



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, March 3, 2025

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the March 3, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the March 3, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the February 18, 2025, Regular Council Meeting**

[Regular Council Meeting – February 18, 2025 – Draft Minutes](#)

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

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.1.1 **2025 Municipal Election – Bylaw 13.25 – Election Bylaw**

[Request-for-Decision](#)
[\(Draft\) Bylaw #13.25 – Election Bylaw](#)
[Bylaw #12.21 – Election Bylaw](#)
[2025 Municipal Election – Important Dates](#)

Proposed Motion: That Council give first reading to Election Bylaw #13.25, as presented.

Proposed Motion: That Council give second reading to Election Bylaw #13.25, as presented.

9.1.2 **Appointment of Returning Officer and Substitute Returning Officer**

[Request-for-Decision](#)

Proposed Motion: That Council appoint Mitchell Visser as the Returning Officer for the 2025 Municipal Election.

Proposed Motion: That Council appoint Angela Keibel as the Substitute Returning Officer for the 2025 Municipal Election.

9.1.3 **Oath of Returning Officer**

[Oath of Returning Officer – M. Visser](#)
[Oath of Returning Officer – A. Keibel](#)

9.1.4 **Nacmine Hunter Drive Land Designation**

[Request-for-Decision](#)
[Nacmine Community Information Package](#)
[\(Draft\) Bylaw #12.25 – Nacmine Hunter Drive Land Designation](#)

Proposed Motion: That Council gives first reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

Proposed Motion: That Council gives second reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

Proposed Motion: That Council gives unanimous consent for third reading of Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

Proposed Motion: That Council gives third and final reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

9.1.5 **Repeal of Drumheller Municipal Airport Bylaw 33.08 and Livery Transport Bylaw 15.12**

[Request-for-Decision](#)
[\(Draft\) Bylaw #15.25 – Drumheller Municipal Airport Bylaw and Livery Transport Bylaw Repealing Bylaw](#)
[Bylaw #33.08 – Establish Municipal Airport Commission](#)
[Bylaw #15.12 – Livery Transport Bylaw](#)

Proposed Motion: That Council give first reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

Proposed Motion: That Council give second reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

Proposed Motion: That Council give unanimous consent for third and final reading of Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

Proposed Motion: That Council give third and final reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

9.1.6 **Drumheller & District Senior's Foundation (DDSF) – Request to Borrow Funds**

[Request-for-Decision](#)
[DDSF Letter dated January 31, 2025](#)
[Proposed Sunshine Hillview New Kitchen Plan](#)
[Inspection Report – Sunshine Lodge – Food Services](#)

Proposed Motion: That Council grant permission to the Drumheller & District Seniors Foundation (DDSF) to borrow \$3.5 million to finance construction of a new central kitchen, construction of an enclosed walkway joining Sunshine and Hillview lodges, construction of a new parking lot, and interior renovation capital projects.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

9.2 **Chief Administrative Officer**

9.2.1 **Fees, Rates and Charges Bylaw Amending Bylaw #05.25**

[Request-for-Decision](#)
[\(Draft\) Bylaw #05.25 – Amending Bylaw for Bylaw #36.24 \(1st, 2nd Reading\)](#)
[Schedule “A” – 2025 Safety Codes Permits Fee Schedule \(redlined\)](#)
[Schedule “B”- 2025 Cemetery Fee Schedule \(redlined\)](#)
[Bylaw #36.24 - Rates, Fees and Charges Bylaw](#)

Proposed Motion: That Council give third and final reading to Bylaw 05.25 – Amending Bylaw for Bylaw #36.24, as presented.

EMERGENCY AND PROTECTIVE SERVICES

9.3 **Director of Emergency and Protective Services**

9.3.1 **Community Standards Bylaw - Public Engagement & Communications Plan**

[Request-for-Decision](#)

[Schedule A – Proposed Survey](#)

[Schedule B – Public Engagement Plan](#)

Proposed Motion: That Council approves the community standards engagement survey and communications plan, as presented.

INFRASTRUCTURE SERVICES

10. CLOSED SESSION

11. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Tuesday, February 18, 2025

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

IN ATTENDANCE:

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

Chief Administrative Officer: Darryl Drohomerski (remote)
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: Angela Keibel

1. CALL TO ORDER

Deputy Mayor Kolafa chaired the meeting and called the meeting to order at 4:30 PM.

2. OPENING COMMENTS

Councillor Price thanked everyone who attended Family Fun Day at the Badlands Community Facility on February 17, 2025. She expressed appreciation to Family Fun Committee, FCSS, Dancing with the Dinosaurs Powwow, Drumheller Library, Drumheller Recreation Departments, Bikes and Bites for their contribution to the successful day.

Councillor Zariski informed residents about a Public Information Open House on Wednesday, March 5, 2025, at the Badlands Community Facility from 4:00 PM - 7:00 PM. This event allows residents to casually engage with the Town of Drumheller's representatives. We hope to gain resident insight while educating members of the public on various municipal programs and initiatives. This event is free to attend; no registration is required. Questions about the event can be forwarded to Erica, our Communications Officer 403-823-1338 or communications@drumheller.ca.

Deputy Mayor Kolafa announced a clerical and publishing error for the March 17, 2025, Regular Council Meeting. It was published as March 18, 2025, in error.

Councillor Lacher read and officially affirmed the Oath of Office for the position of Deputy Mayor for the months of March and April 2025.

Mayor Colberg expressed her gratitude to Deputy Mayor Kolafa for his service in the role of Deputy Mayor in January and February, and for chairing today's meeting. She indicated her intention to encourage Councillors to take turns chairing future meetings to enhance their experience and knowledge.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

M2025.47 Moved by Councillor Zariski, Councillor Price
That Council adopt the agenda for the February 18, 2025, Regular Council Meeting,
as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – February 03, 2025 – Draft Minutes

M2025.48 Moved by Councillor Lacher, Councillor Price
That Council approve the minutes for the February 03, 2025, Regular Council
Meeting, as presented.

Councillor Lacher noted that motion M2025.26 should read "That Council give **third** reading to Bylaw #06.25 – Economic Development Advisory Committee (EDAC) Repealing Bylaw, as presented."

Councillor Lacher suggested a friendly amendment to the motion. Councillor Price agreed to the friendly amendment.

M2025.48A Moved by Councillor Lacher, Councillor Price
That Council approve the minutes for the February 03, 2025, Regular Council
Meeting, as amended.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

7.1 **Drumheller & District Senior's Foundation (DDSF)**

Agenda Attachments: DDSF Letter – January 31, 2025; Inspection Report – Sunshine Lodge – Food Services; Proposed Sunshine Hillview Lodges Kitchen Plan

- M2025.49** Moved by Councillor Lacher, Councillor Sereda
That Council accept as information the Drumheller & District Senior's Foundation presentation, and further, that Council direct Administration to bring the Drumheller & District Senior's Foundation request to the March 3, 2025, Regular Council Meeting for consideration and decision.

CARRIED UNANIMOUSLY

9. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 37:52

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)**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (1st Reading); Map – Nacmine 5th Street Alley Closure Bylaw

- M2025.50** Moved by Councillor Lacher, Councillor Price
That Council gives first reading Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw, as presented, and set a Public Hearing date for Monday, March 17, 2025.

CARRIED UNANIMOUSLY

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

Agenda Attachments: Request-for-Decision; (Draft) Bylaw - 08.25 - Amending Bylaw for Bylaw #15.24; Bylaw #15.24 - Safety Codes Permit Bylaw (Redlined)

- M2025.51** Moved by Councilor Zariski, Councillor Sereda
That Council give first reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*, as presented.

CARRIED UNANIMOUSLY

- M2025.52** Moved by Councillor Price, Councillor Lacher

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

CARRIED UNANIMOUSLY

9.1.3 **Drumheller Public Library Board Appointments**

Agenda Attachments: Request-for-Decision; Bylaw #04.21 - Council and Committee Meeting Procedure Bylaw ; J. Scott – October 2021 Application (Redacted); T. Abildgaard - February 2022 Application (Redacted)

M2025.53 Moved by Mayor Colberg, Councillor Price
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.

CARRIED UNANIMOUSLY

M2025.54 Moved by Councillor Price, Councillor Sereda
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.

CARRIED UNANIMOUSLY

9.2 **Flood Resiliency Project Director**

YouTube Timestamp: 53:13

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

Agenda Attachment: Request-for-Decision.

M2025.55 Moved by Councillor Lacher, Councillor Price
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.

CARRIED UNANIMOUSLY

Deputy Mayor Kolafa called for a short recess at 5:29 PM.

Deputy Mayor Kolafa resumed the meeting at 5:31 PM to open the public hearing.

8. **PUBLIC HEARING AT 5:30 PM**

YouTube Timestamp: 1:03:19

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

1. Deputy Mayor Opens the Public Hearing and Introduces the Matter
2. Presentation of Information – Chief Administrative Officer
 - D. Drohomerski presented the proposed Bylaw #03.25 – 9th Street E East Coulee Road Closure. The adjacent property owners requested the road closure because the structures on the property encroach Town property. It is an extremely underutilized road right-of-way; the encroachments cannot be easily removed.
3. Rules of Conduct for Public Participation
 - Deputy Mayor Kolafa stated all materials related to the Public Hearing will be documented and included in the package sent to Alberta Transportation. He requested that only subject matter associated with the proposed bylaw be presented; if there are any questions, they may need to be addressed at a future meeting; asked that all views are respected, and to allow each person their time to speak; Council may ask presenters questions once the presentation is complete.
4. Public Participation – Pre-Registered to Present in Person
 - No one pre-registered to present in person.
5. Public Participation – Pre-Registered to Present Remotely
 - No one pre-registered to present remotely.
6. Public Participation – Written Submissions
 - No written submissions were received.
7. Final Comments
 - Councillor Zariski asked if the neighbouring lot owner is purchasing the land. D. Drohomerski confirmed and noted that this landowner will pay all fees associated with the road closure process and purchase the land at fair market value if the road is closed by the Minister and Council.
8. Deputy Mayor Kolafa declared the Public Hearing closed at 5:35 p.m.

9. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 1:07:40

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.2 **Flood Resiliency Project Director**

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

Agenda Attachment: Request-for-Decision.

M2025.56 Moved by Councillor Lacher, Councillor Price
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.

Deputy Mayor Kolafa noted an error in the motion. The engineering consultant for Rosedale berm is WSP, not KWL.

Councillor Lacher accepted a friendly amendment to the motion, and Councillor Price agreed to the friendly amendment.

M2025.56A Moved by Councillor Lacher, Councillor Price
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.

CARRIED UNANIMOUSLY

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

Agenda Attachment: Request-for-Decision.

M2025.57 Moved by Councilor Zariski, Councillor Lacher
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.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

YouTube Timestamp: 1:22:09

9.3 **Director of Emergency and Protective Services**

9.3.1 **RCMP Civilian Governance – Policing Committees**

Agenda Attachments: Request-for-Decision; Schedule A – RPC Potential Membership in 'K' Division South District; Schedule B – 'K' Division District Boundaries.

M2025.58 Moved by Councillor Sereda, Mayor Colberg
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.

Councillor Sereda requested permission to withdraw the motion. Permission was granted by unanimous consent

MOTION WITHDRAWN

INFRASTRUCTURE SERVICES

YouTube Timestamp: 1:56:42

9.4 Director of Infrastructure Services

9.4.1 Electrical Vehicle Chargers

Agenda Attachment: Request-for-Decision.

M2025.59 Moved by Councillor Lacher, Councillor Price
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.

CARRIED UNANIMOUSLY

M2025.60 Moved by Councillor Lacher, Councillor Sereda
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.

CARRIED UNANIMOUSLY

10. CLOSED SESSION

11. ADJOURNMENT

M2025.61 Moved by Councillor Price, Councillor Lacher
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 6:32 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

REQUEST FOR DECISION

TITLE:	2025 Municipal Election
DATE:	March 3, 2025
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services Angela Keibel, Legislative Services Coordinator
ATTACHMENTS:	2025 Municipal Election Timeline (Draft) Bylaw #13.25 – Election Bylaw Bylaw #12.21 – Election Bylaw

SUMMARY:

Bill 20: Municipal Affairs Statutes Amendment Act, 2024 was proclaimed on January 1, 2025. Bill 20 makes amendments to both the *Municipal Government Act* and the *Local Authorities Election Act*, resulting in implications for the 2025 Drumheller Municipal Election which is scheduled for October 20, 2025. Information on the 2025 Municipal Election is available on the Town of Drumheller website; however, all candidates are responsible for reading and understanding the *Local Authorities Election Act* and how it applies to their candidacy.

The *Local Authorities Election Act* is provincial legislation that governs all aspects of Local Authority Elections, which includes the Town of Drumheller. Much of the election process is standardized for municipalities. However, the municipality is given authority to modify limited aspects of how the local election is conducted.

Most municipalities outline these modifications through the Election Bylaw. To clarify, the Elections Bylaw does not dictate **how** the municipal election is to be conducted, as that is the jurisdiction of the province. Instead, the Election Bylaw establishes decisions on the limited election modifications that are permissible by a municipality within the jurisdiction of the LAEA.

The Town of Drumheller passed Election Bylaw #12.21 on June 28, 2021. However, due to changes in the *Local Authorities Election Act* and proposed improvements by Administration, Administration is recommending that Election Bylaw #12.21 be repealed and replaced by Bylaw #13.25.

RECOMMENDATION:

That Council give first and second reading to Election Bylaw #13.25, as presented.

DISCUSSION:

All the aforementioned modifications are governed by a specific provision within the *Local Authorities Election Act*. Most of these modifications must be passed within a certain timeframe prior to Election Day (October 20, 2025) in order to be permissible.

As a result, the modifications have been broken into three (3) categories:

- Schedule 'A' – Recommended Modifications
- Schedule 'B' – Additional Modifications
- Schedule 'C' – Expired Modifications

Schedule 'A' contains the election modifications that Administration is recommending be adopted and included as part of Election Bylaw #13.25. Schedule 'B' contains modifications that

Council **could** adopt but are not recommended by Administration. While Schedule 'C' contains modifications that Council is unable to make due to the passing of a deadline (generally December 31, 2024). Administration is recommending that Election Bylaw #13.25 come back to Council in December 2025 for these modifications to be reviewed in anticipation of the 2029 Municipal Election.

Each of the attached schedules lists the following:

- The section number in the *Local Authorities Election Act*;
- The location of the relevant modification in the proposed Bylaw #13.25;
- The type of modification; and
- A description of the modification and why it should or should not be adopted.

Many of the modifications recommend that the decision of Council be delegated to the Returning Officer (RO). This delegation is practical from an administrative standpoint to allow the efficient planning and execution of the election. Additionally, as an independent and transparent process, the delegation of authority creates an additional layer of separation between Council and the election process. In accordance with S.203 of the *Municipal Government Act (MGA)* Council can delegate these powers to the Chief Administrative Officer (CAO) and the Returning Officer (RO).

FINANCIAL IMPACT:

The Town of Drumheller has budgeted \$25,000.00 for conducting the 2025 Municipal Election. This includes advertising, the hiring and training of election workers, the rental of a venue, the purchase of election supplies and the training and orientation of the new Council. Any modifications to the election may result in increased administrative costs.

STRATEGIC POLICY ALIGNMENT:

The Town of Drumheller is committed to a fair and transparent election.

COMMUNICATION STRATEGY:

The Town of Drumheller has developed an internal communications strategy to advertise for the 2025 Municipal Election that consists of both mandatory and discretionary advertising. Additional information can be found on the Town of Drumheller website. Additionally, a schedule for the 2025 Municipal Election can be found attached to this Agenda Package.

MOTION:

That Council give first reading to Election Bylaw #13.25, as presented.

MOTION:

That Council give second reading to Election Bylaw #13.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Asst. Chief Administrative
Officer



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

SCHEDULE 'A'
RECOMMENDED MODIFICATIONS

LAEA	#13.25	Decision	Description
S.3	S.4	Joint Elections	The Municipality may by resolution enter into an agreement for the conduct of joint elections with one (1) or more elected authority in which they have common areas of jurisdiction. For the past several elections, the Town of Drumheller has entered into written agreements with both the Christ the Redeemer Catholic School Board and the Golden Hills School Division to conduct joint elections. For some of these years, the school board representatives were appointed by acclamation and a joint election was not held. In accordance with the <i>Local Authority Election Act (LAEA)</i> , Administration is recommending that this responsibility be delegated to the Chief Administrative Officer (CAO) in order to remove some of the administrative hurdles to this routine procedure.
S.73	S.8	Advance Vote	The LAEA requires a Municipality with a population greater than 5,000 to provide for the holding of an Advance Vote. Municipalities which have a population lower than 5,000 are not required to but may pass a resolution to hold an advance vote. Although the Town of Drumheller is required to hold an Advance Vote in accordance with the LAEA, Administration recommends explicitly stating that an Advance Vote will be held within our Election Bylaw to reinforce that the Town is committed to holding an Advance Vote, regardless of the requirements of legislation.
S.77.1	S.10	Special Ballots	Special Ballots (or mail-in ballots) are intended to provide valid electors with an additional means of voting if they are unable to vote at the Advance Vote or at the voting station on Election Day. Special Ballots are intended for persons who cannot vote due to a physical disability, absence from the jurisdiction, or because they are working in the election. However, Special Ballots are available to anyone who is unable to vote on the above dates if a Special Ballot Application is made. The Municipality is responsible for deciding whether special ballots will be used, the method by which they are to be applied for and during what time period they can be applied for and received. Administration is recommending that these be implemented to remove legitimate barriers to voting for valid electors.
S.78(4.1)	S.12	Blind Elector Template	If a blind elector requests a blind elector template by June 30 in a year in which a general election is to be held, the municipality must pass a bylaw setting out a blind elector template. The bylaw must specify when the blind elector template is available and how the municipality will notify electors of the availability of the blind elector template. In order to avoid the necessity of creating another bylaw to this effect if a request is made, Administration is recommending these provisions for a blind elector template be set out proactively in this Election Bylaw. The blind elector template would only be created and distributed if a request is made by the June 30 th deadline.
S.80	S.9	Institutional Vote	The Municipality is allowed to designate the location of one or more institutional voting stations. Institutional Voting is intended for electors who are confined to treatment centres or supportive living facilities within the local jurisdiction. In past election years, Institutional Voting has taken place at both the Drumheller Health Centre and the Hillview and Sunshine Lodges. It is the intention to provide the same opportunity for the 2025 Municipal Election. Administration is recommending that the RO be required to establish institutional voting stations, the amount and location being at their discretion.
S.85.1(4)	S.14	Early Count	The Municipality is permitted to pass a Bylaw by June 30 th to allow the Returning Officer to begin counting the special ballot box, advance vote ballot box and institutional ballot box at 7:30 PM on election day (as opposed to after the close of the voting hours at 8:00 PM). This will give the Returning Officer additional time to complete the counting of these ballots. Because the last special ballots will have to be received by 4:30 PM on election day, all ballots should be received and be ready to be counted by 7:30 PM on election day. Therefore, Administration is recommending that this modification be approved.

