



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, April 7, 2025

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

1. CALL TO ORDER
2. OPENING COMMENTS
3. ADDITIONS TO THE AGENDA
4. ADOPTION OF AGENDA

4.1 **Agenda for the April 7, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the April 7, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the March 17, 2025, Regular Council Meeting**

[Regular Council Meeting – March 17, 2025 – Draft Minutes](#)

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

5.2 **Minutes for the March 27, 2025, Special Council Meeting**

[Special Council Meeting – March 27, 2025 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the March 27, 2025, Special Council Meeting, as presented.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

PUBLIC HEARING AT 5:30 PM

6. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

6.1 Chief Administrative Officer

6.1.1 Downtown Berm East Land Designation (1st Reading)

[Request-for-Decision](#)

[\(Draft\) Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation](#)

Proposed Motion: That Council give first reading to Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation, as presented, and set the Public Hearing date for Monday, May 5, 2025.

6.1.2 Downtown Berm Riverside West Land Designation

[Request-for-Decision](#)

[\(Draft\) Bylaw #10.25 – Downtown Berm Riverside West Land Designation](#)

Proposed Motion: That Council gives first reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

Proposed Motion: That Council gives second reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

Proposed Motion: That Council give unanimous consent for third reading of Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

Proposed Motion: That Council give third and final reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

6.1.3 North Drumheller Land Designation

[Request-for-Decision](#)

[\(Draft\) Bylaw #11.25 – Michichi Creek East Berm Land Designation](#)

[North Drumheller Community Information Package](#)

Proposed Motion: That Council gives first reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

Proposed Motion: That Council gives second reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

Proposed Motion: That Council give unanimous consent for third reading of Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

Proposed Motion: That Council give third and final reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

6.1.4 **Amendment to Bylaw #04.21 – Council and Committee Procedure Bylaw**

[Request-for-Decision](#)

[\(Draft\) Bylaw #17.25 – Amending Bylaw for Bylaw #04.21](#)

[Bylaw #04.21 – Council and Committee Procedure Bylaw \(Redlined\)](#)

[\(Draft\) Consolidated Bylaw #04.21 – Council and Committee Procedure Bylaw](#)

Proposed Motion: That Council give first reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.

Proposed Motion: That Council give second reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.

6.1.5 **Appointment of Replacement for Boards and Committees**

[Request-for-Decision](#)

Proposed Motion: That Council appoint _____ to the Red Deer River Municipal Users Group for a term ending October 20, 2025, or until the return of Councillor Lisa Hansen-Zacharuk, whichever is sooner.

Proposed Motion: That Council appoint _____ to the The Drumheller and District Chamber of Commerce for a term ending October 20, 2025, or until the return of Councillor Lisa Hansen-Zacharuk, whichever is sooner.

6.1.6 **M. Nielsen – Appointment to Marigold Library Board**

[Request-for-Decision](#)

Proposed Motion: That Council appoint Margaret Nielsen to the Marigold Library Board for a term of three (3) years from April 7, 2025, to April 7, 2028.

6.1.7 **Drumheller Library Board Appointments**

[Request-for-Decision](#)

[B. Gipman – Application](#)

[K. Enns – Application](#)

[A. Roberts – Application](#)

[Drumheller Public Library Board – February 13, 2025 – Minutes](#)

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

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

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

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

EMERGENCY AND PROTECTIVE SERVICES

6.2 Director of Emergency and Protective Services

6.2.1 RCMP Civilian Governance – Policing Committee

[Request-for-Decision](#)

Proposed Motion: That Council directs Administration to seek approval from the Ministry of Public Safety and Emergency Services to form its own Municipal Policing Committee for the Town of Drumheller.

INFRASTRUCTURE SERVICES

6.3 Director of Infrastructure Services

6.3.1 2025 Street Improvement Program: Construction Contract Award

[Request-for-Decision](#)

Proposed Motion: That Council approve the award of the construction portion of the 2025 Street Improvement Program to Grindstone Paving & Excavating Ltd. for the total amount of \$529,720.43 (excluding GST).

Proposed Motion: That Council direct Administration to reallocate any remaining funds from the 2025 Street Improvement Program capital budget to the 6th Avenue Extension project capital budget to complete its full scope of work.

6.3.2 6th Ave Road Connection Construction Award

[Request-for-Decision](#)

Proposed Motion: That Council authorizes an additional \$355,414.59 excluding GST be transferred from 2025 SIP capital budget for a total budget of \$1,688,014.59 excluding GST to complete the project as identified in Alternative 1.

Proposed Motion: That Council approves the award of the 6th Ave Road Connector Project to East Butte Contracting Ltd. as the highest ranked proponent.

6.3.3 Hook Truck Purchase

[Request-for-Decision](#)

Proposed Motion: That Council approves the purchase of a multi-use hook truck for the Operations Department for the total cost of \$290,698.53, excluding GST.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

6.4 **Director of Corporate and Community Services**

6.4.1 **Bylaw #18.25 - Supplementary Property Tax**

[Request-for-Decision](#)
[\(Draft\) Bylaw 18.25 Supplementary Property Tax](#)
[Bylaw 16.25- Supplementary Assessment](#)

Proposed Motion: That Council gives first reading to Bylaw 18.25 - Supplementary Property Tax as presented

Proposed Motion: That Council gives second reading to Bylaw 18.25 - Supplementary Property Tax as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of Bylaw 18.25 – Supplementary Property Tax.

Proposed Motion: That Council gives third and final reading to Bylaw 18.25 - Supplementary Property Tax as presented.

CLOSED SESSION

7. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, March 17, 2025

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

IN ATTENDANCE:

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

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

1. **CALL TO ORDER**

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

2. **OPENING COMMENTS**

Mayor Colberg reminded residents about the Earth Day Challenge on April 2, 2025, and asked that residents seek opportunities to clean up any debris or litter when going for walks that may become visible due to the melting snow.

3. **ADDITIONS TO THE AGENDA**

- Emergent Item 7.3.1 - 2026-27 Shovel Ready Tourism Infrastructure Projects Discussion was added to the agenda.

4. **ADOPTION OF AGENDA**

4.1 **Agenda for the March 17, 2025, Regular Council Meeting**

M2025.87 Moved by Councillor Kolafa, Councillor Sereda
That Council adopt the agenda for the March 17, 2025, Regular Council Meeting, as amended.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – March 3, 2025 – Draft Minutes

M2025.88 Moved by Councilor Zariski, Councillor Kolafa
That Council approve the minutes for the March 3, 2025, Regular Council Meeting,
as presented.

CARRIED UNANIMOUSLY.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

7. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 3:19

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

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

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

M2025.89 Moved by Councillor Sereda, Councillor Price
That Council give third and final reading to Election Bylaw #13.25, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachments: Request-for-Decision; Lehigh Road Closure Bylaw #33.24 (2nd
Reading).

M2025.90 Moved by Councillor Lacher, Councillor Price
That Council give second reading to Bylaw #33.24 – Lehigh Road Closure, as
presented.

CARRIED UNANIMOUSLY

- M2025.91** Moved by Councillor Kolafa, Councillor Sereda
That Council give third and final reading to Bylaw #33.24 – Lehigh Road Closure, as presented.

CARRIED UNANIMOUSLY

7.1.3 Extend Leave of Absence – Councillor Hansen - Zacharuk

Agenda Attachment: Request-for-Decision.

- M2025.92** Moved by Councilor Zariski, Councillor Kolafa
That Council permit a leave of absence with pay due to medical reasons as per Section 174(2) of the *Municipal Government Act* for an 8-week period commencing March 17, 2025, and ending May 5, 2025.

CARRIED UNANIMOUSLY.

7.1.4 Managed IT Services

Agenda Attachment: Request-for-Decision.

- M2025.93** Moved by Councillor Kolafa, Councillor Lacher
That Council award the contract for Managed IT Services to Reality Bytes Incorporated for a five-year term, with the possibility of two one-year extensions.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

YouTube Timestamp: 17:00

7.2 Director of Corporate and Community Services

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

Agenda Attachments: Request-for-Decision; (Draft) Bylaw 14.25 – Line of Credit Borrowing Bylaw; Bylaw 01.23 – Authorization for Borrowing Bylaw.

- M2025.94** Moved by Councillor Kolafa, Councillor Price
That Council give first reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

CARRIED UNANIMOUSLY.

- M2025.95** Moved by Councilor Zariski, Councillor Sereda
That Council give second reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

CARRIED UNANIMOUSLY.

- M2025.96** Moved by Councillor Lacher, Councillor Kolafa
That Council give unanimous consent for third and final reading to the Line of Credit Borrowing Bylaw 14.25.

CARRIED UNANIMOUSLY.

- M2025.97** Moved by Councillor Sereda, Councillor Kolafa
That Council give third and final reading to the Line of Credit Borrowing Bylaw 14.25, as presented.

CARRIED UNANIMOUSLY.

7.2.2 **Supplementary Assessment Bylaw 16.25**

Agenda Attachments: Request-for-Decision; Bylaw 13.24 - Supplementary Assessment Bylaw; (Draft) Bylaw 16.25 - Supplementary Assessment Bylaw.

- M2025.98** Moved by Councillor Kolafa, Councillor Price
That Council give first reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY.

- M2025.99** Moved by Councillor Lacher, Councillor Sereda
That Council give second reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY.

- M2025.100** Moved by Councillor Price, Councilor Zariski
That Council give unanimous consent for third and final reading of Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY.

- M2025.101** Moved by Councillor Sereda, Councillor Kolafa
That Council give third and final reading to Bylaw 16.25 - Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY.

7.2.3 Assessment Services Contract Extension

Agenda Attachment: Request-for-Decision.

- M2025.102** Moved by Councillor Kolafa, Councillor Lacher
That Council extend the contract with Wild Rose Assessment Services for the provision of assessment services for two years ending March 31, 2027, based on their proposed fee structures.

1 IN FAVOUR: Cllr Kolafa.

6 OPPOSED: Cllr Lacher, Cllr Sereda, Cllr Price, Cllr Zariski, Mayor Colberg.

DEFEATED.

- M2025.103** Moved by Councillor Price, Councillor Lacher
That Council extend the contract with Wild Rose Assessment Services for the provision of assessment services for five years ending March 31, 2030, based on their proposed fee structures.

CARRIED UNANIMOUSLY.

- M2025.104** Moved by Councillor Price, Councilor Zariski
That Council appoints Mr. Riley Kloss as designated assessor for the Town of Drumheller.

CARRIED UNANIMOUSLY.

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

YouTube Timestamp: 45:01

7.3 Director of Infrastructure

7.3.1 2026-2027 Shovel Ready Tourism Infrastructure Projects Discussion

The Director of Infrastructure presented a request from the Ministry of Tourism and Sports for shovel-ready tourism-related projects that align with the ministry's 2026-2027 Capital Program. Council endorsed the prioritization of the Hoodoo parking lot project for submission.

Mayor Colberg called a recess at 5:28 p.m.

Mayor Colberg resumed the meeting at 5:32 p.m.

6. PUBLIC HEARING AT 5:32 P.M.

YouTube Timestamp:

1. Mayor Opens the Public Hearing and Introduces the Matter
 - Mayor Colberg opened the Public Hearing and introduced the matter at 5:30 PM.
2. Presentation of Information – Assistant Chief Administrative Officer
 - Assistant Chief Administrative Officer E. Quiambao introduced Bylaw 07.25 – Nacmine 5th Street Alley Road Closure Bylaw.
3. Rules of Conduct for Public Participation
 - Mayor Colberg requested that only subject matter associated with the proposed bylaw be presented; if there are any questions, they may need to be addressed at a future meeting; Mayor Colberg asked that all views are respected, and to allow each person their time to speak; Council may ask presenters questions once the presentation is complete.
4. Mayor Colberg stated that all materials related to the Public Hearing will be documented and taken into consideration.
5. Public Participation – Pre-Registered to Present in Person
 - No one pre-registered to present in person.
6. Public Participation – Pre-Registered to Present Remotely
 - No one pre-registered to present remotely.
7. Public Participation – Written Submissions
 - No written submissions were received.
8. Final Comments
 - No final comments from Council
9. Mayor Colberg declared the Public Hearing closed at 5:35 p.m.

CLOSED SESSION

8. ADJOURNMENT

M2025.105 Moved by Councillor Lacher, Councillor Price
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 5:35 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF DRUMHELLER
SPECIAL COUNCIL MEETING

MINUTES

TIME & DATE: 4:00 PM – Thursday, March 27, 2025

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

IN ATTENDANCE:

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

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

1. **CALL TO ORDER**

Mayor Colberg called the meeting to order at 4:00 PM.

2. **OPENING COMMENTS**

Mayor Colberg informed the public the reason for the Special Council Meeting which was called in accordance with Section 194(4) of the *Municipal Government Act*. The reason for the meeting was to discuss the Drumheller & District Chamber of Commerce's decision to decommission the World's Largest Dinosaur.

3. **ADOPTION OF AGENDA**

3.1 **Agenda for the March 27, 2025, Special Council Meeting**

Agenda Attachment: None.

M2025.106 Moved by Councilor Zariski, Councillor Kolafa

That Council adopt the agenda for the March 27, 2025, Special Council Meeting, as presented.

CARRIED UNANIMOUSLY

4. CLOSED SESSION

4.1 **Drumheller & District Chamber of Commerce's Decision to Decommission World's Largest Dinosaur**

FOIP 16 – Disclosure harmful to business interests of a third party

FOIP 23 – Local public body confidences

FOIP 24 – Advice from officials

M2025.107 Moved by Councillor Sereda, Councillor Price

That Council close the meeting to the public to discuss the Drumheller & District Chamber of Commerce's decision to decommission the World's Largest Dinosaur as per FOIP 16 – Disclosure harmful to business interests of a third party; FOIP 23 – Local public body confidences; and FOIP 24 – Advice from Officials.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 4:02 PM.

M2025.108 Moved by Councillor Sereda, Councilor Zariski

That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 4:24 PM.

YouTube Time Stamp: 26:04

M2025.109 Moved by Councillor Price, Councilor Zariski

That Council and Administration discuss the future of the World's Largest Dinosaur with Travel Drumheller and the Drumheller & District Chamber of Commerce.

CARRIED UNANIMOUSLY

8. ADJOURNMENT

M2025.110 Moved by Councillor Sereda, Councillor Kolafa

That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 4:28 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

REQUEST FOR DECISION

TITLE:	Downtown Berm East Land Designation
DATE:	April 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation

SUMMARY:

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

Currently, part of the east end of the Downtown Berm is located on a municipal reserve (MR) lot, described as Plan 3147 H.R., Block 34, Lot 5 (Community Reserve). In order to comply with the requirements of the flood mitigation funding agreement, the Town must remove the designation of MR and redesignate the lot as a PUL.

Bylaw #09.25 intends to remove the status of MR, while another Bylaw will be brought before Council in the near future to designate the lot as a PUL. In accordance with the requirements of 674 of the *Municipal Government Act*, the Town is required to hold a Public Hearing prior to the removal of the MR designation.

RECOMMENDATION:

That Council give first reading to Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation, and set the Public Hearing date for Monday, May 5, 2025.

DISCUSSION:

N/A

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Notice of the proposed Land Redesignation and Public Hearing will take place via:

- a) newspaper ads in the Drumheller Mail, running on the Wednesdays of April 16 and April 23, 2025.
- b) the Town of Drumheller website as a media release; and

c) the Town of Drumheller online calendar.

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

MOTION:

That Council give first reading to Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation, as presented, and set the Public Hearing date for Monday, May 5, 2025.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao
Assistant Chief Administrative
Officer



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

TOWN OF DRUMHELLER
BYLAW NUMBER 09.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Downtown Berm Riverside East Removal of Land Designation

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of removing the designation of a Municipal Reserve from certain lands hereinafter described pursuant to Section 675 of the *Municipal Government Act, Chapter M-26, of the Revised Statutes of Alberta 2000*, as amended, and concurrently replacing it with the designation of a Public Utility Lot to accommodate a flood mitigation project.

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

AND WHEREAS one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province;

AND WHEREAS a notice to remove the Municipal Reserve designation from these lands was published in the Drumheller Mail once per week for two consecutive weeks; on _____ and again on _____, the last of such publications being at least five (5) days before the day fixed for the passing of this Bylaw;

AND WHEREAS the Council of the Town of Drumheller held a Public Hearing on the ____ day of _____ A.D., 2025, at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

AND WHEREAS the Council of the Town of Drumheller, after taking into consideration the representation made at the aforesaid public hearing, is satisfied that this redesignation is necessary for the completion of the flood mitigation project and that no one is adversely affected by this redesignation and the concurrent Public Utility Lot designation;

NOW THEREFORE be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, does hereby enact to remove the designation of Municipal Reserve on the land depicted on Schedule – ‘A’ attached hereto and more particularly described as:

PLAN	3147 H.R.
BLOCK	34
LOT	5 (COMMUNITY RESERVE)

and hereby directs our Chief Administrative Officer to notify the Registrar of the South Alberta Land Titles Office that all the provisions of the *Municipal Government Act* have been complied with and to remove the designation of Municipal Reserve from the subject lands.

SHORT TITLE

This Bylaw may be cited as "Downtown Berm Riverside East Removal of Land Designation."

