



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, January 20, 2025

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the January 20, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the January 20, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the December 16, 2024, Regular Council Meeting**

[Regular Council Meeting – December 16, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the December 16, 2024, Regular Council Meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

8.1.1 **Leave of Absence – Councillor Hansen-Zacharuk**

[Request-for-Decision](#)

Proposed motion: That Council permit a leave of absence due to medical reasons as per Section 174(2) of the Municipal Government Act with pay for an eight (8) week period, commencing January 20, 2025, and ending March 17, 2025.

8.1.2 Bylaw #09.24 - Rosedale 1st Avenue S, Road Closure (2nd and 3rd Reading)

[Request-for-Decision](#)

[Bylaw #32.24 – Revision of Bylaw #09.24](#)

[Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure](#)

[Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure \(Draft\)](#)

Proposed motion: That Council give second reading to Revised Bylaw #09.24 - Rosedale 1st Avenue S Road Closure, as presented.

Proposed motion: That Council give third and final reading to Revised Bylaw #09.24 - Rosedale 1st Avenue S Road Closure, as presented.

8.1.3 Bylaw #03.25 – 9th Street E East Coulee Road Closure (1st Reading)

[Request-for-Decision](#)

[\(Draft\) Bylaw #03.25 – 9th Street E East Coulee Road Closure \(1st Reading\)](#)

Proposed motion: That Council gives first reading to Bylaw #03.25 – 9th Street E East Coulee Road Closure, as presented, and set the Public Hearing date for Monday, February 18, 2025.

8.1.4 Development Authority Bylaw #01.25

[Request-for-Decision](#)

[\(Draft\) Bylaw #01.25 – Development Authority Bylaw \(1st Reading\)](#)

[Bylaw #32.08 – Development Authority Bylaw](#)

Proposed motion: That Council give first reading to Development Authority Bylaw #01.25, as presented.

Proposed motion: That Council give second reading to Development Authority Bylaw #01.25, as presented.

8.1.5 Safety Codes Services Request-for-Proposal Award

[Request-for-Decision](#)

Proposed motion: That Council award the Safety Codes Services contract to Superior Safety Codes Inc for a period from April 1, 2025 – March 30, 2028.

8.2 Flood Resiliency Project Director

8.2.1 Flood Mitigation Program Financial Audit

[Request-for-Decision](#)

Proposed motion: That the Drumheller Resiliency and Flood Mitigation Program become a regular part of the Town's annual financial audits beginning with the 2024 fiscal year end and for each subsequent year of the program.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.3 Director of Corporate & Community Services

8.3.1 Drumheller Valley Sports Committee Bylaw #04.25

[Request-for-Decision](#)

[\(Draft\) Bylaw #04.25– Drumheller Valley Sports Committee Bylaw](#)

Proposed motion: That Council give first reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

Proposed motion: That Council give second reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

9.1 Local Public Body Confidences and Advice from Officials

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

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

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

10. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, December 16, 2024

LOCATION: Council Chambers, 224 Centre Street, via Teams platform, and
[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg
Councillor Patrick Kolafa
Councillor Stephanie Price
Councillor Tony Lacher (regrets)
Councillor Crystal Sereda
Councillor Tom Zariski
Councillor Lisa Hansen – Zacharuk
(regrets)

Chief Administrative Officer: Darryl Drohomerski
Director of Corp. & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Dir. of Emergency and Protective Services: Greg Peters
Flood resiliency Project Director: Deighen Blakely (regrets)
Communications Officer: Erica Crocker
Reality Bytes IT: David Vidal
Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Mayor Colberg made an announcement: The Canada Post strike is supposed to end December 17, 2024, at 8:00 AM. The Town will mail all items that have not been picked up by residents. Due to the high volume of backlogged mail, mail could be delayed until the new year. Please contact the Town office or sign up for online services to avoid delays.

Councillor Price announced that the Drumheller Public Library Board is recruiting for members of the community to join the Library Board as a Library Trustee. Board members help to oversee library policies, financial planning, and the library's plan of service. Trustees meet on the second Wednesday of every month, usually via Zoom. Those interested in applying are encouraged to email drumhellerlibraryboard@gmail.com. Councillor Price also thanked Samantha Haddon and Caleb Brown for their hard work and dedication during their terms on the Library Board.

Councillor Zariski congratulated and thanked Rick Schinnour, who recently retired from the Drumheller Fire Department, on behalf of the Town and Council for his 37 years of service. Mayor Colberg echoed his statement and extended thanks to all Fire Department volunteers.

Councillor Zariski reported the success of the Christmas in the Coulee event held the first two weekends of December at the Atlas Coal Mine National Historic Site and the East Coulee School Museum. There was record attendance record attendance and is the major fundraiser for both sites. He also thanked all the volunteers who made the event possible.

Councillor Kolafa read and officially affirmed the Oath of Office for the position of Deputy Mayor for the months of January and February 2025.

Mayor Colberg thanked Councillor Price for her time serving as Deputy Mayor. Following the approval of the minutes, Mayor Colberg also extended condolences to Councillor Lacher and family on the passing of his mother.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the December 16, 2024, Regular Meeting of Council**

D. Drohomerski requested to have the Infrastructure items be presented prior to the Corporate and Community Services items.

M2024.451 Moved by Councillor Sereda, Councillor Kolafa
That Council adopt the amended agenda for the December 16, 2024, Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the December 2, 2024, Regular Meeting of Council**

Agenda Attachment: Regular Council Meeting – December 2, 2024 – Draft Minutes

M2024.452 Moved by Councillor Kolafa, Councillor Price
That Council approve the minutes for the December 2, 2024, Regular Meeting of Council, 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: 9:35

9.1.1 **Rosedale Railway Avenue Road Closure Bylaw #10.24 (2nd Reading)**

Agenda Attachments: Request-for-Decision; Bylaw #10.24 - Rosedale Railway Avenue Road Closure (2nd Reading)

M2024.453 Moved by Councillor Price, Councillor Sereda

That Council give second reading to Road Closure Bylaw #10.24, as presented.

CARRIED UNANIMOUSLY

M2024.454 Moved by Councilor Zariski, Councillor Kolafa

That Council give third and final reading to Road Closure Bylaw #10.24, as presented.

CARRIED UNANIMOUSLY

9.1.2 **Bylaw #18.24 – Midlandvale Community Hall Road Closure (2nd Reading)**

Agenda Attachments: Request-for-Decision; Bylaw #18.24 – Midlandvale Community Hall Road Closure (2nd Reading)

M2024.455 Moved by Councillor Sereda, Councillor Kolafa

That Council give second reading to Road Closure Bylaw #18.24, as presented.

CARRIED UNANIMOUSLY

M2024.456 Moved by Councillor Kolafa, Councilor Zariski

That Council give third reading to Road Closure Bylaw #18.24, as presented.

CARRIED UNANIMOUSLY

9.1.3 **Bylaw #22.24 – Midlandvale Community Hall Road Closure (2nd Reading)**

Agenda Attachments: Request-for-Decision; Bylaw #22.24 – Cambria 6th Avenue E Road Closure (2nd Reading); Letter Re: Proposed Bylaw 22.24, Cambria 6th Avenue E Road Closure

M2024.457 Moved by Councillor Price, Councillor Kolafa

That Council give second reading to Road Closure Bylaw #22.24, as presented.

CARRIED UNANIMOUSLY

M2024.458 Moved by Councilor Zariski, Councillor Kolafa

That Council give third and final reading to Road Closure Bylaw #22.24, as presented.

CARRIED UNANIMOUSLY

9.1.4 **Alternate Appointments to Drumheller & District Solid Waste Management Association (DDSWMA)**

M2024.459 Moved by Councillor Kolafa, Councillor Price

That Council appoint the standing Deputy Mayor as an Alternate representative for the Drumheller & District Solid Waste Management Association (DDSWMA) for a term starting December 16, 2024, and ending at the subsequent Organizational Meeting of Council.

CARRIED UNANIMOUSLY

INFRASTRUCTURE SERVICES

9.3 **Director of Infrastructure Services**

YouTube Timestamp: 1:00:56?

9.3.1 **Airport Fuel Farm Project**

Agenda Attachments: Request-for-Decision; Airport Fuel Farm Project Presentation

M2024.460 Moved by Councilor Zariski, Councillor Kolafa

That Council approve the development and construction of the new Airport Fuel Farm, which includes the installation of a 50,000-litre aviation fuel storage tank and a 25,000-litre Jet A1 fuel storage tank, at a total cost of \$680,000 as presented in the 2025 Capital Budget.

CARRIED UNANIMOUSLY

M2024.461 Moved by Councillor Kolafa, Councillor Sereda

That Council approves additional \$300,000 as requested in the 2025 Capital Budget to complete the Airport Fuel Farm project.

CARRIED UNANIMOUSLY

9.3.2 **Airport Management**

Agenda Attachments: Request-for-Decision; Bylaw #33.08 - Airport Commission

M2024.462 Moved by Councilor Zariski, Councillor Kolafa
That Council transitions the airport's operating model to a third-party contractor, effective February 2025, with a three (3) year operating and maintenance agreement.

CARRIED UNANIMOUSLY

M2024.463 Moved by Councillor Price, Councillor Sereda
That Council rescinds Bylaw #33.08 – Airport Commission, thereby dissolving the Drumheller Municipal Airport Commission and assign the operation and maintenance of the Airport to the third-party contractor with overall management falling to the Infrastructure Services Department effective January 3rd, 2025.

