



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, June 2, 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 June 2, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the June 2, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the May 20, 2025, Regular Council Meeting**

[Regular Council Meeting – May 20, 2025 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the May 20, 2025, Regular Council Meeting, as presented.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. PUBLIC HEARING AT 5:30 P.M.

6.1 **Proposed Community Standards Bylaw #19.25**

[Briefing Note](#)

[Community Standards Bylaw #19.25 \(1st Reading\)](#)

Proposed Motion: That the Public Hearing for proposed Community Standards Bylaw #19.25 be opened at ____ p.m.

Proposed Motion: That the Public Hearing for proposed Community Standards Bylaw #19.25 be closed at ____ p.m.

7. **REPORTS FROM ADMINISTRATION**

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

7.1.1 **9th Street E East Coulee Road Closure Bylaw #03.25 – 2nd Reading**

[Request-for-Decision](#)

[\(Draft\) Bylaw #03.25 – 9th Street E East Coulee Road Closure Bylaw \(2nd Reading\)](#)

Proposed Motion: That Council gives second reading to 9th Street E East Coulee Road Closure Bylaw #03.25, as presented.

Proposed Motion: That Council gives third and final reading to 9th Street E East Coulee Road Closure Bylaw #03.25, as presented.

7.1.2 **Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25 – 2nd Reading**

[Request-for-Decision](#)

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

Proposed Motion: That Council gives second reading to Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25, as presented.

Proposed Motion: That Council gives third and final reading to Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25, as presented.

7.1.3 **Downtown Berm East PUL Land Designation Bylaw #24.25 – 1st Reading**

[Request-for-Decision](#)

[\(Draft\) Bylaw #24.25 – Downtown Berm Riverside East PUL Land Designation \(1st Reading\)](#)

Proposed Motion: That Council gives first reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.

Proposed Motion: That Council gives second reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of Downtown Berm Riverside East PUL Land Designation Bylaw #24.25.

Proposed Motion: That Council gives third and final reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.

7.1.4 2025 Residential Development Incentive Programs

[Request-for-Decision](#)

[Consolidated Bylaw #13.20 – Residential Development Incentive Program](#)

Proposed Motion: That Council approves the abatement of the municipal portion of taxes for roll number 20020988 and roll number 03063809, pursuant to Bylaw #13.20, with a tax abatement of 100% in 2025, 75% in 2026, 50% in 2027 and 25% in 2028.

CORPORATE AND COMMUNITY SERVICES

7.2 Director of Corporate and Community Services

7.2.1 FCSS Committee Amending Bylaw #23.25 (1st Reading)

[Request-for-Decision](#)

[Bylaw #23.25 - FCSS Committee Amending Bylaw \(1st Reading\)](#)

[Bylaw #34.24 – FCSS Committee Bylaw \(Redlined\)](#)

[Bylaw #34.24 – FCSS Committee Bylaw \(Consolidated\)](#)

Proposed Motion: That Council gives first reading to FCSS Committee Amending Bylaw #23.25, as presented.

Proposed Motion: That Council gives second reading to FCSS Committee Amending Bylaw #23.25, as presented.

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

7.3 Director of Infrastructure Services

7.3.1 Downtown Streetscape Task Force Bylaw #22.25

[Request-for-Decision](#)

[\(Draft\) Bylaw #22.25 – Downtown Streetscape Improvement Task Force Bylaw \(1st Reading\)](#)

[Downtown Area Revitalization Plan \(DARP\)](#)

Proposed Motion: That Council gives first reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

Proposed Motion: That Council gives second reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

Proposed Motion: That Council gives unanimous consent for third reading of Downtown Streetscape Improvement Task Force Bylaw #22.25.

Proposed Motion: That Council gives third and final reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

7.3.2 Wastewater Treatment Plant Blower Addition

[Request-for-Decision](#)

Proposed Motion: That Council approves the transfer of \$150,000 from the 2025 Utility Capital Budget North Drumheller River Crossing Project (Nacmine Lift Station Upgrade Component) to the 2025 Utility Capital Budget Wastewater Treatment Plant Blower Addition Project.

Proposed Motion: That Council awards the Wastewater Treatment Plant Blower Addition construction and installation contract to HSMG Services & Consulting Inc. in the amount of \$347,205.30, excluding GST to be funded from the 2025 Utility Capital Budget.

CLOSED SESSION

8. ADJOURNMENT

Proposed Motion: That Council adjourn the meeting at _____ p.m.



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Tuesday, May 20, 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 (regrets)
Councillor Stephanie Price
Councillor Tony Lacher
Councillor Crystal Sereda
Councillor Tom Zariski

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

1. **CALL TO ORDER**

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

2. **OPENING COMMENTS**

Councillor Price announced Valley Cruisers 26th Annual Boogie in the Badlands Car Show on May 24, 2025, in downtown Drumheller.

On behalf of Council, Councillor Zariski proclaimed May 26 - 30, 2025, as Alberta Rural Health Week in Drumheller and encouraged everyone to show appreciation to healthcare professionals and volunteers whose contributions and dedication enhances the quality of life in rural Alberta.

Councillor Sereda reminded residents that, although it is frustrating with the volume of traffic over the busy tourism season, we all need to be patient with construction on the Gordon Taylor Bridge. She also expressed appreciation that Alberta Transportation is prioritizing the repairs considering how many bridges require attention in the province.

On behalf of Council, Councillor Lacher declared May 18 – 24, 2025, as Public Works week in Drumheller. This year's theme is *"Advancing Quality of Life."* He thanked the entire public works crew for their dedication to our community and encouraged residents to extend appreciation to any of the Town's public works team they see this week.

Mayor Colberg thanked everyone who attended the Chainsaw Wizards international tree carving event on the May long weekend. She thanked the organizing committee, the Town's event staff,

and the public works team for their contributions. She also reminded the community that the seven completed carvings are up for auction on Premier Auctions website at www.bid.premierauctions.ca.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the May 20, 2025, Regular Council Meeting**

M2025.189 Moved by Councillor Lacher, Councillor Price
That Council adopt the agenda for the May 20, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the May 5, 2025, Regular Council Meeting**

Agenda Attachment: Regular Council Meeting – May 5, 2025 – Draft Minutes

M2025.190 Moved by Councilor Zariski, Councillor Price
That Council approve the minutes for the May 5, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

COUNCIL BOARDS AND COMMITTEES

DELEGATIONS

6. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 10:09

6.1 **Chief Administrative Officer**

6.1.1 **Development Authority Bylaw #01.25 – 3rd Reading**

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #01.25 – Development Authority Bylaw (3rd Reading); Bylaw #32.08 – Development Authority Bylaw.

M2025.191 Moved by Councillor Price, Councillor Lacher
That Council gives third and final reading to Bylaw #01.25 - Development Authority Bylaw, as presented.

CARRIED UNANIMOUSLY.

6.1.2 Renewal of Natural Gas Distribution Franchise Agreement

Agenda Attachments: Request-for-Decision; (Draft) Bylaw #20.25 – Natural Gas Distribution Franchise Agreement; Bylaw #10.15 - Natural Gas Distribution System Franchise Agreement.

- M2025.192** Moved by Councillor Sereda, Councillor Price
That Council gives first reading to Bylaw #20.25 - Natural Gas Distribution Franchise Agreement Bylaw, as presented.

CARRIED UNANIMOUSLY.

6.1.3 Drumheller Public Library Board Appointment

Agenda Attachments: Request-for-Decision; Bylaw #04.21 – Council & Committee Procedure Bylaw; R. Harvey – Board Application - Redacted

- M2025.193** Moved by Councillor Price, Councilor Zariski
That Council approves the appointment of Rebecca Harvey to the Drumheller Public Library Board for a term of three years, beginning May 20, 2025, and ending May 20, 2028.

CARRIED UNANIMOUSLY.

7. CORPORATE AND COMMUNITY SERVICES

YouTube Timestamp: 18:57

7.1 Director of Corporate and Community Services

7.1.1 Drumheller Valley Sports Committee (DVSC) Appointments

Agenda Attachments: Request-for-Decision; Bylaw #04.25 - Drumheller Valley Sports Committee Bylaw; DVSC Applications and Letters of Support – Redacted; Bylaw #04.21 - Council & Committee Meeting Procedure Bylaw.

- M2025.194** Moved by Councillor Lacher, Councillor Price
That Council appoint Linda Traquair, Kristi Murphy, Ken Fournier, Gavin Makse, Colin Kloot, William Buchanan, and Amber Hodgson as voting members to the Drumheller Valley Sports Committee, each for a three-year (3) term, beginning May 20, 2025, and ending May 20, 2028.

CARRIED UNANIMOUSLY.

- M2025.195** Moved by Councilor Zariski, Councillor Sereda
That Council appoints Councillor Price to the Drumheller Valley Sports Committee beginning May 20, 2025, and ending October 20, 2028.

CARRIED UNANIMOUSLY.

M2025.196 Moved by Councillor Sereda, Councillor Price
That Council appoints Julia Fielding as the non-voting Travel Drumheller representative to the Drumheller Valley Sports Committee, effective May 20, 2025, with a term ending on May 20, 2028, or until such time as she is no longer employed by Travel Drumheller, whichever occurs first.

CARRIED UNANIMOUSLY.

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9. CLOSED SESSION

YouTube Timestamp: 25:52

9.1 **Personnel**

FOIP 19 – Confidential Evaluations

M2025.197 Moved by Councillor Price, Councilor Zariski
That Council close the meeting to the public to discuss Personnel as per FOIP 19 – Confidential Evaluations.

CARRIED UNANIMOUSLY.

Council closed the meeting at 4:51 p.m.

M2025.198 Moved by Councilor Zariski, Councillor Sereda
That Council open the meeting to the public.

CARRIED UNANIMOUSLY.

Council opened the meeting to the public at 6:50 p.m.

10. ADJOURNMENT

M2025.199 Moved by Councillor Lacher, Councillor Price
That Council adjourn the meeting.

CARRIED UNANIMOUSLY.

Council adjourned the meeting at 6:51 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

BRIEFING NOTE

TITLE:	Community Standards Bylaw #19.25 - Public Hearing
DATE:	June 2, 2025
PRESENTED BY:	Esther Quiambao, Assistant CAO
ATTACHMENTS:	Bylaw #19.25 – Community Standards Bylaw (1 st Reading)

SUMMARY:

Administration presented first reading of the Community Standards Bylaw #19.25 on May 5, 2025. The Bylaw is intended to regulate neighbourhood nuisances, safety and unsightly properties. Bylaw #19.25 is intended to replace the current *Tourism Corridor Property Standards Bylaw #04.19* and *Community Standards Bylaw #06.19*.

In accordance with the *Municipal Government Act* and the *Council & Committee Meeting Procedure Bylaw #04.21*, The Town of Drumheller is required to hold a Public Hearing when required by statute or when Council determines that public feedback is otherwise required. Administration conducted significant community engagement prior to first reading through a public engagement survey and through in-person discussions at a Town open house, a Downtown Community Business Association Meeting, and informal coffee shop style engagement sessions. Bylaw #19.25 was developed based on the feedback received from these public engagement sessions and based on legal advice regarding bylaw enforcement. Council requested that additional engagement take place in the form of a Public Hearing to allow the public the opportunity to provide feedback on the proposed Bylaw.

The Public Hearing was advertised in the the Drumheller Mail on May 7 and May 14, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. Any person who claims to be affected by the proposed Bylaw was invited to present their comments in person at the Public Hearing or to submit written submissions.

DIRECTION:

N/A

DISCUSSION:

N/A

FINANCIAL IMPACT:

Costs associated with holding a Public Hearing, which include advertising in the newspaper, are allocated within the existing operational budget.