TRANSITIONAL

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

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

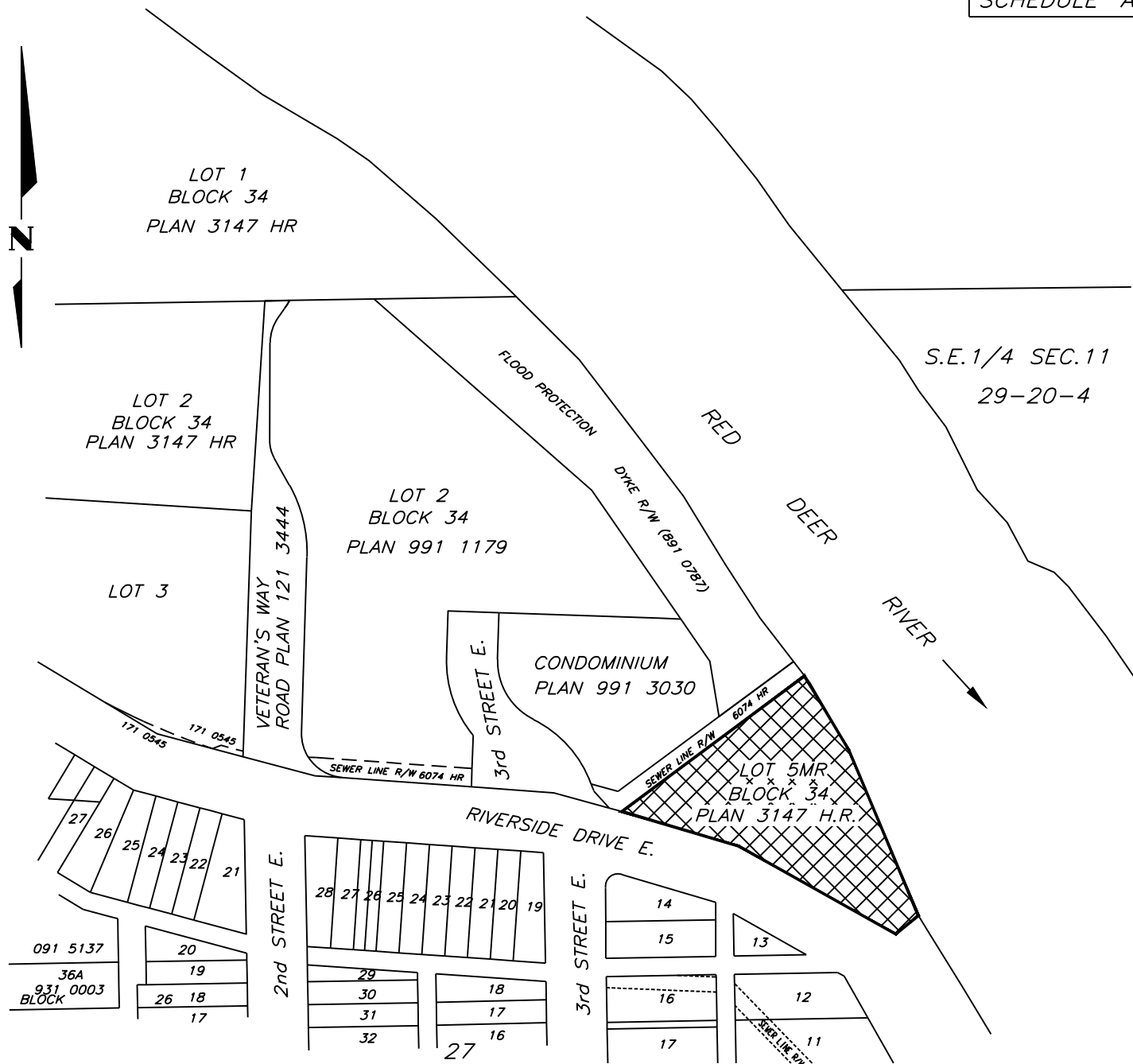
READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____ DAY OF _____, 2025.

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

MAYOR: HEATHER COLBERG

Seal

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



DRUMHELLER, ALBERTA

PLAN SHOWING AREA TO HAVE COMMUNITY RESERVE (MR)
DESIGNATION REMOVED AND REPLACED BY A PUBLIC UTILITY LOT
TO ACCOMMODATE FLOOD MITIGATION WORKS
AFFECTING LOT 5MR, BLOCK 34, PLAN 3147 H.R.

ALL WITHIN THE

S.E.1/4 SEC.11, TWP.29, RGE.20, W.4M.

SCALE= 1:2000 — 2025 — GRANT W. WALLACE, A.L.S.

LEGEND:

Areas to be have municipal reserve Status
removed shown thus.....



0	FEB. 25, 2025	ISSUED
REV.	DATE	DESCRIPTION
	April 7, 2025 - Agenda	

HUNTER WALLACE SURVEYS LTD.
DRUMHELLER, ALBERTA
FILE: PUL24-072-1-SCH-A
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REQUEST FOR DECISION

TITLE:	Downtown Berm Riverside West Land Designation
DATE:	April 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #10.25 – Downtown Berm Riverside West Land Designation

SUMMARY:

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

Therefore, to comply with the funding agreement for the flood mitigation project, the land occupied by the Downtown Berm should be designated as a PUL. Bylaw #10.25 is intended to create one (1) PUL lot from the land occupied by parts of the Downtown Berm.

RECOMMENDATION:

Council gives all three readings to Bylaw #10.25 – Downtown Berm Riverside West Land Designation

DISCUSSION:

N/A

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

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

MOTION:

That Council gives first reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

MOTION:

That Council gives second reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

MOTION:

That Council give unanimous consent for third reading of Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

MOTION:

That Council give third and final reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao
Assistant Chief
Administrative Officer



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

TOWN OF DRUMHELLER
BYLAW NUMBER 10.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Downtown Berm Riverside West Land Designation

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of creating a Public Utility Lot to provide for the operation and maintenance of a flood mitigation berm and appurtenances thereto and holding title to same in the name of the Town of Drumheller pursuant to Section 665 of the *Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000*, as amended.

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

AND WHEREAS one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province;

NOW THEREFORE be it resolved that the Council of the Town of Drumheller in the Province of Alberta does hereby enact to create a Public Utility Lot depicted on the attached Schedule – ‘A’ and more particularly described as:

PLAN	251
BLOCK	2
LOT	LOT 1PUL (Public Utility Lot)

EXCEPTING THEREOUT ALL MINES AND MINERALS.

and obtain and hold title to same in the name of the Town of Drumheller a Municipal Body Corporate with a mailing address of: 224 Centre Street, Drumheller, Alberta. T0J 0Y4.

SHORT TITLE

This Bylaw may be cited as “Downtown Berm Riverside West Land Designation”

TRANSITIONAL

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

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

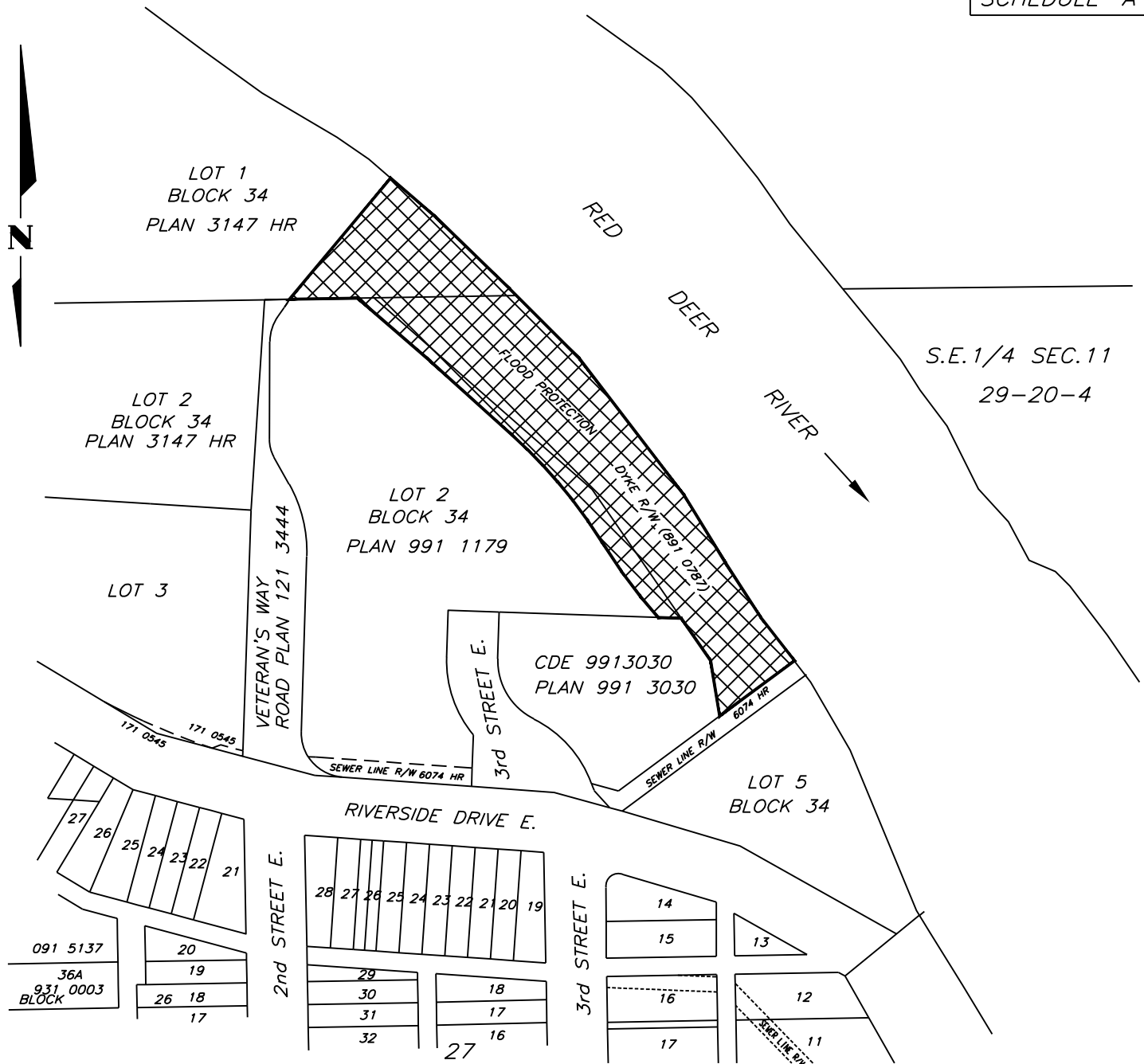
READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____DAY OF _____, 2025.

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

MAYOR: HEATHER COLBERG

Seal

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



NACMINE DISTRICT
DRUMHELLER, ALBERTA

PLAN SHOWING AREAS DEDICATED AS A PUBLIC
UTILITY LOT BY BY-LAW NO.....
TO ACCOMMODATE FLOOD MITIGATION WORKS
AFFECTING ALL OF AREA-'A' PLAN 891 0787
AND PARTS OF LOT 2, BLOCK 34, PLAN 991 1179
AND LOT 1, BLOCK 34, PLAN 3147 H.R.
ALL WITHIN THE
E.1/2 SEC.11, TWP.29, RGE.20, W.4M.

SCALE= 1:2000 — 2025 — GRANT W. WALLACE, A.L.S.

LEGEND:

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

0	FEB. 20, 2025	ISSUED
REV.	DATE	DESCRIPTION
	April 7, 2025	Agenda

HUNTER WALLACE SURVEYS LTD.
DRUMHELLER, ALBERTA
FILE: PUL24-072-SCH-A
Page 24 of 128

REQUEST FOR DECISION

TITLE:	North Drumheller Land Designation
DATE:	April 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #11.25 – Michichi Creek East Berm Land Designation North Drumheller Community Information Package

SUMMARY:

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

Therefore, to comply with the funding agreement for the flood mitigation project, the land occupied by the Michichi East Berm should be designated as a PUL. Bylaw #11.25 is intended to create three (3) PUL lots from the land occupied by the Michichi East Berm.

RECOMMENDATION:

That Council gives all three readings to Bylaw #11.25 – Michichi Creek East Berm Land Designation.

DISCUSSION:

Additional information on the Michichi Creek East Berm can be found in the North Drumheller Community Information Package.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

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

MOTION:

That Council gives first reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

MOTION:

That Council gives second reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

MOTION:

That Council give unanimous consent for third reading of Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.

MOTION:

That Council give third and final reading to Bylaw #11.25 – Michichi Creek East Berm Land Designation, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao
Assistant Chief
Administrative Officer



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

TOWN OF DRUMHELLER
BYLAW NUMBER 11.25
DEPARTMENT: PLANNING AND DEVELOPMENT

Michichi Creek East Berm Land Designation

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of creating Public Utility Lots to provide for the operation and maintenance of a flood mitigation berm and appurtenances thereto and holding title to same in the name of the Town of Drumheller pursuant to Section 665 of the *Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000*, as amended;

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

AND WHEREAS one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as Environmental Reserves, Public Utility Lots or other designation satisfactory to the Province;

NOW THEREFORE; be it resolved that the Council of the Town of Drumheller in the Province of Alberta does hereby enact to create Public Utility Lots depicted on the attached Schedule – ‘A’ and more particularly described as:

PLAN 251
BLOCK 13, LOT 1PUL and
BLOCK 10, LOT 2PUL and
BLOCK 9, LOT 3PUL

EXCEPTING THEREOUT ALL MINES AND MINERALS.

and obtain and hold title to same in the name of the Town of Drumheller, a Municipal Body Corporate, with a mailing address of 224 Centre Street, Drumheller, Alberta, T0J 0Y4.

SHORT TITLE

This Bylaw may be cited as “Michichi Creek East Berm Land Designation.”

TRANSITIONAL

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

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

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

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

MAYOR: HEATHER COLBERG

Seal

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

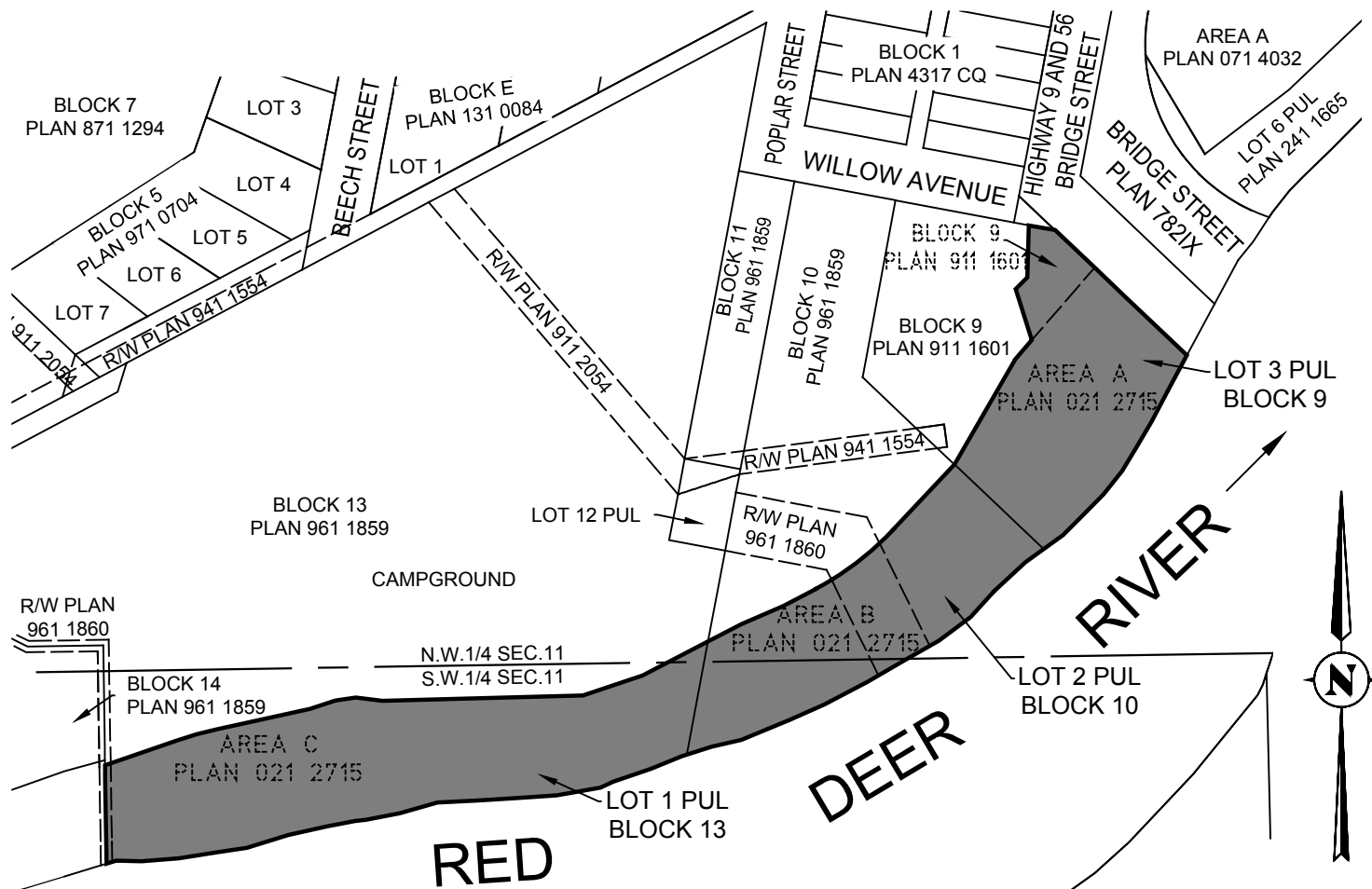
NORTH DRUMHELLER DISTRICT
 DRUMHELLER, ALBERTA
 DRUMHELLER FLOOD MITIGATION PROJECT

PLAN SHOWING AREAS BEING DESIGNATED
 PUBLIC UTILITY LOT BY BY-LAW NO. _____

AFFECTING ALL OF
 AREA A, B, AND C ON PLAN 021 2715

AND PART OF
 BLOCK 9 PLAN 911 1601

ALL WITHIN THE
 W. 1/2 SECTION 11, TWP. 29, RGE. 20, W.4M.



SCALE 1:2500

2025

W.R. HUNTER, A.L.S.

