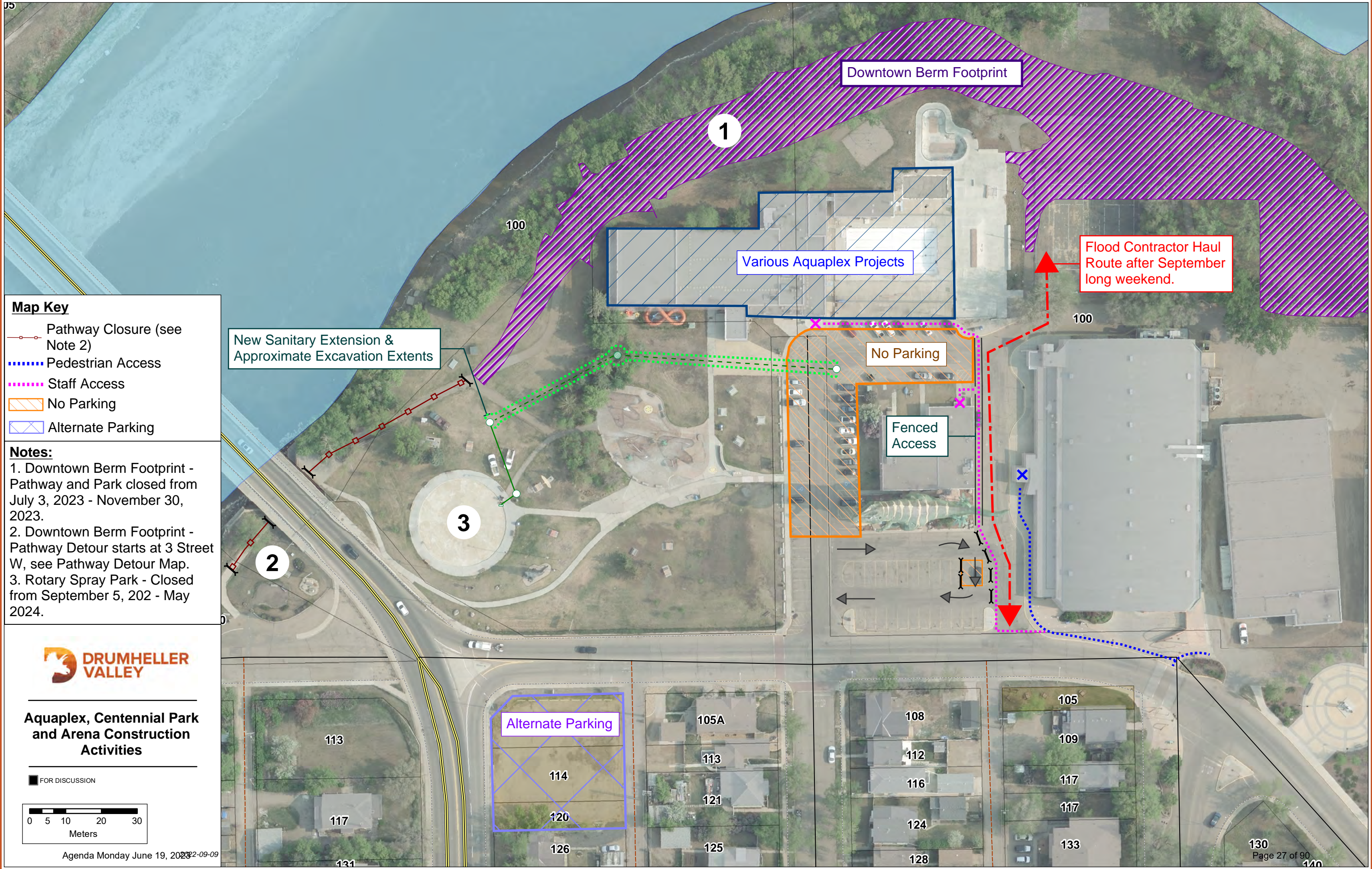


Detour route along south sidewalk on Riverside Dr

# Drumheller - Pathway Detour

## July - November 2023

Agenda Monday June 19, 2023



**Map Key**

- Pathway Closure (see Note 2)
- ⋯ Pedestrian Access
- ⋯ Staff Access
- No Parking
- Alternate Parking

**Notes:**

1. Downtown Berm Footprint - Pathway and Park closed from July 3, 2023 - November 30, 2023.
2. Downtown Berm Footprint - Pathway Detour starts at 3 Street W, see Pathway Detour Map.
3. Rotary Spray Park - Closed from September 5, 202 - May 2024.

**Aquaplex, Centennial Park and Arena Construction Activities**

■ FOR DISCUSSION

Agenda Monday June 19, 2023-09-09

Flood Contractor Haul Route after September long weekend.

New Sanitary Extension & Approximate Excavation Extents

Various Aquaplex Projects

No Parking

Fenced Access

Alternate Parking

2

3

1



## REQUEST FOR DECISION

<b>TITLE:</b>	Road Closure Bylaw 05.22 Riverside Dr East 2 <sup>nd</sup> and 3 <sup>rd</sup> readings
<b>DATE:</b>	June 14, 2023
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENT:</b>	Bylaw 05.22

### **SUMMARY:**

As part of the flood mitigation work in Drumheller, a road closure bylaw is required to close a portion of Riverside Dr. East to public vehicle traffic to construct a berm as a barrier from the Red Deer River which will protect properties and citizens from the ravages of flood waters. Council passed first reading in March 2022, and held a public hearing in April 2022. The Bylaw and submissions from the public hearing were sent to Alberta Transportation in summer of 2022 for signature by the Miunister and were only received back in June 2023. Second and third readings of the Bylaw are required to close the roadway.

### **RECOMMENDATION:**

That Council passes second and third reading of Road Closure Bylaw 05.22 in order to proceed with the closure of the public right of way.

### **DISCUSSION:**

The Province has provided flood flow rates of 1850 m<sup>3</sup>/s as the requirement to construct flood mitigation works in Drumheller. One of the areas where berms need to be increased in height is the Downtown berm, which is currently about two (2) meters below the required protection level.

Since first reading and the public hearing was held in spring 2022, the design team has reconfigured the berm along Riverside Dr E in order to maintain two-way traffic. The resulting design includes a retaining wall structure along 300 meters of Riverside Dr and a narrowing of the roadway in this area to accommodate the wall and berm. This design was reviewed by the public and Council in fall/winter of 2022/23 and was approved for construction. The construction of this berm will start in July 2023 and is expected to take five months to complete. Once construction is completed, a legal road plan will be created and registered for the portion open to vehicular traffic.

### **FINANCIAL IMPACT:**

The costs associated with this Road Closure Bylaw are claimable under the Flood Mitigation program.

### **STRATEGIC POLICY ALIGNMENT:**

Flood Mitigation is the key Strategic Priority for this and the previous Council. The protection of people and property, both now and in the future, are the key reasons that the Town is undertaking this project.

### **COMMUNICATION STRATEGY:**

Once the Bylaw is passed by Council, the Province will be notified about the Road Closure.

**MOTION:**

That Council gives second reading of Road Closure Bylaw 05.22 as presented.

**SECONDED:**

**MOTION:**

That Council gives third reading of Road Closure Bylaw 05.22 as presented.

**SECONDED:**



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Prepared By:  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer



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

**THE TOWN OF DRUMHELLER  
BYLAW NUMBER 05.22**

**THIS IS A BYLAW OF THE TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing portions of developed Streets, namely: Riverside Avenue; (now Riverside Drive East) on Plan 3147 H.R.; Avenue; (now 3<sup>rd</sup>. Avenue East) on Plan 2089 B.N.; Lane in Block 28 Plan 5657 G.E.; Avenue (now Riverside Drive East) on Plan 6495 A.V. and Original Road Allowance (now 5<sup>th</sup>. Street East) to public vehicle travel and acquiring title to these lands in the name of THE TOWN OF DRUMHELLER to provide adequate room for the construction of a flood mitigation dike and matters incidental thereto as Council may determine; in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of *Alberta 2000*, as amended.

**WHEREAS**; the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation dikes along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters, and

**WHEREAS**; it has been found the construction of a flood mitigation earth dike in the subject area is impossible without encroaching upon and using most of the adjacent public streets,

**WHEREAS**; after considering alternative mitigation measures available to minimize the dike footprint in this area and the costs incidental thereto; Council has concluded the subject public road closure to accommodate the construction of an earth dike to be the best flood mitigation solution in this area, and

**WHEREAS**; the Council of the Town of Drumheller are satisfied that alternate routes for citizens, emergency vehicles and tourists are available without adversely affecting travel time or otherwise prejudicially affect the normal driving patterns of citizens and

**WHEREAS**; a notice of these street closures were published in the Drumheller Mail once a week for three weeks; on March 23<sup>rd</sup>, April 6<sup>th</sup> and again on April 13<sup>th</sup>, 2022 and the last of such publications being at least five days before the day fixed for the passing of this Bylaw, and

**WHEREAS**: the Council of the Town of Drumheller held a public hearing on the 19<sup>th</sup> day of April, 2022 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

**NOW THEREFORE;** be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close portions of developed Streets namely; Riverside Avenue; (now Riverside Drive East) on Plan 3147 H.R.; Avenue;( now 3<sup>rd</sup>. Avenue East) on Plan 2089 B.N.; Lane in Block 28 Plan 5657 G.E.; Avenue (now Riverside Drive East) on Plan 6495 A.V. and Original Road Allowance (now 5<sup>th</sup>. Street East) on the attached "Schedule – 'A' " and more particularly described as:

PLAN .....

AREAS – 'A', 'B', 'C' and 'D'

EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring four titles to these lands in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate in the Province of Alberta of 224 Centre Street, Drumheller, Alberta T0J 0Y4, for flood mitigation works; in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

This Bylaw takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS 21<sup>ST</sup> DAY OF MARCH, 2022.

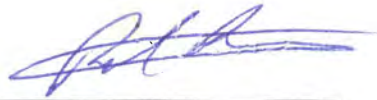
  
MAYOR: HEATHER COLBERG




  
Seal  
DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

**APPROVED BY: ALBERTA INFRASTRUCTURE AND TRANSPORTATION**  
AND ECONOMIC CORRIDORS ✓

Seal



 MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION  
RM. 425, LEGISLATIVE BUILDING, AND ECONOMIC CORRIDORS ✓  
10800 97<sup>TH</sup>. AVENUE, EDMONTON, ALBERTA. T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER, THIS \_\_ DAY OF \_\_ , 2022.

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MAYOR: HEATHER COLBERG

Seal

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DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER, THIS \_\_ DAY OF \_\_ , 2022.

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MAYOR: HEATHER COLBERG

Seal

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DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER



DRUMHELLER RESILIENCY AND FLOOD MITIGATION


—DRUMHELLER, ALBERTA—

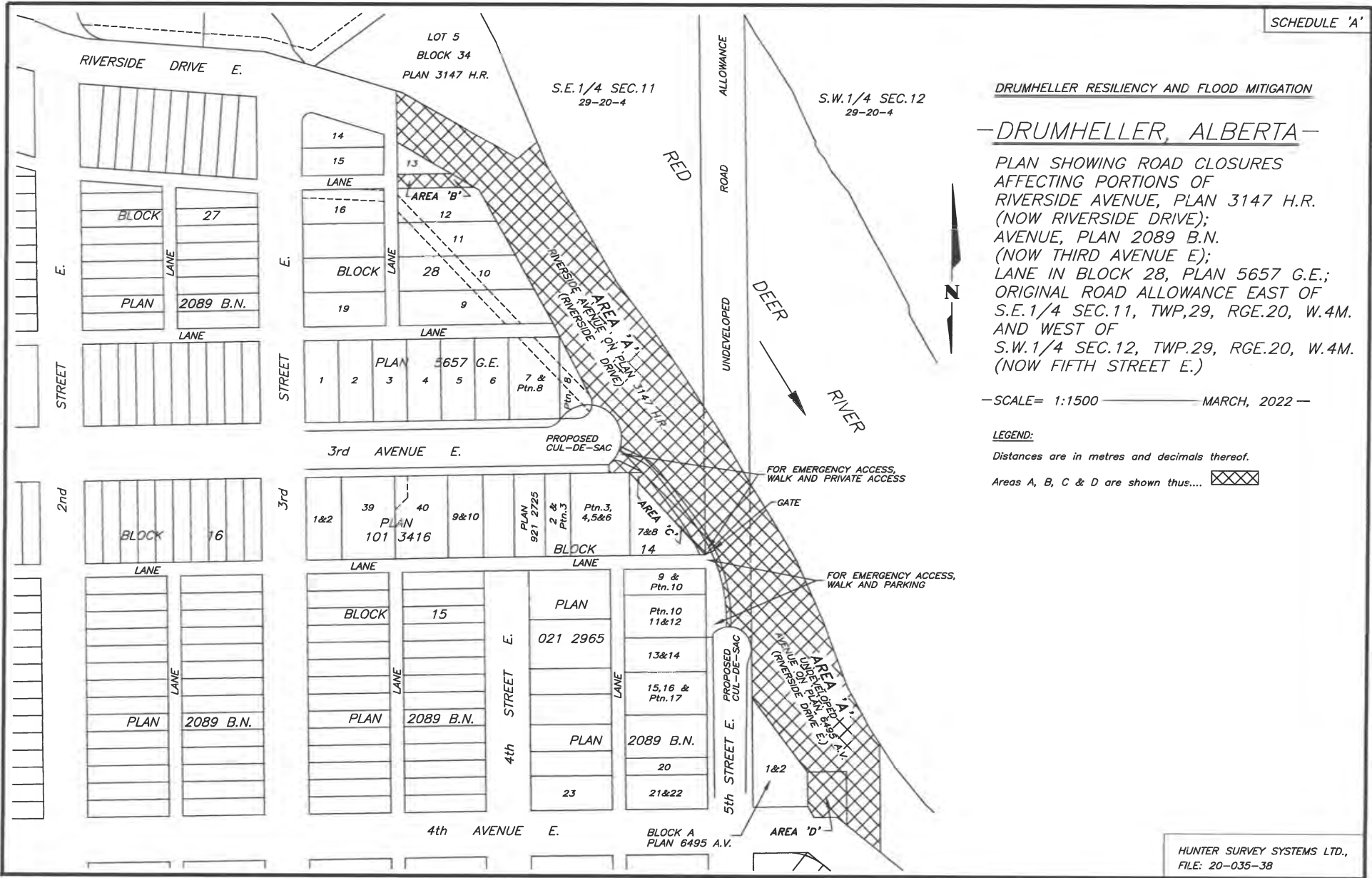
PLAN SHOWING ROAD CLOSURES AFFECTING PORTIONS OF RIVERSIDE AVENUE, PLAN 3147 H.R. (NOW RIVERSIDE DRIVE); AVENUE, PLAN 2089 B.N. (NOW THIRD AVENUE E); LANE IN BLOCK 28, PLAN 5657 G.E.; ORIGINAL ROAD ALLOWANCE EAST OF S.E.1/4 SEC.11, TWP.29, RGE.20, W.4M. AND WEST OF S.W.1/4 SEC.12, TWP.29, RGE.20, W.4M. (NOW FIFTH STREET E.)