COMMUNICATION STRATEGY:

The Public Hearing was advertised in the the Drumheller Mail on May 7 and May 14, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. A media release will be published following third and final reading of the Bylaw.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao
Assistant Chief
Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 19.25
DEPARTMENT: EMERGENCY AND PROTECTIVE SERVICES

COMMUNITY STANDARDS BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, FOR THE
PURPOSE OF REGULATING NEIGHBOURHOOD NUISANCES, SAFETY, AND UNSIGHTLY
PROPERTIES

WHEREAS the *Municipal Government Act, RSA 2000 c.M-26* authorizes a municipality to pass bylaws respecting the safety, health and welfare of people and protection of people and property;

AND WHEREAS the *Municipal Government Act, RSA 2000 c.M-26* authorizes a municipality to pass bylaws respecting nuisances, including unsightly property;

AND WHEREAS the *Municipal Government Act, RSA 2000 c.M-26* authorizes a municipality to pass bylaws regarding the remedying of contraventions of bylaws;

AND WHEREAS the *Traffic Safety Act, RSA 2000 c.T-6* authorizes a municipality to regulate and control vehicle, pedestrian, and animal traffic, as well as parking on the streets and on other property within the municipality;

AND WHEREAS the Town of Drumheller deems it desirable to establish regulations which maintain and improve neighbourhood livability;

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 "Community Standards Bylaw."*

2. DEFINITIONS

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

- a) "*Chief Administrative Officer*" or "CAO" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- b) "*Community Standards Appeal Board*" means the board established by the *Community Standards Appeal Board Bylaw* for hearing appeals of *enforcement orders* and certain other matters;
- c) "*Community Standards Appeal Board Bylaw*" means *Community Standards Appeal Board Bylaw #31.24*, as amended from time to time and its successor legislation;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Derelict machinery*" means machinery that is significantly aged, or in poor condition, or not in use on a regular basis for its intended purpose;

- f) *"Derelict vehicle"* means a vehicle that is incapable of being safely operated, or is partially or fully dismantled, or is substantially damaged;
- g) *"Enforcement Order"* means an order written pursuant to section 545 or 546 of the *Municipal Government Act*;
- h) *"Fire Chief"* means the individual appointed as the head of Fire Services, or their designate;
- i) *"Good repair"* means a condition where the building or structure does not exhibit significant damage, peeling surfaces, broken, missing, or fallen parts, rot or other significant deterioration, openings which are not secured, or other visual lack of general maintenance;
- j) *"Graffiti"* means words, figures, letters, drawings, symbols, or stickers applied, scribbled, scratched, etched, sprayed or attached on or to a surface of a *premises* without permission of the *owner* and the Town;
- k) *"Highway"* means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes;
 - i) a sidewalk, including a boulevard adjacent to the sidewalk;
 - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be;but does not include a place declared by regulation not to be a highway;
- l) *"Municipal Government Act"* or *"MGA"* means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- m) *"Night-time"* means the period beginning at 10:00 PM and ending at 7:00 AM if the following day is a weekday or 9:00 AM if the following day is a weekend;
- n) *"Notice to Remedy"* means a written notice pursuant to this Bylaw that instructs a *person* to remedy a condition that is not in compliance with any provision of this Bylaw within a specified timeframe;
- o) *"Nuisance"* means anything that causes annoyance, disturbance, offence, or injury to a reasonable person;
- p) *"Occupier"* means a person residing in, or in apparent control of a property, whether the occupation is pursuant to a lease, rental agreement, license, or permit;

- q) "Owner" means any person listed on title as the registered owner of any real or personal property at the Alberta Land Titles Office;
- r) "Peace Officer" has the same meaning given to it in the *Provincial Offences Procedures Act*;
- s) "Person" means a natural person or a corporation, and includes a partnership, an association or a group of people acting in concert unless the content explicitly necessarily implies otherwise;
- t) "Premises" means the external surface of all buildings or structures, or the whole or part of any parcel of real property, including the land immediately adjacent to any building, buildings, or structures;
- u) "Provincial Offences Procedures Act" means the *Provincial Offences Procedure Act, R.S.A 2000 P-34*, as amended from time to time and its successor legislation.
- v) "Public place" means every place in *Town* to which the public have access as of right or by invitation, express or implied;
- w) "Recreational Vehicle" means a vehicle used or intended for primarily recreational use, and without restricting the generality of the foregoing, includes any motor home, holiday trailer, trailer, camper, tent trailer, any van or bus converted for use as a recreational vehicle, boat trailer, ATV trailer or non-commercial utility trailer;
- x) "Roadway" means that part of a highway intended for use by vehicular traffic;
- y) "Sidewalk" means that part of a *highway* especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between:
 - i) the curb line, or
 - ii) where there is no curb line, the edge of the roadway,and the adjacent property line, whether or not it is paved or improved;
- z) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require;
- aa) "*Traffic Safety Act*" means the *Traffic Safety Act, R.S.A 2000, T-6*, as amended from time to time and its successor legislation.
- bb) "*Unightly condition*" means in respect of a structure, includes a structure whose exterior shows signs of physical deterioration, and, in respect of land, includes land that shows serious disregard for general maintenance or upkeep;
- cc) "*Violation Tag*" means a form of ticket prescribed by the *Town* for a Bylaw offence that provides a *person* with an opportunity to pay an amount to the *Town* in lieu of prosecution;

- dd) “*Violation Ticket*” has the same meaning given to it in the *Provincial Offences Procedures Act*.

3. SCOPE

- 3.1 This Bylaw applies to all *persons* and *premises* within the corporate boundaries of the *Town of Drumheller*.

4. UNSIGHTLY PREMISES AND PROPERTY MAINTENANCE

- 4.1 No *owner* or *occupier* of a premises shall allow their premises to be in unsightly condition.

- 4.2 No *owner* or *occupier* of a premises shall allow the following on the *premises*:

- a) animal remains, the accumulation of animal feces, or any material likely to attract pests or create unpleasant odors;
- b) the accumulation of yard waste including grass, tree branches, or hedge clippings;
- c) piles of dirt, gravel, or other similar materials, unless the *owner* or *occupier* can establish that a bona fide and permitted construction or renovation project is being carried out on that premises and the materials relate to the project taking place and are screened from view on *highways*, excluding alleyways;
- d) the accumulation of garbage, loose refuse, or litter;
- e) the accumulation of boxes, packaging materials, household goods or furniture, or appliances not commonly kept outdoors;
- f) freezers or refrigerators, unless secured with a padlock or similar device and properly screened from public view;
- g) derelict vehicles, the accumulation of auto parts or tires, or derelict machinery;
- h) the open or exposed storage of any quantities of industrial fluid including engine oils, brake fluid, or antifreeze;
- i) construction materials, whether new or used, unless the *owner* or *occupier* can establish that a bona fide and permitted construction or renovation project is being carried out on that premises and the materials relate to the project taking place and are stacked neatly and screened from view on highways, excluding alleyways; or
- j) an accumulation of any material that, in the opinion of the Fire Chief, may create a fire hazard that constitutes a threat to public safety.

- 4.3 An *owner* or *occupier* must ensure that all grass or grasses on the *premises* are reasonably maintained to ensure they are not in *unsightly condition* or unreasonably long in comparison to the typical height of grass or grasses on adjacent or neighbouring properties. This section does not apply to:

- a) golf courses;
- b) parks or natural area under the direction and control of the *Town*; or
- c) areas under the direction and control of *Town* including boulevards adjacent to major highways.

4.4 No *owner* or *occupier* of *premises* shall allow tree branches, shrubs, or any other type of vegetation to obstruct the paved or improved portion of the *sidewalk*, interfere with any public work or utility, or impair visibility required for safe traffic flow at any intersection adjacent to their *premises*.

4.5 No *owner* or *occupier* of *premises* shall permit any violation of the *Weed Control Act* on the premises.

5.0 SIDEWALK MAINTENANCE AND SNOW CONTROL

5.1 Every *owner* or *occupier* of property in the *Town* shall keep clear every *sidewalk* adjacent to their property and remove all snow, ice, dirt, or other obstructions within 24 hours of the time that such snow, ice, dirt, or other obstruction was deposited thereon. This section does not apply to:

- a) the *sidewalks* of the Alberta Transportation Corridor comprised of Highway 9, Highway 9/56, and 2nd Street West, as these *sidewalks* will be kept clear of snow, ice, dirt, and other debris by the *Town*.

5.2 If an *owner* or *occupier* fails to clear the snow, ice, dirt, or other debris within 24 hours of the time it was deposited on any *sidewalk* adjacent to their property, the *Town* may remove all snow, ice, dirt, and other debris at the expense of the *owner* or *occupier*; in the event of non-payment of said expenses, such expenses shall be added to the tax roll of the adjacent parcel and shall be recovered in the same manner as other taxes, pursuant to the *Municipal Government Act*.

5.3 For the purposes of section 5.1 and 5.2, snow, dirt and other obstructions will be considered reasonably removed and cleared when the *sidewalk* is cleaned for the entire width and length of the *sidewalk* of the paved or improved portion of the *sidewalk* surface as completely and as reasonably possible.

5.4 Any *owner* or *occupier* within three (3) metres of a *roadway* within the *Town* is required to remove or cause to be removed any accumulated snow or ice from the roof, eaves, or downspouts of their buildings if it poses a potential hazard to vehicles or pedestrians. During the removal process, owners or occupiers shall exercise due care and attention to ensure the safety of passing vehicles and pedestrians.

6. FRONT YARD PARKING

6.1 No *owner* or *occupier* of a *premises* shall park or allow to be parked any motor vehicle or *recreational vehicle* in the front yard of the *premises* in any location that is not a driveway or hard-surfaced parking stall.

7. BUILDING, STRUCTURE, AND FENCE MAINTENANCE

- 7.1 No *owner* or *occupier* of *premises* shall allow a building, structure, or fence to become a safety hazard, in the opinion of the *Peace Officer*.
- 7.2 Every *owner* or *occupier* of *premises* shall ensure the following are maintained in *good repair*.
- a) Fences and their structural members;
 - b) Buildings, structures, and their structural members including:
 - i) foundations and foundation walls;
 - ii) exterior walls and their components;
 - iii) roofs;
 - iv) windows and their casings; and
 - v) doors and their frames;
 - c) Protective or decorative finishes of all exterior surfaces of a building or fence;
 - d) Exterior stairs, landings, porches, balconies and decks, and;
 - e) Signs or decorative fixtures.

8. ADDRESSING

- 8.1 The *owner* or *occupier* of a *premises* on which a building has been erected shall display the number, as described in the civic address, assigned to the *premises* at a location plainly visible from the street in front of the *premises*.
- 8.2 The *owner* or *occupier* of a *premises* on which a building has been erected that has access to a lane or back alley shall display the number, as described in the civic address, assigned to the *premises* at a location plainly visible from the lane or back alley.

9. NUISANCES ESCAPING PREMISES

- 9.1 No *owner* or *occupier* of *premises* shall allow an activity to continue on the *premises* if it is likely to annoy and disturb a reasonable person and constitute a *nuisance* in the opinion of a *Peace Officer*.
- 9.2 No *owner* or *occupier* of *premises* shall allow water from a hose, eavestrough, downspout, or similar device on the *premises* to be directed towards an adjacent *premises* if it is likely the water from the device will enter the adjacent *premises*.
- 9.3 No *owner* or *occupier* of *premises* shall allow water from a hose, eavestrough, downspout, or similar device on the *premises* to be directed over a public *sidewalk*.

- 9.4 All rainwater or runoff collected in eavestroughs or other similar device on a *premises* shall be directed onto that *premises*.
- 9.5 No *owner* or *occupier* of *premises* shall allow an outdoor light to shine directly into an adjacent *premises*.
- 9.6 No *owner* or *occupier* of *premises* shall engage in any activity that allows smoke, dust, or other airborne matter that may disturb a reasonable person without taking reasonable precautions to minimize its impact on the surrounding area.
- 9.7 No *owner* or *occupier* of *premises* shall allow items such as flyers, papers, or other loose debris to escape the *premises* onto an adjacent *premises* or *highway*.

10. LITTERING

- 10.1 No person shall place, deposit, or throw, or cause to be placed, deposited, or thrown on any *public place*, *highway*, or private *premises* any of the following:
- a) Snow, ice, dirt, sand, gravel, leaves or any similar items;
 - b) Any human, animal, or vegetable matter or waste;
 - c) Any wrappers, papers, garbage, or any similar items;
 - d) Any glass, nails, tacks, or other similar sharp objects;
 - e) Any vehicle parts, scrap wood or metal, household items or furniture, boxes or packaging, or any other similar items; or
 - f) Any oils or industrial fluids.
- 10.2 A person who a *Peace Officer* believes, on reasonable grounds, has contravened section 10.1 shall, upon receiving instruction from the *Peace Officer*, remove the item immediately without delay.
- 10.3 The *Chief Administrative Officer*, or designate, may authorize any *Town* employee to remove and put in storage, or destroy, any item placed on *Town* property in contravention of this Bylaw.

11. WASTE COLLECTION

- 11.1 No *owner* or *occupier* of a *premises* shall permit commercial or residential waste to be stored in such a manner that allows any material to be blown, spilled or otherwise dispersed from waste collection receptacles.
- 11.2 No *owner* or *occupier* shall fill a waste collection receptacle beyond the point at which the lid can be fully closed.

11.3 All cart-style waste collection receptacles provided by the *Town* shall be returned to their assigned *premises* from the waste collection point by the end of the scheduled collection day and screened from public view.

11.4 All dumpsters on *premises* shall be screened from view from all *highways*, excluding alleyways.

12. GRAFFITI

12.1 No *person* or *owner* shall place *graffiti* or cause it to be placed on any *premises* within the *Town*.

12.2 An *owner* or *occupier* shall ensure that *graffiti* placed on their premises is removed, painted over, or otherwise blocked from the public view.

13. PROHIBITED NOISE

13.1 A *person* shall not cause or permit any noise that is likely to disturb the peace of a reasonable *person*.

13.2 No *owner* or *occupier* shall permit their *premises* to be used so that noise from the *premises* is likely to annoy or disturb a reasonable *person*.

