



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, March 17, 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 17, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the March 17, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the March 3, 2025, Regular Council Meeting**

[Regular Council Meeting – March 3, 2025 – Draft Minutes](#)

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

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. PUBLIC HEARING AT 5:30 PM

6.1 **Proposed Bylaw 07.25 – Nacmine 5th Street Road Closure Bylaw**

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

7. Public Participation – Written Submissions
8. Final Comments
9. Mayor to Call for Public Hearing to Close

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

7.1.1 **2025 Municipal Election – Bylaw 13.25 – Election Bylaw (3rd Reading)**

[Request-for-Decision
\(Draft\) Bylaw #13.25 – Election Bylaw - \(3rd Reading\)](#)
[Bylaw #12.21 – Election Bylaw](#)
[2025 Municipal Election – Important Dates](#)

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

7.1.2 **Lehigh Road Closure Bylaw #33.24 (2nd Reading)**

[Request-for-Decision](#)
[Lehigh Road Closure Bylaw #33.24 \(2nd Reading\)](#)

Proposed Motion: That Council give second reading to Bylaw #33.24 – Lehigh Road Closure, as presented.

Proposed Motion: That Council give third and final reading to Bylaw #33.24 – Lehigh Road Closure, as presented.

7.1.3 **Extend Leave of Absence – Councillor Hansen - Zacharuk**

[Request-for-Decision](#)

Proposed Motion: That Council permit a leave of absence with pay due to medical reasons as per Section 174(2) of the *Municipal Government Act* for an 8-week period commencing March 17, 2025, and ending May 5, 2025.

7.1.4 **Managed IT Services**

[Request-for-Decision](#)

Proposed Motion: That Council award the contract for Managed IT Services to Reality Bytes Incorporated for a five-year term, with the possibility of two one-year extensions.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

7.2 Director of Corporate and Community Services

7.2.1 Financial Guarantee Request for Habitat Offsetting (Flood Mitigation Project)

[Request-for-Decision](#)

[\(Draft\) Bylaw 14.25 – Line of Credit Borrowing Bylaw](#)

[Bylaw 01.23 – Authorization for Borrowing Bylaw](#)

Proposed Motion: That Council give first reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

Proposed Motion: That Council give second reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

Proposed Motion: That Council give unanimous consent for third and final reading of the Line of Credit Borrowing Bylaw 14.25.

Proposed Motion: That Council give third and final reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

7.2.2 Supplementary Assessment Bylaw 16.25

[Request-for-Decision](#)

[Bylaw 13.24 - Supplementary Assessment Bylaw](#)

[\(Draft\) Bylaw 16.25 - Supplementary Assessment Bylaw](#)

Proposed Motion: That Council give first reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

Proposed Motion: That Council give second reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

Proposed Motion: That Council give unanimous consent for third and final reading of Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

Proposed Motion: That Council give third and final reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

7.2.3 Assessment Services Contract Extension

[Request-for-Decision](#)

Proposed Motion: That Council extend the contract with Wild Rose Assessment Services for the provision of assessment services for two years ending March 31, 2027, based on their proposed fee structures.

Proposed Motion: That Council appoints Mr. Riley Kloss as designated assessor for the Town of Drumheller.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

8. CLOSED SESSION

9. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, March 3, 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 (regrets)
Councillor Tom Zariski
Councillor Lisa Hansen-Zacharuk (regrets –
on leave)

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

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Zariski informed residents about the Drumheller & Area Health Foundation's fundraising gala which will be held on March 29, 2025. This year's theme will be an Indian celebration with food provided by local restaurants and there will be entertainment from Calgary. For tickets, please go to the Foundation office at the Drumheller Health Centre, or see Councillor Zariski.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

M2025.62 Moved by Councillor Kolafa, Councillor Price
That Council adopt the amended agenda for the March 3, 2025, Regular Council Meeting.

Cllr Kolafa noted item 9.2 should read Director of Corporate and Community Services instead of Chief Administrative Officer.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – February 18, 2025 – Draft Minutes

M2025.63 Moved by Councillor Kolafa, Councillor Lacher
That Council approve the minutes for the February 18, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. PUBLIC HEARING

9. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 4:11

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

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

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #13.25 – Election Bylaw; Bylaw #12.21 – Election Bylaw; 2025 Municipal Election – Important Dates.

M2025.64 Moved by Councilor Zariski, Councillor Kolafa
That Council give first reading to Election Bylaw #13.25, as presented.

CARRIED UNANIMOUSLY

M2025.65 Moved by Councillor Lacher, Councillor Price
That Council second reading to Election Bylaw #13.25, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachment: Request-for-Decision.

M2025.66 Moved by Councillor Lacher, Councillor Price
That Council appoint Mitchell Visser as the Returning Officer for the 2025 Municipal Election.

CARRIED UNANIMOUSLY

M2025.67 Moved by Councilor Zariski, Councillor Kolafa
That Council appoint Angela Keibel as the Substitute Returning Officer for the 2025 Municipal Election.

CARRIED UNANIMOUSLY

9.1.3 Oath of Returning Officer

Agenda Attachments: Oath of Returning Officer – M. Visser; Oath of Returning Officer – A. Keibel.

Mitchell Visser and Angela Keibel each swore the Oath of Office for the position of Returning Officer for the Town of Drumheller 2025 Municipal Election in front of Mayor Colberg.

9.1.4 Nacmine Hunter Drive Land Designation

Agenda Attachment: Request-for-Decision; Nacmine Community Information Package; (Draft) Bylaw #12.25 – Nacmine Hunter Drive Land Designation.