—SCALE= 1:1500 — MARCH, 2022 —

LEGEND:

Distances are in metres and decimals thereof.

Areas A, B, C & D are shown thus... 



HUNTER SURVEY SYSTEMS LTD., FILE: 20-035-38





## REQUEST FOR DECISION

<b>TITLE:</b>	Rosedale Rd Closure Land Bylaw 06.22 - 375 Avenue South, Rosedale
<b>DATE:</b>	June 14, 2023
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENT:</b>	Bylaw 06.22, Schedule 'A'

**SUMMARY:**

Triggered by a land sale request, a road closure bylaw is required to close a portion of an undeveloped road adjacent to 375 Avenue South. More specifically, the undeveloped portion of the road allowance lying south of the S.E. 1/4 Section 29 and north of the N.E. 1/4 Section 20, in Township 28, Range 19, W. of the 4th Meridian as shown on the attached Schedule 'A'.

First Reading was completed in April 2022 and a Public Hearing in May 2022. The Town recently received back the Bylaw approved by the Minister from Alberta Transportation and we may now proceed with second and third readings.

**RECOMMENDATION:**

That Council passes second and third readings of Road Closure Bylaw 06.22.

**DISCUSSION:**

The right of way has been unused with an exception of a piece that was previously sold to a property owner of 375 Avenue South in order to allow the compliance of a house that was constructed across the right of way. The current owners would like to essentially 'square off' the parcel by requesting a closure of the portion of the unused right of way. Parcels B and C are also being closed at the same time to allow for future consolidation with other property owners.

**FINANCIAL IMPACT:**

The property owner of 375 Avenue South is paying the costs of the closure as well as purchasing the land at fair market value.

**STRATEGIC POLICY ALIGNMENT:**

Land sales as a revenue source aligns with fiscal responsibility.

**COMMUNICATION STRATEGY:**

Once passed, the Road Closure will be registered with Alberta Transportation and Economic Corridors and with Alberta Land Titles Office and the requesting adjacent property owner shall be notified.

**MOTION:**

That Council give second reading to Rosedale Road Closure Land Bylaw 06.22

**SECONDED:**

**MOTION:**

That Council give third reading to Rosedale Road Closure Land Bylaw 06.22

**SECONDED:**



Prepared By:  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer



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

**TOWN OF DRUMHELLER  
BYLAW NUMBER 06.22**

**THIS IS A BYLAW OF THE TOWN OF DRUMHELLER** in the province of Alberta, for the purpose of closing a portion of an undeveloped original road allowance to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;

**WHEREAS**, an undeveloped portion of the road allowance lying south of the SE ¼ Section 29 and north of the NE ¼ Section 20, in Township 28, Range 19, W of the 4<sup>th</sup>. Meridian has never been developed, never used for travel and will not be required for public road or other public purposes in the foreseeable future; and

**WHEREAS**, an application has been made to the Town of Drumheller to have a portion of this undeveloped Street closed; and

**WHEREAS**, a notice was published in the Drumheller Mail once a week for two consecutive weeks; on [date] and again on [date], the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

**WHEREAS**, the Council of the Town of Drumheller held a public hearing on the XX day of XX, 2022, at their regular or special meeting of Council, in which all interested parties were provided an opportunity to be heard, and

**WHEREAS**, the Council of the Town of Drumheller was not petitioned for an opportunity to be heard by any person prejudicially affected by this Bylaw, and

**NOW THEREFORE**; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta, does hereby enact to close that portion of the original road allowance lying south of the SE ¼ Section 29 and north of the NE ¼ Section 20, in Township 28, Range 19, W of the 4<sup>th</sup>. Meridian as depicted on the attached Schedule A and more particularly described as:

PLAN .....  
AREAS 'A', 'B' and 'C'

EXCEPTING THEREOUT ALL MINES AND MINERALS

For public use, obtain three titles to same in the name of the TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4 for retention or sale as Council may decide.

**SHORT NAME**

This Bylaw may be known as Rosedale Road Closure Land Bylaw 06.22

**TRANSITIONAL**

This Bylaw takes effect on the day of final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER  
This 19<sup>th</sup> day of April, 2022.

  
MAYOR: HER WORSHIP; HEATHER GOLBERG



  
Seal  
DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: ~~ALBERTA INFRASTRUCTURE~~ and TRANSPORTATION *and Economic Corridors ✓*

  
Seal

for: ~~MINISTER OF ALBERTA INFRASTRUCTURE AND TRANSPORTATION~~ *and Economic Corridors ✓*  
RM. 425, LEGISLATIVE BUILDING,  
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER  
this \_\_\_ day of \_\_\_, 2022.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER  
this \_\_ day of \_\_\_, 2022.

\_\_\_\_\_  
MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

\_\_\_\_\_  
DARRYL E. DROHOMERSKI, C.E.T.  
CHIEF ADMINISTRATIVE OFFICER



ROSEDALE DISTRICT  
— DRUMHELLER, ALBERTA —

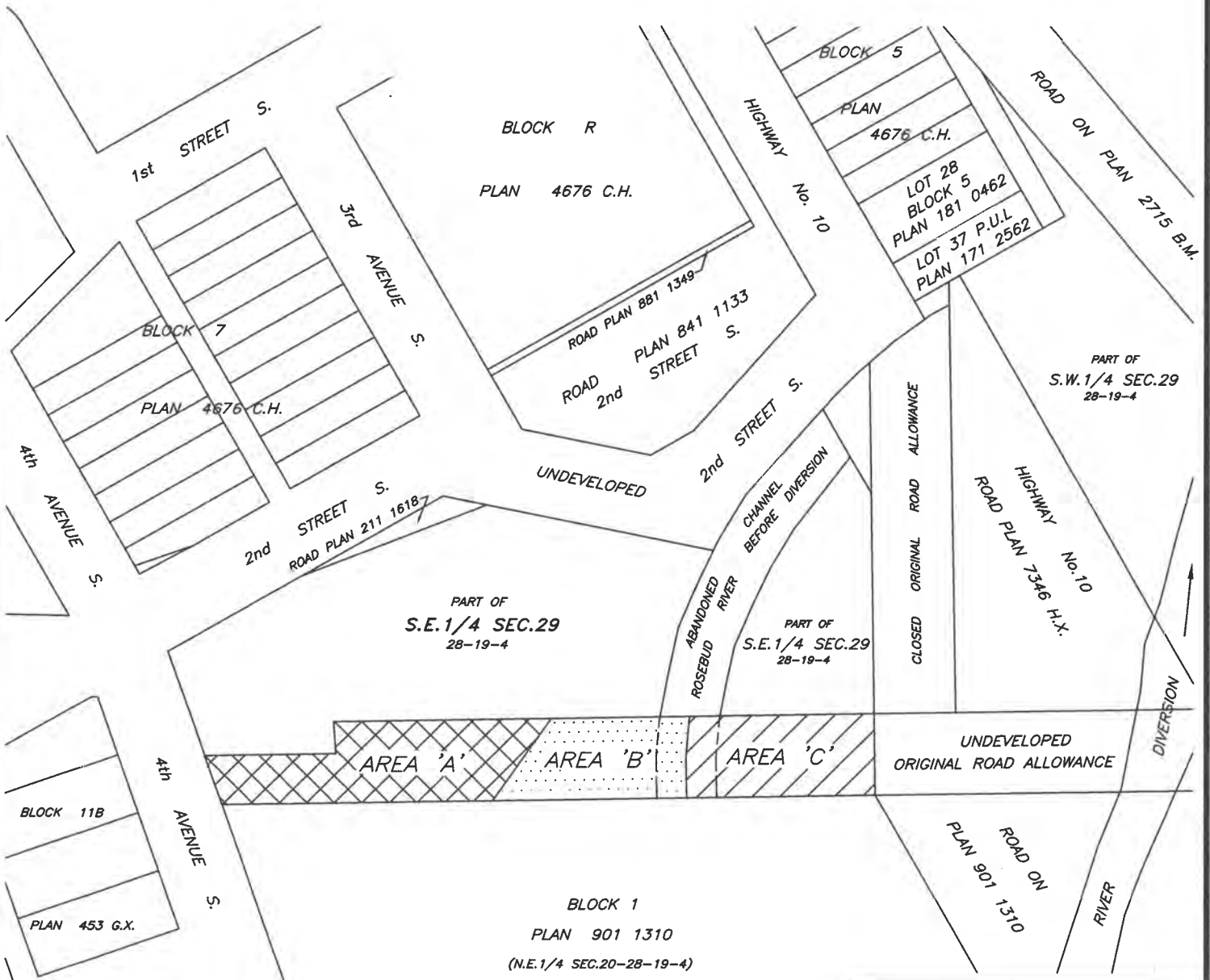
PLAN SHOWING PROPOSED ROAD CLOSURE  
AFFECTING PART OF THE  
ORIGINAL ROAD ALLOWANCE BETWEEN THE  
N.E.1/4 SEC.20 AND S.E.1/4 SEC.29,  
TOWNSHIP 28, RANGE 19, W.4M.

—SCALE= 1:1500 ————— MARCH, 2022—

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan are shown thus...   



HUNTER WALLACE SURVEYS LTD.  
DRUMHELLER, ALBERTA  
FILE: 21-251



**DRUMHELLER  
VALLEY**


# Welcoming & Inclusive Communities (WIC)

Council Presentation  
June 19, 2023

1

## Why are we here?

1. 2022 Council Strategic Priority
2. WIC work to date
  - a. Welcome Packs
  - b. Block Buddies
  - c. Block Parties
  - d. Welcoming Week
3. WIC certification



2



3

<h2><b>WIC is...</b></h2> <ul style="list-style-type: none"><li>• Welcoming &amp; Inclusive Communities</li><li>• Provincial (Alberta Municipalities)</li><li>• Funded 2016-2021</li><li>• Internal &amp; Community Wide focus</li></ul>	<h2><b>CIM is...</b></h2> <ul style="list-style-type: none"><li>• Coalition of Inclusive Municipalities</li><li>• Federal and International</li><li>• Continuing Organization</li><li>• Primarily Community focused</li></ul>
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4

## Staff Survey

- Measuring Inclusion Tool for Municipal Governments (revised 2021).
- May 18-31, 2023 49 respondents (37% of staff & elected council)
- Respondents were able to answer as many or as few of the 11 areas of focus as they want to.

Four levels for rating inclusiveness:

- **Invisible (5-6):** *We do not recognize there is a problem.*
- **Awareness (9-11):** *We know there is a problem, we are taking tentative steps, but we are not sure how to proceed.*
- **Intentional Inclusion (14-16):** *We have acknowledged the importance of diversity and inclusion and are taking formal steps to eliminate all forms of discrimination through systematic change.*
- **Culture of Inclusion (19-20):** *Inclusion is normal and part of our culture.*

Of the eleven (11) areas measured, all response averages fell between 10.55-13.34 points, with an overall average of 11.99.



