



**AGENDA**  
**Regular Council Meeting**  
**4:30 PM – Monday August 9, 2021**  
Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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1. CALL TO ORDER

2. OPENING REMARK

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for August 9, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the August 9, 2021 Regular Council meeting as presented.

5. MINUTES

5.1 Minutes for the July 12, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the minutes for July 12, 2021 Regular Council meeting as presented.

[Regular Council Meeting – 12 July 2021 - Minutes](#)

5.2 Minutes for the July 26, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the minutes for July 26, 2021 Regular Council meeting as presented.

[Regular Council Meeting – 26 July 2021 - Minutes](#)

5.3 Municipal Planning Commission Meeting Minutes of May 6 and May 20, 2021

Proposed Motion: That Council accept as information, the minutes for the May 6 and May 20, 2021 Municipal Planning Commission meetings

[Municipal Planning Commission Meeting Minutes – May 6 and May 20, 2021](#)

5.4 Drumheller and District Seniors Foundation Meeting Minutes of May 27, 2021

Proposed Motion: That Council accept as information, the minutes of the May 27, 2021, Drumheller and District Seniors Foundation meeting.

[Drumheller and District Seniors Foundation Meeting Minutes – May 27, 2021](#)

6. DELEGATION

6.1. Royal Canadian Mounted Police Reports – Staff / Sergeant Ed Bourque

[RCMP – Reports](#)

7. REQUEST FOR DECISION AND REPORTS

7.1. CHIEF ADMINISTRATIVE OFFICER

7.1.1 Request for Decision - Intermunicipal Subdivision and Development Appeal Board Bylaw 17.21

Proposed Motions: That Council give first reading to Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw 17.21 as presented.

[RFD + ISDAB Bylaw](#)

7.1.2 Request for Decision - Assessment Review Board Services

Proposed Motion: That Council delegates authority to Administration to negotiate and enter into an agreement with a service provider for the provision of Assessment Review Board Services for trial period of not less than two years.

[RFD + Joint Assessment Review Board Bylaw](#)

7.1.3 Amendments to Land Use Bylaw 16.20 – Amending LUB Bylaw 18.21

Proposed Motion: That Council give first reading to Bylaw 18.21 as presented and set a public hearing for August 23, 2021.

[RFD + Amending LUB Bylaw 18.21](#)

[Land Use Bylaw 16.20 Link: https://drumheller.civicweb.net/filepro/documents/40739](https://drumheller.civicweb.net/filepro/documents/40739)

7.2 FLOOD MITIGATION INTERIM PROJECT MANAGER

7.2.1 Flood Mitigation Update

8. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

- 8.1. Director of Emergency and Protective Services – Greg Peters  
[Emergency and Protective Services – Second Quarter Report 2021](#)

Director of Corporate Services – Mauricio Reyes  
[Corporate Services – Second Quarter Report 2021](#)

Director of Infrastructure – Dave Brett  
[Infrastructure – Second Quarter Report 2021](#)

Manager of Recreation, Arts & Culture – Darren Goldthorpe  
[Recreation, Arts & Culture – Second Quarter Report 2021](#)

Manager of Community Development and Social Planning – Tiffany Scarlett  
[CDSP – Second Quarter Report 2021](#)

9. CLOSED SESSION

- 9.1. Labour - FOIP 16 – Disclosure harmful to business interests of a third party
- 9.2. Strategic Planning & Procedures – FOIP 24 – Advice from Officials

Proposed Motion: That Council close the meeting to discuss matters related to labour and strategic planning and procedures as per FOIP 16 and FOIP 24.

10. ADJOURNMENT



**MINUTES**  
**Regular Council Meeting**  
**4:30 PM – Monday July 12, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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IN ATTENDANCE

Mayor Colberg  
Councillor Kristyne DeMott  
Councillor Lisa Hansen-Zacharuk  
Councillor Fred Makowecki  
Councillor Tom Zariski  
Councillor Tony Lacher

Chief Administrative Officer (CAO): Darryl Drohomerski  
Interim Flood Project Manager: Mark Steffler  
Communication Officer: Erica Crocker  
Director of Emergency and Protective Services: Greg Peters  
Director of Corporate Services: Mauricio Reyes  
Legislative Assistant: Denise Lines

Regrets  
Councillor Jay Garbutt

1. CALL TO ORDER

1.1 The Mayor called the meeting to order at 4:30pm

2. OPENING REMARK

2.1 Deputy Mayor Oath – Councillor De Mott - July & August

2.2 Municipal Affairs Letter – Petition Received –  
[Letter Online at https://drumheller.civicweb.net/filepro/documents/40954](https://drumheller.civicweb.net/filepro/documents/40954)

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 Agenda for July 12, 2021 Regular Council Meeting

**M2021.149** Moved by Councillor Zariski, Councillor De Mott; that Council adopt the agenda for the July 12, 2021 Regular Council meeting as presented.

Carried unanimously

5. MINUTES

5.1 Minutes for the June 21, 2021 Regular Council Meeting

**M2021.150** Moved by Councillor Makowecki, Councillor Lacher, that Council adopt the minutes for June 21 2021 Regular Council meeting as presented.

Carried unanimously

## 6. REQUEST FOR DECISION AND REPORTS

### 6.1. CHIEF ADMINISTRATIVE OFFICER

#### 6.1.1 Drumheller Resiliency and Flood Mitigation Update Presented by Mark Steffler, Interim Project Manager Subject Matter Included:

- Request for Proposal has been announced for a new project management team. It closes June 21 and a recommendation will be brought forward to Council at the July 26 meeting.
- Designs are proceeding. New project timelines have been put in place that will split the construction time over the next 4 years.
- Confirmation from the Province on the design standard of a berm that refers to the river flowing at 1850 cubic meters per second.
- Working with Alchemy Communications to plan a public engagement meeting mid- August and a terms of reference for an advisory committee.

#### 6.1.2 Request for Decision – Repeal Drumheller Resiliency and Flood Mitigation Purchasing Policy DRFM-01-20

**M2021.151** Moved by Councillor Makowecki, Councillor De Mott; that Council repeal the Drumheller Resiliency and Flood Mitigation Purchasing Policy DRFM-01-20 effective immediately.

Carried unanimously

#### 6.1.3. Board Application – Drumheller Public Library – L. Fabrick

**M2021.152** Moved by Councillor Makowecki, Councillor De Mott; that Council approve the appointment of Lynn Fabrick to the Drumheller Public Library Board for a term of three (3) years starting July 2021 and ending July 2024.

Carried unanimously

### 6.2 DIRECTOR OF CORPORATE SERVICES

#### 6.2.1 Request for Decision – 2021 Property Tax Financial Relief Options

**M2021.153** Moved by Councillor Makowecki, Councillor Lacher; that Council direct Administration to provide 3 months interest free, penalty free relief from August 31st deadline and making the deadline to November 30<sup>th</sup>.

Amended Motion

**M2021.154** Moved by Councillor De Mott, that Council authorizes Administration to offer Option 1;  
to eliminate penalties on September 1<sup>st</sup> and defer tax deadline interest free and penalty free to November 30 2021;  
or Option 2, modify pre-authorized payment plan where taxpayers can pay their 2021 taxes in six equal payments (July to December). Anyone who is not enrolled in the pre-authorized payment plan (PAPP) and have no taxes owing from prior years may qualify, people enrolling in 2021 under this initiative may choose to remain in the PAPP in future years. Taxpayers are required to sign up for Option 1 or Option 2 prior to July 31, 2021 otherwise penalties will be applied by September 1, 2021.

Carried unanimously

6.3 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

6.3.1 Request for Decision – Bylaw Officer Wage + Full Time Equivalent (FTE) Review

**M2021.155** Moved by Councillor Lacher, Councillor Makowecki that Council approve the recommendation to increase the salary range of the Bylaw Officer position and Peace Officer position to reflect market rates and; that Council increase the FTE allotment of the Bylaw Officer position from 0.8 to 1.0 total.

Carried unanimously

7. PUBLIC HEARINGS TO COMMENCE AT 5:30 PM

7.1 Water and Wastewater Bylaw 15.21 to Amend Bylaw 02-17

1. Mayor Open Public Hearing. Time 5:47pm
2. Mayors Introduction of Matter
3. Water and Wastewater Bylaw 15.21 to Amend Bylaw 02-17-  
[Background & Survey Results](#). Presented by Darryl Drohomerski, CAO & Erica Crocker, Communications Officer
4. Rules of Conduct
5. Announcement of Public to Speak – N/A
6. Public - Registered to Present Remotely - 5 minute – N/A
7. Public - Written Submission Read Aloud - 5 minute time limit  
[Peter Edwards](#) [Irv Cairns](#) [Jim McCabe](#) [Rod Dyck](#) [Heather Carlson](#)  
[Gordon Mackinnon](#)
8. Mayor Call for Public Hearing to Close. Time 5:47pm

7.2 Rezoning Bylaw 14.21 to Amend Land Use Bylaw 16.20

1. Mayor Open Public Hearing. Time 5:48pm
2. Mayors Introduction of Matter
3. Rezoning Bylaw 14.21 to Amend Land Use Bylaw 16.20 –  
Presented by Palliser Regional Municipal Services, Devin Diano, CEO; Shahira Jalal, Planner
4. Rules of Conduct
5. Announcement of Public to Speak - N/A
6. Public - Registered to Present Remotely / Phone - 5 minute – N/A
7. Public - Written Submission Read Aloud - 5 minute time limit – N/A
8. Mayor Call for Public Hearing to Close. Time 5:57pm

8. ADJOURNMENT

**M2021.156** Moved by Councillor Zariski, Councillor Makowecki that the meeting be adjourned. Time 5:58pm

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Drumheller Valley YouTube link to the [https://www.youtube.com/watch?v= wJXY4H3GXU](https://www.youtube.com/watch?v=wJXY4H3GXU)



**MINUTES**  
**Regular Council Meeting**  
**4:30 PM – Monday July 26, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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IN ATTENDANCE

Mayor Colberg  
Councillor Kristyne DeMott  
Councillor Jay Garbutt  
Councillor Lisa Hansen-Zacharuk  
Councillor Tom Zariski  
Councillor Tony Lacher

Chief Administrative Officer (CAO): Darryl Drohomerski  
Communication Officer: Erica Crocker  
Director of Emergency and Protective Services: Greg Peters  
Director of Corporate Services: Mauricio Reyes  
Legislative Assistant: Denise Lines

Regrets  
Councillor Fred Makowecki

1. CALL TO ORDER

1.1 The Mayor called the meeting to order at 4:30 pm

2. OPENING REMARK

2.1 Congratulations to Talyn Boyko being selected in the recent NHL draft.  
Be kind and be the good in the world. Staff, Council and Contractors are doing the best they can for the community.

3. ADDITIONS TO THE AGENDA

3.1 Addition to 6.2.2. Request for Decision - 2020 Audited Financials  
A chart is missing from the Request for Decision.

4. ADOPTION OF AGENDA

4.1 Agenda for July 26, 2021 Regular Council Meeting

**M2021.157** Moved by Councillor Zariski, Councillor Lacher; that Council adopt the agenda for the July 26, 2021 Regular Council meeting as amended.

5. MINUTES

5.1 Minutes for the June 28, 2021 Regular Council Meeting

**M2021. 158** Moved by Councillor Hansen-Zacharuk, Councillor De Mott; that Council adopt the minutes for June 28 2021 Regular Council meeting as presented.

6. REQUEST FOR DECISION AND REPORTS

6.1. CHIEF ADMINISTRATIVE OFFICER

6.1.1 2021 Senate Election Proclamation

This is the official announcement of a Senate Election in Alberta.

6.1.2 Repealing COVID 19 Mask Bylaw 20.20 with Amending Bylaw 16.21

**M2021.159** Moved by Councillor Garbutt, Councillor Lacher; that Council give first reading to Bylaw 16.21 as presented

Carried unanimously

**M2021.160** Moved by Councillor Zariski, Councillor Hansen-Zacharuk; that Council give second reading to Bylaw 16.21 as presented.

Carried unanimously

**M2021.161** Moved by Councillor Garbutt, Councillor De Mott; that Council moves no objection to third reading of Bylaw 16.21.

Carried unanimously

**M2021.162** Moved by Councillor Lacher, Councillor Hansen-Zacharuk; that Council give third reading to Bylaw 16.21 as presented.

