



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Tuesday, April 22, 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 22, 2025, Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the April 22, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 Minutes for the April 7, 2025, Regular Council Meeting

[Regular Council Meeting – April 7, 2025 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the April 7, 2025, Regular 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 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 gives third and final reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.

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

[Request-for-Decision](#)
[\(Draft\) Bylaw 08.25 - Amending Bylaw for Bylaw #15.24](#)
[Bylaw #15.24 - Safety Codes Permit Bylaw - redlined](#)
[Consolidation of Bylaw #15.24 – Safety Codes Permit Bylaw](#)

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

6.1.3 **CAO Office Q1 Report**

[Request-for-Decision](#)
[CAO Office 2025 Q1 Report](#)

Proposed Motion: That Council accept as information the Q1 2025 Quarterly Report for the Office of the CAO, as presented.

EMERGENCY AND PROTECTIVE SERVICES

6.2 **Director of Emergency and Protective Services**

6.2.1 **Emergency and Protective Services – Q1 Report**

[Request-for-Decision](#)
[EPS 2025 Q1 Report](#)

Proposed Motion: That Council accept as information the 2025 Emergency & Protective Services Quarter 1 report, as presented.

INFRASTRUCTURE SERVICES

6.3 **Director of Infrastructure Services**

6.3.1 **Fleet Replacement**

[Request-for-Decision](#)

Proposed Motion: That the Council commit \$400,000.00 in funding as part of the 2026 budget year to allow the truck to be ordered in 2025, with anticipated delivery in late 2026 or early 2027.

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

6.4 **Director of Corporate and Community Services**

6.4.1 **Pool Operation for Summer 2025**

[Request-for-Decision](#)

Proposed Motion: That Council approves the indoor pool closure for repairs on June 1, 2025, with an anticipated opening on September 9, 2025.

6.4.2 **Amended Budget**

[Request-for-Decision](#)

[Appendix 1 – 2025 Capital Budget Amendments](#)

Proposed Motion: That Council approve the increase of 2025 Utility Budget by \$408,000, of which \$304,000 transferred from Water Reserve, and \$104,000 from Sewer Reserve.

Proposed Motion: That Council approve the 2025 property tax revenue increase by 4% for increasing the Operating Budget and Capital Budget by \$47,000 and \$274,000 respectively.

Proposed Motion: That Council approve the transfer of \$150,000 from Capital Reserve and transfer of \$62,280 from Contingency Reserve for the capital projects of Hoodoo Parking – Design Phase and Lehigh Reclamation.

CLOSED SESSION

7. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, April 7, 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
Assistant Chief Administrative Officer: Esther Quiambao
Dir. of Corporate & Community Services: Victoria Chan (regrets)
Dir. of Infrastructure: Jared Brounstein
Dir. of Emergency & Protective Services: Greg Peters
Communications Officer: Erica Crocker
AV/IT Support: Mitchell Visser
Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Zariski announced April 9, 2025, marks Vimy Ridge Day, a day dedicated to commemorating the contributions of Canadians who fought in the Battle of Vimy Ridge during World War I. The following Drumheller Servicemen are honoured and inscribed on the Vimy Ridge Memorial: Private Aubrey Thomas Bell, Private Milburn Roger Burkholder, Private George Doveton Greentree, Private Robert Landsburgh, Private Thomas Mcculloch, Lieutenant Donald Wallace McDonald and Private Guttorm Rustad.

Councillor Kolafa offered congratulations to the Drumheller Dragons for advancing to the South Division finals. Games 3 and 4 of the series are on April 8 and 9, respectively.

Councillor Sereda reminded the public that the nomination period is open for the 2025 municipal election taking place on October 20, 2025. Please see the Town of Drumheller [website](#) for more information.

CAO Darryl Drohomerski shared that the Kerr Wood Leidal (KWL) Associates Ltd. And the Town of Drumheller were finalists at the Showcase Awards Gala, hosted by the Consulting Engineers of Alberta. The Drumheller Flood Mitigation Office was nominated for an award for Project

Management. Mayor Colberg congratulated the Flood Team for their excellent work on this project.

Mayor Colberg shared information about the 20/20 Clean-up Challenge. Residents are encouraged to collect garbage for 20 minutes a day for 20 days to have our community clean by earth day, which is on April 22, 2025.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

M2025.111 Moved by Councillor Lacher, Councillor Kolafa
That Council adopt the agenda for the April 17, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – March 17, 2025 – Draft Minutes

M2025.112 Moved by Councillor Price, Councillor Sereda
That Council approve the minutes for the March 17, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

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

Agenda Attachment: Special Council Meeting – March 27, 2025 – Draft Minutes

M2025.113 Moved by Councillor Kolafa, Councillor Price
That Council approve the minutes of the March 27, 2025, Special Council Meeting, as presented.

CARRIED UNANIMOUSLY.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 6:42

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

6.1 **Chief Administrative Officer**

6.1.1 **Downtown Berm East Land Designation (1st Reading)**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation.

M2025.114 Moved by Councilor Zariski, Councillor Lacher
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.

CARRIED UNANIMOUSLY

6.1.2 **Downtown Berm Riverside West Land Designation**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #10.25 – Downtown Berm Riverside West Land Designation.

M2025.115 Moved by Councillor Lacher, Councillor Price
That Council gives first reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

CARRIED UNANIMOUSLY

M2025.116 Moved by Councillor Kolafa, Councillor Sereda
That Council gives second reading to Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

CARRIED UNANIMOUSLY

M2025.117 Moved by Councillor Sereda, Councillor Price
That Council give unanimous consent for third reading of Bylaw #10.25 – Downtown Berm Riverside West Land Designation, as presented.

CARRIED UNANIMOUSLY

- M2025.118** Moved by Councillor Lacher, Councillor Kolafa
That Council give third and final reading to Bylaw #10.25 – Downtown Berm
Riverside West Land Designation, as presented.

CARRIED UNANIMOUSLY

6.1.3 North Drumheller Land Designation

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #11.25 – Michichi Creek East
Berm Land Designation; North Drumheller Community Information Package.

- M2025.119** Moved by Councillor Price, Councillor Kolafa
That Council gives first reading to Bylaw #11.25 – Michichi Creek East Berm Land
Designation, as presented.

CARRIED UNANIMOUSLY.

- M2025.120** Moved by Councilor Zariski, Councillor Sereda
That Council give unanimous consent for third reading of Bylaw #11.25 – Michichi
Creek East Berm Land Designation, as presented.

CARRIED UNANIMOUSLY.

- M2025.121** Moved by Councillor Kolafa, Councillor Lacher
That Council give unanimous consent for third reading of Bylaw #11.25 – Michichi
Creek East Berm Land Designation, as presented.

CARRIED UNANIMOUSLY.

- M2025.122** Moved by Councillor Sereda, Councillor Price
That Council give third and final reading to Bylaw #11.25 – Michichi Creek East
Berm Land Designation, as presented.

CARRIED UNANIMOUSLY.

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

Agenda Attachments: 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.

- M2025.123** Moved by Councillor Lacher, Councillor Price
That Council give first reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21,
as presented.

CARRIED UNANIMOUSLY

- M2025.124** Moved by Councillor Kolafa, Councillor Sereda
That Council give second reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21, as presented.

CARRIED UNANIMOUSLY

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

Agenda Attachment: Request-for-Decision.

- M2025.125** Moved by Councilor Zariski, Councillor Price
That Council appoint Councillor Tony Lacher 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.

CARRIED UNANIMOUSLY

- M2025.126** Moved by Councillor Sereda, Councillor Lacher
That Council appoint Mayor Heather Colberg 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.

CARRIED UNANIMOUSLY

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

Agenda Attachment: Request-for-Decision.

- M2025.127** Moved by Councillor Price, Councillor Kolafa
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.

CARRIED UNANIMOUSLY

6.1.7 **Drumheller Library Board Appointments**

Agenda Attachments: 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.

M2025.128 Moved by Councillor Price, Councillor Sereda
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.

CARRIED UNANIMOUSLY

M2025.129 Moved by Councillor Kolafa, Councillor Price
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.

CARRIED UNANIMOUSLY

M2025.130 Moved by Councillor Price, Councilor Zariski
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.

CARRIED UNANIMOUSLY

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

YouTube Timestamp: 43:04

6.2 Director of Emergency and Protective Services

6.2.1 RCMP Civilian Governance – Policing Committee

Agenda Attachment: Request-for-Decision.

M2025.131 Moved by Councillor Lacher, Councillor Price
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.

CARRIED UNANIMOUSLY

INFRASTRUCTURE SERVICES

YouTube Timestamp: 45:48

6.3 Director of Infrastructure

6.3.1 2025 Street Improvement Program: Construction Contract Award

Agenda Attachment: Request-for-Decision.

E. Crocker left the meeting at 5:20 PM.

- M2025.132** Moved by Councillor Kolafa, Councillor Sereda
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).

CARRIED UNANIMOUSLY

E. Crocker returned to the meeting at 5:24 PM.

- M2025.133** Moved by Councillor Sereda, Councillor Kolafa
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.

Councillor Zariski requested a friendly amendment to replace “any remaining funds” with “\$355,414.59.” Councillors Sereda and Kolafa agreed to the friendly amendment.

- M2025.133A** Moved by Councillor Sereda, Councillor Kolafa
That Council direct Administration to reallocate \$355,414.59 from the 2025 Street Improvement Program capital budget to the 6th Avenue Extension project capital budget to complete its full scope of work.

CARRIED UNANIMOUSLY.

6.3.2 **6th Ave Road Connection Construction Award**

Agenda Attachment: Request-for-Decision.

- M2025.134** Moved by Councilor Zariski, Councillor Price
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.

CARRIED UNANIMOUSLY

- M2025.135** Moved by Councillor Lacher, Councillor Kolafa
That Council approves the award of the 6th Ave Road Connector Project to East Butte Contracting Ltd. as the highest ranked proponent.

CARRIED UNANIMOUSLY

6.3.3 Hook Truck Purchase

Agenda Attachment: Request-for-Decision.

M2025.135A Moved by Councillor Lacher, Councilor Zariski

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.