5

## Request for Direction

- Internal (Town of Drumheller Organization focused)
- WIC staff committee

## Request for Decision

- External (Community focused)
  - Coalition of Inclusive Municipalities Membership
1. Have council endorse the 10 Common Commitments (see **Appendix B**) as part of the Declaration to Join the Coalition of Inclusive Municipalities
  2. Develop and submit a Plan of Action to CIM; it is recommended this be accomplished through a community committee with stakeholder engagement.
  3. Name two focal points (one elected official and one municipal staff) and their contact information as the primary contacts for future correspondence.



6



7

## REQUEST FOR DECISION

<b>TITLE:</b>	Welcoming and Inclusive Communities (WIC)
<b>DATE:</b>	19 June 2023
<b>PRESENTED BY:</b>	April Harrison – CDSP Manager Heather Carlson – Community Development Coordinator (CDSP)
<b>ATTACHMENTS:</b>	none

### SUMMARY:

The 2022 Council Strategic Priority entitled “Inclusive Community Programming Framework” was the goal to be certified with the Welcoming and Inclusive Communities (WIC) initiative of Alberta Municipalities (AM).

The Welcoming and Inclusive Communities (WIC) of Alberta Municipalities (AM) supplies tools and resources for municipalities to “remove barriers and create an inclusive organization and community.” Since grant-funded staffing for WIC ceased in 2021, AM encourages municipalities to do two things:

1. Use the existing WIC resources to develop a culture of welcome and inclusion.
2. Join the national Coalition of Inclusive Municipalities (CIM). **See Request for Decision: Coalition of Inclusive Municipalities**

### RECOMMENDATION:

That Council direct Administration to establish a WIC committee to select inclusion priorities and lead strategies to improve inclusiveness within the Town of Drumheller organization, and that the ‘Measuring Inclusion Tool of Municipal Governments’ survey be repeated biannually to guide the progress of this work.

### DISCUSSION:

The first step of the WIC work is to take an internal baseline assessment with the **Measuring Inclusion Tool for Municipal Governments** (revised 2021). This tool is designed exclusively for municipal governments to evaluate internal policies and practices. This internal evaluation provides a basis to develop proactive steps to be an inclusive employer, inclusive service provider and inclusive leader of the community.

This tool uses four levels for rating inclusiveness:

- **Invisible (5-6):** *We do not recognize there is a problem.*
- **Awareness (9-11):** *We know there is a problem, we are taking tentative steps, but we are not sure how to proceed.*
- **Intentional Inclusion (14-16):** *We have acknowledged the importance of diversity and inclusion and are taking formal steps to eliminate all forms of discrimination through systematic change.*
- **Culture of Inclusion (19-20):** *Inclusion is normal and part of our culture.*

The numbers between categories are considered a score between the two levels.

Between May 18-31, forty-nine (49) respondents (37% of staff & elected council members) submitted survey responses. Of the eleven (11) areas measured, all response averages fell between 10.55-13.34 points, with an overall average of 11.99.

This demonstrates that the Town of Drumheller organization is making some effort “to welcome marginalized or minority people into the organization. Discrimination is seen as somewhat important to address, but actions taken to address it lack adequate resources, do not happen consistently and are ad hoc.” (Measuring Inclusion Tool p14)

The survey results themselves speak to this inconsistency. For example:

1. Between four groupings of staff, participation ranged from 18-55%
2. Many questions had divided answers with responses in each of the four levels of inclusiveness.

WIC has online resources for a WIC committee including a guide titled “[Strategies to Improve Your Inclusiveness](#).” WIC committee inclusion strategies would form a key piece of the Plan of Action required to join the Coalition of Inclusive Municipalities (CIM). **See Request for Decision: Coalition of Inclusive Municipalities (CIM)**

**FINANCIAL IMPACT:**

There are no financial resources needed to begin this work. It would require reallocation of staff time. One of the 11 areas of inclusion is “Commitment of Resources”, so project related funding requests may emerge in subsequent budget years.

**STRATEGIC POLICY ALIGNMENT:**

The intention of the 2022 Council Strategic Priority entitled “Inclusive Community Programming Framework” was to be certified with the Welcoming and Inclusive Communities (WIC) initiative of Alberta Municipalities (AM). This RFD would make WIC work an ongoing, visible, developing part of the municipality.

**COMMUNICATION STRATEGY:**

An email to all staff with the ‘Strategies to Improve Your Inclusiveness’ guidebook and an invitation to indicate interest in being a part of the organizational WIC committee will be sent by Human Resources.

**MOTION:** Councilor \_\_\_\_\_

Move that Administration establishes a Welcoming and Inclusive Committee to select inclusion priorities and lead strategies to improve inclusiveness within the Town of Drumheller organization, and that the ‘Measuring Inclusion Tool of Municipal Governments’ survey be repeated biannually to guide the progress of this work.

**SECONDED:**

*Heather Carlson*

Prepared by:  
Heather Carlson  
CDSP: Community  
Development Coordinator

*Mauricio Reyes*

Reviewed by:  
Mauricio Reyes  
Director: Corporate  
& Community Services

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

## REQUEST FOR DECISION

<b>TITLE:</b>	Coalition of Inclusive Municipalities (CIM)
<b>DATE:</b>	19 June 2023
<b>PRESENTED BY:</b>	April Harrison – CDSP Manager Heather Carlson - Community Development Coordinator (CDSP)
<b>ATTACHMENT:</b>	Appendix A: Declaration to Join the Coalition of Inclusive Municipalities Appendix B: CIM Common Commitments

### **SUMMARY:**

The intention of the 2022 Council Strategic Priority entitled “Inclusive Community Programming Framework” was to be certified with the Welcoming and Inclusive Communities (WIC) initiative of Alberta Municipalities (AM). Since the grant-funded staff for the provincial WIC network has ended, AM now encourages municipalities to become members of the national Coalition of Inclusive Municipalities (CIM).

### **RECOMMENDATION:**

Administration recommends that council sign the Declaration to Join the Coalition of Inclusive Municipalities. **See Appendix A.**

### **DISCUSSION:**

The Coalition of Inclusive Municipalities (CIM) objectives are to “improve practices for social inclusion, establish policies to eradicate racism and discrimination, promote human rights and diversity.”

Some benefits of CIM membership include:

- seal of inclusion for signatory municipalities to use on their inclusion-related publications, websites, posters, signatures, and letters.
- access to a network of municipalities from different areas in Canada and around the world, the opportunity to share experiences, and to access lessons learned by other municipalities.
- increased access to information, tools, resources, and frameworks for promoting diversity and inclusion, and to help eliminate racism and other forms of discrimination.
- a forum to discuss views, strategies, and priorities.
- A group of like-minded municipalities to join with on initiatives of common interest.
- Training opportunities for staff and elected officials.
- Materials and ideas to support the celebration of special dates (for example, the International Day for the Elimination of Racial Discrimination on March 21).
- Being part of the Coalition lends credibility and structure to any anti-discrimination work already happening.

To qualify for CIM membership, municipalities must:

1. Have council endorse the 10 Common Commitments (see **Appendix B**) as part of the Declaration to Join the Coalition of Inclusive Municipalities
2. Develop and submit a Plan of Action to CIM; it is recommended this be accomplished through a community committee with stakeholder engagement.
3. Name two focal points (one elected official and one municipal staff) and their contact information as the primary contacts for future correspondence.



Reporting requirements are minimal, but municipalities are encouraged to provide annual updates to their residents and to CIM. By describing their recent experiences, initiatives, and policies, municipalities help inform the work of others in advancing issues such as equity, diversity, inclusion, employment, housing, service delivery, and reconciliation.

**Community Committee**

CIM provides two resources: “CIM: A Guide for New and Established Members” to focus the municipal inclusion work and develop the Plan of Action. CIM also provides “CIM: Small and Rural Municipalities” for small and rural municipalities to use in conjunction with the Guide, so limited energy and resources are allocated appropriately.

Best practice for the composition of the community committee is to include at least one elected official, one municipal staff, and community stakeholders.

During 2016-2021, WIC worked “directly with over 40 municipal governments representing 92% of Albertans.” Many of these municipalities have joined CIM. These include: Town of Cochrane (2015), Strathcona County (2017), City of Chestermere (2019), City of Fort Saskatchewan (2019), Town of Blackfalds (2020), Town of Olds (2021), Town of Strathmore (2021).

**FINANCIAL IMPACT:**

Joining the Coalition will not have an immediate budgetary impact. There will be staff time required. This work can start by making small changes but will likely require financial support in future budget cycles as priority and action items are identified.

**STRATEGIC POLICY ALIGNMENT**

The intention of the 2022 Council Strategic Priority entitled “Inclusive Community Programming Framework” was to be certified with the Welcoming and Inclusive Communities (WIC) initiative of Alberta Municipalities (AM). Since the grant-funded staff for the provincial WIC network has ended, AM now encourages municipalities to become members of the national Coalition of Inclusive Municipalities (CIM).

**COMMUNICATION STRATEGY:**

Notify CIM and include a notice of the municipality’s decision to join the Coalition, a copy of the resolution passed by council and the name of two focal points (one elected official and one municipal staff) and their contact information.

Send media releases, include in the municipal website, and share the announcement through community organizational networks.

**MOTION:** Councilor \_\_\_\_\_

Move that Council agree to sign the Declaration to Join the Coalition of Inclusive Municipalities, and in joining the Coalition endorses the Common Commitments and agrees to develop or adapt its own unique plan of action accordingly.

**SECONDED:**

Heather Carlson

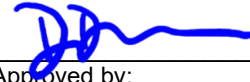
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Prepared by:  
Heather Carlson  
CDSP: Community  
Development Coordinator

Mauricio Reyes

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Reviewed by:  
Mauricio Reyes  
Director: Corporate  
& Community Services



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

Appendix A



### Declaration to Join the Coalition of Inclusive Municipalities

*Given that:*

1. The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Coalition of Inclusive Municipalities and to be part of UNESCO's international Coalition launched in 2004; and
2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Coalition of Inclusive Municipalities and encourages its members to join; and

*Whereas:*

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's *Charter of Rights and Freedoms* as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

*Be it resolved that:*

4. The **insert the name of the municipality** agrees to join the Coalition of Inclusive Municipalities and, in joining the Coalition, endorses the Common Commitments and agrees to develop or adapt its own unique Plan of Action accordingly.
5. These Common Commitments and the Municipality's unique Plan of Action will be an integral part of the Municipality's vision, strategies and policies.
6. In developing or adapting and implementing its own unique Plan of Action toward progressive realization of the Common Commitments, the Municipality will cooperate with other organizations and jurisdictions, including other levels of government, Indigenous peoples, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights.
7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

**insert name of the Municipality, insert date (month day, year)**

**His/Her** Worship **insert name of the mayor**

**SIGNATURE OF THE MAYOR**



## Appendix B

### The Common Commitments

The Coalition's Common Commitments cover areas of municipal responsibility – such as housing, service delivery, employment, and culture – to guide local authorities in developing policies and programs. The Common Commitments are structured around three areas of municipal responsibility.

#### The municipality as a guardian that respects the public interest

- 1** Increasing vigilance against systemic and individual discrimination.
- 2** Monitoring discrimination in the municipality and taking action to address it.
- 3** Supporting individuals who experience discrimination.
- 4** Providing police services that are exemplary institutions for fighting discrimination.

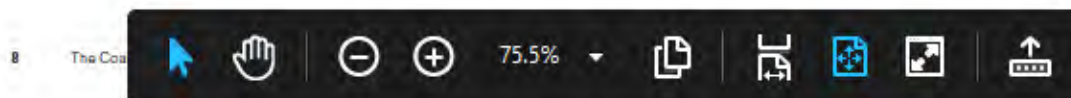
#### The municipality as an organization that upholds human rights

- 5** Providing equal opportunities as a municipal employer, service provider, and contractor.
- 6** Supporting measures that promote equity in the labour market.
- 7** Challenging discrimination and promoting diversity and equal opportunities in housing.

#### The municipality as a community that promotes diversity

- 8** Involving citizens by giving them a voice in anti-racism initiatives and decision-making.
- 9** Challenging discrimination and promoting diversity and equal opportunities in education and other forms of learning.
- 10** Promoting the respect, knowledge, and appreciation of cultural diversity and the inclusion of Indigenous and racialized communities in the cultural fabric of the municipality.

When a municipal council signs the declaration to join the Coalition, it endorses the Common Commitments and agrees to develop a [Plan of Action](#). This process is flexible so that each municipality can address its own inclusion-related issues. The Plan of Action is a key tool for signatory municipalities; once adopted, it becomes integrated into the municipality's visions, strategies, and policies.



## REQUEST FOR DECISION

<b>TITLE:</b>	Traffic Bylaw 10.22 – Third Reading
<b>DATE:</b>	June 14, 2023
<b>PRESENTED BY:</b>	Greg Peters, Director of Emergency & Protective Services
<b>ATTACHMENTS:</b>	Bylaw 10.22 Traffic Bylaw

**SUMMARY:**

On July 18, 2022, a draft of a new traffic bylaw was given first reading by council. Council expressed concerns regarding specific areas of the draft bylaw and requested additional amendments. The Town’s Municipal Enforcement department hosted a public consultation session where citizens provided verbal, written and emailed responses to offer opinions of the new rules proposed. This draft has incorporated changes where warranted and reasonable as advised by Council and in consideration of public input. Additionally, on June 5, 2023, Council approved the Paid Parking program to commence as soon as possible which required further revisions in the bylaw.

