



**TOWN OF DRUMHELLER**  
REGULAR COUNCIL MEETING

**AGENDA**

TIME & DATE: 4:30 PM – Monday January 29, 2024

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 January 29, 2024 Regular Meeting

Proposed Motion: That Council adopt the agenda for the January 29, 2024 Regular Council meeting as presented.

5. MEETING MINUTES

5.1 Minutes for January 22, 2024 Regular Council as presented.

[Regular Council Meeting – January 22, 2024 - Minutes](#)

Proposed Motion:

Move that Council approve the minutes for the January 22, 2024, Regular Council meeting as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 Request for Decision: Midsize Town's Mayors Caucus

[Request for Decision](#)

[Terms of Reference](#)

Proposed Motion:

Moves that Council approve the membership in the Alberta Mid-Sized Towns Mayors Caucus as per the Terms of Reference and agree to pay the \$250 membership fee.

6.2 Request for Decision: Board and Committee Appointments

Municipal Planning Commission (MPC)  
Municipal Airport Commission (DMAC)

[Request for Decision](#)

Proposed Motion:

Move that Council reappoint Art Erickson, Shelley Rymal and Andrew Luger to the Municipal Planning Commission (MPC) for a three-year term ending March 22, 2027, December 21, 2026, and October 24, 2025, respectively.

Proposed Motion:

Move that Council reappoint Catherine Bonneville and Robert Graham to the Drumheller Municipal Airport Commission (DMAC) for a three-year term ending January 25, 2027.

DELEGATION

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Chief Administrative Officer

Request for Decision: 2024 Draft Fees and Schedule Bylaw

[Request for Decision](#)

[Bylaw 01.23 – Rates, Fees and Charges Bylaw](#)

[Schedule “A” – Service Fee Schedule 2024.](#)

Proposed Motion:

Move that Council give third reading to Bylaw 01.24 – Rates, Fees and Charges Bylaw as amended.

7.2 Flood Resiliency Project Director

7.2.1 Request for Decision: DRFM Michichi Creek Hwy 838 and Flood Wall Rehabilitation Project

[Request for Decision](#)

Proposed Motion:

Moves that the Michichi Creek Hwy 838 bridge and Flood Wall Rehabilitation project be awarded to WSP Canada Inc in the amount of \$1,650,745 excluding GST and Administration enter into funding agreement with the Province of Alberta to fund the project.

7.2.2 Request for Decision: Drumheller Resiliency and Flood Mitigation Financial Audit January 1 – December 31, 2022.

[Request for Decision  
Presentation](#)

Proposed Motion:

Moves that the Drumheller Resiliency and Flood Mitigation Program – Schedule of Disbursements - Year ended December 31, 2022 - be adopted as presented.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8. [ADJOURNMENT](#)

Proposed Motion: That Council adjourn the meeting.



**TOWN OF DRUMHELLER**  
REGULAR COUNCIL MEETING

**MINUTES**

TIME & DATE: 4:30 PM – Monday January 22, 2024

LOCATION: Council Chambers, 224 Centre St and ZOOM Platform and  
[Live Stream on Drumheller Valley YouTube Channel](#)

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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 & Community Services: Victoria Chan  
Acting Director of Infrastructure: Kevin Blanchett  
Dir. of Emergency and Protective Services: Greg Peters  
Flood Mitigation Project Manager: Deighen Blakely  
Communication Officer: Bret Crowle  
Manager of Legislative Services: Denise Lines  
Reality Bytes IT: David Vidal  
Recording Secretary: Mitchell Visser

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1. CALL TO ORDER

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

2. OPENING COMMENTS

H. Colberg declared that there would be a Regular Council Meeting next Monday, January 29, 2024.

The Highland Gala will be held Saturday, January 27, 2024 at the Badlands Community Facility (BCF) to fundraise for the East Coulee Museum.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for January 22, 2024 Regular Meeting

M2024.24 Moved by Councillor Lacher, Councillor Hansen-Zacharuk that Council adopt the amended agenda for the January 22, 2024 Regular Council meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 Minutes for January 8, 2024 Regular Council as presented.

Agenda Attachment: Regular Council Meeting – January 8, 2024 - Minutes

M2024.25 Moved by Councillor Kolafa, Councillor Sereda  
that Council approve the minutes for the January 8, 2024, Regular Council meeting as  
presented.

CARRIED UNANIMOUSLY

COUNCIL BOARDS AND COMMITTEES

DELEGATION

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Chief Administrative Officer

7.1 Manager of Economic Development  
Timestamp: [3:47](#)

7.1.1 Request for Direction: Proposed Draft Business License Bylaw 06.23

Agenda Attachments: Request for Decision; Bylaw 06.23

M2024.26 Moved by Councillor Sereda, Councillor Hansen-Zacharuk  
that Council give third and final reading to the Business Licence Bylaw 06.23 as  
amended.

Council requested that 17.4(b) change from “thrice” to “three times.”

Council made a friendly amendment to accept Bylaw 06.23 as amended.

CARRIED UNANIMOUSLY

7.2 Flood Resiliency Project Director  
Timestamp: [13:13](#)

7.2.1 Request for Decision: Resolution for Expropriation and Notice of Intention to Expropriate of a Partial Parcel for Berm Construction affecting Plan 202EO, Parcel D, Containing 4.70 acres more or less, excepting Plan: Drainage - Ditch - Site, Number: 2037 JK, Acres more or less: 0.35 (712 Hunter Drive, Nacmine)

Agenda Attachments: Request for Decision

M2024.27 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 202EO, Parcel D, Containing 4.70 acres more or less, excepting Plan: Drainage - Ditch- Site, Number: 2037 JK, Acres more or less: 0.35; Title Number 021 280 028.

CARRIED UNANIMOUSLY

7.2.2 Request for Decision: Resolution for Expropriation and Notice of Intention to Expropriate of a Partial Parcel for Berm Construction affecting Plan 9242 EW, all that portion of the road adjoining north boundary of Lot 4. (748 Hunter Drive, Nacmine)

Agenda Attachments: Request for Decision

M2024.28 Moved by Councillor Lacher, Councillor Sereda that Council approve the Resolution for Expropriation and Notice of Intention to Expropriate pertaining to a portion of land described as Plan 9242 EW, all that portion of the road adjoining north boundary of Lot 4; Title Number 201 043 264 + 1.

CARRIED UNANIMOUSLY

## CORPORATE AND COMMUNITY SERVICES DEPARTMENT

7.3 Director of Corporate and Community Services  
Timestamp: [21:11](#)

7.3.1 Request for Direction: 2024 Draft Operating Budget Discussion

Agenda Attachments: Request for Decision; Appendix 1 - 2024 Operating

M2024.29 Moved by Councillor Lacher, Councillor Price that Council adopts the 2024 Operating Budget of \$22,348,727, with a municipal requisition of \$9,962,718 as presented.

CARRIED UNANIMOUSLY

7.3.2 Request for Direction: 2024 Draft Fees and Schedule Bylaw

Agenda Attachments: Request for Decision; Bylaw 01.23 – Rates, Fees and Charges Bylaw; Schedule “A” – Service Fee Schedule 2024.

M2024.30 Moved by Councillor Kolafa, Councillor Lacher that Council give first reading to Bylaw 01.24 – Rates, Fees and Charges Bylaw as presented

CARRIED UNANIMOUSLY

M2024.31 Moved by Councilor Zariski, Councillor Lacher that Council give second reading to Bylaw 01.24 – Rates, Fees and Charges Bylaw as presented.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE DEPARTMENT

8. CLOSED SESSION

8.1 Strategic Development and Planning  
FOIP 23 – Local public body confidences  
FOIP 24 – Advice from Officials  
FOIP 25 – Disclosure harmful to economic and other interests of a public body

M2024.32 Moved by Councillor Sereda, Councillor Lacher that Council close the meeting to the public to discuss Strategic Development and Planning as per FOIP 23 – Local public body confidences, FOIP 24 – Advice from Officials and FOIP 25 – Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:18 PM

M2024.33 Moved by Councillor Lacher, Councillor Kolafa that Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 8:09 PM

9. ADJOURNMENT

M2024.34 Moved by Councilor Zariski, Councillor Sereda that Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 8:09 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



## REQUEST FOR DECISION

<b>TITLE:</b>	Mid-Sized Town Mayor Caucus
<b>DATE:</b>	January 26, 2024
<b>PRESENTED BY:</b>	Mayor Colberg
<b>ATTACHMENT:</b>	Terms of Reference

### SUMMARY:

Currently, the Mayor of the Town of Drumheller attends a South-Central Mayor's Meeting with neighboring mid-sized towns. This is an informal group that meets to discuss issues unique to mid-sized towns in the region and explores avenues of joint collaboration. At the last South-Central Mayor's Meeting, members of the group discussed the possibility of forming a formal "Mid-Sized Towns Mayors Caucus."

The Town of Drumheller is currently a member of the *Alberta Municipalities*, an organization that represents summer villages, villages, cities, towns, and specialized municipalities. In addition to *Alberta Municipalities*, many mid-sized cities are represented by the *Mid-Sized Cities Mayors' Caucus (MCMC)*, which is composed of 24 municipalities. Like the MCMC, the goal of the "Mid-Sized Town Mayor Caucus" would be to collaborate, set priorities, and advocate for issues unique to municipalities of this size.

The South-Central Mayor's Meeting would like a motion from council supporting further investigation into the creation of a "Mid-Size Towns Mayors Caucus."