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

YouTube Timestamp: 1:11:07

6.4 Director of Corporate and Community Services

6.4.1 Bylaw #18.25 - Supplementary Property Tax

Agenda Attachments: Request-for-Decision; (Draft) Bylaw 18.25 Supplementary Property Tax; Bylaw 16.25- Supplementary Assessment.

M2025.136 Moved by Councillor Kolafa, Councillor Sereda

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

CARRIED UNANIMOUSLY.

M2025.137 Moved by Councilor Zariski, Councillor Price

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

CARRIED UNANIMOUSLY.

M2025.138 Moved by Councillor Lacher, Councillor Kolafa

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

CARRIED UNANIMOUSLY.

M2025.139 Moved by Councillor Price, Councillor Sereda

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

CARRIED UNANIMOUSLY.

CLOSED SESSION

7. ADJOURNMENT

M2025.140 Moved by Councillor Lacher, Councillor Price
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 5:45 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

TITLE:	Amendment to Bylaw #04.21 – Council and Committee Procedure Bylaw
DATE:	April 22, 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:

On April 7, 2025, Bylaw #17.25 was presented and received first and second reading from Council. As there were no recommended changes from April 7, 2025, Administration is recommending that Bylaw #17.25 receive third and final reading as presented.

RECOMMENDATION:

That Council give third and final reading to Bylaw #17.25 – Amending Bylaw for Bylaw #04.21.

DISCUSSION:

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.

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 via amending Bylaw #17.25.

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 Hearings 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: M2025: Moved by Councillor , Councillor , on April 22, 2025,

That Council give third and final 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 or 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.
- 8.4 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.

11.3 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.

11.4 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.

11.5 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.

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

final

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;
- 8.4 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.

11.3 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.

11.4 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.

11.5 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 (BL 17.25)

- 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.

REQUEST FOR DECISION

TITLE:	Safety Codes Permit Amending Bylaw #08.25
DATE:	April 22, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer
ATTACHMENTS:	(Draft) Bylaw 08.25 - Amending Bylaw for Bylaw #15.24 Bylaw #15.24 - Safety Codes Permit Bylaw - redlined Consolidation of Bylaw #15.24 – Safety Codes Permit Bylaw

SUMMARY:

On February 18, 2025, Administration presented the first and second reading for *Bylaw #08.25 - Amending Bylaw for Bylaw #15.24*.

Amending Bylaw #08.25 aims to make amendments to add a definition for “Construction”, and changes to section 5.1 and section 17.1 of the Safety Codes Bylaw.

The proposed amendment to section 5.2 will give the Permit Issuer the authority to decide when a building permit is required, rather than the Development Authority, creating an appropriate separation of jurisdiction between Development and Safety Codes Permitting

The proposed amendment to section 17.1 will change the proposed criteria for permit refunds, ensuring that cancellations are only refunded if the work associated with the permit is not commenced.

No further recommendations were made by the Council on February 18, 2025. Administration is recommending one additional amendment to section 17, to provide clarity on retaining an administration fee.

RECOMMENDATION:

That Council give third reading to *Bylaw 08.25 – Amending Bylaw for Bylaw #15.24*.

DISCUSSION:

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

Section 5.1.2 of the Town of Drumheller *Land Use Bylaw 16.20* defines the Development Authority as;

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

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

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

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

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

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT

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

COMMUNICATION STRATEGY

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

MOTION: M2025. Moved by Councillor , Councillor , on April 22, 2025,

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



Prepared by:
Antonia Strilisky
Development Officer



Reviewed by:
Esther Quiambao
Assistant CAO



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

TOWN OF DRUMHELLER
BYLAW NUMBER 08.25
DEPARTMENT: DEVELOPMENT AND PLANNING

AMENDING BYLAW FOR BYLAW #15.24

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

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

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

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

AND WHEREAS the Town deems it desirable to amend *Safety Code Permit Bylaw #15.24* in accordance with Section 191 of the *Municipal Government Act*;

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

1. SHORT NAME

1.1 This Bylaw shall be cited as "Amending Bylaw for Bylaw #15.24."

2. CHANGES

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

a) In Section 5.2:

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

b) Section 17.1 is hereby replaced with the following:

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

- a) The *Town* will maintain an administration fee of 50% for any refunds issued.
- b) The Safety Code Council Levy is non-refundable regardless of amount.

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

3. ADDITIONS

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

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

4. TRANSITIONAL

4.1 This Bylaw shall come into force and effect after it receives third reading and is duly signed.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

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

HEATHER COLBERG, MAYOR

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

TOWN OF DRUMHELLER
BYLAW NUMBER 15.24
DEPARTMENT: DEVELOPMENT AND PLANNING

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

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

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

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

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

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

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

1. CITATION

1.1 This Bylaw shall be cited as the *Town of Drumheller "Safety Codes Permit Bylaw"*.

2. DEFINITIONS

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

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

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

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

3. INTERPRETATION

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

4. SCOPE

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

5. PERMITS REQUIRED

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

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

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

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

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

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

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

6. PERMIT ELIGIBILITY

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

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

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

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

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

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

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

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

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

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

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

7. PERMIT APPLICATION

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

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

8. ISSUANCE OF PERMIT

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

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

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

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

9. PERMIT HOLDER OBLIGATIONS

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

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

10. REVISIONS & RE-EXAMINATION

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

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

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

11. TRANSFER

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

12. REFUSAL TO ISSUE, SUSPENSION, OR CANCELLATION

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

- a) an addition or alteration is made to an ongoing *undertaking* which renders it unsafe or reduces the level of safety below that which is intended in the *Act* or this *Bylaw*;

- b) the *permit* was issued on the basis of incorrect, inadequate or insufficient information;
- c) payment in full has not been received for any applicable fee outlined in the *fee schedule*;
- d) there is a contravention of any condition under which the *permit* was issued; or
- e) the *permit* was issued in error.

13. PERMIT TERM AND EXTENSION

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

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

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

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

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

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

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

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

14. OCCUPANCY PERMIT

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

- a) a final inspection has occurred in all applicable disciplines; and
- b) the building *Safety Codes Officer* has deemed the building or portion thereof ready to use or occupy via a final inspection report.

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

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

15. INSPECTIONS

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

16. FEES AND BONDS

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

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

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

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

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

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

17. REFUNDS

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

- a) The *Town* will maintain **an administration fee** ~~holdback~~ of 50% for any refunds issued.
- b) The Safety Code **Council** Levy is non-refundable regardless of amount.
- c) No refund of a fee shall be made if:

- i. a plans review has been completed;
- ii. the *permit* has been revoked or has expired;
- iii. the ~~occupancy, relocation, construction, or demolition of the building or the installation of the mechanical equipment systems~~ undertaking of the construction as described within the permit application has commenced;
- iv. an extension of the *permit* has been granted; ~~or,~~
- v. an inspection has been completed; or
- vi. ninety (90) calendar days have passed since the permit was issued.

18. SAFETY CODE OFFICER AUTHORITY

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

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

19. OFFENCE

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

20. GENERAL

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

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

21. TRANSITION

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

21.2 Bylaw 01.12 is hereby repealed.

READ A FIRST TIME THIS __DAY OF ____, 2025

READ A SECOND TIME THIS __DAY OF ____, 2025

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

OFFICE CONSOLIDATION
of
BYLAW #15.24
SAFETY CODES PERMIT 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 #15.24

Bylaw	Date	Description
Bylaw #15.24	April 22, 2025	Addition of a definition for "Construction", and Scope for Private Sewage Disposal Systems. Changes to section 5.2 granting the permit issuer the authority to decide when a permit is required. Changes to Section 17, which change the process and conditions for refunds.

TOWN OF DRUMHELLER
BYLAW NUMBER 15.24
DEPARTMENT: DEVELOPMENT AND PLANNING

SAFETY CODES PERMIT BYLAW

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

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

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

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

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

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

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

1. CITATION

1.1 This *Bylaw* shall be cited as the *Town of Drumheller "Safety Codes Permit Bylaw"*.

2. DEFINITIONS

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

- a) "Act" means the *Safety Codes Act*, RSA 2000, c S-1, as amended from time to time and successor legislation;
- b) "Bylaw" means the *Safety Codes Permit Bylaw*;
- b.1) "Construction" includes alteration, installation, repair, relocation, demolition and removal; (BL08.25)

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

3. INTERPRETATION

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

4. SCOPE

- 4.1 This *Bylaw* applies to the issuance of *permits* respecting:
 - a) the *construction*, demolition, installation, alteration, repair, and removal of a building within the *Town*;
 - b) *occupancy* or change in use of any building regulated by the *Act* within the *Town*;
 - c) the installation, alteration, or repair of electrical, plumbing, and gas equipment and systems regulated by the *Act* within the *Town*; and
 - d) the installation, renew or change of any Private Sewage Disposal System except for the repair or maintenance of such systems. (BL08.25)

5. PERMITS REQUIRED

- 5.1 A *person* shall not start any *undertaking* for which a *permit* is required pursuant to the *Act*, the *Regulations*, or this *Bylaw* unless a valid and subsisting permit has been issued and is in effect.
- 5.2 A building *permit* is required to carry out work for any excavation, *construction*, change in *occupancy*, relocation, alteration, addition, repair, and demolition of any building or structure, at the discretion of the *Permit Issuer*. (BL08.25)
- 5.3 An electrical *permit* is required to install, alter, or add to an electrical system except for:
 - a) Communication systems;
 - b) Electrical installations to which the CSA Standard CAN/CSA M421-00(R2000) The Use of Electricity in Mines applies;

- c) Electrical installations related to an elevating device;
- d) Extra low voltage, Class 2 electrical circuits unless they are for any of the following:
 - i. safety control;
 - ii. locations described as hazardous in the Electrical Code;
 - iii. electro-medical purposes; and
 - iv. lighting;
- e) The replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation.

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

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

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

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

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

6. PERMIT ELIGIBILITY

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

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

- c) An *owner's* agent.