LEGEND

PUL AREA AFFECTED BY THIS PLAN SHOWN THUS:

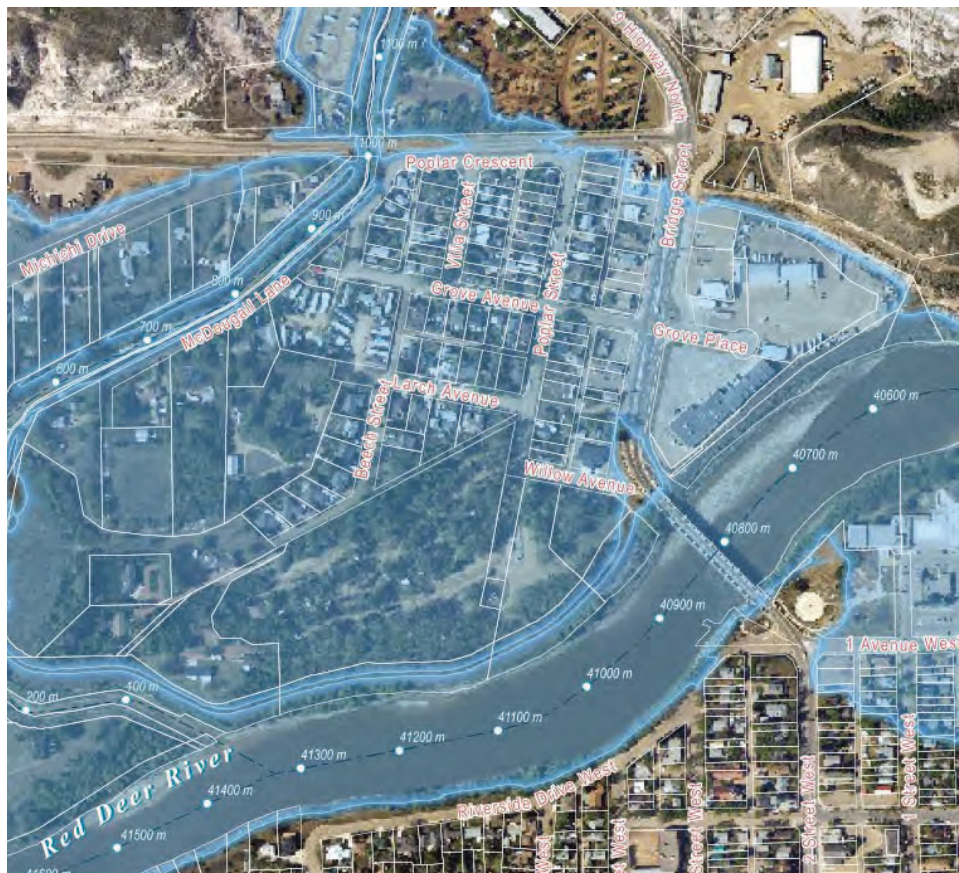


SCALE 1:2500



2023-11-15

North Drumheller Community Information Package



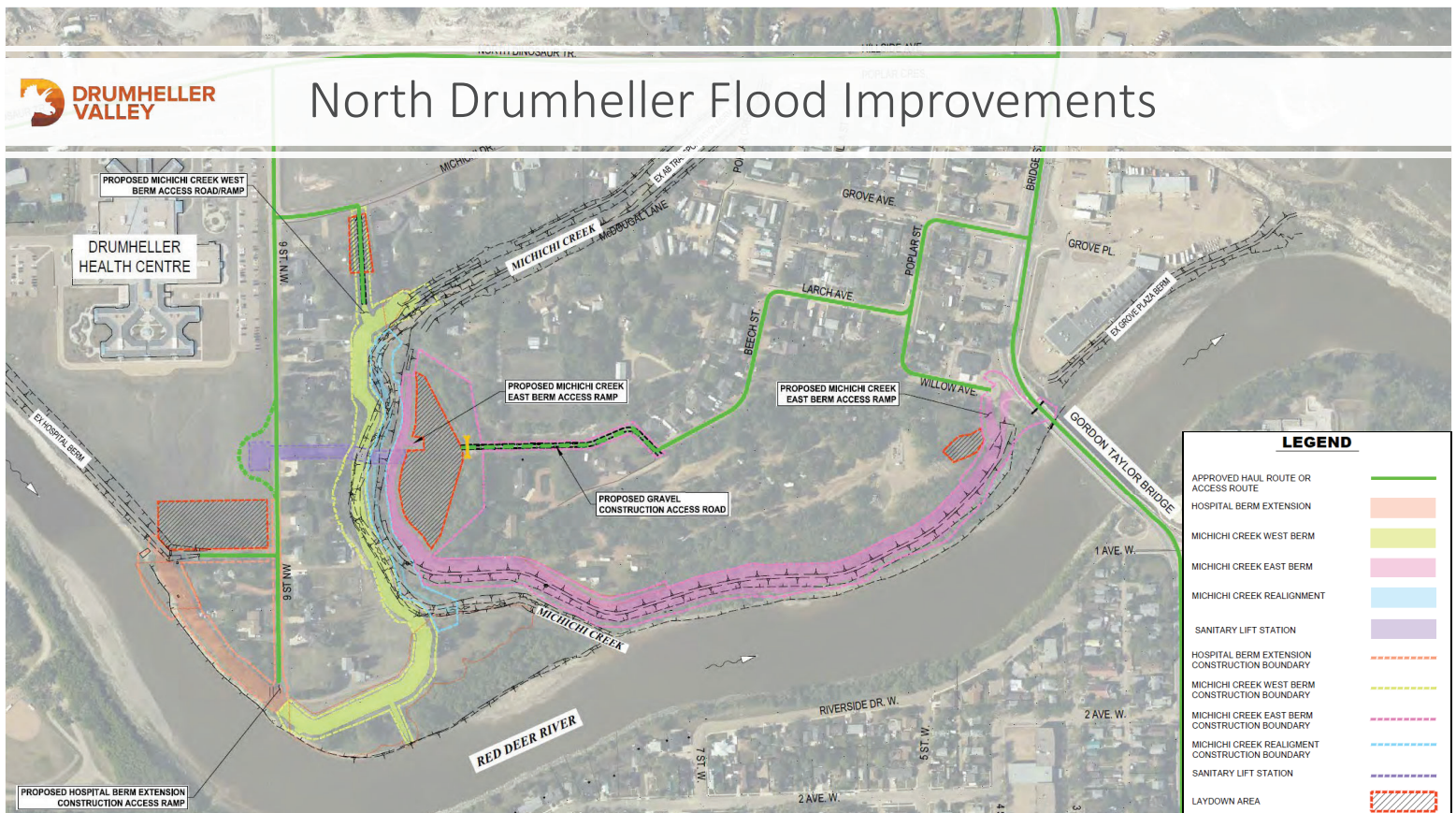
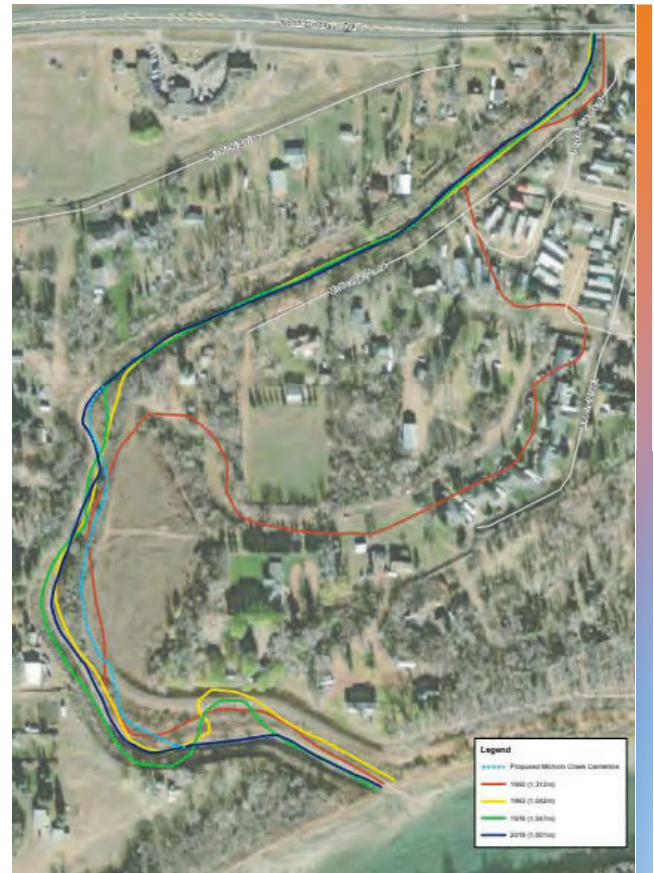
North Drumheller Flood Risk

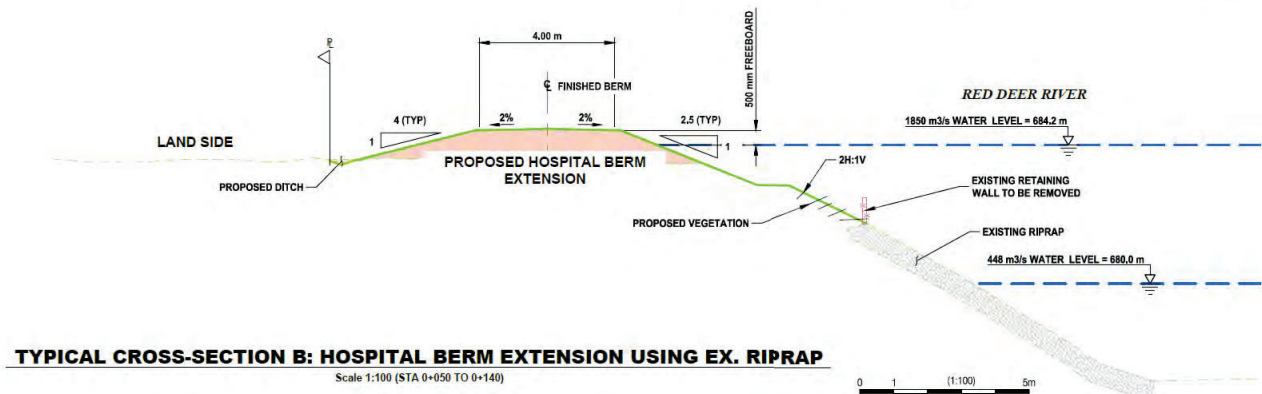
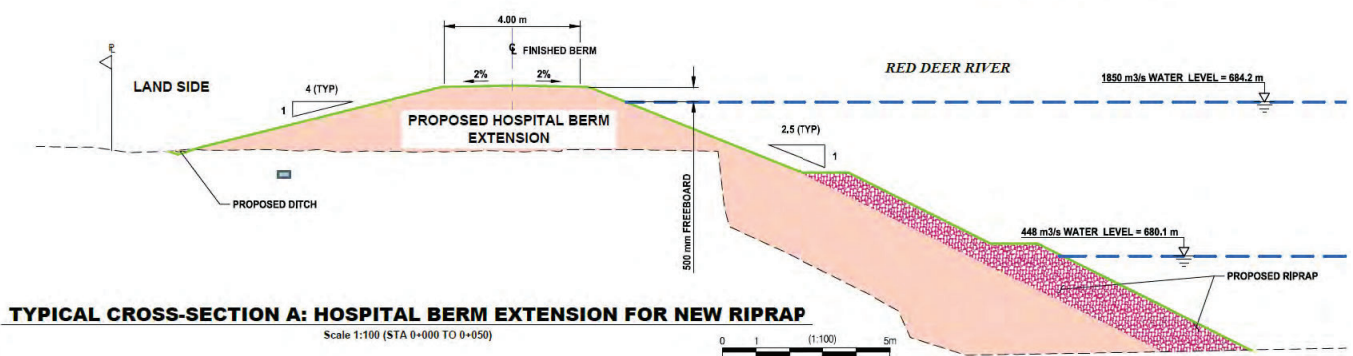
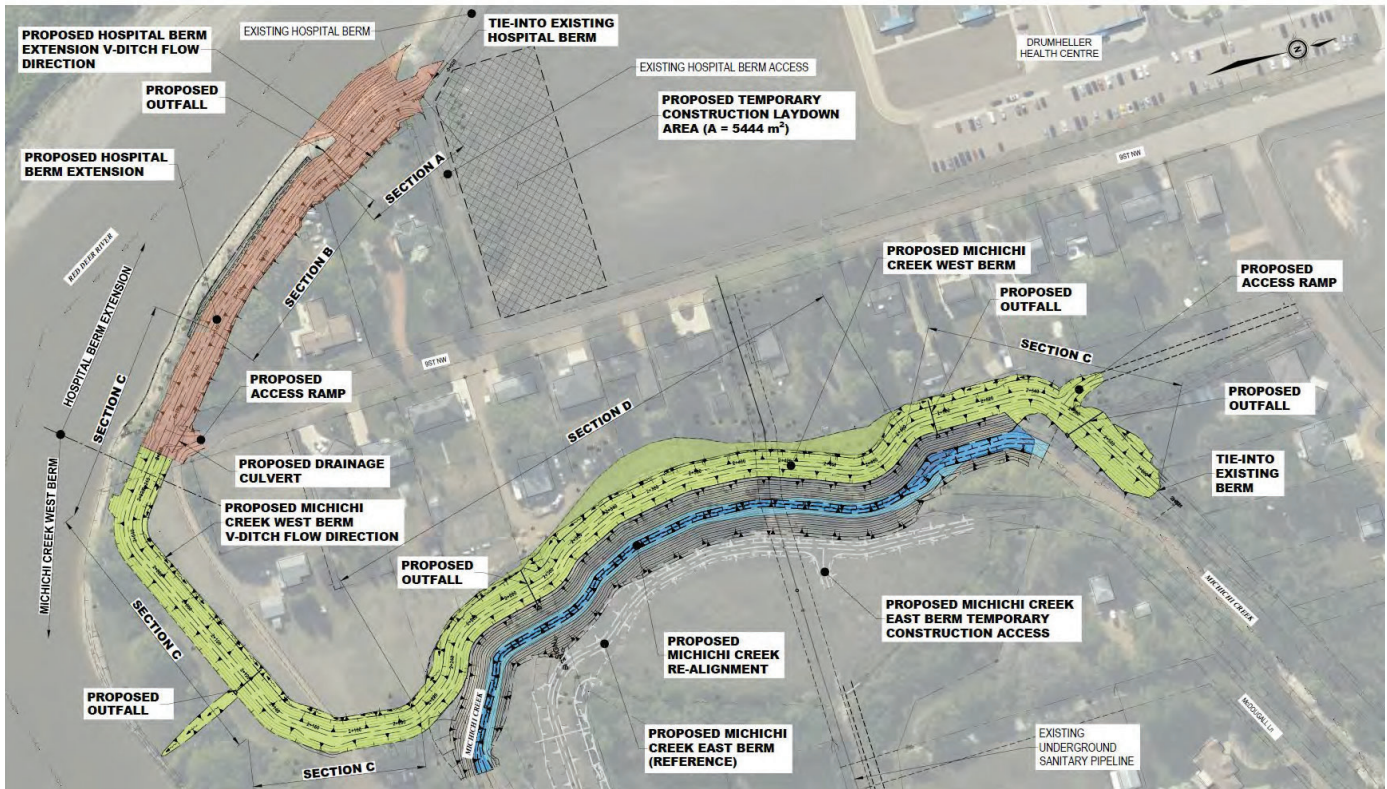
- Based on the updated provincial mapping, the flooding extents for the design flow rate of $1850\text{m}^3/\text{s}$, which is the regulated 1:100 year flood on the Red Deer River, are shown on this figure.
- The North Drumheller berms will mitigate against this flooding, protecting the community into the future.
- Berm elevation is set for design flood elevation + 0.5m freeboard.
- Berm top width will be 4m.

Historic Creek Centerlines for Michichi Creek

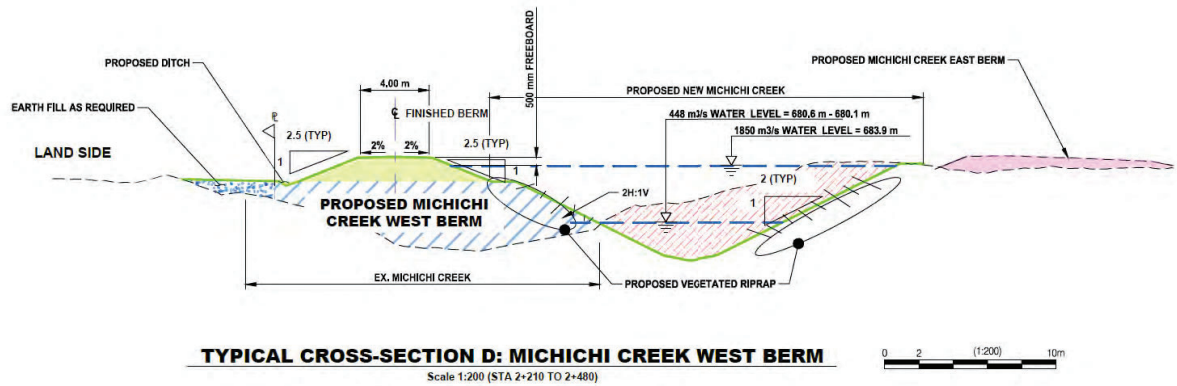
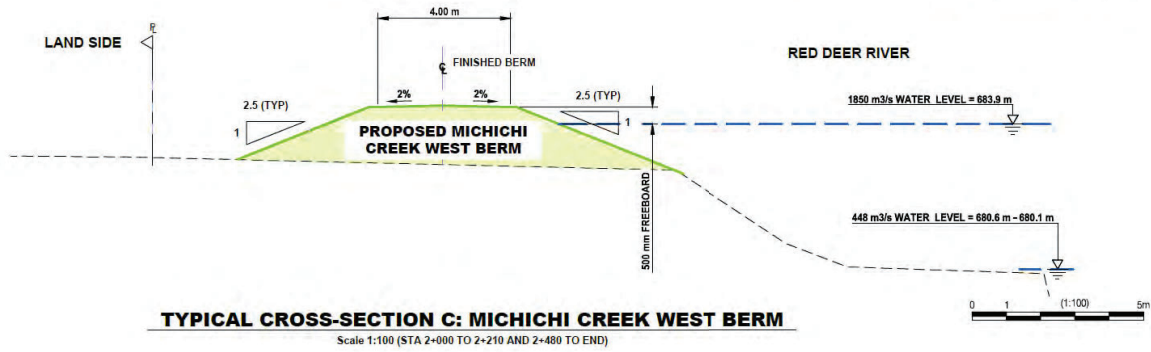
Legend

- Proposed Michichi Creek Centerline
- 1950 (1,312m)
- 1963 (1,042m)
- 1976 (1,047m)
- 2019 (1,001m)