Carried unanimously

6.1.3 Land Rezoning Bylaw 14.21

**M2021.163** Moved by Councillor Zariski, Councillor De Mott; that Council give second reading to Bylaw 14.21 as presented.

Carried unanimously

**M2021.164** Moved by Councillor Lacher, Councillor Garbutt; that Council give third reading to Bylaw 14.21 as presented.

Carried unanimously

6.1.4 Drumheller Area Revitalization Bylaw 10.21

**M2021.165** Moved by Councillor Lacher; Councillor Hansen- Zacharuk; that Council give second reading to Bylaw 10.21 as presented.

Carried unanimously

**M2021.166** Moved by Councillor Zariski, Councillor Hansen-Zacharuk; that Council give third reading to Bylaw 10.21 as presented.

Carried unanimously

6.1.5. Board Application – Municipal Planning Commission – K. McLean

**M2021.167** Moved by Councillor Zariski, Councillor Hansen-Zacharuk; that Council approve the appointment of Kirk McLean for a term of three years to the Municipal Planning Commission expiring August 2024

Carried unanimously

6.1.6. Board Application – Municipal Planning Commission – R. Power

**M2021.168** Moved by Councillor De Mott, Councillor Lacher; that Council approve the appointment of Ryan Power for a term of three years to the Municipal Planning Commission expiring August 2024

Carried unanimously

## 6.2 DIRECTOR OF CORPORATE SERVICES

6.2.1 2021 Municipal Taxes – Sandstone Manor Correction

**M2021.169** Moved by Councillor Garbutt, Councillor De Mott; that Council rescind motion M2021.145 due to clerical error and to approve the cancellation of the 2021 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$11, 469.75.

6.2.2 Town of Drumheller 2020 Financial Reports

Flood Mitigation 2020 Audited Financials – Presented by Ascend Financial,  
Aiden McDonald

Town of Drumheller 2020 Audited Financials – Presented by  
RSM Canada Leon Pfeiffer and Rae-Lee Doll

**M2021.170** Moved by Councillor Garbutt, Councillor Hansen-Zacharuk; that Council approves the Town of Drumheller 2020 Audited Financial Statements, and the 2020 Statement of Expenditures for the Drumheller Resiliency and Flood Mitigation Program as presented.

### 6.2.3 2021 Tax Program Update

Mauricio Reyes, Director of Corporate Services

Under the 6 Equal Payments Program – 3 enrollment applications have been received.

Under the Delayed Tax Payment Program – 11 enrollment applications have been received.

## 6.3 DIRECTOR OF INFRASTRUCTURE

### 6.3.1 Request for Decision – 2021 Four Wheel Drive Grader

**M2021.171** Moved by Councillor Garbutt, Councillor De Mott; that Council award the purchase of a new 2021 Grader, a ripper and a Five-Year Extended Warranty to Finning Cat for the amount \$ 363,202.00 excluding GST.

## 7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

### 7.1. Chief Administrative Officer – Darryl Drohomerski [CAO – Second Quarter Report 2021](#)

Communications Officer – Erica Crocker

[Communications – Second Quarter Report 2021](#)

Manager of Economic Development – Reg Johnston

[Economic Development – Second Quarter Report 2021](#)

## 8. CLOSED SESSION

### 8.1. Contractor's Suitability - FOIP 19 – Confidential Evaluation

### 8.2. Strategic Planning & Procedures – FOIP 24 – Advice from Officials

**M2021.172** Moved by Councillor Garbutt, Councillor De Mott; that Council close the meeting to discuss confidential evaluations and strategic planning and procedures as per FOIP 19 and FOIP 24.

Time 6:37pm

**M2021.173** Moved by Councillor Garbutt, Councillor De Mott; that Council open the meeting to the public.

Time 10:05 pm

9. ADJOURNMENT

**M2021.174** Councillor Lacher, Councillor Garbutt that Council adjourn the meeting. Time 10:05 pm

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Drumheller Valley YouTube Channel: <https://www.youtube.com/watch?v=xW6i3kkVSVk>

**Municipal Planning Commission  
MINUTES  
Meeting of Thursday May 6, 2021**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Antonia Knight, Development Officer in Training  
Tom Zariski, Chair - Councillor/Member - online  
Tony Lacher, Councillor/Member - online  
Shelley Rymal, Member - online  
Stacey Gallagher, Member - online  
Art Erickson, member – online  
Andrew Luger, Member - online  
Albert Frootman - Senior Advisor, Resiliency and Flood Mitigation Office - online  
Devin Diano, Palliser Regional Municipal Services Representative – Planner- online

**Absent:** Darwin Durnie - Chief Resiliency & Flood Mitigation Officer  
Linda Taylor, Recording Secretary

**Attendee(s):**

**1.0 CALL TO ORDER – 12:04 pm**

T. Zariski presented the Agenda for the May 6, 2021 meeting.

**1.1 Agenda – Additions, Deletions or Amendments**

**Addition** – none

**Deletion** - none

**Amendment** –none

**1.2 Acceptance of Agenda**

**Motion:** - A. Luger moved to accept the agenda for the May 6, 2021 meeting

**Second:** – A. Erickson - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

2.1 April 22, 2021

**Motion:** T. Lacher moved to accept the minutes of April 22, 2021

**Second:** – A. Erickson - Carried

2.2 Summary of Development Permits

**Motion:** – S. Rymal moved to accept the Summary of Development Permits for information only

**Second:** – A. Luger – Carried

**3.0 DEVELOPMENT PERMITS**

D. Drohomerski advised that with the increase in permitted uses outlined within Land Use Bylaw 16.20, there has been a decrease in permits brought to the Municipal Planning

Commission. However, contentious permits will still be brought to MPC and circulated to adjacent land owners.

#### **4.0 PALLISER REGIONAL MUNICIPAL SERVICES**

##### **4.1 File No. 80/161**

D. Diano presented an update to File 80-161 Castonguay subdivision to the Municipal Planning Commission. Diano reminded the Municipal Planning Commission that the application to subdivide the three lots into four lots was discussed at the March 25, 2021 Municipal Planning Commission meeting. The Public Hearing for amendment to the Area Structure occurred at the May 3, 2021 Council Meeting. One letter of opposition was submitted. MPC discussed the concerns brought to the May 3, 2021, Public Hearing.

Diano advised the second and third reading of the amendment to the Area Structure Plan will be May 10th, 2021.

Diano requested a motion of support from the Municipal Planning Commission, as a recommendation to Council that the revised Area Structure Plan is accepted.

**Motion:** A. Erickson moved that MPC recommends to council of the acceptance of the revised Area Structure Plan.

**Second:** S. Rymal - Carried

#### **5.0 OTHER DISCUSSION ITEMS**

##### **5.1 In Camera**

**Motion:** S. Rymal to go In Camera at 12:21pm

**Second:** A. Luger – Carried

**Motion:** A. Erickson to go out In Camera – 1:21pm

**Second:** A. Luger

#### **6.0 NEXT MEETING DATE – May 20, 2021**

**Adjournment – Meeting adjourned** by S. Rymal at 1:22pm

**Second** by A. Luger – Carried

  
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**Chairperson**  
\_\_\_\_\_  
**Development Officer**

#### **Attachments:**

- Agenda
- Summary of development permits



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday 20 May , 2021**

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**Present:** Darryl Drohomerski, CAO/Development Officer  
Antonia Knight, Development Officer in Training  
Tom Zariski, Chair - Councillor/Member - online  
Tony Lacher, Councillor/Member - online  
Shelley Rymal, Member - online  
Stacey Gallagher, Member – online  
Art Erickson, member – online  
Andrew Luger, Member  
Albert Frootman - Senior Advisor, Resiliency and Flood Mitigation Office - online  
Devin Diano, Palliser Regional Municipal Services Representative – Planner - online

**Absent:**  
Linda Taylor, Recording Secretary  
Darwin Durnie - Chief Resiliency & Flood Mitigation Officer

**Attendee(s):**  
Dan McGregor  
Bob Doornenbal – joined 12:08  
Hellar Pylypiw - joined 12:06– exited 12:25  
Karan Majkoti – exited 12:25  
Bob Shedly – exited 12:25

**1.0 CALL TO ORDER – 12:06 pm**

T. Zariski presented the Agenda for the May 20, 2021 meeting.

**1.1 Agenda – Additions, Deletions or Amendments**

**Addition** - none  
**Deletion** - none  
**Amendment** -

**1.2 Acceptance of Agenda**

**Motion:** - S. Rymal moved to accept the agenda for the May 20, 2021 agenda  
**Second:** – A. Luger - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

2.1 May 6, 2021

2.2 **Motion:** T. Lacher moved to accept the minutes of May 6, 2021  
**Second:** – A. Luger - Carried

2.3 Summary of Development Permits

**Motion:** S. Rymal moved to accept the Summary of Development Permits for information only  
**Second:** – A. Erickson - Carried

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### 3.0 DEVELOPMENT PERMITS

#### 3.1 T00058-21D – Occupancy and Renovations for Liquor Store– 611 HWY 9 South

D. Drohomerski presented Development Permit T00058-21D submitted by Applicant for Occupancy and Renovations for Liquor Store located at 611 Highway 9 South, Drumheller on Plan 9111965; Block 1. Zoning is NCD – Neighbourhood Centre District.

D. Drohomerski advised the applicant is proposing occupancy and renovations for a liquor store. The building is currently not in use other than storage. The application was circulated to the surrounding properties, one comment returned with concerns regarding foot traffic and litter on their property.

Municipal Planning Commission discussed the application.

**Motion:** S. Rymal moved to approve presented T00058-21D submitted by Applicant for Occupancy and Renovations for Liquor Store located at 611 Highway 9 South, Drumheller on Plan 9111965; Block 1, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 16.20
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06.19.
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Development to conform to the AGLC requirements; confirmation must be provided to the Development Officer prior to commencement of business.
13. Annual Business License is required.

**Second:** T. Lacher - Carried

### 3.2 T0033-21D – Applicant – Raptor Ridge RV Resort

D. Drohomerski presented Development Permit T00033-21D submitted by Applicant for Raptor Ridge RV Resort at NW & SW-12-29-20-W4. Zoning is RD – Rural Development District.

D. Drohomerski advised the area will be privately owned and maintained by an association. The application advertised and one letter of opposition was received regarding concerns of foot traffic, trespassing and garbage on adjacent land. It was noted this affected land is adjacent to Phase 3 of the development.

Applicant, B. Doornenbal, added that there is no intent for cable or hard phonelines within the development. In addition, it was added that Architectural Controls, Home Owners Association and Bylaws are currently being drafted.

Municipal Planning Commission discussed the application. The MPC discussed the concerns raised by the letter of opposition and were in favour of creating a border of trees and shrubs adjacent along the eastern property line. An addition of conditions on the approved permit could alleviate these concerns.

The following condition was requested to be added in the Request for Decision;

*Upon development of Phase 3, vegetation in the form of trees and shrubs shall be planted along the eastern side of the property to provide privacy, wind break and prevent litter from or onto the adjacent property. The landscaping plan shall be to the satisfaction of the Development Authority.*

**Motion:** A. Erickson moved to approve Development Permit T00033-21D submitted by Applicant for Raptor Ridge RV Resort at NW & SW-12-29-20-W4, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 16.20.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06.19
3. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Development shall conform to Alberta Building Codes and Fire Codes. Prior to occupancy confirmation from the Local Fire Authority that the building may be occupied for such purposes.
5. If the holder of the permit/property owner wishes to make any changes in the proposed development, occupancy or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Authority. An additional development permit may be necessary.
6. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
7. Make provisions for installation of water services and meter as per the Starland County water/sewer bylaw at the expense of the owner/applicant.
8. Offsite levies to be paid prior to the issuance of Safety Codes permits.
9. External finished appearance of site to the satisfaction of the Development Authority.
10. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties

11. Any/all local improvements or upgrade required for development are at owner/applicants' expense. All local improvements, are considered private services within this condominium development.
12. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 16.20 and to the satisfaction of Development Authority.
13. Development Permit is required for signage placement and made under a separate application prior to placement.
14. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
15. No outside storage of material and equipment.
16. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Development Authority.
17. No new buildings and/or structures located above the Valley escarpment to be visible from the major highways within the Valley.
18. All new roads and/or parking areas to be set back from the escarpment edge, so not to be visible from the major highways within the Valley.
19. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
20. Upon development of Phase 3, vegetation in the form of trees and shrubs shall be planted along the eastern side of the property to provide privacy, wind break and prevent litter from or onto the adjacent property. The landscaping plan shall be to the satisfaction of the Development Authority.