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

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

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

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

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

- a) A plumber as defined in the *Skilled Trades and Apprenticeship Education Act*;
- b) An *owner* who resides or intends to reside in a *single-family dwelling* if the plumbing system serves the dwelling;

- c) An *owner* of a farm building if the plumbing system serves the farm building; or,
- d) A person holding a valid private sewage installer certificate of competency, in respect of a portion of a plumbing system that is:
 - i. located outside the building; or
 - ii. required for the treatment, flow control or pressure delivery of wastewater from a plumbing system that discharges into a municipal sewage collection system.

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

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

7. PERMIT APPLICATION

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

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

8. ISSUANCE OF PERMIT

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

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

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

8.3 The *permit issuer* may impose any terms and conditions on any *permit* issued under

this *Bylaw* as are deemed necessary to ensure compliance with the purpose and intent of the *Act*, this *Bylaw*, and any other legislative requirements.

9. PERMIT HOLDER OBLIGATIONS

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

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

10. REVISIONS & RE-EXAMINATION

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

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

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

11. TRANSFER

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

12. REFUSAL TO ISSUE, SUSPENSION, OR CANCELLATION

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

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

13. PERMIT TERM AND EXTENSION

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

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

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

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

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

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

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

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

14. OCCUPANCY PERMIT

- 14.1 No *person* shall occupy, or allow the *occupancy* of, or use of, any building or portion thereof until:
- a) a final inspection has occurred in all applicable disciplines; and
 - b) the building *Safety Codes Officer* has deemed the building or portion thereof ready to use or occupy via a final inspection report.
- 14.2 No *person* shall allow a change in use, tenancy or the *occupancy* classification is permitted without approval of a building *Safety Codes Officer*.
- 14.3 A *Safety Codes Officer* shall have the right to inspect the *occupancy permit* at any reasonable time.

15. INSPECTIONS

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

16. FEES AND BONDS

- 16.1 Every application for a *permit* required pursuant to this *Bylaw* must be accompanied by any applicable fees or charges as outlined in the *fee schedule*.
- 16.2 If any *undertaking* is commenced prior to a *permit* being issued pursuant to this *Bylaw*, the amount payable for the *permit* shall be double the cost of the fee as outlined in the *fee schedule*.
- 16.3 An additional fee is payable if an additional inspection is required for any of the following reasons:
- a) The municipal address of the parcel for which the *permit* was issued is not displayed; or
 - b) When an inspection has been previously arranged, and:
 - i. the *Safety Codes Officer* is unable to access the building during the scheduled inspection;
 - ii. the *undertaking* is not ready for an inspection upon arrival of the *Safety Codes Officer*; or
 - iii. a previously identified deficiency has not been corrected.
- 16.4 The *Quality Management Plan Manager* may require a *person* to file a bond prior to the issuance of any *permit*.
- a) Any bond required pursuant to this Section must be in the form and amount satisfactory to the *Quality Management Plan Manager* and shall be issued by a

licensed Alberta bond issuer.

17. REFUNDS

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

- a) The *Town* will maintain an administration fee of 50% for any refunds issued.
- b) The Safety Code Council Levy is non-refundable regardless of amount.
- c) No refund of a fee shall be made if:
 - i. a plans review has been completed;
 - ii. the *permit* has been revoked or has expired;
 - iii. the undertaking of the *construction* as described within the permit application has commenced;
 - iv. an extension of the *permit* has been granted;
 - v. an inspection has been completed; or
 - vi. ninety (90) calendar days have passed since the permit was issued.

(BL08.25)

18. SAFETY CODE OFFICER AUTHORITY

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

- a) the removal or demolition of any building or part thereof constructed in contravention of this *Bylaw*;
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- c) the cessation of any *occupancy* if any unsafe condition exists because of work being *undertaken* or not completed.

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

21. TRANSITION

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

21.2 Bylaw 01.12 is hereby repealed.

READ A FIRST TIME THIS 21st DAY OF MAY, 2024.

READ A SECOND TIME THIS 17th DAY OF JUNE , 2024.

READ A THIRD AND FINAL TIME THIS 8th DAY OF JULY, 2024.

REQUEST FOR DECISION

TITLE:	Office of the CAO – 2025 Quarter 1 Report
DATE:	April 22, 2025
PRESENTED BY:	Esther Quiambao, Assistant CAO Mitchell Visser, Manager of Legislative Services Erica Crocker, Communications Officer Reg Johnston, Manager of Economic Development
ATTACHMENTS:	Q1 2025 Quarterly Report Presentation

SUMMARY:

To update Council and the community-at-large on the ongoing operations of the Town, each department will be providing quarterly reports to Council for review and approval on an ongoing basis. The quarterly reports will provide an overview of each department's operations for the quarter to help monitor performance and spot emerging trends. They will also include updates on major projects to track progress and inform Council and the general public.

The quarterly report for the Office of the CAO provides information related to the operations of Legislative Services, Economic Development, Communications, Human Resources and Information Technology (IT). The Q1 2025 Report pertains to operations between January 1, 2025, and March 31, 2025.

RECOMMENDATION:

That Council accepts as information the 2025 First Quarter Department Report for the Office of the CAO, as presented.

DISCUSSION:

N/A

FINANCIAL IMPACT:

No Financial Impact

STRATEGIC POLICY ALIGNMENT:

The aim of the quarterly reports is to promote transparent and accountable government, while creating an effective channel for communication between administration, council and the public.

COMMUNICATION STRATEGY:

Quarterly reports will be provided to Council by each department on an ongoing basis and will be included in the agenda package. No further communication strategy will be needed at this time.

MOTION:

That Council accepts as information the Q1 2025 Quarterly Report for the Office of the CAO, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Esther Quiambao,
CLGM
Assistant Chief
Administrative Officer



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



**DRUMHELLER
VALLEY**

CAO Office

2025 First Quarter Report



**DRUMHELLER
VALLEY**

What We Do

Legislative Services

Responsible for managing municipal legislation and acts as a liaison between the community and Council. Also supports numerous legislative functions such as appeals, access to information, management of council boards and committees, and elections.

Communications and Marketing

Responsible for fostering a professional, positive image internally and externally through effective communications, brand management, community engagement, and traditional and non-traditional media (i.e., website, radio, newspaper, print material, direct mail, social media, digital signage, SEO, Google Ads, Meta Ads, Email, YouTube).



**DRUMHELLER
VALLEY**

What We Do

Economic Development & Planning and Development

Oversees the economic plan for the Town with a focus on business retention and growth, business attraction, and housing and community development strategies. The goal is to bring more business and jobs to the Town. Planning and Development oversees the licences and permits required by businesses and residents for lands

Human Resources (HR)

Responsible for recruiting, hiring, and onboarding employees to ensure the organization has the right talent. HR also manages employee and labour relations, benefits, compensation, WCB, learning and development, and compliance with employment laws and company policies.



**DRUMHELLER
VALLEY**

What We Do

Information & Technology

Provides technical support, analysis, and maintenance of Town software and hardware systems.

Flood Resiliency Program Office (Public Works Building)

The purpose of this office is to protect the people and property in Drumheller from loss due to flooding through a sensible model for a small community to adapt to the perils of a changing climate.



**DRUMHELLER
VALLEY**

Legislative Services



Council Activity

Q1 2025	
Meetings	9
• Regular Council	5
• Committee of the Whole	3
• Special Meetings	1
Motions	111
• Actionable	66
• Procedural	45



Public Participation

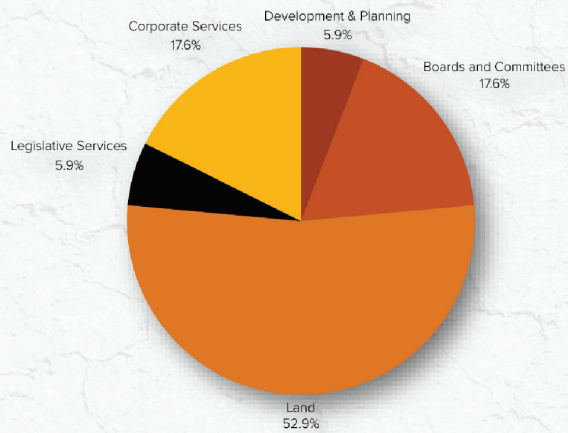


	Q1 2025
Public Hearing	2
Delegations	2
FOIP Access Requests	1
Board Appointments	2
Letters of Support	6
Community Standards Appeal Board Hearings	0



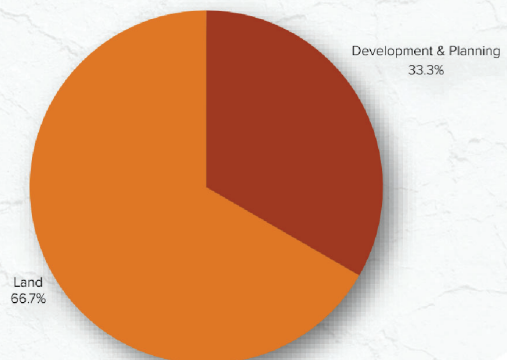
Bylaws (Q1 2025)

17 Completed



(Q1 2024 = 3 completed)

3 Started



(Q1 2024 = 9 started)



Policies

	Q1 2025
Policies	1
• Council	1
• Administrative	0



Municipal Election 2025

Legislative Services Major Projects

January 1, 2025 - December 31, 2025

ACTIVITY	PERCENT COMPLETE	(PROJECTED) START DATE	PROJECTED END DATE
March Campaign	75%	1-Mar-25	30-Apr-25
Registration Campaign	0%	1-May-25	30-Jun-25
Election Worker Campaign	0%	1-Jul-25	15-Aug-25
August Campaign	0%	15-Aug-25	23-Sep-25
Election Campaign	0%	23-Sep-25	20-Oct-25
Post-Election Campaign	0%	21-Oct-25	1-Mar-26



Records Management

Legislative Services Major Projects

January 1, 2025 - December 31, 2025

ACTIVITY	PERCENT COMPLETE	(PROJECTED) START DATE	PROJECTED END DATE
Phase #1: Record Retention & Disposition Schedule	50%	1-Jan-25	1-May-25
Phase #2: Record Retention & Disposition Schedule	15%	24-Mar-25	7-Jul-25
Phase #1: Sharepoint Migration	0%	1-May-25	1-Sep-25
Phase #2: Sharepoint Migration	0%	1-Aug-25	1-Dec-25
Phase #1: Digital File Standardization	0%	1-Jul-25	1-Oct-25
Phase #2: Digital File Standardization	0%	31-Oct-25	31-Dec-25
Phase #1: Land File Digitization	0%	1-Jul-25	1-Nov-25

