



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, February 3, 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 February 03, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the February 03, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the January 20, 2025, Regular Council Meeting**

[Regular Council Meeting – January 20, 2025 - Minutes](#)

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

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Manager of Economic Development**

8.1.1 **Repeal of Economic Development Advisory Committee (EDAC)**

[Request-for-Decision](#)
[\(Draft\) Bylaw #06.25 – Economic Development Advisory Committee Repealing Bylaw](#)

[Bylaw 12.18 – Economic Development Advisory Committee Bylaw](#)

Proposed Motion: That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

Proposed Motion: That Council give second reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

Proposed Motion: That Council give unanimous consent for third and final reading of Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw.

Proposed Motion: That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

8.2 Manager of Legislative Services

8.2.1 Remuneration and Expense Allowance for Mayor and Council

[Request-for-Decision](#)

[\(Draft\) Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council](#)

[\(Draft\) Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council \(with redline\)](#)

[Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council](#)

[Policy C-2-00 – Conference Attendance Policy](#)

[Policy C-06-04 – Travel Expenses](#)

[Appendix A - Provincial Travel Expense Policy](#)

Proposed Motion: That Council adopt *Policy LS-C-03 - Remuneration and Expense Allowance for Mayor and Council*, as presented, and that Policy C-06-04, Policy C-02-00, and Policy C-06-22 be repealed, all effective October 27, 2025.

8.3 Flood Resiliency Project Director

8.3.1 Flood Mitigation Program Update

[Request-for-Decision](#)

[Presentation - Flood Mitigation Program Update](#)

Proposed Motion: That Council accept the Flood Mitigation Program update, as presented, for information.

8.3.2 Nacmine Flood Protection Tender Award

[Request-for-Decision](#)

[Nacmine Berm Tender Recommendation Letter](#)

Proposed Motion: That Council award the Nacmine Flood Protection Project tender to Pidherney's Inc. in the amount of \$4,303,010.41 excluding GST.

8.3.3 **Rosedale Scarlett Flood Protection Tender Award**

[Request-for-Decision](#)

[Rosedale Scarlett Berm Tender Recommendation Letter](#)

Proposed Motion: That Council award the Rosedale Flood Protection Project tender to Pidherney's Inc. in the amount of \$5,248,625.58 excluding GST.

Proposed Motion: that Council award the Scarlett Flood Protection Project tender to Pidherney's Inc. in the amount of \$996,605.15 excluding GST.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.4 **Director of Corporate & Community Services**

8.4.1 **Fees, Rates and Charges Bylaw Amending Bylaw 05.25**

[Request-for-Decision](#)

[\(Draft\) Bylaw #05.25 – Amending Bylaw for Bylaw #36.24](#)

[Schedule “A” – 2025 Safety Codes Permits Fee Schedule \(redlined\)](#)

[Schedule “B”- 2025 Cemetery Fee Schedule \(redlined\)](#)

[Bylaw #36.24 - Rates, Fees and Charges Bylaw](#)

Proposed Motion: That Council give first reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*, as presented.

Proposed Motion: That Council give second reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*, as presented.

8.5 **Manager of Recreation, Arts and Culture**

8.5.1 **Drumheller Valley Sports Committee Bylaw #04.25**

[Request-for-Decision](#)

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

Proposed Motion: That Council gives third and Final Reading to Bylaw #04.25 - Drumheller Valley Sports Committee, as presented.

Proposed Motion: That Council formally disbands the Drumheller Sports Council Task Force, as of February 3, 2025.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

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

FOIP 17 - Disclosure harmful to personal privacy

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

Proposed Motion: That Council close the meeting to the public to discuss Local Public Body Confidences and Advice from Officials as per FOIP 17 - Disclosure harmful to personal privacy, FOIP 23 – Local public body confidences and FOIP 24 – Advice from officials.

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

10. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

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

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
Councillor Crystal Sereda
Councillor Tom Zariski
Councillor Lisa Hansen-Zacharuk (regrets)

Chief Administrative Officer: Darryl Drohomerski (remote)
Assistant Chief Administrative Officer: Esther Quiambao
Director of Corporate & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Director of Emergency & Protective Services: Greg Peters (regrets)
Communications Officer: Erica Crocker
Reality Bytes IT: David Vidal
Recording Secretary: Mitchell Visser

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Zariski announced that the skating trail in Newcastle Park is now open to the public. The skating trail is a partnership between the Badlands Trail Society, the Newcastle Community Association, and the Town of Drumheller.

Councillor Kolafa congratulated the Drumheller Dragons for being featured on Hockey Night in Canada on January 19th, 2025.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

M2025.06 Moved by Councillor Lacher, Councillor Kolafa
That Council adopt the agenda for the January 20, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – December 16, 2024 – Draft Minutes

M2025.07 Moved by Councillor Kolafa, Councillor Price
That Council approve the minutes for the December 16, 2024, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 5:40

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

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

Agenda Attachment: Request-for-Decision

M2025.08 Moved by Councilor Zariski, Councillor Lacher
That Council permit a leave of absence due to medical reasons for Lisa Hansen-Zacharuk 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.

CARRIED UNANIMOUSLY

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

Agenda Attachments: 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).

M2025.09 Moved by Councillor Kolafa, Councillor Price
That Council give second reading to Revised Bylaw #09.24 - Rosedale 1st Avenue S Road Closure, as presented.

CARRIED UNANIMOUSLY

M2025.10 Moved by Councillor Sereda, Councillor Price
That Council give third and final reading to Revised Bylaw #09.24 - Rosedale 1st Avenue S Road Closure, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #03.25 – 9th Street E East Coulee Road Closure (1st Reading).

M2025.11 Moved by Councilor Zariski, Councillor Lacher
That Council gives first reading to Bylaw #03.25 – 9th Street E East Coulee Road Closure and set the Public Hearing date for Monday, February 18, 2025.

CARRIED UNANIMOUSLY

8.1.4 Development Authority Bylaw #01.25

Agenda Attachments: Request-for-Decision; Draft Bylaw #01.25 – Development Authority Bylaw (1st Reading); Bylaw #32.08 – Development Authority Bylaw.

M2025.12 Moved by Councillor Sereda, Councillor Lacher
That Council give first reading to Development Authority Bylaw #01.25, as presented.

CARRIED UNANIMOUSLY

M2025.13 Moved by Councillor Kolafa, Councillor Lacher
That Council give second reading to Development Authority Bylaw #01.25, as presented.

CARRIED UNANIMOUSLY

8.1.5 Safety Codes Services Request-for-Proposal Award

Agenda Attachment: Request-for-Decision

- M2025.14** Moved by Councillor Price, Councillor Sereda
That Council award the Safety Codes Services contract to Superior Safety Codes Inc for a period from April 1, 2025 – March 30, 2028.

CARRIED UNANIMOUSLY

8.2 Flood Resiliency Project Director

8.2.1 Flood Mitigation Program Financial Audit

Agenda Attachments: Request-for-Decision

- M2025.15** Moved by Councillor Kolafa, Councillor Price
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.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

8.3 Director of Corporate & Community Services

8.3.1 Drumheller Valley Sports Committee Bylaw #04.25

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #04.25 – Drumheller Valley Sports Committee Bylaw.

- M2025.16** Moved by Councillor Lacher, Councillor Kolafa
That Council give first reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

CARRIED UNANIMOUSLY

- M2025.17** Moved by Councillor Price, Councillor Sereda
That Council give second reading to Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw, as presented.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

YouTube Timestamp: 38.25

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

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

M2025.18 Moved by Councillor Price, Councilor Zariski
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.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:04 p.m.

M2025.19 Moved by Councillor Lacher, Councilor Zariski
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 6:30 p.m.

10. ADJOURNMENT

M2025.20 Moved by Councillor Kolafa, Councillor Sereda
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 6:30 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Repeal of Economic Development Advisory Committee
DATE:	February 3, 2025
PRESENTED BY:	Reg Johnston, Manager of Economic Development
ATTACHMENTS:	(Draft) Bylaw #06.25 – Economic Development Advisory Committee Repealing Bylaw Bylaw 12.18 – Economic Development Advisory Committee Bylaw

SUMMARY:

The Economic Development Advisory Committee (EDAC) was created in 2006 to have public input and assist with Economic Development initiatives.

EDAC is made up of members at large from various community groups, and council members, to promote the region and identify investment opportunities. It completed most of the Economic Development Task Force’s longer-term goals. All but one of these goals are complete.

On Dec 13, 2024, EDAC met to discuss its purpose and future. The Committee made a motion to dissolve. To retain the value of the ongoing nature of the meetings, they had the following recommendations:

- Economic Development (Ec. Dev.) continues to report to Council on the progress of economic development initiatives.
- Ec. Dev. shares progress with the public at Council meetings quarterly.
- Collaborate with Starland County at other meetings regularly.
- Create a Taskforce if a major project opportunity is identified.

RECOMMENDATION:

That Council give first, second and third reading to Economic Development Advisory Committee Repealing Bylaw #06.25, thereby dissolving the EDAC.

DISCUSSION:

Much of the value of the ongoing nature of the committee is retained with the recommendations provided. A Task Force for larger projects is a better approach, when an opportunity is identified. Members of the committee and public are welcome to identify these opportunities with economic development at and time. Council, Administration and Economic Development continuously connects with business to seek opportunities to promote investment, and seek ways they can help business.

FINANCIAL IMPACT:

There is a reduction in administrative assistance required due to the dissolution of the committee, thereby reducing administrative costs.

STRATEGIC POLICY ALIGNMENT:

Council will continue to direct strategies and measure results within the Economic Development programs, while reducing red tape.

COMMUNICATION STRATEGY:

Ec. Dev. will share progress with the public at Council meetings quarterly. It will also inform the committee members of the result and thank them for their service if the motion is passed.

MOTION:

That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

MOTION:

That Council give second reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

MOTION:

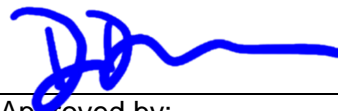
That Council give unanimous consent for third and final reading of Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw.

MOTION:

That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.



Prepared by:
Reg Johnston
Manager of Economic
Development



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

TOWN OF DRUMHELLER
BYLAW NUMBER #06.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Economic Development Advisory Committee (EDAC) Repealing 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 M-26 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS
THERE TO, TO PROVIDE FOR THE REPEAL OF THE ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE BYLAW

WHEREAS, pursuant to Section 191 of the Municipal Government Act, RSA 2000, Chapter M-26, Council has the power to pass a bylaw, amend or repeal a bylaw in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements;

AND WHEREAS, the Town of Drumheller (the "Town") deems it desirable to repeal the Economic Development Advisory Committee Bylaw #12.18;

NOW THEREFORE the Town of Drumheller, in the province of Alberta, hereby enacts the following:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Economic Development Advisory Committee (EDAC) Repealing Bylaw."

2. GENERAL

2.1 The Economic Development Advisory Committee Bylaw #12.18 is hereby repealed.

3. SEVERABILITY

3.1 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.

4. TRANSITIONAL

4.1 This Bylaw comes into full force and effect upon third and final reading and when duly signed and sealed.

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

Town of Drumheller

BYLAW 12.18

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS the Council of the Town of Drumheller desires to diversify and expand its tax base;

AND WHEREAS the Council of the Town of Drumheller desires to identify goals and objectives for economic development on a continual basis;

AND WHEREAS the Council of the Town of Drumheller desires to undertake tasks which will lead to a progressive approach to economic development over a long term;

AND WHEREAS the Council of the Town of Drumheller deems it necessary to maximize employment opportunities to retain and/or expand the population base;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint an advisory committee on development activities of the Town of Drumheller.

Now, therefore, the Council of the Town of Drumheller hereby enacts as follows:

I. Establishment of the Economic Development Advisory Committee

An Economic Development Advisory Committee is hereby established which shall be responsible for purposes of advising Town Council in matters pertaining to Community Development in the Town of Drumheller. The words Community Development shall be understood as meaning all kinds of activities which will improve the economic base and the cultural and environmental amenities of the Town of Drumheller.

II. Goals of the Economic Development Advisory Committee

- To improve the quality of life in the community and to stimulate development appropriate to the Town of Drumheller.
- To reconcile the need for broad representation of the various community groups involved in development with the need for an integrated development program.
- To marshal the necessary resources of the community to address the broadening range of development issues facing the Town.

III. Objectives

- a) To encourage and support the stability and orderly expansion of new and existing businesses and industries which will benefit the community.
- b) To encourage the promotion of development in the Town of Drumheller.

- c) To assist in attracting investment to Drumheller in sectors with a potential for growth.
- d) To assist in identifying and communicating investment possibilities within the Town of Drumheller to potential investors.
- e) To assist in enhancing the tourism industry by increasing Drumheller's share of the leisure and business travel market, and facilitating the development of existing and new tourism facilities and resources.

IV. Membership: The Advisory Committee shall consist of the following members:

- a) The Mayor.
- b) The Councillor appointed to the Advisory Committee. The Councillor shall be appointed annually at the Organizational Meeting of Council.
- c) Five persons who shall be members-at-large and who shall be appointed at the Organizational Meeting of Council for a three (3) year term. Wherever possible members should represent a cross-section of sectors which adds diversity to the Advisory Committee (Business, Health, Education, Oil & Gas, Agriculture, etc.).
- d) One person shall represent the Drumheller and District Chamber of Commerce.
- e) One person shall represent the Community Futures Drumheller.
- f) The Advisory Committee shall recommend to Town Council the appointment, or reappointment of any person to the membership of the Advisory Committee.
- g) The Advisory Committee may recommend to Town Council an increase or decrease in the total membership of the Advisory Committee.
- h) The C.A.O. and the Economic Development Officer shall act as resource staff to the Advisory Committee and shall not have voting privileges.
- i) No member-at-large shall exceed six consecutive years, without special permission from Council.
- j) All members of the Economic Development Advisory Committee shall be required to sign and follow a Code of Ethics as developed by the Economic Developers Association of Alberta.
- k) If any member shall be absent from three consecutive regular meetings (unless such absence be caused through illness or authorized by resolution of the Advisory Committee), the Council may, upon recommendation of the Advisory Committee, declare the office of such absent member to be vacant.

V. Conduct of Meetings

- a) A meeting may be called by the Chairman of the Advisory Committee or by request of a member through the Chairman.
- b) The Advisory Committee shall elect annually from its members, a Chairman and a Vice-Chairman for the ensuing year. Neither a member of the Municipal Administration or an Elected Public Official shall be eligible for selection as Chairman or Vice-Chairman.
- c) A quorum of the Advisory Committee shall consist of a majority of the members.
- d) Each member of the Advisory Committee, including Chairman, shall have one vote on any question and in the event of a tie, the motion shall be lost.
- e) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, Newly Revised.

VI. Powers & Duties: It shall be the duty of the Economic Development Advisory Committee to advise the Town of Drumheller on community development matters and develop recommendations thereon. In addition, the Advisory Committee shall:

- a) Participate in client reception in order to facilitate the clients' access to information and to help them learn the merits of doing business in the Town of Drumheller.
- b) Participate in initiatives undertaken by the Town of Drumheller to pursue new clients.
- c) Identify investment opportunities in the Town of Drumheller.
- d) Assist in the development and maintenance of a proactive, long term (3 to 5 years) economic development plan.
- e) Identify key issues and opportunities affecting economic development and develop action plans to effectively manage or optimize.
- f) Participate as ambassadors for the Town of Drumheller when visiting locations where potential clients presently operate.

VII. Limits to Powers

- a) The Advisory Committee may recommend to Council the action on agreements, whether formal or informal, which may lead to development within the community.
- b) Town Council shall have final authority and responsibility regarding all matters pertaining to the Economic Development Advisory Committee.

VIII. The invalidity of any provision of this Bylaw shall not affect the validity of the remainder.

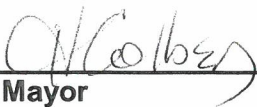
- 1) Economic Development Task Force Bylaw 05.06 is hereby repealed.

This Bylaw shall come into force and effect upon final passing.

READ a first time this 29th day of October, 2018.

READ a second time this 29th day of October, 2018.

READ a third time and passed the 29th day of October, 2018.



Mayor



Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Remuneration and Expense Allowance for Mayor and Council
DATE:	February 3, 2025
PRESENTED BY:	Angela Keibel, Legislative Services Coordinator Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	<ul style="list-style-type: none"> • (Draft) Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council • (Draft) Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council (with redline) • Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council • Policy C-2-00 – Conference Attendance Policy • Policy C-06-04 – Travel Expenses • Appendix A - Provincial Travel Expense Policy

SUMMARY:

On January 13, 2025, the Committee of the Whole reviewed the Council Remuneration Policy LS-C-03. Policy LS-C-03 was based on the recommendations presented by the 2024 Council Remuneration Task Force, which presented its final report on December 9, 2024.

The Committee of the Whole brought forward a number of questions at the meeting on January 13th. The questions and the responses from Administration can be found in the attached Schedule 'A.'

The Committee of the Whole (COTW) made the recommendation to adopt the updated Policy LS-C-03 for October 27, 2025, to correspond with the election of a new Council. Therefore, any changes will not benefit the current municipal council. Additionally, the COTW recommended that Policy C-06-04 – Travel Expenses, Policy C-02-00 – Conference Attendance and Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council be repealed.

RECOMMENDATION:

That Council adopt Policy LS-C-03 and that Policy C-06-04, Policy C-02-00 and Policy C-06-22 be repealed, all effective as of October 27, 2025

DISCUSSION:

As discussed on January 13, 2024, at the COTW the major objectives of the updated Council Remuneration Policy are to:

- Improve accountability and fiscal stewardship;
- Establish clear, transparent, and simple processes for Administration;
- Eliminate barriers for potential candidates;
- Encourage education and training; and
- Provide fair and equitable compensation to encourage potential candidates for the 2025 Municipal Election.

These objectives, and the provisions of Policy LS-C-03, align with the final report of the 2024 Council Remuneration Task Force.