M2025.68 Moved by Councillor Lacher, Councillor Price
That Council gives first reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

CARRIED UNANIMOUSLY

M2025.69 Moved by Councillor Kolafa, Councillor Price
That Council gives second reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

CARRIED UNANIMOUSLY

M2025.70 Moved by Councillor Lacher, Councillor Kolafa
That Council gives unanimous consent for third reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

CARRIED UNANIMOUSLY

M2025.71 Moved by Councilor Zariski, Councillor Kolafa
That Council gives third and final reading to Bylaw #12.25 – Nacmine Hunter Drive Land Designation, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachments: 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.

M2025.72 Moved by Councillor Kolafa, Councillor Price
That Council give first reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY.

M2025.73 Moved by Councilor Zariski, Councillor Lacher
That Council give second reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY.

M2025.74 Moved by Councillor Lacher, Councillor Price
That Council give unanimous consent for third and final reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY.

M2025.75 Moved by Councillor Price, Councillor Kolafa
That Council give third and final reading to Bylaw 15.25 - Drumheller Municipal Airport Bylaw (DMAC) and Livery Transport Repealing Bylaw, as presented.

CARRIED UNANIMOUSLY.

G. Peters left the meeting at 5:07 PM.

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

Agenda Attachments: Request-for-Decision; DDSF Letter dated January 31, 2025;

Proposed Sunshine Hillview New Kitchen Plan; Inspection Report – Sunshine Lodge – Food Services.

- M2025.76** Moved by Councillor Lacher, Councillor Kolafa
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.

CARRIED UNANIMOUSLY

G. Peters returned to the meeting at 5:12 PM.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

YouTube Timestamp: 44:59

9.2 Director of Corporate and Community Services

9.2.1 Fees, Rates and Charges Bylaw Amending Bylaw #05.25

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #05.25 – Amending Bylaw for Bylaw #36.24 (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.

- M2025.77** Moved by Councillor Price, Councillor Kolafa
That Council give third and final reading to Bylaw 05.25 – Amending Bylaw for Bylaw #36.24, as presented.

CARRIED UNANIMOUSLY.

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

YouTube Timestamp: 46:46

9.3 Director of Emergency and Protective Services

9.3.1 Community Standards Bylaw - Public Engagement & Communications Plan

Agenda Attachments: Request-for-Decision; Schedule A – Proposed Survey; Schedule B – Public Engagement Plan.

- M2025.78** Moved by Councillor Price, Councillor Kolafa
That Council approves the community standards engagement survey and communications plan, as presented.

CARRIED UNANIMOUSLY.

INFRASTRUCTURE SERVICES

10. CLOSED SESSION

11. ADJOURNMENT

M2025.79 Moved by Councillor Lacher, Councillor Price
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 5:31 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Election Bylaw #13.25 (third reading)
DATE:	March 17, 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 (third reading) Bylaw #12.21 – Election Bylaw

SUMMARY:

On March 3, 2025, Council gave first and second reading to Election Bylaw #13.25. The proposed Election Bylaw is intended to repeal and replace Election Bylaw #12.21 and to establish certain modifications to the election process, as determined by Council and permitted by the *Local Authorities Election Act*.

There were no changes or outstanding questions from the second reading of Bylaw #13.25 on March 3, 2025. Therefore, Administration is recommending that Council give third and final reading to the Election Bylaw as presented.

RECOMMENDATION:

That Council give third and final reading to Election Bylaw #13.25, as presented.

DISCUSSION:

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.

These modifications have been separated into three (3) categories within this RFD:

- 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).

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.

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.

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 third and final reading to Election Bylaw #13.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



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:

1. 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 0Y4.

7. VOTING HOURS

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

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 1 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 PM 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 3rd DAY OF March, 2025

READ A SECOND TIME THIS 3rd DAY OF March, 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:	Lehigh Road Closure Bylaw #33.24 (2 nd Reading)
DATE:	March 17, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., CAO
ATTACHMENT:	Lehigh Road Closure Bylaw #33.24 (2 nd Reading)

SUMMARY:

Bylaw #33.24 underwent first reading on October 21, 2024, and a public hearing was held for the Bylaw on November 18, 2024. There were no participants or submissions for the Public Hearing. The Bylaw was sent to Alberta Transportation for review following the Public Hearing and was approved and returned on February 25, 2025.

As no further concerns regarding the Road Closure have been brought forward since first reading, Administration recommends that Council give second and third reading to Bylaw #33.24 and proceed with the closure of streets and lanes in Lehigh.

RECOMMENDATION:

That Council gives second and third reading to Lehigh Road Closure Bylaw #33.24 and proceeds with the closure of the public rights of way.

DISCUSSION:

As part of the Town’s Flood Mitigation Project and provincial funding agreement, 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 wherever feasible. However, it has been determined by engineering studies that it was not feasible to protect the neighbourhood of Lehigh from flooding by earth berms due to sandy subsoil conditions which allows the transfer of high river water through the porous sandy soils resulting in flooding by percolation.

The Government of Alberta has provided the Town of Drumheller funding for the purchase of all property within the Lehigh District to remove the improvements from this area and convert it into an Environmental Reserve. since the Town is now the registered owner of all the lots within the Lehigh neighbourhood, the Town can now move forward with closing the public roads and converting the land into an Environmental Reserve.

The Town of Drumheller is already in the process of restoring the land to their natural state and transforming it into an Environmental Reserve. This includes removing old roadways, utilities, and planting additional trees.

All lands in the neighbourhood of Lehigh will be converted into an Environmental Reserve to align with the requirements of this project. As defined by Section 664(1) of the *Municipal Government Act*, an Environmental Reserve is land not suitable for development and contains features such as swamps, gullies, ravines, coulees, floodplains, or land adjacent to a body of water. ERs are used to preserve natural features of land, prevent pollution, ensure public access, and prevent the development of land that is subject to flooding or unstable soil conditions.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

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

- a) newspaper ads in the Drumheller mail, running the weeks of October 30 and November 5, 2024.
- a) letters to adjacent properties within 200 metres of the proposed road closures; and,
- b) on the Town of Drumheller website as a media release and on the Town calendar.