**RECOMMENDATION:**

That council give third and final reading to Traffic Bylaw 10.22 as presented.

**DISCUSSION:**

Traffic Bylaw 01.03 is outdated and refers to some provincial laws and regulations regarding vehicular traffic that no longer exist. The previous bylaw was compiled with emphasis on the police to enforce however, the police rarely if ever, enforce the existing traffic bylaw. Once Traffic Bylaw 10.22 is passed, the bylaw will be brought to the attention of the RCMP. With the amendments, we now have the benefit of, for example, assistance in the heavy commercial truck permitting system now being monitored by Roadata, a private contractor with provincial approval that now administers heavy truck permitting.

**KEY POINTS/CHANGES:**

Council members discussed their wish for the school bus parking to continue on the street by the operator’s residence but not if it compromises safety. Section 29 has been changed to permit this but gives enforcement officers clear rules to follow to ensure a bus parked does not impact vehicle and pedestrian safety.

The paid parking pilot project is now covered in section 6 named ‘Controlled Parking Zones’.

Section 18 has the time expanded that a recreational vehicle can park outside on the street at a location adjoining the owner’s residence for 72 hours.

Section 19 states a trailer can be parked with vehicle unattached for 72 hours if reasonable safety measures have been taken to secure the unit from moving while standing alone.

Section 34 finds Playground and school zones have been combined to reduce confusion. Part of our research found that after a similar practice was adopted in the city of Calgary motor vehicle and playground/school zones incidents were reduced by approximately a third.

**FINANCIAL IMPACT:** NA

**STRATEGIC POLICY ALIGNMENT:**

Good governance, public safety and updating bylaws for clarity.

**COMMUNICATION STRATEGY:**

Bylaw 10.22 will be published on the town website and communication to the public on the changes will be promoted.

**PROPOSED COUNCIL MOTION:**

**MOTION:**

**Councillor:** \_\_\_\_\_ moves that Council give the third reading of Traffic Bylaw 10.22 amended.

**Seconded:**

*Greg Peters*

\_\_\_\_\_  
Prepared by:  
Greg Peters  
Director of Emergency & Protective Services



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

TOWN OF DRUMHELLER  
BYLAW NO. 10.22  
DEPARTMENT: EMERGENCY AND PROTECTIVE SERVICES

BEING A BYLAW OF THE TOWN OF DRUMHELLER FOR THE PURPOSES OF REGULATING AND CONTROLLING VEHICULAR, PEDESTRIAN AND ANIMAL TRAFFIC IN THE TOWN OF DRUMHELLER.

**WHEREAS** the *Traffic Safety Act* authorizes a municipality to regulate and control Vehicle, Pedestrian, and animal traffic, as well as Parking on the streets and on other property within the municipality;

**WHEREAS** the *Municipal Government Act* (MGA) enables a Council to pass Bylaws and delegate authority in respect of Highways under its direction, control, management, and transport thereon;

**AND WHEREAS** the purpose of the municipality includes providing services that in the opinion of Council are necessary and desirable for public safety;

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

#### SECTION 1 – INTERPRETATION

- 1.1 This Bylaw may be cited as the Town of Drumheller “Traffic Bylaw.”
- 1.2 Nothing in this Bylaw relieves a Person from complying with any federal, provincial law or regulation or other Bylaw.

#### SECTION 2 – DEFINITIONS

- 2.1 For purposes of this Bylaw, all definitions and interpretations of the Traffic Safety Act and all subsequent regulations shall apply, unless otherwise defined as follows:
  - a) “*Alley*” means a Roadway which primarily serves to provide access to the rear of buildings and parcels of land;
  - b) “*Bus*” means a large motor Vehicle, having a long body, equipped with seats or benches for passengers, usually operating as part of a scheduled service passenger Vehicle that is owned or operated as part of the municipal Bus system, a school board or contracted operator for a school board to transport students, or private entity;
  - c) “*Bylaw Enforcement Officer*” means any regular member of the Royal Canadian Mounted Police, any Peace Officer or Municipal Enforcement Officer employed by the Town of Drumheller in accordance with the *Municipal Government Act*;
  - d) “*C-can*” or “*Sea Can*” means a specific type of portable storage container which is a metal freight container that is used for the temporary storage of materials and equipment;
  - e) “*Chief Administrative Officer*” or “*CAO*” means the Person appointed by Council to be the CAO of the Town in accordance with Council Bylaw;

- f) *“Commercial Vehicle”* means a Vehicle operated on a Highway by or on behalf of a Person for the purpose of providing transportation but does not include a Private Passenger Vehicle;
- g) *“Controlled Parking Spaces”* means the portion of a highway or parking lot where parking is subject to payment and/or regulation in accordance with the applicable traffic control device or permitting outlined in this Bylaw.
- h) *“Council”* means the Council of the Town of Drumheller, duly assembled and acting as such;
- i) *“Crosswalk”* means a part of a roadway intended for pedestrian crossing, indicated by:
  - i) That part of a roadway at an Intersection included within the connection of the lateral line of the sidewalks on opposite side of the Highway measured from the Curbs, or in the absence of Curbs, from the edges of the roadway; or,
  - ii) Any part of a roadway at an Intersection of elsewhere distinctly indicated for Pedestrian crossing by Traffic Control Devices or by line or by other markings on the surface;
- j) *“Curb”* means the concrete or asphalt edge of a Roadway, or the division point between Roadway and a Boulevard or sidewalk;
- k) *“Dangerous Goods”* means any product, substance or organism included by its nature or by the regulations to the *Dangerous Goods Transportation and Handling Act* in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act;
- l) *“Electric Scooter”* or *“E-Scooter”* means a Vehicle consisting of a footboard mounted on two wheels and a long steering handle, propelled by resting one foot on the footboards and pushing the other against the ground and that is assisted by an electric motor;
- m) *“Dangerous Goods Permit”* means permits issued by the appropriate authority that evidences permission to transport Dangerous Goods on a Highway;
- n) *“Dangerous Goods Route”* means any roadway designated by the Town upon which Trucks are authorized to travel while carrying Dangerous Goods;
- o) *“Disabled Persons Vehicle”* means a Vehicle that displays a disabled placard or license plate that issued or recognized by the Registrar of Motor Vehicle Services or their designate;
- p) *“Emergency Vehicle”* means:
  - i) A Vehicle operated by a police service or a law enforcement service;
  - ii) A fire-fighting or other type of Vehicle operated by the fire protection service; or,
  - iii) An ambulance operated by a Person or organization providing ambulance services;
- q) *“Fire Chief”* means the Person appointed by the CAO as Fire Chief that is head of the Drumheller Fire Service or any other Person designated by the Manager to act on his behalf;



- r) *“Gross Weight”* means:
  - i) In respect of a single axle of a Vehicle, the total weight that a single axle transmits to a Highway;
  - ii) In respect of an axle group of a Vehicle, the sum of the weights transmitted to a Highway by all the axles within the axle group;
  - iii) In respect of a tire of a Vehicle, the total weight that the tire transmits to a Highway; and,
  - iv) In respect to a Vehicle, the total weight of a Vehicle or combination of Vehicles calculated as the sum of the weights transmitted to a Highway through each of the axles;
  
- s) *“Heavy Vehicle”* means a Commercial Vehicle, or a Vehicle with Trailer attached, having a maximum gross Vehicle weight of 4500 kg or more, or 12.5 meters in total length;
  
- t) *“Highway”* means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, Alley, square, bridge, causeway, trestle way or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or Parking of Vehicle, and includes:
  - i) A sidewalk, including a boulevard adjacent to the sidewalk;
  - ii) If a ditch lies adjacent to and parallel to 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 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;
  
- u) *“Disabled Loading Zone”* means a portion of a street set aside adjacent to a Curb designated for the exclusive use of Vehicles for the loading or unloading of disabled passengers and includes an area designated as such;
  
- v) *“Inoperative Vehicle”* means any Vehicle which cannot be legally operated on the street because of lack of registration, lack of engine, transmission, wheels, windshield or any other part or equipment necessary to operate on public streets and/or Highways;
  
- w) *“Intersection”* means an at-grade junction where two or more Roadways meet or cross;
  
- x) *“Mobile Unit”* means any structure whether ordinarily equipped with wheels or not, that is constructed or manufactured to be moved from one point to another by being towed or carried and to provide living accommodation for or other use by one or more Persons;
  
- y) *“Municipal Enforcement Officer”* means a Bylaw Enforcement Officer;
  
- z) *“Municipal Government Act”* means the Municipal Government Act of Alberta, RSA 2000, c. M-26, as amended, repealed or replaced;

- aa) *"Obstruction"* means an encroachment, excavation, structure or other obstacle, which interferes or may be expected to interfere with sight lines, or the safe passage, maintenance or use of Highways or Public Places by Vehicles or Pedestrians;
- bb) *"Off-Highway Vehicle"* means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain, and, without limiting the generality of the foregoing, includes, when designed for such travel:
  - i) 4-wheel drive or low-pressure tire vehicles;
  - ii) motor cycles and related 2-wheel vehicles;
  - iii) amphibious machines;
  - iv) all-terrain vehicles;
  - v) miniature motor vehicles;
  - vi) snow vehicles;
  - vii) minibikes; and,
  - viii) any other means of transportation that is propelled by any power other than muscular power or wind;
- cc) *"Owner"* means the Person who owns a Vehicle and included any Person renting a Vehicle or having exclusive use of a Vehicle under a lease that has a term of more than 30 days or otherwise having the exclusive use of a Vehicle for a period of more than 30 days;
- dd) *"Parade or Procession"* a public procession, especially one celebrating a special day or event and including marching bands and floats;
- ee) *"Park"* means to allow a Vehicle, whether occupied or not, to remain standing in one place except;
  - i) When standing temporarily for the purpose of, and while actually engaged in, loading and unloading of passengers; or,
  - ii) When standing in obedience to a Peace Officer or Traffic Control Device;
- ff) *"Parkland"* means any grassed, cultivated or otherwise improved land used for the purposes of a Playground or recreation area, any public park, parkway or square. This definition shall not include golf courses;
- gg) *"Peace Officer"* means a member of the Royal Canadian Mounted Police (R.C.M.P), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the Peace Officers Act R.S.A. 2006 Chapter p-3.5. or other federally or provincially designated Peace Officer in accordance with legislation;
- hh) *"Pedestrian"* means a Person on foot and a Person in or on a mobility aid;
- ii) *"Person"* includes any individual, corporation, society, association, partnership or firm;

- jj) *“Playground”* and *“School Zone”* means a section of a street identified as a playground or school zone by a traffic control device and a thirty (30) kilometer per hour (km/h) speed limit sign;
- kk) *“Private Passenger Vehicle”* means a Vehicle used solely for Personal transportation;
- ll) *“Public Place”* means an indoor or outdoor area, whether privately or publicly owned, to which the public have access by right or by invitation, expressed or implied, whether by payment of money or not, but not when used exclusively by one or more individuals for a private gathering or other Personal purpose;
- mm) *“Roadata Services Ltd.”* means a commercial Truck online permitting system of service to both Alberta Municipalities and industry clients relating to the movement of Heavy Trucks over rural roads and any travel on municipally owned Highways;
- nn) *“Recreational Vehicle”* means a Vehicle used or intended for primarily recreational use, and without restricting the generality of the foregoing, includes any motor home, holiday Trailer, Trailer, camper, tent Trailer, any van or Bus converted for use as a Recreational Vehicle, boat Trailer, ATV Trailer or noncommercial utility Trailer;
- oo) *“Residential Area”* shall refer to lands districted as Residential, with Residential districts including those districts identified in the Land Use Bylaw and shall include any Highways or public property abutting such districts;
- pp) *“Road Ban”* means an axle weight restriction imposed by the Town in respect of a Highway, pursuant to this Bylaw;
- qq) *“Roadway”* means that part of a Highway intended for use by vehicular traffic;
- rr) *“School Bus”* means a Bus that is used primarily to transport students to and from school;
- ss) *“Street Furniture”* means items such as poles, Traffic Control Devices, waste receptacles, benches, Bus enclosures, trees, plants, grass, utilities, planters, Bicycle racks, newspaper boxes or any other similar property placed on a Highway or woonerf;
- tt) *“Taxi”* means a licensed Vehicle for hire in the Town to pick up and transport passengers, while on duty, whether or not passengers are embarked;
- uu) *“Temporary Construction Barricade”* means any fencing, boarding or barrier required to enclose an Obstruction on a Highway or Public Place for the purpose of construction;
- vv) *“Temporary guest”* means a Person who is staying a dwelling unit with a Drumheller resident for a period less than 30 days;
- ww) *“Town”* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require;
- xx) *“Track”* or *“Tracking”* means to allow, cause or permit any substance or material of any nature or kind whatsoever to become loose, detached, blow, drop, spill, or fall from any Vehicle, accessories or tires onto any Highway;

- yy) *“Traffic Control Device”* means any sign, signal, marking or device placed, marked or erected under the authority of this Bylaw or under the Traffic Safety Act;
- zz) *“Traffic Safety Act”* means the Traffic Safety Act of Alberta RSA 2000, c. T-6, as amended, repealed or replaced;
- aa) *“Trailer”* means a Vehicle so designated that it:
  - i) may be attached to or drawn by a motor Vehicle or tractor; and,
  - ii) Is intended to transport property or Persons, and includes a Vehicle defined by regulations as a Trailer, but does not include machinery or equipment solely used in the construction or maintenance of Highways;
- bbb) *“Truck”* means a Commercial Vehicle without a trailer attached;
- ccc) *“Truck Route”* means Highways under the direct control of the province of Alberta and shall exclude all municipal streets and services roads adjacent to them;
- ddd) *“Vehicle”* means a device in, on or by which a Person or thing may be transported or drawn on a Highway and includes a combination of Vehicles, but does not include a mobility aid;
- eee) *“Violation Tag”* means a tag or similar document, that specifies a fine of a certain amount, issued by the Town pursuant to the Municipal Government Act;
- fff) *“Violation Ticket”* means a notice issued under Part two (2) or Part three (3) of the Provincial Offences Procedure Act as amended;
- ggg) *“Waste Bin”* or *“Dumpster”* is a type of movable and portable metal waste container designed to be brought and taken away by a special collection Vehicle, or to a bin that a specially designed garbage Truck lifts, empties into its hopper, and lowers, on the spot.

