



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

**AGENDA**

TIME & DATE: 4:30 PM – Monday July 10, 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

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for July 10, 2023, Regular Council Meeting

**Proposed Motion:** That Council adopt the agenda for the July 10, 2023, Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for June 19, Regular Council as presented.

[Regular Council Meeting – June 19, 2023 - Minutes](#)

**Proposed Motion:**

Move that Council approve the minutes for the June 19, 2023, Regular Council meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Council Boards and Committees Minutes

Municipal Planning Commission: November 2022 – March 2023

Drumheller and District Seniors Foundation: May 2023

[Minutes](#)

**Proposed Motion:**

Move that Council accept as information the Drumheller Municipal Planning Commission November to March minutes, and Drumheller and District Seniors Foundation May minutes as presented.

7. DELEGATION

- 7.1 Big Country Anti-Violence Association (BCAVA); Drumheller & Area Emergency Unit  
Coltons Place

[Presentation](#)

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

- 8.1 Flood Mitigation Project Manager

- 8.1.1 Request for Decision: Expropriation Certificate of Approval and Resolution for  
Expropriation; Lot 3, Block 3, Plan 8011334 (135 River Drive, East Coulee)

[Request for Decision](#)

[Certificate of Approval and Resolution for Expropriation](#)

**Proposed Motion:**

Moves that Council approve the Certificate of Approval and Resolution for  
Expropriation pertaining to the parcel of land described as Lot 3, Block 3, Plan  
8011334; Title Number 901 092 160.

- 8.2 Chief Administrative Officer  
Economic Development Manager

- 8.2.1 Request for Decision: Proposed Business Licence Bylaw 06.23  
Includes Sections: Proposed Short Term Rental and Mobile Vendor

[Request for Decision](#)

[Proposed Bylaw 06.23](#)

[Current Business License Bylaw 04-15](#)

[Link to Website Mobile Vendor Bylaw 01.18](#)

**Proposed Motion:**

Moves that Council give first reading to Business License Bylaw 06.23 as presented.

- 8.2.2 Request for Decision: Residential Development Incentive Amending Bylaw 04.23 -  
Third Reading

[Request for Decision](#)

[Proposed Amending Bylaw 04.23](#)

**Proposed Motion:**

Move that Council give third reading to Residential Development Incentive Amending Bylaw 04.23 as presented

8.2.3 Request for Direction: Residential Housing Construction

[Request for Direction](#)

**Proposed Motion:**

Move that Council directs Administration to evaluate building residential real estate.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.3 Director of Corporate and Community Services

8.3.1 Parks and Recreation - RC Strategies; Stephen Slawuta  
“Current State” Research and Engagement Summary Report  
Parks and Recreation Master Plan

[Presentation](#)

[Link to Website “Current State” Research and Engagement Summary Report](#)

[Link to Website Parks and Recreation Master Plan](#)

8.3.2 Request for Decision: 2022 Audited Financial Statements – Financial Report

[Request for Direction](#)

[2022 Audited Financial Statements](#)

**Proposed Motion:**

Move that Council approve the 2022 Audited Financial Statements as presented.

8.4 Manager of Community Development and Social Planning

8.4.1 Request for Decision: Proposed Recreation Fee Assistance Program Policy C-07-21  
Revisions

Request to transition the Recreation Fee Assistance Policy from a Council Policy to an Administrative Policy

[Request for Direction](#)

[Policy C-07-21 Revision](#)

[Current Policy C-07-21](#)

**Proposed Motion:**

1. Move that Council approves the proposed revisions to the Recreation Fee Assistance Program Policy C-07-21 as presented.

2. Move that the Recreation Fee Assistance Program Policy C-07-21 be transitioned from a Council policy to an Administrative Policy.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8.5 Director of Infrastructure

8.5.1 Request for Decision: Community Assistance Grant Request – Drumheller Stampede and Agricultural Society Relocation of the Old Downtown Plaza Stage

[Request for Decision](#)

**Proposed Motion:**

Moves that Council approve the Drumheller Stampede and Agricultural Society's Community Assistance Grant Application for in-kind contribution of \$16, 655.00.

8.5.2 Request for Decision: Community Assistance Grant Request – Rotary Club of Drumheller – Concrete Pad for Shade Structure

[Request for Decision](#)

**Proposed Motion:**

Moves that Council approve the Rotary Club of Drumheller's Community Assistance Grant Application for in-kind contribution of \$36,843.00.

8.5.3 Briefing Note: Wayfinding Grant – Design Concept and Community Engagement Plan

[Briefing Note](#)

9. CLOSED SESSION

9.1 Chief Administrative Officer  
Human Resources Manager

9.1.1 Ratification of the Canadian Union of Public Employees (CUPE) 4604 and 135  
Collective Agreements CUPE 4604 and CUPE 135 Collective Agreements  
FOIP 23 – Local public body confidences  
FOIP 24 – Advice from Officials

**Proposed Motion:**

Moves that Council close the meeting to the public to discuss the proposed CUPE 4604 and CUPE 135 agreements as per FOIP 23 – Local public body confidences and FOIP 24 – Advice from Officials.

**Proposed Motion:**

Moves that Council open the meeting to the Public.

10. ADJOURNMENT

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



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

**MINUTES**

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 Link

[https://www.youtube.com/watch?v=DiV9EMbv\\_wc](https://www.youtube.com/watch?v=DiV9EMbv_wc)

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**IN ATTENDANCE**

Mayor Heather Colberg  
Councillor Patrick Kolafa  
Councillor Stephanie Price  
Councillor Tony Lacher  
Councillor Crystal Sereda  
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

National Indigenous Peoples Day – June 21, 11:00 AM to 6:00 PM, Plaza.

Downtown Berm Walkthrough – June 26, 5:00 PM, Badlands Community Facility (BCF).

Councillor Lisa Hansen-Zacharuk swore the oath of Deputy Mayor and will be serving for the months of July and August, 2023.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. ADOPTION OF AGENDA

4.1 Agenda for June 19, 2023, Regular Council Meeting

M2023.143 Moved by Councillor Lacher, Councillor Price that Council adopt the agenda for the June 19, 2023, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for June 05, Regular Council as presented.

Agenda attachment: Regular Council Meeting – June 05, 2023 – Minutes.

M2023.144 Moved by Councilor Zariski, Councillor Hansen-Zacharuk that Council approve the minutes for the June 05, 2023, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 Request for Decision: CN Rails to Trails Fundraising Committee Extension and Updated Terms of Reference  
Supported by Councillor Sereda and Councillor Kolafa

Agenda attachment: Request for Decision; Terms of Reference

M2023.145 Moved by Councillor Price, Councillor Sereda That Council approve the revised Terms of Reference and extends the term of the CN Trail Fundraising Task Force to June 2025.

CARRIED UNANIMOUSLY

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

Agenda attachment: Request for Decision; Application for Library Board

M2023.146 Moved by Councillor Price, Councillor Kolafa 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.

CARRIED UNANIMOUSLY

## DELEGATION

### 7. REPORTS FROM ADMINISTRATION

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Flood Mitigation Project Manager  
Time Stamp: [7:51](#)

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

Agenda attachment: Request for Decision

M2023.147 Moved by Councillor Sereda, Councillor Lacher  
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.

CARRIED UNANIMOUSLY

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

Agenda attachment: Briefing Note

7.2 Chief Administrative Officer  
Time Stamp: [32.06](#)

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

Agenda attachment: Request for Decision

M2023.148 Moved by Councillor Hansen-Zacharuk, Councillor Price  
That Council give second reading to Road Closure Bylaw 05.22 as presented.

CARRIED UNANIMOUSLY

M2023.149 Moved by Councillor Kolafa, Councillor Lacher  
That Council give third reading to Road Closure Bylaw 05.22 as presented.

CARRIED UNANIMOUSLY



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

Agenda attachment: Request for Decision

- M2023.150 Moved by Councillor Lacher, Councillor Kolafa  
That Council give second reading to Rosedale Road Closure Bylaw 06.22 as presented.

CARRIED UNANIMOUSLY

- M2023.151 Moved by Councillor Sereda, Councillor Lacher  
That Council give third reading to Rosedale Road Closure Bylaw 06.22 as presented.

CARRIED UNANIMOUSLY

#### 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

Agenda attachment: Request for Decision; Presentation

- M2023.152 Moved by Councillor Lacher, Councillor Sereda  
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.

CARRIED UNANIMOUSLY

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

Council requested more information on the expectations and time commitment required by joining the Coalition of Inclusive Municipalities.

Agenda attachment: Request for Decision

At [1:27:48](#) in the meeting, after Section 7.4.1 M2023.155 was presented, a point of order and request for clarification from Legislative Services was addressed regarding Section 7.3.2.

Motion M2023.153 was read and tabled.

M2023.153 Moved by Councilor Zariski, Councillor Kolafa  
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.

M2023.154 Moved by Councillor Zariski; Councillor Price to table the motion.

CARRIED UNANIMOUSLY to table Motion M2023.153

## EMERGENCY AND PROTECTIVE SERVICES

7.4 Director of Emergency and Protective Services  
Time [1:04:39](#)

7.4.1 Request for Decision:  
Traffic Bylaw 10.22 – Third Reading

The changes to Traffic Bylaw 10.22 include adding a section on Paid Parking and clarification on parking Buses on the street.

Agenda attachment: Request for Decision; Traffic Bylaw 10.22

M2023.155 Moved by Councilor Zariski, Councillor Price  
That Council give third reading to Traffic Bylaw 10.22 as amended.

6 IN FAVOR: Mayor Colberg, Councillors Zariski, Sereda, Price, Lacher, Kolafa,  
1 OPPOSED: Councillor Hansen-Zacharuk  
CARRIED

## INFRASTRUCTURE DEPARTMENT

7.5 Director of Infrastructure

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

The request in in-kind assistance has exceeded the approved budget.

Agenda attachment: Request for Decision; Agricultural Society - Stage Relocation;  
Rotary Club – Cement Pad Request.

M2023.156 Moved by Councillor Lacher, Councillor Hansen-Zacharuk  
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.

CARRIED UNANIMOUSLY

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

M2023.157 Moved by Councillor Lacher, Councillor Price  
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

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 6:08 PM

M2023.158 Moved by Councillor Lacher, Councillor Price  
That Council open the meeting to the public

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 7:47 PM.

9. ADJOURNMENT

M2023.159 Moved by Councillor Hansen-Zacharuk, Councillor Kolafa  
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:48 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**Municipal Planning Commission  
MINUTES  
Meeting of Thursday November 3, 2022**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Antonia Knight, Development Officer in Training, Recording Secretary  
Art Erickson, Acting Chair, Member  
Andrew Luger, Member – Entered 12:15  
Tony Lacher, Councillor/Member  
Crystal Sereda - Councillor/Member  
Tom Zariski, Councillor  
Kirk Mclean, Member  
Shelley Rymal, Member  
Devin Diano – CEO, Palliser Regional Municipal Services  
David Vidal – Reality Bytes IT

**Absent:**

**Attendees:**

**1.0 CALL TO ORDER**

The meeting was called to order at 12:00pm

A. Erickson presented the Agenda for the November 3, 2022 meeting.

**2.0 ADDITIONS TO THE AGENDA**

Additions, Deletions or Amendments

Addition –

**6.2 –** Development Permit Application T00105-22D – Rooftop Digital Sign  
Located at 249 3 Avenue West – Yavis Family Restaurant

**8.4 –** Application for consideration for Member of the Municipal Planning  
Commission

Deletion – none

Amendment – none

**3.0 ADOPTION OF THE AGENDA**

**Motion:** C. Sereda moved to accept the agenda for November 3, 2022 meeting as presented  
with additions

**Second:** S. Rymal – All in favour - Carried

**4.0 MINUTES FROM PREVIOUS MEETINGS**

**4.1** October 6, 2022

**Motion:** S. Rymal moved to accept the minutes of the October 6, 2022 meeting.

**Second:** A. Erickson – All in favour - Carried

## 5.0 SUMMARY OF DEVELOPMENT PERMITS

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

**Second:** C. Sereda – All in favour – Carried

## 6.0 DEVELOPMENT PERMITS

### 6.1 Permit Extension Request – T00133-21D – Badlands Arts Centre

A. Knight presented application T00133-21D for the completion of the Badlands Arts Centre, located at 646 17 Street SW.

The original application for the Badlands Arts Centre was approved at the November 7, 2019 Municipal Planning Commission meeting for the addition to the event hall under permit T00128-19D. The application was amended and reissued at the March 26, 2020 Municipal Planning Commission meeting as the addition being constructed differed to the approved construction drawings. The original permit has since expired with no request for extension. As the project was not completed prior to permit expiry an additional Development Permit was to be taken. The application under discussion is under Land Use Bylaw 16.20 and the conditions will reflect the change in Land Use Bylaw.

Application T00133-21D was approved with conditions at the December 16, 2021 Municipal Planning Commission meeting. Permit expiry is set for January 12, 2023. Under the Land Use Bylaw, applicants get up to 1 year to substantially complete their application. One extension of up to 12 months may be granted by the Development Authority per application.

There is work still to be completed at the Badlands Arts Centre. There is work being completed over the next short while to gain temporary occupancy, authorised by the Development Authority, Fire Department and Building Safety Codes Officer, for events within the lower event hall over the winter months.

**Motion:** S. Rymal moved to approve approves an extension of one year to Development Permit application T00133-21D submitted by J. Bruins on behalf of the Canadian Badlands Passion Play Society, for Completion of the Badlands Arts Centre. Permit extension brings the expiry date to January 12, 2024. No further extensions may be granted

**Second:** C. Sereda – All in favour – Carried

## 6.2 Application T00105-22D - Rooftop Digital Sign

A. Knight presented Development Permit application T00105-22D submitted by Yavis Family Restaurant, for Rooftop Digital Sign located 249 3 Avenue West, Block 21, Plan 5952JK.

The sign is proposed on the wooden covered patio area extending to the South of Yavis family restaurant. This Patio was approved under the Patio Policy to extend onto the Town sidewalk.

The Municipal Planning Commission discussed the application. Signs may be illuminated by a constant source of dimmable light, but shall not be lit by flashing, electronic, animated, intermittent or rotating lights. This application is not deemed to fall into this category providing that the signage itself is not rotating and that the lighting is dimmable.

**Motion:** C. Sereda moved to approve Development Permit application T00105-22D submitted by Yavis Family Restaurant, for Rooftop Digital Sign located 249 3 Avenue West, Block 21, Plan 5952JK to attached conditions;

### CONDITIONS

1. Development shall conform to Town of Drumheller Land Use Bylaw 16.20
2. A development permit is valid for 12 months from its date of issuance, unless development has been substantially started in a manner satisfactory to the Development Authority.
3. The Development Authority may grant an extension of the time the development permit remains in effect for up to an additional 12 months. The Development Authority shall only grant one extension.
4. A sign shall not conflict with or dominate, or detract from the general character of the surrounding streetscape or the architecture of any building on the parcel on which it is located or in the vicinity of or be liable to create a cluttered appearance to the streetscape.
5. The exterior finish and construction of all signs shall be of professional quality and appearance. Consideration should be made for orientation, climate, and environmental factors that may affect the appearance, condition, or degradation of the sign over time.
6. The Development Authority may revoke a development permit for a sign at any time if the sign has become detrimental to the amenities of the neighbourhood.
7. No sign shall be erected on or affixed to provincial property or a provincial road right-of-way without the approval of Alberta Transportation.
8. A sign shall not obstruct the view of, or be liable to be confused with, an official traffic sign, signal, or device, or otherwise pose a potential hazard to traffic.
9. All signs must be erected on or directly in front of the site to which they relate.
10. Signs may be illuminated by a constant source of dimmable light, but shall not be lit by flashing, electronic, animated, intermittent or rotating lights. The design and installation of the lighting shall ensure no element of the light connection is visible to a pedestrian.

11. All signs shall be removed within 30 days of the use to which they relate ceasing to operate.

### GENERAL REQUIREMENTS

1. All necessary Safety Codes Permits (**building, electrical, gas, plumbing and private sewage.**) to be in place prior to any construction/installations.
2. Signs shall conform to the Town of Drumheller Community Standards Bylaw 06.19
3. Signs shall conform to the Town of Drumheller Tourism Corridor Bylaw 04.19
4. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
5. Developer shall ensure authorization is obtained from property owner prior to sign placement.

**Second:** S. Rymal – All in favour - Carried

## 7.0 PALLISER REGIONAL MUNICIPAL SERVICES

D. Diano explained that no applications have been received. It has been a quiet year for Drumheller

## 8.0 OTHER DISCUSSION ITEMS

- 8.1 Welcome to Councillor Crystal Sereda onto the Municipal Planning Commission. Thank you for all the hard work that Councillor T. Zariski has done on the Municipal Planning Commission over the many years he has been Councillor.
- 8.2 Land Use Bylaw and Municipal Development Plan Open House scheduled for November 17<sup>th</sup>, 2022 at the Badlands Community Facility from 6:00pm-8:00pm. Further information is available online.  
Second Reading and Public Hearing are scheduled for December 5<sup>th</sup>, 2022.  
A private engagement session has also been scheduled for realtors and developers in Town.
- 8.3 SDAB update – Appeal has been received for application T00089-22D. The Appeal will be heard on November 9<sup>th</sup> at 9:30am. This is an open hearing; the public is welcome to attend.
- 8.4 A. Knight advised an application to be on the Municipal Planning Commission had been received from Jason Jede. Applications are brought to the Municipal Planning Commission for review and recommendation to Council to approve.  
  
It was noted that the applicant does not have committee experience, however the applicant does have a certificate in Applied Land Use Planning through the University of Alberta.

**Motion:** C. Sereda moved for the Municipal Planning Commission supports and recommends to council the application of Jason Jede as a member of the Municipal Planning Commission.

**Second:** S. Rymal – Carried

## 9.0 NEXT MEETING DATE – November 17, 2022

**10.0 Adjournment – Meeting adjourned:** S. Rymal at 12:35pm  
**Second:** A. Luger - All in favour – Carried

  
\_\_\_\_\_  
Chairperson  
\_\_\_\_\_  
Development Officer**Attachments:**

- Agenda
- Summary of development permits
- Full meeting can be viewed at;

<https://www.youtube.com/c/townofdrumheller>



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday February 9, 2023**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Antonia Knight, Development Officer in Training, Recording Secretary  
Andrew Luger, Member – Acting Chair  
Tony Lacher, Councillor/Member  
Crystal Sereda - Councillor/Member  
Kirk Mclean, Member  
Jason Jede – Member  
Art Erickson - Member  
Tracy Woitenko – Senior Planner, Palliser Regional Municipal Services  
David Vidal – Reality Bytes IT

**Absent:** Shelley Rymal, Member - regrets  
Devin Diano – CEO, Palliser Regional Municipal Services

**Attendees:**

**1.0 CALL TO ORDER**

The meeting was called to order at 12:00pm

A. Luger presented the Agenda for the February 9, 2023 meeting.

**2.0 ADDITIONS TO THE AGENDA**

Additions, Deletions or Amendments

Addition – none

Deletion – none

Amendment – none

**3.0 ADOPTION OF THE AGENDA**

**Motion:** C. Sereda moved to accept the agenda for February 9, 2023 meeting as presented with additions

**Second:** K. Mclean – All in favour - Carried

**4.0 MINUTES FROM PREVIOUS MEETINGS**

**4.1** January 11, 2023

**Motion:** T. Lacher moved to accept the minutes of the January 11, 2023 meeting.

**Second:** A. Erickson – All in favour - Carried

**5.0 SUMMARY OF DEVELOPMENT PERMITS**

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

**Second:** K. Mclean – All in favour – Carried

## 6.0 DEVELOPMENT PERMITS

### 6.1 Land Use Bylaw – consolidated to include Second Reading of Proposed Amending Bylaw 16.22

A Knight introduced the consolidated draft of Proposed Amending Bylaw 16.22 from second reading of the bylaw. There was no discussion.

## 7.0 PALLISER REGIONAL MUNICIPAL SERVICES

### 7.1 Letter of Credit/Damage Deposits for relocated buildings and why these can no longer be conditions of Development Permits.

T. Woitenko discussed the abilities a municipality is able to take money under the Municipal Government Act. There are specific reasons in which a Development Authority may take money as a condition of a Development Permit. Funds taken as a condition of a Development Permit must be taken within a Development Agreement. This may include; payment of an Offsite Levy, payment of a securities for any construction of municipal infrastructure, as well as requesting the Developer construct Municipal Infrastructure itself. Therefore, asking for a deposit for any other reason cannot be placed as a condition on any Development Permit.

Woitenko went on to explain that in some municipalities, funds are taken as a condition of permits governed by bylaws other than the Land Use Bylaw for example; a Road or Excavation Permit which would be separate to the Development Permit. Damage deposits can be placed as a condition on this type of permit, providing these conditions are written into the Bylaw governing the permit.

Woitenko discussed the abilities a Municipality may have to enforce the completion of projects. Having conditions outlined within the Land Use Bylaw for Permitted Uses is one option. Having specific standards within the Bylaw for specific properties, for example standards for manufactured homes, can be placed within the Land Use Bylaw. For Discretionary Uses, there is more ability to place conditions on that permit which are not listed within the Land Use Bylaw. Including outlining timeframes in which specific items are to be completed by. Stop Orders, Fines and enforcement can be used to ensure these projects are completed within the timeframes set within the Land Use Bylaw.

The Municipal Planning Commission discussed the information provided.

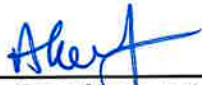
## 8.0 OTHER DISCUSSION ITEMS

## 9.0 NEXT MEETING DATE – February 23, 2023

10.0 Adjournment – Meeting adjourned: A. Erickson at 12:45pm  
Second: K. Mclean - All in favour – Carried



Chairperson



Development Officer

**Attachments:**

- Agenda
- Summary of development permits
- Full meeting can be viewed at;  
<https://www.youtube.com/c/townofdrumheller>

**Municipal Planning Commission  
MINUTES  
Meeting of Thursday March 23, 2023**

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**Present:** Antonia Knight – Development Officer in Training, Recording Secretary  
Dave Brett – Director of Infrastructure/Acting CAO  
Andrew Luger – Member – Acting Chair  
Tony Lacher – Councillor/Member  
Crystal Sereda – Councillor/Member  
Shelley Rymal – Member  
Devin Diano – CEO, Palliser Regional Municipal Services  
David Vidal – Reality Bytes IT

**Absent:** Darryl Drohomerski, CAO/Development Officer - regrets  
Kirk Mclean – Member - regrets  
Jason Jede – Member - regrets  
Art Erickson – Member - regrets

**Attendees:** L. Phillips – Applicant – T00015-23D MV  
N. Patel – Applicant – T00010-23D  
V. Patel

**1.0 CALL TO ORDER**

The meeting was called to order at 12:00pm

A. Luger presented the Agenda for the March 23, 2023 meeting.

**2.0 ADDITIONS TO THE AGENDA**

Additions, Deletions or Amendments

Addition – none

Deletion – none

Amendments – none

**3.0 ADOPTION OF THE AGENDA**

**Motion:** S. Rymal moved to accept the agenda for March 23, 2023 meeting as presented with additions

**Second:** T. Lacher All in favour - Carried

**4.0 MINUTES FROM PREVIOUS MEETINGS**

4.1 February 9, 2023

**Motion:** C. Sereda moved to accept the minutes of the February 9, 2023 meeting.

**Second:** T. Lacher – All in favour – Carried

## 5.0 SUMMARY OF DEVELOPMENT PERMITS

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

**Second:** T. Lacher – All in favour – Carried

## 6.0 DEVELOPMENT PERMITS

### 6.1 Mobile Vendor Application – T00015-23D MV – Bikes & Bites pop-up bike rentals and food sales

A. Knight presented Development Permit application T00015-23D MV submitted by Lana Phillips, for Mobile Vendor – Bikes & Bites Pop-Up located at Rotary Splash Park, Newcastle Beach, Suspension Bridge. All Mobile Vendor Permits are required to go through the Municipal Planning Commission as per Mobile Vendor Bylaw 01-18.

The Municipal Planning Commission discussed the application.

**MOTION:** T. Lacher moved that the Municipal Planning Commission approves of Mobile Vendor Permit application T00015-23D MV submitted by Lana Phillips, for Mobile Vendor – Bikes & Bites Pop-Up located at Rotary Splash Park, Newcastle Beach, Suspension Bridge subject to the following conditions;

1. Vendor shall provide the Development Authority with a current Alberta Health Services Food Handling Permit.
2. A Mobile Vendor Permit/Business License and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.
3. Vendor shall carry on Business daily within the hours approved on the Mobile Vending Permit.
4. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.
5. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
6. Vendor shall conform to Town of Drumheller Land Use Bylaw 16.20.
7. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 06.19.
8. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
9. Advertising or signage for a Vendor is limited to the space available on the Mobile Vending Unit at the location(s) as indicated on the approved Mobile Vendor Permit. One (1) A-Board Sign that complies with the requirements in the Town of Drumheller Land Use Bylaw 16.20. Any other signage will require an additional Development permit.
10. Vendor shall place piece(s) of plywood (i.e. 2 foot by 4 foot) under any wheel(s) to displace the weight of the Unit so not to create ruts in grassy areas.
11. The Development Authority may suspend or revoke a permit issued under the Mobile Vendor Bylaw 01-18 should the holder of the permit, employee, agent or representative fail to comply with the provisions of the Bylaw.
12. This permit expires on December 31, 2023

**Second:** S. Rymal – All in favour – Carried

## 6.2 Development Permit application - T00010-23D - Occupancy for uHaul Rental

A. Knight presented Development Permit application T00010-23D submitted by Nishaben Patel, for Retail and Service – Heavy – Occupancy for uHaul Rental within the Neighbourhood Centre District, located at 624 Hunter Drive, Nacmine Lot 10, Block 2, Plan 3324ER.

The application has been categorized by the Development Officer that the Use falls into the category of “Retail and Service – Heavy”, which is not a permitted, nor discretionary use within the Neighbourhood Centre District. Unless the Municipal Planning Commission deems the application’s Use to be incorrectly categorized, the Development Authority is unable to authorize uses which are not permitted within that Land Use District.

A. Knight explained that the submission of this application has been delayed for some time and the business has been operational since December 2022. Meetings have been held with the applicants explaining the uses permitted in the location, as well as Land Use Districts in which the definition of “Retail & Service – Heavy” is permitted, as well as providing alternate solutions to allow continuation of the business in this location including the following;

- Removal and relocation of all U-Hauls and operation on land considered within a permitted Land Use District;
- Storage of U-Hauls on more suitable lands and using the Nacmine General Store as a drop off location only;
- Construction of a storage structure on the Lands to contain all U-Haul vehicles.

The Municipal Planning Commission discussed the application.

**Motion:** A. Luger moved that the Municipal Planning Commission Meeting go In-Camera at 12:19pm

**Second:** T. Lacher – All in favour – Carried

**Motion:** T. Lacher moved that the Municipal Planning Commission Meeting go out In-Camera at 12:39

**Second:** C. Sereda – All in favour – Carried

**Motion:** T. Lacher moved that the Municipal Planning Commission categorize the Use as “Retail & Service – Heavy”, which includes the permeant out door display.

**Second:** S. Rymal – All in favour – Carried

The Municipal Planning Commission discussed the application.

The Commission agrees that the categorization falls within the “Retail & Service – Heavy” Use within the Land Use Bylaw. For the reason that this includes the permanent outdoor display and a service with storage of vehicles, verses the other category of “Retail & Service- General” which is categorized as goods and services ready for immediate purchase and speaks nothing to temporary or permanent storage. The definition of “Retail & Service- General” makes no reference to vehicles within this category.

**Motion:** C. Sereda moved that the Municipal Planning Commission refuses Development Permit application T00010-23D submitted by Nishaben Patel, for Retail and Service – Heavy – Occupancy for uHaul Rental within the Neighbourhood Centre District, located at 624 Hunter Drive, Nacmine Lot 10, Block 2, Plan 3324ER for the following reasons;

- The use is neither a permitted, nor discretionary use within the Neighbourhood Centre District

**Second:** S. Rymal – All in favour – Carried

**7.0 PALLISER REGIONAL MUNICIPAL SERVICES**

**8.0 OTHER DISCUSSION ITEMS**

**9.0 NEXT MEETING DATE – April 6, 2023**

**10.0 Adjournment – Meeting adjourned: S. Rymal at 12:48pm**

**Second:** T. Lacher - All in favour – Carried



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

**Attachments:**

- Agenda
- Summary of development permits
- Full meeting can be viewed at;

<https://www.youtube.com/c/townofdrumheller>



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

**DRUMHELLER AND DISTRICT SENIORS' FOUNDATION**

**REGULAR BOARD MEETING May 18, 2023**

**PRESENT: TOM ZARISKI, DAVID SISLEY , MARY TAYLOR, BOB SARGENT , M'LISS EDWARDS, MELANIE GRAFF, GLENDA YOUNGBERG**

**1.0 CALL TO ORDER**

Meeting called to order at 3:00PM by Tom Zariski.

