



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Tuesday, February 18, 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

Announcement – Clerical and publishing error for March 17 Regular Council Meeting.

Oath of Office – Deputy Mayor for March and April 2025

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the February 18, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the February 18, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the February 03, 2025, Regular Council Meeting**

[Regular Council Meeting – February 03, 2025 - Minutes](#)

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

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

7.1 **Drumheller & District Senior's Foundation**

[DDSF Letter – January 31, 2025](#)

[Inspection Report – Sunshine Lodge – Food Services](#)

[Proposed Sunshine Hillview Lodges Kitchen Plan](#)

8. PUBLIC HEARING AT 5:30 PM

8.1 **Proposed Bylaw #03.25 – 9th Street E East Coulee Road Closure**

1. Mayor Opens the Public Hearing and Introduces the Matter
2. Presentation of Information – Chief Administrative Officer
3. Rules of Conduct for Public Participation
All the material related to Public Hearing will be documented and taken into consideration.
4. Public Participation – Pre-Registered to Present Remotely
5. Public Participation – Pre-Registered to Present in Person
6. Public Participation – Written Submissions
7. Final Comments
8. Mayor to Call for Public Hearing to Close

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.1.1 **Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (1st Reading)**

[Request-for-Decision](#)
[\(Draft\) Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw \(1st Reading\)](#)
[Map – Nacmine 5th Street Alley Closure Bylaw](#)

Proposed Motion: That Council gives first reading Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw, as presented, and set the Public Hearing date for Monday, March 17, 2025.

9.1.2 **Safety Codes Permit Amending Bylaw #08.25**

[Request-for-Decision](#)
[\(Draft\) Bylaw - 08.25 - Amending Bylaw for Bylaw #15.24](#)
[Bylaw #15.24 - Safety Codes Permit Bylaw \(Redlined\)](#)

Proposed Motion: That Council give first reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*, as presented.

Proposed Motion: That Council give second reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*, as presented.

9.1.3 **Drumheller Public Library Board Appointments**

[Request-for-Decision](#)

[Bylaw #04.21 - Council and Committee Meeting Procedure Bylaw](#)

[J. Scott – October 2021 Application \(Redacted\)](#)

[T. Abildgaard - February 2022 Application \(Redacted\)](#)

Proposed Motion: That Council approves the appointment of Jade Scott to the Drumheller Public Library Board for a term of three years, beginning December 1, 2024, and ending December 1, 2027.

Proposed Motion: That Council approves the appointment of Tracy Abildgaard to the Drumheller Public Library Board for a term of three years, beginning March 7, 2025, and ending March 7, 2028.

9.2 **Flood Resiliency Project Director**

9.2.1 **Scarlett Berm Engineering Construction Services Scope Change**

[Request-for-Decision](#)

Proposed Motion: That Council approve KWL's scope change for engineering construction services on the Scarlett berm as part of the Rosedale-Scarlett Flood Protection Project in the amount of \$173,192.40 excluding GST.

9.2.2 **Nacmine Berm Engineering Construction Services Scope Change**

[Request-for-Decision](#)

Proposed Motion: That Council approve KWL's scope change for engineering construction services on the Nacmine Flood Protection Project in the amount of \$650,117.00 excluding GST.

9.2.3 **Rosedale Berm Engineering Construction Services Scope Change**

[Request-for-Decision](#)

Proposed Motion: That Council approve KWL's scope change for engineering construction services on the Rosedale berm as part of the Rosedale-Scarlett Flood Protection Project in the amount of \$780,849.00 excluding GST.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

9.3 **Director of Emergency and Protective Services**

9.3.1 **RCMP Civilian Governance – Policing Committees**

[Request-for-Decision](#)

[Schedule A – RPC Potential Membership in 'K' Division South District](#)

[Schedule B – 'K' Division District Boundaries](#)

Proposed Motion: That Council seek approval from the Ministry of Public Safety and Emergency Services to opt-out of a Regional Policing Committee (RPC) and investigate the possibility of forming a Joint Municipal Policing Advisory Committee (JMPC) with one or more municipalities.

INFRASTRUCTURE SERVICES

9.4 **Director of Infrastructure Services**

9.4.1 **Electrical Vehicle Chargers**

[Request-for-Decision](#)

Proposed Motion: That Council removes the two (2) Town owned and maintained EV charging stations, one located at the BCF and the other located at the parking lot off 1st Street West.

Proposed Motion: That Council only moves forward with the installation of new EV charging stations, should a third-party provider want to partner with the Town and that the third-party provider funds the full installation of the EV charging stations.

10. CLOSED SESSION

11. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, February 3, 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 (on leave)

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

*Please note, due to technical difficulties, the first few seconds of the Council Meeting were not recorded on the Town of Drumheller YouTube Channel.

1. CALL TO ORDER

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

2. OPENING COMMENTS

Mayor Colberg announced that the Cold Bones Fest will be taking place between February 7th and 9th, 2025 and will include 25+ bands.

Councillor Kolafa announced that the Town of Drumheller invites residents to attend a Public Information Open House on Wednesday, March 5, 2025, at the Badlands Community Facility, Banquet Hall C, from 4:00 p.m. to 7:00 p.m. This open house provides a unique opportunity for the public to interact with representatives from various town departments, ask questions, and offer feedback on important topics.

Councillor Kolafa congratulated Cst. Selbee, Cpl. Chung and S/Sgt. Harms of the Drumheller RCMP on their award of the King Charles III Coronation Medals from the Lieutenant Governor. These officers were among 135 Alberta RCMP officers to be recognized.

Councillor Price announced that the Town of Drumheller is hiring for the summer season as part of the Canada Summer Jobs Program and is seeking individuals for the following positions: General Labourers, Bylaw Officers, Parking Lot Attendant, Camp BCF Coordinators Camp BCF Leader;

Lifeguards/Instructors; Shift Supervisor and a File Clerk. Interested persons can apply online at Drumheller.ca.

Councillor Zariski announced that the Drumheller Raptor Challenge, adult co-ed volleyball, will be taking place on February 22nd and February 23rd 2025 at the Badlands Community Facility. It is 50% sold out. You can register online or contact the BCF directly.

Councillor Lacher announced that the 2025 Property Assessment Notice will be mailed to all property owners this week. If you haven't received it by the end of next week, please contact the Town Office. This notice is not a Property Tax Notice, but rather an assessment of your property value, which will be used to calculate taxes based on the rate set by Council in May. For questions about your assessment, reach out to Wildrose Assessment Services. The deadline to file a complaint is April 15, 2025, but you can speak to Wildrose without filing one. Wildrose will present at the Committee of the Whole meeting on February 10 to discuss the assessment process and valuation methods. They will also be in-person at the Public Information Open House on March 5

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the February 03, 2025, Regular Council Meeting**

M2025.21 Moved by Councillor Kolafa, Councillor Lacher
That Council adopt the agenda for the February 03, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – January 20, 2025 – Draft Minutes

M2025.22 Moved by Councilor Zariski, Councillor Sereda
That Council approve the minutes for the January 20, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 2:45

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Manager of Economic Development**

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

Agenda Attachment: Request-for-Decision; (Draft) Bylaw #06.25 – Economic Development Advisory Committee Repealing Bylaw ; Bylaw 12.18 – Economic Development Advisory Committee Bylaw

M2025.23 Moved by Councillor Lacher, Councillor Kolafa
That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY

M2025.24 Moved by Councillor Sereda, Councillor Price
That Council give second reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY

M2025.25 Moved by Councillor Kolafa, Councillor Price
That Council give unanimous consent for third and final reading of Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw.

CARRIED UNANIMOUSLY

M2025.26 Moved by Councilor Zariski, Councillor Lacher
That Council give first reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY

8.2 **Manager of Legislative Services**

8.2.1 **Remuneration and Expense Allowance for Mayor and Council**

Agenda Attachments: 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.

- M2025.27** Moved by Councillor Lacher, Councillor Kolafa
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.

CARRIED UNANIMOUSLY

8.3 **Flood Resiliency Project Director**

8.3.1 **Flood Mitigation Program Update**

Agenda Attachments: Request-for-Decision; Presentation - Flood Mitigation Program Update.

- M2025.28** Moved by Councillor Kolafa, Councillor Lacher
That Council accept the Flood Mitigation Program update, as presented, for information.

CARRIED UNANIMOUSLY

8.3.2 **Nacmine Flood Protection Tender Award**

Agenda Attachments: Request-for-Decision; Nacmine Berm Tender Recommendation Letter.

- M2025.29** Moved by Councilor Zariski, Councillor Kolafa
That Council award the Nacmine Flood Protection Project tender to Pidherney's Inc. in the amount of \$4,303,010.41 excluding GST.

CARRIED UNANIMOUSLY

8.3.3 **Rosedale Scarlett Flood Protection Tender Award**

Agenda Attachments: Request-for-Decision; Rosedale Scarlett Berm Tender Recommendation Letter.

M2025.30 Moved by Councillor Sereda, Councillor Lacher
That Council award the Rosedale Flood Protection Project tender to Pidherney's Inc.
in the amount of \$5,248,625.58 excluding GST.

CARRIED UNANIMOUSLY

M2025.31 Moved by Councillor Kolafa, Councillor Lacher
That Council award the Scarlett Flood Protection Project tender to Pidherney's Inc. in
the amount of \$996,605.15 excluding GST.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

YouTube Timestamp: 11:11:55

8.4 Director of Corporate & Community Services

8.4.1 Fees, Rates and Charges Bylaw Amending Bylaw 05.25

Agenda Attachments: 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.

M2025.32 Moved by Councillor Price, Councillor Sereda
That Council give first reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*,
as presented.

CARRIED UNANIMOUSLY

M2025.33 Moved by Councilor Zariski, Councillor Kolafa
That Council give second reading to Bylaw 05.25 – *Amending Bylaw for Bylaw #36.24*, as presented.

CARRIED UNANIMOUSLY

8.5 Manager of Recreation, Arts and Culture

8.5.1 Drumheller Valley Sports Committee Bylaw #04.25

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

M2025.34 Moved by Councillor Lacher, Councillor Price
That Council gives third and final reading to Bylaw #04.25 - Drumheller Valley Sports Committee, as presented.

CARRIED UNANIMOUSLY

M2025.35 Moved by Councillor Price, Councillor Lacher
That Council formally disbands the Drumheller Sports Council Task Force, as of February 3, 2025.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

YouTube Timestamp: 1:26:00

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.

M2025.36 Moved by Councillor Lacher, Councillor Price
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.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 5:57 PM

M2025.37 Moved by Councillor Lacher, Councillor Kolafa
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 7:41 PM

10. ADJOURNMENT

M2025.38 Moved by Councillor Sereda, Councilor Zariski
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 7:42 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



DRUMHELLER DISTRICT SENIORS FOUNDATION

January 31, 2025

Town of Drumheller
Mayor and Council
Drumheller, AB

RE: Request to borrow funds

The Drumheller and District Seniors Foundation requires a motion from the Town of Drumheller Council, for permission to borrow \$3.5 million to build the following:

- new kitchen
- enclosed walkway joining Sunshine and Hillview lodges
- new parking lot
- interior renovations

The current Sunshine lodge kitchen was built in 1960 and serviced 30 residents. Our resident count has expanded to 75 residents and understandably the current kitchen has long since passed its capacity to serve the current number of residents at Sunshine. Building one central kitchen DDSF will be able to accommodate the residents of Sunshine lodge, Hillview lodge, and any resident accommodation that may be added to our portfolio in the future. Another advantage of having one central kitchen for both lodges is the cost-saving measures regarding staffing and food costs. Presently we estimate that one central kitchen would save the Foundation around \$16,000 annually on staffing and \$22,000 in food costs. The enclosed walkway will allow food service for both lodges as well as providing a safe way for residents and staff to travel between lodges, especially in the winter months. A new parking lot has been added to the plan to accommodate the delivery trucks as well as visitors and staff. I have attached our schematic design and cost for this project, along with the most recent health inspection of the Sunshine kitchen.

There will be no increase in requisitions from our Municipal partners for this construction.

Please forward your council motions to cao@ddsf.ca. Once I have received a copy of the motions from our Municipal partners, I will then send a request to the Minister of Housing for final approval.

Should you require further information regarding this endeavor, please feel free to contact me.

Regards,

Glenda Youngberg
CAO, Drumheller & District Seniors Foundation

Cc Tom Zariski

Inspection Date	Inspection Type	Inspection SubType	Inspection ID
2024-12-10	Monitoring Inspection	Routine	0000506483

INSPECTION REPORT

Name of Establishment		Owner / Agents Name	
Main Unit: Sunshine Lodge Subunit: Sunshine Lodge - Food Services, Institutional Kitchen Subunit ID: 0000109837		Drumheller & District Seniors Foundation Report Discussed With: Dagmar Walters & Glenda Youngberg Report Sent To: cao@ddsf.ca Delivery Method: Email	
Site Address	Rural Address	Mailing Address	
698 6 Avenue E Drumheller AB T0J 0Y5 Canada		6 Avenue E - 698 Drumheller AB T0J 0Y5 Canada	

Opening Comments

A routine monitoring inspection was conducted with Sandra, Head Cook and Dagmar Walters, Service Manager.
 Facility has a room in the 400 unit repurposed for storage of food serving items with two upright freezers.

Compliance Record
1 General Construction / Maintenance - Non-Critical
1.1 21. Is the facility properly constructed and maintained in a state of good repair to allow for the safe and sanitary handling of food?

First Cited: 2024-12-10

Compliance Result: NO - Not In Compliance

Description: ***Repeated violation

The floor covering in the room where the second dishwasher is installed appeared chipped in multiple sections, thus not in a good state of repair. This may interfere with proper cleaning and accumulation of dirt in this area.

Ensure floors in the food areas area in good repair, free of visible cracks or other damage.

Target Completion Date: 2024-12-12

INADEQUATE STORAGE SPACE / SHELVING

There is inadequate space for the storage of food establishment supplies. A commercial food establishment must have all the facilities, equipment and utensils that are necessary to ensure its safe operation and maintenance. AR 31/2006 s28(1)

FLOORS

Floor surfaces are unsuitable, unsatisfactory, or in disrepair. An operator shall ensure that a food establishment is of sound construction and in a good state of repair and is so designed as to facilitate the effective cleaning and sanitizing of it and all equipment, utensils and surfaces with which food comes into contact in it. AR 31/2006 s 17(1) & 19

1.2 21. Is the facility properly constructed and maintained in a state of good repair to allow for the safe and sanitary handling of food?

First Cited: 2023-10-17

Compliance Result: NO - Not In Compliance

Description: Observed a section of the floor covering in the room where the second dishwasher is installed appeared chipped, thus not in a good state of repair. This may interfere with proper cleaning and accumulation of dirt in this area.

