



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, November 18, 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

2.1 **Announcement of Special Council Meeting – November 21, 2024, at 4:30 p.m.**

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the November 18, 2024, Regular Meeting of Council**

Proposed Motion: That Council adopt the agenda for the November 18, 2024, Regular Meeting of Council as presented. (or as amended)

5. MEETING MINUTES

5.1 **Minutes for the November 4, 2024, Regular Meeting of Council**

[Regular Council Meeting – November 4, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the November 4, 2024, Regular Council Meeting as presented. (or as amended)

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

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

8.1 **Proposed Bylaw #33.24 – Lehigh Road Closure**

1. Mayor Opens the Public Hearing and Introduces the Matter
2. Presentation of Information – Chief Administrative Officer
3. Rules of Conduct for Public Participation

4. All the material related to Public Hearing will be documented and taken into consideration.
5. Public Participation – Pre-Registered to Present Remotely
6. Public Participation – Pre-Registered to Present in Person
7. Public Participation – Written Submissions
8. Final Comments
9. Mayor to Call for Public Hearing to Close

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.1 **Director of Corporate and Community Services**

9.1.1 **Family & Community Support Services (FCSS) Committee Bylaw**

[Request-for-Decision](#)
[\(Draft\) Bylaw #34.24 – FCSS Bylaw](#)
[Policy CDSP-C-01 – FCSS Program](#)

Proposed Motion:

That Council gives First Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.

Proposed Motion:

That Council gives Second Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.

9.1.2 **2025 Utility Rate Bylaw #35.24 – 3rd Reading**

[Request-for-Decision](#)
[\(Draft\) Bylaw #35.24 – 2025 Utility Rate Bylaw](#)

Proposed Motion:

That Council gives Third and Final Reading to 2025 Utility Rate Bylaw #35.24, as presented.

EMERGENCY AND PROTECTIVE SERVICES

9.2 **Director of Emergency and Protective Services**

9.2.1 Paid Parking Program

[Request-for-Decision](#)
[Attachment “A” – Physical Parking Pass Example](#)
[Attachment “B” – Paid Parking Lots Map](#)

9.2.2 **Bylaw #25.24 – Fire Bylaw – First Reading**

[Request-for-Decision](#)

[Draft Bylaw #25.24 – Fire Bylaw](#)

Proposed Motion:

That Council gives First Reading to Bylaw #25.24 – Fire Bylaw, as presented.

INFRASTRUCTURE SERVICES

9.3 **Director of Infrastructure Services**

9.3.1 **Drumheller Wayfinding Assessment**

[Briefing Note](#)

[Drumheller Wayfinding Assessment, ISL Engineering and Land Services, September 2024](#)

10. CLOSED SESSION

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

FOIP 17 – Disclosure harmful to personal privacy.

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 17 – Disclosure harmful to personal privacy, 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, November 4, 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
Councillor Stephanie Price
Councillor Tony Lacher
Councillor Crystal Sereda
Councillor Tom Zariski
Councillor Lisa Hansen-Zacharuk

Chief Administrative Officer: Darryl Drohomerski (regrets)
Director of Corporate & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Dir. of Emergency and Protective Services: Greg Peters
Flood Resiliency Project Director: Deighen Blakely
Communications Officer: Erica Crocker (regrets)
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 thanked V. Chan for serving as Acting CAO last week, and also J. Bronstein for serving as Acting CAO this week while CAO D. Drohomerski is on vacation.

Councillor Zariski provided information about Lightfest at Badlands Amphitheatre. There will be various themes over five weekends, from November 8 to December 23, 2024.

Councillor Zariski also thanked all involved with design, development, and placement of the Remembrance Day Banners, including the Royal Canadian Legion Drumheller branch, the Drumheller Genealogy Club, Fred Mackowecki, and the Town of Drumheller staff. The banners highlight veterans, many who have given their lives to preserve our freedoms.

Councillor Sereda reported Travel Drumheller events – register for free at www.traveldrumheller.com:

- November 14 – Tourism Development Fund information session for those with a tourism related project or event; staff will assist with completing grant applications.
- November 20 - Stakeholder workshops. Currently Travel Drumheller is working on a 3-year strategic plan and are requesting input from community members.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for November 4, 2024, Regular Council Meeting**

M2024.375 Moved by Councillor Lacher, Councillor Kolafa
That Council adopt the agenda for the November 4, 2024, Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the October 21, 2024, Council Organizational Meeting**

Agenda Attachment: Council Organizational Meeting – October 21, 2024 – Draft Minutes

M2024.376 Moved by Councillor Sereda, Councillor Price
That Council approve the minutes for the October 21, 2024, Council Organizational Meeting as presented.

CARRIED UNANIMOUSLY.

5.2 **Minutes for the October 21, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – October 21, 2024 – Draft Minutes

M2024.377 Moved by Councillor Kolafa, Councillor Price
That Council approve the minutes for the October 21, 2024, Regular Council Meeting as presented.

CARRIED UNANIMOUSLY.

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**

YouTube Timestamp: 9:05

9.1.1 Policy LS-C-02 – Mayor’s Recognition Program

Agenda Attachments: Request-for-Decision; Policy A-01-91 – Mayor’s Recognition Program; Policy LS-C-02 – Mayor’s Recognition Program; Mayor’s Recognition Nomination Form; Mayor’s Recognition Certificate Template

M2024.378 Moved by Councillor Price, Councillor Hansen-Zacharuk

That Council adopt Council Policy LS-C-02 – Mayor’s Recognition Program and repeal Administrative Policy A-01-91 – Mayor’s Recognition Program.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.3 Director of Corporate and Community Services YouTube Timestamp: 15:50

9.3.1 2025 Utility Operating & Capital Budget and 2025 Utility Rate Bylaw #35.24

Agenda Attachments: Request-for-Decision; Appendix 1 – 2025 Proposed Water Operating Budget & 4- Year Plan; Appendix 2 – 2025 Proposed Wastewater Operating Budget & 4- Year Plan; Appendix 3 – 2025 Proposed Solid Waste & Recycling Operating Budget & 4- Year Plan; Appendix 4 – 2025-2034 Utility Capital Plan; 2025 Draft Utility Rate Bylaw #35.24

M2024.379 Moved by Councilor Zariski, Councillor Kolafa

That Council adopt the 2025 Utility Operating Budget, 3-Year Operating Financial Plan, 2025 Utility Capital Budget, and 10-year Capital Plan as presented.

CARRIED UNANIMOUSLY

M2024.380 Moved by Councillor Kolafa, Councillor Hansen-Zacharuk

That Council gives First Reading to 2025 Utility Rate Bylaw #35.24, as presented.

CARRIED UNANIMOUSLY

M2024.381 Moved by Councillor Sereda, Councillor Lacher

That Council gives Second Reading to 2025 Utility Rate Bylaw #35.24, as presented.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

10. OATH OF OFFICE – DEPUTY MAYOR

YouTube Timestamp: 53:38

10.1 **Oath of Office – Deputy Mayor – Stephanie Price**

Councillor Price recited the Oath of Office to accept the role of Deputy Mayor for the Town of Drumheller for November and December 2024, effective November 4, 2024.

11. ADJOURNMENT

M2024.382 Moved by Councillor Lacher, Councillor Hansen-Zacharuk
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 5:20 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Family & Community Support Services (FCSS) Committee Bylaw
DATE:	November 18, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director of Corporate & Community Services
ATTACHMENTS:	(Draft) Bylaw #34.24 – FCSS Bylaw Policy CDSP-C-01 - FCSS Program

SUMMARY:

Section 2 of the *Family and Community Support Services Act* (FCSSA) provides that a municipality may decide to establish, administer and operate an FCSS program. While the establishment of an FCSS Board is not a requirement, in accordance with Section 145(2) of the *Municipal Government Act* (MGA), a committee of Council must be established by a Bylaw.

The intention of the Family and Community Support Services (FCSS) Bylaw is to formally establish a subcommittee of Council that will be responsible for:

- a) approving, overseeing and monitoring all programs funded through the FCSS program;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program;
- c) directing all FCSS funding, within the constraints of the FCSS budget, approved by Council;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

The FCSS Committee will consist of all seven (7) members of Council who will meet at least twice per year.

RECOMMENDATION:

That Council give first and second reading to FCSS Bylaw #34.24, as presented.

DISCUSSION:

The Town participates in the FCSS Program in order to enhance the well-being of individuals and families in the community. The Town of Drumheller and Province of Alberta have a formal agreement to allocate funding to eligible preventive social programs, where the Town matches a minimum of 20% of the funding received from the Province.

In 2023, Town Council sought greater clarity on the roles and responsibilities related to the FCSS program. As a result, FCSS Policy was passed on September 18, 2023. However, due to internal staffing changes, the structure of the FCSS program has changed.

The purpose of the FCSS Bylaw Is to create a formal subcommittee of Council, that reflects the recent changes to the FCSS program, and which will allow the Committee to meet and make decisions on the allocation of the FCSS budget, in a manner that is compliant with the strategic alignment of Council and the FCSSA.

Administration recommends that Bylaw #34.24 be passed in order to establish the official delegation of authority to the FCSS Committee, and that the Policy be brought to Council for review sometime in the near future.

FINANCIAL IMPACT:

No additional costs, as any remuneration for members of the Committee is established under the Council Remuneration and Expense Allowance for Mayor and Council.

Staff will be appointed as ex-officio, non-voting members who will act in an advisory and support capacity, as needed. This will include providing financial information, making program recommendations, and implementing the programs approved by the FCSS Committee, where applicable. Costs for FCSS support staff will be paid for by the FCSS program funding.

STRATEGIC POLICY ALIGNMENT:

Alignment with the *Municipal Government Act* and FCSSA and best practices for the management of the FCSS program.

COMMUNICATION STRATEGY:

As the FCSS will be composed of Council members and no external recruiting will be required, a communication strategy is not applicable.

MOTION:

That Council gives First Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.

MOTION:

That Council gives Second Reading to Bylaw #34.24 - Family and Community Support Services Bylaw, as presented.



Prepared by:
Mitchell Visser,
Manager of Legislative
Services



Reviewed by:
Victoria Chan, CPA, CGA,
LL.B, LL.M
Chief Financial Officer /
Director of Corporate &
Community Services



Approved by:
Jared Brounstein,
Acting Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (F.C.S.S) COMMITTEE WITHIN THE TOWN OF DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the M.G.A provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Family and Community Support Services (F.C.S.S) Committee to provide oversight regarding the administration and operation of the family and community support services program;

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

1. SHORT NAME

- 1.1 This Bylaw shall be cited as the "Family and Community Support Services Bylaw" or the "FCSS Bylaw."