Once the Bylaw has been passed by Council, the Road Closure will be registered with Land Titles.

MOTION:

That Council give second reading to Bylaw #33.24 – Lehigh Road Closure, as presented.

MOTION:

That Council give third and final reading to Bylaw #33.24 – Lehigh Road Closure, as presented.

Prepared by:
Mitchell Visser
Manager of Legislative Services

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

**TOWN OF DRUMHELLER
BYLAW NUMBER 33.24
DEPARTMENT: DEVELOPMENT**

Lehigh Road Closure

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing certain public Streets and Lanes in the Lehigh District as depicted on the attached:

SCHEDULE – A

affecting River Road, Second Avenue, Third and Fourth Streets West and Lanes in Blocks 2, 3 and 5 on Plan 8168 F.S.

and

Second Avenue and Second Street West on Plan 881 0626

all within the

N.E. 1/4 Sec. 31, in Township 27, Range 18, West of the 4th. Meridian.

(hereinafter referred to as "the said lands")

to public travel and acquiring title to the said lands in the name of the TOWN OF DRUMHELLER pursuant to Section 22 of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, as amended and dedicating the said lands as Environmental Reserve.

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 wherever feasible, and

WHEREAS; it has been determined by engineering studies that it was not feasible to protect the District of Lehigh from flooding by earth berms due to sandy subsoil conditions which allow the transfer of high river water through the porous sandy soils resulting in flooding by percolation, and

WHEREAS; since the Town is now the registered owner of all lots abutting the lands depicted on said Schedule – 'A' and the said lands are no longer required for public streets, nor will they be required for public streets in the foreseeable future; and

WHEREAS; the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by these street/lane closures; and

WHEREAS; a notice of these street/lane closures were published in the Drumheller Mail once a week for two consecutive weeks; on *October 30, 2024* and again on *November 06, 2024* the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

WHEREAS; the Council of the Town of Drumheller held a public hearing on the day of *November 18, 2024*, 2024 at their regular or special meetings of Council in which all interested parties were provided an opportunity to be heard;

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta hereby enacts to close the said lands depicted on the attached Schedule – ‘A’ and more particularly described as lying within:

PLAN
BLOCK - 6
LOT 1ER (ENVIRONMENTAL RESERVE)
EXCEPTING THEREOUT ALL MINES AND MINERALS

to public travel and acquiring titles to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of; 224 Centre Street, DRUMHELLER, Alberta T0J 0Y4 pursuant to Sections 22 of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended and concurrently dedicating said lands to Environmental Reserve.

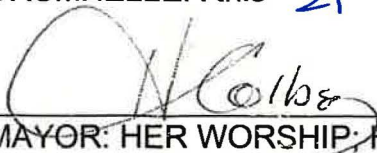
SHORT TITLE

This Bylaw may be cited as the “Lehigh Road Closure”

TRANSITIONAL

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


READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN DRUMHELLER this *21* day of *October* 2024.


MAYOR: HER WORSHIP: HEATHER COLBERG


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



APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

 Seal

Approved this <u>18</u> day of <u>February</u> , <u>2025</u>
--

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

**READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 202_.**

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

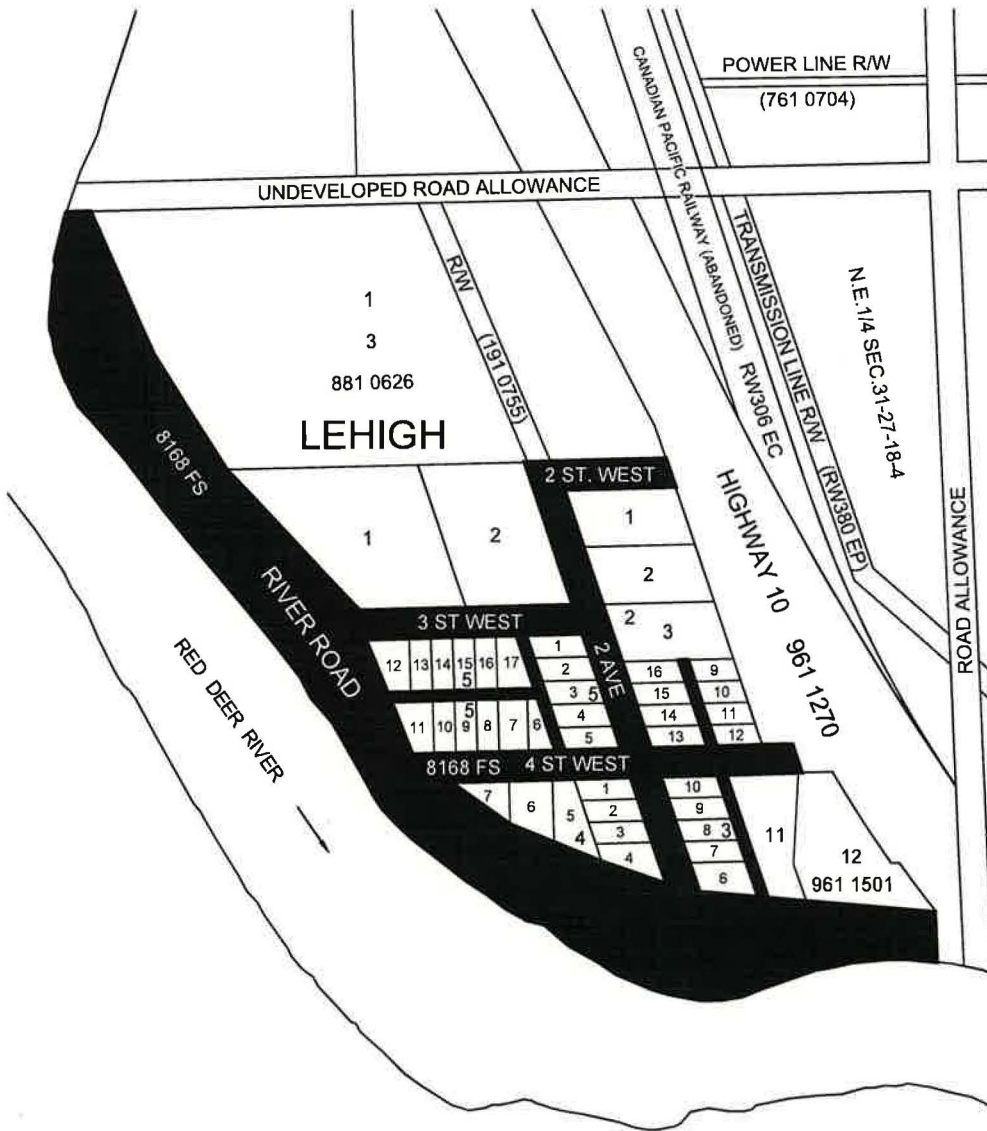
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

**READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 202_.**

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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



LEHIGH DISTRICT
DRUMHELLER, ALBERTA

DRUMHELLER FLOOD MITIGATION PROJECT
PLAN SHOWING PROPOSED STREETS and
LANES

TO BE CLOSED BY
BY-LAW NO. 33.24.....

AFFECTING RIVER ROAD, SECOND AVENUE,
THIRD and FOURTH STREETS WEST, and
LANES IN BLOCKS 2, 3 and 5 ON PLAN
8168 F.S.

AND
SECOND AVENUE and SECOND STREET WEST
ON PLAN 881 0626

ALL WITHIN THE
N.E. 1/4 SEC. 31, IN TOWNSHIP 27,
RANGE 18, WEST OF THE 4TH MERIDIAN



SCALE= 1:5000 -2024- W.R. HUNTER, A.L.S.

LEGEND:

AREA TO BE CLOSED BY THIS BY-LAW
SHOWN THUS:.....



0	11 SEPTEMBER 2024	ISSUED	HUNTER SURVEY SYSTEMS LTD. CALGARY, ALBERTA FILE: 20-035 (Lehigh)
NO.	DATE	DETAIL	

REQUEST FOR DECISION

TITLE:	Extend Leave of Absence – Councillor Hansen - Zacharuk
DATE:	March 17, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	N/A

SUMMARY:

As a result of unforeseen circumstances, Councillor Hansen-Zacharuk was granted a leave of absence from her role from January 20 to March 17, 2025. Section 174(2) of the *Municipal Government Act, R.S.A. 2000 M-26 (MGA)* allows for such an absence if authorized by a resolution of Council.

Councillor Hansen-Zacharuk is requesting an 8-week extension of her leave of absence.

RECOMMENDATION:

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

DISCUSSION:

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

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

This aligns with Council’s priority of good governance.

COMMUNICATION STRATEGY:

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

MOTION:

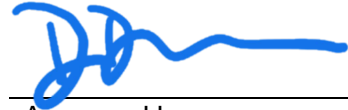
That Council permit a leave of absence with pay due to medical reasons as per Section 174(2) of the *Municipal Government Act* for an 8-week period commencing March 17, 2025, and ending May 5, 2025.



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

REQUEST FOR DECISION

TITLE:	Managed IT Services
DATE:	March 17, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	N/A

SUMMARY:

The Managed IT Services contract for the Town of Drumheller expired on January 31, 2025. Since January, The Town of Drumheller has been renewing the current Managed IT Services agreement on a monthly basis until a new contract can be signed.

On February 4, 2025, a Request for Proposal (RFP) was issued in order to find a new Managed IT service provider through a competitive procurement process. A three-person evaluation panel evaluated the proposals based on the predefined criteria within the RFP. The highest-rated proposal was Reality Bytes Incorporated, who is the current Managed IT Services provider for the Town of Drumheller.

RECOMMENDATION:

That Council award the contract for Managed IT Services to Reality Bytes Incorporated for a five-year term, with the possibility of two one-year extensions.

DISCUSSION:

The IT Managed Services contract was due for renewal as of January 31, 2025, and a formal competitive bidding process was required. The Town of Drumheller posted an RFP on February 4, 2025, which was available to potential suppliers for 23 days. A total of 74 suppliers expressed interest, with 17 formal submissions received, representing a 23% submission rate.

A three-person evaluation committee was formed to review and score the proposals based on a 30/70 cost-to-technical evaluation split. The technical evaluation involved a review of the proponents' qualifications and experience, the completeness of the proposal and the availability of the proponent to provide services to the Town. Based on both the technical evaluation and cost evaluation, the top three proponents were determined as follows:

Company Name	Evaluation Weighting
RealityBytes Inc.	94
ITopia Corporation	82
The ITeam Ltd.	78

Based on the evaluation results, Reality Bytes Incorporated scored the highest, demonstrating a strong ability to not only maintain the Town's current IT infrastructure but also to support future IT needs, including proactive maintenance, network support, and critical security services. The proposal was also aligned with the Town's long-term IT asset lifecycle management goals.

FINANCIAL IMPACT:

The IT Managed Services contract costs \$177,600.00 per year, with annual price increases based on the average Canadian Consumer Price Index (CPI) increase from the previous year. This is expected to be about 2% annually for the life of the five-year contract. This contract includes the provision of a web based learning management system, help-desk remote support and online ticketing system, bi-weekly planning sessions, network operations support, backup and disaster recovery, and 96 hours of onsite support.

The Town of Drumheller has budgeted \$154,500.00 for Managed IT Services in 2025, not including A/V support costs for council and other meetings. The unplanned budgetary impact of \$23,100 will be included in the amended budget presented to Council in April 2025, along with other forecasted assumptions.