*Repair

*April 25, 2024 - Flooring in this area not repaired. Site manager mentioned that facility management plan to build another kitchen that would serving residents of both Sunshine and Hillview lodges.

Target Completion Date: 2023-10-20

FLOORS

Floor surfaces are unsuitable, unsatisfactory, or in disrepair. An operator shall ensure that a food establishment is of sound construction and in a good state of repair and is so designed as to facilitate the effective cleaning and sanitizing of it and all equipment, utensils and surfaces with which food comes into contact in it. AR 31/2006 s 17(1) & 19

2 Utensil / Equipment Storage and Condition - Non-Critical

2.1 22. Are utensils and equipment maintained in a condition and a manner that ensures the safe handling of food?

First Cited: 2024-12-10

Compliance Result: NO - Not In Compliance

Description: Observed food packaging materials in room 409 where two of the freezers are located appeared not well organized at the time of inspection.

*Reorganize or remove all food related items to a location that would prevent possible contamination of products at all times.

Target Completion Date: 2024-12-13

DISH / UTENSIL STORAGE

Dishes / utensils are being stored in an improper manner. All equipment and utensils in a food establishment must be kept in good working order and condition and maintained in a manner that ensures the safe and sanitary handling of food. AR 31/2006 s 28(3)

3 Food Source - Critical

3.1 02. Is all food in this facility from an approved source and/or properly labelled?

Compliance Result: YES - In Compliance

Description: All foods are being purchased from approved sources.

4 Equipment Sanitation - Critical

4.1 04. Does the operator use approved methods for cleaning and sanitizing equipment, utensils, and surfaces?

Compliance Result: YES - In Compliance

Description: Chlorine sanitizing solution for cleaning of food contact surfaces was measured to be 100 ppm at the time of inspection.

5 Food Handling - Critical

5.1 06. Are appropriate food handling practices and plans in place to ensure that food is handled in a manner that makes it safe to eat?

Compliance Result: YES - In Compliance

Description: No concerns with staff food handling practices at the time of inspection.

6 Chemicals - Critical

6.1 09. Are chemicals stored and handled in a safe manner?

Compliance Result: YES - In Compliance

Description: Chemicals are stored away from food and food contact surfaces at the time of inspection.

7 Temperature Control - Critical

7.1 10. Are food temperatures during storage and processing being controlled to maximize food safety?

Compliance Result: YES - In Compliance

Description: All cooler temperatures were at or below 4C

Walk-in freezer: -19C

Freezer (servery): -17C and -18C

Freezers in Room 409: -19 C & -17 C

Freezers (Pantry): -19 C & -25C

8 Dishwashing (Critical) - Critical

8.1 11. Are there adequate and properly operating dish washing facilities to effectively clean and sanitize equipment and utensils (unless noted elsewhere)(Critical)?

Compliance Result: YES - In Compliance

Description: Facility uses commercial high temperature dishwashers. Rinse temperature of one of the dishwashers was at 76 C. The other dishwasher was not checked as it was under repair at the time of inspection. Facility plans to replace the dishwasher with a rental one.

9 Dishwashing (Non-Critical) - Non-Critical

9.1 12. Are there adequate and properly operating dish washing facilities to effectively clean and sanitize equipment and utensils (unless noted elsewhere)(Non-Critical)?

Compliance Result: YES - In Compliance

Description: Chlorine test strips were available at the time of inspection.

10 Hand Sinks - Critical

10.1 13. Are properly operating hand washing sink(s) accessible to food handlers, located in suitable areas, and stocked with appropriate hand washing supplies?

Compliance Result: YES - In Compliance

Description: Hot and cold running water, liquid soap, and paper towels in place at the hand washing sinks.

11 Pest Control (Critical) - Critical

11.1 15. Is the facility free of a pest infestation?

Compliance Result: YES - In Compliance

Description: No evidence of pests or pest activity observed during the inspection.

12 Permit - Non-Critical

12.1 19. Does the facility have a valid permit and does the facility operate in compliance with the conditions of that permit, or is the facility awaiting approval prior to operation?

Compliance Result: YES - In Compliance

Description: A valid food handling permit was available and posted on site.

Closing Comments

Ensure food items and food packaging materials are stored and transported safely to protect them from dust, dirt, and environmental contamination.

Recommend facility management look into having all food items and equipment stored in same location to prevent possible food contamination when transporting food from the storage room such as the one located within resident unit (Room 409) to the kitchen and vice versa.

Inspection Actions Taken:

- Violations Cited
- Follow-up Required

Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Rasheedat Bakare

Public Health Inspector

Rasheedat.Bakare@albertahealthservices.ca

Contact Safe Healthy Environments at 1-833-476-4743 or [submit a request online](#) at ahs.ca/eph.

Child care, food, personal services, and pool inspection reports are now available online at ahs.ca/inspections.

A collage of two photographs. The left photo shows a group of people, including several elderly individuals, sitting around a table playing cards. The right photo shows a family portrait with a man, a woman, and two children.

Proposed Sunshine Lodge Kitchen Redevelopment

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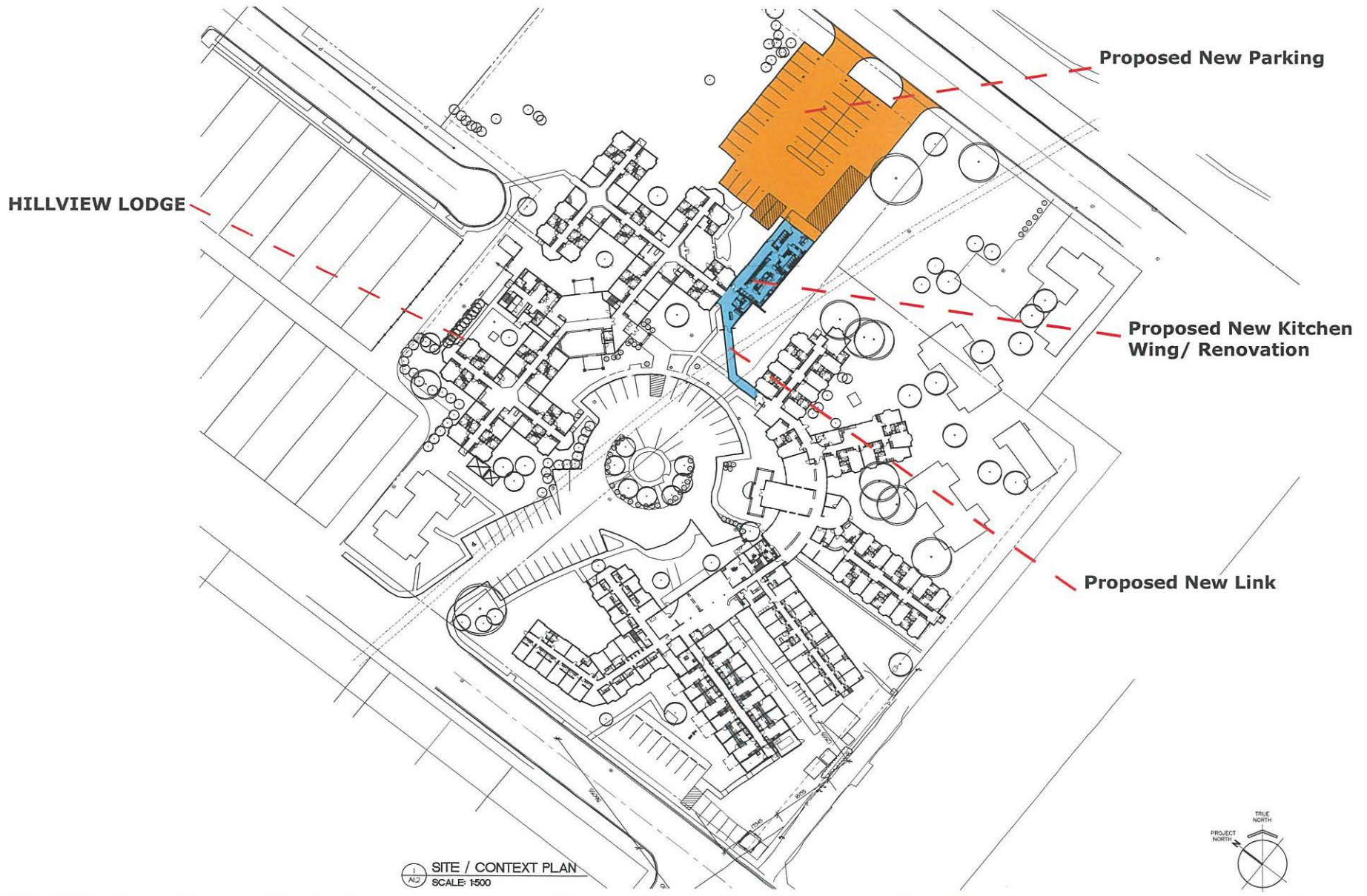
Landscaping p. 2

Site Plan Proposed (Option 6) p. 3

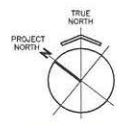
Kitchen Plan Proposed p. 4

Class C Budget p. 5 - 8

Proposed Site Plan - Context



1 SITE / CONTEXT PLAN
ALJ SCALE: 1/500



landscaping

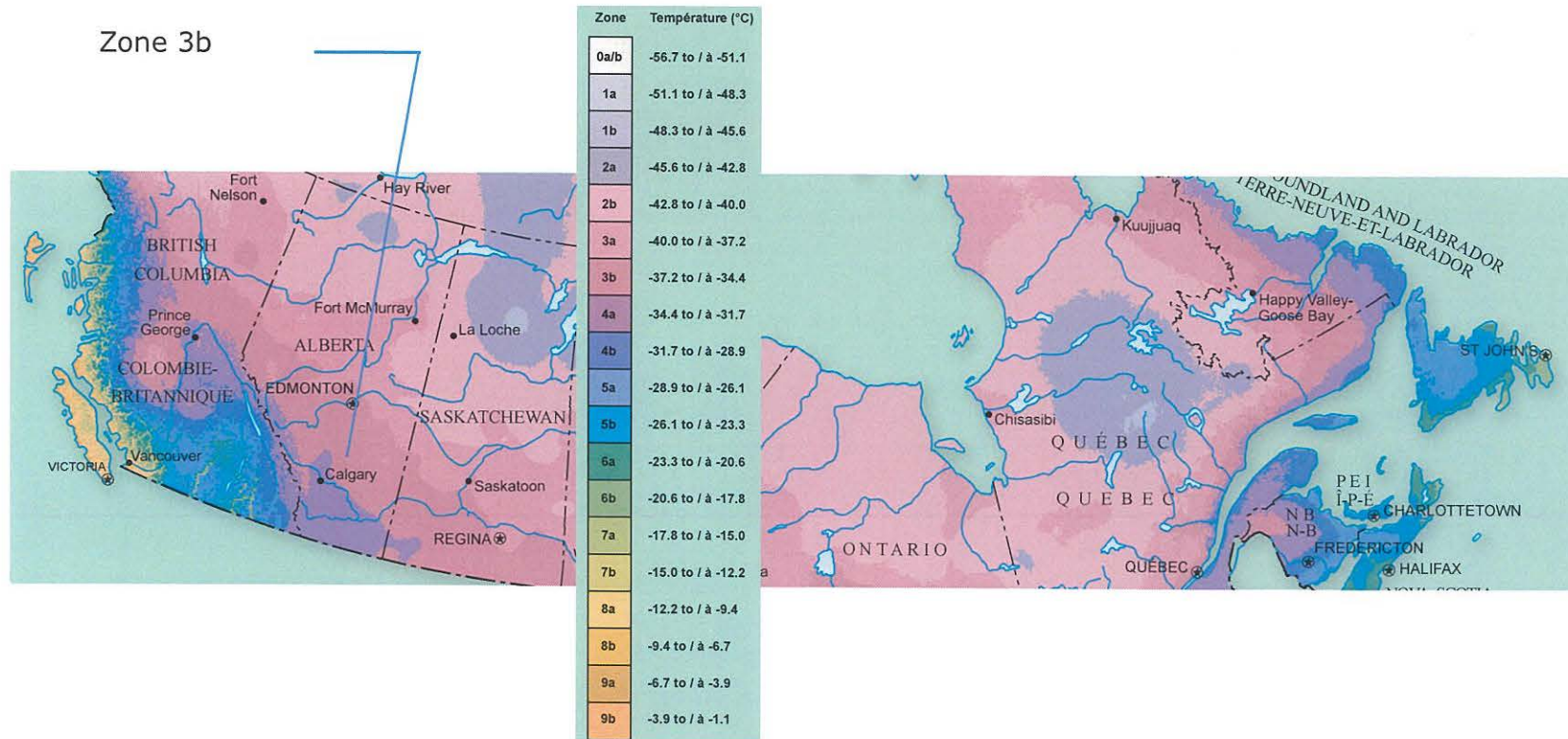
There are existing trees that conflict with the new building location. These trees will be removed. Existing trees that do not conflict with the building will remain.

The site will be graded to meet on site needs.