SCHEDULE 'B'
ADDITIONAL MODIFICATIONS

LAEA	#13.25	Decision	Description
S.11		Fix Election Day	The Municipality may change the Election Day from the third Monday of the month of October (October 20, 2025) to Saturday immediately preceding it (October 18, 2025). However, this is not recommended unless a conflict arises. As a result, Administration recommends that Council does not adopt this modification.
S.33	S.15	Death of a Candidate	The Municipality may pass a Bylaw prior to Nomination Day (September 22, 2025) that will discontinue an election for an office if one of the candidates for that office becomes deceased. This modification is most applicable when there is a limited number of candidates for an office and the death of one of the candidates may result in appointment by acclamation. In the absence of this Bylaw, the RO shall cause a notice of the death to be posted at a conspicuous location in the relevant voting stations. As the cancelling and rescheduling of a Municipal Election would be extremely logistically and financially challenging, Administration recommends that Council does not adopt this modification. Instead, Administration recommends explicitly stating the process described in Section 33(2).
S.36		Voting Subdivisions	The Municipality may by resolution, prior to giving the Notice of Election (September 23), divide the municipality into voting subdivisions. In the absence of this division, the jurisdiction of the Municipality is the voting subdivision. This modification is generally adopted to more easily administer a large municipality by creating smaller administrative units. As this is unnecessary for the Town of Drumheller and could be highly resource-intensive, it is recommended that Council does not adopt this modification.
S. 37		Voting Stations	The Municipality may pass a Bylaw before June 30 th allowing the RO to designate more than one voting station for each voting subdivision set the location for these stations. During the last election, The Town of Drumheller has established one (1) Voting Subdivision (the jurisdiction) and one Voting Station (at the Badlands Community Facility). Larger jurisdictions may use multiple voting stations to increase voter participation. As this is unnecessary for the Town of Drumheller and could be highly resource-intensive, it is recommended that Council does not adopt this modification.
S.43	S.11	Ballot Lots	The Municipality may pass a Bylaw two (2) months prior to Election Day (October 20, 2025) that requires Ballots to be printed in lots. Rather than listing the candidates on the ballot in alphabetical order, the order of the candidates would be randomized on the ballot. This is intended to eliminate potential issues of bias as some voters are believed to show preference for the first name listed alphabetically on the ballot. As there is little evidence to show significant preference and as this could be highly resource-intensive, it is recommended that Council does not adopt this modification.
S.46	S.7	Voting Hours	The LAEA states that every voting station should be kept open continuously on Election Day (October 20, 2025) from 10:00 AM until 8:00 PM. However, a Municipality may by Bylaw, prior to June 30 th provide for the voting station to be open before 10:00 AM. As the Town of Drumheller provides additional opportunities to vote outside of Election Day (such as through an Advance Vote and Special Ballots) the Administration recommends that the Voting Hours remain as 10:00 AM until 8:00 PM and that Council does not adopt this modification. In order to improve clarity, Administration recommends that these times be established within the Bylaw.
S.79		Elector Assistance at Home	The Municipality may by resolution provide for the attendance of two (2) deputies at the residence of an elector in order to take the votes for an elector who, because of a physical disability, is unable to attend a voting station or an advance voting station. Special Ballots provide a less resource intensive way of providing the same result as special ballots can be used individuals who cannot vote because of physical disability and people who are unable to vote on the specified days due to any other reason. As this could be highly resource-intensive, it is recommended that Council does not adopt this modification.

SCHEDULE 'C'
EXPIRED MODIFICATIONS

LAEA	#13.25	Decision	Description
S.29		Candidate Deposit	A Municipality may, by Bylaw passed prior to December 31 st of the year before an election, require that every nomination be accompanied with a deposit specified by the Bylaw. For municipalities with a population below 10,000, the deposit can be up to \$100.00, for municipalities above 10,000 the deposit can be up to \$1,000.00.
S.21.1		Criminal Record Check	A Municipality may, by Bylaw passed prior to December 31 st of the year before a general election, require all candidates to provide a criminal record check with their nomination papers. The presence of a criminal record check would not disqualify them, however, as all nomination papers are eligible to be viewed by the general public, the presence of a criminal record could sway public opinion.
S.28	S.6	Nomination Locations	The Municipality may pass a Bylaw prior to December 31 st of the year before a general election providing for additional locations where Nomination Papers may be filed (aside from the Municipal Office). This modification is generally used for large rural municipalities with multiple offices. Administration recommends that Council does not adopt this modification and instead clarify in the Bylaw that Nomination Papers will be accepted at the Municipal Office (224 Centre Street).
S.147.91(2)		Campaign Expense Limits	The Municipality may pass a Bylaw prior to December 31 st of the year before a general election determining campaign expense limits in an amount that is less than the amount described by Regulation. Currently, candidates are allowed to spend a maximum of \$10,000.00 plus and additional \$0.50 per capita in the year before an election and an additional \$20,000.00 plus an additional \$1.00 per capita the year of an election.

TOWN OF DRUMHELLER
BYLAW NUMBER 13.25
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO MODIFY ELECTIONS HELD UNDER THE AUTHORITY OF THE LOCAL AUTHORITIES ELECTION ACT WITHIN THE TOWN OF DRUMHELLER

WHEREAS the *Local Authorities Election Act, R.S.A 2000, c.L-21* prescribes how an election should be conducted within a local authority;

AND WHEREAS there are specific matters of an election that may be modified at the discretion of the local authority by either bylaw or resolution, as provided for by the *Local Authorities Election Act*;

AND WHEREAS section 7(a) of the *Municipal Government Act, R.S.A 2000, c.M.26* allows *Council* to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS section 180(3) of the *Municipal Government Act* allows *Council* to do something by bylaw if it is required to do something by resolution under any enactment;

AND WHEREAS section 203(1) of the *Municipal Government Act* authorizes *Council* to delegate to the *Chief Administrative Officer* any of its powers, duties, or functions under any enactment, which includes authority granted by the *Local Authorities Election Act*;

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

SHORT NAME

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

2. DEFINITIONS

2.1 Except as where otherwise provided for, the words used in this Bylaw shall have the same meaning defined or provided for in the *Act*.

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

- a) "*Ballot Card*" means a paper card, in the form approved by the Returning Officer, listing the office and associated candidates that are subject to the election and any bylaw or question to be voted on in the election.
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*.
- d) "*Election Signage Bylaw*" means the *Election Signage Bylaw #13.21*, as amended from time to time, and its successor legislation.

- e) “*Local Authorities Election Act*” or “*Act*” means the *Local Authorities Election Act, R.S.A 2000, c.L-21*, as amended from time to time, and its successor legislation;
- f) “*Municipal Government Act*” or “*MGA*” means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- g) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require;

3. PURPOSE

- 3.1 The purpose of this Bylaw is to establish rules for elections conducted by the *Town* under the *Act* and specifically for addressing matters within the discretion of elected authorities under the *Act*.
- 3.2 This Bylaw applies to all elections conducted by the *Town* under the *Act*, which includes general elections, by-elections, and votes on a bylaw or question as provided for in the *Act*.

4. JOINT ELECTIONS

- 4.1 The *Chief Administrative Officer* shall be responsible for the negotiation and executing agreements on behalf of the *Town* for the conducting of joint elections with other elected authorities, as required, pursuant to Section 3 of the *Act*.

5. RETURNING OFFICER (RO) AND SUBSTITUTE RETURNING OFFICER (SRO)

- 5.1 *Council* shall be responsible for the appointment of the Returning Officer (RO) and the Substitute Returning Officer (SRO) as required pursuant to Section 13 of the *Act*.

6. NOMINATION PAPERS

- 6.1 The Returning Officer shall receive nominations for candidates for the Town of Drumheller municipal elections at the Municipal Office located at 224 Centre Street, Drumheller, Alberta, T0J 0Y5.

7. VOTING HOURS

- 7.1 Every Voting Station shall be kept open continuously on election day from 10:00 a.m. to 8:00 p.m.

8. ADVANCE VOTE

- 8.1 The Returning Officer shall hold an advance vote for an election and shall establish voting stations in the amount(s) and location(s) considered necessary for the conducting of the advance vote.
- 8.2 The Returning Officer shall determine the date(s) and the time(s) when an advance vote shall be held.

9. INSTITUTIONAL VOTE

- 9.1 The Returning Officer shall establish Institutional Voting Stations for an election, and they shall be in the amount(s) and location(s) considered necessary for the conducting of the institutional vote.
- 9.2 The Returning Officer shall determine the date(s) and the time(s) when an Institutional Vote shall be held.

10. SPECIAL BALLOTS

- 10.1 An elector may, if their name is contained in the *Town's* electors' register, apply to the Returning Officer for a special ballot package through any of the following methods:
- a) In writing;
 - b) by email;
 - c) by telephone; or
 - d) In person.
- 10.2 If the elector's name is not contained in the *Town's* electors' register, the elector must first apply to be added to the *Town's* electors' register before receiving a special ballot package in accordance with Section 77.1(1.1) of the *Act*.
- 10.3 Electors must apply for a special ballot package:
- a) for a general election, between 8:00 AM on August 1st of the year in which the general election is to be held and 4:30 PM seven (7) days prior to election day; or
 - b) for any other election or a vote on a bylaw or question, in accordance with the dates established by the Returning Officer.
- 10.4 The elector must provide the following information to the Returning Officer to apply for a Special Ballot:
- a) The first and last name of the elector;
 - b) The municipal address of the residence of the elector;
 - c) School elector status, if the elector is voting for a trustee of a board of a school division;
 - d) The mailing address to which the special ballot will be sent; and
 - e) Contact e-mail address, if the elector is unavailable by telephone.

10.5 Upon receiving an application for a special ballot that complies with the requirements of this Bylaw and the *Act*, the Returning Officer will issue the elector with a special ballot package within forty-eight (48) hours after the close of nominations on nomination day.

10.6 Special ballot packages must be returned to the Returning Officer no later than 4:30 PM on election day pursuant to section 77.21(2) of the *Act*.

- a) If a special ballot package is not received before 4:30 PM on election day, the special ballot will be considered a rejected ballot pursuant to section 77.3 of the *Act*.

11. BALLOT CARDS

11.1 Candidates' names shall be listed on the *Ballot Card* alphabetically by surname. Each surname shall be capitalized and bolded.

12. BLIND ELECTOR TEMPLATE

12.1 A blind elector template for use by blind electors shall be created if a request by a valid elector is submitted no later than June 30 of an election year.

12.2 If a blind elector template is requested, the Returning Officer shall:

- a) notify electors of the availability of the blind elector templates in conjunction with the notice of election, pursuant to section 78(4.3) of the *Act*; and
- b) provide electors who are blind with blind elector templates on election day and during advanced votes, pursuant to section 78(4.3) of the *Act*.

13. ELECTION SIGNAGE

13.1 All election signage shall be in compliance with the *Election Signage Bylaw*.

14. EARLY COUNT

14.1 The Returning Officer shall be authorized to begin counting ballots from the Advance Vote, Special Ballot or Institutional Vote starting at 7:30 p.m. on Election Day at the designated counting centre.

15. DEATH OF A CANDIDATE

15.1 If a candidate dies after being nominated but before the opening of voting stations during the advance vote or on election day, the Returning Officer will provide notice of the candidate's death in a conspicuous location at all relevant voting stations pursuant to section 33(2) of the *Act*.

16. SEVERABILITY

16.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

17. TRANSITIONAL

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

17.2 Bylaw #12.21 and Bylaw #10.77 are 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

**TOWN OF DRUMHELLER
BYLAW 12.21**

Repeal Bylaw 34.98

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE ELECTIONS WITHIN THE JURISDICTION OF THE TOWN OF DRUMHELLER;

WHEREAS, under the authority of and subject to the provisions of the *Local Authorities Election Act, RSA 2000, c.1-21*, and amendments thereto, Council may establish, by bylaw, election procedures;

AND WHEREAS subsection 180(3) of the Municipal Government Act, R.S.A. 2000, c. M-26, provides that where council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

THEREFORE, the Council of the Town of Drumheller, in the province of Alberta enacts as follows:

1. SHORT TITLE

1.1 This bylaw may be called the "Election Bylaw".

2. PURPOSE

2.1 The purpose of this bylaw is to establish rules for conducting Town of Drumheller elections held in accordance with the requirements of the *Local Authorities Election Act*.

2.1 If there is any conflict between a provision of this Bylaw and a provision of the *Local Authorities Election Act*, the latter prevails.

3. DEFINITIONS

3.1 Unless otherwise specified, words used in this bylaw have the same meaning as defined in the *Municipal Government Act RSA 2000 c M-26* or the *Local Authorities Election Act*.

3.2 In this bylaw, the following terms mean:

- a) "Council" means the Council of the Town of Drumheller, elected pursuant to the Municipal Government Act;
- b) "local jurisdiction" means, and includes, The Town of Drumheller, and any other jurisdiction the Town of Drumheller has in agreement with to conduct elections on their behalf;
- c) "Town" is the corporation of the Town of Drumheller;
- d) "Returning Officer" is the Chief Administrative Officer or otherwise delegated by resolution of Council;

- e) "voting subdivision" means that area of a local jurisdiction or ward designated as a voting subdivision by the elected authority or the returning officer;

4. APPOINTMENT OF RETURNING OFFICER AND SUBSTITUTE RETURNING OFFICER(S)

- 4.1 An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.
- 4.2 If the elected authority does not appoint a returning officer, the Chief Administrative Officer is deemed to have been appointed as the returning officer.
- 4.3 The *Local Authorities Election Act*, requires a substitute returning officer be appointed by the municipal council at the time a returning officer is appointed for the purpose of general elections, by-elections or votes on a question or bylaw
- 4.4 If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

5. PLACE OF NOMINATION

- 5.1 The Returning Officer must designate one or more locations within the Town to serve as the local jurisdiction office for the purpose of receiving nominations

6. NOMINATION DAY

- 6.1 Nomination Day is four (4) weeks before Election Day.
- 6.2 A person may file a nomination to become a candidate:
 - (a) for a general Election, within the period beginning on January 1 in a year in which a general Election is to be held and ending at 12 noon on Nomination Day;
 - (b) and for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on Nomination Day.
- 6.3 Within forty-eight (48) hours of the close of nominations on Nomination Day, the Returning Officer shall post or cause to be posted at the Local Jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

7. WITHDRAWAL OF NOMINATIONS

- 7.1 A person nominated as a candidate may withdraw their nomination any time during the nomination period in accordance with section 32 of the *Local Authorities Election Act*, subject to the following:

- (a) the person withdrawing their nomination must provide their withdrawal in writing to the Returning Officer;
- (b) the withdrawal must include the person's name and the office for which they were nominated, and the withdrawal must be signed and dated by the person; and;
- (c) the person's withdrawal is effective on the date written notice is received by the Returning Officer in accordance with this bylaw.

8. VOTING SUBDIVISIONS AND STATIONS

8.1 The Returning Officer is hereby authorized to:

- (a) divide the local jurisdiction into voting subdivisions and may from time to time alter the boundaries as required;
- (b) designate more than one voting station for each voting subdivision as required;
- (c) designate the location of each voting station, which may be outside the voting subdivision; and
- (d) determine the locations, dates and times of operation for both the advance and institutional voting stations.

9. ADVANCE VOTING

9.1 The Returning Officer shall conduct an advance vote on an Election in accordance with the *Local Authorities Election Act*.

10. INSTITUTIONAL VOTING STATION

10.1 The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election.

11. JOINT ELECTION

11.1 The Returning Officer is authorized to enter into agreements, on behalf of the Town, to conduct elections on behalf of other jurisdictions in the Town whose boundaries may or may not be contiguous with the Town, but do have areas in common.

12. COUNTING CENTRE

12.1 The Returning Officer may designate a single location as a Counting Centre for the purpose of this Section and shall notify all affected candidates, official agents and scrutineers of the location of the Counting Centre.

12.2 The Returning Officer shall ensure the Counting Centre is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.

13. TRANSITIONAL

13.1 Bylaw 34.98, and all amendments is hereby repealed, Bylaw 12.21 comes into full force after third reading.

READ A FIRST TIME THIS 21st DAY OF JUNE, 2021

READ A SECOND TIME THIS 28th DAY OF JUNE, 2021

READ A THIRD TIME AND PASSED THIS 28th DAY OF JUNE, 2021


MAYOR


CHIEF ADMINISTRATIVE OFFICER

2025 MUNICIPAL ELECTION IMPORTANT DATES	
Date	Description
January 1, 2025	Nomination Period Beginsⁱ
May 1, 2025	Election Advertising Period Begins ⁱⁱ
September 22, 2025	Nomination Dayⁱⁱⁱ
September 23, 2025	Election Signage Allowed ^{iv}
October 20, 2025	Election Day
October 23, 2025	Election Signage Deadline for Removal ^v
October 24, 2025	Official Election Results Announced.
October 27, 2025	Council Organizational Meeting ^{vi}
December 31, 2025	Campaign Period Ends ^{vii}
March 2, 2026	Campaign Disclosure Statements Due ^{viii}

ⁱ Nomination Period begins on January 1, 2025, and ends on Nomination Day (September 22, 2025) at 12:00 noon.

