



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, October 7, 2024

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the October 7, 2024, Regular Meeting of Council**

Proposed Motion: That Council adopt the agenda for the October 7, 2024, Regular Meeting of Council as presented. (or as amended)

5. MEETING MINUTES

5.1 **Minutes for the September 23, 2024, Regular Meeting of Council**

[Regular Council Meeting – September 23, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the September 23, 2024, Regular Meeting of Council as presented. (or as amended)

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.1.1 **Bylaw #29.24 – Nacmine PULs**

[Request-for-Decision](#)
[Bylaw #29.24 – Nacmine PULs](#)

Proposed Motion:
That Council gives First Reading to Bylaw #29.24 – Nacmine PULs.

Proposed Motion:
That Council gives Second Reading to Bylaw #29.24 – Nacmine PULs.

Proposed Motion:
That Council gives unanimous consent for Third Reading of Bylaw #29.24 – Nacmine PULs.

Proposed Motion:
That Council gives Third and Final Reading to Bylaw #29.24 – Nacmine PULs.

9.1.2 **Bylaw #30.24 – Nacmine ER**

[Request-for-Decision](#)
[Bylaw #30.24 – Nacmine ER](#)

Proposed Motion:
That Council gives First Reading to Bylaw #30.24 – Nacmine ER.

Proposed Motion:
That Council gives Second Reading to Bylaw #30.24 – Nacmine ER.

Proposed Motion:
That Council gives unanimous consent for Third Reading of Bylaw #30.24 – Nacmine ER.

Proposed Motion:
That Council gives Third and Final Reading to Bylaw #30.24 – Nacmine ER.

9.1.3 **Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24**

[Request-for-Decision](#)
[Bylaw #32.24 – Revision of Bylaw #09.24](#)
[Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure](#)
[Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure](#)
[Bylaw #04.24 – Nacmine 8th Street, Road Closure](#)
[Revised Bylaw #04.24 – Nacmine 8th Street, Road Closure](#)

Proposed Motion:
That Council gives First Reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw 04.24.

Proposed Motion:
That Council gives Second Reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw 04.24.

Proposed Motion:

That Council give unanimous consent for Third Reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw 04.24.

Proposed Motion:

That Council give Third and Final reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw 04.24.

Proposed Motion:

That Council gives Second Reading to Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure.

Proposed Motion:

That Council give Third and Final reading to Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure.

9.1.4 **Advertising Bylaw and Circulation and Advertisement Standards Policy**

[Request-for-Decision](#)

[Bylaw #24.24 - Advertising Bylaw \(1st Reading\)](#)

[\(Draft\) Bylaw #24.24 – Advertising Bylaw \(2nd Reading\)](#)

[\(Draft\) Policy DP-A-03 – Circulation and Advertisement Standards](#)

Proposed Motion:

That Council give Second Reading to Bylaw #24.24 – Advertising Bylaw.

Proposed Motion:

That Council give Third and Final reading to Bylaw #24.24 – Advertising Bylaw.

9.1.5 **Drumheller Public Library Board Appointment**

[Request-for-Decision](#)

[Lynn Fabrick Application](#)

[DPL August 14, 2024 - Minutes](#)

Proposed Motion:

That Council approves the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years starting October 7, 2024, and ending October 7, 2027

9.1.6 **934 Newcastle Trail – Tax Relief for Destructed Improvements**

[Request-for-Decision](#)

[Request Letter from Property Owner of 934 Newcastle Trail](#)

[Policy C-02-19 – Relief of Municipal Property Tax on Destructed Improvements](#)

Proposed Motion:

That Council waive the municipal portion of property taxes totaling \$290.36 for the destructed improvements at 934 Newcastle Trail; Lot 6, Block 51, Plan 8267JK for the period September 1, 2024, to December 31, 2024.

9.1.7 **Repeal of Policy C-03-90 – City Promotional Pin Policy**

[Request-for-Decision](#)

[Policy C-03-90 – City Promotional Pin Policy](#)

[Policy COMMS-A-01 – Promotional Items](#)

Proposed Motion:

That Council repeal Policy C-03-90 – City Promotional Pin Policy, and that this function be managed by Administration.

9.1.8 **Bylaw #31.24 - Community Standards Appeal Board Bylaw**

[Request-for-Decision](#)

[Bylaw #31.24 – Community Standards Appeal Board Bylaw](#)

[Bylaw #08.19 – Tourism Corridor and Community Standards Appeal Board Bylaw](#)

Proposed Motion:

That Council gives First Reading to Bylaw #31.24 – Community Standards Appeal Board.

Proposed Motion: That Council gives Second Reading to Bylaw #31.24 – Community Standards Appeal Board.

Proposed Motion: That Council gives unanimous consent for Third Reading of Bylaw #31.24 – Community Standards Appeal Board.

Proposed Motion: That Council gives Third and Final Reading to Bylaw #31.24 – Community Standards Appeal Board.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.2 **Director of Corporate and Community Services**

9.2.1 **Sports Tourism Strategy Initiative**

[Request-for-Decision](#)

Proposed Motion:

That Council endorse the funding initiative with Travel of Drumheller for the promotion of Sports Tourism

Proposed Motion:

That Council appoints the Executive Director of Travel Drumheller to the Sports Council Task Force.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

9.3 **Director of Infrastructure Services**

9.3.1 **Water Treatment Plant – UV Reactor Upgrade**

[Request-for-Decision](#)

Proposed Motion:

That Council approves the sole source purchase for two new TROJAN UV reactors for the Water Treatment Plant at a capital cost of \$570,000.00.

Proposed Motion:

That Council commit to funding the additional \$270,000.00 in 2025 from the water capital program.

10. **CLOSED SESSION**

10.1 **Local Public Body Confidences and Advice from Officials**

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

Proposed Motion: That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

Proposed Motion: That Council open the meeting to the public.

11. **ADJOURNMENT**

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, September 23, 2024

LOCATION: Council Chambers, 224 Centre Street and via Zoom platform

[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg

Councillor Patrick Kolafa (regrets)

Councillor Stephanie Price

Councillor Tony Lacher

Councillor Crystal Sereda

Councillor Tom Zariski (regrets)

Councillor Lisa Hansen-Zacharuk

Chief Administrative Officer: Darryl Drohomerski

Director of Corporate & Community Services: Victoria Chan (regrets)

Director of Infrastructure: Jared Brounstein

Dir. of Emergency and Protective Services: Greg Peters (regrets)

Flood Resiliency Project Director: Deighen Blakely

Manager of Legislative Services: Mitchell Visser

Communications Officer: Erica Crocker

Reality Bytes IT: David Vidal

Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Mayor Colberg and Councillor Sereda informed Council that September 30, 2024, is the National Day for Truth and Reconciliation, and there will be a free family friendly event at the plaza from 11:00 -1:00 – everyone is welcome.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for September 23, 2024, Regular Council Meeting**

Councillor Hansen-Zacharuk noted that Adjournment should be numbered as item 11, not 10.

M2024.297 Moved by Councillor Hansen-Zacharuk, Councillor Sereda

That Council adopt the agenda for the September 23, 2024, Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 **Minutes for the September 9, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – September 9, 2024 – Draft Minutes

M2024.298 Moved by Councillor Lacher, Councillor Price
That Council approve the minutes for the September 9, 2024, Regular Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

9. COUNCIL BOARDS AND COMMITTEES

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**
YouTube Timestamp: 6:02

9.1.1 **Nacmine East End, Road Closure Bylaw #02.24 – Second Reading**

Agenda Attachments: Request-for-Decision; Nacmine East End, Road Closure Bylaw #02.24 – 2nd Reading

M2024.299 Moved by Councillor Hansen-Zacharuk, Councillor Price
That Council give Second Reading to Road Closure Bylaw #02.24, as presented.

CARRIED UNANIMOUSLY

M2024.300 Moved by Councillor Sereda, Councillor Lacher
That Council give Third and Final Reading to Road Closure Bylaw #02.24, as presented.

CARRIED UNANIMOUSLY

9.1.2 **Nacmine 4th Street, Road Closure Bylaw #03.24 – Second Reading**

Agenda Attachments: Request-for-Decision; Nacmine 4th Street, Road Closure Bylaw #03.24 – 2nd Reading

M2024.301 Moved by Councillor Lacher, Councillor Price
That Council give Second Reading to Road Closure Bylaw #03.24, as presented.

CARRIED UNANIMOUSLY

M2024.302 Moved by Councillor Sereda, Councillor Hansen-Zacharuk
That Council give Third and Final reading to Road Closure Bylaw #03.24, as presented.

CARRIED UNANIMOUSLY

9.1.3 Rosedale Mabbott Road, Road Closure Bylaw #06.24 – Second Reading

Agenda Attachments: Request-for-Decision; Rosedale Mabbot Road, Road Closure Bylaw #06.24 – 2nd Reading

M2024.303 Moved by Councillor Price, Councillor Lacher
That Council give Second Reading to Road Closure Bylaw #06.24, as presented.

CARRIED UNANIMOUSLY

M2024.304 Moved by Councillor Sereda, Councillor Hansen-Zacharuk
That Council give Third and Final reading to Road Closure Bylaw #06.24, as presented.

CARRIED UNANIMOUSLY

9.1.4 Rosedale Pinter Drive, Road Closure Bylaw #07.24 – Second Reading

Agenda Attachments: Request-for-Decision; Rosedale Pinter Drive, Road Closure Bylaw #07.24 – 2nd Reading

M2024.305 Moved by Councillor Price, Councillor Sereda
That Council give Second Reading to Road Closure Bylaw #07.24, as presented.

CARRIED UNANIMOUSLY

M2024.306 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council give Third and Final reading to Road Closure Bylaw #07.24, as presented.

CARRIED UNANIMOUSLY

9.1.5 Bylaw #27.24 – East Coulee West PULs

Agenda Attachments: Request-for-Decision; Bylaw #27.24 – East Coulee North PULs

M2024.307 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council give First Reading to Bylaw #27.24 – East Coulee West PULs

CARRIED UNANIMOUSLY

- M2024.308** Moved by Councillor Sereda, Councillor Lacher
That Council give Second Reading to Bylaw #27.24 – East Coulee West PULs.

CARRIED UNANIMOUSLY

- M2024.309** Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council gives unanimous consent for Third Reading to Bylaw #27.24 – East Coulee West PULs.

CARRIED UNANIMOUSLY

- M2024.310** Moved by Councillor Price, Councillor Sereda
That Council gives Third Reading to Bylaw #27.24 – East Coulee West PULs.

CARRIED UNANIMOUSLY

9.1.6 **Bylaw #28.24 – Revision of Bylaw 17.19**

Agenda Attachments: Request-for-Decision; Bylaw #28.24 – Revision of Bylaw #17.19; Bylaw #17.19 – 3rd Street SW Road Closure; Revised Bylaw #17.19 – 3rd Street SW Road Closure

D. Drohomerski informed Council of a clerical error on Page 1 of Bylaw #28.24, that was incorrectly titled and attached to the published agenda as Bylaw #27.24, which has since been amended to correctly read Bylaw #28.24.

- M2024.311** Moved by Councillor Price, Councillor Price
That Council give First Reading to Bylaw #28.24 – Revision of Bylaw #17.19 as amended.

CARRIED UNANIMOUSLY

- M2024.312** Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council give Second Reading to Bylaw #28.24 – Revision of Bylaw #17.19 as amended.

CARRIED UNANIMOUSLY

- M2024.313** Moved by Councillor Price, Councillor Sereda
That Council gives unanimous consent for Third Reading to Bylaw #28.24 – Revision of Bylaw #17.19 as amended.

CARRIED UNANIMOUSLY

- M2024.314** Moved by Councillor Sereda, Councillor Hansen-Zacharuk
That Council gives Third and Final Reading to Bylaw #28.24 – Revision of Bylaw #17.19 as amended.

CARRIED UNANIMOUSLY

9.2 **Flood Resiliency Project Director**

YouTube Timestamp: 26:28

9.2.1 **Drumheller Resiliency and Flood Mitigation Program – Resolution for Expropriation of a Partial Parcel for Berm Construction affecting Lot 7, Plan 9911430
80 Railway Avenue, Rosedale**

Agenda Attachments: Request-for-Decision; Certificate of Approval; Resolution of Council

M2024.315 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council approve the Certificate of Approval and Resolution for Expropriation pertaining to a portion of the parcel of land described as Lot 7, Plan 9911430; Title Number 171 233 365.

CARRIED UNANIMOUSLY

Mayor Colberg called a recess at 4:55 p.m. until the Public Hearing at 5:30 p.m.

Mayor Colberg resumed the meeting and called the Public Hearing to order at 5:30 p.m.

8. PUBLIC HEARING AT 5:30 P.M.

YouTube Timestamp: 1:04:11

8.1 **Proposed Bylaw #24.24 – Advertising Bylaw**

- Mayor Opened the Public Hearing and Introduced the Matter
 - Presentation of Information – Manager of Legislative Services
- The Advertising Bylaw was drafted in accordance with section 606.1 of the Municipal Government Act (MGA). There are regulations within the MGA which dictate how municipalities can advertise certain statutory items and also how the municipality operates. Section 606.1 allows municipalities to create an advertising bylaw, which will allow for changes in how municipalities advertise. Advertising Bylaw #24.24 gives the Town of Drumheller some flexibility in how it advertises to its residents. The provisions required the Town to advertise in the paper for two weeks, within a specified time period before public hearings. Example: For some provisions in the MGA this will allow flexibility to post on the Town's website, use social media, other means of advertising to residents rather than only what is in the MGA, as the trend is that people are moving away from getting their information only from print media. The Town will still use print media, but the Advertising Bylaw will allow for flexibility to advertise through digital media as well.

The Circulation and Advertisement Standards Policy is intended to be used with the Advertising Bylaw and provides guidelines both to Town staff and residents regarding specifics about how the Town will advertise.

- Rules of Conduct for Public Participation – Mayor Colberg requested that only subject matter associated with the proposed bylaw be presented; if there are any questions, they may need to be addressed at a future meeting; asked that all views are respected, and to allow each person their time to speak; Council may ask presenters questions once the presentation is complete. All the material related to Public Hearing will be documented and taken into consideration.
- Public Participation – Pre-Registered to Present in Person – Devin Diano pre-registered to present in person.

A summary of Mr. Diano's position to oppose the Advertising Bylaw and Circulation and Advertisement Standards Policy is as follows:

- The proposed bylaw and policy impacts Palliser Regional Municipal Services (PRMS) services.
- The Municipal Government Act (MGA) permits a municipality to determine unique regulations on circulations for subdivision, Subdivision and Development Appeal Boards (SDAB), and development applications. It enables this by allowing a municipality to identify additional lands that would be considered "adjacent". However, sections 616(a), 640(3), 640(2), 642(4) and 686(1)(b) indicate that it must occur in a Land Use Bylaw (LUB), not a separate policy. As such, PRMS has indicated to Town administration that any circulation policies in relation to the items listed above must occur in the LUB and not a policy.
- Circulation requirements for development put in a policy would not be in accordance with the MGA, and those regulations need to be in the LUB specifically. This includes both Sections 10 (circulation requirements for Digital Signs) and Section 11 (circulations requirements for development permits) of the Policy.
- Section 9 and 12 of the Policy - Section 606.1 of the MGA does allow a municipality to create alternative means for advertising for items listed under section 606 (such as public hearings), however, the MGA requires those regulations to be in an advertising bylaw and not a policy. One of the reasons why the above items are required by the MGA to be in either in a LUB or Advertising Bylaw is because these bylaws would need to go through a public hearing process and provide the opportunity for public input prior to their adoption or amendment. Whereas a policy does not require a public hearing process, and therefore, would be able to be changed without input from the public. Residents are required to have the opportunity to provide feedback into how circulations occur through the municipality for these types of items.
- Recommendations provided regarding the proposed Advertising Bylaw:
 - Consistency in public hearing advertising- the Advertising Bylaw should include at least 1 consistent method for providing notice of a public hearing. Section 9 of the Policy does accomplish this and provides clear direction on how notice needs to be provided in the case of a Public Hearing, however again these regulations need to be in the Bylaw and not in the Policy as per Section 606.1 of the MGA.
 - The "and/or" language used in "Section 3 Methods of Advertising" in the Bylaw is likely to be problematic for the Town from a legal standpoint.
 - Mr. Diano provided the City of Edmonton Revised Bylaw 18826 – Public Notification Bylaw as an example supporting the PRMS's concerns.