### DISCUSSION:

South-Central Mayor's Meeting will undergo an initial investigation into the creation of a "Mid-Size Towns Mayors Caucus." The Terms of Reference for the Alberta Mid-Sized Towns Mayors' Caucus outlines the goals and objectives of the committee.

### FINANCIAL IMPACT:

A yearly \$250.00 membership fee used towards expenses of hosting meetings. As stated in Section 6, "a designated membership municipality will be responsible of accounts and shall provide annual financial reporting."

### STRATEGIC POLICY ALIGNMENT:

Could create opportunities for greater political representation for mid-sized towns.

### COMMUNICATION STRATEGY:

The Mayor will provide updates and meeting minutes to the Town as outlined in the Council & Committee Meeting Procedure Bylaw 04.21.

**MOTION:**

Moves that Council approve the membership in the Alberta Mid-Sized Towns Mayors Caucus as per the Terms of Reference and agree to pay the \$250 membership fee.

*Mitchell Visser*

Prepared by:  
Mitchell Visser  
Sr. Administrative Assistant

*Denise Lines*

Reviewed by:  
Denise Lines  
Manager of Legislative Services

## Terms of Reference

### 1. Purpose

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

### 2. MTMC Statement

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

### 3. Objectives

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
  - i) Provincial Government
  - ii) Federal Government
  - iii) Alberta Municipalities
  - iv) other municipalities, including member municipalities
  - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

### 4. Membership Requirements

- a) Members of the MTMC must
  - i) be a municipality located within the Province of Alberta, and:
    - (1) an incorporated town, or
    - (2) a town with a population between 1000 and 14,999.
  - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
  - iii) Member municipalities will be responsible for per diems and expenses.

### 5. Membership, Representation & Voting

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor’s Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair’s annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

## **6. Appointment of Caucus Committees**

### **a) Executive Caucus Committee**

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

#### **i) Chair**

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

#### **ii) Vice-Chair**

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary.

#### **iii) Executive Board Member**

The Executive Board Member shall provide additional support where necessary.

#### **iv) Additional Executive Board Members**

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

#### **v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.**

#### **vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.**

## **7. Meeting Schedule**

- a) The MTMC shall meet in-person bi-monthly on the 1<sup>st</sup> Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
  - i) Plan and organize the Caucus agenda and activities (see Appendix A).
  - ii) Identify and invite government representatives and other guest speakers.
  - iii) Coordinate local and provincial post-caucus media release.
  - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

## **8. Advocacy**

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

## **9. Communication**

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. (this could also be added: MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A  
Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
  - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
  - a. shall be sent to the Chair municipality for distribution to the group;
  - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
  - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
  - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.



## REQUEST FOR DECISION

<b>TITLE:</b>	Board and Committee Reappointments
<b>DATE:</b>	December 18, 2023
<b>PRESENTED BY:</b>	Denise Lines
<b>ATTACHMENT:</b>	Board Application – Andrew Luger Board Application – Shelley Rymal Board Application – Art Erickson

### SUMMARY:

There are various Council Boards and Committees with members whose terms are expiring. These include the Municipal Planning Commission (MPC), The Drumheller Municipal Airport Commission (DMAC)

### MUNICIPAL PLANNING COMMISSION

As established in Bylaw #32-08, the Municipal Planning Commission (MPC) is composed of not less than three persons appointed by resolution of Council. Currently, the MPC is composed of the following seven (7) members:

Member	Position	Term Expiry
Crystal Sereda	Chair/ Council Representative	October, 2024
Tony Lacher	Member-at-Large/ Council Representative	October, 2024
Andrew Luger	Member-at-Large	October 24, 2022
Jason Jede	Member-at-Large	January 31, 2026
Kirk Mclean	Member-at-Large	August 21, 2024
Shelley Rymal	Member-at-Large	December 21, 2023
Art Erickson	Member-at-Large	March 22, 2024

On November 2, 2023 the MPC made the motion to recommends that Art Erickson, Shelley Rymal, and Andrew Luger be reappointed to the Municipal Planning Commission for a three-year term ending March 22, 2027, December 21, 2026, and October 24, 2025, respectively.

In accordance with section 8 of Bylaw #32-08, no member is eligible to serve on the MPC for more than two (2) consecutive terms, unless at the discretion of Council. As Shelley Rymal is currently serving her 2nd term, and in light of her contributions to the MPC, Administration recommends that Council approve Shelley Rymal for a 3rd consecutive term.

### DRUMHELLER MUNICIPAL AIRPORT COMMISSION (DMAC)

As established in Bylaw #33-08, Drumheller Municipal Airport Commission (DMAC) is composed of the following members:

Member	Position	Term Expiry
Heather Colberg	Council Representative	October, 2024
Darryl Drohomerski	CAO	Permanent
Catherine Bonneville	Member-at-Large	January 25, 2024
Robert Graham	Member-at-Large	January 25, 2024
Bob Sheddy	Member-at-Large	November 6, 2026
Peter Cardamone	Member-at-Large	January 1, 2025
Matthys Niel	Member-at-Large	January 1, 2025

On December 1, 2023 the DMAC made the motion to recommend that Catherine Bonneville and Robert Graham be reappointed to the DMAC for a three-year term ending January 25, 2027.

In accordance with section 2 of Bylaw #33-08, "No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council." Therefore, Administration recommends that Council approve Catherine Bonneville for a 3<sup>rd</sup> consecutive term in light of her significant contributions to the board.

**DISCUSSION:**

Board and Committee volunteer roles create public participation opportunities and ensure transparency regarding Town business.

**FINANCIAL IMPACT:**

There will be no financial impact as the board members are volunteers only.

**STRATEGIC POLICY ALIGNMENT:**

Alignment with Bylaw #32-08 and Bylaw #33-08

**COMMUNICATION STRATEGY:**

Applicants and Board Members will be informed of Councils decision by formal correspondence. Our website will be updated to reflect any changes in board membership.

**MOTION:**

Move that Council reappoint Art Erickson, Shelley Rymal and Andrew Luger to the Municipal Planning Commission (MPC) for a three-year term ending March 22, 2027, December 21, 2026, and October 24, 2025, respectively

**MOTION:**

Move that Council reappoint Catherine Bonneville and Robert Graham to the Drumheller Municipal Airport Commission (DMAC) for a three-year term ending January 25, 2027.



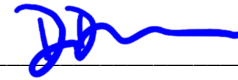
Request for Decision  
Page 2

*Mitchell Visser*

Prepared by:  
Mitchell Visser  
Sr. Administrative Assistant

*Denise Lines*

Reviewed by:  
Denise Lines  
Manager of Legislative Services



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



RECEIVED

OCT 18 2023

TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: Oct 17 2023 Board: Municipal Planning Comm.

Name of Applicant: ART ERICKSON

Full Address: [Redacted]

Phone Number: [Redacted] Email: [Redacted]

Do you have previous Board/Committee experience?  Yes  No

If yes, please list the Boards and the length of time you served.
MPC 3yrs
Cap Reg Bd 5 yrs watershed
+ Council 1/2
+ + Lib, Health Foundations + Various Vol.

Briefly explain why you are interested in this position and what particular skills you will bring to this Committee or Board.
I Read the material, attend meetings, and have ample hard writing.

Signature: [Redacted]

If you have any questions please contact Denise Lines at 403-823-1339. Please email your completed form to legislativeservices@drumheller.ca or submit it at Town Hall.

Personal information is being collected for the purpose of appointing individuals to Town of Drumheller public service boards under the the authority of Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection or use of your personal information, please contact the Town of Drumheller's FOIP Coordinator at 403-823-1339.



**TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM**

Date: October 05/23

Board: MPC

Name of Applicant: Shelley Rymal

Full Address:

[Redacted Address]

Phone Number

[Redacted Phone Number]

Email:

[Redacted Email]

Do you have previous Board/Committee experience?

Yes

No

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

- TOD MPC 6 or 7 years
- Chamber of Commerce 8 years
- TOD Economic Development 4 or 5 years
- Wayne Community Association 5 years
- East Coulee School Museum 3 years

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

I have been on this board for at least 6 years and find it very informative and interesting. As I live outside the downtown I find this board keeps me in touch with the community as a whole.

Signature

[Redacted Signature]

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

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### TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: 25 Oct 2023 Board: MPC

Name of Applicant: ANDREW L LUGER

Full Address: [REDACTED]

Phone Number: [REDACTED] Email: [REDACTED]

Do you have previous Board/Committee experience?  Yes  No

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

CALGARY MINOR SOCCER ASSOCIATION - TERM  
CALGARY BLIZZARD SOCCER CLUB - TERM  
MPC - DRUMHELLER - TERM

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

- PREVIOUS MPC BOARD EXPERIENCE AS WELL AS OTHER BOARDS
- CONSTRUCTION MANAGEMENT
- PROJECT CONTROLS
- PROJECT MANAGEMENT PROFESSIONAL (PMP)

Signature: [REDACTED]

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

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**TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM**

Date: January 11, 2024

Board: Drumheller Municipal Airport Commission

Name of Applicant: Catherine Bonneville

Full Address:

[Redacted]

Phone Number:

[Redacted]

Email:

[Redacted]

Do you have previous Board/Committee experience?



Yes



No

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

DMAC - 2017 - present

Smiths Falls Flying Club in Smiths Falls ON (CYSH) - 2015-2017

Atlas Aviation Volunteer in Tampa FL (KTPF) - 2012-2015

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

I am a pilot with extensive flying experience throughout the USA and Canada, and have seen a variety of airports within those two countries, and how they are managed and the services they offer. Drumheller has the potential to be a standout airport, and the work the Commission has done in the past three years to bring it to the fore and make it a destination airport is apparent. I would like to assist in seeing that work continue.