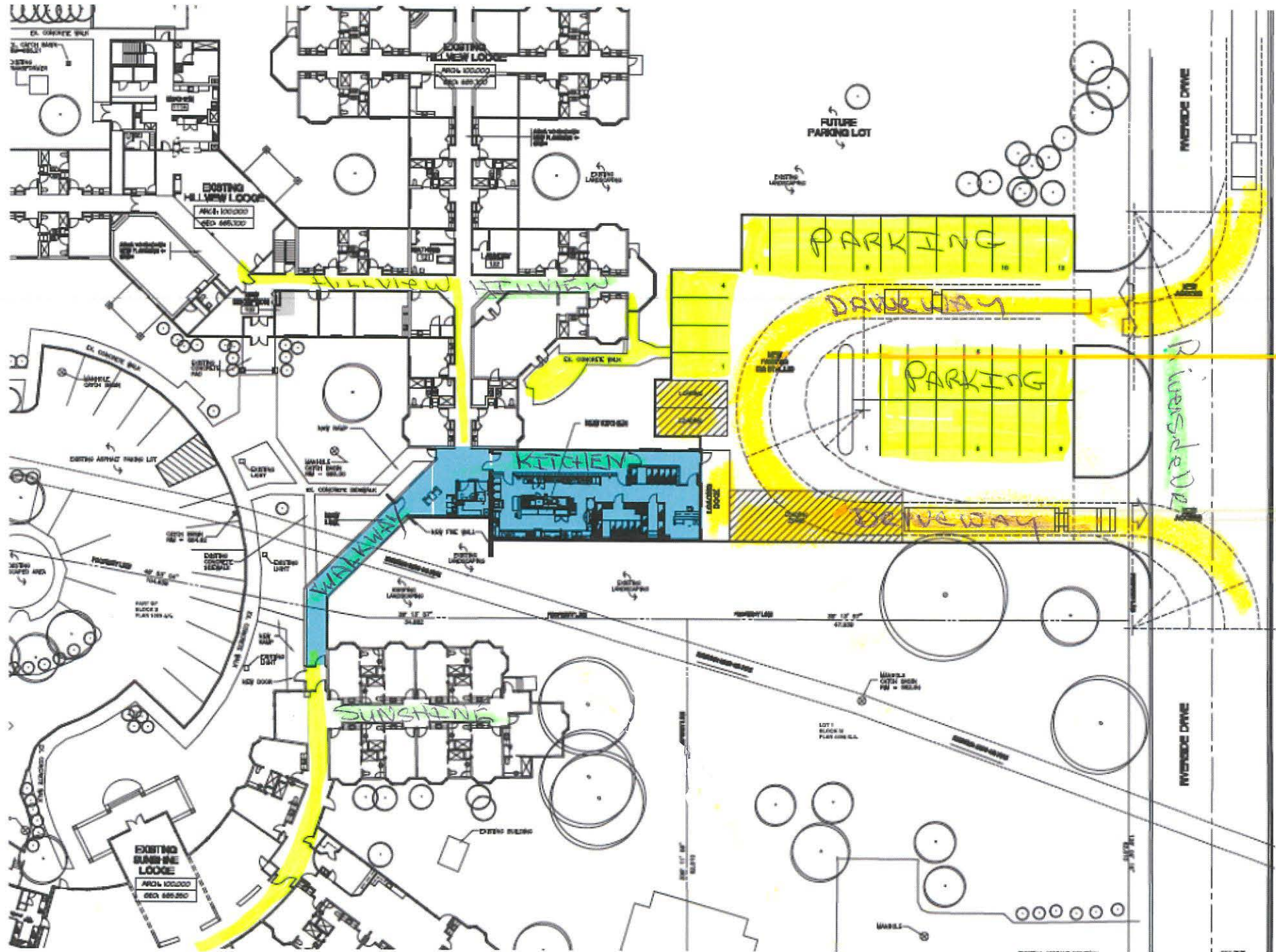
The planting zone is 3b. This zone has temperatures that could drop to -37.2°C.

Sidewalks will be provided as shown on drawings.

Trees and shrubs will be planted in accordance with Town bylaws.



Site Plan Proposed (option 6)



Kitchen Plan - Proposed (option 6)

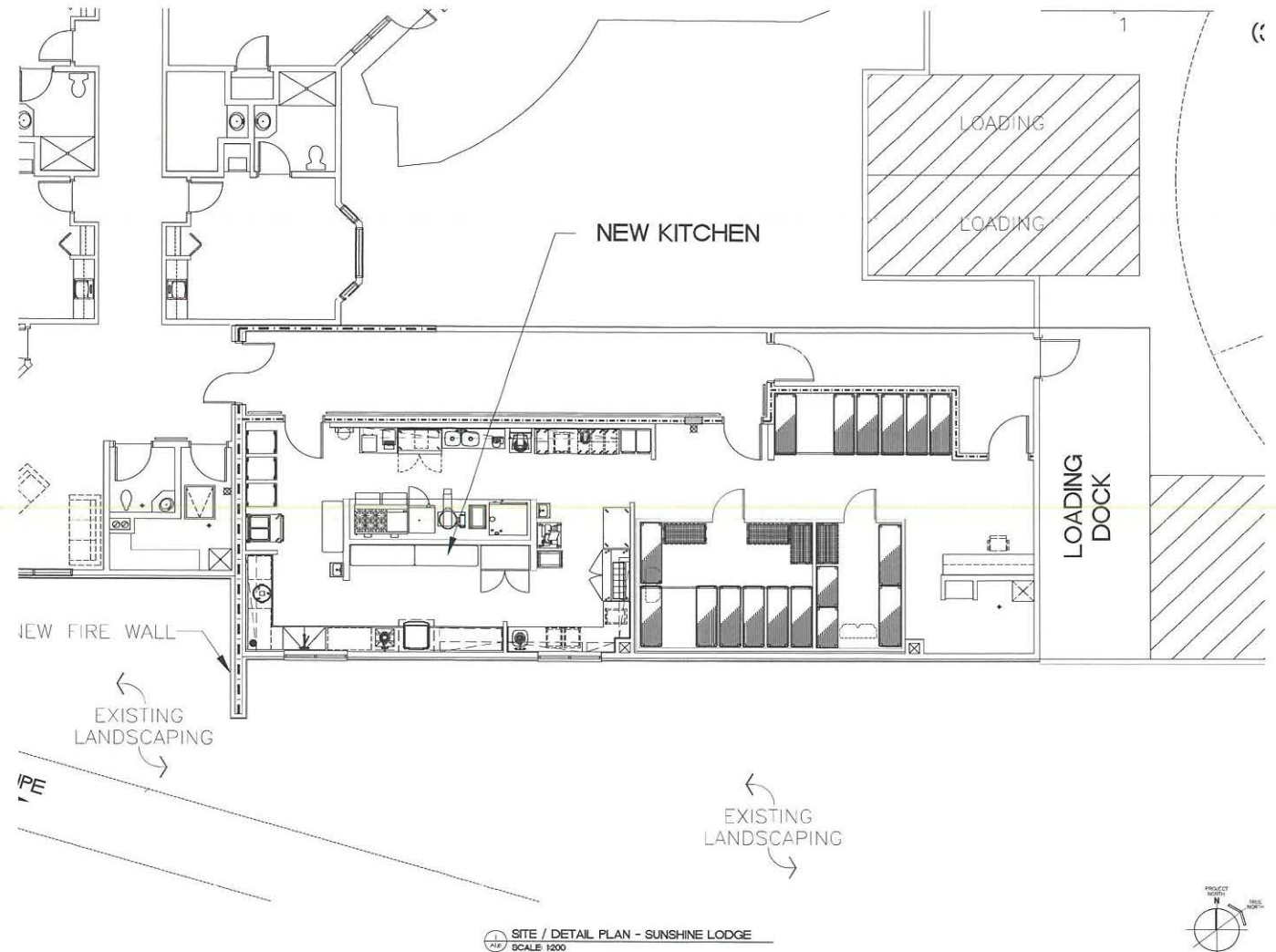
This option looks to provide a centralized kitchen to serve both Sunshine Lodge, Hillview Lodge and a future addition of up to 24 units.

It requires a link to building as part of this construction process to connect Hillview and Sunshine lodge.

This option will take all deliveries from the front of the building and centralize a delivery location at the back of the buildings on the back of the site accessed off River Drive.

A 32 stall parking lot is also part of this design.

No temporary kitchen consideration is required with this option.



Class C Budget



DATE: January 29, 2025
 JMAA Job # 1367-24

Sunshine Lodge Renovation - Drumheller, Alberta

DEMOLITION SCOPES					
Division	Units		Cost		Estimate
Div 02 DEMOLITION					
remove & dispose of existing solarium & slab					\$5,000.00
remove & dispose of existing site lights, elec, base	3.00	each	\$3,000.00	each	\$9,000.00
remove & dispose of existing trees	12.00	each	\$2,500.00	each	\$30,000.00
remove & dispose of existing sidewalks	268.00	m2	\$25.00	m2	\$6,700.00
remove & dispose of siding for tie-in of link					\$1,000.00
					\$51,700.00
NEW CONSTRUCTION					
Div 03 CONCRETE					
Grade Beams & piles	96.96	m3	\$440.00	m3	\$42,662.40
Slab on grade	345.00	m3	\$300.00	m3	\$103,500.00
Formwork	80.00	m2	\$160.00	m2	\$12,800.00
Loading dock concrete	4.80	m3	\$300.00	m2	\$1,440.00
	TOTAL FOR DIVISION 03				\$160,402.40
Div 04 CAST STONE & MASONRY					
Concrete Block (firewall)	64.80	m2	\$475.00	m2	\$30,780.00
	TOTAL FOR DIVISION 04				\$30,780.00
Div 05 METALS					
Metal soffits & R.W.L's	81.00	m2	\$290.00	m2	\$23,490.00
Miscellaneous Steel					\$2,500.00
	TOTAL FOR DIVISION 05				\$25,990.00

Option 6 - Budget - Class C

TOTAL FOR DIVISION 05						\$25,990.00
Div 06 MILLWORK & CARPENTRY						
Millwork (uppers and lowers) - common areas	3.50	lm	\$3,500.00	lm		\$12,250.00
Millwork Public Washrooms (with brackets)	1.00	each	\$1,700.00	each		\$1,700.00
Wood Roof Trusses	340.00	m2	\$305.00	m2		\$103,700.00
Interior Framing (shaftwall with liner, insul. & GWB)	8.40	m2	\$95.00	m2		\$798.00
Interior Framing (2x4, 16mm type X)	23.54	m2	\$110.00	m2		\$2,588.85
Interior Framing (2x6, 16mm type X, insulation)	44.40	m2	\$155.00	m2		\$6,882.00
Interior Framing (2x6, 16mm type X, insulation, res bars)	80.70	m2	\$220.00	m2		\$17,754.00
Interior Framing (miscellaneous framing & backing)						\$1,000.00
(exterior framing part of Div 07 costing)						
TOTAL FOR DIVISION 06						\$146,672.85
Div 07 THERMAL AND MOISTURE						
Wood exterior wall system (fibre cement)	399.00	m2	\$635.00	m2		\$253,365.00
Fibre siding on concrete block (with clips)	22.50	m2	\$420.00	m2		\$9,450.00
Firestopping (lump sum)						\$1,500.00
Sealants (lump sum)						\$1,000.00
Dampproofing	80.00	m2	\$55.00	m2		\$4,400.00
Rigid Insulation under slabs & aprons	2.88	m2	\$50.00	m2		\$144.00
Fascia Metal Cladding	133.00	lm	\$45.00	lm		\$5,985.00
Sloped Asphalt roof system (add slope factor)	363.98	m2	\$70.00	m2		\$25,478.25
Base flashing & insulation	133.00	lm	\$40.00	lm		\$5,320.00
additional flashings (lump sum)						\$500.00
TOTAL FOR DIVISION 07						\$307,142.25
Div 08 OPENINGS						
PVC triple glazed windows (standard size)	1.0	each	\$805.00	each		\$805.00
Hollow Metal Doors (flush single) includes basic hardware	5.0	each	\$2,600.00	each		\$13,000.00
Hollow Metal Doors (flush double) includes basic hardware	2.0	each	\$5,200.00	each		\$10,400.00
Aluminum Entrance Doors (Single)	3.0	each	\$3,800.00	each		\$11,400.00
Specialized door hardware (lump sum)						\$5,000.00
TOTAL FOR DIVISION 08						\$40,605.00
Div 09 FINISHES						
Sheet Flooring (non-slip)	225.0	m2	\$140.00	m2		\$31,500.00
Vinyl Plank Flooring	115.0	m2	\$140.00	m2		\$16,100.00
Rubber Base	215.8	lm	\$22.00	lm		\$4,747.60
Drywall to underside of structure	345.0	m2	\$56.00	m2		\$19,320.00
Drywall ceilings & bulkheads	345.0	m2	\$175.00	m2		\$60,375.00
Painting (ceiling & walls)	892.6	m2	\$20.00	each		\$17,852.70
Whiterock wall coverings	86.4	m2	\$330.00	m2		\$28,512.00
(NOTE DRYWALL FOR INTERIOR & EXTERIOR WALLS IS ACCOUNTED FOR IN DIVISION 06 ASSEMBLIES)						
TOTAL FOR DIVISION 09						\$178,407.30

Option 6 - Budget - Class C

Div 10 SPECIALTIES						
Signage	2.0	each	\$100.00	each		\$200.00
Wall Corner Guards	11.0	each	\$180.00	each		\$1,980.00
Wall Handrails	15.0	lm	\$270.00	lm		\$4,050.00
Washroom Accessories (public washrooms)	1.0	each w/c	\$1,000.00	each w/c		\$1,000.00
TOTAL FOR DIVISION 10						\$7,230.00
Div 11 EQUIPMENT						
kitchen equipment						\$650,000.00
TOTAL FOR DIVISION 11						\$650,000.00
Div 21 MECHANICAL						
Plumbing, HVAC, Controls, Etc.	345.0	m2	\$500.00	m2		\$172,500.00
MECHANICAL SPRINKLER SYSTEM						
wet system	345.0	m2	\$60.00	m2		\$20,700.00
dry system (attic spaces, soffits)	345.0	m2	\$85.00	m2		\$29,325.00
TOTAL FOR DIVISION 21						\$222,525.00
Div 26 ELECTRICAL						
Div 28						
Lighting, Power, Sound, Security.	345.0	m2	\$300.00	m2		\$103,500.00
TOTAL FOR DIVISION 26 & 28						\$103,500.00
Div 31 EARTH WORK						
Building Excavation	345.0	m2	\$9.00	m2		\$3,105.00
Excavation & compaction for exterior slabs	24.0	m2	\$9.00	m2		\$216.00
Exterior slab granular fill	24.0	m2	\$135.00	m2		\$3,240.00
Concrete sidewalks	40.00	m2	\$140.00	m2		\$5,600.00
Concrete curbs (site)	174.00	m2	\$95.00	m2		\$16,530.00
Asphalt Paving	1740.0	m2	\$70.00	m2		\$121,800.00
Line Painting	28.0	each line	\$115.00	each line		\$3,220.00
Top soil placement & grading (imported)						\$4,000.00
Trees & Plantings						\$2,000.00
Washed Landscaping Rock						\$500.00
Landscape Fabric	1740.0	m2	\$15.00	m2		\$26,100.00
Seed						\$1,500.00
TOTAL FOR DIVISION 31						\$187,811.00

Option 6 - Budget - Class C

CASH ALLOWANCES		
Renovation to existing servery area		\$120,000.00
Sub Total		\$2,232,765.80
Location Factor (Drumheller - 12%)	\$267,931.90	1.12
Sub Total		\$2,500,697.70
General Requirements+ Fee @ 12%		\$300,083.72
Permits		\$27,782.75
Design Contingency 10.0% (Prelim. Design)		\$250,069.77
Construction Contingency 10%		\$250,069.77
Inflation (5.25%)		\$131,286.63
TOTAL INCLUDING CONSTRUCTION CONTINGENCY		\$3,459,990.34

REQUEST FOR DECISION

TITLE:	Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (1 st Reading)
DATE:	February 18, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (1 st Reading) Map – Nacmine 5 th Street Alley Closure Bylaw

SUMMARY:

An application has been made by an adjacent owner to have the alley between 177 5th Street and 193 5th Street, in Nacmine, permanently closed to the public. Currently, the alley is semi-grassed and not being maintained by the Town. Additionally, the alley is redundant as there are three (3) other entrances to the rear of the houses, in addition to the alley that is proposed to be closed.