**2.0 APPROVAL OF AGENDA**

**Motion by David Sisley to approve the amended agenda.**

**Seconded by M'Liss Edwards**

CARRIED

**3.0 MINUTES**

**3.01 Motion M'Liss Edwards to approve the minutes for April 27, 2023 , Regular meeting.**

**Seconded by Mary Taylor**

CARRIED

**4.0 REPORTS**

4.01 Administrator Report on file.

4.02 Financial Reports Cheque Register only

**Motion by David Sisley to accept the cheque register for April 2023**

**Seconded by M'Liss Edwards**

CARRIED

**NOTE: Melanie will send out the balance of the April financials next week.**

**5.0 CORRESPONDENCE (none)**

**6.0 UNFINISHED BUSINESS**

6.01 The Foundation was informed that we do not have the full support from our Municipal partners to build the pedway bridge. Villages of Delia and Munson Councils are in favor; Town of Drumheller, Starland County and Morrin Councils, not in favor.

**7.0 NEW BUSINESS**

**7.01 Motion by Mary Taylor to approve DSL policy 6.14 Quality Improvement; 6.15 Restraint policy; 6.16 Oral Hygiene; 6.17 Management of Assistive Equipment; & 6.18 Safe Bathing Temperatures as amended.**

**Seconded by Bob Sargent**

CARRIED

7.02 Strategic planning session for 2023 review. The Board reviewed the long-term goals for the Foundation. Additions and deletions from the previous 2018 strategic plan, as some of those goals have been achieved. Glenda to make the revisions and forward the plan to Board members.

7.03 Discussion that perhaps all the Board members should attend each of the Municipalities Council meetings, as a group, soon, to present the new Strategic Plan.

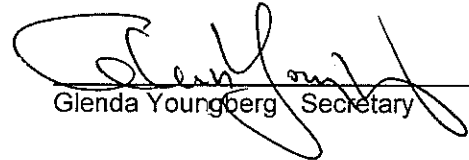


8.0 Motion to adjourn by David Sisley to adjourn.  
Seconded by M'Liss Edwards

CARRIED

NEXT MEETING June 29, 2023, at 3:00pm

  
\_\_\_\_\_  
Tom Zariski Chairman

  
\_\_\_\_\_  
Glenda Youngberg Secretary

# COLTONS PLACE

## Drumheller & Area Emergency Unit



[www.bcava.org](http://www.bcava.org)

Presented By : Kristi Donison

## WHO ARE WE



Colton's Place Emergency Unit provides safe, short-term shelter for individuals and families who are at risk or currently experiencing interpersonal violence and/or crisis.

Colton's Place Emergency Unit is located within Drumheller and prioritizes supporting local, rural clients.



"We support individuals in their search for a better future; helping them overcome trauma, focus on healing, develop economic stability and secure safe, affordable housing."

Coltons Place was established in 2020 as a result of collaborative partnerships between various community social agencies who saw the need for a rural emergency shelter. Many of these agencies are members of Big Country Anti-Violence Association, a collaborative committee that focuses on rural violence reduction. Colton's Place would not be possible without the work from the valuable community members who are a part of BCAA.

Professional members have included individuals from:

- Association of Communities Against Abuse
- Royal Canadian Mounted Police
- Town of Drumheller
- Alberta Health Services
- Salvation Army



# CREATION & DEVELOPMENT



**1 in 4 women  
1 in 6 men**

**experience  
domestic violence  
in Canada**

## THE NEED



Drumheller and Area has no (0) other resources similar to Colton's Place which leaves survivors of Intimate Partner Violence without any support. Without Colton's Place, people experiencing violence are forced to either stay in the situation or relocate to an unfamiliar city/town without any natural supports.

Clients access shelter for up to one week and receive support services from the Colton's Place worker. The support focuses on stabilization and basic needs to safely aid them in having a violence free future.

Colton's Place accepts all genders which is valuable and rare as a majority of interpersonal violence shelters only accept females.

**"In Canada, a woman is killed by her intimate partner every 6 days"**

Source: Statistics Canada, 2019



**“great to have my family together, [we] need more shelters that allow older children (18+) to stay with parents”**

- PAST CLIENT OF COLTON'S PLACE

Currently, Colton's Place staff are applying for grants to support with funding the shelter. BCABA will continue to support with directed donations, general donations, and allocating fundraising proceeds to the shelter.

Historically, BCABA has received funding from grants, donations and other charitable funding streams.

Some of these sources have included:

- Government of Alberta Mental Health and Addictions Grant
- Government of Canada Reaching Home Grant
- Rotary Grant
- Walk a Mile Fundraiser
- Salvation Army Women's Grant
- Stettler Interpipeline Regional Grant
- Alberta Interpipeline Grant

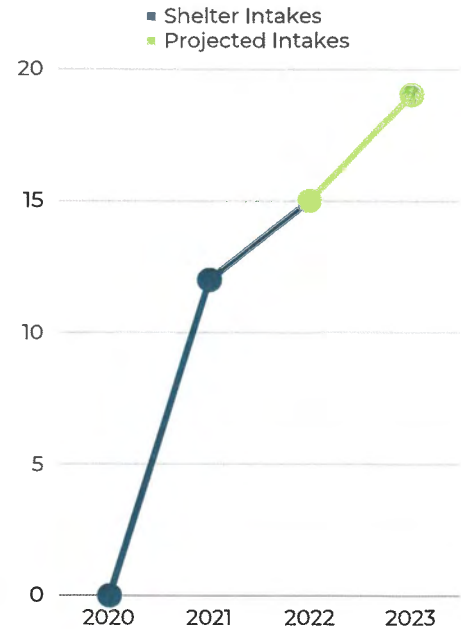
## **FUNDING HISTORY**



Colton's place housed 12 individuals and families in 2021, 15 in 2022 and is projected upwards of 19 in 2023.

External factors such as pets, transportation, etc play a part in individuals and families accessing safe shelter. Colton's Place continues to work with other community organizations to fill these gaps and provide services to more individuals and families.

The need for shelter services in Alberta increased by 36% in 2021/22 and continues to grow. With continued funding and financial support, Colton's Place will continue to grow capacity and serve even more individuals and families.



## OUTCOMES

Colton's Place is still within its developmental years and is constantly reviewing what could be altered and/or implemented to best support survivors of Interpersonal Violence.

Colton's Place survives on grants, donations and fundraising which in turn, creates the issue of unstable funding. This severely impacts the ability for Colton's Place to keep its doors open and without the shelter, people in need would not have access to a safe haven within a 100km radius.

Statistics of Colton's Place admissions show that in 2023 so far, Colton's Place resources have continued to be accessed at a greater rate than ever before. In 2023, Colton's Place is on track to provide services to individuals at a rate that is 133.34% of 2022 totals.



## THE FUTURE OF COLTON'S PLACE

⋮

**“safe and clean environment,  
thank you for the space”**

- PAST CLIENT OF COLTON'S PLACE

## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of One Parcel for Berm Construction affecting Lot 3, Block 3, Plan 8011334 135 River Drive, East Coulee
<b>DATE:</b>	July 10 <sup>th</sup> , 2023
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., Project Director Flood Resiliency Program
<b>ATTACHMENTS:</b>	Certificate of Approval Resolution to Proceed with Expropriation Parcel Map – Schedule ‘A’

**SUMMARY:**

Through the Drumheller Resiliency and Flood Mitigation Program, The Town of Drumheller is undertaking construction of structural flood mitigation in the form of berms. To proceed with construction of the East Coulee Berm starting in the spring of 2024, full acquisition of this parcel is required. Negotiations with the impacted landowner began in November 2022, and have been on-going over the past several months. The subject full acquisition property owner has rejected our purchase offers of Fair Market Value, as determined by an appraisal.

A Resolution approving Expropriation was passed by Council on April 3, 2023. The Notice of Intention to Expropriate has been served on the registered property owner and affected parties in accordance with the Expropriation Act and no Notice of Objection has been received during the 21 days following the Notice. The next step in the expropriation process is for Council to decide whether to approve or disapprove the expropriation based on the terms outlined in the attached Certificate of Approval.

**RECOMMENDATION:**

Administration recommends that Council approve the Certificate of Approval and Resolution pertaining to 135 River Drive (8011334;3;3) as presented.

**DISCUSSION:**

Under Council Policy C-03-22 for Land Acquisition for the Drumheller Resiliency and Flood Mitigation Program, and the Provincial Grant Funding Agreement for 18GRSTR41, parcel acquisitions can be made at the higher of the appraised or assessed value. Temporary workspace compensation is calculated using a formula based on annual tax rates paid by the owner. An offer has been made to the impacted property owner for the East Coulee Berm project on this basis and the offer has been rejected. Following service of the Notice of Intent to Expropriate, no Notice of Objection has been filed in relation to this property. Affidavits of service are retained on file.

The next step in the process is for the approving authority, in this case Council, to review and decide if it wishes to approve the expropriation, and if so, then pass a resolution to approve the Certificate of Approval to proceed with expropriation. This would be followed by Notice of Proposed Payment and Notice of Possession, with Actual Possession taking place 90 days after the notice is made, allowing our selected contractor access to the land to complete construction of the East Coulee Berm.

**FINANCIAL IMPACT:**

The costs of the land purchase and associated legal fees for the proceedings are eligible for 100% funding under the Alberta Government 18GRSTR41 Grant. Alberta Environment and Protected Areas has indicated that they will not compensate for land acquisition over and above the appraised value of the land which has been their practice for all other flood mitigation projects undertaken in the Province. Damages awarded to plaintiffs due to expropriation of their property may be considered for funding on a case-by-case basis by the Alberta Government. Alberta Environment and Protected Areas' legal team will review the particulars behind any damage award before a decision on whether 18GRSTR41 can be used to support these costs. Any costs deemed ineligible will be the responsibility of the Town.

**STRATEGIC POLICY ALIGNMENT:**

Town Bylaw 11.21 states that Council's Vision is "*through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage*". Completing the expropriation is required to obtain the property necessary for the berm construction and will allow the Town free access to manage and maintain the new berms and associated infrastructure moving forward.

**COMMUNICATION STRATEGY:**

Direct notice of the expropriation Certificate of Approval, Resolution, and Notice of Proposed Payment will be provided to the affected property owner via legal representatives as soon as practicably possible given the legislated considerations and the registration delays at Land Titles.

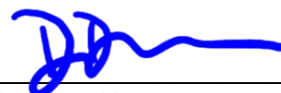
**MOTION:**

Councillor \_\_\_\_\_ moves that Council approve the Certificate of Approval and Resolution for Expropriation pertaining to the parcel of land described as Lot 3, Block 3, Plan 8011334; Title Number 901 092 160.

**SECONDED:**



Prepared by:  
Deighen Blakely, P.Eng.  
DRFMO Project Director



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



**Form 4  
Expropriation Act  
(Section 18)**

**CERTIFICATE OF APPROVAL**

The Town of Drumheller, whose address is 224 Centre Street, Drumheller, Alberta, T0J 0Y4, hereby approves the expropriation of the lands being depicted on the attached Schedule 'A' and more particularly described as:

**PLAN 8011334  
BLOCK 3  
LOT 3  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

1. The nature of the interest in the land expropriated is: **fee simple**
2. The work or purpose for which the interest in the land is expropriated is:
  - Construction and/or enhancement of existing dikes, berms, retaining walls, erosion protection, overland drainage courses, storm water outfalls, control structures and associated appurtenances;
  - for the retention and development of Natural Areas, Environmental Reserves and other uses as approved by approval authorities; and
  - access for purposes of construction and/or maintenance of the above.
3. The expropriating authority is the: **Town of Drumheller**  
224 Centre Street  
Drumheller, Alberta, T0J 0Y4
4. The land stands in the Register of the South Alberta Land Registration District in the name of Melvin Krill in Certificate of Title Number 901 092 160.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF DRUMHELLER

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

**RESOLUTION**

REGARDING EXPROPRIATION FOR THE PURPOSE OF ACQUIRING A FEE SIMPLE INTEREST OVER  
CERTAIN LANDS LOCATED WITHIN THE TOWN OF DRUMHELLER

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WHEREAS a Notice of Intention to Expropriate was served by the **TOWN OF DRUMHELLER** on May 24, 2023, on the Landowner and all parties with a registered interest in the subject lands, which lands are depicted on attached Schedule 'A' and more particularly described as:

PLAN 8011334  
BLOCK 3  
LOT 3  
EXCEPTING THEREOUT ALL MINES AN MINERALS

(hereinafter referred to as the "Lands")

AND WHEREAS no Notice of Objection has been received from the Landowner or any party with a registered interest in the Lands;

AND WHEREAS the period during which an Objection can be issued by the Landowner or any party with a registered interest in the Lands has expired;

AND UPON consideration of the Request for a Decision July 10, 2023, completed by the Town of Drumheller Flood Program Director, as well as the recommendations of the Town Administration, including the Town Solicitor, Council has determined that the proposed expropriation of the Lands is fair, sound, and reasonably necessary, and in the public interest and good to achieve the objectives of the Town;

**NOW THEREFORE BE IT RESOLVED:**

1. THAT the proceedings shall be commenced by the **TOWN OF DRUMHELLER**, its servants, officers or agents to expropriate the Lands, in fee simple.
2. THAT the officers, servants or agents of the **TOWN OF DRUMHELLER** and the solicitors for the **TOWN OF DRUMHELLER** be, and are hereby authorized and directed to do all things necessary to initiate, carry out and conclude the expropriation proceedings under the provisions of the *Expropriation Act*, or otherwise and they are hereby authorized and empowered to sign, seal, serve and publish the necessary documents to initiate, proceed with and conclude the said expropriation, as applicable.

MOVED AND PASSED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF DRUMHELLER**

---

Heather Colberg, Mayor

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

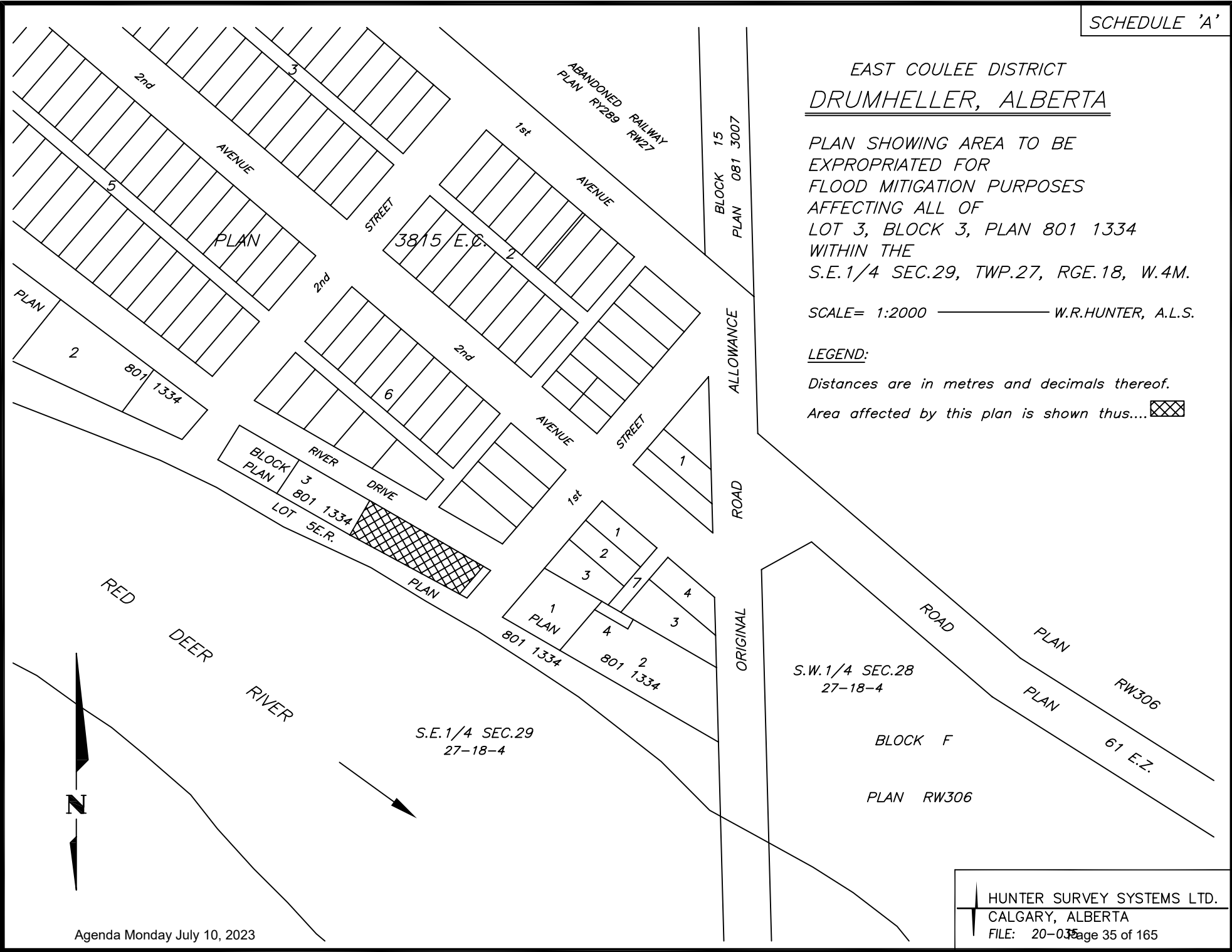
EAST COULEE DISTRICT  
DRUMHELLER, ALBERTA

PLAN SHOWING AREA TO BE  
EXPROPRIATED FOR  
FLOOD MITIGATION PURPOSES  
AFFECTING ALL OF  
LOT 3, BLOCK 3, PLAN 801 1334  
WITHIN THE  
S.E.1/4 SEC.29, TWP.27, RGE.18, W.4M.

SCALE= 1:2000 ————— W.R.HUNTER, A.L.S.

LEGEND:

Distances are in metres and decimals thereof.  
Area affected by this plan is shown thus... 



## Request for Decision

<b>TITLE:</b>	Business License Bylaw
<b>DATE:</b>	July 10, 2023
<b>PRESENTED BY:</b>	Reg Johnson, Manager of Economic Development
<b>ATTACHMENTS:</b>	Business License Bylaw 06.23, Business License 04-15, Mobile Vendor License 01-18.

### SUMMMARY:

Short Term Rentals (STRs) are currently defined and regulated under Bylaw 16.20 – Town of Drumheller Land Use Bylaw as a *Tourism Dwelling*, however, the Land Use Bylaw has not been an effective medium to regulate and monitor the operation of these *Tourist Dwelling*. Additionally, the process of acquiring a Development Permit may have discouraged residents from changing their residence to a *Tourism Dwelling*, leading to low compliance. In order to increase compliance while ensuring resident and visitor safety, Administration has recommended amending the *LUB* to remove references to *Tourist Dwelling*, and instead regulating Short Term Rentals (STRs) through a new *Business License Bylaw* (BLB).

After review of our current *Business License Bylaw 04-15* (BLB), Administration has determined that the current BLB requires significant amendments to eliminate provisions that are currently obsolete. Administration recommends the repeal and replacement of *Business License Bylaw 04-15* and *Mobile Vendor Bylaw 01-18* by a single successor bylaw, *Business License Bylaw 06.23*, that will provide licensing and regulation for resident and non-resident businesses, mobile vendors, STRs, special events and buskers.

Administration believes that the successor legislation will meet the following three (3) major Council priorities related to STRs and other businesses within the Town, which are:

1. Safety;
2. Compliance; and,
3. Competition.

Furthermore, Administration believes the consolidation of multiple licensing requirements into a single successor legislation will provide the following benefits:

- Ease of administration and decrease in administration costs for the Town;
- Increased comprehension by residents, leading to increased compliance;
- Decreased enforcement challenges and costs;
- Decreased possibility of legal challenge.

### Short-Term Rentals

Administration intends to create a Good Host Guide that outlines the requirements and regulations of STRs that will be provided to all applicants. Applicants will be required to acknowledge that they have read, understand and will comply with all regulations within the Good Host Guide prior to being issued a license. These rules will require the applicant to:

- Provide a floor plan and photos detailing where the bedrooms and other facilities, intended to be used by the guest(s), are located;

- Disallow overlapping booking;
- Only operate in approved land use districts;
- Obtain permission from the property owner to operate the STR, if they are not the property owner;
- Only operate one STR per parcel.
- Post the following in a conspicuous location
  - The name, phone number and email address of an emergency contact person who can be reached twenty-four (24) hours per day during rental periods;
  - A map detailing emergency evacuation routes in case of emergency;
  - The occupancy limit, in accordance with the National Fire Code; and
  - The valid License, in accordance with Section 3.5 of this Bylaw.

Campgrounds, Bed and Breakfasts and Hotels/Motels will be subject to a Resident Business License and will not be subject to the conditions of a Short-Term Rental Business License

### TRANSITION

Administration believes that this method of regulating STRs will ensure the safety of guests and visitors while reducing unnecessary barriers residents may face in acquiring a Business License.

Administration recommends that enforcement of STR licensing **not** take place until January 1, 2024 to ensure a fair transition for STR owners. To encourage compliance, Administration recommends STR business licenses be at no cost for the remainder of 2023 and that a discount incentive of 50% on the 2024 Business License fee be offered to residents who purchased a license in 2023. Administration will offer a no-cost STR Business License in 2024 to STR owners currently operating a Tourism Dwelling in order to provide a just transition to the new model.

### IMPLICATIONS / CONSEQUENCES

- Significant communication campaign will be required to alert STR owners to changes in licensing requirements
- Enforcement will be required, beginning in January 2024, to ensure STR owners and other business owners are complying with the provisions of the new BLB. Enforcement will be conducted with the help of Airbnb, VRBO and other online STR brokers, which require STR operators to meet local regulations. These online brokers will remove advertisements that do not include a business license, which should increase the workload associated with enforcement and encourage compliance.
- Significant increase in administration workload due to the creation of a Good Host Guide (which outlines the requirements for operating a STR within the Town), Update of Application Forms, and increase in BLB applications due to the inclusion of STRs.
- STRs currently operating illegally and not meeting the requirements specified within the Bylaw will either no longer be able to operate or may have to make significant changes to their operation in order to meet BLB requirements. Those potentially affected include:
  - Those operating an STR in a recreational vehicle on their property (no longer permitted)
  - Those operating multiple STRs on a single parcel (only one STR per parcel)
  - Those operating in a space that does not conform to egress or occupancy, (building permits will be required for changes to egress)

**RECOMMENDATION:**

Administration recommends Council give first reading to Business License Bylaw 06.23.

**FINANCIAL IMPACT:**

Administration will charge an annual STR Business License fee of \$100 per STR. According to the Airbnb and VRBO analysis software AirDNA, the average STR renter in Drumheller receives approximately \$21,288 per annum in revenue. Therefore, we believe a \$100 license fee is an appropriate fee. The number may change upon program review in future years. This will result in \$10,000 in revenue for the town. The majority of this revenue will be used to cover the expenses associated with administrating and enforcing STR regulations.

Administration will continue to see licensing revenue from other Business License applications. The new Business Licensing fees are based on the fees associated with *Business License Bylaw 04-15* and *Mobile Vendor Bylaw 01-18*


**STRATEGIC POLICY ALIGNMENT:**


Increased simplicity and decreased administration resulting from a single successor bylaw regulating multiple licensed activities will result in increased compliance and resident comprehension. Increased compliance will increase the safety of residents and guests of the Drumheller Valley.

**COMMUNICATION STRATEGY:**

Administration will begin developing a communication plan to outline the regulation of the new *Business License Bylaw*. In particular, this communication plan will focus on the addition of STR requirements and will incentivize STR owners to register their STR as soon as practicable. The communication plan will be ready by third reading.

<p><b>MOTION:</b> Councillor: _____</p> <p>Moves that Council give first reading to Business License Bylaw 06.23.</p> <p><b>Secunder:</b> _____</p>
---

  
Prepared by:  
Reg Johnston  
Manager of Economic Development

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

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 06.23**  
DEPARTMENT: CORPORATE SERVICES

*Repeals Bylaw 04.15*  
*Repeals Bylaw 01-18*

**A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO  
PROVIDE FOR THE DEVELOPMENT AND REGULATION OF A BUSINESS LICENSE  
REGISTRY.**

**WHEREAS** pursuant to Section 7 and Section 8 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, a municipal council may pass bylaws respecting the regulation of businesses, business activities and persons engaged in business;

**AND WHEREAS**, it is deemed appropriate to require the licensing of businesses operating within the Town of Drumheller;

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

**1. SHORT NAME**

This Bylaw shall be cited as the Town of Drumheller "*Business License Bylaw.*"

**2. DEFINITIONS**

2.1 For the purposes of the Bylaw, the following definitions shall apply:

- a) "*Agent*" means every Person who, by mutual consent, acts for the benefit of another, including a sales representative or a Person in care and control of the premises where a Business is being conducted;
- b) "*Annual License*" means a License that is valid for the period between January 1<sup>st</sup> and December 31<sup>st</sup> of the year it was issued,
- c) "*Applicant*" means a Person who applies for a Business License or a renewal of a Business License, in accordance with this Bylaw,
- d) "*Application*" means a written request for a Business License or a renewal of a Business License as required by this Bylaw, in the form prescribed by the Chief Licence Inspector;
- e) "*Business*" means:
  - i) a commercial, merchandising or industrial activity or undertaking,
  - ii) a profession, trade, occupation, calling or employment; or
  - iii) an activity providing goods or services;

- f) *“Business Premises”* means any store, office, dwelling, warehouse, yard, building, enclosure, Mobile Business Unit or other place occupied or capable of being occupied for the purpose of carrying on a Business in a permitted and discretionary use in accordance with the Land Use Bylaw;
- g) *“Busker”* shall mean a Person who plays music or performs entertainment in a public place while soliciting money;
- h) *“Carry on”, “carrying on”, “carried on” and “carries on”* means:
  - i) to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or Agent; and
  - ii) to Advertise for a business, where in the opinion of the Chief License Inspector, there is an intent for the Business to be carried out within the Town;
- i) *“Charitable organization”* means any incorporated or unincorporated organization that is formed for a charitable purpose;
- j) *“Charitable purpose”* includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose;
- k) *“Chief Licence Inspector”* means the Chief Administrative Officer of the Town of Drumheller, or their designates;
- l) *“Community Standards Bylaw”* means the Town of Drumheller Community Standards Bylaw 06.19, as amended from time to time, and its successor legislation;
- m) *“Day Time”* means between the hours of 7:00 AM and 10:00 PM of the same day, on weekdays, and between the hours of 9:00 AM and 10:00 PM of the same day, on weekends;
- n) *“Development Authority”* means the Town of Drumheller Development Officer or the Town of Drumheller Municipal Planning Commission (MPC), as established in the Land Use Bylaw;
- o) *“Dwelling Unit”* means one or more rooms used, or designed to be used, as a residence by one or more persons and containing sleeping areas and that meets the definition(s) established in the Land Use Bylaw for the corresponding Land Use District;
- p) *“Fee Schedule”* means the Town of Drumheller *Fees, Rates and Charges Bylaw 23.22* and attached Service Fee Schedule, as amended annually, and its successor legislation;
- q) *“MGA”* means the *Municipal Government Act, R.S.A. 2000, c. M-26*.
- r) *“Mobile Business Unit”* means a motor vehicle, temporary structure or display, or stand from which a business is carried on and for which the Licensee is not listed on the property tax assessment roll;
- s) *“Mobile Vendor”* means a Person who carries on Business from a Mobile Business Unit.