FINANCIAL IMPACT:

The proposed changes to the remuneration and allowances will have a financial impact on the Town's budget, primarily due to the increase in Council honorariums and the introduction of new per diems and allowances. The financial impact will be as follows:

- A one-time 4% increase in base honorariums.
- Increase in conference per diems from \$260/day to \$280/day; the number of per diems remains the same for Mayor and Councillors.
- Creation of a meeting per diem of \$50/meeting, annual maximum of \$1,000.
- Creation of annual childcare allowance of \$1,000.
- Creation of a Training and Conference Allowance; annual maximum of \$2,000 for Councillors and \$3,000 for the Mayor, for a total of \$5,000.

These costs will be incorporated into the 2026 budget and will be monitored quarterly to ensure fiscal responsibility. The elimination of the Mayor's Discretionary Account, also recommended by the CRTF, will offset the costs associated with implementing the new training and conference allowance.

The overall budget impact will be an increase from \$126,464 to \$135,085, which represents a 7% increase. However, the actual financial impact will likely be lower, based on past experiences. This is because the *actual* claims for per diems, travel, childcare allowances, and wellness spending accounts are often lower than the *total* claimable amounts. The increased costs are expected to be manageable within the existing budgetary framework.

STRATEGIC POLICY ALIGNMENT:

This policy aligns with the Town of Drumheller's strategic priorities, particularly:

- **Governance Excellence:** Establishes clear, transparent processes for Council remuneration and expense management.
- **Accountability and Fiscal Stewardship:** Ensures responsible use of taxpayer funds while compensating Council for their service and duties, and supporting the Town's commitment to equity, fairness, and the responsible use of public resources.
- **Community Trust:** Reinforces transparency and fairness in Council remuneration practices

COMMUNICATION STRATEGY:

Upon approval, the updated Policy LS-C-03 will be communicated through the following methods:

1. Publication of Media Release
2. Posting the policy on the Town of Drumheller website for public access.
3. Notification to Mayor and Council outlining policy updates, including annual honorariums, allowances, and per diem rates.
4. Quarterly notification to Mayor and Council outlining per diem and allowance uses and availability.
5. Integration into Council orientation materials for future terms.

MOTION:

That Council adopt *Policy LS-C-03 - Remuneration and Expense Allowance for Mayor and Council*, as presented, and that Policy C-06-04, Policy C-02-00, and Policy C-06-22 be repealed, all effective October 27, 2025.



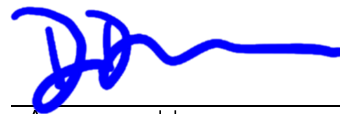
Prepared by:
Mitchell Visser
Manager of Legislative
Services



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



Reviewed by:
Angela Keibel
Legislative Services
Coordinator



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

SCHEDULE 'A'
REMUNERATION AND EXPENSE ALLOWANCE FOR MAYOR AND COUNCIL

Council Comment	Section	Response
Council requested clarification on the calculation of the Meeting Expense Per Diem	9.1	Administration proposes that the Meeting Per Diem be paid for at \$50/meeting (not per day). The same amount would be paid for each meeting regardless of the length of the meeting. The length of meetings varies significantly; however, the compensation is also intended to reflect the time spent preparing for meetings and any ancillary time associated with the meeting. Accounting for this additional time, the per diem is likely insufficient to provide adequate compensation. However, the intention is to provide at least some form of compensation for official boards and committees of Council. Additionally, by setting the cap for \$1000 per annum, we ensure that there is no abuse of the system. Only meetings that have been approved by resolution of Council will be eligible for this per diem. Boards and Committees to which Council members are officially appointed are required to submit minutes to the municipality which are ratified by Council or the Committee of the Whole. Administration recommends that the per diem amount only extend to these meetings due to the inherent accountability and transparency afforded by the responsibility to submit official minutes to the municipality.
Councillor claiming for mileage expense and Meeting Per Diem	9.1; 11.1	Administration doesn't believe that there are any concerns with 'double-dipping' on both travel expenses and the meeting per diem. The meeting per diem is designed to reimburse the Councillor for time spent at the meeting and preparing for the meeting. If the official meeting is outside the jurisdiction of the municipality, the Councillor should be reimbursed for travel expenses. The majority of meetings take place within the municipality.
Reviewing and approving of claims submitted by Council	5.1(b); 5.2(a); 5.4(a); 13.1; 13.2	Both the Mayor, the Legislative Services Coordinator and the CFO, in this order, will review the expense and per diem claims of Council to ensure that the claims are appropriate and adhere to the Town's policy. While the Mayor is involved in ensuring all claims are appropriate on a strategic level, the Legislative Services Coordinator is responsible for ensuring claims align with the remuneration policy. The CFO (or delegate) is responsible for the final review to ensure there are no mistakes when processing the claim. To clarify, 13.1 represents the approval by a 'supervisor.' While 13.2 represents a review for accuracy and policy alignment.
Base Honorarium subject to annual pay increases established by negotiated union agreements for Local 4604 and Local 135	7.1; 7.2	The current agreements with Local 4604 and Local 135 expire on December 31 st , 2025. There will be a new agreement negotiated with the unions for 2026 and subsequent years. Council will continue to receive these increases, subject to negotiation by the Unions and will be paid retroactively. However, the CRTF has recommended a one-time increase of 4% (rather than 2.85%) effective on the approval of this policy.
Add clause to eliminate duplicate claims for meetings	9.7	This clause clarifies that per diem or other expense claims can be reimbursed only by one body.

ADMINISTRATION POLICY

NAME: Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER: LS-C-03
DEPARTMENT: Legislative Services	SUPERSEDES: C-06-22; C-02-00; C-06-4
DATE APPROVED: February 03, 2025	Review Date: January 20, 2028

1. POLICY STATEMENT

The *Town of Drumheller* is committed to providing fair and transparent remuneration and expense allowances for the Mayor and Councillors that reflect the responsibilities, time commitment, and expenses associated with their roles while ensuring accountability to taxpayers.

2. PURPOSE

To establish clear guidelines for the remuneration and expense allowances of the Town of Drumheller Mayor and Council members, ensuring consistency, equity, and alignment with municipal best practices.

3. SCOPE

This policy applies to the *Council* of the *Town of Drumheller*.

4. DEFINITIONS

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

- a) "*Benefits*" means group health, dental, life insurance and pension contribution, and the current cost sharing of premiums under those plans;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Conferences*" means an out-of-town event for the purposes of providing seminars, workshops, information, or networking opportunities, for which *per diems* can be claimed, if approved by the Mayor or *CAO*, as applicable;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council Boards and Committees*" means:
 - I) boards and committees established pursuant to Section 145 of the *Municipal Government Act* which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting; and
 - II) regional boards and committees which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting.

- III) Any other board or committee in which a representative form Council has been appointed as a member by a resolution of Council.
- f) “*Council Meeting*” means Regular Council Meetings, Committee of the Whole Meetings, Organizational Meetings, and Special Council Meetings, as defined in the *Municipal Government Act*;
- g) “*Provincial Travel Expense Policy*” means the Government of Alberta’s *Travel, Meal and Hospitality Expenses Policy*, as amended from time to time, and its successor policies.
- h) “*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;
- i) “*Per Diem*” means a rate paid to Mayor and *Council* for attending approved conferences, training and *Council Board and Committee* meetings;
- j) “*Professional Development*” means various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring, for which *per diems* can be claimed if approved by the Mayor or CAO, as applicable;
- k) “*Private Accommodation*” means non-commercial lodging arranged by an individual, such as staying with friends, family, or in personally owned property, rather than using hotels, motels, or other commercial establishments, during official municipal business;
- l) “*Remuneration Task Force Bylaw*” means the *Town of Drumheller Remuneration Task Force Bylaw #23.24*, as amended from time to time, and its successor legislation.
- m) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

5. RESPONSIBILITIES

5.1. The Legislative Services Coordinator is responsible for:

- a) registering *Council* for conferences and arranging all associated accommodations and travel services related to *Council* responsibilities, while ensuring the most competitive pricing options are sourced;
- b) reviewing all claims submitted by *Council*, in accordance with this policy;
- c) monitoring all *Council* expenses and claims, while ensuring the accurate maintenance of related records; and
- d) providing *Council* with a quarterly statement outlining their *per diem* usage.

5.2. The Chief Financial Officer, or delegate, is responsible for:

- a) reviewing and approving all claims submitted by *Council*, in accordance with this policy; and
- b) ensuring *Council* is properly compensated, in accordance with this policy.

5.3. The *Chief Administrative Officer* is responsible for:

- a) reviewing and approving all claims submitted by the Mayor, in accordance with this policy; and
- b) approving requests by the Mayor to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.4. The Mayor is responsible for:

- a) reviewing and approving all claims of *Council*, in accordance with this policy; and
- b) approving requests by Councillors to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.5. Mayor and *Council* are responsible for:

- a) acting as good stewards of the taxpayers' dollars and shall seek out opportunities to reduce all unnecessary costs and minimize the financial burden to the *Town*, where feasible;
- b) understanding and following the provisions outlined within this policy;
- c) approving additional *per diem* expenses for individual Councillors at an open meeting of *Council*, in accordance with this policy; and
- d) ensuring that they do not exceed their individual *per diem* allowances.

6. REMUNERATION TASK FORCE

6.1. *Council* shall appoint an independent committee of *Town* residents to review this policy and *Council's* overall remuneration framework, which shall report back to *Council* with recommendations during the third (3rd) year of *Council's* term, in accordance with the *Remuneration Task Force Bylaw*.

7. COUNCIL REMUNERATION

7.1. The Mayor and each Councillor shall receive the base honorarium for each year of their term, as indicated in Schedule "A" of this Policy, effective January 1, 2025.

7.2. The base honorarium shall be subject to the annual pay increases established by the negotiated union agreements for CUPE Local 4604 and Local 135.

7.3. Notwithstanding Section 7.2, should the increases between the two (2) unions vary, *Council* shall receive an average of the two (2) negotiated pay increases.

7.4. The base honorarium shall be payment for:

- a) *Council meetings*;
- b) Public Hearings;
- c) preparation for all *Council*, board, committee, and other required meetings;

- d) attendance at public events, community events, and staff events;
- e) meetings with members of the public, government officials, community organizations, or administrative staff;
- f) in-*Town* travel and expenses;
- g) in-*Town* entertaining;
- h) duties of a Commissioner of Oaths; and
- i) All other incidental tasks not explicitly outlined within this policy and considered as part of the normal execution of duties.

7.5. Remuneration shall include registration in a Group RRSP with matching contributions for members of *Council* up to a maximum of 3% of the base honorarium.

8. BENEFITS

8.1. *Council* is eligible to participate in the *Town's* benefits program, which shall consist of the following:

- a) 80% coverage of Health and Dental premiums;
- b) 100% coverage for Life Insurance, Accidental Death and Dismemberment, and Critical Illness premiums; and
- c) Enrollment in the Wellness Account Program.

8.2. *Council* shall be eligible to participate in the *Town's* benefits program on the first day of their appointment for the *Town*.

8.3. *Council* is included in the *Town's* Workers Compensation Board coverage.

9. PER DIEMS

9.1. *Per diems* shall be paid to *Council* for approved *conferences* and *Council Board and Committee* meetings in the amounts outlined in Schedule "A" of this policy in accordance with Section 5 of this policy.

9.2. *Council* members are only permitted to claim a *per diem* for attending meetings of organizations to which they have been officially appointed by a resolution of *Council*.

9.3. *Per diem* claims exceeding the annual allocation must be approved by resolution of *Council* during an open meeting of *Council*.

9.4. *Per diems* shall be paid on an annual basis and shall not be carried forward into the subsequent year.

9.5. For the purposes of allocating *per diems* and annual allowances, "annually" shall correspond to the election term, with the first year beginning at the first Organizational Meeting following the election of *Council*.

9.6. *Per diems* are not transferable across categories.

- 9.7. *Council* members who receive remuneration, honorariums, or per diems from an external organization, board, or body for attending a meeting, event, or function shall not claim additional remuneration from the *Town of Drumheller* for the same attendance.

10. ALLOWANCES

- 10.1. Mayor and *Council* shall be paid an annual allowance for the following expenses, as outlined in Schedule "A" of this policy, which shall be distributed on the first payment of the *Council's* term:
- a) Personal Cell Phone Allowance; and
 - b) Personal Office and Stationary Supplies Allowance.
- 10.2. *Council* shall be issued a laptop at the start of their term, which shall be returned to the *Town* at the conclusion of their term.

11. TRAVEL AND OTHER EXPENSES

- 11.1. When travelling on *Town of Drumheller* business, *Council* will be reimbursed for travel and accommodation expenses in the amounts outlined in Schedule "A".
- 11.2. *Council* shall be entitled to a childcare allowance as outlined in Schedule "A" of this policy, for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity, and are permitted:
- a) according to the maximum amounts as outlined in Schedule "A" of this policy;
 - b) solely for childcare expenses related to children under the age of 12; and
 - c) only where alternate arrangements cannot be made.
- 11.3. Spouses of *Council* may accompany *Council* members at their own cost, including the cost of travel, meals, and registration (if applicable); spouses may share accommodation already secured for a *Council* member at no cost.
- 11.4. Meals and other expenses outlined in this policy shall be ineligible for reimbursement if they are included with the registration for a conference, course, or accommodation, unless that meal or other expense was denied due to a demonstrated dietary restriction or business concern.
- 11.5. *Council* shall not be reimbursed for attending a political party function or fundraiser.
- 11.6. Councillors are advised to attend the Federal Municipalities of Canada (FCM) conferences on a rotational basis, due to the significant cost of attendance, and shall only attend FCM conference once per term, unless an exception is granted by resolution in an open session of *Council*.

12. TRAINING AND CONFERENCE ALLOWANCE

- 12.1. *Council* shall be entitled to an individual allowance to cover the costs of *conference* registration and professional development, in the amounts outlined in Schedule "A" of this policy.

- 12.2. Notwithstanding Section 12.1, all *conferences* and professional development shall be approved by either the Mayor or the CAO, as outlined in Section 5 of this policy, prior to registration.

13. EXPENSE CLAIMS

- 13.1. The Mayor shall be responsible for approving all claims submitted by Councillors; the *Chief Administrative Officer* shall be responsible for approving all claims submitted by the Mayor.
- 13.2. All claims shall be reviewed by the Office of the CAO and the Corporate Services department to ensure alignment with this policy.
- 13.3. The Office of the CAO shall provide Mayor and *Council* with a quarterly statement, outlining their remaining *per diems* as per Section 5.1(d) of this policy.

14. GENERAL

- 14.1. Mayor and *Council* shall be paid in accordance with the provisions *for Elected or Appointed Officials* established by Revenue Canada.
- 14.2. Payments shall be processed in accordance with the payroll process established by the *Town* for the payment of employees.
- 14.3. A T-2200 declaration will be issued on an annual basis in conjunction with T-4s.
- 14.4. *Council* will be responsible for reimbursing the *Town* for any registration fees for non-attendance, unless the non-attendance is due to extenuating circumstances, as approved by *Council*.

15. RELATED DOCUMENTS

- 15.1. Remuneration Task Force Bylaw.
- 15.2. Statement of Per Diems Form.
- 15.3. Statement of Expense Form.
- 15.4. *Provincial Travel Expense Policy*.

16. TRANSITIONAL

- 16.1. This policy comes into effect on October 27th, 2025
- 16.2. This policy repeals Policies #C-06-22, #C-02-00 and #C-06-4.

CHIEF ADMINISTRATIVE OFFICER

MAYOR

SCHEDULE 'A'
COUNCIL REMUNERATION AND EXPENSES

BASE HONORARIUM

POSITION	BASE HONORARIUM
Mayor	\$49,745.00
Councillor (6)	\$26,063.00

ANNUAL ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Personal Cell Phone	\$600.00
Personal Office and Stationary Supplies	\$100.00
Childcare	\$1,000

PER DIEMS

PER DIEM TYPE	AMOUNT	ANNUAL MAXIMUM
Conference	\$280.00/day	(7) for Councillors - \$1,960 (12) for the Mayor - \$3,360
Meetings	\$50/meeting	(20) - \$1,000.00

TRAVEL AND CHILDCARE EXPENSES

EXPENSE TYPE	REIMBURSEMENT WITH RECEIPT	REIMBURSEMENT WITHOUT RECEIPT
Mileage	N/A	Per the <i>Provincial Travel Expense Policy</i>
Meals	N/A	Per the <i>Provincial Travel Expense Policy</i>
Accommodation	Actual expense, upon submission of receipt	\$50/day
Parking, Taxis and Public Transportation	Actual expense, upon submission of receipt.	Per the Government of Alberta's <i>Provincial Travel Expense Policy</i> .
Childcare	Actual expense from accredited day care or day home, upon submission of receipt	\$10.00/hour

TRAINING AND CONFERENCE ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Training and Conference Allowance	Councillors - \$2,000.00 Mayor - \$3,000.00

ADMINISTRATION POLICY

NAME: Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER: LS-C-03
DEPARTMENT: Legislative Services	SUPERSEDES: C-06-22; C-02-00; C-06-4
DATE APPROVED: January 20, 2025	Review Date: January 20, 2028

1. POLICY STATEMENT

The *Town of Drumheller* is committed to providing fair and transparent remuneration and expense allowances for the Mayor and Councillors that reflect the responsibilities, time commitment, and expenses associated with their roles while ensuring accountability to taxpayers.

2. PURPOSE

To establish clear guidelines for the remuneration and expense allowances of the Town of Drumheller Mayor and Council members, ensuring consistency, equity, and alignment with municipal best practices.

3. SCOPE

This policy applies to the *Council* of the *Town of Drumheller*.

4. DEFINITIONS

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

- a) "*Benefits*" means group health, dental, life insurance and pension contribution, and the current cost sharing of premiums under those plans;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Conferences*" means an out-of-town event for the purposes of providing seminars, workshops, information, or networking opportunities, for which *per diems* can be claimed, if approved by the Mayor or *CAO*, as applicable;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council Boards and Committees*" means:
 - I) boards and committees established pursuant to Section 145 of the *Municipal Government Act* which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting; and
 - II) Regional boards and committees which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting.