2. DEFINITIONS

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

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation.
- c) "*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;
- d) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;

- e) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- f) "*Committee*" means the Family and Community Support Services Committee;
- g) "*Family and Community Support Services Act*" or "*FCSS Act*" means the *Family and Community Support Services Act, R.S.A, C. F-3*, as amended from time to time, and its successor legislation.
- h) "*Organizational Meeting*" means a meeting set for the purpose of appointing Council Members, setting the time and date for regular council meetings, reviewing of the code of conduct, and other agenda items pertaining to the organization of Council, which is held no later than fourteen (14) days after the third (3rd) Monday in October.
- i) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*.

3. ESTABLISHMENT

3.1 The Family and Community Support Services *Committee* is hereby established.

4. RESPONSIBILITIES

4.1 The *Committee* is responsible for:

- a) Approving, overseeing and monitoring all programs funded through the FCSS program, and ensuring these programs are successfully carried out by the CAO or his/her designated;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program by prioritizing community needs;
- c) directing all FCSS funding, within the constraints of the approved FCSS budget;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

4.2 The *Committee* shall carry out the responsibilities outlined in the *FCSS Act* and Regulations, which are to:

- a) promote and facilitate the development of stronger communities;
- b) promote public participation in planning, delivering and governing the program and services provided under the program;
- c) promote and facilitate the involvement of volunteers;
- d) promote efficient and effective use of resources; and

- e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

5. COMMITTEE COMPOSITION

- 5.1 The *Committee* shall consist of all seven (7) members of *Council*.
- 5.2 The *Committee Chair* shall be the Mayor of the *Town*, if the *Chair* is unable to attend a meeting of the *Committee*, a temporary *Chair* shall be elected from the members in attendance.
- 5.3 The *Committee* shall be appointed on an annual basis at the *Town's Organizational Meeting*.
- 5.4 The *Committee* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
 - a) the *Chief Administrative Officer*, and
 - b) any *Town* employee, who has appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program.

6. MEETING SCHEDULE

- 6.1 A minimum of two (2) regular meetings will be held per year.
- 6.2 The Chair:
 - a) may call a special meeting whenever the official considers it appropriate to do so; and
 - b) must call a special meeting if the official received a written request for the meeting from a majority of *Committee* members

7. CONDUCT OF MEETINGS

- 7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 7.2 Three (3) members of the *Committee* shall constitute a quorum.
- 7.3 Members shall serve on the *Committee* for the duration of their Council term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*.
- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 5.2.

8. MEETING MINUTES

- 8.1 Meeting minutes shall be written be recorded by an employee of the *Town*, signed by the *Chair* and approved at a subsequent meeting.
- 8.2 Copies of approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the Council Agenda as information.

9. TRANSITIONAL

- 9.1 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.
- 9.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 18th DAY OF NOVEMBER 2024

READ A SECOND TIME THIS 18th DAY OF NOVEMBER 2024

READ A THIRD AND FINAL TIME THIS 2nd DAY OF DECEMBER 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

COUNCIL POLICY

NAME: Drumheller Valley Family and Community Support Services Program	POLICY NUMBER: CDSP-C-01
DEPARTMENT: Community Development and Social Planning	SUPERSEDES: NA
DATE APPROVED: September 18, 2023	REVISION DATE: Prior to the Municipal Election

1. POLICY STATEMENT

- 1.1 The Town of Drumheller ("the Town") continues its partnership with the Province of Alberta to deliver the Family & Community Support Services ("FCSS") Program, for the purpose of developing the Social Well-Being of the community.
- 1.2 The purpose of this Policy is to:
 - a. Authorize the Town's participation in the FCSS Program, under the provision of the Family & Community Support Services Act and Regulation, to provide or fund Preventive Social Programs and initiatives, based on locally identified needs;
 - b. Serve as a guiding document for procedures; and
 - c. Delineate the roles of Town Council, the FCSS Advisory Board (where applicable), and Town staff who administer the Drumheller Valley FCSS Program ("Administration").

2. SCOPE

- 2.1 This policy applies to Town Council, the FCSS Advisory Board (if applicable) and Administration.

3. DEFINITIONS

- a. **"CAO"** means the employee appointed to the position of Chief Administrative Officer for the Town of Drumheller.
- b. **"Direct Service Delivery"** means the programs, services and initiatives funded by the FCSS grant (or other funding secured to enhance FCSS Program delivery) and delivered by the Town's Community Development and Social Planning team.
- c. **"External Grants"** means FCSS funding awarded to an external agency to deliver a specific preventative program, for a set period of time, following a competitive grant application process.
- d. **"FCSS Advisory Board"** means the advisory board appointed by Town Council

to oversee the Drumheller Valley FCSS Program.

- e. **“FCSS Grant”** means any money paid by the Minister under the *Family and Community Support Services Act* for the operation of the FCSS program.
- f. **“FCSS Program”** means the development and/or delivery of preventive social services funded in a cost sharing agreement with the Province of Alberta under the terms and conditions of the Family & Community Support Services Act and Regulation. These programs may also be funded by other revenue sources such as grants to enhance service delivery capacity.
- g. **“Preventive Social Program”** means a program that supports individuals, families, or communities in achieving social well-being, and prevents the development of social problems at the earliest opportunity.
- h. **“FCSS Program Director”** means the employee appointed as Community Development and Social Planning (CDSP) Manager for the Town of Drumheller.
- i. **“Social Well-Being”** means a state of positive social relationships in a community. This state is characterized by social acceptance (a willingness to respect difference in others), social contribution (a desire to give back to society), social inclusion (a sense of belonging), social support (close relationships with others), and social capital (the means, knowledge, and relationships required to access resources).

4. Legislative Program Mandate

- 4.1. The legal mandate of Drumheller Valley Family and Community Services is found in the Government of Alberta’s *Family and Community Support Services Act* and *Conditional Agreement Regulation*.
- 4.2. The *Act* provides an opportunity for municipalities to enter into an agreement with the province to provide family and community support services
- 4.3. The *FCSS Regulation* includes the following statements related to the program mandate:
 - a. **Section 2: Obligations of the Municipality**
“In providing for the establishment, administration and operation of a program, a municipality must do all of the following:
 - i. *Promote and facilitate the development of stronger communities;*
 - ii. *Promote public participation in planning, delivering, and governing the program and of services provided under the program;*
 - iii. *Promote and facilitate the involvement of volunteers;*
 - iv. *Promote efficient and effective use of resources;*
 - v. *Promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality”.*

b. Section 2.1: Service Requirements

Services provided under a program must:

i. Be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity; and

ii. Do one or more of the following:

- (a) Help people to develop independence, strengthen coping skills, and become more resistant to crisis;*
- (b) Help people to develop an awareness of social needs;*
- (c) Help people to develop interpersonal and group skills that enhance constructive relationships among people;*
- (d) Help people and communities to assume responsibility for decisions and actions that affect them;*
- (e) Provide supports that help sustain people as active participants in the community.*

iii. Services provided under a program must not:

- (a) Provide primarily for the recreational needs or leisure time pursuits of individuals;*
- (b) Offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;*
- (c) Be primarily rehabilitative in nature or;*
- (d) Duplicate services that are ordinarily provided by a government or government agency.”*

4.4 One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation.

4.5 Within the parameters of the *FCSS Act* and *Regulation*, each municipality or Métis Settlement determines how the FCSS funding they receive should be allocated to best meet the needs of their community.

4.6 Local FCSS Programs are part of the larger provincial Program that collectively helps to ensure that Albertans have access to a strong network of prevention supports.

5. Drumheller Valley FCSS Program Administrative Structure

5.1 The Town of Drumheller has signed an agreement with the Province of Alberta pursuant to the 80/20 funding partnership with the Province of Alberta in the provision of an FCSS Program

- 5.2. The Town's Community Development and Social Planning (CDSP) department is responsible for the administration and delivery of the Provincial FCSS Program. The Drumheller Valley Family and Community Services is a single municipality FCSS Program.
 - a. The Drumheller Valley FCSS Program provides Direct Service Delivery and External Grants.
- 5.3. Since 2020, Drumheller FCSS has received an annual grant transfer from Starland Regional FCSS as part of a service delivery agreement. The amount of funding, services provided, and reporting requirements are negotiated annually and are included in a Memorandum Of Understanding signed by both parties.

6. ROLES AND RESPONSIBILITIES

- 6.1. Town of Drumheller Council
 - 6.1.1. The Town of Drumheller Council will:
 - a. Authorize agreements between the Town of Drumheller and the Province of Alberta;
 - b. Determine whether to establish an FCSS Advisory Board.
 - i. If Council determines to establish an FCSS Advisory Board, it shall do so via a Bylaw. The FCSS Advisory Board will be subject to the Council & Committee Meeting Procedure Bylaw 04.21 as a Committee of Council;
 - ii. Council will approve all appointees to the FCSS Advisory Board;
 - c. Approve annual budgets for Drumheller Valley FCSS as part of the Community Development and Social Planning (CDSP) budget, contributing a minimum of twenty (20) per cent of the FCSS costs based on the 80/20 funding criteria of the FCSS Program;
 - d. Take guidance and rely on recommendations for programming and budgeting from the FCSS Advisory Board (if applicable), Program Director, and CAO;
 - e. Set the social priorities for FCSS in consideration of information provided by Administration, particularly in relation to community needs and priorities; and
 - f. Approve Town policy governing FCSS.

6.2. The Drumheller Valley FCSS Advisory Board (if applicable)

6.2.1. The FCSS Advisory Board will:

- a. Act as the FCSS Advisory Board;
- b. Review and approve applications to the FCSS External Grants. In so doing the FCSS Advisory Board shall:
 - i. Comply with the Provincial *Family and Community Support Service Act and Regulation*;
 - ii. Prioritize applications that support the social priorities set by Council;
 - iii. Consider the advice and recommendations of the CDSP Program Director; and
 - iv. Approve funds within the approved annual budget.
- c. At the discretion of the Drumheller Valley FCSS Advisory Board, the FCSS External Grant approval process may be achieved via:
 - i. The establishment of a Sub-Committee of the Committee; or
 - ii. By a Participatory Budgeting process.
- d. Evaluate funded programs to ensure alignment with the Social Well-Being of the community;
- e. Provide input to support the Program Director to develop the annual Drumheller Valley FCSS program plan and budget to recommend for Council, considering existing funding agreements, contracts and service agreements;
- f. Advocate for the Drumheller Valley FCSS program in the community and support applications for additional funding; and
- g. Not become involved in the day-to-day operations of the Community Development and Social Planning team.