**Second:** S. Rymal – Carried

#### **4.0 PALLISER REGIONAL MUNICIPAL SERVICES**

##### **4.1 File No. 80/162 (Bakkan)**

D. Diano presented file No 80/162. Full report is attached.  
The Municipal Planning Commission discussed the application.

The following condition was requested to be added in the request for decision;

*Applicant to ensure an agreement with Alberta Transportation that water and gas lines can be built through road right of way.*

**Motion:** by A. Erickson for Municipal Planning Commission to support Palliser Regional Municipal Services recommendations and conditions as stated in the Bakkan subdivision report: file number 80-162.

S. Gallagher - Abstained

**Second:** T. Lacher - Carried

**5.0 OTHER DISCUSSION ITEMS****5.1 In-camera session**

**Motion:** S. Rymal to go In Camera at 1:09 pm

**Second:** A. Lacher – Carried

**Motion:** A. Erickson to go out In Camera – 2:06 pm

**Second:** T. Lacher

**6.0 NEXT MEETING DATE – June 3 2021****7.0 Adjournment -- Meeting adjourned by A. Luger at 2:06 pm.  
Second by S. Rymal - Carried**  
\_\_\_\_\_  
**Chairperson**  
\_\_\_\_\_  
**Development Officer****Attachments:**

- Agenda
- Summary of development permits

**DRUMHELLER AND DISTRICT SENIORS FOUNDATION**

**REGULAR BOARD MEETING May 27, 2021**

**All Reports on File**

**PRESENT: TOM ZARISKI, DAVID SISLEY, KERRY MCLELLAN , MELANIE GRAFF,  
GLENDY YOUNGBERG**

**1.0 CALL TO ORDER**

Meeting called to order at 3:14 PM by Tom Zariski.

**2.0 APPROVAL OF AGENDA**

**Motion by Kerry McLellan to approve the agenda.**

**Seconded by David Sisley**

CARRIED

**3.0 MINUTES**

**3.01 Motion by David Sisley to approve the Minutes from April 22, 2021.**

**Seconded by Kelly McLellan**

CARRIED

**4.0 REPORTS**

**4.01 Administrator Report on file.**

**4.02 Manager reports on file.**

**4.03 Financial Reports**

**Motion by Kerry McLellan to accept the Financial reports for April 2021.**

**Seconded by David Sisley**

CARRIED

**5.0 CORRESPONDENCE**

None

**6.0 UNFINISHED BUSINESS**

None

**7.0 NEW BUSINESS**

**7.01 Motion to approve Policy 5.17 Attendance. Tabled. Recommended changes by the Board will be added/deleted to policy and presented at the next Board meeting.**

**7.02 Motion by Kerry McLellan to approve Policy 5.15 Influenza/Antiviral Vaccinations.**

**Seconded by David Sisley**

CARRIED

**7.03 Motion by David Sisley to approve Policy 5.27 Social Media.**

**Seconded by Kerry McLellan**

CARRIED

**7.04 Motion by Kerry McLellan to approve Policy 3.30 Health & Safety.**

**Seconded by David Sisley**

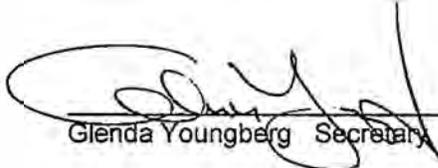
CARRIED

**7.05 Nurse call system. Glenda reported that Telus agreed to install the Meraki Wi-Fi system for our Corporate Wi-Fi, with no additional monthly fee. Telus failed to install this in 2019 when DDSF switched from Shaw to Telus. Once installation is complete, we will be able to have the updated nurse call system installed.**

- 7.06 RFP was sent out. Glenda reported that there have been 5 site tours completed and 2 more are scheduled for Friday, May 28, 2021. Construction companies include Shanda, Westcor, Stantec, Krawford, Keller, Clark, Chandos. Closing date for RFP June 1, 2021.
- 7.07 **Motion by Kerry McLellan to approve \$230 of donated funds for entertainment. Seconded by David Sisley**  
CARRIED
- 7.08 **Motion by David Sisley to approve \$140 of donated funds for activity supplies. Seconded by Kerry McLellan**  
CARRIED
- 8.0 **Motion by David Sisley to go in camera at 4:07pm**  
**Motion by Kerry McLellan to come out of in camera at 4:31pm**  
CARRIED
- 9.0 **Motion by Kerry McLellan to adjourn the meeting at 4:32pm**

Next Board Meeting June 17, 2021 at 3:00pm

  
\_\_\_\_\_  
Tom Zariski Chairman

  
\_\_\_\_\_  
Glenda Youngberg Secretary



## RCMP Municipal Policing Report

<b>Detachment</b>	Drumheller Municipal
<b>Detachment Commander</b>	Edmond Bourque
<b>Quarter</b>	Q1 2021
<b>Date of Report</b>	2021-07-22

### Community Consultations

Date	Attendee(s)	Notes
2021-04-08	Greg Peters & M/E Bitner from Town of Drumheller (TOD)	Met on Drumheller Police & Advisory Committee (DPAC)
2021-04-13	ASSET Youth Coalition	Monthly meeting
2021-04-21	Anti Violence Association (BCAVA)	Monthly meeting
2021-04-21	Darwin Durnie & Detachment Members	Presentation & Q & A on MDP & LUB / Flood Mitigation
2021-04-22	Greg Peters & Mauricio Reyes	Discussion on MYFP Development
2021-04-29	Greg, Tom, Fred & Corri	DPAC Development Meet
2021-05-04	All reps from TOD and area	Drumheller Emergency Management Association (DEMA) Meet
2021-05-07	TOD CAO Darryl Drohomerski	MYFP
2021-05-10	TOD Mayor & Council	Council Meet Presentation
2021-05-17	ASSET	Monthly meeting
2021-05-19	BCAVA	Monthly meet





Date	Attendee(s)	Notes
2021-05-26	Bylaw Officer Jess Currie	Discuss & assist w patrol with Public Health
2021-06-08	TOD Mayor	Community / Family bike parade
2021-06-10	TOD CAO Darryl	Coffee general discussion
2021-06-14	BCAVA	\$30 donation from detachment bottles
2021-06-16	Penitentiary Indigenous Cultural Center Reps	Treaty 7 Land Acknowledgment Ceremony
2021-06-21	Pen Indigenous Cultural Center	Luncheon
2021-06-29	TOD Greg & CAO Darryl	Discuss funding for 3rd M/E et al

Delete Last Community Consultation	Add Additional Community Consultation
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## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction - Substance Abuse, Traffic Offences including Impaired Driving, &amp; Property Crime</p>
<p><b>Current Status &amp; Results</b></p>	<p>GD as well as GIS &amp; CRU conduct ongoing curfew / release conditions checks on local / travelling habitual offenders. They incorporate Crime Mapping to focus in on hot spot areas and times where recurring offences are taking place. With the assistance of District CRU, ALERT, and AGLC they are targeting offenders (including Penitentiary Inmates) who are involved in B &amp; E's, Thefts, and drug / cannabis / tobacco trafficking with the intent of interrupting their criminal activity. The results are evident in the attachments with decreased criminal activity and increased drug charges. As noted in the media, a large bust undertaken with CPS in relation to the trafficking of Opioids in the community.</p>
<p><b>Priority 2</b></p>	<p>Community Engagement - Accountability to Stakeholders, Police / Community Relations</p>
<p><b>Current Status &amp; Results</b></p>	<p>Our GD &amp; Traffic members continue their enhanced patrols throughout the valley via their Community Engagement Positions, which includes moving Traffic (Speed, Impaired Drivers) and non-moving (Insurance) enforcement, increased visibility, and School engagement. Members are assigned files specifically to document their patrols (times, tickets &amp; warnings written), and contacts with elected or school officials. We continue to work with &amp; consult with our partner agencies such as Bylaw, COP, Citizens Advisory &amp; Policing Committees, &amp; ASSET. Members are also working with the Pen Indigenous Cultural Center, participating in Ceremonies such as the blessing of the RCMP Eagle Feather, Treaty 7 Land Acknowledgment / Remembering the Children, and Sweat Lodge.</p>
<p><b>Priority 3</b></p>	<p>Violence - Domestic-related and Other</p>
<p><b>Current Status &amp; Results</b></p>	<p>Our officers are committed to working with our community support agencies such as BCAA, Heartland VSU and the Salvation Army to name a few. Our VSU advocates are now working with victims from a number of files in a support to provide capacity. They are just now beginning to work in person with vulnerable victims of violence and abuse.</p>

Delete Last Priority	Add and go to Priority
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## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
<b>Total Criminal Code</b>	181	181	0%	873	726	-17%
<i>Persons Crime</i>	38	46	21%	185	145	-22%
<i>Property Crime</i>	101	82	-19%	520	417	-20%
<i>Other Criminal Code</i>	42	53	26%	168	164	-2%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	9	10	11%	58	45	-22%
<i>Provincial Code Traffic</i>	414	71	-83%	1,249	1,317	5%
<i>Other Traffic</i>	0	0	N/A	10	1	-90%
<b>CDSA Offences</b>	20	9	-55%	56	49	-13%
<b>Other Federal Acts</b>	20	41	105%	73	59	-19%
<b>Other Provincial Acts</b>	76	66	-13%	315	287	-9%
<b>Municipal By-Laws</b>	22	12	-45%	54	55	2%
<b>Motor Vehicle Collisions</b>	26	20	-23%	184	108	-41%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

April to June year-over-year (2020-2021) increase in Person Crimes was primarily driven by Assault (129%, from 24 - 32).

April to June year-over-year (2020-2021) increase in Total Criminal Code driven by Fail to Comply & Breaches (110%, from 16 - 21).

April to June year-over-year (2020-2021) decrease in Total Provincial Code Traffic driven by the transfer out of Cst. Doucette back in March, just prior to this reporting period, and running 2 officers short for this duration.

Since having GIS and a 0.4 M/E focus on Penitentiary Stats, nearly 400 calls for service have been generated in this quarter (many of which are not reflected on the stats page), and the criminal code / drug charges are up as set out in the attached stats.





## Municipal Overview: Human Resources<sup>2</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>3</sup>	Hard Vacancies <sup>4</sup>	Revised Plan at Q1	2021/22 FTE Utilization Plan
Police Officers	11	12	1	1	11	11
Detachment Support	3	2.4		1		

<sup>2</sup> Data extracted on June 30th, 2021 and is subject to change.

<sup>3</sup> Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

<sup>4</sup> Hard vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers - of the 11 established positions, 9 officers are working with 1 on parental leave, 1 transfer awaiting backfill (identified from Wood Buffalo & expected in September) and 1 transferring out in September, their backfill identified from depot. There is 1 position with 2 officers assigned. The annual plan for Drumheller is based on 11 working officers.



## Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal	Year to Date Expenditures <sup>5</sup>	Revised Plan at Q1	2021/22 Financial Plan
Pay	234,295	993,734	993,734
Overtime	33,679	140,000	140,000
Operating and Maintenance	24,379	87,598	87,598
Commissionaire Guarding	13,512	55,000	55,000
Equipment	26,492	125,366	125,366
Other	387	19,817	19,817
Div. Admin & Indirect Costs		637,602	637,602
<b>Total (in 100% terms)</b>	<b>332,745.16</b>	<b>2,059,140</b>	<b>2,059,140</b>
<b>Total (with applicable cost share ratio of 70% applied)</b>	<b>247,079</b>	<b>1,499,898</b>	<b>1,499,898</b>

<sup>5</sup> Includes expenditures up to June 30th, 2021.

## Comments

Any applicable police officer pay raise and associated retro-active pay is not included within the financial information above. Once an agreement is ratified, calculations will be provided.