ⁱⁱ Election Advertising Period means the period where an individual may advertise for or against a candidate. Election Signs cannot be placed until September 23, 2025, as per the *Election Signage Bylaw*.

ⁱⁱⁱ Nominations are accepted until 12:00 noon on Nomination Day (September 22, 2025).

^{iv} For more information, please see the *Election Signage Bylaw*.

^v For more information, please see the *Election Signage Bylaw*.

^{vi} This is the first meeting after an election where the council appoints members to committees and boards, establishes meeting dates, and takes the oath of office.

^{vii} The Campaign Period begins on January 1, 2025, and ends on December 31, 2025, and affects how a candidate may receive and spend campaign contributions.

^{viii} Statements disclosing how a candidate received and spent campaign contributions must be submitted to the Returning Officer by this date. For more information, please see Section 147.4 of the *Local Authorities Election Act*

REQUEST FOR DECISION

TITLE:	Appointment of Returning Officer and Substitute Returning Officer
DATE:	March 3, 2025
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services Angela Keibel, Legislative Services Coordinator
ATTACHMENTS:	N/A

SUMMARY:

The 2025 Drumheller Municipal Election is scheduled for October 20, 2025. Additional information can be found on the Town of Drumheller Website.

Pursuant to Section 13 of the *Local Authorities Election Act (LAEA)*, the Municipality must by resolution appoint a Returning Officer (RO) and Substitute Returning Officer (SRO) for the purposes of conducting elections by June 30th of the election year. If an RO is not appointed, the CAO is automatically assigned the responsibilities of the RO.

Administration recommends that the Manager of Legislative Services, Mitchell Visser, be appointed as the RO and the Legislative Services Coordinator, Angela Keibel, be appointed as the SRO.

RECOMMENDATION:

That Council appoint Mitchell Visser, as the Returning Officer and Angela Keibel, as the Substitute Returning Officer for the 2025 Municipal Election.

DISCUSSION:

The Returning Officer (RO) is responsible for overseeing the 2025 Municipal Election, ensuring it is conducted independently and impartially, as outlined in section 13.1 of the *Local Authorities Election Act (LAEA)*. In the event that the RO is unable to perform their duties, the Substitute Returning Officer (SRO) will assume all responsibilities of the RO.

The list of duties of the Returning Officer is found in Section 14(1) of the LAEA and are as follows:

- (a) appoint a presiding deputy, deputies, constables and other persons as required;
- (b) establish voting stations;
- (c) designate at least 2 deputies to work at each voting station, one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station;
- (d) provide for the supply and delivery of ballots, ballot boxes, instructions to electors and other necessary supplies to all voting stations;
- (e) give notice of nominations;
- (f) receive and process nominations;
- (g) declare acclamations;
- (h) give notice of elections;

The Returning Officer may also delegate any of the RO powers and duties to a constable, presiding deputy or deputy and may impose conditions and restrictions on the delegation.

Administration is recommending that the Manager of Legislative Services and the Legislative Services Coordinator be appointed as the RO and SRO due to the requirement for independence. The Legislative Services department is intended to form a non-partisan link between the general public and Council by supporting numerous legislated functions such as appeals, committee appointments, policy creation, and access requests. Additionally, Legislative Services, in conjunction with the Chief Administrative Officer is responsible for ensuring compliance with legislative requirements established by the *Municipal Government Act* and other provincial or federal laws. As a result of their semi-independent role and their familiarity with provincial legislation, Legislative Services is uniquely suited for conducting Municipal Elections.

Before assuming the responsibilities of the Returning Officer, Mitchell Visser will be required to take and subscribe to the Official Oath of the Returning Officer that he will diligently and faithfully to the best of his abilities execute according to law the office of Returning Officer.

FINANCIAL IMPACT:

There are no financial impacts to these appointments.

STRATEGIC POLICY ALIGNMENT:

The Town of Drumheller is committed to a fair and transparent election.

COMMUNICATION STRATEGY:

The Town of Drumheller has developed an internal communications strategy to advertise for the 2025 Municipal Election that consists of both mandatory and discretionary advertising. Additional information can be found on the Town of Drumheller website.

MOTION:

That Council appoint Mitchell Visser, as the Returning Officer for the 2025 Municipal Election.

MOTION:

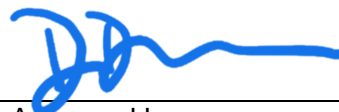
That Council appoint Angela Keibel, as the Substitute Returning Officer for the 2025 Municipal Election.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao, CLGM
Asst. Chief Administrative
Officer



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

Oath of Returning Officer

Local Authorities Election Act
(Section 16)

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

<u>Town of Drumheller</u>		<u>403-823-6300</u>	
Business Title/Organization		Business Phone Number	
<u>224 Centre Street</u>	<u>Town of Drumheller</u>	<u>AB</u>	<u>T0J 0Y4</u>
Street Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: Town of Drumheller, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

I, Mitchell Visser, solemnly swear (affirm)
Name of Person Taking Oath

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of Returning Officer;

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer; and

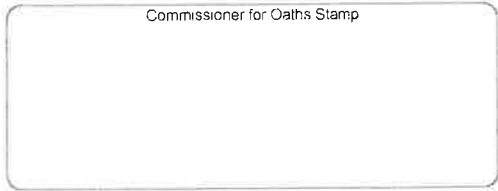
THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me
at the _____ of _____,
in the Province of Alberta,
this _____ day of _____, 20_____.



Signature of Person Taking Oath

Signature of Commissioner for Oaths or
Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)



IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

Oath of Returning Officer

Local Authorities Election Act
(Section 16)

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

<u>Town of Drumheller</u>		<u>403-823-6300</u>	
Business Title/Organization		Business Phone Number	
<u>224 Centre Street</u>	<u>Town of Drumheller</u>	<u>AB</u>	<u>T0J 0Y4</u>
Street Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: Town of Drumheller, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

I, Angela Keibel, solemnly swear (affirm)
Name of Person Taking Oath

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of Returning Officer;

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer; and

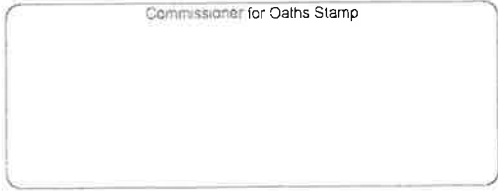
THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me
 at the _____ of _____,
 in the Province of Alberta,
 this _____ day of _____, 20____.



Signature of Person Taking Oath

Signature of Commissioner for Oaths or
Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)



IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

REQUEST FOR DECISION

TITLE:	Nacmine Hunter Drive Land Designation
DATE:	March 3, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENTS:	Nacmine Community Information Package (Draft) Bylaw #12.25 – Nacmine Hunter Drive Land Designation

SUMMARY:

This Bylaw will create an environmental reserve (ER) from the land acquired as part of the Nacmine Flood Mitigation Project.

The land described in Schedule ‘A’ of this Bylaw is unable to be protected by the proposed Nacmine Berm. Due to the high risk of flooding, the land has been purchased by the Town and all improvements have been removed from the properties. This Bylaw will convert the land into an ER and the land will be restored to its natural state.

Additional information on the Nacmine Flood Mitigation project can be found in the Nacmine Community Information Package.

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

RECOMMENDATION:

Council gives all three readings to Bylaw #12.25 – Nacmine Hunter Drive Land Designation.

DISCUSSION:

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

As the land described in Schedule ‘A’ does contain both above and underground public utilities, but is unsuitable for future development and will be returned to a natural state, The land will be converted to an ER. The existing walking trail through the land will continue to be maintained, however the highway access and roadway will be removed as part of the construction of the berm.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once passed, the Town will register the designated parcels with Land Titles. As this Bylaw concerns the administration of municipal lands, notice will not be provided to the general public.

MOTION:

That Council gives first reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

MOTION:

That Council gives second reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

MOTION:

That Council gives unanimous consent for third reading of Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

MOTION:

That Council gives third and final reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao,
Asst. Chief Administrative
Officer

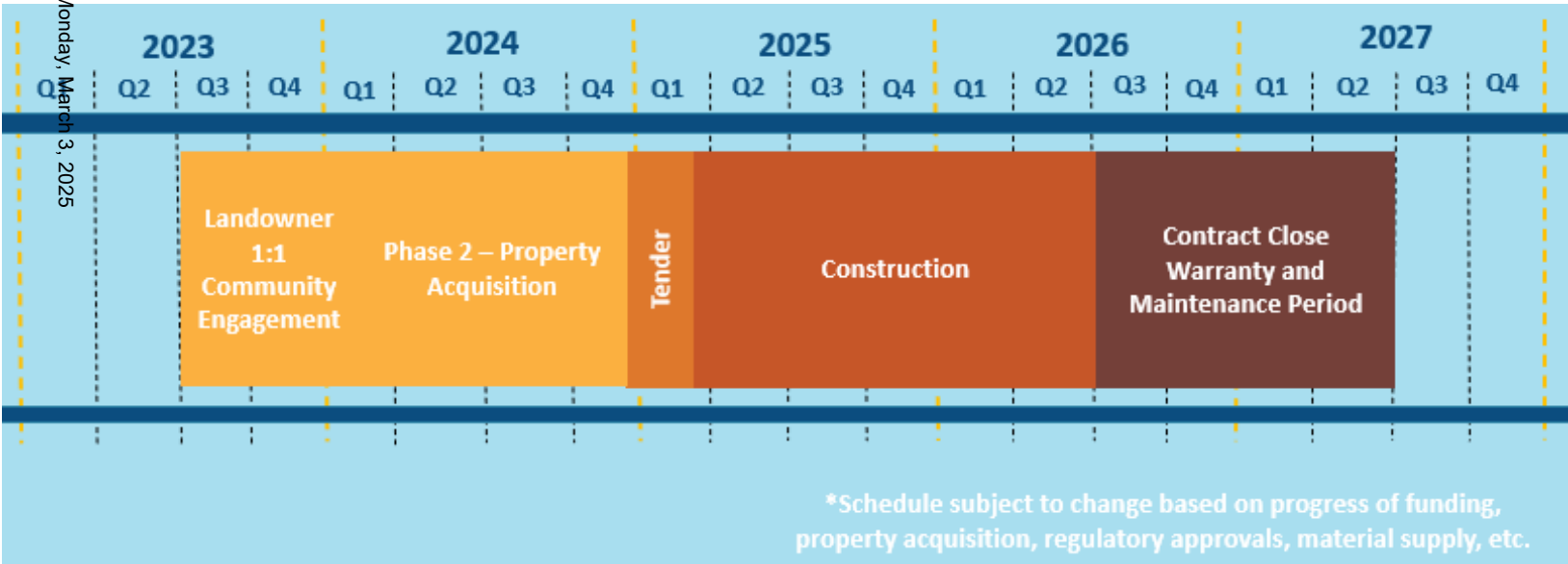


Approved by:
Darryl Drohomerski, C.E.T.
Chief Administrative Officer



Nacmine Berm – Preliminary Schedule

Agenda – Monday, March 3, 2025



*Schedule subject to change based on progress of funding, property acquisition, regulatory approvals, material supply, etc.

For more information visit our website at <https://floodreadiness.drumheller.ca> or email us at floodreadiness@drumheller.ca

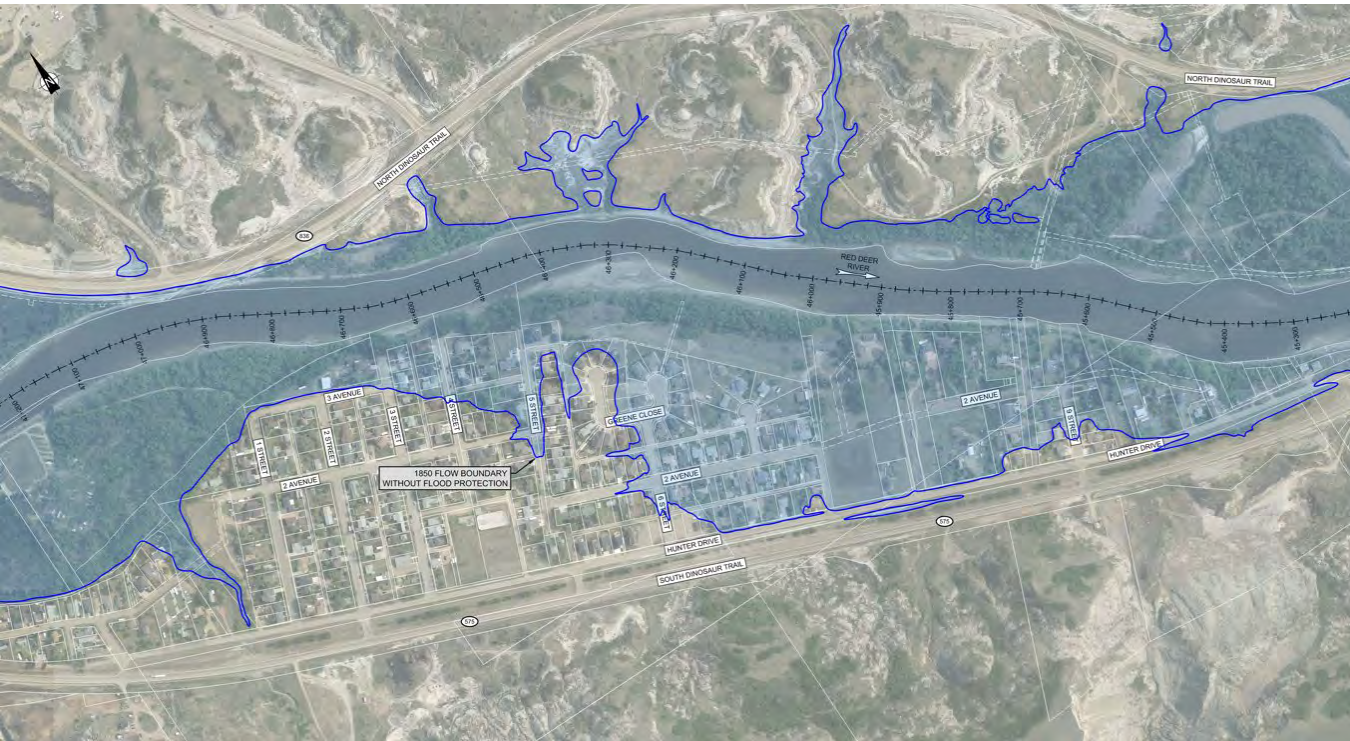


Nacmine Community Information Package

2023-09-14



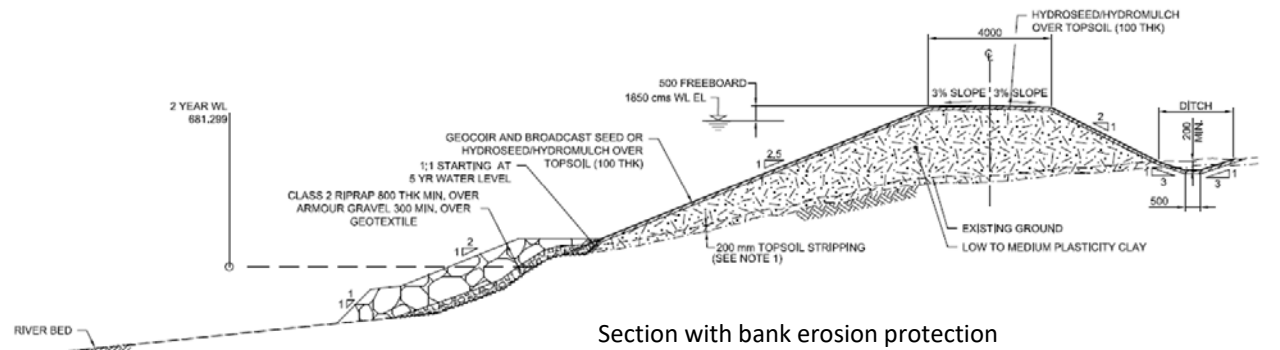
Nacmine Flood Risk



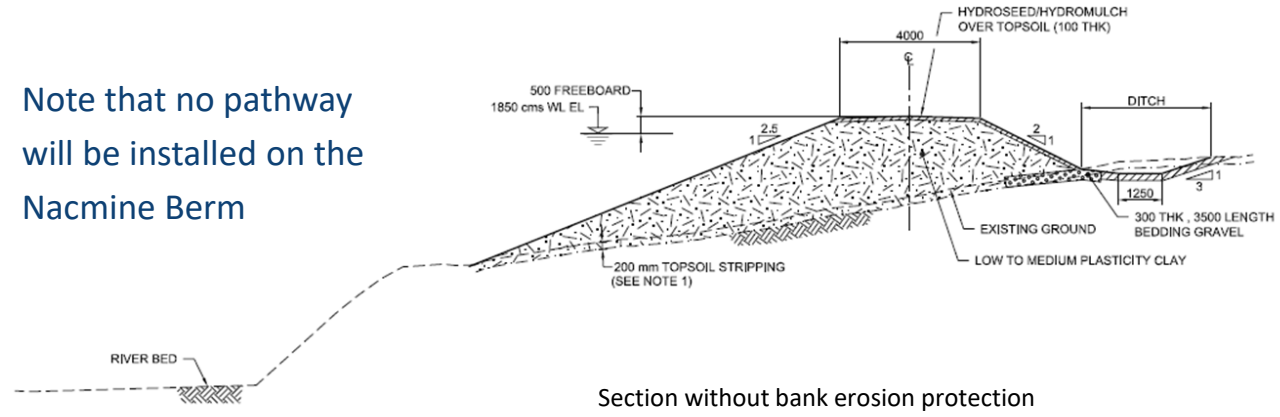
- Based on the updated provincial mapping, the flooding extents for the design flow rate of 1850m³/s, which is the regulated 1:100 year flood on the Red Deer River, are shown on this figure.
- The Nacmine berm will mitigate against this flooding, protecting the community into the future.
- Berm elevation is set for design flood elevation + 0.5m freeboard.
- Berm top width will be 4m.
- Once the berm is constructed 98 homes will be protected.