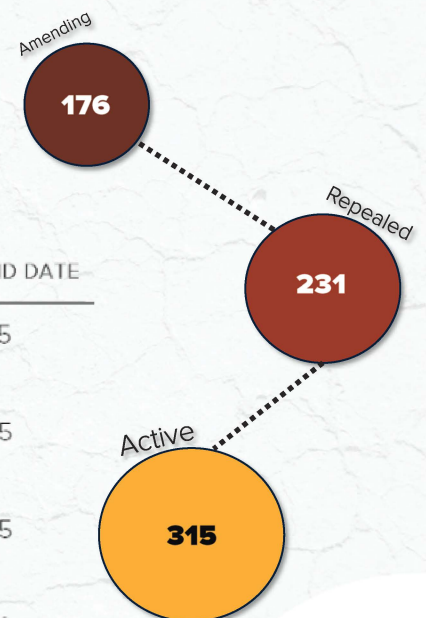


Legislation Review

Legislative Services Major Projects

January 1, 2025 - December 31, 2025

ACTIVITY	PERCENT COMPLETE	(PROJECTED) START DATE	PROJECTED END DATE
Phase #1: Internal Audit	15%	1-Mar-25	1-Sep-25
Phase 2: Department Review	0%	1-Jul-25	1-Nov-25
Phase 3: Website Update	0%	1-Sep-25	1-Nov-25
Phase 4: Internal Training	0%	1-Nov-25	1-Feb-26
Phase 5: Council Review	0%	1-Sep-25	1-Sep-26





**DRUMHELLER
VALLEY**

Communications

Communications Stats (Q1 2025)

Public Communications

- 27 website posts (17 in Q1 2024)
 - 11 media releases
 - 9 Council Highlights - NEW
- 328 social media posts (269 in Q1 2024)
- 22 media relations events

Customer Service

- 67 social media direct message responses
- 15 website inquiry responses

Internal

- 3 internal newsletters (1 per month)



Public Communications (Q1 2025)

Department Communications Briefs

- Used to streamline the internal process for public communication requests
 - Market new or updated programs, events, initiatives, and services
 - Inform the public on updated bylaws/policies
 - Design/create tangible ad materials
-
- 44 completed briefs were activated
 - 20 incomplete briefs were activated

Emergency and Protective Services
10%

Finance
6.7%

FCSS
10%

Recreation
66.7%

Submitted Communications Briefs: 44



Public Communications

There will always be emergent situations where a Communications Brief cannot be completed to activate public communications:

- Infrastructure failures
 - Lost/found animals
 - Concerned citizen responses
 - Sudden changes in services
 - Crisis
-
- Q1 2025 = 20

Emergency and Protective Services
15%

Office of the Mayor
15%

Office of the CAO
20%

Infrastructure
50%

Non-Communications Briefs: 20

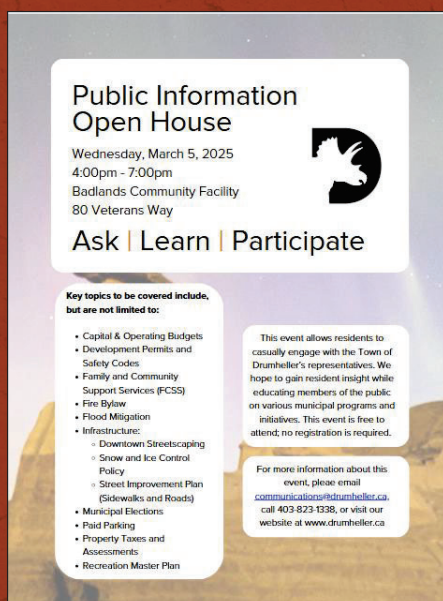


Public Engagement/Participation (Q1 2025)

- Coordinated “P2 Engagement for Senior Leaders” employee training through the International Association for Public Participation (IAP2)
- One (1) Public Information Open House (over 350 in attendance)
- Three (3) Public Participation Opportunities
 - Community Standards Bylaw
 - Regional Trail Network
 - DARP Committee Intake Form



Major Marketing Campaigns



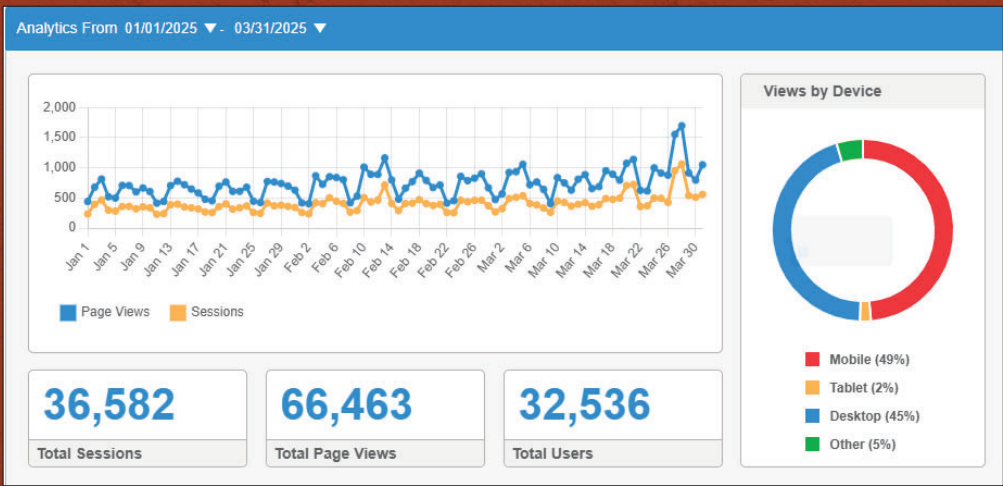
- Public Information Open House
- 2025 Municipal Elections Campaign (Phase 1)
- Chainsaw Wizards Special Event
- BCF Recreation Membership Drive
- Community Standards Bylaw





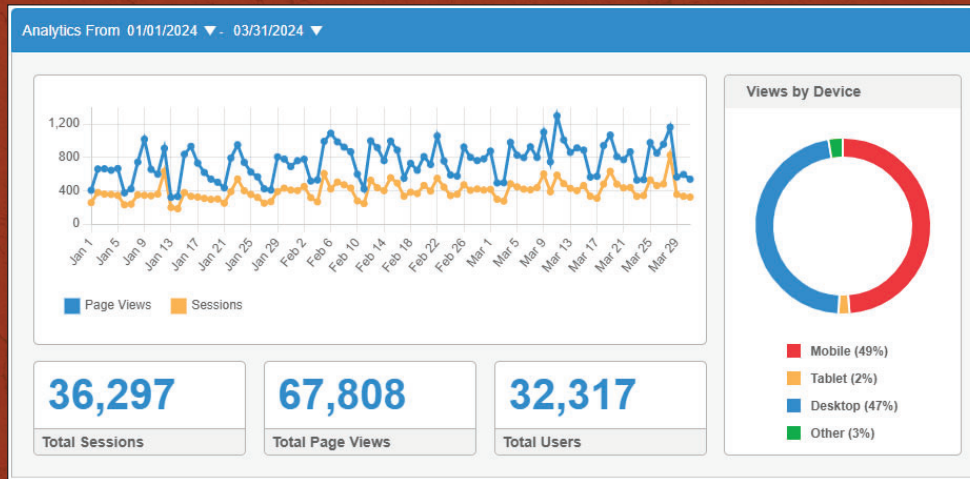
Drumheller.ca site visits

Q1 2025



Drumheller.ca site visits

Q1 2024



Meta Statistics

Q1 - 2025

Views

- 315K

Reach

- 50K

Interactions

- 3.6K

Click through

- 1.6K

Q1 - 2024

Views

- unavailable

Reach

- 87.2K

Interactions

- 3.6K

Click through

- 3.4K





**DRUMHELLER
VALLEY**

Economic Development

Economic Development

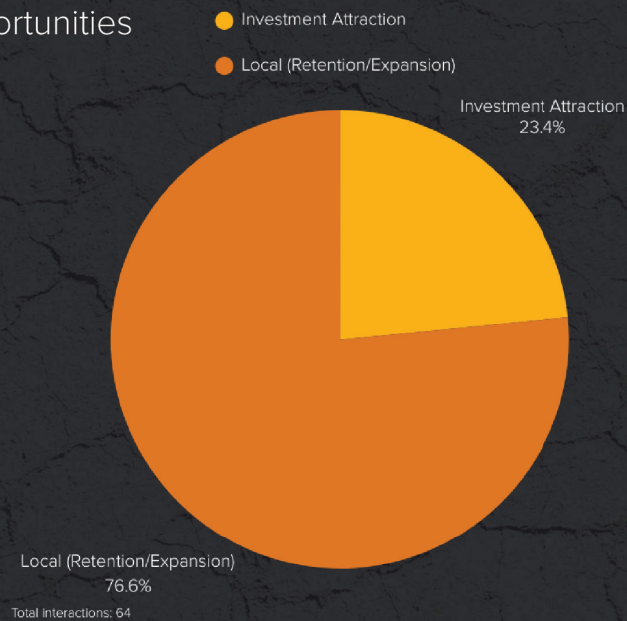
Q1 2025 Business Development Wins

- 6 new businesses
- 1 major renovation started (Downtown)
- 2 municipal land sales (1 pending removal of conditions)
- 2025 Business Needs Survey (in partnership with Travel Drumheller, Community Futures, Chamber, and MH Enterprises):
 - 350 + companies were contacted, and 100 surveys were received.
 - Presentation in Q2.