- f) “*Council Meeting*” means Regular Council Meetings, Committee of the Whole Meetings, Organizational Meetings, and Special Council Meetings, as defined in the *Municipal Government Act*;
- g) “*Provincial Travel Expense Policy*” means the Government of Alberta’s *Travel, Meal and Hospitality Expenses Policy*, as amended from time to time, and its successor policies.
- h) “*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;
- i) “*Per Diem*” means a rate paid to Mayor and *Council* for attending approved conferences, training and *Council Board and Committee* meetings;
- j) “*Professional Development*” means various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring, for which *per diems* can be claimed if approved by the Mayor or CAO, as applicable;
- k) “*Private Accommodation*” means non-commercial lodging arranged by an individual, such as staying with friends, family, or in personally owned property, rather than using hotels, motels, or other commercial establishments, during official municipal business;
- l) “*Remuneration Task Force Bylaw*” means the *Town of Drumheller Remuneration Task Force Bylaw #23.24*, as amended from time to time, and its successor legislation.
- m) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

5. RESPONSIBILITIES

5.1. The Legislative Services Coordinator is responsible for:

- a) registering *Council* for conferences and arranging all associated accommodations and travel services related to *Council* responsibilities, while ensuring the most competitive pricing options are sourced;
- b) reviewing all claims submitted by *Council*, in accordance with this policy;
- c) monitoring all *Council* expenses and claims, while ensuring the accurate maintenance of related records; and
- d) providing *Council* with a quarterly statement outlining their *per diem* usage.

5.2. The Chief Financial Officer, or delegate, is responsible for:

- a) reviewing and approving all claims submitted by *Council*, in accordance with this policy; and
- b) ensuring *Council* is properly compensated, in accordance with this policy.

5.3. The *Chief Administrative Officer* is responsible for:

- a) reviewing and approving all claims submitted by the Mayor, in accordance with this

policy; and

- b) approving requests by the Mayor to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.4. The Mayor is responsible for:

- a) reviewing and approving all claims of *Council*, in accordance with this policy; and
- b) approving requests by Councillors to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.5. Mayor and *Council* are responsible for:

- a) acting as good stewards of the taxpayers' dollars and shall seek out opportunities to reduce all unnecessary costs and minimize the financial burden to the *Town*, where feasible;
- b) understanding and following the provisions outlined within this policy;
- c) approving additional *per diem* expenses for individual Councillors at an open meeting of *Council*, in accordance with this policy; and
- d) ensuring that they do not exceed their individual *per diem* allowances.

6. REMUNERATION TASK FORCE

6.1. *Council* shall appoint an independent committee of *Town* residents to review this policy and *Council's* overall remuneration framework, which shall report back to *Council* with recommendations during the third (3rd) year of *Council's* term, in accordance with the *Remuneration Task Force Bylaw*.

7. COUNCIL REMUNERATION

7.1. The Mayor and each Councillor shall receive the base honorarium for each year of their term, as indicated in Schedule "A" of this Policy, effective January 1, 2025.

7.2. The base honorarium shall be subject to the annual pay increases established by the negotiated union agreements for CUPE Local 4604 and Local 135.

7.3. Notwithstanding Section 7.2, should the increases between the two (2) unions vary, *Council* shall receive an average of the two (2) negotiated pay increases.

7.4. The base honorarium shall be payment for:

- a) *Council meetings*;
- b) Public Hearings;
- c) preparation for all *Council*, board, committee, and other required meetings;
- d) attendance at public events, community events, and staff events;
- e) meetings with members of the public, government officials, community organizations, or

administrative staff;

- f) in-*Town* travel and expenses;
- g) in-*Town* entertaining;
- h) duties of a Commissioner of Oaths; and
- i) All other incidental tasks not explicitly outlined within this policy and considered as part of the normal execution of duties.

7.5. Remuneration shall include registration in a Group an RRSP with matching contributions for members of Council up to a maximum of 3% of the base honorarium. contribution equivalent to 3% for members of Council with matching contributions.

8. BENEFITS

8.1. *Council* is eligible to participate in the *Town's* benefits program, which shall consist of the following:

- a) 80% coverage of Health and Dental premiums;
- b) 100% coverage for Life Insurance, Accidental Death and Dismemberment, and Critical Illness premiums; and
- c) Enrollment in the Wellness Account Program.

8.2. *Council* shall be eligible to participate in the *Town's* benefits program on the first day of their appointment for employment with the *Town*.

8.3. *Council* is included in the *Town's* Workers Compensation Board coverage.

9. PER DIEMS

9.1. *Per diems* shall be paid to *Council* for approved *conferences* and *Council Board and Committee* meetings in the amounts outlined in Schedule "A" of this policy in accordance with Section and per Section 5 of this policy.

9.2. *Council* members are only~~not~~ permitted to claim a *per diem* for attending meetings of organizations to which they have ~~not~~ been officially appointed by a resolution of Council.

9.3. *Per diem* claims exceeding the annual allocation must be approved by resolution of *Council* during an open meeting of *Council*.

9.4. *Per diems* shall be paid on an annual basis and shall not be carried forward into the subsequent year.

9.5. For the purposes of allocating *per diems* and annual allowances, "annually" shall correspond to the election term, with the first year beginning at the first Organizational Meeting following the election of *Council*.

9.6. *Per diems* are not transferable across categories.

9.7. *Council* members who receive remuneration, honorariums, or per diems from an external

organization, board, or body for attending a meeting, event, or function shall not claim additional remuneration from the *Town of Drumheller* for the same attendance.

10. ALLOWANCES

- 10.1. Mayor and *Council* shall be paid an annual allowance for the following expenses, as outlined in Schedule “A” of this policy, which shall be distributed on the first payment of the *Council’s* term:
 - a) Personal Cell Phone Allowance; and
 - b) Personal Office and Stationary Supplies Allowance.
- 10.2. *Council* shall be issued a laptop at the start of their term, which shall be returned to the *Town* at the conclusion of their term.

11. TRAVEL AND OTHER EXPENSES

- 11.1. When travelling on *Town of Drumheller* business, *Council* will be reimbursed for travel and accommodation expenses in the amounts outlined in Schedule “A”.
- 11.2. *Council* shall be entitled to a childcare allowance as outlined in Schedule “A” of this policy, for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity, and are permitted:
 - a) according to the maximum amounts as outlined in Schedule “A” of this policy;
 - b) solely for childcare expenses related to children under the age of 12; and
 - c) only where alternate arrangements cannot be made.
- 11.3. Spouses of *Council* may accompany *Council* members at their own cost, including the cost of travel, meals, and registration (if applicable); spouses may share accommodation already secured for a *Council* member at no cost.
- 11.4. Meals and other expenses outlined in this policy shall be ineligible for reimbursement if they are included with the registration for a conference, course, or accommodation, unless that meal or other expense was denied due to a demonstrated dietary restriction or business concern.
- 11.5. *Council* shall not be reimbursed for attending a political party function or fundraiser.
- 11.6. Councillors are advised to attend the Federal Municipalities of Canada (FCM) conferences on a rotational basis, due to the significant cost of attendance, and shall only attend FCM conference once per term, unless an exception is granted by resolution in an open session of *Council*.

12. TRAINING AND CONFERENCE ALLOWANCE

- 12.1. *Council* shall be entitled to an individual allowance to cover the costs of *conference* registration and professional development, in the amounts outlined in Schedule “A” of this

policy.

- 12.2. Notwithstanding Section 12.1, all *conferences* and professional development shall be approved by either the Mayor or the CAO, as outlined in Section 5 of this policy, prior to registration.

13. EXPENSE CLAIMS FORMS

- 13.1. The Mayor shall be responsible for approving all claims submitted by Councillors; the *Chief Administrative Officer* shall be responsible for approving all claims submitted by the Mayor.
- 13.2. All claims shall be reviewed by the Office of the CAO and the Corporate Services department to ensure alignment with this policy.
- 13.3. The Office of the CAO shall provide Mayor and *Council* with a quarterly statement, outlining their remaining *per diems* as per Section 5.1(d) of this policy.

14. GENERAL

- 14.1. Mayor and *Council* shall be paid in accordance with the provisions for *Elected or Appointed Officials* established by Revenue Canada.

14.2. Payments shall be processed in accordance with the payroll process established by the *Town* for the payment of employees.

~~14.2.~~14.3. A T-2200 declaration will be issued on an annual basis in conjunction with T-4s.

~~14.3.~~14.4. *Council* will be responsible for reimbursing the *Town* for any registration fees for non-attendance, unless the non-attendance is due to extenuating circumstances, as approved by *Council*.

15. RELATED DOCUMENTS

- 15.1. Remuneration Task Force Bylaw.
- 15.2. Statement of Per Diems Form.
- 15.3. Statement of Expense Form.
- 15.4. *Provincial Travel Expense Policy*.

16. TRANSITIONAL

- 16.1. This policy comes into effect on the day it is signed by the *Chief Administrative Officer* and the Mayor.
- 16.2. This policy repeals Policies #C-06-22, #C-02-00; and #C-06-4.

CHIEF ADMINISTRATIVE OFFICER

MAYOR

SCHEDULE 'A'
COUNCIL REMUNERATION AND EXPENSES

BASE HONORARIUM

POSITION	BASE HONORARIUM
Mayor	\$49,745.00 (effective Jan 1, 2025)
Councillor (6)	\$26,063.00 (effective Jan 1, 2025)

ANNUAL ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Personal Cell Phone	\$600.00
Personal Office and Stationary Supplies	\$100.00
Childcare	\$1,000

PER DIEMS

PER DIEM TYPE	AMOUNT	ANNUAL MAXIMUM
Conference	\$280.00/day	(7) for Councillors - \$1,960 (12) for the Mayor - \$3,360
Meetings	\$50/meeting	(20) - \$1,000.00

TRAVEL AND CHILDCARE EXPENSES

EXPENSE TYPE	REIMBURSEMENT WITH RECEIPT	REIMBURSEMENT WITHOUT RECEIPT
Mileage	N/A	Per the <i>Provincial Travel Expense Policy</i>
Meals	N/A	Per the <i>Provincial Travel Expense Policy</i>
Accommodation	Actual expense, upon submission of receipt	\$50/day
Parking, Taxis and Public Transportation	Actual expense, upon submission of receipt.	Per the Government of Alberta's <i>Provincial Travel Expense Policy</i> .
Childcare	Actual expense from accredited day care or day home, upon submission of receipt	\$10.00/hour

TRAINING AND CONFERENCE ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Training and Conference Allowance	Councillors - \$2,000.00 Mayor - \$3,000.00

COUNCIL POLICY

NAME Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER C-06-22
DEPARTMENT: Town of Drumheller Council	ATTACHMENTS
DATE APPROVED: August 15, 2022 M2022.180	REVISION DATE: Third Year of the current Council Term
SUPERSEDES: C-01-19	

1. POLICY STATEMENT

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

2. PURPOSE

Establish a fair and equitable basis of remuneration for time, duties, responsibilities and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

3. SCOPE

This policy applies to the Elected Officials for the Town of Drumheller. (Council)

4. REMUNERATION REVIEW

Council shall appoint an independent Task Force composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the Task Force and the Task Force's report shall be completed in the third year of Council's term.

5. ANNUAL REMUNERATION PAYMENTS, DEDUCTIONS AND BENEFITS

5.1 Base honorarium of Council as of January 1, 2022

POSITION	HONORARIUM
Mayor	\$45, 138.08
Councillors	\$23, 649.86

The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135.

Should the increases between the two Unions vary, the Council shall receive the average of the Union Agreement settlements.

Effective January 1, 2019, as prescribed by Canada Revenue Agency, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.

A T-2200 declaration will be issued on an annual basis in conjunction with T-4's.

Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions.

The Town shall pay 80% Medical and 80% Dental, Life, AD&D and Critical Illness.

5.1 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Preparation of all meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Meeting with individual ratepayers and community organizations
- In-Town travel and car expense
- In-Town entertaining or Task Force responsibilities
- Incidental related to job descriptions and normal execution of duties.

5.2 Each councillor shall be compensated an annual allowance of:

- \$600 for use of personal cell phone
- \$100 for use of personal office and stationary supplies

6. PER DIEMS

6.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$260 per full day (subject to income tax).
- A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance by Council or vicariously through Task Force appointments where attendance is mandatory to fulfill responsibilities of Task Force appointments and excludes meetings as outlined in Clause 5.2. Per diems do not include meals.

6.2 A Per Diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions; this may include but is not limited to meetings associated with Task Force assignments or meetings with Federal and Provincial Governments. The balance of the annual per diem allotment is to be used to

attend meetings, conventions, etc. at the individuals' discretion. Per Diems are not carried forward into the following year.

The annual per diem allotment shall be increased by two (2) days per elected official in an election year to allow for additional training required in the first year of an election term.

6.3 For the purpose of the allocation of per diem as outlined in 6.2 above, "annually" is defined by election term, with year one (1) being initiated by the Organizational Meeting of Council in which Councillors are assigned to Task Force.

6.4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors duties relating specifically to emergency operations and coordination, in excess of four (4) hours per day shall qualify the parties for per diem, subject to approval from Council. Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

7. ADDITIONAL EXPENSES

7.1 Additional expenses will be reimbursed for items related to:

- Education
- Conventions registrations
- Out of Town travel and accommodation

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business. At the start of each term and annually thereafter, the Mayor and each Councillor will be allocated a budget for discretionary education and/or travel expenditures eligible for reimbursement once a report to Council has been submitted. Unused budget allocations will carry forward each year throughout the term and will expire at the end of term.

Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time. Travel rates are in accordance with the Town's Human Resource Policy.

Non receipted meal allowances shall be reimbursed as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not deemed an eligible expense and will not be reimbursed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached and must be approved by the Mayor.

Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement/ payment once a report to Council has been presented.

8. TRANSITIONAL

This Policy comes into effect on the day it is passed by Council and supersedes C-01-19.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REVISIONS September 2019 – C-01-19 C-04-14	
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DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-2-00

CONFERENCE ATTENDANCE POLICY

THE PURPOSE OF THIS POLICY IS TO:

To establish guidelines for the attendance of employees and Council Members at conferences, conventions, and seminars.

POLICY STATEMENT:

During the course of conducting business for the Town of Drumheller, employees and Council Members have the opportunity to attending conferences and conventions relevant to the business proceedings of Municipalities or specialized areas.

PROCEDURE

Employees are authorized by their department head to attend a conference(s) in accordance to budget limitations. Council Members are permitted to attend conferences as considered in the current year operating budget

The municipality will pay in advance all conference and seminar registration fees.

Employees and Council members will be compensated for travel costs (mileage, accommodation, meals) per the Town's Travel Expense Policy.

Spousal Travel Costs


If a Council member or employee wishes to be accompanied by his/her spouse, they may do so at their own cost.

The Town of Drumheller will not be responsible for any costs incurred for the travel, meals or registration of the spouse.

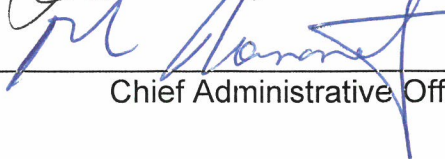
Accommodation of the employee or Council member may be shared with the spouse.

Adopted by Council

Date: June 19, 2000



Mayor of Drumheller



Chief Administrative Officer



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C06-04

TRAVEL EXPENSES

POLICY STATEMENT:

The Town of Drumheller is the final decision making authority as to if, when and by what means employees, volunteers and or members of Council will travel on Town business. Approving requests for travel means that the Town has agreed to pay for reasonable and legitimate travel related expenses. Town may approve travel when correspondence, telephone calls, conference calls, video-conferencing, and other types of communication are insufficient to conduct Town business.

PROCEDURE:

1. All references to employee in this policy shall also include for purposes of applying this policy, Town employees, elected officials and volunteers.
2. All expense claims shall be approved in accordance with this policy.
3. Only the CAO or a Director may authorize travel and must approve all subsequent travel expenses.
4. Maximum amounts set in this Policy shall not be exceeded.
5. The Town will reimburse all personal and other travel expenses necessarily incurred by an employee in performing work duties or representing the Town in an official capacity. Expenses of spouses are not included.
6. Unless otherwise provided in this policy, an employee must submit receipts or satisfactory proof of payment for reimbursement of expenses.
7. When an employee receives a discount, credit or bonus for travel that reduces the original travel cost, only the net expense may be claimed. This clause is not applicable when the employee receives a rebate, credit or privilege for using a personal credit card for which a fee has been paid.

ELIGIBLE EXPENSES

With a Receipt

When traveling on Town business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses with a receipt:

- a) air fare;
- b) charges for Town business related phone calls;
- c) hotel rooms;
- d) meals over the established allowances;
- e) parking fees over \$10;
- f) taxi and bus fares over \$10;

Without a Receipt

When traveling on own business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses without a receipt:

- a) meals reimbursed at the allowance amount;
- b) parking fees under \$10;
- c) taxi and bus fares under \$10;

SPECIFIC EXPENSES

Accommodations

With receipts, employees, traveling on Town business may claim the actual cost of the room and applicable taxes. Employees should request the municipal rate.

Meals

1. With receipts, employees may claim the cost of the meal plus GST and maximum 15% gratuity on the meal cost. Employees should make every effort to eat at establishments whose meals costs are similar to the meal allowances.

2. Employees shall be reimbursed for meal expenses on the basis of the following maximums when receipts are not provided:

Breakfast	\$ 7.50
Lunch	10.00
Dinner	17.00

3. Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages.
4. A meal allowance may not be claimed for any meal which is provided to the employee and does not require an expenditure by the employee such as meals provided as part of a seminar, conference, air flight, etc.

Business use of Private Vehicle

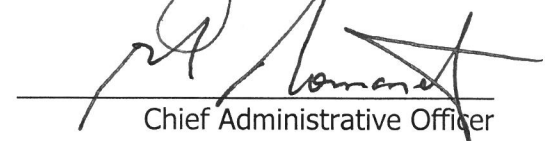
1. Employees should make every effort to secure the use of a Town vehicle for travel when performing Town business.
2. When authorization is received for the use of an employee's private vehicle for town business or Town sponsored seminar, workshop or conference, the employee may claim based on the kilometres traveled, at the Alberta Government Employee rate, as amended from time to time. Rate as of October 1, 2004 is \$0.38 per km.

Section 23 of Council Policy C3-89 is repealed.