13.3 Factors considered when determining when noise is likely to disturb the peace of or annoy a reasonable *person* are:

- a) the type, volume, and duration of sound;
- b) the time of day and day of the week;
- c) the use of surrounding area;
- d) any past history between the involved parties; and
- e) any other factor deemed reasonable in the sole opinion of a *Peace Officer*.

13.4 No *person* shall operate a power lawn mower, a motorized garden tool, a power tool outside of an enclosed building, a snow or leaf blowing device, or any other similar equipment creating a noise or disturbance which may be heard in an adjacent building during the *night-time*.

13.5 No *person* shall operate a noise amplifying device from any *premises*, park, or other *public place* which may be heard in an adjacent building during the *night-time*.

13.6 No drinking establishment or other commercial entity shall permit any noise to emanate from their *premises* that disturbs the peace of or annoys a reasonable *person* in an adjacent building.

13.7 No *person* operating or carrying on an industrial activity shall make more noise than is necessary in the normal method of performing or carrying on that activity.

14. AUTHORIZED PROHIBITED NOISE EXEMPTIONS

- 14.1 A person may make a written application to the *Chief Administrative Officer*, or designate, for a temporary permit allowing noise or sound levels that would otherwise violate this Bylaw.
- a) Any application made under this Section must be made at least five (5) business days prior to the proposed activity and must contain sufficient information pertaining to the activity for which the exemption is being sought;
 - b) Upon receiving an application under this Section, the Chief Administrative Officer, or designate, may, in their sole discretion:
 - i) issue a temporary permit granting an exemption;
 - ii) issue a temporary permit granting an exemption, with certain conditions; or
 - iii) refuse to issue a temporary permit.
 - c) Where the Chief Administrative Officer considers it appropriate, a temporary permit under this section may be revoked at any time.
- 14.2 The following activities are exempt from the provisions of section 14:
- a) emergency construction work carried out by the *Town* or contractors authorized by the *Town*;
 - b) snow removal activities carried out in areas not adjacent to residential districts; and
 - c) snow removal activities conducted by the *Town* or contractors authorized by the *Town* if it is in the best interest of the public and their safety and it will be at a time where there will be minimal vehicular or pedestrian traffic that may obstruct operations.

15. INSPECTIONS

- 15.1 A *Peace Officer*, may upon giving reasonable notice to the *owner* or *occupier*, enter onto a *premises* if they have reasonable grounds to believe that there may be a contravention of this Bylaw that requires inspection, remedy, enforcement or action, in accordance with section 542 of the *Municipal Government Act*.
- 15.2 During the course of an inspection under section 15.1, a *Peace Officer* may request anything to be produced to assist in the inspection, remedy, enforcement or action, and may make copies of anything related to the inspection, remedy, enforcement or action.
- 15.3 If a *person* refuses to allow or interferes with the entry, inspection, enforcement or action or refuses to produce anything to assist in the inspection, remedy, enforcement or action, the *Town* may apply to the Court of Kings Bench for an order under section 543 of the *Municipal Government Act*.

16. NOTICE TO REMEDY

- 16.1 If a *Peace Officer* considers any *premises* to be in contravention of any section of this Bylaw, the *Peace Officer* may provide instruction to the *owner* or *occupier* of *premises* to remedy the conditions in a written *Notice to Remedy*.
- 16.2 The *Notice to Remedy* shall include:
- a) the address and/or physical location where the remedial action is required;
 - b) the condition or conditions that are in violation of this Bylaw;
 - c) the remedial action that is required
 - d) the deadline for the completion of the remedial action, which shall be no less than seven (7) days and no more than one (1) year from the date of service.
- 16.3 Any *owner* or *occupier* who receives a *Notice to Remedy* and fails to fully comply with the requirements of the *Notice to Remedy* in the timeframe allotted commits an offence under this Bylaw.

17. ENFORCEMENT ORDERS

- 17.1 If the *Chief Administrative Officer*, or designate, finds a *premises* to be in violation of this Bylaw they may issue an *Enforcement Order* in accordance with section 545 or 546 of the *Municipal Government Act* that provides instruction to remedy the conditions found to be in violation of this Bylaw.
- 17.2 Any *owner* or *occupier* who receives an *Enforcement Order* and fails to fully comply with the requirements of the *Enforcement Order* commits an offence under this Bylaw.
- 17.3 If an *owner* or *occupier* receives an *Enforcement Order* and fails to fully comply with its requirements, the *Town* may take action to remedy the contraventions on the *Enforcement Order* at the *owner* or *occupier's* expense; this expense shall be added to the tax roll of the *owner* and the *Town* shall recover the expense in the same manner as other taxes, pursuant to the *Municipal Government Act*.
- 17.4 Any person who receives an *Enforcement Order* may, by written notice within fifteen (15) calendar days after the date the order is received, request that the *Enforcement Order* be reviewed by the *Community Standards Appeal Board*.
- 17.5 The application for appeal, and the review of the *Enforcement Order* shall be done in accordance with the *Community Standards Appeal Board Bylaw*.
- 17.6 When an *Enforcement Order* has been issued to an *owner* or *occupier* and similar non-compliant conditions are of a reoccurring nature, the *Town* may apply to the Court of Kings Bench for an injunction, in accordance with section 554 of the *Municipal Government Act*, that may allow the *Town* to remedy future contraventions without providing notice to the *owner* or *occupier*.

18. SERVICE OF NOTICES AND ORDERS

18.1 A *Notice to Remedy* or an *Enforcement Order* pursuant to this Bylaw may be served:

- a) personally, upon the *owner* or *occupier*;
- b) to a competent *person*, who appears to be over the age of 18, residing with the *owner* or *occupier*;
- c) by mailing a copy, via registered mail, to the *owner* or *occupier* at their last known postal address; or
- d) by positing it in a conspicuous place on the *premises* it has been issued to.

19. FINES AND PENALTIES

19.1 A *person* who contravenes or fails to comply with a provision of any section of this Bylaw is guilty of an offence and shall be liable, upon summary conviction to a penalty not less than \$100.00 and not exceeding \$5000.00, or to imprisonment for not more than six months for non-payment of a fine. Specified penalties to be issued by *Peace Officers* are found in Schedule A.

19.2 Offences of a continuing nature shall be deemed to constitute a separate offence for each day or part of a day that the offence continues.

19.3 Any *person* who is found in contravention of the same section of this Bylaw on more than one occasion shall be liable to an increased penalty for the contravention if the section violated is in Schedule A.

19.3 A *Peace Officer* that has reasonable and probable grounds to believe that any *person* has contravened any provision of this Bylaw, may issue and serve:

- a) a violation tag allowing voluntary payment of the specified penalty to the *Town*, for which payment will be accepted by the *Town* in lieu of prosecution for the offence; or
- b) a violation ticket, allowing voluntary payment of the specified penalty to the court, or requiring a person to appear in court without the alternative of making a voluntary payment.

19.4 The recording of the payment of the specified penalty made to the *Town* pursuant to a *municipal tag* or the court pursuant to a *violation ticket* shall constitute acceptance of a guilty plea and conviction for the offence.

19.5 A *violation tag* pursuant to this Bylaw may be served:

- a) personally, upon the *person* to whom it is addressed;
- b) to a competent *person*, who appears to be over the age of 18, residing with the *person* to whom it is addressed; or

- c) by mailing a copy, via registered mail, to the *person* to whom it is addressed at their last known postal address.

19.6 Where a *violation tag* has been issued and the specified penalty has not been paid within the prescribed time, a *Peace Officer* is authorized to issue a *violation ticket* pursuant to the *Provincial Offences Procedure Act*.

19.7 Nothing in this Bylaw shall prevent a *Peace Officer* from immediately issuing and serving a *violation ticket* to a *person* for a contravention of this Bylaw, even if a *violation tag* has not been issued.

20. SCHEDULES

20.1 Schedule A forms part of this Bylaw.

21. SEVERABILITY

21.1 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.

22. TRANSITIONAL

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

22.2 Upon third reading of Bylaw #19.25, Bylaw #04.19 – Tourism Corridor Property Standards and Bylaw #06.19 – Community Standards Bylaw and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS 5th DAY OF may, 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' – SPECIFIED PENALTIES FOR *PEACE OFFICERS*

Bylaw Section Number	Description of Offence	First Offence	Second and Subsequent Offence(s)
General Penalties	All violations of this Bylaw not specified within this schedule	\$150.00	\$250.00
4.1	<i>Premises in unsightly condition</i>	\$250.00	\$250.00
4.2	Prohibited accumulation on <i>premises</i>	\$250.00	\$250.00
4.3	Fail to maintain grass or grasses	\$250.00	\$250.00
5.1 - 5.4	Fail to maintain sidewalk adjacent to property	\$300.00	\$500.00
6.1	Parking vehicle in <i>front yard</i>	\$100.00	\$150.00
7.1	Building or fence constitute a safety hazard	\$300.00	\$500.00
7.2	Failure to maintain building or fence	\$250.00	\$250.00
9.2 – 9.4	Failure to properly control water runoff	\$250.00	\$500.00
10.1	Littering	\$300.00	\$500.00
10.2	Fail to remove litter when directed	\$250.00	\$500.00

Bylaw Section Number	Description of Offence	First Offence	Second and Subsequent Offence(s)
11.1	Permit waste to escape receptacle	\$250.00	\$500.00
12.1	Place graffiti	\$500.00	\$1000.00
13.1 – 13.7	Allow Prohibited Noise	\$250.00	\$500.00
16.2	Fail to comply with <i>Notice to Remedy</i>	\$100.00	\$250.00
17.3	Fail to comply with <i>Enforcement Order</i>	\$500.00	\$1000.00

REQUEST FOR DECISION

TITLE:	Bylaw #03.25 – 9 th Street E East Coulee Road Closure (2 nd Reading)
DATE:	June 02, 2025
PRESENTED BY:	Esther Quiambao, Assistant Chief Administrative Officer
ATTACHMENT:	Bylaw #03.25 – 9 th Street E East Coulee Road Closure (2 nd reading)

SUMMARY:

An application has been made by an adjacent owner to have a portion of 9th Street E closed to the public. The proposed road closure area is currently undeveloped and has significant encroachments from the applicant (e.g. an 8.33 metre fence encroachment). After discussions with the Town's Development department, it was determined that the best way to resolve the significant encroachments on the land is to close the right-of-way and sell the land to the applicant.

The *9th Street E East Coulee Road Closure Bylaw #03.25* underwent first reading on January 20, 2025. A Public Hearing for the Road Closure Bylaw was held on February 18, 2025. No written submissions were received and no individuals registered to speak at the Public Hearing. The Bylaw and all supporting documents were sent to Alberta Transportation for approval on March 13, 2025. Alberta Transportation returned the approved Bylaw on May 8, 2025 with no concerns. Now that the Bylaw has been signed and approved by the Minister of Alberta Transportation and Economic Corridors, the Bylaw can now undergo second and third reading.

Administration has already entered into a preliminary agreement with the applicant for the sale of the lot and collected fees to cover the administrative costs of the Road Closure Bylaw. Therefore, the entire road closure process and the associated fees will be covered by the applicant. As no concerns have been raised following the review process and the Public Hearing, Administration recommends that Council proceed with second and third reading.

RECOMMENDATION:

That Council gives second and third reading to *9th Street E East Coulee Road Closure Bylaw #03.25*, as presented

DISCUSSION:

Similar to other municipalities, the administrative costs associated with closure of the road allowance are the responsibility of the applicant. The administrative fees have already been collected from the applicant, and the applicant has agreed to pay for the lot at the price proposed by Administration.

In accordance with Section 22 of the *Municipal Government Act c.m-26, R.S.A, 2000*:

- a) all roads in a municipality that are subject to the direction, control and management of a municipality must be closed by bylaw;
- b) the municipality must hold a Public Hearing in respect to the proposed bylaw; and
- c) All road closure bylaws must be approved by the Minister of Transportation and Economic Corridors before it receives second reading.

Although often used interchangeably, there is a difference between a right-of-way and a road. A road is the compacted surface that is contained within the right-of-way and is generally between 7-9 metres wide. The right-of-way is the legal entity under the ownership of the province, intended for the use of a road or utility, and varies between 6 metres (for an alley) to between 20-40 metres for a street or avenue. In this instance, there is no developed road within the right-of-way that is proposed to be closed.

As the Town of Drumheller does have sanitary sewer infrastructure within the section of the 9 Street E right-of-way, the Town will be registering a six (6) metre utility right-of-way easement on the property.

FINANCIAL IMPACT:

The administrative costs associated with the road closure are estimated to be about \$1,200, with most of the cost attributed to staff time and the requirement to advertise in the local newspaper. The applicant has already covered the costs associated with the road closure and is willing to purchase the land at fair market value.

STRATEGIC POLICY ALIGNMENT:

Council and Administration would like to close road allowances that are unused and unnecessary for public travel in order to reduce the associated costs of road maintenance.