### SECTION 3 – TRAFFIC CONTROL DEVICE

- 3.1 No Person may act contrary to any Traffic Control Device situated on public property.
- 3.2 The Town may cause temporary Traffic Control Devices to be placed along a portion of a Highway or any other place, for the purpose of facilitating construction, maintenance, repair work or any other reason, including removal of snow and ice.
- 3.3 All temporary Traffic Control Devices carry the same authority and penalty as a permanent Traffic Control Devices.
- 3.4 Duly placed temporary Traffic Control Devices shall supersede any other Traffic Control Device located in the vicinity.
- 3.5 A Traffic Control Device may provide an effective time period, for which the provisions of that temporary Traffic Control Device shall go into effect. No Person shall act or allow action in a manner contrary to that Traffic Control Device when the time period is in effect.
- 3.6 No Person shall alter, move or in any way change any Traffic Control Device either permanent or temporary at any Time

- i) Subsection 3.6 of this Bylaw shall not apply to any Person, duly designated to alter a Traffic Control Device for the purposes of maintenance, construction or relocation. This exemption includes Town workers and emergency services.

3..7 No Person shall pass beyond a control point or otherwise disregard direction given them at any location as part of a response to an emergency event and so occupied by a Peace Officer, a Member of the Fire Department, flag Person or Traffic Control Device.

#### **SECTION 4 – PARKING ON SIDEWALK AND BOULEVARD**

4.1 Unless a Traffic Control Device permits or requires, a Vehicle shall not be Parked on a sidewalk or boulevard or any part of a sidewalk or boulevard.

#### **SECTION 5 – EXEMPTION FROM PARKING PROVISIONS**

5.1 Notwithstanding anything elsewhere contained in this Bylaw the provisions relating to stopping or Parking of Vehicles engaged in the course of their normal course of duty do not apply to:

- i) emergency Vehicles;
- ii) service Vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cablevision systems;
- iii) municipal and other Government Public Works Vehicles;
- iv) towing service Vehicles; while any such Vehicle is being used in work requiring that it be stopped or Parked at that location.

#### **SECTION 6 – CONTROLLED PARKING SPACES**

6.1 The CAO may authorize parking spaces on any highway or in any parking lot to be designated as controlled pay parking space and place traffic control devices regulating the payment and usage of the space.

6.2 When parking in a controlled pay parking zone, the driver of the vehicle shall pay and register for use of the paid parking space immediately after parking in accordance with the traffic control device governing the usage of such space.

6.3 No owner or driver shall leave a vehicle in a controlled pay parking space:

- i) without registering or making any required payment;
- ii) for longer than the period of time for which a payment is made; or
- iii) contrary to any permit issued for use of a controlled pay parking zone.

6.4 No driver shall park in a controlled resident parking zone without a valid parking permit.

6.5 A vehicle for which a residential parking permit has been issued shall be exempt from sections 6.2, 6.3, & 6.4 if the owner or operator of a vehicle:

- i) has a valid Alberta registration showing a physical address in the Town;
- ii) owns, but does not permanently reside in a dwelling unit in the Town; or,
- iii) proves Town residency to the satisfaction of the CAO.

- 6.6 A temporary guest of a Town of Drumheller resident is eligible to apply to the Town for a parking permit.
- 6.7 The CAO is authorized to create parking permit regulations, including but not limited to:
- i) maximum number of parking permits per residence;
  - ii) parking permit fees;
  - iii) types and sizes of vehicles for which a permit will be granted; and,
  - iv) duration and expiry of parking permits.

#### **SECTION 7 - NO PARKING**

- 7.1 A Vehicle shall not stop or be Parked on a Highway in any location identified as a zone where Parking is prohibited.
- 7.2 A Vehicle shall not be stopped on a Highway in any location identified as a zone where stopping is prohibited.
- 7.3 A Vehicle shall not be stopped on a Highway where the Vehicle will obstruct the flow of traffic.

#### **SECTION 8 - CROSSWALKS**

- 8.1 A Vehicle shall not be Parked:
- i) on a Crosswalk or any part of a Crosswalk; or,
  - ii) within five (5) meters of a marked Crosswalk, measured from the line of the Crosswalk nearest to the parked vehicle.

#### **SECTION 9 - STOP OR YIELD SIGNS**

- 9.1 A Vehicle shall not be Parked within five (5) meters on either side of a stop sign.

#### **SECTION 10 - INTERSECTIONS**

- 10.1 Unless a Traffic Control Device permits or requires, a Vehicle shall not be Parked:
- i) at an Intersection within five (5) meters of the projection of the Curb or edge of the Roadway;
  - ii) within an Intersection other than immediately next to the Curb or edge of the roadway in a "T" Intersection;
  - iii) within 1.5 meters of an access to a garage, private road or driveway or a Vehicle crossway over a sidewalk, or,
  - iv) beside any Curb or Traffic Control Device that displays yellow paint.

#### **SECTION 11 - FIRE HYDRANTS**

- 11.1 Except as permitted in this section a Vehicle shall not be stopped on a Highway within five (5) meters of a fire hydrant or, when the hydrant is not located at the Curb, within five (5) meters from the point on the Curb nearest the fire hydrant.

## **SECTION 12 - DOUBLE PARKING**

- 12.1 A Vehicle shall not be Parked on the roadway side of a Vehicle that is Parked at the Curb or edge of the Roadway.

## **SECTION 13 - DIVIDED HIGHWAY**

- 13.1 A Vehicle shall not be parked adjacent to the boulevard, ditch or other physical barrier dividing two or more roadways.

## **SECTION 14 - ALLEY PARKING**

- 14.1 A Vehicle shall not be Parked in an Alley in a manner that obstructs the safe movement of vehicular traffic.

## **SECTION 15 – PARKLAND/ENVIRONMENTAL RESERVE/TOWN OWNED PROPERTY/OFF HIGHWAY VEHICLES**

- 15.1 No Person shall operate or Park any Vehicle or off Highway Vehicle upon any Parkland, environmental reserve, skating rink, recreational area, tennis court, park, Playground or school ground or any Town owned property except as authorized by this Bylaw.
- 15.2 No Person shall operate an Off-Highway Vehicle upon any Highway.
- 15.3 Subsection 15.1 of this Bylaw shall not apply to Vehicles or off Highway Vehicles operated during emergency response or Town authorized work by Town agents or contractors, police, Peace Officers or members of the fire department engaged in the performance of their authorized duties.

## **SECTION 16- MARKED SPACE**

- 16.1 A Vehicle Parked on a Highway in a location marked by lines or otherwise shall be Parked entirely within the markings.

## **SECTION 17 - OBSTRUCTION**

- 17.1 A Vehicle shall not be Parked on a Highway in a manner that blocks or obstructs:
- i) the movement of traffic on the Highway;
  - ii) a doorway to a building, any Pedestrian walkway or handicap access to a sidewalk; or,
  - iii) access to any fire station, police station, hospital or other place where Emergency Vehicles require access.
- 17.2 Notwithstanding subsection 17.1 of this Bylaw, where the Obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this Bylaw provided they take measures as soon as practicable to remove such Vehicle from the Highway.
- 17.3 No Person shall construct or place an Obstruction of any kind such as a Dumpster, C-Can, or Waste Bin, on or above any Highway unless they have contacted Municipal Enforcement and have been granted permission to do so.

- i) Any such item placed on a highway without permission shall be removed immediately by municipal enforcement and the costs of the removal are the responsibility of the owner of the item so left.

- 17.4 In the event of an emergency or where the Obstruction is deemed to pose a danger to users of a Highway, the Town may cause the immediate removal of the Obstruction without notice shall be at the expense of the Person causing, placing or permitting the Obstruction on the Highway or Public Place.
- 17.5 A Person who holds a permit for the placement of a Dumpster, C-Can, or any large waste receptacle, shall be required to produce a permit upon request of the CAO or authorized designate.
- 17.6 Where an Obstruction of any kind exists in, upon or above a Highway or Public Place and creates an unsafe condition, the Town shall be entitled to take such measures as are required for the protection of life or property.

## **SECTION 18 - RECREATIONAL VEHICLE RESTRICTIONS**

- 18.1 A Recreational Vehicle shall not be Parked on a Highway unless it is Parked in a location completely adjoining the property lines of a Recreational Vehicle Owner's residence as shown in the records of the Motor Vehicle Registry.
- 18.2 A Recreational Vehicle parked pursuant to this section:
- i) shall not be Parked for more than seventy-two (72) consecutive hours;
  - ii) shall be removed to an off-Highway location for at least forty-eight (48) consecutive hours before it may be Parked again on a Highway; and,
  - iii) all extendable slides shall be collapsed.
- 18.3 A Recreational Vehicle Parked on a Highway shall not be occupied.
- 18.4 Notwithstanding anything else in this section, an Owner or operator of a Recreational Vehicle must not Park the Recreational Vehicle on any Highway in the Town in such a manner as to constitute a hazard to other Persons using the street.

## **SECTION 19 - UNATTACHED TRAILER PARKING**

- 19.1 Notwithstanding any other provision of this Bylaw, a Trailer shall not be Parked on a Highway unless the Trailer is attached to a Vehicle by which it may be drawn.
- 19.2 A Trailer may be Parked on any Highway in the Town unattached to any Vehicle for up to a period of three days, but the Trailer must be secured in place with wheel chocks, tongue support and any other reasonable measure to render it immobile and not a safety hazard. Such a Trailer must be Parked and occupy a similar space to a motor Vehicle if Parked in the same location.
- 19.3 No Person shall use a Mobile Unit or permit any other Person to use a Mobile Unit for overnight residency, where that Mobile Unit is located upon a Highway or upon public property unless that property has been designated by the Town for use as a Mobile Unit Park or trailer court.



## SECTION 20 - PARALLEL PARKING

- 20.1 A Vehicle Parked on a Highway shall be Parked with:
- i) the sides of the Vehicle parallel to the Curb or edge of the roadway; and,
  - ii) the right wheels of the Vehicle not more than five hundred (500) millimeters from the right Curb or edge of the roadway.
- 20.2 A motorcycle may be Parked at an angle, other than perpendicular, to the Curb or edge of the roadway, and with:
- i) a wheel of the motorcycle not more than five hundred (500) millimeters from the Curb or edge of the roadway; and,
  - ii) the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is Parked.
- 20.3 Subsection 20.1 does not apply where angle Parking is permitted or required.

## SECTION 21 - ANGLE PARKING

- 21.1 When a sign indicates that angle Parking is permitted or required and Parking guidelines are visible on the roadway:
- i) a Vehicle shall be Parked with the Vehicle's sides between and parallel to any two (2) of the marked lines.
- 21.2 When a sign indicates that angle Parking is permitted or required and **no** Parking guidelines are visible on the roadway:
- i) a Vehicle shall be Parked with the Vehicle's sides at an angle of between thirty (30) and sixty (60) degrees to the Curb or edge of the roadway.
- 21.3 A Vehicle with a total length exceeding 5.8 meters shall not be Parked at an angle on a Highway.

## SECTION 22 - IDLING VEHICLE

- 22.1 No Person shall Park any Vehicle with a motor running for more than twenty (20) minutes.
- 22.2 No Person shall Park any Vehicle with a motor running in such a manner or at such a location as to cause a **Nuisance, in accordance with the Town of Drumheller Community Standards Bylaw.**
- 22.3 A Vehicle shall not be deemed to be idling in contravention of section 22.1, if the Vehicle is:
- i) idling due to traffic, an emergency or mechanical difficulty;
  - ii) an armored Vehicle engaged in the secure delivery and pick up of goods;
  - iii) an emergency Vehicle;
  - iv) idling so as to power a heating or refrigeration system required for the preservation or maintenance of cargo; or,

- v) idling so as to power any tools or equipment required for or incidental to the provision of services by a municipality or public utility.