- t) *"Municipal Enforcement Officer"* means any person appointed as a Bylaw Enforcement Officer pursuant to Section 555 of the *MGA* or as a Community Peace Officer pursuant to Section 7 of the Peace Officer Act, R.S.A. 2006, c. P-3.5.
- u) *"Home Occupation"* means any business of any sector that meets the definitions established in the Land Use Bylaw for the corresponding Land Use District;
- v) *"Land Use Bylaw"* means the Town of Drumheller Land Use Bylaw 16.20 as amended from time to time, and its successor legislation;
- w) *"License"* means a business license, issued pursuant to this Bylaw, for the purpose of licensing any Person carrying on Business within the Town;
- x) *"Licensee"* means the holder of a valid and subsisting Business License, issued pursuant to this Bylaw;
- y) *"Market"* means the business of providing for rent, stalls, tables, or spaces to merchants displaying for sale, offering for sale, and selling goods to the public;
- z) *"Micro Business"* means a Resident Business whose annual revenues are less than \$30,000 per year as verified by the Canada Revenue Agency;
- aa) *"Night Time"* means the hours between 10:00 PM and 7:00 AM of the next day, on weekdays, and between the hours of 10:00 PM and 9:00 AM of the next day, on weekends.
- bb) *"Non-Resident Business"* means a business carried on in whole or in part within the Town, but which does not have business premises within the Town and is not listed on the current property tax assessment roll;
- cc) *"Person"* means a natural person or a corporation and includes a partnership, an association or a group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires;
- dd) *"Resident Business"* means a Business that is carried on in whole or in part within the Town, and which has a business premises within the Town;
- ee) *"Short Term Rental"* means the Business of offering a dwelling unit or portion of a dwelling unit, as defined in the Land Use Bylaw, for temporary accommodation to a single party of guests for a period of twenty-eight (28) days or less, and includes those Businesses offering accommodation through an online broker or marketplace, but does not include:
  - a) Campgrounds
  - b) Bed and Breakfasts
  - c) Hotels/Motels
- ff) *"Special Event"* means any organized gathering of people:
  - i) with the primary purpose of supporting a community, cultural, recreational or sport experience;

- ii) that would have a significant impact on public property and/or public safety, in the opinion of the Chief Licensing Inspector;
  - iii) that require temporary structures installed in a public space;
  - v) in a private space that generate any impact on pedestrian or vehicular traffic or parking in excess of that which is considered normal for the community, in the opinion of the Chief Licensing Inspector; or
  - vi) that involves temporary changes to the activities or access in a public space, including road closures and noise bylaw exemptions.
- gg) "*Temporary License*" means a Resident or Non-Resident Business License that is granted for the following temporary period of time:
- i) one (1) day;
  - ii) one (1) week;
  - iii) one (1) month;
  - iv) four (4) months.
- hh) "*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;

### 3. LICENSE

- 3.1 No Person shall carry on a Business in the Town or advertise for a Business in the Town unless that Person has a valid and subsisting Licence issued by the Chief License Inspector.
- 3.2 Notwithstanding section 3.1, a Business License is not required:
- a) for a Business carried on by the Town; or,
  - b) for a Business carried on by the Government of the Province of Alberta, the Government of Canada, or a Crown Corporation created by either Government.
- 3.3 A Licence is required for each Business Premises where the Business is carried on.
- 3.4 Separate Business Licences are required if two (2) or more Persons are carrying on Businesses from or within the same Business Premises.
- 3.5 Every License, issued pursuant to this Bylaw, shall be posted in a conspicuous location in the Business Premises of the Licensee, so as to be clearly visible to the public.
- 3.6 All Licenses shall remain the property of the Town.
- 3.7 A Licence is not transferable from one Person to another Person or between Business Premises or Mobile Business Units.
- i) If a Licensee is moving Business Premises within the Town, The Chief Licensing

Inspector, may, at their discretion, reissue a License without the associated fee(s), if the move of the Business Premises does not necessitate a change in the Intensity or Use of the Business, as defined in the Land Use Bylaw.

#### 4. APPLICATION REQUIREMENTS

- 4.1 Every Applicant for a Licence must provide the following information, in the form prescribed by the Chief Licence Inspector:
- a) the civic and legal address for the proposed place of Business;
  - b) the trade name(s) under which the proposed Business will operate;
  - c) where the Applicant is a sole proprietorship or partnership, the full name, mailing address, telephone number, and email address of the Applicant(s):
    - i) confirmation of this information may be required through presentation of two pieces of identification, one of which must be government issued picture identification;
  - d) where the Applicant is a corporation, the full name, mailing address, telephone number, and email address of the principal managing employee(s) or board members:
    - i) confirmation of this information may be required through presentation of two pieces of identification, one of which must be government issued picture identification;
  - e) Any certificate, authority, licence or other document of qualification under this or any other Bylaw, or under any Statute of the Province of Alberta or the Government of Canada, that may be required in connection with the carrying on of the Business;
  - f) other such information as the Chief Licence Inspector may reasonably require; and
- 4.2 No Person shall give false information in an application pursuant to the provisions of this Bylaw.

#### 5. LICENSE FEES & TERM

- 5.1 An Application for a Licence or for a renewal of a Licence shall not be considered by the Chief Licence Inspector until the fee(s), as set out in the *Fee Schedule*, or any fines incurred pursuant to this Bylaw, have been received by the Chief License Inspector.
- 5.2 Every Annual License shall be for the period between January 1<sup>st</sup> and December 31<sup>st</sup> of the year in which said License was issued and shall be purchased for the full amount set out in the Fee Schedule, regardless of the date of purchase.
- 5.3 Every Annual Licence issued, unless revoked, shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which said Licence was issued.
- 5.4 Every Annual Licence that was renewed by the Chief Licensing Inspector must be paid

by the Licensee by March 31<sup>st</sup> of the year it was renewed.

- 5.5 Every Temporary License issued, unless revoked, shall terminate after the prescribed time listed on the License, beginning from the date of issuance.
- 5.6 Notwithstanding Section 5.1, any Business exempt from fees under the provisions of any Statute of the Province of Alberta or the Government of Canada, or any Charitable Organization, will be granted an exemption upon providing proof of exemption in a manner deemed sufficient by the Chief License Inspector.

## **6. PROVISIONS FOR CHARITABLE ORGANIZATIONS**

- 6.1 Every Charitable Organization carrying on Business within the Town shall require a Business License, in accordance with Subsection 3.1
- 6.2 Charitable Organizations that wish to be exempt from the Business License fees, in accordance with subsection 5.6, must provide proof that they are a registered non-profit organization.
- 6.3 A Charitable Organization which receives an exemption under this section must otherwise comply with all provisions of this Bylaw.

## **7. PROVISIONS FOR MOBILE VENDORS**

- 7.1 No Person shall carry on a Business from a Mobile Business Unit within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 7.2 In addition to Subsection 4.1, an Applicant must provide the following items to the Chief Licensing Inspector as part of their application;
- a) an Alberta Health Services Food Handling Permit, if food will be served or sold from the Mobile Business Unit.
- 7.2 A Mobile Vendor operating on Town Property *must* provide Liability Insurance to the Chief Licensing Inspector in the manner described under Section 10 of this Bylaw.
- 7.3 A Mobile Vendor shall not sell goods or provide services within ten (10) metres of a brick and mortar Business that sells similar goods or provides similar services, as determined by the Chief Licensing Inspector.
- 7.4 A Mobile Vendor that wishes to carry on Business on Town property must:
- a) remain within the permitted area(s), as approved by the Chief Licensing Inspector;
- i) A Mobile Vendor shall not be granted priority or exclusive rights to carry on Business in a permitted area(s), but shall have the right to carry on Business on a first-come, first-served basis; and,
- b) only operate during Day Time hours.
- i) A Mobile Vendor shall not leave their Business Premises within the

permitted area(s) during Night Time hours.

- 7.5 A Mobile Vendor that wishes to carry on Business on private property is only permitted within the Neighbourhood Centre District (NCD), Tourism Corridor District (TCD) and the Employment District (EC), as established in the *Land Use Bylaw*, and must provide written authorization from the landowner(s) to the Chief Licensing Inspector; indicating,
- a) approval to operate a Mobile Business Unit at the specific address; and,
  - b) any additional requirements of the landowner(s), which will be reviewed by the Chief Licensing Inspector.
- 7.6 A Mobile Vendor may be requested to relocate at any time, at the sole discretion of the Chief Licensing Inspector, if:
- a) the safety of the Mobile Vendor operator or the general public are at risk;
  - b) the operation of the Mobile Business Unit unreasonably impedes the movement of vehicles or pedestrians; or,
  - c) the operation of the Mobile Business Unit is deemed a Nuisance in accordance with the *Community Standards Bylaw*.

## 8. PROVISIONS FOR BUSKERS

- 8.1 No Person shall carry on a Business of busking within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 8.2 A Busker that wishes to carry on Business on Town property must:
- a) remain within the permitted area(s), as approved by the Chief Licensing Inspector;
    - i) a Busker shall not be granted priority or exclusive rights to carry on Business in a permitted area(s), but shall have the right to carry on Business in a first come, first served basis; and,
  - b) only operate during Day Time hours.
- 8.3 A Busker that wishes to carry on Business on private property must provide written authorization from the landowner(s) to the Chief Licensing Inspector, specifying;
- a) approval to busk at the specific address; and,
  - b) any additional requirements of the landowner(s), which will be reviewed by the Chief Licensing Inspector.
- 8.4 A Busker may be requested to relocate at any time, at the sole discretion of the Chief Licensing Inspector, if:
- a) the safety of the Busker or the general public are at risk;
  - b) the operation of the Busker unreasonably impedes the movement of vehicles or

pedestrians; or,

- c) the operation of the Busker is deemed a Nuisance in accordance with the *Community Standards Bylaw*.

## 9. PROVISIONS FOR MARKETS

- 9.1 No Person shall carry on the Business of operating a Market within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 9.2 A Market Licensee must, upon request, furnish to the Chief Licence Inspector, the following:
  - a) the name and address of any operator of any stall, table or space; and
  - b) the type of goods, wares or merchandise sold by the operator.
- 9.3 A Person who rents a stall, table or space in a Market and operates within the Market's hours of operation are not required to obtain an individual License.
- 9.4 A Market that wishes to carry on Business on private property is must provide written authorization from the landowner(s) to the Chief Licensing Inspector; indicating,
  - a) approval to operate a Mobile Business Unit at the specific address; and,
  - b) any additional requirements of the landowner(s), which will be reviewed by the Chief Licensing Inspector.
- 9.5 For the purposes of this Bylaw, A Market operating on Town Property is considered a "Special Event" and is subject to the provisions in Section 11.

## 10. PROVISIONS FOR SHORT TERM RENTALS

- 10.1 No Person shall carry on the Business of operating a Short-Term Rental within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 10.2 A Short-Term Rental Licensee must meet all minimum standards of the *National Fire Code – 2019 Alberta Edition*, prior to the issuance of a Business License.
- 10.2 In addition to Subsection 4.1, an Applicant for a Short-Term Rental Business License must provide the following items to the Chief Licensing Inspector as part of their application;
  - a) a floor plan and photos detailing where the sleeping areas and other facilities, intended to be used by the guest(s), are located within the Short-Term Rental.
- 10.4 A Short-Term Rental Licensee must not allow overlapping bookings, whereby two (2) or more unrelated or unassociated Persons are accommodated in the Dwelling Unit(s) at the same time.
- 10.5 No Person shall Advertise a Short-Term Rental without a valid License, and:

- a) Short-Term Rental Licensee who advertises or causes advertising to be distributed respecting the Short-Term Rental, must include the valid Business License number within the advertisement, in a conspicuous location.
- 10.6 A Short-Term Rental Licensee must post, in a conspicuous location on the interior of the Dwelling Unit(s) used for the Business:
- a) The name, phone number and email address of an emergency contact Person who can be reached twenty-four (24) hours per day during rental periods;
  - b) A map detailing emergency evacuation routes in case of emergency;
  - c) The occupancy limit, as determined by the Development Authority; and
  - d) The valid License, in accordance with Section 3.5 of this Bylaw.
- 10.7 An applicant for a property owned by a landlord or under a condominium association, homeowner's association, property management company, or similar authority, must submit a letter from their respective affiliation outlining:
- a) the approval to operate a Short-Term Rental at the specific address; and,
  - b) any additional requirements of the landlord, condominium association, homeowner's association or property management company, which will be reviewed by the Chief Licensing Inspector.
- 10.8 Only one (1) Short-Term Rental is permitted per parcel unless otherwise specified in the Land Use Bylaw for the Land Use District in which the Short-Term Rental is located.
- 10.9 A Short-Term Rental is **only** permitted within the following land use districts, as established in the *Land Use Bylaw*:
- a) Countryside District (CSD);
  - b) Downtown District (DTD);
  - c) Neighborhood Centre District (NCD);
  - d) Neighborhood District (ND); and,
  - e) Rural Development District (RDD).

## 11. PROVISIONS FOR SPECIAL EVENTS

- 11.1 No Person shall carry on the Business of operating a Special Event within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 11.2 For the purposes of this Bylaw. The location of the Special Event shall be considered the Business Premises of the Special Event.

- 11.3 An Applicant must submit an application no later than fifteen (15) days prior to hosting a Special Event; and,
- a) if the Special Event requires a road closure, the application must be submitted no less than thirty (30) business days prior to hosting a Special Event;
- 11.4 In addition to Subsection 4.1, an Applicant for a Special Events Business License must provide the following items to the Chief Licensing Inspector as part of their application;
- a) a plan outlining the description, anticipated size and duration of the event and the safety and security measures being taken;
  - b) a map detailing the location of activities, temporary structures, and other details as may be required by the Chief Licensing Inspector;
  - c) liability Insurance, in the manner described under Section 10 of this Bylaw; and
  - d) an Alberta Health Services Food Handling Permit, if food will be served or sold at the Special Event.
- 11.5 Mobile Vendors participating in the Special Event must be licensed in accordance with Section 7 of this Bylaw.
- 11.6 Special Events that involve noise that may disturb the peace of the general public, or which involves the use of sound amplifying equipment during the Night Time, must apply for a temporary permit in accordance with the *Community Standards Bylaw*.
- 11.7 In addition to Section 14, The Chief Licensing Inspector will evaluate and approve all applications based on the criteria of this Section as well as the safety, health and welfare of the general public;
- a) Road closures and bylaw exemptions shall be granted subject to the time, date and location of the Special Event, in accordance with the *Town of Drumheller Street, Sidewalk and Public Place Use Bylaw*.

## 12. PROVISIONS FOR CONTRACTORS

- 12.1 No Person shall carry on the Business of operating as a contractor within the Town unless that Person has a valid and subsisting Business Licence, in accordance with Subsection 3.1.
- 12.2 A Contractor shall ensure that every sub-contractor it employs has a valid and subsisting Business License, in accordance with Subsection 3.1, and
- a) a Contractor must provide an accurate listing of all its sub-contractors to the Chief Licensing Inspector prior to being issued a license.

## 13. LIABILITY INSURANCE

- 13.1 The Chief Licence Inspector may require a policy of liability insurance to be held in connection with the carrying on of any business, and:



- a) the Applicant shall furnish the Chief Licence Inspector with evidence of such insurance in a form satisfactory to the Chief Licence Inspector;
- 13.2 The liability insurance policy required to be held by an applicant under this Section must:
- a) be issued by an insurance company registered and licenced to do business in the Province of Alberta;
  - b) be in an amount sufficient, in the opinion of the Chief License Inspector to cover public liability for all personal injury and property damage which may occur by reason of the operation of the business; and
  - c) include the Town as an additional named insured with thirty (30) days written notice to be given to the Town prior to cancellation of, or material change to, the policy.
- 13.3 Notwithstanding the existence of any liability insurance or the failure of the Town to require the acquisition of such insurance, neither the Town nor any official, servant, employee or agent of the Town is liable for any damage or loss sustained or suffered by any person by reason of:
- a) the issuance of any licence;
  - b) any acts or omissions of a licensee or person acting on his behalf; or
  - c) anything done or not done in any way connected with a licence or this Bylaw.
- 13.4 Where a policy of liability insurance expires during the licence year, the Licensee shall provide the Chief License Inspector with proof of the renewal. Where a policy of liability insurance expires or is cancelled or terminated, the applicable licence shall be automatically revoked and the Licensee shall cease carrying on business until the revocation is lifted or a new Business Licence is issued by the Town.
- 13.5 Where the Chief Licence Inspector requires a policy of liability insurance in connection with the carrying on of any business, a licence to carry on the business shall not be issued or renewed unless the applicant indemnifies and saves harmless the Town against any and all loss, damage, claims, actions, judgments, costs and expenses suffered or sustained by reason of or in connection with the carrying on of the business.

#### **14. CONSULTATIONS & APPROVALS**

- 14.1 The Applicant shall, prior to the Chief Licence Inspector issuing a licence, consult with the Development Authority and ensure that all necessary approvals and permits required under Land Use Bylaw have been obtained, and shall provide satisfactory proof thereof to the Chief Licence Inspector.
- 14.2 The Chief Licence Inspector may consult, prior to issuing or renewing a licence, with the Province of Alberta, the Royal Canadian Mounted Police, Alberta Health Services, the Drumheller Fire Department, any Town Department, or other bodies or Persons the Chief License Inspector deems necessary in order to render a decision regarding the renewal or

issuance of a License.

- 14.3 The Applicant or Licensee is responsible for obtaining and maintaining any certificate, authority, licence, permit, insurance, or other document of qualification under this or any other Bylaw, Statute of the Province of Alberta, or Statute of the Government of Canada, that may be required in connection with the carrying on of their Business.

## 15. SUSPENSION AND REVOCATION

- 15.1 The Chief License Inspector may refuse, suspend, or revoke, a License if:

- a) The Applicant or Licensee fails to comply with the requirements of this Bylaw;
- b) The Applicant or Licensee fails to comply with the provisions of the *Community Standards Bylaw*, any other Bylaw of the Town, or any applicable Statute of the Province of Alberta or the Government of Canada;
- c) The License has been issued in error;
- d) The Chief Licence Inspector has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the general public.

- 15.2 A suspension of a Licence may be:

- a) for a period of time not exceeding the remaining term of the Licence; or,
- b) where the suspension is for non-compliance with the licensing requirements of this Bylaw, until the holder of the suspended Licence proves compliance to the satisfaction of the Chief Licence Inspector.

- 15.3 The Chief License Inspector may make inquiries and receive information, including information from the Applicant or Licensee, to determine whether there are just and reasonable grounds for the refusal, suspension, or revocation of a License.

- 15.4 The Chief License Inspector shall notify the Applicant or Licensee, in writing, when there is a refusal, suspension, or revocation of a License, which shall include the corresponding reasons for the decision and shall be issued to the Applicant or Licensee by means of:

- a) In-person delivery;
- b) registered mail; or,
- c) by leaving it with a Person who appears at least eighteen (18) years of age at the address of the Applicant or Licensee.

- 15.5 After the delivery of a notice of refusal, suspension, or revocation of a License, the Business shall not be carried on until such time as a Licence is reissued or the suspended Licence is reinstated.

- 15.6 A License that has been revoked, pursuant to this Section, must be returned to the Chief Licensing Inspector as soon as reasonably possible.

## 16. APPEALS

- 16.1 Any Applicant or Licensee who wishes to challenge a decision regarding the refusal, suspension, or revocation, of a License, shall make a formal appeal through the *Tourism Corridor and Community Standards Appeal Board* as outlined in the *Tourism Corridor and Community Standards Appeal Board Bylaw*.
- 16.2 Where an Applicant Licensee has given notice of an intention to appeal the suspension or revocation of a License, the Chief Licence Inspector may, in the Chief Licence Inspector's sole discretion, stay the suspension or revocation of a License pending the hearing of the appeal, if the continued operation of the business does not create a danger to the safety, health or welfare of the public.
- 16.3 All notices of appeal shall be accompanied by a notice of appeal deposit in the amount specified in the *Tourism Corridor and Community Standards Appeal Board Bylaw*.

## 17. VIOLATIONS

- 17.1 A Person who contravenes or fails to comply with a provision of this Bylaw, or who interferes with or obstructs a Municipal Enforcement Officer in the execution of their duties under this Bylaw is guilty of an offence and shall be liable, upon summary conviction
- a) to a fine not less than three hundred (\$300.00) dollars but not exceeding ten thousand (\$10,000.00) dollars and in default of payment of any fine imposed, to a period of imprisonment not exceeding one (1) year; and,
  - i) the fine for the specific offence, in respect to the contravention of this Bylaw, shall be established in *Schedule A* of this Bylaw.
- 17.2 Where a Municipal Enforcement Officer has reasonable grounds to believe that a Person has contravened or failed to comply with a provision of this Bylaw, that Municipal Enforcement Officer may serve that Person with a Violation Tag by means of:
- a) in-person delivery;
  - b) registered mail; or,
  - c) by leaving it with a Person who appears at least eighteen (18) years of age at the address of the Applicant or Licensee.
- 17.3 The Violation Tag shall be in a form prescribed by the issuing Municipal Enforcement Officer and shall include:
- a) the name of the defendant;
  - b) the nature of the offence;
  - c) the fine for the offence, in accordance with Section 14.1;
  - d) the statement that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and,
  - e) any other information as may be required by the Municipal Enforcement Officer.

- 17.4 A Person convicted multiple times of the same offence, under this Bylaw, within a twenty-four (24) month period shall be subject to a fine
- a) twice (2x) the amount established in *Schedule A* of this Bylaw, if convicted at least two (2) times; or,
  - b) twice (3x) the amount established in *Schedule A* of this Bylaw, if convicted at least three (3) times;
- 17.5 Where an issued Violation Tag has not been paid within the prescribed time, the Municipal Enforcement Officer may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act, R.S.A. 2000, c. P-34*:
- a) nothing in this Section shall prevent a Municipal Enforcement Officer from immediately issuing a Violation Ticket Where a Municipal Enforcement Officer has reasonable grounds to believe that a Person has contravened or failed to comply with a provision of this Bylaw.

**18. TRANSITIONAL**

- 18.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 18.2 Bylaw 04-15, Town of Drumheller Business License Bylaw, and Bylaw 01-18, Mobile Vendor Bylaw, and all amendments thereto, shall be repealed on December 31<sup>st</sup>, 2023. All licenses issued in accordance with Bylaw 01-18 and Bylaw 04-15 shall be subject to the corresponding Bylaw until the date of repeal.
- 18.3 This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Chief Administrative Officer.

READ A FIRST TIME THIS 10<sup>th</sup> DAY OF JULY, 2022

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

READ A THIRD AND FINAL TIME THIS \_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
MAYOR

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

## **Schedule “A” Offences**

<b><u>Section</u></b>	<b><u>Offence Description</u></b>	<b><u>Penalty</u></b>
<b>GENERAL OFFENCES</b>		
General Penalties	All bylaw sections not specified in this schedule.	\$300
3.1, 10.4	Operate or Advertise a Business without a License	\$1000
4.2	Provide false information on a Business License Application	\$1000
3.5, 10.5	Failure to advertise Business License in conspicuous location	\$300
15.5	Carry on business while license suspended or revoked	\$1000
15.6	Failure to surrender a revoked license.	\$300
<b>MOBILE VENDORS &amp; BUSKERS</b>		
7.4	Operating outside of a permitted area	\$300
7.4	Operating outside of the approved times	\$300
7.6	Failure to relocate upon notice	\$1000
<b>MARKETS</b>		
9.2	Failure to furnish information regarding stalls.	\$300
<b>GENERAL CONTRACTORS</b>		
12.2	Failure to furnish information regarding sub-contractors	\$300
<b>SHORT TERM RENTAL</b>		
10.3	Allowing Overlapping Bookings	\$1000
10.5	Failure to post required information in a conspicuous location	\$1000
10.7	Operating multiple Short-Term Rentals on a single parcel	\$1000

DRAFT

**BYLAW 04-15**

**TOWN OF DRUMHELLER**

**Business License Bylaw**

**A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE DEVELOPMENT AND REGULATION OF A BUSINESS LICENSE REGISTRY.**

**WHEREAS;** Pursuant to Section 7 and 8 of the *Municipal Government Act*, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000 as amended A Council may by Bylaw, do all things with respect to the regulation of any development, activity, industry, or business within the municipality, including the licensing thereof;

**WHEREAS** Council for the Town of Drumheller deems it appropriate to register businesses being carried on within the municipality;

**NOW THEREFORE THE COUNCIL OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION I: TITLE**

1. This bylaw may be cited as the "Town of Drumheller Business License Bylaw."

**SECTION III: DEFINITIONS**

2. (1) In this bylaw:

In this Bylaw, the following words shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular; and words in the singular include the plural. The words he, she or they shall mean feminine or masculine. The word "shall" is always mandatory, and not merely directory.

"Act" means the *Municipal Government Act*, Chapter M-26.1 of the Revised Statutes of Alberta, 2000 as amended.

"Advertise" means to promote, describe or publicize merchandise or services in a public forum including but not limited to commercial vehicles, newspapers, flyers, radio, television, fax communications or internet communications, howsoever created and distributed.

"Agent" means a person hired by a home owner to fill out the mandatory Building Trade List to the Business License application supplied by the Town of Drumheller, and or a person hired by a commercial business to represent them.

"Applicant" means a person who applies for business license, a renewal of the business license, or a transfer of a business as required by this Bylaw.

"Application" means a written application for a business license, or a renewal of a business license, as required by this Bylaw.

**“Application for Appeal”** means the completion of a form provided by the Town of Drumheller to the Applicant after the Applicant has completed all steps in the decision review process as referred to in sections 31 and 32 of this Bylaw.

**“Authority”** means any employee of the Town of Drumheller designated by the License Inspector to collect information and payments required for the completion of the sale of a Business License as described in this Bylaw.

**“Business”** means:

- a) a commercial, merchandising, marketing or industrial activity or undertaking that invoices for goods or services;
- b) a profession, trade, occupation, calling or employment; or
- c) an activity providing goods or services, whether or not for profit and however organized or formed, including a co-operative or association of persons.

**“Business Premises”** means any store, office, warehouse, residence, yard or other place occupied, for the purpose of carrying on a business and where the Business telephone, computer or fax machine are located and in which the **“Carrying on Business”** is a permitted or discretionary use under the Town of Drumheller Land Use Bylaw.

**“Business Registry”** or **“Registry”** shall be the listing of all applicable businesses carrying on business within the Town of Drumheller.

**“Business License”** means a license to be issued, pursuant to this Bylaw, for the purpose of licensing any business operating within the Town.

**“Building Trade List”** shall mean a mandatory list attached to all building permit application forms from the Town of Drumheller Planning and Development Department. The list is to be filled out by the, homeowner, Business owner, Contractor or Agent hired by the homeowner or business owner. (Building Permits are required for all leasehold renovations or new developments).

**“Busker”** shall mean a person who plays music or is to perform entertainment in a public place while soliciting money.

**“Carry on Business”** shall mean to operate, perform, keep, hold, occupy, deal in or use, for gain, whether as principal or agent.

The business or practice of a profession, trade or calling which, by the Laws of the Province of Alberta, a municipality is not empowered to license to carry on business within the municipality, including, without limiting the generality of the foregoing, the practice of medicine, law, dentistry, accounting by persons registered pursuant to the Chartered Accountants Act, Certified General Accountants Act and Certified Management Accountants Act, architecture, surveying and engineering and chiropractic;



“Charitable or Non-Profit Organization” shall mean any person, association, or body corporate engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Town, all the resources of which are devoted entirely to charitable activities and not for profit or gain, and which does not confer a monetary or other benefit upon its members or directors. Non-Profit Organizations shall apply for a Business License each year. These may include:

- a) Religious societies or organizations;
- b) Service clubs;
- c) Community, veteran or youth organizations;
- d) Social, sport or fraternal organizations or clubs;
- e) Employer or employee organizations;
- f) Museums, galleries, cultural organizations and educational institutions.

“Commercial & Light Industrial” means businesses in any sector located in commercial or light industrial zonings. A reasonable measure would be a business whose square footage is 300 sq. m. (3,229 sq. ft.) or less and is employing 3 or more people in the business.

“Council” means the Municipal Council for the Town of Drumheller in the Province of Alberta, as duly elected.

“Full Service Food Vehicle” means the business of operating a motor vehicle equipped for the storage and preparation of foods and beverages which is used as a mobile food premises and from which the foods and beverages are offered for sale directly to the public. A Full Service Food Vehicle shall not be more than 10 metres in length and not configured so customers can order and consume foods and beverages inside the motor vehicle.

“General Contractor” means the business of accepting contracts for the erection, alteration, construction, repair of buildings or structures of any kind or the person or firm engaged in such business, as the context requires; and includes any owner of property who supervises the erection, construction, alteration and repair of buildings or structures where a general contractor is not engaged in such a project.

“Goods” shall mean the commodities or goods that are bought and sold in business.

“Hawker” or “Peddler” means any person who, whether as principal or agent, who:

- i) Goes from house to house selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service, and not having a permanent place of business in the municipality;
  - a. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into the municipality; or
  - b. Sells merchandise or a service, or both, on the streets or roads or elsewhere, other than at a building that is his permanent place of business, but does not include any person selling:

- c. Meat, fruit or other farm produce that has been produced, raised or grown by himself within the Province of Alberta; or
  - d. Fish, of his own catching, caught in the Province of Alberta; or
  - e. Goes from house to house selling or offering for sale retail electrical or natural gas supply or service contracts and are licensed in accordance with the Electricity Marketing Regulations and / or Natural Gas Direct Marketing Regulation and not having a permanent place of business in Town; however,
- ii) The business of a Hawker or Peddler as hereinafter defined shall be deemed not to include:
- a. The sale of goods, wares and merchandise to businesses licensed under this By law where such goods, wares and merchandise are purchased for the exclusive purpose of resale and not consumption;
  - b. the delivery of goods, wares and merchandise purchased outside of the corporate limits of the Town provided the contract for purchase for such goods, wares or merchandise was not made in whole or in part within the corporate limits of the Town;
  - c. the installation of the goods, wares and merchandise described in subsection b) above provided that the services so rendered are of a relatively nominal value and can be reasonably considered incidental to the delivery of the goods, wares or merchandise; and

“Home Occupation” means any business of any sector holding a valid home occupation development permit as required in a residential zone in the Town of Drumheller Land Use Bylaw.

“Home Occupation Permit ” means a permit issued from the Town of Drumheller Planning and Development Department to carry on a commercial business in a residential area. This application is to be approved and issued as a prerequisite to obtaining a Business License.

“Large Commercial & Heavy Industrial” means larger businesses located in commercial or heavy industrial zonings. A reasonable measure would be a business whose square footage is 300 sq. m. (3,229 sq. ft.) or more.