- Other issues noted by PRMS:
 - “Planning Applications” definition includes subdivision, redesignation applications, or concept/master site plans. All three of these “Planning Applications” have very different processes and requirements under the MGA and shouldn’t be lumped together in one group.
 - Schedule B of the Policy also indicates “Other Circulation and Advertising Requirements”- the Methods of Advertising for “Planning Applications” includes “Website; Newspaper; Adjacent Parcels” but there are no clauses in the Policy which refer to Schedule B.
 - Circulation requirements and distances listed under Schedule A of the Policy are rather large and will create administrative burden and strain on staff Town resources in the perspective of PRMS.
 - Bylaw #24.24 makes no reference to the Policy so PRMS is not sure how they tie together as they seem to be written independently.
- Summary of Recommendations from PRMS to Council:
 - Do not adopt a policy with any circulation requirements for subdivision, SDAB, development processes. These items are required by the MGA to be included in the Land Use Bylaw (LUB). If the Policy includes circulation requirements that the Town would still like to see, those could be included in your Land Use Bylaw.
 - Amend Bylaw #24.24: to include any specific requirements you want to see for advertising items under 606 (such as a public hearing) and ensure there is at least one consistent advertising method that needs to occur. Anything above “Method 1” could be considered above and beyond; Remove “and/or” clauses.

Mayor Colberg invited M. Visser to respond to Mr. Diano’s concerns. He provided the following information:

- The Town has disagreements with the PRMS’s interpretation of the MGA and the LUB. The purpose of the policy is to create a singular document that provides guidelines for Town administration and residents to refer to and to know how the Town will advertise. There is no conflict with the Town’s policy and the MGA. Everything related to planning is included in the policy with no conflict to MGA or LUB but the Town will talk further with PRMS and look at removing those planning references.
- Similarly, in relation to Mr. Diano’s comments concerning development permits and digital signage, there is no conflict between what is in the LUB and what is in the Town’s policy.
- The Purpose of the Bylaw is to create the legislative framework for the Town to advertise the above methods, while the Policy provides the specifics of how this advertising should be done.
- Mr. Diano provided one advertising bylaw from Edmonton which fits more into his model of what an advertising bylaw should look like. However, Edmonton is governed by a charter and is only one example of an advertising bylaw. The Town reviewed 11 municipalities’ bylaws that created clear precedence for the advertising bylaw proposed by the Town and use the exact same framework and also use internal guidelines on how the advertising takes place.
- Section 5.16.3 of the Land Use Bylaw *does “provide for how and to whom notice of the issuance of a development permit is to be given.”* Section 5.16.3 states the following:

“when an application for a development permit is approved, the development authority shall send notice of the decision.... (which) will be sent to:

- *The applicant*
- *The owner of the parcels(s); and,*
- *Each owner of adjacent land at the name and address show for that owner; or,*
- *Each owner at such additional distance and direction from the boundaries of the proposed development as, in the opinion of the development authority, may be materially impacted by the development.”*

The Town is still in accordance with the LUB because section 5.15.3(4) allows discretion from the development officer on the circulation distance for each development permit. The only thing Section 11 of the Policy does (Development Permits) is add guidelines and sets minimum standards to this discretion rather than asking development staff to set circulation distance on a case-by-case basis.

- The Town’s development officer agrees that the bylaw and policy are compliant with the MGA and LUB.
- Some smaller issues brought up by Mr. Diano, such as circulation distances and the definition of “adjacent land” can be addressed easily. The Town agrees that the circulation distances are too large and will be bringing an updated policy to Council with reduced advertising distances.
- The inclusion of certain items in the policy rather than in the bylaw is intended to eliminate the necessity for a public hearing when making changes to administrative items. As the policy is established by the Council, it will still be subject to open discussion within the Council, providing opportunities for public input and feedback. Mayor Colberg asked if there were any questions. Hearing none, she stated Council would take into account all comments from the presentation when considering changes to the Advertising Bylaw.
- Public Participation – Pre-Registered to Present Remotely – No one registered to present remotely
- Public Participation – Written Submissions – There were no written submissions.
- Mayor Colberg declared the Public Hearing closed at 6:08 p.m.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

10. CLOSED SESSION

11. ADJOURNMENT

M2024.316 Moved by Councillor Price, Councillor Hansen-Zacharuk
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 6:08 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

REQUEST FOR DECISION

TITLE:	Bylaw #29.24 – Nacmine PULs
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENTS:	Bylaw #29.24 – Nacmine PULs

SUMMARY:

This Bylaw is intended to create four (4) PUL lots in Nacmine north of 2nd Avenue adjacent to the river to facilitate the construction of a flood mitigation berm in East Coulee. Two (2) of these PULs will be created on the north end of the Monarch and Stirling ditches, which is in the process of being purchased from Alberta Transportation for \$1.00 for this purpose. One (1) of the PULs is being created from the north end of 8th Street. 8th Street is in the process of being closed through Bylaw #04.24 which is currently being reviewed for approval by Alberta Transportation. One (1) PUL is being created from the north end of 198 9th street. This property has been recently acquired by the Town of Drumheller through the expropriation process.

As part of the funding agreement with the Province of Alberta and the Government of Canada, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs) or another designation satisfactory to the Province.

RECOMMENDATION:

Council pass all three readings of Bylaw #29.24 – Bylaw #29.24 – Nacmine PULs

DISCUSSION:

In order to comply with the funding agreement established with the Province of Alberta and the Government of Canada, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs), or another designation satisfactory to the Province. PULs are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PUL lots as the berms are considered municipal infrastructure.

FINANCIAL IMPACT:

The costs to convert this land are included with the Flood Mitigation project and is a requirement of the funding agreement with the Province of Alberta and the Government of Canada.

STRATEGIC POLICY ALIGNMENT:

Flood Mitigation is the key strategic priority of this Council and Administration.

COMMUNICATION STRATEGY:

Once passed, the town will register the PULs with Land Titles. As this is an Administrative Bylaw, notice will not be provided to the general public.

MOTION:

Moves that Council gives First Reading to Bylaw #29.24 – Nacmine PULs.

MOTION:

Moves that Council gives Second Reading to Bylaw #29.24 – Nacmine PULs.

MOTION:

Moves that Council give unanimous consent for Third Reading of Bylaw #29.24 – Nacmine PULs.

MOTION:

Moves that Council gives Third Reading to Bylaw #29.24 – Nacmine PULs.



Prepared by:
Mitchell Visser
Manager of Legislative Services



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 29.24**

DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine PULs

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of creating Public Utility Lots to provide for the operation and maintenance of a flood mitigation berm and appurtenances thereto and holding title to same in the name of the TOWN OF DRUMHELLER pursuant to Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;

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

WHEREAS: one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province;

NOW THEREFORE; be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER in the Province of Alberta does hereby enact to create Public Utility Lots depicted on the attached Schedule – ‘A’ and more particularly described as:

THAT PORTION OF LOT 5, PLAN 4125 F.H.
THAT LIES WITHIN LOT 1PUL, BLOCK 14, PLAN

and

AREA ‘A’, (CLOSED 8TH. STREET) ON PLAN

and

AREA – ‘A’ (PARTS 5 to 8 of 8), PLAN 241 1130
THAT LIE WITHIN LOT 1PUL, BLOCK 14, PLAN

and

THOSE PORTIONS OF PLAN 5475 H.X and PLAN 2057 J.K.
THAT LIE WITHIN LOT 2PUL, BLOCK 14, PLAN

and

AREA - ‘A’ (PARTS 1 to 3 of 8), PLAN 241 1130
THAT LIE WITHIN LOT 2PUL, BLOCK 14, PLAN

EXCEPTING THEREOUT ALL MINES AND MINERALS

and obtain and hold title to same in the name of the TOWN OF DRUMHELLER a Municipal Body Corporate with a mailing address of: 224 Centre Street, Drumheller, Alberta, T0J 0Y4

SHORT TITLE

This Bylaw may be cited as "Nacmine PULs"

TRANSITIONAL

This Bylaw takes effect on the day it is registered in the Land Titles Office.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal

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

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal

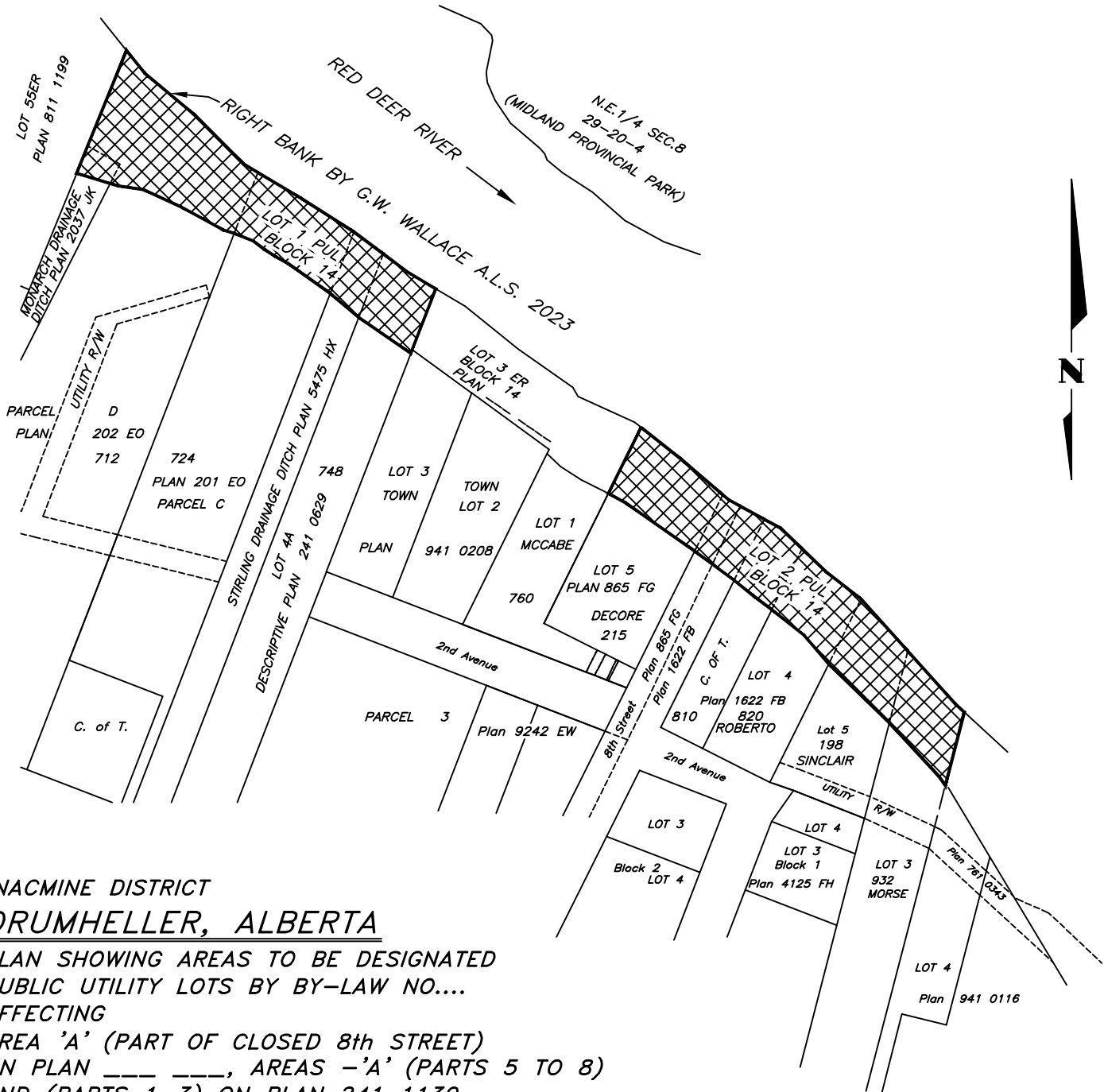
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal


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



**NACMINE DISTRICT
DRUMHELLER, ALBERTA**

PLAN SHOWING AREAS TO BE DESIGNATED
PUBLIC UTILITY LOTS BY BY-LAW NO....
AFFECTING
AREA 'A' (PART OF CLOSED 8th STREET)
ON PLAN _____, AREAS -'A' (PARTS 5 TO 8)
AND (PARTS 1-3) ON PLAN 241 1130
AND PARTS OF PLAN 5475 H.X., 2057 J.K.
AND LOT 5, PLAN 4125 F.H.

WITHIN THE
N.E.1/4 SEC.8, TWP,29, RGE.20, W.4M.
SCALE= 1:2500 — 2024 — W.R.HUNTER, A.L.S.

LEGEND:
Area affected by this plan is shown thus... 

REV.	DATE	DESCRIPTION
0	SEPT. 13, 2024	Agenda - Monday, October 14, 2024

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 23-256-NACMINE-PUL-SCH-A
Page 19 of 93

REQUEST FOR DECISION

TITLE:	Bylaw #30.24 – Nacmine ER
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENTS:	Bylaw #30.24 – Nacmine ER

SUMMARY:

Bylaw #30.24 is intended to create an environmental reserve (ER) designation for a portion of land expropriated from 760 2 Ave. The intention is that this land be consolidated with adjacent parcels that as already designated as ERs

As part of the funding agreement with the Province of Alberta and the Government of Canada, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs) or another designation satisfactory to the Province.

Although PULs are the preferred designation for berm footprints, this parcel should be converted to an ER due to the intention of consolidating the parcel with adjacent ERs.

RECOMMENDATION:

Council pass all three readings of Bylaw #30.24 – Nacmine ER

DISCUSSION:

In order to comply with the funding agreement established with the Province of Alberta and the Government of Canada, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs), or another designation satisfactory to the Province. PULs are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PUL lots as the berms are considered municipal infrastructure.

FINANCIAL IMPACT:

The costs to convert this land are included with the Flood Mitigation project and is a requirement of the funding agreement with the Province of Alberta and the Government of Canada.

STRATEGIC POLICY ALIGNMENT:

Flood Mitigation is the key strategic priority of this Council and Administration.

COMMUNICATION STRATEGY:

Once passed, the town will register the ER with Land Titles. As this is an Administrative Bylaw, notice will be provided to the public as information only.

MOTION:

Moves that Council gives First Reading to Bylaw #30.24 – Nacmine ER.

MOTION:

Moves that Council gives Second Reading to Bylaw #30.24 – Nacmine ER.

MOTION:

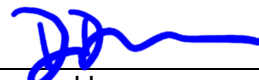
Moves that Council give unanimous consent for Third Reading of Bylaw #30.24 – Nacmine ER.

MOTION:

Moves that Council gives Third Reading to Bylaw #30.24 – Nacmine ER.