COMMUNICATION STRATEGY:

No further communication will be necessary following third and final reading. The Public Hearing was advertised in the Drumheller Mail on January 29 and February 5, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. Written notice to the adjacent proprietors within 200m of the proposed road closure was also provided.

MOTION:

That Council gives second reading to *9th Street E East Coulee Road Closure Bylaw #03.25*, as presented.

MOTION:

That Council gives third and final reading to *9th Street E East Coulee Road Closure Bylaw #03.25*, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Reg Johnston
Manager of Economic
Development



Approved by:
Esther Quiambao, CLGM
Assistant Chief
Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 03.25
DEPARTMENT: DEVELOPMENT AND PLANNING

9th Street E East Coulee Road Closure

THIS IS A BYLAW of the TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing part of an underdeveloped public lane as depicted on the attached "Schedule – 'A'" and acquiring title to these lands in the name of the TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; an application has been made by an adjacent landowner to have a portion of the public 9th Street East that is not developed closed to public use and to consolidate this land with the adjacent lands; and

WHEREAS; this undeveloped portion of 9th Street East created by subdivision plan number 4128 E.Q. within the N.W. 1/4 Section 29, in Township 27, Range 18, W. of the 4th. Meridian has never been developed, has never been used for public travel, and will not be required for a public road or other public purposes in the foreseeable future; and

WHEREAS; the Council of the Town of Drumheller is satisfied that this activity is in the best public interest, and no one will be adversely affected by this Street closure; and

WHEREAS; a notice of this street closure was published in the Drumheller Mail once a week for two consecutive weeks; on January 29, 2025 and again on February 5, 2025 the last of such publications being at least five days before the day fixed for the passing of this Bylaw; and

WHEREAS; the Council of the Town of Drumheller held a public hearing on the day of February 18 ²⁰²⁵ A.D., 2024 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

NOW THEREFORE; be it resolved that the COUNCIL of the TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close that portion of said undeveloped 9th Street East, as depicted on the attached Schedule – 'A,' which is more particularly described as:

THAT PORTION OF NINTH STREET EAST CREATED BY
SUBDIVISION PLAN 4128 E.Q. THAT LIES WITHIN:

PLAN
BLOCK 6
LOT 8

EXCEPTING THEREOUT ALL MINES AN MINERALS

to public travel and acquiring titles to these lands in the name of the TOWN OF DRUMHELLER with a mailing address of; 224 Centre Street, DRUMHELLER, Alberta

T0J 0Y4 pursuant to Sections 22 of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, as amended.

1. SHORT NAME

1.1. This Bylaw shall be cited as the "9th Street East Coulee Road Closure".

2. TRANSITIONAL

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

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this 20th day of January 2024.


MAYOR: HER WORSHIP; HEATHER COLBERG

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

APPROVED BY: ALBERTA TRANSPORTATION and ECONOMIC CORRIDORS

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

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 2024.

MAYOR: HER WORSHIP; HEATHER COLBERG

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

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN
DRUMHELLER this day of 2024.

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

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

EAST COULEE
— DRUMHELLER, ALBERTA —

PLAN SHOWING PROPOSED
ROAD CLOSURE PART OF
9th STREET E. ON PLAN 4128 E.Q.

SCALE= 1:400 — G.W.WALLACE, A.L.S.

N.W.1/4 SEC.29, TWP.27, RGE.18, W.4M.

SCALE= 1:400 — 2024 — G.W. WALLACE A.L.S.

LEGEND:

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



N

LANE

C. OF T.
181 188 904 +1
LOT 2

LOT 3

LOT 1
C. OF T.
181 188 904

9th STREET E.

RIVER DRIVE

REV.	DATE	DESCRIPTION
1	July 18, 2024	CHANGE SCHEDULE A BOUNDARY
0	July 18, 2024	ISSUED

HUNTER WALLACE SURVEYS LTD.
DRUMHELLER, ALBERTA
FILE: 24-123-ROAD CLOSURE-R1

REQUEST FOR DECISION

TITLE:	Downtown Berm East Land Designation
DATE:	June 2, 2025
PRESENTED BY:	Esther Quiambao, Assistant Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #09.25 – Downtown Berm Riverside East Removal of Land Designation (2 nd Reading)

SUMMARY:

Proposed Bylaw #09.25 intends to remove the status of Municipal Reserve (MR) on the east end of the Downtown Berm on the lot described as Plan 3147 H.R., Block 34, Lot 5 (Community Reserve). Bylaw #09.25 went to Council for first reading on April 7, 2025, and a Public Hearing for the Bylaw was held on May 5, 2025, in accordance with section 674 of the *Municipal Government Act*. No written submissions were received and no individuals registered to speak at the Public Hearing. There have been no changes to the Bylaw since first reading. As no concerns have been presented and no changes to the Bylaw have been made, Administration recommends that Proposed Bylaw #09.25 undergo second and third reading.

RECOMMENDATION:

That Council gives second and third reading to *Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25*, as presented.

DISCUSSION:

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

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

Bylaw #09.25 intends to remove the status of MR, while proposed Bylaw #24.25 will be brought before Council to designate the lot as a PUL.

FINANCIAL IMPACT:

Costs associated with holding a Public Hearing, which include advertising in the paper. Additionally, all costs associated with redesignating the parcel with the Alberta Land Titles Office. These costs are accounted for as part of the Flood Mitigation Program.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

The Public Hearing was advertised in the Drumheller Mail on April 16 and April 23, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. Once passed, the Town will register the designated parcels with Land Titles. As this Bylaw concerns the administration of municipal lands, notice will not be provided to the general public.

MOTION:

That Council gives second reading to Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25, as presented.

MOTION:

That Council gives third and final reading to Downtown Berm Riverside East Removal of Land Designation Bylaw #09.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 09.25
DEPARTMENT: DEVELOPMENT AND PLANNING

Downtown Berm Riverside East Removal of Land Designation

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

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

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

AND WHEREAS a notice to remove the Municipal Reserve designation from these lands was published in the Drumheller Mail once per week for two consecutive weeks; on April 16, 2025 and again on April 23, 2025, the last of such publications being at least five (5) days before the day fixed for the passing of this Bylaw;

AND WHEREAS the Council of the Town of Drumheller held a Public Hearing on the 5th day of May A.D., 2025, at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

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

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

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

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

SHORT TITLE

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

TRANSITIONAL

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

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 7th DAY OF April, 2025.

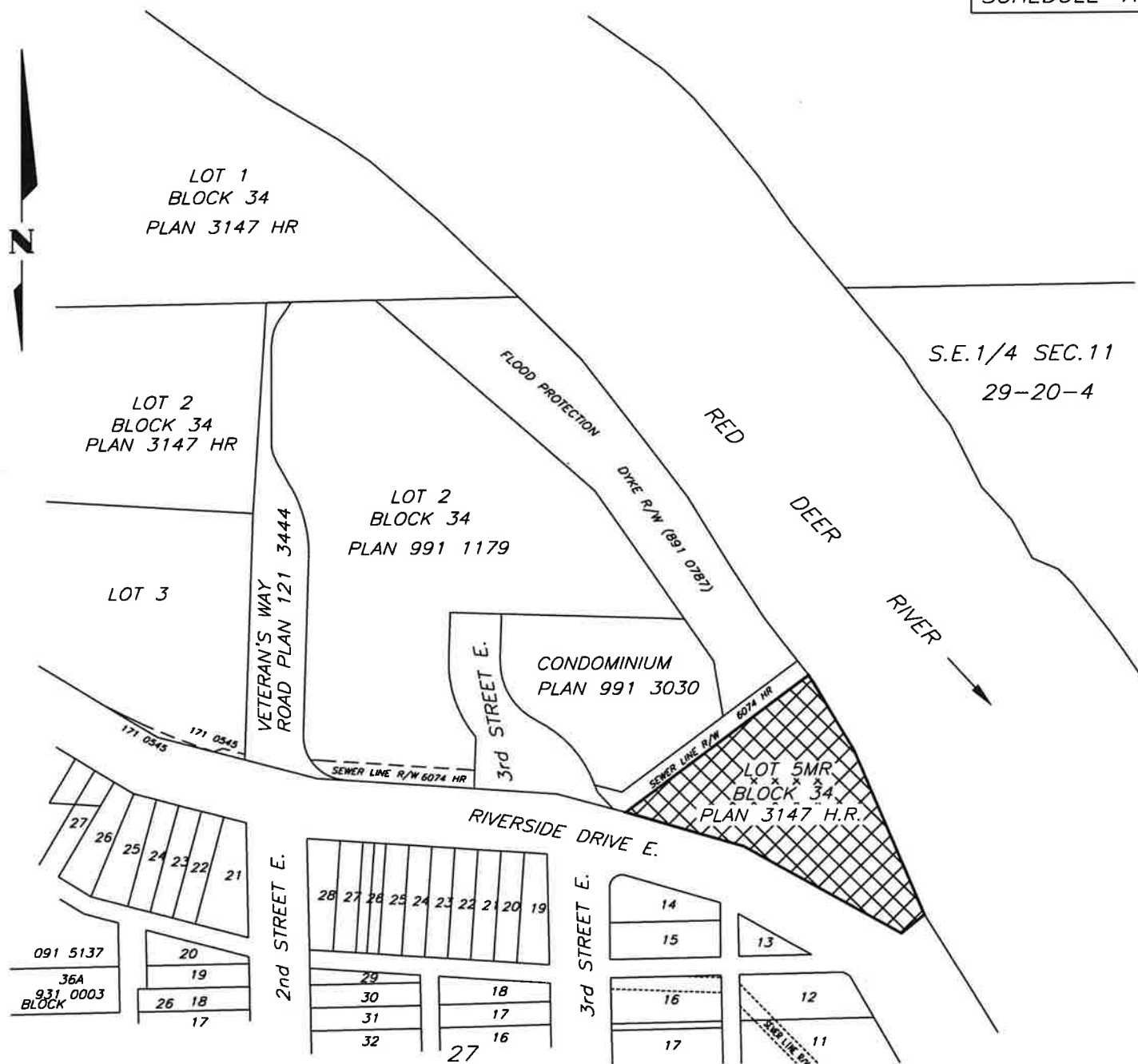
READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____ DAY OF _____, 2025.

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

MAYOR: HEATHER COLBERG

Seal

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



DRUMHELLER, ALBERTA

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

ALL WITHIN THE
S.E.1/4 SEC.11, TWP.29, RGE.20, W.4M.
SCALE= 1:2000 — 2025 — GRANT W. WALLACE, A.L.S.

LEGEND:

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



0	FEB. 25, 2025	ISSUED
REV.	DATE	DESCRIPTION
	June 2, 2025	Agenda

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

REQUEST FOR DECISION

TITLE:	Downtown Berm East PUL Land Designation
DATE:	June 2, 2025
PRESENTED BY:	Esther Quiambao, Assistant Chief Administrative Officer
ATTACHMENTS:	(Draft) Bylaw #24.25 – Downtown Berm Riverside East PUL Land Designation (1 st Reading)

SUMMARY:

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

Currently, part of the east end of the Downtown Berm is located on a Municipal Reserve (MR) lot, described as Plan 3147 H.R., Block 34, Lot 5 (Community Reserve). This MR is intended to be removed by Proposed Bylaw #09.25, which underwent first reading on April 7, 2025. Once this MR is removed, this section of land and the remainder of the land occupied by the Downtown Berm, east of the riverside condos and parallel to Riverside Drive E, will be converted into a PUL by proposed Bylaw #24.25. Additionally, this proposed Bylaw will create a PUL on the land occupied by the lift station adjacent to 398 5th Street E. This can be seen in Schedule 'A' of the proposed Bylaw.

RECOMMENDATION:

That Council gives all three readings to *Downtown Berm Riverside East PUL Land Designation Bylaw #24.25*, as presented.

DISCUSSION:

N/A

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

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

MOTION:

That Council gives first reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.

MOTION:

That Council gives second reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.

MOTION:

That Council gives unanimous consent for third and final reading of Downtown Berm Riverside East PUL Land Designation Bylaw #24.25.

MOTION:

That Council gives third and final reading to Downtown Berm Riverside East PUL Land Designation Bylaw #24.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 24.25
DEPARTMENT: DEVELOPMENT AND PLANNING

DOWNTOWN BERM RIVERSIDE EAST PUL LAND DESIGNATION

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

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

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

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

PLAN	251
BLOCK	34
LOTS	LOT 1PUL and LOT 2PUL (Public Utility Lots)

EXCEPTING THEREOUT ALL MINES AND MINERALS.

and obtain and hold title to same in the name of the Town of Drumheller, a Municipal Body Corporate with a mailing address of 224 Centre Street, Drumheller, Alberta. TOJ OY4.

SHORT TITLE

This Bylaw may be cited as “Downtown Berm Riverside East PUL Land Designation Bylaw.”