6.3. The Town of Drumheller FCSS Program Director

6.3.1. The Town of Drumheller FCSS Program Director or designate will:

- a. Oversee agreements with the Province of Alberta;
- b. Oversee agreements with organizations for the direct, indirect and contracted delivery of Preventative Social Programs;

- c. Develop, oversee and evaluate service delivery agreements with Starland Regional FCSS (where applicable);
- d. Manage the day-to-day operations and administration of the Drumheller Valley FCSS program and its staff;
- e. Oversee program development, implementation, evaluation and reporting to the Province of Alberta, ensuring best practice in outcome measurement;
- f. Maintain strong working relationships with senior management of local and regional organizations, work collaboratively to ensure the community's needs are best met;
- g. Provide information to Council on the current social condition, community needs and priorities.
- h. In consideration of 6.3 g. develop an annual program plan and budget, considering input from the Drumheller Valley FCSS Advisory Board (if applicable), existing funding agreements, contracts; and service agreements;
- i. Provide information and recommendations to Council and the FCSS Advisory Board (if applicable) in relation to Provincially regulated Prevention Priorities.
- j. Establish a good relationship with the provincial FCSS office and Family and Community Support Services Association of Alberta (FCSSAA); and
- k. Contribute to the strength of the regional and provincial Family and Community Support Services community.

6.3.2. Where an FCSS Advisory Board exists the CDSP/FCSS Program Director will :

- a. Support the FCSS Advisory Board to present the annual program plan and budget recommendations to Council;
- b. Be the key contact for relaying information and questions to the FCSS Advisory Board;
- c. Provide training to the FCSS Advisory Board to improve understanding of the FCSS Program and their role within it;
- d. Support the FCSS Advisory Board to review and approve the FCSS External Grant and to evaluate funded programs to ensure alignment with Provincial Outcome Measures and the Social Well-Being of the community;

3. Where Council determines not to appoint an FCSS Advisory Board, it is understood that the duties listed at 6.2b, 6.2c and 6.2d shall be delegated to the FCSS Program Director. 6.2f shall be a duty shared by Council and the FCSS Program Director.

7. TRANSITIONAL

1. The Policy comes into effect the day it is approved by Council.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

REVISIONS

REQUEST FOR DECISION

TITLE:	2025 Utility Rate Bylaw 35.24
DATE:	November 18, 2024
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENTS:	<ul style="list-style-type: none"> • 2025 Draft Utility Rate Bylaw #35.24

SUMMARY:

Council adopted the 2025 Utility Operating and Capital Budget at the November 4, 2024 Regular Council Meeting and gave the first and second readings to the 2025 Utility Rate Bylaw.

RECOMMENDATION:

Administration also recommends that Council adopt the third and final reading of the 2025 Utility Rate Bylaw 35.24.

DISCUSSION:

Once adopted, the 2025 Utility Rate Bylaw No. 35.24 will repeal the 2024 Utility Rate Bylaw No. 12.23.

No concerns have been raised from ratepayers as of date.

FINANCIAL IMPACT:

The Bylaw, once it receives the third and final reading by Council, will serve as the authority for billing purposes to all users effective January 1, 2025.

STRATEGIC POLICY ALIGNMENT:

Adopting the 2025 Utility Rate Bylaw will ensure fiscal accountability and provide Administration with the legal authority to carry out the day-to-day transactions necessary to operate the municipal business efficiently and effectively.

COMMUNICATION STRATEGY:

Upon approval of the 2025 Utility Rate Bylaw, a media release will be circulated to local stakeholders and published in traditional and digital media.

Inserts will be disseminated starting for the November billing through the existing channels of both paper-based and e-bill utility billings with respect to the new statement fee effective on January 2025 billing cycle.

Correspondences will be made to all existing wastewater disposal users at the Wastewater Treatment Plant with respect to the changes to the billing and collection functions will be resumed by the Town effective January 1, 2025.

MOTION:

1. That Council gives the third and final reading to 2025 Utility Rate Bylaw as presented.

SECONDED: Councillor _____



Prepared by:
Victoria Chan, CPA, CGA, LL.B, LL.M
Chief Financial Officer /
Director of Corporate & Community Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 35.24
DEPARTMENT: CORPORATE SERVICES

Repeals Bylaw 12.23

A BYLAW TO PROVIDE FOR THE LEVYING AND COLLECTING OF CHARGES AND RATES FOR WATER SERVICE, SEWER SERVICE, RECYCLING SERVICE AND SOLID WASTE SERVICE.

WHEREAS, the *Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the M.G.A provides for Council to pass bylaw, and;

WHEREAS, the Municipal Council of the Town of Drumheller deems it necessary to raise such funds as required in order to finance these services;

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

1. SHORT NAME

This Bylaw shall be cited as the "2025 Utility Rate Bylaw".

2. DEFINITIONS

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

- a) "Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.
- b) "Dwelling Unit" shall mean a complete building or self-contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.
- c) "Group 1" includes connections with meters 1" and under "Group 2" includes connections with meters from 1 ¼" to 2". "Group 3" includes connections with meters 3" and more.
- d) "Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.
- e) "Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses.

- f) "Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises

3. CHARGES AND FEES

3.1 Monthly Meter Charges - zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$19.10	\$23.00
Group 2	\$65.30	\$99.65
Group 3	\$1,216.80	\$1,117.70

3.2 Water Rate

Per cubic meter	\$2.4210
-----------------	----------

3.3 Waste Water Rate

Per cubic meter	\$2.7113
-----------------	----------

Sewage volume is calculated at **80%** of water consumption as a means to account for summer water usage that may not enter the sanitary sewer system **or**;

Properties with only a sewer connection pay **\$55.00** monthly.

Waste water disposal at the Waste Water Treatment Plant: **\$9.75** per tonne

3.4 Bulk Water

Per cubic meter	\$7.9816
-----------------	----------

3.5 Recycling

Fee per Unit per month	\$3.34
------------------------	--------

3.6 Solid Waste

Fee per Unit per month	\$9.24
------------------------	--------

3.7 Statement Fee

All paper-based monthly billing: \$2.50 per account

4. PENALTIES

All accounts are subject to a penalty of 2.50% per month compounded monthly (effective rate of 34.49% per annum) if remain unpaid after the due date each month.

5. DISCONNECTION / RECONNECTION FEES

Disconnection Notice Service	\$75.00
Reconnection / Disconnection During Business Hours	\$100.00
Reconnection / Disconnection During Non-Business Hours	\$300.00

5.2 If the water supply has been disconnected for non-payment of accounts, all fees and costs must be fully paid prior to reconnection.

6. TRANSITIONAL

6.1 Bylaw 12.23 is hereby repealed.

6.2 This Bylaw comes into effect on January 1, 2025.

READ A FIRST TIME THIS 4th DAY OF NOVEMBER, 2024.

READ A SECOND TIME THIS 4th DAY OF NOVEMBER, 2024.

READ A THIRD AND FINAL TIME THIS 18th DAY OF NOVEMBER, 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Paid Parking Program 2024 and 2025
DATE:	November 18, 2024
PRESENTED BY:	Trent Kure, Manager of Municipal Enforcement
ATTACHMENTS:	Attachment "A" – Physical Parking Pass Example Attachment "B" – Paid Parking Lots Map

SUMMARY:

An initial trial phase of paid parking was implemented within the Town of Drumheller from May 1, 2024, to October 31, 2024, utilizing Hotspot Parking technology. The program was launched with the goal of reasonably recouping some of the costs associated with hosting thousands of tourists annually. It offers hourly parking fees, requires minimal infrastructure to operate, and allows for seamless parking exemptions. Through this trial phase the program grossed \$118,696.02. After expenses were accounted for, the town had net earnings of \$72,654.42. Paid parking has now proven to be an effective stream of revenue for the town. Continuing to utilize such a program will help mitigate future financial impacts on taxpayers while also promoting financial sustainability.

Currently, administration is satisfied with the locations of paid parking lots and does not propose a great deal of expansion. This said, the recent demolition of the curling rink has created an additional parking lot that will need to be included in paid parking plans. Enhancing existing facilities to create a more desirable and user-friendly location for guests is the goal moving forward facilities wise.

It is recommended that Hotspot Parking technology remains the primary method of collecting hourly parking fees and organizing exemption permits for residents and non-residents who are recreation members. However, in recognition that this technology may create challenges for some, it is proposed that physical parking permits that are easily displayed in a vehicle also be sold. These permits can be sold at the Badlands Community Facility, Aquaplex, and by a Parking Greeter mobility. Utilizing recreation staff and facilities to sell permits will ensure parking passes are available 7 days a week. With these two payment methods, visitors to the Valley can conveniently pay for short term hourly parking through Hotspot technology or obtain a physical pass from one of many town facilities.

It is proposed that hourly parking rates be slightly increased from \$2.00 per hour to \$2.50 per hour. In comparison to other jurisdictions, this hourly rate is still quite reasonable and, in many cases, still more inexpensive than other communities. It is proposed that physical day passes cost \$10.00, week passes \$40.00, month passes \$100.00, and seasonal passes \$300.00. Recreation has suggested including parking fees within event charges for weddings and large bookings.

To successfully operate the program during times of high tourist traffic, seasonal staff are a necessity. First, to promote physical pass sales, a Parking Greeter will need to be hired. This person's primary role is visitor education and pass sales. The greeter will be strategically placed in high traffic areas. For example, on a Saturday in mid-July, they are likely to be set up at the Hoodoos; on Canada Day, they may be set up near the events. Enforcement will be needed as

well. 1-2 Seasonal Enforcement Officers will be hired, and their primary duty will be parking enforcement. The offence for failing to pay for parking or any other parking offence in town is governed by *Traffic Bylaw 10.22*. To be legally authorized to enforce such a bylaw, these staff members must be sworn in as bylaw officers, per the *Municipal Government Act*. In addition, as enforcement is a conflict management position, these staff members must be protected through legal authorities and proper personal protective equipment. Summer employment grant opportunities are currently being explored to offset salary costs.

It is recommended that paid parking operate seasonally; specifically, May 1 to October 31 each year. However, administration would like to instruct Hotspot to leave the system active all year. Logistically, to indicate the program is seasonal, signs would need to be either removed or covered after each season or additional "May 1 – October 31" signs would need to be created and added to each Hotspot sign. Regardless of which option was taken, it would cost time or money to essentially dissuade potentially willing people from paying for parking.

RESIDENT ONLY PARKING

Some residential streets near popular tourist attractions experience an influx of parking in their neighborhoods. Signing streets as resident only has proven an effective way to mitigate these traffic concerns. This said, the resident only designation does impact Air B&Bs and some home-based businesses. Several different exemptions, including short-term parking zones, were utilized this past season to accommodate all parties; however, it was found too many parking designations makes enforcement overly challenging. Administration wishes to continue with resident only parking designations on problem streets and offer no exemptions to this rule.

RECOMMENDATION:

Administration recommends:

- That the Hotspot paid parking program operate seasonally, from May 1 to October 31 each year, but is left active for payment option year-round;
- That Town facilities sell physical parking permits as a supplemental payment option;
- That residents and out-of-town recreation members are exempt from paid parking regulations;
- That resident-only designation be applied to residential streets that experience overflow from areas where there is paid parking, and that no exemptions be granted on these streets;
- To hire seasonal staff to successfully operate the program during peak tourism times.