## Definitions

### Municipal Overview: Human Resources

FTE Utilization	<ul style="list-style-type: none"> <li>A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled.</li> <li>The FTE utilization level refers to the total months filled for all positions within the detachment/unit.</li> </ul>
2021/22 FTE Utilization Plan	<ul style="list-style-type: none"> <li>This reflects the number of working FTEs planned to be in place for the fiscal year.</li> </ul>
Revised Plan at Q1	<ul style="list-style-type: none"> <li>This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.</li> </ul>

### Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	<ul style="list-style-type: none"> <li>YTD expenditures reflect the actual expenditures within each category, as of the date of the report.</li> </ul>
Revised Plan at Q1	<ul style="list-style-type: none"> <li>This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.</li> </ul>
2021/22 Financial Plan	<ul style="list-style-type: none"> <li>This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.</li> </ul>
Pay	<ul style="list-style-type: none"> <li>Includes salary costs and associated allowances for police officers and civilian support.</li> </ul>
Overtime	<ul style="list-style-type: none"> <li>Includes direct overtime costs for police officers.</li> </ul>
Operating and Maintenance	<ul style="list-style-type: none"> <li>Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.</li> </ul>
Commissionnaire Guarding	<ul style="list-style-type: none"> <li>Reflects the costs of guarding prisoners within detachments.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.</li> </ul>
Div. Admin & Indirect Costs	<ul style="list-style-type: none"> <li>This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.</li> </ul>
Other	<ul style="list-style-type: none"> <li>This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.</li> </ul>
Total	<ul style="list-style-type: none"> <li>Reflects the total costs of all categories of expenditures.</li> </ul>

**Drumheller Municipal Detachment  
Crime Statistics (Actual)  
Q1: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	2	1	0	N/A	-100%	0.1
Sexual Assaults		0	1	3	6	0	N/A	-100%	0.5
Other Sexual Offences		0	3	4	1	1	N/A	0%	0.0
Assault		14	26	29	24	32	129%	33%	3.4
Kidnapping/Hostage/Abduction		0	0	2	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		7	11	4	1	6	-14%	500%	-1.2
Uttering Threats		7	12	6	5	7	0%	40%	-0.7
<b>TOTAL PERSONS</b>		<b>28</b>	<b>53</b>	<b>50</b>	<b>38</b>	<b>46</b>	<b>64%</b>	<b>21%</b>	<b>2.1</b>
Break & Enter		11	16	18	13	11	0%	-15%	-0.3
Theft of Motor Vehicle		7	10	8	3	1	-86%	-67%	-1.9
Theft Over \$5,000		0	12	3	3	0	N/A	-100%	-0.9
Theft Under \$5,000		39	82	39	26	20	-49%	-23%	-9.4
Possn Stn Goods		3	17	7	10	4	33%	-60%	-0.5
Fraud		22	18	17	16	13	-41%	-19%	-2.0
Arson		1	0	0	0	1	0%	N/A	0.0
Mischief - Damage To Property		0	0	0	14	16	N/A	14%	4.6
Mischief - Other		29	40	31	16	16	-45%	0%	-5.0
<b>TOTAL PROPERTY</b>		<b>112</b>	<b>195</b>	<b>123</b>	<b>101</b>	<b>82</b>	<b>-27%</b>	<b>-19%</b>	<b>-15.4</b>
Offensive Weapons		0	1	7	1	4	N/A	300%	0.8
Disturbing the peace		23	19	17	16	15	-35%	-6%	-1.9
Fail to Comply & Breaches		10	2	9	16	21	110%	31%	3.6
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>13</b>	<b>86%</b>	<b>44%</b>	<b>1.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>40</b>	<b>31</b>	<b>44</b>	<b>42</b>	<b>53</b>	<b>33%</b>	<b>26%</b>	<b>3.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>180</b>	<b>279</b>	<b>217</b>	<b>181</b>	<b>181</b>	<b>1%</b>	<b>0%</b>	<b>-9.6</b>

**Drumheller Municipal Detachment  
Crime Statistics (Actual)  
Q1: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		4	18	13	12	3	-25%	-75%	-0.8
Drug Enforcement - Trafficking		4	4	8	7	6	50%	-14%	0.7
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
<b>Total Drugs</b>		<b>8</b>	<b>23</b>	<b>21</b>	<b>20</b>	<b>9</b>	<b>13%</b>	<b>-55%</b>	<b>-0.1</b>
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	5	7	0	32	1500%	N/A	5.5
<b>TOTAL FEDERAL</b>		<b>10</b>	<b>28</b>	<b>29</b>	<b>20</b>	<b>41</b>	<b>310%</b>	<b>105%</b>	<b>5.4</b>
Liquor Act		5	8	0	6	5	0%	-17%	-0.2
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		25	18	25	29	23	-8%	-21%	0.7
Other Provincial Stats		46	73	69	41	38	-17%	-7%	-4.8
<b>Total Provincial Stats</b>		<b>76</b>	<b>99</b>	<b>94</b>	<b>76</b>	<b>66</b>	<b>-13%</b>	<b>-13%</b>	<b>-4.3</b>
Municipal By-laws Traffic		2	0	0	1	4	100%	300%	0.5
Municipal By-laws		19	18	20	21	8	-58%	-62%	-1.9
<b>Total Municipal</b>		<b>21</b>	<b>18</b>	<b>20</b>	<b>22</b>	<b>12</b>	<b>-43%</b>	<b>-45%</b>	<b>-1.4</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	1	1	2	3	200%	50%	0.5
Property Damage MVC (Reportable)		41	30	38	24	15	-63%	-38%	-5.8
Property Damage MVC (Non Reportable)		6	3	7	0	2	-67%	N/A	-1.1
<b>TOTAL MVC</b>		<b>48</b>	<b>34</b>	<b>46</b>	<b>26</b>	<b>20</b>	<b>-58%</b>	<b>-23%</b>	<b>-6.4</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	2	N/A	N/A	0.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>339</b>	<b>442</b>	<b>391</b>	<b>414</b>	<b>71</b>	<b>-79%</b>	<b>-83%</b>	<b>-56.4</b>
<b>Other Traffic</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>9</b>	<b>22</b>	<b>14</b>	<b>9</b>	<b>10</b>	<b>11%</b>	<b>11%</b>	<b>-1.1</b>
<b>Common Police Activities</b>									
False Alarms		57	57	22	19	26	-54%	37%	-10.0
False/Abandoned 911 Call and 911 Act		47	18	58	37	12	-74%	-68%	-5.1
Suspicious Person/Vehicle/Property		29	23	64	46	32	10%	-30%	2.9
Persons Reported Missing		8	4	6	6	1	-88%	-83%	-1.2
Search Warrants		0	2	2	0	0	N/A	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		27	27	32	8	21	-22%	163%	-3.1
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

Drumheller Penitentiary - Drumheller Detachment  
 Crime Statistics (Actual)  
 January to June: 2018 - 2021

All categories contain "Attempted" and/or "Completed" July 7, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	1	N/A	N/A	0.3
Other Sexual Offences		0	0	0	0	N/A	N/A	0.0
Assault		9	22	7	15	67%	114%	0.3
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	0	0	3	N/A	N/A	0.9
Uttering Threats		4	0	0	5	25%	N/A	0.3
<b>TOTAL PERSONS</b>		<b>13</b>	<b>22</b>	<b>7</b>	<b>24</b>	<b>85%</b>	<b>243%</b>	<b>1.8</b>
Break & Enter		0	0	0	0	N/A	N/A	0.0
Theft of Motor Vehicle		0	0	0	0	N/A	N/A	0.0
Theft Over \$5,000		0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		0	1	0	1	N/A	N/A	0.2
Possn Str Goods		0	0	0	2	N/A	N/A	0.6
Fraud		0	0	1	2	N/A	100%	0.7
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	2	1	N/A	-50%	0.5
Mischief - Other		0	1	0	0	N/A	N/A	-0.1
<b>TOTAL PROPERTY</b>		<b>0</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>N/A</b>	<b>100%</b>	<b>1.9</b>
Offensive Weapons		1	0	0	3	200%	N/A	0.6
Disturbing the peace		0	0	0	0	N/A	N/A	0.0
Fail to Comply & Breaches		0	0	0	0	N/A	N/A	0.0
<b>OTHER CRIMINAL CODE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>400%</b>	<b>N/A</b>	<b>1.2</b>
<b>TOTAL CRIMINAL CODE</b>		<b>14</b>	<b>24</b>	<b>10</b>	<b>35</b>	<b>150%</b>	<b>250%</b>	<b>4.9</b>

Drumheller Penitentiary - Drumheller Detachment  
 Crime Statistics (Actual)  
 January to June: 2018 - 2021

All categories contain "Attempted" and/or "Completed" July 7, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		13	1	1	3	-77%	200%	-3.0
Drug Enforcement - Trafficking		2	0	9	3	50%	-67%	1.2
Drug Enforcement - Other		0	0	1	0	N/A	-100%	0.1
<b>Total Drugs</b>		<b>15</b>	<b>1</b>	<b>11</b>	<b>6</b>	<b>-60%</b>	<b>-45%</b>	<b>-1.7</b>
Cannabis Enforcement		0	1	0	0	N/A	N/A	-0.1
Federal - General		3	6	10	38	1167%	280%	10.9
<b>TOTAL FEDERAL</b>		<b>18</b>	<b>8</b>	<b>21</b>	<b>44</b>	<b>144%</b>	<b>110%</b>	<b>9.1</b>
Liquor Act		0	0	3	4	N/A	33%	1.5
Cannabis Act		0	0	0	1	N/A	N/A	0.3
Mental Health Act		0	0	1	5	N/A	400%	1.6
Other Provincial Stats		2	0	0	4	100%	N/A	0.6
<b>Total Provincial Stats</b>		<b>2</b>	<b>0</b>	<b>4</b>	<b>14</b>	<b>600%</b>	<b>250%</b>	<b>4.0</b>
Municipal By-laws Traffic		0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	0	0	0	-100%	N/A	-0.3
<b>Total Municipal</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.3</b>
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	1	N/A	N/A	0.3
Property Damage MVC (Reportable)		0	1	0	2	N/A	N/A	0.5
Property Damage MVC (Non Reportable)		0	0	0	0	N/A	N/A	0.0
<b>TOTAL MVC</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>N/A</b>	<b>N/A</b>	<b>0.8</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.6</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Common Police Activities</b>								
False Alarms		0	0	0	0	N/A	N/A	0.0
False/Abandoned 911 Call and 911 Act		1	0	0	0	-100%	N/A	-0.3
Suspicious Person/Vehicle/Property		0	1	1	1	N/A	0%	0.3
Persons Reported Missing		1	0	0	0	-100%	N/A	-0.3



## REQUEST FOR DECISION

<b>TITLE:</b>	Intermunicipal Subdivision and Development Appeal Board Bylaw
<b>DATE:</b>	August 5, 2021
<b>PRESENTED BY:</b>	Darryl Drohomerski, CAO
<b>ATTACHMENT:</b>	ISDAB Bylaw 17.21

### SUMMARY

The Town of Drumheller, like all municipalities, is required to establish by resolution of Council, a Subdivision and Development Appeal Board (SDAB) for the purposes of hearing appeals on decisions made by the Development Authority, in Drumheller's case, the Municipal Planning Commission or Development Officer.

Bylaw 15.18 sets out the requirements for the creation and operation of Drumheller's SDAB. The members of SDAB include:

- One municipal councillor
- A councillor in a backup role
- Four members at large from the community
- One Clerk

In 2018 changes were made to the provincial regulation that now requires all members of SDA Boards in Alberta, to be recertified every three years. The training is considerable investment of time at four days in length and with the frequency of appeals being quite low (e.g. one in 2019, one in 2021 so far), some members are reluctant to be trained knowing they may not called upon during their period of certification. Currently, neither councillor is certified and only two of the three members of large have certification as of August 5, 2021.

This is not a problem unique to Drumheller. Many of the members within the Palliser Region are experiencing the same issues because of the certification requirements and limited opportunity to practice. Palliser Regional Municipal Services, and its members, have created an Intermunicipal Subdivision and Development Appeal Board (ISDAB) that will allow all the members within the Palliser region to share these services and resources at no cost to the municipalities, other than out of pocket expenses.

By allowing Drumheller to join this ISDAB, it will allow our certified members better opportunity to use their training, ensure we are compliant with legislation, and put less reliance on trying to recruit members to join a Board and receive training with the potential of very limited use. The opportunity to share resources may also provide outside viewpoints to appeals, whether from ISDAB members hearing Drumheller appeals or Drumheller members being involved in other municipalities.