Adopted by Council on October 12, 2004



Mayor of Drumheller



Chief Administrative Officer

Supersedes Section 23 of Policy #C-03-89

APPENDIX A

Travel and Meal Reimbursement and Allowance Rates Effective December 1, 2023

Expense Type	Section Reference	Reimbursement with Receipt	Allowance without Receipt
Claimable Travel Expenses Without a Receipt	7(2)	N/A	\$12.75
Private Vehicle Mileage Allowance	8(14)(a)	N/A	\$0.550 per kilometre travelled
Daily Vehicle Allowance	8(14)(b)	N/A	\$10.25 per day
Adverse Driving Condition Allowance	8(14)(c)	N/A	\$8.55 per day
Other Use of Private Vehicle	8(14)(d)	N/A	\$0.165 per kilometre
Travel to Selection Panels	8(15)	Per general rules of reimbursement	\$0.165 per kilometre
Business Insurance	8(17)	\$500 per year Maximum	N/A
Meals in Canada			
Breakfast	9(2)	N/A	\$13.00
Lunch	9(2)	N/A	\$17.00
Dinner	9(2)	N/A	\$27.00
Meals Outside of Canada	9(2)	N/A	Per Appendices C and D of the National Joint Council Travel Policy, as amended from time to time
Accommodation	9(7)	Actual expense	\$20.15
Personal	9(8)	N/A	\$7.35 in Canada \$14.65 outside of Canada
Overtime Meals	10(1)	Actual expense up to \$10.35	N/A

REQUEST FOR DECISION

TITLE:	Flood Mitigation Program Update
DATE:	February 3, 2025
PRESENTED BY:	Deighen Blakely, P.Eng. - Flood Program Director Mark Steffler, P.Eng. – Technical Advisor
ATTACHMENTS:	Flood Mitigation Program Update Presentation

SUMMARY:

The Flood Mitigation is nearing completion. As of December 31, 2024, nine (9) of the twelve (12) Flood Mitigation projects have been finished with construction of the Nacmine and Rosedale/Scarlett Berms left to be completed.

Below is status of individual Flood Mitigation projects:

Table 1 Project Status

PROJECT	STATUS	COMMENTS
Nacmine	<ul style="list-style-type: none"> Tender Award Pending 	<ul style="list-style-type: none"> Construction 2025/26
Newcastle	<ul style="list-style-type: none"> Complete/Maintenance 	<ul style="list-style-type: none"> Final Acceptance (FA) June 2025
Midland	<ul style="list-style-type: none"> Complete/Maintenance 	<ul style="list-style-type: none"> FA August 2025
North Drumheller <ul style="list-style-type: none"> Hospital/Michichi West Michichi East 	<ul style="list-style-type: none"> Construction Substantially Complete Fall 2024 Vegetation Spring 2025 	<ul style="list-style-type: none"> FA Fall 2026/27
Grove Plaza	<ul style="list-style-type: none"> Complete/Maintenance 	<ul style="list-style-type: none"> FA December 2025
Downtown	<ul style="list-style-type: none"> Complete/Maintenance 	<ul style="list-style-type: none"> FA June 2026
Willow Estates	<ul style="list-style-type: none"> Complete/Maintenance 	<ul style="list-style-type: none"> FA August 2025
Rosedale	<ul style="list-style-type: none"> Tender Award Pending 	<ul style="list-style-type: none"> Construction 2025/26
Scarlett	<ul style="list-style-type: none"> Tender Award Pending 	<ul style="list-style-type: none"> Construction 2025/26
East Coulee <ul style="list-style-type: none"> Phase 1 West Phase 2 East 	<ul style="list-style-type: none"> Complete/Maintenance Complete/Maintenance Tree Planting Spring 2025 	<ul style="list-style-type: none"> FA December 2026 FA Spring 2027
Property Buyout	<ul style="list-style-type: none"> All Properties Acquired Demo and Cleanup Complete Expropriation - Ongoing 	<ul style="list-style-type: none"> Tree Planting Spring 2026 Road and Utility Abandonment 2026
Adaptive Fill	<ul style="list-style-type: none"> Construction 2025 	<ul style="list-style-type: none"> Covered 2025 Capital Budget Potential Grant Funding

Nacmine and Rosedale/Scarlett tenders closed in December. The low bids for Nacmine and Rosedale were \$4,303,010.41 and \$6,245,230.73 respectively; both tenders were under the engineering estimate. Award of both tenders is set to come to Council February 3, 2025.

DIRECTION:

This presentation is being provided to Council as an overview of the current status of the overall Flood Program work completed to date, budget status, expected projected cost to complete, and status of expropriation proceedings to help inform Council’s decisions on the upcoming berm tender Requests for Decision.

DISCUSSION:

The current program budget is \$81.135M which is comprised of the following sources:

• Original Program Budget	\$53,400,000 (Federal/Provincial/Town)
• 2023 Provincial ACRP top up	\$27,300,000
• Misc Grants	<u>\$ 436,000</u>
TOTAL CURRENT BUDGET	\$81,136,000

In addition to the above, Flood Office has submitted 2025 grant applications for an additional \$1.478M to supplement program budget. Whether the Town is successful or not on these requests will not be known for a couple of months. If successful on all requests, this would bring program budget to \$82.613M

To December 31, 2024 a total of \$62M or 76.4% of the project budget has been spent over the 6 years of the program. This includes roughly \$1.25M spent to date in expropriation-related legal cost and purchase of all land necessary to complete the project. It does not include the cost of land outside of the berm footprint purchased in the full buyouts for five properties in Nacmine and one in Rosedale. These parcels will be resold once the berms are complete and the land needed for the berms is subdivided from these lots. The purchase cost of these properties was financed using the Town Land Reserve (Council Motion M2024.180, May 21, 2024).

A summary of the project cost to date and estimated cost to complete is provided in Table 2. The table is divided into two components.

- Committed Cost are those projects that are currently underway and under contracts. Cost include 2 year maintenance and uninvoiced project cost as of December 31, 2024.
- Remaining Project Cost are projects that have not been started yet and there are no existing contracts awarded for the project.

The Committed Cost and Remaining Cost to Complete are estimated to be \$5.162M and \$16.24M respectively. With cost to date the Total Program Cost is estimated at \$83.436M or \$2.301M over the current program budget. If the additional grant funding requests are approved and the expropriation-related legal cost spent to date are deducted, the program would be within budget.

Table 2: Project Cost Summary

	Cost to Complete Projection			
	Project	Construction	Engineering	TOTAL
	Project Cost Paid to December 31, 2024			\$ 62,034,000.00
Committed Cost	Newcastle	\$ 30,000.00	\$ 25,000.00	\$ 55,000.00
	Midland	\$ 35,000.00	\$ 25,000.00	\$ 60,000.00
	North Drumheller	\$ 3,110,000.00	\$ 140,000.00	\$ 3,250,000.00
	Grove Plaza	\$ 18,000.00	\$ 30,000.00	\$ 48,000.00
	Downtown Berm	\$ 551,000.00	\$ 100,000.00	\$ 651,000.00
	Willow Estates	\$ 100,000.00	\$ 30,000.00	\$ 130,000.00
	East Coulee	\$ 480,000.00	\$ 138,000.00	\$ 618,000.00
	Flood Buyout	\$ 300,000.00	\$ 50,000.00	\$ 350,000.00
	Subtotal Committed Cost			\$ 5,162,000.00
Remaining Project Costs	Nacmine	\$ 4,730,000.00	\$ 830,000.00	\$ 5,560,000.00
	Rosedale/Scarlett	\$ 7,010,000.00	\$ 1,310,000.00	\$ 8,320,000.00
	Adaptive Fill	\$ 400,000.00	\$ 50,000.00	\$ 450,000.00
	Tree Replacement	\$ 100,000.00	\$ 25,000.00	\$ 125,000.00
	DFO Offsetting	\$ 235,000.00	\$ 50,000.00	\$ 285,000.00
	Project Administration		\$ 1,500,000.00	\$ 1,500,000.00
	Subtotal Remaining Project Cost			\$ 16,240,000.00
TOTAL PROJECTED FINAL PROJECT COST				\$ 83,436,000
CURRENT AVAILABLE FUNDING				\$ 81,135,000
PROJECTED BUDGET SHORTFALL				\$ 2,301,000
ADDITIONAL GRANT REQUEST				\$ 1,478,000
LESS EXPROPRIATION LEGAL COST TO DATE				\$ 1,250,000
PROJECTED BUDGET SURPLUS				\$ 427,000

Since the Program inception in 2017, the project has faced a number of challenges including 2021 project management change, change in flood/berm design parameters, and construction cost inflation. By far the greatest challenge has been land acquisition. Of the 76 properties where negotiations were initiated, 30 properties have involved expropriation. All of the land required to build the remaining berms has been transferred to and is owned by the Town; however the expropriation process is not complete.

To date, the Flood Office has received requests for additional compensation from 13 expropriated property owners with potentially an additional 14 claims to be submitted. The estimated expropriation liability/risk to the Town in legal fees and damages could be in excess of the costs of both the Nacmine and Rosedale/Scarlett Berms. No claims have yet to be tested before the Land and Property Rights Tribunal (LPTR), so final compensation, and legal fees are unknown and could take up to 5 years before cases are finalized and actual required funding for payments is certain.

Working with the Provincial Grant Funding Manager, at the time expropriation commenced in 2022, the Town understood that negotiated settlements outside of the expropriation process would not be eligible for funding; however, settlements signed during expropriation (to avoid a Land and Property Rights Tribunal Hearing) could be reviewed on a case-by-case basis with the Province and could be eligible for funding. The Town also understood that all costs associated

with the expropriation process to acquire the needed land would be eligible for funding under the Flood Mitigation/Buyout Grant, including any legal fees and damages awarded by the Land and Property Rights Tribunal. Based on recent correspondence with the new Provincial Funding Grant Management staff, the previously agreed upon interpretation of grant funding eligibility is in question, leading to further uncertainty for the Town. Based on feedback from the Province, the number of expropriation claims experienced by the Town are unprecedented compared to other flood mitigation projects undertaken in the Province. The Mayor and Council should lobby senior Provincial officials and Ministers for assistance in underwriting the expropriation liability.

FINANCIAL IMPACT:

Based on Table 2 Project Cost Summary, there would be sufficient budget to complete all Flood Mitigation projects if the additional \$1.478M 2025 grant funding is received. If the 2025 grant funding requests are not approved, other components of the program could be deferred to allow both Rosedale/Scarlett and Nacmine berms to be completed in 2025.

However, the potential expropriation costs may be equal to or greater than the cost of both the Nacmine and Rosedale/Scarlett Berm projects. To reduce the risk Council could decide to delay both Rosedale/Scarlett and Nacmine Berms, Rosedale/Scarlett Berms, or Nacmine Berm. To minimize budget risk, Administration recommends proceeding with Nacmine and delay Rosedale/Scarlett. This would leave +/- \$6.0M in the current budget to deal with future expropriation costs and allow for 5 full buyout lots in Nacmine to be sold. Delaying Rosedale berm construction would continue the moratorium on future development in Rosedale.

COMMUNICATION STRATEGY:

Recommendations for award of Nacmine and Rosedale are scheduled for Council approval at the February 3, 2025, Council meeting. Depending on the outcome of that meeting, a media release will be issued summarizing the project financial situation, impacts, and Council strategy.

MOTION #1

Moved that Council accept the Flood Mitigation Program update as presented for information.



Prepared by:
Mark Steffler, P.Eng.
Technical Advisor



Reviewed by:
Deighen Blakely, P.Eng.
Flood Program Director

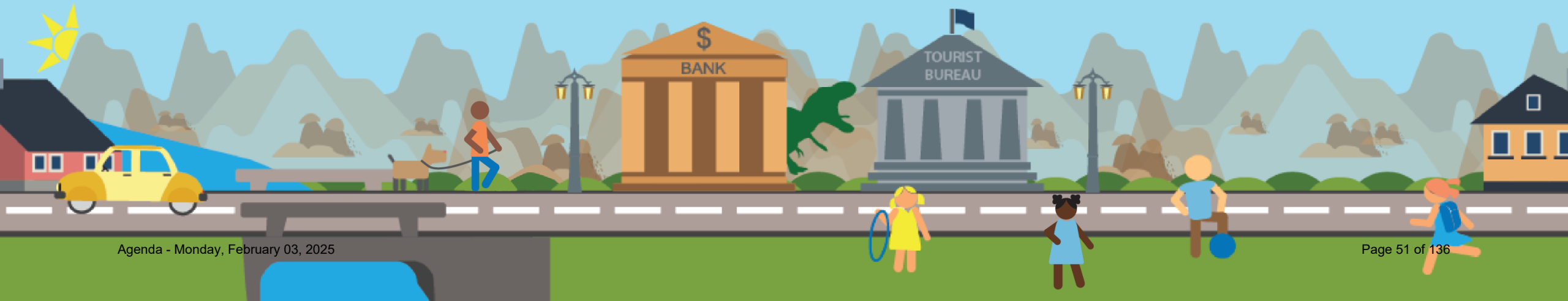


Approved by:
Darryl Drohomerski
Chief Administrative Officer

Reviewed & Approved by:
Victoria Chan
Chief Financial Officer

Drumheller Resiliency and Flood Mitigation Office

Program Update
February 3, 2025



Status of Berm Projects

Berm	Prelim. Design	Landowner 1:1	Community Info Session	Tender Package Ready	Land Acquisition Complete	Tree Clearing Completed	Construction Underway/Complete
Nacmine	✓	✓	✓	✓	✓		
Midland	✓	✓	✓	✓	✓	✓	✓
Newcastle	✓	✓	✓	✓	✓	✓	✓
North Drumheller Upgrades	✓	✓	✓	✓	✓	✓	✓
N. DH Grove Plaza Berm	✓	✓	✓	✓	✓	✓	✓
Downtown Berm	✓	✓	✓	✓	✓	✓	✓
Willow Estates	✓	✓	✓	✓	✓	✓	✓
East Coulee Berm – Ph 1	✓	✓	✓	✓	✓	✓	✓
East Coulee Berm – Ph 2	✓	✓	✓	✓	✓	✓	✓
Rosedale/Scarlett	✓	✓	✓	✓	✓		

Status of 2024 Berm Projects

- East Coulee Phase 2 Substantial Complete fall 2024; revegetation to occur spring 2025
- North Drumheller Flood Improvements Substantial Completion all 2024; touch-ups and revegetation spring 2025



Status of Floodway Buyout Program

- Full Properties Targeted for Floodway Buyouts:
 - Properties in Nacmine, Rosedale and Lehigh
 - All 27 acquired to date, 5 by expropriation
- All houses and buildings removed
- Remaining property cleanup/restoration, road and utility removals 2025
- Room for the River to flow during flood events now restored



Program Funding

Grant Date	Grant	Government	AMOUNT	STATUS
March 2021	Disaster Mitigation and Adaptation Fund (DMAF)	Federal	\$22.0M	
December 2019	Floodway Buyouts	Provincial	\$20.0M	
March 2018	Community Resiliency	Provincial	\$6.4M	
		Town	\$5.0M	
		ORIGINAL GRANT	\$53.4M	
August 2023	Community Resiliency Top Up	Provincial	\$27.3M	
March 2023	Water Resiliency & Restoration (WRRP)	Provincial	\$75,000	River Bank Restoration at Raw Water Reservoir
June 2024	Drought & Flood Protection (DFPP)	Provincial	\$226,000	Lehigh Reclamation
	Adaptive Fill Capital Budget	Town	\$135,000	
Agenda - Monday, February 03, 2025		CURRENT PROGRAM FUNDING	\$81,135,000	Page 55 of 136

Current Grant Funding Applications

Grant	Government	AMOUNT	STATUS
Green Municipal Fund – Growing Canada’s Canopies – Tree Planting	Federal	\$1,000,000 (50% matching with other program funds)	Submitted, Supplemental Information Provided, Pending approval
Drought & Flood Protection (DFPP)	Provincial	\$337,000 (Town portion + \$144,000)	Adaptive Fill Project Submitted, Pending approval
Watershed Restoration and Resiliency Funding (WRRP), 2024	Provincial	\$141,800 (Town portion \$14,000 in-kind)	Fish Compensation Habitat Submitted, Pending approval
Total Potential New Funding		\$1,478,800	

- The Flood Office expects to hear back by end of March

Program Cost to Date

YEAR	COST
2019	\$ 401,000
2020	\$ 7,567,000
2021	\$ 6,013,000
2022	\$ 14,372,000
2023	\$ 18,188,000
2024 (ESTIMATE)	\$ 15,493,000
TOTAL PROGRAM EXPENDITURE	\$ 62,034,000

- Cost includes \$1.25M Expropriation-related legal cost spent to date
- Cost does not include Full Property Acquisitions where Property to be Resold Following Project Completion (6 Properties).
- Town-carried property costs = \$3.6M (from land reserves)

Nacmine & Rosedale Tender Results

Nacmine

- Tender Closed December 4
- 7 Bidders
- Low Bid - Pidherney's Inc - \$4,303,010.41
- Pre-tender engineer's estimate (excl contingency) - \$5,219,000

Rosedale/Scarlett

- Tender Closed December 18
- 4 Bidders
- Low Bid - Pidherney's Inc - \$6,245,230.73
- Pre-tender engineer's estimate (excl contingency) - \$8,472,000

Cost to Complete Projection

	Project	Construction	Engineering	TOTAL
	Project Cost Paid to December 31, 2024			\$ 62,034,000
Committed Cost	Newcastle	30,000	25,000	55,000
	Midland	35,000	25,000	60,000
	North Drumheller	3,110,000	140,000	3,250,000
	Grove Plaza	18,000	30,000	48,000
	Downtown Berm	551,000	100,000	651,000
	Willow Estates	100,000	30,000	130,000
	East Coulee	480,000	138,000	618,000
	Flood Buyout	300,000	50,000	350,000
	Subtotal Committed Cost			\$ 5,162,000
Remaining Project Costs	Nacmine	4,730,000	830,000	5,560,000
	Rosedale/Scarlett	7,010,000	1,310,000	8,320,000
	Adaptive Fill	400,000	50,000	450,000
	Tree Replacement	100,000	25,000	125,000
	DFO Offsetting	235,000	50,000	285,000
	Project Administration		1,500,000	1,500,000
	Subtotal Remaining Project Cost			\$ 16,240,000
TOTAL PROJECTED FINAL PROJECT COST			\$ 83,436,000	