DISCUSSION:

Administration believes that the program as presented will prove more financially successful and operate with increased efficiency in comparison to the 2024 trial period. However, for discussion purposes, it is worth noting that people will often avoid paid parking lots and seek free parking on the streets. It is expected that visitors to town will utilize downtown streets to avoid paying.

By leaving downtown streets unregulated, there is a potential loss of income. However, the current approach is more palatable for downtown businesses.

FINANCIAL IMPACT:

As noted, from May 1 – October 31 the program had net earnings of \$72,654.42. It is anticipated that earnings will increase in 2025, and the goal is for the program to earn \$150,000.00.

Grant funding for seasonal positions will be pursued, and if approved, will significantly offset future operating costs. As noted, facilities will need more signs and administration estimates signage costs in 2025 to fall somewhere between \$3000.00 - \$4000.00.

A wireless cell phone booster for the Hoodoos will cost approximately \$500.00 and will allow for more consistent transmission of cellular data not only for parking but for safety and general communication as well. After internal discussions, administration would like to proceed with Hotspot residential permit assistance which will cost \$5000.00 per year. As the program evolves, this service could possibly be discontinued in the future.

STRATEGIC POLICY ALIGNMENT:

The Paid Parking Program will support financial sustainability.

COMMUNICATION STRATEGY:

Currently, administration has engaged and held in-person discussions with the Drumheller & District Chambers of Commerce and Travel Drumheller. The latter has offered their social media platforms and website for additional advertising and visitor education. They will be re-engaged prior to tourist season and messaging will be coordinated.

Town of Drumheller social media posts will be scheduled to advise the public of program earnings, plans moving forward, and potential impacts. Town communications will advertise the day permit option on social media and the town websites. In addition, posters will be placed within town facilities and on advertising boards throughout town to further educate the public about the physical permit options.

MOTION:

Moved that council directs administration to operate Hotspot paid parking each year from May 1 to October 31 but allow for payment all year.

MOTION:

Moved that council directs administration to sell physical parking permits as a secondary parking payment option.

MOTION:

Moved that Council direct Administration to offer paid parking exemptions only to residents and out-of-town recreation membership holders.

MOTION:

Moved that Council direct Administration to designate high-tourist-traffic residential streets as resident-only parking and offer no exemptions to this rule.

Trent Kure

Prepared by:
Trent Kure
Manager of Municipal
Enforcement

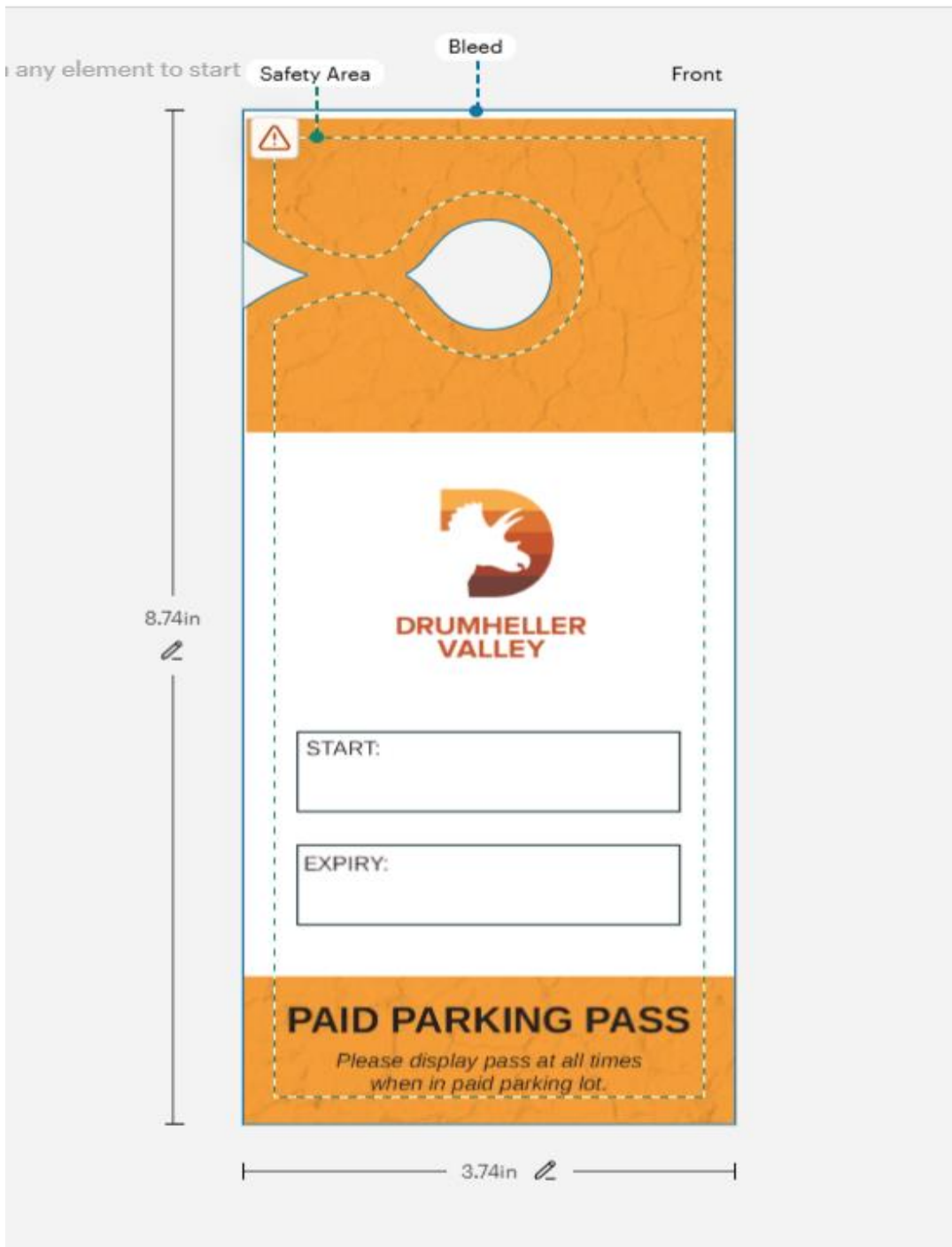
Greg Peters

Reviewed by:
Greg Peters
Director of Emergency &
Protective Services



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

Attachment "A" – Physical Pass Example



Attachment "B" – Paid Parking Lots Map



REQUEST FOR DECISION

TITLE:	Bylaw #25.24 – Fire Bylaw
DATE:	November 18, 2024
PRESENTED BY:	Greg Peters Director of Emergency and Protective Services
ATTACHMENT:	Draft Bylaw #25.24 – Fire Bylaw

SUMMARY:

The current Fire Department Bylaw has been in place for 17 years, and it is imperative that the service updates it to align with contemporary industry practices. The new version will supersede Town of Drumheller Bylaw #04.07. As discussed with Council on September 9, 2024, this update will enable the Town to recoup costs associated with fire responses, motor vehicle collisions, false alarms, and fire inspections, thereby alleviating some financial burdens on taxpayers. A well-functioning fire department is a standard expectation in municipal governance, and we aim to uphold our services while reasonably recovering costs related to our response efforts.

The draft presented to Council on September 9, 2024, was forwarded to the law firm of Brownlee and Associates, which possesses extensive expertise in the development and consultation of municipal bylaws. Following their review, the municipal law specialist determined that it would be most efficient to create a new draft based on the materials provided. This revised document is attached for Council's review and consideration for first reading.

RECOMMENDATION:

Administration recommends that Council approve first reading of the (Draft) Bylaw #25.24 – Fire Bylaw.

DISCUSSION:

Changes in the draft bylaw include:

- **Fire Services (Section 7):** Provisions have been included regarding the establishment, organization, and responsibility of Fire Services.
- **Fireworks (Part V):** Based on the draft bylaw, fireworks are regulated such that they cannot be sold, purchased, handled, discharged, fired, or set off in the Town without a Fireworks Permit issued under the Town's Fireworks Bylaw.
- **Fire Advisory, Fire Restriction, and Fire Ban (Sections 17, 18, and 19):** The Bylaw authorizes the Town to declare, based on escalating fire risks, a fire advisory, fire restriction, and fire ban.
- **Fire Protection Charges (Part VII):** Cost-recovery provisions have been incorporated and elaborated upon to support the Town in recovering fire protection fees. The draft bylaw did not identify all potential individuals from whom the Town

may seek to recover these charges. By broadening the scope of these provisions, we enhance the Town's ability to recover costs in diverse situations and create a more comprehensive framework overall.

- **Schedule “A” - Specified Penalties:** Administration should conduct a review and update the fine amounts applicable to Municipal Bylaw Violation Tags and Provincial Violation Tickets.
- **Schedule “B” - Fire Protection Charges and Service Fees:** This was not amended but it is suggested the Town consider if fees for individual responders should be included.
- **Key Boxes:** The new draft does not include provisions for key boxes, as these requirements are already addressed in the National Fire Code. Therefore, it is unnecessary to duplicate the Code, given that the authority is already established.

FINANCIAL IMPACT:

The proposed Bylaw changes are designed to enhance existing departmental budgets without leading to additional expenditures. They will incorporate cost recovery measures where reasonable and necessary. As this function is new, the exact financial recovery amounts are currently unknown; however, an update can be provided to Council following the implementation of the new Bylaw.

Like other departments within the Town, the Fire Department is facing increasing financial challenges as costs continue to rise. Additionally, we have seen a rise in the demand for our services in recent years. Therefore, implementing cost recovery strategies that are reasonable and compliant with the law is essential.

STRATEGIC POLICY ALIGNMENT:

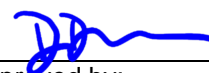
The new Fire Bylaw aligns with Council's priorities of ensuring public safety, effective emergency management, and responsible government practices in cost recovery where lawful and feasible. Fire response is a critical yet costly service, and it is essential to implement all reasonable measures to provide this service effectively while also managing costs responsibly

COMMUNICATION STRATEGY:

The Department will work with Communications to provide an information session to the public as soon as practical after the Bylaw has been passed by Council. The information session would inform the public about the existence of the Bylaw, both previous and the revised versions, as well as the fees proposed to be associated with the new Bylaw.