STRATEGIC POLICY ALIGNMENT:

This contract aligns with the Town’s strategic objectives to invest in professional services that will provide high-quality expertise in maintaining and improving the Town’s IT infrastructure. This ensures the continuity of operations and enhances the Town’s ability to adapt to future technological needs while minimizing risks and disruptions.

COMMUNICATION STRATEGY:

Upon Council’s approval, the Town will formally communicate the award to Reality Bytes Incorporated and notify the other proponents of the outcome. Additionally, the Town will update relevant internal stakeholders and ensure a smooth transition to the new contract.

MOTION:

That Council award the contract for Managed IT Services to Reality Bytes Incorporated for a five-year term, with the possibility of two one-year extensions.



Prepared by:
Connor Schweder
Junior Project Manager



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Darryl Drohomerski
Chief Administrative
Officer



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

REQUEST FOR DECISION

TITLE:	Financial Guarantee Request for Habitat Offsetting (Flood Mitigation Project)
DATE:	March 17, 2025
PRESENTED BY:	Victoria Chan, CPA, CGA, LL. B, LL.M Chief Financial Officer/Director of Corporate and Community Services
ATTACHMENTS:	(Draft) Bylaw 14.25 – Line of Credit Borrowing Bylaw Bylaw 01.23 – Authorization for Borrowing Bylaw

SUMMARY:

Construction of the Nacmine and Rosedale-Scarlett berms in 2025 requires an Authorization from Fisheries and Oceans Canada (DFO). The Authorization is contingent upon the Town providing the guarantee of offsetting impacted aquatic and riparian habitat. DFO requires that the Town provide a financial guarantee in the amount of an estimated offsetting cost (\$213,803.60) that the work will be completed. This guarantee is considered a form of financial Security, much like a Performance Bond from a Surety.

RECOMMENDATION:

Administration recommends Council gives all three readings to Bylaw 14.25 – Line of Credit Borrowing Bylaw and repeals Bylaw 01.23. The total amount includes the pre-existing line of credit of \$10 million as authorized under Bylaw 01.23. The total borrowing requirement includes two letters of credit (LOC) totaling \$310,000 as per the DFO’s request.

DISCUSSION:

Construction of the Nacmine and Rosedale-Scarlett berms in 2025 will impact riparian areas along the Red Deer and Rosebud River and small sections of bed and shore. To proceed with this work near the rivers, an Authorization was required from Fisheries and Oceans Canada (DFO). The Authorization is contingent upon a habitat offsetting plan that the Town proposed, of which the DFO has accepted. This Plan will offset the loss of impacted habitats through revegetation of other riparian areas along the Red Deer River and by supporting research on aquatic species inventories in the Rosebud River. As per their standard practice, DFO requires a financial guarantee from the Town that the proposed offset work will be completed. The amount of the financial guarantee is equal to the estimated cost of completing the offsetting works at \$213,803.60.

Offsetting work will be completed in 2025 and monitored for a 2-year period. DFO may require the financial guarantee to be in place for up to 5 years, however, typically the funds are released within 2-3 years provided the habitat offsetting work has been a success. The Town are leveraging the new LOC of \$213,833.60 with a Guaranteed Income Certificate (GIC) investment security with Scotiabank to act as collateral for the DFO’s required financial guarantee.

In 2023, DFO requested an LOC from the Town valued at \$68,539 for financial guarantee for the habitat offsetting work near Willow Estates (Authorization 23-HCAA-00991). Habitat offsetting has been completed as agreed under the DFO Authorization and is currently undergoing monitoring. The Flood Mitigation Office will request a release of financial guarantee from DFO in spring 2025.

Due to the urgency of such request, the new LOC has been issued to DFO as beneficiary in mid-February 2025, and the Council is asked to approve this request post factum.

FINANCIAL IMPACT:

The proposed Bylaw 14.25 will authorize Administration to replace the existing \$10 million line of credit plus the two Letters of Credit with Scotiabank on behalf of the Town. The line of credit will be drawn as needed. The debt servicing costs from this borrowing will be funded through the operating budget. An additional \$310,000 is the total LOC limit that has been required for the berm project as per the DFO's request.

Interest on the line of credit is accrued at the bank's prime lending rate minus 0.75%. The prime rate at the writing of this report is 5.20% per annum (latest change on January 29, 2025)

STRATEGIC POLICY ALIGNMENT:

Approving the use of Town's guarantee (as contingent liability) for financial guarantee to DFO aligns with Council's strategic priority to protect Drumheller from future flooding through a proactive, sustainable, flood-mitigation strategy and the completion of flood mitigation project. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

COMMUNICATION STRATEGY:

The public will be notified of upcoming habitat offsetting work through social media and monthly newsletters.

MOTION:

That Council give first reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

MOTION:

That Council give second reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

MOTION:

That Council give unanimous consent to third and final reading of the Line of Credit Borrowing Bylaw 14. 25.

MOTION:

That Council give third and final reading to the Line of Credit Borrowing Bylaw 14.25, as presented.



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



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

TOWN OF DRUMHELLER
BYLAW NUMBER 14.25
DEPARTMENT: FINANCE

REPEALS BYLAW 01.23

A BYLAW OF THE TOWN OF DRUMHELLER FOR THE PURPOSE OF BORROWING MONIES AS PERMITTED BY SECTION 256 OF THE *MUNICIPAL GOVERNMENT ACT*.

WHEREAS the Council of the Town of Drumheller (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Covering operating or capital expenses pending the collection of monies growing due; and.

Covering capital expenditures for projects waiting to be funded with long-term debt funding.

NOW, THEREFORE, pursuant to the provisions of the *Municipal Government Act, RSA 2000, Chapter M-26* it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Borrowing Bylaw #14.25."