As the alley is not being used, the Town of Drumheller is planning to place a temporary road closure on the alley to stop any continued use of the alley and allow the grass to recover. Concrete barriers have been placed at each end of the alley. This temporary road closure will remain in place until the conclusion of a permanent road closure (or defeat of this proposed Bylaw).

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

RECOMMENDATION:

That Council give first reading to Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (1st Reading) and set a public hearing date for March 17, 2024.

DISCUSSION:

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

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

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

FINANCIAL IMPACT:

The administrative costs associated with the road closure are estimated to be about \$1,400.00, with most of the cost attributed to staff time and the requirement to advertise in the local

newspaper. The applicant has already covered the costs associated with the road closure and has agreed to purchase the land at fair market value and consolidate the land to their lot.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

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

- a) newspaper ads in the Drumheller mail, running on the Wednesdays of February 29th, 2025, and March 5th, 2025.
- b) letters to adjacent property owners within 200m of the proposed road closure;
- c) letters to local utility providers;
- d) the Town of Drumheller website as a media release; and
- e) the Town of Drumheller online calendar

MOTION:

That Council gives first reading Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw and set the Public Hearing date for Monday, March 17th, 2025.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



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

TOWN OF DRUMHELLER
BYLAW NUMBER 07.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Nacmine 5th Street Alley Closure Bylaw

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing an undeveloped Lane created by Subdivision Plan 1005 F.L. to public travel and acquiring title to these lands in the name of the TOWN OF DRUMHELLER for retention or sale as Council may determine; pursuant to Section 22 of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; an undeveloped Lane created by Subdivision Plan 1005 F.L. hereinafter described is not required for public travel and an application has been made to the Town of Drumheller to have this undeveloped Lane closed and consolidated with the adjacent Lot 5, and

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

WHEREAS: the Council of the Town of Drumheller held a public hearing on the _____ day of _____, 2025 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

NOW THEREFORE; be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close the undeveloped Lane created by Subdivision Plan 1005 F.L. depicted on Schedule "A" attached hereto and more particularly described as:

PLAN 1005 F.L.

LANE LYING NORTHEAST AND ADJACENT TO LOT 5

EXCEPTING THEREOUT ALL MINES AND MINERALS

from public use, obtain title to same in the name of the TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4.

1. SHORT NAME

1.1 This Bylaw shall be cited as the " Nacmine 5th Street Alley Closure Bylaw"

2. TRANSITIONAL

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

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

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

Seal

MINISTER OF ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS
ROOM 425, LEGISLATIVE BUILDING,
10800 – 97th AVENUE, EDMONTON, AB, T5K 2B6

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

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

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

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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



NACMINE DISTRICT
DRUMHELLER, ALBERTA
 PLAN SHOWING PROPOSED LANE CLOSURE
 AFFECTING UNDEVELOPED LANE
 NORTHEAST OF LOT 5 , BLOCK 7, PLAN 1005 F.L.
 WITHIN THE
 N.W.1/4 SEC.8, TWP,29, RGE.20, W.4M.
 SCALE= 1:2000 — 2025 — GRANT W. WALLACE, A.L.S.

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

REV.	DATE	DESCRIPTION
0	Jan. 24, 2025	ISSUED

HUNTER WALLACE SURVEYS LTD.
 DRUMHELLER, ALBERTA
 FILE: 25-012-SCHA-NACMINE

Nacmine 5th Street Alley Closure



REQUEST FOR DECISION

TITLE:	Safety Codes Permit Amending Bylaw #08.25
DATE:	February 18, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer
ATTACHMENTS:	(Draft) Bylaw - 08.25 - Amending Bylaw for Bylaw #15.24 Bylaw #15.24 - Safety Codes Permit Bylaw (Redlined)

SUMMARY:

The Safety Codes Permit Bylaw #15.24 was adopted by Council on July 8, 2024. Since then, Administration has been implementing the Bylaw and has encountered concerns regarding the fair and reasonable refunding of permits that have been canceled, withdrawn, or surrendered under it.

Administration is recommending changes to Permits Required - Section 5.1 to remove the Building Permit requirements from the discretion of the Development Authority to the discretion of the Permit Issuer as defined within the Bylaw.

In addition, Administration is recommending wording to cover the Private Sewage Disposal Systems permit requirements, as this appears to have been omitted in the current iteration of the bylaw.

RECOMMENDATION:

That Council gives first and second reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*. Any further changes, if applicable, will be brought to the next Regular Council Meeting for the third and final reading.

DISCUSSION:

Section 5.2 – Permits Required gives the Development Authority the discretion to decide when building permits are required. The Development Authority is not defined within the bylaw, however, the Municipal Government Act section 623(b) states that “A council must, by bylaw, provide for subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality”

The Town of Drumheller Land Use Bylaw 16.20 Section 5.1.2 definitions of the Development Authority include:

- 1) The Development Officer(s);
- 2) The Municipal Planning Commission; or
- 3) Council acting as the Development Authority in a Direct Control District.

These Authorities are not the appropriate authority within this bylaw. Administration recommends amending the authority powers to the Permit Issuer, as defined within the bylaw to ensure compliance with the Safety Codes Act, Permit Issuer Designations and encourage the separation of the Land Use Bylaw and the Safety Codes Act and associated permitting.

The definition of Permit Issuer means a Safety Codes Officer, or a person designated to issue permits pursuant to the Act, including permit issuers within Town Administration and contracted through the Safety Codes Contract. At this time, Permit Issuers work within the Development and Safety Codes department alongside the Development Authorities.

The time it takes for Administration to process Safety Codes Permits varies by permit disciplines. Permit Issuers for Electrical, Plumbing, and Gas permits are available within Administration, located at Town Hall. To process these applications, Permit Issuers accept the permit applications, review them, and issue the permits in-house.

In contrast, Building and Private Sewage Disposal Systems permits are also accepted in-house, including the payment process. These applications are initially reviewed for completeness, to ensure compliance with associated Development Permits if applicable, and then forwarded to the Town's inspection agency. There, Safety Codes Officers (SCOs) review the plans and issue the permits. This review process for these types of permits may take up to three weeks. Once the inspection agency completes its review and issues the permits, the Town is contractually obligated to pay for that service.

Since the Bylaw was passed, ten (10) Safety Codes permits have been canceled, withdrawn, or surrendered for various reasons, with the majority being building permits. The current bylaw states that the Town will retain 50% of any refund issued. However, for permits requiring payment to the inspection agency, the Town may incur a loss, particularly in the Building and Private Sewage Disposal Systems categories.

With the differences in processing methods across the safety code disciplines, Administration is proposing amendments to Section 17 - Refunds of Bylaw #15.24, as presented on the attachments.

FINANCIAL IMPACT:

The updating of this Bylaw will help streamline administrative processes and make the Safety Code experience more effective for the customers and staff.

STRATEGIC POLICY ALIGNMENT

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

COMMUNICATION STRATEGY

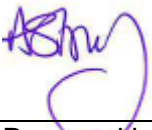
After third and final reading, the Bylaw will be updated on our website, internal staff will be notified of the change, and the planning and development webpage will be updated to reflect the changes in the Bylaw.

MOTION:

Moved that Council give first reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*, as presented.

MOTION:

Moved that Council give second reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*, as presented.



Prepared by:
Antonia Strilisky
Development Officer



Reviewed by:
Reg Johnston
Manager of Economic
Development



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 08.25
DEPARTMENT: DEVELOPMENT AND PLANNING**

Amending Bylaw for Bylaw #15.24

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO
PROVIDE FOR THE AMENDMENT OF BYLAW #15.24, A BYLAW TO REGULATE THE
PROVISIONS OF THE SAFETY CODES ACT FOR THE PURPOSE OF PERMITTING AS AN
ACCREDITED MUNICIPALITY

WHEREAS, the Town of Drumheller has been designated as an accredited municipality by the Safety Codes Council of Alberta to administer and enforce the Safety Codes Act, RSA 2000, c S-1, and the codes established pursuant to this Act

AND WHEREAS, pursuant to Section 66 of the Safety Codes Act, RSA 200, c S-1 an accredited municipality may pass bylaws respecting minimum maintenance standards for buildings and structures, fees for anything issued or any material or service provided, and respecting the carrying out of the power and duties of an accredited municipality;

AND WHEREAS, pursuant to the *Municipal Government Act*, the Town of Drumheller (the "Town") has adopted *Safety Code Permit Bylaw #15.24*.

AND WHEREAS the Town deems it desirable to amend *Safety Code Permit Bylaw #15.24* 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 #15.24."

2. CHANGES

2.1 The following changes shall be applied to Bylaw #15.24:

a) In Section 5.1:

I. The word "Development Authority" is removed and replaced with the word "***Permit Issuer***"

b) Section 17.1 is hereby replaced with the following:

17.1 A ***person*** who has paid a fee for a ***permit*** may cancel, withdraw or surrender the ***permit*** to the ***permit issuer***, and make a request in writing for a refund:

a) The ***Town*** will maintain a holdback of 50% for any refunds issued.

b) The Safety Code Council Levy is non-refundable regardless of amount.

- c) No refund of a fee shall be made if:
 - i. A plans review has been completed;
 - ii. the **permit** has been revoked or has expired;
 - iii. undertaking of the **construction** as defined within the permit application has commenced;
 - iv. an extension of the **permit** has been granted;
 - v. an inspection has been completed; or
 - vi. ninety (90) calendar days have passed since the permit was issued.

3. ADDITIONS

3.1 The following changes shall be applied to Bylaw #15.24:

- a) In Section 2.1, the following section shall be added:
 - b.1) **“construction”** includes alteration, installation, repair, relocation, demolition and removal;
- b) In Section 4.1, the following section shall be added:
 - f) The installation, renew or change of any Private Sewage Disposal System except for the repair or maintenance of such systems

4. TRANSITIONAL

4.1 This Bylaw shall come into force and effect 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

TOWN OF DRUMHELLER
BYLAW NUMBER 15.24
DEPARTMENT: DEVELOPMENT AND PLANNING

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA, TO
REGULATE THE PROVISIONS OF THE SAFETY CODES ACT FOR THE PURPOSE OF
PERMITTING AS AN ACCREDITED MUNICIPALITY

WHEREAS, the Town of Drumheller has been designated as an accredited municipality by the Safety Codes Council of Alberta to administer and enforce the *Safety Codes Act*, RSA 2000, c S-1, and the codes established pursuant to this Act;

AND WHEREAS, pursuant to Section 66 of the *Safety Codes Act*, RSA 200, c S-1 an accredited municipality may pass bylaws respecting minimum maintenance standards for buildings and structures, fees for anything issued or any material or service provided, and respecting the carrying out of the power and duties of an accredited municipality;

AND WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, c M-26, a council may pass bylaws for municipal purposes respecting the following matters: the safety, health and welfare of people and the protection of people and property and for any services provided by or on behalf of the municipality;

AND WHEREAS, pursuant to Subsection 8(b) of the *Municipal Government Act*, RSA 2000, c M-26, a council may pass bylaws to deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;

AND WHEREAS, pursuant to Subsection 8(c) of the *Municipal Government Act*, RSA 2000, c M-26, a Council may pass bylaws to provide for a system of licences, permits or approvals.

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

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Safety Codes Permit Bylaw".

2. DEFINITIONS

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

- a) "**Act**" means the *Safety Codes Act*, RSA 2000, c S-1, as amended from time to time and successor legislation;
- b) "**Bylaw**" means the Safety Codes Permit Bylaw;
- b.1) "**Construction**" includes alteration, installation, repair, relocation, demolition and removal;
- c) "**Construction Value**" means a total cost of all labour and materials required to build

or construct the project for which the permit is requested or issued;

- d) “**Fee Schedule**” means the Town of Drumheller Fees, Rates and Charges Bylaw 01.24, as amended from time to time, and its successor legislation;
- e) “**Master Electrician**” means a person who is a holder of a Master Electrician Certificate issued by the Board of Certification;
- f) “**Occupancy**” means the use of intended use of a building or any part of a building for the shelter or support of individuals, animals, or property;
- g) “**Owner**” means a person who has care and control of an **undertaking** and includes a lessee, a person in charge, and a person who holds out that the person has the powers and authority of ownership, or who at the time being exercises the power and authority of ownership;
- h) “**Quality Management Plan**” means the Quality Management Plan for the **Town**;
- i) “**Quality Management Plan Manager**” means an employee of the **Town** responsible for the administration of the **Quality Management Plan**;
- j) “**Permit**” means the written authorization from the **permit issuer** to perform work regulated by this **Bylaw**, and may include permits for building, gas, electrical, plumbing, and private sewage;
- k) “**Permit Issuer**” means a **Safety Codes Officer** or a **person** designated to issue **permits** pursuant to the **Act**;
- l) “**Person**” means an individual, partnership, association, corporation, organization, business, cooperative, trustee, executor, administrator, or legal representative;
- m) “**Regulations**” means any regulations passed pursuant to the **Act**, including any codes adopted in such regulations;
- n) “**Safety Codes Officer**” means a certified building, electrical, plumbing, gas, or private sewage Safety Codes Officer pursuant to the **Act** and **Regulations** who is employed either by the **Town** or an accredited agency, contracted by the **Town**, to enforce the **Act**;
- o) “**Single-Family Dwelling**” means a house used or intended to be used by the **owner** of the building with habitable spaces;
- p) “**Skilled Trades and Apprenticeship Education Act**” means the *Skilled Trades and Apprenticeship Education Act*, SA 2021, c S-7.88, as amended from time to time and successor legislation;
- q) “**Town**” means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town, as the context may require; and,
- r) “**Undertaking**” means the **construction** of a thing, control or operation of a thing, and process or activity to which the **Act** applies.

3. INTERPRETATION

- 3.1 Unless otherwise defined herein, the definitions contained in the **Act** and **Regulations** shall have a similar meaning in this **Bylaw**.
- 3.2 Nothing in this **Bylaw** relieves a **person** from complying with any provision of any federal, provincial, or municipal law or regulation or any requirement of any lawful **permit**, order or licence.
- 3.3 The issuance of **permits**, or the carrying out of any inspections pursuant to this **Bylaw**, shall in no way be construed as a warranty by the **Town** of the fitness or suitability of any plans, designs or **construction** to meet the **owner's** purposes.
- 3.4 Each provision of this **Bylaw** is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this **Bylaw** remain valid and enforceable.
- 3.5 In this **Bylaw**, words in the singular include the plural and words in the plural include the singular.