Signature:

[Redacted Signature]

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

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**TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM**

Date: January 11, 2024 Board: Drumheller Municipal Airport Commission

Name of Applicant [REDACTED]

Full Address:

Phone Number [REDACTED] Email [REDACTED]

Do you have previous Board/Committee experience?  Yes  No

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

*Drumheller Municipal Airport  
Commission*

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

*I am a pilot & have  
my airplane in a hangar at the  
airport. :)*

Signature: [REDACTED]

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

Personal information is being collected for the purpose of appointing individuals to Town of Drumheller public service boards under the the authority of Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection or use of your personal information, please contact the Town of Drumheller's FOIP Coordinator at 403-823-1339.

## Request for Decision

<b>TITLE:</b>	Rates, Fees and Charges Bylaw 2024
<b>DATE:</b>	January 29, 2024
<b>PRESENTED BY:</b>	Victoria Chan
<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• Bylaw 01.24 – Rates, Fees and Charges Bylaw</li> <li>• Schedule “A” - 2024 Service Fee Schedule – with track changes</li> </ul>

### SUMMARY:

Council has adopted the proposed Rates, Fees and Charges Bylaw 2024 for the first and second readings at Regular Council Meeting on January 22, 2024.

The summary of changes to Schedule “A” of the Bylaw 01.24 is followed:

PROPOSED CHANGES	PAGE #
<b>Recreation, Arts and Culture</b>	
Addition of “Other Group Private Pool Rentals” to introduce the fee for private booking at the Aquaplex.	20
Addition of “Non-Resident” Youth and Adult rates for the rental of Ball Diamonds	23
Addition of “Resident” and “Non-Resident” fees for non-profit groups renting small and large meeting rooms at the BCF, and the removal of “town sponsored” rentals for non-profit groups.	25
Addition of “Employer Paid Corporate Memberships”	27
Addition of “Sound and SOCAN” as per fees imposed by the Copyright Board of Canada.	27
<b>Pet License</b>	
Remove the five-year pet license and reinstitute with the annual pet license to provide more options for residents to suit their circumstance, and including a new category for pets that are altered but not with registered chips or tattoo	8
<b>Miscellaneous</b>	
Formalize the Memorial Bench Fees into Schedule “A” under Miscellaneous.	28
<b>Airport</b>	
Update the fees as per the recommendation of the Airport Commission	6

### DISCUSSION:

Administration is attempting to move towards a Cost-of-Service Model. The increase in fees is a reflection of a movement towards actual costs and increases caused by the current inflationary environment.

### RECOMMENDATION:

Administration recommends that Council adopts the third and final reading of Bylaw 01.24 – Rates, Fees and Charges Bylaw.

### FINANCIAL IMPACT:

The proposed changes are introduced as a progressive cost-neutral method aiming to collect the user fees to starting recovering the overhead, labour and administrative costs. The Cost-of-Service Model would relieve the fiscal pressure on the Town’s property tax base.

**STRATEGIC POLICY ALIGNMENT:**

Good governance, fiscal responsibility, strong economic development practices, and quality of life for all residents.

**COMMUNICATION STRATEGY:**

A Media Release will be issued upon third and final reading. Once approved by Council, the approved 2024 Service Fee Schedule will be posted on the Town website and distributed to all Town departments.

**PROPOSED COUNCIL MOTIONS:**

**MOTION:**

Move that Council give third and final reading to Bylaw 01.24 – Rates, Fees and Charges Bylaw.



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Prepared by:  
Victoria Chan  
Chief Financial Officer /  
Director of Corporate and  
Community Services



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



**TOWN OF DRUMHELLER**  
**BYLAW 01.24**  
DEPARTMENT: FINANCE / CORPORATE SERVICES

*Repeals Bylaw 23.22*

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO  
REGULATE FEES, RATES AND CHARGES FOR SERVICES WITHIN THE JURISDICTION  
OF THE TOWN OF DRUMHELLER.

**WHEREAS**, the *Municipal Government Act, R.S.A. 2000, c. M-26* provides for Council to pass a bylaw establishing fees, rates and charges for services, licenses, permits, approvals and appeals;

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

**1. CITATION**

1.1 This bylaw may be called the “2024 Fees, Rates and Charges Bylaw.”

**2. PURPOSE**

2.1 The purpose of the Bylaw is to establish fees, rates and charges for services provided by the municipality.

**3. APPLICATION**

3.1 The fees, rates and charges contained in the attached Schedule “A” inclusive are hereby established and are subject to the applicable taxes where appropriate.

3.2 Where this bylaw establishes a fee, rate and charge that also exists in another bylaw or policy that predates the effective date of this bylaw, the fee in this bylaw shall be the applicable fee and the other bylaw or policy is hereby effectively amended.

3.3 The fees, rates and charges contained in Schedule “A” and forming part of his Bylaw, shall be the fees, rates and charges in effect for the provision of goods and services stated.

3.4 The Chief Administrative Officer is authorized to consolidate the bylaws and policies to reflect the fees, rates and charges established and amended by this bylaw.

**4. SEVERABILITY**

4.1 If any clause in this bylaw, including any part of any schedule, is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

**5. TRANSITIONAL**

5.1 This Bylaw repeals Bylaw 23.22.

5.2 This Bylaw shall come into full force and effect upon third and final reading.

READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF JANUARY, 2024

READ A SECOND TIME THIS 22<sup>nd</sup> DAY OF JANUARY, 2024

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF JANUARY, 2024

\_\_\_\_\_  
MAYOR

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

DRAFT

2024 SERVICE FEE SCHEDULE  
SCHEDULE "A" APPENDIX A

# TOWN OF DRUMHELLER



**DRUMHELLER  
VALLEY**

DINOSAUR CAPITAL OF THE WORLD

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## ADMINISTRATION

GST included unless otherwise specified.

### Account Management

Payment Transfers <i>(credit balance transfer from utilities to taxes, taxes to utilities)</i>	<u>\$30.00</u> <del>\$25.75</del>
Balance Transfers (utilities to tax roll) <i>(balance transfer from utilities to tax roll)</i>	<u>\$55.00</u> <del>\$51.25</del>

### Assessment Appeal

Local Assessment Review Board <i>(LARB - residential)</i> <i>Member of the Central Alberta Regional Assessment Review Board</i>	\$50.00
Commercial Assessment Review Board <i>(CARB -multi residential and commercial)</i>	\$650.00

### Assessment Information Request by Third Party

Information <i>(Legal description, latest assessment and historical assessments)</i>	<u>\$50.00</u> <del>\$37.50</del>
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### Fax

+GST

Per transmission (local or long distance)	<u>\$6.00</u> <del>\$5.75</del>
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### FOIP Requests

*Freedom of Information and Protection of Privacy Regulation, AR200/95*

Per request submission <i>Additional costs may be determined after review of request.</i>	\$25.00
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### NSF Charges

\$35.00

### Photocopying

+GST

Black and white <i>per page</i>	<u>\$0.50</u> <del>\$0.30</del>
Colour <i>per page</i>	<u>\$2.00</u> <del>\$1.00</del>

### Copies of Information other than Photocopies

Reprint fee for invoice, account history or receipt	<u>\$30.00</u> <del>\$26.50</del>
Per tax certificate	<u>\$50.00</u> <del>\$39.75</del>

## AIRPORT

+GST

### Lot for own hanger

Per year (site improvements not included) \$300.00

### Landing Fees - Based on Maximum Takeoff Weight (MTOW)

*Applies to fixed wing and rotary landings within the boundary of the Drumheller Municipal Airport. Does not apply to Alberta Health Services.*

2721 to 11,000 kilograms \$2.50  
per 1000 kilograms

### Classroom Fees Monthly

*Includes use of the Internet*

Monthly ~~Seat~~ \$100.00

### Hangar Rental

Per Night \$10.00

Per Month \$200.00

### Daily Tie downs and vehicle Parking

*Note: This does not apply ~~to day use, but to overnight or multi-night parking only. Does not apply to non-commercial tenants who are parking on ramp temporarily.~~*

*No fees imposed up to 7 days*

*Starting on the 8<sup>th</sup> day* *\$25/month*

< 2721 kilograms \$300.00/year

>2721 kilograms \$348.00/year

### Vehicle Parking Fees

*Daily without power* *\$1.00/day*

*Daily with power* *\$3.00/day*

### Ramp Lease Rates - Yearly

*Note: Airside means land leased for the purpose of commercial operations for non-passenger service or aircraft refueling.*

### Land

Airside \$3.00/meters<sup>2</sup>



**Other Fees**

Fuel Flowage Fee	\$0.05 per L Jet Fuel
<del>Mobile Refueler registration vehicle weight</del>	<del>\$0.05/kilogram/gross</del>
Pavement sweeping	Included in lease
Snow removal	Included in lease
Loader	Included in lease

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## ANIMAL LICENCING

GST is included in the prices listed.

Proof from a veterinarian of alteration (spaying or neutering) and/or proof of microchip or tattooing is required in order to apply for those rates.