Greg Peters

Prepared by:
Greg Peters
Director of Emergency and
Protective Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER #25.24
DEPARTMENT: EMERGENCY AND PROTECTIVE SERVICES

Fire Bylaw

A BYLAW FOR ESTABLISHING FIRE SERVICES, RECOVERING FIRE PROTECTION CHARGES,
AND PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS

WHEREAS; the *Municipal Government Act Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the *MGA* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and *property*;
- b) services provided by or on behalf of the municipality; and
- c) the enforcement of bylaws;

AND WHEREAS; the *MGA* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires, and

AND WHEREAS; the *National Fire Code – Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of *Fireworks* within their jurisdiction, and

AND WHEREAS; the Town of Drumheller wishes to provide for the prevention and control of fires within its boundaries;

NOW THEREFORE, the Town of Drumheller of the Province of Alberta, duly assembled, enacts as follows:

1. SHORT NAME

- 1.1 This Bylaw may be cited as the “Fire Bylaw”.

2. DEFINITIONS

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

- a) “*Acceptable Fire Pit*” means an outdoor receptacle that:
 - i. is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the *Fire Chief*;
 - ii. height does not exceed 60 centimeters when measured from the surrounding grade to the top of the pit covering;
 - iii. opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
 - iv. is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
 - v. is not located over any underground utilities;

- vi. is a minimum of one (1) metre laterally and five (5) metres vertically from any aboveground wires;
 - vii. is a minimum of three (3) metres from any combustible structures, including fences or decks; and
 - viii. as may otherwise be determined by the *Fire Chief* having regard to health, safety, hazards, and risks.
- b) “*Acceptable Fireplace*” means an outdoor receptacle which meets the following specifications:
- i. A minimum of one (1) metre clearance measured from the nearest fireplace edge is maintained from buildings;
 - ii. The fireplace is constructed of materials such as bricks, rocks, or other materials which are heat and flame resistant;
 - iii. The fireplace is equipped with a chimney which is not less than 2.5 metres in height when measured from the base of the fire burning area;
 - iv. The fireplace chimney is equipped with a regulation screen designed to contain and reduce hazards of airborne sparks;
 - v. The base of the fire burning area is not less than 0.30 metres above the surrounding grade;
 - vi. The fire chamber does not exceed 1.25 metres in width, and is at least 0.40 metres but not more than 0.60 metres in depth; and
 - vii. As may otherwise be determined by the *Fire Chief* having regard to health, safety, hazards and risk.
- c) “*Apparatus*” means any vehicle provided with machinery, devices, *equipment*, or materials for firefighting operated by or for *Fire Services* whether that vehicle operates on land, in the air, or on the water;
- d) “*Burning Hazard*” means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or *property* or damage *property*;
- e) “*Bylaw Enforcement Officer*” means any regular *member* of the Royal Canadian Mounted Police, any *Peace Officer* or Municipal Enforcement Officer employed by the Town of Drumheller in accordance with the *Municipal Government Act*.
- f) “*Chief Administrative Officer*” or “*CAO*” means the individual appointed as *Chief Administrative Officer* of the *Town* by resolution of *Council* in accordance with *Municipal Government Act*, or their delegate;
- g) “*Council*” means the duly elected *Council* of the *Town*;
- h) “*Director of Emergency and Protective Services*” means *Director of Emergency and Protective Services* for the *Town*, or their delegate;

- i) "*Equipment*" means any tools, contrivances, devices, or materials used by *Fire Services* to combat an *incident* or other emergency;
- j) "*False Alarm*" means any notification, by whatever means received, to *Fire Services* respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to *persons* or *property*, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- k) "*Fire Advisory*" means a cautionary notice issued pursuant to this Bylaw by the *Town* to alert the public that conditions are such that there is an elevated risk of wildfires;
- l) "*Fire Ban*" means an order issued pursuant to this Bylaw by the *Town* for the purpose of cancelling all *fire permits*, prohibiting the lighting of, and requiring the extinguishment of all fires within the *Town*;
- m) "*Fire Chief*" means the individual appointed as head of *Fire Services*, or their delegate;
- n) "*Fire Hazard*" means combustible material that, through its nature, location, condition or arrangement, or any combination of those factors, may be ignited and, if ignited, could create a *burning hazard*;
- o) "*Fire Permit*" means a permit issued by the *Town* authorizing the setting of a specific type of fire;
- p) "*Fire Protection*" includes any of the services in section 7 of this Bylaw and includes any other services delivered by or for *Fire Services* that is authorized by *Council*;
- q) "*Fire Protection Charges*" means all rates, fees, and charges payable for, or in connection with, *Fire Services* in providing *fire protection* within and outside the *Town's* boundaries as prescribed in Schedule "B";
- r) "*Fire Restriction*" means an order issued pursuant to this Bylaw by the *Town* for the purpose of fire prevention and cessation of all *fire permits* and *fireworks permits* for the duration of the restriction;
- s) "*Fire Services*" means the *Town's* fire service and includes any fire department providing *fire protection* within the *Town* pursuant to a *Fire Services* agreement and shall include all *members* and *Fire Services property*;
- t) "*Fire Services Property*" means all real and personal *property* owned or controlled by *Fire Services* and designated for use by *Fire Services* including but not limited to *apparatus, equipment, and fire stations*;
- u) "*Fireworks*" means the pyrotechnics classified as *fireworks* pursuant to the *Explosives Act* and its Regulations, including consumer *fireworks*, display *fireworks* and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- v) "*Fireworks Bylaw*" means the Fireworks Bylaw #09.21 passed by the *Town*, as amended from time to time, and its successor legislation;
- w) "*Fireworks Permit*" means a permit issued by the *Town* pursuant to the *Fireworks Bylaw*;
- x) "*Incident*" includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or *property*;

- y) "*Member*" means any *person* who is duly appointed as a *member* of *Fire Services*;
- z) "*Member in Charge*" means the *Fire Chief*, or in their absence, the highest-ranking *member* who first arrives at the scene of an *incident*;
- aa) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- bb) "*Municipal Tag*" means a tag or similar document issued by the *Town* pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a *person* with the opportunity to pay an amount to the *Town* in lieu of prosecution of the offence;
- cc) "*Occupant*" means any *person* that is in possession, control or occupation of *property* including, but not limited to, the holder(s) of an easement or right-of-way;
- dd) "*Owner*" means any *person* listed on title as the registered *owner* of *property* at the Land Titles Office;
- ee) "*Peace Officer*" has the same meaning given to it in the *Provincial Offences Procedure Act*;
- ff) "*Person*" includes any individual, firm, partnership or body corporate;
- gg) "*Prohibited Debris*" has the same meaning given to it in the *Substance Release Regulation*;
- hh) "*Property*" means any real or personal *property*;
- ii) "*Recreational Fire*" means a fire confined within an *acceptable fire pit* or *acceptable fireplace*, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- jj) "*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;
- kk) "*Violation Ticket*" has the same meaning given to it in the *Provincial Offences Procedure Act*.

3. RULES OF INTERPRETATION

- 3.1 The headings in this Bylaw are for guidance purposes and convenience only.
- 3.2 Every provision in 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.
- 3.3 In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the *Town*, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 3.4 Nothing in this Bylaw relieves a *person* from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.

4. FIRE SERVICES

4.1 Establishment and Purpose of *Fire Services*:

- a) *Council* establishes *Fire Services* in the *Town* for the purpose of:
 - i. preventing and extinguishing fires;
 - ii. investigating the origin, cause and circumstances of *incidents*;
 - iii. providing fire inspection, pre-fire planning, and public education prevention services in accordance with the *Safety Codes Act* and the Quality Management Plan approved by *Council* and the Safety Codes Council;
 - iv. preserving life and *property* and protecting *persons* and *property* from injury or destruction by fire;
 - v. preventing, combating, responding to, and controlling *Incidents*;
 - vi. carrying out preventable controls;
 - vii. providing rescue services;
 - viii. conducting pre-fire planning and fire inspections;
 - ix. fulfilling the requirements of any mutual aid agreements with other municipalities or entities;
 - x. providing public education and information regarding fire safety; and
 - xi. providing any other emergency response as may be authorized by the *Town's* policy or applicable legislation.
- b) The *Town* may provide for the delivery of the services listed in section 7 by entering into *Fire Services* agreements and nothing in this Bylaw shall obligate the *Town* to hire or maintain its own fire department or *members*.

4.2 Authority and Responsibility of the *Fire Chief*:

- a) The *Fire Chief* shall be responsible to the *Director of Emergency and Protective Services* for the performance of their duties pursuant to this Bylaw and all applicable *Town* policies.
- b) Subject to approval by the *Director of Emergency and Protective Services*, the *Fire Chief* may prescribe rules, regulations, and policies for the ongoing organization, administration, and day-to-day operation of *Fire Services*, including but not limited to:
 - i. the use, care, maintenance and protection of *Fire Services property*;
 - ii. the appointment, recruitment, conduct, discipline, duties, training and responsibilities of *members*;
 - iii. the efficient operation of *Fire Services*; and

- iv. such other functions, powers and responsibilities as the *Director of Emergency and Protective Services* may prescribe.

4.3 Authority and Responsibility of *Members*:

- a) *Members* are responsible to the *Fire Chief* for the performance of their duties pursuant to this Bylaw and applicable *Town* policies.

4.4 Authority and Responsibility of *Member in Charge*:

- a) The *Member in Charge* at an *incident* shall have control, direction, and management of all *apparatus, equipment, and personnel* assigned to that *incident* and shall continue to act as the *member in charge* until relieved by another *member* authorized to do so.
- b) The *Member in Charge* shall take action as deemed necessary for preserving life and *property* and protecting *persons* and *property* from injury or destruction by an *incident* and is authorized to:
 - i. enter, pass through or over buildings, structures, or *property* whether adjacent or in proximity to an *incident* and to cause *members* or *apparatus* to enter or pass through or over the building, structure or *property* without permission;
 - ii. establish boundaries or limits and keep *persons* from entering the area within the prescribed boundaries or limits unless authorized to enter by the *member in charge*;
 - iii. request *Peace Officers* to enforce restrictions on *persons* entering within the boundaries or limits outlined in subsection (b);
 - iv. cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
 - v. secure *Town Personnel, resources, and equipment* which is considered necessary to deal with an *incident*;
 - vi. secure or commandeer privately owned *equipment* which is considered necessary to deal with an *incident* and authorize payment for use of the *equipment*;
 - vii. require any adult *person* who is not a *member* to assist in:
 - 1. extinguishing a fire or preventing the spread thereof;
 - 2. removing furniture, goods, and merchandise from any building or structure on fire or in danger, and in guarding and securing same; and
 - 3. demolishing a building or structure at or near the fire or other *Incident*.

5. FIRES AND FIRE PERMITS

5.1 Permitted and Prohibited Fires:

- a) no *person* shall burn or cause to be burned any *prohibited debris*.