“License” or “Licensed” shall mean the holder of a valid and subsisting Business License issued and pursuant to the provisions of this Bylaw.

“License Inspector ” means the Chief Administrative Officer of the Town, or any designated employee referred to in this bylaw as “Officer” hired by the Town of Drumheller to administer, issue and / or enforce the licensing of any and all businesses operating within the Town pursuant to this Bylaw.

“Lodging” means a person, corporation or organization engaged in the rental of accommodation on a short term basis, including hotels, motels, country inns, and bed & breakfast establishments having 4 rooms or more.

“Market” means the business of providing for rent, stalls, tables or spaces to merchants displaying for sale, offering for sale and selling goods to the public.

“Micro Business” means a resident business whose annual revenues are less than \$30,000 per year as verified by Canada Revenue Agency.

“Mobile Business Unit” means a motor vehicle, trailer, temporary structure or display, stand, push cart or other wheeled unit from which a business is carried on and for which the licensee is not listed on the Town tax assessment roll and includes a “Full Service Food Vehicle.”

“Natural Person” means an individual human being.

“Non-Resident” means a person who does not qualify as a Resident or Home Occupation. This includes all commercial businesses utilizing Town of Drumheller facilities that do not make their business premises in the Town of Drumheller.

“Officer” shall mean the Town of Drumheller Bylaw Enforcement Officer, or any member of the Royal Canadian Mounted Police; or such other officers of the Town of Drumheller as may be appointed or authorized by the Chief Administrative Officer of the Town to enforce the provisions of this Bylaw.

“Permanent structures” shall mean any shelter, booth, stand or other structure constructed so as to not be moveable without dismantling.

“Person” means a natural person, a body corporate, partnership, firm, organization, society or group, including but not limited to a group of persons acting in concert or association.

“Resident” means a person, either living in the Town or maintaining business premises of a permanent nature in the Town

“Services” shall mean the provision of labour or assistance or the performance of duties or functions whether or not for the purposes of receiving remuneration.

“Special Event” shall mean an activity or occasion taking place on or within the Town of Drumheller and requiring the completion of a Special Events Permit and adherence of any conditions determined by the Town for the staging of a Special Event by an Officer.

“Special Event Permit” shall mean a document obtained by an applicant who intends to organize a Special Event on or within Town lands as approved by an Officer.

“Specialized Services” shall mean a necessary service performed by a Business that is a Non-Resident under this Bylaw and is a service which cannot be provided by a Resident or Home Occupation.

“Stall” shall mean a space as defined for rental in a Market, or by the organizers of a Special Event at another location as approved by an Officer.

“Street Vendor” means any person, whether as a principal or agent, offers or exposes for sale to any other person, any merchandise, processed or unprocessed foodstuffs or other thing from:

- a) a) a push-cart, wagon, or other wheeled vehicle; and

- b) b) any mobile business unit located on a public street, highway, or park; and
- c) c) shall not be less than fourteen years of age.

“Sub-Contractor” means a person providing sub-contract services to a General Contractor in relation to a particular trade, project or contract.

“Temporary License” refers to non-resident business owners conducting business in the Town of Drumheller for a period up to:

- d) three days; or
- e) one month; or
- f) four months;

“Third Party Agent” refers to a person retained by the Travel Drumheller Marketing Association to audit, or verify the manner of collection and adjustment of fees collected within Schedule “B” of this bylaw.

“Town” means the Municipal Corporation of the Town of Drumheller in the Province of Alberta, or the area contained within the corporate boundaries of the said municipality.

### **SECTION III: DUTIES OF THE OFFICERS**

3. The Town’s Officers are hereby appointed to enforce the provisions of this Bylaw, and shall be considered responsible for the enforcement of all provisions of this Bylaw.

4. The Bylaw Enforcement Officers shall:

- a) grant, renew and transfer business licenses pursuant to this Bylaw;
- b) maintain appropriate records pertaining to the licensing of businesses, infractions of this Bylaw, and generally all matters arising out of the application and Bylaw Enforcement of this Bylaw.

5. License Inspection Officers may refuse to grant, renew or transfer a business license if, in the Officer’s determination:

- a) the applicant is in breach of this or any other Bylaw of the Town, or any applicable municipal or federal statute or regulation;
- b) the applicant does not hold current and valid Municipal, Provincial or Federal permits, approvals, licenses, clearances or insurances as required by the relevant Municipal, Provincial or Federal Bylaw statutes or regulations.

When an application has been refused, the Officer shall provide written reasons for the refusal.

### **SECTION IV: REGISTRATION PROVISIONS**

6. The Business License Office for the purposes of this Bylaw shall be Town Hall, located at 224 Centre Street, Drumheller, Alberta, T0J0Y4, or other place as designated by the Town from time to time.

7. An Applicant for a Business License shall complete an application on the approved form, furnishing such information as the form shall require and such additional information as the Officer or Town's representative may reasonably require.

- (a) An Officer may require a policy of liability insurance to be held in connection with the carrying on of any business:
  - i. The applicant shall furnish an Officer with documents proving the existence of such insurance to the satisfaction of an Officer, and
  - ii. such policy of liability insurance associated to the carrying on of any business shall indemnify and saves harmless the Town against any and all loss, damage, actions, claims, judgments, costs and expenses suffered or sustained in connection with, or because of, the carrying on of business or a business license shall not be issued.
  
- (b) The liability insurance policy required by an applicant under this section must:
  - i. be in an amount that is adequate, in the opinion of the CAO, to cover public liability for all personal injury and property damage which may occur in the course of operation of the business, and the insurance shall be endorsed to add the Town as an additional insured and with thirty days written notice to be given to the Town prior to cancellation of, or any material change made to the policy and the policy shall include the following cross liability clause:
  
- (c) Notwithstanding the existence of any liability insurance or the failure of the town to require the acquisition of such insurance, neither the Town nor any servant, official employee or agent of the Town is liable for any damage or loss sustained or suffered by any person by reason of:
  - i. any acts or omissions of a licensee or person acting on his behalf;
  - ii. the issuance of any license; or
  - iii. anything done or not done in any way connected with a license or this Bylaw.
  
- (d) Where a policy of liability insurance expires during the license year the Licensee shall provide the Town with proof of renewal
- (e) When the policy of insurance expires or is terminated or cancelled, then the applicable license shall be automatically revoked and the Licensee shall cease carrying on business until the revocation is lifted or a new license issued by the Town.

8. Except where permitted in clause 10, no Person shall carry on any Business referred to in this Bylaw without first having obtained a Business License for the Business in accordance with the terms of this Bylaw.

9. Notwithstanding clause 8 of this part, a Business shall not be required to be licensed if:

a) the Business is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his capacity as such official or employee;  
or

b) the Business is carried on by the Government of the Province of Alberta or Canada; or

c) any Statute of the Province or Canada exempts such Business or Person from the requirements of Municipal licensing; The business or practice of a profession, trade or calling which, by the Laws of the Province of Alberta, a municipality is not empowered to license to carry on business within the municipality, including, without limiting the generality of the foregoing, the practice of medicine, law, dentistry, accounting by persons registered pursuant to the Chartered Accountants Act, Certified General Accountants Act and Certified Management Accountants Act, architecture, surveying and engineering and chiropractic; or

g) Council has, by resolution, exempted said Business.

10. Notwithstanding clause 9 of this Part, a charitable or non-profit organization may be exempted from the requirement of being registered with the Town, upon the charitable or non-profit organization establishing, to the satisfaction of the Officer or the Authority that:

- a) all of the resources of the organization are devoted entirely to charitable activities; or
- b) no monetary or other benefits are conferred upon the members of the organization or its directors; or
- c) the activities of the organization are of benefit to the Town and residents of the Town; or
- d) the majority of return or income is utilized for the promotion of the objectives of the organization in the Town.

11. Notwithstanding the business being licensed under the provisions of this Bylaw, such license does not authorize or permit the licensee to "Carry on Business" or any pursuit contrary to the provisions of other Town Bylaws and other applicable Provincial or Federal acts, regulations, standards and codes.

12. Any business, with the exception of temporary licenses, which commences business or operation after:

- a) January 1st and before December 31<sup>st</sup> shall pay the full amount of the appropriate business license fee set out in applicable Schedule adopted by Council.

13. A Market Licensee must, upon request, furnish to an Officer the following:

- (a) the name and address of any operator of any stall, table or space; and
- (b) the type of goods, wares or merchandise sold by the operator.
- (c) A license is not required of a person who rents a stall, table or space in a Market and operates within the Market's hours of operation.

14. No business shall be licensed until such time as the applicant holds a valid Provincial or Federal license where required by law; and holds any other such permits and approvals as may be required by Federal or Provincial law, or municipal Bylaw. Copies of all such licenses, permits and approvals must be provided to the Officer or Authority upon request.

15. Each license issued pursuant to this Bylaw shall automatically terminate at midnight on the 31st day of December in the calendar year for which such license was issued.

16. All licenses issued pursuant to this Bylaw remain the property of the Town.

17. When a business license is revoked , the applicant is not entitled to any refund of license fees unless it is a Home Occupation Permit that is not approved through the Planning and Development Department in the Town of Drumheller.

18. All licenses issued pursuant to this Bylaw shall be posted in a conspicuous place on the business premises of the licensee, so as to be clearly visible to the public.

For those businesses that are not carried on at a fixed location, the license must be:

a) carried on the person of the Licensee ; or

b) carried in or on the vehicle or apparatus from which such business is conducted; and shall be shown to the Officer, or members of the public upon demand.

19. Each license shall be issued to a person who owns or carries on a particular business either in the Town or in specified premises in the Town.

20. A subsisting business license issued under this Bylaw shall not be transferred from one person to another nor from one location to another.

21. A General Contractor shall be responsible for ensuring that an accurate listing of all of its Trades, Sub-trades, and Sub contractors is provided to the Authority prior to issuing a business license. Failure of the General Contractor to provide an accurate listing to the Authority will result in the denial of a business license to the General Contractor and any affiliated businesses operating under its direction.

## **SECTION V: PROVISIONS FOR HAWKERS, PEDDLERS, BUSKERS AND STREET VENDORS**

22. No person shall carry on business as a Hawker, Peddler, Busker or Street Vendor within the Town without first obtaining a Business License.

23. Those Hawkers, Peddlers and Buskers who require a stationary but non-permanent booth or location shall be required to obtain written permission of the property owner unless within the Market area under the direction of the Market Organizers.

24. Hawkers, Peddlers, Street Vendors and Buskers shall comply with all provisions contained in the Community Standards Bylaw.

25. Council may by resolution designate any area, park, street, or part thereof within the Town as a Street Vending Area .

26. No person shall use any area, park, street or any part thereof for the purpose of offering or exposing for sale or selling any merchandise, processed or unprocessed foodstuffs or other thing unless such person is the holder of a subsisting license issued pursuant to this Bylaw.

27. Where the vending license referred to herein is to be used for the purpose of and during a special event, the License Inspector may impose conditions on the license respecting the area to be covered by the license, the number and location of vendors permitted within the area and such other conditions as the License Inspector deems necessary.

29. Street Vendors shall ensure that both the vending unit and its operator are located within the marked boundaries of the assigned location when carrying on business.

30. No street vendor may carry on business;

- h) within three (3) metres of a building entrance or exit;
- i) within six (6) metres of an intersection as defined in the Traffic Safety Act;
- j) within three (3) metres of a back alley or lane;
- k) within three (3) metres of another street vendor or a food service location such as a restaurant or a food takeout window;
- l) where the sidewalk is less than three and one half (3.5) metres wide;
- m) where the vending unit or its operator obstruct a transit zone, fire hydrant, driveway, loading zone, emergency access or standpipes, unless otherwise approved by an Officer.

31. If in the sole discretion of an Officer, the safety of the Street Vendor or the general public is at risk, an Officer may request that the Street Vendor either relocate or cease carrying on business from that location.

## **SECTION VI: INSPECTION AND BYLAW ENFORCEMENT**

32. Where a Business has been licensed pursuant to this Bylaw, the Officer or Authority may revoke the Business License if, the Officer or Authority determines:

- a) the Business was improperly licensed; or



- b) the requirements of this Bylaw have not been complied with; or
- c) the Business has changed to the extent that a new application for the Business License would be refused; or
- d) there are other just and reasonable grounds for the revocation of the license.

33. Notice of the revocation or suspension of a Business License shall be given to the applicable Licensee by:

- a) Personal service of such notice to the Business License holder; or
- b) Delivery of a notice to the address shown on the Application for License; or
- (c) Sending a notice by any means shown on the Application supplied to the Town; or
- (d) By any of Canada Post's methods allowing for receipt signature to the address shown on the Application for a License.

The Business may request a review of the Officers or Authority's decision to suspend or revoke the License. The Business is allowed to remain in operation until final determination is made by the Town's Chief Administrative Officer.

34. The Officer or Authority shall at all reasonable times have the right to enter upon any premises under the provisions of this Bylaw for the purpose of inspection or for the purpose of ascertaining if the provisions of this Bylaw are being complied with.

35. Where a Person or Business is found to be in contravention to any of the provisions of this or any other Bylaw, the Authority or the Officer may temporarily suspend the Businesses License until such time as the contraventions are rectified.

36. The advertising of any Business, Merchandise or Services insofar as the Business, Merchandise and/or Services is located or intended to be provided within the Town shall be prima facie proof of the fact that the Person Advertising is "Carrying on Business" within the Town.

37. Where upon inspection, a Business has failed to be licensed pursuant to this Bylaw or is otherwise in non-compliance with this Bylaw, Bylaw Enforcement may be commenced.

#### **SECTION VII: DECISION REVIEW**

38. Where a Person disputes the decision of the Officer or Authority with respect to the requirement to obtain a Business License, or where a Person disputes the decision of the Officer or the Authority to refuse, revoke or suspend the Person's Business Registry License, that Person may in writing request the Town's Chief Administrative Officer to review the decision. The Town's Chief Administrative Officer will render a decision within 30 days of receipt of the request to review.

39. Where a Person disputes the decision of the Chief Administrative Officer with respect to the requirement to obtain a Business License, or where a Person disputes the decision of the Chief Administrative Officer to refuse, revoke or suspend the Person's Business Registry License, that Person

may in writing request to appeal the decision in accordance with the provisions identified in the Community Standards Appeal Board Bylaw.

## **SECTION VIII: VIOLATIONS**

40. All annually renewable resident business license fees shall be paid on or before March 31<sup>st</sup> of the current year.

41. Nothing contained in the Bylaw in any way prohibits or otherwise affects the Town's ability to utilize the Bylaw Enforcement provisions contained in Part 13, Division 4 of the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended.

42. Any Person, Business, Trade, or Contractor who contravenes any provision of this Bylaw shall be guilty of an offence and shall be liable to a fine which is the greater of \$500.00 for a first offence, \$1000.00 for a second offence, and \$1,500.00 for a third, or any further offences. In the event such person is a partnership, each or any partner is liable for the penalty aforesaid. All fines are minimum fines.

43. An Officer is hereby authorized and empowered to issue a Violation Tag to any Person, Business or Trade who the Officer has reasonable and probable grounds to believe has contravened any provision of the Bylaw.

44. The Town may require any person, business, or trade to complete a statutory declaration. Any Person, Business or Trade, who unlawfully completes the statutory declaration will be subject to a minimum fine of \$1,000.00.

45. A Violation Tag may be issued to such Person, Business or Trade:

a) personally; or

b) by emailing or faxing a copy to such Person at the email address, or fax number supplied on the Application; or

b) by mailing a copy to such Person at his or her last known post office address.

46. The Violation Tag shall be in a form approved by the Officer and shall state:

a) the name of the defendant;

b) the nature of the offence;

c) the appropriate penalty for the offence as specified in the Bylaw;

d) that the penalty shall be paid within 30 days of the issuance of the Violation Tag; and

e) Any other information as may be required by the Officer.

47. Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.

48. Where a Violation Tag is issued, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town Treasurer the penalty specified on the Violation Tag.

49. Nothing in this Bylaw shall prevent an Officer from immediately issuing a Violation Ticket.

50. In those cases where a Violation Tag has been issued and if the penalty specified on a Violation Tag has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedure Act, S.A. 1988, Chapter P-21.5 as amended.

51. Notwithstanding anything to the contrary, an Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedure Act, SA 1988, Chapter P-21.5, as amended, to any person who the Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

#### **SECTION IX: GENERAL**

52. The revenues generated from licensing fees pursuant to this Bylaw, shall be dedicated to municipal priorities as outlined in the approved municipal budget by Council. All Business licensing fees collected by the Authority or Officer are to be made payable to the Town of Drumheller.

53. Town Council may amend the Business License fees outlined in any schedule attached to this Bylaw.

54. In the event that a Court of competent jurisdiction finds that any provision(s) of this Bylaw to be unlawful or outside the jurisdiction of the Town, such provision(s), as the case may be, will be severed from the Bylaw and the remaining provisions will be valid, notwithstanding any invalidity of any provision of this Bylaw.

**REPEAL**

Town of Drumheller bylaw number 04-09 is hereby repealed.

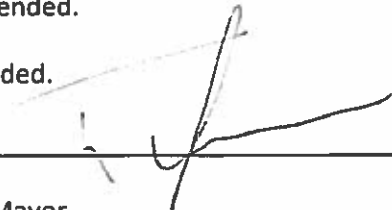
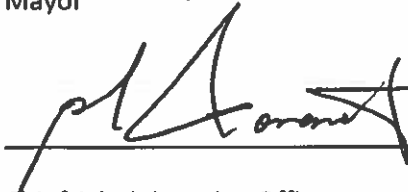
**COMMENCEMENT**

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

READ A FIRST TIME this 9<sup>th</sup> day of February, 2015

READ A SECOND TIME this 23<sup>rd</sup> day of March, 2015 as amended.

READ A THIRD TIME this 23<sup>rd</sup> day of March, 2015 as amended.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Chief Administrative Officer

## REQUEST FOR DECISION

<b>TITLE:</b>	Bylaw 04.23, Residential Development Incentive Amending Bylaw
<b>DATE:</b>	July 10, 2023
<b>PRESENTED BY:</b>	Reg Johnston, Manager of Economic Development
<b>ATTACHMENTS:</b>	Office Consolidation –13.20, Residential Development Incentive Programs Bylaw (draft)  Office Consolidation –13.20, Residential Development Incentive Programs Bylaw (current)  Bylaw 04.23, Residential Development Incentive Amending Bylaw

### SUMMARY:

On June 5<sup>th</sup>, 2023 Council gave 1<sup>st</sup> and 2<sup>nd</sup> reading to Bylaw 04.23, Residential Development Incentive Amending Bylaw. Bylaw 04.23 provides the following suggested areas of change, in order to meet the goals outlined in the Drumheller Valley Housing Strategy (DVHS):

- removal of price caps on residential listings;
- removal of price caps and size cap on rentals; and,
- addition of titled RV lot incentives.

After giving 1<sup>st</sup> and 2<sup>nd</sup> reading, Council requested that the Economic Development Manager consult with Developers in order to determine if the changes to the residential incentive program are enough to encourage development. The unanimous response from Developers is that they welcomed the changes to the program but that the incentives were not enough to encourage them to build in the Drumheller Valley.

Systemic challenges related to the price of construction and the selling price of homes make incentivizing development a challenge that municipalities across Canada are currently facing. The current provisions in Bylaw 04.23 are useful, however, other macroeconomic changes or other incentives are needed to bring developers into the Drumheller Valley at this time.

### RECOMMENDATION:

Council give third reading to *Bylaw 04.23, Residential Development Incentive Amending Bylaw* to amend *Bylaw 13.20* and look into other avenues to incent development, such as through the Housing Accelerator Fund (HAF).

### FINANCIAL IMPACT:

These changes provide opportunity to engage developers in much needed residential development in the valley. In the short term this will result in tax abatement. In the long term, it can positively impact tax revenue, increase quality of life and lead to job creation.

**STRATEGIC POLICY ALIGNMENT:**

The incentive aligns with the Drumheller Valley Housing Strategy’s short-term goals, including “encouraging private developers to provide housing options in various forms and sizes” and facilitating “the development of new affordable housing options.”

**COMMUNICATION STRATEGY:**

Residential Real Estate Developer Brochure will be updated with changes to the Bylaw 13.20 Residential Development Incentive Programs.

**MOTION:**

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

Moves that Council give third reading to Amending Bylaw 04.23 as presented.

**Secunder:** \_\_\_\_\_



Prepared by:  
Reg Johnston  
Manager of Economic Development



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

**TOWN OF DRUMHELLER  
BYLAW 04.23**

**BEING A BYLAW FOR THE PURPOSE OF AMENDING BYLAW 13.20 IMPLEMENTING  
RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAMS FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.**

**WHEREAS**, pursuant to the provision of *Section 191 of the Municipal Government Act, RSA 2000, Chapter M-26*, Council has the power to pass a bylaw to amend or repeal a bylaw;

**AND WHEREAS**, the Town of Drumheller Council deems it desirable to amend Bylaw 13.20;

**NOW THEREFORE**, the Town of Drumheller, in the Province of Alberta, hereby enacts as follows:

**1.0 SHORT NAME**

- 1.1 This Bylaw will be known as “Residential Development Incentive Amending Bylaw 04.23”

**2.0 CHANGES / DELETIONS**

- 1.1 Added “Schedule C: Titled Recreational Vehicle Lots” to section 2 of the enacting clause;
- 1.2 Section 2.6 of Schedule A and Section 2.4 of Schedule B removed; section 3 of the enacting clause will be changed to the following:
3. The tax abatements apply to the municipal portion of property taxes only. Special levies, improvement levies, Drumheller and District Senior Foundation Requisition and school taxes are not exempt for the purposes of this incentive;
- 1.3 Sections 2.7, 2.8, 2.10, 2.11, 3.1, 3.2, 4.1, 4.2 and 4.3 from *Schedule A* and sections 2.5, 2.6, 2.7, 2.9, 3.1, 3.2, 4.1, 4.2, 4.3 from *Section B* will be removed from the schedules and rewritten under the enacting clause as follows:
4. *This Bylaw applies to new development only; expansions or renovations to existing buildings or structures do not qualify for this incentive;*

**PROCESS**

1. *Developers must submit a development proposal and incentive request to the Town of Drumheller prior to the start of construction;*
2. *The development proposal shall include details on the type of development(s) being built, the estimated time of construction, and an approximate time that the new developments(s) will be available on the market;*

3. *Developments must comply with the Land Use Bylaw and Municipal Development Plan, imposed design guidelines, and the laws of the Province of Alberta and Canada;*
4. *The developer must have a Town of Drumheller Business License;*
5. *All servicing costs will be the responsibility of the developer;*
6. *If a developer sells the development(s) during the incentive period, the balance of the incentive is automatically transferred to the new owner, if the conditions of this program are maintained and subject to the conditions listed in the corresponding schedules;*

### **RESPONSIBILITIES**

1. *If a unique incentive request is submitted to the Town of Drumheller, and with the approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request;*
  2. *Review and recommendations of changes to this program shall be the sole responsibility of Town Council, upon recommendation of the Town's Chief Administrative Officer;*
  3. *The Town of Drumheller, through Town Council, may, at their sole discretion, refuse, limit, or cancel, any property tax abatement granted under this incentive program;*
- 1.4 'TRANSITIONAL' heading added to the enacting clause to increase clarity;
- 1.5 Section 2.1 of Schedule A changed from "with a listing sale price between \$180,000 to \$350,000" to "with a listing sale price greater than \$180,000" and added "or condominiums built to be sold as individual units" to the definition of "eligible dwelling";
- 1.6 Section 2.4 of Schedule A changed to the following:
- 2.4 For single family detached homes, the incentive shall be granted at the beginning of the tax year following the transfer of title. For attached or unattached townhouses, row houses or condominiums built to be sold as individual units, the incentive shall be granted at the beginning of the tax year following the transfer of title **or** issuance of the building permit, depending on the preference of the developer. The tax abatement schedule will be as follows:



1.7 Tax abatement schedule changed in Section 2.4 of Schedule A and Section 2.3 of Schedule B to the following:

- I. *First Year – 100% Property Tax Abatement;*
- II. *Second Year – 75% Property Tax Abatement;*
- III. *Third Year – 50% Property Tax Abatement;*
- IV. *Fourth Year – 25% Property Tax Abatement; and*
- V. *Fifth Year – 0% Property Tax Abatement.*

1.8 Sections 2.5 of Schedule A and sections 2.8 of Schedule B removed as the program is already established under the authority of Section 347(1) of the *Municipal Government Act (MGA)* in the purpose clause;

1.9 Section 2.1.1 from Schedule B changed from ‘Minimum of four (4) units and a maximum of sixteen units’ to “Minimum of two (2) Units;”

1.10 Section 2.1.3 from Schedule B is removed.

1.11 Section 2.1 from Schedule B changed from “eligible property” to “eligible building” to maintain consistency and increase clarity

1.12 Section 2.3 of Section B changed to:

- 2.3 The Incentive shall be granted at the beginning of the tax year following the issuance of a building permit. The tax abatement schedule will be as follows:

### **3.0 ADDITIONS**

3.1 The addition of:

#### ***SCHEDULE ‘C’***

#### ***TITLED RECREATIONAL VEHICLE LOTS***

##### **1.0 PURPOSE:**

- 1.1 *To establish an incentive program for the development of titled recreational vehicle lots and create a positive environment for construction.*

##### **2.0 GENERAL PURPOSE:**

- 2.1 *For the purposes of this schedule, the term, "eligible lot" is defined as any titled recreational vehicle lot that meets the following requirements:*

- 2.1.1 *Is sold to an individual owner after construction;*
- 2.1.2 *Has the minimum services of electrical and water or sewer;*
- 2.1.3 *All individual units in the development share services that are not the responsibility of the Town of Drumheller (e.g. roads, sewer, garbage);*

2.2 *Developers applying for the Titled Recreational Vehicle Lot Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:*

2.2.1 *The Titled Recreational Vehicle Lot must be sold within five (5) years on entering into the agreement.*

2.3 *The incentive shall be granted at the beginning of the tax year following the request of the developer. The tax abatement schedule will be as follows*

- i. First Year — 100% Property Tax Abatement*
- ii. Second Year — 75% Property Tax Abatement*
- iii. Third Year — 50% Property Tax Abatement*
- iv. Fourth Year — 25% Property Tax Abatement*
- v. Fifth Year — 0% Property Tax Abatement*

#### 4.0 **TRANSITIONAL**

4.1 Bylaw 04.23 comes into full force after third reading.

READ A FIRST TIME THIS 5<sup>th</sup> DAY OF JUNE, 2023

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF JUNE, 2023

READ A THIRD TIME AND PASSED THIS \_\_ DAY OF \_\_, 2023

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

OFFICE CONSOLIDATION

**TOWN OF DRUMHELLER  
BYLAW NUMBER 13.20**

*Amending Bylaw 01.22  
Amending Bylaw 04.23*

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAMS FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, Council may, by bylaw, cancel, reduce, refund or defer taxes, if it considers it equitable to do so, or phase-in increases or decreases from the preparation of a new assessment;

**WHEREAS** pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26* and amendments thereto, the Council of the Town of Drumheller deems it equitable to provide for a Bylaw for the purposes of implementing "Residential Development Incentive Programs."

**NOW THEREFORE**, be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, duly enacts as follows:

1. This Bylaw may be referred to as the "Residential Development Incentive Programs" Bylaw;
2. Minimum qualifying criteria and property tax abatements are outlined per programs attached hereto and outlined in Schedules A: Residential Developers Housing Incentive Program, Schedule B: Multi-Unit Residential Rental Incentive Program, and Schedule C: Titled Recreational Vehicle Lots.
3. The tax abatements apply to the municipal portion of property taxes only. Special levies, improvement levies, Drumheller and District Senior Foundation Requisition and school taxes are not exempt for the purposes of this incentive; and
4. This Bylaw applies to new developments only, expansions or renovations to existing buildings or structures do not qualify for this incentive.

## **PROCESS**

1. Developers must submit a development proposal and incentive request to the Town of Drumheller prior to the start of construction;
2. The development proposal shall include details on the type of development(s) being built, the estimated time of construction, and an approximate time that the new development(s) will be available on the market;
3. Developments must comply with the Land Use Bylaw, imposed design guidelines, and the laws of the Province of Alberta and Canada;
4. The developer must have a Town of Drumheller Business License;
5. All servicing costs will be the responsibility of the developer; and
6. If a developer sells the development(s) during the incentive period, the balance of the incentive is automatically transferred to the new owner, if the conditions of this program are maintained and subject to the conditions listed in the corresponding schedules.

## **RESPONSIBILITIES**

1. If a unique incentive request is submitted to the Town of Drumheller, upon approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request;
2. Review and recommendations of changes to this program shall be the sole responsibility of Town Council, upon recommendation of the Town's Chief Administrative Officer;
3. The Town of Drumheller, through Town Council, may, at their sole discretion, refuse, limit, or cancel, any property tax abatement granted under this incentive program; and
4. This Bylaw and corresponding schedules will be reviewed by Town Council at the beginning of each Council term.