Agenda - Monday, March 3, 2025

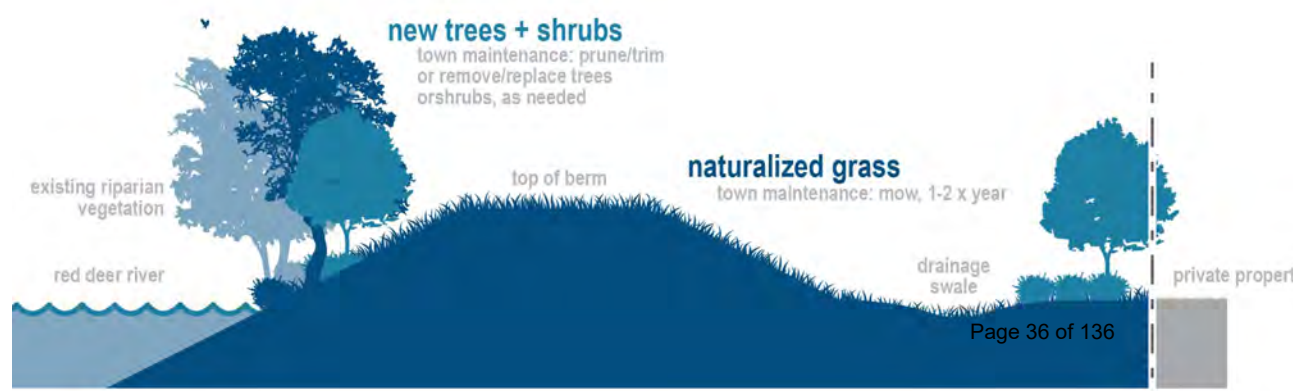
Nacmine Berm Cross Section

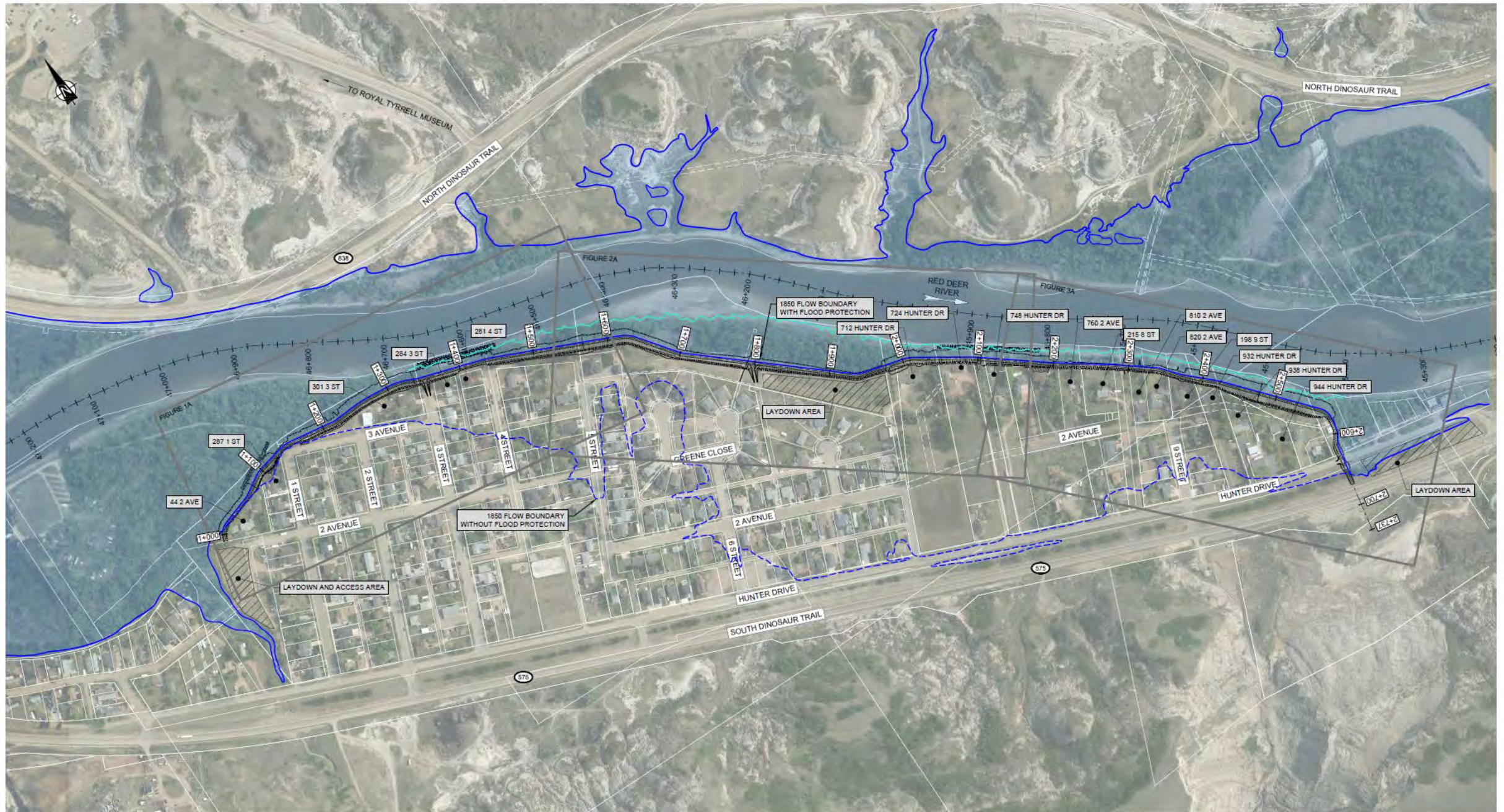


Note that no pathway will be installed on the Nacmine Berm



Long-Term Berm Design Intent



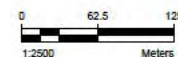


NOTES:

1. EXISTING GROUND CONTOURS INFORMATION WAS DERIVED FROM LIDAR (2018) AND PROVIDED BY DRFMO.
2. HIGH RESOLUTION AERIAL PHOTO FROM 2019 AND PROVIDED BY DRFMO.

LEGEND:

- FLOW BOUNDARY 1850 cms
- 2 YEAR WATER LEVEL



DRAFT

NOT FOR CONSTRUCTION

Project Number:

CW238404

Date:

SEPTEMBER 14, 2023



DRUMHELLER RESILIENCY AND FLOOD MITIGATION
COMMUNITY ENGAGEMENT

Page 37 of 136

Figure 1



Beware of Construction Zones



URGENT MESSAGE FROM THE FLOOD OFFICE!

We want to remind everyone of the risks associated with entering construction work sites.

Construction sites are hazardous areas, and unauthorized entry can result in serious injury or harm to oneself and others.

The Town of Drumheller and its contractors prioritize safety and have implemented strict safety protocols to ensure the well-being of workers and visitors on the site. These safety measures include the use of safety gear, installation of barricades, and prominent warning signs.

We ask all residents to respect and adhere to these safety protocols. Unauthorized entry into the construction site without proper authorization is strictly prohibited. By doing so, you not only put yourself at risk but also jeopardize the safety of others.

If you have any questions or concerns regarding the Flood Mitigation Project or the safety protocols in place, please feel free to contact us at floodreadiness@drumheller.ca.

Your safety is our utmost priority, and we appreciate your cooperation in ensuring a secure work environment for everyone.



Tree Replacement Strategy

To preserve the Drumheller Valley urban tree canopy, healthy trees removed for berm construction will be replaced according to the following guidelines:

ENHANCE THE URBAN FOREST

5 new trees or shrubs will be planted for each healthy tree removed



DESIGN FOR BIODIVERSITY

plant a range of species to promote long-term success and resiliency



ENHANCE EXISTING PLANT COMMUNITIES

prioritize species that are similar to those that are currently thriving in the local area



ENHANCE THE URBAN FOREST

prioritize revegetation near the berm, where feasible, and in public areas within the local community



TOWN OF DRUMHELLER
BYLAW NUMBER 12.25
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine Hunter Drive Land Designation

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of dedicating certain lands owned by or is in the process of being acquired to Environment Reserve pursuant to Section 665 of the Municipal Government Act, Chapter M-26, of the Revised Statutes of Alberta 2000 as amended.

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

WHEREAS; one of the terms of the aforementioned agreement requires that land that is unable to be protected by a berm due to it being in the Floodway as determined by Alberta Flood Maps; all structures shall be removed therefrom and the land returned to its natural state, and.

WHEREAS; one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as environmental reserves or other designation suitable to the Province of Alberta,

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to dedicate
LOT 1, BLOCK 2, PLAN 091 5125; LOTS 2-5 INCL. BLOCK 4, PLAN 151 1830;
AREA –‘A’, ON PLAN 251
and PART OF BLOCK 2, PLAN 3946 E.T.
depicted on the attached Schedule – ‘A’ and more particularly described as:

PLAN	251
BLOCK	4
LOT	7 E.R. (Environmental Reserve)

EXCEPTING THEREOUT ALL MINES AND MINERALS.

and acquiring a title to these lands in the name of the TOWN OF DRUMHELLER, a Municipal Body Corporate in the Province of Alberta of 224 Centre Street, Drumheller, Alberta T0J 0Y4, in accordance with the Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

SHORT TITLE

This Bylaw may be cited as “Nacmine Hunter Drive Land Designation”

TRANSITIONAL

This Bylaw takes effect on the day the registrar of the South Alberta Land Registration District issues a new title to the subject lands.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____ DAY OF _____, 2025.

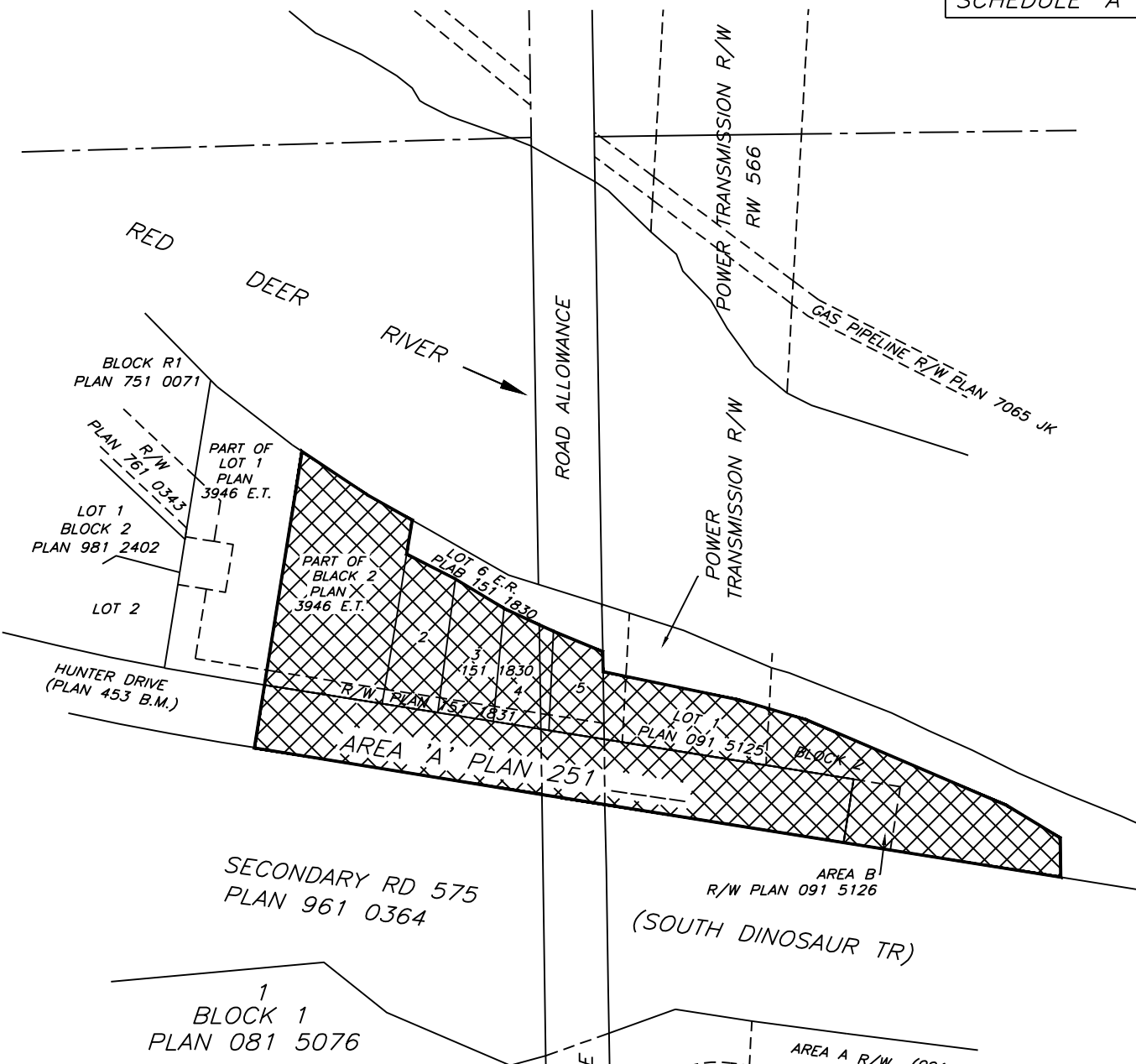
READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____ DAY OF _____, 2025.

READ AND PASSED THE THIRD AND FINAL BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____ DAY OF _____, 2025.

MAYOR: HEATHER COLBERG

Seal


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



NACMINE DISTRICT
DRUMHELLER, ALBERTA

PLAN SHOWING AREA TO BE DESIGNATED ENVIRONMENTAL RESERVE BY BY-LAW NO.... AFFECTING LOT 1, BLOCK 2, PLAN 091 5125, LOTS 2-5 INCL., BLOCK 4, PLAN 151 1830 PART OF BLOCK 2, PLAN 3946 E.T. AND AREA 'A' PLAN 251

WITHIN THE S.E. 1/4 SEC. 8, AND THE S.W. 1/4 SEC. 9 TWP. 29, RGE. 20, W. 4M.
 SCALE= 1:2000 — 2025 — W.R.HUNTER, A.L.S.

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

REV.	DATE	DESCRIPTION
1	FEB. 19, 2025	CLOSED ROAD ADDED
0	SEPT. 13, 2024	Agenda - Monday, Mar 19, 2025

HUNTER SURVEY SYSTEMS LTD.
 CALGARY, ALBERTA
 FILE: ER23-256-SCH A-R1
 Page 41 of 136

REQUEST FOR DECISION

TITLE:	Repeal of Drumheller Municipal Airport Bylaw 33.08 and Livery Transport Bylaw 15.12
DATE:	March 3, 2025
PRESENTED BY:	Darryl Drohomerski, Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #15.25 – Drumheller Municipal Airport Bylaw and Livery Transport Bylaw Repealing Bylaw Bylaw #33.08 – Establish Municipal Airport Commission Bylaw #15.12 – Livery Transport Bylaw

SUMMARY:

Administration seeks Council’s approval to repeal two bylaws:

- *Bylaw #33.08 – Establish Municipal Airport Commission; and*
- *Bylaw 15.12 – Livery Transport Bylaw.*

The repealing bylaw addresses the following issues:

- Although the Drumheller Municipal Airport Commission was effectively dissolved by Council motion on the December 16, 2024, Regular Council Meeting (effective January 3, 2025), a formal repealing bylaw was not submitted.
- The Livery Transport Bylaw is outdated, the Town only has one taxi, the bylaw does not accommodate ride-share companies, and the bylaw creates an extra layer of administration when livery companies already purchase a regular business license.

Repealing these bylaws will streamline our regulatory framework, reflect current operational realities, and remove unnecessary administrative burdens.

RECOMMENDATION:

That Council give first, second, and third reading to Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw #15.25, thereby repealing Bylaw 33.08 – Establish Municipal Airport Commission and Bylaw 15.12 – Livery Transport Bylaw.

DISCUSSION:

The Drumheller Municipal Airport Commission (DMAC) was established by *Bylaw #33.08 – Establish Municipal Airport Commission* in 2008 to operate the Airport. Effective January 3, 2025, DMAC was officially dissolved, as part of a transition to a new operating model approved by Council on December 16, 2024. The airport’s operations and maintenance will be managed by a third-party contractor under a three-year agreement starting February 2025, with overall management by the Infrastructure Services department. This transition is expected to reduce annual operating costs by approximately \$90,000. With this transition, the need for an Airport Commission is no longer necessary, as the updated model streamlines operations and ensures cost-efficiency.

Bylaw #15.12 – Livery Transport Bylaw, enacted in 2012, was originally established to regulate livery transport services in Drumheller. However, changes in our transportation landscape have since rendered the bylaw outdated. Presently, the Town operates with only one licensed taxi, and the existing framework does not accommodate the emergence of ride-share companies which are an increasingly important component of modern transportation services. Although ride-share companies are not currently operating in the Town of Drumheller, Administration is committed to eliminating any potential barriers to facilitate future ride-share options.

Maintaining Bylaw #15.12 creates unnecessary administrative burden on livery companies, which already obtain regular business licenses to operate. Repealing Bylaw 15.12 will remove this redundant regulatory framework, streamline our licensing processes, and align policies with current market conditions while reducing costs and barriers for service providers.

FINANCIAL IMPACT:

There is a reduction in administrative costs with the repealing of the bylaws.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

The repealing bylaw will be published on the website for transparency and public accessibility.

MOTION:

That Council give first reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

MOTION:

That Council give second reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

MOTION:

That Council give unanimous consent for third and final reading of Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

MOTION:


That Council give third and final reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.



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 #15.25
DEPARTMENT: LEGISLATIVE SERVICES

Drumheller Municipal Airport Commission and Livery Transport Repealing Bylaw

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA,
PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING
CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS
THERETO, TO PROVIDE FOR THE REPEAL OF DRUMHELLER MUNICIPAL AIRPORT
COMMISSION BYLAW AND LIVERY TRANSPORT BYLAW

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

AND WHEREAS, the Town of Drumheller (the "Town") deems it desirable to repeal the Drumheller Municipal Airport Commission Bylaw #33.08;

AND WHEREAS, the Town of Drumheller (the "Town") deems it desirable to repeal the Livery Transport Bylaw #15.12;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Drumheller Municipal Airport Commission and Livery Transport Repealing Bylaw."