<b>Annual Animal Licence</b>	<b>Dogs</b>	<b>Cats</b>
Altered with microchip or tattoo	\$16.50	\$11.00
Altered without microchip or tattoo	\$33.00	\$33.00
Unaltered without microchip or tattoo	\$38.75	\$38.75
Unaltered without microchip or tattoo	\$55.25	\$55.25

<b>Animal Licence (Life)</b>	<b>Dogs</b>	<b>Cats</b>
Altered with microchip or tattoo	\$100.00	\$80.00
Altered without microchip or tattoo	\$175.00	\$150.00
Unaltered or without microchip or tattoo	\$200.00	\$180.00
<b>Animal License (one year)</b>	<b>Dogs</b>	<b>Cats</b>
Altered with microchip or tattoo	<del>\$16.50</del> \$17.00	<del>\$11.00</del> \$11.50
Altered without microchip or tattoo	\$25.00	\$20.00
Unaltered or without microchip or tattoo	<del>\$55.25</del> \$57.00	<del>\$55.25</del> \$57.00

## BUSINESS LICENSES (New)

*GST is included in prices listed.*

A business license will be required for all business within the Town of Drumheller. Please review all the requirements for your business license application on our website prior to applying for your license.

TYPE OF SERVICE	FEE
<b>General Business License</b>	
Resident	\$245.00
Non-Resident	\$365.00
Micro-Business	\$55.00
<b>Temporary License Fees</b>	
1 Day	\$40.00
1 Week	\$80.00
1 Month	\$160.00
4 Months	\$250.00
<b>Mobile Vendors</b>	
Annual License	\$365.00
Event License	\$100.00
Youth License (Under 16 yrs.)	\$50.00
<b>Short-Term Rentals</b>	
Principal Resident STR	\$245.00
Non-Principal Resident STR	\$810.00
Non-Resident STR	\$1,010.00
<b>Miscellaneous</b>	
Busking License	\$25.00
Charitable / non-profit organization	\$0.00
Special Event License	\$0.00
Markets	\$245.00

## CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
<b>Plots</b>		
Full Plot	<del>\$1,000.00</del> \$945.00	<del>\$1,500.00</del> \$1,292.00
Open/Close – weekday	<del>\$500.00</del> \$470.00	<del>\$600.00</del> \$471.00
Open/Close – weekend, holiday	<del>\$750.00</del> \$608.00	<del>\$850.00</del> \$608.00
Winter fee – (Nov 01 to Mar 31)	<del>\$300.00</del> \$243.00	<del>\$400.00</del> \$243.00
<b>Cremains</b>		
Cremains plot (maximum 2 cremains)	<del>\$500.00</del> \$475.00	<del>\$600.00</del> \$585.00
Open/Close – weekday	<del>\$200.00</del> \$154.00	<del>\$250.00</del> \$154.00
Open/Close – weekend, holiday	<del>\$400.00</del> \$180.00	<del>\$500.00</del> \$180.00
Winter fee – (Nov 01 – Mar 31)	<del>\$120.00</del> \$85.00	<del>\$150.00</del> \$85
<b>Niche</b>		
Top 2 rows – each cremains – max 2	<del>\$1,500.00</del> <del>\$1,300.00</del>	<del>\$1,750.00</del> \$1,450.00
Lower 2 rows – each cremains – max 2	<del>\$1,300.00</del> <del>\$1,235.00</del>	<del>\$1,350.00</del> \$1,380.00
Open/Close – weekday	<del>\$300.00</del> \$228.00	<del>\$300.00</del> \$228.00
Open/close – weekend, holiday	<del>\$450.00</del> \$270.00	<del>\$500.00</del> \$270.00
Engraving	<del>\$600.00</del> \$570.00	<del>\$650.00</del> \$570.00
<b>Memorial Wall</b>		
Plaque engraving for memorial wall	<del>\$300.00</del> \$243.00	<del>\$350.00</del> \$243.00
<b>Scatter Garden</b>		
Permit to scatter cremains in Scatter Garden (no memorial plaque)	<del>\$120.00</del> \$100.00	<del>\$200.00</del> \$100.00
Permit to scatter cremains in Scatter Garden (with memorial plaque)	<del>\$250.00</del> \$243.00	<del>\$300.00</del> \$243.00

## DEVELOPMENT PERMITS

GST is included in prices listed.

### Photocopying

Base maps (black and white - 8 1/2 x 11)	\$12.00
Land Use Bylaw (colour)	\$15.00
Municipal Development Plan (colour)	\$7.00

### Development Permits

Application Type	Fee	
<b>Residential Development</b>		
New Single Detached/Semi-detached Dwelling	\$334.50	
New Multiple Dwelling Unit – 2+ Units	\$334.50 +\$50 per additional unit	
Secondary Suite (Internal or External)	\$200.00	
Dwelling Unit – Manufactured	\$200.00	
<b>Accessory Structures (minimum fee \$80.00)</b>		
Accessory Buildings (Garages, Sheds, Shops etc.)	\$0.20 sq.ft	
Additions	\$0.20 sq.ft	
Decks	\$0.20 sq.ft	
Other Accessory Structures not listed	Based on Construction value	
<b>Home Based Businesses</b>		
Home Occupation - Rural	\$67.00	
Home Occupation - Urban	\$67.00	
<b>Commercial, Institutional, Industrial</b>		
New Development	\$200 + \$0.20 sq ft	
Additions	Based on Construction value	
Change of Use/Occupancy	\$100.00	
<b>Signs</b>		
Rebranding of existing signage	Based on Construction value	
New Signs	Based on Construction value	
<b>Variance and/or Discretionary Uses (In addition to above Permit Fees, includes advertising/notification)</b>		
Variance standards – up to 10%	\$100.00	
Variance standards – Greater than 10%	\$200.00	
Discretionary Uses	\$200.00	
<b>Miscellaneous Fees</b>		
Permit Extension (up to 1 year)	\$100.00	
Amendment/Revision to Issued Permit	Additional 50% of original fee	
Commencement without approval (At the Discretion of the Development Authority)	Up to double permit fees	
<b>Refund Requests</b>	Prior to Circulation (if applicable) and Decision	50% Refundable
	After Circulation – Prior to Decision	Non-Refundable
	After Decision	Non-Refundable
<b>Developments not listed (based on construction value)</b>		
Under \$10,000	\$67.00	
\$10,001 - \$50,000	\$87.50	
\$50,001 - \$100,000	\$118.50	
\$100,001 - \$150,000	\$180.25	
\$150,001 - \$200,000	\$273.00	
\$200,001 and over	\$334.75	

GST is included in prices listed.

**Development Appeal Fee**

*Member of the Palliser Intermunicipal Subdivision and Development Appeal Board*

\$257.50

**Compliance Certificates**

Residential (Regular Service) – 5 Business Days Max.	\$87.50
Residential (Rush Service) – 3 Business Days or less	\$150.00
Non-Residential (Regular Service) – 5 Business Days Max.	\$154.50
Non-Residential (Rush Service) – 3 Business Days or less	\$260.00

**Encroachment Agreement**

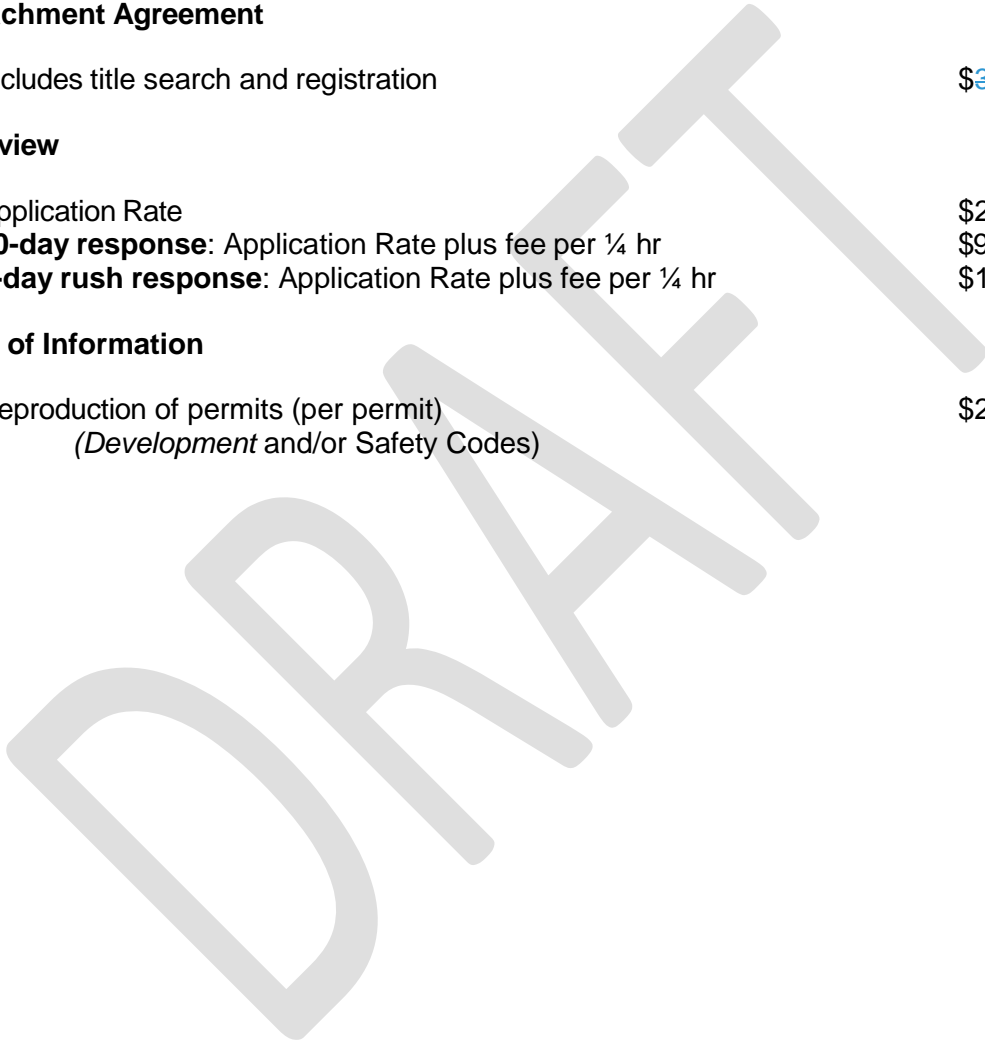
Includes title search and registration	<del>\$309.00</del> <u>\$310.00</u>
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**File Review**

Application Rate	\$27.30
<b>30-day response:</b> Application Rate plus fee per ¼ hr	\$9.50
<b>7-day rush response:</b> Application Rate plus fee per ¼ hr	\$14.50

**Copies of Information**

Reproduction of permits (per permit) <i>(Development and/or Safety Codes)</i>	\$25.00
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## **SAFETY CODE PERMITS**

*GST is included in prices listed.*

### **Safety Code Council Levy**

Pursuant to the Alberta Safety Codes Act Section 23(1), a mandatory additional 4% will be added to the cost of all Building, Electrical, Gas and Plumbing permits, with a minimum \$4.50 charge per permit.