4. SCOPE

- 4.1 This **Bylaw** applies to the issuance of **permits** respecting:
 - c) The **construction**, demolition, installation, alteration, repair, and removal of a building within the **Town**;
 - d) **Occupancy** or change in use of any building regulated by the **Act** within the **Town**; and,
 - e) The installation, alteration, or repair of electrical, plumbing, and gas equipment and systems regulated by the **Act** within the **Town**.
 - f) **The installation, renew or change of any Private Sewage Disposal System except for the repair or maintenance of such systems.**

5. PERMITS REQUIRED

- 5.1 A **person** shall not start any **undertaking** for which a **permit** is required pursuant to the **Act**, the **Regulations**, or this **Bylaw** unless a valid and subsisting permit has been issued and is in effect.
- 5.2 A building **permit** is required to carry out work for any excavation, **construction**, change in **occupancy**, relocation, alteration, addition, repair, and demolition of any building or structure, **at the discretion of the Permit Issuer.**
- 5.3 An electrical **permit** is required to install, alter, or add to an electrical system except for:
 - c) Communication systems;
 - d) Electrical installations to which the CSA Standard CAN/CSA M421-00(R2000) The Use of Electricity in Mines applies;
 - e) Electrical installations related to an elevating device;
 - f) Extra low voltage, Class 2 electrical circuits unless they are for any of the following:

- i. safety control;
 - ii. locations described as hazardous in the Electrical Code;
 - iii. electro-medical purposes; and,
 - iv. lighting.
- g) The replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation.

5.4 A plumbing or private sewage **permit** is required to install, renew, or change any plumbing equipment or system except for:

- c) Repairs or maintenance of a plumbing system or private sewage system; or,
- d) The replacement of any fixture, water heater, faucet, valve, septic tank, or cistern provided there is no change to the piping system.

5.5 A gas **permit** is required to install, alter, or make an addition to any gas installation except:

- c) The replacement of a gas dryer or gas range if there is no design change made to the gas piping and venting system;
- d) Connection of a residential water heater or residential heating appliance with a similar type;
- e) Relocation, by a gas utility provider, of a meter from interior to the exterior of a building; or,
- f) New or replacement of a liquified petroleum tank with a capacity of not more than 300 litres including service line.

5.6 Notwithstanding this Section, if there is imminent serious danger to **persons** or property because of any thing, process or activity to which the **Act** applies or because of a fire hazard or risk of an explosion, a **person** may, without a **permit**, start an **undertaking** for which a **permit** is required pursuant to this **Bylaw** but that **person** must apply for a permit as soon as the danger, fire hazard or risk of explosion has been remedied.

6. PERMIT ELIGIBILITY

6.1 A **permit issuer** may issue a **permit** in the building discipline to the following:

- c) A **person** having the appropriate certificate to carry out the **undertaking** as required by the **Skilled Trades and Apprenticeship Education Act**;
- d) An **owner** who resides or intends to reside in a **single-family dwelling** for the installation of building systems in the dwelling; or,
- e) An **owner's agent**.

6.2 A **permit issuer** may issue a **permit** in the electrical discipline to the following:

- c) A **master electrician** for any electrical system within the scope of the **master electrician's** certification;
- d) A restricted **master electrician** for any electrical system within the scope of the restricted **master electrician's** certification;
- e) A rural wireman for an electrical undertaking in a residence, farm building or similar structure, in an area of Alberta prescribed by an administrator, if the service ampacity does not exceed 100 amperes and 300 volts single phase;
- f) An **owner** who resides or intends to reside in a **single-family dwelling** for the installation of building systems in the dwelling;
- g) An **owner** of a farm building served by a single-phase electrical system;
- h) An **owner**, operator or designate of a power line **construction** company or an electrical utility for the **construction** of an overhead or underground power system governed by the Alberta Electrical Utility Code; and,
- i) A sign installation technician to perform electrical undertakings within the scope of the technician's duties as permitted by the **Skilled Trades and Apprenticeship Education Act**.

6.3 A **permit issuer** may issue a permit in the gas discipline to the following:

- c) A gasfitter as defined in the **Skilled Trades and Apprenticeship Education Act**;
- d) An **owner** who resides or intends to reside in a **single-family dwelling** if the gas system serves the dwelling;
- e) An **owner** of a farm building if the gas system serves the farm building;
- f) A **person** who has satisfactorily completed a course of training acceptable to the Administrator for the installation of liquefied petroleum tanks;
- g) A **person** who has satisfactorily completed a course of training acceptable to the Administrator for the installation of natural gas secondary lines; or,
- h) A sheet metal worker as defined in the **Skilled Trades and Apprenticeship Education Act** if the **permit** is for the replacement of a furnace in a **single-family dwelling** including, if applicable, the replacement of the gas piping downstream of the shut off valves for the furnace.

6.4 A **permit issuer** may issue a **permit** in the plumbing discipline to the following:

- c) A plumber as defined in the **Skilled Trades and Apprenticeship Education Act**;
- d) An **owner** who resides or intends to reside in a **single-family dwelling** if the plumbing system serves the dwelling;
- e) An **owner** of a farm building if the plumbing system serves the farm building; or,
- f) A **person** holding a valid private sewage installer certificate of competency, in respect

of a portion of a plumbing system that is:

- i. located outside the building; or,
- ii. required for the treatment, flow control or pressure delivery of wastewater from a plumbing system that discharges into a municipal sewage collection system.

6.5 A **permit issuer** may issue a **permit** in the private sewage discipline to the following:

- c) A certified private sewage system installer;
- d) an **owner** who resides or intends to reside in a **single-family dwelling** for any private sewage system if the private sewage system serves the dwelling; and,
- e) an **owner** of a farm building for any private sewage system if the private sewage disposal system serves the farm building.

7. PERMIT APPLICATION

7.1 In addition to to any other requirement, every **person** applying for a **permit** pursuant to the **Act**, the **Regulations**, or this **Bylaw** must provide to the **permit issuer**:

- c) A completed application for the appropriate discipline;
- d) Plans and specifications as required by the **permit issuer**;
- e) The **construction value** of the proposed **undertaking**;
- f) Any fees or charges outlined in the **fee schedule**; and,
- g) Any additional information deemed necessary by the **permit issuer** for purposes of evaluation or processing of the application.

8. ISSUANCE OF PERMIT

8.1 The **permit issuer** shall issue a **permit** pursuant to the **Act**, the **Regulations**, or this **Bylaw** only when:

- c) The **undertakings** described in the permit application, meets the requirements of the **Act**, the **Regulations**, and this **Bylaw**;
- d) The plans and specifications submitted in the application meet the requirements of the **Act**, the **Regulations**, and this **Bylaw**; and,
- e) Any outstanding fees and charges as outlined in the **fee schedule** are paid in full.

8.2 The **permit issuer** may place a valuation on any **undertakings** for the purpose of calculating the required fee.

8.3 The **permit issuer** may impose any terms and conditions on any **permit** issued under this **Bylaw** as are deemed necessary to ensure compliance with the purpose and intent of the **Act**, this **Bylaw**, and any other legislative requirements.

9. PERMIT HOLDER OBLIGATIONS

9.1 A **person** to which a **permit** has been issued must:

- c) comply with the terms and conditions of the **permit**;
- d) call for inspections as outlined in the **Town's Quality Management Plan** and the **permit** conditions;
- e) comply with all inspection conditions and recommendations;
- f) undertake the **construction**, process, or activity in accordance with the **Act**, the **Regulations**, and this **Bylaw**;
- g) make at their own expense, the tests necessary to prove compliance with a **permit** or this **Bylaw** and shall promptly file a copy of all such tests or inspection reports with the appropriate **Safety Codes Officer**;
- h) ensure that all approved plans and specifications are available at the **construction** site at all reasonable times for inspection by a **Safety Codes Officer**;
- i) ensure that a **permit** for the building discipline is posted, or other identified at the **construction** site;
- j) be responsible for any cost to repair any damage to public property or works located that occur as a result of the **undertaking** for which the **permit** was required; and
- k) ensure the civic address for the property for which the **permit** was issued is clearly visible from the roadway to which the property is addressed.

10. REVISIONS & RE-EXAMINATION

10.1 The **permit issuer** may accept a revision to the **construction** for which a **permit** has been issued and determine the appropriate fee to be charged for the service.

10.2 Documents submitted with an application for a **permit** are incomplete or contain errors or omissions, the application may be rejected by the **permit issuer**. The documents may be re-submitted for further re-examinations upon payment in full of the required fee.

10.3 Any documents submitted which are incomplete and do not form the basis of the **permit** issued may be destroyed by the **permit issuer**.

11. TRANSFER

11.1 A **person** shall not transfer a **permit** to any other **person** unless the transfer has been authorized in writing by the **permit issuer**.

12. REFUSAL TO ISSUE, SUSPENSION, OR CANCELLATION

12.1 In addition to any powers pursuant to the **Act**, the **permit issuer** may refuse to issue a **permit**, and the **Safety Codes Officer** may revoke, suspend, or cancel a **permit** that has been issued, if:

- c) an addition or alteration is made to an ongoing **undertaking** which renders it unsafe or reduces the level of safety below that which is intended in the **Act** or this **Bylaw**;
- d) the **permit** was issued on the basis of incorrect, inadequate or insufficient information;
- e) payment in full has not been received for any applicable fee outlined in the **fee schedule**;
- f) there is a contravention of any condition under which the **permit** was issued; or
- g) the **permit** was issued in error.

13. PERMIT TERM AND EXTENSION

13.1 A **permit**, other than an **occupancy permit**, shall expire according to the expiry date, and terms and conditions set in the **permit**.

- c) In the absence of an expiry date, a **permit** will expire in conformance with the **Act** and **Regulations**.

13.2 A **permit issuer** may extend a **permit** for a fixed period of time that they consider appropriate, if:

- c) a written request from the permit holder is submitted;
- d) the required fee outlined in the **fee schedule** is paid in full; and,
- e) the existing **permit** has not been closed, expired, or revoked.

13.3 A **permit** that has expired may be reinstated by the **permit issuer** at the written request of the applicant within 30 days of expiry of the **permit** provided that:

- c) no changes are made to the original **undertaking** originally applied for; and
- d) the required fee outlined in the **fee schedule** have been paid in full.

13.4 A closed **permit** may be re-opened in the following circumstances:

- c) The **permit** was closed in error;
- d) Within thirty (30) days after the **permit** was closed, provided the **permit** has not expired; or,
- e) At the **permit issuer's** sole discretion if the **permit** has been closed for more than thirty (30) days.

14. OCCUPANCY PERMIT

14.1 No **person** shall occupy, or allow the **occupancy** of, or use of, any building or portion thereof until:

- c) a final inspection has occurred in all applicable disciplines; and

- d) the building **Safety Codes Officer** has deemed the building or portion thereof ready to use or occupy via a final inspection report.

14.2 No **person** shall allow a change in use, tenancy or the **occupancy** classification is permitted without approval of a building **Safety Codes Officer**.

14.3 A **Safety Codes Officer** shall have the right to inspect the **occupancy permit** at any reasonable time.

15. INSPECTIONS

15.1 Any inspection conducted by the **Safety Codes Officer** shall be conducted in accordance with the **Town's Quality Management Plan**.

16. FEES AND BONDS

16.1 Every application for a **permit** required pursuant to this **Bylaw** must be accompanied by any applicable fees or charges as outlined in the **fee schedule**.

16.2 If any **undertaking** is commenced prior to a **permit** being issued pursuant to this **Bylaw**, the amount payable for the **permit** shall be double the cost of the fee as outlined in the **fee schedule**.

16.3 An additional fee is payable if an additional inspection is required for any of the following reasons:

- c) The municipal address of the parcel for which the **permit** was issued is not displayed; or
- d) When an inspection has been previously arranged, and:
 - i. the **Safety Codes Officer** is unable to access the building during the scheduled inspection;
 - ii. the **undertaking** is not ready for an inspection upon arrival of the **Safety Codes Officer**; or,
 - iii. a previously identified deficiency has not been corrected.

16.4 The **Quality Management Plan Manager** may require a **person** to file a bond prior to the issuance of any **permit**.

- c) Any bond required pursuant to this Section must be in the form and amount satisfactory to the **Quality Management Plan Manager** and shall be issued by a licensed Alberta bond issuer.

17. REFUNDS

17.1 A **person** who has paid a fee for a **permit** may cancel, withdraw or surrender the **permit** to the **permit issuer**, and make a **request application** in writing for a refund. .

- c) The **Town** will maintain a holdback of 50% for any refunds issued.

- d) The Safety Code **Council** Levy is non-refundable regardless of amount.
- e) No refund of a fee shall be made if:
 - i. **a plans review has been completed;**
 - ii. the **permit** has been revoked or has expired;
 - iii. the **occupancy**, relocation, **construction**, or demolition of the building or the installation of the mechanical equipment systems **undertaking of the construction as described within the permit application has commenced;**
 - iv. an extension of the **permit** has been granted; ~~or,~~
 - v. an inspection has been completed ; **or**
 - vi. **ninety (90) calendar days have passed since the permit was issued.**

18. SAFETY CODE OFFICER AUTHORITY

18.1 A **Safety Codes Officer** may exercise any and all powers given to him or her under the **Act**, and without restricting the generality of the foregoing, is empowered to order:

- c) the removal or demolition of any building or part thereof constructed in contravention of this **Bylaw**;
- d) the removal or disconnection of any electrical, plumbing, or gas work **undertaken** in contravention of this **Bylaw**; and
- e) the cessation of any **occupancy** if any unsafe condition exists because of work being **undertaken** or not completed.

19. OFFENCE

19.1 Any **person** who contravenes the **Act** or regulations made pursuant thereto, including this **Bylaw**, shall be guilty of an offence under the **Act**.

20. GENERAL

20.1 The onus of proving that the **permit issuer** has issued a **permit** in relation to any **undertaking** otherwise regulated, restricted or prohibited by this **Bylaw** is on the person alleging the existence of such a **permit**.

20.2 The onus of proving that a **person** is exempt from the provisions of this **Bylaw** requiring a **permit** is on the **person** alleging the exemption.

21. TRANSITION

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

21.2 Bylaw 01.12 is hereby repealed.

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



REQUEST FOR DECISION

TITLE:	Drumheller Library Board Appointment
DATE:	February 18, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	Bylaw #04.21 - Council and Committee Meeting Procedure Bylaw

SUMMARY:

In accordance with Bylaw 18-09 the Drumheller Public Library Board (DPLB) shall consist of not fewer than 5 and not more than 10 members appointed by Council. Appointments to the Municipal Board shall be for a term of up to 3 years. Currently there are four vacancies on the board.