TOTAL PROJECTED FINAL PROJECT COST	\$ 83,436,000
CURRENT AVAILABLE FUNDING	\$ 81,135,000
PROJECTED BUDGET SHORTFALL	-\$ 2,301,000
GRANT FUNDING APPLICATIONS	\$ 1,478,000
LESS EXPROPRIATION LEGAL COSTS TO DATE (IF ADDITIONAL FUNDING RECEIVED)	\$ 1,250,000
PROJECTED PROJECT BUDGET SURPLUS	+\$ 427,000

* Cost Includes all Land Acquisition cost but does not include future expropriation award and legal costs

Land Acquisition for Berm Construction & Expropriations

PROJECT	LAND NEGOTIATIONS	EXPROPRIATIONS
Midland	2	0
Grove Plaza	0	0
Downtown	1	0
Willow Estates	1	0
Newcastle	3	2
Floodway Buyouts	27	5
North Drumheller	14	4
East Coulee	8	4
Nacmine	14	12
Rosedale/Scarlett	9	3
TOTAL	76	30

- 13 claims for additional compensations on expropriated properties received to date
- Flood Program could receive up to 14 additional compensation claims
- Decision on award amounts to be made at Land and Property Rights Tribunal Hearings
- Flood Program responsible for all costs associated with Hearings (legal fees, expert witness, etc.)
- Potential expropriation damages awards liability more than remaining berms
- Timing of awards unknown **(could be >5 years out)**

- Proceeding with both Nacmine and Rosedale/Scarlett Berms would use all the remaining program funding; leaving no budget for any future expropriation damages awarded
- Provincial & Federal funds must be spent by Dec 31, 2028
- Anticipate that all Federal grant funding will be claimed by end of 2025
- In the event the Province doesn't agree to pay expropriation costs incurred above the current grant funding, the Town would be responsible to pay
- Council to consider delaying berm construction to leave funding available to cover the potential damages awarded at Land and Property Rights Tribunal Hearings
- Delaying Rosedale/Scarlett Berm would leave +/- \$6M of project costs to cover future expropriation damages, reducing the potential financial liability for the

Contact Us



EMAIL – FLOOD OFFICE:
FLOODREADINESS@DRUMHELLER.CA

WEB:
FLOODREADINESS.DRUMHELLER.CA

EMAIL - COMMUNITY ADVISORY
FLOODCOMMITTEE@DRUMHELLER.CA



REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program Nacmine Flood Protection Tender Award
DATE:	February 3 rd , 2025
PRESENTED BY:	Graham Waugh, Project Engineer, Flood Resiliency Program
ATTACHMENTS:	Nacmine Berm Tender Recommendation letter

SUMMARY:

The Nacmine Flood Improvements Project involves the construction of approximately 2700 m of a new earth fill flood protection berm. The berm extends from the corner of 1 St and 3 Ave, continues along the right bank of the Red Deer River and ties into high ground at 958 Hunter Drive. Land acquisition has been completed for the 12 properties needed for berm construction. A Request for Tender was advertised on Bids&Tenders for a total of 40 days from October 25, 2024, to December 4, 2024. A total of seven (7) bids were received, with results as follows:

Company Name	Total Cost (excluding GST)
Pidherney's Inc.	\$ 4,303,010.41
Wilco Contractors Southwest Inc.	\$ 4,664,523.90
PME Inc.	\$ 4,918,681.30
Prairie North Construction Ltd.	\$ 6,392,997.97
Whissell Contracting Ltd.	\$ 6,599,282.90
Bullin Construction Co. Ltd.	\$ 7,086,648.00
A.C.L. Construction Co. Ltd.	\$ 10,266,436.50
Engineering Pre-Tender Estimate (with 15% cont.)	\$ 6,140,000.00

If awarded, tree clearing is scheduled to commence in February 2025. Construction of the berm will begin in spring 2025 with all work (not including landscaping) scheduled to be completed by November 30th, 2025. Landscaping works will be completed by May 31st, 2026.

WSP has reviewed the bids. They have found the bids to be compliant with the tender requirements and are recommending award to Pidherney's Inc. Pidherney's is well suited to complete the work and is very familiar with scope of work, having completed the Newcastle Berm project for the Town.

RECOMMENDATION:

Administration recommends that the Nacmine Flood Protection tender be awarded to Pidherney's Inc. in the amount of \$4,303,010.41 excluding GST.

DISCUSSION:

The community of Nacmine is impacted by flooding from the Red Deer River starting at river flow rates of 1430 m³/s and was flooded in 2005. Construction of permanent flood mitigation infrastructure will protect 94 homes from flooding up to a 1:100 year return period event, and will improve insurability and mortgagability for the community, ensuring its viability into the future. Building a permanent berm in Nacmine will allow the Town to dedicate forces to other areas requiring temporary measures, reducing overall temporary flood response measures needed during a flood event. Award of the Nacmine Berm construction contract is an important step in improving flood resilience for all of Drumheller.

FINANCIAL IMPACT:

The Nacmine Flood Protection work is funded under the \$81.1M DRFM grant funding program, which is jointly funded by the Town, Provincial and Federal Governments. The current capital project construction cost is forecast to be slightly over budget with contingency allowances included, and if the contingencies are needed, the Town should be prepared to cover the costs. If there are project overages, the Town will require Council's approval for additional financing. The Flood Office is currently pursuing additional grant funding to help cover these additional costs as well.

Total project costs are as follows:

Description	Cost
Construction	\$ 4,303,010.41
Engineering Consultants	\$ 650,117.00
Subtotal	<u>\$ 4,953,127.41</u>
Construction Contingency (10%)	<u>\$ 430,301.04</u>
Project Cost	\$ 5,383,428.45

STRATEGIC POLICY ALIGNMENT:

Awarding the project to Piherney's Inc. aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment, and our cultural heritage.

COMMUNICATION STRATEGY:

An extensive public communication strategy has been employed for the past construction work, and a similar program will be used for the Nacmine Flood Protection work which includes:

- Utility bill mailout in spring 2025 about upcoming work
- "Construction Notice" on bulletins around town and delivered to nearby residents
- Construction sign at the project site that includes the project name and contacts, and overall program budget
- Updates on the Flood Readiness website
- Social media posts
- Information included in Flood Readiness email newsletter
- Pre-construction public information event or video
- Pre-construction vibration inspections for adjacent buildings
- Full time design team personnel on site during construction

MOTION:

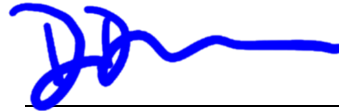
Moved that Council award the Nacmine Flood Protection Project tender to Pidherney's Inc. in the amount of \$4,303,010.41 excluding GST.



Spencer Robertson, P.Eng
DRFM Project Engineer



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



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

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



6 December 2024

Deighen Blakely
Flood Resiliency Program – Project Director
702 Premier Way
Drumheller, Alberta T0J 0Y4

Dear Deighen:

Subject: Nacmine Berm – Bid Recommendation Letter (Tender No. 2024-10-23)

This letter provides the results of our review of the Bid Documents provided by the Town of Drumheller (the Town). As indicated in the attached Bid Comparison Table, a total of seven compliant bids were received ranging from a low bid of \$4,303,010.41 from Pidherney's Inc. (Pidherney's) to a high bid of \$10,266,436.50 from A.C.L. Construction Ltd. (ACL). By comparison, the engineer's estimate was \$6,140,000 (including a 15% contingency). These amounts include both cash allowance items and provisional items. The three lowest bids are lower than the engineer's estimate, the middle bid is close to the engineer's estimate, and two of the three highest bids are within \$1M of the estimate with the highest bid being well above. This indicates that the three lowest bid prices are competitive. A bid summary table is attached. Of the three lowest bids, Pidherney's was fairly consistently among the lowest unit rates, just below the second-place bid. The third-place bid also had consistently low unit pricing as well, but was much higher on landscape maintenance and irrigation.

Based on this bid review Pidherney's appears to be capable of handling the work and performing to a high standard. Our project team has not worked with Pidherney's in the past, but they have completed one of the other Town berm projects already and completed good work per the Town. A meeting with Pidherney's will be set up in the new year prior to official award of the contract to confirm they are capable of moving forward with the work.

Based on the information summarized above, we recommend that the Contract be awarded to the lowest Bid from Pidherney's Inc.

Yours sincerely,

Scott Wagner, P.Eng.
Senior Water Resources Engineer

Josh Strukoff, P.Eng.
Lead Water Resources Engineer

SUMMARY OF TENDER RESULTS

Town of Drumheller

Nacmine



Project: Tender Items
Provisional Items

Project No.: CW2384

Owner: Town of Drumheller

Lowest Bidder: _____

Date: December 4, 2024

CONTRACTOR		SUBMITTED TENDER PRICE	FAX AMENDMENT	TOTAL BID TENDERED*	DIFFERENCE FROM LOW BIDDER	PERCENT DIFFERENCE
Pidherney's Inc.	Tender Items	\$3,975,277.05		\$4,303,010.41		
	Provisional Items	\$32,733.36				
	Cash Allowance	\$295,000.00				
Wilco Contractors Southwest Inc.	Tender Items	\$4,318,574.75		\$4,664,523.90	\$361,513.49	8.4%
	Provisional Items	\$50,949.15				
	Cash Allowance	\$295,000.00				
PME Inc.	Tender Items	\$4,560,173.60		\$4,918,681.30	\$615,670.89	14.3%
	Provisional Items	\$63,507.70				
	Cash Allowance	\$295,000.00				
Prairie North Construction Ltd.	Tender Items	\$6,078,161.47		\$6,392,997.97	\$2,089,987.56	48.6%
	Provisional Items	\$19,836.50				
	Cash Allowance	\$295,000.00				
Whissell Contracting Ltd.	Tender Items	\$6,255,087.60		\$6,599,326.90	\$2,296,316.49	53.4%
	Provisional Items	\$49,239.30				
	Cash Allowance	\$295,000.00				
Bullin Construction Co. Ltd.	Tender Items	\$6,691,925.00		\$7,086,648.00	\$2,783,637.59	64.7%
	Provisional Items	\$99,723.00				
	Cash Allowance	\$295,000.00				
A.C.L. Construction Ltd.	Tender Items	\$9,865,599.50		\$10,266,436.50	\$5,963,426.09	138.6%
	Provisional Items	\$105,837.00				
	Cash Allowance	\$295,000.00				

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program Rosedale Scarlett Flood Protection Tender Award
DATE:	February 3, 2025
PRESENTED BY:	Graham Waugh, Project Engineer, Flood Resiliency Program
ATTACHMENTS:	Rosedale Scarlett Berm Tender Recommendation letter

SUMMARY:

The Rosedale Scarlett Flood Improvements Project involves the construction of 2 berms located in East and West Rosedale. The Rosedale berm, located in east Rosedale, is a 3200 m long new berm and extends from the CN Rail embankment along the Rosebud River and wraps around to the right bank of the Red Deer River past the suspension bridge. The berm ties back into high ground at Pinter Road, south of the houses along Pinter Drive. A short section of berm is included at the Rosedale pump station to protect it from future flooding. An 8 m section of removable stoplog gates at the suspension bridge will allow access for tourists when water levels are low. The gates can be erected in short notice to seal off the entrance and complete the berm during a flood event.

The Scarlett berm, located in West Rosedale, is a 150 m section of upgraded berm. The berm ties into high ground a highway 10 and the CN Rail embankment. A section of vegetated riprap will provide erosion protection from the Rosebud River. Land acquisition has been completed for both berms with a total of 8 properties, 7 for Rosedale and 1 for Scarlett.

A Request for Tender was advertised on Bids&Tenders for a total of 42 days from November 6th, 2024 to December 13th, 2024. A total of four (4) bids were received, with results as follows:

Company Name	Total Cost (excluding GST)
Pidherney's Inc.	\$6,245,230.73
Wilco Contractors Southwest Inc.	\$6,914,771.60
PME Inc.	\$6,928,243.65
Prairie North Construction Ltd.	\$7,029,997.97
Engineering Pre-Tender Estimate (with 15% cont.)	\$9,967,000.00

Tree clearing is scheduled to commence in February 2025. Construction of the berm will begin in spring 2025 with all work (not including landscaping) scheduled to be completed by November 30th, 2025. Landscaping works will be completed by May 31st, 2026.

WSP has reviewed the bids. They have found the bids to be compliant with the tender requirements and are recommending award to Pidherney's Inc. Pidherney's is well suited to complete the work and is very familiar with scope of work, having completed the Newcastle Berm project for the Town.

RECOMMENDATION:

Administration recommends that the Rosedale Flood Protection tender be awarded to Pidherney's Inc. in the amount of \$5,248,625.58 excluding GST.

Administration recommends that the Scarlett Flood Protection tender be awarded to Pidherney's Inc. in the amount of \$996,605.15 excluding GST.

DISCUSSION:

The community of Rosedale is impacted by flooding from the Red Deer River starting at river flow rates of 1240 m³/s, and was flooded in both 2005 and 2013. Construction of permanent flood mitigation infrastructure will protect 117 homes from flooding up to a 1:100 year return period event, and will improve insurability and mortgagability for the community, ensuring its viability into the future. Building a permanent berm in Rosedale will allow the Town to dedicate forces to other areas requiring temporary measures, reducing overall temporary flood response measures needed during a flood event. Award of the Rosedale Scarlett Berm construction contract is an important step in improving flood resilience for all of Drumheller.

FINANCIAL IMPACT:

The Rosedale Scarlett Flood Protection work is funded under the \$81.1M DRFM grant funding program, which is jointly funded by the Town, Provincial and Federal Governments. The current capital project construction cost is forecast to be slightly over budget with contingency allowances included, and if the contingencies are needed, the Town should be prepared to cover the costs. If there are project overages, the Town will require Council's approval for additional financing. The Flood Office is currently pursuing additional grant funding to help cover these additional costs as well.

Total remaining project costs for Rosedale Scarlett are as follows:

Description	Cost
Construction	\$ 6,245,230.73
Engineering Consultants (KWL + WSP)	\$ 973,392.84
Subtotal	\$ 7,218,623.57
Construction Contingency (10%)	\$ 645,523.07
Project Cost	\$ 7,864,146.64

STRATEGIC POLICY ALIGNMENT:

Awarding the project to Pidherney's Inc. aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment, and our cultural heritage.

COMMUNICATION STRATEGY:

An extensive public communication strategy has been employed for the past construction work, and a similar program will be used for the Rosedale Scarlett Flood Protection work which includes:

- Utility bill mailout in spring 2025 about upcoming work
- “Construction Notice” on bulletins around town and delivered to nearby residents
- Construction sign at the project site that includes the project name and contacts, and overall program budget
- Updates on the Flood Readiness website
- Social media posts
- Information included in Flood Readiness email newsletter
- Pre-construction public information event or video
- Pre-construction vibration inspections for adjacent buildings
- Full time design team personnel on site during construction

MOTION:

Moved that Council award the Rosedale Flood Protection Project tender to Pidherney’s Inc. in the amount of \$5,248,625.58 excluding GST.

MOTION:

Moved that Council award the Scarlett Flood Protection Project tender to Pidherney’s Inc. in the amount of \$996,605.15 excluding GST.



Prepared by:
Spencer Robertson, P.Eng
DRFM Project Engineer



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



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

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



9 January 2025

Deighen Blakely
Flood Resiliency Program – Project Director
702 Premier Way
Drumheller, Alberta T0J 0Y4

Dear Deighen:

Subject: Rosedale and Scarlett Berm – Bid Recommendation Letter (Tender No. 2024-11-06)

This letter provides the results of our review of the Bid Documents provided by the Town of Drumheller (the Town). As indicated in the attached Bid Comparison Table, a total of four compliant Bids were received ranging from a low bid of \$6,245,230.73 from Pidherney's Inc. to a high bid of \$7,029,997.97 from Prairie North Construction Ltd. By comparison, the engineer's estimate was \$9,967,000 (including a 15% contingency). These amounts include both cash allowance items and provisional items. All bids were lower than the engineer's estimate indicating the bid prices are very competitive. A bid summary table is attached. Most of the difference in price between the 3 bids results from the cost of earthwork materials, concrete items, and landscaping.

Based on this bid review and a virtual meeting held between Pidherney's, the Town, and WSP, Pidherney's appears to be capable of handling the work and performing to a high standard. Our project team has not worked with Pidherney's in the past, but they have completed previous work for the Town, including Newcastle Berm.

Based on the information summarized above, we recommend that the Contract be awarded to the lowest Bid from Pidherney's Inc.

Yours sincerely,

Scott Wagner, P.Eng.
Senior Water Resources Engineer

Josh Strukoff, P.Eng.
Lead Water Resource Engineer

SUMMARY OF TENDER RESULTS

Town of Drumheller
ROSEDALE



Project: Tender Items
DFO Items
Provisional Items

Project No.: CW2384
Owner: Town of Drumheller
Lowest Bidder: _____
Date: December 18, 2024

CONTRACTOR		SUBMITTED TENDER PRICE	FAX AMENDMENT	TOTAL BID TENDERED*	DIFFERENCE FROM LOW BIDDER	PERCENT DIFFERENCE
Pidherney's Inc.	Tender Items	\$5,728,263.33		\$6,245,230.73		
	DFO Items	\$74,088.00				
	Provisional Items	\$42,879.40				
	Cash Allowance	\$400,000.00				
Wilco Contractors Southwest Inc.	Tender Items	\$6,373,423.60		\$6,914,771.60	\$669,540.87	10.7%
	DFO Items	\$99,144.00				
	Provisional Items	\$42,204.00				
	Cash Allowance	\$400,000.00				
PME Inc.	Tender Items	\$6,316,768.35		\$6,928,243.65	\$683,012.92	10.9%
	DFO Items	\$139,113.70				
	Provisional Items	\$72,361.60				
	Cash Allowance	\$400,000.00				
Prairie North Construction Ltd.	Tender Items	\$6,477,423.68		\$7,029,997.97	\$784,767.24	12.6%
	DFO Items	\$118,777.01				
	Provisional Items	\$33,797.28				
	Cash Allowance	\$400,000.00				

Notes:

* Including Provisional Items

REQUEST FOR DECISION

TITLE:	Fees, Rates and Charges Bylaw Amending Bylaw 05.25
DATE:	February 3rd, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer Victoria Chan, Director of Corporate Services
ATTACHMENTS:	(Draft) Bylaw #05.25 – Amending Bylaw for Bylaw #36.24 Schedule “A” – 2025 Safety Codes Permits Fee Schedule (redlined) Schedule “B”- 2025 Cemetery Fee Schedule (redlined) Bylaw #36.24 - Rates, Fees and Charges Bylaw

SUMMARY

The 2025 Fees, Rates and Charges Bylaw #36.24 received third and final reading at the Regular Council Meeting on December 16, 2024. Administration would like to amend both the Safety Code permit fees and the cemetery fees in the 2025 Fees, Rates and Charges Bylaw with Amending Bylaw #05.25.