Two members at large of Drumheller's SDAB are willing to join the Palliser region as are the clerks that are currently certified.

**RECOMMENDATION**

1. That Council gives all three readings to Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw 17.21
2. That Council repeal Bylaw 15.18 Subdivision and Appeal Bylaw

**FINANCIAL IMPACT:**

The new Bylaw accounts for an honorarium for members and out of pocket expenses, so an increase in budget of \$1,000.00 will be required in 2022

**STRATEGIC POLICY ALIGNMENT:**

Good governance

**MOTION:**

1. That Council gives first reading to Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw 17.21 as presented.

**SECONDED:**

Approved By:



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Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**Town of Drumheller  
IN THE PROVINCE OF ALBERTA**

**PALLISER INTERMUNICIPAL SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
BYLAW 17.21**

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Town of Drumheller wishes to join other area municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Palliser Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

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

**1. TITLE**

This Bylaw may be cited as the Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.

**2. AUTHORIZATION**

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**3. DEFINITIONS**

**Appellant** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

**Board** means the Palliser Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

**Board Member** means an appointed member of the Palliser Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the *MGA*.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the (Municipality).

**Development Authority** has the same meaning as in the *MGA*.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Town of Drumheller together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the *MGA*.

**Subdivision and Development Appeal Board** has the same meaning as in the *MGA*.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

**Palliser Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

**All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

#### **4. APPOINTMENT OF THE BOARD**

- (1) The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- (2) A municipality may participate in the Palliser Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- (3) For each member municipality appointing individual Board Member representative(s) to the Palliser Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large.
- (4) For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Palliser Intermunicipal Subdivision and Development Appeal Board.
- (5) Appointments to the Palliser Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (6) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (7) A Board Member may resign from the Palliser Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (8) Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
  - a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
  - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
  - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

## **5. COMPOSITION**

- (1) The Board Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Palliser Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three (3) persons, with no more than one (1) being an elected official.
- (3) Three (3) Board Members constitute a quorum of the Board Panel.
- (4) If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- (5) In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Palliser Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- (6) Board Panel Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (7) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

## **6. COSTS AND REMUNERATION**

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Palliser Intermunicipal Subdivision and Development Appeal Board.

## **7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- (1) The Palliser Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined

in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Palliser Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

## **8. APPEAL FILING**

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

## **9. CLERK RESPONSIBILITIES AND DUTIES**

- (1) The Coordinator shall appoint a Clerk for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend meetings and hearings of the Palliser Intermunicipal Subdivision and Development Appeal Board but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Palliser Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality, and the coordinator in which the appeal has been filed, as outlined in the Procedural Guidelines.

**10. ADMINISTRATIVE**

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**11. ENACTMENT**

- (1) This bylaw shall come into effect upon third and final reading thereof.
- (2) This Bylaw rescinds Town of Drumheller Bylaw 15.18 being the former municipal Subdivision and Development Appeal Board Bylaw, and any amendments thereto.

READ a **first** time this 9th day of August, 2020.

\_\_\_\_\_  
**Mayor**– \_\_\_\_\_  
**Chief Administrative Officer** –

READ a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**Mayor**– \_\_\_\_\_  
**Chief Administrative Officer** –

READ a **third** time and finally PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**Mayor**– \_\_\_\_\_  
**Chief Administrative Officer** –

PRMS would like to acknowledge Oldman River Regional Services Commission for their contribution of their documents for use in completing this document for Palliser ISDAB



## REQUEST FOR DECISION

<b>TITLE:</b>	Joint Assessment Review Board Bylaw
<b>DATE:</b>	August 6, 2021
<b>PRESENTED BY:</b>	Darryl Drohomerski, CAO
<b>ATTACHMENT:</b>	JARB Bylaw 08.11

### SUMMARY

The Town of Drumheller, like all municipalities, is required to establish by resolution of Council, an Assessment Review Board (ARB) for the purposes of hearing appeals on property assessments within the municipality.

Bylaw 09.10 sets out the requirements for the operation of Drumheller's Assessment Review Board.

The members of ARB include:

- Three members from the community, which may include, but not require, an elected official
- One Clerk

In 2011, Council repealed Bylaw 09.10 and passed Bylaw 08.11 for the establishment of a Joint Assessment Review Board, which provides for Drumheller to join with other municipalities to share the responsibilities of assessment review. It appears that Drumheller and other municipalities in the Palliser Regional Municipal Services area subsequently passed bylaws in 2012 to create and participate in a joint board, however, according to Palliser, no Board was ever formed. With the extremely low number of appeals across the region over the years, and the expectation for training and certification for the members, there appeared to be little interest in creating a regional Board.

The Provincial Regulation requires all members of Assessment Review Boards to be recertified every three years. The training is considerable investment of time on topics including law principles, legislative authority and jurisdiction and training on the background of property assessment practices. With the frequency of appeals being extremely low (anecdotally, there has been one hearing in Drumheller in the last ten years), there aren't many applicants volunteering to join the board and be trained knowing they may not be called upon during their period of certification. Currently, there is a single councillor and two clerks certified in the municipality. The last appeal in 2019 required two of the three members to come from Starland County as Drumheller had a single member (a different councillor) certified.

This is not a problem unique to Drumheller. Many of the municipalities within the Palliser Region are experiencing the same issues because of the certification requirements and limited opportunity to practice. In 2019, Palliser Regional Municipal Services, and its members again looked at the possibility to create its own JARB however, there was not enough interest by the members to move this further. This was in part because the City of Red Deer already provides this service on a membership basis to municipalities in the central region of Alberta.

Both Drumheller and Palliser have contacted Red Deer's Central Alberta Regional Assessment Review Board (RARB) to enquire about becoming a member. The cost is approximately \$2,000 per year, plus expenses. We are currently waiting to hear if they have capacity to add Drumheller to their membership. RARB is not the only provider of this service but they do serve many of the communities north and west of Drumheller.

While there has been a low number of appeals, with most being avoided coming to the ARB because of the work of our Assessors, based on the initial appeals submitted to the town this summer, we believe the flood mitigation program will draw more appeals to be brought forward and we want to have a firm plan before the 2021 assessment is sent to residents in spring 2022.

**RECOMMENDATION**

That Council delegates authority to Administration to negotiate and enter into an agreement with a service provider for the provision of Assessment Review Board services for trial period of not less than two years.

**FINANCIAL IMPACT**

Contracted Services is expected to cost the municipality between \$2,000 to \$10,000 annually, depending on the amount of appeals heard.

**STRATEGIC POLICY ALIGNMENT**

Good governance and compliance with the MGA, Part 11.

**MOTION:**

That Council delegates authority to Administration to negotiate and enter into an agreement with a service provider for the provision of Assessment Review Board services for trial period of not less than two years.

**SECONDED:**

Prepared By:



Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**TOWN OF DRUMHELLER  
BYLAW 08.11**

BEING A BYLAW OF THE TOWN OF DRUMHELLER, ALBERTA TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD.

**WHEREAS** Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

**WHEREAS** The Member Municipalities agree to establish a Joint Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality;

**WHEREAS** Member Municipalities will pay for the costs associated with the establishment, training and operations of the Joint Assessment Review Board and each respective Member Municipality will bear the full costs relative to any complaints or hosting of hearings related to complaints from the local municipality.

**NOW THEREFORE** This Bylaw authorizes the member municipality to enter into an agreement with other municipalities to establish Joint Assessment Review Boards

COUNCIL OF THE TOWN OF DRUMHELLER ENACTS AS FOLLOWS:

**Short Title**

1 The short title of this Bylaw shall be the "Joint Assessment Review Board Bylaw".

**Definitions**

2 (1) Except as otherwise provided herein, terms in this Bylaw shall have the meanings prescribed in Part 11 of the MGA.

(2) In this bylaw the following terms shall have the meanings shown:

- (a) "Board" means the Joint Assessment Review Board;
- (b) "CARB" means the Composite Assessment Review Board established in accordance with the MGA;

- (c) "Citizen-at-large" means a person who does not represent a specific organization;
- (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
- (e) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- (f) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- (g) "LARB" means the Local Assessment Review Board established in accordance with the MGA;
- (h) "Member" means a member of the Joint Assessment Review Board;
- (i) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
- (j) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;
- (k) "Member Municipality" means those municipalities who enter into an agreement to establish a Joint Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

### **Appointment of Board Members**

- 3
- (1) The Board shall consist of members who shall be Citizens-at-Large or Elected Officials appointed by the respective Member Municipalities.
  - (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
  - (3) Each member municipality should submit a minimum of one eligible person to be available as a Board member.

### **Terms of Appointment**

- 4 (1) Unless otherwise stated, all Members are appointed for three year terms.
- (2) If a vacancy on the Board occurs at any time the Member Municipality must appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Member Municipalities may remove a Member at any time on the recommendation of a Designated Officer.

### **Panels of the Board**

- 5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
- (a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or
- (b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
- (c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board.
- (d) where possible, the Designated Officer shall include at least one member from the municipality where the complaint arises on a 3 person panel.
- (2) Each panel shall choose the Chairperson among themselves, provided however that:

- (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
- (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

#### **Chairperson**

- 6 (1) The Chairperson of a panel:
- (a) will preside over and be responsible for the conduct of meetings;
  - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
  - (c) will vote on matters submitted to the panel unless otherwise disqualified.

#### **Jurisdiction of the Board**

- 7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality.

#### **Designated Officer of the Board**

- 8 (1) The Designated Officer of the Board shall be a person designated by the Administrator of the municipality where the complaint arises, who shall determine the remuneration of the Designated Officer, or if the Designated Officer is Palliser Regional Municipal Services, the remuneration is in accordance with this bylaw.
- (2) The Designated Officer shall:
- (a) assist the Board in fulfilling its mandate; and
  - (b) coordinate the remuneration and expenses payable to each member of the Assessment Review Board.

#### **Meetings**

- 9 (1) Meetings will be held within the municipality where the complaint arises or

at such time and place as determined by the Designated Officer.

- (2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

### **Remuneration**

- 10 (1) Board Members shall receive honorariums for adjudicating at formally scheduled Hearings. Honorariums shall be awarded by the municipality where the appeal was filed in consideration of reimbursement of regular travel expenses (mileage, meals, etc.) and meeting fees as per the policy of the municipality where the appeal was filed. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

### **Quorum and Voting**

- 11 (1) The quorum for panels of the Board shall be as established by the MGA, namely:
  - (i) two members of a panel acting as a local assessment review board; and
  - (ii) one citizen-at-large or elected official and the provincial member of a panel acting as a composite assessment review board.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.
- (4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

### **Conflict of Interest**

- 12 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from

board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:

- (a) declares a conflict of interest; and
  - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- (3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when the member is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
  - (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

### **Pecuniary Interest**

- 13 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- (2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

### **Commencement of Appeals**

- 14 (1) A taxpayer may commence an assessment complaint by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the MGA; and
  - (b) paying the applicable fee as listed in the service fee schedule as amended by Council resolution.

### **Rules of Order**

- 15 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

### **Adjournments**

- 16 (1) Except in exceptional circumstances as determined by the Board, the Board may not grant postponement or adjournment of a hearing.
- (2) A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.
- (3) Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time and location for the Hearing at the time the postponement or adjournment is granted.

### **Notice of Decisions & Record of Hearing**

- 17 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
- (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.
- (2) The Designated Officer will maintain a record of the hearing.

### **Delegation of Authority**

- 18 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
- (a) its authority to appoint members of the Joint Assessment Review Board to hear and decide on issues relative to assessment complaints to the Designated Officer.

**Reimbursement of Costs**

19 The Member Municipality where the complaint arises shall pay for the administrative costs associated with the operation of the Joint Assessment Review Board. Recovery of costs from Member Municipalities will be as set out in the agreements established.

**Severability**

20 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**Repeal**

21 Town of Drumheller Bylaw 09.10 is hereby repealed.

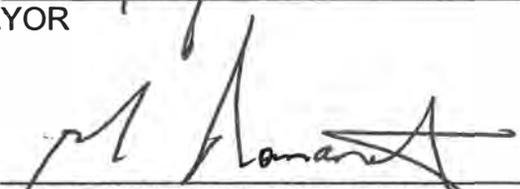
**In Force**

22 This bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the MGA.

READ A FIRST TIME ON THE 26<sup>th</sup> Day of April, 2011  
READ A SECOND TIME ON THE 26<sup>th</sup> Day of April, 2011.