Jade Scott's term completed as of December 1, 2024, and Tracy Abildgaard's will expire as of March 7, 2025. Both members have agreed to let their name stand for another term. On October 9, 2024 the Library Board voted to reappoint Ms Scott and on february 13, 2025 they voted to reappoint Ms Abildgaard, each for another three-year term. The Library Board is requesting that Council ratify this recommended appointment in accordance with *Bylaw 04.21 - Council and Committee Meeting Procedure Bylaw*.

RECOMMENDATION:

The current members of the Drumheller Public Library Board recommend that Jade Scott and Tracy Abildgaard be reappointed to the board.

DISCUSSION:

Board and Committee volunteer roles create public participation opportunities. It is important to the health of Town boards and committees to have a diverse representation of community members. The DPLB has been actively recruiting to fill board vacancies since fall of 2024.

In accordance with Section 13.6 of *Bylaw 04.21 - Council and Committee Meeting Procedure Bylaw*, applicants for Council committees or boards will be recommended by the respective committee or board, but their appointments will be made by Council during a Regular Council Meeting.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION STRATEGY:

Appointment letters are issued to the new members and the Chair of the relevant Board or Committee, and the Town of Drumheller website is updated with current board members.

MOTION:

That Council approves the appointment of Jade Scott to the Drumheller Public Library Board for a term of three years, beginning December 1, 2024, and ending December 1, 2027.

MOTION:


That Council approves the appointment of Tracy Abildgaard to the Drumheller Public Library Board for a term of three years, beginning March 7, 2025, and ending March 7, 2028.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Repeal Bylaw 10.09

BEING A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE THE PROCEEDINGS OF COUNCIL AND OTHER COMMITTEES AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL AND DESIGNATED OFFICERS OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26.1, Section 145, a Council may pass bylaws respecting the establishment, function and procedures of Council, Council Committees and other bodies established by the council

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta, duly assembled, hereby enacts as follow:

1. NAME

This Bylaw shall be cited as "Council & Committee Meeting Procedure Bylaw".

2. DEFINITIONS AND INTERPRETATION

In this Bylaw, words have the meanings set out in the Act;

- (a) "Administration" means the employees of the municipality;
- (b) "Agenda" means the order of business for a meeting;
- (c) "Bylaw" means a Bylaw of the Town;
- (d) "Chief Administrative Officer" or "CAO" duly appointed to that position by Bylaw of the Town of Drumheller and in accordance with Section 205 of the Municipal Government Act;
- (e) "Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the Municipal Government Act;
- (f) "Chief Elected Official" or "Mayor" in addition to performing a Councillors duty, must preside as the Presiding Officer when attending Council or Committee of the Whole meetings; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Councillor chosen to preside at the meeting from those Councillors present;
- (g) "Committee" could be a committee established in accordance with the provisions of the MGA for the municipality, or a public committee with representation of Council or Administration;

- (h) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;
- (i) "Committee of the Whole" consists of the Members of Council in a discussion-oriented meeting;
- (j) "Councillor" means a member of the Town of Drumheller Council, and includes the Chief Elected official;
- (k) "Delegation" shall be one or more persons who have formally requested, and been granted, an audience at a meeting;
- (l) "Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor; the deputy Mayor shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix any other business required by the Act, or which Council or the CAO may direct;
- (m) "Electronic Communications" shall mean that members of Council or Council committee may attend a meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances;
- (n) "Freedom of Information and Protection of Privacy Act" or "FOIP" protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies;
- (o) "Lay on the Table" or "Table" is a motion to set a pending main motion aside temporarily, within the course of the same meeting, to accommodate something else of immediate urgency;
- (p) "Meeting" means any meeting where all members are eligible to attend and quorum is maintained throughout the meeting;
- (q) "Member" means a Member of Council duly elected who continues to hold office, or a Member of any and all Committees duly appointed by Council to that Committee;
- (r) "Municipal Government Act" or "MGA" means Municipal Government Act, R.S.A 2000,c M-26 and associated regulations, as amended;
- (s) "Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.

- (t) "Point of Information" or "Request for Information" is a request directed to the presiding officer, or through the presiding officer to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.
- (u) "Point of Order" a statement by a member during a meeting as to the whether correct procedure is being followed.
- (v) "Point of Procedure" a question directed to the person presiding at a meeting to obtain information on the rules of procedure
- (w) "Point of Privilege" a request or motion, usually relating to the rights and immunities of the assembly collectively or of an individual member.
- (x) "Postpone to a Certain Time" a motion to postpone consideration of a main notion to a specific time during the same meeting or to a specified later meeting.
- (y) "Presiding Officer" synonym of Chairperson; could also refer to the Chief Elected Official or Mayor or Deputy Mayor in relation to meetings of council or council committees.
- (z) "Public Hearing" a formal hearing that must follow rules set out by provincial and local legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing;
- (a.1) "Quorum" is the majority of membership entitled to vote who must be present in order to conduct a meeting. 4 of 7 as related to Council members or 50% plus 1. Two-thirds vote of quorum may be required on some items;
- (b.1) "Special Meeting" is a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;
- (c.1) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF THIS BYLAW

3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees and their members established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.

3.2 The precedence of the rules governing the procedures of Council is:

- (a) the MGA;
- (b) other provincial or federal legislation;
- (c) this Bylaw; and
- (d) Robert's Rules of Order Newly Revised

3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.

3.4 This Bylaw, in part or whole, can only be repealed, amended, suspended or rescinded:

- (a) by a Request for Decision with written motion at the proceeding Regular Meeting of Council and setting forth the terms of the proposed change or,
- (b) by a unanimous vote at a Regular Meeting or Special Meeting.

4. MEETING PROCEDURES

4.1 Annual Scheduling

- (a) Annually, council will approve a schedule of meetings for the subsequent year, including date, time and place. All members must be present at the meeting when the schedule is approved.
- (b) Annually, council shall agree upon a day to hold regular council meetings. When the day specified is a statutory holiday, such meetings of council shall be held upon the next day following which is not a statutory holiday. Regular council meetings will be held every second week. Committee of the Whole meeting may be held on the alternate day.
- (c) Regular Council Meetings and Committee of the Whole Meetings will begin at such an hour as to allow for public attendance and shall not continue past 10:00pm of the same day if in session at that hour.

- (d) Notice to the public of the annual council meeting schedule will be deemed sufficiently given by one or more of the following methods, on the official Town of Drumheller website and/or social media, local print media, radio advertising.

4.2 Changes to a Meeting, Time, Date or Place

- (a) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 - (i) to any councillors not present at the meeting at which the change was made, and;
 - (ii) to the public [MGA 193(1)]
- (b) Re-scheduling, cancelling or postponing a meeting may occur:
 - (i) by a vote of the majority of members at a previously held meeting or;
 - (ii) with the written consent of a majority of members, providing twenty-four (24) hours notice is provided to members and the public.
- (c) Notice of a change to a council or council committee meeting is deemed to have been given to a councillor or member of a council committee if the notice is delivered to an adult person at the councillors or member's home or place of business.
- (d) Notice to the public of changes to meeting dates and times will be deemed sufficiently given by one or more of the following methods; on the official Town of Drumheller website and/or social media, local print media, radio advertising.
- (e) Agenda items from meeting that has been re-scheduled, cancelled, and / or postponed will added to the agenda of the subsequent meeting.

4.3 Meeting Conduct – Members and the Public

- a) In order to ensure a respectful meeting environment, councillors must abide by all applicable administrative and council policies and bylaws related to conduct.
- b) All councilors have the responsibility for ensuring that the rules of this Bylaw are adhered to. A Member may raise a Point of Order upon noticing a breach of rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.

- c) Each councillor has an opportunity to speak about the matter at hand;
 - i) councillors must keep their comments relevant to the issue at hand.
 - ii) councillors must be recognized by the Presiding officer before speaking
 - iii) councillors shall not speak twice to the same item, without every other councillors having first received their opportunity to speak.
- d) When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer. The Presiding Officer will make a ruling without unnecessary comment.
- e) When a Point of Information is raised, the Presiding officer shall answer the question or direct the question to the appropriate councillor or administration.
- f) The Presiding officer at any meeting may expel or remove any person who is guilty of improper conduct, which shall solely be determined by the Presiding officer or CAO
- (g) Council and council committee must conduct their meeting in public unless 7.4 of this Bylaw applies.
- (h) Any Member of the public who, while in a meeting, interrupts and disturbs the proceedings of the meeting by words or actions and who, when so requested by the Presiding officer, refuses to end such interruption or to leave the meeting if so requested, shall be guilty of an offence shall be subject to removal from the meeting room.

5. ELECTRONIC MEETINGS AND LIVE STREAMING

- 5.1 In accordance with MGA Section 199 (1), any meeting may be conducted by means of electronic or other communication facilities if
- (a) notice is given to the public of the meeting, including the way in which it is to be conducted,
 - (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designate officer is in attendance at that place, and
 - (c) the facilities enable all the meeting's participants to watch of hear each other.

- 5.2 With approval from the members, a member may attend a meeting by means of electronic device.
- 5.3 A member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 5.4 Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the Town's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The Town of Drumheller cannot guarantee that video streamed footage will always be available
- 5.5 If it is predetermined in the agenda that no further items and/or decisions are addressed or made following the Closed Session portion of any meeting other than the decision to adjourn the meeting, the member may decide to close the video stream function once the members move into a Closed Session.

6. QUORUM

- 6.1 If there are not sufficient numbers assembled within 15 minutes following the scheduled commencement time of any meeting to constitute a quorum the names of all the members present at that time shall be recorded; the meeting shall be deemed adjourned until the next regular meeting.
- 6.2 When a meeting is for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or alternatively at a Special Meeting called for that purpose.

7. AGENDA - COUNCIL

- 7.1 The agenda for scheduled Regular Council meetings and Committee of the Whole meetings shall:
 - (a) be created under the joint direction of the Chief Elected Official and the CAO including input from Council;
 - (b) include minutes of previous Council meeting(s) and copies of all reports or communications to be dealt with at the meeting.
 - (c) include time, location and order of business for the meeting;
 - (d) be distributed to members at least (2) two full days prior to the Council meeting.

- (e) will only have items added the day of a Council meeting by the Presiding officer or a two-thirds (2/3) majority vote of Council. All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- (f) have all matters of business that appear on the Council agenda which have not been dealt with added to the agenda of the next regular meeting of Council through a motion.

7.4 CLOSED SESSIONS [MGA 197]

- (a) Council and council committees may close all or part of the meeting to the public if the matter being discussed is within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*.
- (b) Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve;
 - (i) the part of the meeting that is to be closed, and
 - (ii) the basis on which, under the exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* the part of the meeting is to be closed.
- (c) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.
- (d) No motion will be allowed to follow the Closed Session discussion unless the item was placed on, or included in, the approved agenda.

7.5 MOTIONS

- (a) No motion shall be offered on items that are not on the adopted agenda.
- (b) Any motion made in the negative shall be ruled out of order. All motions shall be written and read in the affirmative.
- (c) All motions shall be entered in the minutes and require a seconder before being debated. Failure to find a seconder means the motion is not considered.
- (d) A motion may be withdrawn at any time by the councillor or member who made the motion. At which point the debate would cease.
- (e) After the motion has been read by the Presiding officer, it shall be deemed to be in possession of the Members.

- (f) Once the question by the Presiding Officer is called:
 - i) a unanimous vote will be recorded as such
 - ii) if there is a split vote, the names will be recorded.

7.6 BYLAWS

- (a) A council may act only by resolution or bylaw.
 - (i) Where a council or municipality is required or authorized under this or any other enactment or bylaw to do something by bylaw, it may only be done by bylaw.
 - (ii) Where a council is required or authorized under this or any other enactment or bylaw to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.
- (b) Bylaws are to be presented by the CAO and must appear on the agenda with the number, short title, and a request for decision shall be included at the first reading at a minimum.
- (c) In accordance with the MGA;
 - (i) every bylaw shall have three (3) separate and distinct readings and;
 - (ii) shall not be given more than two readings at one meeting unless the Members present unanimously agree to consider third reading;
 - (iii) Council may be required by the MGA to hold a Public Hearing or when it may be in the best interest of the community to hold a Public Hearing for Public Participation;
 - (iv) may require the approval of a Provincial Authority prior to third reading.
- (d) The following shall apply to the passage of all bylaws:
 - (i) First Reading: a proposed bylaw shall be introduced for first reading by a motion that the bylaw be read a first time;
 - (ii) members shall vote on the motion for first reading of a bylaw without amendment or debate;

- (iii) bylaws that have a Public Hearing may only be given first reading before going to the Public Hearing,
- (e) Second Reading: a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time;
 - (i) Council may debate the substance of the bylaw;
 - ii) Council may propose and consider amendments to the bylaw; and
 - iii) Council may refer by motion the bylaw to Administration for further information or from a Committee for further review prior to second reading.
- (f) Third Reading: all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
 - (i) a bylaw shall be passed when a majority of the Councillors present, vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

7.7. PUBLIC HEARINGS

- (a) A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall, subject to the applicable statute in respect to manner of notice, and the method of holding the hearing, be drawn up in accordance with the provisions of this section.
- (b) Public hearings notice will be advertised for at least two (2) weeks in local print media, the official Town of Drumheller website and social media accounts.
- (c) Any person who claims that they will be affected by the subject matter of the public hearings shall be afforded an opportunity to be heard by Council either personally or through their agent.

7.7 DELEGATIONS AND PRESENTATIONS

- a) Any person or group of persons wishing to make direct representation to Council, shall advise the CAO's office using a submission form found on the website or available by request, for consideration not less than seven days prior to the subsequent meeting.
- b) The written submission shall state:
 - i) the name of the person or group representative wishing to speak and;
 - ii) their municipal and mailing addresses, phone numbers, email and;

- iii) description of the subject matter they wish to speak on and;
 - iv) provide presentation material in an approved format and;
 - v) handouts must be received no later than the Wednesday prior to the presentation.
- c) Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous 3 months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.
- e) Council shall, at its next regular meeting following the delegation presentation, discuss any decisions or issues, if required, regarding the issue raised by the delegation-
- f) During the delegates presentation:
- i) delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council;
 - ii) in questioning delegations, Councillors will only ask questions which are relevant to the subject of the hearing and will avoid repetition;
 - iii) delegations will be restricted to speaking to the relevant subject matter only;

8. FIRST MEETING OF TOWN COUNCIL

- 8.1 The first meeting of Council after a general election shall be held not later than two weeks after the third Monday in October;
- 8.2 The CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.3 A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.5 Immediately upon completion by every Councillor present making the oath and subscribing the official oath or solemn affirmation, the CAO shall retire from the Presiding officer, and The Mayor shall take the Presiding officer;

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

- 9.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year
- 9.2 The CAO shall set the time and place for the Organizational Meeting; the business of the meeting shall be limited to:
- a) the appointments of members to Committees which Council is entitled to make; Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.
 - b) establishing a roster of Deputy Mayors for the Council term in accordance with MGA Section 152(1) Council, each Deputy Mayor shall swear an oath of office in a ceremony which will be held during a regular scheduled Council meeting
 - c) In the absence, or inability, of the Mayor or Deputy Mayor to act, the next Deputy Mayor shall assume the presiding officer as Acting Mayor, or Council may appoint any other as Acting Mayor. An Acting Mayor shall have all the powers and shall perform all the duties of the Mayor.