## **TRANSITIONAL**

1. This Bylaw will come into full force and effect on the date of final passing thereof.

**SCHEDULE “A”  
RESIDENTIAL DEVELOPER HOUSING INCENTIVE PROGRAM**

**1.0 PURPOSE:**

- 1.1 To establish an incentive program for the development of residential lots and create a positive environment for residential construction.

**2.0 GENERAL PROGRAM:**

- 2.1 For the purposes of this Schedule, the term “eligible dwelling” is defined as any new development of single family detached residences, attached or unattached townhouses, row houses or condominiums built to be sold as individual units with a listing sale price greater than \$180,000;
- 2.2 The developer must sign an Incentive Agreement with the Town prior to development starting;
- 2.3 Developers building eligible dwelling(s) on Town property will be required to place a 20% deposit in accordance with the Land Purchase Agreement. The developer will not be required to pay the balance until the property has been sold or when the incentive period ends, which ever occurs first;
- 2.4 For single family detached homes, the incentive shall be granted at the beginning of the tax year following the transfer of title. For attached or unattached townhouses, row houses or condominiums built to be sold as individual units, the incentive shall be granted at the beginning of the tax year following the transfer of title **or** the issuance of the building permit, depending on the preference of the developer. The tax abatement schedule will be as follows:
- i. First Year – 100% Property Tax Abatement;
  - ii. Second Year – 75% Property Tax Abatement;
  - iii. Third Year – 50% Property Tax Abatement;
  - iv. Fourth Year – 25% Property Tax Abatement;
  - v. Fifth Year – 0% Property Tax Abatement;
- 2.5 If a developer sells a dwelling approved under this program, the balance of the incentive is automatically transferred to the new registered owner provided that:
- 2.5.1 The new registered owner is not a business;
  - 2.5.2 The dwelling is not used as an income property.

**SCHEDULE “B”**  
**MULTI-UNIT RESIDENTIAL RENTAL INCENTIVE PROGRAM**

**1.0 PURPOSE:**

- 1.1 To establish an incentive program for the development of affordable multi-unit residential rental dwellings and create a positive environment for residential construction.

**2.0 GENERAL PROGRAM:**

- 2.1 For the purposes of this schedule, the term, “eligible building” is defined as any multi-unit residential building that meets the following requirements:
- 2.1.2 Minimum of two (2) units;
  - 2.1.2 Minimum of \$400,000 construction value;
  - 2.1.3 All individual units in the building must contain a balcony or access to a shared green space; and
  - 2.1.4 Located within the Downtown District (DTD), Neighbourhood District (ND) and Neighbourhood Centre District (NCD).
- 2.2 Developers applying for the Multi-Unit Residential Rental Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:
- 2.2.1 The units within the eligible building shall remain solely as rentable dwelling units for a period of no less than ten (10) years and the developer shall not convert the units to condominiums or otherwise sell the units during this time;
  - 2.2.2 The Incentive Agreement shall be registered as a “miscellaneous interest” on title of the property to prevent the conversion to condominiums or sale of units; and
  - 2.2.3 The “miscellaneous interest” will be removed upon request of the registered owner after the ten (10) year Incentive Agreement has expired.
- 2.3 The Incentive shall be granted at the beginning of the tax year following the issuance of a building permit. The tax abatement schedule will be as follows:
- i. First Year – 100% Property Tax Abatement;
  - ii. Second Year – 75% Property Tax Abatement;
  - iii. Third Year – 50% Property Tax Abatement;
  - iv. Fourth Year – 25% Property Tax Abatement;
  - v. Fifth Year – 0% Property Tax Abatement.

## **SCHEDULE 'C'**

### **TITLED RECREATIONAL VEHICLE LOTS**

#### **1.0 PURPOSE:**

- 1.1 To establish an incentive program for the development of titled recreational vehicle lots and create a positive environment for construction.

#### **2.0 GENERAL PURPOSE:**

- 2.1 For the purposes of this schedule, the term, "eligible lot" is defined as any titled recreational vehicle lot that meets the following requirements:
- 2.1.1 Is sold to an individual owner after construction;
  - 2.1.2 Has the minimum services of electrical and water or sewer;
  - 2.1.3 All individual units in the development share services that are not the responsibility of the Town of Drumheller (e.g. roads, sewer, garbage);
- 2.2 Developers applying for the Titled Recreational Vehicle Lot Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:
- 2.2.1 The Titled Recreational Vehicle Lot must be sold within five (5) years after entering into the agreement.
- 2.3 The incentive shall be granted at the beginning of the tax year following the request of the developer. The tax abatement schedule will be as follows:
- i. First Year — 100% Property Tax Abatement;
  - ii. Second Year — 75% Property Tax Abatement;
  - iii. Third Year — 50% Property Tax Abatement;
  - iv. Fourth Year — 25% Property Tax Abatement;
  - v. Fifth Year — 0% Property Tax Abatement;

Bylaw 13.20 passed July 20<sup>th</sup>, 2020

Amendments
Bylaw 01.22 - May 9 <sup>th</sup> , 2022
Bylaw 04.23 – June 19 <sup>th</sup> , 2023

## REQUEST FOR DIRECTION

<b>TITLE:</b>	Housing Construction
<b>DATE:</b>	July 10, 2023
<b>PRESENTED BY:</b>	Reg Johnston, Manager of Economic Development
<b>ATTACHMENT:</b>	

**SUMMARY:**

Although there is some new home building activity in Drumheller, we are not achieving our goal of at least twenty (20) new units per year, as set out in the Drumheller Valley Housing Strategy. The Town of Drumheller has received feedback from the business community that the lack of new housing inventory is a serious barrier to attracting new workers and residents to the Valley

To induce additional development, the Town of Drumheller has recently improved its *Residential Incentive Program Bylaw 13.20*. To summarize the changes, many caps were removed so all types of development would qualify. As an estimate, approximately 2% of the construction costs are saved through potential tax abatement over a four-year period.

As part of that exercise, developer outreach was completed. Two (2) real estate brokers and five (5) developers were interviewed. Many expressed that the incentive was helpful, but the majority stated it was not enough to make a difference.

Many of the developers recognize that there is a demand for housing in the Drumheller Valley. The data we provide is essential for developers, who require the data to evaluate opportunities within the Town. In the end, many simply cannot find a deal that works for them from a risk and return on investment perspective, when comparing us to other markets. Here are the top sales objections encountered:

- Increase construction costs post COVID-19 (nationally);
- Increased interest rates (nationally); and,
- High Contractor costs (locally).

When asked what would make a difference, many of the developers suggested various forms of Joint Venture or partnerships with the Town of Drumheller to share in the risk.

Administration is open to various types of partnerships. As a land owner, and with our ability to finance a project, we could be more involved with the construction of residential real estate. This has been done by the Town in the past, in order to provide affordable, community and seniors housing.

Administration would like to engage with a consultant/builder to construct market housing. A successful project could attract developers and partners and demonstrate profitable development in Drumheller. As a risk mitigation tactic, if the properties do not sell for an acceptable profit margin, the Town will rent the properties. There is a very low rental vacancy rate in Town, and inventory is needed in this market.



**RECOMMENDATION:**

Administration recommends we evaluate becoming a builder of market residential real estate. This will include:

- Site location,
- Evaluation,
- Financing,
- Issuing a Design Build Request for Proposal,
- Construction,
- And sale.

This activity could also include the engagement of a property management company, if Administration decides that renting the property is the best path forward.

**FINANCIAL IMPACT:**

This program provides opportunities to partner with home builders, create local jobs, attract employees for local business and provide much needed residential real estate inventory. If the properties are sold, it will also create tax revenue.

There is the risk of achieving a return on investment within the home construction industry. With that, the potential benefit in the initial evaluation warrants additional study.


**STRATEGIC POLICY ALIGNMENT:**


A residential building program aligns with the Drumheller Valley Housing Strategy’s goal of constructing a minimum of 20 units per year.

**COMMUNICATION STRATEGY:**

Write a Request for Proposal to complete design and construction. Utilize our Real Estate Services to list the properties on MLS.

<p><b>MOTION:</b> Councillor: _____</p> <p>Moves that Council directs Administration to evaluate building residential real estate.</p> <p><b>SECONDED:</b> _____</p>
--

  
Prepared by:  
Reg Johnston  
Manager of Economic Development

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



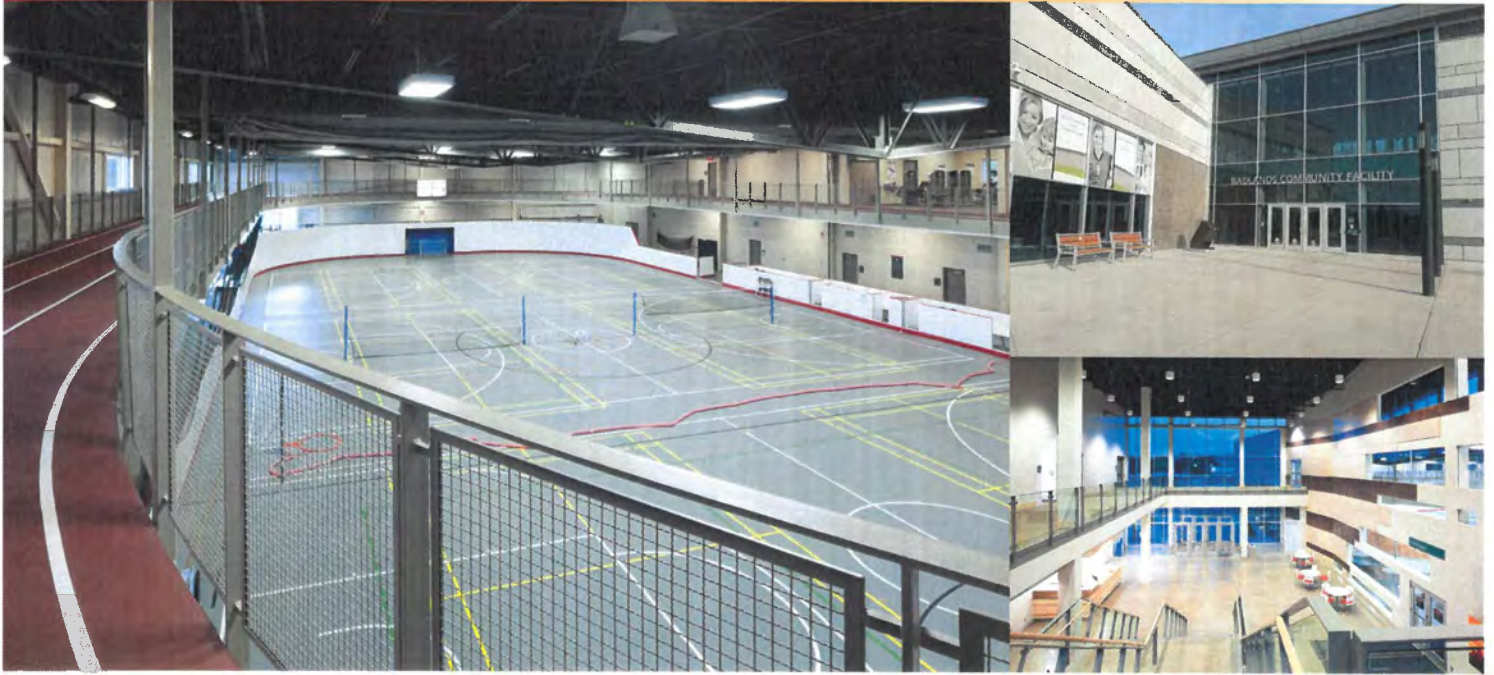
# Council Presentation

Final Parks and Recreation Master Plan (July 2023)

## Presentation Purpose

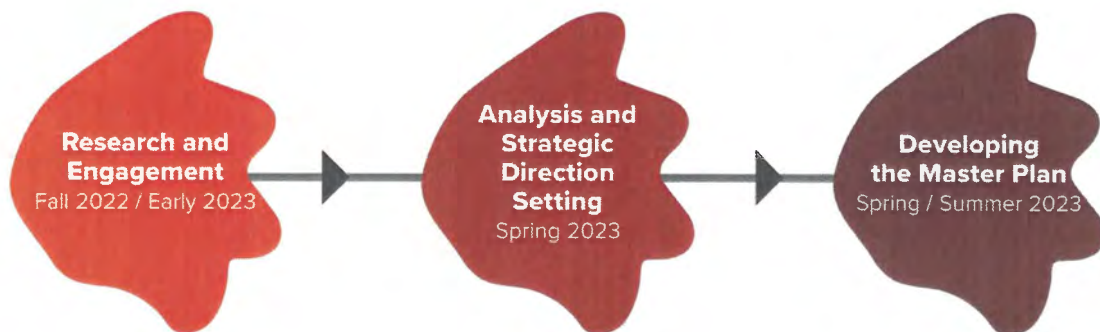
- Provide an overview (refresher) on the Master Plan process and recommended key strategies.
- Share community feedback on the Draft Master Plan.
- Overview of final edits and additions to the Master Plan.

# Master Plan Overview



# Master Plan Process

**How was the draft Master Plan developed?**

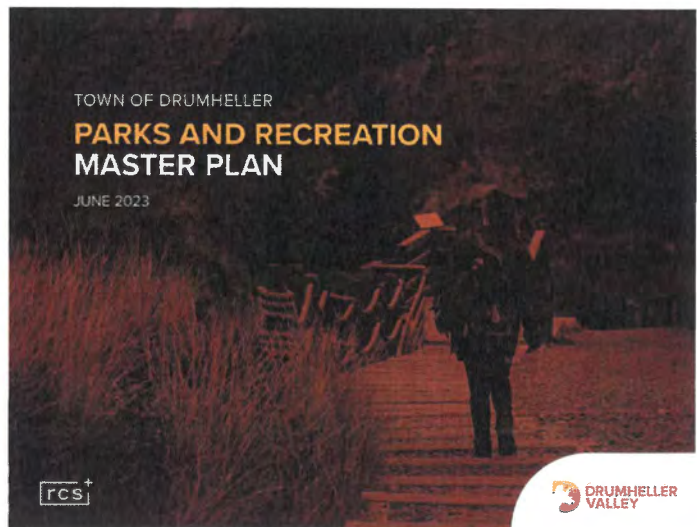


# Master Plan 'Inputs'



IN TOTAL THE PROJECT TEAM HAD 769 POINTS OF CONTACT IN THE COMMUNITY.

# Master Plan Documents



# Structure of the Master Plan

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PARKS AND RECREATION MASTER PLAN 30

Sections 1 – 3 set context

Section 4 provides Service Delivery Objectives (foundations)

Sections 5 and 6 identifies recommendations (Strategies and Actions) for facilities and service delivery

Section 7 provides implementation guidance

# Service Delivery Objectives

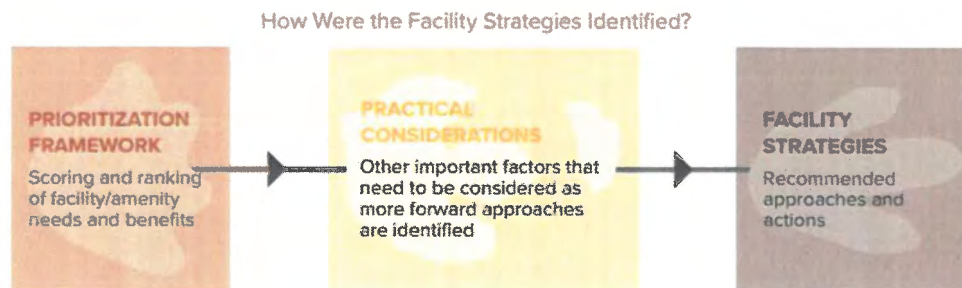
The Service Delivery Objectives provide a foundational basis for service delivery and high-level goal posts that the Town can use to assess service levels and success on a regular basis.

	Accessible and Inclusive
	Financially Sustainable
	Aligned

	Collaborative
	Opportunistic

# Facility Strategies

**Facility Strategies are provided for 15 types of indoor and 11 types of outdoor recreation infrastructure.**



## Key Indoor Facility Strategies

- Prioritize replacement of the pool.
- Feasibility analysis for a second sheet of ice (over the next 10 years).
- Provide land to support replacement of the curling club and work with neighbouring jurisdictions to explore regional needs and opportunities.
- Develop a long-term plan for the existing recreation hub.
- Explore cost effective and added value opportunities to develop spaces that meet children's, youth, and seniors' activity needs as expanded facilities are studied and planned.

## Key Outdoor Infrastructure Strategies

- Focus on trails (including support for the Rails to Trails project and improving overall trail connections).
- Target 2 major park renewal projects in the short (0 – 3 years), medium (3 – 7 years), and long (7 – 10 years) terms and focus on increasing play value and diversity. \*Appendix B of the Master Plan identifies some potential projects.
- Explore an outdoor ball and sports field complex (long-term) and improve the Rosedale and Newcastle diamonds in the short to medium term.
- Monitor outdoor pickleball needs and consider an 8+ court facility in the future.
- Support pump track and outdoor mountain bike trail development.
- Identify a future dedicated dog park site (long-term) and 1-2 existing parks that are suitable for limited dog-off leash use in the short to medium term.
- Don't replace the outdoor pool as part of the pool replacement project.

## Key Service Delivery Strategies and Actions

- Use the recommended parks classification system.
- Establish cost recovery targets and fees using the benefits-based approach (model and tool provided in the Master Plan).
- Continue to prioritize investment in children and youth programming.
- Ensure staff are supported with adequate training on emerging issues and topics and create an environment that enables creativity in programming provision.
- Engage with regional municipalities on key infrastructure topics and issues.
- Work with the local school system to develop a formal Joint Use Agreement.
- Align recreation and parks planning and initiatives with other Town and partner planning (e.g. Travel Drumheller Destination Development Plan and Downtown Area Revitalization Plan).
- Establish a Sports Council.

# Community Feedback



# Community Feedback

## Overview

- Open house day (mid-day and evening events on June 6)
- Master Plan documents and open house materials available online





# Community Feedback

## 2 comment forms submitted (online)

*"Well done, I hope that the Town will think on and follow up with many of the suggestions provided by the plan. A number of recreational opportunities under one roof is so often seen in other communities (e.g. hockey, swimming, curling, multi-use courts) and seems to work extremely well for both usage and showcasing what the community has to offer."*

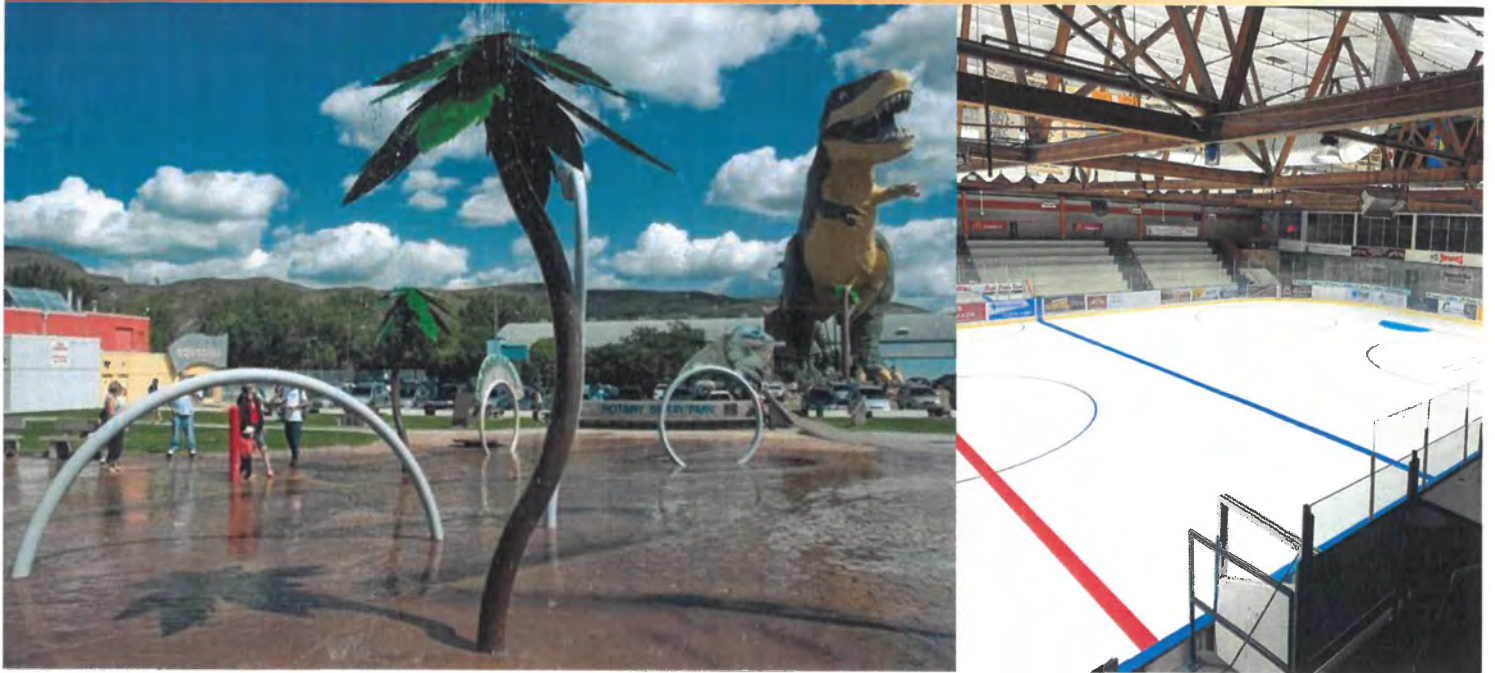
*"Overall, it looks good to me- I would make sure however, that you are not relying too much on Rails to Trails to provide the heft of the trail improvement in town. I assume the trails behind the BCF will be fixed after the berm project, but they are in noticeable bad shape, especially nearer to the apartment buildings. Why were they repaired so poorly? They are uncomfortable for both walking and biking. Thanks."*

# Community Feedback

## Themes from feedback at the open house events (approximately 20 visitors)

- Excitement / relief that pool replacement is a priority.
- Support for trails development focus.
- Questions / skepticism over whether the Town will move forward with the Master Plan directions.
- Importance of working with community and regional partners.

# Final Master Plan



# Final Master Plan

## Summary of changes / additions made to the final project documents:

- Added park review findings to the "Current State" Research and Engagement Summary Report background document (Section 7 and Appendix E).
- Clarified that increasing playground appeal, play value, and diversity should be a collaborative effort between the Town and community partners (Master Plan Strategies, page 29).
- Identification of potential park projects (Appendix B of the Master Plan). *\*All require further exploration and technical analysis.*

## Potential Park Projects

- Newcastle Beach Park
  - Site revisioning (e.g. site specific Master Plan)
  - Potential amenity projects: ball diamond upgrades, removal or replacement of the outdoor rink, loop trail, assess building lifespans, replace existing playground with a “destination” playground, improve water access
- Rosedale Park
  - Hard surface rink to enable more year-round use
  - Renewal of playground equipment
  - Ball diamond upgrades

## Potential Park Projects (cont.)

- Wayne Community Park and Playground
  - Explore opportunities to upgrade park amenities to better serve use as a staging area for local trails
- Riverside Park / Partici Park
  - Consider replacing the existing playground with a unique destination sized play area that features natural play in alignment with character and location of the park space
- East Coulee Park
  - Replace the outdoor rink boards

# Potential Park Projects (cont.)

- Cambria Park
  - Explore opportunities to redevelop this underused park site for one or multiple recreational uses
  - Potential opportunities to explore: bike skills park, day use / picnic area, trail / water access staging area
- Huntington Park
  - Renew playground equipment and explore other park animation opportunities
- Greentree Park
  - Explore opportunities to add other park features (e.g. pump track, loop trail, natural play feature, etc.)

## Thank You

The RCS team would like to extend our thanks to Town staff, Council, community groups, and residents for the opportunity to work on this project!



## REQUEST FOR DECISION

<b>TITLE:</b>	<b>2022 Audited Financial Statements– Financial Report</b>
<b>DATE:</b>	<b>July 10, 2023</b>
<b>PRESENTED BY:</b>	<b>Mauricio Reyes, CPA, CMA, CAMP Director of Corporate &amp; Community Services/CFO</b>
<b>ATTACHMENTS:</b>	<b>2022 Service Area Variances</b>

### **SUMMARY:**

This report is presented to Council as supplementary information to the 2022 Audited Financial Statements, and it is intended to provide Council with a high-level summary of Town operations and financial position in 2022. Appendix 1 includes tables 1 and 2, which are intended to provide more details on the operations of the Town by service area.

### **TOWN OPERATIONS**

#### Tax Supported Operations

As shown in Table 1, when compared to budget, the tax-supported service areas had a negative variance of \$2.17 million dollars in 2022. Actual tax-supported budgets exceeded budgets mainly due to higher amortization expense in 2022. Overall, actual amortization exceeded budget by \$1.78 million. The remaining variance can be explained by higher RCMP costs that exceeded budget by approximately \$467,000.

In 2022, tax-supported reserves decreased by approximately \$920,000.

#### Utility Supported Operations

As shown in Table 2, utility-supported service areas were mixed. The Water Operations had a negative variance of \$209,000, mainly due to emergency repairs to water lines in 2022. The Wastewater Operations had a positive variance in 2022 due to lower purchases of goods and services and amortization.

In 2022, utility reserves increased by \$134,000.

#### Total Revenues

In 2022, total municipal operating revenues amounted to \$21.8 million, higher than the \$21.0 million budget. The positive variance is mainly due to sales, rentals as well as increased revenue in franchise fees and other revenues.

Total Expenses

In 2022, total expenses were \$23.8 million vs. \$21.4 million budgeted. The negative variance is mainly due to higher amortization costs and higher purchases of services during the year.

2022 marks the first year of the post-pandemic era; with it, recreation revenues and expenses are starting to return to normal levels.

Government Grants

In 2022, the Town received funds from other levels of government amounting to approximately \$2.74 million. Some of the significant grant contributions include:

- Municipal Sustainability Initiative \$ 1,081,986
- STIP 500,000
- Gas Tax Fund 478,329
- Municipal Stimulus Program 890,000
- AMWWP 300,000

In 2022, the Town recognized \$4.27 million in federal funding for the flood mitigation project.

**FINANCIAL POSITION**

Cash and Portfolio Investments

At the end of 2022, the Town's holdings in cash and portfolio investments, net of bank indebtedness, amounted to approximately \$36.2 million (2021 - \$48.9 million). This represents a decrease of approximately \$12.7 million from the previous year. The decrease in cash and portfolio investments is due to higher capital expenditures, mainly related to the flood mitigation project.

Long Term Debt

In 2022, the Town did not take on any new debt. Principal payments amounted to approximately \$725,000, which resulted in a balance reduction from 2021.

Balance on January 1, 2022	\$7,097,617
Principal payments made in 2022	<u>(729,941)</u>
Balance on December 31, 2022	\$6,367,676

As of December 31, 2022, the Town is using approximately 22.2 percent of its total debt limit and its capacity to borrow approximately \$26.3 million. The Town did not take any new debt in 2022.

Municipal Reserves

In 2022, the Town's reserve balances total \$29.5 million (2021 - \$30.3 million), representing a decrease of \$0.8 million from the 2021 balance. Utility reserves amount

to approximately \$13 million, while tax-supported reserves represent nearly \$16.5 million.

The following are the highlights of reserve activities:

- Transfers from operations \$3.62 million
- Transfers to operations \$0.56 million
- Transfers to capital \$3.84 million

### Capital Investments

In 2022, the Town added approximately \$9.8 million in new assets and work in progress. The following are significant capital investments:

- Flood mitigation project expenditures \$11.25 million
- Flood mitigation property acquisitions (net) \$ 3.12 million
- Streets, Sidewalks, and Trails \$ 1.47 million
- Nacmine Force Main \$ 1.50 million
- Heavy equipment \$ 1.04 million
- Downtown Plaza \$ 1.03 million

### **DRUMHELLER RESILIENCY AND FLOOD MITIGATION PROGRAM**

The 2022 annual audited financial statement will be presented by BDO at a later date.

#### **RECOMMENDATION:**

Administration recommends that Council approves the 2022 Audited Financial Statements as presented.

#### **FINANCIAL IMPACT:**

N/A

#### **WORKFORCE AND RESOURCES IMPACT:**

N/A

#### **STRATEGIC POLICY ALIGNMENT:**

Fiscal responsibility and compliance with Provincial regulations.

#### **COMMUNICATION STRATEGY:**

The approval of the 2022 Audited Financial Statements will be announced to the public through a press release. Once approved, the 2022 Audited Financial Statements will be published on the Town's website.

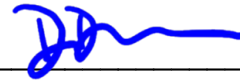
**MOTION:**  
**Councillor** \_\_\_\_\_

THAT Council approve the 2022 audited financial statements as presented.