2. GENERAL

2.1 *Drumheller Municipal Airport Commission Bylaw #33.08* is hereby repealed.

2.2 *Livery Transport Bylaw #15.25* is hereby repealed.

3. SEVERABILITY

3.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

4. TRANSITIONAL

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

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER
BY-LAW NUMBER 33.08**

BEING A BY-LAW OF THE TOWN OF DRUMHELLER TO ESTABLISH AN AIRPORT COMMISSION FOR THE PURPOSE OF OPERATING THE DRUMHELLER MUNICIPAL AIRPORT.

WHEREAS it has been considered necessary to construct, upgrade and maintain aviation facilities in the Drumheller trading area, and

WHEREAS it has been agreed that the Airport be owned and operated by the Town of Drumheller, and

NOW THEREFORE, the Town Council of the Town of Drumheller duly assembled and pursuant to the provisions of the Municipal Government Act, hereby enacts as follows:

1. That an Airport Commission to be known as the Drumheller Municipal Airport Commission is hereby established.
2. The Drumheller Municipal Airport Commission shall consist of the following:
 - a) One member of Town Council;
 - b) Chief Administrative Officer of the Town;
 - c) Five members from the community at large;
 - d) Other members to act in an advisory capacity as deemed necessary by the Town Council. These advisory members shall not have voting privileges.

3. **TERM OF MEMBERSHIP**

Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

4. **VACANCIES**

Any vacancy arising from any cause shall be filled by Council as soon as reasonably possible for Council to do so.

5. **DISQUALIFICATIONS**

- a) A person is disqualified from remaining a member of the Board if such person is absent for more than 25% of the Board meetings within any calendar year.
- b) Notwithstanding the above, a person is not disqualified if his absence is authorized by a resolution of the Board.

6. The Commission is hereby authorized to make any necessary applications for Provincial and Federal funding for the purpose of upgrading and constructing improvements to the existing Airport.
7. The Commission is hereby authorized to operate the said Airport on such terms and conditions as may be delegated by the Town Council, and in accordance with Ministry of Transport Public Airport certification standards.
8. The Commission is hereby authorized to establish an Airport Vicinity Protection Area for the Airport and adjacent lands.
9. This By-law takes effect on the date of the third and final reading.
10. This By-law shall repeal Bylaw 21-87 of the Town of Drumheller.

READ A FIRST TIME this 27th day of October, 2008.

READ A SECOND TIME this 27th day of October, 2008.

READ A THIRD AND FINAL TIME this 27th day of October, 2008.



Mayor



Chief Administrative Officer

**TOWN OF DRUMHELLER
LIVERY TRANSPORT BYLAW 15.12**

A BYLAW OF THE TOWN OF DRUMHELLER TO LICENSE AND REGULATE TAXI AND LIMOUSINE BUSINESSES

Whereas the MGA provides that Council may pass bylaws respecting business, business activities and persons engaged in business and the safety, health and welfare of people;

And whereas the purposes of this bylaw are:

- a. To ensure public safety, service quality and consumer protection for customers and service providers in the livery industry;
- b. To establish a system of licensing livery vehicles, drivers and brokerages;
- c. To establish a system for the inspection of livery vehicles
- d. To create and maintain an enduring livery industry that considers the interests of service providers and meets the needs of the travelling public in the town;
- e. To provide the administrative and regulatory mechanisms to administer a controlled entry licensing system and ensure sufficient industry support to meet consumer demand.

Therefore the Council of the Town of Drumheller enacts as follows:

1. INTERPRETATION AND DEFINITIONS

- 1.1 This bylaw may be cited as the LIVERY TRANSPORT Bylaw.
- 1.2 Nothing in this bylaw relieves a person from complying with any federal, provincial law or regulation, other bylaw or any requirements of any lawful permit, order or other direction.
- 1.3 Where this bylaw refers to a person or thing with reference to gender or the gender neutral the intention is to read the bylaw with the gender applicable to the circumstances.
- 1.4 References to the plural include the singular as applicable.
- 1.5 The words include, includes and including are to be read as not limiting the phrases of descriptions that precede them.
- 1.6 Any reference to specific laws already in force and applicable in the province of Alberta as at the same time that this bylaw was enacted will be stipulated and referred to as such in the bylaw. Provincial laws will be referenced as to the relevant chapter of the Revised Statutes of Alberta 2000, as amended from time to time including succeeding legislation. Federal laws will be referenced as to the relevant chapter of the Revised Statutes of Canada 1985 as amended from time to time including succeeding legislation.

- 1.7 Any reference in this bylaw to a clause, section or part unless otherwise stipulated is a reference to a clause, section or part in this bylaw.
- 1.8 Wherever a word is used in this bylaw the meaning of that word is as specified in the definitions section of this bylaw. Words not specified in the definitions section will have their regularly applied meaning in the English language.
- 1.9 Any clause, section or part of this bylaw that may be declared invalid for any reason by a court of competent jurisdiction will be disengaged from the bylaw and all other provisions of this bylaw shall remain enforceable and valid.
- 1.10 Documents attached to this bylaw and marked as schedules shall form part of this bylaw.
- 1.11 This bylaw does not apply to:
- a) A motor vehicle that has the capacity to carry 15 or more passengers including the operator.
 - b) Any motor vehicle owned by the Town of Drumheller.
 - c) A motor vehicle other than a taxi or limousine that is carrying passengers in accordance with a contract with a school board.
 - d) A motor vehicle that is carrying passengers in accordance with a contract with the Town of Drumheller.
 - e) Any non motorized vehicle, a conveyance propelled by human muscular power or animal power, an implement of husbandry, a vehicle that operates on treads, tracks or rails.
 - f) Any service where the passenger is driven in his own motor vehicle.
 - g) A motor vehicle carrying passengers who pay a fee or fare for the service and the passenger is picked up outside the limits of the Town of Drumheller.
 - h) A motor vehicle used in the course of providing care to clients who require personal assistance with the activities of daily living and the arrangement or provision of that transportation is not the primary business of the person providing the service and no fee is collected for the provision of that transportation.

2. DEFINITIONS

2. In this bylaw the following terms will have the following definitions:

- a) "Application" means a written application for a broker license, taxi license or chauffeur license and includes an application to renew, transfer for amend any of the above noted licenses.
- b) "Broker" means an individual or company who owns and operates a livery service in the Town.
- c) "Broker License" means a license issued to a broker by the Town permitting the operation of a livery service.
- d) "Business Location" means the premises used or occupied by any person in the conduct of a business.
- e) "Bylaw Violation Tag" is a ticket or summons issued for an allegation of a bylaw infraction and is issued by a peace officer and only enforceable in the Town.
- f) "CAO" means the Chief Administrative Officer of the Town.

- g) "Certified Mechanic" means a person who holds a valid and subsisting certificate of proficiency as a journeyman motor mechanic or heavy duty mechanic issued by the province of Alberta.
- h) "Chauffeur" means a person who drives a taxi or limousine.
- i) "Chauffeur License" means the permit issued by the Town permitting a person to operate a livery vehicle in the Town.
- j) "Chief License Inspector" means the CAO of the Town or his designate.
- k) "Community Standards Appeal Board" means the general appeal board of the Town.
- l) "Criminal Record Check" means a criminal record check obtained from the Royal Canadian Mounted Police or another Police service in the province of Alberta and includes a "vulnerable sector" search as part of the criminal record check.
- m) "Criminal Record Information" means the information obtained, but not limited to, the information provided by the Royal Canadian Mounted Police, by way of a search of the central repository of criminal records at RCMP headquarters Ottawa, in a criminal record check .
- n) "Driving Record" also referred to as driver abstract means the driving record of a person issued by the province of Alberta or by the authority of another province in Canada.
- o) "Garage" means a facility licensed to repair motor vehicles and employs certified mechanics for that purpose
- p) "Hail" means to call out, yell or gesture to get the attention of a livery vehicle operator.
- q) "Highway" means a highway as defined in the Traffic Safety Act of Alberta.
- r) "Inspection Certificate" means documentation provided by a mechanic indicating a livery vehicle is in good repair and safe for highway use.
- s) "License Inspector" means the CAO or his designate.
- t) "Limousine" means a motor vehicle used to convey persons for a fee with at least four doors, not equipped with a taximeter and having standard seating capacity for at least five adult persons not including the operator and includes a stretch limousine, sedan limousine or specialized limousine and does not include a van, light truck or bus.
- u) "Limousine Service" means a business conducting the operation of limousines.
- v) "Livery Vehicle" means a taxi or limousine.
- w) "Livery Vehicle License" means a license issued in accordance with the provisions of this bylaw allowing the use of a livery vehicle for hire.
- x) "Livery Service" means a business engaged in the transport of persons that uses a motor vehicle with four wheels and at least three doors including the trunk or hatchback.
- y) "Motor Vehicle" means a motor vehicle as defined in the Traffic Safety Act of Alberta.
- z) "Operator" means the chauffeur or driver of a motor vehicle.
- aa) "Owner" means a person or body corporate named as the registered owner of the livery vehicle by the province of Alberta.
- bb) "Peace Officer" means any member of bylaw enforcement or community enforcement of the Town of Drumheller or any member of the Royal Canadian Mounted Police.

- cc) "Person" means a natural person or a body corporate and includes a partnership, a group of persons acting in concert or an association.
- dd) "Service Animal" means an animal that has been trained and certified to assist a person with disabilities.
- ee) "Taxi" means a motor vehicle equipped with a taximeter used to transport persons for a fee.
- ff) "Taxi Commission" means a committee comprised of two Town Councillors and the CAO or his designate.
- gg) "Taxi Meter" means a device which calculates the fare for services provided by a taxi and will display the cost and total hired distance of a trip and will record the total hired distance, total distance travelled and total number of all trips.
- hh) "Town" means the Town of Drumheller and the entire area within its corporate boundaries.
- ii) "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act of Alberta or a Bylaw Violation Tag.

3. BROKER LICENSES

- 3.1 No Broker shall operate a livery service in the Town unless that Broker is in possession of a valid Town Business License.
- 3.2 No Broker shall operate a livery service in the Town unless that Broker is in possession of a valid Broker License issued by the Town.
- 3.3 All Broker Licenses shall expire on December 31st of each year.
- 3.4 An applicant for a Broker License shall provide to the License Inspector:
 - a) A list of the livery vehicles to be used by the livery service.
 - b) The name and applicable policy number, or numbers if more than 1 insurance policy is involved, of the insurance provider used by the Broker for all livery vehicles in his or her fleet.
 - c) A list of all chauffeurs to be employed by the applicant including their full names addresses and Alberta Driver's License numbers.
 - d) The applicable broker license fee as set out in schedule 'B'.
 - e) Any other information required by the License Inspector.

4. CHAUFFEUR LICENSES

- 4.1 An applicant for chauffeur license shall present his application for chauffeur licensing in person to the License Inspector along with:
 - a) An RCMP criminal record check dated not more than three weeks prior to date of this application.
 - b) Driving record abstracts from Alberta and any other province the applicant has resided in during the past five years prior to this application.
 - c) Head and shoulders photo of the applicant.
 - d) Proof of eligibility to work in Canada if requested by the License Inspector.
 - e) The applicable chauffeur license fee as set out in Schedule 'A'.
 - f) Any other pertinent information requested by the License Inspector.

- 4.2 A chauffeur license shall contain a photo of the chauffeur, be laminated in plastic and be displayed in the livery vehicle at all times so as to be visible to all passengers.
- 4.3 No person shall operate a livery vehicle unless that person is in possession of a valid class 4 Alberta driver's license and a valid chauffeur license.
- 4.4 Each broker is responsible for each chauffeur in his employ operating a livery vehicle to be in possession of a valid class 4 Alberta driver's license and a valid chauffeur license.
- 4.5 All chauffeur licenses expire on December 31 of each year.
- 4.6 No one shall be issued a chauffeur license without their suitability being assessed by the License Inspector. This shall include the driving record, criminal record, character, state of health and any other information available to the License Inspector who shall in his or her sole discretion refuse or approve the chauffeur license.
- 4.7 New pertinent information, not previously considered and coming to the attention of the License Inspector, about a person who has been issued a chauffeur license may be assessed by the License Inspector. This assessment may lead to the determination that the chauffeur license be revoked by the license Inspector.
- 4.8 No chauffeur license or renewal shall be issued to any person who:
- a) Has been convicted under the Criminal Code within the 5 year period immediately preceding the date of application of:
 - b) A sexual offence or offence relating to the corruption of public morals.
 - c) An offence relating to homicide, assault, kidnapping, arson, robbery, extortion or criminal negligence.
 - d) An offence relating to operating a motor vehicle with excess blood alcohol or refusing to provide samples of breath or dangerous driving or criminal negligence in the operation of a motor vehicle or driving while suspended.
 - e) Has been convicted under the Controlled Drugs and Substances Act within the 5 year period immediately preceding the date of application.
 - f) At the discretion of the Town is deemed unsuitable to operate a livery vehicle in the Town.

5. LIVERY VEHICLE LICENSES

- 5.1 No livery vehicle shall operate in the Town unless it is possession a valid Town Livery Vehicle License.
- 5.2 All Livery Vehicle Licenses shall expire on midnight of December 31 of each year.
- 5.3 A Livery Vehicle License may be issued by the Town for a period of less than 1 year. See Schedule 'C'.

- 5.4 An applicant for a Livery Vehicle License shall provide to the Town:
- a) The name of the registered owner, proof of motor vehicle registration and proof of insurance for each vehicle to be used in the business
 - b) An inspection certificate attesting to the mechanical fitness of each vehicle completed within one month prior to the application date.
 - c) Proof that the taximeter has been calibrated and sealed by a person or company approved by the License Inspector within one month prior to the application date.
 - d) The Livery Vehicle License fee as set out in Schedule 'C'.
 - e) A Livery Vehicle License shall be carried in the livery vehicle at all times and shall be produced by the broker or chauffeur upon request of the License Inspector or a Peace Officer.
 - f) Any other pertinent information required by the License Inspector.
- 5.5 Notwithstanding any other provision of this Livery Bylaw a motor vehicle belonging to a livery service of which there is not a valid Livery License may be operated in Town providing that:
- a) Any passengers in the livery vehicle are picked up outside the Town and
 - b) The operation of the livery vehicle is limited to entering Town, taking passengers to their destination in Town and then leaving Town.

6. LIVERY VEHICLE INSPECTIONS

- 6.1 A livery vehicle license shall be carried in the livery vehicle at all times and shall be produced by the broker or chauffeur upon request of the License Inspector or a Peace Officer.
- 6.2 The License Inspector or a Peace Officer may at any time inspect a livery vehicle to determine:
- a) The validity of the Livery Vehicle License.
 - b) The validity of the Driver's License of the chauffeur.
 - c) A Livery Vehicle License shall be carried in the livery vehicle at all times and shall be produced by the broker or chauffeur upon request of the License Inspector or a Peace Officer.
 - d) The mechanical and physical condition of the livery vehicle.
 - e) The accuracy of the taximeter in a taxi.
 - f) The cleanliness and state of repair of the interior.
- 6.3 The License Inspector can at any time issue an order verbally or in writing requiring a livery vehicle to be inspected by a certified mechanic and the broker or chauffeur shall deliver the livery vehicle in question to the garage as directed by the License Inspector. The costs of the mechanical inspection shall be paid by the broker.
- 6.4 Upon inspecting a livery vehicle the License Inspector or Peace Officer acting on reasonable grounds that a livery vehicle is deficient and unsafe for highway travel may;
- a) Seize the vehicle and cause it to be removed from the highway and stored at a suitable location. Towing and storage costs shall be paid by the broker.

- b) Issue an order to remedy to correct the deficiency and/or bylaw violation tag or provincial violation ticket.
- c) A Peace Officer shall forthwith advise the License Inspector of action taken under this bylaw.

6.5 A Broker shall provide to the License Inspector proof of repair, by way of inspection certificate completed by a designated garage, to any livery vehicle ordered inspected before the livery vehicle will be permitted to resume operation as a livery vehicle in the Town.

6.6 A broker shall provide to the License Inspector proof of mechanical fitness of each livery vehicle in his or her fleet by way of an inspection certificate completed by a designated garage yearly and submitted by December 31 of each year.

7. CHAUFFEUR AND BROKER RESPONSIBILITIES

7.1 Each chauffeur shall be civil and polite to customers and passengers.

7.2 Each chauffeur shall be clean and neat about their person and clothing.

7.3 Each chauffeur shall maintain a log book in a manner that may be prescribed by the License Inspector.

7.4 Each chauffeur shall deliver all passengers by the most direct route available to their destination.

7.5 Each chauffeur shall keep all appointments or promises made in relation to requests from persons for transport and to not promise any service that the car service is incapable of keeping.

7.6 A chauffeur shall not refuse service to a person accompanied by a service animal.

7.7 A chauffeur shall assist a passenger upon a passenger's reasonable request for assistance including the loading and unloading of a passenger's mobility aid.

7.8 A chauffeur is entitled to refuse service to a person if that person:

- a) Is impaired by alcohol or drugs.
- b) Is indebted to the chauffeur or broker to which the livery vehicle is associated.
- c) Requests that the chauffeur transport an animal in the livery vehicle other than a service animal.
- d) Requests that the chauffeur carry baggage in the livery vehicle which can be detrimental to the cleanliness, sanitary condition or repair of the livery vehicle.
- e) Requests that the chauffeur carry any passengers or baggage which the livery vehicle cannot reasonably carry.
- f) Is disorderly or abusive to the driver.
- g) Insists on smoking or attempts to smoke in the livery vehicle.