2. DEFINITIONS

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

- a) "*Act*" mean the *Municipal Government Act, RSA 2000, c M-26*, as amended from time to time and successor legislation:
- b) "*Bylaw*" means this Borrowing Bylaw, as amended from time to time, and it's successor legislation;
- c) "*Town*" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town*, as the context may require.

3. PURPOSE

3.1 The Corporation borrow from Scotiabank up to the principal sum of \$10.31 million repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Scotiabank, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

3.2 The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:

- (a) to apply to Scotiabank for the aforesaid loan to the Corporation and to arrange with Scotiabank the amount, terms and conditions of the loan and security or securities to be given to Scotiabank;
 - (b) as security for any money borrowed from Scotiabank:
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to Scotiabank all such securities and promises as Scotiabank may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of Scotiabank of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to Scotiabank the security or securities required by it.
- 3.3 The source or sources of money to be used to repay the principal and interest owing under the borrowing from Scotiabank are: Taxes, reserves, grants, etc.
- 3.4 The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in *The Municipal Government Act, RSA 2000*, Chapter M-26.
- 3.5 In the event that *The Municipal Government Act, RSA 2000*, Chapter M-26 permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and Scotiabank is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligations executed by the officers designated in paragraph 2 hereof and delivered to Scotiabank will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and Scotiabank will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

4. TRANSITION

- 4.1 This *Bylaw* shall come into force and effect when it receives third reading and is duly signed and sealed.
- 4.2 Bylaw No. 01.23 is hereby repealed.

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

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER
BYLAW NUMBER 01.23
DEPARTMENT: FINANCE

REPEALS BYLAW 11.20

A BYLAW OF THE TOWN OF DRUMHELLER for the Purpose of Borrowing Monies as Permitted by Section 256 of the Municipal Government Act.

WHEREAS the Council of the Town of Drumheller (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Covering operating or capital expenses pending the collection of monies growing due.

Covering capital expenditures for projects waiting to be funded with long-term debt funding.

NOW THEREFORE pursuant to the provisions of *The Municipal Government Act, RSA 2000, Chapter M-26* it is hereby enacted by the Council of the Corporation as a bylaw that:

1. The Corporation borrow from Scotiabank up to the principal sum of \$10,000,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Scotiabank, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to Scotiabank for the aforesaid loan to the Corporation and to arrange with Scotiabank the amount, terms and conditions of the loan and security or securities to be given to Scotiabank;
 - (b) as security for any money borrowed from Scotiabank
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to Scotiabank all such securities and promises as Scotiabank may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of Scotiabank of all or any property, real or personal, moveable or immovable, now or

hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to Scotiabank the security or securities required by it.

3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from Scotiabank are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in *The Municipal Government Act, RSA 2000, Chapter M-26*.
5. In the event that *The Municipal Government Act, RSA 2000, Chapter M-26* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and Scotiabank is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligations executed by the officers designated in paragraph 2 hereof and delivered to Scotiabank will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and Scotiabank will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

CITATION

1. This bylaw shall be known as the Line of Credit Borrowing Bylaw 01.23

TRANSITIONAL

1. Town of Drumheller Bylaw No. 11.20 is hereby repealed.
2. This Bylaw comes into force on the date of the third and final reading.

READ A FIRST TIME THIS 9th DAY OF JANUARY, 2023.

READ A SECOND TIME THIS 9th DAY OF JANUARY, 2023.

GIVEN UNANIMOUS CONSENT FOR THIRD READING THIS 9th DAY OF JANUARY, 2023.

READ A THIRD TIME AND PASSED THIS THIS 9th DAY OF JANUARY, 2023.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Bylaw 16.25 Supplementary Assessment
DATE:	March 17, 2025
PRESENTED BY:	Victoria Chan, CPA, CGA, LL. B, LL.M Chief Financial Officer Director of Corporate and Community Services
ATTACHMENTS:	Bylaw 13.24 Supplementary Assessment (Draft) Bylaw 16.25 Supplementary Assessment

SUMMARY:

Like other municipalities in Alberta, the Town levies taxes twice a year for any properties that have either been destroyed or are have been constructed and completed within the first six months of the given year. The majority of properties only receive a singla tax notification as there are no changes to buildings on the parcel. The general tax levy is levied in the spring and is based on annual assessments prepared as of December 31 of the previous year. The general tax levy does not consider the portion of properties destroyed or constructed and completed after December 31 of the previous year.

To account for these properties and ensure fairness and equity amongst all properties, the Town issues a supplementary tax levy each year to account for improvements completed after December 31. This incremental tax only applies to the period from completion to the end of the year.

RECOMMENDATION:

That Council give first, second, and third readings to Bylaw 16.25 – Supplementary Assessment as presented.

DISCUSSION:

A municipality may pass a bylaw that allows it to assess improvements added to, or subtracted from, land after December 31 and collect property taxes on them for a portion of the current year. To do this, the assessor for the municipality must determine the value of the new improvements added since December 31 of the previous year. This assessed value is then placed on the supplementary assessment roll. The supplementary assessment roll is used to produce supplementary assessment notices.

Supplementary assessment notices must be sent to assessed persons before the end of the calendar year. Property taxes based on the supplementary assessment are pro-rated to reflect only the portion of the year the new improvement is completed, occupied, or in operation in the municipality.

The Town has always levied a supplementary tax via a supplementary assessment bylaw. The requirement under the legislation is to approve such a bylaw on an annual basis. Bylaw 16.25 has been prepared for the 2025 tax year and is consistent with the legislative authority provided as per section 313 of the *Municipal Government Act* (MGA).

Furthermore, this Bylaw will be in effect in subsequent years until it is being repealed. This is permitted as per section 325.1 of the MGA. As a result, Council does not need to pass a Bylaw on an annual basis to this effect.