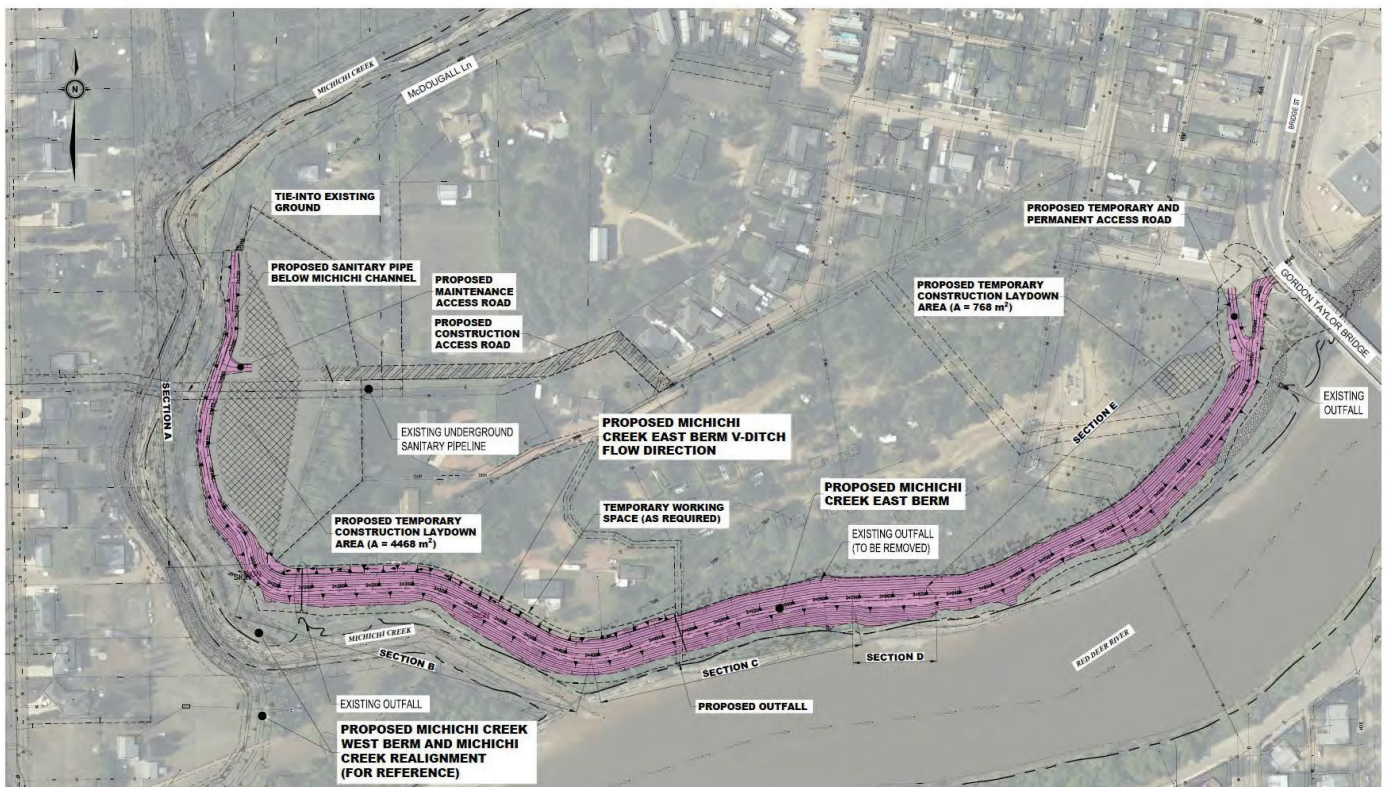


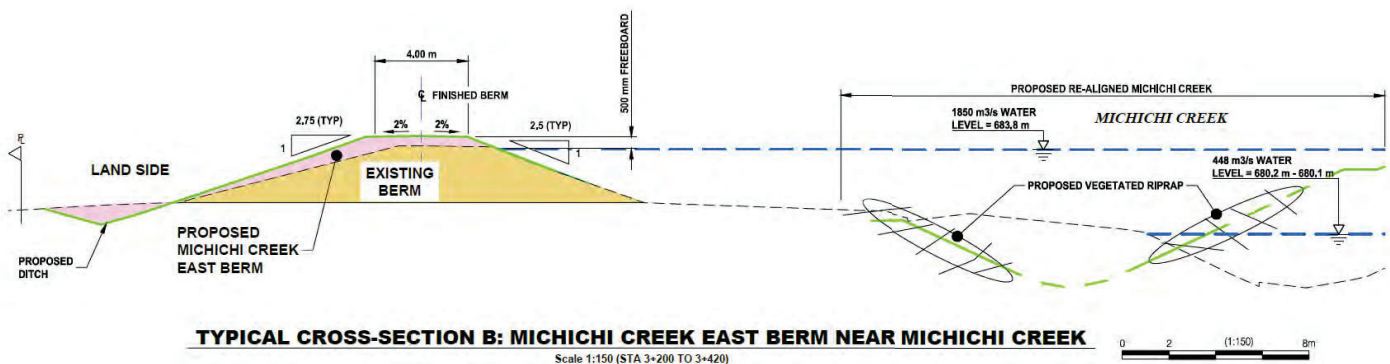
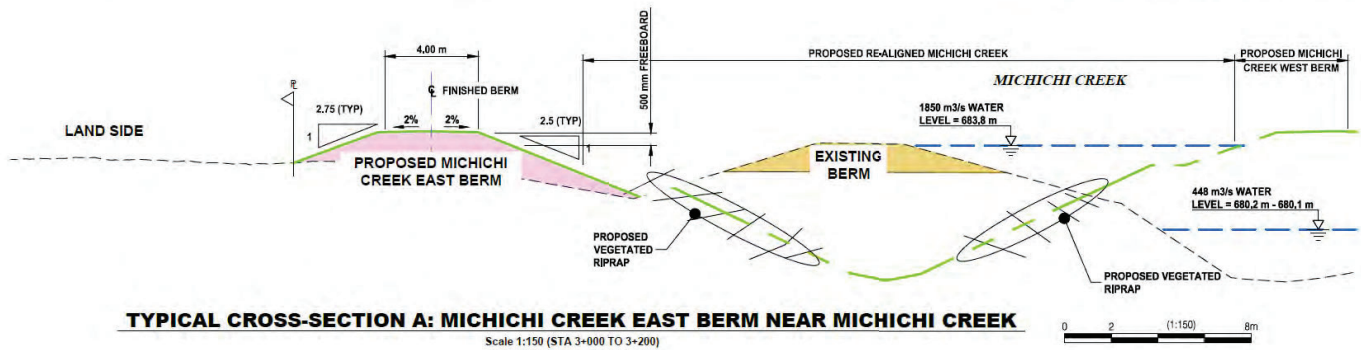
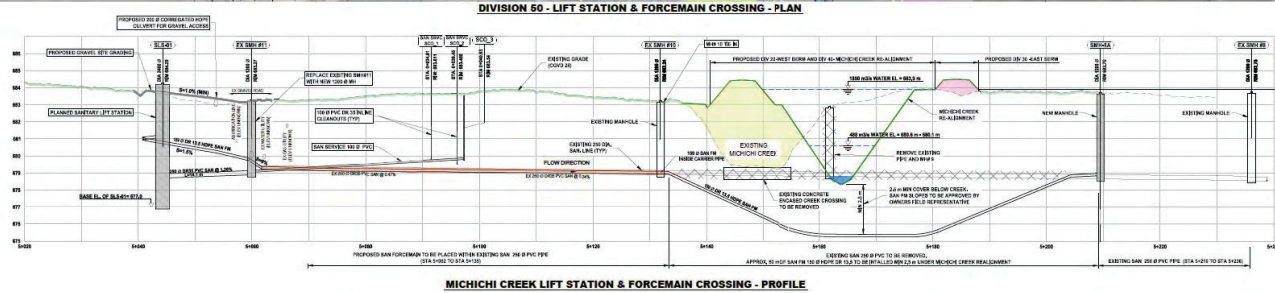
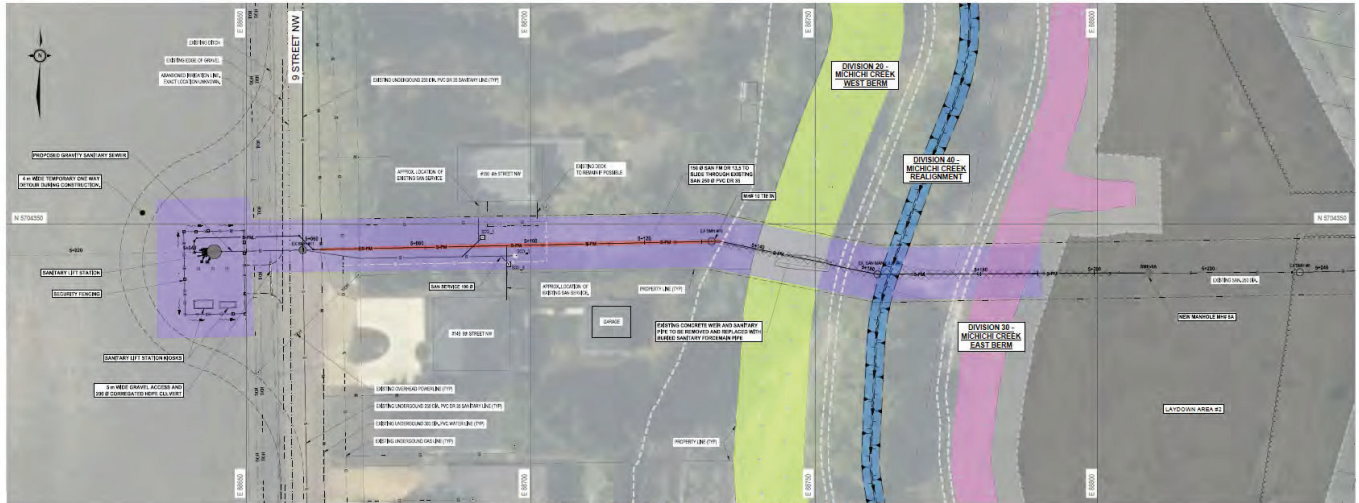


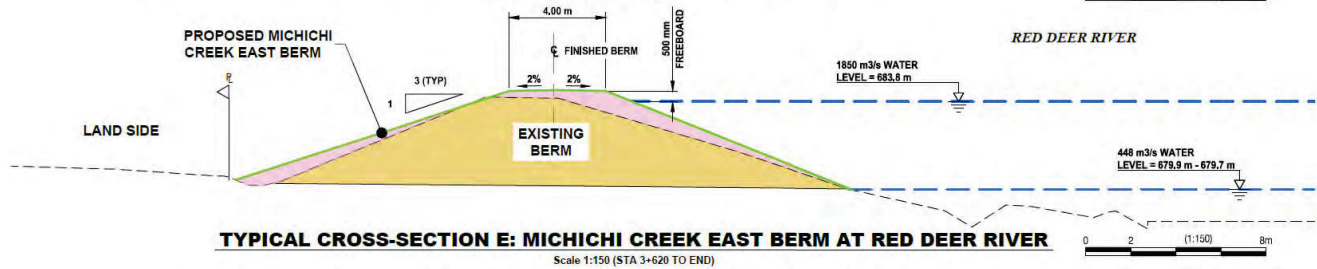
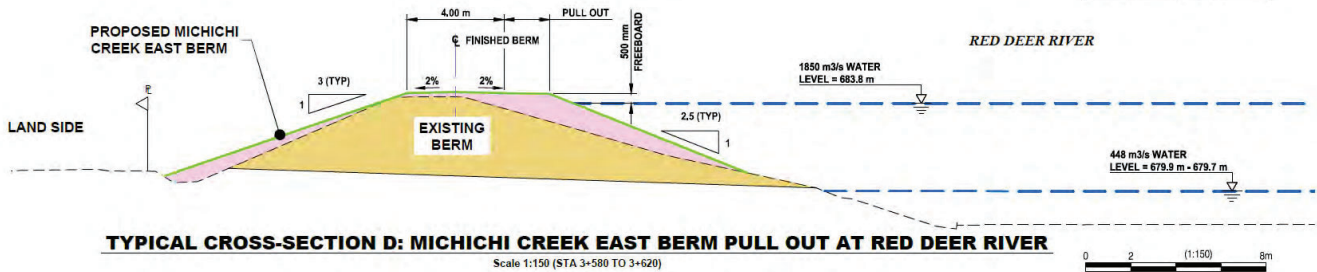
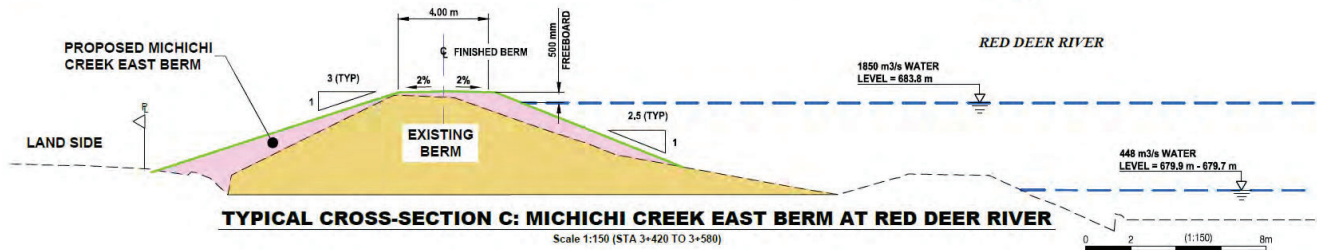
TYPICAL SECTION AT MICHICHI CREEK WEST BERM



MICHICHI CREEK EAST BERM PLAN







Tree Replacement Strategy

To preserve the Drumheller Valley urban tree canopy, healthy trees removed for berm construction will be replaced according to the following guidelines: pg 1 of 2

ENHANCE THE URBAN FOREST

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



DESIGN FOR BIODIVERSITY

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



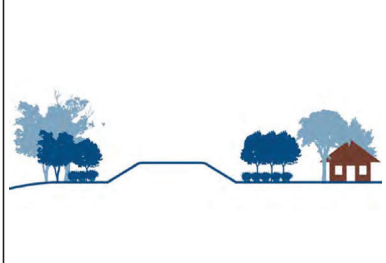
ENHANCE EXISTING PLANT COMMUNITIES

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



ENHANCE THE URBAN FOREST

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



Tree Replacement Strategy

To preserve the Drumheller Valley urban tree canopy, healthy trees removed for berm construction will be replaced according to the following guidelines: pg 2 of 2

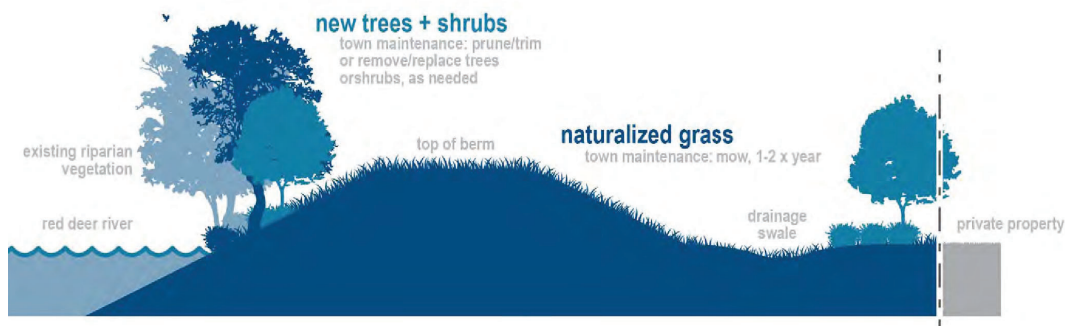
PRIVATE TREES

for healthy trees removed from private property, we will work with the affected owner to provide one replacement tree to be located on the affected property and four trees on public lands

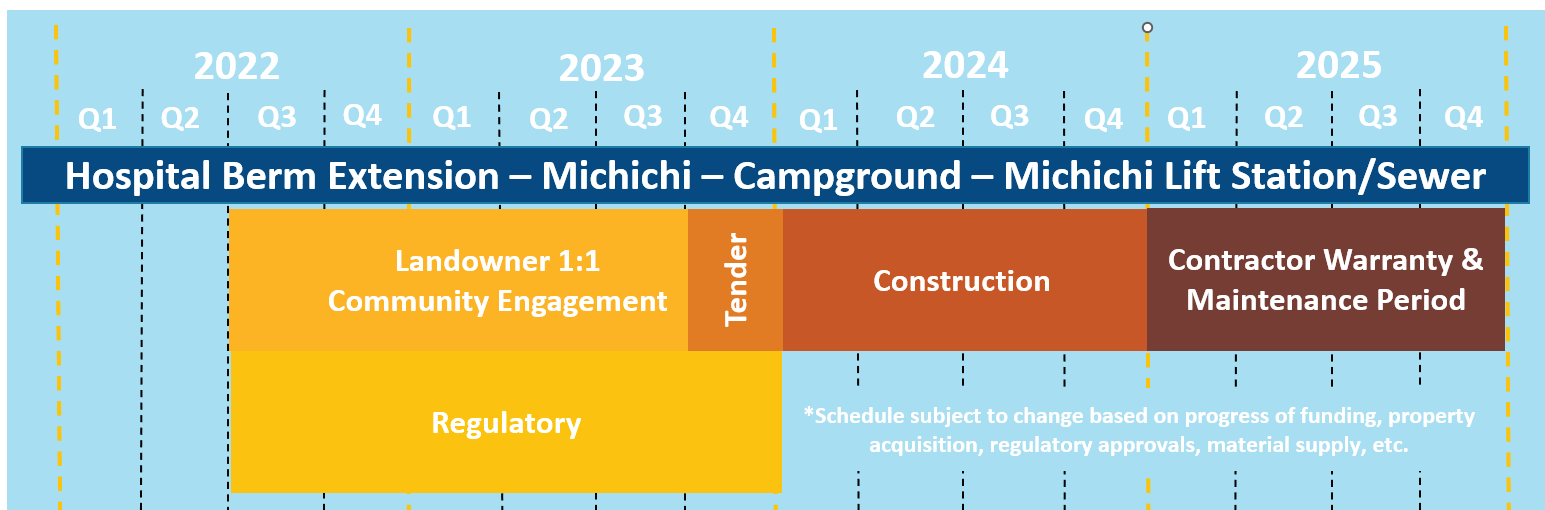
1 x removed
1 x replaced



LONG-TERM BERM DESIGN INTENT



North Drumheller Berm - Preliminary Schedule



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



Beware of Construction Zones



!URGENT MESSAGE FROM THE FLOOD OFFICE!

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

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

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

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

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

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

Contact Us



EMAIL – FLOOD OFFICE:
FLOODREADINESS@DRUMHELLER.CA



WEB:
FLOODREADINESS.DRUMHELLER.CA



EMAIL - COMMUNITY ADVISORY
FLOODCOMMITTEE@DRUMHELLER.CA

Find Us

floodreadiness.drumheller.ca



Drumheller Flood Info



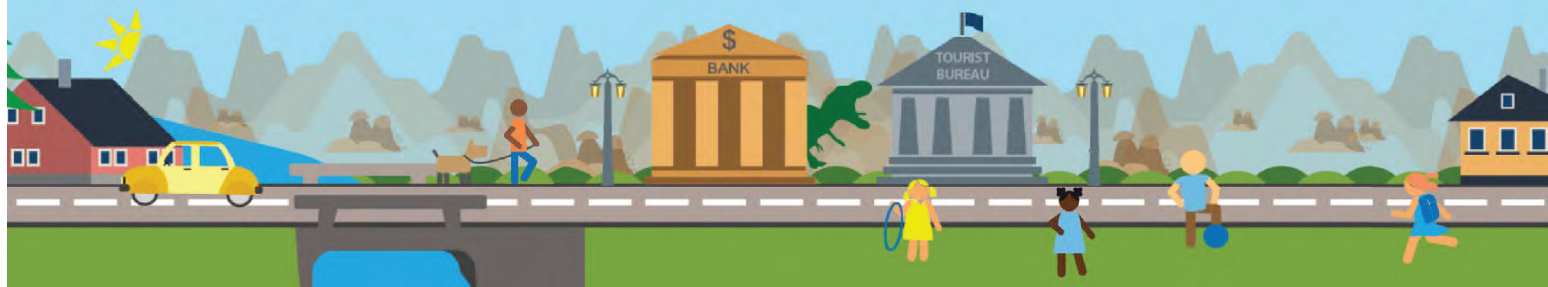
@DRMFloodInfo



@DRMFloodInfo



DRUMHELLER FLOOD OFFICE IS FUNDED BY:



Canada 



Alberta 

REQUEST FOR DECISION

TITLE:	Amendment to Bylaw #04.21 – Council and Committee Procedure Bylaw
DATE:	April 7, 2025
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services Angela Keibel, Legislative Services Coordinator
ATTACHMENTS:	Bylaw #17.25 – Amending Bylaw for Bylaw #04.21 Bylaw #04.21 – Council and Committee Procedure Bylaw (Redlined) (Draft) Consolidated Bylaw #04.21 – Council and Committee Procedure Bylaw

SUMMARY:

The *Council and Committee Procedure Bylaw #04.21* was passed on September 13, 2021. This Bylaw governs the procedures that are followed by all Council meetings, Committee of the Whole meetings, Council board and committee meetings, and public hearings, and is passed in accordance with Section 145 of the *Municipal Government Act (MGA)*.

On October 17, 2024, the *Municipal Affairs Statutes Amendment Act, 2024* came into force. The *Amendment Act* makes changes to both the *Local Authorities Elections Act (LAEA)* and the *MGA* and is intended to enhance integrity and public trust. One of the changes in the *MGA* includes the requirement that Council hold public hearings pertaining to planning and development electronically. It is required that this change be enacted by April 30, 2025 (within six months of the amendments coming into force). Currently, Bylaw #04.21 does not contain a process for allowing individuals to present electronically at public hearings and therefore needs to be amended.