TRANSITIONAL

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

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

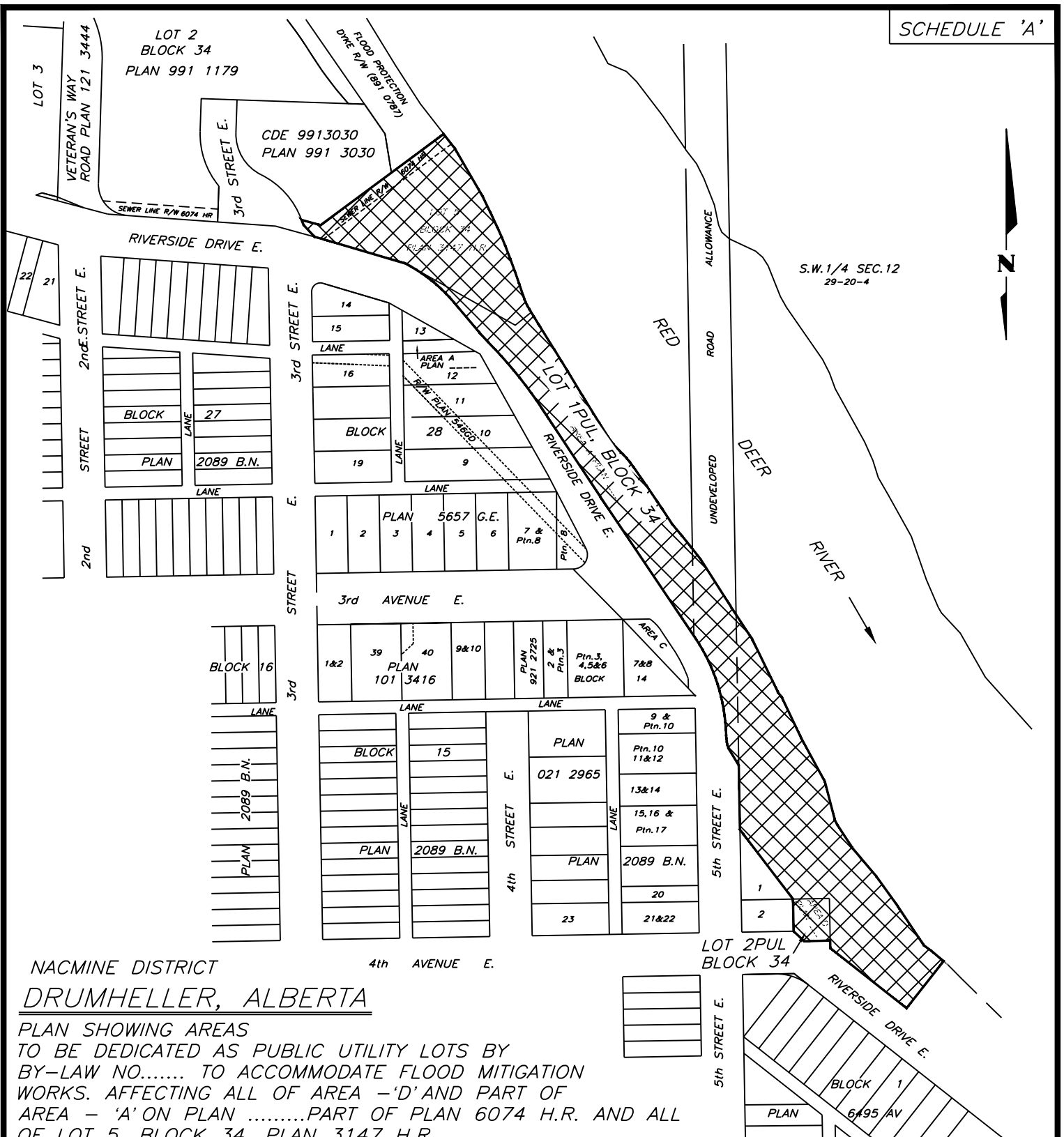
READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS ____DAY OF _____, 2025.

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

MAYOR: HEATHER COLBERG

Seal

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



NACMINE DISTRICT

DRUMHELLER, ALBERTA

PLAN SHOWING AREAS

TO BE DEDICATED AS PUBLIC UTILITY LOTS BY
BY-LAW NO..... TO ACCOMMODATE FLOOD MITIGATION
WORKS. AFFECTING ALL OF AREA -'D' AND PART OF
AREA - 'A' ON PLANPART OF PLAN 6074 H.R. AND ALL
OF LOT 5, BLOCK 34, PLAN 3147 H.R.

ALL WITHIN THE

S.E.1/4 SEC. 11, THE S.W.1/4 SEC. 12 AND THE INTERVENING
CLOSED ROAD

ALLOWANCE IN TOWNSHIP .29, RANGE. 20, W. 4TH. MERIDIAN.

SCALE= 1:2500 2025 GRANT W. WALLACE, A.L.S.

LEGEND:

Area to be designated Pubic Utility Lots shown thus....



0	April 07, 2025	ISSUED
REV.	DATE	DESCRIPTION
	June 2, 2025	Aerda

HUNTER WALLACE SURVEYS LTD.
DRUMHELLER, ALBERTA
FILE: 24-072-PUL-2-SCH-A
Page 41 of 82

REQUEST FOR DECISION

TITLE:	2025 Residential Development Incentive Programs
DATE:	June 2, 2025
PRESENTED BY:	Reg Johnston, Manager of Economic Development
ATTACHMENTS:	Consolidated Bylaw #13.20 – Residential Development Incentive Program

SUMMARY:

On October 3, 2023, Council approved seven (7) applications for the Residential Development Incentive Program. Currently, five (5) applicants have taken advantage of this program. A summary of the applications and the municipal tax abatements are below:

Roll #	Assessment	2023 (Applied)	2024 (Applied)	2025
20021388	\$67,000.00	\$584.56	\$455.96	\$282.58
20021246	\$67,000.00	\$584.56	\$455.96	\$282.58
20020204	\$77,000.00	\$671.81	\$524.01	\$324.76
20021238	\$77,000.00	\$671.81	\$524.01	\$324.76
20020370	\$67,000.00	\$584.56	\$455.96	\$282.58
Total		\$3,907.30	\$2,415.90	\$1,497.26

On March 18, 2024, Council approved one (1) application for the Residential Development Incentive Program. They took advantage of the program.

Roll #	Assessment	2024 (Applied)	2025
20020854	\$77,000.00	\$698.68	\$487.14

Currently, we have applied a total of \$6,211.88 in tax credits (2024) through the Tax Incentive Program.

For the 2025 tax season, Economic Development has received two (2) applications. The application information is as follows:

Roll #	Assessment	2025
20020988	\$89,000.00	\$750.74
03063809	\$451,000.00	\$3,804.30
Total		\$4,555.04

If the new applicants are approved, there will be an additional abatement of tax revenue of \$4,555.04 for this tax year for these new applicants.

Although Bylaw #13.20 states that “Developers must submit a development proposal request and incentive request to the Town of Drumheller prior to the start of construction,” it also states that “if a unique incentive request is submitted to the Town of Drumheller, upon approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request.” Therefore, although the lots at Raptor Ridge were developed prior to the implementation of Residential Development Incentive Amending Bylaw #04.23, Council still has the authority to approve the applications.

Tax abatements from 2025 – 2028 will be applied as a credit on the resident’s tax bill around June of each year.

RECOMMENDATION:

That Council approves the 2025 applications for the Residential Development Incentive Program

FINANCIAL IMPACT:

Total loss of tax revenue for this year of \$6,539.44 including the addition of \$4,555.04 for the new applicants. Future credits are subject to changes in assessment and mill rate for the years 2026 – 2028. Total credits applied for all years of the program, including 2025, are \$12,751.32 if approved.

STRATEGIC POLICY ALIGNMENT:

The incentive aligns with the Drumheller Valley Housing Strategy and the Municipal Development Plan to increase the number of residential units in the Valley through tax incentives.

COMMUNICATION STRATEGY:

Applicants will be notified upon approval by Council.

MOTION:

That Council approves the abatement of the municipal portion of taxes for roll number 20020988 and roll number 03063809, pursuant to Bylaw #13.20, with a tax abatement of 100% in 2025, 75% in 2026, 50% in 2027 and 25% in 2028.



Prepared by:
Reg Johnston
Manager of Economic
Development



Reviewed by:
Victoria Chan
Chief Financial Officer
Director of Corporate
and Community
Services



Approved by:
Esther Quiambao
Assistant Chief
Administrative Officer

OFFICE CONSOLIDATION

of

BYLAW #13.20

RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM 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.

This page intentionally left blank

AMENDMENTS TO BYLAW #13.20

Bylaw	Date	Description
Bylaw #01.22	March 9, 2022	Increase of price caps from \$250,000 to \$350,000 for residential listings, formatting changes and clerical changes.
Bylaw #04.23	July 10, 2023	Removal of price caps on residential listings, removal of price caps and size caps on rentals and the addition of titled RV lot incentives

**TOWN OF DRUMHELLER
BYLAW NUMBER 13.20**

Residential Development Incentive Programs Bylaw

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING RESIDENTIAL
DEVELOPMENT INCENTIVE PROGRAMS FOR THE TOWN OF DRUMHELLER IN THE
PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, Council may, by bylaw, cancel, reduce, refund or defer taxes, if it considers it equitable to do so, or phase-in increases or decreases from the preparation of a new assessment; (BL01.22)

WHEREAS pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26* and amendments thereto, the Council of the Town of Drumheller deems it equitable to provide for a Bylaw for the purposes of implementing "Residential Development Incentive Programs."

NOW THEREFORE, be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, duly enacts as follows:

1. This Bylaw may be referred to as the "Residential Development Incentive Programs" Bylaw;
2. Minimum qualifying criteria and property tax abatements are outlined per programs attached hereto and outlined in Schedules A: Residential Developers Housing Incentive Program, Schedule B: Multi-Unit Residential Rental Incentive Program, and Schedule C: Titled Recreational Vehicle Lots.
3. The tax abatements apply to the municipal portion of property taxes only. Special levies, improvement levies, Drumheller and District Senior Foundation Requisition and school taxes are not exempt for the purposes of this incentive; and (BL04.23)
4. This Bylaw applies to new developments only, expansions or renovations to existing buildings or structures do not qualify for this incentive. (BL04.23)

PROCESS

1. Developers must submit a development proposal and incentive request to the Town of Drumheller prior to the start of construction;
2. The development proposal shall include details on the type of development(s) being built, the estimated time of construction, and an approximate time that the new development(s) will be available on the market;

3. Developments must comply with the Land Use Bylaw, imposed design guidelines, and the laws of the Province of Alberta and Canada;
4. The developer must have a Town of Drumheller Business License;
5. All servicing costs will be the responsibility of the developer; and
6. If a developer sells the development(s) during the incentive period, the balance of the incentive is automatically transferred to the new owner, if the conditions of this program are maintained and subject to the conditions listed in the corresponding schedules.

RESPONSIBILITIES

(BL04.23)

1. If a unique incentive request is submitted to the Town of Drumheller, upon approval of Town Council, the above criteria may be waived or modified to recognize the uniqueness of a request;
2. Review and recommendations of changes to this program shall be the sole responsibility of Town Council, upon recommendation of the Town's Chief Administrative Officer;
3. The Town of Drumheller, through Town Council, may, at their sole discretion, refuse, limit, or cancel, any property tax abatement granted under this incentive program; and
4. This Bylaw and corresponding schedules will be reviewed by Town Council at the beginning of each Council term.

(BL04.23)

TRANSITIONAL

1. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS 6TH DAY OF JULY 2020

READ A SECOND TIME THIS 6TH DAY OF JULY 2020

READ A THIRD TIME AND PASSED THIS 20TH DAY OF JULY 2020

SCHEDULE “A”
RESIDENTIAL DEVELOPER HOUSING INCENTIVE PROGRAM

1.0 PURPOSE:

- 1.1 To establish an incentive program for the development of residential lots and create a positive environment for residential construction.

2.0 GENERAL PROGRAM:

- 2.1 For the purposes of this Schedule, the term “eligible dwelling” is defined as any new development of single family detached residences, attached or unattached townhouses, row houses or condominiums built to be sold as individual units with a listing sale price greater than \$180,000; (BL04.23)
- 2.2 The developer must sign an Incentive Agreement with the Town prior to development starting;
- 2.3 Developers building eligible dwelling(s) on Town property will be required to place a 20% deposit in accordance with the Land Purchase Agreement. The developer will not be required to pay the balance until the property has been sold or when the incentive period ends, which ever occurs first;
- 2.4 For single family detached homes, the incentive shall be granted at the beginning of the tax year following the transfer of title. For attached or unattached townhouses, row houses or condominiums built to be sold as individual units, the incentive shall be granted at the beginning of the tax year following the transfer of title **or** the issuance of the building permit, depending on the preference of the developer. The tax abatement schedule will be as follows:
- i. First Year – 100% Property Tax Abatement;
 - ii. Second Year – 75% Property Tax Abatement;
 - iii. Third Year – 50% Property Tax Abatement;
 - iv. Fourth Year – 25% Property Tax Abatement;
 - v. Fifth Year – 0% Property Tax Abatement;
- (BL04.23)
- 2.5 If a developer sells a dwelling approved under this program, the balance of the incentive is automatically transferred to the new registered owner provided that:
- 2.5.1 The new registered owner is not a business;
- 2.5.2 The dwelling is not used as an income property.