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

- 10.1 The Committee of the Whole is comprised of Councillors.
- 10.2 The CAO and other required administrative staff may be asked to attend Committee meetings to make presentations and answer questions.
- 10.3 The purpose of the COTW is to:
- a) Meet principally as a forum for discussion enabling all Committee members to discuss key items without the requirement to make a decision;
 - b) Receive updates and information on emerging and ongoing projects, initiatives and opportunities;
 - c) Minutes from Boards and Committees will be accepted as information;
 - d) Receive scheduled delegations and submissions;
- 10.4 Minutes will be taken for Committee of the Whole meetings.
- 10.5 The Committee may make the following motions:
- a) To adopt the minutes of a previous Committee meeting

- b) To receive agenda reports as information;
- c) To make recommendations to Council; and
- d) To move into a Closed Session meeting or to revert to an open meeting, pursuant to the MGA and the FOIP Act

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

- a) may call a special meeting whenever the official considers it appropriate to do so, and;
- b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors;

11.2 The Chief Elected Official calls a special council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

11.2 A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

11.3 No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

11.4 A special meeting may be cancelled:

- a) by the Chief Elected Official if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

12. COUNCIL SPECIAL TASK FORCES

12.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Councillors and may include members of the public; but may not delegate to any such Task Force any of Council's powers, duties, or functions.

12.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Councillors present at a meeting of Council.

12.3 The intent of Special Task Forces is to investigate and report on special tasks a signed by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

- 12.4 If in attendance at the time, any Member of Council may be eligible participate in any Special Task Force. The Chief Elected Official shall be an ex-officio member of all Special Task Forces without the right to vote upon all questions

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

- 13.1 Council may establish Committees and Boards and appoint representatives as required by legislation, agreement or bylaw.
- 13.2 Unless authorized by Council or other legislation, Council established Boards and Committees are required to operate under the bylaws, policies and terms of reference developed and implemented by Council.
- 13.3 Council established organizations should submit bylaws, policies and procedures to the Town and submit any changes as necessary.
- 13.4 Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights at the Committee of the Whole meeting.
- 13.5 Council may make member appointments to a board or committee at any time.
- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.
- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.

15. TRANSITIONAL

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

15.2 Upon third reading of this Bylaw, Bylaw 10-09 and all amendments are repealed.

READ A FIRST TIME THIS 13th DAY OF SEPTEMBER, 2021

READ A SECOND TIME THIS 13th DAY OF SEPTEMBER, 2021

READ A THIRD AND FINAL TIME THIS 20th DAY OF SEPTEMBER, 2021



MAYOR


CHIEF ADMINISTRATIVE OFFICER



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: October 29, 2021

Board: Drumheller Public Library 

Name of Applicant: Jade Scott

Full Address: 

Phone Number: 

Email: 

Do you have previous Board/Committee experience? Yes No

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

I don't have a lot of formal board experience but am eager to learn.
Big Country Anti-Violence Association - Jan 2021 - present
Badlands Pride Association 1 year - July 2020 - present
as well as having 7 years volunteering with other community organizations to fundraise and plan events.

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

I believe the Library is the hub of information in the community. The goal to provide a welcoming and inclusive space is also something I believe is crucial to community mental health. I bring an ambition to serve the community and to help with planning programs and services that benefit residents. I have a background in finance that will help with maintaining budgets, as well as attention to detail and problem solving skills that are an asset when developing policy and procedures.

Signature: 

Date: October 29, 2021

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

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



**DRUMHELLER
VALLEY**

TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: Feb 2, 2022

Board: Drumheller Library

Name of Applicant: Tracy Abildgaard

Full Address:

Phone Number:

Email:

Do you have previous Board/Committee experience? Yes No

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

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

I took general studies and illustrating children's books at ACAD as well as worked in Child Development and Therapy for 10 years and have a great passion for early child literacy. I have a young family in Drumheller and wish to be apart of my sons community and its growth. A passion for reading and literature has always been a part of my life and i am continuing that tradition with my son in ensuring books and reading is a part of his everyday life. We started a photography business in Drumheller 2 years ago and have strived to use this outlet to continue to promote our wonderful community.

Signature:

Date: Feb 22, 2022

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

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REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program Scarlett Berm Engineering Construction Services Scope Change
DATE:	February 18, 2025
PRESENTED BY:	Spencer Roberton, Project Engineer, Flood Resiliency Program
ATTACHMENTS:	

SUMMARY:

The construction of the Rosedale-Scarlett Flood Protection project was awarded to Pidherney's Inc. on February 3rd, 2025 with a total value of \$6,245,230.73. Construction is scheduled to begin in February 2025, starting with tree clearing. Berm construction is scheduled to be complete by November 30th, 2025 with landscaping completed by May 31st, 2026.

Engineering services are required during construction to administer the contract, supervise and manage construction, as well as for project close-out and reporting. Kerr Wood Leidal Associates Ltd (KWL), who completed the engineering design of the Scarlett berm, has submitted a scope change proposal for \$173,192.40 to continue providing engineering services during and after construction of the Rosedale berm.

RECOMMENDATION:

Administration recommends that KWL's scope change for engineering construction services for the Scarlett berm be approved for the amount of \$173,192.40 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 permanent berms will allow the Town to dedicate its resources during a flood event to other critical areas.

The Rosedale-Scarlett Flood Protection Project involves the construction of 2 berms in East and West Rosedale. The Rosedale berm, located in East Rosedale, is a 3.2 km long new berm that extends from the CN Rail embankment along the Rosebud River and wraps around the bank of the Red Deer River past the suspension bridge to Pinter Road. This portion of the project also includes a short section of berm around the Rosedale pump station and an 8 m section of removable stoplog gates at the Star Mine suspension bridge

The second part of this project, is the Scarlett berm, located in West Rosedale at the end of Scarlett Road. This entails the upgrade of 150 m of existing berm as well as bank protection to prevent erosion from the Rosebud River.

Engineering design of the project was divided up, with WSP completing engineering for the Rosedale berm and KWL completing engineering for the Scarlett berm. Detailed designs for both sections were completed in 2024. WSP, who was responsible for the larger portion of the project, prepared and coordinated the tender package for contractor procurement in Fall 2024.

Engineering services are vital during construction to ensure that work is carried out as per the design and specifications, that issues are resolved promptly, contract terms are met, and payment claims are valid. Engineering services have proved highly valuable during previous berm construction projects in Drumheller.

WSP and KWL have each submitted scope changes for construction engineering services for their respective berm projects. A separate Request for Decision has been submitted for WSP's change order to provide construction services for the Rosedale berm.

FINANCIAL IMPACT:

The Rosedale-Scarlett Flood Protection Project is currently funded under the \$81.1M DRFM program, which is jointly funded by the Town, Province, and Federal Government. Costs of construction engineering services have been accounted for in the program budget.

KWL's scope change pricing is broken down by task in the table below:

Task	Pricing (excluding GST)
Regulatory & Environmental Permitting & Monitoring	\$ 3,585.60
Construction Administration	\$ 139,584.96
Record Services	\$ 30,021.84
TOTAL	\$ 173,192.40

The total construction related costs for the Rosedale-Scarlett Flood Protection Project are projected to be \$7,864,146.64. As detailed below, this includes a 10% construction contingency as well as the engineering services for construction of both the Rosedale and Scarlett berms.

Description	Cost
Construction Contract	\$ 6,245,230.73
Engineering Services for Construction (KWL + WSP)	\$ 954,041.40
Subtotal	\$ 7,199,272.13
Construction Contingency (10%)	\$ 624,523.07
Construction Related Project Cost	\$ 7,823,795.20

The combined cost of WSP and KWL's construction engineering services is approximately 15% of the total construction costs. This is in line with relative costs of engineering construction services for previous berm projects in Drumheller. There is no additional funding being requested for the proposed change orders as the budget for this work was included in the original budget for each berm.

STRATEGIC POLICY ALIGNMENT:

Approving the scope change for KWL 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:

The KWL consultant team will be notified of the decision via a Change Order form. Public notice of the change order will be available in the Council Meeting Minutes.

MOTION:

Moved that Council approve KWL's scope change for engineering construction services on the Scarlett berm as part of the Rosedale-Scarlett Flood Protection Project in the amount of \$173,192.40 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

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program Nacmine Berm Engineering Construction Services Change Order
DATE:	February 18, 2025
PRESENTED BY:	Spencer Roberton, Project Engineer, Flood Resiliency Program
ATTACHMENTS:	

SUMMARY:

The construction of the Nacmine Flood Protection project was awarded to Pidherney's Inc. on February 3rd, 2025 with a total value of \$4,303,010.41. Construction is scheduled to begin in February 2025, starting with tree clearing. Berm construction is scheduled to be complete by November 30th, 2025 with landscaping completed by May 31st, 2026.

Engineering services are required during construction to administer the contract, supervise and manage construction, as well as for project close-out and reporting. WSP was awarded the contract for design of the Nacmine Flood Protection Project in 2021. They have been undertaking the preliminary and detailed design of the berm since February 2021 and have recently prepared the tender documents for contractor procurement. WSP has submitted a proposal to provide engineering services during and after construction of the Nacmine berm at a cost of \$650,117.00.

RECOMMENDATION:

Administration recommends that WSP's scope change proposal for engineering construction services for the Nacmine berm be approved for the amount of \$650,117.00 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 both 2005 and 2013. 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 its resources during a flood event to other critical areas.

Engineering design of the Nacmine berm and the coordination of the tendering was completed by WSP. Engineering services are vital during construction to ensure that work is carried out as per the design and specifications, that issues are resolved promptly, contract terms are met, and payment claims are valid. Engineering services have proved highly valuable during previous berm construction projects in Drumheller.

FINANCIAL IMPACT:

The Nacmine Flood Protection Project is currently funded under the \$81.1M DRFM program, which is jointly funded by the Town, Province, and Federal Government. Costs of construction engineering services have been accounted for in the program budget.

WSP's scope change pricing is broken down by task in the table below:

Task	Pricing (excluding GST)
Task 1 - Construction Supervision, Services and Management	\$ 578,142.00
Task 2 - Project Close-out, As-builts and Maintenance Report	\$ 36,324.00
Task 3 - Operation & Maintenance Services	\$ 14,208.00
Task 4 - Project Management and Weekly Meetings	\$ 21,443.00
TOTAL	\$ 650,117.00

The total construction related costs for the Nacmine Flood Protection Project are projected to be \$7,864,146.64. As detailed below, this includes a 10% construction contingency as well as the engineering services for construction of the Nacmine berm.

Description	Cost
Construction	\$ 4,303,010.41
Engineering Consultants	\$ 650,117.00
Subtotal	\$ 4,953,127.41
Construction Contingency (10%)	\$ 430,301.04
Total Construction Related Costs	\$ 5,383,428.45

The cost of WSP's engineering services for construction is approximately 15% of the total construction cost. This is in line with relative costs of engineering construction services for previous berm projects in Drumheller. There is no additional funding being requested for the proposed change orders as the budget for this work was included in the original budget for each berm.

STRATEGIC POLICY ALIGNMENT:

Approving the scope change for WSP 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:

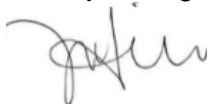
The WSP consultant team will be notified of the decision via a Change Order form. Public notice of the change order will be available in the Council Meeting Minutes.

MOTION:

Moved that Council approve WSP's scope change for engineering construction services on the Nacmine Flood Protection Project in the amount of \$650,117.00 excluding GST.



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



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



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



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

REQUEST FOR DECISION

TITLE:	Drumheller Resiliency and Flood Mitigation Program Rosedale Berm Engineering Construction Services Change Order
DATE:	February 18, 2025
PRESENTED BY:	Spencer Roberton, Project Engineer, Flood Resiliency Program
ATTACHMENTS:	

SUMMARY:

The construction of the Rosedale-Scarlett Flood Protection project was awarded to Pidherney's Inc. on February 3rd, 2025 with a total value of \$6,245,230.73. Construction is scheduled to begin in February 2025, starting with tree clearing. Berm construction is scheduled to be complete by November 30th, 2025 with landscaping completed by May 31st, 2026.

Engineering services are required during construction to administer the contract, supervise and manage construction, as well as for project close-out and reporting. WSP, who completed the engineering design of the Rosedale berm, has submitted a scope change proposal to provide engineering services during and after construction of the Rosedale berm at a cost of \$780,849.00.

RECOMMENDATION:

Administration recommends that WSP's scope change proposal for providing engineering construction services for the Rosedale berm be approved for the amount of \$780,849.00 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 permanent berms will allow the Town to dedicate its resources during a flood event to other critical areas.

The Rosedale-Scarlett Flood Protection Project involves the construction of 2 berms in East and West Rosedale. The Rosedale berm, located in East Rosedale, is a 3.2 km long new berm that extends from the CN Rail embankment along the Rosebud River and wraps around the bank of the Red Deer River past the suspension bridge to Pinter Road. This portion of the project also includes a short section of berm around the Rosedale pump station and an 8 m section of removable stoplog gates at the Star Mine suspension bridge, where constructing a earthen berm is impractical.

The second part of this project, is the Scarlett berm, located in West Rosedale at the end of 1 Avenue S. This entails the upgrade of 150 m of existing berm as well as bank protection to prevent erosion from the Rosebud River.

Engineering design of the project was divided up, with WSP completing engineering for the Rosedale berm and Kerr Wood Leidal Associates Ltd (KWL) completing engineering for the

Scarlett berm. Detailed designs for both sections were completed in 2024. WSP, who was responsible for the larger portion of the project, prepared and coordinated the tender package for contractor procurement in Fall 2024.

Engineering services are vital during construction to ensure that work is carried out as per the design and specifications, that issues are resolved promptly, contract terms are met, and payment claims are valid. Engineering services have proved highly valuable during previous berm construction projects in Drumheller.

WSP and KWL have each submitted scope change proposals for construction engineering services for their respective berm projects. A separate Request for Decision has been submitted for KWL's change order to provide construction services for the Scarlett berm.