Mitchell Visser

Prepared by:
Mitchell Visser
Manager of Legislative Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 30.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine ER

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of creating an Environmental Reserve Lot to provide for the operation and maintenance of a flood mitigation berm and appurtenances thereto and holding title to same in the name of the TOWN OF DRUMHELLER pursuant to Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;

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

WHEREAS: one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province;

NOW THEREFORE; be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER in the Province of Alberta does hereby enact to create an Environmental Reserve Lots depicted on the attached Schedule – ‘A’ and more particularly described as:

- THAT PORTION OF LOT 1, PLAN 941 0208
- THAT LIES WITHIN LOT 3ER, BLOCK 14, PLAN
- and
- THAT PORTION OF LOT 4ER, PLAN 941 0208
- THAT LIES WITHIN LOT 3ER, BLOCK 14, PLAN
- and
- LOT 8ER, BLOCK 11, PLAN 231 0463

EXCEPTING THEREOUT ALL MINES AND MINERALS

and obtain and hold title to same in the name of the TOWN OF DRUMHELLER a Municipal Body Corporate with a mailing address of: 224 Centre Street, Drumheller, Alberta T0J 0Y4

SHORT TITLE

This Bylaw may be cited as “Nacmine ER”

TRANSITIONAL

This Bylaw takes effect on the day it is registered in the Land Titles Office.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal

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

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal

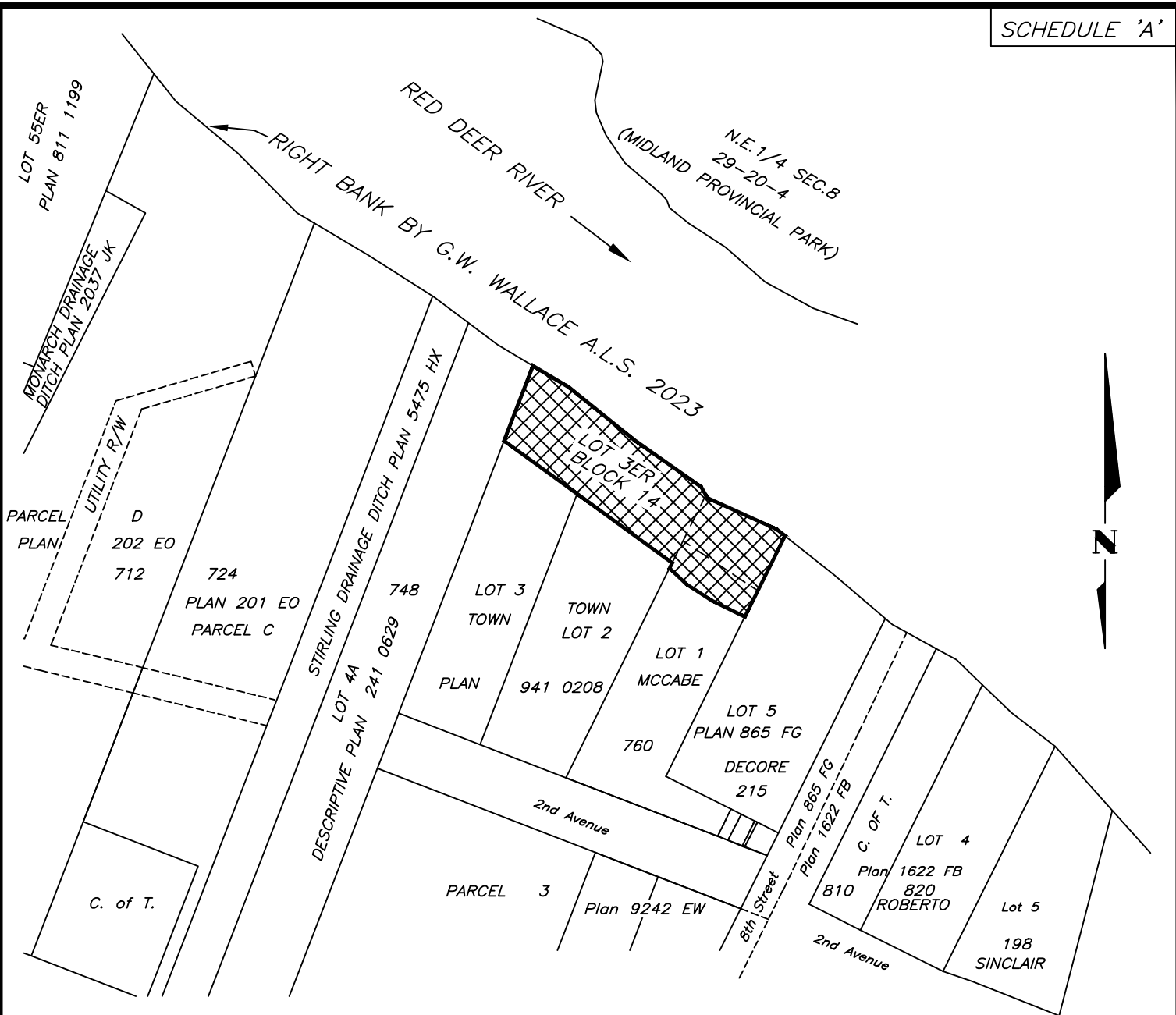
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS _____ DAY OF _____, 2024.

MAYOR: HEATHER COLBERG

Seal

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




**NACMINE DISTRICT
DRUMHELLER, ALBERTA**

**PLAN SHOWING AREA TO BE DESIGNATED
ENVIRONMENTAL RESERVE BY BY-LAW NO....
AFFECTING**

**PART OF LOT 1, PLAN 941 0208,
AND ALL OF LOT 4ER, PLAN 231 0463
WITHIN THE
N.E.1/4 SEC.8, TWP,29, RGE.20, W.4M.**

SCALE= 1:2000 ——— 2024 ——— W.R.HUNTER, A.L.S.

LEGEND:

Area affected by this plan is shown thus.... 

REV.	DATE	DESCRIPTION
0	SEPT. 13, 2024	ISSUED - Monday, October 7, 2024

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 23-256-NACMINE-ER-SCH-A
Page 24 of 33

REQUEST FOR DECISION

TITLE:	Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENTS:	Bylaw #32.24 – Revision of Bylaw #09.24 Bylaw #09.24 – Rosedale 1 st Avenue S, Road Closure Revised Bylaw #09.24 – Rosedale 1 st Avenue S, Road Closure Bylaw #04.24 – Nacmine 8 th Street, Road Closure Revised Bylaw #04.24 – Nacmine 8 th Street, Road Closure

SUMMARY:

Bylaw #09.24 passed first reading on February 5th, 2024 and a public hearing for the Bylaw was held on March 4th, 2024. The Bylaw was submitted to Alberta Transportation on August 21st, 2024 for review and approval. Upon review by Alberta Transportation, it was determined that there was an error in the plan numbers listed in Schedule ‘A’ of the Bylaw.

Alberta Transportation has requested that we revise “Schedule A” through a revision Bylaw prior to 2nd and 3rd reading. Please see the draft version of the Revised Bylaw #09.24 with the corrected Schedule ‘A.’

Bylaw #04.24 passed first reading on January 8th, 2024, and a public hearing for the Bylaw was held on February 5, 2024. The Bylaw was submitted to Alberta Transportation on July 8th, 2024. Upon review by Alberta Transportation, it was determined that there was an error in the legal land description of the land that was scheduled for closure.

Administration would like to revise this land description and has requested an updated easement agreement from Apex Utilities with the correct legal land description. Once the Bylaw has been revised and a new easement agreement has been issued, Administration will send the package to Alberta Transportation for approval.

RECOMMENDATION:

That Council pass all three readings of Bylaw #32.24 – Revision of Bylaw #09.24 and #04.24 and that Council give 2nd and 3rd reading to Revised Bylaw #09.24.

DISCUSSION:

N/A

FINANCIAL IMPACT:

Administrative costs with revising Bylaw #09.24 and Bylaw #04.24

STRATEGIC POLICY ALIGNMENT:

N/A

COMMUNICATION STRATEGY:

Once passed, the Town will register Bylaw #09.24. As this is an Administrative Bylaw, notice will not be provided to the general public. Once passed, Revised Bylaw #04.24 will be sent to Alberta Transportation.

MOTION:

Moves that Council gives first reading Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24.

MOTION:

Moves that Council gives second reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24.

MOTION:

Moves that Council give unanimous consent for third reading of Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24.

MOTION:

Moves that Council gives third and final reading to Bylaw #32.24 – Revision of Bylaw #09.24 and Bylaw #04.24.

MOTION:

Moves that Council gives 2nd reading to Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure.

MOTION:

Moves that Council gives 3rd and final reading to Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure.



Prepared by:
Mitchell Visser
Manager of Legislative Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 32.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Revision Bylaw for Bylaw #09.24

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta to revise Bylaw #09.24 and Bylaw #04.24 to correct a typographical error whereby “Plan 678 C.R.” was incorrectly shown as “PLAN 678 C.H.” in Schedule ‘A’ of Bylaw #09.24 and where the “North East Quarter of Section 8 in Township 29, Range 20, West of the 4th Meridian” was incorrectly written as being in the “North West Quarter”. Furthermore, we have received the following certification from the Chief Administrative Officer of the Town of Drumheller that this revision was prepared in accordance with Section 63, of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000, as amended.

CERTIFICATION:

I, **DARRYL E. DROHOMERSKI**, Chief Administrative Officer of the Town of Drumheller hereby certifies that:

1. I am aware a typographical error was made in Schedule ‘A’ of Bylaw #09.24 whereby “Plan 678 C.R.” was incorrectly shown as “PLAN 678 C.H;” and
2. I am aware a typographical error was made in Bylaw #04.24 whereby “North East Quarter of Section 8 in Township 29, Range 20, West of the 4th Meridian” was incorrectly written as the “North West Quarter of Section 8 in Township 29, Range 20, West of the 4th Meridian;” and
3. that this revision is only to correct this typographic error and does not materially affect By-Law 09.24 or Bylaw #04.24 in principle or substance; and
4. Schedule ‘A’ of Bylaw # 09.24 shall be replaced with a drawing that reflects the correction of the typographical error; and
5. The land description in Bylaw #04.24 shall be amended to read “North East Quarter of Section 8 in Township 29, Range 20, West of the 4th Meridian;” and
6. this Certification is done in accordance with the terms and conditions of Section 63 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000, as amended.

CERTIFIED BY ME this day of September 2024

DARRYL E. DROHOMERSKI
Chief Administrative Officer, Town of Drumheller

NOW THEREFORE; being satisfied this revision is only to correct a typographical error and does not materially affect Bylaw #09.24 or Bylaw #04.24 in principle or substance; THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta hereby acts to approve and pass this Revised Bylaw and instruct the Chief Administrative Officer to make the necessary revisions accordingly.

SHORT TITLE

This Bylaw may be cited as "Revision Bylaw for Bylaw #09.24 and Bylaw #04.24"

TRANSITIONAL

1. The Town of Drumheller Bylaw #09.24 is hereby revised to become Revised Bylaw #09.24.
2. The Town of Drumheller Bylaw #04.24 is hereby revised to become Revised Bylaw #04.24.
3. This Bylaw takes effect on the day of the final passing thereof.

READ THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS 7th DAY OF OCTOBER, 2024.

READ THE SECOND TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS 7th DAY OF OCTOBER, 2024.

READ THE THIRD AND FINAL TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS 7th DAY OF OCTOBER, 2024.

MAYOR: HEATHER COLBERG

Seal

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

TOWN OF DRUMHELLER
BYLAW NUMBER 09.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Rosedale 1st Ave S, Road Closure (HWY10)

THIS IS A BYLAW of the **TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing portions of undeveloped Roads, Streets and Lanes created by Plans 2129 E.Q., 7346 H.X., 678 C.H., 2715 B.M, 4676 C.H, and a portion of the original road allowance depicted on the attached SCHEDULE 'A';

all within the S.W.1/4 Sec. 28 and the N.W.1/4 Sec. 21 and the intervening original road allowance in Township 28. Range 19, West 4th Meridian to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Section 22 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, as amended.

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

WHEREAS; the Town of Drumheller requires portions of the aforementioned road to provide adequate room for dike construction, related matters and to also resolve some boundary issues in this area and is satisfied the said roads are not required for access to other lands nor will it be required for public road purposes in the foreseeable future, and

WHEREAS: the Council of the Town of Drumheller is satisfied that this activity is in the best public interest and no one will be adversely affected by these road closures and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on *february 14, 2024* and again on *february 21, 2024* the last of such publications being at least five days before the day fixed for the passing of this Bylaw, and notified adjacent land owners that would likely be affected by these road closures to the public, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the *4th* day of *March* A.D., 2024. at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

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

NOW THEREFORE; be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER in the Province of Alberta does hereby enact to close the roads depicted on Schedule 'A' attached hereto and more particularly described as:

PLAN
AREAS 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L' and 'M'.
EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring a title to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of;
224 Centre Street, DRUMHELLER, ALBERTA. T0J 0Y4

SHORT TITLE

This Bylaw may be cited as Rosedale 1st Avenue S, Road Closure

TRANSITIONAL

This Bylaw takes effect on the day of the third and final reading.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER

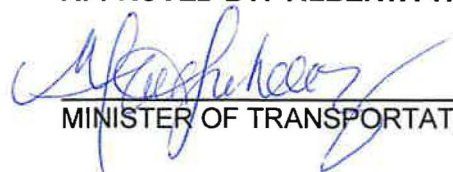
this 5th day of February 2024.


MAYOR: HEATHER COLBERG

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



APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

 Seal
MINISTER OF TRANSPORTATION and ECONOMIC CORRIDORS

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER

this day of 2024.

MAYOR: HEATHER COLBERG

Seal

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

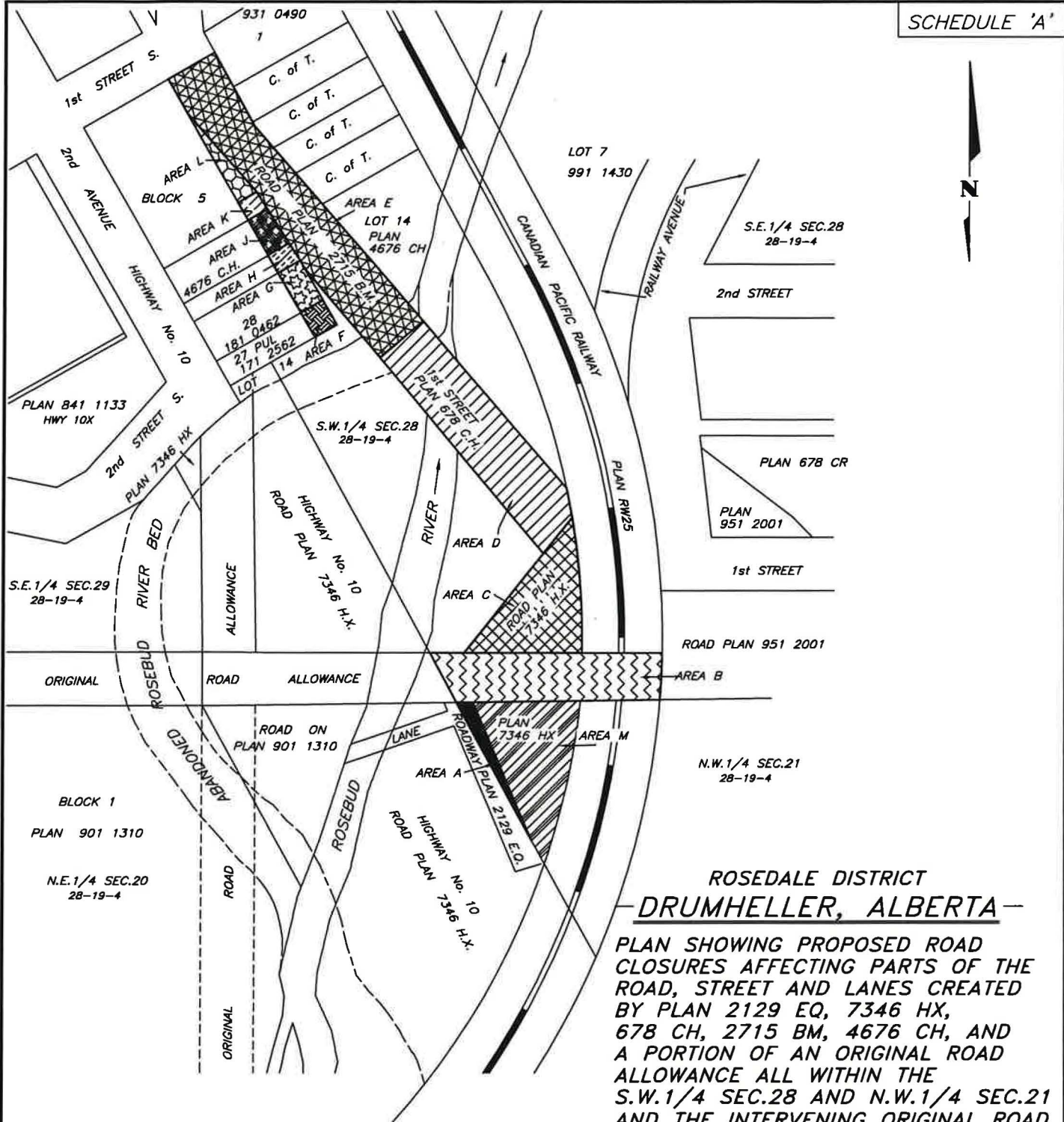
READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER

this day of 2024.

MAYOR: HEATHER COLBERG

Seal

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



LEGEND:

- Area affected by this plan is shown thus...
- | | | | |
|------------|--|------------|--|
| Area A.... | | Area G.... | |
| Area B.... | | Area H.... | |
| Area C.... | | Area J.... | |
| Area D.... | | Area K.... | |
| Area E.... | | Area L.... | |
| Area F.... | | Area M.... | |

REVISION TABLE		
1	FEB. 1, 2024	PLAN NUMBER CORRECTED
0	JAN. 9, 2024	ISSUED

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 23-260 ROAD-C-3-ROSEDALE

TOWN OF DRUMHELLER
REVISED BYLAW NUMBER 09.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Rosedale 1st Ave S, Road Closure (HWY10)

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing portions of undeveloped Roads, Streets and Lanes created by Plans 2129 E.Q., 7346 H.X., 678 C.H., 2715 B.M, 4676 C.H, and a portion of the original road allowance depicted on the attached SCHEDULE 'A';

all within the S.W.1/4 Sec. 28 and the N.W.1/4 Sec. 21 and the intervening original road allowance in Township 28. Range 19, West 4th Meridian to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Section 22 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, as amended.