### **Building Permit Fees**

#### **Manufactured Home**

Placement (on blocking or piles) \$115.00

#### **Modular Home**

Move-on Relocation (on crawlspace or basement) Minimum Fee \$115.00  
Based on square footage of main floor \$0.30

#### **New Residential Single-Family Dwelling**

Minimum Fee \$115.00  
Based on price per \$1,000.00 of construction value \$8.00

#### **Residential Addition/Renovation/Garage/Multi-Housing Residential and Non-Residential**

Minimum Fee \$115.00  
Based on price per \$1,000.00 of construction value \$8.00

#### **Demolition**

Minimum Fee \$115.00  
Based on price per \$1,000.00 of construction value \$2.50

#### **Oil and Gas**

Minimum Fee \$450.00  
Based on price per \$1,000.00 of construction value \$8.00

### Electrical Permit Fees

GST is included in prices listed.

### New Residential Single-Family Dwelling

Based on square footage

Square Feet	Fees
0 to 1,200 square feet	\$140.00
1,201 to 1,500 square feet	\$160.00
1,501 to 2,000 square feet	\$180.00
2,001 to 2,500 square feet	\$200.00
2,500 to 3,000 square feet	\$225.00
3,001 to 4,000 square feet	\$245.00
4,001 to 5,000 square feet	\$265.00
5,001 square feet and over	\$315.00
Additional homeowner permit	\$75.00

### Miscellaneous

GST is included in prices listed.

Permanent and Temporary Service Connection	\$95.00
Manufactured Home on blocking or piles	\$95.00

### Residential and Non-Residential – Addition/Renovation/Garage etc.

GST is included in prices listed.

Based on contract values. Contract values over \$ 30,000.00 may require a plan review.

Contract Value	Fees
\$0.00 to \$1,000.00	\$100.00
\$1,000.01 to \$3,000.00	\$120.00
\$3,000.01 to \$3,500.00	\$160.00
\$3,500.01 to \$4,000.00	\$185.00
\$4,000.01 to \$4,500.00	\$230.00
\$ 4,500.01 to \$6,500.00	\$280.00
\$6,500.01 to \$8,500.00	\$335.00
\$8,500.01 to \$10,000.00	\$380.00
\$10,000.01 to \$14,000.00	\$430.00
\$14,000.01 to \$18,000.00	\$490.00



\$18,000.01 to \$22,000.00	\$538.00
\$22,000.01 to \$26,000.00	\$576.00
\$26,000.01 to \$30,000.00	\$646.00
\$30,000.01 to \$34,000.00	\$694.00
\$34,000.01 to \$38,000.00	\$754.00
\$38,000.01 to \$42,000.00	\$802.00
\$42,000.01 to \$46,000.00	\$862.00
\$46,000.01 to \$50,000.00	\$905.00
\$50,000.01 to \$60,000.00	\$1,013.00
\$60,000.01 to \$70,000.00	\$1,109.00
\$70,000.01 to \$80,000.00	\$1,169.00
\$80,000.01 to \$90,000.00	\$2,127.00
\$90,000.01 to \$100,000.00	\$1,325.00
\$100,000.01 to \$110,000.00	\$1,433.00
\$110,000.01 to \$120,000.00	\$1,541.00
\$120,000.01 to \$130,000.00	\$1,589.00
\$130,000.01 to \$140,000.00	\$1,649.00
\$140,000.01 to \$150,000.00	\$1,692.00
\$150,000.01 to \$160,000.00	\$1,740.00
\$160,000.01 to \$170,000.00	\$1,800.00
\$170,000.01 to \$180,000.00	\$1,848.00
\$180,000.01 to \$190,000.00	\$1,908.00
\$190,000.01 to \$200,000.00	\$1,956.00
\$200,000.01 to \$210,000.00	\$2,004.00
\$210,000.01 to \$220,000.00	\$2,064.00
\$220,000.01 to \$230,000.00	\$2,112.00
\$230,000.01 to \$240,000.00	\$2,160.00
\$240,000.01 to \$250,000.00	\$2,220.00
\$250,000.01 to \$300,000.00	\$2,349.00
\$300,000.01 to \$350,000.00	\$2,503.00

\$ 350,000.01 to \$ 400,000.00	\$2,657.00
\$ 400,000.01 to \$ 450,000.00	\$2,811.00
\$ 450,000.01 to \$ 500,000.00	\$2,965.00
\$ 500,000.01 to \$ 550,000.00	\$3,170.00
\$ 550,000.01 to \$ 600,000.00	\$3,390.00
\$ 600,000.01 to \$ 650,000.00	\$3,610.00
\$ 650,000.01 to \$ 700,000.00	\$3,830.00
\$ 700,000.01 to \$ 750,000.00	\$4,050.00
\$ 750,000.01 to \$ 800,000.00	\$4,270.00
\$ 800,000.01 to \$ 850,000.00	\$4,490.00
\$ 850,000.01 to \$ 900,000.00	\$4,710.00
\$ 900,000.01 to \$ 950,000.00	\$4,930.00
\$ 950,000.01 to \$ 1,000,000.00	\$5,150.00
\$ 1,000,001.00 and over	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00)</i>
Additional homeowner permit	\$75.00

### Fire Permits

*GST is included in prices listed.*

#### Fire Discipline – Residential and Non-residential

Minimum fee per inspection	\$100.00
Occupancy Load – Time and Materials minimum fee	\$100.00
Fire Investigation – Time and Materials minimum fee	\$100.00
Fire Inspection – Time and Materials minimum fee	\$100.00+GST

### Gas Permits

*GST is included in prices listed.*

#### Residential

Number of Outlets	Fees
1	\$90.00
2	\$100.00
3	\$110.00
4	\$120.00
5	\$130.00
6	\$140.00
7	\$150.00
8	\$160.00
9	\$175.00
10	\$185.00
For each outlet over 10	\$10.00

#### Miscellaneous

*GST is included in prices listed.*

Secondary Gas Line (Gas Co-op)	\$90.00
Propane Tank Installation	\$90.00

**Non-Residential**

*GST is included in prices listed.*

Type of Installation	BTU Input	Fees
	0 – 50,000	\$95.00
	50,001 – 100,000	\$100.00
New Installations	100,001 – 150,000	\$105.00
	150,001 – 200,000	\$130.00
Temporary Heat	200,001 – 250,000	\$150.00
	250,001 – 300,000	\$155.00
Replacement Appliances	300,001 – 350,000	\$160.00
	350,001 – 400,000	\$165.00
	400,000 – 450,000	\$175.00
	450,001 – 500,000	\$180.00
	500,001 – 550,000	\$185.00
	550,001 – 600,000	\$190.00
	600,001 – 650,000	\$195.00
	650,001 – 700,000	\$200.00
	700,001 – 750,000	\$205.00
	750,001 – 800,000	\$210.00
	800,001 – 850,000	\$215.00
	850,001 – 900,000	\$220.00
	900,001 – 950,000	\$225.00
	950,001 – 1,000,000	\$235.00
	1,000,001 or more - each additional portion of 100,000 BTU	\$10.00

**Propane**

*GST is included in prices listed.*

Propane Tank Set	\$90.00
Propane Refill Center – 1 inspection	\$90.00

## Plumbing Permits

*GST is included in prices listed.*

### Residential and Non-Residential

Number of Fixtures	Fees
1	\$90.00
2	\$95.00
3	\$100.00
4	\$105.00
5	\$115.00
6	\$120.00
7	\$125.00
8	\$135.00
9	\$145.00
10	\$155.00
11	\$160.00
12	\$165.00
13	\$175.00
14	\$180.00
15	\$190.00
16	\$195.00
17	\$200.00
18	\$210.00
19	\$215.00
20	\$225.00
21	\$230.00
22	\$235.00
23	\$245.00
24	\$250.00
25	\$260.00
Each Fixture over 25	\$10.00
Additional Homeowner Permit	\$75.00

## RECREATION FACILITIES

### DRUMHELLER AQUAPLEX

#### Rentals

*GST is included in the following three listed prices*

Swim Suits (deposit required)	\$4.00
Towel	\$2.75
Shower/use of change-room facilities (no pool access)	\$2.75

#### Pool Rentals

*GST is included in the following ~~three~~ listed prices for Swim Club. GST is not charged to the Royal Tyrell Museum Edu-tour.*