- b) no *person* shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the *owner* or *occupant* of, unless the *person* holds a valid and subsisting *fire permit*, or the fire is exempt from the requirement for a *fire permit* under this Bylaw.
- c) A *fire permit* is not required for a *recreational fire* provided that:
 - i. the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished;
 - ii. a means of extinguishing the fire is kept on hand at all times when the fire is burning; and
 - iii. flame height does not exceed one (1) metre above the structure or container.
- d) This Bylaw does not apply to:
 - i. an outdoor fire lit by *fire services* for training or preventive control purposes;
 - ii. an outdoor fire that is a flare stack used in the petroleum industry; or
 - iii. a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

5.2 Fire Permits:

- a) *Fire permits* are required throughout the entire year.
- b) An application for a *fire permit* shall be made on the form approved by the *Chief Administrative Officer*, as may be amended from time to time.
- c) A *fire permit* shall only be valid for the time period expressly indicated on the *fire permit*, as determined by the *Fire Chief* issuing the permit at their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- d) The *Chief Administrative Officer*, *Fire Chief*, the *Director of Emergency and Protective Services*, or a *Peace Officer* may, in their sole discretion, terminate, suspend or cancel a *fire permit* at any time. upon receiving notification of termination, suspension or cancellation of the *fire permit*, the *fire permit* holder shall immediately extinguish any fire set pursuant to the *fire permit*. notification of cancellation may be made by telephone, in writing, electronically, or in person.
- e) A *fire permit* is not transferrable.

6. PERMIT HOLDER RESPONSIBILITIES

6.1 Every *person* who sets a fire under authority of a *fire permit* shall:

- a) comply with any terms or conditions of the permit;
- b) keep the permit at the site of the fire;
- c) produce the permit to the *Chief Administrative Officer*, the *Fire Chief*, the *Director of Emergency and Protective Services*, a *Member*, or a *Peace Officer*, upon request;

- d) have a responsible adult *person* in attendance at the fire at all times under the conditions as listed in the *fire permit*;
- e) keep the fire under control;
- f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring *property, persons, or roadways*;
- g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
- h) be responsible for any costs incurred by the *Fire Services* when called upon to extinguish such fire if, in the opinion of the *Fire Chief*, as the case may be, the fire is a hazard to *persons or property*.

7. FIREWORKS

7.1 Refer to Town of Drumheller Bylaw #09.21, the *Fireworks Bylaw*, for all authorities and information concerning the lawful purchase and discharge of *fireworks* and the relation of this activity to the Fire Bylaw.

8. FIRE ADVISORY, RESTRICTION AND BAN

8.1 Notice of a *fire advisory, fire restriction or fire ban* shall be provided to the public. notice may be in the form of signage, through a public service message on the local radio stations, or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public.

8.2 A *fire advisory, fire restriction or fire ban* may be established and declared for the entire *Town* or portions of the *Town*.

8.3 *Fire Advisory*:

- a) The *Fire Chief* may impose a *fire advisory*, which shall remain in force until either the date provided in the notice of the *fire advisory* or until such time as the *Fire Chief* provides notice to the public that the *fire advisory* is no longer in effect.
- b) Under a *fire advisory, fire permits and fireworks permits* may be suspended or restricted, and open burning is generally discouraged, but specific types of fires may still be permitted with caution.

8.4 *Fire Restrictions*:

- a) The *Fire Chief* may, from time to time, prohibit the issuance of any new *fire permits or fireworks permits* and suspend all active *fire permits and fireworks permits* when, in the opinion the *Fire Chief*, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- b) A *fire restriction* imposed pursuant to subsection (a) shall remain in force until either the date provided in the notice of the *fire restriction* or until such time as the *Fire Chief* provides notice to the public that the *fire restriction* is no longer in effect.
- c) When a *fire restriction* is in place, no *fire permit or fireworks permits* shall be issued.

- d) When a *fire restriction* is in place, no *person* shall:
 - i. ignite any fire unless the fire is exempt from requiring a permit; or
 - ii. sell, purchase, handle, discharge, fire, or set off *fireworks* within the *Town*.

8.5 *Fire Ban*:

- a) The *Fire Chief* may prohibit all fires in the *Town* when, in the opinion the *Fire Chief*, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- b) A *fire ban* imposed pursuant to subsection (a) shall remain in force until either the date provided in the notice of the *fire ban* or until such time as the *Fire Chief* provides notice to the public that the *fire ban* is no longer in effect.
- c) Subject to subsection (f), when a *fire ban* is in place, no *person* shall ignite any fire, whether or not the *person* is the holder of a *fire permit*, and shall immediately extinguish any fire lit once the *person* knows or ought reasonably to know of the *fire ban*.
- d) During a *fire ban* a *person* may, subject to the requirements of this bylaw, and unless the notice of the *fire ban* provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private *property* or in a public area that has been approved by the *Town* for the use of such barbecues.

8.6 Requirement to Report:

- a) The *owner* of any *property* damaged by fire shall immediately report the particulars of such fire to the *Fire Chief*.

9. RECOVERY OF COSTS

9.1 *Fire Protection Charges*:

- a) Upon *Fire Services* providing *fire protection* on a parcel of land within the *Town's* boundaries, the *Town* may, in its sole and absolute discretion, charge *fire protection charges* to any or all of the following *persons*, namely:
 - i. the *person* or *persons* causing or contributing to the fire;
 - ii. the *occupant* of the parcel of land on which *fire protection* was provided;
 - iii. the *owner* of the parcel of land which *fire protection* was provided;
 - iv. the *person* with control over the parcel of land on which *fire protection* was provided, which may include, without restriction, a *property manager*; and
 - v. the *person* or *persons* who requested *fire protection*, and
 - vi. all *persons* charged are jointly and severally liable for payment of the *fire protection charges* to the *Town*.
- b) *Fire protection charges* shall be paid within thirty days of receipt of an invoice.

- c) Collection of unpaid *fire protection charges* may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the *Town* is entitled to on the parcel of land in respect of which the indebtedness incurred.
- d) Without limiting subsection (a), the *owner* of a parcel of land within the *Town* to which *fire protection* is provided is liable for *fire protection charges* incurred and the *Town* may add to the tax roll of the parcel of land all unpaid *fire protection charges*, which forms a special lien against the parcel of land in favor of the *town* from the date the amount was added to the tax roll, in accordance with the *MGA*.

9.2 A *person* who has damaged or destroyed any *apparatus, equipment* or *Fire Services property* shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the *Town* to repair or replace the *apparatus, equipment* or *Fire Services property* in question.

9.3 Service Fees and Charges:

- a) The *Town* may establish and levy fees and charges for services, including but not limited to:
 - i. fees for responding to an *incident*;
 - ii. *fire permit* and *fireworks permit* application fees;
 - iii. site inspection fees;
 - iv. fire investigation fees;
 - v. fees for responding to a *false alarm*; and
 - vi. fees for file searches and copying records.
- b) The fees and charges described in this section shall be a debt due and owing to the *Town* and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

10. ENFORCEMENT

10.1 Inspection and Enforcement:

- a) Where a parcel of land does not comply with this Bylaw or a *person* contravenes this Bylaw, the *Town* may pursue enforcement in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the *Town*, adding amounts to the tax roll of the *Owner* of the parcel, and pursuing injunctions pursuant to the *MGA*.
- b) The *Chief Administrative Officer* is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *MGA*.

10.2 Offences:

a) No *person* shall:

- i. contravene any provision of this Bylaw;
- ii. contravene any term or condition of a permit issued pursuant to this Bylaw;
- iii. cause or permit a *burning hazard* or *fire hazard* to exist on a parcel of land;
- iv. deposit, discard or abandon any burning matter or substance so as to create a *burning hazard*;
- v. light a fire or cause a fire to be lit during a *fire ban*;
- vi. light a fire or allow a fire to be lit unless they are a holder of a valid *fire permit* if required under this Bylaw;
- vii. light *fireworks* or allow *fireworks* to be lit unless they are a holder of a valid *fireworks permit*;
- viii. provide false, incomplete or misleading information to the *Chief Administrative Officer*, *Fire Chief*, the *Director of Emergency and Protective Services*, or a *Peace Officer* with respect to a fire or a permit application;
- ix. light a fire on any land not the *person's* own without the written consent of the *owner* of the land;
- x. permit a fire lit by that *person* to pass from their own land to the land of another *person*;
- xi. light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- xii. conduct any activity that might reasonably be expected to cause a fire unless that *person* exercises reasonable care to prevent a fire from occurring;
- xiii. conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular or pedestrian traffic on any road or highway; or
- xiv. light a fire on lands owned or controlled by the *Town* except with the *Town's* express written consent.

b) Vicarious Liability:

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

c) Corporations and Partnerships:

- i. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- ii. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

d) Fines and Penalties:

- i. A *person* who is guilty of an offence is liable upon summary conviction to a fine in an amount:
 1. not less than the specified penalty established in Schedule "A"; and
 2. in the case of all other offences, not exceeding \$10,000.00.
- e) Without restricting the generality of subsection (d) the fine amounts set out in Schedule "A" are established as specified penalties for use on *municipal tags* and *violation tickets*, if a voluntary payment option is offered.
- f) Notwithstanding subsection (d), any *person* who commits a second or subsequent offence under this Bylaw within one year of a first offence, is liable on summary conviction to a fine not less than the increased amount set out for the offence in Schedule "A" to this Bylaw.

10.3 *Municipal Tag*:

- a) A *Peace Officer* is authorized and empowered to issue a *municipal tag* to any *person* whom the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- b) A *Municipal Tag* may be issued:
 - i. Personally; or
 - ii. by mailing a copy, via registered mail to such *person* at their last known postal address.
- c) The *municipal tag* shall be in a form approved by the *Chief Administrative Officer* and shall state:
 - i. the name of the *person* to whom the *municipal tag* is issued;
 - ii. particulars of the contravention under this Bylaw;
 - iii. the specified penalty for the offence as set out in Schedule "A";
 - iv. that the specified penalty shall be paid within twenty-one days of the issuance of the *municipal tag* in order to avoid prosecution; and

- v. any other information as may be required by the *Chief Administrative Officer*.
- d) Where a *municipal tag* has been issued under this Bylaw, the *person* to whom the *municipal tag* has been issued may, in lieu of being prosecuted for the offence, pay to the *Town* the penalty specified on the *municipal tag*.

10.4 *Violation Ticket*:

- a) Where a *municipal tag* has been issued and the specified penalty has not been paid within the prescribed time, the *Peace Officer* is authorized to issue a *violation ticket* pursuant to the *Provincial Offences Procedure Act*.
- b) Notwithstanding subsection (a), a *Peace Officer* is hereby authorized and empowered to issue a *violation ticket* pursuant to the *Provincial Offences Procedure Act*.
- c) If a *violation ticket* is issued in respect of an offence, the *violation ticket* may:
 - i. state the specified penalty for the offence as set out in Schedule "A"; or
 - ii. require a *person* to appear in Provincial Court without the alternative of making a voluntary payment.
- d) A *person* who commits an offence may make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket, if:
 - i. a *violation ticket* is issued in respect to the offence; and
 - ii. the *violation ticket* states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A."