7.9 A chauffeur is not obligated to accept a passenger if the livery vehicle is not in service.

- 7.10 A chauffeur shall not transport more passengers than for which there are seats in a livery vehicle.
- 7.11 A chauffeur must not allow consumption of alcohol by any passenger in a livery vehicle unless the livery vehicle is otherwise so licensed to permit same.
- 7.12 A chauffeur shall not drive a livery vehicle while under the influence of alcohol or any other impairing substance.
- 7.13 A chauffeur shall not knowingly misinform any person as to the time, date or place of arrival or departure of any livery vehicle or the location of any building, place or site.
- 7.14 A chauffeur shall not influence any person to hire his livery vehicle or any other livery vehicle by false representation.
- 7.15 A chauffeur's only use of a cell phone while carrying passengers shall be the cell phone used in concert with a device commonly known as a "hands free" device.
- 7.16 A chauffeur or broker upon being requested by the license inspector shall advise the address of any place to or from which any passenger has been driven.
- 7.17 A broker shall upon the request of the License Inspector advise the name and address of the chauffeur of any taxi owned by the broker.
- 7.18 A chauffeur at his or her discretion may request a cash deposit of not more than \$40.00 to be applied to the taximeter fare from any person and shall provide a receipt for this amount to a person seeking transport, prior to the commencement of the transport, that begins and ends in Town.
- 7.19 No broker or chauffeur shall monitor any radio traffic of a competing car service by any electronic means or device.
- 7.20 A broker shall advise the License Inspector of any collision involving any of the broker's vehicles within 5 business days of the event. Any livery vehicle needing repair from a collision shall be regarded as unfit for duty and shall not be reengaged into service until proof of repair and mechanical fitness has been provided to the License Inspector.
- 7.21 A broker or chauffeur shall take all reasonable steps to return any property left in a livery vehicle to the owner. If such steps are unsuccessful then the property shall be turned over to the License Inspector within 48 hours of the property being found.
- 7.22 A Broker shall within 5 business days from the date of change inform the License Inspector of any additions or deletions to any list furnished regarding livery vehicles or Chauffeurs.

7.23 Every Broker shall within the first 5 business days of each month provide to the License Inspector a list of Chauffeurs employed by the Broker during the entire previous month.

7.24 A Broker shall ensure that all livery vehicles operating in his livery service have a clean interior in good condition and that all livery vehicles are mechanically maintained, safe for the carriage of customers and certified fit for highway use.

7.25 A person shall not make a false statement in a document, application, statement, declaration, or report required or made under this bylaw.

7.26 A person shall not make any false or misleading statements through any advertising media with respect to any services provided by a livery vehicle.

8. LIMOUSINES

8.1 No person operating a limousine shall operate on a fixed or recurring route.

8.2 No limousine broker or limousine chauffeur shall:

- a) stand his or her limousine in any public place or parking lot except while under hire
- b) stand his or her limousine in any taxi stand for the purpose of soliciting or obtaining passengers.

8.3 The chauffeur of a limousine shall always have a current written contract that was previously agreed upon with a client who is present in the limousine and shall produce the contract upon request of a Peace Officer or the License Inspector. See template marked as Schedule "G".

8.4 A limousine will not be licensed to operate with a taximeter.

9. TAXIMETERS

9.1 The broker of a taxi service shall ensure that each taxi is equipped with a taximeter that has been calibrated annually and sealed.

9.2 It is an offence if the License Inspector or Peace Officer acting upon reasonable grounds finds a taximeter with a broken seal this shall be considered grounds to have the taximeter calibrated and resealed immediately.

9.3 The broker shall install the taximeter in such a position inside the taxi so that the fare on the meter can be read at any time of the day by a passenger in either a front or rear seat.

9.4 The taximeter shall be tested by a Town approved person or firm and if on reasonable grounds an order is issued, either verbally or in writing, by the License Inspector the broker shall comply and provide proof within one month of the order that the taximeter has been repaired and has been resealed.

9.5 All costs for testing and repairing a taximeter shall be the responsibility of the broker.

9.6 A taximeter shall be turned on and determining a fare while transporting a person within the Town limits.

10. TAXI RATES

10.1 A livery vehicle shall measure the fare charged to the passenger on the basis of:

- a) The distance travelled;
- b) The amount of time for which the vehicle was hired; or
- c) A combination of distance travelled and the amount of time for which the vehicle is hired.

10.2 The chauffeur shall collect the fares and charges pursuant to a metered rate in a taxi or in the case of a limousine a contract or flat rate.

10.3 The meter rate fares to be charged for the hire of a taxi shall be decided upon with input from local brokers and subject to yearly review by Town Council.

10.4 Taxi rates may be amended from time to time by Town Council resolution.

10.5 For taxi rates please refer to Schedule "E".

11. GRATUITIES/DISCOUNTS/EXTRA CHARGES

11.1 A broker or chauffeur may offer a discount at his or her discretion to any passenger.

11.2 A chauffeur may accept gratuities.

11.3 No extra charge shall be levied against any passenger for additional assistance provided by a chauffeur to assist a person with disabilities or pursuant to Section 43 of this Bylaw.

12. TAXI IDENTIFICATION

12.1 Each taxi shall prominently display on both sides of its exterior the name and phone number of the broker/taxi company.

12.2 Each taxi shall prominently display a taxi identification number.

12.3 No person shall operate a motor vehicle in Town which has markings, decals or equipment identifying it as a taxi unless that vehicle has a valid livery license.

12.4 Each taxi shall prominently display on each rear passenger window the current taxi fares determined by the taxi meter and methods of payment.

12.5 Each taxi shall display on its exterior a notice indicating that the chauffeur at his or her discretion may request a person pay a deposit of \$40.00 before commencing any transport that begins and ends in Town.

13. TAXI ADVERTISING

13.1 All roof units and signs must be standard commercially manufactured equipment.

13.2 Any illumination of the roof display shall be non flashing and not exceed 40 watts.

13.3 The color of a livery vehicle or the color scheme of more than one livery vehicle owned by a broker is the choice of the broker.

14. COMPLAINTS AND INVESTIGATIONS

14.1 The License Inspector or any Peace Officer may receive a complaint regarding livery vehicle service.

14.2 All complaints related to the specifics of the bylaw will be referred to, and investigated by, the License Inspector.

14.3 Complaints related to allegations of violations of other laws will be referred to the appropriate authority by the License Inspector.

14.4 Any investigation conducted by the License Inspector will, unless extenuating circumstances prevail, be completed within 30 days.

14.5 The investigational report will be provided to the Taxi Commission and /or Community Standards appeal board immediately.

15. OFFENCES / PROSECUTION / ORDER TO REMEDY

15.1 When the License Inspector, or Peace Officer, believes on reasonable and probable grounds that an offence has been committed under this bylaw in relation to a livery vehicle the License Inspector or Peace Officer may:

- a) Seize the livery vehicle and cause it to be removed and stored at a suitable location; and
- b) Suspend and seize the chauffeur's license and livery vehicle license; and/or
- c) Issue an order to remedy and give the chauffeur or broker a provincial Traffic Violation Notice noting the violations or livery vehicle deficiencies and time permitted to correct same. Inspection certificate to be provided to the License Inspector upon completion of repair.
- d) In addition to, or in place of, action authorized under part a) and b) of this section, issue a Province of Alberta violation ticket in part 2 or a bylaw violation tag to the offender.

If any authority noted previously in this section, other than the License Inspector, takes any of the above noted action, that authority shall forthwith advise the License Inspector of the action taken.

- e) The broker shall be responsible for all towing and storage costs of a livery vehicle seized.
- f) No livery vehicle seized shall be permitted to return to service until, proof of repair and an inspection certificate attesting to the mechanical fitness of the livery vehicle have been received by the License Inspector, and, all costs for towing and storage owed to a third party have been satisfied.

16. BYLAW VIOLATION TAG/PROVINCIAL VIOLATION TICKET

- 16.1 A Peace Officer is authorized to issue a bylaw violation tag to any person that the Peace Officer believes on reasonable and probable grounds has contravened any provision of this bylaw.
- a) Notwithstanding any other provision of this bylaw a Peace Officer is authorized to immediately issue a Province of Alberta violation ticket pursuant to the Provincial Offences Procedure Act.
 - b) A bylaw violation tag may be issued to an accused personally, or by mailing a copy to the accused at his or her last known address.
 - c) Nothing in this bylaw shall prevent a Peace Officer from issuing a bylaw violation tag or provincial violation ticket for the mandatory court appearance of any person who contravenes any provision of this Bylaw.
 - d) If the penalty specified on the bylaw tag served to a person is not paid within a prescribed time period, then a Peace Officer is authorized to issue a provincial violation ticket pursuant to the Provincial Offences Procedures Act.

17. PENALTIES

- 17.1 Any person who contravenes any provision of this Bylaw is guilty of a summary conviction offence punishable by a fine, not less than two hundred and fifty dollars and not exceeding five thousand dollars or to imprisonment for a period not exceeding one year or both.

17.2 Specific fine penalties for offences of this bylaw are listed in schedule 'F'.

17.3 Offences for each day or part of a day that the offence continues.

18. APPEALS

18.1 Any decision of the License Inspector, not including the issuance of a violation ticket, can be appealed in writing to the Community Standards Appeal Board of the Town, by filing written notice with the Town Clerk within 14 days of the License Inspector's decision.

18.2 The Appeal Board may confirm, revoke or modify the decision of the License Inspector.

18.3 Any order to remedy issued by the License Inspector or a Peace Officer, may be appealed to the Community Standards Appeal Board.

19. REPEAL

Town of Drumheller Bylaw number 15.00 is hereby repealed.

20. COMMENCEMENT

This bylaw shall become effective on the date of the final passing thereof.

READ A FIRST TIME this 17th day of December, 2012

READ A SECOND TIME as amended this 17th day of December, 2012

READ A THIRD AND FINAL TIME as amended this 14th day of January, 2013



A handwritten signature in blue ink, consisting of a large, sweeping horizontal stroke followed by a vertical stroke and a loop, positioned above a horizontal line.

MAYOR



A handwritten signature in black ink, appearing to read 'M. A. ...', positioned above a horizontal line.

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER
SCHEDULE 'A' TO BYLAW 15.12
CHAUFFEUR APPLICATION FORM**

To be completed and signed by the applicant. Please complete form as complete and accurately as possible. Failure to do so will result in delays in the licensing process and may result in refusal of this application and any existing chauffeur's license in the name of the application being rescinded. The applicant must submit an Alberta Motor Vehicle Branch Driver's Abstract and an RCMP Criminal Record Check, including vulnerable sector checks, completed and dated not more than 3 weeks prior to the date of this application. If the applicant has resided outside of Alberta at any time in the previous 5 years, a Driver's Abstract from the Province of residency must accompany this application. The applicant must provide proof of eligibility to work in Canada, if so requested by the License Inspector.

The completed form is to be submitted, in person, by the applicant to the License Inspector or any member of Drumheller Bylaw/Community Enforcement.

THIS APPLICATION MUST BE ACCOMPANIED BY A FEE OF \$25 AND A HEAD AND SHOULDERS PHOTO OF THE APPLICANT.

NAME: _____

DATE OF BIRTH: _____

ADDRESS _____

LIST ALL ADDRESSES WHERE HAS APPLICANT HAS RESIDED IN PAST 5 YEARS

HOME TELEPHONE NUMBER _____

CELL TELEPHONE NUMBER _____

ALBERTA DRIVER'S LICENSE # _____ EXPIRY DATE _____

CLASS _____

RESTRICTIONS _____

APPLICANT'S HEIGHT _____ APPLICANT'S WEIGHT _____

APPLICANT'S HAIR COLOUR _____

NAME OF BROKER WHO IS APPLICANT'S EMPLOYER _____

HAVE YOU BEEN CONVICTED IN THE PAST FIVE YEARS OF ANY CRIMINAL OFFENCE? _____

HAVE YOU BEEN CONVICTED IN THE PAST THREE YEARS OF ANY PROVINCIAL TRAFFIC OFFENCE? _____

I, _____ DO HEREBY STATE:

The information provided by me on this application form is true and accurate to the best of my knowledge. I agree to abide by the all provisions and requirements of the Town of Drumheller Livery Transport bylaw.

SIGNATURE OF APPLICANT:

SIGNATURE OF BROKER CONFIRMING APPLICANT'S EMPLOYMENT:

DATE:

FOR TOWN USE ONLY:

Application for Livery Transport Chauffeur license is:

APPROVED:

NOT APPROVED:

DATE:

(License Inspector)

**TOWN OF DRUMHELLER
SCHEDULE 'B' TO BYLAW 15.12
BROKER APPLICATION FORM**

NAME OF COMPANY _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

NAME, ADDRESS AND PHONE NUMBER OF BROKERAGE OWNER

PLEASE LIST YEAR, MAKE, VIN NUMBER AND LICENSE PLATES OF ALL TAXI OR LIMOUSINES OWNED AND OPERATED IN TOWN BY THIS BROKERAGE:

A PHOTOCOPY OF THE REGISTRATION DOCUMENTS FOR EACH TAXI OR LIMOUSINE IS ACCEPTABLE IN LIEU OF LISTING SAME BELOW.

PLEASE PROVIDE PHOTO COPY OF INSURANCE PINK CARD THAT STIPULATES NAME OF INSURANCE PROVIDER, POLICY NUMBER AND INSURANCE EXPIRY DATE, FOR ALL MOTOR VEHICLES LISTED ABOVE. PLEASE PROVIDE PROOF THAT THE BROKER'S POLICY INCLUDES THE PUBLIC PASSENGER VEHICLE ENDORSEMENT. (SAME CAN BE ATTACHED TO THIS APPLICATION FORM.)

PLEASE PROVIDE PROOF OF MECHANICAL FITNESS, COMPLETED IN THE LAST 30 DAYS, OF EACH LIVERY VEHICLE. (SAME CAN BE ATTACHED TO THIS APPLICATION FORM.)

I, the Broker, possess a valid Town Chauffeur License.(circle one) YES NO

DATE OF APPLICATION:

SIGNATURE OF BROKERAGE OWNER:

DOCUMENTS/FEEES TO BE ATTACHED:

- A) Copy of Town of Drumheller Business License.
- B) List of all Chauffeurs to be employed by Broker.
- C) Copy of RCMP Criminal Record (if not already submitted through chauffeur application)
- D) Broker Application Fee - \$150.00
- E) Schedule of fees to be charged – taxi rates of limousine hire fees.

**TOWN OF DRUMHELLER
SCHEDULE 'C' TO BYLAW 15.12
LIVERY VEHICLE LICENSE APPLICATION**

NAME OF BROKER: _____

PLEASE PROVIDE COPY OF REGISTRATION FOR LIVERY VEHICLE LICENSE
PLATE NUMBER: _____

PLEASE PROVIDE PROOF OF INSURANCE (\$2,000,000 LIABILITY AND PUBLIC
PASSENGER VEHICLE ENDORSEMENT) FOR EACH LIVERY VEHICLE.

BROKER UNIT NUMBER: _____

TAXIMETER CALIBRATED AND SEALED ON: _____
BY: _____

PLEASE ATTACH PROOF OF MECHANICAL FITNESS COMPLETED IN LAST 30
DAYS.

**TOWN OF DRUMHELLER
SCHEDULE 'D' TO BYLAW 15.12**

BROKER/CHAUFFEUR/LIVERY LICENSE APPLICATION FEE YEARLY

BROKER	\$150.00
CHAUFFEUR	\$ 25.00
LIVERY-- PER VEHICLE	\$ 50.00

**TOWN OF DRUMHELLER
SCHEDULE 'E' TO BYLAW 15.12
FARES/RATES/CHARGES**

PICK UP FEE - \$3.50 AND \$0.10 PER 70 METERS OF TRAVEL

WAITING CHARGE - \$30.00 PER HOUR

**TOWN OF DRUMHELLER
SCHEDULE 'F' TO BYLAW 15.12
VOLUNTARY PAYMENT FINES SECTION**

SECTION 3.1 - OPERATING WITHOUT BROKER'S LICENSE, BUSINESS LICENSE	\$500.00
SECTION 4.3 – OPERATE LIVERY VEHICLE WITHOUT CHAUFFEUR LICENSE	\$500.00
SECTION 5.1 - OPERATE LIVERY VEHICLE WITHOUT LIVERY LICENSE	\$500.00
SECTION 6.6 - BROKER FAIL TO SUPPLY LICENSE INSPECTOR WITH CERTIFICATE OF MECHANICAL FITNESS FOR LIVERY VEHICLE	\$250.00
SECTION 7.0 PLUS APPLICABLE SUB-SECTIONS – CHAUFFEUR FAIL TO MAINTAIN RESPONSIBILITIES	\$250.00
SECTION 7.1 – OPERATE LIVERY VEHICLE WITH EXCESS PASSENGERS	\$250.00
SECTION 7.2 – BROKER FAIL TO REPORT LIVERY VEHICLE COLLISION TO INSPECTOR	\$250.00
SECTION 7.21 – BROKER FAIL TO TURN FOUND PROPERTY OVER TO LICENSE INSPECTOR	\$250.00
SECTIONS 7.22 & 7.23 – BROKER FAIL TO COMPLY WITH REQUIRED MONTHLY REPORT	\$250.00
SECTION 7.24 – OPERATE UNSAFE LIVERY VEHICLE	\$500.00
SECTION 7.25 – MAKE FALSE STATEMENT ON APPLICATION	\$500.00
SECTION 8.2.b – STAND LIMOUSINE IN TAXI STAND	\$250.00
SECTION 8.3 – OPERATE LIMOUSINE WITH PASSENGERS WITHOUT SUBSISTING CONTRACT IN POSSESSION OF CHAUFFEUR	\$250.00
SECTION 9.1 – OPERATE TAXI WITHOUT TAXIMETER	\$500.00
SECTION 9.2 – OPERATE TAXI WITHOUT TAXIMETER PROPERLY SEALED	\$500.00
SECTION 12 PLUS APPLICABLE SUB-SECTIONS – IMPROPER/INADEQUATE TAXI IDENTIFICATION, MARKINGS, DECALS	\$250.00
SECTION 13 – IMPROPER ADVERTISING	\$250.00
SECTION 15 - FAIL TO COMPLY WITH ORDER TO REMEDY / DIRECTION OF LICENSE INSPECTOR	\$500.00
VOLUNTARY PENALTY FOR VIOLATION OF ALL OTHER OFFENCES	\$250.00
SECOND CONVICTION ALL OFFENCES WITHIN 12 MONTHS	\$750.00

**TOWN OF DRUMHELLER
SCHEDULE 'G' TO BYLAW 15.12
LIMOUSINE CONTRACT TEMPLATE**

(NAME OF CARRIER)

DATE:

PASSENGER NAME:

TRANSPORT FROM:

TRANSPORT TO:

START TIME:

END TIME:

TOTAL CHARGES: GST AND LIMOUSINE FEE

REQUEST FOR DECISION

TITLE:	Drumheller & District Senior’s Foundation (DDSF) – Request to Borrow Funds
DATE:	February 18, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T, Chief Administrative Officer
ATTACHMENTS:	DDSF Letter dated January 31, 2025 Proposed Sunshine Hillview New Kitchen Plan Inspection Report – Sunshine Lodge – Food Services

SUMMARY:

Drumheller and District Senior’s Foundation (DDSF) operates under an Order (confirm) and comprises of five municipal members: Starland County, the Villages of Munson, Morrin and Delia and the Town of Drumheller. For large capital expenditures, DDSF is requesting the member municipalities to pass a motion to grant permission for the Drumheller & District Senior’s Foundation (DDSF) to borrow \$3.5 million. The funds will be used for capital projects at DDSF facilities, including:

- A new kitchen
- An enclosed walkway joining Sunshine and Hillview lodges
- A new parking lot
- Interior renovations

These projects aim to address the expanding needs of DDSF’s residential care facilities and improve operational efficiencies. The DDSF has contacted all partner municipalities with this request.