FINANCIAL IMPACT:

The Rosedale-Scarlett Flood Protection Project is currently funded under the \$81.1M DRFM program, which is jointly funded by the Town, Province, and Federal Government. Costs of construction engineering services have been accounted for in the program budget.

WSP's change order pricing is broken down by task in the table below:

Task	Price (excluding GST)
Task 1 - Construction Supervision, Services and Management	\$ 687,670.00
Task 2 - Project Close-out, As-builts and Maintenance Report	\$ 46,318.00
Task 3 - Operation & Maintenance Services	\$ 15,369.00
Task 4 - Project Management and Weekly Meetings	\$ 31,492.00
TOTAL	\$ 780,849.00

The total construction related costs for the Rosedale-Scarlett Flood Protection Project are projected to be \$7,864,146.64. As detailed below, this includes a 10% construction contingency as well as the engineering services for construction of both the Rosedale and Scarlett berms.

Description	Cost
Construction Contract	\$ 6,245,230.73
Engineering Services for Construction (KWL + WSP)	\$ 954,041.40
Subtotal	\$ 7,199,272.13
Construction Contingency (10%)	\$ 624,523.07
Construction Related Project Cost	\$ 7,823,795.20

The combined cost of WSP and KWL's construction engineering services is approximately 15% of the total construction cost. This is in line with relative costs of engineering construction services for previous berm projects in Drumheller. There is no additional funding being requested for the proposed change orders as the budget for this work was included in the original budget for each berm.

STRATEGIC POLICY ALIGNMENT:

Approving the scope change for WSP 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:

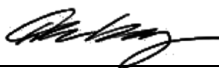
The WSP consultant team will be notified of the decision via a Change Order form. Public notice of the change order will be available in the Council Meeting Minutes.

MOTION:

Moved that Council approve WSP's scope change for engineering construction services on the Rosedale berm as part of the Rosedale-Scarlett Flood Protection Project in the amount of \$780,849.00 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

REQUEST FOR DECISION

TITLE:	RCMP Civilian Governance – Policing Committees
DATE:	February 18, 2025
PRESENTED BY:	Greg Peters, Director of Emergency & Protective Services
ATTACHMENTS:	Schedule A – RPC Potential Membership in ‘K’ Division South District Schedule B – ‘K’ Division District Boundaries

SUMMARY:

As a result of recent legislation passed by the Government of Alberta, municipalities are required to establish civilian governance bodies to support local policing priorities by March 1, 2025.

The Town of Drumheller is required to pass and implement a Bylaw to establish a Regional Policing Committee (RPC), which would consist of the municipalities listed in the attached Schedule ‘A.’

Alternatively, with ministerial approval, municipalities may opt out of an RPC in favour of establishing:

- a) Their own municipal policing advisory committee (MPC); or
- b) A joint municipal policing advisory committee (JMPC) with other municipalities.

Due to the lack of overlapping issues shared with the municipalities listed in Schedule ‘A,’ and the lack of physical proximity to our municipality, Administration feels that there is little benefit in forming an RPC. Therefore, Administration is recommending that Council seek Ministerial approval to opt-out of the program and form either our own municipal policing advisory committee or a joint municipal policing advisory committee with other municipalities.

RECOMMENDATION:

Council may either:

1. Direct Administration to form a Regional Policing Committee (RPC) with all the municipalities listed in Schedule ‘A;’
2. Direct Administration to request to opt-out of the RPC and from a municipal policing advisory committee (MPC); or
3. Direct Administration to request to opt-out of the RPC and investigate the possibility of forming a joint municipal policing advisory committee (JMPC) with one or more of the municipalities listed in Schedule ‘A.’

Administration is recommending option 2, that Council seek approval from the Ministry of Public Safety and Emergency Services to opt-out of a Regional Policing Committee (RPC) and investigate the possibility of forming a joint municipal policing advisory committee (JMPC) with one or more of the municipalities listed in Schedule ‘A.’

DISCUSSION:

In 2022, the provincial government passed Bill 6, the Police Amendment Act (PAA), aimed at improving police transparency and building public trust. Among its various reforms, the legislation mandates the creation of civilian governance bodies across all municipalities in

Alberta, with the intention of improving community representation in setting policing priorities. The creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

In late 2024, the Government of Alberta released two (2) supporting regulations that clarify the powers, duties, functions, and composition of these new governance bodies. As a result, every community in Alberta served by the RCMP will be required to be represented by one (1) of the following three (3) types of governance bodies, depending on their size and the type of police service agreement:

Municipal Policing Committees	Communities over 15,000 under a Municipal Police Service Agreement will be required to form a Municipal Policing Committee (MPC).
Regional Policing Committees	Urban Communities of less than 15,000 but over 5,000 under a Municipal Police Service Agreement will be required to join one of the four (4) Regional Policing Committees (South, Central, East, West).
Provincial Police Service Agreement	Rural municipalities and communities of less than 5,000 under a Provincial Police Service Agreement are required to join the Provincial Police Advisory Board.

As a result of these requirements, the Town of Drumheller is required to join the Regional Policing Committee for the South RCMP region (Schedule B). If the Town is not interested in joining the Regional Policing Committee, the Town may opt out of the program, if given ministerial approval, and must establish:

- a) Their own municipal policing advisory committee (MPC); or
- b) A joint municipal policing advisory committee (JMPC) with other municipalities

These regulations come into force March 1, 2025. To date, there has been no movement on the creation of a Regional Policing Committee for the southern district as it is yet to be determined which municipalities are choosing to opt out of the program. The provincial office of Police Governance under the Solicitor General is aware of the short timeline they have in place for municipalities to meet these deadlines. It has been clarified that they understand that municipalities are forging ahead in good faith to complete this initial work best as they are able.

Due to the lack of overlapping issues shared with the municipalities listed in Schedule 'A,' and the lack of physical proximity to our municipality, Administration feels that there is little benefit in joining an RPC. Therefore, Administration is recommending that Council seek Ministerial approval to opt-out of the program and investigate the possibility of forming a JMPC with other municipalities.

The Town of Drumheller currently has a local police advisory committee; however, this committee has struggled to attract interested members in the past. As a result, Administration does not feel that an MPC would be the most successful option for the Town. Therefore, Administration is interested in seeking out other municipalities in which to form a JMPC.

Once Ministerial approval has been given, Administration will return to Council to provide an update on its progress and the prospects of forming a JMPC. The Town of Drumheller will need to bring back a Bylaw to create whichever committee model it chooses.

FINANCIAL IMPACT:

Municipalities are responsible for the costs of establishing and maintaining these committees. The costs of this are unknown at this time. It is permissible to use part of the annual Police Support Grant to cover these costs which allows funds to be used for governance and local police oversight. Communities between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

STRATEGIC POLICY ALIGNMENT:

Good governance, public safety, and having input into community policing to better serve citizens.

COMMUNICATION STRATEGY:

Once established and operating, the Ministry of Public Safety and Emergency Services will put forth media releases regarding the committee's operation. Municipalities are expected to do the same in due course, so citizens are aware of the existence of and function of the new committees.

MOTION:

That Council seeks approval from the Ministry of Public Safety and Emergency Services to opt-out of a Regional Policing Committee (RPC) and investigate the possibility of forming a joint municipal policing advisory committee (JMPC) with one or more municipalities.



Prepared by:
Greg Peters
Dir. of Emergency &
Protective Services

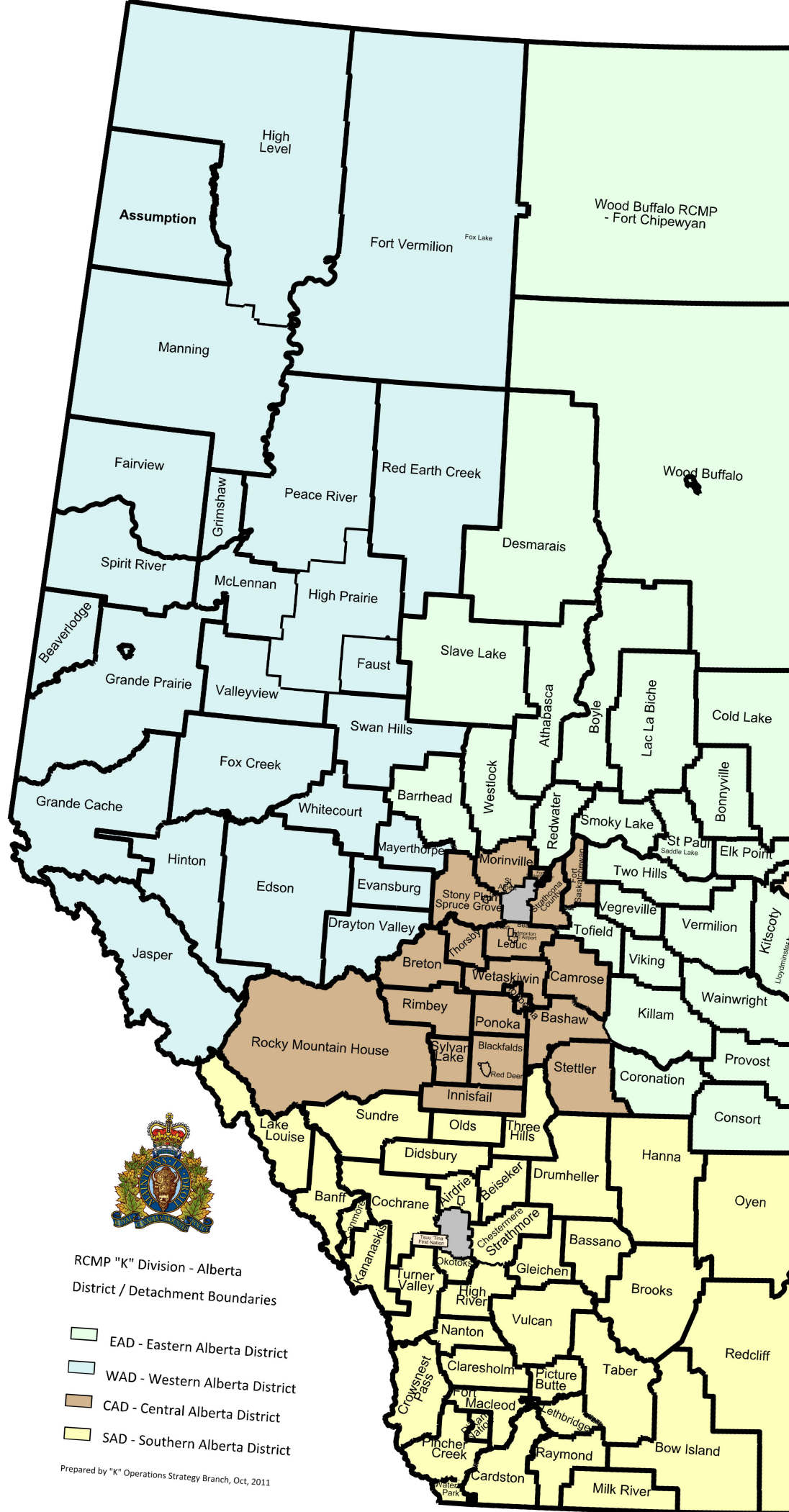


Approved by:
Darryl Drohomerski, C.E.T.
Chief Administrative Officer



SCHEDULE A
RPC POTENTIAL MEMBERSHIP IN 'K' DIVISION SOUTH DISTRICT

Municipality	Population
Banff	8,305
Brooks	14,924
Coaldale	8,771
Diamond Valley	5,341
Didsbury	5,070
Drumheller	7,909
High River	14,324
Innisfail	7,985
Olds	9,209
Redcliff	5,581
Strathmore	14,339



RCMP "K" Division - Alberta
 District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District

Prepared by "K" Operations Strategy Branch, Oct, 2011

REQUEST FOR DECISION

TITLE:	Electrical Vehicle Chargers
DATE:	February 18, 2025
PRESENTED BY:	Jared Brounstein, Director of Infrastructure Services
ATTACHMENTS:	None

SUMMARY:

With two (2) outdated and non-revenue generating electrical vehicle (EV) charging stations at the Badlands Community Facility (BCF) and a parking lot on 1st Street West north of Railway Avenue, Council asked that Administration review options to install revenue generating EV charging stations.

After discussions with industry representatives, it is being recommended that the two (2) charging stations be upgraded to DC Fast Charging units to address the current EV market. This would also allow the stations to be outfitted with pay-per-use systems to recuperate costs.

There are grant programs available for EV charger installations, but at the time of this report, the grant programs were not open to applications.

At the Committee of the Whole meeting on January 13, 2025, the Committee provided direction to Administration to discontinue providing EV charging as a municipal service and that those services be left to third-party providers and that the two charging stations be deactivated.

RECOMMENDATION:

That Council discontinue EV charging services and that the development of EV charging be left to third party organizations and that the two charging stations located at the Badlands Community Facility (BCF) and the one at a parking lot on 1st Street West north of Railway Ave be deactivated by the end September 2025.

DISCUSSION:

The Town of Drumheller manages two electrical vehicle (EV) charging stations, one at the Badlands Community Facility (BCF) and one at a parking lot on 1st Street West north of Railway Ave.

The Committee of Whole provided direction to discontinue providing EV charging services and that the two EV chargers be removed. Signage will be placed at both sites informing users that the units will be de-energized by end of September 2025.

The Town will leave the development of EV charging infrastructure to other providers and will get out of the EV charging station business. This would require that the two (2) EV stations currently being provided by the Town to be de-energized and removed. This would not preclude the Town from re-engaging the EV charging market at a future date.

FINANCIAL IMPACT:

The financial impact with Administration's recommendations is minimal, the Town would need to supply a parking area to establish an EV charging site should a third-party provider become interested in providing EV charging.

Removal of existing units would be completed with current operating budgets and is estimated at \$500.00 per unit.

STRATEGIC POLICY ALIGNMENT:

Continue to ensure that the municipality is providing services to the community in a fiscally responsible manner and that certain services are cost neutral to the municipality.

COMMUNICATION STRATEGY:

Signage would be installed at each location stating that the EV charging units will be de-energized as of the end of September 2025. Google and other mapping platforms will be informed that the two (2) charging stations are no longer available.

MOTION:

That Council removes the two (2) Town owned and maintained EV charging stations, one located at the BCF and the other located at the parking lot off 1st Street West;

MOTION:

That Council only moves forward with the installation of new EV charging stations, should a third-party provider want to partner with the Town and that the third-party provider funds the full installation of the EV charging stations.



Prepared by:
Jared Brounstein
Director of Infrastructure
Services

Ashley Turner

Reviewed by:
Ashley Turner
Senior Administrative
Assistant Infrastructure
Services



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