READ A THIRD AND FINAL TIME ON THE 26<sup>th</sup> Day of April, 2011.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## REQUEST FOR DECISION

<b>TITLE:</b>	Land Use Bylaw 16.20 Amendments
<b>DATE:</b>	August 5, 2021
<b>PRESENTED BY:</b>	Darryl Drohomerski, CAO
<b>ATTACHMENT:</b>	Land Use District Map 2 and Land Use Bylaw 18.21

### SUMMARY

Land Use Bylaw 16.20 was passed in December 2020 and took effect on March 1, 2021. It was identified at the time that there would be 3, 6, and 12 month reviews of the bylaw to ensure the intent of the changes were correct, correct omissions and revise the document as necessary. These changes encapsulate both the three and six month reviews by MPC and Administration.

While working with the document since March 1<sup>st</sup> 2021, Administration has identified a number of administrative or clerical errors, in the form of typographical errors or omission, that may cause confusion or misdirection while navigating the document. In addition, during the mapping consultation, some land use boundaries have been misdrawn, causing confusion and limitations to the developable area.

During the mapping and Land Use Zoning process, contours of the valley were used to generate certain boundaries between the Badlands District (BD) and other Land Use Districts. The general intent of the Badlands District is to protect, conserve, and enhance natural areas and their scenic or aesthetic values, and retain a healthy ecological function throughout the Valley. The Badlands District consists of lands that remain in or are reverting to a wilderness condition, including lands unsuitable for development due topography, hydrology, or vegetation. Uses outlined within the Badlands District are restricted to; **Agriculture – General and Recreation – Non-intensive**. It has been identified that within certain areas, flat, developable land has been incorrectly identified as Badlands District. Due to the development limitations of the Badlands District, land incorrectly zoned within both the Badlands District and another district may struggle to develop utilizing the whole developable area. Administration is recommending a thorough review and redrawing as necessary, the boundaries for the Badlands District where they are in conflict with parcels or zoning that is or has been developed.

While using the document it has been identified that the colour used for Countryside District (CSD), Employment District (ED), Downtown District and Rural Development District (RDD) may be perceived by some viewers as too close in colour tone and may be difficult to distinguish. It is recommended to delegate the authority to Administration to better differentiate these colours to minimize confusion to users.

A number of typographical errors including incorrectly referenced Subsections and incorrectly referenced Specific Use Standards. These may cause concern during navigation of the document. Administration has identified omissions from the current Bylaw that prevented the approval of both Billboards or Bench advertising within the town. These clauses to allow for these advertising devices have been added to the revised Bylaw.

Many of the changes being proposed were included in the previous Land Use Bylaw 10.08 and were left out unintentionally from the new Bylaw, 16.20.

**RECOMMENDATION**

1. That Council delegates Administration to correct drafting and clerical errors to Land Use Bylaw 16.20 Section 2 Maps and Overlays as they are identified by the Development Authority.
2. Administration recommends first reading of Bylaw 18.21 tom make amendments to Bylaw 16.20 and sets a public hearing for Monday August 23.

**FINANCIAL IMPACT**

**STRATEGIC POLICY ALIGNMENT**

Good governance

**MOTION:**

1. That Council delegates Administration to correct drafting and clerical errors to Land Use Bylaw 16.20, Section 2 - Maps and Overlays, as they are identified by the Development Authority.
2. That Council give first reading to Bylaw 18.21 and set a public hearing for August 23, 2021

**SECONDED:**

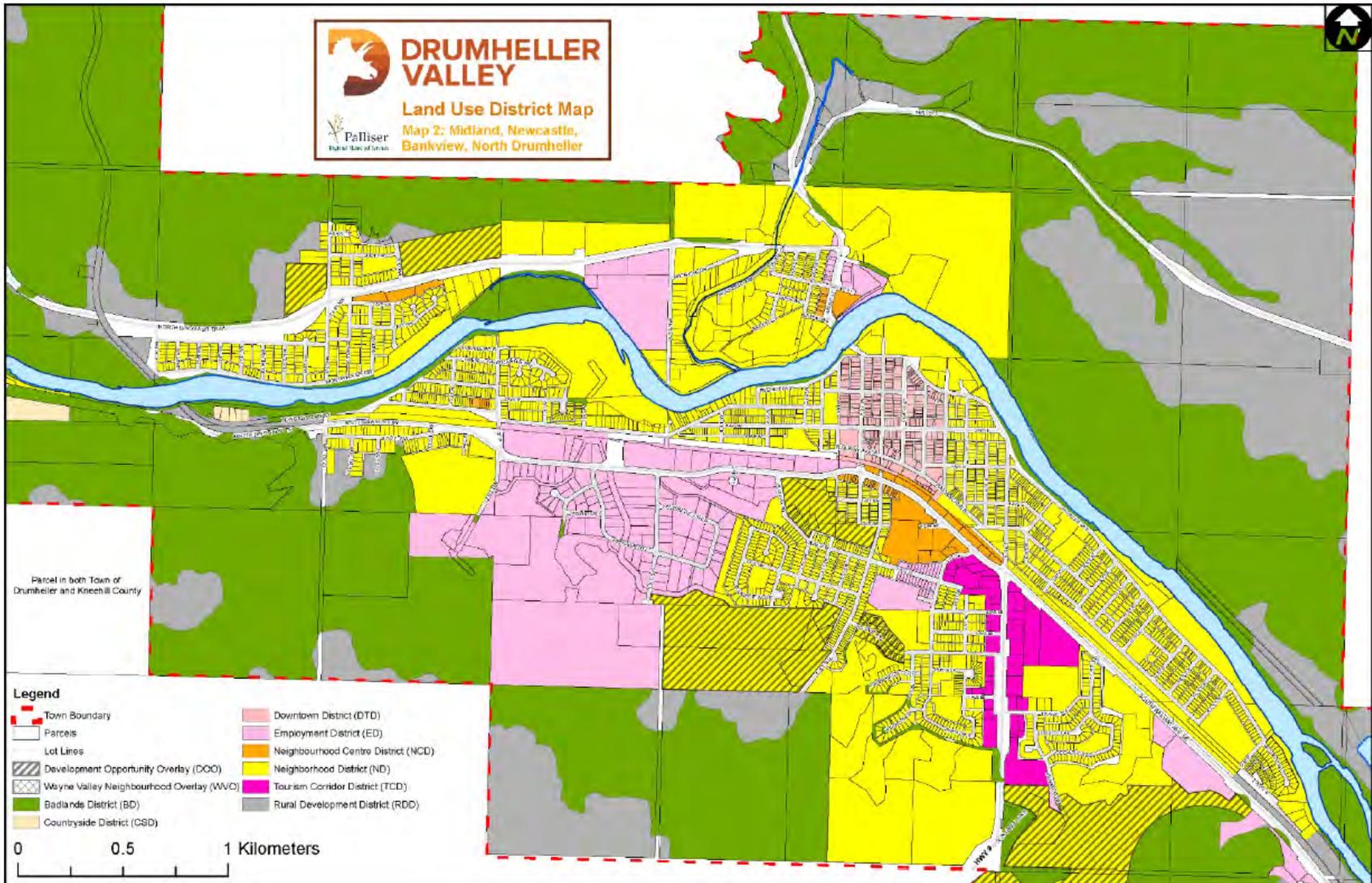
Prepared By:

\_\_\_\_\_  
Antonia Knight  
Development Officer in Training

Approved By:

  
\_\_\_\_\_  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

**Attachment 2 – Land Use District Map 2 – Taken from Land Use Bylaw 16.20 example of colour blend**



**TOWN OF DRUMHELLER  
BYLAW NUMBER 18.21**

BEING A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA TO  
AMEND LAND USE BYLAW 16.20

**WHEREAS**, pursuant to the provisions of Clause 639 of the Municipal Government Act, RSA 2000, c.M. 26, the Council of the Town of Drumheller (hereinafter called the Council, has adopted Land Use Bylaw 16.20;

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw 16.20;

**AND WHEREAS**, a notice was published once a week for two consecutive weeks on August 11, 2021, and again on August 18, 2021 the last of such publications being at least five days before the day fixed for the passing of this Bylaw, including the date and location of a public hearing meeting where concern can be heard; and

**NOW THEREFORE** the Council hereby amends Land Use Bylaw 16.20 as follows:

**PART 1**

Land Use Bylaw Section 2 – Maps and Overlays

The following items need to be added to Clause 2.5:

1. The following wording is hereby added to Clause 2.5.2 (9): “Notwithstanding the Flood Hazard Overlay maps contained within this Bylaw, for certainty each development and subdivision application shall be reviewed against the Government of Alberta Floodplain mapping and existing protection reviewed to confirm the suitability of the site for development.”
2. Add Clause 2.5.2 (10): “No subdivision of any parcel greater than 1.2 hectares shall be approved unless undertaken in conformity with an approved Area Structure Plan, or if the development is considered *infill*.”
3. Clause 2.5.4 (4) is hereby deleted and replaced with the following wording: “An application for a **development permit** for a **parcel** located within the Protected Zone must be accompanied by a report prepared by a qualified professional demonstrating how the regulations of the Flood Hazard Overlay and the **flood construction level** are met.

**PART 2**

Land Use Bylaw Section 3 – Land Use Districts.

The following items need to be added as noted below:

4. Under the Specific Use Standards section, add the following wording to **Clause 3.1.1 (12) Restricted Substance Retail** (b): “Restricted Substance Retail for the sale of liquor shall not be located closer than 150 metres to any school or public park at the time of the Development Permit application as measured from the closest point of the subject **Parcel** boundary to the closest point of proposed **Parcel** boundary and must not be located within 300 metres of any other liquor store, when measured from the closest

point of an existing liquor store to the closest point of the proposed liquor store.”

5. The following wording is hereby added as **Clause 3.1.1 (14) Tourist Dwelling (d)**: “A development permit for a Tourist Dwelling may be revoked at any time if, in the opinion of the Development Authority, the operator of the Tourist Dwelling has violated any provisions of the Bylaw and/or the conditions of the development permit.”
6. **Clause 3.1.1** – the following definitions to be inserted in alphabetical order in Specific Use Standards and added into Use Categories in Districts:

**Accessory Building – Portable** shall meet the setback requirements for an accessory building in the appropriate district, while meeting all the requirements of the Alberta Safety Code. Accessory Buildings – Portable may only be erected between October-April unless otherwise approved by the Development Authority. (Discretionary Use)

**Storage Structure** - A storage structure shall meet the setback requirements for an accessory building in the appropriate district. A storage structure shall not be permitted in residential parcels or where the primary land use of a parcel is residential. A storage structure shall be screened from view and may require exterior finishing to be in general conformance with the principal building or surrounding development. Shall not be used as a sign. A storage structure may be approved on a temporary basis by the Development Authority (Discretionary Use).

**Home Occupation – Rural** - (f) If the holder of any Home Occupation Development Permit relocates within the municipality, a new Development Permit is required for the new location.

**Home Occupation – Urban** - (f) If the holder of any Home Occupation Development Permit relocates within the municipality, a new Development Permit is required for the new location.

7. In the Rural Development District, under Additional Standards, add **Clause 3.3.9 (1) (b) Subdivision** is hereby amended to state that “A **subdivision** may require an approved **Area Structure Plan** and/or **Concept Plan** at the discretion of the Subdivision/Development Authority.”
8. In the Downtown District amend **Clause 3.7.2 (1)** by adding “Single detached dwelling” as a discretionary use.
9. In the Downtown District **Clause 3.7.3 (1)** is hereby deleted and replaced with the following wording: “Buildings with 1 **Dwelling Unit** or in the form of a single detached dwelling are a discretionary use and shall be limited to locations in proximity to similar structures.”

### PART 3

#### Land Use Bylaw Section 4 – Signs.

The following items need to be changed as noted below:

10. Clause 4.1.2 is hereby removed and replaced with: “All signs must be erected on or directly in front of the **site** to which they relate except for Billboard Signs and Bench Signs.”
11. Add Clause 4.1.15 “No signs shall be permitted within the Municipality’s boundaries that are attached to or mounted on permanently fixed or stationary transport trailers, vehicles, or shipping containers.”
12. Add Clause 4.1.16 “Signs may be illuminated by a constant source of dimmable light, but shall not be lit by flashing, electronic, animated, intermittent or rotating lights. The design and installation of the lighting shall ensure no element of the light connection is visible to a pedestrian.”
13. Insert Clause **4.8 BILLBOARD SIGNS** and add the following sub clauses:

“Billboard signs may be permitted within the Tourism Corridor (TCD) or Rural Development District (RDD) provided that;

“4.8.1 Only 1 **billboard sign** may be erected along each of a **site’s parcel boundaries** shared with a **street**.