10.5 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (10.4(d)) above and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

11. TRANSITION

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.

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

11.3 This Bylaw repeals *Bylaw #04-07 – Establish and Operate a Fire Department*.

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: HER WORSHIP; HEATHER COLBERG

Seal

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

Schedule "A" - Specified Penalties

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
5.1(a)	Burning <i>Prohibited Debris</i>	\$250.00	\$500.00	\$1000.00
5.1(b)	Fire without a <i>Fire Permit</i>	\$250.00	\$500.00	\$1000.00
7.1	Sell, Purchase, Possess, Handle, Discharge, Fire or Set Off <i>Fireworks</i> without a Permit	\$250.00	\$500.00	\$1000.00
8.4(a)	Failure to report fire	\$250.00	\$500.00	\$1000.00
10.2(a)(ii)	Contravene any term or condition of a permit	\$250.00	\$500.00	\$1000.00
10.2(a)(iii)	Cause or permit a <i>Burning Hazard</i> or <i>Fire hazard</i> to exist on a parcel of land	\$500.00	\$1000.00	\$2500.00
10.2(a)(iv)	Deposit, discard or abandon any burning matter or substance so as to create a <i>Burning Hazard</i>	\$500.00	\$1000.00	\$2500.00
10.2(a)(v)	Light a fire or cause a fire to be lit during a <i>Fire Ban</i>	\$500.00	\$1000.00	\$2500.00

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
10.2(a)(vi)	Light a fire or cause a fire to be lit without a <i>Fire Permit</i>	\$250.00	\$500.00	\$1000.00
10.2(a)(viii)	Provide false or misleading information	\$250.00	\$500.00	\$1000.00
10.2(a)(ix)	Light a fire on land without written permission of <i>Owner</i>	\$250.00	\$1000.00	\$2500.00
10.2(a)(x)	Permit a fire to pass to another <i>Person's</i> land	\$250.00	\$1000.00	\$2500.00
10.2(a)(xi)	Light a fire without sufficient precautions	\$250.00	\$1000.00	\$2500.00
10.2(a)(xii)	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$250.00	\$500.00	\$1000.00

Bylaw Section Number	Offence	<i>Municipal Tag</i>	<i>Violation Ticket</i>	Second and Subsequent Offence
10.2(a)(xiii)	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250.00	\$1000.00	\$2500.00
10.2(a)(xiv)	Light a fire on lands owned or controlled by the <i>Town</i> except with the <i>Town's</i> express written consent	\$500.00	\$1000.00	\$2500.00

Schedule “B” – Fire Protection Charges and Service Fees

Items	Rates		
Fire Department Response Rates			
Engine All Types	\$700.00 / Hour		
Rescue	\$700.00 / Hour		
Ladder/Aerial Apparatus	\$1200.00 / Hour		
Tender	\$700.00 / Hour		
Command Vehicle	\$205.00 / Hour		
ATV UTV	\$75.00 / Hour		
Boat	\$200.00 / Hour		
False Alarms	First	Second	Third or Subsequent
Residential	\$0.00	\$250.00	\$500.00
Commercial/Industrial	\$0.00	\$500.00	\$1000.00
Fire Permits			
Fire Permit	\$50.00		
Fire Investigations			
Fire Investigation & Report	\$300.00 / Hour		
Fire Inspections	First	Second	Third or Subsequent
Request Inspection	\$150.00	\$150.00	\$500.00
Complaint Inspection	\$150.00	\$150.00	\$500.00
Occupancy Load Certificate	\$ 150.00		
Miscellaneous Rates and Fees			
Fire Stand-by	<i>Equipment Costs as noted Above</i>		
Fire Stand-by <i>Personnel</i> Per Firefighter	\$60.00 / Hour		
Fire Department Lock Box	TBD		
Security Fencing Installation / Removal	\$500.00		
All Hourly Rates Minimum of One Hour, With Billing Afterward in 15-Minute Increments			

REQUEST FOR DIRECTION

TITLE:	Drumheller Wayfinding Assessment
DATE:	November 18, 2024
PRESENTED BY:	Jared Brounstein, Director of Infrastructure Services
ATTACHMENTS:	Drumheller Wayfinding Assessment, ISL Engineering and Land Services, September 2024

SUMMARY:

A wayfinding assessment and implementation plan has now been completed. The document reviews our current wayfinding signage as well as the future look and feel for wayfinding in the community. As part of the assessment a public engagement process was conducted by ISL Engineering and Land Services Ltd. and the results can be found in the attached report.

With a total capital investment of \$486,910.00, Administration is suggesting that the implementation phase of the report be completed over two (2) years, starting in 2026.

Major Map Kiosks and Major Direction Signage would be completed in 2026 with the remaining Minor Directional Signage and Trail Markers installed in 2027.

DIRECTION:

That Council provide direction on whether to fund a wayfinding implementation program, whether to fund as per Administration’s recommendation of a two (2) year implementation plan starting in 2026, as well as provide any concerns with the proposed sign design, sign locations or other requested changes.

DISCUSSION:

The assessment provides an analysis of wayfinding signage to develop a plan for the Town of Drumheller (the Town) to move forward with. It will be used to aid in prioritizing signage opportunities based on the need for wayfinding in key locations and balanced investment in the trail system. In order to achieve this, the scope of this assessment project includes:

- An assessment of Drumheller current trails and wayfinding system
- Identifying potential issues and opportunities for improvement
- Creation of new wayfinding hierarchy concepts and a proposed placement location plan
- Development of a staging plan, complete with costing, to achieve a more cohesive wayfinding network over time

The assessment project was conducted in three phases:

Phase 1 – Network Inventory and Mapping: Trail mapping using GIS was undertaken. Data sets were developed and updated from existing Town GIS data and new GPS/GIS data collected on site. The outcome was a comprehensive analysis of wayfinding opportunities as well as proposed placements for future signage.

Phase 2 – Analysis and Wayfinding Ideation: The analysis phase considered the data and observations collected in Phase 1 and enhanced understanding of the network in Drumheller as well as the existing wayfinding assets. It determined wayfinding signage discrepancies and gaps that exist as well as opportunities for enhancing the connectivity of the network. Hierarchical wayfinding signage concepts were developed and refined for final recommendation.

Phase 3 – Assessment Report: The final deliverable, this report, summaries the first two phases of work and provides direction for wayfinding concepts and implementation staging for the Town to move forward with.

There are multiple approaches to the implementation of a wayfinding program. The Town can manufacture and place all the signage in one (1) year; the Town can manufacture and place half the signage one (1) year and half the signage another year. Alternatively, the Town can look at funding a particular capital amount over a designated time period, e.g \$100,000 over a five (5) year period.

What has been presented in this report is that the Town would manufacture and install the following signage in year one (1), 2026:

- Major Map Kiosks
- Major Direction Signage

With the remaining signage, Minor Directional Signage and Trail Markers manufactured and installed in year two (2), 2027.

FINANCIAL IMPACT:

The following are current estimates of the fabrication cost of each type of sign in the wayfinding hierarchy:

- Major Map Kiosk \$5500-5700 / Sign +/-
- Major Directional Signage \$4800 / Sign +/-
- Minor Directional Signage \$2600 / Sign +/-
- Trail Markers \$2500 / Sign +/-

Fabrication pricing above includes:

- Anchors for cast in place foundation
- Corten Weathering Steel
- Wood Timbers
- Full Colour Sign Panels (Type 1&2)
- Shop Drawings (Excludes Foundation and Engineering)

Implementation projects will need to consider additional project costs, including:

- Sign foundations, including engineering and site restoration
- Engineering (ensure that fabricator produces signed shop drawings)
- Graphic design of panel content
- Delivery to site
- Installation
- Removal of old and obsolete signs

Estimated cost to complete all wayfinding installations:

\$486,900.00

Administration is proposing a two-year placement plan at a budget of:

\$300,000.00 in 2026

\$200,000.00 in 2027

COMMUNICATION STRATEGY:

The Wayfinding Assessment will be posted to the Town of Drumheller's website by December 15, 2024, with communication of the assessment completion being completed once the document has been posted.

Installation will be communicated once installation dates have been identified in early 2026.

J. Brounstein

A. Turner

Prepared by:
Jared Brounstein
Director of Infrastructure
Services

Reviewed by:
Ashley Turner
Senior Administrative
Assistant

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



**DRUMHELLER
VALLEY**

Wayfinding

Jared Brounstein, Director of Infrastructure Services
Infrastructure Services

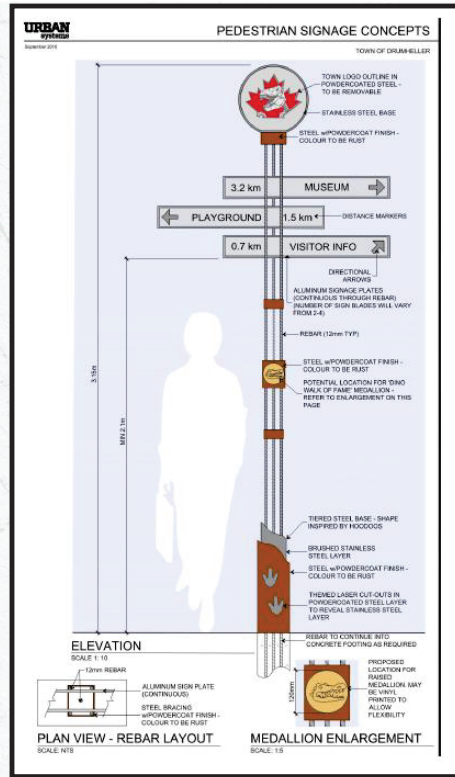
Current Signage

- *No consistent look*
- *Does not fit within the current branding model*
- *Outdated Information*



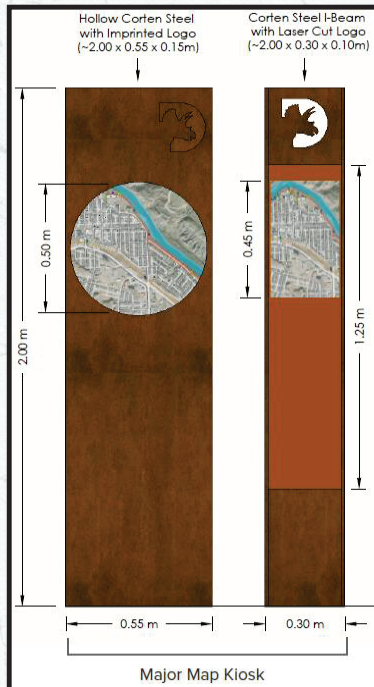
Current Signage

- Some new signage
- Consistent with Town Branding



Wayfinding Improvements

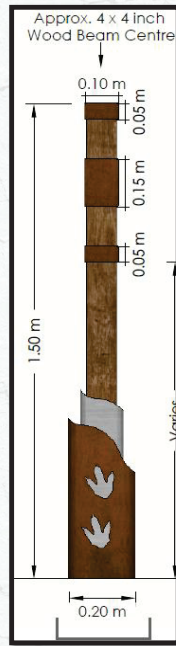
- Major Kiosk
 - Informational signage
 - Trail heads and major trail intersections
 - Large maps, trails, POI