SCHEDULE “B”
MULTI-UNIT RESIDENTIAL RENTAL INCENTIVE PROGRAM

1.0 PURPOSE:

- 1.1 To establish an incentive program for the development of affordable multi-unit residential rental dwellings and create a positive environment for residential construction.

2.0 GENERAL PROGRAM:

- 2.1 For the purposes of this schedule, the term, “eligible building” is defined as any multi-unit residential building that meets the following requirements: (BL04.23)
- 2.1.2 Minimum of two (2) units; (BL04.23)
- 2.1.2 Minimum of \$400,000 construction value;
- 2.1.3 All individual units in the building must contain a balcony or access to a shared green space; and
- 2.1.4 Located within the Downtown District (DTD), Neighbourhood District (ND) and Neighbourhood Centre District (NCD).(BL01.22)
- 2.2 Developers applying for the Multi-Unit Residential Rental Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:
- 2.2.1 The units within the eligible building shall remain solely as rentable dwelling units for a period of no less than ten (10) years and the developer shall not convert the units to condominiums or otherwise sell the units during this time;
- 2.2.2 The Incentive Agreement shall be registered as a “miscellaneous interest” on title of the property to prevent the conversion to condominiums or sale of units; and
- 2.2.3 The “miscellaneous interest” will be removed upon request of the registered owner after the ten (10) year Incentive Agreement has expired.
- 2.3 The Incentive shall be granted at the beginning of the tax year following the issuance of a building permit. The tax abatement schedule will be as follows:
- i. First Year – 100% Property Tax Abatement;
- ii. Second Year – 75% Property Tax Abatement;
- iii. Third Year – 50% Property Tax Abatement;
- iv. Fourth Year – 25% Property Tax Abatement;
- v. Fifth Year – 0% Property Tax Abatement.

(BL04.23)

SCHEDULE 'C'

TITLED RECREATIONAL VEHICLE LOTS

1.0 PURPOSE:

- 1.1 To establish an incentive program for the development of titled recreational vehicle lots and create a positive environment for construction.

2.0 GENERAL PURPOSE:

- 2.1 For the purposes of this schedule, the term, "eligible lot" is defined as any titled recreational vehicle lot that meets the following requirements:
 - 2.1.1 Is sold to an individual owner after construction;
 - 2.1.2 Has the minimum services of electrical and water or sewer;
 - 2.1.3 All individual units in the development share services that are not the responsibility of the Town of Drumheller (e.g. roads, sewer, garbage);
- 2.2 Developers applying for the Titled Recreational Vehicle Lot Incentive must enter into an Incentive Agreement with the Town of Drumheller under the following terms:
 - 2.2.1 The Titled Recreational Vehicle Lot must be sold within five (5) years after entering into the agreement.
- 2.3 The incentive shall be granted at the beginning of the tax year following the request of the developer. The tax abatement schedule will be as follows:
 - i. First Year — 100% Property Tax Abatement;
 - ii. Second Year — 75% Property Tax Abatement;
 - iii. Third Year — 50% Property Tax Abatement;
 - iv. Fourth Year — 25% Property Tax Abatement;
 - v. Fifth Year — 0% Property Tax Abatement;

(BL04.23)

REQUEST FOR DECISION

TITLE:	FCSS Committee Amending Bylaw #23.25 (1 st Reading)
DATE:	June 02, 2025
PRESENTED BY:	Esther Quiambao, Assistant CAO
ATTACHMENTS:	Bylaw #23.25 - FCSS Committee Amending Bylaw (1 st Reading) Bylaw #34.24 – FCSS Committee Bylaw (Redlined) Bylaw #34.24 – FCSS Committee Bylaw (Consolidated)

SUMMARY:

The Family and Community Support Services (FCSS) Bylaw #34.24 received third and final reading on December 2, 2024, in accordance with Section 145(2) of the *Municipal Government Act*. The purpose of Bylaw #34.24 was to formally establish a subcommittee of Council that would be responsible for:

- a) approving, overseeing, and monitoring all programs funded through the FCSS program;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program;
- c) directing all FCSS funding, within the constraints of the FCSS budget, approved by Council;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

On May 12, 2025, Administration presented to the Committee of the Whole and proposed amending Bylaw #34.24 to incorporate members at large that represent local social services agencies into the FCSS Committee. The purpose of this would be to transform the FCSS Committee from a Council member administrative body to an advisory body with direct insight into Drumheller's social needs. The Committee of the Whole requested that Administration move forward and bring this proposed bylaw amendment to an upcoming Council Meeting.

The proposed FCSS Committee Amending Bylaw #23.25 makes these changes to the composition of the Committee as well as additional changes that facilitate the transition from a Council-only committee to an advisory committee with members at large.

RECOMMENDATION:

That Council gives first and second reading to FCSS Committee Amending Bylaw #23.25, as presented.

DISCUSSION:

Administration has proposed amendments to Bylaw #34.24 to align with the direction of the Committee of the Whole and facilitate the transition from a “Council-only” administrative committee to an advisory committee with members at large. An overview of the substantial changes are as follows:

Section	Description
2.1(f.1)	Definition for members at large.
2.1(h.1)	Definition for social services agencies.
4.1(a)	Change the responsibility of the Committee from the approval of all FCSS programs to the offering of advice and recommendations for all FCSS programs.
4.1(b)	Change the responsibility of the Committee from the approval of the disbursement of grant funds to the recommendation to Council on disbursement of grant funds.
4.1(c)	Change the responsibility of the Committee from the direction of all FCSS funding to providing recommendation on the allocation of funding.
4.1(d)	Removal of “and procedures” from the responsibility to recommend “policies and procedures”
4.2	Change the responsibility of the Committee from carrying out the responsibilities outlined in the FCSS Act to adhering to these responsibilities.
4.3	Addition of provision stating that the Committee will act only in an advisory capacity.
5.1	Change of Committee composition from seven members of Council, to a maximum of seven members consisting of three councillors, the mayor, and three members at large who represent social services agencies.
5.3	Establish two-year terms for members at large and a maximum term length of three consecutive terms.
7.2	Change of quorum from three to four members.
8(1)	Addition of section regarding what constitutes a conflict of interest and how the Committee should respond in the event of a conflict of interest.

FINANCIAL IMPACT:

\$2,000 is the estimated operating cost for staff time as well as any meeting costs. This will be absorbed into the 2025 Operating Budget. Members at large are volunteers and are not compensated for their role on the committee.

STRATEGIC POLICY ALIGNMENT:

Alignment with the goals of the Town of Drumheller Public Participation Policy to engage municipal stakeholders.

COMMUNICATION STRATEGY:

Once the amended bylaw has been approved by Council, public advertising will be done on the Town's website and social media sites encouraging local social services agencies to submit a volunteer application for the FCSS Committee.

MOTION:

That Council gives first reading to FCSS Committee Amending Bylaw #23.25, as presented.

MOTION:

That Council gives second reading to FCSS Committee Amending Bylaw #23.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 23.25
DEPARTMENT: LEGISLATIVE SERVICES

FCSS COMMITTEE AMENDING BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO PROVIDE
FOR THE AMENDMENT OF BYLAW #34.24, A BYLAW TO ESTABLISH THE FAMILY AND
COMMUNITY SUPPORT SERVICES (F.C.S.S.) COMMITTEE WITHIN THE TOWN OF
DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the *Municipal Government Act* provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS section 191 of the *Municipal Government Act* provides that Council must amend or repeal a bylaw in the same way as the original bylaw;

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 "Family and Community Support Services Committee Amending Bylaw"* or the "FCSS Committee Amending Bylaw."

2. AMENDMENTS

- 2.1 The following changes shall be applied to Bylaw #34.24:

- a) In section 1.1
 - i) "Family and Community Support Services Bylaw" shall be changed to "Family and Community Support Services Committee Bylaw"; and
 - ii) "FCSS Bylaw" shall be changed to "FCSS Committee Bylaw".
- b) In section 2.1, the following shall be added between subsection f) and subsection g):

- i) “*Members at Large*” means a voting member of the public appointed by *Council* to the *Committee*.”.
- c) In section 2.1, the following shall be added between subsection h) and subsection i):
 - i) “*Social Services Agency*” is a not-for-profit or government organization that provides treatment and/or preventative services designed to enhance the physical and/or mental well-being of an individual.”.
- d) Section 4.1(a) shall be removed and replaced with the following:
 - i) “offering advice and recommendations regarding the oversight and monitoring of all programs funded through the FCSS program;”.
- e) In section 4.1(b)
 - i) “reviewing grant applications and approving the disbursement of grant funds” shall be changed to “reviewing grant applications and providing recommendations to *Council* on the disbursement of grant funds”.
- f) In section 4.1(c)
 - i) “directing all FCSS funding” shall be changed to “providing recommendation on the allocation of all FCSS funding”.
- g) In section 4.1(d)
 - i) “recommending policies and procedures” is changed to “recommending policies”.
- h) In section 4.2
 - i) “the *Committee* shall carry out” shall be changed to “the *Committee* shall adhere to”.
- i) The following shall be added and form section 4.3
 - i) “The *Committee* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council*’s powers, duties, or functions to the *Committee* other than those outlined in this Bylaw.”.
- j) Section 5.1 shall be removed and replaced with the following:
 - i) “The membership of the *Committee* shall not exceed the following seven voting (7) members: a) four members of *Council*, including the Mayor and three (3) Councillors, who shall be appointed annually at the *Town of Drumheller Organizational Meeting*; and b) not more than three (3) Members at Large who represent *Town of Drumheller* social services agencies, and who shall be appointed by Council.”.

- k) Section 5.3 shall be removed and replaced with the following:
 - i) “Members at Large may serve on the *Committee* for a maximum of three (3) consecutive two-year terms.”.
- l) In Section 5.4
 - i) “the *Chief Administrative Officer*” shall be changed to “the *Chief Administrative Officer* or designate”; and
 - ii) “any *Town* employee, who has appointed” shall be changed to “any *Town* employee, who has been appointed”.
- m) In section 7.2
 - i) “Three (3) members” shall be changed to “Four (4) members”.
- n) In section 7.3
 - i) “members shall serve” is changed to “*Council* members shall serve”
- o) In section 8.2
 - i) “Council Agenda” shall be changed to “Council Meeting Agenda”.

2.2 Schedule ‘A’ of this Bylaw is hereby added to form section 8(1) of Bylaw #36.24.

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'

8(1). CONFLICT OF INTEREST

- 8(1).1 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member, friend, or business associate of a *Committee* Member.
- 8(1).2 Conflict of interest occurs when a *Committee* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties.
- 8(1).3 If any real or perceived conflict of interest arises through the course of participation on the *Committee*, any member(s) of the *Committee* implicated by the real or perceived conflict of interest shall:
- a) disclose the real or perceived conflict of interest to the members of the *Committee* or the *Chair* as soon as possible;
 - b) refrain from participation in the discussion of the matter, unless otherwise directed by the *Committee*; and
 - c) refrain from voting on the matter and be absent from the meeting when voting is taking place.
- 8(1).4 The real or perceived conflict of interest shall be recorded in the minutes, along with the time the implicated member(s) leave and return to the meeting.

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (F.C.S.S.) COMMITTEE WITHIN THE TOWN OF DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the M.G.A provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Family and Community Support Services (F.C.S.S.) Committee to provide oversight regarding the administration and operation of the family and community support services program;

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

- 1.1 This Bylaw shall be cited as the "Family and Community Support Services **Committee** Bylaw" or the "FCSS **Committee** Bylaw."

2. DEFINITIONS

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

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- c) "*Committee*" means the Family and Community Support Services Committee;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation.

- f) *"Family and Community Support Services Act" or "FCSS Act"* means the *Family and Community Support Services Act, R.S.A, C. F-3*, as amended from time to time, and its successor legislation.
- f.1) *"Members at Large"* means a voting member of the public appointed by Council to a *Council Committee*.
- g) *"Municipal Government Act" or "MGA"* means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- h) *"Organizational Meeting"* means a meeting set for the purpose of appointing Council Members, setting the time and date for regular council meetings, reviewing of the code of conduct, and other agenda items pertaining to the organization of Council, which is held no later than fourteen (14) days after the third (3rd) Monday in October;
- h.1) *"Social Services Agency"* is a not-for-profit or government organization that provides treatment and/or preventative services designed to enhance the physical and/or mental well-being of an individual.
- i) *"Town of Drumheller" or "Town"* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

3. ESTABLISHMENT

- 3.1 The Family and Community Support Services *Committee* is hereby established.