### **SECTION 23 - VEHICLE ON JACK**

23.1 A Vehicle shall not be Parked and left unattended on a Highway if:

- i) the Vehicle is on a jack or similar device; and,
- ii) one or more wheels have been removed from the Vehicle or part of the Vehicle is raised without mechanical support and proper axle stands being implemented.

### **SECTION 24 - ABANDONED VEHICLE**

24.1 Except as otherwise permitted under this Bylaw, a Person shall not;

- i) abandon a Vehicle on a Highway; or,
- ii) abandon a Vehicle on public or private property without the consent of the Owner or Person in possession or control of the property.

24.2 A Vehicle is considered Abandoned for the purposes of this Bylaw, if

- i) the Vehicle is left standing on a Highway for more than seventy-two (72) consecutive hours, unless otherwise provided for in this Bylaw, in the case of a Highway under the direction, control and management of the Council or the Municipality; or,
- ii) the Vehicle is left standing on public or private property for more than seventy-two (72) consecutive hours without the consent of the Owner or Person in possession or control of the property.

### **SECTION 25– REMOVAL OF VEHICLES OR OBSTRUCTION**

25.1 A Municipal Enforcement Officer may cause a Vehicle or Obstruction to be immediately removed or relocated and impounded by the Town, when:

- i) a Vehicle is abandoned;
- ii) a Vehicle has been left unattended on a Highway in a manner that may obstruct the normal movement of traffic;
- iii) a Vehicle is Parked on a Highway in contravention of this Bylaw, including the provisions of any Traffic Control Device;
- iv) a Vehicle is Parked on a Highway in a manner that impedes or prevents access to a fire hydrant by fire suppression equipment;
- v) Is not displaying a subsisting license plate or a permit;
- vi) Is Parked on private property without the consent of the Owner of the property or on a Highway in a manner that obstructs any private driveway;
- vii) Is left unattended on a Highway and, in the opinion of a Municipal Enforcement Officer, the Vehicle, its contents or any goods being carried by the Vehicle are liable to be stolen or tampered with;
- viii) Is situated unattended at a location or in a condition so that, in the opinion of the Municipal Enforcement Officer, it constitutes a present or potential hazard to Persons or property;

- ix) a vehicle is Parked in a manner that impedes the advertised Town snow removal or contrary to advertised snow removal operations signage;
- x) a Vehicle is Parked in a manner that impedes emergency or municipal operations; or
- xi) an Obstruction of any kind has been placed, caused or permitted to be placed on a Highway, unless a permit authorizing placement of the Obstruction has been issued by the Town.

25.2 If a Municipal Enforcement Officer or a Peace Officer believes on reasonable and probable grounds that a Vehicle referred to in subsection 25.1 is worthless, the Officer may cause the Vehicle to be moved to a salvage yard or municipal dump for disposal, or otherwise deal with the Vehicle.

## SECTION 26 - LOADING ZONES

- 26.1 A Vehicle shall not be Parked on a Highway in any location identified as a loading zone for a period of Time longer than that permitted by signage, and:
- i) only Commercial Vehicles shall be Parked on a Highway in any location identified as a commercial loading zone; and
  - ii) only passenger Vehicles shall be Parked on a Highway in any location identified as a passenger loading zone.

## SECTION 27- EMERGENCY ACCESS

27.1 A Vehicle shall not be Parked on a Highway in any location identified as a fire lane, an emergency access zone, or otherwise being for the use of Emergency Vehicles.

## SECTION 28 - DISABILITY PARKING

- 28.1 A Vehicle shall not be Parked on a Highway in any location identified as being for the use of Persons with disabilities unless the Vehicle:
- i) Displays a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services as designating a Vehicle as transporting, belonging to, or being operated by, a disabled Person; and
  - ii) Is being used for the transportation of a Person with a disability.

## SECTION 29 - BUS PARKING

- 29.1 A Bus shall not be parked on a Highway or parking lot if, in the opinion of a Municipal Enforcement Officer, its parking creates an obstruction or safety hazard, which shall be determined by:
- i) the width of roadway, sightlines from intersections, availability of parking space, and other bona fide public complaints.
- 29.2 If a school bus is parked on a town highway after regular school operating hours it shall be parked in a location completely adjoining the property lines of the operator's residence.

### **SECTION 30 - PARKING OVER PERMITTED TIME LIMIT**

- 30.1 A Vehicle shall not be Parked on a Highway in any location identified as a time limited zone for a period of Time in excess of the Time limit.
- 30.2 In order to determine the time period over which a Vehicle has been Parked in a location where Parking is restricted to a specific time limit, a Municipal Enforcement Officer may place an erasable chalk mark on the tread face of the tire of a Parked Vehicle.
- 30.3 When a Vehicle, that has been subject of a Violation Tag or a Provincial Violation Ticket issued for a contravention of Subsection 30.1 of this Bylaw, remains Parked beyond the expiration of the Time limit indicated on the Traffic Control Device for more than sixty (60) minutes past the Time of the issuance of the Violation Tag or Provincial Violation Ticket this Vehicle may be removed immediately by a Municipal Enforcement Officer.

### **SECTION 31 - PRIVATE PROPERTY WITH PUBLIC ACCESS**

- 31.1 A Vehicle shall not be Parked on privately owned property unless granted permission or authorization by the Owner of the property or the Person having possession or control of the property.

### **SECTION 32 - TOWN PROPERTY**

- 32.1 No Person shall Park a Vehicle on a Town owned Parking lot in contravention of any Traffic Control Device indicating the terms, conditions or prohibitions governing the use of that Parking lot.
- 32.2 No Person shall Park or place any Vehicle or property owned by the Town of Drumheller in contravention of any law.
- 32.3 Any Vehicle or property so Parked or placed in contravention of section 32.1 and 32.2 is subject to immediate removal by a Municipal Enforcement Officer.

### **SECTION 33 - TAXI STAND**

- 33.1 No Person shall stop or Park a Vehicle that is not a Taxi in a marked Taxi stand allotted to a company or in an open Taxi zone.
- 33.2 No operator of a Taxi shall stop or park and leave the Taxi unattended for a period exceeding fifteen (15) minutes at any Taxi stand.

### **SECTION 34 - SPEED**

- 34.1 Unless otherwise posted, no Person shall drive a Vehicle in any Alley at a speed in excess of fifteen (15) kilometers per hour(km/h).
- 34.2 Unless otherwise posted, no Person shall operate a Vehicle on any Highway within the Town of Drumheller at a speed in excess of fifty (50) kilometers per hour (km/h).
- 34.3 No Person shall drive any Vehicle in excess of thirty (30) kilometers per hour within a posted school zone or Playground Zone between the hours of 7:30 am and 9:00 pm, seven (7) days a week;
- i) Zones begin at the point where the Traffic Control Device indicating the School Zone or Playground Zone; and,

- ii) ends at the point where the Traffic Control Device indicating a greater rate of speed or the end of the zone.

### **SECTION 35 - RIGHTS AND DUTIES OF PEDESTRIANS**

- 35.1 No Pedestrian shall cross, or attempt to cross, from one side of a Highway to another at any point other than within a Crosswalk.
- 35.2 A Pedestrian shall not cross, or attempt to cross, a Highway at a designated Crosswalk when a Traffic Control Device prohibits such crossing.
- 35.3 Notwithstanding Subsection 35.1 of this Bylaw, a Pedestrian may cross an Alley at any point provided the right of way is yielded to Vehicles on the Alley.
- 35.4 Nothing in this Bylaw shall be construed as prohibiting the assembling of Persons for the purpose of watching an authorized Parade or Procession.

### **SECTION 36 - OBSTRUCTING HIGHWAY**

- 36.1 No Person or group of people shall obstruct the entrance to any building from a Highway or to prevent or interfere with the free movement of other Persons using that Highway.
- 36.2 No Person or group of people shall so conduct themselves or otherwise position themselves on a Highway in such a manner as to prevent or interfere with the free movement of vehicular traffic upon the Highway.
- 36.3 No Owner or occupant of any premises shall allow any gate located on the premises to swing or project over any portion of a Highway.

### **SECTION 37 - HITCHHIKING**

- 37.1 No Person shall stand upon or walk along a Highway for the purpose of soliciting a ride from the driver of any Vehicle.

### **SECTION 38 - ELECTRICAL CORDS AND WATER HOSES**

- 38.1 No Person shall allow a cord, cable, or hose to cross a sidewalk or boulevard from private property to a roadway, unless the electrical cord is at least 2.5 meters above the sidewalk.
- 38.2 No Person shall drive a Vehicle over an unprotected hose of the Town of Drumheller Fire Services that has been laid down on a roadway or a driveway unless an official of the Fire Department at the scene has directed the driver to do so.

### **SECTION 39 - SKATEBOARDS, ROLLERBLADES, CYCLISTS, ANIMALS, E- SCOOTERS AND ANIMAL DRAWN VEHICLES**

- 39.1 The operator or Person responsible for any animal or animal drawn Vehicle operating on a Highway shall remain responsible for and in control of the animal and the animal drawn Vehicle at all Times including the disposal of any waste material.
- 39.2 No animal drawn Vehicle shall be operated on any sidewalk or any part of a trail system unless they are part of a parade or community event.
- 39.3 No Person shall operate a Bicycle having a wheel diameter in excess of fifty (50) centimeters on any sidewalk.

- 39.4 No Person shall ride and or operate a skateboard, rollerblade, e-scooter or similar device in any Public Place, sidewalk or Highway where prohibited or, where permitted, in any manner so as to interfere with the safety of other Persons or in any manner that otherwise interferes with another Person's use of a sidewalk or Highway for its intended purpose.
- 39.5 Notwithstanding any other penalty imposed, where a Person contravenes section 39.3 or 39.4 of this Bylaw, a Peace Officer may elect to seize and confiscate that Person's Bicycle, skateboard, roller blades, scooter, or similar device for a period not exceeding thirty (30) days, and:
- i) anything seized pursuant to this Bylaw that is not claimed by its Owner within sixty (60) days of the last day of the period of the seizure may be disposed of or other otherwise dealt with in accordance with the *Municipal Government Act*.

#### SECTION 40 - HEAVY VEHICLES

- 40.1 No Person shall operate a Heavy Vehicle on any Highway that is not designated as a Truck Route.
- i) The following Persons shall not be deemed to be operating a Vehicle in contravention of this Bylaw if the Vehicle is being operated on the most direct and practicable route between the household or commercial location being serviced and the nearest Truck Route.

#### SECTION 41 - TRUCK WEIGHTS, DIMENSIONS, ENGINE RETARDER BRAKES, OVERSIZE PERMITTING

- 41.1 No operator of any motor Vehicle shall activate engine retarder brakes within the Town limits.

#### 41.2 LENGTH AND WEIGHT

A Vehicle or a Vehicle with a Trailer attached, with a total length exceeding 12.5 meters, or that is registered for a weight exceeding 4,500 kilograms, or that weighs more than 4,500 kilograms shall not be Parked on a Highway:

- i) in a location adjoining residential property at any Time; or,
- ii) In a location *not* adjoining residential property at any Time after 7:00 p.m. and before 7:00 a.m.

This section does not apply if the Vehicle:

- i) is a Recreational Vehicle; or,
- ii) Is a Commercial Vehicle in the process of loading or unloading goods, which has the hazard warning lamps alight.

- 41.3 In the absence of evidence to the contrary, a School Bus is presumed to have a Gross Weight exceeding 4,500 kilograms.

#### 41.4 OVER DIMENSION PERMITS

- i) No Person shall operate or permit to be operated a Vehicle within the Town in excess of the size limits established under the Commercial Vehicle Dimension and Weight

Regulation of the Traffic Safety Act without first obtaining the required permit(s) from an authorized agency(s);

- ii) A Person operating or permitting the operation of an Over-Dimension Vehicle on a Highway without a lawful permit issued from an authorized agency(s), shall be responsible to reimburse the Town for all costs and expenses incurred in correcting any damages done to the Highway or any public works located in, over, under or adjacent to the Highway, resulting from the operation or movement of the over dimension Vehicle on that Highway; and,
- iii) In addition to reimbursing the Town for any repair costs of an Over Dimension violation, a fine may be issued to the offending party pursuant to the offenses of this Bylaw.

41.5 Permits for overlength or overweight units seeking to travel within Town limits and not on a provincially designated Highway are administered on behalf of the Town by Roadata Services Ltd.

#### 41.6 ROAD BANS

No Person shall operate a Vehicle on a Highway in contravention of the weight restrictions imposed pursuant to a Road Ban issued under this Bylaw or any other temporary Road Ban in place.

#### 41.7 TRACKING

- i) no Person shall drive, operate or permit to be driven or operated, any Vehicle or Industrial Vehicle of any nature or kind in such a manner as to Track any material upon a Highway; and,
- ii) any Person who Tracks materials upon a Highway shall, in addition to any other penalty imposed under this Bylaw, reimburse the Town for all costs and expenses incurred in the clean-up and removal of the Tracked substances or materials.