Swim Club – per hour	\$71.75
Swim Club – per hour – per lane	\$13.00
Royal Tyrell Museum Edu-tour/camp-ins per person April 1-March 31	\$4.00

#### Other Group Pool Rentals + GST

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	<del>\$100.00</del> <del>\$84.00</del>	<del>\$145.00</del> <del>\$126.00</del>
26 to 35	<del>\$135.00</del> <del>\$120.00</del>	<del>\$187.00</del> <del>\$162.75</del>
36 to 45	<del>\$170.00</del> <del>\$156.50</del>	<del>\$228.00</del> <del>\$198.50</del>
46+	<del>\$210.00</del> <del>\$192.75</del>	<del>\$267.00</del> <del>\$232.50</del>

#### Other Group Private Pool Rentals + GST *NEW*

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$180.00	\$207.00
26 to 35	\$200.00	\$230.00
36 to 45	\$220.00	\$253.00
46+	\$250.00	\$287.50

### Aquaplex Admissions (per swim)

*GST is included in prices listed.*

Admission	Drop-In	10-Pack Tickets
<u>2</u> and under <i>within arms reach of someone 16yrs+</i>	Free	n/a
<u>Preschool (3- 5 yrs.)</u> <i>within arms reach of someone 16yrs+</i>	<u>2.00</u>	<u>n/a</u>
Youth (ages 6-17yrs) <i>Must be 8+yrs to come unaccompanied</i>	\$5.00	<u>\$47.25</u> \$45.00
Adult (ages 18-59yrs)	<u>\$9.20</u> \$8.75	<u>\$82.70</u> \$78.75
Senior (ages 60+)	<u>\$6.55</u> \$6.25	<u>\$59.00</u> \$56.25
Family	<u>\$21.00</u> \$20.00	<u>n/a</u>
Daily rate add-on Single Admission	\$2.50	<u>n/a</u>
Daily rate add-on Family Admission	\$5.50	<u>n/a</u>

### Swimming Lessons

*Swimming lessons for children 14 and under are GST exempt.*

Swimming Lesson Type	Fees
Pre-school/Stroke Proficiency (30 minutes)	<u>\$42.00</u> <del>\$40.00</del>
Swim Kids – 1 to 4 (45 minutes)	<u>\$54</u> <del>\$51.00</del>
Swim Kids – 5 to 7 / Junior Lifeguard Club (60 minutes)	<u>\$68.00</u> <del>\$65.00</del>
Swim Kids – 8 to 10 (90 minutes)	<u>\$93.00</u> <del>\$88.50</del>
Private Lessons – 1 Child (30 minutes)	<u>\$18.00</u> <del>\$17.50</del>
Additional Child (30 minutes)	<u>\$6.50</u> <del>\$6.25</del>
School Lessons (August to June each year)	<u>\$34.00</u> <del>\$32.50</del>
Adult Lesson – Drop-in	<u>\$18.00</u> <del>\$17.50</del>
Adult Session	<u>\$58.00</u> <del>\$55.00</del>

**MEMORIAL ARENA**

<b>Memorial Arena Rate Time Period</b>	
<b>ICE Rentals</b>	
<b>Prime Time:</b>	
Weekdays	4:00 pm – 11:30 pm
Weekends	7:00 am – 9:45 pm
Holidays	7:00 am – 11:30 pm
<b>Non - Prime Time:</b>	
Weekdays	6:00 am – 4:00 pm
<b>NO ICE Rentals</b>	
Summer Rates	April 1 – July 31

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**Memorial Arena Rental Rates**  
+ GST

User Group	NO ICE	ICE		
	Rental Fees per Hour	Prime Time	Non-Prime Time	Junior "A"
	Summer			
Youth Groups	<del>\$80.00</del> \$75.75	<del>\$100.00</del> \$95.00	<del>\$74.00</del> \$70.75	-
Local Adults Hockey	<del>\$80.00</del> \$75.75	<del>\$202.00</del> \$192.25	<del>\$147.00</del> \$140.00	-
Out of town users	<del>\$87.00</del> \$75.75	<del>\$242.00</del> \$210.00	<del>\$168.00</del> \$160.00	-
Jr "A" Practice	-	-	-	\$125.00
Jr "A" Games	-	-	-	\$175.00

**Memorial Arena Drop-in Admission**  
GST is included in prices listed.

	5 yrs and under	6 yrs and over
Public Skate	FREE	\$5.00
Shinny	FREE	\$5.00
Stick and Puck	FREE	\$5.00

**BALL DIAMONDS**  
+ GST

User Group	Per Game (Each Diamond) 2-3 hour duration	Per Day (Each Diamond)
Youth	<del>\$27.00</del> \$26.00	<del>\$96.00</del> \$91.75
Adult	<del>\$37.00</del> \$35.50	<del>\$128.00</del> \$122.00
Non-Resident Youth	\$30.00	\$105.00
Non-Resident Adult	\$41.00	\$140.00

## BADLANDS COMMUNITY FACILITY

### Rental Definitions:

Resident - a person, business, or entity that resides within the Town's boundaries. Non-resident is a person, business, or entity that resides outside of the Town's boundaries.

### Banquet Hall Room Rentals + GST

Banquet Hall	Weekend/ <u>Wedding</u>	Daily	Hourly
<b>Full Hall</b> <i>450 people seated at tables or 600 seated theatre style</i>			
Non-resident	<u>\$2,760.00</u> <del>\$2,400.00</del>	<u>\$1,242.00</u> <del>\$1,080.00</del>	<u>\$207.00</u> <del>\$180.00</del>
Resident	<u>\$2,184.00</u> <del>\$2,080.00</del>	<u>\$966.00</u> <del>\$920.00</del>	<u>\$161.00</u> <del>\$153.00</del>
Non-Profit	<u>\$2,058.00</u> <del>\$1,960.00</del>	<u>\$908.00</u> <del>\$865.00</del>	<u>\$152.00</u> <del>\$145.00</del>
<b>2/3 Hall</b> <i>330 people seated at tables or 460 seated theatre style</i>			
Non-resident	<u>\$1,880.00</u> <del>\$1,635.00</del>	<u>\$828.00</u> <del>\$720.00</del>	<u>\$138.00</u> <del>\$120.00</del>
Resident	<u>\$1,428.00</u> <del>\$1,360.00</del>	<u>\$630.00</u> <del>\$600.00</del>	<u>\$105.00</u> <del>\$100.00</del>
Non-Profit	<u>\$1,365.00</u> <del>\$1,300.00</del>	<u>\$585.00</u> <del>\$557.00</del>	<u>\$101.00</u> <del>\$96.00</del>
<b>1/3 Hall</b> <i>150 people seated at tables or 230 seated theatre style</i>			
Non-resident	<u>\$983.00</u> <del>\$855.00</del>	<u>\$437.00</u> <del>\$380.00</del>	<u>\$71.00</u> <del>\$62.00</del>
Resident	<u>\$756.00</u> <del>\$720.00</del>	<u>\$336.00</u> <del>\$320.00</del>	<u>\$56.00</u> <del>\$53.00</del>
Non-profit	<u>\$711.00</u> <del>\$677.00</del>	<u>\$315.00</u> <del>\$300.00</del>	<u>\$53.00</u> <del>\$50.00</del>
<b>Terrace</b> <i>60 people seated at tables or 100 seated theatre style</i>			
Non-resident	<u>\$845.00</u> <del>\$735.00</del>	<u>\$374.00</u> <del>\$325.00</del>	<u>\$63.00</u> <del>\$55.00</del>
Resident	<u>\$701.00</u> <del>\$668.00</del>	<u>\$310.00</u> <del>\$295.00</del>	<u>\$53.00</u> <del>\$50.00</del>
Non-profit	<u>\$618.00</u> <del>\$589.00</del>	<u>\$273.00</u> <del>\$260.00</del>	<u>\$46.00</u> <del>\$44.00</del>
<b>Kitchen</b>			
per person per meal <u>setting \$1.45</u> <del>\$1.35</del>			
minimum fee <u>of \$94.50</u> <del>\$90.00</del> to a max. fee of \$420.25			

## Meeting Room Rentals

+ GST

Meeting Space	Weekend	Daily	Hourly
<b>Large Multi-Purpose Room</b> <i>40 people seated at tables or 60 seated theatre style</i>			
Non-resident	-	<u>\$242.00</u> <del>\$210.00</del>	<u>\$41.00</u> <del>\$36.00</del>
Resident	-	<u>\$189.00</u> <del>\$180.00</del>	<u>\$32.00</u> <del>\$30.00</del>
<u>Non-profit</u>	<u>Town Sponsored</u>		
<u>Resident Non-profit</u>	-	<u>\$90.00</u>	<u>\$15.00</u>
<u>Non-Resident Non-profit</u>	-	<u>\$104.00</u>	<u>\$17.00</u>
<b>Small Multi-Purpose Room</b> <i>15 people seated at tables or 25 seated theatre style</i>			
Non-resident	-	<u>\$121.00</u> <del>\$105.00</del>	<u>\$21.00</u> <del>\$18.50</del>
Resident	-	<u>\$95.00</u> <del>\$90.00</del>	<u>\$15.00</u> <del>\$14.50</del>
<u>Non-profit</u>	<u>Town Sponsored</u>		
<u>Resident Non-profit</u>	-	<u>\$45.00</u>	<u>\$7.00</u>
<u>Non-Resident Non-profit</u>	-	<u>\$52.00</u>	<u>\$8.00</u>
<b>Gallery</b> <i>30 people seated at tables or 50 seated theatre style</i>			
Non-resident	-	<u>\$242.00</u> <del>\$210.25</del>	<u>\$42.00</u> <del>\$36.50</del>
Resident	-	<u>\$188.00</u> <del>\$179.50</del>	<u>\$31.00</u> <del>\$29.75</del>
Non-profit	-	<u>\$79.00</u> <del>\$75.50</del>	<u>\$19.00</u> <del>\$18.50</del>