**SECONDED:**  
**Councillor** \_\_\_\_\_

*Mauricio Reyes*

Prepared by:  
Mauricio Reyes, CPA, CMA, CAMP  
Director of Corporate & Community Services



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



## Appendix 1 - 2022 Service Area Variances

Table 1 - Variances for Tax Supported Service Areas

Service Area	Budget	Actual	Surplus (Deficit)	Explanation
General Revenues	\$ (12,253,363.00)	\$ (12,394,895.00)	\$ 141,532.00	The positive variance was mainly due to higher franchise fee and investment revenue in 2022 than budgeted
Administration	\$ 1,935,000.00	\$ 2,045,082.00	\$ (110,082.00)	The negative variance is due to higher costs in computer services area
Protective Services	\$ 2,344,216.00	\$ 2,763,332.00	\$ (419,116.00)	The negative variance is due to higher RCMP costs in 2022
Transportation Services	\$ 3,016,114.00	\$ 3,915,928.00	\$ (899,814.00)	The negative variance mainly due to budgeted amortization being lower than actual. Gravel and sand costs were also higher than budgeted in 2022
Social Services	\$ 176,564.00	\$ 136,980.00	\$ 39,584.00	The positive variance was due to lower-than-budgeted subsidized counseling services and poverty reduction strategy being postponed to the following year
Planning, Development, and Economic Development Services	\$ 716,295.00	\$ 556,995.00	\$ 159,300.00	The positive variance is due to lower than budgeted ec dev advertising, housing strategy costs, travel costs, purchase of services in development permits, and higher than budgeted building permits.
Recreation and Culture Services	\$ 4,065,174.00	\$ 5,142,669.00	\$ (1,077,495.00)	The negative variance is mainly due to an amortization adjustment. In 2022, it was discovered that the BCF equipment was being amortized at a lower rate than it should have been. Also, salaries were higher at the arena, parks and aquaplex
<b>Total</b>	\$ -	\$ 2,166,091.00	\$ (2,166,091.00)	

Table 2 - Variances for Utility Supported Service Areas

Service Area	Budget	Actual	Variance	
Water	\$ -	\$ 209,399.00	\$ (209,399.00)	The negative variance in water operations was due to emergency repairs to water lines that occurred during the year
Wastewater	\$ -	\$ (391,612.00)	\$ 391,612.00	The positive variance in wastewater operations was due to lower purchases of goods and services than budgeted. Amortization also contributed as actual amortization was lower than budget.
Total	\$ -	\$ (182,213.00)	\$ 182,213.00	

**Town of Drumheller  
Consolidated Financial Statements  
Year Ended December 31, 2022**

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**Town of Drumheller**  
**Index to Consolidated Financial Statements**  
**Year Ended December 31, 2022**

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**Auditor's Report**

**Consolidated Financial Statements**

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## Independent Auditor's Report

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To the Mayor and Members of Council for the Town of Drumheller

### Qualified Opinion

We have audited the consolidated financial statements of the Town of Drumheller and its controlled or owned organizations (the Group), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statement of operations, consolidated change in net financial assets, and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the *Basis for Qualified Opinion* section of our report the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Group as at December 31, 2022, and its consolidated results of its operations, change in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

### Basis for Qualified Opinion

As disclosed in Note 14, the Group has identified potential contaminate sites which will require future reclamation. The Group has not undertaken to estimate the liability in respect to contaminated sites and therefore has recorded no provision for this liability. The effects of this deviation from Canadian public sector accounting standards on contaminated sites and annual surplus for the year ended December 31, 2022 and annual surplus for the year ended December 31, 2021, liabilities as at December 31, 2022, and both net financial assets and accumulated surplus as at January 1 and December 31, 2022 has not been determined as it is impracticable to do so and the effects could be material.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### Other Matters

The consolidated financial statement for the year ended December 31, 2021 were audited by another auditor who expressed a unqualified opinion on those consolidated financial statements on May 2, 2022.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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## Independent Auditor's Report, continued

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In preparing the consolidated financial statements, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Group's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Red Deer, Alberta  
*July 10, 2023*

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**Town of Drumheller**  
**Consolidated Statement of Financial Position**

December 31	2022	2021
<b>Financial assets</b>		
Cash and cash equivalents (Note 1)	\$ -	\$ 3,822,934
Short-term investment (Note 2)	36,664,298	45,075,485
Taxes receivable (Note 3)	921,108	839,931
Accounts receivable (Note 4)	9,787,485	6,258,193
Accrued interest receivable	256,959	201,250
	47,629,850	56,197,793
<b>Liabilities</b>		
Bank indebtedness (Note 1)	435,880	-
Accounts payable and accrued liabilities	7,501,168	4,468,986
Employee benefit obligation (Note 5)	850,482	560,701
Deferred revenue (Note 6)	12,009,177	23,992,382
Long-term debt (Note 7)	6,367,676	7,097,617
	27,164,383	36,119,686
<b>Net financial assets</b>	<b>20,465,467</b>	<b>20,078,107</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 8)	164,579,322	150,973,353
Land held for resale (Note 9)	2,563,886	2,192,985
Inventory for consumption	650,203	1,130,798
Prepaid expenses	234,999	259,370
	168,028,410	154,556,506
<b>Accumulated surplus (Note 11)</b>	<b>\$ 188,493,877</b>	<b>\$ 174,634,613</b>
<b>Debenture debt limits (Note 13)</b>		
<b>Contingencies (Note 14)</b>		
<b>Commitments (Note 15)</b>		



**Town of Drumheller**  
**Consolidated Statement of Operations**

<b>For the year ended December 31</b>	Budget 2022	2022	2021
<b>Revenue</b>			
Net municipal taxes (Note 16)	\$ 9,203,735	\$ 9,212,285	\$ 8,988,822
Government transfers for operating (Note 17)	1,249,246	1,079,314	1,052,235
Sales and user fees	7,513,234	7,614,746	8,338,131
Rental revenue	357,075	533,739	340,381
Franchises and concessions	1,863,545	2,023,698	1,805,350
Investment income	475,000	523,273	332,415
Penalties and costs on taxes	176,500	177,366	174,523
Other	253,794	607,997	325,711
	<u>21,092,129</u>	<u>21,772,418</u>	<u>21,357,568</u>
<b>Expenditures (Note 18)</b>			
Legislative	394,606	338,714	329,786
Administration	1,909,939	2,202,081	1,915,494
Protective services	3,100,698	3,519,563	2,759,532
Transportation services	3,064,045	3,977,061	5,357,067
Water and wastewater	5,836,189	5,620,049	5,266,297
Waste management	387,710	401,994	390,545
Planning and development	980,775	880,455	831,337
Recreation and parks	5,179,090	6,248,023	4,654,438
Public health and welfare	554,496	590,207	531,283
	<u>21,407,548</u>	<u>23,778,147</u>	<u>22,035,779</u>
<b>Deficiency of revenue over expenditures - before other</b>	(315,419)	(2,005,729)	(678,211)
<b>Other</b>			
Government transfers for capital (Note 17)	18,855,715	18,855,715	7,929,460
Other capital revenues	-	224,245	120,488
Loss on disposal of tangible capital assets	-	(2,205,944)	(40,201)
Impairment of land held for resale	-	(1,009,023)	-
	<u>18,540,296</u>	<u>13,859,264</u>	<u>7,331,536</u>
<b>Accumulated surplus, beginning of the year</b>	<u>174,634,613</u>	<u>174,634,613</u>	<u>167,303,077</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 193,174,909</u>	<u>\$ 188,493,877</u>	<u>\$ 174,634,613</u>

**Town of Drumheller**  
**Consolidated Statement of Change in Net Financial Assets**

<b>For the year ended December 31</b>	Budget <b>2022</b>	<b>2022</b>	<b>2021</b>
Excess of revenue over expenditures	18,540,296	13,859,264	7,331,536
Acquisition of tangible capital assets	\$ (18,855,715)	\$ (22,431,018)	\$ (9,511,868)
Amortization of tangible capital assets	3,774,960	5,364,572	4,953,293
Net loss on sale of tangible capital assets	-	2,205,944	40,201
Proceeds on sale of tangible capital assets	-	245,513	90,193
	3,459,541	(755,725)	2,903,355
Change in prepaid expenses	-	24,371	(10,286)
Change in land held for resale	-	(370,901)	-
Use/consumption of prepaid expenses and inventory of supplies	-	480,592	(208,666)
Reclassification of land held for resale	-	-	(2,192,985)
Impairment of land held for resale	-	1,009,023	-
<b>Net change in net financial assets</b>	<b>3,459,541</b>	<b>387,360</b>	<b>491,418</b>
<b>Net financial assets, beginning of year,</b>	<b>20,078,107</b>	<b>20,078,107</b>	<b>19,586,689</b>
<b>Net financial assets, end of year</b>	<b>\$ 23,537,648</b>	<b>\$ 20,465,467</b>	<b>\$ 20,078,107</b>

**Town of Drumheller**  
**Consolidated Statement of Cash Flows**

<b>For the year ended December 31</b>	<b>2022</b>	<b>2021</b>
<b>Operating transactions</b>		
Excess of revenue over expenditures	\$ 13,859,264	\$ 7,331,536
Items not involving cash		
Amortization	5,364,572	4,953,293
Net loss on disposal of tangible capital assets	2,205,944	40,201
Impairment of land held for resale	1,009,023	-
Land held for resale	(370,901)	(396,040)
Changes in non-cash operating balances		
Taxes receivable	(81,177)	209,111
Accounts receivable	(3,529,292)	(2,475,149)
Accrued interest receivable	(55,709)	(124,291)
Prepaid expenses	24,371	(10,286)
Accounts payable and accrued liabilities	3,032,182	2,209,678
Inventory for consumption	480,595	(206,356)
Employee benefit obligation	289,781	50,161
Deferred revenue	(11,983,205)	(323,516)
	<u>10,245,448</u>	<u>11,258,342</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(22,431,018)	(9,511,868)
Proceeds on sale of tangible capital assets	245,513	90,193
	<u>(22,185,505)</u>	<u>(9,421,675)</u>
<b>Investing transactions</b>		
Purchase of investments	(3,200,000)	(47,559,359)
Proceeds on redemption of investments	11,611,188	43,220,200
	<u>8,411,188</u>	<u>(4,339,159)</u>
<b>Financing transactions</b>		
Repayment of long-term debt	(729,945)	(725,061)
<b>Net change in cash and cash equivalents</b>	<b>(4,258,814)</b>	<b>(3,227,553)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>3,822,934</b>	<b>7,050,487</b>
<b>Cash and cash equivalents (Bank indebtedness), end of year</b>	<b>\$ (435,880)</b>	<b>\$ 3,822,934</b>

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## Summary of Significant Accounting Policies

**December 31, 2022**

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**Management's  
Responsibility for the  
Financial Statements**

The consolidated financial statements of the Town of Drumheller (the "Town") are the representations of management. They have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) established by the Public Sector Accounting Board of the Chartered Professional Accountants Canada.

**Reporting entity**

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Town of Drumheller Public Library

The schedule of taxes levied also includes operational requisitions for educational, health, social and other external organizations that are not part of the municipal reporting entity.

The statement excludes trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

**Cash and Cash  
Equivalents**

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

**Investments**

Investments are recorded at amortized cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

**Land held for resale**

Land held for resale is recorded at lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

**Inventory for  
consumption**

Inventory for consumption is valued at the lower of cost or net realizable value with cost determined using the average cost method.

**Excess Collections and  
Under-levies**

Excess collections arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned. If the actual levy exceeds the requisition, the excess collection is accrued as a liability and as a reduction in property tax revenue. Requisition tax rates in the subsequent year are adjusted for any excess collections.

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## Summary of Significant Accounting Policies

**December 31, 2022**

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### **Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	10 to 45 years
Buildings	25 to 50 years
Engineered Structures	
Water system	45 to 75 years
Wastewater system	45 to 75 years
Road system	5 to 65 years
Machinery, equipment and furnishings	5 to 40 years
Vehicles	10 to 40 years

### **Deferred Revenue**

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

### **Government Transfers**

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.

Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

### **Revenue Recognition**

Taxes are recognized as revenue in the year they are levied.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Sales of service and other revenue is recognized on an accrual basis.

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## Summary of Significant Accounting Policies

**December 31, 2022**

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**Liability for  
Contaminated Sites**

A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to the remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded at net of any expected recoveries.

**Use of Estimates**

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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**December 31, 2022**

**1. CASH AND CASH EQUIVALENTS (BANK INDEBTEDNESS)**

	2022	2021
Cash drawn	\$ (754,499)	\$ 3,725,413
Investment margin accounts	-	97,521
Cash and cash equivalents	<b>318,619</b>	-
	<b>\$ (435,880)</b>	<b>\$ 3,822,934</b>

Included in cash is \$0 (2021 - \$1,915,219) which is held in trust for future capital purchases related to the flood mitigation project.

The Town has a demand revolving loan to a maximum of \$10,000,000, bearing interest at prime minus 0.75%. As at December 31, 2022 there was \$754,499 draw under this facility (2021 - \$NIL).

**2. INVESTMENTS**

	2022	2021
Term Deposits	\$ 2,400,555	\$ 13,315,654
Fixed income notes	20,761,032	21,747,645
Principal protected notes	13,497,715	10,007,400
Other	4,996	4,786
	<b>\$ 36,664,298</b>	<b>\$ 45,075,485</b>

Term Deposits bear interest at 1.00% per annum and mature on July 10, 2023.

Fixed income notes bear interest at 2.00% to 4.86% per annum and mature March 7, 2023 to January 28, 2033 and have a fair market value of \$18,824,586 (2021 - \$21,446,797).

Principal protected notes mature September 18, 2028 to October 18, 2032 and have a fair market value of \$12,797,694 (2021 - 20,183,288).

Included in investments is a restricted amount of \$4,133,975 (2021 - \$20,659,612) received from various grant programs and held exclusively for approved projects. Also, Included in investments is an internally restricted amount of \$18,584,459 (2021 - 24,415,873) to fund reserves.

December 31, 2022

3. TAXES RECEIVABLE

	2022	2021
Current taxes and grants in place	\$ 600,985	\$ 422,943
Non-current taxes and grants in place	869,682	857,320
Less: Allowance for doubtful accounts	(549,559)	(440,332)
	<u>\$ 921,108</u>	<u>\$ 839,931</u>

4. ACCOUNTS RECEIVABLE

	2022	2021
Trade receivables	\$ 1,607,182	\$ 2,842,842
Government grants receivable	8,211,379	3,476,545
Less: Allowance for doubtful accounts	(31,076)	(61,194)
	<u>\$ 9,787,485</u>	<u>\$ 6,258,193</u>

Included in trade receivable is \$696,626 (2021 - \$302,943) of goods and service tax receivable.

5. EMPLOYEE BENEFIT OBLIGATION

	2022	2021
Accrued vacation pay	\$ 365,091	\$ 329,296
Accrued sick leave benefit	250,000	-
Accrued long-term service benefits	235,391	231,405
	<u>\$ 850,482</u>	<u>\$ 560,701</u>

Accrued vacation pay is comprised of the vacation that employees are deferring to future years.

Accrued long-term service benefits are calculated per policy at 2 days per year of service over 10 years at the current rate of pay. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

The Town provides paid sick leave at a rate of two days per month. Sick leave can accumulate from year to year to a total of 120 calendar days or 86 work days. Sick leave is not paid out upon termination.



December 31, 2022

## 6. DEFERRED REVENUE

	Opening balance	Contributions received	Revenue recognized	Ending balance
MSI grant	\$ 2,200,677	\$ 824,841	\$ (635,388)	\$ 2,390,130
Gas Tax fund	1,292,770	478,329	(607,962)	1,163,137
Policing grant	90,964	-	-	90,964
Alberta Community Resilience grant	821,195	-	(821,195)	-
Kneehill	600,273	-	(75,034)	525,239
Flood Mitigation	15,867,725	-	(9,751,043)	6,116,682
STIP	960,365	500,000	(195,870)	1,264,495
AMWWP Grant	652,269	300,000	(945,126)	7,143
Other	1,506,144	632,645	(1,687,402)	451,387
	<u>\$ 23,992,382</u>	<u>\$ 2,735,815</u>	<u>\$ (14,719,020)</u>	<u>\$ 12,009,177</u>

Grants

Under various grant agreements with the Government of Canada and the Province of Alberta, the Town is required to account for grants provided and to complete the projects or program in accordance with standards detailed in the various agreements. If these requirements are not adhered to, grants provided will become repayable to the source government. Excess funds are repayable to the source government upon final accounting. Funds are deferred until related expenditures under the specific grant agreement have been incurred. The funds are included in accounts receivable and investments.

December 31, 2022

7. LONG -TERM DEBT

Net long-term debt reported on the statement of financial position is comprised of the following:

	2022	2021
Alberta Capital Finance Authority Debentures	<u>\$ 6,367,676</u>	<u>\$ 7,097,617</u>

Alberta Capital Finance Authority Debentures bear interest between 2.765% to 5.012% per annum, before provincial subsidy, and matures between June 15, 2027 to June 15, 2038. Debenture debt is issued on credit and security of the Town at large.

Principal and interest payments relating to the long term debt are due as follows:

	Principal Repayments	Interest Payments	Total
2023	\$ 762,170	\$ 262,041	\$ 1,024,211
2024	795,839	228,372	1,024,211
2025	831,011	193,200	1,024,211
2026	867,755	156,457	1,024,212
2027	819,377	118,071	937,448
Thereafter	2,291,524	202,180	2,493,704
	<u>\$ 6,367,676</u>	<u>\$ 1,160,321</u>	<u>\$ 7,527,997</u>

December 31, 2022

## 8. TANGIBLE CAPITAL ASSETS

								2022
	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	Work in Progress	Total
Cost, beginning of year	\$ 18,616,478	\$ 3,981,433	\$ 42,405,700	\$170,816,124	\$ 10,393,585	\$ 3,971,914	\$ 10,514,412	\$260,699,646
Additions	3,317,555	416,555	86,339	1,410,095	596,371	46,096	16,558,007	22,431,018
Transfers	(4,403,535)	-	4,265,748	(85,309)	(259,611)	390,175	92,532	-
Write-downs & disposals	(568,500)	-	(2,342,990)	(40,908)	(266,248)	-	(511,983)	(3,730,629)
Cost, end of year	\$ 16,961,998	\$ 4,397,988	\$ 44,414,797	\$172,100,002	\$ 10,464,097	\$ 4,408,185	\$ 26,652,968	\$279,400,035
Accumulated amortization, beginning of year	\$ -	\$ 3,430,728	\$ 13,573,135	\$ 84,624,246	\$ 5,683,033	\$ 2,415,151	\$ -	\$109,726,293
Amortization	-	45,900	1,484,455	2,883,065	531,956	419,196	-	5,364,572
Disposals	-	-	-	(50,168)	(219,984)	-	-	(270,152)
Accumulated amortization, end of year	\$ -	\$ 3,476,628	\$ 15,057,590	\$ 87,457,143	\$ 5,995,005	\$ 2,834,347	\$ -	\$114,820,713
Net carrying amount, end of year	\$ 16,961,998	\$ 921,360	\$ 29,357,207	\$ 84,642,859	\$ 4,469,092	\$ 1,573,838	\$ 26,652,968	\$164,579,322

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## 8. TANGIBLE CAPITAL ASSETS (continued)

								2021
	Land	Land	Buildings	Engineered	Machinery	Vehicles	Work in	Total
	Improvements	Improvements		Structures	and		Progress	
Cost, beginning of year	\$ 17,354,473	\$ 3,981,433	\$ 42,173,029	\$ 169,948,103	\$ 9,481,174	\$ 4,307,217	\$ 4,434,398	\$ 251,679,827
Additions	1,262,005	-	232,671	618,607	1,040,127	29,030	6,329,428	9,511,868
Transfers	-	-	-	249,414	-	-	(249,414)	-
Write-downs	-	-	-	-	(127,716)	(364,333)	-	(492,049)
Cost, end of year	\$ 18,616,478	\$ 3,981,433	\$ 42,405,700	\$ 170,816,124	\$ 10,393,585	\$ 3,971,914	\$ 10,514,412	\$ 260,699,646
Accumulated amortization, beginning of year	\$ -	\$ 3,324,934	\$ 12,751,589	\$ 81,383,722	\$ 5,274,611	\$ 2,402,109	\$ -	\$ 105,136,965
Amortization	-	105,794	821,546	3,240,524	492,233	293,196	-	4,953,293
Amortization on disposals	-	-	-	-	(83,811)	(280,154)	-	(363,965)
Accumulated amortization, end of year	\$ -	\$ 3,430,728	\$ 13,573,135	\$ 84,624,246	\$ 5,683,033	\$ 2,415,151	\$ -	\$ 109,726,293
Net carrying amount, end of year	\$ 18,616,478	\$ 550,705	\$ 28,832,565	\$ 86,191,878	\$ 4,710,552	\$ 1,556,763	\$ 10,514,412	\$ 150,973,353

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9. LAND HELD FOR RESALE

	2022	2021
Land held for resale	<u>\$ 2,563,886</u>	<u>\$ 2,192,985</u>

Immediately prior to transfer of land from tangible capital assets to land held for resale, there was a write down of \$1,009,023 in the year due to updated property value adjustments where the land was exceeding the net realizable value.

During the year there was an addition of \$1,707,887 in land and total disposals of \$327,963 in the year.

10. EQUITY IN TANGIBLE CAPITAL ASSETS

	2022	2021
Tangible capital assets	\$ 279,400,035	\$ 260,699,646
Accumulated amortization	(114,820,713)	(109,726,293)
Debtenture debt	<u>(6,367,676)</u>	<u>(7,097,617)</u>
	<u>\$ 158,211,646</u>	<u>\$ 143,875,736</u>

December 31, 2022

## 11. ACCUMULATED SURPLUS

	<u>2022</u>	<u>2021</u>
Equity in tangible capital assets	\$ 158,211,646	\$ 143,875,736
Unrestricted surplus	786,006	477,059
	<u>158,997,652</u>	<u>144,352,795</u>
Restricted surplus		
General Capital	150,026	93,597
Equipment	4,258,915	4,167,190
Facilities	4,377,532	4,276,943
Offsite Levies	451,879	446,275
Water	8,526,985	8,103,245
Wastewater	4,463,753	4,753,406
Contingencies	1,701,815	1,710,979
Land	(2,077,210)	(912,666)
Storm Drain	1,238,104	1,077,058
Municipal Reserve	12,236	12,236
Utility Energy Savings	-	387,000
Sandstone	201,000	181,000
Scholarship	-	36,600
Management incentive fund	-	35,000
Transportation	3,829,599	3,741,830
Long-term contingency	2,361,591	2,172,125
	<u>29,496,225</u>	<u>30,281,818</u>
	<u>\$ 188,493,877</u>	<u>\$ 174,634,613</u>

December 31, 2022

## 12. CHANGE IN ACCUMULATED SURPLUS

	Unrestricted surplus	Restricted surplus	Equity in tangible capital assets	2022	2021
Balance, beginning of year	\$ 477,059	\$ 30,281,818	\$ 143,875,736	\$ 174,634,613	\$ 167,303,077
Excess of revenue over expenses	13,859,264	-	-	13,859,264	7,331,536
Net operating transfers to restricted surplus	785,593	(785,593)	-	-	-
Debenture principal payments	(729,944)	-	729,944	-	-
Acquisition of capital	(22,431,018)	-	22,431,018	-	-
Disposals and write-down of tangible capital assets	3,460,480	-	(3,460,480)	-	-
Amortization	5,364,572	-	(5,364,572)	-	-
Change in accumulated surplus	\$ 308,947	\$ (785,593)	\$ 14,335,910	\$ 13,859,264	\$ 7,331,536
Balance, end of year	\$ 786,006	\$ 29,496,225	\$ 158,211,646	\$ 188,493,877	\$ 174,634,613

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**13. DEBT LIMIT**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation for the Town be disclosed as follows:

	2022	2021
Total debt limit	<b>\$ 32,658,627</b>	\$ 32,036,352
Total debt	<b>6,367,676</b>	7,097,616
Total debt limit available	<b>26,290,951</b>	24,938,736
Debt servicing limit	<b>5,443,105</b>	5,339,392
Debt servicing	<b>889,509</b>	1,051,973
Total debt servicing limit available	<b>\$ 4,553,596</b>	\$ 4,287,419

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**14. CONTINGENCIES**

The Town, in conduct of its normal activities, can be named as a defendant in legal proceedings. The ultimate outcome of these proceedings can often be determined until the proceedings are completed. Should any loss result from the resolution of these proceedings or if the amount of the loss can be determined, such amounts would be expensed as they become known to the Town

The Town is in the process of going through environmental studies in order to determine the magnitude contamination in which a liability will likely have to be accrued. The amount was not recorded in the financial statements as at December 31, 2022 as is required under PS3260. Once environmental studies are complete and amounts can be reasonably estimated a liability will be recorded.



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15. COMMITMENTS

The Town has entered into agreements with the Government of Canada and the Government of Alberta to implement the Drumheller Flood Mitigation System. The total cost of the program is expected to be approximately \$55 million and will span over a period of approximately 5 years. Under the terms of the agreements, the Provincial government will provide fifty (50) percent of the funding, the Federal government will provide forty (40) percent of the funding, and the Municipality will provide ten (10) percent of the funding required to purchase and construct assets as part of the Drumheller Flood Mitigation System. As part of the program, the Town will be awarding contracts to several contractors over the life of the project.

The Town has a contract with the Government of Canada to provide policing services through March 31, 2032. Under the contract, the Town pays for 70% of the operating costs. The annual contract cost for 2022 is \$1,984,000 (2021 - \$1,441,000)

The Town has a forward purchase agreement to obtain electricity from January 2021 - December 2023 at a fixed rate of \$44.89/MWh for contract volumes of \$6,818 MWh. The Town entered into a forward purchase agreement to obtain electricity for January 2024 to December 2026 at a fixed rate of \$53.99 for contract volumes of \$6,954 MWh.

The Town has an agreement to obtain physical supply of natural gas expiring September 30th, 2026 at a fixed rate of \$5.58/GJ up to a maximum of 34,264 GJs/year. The Town has a partial-hedge product in place for natural gas whereby 65% of the Town's weather-normalized historical volumes (34,264 GJs previously mentioned) were purchased at the fixed price of \$5.58/GJ. The remaining 35% of the volume is floating on the monthly average AECO Spot price for natural gas.

16. NET MUNICIPAL TAXES

	Budget 2022	2022	2021
Real property	\$ 11,876,611	\$ 11,873,957	\$ 11,675,191
Machinery and equipment	40,496	37,836	39,576
Linear property	445,141	458,081	435,028
Local improvement	56,000	57,152	57,779
	<u>12,418,248</u>	<u>12,427,026</u>	<u>12,207,574</u>
Requisitions			
Alberta School Foundation Fund	(2,661,534)	(2,661,762)	(2,664,522)
Sunshine Senior's Lodge	(552,979)	(552,979)	(554,230)
	<u>(3,214,513)</u>	<u>(3,214,741)</u>	<u>(3,218,752)</u>
Available for general municipal purposes	\$ 9,203,735	\$ 9,212,285	\$ 8,988,822

December 31, 2022

## 17. GOVERNMENT TRANSFERS

	Budget 2022	2022	2021
Operating			
Federal government	\$ 179,801	\$ 60,900	\$ 109,652
Provincial government	1,069,445	1,018,414	942,583
	<u>\$ 1,249,246</u>	<u>\$ 1,079,314</u>	<u>\$ 1,052,235</u>
Capital			
Federal government	\$ 4,768,708	\$ 4,768,708	\$ 1,911,376
Provincial government	14,087,007	14,087,007	6,018,084
	<u>\$ 18,855,715</u>	<u>\$ 18,855,715</u>	<u>\$ 7,929,460</u>
Total government transfers	<u>\$ 20,104,961</u>	<u>\$ 19,935,029</u>	<u>\$ 8,981,695</u>

## 18. EXPENSES BY OBJECT

	Budget 2022	2022	2021
Salaries and wages	\$ 7,355,298	\$ 7,710,881	\$ 6,552,550
Contracted and general services	4,804,187	4,751,163	5,740,202
Purchases from other governments	1,517,632	1,984,259	1,440,852
Materials, goods and utilities	2,952,980	2,914,602	2,455,395
Transfer to local agencies and individuals	553,540	450,679	442,139
Bank charges and short term interest	23,950	29,694	17,917
Interest on long-term debt	347,076	290,470	321,602
Amortization	3,774,960	5,364,570	4,953,295
Other expenditures	77,925	281,829	111,827
	<u>\$ 21,407,548</u>	<u>\$ 23,778,147</u>	<u>\$ 22,035,779</u>

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19. MUNICIPAL EMPLOYEES PENSION PLAN

Local Authorities Pension Plan

Certain employees of the Town are eligible to be members of the Local Authorities Pension Plan (LAPP), a multi-employer pension plan which is covered by the Public Sector Pension Plans Act. The Plan serves about 275,000 people and 420 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund. The plan provides defined pension benefits to employees based on their length of service and rates of pay.

The Town contributes to the Plan at a rate of 8.39% of pensionable earnings up to the Canada Pension Plan Maximum Pensionable Earnings and 12.84% for the excess. Employees contribute to the Plan at a rate of 9.39% of pensionable earnings up to the Canada Pension Plan Maximum Pensionable Earnings and 13.84% for the excess.