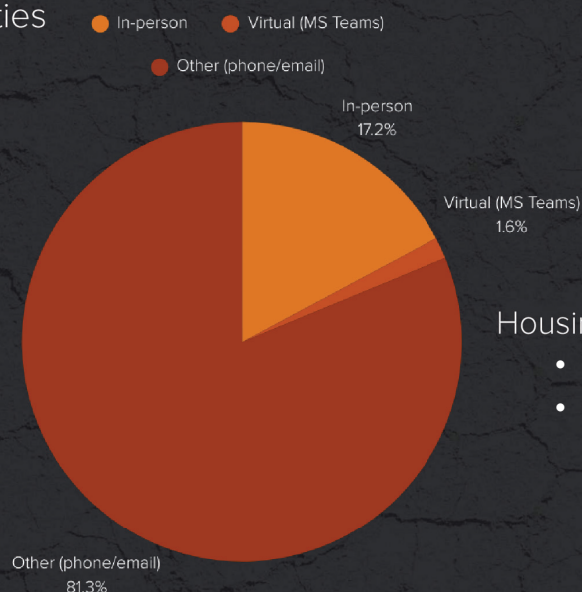
Development & Investment (Q1 2025)

- 64 Lead/opportunities



Development & Investment (Q1 2025)

- 64 Lead/opportunities



Housing Developer Focus

- 20% of interactions
- 60% of in-person meetings



Marketing & Film (Q1 2025)

Marketing

- EcDev section of the Town Website updated (Invest In Drumheller)
- Business in Focus article released: 250,000 readers.

Film Activity:

Shows Aired	2
Permits Issued	1
Current Leads:	7
Did Not Proceed	2
In Progress	5



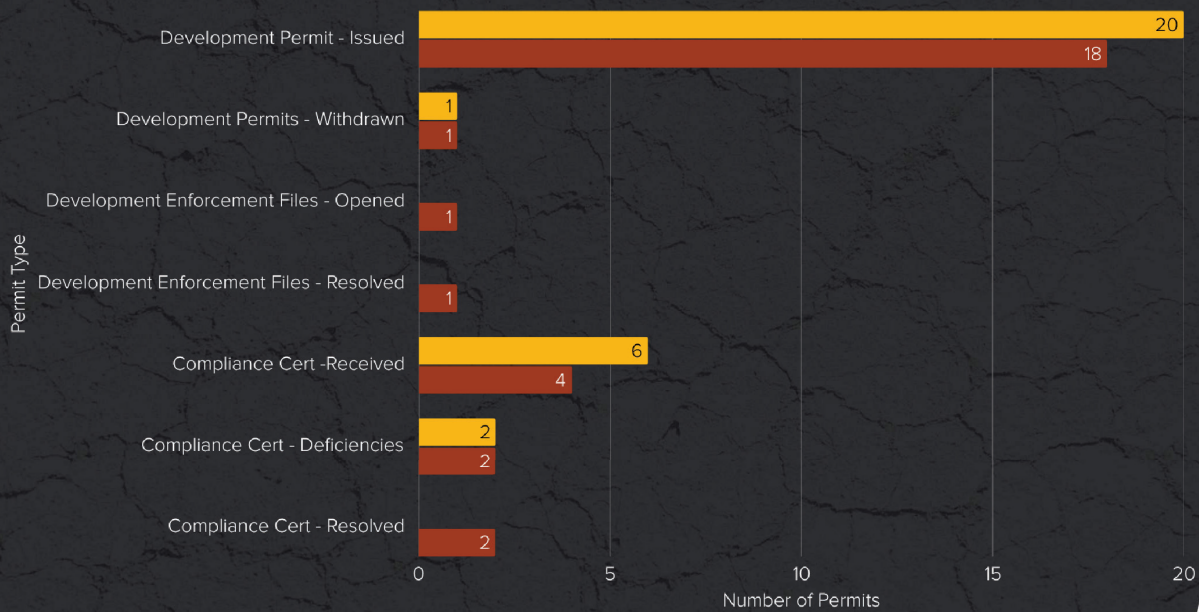
Administrative Activities (Q1 2025)

- Update to Development Authority Bylaw
- Updated Safety Codes Fee Schedule (active April 1, 2025)
- Presentation of 2024 Year in Review Report
- Update to Safety Codes Bylaw
- Award of Safety Codes Inspection Services Contract
- Safety Codes Audit (Completed – waiting for Auditor's Report)



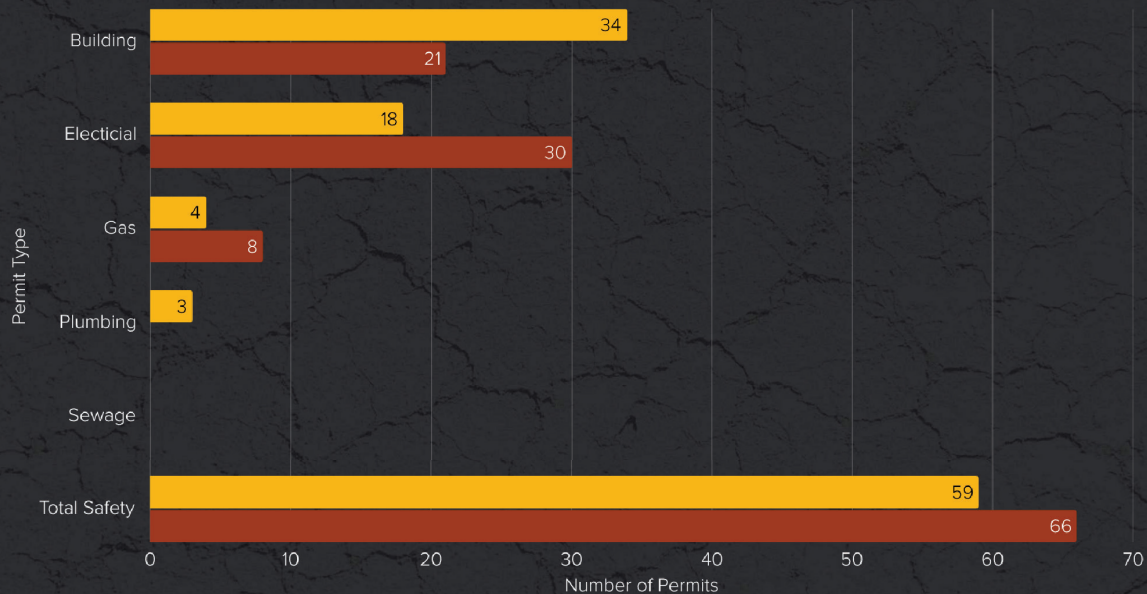
Development Permits

● Q1 2024 ● Q1 2025



Safety Code Permits

● Q1 2024 ● Q1 2025



Planning & Development Statistics (Q1 2025)

- Short-Term Rental Renewals and Registrations: 55
- Municipal Planning Commission Meetings Held: 5
- Subdivision Applications: 0
- Subdivisions Applications Approved: 0



**DRUMHELLER
VALLEY**

Human Resources

Human Resources (Q1 2025)

Total Labour Count 155

- Active Employees: 106
- Fire Department: 38
- Council: 7
- Employees on Leave: 4



Recruitment (Q1 2025)



Time to Hire: KPI Target is 40 days or less
2025 Q1 = 32.7 days (2024 = 34.5 days)



Seasonal Hire Program: 13 Filled / 5 on hold / 3 in process



Job Postings: 36 (21 Seasonal)



Applications Received: 479
Employment Offers: 17



Administrative Updates

All Staff Training

- IT Cyber Security Training launched
- Emergency Management table-top training session held
- Customer Service training – coming soon

Employee Benefits Program

- Renewal completed March 1, 2025
- Small overall decrease in premiums due to reductions in Dental and LTD premiums

Labour Relations

- Two (2) Collective Agreements, both expire December 31, 2025
- Town and Unions meet quarterly to review and promote positive collaboration



Project Status Report

Job Description Review Project

- 84 total job descriptions
- 84% reviewed by employee, manager and HR
- Formatting phase in Q2/Q3; Union review phase Q3/Q4

New HRMS System

- HR software gap analysis complete
- Gap analysis for Finance and other departments Q2
- RFP process by Q3

Policy Updates

- Onboarding and orientation procedures update – launch in Q2
- Seasonal recruitment and rehire procedure and process created and implemented
- HR policy update coming in Q2



Information Technology

(Q1 2025)

384



Tickets Opened

357



Tickets Closed

47 min.



Avg. Resolution Time



Information Technology

(Q1 2025)



237 Operating System Patches

769 installations (software/patches/updates)

30.8% of all patches were OS patches.



Information Technology

Projects Status Report

- Network Upgrade for Town Hall – Completed
- Weather Monitoring System (Airport) – Completed
- 7 New Workstations – Installed
- Water System SCADA Server is on-site and awaiting instructions from MPE Engineering Team.



REQUEST FOR DECISION

TITLE:	Emergency & Protective Services – 2025 Quarter 1 Report
DATE:	April 22, 2025
PRESENTED BY:	Greg Peters – Director of Emergency & Protective Services Derian Rosario – Fire Chief Trent Kure – Manager of Municipal Enforcement
ATTACHMENTS:	2025 Q1 Quarter Report Presentation

SUMMARY:

The department of Emergency & Protective Services (EPS) is dedicated to enhancing community safety and well-being by delivering a variety of diverse public services. Additionally, the department is committed to ensuring the health and safety of all Town employees.

Throughout the first quarter of 2025, EPS has responded effectively to calls for service and emergency situations, while also enhancing operations through progress on various capital projects and other initiatives. To report on Quarter 1 activities the following will be provided: (a) statistics, including call and incident volumes, (b) capital projects progression updates, and (c) description of key department-related events.

RECOMMENDATION:

That Council accepts as information the 2025 First Quarter Department Report for Emergency & Protective Services, as presented.

DISCUSSION:

N/A

STRATEGIC POLICY ALIGNMENT:

The aim of the quarterly reports is to promote transparent and accountable government, while creating an effective channel for communication between administration, council and the public.

COMMUNICATION STRATEGY:

EPS has been working dilligently with the Communications Department this quarter on public engagement related to the upcoming *Community Standards Bylaw* update, social media posts, and updates to pages on the Town website.

MOTION:

That Council accepts as information the 2025 First Quarter Department Report for Emergency & Protective Services, as presented.