4. RESPONSIBILITIES

- 4.1 The *Committee* is responsible for:

- a) *offering advice and recommendations regarding the oversight* ~~Approving, overseeing and monitoring of all programs funded through the FCSS program, and ensuring these programs are successfully carried out by the CAO or his/her designated;~~
- b) reviewing grant applications and *providing recommendations to Council on* ~~approving the disbursement of grant funds through the FCSS program by prioritizing community needs;~~
- c) *providing recommendation on the allocation of* ~~directing all~~ FCSS funding, within the constraints of the approved FCSS budget;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

- 4.2 The *Committee* shall ~~carry out~~ *adhere to* the responsibilities outlined in the *FCSS Act* and Regulations, which are to:

- a) promote and facilitate the development of stronger communities;
- b) promote public participation in planning, delivering and governing the program and services provided under the program;
- c) promote and facilitate the involvement of volunteers;
- d) promote efficient and effective use of resources; and
- e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

4.3 *The Committee is intended to act in an advisory capacity only; Council shall not delegate any of Council's powers, duties or functions to the Committee other than those outlined in this Bylaw.*

5. COMMITTEE COMPOSITION

5.1 ~~The Committee shall consist of all seven (7) members of Council.~~ *The membership of the Committee shall not exceed the following seven (7) voting members:*

- a) *four (4) members of Council, including the Mayor and three (3) Councillors, who shall be appointed annually at the Town of Drumheller Organizational Meeting; and*
- b) *not more than three (3) Members at Large who represent Town of Drumheller social services agencies, and who shall be appointed by Council.*

5.2 The *Committee Chair* shall be the Mayor of the *Town*, if the *Chair* is unable to attend a meeting of the *Committee*, a temporary *Chair* shall be elected from the members in attendance.

5.3 ~~The Committee shall be appointed on an annual basis at the Town's Organizational Meeting.~~ *Members at Large may serve on the Committee for a maximum of three (3) consecutive two-year terms.*

5.4 The *Committee* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:

- a) the *Chief Administrative Officer* *or designate*; and
- b) any *Town* employee, who has *been* appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program.

6. MEETING SCHEDULE

6.1 A minimum of two (2) regular meetings will be held per year.

6.2 The Chair:

- a) may call a special meeting whenever the official considers it appropriate to do so; and
- b) must call a special meeting if the official received a written request for the meeting from a majority of *Committee* members

7. CONDUCT OF MEETINGS

- 7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 7.2 ~~Three (3)~~ **Four (4)** members of the *Committee* shall constitute a quorum.
- 7.3 **Council** members shall serve on the *Committee* for the duration of their Council term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*.
- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 5.2.

8. MEETING MINUTES

- 8.1 Meeting minutes shall be written be recorded by an employee of the *Town*, signed by the *Chair* and approved at a subsequent meeting.
- 8.2 Copies of approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the Council **Meeting** Agenda as information.

8(1). CONFLICT OF INTEREST

- 8(1).1 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member, friend or business associate of a *Committee* Member.
- 8(1).2 Conflict of interest occurs when a *Committee* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties
- 8(1).3 If any real or perceived conflict of interest arises through the course of participation on the *Committee*, any member(s) of the *Committee* implicated by the real or perceived conflict of interest shall:
 - a) disclose the real or perceived conflict of interest to the members of the *Committee* or the *Chair* as soon as possible;
 - b) refrain from participation in the discussion of the matter, unless otherwise directed by the *Committee*; and
 - c) refrain from voting on the matter and be absent from the meeting when voting is taking place.

8(1).4 The real or perceived conflict of interest shall be recorded in the minutes, along with the time the implicated member(s) leave and return to the meeting.

9. TRANSITIONAL

9.1 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.

9.2 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



OFFICE CONSOLIDATION

of

BYLAW #34.24

FCSS COMMITTEE 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.

This page intentionally left blank

AMENDMENTS TO BYLAW #34.24

Bylaw	Date	Description
Bylaw #23.25	XX.XX	Amendment to Bylaw #34.24 to transform the FCSS Committee from a Council member administrative body to an advisory body by incorporating members at large that represent local social services agencies. Changes include the addition of a section on conflicts of interest and changes to the authority of the Committee under section 4.

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

FCSS COMMITTEE BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (F.C.S.S.) COMMITTEE WITHIN THE TOWN OF DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the M.G.A provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Family and Community Support Services (F.C.S.S.) Committee to provide oversight regarding the administration and operation of the family and community support services program;

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

- 1.1 This Bylaw shall be cited as the "Family and Community Support Services Committee Bylaw" or the "FCSS Committee Bylaw." (BL23.25)

2. DEFINITIONS

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

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- c) "*Committee*" means the Family and Community Support Services Committee;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;

- e) *"Council & Committee Meeting Procedure Bylaw"* means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation.
- f) *"Family and Community Support Services Act" or "FCSS Act"* means the *Family and Community Support Services Act, R.S.A, C. F-3*, as amended from time to time, and its successor legislation.
- f.1) *"Members at Large"* means a voting member of the public appointed by Council to a *Council Committee*. (BL23.25)
- g) *"Municipal Government Act" or "MGA"* means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- h) *"Organizational Meeting"* means a meeting set for the purpose of appointing Council Members, setting the time and date for regular council meetings, reviewing of the code of conduct, and other agenda items pertaining to the organization of Council, which is held no later than fourteen (14) days after the third (3rd) Monday in October;
- h.1) *"Social Services Agency"* is a not-for-profit or government organization that provides treatment and/or preventative services designed to enhance the physical and/or *mental well-being of an individual*. (BL23.25)
- i) *"Town of Drumheller" or "Town"* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

3. ESTABLISHMENT

- 3.1 The Family and Community Support Services *Committee* is hereby established.

4. RESPONSIBILITIES

- 4.1 The *Committee* is responsible for:

- a) offering advice and recommendations regarding the oversight and monitoring of all programs funded through the FCSS program; (BL23.25)
- b) reviewing grant applications and providing recommendations to *Council* on the disbursement of grant funds through the FCSS program by prioritizing community needs; (BL23.25)
- c) providing recommendation on the allocation of all FCSS funding, within the constraints of the approved FCSS budget; (BL23.25)
- d) recommending policies for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to Council, in conjunction with Administration.

- 4.2 The *Committee* shall adhere to the responsibilities outlined in the *FCSS Act* and Regulations, which are to:
- a) promote and facilitate the development of stronger communities;
 - b) promote public participation in planning, delivering and governing the program and services provided under the program;
 - c) promote and facilitate the involvement of volunteers;
 - d) promote efficient and effective use of resources; and
 - e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.
- 4.3 The *Committee* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties or functions to the *Committee* other than those outlined in this Bylaw. (BL23.25)

5. COMMITTEE COMPOSITION

- 5.1 The membership of the *Committee* shall not exceed the following seven (7) voting members:
- a) four (4) members of *Council*, including the Mayor and three (3) Councillors, who shall be appointed annually at the *Town of Drumheller Organizational Meeting*; and
 - b) not more than three (3) *Members at Large* who represent *Town of Drumheller* social services agencies, and who shall be appointed by *Council*.
(BL23.25)
- 5.2 The *Committee Chair* shall be the Mayor of the *Town*, if the *Chair* is unable to attend a meeting of the *Committee*, a temporary *Chair* shall be elected from the members in attendance.
- 5.3 Members at Large may serve on the *Committee* for a maximum of three (3) consecutive two-year terms. (BL23.25)
- 5.4 The *Committee* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
- a) the *Chief Administrative Officer* or designate; and (BL23.25)
 - b) any *Town* employee, who has been appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program. (BL23.25)

6. MEETING SCHEDULE

- 6.1 A minimum of two (2) regular meetings will be held per year.

6.2 The Chair:

- a) may call a special meeting whenever the official considers it appropriate to do so; and
- b) must call a special meeting if the official received a written request for the meeting from a majority of *Committee* members.

7. CONDUCT OF MEETINGS

- 7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 7.2 Four (4) members of the *Committee* shall constitute a quorum. (BL23.25)
- 7.3 *Council* members shall serve on the *Committee* for the duration of their Council term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*. (BL23.25)
- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 5.2.

8. MEETING MINUTES

- 8.1 Meeting minutes shall be written be recorded by an employee of the *Town*, signed by the *Chair* and approved at a subsequent meeting.
- 8.2 Copies of approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the Council Meeting Agenda as information. (BL23.25)

8(1). CONFLICT OF INTEREST

- 8(1).1 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member, friend or business associate of a *Committee* Member.
- 8(1).2 Conflict of interest occurs when a *Committee* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties
- 8(1).3 If any real or perceived conflict of interest arises through the course of participation on the *Committee*, any member(s) of the *Committee* implicated by the real or perceived conflict of interest shall:
 - a) disclose the real or perceived conflict of interest to the members of the *Committee* or the *Chair* as soon as possible;
 - b) refrain from participation in the discussion of the matter, unless otherwise directed by the *Committee*; and

- c) refrain from voting on the matter and be absent from the meeting when voting is taking place.

8(1).4 The real or perceived conflict of interest shall be recorded in the minutes, along with the time the implicated member(s) leave and return to the meeting.

(BL23.25)

9. TRANSITIONAL

9.1 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.

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

READ A FIRST TIME THIS 18TH DAY OF NOVEMBER 2025.

READ A SECOND TIME THIS 18TH DAY OF NOVEMBER 2025.

READ A THIRD AND FINAL TIME THIS 2ND DAY OF DECEMBER 2025.

REQUEST FOR DECISION

TITLE:	Downtown Streetscape Task Force Bylaw #22.25
DATE:	June 2, 2025
PRESENTED BY:	Jared Brounstein, Director of Infrastructure Services
ATTACHMENTS:	(Draft) Bylaw #22.25 – Downtown Streetscape Improvement Task Force Bylaw (1 st Reading) Downtown Area Revitalization Plan (DARP)

SUMMARY:

The [Downtown Area Revitalization Plan \(DARP\)](#) has many programs, projects, and policy directions to reinvigorate the downtown core. The development of a Downtown Streetscape Task Force to help with solidifying the design requirements of the streetscape for Centre Street is critical to ensure community and business support of the final “look and feel” of the area.

On May 12, 2025, The Committee of the Whole recommended that the composition of the Task Force be changed from between six (6) to eight (8) voting members to between eight (8) and ten (10) voting members. Additionally, the Committee recommended that at least six (6) of the members be downtown business owners and that at least two (2) members be from the general community.

These recommended changes have been included in the Bylaw as seen in Section 6.1 below:

- 6.1 The *Task Force* shall consist of a minimum of eight (8) {changed from six (6)} and a maximum of ten (10) {changed from eight (8)} voting members, the composition of which shall be as follows:
- a) One (1) *Chair*, appointed in accordance with Section 6.2; and
 - b) At least six (6) {changed from four (4)} representatives from the downtown business owners; and
 - c) At least two (2) representatives from the general community.

RECOMMENDATION:

Due to the prior review by the Committee of the Whole on May 12, 2025, and due to the desire to establish the Downtown Streetscape Improvement Task Force as soon as possible, in order to receive meaningful engagement from the public on the development of the downtown streetscape, Administration is recommending that all three (3) reading be given to the Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

DISCUSSION:

The Downtown Area Revitalization Plan (DARP) provides a 15-year vision to catalyze the revitalization of downtown Drumheller. The project aims to re-establish the downtown as the cultural and economic hub of the Valley, a destination for locals and visitors, and a vibrant community.

As part of the Valley's 2025 Capital Program, a capital budget was established to complete a detailed design for Centre Street between Railway Ave E and Riverside Drive E. This design will be the catalyst for all streetscapes in the area. To ensure community and business support of those designs, a Council Task Force has been recommended.

The Task Force will provide support and comment on the following aspects of the design:

- Street furniture options;
- Sidewalk widths and design details;
- Tree density and placement;
- Landscaping improvements; and
- Streetlight options.

This Bylaw was presented to the Committee of the Whole on May 12, 2025, for review and comment. The Committee provided the following feedback, which have been included in Bylaw 22.25 for Council's review and adoption.

FINANCIAL IMPACT:

Capital budget for design and public engagement:	\$160,000
Operating costs associated with Task Force support:	\$5,000

Staff time and overtime, if required, as well as any meeting costs, will be absorbed into the 2025 Operating Budget.

COMMUNICATION STRATEGY:

Public engagement is critical to the success of the Downtown Revitalization Project and once the Terms of Reference have been approved by Council, the community will be encouraged to submit applications.

General public engagement will include two (2) "open house" style venues as well as an online survey with the support of the Task Force.

MOTION:

That Council gives first reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

MOTION:

That Council gives second reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.

MOTION:

That Council gives unanimous consent for third reading of Downtown Streetscape Improvement Task Force Bylaw #22.25.

MOTION:

That Council gives third and final reading to Downtown Streetscape Improvement Task Force Bylaw #22.25, as presented.