CARRIED UNANIMOUSLY

9.3.3 **Town of Drumheller Parade Float**

Agenda Attachments: Request-for-Decision; Imagination Design Studios Conceptualizations

M2024.464 Moved by Councillor Price, Councillor Sereda
That Council approves the 2025 Parade Float Capital Budget in the amount of \$100,000 for the construction and creation of the Parade Float.

CARRIED UNANIMOUSLY

M2024.465 Moved by Councillor Sereda, Councilor Zariski
That Council approve Parade Float Concept # 3 as the final design for the 2025 Parade Float Project.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.2 **Director of Corporate and Community Services**

YouTube Timestamp: 1:52:00?

Councillor Zariski left the meeting at 5:41 PM and returned at 5:43 PM.

9.2.1 **Fees, Rates and Charges Bylaw #36.24 (Third Reading)**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #36.24 – 2025 Rates, Fees, and Charges Bylaw; Schedule “A” – 2025 Service Fee Schedule (redlined to track changes); Schedule “A” – 2025 Service Fee Schedule (proposed)

M2024.466 Moved by Councillor Price, Councillor Sereda

That Council give third and final reading to Bylaw #36.24 – 2025 Rates, Fees and Charges Bylaw, as presented.

CARRIED UNANIMOUSLY

9.2.2 Tax Assessment of Manufactured Home Communities Bylaw (Third Reading)

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #38.24 – Assessment of Manufactured Home Communities.

M2024.467 Moved by Councilor Zariski, Councillor Price

That Council give third and final reading to Bylaw #38.24 - Assessment of Manufactured Home Communities, as presented.

CARRIED UNANIMOUSLY

E. Crocker left the meeting at 5:56 PM and returned to the meeting at 6:04 PM.

9.2.3 2025 Operating Budget and 4-Year Financial Plan and 2025 Capital Budget and 10-Year Capital Plan

Agenda Attachments: Request-for-Decision; Appendix 1 – 2025 Operating Budget and 3 Year Financial Plan; Appendix 2 – Other General Services, Other Professional Services & 295-298 Project Codes; Appendix 3 – 2025 Capital Budget and 10 Year Plan

M2024.468 Moved by Councillor Sereda, Councillor Price

That Council adopt the 2025 Operating Budget of \$22,044,015, with a municipal requisition of \$10,872,565 and \$443,545 to be transferred from reserves, and the 2025 Capital Budget for \$4,949,340 as presented in the 10-Year Capital Plan.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

10. CLOSED SESSION

11. ADJOURNMENT

M2024.469 Moved by Councilor Zariski, Councillor Price

That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 6:07 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

REQUEST FOR DECISION

TITLE:	Leave of Absence – Councillor Hansen-Zacharuk
DATE:	January 20, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	N/A

SUMMARY:

As a result of unforeseen medical reasons, Councillor Hansen-Zacharuk is requesting a leave of absence from her role for an 8 week period. Section 174(2) of the *Municipal Government Act, R.S.A. 200 M-26 (MGA)*, allows for such an absence if authorized by a resolution of Council.

RECOMMENDATION:

Administration recommends that Council permit Councillor Hansen-Zacharuk to have a leave of absence due to medical issues as per MGA Section 174(2) with pay for an eight (8) week period.

DISCUSSION:

Councillor Hansen-Zacharuk has commenced treatments for her medical condition, which may temporarily impact her ability to fulfill her responsibilities as a councillor in the coming weeks. Granting her a leave of absence to focus on her recovery and well-being is a compassionate measure that aligns with the provisions of the MGA. If needed, Council can extend this medical leave in the future by a resolution of Council.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

This aligns with Council's priority of good governance.

COMMUNICATION STRATEGY:

Councillor Hansen-Zacharuk will be notified of the outcome of this resolution.

MOTION:

That Council permit a leave of absence due to medical reasons as per Section 174(2) of the Municipal Government Act with pay for an eight (8) week period, commencing January 20, 2025, and ending March 17, 2025.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Name
Mitchell Visser
Manager of Legislative
Services



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



REQUEST FOR DECISION

TITLE:	Bylaw #09.24 - Rosedale 1st Avenue S, Road Closure (2 nd and 3 rd Reading)
DATE:	January 20, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T, CAO
ATTACHMENTS:	Bylaw #32.24 – Revision of Bylaw #09.24 Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure Revised Bylaw #09.24 – Rosedale 1st Avenue S, Road Closure (Draft)

SUMMARY:

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

On October 7, 2024, Bylaw #32.24 was passed which revised Bylaw #09.24. Bylaw #32.24 revised Bylaw #09.24 by replacing Schedule "A" with an updated schedule, fixing the error in the listed plan numbers.

The intention was for the Revised Bylaw #09.24 to be given second and third reading at the same meeting on October 7, 2024, however, Council never made a motion due to an error in the Agenda.

Therefore, Administration is requesting that Council now give second and third reading to Revised Bylaw #09.24.

RECOMMENDATION:

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

DISCUSSION:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the province is requiring the Town of Drumheller to own the land that current or proposed berms will be placed, including those berms that currently or would sit on public road rights-of-way. A portion of these rights-of-way need to be closed for the construction of the new berms. This bylaw deals with closing multiple portions of rights-of-way along 1st Avenue S in Rosedale, historically named 1st Street, as shown in Schedule 'A'. Some portions are required for the berm construction (Area E), some have existing town infrastructure located on the right of way (Areas A, M, B, C and D), and the remainder are to clean up remnant parcels that have private structures installed on them.

This bylaw aims to remedy three issues within this area of Rosedale; one related to the construction of the Rosedale/Scarlett berm that crosses 1st Avenue S; a second related to closing right of way where the MD or Town had constructed municipal infrastructure in the form of a wastewater lift station, and lastly, the cleaning up of remnant pieces of right-of-way that property owners west of the Rosebud river have built structure upon over many years.

There are significant differences in the legal plans that were registered with the province and what is visible today. On the attached Schedule 'A', one can see the original Rosebud River, as it was surveyed about 100 years ago, the current location of the river after being realigned by residents and Alberta Transportation over the decades, and several residential roads that were never developed or were developed and removed over time. The construction of Highway 10 sometime in the 1950's went through many of these parcels without cleaning up the parcels properly. This bylaw aims to correct many of these issues as part of the berm construction and requirement that it is built on Town-owned land and not a public right-of-way.

The berm is proposed to traverse a portion of Area D and E. There are two legal parcels here because the original alignment of the Rosebud River bisected the parcels. With the river relocated, each parcel now has acquired 50% of the old riverbed land. In addition, small pieces of the road and sidewalk in the north side of 1st Avenue S encroach onto private lands, and the property owners on the south side of the street all encroach into the right of way, so Administration has decided to correct all these issues at once. The result will be to contact the property owners with the expectation to have them consolidate these remnants with their lots and adjust the road right-of-way in this block.

The lands between the Rosebud River and the CN rail line also consist of many small pieces of right-of-way that are no longer in use nor required. In fact, a sewage lift station, and associated infrastructure was constructed in the middle of a few parcels some time ago. While not directly related to the berm project, completing these changes all at once will save the municipality time and expense compared to completing them separately.

There is a difference between a right-of-way and a road. A road is the surface that is contained within the right-of-way and is generally 7-9 metres wide. A right-of-way is a legal entity under the ownership of the province and varies from 6 metres (for an alley) to 20-40 metres for a street or avenue.

As noted above, some of these portions of road closures are necessary to wrap the berm around, and protect, properties in Rosedale that are below the Provincial 1:100 Flood Elevation. The remainder are to clean up outstanding issues that are adjacent to the berm construction along the Rosebud River.

The lands where the berm is being placed will be converted into Public Utility Lots to align with the other land in the valley that berms currently or will reside upon. The remaining parcels will be sold to adjacent property owners or consolidated into Town land as needed.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Following second and third reading, the Road Closure will be registered with Alberta Land Titles. Following the registration with Land Titles, the Town will reach out to residents to discuss the consolidation of their parcels.

MOTION:

That Council give second reading to Bylaw #09.24 - Rosedale 1st Avenue S Road Closure

MOTION:

That Council give third and final reading to Bylaw #09.24 - Rosedale 1st Avenue S Road Closure.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



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

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

Revision Bylaw for Bylaw #09.24

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

CERTIFICATION:

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

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

CERTIFIED BY ME this ^{October} 7th day of ~~September~~ 2024



DARRYL E. DROHOMERSKI
Chief Administrative Officer, Town of Drumheller



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

SHORT TITLE

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

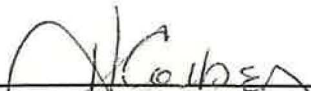
TRANSITIONAL

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

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

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

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


MAYOR: HEATHER COLBERG

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



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

Rosedale 1st Ave S, Road Closure (HWY10)

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

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

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

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

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

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

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

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

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

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

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

SHORT TITLE

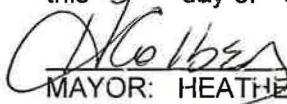
This Bylaw may be cited as Rosedale 1st Avenue S, Road Closure

TRANSITIONAL

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

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

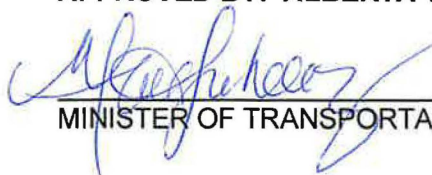
this 5th day of February 2024.