#### 41.8 VEHICLES EQUIPPED WITH MODIFIED TIRES

- i) No Person shall operate a Vehicle having metal spikes, lugs, Tracks, cleats, skids or bands projecting from the surface of the wheel or tire of the Vehicle, upon a Highway, unless a permit to do so has been issued by the CAO or designate.
  - a. Subsection 40.9(i) does not apply to the use of studded tires.

#### 41.9 DANGEROUS GOODS

- i) No Person shall Park a Vehicle or a Trailer used for the conveyance of Dangerous Goods upon a Highway;
- ii) Except as required in the normal course of making deliveries or receiving goods, no Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods closer than fifteen (15) meters to any building or structure;
- iii) Except as otherwise authorized by Provincial or Federal Statute or Regulation, all Vehicles and Trailers used in the conveyance of Dangerous Goods shall, at all Times, bear a warning placard identifying the contents of their Dangerous Goods.

#### 41.10 SECUREMENT OF LOADS

- i) No Person shall operate a Vehicle on a Highway, or a Vehicle towing a Trailer upon a Highway containing a load unless the load is completely covered by a tarpaulin or other device or is secured in such a manner that no portion of the load can escape, blow, drop, spill or fall from the Vehicle onto a Highway or land adjacent thereto.
- ii) In the event that any load or any portion thereof, or other material being transported by a Vehicle or Vehicle towing a Trailer, becomes loose, detached, blows, drops, spills or falls from any Vehicle onto any Highway so as to become an Obstruction, the operator of that Vehicle shall immediately take all reasonable precautions to draw the attention of other users of the Highway to the presence of the Obstruction and shall take any required action to remove the Obstruction material(s) from the Highway as soon as safely possible.

#### SECTION 42 - SPECIAL EVENTS

- 42.1 No Person shall operate or participate in any Special Event requiring a roadway closure that has not been authorized in accordance with the Town of Drumheller *Business License Bylaw*.
- 42.2 No Person operating or participating in a Special Event requiring a roadway closure shall engage in any conduct contrary to the conditions of the Permit and which may reasonably be expected to create a risk of harm to any Person or damage to private or public property.
- 42.3 All Persons attending but not participating in the Parade or Procession shall remain upon the sidewalk or otherwise clear of the Roadway.
- 41.4 No Parade or Procession shall travel at an unreasonable rate of speed or obstruct any Highway for a period longer than may be scheduled included in the permit.

#### SECTION 43 – FUNERAL PROCESSION

- 43.1 A Person driving a Vehicle in a funeral procession, other than the lead Vehicle in the funeral procession, may, during daylight hours, drive the Vehicle into an Intersection without stopping the Vehicle if:
  - a) the Vehicle's headlamps are alight;
  - b) the Vehicle is travelling immediately behind the Vehicle in front of it in the funeral procession so as to form a continuous line of traffic; and
  - c) the passage into the Intersection can be made safely.
- 43.2 No driver shall interfere, obstruct or otherwise break through the column, ranks or group of Vehicles travelling together as part of a funeral procession.

#### SECTION 44 - HIGHWAY CONSTRUCTION AND MAINTENANCE

- 44.1 No Person shall perform any construction or maintenance work on a Highway without written permission from, or entering into a contract with, the Town.
- 44.2 In addition to any other penalty imposed for undertaking construction or maintenance on a Highway without a permit, the Person responsible for that construction or maintenance work



shall be required to reimburse the Town for all reasonable costs and expenses incurred as a result of the Person's actions.

- 44.3 Notwithstanding any other section of this Bylaw, every Person(s) shall obey any temporary Traffic Control Device dutifully placed for any construction or maintenance required on Highways within the Town.

#### **SECTION 45 - SNOW AND ICE CONTROL**

- 45.1 No Person shall Park a Vehicle or permit a Vehicle to be Parked on a Highway marked as a snow route when a snow route ban has been declared by the CAO or designate.
- 45.2 Snow Route Bans are in effect:
- i) at 6:00 AM of the day listed on the Traffic Control Device; and,
  - ii) until the street has been cleared and the temporary Traffic Control Device have been removed.
- 45.3 All Vehicles Parked on signed snow routes after the ban is in effect are subject to a Violation Ticket issued or immediate removal at the expense of the registered Owner of said Vehicle.
- 45.4 Snow removal signs will be placed in the area of the ban a minimum of twenty-four (24) hours prior to snow removal. Signs will display the day of the week snow removal operations will be conducted.
- 45.5 Reasonable public notice shall include, but not be limited to, information disseminated through:
- i) local newspapers;
  - ii) the Town of Drumheller webpage;
  - iii) radio announcements on any local station;
  - iv) social media sites; and,
  - v) roadway signage placed in the proximity of anticipated removal work.

#### **SECTION 46 – LITTERING**

- 46.1 No Person shall dump, discard, abandon or place any substance, item, material or thing on any highway.

#### **SECTION 47 - LOADING ACROSS SIDEWALK**

- 47.1 No Person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have been provided in the premises to which the goods or merchandise are being loaded or unloaded.

#### **SECTION 48 - STREET FURNITURE**

- 48.1 No Person shall climb upon, deface, damage or otherwise interfere with any Street Furniture, protection system, utility pole or system, or public works equipment located anywhere in the Town.

## **SECTION 49 - GRAFFITI AND DEFACEMENT**

49.1 No Person shall deface, or make any advertisement, legend, poster or sign of any kind on any Highway, Traffic Control Device, utility pole, Street Furniture or Temporary Barricades.

## **SECTION 50 - DAMAGE TO PAINTED LINES ON HIGHWAY**

50.1 No Person shall drive or walk on or over newly painted wet lines on any Highway where the wet paint is indicated by signs, flags or other warning devices.

50.2 No Person shall intentionally damage painted surfaces on any Highway.

## **SECTION 51 - REGISTERED OWNER RESPONSIBILITY**

51.1 For the purposes of this Bylaw, an Owner shall mean the Person named on the certificate of registration for the subject Vehicle, and:

- i) where a Vehicle is driven, used, Parked or left in contravention of any provision of this Bylaw, the Owner of the Vehicle shall be deemed responsible for the contravention and liable to the penalty provided herein, unless the Owner proves to the satisfaction of the CAO or designate that, at the time of the contravention, the Vehicle was not driven, used, Parked or left by that Owner, or any other Person acting under the Owner's consent, express or implied.

## **SECTION 52 - AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

52.1 Without restricting any other power, duty or function granted by this Bylaw the CAO may, but is not limited to, ordering the following in the Town in accordance with public safety and traffic management:

- i) the location and placement of Traffic Control Devices;
- ii) crosswalk locations;
- iii) highway closures;
- iv) traffic restrictions;
- v) speed and Parking signage; and,
- vi) vehicle and load prohibitions.

52.2 The CAO may delegate any powers, duties or functions under this Bylaw to an employee of the Town.

## **SECTION 53 - ENFORCEMENT AND PENALTY**

53.1 A Person who contravenes or fails to comply with a provision of this bylaw is guilty of an offence and shall be liable, upon summary conviction to the fine as set out in offenses of this Bylaw.

53.2 Any Person who interferes with or obstructs a Municipal Enforcement Officer in the execution of their duties under this Bylaw is guilty of an offence.

53.3 Where a Bylaw Enforcement Officer has reasonable grounds to believe that a Person has violated any provision of this Bylaw, that Bylaw Enforcement Officer may serve that Person with a violation by:

- i) personal delivery;
  - ii) registered mail;
  - iii) by leaving it with a Person apparently over eighteen (18) years of age at the place of residency of the Person to whom the Violation Tag is addressed; or
  - iv) attached to the vehicle in respect of which an offence is alleged to have been committed.
- 53.4 Where a Peace Officer has reasonable grounds to believe that a Person has violated any provision of this Bylaw that Peace Officer may serve that Person with a Violation Ticket in accordance with the provisions of the *Provincial Offences Procedure Act*.
- 53.5 A Peace Officer may serve either a Violation Tag or Violation Ticket.
- 53.6 A Bylaw Enforcement Officer, who is not a Peace Officer or member of a police force, may only serve a Violation Tag.
- 53.7 A Violation Tag or Violation Ticket issued pursuant to this Bylaw, shall specify the penalty in lieu of prosecution payable in respect of the contravention of this Bylaw as set out in the *Town of Drumheller Fees, Rates and Charges Bylaw* and attached schedule(s).
- 53.8 A Person who has been issued a Violation Tag or Violation Ticket pursuant to this Bylaw and has paid the penalty to the Town by the date specified, shall not be liable to prosecution for the subject of the contravention.
- 53.9 Nothing in this Bylaw shall prevent a Peace Officer from issuing a Violation Ticket for the mandatory Court appearance of any Person who contravenes any provision of this Bylaw, or from swearing an information.
- 53.10 When Court records the receipt of a voluntary payment pursuant to Provincial Offences Procedure Act, the act of recording the receipt of that payment constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.
- 53.11 Nothing in this Bylaw shall be read or construed as:
- i) Preventing any Person from exercising their right to defend an allegation that the Person has committed an offence.

#### **SECTION 54 - VICARIOUS LIABILITY**

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

#### **SECTION 55 - SEVERABILITY**

- 55.1 If a court of competent jurisdiction should declare any Section or Subsection of this Bylaw to be invalid, that Section or Subsection shall be severed from the remainder of the Bylaw, and the remaining provisions of this Bylaw shall continue to be valid and enforceable.

## SECTION 56 - TRANSITION AND EXECUTION

56.1 This Bylaw shall repeal Bylaw No. 01-03 and amendments thereto on the date of final passing.

56.2 This Bylaw shall come into full force and in effect on the date of final passing.

Read a first Time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Read a second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Read a third Time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

1. This Bylaw will take full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

2. Upon enactment of this Bylaw, Bylaw #01-03 as amended is hereby rescinded.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Office

**PENALTY SECTION/FEES SCHEDULE**

**TRAFFIC BYLAW #10.22**

<u>Section</u>	<u>Offence Description</u>	<u>Penalty</u>
General Penalties	All bylaw sections not specified in this schedule.	\$50
3.1	Fail to obey Traffic Control Device.	\$243
6.3(i), 6.3(ii), 6.3(iii)	paid parking violation in controlled parking space	\$50
6.4	park in controlled parking space without valid parking permit'	
11.1	Park within 5m of fire hydrant.	\$81
15.1	Operate OHV in Parkland.	\$324
13.1	Park obstructing emergency access.	\$243
23.1	Vehicle on jacks	\$81
24.1	Abandoned Vehicle.	\$324
27.1	Park in fire lane.	\$243
28.1	Park in handicap zone.	\$243
41.1	Use engine retarder brakes.	\$150
41.10	Unsecured load.	\$810
46.1	Littering.	\$120
48.1	Climb/interfere with Street Furniture.	\$324
50(7)	Graffiti/Defacement.	\$324

## REQUEST FOR DECISION

<b>TITLE:</b>	<b>Community Assistance Grant Increase to annual in-kind contribution funding allocation</b>
<b>DATE:</b>	June 13, 2023
<b>PRESENTED BY:</b>	Dave Brett, P. Eng, PMP, Director of Infrastructure Services
<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>- Agriculture Society CAG grant estimate 2023</li> <li>- Agriculture Society CAG grant application</li> <li>- Rotary Club CAG grant estimate 2023</li> <li>- Rotary Club CAG grant application</li> </ul>

### SUMMARY:

The Town of Drumheller Community Assistance Grant (CAG) Program receives several applications for funding projects each year. The 2023 annual amount of grant funds available for in-kind work for the CAG program is \$30,000.00.

As of June 13, 2023, there have been four (4) in-kind CAG requests submitted to the Town. A summary of the received requests is below:

1. Royal Canadian Legion Drumheller – installation of veteran banners
  - a. In-kind contribution amount estimated at **\$4,976.00**
2. Badlands Amphitheatre – donation of HDPE pipe for fire hydrant project
  - a. In-kind contribution amount estimated at **\$8,700.00**
3. Drumheller Stampede and Agricultural Society – moving old plaza stage to Stampede Grounds
  - a. In-kind contribution amount estimated at **\$16,655.00**
4. Rotary Club of Drumheller – cement pad for Rotary Park shade structure
  - a. In-kind contribution amount estimated at **\$36,843.00**

The Director of Infrastructure Services is authorized to approve in-kind Community Assistance Grant requests up to \$10,000.00. As such, the Royal Canadian Legion (\$4,976.00) and Badlands Amphitheatre (\$8,700.00) will be approved for a combined total amount of \$13,676.00. This leaves a total of \$16,324.00 remaining in the in-kind budget which does not cover the costs of the remaining requests from the Rotary Club and Agricultural Society.

- CAG 2023 Approved In-Kind Budget - \$30,000.00
- CAG 2023 Approved Requests - \$13,676.00
- **Remaining Budget - \$16,324.00**
  
- Outstanding CAG Requests for Approval - \$53,498.00
- Remaining CAG In-Kind Budget - \$16,324.00
- **Amount required to approve remaining applications = \$37,174.00**

**RECOMMENDATION:**

Infrastructure Services recommends that Council increase the Community Assistance Grant In-Kind allocated funds for 2023 from \$30,000.00 to \$67,174.00. This will allow for approval of all four currently received In-Kind CAG requests.