Trent Kure

Prepared by:
Trent Kure
Manager of Municipal
Enforcement



Reviewed by:
Greg Peters
Director of Emergency &
Protective Services



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



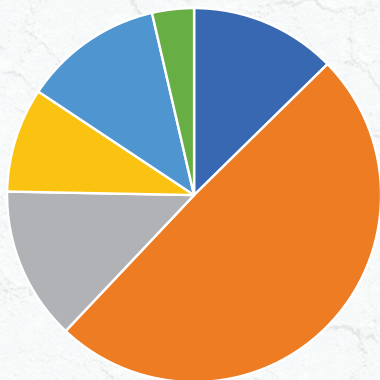
DRUMHELLER
VALLEY

Emergency & Protective Services

2025 First Quarter Report

1. Municipal Enforcement

New Investigations/Calls for Service



■ Community Standards
■ Responsible Pet Ownership
■ Traffic Safety Act/Use Of Highways Act
■ Snow Related
■ Traffic Bylaw/Parking Complaints
■ Other Bylaws

- 166 new investigations
- 26 violation tickets issued; 1 court summons laid.
- 18 ongoing investigations.
- \$827.62 in **net revenue** from paid parking during January/February.



1. Municipal Enforcement – Other Activities

- Community Standards Engagement Survey.
- 2 coffee shop style public engagement sessions; attend CBA meeting.
- Crime reduction operation with Drumheller RCMP & Kneehill/Starland County Peace Officers.



1. Municipal Enforcement-Capital Projects

- Capital Project – Animal Control Kennels – RFP Stage
- New Enforcement Truck Upfitting (Lights, mobile office, animal containment unit) - \$30,630.00 – Includes tariffs/no GST



2. Health & Safety

- All Town managers have completed or are in the process of completing a leadership for safety excellence course.
- A Health and Safety Committee Meeting was held in January.
- The Health and Safety Office has received approximately 600 site specific hazard assessment this Quarter.



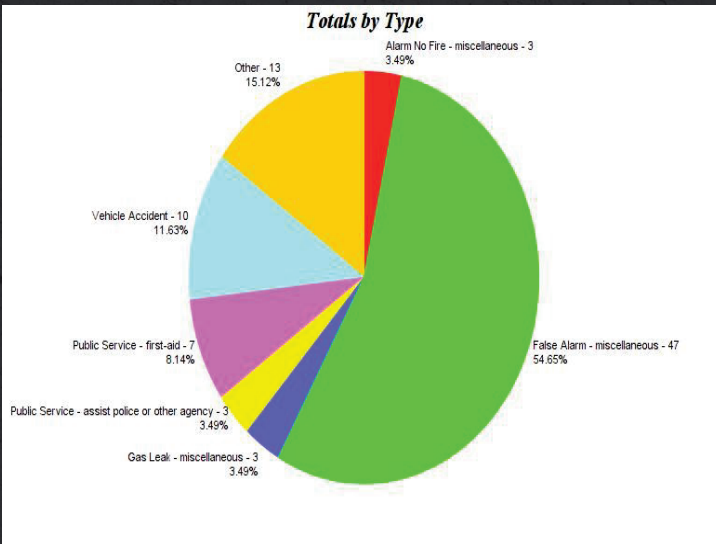
2. Health & Safety



- 13 reported incidents
- 2 Injury; 11 non-injury
- 2 resulting in property/equipment damage
- Incidents on a trend downwards



3. Fire Services



- Responded to 82 total incidents.
- False alarms accounted for 55% of all calls.
- Medical assists and motor vehicle collisions were second most frequent calls.
- \$3500.00 in false alarm invoicing YTD.



3. Fire Services – Firefighter Training

- 8 Firefighters completed pre-testing requirements for the National Fire Protection Association (NFPA) 1001 Qualification; 170 hours per person.
- In-house instructors save \$\$\$
- 16 Firefighters participated in an electronic vehicle response seminar in partnership with Western GM.
- 1 Firefighter completed NFPA 1021 Level 2



3. Fire Services – Capital Projects

- All scheduled capital projects either completed or in-progress
- 8 sets of Turnout gear (Firefighter PPE) purchased - \$28,895.00
- Thermal Imager - \$17,000
- Fire Services Review – Awaiting report.



4. Emergency Management

- March 12 Full Scale Functional Exercise
- Roughly 50 participants
- Staff debrief event including lessons learned
- Yearly review with Alberta Emergency Management Association completed





REQUEST FOR DECISION

TITLE:	Fleet Replacement – Single Axle Dump Truck
DATE:	April 22, 2025
PRESENTED BY:	Greg Storch, Manager of Operations
ATTACHMENTS:	None

SUMMARY:

The Town of Drumheller operates four tandem dump trucks for road maintenance. One of these, a 2009 Freightliner Tandem Axle Dump Truck, has suffered catastrophic engine failure and is no longer cost-effective to repair. Instead of investing in costly repairs, the Town proposes purchasing a new single axle dump truck equipped with snow and ice control technology. This purchase will increase operational efficiency, lower maintenance costs, and improve road safety during winter conditions. Additionally, a new truck will enhance fuel efficiency, minimize unplanned downtime, and ensure the sustainability of the Town's vehicle fleet for years to come.

RECOMMENDATION:

That Council approve the funding for the purchase of a new single axle dump truck with snow and ice control equipment, with delivery anticipated for 2026/27. Administration is requesting that Council commit \$400,000.00 as part of the 2026 budget year to allow the truck to be ordered in 2025.

DISCUSSION:

One of our primary dump trucks, a 2009 Freightliner Tandem Axle Dump Truck, has experienced major engine failure and is no longer a viable asset. Repair costs are estimated at \$65,000 and the expected remaining lifespan post-repair would be two to three years. Market evaluations indicate that the truck's current resale value is between \$15,000 to \$25,000, making repairs a cost-inefficient option. Historical maintenance data shows that similar-aged vehicles in the fleet have encountered recurring mechanical failures after major repairs, leading to additional service disruptions and higher long-term costs. Given these factors, replacing this truck with a newer model presents a more financially responsible and operationally efficient solution.

By investing in a new vehicle, the Town will acquire a more dependable, efficient, and cost-effective asset that will reduce maintenance expenses, lower fuel consumption, and enhance winter road maintenance operations. A modern truck with optimized salt and sand distribution technology will ensure safer road conditions while minimizing environmental impact.

The proposed vehicle includes several key features to enhance performance and efficiency:

- Front-mounted Snowplow – Enables quick and effective snow removal.
- Hydraulic and Air Lines for Future Trailer Attachments and 7-Pin Plug – Ensures adaptability for trailers and enhances functionality.
- Belly Sander for Ice Control – Improves Road traction and safety.
- High-Performance Engine for Enhanced Efficiency – Reduces fuel consumption and increases reliability.
- Advanced Safety Features for Operators – Improves working conditions and reduces risk.

By committing to this investment, the Town will improve service reliability, reduce operational expenses, and enhance road safety for residents. This decision is not solely about purchasing a truck—it is a step toward ensuring long-term efficiency, fiscal responsibility, and quality public service.

FINANCIAL IMPACT:

The Town is requesting \$400,000.00 in funding approval in 2025 as part of its five-year financial plan to support the purchase of a fully equipped snow and ice management vehicle in 2026/27. This long-term planning approach allows for a structured allocation of financial resources, ensuring that major equipment purchases align with municipal budget cycles and service priorities. By integrating this purchase into the five-year plan, the Town can better manage costs, reduce financial strain in any single year, and ensure sustainable fleet management. Investing in this new equipment will lead to lower long-term maintenance costs, improved operational efficiency, and continued reliable service for winter road maintenance.

STRATEGIC POLICY ALIGNMENT:

This procurement aligns with the Town Council's strategic priorities, including fiscal responsibility, operational efficiency, and service excellence. A new, energy-efficient vehicle will support the Town's sustainability goals by reducing fuel consumption, lowering emissions, and increasing fleet longevity. Investing in upgraded equipment will also prevent unexpected maintenance costs and ensure the highest level of service for the community.

COMMUNICATION STRATEGY:

Upon delivery in 2026/27, the truck will be outfitted with Town branding.

MOTION:

That the Council commit \$400,000.00 in funding as part of the 2026 budget year to allow the truck to be ordered in 2025, with anticipated delivery in late 2026 or early 2027.

Greg Storch

Prepared by:
Greg Storch
Manager of Operations



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:	Pool Operation for Summer 2025
DATE:	April 22, 2025
PRESENTED BY:	Rick Ladouceur – Manager of Recreation, Arts & Culture
ATTACHMENTS:	N/A

SUMMARY:

The Aquaplex indoor pool will be closed starting June 1, 2025, to undergo repairs on the hot tub as well as complete any seasonal shutdown work during the summer instead of fall operational period. These repairs have been awarded to Pinnacle Aquatics Group. The outdoor pool will be open by June 1 and will remain open until after Labour Day weekend.

RECOMMENDATION:

Administration recommends that Council approves the indoor pool closure on June 1, 2025, for repairs with an expected opening on September 9, 2025.

DISCUSSION:

The Town of Drumheller's goal is to enhance the Aquaplex by rebuilding a key community amenity. Following consultation with the Infrastructure Project Manager, the RFP for hot tub repairs and reconstruction concluded on March 21, 2025, and the contract has been awarded to Pinnacle Aquatics Group with a start date of June 2, 2025.

While the indoor pool is closed, the Infrastructure team will perform the scheduled annual maintenance, including structural repairs, pump filter replacements, and water circulation improvements. Any issues related to the pool's plumbing, heating, and electrical systems will be addressed, and they will also inspect and service electrical components, including lighting and automated systems.

In the meantime, the outdoor pool is expected to remain open at regular hours with existing bookings in the evenings with the Edutour groups, as well as registered participants for swimming lessons on Sundays.

Closing one pool and subsequent reduction in hiring staff for this summer will have a lasting impact on the operation of the Aquaplex for years to come. It is hard to find lifeguards, as they need specific training, making it even harder to find lifeguards in smaller towns. The work schedule is fixed, irrespective of whether ten or fifteen people fill those hours. Our reliance on casual staff affords scheduling flexibility and sometimes leads to staff taking extended holidays with last-minute notice (e.g., two staff members will be away for 30 days, another for 21 days, this summer). Casual employees are compensated only for hours worked.