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

WHEREAS; the Town of Drumheller requires portions of the aforementioned road to provide adequate room for dike construction, related matters and to also resolve some boundary issues in this area and is satisfied the said roads are not required for access to other lands nor will it be required for public road purposes in the foreseeable future, and

WHEREAS: the Council of the Town of Drumheller is satisfied that this activity is in the best public interest and no one will be adversely affected by these road closures and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on ~~February 14, 2024~~ and again on ~~February 21, 2024~~ the last of such publications being at least five days before the day fixed for the passing of this Bylaw, and notified adjacent land owners that would likely be affected by these road closures to the public, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the 4th day of ~~March~~ A.D., 2024. at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

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

NOW THEREFORE; be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER in the Province of Alberta does hereby enact to close the roads depicted on Schedule 'A' attached hereto and more particularly described as:

PLAN
AREAS 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L' and 'M'.
EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring a title to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of;
224 Centre Street, DRUMHELLER, ALBERTA. T0J 0Y4

SHORT TITLE

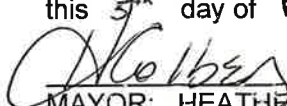
This Bylaw may be cited as Rosedale 1st Avenue S, Road Closure

TRANSITIONAL

This Bylaw takes effect on the day of the third and final reading.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER


this 5th day of February 2024.

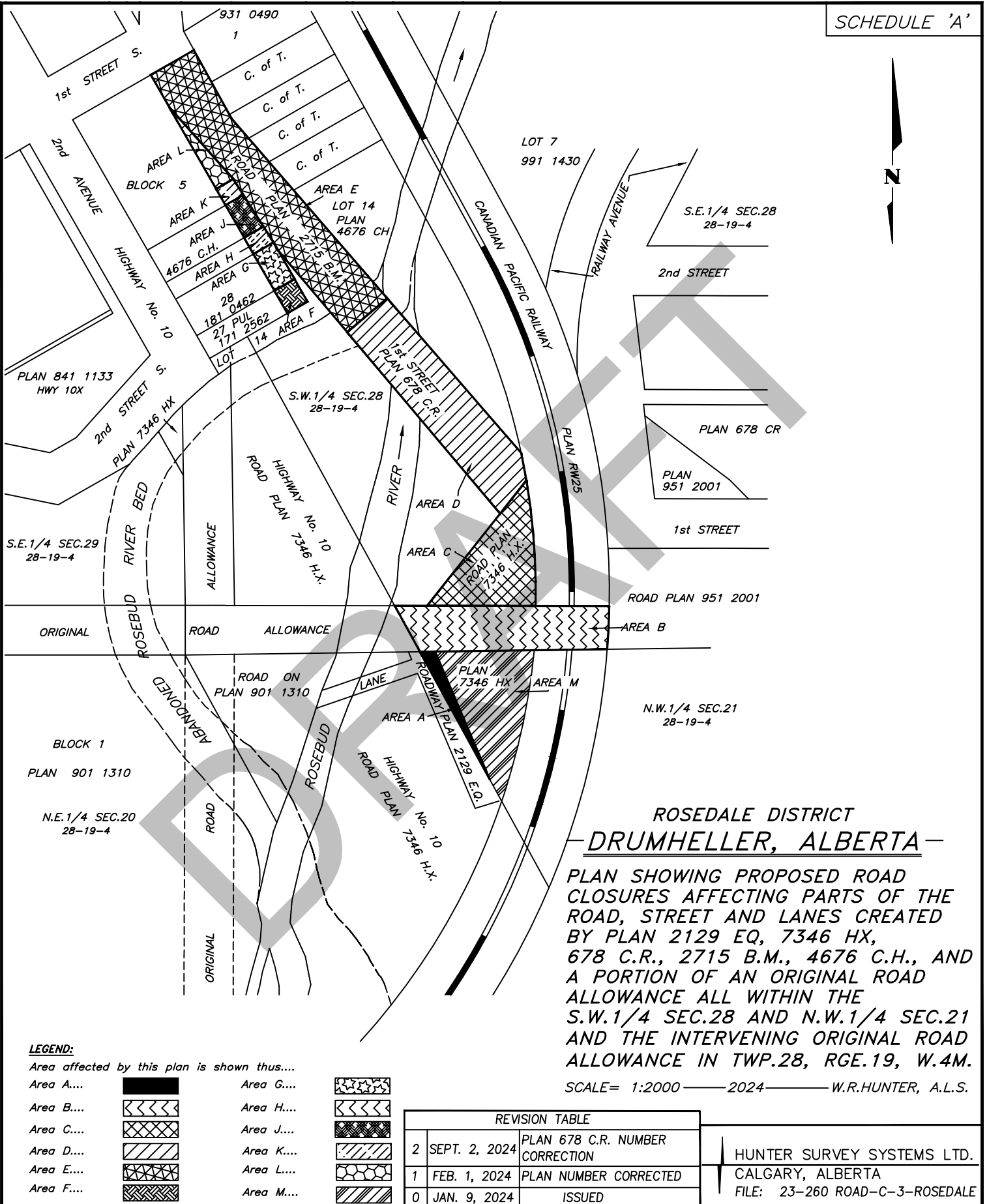

MAYOR: HEATHER COLBERG


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



APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS


Seal
MINISTER OF TRANSPORTATION and ECONOMIC CORRIDORS



**ROSEDALE DISTRICT
— DRUMHELLER, ALBERTA —**

PLAN SHOWING PROPOSED ROAD CLOSURES AFFECTING PARTS OF THE ROAD, STREET AND LANES CREATED BY PLAN 2129 EQ, 7346 HX, 678 C.R., 2715 B.M., 4676 C.H., AND A PORTION OF AN ORIGINAL ROAD ALLOWANCE ALL WITHIN THE S.W.1/4 SEC.28 AND N.W.1/4 SEC.21 AND THE INTERVENING ORIGINAL ROAD ALLOWANCE IN TWP.28, RGE.19, W.4M.

SCALE= 1:2000 — 2024 — W.R.HUNTER, A.L.S.

LEGEND:

Area affected by this plan is shown thus....		
Area A....		Area G....
Area B....		Area H....
Area C....		Area J....
Area D....		Area K....
Area E....		Area L....
Area F....		Area M....

REVISION TABLE		
2	SEPT. 2, 2024	PLAN 678 C.R. NUMBER CORRECTION
1	FEB. 1, 2024	PLAN NUMBER CORRECTED
0	JAN. 9, 2024	ISSUED

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 23-260 ROAD-C-3-ROSEDALE

TOWN OF DRUMHELLER
BYLAW NUMBER 04.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine 8th St; Road Closure

THIS IS A BYLAW of the **TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing portions of an undeveloped Public Street as depicted on:

SCHEDULE – 1 AREA – ‘A’

being portions of Roadway (now 8th. Street) created by Plans 1622 F.B. and 865 F.G.

all within the North West Quarter of Section 8 in Township 29, Range 20,
West of the 4th. Meridian

to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Sections 22 and 23 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

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

WHEREAS; it has been found that construction of flood mitigation berms in the subject areas is impossible without encroaching upon and using part of the undeveloped public streets, and

WHEREAS; the proposed new flood mitigation berms will continue to occupy the area depicted on Schedule 1, and

WHEREAS; the parties hereto have agreed that land used for berm construction must be in the name of the Town of Drumheller, and

WHEREAS; the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by this road closure bylaw; and

WHEREAS; a notice of this Street closure was published in the Drumheller Mail once a week for two consecutive weeks; on Wednesday January 17th and again on Wednesday January 24th, 2024 the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

WHEREAS; the Council of the Town of Drumheller held a public hearing on the 5th day of February, 2024 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close a portion of the undeveloped Roadway (now 8th Street) shown depicted on the attached Schedule – 1, which is more particularly described as:

PLAN

AREA – 'A'
EXCEPTING THEREOUT ALL MINES AND MINERALS

SHORT TITLE

This Bylaw may be cited as Nacmine 8th Street; Road Closure

TRANSITIONAL

This Bylaw takes effect on the day of the third and final reading.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN DRUMHELLER
this 8th day of JANUARY, 2024.


MAYOR: HER WORSHIP; HEATHER COLBERG

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



APPROVED BY: ALBERTA INFRASTRUCTURE and ECONOMIC CORRIDORS

Seal

MINISTER OF ALBERTA INFRASTRUCTURE AND ECONOMIC CORRIDORS

ROOM 425, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

N.E. 1/4 SEC. 8

29-20-4



LOT 2

PLAN 941 0208

LOT 1

LOT 5
PLAN 865 F.G.

AREA 'A'

ROADWAY PLAN 865 F.G.
ROADWAY PLAN 1622 F.B.

DEER

RIVER

2nd

AVENUE

LOT 4
PLAN 1622 F.B.

NACMINE DISTRICT

DRUMHELLER, ALBERTA

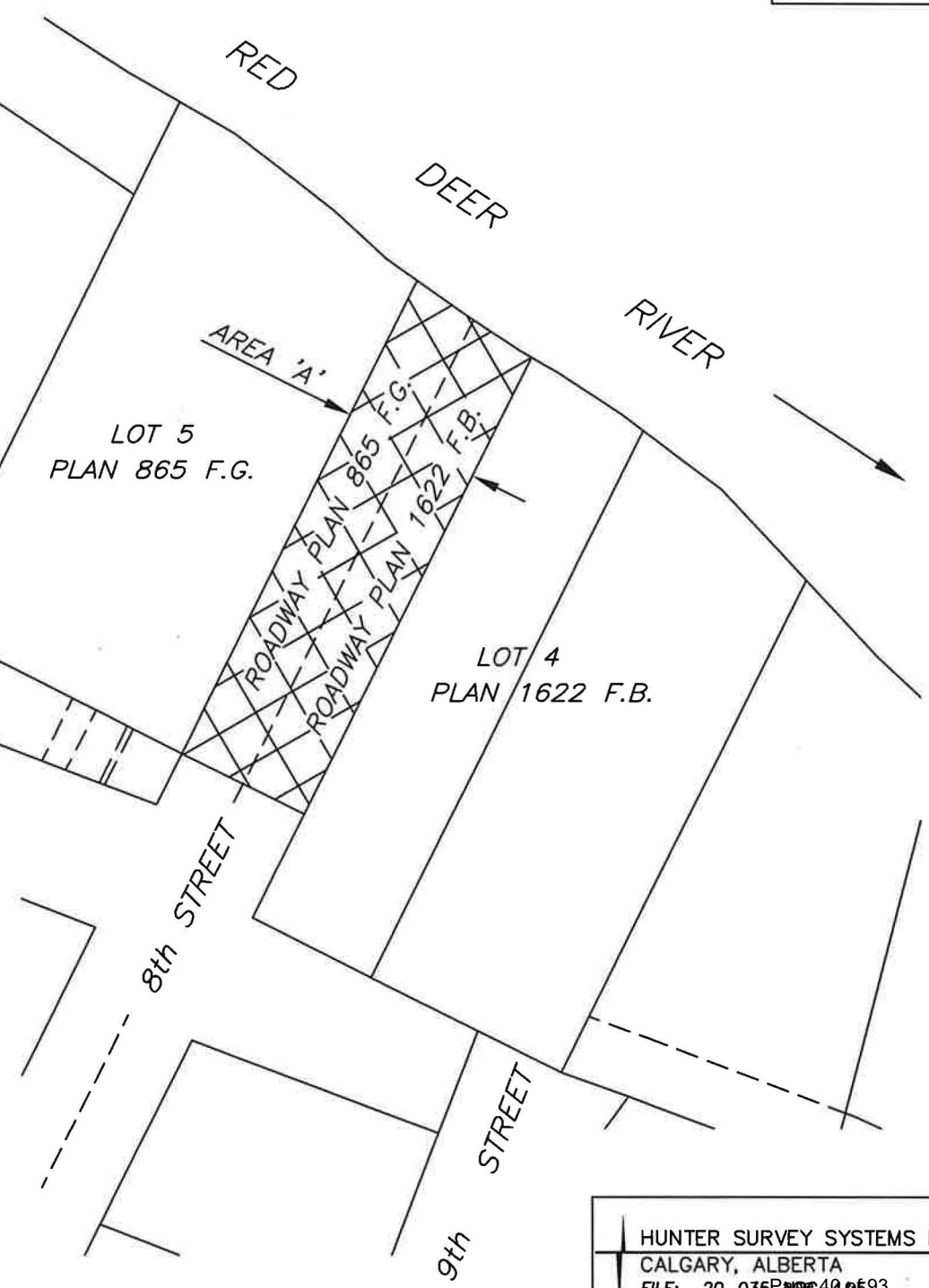
PLAN SHOWING PROPOSED ROAD CLOSURES
AFFECTING PART OF
UNDEVELOPED ROADWAYS (8th STREET) CREATED
BY SUBDIVISION PLANS 865 F.G. AND 1622 F.B.
WITHIN THE N.E. 1/4 SEC. 8, TWP. 29, RGE. 20, W. 4M.

—SCALE= 1:1000 — NOVEMBER, 2023 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus.... 



TOWN OF DRUMHELLER
REVISED BYLAW NUMBER 04.24
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine 8th St; Road Closure

THIS IS A BYLAW of the **TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing portions of an undeveloped Public Street as depicted on:

SCHEDULE – 1 AREA – ‘A’

being portions of Roadway (now 8th. Street) created by Plans 1622 F.B. and 865 F.G.

all within the North East Quarter of Section 8 in Township 29, Range 20,
West of the 4th. Meridian

to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER pursuant to Sections 22 and 23 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

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

WHEREAS; it has been found that construction of flood mitigation berms in the subject areas is impossible without encroaching upon and using part of the undeveloped public streets, and

WHEREAS; the proposed new flood mitigation berms will continue to occupy the area depicted on Schedule 1, and

WHEREAS; the parties hereto have agreed that land used for berm construction must be in the name of the Town of Drumheller, and

WHEREAS; the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by this road closure bylaw; and

WHEREAS; a notice of this Street closure was published in the Drumheller Mail once a week for two consecutive weeks; on Wednesday January 17th and again on Wednesday January 24th, 2024 the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

WHEREAS; the Council of the Town of Drumheller held a public hearing on the 5th day of February, 2024 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close a portion of the undeveloped Roadway (now 8th Street) shown depicted on the attached Schedule – 1, which is more particularly described as:

PLAN

AREA – 'A'
EXCEPTING THEREOUT ALL MINES AND MINERALS

SHORT TITLE

This Bylaw may be cited as Nacmine 8th Street; Road Closure

TRANSITIONAL

This Bylaw takes effect on the day of the third and final reading.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN DRUMHELLER
this 8th day of JANUARY, 2024.