MAYOR: HEATHER COLBERG

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



APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

 Seal
MINISTER OF TRANSPORTATION and ECONOMIC CORRIDORS

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

MAYOR: HEATHER COLBERG

Seal

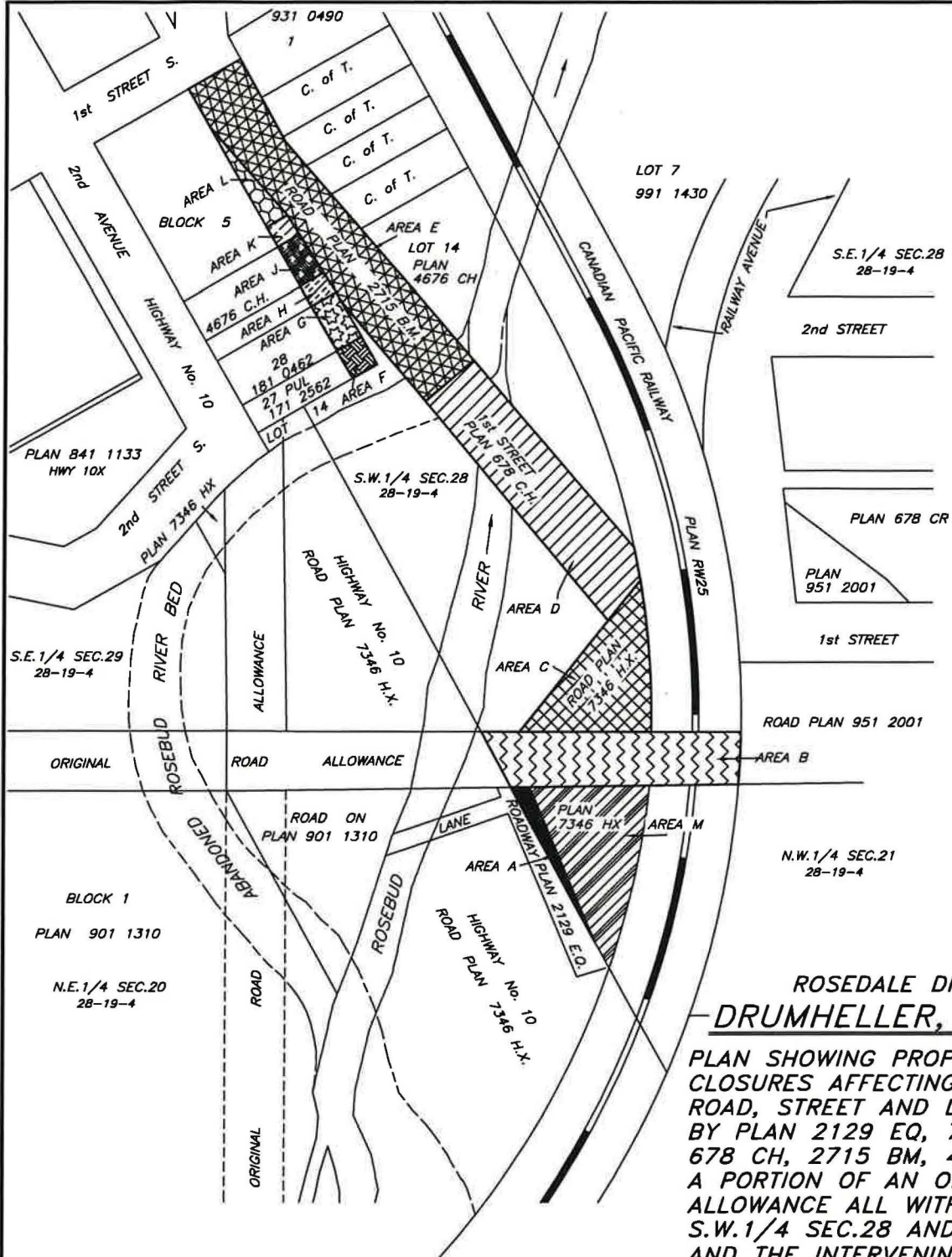
CHIEF ADMINISTRATIVE OFFICER
DARRYL E. DROHOMERSKI, C.E.T.

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

MAYOR: HEATHER COLBERG

Seal

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



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

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

LEGEND:

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

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

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

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

Rosedale 1st Ave S, Road Closure (HWY10)

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

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

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

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

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

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

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

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

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

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

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

SHORT TITLE

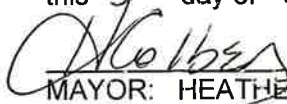
This Bylaw may be cited as Rosedale 1st Avenue S, Road Closure

TRANSITIONAL

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

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


this 5th day of February 2024.


MAYOR: HEATHER COLBERG


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



APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS


Seal
MINISTER OF TRANSPORTATION and ECONOMIC CORRIDORS

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

this day of 2024.

MAYOR: HEATHER COLBERG

Seal

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

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

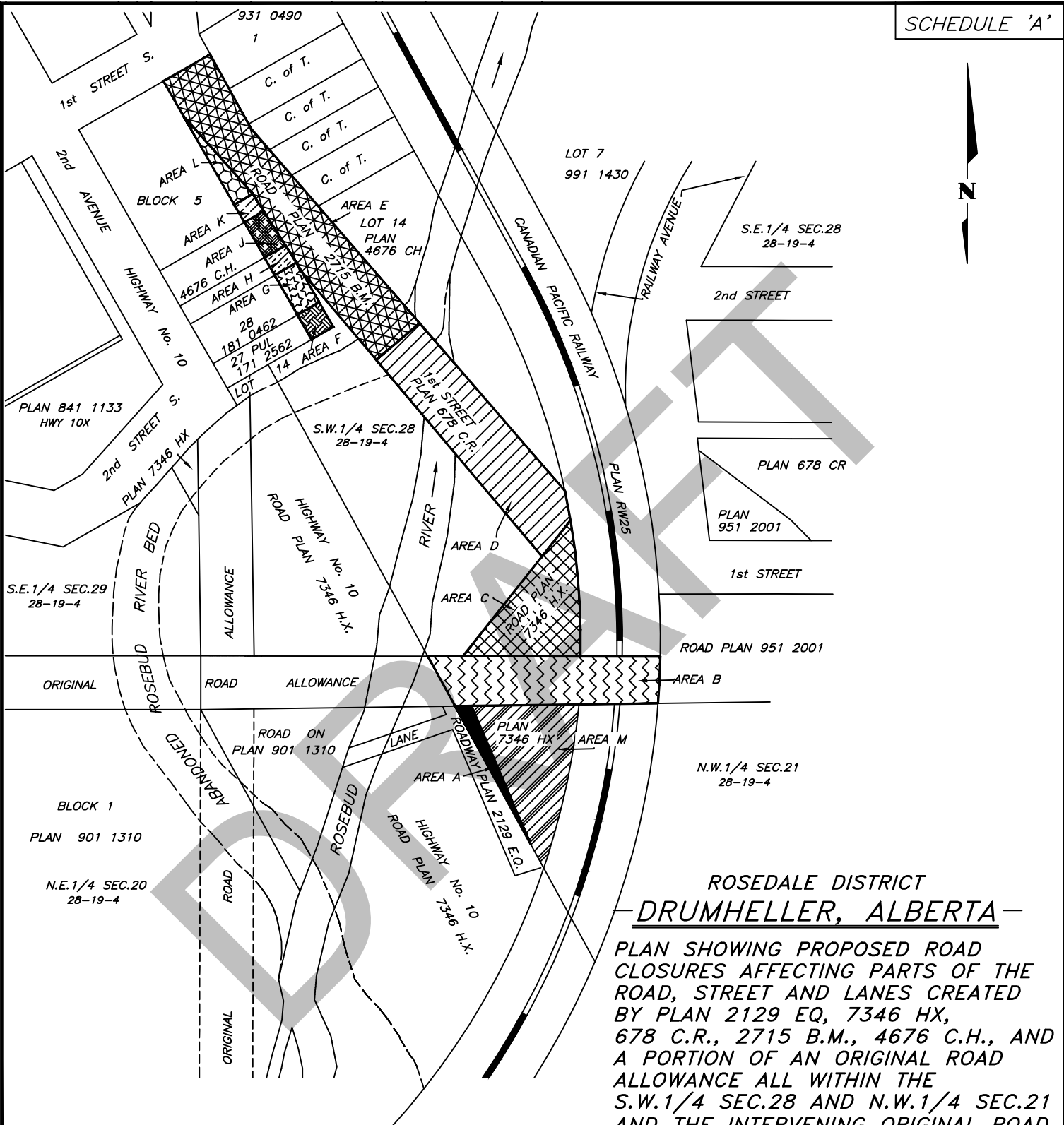
this day of 2024.

MAYOR: HEATHER COLBERG

Seal

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

DRAFT



**ROSEDALE DISTRICT
— DRUMHELLER, ALBERTA —**

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

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

LEGEND:

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

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

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

REQUEST FOR DECISION

TITLE:	Bylaw #03.25 – 9 th Street E East Coulee Road Closure (1 st Reading)
DATE:	January 20, 2024
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	(Draft) Bylaw #03.25 – 9 th Street E East Coulee Road Closure (1 st Reading)

SUMMARY:

An application has been made by an adjacent owner to have a portion of 9th Street E closed to the public. The proposed road closure area is currently undeveloped and has significant encroachments from the applicant (e.g. an 8.33 meter fence encroachment). After discussions with the Town's Development department, it was determined that the best way to resolve the significant encroachments on the land is to close the right-of-way and sell the land to the applicant.

Administration has already entered into a preliminary agreement with the applicant for the sale of the lot and collected fees to cover the administrative costs of the road closure bylaw. Therefore, the entire road closure process and the associated fees will be covered by the applicant.

RECOMMENDATION:

That Council give first reading to Bylaw #03.25 – 9th Street E East Coulee Road Closure and set a public hearing date for February 18th, 2025.