Prepared by:
Jared Brounstein
Director of Infrastructure
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 22.25
DEPARTMENT: INFRASTRUCTURE

DOWNTOWN STREETSCAPE IMPROVEMENT TASK FORCE BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE COUNCIL DOWNTOWN
STREETSCAPE IMPROVEMENT TASK FORCE

WHEREAS the *Municipal Government Act, R.S.A. 2000, c. M-26* provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS the Council may, by bylaw, establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS the Town of Drumheller wishes to address the look and feel of the Downtown area as defined by the Downtown Area Revitalization Plan (DARP) with focus on Centre Street between Railway Ave E and Riverside Drive E;

AND WHEREAS the Town of Drumheller *Council and Committee Meeting Procedure Bylaw 04.21* allows Council to appoint a Task Force to investigate and report on special tasks during a specific time frame which shall be dissolved once the special task has completed its goal;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Downtown Streetscape Improvement Task Force on development of said streetscape of the Town of Drumheller;

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 "Downtown Streetscape Improvement Task Force Bylaw."

2. DEFINITIONS

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

- a) "*Chair*" means the highest elected member of the *Downtown Streetscape Improvement Task Force* who is responsible for calling and chairing all meetings;
- b) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- c) "*Director of Infrastructure Services*" means the *Director of Infrastructure Services* for the *Town of Drumheller*;
- d) "*Downtown*" means the geographic area generally bounded by 2nd Street West to 2nd Street East and Railway Avenue to Riverside Drive, encompassing the central business district and surrounding properties as designated in the *Town's* planning documents and Downtown Area Redevelopment Plan;

- e) “*Downtown Streetscape Improvement Task Force*” or “*Task Force*” means the Downtown Streetscape Improvement Task Force appointed in accordance with this Bylaw;
- f) “*Municipal Government Act*” or “*MGA*” means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- g) “*Street Furniture*” refers to the objects and equipment installed along streets and roads for various purposes, including benches, traffic barriers, bollards, and post boxes;
- h) “*Streetscape*” means the appearance or the design of the streets in the *Town of Drumheller* and will include sidewalks, trees, street furniture, lighting and related infrastructure; and
- i) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

3. ESTABLISHMENT

- 3.1 The *Downtown Streetscape Improvement Task Force* is hereby established.
- 3.2 The *Task Force* shall be responsible for providing design guidance for the development of Centre Street streetscape.
- 3.3 The *Task Force* shall be responsible for the creation of a Task Force Report, which shall be completed prior to December 31, 2025.
- 3.4 Upon acceptance of the Task Force Report at a public meeting of *Council*, the *Task Force* shall be dissolved.

4. RESPONSIBILITIES

- 4.1 The *Task Force* is responsible for:
 - a) reviewing and providing comments on the streetscape design as presented by the Town of Drumheller;
 - b) reviewing the streetscape design including:
 - i) street furniture options;
 - ii) sidewalk widths and design details;
 - iii) tree density and placement;
 - iv) landscaping improvements; and
 - v) streetlight options;

- c) supporting community engagement initiatives related to the streetscape design by participating in public consultation sessions and associated activities;
 - d) providing feedback regarding the streetscape designs within twenty-five (25) days of receiving design packages from the *Town of Drumheller*; and
 - e) preparing a written Task Force Report containing recommendations on items listed in section 4.1(b) of this Bylaw.
- 4.2 Design reviews shall be provided to the *Town* by the *Chair* of the *Task Force* and shall be compiled to reflect the direction of the Task Force as a whole and shall not be compiled to reflect the direction of individual members of the Task Force.

5. SCOPE OF WORK

- 5.1 The *Task Force* will work with the *Town of Drumheller* as well as the *Town's* consulting firm to establish design details for select aspects of the streetscape for the *Town's* downtown area.
- 5.3 While the *Task Force* will be looking at the designs for Centre Street only, these design principles shall be used to develop the rest of the Downtown area.

6. BOARD COMPOSITION

- 6.1 The *Task Force* shall consist of a minimum of eight (8) and a maximum of ten (10) voting members, the composition of which shall be as follows:
- a) One (1) *Chair*, appointed in accordance with Section 6.2;
 - b) At least six (6) Members at Large who are downtown business owners; and
 - c) At least two (2) Members at Large from the general community.
- 6.2 The *Task Force* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
- a) The *Chief Administrative Officer*, or designate; and
 - b) A *Task Force* Support Staff, appointed by the *Chief Administrative Officer*, or designate, who shall:
 - i) provide support, information, and assist with the research required by the *Task Force*; and
 - ii) take minutes, circulate information, and carry out other clerical responsibilities.

7. MEMBERSHIP

- 7.1 *Task Force* members shall:

- a) represent a broad cross section of community interest and have some knowledge of the *Town's* structure and responsibilities;
 - b) live or operate a business within the *Town* boundaries; and
 - c) **not** have any direct affiliation with the *Town* or its *Council*.
- 7.2 Members shall be appointed by resolution of *Council*, following the submission of a completed application form.
- 7.3 The *Task Force* shall appoint a *Chair* from among its membership, at the first meeting of the *Task Force*.
- 7.4 The membership term will be active until the dissolution of the *Task Force*, in accordance with section 3.4.
- 7.5 If any member shall be absent from two (2) consecutive regular meetings, unless authorized by the *Task Force*, the member shall be removed from the *Task Force*.
- 7.6 If a member of the *Task Force* is unable or unwilling to continue to serve as a member for whatever reason, *Council* may, by resolution, appoint a replacement in accordance with section 7.2.

8. CONFIDENTIALITY AND CONFLICT OF INTEREST

- 8.1 The discussions and deliberation of the *Task Force* are confidential; upon *Council's* acceptance of the Task Force Final Report, members of the *Task Force* shall return all documents and information gathered during their work to the staff of the *Town of Drumheller* for suitable disposal and/or archival.
- 8.2 Information gained through the course of participation on the *Task Force* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 8.3 Any real or perceived conflicts of interest that may arise through a member's course of participation on the *Task Force* must be disclosed to the *Task Force* immediately.
- 8.4 Conflict of interest that occurs when a *Task Force* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties, may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Task Force's* recommendations;
 - b) any other situation that could lead to bias or partiality in the *Task Force's* deliberations or recommendations.
- 8.5 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Task Force* or the *Chair* for guidance.

- 8.6 The member in conflict of interest shall not vote on the issue at hand, and unless otherwise directed by the *Task Force*, shall be absent from the discussion.
- 8.7 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 8.8 If it is determined that the conflict-of-interest position precludes the member's ability to continue his or her role on the *Task Force*, the member shall resign from the *Task Force* and a new member may be appointed in accordance with section 7.6.

9. CONDUCT OF MEETINGS

- 9.1 Quorum shall consist of the majority of voting members.
- 9.2 Meetings shall be conducted on a consensus basis via a vote by the *Task Force* members; when consensus cannot be reached, the *Chair's* vote shall serve as the deciding vote.
- 9.3 Meetings shall be called and chaired by the *Chair*, appointed in accordance with section 7.3.
- 9.4 Meetings shall be by any method and at such frequency as deemed necessary.
- 9.5 Meeting minutes shall be written by the *Task Force* Support Staff, signed by the *Chair*, approved at a subsequent meeting, and forwarded to the *Director of Infrastructure Services*.

10. AUTHORITY

- 10.1 The *Task Force* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties or functions to the *Task Force*.

11. SEVERABILITY

- 11.1 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.

12. TRANSITIONAL

- 12.1 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

REQUEST FOR DECISION

TITLE:	Wastewater Treatment Plant Blower Addition
DATE:	June 2, 2025
PRESENTED BY:	Connor Schweder, Junior Project Manager
ATTACHMENTS:	N/A

SUMMARY:

The Town of Drumheller's Wastewater Treatment Plant is currently operating with limited capacity and no redundancy in its blower system, which is critical for the biological treatment process. The system requires immediate attention to maintain operational stability, regulatory compliance, and to reduce the risk of potential system failure.

Two (2) new high-efficiency blowers have already been procured from Atlas Copco to support both the aeration and digestion processes. These blowers are expected to increase efficiency, reduce energy costs, and improve long-term system reliability. To proceed with installation, Infrastructure Services recommends awarding the construction contract to HSMG Services & Consulting Inc. in the amount of \$347,205.30.

To complete the project within the 2025 fiscal year, Infrastructure Services is requesting a transfer of \$150,000 from the North Drumheller Lift Station upgrade project. Given the urgency and risk associated with operating without a backup system, the blower addition has been identified as the higher-priority project. This would cause the North Drumheller River Crossing project to be completed in 2026 with the request of additional funding.

RECOMMENDATION:

Infrastructure Services recommends that Council approve the transfer of \$150,000 from the North Drumheller Lift Station upgrade project to the Wastewater Treatment Plant Blower Addition project to ensure completion of the project in 2025. Additionally, it is recommended that Council award the construction and installation contract to HSMG Services & Consulting Inc. for a total amount of \$347,205.30 (excluding contingency and GST).

DISCUSSION:

The wastewater treatment process depends heavily on a consistent and reliable air supply. Aeration tanks and digesters both require oxygen to sustain the biological activity that breaks down organic material in the wastewater. This oxygen is delivered through blowers, which are large mechanical devices that push air through the treatment system. For many years, the Town of Drumheller operated with two (2) blowers: one (1) for the aeration tank and one (1) for the digesters. However, when a second digester was added in 2010, the existing equipment was not expanded to match the increased demand. Over time, equipment aged, and in 2018, the digester blower was decommissioned. Since then, the facility has been running with only two (2) blowers, both operating at full capacity, serving all treatment processes with no redundancy.

This situation presents a serious operational risk. If either blower fails, the plant would not be able to supply adequate oxygen, potentially resulting in a failure of the treatment process and a violation of provincial environmental regulations. To address this, the Town has acquired two (2) hybrid positive displacement (PD) screw blowers from Atlas Copco. These units were selected over traditional lobe blowers for their energy efficiency and lower long-term operating costs.

Based on comparisons provided by the manufacturer, the hybrid blowers are projected to recover their purchase cost within five (5) years through energy savings alone. In addition to improving reliability, these new blowers will allow the Town to return to a configuration with dedicated units for each treatment process, along with operational flexibility for shared or backup use when needed.

To move the project forward, ISL Engineering completed a system assessment and helped develop the construction and installation tender package. The Request for Tender was published on April 25, 2025, and closed on May 22, 2025. A mandatory site visit was held to ensure that all bidders had an accurate understanding of the scope. Of the 21 registered suppliers, four (4) submitted bids. After reviewing the submissions, ISL and Infrastructure Services recommend awarding the contract to HSMG Services & Consulting Inc., which provided a fully compliant bid and demonstrated the ability to meet project timelines at a total bid amount of \$347,205.30.

However, due to inflation and broader economic conditions, the project's total cost is approximately 17% higher than originally estimated. The original project budget is insufficient, and to complete the work in 2025, a transfer of \$150,000 from the North Drumheller Lift Station upgrade is required. Infrastructure Services has evaluated both projects and determined that the delay of the blower addition presents the higher risk, as failure of either existing blower would result in significant operational disruption. With Council approval, the blower project will proceed to completion in 2025, with installation, commissioning, and final compliance certification completed by year end.

FINANCIAL IMPACT:

Presented below is the current financial summary for the Wastewater Treatment Plant Blower Addition project:

Total Budget	<u>\$530,000</u>
Commitments to Date	\$278,000
HSMG Services & Consulting	\$347,205.30
Contingency of 15%	\$52,080.80
Total Expenses	<u>\$677,286.10</u>
Shortfall/deficit	\$147,286.10

Infrastructure Services recommends reallocating \$150,000 from the North Drumheller River Crossing Project (Lift Station upgrade component). This would cover the budget gap and ensure the blower addition can be completed in 2025.

STRATEGIC POLICY ALIGNMENT:

This project aligns with the Town's strategic goals for sustainable infrastructure and risk mitigation. It also supports regulatory compliance with the Province of Alberta's environmental standards for wastewater treatment facilities. By restoring system redundancy and improving energy efficiency, this project strengthens the Town's long-term objective to provide reliable service to the community.

COMMUNICATION STRATEGY:

Upon Council approval, the Town will notify HSMG Services & Consulting Inc. of the contract award through a formal letter and bids&tenders.

MOTION:

That Council approves the transfer of \$150,000 from the 2025 Utility Capital Budget North Drumheller River Crossing Project (Nacmine Lift Station Upgrade Component) to the 2025 Utility Capital Budget Wastewater Treatment Plant Blower Addition Project.

MOTION:

That Council awards the Wastewater Treatment Plant Blower Addition construction and installation contract to HSMG Services & Consulting Inc. in the amount of \$347,205.30, excluding GST to be funded from the 2025 Utility Capital Budget.



Prepared by:
Connor Schweder
Junior Project Manager



Reviewed by:
Jared Brounstein
Director of Infrastructure
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief Administrative
Officer



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