When the 2025 Fees, Rates and Charges Bylaw was passed, the Request for Proposal (RFP) for Safety Code services had not been approved. As the RFP was awarded on January 20th, 2025 and the new contract is scheduled to begin April 1, 2025, Administration recommends that the safety codes fees reflect this new contract.

While reviewing the 2025 Fees, Rates and Charges Bylaw for the Safety Code fees, Administration discovered discrepancies within the cemetery fee schedule. Therefore, Administration also desires to fix these discrepancies in the cemetery fee schedule using this Amending Bylaw.

RECOMMENDATION

That Council give first and second reading to Bylaw 05.25 – Amending Bylaw for Bylaw #36.24.

Any further changes, if applicable, will be brought to the next Regular Council Meeting on March 3, 2025, for third and final reading.

DISCUSSION

The highlights of the proposed changes can be found below:

Key highlights	Page Referenced in red-lined version	Fee Increase
Building Permits		
Increase minimum permit fees to align with industry standard	1	\$35 – Residential (new fee \$150) \$85 – Commercial (new fee \$200)

Maintain the fee structure for new constructions and renovations over minimum fee	1	Remains the same for all projects over \$18,750
Electrical Permits		
Single Family Dwellings - New maintain fee structure, minimal fee increases to align with agency increases	2	~10% \$20-\$35 per permit
Residential Renovations, any other non-residential based on contract value maintain fee structure, minimal fee increases to align with agency increases	2-4	5-13% for small projects under \$20,000 \$10-\$25 per permit Average 3.3% increase to projects over \$20,000 \$25-160 per permit
Gas Permits		
Residential maintain fee structure, minimal fee increases to align with agency increases	5	5-10% \$10 per permit application
Miscellaneous	5	New line items added
Nonresidential – new and renovations maintain fee structure, minimal fee increases to align with agency increases	6	5-10% \$10 per permit application
Plumbing Permits		
All permits maintain fee structure, minimal fee increases to align with agency increases	7	6-14% \$15.00 per permit application

In the current contract, in place since January 2017, the Town of Drumheller has been using the services of Superior Safety Codes to conduct inspections and issue Safety Code permits. In that time, Superior has not raised their fees for this service. The Town of Drumheller did not raise permit fees for Safety Codes permits during this time and passed the saving on to the applicant. In October 2024 Administration issued the RFP to seek proposals from agencies accredited in all service categories for the provision of Safety Codes Services in the disciplines of Building, Electrical, Gas, Plumbing, and Private Sewage. The agency fees for the new contract have understandably increased.

Administration recommends that all fees are therefore raised to meet the increased Agency portion of the fees and increases in internal costs. Administration is recommending an average total fee increase of 5-10%. It is Administration's view that increases to some of the fees are needed for the following reasons:

- Service input costs have continued to increase.
- Internal costs have increased over the seven (7) year period.

A review of surrounding municipalities fees was conducted to ensure the fee increases do not exceed the permit fees charged across the province. The review yielded that the recommended fees are competitive.

During this assessment, Administration reviewed a change in the fee structure for many of the permit fees that other jurisdictions charge. Many jurisdictions utilize a streamlined approach to permit fees for electrical permits charged based on contract values, and condensed fees for Gas and Plumbing fees. While a condensed fee schedule is easier to understand, the industry standard fee schedule does not benefit the customer from a cost perspective. Currently, Administration recommends continuing with the existing fee model.

Consequently, Administration is recommending various increases to some fees while other fees are being kept at current levels. Administration is also recommending additions to the fee schedule to ensure a full and complete list of services provided by The Town of Drumheller is included.

Cemetery Fees

Due to administrative oversight, the incorrect rates were used in the 2025 Fee schedule for cemetery fees. The proposed revision would reflect a 5% increase compared to the 2024 rates.

Currently, there are no “top two row niches” for cremains available for sale, and there are only about three (3) to four (4) plots that are opened/closed for full burials that are done in a typical year. Therefore, the overall impact of this proposed change to fees is limited.

Proposed Revisions to Cemetery Section

	2024 Schedule “A”	2025 Schedule “A” - Bylaw 36.24	Revised 2025 Schedule “A”
Plots			
Open/Close Weekend - Resident	\$750	\$623	\$790
Open/Close Weekend - Non-Resident	\$850	\$623	\$895
Niche			
Top 2 Rows - Cremains – Resident	\$1500	\$1075	\$1575

FINANCIAL IMPACT

Safety Code Permits

The average increase in permit fees varies based on the type of permit. The proposed fee adjustments will cover increases in agency fees and are expected to boost the Town's revenue in this area by 5-10%. This is aimed at achieving cost recovery. Given that there have been no fee increases in the last seven years, these adjustments are considered quite reasonable.

Administration predicts that the average fee increase charged to the owner/developer to build new Single Family Residential developments requiring permits for Building, Electrical, Plumbing, and Gas permits will be approximately \$50 split across all the permits taken. The fees are tailored to continue to induce new home construction.

Cemetery Fees

With the revised changes, this would bring about a 5% increase in revenue within the affected fees compared to 2024, and in-line with increases of the other section of the 2025 Fee Schedule. The increased revenue is estimated to be about \$1,000 for the year.

STRATEGIC POLICY ALIGNMENT

Good governance, fiscal responsibility, strong economic development practices, and quality of life for all residents. It is also aligned with the Housing Strategy and other incentives offered to encourage home building.

COMMUNICATION STRATEGY

Once approved by Council via third and final reading, the approved amended 2025 Service Fee Schedule will be posted on the Town website and distributed to all Town departments.

Communications from the Planning, Development and Safety Codes department will be made with local contractors, developers and tradespeople that have had a Business License in 2024 or 2025 year notifying them of the upcoming changes.

MOTION:

Moved that Council give first reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*

MOTION:

Moved that Council give second reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*

Prepared by:
Antonia Strilisky
Development Officer

Reviewed by:
Reg Johnston
Manager of Economic
Development

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

Zeyu Zhang

Prepared by:
Zeyu Zhang
Financial Analyst

Victoria Chan

Reviewed by:
Victoria Chan CPA,
CGA, LL.B, LL.M
Director of Corporate
Services

**TOWN OF DRUMHELLER
BYLAW NUMBER 05.25
DEPARTMENT: FINANCE**

Amending Bylaw for Bylaw #36.24

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE AMENDMENT OF BYLAW #36.24, A BYLAW TO REGULATE FEES, RATES AND CHARGES FOR SERVICES WITHIN THE JURISDICTION OF THE TOWN OF DRUMHELLER.

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

AND WHEREAS, pursuant to the *Municipal Government Act*, the Town of Drumheller (the "Town") has adopted *2025 Rates, Fees and Charges Bylaw #36.24*;

AND WHEREAS the Town deems it desirable to amend *2025 Rates, Fees and Charges Bylaw #36.24*, in accordance with Section 191 of the *Municipal Government Act*;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as "Amending Bylaw for Bylaw #36.24."

2. AMENDMENTS

2.1 The following changes shall be applied to Bylaw #36.24:

- a) Pages 9 – 15 of Schedule "A" forming part of Bylaw #36.24, are hereby replaced with the attached Schedule A, which forms part of this amending Bylaw.
- b) Page 6 of Schedule "A" forming part of Bylaw #36.24, pages 6 is hereby replaced with the attached Schedule B, which forms part of this amending Bylaw.

3. TRANSITIONAL

3.1 This Bylaw shall come into force and effect on April 1, 2025 and after it receives third reading and is duly signed.

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

HEATHER COLBERG, MAYOR

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

SCHEDULE 'A'

SAFETY CODE PERMITS

All jurisdictions; fees effective April 1, 2025

Safety Code Council Levy

Pursuant to the Alberta Safety Codes Act Section 23(1), a mandatory additional 4% will be added to the cost of all Building, Electrical, Gas, Plumbing and Private Sewage Disposal Systems permits, with a minimum \$4.50 and a maximum \$560.00 charge per permit.

BUILDING PERMITS

Minimum fee

(applicable for all permits unless otherwise stated)

Residential	\$150.00
Commercial	\$200.00

Manufactured Home

Placement (on blocking or piles)	\$150.00
----------------------------------	----------

Modular Home

Move-on Relocation (on crawlspace or basement) _____ Based on square footage of main floor	\$0.40
---	--------

New Residential Single-Family Dwelling

Based on price per \$1,000.00 of construction value	\$8.00
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Residential Addition/Renovation/Garage/Multi-Housing Residential and Non-Residential

Includes; Garages, sheds, Hot tubs, wood stoves, roof mounted solar projects, swimming pools, decks etc—

Based on price per \$1,000.00 of construction value	\$8.00
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Multi-Housing Residential and Non-Residential

Public Institution, Commercial, Industrial, Multi-Housing Residential Based on price per \$1,000.00 of construction value	\$8.00
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Demolition—

Based on price per \$1,000.00 of construction value	\$2.50
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Oil and Gas

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

SCHEDULE 'A'

ELECTRICAL PERMITS

An additional charge of \$75.00 will be taken on ALL homeowner fees

New Residential Single-Family Dwelling

Based on square footage

Square Feet	Fees
0 to 1,200 square feet	\$160.00
1,201 to 1,500 square feet	\$180.00
1,501 to 2,000 square feet	\$200.00
2,001 to 2,500 square feet	\$225.00
2,500 to 3,000 square feet	\$250.00
3,001 to 4,000 square feet	\$275.00
4,001 to 5,000 square feet	\$300.00
5,001 square feet and over	\$350.00

Miscellaneous

Permanent and Temporary Service Connection	\$120.00
Manufactured Home on blocking or piles	\$120.00

Residential (Addition/Renovation/Garage etc.) and any other Non-Residential

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

Contract Value	Fees
\$0.00 to \$1,000.00	\$115.00
\$1,000.01 to \$3,000.00	\$130.00
\$3,000.01 to \$3,500.00	\$170.00
\$3,500.01 to \$4,000.00	\$200.00
\$4,000.01 to \$4,500.00	\$245.00
\$ 4,500.01 to \$6,500.00	\$295.00
\$6,500.01 to \$8,500.00	\$355.00
\$8,500.01 to \$10,000.00	\$395.00
\$10,000.01 to \$14,000.00	\$455.00
\$14,000.01 to \$18,000.00	\$515.00
\$18,000.01 to \$22,000.00	\$560.00
\$22,000.01 to \$26,000.00	\$600.00
\$26,000.01 to \$30,000.00	\$670.00
\$30,000.01 to \$34,000.00	\$725.00
\$34,000.01 to \$38,000.00	\$785.00
\$38,000.01 to \$42,000.00	\$830.00
\$42,000.01 to \$46,000.00	\$895.00
\$46,000.01 to \$50,000.00	\$935.00
\$50,000.01 to \$60,000.00	\$1,055.00
\$60,000.01 to \$70,000.00	\$1,150.00

SCHEDULE 'A'

\$70,000.01 to \$80,000.00	\$1,215.00
\$80,000.01 to \$90,000.00	\$1,290.00
\$90,000.01 to \$100,000.00	\$1,370.00
\$100,000.01 to \$110,000.00	\$1,485.00
\$110,000.01 to \$120,000.00	\$1,595.00
\$120,000.01 to \$130,000.00	\$1,640.00
\$130,000.01 to \$140,000.00	\$1,700.00
\$140,000.01 to \$150,000.00	\$1,750.00
\$150,000.01 to \$160,000.00	\$1,795.00
\$160,000.01 to \$170,000.00	\$1,865.00
\$170,000.01 to \$180,000.00	\$1,910.00
\$180,000.01 to \$190,000.00	\$1,970.00
\$190,000.01 to \$200,000.00	\$2,020.00
\$200,000.01 to \$210,000.00	\$2,075.00
\$210,000.01 to \$220,000.00	\$2,135.00
\$220,000.01 to \$230,000.00	\$2,180.00
\$230,000.01 to \$240,000.00	\$2,230.00
\$240,000.01 to \$250,000.00	\$2,295.00
\$250,000.01 to \$300,000.00	\$2,425.00
\$300,000.01 to \$350,000.00	\$2,590.00
\$ 350,000.01 to \$ 400,000.00	\$2,740.00
\$ 400,000.01 to \$ 450,000.00	\$2,900.00
\$ 450,000.01 to \$ 500,000.00	\$3,055.00
\$ 500,000.01 to \$ 550,000.00	\$3,270.00
\$ 550,000.01 to \$ 600,000.00	\$3,495.00
\$ 600,000.01 to \$ 650,000.00	\$3,725.00
\$ 650,000.01 to \$ 700,000.00	\$3,950.00
\$ 700,000.01 to \$ 750,000.00	\$4,180.00
\$ 750,000.01 to \$ 800,000.00	\$4,400.00
\$ 800,000.01 to \$ 850,000.00	\$4,630.00
\$ 850,000.01 to \$ 900,000.00	\$4,855.00
\$ 900,000.01 to \$ 950,000.00	\$5,090.00
\$ 950,000.01 to \$ 1,000,000.00	\$5,310.00
\$ 1,000,001.00 and over	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00</i>

SCHEDULE 'A'

GAS PERMITS

Residential

Number of Outlets	Fees
1	\$100.00
2	\$110.00
3	\$120.00
4	\$130.00
5	\$140.00
6	\$150.00
7	\$160.00
8	\$170.00
9	\$185.00
10	\$195.00
For each outlet over 10	\$10.00

Miscellaneous

Secondary Line (gas co-op)	\$100.00
Air Test	\$100.00
Propane Tank Set	\$100.00
Propane Tank Hook up (tank over 450L)	\$100.00
Propane Refill Centre – 1 Inspection	\$200.00

SCHEDULE 'A'

Non-Residential

Type of Installation	BTU Input	Fees
	0 – 50,000	\$105.00
	50,001 – 100,000	\$110.00
New Installations	100,001 – 150,000	\$115.00
	150,001 – 200,000	\$140.00
Temporary Heat	200,001 – 250,000	\$160.00
	250,001 – 300,000	\$165.00
Replacement Appliances	300,001 – 350,000	\$170.00
	350,001 – 400,000	\$175.00
	400,000 – 450,000	\$185.00
	450,001 – 500,000	\$190.00
	500,001 – 550,000	\$195.00
	550,001 – 600,000	\$200.00
	600,001 – 650,000	\$205.00
	650,001 – 700,000	\$210.00
	700,001 – 750,000	\$215.00
	750,001 – 800,000	\$220.00
	800,001 – 850,000	\$225.00
	850,001 – 900,000	\$230.00
	900,001 – 950,000	\$235.00
	950,001 – 1,000,000	\$245.00
	1,000,001 or more - each additional portion of 100,000 BTU	\$10.00

SCHEDULE 'A'

PLUMBING PERMITS

Residential and Non-Residential

Number of Fixtures	Fees
1	\$105.00
2	\$110.00
3	\$115.00
4	\$120.00
5	\$130.00
6	\$135.00
7	\$140.00
8	\$150.00
9	\$160.00
10	\$170.00
11	\$175.00
12	\$180.00
13	\$190.00
14	\$195.00
15	\$205.00
16	\$210.00
17	\$210.00
18	\$220.00
19	\$225.00
20	\$235.00
21	\$240.00
22	\$245.00
23	\$260.00
24	\$265.00
25	\$280.00
Each Fixture over 25	\$10.00
Additional Homeowner Permit	\$75.00
For permits over 5 fixtures	

Manufactured homes – based on number of drops

SCHEDULE 'A'

PRIVATE SEWAGE DISPOSAL SYSTEMS

Residential and Non-Residential

Description	Fee
Holding Tank	\$225.00
Open Discharge	\$275.00
Field, Mound, Sand Filter, Treatment Tank, etc.	\$400.00

SCHEDULE 'B'

CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
Plots		
Full Plot	\$1,050.00	\$1,575.00
Open/Close – weekday	\$525.00	\$630.00
Open/Close – weekend, holiday	\$790.00	\$895.00
Winter fee – (Nov 01 to Mar 31)	\$315.00	\$420.00
Cremains		
Cremains plot (maximum 2 cremains)	\$525.00	\$630.00
Open/Close – weekday	\$210.00	\$263.00
Open/Close – weekend, holiday	\$420.00	\$525.00
Winter fee – (Nov 01 – Mar 31)	\$126.00	\$158.00
Niche		
Top 2 rows – each cremains – max 2	\$1575.00	\$1838.00
Lower 2 rows – each cremains – max 2	\$1365.00	\$1418.00
Open/Close – weekday	\$315.00	\$368.00
Open/close – weekend, holiday	\$473.00	\$525.00
Engraving	\$630.00	\$683.00
Memorial Wall		
Plaque engraving for memorial wall	\$315.00	\$368.00
Scatter Garden		
Permit to scatter cremains in Scatter Garden (no memorial plaque)	\$126.00	\$210.00
Permit to scatter cremains in Scatter Garden (with memorial plaque)	\$263.00	\$315.00

SAFETY CODE PERMITS

All jurisdictions; fees effective April 1, 2025

Safety Code Council Levy

Pursuant to the Alberta Safety Codes Act Section 23(1), a mandatory additional 4% will be added to the cost of all Building, Electrical, Gas, Plumbing and Private Sewage Disposal Systems permits, with a minimum \$4.50 and a maximum \$560.00 charge per permit.