4.8.2 The maximum height shall be 9 metres and the maximum area shall be 23 square metres.

4.8.3 Minimum vertical clearance beneath a billboard: 3.0 m

4.8.4 Billboard Signs shall be separated from each other by a minimum distance of 100 metres.

4.8.5 Billboards may be illuminated by a constant source of light, but shall not be lit by flashing, electronic, animated, intermittent or rotating lights;

4.8.6 Billboards shall not have variable or changing messages, or any moving or rotating parts.

4.8.7 A Billboard may be erected on a site that is not associated with the development, with landowner consent

4.8.8 No **Billboard Sign** shall be placed in such proximity to the Badlands District (BD) that it would detract from the natural aesthetics and intent of the Badlands District (BD).

4.8.9 No Billboard Sign larger than 1.2 metres by 2.4 metres shall be placed within 200 meters of any parcel zoned within the Neighborhood District (ND).

14. Insert Clause **4.9 BENCH SIGNS** and add the following sub clauses:

4.9.1 All Bench Signs shall be placed at least 100m from any existing bench sign.

4.9.2 No **Bench Sign** shall be erected on municipal right of way

4.9.3 Only 1 **bench sign** may be erected along each of a **site’s parcel boundaries** shared with a **street**.

- 4.9.4 Bench signs shall be located adjacent to a building, a public sidewalk or pedestrian trail and in an area where pedestrian foot traffic is expected, though not impede access to any building, a public sidewalk or pedestrian trails.
- 4.9.5 Orientation of bench signs along a public street shall be parallel to the street.
- 4.9.6 Bench design should emphasize; comfort, ease of maintenance, durable finish and resistance to vandalism.”

15. With the addition of Clause **4.8 Billboard Signs** and **4.9 Bench Signs**, renumber existing Clause **4.8 Signs not Requiring a Development Permit**, and following subsections, will be renumbered as **Clause 4.10**.

#### **PART 4**

Land Use Bylaw Section 5 – Administration.

The following items need to be changed as noted below:

- 16. Clause 5.10 (18) is hereby deleted and replaced with the following wording: “The construction of a deck or patio with a surface height 0.6 metres or less above **grade** at any point.”
- 17. Clause 5.10.2 (5) is hereby deleted and replaced with “The erection, construction, maintenance, improvement or any other alterations of gates, fences, walls, or other means of enclosure shall conform to heights outlined within the *Screening, Fences and Hedges* within the applicable Land Use District,”
- 18. Add Clause 5.14.3:  
“In addition to the application of conditions on a Development Permit, the Development Authority may also include **General Requirements** as an addendum to the notice of decision.”

#### **PART 5**

Land Use Bylaw Section 6 – Interpretation and Definition.

The following definitions shall be modified or inserted in alphabetical order in 6.2 DEFINITIONS and added into Use Categories in Districts as applicable:

**Accessory Building – Portable** means a **temporary** structure designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film, which shall meet all the requirements of the Alberta Safety Code. Accessory Buildings – Portable may only be erected between October-April unless otherwise approved by the Development Authority.

**Bench Sign** – means a sign which is placed or erected on an immobile seat. That advertises goods, products, services or facilities which directs persons to a different location from the site where the Sign is located.

**Billboard Sign** – means a sign placed adjacent to, though not within, the Right-of-way that is designed and intended to provide a leasable advertising copy area on one or both sides. That advertises goods, products, services or facilities which directs persons to a

different location from the site where the Sign is located.

**Brewery/Distillery** – means a facility licensed by the Alberta Gaming and Liquor Commission where beer, spirits and other alcoholic beverages are manufactured and may include the retail sale of products made on the premises for consumption off the premises. A Brewery/Distillery may include an area where products made on the premises are sold or provided to the public for consumption on the premises but are not considered a Drinking Establishment. (Downtown District & Employment District)

**Deck** – means an uncovered horizontal **structure** at or below the main floor level of a building that is intended for use as an outdoor amenity space, but does not include balcony.

**Discretionary Use** – means a use of land, **building**, or **structures** for which a **development permit** may be issued, with or without conditions, at the discretion of the **Development Authority**.

**Entertainment Facility** – means a facility where entertainment is provided to the public, either exclusively or in combination with other activities and may, without restricting the generality of the foregoing, include a live theatre, dance club, cinema but does not include Adult Entertainment.

**Fascia Sign** – means a **sign** attached to, marked, or inscribed on and parallel to the face of a **building** wall but does not include a **billboard sign**.

**Freestanding Sign** – means a **sign** that is supported independently of a **building** wall or **structure** but does not include a **billboard sign**.

**General Requirements** – means additional clauses outlined within an approved Development Permit not otherwise applicable to conditions, that may include but not limited to, reminders of other Municipal, Provincial, Federal legislation, or recommendations from the Town not otherwise stated within this Land Use Bylaw.

**Infill** – means the insertion of new development into an existing subdivision or neighbourhood that does not represent an extension or expansion to the developed area of the community, and generally does not require the extension of municipal services or the construction of a new road to reach the site.

**Patio** – means an uncovered horizontal **structure** with a surface height, at any point, no greater than 0.60 metres above grade and is intended as an outdoor amenity space.

**Permitted Use** – means a use of land, **building**, or **structures** for which a **development permit** shall be issued, with or without conditions, by the **Development Authority**.

**Qualified professional** – means a person who by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and

experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work or the project, and assumes responsibility for the results of the work. Without limiting the generality of the foregoing, this shall include land surveyors, professional planners, architects, and engineers.

**Single Detached Dwelling** – means a use where a building contains only one dwelling unit.

**Storage Structure** – A storage structure may be in the form of a shipping container, trailer or other structure. Shall not be connected to utilities. A storage structure may be approved on a temporary basis.

**PART 6**  
IDENTIFIED TYPOGRAPHICAL ERRORS

Identified typographical errors include but not limited to;

- a) Clause 3.6.3 (1) - replace "Accessory Building" with "Car Wash"
- b) Clause 3.8.3 (2) - replace "Accessory Building" with "Car Wash"
- c) Clause 3.9.3 (1) - replace "Accessory Building" with "Car Wash"
- d) Clause 5.10.2 (12) - replace "for residential purposes" with "as a Dwelling Unit"
- e) Clause 3.5.1- replace "3.4.2" with "3.5.2"
- f) Clause 3.4.10(4) replace "3.3.2" with "3.4.2"
- g) Clause 3.5.8 (1) - replace "3.4.2" with "3.5.2"
- h) Clause 3.6.8- replace "3.5.2" with "3.6.2"
- i) Clause 3.7.7 (1) - replace "3.6.2" with "3.7.2"

**PART 7**  
TRANSITIONAL

- a) Town of Drumheller Bylaw 16.20 is hereby amended.
- b) Bylaw 18.21 comes into force on the date of the third and final reading.

READ A FRIST TIME THIS \_\_\_ DAY OF \_\_, 2021

READ A SECOND TIME THIS \_\_\_ DAY OF \_\_, 2021

READ A THIRD TIME AND PASSED THIS \_\_\_ DAY OF \_\_, 2021.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## **Quarterly Report for Emergency & Protective Services – 2021 Strategic Priorities**

**Name:** Greg Peters Director of Protective and Emergency Services

**Period:** April – June 2021

### **Derelict & Vacant Properties**

Currently working with Communications with input from Council to complete a policy, community guide and advice for moving forward in an effort to deal with these locations. Properties have been identified and Municipal Enforcement is working on them and others.

### **Compliance Officer Position**

A report will be provided to Council for consideration during the next budget cycle regarding hiring a compliance officer. This position ostensibly could assist across town departments with bylaw matters but would work as part of Protective Services.

### **Bylaw Staff Capacity Review**

This was split essentially into two parts one being a wage review presented to Council in July and consideration of a compliance officer to be presented and considered for the next budget deliberations for 2021 – 22.

### **Fire Safety Code Inspections**

Presently a review is being conducted by an external party in order to decide which is the most efficient and feasible path moving forward for this function and the fire department. The initial plan was to report to Council in the second quarter about how we shall proceed with fire safety codes inspections but may be delayed until August or September until after the CAO and writer have had time to review the department review submissions.

### **Traffic Bylaw**

The draft is underway, plans to report to Council in September.

### **Fireworks Bylaw**

New bylaw draft was completed and passed by Council in the second quarter. This was done with consideration to reflect the changes that were made to the 2019 Alberta Fire Code allowing local authorities to manage the use of fireworks in their communities. - Complete

#### **Prepared by:**

Greg Peters  
Director of Protective and Emergency Services

#### **Approved by:**

Darryl Drohomerski  
Chief Administrative Officer

## Corporate Services Quarterly Report Q2 - 2021

**Name: Mauricio Reyes, CPA, CMA, CAMP    Period: April 1 to June 30, 2021**

### Financial Report

#### *Revenues*

- Appendix 1 provides a summary of the financial operations to June 2021 for the Town's operations
- For the first six months of the year, the Town's revenues were 4.2 percent lower than budget corresponding to the same period (half of annual budget)
- The negative variance in revenues is mainly due to lower user fees as facilities were closed during most of Q1 and Q2 due to Covid-19 related restrictions
- Investment income is also trending lower mainly due to the low interest environment and the fact that most of the Towns' investments are highly liquid
- Government transfers is higher than budgeted due to a higher MSI operating allocation in 2021. The variance in government transfers is expected to be higher at the end of the higher as more operating grants are received in 2021.

#### *Expenses*

- For the first six months of the year, expenses were approximately 4.4 percent lower than budget corresponding to the same period (half of annual budget)
- The positive variance in expenses is mainly due to lower personnel expenses as well as lower purchases of services and goods in the first half of the year
- Personnel expenses were lower due to some vacancies and temporary layoffs relating to Covid-19 restrictions. In addition, the Town has been experiencing challenges in recruitment process in 2021
- Although purchases of goods and services are trending lower for the first six months, this variance may be affected by timing of expenses, timing of recording expenses, and impact from the pandemic. As the year processes, Administration will be in a better position to estimate the final variance for 2021 in these areas
- As in prior years, amortization is expected to be in a deficit position as the Town budget for roads and street amortization has been historically lower than actual amortization

#### *Surplus/Deficit*

- Although difficult to estimate at this time, the Town is trending to have small operating surplus at year-end that could be between \$40,000 and \$100,000 depending on how operations unfold in the remaining six months of 2021.