## Recreation Space Rentals

+ GST

Recreation Space	Daily Rates		Hourly Rates	
	Full Space	Full Space/hr	2/3 Space/hr	1/3 Space/hr
Field House	<u>\$1,380.00</u>	<u>\$210.00</u>	<u>\$166.00</u>	<u>\$83.00</u>
	<u>\$1,200.00</u>	<u>\$182.25</u>	<u>\$144.25</u>	<u>\$72.50</u>
Resident	<u>\$1,008.00</u>	<u>\$126.00</u>	<u>\$101.00</u>	<u>\$51.00</u>
	<u>\$960.00</u>	<u>\$120.25</u>	<u>\$96.25</u>	<u>\$48.25</u>
Adult non-profit	<u>987.00</u>	<u>\$95.00</u>	<u>76.00</u>	<u>\$38.00</u>
	<u>\$940.00</u>	<u>\$90.25</u>	<u>\$72.50</u>	<u>\$36.50</u>
Youth non-profit	<u>\$945.00</u>	<u>\$76.00</u>	<u>51.00</u>	<u>\$26.00</u>
	<u>\$900.00</u>	<u>\$72.75</u>	<u>\$48.25</u>	<u>\$24.50</u>
<b>Fitness Studio</b>				
Non-resident	<u>\$690</u> <del>\$600.00</del>	<u>\$69.00</u> <del>\$60.25</del>	-	-
Resident	<u>\$502.00</u> <u>\$478.00</u>	<u>\$51.00</u> <u>\$48.25</u>	-	-
Adult non-profit	<u>\$315.00</u> <u>\$300.00</u>	<u>\$38.00</u> <u>\$36.50</u>	-	-

Youth non-profit	<u>\$190.00</u> <u>\$181.00</u>	<u>\$26.00</u> <u>\$24.50</u>	-	-
<b>Play Space Drop In</b> <i>includes GST</i>				
per child	\$2.50			

### Badlands Community Facility Admissions

*GST is included in prices listed.*

Admission Type	Drop In	10 Pack Tickets
5 and under	FREE	n/a
Youth (ages 6-17 yrs)	\$5.00	<u>\$47.25</u> \$45.00
Adult (ages 18-59 yrs)	<u>\$10.50</u> \$10.00	<u>\$94.50</u> \$90.00
Senior (60+)	<u>\$8.40</u> \$8.00	<u>\$75.60</u> \$72.00
Family	<u>\$21.00</u> \$19.75	n/a

### RECREATION FACILITY MEMBERSHIPS

#### Drumheller Aquaplex, Memorial Arena and Badlands Community Facility

*GST is included in prices listed.*

<b>Membership Fees – Per Month</b>		
Membership Type	Single Facility (Aquaplex OR Badlands Community Facility)	Multi Facility (Aquaplex, Memorial Arena AND Badlands Community Facility)
5 and under	FREE	FREE
Youth (ages 6-17 yrs)	<u>\$30.20</u> <del>\$28.75</del>	<u>\$42.00</u> <del>\$40.00</del>
Adult (ages 18-59 yrs)	<u>\$46.20</u> <del>\$44.00</del>	<u>\$59.30</u> <del>\$56.50</del>
Senior (ages 60+)	<u>\$30.20</u> <del>\$28.75</del>	<u>\$42.00</u> <del>\$40.00</del>
Family	<u>\$86.10</u> <del>\$82.00</del>	<u>\$107.60</u> <del>\$102.50</del>
Activation Fee*	\$20.00	\$20.00
*applicable when membership is first activated or re-activated after being stopped		

## Corporate Memberships

Corporate Memberships are eligible for a 20% discount on multi-facility memberships upon approval. Single facility memberships are not eligible for discount. Please speak to Aquaplex or Badlands Community Facility staff for eligibility requirements.

GST is included in prices listed.

<u>Corporate Membership Fees – Per Month</u>			
<u>User paid Corporate Membership</u>	<u>Monthly Fee</u>	<u>Employer paid Corporate Membership</u>	<u>Monthly Fee Per Employee</u>
<u>Adult</u>	<del>\$45.20</del> 52.00	<u>2-4 employees</u>	\$42.00
<u>Youth</u>	n/a	<u>5-6 employees</u>	\$40.00
<u>Senior</u>	<del>\$32.00</del> 36.00	<u>7-10 employees</u>	<del>\$38.00</del>
<u>Family</u>	<del>\$82.00</del> 84.00	<u>11+ employees</u>	<del>\$35.00</del>

## SOCAN & RE: SOUND

+GST

Sound and SOCAN Fee's are imposed by Copyright Board of Canada's tariff setting process.

<b>Re:Sound Fee Structure</b>		
<b>Capacity</b>	<b>Cost (without dance)</b>	<b>Cost (with dance)</b>
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52
Over 500	\$39.33	\$78.66

<b>SOCAN Fee Structure</b>		
<b>Capacity</b>	<b>Cost (without dance)</b>	<b>Cost (with dance)</b>
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39
Over 500	\$93.78	\$187.55

## MISCELLANEOUS

GST is included in prices listed.

### Memorial Bench Fees

Includes the purchase, delivery and installation of the bench ~~\$1,285~~ \$1,325.00

### **Custom Work - Infrastructure Services**

*Estimate for work to be prepared prior to work being performed, based on Town labour rates, roadbuilder rates, supplies and equipment, etc.*

Barricade rental deposit \$55.00

### **Electronic Information**

*Computer drafting and programming*

Per hour plus actual costs for materials and supplies \$67.25

### **Information Extraction**

Per hour to extract data from electronic databases \$67.25

### **Search and Retrieval**

Per hour plus actual costs for materials and supplies \$33.65

Per 1/4 hour \$7.85

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## REQUEST FOR DECISION

<b>TITLE:</b>	DRFM North Drumheller Flood Protection Michichi Creek Hwy 838 and Flood Wall Rehabilitation
<b>DATE:</b>	January 8, 2024
<b>PRESENTED BY:</b>	Mark Steffler, P.Eng., DRFM Technical Advisor
<b>ATTACHMENTS:</b>	

### SUMMARY:

The Michichi Creek Flood Wall (BF 85834A) is a timber retaining wall that was constructed in 1952, as part of the Michichi Creek realignment, to provide flood protection to the North Drumheller neighborhood. The Hwy 838 bridge (BF 8584) was constructed in 1968. Both structures are owned Alberta Transportation and Economic Corridors (ATEC). Recent inspections indicate that both structures are reaching the end of their life expectancy and need to be replaced.

The existing wall does not meet the current Provincial 1:100yr flood protection levels and would most likely not hold up to a large flood event. As part of the 2024 Town's Flood Mitigation Program, the Town will be completing flood protection upgrades for the first 560m +/- of Michichi Creek upstream of the Red Deer River. Upgrading the flood wall will complete the flood protection for the North Drumheller neighbourhood.

As both the bridge and flood wall are integral pieces of Town's infrastructure system, it was agreed that the Town would oversee the project management of design and construction of both structures, with the Province responsible for funding. Once completed, ownership of the flood wall would be turned over to the Town. As the project involves more than just flood protection and construction timeline is unknown, the project will be administered through the Town Engineering/Infrastructure Services Department.

On November 7, 2023, a Request For Proposal (RFP) was issued for firms to provide engineering services for preliminary and detailed design tendering, construction management, post construction and warranty services. Public engagement, property negotiations/acquisition, land appraisals, legal survey and land titles registration was not included in the scope and if required would be added into the engineering scope as a change order, as agreed to with the Province.

Proposals closed on December 12, 2023 with only two firms submitting, WSP Canada Inc, and Lex3 Engineering Inc., most likely due to the complexity and combination of the work. Proposals were evaluated by ATEC and Town representatives with the below results.

<b>Proponent</b>		<b>WSP</b>		<b>Lex 3</b>	
<b>Budget</b>		\$1,650,745		\$1,986,589	
Office Location		Calgary		Red Deer	
<b>Rating</b>					
<b>Evaluation Criteria</b>	<b>Weighting</b>	<b>Score</b>	<b>Weighted</b>	<b>Score</b>	<b>Weighted</b>
Project Manager	20%	3.75	0.75	3.75	0.75
Expertise and Experience	40%	4.0	1.80	3.25	1.3
Engineering Approach	25%	4.0	1.0	3.5	.875
Value Added	15%	3.75	0.56	4.0	0.6
Cost/Budget	25%	5.0	1.25	4.08	1.02
<b>TOTAL</b>			<b>5.36</b>		<b>4.54</b>

WSP was the highest ranked proponent by both Town and ATEC. WSP team is very familiar to both ATEC and the Town. Many of the team members are currently working with the Town providing engineering services on the Nacmine, Willow Estates, Rosedale, and East Coulee flood protection projects.

#### **FINANCIAL IMPACT:**

The engineering budget encompasses full scope of project from Preliminary Design through to Warranty Inspection. The project is being funded 100% by ATEC via a funding agreement with the Town. Town administration costs would be eligible for recovery under the agreement.

#### **RECOMMENDATION:**

Administration recommends that the engineering scope of work be awarded to WSP Canada Inc in the amount of \$1,650,745 excluding GST.