BUILDING PERMITS

Minimum fee

(applicable for all permits unless otherwise stated)

Residential	\$150.00
Commercial	\$200.00

Manufactured Home

Placement (on blocking or piles)	\$115.00	\$150.00
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Modular Home

Move-on Relocation (on crawlspace or basement) Minimum Fee	\$115.00	
Based on square footage of main floor	\$0.30	\$0.40

New Residential Single-Family Dwelling

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

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

Includes; Garages, sheds, Hot tubs, wood stoves, roof mounted solar projects, swimming pools, decks etc

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

Multi-Housing Residential and Non-Residential

Public Institution, Commercial, Industrial, Multi-Housing Residential		
Based on price per \$1,000.00 of construction value		\$8.00

Demolition

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

Oil and Gas

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

ELECTRICAL PERMITS

An additional charge of \$75.00 will be taken on ALL homeowner fees

New Residential Single-Family Dwelling

Based on square footage

Square Feet	Fees	Fees
0 to 1,200 square feet	\$140.00	\$160.00
1,201 to 1,500 square feet	\$160.00	\$180.00
1,501 to 2,000 square feet	\$180.00	\$200.00
2,001 to 2,500 square feet	\$200.00	\$225.00
2,500 to 3,000 square feet	\$225.00	\$250.00
3,001 to 4,000 square feet	\$245.00	\$275.00
4,001 to 5,000 square feet	\$265.00	\$300.00
5,001 square feet and over	\$315.00	\$350.00
Additional homeowner permit	\$75.00	

Miscellaneous

Permanent and Temporary Service Connection	\$95.00 \$120.00
Manufactured Home on blocking or piles	\$95.00 \$120.00

Residential (Addition/Renovation/Garage etc.) and any other Non-Residential

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

Contract Value	Fees	Fees
\$0.00 to \$1,000.00	\$100.00	\$115.00
\$1,000.01 to \$3,000.00	\$120.00	\$130.00
\$3,000.01 to \$3,500.00	\$160.00	\$170.00
\$3,500.01 to \$4,000.00	\$185.00	\$200.00
\$4,000.01 to \$4,500.00	\$230.00	\$245.00
\$ 4,500.01 to \$6,500.00	\$280.00	\$295.00
\$6,500.01 to \$8,500.00	\$335.00	\$355.00
\$8,500.01 to \$10,000.00	\$380.00	\$395.00
\$10,000.01 to \$14,000.00	\$430.00	\$455.00
\$14,000.01 to \$18,000.00	\$490.00	\$515.00

\$18,000.01 to \$22,000.00	\$538.00	\$560.00
\$22,000.01 to \$26,000.00	\$576.00	\$600.00
\$26,000.01 to \$30,000.00	\$646.00	\$670.00
\$30,000.01 to \$34,000.00	\$694.00	\$725.00
\$34,000.01 to \$38,000.00	\$754.00	\$785.00
\$38,000.01 to \$42,000.00	\$802.00	\$830.00
\$42,000.01 to \$46,000.00	\$862.00	\$895.00
\$46,000.01 to \$50,000.00	\$905.00	\$935.00
\$50,000.01 to \$60,000.00	\$1,013.00	\$1,055.00
\$60,000.01 to \$70,000.00	\$1,109.00	\$1,150.00
\$70,000.01 to \$80,000.00	\$1,169.00	\$1,215.00
\$80,000.01 to \$90,000.00	\$2,127.00	\$1,290.00
\$90,000.01 to \$100,000.00	\$1,325.00	\$1,370.00
\$100,000.01 to \$110,000.00	\$1,433.00	\$1,485.00
\$110,000.01 to \$120,000.00	\$1,541.00	\$1,595.00
\$120,000.01 to \$130,000.00	\$1,589.00	\$1,640.00
\$130,000.01 to \$140,000.00	\$1,649.00	\$1,700.00
\$140,000.01 to \$150,000.00	\$1,692.00	\$1,750.00
\$150,000.01 to \$160,000.00	\$1,740.00	\$1,795.00
\$160,000.01 to \$170,000.00	\$1,800.00	\$1,865.00
\$170,000.01 to \$180,000.00	\$1,848.00	\$1,910.00
\$180,000.01 to \$190,000.00	\$1,908.00	\$1,970.00
\$190,000.01 to \$200,000.00	\$1,956.00	\$2,020.00
\$200,000.01 to \$210,000.00	\$2,004.00	\$2,075.00
\$210,000.01 to \$220,000.00	\$2,064.00	\$2,135.00
\$220,000.01 to \$230,000.00	\$2,112.00	\$2,180.00
\$230,000.01 to \$240,000.00	\$2,160.00	\$2,230.00
\$240,000.01 to \$250,000.00	\$2,220.00	\$2,295.00
\$250,000.01 to \$300,000.00	\$2,349.00	\$2,425.00
\$300,000.01 to \$350,000.00	\$2,503.00	\$2,590.00
\$ 350,000.01 to \$ 400,000.00	\$2,657.00	\$2,740.00

\$ 400,000.01 to \$ 450,000.00	\$2,811.00	\$2,900.00
\$ 450,000.01 to \$ 500,000.00	\$2,965.00	\$3,055.00
\$ 500,000.01 to \$ 550,000.00	\$3,170.00	\$3,270.00
\$ 550,000.01 to \$ 600,000.00	\$3,390.00	\$3,495.00
\$ 600,000.01 to \$ 650,000.00	\$3,610.00	\$3,725.00
\$ 650,000.01 to \$ 700,000.00	\$3,830.00	\$3,950.00
\$ 700,000.01 to \$ 750,000.00	\$4,050.00	\$4,180.00
\$ 750,000.01 to \$ 800,000.00	\$4,270.00	\$4,400.00
\$ 800,000.01 to \$ 850,000.00	\$4,490.00	\$4,630.00
\$ 850,000.01 to \$ 900,000.00	\$4,710.00	\$4,855.00
\$ 900,000.01 to \$ 950,000.00	\$4,930.00	\$5,090.00
\$ 950,000.01 to \$ 1,000,000.00	\$5,150.00	\$5,310.00
\$ 1,000,001.00 and over	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00)</i>	<i>additional \$160.00 per each additional \$100,000 (or portion of \$100,000.00)</i>
Additional homeowner permit over \$500.00	\$75.00	

GAS PERMITS

Residential

Number of Outlets	Fees	Fees
1	\$90.00	\$100.00
2	\$100.00	\$110.00
3	\$110.00	\$120.00
4	\$120.00	\$130.00
5	\$130.00	\$140.00
6	\$140.00	\$150.00
7	\$150.00	\$160.00
8	\$160.00	\$170.00
9	\$175.00	\$185.00
10	\$185.00	\$195.00
For each outlet over 10	\$10.00	\$10.00

Miscellaneous

Secondary Line (gas co-op)	\$90.00 \$100.00
Air Test	\$100.00
Propane Tank Set	\$90.00 \$100.00
Propane Tank Hook up (tank over 450L)	\$100.00
Propane Refill Centre – 1 Inspection	\$200.00

Non-Residential

Type of Installation	BTU Input	Fees	Fees
	0 – 50,000	\$95.00	\$105.00
	50,001 – 100,000	\$100.00	\$110.00
New Installations	100,001 – 150,000	\$105.00	\$115.00
	150,001 – 200,000	\$130.00	\$140.00
Temporary Heat	200,001 – 250,000	\$150.00	\$160.00
	250,001 – 300,000	\$155.00	\$165.00
Replacement Appliances	300,001 – 350,000	\$160.00	\$170.00
	350,001 – 400,000	\$165.00	\$175.00
	400,000 – 450,000	\$175.00	\$185.00
	450,001 – 500,000	\$180.00	\$190.00
	500,001 – 550,000	\$185.00	\$195.00
	550,001 – 600,000	\$190.00	\$200.00
	600,001 – 650,000	\$195.00	\$205.00
	650,001 – 700,000	\$200.00	\$210.00
	700,001 – 750,000	\$205.00	\$215.00
	750,001 – 800,000	\$210.00	\$220.00
	800,001 – 850,000	\$215.00	\$225.00
	850,001 – 900,000	\$220.00	\$230.00
	900,001 – 950,000	\$225.00	\$235.00
	950,001 – 1,000,000	\$235.00	\$245.00
	1,000,001 or more - each additional portion of 100,000 BTU	\$10.00	\$10.00

Propane

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

PLUMBING PERMITS

Residential and Non-Residential

Number of Fixtures	Fees	Fees
1	\$90.00	\$105.00
2	\$95.00	\$110.00
3	\$100.00	\$115.00
4	\$105.00	\$120.00
5	\$115.00	\$130.00
6	\$120.00	\$135.00
7	\$125.00	\$140.00
8	\$135.00	\$150.00
9	\$145.00	\$160.00
10	\$155.00	\$170.00
11	\$160.00	\$175.00
12	\$165.00	\$180.00
13	\$175.00	\$190.00
14	\$180.00	\$195.00
15	\$190.00	\$205.00
16	\$195.00	\$210.00
17	\$200.00	\$210.00
18	\$210.00	\$220.00
19	\$215.00	\$225.00
20	\$225.00	\$235.00
21	\$230.00	\$240.00
22	\$235.00	\$245.00
23	\$245.00	\$260.00
24	\$250.00	\$265.00
25	\$260.00	\$280.00
Each Fixture over 25	\$10.00	\$10.00
Additional Homeowner Permit	\$75.00	\$75.00
For permits over 5 fixtures		

Manufactured homes – based on number of drops

PRIVATE SEWAGE DISPOSAL SYSTEMS

Residential and Non-Residential

Description	Permit Fee	Permit Fee
Holding Tank	\$180.00	\$225.00
Open Discharge	\$180.00	\$275.00
Field, Mound, Sand Filter, Treatment Tank, etc.	\$260.00	\$400.00

DRAFT

CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
Plots		
Full Plot	\$1,050.00	\$1,575.00
Open/Close – weekday	\$525.00	\$630.00
Open/Close – weekend, holiday	\$623.00	\$623.00
	\$790.00	\$895.00
Winter fee – (Nov 01 to Mar 31)	\$315.00	\$420.00
Cremaains		
Cremaains plot (maximum 2 cremaains)	\$525.00	\$630.00
Open/Close – weekday	\$210.00	\$263.00
Open/Close – weekend, holiday	\$420.00	\$525.00
Winter fee – (Nov 01 – Mar 31)	\$126.00	\$158.00
Niche		
Top 2 rows – each cremaains – max 2	\$1075.00	\$1838.00
	\$1575.00	
Lower 2 rows – each cremaains – max 2	\$1365.00	\$1418.00
Open/Close – weekday	\$315.00	\$368.00
Open/close – weekend, holiday	\$473.00	\$525.00
Engraving	\$630.00	\$683.00
Memorial Wall		
Plaque engraving for memorial wall	\$315.00	\$368.00
Scatter Garden		
Permit to scatter cremaains in Scatter Garden (no memorial plaque)	\$126.00	\$210.00
Permit to scatter cremaains in Scatter Garden (with memorial plaque)	\$263.00	\$315.00

TOWN OF DRUMHELLER
BYLAW 36.24
DEPARTMENT: FINANCE / CORPORATE SERVICES

Repeals Bylaw 01.24

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

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

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

1. CITATION

1.1 This Bylaw may be called the "2025 Fees, Rates and Charges Bylaw."

2. PURPOSE

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

3. APPLICATION

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

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

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

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

4. SEVERABILITY

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

5. TRANSITIONAL

5.1 This Bylaw repeals Bylaw 01.24

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

READ A FIRST TIME THIS 2nd DAY OF DECEMBER 2024

READ A SECOND TIME THIS 2nd DAY OF DECEMBER 2024

READ A THIRD TIME AND PASSED THIS 16th DAY OF DECEMBER 2024




MAYOR


CHIEF ADMINISTRATIVE OFFICER

2025 SERVICE FEE SCHEDULE
APPENDIX A

**TOWN OF
DRUMHELLER**



TABLE OF CONTENTS

ADMINISTRATION	2
Account Management	2
Assessment Appeal	2
Assessment Information Request by Third Party	2
Fax	2
FOIP Requests	2
Photocopying	2
Copies of Information other than Photocopies	2
AIRPORT	3
Lot for own hanger	3
Commercial use of a hanger lot.....	3
Landing Fees - Based on Maximum Takeoff Weight (MTOW)	3
Classroom Fees Monthly	3
Hangar Rental	3
Tie down Parking.....	3
Ramp Lease Rates - Yearly	3
Land.....	3
Other Fees	3
ANIMAL LICENCING.....	4
Animal Licence (Life)	4
Animal Licence (One Year)	4
Animal Licence (Five Year)	4
BUSINESS LICENCING	5
General Business Licence.....	5
Temporary Licence Fees.....	5
Mobile Vendors	5
Short Term Rentals	5
Miscellaneous	5
CEMETERY	6
Plots	6
Cremains.....	6
Niche.....	6
Memorial Wall	6
Scatter Garden.....	6
DEVELOPMENT PERMITS	7

Photocopying	7
Development Permits	7
Development Appeal Fee	8
Compliance Certificates	8
Encroachment Agreement	8
File Review	8
Copies of Information	8
SAFETY CODE PERMITS	9
Safety Code Council Levy	9
Manufactured Home	9
Modular Home	9
New Residential Single-Family Dwelling	9
Residential Addition/Renovation/Garage/Multi-Housing Residential and Non-Residential	9
Demolition	9
Oil and Gas	9
New Residential Single-Family Dwelling	10
Miscellaneous	10
Residential and Non-Residential – Addition/Renovation/Garage etc.....	10
Fire Discipline – Residential and Non-residential	13
Residential.....	13
Miscellaneous	13
Non-Residential	14
Propane.....	14
Residential and Non-Residential	15
RECREATION FACILITIES	16
DRUMHELLER AQUAPLEX	16
Rentals	16
Pool Rentals	16
Scheduled Swim Group Pricing	16
Private Pool Rentals.....	16
Aquaplex Admissions (per swim)	17
Aquaplex Admissions (per swim)	17
Swimming Lessons.....	17
MEMORIAL ARENA.....	18
Memorial Arena Rental Rates	18
BALL DIAMONDS	18
BADLANDS COMMUNITY FACILITY	19
Rental Definitions:.....	19

Banquet Hall Room Rentals	19
Prepaid Parking	20
Meeting Room Rentals.....	20
Recreation Space Rentals.....	21
BADLANDS COMMUNITY FACILITY	21
Admissions.....	21
RECREATION FACILITY MEMBERSHIPS	22
Drumheller Aquaplex, Memorial Arena and Badlands Community Facility.....	22
Corporate Memberships	23
SOCAN & RE: SOUND	23
AQUAPLEX PARKING LOT.....	24
BCF PARKING LOT.....	24
BCF OUTDOOR PARK.....	24
PHYSICAL PARKING PASS.....	24
MISCELLANEOUS	24
Custom Work - Infrastructure Services	24
Electronic Information	24
Information Extraction	24
Search and Retrieval.....	24
FIRE FEES AND PENALTIES	25
Fire Protection Charges and Service Fees	25

ADMINISTRATION

GST included unless otherwise specified.

Account Management

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

Assessment Appeal

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

Assessment Information Request by Third Party

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

Per transmission (local or long distance)	\$6.00
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FOIP Requests

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

Per request submission <i>Additional costs may be determined after review of request.</i>	\$25.00
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NSF Charges	\$35.00
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Photocopying

Black and white <i>per page</i>	\$0.50
Colour <i>per page</i>	\$2.00

Copies of Information other than Photocopies

Reprint fee for invoice, account history or receipt	\$30.00
Per tax certificate	\$50.00

AIRPORT

+GST

Lot for own hanger

Per year (site improvements not included) \$1.00/square meter of leased site

Commercial use of a hanger lot

\$100.00/month

Landing Fees - Based on Maximum Takeoff Weight (MTOW)

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

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

Classroom Fees Monthly

Includes use of the Internet

Monthly Seat \$100.00

Hangar Rental

Per Night \$10.00

Per Month \$200.00

Tie down Parking

Note: This does not apply to non-commercial tenants who are parking on ramp temporarily.

No fees imposed up to 7 days

Starting on the 8th day \$25/month

< 2721 kilograms \$300.00/year

>2721 kilograms \$348.00/year

Ramp Lease Rates - Yearly

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

Land

Airside \$3.00/meters²

Other Fees

Fuel Flowage Fee \$0.05 per L Jet Fuel

Pavement sweeping Included in lease

Snow removal Included in lease

Loader Included in lease

ANIMAL LICENCING

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

Animal Licence (Life)	Dogs	Cats
Altered with microchip or tattoo	\$100.00	\$80.00
Altered without microchip or tattoo	\$175.00	\$150.00
Unaltered without microchip or tattoo	\$200.00	\$180.00
Animal Licence (One Year)	Dogs	Cats
Altered with microchip or tattoo	\$17.00	\$11.50
Altered without microchip or tattoo	\$25.00	\$20.00
Unaltered without microchip or tattoo	\$57.00	\$57.00
Animal Licence (Five Year)	Dogs	Cats
Altered with microchip or tattoo	\$50.00	\$40.00
Altered without microchip or tattoo	\$80.00	\$65.00
Unaltered without microchip or tattoo	\$150.00	\$140.00

BUSINESS LICENCING

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

TYPE OF SERVICE	2025 FEE
General Business Licence	
Resident	\$255.00
Non-Resident	\$375.00
Micro-Business	\$55.00
Temporary Licence Fees	
1 Day	\$45.00
1 Week	\$80.00
1 Month	\$175.00
4 Month	\$250.00
Mobile Vendors	
Annual Licence	\$375.00
Event Licence	\$150.00
Youth Licence	\$50.00
Short Term Rentals	
Principal Resident STR	\$245.00
Non-Principal Resident STR	\$810.00
Non-Resident STR	\$1,010.00
Miscellaneous	
Busking Licence	\$25.00
Charitable/ Non-profit Organization	\$0.00
Special Event Licence	\$0.00

CEMETERY

+GST

A burial permit is required for all burials.