FINANCIAL IMPACT:

In 2024, Administration reassessed additional taxes of \$2,209.30 for residential and \$122,364.69 for commercial properties (including the linear property). Administration projects additional \$5,000 to \$6,000 property tax due to reassessment for 2025.

STRATEGIC POLICY ALIGNMENT:

Good governance and fiscal sustainability are key requirements for maintaining Town operations.

COMMUNICATION STRATEGY:

Once Bylaw 16.25 receives three readings, a certified copy will be uploaded to the Town website at www.drumheller.ca.

MOTION:

That Council give first reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

MOTION:

That Council give second reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

MOTION:

That Council give unanimous consent for third and final reading of Bylaw 16.25 - Supplementary Assessment Bylaw.

MOTION:

That Council give third and final reading to Bylaw 16.25 - Supplementary Assessment Bylaw as presented.

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

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

TOWN OF DRUMHELLER
BYLAW NUMBER 13.24
DEPARTMENT: FINANCE

Repeals Bylaw 02.23

BEING A BYLAW TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT FOR IMPROVEMENTS WITHIN THE TOWN OF DRUMHELLER FOR THE PURPOSE OF IMPOSING A TAX UNDER PART 10 OF THE MUNICIPAL GOVERNMENT ACT FOR THE 2024 TAX YEAR.

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

1. In this Bylaw unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act;
 - (b) "assessor" means the assessor for the Town of Drumheller;
 - (c) "improvement" means:
 - (i) a structure,
 - (ii) anything attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure,
 - (iii) a designated manufactured home, and
 - (iv) machinery and equipment;
 - (d) "linear property" and other words and phrases defined in the Act have the meanings provided in the Act.
 - (e) "Town" means the Town of Drumheller;
2.
 - (a) The assessor is authorized to prepare the supplementary assessments contemplated in Part 9 Division 4 of the Act for the purpose of imposing a tax under Part 10 of the Act for the 2024 tax year.
 - (b) The improvement tax contemplated in Section 2(a) shall be imposed on all improvements.
 - (c) The assessor shall not prepare supplementary assessments for linear property.
3.
 - (a) The assessor shall prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in the year in which they are to be taxed under Part 10 of the Act.
 - (b) The assessor shall prepare supplementary assessments for other improvements if:

- (i) they are completed in the year in which they are to be taxed under Part 10 of the Act;
 - (ii) they are occupied during all or any part of the year in which they are to be taxed under Part 10 of the Act; or
 - (iii) they are moved into the Town during the year in which they are to be taxed under Part 10 of the Act and they will not be taxed in that year by another municipality.
 - (c) A supplementary assessment shall reflect:
 - (i) the value of an improvement that has not been previously assessed; or
 - (ii) the increase in value of an improvement since it was last assessed.
 - (d) Supplementary assessments shall be prepared in the same manner as assessments are prepared under Division 1 of Part 9 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is complete, occupied, located in the municipality or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the municipality or began to operate.
4. Before the end of the year in which supplementary assessments are prepared, the municipality shall prepare a supplementary assessment roll in accordance with section 315 of the Act.
5. Before the end of the year in which supplementary assessments are prepared, the municipality shall:
- (a) prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll; and
 - (b) send the supplementary assessment notices to the assessed persons
- in accordance with section 316 of the Act.

TRANSITIONAL


1. Town of Drumheller Bylaw Number 02.23 is hereby repealed.
2. This Bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME ON THE 20th DAY OF FEBRUARY 2024.

READ A SECOND TIME ON THE 20th DAY OF FEBRUARY 2024.

GIVEN UNANIMOUS CONSENT ON THE 20th DAY OF FEBRUARY 2024.

READ A THIRD AND FINAL TIME ON THE 20th DAY OF FEBRUARY 2024.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER
BYLAW NUMBER 16.25
DEPARTMENT: FINANCE

REPEALS BYLAW 13.24

BEING A BYLAW TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT FOR IMPROVEMENTS WITHIN THE TOWN OF DRUMHELLER FOR THE PURPOSE OF IMPOSING A TAX UNDER PART 10 OF THE MUNICIPAL GOVERNMENT ACT FOR THE 2025 TAX YEAR

WHEREAS, pursuant to section 313 of the Municipal Government Act, RSA 2000, c M-26, as amended, provides that the Council must pass a supplementary assessment bylaw to authorize to authorize the preparation of supplementary assessments for the purpose of imposing a supplementary property tax under Part 10 of the Act;

AND WHEREAS, section 313 of the Act provides that a supplementary assessment bylaw applies to the year in which it is passed, only if it is passed before May 1 of that year;

AND WHEREAS, section 325.1 of the Act provides for bylaws enacted under section 313 remain in force after they year in which they are enacted and apply in subsequent years until they are repealed;

AND WHEREAS, the Council for the Town of Drumheller wishes to require the preparation of supplementary assessments for improvements for the purpose of imposing a tax;

NOW THEREFORE, the Council for the Town of Drumheller, duly assembled, hereby enacts tax follows:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Supplementary Assessment Bylaw."