MAYOR: HER WORSHIP; HEATHER COLBERG

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



APPROVED BY: ALBERTA INFRASTRUCTURE and ECONOMIC CORRIDORS

Seal

MINISTER OF ALBERTA INFRASTRUCTURE AND ECONOMIC CORRIDORS

ROOM 425, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

**READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER.**
this day of 2024.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

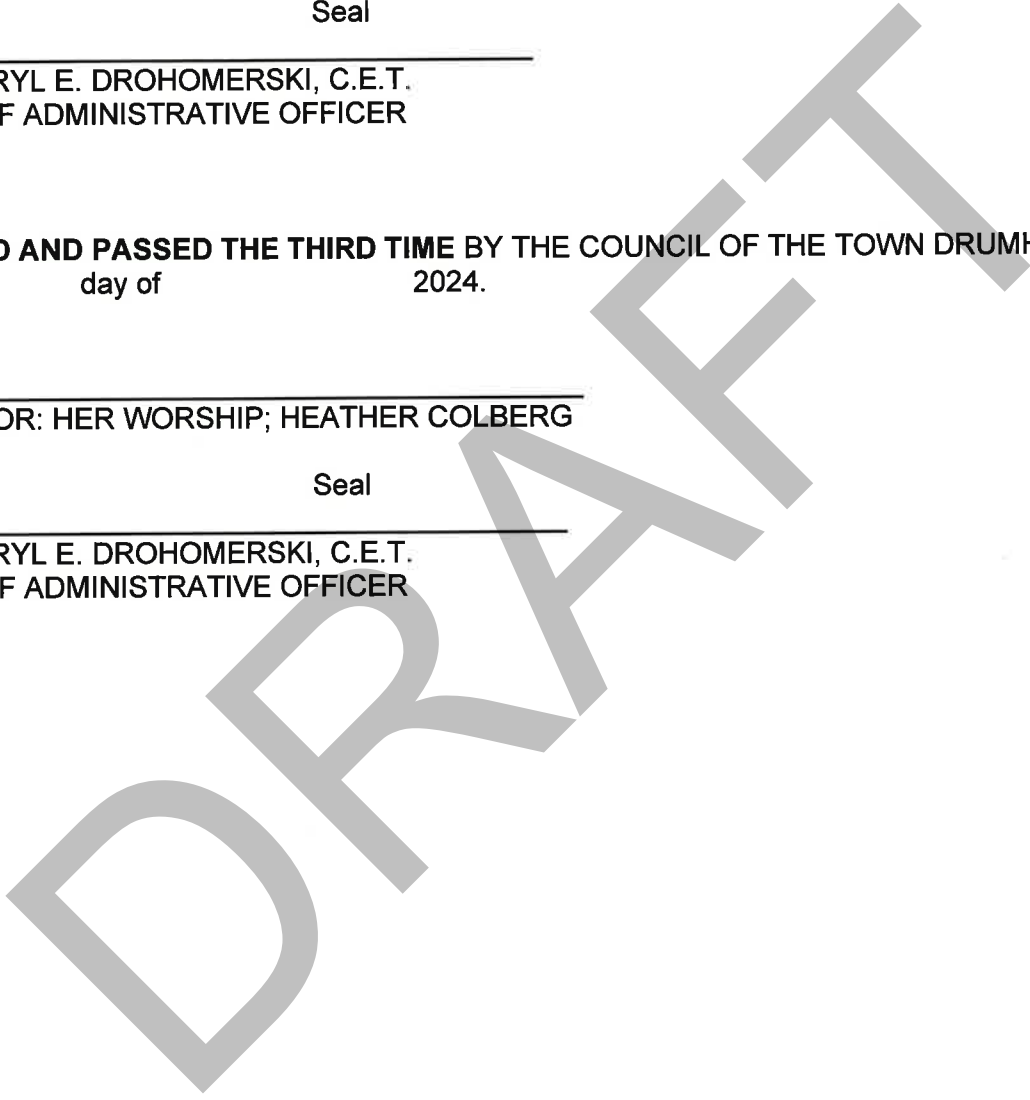
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN DRUMHELLER.
this day of 2024.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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



N.E. 1/4 SEC. 8

29-20-4



LOT 2

LOT 1

PLAN 941 0208

LOT 5
PLAN 865 F.G.

AREA 'A'

ROADWAY PLAN 865 F.G.

ROADWAY PLAN 1622 F.B.

LOT 4
PLAN 1622 F.B.

2nd

AVENUE

8th STREET

9th STREET

RED

DEER

RIVER

NACMINE DISTRICT

— DRUMHELLER, ALBERTA —

PLAN SHOWING PROPOSED ROAD CLOSURES
AFFECTING PART OF
UNDEVELOPED ROADWAYS (8th STREET) CREATED
BY SUBDIVISION PLANS 865 F.G. AND 1622 F.B.
WITHIN THE N.E. 1/4 SEC. 8, TWP. 29, RGE. 20, W. 4M.

— SCALE = 1:1000 — NOVEMBER, 2023 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... 

REQUEST FOR DECISION

TITLE:	Advertising Bylaw and Circulation and Advertisement Standards Policy
DATE:	October 7, 2024
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	Bylaw #24.24 – Advertising Bylaw (1 st Reading) (Draft) Bylaw #24.24 – Advertising Bylaw (2 nd reading) (Draft) Policy DP-A-03 – Circulation and Advertisement Standards

SUMMARY:

On August 26th, Council gave first reading to Bylaw #24.24 – Advertising Bylaw. In accordance with Section 606.1(3) of the *Municipal Government Act*, Council held a Public Hearing for Bylaw #24.24 – Advertising Bylaw on September 23rd, 2024. During the Public Hearing, Council heard from the CEO of Palliser Regional Municipal Services (PRMS) who addressed concerns about the inclusion of circulation guidelines within a municipal policy and provided suggestions for several improvements.

Administration has made the following changes to Policy DP-A-03 in response to these suggestions:

- Administration has removed all references to “Planning Documents” within Policy DP-A-03 and has determined that all circulation and advertising standards for the Subdivision and Development Appeal Board (SDAB), subdivision applications and district rezoning will be the complete responsibility of our Subdivision Authority, PRMS;
- Upon the suggestion of both the PRMS and the Development Officer, the circulation distances for development permits have been reduced as the original distances were deemed excessive; and
- Industrial Uses has been added to the “Other land Use Districts” with an increased circulation distance; and
- DP-A-03 has been changed to an administrative policy as per the suggestion of legal counsel, and therefore, will not require approval by Council; and
- Bylaw #24.24 – Advertising Bylaw has been changed to provide a primary advertising method, the website, with additional methods of advertising being added as optional. The specific methods of advertising will still be further extrapolated within the Policy DP-A-03.

Administration does not believe that including circulation distances in a policy creates any conflict with either the *Municipal Government Act* or the *Land Use Bylaw*, specifically due to Section 5.16.3(4) of the *Land Use Bylaw* which states that:

“The development authority shall send notice of the decision to...each owner at such additional distance and direction from the boundaries of the proposed development as, in the opinion of the development authority, may be materially impacted by the development.”

Administration believes that this provision gives the Development Officer the authority to establish additional circulation standards at their discretion and that Policy DP-A-03 represents

the logical expression of this authority. Therefore, Administration recommends that Council proceed with the passing of both the Advertising Bylaw and the Circulation and Advertisement Standards Policy, as amended.

RECOMMENDATION:

Council give second and third reading to *Advertising Bylaw #24.24*

DISCUSSION:

The circulation distances listed within Policy DP-A-03 are intended to be minimum distances. Some developments may require further public input, as deemed necessary by the Development Officer, and would be circulated further. This would include any developments that cause a nuisance through light, noise or air pollution.

FINANCIAL IMPACT:

As per the guidelines of Policy DP-A-03 – Circulation and Advertisement Standards, “Any notice that is published in an accredited local newspaper in a condensed or limited format, provided that the advertisement in the accredited local newspaper contains the necessary information to locate the complete notice on the Town Website.” While the majority of advertisements will continue to be posted in the local newspaper, some of these advertisements may be posted in a condensed format, with the full advertisement listed on the Town of Drumheller website. This will save significant financial resources due to the large size of advertisements, such as road closures or public hearings.

STRATEGIC POLICY ALIGNMENT:

Alignment with the Municipal Government Act and the Town of Drumheller Land Use Bylaw. This Bylaw and Policy will encourage good governance by establishing minimum standards for advertising and through the efficient use of municipal resources.

COMMUNICATION STRATEGY:

Following the passing of both the Bylaw and the Policy, Communications will work with various departments to develop a strategy for advertising items covered within these documents. This strategy will include both traditional and non-traditional marketing.

MOTION:

That Council gives second reading to Bylaw #24.24 – Advertising Bylaw

MOTION:

That Council gives third and final reading to Bylaw #24.24 – Advertising Bylaw



Prepared by:
Mitchell Visser,
Manager of Legislative
Services



Approved by:
Darryl Drohomerski,
Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 24.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA, TO ESTABLISH ALTERNATIVE METHODS FOR PUBLIC NOTIFICATIONS AND ADVERTISING

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, a Council must give notice of certain bylaws, resolutions, meetings, public hearings, or other things by advertising in a newspaper or other publication circulating in the area, or mailing or delivering a notice of to every residence of an affected area;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606 of the *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Drumheller is satisfied that the advertising methods set out in this Bylaw are likely to bring a matter to the attention of substantially all residents in the relevant area;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Advertising Bylaw."

2. DEFINITIONS

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

- a) "*Accredited Local Newspaper*" means a newspaper that:
 - i. focuses on news coverage on events and happenings within the *Town*;
 - ii. is typically published in print format at least once per week; and
 - iii. is of general circulation within the *Town*, and is available for distribution for the majority of the residents of the *Town*.
- b) "*Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time and successor legislation;
- c) "*Bylaw*" means this Advertising Bylaw, as amended from time to time, and successor legislation;
- d) "*Social Media*" means and online communication through which users may share information, and more specifically may refer to Facebook, X, Instagram, YouTube and similar applications; and
- e) "*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, as the context may require.

3. METHODS OF ADVERTISING

3.1 Any public notice required to be advertised under section 606 of the *Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606 of the *Act*, by any or all of the following means:

- a) Published in an *accredited local newspaper*; and/or
- b) Electronically by posting the public notice prominently on the *Town's* official website; and/or
- c) Mailing or delivering notices to all affected parties; and/or
- d) Posting the public notice prominently on the bulletin board at Town Hall located at 224 Centre Street, Drumheller, Alberta.

3.2 Advertisements posted on the *Town's* official website may be promoted on the *Town's social media* channels or through any other method deemed appropriate by the Town of Drumheller.

4. SEVERABILITY

4.1 Every provision of this *Bylaw* is independent of all other provisions and if any provision of this *Bylaw* is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this *Bylaw* shall remain valid and enforceable.

5. TRANSITION

5.1 This *Bylaw* shall come into force and effect when it receives third reading and is duly signed.

5.2 Bylaw 01.12 is hereby repealed.

READ A FIRST TIME THIS __ DAY OF _____, 2024

READ A SECOND TIME THIS __ DAY OF _____, 2024

READ A THIRD AND FINAL TIME THIS __ DAY OF _____, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER
BYLAW NUMBER 24.24
DEPARTMENT: LEGISLATIVE SERVICES

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AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606 of the *Municipal Government Act*,

AND WHEREAS, the Council of the Town of Drumheller is satisfied that the advertising methods set out in this Bylaw are likely to bring a matter to the attention of substantially all residents in the relevant area;

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

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 - iii. is of general circulation within the *Town*, and is available for distribution for the majority of the residents of the *Town*.
- b) "*Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time and successor legislation;
- c) "*Bylaw*" means this Advertising Bylaw, as amended from time to time, and successor legislation;
- d) "*Social Media*" means and online communication through which users may share information, and more specifically may refer to Facebook, X, Instagram, YouTube and similar applications; and
- e) "*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, as the context may require.

3. METHODS OF ADVERTISING

3.1 Any public notice required to be advertised under section 606 of the *Act* of a bylaw, resolution, meeting, public hearing or other thing will be given, in accordance with the timelines prescribed in section 606 of the *Act*, by:

a) Publishing the public notice prominently on the *Town's* official website

3.2 in addition to section 3.2, the Town may elect to advertise by using any or all of the following methods, which will not be subject to the timelines established by Section 606 of the *Act*:

a) publishing in an *accredited local newspaper*;

b) mailing or delivering notices to all affected parties;

c) posting on the Town's social media channels;

d) posting the public notice prominently on the bulletin board at Town Hall located at 224 Centre Street, Drumheller, Alberta; and/or

e) any other method deemed appropriate by the Town of Drumheller.

4. SEVERABILITY

4.1 Every provision of this *Bylaw* is independent of all other provisions and if any provision of this *Bylaw* is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this *Bylaw* shall remain valid and enforceable.

5. TRANSITION

5.1 This *Bylaw* shall come into force and effect when it receives third reading and is duly signed.

5.2 Bylaw 01.12 is hereby repealed.

READ A FIRST TIME THIS __ DAY OF _____, 2024

READ A SECOND TIME THIS __ DAY OF _____, 2024

READ A THIRD AND FINAL TIME THIS __ DAY OF _____, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

ADMINISTRATION POLICY

NAME: Circulation and Advertisement Standards	POLICY NUMBER: DP-A-03
DEPARTMENT: Development & Planning	SUPERSEDES: N/A
DATE APPROVED: October 7, 2024	REVIEW DATE: October 7, 2027

1. POLICY STATEMENT

The Town of Drumheller is committed to ensuring equitable circulation and notification processes that inform affected landowners and provide the opportunity for landowners to participate in the development of the *Town*.

2. PURPOSE

To establish standards for public circulation and advertisement of *Statutory document* amendments; *Planning applications*, Public Hearings, Development Permit Notices of Approval, *Municipal Planning Commission (MPC) Hearing* and *Subdivision and Development Appeal Board (SDAB) Hearings*.

3. SCOPE

3.1. This policy applies to the:

- a) *Chief Administrative Officer* and their delegates,
- b) *Communications Officer*;
- c) *Development Officer*, and,
- d) *Subdivision Authority*.

4. DEFINITIONS

4.1. For the purposes of the Policy, the following definitions shall apply:

- a) "*Accredited Local Newspaper*" means a newspaper that:
 - i. Focuses on news coverage on events and happenings within the *Town*;
 - ii. Is typically published in print format at least once per week;
 - iii. Is of general circulation within the *Town* and is available for distribution for the majority of the residents of the *Town*.
- b) "*Adjacent Parcel*" means a parcel that is contiguous or would be contiguous if not for a public road, railway, reserve land, utility right-of-way, river, or stream.

- c) “*Advertising Bylaw*” means the Town of Drumheller Advertising Bylaw #24.24, as amended from time to time, and its successor legislation.
- d) “*Act*” means the *Municipal Government Act*, RSA 2000 c. M- 26 as amended from time to time, and its successor legislation;
- e) “*Chief Administrative Officer*” or “*CAO*” means the Chief Administrative Officer of the Town of Drumheller, or their designates;
- f) “*Council*” means the Council of the *Town of Drumheller*.
- g) “*Development Officer*” means the Development Officer of the *Town of Drumheller*, or their designates;
- h) “*Intermunicipal Development Plan*” means a high-level statutory plan jointly agreed to by the *Town* and neighbouring municipalities on how to proceed with planning and development matters that impact the neighbouring boundary;
- i) “*Land Use Bylaw*” or “*LUB*” means the Town of Drumheller Land Use Bylaw # 16.20, as amended from time to time, and its successor legislation.
- j) “*Municipal Planning Commission*” or “*MPC*” means the *Town’s* Municipal Planning Commission established pursuant to the *Act* and municipal bylaw;
- k) “*Other Land Use District*” means the following land use districts, as identified in the Land Use Bylaw:
 - i. The Employment District;
 - ii. The Tourism Corridor District;
 - iii. The Countryside District;
 - iv. The Rural Development District; and,
 - v. The Badlands District.
- l) “*Planning Application*” means any application to subdivide land, re-designate land, or identify land in a concept plan or master site development plan;
- m) “*Residential Land Use District*” means the following Land Use Districts, as identified in the *Land Use Bylaw*.
 - i. The Neighbourhood District;
 - ii. The Neighbourhood Centre District;
 - iii. The Downtown District.
- n) “*Subdivision and Development Appeal Board*” or “*SDAB*” means the Subdivision and Appeal Board, a body established by *Council* pursuant to the *Act* that functions as an appeal body for development permit decisions, subdivision decisions, and stop orders;
- o) “*Subdivision Authority*” means the persons appointed pursuant to the *Act* that have been authorized to exercise subdivision powers on behalf of the *Town*;

- p) “*Statutory Documents*” means an *Intermunicipal Development Plan*, *Municipal Development Plan*, *Area Structure Plan* or *Area Redevelopment Plan*;
- q) “*Town of Drumheller*” or “*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.

5. RESPONSIBILITIES

- 5.1. *The Chief Administrative Officer, Development Officer, and the Subdivision Authority* are responsible for adhering to all circulation and notification requirements outlined in this Policy.

6. JURISDICTION

- 6.1. All *Town* circulation and advertisement standards meet the requirements established by the *Act* or other statutes and associated regulations.
- 6.2. Any applicable *Intermunicipal Development Plan* and privacy legislation supersedes this Policy.

7. GENERAL REGULATIONS

- 7.1. The following regulations shall apply to all public circulations:
 - a) Any properties located wholly or partially within the circulation area shall be included in the circulation of the subject application.
 - b) The distance is to be measured from the property line of the subject application parcel; and,
 - c) Where the circulation area reaches a property within a cul-de-sac, all properties in the cul-de-sac are included in the circulation and notification area.
- 7.2. All circulation distances not mandated by the *Act* may be increased at the discretion of the *Chief Administrative Officer, Development Officer, and/or the Subdivision Authority*; any changes to the circulation distances must include a map of the proposed circulation area.
- 7.3. Any notice that is published in an *accredited local newspaper* in a condensed or limited format, provided that the advertisement in the *accredited local newspaper* contains the necessary information to locate the complete notice on the *Town Website*.
- 7.4. Any advertisements conducted by the Town of Drumheller shall be done in accordance with the *Advertising Bylaw*.