RECOMMENDATION:

Administration recommends that Council approve the request for DDSF to borrow \$3.5 million for the outlined projects. This decision will support the Foundation’s efforts to modernize its facilities, enhance resident safety, and realize annual cost savings on staffing and food expenses.

DISCUSSION:

The DDSF presented the details of this request at the February 18, 2025, Regular Council Meeting. They identified significant capital needs at the Sunshine and Hillview lodges. Key points include:

- **Kitchen Renovation and Consolidation:**
 - The current Sunshine lodge kitchen, built in 1960, is no longer adequate to serve an increased resident population (from 30 to 75 residents).
 - Building a single, central kitchen will not only meet current needs but will also accommodate future resident expansions.
 - Consolidation is expected to yield estimated annual savings of approximately \$16,000 in staffing costs and \$22,000 in food costs.
- **Enclosed Walkway:**

- The proposed enclosed walkway will connect Sunshine and Hillview lodges, ensuring a safe and sheltered passage for residents and staff, especially during the harsh winter months.
- **New Parking Lot:**
 - A new parking lot is essential to accommodate delivery trucks, visitors, and staff, thereby supporting the enhanced operational efficiency of the facility.
- **Interior Renovations:**
 - Additional interior renovations will update and optimize the living environment, ensuring compliance with current health and safety standards, as reflected in the attached health inspection report.

Supporting documents, including schematic designs and detailed cost breakdowns, have been attached to provide further clarity on the project scope and anticipated benefits.

FINANCIAL IMPACT:

DDSF stated in their presentation that there will be no increase in requisitions from the Town of Drumheller or other partners for this construction.

The central kitchen is estimated to provide combined annual savings of approximately \$38,000 (staffing and food costs) to the DDSF, which will contribute to offsetting ongoing operational expenses.

STRATEGIC POLICY ALIGNMENT:

Enhanced Community Services: The proposed projects align with the Town's strategic goals to support community health services and ensure high-quality care for seniors.

COMMUNICATION STRATEGY:

The decision of Council will be published in the Council Highlights document that is available both internally and externally, and a copy of the Request-for-Decision will be forwarded to the Chief Administrative Officer of the Drumheller & District Senior's Foundation.

MOTION:

That Council grant permission to the Drumheller & District Seniors Foundation (DDSF) to borrow \$3.5 million to finance construction of a new central kitchen, construction of an enclosed walkway joining Sunshine and Hillview lodges, construction of a new parking lot, and interior renovation capital projects.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



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



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

696 – 6th Ave E. Drumheller, AB. T0J 0Y5
Ph: 403-823-3290, ext 225. Fax: 403-823-2070
cao@ddsf.ca
www.ddsf.ca



Proposed Sunshine Lodge Kitchen Redevelopment

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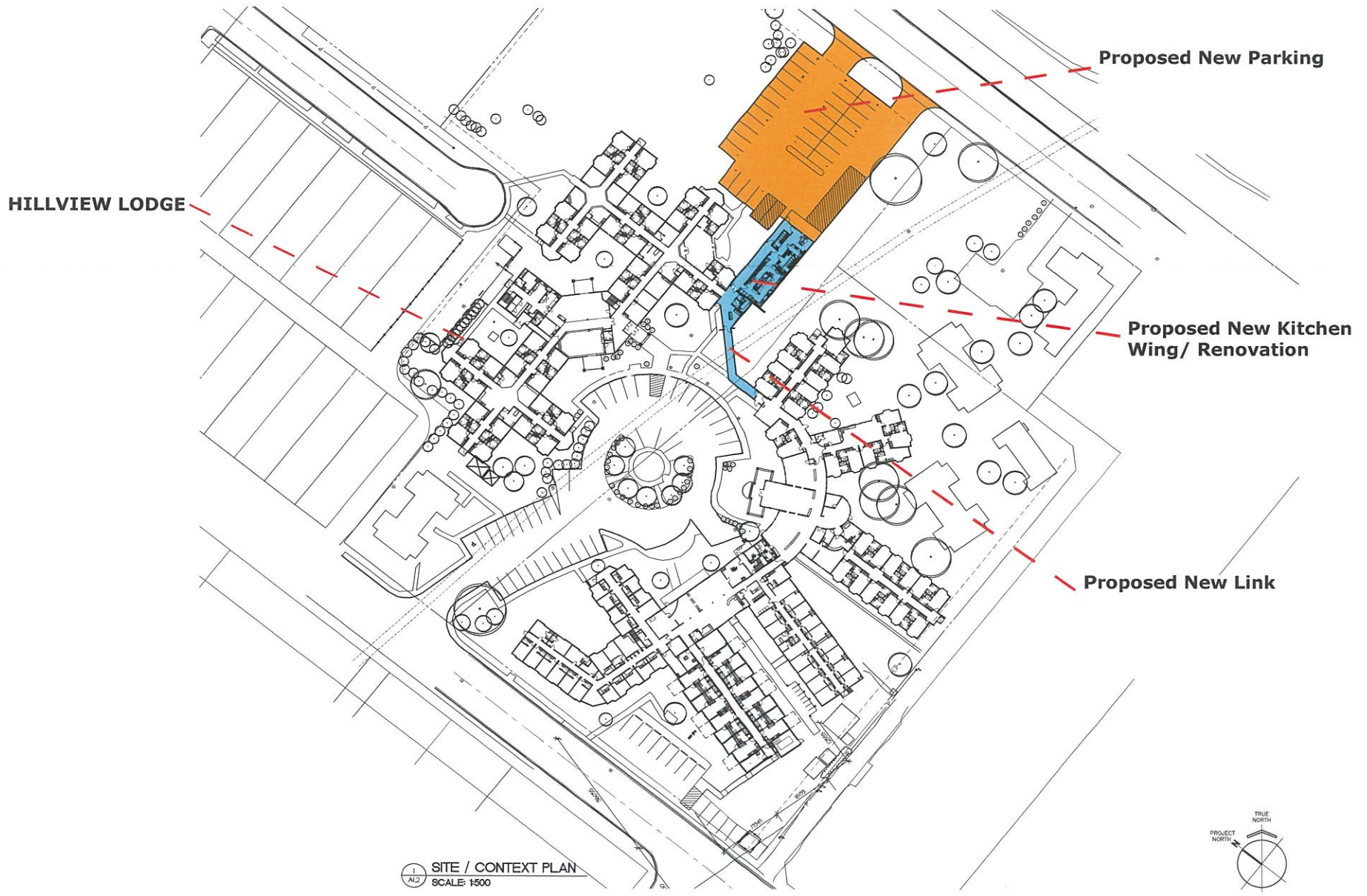
Landscaping p. 2

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Kitchen Plan Proposed p. 4

Class C Budget p. 5 - 8

Proposed Site Plan - Context



landscaping

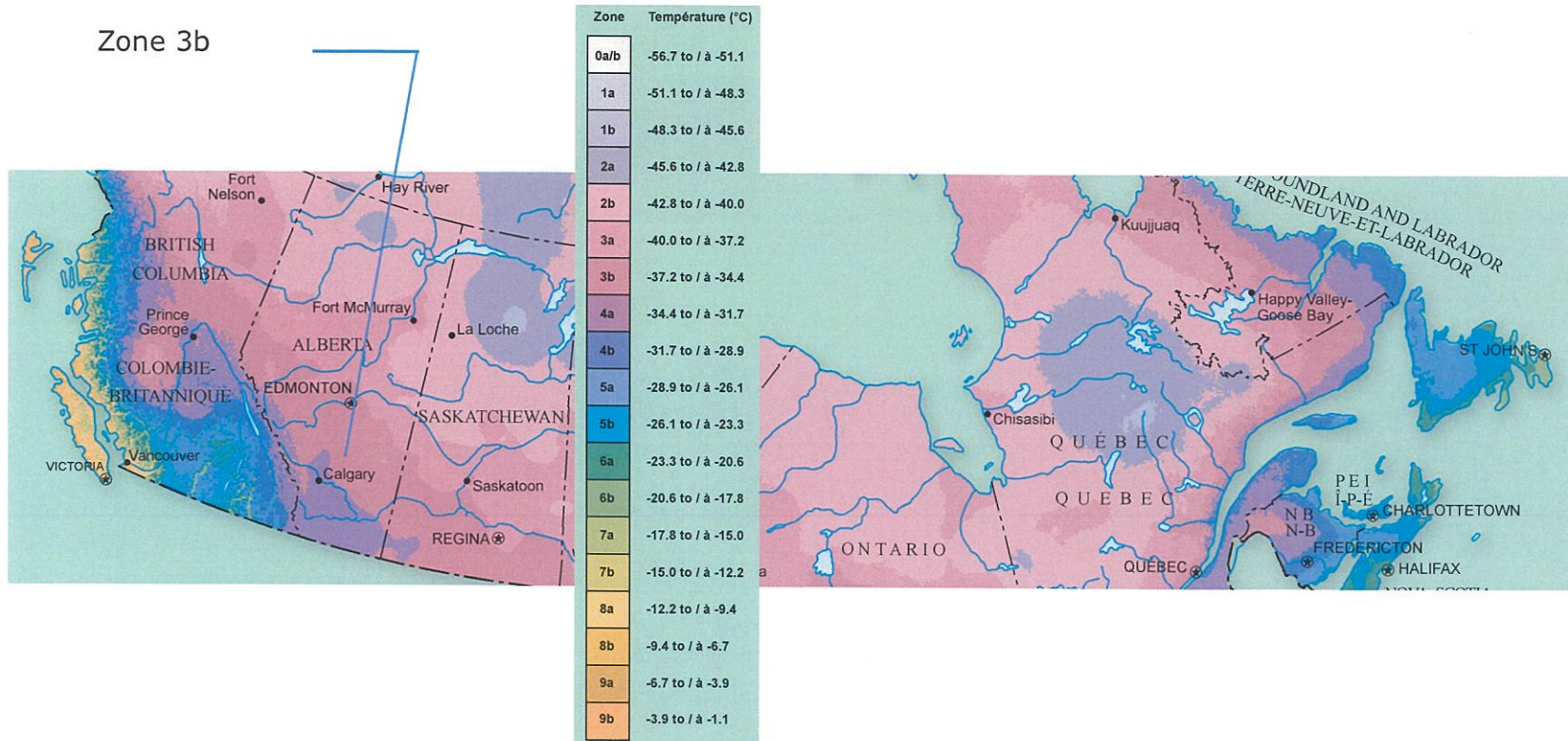
There are existing trees that conflict with the new building location. These trees will be removed. Existing trees that do not conflict with the building will remain.

The site will be graded to meet on site needs.

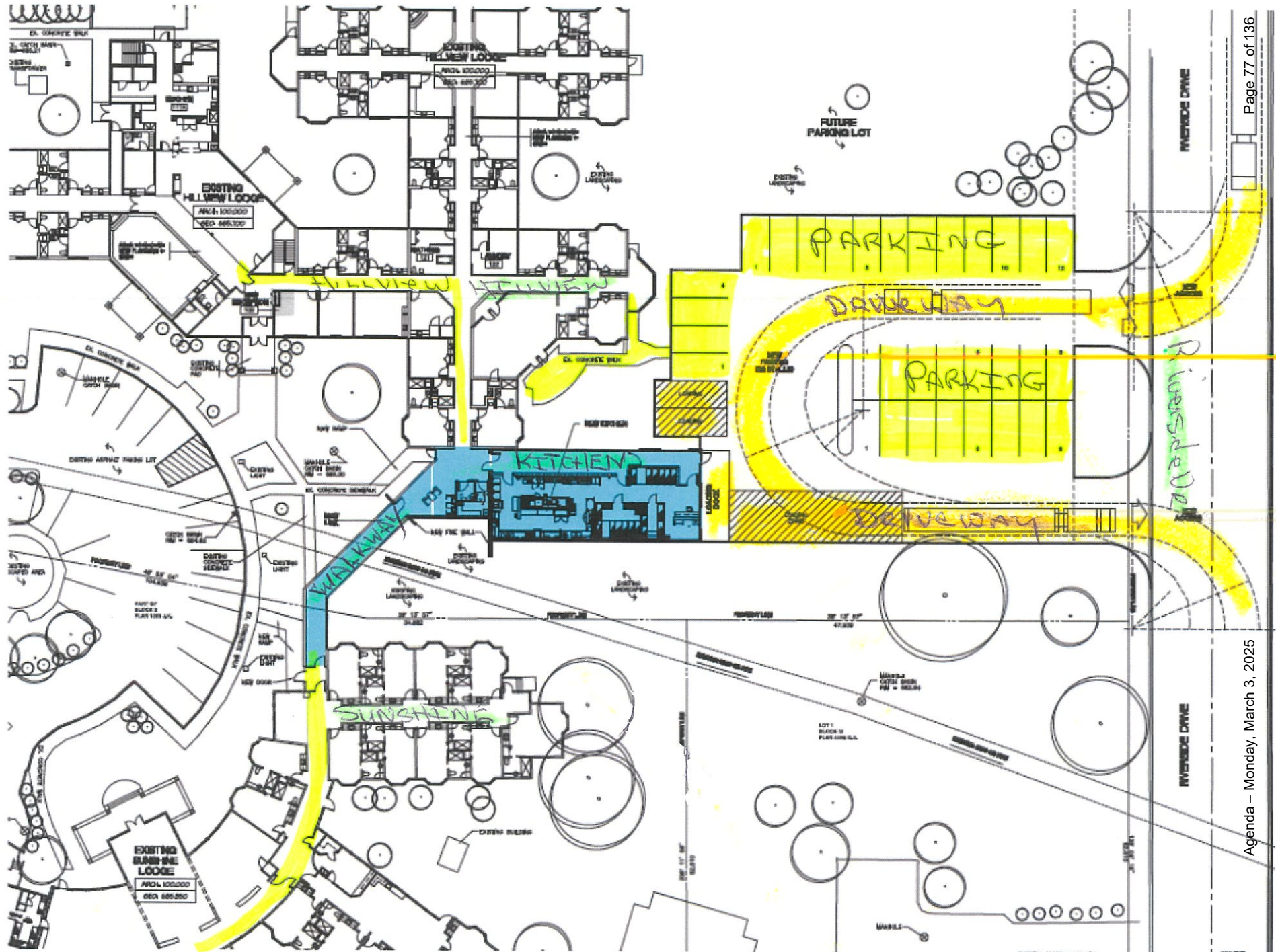
The planting zone is 3b. This zone has temperatures that could drop to -37.2°C.

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)

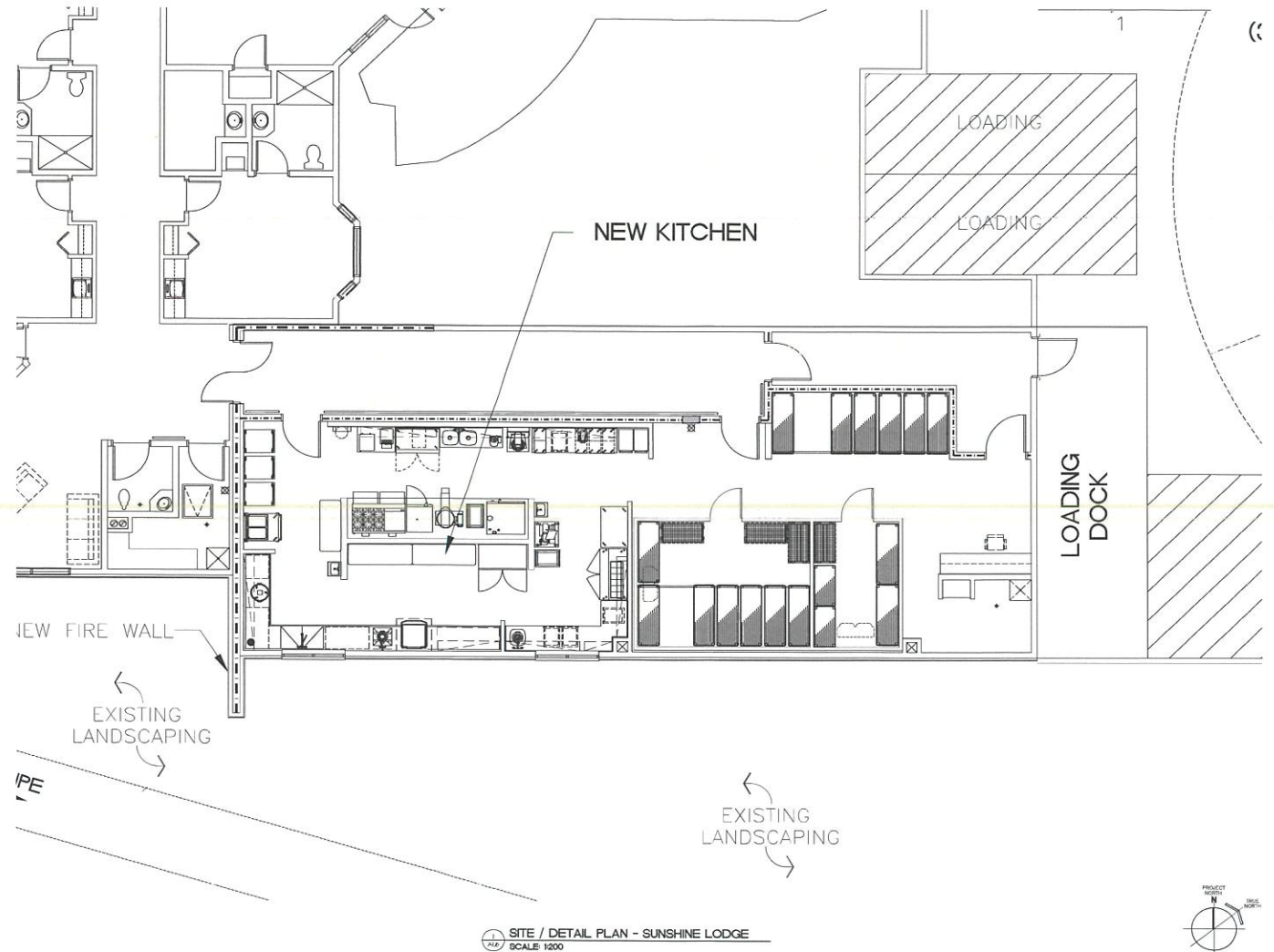
This option looks to provide a centralized kitchen to serve both Sunshine Lodge, Hillview Lodge and a future addition of up to 24 units.