If staffing issues present themselves the alternative operating with reduced hours would lead to cost reduction. By reducing the outdoor pool hours for July and August, it could be approximately \$83,310.00 compared to a full schedule. These savings come from lower staffing costs and reduce operational expenses, such as electricity, water, and chemicals. This approach helps reduce costs while still providing essential services to the community.

However, to avoid overstaffing and excessive costs, we will create efficient summer staff schedules that guarantee sufficient coverage during peak hours and provide excellent customer service.

While reduced hours might mean some residents may have to wait for pool access, it balances the need to provide services with the practical constraints of staffing and budget. Communicating these changes effectively to the community will help manage expectations and ensure that residents understand the reasons behind the decision. This approach advances transparency and maintains trust between the Town and the community.

With the timeframe allocated for the indoor pool closures this allows for repairs, focusing on management of the maintenance tasks. This ensures the repairs to the hot tub for the indoor pool will be completed on time and on budget.

FINANCIAL IMPACT:

In 2023, attendance reached 92% with one pool and in 2024; this was compared against data from two pools.

Revenue for both months of July and August 2024 generated by two pools accounted for roughly 69.07% of peak season revenue.

Projection for July & August 2025					
Pool Operations	# of Staffing Positions	# of Scheduled Hours	Program Hours	Staffing Hours	Cost
Summer Indoor & Outdoor Pool	17.5	85	105	700.5	\$201,204
Regular Schedule Outdoor Pool	13.5	85	105	581.5	\$174,663

POTENTIAL COST SAVINGS:

2025 Indoor & Outdoor vs. Regular Schedule Outdoor Pool

- Staff cost \$201,204 - \$174,683 for a savings of \$26,541.00
- Operating Expenses \$20,000.00 (2024: \$31,410)
- Total Savings = \$46,541.00

STRATEGIC POLICY ALIGNMENT:

The Town of Drumheller is committed to good governance and the well-being of residents.

To foster the economic development of the municipality and to provide services, facilities, or other things that, in the Council's opinion, are necessary or desirable for all or a part of the Town.

COMMUNICATION STRATEGY:

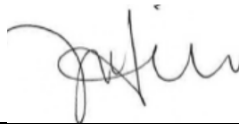
The Recreation, Arts & Culture department will create a communications brief for the closure of the indoor pool starting June 1, 2025, to undergo repairs on the hot tub.

MOTION:

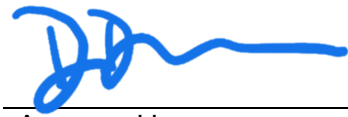
That Council approves the indoor pool closure for repairs on June 1, 2025, with an anticipated opening on September 9, 2025.



Prepared by:
Rick Ladouceur
Manager of Recreation,
Arts & Culture



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



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

REQUEST FOR DIRECTION

TITLE:	Proposed Amendments to 2025 Budgets
DATE:	April 22, 2025
PRESENTED BY:	Victoria Chan, CPA, CGA, LL.B, LL.M Chief Financial Officer / Director, Corporate & Community Services
ATTACHMENT:	Appendix 1 – 2025 Capital Budget Amendments

SUMMARY:

Administration is seeking Council approval for the proposed amendment to the 2025 Operations and Capital Budgets.

RECOMMENDATION:

That Council approves the proposed 2025 Operations and Capital Budgets as presented.

DISCUSSION:

Municipal Government Act (MGA) stipulates the requirements for Council to adopt an annual operating budget (section 242) and an annual capital budget (section 245). The MGA also imposes the balanced budget requirement, and that municipalities are not allowed to finance for operational requirements.

Council has previously adopted the 2025 Budgets in the following orders:

2025 Budgets	Date of Approval
Utilities Budget	November 4, 2024
Operating & Capital Budget	December 16, 2024

As there are significant changes post-approval, Administration is presenting proposed amendments to Council for adoption to inform the property tax rate bylaw early next month.

ANALYSIS:

Council has previously agreed to a 3%-increase in 2025 property tax revenue when adopting the Budget. With the ongoing instability in the tariff landscape that changes the Town's cost projection, and coupled with several unplanned emergency repairs, Administration is presenting a 4%-increase for the property tax revenue (municipal portion) to address the budget shortfalls.

The additional 1% increase in property tax revenue translates into an approximate \$108,000 in incremental revenue, pending some residential and linear property reassessments due to assessment appeals.

The remaining requirements are to be met by withdrawing from the reserve, Finance has worked with all departments to exercise fiscal prudence to maintain our tax base and balance the use of our Municipal Reserve.

The 4% increase is in alignment with comparable municipalities:

Municipality	Population	Approved 2025 Tax Increase
Banff	8,905	5.61%
Blackfalds	11,530	5.00%
Canmore	14,530	3.90%
Morinville	10,442	5.82%
Strathmore	14,853	3.62%

2025 BUDGET AMENDMENT HIGHLIGHTS

Utility Budget

There are several unplanned repairs to the water operations in the beginning of this year. The following requests are amendments to the 2025 Water and Sewer Operating Budget.

As the 2025 Utility Rate Bylaw #35.24 was approved on November 4, 2024, these budgetary changes would not affect the user rates but will be funded through the Water and Sewer Reserves.

Description	Requested Amount	Reserve
Raw Water Ponds – Cell 4 Cleaning & Isolation Valve Repair	\$100,000	Water Reserve
Water Main Repairs	\$100,000	Water Reserve
Energy Supervisor Salary Reallocation	\$20,000	50/50 funded by Water and Sewer Reserves
Land Purchase- 2940 South Railway Avenue	\$188,000	50/50 funded by Water and Sewer Reserves
Total Amendments to 2025 Utility Budget	\$408,000	
Transfer from Water Reserve	(\$304,000)	
Transfer from Sewer Reserve	(\$104,000)	

Operating Budget

The approved Operating Budget for 2025 is over \$22.044 million, including requisitions. Transfer from reserve of \$443,544 was granted to support the operational deficit. The proposed amendments to the Budget will change to \$22.091 million. Below is the summary of proposals:

1. IT Services

- As a result of the contract awarded to Reality Bytes Inc. for the Town's IT services, an additional \$21,000 is required to address this budgeted shortfall.

2. Repair Services

- An unplanned smoke alarm issue at the Badlands Community Facility required \$25,000 to be rectified to meet the public safety concern. Due to the urgent nature of this service, this budget request is post-factum in consideration of other projected repairs costs for the remainder of the year.
- Another \$10,000 budget request is required for the unplanned fire pumper repair.

3. Temporary Closure of Indoor Pool

- Pending on Council's decision, should the indoor pool be closed for the summer to allow for the hot tub reconstruction, the projected saving from the salary and operating cost of approximately \$42,000 is available for reallocation to:
 - Two summer students for Records Management, and Communications & Economic Development totaled \$33,000.
- A new position (partially grant funded) of Energy Manager is projected with multi-year grant funding. For the 2025 year, the Town's portion would be supported by the operating budget from both the Water and Sewer Departments for \$10,000 each.

4. Elimination of Carbon Tax and Buffer for Tariff Impacts

- The Town had paid \$4.095/GJ from January 1 to March 31, 2025, with an anticipated increase to \$4.86/GL on April 1, 2025. Effective April 1, 2025, the consumer carbon tax (for heating and fuel) is eliminated. Our Energy Broker from Energy Associates International has advised us that the elimination of Carbon Tax would generate about 19% of energy cost savings, approximately \$106,000.
- However, due to the ongoing instability of the tariffs with the United States, it is anticipated that the cost and the supply chain could be adversely affected. The Town is better positioning with the potential saving from the carbon tax for the tariff impacts.

The projected budget shortfall for 2025 Operating Budget is \$47,000.

Capital Budget

The approved 2024 Capital Budget is \$4.5 million, plus \$6.2 million from carryforward. Detail proposed changes for the 2025 Capital Budget could be found in Appendix 1.

In summary, the Administration has the following proposed changes:

Projects	Approved/ Carryforward Amount	Proposed Amendment	Total Revised Budget	Notes
Street Improvement Program (SIP) - Construction	\$1.05 million	(\$355,415)	\$394,415	Reallocating to 6 th Ave Road Extension
6 th Ave Road Extension	\$1.17 million	\$355,415	\$1.525 million	<ul style="list-style-type: none"> Additions to be funded from the SIP reallocation Pending \$400,000 STIP Grant
Airport Terminal Building – roof, siding and windows	\$30,000	\$20,000	\$50,000	Additions to be funded from the Airport Garage
Airport Garage Roof Rehabilitation	\$20,000	(\$20,000)	NIL	Reallocating to Airport Terminal Building
Hoodoos Parking – Design Phase – Readiness Project	NIL	\$250,000	\$250,000	Capital Reserve (which includes dedicated Paid Parking Revenue surplus of approximately \$150,000)
Lehigh Reclamation	NIL	\$400,000	\$400,000	<ul style="list-style-type: none"> DFPP Grant approved for \$226,000 Capital Reserve and tax-base \$174,000
		(\$226,000)	(\$226,000)	DFPP Grant
Tandem Truck	\$275,000	(\$24,770)	\$250,230	Truck is now delivered, surplus is to be reallocated to Light Fleet Vehicles Program
Light Fleet Vehicle Program	\$524,500	24,770	\$549,270	Facility Reserve or Property Tax
Total Taxation Impact	\$3.069 million	\$424,000	\$3.493 million	

FINANCIAL IMPACT:

Budget Item	Original	Amended	Total Revision	Funding Source
Property Tax (Municipal Portion)	(\$10.872 million)	(\$108,720)	(\$10.98 million)	Tax Revenue
Utility Operating Budget Impact	\$4.637 million	\$408,000	\$5.045 million	User Fee + Water & Sewer Reserves
Operating Budget Impact	\$22.044 million	\$47,000	\$22.091 million	Tax Revenue
Capital Budget Impact	\$10.212 million	\$61,720	\$10.486 million	Tax Revenue
		\$150,000		Capital Reserve
		\$212,280		Contingency Reserve

Reserve Balances – As of December 31, 2024 (unaudited)

Reserve Account	Unaudited Balance as of Dec. 31, 2024	Projected Balance of Dec. 31, 2025
Water Reserve	\$5.5 million	\$3.7 million
Wastewater Reserve	\$2.9 million	\$1.0 million
Facilities Reserve	\$2.7 million	\$1.0 million
Equipment Reserve	\$3.3 million	\$0.9 million
Transportation Reserve	\$2.6 million	\$0.1 million
Lt Contingency Reserve	\$0.04 million	\$0.04 million
Contingency Reserve	\$1.82 million	\$1.38 million
Storm Drain	\$1.4 million	\$1.4 million
Offsite Levies Reserve	\$474K	\$474K
Sandstone	\$251K	\$251K
Invested Street Light Reserve	\$724K	\$724K
General Capital	\$150K	\$0 K
Municipal Reserve	\$12K	\$12K
Land Reserve	(\$2.6 million)	(\$2.8 million)
Total	\$19.2 million	\$8.1 million

WORKFORCE AND RESOURCES IMPACT:

Administration will take the course of action depending on Council direction with this amendment. Certain projects will be deferred in future years to make room for more imminent projects.