DISCUSSION:

Similar to other municipalities, the administrative costs associated with closure of the road allowance are the responsibility of the applicant. The administrative fees have already been collected from the applicant, and the applicant has agreed to pay for the lot at the price proposed by Administration.

In accordance with Section 22 of the Municipal Government Act c.m-26, R.S.A, 2000:

- a) all roads in a municipality that are subject to the direction, control and management of a municipality must be closed by bylaw;
- b) the municipality must hold a public hearing in respect to the proposed bylaw; and,
- c) All road closure bylaws must be approved by the Minister of Transportation and Economic Corridors before it receives second reading.

Although often used interchangeably, there is a difference between a right-of-way and a road. A road is the compacted surface that is contained within the right of way and is generally between 7-9 metres wide. The right-of-way is the legal entity under the ownership of the province, intended for the use of a road or utility, and varies between 6 metres (for an alley) to between 20-40 metres for a street or avenue. In this instance, there is no developed road within the right-of-way that is proposed to be closed.

As the Town of Drumheller does have sanitary sewer infrastructure within the section of the 9 Street E right-of-way, the Town will be registering a six (6) meter utility right-of-way easement on the property.

FINANCIAL IMPACT:

The administrative costs associated with the road closure are estimated to be about \$1,200.00, with most of the cost attributed to staff time and the requirement to advertise in the local newspaper. The applicant has already covered the costs associated with the road closure and is willing to purchase the land at fair market value.

STRATEGIC POLICY ALIGNMENT:

Council and Administration would like to close road allowances that are unused and unnecessary for public travel in order to reduce the associated costs of road maintenance.

COMMUNICATION STRATEGY:

Notice of the proposed Road Closure and Public Hearing will take place via:

- a) newspaper ads in the Drumheller Mail, running the weeks of January 29 and February 5, 2025; and
- b) letters to adjacent proprietors within 200m of the proposed road closure; and
- c) on the Town of Drumheller website as a media release on the Town calendar.

MOTION:

That Council gives first reading to Bylaw #03.25 – 9th Street E East Coulee Road Closure, as presented, and set the Public Hearing date for Monday, February 18, 2025.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Reg Johnston
Manager of Economic
Development



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

TOWN OF DRUMHELLER
BYLAW NUMBER 03.25
DEPARTMENT: DEVELOPMENT AND PLANNING

9th Street E East Coulee Road Closure

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing part of an underdeveloped public lane as depicted on the attached “Schedule – ‘A’” and acquiring title to these lands in the name of the TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; an application has been made by an adjacent landowner to have a portion of the public 9th Street East that is not developed closed to public use and to consolidate this land with the adjacent lands; and

WHEREAS; this undeveloped portion of 9th Street East created by subdivision plan number 4128 E.Q. within the N.W. 1/4 Section 29, in Township 27, Range 18, W. of the 4th. Meridian has never been developed, has never been used for public travel, and will not be required for a public road or other public purposes in the foreseeable future; and

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

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

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

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close that portion of said undeveloped 9th Street East, as depicted on the attached Schedule – ‘A,’ which is more particularly described as:

THAT PORTION OF NINTH STREET EAST CREATED BY
SUBDIVISION PLAN 4128 E.Q. THAT LIES WITHIN:

PLAN
BLOCK 6
LOT 8

EXCEPTING THEREOUT ALL MINES AN MINERALS

to public travel and acquiring titles to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of; 224 Centre Street, DRUMHELLER, Alberta

T0J 0Y4 pursuant to Sections 22 of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended.

1. SHORT NAME

1.1. This Bylaw shall be cited as the "9th Street East Coulee Road Closure".

2. TRANSITIONAL

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

**READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 2025.**

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

Seal

MINISTER OF ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS
127 LEGISLATURE BUILDING, 10800 - 97 AVENUE, EDMONTON, AB, T5K 2B6

**READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 2025.**

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

**READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 2025.**

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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


EAST COULEE
—DRUMHELLER, ALBERTA—

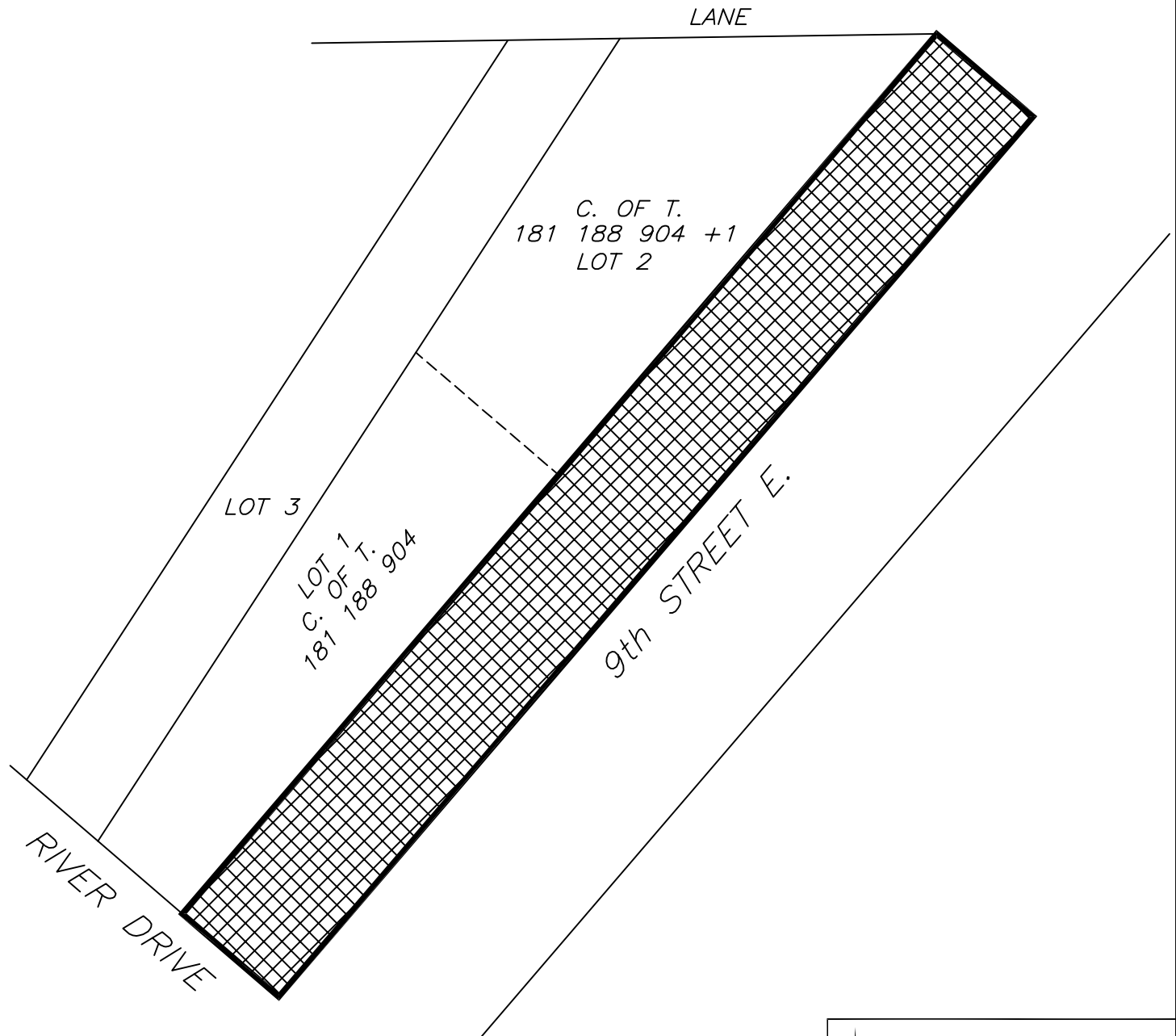
PLAN SHOWING PROPOSED
 ROAD CLOSURE PART OF
 9th STREET E. ON PLAN 4128 E.Q.

SCALE= 1:400 — G.W.WALLACE, A.L.S.
 N.W.1/4 SEC.29, TWP,27, RGE.18, W.4M.
 SCALE= 1:400 — 2024 — G.W. WALLACE A.L.S.



LEGEND:

Area affected by this plan is shown thus... 



REV.	DATE	DESCRIPTION
1	July 18, 2024	CHANGE SCHEDULE A BOUNDARY
0	July 18, 2024	ISSUED

HUNTER WALLACE SURVEYS LTD. DRUMHELLER, ALBERTA FILE: 24-123-ROAD CLOSURE-R1
--

REQUEST FOR DECISION

TITLE:	Development Authority Bylaw #01.25
DATE:	January 20, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer
ATTACHMENTS:	Draft Bylaw #01.25 – Development Authority Bylaw (1 st Reading) Bylaw #32.08 – Development Authority Bylaw

SUMMARY:

The Planning Development and Safety Codes Department continues to update polices and bylaws affecting their work to ensure all statutory documents align with current best practices. The Municipal Planning Commission Bylaw was passed in 2008 and requires significant changes.