Type of Service	Resident	Non-Resident
Plots		
Full Plot	\$1,050.00	\$1,575.00
Open/Close – weekday	\$525.00	\$630.00
Open/Close – weekend, holiday	\$623.00	\$623.00
Winter fee – (Nov 01 to Mar 31)	\$315.00	\$420.00
Cremains		
Cremains plot (maximum 2 cremains)	\$525.00	\$630.00
Open/Close – weekday	\$210.00	\$263.00
Open/Close – weekend, holiday	\$420.00	\$525.00
Winter fee – (Nov 01 – Mar 31)	\$126.00	\$158.00
Niche		
Top 2 rows – each cremains – max 2	\$1075.00	\$1838.00
Lower 2 rows – each cremains – max 2	\$1365.00	\$1418.00
Open/Close – weekday	\$315.00	\$368.00
Open/close – weekend, holiday	\$473.00	\$525.00
Engraving	\$630.00	\$683.00
Memorial Wall		
Plaque engraving for memorial wall	\$315.00	\$368.00
Scatter Garden		
Permit to scatter cremains in Scatter Garden (no memorial plaque)	\$126.00	\$210.00
Permit to scatter cremains in Scatter Garden (with memorial plaque)	\$263.00	\$315.00

DEVELOPMENT PERMITS

Photocopying

Base maps (black and white - 8 1/2 x 11)	\$12.00
Land Use Bylaw (colour)	\$15.00
Municipal Development Plan (colour)	\$17.00

Development Permits

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

Development Appeal Fee

Member of the Palliser Intermunicipal Subdivision and Development Appeal Board

\$257.50

Compliance Certificates

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

Encroachment Agreement

Includes title search and registration	\$310.00
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File Review

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

Copies of Information

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

Safety Code Council Levy

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

Building Permit Fees

Manufactured Home

Placement (on blocking or piles) \$115.00

Modular Home

Move-on Relocation (on crawlspace or basement) Minimum Fee \$115.00

Based on square footage of main floor \$0.30

New Residential Single-Family Dwelling

Minimum Fee \$115.00

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

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

Minimum Fee \$115.00

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

Demolition

Minimum Fee \$115.00

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

Oil and Gas

Minimum Fee \$450.00

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

Electrical Permit Fees

New Residential Single-Family Dwelling

Based on square footage

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

Miscellaneous

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

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

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

Contract Value	Fees
\$0.00 to \$1,000.00	\$100.00
\$1,000.01 to \$3,000.00	\$120.00
\$3,000.01 to \$3,500.00	\$160.00
\$3,500.01 to \$4,000.00	\$185.00
\$4,000.01 to \$4,500.00	\$230.00
\$ 4,500.01 to \$6,500.00	\$280.00
\$6,500.01 to \$8,500.00	\$335.00
\$8,500.01 to \$10,000.00	\$380.00
\$10,000.01 to \$14,000.00	\$430.00
\$14,000.01 to \$18,000.00	\$490.00
\$18,000.01 to \$22,000.00	\$538.00
\$22,000.01 to \$26,000.00	\$576.00

\$26,000.01 to \$30,000.00	\$646.00
\$30,000.01 to \$34,000.00	\$694.00
\$34,000.01 to \$38,000.00	\$754.00
\$38,000.01 to \$42,000.00	\$802.00
\$42,000.01 to \$46,000.00	\$862.00
\$46,000.01 to \$50,000.00	\$905.00
\$50,000.01 to \$60,000.00	\$1,013.00
\$60,000.01 to \$70,000.00	\$1,109.00
\$70,000.01 to \$80,000.00	\$1,169.00
\$80,000.01 to \$90,000.00	\$2,127.00
\$90,000.01 to \$100,000.00	\$1,325.00
\$100,000.01 to \$110,000.00	\$1,433.00
\$110,000.01 to \$120,000.00	\$1,541.00
\$120,000.01 to \$130,000.00	\$1,589.00
\$130,000.01 to \$140,000.00	\$1,649.00
\$140,000.01 to \$150,000.00	\$1,692.00
\$150,000.01 to \$160,000.00	\$1,740.00
\$160,000.01 to \$170,000.00	\$1,800.00
\$170,000.01 to \$180,000.00	\$1,848.00
\$180,000.01 to \$190,000.00	\$1,908.00
\$190,000.01 to \$200,000.00	\$1,956.00
\$200,000.01 to \$210,000.00	\$2,004.00
\$210,000.01 to \$220,000.00	\$2,064.00
\$220,000.01 to \$230,000.00	\$2,112.00
\$230,000.01 to \$240,000.00	\$2,160.00
\$240,000.01 to \$250,000.00	\$2,220.00
\$250,000.01 to \$300,000.00	\$2,349.00
\$300,000.01 to \$350,000.00	\$2,503.00
\$ 350,000.01 to \$ 400,000.00	\$2,657.00
\$ 400,000.01 to \$ 450,000.00	\$2,811.00

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

Fire Permits

+ GST

Fire Discipline – Residential and Non-residential

Permit for the Sale of Fireworks (up to 1 year)	\$100.00
Permit for Display Fireworks (per event)	\$50.00
Fire Permit	\$50.00

Gas Permits

Residential

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

Miscellaneous

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

Non-Residential

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

Propane

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

Plumbing Permits

Residential and Non-Residential

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

RECREATION FACILITIES

DRUMHELLER AQUAPLEX

Rentals

GST is included in the following three listed prices

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

Pool Rentals

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

Swim Club – per hour	\$75.50
Swim Club – per hour – per lane	\$13.75
Royal Tyrrell Museum Edu-tour/camp-ins per person April 1-March 31	\$4.25

Scheduled Swim Group Pricing

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$105.00	\$152.25
26 to 35	\$142.00	\$196.25
36 to 45	\$178.50	\$239.50
46+	\$222.50	\$280.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Private Pool Rentals

+ GST

Number in Group for Pool Rentals	Resident Groups	Non-resident Groups
1 to 25	\$189.00	\$217.50
26 to 35	\$210.00	\$241.50
36 to 45	\$231.00	\$265.75
46+	\$262.50	\$302.00
Additional Lifeguard (every additional 30 people above 46 people)	\$35.00	\$38.00

Aquaplex Admissions (per swim)

GST is included in prices listed.

Admission	Drop-in	Buy 9 get 1 free as per drop-in
2 and under <i>within arms reach of someone 16yrs+</i>	Free	Free
Preschool (3-5 yrs) <i>within arms reach of someone 16yrs+</i>	\$2.00	\$18.00
Youth (ages 6-17yrs) <i>Must be 8+yrs to come unaccompanied</i>	\$6.00	\$54.00
Adult (ages 18-59yrs)	\$9.50	\$85.50
Senior (ages 60+)	\$7.00	\$63.00
Family	\$22.00	-
Daily rate add-on Single Admission	\$2.50	-
Daily rate add-on Family Admission	\$5.50	-

Aquaplex Admissions (per swim)

GST is included in prices listed.

Thrifty Swim	\$3.00
Drop-in Fitness Classes	Drop-in + \$1.00

Swimming Lessons

Swimming lessons for children 14 and under are GST exempt.

Swimming Lesson Type	Fees
Pre-school/Stroke Proficiency (30 minutes)	\$44.00
Swim Kids – 1 to 3 (45 minutes)	\$57.75
Swim Kids – 4 to 6 & Swimm Patrol (60 minutes)	\$71.50
Junior Lifeguard Club (60 minutes)	\$97.75
\$7.50 per 30 minutes of group instruction	
Private Lessons – 1 Child (30 minutes)	\$19.00
Additional Child (30 minutes)	\$7.00
School Lessons (August to June each year)	\$35.75
Adult Lesson – Drop-in	\$19.00
Adult Session	\$61.00

MEMORIAL ARENA

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

Memorial Arena Rental Rates

+ GST

User Group	NO ICE	ICE	
	Rental Fees per Hour	Rental Fees per Hour	
	Summer	Prime Time	Non-Prime Time
Youth Groups	\$84.00	\$105.00	\$77.75
Local Adult Hockey	\$84.00	\$212.00	\$154.25
Out of town users	\$95.75	\$266.00	\$184.75

BALL DIAMONDS

+ GST

User Group	Per Game (Each Diamond) <i>2-3 hour duration</i>	Per Day (Each Diamond)
Youth	\$28.50	\$101.00
Adult	\$39.00	\$134.50
Non- Resident Youth	\$31.50	\$110.25
Non- Resident Adult	\$43.00	\$147.00

BADLANDS COMMUNITY FACILITY

Rental Definitions:

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

Banquet Hall Room Rentals + GST

Banquet Hall	Weekend	Daily	Hourly
Full Hall <i>450 people seated at tables or 600 seated theatre style</i>			
Non-resident	\$3,036.00	\$1,366.00	\$227.75
Resident	\$2,293.00	\$1,015.00	\$169.00
Non-Profit	\$2,160.00	\$955.00	\$160.00
2/3 Hall <i>330 people seated at tables or 460 seated theatre style</i>			
Non-resident	\$2,068.00	\$911.00	\$152.00
Resident	\$1,500.00	\$662.00	\$110.25
Non-Profit	\$1,433.00	\$614.25	\$106.00
1/3 Hall <i>150 people seated at tables or 230 seated theatre style</i>			
Non-resident	\$1,080.00	\$480.00	\$78.00
Resident	\$793.00	\$353.00	\$59.00
Non-profit	\$747.00	\$331.00	\$56.00
Terrace <i>60 people seated at tables or 100 seated theatre style</i>			
Non-resident	\$930.00	\$411.00	\$72.75
Resident	\$736.00	\$325.00	\$56.00
Non-profit	\$649.00	\$287.00	\$48.00
Kitchen			
per person per meal \$ 1.55			
minimum fee of \$99.50			

Prepaid Parking

Daily and 3 Day Physical Parking Passes can be pre - purchased for Weddings, Special Events and Conferences at a 50% discount.

Per Day	3 Day Pass
\$5.00 *	\$12.50*

***Only Available at the time of booking**

Meeting Room Rentals

+ GST

Meeting Space	Weekend	Daily	Hourly
Large Multi-Purpose Room <i>40 people seated at tables or 60 seated theatre style</i>			
Non-resident	-	\$266.00	\$45.00
Resident	-	\$198.00	\$34.00
Non-Resident Non-profit		\$114.00	\$19.00
Non-profit		\$95.00	\$16.00
Small Multi-Purpose Room <i>15 people seated at tables or 25 seated theatre style</i>			
Non-resident	-	\$133.00	\$23.00
Resident	-	\$100.00	\$16.00
Non-Resident Non-profit		\$57.00	\$9.00
Non-profit		\$47.00	\$7.40
Non-profit	Town Sponsored		
Gallery <i>30 people seated at tables or 50 seated theatre style</i>			
Non-resident	-	\$220.75	\$38.50
Resident	-	\$188.50	\$31.25
Non-profit	-	\$79.25	\$19.50

Recreation Space Rentals
+ GST

Recreation Space	Daily Rates	Hourly Rates		
Field House	Full Space	Full Space/hr	2/3 Space/hr	1/3 Space/hr
Non-resident	\$1,518.00	\$231.00	\$183.00	\$91.00
Resident	\$1,058.00	\$132.00	\$106.00	\$54.00
Adult non-profit	\$1,036.00	\$100.00	\$80.00	\$40.00
Youth non-profit	\$992.00	\$80.00	\$54.00	\$27.00
Fitness Studio				
Non-resident	\$759.00	\$76.00	-	-
Resident	\$527.00	\$53.00	-	-
Adult non-profit	\$331.00	\$40.00	-	-
Youth non-profit	\$200.00	\$27.00	-	-
Play Space Drop In <i>includes GST</i>				
per child	\$3.00			

BADLANDS COMMUNITY FACILITY

Admissions

GST is included in prices listed.

Admission Type	Drop In	Buy 9 get 1 free as per drop in
5 and under	FREE	FREE
Youth (ages 6-17 yrs)	\$6.00	\$54.00
Adult (ages 18-59 yrs)	\$11.00	\$99.00
Senior (60+)	\$9.00	\$81.00
Family	\$22.00	N/A

RECREATION FACILITY MEMBERSHIPS

Drumheller Aquaplex, Memorial Arena and Badlands Community Facility

GST is included in prices listed.

Single Facility <i>(Aquaplex OR Badlands Community Facility)</i>		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$31.00	\$33.00
Adult (ages 18-59 yrs.)	\$47.25	\$51.00
Senior (ages 60+)	\$31.00	\$33.00
Family	\$88.25	\$95.00
Activation Fee*	\$20.00	\$20.00
*Applicable when membership is first activated or re-activated after being stopped.		

Multi Facility (Aquaplex, Memorial Arena AND Badlands Community Facility)		
Membership Fees – Per Month	Resident	Non-Resident
Membership Type	Total	Total
5 and under	FREE	FREE
Youth (ages 6-17 yrs.)	\$43.00	\$46.00
Adult (ages 18-59 yrs.)	\$60.75	\$67.00
Senior (ages 60+)	\$43.00	\$47.25
Family	\$110.25	\$122.50
Activation Fee*	\$20.00	\$20.00
*Applicable when membership is first activated or re-activated after being stopped		

Corporate Memberships

Single facility memberships are not eligible for discount. Please speak to Aquaplex or Badlands Community Facility staff for eligibility requirements.

GST is included in prices listed.

User paid Corporate Membership	2025 Monthly Fee
Adult	\$48.50
Youth	n/a
Senior	\$34.50
Family	\$88.00

Corporate Membership Fees – Per Month	
Employer paid Corporate Membership	Monthly Fee Per Employee
2-4 employees	\$43.00
5-6 employees	\$41.00
7-10 employees	\$39.00
11+ employees	\$36.00

SOCAN & RE: SOUND

+GST

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

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

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

AQUAPLEX PARKING LOT

+GST

Aquaplex Parking	1/3 Parking Lot Per Day	2/3 Parking Lot Per Day
Residents Rate	\$50.00	\$100.00
Non-Residents Rate	\$100.00	\$150.00
Business Rate	\$200.00	\$250.00

BCF PARKING LOT

+GST

BCF Parking	1/3 Per Day	2/3 Per Day	Full Per Day
Residents Cost	\$100.00	\$200.00	\$300.00
Non-Residents Cost	\$150.00	\$250.00	\$350.00
Business Rate	\$250.00	\$350.00	\$450.00

BCF OUTDOOR PARK

+GST

BCF Outdoor Park Wedding/ Events	3 Hours Per Day	6 Hours Per Day	Full Day
Residents Cost	\$150.00	\$250.00	\$500.00
Non-Residents Cost	\$200.00	\$300.00	\$550.00

PHYSICAL PARKING PASS

Per Day	3 Day Pass	Per Week	Per Month	Per Season
\$10.00	\$25.00	\$40.00	\$100.00	\$300.00

MISCELLANEOUS

GST is included in the prices listed.

Custom Work - Infrastructure Services

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

Barricade rental deposit \$55.00

Electronic Information

Computer drafting and programming

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

Information Extraction

Per hour to extract data from electronic databases \$67.25

Search and Retrieval

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

FIRE FEES AND PENALTIES

Fire Protection Charges and Service Fees

Items	Rates		
Fire Department Response Rates			
Engine All Types	\$720.00 / Hour		
Rescue	\$720.00 / Hour		
Ladder/Aerial Apparatus	\$1200.00 / Hour		
Tender	\$720.00 / Hour		
Command Vehicle	\$210.00 / Hour		
ATV UTV	\$75.00 / Hour		
Boat	\$200.00 / Hour		
False Alarms	First	Second	Third or Subsequent
Residential	\$0.00	\$250.00	\$500.00
Commercial/Industrial	\$0.00	\$500.00	\$1000.00
Fire Permits			
Fire Permit	\$50.00 + GST		
Fire Investigations			
Fire Investigation & Report	\$300.00 / Hour		
Fire Inspections	First	Second	Third or Subsequent
Request Inspection	\$150.00 + GST	\$150.00 + GST	\$500.00 + GST
Complaint Inspection	\$150.00 + GST	\$150.00 + GST	\$500.00 + GST
Occupancy Load Certificate	\$ 150.00 + GST		
Miscellaneous Rates and Fees			
Fire Stand-by	Equipment Costs as noted Above		
Fire Stand-by Personnel Per Firefighter	\$60.00 / Hour		
Fire Department Lock Box	TBD		
Security Fencing Installation / Removal	\$500.00		
<i>Incident Response on Provincial Highways</i>	As per the current rate established by Alberta Transportation		
<i>Incident Response Outside Jurisdiction</i>	As per the Fire Department Response Rates established by Schedule "B" of this Bylaw or per signed agreement with the jurisdiction.		
All Hourly Rates Minimum of One Hour, With Billing Afterward in 15-Minute Increments			

REQUEST FOR DECISION

TITLE:	Drumheller Valley Sports Committee Bylaw #04.25
DATE:	February 3, 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 temporary Drumheller Sports Council Task Force (DSCTF) in May 2024. The DSCTF was established to develop a terms of reference which will create a permanent 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.

On January 20, 2025, at the regular Council Meeting Bylaw #04.25 – Drumheller Valley Sports Committee received first and second reading.

At the regular Council Meeting on January 20, 2025, the pros and cons chart of an Advisory Committee versus Not-for-Profit. Council reviewed the chart from the previous presentation, and did not propose any changes, and we received no comments from the public. Administration referred to the vote that took place on October 29, 2024, the DSCTF voted to remain an advisory committee after reviewing both pros and cons.

RECOMMENDATION:

That Council gives third and final 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 exemptions, and increased credibility in the community. The members in attendance said they would develop revised Terms of Reference that included 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.

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. We would like to acknowledge the contributions and achievements of the committee task force members. With their assistance the Drumheller Valley Sports Committee were able to create the “Terms of Reference” which will be the foundation to make a real difference in sports in our community. Administration is recommending that Council formally disbands the Drumheller Sports Council Task Force.

The Town of Drumheller will seek “expressions of interest” by February 28, 2025, for the new Drumheller Valley Sports Committee from its sport communities in the Town and Valley to serve as a member of the Drumheller Valley Sports Committee, as per the “Terms of Reference”. The “Expressions of Interest” with recommendations and appointments will be brought to Council no later than March 31, 2025, for ratification.

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 third and Final Reading to Bylaw #04.25 - Drumheller Valley Sports Committee, as presented.

MOTION:

That Council formally disbands the Drumheller Sports Council Task Force, as of February 3, 2025.

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