8. PUBLIC HEARINGS

- 8.1. When the Town of Drumheller is required to hold a Public Hearing in accordance with the *Act* or any other enactment, the *Town* shall:
 - a) Publish the *Notice of Public Hearing*, with the associated Bylaw or any other relevant document, on the Town of Drumheller Website;
 - b) Publish the date of the Public Hearing on the Town of Drumheller Municipal Calendar; and,
 - c) Publish the *Notice of Publish Hearing* for at least two (2) consecutive weeks in an *accredited local newspaper*.

8.2. All Public Hearings related to a Road Closure Bylaw must be mailed out to all affected residents within a 200-metre radius of the road closure.

9. DIGITAL SIGNS

9.1. In accordance with Section 4.1.17 of the *Land Use Bylaw (LUB)*, Notification shall be sent to all properties within a 100-metre radius of the proposed placement of an illuminated or digital sign.

10. DEVELOPMENT PERMITS

10.1. In accordance with Section 5.16.1 of the *LUB* and Section 642 of the *MGA*, when a decision is made by the Development Authority regarding a Development Permit, the Notice of Decision shall be delivered to the applicant on the same day that the written decision is given, in a manner deemed acceptable to the Approving Authority, including via email.

10.2. If the permit is approved:

- a) the permit will be posted on the Town of Drumheller Website on the same day that the decision is made; The general public has twenty-one (21) days to appeal the decision with the *SDAB* from the date that the decision is made;
- b) The Notice of Approved Development will be circulated and advertised according to *Schedule A – Development Permit Circulation and Advertisement*.

11. PLANNING BYLAWS

11.1. A Council must hold a public hearing for all planning bylaws prior to second reading, in accordance with section 692 of the *Act*.

12. ADDITIONAL REQUIREMENTS

12.1. In instances where a circulation or notification area includes landowners in an adjacent municipality, the **Chief Administrative Officer**, **Development Officer** and/or **Subdivision Authority** will attempt to procure the addresses for the affected landowners to mail to them a circulation package or Notice of Approval.

13. RELATED DOCUMENTS

13.1. The Town of Drumheller *Land Use Bylaw*

13.2. The Town of Drumheller *Advertising Bylaw*

13.3. Schedule A – Development Permit Circulation and Advertisement

13.4. Schedule B – Other Circulation and Advertising Requirements

14. TRANSITIONAL

14.1. This Policy comes into effect on the day it is signed by Town of Drumheller Council.

CHIEF ADMINISTRATIVE OFFICER

DRAFT

SCHEDULE A DEVELOPMENT PERMIT CIRCULATION AND ADVERTISEMENT

			Use Type		
			Permitted Use	Discretionary Use	Variance
Use Category	Residential Land Use District	Residential	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 100 metres	Website; Post in Paper; Circulate 50 metres
		Lodging	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 100 metres	Website; Post in Paper; Circulate 50 metres
		Commercial	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres
		Institutional	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 100 metres	Website; Post in Paper; Circulate 100 metres
	Other Land Use Districts	Residential	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres
		Lodging	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres
		Commercial	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres
		Institutional	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres
		Industrial	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 350 metres	Website; Post in Paper; Circulate 100 metres
		Agricultural	Website; Post in Paper; Adjacent parcels	Website; Post in Paper; Circulate 200 metres	Website; Post in Paper; Circulate 100 metres

**SCHEDULE B
OTHER CIRCULATION AND ADVERTISING REQUIREMENTS**

Application Type	Method of Advertising
Road Closure Public Hearing	Website; Newspaper; Circulate 200 metres
Digital Sign	Circulate 100 metres

DRAFT

REQUEST FOR DECISION

TITLE:	Drumheller Public Library Board Appointment
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, CAO
ATTACHMENT:	Lynn Fabrick Application DPL August 14, 2024 – Minutes

SUMMARY:

In accordance with Bylaw 18.09, the Drumheller Public Library Board shall consist of not fewer than five (5) and not more than ten (10) members appointed by Council. Appointments to the Board are for a term of up to three years. Presently, there are three vacancies on the Board. An application has been received from Lynn Fabrick requesting membership on the Board.

RECOMMENDATION:

The current members of the Drumheller Public Library Board passed a motion at their August 14, 2024, meeting to recommend the appointment of Lynn Fabrick to the Board.

DISCUSSION:

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

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION STRATEGY:

Appointment letters are issued to the new members and the Chair of the relevant Board or Committee.

MOTION:

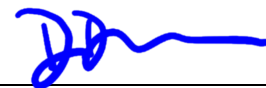
Moved that Council approves the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years starting October 7, 2024, and ending October 7, 2027.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Darryl Drohomerski
Chief Administrative Officer



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: August 6, 2024

Board: Drumheller Public Library

Name of Applicant: Lynn Fabrick

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.

I was on the Drumheller Public Library Board for 2 years and stepped down to look after spouse. I am currently Secretary for the Community Business Association and have been for 7 years. I am also a Rotarian for 2 years.

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

I was previously on the Library Board. I stepped down but intended to step back for a couple of months to look after my husband during surgery recovery. I would love to be a part of this Board again as I feel that I can continue to contribute. I thoroughly enjoyed being a member of the Board not only as a community member but as an Indigenous Knowledge Keeper. I have already participated in many of the events and fundraisers to bring various projects to the valley. I was part of the team organizing many activities to celebrate the Centennial Celebration of the Drumheller Public Library.

Signature:

[Redacted Signature]

If you have any questions please contact Mitchell Visser 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 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 Public Library Board
Meeting Notice & Agenda**

Date: Wednesday August 14, 2024
Time: 7pm
Location: Zoom
Chair: Samantha Haddon
Secretary: James Foster
Regrets: Fiona Steele (guest), Allan Compagnon (guest), Stephanie Price, Margaret Nielsen,
Lynn Fabrick (guest)
Trustees: Caleb Brown, Cheryl McNeil, Jade Scott, Tracy Abildgaard
Marigold Rep: Margaret Nielsen
Guests: Melody Polych

1. Call to Order – S Haddon called the meeting to order at 7:00 pm.
2. Meeting Processes
 - a. Land Acknowledgement (Open Call) – S Haddon read the land acknowledgement.
 - b. Confirmation of quorum (4/7) – Quorum confirmed, 6 of 7 board members present.
 - c. Accepting of regrets – J Foster moved, C McNeil seconded, motion carried.
 - d. Additions to the Agenda / Approval of agenda: C McNeil moved to approve the agenda, J Scott seconded, motion carried.
 - e. Review/Approval of the minutes of July 10, 2024 – Under New Business 4. a i – (C Polych corrected to M Polych) – C McNeil motioned to approved the minutes as amended, J Scott seconded, motion carried.
 - f. Declaration of conflicts of interest: None declared.
 - g. Welcome guests: Margaret Nielsen –not in attendance.
3. Reports
 - a. Financials:
 - i. Financials: J. Scott - Status Updates – S Haddon took time to thank J Scott for all of their work getting financial statements in order. April and May financial statements are when large issues began to arise, but J Scott revised financial statements back to January to make all of the year’s statements consistent. Ascend numbers were inaccurate because numbers were pulled from Ascend’s general ledger in Quickbooks but not all financial activity was recorded in Quickbooks. Photocopier expenses were not paid for months but were quickly paid last month. Ascend’s General Administration expenses are double this month to get library payments completely caught up. For May, microfilm costs were higher due to archiving Drumheller Mail (M Polych indicated that the Alberta government may pay for this), and office supply purchases were higher than normal. After paying for the current microfilm reader, the Library Society asked that the library set aside budget funds for the next microfilm reader, on the understanding that this is a capital expense.
 1. 2024 Updated Income Statements – C McNeil moved to approve January, February, March and April amended financial statements, C Brown seconded, all in favour, motion carried. C McNeil moved to approve the May financial statement, J Scott seconded, all in favour, motion carried.
 2. Ascend Updates – J Scott is trying to get responses from Ascend regarding payroll expenses, but they are not responding. Ascend’s bills began increasing late last year, but that does not appear to match the service that the library is receiving. Ascend is relying on the library to do most of the bookkeeping. A \$750 bill for a meeting in June was charged after a meeting with C Blatch, and Ascend stated that the large bill was charged for addressing his requests. J Scott stated that Ascend needs to give a breakdown of how they are billing the library each month. For alternative bookkeepers, the Town can provide bookkeeping at cost, and J Gerlinger is a

version: Aug 14, 2024

possibility, but she has further questions for the library before she can provide a quote for her services.

3. BDO Meeting Updates – BDO recommends that an accountant needs to check numbers going from the bookkeeper to them for the financial review. BDO states that the library is probably getting what it pays for from Ascend, in terms of services. Last year when BDO took on the library financial review, they absorbed about \$19000 in costs, and this year BDO charged accurately, and costs were higher for the library this year. BDO split up the financial review invoice so that the Town got an invoice for the financial review, and the library got an invoice for the out-of-scope work.
 4. Payworks payroll quotes – J Scott says it might be possible to save costs by doing payroll within the library, rather than through an outside contractor. Payworks was recommended as a software system that would make this possible at the library. J Scott says that this software will cost about \$1600, and a staff member would need to be paid to complete data entry. This software would keep track of benefits, sick leave, etc. This is probably much lower than what Ascend is charging right now. Benefits are not currently showing up on employee's T4 statements, which is probably a Quickbooks problem. S Haddon asked if using this software would still allow us to use CAFT, so that there would be oversight (eg the library director is not setting up and releasing their own paycheque). J Scott and M Polych will set up a demonstration to learn more about the software.
 5. GIC Renewal – S Haddon asked if the bank proposed a GIC renewal rate to J Scott, to which J Scott said "no". C Brown said that the last time the GIC's were renewed, he was called and offered rate options to take to the board. C Brown said that he would check his correspondence and report back to J Scott on how he was contacted regarding GIC renewal. C McNeil asked if we need to pull out any GIC money to pay library expenses this year. S Haddon stated that the library currently has enough money on hand to stay within budget this year without pulling out any money. J Scott motioned to renew the library's non-redeemable GIC's at the best available guaranteed interest rate, J Foster seconded, all in favour, motion carried.
- b. Assistant Director: M. Polych – Two summer students have been hired, and M Polych is hopeful that they will continue working even when summer is over. Marigold is coming out to offer some special programs. J Scott and M Polych are looking into benefits options, with the possibility of switching from Drumheller and District Chamber of Commerce. S Haddon asked if the library assistant position was ever filled, and M Polych indicated that the students who are currently hired might stay on, rather than hiring a library assistant position. Two staff members are currently away – one hopes to return in the fall, and the other will return when they can. M Polych asked about staffing funds, and J Scott said that the summer student forms need to be turned in soon so that the library can get compensation from the Canadian government. J Scott offered to meet with M Polych one day and find E Hollingshead's old spreadsheet for calculating the total cost of hiring a new employee. M Polych brought up that there is an Alberta Culture Days event between the library and the Napier Theatre. No provincial funding was received, but the Napier is going forward with the event – so the library needs to follow-up with participating in this event.
 - c. Marigold: M. Nielsen – absent, no report.
 - d. Society: C McNeil stated that the library society approved \$10,000 for the library in their May meeting. This money is provided to the Library to select books and materials to fill gaps in the collection. M Polych indicated that C Blatch asked for money for the young adult fiction section, but M Polych said that this is a narrow category for that much money. C McNeil asked if she should be the library representative on the Library Society board. The Society is waiting on a quote for furniture cleaning, but they have expressed interest in paying for cleaning library furniture. S Haddon brought up that this \$10,000 donation presents a publicity opportunity, and maybe we could get community feedback on purchasing possibilities. J Scott is willing to ask the Society how they would like the money

to be spent, and what process needs to be followed. J Scott also wants to document their process so that it can be more formalized. Chris Lovejoy (library furniture specialist) is interested in meeting with the board.

e. Committees:

- i. Special Project Committee: Potential for meeting to review the Plan of Service and identify feasible items to work towards.
- ii. Policy Committee: Need to schedule a meeting to revise/update our personnel policies. After meeting with Jay Garbutt about benefits, there is no official leave policy, and some other policies need to be strengthened. S Haddon asked if M Polych would be interested in meeting, along with the committee later this month or next month to revise policies.
- iii. HR Committee: DLS Recruitment - Job is posted with Marigold, our and on local job boards. One application has been received. Create a formal list of interview questions and an interview grading rubric. C McNeil stated that we should post the library director position on student websites, including the University of Alberta.

4. New Business

a. For Discussion/Decision

- i. Budget 2025 – S Haddon and J Scott met with the financial officer for the town and talked through budget ideas. The library budget came in late last year, and it would ideally be sent to the town around August-September. This is an election year, so budgets will be conservative, and the library's budget ask needs to reflect this. S Haddon asked if the board felt comfortable approving our current proposed 2025 budget. J Scott asked if the board should meet at the library and work forward to a 2026 budget at some point soon. C Brown brought up that library reserves are currently earmarked for wage increases, but those increases were never implemented. C McNeil agrees that we need a work session to implement staff wage increases. C Brown brought up that GIC's are not currently earmarked for anything, and we need to establish a goal for using those GIC funds. S Haddon brought up that a longer planning session might need to occur on an evening or a Saturday – S Haddon will send out an invite for an evening next week.
- ii. Financial services changes – This was discussed earlier, but these changes will occur later.
- iii. New Board member approval motions. C Brown motioned to approve sending a recommendation to the Drumheller Town Council to appoint Fiona Steele and Lynn Fabrick to the Drumheller Public Library Board, C McNeil seconded, all in favour, motion carried.

5. Ongoing/Unfinished Business

a. Plan of Service - Jade working on design draft (tabled) – J Scott and M Polych have been working on adding photos and other formatting to the plan of service. PLSB does not need a "beautified" version of the plan of service.

b. Board Calendar:

- i. Town Council Presentation - Monday September 16, 2024 at 4:30pm
 1. Revise Jan 2024 presentation
- ii. Budget 2025 (Aug-Oct) – budget planning is underway.
- iii. Update the DPL Board list of Things to Do 2024/2025
 1. In-person planning meeting? – S Haddon would like to meet in October to split up chair responsibilities, as that is the last month that she will be chair. In this way, meetings could still run, agendas be created, etc.
- iv. New Board member orientation
 1. Create new orientation binders – S Haddon and J Scott discussed having packets ready to update binders with most recent minutes, agendas, etc.
 2. Schedule Library services orientation – Board members could tour the library, and M Polych stated that the staff would like to meet the board. M Polych also stated that it's been a rough year, and maybe there could be a supper at

the library at some point to celebrate staff and for the staff to meet board members. C McNeil stated that the Library Society would also like to meet the board, and J Scott stated that they can ask the society if they would like to attend. M Polych stated that this event would probably occur in September and she will get back to the board with a planned date for this event.

3. Appoint a mentor/create a mentorship group
4. PLSB Library Board Basics: Check for release of Fall 2024 workshop calendar

6. Adjournment – C Brown moved to adjourn at 8:32 pm.

Next Meeting: Sept 11, 2024 at 7pm, Zoom

Minutes Signatures:

Samantha Haddon

Chair, Town of Drumheller Library Board

Signature & Date:

S. Haddon Sept 12, 2024.

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

James Foster Sept 12, 2024

REQUEST FOR DECISION

TITLE:	934 Newcastle Trail – Tax Relief for Destroyed Improvements
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	Request Letter from Property Owner of 934 Newcastle Trail Policy C-02-19 – Relief of Municipal Property Tax on Destroyed Improvements

SUMMARY:

On August 20, 2024, a significant fire damaged the structure located at 934 Newcastle Trail. The Fire Chief, Derian Rosario, has confirmed that the structure has received significant structural and water damage and is currently uninhabitable. This is a rental property, and the current tenants have been displaced until the structure is repaired. The property owner requested on September 20, 2024, that Council waive the property taxes for the destroyed improvements from August 20, 2024, until December 31, 2024. Historically, destroyed improvement taxes are calculated from the first day of the month.

RECOMMENDATION:

That Council waive the municipal portion of property taxes for the destroyed improvements for the period from September 1, 2024, to December 31, 2024. This recommendation is consistent with Council Policy C-02-19.

DISCUSSION:

Tax Assessment in Drumheller is comprised of two items: land and improvements. Improvements include all buildings or items of value that are considered permanent. There are also three components of municipal tax bills which are the Municipal Tax, Seniors Foundation requisition, and Public-School Tax. Council Policy C-02-19 allows for the waiving of the Municipal Tax portion only.

The assessment value of the improvements on 934 Newcastle Trail is \$96,000. Waiving of the Municipal Tax portion for the improvements from the period of September 1, 2024, to December 31, 2024, is worth \$290.36. The property owner will be responsible for the remainder of the 2024 Tax Notice.

FINANCIAL IMPACT:

The cost to the municipality for waiving the Municipal Portion of taxes for destroyed improvements can be absorbed in the current operating budget for 2024.

GL Code: 1-2-1201-911

STRATEGIC POLICY ALIGNMENT:

Fiscal Responsibility and Good Governance

COMMUNICATION STRATEGY:

If the Tax Forgiveness is passed by Council, the applicant will be informed the next business day.

MOTION:

Moved that Council waive the municipal portion of property taxes totaling \$290.36 for the destructed improvements at 934 Newcastle Trail; Lot 6, Block 51, Plan 8267JK for the period September 1, 2024, to December 31, 2024.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Darryl Drohomerski
Chief Administrative
Officer

Victoria Chan

Reviewed by:
Victoria Chan
Chief Financial Officer

September 20, 2024

To: Drumheller Town Council and Mayor

Regarding request for tax forgiveness on a house/property that had recent major fire damage.

I understand that Council at their discretion can grant an amount of tax forgiveness for fire damaged properties, and I request that they do so for the following property:

Address 934 Newcastle trail (tax roll [REDACTED])

Date of fire: August 20, 2024

The dwelling has incurred extensive damage and is currently uninhabitable for at least the rest of 2024 and will remain so until major renovations or demolition occur. The insurance claim is currently underway.

Owners: [REDACTED]

Yours truly,

[REDACTED]



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-02-19

Relief of Municipal Property Tax on Destroyed Improvements

1.0 Policy Statement

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

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

2.0 Purpose of Policy

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

3.0 Policy Guiding Principles

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

4.0 Definitions

Throughout this Policy

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

5.0 General

- 5.1 All requests for relief of municipal property tax must be submitted in writing, no later than March 31st of the year immediately following the date of destruction, to the Director of Corporate Services who will prepare and present a Request for Decision to Council.
- 5.2 All property types are eligible for municipal tax relief consideration against destroyed improvements.
- 5.3 Properties under consideration for municipal tax relief remain subject to the due date as per the Notice of Assessment and Property Tax. Late penalty charges are not eligible for relief.
- 5.4 Municipal tax relief granted by motion of Council will be applied to the property roll once approval of a new development permit has been met.

6.0 Property Tax Levy Cancellation, Reduction, Refund or Deferral

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

Date: August 19, 2019



Chief Administrative Officer



Mayor of Drumheller

REQUEST FOR DECISION

TITLE:	Repeal of Policy C-03-90 – City Promotional Pin Policy
DATE:	October 7, 2024
PRESENTED BY:	Angela Keibel, Legislative Services Coordinator
ATTACHMENTS:	Policy C-03-90 – City Promotional Pin Policy Policy COMMS-A-01 – Promotional Items

SUMMARY:

Policy C-03-90, which governs the design, purchase, and distribution of promotional pins is outdated and references departments that no longer exist. As part of an ongoing review of policies and procedures conducted by the Legislative Services department, it has been determined that this policy should be repealed and that the task of managing promotional items should be handled by Administration rather than by Council.

RECOMMENDATION:

That Council repeal Policy C-03-90 and direct Administration to develop a new administrative policy for managing promotional items.

DISCUSSION:

As part of a comprehensive review by the Legislative Services department, several outdated policies, including Policy C-03-90, have been identified. The distribution of promotional items no longer requires Council oversight and is better managed through administrative processes. This approach will improve efficiency and reduce unnecessary involvement of Council in operational matters.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

This decision aligns with the Town’s strategic objectives of modernizing governance structures and improving administrative efficiency, as part of the broader policy review conducted by Legislative Services.

COMMUNICATION STRATEGY:

Once repealed, communication will be shared internally upon development of a new policy by Administration to manage promotional items, and the new guidelines will be communicated to relevant departments and staff.

MOTION:

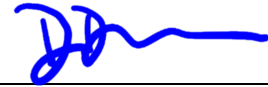
Moved that Council repeal Policy C-03-90 – City Promotional Pin Policy, and that this function be managed by Administration.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Darryl Drohomerski
Chief Administrative Officer

CITY OF DRUMHELLER

POLICY #3-90

CITY PROMOTIONAL PIN POLICY

The purpose of this policy is to:

Establish an equitable system of design, purchasing, and distribution of City of Drumheller pins to the public at large for promotional purposes.

Policy Statement:

The City of Drumheller shall authorize the Drumheller Valley Tourism Bureau to budget and assume responsibility for the purchasing and distribution of all approved promotional City pins.

Adopted by City Council
Dated July 3, 1990

ADMINISTRATION POLICY

NAME: Promotional Items	POLICY NUMBER: COMMS-A-01
DEPARTMENT: Communications	SUPERSEDES: C-03-90 – City Promotional Pin Policy
DATE APPROVED: September 13, 2024	Review Date: September 13, 2027

1. POLICY STATEMENT

The Town of Drumheller is committed to maintaining a consistent, professional, and impactful brand identity through the effective design, purchase, and distribution of promotional items. This policy ensures that all promotional materials align with the Drumheller Valley Branding Guidelines, are procured cost-effectively, and are distributed strategically to engage the community and support Town initiatives. Through responsible management and sustainable practices, this policy aims to enhance public awareness and promote the values of the Town of Drumheller.

2. PURPOSE

To establish guidelines for the design, purchase, and distribution of promotional items for the Town of Drumheller to ensure consistency, cost-effectiveness, and proper use of resources.

3. SCOPE

This policy applies to all Employees of the Town of Drumheller.

4. DEFINITIONS

- 4.1. *“Branding”* means the process of applying the Town’s logo, colours, fonts, and other visual elements to promotional items to create a consistent identity.
- 4.2. *“Promotional Items”* means the materials or products designed to promote the Town of Drumheller, including but not limited to apparel, stationery, or branded merchandise.
- 4.3. *“Target Audience”* means the specific group or demographic intended to receive the promotional items during events or initiatives.
- 4.4. *“Sustainability”* refers to the practice of selecting eco-friendly or environmentally responsible promotional items to minimize the environmental impact.
- 4.5. *“Vendor”* means a third-party supplier authorized to provide promotional items to the Town.
- 4.6. *“Communications Brief”* means a concise document outlining key objectives, target audience, messaging, and distribution plan for promotional materials.

5. RESPONSIBILITIES

- 5.1. Employees are responsible for:

- a) ensuring promotional items are used for their intended purpose in accordance with this Policy; and
- b) tracking inventory, usage, and distribution as required for budgetary considerations.

5.2. Managers and Directors are responsible for:

- a) approving budget allocations for promotional items within their respective departments;
- b) ensuring the purchase of promotional items has been reviewed and approved by the Communications Officer; and
- c) ensuring purchases are consistent with Town procurement policies.

5.3. The Communications Officer, or designate, is responsible for:

- a) reviewing and approving the design of promotional items to ensure compliance with Town branding guidelines.

5.4. The Chief Administrative Officer, or designate, is responsible for:

- a) approving any exceptions to branding guidelines and overseeing the overall adherence to this policy; and
- b) ensuring the policy is properly implemented and followed by all Town departments.

6. PROCEDURES

6.1. The eligibility of source and content for all items will be determined by the Communications Officer.

6.2. All applications for promotional items must be submitted via a *Communications Brief* at least three (3) weeks prior to the intended date of publishing, or in the manner and form prescribed by the Communications Officer.

7. PROMOTIONAL PINS

7.1. Promotional pins will be distributed to individuals or organizations at the discretion of the Manager of Legislative Services, or their designate.

7.2. Promotional pins are used to represent the Town of Drumheller at official events and special occasions that benefit the Town of Drumheller or its residents, and in general will be provided to:

- a) organizations hosting conferences, conventions, or community events within the Town;
- b) school groups and students who tour Town Hall;
- c) graduates of St. Anthony's School and Drumheller Valley Secondary School;
- d) residents receiving certificates for milestone birthdays and anniversaries;
- e) visiting dignitaries, guests of honour, or individuals recognized for notable contributions to the community;

- f) elected officials; and
- g) delegates travelling to other countries representing the Town.

8. RELATED DOCUMENTS

- 8.1. Drumheller Valley Branding Guidelines
- 8.2. Communications Brief Form (Fillable PDF)
- 8.3. Procurement Policy
- 8.4. Procurement Form

9. TRANSITIONAL

- 9.1. This policy comes into effect on the day it is signed by the Chief Administrative Officer.
- 9.2. This policy repeals Policy #C-03-90– City Promotional Pin Policy.

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Bylaw #31.24 – Community Standards Appeal Board
DATE:	October 7, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENTS:	Bylaw #31.24 – Community Standards Appeal Board Bylaw Bylaw #08.19 – Tourism Corridor and Community Standards Appeal Board Bylaw

SUMMARY:

The Town of Drumheller has received three (3) appeals through the Tourism Corridor and Community Standards Appeal Board over the last couple of months. While processing these appeals, Town Administration identified several ways to improve the Bylaw and the overall process for hearing appeals.

Bylaw #31.24 is intended to improve on the process established by Bylaw #08.19 through the following methods:

- 1) Expanding the scope of the appeal board to include the appeal of notices issued pursuant to the *Agricultural Pests Act (APA)* and any other appeal of a Town decision, where established by Bylaw – aligning with the process introduced by *Business Licence Bylaw #06.23*.
- 2) Clearly establish the difference between the “Board”, which consists of all seven (7) members of Council and the “Panel”, which consists of three (3) members of the Board, formed for the purposes of hearing an appeal.
- 3) Establish clear, consistent procedures and timelines for the entire appeal process, including procedures related to the application, hearing, and notice of decision.
- 4) Establish the position and the responsibilities of the Board Clerk, with the intention that clerking will be done by the Legislative Services Coordinator – better aligning with the semi-judicial nature of the Board.
- 5) Allow the parties to extend the date of the hearing based on mutual agreement, where previously, these timelines in the Bylaw were inflexible, contrary to the powers of the Municipal Government Act (MGA)

As this is not a new process but instead a refinement of our current process done by the Town, Administration recommends that Council approve all three (3) readings of the Bylaw.

RECOMMENDATION:

That Council give all three (3) readings of Bylaw #31.24 – Community Standards Appeal Board

DISCUSSION:

N/A

FINANCIAL IMPACT:

Administrative costs with revising Bylaw #31.24 – Community Standards Appeal Board

STRATEGIC POLICY ALIGNMENT:

Good Governance through the improvement of current Administrative Processes

COMMUNICATION STRATEGY:

Once passed, The Bylaw will be posted on the Town of Drumheller Website and all Town Staff will be notified. As this Bylaw primarily affects the Emergency and Protective Services and Development Departments, Legislative Services will work with both areas to ensure all notices are compliant with Bylaw #31.24.

MOTION:

Moves that Council gives first reading to Bylaw #31.24 – Community Standards Appeal Board.

MOTION:

Moves that Council gives second reading to Bylaw #31.24 – Community Standards Appeal Board

MOTION:

Moves that Council give unanimous consent for third reading of Bylaw #31.24 – Community Standards Appeal Board

MOTION:

Moves that Council gives third and final reading to Bylaw #31.24 – Community Standards Appeal Board



Prepared by:
Mitchell Visser
Manager of Legislative Services



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 31.24
DEPARTMENT: LEGISLATIVE SERVICES**

Community Standards Appeal Board Bylaw

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF A COMMUNITY STANDARDS
APPEAL BOARD

WHEREAS, section 8 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, allows for Council to, in a bylaw, provide for an appeal, the body that is to decide the appeal, and related matter;

AND WHEREAS, section 145 of the *Municipal Government Act*, provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council Committees;

AND WHEREAS, section 203 of the *Municipal Government Act* authorizes a Council to delegate its powers, duties or functions to a Council Committee, including its duty to decide appeals imposed on it by this or another enactment or bylaw;

AND WHEREAS pursuant to section 19 of the *Weed Control Act, S.A. 2008, c. W-5.1*, Council must establish an independent appeal panel to determine appeals of notices issued pursuant to that Act;

AND WHEREAS pursuant to section 14 of the *Agricultural Pests Act, R.S.A. 2000, c. A-8*, Council must appoint a committee to hear and determine appeals of notices issued pursuant to that Act;

AND WHEREAS Council wishes to establish a single council committee to review appeals pursuant to the *Municipal Government Act, the Weed Control Act, the Agricultural Pests Act*, and all other appeals permitted by a bylaw of the Town of Drumheller;

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Community Standards Appeal Board Bylaw".

2. DEFINITIONS

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

- a) "*Agricultural Pests Act*" means the *Agricultural Pests Act, R.S.A. 2000, c. A-8*, as amended from time to time, and its successor legislation.
- b) "*Applicant*" means a person who is seeking an appeal pursuant to this Bylaw;
- c) "*Application*" or "*Notice of Appeal*" means a submission to the Town of Drumheller for a review by the *Community Standards Appeal Board*;
- d) "*Chief Administrative Officer*" or "*CAO*" means the Chief Administrative Officer of the

Town of Drumheller, or their designates;

- e) “*Community Standards Appeal Board*” or “*Board*” means the Community Standards Appeal Board as established by this Bylaw;
- f) “*Council & Committee Meeting Procedure Bylaw*” means the *Council & Committee Meeting Procedure Bylaw #04.21*, as amended from time to time, and its successor legislation;
- g) “*Municipal Government Act*” or “*MGA*” means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended from time to time, and its successor legislation;
- h) “*Order*” means a written order identifying a contravention of a bylaw, stipulating the actions that the *person* shall take to remedy the contravention;
- i) “*Panel*” means a three (3) person committee established from members of the *Community Standards Appeal Board* for the purposes of hearing an appeal;
- j) “*Parties*” means the *Applicant*, the *Respondent* and the members of the *panel*;
- k) “*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;
- l) “*Respondent*” means the *person* responsible for responding to the claims of the *Applicant* on behalf of the Town of Drumheller Administration;
- m) “Successful Appeal” means an appeal where:
 - (i) The order is cancelled in its entirety; or
 - (ii) The order is varied or substituted based on the arguments made by the applicant.
- n) “*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;
- o) “*Weed Control Act*” means the *Weed Control Act, S.A. 2008, c. W-5.1*, as amended from time to time, and its successor legislation.

3. ESTABLISHMENT OF COMMUNITY STANDARDS APPEAL BOARD

- 3.1 The *Community Standards Appeal Board* is hereby established as a committee of Council and shall operate in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 3.2 The *Board* shall have the jurisdiction to hear and make decisions on:
 - a) appeals of orders pursuant to section 545 and 546 of the *MGA*;
 - b) weed notice appeals, pursuant to the *Weed Control Act*;

- c) agricultural pest notice appeals, pursuant to the *Agricultural Pests Act*, and
 - d) All other appeals as set out in any other bylaw of the *Town*, that authorizes an appeal to the *Board*.
- 3.3 The *Board* shall consist of all seven (7) members of Council who shall be appointed by resolution pursuant to the *Council & Committee Meeting Procedure Bylaw*.
- 3.4 In the event of an appeal hearing, three (3) of the members of the *Board* shall be appointed by the *Chief Administrative Officer* to sit on the *panel*, which shall constitute a quorum;
- 3.5 A *panel* may perform the same functions as the *Board*, and a decision of a *panel* is deemed to be a decision of the *Board*.
- 3.6 The *panel* must elect one (1) presiding officer who has all of the powers and responsibilities of a chairperson for dealing with the matter which the *panel* was formed to address.
- 3.7 The *Community Standards Appeal Board* Clerk shall be appointed by the *CAO* and is responsible for:
- a) receiving all *applications* and *application* deposits;
 - b) determining the sufficiency of *applications*; including whether the *application* was received within the prescribed time period;
 - c) scheduling hearings and sending notices of hearings to the *parties*;
 - d) answering the inquiries and providing information to the *parties* and the general public;
 - e) circulating all hearing material to the parties at least one (1) business day prior to the hearing;
 - f) recording the minutes of the hearing;
 - g) keeping a written record of all *panel* hearings, including:
 - (i) the *application*;
 - (ii) the notice of hearing;
 - (iii) all records submitted as evidence for the hearing;
 - (iv) the minutes of the hearing; and
 - (v) the *panel's* decision and the accompanying reasoning for the decision.

4. APPLICATION

- 4.1 All *applications* pursuant to this Bylaw must submit the request in writing to the *Chief Administrative Officer* within fifteen (15) days of receiving the written *order* or decision, and must include the following:
- a) the *applicant's* full name, address, email and phone number;
 - b) a copy of the order or decision that is the subject of the *application*;
 - c) the grounds for the appeal;
 - d) a \$250.00 fee for each *application* for appeal, unless otherwise stated in this Bylaw; and
 - e) if applicable, the land to which the appeal relates.
- 4.2 The *Community Standards Appeal Board* Clerk will be responsible for determining the sufficiency of *applications*; including whether the *application* was received within the prescribed time period.
- 4.3 If the Clerk determines the *application* is insufficient, the Clerk must either:
- a) request the *applicant* correct the deficiencies within a specified time period; or
 - b) deny the *application*, if the *application* was not received within the prescribed time period.
- 4.4 The *applicant* fee shall not be waived under any circumstances and shall not be refunded unless:
- a) the *applicant's* appeal is determined to be a *successful appeal*, as per the decision of the *panel*; or
 - b) the *application* is deemed to be insufficient, as per the decision of the Clerk.

5. SCHEDULING A HEARING

- 5.1 If the *application* is deemed sufficient, the Clerk shall schedule a hearing within thirty (30) days after receiving the *application* in its complete form, and shall send written notice via email to the *parties* that contains the following information:
- a) The date, time and location of the hearing; and
 - b) The deadline for the *parties* to submit any written materials and evidence that they wish for the *Board* to consider at the hearing, which shall be three (3) business days prior to the hearing date.
- 5.2 Upon mutual consent of both the *panel* and the *applicant*, the hearing date can be rescheduled to a date greater than thirty (30) calendar days from the receipt of the *application*.
- 5.3 Where the parties fail to comply with the deadline established by the Clerk for submission of

written materials and evidence, the *Board* shall proceed with the hearing without the acceptance of any written material.

6. HEARING PROCEDURES

6.1 During a hearing, the *panel* must allow:

- a) the *applicant* a maximum of fifteen (15) minutes to speak;
- b) the *respondent* fifteen (15) minutes to speak; and
- c) the *applicant* and the *respondent* an additional five (5) minutes each to respond to new information that has been presented.

6.2 The *panel* may, by majority vote, extend the period of time the *applicant* and the *respondent* are allowed to speak or respond to new information. If either person is allowed additional time, their counterpart shall be granted the same amount of additional time.

6.3 The *panel* may take twenty (20) minutes to deliberate in private following the presentations by both the *applicant* and *respondent*, in order to make a decision.

7. HEARING DECISION

7.1 After hearing an *application*, the *Board* may confirm, vary, substitute, or cancel the order or decision under review.

7.2 The majority vote of the hearing *panel* constitutes the decision of the *Board*.

7.3 The *panel* will deliver a decision orally to both the *applicant* and the *respondent* following deliberation.

7.4 A written statement of the decision and the reasoning behind the decision will be sent via email and registered mail to the *applicant* within fifteen (15) business days of the decision of the *Board*; this written decision shall represent the decision served pursuant to Section 548 of the *Municipal Government Act*, Section 15 of the *Agricultural Pests Act* and Section 20 of the *Weed Control Act*.

8. NOTICES

8.1 All general correspondence and notice of the hearing shall be sent via email to the address provided in the email.

8.2 All decisions will be issued in writing and sent via email and by registered mail to the *applicant* via the addresses provided in the *application*.

9. AGRICULTURAL PEST NOTICE APPEALS

9.1 Notwithstanding Section 4, *applications* pursuant to the *Agricultural Pests Act* must:

- a) be submitted within the time specified in the notice issued under section 12 of the *Agricultural Pests Act* for taking any measure, or within ten (10) business days after service of the notice, whichever is less, by any of the methods set out in section 12(3) of the *Agricultural Pests Act*; and

b) include a deposit of \$100.00 for each *application* for appeal.

9.2 Notwithstanding Section 5, hearings pursuant to the *Agricultural Pests Act* must be scheduled within five (5) business days after receipt of the complete *application*.

10. WEED CONTROL NOTICE APPEALS

10.1 Notwithstanding Section 4, appeals pursuant to the *Weed Control Act* must:

- a) be submitted within the time specified in the notice issued under section 12 of the *Weed Control Act* for taking any measure, or within ten (10) business days after service of the notice, whichever is less, by any of the methods set out in section 12(3) of the *Weed Control Act*;
- b) include a deposit of \$500.00 for each *application* for appeal; and
- c) If the *applicant* is partially successful in an appeal or review, the \$500.00 appeal fee may be refunded in whole or in part at the sole discretion of the *panel* or the Minister, as the case may be.

10.2 Notwithstanding Section 5, hearings pursuant to the *Weed Control Act* must be scheduled within five (5) business days after receipt of the complete *application*.

11. SEVERABILITY

11.1 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.

12. TRANSITIONAL

12.1 This Bylaw repeals Bylaw #08.19.

12.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS __ DAY OF OCTOBER, 2024

READ A SECOND TIME THIS __ DAY OF OCTOBER, 2024

READ A THIRD AND FINAL TIME THIS __ DAY OF OCTOBER, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER
BYLAW NO. 08.19**

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

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

TITLE

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

DEFINITIONS

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

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

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

- (e) "Council" means the Municipal Council of the Town;
- (f) "Order" means a written Order identifying a contravention of these Bylaws and stipulating the actions that the Owner or Occupier shall take to remedy the contravention.
- (g) "Town" means the Town of Drumheller, a municipal corporation and, where the context so requires, the area included within the boundaries of the said Municipal Corporation.

ESTABLISHMENT OF THE COMMUNITY STANDARDS APPEAL BOARD

- 3. (a) There is hereby established a Tourism Corridor and Community Standards Appeal Board which shall have jurisdiction to hear and determine all appeals submitted by Applicants to the Town of Drumheller.
 - (i) The Board shall be a Committee of Council.
- (b) Council shall each year appoint by resolution not less than three members of Council to act as a Board of Appeal to review any Order issued under the Tourism Corridor Property Standards Bylaw 04.19 and the Community Standards Bylaw 06.19 and Sections 545 and 546 of the Municipal Government Act R.S.A. 2000, c.M-26 and the Weed Control Act R.S.A. 2008, c.W-5-1.
- (c) In the event that any member of the Board is not in attendance at a meeting of the Board, any other member of Council may sit as substitute for that member on the Board.
- (d) The Chairman shall be elected by the members of the Board and they shall be entitled to vote in all decisions made by the Board.
- (e) In the event that the Chairman is not in attendance at a meeting of the Board, the members present may elect a chairman who shall chair the meeting of the Board for the duration of that meeting only.
- (f) Two members present shall constitute a quorum.

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

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

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

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

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

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

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

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

- 6. If a Person affected by the decision of the Board, may appeal the decision to the Court of Queen’s Bench if:
 - (a) The procedure required to be followed by this Act is not followed, or
 - (b) The decision is patently unreasonable.

The appeal must be made:

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

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

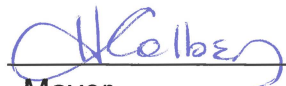
Bylaw 22.10 is hereby repealed.

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

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

READ A SECOND TIME this 13th day of May, 2019

READ A THIRD TIME AND PASSED this 13th day of May, 2019



 Mayor



 Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Sports Tourism Funding Initiative
DATE:	October 7, 2024
PRESENTED BY:	Rick Ladouceur, Manager of Recreation, Arts and Culture

SUMMARY:

The Recreation, Arts & Culture Department (RAC) approached both Travel Alberta and Travel Drumheller to explore funding opportunities for the development of a Sports Tourism Initiative for the Town of Drumheller. As a result, Travel Drumheller awarded the Town with \$50,000 in funding in accordance with the notes of the Memorandum of Understanding outlined in this document. The Sports Tourism Funding Initiative is a project to increase and promote sports tourism in the Drumheller region. The Travel Drumheller’s Executive Director has a keen interest in assisting with the development of sport tourism initiative and would like to have a voice on the Sports Council Task Force.

Sport tourism has emerged as a vital component of tourism attraction in Canada, especially in smaller municipalities like Drumheller. The objective of the Sport Tourism Funding Initiative is to become a hub of organize events, activities, or tournaments that will encourage increased visitation to Drumheller during the non-peak tourism season, commonly referred to as the "Shoulder Season," by attracting participants, their family members, and spectators.

RECOMMENDATION:

Administration recommends Council approve the Sports Tourism Funding Initiative and include the Executive Director from Travel Drumheller as a member of the Sports Council Task Force.

DISCUSSION:

Sport tourism in Drumheller focuses on visitors who travel overnight to participate in organized sports, exemplified by our "Fun First" tournaments featuring co-ed sno-pitch (slo pitch), co-ed volleyball and co-ed futsal and enticing over 80 athletes and their families to support local businesses at each tournament.

This funding initiative will boost the local economy, with travel-related activities benefiting restaurants, accommodations, and host venues. Additionally, sport tourism helps position Drumheller as a desirable destination for visitors and potential residents alike.

The quality of the experience outside tournament events is crucial. As the Dinosaur Capital of the World, Drumheller offers attractions that enhance its appeal as a unique sports tourism destination. High-quality accommodations and dining significantly impact participants’ overall impressions of both the event and the host community. These amenities can also play a vital role in an athlete’s performance; conversely, inadequate amenities could hinder athletic achievements.

We will engage the Sports Task Force to discuss the Sports Tourism Funding Initiative with stakeholder interests and input. Travel Drumheller has provided the funding and will collaborate with the Town on marketing the Drumheller Valley as a year-round sports destination.

Considering the types of sports events we may host in the future, collaboration with neighbouring communities may be necessary due to the limited availability of certain sports facilities. For instance, as Drumheller has only one ice rink, it may be beneficial to negotiate the use of facilities in nearby communities, creating a mutually advantageous situation for all involved.

We have developed an asset map of sports facilities in the Drumheller Region, including those in surrounding towns, as follows:

▪ Drumheller Memorial Arena	▪ Delia Curling Rink	▪ Newcastle Ball Diamond(s)
▪ Delia Arena	▪ Carbon Pool	▪ Rosedale Ball Diamond
▪ Morrin Arena	▪ Drumheller Aquaplex	▪ Midland Ball Diamond
▪ Drumheller Stampede & Agriculture Grounds	▪ Three Hills Aquatic Centre	▪ Morrin Ball Diamond
▪ Drumheller Soccer Field	▪ Don Robertson Football Field	▪ Dinosaur Trail Golf & Country Club

The outline of the Sports Tourism Funding Initiative (as per the Memorandum of Understanding) is as follows:

- The agreement is effective from October 1, 2024 to February 28, 2025.
- The Town of Drumheller will manage the day-to-day operations of the funding initiative.
- A minimum of one event must be held before December 31, 2024. On December 7, 2024, we are hosting a Co-ed Sno-pitch at Newcastle Ball Diamonds. However, recognizing the importance of the funding, we will host two more tournaments in 2025. The two tournaments will include a Co-ed Volleyball on January 17 and 18, and a Co-ed Futsal on February 23 and 24, 2025, all at the BCF.
- Monthly progress reports will be submitted to Travel Drumheller starting in September.
- Administration prepares a final report, detailing completed activities, lessons learned, and attendance at events.
- Town of Drumheller will account for the \$50,000 upon completion of the funding initiative.

FINANCIAL:

The Town has received the advanced funding of \$50,000 from Travel Drumheller, and could receive additional revenue such as tournament fees. It is expected this initiative will be a cost-neutral exercise while generating positive vibe. Our advertising will focus in the markets of Calgary, Edmonton, Red Deer, Lethbridge, Saskatoon, and Regina, which have active co-ed leagues participating in the tournaments of which we will be hosting. Successful implementation of the Sports Tourism Funding Initiative may lead to ongoing funding in future years.

FUNDING POLICY ALIGNMENT:

Town of Drumheller is committed to offering services, facilities, and other provisions deemed essential or beneficial for the municipality.

COMMUNICATION FUNDING:

We are collaborating with the Communications team to create a tournament concept and logo, which will be used on promotional materials and prizes, offering strong marketing potential in Alberta and Saskatchewan communities.

Motion:

Moved that Council endorse the funding initiative with Travel of Drumheller for the promotion of Sports Tourism.

Motion:

Moved that Council appoints the Executive Director of Travel Drumheller to the Sports Council Task Force.

*Rick
Ladouceur*

Prepared by:
Rick Ladouceur
Manager of Recreation,
Arts and Culture



Reviewed by:
Victoria Chan
Director of Corporate and
Community Services



Approved by:
Darryl Drohomerski
Chief Administrative
Officer



REQUEST FOR DECISION

TITLE:	Water Treatment Plant – UV Reactor Upgrade
DATE:	September 23, 2024
PRESENTED BY:	Jared Brounstein – Director of Infrastructure Services
ATTACHMENTS:	None

SUMMARY:

The Ultraviolet (UV) reactors at the Water Treatment Plant have passed their useful service life and need replacement. There are two reactors in the plant, and we are looking to replace both reactors with new TROJAN UV reactors. We are looking to order the reactors now so that they can be installed in 2025 as there is a 27-to-29-week lead time.

At a supply only cost of \$570,000.00 there will be the need for additional budget in 2025 of \$270,000.00 to complete the installation.

We are further requesting Council to authorize the sole source purchase of these new reactors as ongoing material sourcing will be more efficient.

RECOMMENDATION:

That Council moves forward with the sole source purchase for two (2) new TROJAN UV reactors for the Water Treatment Plant at a capital cost of \$570,000.00.

And that Council commit to funding the additional \$270,000.00 in 2025 from the water capital program.

DISCUSSION:

The UV reactors are a critical defense against pathogens in our water system and are part of the multi-barrier approach to safe drinking water. The UV reactors are used to neutralize most viruses, spores and cysts that are commonly found in surface water systems like the Town of Drumheller. The UV reactor is the final mechanical process before we add chlorine to provide residual disinfection to discourage regrowth of bacteriological organisms in the distribution system.

The current UV reactors were installed in 2009 and have exceeded not only their service life, but parts are becoming harder to find, with material supply timelines in the months. As the UV reactors are critical to our treatment process, having either reactor down for any length of time can be high risk as without the reactors online we cannot produce potable water for the community as well as other regional users.

The two reactors do provide redundancy as our average day demand (ADD) can be met with only one reactor online, but should we already have one reactor down for maintenance and the other one fails, we will be required to put the community on a boil water notice until reactors can be put back online. With the current reactors we have seen wait time months for replacement

parts and as stated above, this elevates our risks not only operationally but also puts the town in regulatory non-compliance.

We are now looking to replace our current UV reactors with two (2) new TROJAN UV reactors, these reactors have a lead time of 27 to 29 weeks from date of shop drawing approval, so we would like to place the order quickly to allow the installation to occur in 2025.

The TROJAN UV reactors are a sole source request of Council, but are being recommended by our Engineering Consultant, Associated Engineering as well as our Utilities Manager. TROJAN UV is a Canadian company with local support through Ramtech Environmental Products out of Calgary, which shorten material lead times, which will allow our maintenance process to cause minimal disruption to our treatment requirements.

FINANCIAL IMPACT:

In 2023 the capital project was approved at \$580,000.00, the current capital budget is \$500,000.00 as there have been some consulting costs to date. The budget to supply the UV reactors is \$570,000.00 and with an installation budget of \$200,000.00, Infrastructure Services will be requesting an additional \$270,000.00 in 2025 to complete the project.

In order to place the order for delivery in early 2025, the supplier is requesting a 10% prepayment which will be covered by the current \$530,000.00 budget.

STRATEGIC POLICY ALIGNMENT:

Ensuring that the Town continues to provide high quality and regulatory compliant drinking water is key to a successful and flourishing community.

COMMUNICATION STRATEGY:

As this project is not forward facing to the community, we may look at completing some public engagement as information once the project is complete.

MOTION:

Moved that Council approves the sole source purchase of two new TROJAN UV reactors for the Water Treatment Plant at a capital cost of \$570,000.00.

MOTION:

Moved that Council commit to funding the additional \$270,000.00 in 2025 from the Water Capital program.

J. Brounstein



Prepared by:
Jared Brounstein
Director of Infrastructure
Services

Reviewed by:
Victoria Chan
Chief Financial Officer

Approved by:
Darryl Drohomerski
Chief Administrative Officer