The attached proposed Draft Development Authority Bylaw represents a complete rewriting of Municipal Planning Commission Bylaw #32-08 to align with current practices. Major changes included in the Development Authority Bylaw #01.25 that are not included in the current iteration of the Bylaw are as follows:

Section	Description
Section 3.1	Change of appointment authority for the Development Officer from Council to the CAO to align with the removal of Section 624 of the Municipal Government Act (MGA).
Section 3.4	Aligns the responsibilities of the Development Authority with the provisions of the Land Use Bylaw to improve clarity for MPC Members, the Development Officer and the general public.
Section 4	Specifically outlines regulations for membership, including: <ul style="list-style-type: none"> • Removal of disqualifications due to absence; and • Removal of a maximum term of members.
Section 4.4 / 4.5	Specify who the (non-voting) advisors present at the MPC meetings are.
Section 5	Addition of appointment and requirements of the Recording Secretary.
Section 6.6	Specify that “present” means in person or via online video call to align with modern meeting practices.
Section 6.7	Specify that a “majority” vote is the greater number of voter’s present and that equal votes on resolutions will be defeated

RECOMMENDATION:

Administration recommends that Council adopts the first and second reading of Bylaw #01.25 - *Development Authority Bylaw* and that any further changes (if applicable) will be brought to the Regular Council Meeting on February 18, 2025, for third and final reading.

DISCUSSION:

Development Authority Bylaw 01.25 will better align with current best practices and provide further guidance on the roles and responsibilities of Commission members and non-voting advisors within the meetings.

FINANCIAL IMPACT:

Administration costs associated with amending this bylaw.

STRATEGIC POLICY ALIGNMENT:

Adherence to the Municipal Government Act (MGA), Land Use Bylaw, Municipal Development Plan and support effective and informed governance.

COMMUNICATION STRATEGY:

After third and final reading, the Bylaw will be updated on our website, internal staff as well as Municipal Planning Commission members will be notified of the change, and the Planning and Development webpage will be updated to reflect the changes in the Bylaw.

MOTION:

That Council give first reading to Development Authority Bylaw #01.25.

MOTION:

That Council give second reading to Development Authority Bylaw #01.25.

Prepared by:
Antonia Strilisky
Development Officer

Reviewed by:
Reg Johnston
Manager of Economic
Development

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

TOWN OF DRUMHELLER
BYLAW NUMBER 01.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Development Authority Bylaw

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA,
PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING
CHAPTER M26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS
THERETO, TO PROVIDE FOR THE APPOINTMENT OF A DEVELOPMENT AUTHORITY

WHEREAS, section 625 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, and amendments thereto, provides that a council must, by bylaw, provide a development authority to exercise development powers and perform duties on behalf of the municipality;

AND WHEREAS, section 625 (1) of the *Municipal Government Act*, provides that a council may by bylaw establish a Municipal Planning Commission;

AND WHEREAS, section 625 (3) of the *Municipal Government Act* provides that a bylaw establishing a Municipal Planning Commission must prescribe the functions and duties of the commission;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Development Authority Bylaw."

2. DEFINITIONS

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

- a) "*Act*" means the Municipal Government Act, RSA 2000 c. M-26 as amended from time to time, and its successor legislation;
- b) "*CAO*" means the Chief Administrative Officer of the *Town* as appointed by *Council*, or their delegate;
- c) "*Commission*" means the Municipal Planning Commission of the Town of Drumheller;
- d) "*Council*" means the *Council* of the Town of Drumheller;
- e) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation.
- f) "*Development Authority*" means a designated body or board which is authorized and assigned by *Council* to enforce the provision of the *Act* and its regulations, the Subdivision and Development Regulation, a subdivision approval, the conditions of a development permit, and the *Land Use Bylaw*;
- g) "*Development Officer*" means the *Development Officer* of the Town of Drumheller

established pursuant to the *Land Use Bylaw*;

- h) “*Intermunicipal Subdivision and Development Appeal Board*” means the appeal board as outlined within the Palliser Intermunicipal Development and Subdivision Appeal Board Bylaw #17.21 as amended from time to time and its successor legislation;
- i) “*Land Use Bylaw*” means the Town of Drumheller Bylaw #16.20 as amended from time to time and its successor legislation;
- j) “*Land Use District*” means the areas within the jurisdiction of the *Town* that have been delineated in accordance with the *Land Use Bylaw*, and in accordance with the *Act*;
- k) “*Member*” shall mean a member of the *Commission* appointed pursuant to this Bylaw;
- l) “*Member-at-large*” shall mean a member of the general public appointed by *Council* to a committee of *Council*;
- m) “*Town*” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and where the context requires, means the area contained within the corporate boundaries of the said municipality;
- n) “*Planner*” means a person or organization hired by the *Town* to perform duties of a Professional Planner for the *Town*;
- o) “*Regulations*” means the Subdivision and Development Regulation, AP 43/2002, as amended from time to time and its successor legislation.

3. DEVELOPMENT AUTHORITY

- 3.1 The office of the *Development Officer* is hereby constituted and shall be appointed by the CAO of the Town of Drumheller.
- 3.2 The *Development Officer* shall act as a *Development Authority* as outlined in this Bylaw and shall review and render decisions on Development Permit Applications which:
 - a) are deemed permitted uses; and
 - b) require a setback relaxation as outlined in the *Land Use Bylaw*.
- 3.3 The *Commission* is hereby established as a committee of *Council* and shall operate in accordance with the *Council & Committee Meeting Procedure Bylaw*, except for where otherwise provided within this bylaw.
- 3.4 The *Commission* shall act as a *Development Authority* as outlined in this bylaw and shall review and render decision on Development Permit Applications which:
 - a) require a variance for setbacks, building heights, and site coverage up to 50%, as outlined in each specific *Land Use District*, which are deemed by the *Development Officer* not to have a negative impact on adjacent lands or uses; and
 - b) discretionary uses of land and/or buildings as outlined each specific *Land Use District*, which are deemed by the *Development Officer* not to have a negative

impact on adjacent lands or uses.

4. MEMBERSHIP

4.1 The *Commission* shall consist of:

- a) no less than two (2) elected officials of *Council*; and
- b) up to five (5) *members-at-large* appointed by *Council*;

4.2 No *member* of the *Commission* may be;

- a) an employee of the Town of Drumheller;
- b) a person that carries out subdivision or development powers, duties, and functions on behalf of the *Town*; or
- c) a person who is a member of the Intermunicipal Subdivision and Development Appeal Board.

4.3 The appointment of a *member-at-large* terminates:

- a) upon the expiry of their term as established as a resolution of *Council*;
- b) if the *member* ceases to be a resident of the *Town*;
- c) the *member* becomes a Councillor for the *Town*;
- d) if the *member* meets any of the conditions outlined in section 4.2 of this Bylaw; or
- e) if the *member* is removed from the *Commission* by a resolution of *Council*.

4.4 The following shall serve as non-voting advisors to the *Commission* and shall attend *Commission* meetings as required:

- a) The *Development Officer*;
- b) A *Planner*; and
- c) The *CAO*.

4.5 Where necessary, the *Commission* may invite other persons to attend its meetings in an advisory capacity, but such persons may not vote nor take part in the decision making of the *Commission*.

4.6 No *member* shall discuss, debate, or be involved in the decision-making matter before the *Commission* where the *member* has bias in relation to that matter. The *member* shall declare their bias before any discussion of the matter and shall remove themselves from the meeting for the discussion, debate, and decision of the matter, and their declaration shall be recorded in the meeting minutes.

5. MUNICIPAL PLANNING COMMISSION SECRETARY

5.1 The *Commission* Secretary shall be appointed by the CAO or their designate.

5.2 The *Commission* Secretary shall:

- a) ensure that all circulation requirements of the *Act, Regulations, Land Use Bylaw*, and any other municipal bylaws are adhered to;
- b) ensure that all noticing and advertising requirements of the *Act, Regulations, Land Use Bylaw*, and any other municipal Bylaws are adhered to;
- c) ensure there is quorum for all meetings;
- d) prepare all decisions and reasons for the decision of the *Commission* for execution by the Chair or Vice Chair;
- e) send out all decisions of the *Commission* to relevant parties in accordance with the *Act* and the *Land Use Bylaw*;
- f) record, prepare, and maintain minutes of the *Commission* meetings;
- g) ensure *Council* is presented with signed *Commission* meeting minutes within two (2) weeks of approval;
- h) keep and maintain on file for inspection by the public during office hours the following documentation and information:
 - i) A register of all applications for development permits and subdivision approvals including the supporting documentation;
 - ii) Records of all *Commission* decisions and reasons thereto; and
 - iii) *Commission* agenda packages and meeting minutes;
- i) carry out such other administrative duties and functions that the *Commission, CAO, or Development Officer* may direct.

6. CONDUCT OF BUSINESS

6.1 *Council* members of the *Commission* shall be appointed at *Council's* annual Organizational meeting for a one (1) year term. Any member of *Council's* appointment to the *Commission* shall terminate upon ceasing to be a member of *Council*.

6.2 *Council* shall appoint an alternate member of *Council* to act when any of the *Council* members are unable to attend a *Commission* meeting.

6.3 The *Commission* shall elect a Chairperson and a Vice Chairperson from its *members*.

6.4 Three (3) *members* of the *Commission* shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Chairman.

6.5 Only those *members* of the *Commission* present at a meeting of the *Commission* shall vote

on any matter before it.

- 6.6 *Members* of the *Commission* will be deemed present at a meeting if attending either in person, or via an online video call.
- 6.7 The decision of the majority of the *members* present at a meeting duly convened shall be deemed to be the decision of the whole *Commission*. If there are an equal number of votes for or against a resolution, the resolution is defeated.
- 6.8 The *Commission* shall hold such meetings as are necessary to fulfill the *Commission's* responsibility.
- 6.9 The *Commission* may make rules as are necessary for the conduct of its meetings and its business that are consistent with this bylaw, Municipal Development Plan, *Land Use Bylaw*, Area Structure Plans and Provincial Acts and Regulations.
- 6.10 The remuneration, travelling, and other expenses of the Chairperson and other *members* of the *Commission* shall be established by *Council* resolution and/or policies.
- 6.11 When rendering a decision on any development permit application the *Commission* may;
- a) issue a permit with or without conditions;
 - b) defer the application and request further information; or
 - c) refuse the application, stating reasons for the refusal.
- 6.12 The *Commission* shall give its decisions in writing, including reasons for approval or refusal, and must state whether the appeal lies with the;
- a) *Intermunicipal Subdivision and Development Appeal Board*; or
 - b) Municipal Government Board.
- 6.13 An order, decision, notice, approval, endorsement, or any other thing issued by the *Commission* may be signed on its behalf by its Chairperson, Vice-Chairperson, a *Development Officer* or the *CAO*.