Contributions for the year were:

	2022	2021
Employer contributions	\$ 380,276	\$ 395,768
Employee contributions	339,053	357,130
	<u>\$ 719,329</u>	<u>\$ 752,898</u>

As this is a multi-employer pension plan, these contributions are the Town's pension benefit expense. No pension liability for this type of plan is included in the Town's financial statements. The most recent valuation as at December 31, 2021 indicates a surplus of \$11.922 billion (2020 - \$4.961 billion) for basic pension benefits. The actuary does not attribute portions of the unfunded liability to individual employers.

**December 31, 2022**

**20. SALARY AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

	<u>Salary</u>	<u>Benefits &amp; Allowances</u>	<u>Total 2022</u>	<u>Total 2021</u>
Mayor Colberg	\$ 48,438	\$ 8,395	\$ 56,833	\$ 55,662
Councillor Hansen-Zacharuk	25,130	6,234	31,364	30,962
Councillor Garbutt	-	-	-	27,107
Councillor Zariski	27,730	2,751	30,481	31,801
Councillor DeMott	-	-	-	24,080
Councillor Lacher	25,650	2,344	27,994	28,620
Councillor Makowecki	-	-	-	24,870
Councillor Sereda	26,950	6,489	33,439	5,548
Councillor Kolafa	26,690	6,474	33,164	6,097
Councilor Price	27,470	6,519	33,989	5,548
Chief Administration Officer	194,689	33,769	228,458	224,201

Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

Benefits and allowances include employer's share of all employee benefits and contributions or payments made on behalf of employees including retirement pension, Canada Pension Plan, employment insurance, health care, extended health, vision, group life, accidental death and long and short-term disability plans.

Benefits for the CAO include the use of an automobile.

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21. BUDGET

The budget adopted by Council was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to fund current year operation and capital activities. In addition, the budget expensed all tangible capital asset expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the budget adopted by Council, with adjustments as follows:

	<u>2022</u>
Operating budget surplus (deficit)	\$ -
Add:	
Net operating transfers to reserves and capital	315,419
Capital budget surplus (deficit)	\$ 18,855,715
Less:	
Capital expenditures	(18,855,715)
Budgeted transfers from reserves	<u>(315,419)</u>
Budgeted capital excess (deficiency) of revenue over expenditures	<u>\$ (315,419)</u>
Budgeted combined excess (deficiency) of revenue over expenditures	<u>\$ -</u>

December 31, 2022

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## 22. SEGMENTED INFORMATION

The Town is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

### **Protective Services**

Protective services is comprised of police, bylaw enforcement and fire protection. This service area is responsible for the overall safety of the public through various prevention and enforcement activities.

### **Transportation Services**

Transportation services is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of park and open space, and street lighting.

### **Water and Wastewater Services**

Water and wastewater provides drinking water to the Town's citizens and collects and treats wastewater. The Town processes and cleans sewage and ensures the water system meets all Provincial standards.

### **Waste Management Services**

Waste management provides collection disposal and recycling programs.

### **Planning and Development**

The planning department provides a number of services including town planning and enforcement of building and construction codes and review of all property development plans through its application process.

### **Recreation and Parks**

This service area maintains recreation infrastructure such as parks, arenas, aquatic centres and community centres as well as provides recreational programs and cultural programs at those locations.

### **Public Health and Welfare**

This service area provides and administers community support programs.

### **General Government**

This service area includes legislative and administrative support to all other service areas and also relates to the revenues and expenses that relate to the operations of the Town itself and cannot be directly attributed to a specific segment.

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22. SEGMENTED INFORMATION continued

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter-segment transfers have been eliminated. The revenues and expenses that are directly attributable to a particular segment are allocated to that segment. Taxation revenue has been allocated to general government except where specific tax revenues can be directly allocated to a service area.

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December 31, 2022

## 22. SEGMENTED INFORMATION (continued)

For the year ended December 31	Protective Services	Transportation Services	Water and Wastewater	Waste Management	Planning and Development	Recreation and Parks	Public Health and Welfare	General Government	2022 Total
<b>Revenue</b>									
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,212,284	\$ 9,212,284
Government transfers for operating	363,856	-	2,100	-	21,840	73,800	320,573	297,145	1,079,314
Government transfers for capital	14,448,460	2,123,610	952,268	-	-	1,331,376	-	-	18,855,714
Sales and user fees	379,240	229,702	5,958,263	135,944	127,772	561,703	55,419	166,704	7,614,747
Franchises and concessions	-	-	-	-	-	-	-	2,023,698	2,023,698
Investment income	-	-	-	-	-	-	-	523,273	523,273
Fines and costs	-	-	20,185	-	-	-	-	157,181	177,366
Rental revenue	-	4,500	-	-	85,177	444,063	-	-	533,740
Impairment of land held for resale	-	-	-	-	(1,009,023)	-	-	-	(1,009,023)
Other	20,709	63,166	104,882	13	177,002	230,056	79,791	156,623	832,242
Loss on disposal of assets	(2,219,590)	24,547	-	-	-	(10,901)	-	-	(2,205,944)
	12,992,675	2,445,525	7,037,698	135,957	(597,232)	2,630,097	455,783	12,536,908	37,637,411
<b>Expenses</b>									
Salaries and wages	961,719	1,000,691	1,663,450	18,523	248,507	2,248,548	387,767	1,181,676	7,710,881
Contracted and general services	269,602	710,087	936,439	383,471	404,220	1,080,365	156,594	810,385	4,751,163
Purchases from other governments	1,984,259	-	-	-	-	-	-	-	1,984,259
Materials, goods and utilities	108,365	1,059,155	890,055	-	38,222	681,729	15,085	121,991	2,914,602
Transfer to local agencies	116	-	-	-	92,080	333,577	24,906	-	450,679
Bank charges and short- term interests	-	6,751	635	-	132	16,118	17	6,039	29,692
Interest on long-term debt	-	-	159,568	-	-	130,902	-	-	290,470
Amortization	195,503	1,199,561	1,969,903	-	103,900	1,739,045	5,839	150,821	5,364,572
Other	131	815	13,508	-	(6,605)	4,097	-	269,883	281,829
	3,519,695	3,977,060	5,633,558	401,994	880,456	6,234,381	590,208	2,540,795	23,778,147
<b>Net surplus (deficit)</b>	\$ 9,472,980	\$ (1,531,535)	\$ 1,404,140	\$ (266,037)	\$ (1,477,688)	\$ (3,604,284)	\$ (134,425)	\$ 9,996,113	\$ 13,859,264



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## 22. SEGMENTED INFORMATION (continued)

For the year ended December 31	Protective Services	Transportation Services	Water and Wastewater	Waste Management	Planning and Development	Recreation and Parks	Public Health and Welfare	General Government	2021 Total
<b>Revenue</b>									
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,988,822	\$ 8,988,822
Government transfers for operating	366,359	-	-	-	39,003	60,719	313,045	273,109	1,052,235
Government transfers for capital	6,012,811	1,684,788	12,291	-	-	219,571	-	-	7,929,461
Sales and user fees	329,499	1,768,219	5,702,223	128,367	75,310	144,219	36,615	153,678	8,338,130
Franchises and concessions	-	-	-	-	-	-	-	1,805,350	1,805,350
Investment income	-	-	-	-	-	-	-	332,415	332,415
Fines and costs	-	-	19,926	-	-	-	-	154,597	174,523
Rentals	-	4,500	-	-	73,677	262,204	-	-	340,381
Other	961	129,539	91,126	-	127,975	19,980	42,198	34,420	446,199
Gain on disposal of assets	4,845	(45,191)	-	-	-	-	145	-	(40,201)
	<u>6,714,475</u>	<u>3,541,855</u>	<u>5,825,566</u>	<u>128,367</u>	<u>315,965</u>	<u>706,693</u>	<u>392,003</u>	<u>11,742,391</u>	<u>29,367,315</u>
<b>Expenses</b>									
Salaries and wages	752,771	862,761	1,391,796	20,398	239,429	1,868,081	364,810	1,052,504	6,552,550
Contracted and general services	275,929	2,220,302	678,902	370,274	213,585	1,006,102	114,495	860,613	5,740,202
Purchases from other governments	1,440,852	-	-	-	-	-	-	-	1,440,852
Materials, goods and utilities	64,869	770,368	815,661	-	44,726	657,885	16,072	85,814	2,455,395
Transfer to local agencies	1,472	-	-	-	205,636	203,558	31,473	-	442,139
Bank charges and short- term interest	-	5,198	676	-	87	7,608	49	4,301	17,919
Interest on long-term debt	-	-	177,618	-	-	143,984	-	-	321,602
Amortization	223,744	1,499,961	2,201,646	-	103,900	768,079	4,499	151,464	4,953,293
Other	(105)	(1,523)	-	(127)	23,973	(860)	(115)	90,584	111,827
	<u>2,759,532</u>	<u>5,357,067</u>	<u>5,266,299</u>	<u>390,545</u>	<u>831,336</u>	<u>4,654,437</u>	<u>531,283</u>	<u>2,245,280</u>	<u>22,035,779</u>
<b>Net surplus (deficit)</b>	<u>\$ 3,954,943</u>	<u>\$ (1,815,212)</u>	<u>\$ 559,267</u>	<u>\$ (262,178)</u>	<u>\$ (515,371)</u>	<u>\$ (3,947,744)</u>	<u>\$ (139,280)</u>	<u>\$ 9,497,111</u>	<u>\$ 7,331,536</u>

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**December 31, 2022**

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**23. COMPARATIVE FIGURES**

Wherever necessary, comparative figures have been reclassified to conform with current year financial statement presentation.

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**24. APPROVAL OF FINANCIAL STATEMENTS**

Council and Management approved these financial statements.

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DRAFT

**REQUEST FOR DECISION**

<b>TITLE:</b>	<b>Recreation Fee Assistance Policy C-07-21</b>
<b>DATE:</b>	July 10, 2023
<b>PRESENTED BY:</b>	April Harrison, Manager Community Development & Social Planning
<b>ATTACHMENT</b>	Recreation Fee Assistance Policy C-07-21 + Schedule A + current Policy C-07-21

**SUMMARY:**

The Town of Drumheller believes that well-being and quality of life of its residents are important. Upon approval of an application process, the Recreation Fee Assistance Program (RFAP) allows eligible residents access into the following recreation facilities at a reduced (subsidized) rate: Arena (via multi facility pass), Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards registered classes and programs.

Administration is seeking council approval to make updates to the policy to ensure that the policy better aligns with its intent, to simplify administration of the policy, and to transition the policy into an Administrative policy. Administration is also seeking to clarify how Council wishes the new Activation Fee would be incorporated in the administration of the RFAP program.

**RECOMMENDATION:**

That Council approves the revisions to the Policy and that Council directs Administration to convert this policy into an Administrative Policy.

**DISCUSSION:**

The program originated in 2016, at the request of Council. An update in 2021 introduced tiered cost reduction (subsidy) of 50-90% on a full membership; a \$100-\$200 credit towards registered classes and programs, and a modified application process for those who are already on the program.

While the 2021 update addressed some issues, it has become clear during implementation that there are further items to be clarified and/or changes necessary to make the policy consistent with the intent, and to simplify application and administration. Within the proposed updates, it is recognized that having a consistent structure for the program is important, and there are also circumstances that will require Administration to use discretion, depending on the individual applicant.

This program was initiated through a Council request, and as such, was created as a Council Policy. However, Administration is seeking to revise this to an Administrative Policy to ensure that this policy is reviewed and updated in a similar manner as other subsidy-based policies such as the Community Counselling program and the Volunteer Tax program. This will also simplify the amalgamation of subsidy applications into one (the Drum LIFE Pass).

Administration is also seeking a decision from Council in relation to the recently approved Activation Fee. This fee was implemented after this policy was last approved and it is not reflected in the policy language.

Through administering the policy some discrepancies have become evident. Administration is seeking to clarify the process for community members and Administration. The following are some of the priority items that Administration would like to address within the policy.

### 1. ARENA DROP IN RATE

The policy statement notes that the program allows eligible residents access to the Arena, Aquaplex and BCF at a reduced rate. At present, drop-in access to the Arena is available to all at a cost of \$5 per person. RFAP clients would only be able to gain access to the Arena drop in at a 'reduced' rate if they used their RFAP discount to purchase a multi-facility pass. There is currently no option for an RFAP discount on Arena drop in only.

### 2. ACTIVATION FEE – see 3.11 in the proposed Policy.

This fee was implemented after this policy was last approved and it is not reflected in the existing policy language. An applicant approved at 90% has been assessed as being able to afford between just \$2.88 per month for a Seniors BCF membership and just \$10.25 per month for a multi facility family pass. As such it seems unreasonable to charge these clients \$20.00 for the activation fee. Options to overcome this include:

- a. Waiving the Activation fee completely for RFAP applicants.
  - i. This would result in a \$20.00 loss of revenue for the Recreation department for each RFAP membership.
- b. Waiving the subsidized portion of the Activation Fee for RFAP applicants and charging clients only the client portion of the Activation Fee (**Recommended and included in Decision 1**).
  - i. This would result in a \$10 or \$18 loss of revenue for the Recreation department for each RFAP membership.
- c. Including the Activation fee in the cost assessment.
  - i. This would result in the client paying their portion and the subsidized portion (90% or 50%) of each activation fee being charged to the RFAP budget. This would reduce the number of applications the budget could support. There were 69 applications in 2022. As an estimate,  $69 \times \$18$  (90% of \$20) = \$1,242. This equates to one or two subsidized memberships, depending on the membership type. Note that only 3/69 (4.3%) of approved applications in 2022 were eligible for only Partial Fee assistance (50%).

### 3. DEFINITIONS: FAMILY vs ECONOMIC FAMILY USING STATISTICS CANADA DEFINITIONS

- Research: Statistics Canada, Dictionary, Census of Population, 2021: <https://www12.statcan.gc.ca/census-recensement/2021/ref/dict/az/index-eng.cfm>
- Families, Households and Marital Status Reference Guide, Census Population, 2021: <https://www12.statcan.gc.ca/census-recensement/2021/ref/98-500/002/98-500-x2021002-eng.cfm>
  - a. The current policy lacks clarity around whether we require evidence of the applicant's income only, or whether we require evidence of the total household income. Administration proposes that in requesting income information, we are seeking to understand the total income in the household, but is keen to ensure that a distinction can be drawn where there is no financial interdependence between those residing in the same household. New definitions, "Total Household Income" (2.5) and "Proof of Total Household Income" (2.6) have been included to support this, replacing the previous definition "Family".
  - b. This definition better aligns with language used by other benefits and RFAP providers. By using Federally Regulated language and definitions this will help Administration communicate program requirements from multiple organizations and keep in line with other municipalities RFAP procedures.

- c. Example: A 21-year-old client applies. They are working and meet the single income threshold for 90% subsidy. It transpires the client reside with their mother and sister. Currently the policy is clear that the client's 'Family' includes their mother and sister and thus, that we require proof of the mother and sister's residency. However, the policy does not state that we require proof of the mother's income in order to process the client's application.

As such, the client is approved based on Single income. Mother and sister are not included in this RFAP approval as they are not on the application and the client did not wish to share the mother's income.

4. OTHER LANGUAGE CLARIFICATIONS – COHABITNG ADULTS AND INTERGENERATIONAL FAMILIES (see 2.5)

- a. The proposed policy provides clarification on the definition of "two cohabitating adults with or without dependents", to reflect that by 'cohabiting' we mean "the state of living together and having an intimate partner relationship without being married", rather than just two adults sharing a house, or one adult renting a room from another adult.
  - b. Under the proposed revisions, for "Intergenerational families with or without dependents" the income of an elderly parent living with their grown-up child may be included in the calculation of total household income only if they are claimed as household members or dependents on other benefit applications or on a tax return.
3. Section 3.3 on current policy - Propose deletion of the clause that states those in receipt of specific benefits will only be required to provide proof of income on their initial application. While their individual income may not change, their Household income may change, as may their residency. As such, Administration should review income with each application.
  4. Section 3.5 on current policy states that RFAP would be applied to all facility entrance costs. This has been clarified under 3.9 of the proposed policy to exclude 10-passes and single entrance fees.
  5. 3.12 of the proposed policy clarifies that the \$200 or \$100 credit is per Household (regardless of household composition).
  6. Section 3.6 of the current policy will be replaced by section 3.15 of the proposed policy. This removes language relating to optional monthly payments. With the shift to Continuous membership, this is no longer optional.
  7. Addition: Approved Period  
The Approved Period will be revised such that the standard end date is December 31. This supports better budget liability tracking. Approved applicants will be contacted by phone or email within 1 month of the end date of the Approved period to remind them to reapply. If a new application is not received and/or approved, eligibility for RFAP will cease and the client's liability for membership fees payment will revert to 100% unless they cancel their membership. Approved applicants will also have 60 days to purchase their subsidized membership. If they do not, their approval will be canceled and funds released to other potential applicants.

8. Addition: Corporate Discounts vs RFAP

Section 3.10 of the proposed policy outlines that where an applicant is eligible for both a corporate discount and RFAP, the client will choose with of the two discounts to apply to their membership. Administration will not apply both discounts.

9. SCHEDULE A

a. **Assured Income for the Severely Handicapped (AISH)**

The current policy states that if the applicant is in receipt of AISH their Household is automatically eligible. This is regardless of whether another Household member is earning an income that would take them over the income thresholds listed at 2(b) and creates inequity. The proposed revision revises this to ensure that household income is considered. By reapplying each year, we also confirm that household circumstances have not changed.

b. **Revision to income threshold to reflect Drumheller Housing Administration (DHA) levels.**

DHA residents automatically qualify for 90% RFAP subsidy under the current policy, as DHA residency is income assessed using the Core Income Threshold. The proposed policy revises the thresholds at 2(b) to avoid a situation where a non-DHA resident with a Household income equal to or below that of a DHA resident would be ineligible, despite having the same household composition.

c. **Addition - Grace House**

The proposed policy adds Grace House to the Policy under Schedule A to reflect the automatic eligibility that has previously been in place, and which is stated on the application form developed with the current policy.

d. **Addition - Rent Subsidy Program**

The proposed policy adds automatic qualification for those households in receipt of the Rent Subsidy program, as this is a means tested benefit in the same way as Drumheller Housing Administration residency and ensures equity in this regard.

e. **Total Household income language revision (2b on proposed policy)**

The proposed policy shifts focus to income in relation to the number in Household, rather than income in relation to the number of incomes. This is more in line with policy intent and ensures consistency with other Town subsidy programs.

Example: a Single parent of 3 children (a household of 4) would currently have a 'single income' threshold of up to \$27,000 for 90% subsidy. Meanwhile a couple (both with an income) with no children (a household of 2), would have a threshold of up to \$48,500 for 90% subsidy.

**FINANCIAL IMPACT:**

Changes to this policy will not change the budget allocation.

The RFAP program has a budget allocation of \$30,000.00 in 2023.

**STRATEGIC POLICY ALIGNMENT:**

The RFAP aligns with the strategic priorities: Poverty Reduction Strategy and red tape reduction. A consistent approach to policy oversight will support good governance.

**COMMUNICATION STRATEGY:**

Revisions to the policy will be communicated to relevant team members using internal communications methods. Updates will be made to the application form and information on our website.

**PROPOSED COUNCIL MOTION**

1) Move that Council approves the proposed revisions to the Recreation Fee Assistance Program Policy C-07-21 as presented.

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

2) That the Recreation Fee Assistance Program Policy C-07-21 be transitioned from a Council policy to an Administrative Policy.

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



Prepared by:  
April Harrison  
Manager of CDSP



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

**COUNCIL POLICY  
RECREATION FEE ASSISTANCE POLICY**

NAME: Recreation Fee Assistance Policy	POLICY NUMBER: <b>C-07-21</b>
DEPARTMENT: Community Development and Social Planning	SUPERSEDES:
DATE APPROVED:	REVISION DATE:

## 1. POLICY STATEMENT

The Town of Drumheller believes that well-being and quality of life of its residents are important. Upon approval of an application process, the program allows eligible residents access into the following recreation facilities at a reduced (**subsidized**) rate: Arena (**via multi-facility pass**), Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards registered classes and programs.

## 2. DEFINITIONS

- a. **“Eligible Residents”** must be resident within the municipal boundaries of Drumheller, must declare that they are eligible to access/receive municipal benefits/funds, and must meet Total Household Income thresholds.
- b. **“Proof of Eligibility”** is provided by evidencing Proof of Residency, confirming Citizenship/Residency status (and eligibility to access/receive municipal funds) and evidencing Proof of Total Household Income.
- c. **“Proof of Residency Documents”** are any of the following:
  - i. Driver’s License
  - ii. Financial Information (e.g. Notification of Assessment or Utility bill stating name/address)
  - iii. Lease agreement
  - iv. Letter from Grace House
- d. **“Citizenship/Residency Status”** applicants must identify their citizenship/residency status and declare that they are eligible to receive municipal benefits/funds on the application form.
- e. **“Total Household Income”** is defined as total income from household members that are combined for the purpose of calculating income-tested benefits such as GST/HST credit or Canada Child Benefit, and/or income from **all household members that are claimed as dependents on your tax return**. Examples *may* include:
  - i. A married or common law couple with or without dependents.
  - ii. Up to two cohabiting adults with or without dependents (cohabiting is ‘the state of living together and having an intimate partner relationship without being married’).
  - iii. A lone parent with dependents.



- iv. Guardian(s) and the dependents in their care.
- vi. Intergenerational families with or without dependents.  
An applicant would not need to include the income of an adult that shares the residence, but that is financially independent of the applicant. For example, someone to whom the applicant sub-lets a room in their house.

Any regular Household income that is excluded as income for tax purposes should be declared but will also be excluded from the calculation of Total Household Income. E.g. Canada child benefit.

f. **“Proof of Total Household Income”**

The preferred Proof of Total Household Income is a Notice of Assessment showing line 236 (net income) issued by Canada Revenue Agency for all Household members as defined by 2.5. Where this is not available, the following proofs will be accepted:

- i. AISH Health Benefits Card or other provincial government issued document showing the applicant is currently receiving AISH. This must show the name of the applicant.
- ii. Government documentation showing the applicant is currently receiving provincial income support e.g. *Alberta Works, Alberta Seniors Benefit*.
- iii. Two Pay stubs dated in the past 2 months. *This must include hourly rate, number of hours worked per week and any bonuses.*
- iv. If none of the above are available, the applicant may discuss alternatives with the CDSP team.

g. **“Approved Period”** means the period that the RFAP subsidy is approved for. Typically, this will be for the remainder of the current calendar year, with an end date of December 31, 2023. However, discretion will be applied, for example, the Approved Period for residents of Grace House will be based on the letter provided by Grace House. Where an Approved Period is less than 12 months, the credit may also be prorated.

- i. Approved clients must initiate their approved membership subsidy within 60 days of approval. Where client do not meet this deadline (without prior approval), their approval will be withdraw. These clients would then have to reapply.

### 3. PROGRAM DETAILS - APPLICATIONS

**3.1.** The application for Recreation Fee Assistance is now included on a combined “DrumLIFE Pass” application form. The DrumLIFE Pass is a one-stop application for all the subsidy programs offered by the Town of Drumheller and other participating businesses/organizations.

- a. Applications are accepted throughout the year and can be submitted online on the Town’s website. Alternatively, paper copies are available at Town Hall, the Badlands Community Facility and the Aquaplex.
- b. The RFAP subsidy program is available to eligible residents of the Drumheller Valley upon submission of a completed application form, including Proof of Residency and Proof of Total Household income. Applicant and Household information is required for all applications.

- c. Eligibility criteria are based on the qualifications as outlined in the attached "Schedule A".
- d. Applications that do not reflect an income will be reviewed using an interview process. Administration will use this interview to better understand the client's circumstances and support them to provide evidence for their application. Discretion may be required on a case by case basis.
- e. All applications will be reviewed and approved by the Manager of Community Development and Social Planning, or their delegate.
- f. Under normal circumstances, applicants will be notified of the outcome within 5 working days of complete application submission.

#### 4. REQUIREMENTS

- a. RFAP subsidies may be applied only to regular memberships of the BCF, Aquaplex or multi-facility memberships. An RFAP subsidy cannot be applied to single entrance fees or to 10-pass purchases.
- b. Where an applicant is eligible for a corporate discount and RFAP subsidy, they must choose which one to apply to their membership. It is not possible to apply both.
- c. Full Fee Assistance will total 90% subsidy on the selected facility membership fee for the current calendar year and will include a \$200.00 credit towards registered programs.
- d. Partial Fee Assistance will total 50% subsidy on the facility membership fee for the current calendar year and will include a \$100.00 credit towards registered programs:
  - i. The credit value is applied per household, regardless of composition.
  - ii. The credit value may be prorated for those awarded a shorter Approved Period e.g. Grace House residents.
- e. Successful applicants will pay their portion (10% or 50%) of the total facility membership fees on a monthly, continuous, basis for the Approved Period. Successful applicants will also pay any remaining costs for registered programs after the credit is applied.
- f. RFAP clients will be required to place a credit card on file for automatic payment of their portion of the fees on a continuous basis. Alternatively, payment can be made by direct debit. Direct debit payments will require: the applicant's financial institution number, branch transit number and account type. The auto renewal payment will be charged at the beginning of the applicant's billing cycle.

- g. As standard, a \$20.00 Activation Fee is payable when a recreation membership is first activated or reactivated after being stopped. The cost of this Activation Fee for approved RFAP clients will be subsidized at 90% or 50%, in line with approved fee assistance level. The subsidized portion (50% or 90%) will be waived and not be charged to the client or the RFAP budget. The client portion (10% or 50%) will be payable at the time membership is activated.
- h. Approved applicants will be contacted by phone or email within one month of the end date of the Approved period, to remind them to reapply. If a new application is not received and approved, eligibility for RFAP will cease and the client's liability for membership fees payment will revert to 100%, unless they cancel their membership. Cancelling membership remains the responsibility of the applicant.
- i. Audits will be completed on subsidized memberships to determine the frequency of use of the membership. The purpose of this is to ensure that memberships are being utilized by RFAP recipients and that funds are being allocated effectively to achieve Council's objective of maximizing resident's ability to participate in recreational activities at Town facilities. Memberships that have been used less than **once a month** during the term may not be renewed.

#### 4. ATTACHMENTS

- a. **Schedule A – Qualification for Recreation Fee Assistance Program**
- b. **Drum Life Pass Application**

#### 5. TRANSITIONAL

- a. This Policy repeals Policy **C-07-21** upon approval from Council.
- b. This Policy comes into effect on the date of signing.

\_\_\_\_\_  
MAYOR

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

REVISIONS C-01-16
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## SCHEDULE A

### QUALIFICATION FOR RECREATION FEE ASSISTANCE PROGRAM

#### 1. AUTOMATIC INCOME QUALIFICATION

Qualification is automatic at 90% subsidy if you are a current resident of the Town of Drumheller and one of the following applies to you:

- a. You are in receipt of a means tested benefit such as Income Support or another Alberta Supports program (e.g. AB Seniors Benefit, Child Benefit):
  - i. Please provide a copy of your government issued approval letter stating the expiry date, or your Adult/Child Benefit Card or direct deposit statement.
- b. You are in receipt of AISH (Assured Income for the Severely Handicapped), and you live alone:
  - i. Please include a copy of your AISH Health Benefits Card or other provincial government issued document showing the applicant is currently receiving AISH. This must show the name of the applicant.
- c. You are a Drumheller Housing Administration Tenant:
  - i. Please provide a copy of your tenancy agreement or your most recent receipt.
- d. You are in receipt of the Rent Subsidy Program through Drumheller Housing Administration:
  - i. Please provide a copy of your approval letter from DHA stating expiry date.
- e. You are on Guaranteed Income Supplement:
  - i. Please provide a copy of your Guaranteed Income approval letter or direct deposit statement.
- f. You have Refugee Status:
  - i. Please provide a copy of your Protected Person Status document. For Refugee Claimants, provide a copy of your Refugee Protection Claimant document.
- g. You are a resident of Grace House:
  - i. Please provide a letter from Grace House confirming your participation in their residential program. This letter should include the duration of your program, to inform the Approved period.

**2. CONDITIONAL INCOME QUALIFICATION:**

Residents of the Town of Drumheller may also qualify for RFAP subsidy program where one of the following applies:

- a. Where an AISH recipient is a member of a larger household (per 2.5), the total household income will determine eligibility:
  - i. Please include a copy of your AISH Health Benefits Card or other provincial government issued document showing the applicant is currently receiving AISH as part of the evidence of Total Household Income (Per 2.5 and 2.6). This must show the name of the applicant.
- b. Applicants with a Total Household Income that meets the thresholds outlined below (Total Household Income Threshold Categories):
  - i. Any regular Household income that is excluded as income for tax purposes should be declared but will also be excluded from the calculation of Total Household Income. E.g. Canada Child benefit.
  - ii. The preferred proof of income is a copy of the Notification of Assessment for eligible household members (see 2.6).