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2025 Operating Budget will ensure fiscal accountability and provide Administration with the legal authority to carry out strategic initiatives identified for 2025. The revised budget will shape the Tax Rate Bylaw discussion in early May 2025.

COMMUNICATION STRATEGY:

Communication of the adopted amended budget will include a media release and distribution on social media platforms, and a copy will be uploaded to the Town website at www.drumheller.ca.

Motion:

That Council approve the increase of 2025 Utility Budget by \$408,000, of which \$304,000 transferred from Water Reserve, and \$104,000 from Sewer Reserve.

Motion:

That Council approve the 2025 property tax revenue increase of 4% for increasing the Operating Budget and Capital Budget by \$47,000 and \$424,000 respectively.

Motion:

That Council approve the transfer of \$150,000 from Capital Reserve and transfer of \$212,280 from Contingency Reserve for the capital projects of Hoodoo Parking – Design Phase and Lehigh Reclamation.



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



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

2025 Capital Plan - General Proposed Amendments

							Proposed/Pending Approval	
	Project Manager	*Priority	Funding Source	Carry Forwards	2025 Approved Budget	Commitment as of today	Proposed Amendment	Total Revised Budget
General Administration								
Network/Server Upgrades	CAO	4			\$ 35,000			\$ 35,000
Parade Float	CPM	3	Reserve	\$ 10,000	\$ 100,000	\$ 106,490		\$ 110,000
TownHall Elevator Replacement	Facilities Manager	1			\$ 150,000			\$ 150,000
HRIS System	HR Manager				\$ 75,000			\$ 75,000
Total General Administration				\$ 10,000	\$ 360,000	\$ 106,490		\$ 370,000
Enforcement Services								
Animal Control Kennels	Manager of Prot. Services	4			\$ 20,000			\$ 20,000
Court Ordered Demolitions	Manager of Prot. Services	1			\$ 125,000			\$ 125,000
Unit 667- Mounted Radar Replacement	Manager of Prot. Services	4			\$ 5,000			\$ 5,000
RCMP Detainment Cell Renovations	Manager of Prot. Services	1	Reserve	\$ 100,000				\$ 100,000
Municipal Enforcement Truck #665	Manager of Prot. Services	4	Reserve	\$ 90,000		\$ 59,470		\$ 90,000
Work Station- Truck 667	Manager of Prot. Services	4	Reserve	\$ 1,600				\$ 1,600
Total Enforcement Services				\$ 191,600	\$ 150,000	\$ 59,470		\$ 341,600
Fire Protection Services								
Thermal Imager	Fire Chief	2			\$ 18,000	\$ 17,000	\$ -	\$ 18,000
Turnout Gear	Fire Chief	2			\$ 30,000	\$ 28,895		\$ 30,000
East Coulee and Rosedale Environmental Assessment	Facilities Manager	2			\$ 15,000			\$ 15,000
Total Fire Protection Services				\$ -	\$ 63,000	\$ 45,895	\$ -	\$ 63,000
Common Services								
Light Fleet Vehicles - Program	Operations Manager	4		\$ 59,500	\$ 465,000	\$ 447,683	\$ 24,770	\$ 549,270
Heavy Equipment - Program	Operations Manager				\$ -			\$ -
PW Building- Cold Storage Building 2	Operations Manager	4			\$ 328,000			\$ 328,000
PW Building- Cold Storage Building 2- Clay Liner and Convert for Salt	Operations Manager	4			\$ 75,000			\$ 75,000
PW-Ride on Mowers	Operations Manager	1,2,3			\$ 120,000			\$ 120,000
Capital Labour Costs	N/A	4			\$ 127,840			\$ 127,840
Tandem Truck (Waiting for Delivery)	Operations Manager	4	MSI	\$ 275,000		\$ 250,230	-\$ 24,770	\$ 250,230
General Engineering Services	CPM	4	Reserve	\$ 30,000		\$ 24,149		\$ 30,000
Old PW Site- Environmental Monitoring for 3 Years	Mark Steffler	4	Reserve	\$ 60,000				\$ 60,000
(New) Hoodoos Parking Project Readiness - Design Phase	CPM	3,4	Reserve		\$ -		\$ 250,000	\$ 250,000
Total Common Services				\$ 424,500	\$ 1,115,840	\$ 722,061	\$ 250,000	\$ 1,540,340

Road Transport														
Street Improvement Program- Engineering	CPM	4	MSI		\$	100,000		\$	100,000					
Street Improvement Program- Construction	CPM	4	MSI	\$	300,000	\$	750,000	-\$	355,415	\$	394,585			
Sidewalk Rehabilitation Program	CPM	4	GTF			\$	350,000	\$	-	\$	350,000			
Replacement of Decorative Street Lights	Operations Manager	2		\$	38,300	\$	450,000			\$	488,300			
Town Beautification- Transportation Corridors	CPM	3,4		\$	55,900	\$	75,000			\$	130,900			
Michichi Creek Bridge/Flood Wall Engineering	Mark Steffler	2	Provincial Grant	\$	1,545,000					\$	1,545,000			
Bridge 11	CPM	2	STIP/Reserve	\$	1,066,600					\$	1,066,600			
Total Road Transport					\$	3,005,800	\$	1,725,000	\$	-	-\$	355,415	\$	4,075,385

DARP- Downtown Area Revitalization Plan														
6th Ave Road Extension	CPM	3	Reserve	\$	810,200	\$	360,000		\$	355,415	\$	1,525,615		
Design- Centre Street- Riverside to Railway	CPM	3	Reserve			\$	160,000	\$	159,988		\$	160,000		
Total DARP					\$	810,200	\$	520,000	\$	159,988	\$	355,415	\$	1,685,615
	\$	1,170,200				0								

Air Transportation													
Fuel Tank Farm	CPM	1,2	380,000	\$	300,000			\$	680,000				
Terminal Building Rehabilitation- Roof,Siding & Windows	CPM	4		\$	30,000	\$	33,600	\$	20,000	\$	50,000		
Garage Building Rehabilitation- Roof	CPM	4		\$	20,000			-\$	20,000	\$	-		
Weather System Upgrade	CPM	2		\$	5,000	\$	2,900			\$	5,000		
Fuel POS System Upgrade	CPM	4	30,000							\$	30,000		
Total Air Transportation				\$	410,000	\$	355,000	\$	36,500	\$	-	\$	765,000

Cemeteries						
Cemetery Irrigation and landscaping Improvements	Operations Manager	4		\$	75,000	\$ 75,000
Cemetery Survey	CPM	4	\$ 25,000			\$ 25,000
Total Cemeteries and Columbariums				\$ 25,000	\$ 75,000	\$ 100,000

Recreation and Parks												
Arena- Ice Lifecycle Assessment	Facilities Manager	4			\$	50,000			\$	50,000		
Aquaplex Hot Tub	CPM	2,4	Reserve	66,500	\$	183,500	\$	197,400	\$	-	\$	250,000
BCF- Decoration for Wedding One-Stop Shopping	Manager of Recreation	4			\$	20,000			\$	20,000		
BCF- External Window Branding and Wraps	Manager of Recreation	4			\$	15,000			\$	15,000		
BCF- Fitness Equipment Replacement	Manager of Recreation	4			\$	35,000	\$	35,900	\$	35,000		
BCF- Water Storage Tank	Facilities Manager	4			\$	17,000			\$	17,000		
Rosedale Suspension Bridge- Landscape Improvements	CPM	3			\$	250,000			\$	250,000		
Newcastle Diamond #1	Recreation Manager	4			\$	15,000			\$	15,000		
Playground Structure & Improvements	Recreation Manager	3	Reserve	\$	22,900				\$	22,900		

Arena Sewer Relining	Facilities Manager	3	Reserve	\$	40,000		\$	40,000	
Conversion CN Bridges to Pedetrian Bridges	CPM	3	Reserve	\$	80,000		\$	80,000	
Stations & Stops	CPM	3	Donation	\$	17,000		\$	17,000	
Urban Forest Implementation & Management Plan	Flood Manager	3	Reserve	\$	2,000		\$	2,000	
Regional Recreation Trail Study	CPM	4	Grant	\$	157,500	\$	147,668	\$	157,500

Total Recreation and Parks				\$	385,900	\$	585,500	\$	380,968	\$	-	\$	971,400
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Flood Mitigation													
(New)Lehigh Reclamation	Flood Office	4	DFPP Grant	\$	-		\$	226,000	\$	226,000			
(New)Lehigh Reclamation	Flood Office	4					\$	174,000	\$	174,000			

Total Flood Mitigation				\$	-	\$	-	\$	400,000	\$	400,000
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Grand Total					5,263,000	\$	4,949,340	\$	1,511,372	\$	650,000	\$	10,312,340
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*Priority Legend:

1.Legislative/Regulatory Requirement

2.Public Safety

3.Council Initiative

4. Asset/Service Enhancement