### Operations

- 2021 Tax Bylaw was presented and passed by Council in April 2021
- Property Tax and Assessment notices were mailed in May 2021

## Budgets

- 2022 Budget Planning is under way. Departments will be working on their operating and capital budgets in Q3
- The 10-year capital plan and 3-year operating plan will be updated in Q3

## Financial Reporting

- 2020 Town was completed and submitted to the Province in July 2021
- 2020 FCSS Financial Audit was completed and submitted to the Province
- 2020 Tri-annual LAPP Audit was completed and submitted to the Alberta Pensions Services Corporation

## 2020 Grants Update - Final

- In Q1, Administration provided Council a report to Council on grants received in 2020
- This is a continuation of that report and final update on grants received in 2020
- At the time the Q1 report was prepared there were 4 grants applications pending, of which 3 grants have been successful and one is still pending
- The only grant that remains pending at the time of writing this report is the Social Services Grant for Covid
- In 2020 the Town's success rate in grant applications was as follows:
  - Number of grant applications – 73.3%
  - Dollar value of grants – 95.6%

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved	Status
Provincial	Social Services Grant for Covid	Subsidised supports for seniors including hot meals program, transport, in home services etc.	\$ 69,023	-	Pending
Federal	FCM Municipal Asset Management Program	Palliser Regional Asset Management Project	\$ 50,000	\$ 50,000	Approved
Provincial	STIP - CAP	Airport Runway Repairs	\$ 1,310,000	\$ 1,130,250	Approved
Federal	Celebrate Canada Grant	Canada Day Celebration	\$ 20,000	\$ 14,000	Approved
<b>Total</b>			<b>\$ 1,449,023</b>	<b>\$ 1,194,250</b>	

## Definitions

STIP - CAP Strategic Transportation Infrastructure Program - Community Airport Program

Report Writer:	Mauricio Reyes, CPA, CMA, CAMP	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Corporate Services		



## Infrastructure Services Quarterly Report Q2 – 2021 (April 1 to June 3)

### Strategic Priorities:

- **Rotary Park Fountain:** made operational for the summer, some outstanding work needed in fall after shutdown; issue with water discharge identified and interim measures taken.
- **Grant -MSP Downtown Plaza:** design being developed, additional funding sources being investigated.
- **Grant - Bridge 11:** design underway, Geotech carried out and river flows determined; permit requirements determined; Wheatland County agreed to contribute to funding.
- **Cemetery Scatter Garden:** Construction started
- **Safety - LS Access Issues:** Engineering company and review started.
- **IS/PW KPI and QR Update:** Initial lists generated and being developed through use, forming background and basis of Quarterly Reports

### Operations

- **Completed :** 2021 Line Painting program, 2021 Crack filling completed, Spring Dust Control, Concrete pads for dinosaur statues at Rotary Park, Phase 1 of DQ corner beautification, Newcastle Ball Diamond #3 upgrade, Removal of buildings and material from Old PW Yard, Spring Grading and Spring Sweeping
- **In Progress:** Asbestos removal at Old Hospital, Rodent Control, Tree Trimming, Fleet Logo update, and Town Signage Logo update

### Facilities

- **Completed:** Arena Ice removed, Pesticide shed upgrades,
- **In Progress:** Painting of Arena Interior, Arena Compressor Overhaul

### Utilities

- **In Progress:** Hydrant flushing,

### Health and Safety

Report Type	Total	Total 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
Incident	8	5	2	0	6	2		1		2
Accident	4	3	2	2	2	1		0		0
First Aid/Injury	5	14	2	1	3	9		1		3
Near Miss	5	6	3	1	2	2		1		2
Work Refusal	0	0	0	0	0	0		0		0
<b>Total Number</b>	<b>22</b>	<b>28</b>	<b>9</b>	<b>4</b>	<b>13</b>	<b>14</b>		<b>3</b>		<b>7</b>

### OPERATIONS: SeeClickFix App (Apr 1, 2021 to 2021 June 30)

Request Category	Target Closed within SLA	Created	Ack	Number Closed	SLA Days	% Closed within SLA	Overdue	Overdue and Open
A - Am in need of Assistance- COVID 19	85%	0	0	0	1	0%	0	0
Abandoned Vehicle	85%	2	0	2	3	100%	0	0
Animal Control	85%	2	0	2	2	100%	0	0
Animal Control - cat	85%	0	0	0	2	0%	0	0
Bylaw	85%	23	0	23	2	100%	0	0
Bylaw - graffiti	85%	3	0	3	3	100%	0	0
Cemetery questions	85%	1	1	1	3	100%	0	0
Facilities and Buildings owned TOD	85%	5	3	5	5	40%	3	0

Garbage Collection - commercial	85%	1	0	1	1	100%	0	0
Garbage Collection - residential	85%	1	0	1	1	100%	0	0
Parks Issues	85%	15	8	14	5	71%	4	1
Roads - gravel surface	85%	4	2	4	5	50%	2	0
Roads - paved surface	85%	8	6	7	5	57%	3	1
Roads - pothole	85%	4	3	4	5	50%	2	0
Roads - sidewalk issues	85%	8	3	6	260	100%	0	0
Street Garbage Bin	85%	1	0	1	1	0%	1	0
Vegetation	85%	8	1	7	52	100%	0	0
Water / Sewer - water quality	85%	0	0	0	1	0%	0	0
Water/Sewer - odour	85%	0	0	0	1	0%	0	0
Water/Sewer - water pressure	85%	1	1	1	1	0%	0	0
Water/Sewer- water break	85%	0	0	0	1	0%	0	0
Z- Other	85%	12	11	12	2	75%	4	0

<b>OPERATIONS</b>	<b>Target</b>	<b>2021 Total</b>	<b>2020 Total</b>	<b>2021 Q1</b>	<b>2020 Q1</b>	<b>2021 Q2</b>	<b>2020 Q2</b>	<b>2021 Q3</b>	<b>2020 Q3</b>	<b>2021 Q4</b>	<b>2020 Q4</b>
<b>Mechanical Services</b>											
Work orders (WO)		46	0	46		56					
<b>Tree Trimming</b>											
Town Staff (Staff days)		54	0	54		12					
Contractor (days)		4	0	4		5					
<b>Pot hole repair</b>											
Town staff (Staff days)		16	0	16							

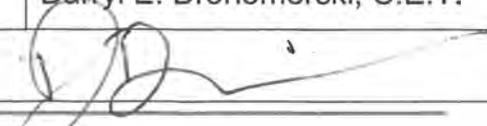
### Utilities

#### Work Orders (Vadim – iCity) (Target is 85.0%)

Period	Total	Total 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
Created	120	355	120	134	114	50		95		76
Completed	119	337	119	132	109	44		93		68
Outstanding	1	18	1	2	5	6		2		8
Orders Completed	99.2%	94.9%	99.2%	98.5%	95.6%	88.0%		97.9%		89.5%

### Water and Wastewater Treatment Plant

	Total (YTD)	Total (YTD) 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
<b>Water Treatment Plant (cubic meters)</b>	604,574	1,387,297	270,902	335,723	333,672	598,706		408,197		279,481
<b>Wastewater Treatment Plant (cubic meters)_</b>	452,012	971,161	253,944	224,296	198,068	257,490		278,098		211,277
<b>Line Locates</b>	395		122		273					

<b>Report Writer:</b>	Dave Brett	<b>CAO:</b>	Darryl E. Drohomerski, C.E.T.
<b>Position:</b>	Director of Infrastructure Services		

## Report for Recreation – Quarter 2 - 2021

**Name: Darren Goldthorpe**

**Period: April to June 2021**

Recreation facilities and services continued to be adjusted throughout this quarter under the provincial guidelines, restrictions and health orders.

### Arena

The Drumheller Dragons of the AJHL offered spring camps and development opportunities to players around the area. The session was unfortunately cut short due to further Covid 19 restrictions that were imposed.

### Aquaplex

Indoor pool continued to open and close throughout this quarter as required due to restrictions. We were able to open the outdoor pool on May 28 as outdoor activities were permitted by Alberta Health Services.

### Badlands Community Facility

Continued to see the opening and closing of the facility. Reopened once again on June 21 with restrictions in place and have remained open since. Members were and are slow to return but seeing a positive shift to more facility users.

### Statistics

#### **Arena-Permits**

Event Type	2021	2020	2019
Drop in Program	0	0	0
Sporting Event	8	0	5
Sports Practice	0	0	0
Tournament	0	0	1
Tradeshow	0	0	0
Total	8	0	6

#### **Ball Diamonds-Permits**

Event Type	2021	2020	2019
Sporting Event	2	0	6
Sports Practice	7	0	0
Tournament	2	0	1
Total	11	0	7

Drumheller Girls Softball - 91 bookings  
 Drumheller Minor Baseball – 92 bookings  
 Drumheller Mixed Slo-pitch – 13 bookings

**Badlands Community Facility - Permits**

Event Type	2021	2020	2019
Administrative/Internal	4		14
Anniversary	0		0
Banquet	0		9
Birthday Parties	0		7
Camp BCF	1		0
Concert/Performance	0		2
Conferences	0		2
Drop In Program	0	Closed	22
Facility Tours	4	Due To	
Fundraiser	0	Covid 19	2
Maintenance	2		3
Meetings	1		29
Memorials	0		1
Non-for-Profit (NFP)	0		24
NFP Town Sponsored	0		28
Registered Program	0		46
Reunions	0		0
School groups	0		2
Sport/Competition	1		29
Tournament	0		0
Tradeshow	0		0
Training	1		6
Wedding	0		7
Total	14		233

**Badlands Community Facility - Attendance**

Monthly Drop-ins and Members	2021	2020	2019
April	32	Closed	4566
May	0	Due To	4052
June	341	Covid 19	3415
Total	526		12 033

**Aquaplex - Attendance**

Monthly Drop-ins, Members, Clubs	2021	2020	2019
April	404	Closed	3850
May	332	Due To	3502
June	1828	Covid 19	4295
Total	2564		11 647

**Aquaplex - Attendance**

	2021	2020	2019
Drop-ins	338		2647
Members	514	Closed	3253
Other (low intensity reservations)	437	Due To	1633
Lessons/Courses(1 on 1 training)	312	Covid 19	832
Rentals(Swim club)	963		5207
Total	2564		13572

## **Quarterly Report for CDSP**

**Name: Tiffany Scarlett - Manager**

**Period: April-June 2021**

### **Strategic Priority Updates**

#### **Poverty Reduction**

Poverty Reduction Campaign was launched: “Drumheller Together We Stand”. We have been meeting with individuals and service providers in the valley to discuss how they or others are affected by poverty and potential solutions. We continue to participate in the Alberta Living Wage Council, programs offered through the Rural Development Network and Tamarack Institute, and local, interagency collaborative works. We completed an evaluation of current services and programs available to Drumheller residents to help identify gaps in services and areas of need.

Areas of need identified include: social housing, quality interpersonal relationships, access to healthy food and clean water (food security), safe and secure transitional housing, mental health and wellness supports, and life skills training.

Food Security: 168 Good Food Boxes were distributed this quarter and 970 hot meals were subsidized through the Hot Meals program

Funding: Were able to secure additional funding through the Social Support Services for COVID-19 grant, extending the Poverty Reduction Coordinator position contract from October 6<sup>th</sup> to the end of December 2021. Additional funding will also help to purchase 10 new Good Food Box Memberships and sustain our Hot Meals program through to the end of 2021.

#### **Community Services Hub**

The Family Resource Network acts as a Hub for our community. FRN would like to partner with Drumheller FCSS and other organizations and committees within the community extending their hub to include various other services.

#### **Community Access Pass**

Contacted people who have participated in the Rec Fee Assistance to discuss areas of success and identify potential downfalls in order to improve the program. Researched similar programs in other communities. Developing Request for Decision on new policy.

#### **Inclusive Communities Programming Framework**

Met with other community representatives to discuss inclusivity in their communities. Discussed accessibility with community organizations and local businesses. Recognized barriers include cultural; language; financial; accessibility for people who are physically, hearing, or visually impaired or challenged. Scoping inclusivity committees in other communities.

### **Events and Programming Updates**

- National Volunteer Week (April 18-24): Distributed 237 redeemable appreciation postcards to volunteers through 24 local organizations, including Town Hall where people were able to recognize a neighbour or individual volunteers who were not affiliated with an organization.
- Seniors' Week (June 7-13): Various events throughout the week that merged generations and gave the public an opportunity to honor seniors. 235 total number of senior participants.
- Valley Growers – Youth: A program between Seniors Program Coordinator and Youth Program Coordinator. 6 teens tend to their plot at the Valley Learning Garden, assisting with weeding, watering, etc. They have also helped to set up a bee hotel
- Plaza Block Painting: A partnership with a local artist to paint the cement barriers at the plaza. This work is still in progress. 7 youth, 3 adults participate
- Home Supports (Helping Hands) program: 21 individuals have been supported this quarter
- Activity kits for seniors: 135 activity kits were distributed
- Canada Day: We distributed 500 bags to local residents as a thank you for helping to get us through COVID. The bags were filled with items that the Town of Drumheller and local business and organizations contributed, including activity books, swag, and discounts. Telus helped us to stuff the bags
- Welcome Packs: Distributed 31 Welcome Packs
- Volunteer Tax Program: Serviced 295 individuals (49 from out of town)
- In-Office Client Service Programs: assisted 284 seniors and 34 non-seniors
- Block Parties: Completed tenure for purchasing a trailer. Developing Request for Decision
- Drumheller Valley FCSS became the backbone organization for the Rural Mental Health Network

### **Funding Highlights**

\$15 000 from Travel Alberta for Oktoberfest at the Plaza

\$14 000 from Celebrating Canada grant (REC) – this alleviated some of our budget to allow for reallocating money to other events

\$27 500 from the Social Services Supports for COVID-19