**Total Household Income Threshold Categories**

	Full Benefits (90% membership subsidy + \$200 programming credit)	Partial Benefits (50% membership subsidy + \$100 credit)
Single Person	up to \$38,500	up to \$44,000
Household with 2+ people	up to \$51,000	up to \$63,000

**Those who do not have documentation will be contacted and the application process will include an interview.**

## Drum Life Pass

Please complete this application and return to the Town Hall between 8:00 a.m. and 4:30 p.m. at 224 Center Street, Drumheller, AB T0J 0Y4. Alternatively, you can apply online at: [Affordability & Assistance: Town of Drumheller - https://www.drumheller.ca/live/community-programs-events/affordability-assistance](https://www.drumheller.ca/live/community-programs-events/affordability-assistance). If you have any questions or concerns filling out this form, please contact the Community & Corporate Services Administrative Assistant at: 403.823.1324 or [CDSP@Drumheller.ca](mailto:CDSP@Drumheller.ca).

**Program runs on the Calendar Year (January – December). You must reapply each year for this program. Applications for the next calendar year will be available in December each year.**

**A. Proof of Eligibility** Recipients of the Drum Life Pass must be:

- residents of Drumheller – Starland County for subsidized counselling program.
- be eligible to receive municipal funds.
- and have an annual income below the income threshold.

**Proof of residency can be provided by (minimum of one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's license | <input type="checkbox"/> Financial information ( <i>copy of bill with your name/address</i> ) |
| <input type="checkbox"/> Lease agreement  | <input type="checkbox"/> Letter from Grace House  |

**Citizenship/Residency Status (select one):**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Canadian Citizen | <input type="checkbox"/> Permanent Resident | <input type="checkbox"/> Other _____ |
|---|---|--------------------------------------|

**Household (select all that apply):**

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="checkbox"/> Single | <input type="checkbox"/> Married/Common Law | <input type="checkbox"/> with children |
|---------------------------------|---|--|

**Proof of income must be provided for all adult household members. Preferred sources being:**

- Notice of Assessment showing line 236 net income, issued by Canada Revenue Agency
- Government documentation showing eligibility for income tested benefits (*Income Support, Alberta Seniors Benefit, Guaranteed Income Supplement, Child Benefit, AISH*)
- Evidence that you are a Drumheller Housing Authority tenant or that you are in receipt of the Rent Subsidy Program (*DHA Tenancy agreement or Rent subsidy approval letter showing your name/address*)

**B. Applicant** must be aged 18+ (Please print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**C. Additional Family Information (Please list all Household members included in this application.)**

Name	Relationship	Date of Birth (MM/DD/YYYY)

**D. I would like to apply for the following programs (select all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Recreation Fee Assistance Program   | <input type="checkbox"/> Hot Meals (55+)                   |
| <input type="checkbox"/> Counselling Subsidy                 | <input type="checkbox"/> Home Support (55+)                |
| <input type="checkbox"/> Volunteer Tax Program               | <input type="checkbox"/> Older Adult Program subsidy (55+) |
| <input type="checkbox"/> Youth Program subsidy (grades 7-12) |  |

**E. If approved, select which form of Recreational Facility membership you would like your discount applied to:**

	<b>Single Facility</b> <i>(Aquaplex OR Badlands Community Facility)</i>	<b>Multi Facility</b> <i>(Aquaplex, Memorial Arena AND Badlands Community Facility)</i>
Youth (6-17)	<input type="checkbox"/> \$ 28.75*	<input type="checkbox"/> \$40.00*
Adult (18-59)	<input type="checkbox"/> \$ 44.00*	<input type="checkbox"/> \$56.50*
Family	<input type="checkbox"/> \$ 82.00*	<input type="checkbox"/> \$102.50*
Senior (60+)	<input type="checkbox"/> \$ 28.75*	<input type="checkbox"/> \$40.00*

\*This the regular monthly cost and does not account for 50% or 90% subsidy based on application approval.

**F. Net Total Household Income (add up your line 236s)**

<b>Adult Household Members (Name)</b>	<b>Government Benefits (AISH, Income Support, AB Seniors Benefit)</b>	<b>Income (line 236 of Notice of Assessment)</b>
	<b>TOTAL</b>	

- I would like to receive e-mails regarding the available programs with The Town of Drumheller

**G. Signature - In signing I guarantee the above information provided is complete and true to the best of my knowledge AND that I am eligible to receive municipal funds.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Administration Use</b>						
<b>Supporting documents reviewed:</b>	<input type="checkbox"/> Yes	Date: _____	Initials: _____			
<b>Application approved:</b>	<input type="checkbox"/> 90% <input type="checkbox"/> 50%	<input type="checkbox"/> Not approved	Date: _____			
<b>Counselling approved:</b>	<input type="checkbox"/> 90% <input type="checkbox"/> 50%	<input type="checkbox"/> Not approved	Date: _____			
Reason for Not Approved: _____						
<b>Which programs approved?</b>						
<input type="checkbox"/> Recreation Fee Assistance Program	<input type="checkbox"/> Volunteer Tax Program	<input type="checkbox"/> Youth Program Subsidy				
<input type="checkbox"/> Counselling Subsidy	<input type="checkbox"/> Home Support (55+)					
<input type="checkbox"/> Older Adult Program Subsidy (55+)	<input type="checkbox"/> Hot Meals (55+)					
<b>Recreation Fee Assistance Income Thresholds (2023)</b>		<b>Community Counselling Assistance Income Thresholds (2022)</b>				
	Full Benefits (90% & \$200.00 credit)	Partial Benefits (50% & \$100.00 credit)		Full Benefits (90% discount)	Partial Benefit (50% discount)	Ineligible (as income too high)
Single Income	up to \$27,000	up to \$31,500	Single person	Up to \$35,000	\$35,001-\$70,000	\$70,001+
Dual Income	up to \$48,500	up to \$63,000	Family (2+ people)	Up to \$60,000	\$60,001-\$90,000	\$90,001+
Signature: _____ Renewal date: _____ Date client advised of approval: _____						

**COUNCIL POLICY C-07-21  
RECREATION FEE ASSISTANCE POLICY**

*Repeals C-01-16*

**1. POLICY STATEMENT**

The Town of Drumheller believes that the well-being and quality of life for its residents are important. Upon approval of an application process, the program allows eligible residents access into the following recreation facilities at a reduced rate: Arena, Aquaplex and Badlands Community Facility. It also offers a credit that patrons can use towards classes and programs.

**2. DEFINITIONS**

“Family”

- (a) A married or common law couple with or without dependents;
- (b) Up to two cohabitating adults with or without dependents;
- (c) A lone parent with dependents;
- (d) Guardian(s) and the dependents in their care;
- (e) Intergenerational families with or without dependents.

“Qualifying Documents”

- (a) Letter of acceptance to financial supports – such as AISH or Guaranteed Income Supplement
- (b) Two (2) recent pay stubs
- (c) Income tax forms
- (d) Notice of Assessment
- (e) Direct deposit statements

**3. PROGRAM DETAILS**

- 3.1 Applications for Recreation Fee Assistance are accepted throughout the year. They are available on the Town’s website, Town Hall, and the Badlands Community Facility and Aquaplex.
- 3.2 The program is available to all residents of Drumheller Valley upon proof of residency.
- 3.3 The applicant must submit a *qualifying document* to support low income, proof of identification, and current contact information. Applicants receiving long-term, predictable income such as AISH or Seniors’ Benefits, will only be required to provide proof of income on their initial application. Applications that do not reflect an income will be reviewed using an interview process.
- 3.4 All requests will be reviewed by the Manager of Community Development and Social Planning or his / her delegate and applicants will be notified of approval.



- 3.5 Full Fee Assistance will be based on 90% of the facility entrance costs for the current year, and will include a \$200.00 credit towards programs. Partial Fee Assistance will be based on 50% of the facility entrance costs for the current year, and will include a \$100.00 credit towards programs. Approved members will also have access to membership costs for programs.
- 3.6 Patrons will have an option of making monthly payments on their portion of the membership. Payment amounts will be determined by dividing the patron's portion by the number of months included in the membership (Annual = 12). Payment will be due on the first of each month. Interest rates will not be applied. Approved applicants will be exempt from keeping a credit card on file as many people living under this income threshold do not have credit cards.
- 3.7 All members of the particular *family* must live in the same dwelling and all adults will be required to show proof of residency. Proof of residency may include Driver's License, utility bill, internet bill, letter from Grace House, or rental agreement.
- 3.8 Credit will be applied to annual memberships and may be prorated for shorter terms; however, the maximum an individual may be eligible for in a 12-month period is \$100/\$200 depending on their income threshold.
- 3.9 Audits will be completed on each subsidized membership, upon renewal, to determine the frequency of the membership. The purpose of this is to ensure that memberships are being utilized by the applicants who are subsidized and funds are being distributed most appropriately. Memberships that have been used less than 12 times during the term will be investigated and have the potential of not be renewed.
- 3.10 Eligibility criteria is based on the qualifications as outlined in the attached Schedule A.

**4. TRANSITIONAL**

- 4.1 This Policy repeals Policy C-01-16 upon approval from Council.
- 4.2 The Town of Drumheller offers this recreation subsidy program to its residents effective October 12, 2021

Date: SEPT. 30. 2021



MAYOR



CHIEF ADMINISTRATIVE OFFICER

## SCHEDULE A

### QUALIFICATION FOR RECREATION FEE ASSISTANCE PROGRAM

Qualification is automatic if you are a current resident of the Town of Drumheller and one of the following applies to you:

- (a) You are on AISH (Assured Income for the Severely Handicapped):  
Please bring a copy of your Health Benefits Card or a direct deposit statement.
- (b) You are on Income Support or another Alberta Works program:  
Please provide a copy of your letter stating the expiry date along with either Adult/Child Benefit Card or direct deposit statement.
- (c) You are a Drumheller Housing Authority Tenant:  
Please provide a copy of your most recent receipt.
- (d) You are on Guaranteed Income Supplement:  
Please provide a copy of your Guaranteed Income approval letter or direct deposit statement.
- (e) You have Refugee Status:  
Please provide a copy of your Protected Person Status document. For Refugee Claimants, provide a copy of your Refugee Protection Claimant document.
- (f) Income earners falling under the following categories

	Full Benefits (90% membership + \$200 programming credit)	Partial Benefits (50% membership + \$100 credit)
Single Income	up to \$27,000	up to \$31,500
Double Income	up to \$48,500	up to \$63,000

Please provide a copy of two (2) recent paystubs, Notice of Assessment, or Income Tax; or approval from other benefit/program such as Food Bank.

If you are not a recipient of any of the above programs or benefits listed above you may still qualify.

**Those who do not have documentation will be contacted and the application process will include an interview.**

## REQUEST FOR DECISION

<b>TITLE:</b>	Community Assistance Grant – In Kind - Drumheller Stampede and Agricultural Society
<b>DATE:</b>	June 29, 2023
<b>PRESENTED BY:</b>	Dave Brett, Director of Infrastructure Services
<b>ATTACHMENT:</b>	<ul style="list-style-type: none"> <li>- Drumheller Stampede and Agricultural Society Community Assistance Grant Application</li> <li>- Stage Relocation Estimate for In-Kind Work</li> </ul>

### **SUMMARY:**

The Town of Drumheller Community Assistance Grant Program receives several applications for funding projects each year. The total annual amount of grant funds available for this program is \$ 20,000.00 cash and \$ 30,000.00 for in-kind work. On June 19, 2023, Council approved an increase to the Community Assistance Grant In-kind funding for 2023 in the amount of \$37,174.00 for a total budget of \$67,174.00.

The Drumheller Stampede and Agricultural Society has requested Community Assistance Grant in-kind contributions to dismantle, move, and assemble the wooden stage from the old Drumheller Downtown Plaza. The stage is currently located at 298 Center St. and will be moved to the Drumheller Stampede Grounds at 5 St. SE. The stage has been donated to the Society by the Town.

Approval of this application will see the old plaza stage be utilized in the future to support enhancement of community events held at the Stampede Grounds. The requested amount to proceed with the project is \$ 16,655.00.

### **RECOMMENDATION:**

It is Administration’s recommendation that Council approve Option A: Approve the request for the full amount of \$ 16,655.00. A portion of the additional funds approved by Council on June 19, 2023, were intended to be utilized for this project as was expressed in the RFD.

### **FINANCIAL IMPACT:**

Funds for the Community Assistance Grant Program have been approved by Council through the 2023 Operating Budget, with the additional \$37,174.00 of funding approved on June 19, 2023, being allocated from Contingency Reserves.

### **WORKFORCE AND RESOURCES IMPACT:**

Town staff and equipment will be used to dismantle the stage, haul, and reassemble it at the Drumheller Stampede Grounds. The work will be scheduled as a medium priority task, to be carried out summer / fall of 2023. Work will be coordinated with the Drumheller Stampede and Agricultural Society. The final schedule will be based on availability of equipment and staff resources.

**STRATEGIC POLICY ALIGNMENT:**

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

**COMMUNICATION STRATEGY:**

Once Council provides their decision on this matter, a letter outlining the decision will be provided to the Drumheller Stampede and Agricultural Society via email.

**COUNCIL MOTION:**

**MOTION:**

**Councillor:** \_\_\_\_\_ moves that Council approve the Drumheller Stampede and Agricultural Society's Community Assistance Grant Application for in-kind contribution of \$16,655.00.

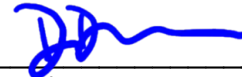
**Seconded:**

*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?)

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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.

## REQUEST FOR DECISION

<b>TITLE:</b>	Community Assistance Grant – In Kind - Rotary Club of Drumheller
<b>DATE:</b>	June 29, 2023
<b>PRESENTED BY:</b>	Dave Brett, Director of Infrastructure Services
<b>ATTACHMENT:</b>	<ul style="list-style-type: none"> <li>- Drumheller Rotary Club Community Assistance Grant Application</li> <li>- Project cost estimate – Concrete Pad for Shade Structure at Rotary Park</li> </ul>

### SUMMARY:

The Town of Drumheller Community Assistance Grant Program receives several applications for funding projects each year. The total annual amount of grant funds available for this program is \$ 20,000.00 cash and \$ 30,000.00 for in-kind work. On June 19, 2023, Council approved an increase to the Community Assistance Grant In-kind funding for 2023 in the amount of \$37,174.00 for a total budget of \$67,174.00.

The Rotary Club of Drumheller has requested Community Assistance Grant in-kind contributions to construct a concrete pad at Rotary Park. The concrete pad will be the foundation for a 20' x 30' metal shade structure that the Rotary Club of Drumheller has ordered for the park. The estimated arrival date for the shade structure is early October 2023.

This new shade structure will greatly improve the resident and tourism experience of visiting the Town's Rotary Park. The new structure will provide much-needed shade, and a rest area for all to enjoy. The Rotary Club will be supplying the structure itself. The requested amount to proceed with the concrete pad project is \$ 36,843.00.

The options to respond to this request are:

- a) Approve the request for the full amount of \$ 36,843.00.
- b) Choose not to fund the request.
- c) Approve an alternative amount of Council's choosing.

### RECOMMENDATION:

It is Administration's recommendation that Council approve Option A: Approve the request for the full amount of \$36,843.00. A portion of the additional funds approved by Council on June 19, 2023 were intended to be utilized for this project as was expressed in the RFD.

### FINANCIAL IMPACT:

Funds for the Community Assistance Grant Program have been approved by Council through the 2023 Operating Budget, with the additional \$37,174.00 of funding approved on June 19, 2023, being allocated from Contingency Reserves.

**WORKFORCE AND RESOURCES IMPACT:**

This work will be carried out in September, in conjunction with the other work taking place within Rotary Park at this time. Planning work for this time balances the high use summer period of Rotary Park with the need to complete work prior to winter weather conditions. As September has a significant number of activities for Town staff, part or all of the work may be contracted out. However, Town staff will project manage the work, including planning, permitting, contractor oversight and coordination with ATCO Electric as landowner.

**STRATEGIC POLICY ALIGNMENT:**

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

**COMMUNICATION STRATEGY:**

Once Council provides their decision on this matter, a letter outlining the decision will be provided to the Rotary Club of Drumheller via email.

**COUNCIL MOTION:**

**MOTION:**

**Councillor:** \_\_\_\_\_ moves that Council approve the Rotary Club of Drumheller's Community Assistance Grant Application for in-kind contribution of \$36,843.00

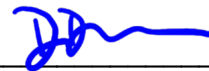
**Seconded:**

*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 - 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.

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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

**FOR OFFICE USE ONLY**

Date application received: May 9, 2023

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

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

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

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](mailto:cao@drumheller.ca)



**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**



## BRIEFING NOTE

<b>DATE:</b>	July 10, 2023
<b>TITLE:</b>	NRED Grant – Pathway Wayfinding Concepts & Stakeholder Engagement
<b>DEPARTMENT:</b>	Infrastructure Services
<b>PRESENTED BY:</b>	Kelcie Wilson, C.E.T., Capital Project Manager
<b>ATTACHMENT:</b>	Appendix A: Existing Wayfinding Signage Appendix B: Pathway Wayfinding Concepts

### INTRODUCTION / PURPOSE / PRIORITY

In March 2023 the Town was successful in receiving the Northern and Regional Economic Development (NRED) grant for a trail wayfinding project. The project will provide a key pedestrian and bike linkage throughout the Town, with wayfinding being a key component of a cross-functional and accessible pathway and trail system. It will provide cross-river linkages from tourist areas to business areas, which has an obvious economic benefit. Wayfinding can assist in channeling traffic into these areas.

### BACKGROUND / PROBLEM

In April of 2023 the Town engaged ISL Engineering and Land Services (ISL) to undertake the task of developing a hierarchical wayfinding plan for the Town’s pathway system which can later be utilized as a starting point for other wayfinding signage throughout the Drumheller Valley. The Town provided ISL with its existing wayfinding signage (Appendix A), color palette, and historical information. A preliminary concept was shown to the Town’s project team in June 2023 (Appendix B). The concept takes into consideration the existing wayfinding signage and illustrates ways pieces of the existing signage can be used to make the pathway networks wayfinding more modernized and aesthetically pleasing to the Towns heritage. A hierarchical system has also been preliminarily developed and further concepts will show where these wayfinding signs shall be used at.

The next steps are to engage with the public for feedback and gauge their level of support. Following the completion of the public engagement will be the production of a “What We Heard Report”.

### KEY POINTS / STATUS

- Wood and Steel components are being used throughout the concepts.
- Shadows have been taken into consideration as one concept has the Town’s logo cut out.
- The Town’s color palette has been utilized.
- If the Town were to phase out the existing wayfinding signage this hierarchical plan allows us to do so.
- Materials chosen took into consideration the likelihood they will be around in 25 years’ time and will readily available.

## **FINANCIAL**

The NRED grant covers 50% up to a total of \$38,000.00 for the pathway wayfinding project. The other 50% of the funds are being covered through the DARP project for 2023.

## **COMMUNICATIONS**

ISL has identified two community engagement techniques that will be utilized so they can finalize the pathway wayfinding design.

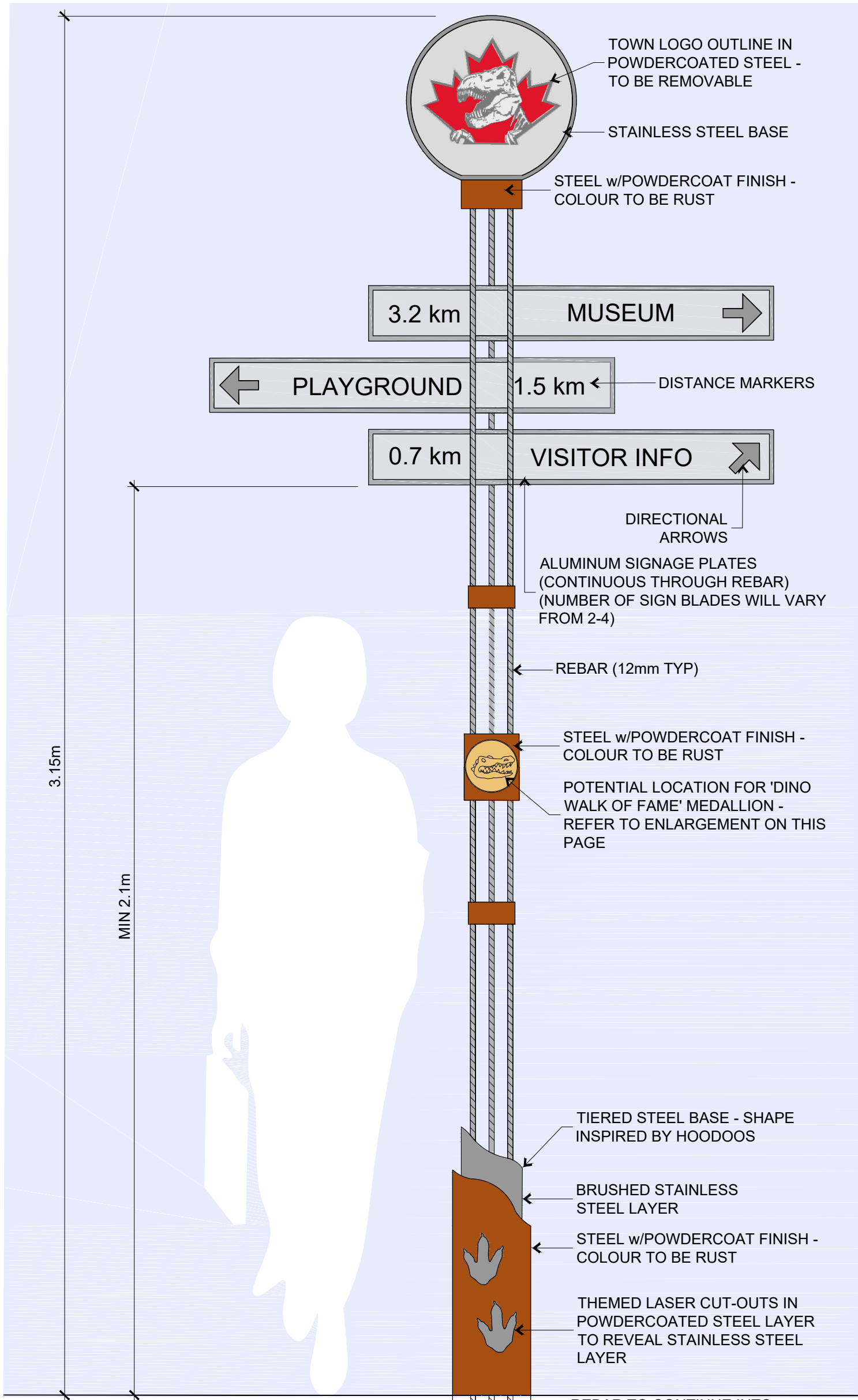
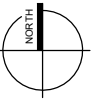
### ***Online Engagement – Information and Survey***

ISL and the Town will create information materials and an online public survey to provide stakeholders and the public with information about the project and gather feedback. ISL will create informative display boards for the Town's website to provide information that participants need to know in order to participate effectively and provide informed feedback via the online survey. The survey will be designed to include a mix of open and closed-ended questions to gauge respondents' level of support and feedback on the wayfinding concepts and layouts.

### ***In-Person Engagement - Open House***

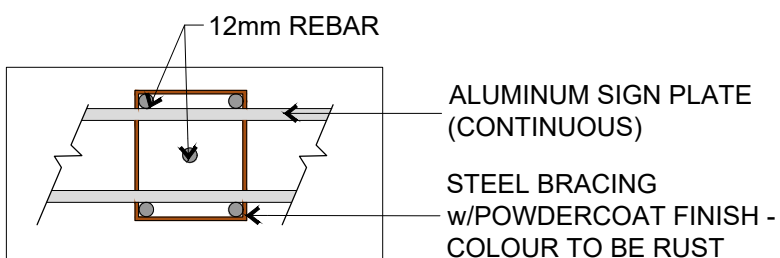
ISL and the Town will host an in-person open house to share key information and gather stakeholder and public feedback. The session will be a drop-in format with display boards, paper copies of the survey to gather feedback and project team members in attendance will respond to questions and provide information. It is anticipated that this will happen in September. Administration would like to note that the Cultural days event might be a good opportunity to engage with the public.

Advertising for the online engagement and in-person engagement will utilize the Town's website, social medial channels, local newspaper, and posters in key gathering places to introduce the project.



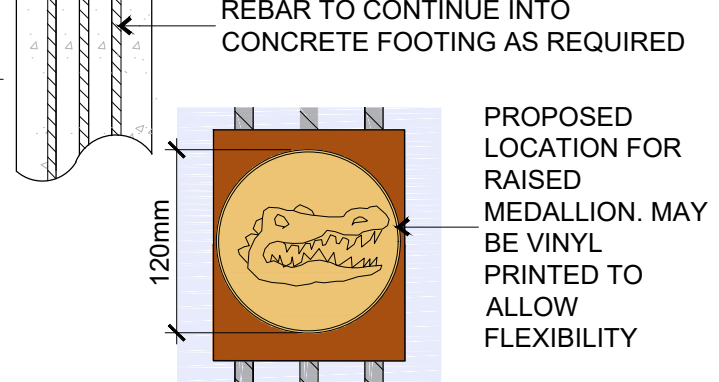
**ELEVATION**

SCALE 1: 10



**PLAN VIEW - REBAR LAYOUT**

SCALE: N/A Day July 10, 2023



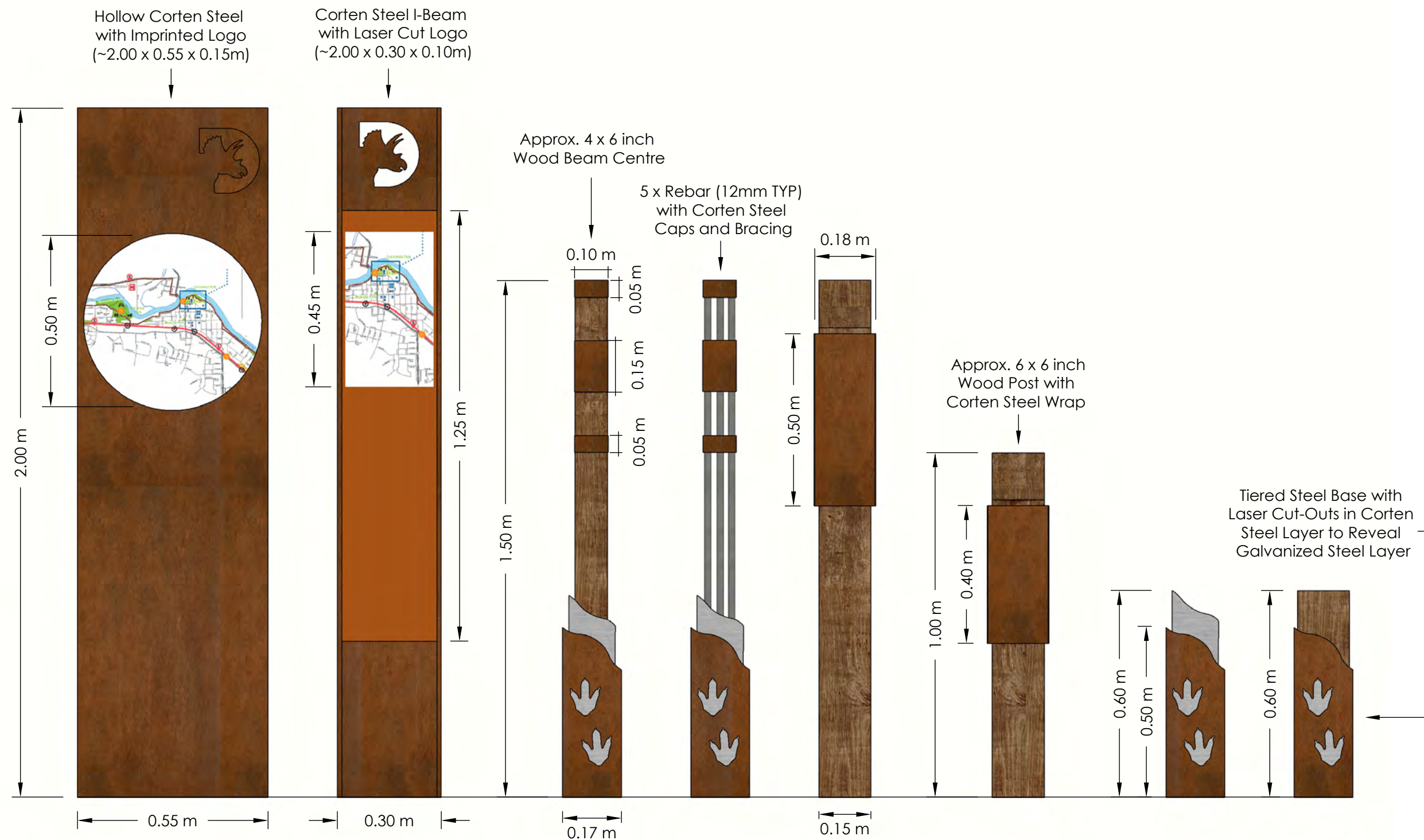
**MEDALLION ENLARGEMENT**

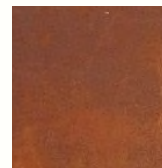
SCALE: 1:5

preferred option - with medallion

FIGURE

2





CORTEN STEEL



GALVANIZED STEEL



WOOD POST



POWDERCOATED ALUMINUM