**DISCUSSION:**

The goal of the CAG-IK is to support community organizations throughout the Drumheller Valley through in-kind work by Town staff, most commonly Infrastructure Services.

Approving the Rotary Club of Drumheller's CAG application will allow Administration to support the building of a brand-new shade structure at Rotary Park. This new shade structure will greatly improve residents and visitor experiences when visiting the Town's Rotary Park, as the new structure will provide some much-needed shade for all to enjoy. The Rotary Club will be supplying the structure itself.

Approving the Drumheller Stampede and Agricultural Society CAG application will allow Administration to support moving the stage of the old plaza, which has been donated to the Society, from its current downtown location to the Stampede Grounds. This will see the old plaza stage be utilized in the future to support enhancement of community events held at the Stampede Grounds.

With this budget extension the Town will have sufficient funding available to cover the four (4) requested Community Assistance Grants for In Kind work currently received. Any additional requests made in 2023 will be denied and the applicant will be asked to request in 2024.

The RFD's for the Rotary Club of Drumheller Concrete Pad and Ag Society stage Relocation will be brought to Council for approval at a subsequent Council session.

**FINANCIAL IMPACT:**

The additional funding for the Community Assistance Grant – In Kind budget will come from Contingency reserves. Unlike most In-Kind assistance, a large portion of the funds for the concrete pad and stage relocation will be for outside resources and material including concrete, and steel.

**WORKFORCE AND RESOURCES IMPACT:**

Staffing hours and equipment will be required to complete the CAG supported projects. It is estimated that for the Rotary Club concrete pad, and the Agriculture Society stage relocation, there will be approximately 350 staff hours required. Additionally, the Rotary Club concrete pad will require purchase of concrete and rebar.

**STRATEGIC POLICY ALIGNMENT:**

This program is in alignment with Council's strategic goals of supporting community organizations and beautification.

**COMMUNICATION STRATEGY:**

Extension of the budget will allow the administration to bring forward the applicable CAG-IK RFDs at the next Council session.

**COUNCIL MOTION:**

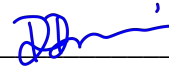
<b>MOTION:</b>
<b>Councilor:</b> _____ moves that Council approve the increase of the 2023 in-kind Community Assistance Grant funding by \$37,174.00 with funds coming from the Contingency Reserves.
<b>Seconded:</b>

*Jessica Schatz*

Prepared by:  
Jessica Schatz  
Sr. Administrative Assistant  
Infrastructure Services

*Dave Brett*

Reviewed by:  
Dave Brett  
Director of Infrastructure Services



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



# COMMUNITY ASSISTANCE GRANT

## GENERAL INFORMATION:

### 1) Applications

- (1) Applications and fillable form are also available on the Town of Drumheller website ([www.drumheller.ca/live/community-grants](http://www.drumheller.ca/live/community-grants)).
- (2) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.

### 2) Determine your group's eligibility.

#### a) Eligibility:

- (1) Must be a local group.
- (2) Applications must demonstrate that the programs, project, or event is open for the use and enjoyment of users and the community.
- (3) The program, project or event must take place in the Drumheller Valley.
- (4) The program, project or event will occur within one year of approval.
- (5) The program, project, or event will provide an active, safe, and sustainable community that will improve or amplify the quality of life in Drumheller.
- (6) Groups will only be eligible for one application per year.

#### b) Not eligible:

- (1) Individuals, businesses, or other government entities.
- (2) Private functions
- (3) Operational expenses related to wages, utilities, taxes, or general day-to-day functions.

### 3) Timelines

- a) Cash requests under \$5001 or in-kind requests under \$10,001; applications must be in to allow for turnaround time of up to 30 calendar days from the program, project, or event.
- b) Cash requests over \$5001 or in-kind requests over \$10,001; applications must be in to allow for turnaround time of up to 45 calendar days from the program, project, or event and may require presentation to Council.

Completed applications are to be submitted to:

Town of Drumheller  
224 Centre Street, Drumheller, AB T0J 0Y4  
Attention: Community Assistance Program  
Email: [communityservices@drumheller.ca](mailto:communityservices@drumheller.ca)

Questions about the form, please contact 403-823-1324

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## COMMUNITY ASSISTANCE GRANT - APPLICATION

### ORGANIZATIONAL INFORMATION

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registered Society or Charity Number (if Applicable): \_\_\_\_\_

Have you applied for this funding in this calendar year?  Yes  No

Are you requesting Cash support \_\_\_\_\_ In-kind support \_\_\_\_\_

Cash Amount or In-Kind Service Requested: \_\_\_\_\_

Event Date: \_\_\_\_\_  Not Applicable

Location: \_\_\_\_\_

### PURPOSE AND NEED

Please provide a description of the program, project, or event. (e.g., What is it about? What specifically will the funding/support be used for? Anticipated attendance?)

Describe the benefits of the program, project, or event to the community. (e.g., How does it promote active, safe, sustainable communities and improve the quality of life in the Drumheller Valley?)

The personal information contained on this form is collected under the authority of the MGAs.3(b) and will be used for the purpose of registration, administration, evaluation and design of the program. All information is protected by the provisions of the FOIP (Freedom of Information and Privacy) Act. If you have any questions about this collection, please contact: The Town of Drumheller FOIP Co-ordinator -224 Centre Street, Drumheller, Ab. T0J 0Y4 Phone – 403-823-1339 cao@drumheller.ca



How will the Town of Drumheller be recognized for their support? (e.g., posters, signs, announcements, social media, etc.)

Please attach the detailed budget for your grant request. (Detail revenues sources, other grants, sales etc. and all expenses for this request)

Describe what may happen if you do not receive the grant funding or support, or if you receive less than the requested amount. (e.g., It will still proceed, it will not proceed, it will need to be modified or postponed, is a safety risk, etc.)

#### **OBLIGATIONS UPON RECEIVING GRANT**

Groups may only spend grant funds on the items identified in the application. Recipients may be required to account for funds spent by means of a final budget and/or receipts. Recognition of the Town of Drumheller for their support is required. Failure to provide requested information, may affect future grant application consideration.

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**DECLARATION STATEMENT**

*We undersigned representative(s) certify that this application is completed and actuate. Application must be signed by two members of the Society or Group who have signing authority.*

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION CHECKLIST**

- Provided organizational and contact information.
- Defined request – cash amount or in-kind service.
- Detailed description of program, project, or event.
- Detailed budget provided.
- Read and understood obligations upon receiving grant requirements.
- Application is signed by members of group who have signing authority.

Completed applications are to be submitted to:

Town of Drumheller  
 224 Centre Street, Drumheller, AB T0J 0Y4  
 Attention: Community Assistance Program  
 Email: [communityservices@drumheller.ca](mailto:communityservices@drumheller.ca)

Questions about the form, please contact 403-823-1324

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**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Reason if not approved: \_\_\_\_\_  
 \_\_\_\_\_

Date of approval letter: \_\_\_\_\_

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## Removal and Set up of the Original Wooden Plaza Stage

The stage was designed to be moved and transported to another location without much dismantling. I have inspected the stage structure and found this is not the case as the subfloor decking will have to be removed. Once the subfloor decking is removed the 6"x6" foundation posts will need to have the bolts removed. After that has been completed, the stairs can be dismantled and removed and installed later. I do not think that the building can be moved as one piece so I am suggesting to move the building in two sections. The walls and roof will be moved as one part and the base will be moved as another part. The walls and roof will need to be supported with built up beams and then after the posts are cut the roof and walls will be lifted with a picker truck onto a flat bed trailer for transport. Once that has been completed the Base can be lifted with a picker and transported also. A level base will be needed to reset the structure and some thought to what type of foundation will be needed. Please review the associated costs below to complete the Stage removal.

### Cost Estimate breakdown:

1. Staff - 3 staff x 80 hours at \$45.00 = \$10,800.00
2. Equipment, Picker trucks 16 hours X \$185.00 per hour = \$2960.00
3. Town trucks 40 hours x \$28.00 = \$1120.00
4. Electrician – 16 Hours x \$85.00 = \$1360.00
5. Misalliance material (Lumber, screws bracing) = \$425.00
6. Total = \$16,665.00

Please note that this cost does not reflect the cost of building a foundation for the stage to be set on.



## COMMUNITY ASSISTANCE GRANT - APPLICATION

### ORGANIZATIONAL INFORMATION

Organization Name: ROTARY CLUB OF DRUMHELLER

Mailing Address: Box 1331

City / Town: Drumheller Province: AB Postal Code: T0J-0Y0

Contact Name: Brent Pedersen Title: Committee Chair

Phone Number: [REDACTED] Alternate Phone Number: [REDACTED]

Email Address: [REDACTED]

Registered Society or Charity Number (if Applicable): \_\_\_\_\_

Have you applied for this funding in this calendar year?  Yes  No

Are you requesting Cash support \_\_\_\_\_ In-kind support

Cash Amount or In-Kind Service Requested: approximately \$12,000.00

Event Date: \_\_\_\_\_  Not Applicable

Location: ROTARY PARK

### PURPOSE AND NEED

Please provide a description of the program, project, or event. (e.g., What is it about? What specifically will the funding/support be used for? Anticipated attendance?)

As a Centennial project, the Rotary Club has ordered a 20ft X 30ft metal shelter to be located at Rotary Park. We are requesting the Town to construct the concrete pad, approx. 24'X34', for this shelter. Delivery is expected in early October, 2023.

Describe the benefits of the program, project, or event to the community. (e.g., How does it promote active, safe, sustainable communities and improve the quality of life in the Drumheller Valley?)

This will provide a welcome resting & shade shelter for people to watch their children at the Spray Park or Fountain Wading Pool. It has 13 seats (with table) on each side with 2 tables with benches down the middle. The Shelter will enhance the overall appearance of the Park.

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How will the Town of Drumheller be recognized for their support? (e.g., posters, signs, announcements, social media, etc.)

There will be space available on the Shelter for Corporate advertising. The Rotary Club will place a permanent acknowledgement on the Shelter thanking the Town of Drumheller for their contribution.

Please attach the detailed budget for your grant request. (Detail revenues sources, other grants, sales etc. and all expenses for this request)

Total cost of the Shelter, including two tables & benches will be approximately \$58,000. These funds have been raised by the Rotary Club from various projects over several years.

Describe what may happen if you do not receive the grant funding or support, or if you receive less than the requested amount. (e.g., It will still proceed, it will not proceed, it will need to be modified or postponed, is a safety risk, etc.)

If the Rotary Club were to absorb the cost of the concrete pad, it would seriously hinder our plans for additional Centennial projects/contributions for the overall benefit of the citizens of Drumheller.

#### **OBLIGATIONS UPON RECEIVING GRANT**

Groups may only spend grant funds on the items identified in the application. Recipients may be required to account for funds spent by means of a final budget and/or receipts. Recognition of the Town of Drumheller for their support is required. Failure to provide requested information, may affect future grant application consideration.

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**DECLARATION STATEMENT**

We undersigned representative(s) certify that this application is completed and accurate. Application must be signed by two members of the Society or Group who have signing authority.

Name: LINDA FISHER Title: PRESIDENT

Signature: Linda Fisher Date: May 9, 2023

Name: BRENT PEDERSEN Title: Chair, Centennial Committee

Signature: B. Pedersen Date: May 9, 2023

**APPLICATION CHECKLIST**

- Provided organizational and contact information.
- Defined request – cash amount or in-kind service.
- Detailed description of program, project, or event.
- Detailed budget provided.
- Read and understood obligations upon receiving grant requirements.
- Application is signed by members of group who have signing authority.

Completed applications are to be submitted to:

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Attention: Community Assistance Program  
Email: [communityservices@drumheller.ca](mailto:communityservices@drumheller.ca)

Questions about the form, please contact 403-823-1324

**FOR OFFICE USE ONLY**

Date application received: May 9, 2023

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Reason if not approved: \_\_\_\_\_  
\_\_\_\_\_

Date of approval letter: \_\_\_\_\_

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**Capital Project Estimate Sheet**

**Project: Rotary Concrete Slab**

**Description:** 34' x 24' Concrete Slab

No.	Item	Unit	Qty.	Unit Price	Source of Unit Price	Total Item
1	Mobilization & Demobilization	LS	1	\$ 5,000.00		\$ 5,000.00
2	Reinforced 6" concrete slab with thickened edges (1')	SQ FT	816	\$ 28.00	Grindstone Excavating	\$ 22,848.00
3	Subgrade Preparation	M2	74	\$ 5.00	2022 SIP	\$ 370.00
4	Granular Sub-Base	M2	74	\$ 22.00	2022 SIP	\$ 1,628.00
5	2.0 meters Concrete Separate Sidewalk	M2	32	\$ 97.00	CoC Development Agreement	\$ 3,104.00
6	Sod & Topsoil	M2	32	\$ 17.00		\$ 544.00

	Contingency	%	10			\$ 3,349.40
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**PROJECT TOTAL COST \$ 36,843.40**