As an amending bylaw will be necessary to facilitate this change, Administration believes it is an opportune time to review and update our public hearing process. Section 7.7 of Bylaw #04.21, which currently governs public hearings, is limited in its scope and does not provide significant direction on the conduct of a public hearing. Additionally, it is important that Council periodically update our legislation to ensure our process is up-to-date and we are following best practices.

A full list of the proposed changes can be found in the attached documents.

RECOMMENDATION:

That Council give first and second reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21.

DISCUSSION:

Due to the required amendment to the *Council and Committee Procedure Bylaw*, Administration would like to take the opportunity to review and update Council's public hearing procedures.

The proposed updates include both:

- a) best practices adopted by other municipalities across the province; and
- b) current public hearing procedures adopted by Council over the years that are not yet codified within the Bylaw.

Some of the proposed changes to the overall process include the following:

- public hearing will be held both electronically and in-person;
- registration deadlines will be established for individuals who want to present electronically or who want to provide a written submission in the agenda package;
- the order of business for the public hearing will be clearly established;
- rules of conduct for public hearings, including a time limit for presentations, will be clearly established;
- will require any Councillor who was absent from the public hearing to abstain from voting in a future decision on the topic; and
- disallows an individual from bringing forward a topic for discussion at Council that was already discussed at a public meeting.

Administration believes that additional revisions to Bylaw #04.21 are necessary to ensure the Bylaw remains current. However, due to the deadline of April 30, 2025, Administration is not yet prepared to make these amendments. Administration is hoping to bring additional amendments for Bylaw #04.21 in the summer of 2025.

FINANCIAL IMPACT:

No Financial Impact.

STRATEGIC POLICY ALIGNMENT:

By periodically updating our municipal legislation, we ensure compliance with higher orders of government and adherence to best practices.

COMMUNICATION STRATEGY:

The Municipal website will be updated to reflect the changes to the Procedure Bylaw. The updated webpage will include additional information on what a public hearing is, how to attend a public hearing, how to register for a public hearing, public hearing procedures, and the rules of conduct.

Additionally, a webform will be created to ease the process of registering presenters and additional information on upcoming public hearings will be added to the page.

MOTION:

That Council give first reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.

MOTION:

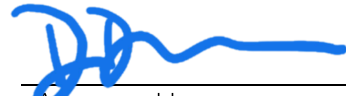
That Council give second reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao
Assistant Chief
Administrative Officer



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

TOWN OF DRUMHELLER
BYLAW NUMBER 17.25
DEPARTMENT: LEGISLATIVE SERVICES

AMENDING BYLAW FOR BYLAW #04.21

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE AMENDMENT OF BYLAW #04.21, A BYLAW TO DEFINE CERTAIN DUTIES OF THE COUNCIL AND DESIGNATED OFFICERS OF THE TOWN OF DRUMHELLER.

WHEREAS pursuant to the provisions of the *Municipal Government Act, RSA 2000, c. M-26*, Section 145, a Council may pass bylaws respecting the establishment, function, and procedures of Council, Council Committees and other bodies established by the council;

AND WHEREAS pursuant to the *Municipal Government Act*, the Town of Drumheller has adopted *Council & Committee Meeting Procedure Bylaw #04.21*;

AND WHEREAS Section 199(2.1) of the Municipal Government Act now requires that every council provide, by bylaw, for public hearings under Part 17 to be conducted by electronic means;

AND WHEREAS the Town of Drumheller deems it necessary to amend *Council & Committee Meeting Procedure Bylaw #04.21* to align with this legislative requirement and provide for the option of electronic participation in public hearings;

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

1. CITATION

1.1 This Bylaw shall be cited as the Town of Drumheller "Amending Bylaw for Bylaw #04.21."

2. AMENDMENTS

2.1 The following amendments shall be made to Bylaw #04.21:

- a) In Section 2(i):
 - i) the sentence "Committee of the Whole" consists of the Town of Drumheller Council', shall be changed to "Committee of the Whole" or "COTW" consists of the Town of Drumheller Council.
- b) Section 3.4 is repealed in its entirety.
- c) Section 7.7, relating to the conduct of public hearings, is repealed in its entirety.
- d) Section 14, as described in Schedule 'A' of this Bylaw, is hereby added in its entirety.

3. SCHEDULES

3.1 Schedule 'A' forms part of this Bylaw.

4. SEVERABILITY

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

5. TRANSITIONAL

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

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

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'

14. Public Hearings

- 14.1. In accordance with Part 7 of the *Municipal Government Act*, a Public Hearing shall be held when required by the *MGA* or another enactment, or when directed by Council.
- 14.2. A Public Hearing shall be held at a regular or special meeting of Council and will commence at 5:30 p.m., unless otherwise directed by a resolution of Council.
- 14.3. A Public Hearing shall be held before second reading of a proposed bylaw or before Council makes a decision by resolution.
- 14.4. Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, resolution, or other subject of the Public Hearing will be eligible to present at a Public Hearing, either electronically or in person, and may also provide a written submission, given they adhere to the procedures of the Public Hearing identified within this Bylaw
- 14.5. Public Hearings shall be advertised in accordance with the Town of Drumheller *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the Public Hearing.
- 14.6. Notwithstanding section 14.5 of this Bylaw, a Public Hearing will be advertised:
 - a) for two (2) consecutive weeks in an accredited local newspaper; and
 - b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.
- 14.7. In accordance with Section 199 of the *Municipal Government Act*, all Public Hearings shall be conducted both electronically and in person at Town Hall; any member of the public may provide a verbal submission electronically at a Public Hearing provided they register at least four (5) calendar days prior to the hearing. The registration should include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.8. All written submission must be received at least five (5) calendar days prior to the date of the Public Hearing for inclusion in the agenda.
- 14.9. All written submissions shall include:
 - a) the name of the signatories;
 - b) state if the signatories are in favour or opposed to the subject matter;
 - c) whether or not the signatories are residents of the Town of Drumheller; and
 - d) how each signatory is affected by the subject matter of the Public Hearing.

14.10. Written submission containing personal attacks, derogatory or defamatory statements, statements that promote discrimination against a person or class of persons, or statements that are likely to expose a person or class of persons to hatred or contempt will not be accepted.

14.11. Any person who wishes to present an in-person verbal submission at a Public Hearing shall register to speak prior to the hearing on a designated sign-in sheet, which shall include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.

14.12. The order of business for the Public Hearing shall be as follows:

- a) Council shall make a motion to open the Public Hearing, which shall note the time that the Public Hearing is opened.
- b) The Mayor shall state the purpose of the Public Hearing.
- c) The CAO shall introduce the proposed Bylaw, resolution, or other subject and shall briefly speak on the intended purpose.
- d) The Mayor shall outline the rules of conduct for the Public Hearing.
- e) Council shall hear the presentation(s) from the public in support of the bylaw, resolution or other subject matter;
- f) The Mayor shall ask three (3) times whether anyone else wishes to present in support of the proposed bylaw, resolution, or other subject matter.
- g) Council shall hear the presentation(s) from the public in objection of the proposed bylaw, resolution, or other subject matter;
- h) The Mayor shall ask three (3) times whether anyone else wishes to present in objection of the bylaw, resolution or other subject matter.
- i) The CAO shall be given the opportunity to respond to any comments received from the parties in opposition.
- j) Council shall be given the opportunity to ask questions of clarification from either the parties in support, the parties in opposition, or the CAO.
- k) The Mayor shall make a motion to close the Public Hearing and shall note the time that the Public Hearing is closed.

14.13. The following rules of conduct shall be followed during the Public Hearing:

- a) All persons shall address their presentation to the Mayor and shall only address Council with the permission of the Mayor.

- b) Presentations shall be given in the order in which they are called.
 - c) All materials associated with the Public Hearing will form part of the minutes of the regular or special council meeting in accordance with Section 216.4(6) of the Municipal Government Act and will become part of the public record.
 - d) Only material associated with the proposed bylaw, resolution, or other subject matter for which the Public Hearing was called will be considered at the Public Hearing.
 - e) No person shall speak for more than five (5) minutes and no group shall speak for more than ten (10) minutes, exclusive of the time required to answer questions from Council, unless the presentation has been extended by a decision of the Mayor in order to ensure the integrity of the Public Hearing.
 - f) Any person addressing Council shall:
 - i state their name;
 - ii whether they are in support or opposition of the Bylaw, resolution, or other subject matter;
 - iii whether they are a resident of the Town of Drumheller; and
 - iv how they are affected by the proposed Bylaw, resolution, or other subject matter;
 - g) Council may not debate the Bylaw, resolution, or other subject matter at the Public Hearing and may only ask questions for clarification.
 - h) The Mayor shall have the authority to end a presenter's electronic participating in a Public Hearing if, in the opinion of the Mayor, it is disruptive or inappropriate to the proceedings.
 - i) Respect for staff, Council, and the public shall be maintained; the Mayor may expel any member of the public from the Public Hearing for improper conduct, in accordance the Section 216(3) of the *Municipal Government Act*.
- 14.14. Council members who are absent for the entirety of the Public Hearing must abstain from voting on the matter in future sessions of Council.
- 14.15. Council members who are absent for a part of the Public Hearing may abstain from voting on the matter in future sessions of Council.
- 14.16. In order to ensure procedural fairness, no person shall address Council regarding a matter subject to a Public Hearing after the conclusion of that Public Hearing.

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Repeal Bylaw 10.09

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

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

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

1. NAME

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

2. DEFINITIONS AND INTERPRETATION

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

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

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

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

3. APPLICATION OF THIS BYLAW

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

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

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

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

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

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

4. MEETING PROCEDURES

4.1 Annual Scheduling

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

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

4.2 Changes to a Meeting, Time, Date or Place

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

4.3 Meeting Conduct – Members and the Public

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

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

5. ELECTRONIC MEETINGS AND LIVE STREAMING

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

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

6. QUORUM

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

7. AGENDA - COUNCIL

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

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

7.4 CLOSED SESSIONS [MGA 197]

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

7.5 MOTIONS

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

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

7.6 BYLAWS

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

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

~~7.7. PUBLIC HEARINGS~~

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

7.7 DELEGATIONS AND PRESENTATIONS

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

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

8. FIRST MEETING OF TOWN COUNCIL

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

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

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

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

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

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

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

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

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

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

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

11.4 A special meeting may be cancelled:

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

12. COUNCIL SPECIAL TASK FORCES

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

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

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

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

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

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

14. PUBLIC HEARINGS

- 14.1 In accordance with Part 7 of the *Municipal Government Act*, a Public Hearing shall be held when required by the *MGA* or another enactment, or when directed by Council.
- 14.2 A Public Hearing shall be held at a regular or special meeting of Council and will commence at 5:30 p.m., unless otherwise directed by a resolution of Council.

- 14.3 A Public Hearing shall be held before second reading of a proposed bylaw or before Council makes a decision by resolution.
- 14.4 Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, resolution, or other subject of the Public Hearing will be eligible to present at a Public Hearing, either electronically or in person, and may also provide a written submission, given they adhere to the procedures of the Public Hearing identified within this Bylaw
- 14.5 Public Hearings shall be advertised in accordance with the Town of Drumheller *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the Public Hearing.
- 14.6 Notwithstanding section 14.5 of this Bylaw, a Public Hearing will be advertised:
- (a) for two (2) consecutive weeks in an accredited local newspaper; and
 - (b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.
- 14.7 In accordance with Section 199 of the *Municipal Government Act*, all Public Hearings shall be conducted both electronically and in person at Town Hall; any member of the public may provide a verbal submission electronically at a Public Hearing provided they register at least four (5) calendar days prior to the hearing. The registration should include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.8 All written submission must be received at least five (5) calendar days prior to the date of the Public Hearing for inclusion in the agenda.
- 14.9 All written submissions shall include:
- (a) the name of the signatories;
 - (b) state if the signatories are in favour or opposed to the subject matter;
 - (c) whether or not the signatories are residents of the Town of Drumheller; and
 - (d) how each signatory is affected by the subject matter of the Public Hearing.
- 14.10 Written submission containing personal attacks, derogatory or defamatory statements, statements that promote discrimination against a person or class of persons, or statements that are likely to expose a person or class of persons to hatred or contempt will not be accepted.

14.11 Any person who wishes to present an in-person verbal submission at a Public Hearing shall register to speak prior to the hearing on a designated sign-in sheet, which shall include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.

14.12 The order of business for the Public Hearing shall be as follows:

- (a) Council shall make a motion to open the Public Hearing, which shall note the time that the Public Hearing is opened.
- (b) The Mayor shall state the purpose of the Public Hearing.
- (c) The CAO shall introduce the proposed Bylaw, resolution, or other subject and shall briefly speak on the intended purpose.
- (d) The Mayor shall outline the rules of conduct for the Public Hearing.
- (e) Council shall hear the presentation(s) from the public in support of the bylaw, resolution or other subject matter;
- (f) The Mayor shall ask three (3) times whether anyone else wishes to present in support of the proposed bylaw, resolution, or other subject matter.
- (g) Council shall hear the presentation(s) from the public in objection of the proposed bylaw, resolution, or other subject matter;
- (h) The Mayor shall ask three (3) times whether anyone else wishes to present in objection of the bylaw, resolution or other subject matter.
- (i) The CAO shall be given the opportunity to respond to any comments received from the parties in opposition.
- (j) Council shall be given the opportunity to ask questions of clarification from either the parties in support, the parties in opposition, or the CAO.
- (k) The Mayor shall make a motion to close the Public Hearing and shall note the time that the Public Hearing is closed.

14.13 The following rules of conduct shall be followed during the Public Hearing:

- (a) All persons shall address their presentation to the Mayor and shall only address Council with the permission of the Mayor.
- (b) Presentations shall be given in the order in which they are called.

- (c) All materials associated with the Public Hearing will form part of the minutes of the regular or special council meeting in accordance with Section 216.4(6) of the Municipal Government Act and will become part of the public record.
 - (d) Only material associated with the proposed bylaw, resolution, or other subject matter for which the Public Hearing was called will be considered at the Public Hearing.
 - (e) No person shall speak for more than five (5) minutes and no group shall speak for more than ten (10) minutes, exclusive of the time required to answer questions from Council, unless the presentation has been extended by a decision of the Mayor in order to ensure the integrity of the Public Hearing.
 - (f) Any person addressing Council shall:
 - (i) state their name;
 - (ii) whether they are in support of or opposition to the Bylaw, resolution, or other subject matter;
 - (iii) whether they are a resident of the Town of Drumheller; and
 - (iv) how they are affected by the proposed Bylaw, resolution, or other subject matter.
 - (g) Council may not debate the Bylaw, resolution, or other subject matter at the Public Hearing and may only ask questions for clarification.
 - (h) The Mayor shall have the authority to end a presenter's electronic participating in a Public Hearing if, in the opinion of the Mayor, it is disruptive or inappropriate to the proceedings.
 - (i) Respect for staff, Council, and the public shall be maintained; the Mayor may expel any member of the public from the Public Hearing for improper conduct, in accordance the Section 216(3) of the *Municipal Government Act*.
- 14.14 Council members who are absent for the entirety of the Public Hearing must abstain from voting on the matter in future sessions of Council.
- 14.15 Council members who are absent for a part of the Public Hearing may abstain from voting on the matter in future sessions of Council.
- 14.16 In order to ensure procedural fairness, no person shall address Council regarding a matter subject to a Public Hearing after the conclusion of that Public Hearing.

15. TRANSITIONAL

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

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

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

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

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

MAYOR

final

CHIEF ADMINISTRATIVE OFFICER

OFFICE CONSOLIDATION

of

BYLAW #04.21

COUNCIL & COMMITTEE MEETING PROCEDURE BYLAW

This Bylaw and its amendments have been consolidated into a single publication for the convenience of users. The official Bylaw and all associated amending Bylaws are available at Town Hall and should be consulted in interpreting and applying this Bylaw. In the case of any dispute the original Bylaw and all associated amending Bylaws shall prevail. For more information, please contact the Manager of Legislative Services.

For convenience, the amending Bylaw Number(s) and a brief description have been listed below.

Printed by the Legislative Services Department under the authority of the Town of Drumheller.

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AMENDMENTS TO BYLAW #04.21

Bylaw	Date	Description
Bylaw #17.25	April 7, 2025	Repeal section 3.4; Repeal Section 7.7 - Public Hearings to address numbering issues; Create Section 14 - Public Hearings to provide updates based on changes to the <i>Municipal Government Act</i> that includes the requirement that Council hold public hearings pertaining to planning and development electronically, and to update the procedures that governs public hearings to provide more direction regarding the process and conduct required.

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Council & Committee Meeting Procedure Bylaw

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

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

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

1. NAME

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

2. DEFINITIONS AND INTERPRETATION

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

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

- (h) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;
- (i) "Committee of the Whole" or "COTW" consists of the Members of Council in a discussion- oriented meeting;
- (j) "Councillor" means a member of the Town of Drumheller Council, and includes the Chief Elected official;
- (k) "Delegation" shall be one or more persons who have formally requested, and been granted, an audience at a meeting;
- (l) "Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor; the deputy Mayor shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix any other business required by the Act, or which Council or the CAO may direct;
- (m) "Electronic Communications" shall mean that members of Council or Council committee may attend a meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances;
- (n) "Freedom of Information and Protection of Privacy Act" or "FOIP" protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies;
- (o) "Lay on the Table" or "Table" is a motion to set a pending main motion aside temporarily, within the course of the same meeting, to accommodate something else of immediate urgency;
- (p) "Meeting" means any meeting where all members are eligible to attend and quorum is maintained throughout the meeting;
- (q) "Member" means a Member of Council duly elected who continues to hold office, or a Member of any and all Committees duly appointed by Council to that Committee;
- (r) "Municipal Government Act" or "MGA" means Municipal Government Act, R.S.A 2000,c M-26 and associated regulations, as amended;
- (s) "Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.
- (t) "Point of Information" or "Request for Information" is a request directed to the presiding officer, or through the presiding officer to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.

- (u) "Point of Order" a statement by a member during a meeting as to the whether correct procedure is being followed.
- (v) "Point of Procedure" a question directed to the person presiding at a meeting to obtain information on the rules of procedure
- (w) "Point of Privilege" a request or motion, usually relating to the rights and immunities of the assembly collectively or of an individual member.
- (x) "Postpone to a Certain Time" a motion to postpone consideration of a main notion to a specific time during the same meeting or to a specified later meeting.
- (y) "Presiding Officer" synonym of Chairperson; could also refer to the Chief Elected Official or Mayor or Deputy Mayor in relation to meetings of council or council committees.
- (z) "Public Hearing" a formal hearing that must follow rules set out by provincial and local legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing;
- (a.1) "Quorum" is the majority of membership entitled to vote who must be present in order to conduct a meeting. 4 of 7 as related to Council members or 50% plus 1. Two-thirds vote of quorum may be required on some items;
- (b.1) "Special Meeting" is a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;
- (c.1) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF THIS BYLAW

- 3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees and their members established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.
- 3.2 The precedence of the rules governing the procedures of Council is:
 - (a) the MGA;
 - (b) other provincial or federal legislation;
 - (c) this Bylaw; and
 - (d) Robert's Rules of Order Newly Revised
- 3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.