2. DEFINITIONS

2.1 In this Bylaw unless the context otherwise requires:

- a) "Act" means the Municipal Government Act RS.A. 2000 c. M-26 and regulations made thereunder.
- b) "Assessment" means a value of property determined pursuant to Part 9, Division 4 of the Act and Matters relating to Assessment and Taxation Regulation, 2018, 203/2017, as consolidated and amended.
- c) "Council" means the Council of the Town of Drumheller elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21.
- d) "Improvement" means:
 - i) a structure;

- ii) anything attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure;
 - iii) a designated manufactured home; and
 - iv) machinery and equipment.
- e) “*Linear property*” and other words and phrases defined in the *Act* have the meanings provided in the *Act*.
- f) “*Municipal Assessor*” means the assessor for the Town of Drumheller appointed under section 284.2 of the *Act*.
- g) “*Supplementary Assessment*” means assessment of all new improvements which are occupied or completed during the current year but were not assessed at 100 per cent completion on the current year’s annual assessment. Valuations are pro-rated from the point of completion to December 31 of the current year.
- h) “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. GENERAL PROVISIONS

- 3.1 The assessor is authorized to prepare the supplementary assessments contemplated in Part 9 Division 4 of the *Act* for the purpose of imposing a tax under Part 10 of the *Act* for the current tax year.
- 3.2 The improvement tax contemplated in Section 3.1 shall be imposed on all improvements.
- 3.3 The municipal assessor shall not prepare supplementary assessments for designated industrial property.
- 3.4 The municipal assessor shall prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in the year in which they are to be taxed under Part 10 of the *Act*.
- 3.5 The municipal assessor shall prepare supplementary assessments for other improvements if:
- a) they are completed in the year in which they are to be taxed under Part 10 of the *Act*;
 - b) they are occupied during all or any part of the year in which they are to be taxed under Part 10 of the *Act*; or
 - c) they are moved into the Town during the year in which they are to be taxed under Part 10 of the *Act* and they will not be taxed in that year by another municipality.
- 3.6 A supplementary assessment shall reflect:
- a) the value of an improvement that has not been previously assessed; or

- b) the increase in value of an improvement since it was last assessed.
- 3.7 Supplementary assessments shall be prepared in the same manner as assessments are prepared under Division 1 of Part 9 of the *Act*, but must be pro-rated to reflect only the number of months during which the improvement is complete, occupied, located in the municipality or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the municipality or began to operate.
- 3.8 Before the end of the year in which supplementary assessments are prepared, the municipality shall prepare a supplementary assessment roll in accordance with section 315 of the *Act*.
- 3.9 Before the end of the year in which supplementary assessments are prepared, the municipality shall:
- a) prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll; and
 - b) send the supplementary assessment notices to the assessed persons in accordance with section 316 of the *Act*.

4. SEVERABILITY

- 4.1 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.

5. TRANSITIONAL

- 5.1 Town of Drumheller Bylaw Number 13.24 is hereby repealed.
- 5.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME ON THE ___ DAY OF _____ 2025.

READ A SECOND TIME ON THE ___ DAY OF _____ 2025.

READ A THIRD AND FINAL TIME ON THE _____ DAY OF _____ 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Assessment Services Contract Extension
DATE:	March 17, 2025
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENTS:	N/A

SUMMARY:

Administration is seeking to exercise the optional extension of two years with the current service provider for assessment services ending March 31, 2027. The reason for a two year extension is to allow a new Council the opportunity to understand how assessment services works for the community and not have the switchover in contract within a few months of the 2025 election.

DISCUSSION:

Municipalities are required to prepare an assessment of each property, with the exception of designated industrial property, on an annual basis.

To do so, Section 284.2(1) of the *Municipal Government Act RS2000* states that "A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act."

The current contract with Wild Rose Assessment Services will expire on March 31, 2025. This contract provides an optional extension based on mutual agreement.

Wild Rose Assessment Services has proposed we extend our contract with them based on the following rates:

Contract Duration	Current	2025-2028	2028-2029	2029-2030
Proposed Fee	\$20.25 / parcel	\$20.25 / parcel	\$20.50 / parcel	\$20.75 / parcel

The Town has experienced no issues with the contractor's performance as of date, and the 5-year proposal sees the benefits of lock-in rate of \$20.25 per parcel, an zero-increase from the current pricing for the next three years, and about 1% increase from Year 4 and Year 5 respectively. Administration is recommending exercising the optional extension of two years, expiring on March 31, 2027.

Administration is of the opinion that 5-year renewal could generate administrative efficiency, but this could hinder the other potential service providers' opportunities to contract with the Town and doesn't align with the Purchasing Policy.

As our current designated assessor Mr. Rodney Vikse is now retired, we are prepared to recommend the appointment of Mr. Riley Kloss to this role. Mr. Kloss started his career with the City of Red Deer, where he stayed for 5 years before joining Wild Rose Assessment Services in 2014. Riley obtained his designation of Accredited Municipal Assessor of Alberta (AMAA) in 2013. Riley’s area of expertise includes urban, rural and industrial assessments, with extensive knowledge in appeals and specialized properties.

FINANCIAL IMPACT:

The lock-in rate would assist the Town in budgeting for assessment costs over the next two years while maintaining stability and continuity of knowledge for property assessment in the Valley. As there are costs incurred in soliciting requests for proposals and evaluation, the exercise of this optional extension is the most economical and efficient approach at this point.

The proposed increase, in the opinion of the administration, is reasonable and manageable from the fiscal perspective. We have a total of 4,675 parcels for 2024 and we are expecting to see the number of parcels reduce due to the concerted effort to consolidate parcels that could be subject to minimal tax under the same land title.

STRATEGIC POLICY ALIGNMENT:

Providing consistent, qualified, experienced and user-friendly assessment services supports the strategic priorities of good governance and customer service.

COMMUNICATION STRATEGY:

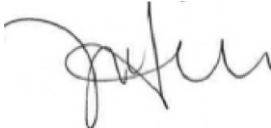
Wild Rose Assessment Services will be notified of the approval of the contract extension. The appointment of Mr. Kloss as the Town’s designated assessor will be shared with Alberta Municipal Affairs.

MOTION:
That Council extend the contract with Wild Rose Assessment Services for the provision of assessment services for two years ending March 31, 2027, based on their proposed fee structures

MOTION:
That Council appoints Mr. Riley Kloss as designated assessor for the Town of Drumheller.



Prepared by:
Alicia Smith
Corporate and
Community Services
Admin



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



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