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

The project aligns with Council's strategic priority to work collaboratively with the Province to maintain the regional transportation network and 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.

#### **COMMUNICATION STRATEGY:**

The successful and unsuccessful candidates will be notified of award via letter. Public notice of the award will be available in the Council Meeting Minutes.



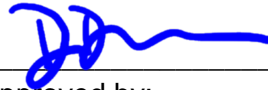
**MOTION:** Councilor: \_\_\_\_\_ moves that the Michichi Creek Hwy 838 bridge and Flood Wall Rehabilitation project be awarded to WSP Canada Inc in the amount of \$1,650,745 excluding GST and Administration enter into funding agreement with the Province of Alberta to fund the project.

**SECONDED:**



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Prepared by:  
Mark Steffler, P. Eng  
DRFM Tech Advisor



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

## REQUEST FOR DECISION

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation - Financial Audit Jan 1 – Dec 31, 2022
<b>DATE:</b>	January 29, 2024
<b>PRESENTED BY:</b>	Deighen Blakely, P.Eng., DRFMO Project Director
<b>ATTACHMENT:</b>	Presentation – Flood Program Audit and Financial Update Drumheller Resiliency and Flood Mitigation Program – Schedule of Disbursements Year Ended December 31, 2022

**SUMMARY:**

BDO Canada LLP has completed a financial audit for the DRFMO expenditures for the period January 1 – December 31, 2022. The finalized audit report attached is brought to Council today for acceptance.

**RECOMMENDATION:**

Administration recommends that Council approve the financial audit results for the Drumheller Resiliency and Flood Mitigation Program, as presented today.

**DISCUSSION:**

The financial audit was completed for the DRFMO and Town of Drumheller to provide feedback on overall program fiscal management. The report concludes that expenditures are being made in accordance with the Program grant funding agreements and Town principles for fiscal management.

**FINANCIAL IMPACT:**

The Drumheller Resilience and Flood Mitigation Program receives funding from the Federal Disaster Mitigation and Adaptation Fund and several Provincial Flood grant funding programs, in addition to a contribution by The Town for a total program budget of \$80.7. As in previous years, the program expenditures were found to be made in accordance with the grant funding agreements.

As outlined in the audit document, annual program expenditures from 2020 to the end of 2022 are as follows:

Year	Disbursements
2020	\$7,567,083
2021	\$6,021,507
2022	\$14,371,673

**STRATEGIC POLICY ALIGNMENT:**

Completing the audit is in line with Council’s Strategic Priority for delivery of the Flood Mitigation Program in a transparent manner.

**COMMUNICATION STRATEGY:**

A copy of the audit findings and summary of expenditures will be posted on the Town website.

**MOTION:**

Councillor \_\_\_\_\_ moves that the Drumheller Resiliency and Flood Mitigation Program – Schedule of Disbursements - Year ended December 31, 2022 - be adopted as presented.

**SECONDED:**



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

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



# Drumheller Resiliency and Flood Mitigation Office

2022 Flood Program Financial Audit  
and Expenditures Update  
January 29, 2024



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## Annual Financial Audits



- An annual audit has been completed of the flood program expenditures since 2020, audits completed as follows:
  - 2020 – Ascend LLP, Report to Council, July 26, 2021
  - 2021 – RSM Alberta LLP, Report to Council May 2, 2022
  - 2022 – BDO Canada LLP, Report to Council Jan 29, 2024



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## 2022 Audit Findings



- Independent audit completed by BDO professionals
- Review of program disbursements was completed by BDO, including Flood Office staff interviews
- Auditor's opinion that schedule of disbursements has been prepared in accordance with the federal and provincial grant funding agreements



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## Summary of Grant Funding

- Summary of Grant Funding:
  - Provincial Funding Commitment – Alberta Community Resilience Program and Flood Mitigation Grant – totals \$53.7M
  - Federal Disaster Mitigation and Adaptation Fund grant - \$22M
  - Town of Drumheller - \$5M
- Total - \$80.7M



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# Summary of Expenditures



- Summary of expenditures to date:

Pre 2020	\$	405,143
2020	\$	7,567,083
2021	\$	6,021,507
2022	\$	14,371,653
2023	\$	17,000,000 (estimated, year-end accruals still pending)

- Total - \$45M



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# Forecast Expenditure 2024

- North Drumheller Project Construction
- Completion of East Coulee and Downtown Berm Construction
- Land Acquisition, Final Design, and Regulatory Applications for Nacmine and Rosedale Berm Projects
- Floodway buyouts acquisition and clean up
- Program management

Estimated budget for 2024 = \$19.8M



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# Contact Us



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**DRUMHELLER RESILIENCY AND FLOOD  
MITIGATION PROGRAM**

**Schedule of Disbursements**

**Year Ended December 31, 2022**

*Draft for discussion purposes only*



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# Independent Auditor's Report

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To the Directors of Drumheller Resiliency and Flood Mitigation Program

## Opinion

We have audited the schedule of disbursements of Drumheller Resiliency and Flood Mitigation Program (the "Organization") for the period ended December 31, 2022.

In our opinion, the accompanying schedule of disbursements is prepared, in all material respects, in accordance with the criteria outlined in the Disaster Mitigation and Flood related grants.

## Basis for Opinion

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 schedule of disbursements section of our report*. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the schedule of disbursements 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 opinion.

## Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the schedule of disbursements, which describes the basis of accounting. The schedule of disbursements is prepared to assist the stakeholders with management of the stewardship over the Organization. As a result, the schedule of disbursements may not be suitable for another purpose. Our opinion is not modified in respect to this matter.

## Other Matter - Restriction of Use

Our report is intended solely for Drumheller Resiliency and Flood Mitigation Program and the Town of Drumheller and should not be used by parties other than the Directors of Drumheller Resiliency and Flood mitigation Program, the Town of Drumheller and funders of the Program.

## Responsibilities of Management and Those Charged with Governance for Schedule of Disbursements

Management is responsible for the preparation and fair presentation of the schedule of disbursements in accordance with the criteria outlined in the Federal Disaster Mitigation and Adaptation Fund and Flood related grant agreements, and for such internal control as management determines is necessary to enable the preparation of schedule of disbursements that are free from material misstatement, whether due to fraud or error.

In preparing the schedule of disbursements, management is responsible for assessing the Organization'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 Organization's financial reporting process.

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## Independent Auditor's Report, continued

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### Auditor's Responsibilities for the Audit of the Schedule of Disbursements

Our objectives are to obtain reasonable assurance about whether the schedule of disbursements 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 Schedule of Disbursements. 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 schedule of disbursements, 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 Organization'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 Organization'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 schedule of disbursements 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 Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the schedule of disbursements including the disclosures, and whether the schedule of disbursements represent the underlying transactions and events in a manner that achieves fair presentation.

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 County, Alberta  
January 29, 2024

**DRUMHELLER RESILIENCY AND FLOOD MITIGATION PROGRAM**

**Schedule of Disbursements**

**For the Year Ended December 31, 2022**

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**DISBURSEMENTS**

Services

Communications and engagement	\$ 362,360
Office and administration	98,604
Professional services	26,965
Equipment rentals	5,216
Advertising and promotion	3,444
Telephone	228
Total expenditures for services	<u>496,817</u>

Project Expenses

Construction	7,530,163
Engineering	1,476,383
Project management	864,839
Consulting fees	497,568
Geotechnical	92,406
Mapping and geomatics	42,663
Legal	227,233
Other project costs	24,890
Total expenditures for project expenses	<u>10,756,145</u>

Capital

Properties acquired	<u>3,118,711</u>
Total expenditures for capital expenses	<u>3,118,711</u>

Total Disbursements	<u><u>14,371,673</u></u>
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*Draft for discussion purposes only*

# DRUMHELLER RESILIENCY AND FLOOD MITIGATION PROGRAM

## Notes to Schedule of Disbursements

Year Ended December 31, 2022

### 1. BASIS OF ACCOUNTING

The schedule of disbursements is prepared in accordance with the criteria outlined in the Federal Disaster Mitigation and Adaptation Fund and Provincial Flood related grant agreements.

Grant revenues are recognized on the same basis as eligible expenditures.

Expenditures are recognized on the date goods are received or services are performed.

Expenditures towards work-in-progress are recognized immediately and are not deferred.

Capital Expenditures are the purchase of land or construction of structures, and other tangible assets are recognized as period costs in the period the expenditure occurred.

### 2. TOTAL DISBURSEMENTS TO DATE

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total</u>
Service Expenditures	\$ 726,783	\$ 570,127	\$ 496,817	\$ 1,793,727
Project Expenditures	2,386,437	4,467,385	10,756,145	17,609,967
Capital Expenditures	4,413,185	941,126	3,118,711	8,473,022
Goods & Supplies Expenditures	40,678	42,869	-	83,547
Total	<u>\$ 7,567,083</u>	<u>\$ 6,021,507</u>	<u>\$ 14,371,673</u>	<u>\$ 27,960,263</u>

### 3. SPENDING LIMITS UNDER GRANT AGREEMENTS

	<u>2022</u>
Approved Grants:	
Disaster Mitigation Adaptation Fund	\$ 22,000,000
Alberta Community Resilience Program	6,413,600
18GRSTR41-1 Grant	47,300,000
Town of Drumheller	5,000,000
Total approved spending limits	<u>80,713,600</u>
Total spending limit	80,713,600
Expenditure to date	<u>(27,960,263)</u>
Remaining funds	<u>52,753,337</u>

35% of spending limit has been used to the end of 2022.