3.4 (Repealed by BL 17.25)

4. MEETING PROCEDURES

4.1 Annual Scheduling

- (a) Annually, council will approve a schedule of meetings for the subsequent year, including date, time and place. All members must be present at the meeting when the schedule is approved.
- (b) Annually, council shall agree upon a day to hold regular council meetings. When the day specified is a statutory holiday, such meetings of council shall be held upon the next day following which is not a statutory holiday. Regular council meetings will be held every second week. Committee of the Whole meeting may be held on the alternate day.
- (c) Regular Council Meetings and Committee of the Whole Meetings will begin at such an hour as to allow for public attendance and shall not continue past 10:00pm of the same day if in session at that hour.
- (d) Notice to the public of the annual council meeting schedule will be deemed sufficiently given by one or more of the following methods, on the official Town of Drumheller website and/or social media, local print media, radio advertising.

4.2 Changes to a Meeting, Time, Date or Place

- (a) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 - (i) to any councillors not present at the meeting at which the change was made, and;
 - (ii) to the public [MGA 193(1)]
- (b) Re-scheduling, cancelling or postponing a meeting may occur:
 - (i) by a vote of the majority of members at a previously held meeting or;
 - (ii) with the written consent of a majority of members, providing twenty-four (24) hours notice is provided to members and the public.
- (c) Notice of a change to a council or council committee meeting is deemed to have been given to a councillor or member of a council committee if the notice is delivered to an adult person at the councillors or member's home or place of business.

- (d) Notice to the public of changes to meeting dates and times will be deemed sufficiently given by one or more of the following methods; on the official Town of Drumheller website and/or social media, local print media, radio advertising.
- (e) Agenda items from meeting that has been re-scheduled, cancelled, and / or postponed will added to the agenda of the subsequent meeting.

4.3 Meeting Conduct – Members and the Public

- a) In order to ensure a respectful meeting environment, councillors must abide by all applicable administrative and council policies and bylaws related to conduct.
- b) All councilors have the responsibility for ensuring that the rules of this Bylaw are adhered to. A Member may raise a Point of Order upon noticing a breach of rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.
- c) Each councillor has an opportunity to speak about the matter at hand;
 - i) councillors must keep their comments relevant to the issue at hand.
 - ii) councillors must be recognized by the Presiding officer before speaking
 - iii) councillors shall not speak twice to the same item, without every other councillors having first received their opportunity to speak.
- d) When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer. The Presiding Officer will make a ruling without unnecessary comment.
- e) When a Point of Information is raised, the Presiding officer shall answer the question or direct the question to the appropriate councillor or administration.
- f) The Presiding officer at any meeting may expel or remove any person who is guilty of improper conduct, which shall solely be determined by the Presiding officer or CAO
- (g) Council and council committee must conduct their meeting in public unless 7.4 of this Bylaw applies.
- (h) Any Member of the public who, while in a meeting, interrupts and disturbs the proceedings of the meeting by words or actions and who, when so requested by the Presiding officer, refuses to end such interruption or to leave the meeting if so requested, shall be guilty of an offence shall be subject to removal from the meeting room.

5. ELECTRONIC MEETINGS AND LIVE STREAMING

- 5.1 In accordance with MGA Section 199 (1), any meeting may be conducted by means of electronic or other communication facilities if
- (a) notice is given to the public of the meeting, including the way in which it is to be conducted,
 - (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designate officer is in attendance at that place, and
 - (c) the facilities enable all the meeting's participants to watch of hear each other.
- 5.2 With approval from the members, a member may attend a meeting by means of electronic device.
- 5.3 A member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 5.4 Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the Town's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The Town of Drumheller cannot guarantee that video streamed footage will always be available
- 5.5 If it is predetermined in the agenda that no further items and/or decisions are addressed or made following the Closed Session portion of any meeting other than the decision to adjourn the meeting, the member may decide to close the video stream function once the members move into a Closed Session.

6. QUORUM

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

7. AGENDA - COUNCIL

- 7.1 The agenda for scheduled Regular Council meetings and Committee of the Whole meetings shall:
- (a) be created under the joint direction of the Chief Elected Official and the CAO including input from Council;

- (b) include minutes of previous Council meeting(s) and copies of all reports or communications to be dealt with at the meeting.
- (c) include time, location and order of business for the meeting;
- (d) be distributed to members at least (2) two full days prior to the Council meeting.
- (e) will only have items added the day of a Council meeting by the Presiding officer or a two-thirds (2/3) majority vote of Council. All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- (f) have all matters of business that appear on the Council agenda which have not been dealt with added to the agenda of the next regular meeting of Council through a motion.

7.4 CLOSED SESSIONS [MGA 197]

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

7.5 MOTIONS

- (a) No motion shall be offered on items that are not on the adopted agenda.
- (b) Any motion made in the negative shall be ruled out of order. All motions shall be written and read in the affirmative.
- (c) All motions shall be entered in the minutes and require a seconder before being debated. Failure to find a seconder means the motion is not considered.
- (d) A motion may be withdrawn at any time by the councillor or member

who made the motion. At which point the debate would cease.

- (e) After the motion has been read by the Presiding officer, it shall be deemed to be in possession of the Members.
- (f) Once the question by the Presiding Officer is called:
 - i) a unanimous vote will be recorded as such
 - ii) if there is a split vote, the names will be recorded.

7.6 BYLAWS

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

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

7.7. (Repealed by BL 17.25)

7.8 DELEGATIONS AND PRESENTATIONS

- a) Any person or group of persons wishing to make direct representation to Council, shall advise the CAO's office using a submission form found on the website or available by request, for consideration not less than seven days prior to the subsequent meeting.
- b) The written submission shall state:
 - i) the name of the person or group representative wishing to speak and;
 - ii) their municipal and mailing addresses, phone numbers, email and;
 - iii) description of the subject matter they wish to speak on and;
 - iv) provide presentation material in an approved format and;
 - v) handouts must be received no later than the Wednesday prior to the presentation.
- c) Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous 3 months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.

- e) Council shall, at its next regular meeting following the delegation presentation, discuss any decisions or issues, if required, regarding the issue raised by the delegation. -
- f) During the delegates presentation:
 - i) delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council;
 - ii) in questioning delegations, Councillors will only ask questions which are relevant to the subject of the hearing and will avoid repetition;
 - iii) delegations will be restricted to speaking to the relevant subject matter only;

8. FIRST MEETING OF TOWN COUNCIL

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

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

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

may appoint any other as Acting Mayor. An Acting Mayor shall have all the powers and shall perform all the duties of the Mayor.

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

10.1 The Committee of the Whole is comprised of Councillors.

10.2 The CAO and other required administrative staff may be asked to attend Committee meetings to make presentations and answer questions.

10.3 The purpose of the COTW is to:

- a) Meet principally as a forum for discussion enabling all Committee members to discuss key items without the requirement to make a decision;
- b) Receive updates and information on emerging and ongoing projects, initiatives and opportunities;
- c) Minutes from Boards and Committees will be accepted as information;
- d) Receive scheduled delegations and submissions;

10.4 Minutes will be taken for Committee of the Whole meetings.

10.5 The Committee may make the following motions:

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

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

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

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

11.2 A special council meeting may be held with less than 24 hours' notice to all

councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

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

11.4 A special meeting may be cancelled:

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

12. COUNCIL SPECIAL TASK FORCES

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

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

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

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

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

13.1 Council may establish Committees and Boards and appoint representatives as required by legislation, agreement or bylaw.

13.2 Unless authorized by Council or other legislation, Council established Boards and Committees are required to operate under the bylaws, policies and terms of reference developed and implemented by Council.

13.3 Council established organizations should submit bylaws, policies and procedures to the Town and submit any changes as necessary.

13.4 Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights at the Committee of the Whole meeting.

13.5 Council may make member appointments to a board or committee at any time.

- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.
- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.

14. PUBLIC HEARINGS

- 14.1 In accordance with Part 7 of the *Municipal Government Act*, a Public Hearing shall be held when required by the *MGA* or another enactment, or when directed by Council.
- 14.2 A Public Hearing shall be held at a regular or special meeting of Council and will commence at 5:30 p.m., unless otherwise directed by a resolution of Council.
- 14.3 A Public Hearing shall be held before second reading of a proposed bylaw or before Council makes a decision by resolution.
- 14.4 Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, resolution, or other subject of the Public Hearing will be eligible to present at a Public Hearing, either electronically or in person, and may also provide a written submission, given they adhere to the procedures of the Public Hearing identified within this Bylaw
- 14.5 Public Hearings shall be advertised in accordance with the Town of Drumheller *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the Public Hearing.
- 14.6 Notwithstanding section 14.5 of this Bylaw, a Public Hearing will be advertised:
 - (a) for two (2) consecutive weeks in an accredited local newspaper; and
 - (b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.

- 14.7 In accordance with Section 199 of the *Municipal Government Act*, all Public Hearings shall be conducted both electronically and in person at Town Hall; any member of the public may provide a verbal submission electronically at a Public Hearing provided they register at least four (5) calendar days prior to the hearing. The registration should include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.8 All written submission must be received at least five (5) calendar days prior to the date of the Public Hearing for inclusion in the agenda.
- 14.9 All written submissions shall include:
- (a) the name of the signatories;
 - (b) state if the signatories are in favour or opposed to the subject matter;
 - (c) whether or not the signatories are residents of the Town of Drumheller; and
 - (d) how each signatory is affected by the subject matter of the Public Hearing.
- 14.10 Written submission containing personal attacks, derogatory or defamatory statements, statements that promote discrimination against a person or class of persons, or statements that are likely to expose a person or class of persons to hatred or contempt will not be accepted.
- 14.11 Any person who wishes to present an in-person verbal submission at a Public Hearing shall register to speak prior to the hearing on a designated sign-in sheet, which shall include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.12 The order of business for the Public Hearing shall be as follows:
- (a) Council shall make a motion to open the Public Hearing, which shall note the time that the Public Hearing is opened.
 - (b) The Mayor shall state the purpose of the Public Hearing.
 - (c) The CAO shall introduce the proposed Bylaw, resolution, or other subject and shall briefly speak on the intended purpose.
 - (d) The Mayor shall outline the rules of conduct for the Public Hearing.
 - (e) Council shall hear the presentation(s) from the public in support of the bylaw, resolution or other subject matter;

- (f) The Mayor shall ask three (3) times whether anyone else wishes to present in support of the proposed bylaw, resolution, or other subject matter.
- (g) Council shall hear the presentation(s) from the public in objection of the proposed bylaw, resolution, or other subject matter;
- (h) The Mayor shall ask three (3) times whether anyone else wishes to present in objection of the bylaw, resolution or other subject matter.
- (i) The CAO shall be given the opportunity to respond to any comments received from the parties in opposition.
- (j) Council shall be given the opportunity to ask questions of clarification from either the parties in support, the parties in opposition, or the CAO.
- (k) The Mayor shall make a motion to close the Public Hearing and shall note the time that the Public Hearing is closed.

14.13 The following rules of conduct shall be followed during the Public Hearing:

- (a) All persons shall address their presentation to the Mayor and shall only address Council with the permission of the Mayor.
- (b) Presentations shall be given in the order in which they are called.
- (c) All materials associated with the Public Hearing will form part of the minutes of the regular or special council meeting in accordance with Section 216.4(6) of the Municipal Government Act and will become part of the public record.
- (d) Only material associated with the proposed bylaw, resolution, or other subject matter for which the Public Hearing was called will be considered at the Public Hearing.
- (e) No person shall speak for more than five (5) minutes and no group shall speak for more than ten (10) minutes, exclusive of the time required to answer questions from Council, unless the presentation has been extended by a decision of the Mayor in order to ensure the integrity of the Public Hearing.
- (f) Any person addressing Council shall:
 - (i) state their name;
 - (ii) whether they are in support of or opposition to the Bylaw, resolution, or other subject matter;
 - (iii) whether they are a resident of the Town of Drumheller; and

- (iv) how they are affected by the proposed Bylaw, resolution, or other subject matter.
 - (g) Council may not debate the Bylaw, resolution, or other subject matter at the Public Hearing and may only ask questions for clarification.
 - (h) The Mayor shall have the authority to end a presenter's electronic participating in a Public Hearing if, in the opinion of the Mayor, it is disruptive or inappropriate to the proceedings.
 - (i) Respect for staff, Council, and the public shall be maintained; the Mayor may expel any member of the public from the Public Hearing for improper conduct, in accordance the Section 216(3) of the *Municipal Government Act*.
- 14.14 Council members who are absent for the entirety of the Public Hearing must abstain from voting on the matter in future sessions of Council.
- 14.15 Council members who are absent for a part of the Public Hearing may abstain from voting on the matter in future sessions of Council.
- 14.16 In order to ensure procedural fairness, no person shall address Council regarding a matter subject to a Public Hearing after the conclusion of that Public Hearing.

15. TRANSITIONAL

- 15.1 This Bylaw shall take effect on the day of the third and final reading.
- 15.2 Upon third reading of this Bylaw, Bylaw 10-09 and all amendments are repealed.

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

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Appointment of Replacement for Boards and Committees
DATE:	April 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	N/A

SUMMARY:

On January 20, 2025, Councillor Lisa Hansen-Zacharuk was granted an eight (8) week leave due to medical reasons in accordance with Section 174(2) of the Municipal Government Act. On March 17, 2025, this leave was extended for an additional eight (8) weeks.

Councillor Hansen-Zacharuk currently sits on a number of boards and committees, as appointed at the Organizational meeting on October 21, 2024. Due to her medical leave, these boards and committees have not been attended by a Council representative since her absence.

Therefore, Administration is recommending that a member of Council be appointed to sit on the boards and committees, currently vacant due to the absence of Councillor Hansen-Zacharuk.

RECOMMENDATION:

Administration recommends that a member of Council be appointed to sit on the Red Deer River Municipal Users Group (RDRMUG) and the Drumheller and District Chamber of Commerce (DDCC) boards until the 2025 Organizational Meeting or until the return of Councillor Lisa Hansen-Zacharuk.

DISCUSSION:

On October 21, 2024, Councillor Hansen-Zacharuk was appointed to the following boards and committees:

- The Economic Development Advisory Committee (EDAC);
- The Taxi Commission;
- The Community Standards Appeal Board;
- The Red Deer River Municipal Users Group (RDRMUG); and
- The Drumheller and District Chamber of Commerce (DDCC)

As both the EDAC and the Taxi Commission were repealed by Bylaw in 2025, and as the Community Standards Appeal Board is an ad-hoc committee consisting of all members of Council, replacements will only need to be found for the RDRMUG and the DDCC.

The DDCC is governed by a maximum of 13 board members, including 12 elected members and one appointee from the Town of Drumheller. The DDCC meets a minimum of ten (10) times a year to carry on the business of the Chamber

Red Deer River Municipal Users Group (RDRMUG) is an association of rural and urban municipalities composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River. The RDRMUG meets quarterly, or as needed, to discuss water use and other shared goals of the member municipalities.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

The appointment of a temporary replacement for these boards ensures the Town is in compliance with the Bylaws of the RDRMUG and the DDCC.

COMMUNICATION STRATEGY:

The Town of Drumheller will issue a letter to both the RDRMUG and the DDCC informing them of the appointment.

MOTION:

That Council appoint _____ to the Red Deer River Municipal Users Group for a term ending October 20, 2025, or until the return of Councillor Lisa Hansen-Zacharuk, whichever is sooner.

MOTION:

That Council appoint _____ to the The Drumheller and District Chamber of Commerce for a term ending October 20, 2025, or until the return of Councillor Lisa Hansen-Zacharuk, whichever is sooner.



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



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

REQUEST FOR DECISION

TITLE:	M. Nielsen – Appointment to Marigold Library Board
DATE:	April 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	N/A

SUMMARY:

As a member of the Marigold system, Town of Drumheller Council appoints a representative to the board; Council has previously appointed Margaret Nielsen in this capacity.

Margaret Nielsen's term has expired; the Marigold Library system has recommended her for reappointment and she has expressed her willingness to be considered for appointment for an additional three (3) year term.

RECOMMENDATION:

Administration recommends Margaret Nielsen be appointed to the Marigold Library Board as the Town of Drumheller's representative for a term of three (3) years, ending April 7, 2028.

DISCUSSION:

The Marigold Library System (MLS) is a not-for-profit municipal collaboration currently involving 44 member municipalities in southern Alberta, founded with the mission of delivering cost-effective, state-of-the-art public library services and support. Each member municipality must appoint one board member in accordance with their agreement with MLS. While preference is given for individuals who have an active involvement in the local library community, such as membership on the local library board, this is not a requirement specified within the agreement.

Margaret Nielsen was originally appointed by Council as the Town of Drumheller representative to the Marigold Library Board when she was a Drumheller Public Library Board (DPLB) member. Council continued to appoint her after her term on DPLB completed, recognizing her years of knowledge and experience. Her most recent term expired on February 1, 2025; to date, Margaret Nielsen has served as a MLS board member for a total of twelve years.

The Marigold Library System has expressed their appreciation of Margaret Nielsen's contributions on the Board, and recommended that she be reappointed. Margaret Nielsen has expressed her desire to continue the work of the library board, and would like to be considered for a three (3) year term.

Under the *Alberta Libraries Act* and section 32 of the Libraries Regulation, Council is responsible for appointing representatives to the Marigold Library Board, with the following conditions:

- Term appointments to the Board under section 16(a) of the Act shall not exceed three (3) years; and

- A person may serve for more than nine (9) consecutive years with the approval of two-thirds (2/3) of Council.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

This appointment supports community engagement and literacy through active participation in the regional library system.

COMMUNICATION STRATEGY:

The Marigold Library System has requested an official letter from Council to confirm the appointment of Margaret Nielsen, along with the designated term length for her new position.

Following the appointment, Administration will issue a confirmation letter to Margaret Nielsen, the Marigold Library Board, and the Drumheller Public Library Board.

MOTION:

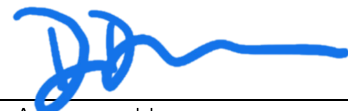
That Council appoint Margaret Nielsen to the Marigold Library Board for a term of three (3) years from April 7, 2025, to April 7, 2028.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



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

REQUEST FOR DECISION

TITLE:	Drumheller Library Board Appointments
DATE:	April 2, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	B. Gipman – Application K. Enns – Application A. Roberts – Application Drumheller Public Library Board – February 13, 2025 – Minutes Bylaw #04.21 - Council and Committee Meeting Procedure Bylaw

SUMMARY:

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

Andrea Roberts, Brook Gipman, and Kenneth Enns have each expressed their interest in serving on the DPLB, by submitting either a board application form or a letter of interest. On February 13, 2025, the DPLB voted to appoint each person for a three-year term. The Library Board is requesting that Council ratify these recommended appointments in accordance with *Bylaw 04.21 - Council and Committee Meeting Procedure Bylaw*.