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	\$9,000.00
remove & dispose of existing trees	12.00 each	\$2,500.00	\$30,000.00
remove & dispose of existing sidewalks	268.00 m2	\$25.00	\$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	\$42,662.40
Slab on grade	345.00 m3	\$300.00	\$103,500.00
Formwork	80.00 m2	\$160.00	\$12,800.00
Loading dock concrete	4.80 m3	\$300.00	\$1,440.00
TOTAL FOR DIVISION 03			\$160,402.40
Div 04 CAST STONE & MASONRY			
Concrete Block (firewall)	64.80 m2	\$475.00	\$30,780.00
TOTAL FOR DIVISION 04			\$30,780.00
Div 05 METALS			
Metal soffits & R.W.L's	81.00 m2	\$290.00	\$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

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 (server): -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?

Agenda – Monday, March 3, 2025

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.

REQUEST FOR DECISION

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

SUMMARY

On February 3, 2025, Administration presented the first and second reading for *Bylaw #05.25 – Amending Bylaw for Bylaw #36.24*.

No further recommendations were made by Council. Administration is also not recommending any further amendments.

RECOMMENDATION

That Council give third reading to *Bylaw #05.25 – Amending Bylaw for Bylaw #36.24*.

DISCUSSION

As the Bylaw is reviewed annually, at this time Administration is not making any additions to the changes in the fee schedule originally presented on February 3, 2025. If any further concerns are raised, Administration will include further recommendations to the 2026 Fees, Rates and Charges Bylaw.

FINANCIAL IMPACT

Safety Code Permits

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

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

Cemetery Fees

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

STRATEGIC POLICY ALIGNMENT

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

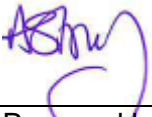
COMMUNICATION STRATEGY

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

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

MOTION:

That Council give third and final reading to Bylaw 05.25 – Amending Bylaw for Bylaw #36.24, 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 05.25
DEPARTMENT: FINANCE**

Amending Bylaw for Bylaw #36.24

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

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

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

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

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

1. SHORT NAME

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

2. AMENDMENTS

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

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

3. TRANSITIONAL

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

READ A FIRST TIME THIS 3rd DAY OF February, 2025

READ A SECOND TIME THIS 3rd DAY OF February, 2025

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

HEATHER COLBERG, MAYOR

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

SAFETY CODE PERMITS

All jurisdictions; fees effective April 1, 2025

Safety Code Council Levy

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

BUILDING PERMITS

Minimum fee

(applicable for all permits unless otherwise stated)

Residential	\$150.00
Commercial	\$200.00

Manufactured Home

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

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

New Residential Single-Family Dwelling

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

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

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

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

Multi-Housing Residential and Non-Residential

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

Demolition

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

Oil and Gas

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

ELECTRICAL PERMITS

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

New Residential Single-Family Dwelling

Based on square footage

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

Miscellaneous

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

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

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

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

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

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

GAS PERMITS

Residential

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

Miscellaneous

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

Non-Residential

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

Propane

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

PLUMBING PERMITS

Residential and Non-Residential

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

Manufactured homes – based on number of drops

PRIVATE SEWAGE DISPOSAL SYSTEMS

Residential and Non-Residential

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

DRAFT

Schedule B - 2025 Cemetery Fee Schedule (Redlined)

CEMETERY

+GST

A burial permit is required for all burials.

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

TOWN OF DRUMHELLER
BYLAW 36.24
DEPARTMENT: FINANCE / CORPORATE SERVICES

Repeals Bylaw 01.24

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

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

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

1. CITATION

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

2. PURPOSE

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

3. APPLICATION

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

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

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

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

4. SEVERABILITY

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

5. TRANSITIONAL

5.1 This Bylaw repeals Bylaw 01.24

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

READ A FIRST TIME THIS 2nd DAY OF DECEMBER 2024

READ A SECOND TIME THIS 2nd DAY OF DECEMBER 2024

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




MAYOR


CHIEF ADMINISTRATIVE OFFICER

2025 SERVICE FEE SCHEDULE
APPENDIX A

**TOWN OF
DRUMHELLER**



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ADMINISTRATION

GST included unless otherwise specified.

Account Management

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

Assessment Appeal

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

Assessment Information Request by Third Party

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

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

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

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

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

Copies of Information other than Photocopies

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

AIRPORT

+GST

Lot for own hanger

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

Commercial use of a hanger lot

\$100.00/month

Landing Fees - Based on Maximum Takeoff Weight (MTOW)

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

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

Classroom Fees Monthly

Includes use of the Internet

Monthly Seat \$100.00

Hangar Rental

Per Night \$10.00

Per Month \$200.00

Tie down Parking

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

No fees imposed up to 7 days

Starting on the 8th day \$25/month

< 2721 kilograms \$300.00/year

>2721 kilograms \$348.00/year

Ramp Lease Rates - Yearly

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

Land

Airside \$3.00/meters²

Other Fees

Fuel Flowage Fee \$0.05 per L Jet Fuel

Pavement sweeping Included in lease

Snow removal Included in lease

Loader Included in lease

ANIMAL LICENCING

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

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

BUSINESS LICENCING

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

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

CEMETERY

+GST

A burial permit is required for all burials.

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

DEVELOPMENT PERMITS

Photocopying

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

Development Permits

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

Development Appeal Fee

Member of the Palliser Intermunicipal Subdivision and Development Appeal Board

\$257.50

Compliance Certificates

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

Encroachment Agreement

Includes title search and registration \$310.00

File Review

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

Copies of Information

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

Safety Code Council Levy

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

Building Permit Fees

Manufactured Home

Placement (on blocking or piles) \$115.00

Modular Home

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

New Residential Single-Family Dwelling

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

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

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

Demolition

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

Oil and Gas

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

Electrical Permit Fees

New Residential Single-Family Dwelling

Based on square footage

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

Miscellaneous

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

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

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

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

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

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

Fire Permits

+ GST

Fire Discipline – Residential and Non-residential

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

Gas Permits

Residential

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

Miscellaneous

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

Non-Residential

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

Propane

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

Plumbing Permits

Residential and Non-Residential

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

RECREATION FACILITIES

DRUMHELLER AQUAPLEX

Rentals

GST is included in the following three listed prices

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

Pool Rentals

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

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

Scheduled Swim Group Pricing

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

Private Pool Rentals

+ GST

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

Aquaplex Admissions (per swim)

GST is included in prices listed.

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

Aquaplex Admissions (per swim)

GST is included in prices listed.

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

Swimming Lessons

Swimming lessons for children 14 and under are GST exempt.

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

MEMORIAL ARENA

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

Memorial Arena Rental Rates

+ GST

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

BALL DIAMONDS

+ GST

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

BADLANDS COMMUNITY FACILITY

Rental Definitions:

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

Banquet Hall Room Rentals + GST

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

Prepaid Parking

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

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

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

Meeting Room Rentals

+ GST

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

Recreation Space Rentals
+ GST

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

BADLANDS COMMUNITY FACILITY

Admissions

GST is included in prices listed.

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

RECREATION FACILITY MEMBERSHIPS

Drumheller Aquaplex, Memorial Arena and Badlands Community Facility

GST is included in prices listed.

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

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

Corporate Memberships

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

GST is included in prices listed.

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

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

SOCAN & RE: SOUND

+GST

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

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

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

AQUAPLEX PARKING LOT

+GST

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

BCF PARKING LOT

+GST

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

BCF OUTDOOR PARK

+GST

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

PHYSICAL PARKING PASS

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

MISCELLANEOUS

GST is included in the prices listed.

Custom Work - Infrastructure Services

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

Barricade rental deposit \$55.00

Electronic Information

Computer drafting and programming

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

Information Extraction

Per hour to extract data from electronic databases \$67.25

Search and Retrieval

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

FIRE FEES AND PENALTIES

Fire Protection Charges and Service Fees

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

REQUEST FOR DECISION

TITLE:	Community Standards Bylaw - Public Engagement & Communications Plan
DATE:	March 3, 2025
PRESENTED BY:	Trent Kure, Manager of Municipal Enforcement
ATTACHMENTS:	Schedule A – Proposed Survey Schedule B – Public Engagement Plan

SUMMARY:

Administration is currently in the process of reviewing both the Community Standards Bylaw 06.19 (CSB) and the Tourism Corridor Property Standards Bylaw 04.19 (TCPS). The desire is to bring a new and consolidated version of the two bylaws before Council later this year. However, prior to drafting this bylaw, Administration wishes to obtain feedback on community standards related issues in the form of a public engagement survey.

RECOMMENDATION:

Administration recommends Council approves the attached engagement survey and communications plan.

DISCUSSION:

The CSB is one of Municipal Enforcement’s most heavily utilized bylaws. Throughout regular usage, staff have identified areas of the bylaw where modifications would enhance clarity and interpretation. Additionally, the Town’s legal counsel has advised Administration that the presence of two bylaws that essentially regulate the same activities can create legal challenges. The CSB and the TCPS both set standards of property maintenance throughout town yet conflict with one another in certain aspects. In addition to this legal opinion, Municipal Enforcement has found that there is little practical advantage to TCPS and believes a consolidated bylaw would be the best approach moving forward. This approach also aligns with the tactics employed by other communities similar to Drumheller.

Prior to drafting a consolidated bylaw, Administration believes it would be prudent and proper to seek public feedback on community standards related issues. Given these bylaws have been in place for roughly 5 years, the public has now had an opportunity to see how these regulations impact the community at the grassroots. Feedback via a public engagement survey would allow Administration to incorporate community priorities into a future draft of a bylaw and make any edits to existing legislation in line with the community’s desired direction. Specifically, this survey is drafted to solicit public opinion on community standards related issues and gather evidence that will determine which items should be prioritized. Respondents will be asked to indicate their support levels of various issues on a scale of very important to not at all important. In addition, the survey will educate respondents about community assistance programs.

The engagement survey initiative, if approved, will launch at the Town open house on March 5. After this, it will run for 4 weeks to allow for enough time to gather responses. The survey will be available online and in-person at Town facilities, such as the Badlands Community Facility and Public Library. Additionally, members of Administration will endeavor to attend public events, such as a Downtown Community Business Association meeting, to answer any questions and seek response to the survey. Once the survey concludes, a consolidated bylaw could be drafted

and brought forward to Council later this year. From there, further engagement in the form of open houses and public hearings can be held to allow for further feedback on the proposed bylaw.

FINANCIAL IMPACT:

There is little financial impact that arises from this initiative apart from staff time in delivering surveys in-person, printing of paper, and any possible fees associated with online surveying.

STRATEGIC POLICY ALIGNMENT:

This initiative, and public engagement in general, promotes transparent decision making, good governance, and community collaboration. Public support levels for government initiatives are enhanced when stakeholders are given an opportunity to provide input into decision making. Moreover, products that are crafted with higher levels of public engagement are more likely to find sustained success.

COMMUNICATION STRATEGY:

Several vessels for communication will be utilized throughout this initiative and are laid out in greater detail in Schedule B. An in-person launch at the Towns open house on March 5 will signal the beginning of engagement. A media release supplemented by information on the Town's social media platforms and official website will also be used to announce the bylaw review and survey, so as to ensure the wider public is aware. These platforms will also be used to provide space for a digital launch of the survey. From there, surveys will be brought to in-person functions and made available at Town facilities.

MOTION:

That Council approves the community standards engagement survey and communications plan, as presented.

Trent Kure

Prepared by:
Trent Kure
Manager of Municipal
Enforcement



Reviewed by:
Greg Peters
Director of Emergency and
Protective Services



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

COMMUNITY STANDARDS BYLAW SURVEY - 2025

It has been five years since Mayor and Council passed Community Standards Bylaw 06.19. This bylaw regulates property maintenance standards, including vegetation control, accumulation of materials, and building care. It also prescribes prohibited noise hours and addresses nuisances in our neighbourhoods.

As this bylaw is now scheduled for review, we would like to gather feedback to assess the current state of public opinion on community standards. Your input will help guide future decisions.

Please indicate how important you believe regulation and enforcement is for the following items:

1. Unkept vegetation on properties

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

2. Household goods or garbage accumulation on properties

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

3. Construction material accumulation on properties

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

4. Dilapidated vehicles parked on properties

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

5. Broken windows, peeling paint, and lack of maintenance on buildings

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

6. Littering

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

7. Nuisance noise and quiet-time hours

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

8. Please rank your Community Standards issues in order of most important to least important.

First ranking will indicate your top priority, with the fifth rank being your lowest priority.

- Unkept vegetation
- Accumulation of goods and garbage
- Dilapidated vehicles
- Building maintenance
- Littering
- Nuisance noise

Current available services for property/yard maintenance

The Town of Drumheller facilitates the Healthy Aging Grant through the Town's Senior's Services. This program helps seniors with routine yard work or property maintenance.

9. Should this program apply to you, would you like to receive more information on this program?

- No
- Yes, I would like to be contacted, and I will include my full name, phone number and/or email address.

Name:

Phone Number:

Email Address:

Community Standards Bylaw

Schedule B – Public Engagement Plan

Objectives of Engagement

- **Raise Awareness:** Ensure the community understands the need for the bylaw update, and how they might affect them.
- **Gather Input:** Collect valuable feedback on the proposed bylaw changes from diverse groups within the community, including residents, business owners, and community organizations.
- **Build Trust:** Foster a transparent process to create a sense of ownership and trust among the public that their input is valued and will be incorporated into the final bylaw.
- **Ensure Accessibility:** Make sure engagement activities are accessible to all residents, including those who may face barriers to participation (e.g., language, transportation, digital literacy).

Target Audience

- **Residents:** Including homeowners, renters, and various demographic groups
- **Businesses:** Local businesses impacted by community standards (e.g., noise regulations, cleanliness, signage).
- **Community Organizations:** Drumheller Library, Drumheller and District Chamber of Commerce

Key Internal Stakeholders: CAO, Emergency and Protective Services Department, Legislative Services, Mayor and Council, Development Officer, Senior Services Coordinator

PUBLIC PARTICIPATION SPECTRUM (IAP2)

The community engagement process will follow the IAP2 Spectrum, ensuring different levels of participation throughout the bylaw review. The engagement will balance between “Inform” and Consult”.

Level 1: Inform (Providing Information to the Public)

Purpose: Raise awareness about the bylaw review and explain its scope, objectives, and importance.

Activities:

- **Media Release:** The Town of Drumheller will issue a media release and social media posts announcing the start of the bylaw review and the survey that is available.
- **Website Update:** Publish on drumheller.ca with information on the bylaw review process, the current bylaw, and proposed changes.

Level 2: Consult (Seeking Feedback on Specific Issues)

Purpose: Gather feedback from the public on their priorities regarding Community Standards (attached)

Activities:

- **Surveys (Online & Paper):** Distribute surveys to gather public opinions on specific aspects of the proposed changes, such as noise regulations, property maintenance standards, and pet policies. Provide an online survey and paper copies in accessible locations (e.g., Town Hall, library, recreation facilities).
 - **Utility Bill:** Distribute a printed 1-side copy in the March Utility Bill (mailed in April) for paper-bill subscribers to return to Town Hall at their leisure. An embedded link to the survey will be included for our digital subscribers.
- **Information Sessions:** Host a table at the Public Information Open House on Wednesday, March 5, to distribute the survey and engage with residents about the Community Standards Bylaw.
- **Stakeholder Meetings:** Host targeted focus groups through the Community Business Association with Valley businesses.
- **Public Hearings:** a public hearing will be held after the first reading of an updated Community Standards Bylaw to receive feedback from the public.

4. Closing the Loop

Review and Analyze Public Feedback

- Compile and review all the feedback gathered from community members, stakeholders, surveys, public meetings, or other engagement methods.
- Identify key themes, concerns, and suggestions that were consistently raised.
- Categorize the feedback into relevant topics (e.g., noise, zoning, property maintenance).

Report Outcomes

- Prepare a clear summary or report on how public input was collected, analyzed, and incorporated into the review.
- Highlight any changes or amendments made to the draft bylaw based on the community's input.
- Share the findings with the public in a transparent and accessible format, such as drumheller.ca, and at the public hearing.

Communicate the Final Decision

- Announce the final approval of the bylaw and provide a summary of how community feedback influenced the final version.
- Upload the final copy on the website and share with the community where they can find it.