7. SEVERABILITY

- 7.1 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.

8. TRANSITIONAL

- 8.1 Bylaw #32.08 is hereby repealed.
- 8.2 This bylaw comes into full force and effect upon third and final reading and when duly signed and sealed.
- 8.3 Upon the coming into force of this bylaw, the *members* appointed pursuant to Bylaw #32.08 are continued as *members* under this Bylaw until new *members* are appointed in accordance with this Bylaw.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____, 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

TOWN OF DRUMHELLER

BY-LAW # 32-08

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE APPOINTMENT OF DEVELOPMENT OFFICER AND THE ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION.

PURSUANT to Section 624 of the Municipal Government Act, the town of Drumheller Council duly assembled, enacts as follows:

1. The Drumheller Development Authority shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure than any proposed development is in accordance with the purpose, scope of intent of the municipal development plan, land use bylaws, area structure plans and/or area redevelopment plans.
2. The Drumheller Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized to receive, consider and decided on applications for development permits in the manner prescribed in the Land Use Bylaws.

APPOINTMENT OF DEVELOPMENT OFFICER

3. Council may, by resolution, appoint Development Officer(s).

ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

4. That a Commission know as the Municipal Planning Commission of the town of Drumheller, hereinafter called "the Commission" is hereby established.
5. The Commission shall be composed of not less than three persons appointed by resolutions of Council.
6. No person who is a member of the Subdivision and/or Development Appeal Board shall be appointed to act as a member of the Commission.
7. The Commission shall elect a Chairman and Vice-Chairman from its members.
8. Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

9. Any vacancy caused by death, retirement or resignation of a member may be filled by resolution of the Council.
10. A person is disqualified from remaining a member of the Commission if such person is absent from three consecutive meetings, or has attended less than 75% of the meetings within any calendar year. Notwithstanding the above, a person is not disqualified if his/her absence is authorized by a resolution of the Commission.
11. The Commission shall not be disbanded, nor a member of it discharge without cause.
12. Three members of the Commission shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Commission.
13. Only those members of the Commission present at a meeting of the Commission shall vote on any matter before it.
14. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Commission.
15. The Commission shall hold such meetings as are necessary to fulfil the Commission's responsibilities.
16. The Commission shall have prepared and maintained a file of written minutes of the business transacted at all meetings of the Commission, copies of which shall be regularly filed with the Council.
17. The Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Bylaw and the Municipal Government Act and municipal Government Amendment act.
18. The remuneration, travelling and living expenses of the Chairman and other members of the Commission shall be established by resolution of the Council.
19. The setting of fees for any matter coming before the Commission shall be established by resolution of Council as it considers necessary.
20. A secretary of the Commission shall be appointed by the Chief Administrative Officer.
21. The Commission may make its orders, decisions, development permits and approvals and issue notices with or without conditions.

- 22. This Bylaw comes into effect upon the date of its being finally passed.
- 23. This Bylaw shall repeal Bylaw 01-98 .

READ A FIRST TIME THIS 27th day of October, 2008

READ A SECOND TIME THIS 27th day of October, 2008

READ A THIRD TIME THIS 27th day of October, 2008



Chief Elected Officer



Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Safety Codes Services Request for Proposal Award
DATE:	January 20, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer
ATTACHMENTS:	N/A

SUMMARY:

The Request for Proposal (RFP) for the Safety Codes Services was posted on the bids&tenders on October 29, 2024, for a contract to begin April 1, 2025. The opportunity closed on December 10, 2024, with a total of three (3) proposals received (below). Each proposal met the mandatory criteria. The Town received proposals from:

- Park Enterprises LTD.;
- Superior Safety Codes Inc.; and
- The Inspections Group Inc.

All three agencies scored similarly within the Technical Evaluation Criteria, however the Cost Proposal Evaluation differed widely. The applications' agency fee portions were assessed against eight (8) real developments that have occurred within the Town of Drumheller. These include a mixed range of residential and commercial developments to assess the agency fees that would be charged by each prospective agency.

The scores for the three proposals are summarized as follows:

Agency	Technical Evaluation Total /65	Cost Proposal /35	RFP Submission Total /100
Park Enterprises LTD	52	26	78
Superior Safety Codes Inc.	58	35	93
The Inspections Group Inc.	52	16	68

RECOMMENDATION:

After a review by Administration, and as part of our role as safety codes administration, our recommendation is that the Town of Drumheller (TOD) select Superior Safety Codes Inc. to provide Safety Codes Services from April 1, 2025 – March 31, 2028, unless otherwise extended.

Superior Safety Codes Inc. is the current provider of Safety Codes Services. Superior Safety Codes Inc. has provided Administration with a plan for transitioning the current contract held to the new contract.

DISCUSSION:

An RFP was posted to seek proposals from agencies accredited in all service categories for the provision of the Safety Codes Services in the disciplines of:

- Building,
- Electrical,
- Gas,
- Plumbing,
- and Private Sewage Disposal Systems.

The successful proponent will be responsible for conducting inspections and issuing permits in compliance and adherence with:

- The Safety Codes Act
- National Building Code – 2019 Alberta Edition,
- National Plumbing Code of Canada 2015,
- CSA C22.1-21 Canadian Electrical Code (25th Edition),
- TOD's Bylaw 15.24 (Safety Codes Permit Bylaw),
- TOD's Quality Management Plan (QMP),
- and other relevant regulations and standards.

Administration has reviewed the responses received to the RFP issued in December 2024. Applications included an overview of services offered; their respective approaches to compliance with the TOD's Quality Management Plan (QMP); as well as response times, fees, and other areas of performance.

The proponent's proposals were evaluated in two parts:

Item	Weighting
Technical Proposal	65
Cost Proposal	35

The criteria evaluated within the Technical Proposal were as follows:

Technical Evaluation Criteria	
Qualifications of personnel to be assigned	25
Availability and capability to meet work requirements	20
Familiarity with the Town's existing infrastructure, soil conditions & engineering standards	10
Related experience on similar services	10
Technical Evaluation Total	65

The Cost Proposals evaluated as follows:

Cost Proposal Evaluation		35
Cost Proposal Calculated Score	Calculation to be adjusted to include only the Companies which pass the technical evaluation. Score = (Lowest Cost Submission/RFP Cost of Services) x 35	

Due to the cost proposals, agency fees were assessed against real constructions within the Town of Drumheller. Within this comprehensive list of real projects, Superior Safety Codes Inc. was approximately 36% less expensive than the second closest proponent. They were lower on all individual projects and inspections as well.

The similarities in the basic service levels offered by the three respondents show that these companies are equally competent at performing the tasks of an inspection service provider. However; in several key areas the **Superior Inspection Services Inc.** package excels, including in:

- Response to calls for inspections 24 – 48 hours;
- Payment for services only upon completion of inspections;
- Exceeding the minimum requirements of the QMP;
- Online inspection booking;
- Familiarity with Town infrastructure, soil conditions and Flood requirements; and
- Fees considerably lower than the competitors.

The above factors are reflected in the final evaluation scores for the proponents.

FINANCIAL IMPACT:

Due to the contract extensions between the Town of Drumheller and Superior Safety Codes, there have been no changes to the fees charged by the Agency since January 2017.

A fee analysis has been conducted comparing the current contract provider rates with the 2024 proposals submitted by Superior Safety Codes Inc. An overview of the agency fee increases associated with each permit type are as follows:

Permit Type		Average Percentage Increase
Building	Minimum fee	6%
	Based on construction value	0%
Electrical	Single Family Residential	9%
	Based on Construction Value – < \$10,000	5%
	Based on Construction Value – > \$10,000	1%
Gas	Outlets	5%
	Non-Residential	4%
Plumbing	Outlets - <10	11%
	Outlets - >10	5%
PSDS		28%

The costs of the agency fees are entirely covered within the permit fees charged to the customer. Permit fees currently cover the following:

- Agency Fees
- Safety Codes Council Levy (4% permit fees to a maximum \$560)
- Town of Drumheller portion

Due to the agency fees being charged when permits are closed rather than issued, it is difficult to determine when fees will be invoiced to the Town. As per the QMP, permits are inspected and closed within 1-2 years unless extended.

Budget for Professional Services for 2025 increased 5.94% from 2024. However, as the revenue for safety codes permits for 2024 increased by 42.5%, Administration anticipates a similar expense for the 2025 Professional Services budget.

Due to the increase in Agency Fees, Administration also recommends increasing the permit fees charged to the applicant to ensure these fees and administrative fees are covered. This recommended fee increase is to be presented as an amendment to the Fees, Rates and Charges Bylaw 36.24.

STRATEGIC POLICY ALIGNMENT:

Adherence to the Municipal Government Act (MGA), Town of Drumheller Quality Management Plan (QMP), Safety Codes Act, and Town of Drumheller's Bylaw 15.24 (Safety Codes Permit Bylaw) and support effective and informed governance.

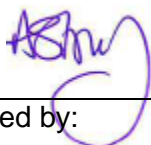
COMMUNICATION STRATEGY:

A letter of award will be sent to the successful proponent. Letters of non-award will be sent to the unsuccessful proponents.