RECOMMENDATION:

That Council approve the appointments of Andrea Roberts, Brook Gipman, and Kenneth Enns to the Drumheller Public Library Board for a three year term, beginning April 7, 2025, and ending April 7, 2028.

DISCUSSION:

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

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

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION STRATEGY:

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

MOTION:

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

MOTION:

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

MOTION:

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

Prepared by:
Angela Keibel
Legislative Services
Coordinator

Reviewed by:
Mitchell Visser
Manager of Legislative
Services

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

Dear Ms. McNeil,

I hope you're doing well. I'd like to formally express my interest in joining the Drumheller Library Board. As someone who is passionate about literacy, education, and community engagement, I'd love the opportunity to contribute to the library and help support its role in our town.

I'm an English as a Second Language teacher for junior high students, so I see firsthand how important libraries are in fostering a love of reading and lifelong learning. I'm also an avid reader, and I truly appreciate the value libraries bring to individuals and communities. I have experience with curriculum planning, creating inclusive learning spaces, and working with diverse groups of students and families. I believe these skills would be valuable in helping the library continue to grow and serve the community.

I'd be excited to work with the board and contribute however I can. Please let me know if you need anything else from me. Thanks for your time and consideration!

All the best,
Brook Gipman

Phone:

Email:

Drumheller, AB
T0J 0Y5

Kenneth Floyd Enns

[REDACTED] Drumheller Ab. T0J 0Y6
[REDACTED]

RE: Board Member, Drumheller Library

December 17, 2024

I have resided in Drumheller for 19 years, since moving here in 2005. I was born and raised in Linden Ab. and lived there until moving to the Town of Drumheller in 2005. I have had a career as a Natural Gas Utility person with Harvest Hills Gas Co-op for 36 years. I held a position as service personnel for 12 years before becoming the field supervisor for the rest of my career. Since we were a co-operative I understand the principles of Board governance.

I have always enjoyed volunteering my services. Having retired in April of 2024 from my position with Harvest Hills Gas Co-op, I find myself with extra time to contribute to my community, and as a member of the Drumheller Library would like to offer my services as a volunteer board member. I have included a list of my volunteer positions in the past as an example of my official volunteer positions. In addition to these positions I have also volunteered to many organizations that have needed help on an ad hoc basis.

Linden Agricultural Society Board Member
1982 – 1986

Lynn Haven Society, Linden, Ab. Board Member
1986 – 1990

Linden Alliance Church Building Committee
2004 – 2006

Drumheller Special Olympic Bowling Team Coach
2005 – 2021

Drumheller Lunch Coordinator for Ride for Dad
2018 – Present

Thank you for considering my application and I look forward to your response.



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: 07/03/2025

Board: Drumheller Library Board

Name of Applicant: Andrea Roberts

Full Address:

Drumheller, AB, T0J 0Y0

Phone Number:

Email:

Do you have previous Board/Committee experience? ☐ Yes ☒ No

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

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

As a mom to two young children, the library is an extremely important part of our routine whether it be for play groups or instilling the love of reading and learning into my little ones. As soon as I saw the Library Board was looking for new members I knew I had to be a part of this. I want not only to give back to the institution that has become a vital part of our lives but also to get out there and find a community I can be a part of. I've lived in Drumheller for about 3 years but fell in love with the town the first time I visited 6 years ago.

If I am accepted into the board I will be able to offer my input as a mother, an immigrant and someone who just really enjoys helping out. I want to support the library and the wonderful librarians who make it the wonderful place it is.

Signature:

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

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

Town of Drumheller Public Library Board Meeting Minutes

Date: Wednesday February 13, 2025
Time: 6 pm
Location: Zoom
Chair: Cheryl McNeil
Secretary: L Fabrick, then James Foster (arrived at 6:55)
Regrets: James Foster (arrived at 6:55)
Trustees: Jade Scott, Tracy Abildgaard, Stephanie Price, Lynn Fabrick
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen, Andrea Roberts, Ken Enns (note: Brook Gipman was unable to attend)
Library Director: Melody Polych

1. Call to Order – C McNeil called the meeting to order at 6:13 pm.
2. Meeting Processes
 - a. Welcome guests & introductions (prospective board members interested in joining the board are asked to introduce themselves and let the board know why they are interested in joining the library board)
 - i. Andrea Roberts is new to the community. Loves books and reading, and enjoys going to the library with family. Wants to get involved in the library.
 - ii. Ken Enns has lived in Drumheller since 2005. He worked gas for 35 years and is now retired. His wife worked with DARTS and is now retired. He used to be involved with Special Olympics. He believes that reading and libraries are extremely important. He is committed to issues in libraries and wants to commit time to our library.
 - b. Land acknowledgement (Open call) – L Fabrick read the land acknowledgement.
 - c. Confirmation of quorum (4/6) – Quorum achieved, five of six board members present.
 - d. Accepting of regrets – S Price motioned to accept regrets, J Scott seconded, motion carried.
 - e. Additions/approval of agenda – J Scott moved to approve the agenda. T Abildgaard seconded, motion carried.
 - f. Review/approval of Meeting Minutes (January 15, 2025) – It was noted that the minutes should reflect the guests who were unable to attend however, as guests they are not included under regrets. L Fabrick motioned to approve the amended January minutes, T Abildgaard seconded, motion carried.
3. Reports
 - a. Financials: J. Scott
 - i. December 2024 month end – review and approve – J Scott presented the December financial statement. J Scott moved to approved the December financial statement as presented, S Price seconded, all in favour, motion carried.

1. J Scott motioned that \$2000 in restricted funds be used for new computers, computer accessories and software for staff computers, S Price seconded, all in favour, motion carried.
 2. The switch to MNP has been positive.
- ii. Update re. 2024 year end – The liability accounts are not accurate. With this being an audit year, there will be more detail on the ledger when the audit results are presented. The library needs a quote from BDO for either a financial review or a financial audit.
1. Dolly Parton Imagination Library money donated by the Library Society appears under “revenue” - \$1000 every year.
 2. Library AGM and audit – Per a previous decision the library undergoes a financial audit every three years, rather than a review, and this year is scheduled to be an audit. The town contracts BDO for financial reviews/audits and the results of the audit will be presented by BDO at the library AGM in May.
- b. Library Director: M. Polych presented the director’s report. Attendance in family and children’s programs has been high, while attendance in adult programs is happening, but is comparatively low. The children’s services staff person is going to start a pre-registered 5-week program for 5-15 month old babies. A travel night presentation has been booked for March 4th. The Minecraft tournament was a huge success, and tournaments will be regularly held on the first Saturday of the month. The visual arts committee met on Tuesday, February 11th and is being led by the assistant director. This will be the last year that Marigold offers an IT Capacity Fund grant for member libraries. Book sales for the end of the year will probably happen in March or April.
- c. Marigold: M. Nielsen – recommended that the board watch *The Fifth Estate* on ‘Shadow War on Libraries’ so that everyone could discuss at the next board meeting. C McNeil intends to add this to next month’s agenda for discussion.
- d. Society: C. McNeil – Reel Alternative raises awareness for the library and this coming movie, *The Old Oak*, looks very interesting – prices are reduced for people bringing a food item for donation. The Society met last week and is working to help library collections and acquisitions. The furniture cleaning project is still ongoing, but has still not happened.
- e. Committees:
- i. HR Committee: meeting to be convened in February/March – the main focus is to support M Polych in her role, and to create goals for her. M Polych has been taking a financial course.
 - ii. Special Projects Committee: form committee w/ goal to support Plan of Service work – the special projects committee needs to support M Polych in achieving the library’s plan of service. Meeting times/dates are not set yet, but meetings can be virtual. T Abildgaard, J Scott, S Price and L Fabrick all expressed interest in being on the special projects committee. The previous special projects committee helped plan events for the library centennial.

4. Ongoing/Unfinished business

a. Board member recruitment

- i. Update – C. McNeil - some new members are present and are interested in joining the board – Andrea Roberts and Ken Enns are both interested. Brook Gipman has also expressed that she would like to join the board.
- ii. Tracy Abildgaard –L Fabrick made a motion to recommend to the Drumheller Town Council that Tracy Abildgaard be reappointed to the Drumheller Public Library Board for another three-year term, S Price seconded. All in favour, motion carried.
- iii. New Library Board Trustees – motion to approve appointment(s) to Library Board.
 1. J Scott made a motion to recommend to the Drumheller Town Council that Andrea Roberts be appointed to the Drumheller Public Library Board for a three-year term, S Price seconded. All in favour, motion carried.
 2. L Fabrick made a motion to recommend to the Drumheller Town Council that Ken Enns be appointed to the Drumheller Public Library Board for a three-year term, T Abildgaard seconded. All in favour, motion carried.
 3. J Foster made a motion to recommend to the Drumheller Town Council that Brook Gipman be appointed to the Drumheller Public Library Board for a three-year term, S Price seconded. All in favour, motion carried.

- b. 2025 Budget Review – C. McNeil / J. Scott – C McNeil reviewed the 2025 budget. Income comes from the Town of Drumheller which is the library's primary funder, along with the province, Marigold, some minor (mainly employment) grants, and then income from photocopying/book sales/etc. Deferred revenue has historically been listed as \$0 in the yearly budget because it does not come into play until the very end of the year. For expenses: salaries/benefits form the largest expense, with bookkeeping currently being high (but probably declining after this year), facilities costs include cleaning/stationery/water cooler/consumables, professional memberships (Drumheller Chamber of Commerce, etc), Marigold levy (new materials for the library).

- c. Cashless payment system – M. Polych – Table to March meeting

5. New Business

a. For Discussion/Decision

- i. Public Library Services Branch 2024 Annual Report – M. Polych; review & motion to approve – M Polych presented the annual report to the board. Board volunteer hours increased a great deal this year, especially with J Scott needing to help with library financial statements. The library is open more hours this year than last year, which is notable due to staff shortages compared to last year. Staff picked up more hours compared to the past, and there were fewer hours put in by library volunteers. Library cardholders declined from

1900 to 1500. The library will begin keeping track of reference statistics (as per the plan of service), but that means that prior to this year there is no point of comparison. The computers in the youth space are often all being used, so it may be a good idea to begin looking into getting more youth space computers. Overall wireless and computer use increased significantly since last year. Children's programs participation has increased a great deal, and other programs will hopefully grow as well. Library outreach is down quite a lot since the library had turnover of experienced staff members with many community connections – this will need to be built back up over time. The Book Bash and other library centennial celebration events last year skew some of last year's numbers for events and event participants, and a "typical" year is not comparable to that. This was an atypical year as well, with the amount of time without a library director, and the amount of time that the board needed to spend volunteering.

1. J Scott made a motion to approve the 2024 Drumheller Public Library Board report and to send to the Public Library Services Branch, S Price seconded, all in favour, motion carried.
- ii. Orientation / Training
 1. PLSB Library Board Basics Workshops – TBA by PLSB (online or in-person) – No dates set for online board basics workshops.
 2. Board member binders; mentoring; library tours – new members will get binders, be assigned a board mentor, and get a tour of the library.
 3. C McNeil mentioned that with new Board members joining the board an in-person board meeting will be planned in the near future.

6. Adjournment – S Price motioned to adjourn at 7:43 pm.

Next Meeting: March 12, 2025 at 7pm, Zoom

Minutes Signatures:

Cheryl McNeil

Chair, Town of Drumheller Library Board

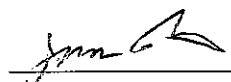
Signature & Date:



James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:



March 15, 2025

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Repeal Bylaw 10.09

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

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

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

1. NAME

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

2. DEFINITIONS AND INTERPRETATION

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

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

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

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

3. APPLICATION OF THIS BYLAW

- 3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees and their members established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.
- 3.2 The precedence of the rules governing the procedures of Council is:
- (a) the MGA;
 - (b) other provincial or federal legislation;
 - (c) this Bylaw; and
 - (d) Robert's Rules of Order Newly Revised
- 3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.
- 3.4 This Bylaw, in part or whole, can only be repealed, amended, suspended or rescinded:
- (a) by a Request for Decision with written motion at the proceeding Regular Meeting of Council and setting forth the terms of the proposed change or,
 - (b) by a unanimous vote at a Regular Meeting or Special Meeting.

4. MEETING PROCEDURES

4.1 Annual Scheduling

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

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

4.2 Changes to a Meeting, Time, Date or Place

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

4.3 Meeting Conduct – Members and the Public

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

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

5. ELECTRONIC MEETINGS AND LIVE STREAMING

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

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

6. QUORUM

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

7. AGENDA - COUNCIL

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

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

7.4 CLOSED SESSIONS [MGA 197]

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

7.5 MOTIONS

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

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

7.6 BYLAWS

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

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

7.7. PUBLIC HEARINGS

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

7.7 DELEGATIONS AND PRESENTATIONS

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

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

8. FIRST MEETING OF TOWN COUNCIL

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

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

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

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

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

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

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

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

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

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

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

11.4 A special meeting may be cancelled:

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

12. COUNCIL SPECIAL TASK FORCES

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

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

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

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

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

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

15. TRANSITIONAL

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

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

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

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

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



MAYOR



CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	RCMP Civilian Governance – Policing Committee
DATE:	April 17, 2025
PRESENTED BY:	Greg Peters – Director of Emergency and Protective Services
ATTACHMENTS:	None

SUMMARY:

As a result of recent legislation passed by the Government of Alberta, municipalities are required to establish civilian governance bodies to support local policing priorities. On February 18, 2025, Council was presented with a Request-for-Decision to decide which option was in the best interests of the Town. This presentation prompted additional questions that had to be addressed prior to rendering a decision; these questions have now been addressed following further investigation and advice from provincial authorities.

After further review of the available options due to the difference in policing priorities in the surrounding jurisdictions, Administration is recommending that the Town of Drumheller form its own municipal policing committee.

RECOMMENDATION:

Administration recommends that the Town of Drumheller form its own municipal policing committee.

DISCUSSION:

Bill 6, enacted in 2022, seeks to enhance police transparency and foster greater public trust. Among its reforms, it mandates the establishment of civilian governance bodies in all municipalities to improve representation in the determination of police priorities.

The following provides more information regarding questions posed by Council at the February 18, 2025, Regular Council Meeting:

- 1) Can Drumheller form a “Joint Committee” model with other small municipalities under the rural model? For example, could Drumheller partner with surrounding counties and would normally fall under the provincial committee because of the population guidelines advised?
 - Formal joint municipal policing committees can consist of two (2) municipalities that hold a Municipal Police Service Agreement (MPSA), regardless of whether their population exceeds or falls below 15,000.
 - Communities with populations under 5,000, as well as Municipal Districts and Counties policed by the Provincial Police Service, are governed by the Provincial Police Advisory Board (PPAB).
 - It is important to note that the legislation does not allow MPSA and PPAB municipalities to form joint committees. Consequently, we are unable to establish a joint committee with smaller partner counties in the Drumheller detachment area due to the population criteria outlined in the legislation.

- 2) If we choose to either form our own committee or alternatively join the regional model, and what we choose is found to not meet our needs, can we opt out and join the other?
 - If we choose to establish our own committee and it does not function as anticipated, we have the option to join the regional committee. Conversely, if a municipality chooses to affiliate with the regional committee and later determines that a municipal committee would be more effective, it is permitted to withdraw from the regional committee. Should we choose to withdraw, we will need to submit a formal request to the Minister for approval to do so.

- 3) If the Town chooses to collaborate with the Regional Committee, assigning only one representative, and that committee establishes priorities and directives that may not align with Drumheller's interests, is Drumheller obligated to adhere to those decisions, or does it have the option to diverge from them?
- The regional committees are designed to foster collaboration among members and to work closely with the Officer/NCO in charge of the various RCMP detachments in their respective regions to establish high-level priorities. If we participate in the regional committee and identify aspects of the planning or priorities that do not align with our needs, we would not be required to implement those elements. For those seeking greater involvement in defining specific priorities for Drumheller under the MPSA, participating in a municipal policing committee would be the most suitable approach.
 - Additionally, it will be necessary to develop our own bylaw and a policies and procedures manual to support the establishment of our municipal policing committee, as mandated by the province.

Next Steps

- Administration will write a letter to the Minister requesting that the Town create its own Municipal Policing Committee.
- In anticipation of approval to from the Minister, the Town will begin drafting an updated terms of reference for the Municipal Policing Committee with an anticipated deadline August 1, 2025 for the establishment of the committee, with recruitment to begin immediately after the committee is established.

FINANCIAL IMPACT:

As previously mentioned, municipalities bear the responsibility for the costs associated with maintaining these committees. Currently, the specific costs are not known.

STRATEGIC POLICY ALIGNMENT:

Good governance, enhancing public safety, and actively participating in community policing initiatives to better serve our citizens.

COMMUNICATION STRATEGY:

Once established and operational, the Ministry of Public Safety and Emergency Services will issue media releases concerning the policing committee's operations. Similarly, municipalities will provide updates in a timely manner to inform the public about the new policing committee and its functions.

MOTION:

That Council directs Administration to seek approval from the Ministry of Public Safety and Emergency Services to form its own Municipal Policing Committee for the Town of Drumheller.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Greg Peters
Director, Emergency &
Protective Services



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

REQUEST FOR DECISION

TITLE:	2025 Street Improvement Program: Construction Contract Award
DATE:	April 7, 2025
PRESENTED BY:	Jason Warrack, Capital Project Manager
ATTACHMENTS:	N/A

SUMMARY:

The 2025 Street Improvement Program (SIP) aims to address aging infrastructure by upgrading key roadways, sidewalks, and pathways within the Town. The Town presented a briefing note to the Council on February 10, 2025, outlining the objectives of the 2025 SIP. Following a competitive procurement process, Infrastructure Services recommends awarding the construction portion of the program to Grindstone Paving & Excavating Ltd. at a total cost of \$529,720.43, excluding GST.

This year's SIP includes improvements in five key areas:

1. Newcastle Trail – 10th Street to Riverside Ave
2. 12th Street – End to Newcastle Trail
3. Riverside Walkway – Asphalt termination to Riverside Drive
4. 5th Street and Highway 9 – End of pathway to crosswalk
5. Midland Bridge Pathway

The Town received 8 bid submissions from a total of 23 registered suppliers. After a thorough evaluation based on cost and technical merit, Grindstone Paving & Excavating Ltd. was selected as the highest ranked proponent.

From a financial perspective, awarding this contract will leave a remaining budget of \$355,414.59, which will be reallocated to the 6th Avenue Extension project to ensure its completion without drawing from reserves. This strategic decision supports the Town's financial sustainability while maintaining infrastructure priorities.

RECOMMENDATION:

Infrastructure Services recommends that Council award the construction portion of the 2025 Street Improvement Program to Grindstone Paving & Excavating Ltd. for a total award of \$529,720.43, excluding GST.