Wayfinding Improvements

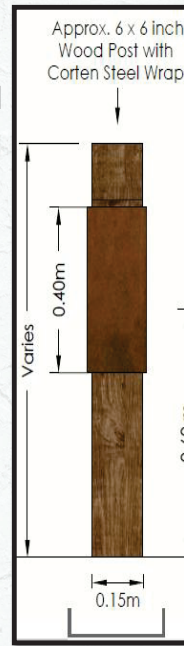
Major Directional

- Placed at key decision points
- Directional information, orientation points within wayfinding system



Minor Directional

- Guide between major decision points

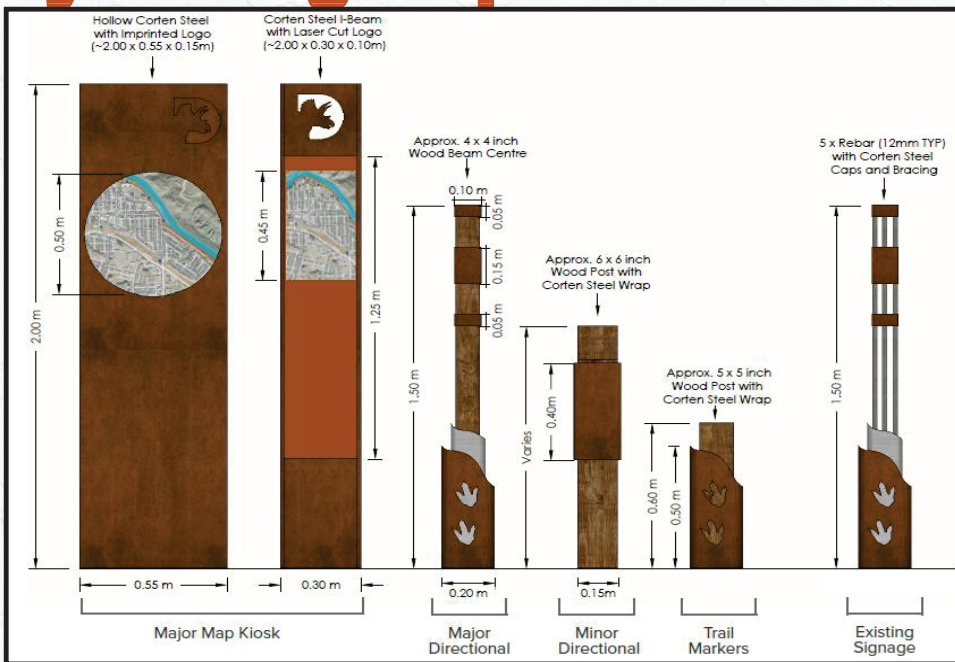


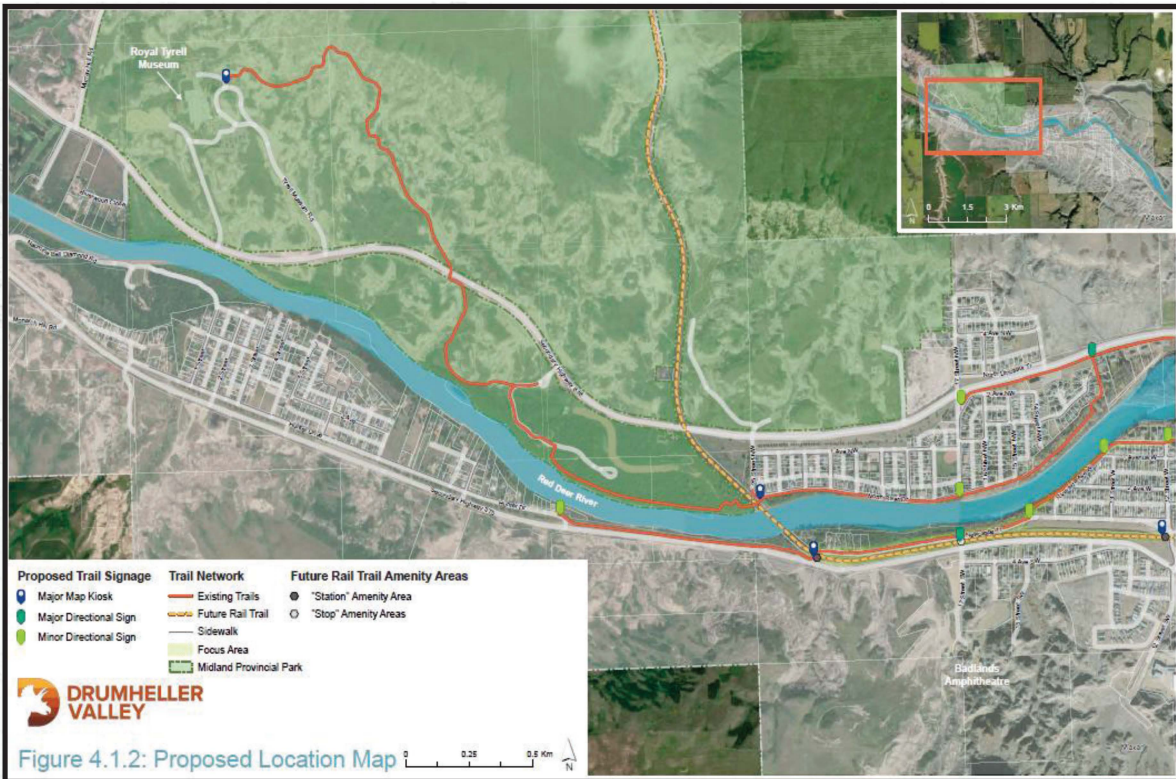
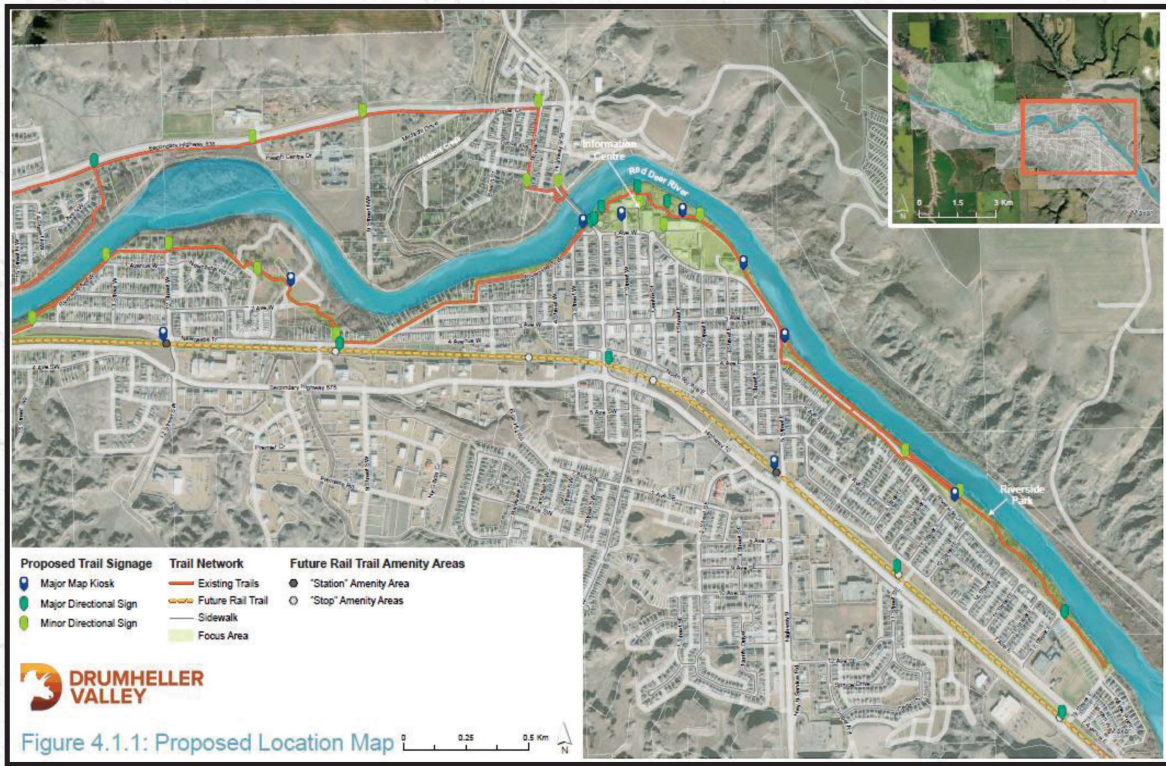
Trail Markers

- Path Marks
- Provide distance information
- May include arrows, symbols, or numbers



Wayfinding Improvements





Capital Investment

SIGN TYPE	COST PER SIGN
Major Map Kiosk (supply only)	≈ \$5,500 to \$5,700
Major Directional Signage (supply only)	≈ \$4,800
Minor Directional Signage (supply only)	≈ \$2,600
Trail Markers (supply only)	≈ \$2,500



Capital Investment

Sign Type	Qty.	Unit Cost	Installation / Unit	Subtotal
Major Map Kiosk	12	\$5,600	\$6,000	\$139,200
Major Directional Sign	13	\$4,800	\$5,000	\$127,400
Minor Directional Sign	18	\$2,600	\$2,500	\$91,800
Trail Markers	12	\$2,500	\$2,500	\$60,000
Old Sign Removal				\$5,000
<i>Subtotal</i>				\$423,400
Contingency (15%)				\$63,510
Proposed Budget				\$486,910



Next Steps – 2026 and 2027

- **Budget Establishment**
 - \$300,000 in 2026
 - \$200,000 in 2027
- **2026**
 - *Detailed design to ensure the signs can be manufactured*
 - *Manufacture of Major Map Kiosk and Major Directional Signs*
 - *Installation of Major Map Kiosk and Major Directional Signs*
- **2027**
 - *Manufacture Minor Directional and Trail Markers*
 - *Installation of Minor Directional and Trail Markers*



Recommendation

- *Installation be phased over two (2) years*
 - 2026 - 2027
- *Major Map Kiosk and Major Directional Signs be installed first in 2026*
- *Minor Directional Signs and Trail Markers to follow in 2027*
- **Budget**
 - \$300,000 in 2026
 - \$200,000 in 2027