Communications to local stakeholders, developers, contractors, and trades people will be made to notify them of the contract award.

MOTION:

Moves that Council award the Safety Codes Services contract to Superior Safety Codes Inc for a period from April 1, 2025 – March 30, 2028.



Prepared by:
Antonia Strilisky
Development Officer



Reviewed by:
Reg Johnston
Manager of Economic
Development



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



REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program – Flood Mitigation Program Financial Audit
DATE:	January 20, 2025
PRESENTED BY:	Graham Waugh, P.Eng., Project Engineer Flood Resiliency Program
ATTACHMENTS:	N/A

SUMMARY:

In past years, stand-alone financial audits of the Drumheller Resiliency and Flood Mitigation Program (DRFMP) were completed on a case-by-case basis for the sake of funding partners and in response to public comments. Previous audits of the DRFMP have shown a record of responsible fiscal management and therefore Administration recommends that going forward, the DRFMP be adopted as a regular part of the Town's annual audits instead of as a separate audit. This will eliminate the additional cost of completing a stand-alone audit on the DRFMP while ensuring the same level of financial review that other Town departments receive.

RECOMMENDATION:

Administration recommends that the DRFMP Annual Financial Audit be adopted as a regular part of the Town's annual audits beginning with the 2024 annual audit.

DISCUSSION:

For the past several years, stand-alone financial audits have been carried out on the DRFMP for the sake of funding partners and in response to public comments to ensure responsible and transparent fiscal management. Previous audits of the DRFMP have shown a record of responsible fiscal management. To increase efficiency and reduce administrative burdens, it is recommended that the DRFMP be included as a regular and ongoing part of the Town's annual audits. This will help reduce administrative costs and auditor fees, while ensuring ongoing transparency of the program.

FINANCIAL IMPACT:

There are no additional auditor fees associated with including the DRFMP within the Town's annual financial audit. There will be marginal cost savings due to the reduced staff time needed for coordinating with the auditor and communicating the results to Council.

STRATEGIC POLICY ALIGNMENT:

The financial audit is in line with the Town's goal of responsible fiscal management and transparency in its operations.

COMMUNICATION STRATEGY:

The Town will continue to communicate the findings of its annual audit via its website and normal communication channels.

MOTION:

That the Drumbheller Resiliency and Flood Mitigation Program become a regular part of the Town's annual financial audits beginning with the 2024 fiscal year end and for each subsequent year of the program.



Prepared by:
Graham Waugh, P.Eng
DRFMO Project Engineer



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



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



Reviewed by:
Victoria Chan, CPA,
CGA, LL.B, LL.M
Chief Financial Officer

REQUEST FOR DECISION

TITLE:	Drumheller Valley Sports Committee Bylaw #04.25
DATE:	January 20, 2025
PRESENTED BY:	Rick Ladouceur – Manager of Recreation, Arts & Culture
ATTACHMENTS:	(Draft) Bylaw #04.25– Drumheller Valley Sports Committee Bylaw

SUMMARY:

Council appointed individuals to the Drumheller Sports Council Task Force (DSCTF) in May 2024 to develop the terms of reference which will establish the Drumheller Valley Sports Committee in 2025. In accordance with the *Municipal Government Act (MGA), RSA 2000, c M-26*, a committee of Council must be established by a Bylaw.

RECOMMENDATION:

That Council gives first and second reading to *Bylaw #04.25 – Drumheller Valley Sports Committee Bylaw*, as presented.

DISCUSSION:

On July 4, 2024, the DSCTF reviewed the Task Force’s Terms of Reference. The DSCTF determined that their primary objective is to unite individuals with a shared interest in promoting sports throughout the Drumheller Valley, emphasizing the overall benefits of sports rather than focusing solely on individual sports. Key discussion topics included sports tourism, facilities, new sports prospects, funding opportunities, not-for-profit status, and recommendations to Council.

On October 2, 2024, the DSCTF again reviewed the terms of reference, and considered possibly forming a not-for-profit organization. The discussion highlighted many benefits, including access to casino funding, grants, tax exemption, and increased credibility in the community. The members in attendance stated that they would develop a revised Terms of Reference that included the possibility of opting for not-for-profit status.

Oct 29, 2024, the DSCTF members discussed the pros and cons of an Advisory Committee vs. Not-for-Profit.

Advisory Committee	
Pros	Cons
Having a connection with the Town of Drumheller Council and including a Councillor on the committee is important.	Some limitations of funding
Parks & Recreation Master Plan recommended a Sports Council	Advisory Committee role is primarily advisory
Fundraising is still an option with major projects and would have an extensive fundraising approach	Advisory committee can take time to develop
The Council can control who is a member or not on the committee	Committee members must be aware of any benefits and possible conflicts of interest

Task Force created a Solid Terms of Reference	Potential loss of autonomy with committee members may push for changes that do not align with the Terms of Reference
Town of Drumheller administrative support	
Advisory boards can help sport development gain a new perspective by providing unbiased advice and observations	
Succession planning is likely to occur	
Efficiency regarding recommending new procedures and contributing to sport development	
Not-for-Profit	
Pros	Cons
Recognized as a charitable group has a presence in the community	By-laws will need to be created
The ability to apply for more grants and casinos	AGMs, anyone could run for office with their own platform, which might be contrary to the Parks & Recreation Master Plan
Full decision-making authority	There is no direct link to the council, which leads to a lack of influence for change and progress
Responsible for governing the organization	Some might view the Manager of Recreation as a conflict of interest
Tax exemptions and tax-deductible donations	Casinos are now allowing more charitable groups to apply, which narrows the chance to host
	Nonprofits must keep detailed records and submit annual filings
	Nonprofits are subject to laws and regulations

The DSCTF voted to remain an advisory committee after reviewing both pros and cons.

Bylaw #04.25 - Drumheller Valley Sports Committee has been drafted in accordance with the recommendations provided by the DSCTF for Council's consideration. This bylaw encompasses comprehensive terms of reference that align closely with the essence of the Task Force's recommendations.

FINANCIAL IMPACT:

It is understood the position on the Drumheller Valley Sports Committee is voluntary with no financial remuneration. The Manager of Recreation, Arts & Culture will provide administrative support to the Drumheller Valley Sports Committee, and the costs will be absorbed internally within the current operating budget of Recreation, Arts & Culture.

COMMUNICATION STRATEGY:

Recreation, Arts & Culture will work with the Communications team to inform the public that the Drumheller Sports Council Task Force completed its work with the establishment of the

Drumheller Valley Sports Committee as outlined in Bylaw #04.25. After third and final reading when Bylaw #04.25 has been passed by Council resolution, Administration will request that Council formally disband the Drumheller Sports Council Task Force.

STRATEGIC POLICY ALIGNMENT:

The establishment of a Sports Committee aligns with the Town of Drumheller's strategic goals and priorities by promoting community engagement, enhancing recreational opportunities, and fostering a healthier and more active community, and aligns with Parks & Recreation Master Plan adopted in 2023.

MOTION:

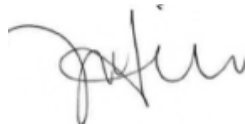
That Council gives First Reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

MOTION:

That Council gives Second Reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

Rick Ladouceur

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



Reviewed by:
Victoria Chan
Chief Financial Officer



Approved by:
Darryl Drohomerski
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 04.25
DEPARTMENT: RECREATION, ARTS & CULTURE

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE DRUMHELLER VALLEY
SPORTS COMMITTEE

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

AND WHEREAS, section 145 of the *MGA* provides for a council, by bylaw, to establish the functions of the committee and the procedures to be followed by it;

AND WHEREAS, the *Council* of the Town of Drumheller desires to diversify and expand its sports communities accessibility;

AND WHEREAS, the *Council* of the Town of Drumheller desires to identify goals and objectives for sports participation and inclusivity;

AND WHEREAS, the *Council* of the Town of Drumheller desires to collaborate with all member organizations to support a coordinated approach to advancing sport in the Town of Drumheller;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Drumheller Valley Sports Committee 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) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the Town of Drumheller, or their designate;
- c) "*Code of Conduct*" means the *Bylaw #8.18 - Council Code of Conduct Bylaw*, as amended from time to time, and its successor legislation;
- d) "*Council*" means the Mayor and Councillors of the Town of Drumheller;
- e) "*Councillor*" means a member of the *Council* of the Town of Drumheller, duly elected or appointed in accordance with the *Municipal Government Act*.
- f) "*Council & Committee Meeting Procedure Bylaw*" means the *Council & Committee Meeting Procedure Bylaw #04.21*, as amended from time to time, and its successor legislation.

- g) “*Drumheller Valley Sports Committee*” or “*Committee*” means the Drumheller Valley Sports Committee appointed in accordance with this Bylaw;
- h) “*Letter of Endorsement*” means a formal written document issued by a sports organization, expressing official support or approval for individual, or application, to strengthen credibility within the context of sports and recreation.
- i) “*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;
- j) “*Organizational Meeting*” means the meeting held once per year to establish leadership, adopt bylaws, and set foundational procedures for operations.
- k) “*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;
- l) “*Vice Chair*” means the member responsible for the duties of the *Chair*, in the absence of the *Chair*.

3. ESTABLISHMENT

3.1 The *Drumheller Valley Sports Committee* is hereby established.

3.2 The *Committee* shall:

- a) provide an important forum for identifying the *Town’s* and surrounding neighbour’s concerns and opportunities regarding recreation; and
- b) serve as an advisory group for *Council* on effective policy and service provision regarding sports initiatives and partnerships within the *Town*.