DISCUSSION:

The Street Improvement Program (SIP) is a critical project aimed at maintaining and enhancing the Town's roadways, sidewalks, and pathways to ensure safe and accessible transportation for all users. As part of the 2025 SIP, five key areas have been identified for improvements and additions:

1. Newcastle Trail – 10th Street to Riverside Ave
2. 12th Street – End to Newcastle Trail
3. Riverside Walkway – Asphalt termination to Riverside Drive
4. 5th Street and Highway 9 – End of pathway to crosswalk
5. Midland Bridge Pathway

The Town issued a procurement process for the construction portion of the 2025 SIP on March 4, 2025, with a closing date of March 28, 2025. During this period, 23 suppliers registered and 8 submitted proposals, reflecting a competitive 35% submission rate. The evaluation process weighted proposals based on a 40/60 split between cost and technical merit, considering local experience, prime contractor qualifications, and bidder information.

Following a comprehensive review, Grindstone Paving & Excavating Ltd. appeared as the highest ranked proponent. The company has a proven track record of successful projects within the Town. Based on all criteria, Infrastructure Services recommends awarding the construction contract to Grindstone Paving & Excavating Ltd.

FINANCIAL IMPACT:

The award of this contract allows for the reallocation of remaining funds to support the 6th Avenue Extension project, ensuring that both projects are completed without drawing additional funds from reserves. Below is a breakdown of the budget:

Total Budget	\$1,200,000.00
Engineering Commitments:	\$227,527.00
Grindstone Paving & Excavating Commitments:	\$529,720.43
Additional Contingency	\$87,337.98
Total Expenses:	<u>\$844,585.41</u>
Remaining Funds (Reallocated to 6 th Ave Extension)	<u><u>\$355,414.59</u></u>

By reallocating the surplus funds, the Town minimizes the need for reserve withdrawals, thereby avoiding a potential tax increase for residents while ensuring that both the SIP and the 6th Avenue Extension projects are completed.

STRATEGIC POLICY ALIGNMENT:

The 2025 Street Improvement Program aligns with the approved 2025 Capital Budget, enabling the Town to proceed with essential roadway and pathway improvements for the benefit of Drumheller's residents and visitors. This initiative is classified as a priority level of Asset/Service Enhancement, supporting the Town's commitment to maintaining and improving critical infrastructure.

COMMUNICATION STRATEGY:

Infrastructure Services will notify all proponents of the award decision and initiate a kick-off meeting with Grindstone Paving & Excavating Ltd. to discuss the project scope and timeline. Additionally, affected residents will be notified well in advance through direct letters and social media updates to minimize disruption to daily activities.

MOTION:

That Council approve the award of the construction portion of the 2025 Street Improvement Program to Grindstone Paving & Excavating Ltd. for the total amount of \$529,720.43 (excluding GST).

MOTION:

That Council direct Administration to reallocate any remaining funds from the 2025 Street Improvement Program capital budget to the 6th Avenue Extension project capital budget to complete its full scope of work.



Prepared by:
Connor Schweder
Junior Project Manager



Reviewed by:
Jared Brounstein
Director of Infrastructure
Services



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



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

REQUEST FOR DECISION

TITLE:	6 th Ave Road Connection Construction Award
DATE:	April 7, 2025
PRESENTED BY:	Jason Warrack, Capital Project Manager
ATTACHMENTS:	N/A

SUMMARY:

The 6th Ave Road Connection Project was posted as a Request for Proposal (RFP) on the Bids & Tenders website as well as the Alberta Purchasing Connection. The procurement process was conducted in accordance with municipal and provincial guidelines to ensure a competitive and transparent bidding process. The opportunity closed on March 7, 2025, with a total of three (3) bid submissions received.

Proposals were evaluated based on a structured and weighted scoring system, with cost and technical submissions each carrying equal weight at 50%. The technical portion of the evaluation considered several key factors, including company profile, qualifications and experience of key personnel, and demonstrated experience on similar past projects. After thorough evaluation, it was determined that only one (1) of the three (3) bid submissions was fully compliant with the RFP requirements. The other two submissions failed to meet critical criteria set out in the proposal and were deemed non-compliant.

Given that East Butte Contracting Ltd. was the only compliant proponent, Infrastructure Services recommends awarding them the contract to ensure the successful completion of the project. However, due to increased construction costs, additional funding in the amount of \$355,414.59 for a total budget of \$1,688,014.59 is required to complete the full scope of work.

Infrastructure Services is therefore seeking Council's approval to award the contract to East Butte Contracting Ltd. and authorize the requested funding reallocation.

RECOMMENDATION:

Infrastructure Services recommends the award of the 6th Ave Road Connection project to East Butte Contracting Ltd as the lone compliant bidder and to allocate an additional \$355,414.59 reallocated from 2025 Street Improvement Program (SIP) for a total budget of \$1,688,014.59 in order to complete the scope of work.

DISCUSSION:

The 6th Ave Road Connection Project was originally initiated to improve connectivity and access to the downtown core, aligning with the Downtown Area Revitalization Plan (DARP). The RFP was publicly posted on January 13, 2025, allowing for open competition among qualified contractors. The proposal deadline was extended by two weeks to allow additional time for bidders to complete comprehensive submissions that fully address the requirements set forth in the RFP. The final closing date for submissions was March 7, 2025.

Following the closing of the competition, a detailed evaluation process was conducted by the review committee. After assessing cost, qualifications, and overall technical compliance, it was determined that two of the three submissions did not meet the mandatory requirements outlined in the RFP. As a result, the committee was left with only one (1) compliant submission, that being from East Butte Contracting Ltd. In accordance with procurement best practices, it is recommended that the contract be awarded to the highest evaluated and compliant bid, East Butte Contracting Ltd.

Throughout the course of this project, Sedulous Engineering will be responsible for on-site construction administration, ensuring that the project remains on schedule and that all work is completed to the required standards.

A Class B cost estimate was provided on May 6, 2024, forecasting construction expenses at \$885,162.50, which included a 10% contingency. However, as observed across the construction industry, costs have escalated over the past year. Due to inflationary pressures, material cost increases, and higher labour expenses, the final contract price exceeds the original estimate. As a result, Infrastructure Services is requesting an additional \$355,414.59 from 2025 SIP to cover the difference and ensure the successful completion of the project.

Presented below are the three (3) possible alternatives for Council to consider regarding the 6th Ave Road Connection Project:

1. Approve Additional Funding and Proceed with the Project

This option involves awarding the contract to East Butte Contracting Ltd. and approving the \$355,414.59 funding request. Proceeding with the project now ensures completion within the planned timeline, prevents further cost escalations, and fulfills the Town's commitment to improving road infrastructure and downtown accessibility.

2. Reduce the Project Scope to Fit the Existing Budget

An alternative approach would be to modify the project scope to reduce costs and remain within the original budget. This may involve using lower-cost materials, eliminating certain non-essential features, or phasing construction over multiple years. However, reducing scope may impact the long-term durability, functionality, and overall effectiveness of the project, potentially leading to increased costs in the future.

3. Delay the Project Until 2026 for Additional Funding

Another option is to postpone construction until the 2026 budget cycle, allowing additional funds to be allocated in a future budget. While this avoids drawing from reserves, delaying the project may lead to higher costs in future years due to inflation, continued material price increases, and potential disruptions to other planned infrastructure projects. The delay would also defer much-needed improvements to traffic flow and downtown connectivity.

FINANCIAL IMPACT:

GL Codes consist of

6th Ave Road Extension (\$1,172,600.00) – 2.6.3200.611.7163

6th Ave Watermain (\$100,000.00) – 2.6.4100.611.2541

6th Ave Sanitary Sewer (\$60,000.00) – 2.6.4200.611.2551

The following is the current commitments and budget for the 6th Ave Extension Road project:

2025 Construction Budget	\$1,332,600.00
Commitments to Date	\$138,014.59
Project Management	\$150,000.00
East Butte Contracting Ltd.	\$1,400,000.00
Total Construction Cost	<u>\$1,688,014.59</u>
Reallocated from 2025 SIP	<u>\$355,414.59</u>

The 2025 SIP program has a total commitment of \$844,585.41 of \$1,200,000.00 over three budget line items, leaving \$355,414.59 to be reallocated to the 6th Ave Extension Project.

The Town has applied for the Province of Alberta's Strategic Transportation Infrastructure Program (STIP), with a request for \$400,000.00 in grant funding. At the time of this report, grant funding from this program had not been announced by the Province. Should the Town be successful, that grant funding will minimize the need for an additional \$355,414.59 to complete the project.

STRATEGIC POLICY ALIGNMENT:

Awarding the 6th Ave Road Connection Project to East Butte Contracting Ltd. aligns with the Town's Downtown Area Redevelopment Plan (DARP). The 6th Ave connection was identified as a priority infrastructure project within DARP, aimed at improving access to the downtown core and supporting future economic and community development. Completing this project is a critical step in achieving the long-term vision for a more connected and accessible downtown area.

COMMUNICATION STRATEGY:

Following Council's decision, Infrastructure Services will issue a Letter of Award to East Butte Contracting Ltd., formally confirming the contract. Non-award letters will also be sent to the unsuccessful proponents, ensuring transparency in the procurement process. Additionally, the final tender results will be publicly posted on the Bids & Tenders website.

To ensure that residents and businesses are informed about the project timeline and potential impacts, Infrastructure Services will collaborate with the Communications Officer to develop a public notification strategy. Announcements regarding construction schedules and the relocation of the recycling depot will be disseminated well in advance of any work beginning. Information will be shared through multiple communication channels, including local radio stations, the Town's official website, social media platforms, and other public engagement tools.

MOTION:

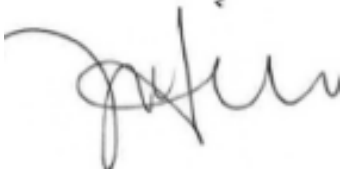
That Council authorizes an additional \$355,414.59 excluding GST be transferred from 2025 SIP capital budget for a total budget of \$1,688,014.59 excluding GST to complete the project as identified in Alternative 1.

MOTION:

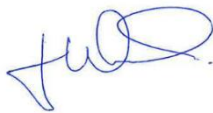
That Council approves the award of the 6th Ave Road Connector Project to East Butte Contracting Ltd. as the highest ranked proponent.



Prepared by:
Connor Schweder
Junior Project Manager



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



Reviewed by:
Jason Warrack
Capital Projects Manager



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



Reviewed by:
Jared Brounstein
Director of Infrastructure
Services

REQUEST FOR DECISION

TITLE:	Hook Truck Purchase
DATE:	April 7, 2025
PRESENTED BY:	Greg Storch, Manager of Operations
ATTACHMENTS:	N/A

SUMMARY:

The Operations Department is seeking approval to purchase a hook truck equipped with a roll-off style garbage collection system to enhance operational efficiency. This vehicle is essential for waste collection, facility sanitation, and snow removal, reducing manual labour and improving staff ergonomics. This purchase will streamline municipal operations and provide multi-purpose functionality with interchangeable skids.

Over a 21-day proposal period, the Town received three bid submissions. After evaluation, only one supplier, Haul-All Equipment, met all required specifications and demonstrated the ability to fulfill the Town's needs.

RECOMMENDATION:

That Council approves the procurement of the hook truck from Haul-All Equipment, for the sum of \$290,698.53 excluding GST.

DISCUSSION:

The procurement of this hook truck is a strategic investment that will modernize and optimize Public Works operations. By consolidating multiple functions into a single vehicle, we can eliminate inefficiencies, reduce downtime, and enhance service delivery. This purchase will ensure cost-effectiveness, safety, and long-term sustainability for municipal operations.

The addition of the hook truck will significantly improve the versatility of the municipal fleet, allowing it to adapt to a wider range of operational needs. The multi-purpose vehicle improves efficiency by handling multiple tasks, reducing downtime, and speeding up response times. With the ability to equip a snowplow system in the winter, the vehicle can be operational year-round. By combining several functions into one vehicle this eliminates the need for specialized equipment, making this purchase a cost-effective solution.

The Request for Proposal (RFP) was open for 21 days, receiving three submissions. After thorough evaluation, two submissions were deemed non-compliant due to failing to meet technical specifications. As a result, the contract will be awarded to Haul-All Equipment.

FINANCIAL IMPACT:

Total Budget:	\$315,000.00
Award Value:	\$290,698.53
	<hr/>
	<hr/>

Cost Savings:

\$24,301.47

Cost savings will remain in the Light Fleet Program as there is still some uncertainty with vehicle prices from the ongoing trade war with the United States of American.

The financial details are recorded under GL Code: 2.6.3100.651.2505.

STRATEGIC POLICY ALIGNMENT:

This procurement aligns with the municipality's asset management strategy, ensuring long-term operational efficiency and service delivery. By investing in multi-functional equipment, the Town can optimize resources while reducing overall costs. The purchase supports key municipal objectives, including waste management, public sanitation, and winter road safety.

COMMUNICATION STRATEGY:

Regular updates will be provided to Council and the public as necessary to maintain transparency on the acquisition and implementation process. Additionally, suppliers will be formally notified of the award decision through letters outlining the results of the RFP process.

MOTION:

That Council approves the purchase of a multi-use hook truck for the Operations Department for the total cost of \$290,698.53, excluding GST.

Greg Storch

Prepared by:
Greg Storch
Manager of Operations

J. Brounstein

Reviewed by:
Jared Brounstein
Director of Infrastructure
Services

D. Drohomerski

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

Victoria Chan

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

REQUEST FOR DECISION

TITLE:	Bylaw 18.25 Supplementary Property Tax
DATE:	April 7, 2025
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer/Director of Corporate and Community Services
ATTACHMENTS:	(Draft) Bylaw 18.25 Supplementary Property Tax Bylaw 16.25- Supplementary Assessment

SUMMARY:

The general tax levy is levied in the spring and is based on annual assessments prepared as of December 31 of the previous year. The general tax levy does not consider the portion of properties constructed and completed after December 31 of the previous year.

To account for these properties and ensure fairness and equity amongst all properties, the Town issues a supplementary property tax levy each year to account for improvements completed after December 31.

RECOMMENDATION:

That Council give first, second, and third readings to Bylaw 18.25 – Supplementary Property Tax as presented.

DISCUSSION:

A municipality may pass a bylaw that allows it to tax properties after December 31 and collect property taxes for a portion of the current year. To do this, the Town must take the assessed value and multiply it by the applicable tax rate as established by Council in May of each year.

Bylaw 16.25 – Supplementary Assessment Bylaw received three readings on March 17, 2025. With this Bylaw duly executed, section 369(1) of the *Municipal Government Act* (MGA) provides the authority for Council to pass a Bylaw to levy property taxes for these supplementarily assessed properties after December 31. Property taxes based on the supplementary assessment are pro-rated to reflect only the portion of the year the new improvement is completed, occupied, or in operation in the municipality.

Section 369(2.01) also authorizes the Council to pass a Bylaw to impose a supplementary tax for designated industrial property on the condition that a supplementary tax applies to all other properties in the municipality.

The Town has always levied a supplementary tax via a supplementary property tax bylaw. The requirement under the legislation is to approve such a bylaw on an annual basis. Bylaw 18.25 has been prepared for all subsequent years until the Bylaw is repealed in an effort to reduce redtape processes as per section 369.1 of the MGA.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once Bylaw 18.25 receives three readings, a certified copy will be uploaded to the Town website at www.drumheller.ca.

MOTION:

That Council gives first reading to Bylaw 18.25 Supplementary Property Tax as presented.

MOTION:

That Council gives second reading to Bylaw 18.25 Supplementary Property Tax as presented.

MOTION:

That Council gives unanimous consent for third and final reading of Bylaw 18.25 Property Tax.

MOTION:

That Council gives third and final reading to Bylaw 18.25 Supplementary Property Tax as presented.



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



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 18.25**

DEPARTMENT: Finance

Supplementary Property Tax Bylaw

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

WHEREAS, Section 369(1) of the *Municipal Government Act*, RSA 2000, c M-26 (the "Municipal Government Act") provides that the council of a municipality must pass a supplementary property tax bylaw to authorize it to impose a supplementary property tax in respect of property for which supplementary assessments have been prepared;

AND WHEREAS Section 369(2.01) of the *Municipal Government Act* allows council to pass a bylaw authorizing council to impose a supplementary tax for designated industrial property if council passes a bylaw authorizing council to impose a supplementary tax in respect of all other property in the municipality;

NOW, THEREFORE Section 369.1 of the *Municipal Government Act* provides that a bylaw passed pursuant to section 369(1) of the *Municipal Government Act* remains in force after the year in which the bylaw is enacted and applies in subsequent years until the bylaw is repealed;

SHORT NAME

- 1.1 This Bylaw shall be cited as the Town of Drumheller "Supplementary Property Tax Bylaw."

2. DEFINITIONS

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

- a) "*Council*" means the Mayor and Councilors of the *Town of Drumheller*;
- b) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act*, R.S.A. 2000 M-26, as amended from time to time, and its successor legislation;
- c) "*Supplementary Assessment*" means assessment of all new improvements which are occupied or completed during the current year but were not assessed at 100 per cent completion on the current year's annual assessment. Valuations are pro-rated from the point of completion to December 31 of the current year; and
- d) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within

the corporate boundaries of the *Town of Drumheller*, as the context may require.

3. PURPOSE

- 3.1 The purpose of this Bylaw is to authorize the levying of a supplementary property tax by the *Town of Drumheller* in respect of all property for which a *supplementary assessment* has been made.

4. AUTHORIZATION

- 4.1 A supplementary property tax shall apply to all taxable *supplementary assessments* which have been prepared in accordance with Bylaw 16.25 or section 313 of the *Municipal Government Act*.
- 4.2 Subject to the provisions of section 369 of the *Municipal Government Act*, the supplementary property tax rates for any specific year are the same as the property tax rates set by the annual Property Tax Bylaw for that year and section 359.3 of the *Municipal Government Act*.

5. SEVERABILITY

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

6. TRANSITIONAL

- 6.1 This Bylaw comes into full force and effect upon third reading and final reading, and it applies to the 2025 tax year and all subsequent tax years until repealed.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER
BYLAW NUMBER 16.25
DEPARTMENT: FINANCE

REPEALS BYLAW 13.24

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

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

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

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

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

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

1. SHORT NAME

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

2. DEFINITIONS

2.1 In this Bylaw unless the context otherwise requires:

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

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

3. GENERAL PROVISIONS

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

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

4. SEVERABILITY

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

5. TRANSITIONAL

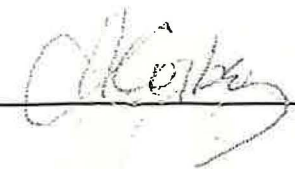
- 5.1 Town of Drumheller Bylaw Number 13.24 is hereby repealed.
- 5.2 This Bylaw comes into full force and effect upon third and final reading.

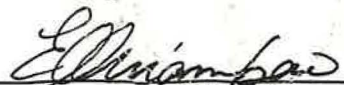
READ A FIRST TIME ON THE 17th DAY OF March 2025.

READ A SECOND TIME ON THE 17th DAY OF March 2025.

READ A THIRD AND FINAL TIME ON THE 17th DAY OF March 2025.




MAYOR


CHIEF ADMINISTRATIVE OFFICER