4. OBJECTIVES

4.1 The objectives of the *Committee* shall be to:

- a) work on financial strategies to secure funding, sponsorship, and grants to support sports development activities, ensuring long-term financial stability;
- b) develop and implement long-term strategies to enhance the overall growth and sustainability of sports within the community;
- c) create strategies to enhance hosting and tourism opportunities for the *Town* and surrounding areas;
- d) identify opportunities for facility upgrades or new infrastructure to ensure that sports venues meet current standards, promoting a safe and enjoyable environment for participants and spectators;

- e) facilitate information sharing between sports organizations and to improve a variety of sports opportunities, venues, and partners to bring sports events and tourism to the *Town* and surrounding areas;
- f) emphasize the importance of sports in building a healthy community for all residents in the *Town* and surrounding areas;
- g) provide an inclusive and accessible environment for community diversity for all sporting experiences;
- h) provide sports development advice to *Council* for the benefit of residents of the *Town* and surrounding area;
- i) provide recommendations for the Recreation, Arts, & Culture Department's annual operating budget and/or 10-year Capital Plan as it pertains to sports development for the *Town* and the surrounding areas; and
- j) work collaboratively with *Town* Administration and relevant stakeholders to identify, advocate for, support, or facilitate grant, donation, or funding opportunities that align with the mandate, priorities, and objectives of the *Committee* and the *Town*.

5. MEMBERSHIP

5.1 The *Committee* shall consist of a minimum of six (6) and a maximum of (8) voting members, the composition of which shall be as follows:

- a) between five (5) and seven (7) members at large; and
- b) one (1) Councillor.

5.2 The *Committee* shall consist of the following non-voting members:

- a) the Manager of Recreation, Arts, and Culture; and
- b) one (1) representative from Travel Drumheller, appointed at the Travel Drumheller organizational meeting.

5.3 The term of each member-at-large shall be for three (3) years.

5.4 The *Councillor* shall be appointed to the *Committee* annually at the *Organizational Meeting of Council*.

5.5 The *Councillor* cannot function as *Chair* or *Vice Chair*.

5.6 Members-at-large of the *Committee* shall have the following qualifications:

- a) Current involvement in service provision, policy, or program development in sports for the *Town* and surrounding areas;
- b) A "*Letter of Endorsement*" from their sports organization;

- c) Strong community networks and linkages;
 - d) The ability to participate constructively in an advisory role;
 - e) Represent a broad cross section of community interests that reflects the diversity of the *Town* and surrounding areas;
 - f) Strong understanding of the *Town* and its social, environmental, and economic influences;
 - g) Excellent knowledge and understanding of local issues that apply to sports development;
 - h) Be willing to contribute positively to meetings without bias;
 - i) Be able to look beyond personal interests for the benefit of the *Town* and surrounding areas;
 - j) Aptitude to encourage participation from and provide feedback to the community about sports;
 - k) An ability to commit to the *Committee* for the required duration; and
 - l) Willingness to celebrate the success and achievements of sports in the *Town* and surrounding areas.
 - m) Live or operate a business within the *Town* boundaries; and
 - n) Not have any direct affiliation with the *Town* or its *Council*.
- 5.7 The *Town* is committed to supporting all members from diverse and inclusive backgrounds. The *Committee* will establish guidelines and standards to promote social and cultural inclusion for groups or individuals from various backgrounds.
- 5.8 Members shall be appointed by resolution of *Council*, following the submission of an application.
- 5.9 The *Committee* may recommend individuals to *Council* for appointment to the *Committee* by submitting signed minutes that include the motion to recommend these individuals.
- 5.10 The *Committee* may recommend to *Council* an increase or decrease in membership of the *Committee*.
- 5.11 No member at large shall exceed six (6) consecutive years unless approved by a resolution of *Council*.
- 5.12 If a member misses three (3) consecutive regular meetings, unless the absence is approved by a resolution of the *Committee*, the *Town* Administration may declare the office of that absent member vacant upon the recommendation of the *Committee*.
- 5.13 If a member of the *Committee* is unable or unwilling to continue to serve as a member, *Council* may, by resolution, appoint a replacement.

5.14 Membership on this *Committee* is voluntary and does not come with any financial compensation.

6. SELECTION OF CHAIR

6.1 The Manager of Recreation, Arts, & Culture shall preside at regular meetings of the *Committee* until a *Chair* is elected pursuant to this bylaw.

6.2 The *Chair* and *Vice Chair* shall be selected by a majority vote of the members-at-large of the *Committee* at the first meeting of each calendar year or as soon as practicable thereafter.

6.3 The *Chair* and *Vice Chair* shall serve a term of one (1) year or until a successor is elected as per Section 6.2 of this policy.

6.4 Members may be re-elected to the position of *Chair* or *Vice Chair* but shall not serve more than two (2) consecutive years in the same position unless otherwise approved by the majority of the *Committee*.

6.5 The *Chair* shall preside over all meetings of the *Committee* and ensure that:

- a) meetings are conducted in accordance with applicable Town policies and procedures; and
- b) fair opportunities for views and opinions are voiced and discussed by the *Committee*.

6.6 The *Vice Chair* will chair meetings in the *Chair's* absence or inability to act.

6.7 In the event of a vacancy in the office of *Chair*, the *Vice Chair* shall assume the role of *Chair* for the remainder of the year.

6.8 If the *Vice Chair* role becomes vacant or the *Vice Chair* assumes the permanent role of *Chair*, the *Committee* shall elect a new *Vice Chair* from among its members-at-large in accordance with Section 6.2 of this policy.

7. MEETING PROCEDURES

7.1 A meeting may be called by the *Chair* of the *Committee* or by request of a member through the *Chair*.

7.2 Quorum shall consist of the majority of voting members.

7.3 Meetings shall be conducted in accordance with good meeting practices on a consensus basis; when consensus cannot be reached, decisions shall be made in accordance with *Roberts Rules of Order, Newly Revised*.

7.4 Meetings shall be by any method and at such a frequency as deemed necessary; however, the *Committee* shall convene at least four (4) times per year.

- 7.5 The *Committee* will annually establish and agree upon a schedule of meetings. In exceptional circumstances, the *Committee* reserves the right to cancel or reschedule a meeting.
- 7.6 The *Committee* will adhere to established meeting procedures in accordance with best practices, in accordance with *Council and Committee Meeting Procedure Bylaw 04.21* and *Roberts Rules of Order, Newly Revised*. A copy of Bylaw 04.21 shall be provided to members upon appointment.
- 7.7 The appointed recording secretary shall prepare minutes of each meeting, which shall be approved at a subsequent meeting and signed by the *Chair*.
- 7.8 Each member is entitled to one vote, and the Chair will cast a vote only in case of a tie.

8. RECORDING SECRETARY

- 8.1 *Town* Administration will appoint a recording secretary who is not a member at large and will not possess voting rights, and who will:
- a) organize meetings;
 - b) prepare and distribute agendas to all members;
 - c) record meeting minutes, which will be:
 - i) distributed to all members; and
 - ii) submitted to *Council* through the *Town's* Legislative Services department.
 - iii) Stored digitally according to the *Town's* retention and disposition policies and bylaws.

9. ADMINISTRATION SUPPORT

- 9.1 *Town* Administration will provide the following support to the *Committee*:
- a) Provide meeting space at the Badlands Community Facility (BCF), at no cost;
 - b) Facilitate a review process for the *Committee* and its terms of reference every three (3) years;
 - c) Provide information and education on good governance issues such as conflict of interest, confidentiality, and register of interests;
 - d) Organize the recruitment and selection process for *Committee* members; and
 - e) Compile and circulate agendas, attend meetings, and record and distribute minutes.

10. CONFLICT OF INTEREST AND CONFIDENTIALITY

- 10.1 The discussions and deliberation of the *Committee* are confidential. Members shall restrict discussions with non-Committee members to information that has already been made public.
- 10.2 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 10.3 Any real or perceived conflicts of interest that may arise through the course of participation on the *Committee* must be disclosed to the *Committee* members immediately. Conflict of interest occurs when a *Committee* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. Conflicts of interests may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Committee's* recommendations;
 - b) personal or family relationships with individuals whose remuneration may be affected by the *Committee's* decisions; and/or
 - c) any other situation that could lead to bias or partiality in the *Committee's* deliberations or recommendations.
- 10.4 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Committee* or the *Chair* for guidance.
- 10.5 The member in conflict of interest shall not vote on the issue, and unless otherwise directed by the *Committee*, shall be absent from the discussion.
- 10.6 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 10.7 Members must declare any conflict of interest before a meeting or beforehand and report it to the *Chair*. In such a case, the affected member will not have voting rights on the specific item, and the *Committee* might request the member to leave or excuse themselves from the room.
- 10.8 If it is determined that the conflict-of-interest position precludes the member's ability to continue his or her role on the *Committee*, the member shall resign from the *Committee* and a new member may be appointed in accordance with Section 5.

11. COMMITTEE REPORTING

- 11.1 Copies of the approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the relevant *Council* Committee of the Whole Agenda as information.
- 11.2 The *Committee* will report annually on its activities to *Council* prior to the 30th of September of each year.

12. AUTHORITY

12.1 The *Committee* is intended to act in an advisory capacity only; *the Council* shall not delegate any of *the Council's* powers, duties, or functions to the *Committee*.

13. TRANSITIONAL

13.1 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.

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

READ A FIRST TIME THIS ____ DAY OF _____, 2025.

READ A SECOND TIME THIS ____ DAY OF _____, 2025.

READ A THIRD AND FINAL TIME THIS ____ DAY OF _____, 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER