



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

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

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

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

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

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

5. MEETING MINUTES

5.1 **Minutes for the June 16, 2025, Regular Council Meeting**

[Regular Council Meeting – June 16, 2025 – Draft Minutes](#)

Proposed Motion: That Council approves the minutes for the June 16, 2025, Regular Council Meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Drumheller & District Senior's Foundation**

[May 30, 2025 – Regular Meeting – Minutes](#)

Proposed Motion: That Council accepts the Drumheller & District Senior's Foundation meeting minutes for the May 30, 2025, Regular Meeting, as information.

6.2 **Valley Bus Society**

[May 14, 2025 – Annual General Meeting - Minutes](#)

[May 14, 2025 – Regular Meeting – Minutes](#)

Proposed Motion: That Council accepts the Valley Bus Society meeting minutes for the May 14, 2025, Annual General Meeting and the May 14, 2025, Regular Meeting, as information.

6.3 **Drumheller Public Library Board**

[April 9, 2025 – Regular Meeting – Minutes](#)

Proposed Motion: That Council accepts the Drumheller Public Library Board meeting minutes for the April 9, 2025, Regular Meeting, as information.

DELEGATIONS

PUBLIC HEARING

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

7.1.1 **FCSS Committee Amending Bylaw #23.25 (3rd Reading)**

[Request-for-Decision](#)

[Bylaw #23.25 - FCSS Committee Amending Bylaw \(3rd Reading\)](#)

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

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

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

7.1.2 **Nacmine Hunter Drive Land Designation Revising Bylaw #27.25 (1st Reading)**

[Request-for-Decision](#)

[Bylaw #27.25 - Nacmine Hunter Drive Land Designation Revising Bylaw](#)

[Bylaw #27.25 – Certification of Revising Bylaw by CAO](#)

[Revised Bylaw #12.25 – Nacmine Hunter Drive Land Designation Bylaw](#)

[Bylaw #12.25 – Nacmine Hunter Drive Land Designation Bylaw](#)

Proposed Motion: That Council gives first reading to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

Proposed Motion: That Council gives second reading to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

Proposed Motion: That Council gives unanimous consent for third reading of Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

Proposed Motion: That Council gives third and final reading to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

7.1.3 Municipal Development Plan Amending Bylaw #26.25 (1st Reading)

[Request-for-Decision](#)

[Bylaw #26.25 - MDP Amending Bylaw \(1st Reading\)](#)

[2023 Consolidated Bylaw #17.20 - MDP Bylaw](#)

Proposed Motion: That Council gives first reading to Municipal Development Plan Amending Bylaw #26.25, and sets a Public Hearing for August 11, 2025 at 5:30 p.m. at the Town of Drumheller Council Chambers.

7.1.4 Record Retention and Disposition Bylaw #25.25 (1st Reading)

[Request-for-Decision](#)

[Bylaw #25.25 – Record Retention and Disposition Bylaw \(1st Reading\)](#)

[Policy #C-04-99 – Retention and Disposition of Inactive Records](#)

Proposed Motion: That Council gives first reading to Record Retention and Disposition Bylaw #25.25, as presented.

Proposed Motion: That Council gives second reading to Record Retention and Disposition Bylaw #25.25, as presented.

CORPORATE AND COMMUNITY SERVICES

EMERGENCY AND PROTECTIVE SERVICES

7.2 Director of Emergency and Protective Services

7.2.1 Community Standards Bylaw #19.25 (2nd Reading)

[Request-for-Decision](#)

[Bylaw #19.25 – Community Standards Bylaw \(2nd Reading\)](#)

Proposed Motion: That Council gives second reading to Community Standards Bylaw #19.25, as presented.

INFRASTRUCTURE SERVICES

7.3 Director of Infrastructure Services

7.3.1 **Aquaplex Hot Tub – Additional Funding**

[Request-for-Decision](#)

Proposed Motion: That Council approves the unbudgeted additional expense of \$53,200 for the Aquaplex Hot Tub Restoration Project and that it be funded by the Town of Drumheller's Local Government Fiscal Framework (LGFF) grant.

8. **ADJOURNMENT**

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



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, June 16, 2025

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

IN ATTENDANCE:

Mayor Heather Colberg
Councillor Patrick Kolafa
Councillor Stephanie Price
Councillor Tony Lacher
Councillor Crystal Sereda
Councillor Tom Zariski

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

1. **CALL TO ORDER**

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

2. **OPENING COMMENTS**

Mayor Colberg reminded residents that July 1st is coming! Mayor Colberg encouraged all businesses and residents, especially those on the parade route, to pull weeds, clean up garbage, and trim trees if necessary to make our community look amazing for those who come to visit on July 1st.

3. **ADDITIONS TO THE AGENDA**

- Emergent item 8.1.5 - Access to Information Act and Protection of Privacy Act Update was added to the agenda.

4. **ADOPTION OF AGENDA**

4.1 **Agenda for the June 16, 2025, Regular Council Meeting**

M2025.228 Moved by Councillor Lacher, Councillor Price

That Council adopt the agenda for the June 16, 2025, Regular Council Meeting, as amended

CARRIED UNANIMOUSLY.

Councillor Sereda read and officially affirmed the Oath of Office for the position of Deputy Mayor for the months of July and August, 2025.

5. MEETING MINUTES

5.1 **Minutes for the June 2, 2025, Regular Council Meeting**

Agenda Attachment: Regular Council Meeting – June 2, 2025 – Draft Minutes

M2025.229 Moved by Councilor Zariski, Councillor Sereda
That Council approve the minutes for the June 2, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

YouTube Timestamp: 5:40

6.1 **Drumheller & District Senior's Foundation**

Agenda Attachment: April 24, 2025 – Regular Meeting – Minutes.

M2025.230 Moved by Councilor Zariski, Councillor Price
That Council accepts the Drumheller & District Senior's Foundation meeting minutes for the April 24, 2025, Regular Meeting, as information.

CARRIED UNANIMOUSLY.

6.2 **Municipal Planning Commission**

Agenda Attachment: April 17, 2025 – Regular Meeting – Minutes.

M2025.231 Moved by Councillor Lacher, Councillor Sereda
That Council accepts the Municipal Planning Commission meeting minutes for the April 17, 2025, Regular Meeting, as information.

CARRIED UNANIMOUSLY.

6.3 **Family & Community Support Services (FCSS) Committee**

Agenda Attachment: March 28, 2025 – Regular Meeting – Minutes.

M2025.232 Moved by Councillor Price, Councillor Sereda
That Council accepts the FCSS Committee meeting minutes for the March 28, 2025, Regular Meeting, as information.

CARRIED UNANIMOUSLY.

7. DELEGATIONS

YouTube Timestamp: 7:10

7.1 **RCMP 2024-25 Q4 Report**

Agenda Attachments: Q4 2024-25 Community Letter; Q4 2024-25 Drumheller Municipal Community Report; Q4 Drumheller Municipal Crime Statistics.

M2025.233 Moved by Councillor Lacher, Councillor Sereda
That Council accepts the presentation of the 2024-25 Q4 Report by the RCMP, as information.

CARRIED UNANIMOUSLY.

7.2 **Travel Drumheller**

Agenda Attachment: Exploring Transportation Opportunities Presentation.

M2025.234 Moved by Councillor Sereda, Councillor Lacher
That Council accepts the Exploring Transportation Opportunities presentation by Travel Drumheller, as information.

CARRIED UNANIMOUSLY.

PUBLIC HEARING

8. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 33:48

8.1 **Chief Administrative Officer**

8.1.1 **Nacmine 5th Street Alley Closure Bylaw #07.25 (2nd Reading)**

Agenda Attachments: Request-for-Decision; Bylaw #07.25 – Nacmine 5th Street Alley Closure Bylaw (2nd Reading); Map – Nacmine 5th Street Alley Closure Bylaw.

M2025.235 Moved by Councilor Zariski, Councillor Price
That Council gives second reading to Nacmine 5th Street Alley Closure Bylaw #07.25, as presented.

CARRIED UNANIMOUSLY.

M2025.236 Moved by Councillor Sereda, Councillor Lacher
That Council gives third and final reading to Nacmine 5th Street Alley Closure Bylaw #07.25, as presented.

CARRIED UNANIMOUSLY.

8.1.2 **Municipal Development Plan Amending Bylaw**

Agenda Attachments: Briefing Note; Municipal Development Plan Bylaw #17.20; Amending Municipal Development Bylaw #17.22.

- M2025.237** Moved by Councillor Price, Councillor Lacher
That Council accepts the Briefing Note on the Municipal Development Plan review project, as information.

CARRIED UNANIMOUSLY.

8.1.3 **Award of Excellence Nomination for Councillor Hansen-Zacharuk**

Agenda Attachment: Request-for-Decision.

- M2025.238** Moved by Councilor Zariski, Councillor Price
That Council directs Administration to prepare and submit the posthumous nomination of the late Councillor Lisa Hansen-Zacharuk for the Alberta Municipalities Award of Excellence.

CARRIED UNANIMOUSLY.

8.1.4 **Electricity Distribution Costs – Alberta Municipalities Resolution**

Agenda Attachments: Request-for-Decision; Electricity Distribution Costs - Draft Resolution.

- M2025.239** Moved by Councilor Zariski, Councillor Lacher
That Council sponsors the City of Grande Prairie Electricity Distribution Costs Resolution as presented, for consideration at the Alberta Municipalities 2025 Fall Convention.

CARRIED UNANIMOUSLY.

8.1.5 **Access to Information Act and Protection of Privacy Act Update**

Agenda Attachments: Briefing Note; Schedule 'A' - Schedule 'A' - Major Changes of the Access to Information Act (ATIA); Schedule 'B' - Major Changes of the Protection of Privacy Act (POPA).

- M2025.240** Moved by Councillor Lacher, Councillor Price
That Council accepts the Briefing Note on the Access to Information Act and Protection of Privacy Act, as information.

CARRIED UNANIMOUSLY.

CORPORATE AND COMMUNITY SERVICES

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

YouTube Timestamp: 1:17:08

8.2 Director of Infrastructure Services

8.2.1 Cold Storage Building

Agenda Attachment: Request-for-Decision.

M2025.241 Moved by Councillor Sereda, Councillor Price
That Council approves the award of the Request for Proposal for the Cold Storage Building project to Vertical Building Solutions in the amount of \$377,836.25 plus GST, and that it be funded from the 2025 Capital Budget.

CARRIED UNANIMOUSLY.

9. CLOSED SESSION

YouTube Timestamp: 1:24:23

9.1 Boards and Committees

ATIA 29 – Advice from officials

M2025.242 Moved by Councillor Lacher, Councillor Price
That Council close the meeting to the public at 5:50 p.m. to discuss Boards and Committees as per ATIA 29 – Advice from officials.

CARRIED UNANIMOUSLY.

M2025.243 Moved by Councillor Lacher, Councillor Price
That Council open the meeting to the public at 6:32 p.m.

CARRIED UNANIMOUSLY.

10. ADJOURNMENT

M2025.244 Moved by Councilor Zariski, Councillor Price
That Council adjourn the meeting at 6:33 p.m.

CARRIED UNANIMOUSLY.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

DRUMHELLER AND DISTRICT SENIORS' FOUNDATION

REGULAR BOARD MEETING May 30, 2025

PRESENT: TOM ZARISKI, STEVE WANNSTROM, M'LISS EDWARDS, MELANIE GRAFF, GLENDA YOUNGBERG, DAVID SMEYER

1.0 CALL TO ORDER

Meeting called to order at 3:00pm by Tom Zariski

2.0 APPROVAL OF AGENDA

- 2.01 Motion by Steve Wannstrom to approve the amended agenda
Seconded by David Smyers**

CARRIED

3.0 MINUTES

- 4.01 Motion by David Smyers to approve regular meeting minutes from April 24, 2025.
Seconded by Steve Wannstrom**

CARRIED

4.0 REPORTS

- 4.01 Administrator Report on file
4.02 Managers Reports on file
4.03 Financial Reports

**Motion by M'Liss Edwards to accept the financial reports for May 2025.
Seconded by David Smyers**

CARRIED

5.0 CORRESPONDENCE

None

6.0 OLD BUSINESS

None

7.0 NEW BUSINESS

- 7.01 CAO to rework a portion of Policy 7.02 Board External Communications
7.02 Discussion on small care home grant Zoom meeting coming up on June 12.
7.03 CAO discussed the Accreditation Board Survey results.
7.04 Review of 400 wing design options, CAO to contact JMAA Architects to rework option 2 and 3.

8.0 Motion by Steve Wannstrom to go in camera 4:45pm

Seconded by David Smyers

CARRIED

Motion by David Smyers to return to regular meeting at 4:55pm

Seconded by M'Liss Edwards

CARRIED

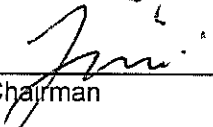
- 8.01 Motion by M'Liss Edward to approve hourly increase to CAO wage.
Seconded by Steve Wannstrom**

CARRIED

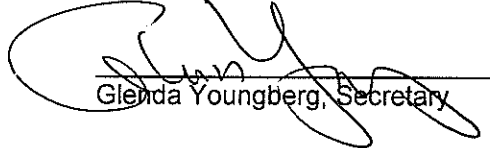
9.0 Motion by M'Liss Edwards to adjourn the meeting

CARRIED

Next Meeting: June 26, 2025, at 3:00PM



Tom Zariski, Chairman



Glenda Youngberg, Secretary

**Valley Bus Society
Annual General Meeting Minutes
May 14, 2025 at 6 PM at the Badlands Community Centre**

Present: Tony Lacher, Jerry Machacek, Brian Rideout, Ronald Tremblay, Bill Wulff

Chair: Tony Lacher, Recording Secretary: Jerry Machacek

1. Welcome and introductions (Board Chair, existing board)

Chairman Tony Lacher welcomed the existing and new members.

2. Meeting call to order

Chair Tony Lacher called the meeting to order at 6:02 pm

3. Establish quorum

The quorum for membership meetings is a minimum of 5 members, and there were 7 paid members present, so a quorum was reached.

4. Additions to Agenda / Approval of Agenda

Moved by B. Rideout, seconded by R. Tremblay to adopt the agenda as presented. Carried

5. Review of Contracted Services Contract

General discussion

6. Approve/Amend minutes of previous AGM

Moved by B. Rideout, seconded by R. Tremblay to approve the Annual General Meeting minutes of May 8, 2024, as read. Carried

7. Presentation of Financial Statements

Auditor's report by the Manager

Note: The 2024 Financial Statements have been reviewed and 'accepted' by the Directors on March 12, 2025.

Moved by T. Lacher, seconded by B. Rideout, that the membership adopt the 2024 Financial Statements as reviewed by Ascend Financial. Carried

8. Motion to appoint Auditor(s) for the following year

Moved by J. Machacek, seconded by R. Tremblay to appoint Ascend Financial as the auditors for the year ending December 2025. Carried

9. Bylaw Amendments

The Bylaw amendments were approved by the Directors on April 9, 2025.

Moved by B. Rideout, seconded by R. Tremblay, to adopt the amendments to the Bylaws. Carried.

10. DISCLOSURE: Criminal Record Check

General discussion

11. Recognition of departing Board Directors

Kathryn Evans resigned in 2024.

12. Announcement of directors who are continuing on the Board

The following directors are still in their three-year term:
Emily Ashmore, Tony Lacher, Jerry Machacek, B. Rideout, and Ron Tremblay.
Tony Lacher is also the representative for the Town of Drumheller Council.

13. Summary of Board Members, Occupied and Vacant

Three positions of Secretary, Treasurer, and one Director at Large are vacant.

14. Presentation of list of nominees to the Board

None

15. Call for additional nominations.

Bill Wulff and Monty Patel were present and allowed their names to stand.

16. Motion to accept the list of nominees

After three calls for additional nominations, moved by B. Wulff, seconded by B. Rideout, that nominations cease and to accept the nominees as presented. Carried

17. Election of new Directors (if required)

B. Wulff and M. Patel allowed their names to stand as directors for the two vacant positions. With no other candidates, they were acclaimed for this position.
No election was required.

18. Election of Executive

President- Tony Lacher

Vice President- Ron Tremblay

Secretary- Jerry Machacek

Treasurer- Bill Wulff

These people were willing to allow their names to stand, and with no other candidates, they were acclaimed.

The volunteer manager position is vacant.

19. Signing Officers

Moved by J. Machacek, seconded by B. Rideout, that contracts, documents, or any instrument requiring the signature of the VBS shall be any two (2) of the Executive or Manager. Carried

20. Date, Location, and Time of the Directors Meetings

With everyone comfortable with the current second Wednesday of the month at 4:30 pm being the meeting date, the next meeting will be June 11, 2025, and quarterly thereafter.

21. Next Meeting of the AGM

Bylaw 8.03 states that the AGM shall be held on or before the 31st day of May each year.

Based on history, the AGM is held following the regular Board of Directors Meeting, so the next AGM would be the second Wednesday of May 13, 2026 at 6 pm.

22. Meeting adjournment

Moved by B. Rideout, seconded by R. Tremblay to adjourn the meeting at 6:40 pm. Carried

The Valley Bus Society

Box 2848

Drumheller AB T0J 0Y0

Email: ValleyBusSociety@gmail.com

Board Minutes

May 14, 2025 at 4:30 PM

BCF Main Floor Meeting Room

copy to: akeibel@drumheller.ca

Members present: Tony Lacher, Ron Tremblay, Jerry Machacek, Brian Rideout, Bill Wulff

Regrets: Emily Ashmore

1. Call to Order

T. Lacher called the meeting to order at 4:30 pm

2. Bubba T Bus Tours and Shuttle Service Report (by email)

April 2025 Stats

810 Total riders

\$2,797.50 Punch cards

\$1,899 Cash rides

\$1,216 Charge rides

3. Adoption of Agenda

Moved by J. Machacek, seconded by B. Rideout, to adopt the agenda. Carried.

4. Approval of Minutes

Moved by B. Wulff, seconded by R. Tremblay, to approve the minutes of the April 9, 2025 regular meeting. Carried.

5. Old Business

(none)

6. New Business**6.1 Casino Account, Final Annual Report**

The final report has been prepared and signed. B. Wulff will send the closing entries and final report to AGLC, along with proof the bank account has been closed.

6.2 Board positions for AGM

The Directors positions will be unchanged. E. Ashmore notified us she was allowing her name to continue as a director.

7. Reports**7.1 Town Council**

T. Lacher reported on the Town Council.

7.2 Financials

B. Wulff noted in his report that April 2025 indicates a loss of \$2,200, but the Insurance refund of \$2,043 received in May will now indicate a small surplus.

The contract with Bubba-T to the end of the contract that expired in April 2025 indicates that revenues were \$72,601. The contract provides that 10% of the funds more than \$60,000 is to be donated back to the Society, amounting to \$1,260.05.

Moved by B. Wulff, seconded by B. Rideout, to accept the Financial Report. Carried.

8. Closed Session

(none)

9. Next Meeting

The AGM will follow this meeting at 6 pm in the Banquet Room.

The next Meeting will be Wednesday, June 11, 2025 at 4:30 pm.

10. Adjournment

Moved by J. Machacek, seconded by R. Tremblay, to adjourn the meeting at 4:57 pm.

Carried.

**Town of Drumheller Public Library Board
Meeting Minutes**

Date: Wednesday April 9, 2025
Time: 6:30 – 8 pm
Location: Zoom
Chair: Cheryl McNeil
Secretary: James Foster
Regrets: Tracy Abildgaard, Lynn Fabrick, Jade Scott
Trustees: Stephanie Price, Andrea Roberts, Brook Gipman, Ken Enns
Marigold Rep: Margaret Nielsen
Guests: Margaret Nielsen, Rebecca Harvey (arrived @ 7:00)
Library Director: Melody Polych

1. Call to Order – C McNeil called the meeting to order at 6:31 pm.
2. Meeting Procedures
 - a. Welcome guests & introductions – C McNeil welcomed the board's three new board members – B Gipman, K Enns, and A Roberts.
 - b. Land acknowledgement (Open call) – C McNeil read the land acknowledgement.
 - c. Confirmation of quorum (5/9) – Quorum achieved, six board members present.
 - d. Correspondence – Marigold Library Services
 - e. Accepting of regrets – K Enns moved to accept regrets, all in favour, motion carried.
 - f. Agenda review – additions/changes to agenda – no additions/changes.
 - g. Review/approval of Meeting Minutes (March 12, 2025) – J Foster motioned to approve the minutes as presented, all in favour, motion carried.
3. Reports
 - a. Financials: J. Scott
 - i. March 2025 month end – update – J Scott was not present, but M Polych provided an update to the March financial statement. Using a biweekly pay period rather than a bimonthly pay period means that months with three pay periods rather than two pay periods end up with much greater expenses for staffing. Administration expenses are higher due to many cheques needing to be printed. Facility expenses were higher this month, and that needs to be watched. M Polych would like for J Scott to review the financial statement before the board reviews it next month.
 - ii. 2024 year-end update – M Polych stated that there have been issues giving financial file access to BDO. Therefore, the financial review is currently delayed. C McNeil clarified that financial files are uploaded through an online portal, and this portal was not available until today. C McNeil hopes that this does not delay when we can get our financial review completed.
 - b. Library Director: M. Polych – Children's programs are all going very well. The library babies program finished successfully and this program will run again in

the fall. Adult programs are still struggling with modest turn out, and a new program this month is a seed library at the library. Most seed packets are already used up, so hopefully community donations can help replenish the seed supply. A water leak above the library has resulted in low water pressure in some parts of the library. Collection weeding is complete and more than \$340 of books have been sold through a book sale. Some games have been added to the kid's computers. The art gallery hanging system is not easy to maintain and needs to be changed if it is going to be easy to maintain in the future. The library is entering a team in the heart and stroke walk inside the second floor of the BCF and the board is welcome to take part in the walk on April 16th. K Enns asked how to participate, and M Polych said to call the library for information and arrange a good time to participate. The library will be partnering with the Napier Theatre for a magic-themed event in May. Recently the library had higher patron visit and computer use numbers than it has had in a long time. C McNeil asked if staffing is sufficient for the number of patrons, and M Polych said that there are not staffing issues. There is also a (pre-registered) "grand friend and me" event on April 26th at the library, so if anyone is interested they should attend.

- c. Marigold: M. Nielsen – M Nielsen was reappointed as the Marigold representative for Drumheller for another three-year term. Mayor Colberg sent a letter regarding Libby asking if there could be a button available online to allow a person to donate to the Drumheller Library. Marigold will communicate with the Mayor Colberg regarding her request.
- d. Society: C. McNeil – society meeting is on the 22nd of April. The next Reel Alternative movie is the *Salt Path* and it will be on Monday the 28th of April at the Napier Theatre. M Nielsen stated that recently the attendance at Reel Alternative has been higher than in the past, but the reasons why are unclear at this time.
- e. Committees:
 - i. HR Committee (J. Scott, J. Foster, C. McNeil) – nothing new to report.
 - ii. Special Projects Committee: committee formed w/ goal to support Plan of Service work – set April meeting date – C McNeil has not set a meeting date yet, but she wants to set a date for April or May. Some committee members are not present at this meeting, so setting a date is difficult without their input. The committee will be focusing on the plan of service and helping M Polych achieve plan of service goals.
 - iii. Policy Committee: review policies; add new ones as required – C McNeil would like to strike a policy committee, but the work should not be too onerous, as the library policies were updated two years ago. S Price is interested in getting more involved in policies, so she is willing to join. C McNeil thinks that this committee will probably meet in May.

4. Ongoing/Unfinished business

- a. Board member orientation/training
 - i. Orientation/Training – Board member binders, 4 updated Board Binders are ready for pickup; arrange meeting and tour of library

(possible dates/time?) – C McNeil made sure that the new binders are completely updated and ready for pickup. She is also willing to meet new board members at the library to help acquaint them with the space. 10 am on the 23rd of April appears to work for new board members and everyone can get a tour of the library and get their binders.

- ii. PLSB Board Basics Workshop – April 12, Claresholm – there will be more board basics workshops throughout the year.

5. New Business

For Discussion/Decision

- a. Conflict of Interest Policy; Code of Conduct for Board members (reading material provided: *Managing Conflict of Interest Situations*); Non-profit learning webinars | Alberta.ca – free online courses available – C McNeil is also on the Atlas Coal Mine board and she can ask to use their board member code of conduct policy. C McNeil asked M Polych if she is aware of other libraries that have code of conduct policies for board members. M Polych is aware of some library forum discussion about codes of conduct, and she can share this information.
- b. Provincial Priorities Act Legislation – Municipal Affairs webinar, April 3 - Federal agreements and the municipal sector | Alberta.ca – C McNeil attended training on this new legislation, and the only federal funding that the library receives is a federal summer jobs grant. If the library gets that grant, that will need to be reported to the province, but it should not be onerous to report.
- c. Library AGM – later in May or early in June; depending on when BDO can provide financial review; in-person / hybrid meeting in the library; election of officers (President; Vice President; Secretary & Treasurer) – C McNeil hopes that the AGM can still happen late in May, despite the delay getting financial information to BDO. C McNeil explained that the AGM is when board officers are elected, and then a board meeting occurs directly afterwards. The library does need more executive members. C McNeil let M Polych know that the large meeting room will probably be necessary and there will need to be capability to host virtual meeting members. The AGM is tentatively set to occur at 6:30 pm on June 4. M Polych will be out of town for library business earlier that day, so support will be needed from board members and/or other library employees to set up the large meeting room for the AGM.

6. Adjournment – S Price motioned to adjourn the meeting at 7:18 pm.

Next Meeting: June 4, 2025 at 6:30 pm (tentative)

Minutes Signatures:

Cheryl McNeil

Chair, Town of Drumheller Library Board

Signature & Date:

Charles A. McLeod June 16, 2025

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

James Foster June 14, 2025

REQUEST FOR DECISION

TITLE:	FCSS Committee Amending Bylaw #23.25 (3 rd Reading)
DATE:	July 7, 2025
PRESENTED BY:	Esther Quiambao, Assistant Chief Administrative Officer
ATTACHMENTS:	Bylaw #23.25 - FCSS Committee Amending Bylaw (3 rd Reading) Bylaw #34.24 – FCSS Committee Bylaw (Redlined) Bylaw #34.24 – FCSS Committee Bylaw (Consolidated)

SUMMARY:

Administration proposed Family and Community Support Services (FCSS) Committee Amending Bylaw #23.25 on June 2, 2025 in accordance with Section 145(2) of the *Municipal Government Act*, where it underwent first and second reading. As previously discussed, the proposed amendments make changes to current FCSS Bylaw #34.24 that facilitate the transition from a Council-only FCSS Committee to an advisory committee that incorporates members-at-large from interested local social services agencies.

RECOMMENDATION:

That Council gives third and final 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 Council Committee of the Whole to facilitate the transition from a Council-only administrative committee to an advisory committee with members-at-large. An overview of the substantial changes are provided below. Additional changes have been proposed since second reading. These proposed changes are highlighted in blue:

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 <i>carrying out</i> the responsibilities outlined in the FCSS Act to <i>adhering</i> to these responsibilities.
4.3 and 4.4	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	Changes to the term length from two (2) years to “not exceeding three (3) years” in order to provide flexibility in staggering membership.
5.5	Addition of provision to provide clarity on the process when a vacancy occurs.
5.6	Addition of provision that states employees are ineligible for appointment to the Committee.
7(1)	Addition of section that handles attendance of Committee Members and the transfer of rights and privileges.
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.
8(1).5	Addition of provision on confidentiality of meetings.

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 Amending 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 third and final 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 the Town of Drumheller values advice provided through community engagement;

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) The following shall be added and form section 4.4
 - i) “The *Committee*, being advisory in nature, shall have no power to:
 - a) act on behalf of the *Town*;
 - b) enter into contracts or agreements;
 - c) make purchases on behalf of the *Town*;

- d) issue any statements on behalf of the *Town*;
 - e) direct or give direction to any person or group, including but not limited to *Town* employees;
 - f) obligate or bind the *Town* in any manner whatsoever; or
 - g) otherwise affect the rights, duties, or obligations of the *Town* as a municipal corporation.”.
- k) 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.”.
- l) Section 5.3 shall be removed and replaced with the following:
- i) “Members at Large:
 - a) shall be appointed for a specified term, which shall not exceed three (3) years; and
 - b) shall not be appointed for more than three (3) consecutive terms.”
- m) 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”.
- n) The following shall be added and form section 5.5:
- i) When a vacancy arises prior to the expiration of the term for which a *Committee* Member was appointed, a successor *Committee* Member may be appointed by Council to fill the vacancy for the remainder of the term.
- o) The following shall be added and form section 5.6:
- i) *Town of Drumheller* employees are not eligible for appointment to the *Committee*.
- p) In section 7.2:
- i) “Three (3) members” shall be changed to “Four (4) members”.

- q) In section 7.3:
 - i) “members shall serve” is changed to “*Council* members shall serve”
- r) The following shall be added and form section 7(1) Attendance
 - i) Any *Member at Large* who is absent from three (3) consecutive meetings which are held during the calendar year, shall forfeit their office and the vacancy recruited for the remainder of the term.
 - ii) *Council* may by resolution, at any time in its sole discretion and without cause, revoke the appointment of a *Committee* Member.
 - iii) A *Committee* Member may resign from the *Committee* at any time by sending a written notice to the *Chair* advising them of their resignation and the effective date.
 - iv) No right or privilege of any *Member at Large* is transferable to another person; all rights and privileges cease when the *Committee* Member resigns, dies, or is expelled from the *Committee*.
- s) 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’ is attached to and 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

Draft

SCHEDULE 'A'

8(1). CONFLICT OF INTEREST & CONFIDENTIALITY

- 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.
- 8(1).5 Committee members shall **not** disclose confidential information belonging to or obtained through their affiliation with the *Committee*.

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.

4.4 The *Committee*, being advisory in nature, shall have no power to:

- a) act on behalf of the *Town*;
- b) enter into contracts or agreements;
- c) make purchases on behalf of the *Town*;
- d) issue any statements on behalf of the *Town*;
- e) direct or give direction to any person or group, including but not limited to *Town* employees;
- f) obligate or bind the *Town* in any manner whatsoever; or
- g) otherwise affect the rights, duties, or obligations of the *Town* as a municipal corporation.

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:**

- a) shall be appointed for a specified term, which shall not exceed three (3) years; and
- b) shall not be appointed for more than three (3) consecutive 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.

5.5 When a vacancy arises prior to the expiration of the term for which a *Committee* Member was appointed, a successor *Committee* Member may be appointed by Council to fill the vacancy for the remainder of the term.

5.6 *Town of Drumheller* employees are not eligible for appointment to the *Committee*.

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.

7(1). ATTENDANCE

- 7(1).1 Any *Member at Large* who is absent from three (3) consecutive meetings which are held during the calendar year, shall forfeit their office and the vacancy recruited for the remainder of the term.
- 7(1).2 *Council* may by resolution, at any time in its sole discretion and without cause, revoke the appointment of a *Committee* Member.
- 7(1).3 A *Committee* Member may resign from the *Committee* at any time by sending a written notice to the *Chair* advising them of their resignation and the effective date.
- 7(1).4 No right or privilege of any *Member at Large* is transferable to another person; all rights and privileges cease when the *Committee* Member resigns, dies, or is expelled from the *Committee*.

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 & CONFIDENTIALITY

- 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.
- 8(1).5 *Committee* members shall **not** disclose confidential information belonging to or obtained through their affiliation with the *Committee*.

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.

DRAFT

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.

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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 sections on conflicts of interest and attendance, additional rules for committee composition, 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 (FCSS) 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 (FCSS) 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)

4.4 The *Committee*, being advisory in nature, shall have no power to:

- a) act on behalf of the *Town*;
- b) enter into contracts or agreements;
- c) make purchases on behalf of the *Town*;
- d) issue any statements on behalf of the *Town*;
- e) direct or give direction to any person or group, including but not limited to *Town* employees;
- f) obligate or bind the *Town* in any manner whatsoever; or
- g) otherwise affect the rights, duties, or obligations of the *Town* as a municipal corporation.

(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:

- a) shall be appointed for a specified term, which shall not exceed three (3) years; and
- b) shall **not** be appointed for more than three (3) consecutive 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
- b) any *Town* employee, who has been appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program.

(BL23.25)

5.5 When a vacancy arises prior to the expiration of the term for which a *Committee* Member was appointed, a successor *Committee* Member may be appointed by Council to fill the vacancy for the remainder of the term. (BL23.25)

5.6 *Town of Drumheller* employees are not eligible for appointment to the *Committee*. (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.

7(1). ATTENDANCE

- 7(1).1 Any *Member at Large* who is absent from three (3) consecutive meetings which are held during the calendar year, shall forfeit their office and the vacancy recruited for the remainder of the term. (BL23.25)
- 7(1).2 *Council* may by resolution, at any time in its sole discretion and without cause, revoke the appointment of a *Committee* Member. (BL23.25)
- 7(1).3 A *Committee* Member may resign from the *Committee* at any time by sending a written notice to the *Chair* advising them of their resignation and the effective date. (BL23.25)
- 7(1).4 No right or privilege of any *Member at Large* is transferable to another person; all rights and privileges cease when the *Committee* Member resigns, dies, or is expelled from the *Committee*. (BL23.25)

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 & CONFIDENTIALITY

- 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. (BL23.25)
- 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. (BL23.25)
- 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)

8(1).5 *Committee* members shall **not** disclose confidential information belonging to or obtained through their affiliation with the *Committee*. (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:	Revision to Nacmine Hunter Drive Land Designation Bylaw #12.25
DATE:	July 7, 2025
PRESENTED BY:	Darryl Drohomerski, C.E.T., Chief Administrative Officer
ATTACHMENTS:	Bylaw #27.25 - Nacmine Hunter Drive Land Designation Revising Bylaw Bylaw #27.25 – Certification of Revising Bylaw by CAO Revised Bylaw #12.25 – Nacmine Hunter Drive Land Designation Bylaw Bylaw #12.25 – Nacmine Hunter Drive Land Designation Bylaw

SUMMARY:

Nacmine Hunter Drive Land Designation Bylaw #12.25 was passed on March 3, 2025. Bylaw #12.25 was passed to designate parcels obtained through the flood mitigation program as environmental reserves (ERs). As part of the funding agreement 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.

When this Bylaw was sent to the Land Titles Office to be registered, some clerical changes and required amendments were identified. These changes include the following:

1. A correction of a clerical error in the land description, in which “Lot 1” was incorrectly labeled as “Block 2”;
2. The addition of plan number 251 0444 in the legal description; and
3. A change to Schedule ‘A’ to include adjacent parcels that will be registered and consolidated concurrently as environmental reserves (ERs).

In order to make these changes, Administration is recommending that Council pass Revising Bylaw #27.25 in accordance with section 63 of the *Municipal Government Act*.

RECOMMENDATION:

Administration recommends Council gives all three readings to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25.

DISCUSSION:

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.

As the land described in Schedule ‘A’ does not contain public utilities but is unsuitable for future development and will be returned to a natural state, The land will be converted to an ER.

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 Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

MOTION:

That Council gives second reading to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.

MOTION:


That Council gives unanimous consent for third reading of Nacmine Hunter Drive Land Designation Revising Bylaw #27.25.

MOTION:

That Council gives third and final reading to Nacmine Hunter Drive Land Designation Revising Bylaw #27.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative Services



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

**TOWN OF DRUMHELLER
BYLAW NUMBER 27.25**

DEPARTMENT: FLOOD MITIGATION/DEVELOPMENT AND PLANNING

NACMINE HUNTER DRIVE LAND DESIGNATION REVISING BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, FOR THE
PURPOSES OF REVISING THE TOWN OF DRUMHELLER NACMINE HUNTER DRIVE LAND
DESIGNATION BYLAW #12.25

WHEREAS section 63 of the *Municipal Government Act, RSA 2000, C.M-26*, as amended, provides that a council of a municipality may, by bylaw, revise any of its bylaws, or any one or more provisions of them;

AND WHEREAS a bylaw under section 63 of the *Municipal Government Act* may make changes, without materially affecting the bylaw in principle or substance to bring out more clearly what is considered to be the meaning of the bylaw;

AND WHEREAS Nacmine Hunter Drive Land Designation Bylaw #12.25 dedicates land acquired by the Town of Drumheller as part of the flood mitigation project as environmental reserve;

AND WHEREAS The Council of the Town of Drumheller deems it desirable to revise Bylaw #12.25 to correct clerical errors, insert a plan number in the legal description, and dedicate adjacent parcels as environmental reserves;

AND WHEREAS a bylaw in accordance with section 63 of the *Municipal Government Act* must not be given first reading until after the Chief Administrative Officer has certified in writing that the proposed revisions were prepared in accordance with that section;

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 " Nacmine Hunter Drive Land Designation Revising Bylaw."
- 1.2 Bylaw #12.25 shall be cited as "Revised Nacmine Hunter Drive Land Designation Bylaw," in accordance with section 63 of the *Municipal Government Act*.

2. REVISIONS

- 2.1 The following revisions shall be applied to Bylaw #12.25:

- a) The following description shall be changed from:

“NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to dedicate LOT 1, BLOCK 2, PLAN 091 5125; LOTS 2-5 INCL. BLOCK 4, PLAN 151 1830; AREA -'A', ON PLAN 251
and PART OF BLOCK 2, PLAN 3946 E.T.
depicted on the attached Schedule - 'A' and more particularly described as:

PLAN 251.....
BLOCK 4
LOT 7 E.R. (Environmental Reserve)

EXCEPTING THEREOUT ALL MINES AND MINERALS.”

to:

“NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to dedicate the land depicted on Schedule – ‘A’ attached hereto being:
LOT 1, AND LOT 2ER, BLOCK 2, PLAN 091 5125,
LOTS 2-5 INCLUSIVE AND LOT 6ER, BLOCK 4, PLAN 151 1830,
AREA – ‘A’, ON PLAN 251 0444
and PART OF LOT 1, PLAN 3946 E.T.
and more particularly described as:

PLAN
BLOCK 4
LOT 7 E.R. (Environmental Reserve)
EXCEPTING THEREOUT ALL MINES AND MINERALS.”

- b) Schedule ‘A’ of Bylaw #12.25 shall be removed and replaced by the attached Schedule ‘A’ of this Bylaw.

3. SCHEDULES

- 3.1 Schedule ‘A’ is attached to and 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.

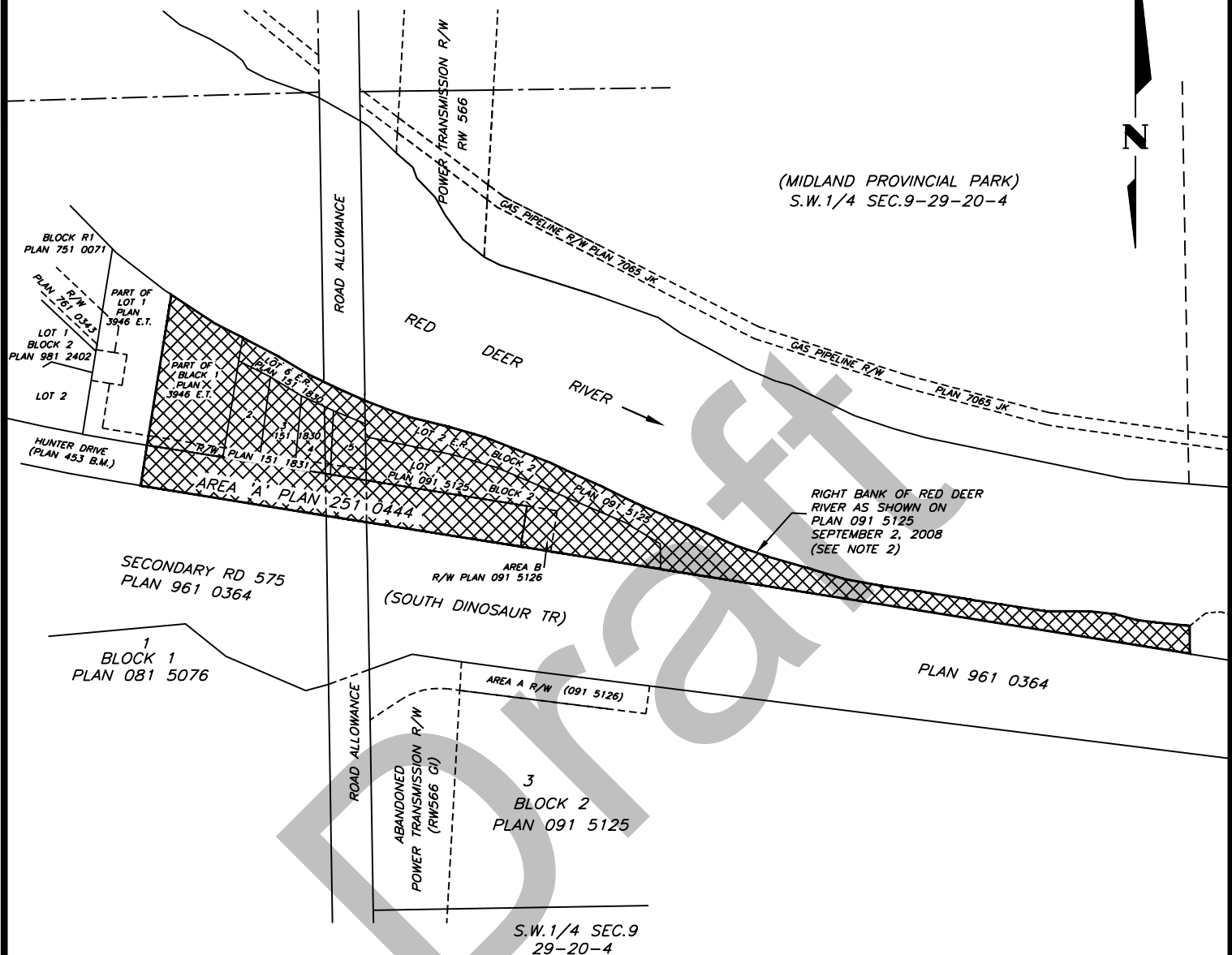
READ A FIRST TIME THIS _____ DAY OF _____, 2025.

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER



NACMINE DISTRICT DRUMHELLER, ALBERTA

PLAN SHOWING AREA BEING DESIGNATED
ENVIRONMENTAL RESERVE BY BY-LAW NO. 12.25 (REVISED)
AFFECTING LOT 1, LOT 2ER, BLOCK 2, PLAN 091 5125,
LOTS 2-5 INCLUSIVE AND LOT 6ER BLOCK 4, PLAN 151 1830
AREA 'A' PLAN 251 0444 AND
PART OF LOT 1, PLAN 3946 E.T.
ALL WITHIN THE
S.E.1/4 SEC.8, AND THE S.W.1/4 SEC. 9
TWP,29, RGE.20, W.4M.
SCALE= 1:3000 — 2025 — W.R.HUNTER, A.L.S.

LEGEND:

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



REV.	DATE	DESCRIPTION
2	JUNE 23, 2025	TWO ENVIRONMENT RESERVE ADDED
1	FEB. 19, 2025	CLOSED ROAD ADDED
0	SEPT. 13, 2024	2025 - Agenda ISSUED

June 24, 2025

Mayor and Council
Town of Drumheller
224 Centre Street
Drumheller AB
T0J 0Y4

**RE: CERTIFICATION OF REVISIONS PROPOSED BY BYLAW #27.25 FOR THE
REVISION OF BYLAW #12.25.**

In accordance with section 63(4) of the Municipal Government Act, RSA 2000, C.M-26, as amended, I, **DARRYL E. DROHOMERSKI**, Chief Administrative Officer of the Town of Drumheller hereby certify that

1. I am aware a clerical error was made in a plan number in Bylaw #12.25 whereby "Lot 1" was incorrectly shown as "Block 2;"
2. I am aware that a plan number in the legal description was not available at the passing of Bylaw #12.25, and that this plan number must now be inserted at the request of the Land Titles Office;
3. It is our intention to concurrently consolidate two adjacent Environmental Reserve parcels with the new Environmental Reserve parcel being created. To accomplish this, Land Titles requests that Schedule 'A' of Bylaw #12.25 and the legal description include these two parcels, in order to be consistent with the information show on the legal plan;
4. The proposed revisions of Bylaw #27.25 would make changes to Bylaw #12.25 without materially affecting the bylaw in principle and substance;
5. The proposed revising Bylaw #27.25 is intended to bring out more clearly what is considered to be the meaning of Bylaw #12.25; and
6. This certification is done in accordance with the terms and conditions of section 63 of Municipal Government Act, RSA 2000, C.M-26, as amended.

CERTIFIED BY ME this 24 day of June, 2025.



TOWN OF DRUMHELLER
REVISED BYLAW NUMBER 12.25
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Revised Nacmine Hunter Drive Land Designation Bylaw

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of dedicating certain lands owned by or is in the process of being acquired to Environment Reserve pursuant to Section 665 of the Municipal Government Act, Chapter M-26, of the 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 that is unable to be protected by a berm due to it being in the Floodway as determined by Alberta Flood Maps; all structures shall be removed therefrom and the land returned to its natural state, and

WHEREAS one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as environmental reserves or other designation suitable to the Province of Alberta;

NOW THEREFORE be it resolved that THE COUNCIL of the TOWN OF DRUMHELLER in the Province of Alberta does hereby enact to dedicate the land depicted on Schedule – ‘A’ attached hereto being:

LOT 1, AND LOT 2ER, BLOCK 2, PLAN 091 5125,
LOTS 2-5 INCLUSIVE AND LOT 6ER, BLOCK 4, PLAN 151 1830,
AREA – ‘A’, ON PLAN 251 0444
and PART OF LOT 1, PLAN 3946 E.T.
and more particularly described as:

PLAN
BLOCK 4
LOT 7 E.R. (Environmental Reserve)
EXCEPTING THEREOUT ALL MINES AND MINERALS

and acquiring a title to these lands in the name of the TOWN OF DRUMHELLER, a Municipal Body Corporate in the Province of Alberta of 224 Centre Street, Drumheller, Alberta T0J 0Y4, in accordance with Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

SHORT TITLE

This Bylaw may be cited as “Revised Nacmine Hunter Drive Land Designation Bylaw.”

TRANSITIONAL

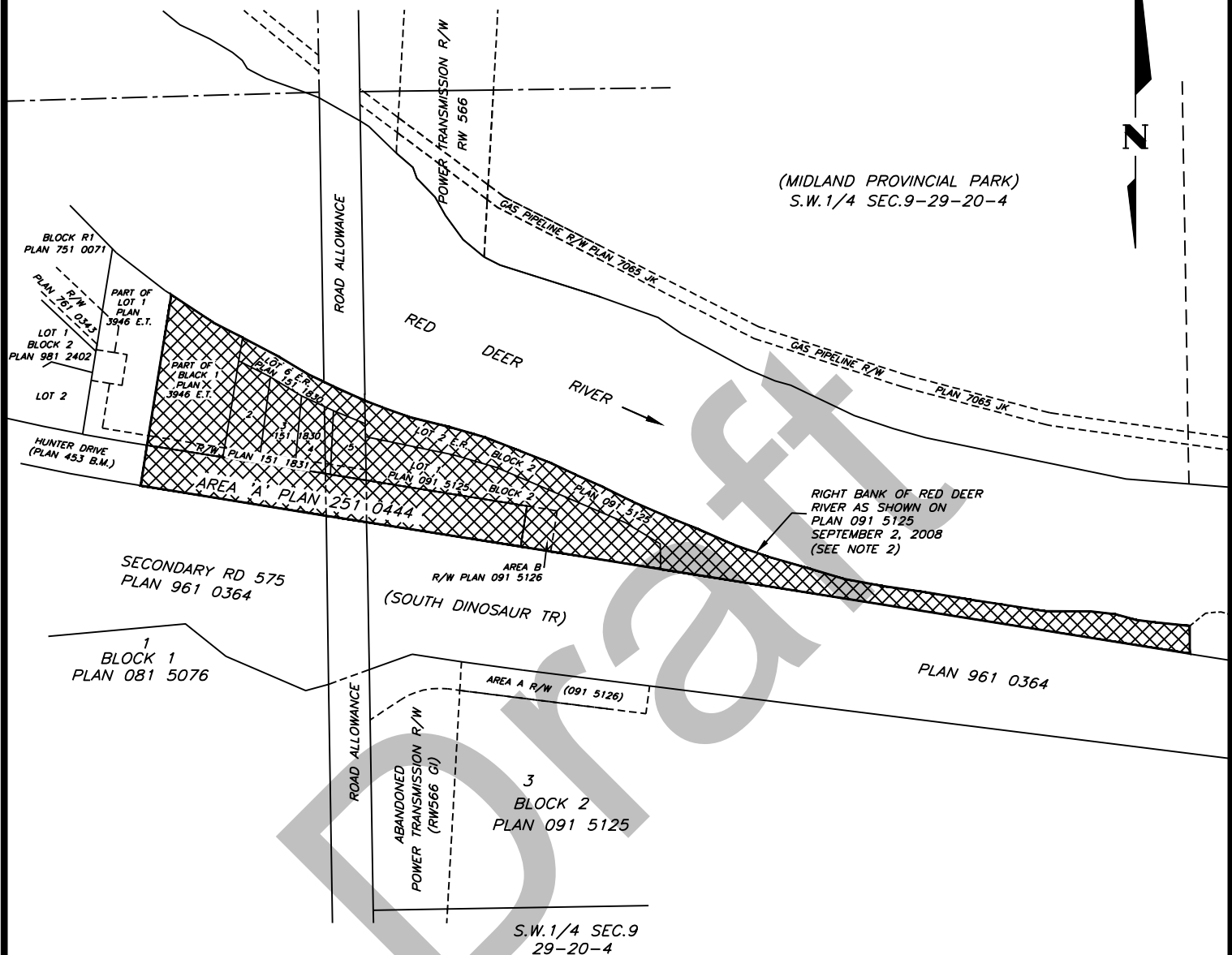
This Bylaw takes effect on the day the registrar of the South Alberta Land Registration District issues a new title to the subject lands.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3RD DAY OF MARCH, 2025.

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3RD DAY OF MARCH, 2025.

READ AND PASSED THE THIRD AND FINAL BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3RD DAY OF MARCH, 2025.

Draft



NACMINE DISTRICT
DRUMHELLER, ALBERTA

PLAN SHOWING AREA BEING DESIGNATED
 ENVIRONMENTAL RESERVE BY BY-LAW NO. 12.25 (REVISED)
 AFFECTING LOT 1, LOT 2ER, BLOCK 2, PLAN 091 5125,
 LOTS 2-5 INCLUSIVE AND LOT 6ER BLOCK 4, PLAN 151 1830
 AREA 'A' PLAN 251 0444 AND
 PART OF LOT 1, PLAN 3946 E.T.
 ALL WITHIN THE
 S.E.1/4 SEC.8, AND THE S.W.1/4 SEC. 9
 TWP,29, RGE.20, W.4M.
 SCALE= 1:3000 — 2025 — W.R.HUNTER, A.L.S.

LEGEND:

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



REV.	DATE	DESCRIPTION
2	JUNE 23, 2025	TWO ENVIRONMENT RESERVE ADDED
1	FEB. 19, 2025	CLOSED ROAD ADDED
0	SEPT. 13, 2024	2025 - Agenda ISSUED

TOWN OF DRUMHELLER
BYLAW NUMBER 12.25
DEPARTMENT: FLOOD MITIGATION / DEVELOPMENT

Nacmine Hunter Drive Land Designation

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of dedicating certain lands owned by or is in the process of being acquired to Environment Reserve pursuant to Section 665 of the Municipal Government Act, Chapter M-26, of the 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 that is unable to be protected by a berm due to it being in the Floodway as determined by Alberta Flood Maps; all structures shall be removed therefrom and the land returned to its natural state, and.

WHEREAS; one of the terms of the aforementioned agreement requires that land acquired for this flood mitigation project be dedicated as environmental reserves or other designation suitable to the Province of Alberta,

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to dedicate
LOT 1, BLOCK 2, PLAN 091 5125; LOTS 2-5 INCL. BLOCK 4, PLAN 151 1830;
AREA –‘A’, ON PLAN 251
and PART OF BLOCK 2, PLAN 3946 E.T.
depicted on the attached Schedule – ‘A’ and more particularly described as:

PLAN	251
BLOCK	4
LOT	7 E.R. (Environmental Reserve)

EXCEPTING THEREOUT ALL MINES AND MINERALS.

and acquiring a title to these lands in the name of the TOWN OF DRUMHELLER, a Municipal Body Corporate in the Province of Alberta of 224 Centre Street, Drumheller, Alberta T0J 0Y4, in accordance with the Section 665 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

SHORT TITLE

This Bylaw may be cited as “Nacmine Hunter Drive Land Designation”

TRANSITIONAL

This Bylaw takes effect on the day the registrar of the South Alberta Land Registration District issues a new title to the subject lands.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3rd DAY OF March, 2025.

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3rd DAY OF March, 2025.

READ AND PASSED THE THIRD AND FINAL BY THE COUNCIL OF THE TOWN OF
DRUMHELLER, THIS 3rd DAY OF March, 2025.

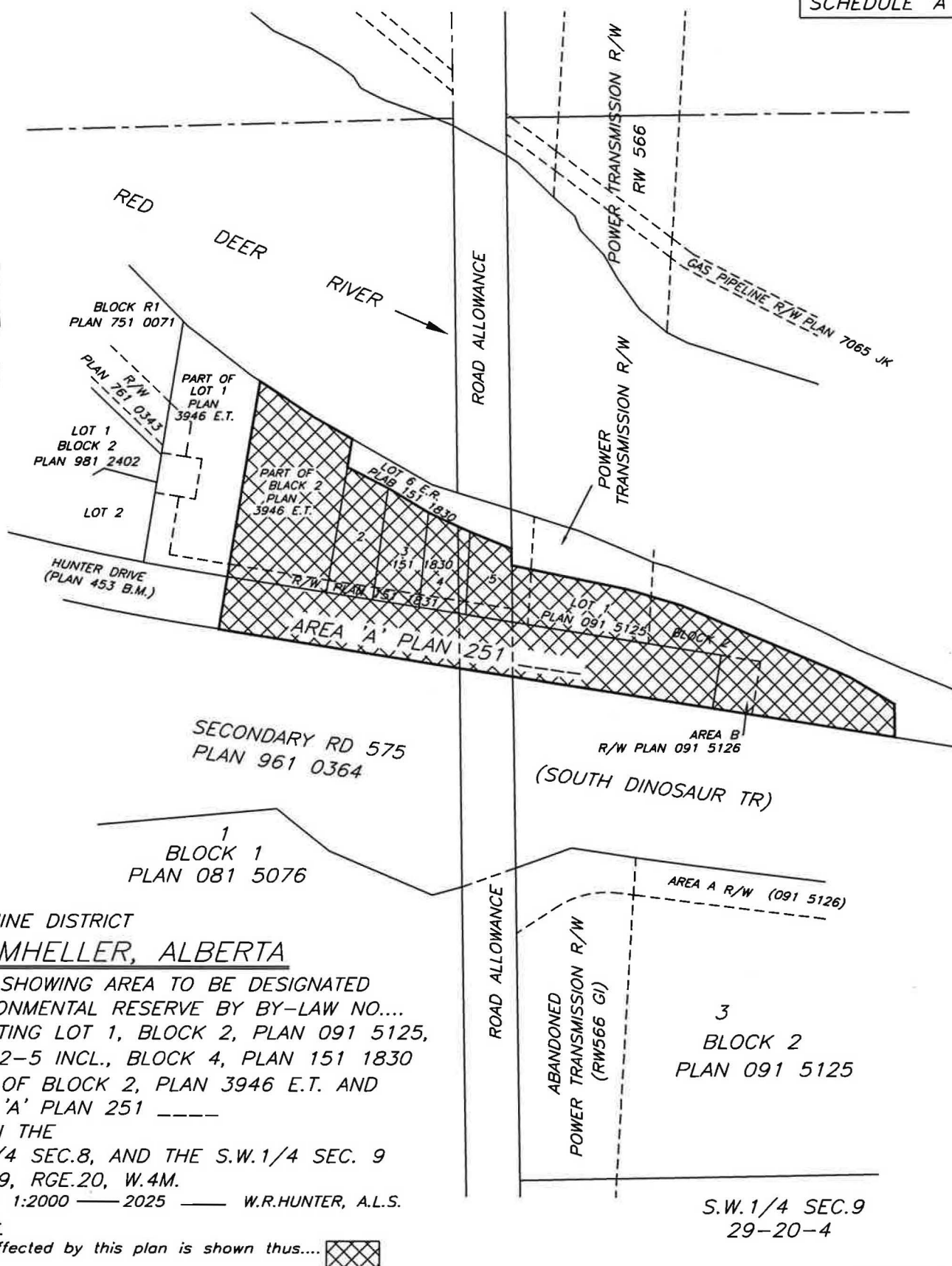


MAYOR: HEATHER COLBERG

Seal



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



**NACMINE DISTRICT
DRUMHELLER, ALBERTA**

PLAN SHOWING AREA TO BE DESIGNATED
ENVIRONMENTAL RESERVE BY BY-LAW NO....
AFFECTING LOT 1, BLOCK 2, PLAN 091 5125,
LOTS 2-5 INCL., BLOCK 4, PLAN 151 1830
PART OF BLOCK 2, PLAN 3946 E.T. AND
AREA 'A' PLAN 251 -----
WITHIN THE
S.E.1/4 SEC.8, AND THE S.W.1/4 SEC. 9
TWP,29, RGE.20, W.4M.
SCALE= 1:2000 — 2025 — W.R.HUNTER, A.L.S.

LEGEND:

Area affected by this plan is shown thus... 

REV.	DATE	DESCRIPTION
1	FEB. 19, 2025	CLOSED ROAD ADDED
0	SEPT. 13, 2024	ISSUED

HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE:ER23-256-SCH A-R1

REQUEST FOR DECISION

TITLE:	MDP Amending Bylaw #26.25 (1 st Reading)
DATE:	July 7, 2025
PRESENTED BY:	Antonia Strilisky, Development Officer
ATTACHMENTS:	Bylaw #26.25 - MDP Amending Bylaw (1 st Reading) 2023 Consolidated Municipal Development Plan Bylaw #17.20

SUMMARY:

The Town of Drumheller in partnership with Palliser Regional Municipal Services (PRMS) is in the process of preparing an amending bylaw for the Town's Municipal Development Plan (MDP) as established by Bylaw #17.20. The purpose of the amending bylaw, as presented at the June 16, 2025 Regular Council Meeting, is to undertake a targeted review and update of the MDP, specifically focused on updates to flood mitigation, parks, and trails. Pursuant to section 692 of the *Municipal Government Act*, a Public Hearing for the proposed Amending Bylaw must also be held prior to second reading. The proposed MDP Amending Bylaw #26.25 is being presented to Council today for first (1st) reading.

RECOMMENDATION:

That Council gives first reading to Bylaw #26.25, being a bylaw to amend Municipal Development Plan Bylaw #17.20, as presented, and furthermore, sets a Public Hearing for August 11, 2025 at 5:30 p.m. at the Town of Drumheller Council Chambers.

DISCUSSION:

Pursuant to section 641 of the *Municipal Government Act* (MGA), all municipalities are required to develop and maintain a Municipal Development Plan (MDP). The Public Hearing must be properly advertised in accordance with section 606 of the MGA or in accordance with the Town's adopted Advertising Bylaw #24.24.

The current Drumheller MDP was prepared in 2020 and was designed with a central focus around flooding and flood mitigation initiatives. Recognizing the successes of implementing the flood program in Drumheller has led to a greater understanding and management of flooding hazards and risks, including land purchases, expropriations, and the construction of berms. In addition to these successes, there are also several contextual changes and implementation challenges that have emerged, such as updated provincial flood hazard mapping, berm-integrated trail networks and adaptive mitigation strategies. The Town also has since adopted a new Parks and Recreation Master Plan in 2023.

This review and update of the MDP is intended to help the Town continue to provide a relevant and effective tool that guides land use decisions while supporting long-term community goals and coordinating future development with existing and planned municipal infrastructure. While flooding remains an important consideration to growth and development in Drumheller, it is no longer the primary or central focus. The proposed amendments minimize the language around flooding in the MDP to enable it to be a more balanced and well-rounded document that achieves its goal of being more "encouraging and inviting". The amount of information related to

trails, parks and recreation is also being reduced and refocused to align with the Town's recently adopted 2023 Recreation Master Plan.

Specifically, this review focuses on:

- reviewing and revising the vision, goals, and objectives of the MDP in *Part 1 Vision and Context* as it relates to flooding, parks, and trails;
- updating flood terminology to make it consistent with provincial terminology;
- removing statements suggesting additional land expropriation for flood mitigation;
- removing engineering-specific details and outdated terminology;
- removing requirements related to pavilions and plazas within parks and trails;
- determining appropriate land use policy for each flood area, and providing guidance on how changes to the land use regulation will be implemented; and
- aligning the provisions related to flooding, parks, and trails in *Part II Policies* with the vision and goals outlined in *Part I Vision and Context*.

PRMS and Administration also recognize that the MDP includes vision and goal-oriented statements for future land use and development. Although road engineering and design standards are not suitable for this broadly focused type of statutory document, wording has also been proposed to the MDP policy statements to more readily enable the adoption of such engineering standards for future developments.

A future, more comprehensive review and update of the MDP in its entirety will be undertaken no later than 2027.

FINANCIAL IMPACT:

This project has no additional financial cost to the 2025 Operational Budget; it is included as part of the Municipal Planning and Development 2025 Professional Services Budget.

STRATEGIC POLICY ALIGNMENT:

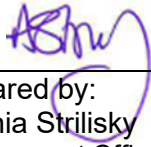
Adherence to the *Municipal Government Act* (MGA), Intermunicipal Development Plans and support effective and informed governance.

COMMUNICATION STRATEGY:

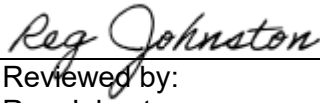
Following the first reading of Bylaw #26.25, the proposed changes will be circulated to neighboring municipal stakeholders in accordance with Intermunicipal Development Plans including Kneehill County, Wheatland County, Starland County, and the Special Areas Board. Additionally, all residents and public stakeholders will be highly encouraged through the Town website, social media and local newspaper advertisements to submit written comments or to attend the scheduled Public Hearing prior to second reading, all in accordance with Advertising Bylaw #24.24.

MOTION:

That Council gives first reading to Municipal Development Plan Amending Bylaw #26.25, as presented, and sets a Public Hearing for August 11, 2025 at 5:30 p.m. at the Town of Drumheller Council Chambers.



Prepared by:
Antonia Strilisky
Development Officer



Reviewed by:
Reg Johnston
Manager of Economic
Development



Approved by:
Esther Quiambao, CLGM
Assistant Chief
Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 26.25
DEPARTMENT: PLANNING AND DEVELOPMENT

MUNICIPAL DEVELOPMENT PLAN AMENDING BYLAW #26.25

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO AMEND
THE TOWN OF DRUMHELLER MUNICIPAL DEVELOPMENT PLAN BYLAW 17.20

WHEREAS pursuant to the provision of section 632(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council) has adopted the *Municipal Development Plan Bylaw #17.20*.

AND WHEREAS section 191 of the *Municipal Government Act* empowers the Council of the Town of Drumheller to amend its bylaws;

AND WHEREAS Council deems it desirable to amend the *Municipal Development Plan Bylaw #17.20*;

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 "*Municipal Development Plan Amending Bylaw*".

2. BYLAW AMENDMENT

The *Municipal Development Plan Bylaw #17.20* Schedule 'A' is hereby amended as follows:

2.1 The entirety of "Part I Vision and Context", sections 1 through 6 are deleted and replaced by the attached Schedule 'A'.

2.2 Replace the diagram following the "Part II Policies" page with the diagram in the attached Schedule 'B'.

2.3 Delete Part II, section 7 in its entirety.

2.4 Rename Part II, section 8 to: "TRAILS, PARKS AND NATURAL AREAS" and delete the first four paragraphs under the new heading. Add the following paragraph under this heading:

"The Drumheller Badlands Parks Trail System is comprised of key components: trails, parks and natural areas. Access into Drumheller will be balanced with the preservation and restoration of natural areas for the long-term health of the region's ecological network. This will help to ensure future generations can delight in the discovery of Drumheller and experience the wonder of exploring its inscription on the landscape."

2.5 Delete the heading "8.1 Drumheller Badlands parks trail system", and the first paragraph that follows that heading, and policies 8.1 a) through h).

2.6 Delete Figure 18 Drumheller Badlands Parks Trail System.

2.7 Add a new heading “8.1 GENERAL POLICIES” following the paragraph added in section 2.4 above and add the following policies:

- a) Parks, trails and natural areas will be planned and managed by the Town in accordance with the Parks and Recreation Master Plan (2023).
- b) The Town will encourage opportunities to improve the Drumheller Badlands Parks Trail System to:
 - i. protect the integrity of significant badlands landscapes; and
 - ii. increase public access to and enjoyment of open space, trails and amenities.
- c) The design and management of the Drumheller Badlands Parks Trail System will include the following principles:
 - i. to provide sustainable and inclusive design, construction, maintenance and operation of the components for all ages and abilities;
 - ii. to provide an adequate supply, quality, diversity and distribution of parks, open spaces, pathways, trails and associated amenities throughout Drumheller;
 - iii. to preserve significant views, ecological features/corridors, cultural sites, and sensitive landscapes for monitoring and/or restoration;
 - iv. to provide suitable river access points; and
 - v. to respect unique neighbourhood identity and needs.
- d) The Drumheller Badlands Parks Trail System should integrate key entry points that announce visitors’ arrival into Drumheller and protect views of the badlands landscape and the rivers. These key entry points should integrate wayfinding elements to connect people to the open space, park and trail network.

8.1.1 COMMERCIAL USES

- a) Allow commercial activities within the Drumheller Badlands Parks Trail System, prioritizing commercial activities that support recreational services (e.g. equipment outfitters, watercraft and bicycle rental shops, food and beverage kiosks). Commercial uses and facilities should reflect the character and identity of Drumheller and should be sensitive to the landscape context.
- b) Locate new or expanded commercial services in disturbed areas where they will have the least impact to ecological and trail connectivity.

2.8 Delete section 8.2 VALLEY CONNECTIVITY in its entirety.

2.9 Delete the reference to “Figure 19” on the image below 8.2.1.

2.10 Renumber the heading “8.2.2 TRAILS” to “8.3 TRAILS”.

2.11 Delete the first paragraph below the heading 8.2.2 TRAILS and the policies a) through d) thereunder.

2.12 Under the new heading 8.3 TRAILS, add the following:

“Connecting a network of land trails provides multi-modal access throughout the Drumheller Valley. Plazas and pavilions will provide access, amenity, and legibility to the trail network. Plazas will be larger nodes along the trail system, serving as venues for larger events or gatherings. Pavilions will be smaller nodes located at intervals along the trail system, at key trail intersections and in neighbourhood parks.

- a) A system of trails should be established in Drumheller that connect parks, the badlands, neighbourhoods, and the river. The trail system should include:
 - i. A continuous, accessible regional trail that connects the length of Drumheller;
 - ii. A network of local trails which serve as neighbourhood-level paths, designed to be universally accessible; and
 - iii. natural or adventure trails, which facilitate lower-impact access in natural areas with higher sensitivity.
- b) Where a key trail or pathway connection is required through private land, the Town may pursue land acquisition, easements or partnerships to promote pedestrian connectivity throughout Drumheller.
- c) Encourage the placement of plazas and pavilions at key trail connections and points of interest to act as gathering areas, resting points and trailheads, including:
 - i. sites or structures with historical or cultural significance;
 - ii. significant environmental, geological or hydrological features;
 - iii. important archaeological or palaeontological discoveries; and
 - iv. areas of significance to communities and neighbourhoods in Drumheller.
- d) Plazas should be located near major landmarks or in regional parks. Plazas should be supported by amenities and infrastructure to support larger gatherings, such as parking lots, buildings/structures and washrooms.
- e) Pavilions should be provided as rest areas along a trail or at local trailheads. Pavilions may be supported by amenities such as signage, seating, waste receptacles, and bicycle amenities.”

2.13 Delete the heading 8.3 PLAZAS AND PAVILLIONS and policies a) through f).

2.14 Change the heading 8.3.1 PARKS to 8.4 PARKS and replace the first paragraph under that heading with the following:

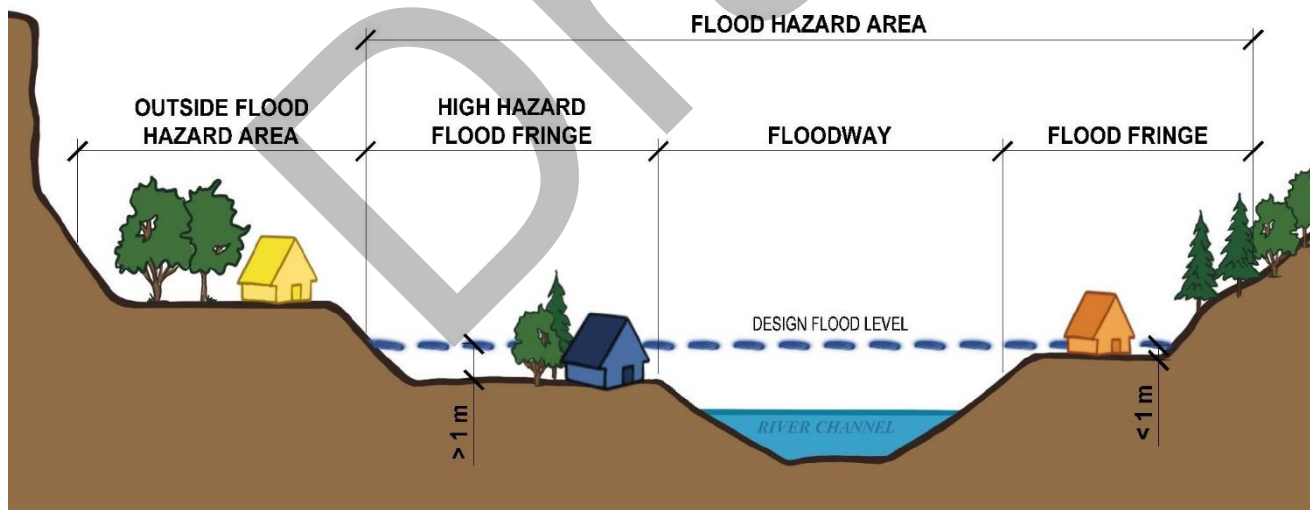
“Parks are open spaces for people – expressions of the Drumheller’s landscape that invite people to play, rest, celebrate and reflect. Drumheller’s existing leisure parks offer many recreational and open space amenities for residents to enjoy, such as splash pads, sports fields, playgrounds and gardens. At a local level, new growth areas will introduce additional neighbourhood parks and local open space connections.

2.15 Delete the heading 8.3.2 EXISTING PARKS and policies a) through c).

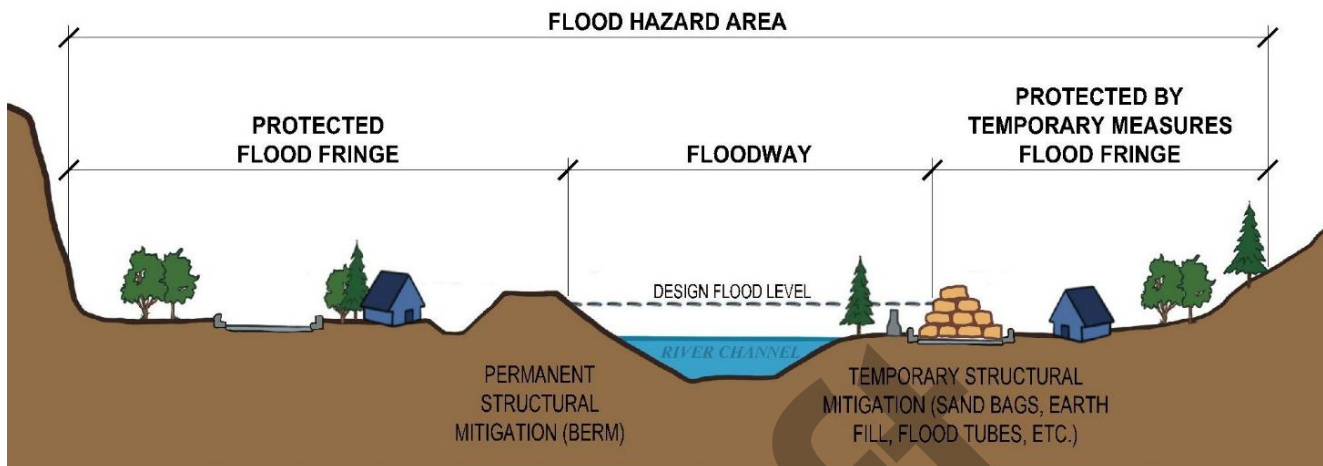
- 2.16 Delete the heading 8.3.3 FUTURE PARK DEVELOPMENT.
- 2.17 Replace policy b) under the heading 8.3.3 FUTURE PARK DEVELOPMENT with the following:
- b) River parks should accommodate activities appropriate to the site context. River parks should be designed to:
 - i. provide space for people to gather and celebrate the river valley;
 - ii. accommodate active and passive uses appropriate to the site with a focus on river activities; and
 - iii. minimize impacts to riparian areas.
- 2.18 Replace policy d) ii) under the heading 8.3.3 FUTURE PARK DEVELOPMENT with the following:
- ii. contribute to a greater understanding and appreciation of the history and natural character of Drumheller; and
- 2.19 Renumber “8.4.3 MUNICIPAL RESERVE” to “8.5.1 MUNICIPAL RESERVE”.
- 2.20 Renumber 8.4 NATURAL AREAS to 8.5 NATURAL AREAS and delete the second paragraph under the heading.
- 2.21 Delete the heading “8.4.1 General” and policy a) thereunder.
- 2.22 Replace 8.4.1 b) iii) with the following:
- “Preserve important natural viewsheds from transportation corridors and;”
- 2.23 Replace “Conveyance Zone” with “floodway” in 8.4.1 c).
- 2.24 Delete “and recreation” from 8.4.1 c) i).
- 2.25 Delete “channel conveyance capacity,” from 8.4.1 c) iii).
- 2.26 Renumber “8.4.2 SENSITIVE LANDS” to “8.5.2 SENSITIVE LANDS”.
- 2.27 Renumber “8.4.3 ENVIRONMENTAL RESERVE” to “8.5.3 ENVIRONMENTAL
- 2.28 RESERVE”. Delete section 8.6 Programming and Interpretive Elements in its entirety.
- 2.29 Delete section 8.7 Climate Adaptation in its entirety and move all headings and text to a new section 9.7.
- 2.30 Delete all five paragraphs under the section 9 GROWTH heading and replace with the following:
- “This MDP provides direction on how and where growth and future land uses should occur in Drumheller. In general, growth will occur in two main forms: through infill within existing neighbourhoods, and through the development of new neighbourhoods”.

- 2.31 Remove Figure 20 LAND USE MAP from section 9 and move to section 14 Figures as a new Figure 9 – LAND USE MAP.
- 2.32 Change the heading of 9.1 from Resilient Development to “DEVELOPMENT HAZARDS AND CONSTRAINTS” and delete the first paragraph under that heading.
- 2.33 Delete the first two paragraphs under the heading 9.1.1 FLOOD RESILIENCE and replace with the following:
- “To minimize social, environmental and economic impacts, the appropriate balance must be found between the preservation of the floodway, the construction of flood mitigation structures and managing risk in the flood fringe areas.”
- 2.34 Delete Figure 21 FLOOD HAZARD OVERLAY.
- 2.35 Replace policies a) through e) under the heading 9.1.1 with the following policies:
- The design flood within Drumheller is the 1:100 year return period flood as determined by the Province of Alberta Flood Hazard Study.
 - The flood hazard area in Drumheller includes the floodway, flood fringe, high hazard flood fringe, protected flood fringe and protected flood fringe by temporary measures as shown in Figures 2 to 4 - Flood Hazard Map. (Note: the Flood Hazard Map can be viewed in detail online at gis.palliserwebmap.ca/view.aspx)

FLOOD WAY, FLOOD FRINGE AND HIGH HAZARD FLOOD FRINGE



FLOOD WAY, PROTECTED FLOOD FRINGE AND PROTECTED FLOOD FRINGE BY TEMPORARY MEASURES



- c) The flood hazard mapping should be adjusted in the future to reflect changes in Provincial flood hazard mapping, river morphology, and berm construction.
- d) Where physically and economically feasible, the Town will construct additional structural measures (berms) to protect existing development from the design flood.
- e) Flood protection structural measures shall be constructed on lands owned by the Town of Drumheller.
- f) The deployment of temporary measures for flood protection should be outlined in the Town's Flood Emergency Reference Manual.
- g) In the absence of Provincial regulations, the Town will regulate flood hazards through the Land Use Bylaw and engineering design standards in accordance with the following:
 - i. Development within the floodway will be limited to uses such as natural parks, trails and essential utilities that do not materially impede the natural function of the floodway.
 - ii. Development within the areas identified as flood fringe, high hazard flood fringe, protected flood fringe, and protected flood fringe by temporary measures shall be designed to protect buildings and habitable spaces, such as establishing a minimum flood construction level and raising the level of electrical and mechanical equipment.

2.36 Add a new section 9.1.2 EROSION CONTROL AND BANK STABILITY and renumber the heading OTHER HAZARDS AND DEVELOPMENT CONSTRAINTS to 9.1.3.

2.37 Add the following under the new heading 9.1.2:

"Even with the regulating influence of the Dickson Dam, erosion and bank stability is a concern along the waterways in the Town of Drumheller, particularly during high flow and ice jam events. Excessive erosion negatively impacts water quality and can pose a risk to

human life, property, and the environment. Erosion control and bank stabilization are critical components of a resilient flood mitigation strategy.

- a) The Town should identify and monitor potential and existing risk areas for erosion and scour along the waterways and develop a method for prioritizing bank stabilization projects.
- b) Where the potential for localized bank erosion along a waterway exists, the Town may require the submission of a report prepared by a qualified professional that evaluates the hazard of bank stability and erosion and the risk to the development, and propose mitigation to reduce the risk to an acceptable level.”

2.38 In the first paragraph under the heading 9.1.3 OTHER HAZARDS AND DEVELOPMENT CONSTRAINTS to 9.1.3, replace “Figure 22 Development Constraints” with “Figure 7- Development Constraints”.

2.39 Remove Figure 22 DEVELOPMENT CONSTRAINTS from section 9 and move to section 15 Figures as a new Figure 7 – DEVELOPMENT CONSTRAINTS.

2.40 In the first paragraph under the heading 9.2 LANDSCAPE SENSITIVE DEVELOPMENT to 9.1.3, replace “Figure 23 Significant Views” with “Figure 8 - Significant Views”.

2.41 Remove Figure 23 Significant Views from section 9 and move to section 15 Figures as a new Figure 8 – Significant Views.

2.42 Replace “Figure 20 Land Use Map” in 9.3.1 a) with “Figure 9 – Land Use Map”.

2.43 In the first paragraph under the heading 9.3.2 INFILL NEIGHBOURHOODS, delete the following sentence:

“Over time, new development should move above 2100 cms”.

2.44 Delete 9.3.2 a).

2.45 In the second paragraph under the heading 9.3.3 NEW NEIGHBOURHOODS, delete the following sentences:

“All new future growth areas are outside of the conveyance and protection zones of the Flood Overlay, making these areas the most resilient to flood risk and significant opportunities for new and innovative development. The potential growth areas are shown on Figure 24 Potential Growth Areas. The growth areas identified are not exhaustive, and it is anticipated that the Town will identify additional growth areas in the future.”

2.46 Replace 9.3.3 a) with the following:

“Encourage the establishment of new neighbourhoods in the potential growth areas identified in Figure 10 – Growth Areas.

2.47 Delete Figure 24 POTENTIAL GROWTH AREAS (ABOVE 2100 CMS).

2.48 Replace “Figure 20 Land Use Map” in 9.4 a) with “Figure 9 – Land Use Map”.

- 2.49 Replace “Figure 20 Land Use Map” in 9.6.1 a) with “Figure 9 – Land Use Map”.
- 2.50 Replace “Figure 20 Land Use Map” in 9.6.2 a) with “Figure 9 – Land Use Map”.
- 2.51 Replace “Figure 20 Land Use Map” in 9.6.3 a) with “Figure 9 – Land Use Map”.
- 2.52 Delete “Figure 25” text in the image heading.
- 2.53 Delete section 11.1 in its entirety.
- 2.54 Replace “Figure 26 Transportation Network” in the second paragraph in 11.2 with “Figure 11 – Transportation Network”.
- 2.55 Remove the text “, identified in Figure 27 Mode Hierarchy,” in 11.2.1 a) i).
- 2.56 Remove Figure 26 TRANSPORTATION NETWORK from section 11 and move to section 15 FIGURES as a new Figure 11.
- 2.57 Delete policy 11.2.1 h).
- 2.58 Delete the heading “FIGURE 27 MODE HIERARCHY” and move the image below policy 11.2.1 a) i).
- 2.59 Add “(Figure 11 – Transportation Network)” to the end of the first sentence under 11.2.2 MAJOR CORRIDORS.
- 2.60 Delete “Figure 28” text in the image heading.
- 2.61 Replace “Community Services” with “Parks and Recreation” in 12.3 f).
- 2.62 Replace 13.2 a) with the following policy:

“Construct flood mitigation structural measures to protect existing development in Drumheller”.
- 2.63 Replace 13.2 b) with the following policy:

“Prepare and adopt Drumheller-specific engineering design and construction standards”.
- 2.64 Delete 13.2 j).
- 2.65 Delete 13.2 l).
- 2.66 Delete the definition for Adaptive structural measures in section 14.
- 2.67 Delete the definition for Conveyance capacity in section 14.
- 2.68 Replace the definition for Flood fringe in section 14 with the following:

“means the portion of the flood hazard area outside of the floodway and includes sub-zones such as high hazard flood fringe, protected flood fringe and protected flood fringe by

temporary measures. Water in the flood fringe is generally shallower and flows more slowly than in the floodway.

2.69 Add a new definition for Flood hazard area to section 14:

“means the area of land that will be flooded during the 1:100 year return period design flood. The flood hazard area is typically divided into two main zones, the floodway and the flood fringe, and may include flood fringe sub-zones”.

2.70 Replace the definition for “Floodway” in section 14 with the following:

“means the portion of the flood hazard area where flows are deepest, fastest and most destructive. The floodway typically includes the main channel of a stream and a portion of the adjacent overbank area.”

2.71 Delete the definition for “Flow rate” in section 14.

2.72 Delete the definition for “Freeboard” in section 14.

2.73 Add the following definition for “High hazard flood fringe” to section 14:

“means a specific sub-zone of the flood fringe which experiences deeper or faster moving flows than the rest of the flood fringe. The high hazard flood fringe is the second highest flood risk category after Floodway.”

2.74 Delete the definition for “Open Space” in section 14.

2.75 Add the following definition for “Protected Flood Fringe” to section 14:

“means a sub-zone of the flood fringe area which could be flooded if berms fail or do not work as intended during the 1:100 year return period design flood.”

2.76 Add the following definition for “Protected Flood Fringe by Temporary Measures” to section 14:

“means a sub-zone of the flood fringe area that is intended to be protected by temporary measures. This sub-zone accounts for the residual risk if the temporary measures are not implemented or if the dedicated flood berms fail or do not work as designed during the 1:100 year return period design flood.”

2.77 Add the following definition for “Temporary Measures” to section 14:

“means measures which are temporarily implemented by the Town of Drumheller in advance of a flood to fill gaps in existing structural flood mitigation. Temporary measures are intended to be deployed in areas where permanent infrastructure was not feasible due to blocking access roads, space constraints or other factors and may include sandbags, water filled tubes, earthfill and other modular flood barriers.”

2.78 Add a new heading section 15 FIGURES.

2.79 Add a new Figure 1 – STRUCTURAL MEASURES as shown in the attached Schedule “C” to section 15.

- 2.80 Add a new Figure 2 – FLOOD HAZARD AREA (WEST) as shown in the attached Schedule “D” to section 15.
- 2.81 Add a new Figure 3 – FLOOD HAZARD AREA (CENTRAL) as shown in the attached Schedule “E” to section 15.
- 2.82 Add a new Figure 4 – FLOOD HAZARD AREA (EAST) as shown in the attached Schedule “F” to section 15.
- 2.83 Add a new Figure 5 – EXISTING LANDSCAPE CONDITIONS as shown in the attached Schedule “G” to section 15.
- 2.84 Add a new Figure 6 – SIGNIFICANT PLACES as shown in the attached Schedule “H” to section 15.
- 2.85 Add a new Figure 10 – GROWTH AREAS as shown in the attached Schedule “I” to section 15.

3. SCHEDULES

- 3.1 Schedule ‘A’ to Schedule ‘I’ are attached to and form 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

1 INTRODUCTION

Drumheller provides an experience unlike any other. Located along the banks of the Red Deer and Rosebud Rivers in southern Alberta, the town captivates with its breathtaking badlands landscape, unique neighbourhoods, and vast layers of natural and human history. Drumheller is home to 8,000 residents and draws nearly 500,000 visitors each year.

The intent of this Municipal Development Plan (MDP) is to protect, enhance, and leverage Drumheller's assets to harness its full potential as a place of resilience, growth, and discovery.

1.1 PURPOSE

The Municipal Development Plan sets the vision and direction for the growth of The Town of Drumheller over the next 30 years. Its policies set out priorities for the future land use, infrastructure, community services, and the physical development of the town.

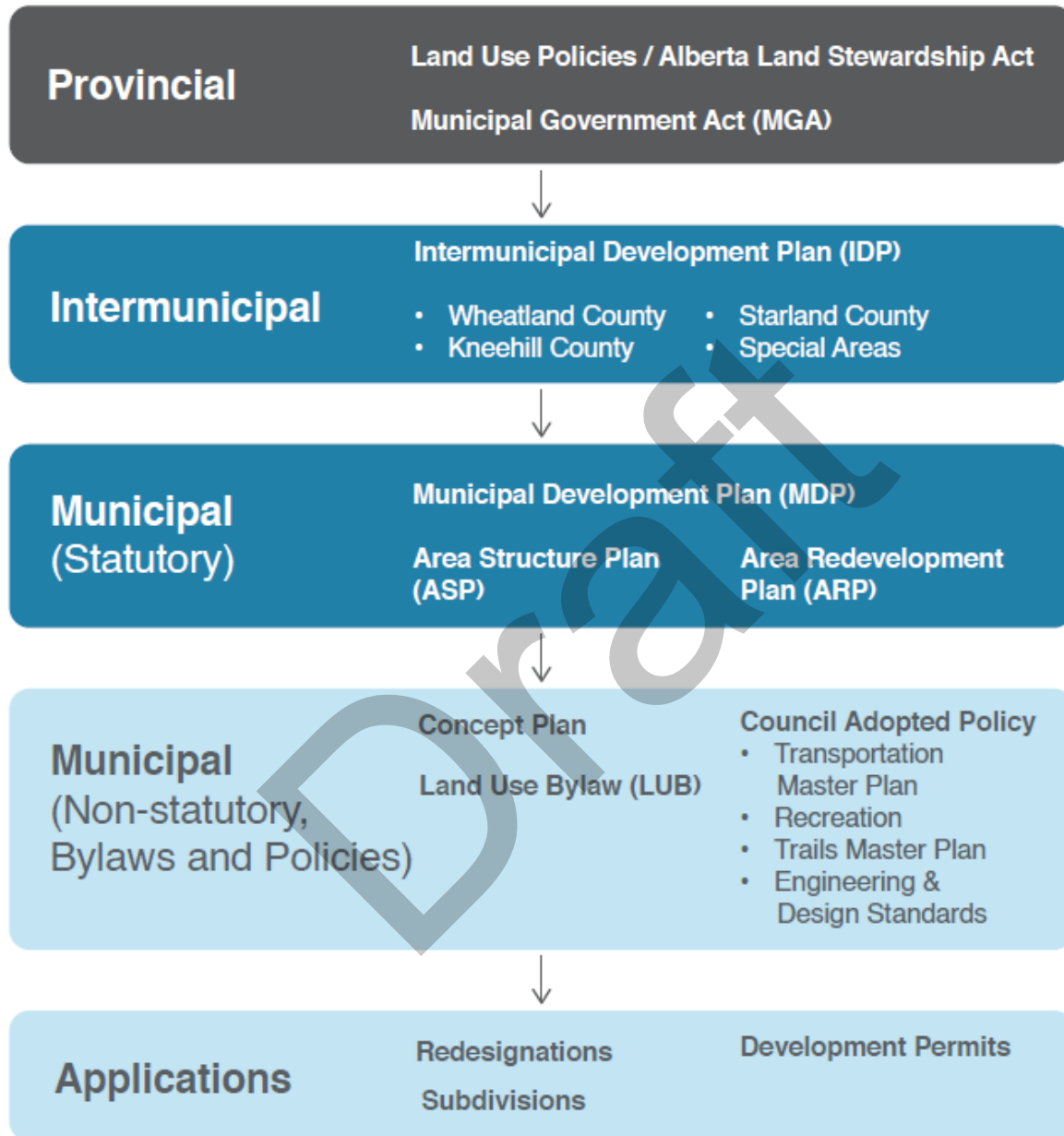
The Plan weaves together the unique elements that form the Drumheller experience, ensuring protection and support for these elements while also enabling continued growth, adaptation, and change. The MDP supports a land use planning framework that ensures future development is resilient and responsive to a changing climate.

1.2 AUTHORITY

The authority of this MDP is provided by the Municipal Government Act. The following section provides an overview of the legislative context and planning framework for all of Alberta, as well as guidance for interpreting the policies within the MDP.

1.3 PLANNING FRAMEWORK

The Planning Framework, as shown below, outlines the authority and hierarchy of legislation, regulation, and other planning documents that guides land use and planning in Alberta.

PLANNING FRAMEWORK

MUNICIPAL GOVERNMENT ACT

The Municipal Government Act (MGA) provides the legislative framework under which all municipalities must operate. The MGA states that the purpose of a municipality is to:

- provide good government;
- foster the well-being of the environment;
- provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality;
- develop and maintain safe and viable communities; and
- work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services.

Part 17 of the Municipal Government Act regulates planning and development and empowers municipalities to prepare plans:

- To achieve the orderly, economical and beneficial development, use of land and patterns of human settlement; and
- To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

The MGA requires municipalities to ensure that all statutory plans, land use bylaws and any action undertaken under Part 17 is consistent with the provincial land use policies or regional plan prepared pursuant to the Alberta Land Stewardship Act.

INTERMUNICIPAL DEVELOPMENT PLANS

Intermunicipal Development Plans (IDP) provide coordinating policies to guide land use and growth management between the Town and the municipalities it shares a border with. These plans may include how the municipalities will work together, develop joint lands, and/or co-ordinate parks, open space, recreation, transportation, water, utilities, and other municipal services across boundaries. IDPs must be approved by each Council in partnering municipalities.

The Town has IDPs with Wheatland County, Kneehill County, Starland County, and Special Areas.

MUNICIPAL DEVELOPMENT PLAN

The Municipal Development Plan (MDP) directs future growth, priorities, and management of the Town of Drumheller. It must be consistent with all IDPs, and provide policy direction for the following key items:

- Future land use within the town and how it is intended to be developed;

- Coordination of land use, growth, and infrastructure with adjoining municipalities;
- Policies regarding provision of transportation systems and municipal servicing;
- Guidance on land-use compatibility and regulation near sour gas facilities;
- Policies regarding municipal and school reserve; and
- Policies respecting the protection of agricultural operations.

Municipal Development Plans may additionally address environmental matters, development constraints, financing of municipal infrastructure, municipal programs, financial resources, economic development, conservation reserve, and other programs or matters relating to the physical, social, or economic development of the municipality.

AREA STRUCTURE PLANS AND AREA REDEVELOPMENT PLANS

As part of the municipal planning process, the Town may develop or require Area Structure Plans (ASP) and Area Redevelopment Plans (ARP) to provide detailed direction for smaller areas within the town. ASPs and ARPs contain maps, goals, and policies that set out general locations for major land uses, major roadways, utility servicing, recreation areas, and development phasing. These ASPs and ARPs are subsidiary to the MDP and must be consistent with its policies.

LAND USE BYLAW

The Land Use Bylaw (LUB) is a regulatory bylaw of the Town, required by the MGA, that implements the land use direction provided in the Municipal Development Plan. Every parcel of land in the Town has a land use district, which specifies which uses are permitted and discretionary and how buildings and land can be developed in the Town.

CONCEPT PLAN

A Concept Plan, referred to as a Conceptual Scheme in the MGA, may be adopted by bylaw or Council resolution. Concept Plans are a non-statutory planning document that provides a framework for future multi-parcel subdivision and development of land, and how it relates to the future subdivision and development of adjacent lands. Concept Plans may be required to be prepared where an Area Structure Plan is deemed unnecessary, such as smaller areas of land, or between the ASP and subdivision/land use application stage. A Concept Plan provides an overview of the location of proposed parcels, roads, parks, utilities and other amenities.

1.4 PLAN INTERPRETATION

The MDP's vision, goals, and objectives will be achieved by implementation of the policies within this Plan. The policies provide direction for decision making within the Valley and how it will grow and develop over the next 30 years.

The following language is used to determine interpretation of the plan:

Shall/will: Shall/will means that a policy is mandatory and must be complied with, without discretion, by administration, developers, Council, Municipal Planning Commission, and any other authority involved in land use and development approvals.

Should: Should is used when a policy is considered best practice that is only waived if there is a significant rationale for an exception being made.

May: May is discretionary, indicating that the Town could enforce the policy given specific circumstances.

1.5 PREPARING THIS MDP

In August 2020, a Master Engineering Design and Assessment of Planning Impact was prepared as part of the Drumheller Flood Mitigation and Climate Adaptation System (DFMCAS) project. The assessment identified the need for modernization of the Town's two key planning documents: the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB). The assessment determined that the existing plans were out of date, not aligned with the Town's flood resilience priorities, and lacked a clear vision for the future of Drumheller. To address these concerns, Town Council initiated the modernization of the MDP and LUB from summer to winter 2020.

Modernization of the MDP and LUB involved engagement with the public as well as internal and external stakeholders. The project team was guided by a Technical Advisory Committee, made up of community experts, Council representatives, Flood Resiliency and Mitigation Office Representatives, and Town staff. To ensure the new planning documents reflected community aspirations, the project team conducted eight public neighbourhood information sessions, and six targeted stakeholder meetings in fall 2020. Feedback was collected on the first reading draft planning documents and the public hearing was held on October 26, 2020. Additional comments were received by the Town throughout November, and were incorporated into the third reading version of the documents. In total, the project team heard from over 500 people.

In 2025, a significant update to the MDP was undertaken to update the background, vision, goals and policies related to flooding and parks/trails in the MDP recognizing the successes, challenges and changing context since the MDP was adopted in 2020.

1.6 HOW TO USE THE MUNICIPAL DEVELOPMENT PLAN

The Drumheller Municipal Development Plan is made up of two main parts:

Part I – Vision and Context provides the overall introduction, vision, and context for the Valley. It describes the current understanding of our community, where we have come from, and **where we want to be** in 30 years.

Part II- Policies contains the statutory policies of the MDP. It directs municipal priorities relating to land use, transportation, servicing, flood mitigation, open space, and other important Town functions. These policies provide the framework for **achieving the vision for the Valley**.

VIEW SOUTHEAST OF RAYMOND HILL, AUGUST 2020



2 DRUMHELLER'S VISION

The vision sets out the aspirations for future growth and development in Drumheller. The goals, objectives, and policies in this MDP work towards achieving this vision.

2.1 VISION

Drumheller is a place to grow and a place to discover.

A PLACE TO GROW

Drumheller will draw new residents, enterprise, and investment, enriching the region and unearthing its remarkable potential. Drumheller's river, landscape, and unique neighbourhoods will anchor future growth, providing a wide range of choices and ensuring Drumheller retains a dynamic connection to its history.

A PLACE TO DISCOVER

Drumheller will leverage its dramatic river landscape, deep history, and unique neighbourhoods to become an unmissable part of the Albertan Experience. Drumheller's unique amenities will prompt exploration and unlock a world of unscripted adventure. Visitors will be drawn to the immersive badlands landscape to explore, exercise, play, create, shop, and relax.

As further described in Sections 3 through 6 of this MDP, the future of Drumheller's will be shaped by four key influences: rivers, badlands, existing neighbourhoods, and opportunity. By understanding, respecting, and purposefully shaping these influences, Drumheller's next chapter will be more prosperous, connected, and resilient.

2.2 GOALS AND OBJECTIVES

The MDP goals and objectives provide direction on how Drumheller will achieve the vision of being a place to grow and a place to discover. There are six MDP goals which set out at a high level the priorities for the life of this Plan. The objectives provide further detail on how to achieve each of the Plan goals. The policies in Part II of the Plan are strategies to implement these goals and objectives.

1. Support the growth of complete, sustainable neighbourhoods that enhance the diversity and livability of Drumheller.

There are growing demands for neighbourhoods and homes that are sustainable, affordable, and support a wide range of residents. Drumheller has a strong opportunity to provide innovative responses to these demands that stand out from conventional approaches.

- A. Support a diverse mix of housing forms and compatible commercial and employment uses within all neighbourhoods.
- B. Ensure the fiscally responsible provision and expansion of municipal services and minimize infrastructure life-cycle costs.

- C. Implement clear land use regulation and engineering standards to support growth.

2. Conserve and enhance the uniqueness of neighbourhoods in Drumheller as an integral part of Drumheller experience.

Drumheller Valley's unique neighbourhoods are a tremendous asset. They have the capacity to provide a network of diverse options, experiences, and histories.

- A. Enhance Downtown Drumheller's role as the centre of public life and visitor experience in Drumheller.
- B. Establish tools and mechanisms to support the unique character and sense of place within Drumheller's neighbourhoods.
- C. Establish mechanisms for the conservation and celebration of historic resources.
- D. Showcase the unique character of neighbourhoods through the design and programming of public spaces and the Drumheller Badlands Parks Trail System.

3. Maintain and enhance an effective flood mitigation strategy.

Continuing to build on Drumheller's successful implementation of a comprehensive flood mitigation strategy will help protect people and development in Drumheller to be safer from flood hazards and attractive to future investment.

- A. Prepare and maintain flood emergency response plans to protect critical Town assets and development and to respond to a changing climate.
- B. Implement a flood hazard overlay within the Land Use Bylaw to protect development.
- C. Prepare clear design standards to promote flood-resilient development.

4. Develop a world-class open space and trails system throughout Drumheller that links landscapes, neighbourhoods, amenities, and major destinations, setting the stage for unscripted adventure.

Drumheller is rich in amenity but lacking in connective tissue. A comprehensive, well-connected trail system will unlock a new world of opportunity for both residents and visitors, providing new destinations, enriching growth, and supporting a new sector of enterprise.

- A. Promote pathways in Drumheller.
- B. Identify, protect, and restore the function of the rivers, riparian land, and areas with high ecological and cultural value.

- C. Expand and connect a network of recreational opportunities and valley-wide network of trails that align with key destinations and contribute to environmental protection priorities.

5. Enhance Valley-wide transportation systems to expand the reach and diversity of mobility options, providing a range of robust options for travelling within Drumheller.

Few places can rival Drumheller's dramatic sense of arrival. The descent from the prairie into the badlands provides a memorable experience of anticipation, immersion, and departure. This experience should be protected and celebrated among a broad range of modes, including better regional links.

- A. Enhance and protect the experience of a sense of arrival upon entering Drumheller at key road access points.
- B. Increase the modal share of active and alternative transportation.
- C. Support the development of regional transportation connections to Drumheller.

6. Leverage Drumheller's tourism and recreation industries and local talent to grow and diversify the economy.

Drumheller already hosts an enviable collection of attractions that draw a tremendous number of visitors every year. There is a strong opportunity to better leverage this profile to the benefit of Drumheller's residents and enterprise.

- A. Curate the overall visitor experience of Drumheller through coordinated branding, wayfinding, and storytelling.
- B. Support the continued growth of tourism, recreation, and entertainment industries.
- C. Foster local business retention and expansion by creating incentives and reducing barriers to business development.
- D. Diversify the economy by supporting the expansion of specialized manufacturing, high-tech, and other industries.

3 THE RIVERS

The Red Deer River is the primary architect of the Drumheller Valley. Its waters, and all those flowing toward it, have etched the valley over thousands of years. Each year, water and weather continue to erode and carve the gullies, coulees, and hoodoos that make up the extraordinary landscapes of the Drumheller badlands. This weathering and carving also uncovers many layers of natural and human history present here. From the times when dinosaurs walked the earth, to when the first peoples discovered the lush valley below the plains, the river has provided a place to grow and thrive. Today, it continues to serve this role, feeding the many natural and human systems within the valley and the stories that make Drumheller the incredible place it is today.

As the creator of the valley landscape, the river also has an integral part to play in our way of life today and growth of our community. Because the river is a source of water, food, and transportation, its riverbanks are an attractive place to settle and provide an immense aesthetic and recreational asset. However, throughout the year, the flow rate and level of the Red Deer River changes significantly, often within a very short period of time. In the past, this has caused the river to flood its banks. Flooding has had devastating impacts on our neighbourhoods and infrastructure. With a changing climate and increasingly severe weather events, flooding will continue to be a critical piece of Drumheller's identity, and a critical variable to which all future development must respond and adapt.

3.1 DRUMHELLER'S RIVERS

The Red Deer River is the primary waterway that flows through Drumheller. The river has many tributaries in the Drumheller region, including rivers, creeks and smaller drainage channels. This section provides an overview of the three primary waterways in Drumheller: the Red Deer River, the Rosebud River and Michichi Creek.

RED DEER RIVER

The Red Deer River is a major tributary of the South Saskatchewan River, which is part of the larger Saskatchewan-Nelson system that flows into the Hudson Bay. It originates on the eastern slopes of the Canadian Rockies and flows east, passing through the Foothills, Boreal Forest, Parkland and Grassland Natural Regions. The river supports a variety of natural systems, including vegetation and wildlife in the Northern Fescue Natural subregion in which Drumheller is situated.¹ The total length of the river is 724 km with an effective drainage area of 32,400 km².²

The Red Deer River flow regime can be described as a near natural condition through much of the basin because it is less developed than other rivers in the area.⁴ Given the size and water yield of the catchment area upstream of the Dickson Dam, the river is subject to rapid changes

¹ Alberta Parks (2015). Natural Regions and Subregions of Alberta: A Framework for Alberta's Parks. Alberta Tourism, Parks and Recreation. Edmonton, Alberta. 72pp.

⁴ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

⁴ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

in flow upstream of the Dickson Dam.⁸ The river flows in communities downstream of the Dam, including Drumheller, are more regulated. The river channel through Drumheller is confined by low terraces, alluvial fans, or valley walls and is relatively shallow. The river is sinuous with occasional islands and side bars and areas of fragmented shrub and forest growth.⁹

The largest floods in the Red Deer River Valley generally occur between May and August.¹² Discharge volumes peak in June and July, which is generally caused by the combination of snowmelt runoff with precipitation from major storms in the foothills region.¹³ Heavy rainfall was a major contributor to both the 2005 and 2013 floods. In addition to snowmelt and precipitation, ice jams and debris have contributed to localized flooding throughout the basin, but to a lesser degree. Creeks carrying snowmelt have also been known to flood when freshet water flows on top of the frozen surface of the Red Deer River, resulting in a back-up of water into communities along the bank.¹⁴

ROSEBUD RIVER

The Rosebud River flows from the west through a valley that is over 100 m deep. The river channel has a riffle and pool sequence with occasional rapids, and the area where the Rosebud meets the Red Deer River is densely vegetated with willows, grasses and shrubs.¹⁶ The largest floods in the Rosebud River generally occur between late-March and early-April. Flooding in the Rosebud is typically a result of high amounts of snowmelt, with ice jams occasionally contributing to high water levels and velocities along the river.¹⁷

MICHICHI CREEK

Michichi Creek flows south through Starland County and discharges into the Red Deer River northwest of Downtown Drumheller. Over one kilometre of the creek was channelized in 1951 near Highway 9, while the lower portion of the creek near its mouth was channelized in 2001 as part of the berm construction. For the most part, the berm slopes in this location are densely vegetated with grass and willows.¹⁸

Similar to the Rosebud, flooding in the Michichi is typically a result of spring snowmelt in late-March and early-April but the Michichi is also susceptible to back-flooding from the Red Deer River due to the flat channel slope.

3.2 A CHANGING CLIMATE

The hydrological network in and around Drumheller is a complex system, and flooding in the Red Deer River Basin is influenced by many factors. Our changing climate is one factor that presents several unknowns in relation to future flooding impacts. Studies and trends point to the

⁸ Stantec (2014) Supra note 2.

⁹ Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

¹² Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

¹³ Ibid.

¹⁴ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

¹⁶ Matrix Solutions Inc (2007) supra note 12.

¹⁷ Ibid.

¹⁸ Ibid.

likelihood of more intense rainfall events throughout Canada due to the changing climate.²⁵ While there is potential for an increased frequency of floods along the Red Deer River and its tributaries due to greater storm events, it is also likely that drought frequencies will increase in the prairies. Drumheller may see both increased water scarcity in the coming years as a result of rising temperatures and evapotranspiration and increase in flood frequency and severity.²⁶ The impacts of a changing climate on Drumheller cannot be fully known.

3.3 FLOOD MITIGATION AND REGULATION

Flood mitigation in Alberta is a responsibility primarily shared between provincial and municipal governments, with the Province providing certain powers to municipalities for mitigation. The Emergency Management Act directs overall emergency management priorities and requirements in the Province, including a requirement for all municipalities to maintain a Flood Emergency Reference Manual. These plans primarily focus on emergency response and recovery. Greater preventative flood mitigation powers come from the Municipal Government Act, which enables municipalities to create plans directing future growth and land use in the interest of public safety and wellbeing.

3.3.1 PROVINCIAL FLOOD PROGRAM

The Province undertook the Drumheller Flood Study which was completed in September 2024 and updated in May 2025. Flood hazard maps define floodway and flood fringe areas for the 1:100 design flood and are used by communities for planning and to help make local land use and development decisions. Flood hazard maps also illustrate additional information, including incremental areas at risk for floods larger than the design flood, such as the 1:200 year return period and 1:500 year return period floods. In Drumheller, the flood hazard mapping identifies the flood hazard area, the floodway, the flood fringe, the high hazard flood fringe and protected flood fringe. Each of these areas on the flood hazard map represents a different level of hazard and therefore requires different strategies for addressing future land use and development. The provincial flood hazard maps are available at <https://floods.alberta.ca/>

3.3.2 MUNICIPAL FLOOD PROGRAM

The Town of Drumheller, working together with all levels of government, is a key player in delivering on flood mitigation in the Drumheller Valley. While risks of flood impacts can never be completely eliminated, the recent work by the Town to construct structural mitigation (berms) to protect existing development where feasible and floodway buyouts in areas where berms were not feasible, has significantly improved Drumheller's level of flood resilience for the coming decades. The MDP integrates the following flood mitigation priorities into the goals, objectives, and policies of this Plan:

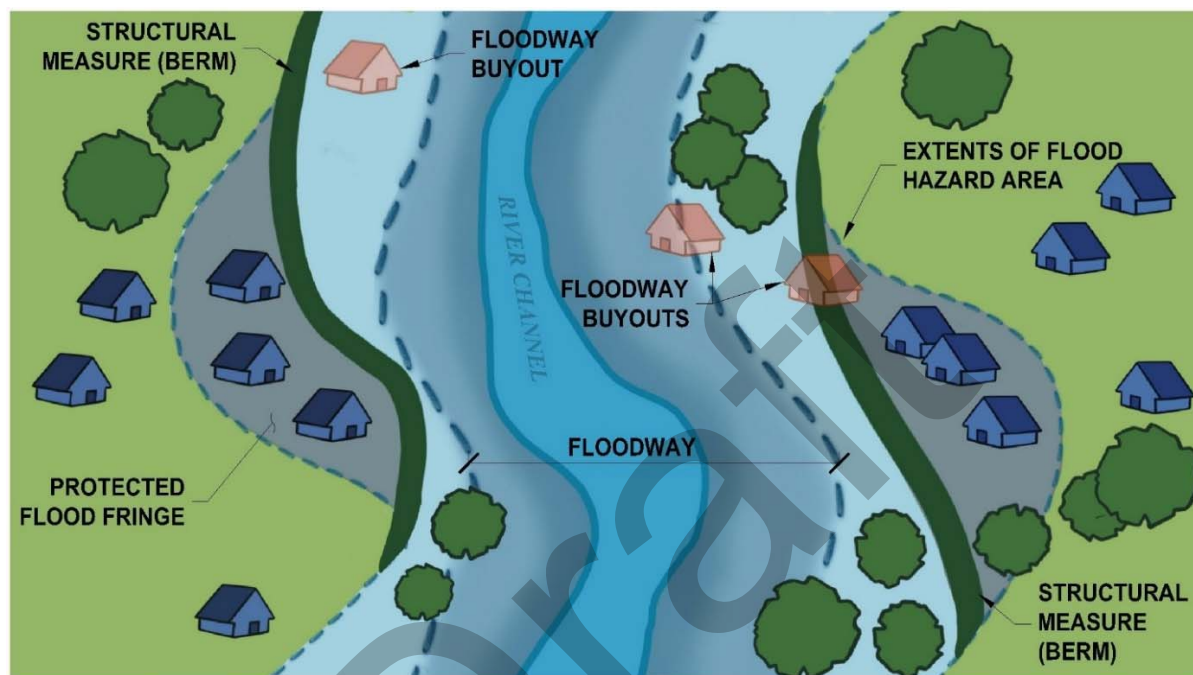
²⁵ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

²⁶ Ibid.

MAKE EXISTING DEVELOPMENT SAFER

Existing development is made safer and more resilient to flooding through structural mitigation.

In places where there is conflict between flood hazard and existing development, the Town can increase resiliency of existing development through the provision of structural measures, including permanent berms and temporary measures, or remove development.

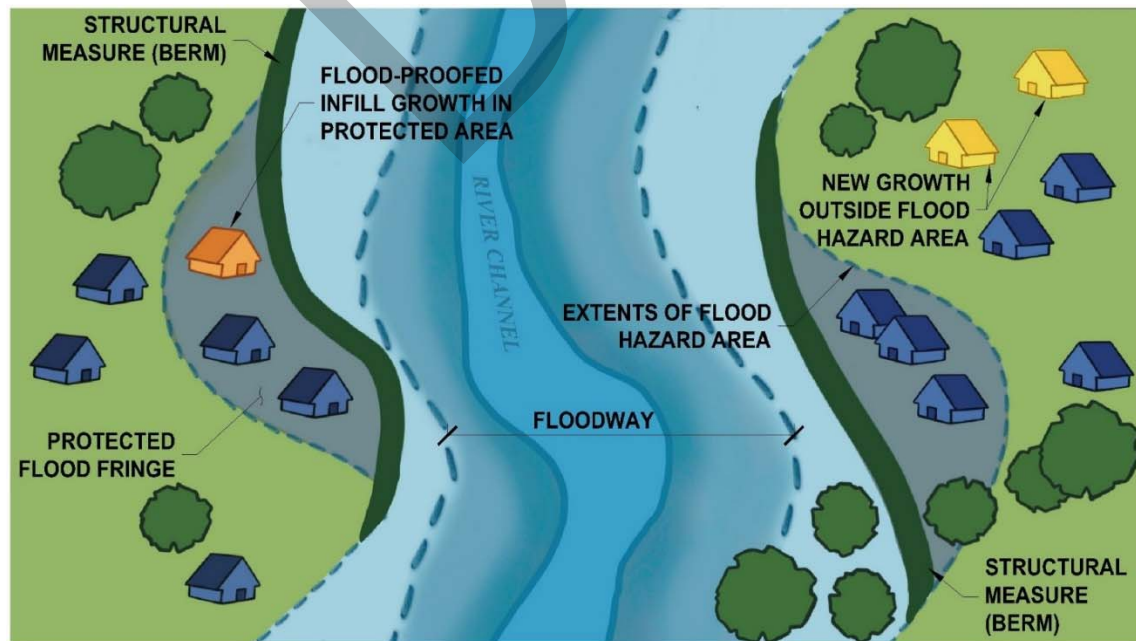
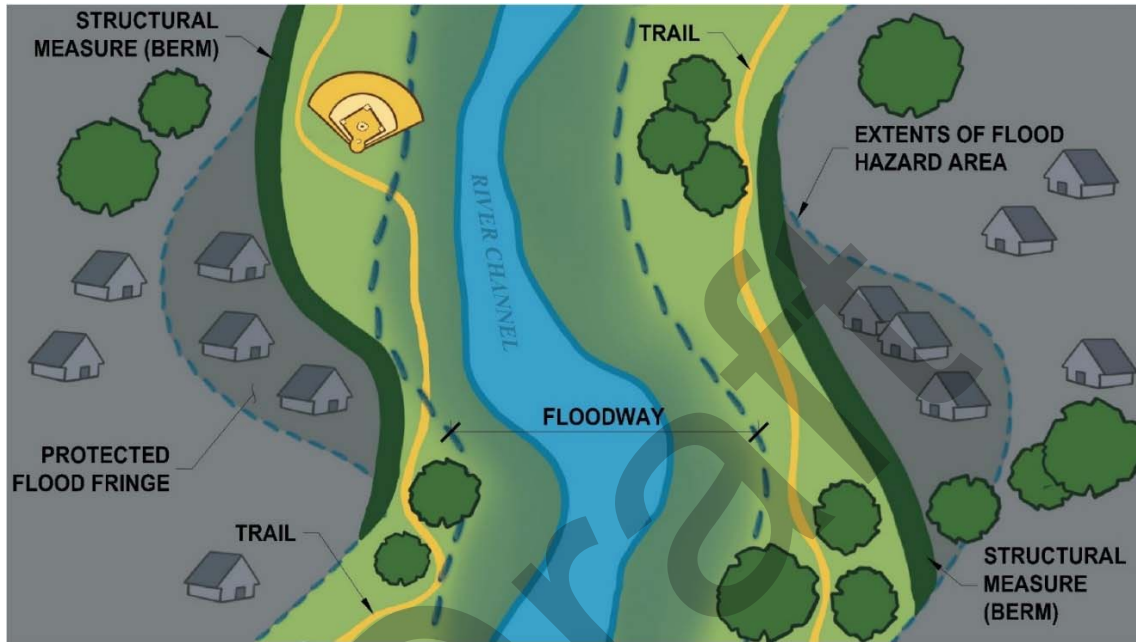


[Figure 1 - Structural Measures](#) shows at a conceptual level where berms have been or will be constructed to protect existing neighbourhoods. Protected flood fringe areas are identified on the flood hazard maps to identify areas of residual flood risk if berms fail or do not function as intended for the design flood. Temporary measures can be also deployed by the Town in advance of a flood where construction of permanent structural measures was determined not feasible for reasons such as space constraints and blocking road access.

SMART GROWTH AND DEVELOPMENT

New growth will be focused in areas that are safest from flooding hazards.

Growth in Drumheller will be encouraged to occur outside of the flood hazard area ([Figures 2 to 4 - Flood Hazard Area](#)). New development in the floodway will be limited to parks, trails and other similar low-risk uses. Development in the flood fringe, high hazard flood fringe, protected flood fringe and protected flood fringe by temporary measures will be required to meet minimum design and construction standards to protect buildings against damage due to flooding.



4 THE BADLANDS

The badlands are the secret ingredient of the Drumheller Valley. Formed over millions of years and carved over thousands of years, the majesty of the badlands landscapes is sought out by many. It serves as a backdrop to everyday life and recreational pursuits for residents, provides an out of world experience for visitor adventures, and stars in major media and film. The immersive experience of this landscape must be protected and celebrated so that they may be enjoyed now and in the future.

Today, the banks and riparian areas flanking the river have an abundance of vegetation due to the rich floodplain soils, including several riparian forests. These are made up of cottonwood, poplar, willows and various species of shrubs. These areas provide habitat that is crucial to many birds, mammals, reptiles and amphibians in what is an otherwise dry area of the province. The dryer areas in the Drumheller Valley include mixed-grass prairie dominated by blue gama grass and June grass. Many slopes are also dominated by silver sagebrush, prickly pear cactus and various grasses and shrubs ([Figure 5 - Existing Landscape Conditions](#)).

4.1 SIGNIFICANCE OF THE BADLANDS

The badlands are the essence of the Drumheller Valley. The dynamic landscapes and many archaeological and palaeontological resources have ecological and human significance and are integral to future growth and discovery in Drumheller.

The badlands are a critical element of Drumheller's tourism industry. People are drawn to the sense of isolation and immersion that being within the landscape provides. There is a marked change in the landscape when you descend into the Drumheller Valley, as though you are travelling back in time. This sense of arrival harkens to many adventurers, seeking unscripted exploration and discovery. What draws even more visitors is what can be found within the layers of the badlands. The Royal Tyrrell Museum of Palaeontology attracts nearly 500,000 people annually to Drumheller. Drumheller's association with dinosaurs and palaeontology is recognized world-wide. The expansion of the Drumheller Badlands Parks Trail System will serve to further integrate and increase access to the badlands, tying together points of interest through the landscape and encouraging visitors of the area's most popular destinations stay to enjoy all that Drumheller has to offer.

The natural grasslands, riparian areas, and river itself provide opportunities for adventurous outdoor pursuits, including hiking, biking, kayaking, fishing, and bird watching. Taking part in these types of activities is far from mundane when surrounded by the spectacular Valley walls, with their vibrant colours and layers. Access to this abundance of recreation opportunities, and the innate appreciation for the land this fosters, positions Drumheller well for the expansion of eco-tourism operations, sustainable industries (such as renewable energy), and eco-communities that are embedded in the landscape and cater to those who wish to reduce their

environmental footprint while enhancing their quality of life. The beauty and rugged quality of Drumheller's landscapes also feed the inspiration and creativity of growing arts, film, and manufacturing communities in the region.

The significance of the badlands to the quality of life of residents, experience of visitors, and overall growth and prosperity of Drumheller cannot be overlooked. It is essential that these landscapes and historic resources are protected and enhanced as the Town continues to grow.

WAYNE VALLEY, LOOKING EAST FROM EXCELSIOR HILL



5 UNIQUE PLACES AND NEIGHBOURHOODS

Beyond the stunning river carved badlands, Drumheller is layered with unique places and historic neighbourhoods that tell the story of resilience, discovery, and opportunity. From the natural history of the landscapes and dinosaur fossil beds, to the human histories of Indigenous peoples, European arrival, and the coal industry, these stories make up Drumheller's past and contribute to its future. Understanding the history of Drumheller, its people, and neighbourhoods, helps us to understand it better today, and imagine what it can be tomorrow.

5.1 SIGNIFICANT PLACES

Drumheller is home to unique places, each with their own character and history. The town has grown over time to encompass several independent settlements, and today these settlements form Drumheller's distinctive neighbourhoods. In addition to these neighbourhoods, Drumheller's diverse attractions represent a wealth of history in the region, and draw people from all walks of life. These unique places and neighbourhoods are reflected in [Figure 6 - Significant Places](#).

The following section provides a brief history of some of these significant places, and their current value as part of the overall Drumheller experience. The stories of these places should be shared so that future growth and development respects and enhances neighbourhood identity and character.

NACMINE

The neighbourhood of Nacmine is located along South Dinosaur Trail west of Downtown Drumheller. Once a booming coal mining town, the neighbourhood was named after its mine developers, North American Collieries ('NAC' and 'mine'). In addition to its significance as a mining community, the neighbourhood is significant as one of the first ranching locations in the valley, and a key river crossing.

Since the beginning of European arrival in Drumheller, ranching has been an important part of the local economy. In 1896 James Russell entered the Red Deer River Valley in search of ranch lands. At the present location of Nacmine he discovered unbroken grassland extending from the flat land above Drumheller all the way down to the river. Russell decided to make the area the location of his Lyon Cross Ranch, which he operated on 10,000 acres until 1907. The land was then surveyed and subdivided for homesteads.

The Red Deer River has played an integral part for the way of life and growth within Drumheller. Its riverbanks have historically been an attractive place to settle because of access to water and a means of transportation. Nacmine was no exception; however, in the early days of Nacmine the river was also a barrier to movement. No bridges existed and people had to rely on hazardous fords to cross the river. The fords were located where the river was slower and the banks were solid and not too steep, but these would become treacherous in the spring. To make the dangerous task of crossing the river easier, early settlers began to make homemade rafts and ferries and operate them privately.

Today, Nacmine is primarily a residential community, with some houses dating back to the early 1900s, and some small scale commercial uses. The neighbourhood has local parks and playground areas, an outdoor hockey rink, and an active community centre. The popular Badlands Campground is located next to the neighbourhood along the Red Deer River.

NEWCASTLE

Named after Newcastle Mine Company, the neighbourhood of Newcastle is situated on the southern shore of the Red Deer River, separated from the western tip of Downtown Drumheller by a bend in the river. Similar to Nacmine, Newcastle owes its existence to the presence of coal. Drumheller Valley coal is sub-bituminous and was a popular energy product prior to the 1960's for heating houses, cooking, and powering locomotives. It also was used to create power for the settlements and coal mines.

The Newcastle Mine was the first registered coal mine in the Drumheller Valley. It was registered as the Newcastle Coal Company Limited in 1911, but was simply called the Newcastle Mine. The mine began operations in 1912 and the first carloads of coal were sent out of Drumheller by rail that year. One of the mine's founders, Jesse Gouge, had learned of the whereabouts of the sizeable coalfield from a chance meeting with a local resident. He was crossing the river at the Greentree Ferry and met a man with a load of coal dug out from a riverbank in the Newcastle area. Gouge was so impressed with the quality of coal, he hurried to the land office in Calgary and secured a lease in Drumheller.

With the decline in the importance of coal, recreation became a key component of Newcastle's history. Newcastle Beach was developed as a recreational hotspot in the 1960's. It included a sandy beach, campgrounds, mini golf and refreshment booths, and for a time a small train called the Oopland Express. The train had been a small diesel engine that hauled coal from one of the mines. When the mines closed the engine and 10 coal cars were purchased by some residents of Newcastle and was put into service to transport visitors and residents around the beach area. Three baseball diamonds were later built in the park, and it is still a popular recreational and tourist area with a beach, boat launch, picnic area and fenced off-leash dog park.

The Badlands Amphitheatre, an outdoor theatre and music venue, is located near the former site of the Newcastle Mine. Boasting spectacular scenery and excellent acoustics, the Badlands Amphitheatre has been home of the award-winning Canadian Badlands Passion Play for 25 years. Every August the Amphitheatre hosts the "Canadian Icons" concert series which showcases the very best in Canadian talent. Previous guests have included legends like Tom Cochrane, Blue Rodeo, Paul Brandt, Corb Lund, and Randy Bachman.

DOWNTOWN DRUMHELLER

The area now known as Downtown Drumheller was the site of the original Drumheller settlement named after Sam Drumheller. The downtown area borders a bend in Red Deer River north of the former rail line. Downtown Drumheller is the historical, cultural and civic heart of Drumheller, and the historic structures within the downtown are important community assets that contribute to the community's identity.

The 1920's were Drumheller's booming years and most of the now historic downtown buildings were constructed during this time. Buildings for rent were in high demand because of the numerous coal mines that were being opened up throughout Drumheller and the influx of miners to operate them. Along with the miners came clothing shops, hardware stores, and drug stores to supply them. The buildings were primarily constructed of brick, and often featured a boomtown façade (when the front wall of the building extends higher up than the rest of the building so that the building looked larger than it actually was). Roland Langford, a local mason, was the builder of many of the brick buildings in the town. He developed a particular simple but attractive cornice design below the roof line that can be seen on several historic downtown buildings.

Flooding of the Red Deer River has been an ongoing problem for neighbourhoods throughout Drumheller. Following a large flood in 1915 downtown residents living near the river built a stone flood wall to protect their properties. The wall ran from the west side of what is now Highway 9 near the Gordon Taylor Bridge, east along Riverside Drive west and through the residential area south of Riverside Drive. It continued on the edge of the higher land to at least the area near the park on Riverside. The intention of the wall was that residential areas and important industrial infrastructure would not be developed in the lowlands along the river below the wall. Although much of the wall has been removed, sloped for landscaping or replaced with concrete walls, remnants of the original wall can still be seen along Riverside Drive west and in alleyways between 1st St. and 5th St. East.

A prominent feature of the downtown is its riverfront parks, community recreation facilities (Badlands Community Facility, public library, Memorial Arena, Aquaplex), and the World's Largest Dinosaur and Visitor Information Centre. In the past however, the area was home to Drumheller's first power plant. Proximity to coal from the Drumheller mines and water from the river made this a prime location. The power plant expanded over the years and was still in operation in the mid 1970's, but after the coal mines closed the power plant ceased operations and the infrastructure was removed. In 1928 the Drumheller Rotary Club was instrumental in building and operating the first swimming pool in Drumheller near the power plant in what is now Centennial Park. Excess heat from the plant was used to heat the pool. This pool was eventually replaced with the current outdoor pool by the City of Drumheller in the 1950s. Then in the early 1970s the Kinsmen led a number of service clubs got together to raise money and in 1975 the indoor pool at the Aquaplex opened to the public. The area is still a hub for community events, recreation, and visitor information.

The Centennial Park Plaza has the potential to become the beating heart of the Drumheller experience, a place where locals, tourists, badlands and the river meet. This base-camp for Drumheller will host events and become a launching point for valley-wide adventures. Creation of a new plaza and supporting flood mitigation infrastructure will open up opportunities to connect and animate this amazing gathering place within Downtown Drumheller.

WAYNE

Approximately 10 km southeast of Downtown Drumheller, the neighbourhood of Wayne is located within the Rosebud River valley. Accessed via Highway 10X from Rosedale to the north

through a 150 m deep canyon in the badlands, visitors travel along a winding road across 11 bridges that span the Rosebud River.

A hundred years ago, Wayne was a coal mining boomtown of more than 2,500 people working the six mines and the valley's first hospital. In the mid-1950s however, its population began to plummet and its business count dropped to three: a hotel, a garage and a grocery store. By 1970, the town's school had closed and today it has a population of about 25 people. Today Wayne is famous for the Last Chance Saloon and is a popular tourist attraction for motorcyclists and tourists.

Over the years, highways and bridges were built in Drumheller to improve mobility and provide greater access to communities. It is estimated that as many as 67 bridges (road and rail) were built between Rosedale and Wayne across the Rosebud River but many were removed as the road was straightened out over time. Wooden timbers floated down the river from Red Deer were used to build many of these bridges. The famous 11 bridges road to Wayne remains an important tourist attraction in Drumheller.

ROSEDALE / CAMBRIA

The neighbourhoods of Rosedale and Cambria are located 5 to 10 kms east of Downtown Drumheller at the convergence of the Rosebud and Red Deer Rivers. As with many other Drumheller neighbourhoods, the areas were first settled because of coal.

The Rosedale Mine began operations in 1912 and in 1913 the mine was considered one of the most valuable and reliable properties in the domestic coal field in Alberta. A number of miner's families moved into the community, and a school was built. Concerts and other events were held at the mine's big cookhouse and hall. The first masquerade ball was a memorable event with costumes hired from Beaumonts in Calgary.

Coal mining was a difficult process, so areas that were most likely to produce the greatest amount of quality product with the least amount of expense and effort were sought. Access to transportation was also important so most of the mines were built near the river and later, the railway. A suspension bridge serviced the Star Mine which operated from 1913-1929 across the river from Rosedale. Coal was mined underground and carried across the river in small coal cars suspended from an aerial cable system. It was sorted and loaded into rail box cars. The cable was also used to shuttle miners in Rosedale back and forth across the river to the mine. In 1930 a railroad bridge was laid across the river to the mine, however, the miners still needed to move across the river to work so the cable system was replaced with a suspension bridge. The current 117 metre long bridge is an upgraded and improved version of the original bridge, and along with remnants of the mine are a popular Valley attraction.

Today, Rosedale and Cambria are residential neighbourhoods with a small commercial centre. The neighbourhoods act as a crossroads, providing access to the Star mine Suspension Bridge, the neighbourhood of Wayne, and is situated approximately halfway between Downtown Drumheller and East Coulee. The neighbourhood is home to the Rosedale Community Hall, playground and baseball field, three campgrounds, and a number of businesses.

Rosedale and Cambria has the potential to become a major node in the center of Drumheller, connecting Nacmine, Wayne and East Coulee where the Rosebud meets the Red Deer River. It can act as a starting point for valley-wide recreation, including floating, fishing, cycling, hiking, or relaxing by the river and as a gathering place in Drumheller.

HOODOOS

Located between Rosedale and East Coulee near Willow Creek on the north side of the Red Deer River, the hoodoos are stunning natural features of the badlands landscape. For Canada's 125th year celebration, the Alberta coin was the hoodoos.

Composed of sand and clay from the Horseshoe Canyon Formation (deposited between 67-73 million years ago), the hoodoos were created from glacial meltwater and subsequent erosion. They are formed when rocks more resistant to erosion are situated above sediments that more easily erode from wind and rain. The Drumheller hoodoos formed because they have erosion-resistant cap rocks that contain calcium carbonate and iron cements. These cap rocks protect the underlying columns of softer rocks. Erosion of the hoodoos continues today and eventually the existing ones will disappear and will be replaced by new ones as the surrounding outcrop continues to erode.

The protected Hoodoos site has a 0.5 km looped trail for visitors to explore the 5 to 7 metre tall hoodoo formations. Smaller hoodoos can also be found at other sites throughout Drumheller. The Hoodoos are a must-see stop in Drumheller experience. There is opportunity to expand and improve existing facilities, increasing viewing opportunities and trail connections from this node of activity. This would invite visitors to pause and admire the backdrop of the extraordinary badlands landscape, or continue their adventure, learning about Drumheller's natural, cultural and geological heritage along a series of interpretive trails.

EAST COULEE

Located 21 km east of Downtown Drumheller, the neighbourhood of East Coulee is on the north bank of the Red Deer River. Originally a mining community, it is now predominantly a commuter community with a small commercial centre.

From 1911 to 1950 more than 130 mines operated in the Drumheller Valley and a number of boomtowns popped up. East Coulee, one of the boomtowns, developed in the 1930s and 1940s as a local service centre and home for miners and their families. A railyard and stockyard served the area mines on the northeast side of the community. Local services in the settlement included the Whitlock Lumber Company, a bank, the East Coulee Hotel, a drug store, City Café, Sam Dragon's Pool Hall, a barber shop, Thomas Shoe Repair, Miller's Bakery and Café, and a grocery and confectionary. The Star Theatre, built in 1930 in East Coulee, was the favourite entertainment spot in town, showing movies twice a week. In the early years of the community the theatre held popular 'Hard Times Dances' with the (locally) famous Si Hopkins and His Old Timers. Tragically, fire destroyed the building in the 1950s and it was never rebuilt.

The Atlas Coal Mine was the most successful coal mining operation in Drumheller and consisted of several different mines over the years. The Atlas Mine #3, across the river from East Coulee, was active for almost 50 years between 1936-1979. Coal was mined from an underground network that covered more than 2,500 acres and extended back from the valley

edge for more than 10 km. Today the Atlas Coal Mine is a nationally recognized historic site that describes coal mining history of the valley. Many of the original buildings, and other infrastructure have been preserved.

Today, the neighbourhood has approximately 200 residents living in a tranquil setting along the Red Deer River. The East Coulee Community Hall hosts events and dances, including the annual SpringFest, and holds a pancake breakfast every month. East Coulee's 1930s schoolhouse operates today as the East Coulee School Museum. The museum features a restored 1930's classroom, miners' artifacts, and hundreds of photos of the East Coulee miners, their families and cultural lives.

LEHIGH

Located 18 km east of downtown Drumheller, the community of Lehigh was home to a number of residential properties. Due to the porous sandy subsoils and risk of flooding via percolation, engineering studies demonstrated that it was infeasible to protect Lehigh from flooding via earth berms or temporary measures. As a result, The Town of Drumheller received funding from the Government of Alberta to purchase property within the former community of Lehigh.

As of fall 2024, the Town is in the process of restoring the land to its natural state and transforming it into an Environmental Reserve. This includes removing old roadways, utilities, and planting additional trees. The conversion of this area to Environmental Reserve will ensure that no future development in the area will be authorized, however it allows the land to be utilized for public enjoyment for non-intrusive recreational activities such as hiking and birdwatching.

THE ROYAL TYRRELL MUSEUM OF PALAEOLOGY

The Royal Tyrrell Museum of Palaeontology is located on North Dinosaur Trail at Midland Provincial Park northwest of Downtown Drumheller. The Museum is located in the middle of the fossil rich layers of rock of the Late Cretaceous Horseshoe Canyon Formation. The Badlands Interpretive Trail, a popular 1.4-kilometre hiking trail, is located northeast to the Museum building.

After the collapse of the coal industry, Drumheller's community leaders began talks with provincial government officials in the 1970's looking for ways to bolster the local economy. The government of the time supported the building of a research facility that was then called the Provincial Museum Research Institute somewhere in southern Alberta but there was no plan at that time for a public museum. In 1979 Drumheller was chosen as the site for this facility which was announced the following year. The original plan was soon changed to include a large public museum. Construction began in 1982 and on September 25, 1985 then premier Peter Lougheed officially opened the Tyrrell Museum of Palaeontology. The Royal appellation was added in 1992.

The Royal Tyrrell Museum of Palaeontology is one of the world's leading research and educational facilities in the field of palaeontology. It has welcomed over 10 million visitors since opening in 1985 and is a major economic driver in Drumheller. As of 2020, the Museum houses thirteen exhibits that display approximately 800 fossils on permanent display.

The Royal Tyrrell Museum is connected by a portion of the Rails-to-Trails pathway to the Rosedale suspension bridge and the downtown that offers stunning scenic views and access to other historical sites.

Draft

6 OPPORTUNITY

Drumheller is embarking on a bold new chapter. It is a moment of reflection – reading the story again from the beginning to ensure it makes sense. It is a moment of challenge – accepting into the story unfamiliar new characters and settings. And ultimately, it is a moment of excitement – at the immense opportunity that lies in Drumheller’s future. Drumheller’s residents share a sense of the untapped potential of their place, though it is not always clearly rendered. It is part of the responsibility of this Plan to shine a light on this potential.

Much of the success of this Plan will emerge from a shift in the process of planning and building in Drumheller. Where previous planning documents and authorities have been characterized by constraint and restriction, the new documents and authorities should be encouraging and inviting. Equipped with the vision and policies in this document, development can be more easily assessed – and modified – in support of the Town’s goals.

This plan underlines the opportunity in front of Drumheller. Residents, administrators, decision-makers, and investors all have a role to play in bringing this opportunity to life. This will be achieved by seeking out common ground, rallying around the Plan’s goals, and keeping open the lines of communication and debate.

TOP OF NACMINE LOOKING NORTH FROM MONARCH HILL



SCHEDULE 'B'

PART I - VISION AND CONTEXT

FOUR FORCES

- Rivers
- Badlands
- Neighbourhoods
- Opportunity

Drumheller's Vision

A PLACE TO GROW AND
A PLACE TO DISCOVER

SIX KEY GOALS

and supporting objectives

1 COMPLETE SUSTAINABLE COMMUNITIES

Diverse housing & mix of uses
Fiscally responsible municipal services
Clear land use and engineering to support growth

4 TRAILS AND PARKS SYSTEM

Promote pathways and parks
Protect river and riparian function
Trail network to key destinations

2 UNIQUE NEIGHBOURHOODS

Downtown as centre of public life
Unique form and uses in neighbourhoods
Conservation and historic resources
Showcase through open space

5 VALLEY-WIDE TRANSPORTATION

Sense of arrival
Multi-modal mix
Regional Connections

3 EFFECTIVE FLOOD MITIGATION STRATEGY

Emergency response plans
Land use regulation to protect development
Design standards to promote flood-resilience

6 DIVERSE ECONOMY

Coordinated visitor experience
Growth of tourism, recreation & entertainment
Support existing local businesses
Expand into emerging sectors

PART II - POLICIES



TRAILS, PARKS &
NATURAL AREAS



GROWTH



TOURISM & ECONOMIC
DEVELOPMENT



TRANSPORTATION
& INFRASTRUCTURE

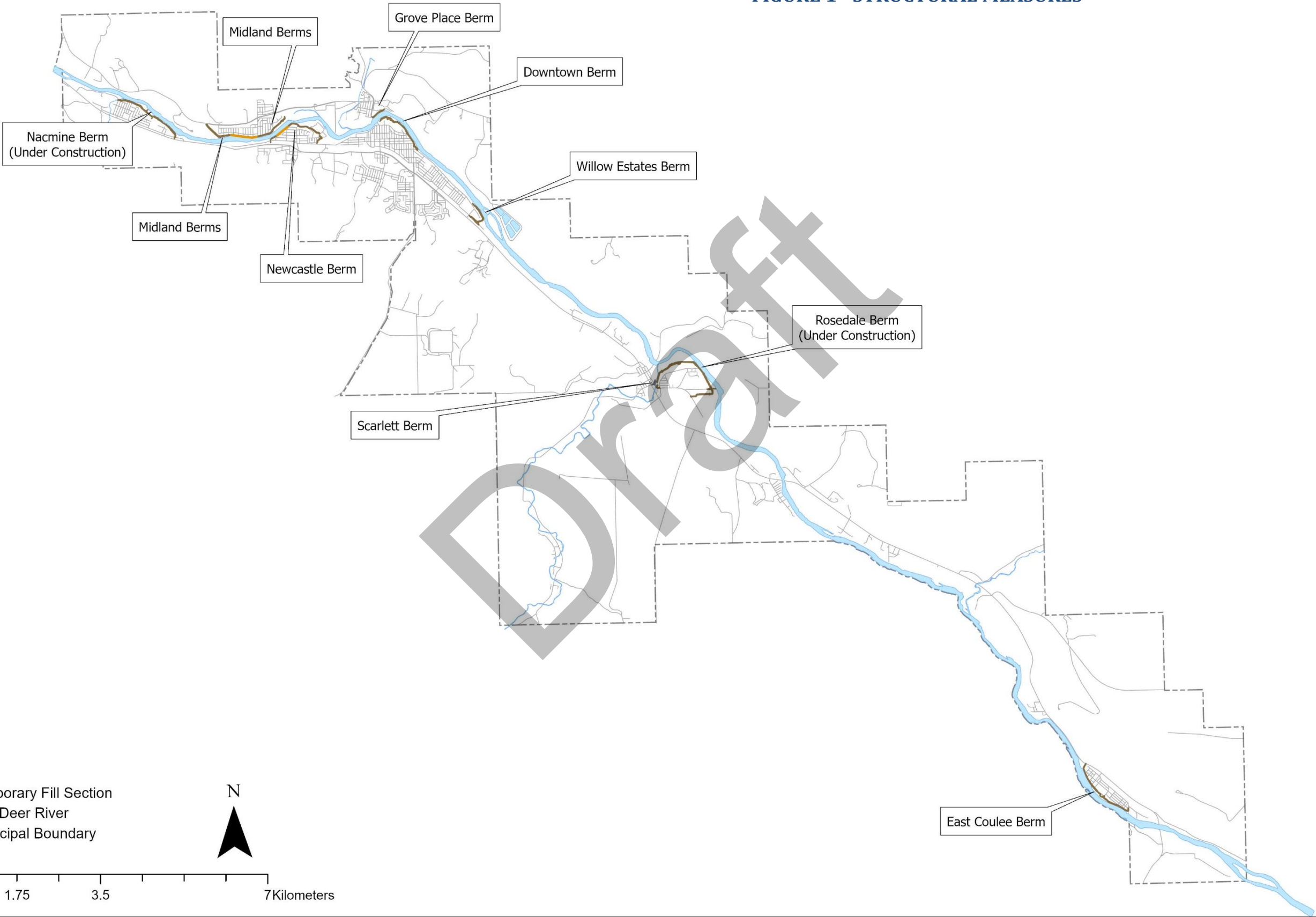


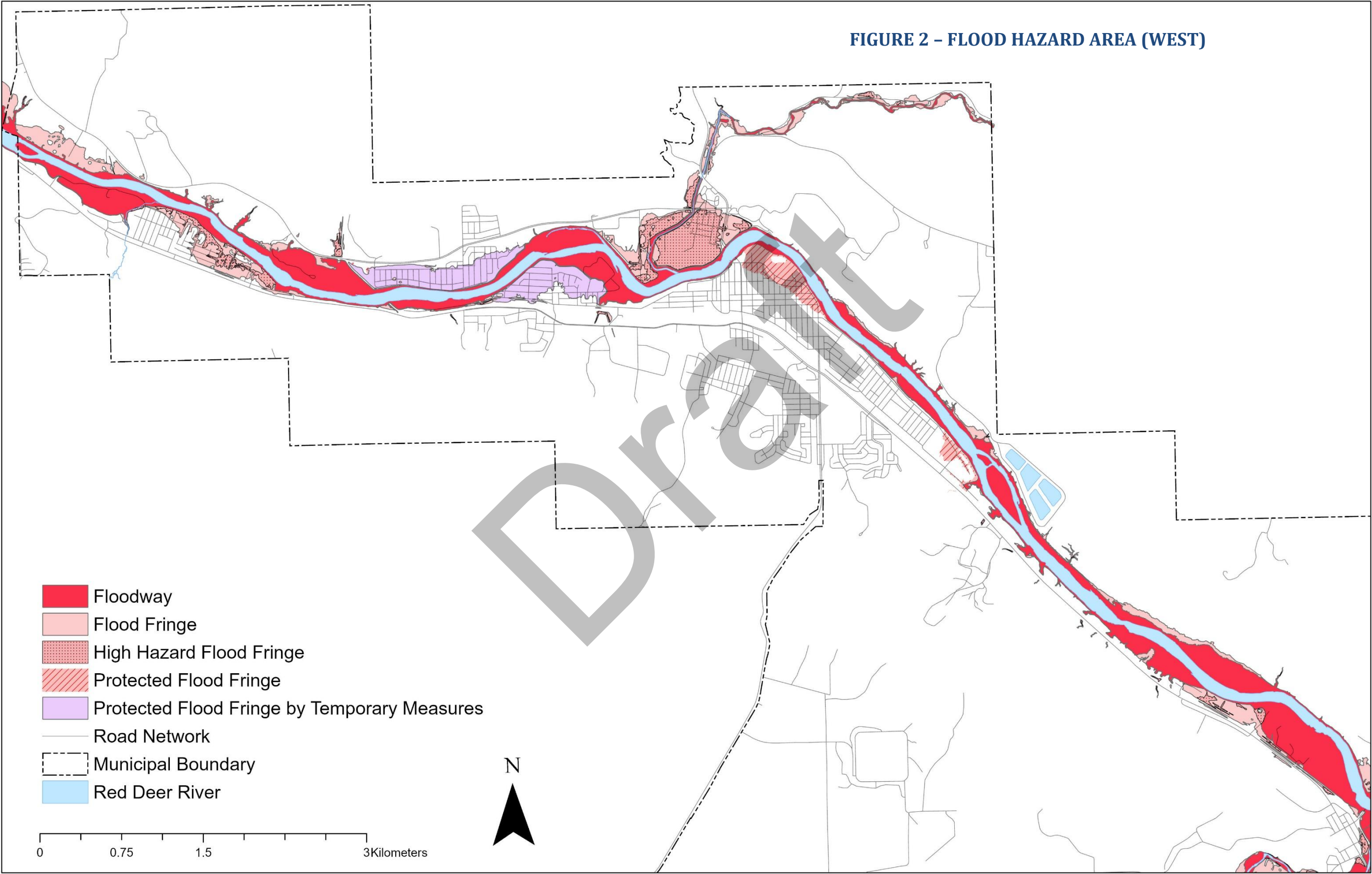
CULTURAL &
COMMUNITY SERVICES



IMPLEMENTATION

FIGURE 1 - STRUCTURAL MEASURES





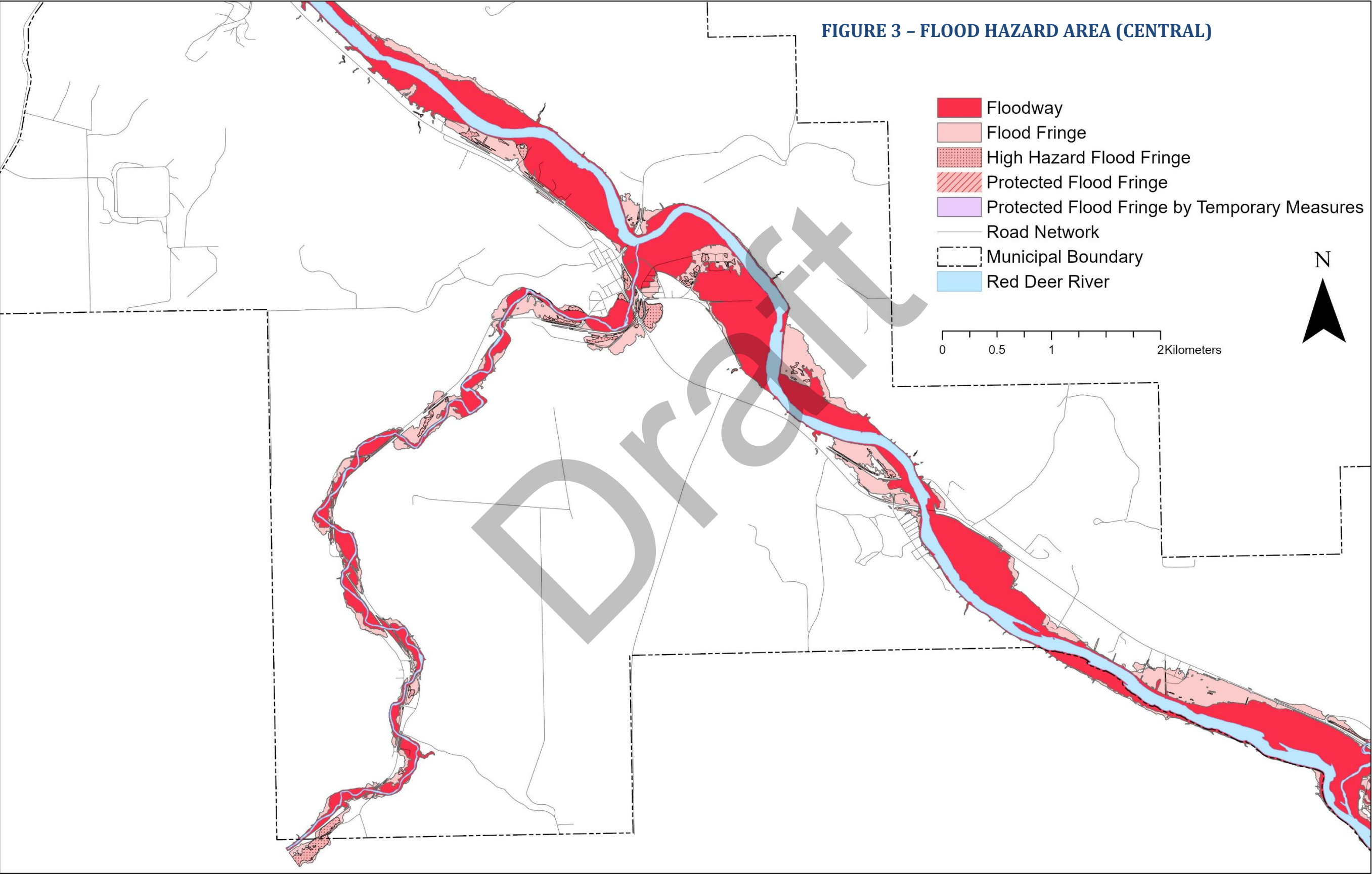


FIGURE 4 – FLOOD HAZARD AREA (EAST)

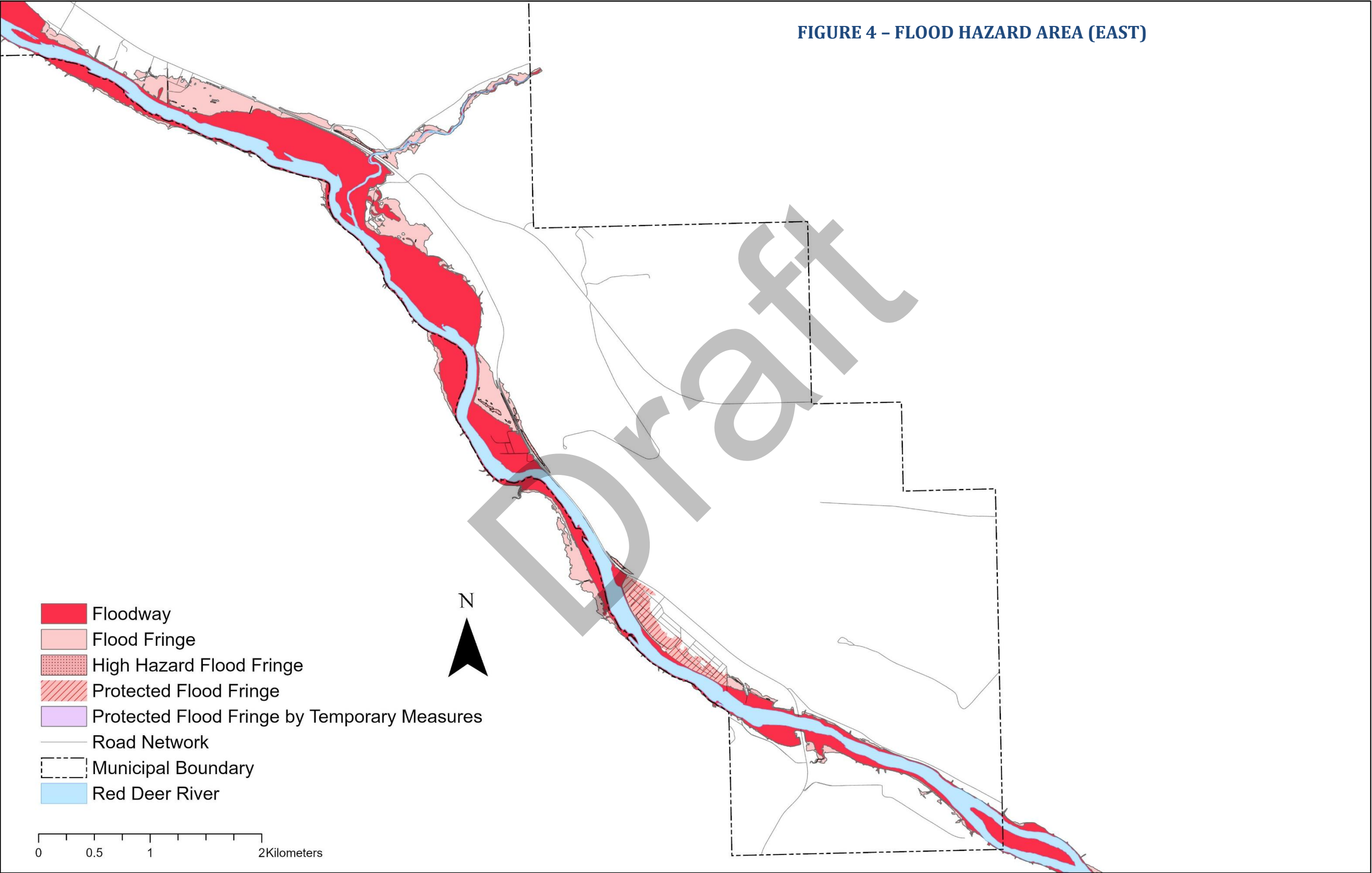


FIGURE 5 – EXISTING LANDSCAPE CONDITIONS



Legend

- Municipal Boundary
- River and Waterways
- Natural District
- Native Grassland
- Northern Fescue Grassland
- Agriculture
- Forest
- Shrubland
- Existing Leisure Parks
- Provincial Park

0 2 4 8 Kilometers

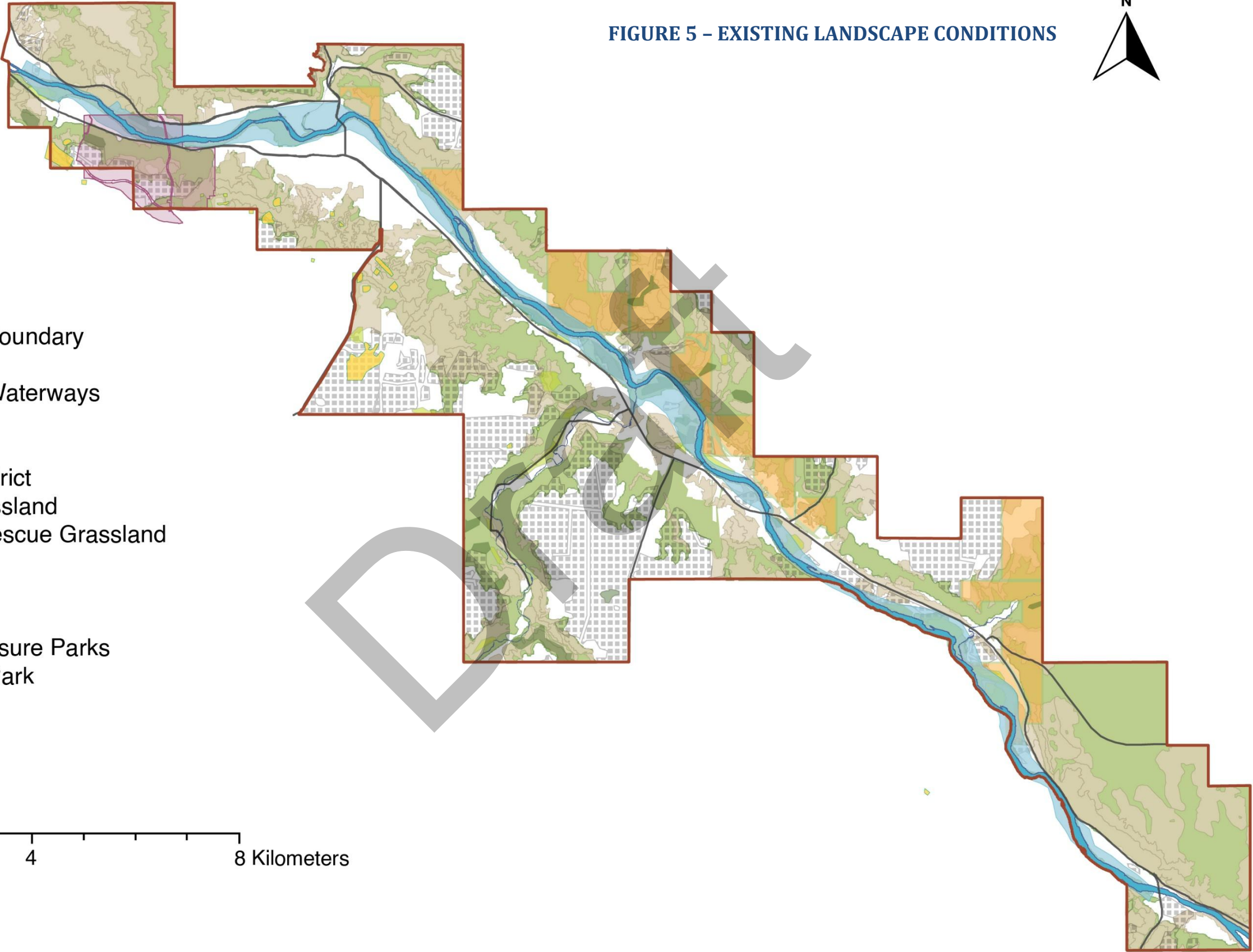


FIGURE 6 – SIGNIFICANT PLACES

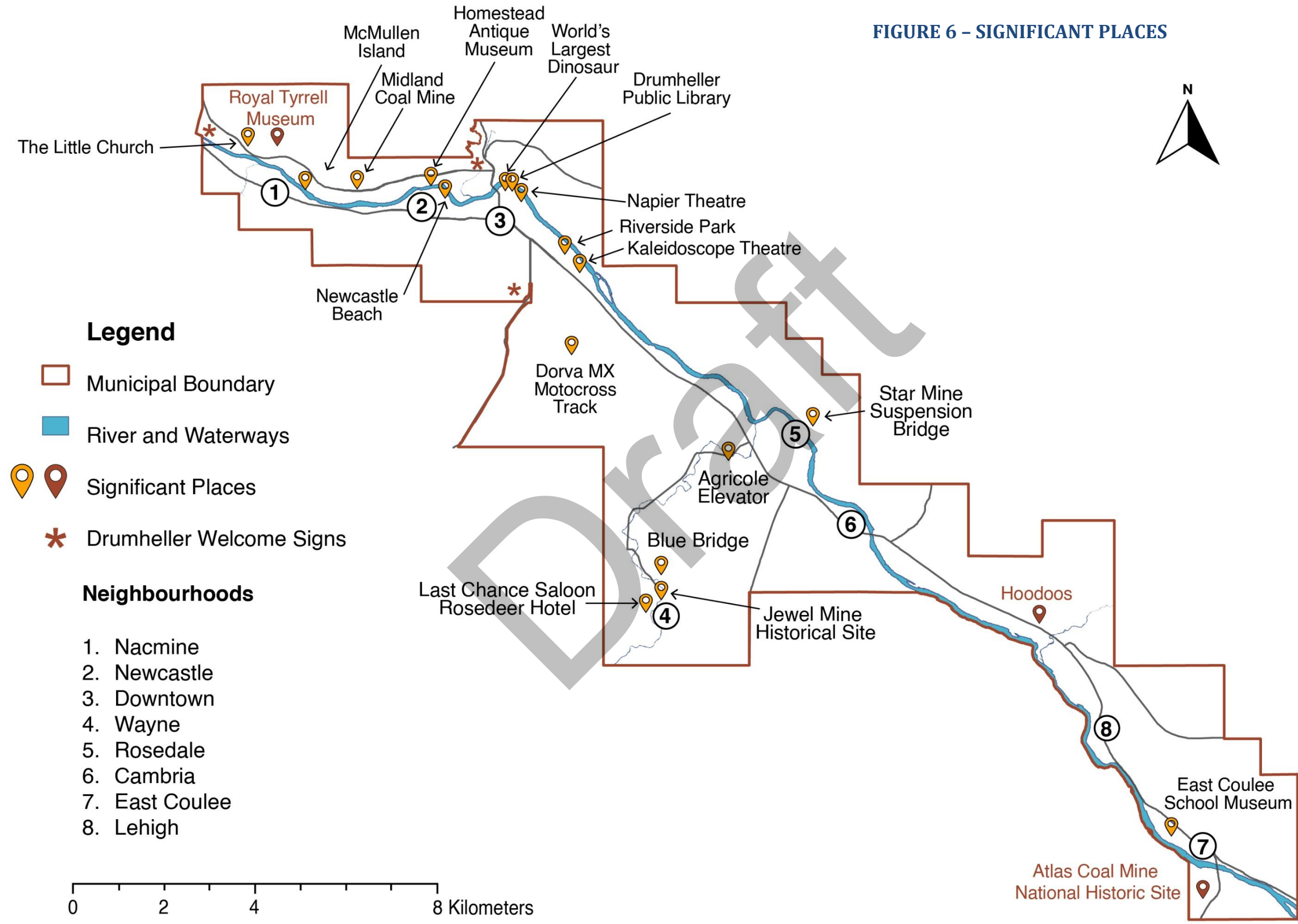
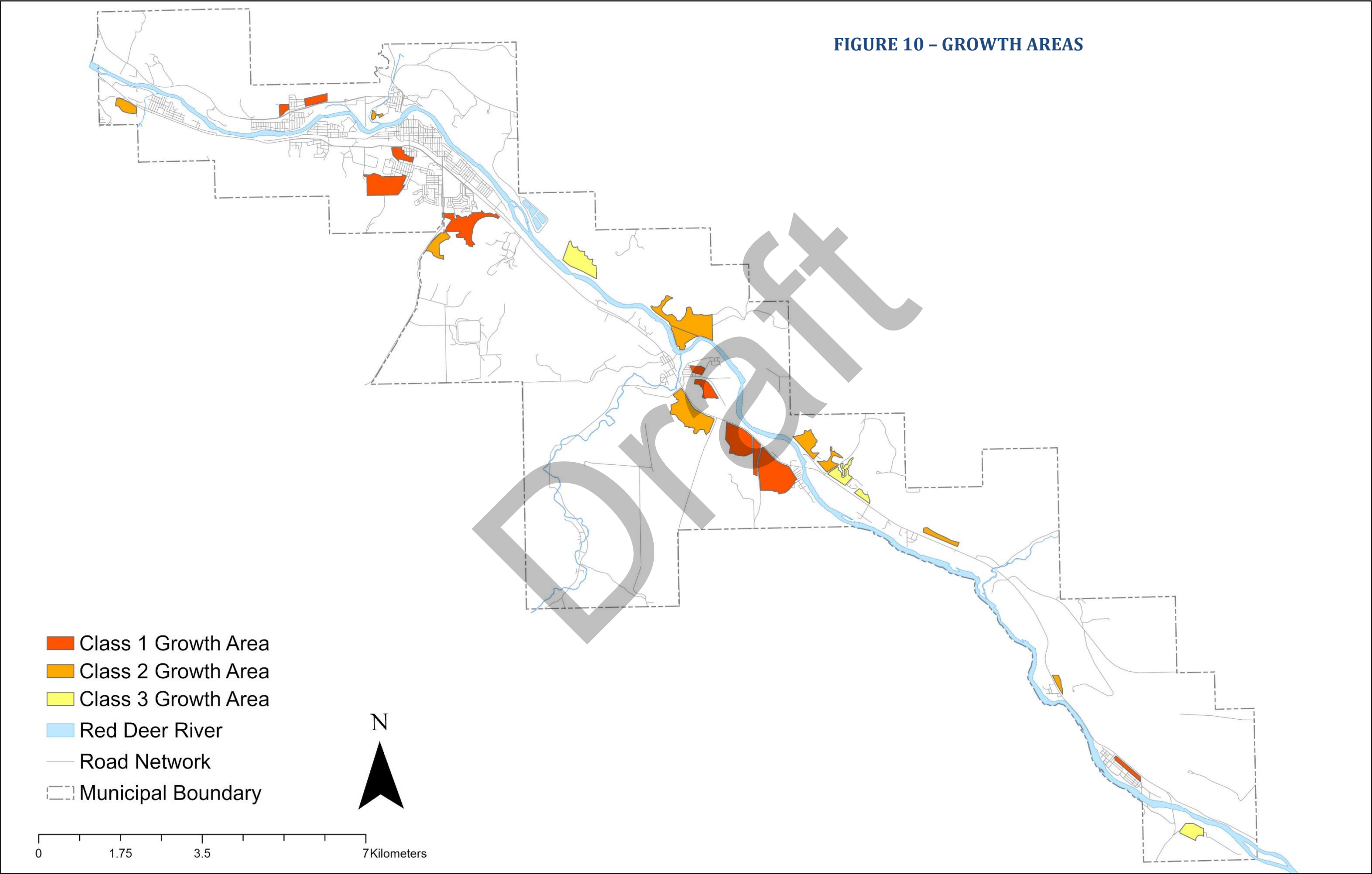


FIGURE 10 – GROWTH AREAS





Drumheller Municipal Development Plan

Bylaw 17.20 | December 7, 2020

Consolidated to include amendments to March 2023



BYLAW NO.	DATE (THIRD READING)	DESCRIPTION
17.22	MARCH 6, 2023	<p>Amendments to typical berm design – Effects all reference to conveyance capacity within plan.</p> <p>Includes;</p> <ul style="list-style-type: none"> • Changes to freeboard limits from 0.75m to 0.50m • Changes to minimum berm design width from 6.0m to 4.0m • Clerical errors Design Flood Event to 1,850 cms

TABLE OF CONTENTS

1	Introduction	8
1.1	Purpose	8
1.2	Authority	8
1.2.1	Planning Framework	8
1.2.2	Plan Interpretation	12
1.3	Planning Process	12
1.4	How to Use The Municipal Development Plan	13
2	Drumheller's Vision	14
2.1	Vision	15
2.2	Goals and Objectives	15
3	The Rivers	18
3.1	Drumheller: A Flood Community	18
3.1.1	Drumheller's Rivers	18
3.1.2	A History of Flooding	21
3.1.3	A Changing Climate	24
3.1.4	Adaptive, Multi-Barrier Approach	24
3.1.5	Provincial flood Regulation	25
3.1.6	Municipal Flood Program	26
3.2	Changing the Channel	29
3.2.1	Know Your Flow	29
3.2.2	Make Room for the Rivers	30
3.2.3	Make Existing Development Safer	30
3.2.4	Smart New Growth	32
3.2.5	Celebrate Our Relationship With the River	37
4	The Badlands	39
4.1.1	The Formation of the Badlands	39
4.2	Significance of the Badlands	42
5	Unique Places and Neighbourhoods	43
5.1	Valley Timeline	43
5.2	Significant Places	44
5.2.1	Nacmine	46

5.2.2	Newcastle	46
5.2.3	Downtown Drumheller.....	47
5.2.4	Wayne	48
5.2.5	Rosedale / Cambria	49
5.2.6	Hoodoos	49
5.2.7	LeHigh / East Coulee	50
6	Opportunity	52
7	Flood Mitigation and Climate Adaptation	55
7.1	Conveyance Capacity	55
7.2	Design and Construction of Structural Measures	56
7.3	Stormwater, Erosion Control, and Bank Stability	58
7.4	Coordination	59
8	Open Space, Recreation, and Trails	60
8.1	Drumheller Badlands Parks Trail System.....	60
8.2	Valley Connectivity.....	64
8.2.1	The River	64
8.2.2	Trails.....	65
8.3	Plazas and Pavilions.....	65
8.4	Parks	66
8.4.1	Existing Parks	66
8.4.2	Future park development	66
8.4.3	Municipal Reserve	67
8.5	Natural Areas.....	68
8.5.1	General.....	68
8.5.2	Sensitive Lands	69
8.5.3	Environmental Reserve.....	69
8.6	Programming and Interpretive Elements	70
8.6.1	General.....	70
8.6.2	Recreational Uses	70
8.6.3	Commercial Uses	71
8.7	Climate Adaptation.....	72
9	Growth	73
9.1	Resilient Development	75

9.1.1	Flood Resilience	75
9.1.2	Other Hazards and Development Constraints	76
9.2	Landscape Sensitive Development	79
9.3	Residential Neighbourhoods	80
9.3.1	General.....	81
9.3.2	Infill Neighbourhoods	82
9.3.3	New Neighbourhoods	83
9.4	Commercial and Industrial Areas	87
9.5	Downtown	88
9.6	Rural Development Areas	89
9.6.1	General.....	89
9.6.2	Agriculture	90
9.6.3	Resource Development	90
10	Tourism and Economic Development	91
10.1.1	General.....	91
10.1.2	Tourism.....	92
11	Transportation and Infrastructure.....	94
11.1	Flood Resilient Infrastructure	94
11.2	Transportation.....	95
11.2.1	General.....	95
11.2.2	Major Corridors	98
11.2.3	Complete Streets	98
11.3	Utilities and Servicing.....	99
11.3.1	General.....	99
11.3.2	Waste	99
11.3.3	Water	100
12	Cultural and Community Services.....	101
12.1	General.....	101
12.2	Community and Protective Services	101
12.3	Recreation and Education Services and Facilities.....	102
12.4	Social, Cultural, and Health Services	102
12.5	Heritage	103
13	Implementation.....	104

13.1	Plan Monitoring	104
13.2	Implementation Actions.....	105
13.3	Regional Cooperation	105
13.4	Public Engagement.....	106
14	Glossary	107

List of Figures

Figure 1	Planning Framework	9
Figure 2	View Southeast of Raymond Hill, August 2020	13
Figure 3:	Red Deer River Watershed	19
Figure 4	Adaptive, Multi-Barrier Approach.....	25
Figure 5 -	Provincial Floodway and Flood Fringe	28
Figure 6	Red Deer River Conveyance (1850 CMS + 0. 50 M Freeboard).....	33
Figure 7	Existing Development in Conflict with River Conveyance (1850 cms)	34
Figure 8 -	Proposed Structural Measures.....	35
Figure 9	Potential Growth Areas (above 2100 cms)	36
Figure 10	Trail Hierarchy.....	37
Figure 11	Trails and Pathways Network.....	38
Figure 12	Geological Timeline.....	40
Figure 13	Existing landscape Conditions.....	41
Figure 14	Wayne Valley, looking East from Excelsior Hill.....	42
Figure 15	Illustrated Timeline of Drumheller Valley	43
Figure 16	Significant Places.....	45
Figure 17	Top of Nacmine Looking North from Monarch Hill	52
Figure 18	Drumheller Badlands Parks Trail System	61
Figure 19	Kayaker on the Red Deer River.....	64
Figure 20	Land Use Map.....	74
Figure 21	Flood Hazard Overlay	75
Figure 22	Development Constraints	78
Figure 23	Significant Views	80
Figure 24	Potential Growth Areas (Above 2100 cms).....	85
Figure 25	Looking Northeast from Monarch Hill Over Nacmine.....	93
Figure 26	Transportation Network.....	96
Figure 27	Mode Hierarchy.....	97
Figure 28	View to the North East from Elgin Hill.....	100

ACKNOWLEDGEMENT

The lands on which the Town of Drumheller is situated are on Treaty 7 territory and within Métis Nation of Alberta Region 3.

PART I

Vision and Context

1 INTRODUCTION

Drumheller provides an experience unlike any other. Located along the banks of the Red Deer and Rosebud Rivers in southern Alberta, the town captivates with its breathtaking badlands landscape, unique neighbourhoods, and vast layers of natural and human history. Drumheller is home to 8,000 residents and draws nearly 500,000 visitors each year.

The intent of this Municipal Development Plan is to protect, enhance, and leverage Drumheller's assets to harness its full potential as a place of resilience, growth, and discovery.

1.1 PURPOSE

The Municipal Development Plan sets the vision and direction for the growth of The Town of Drumheller over the next 30 years. Its policies set out priorities for the future land use, infrastructure, community services, and the physical development of the town.

The Plan weaves together the unique elements that form the Drumheller experience, ensuring protection and support for these elements while also enabling continued growth, adaptation, and change. Most importantly, this MDP redefines Drumheller's relationship to its rivers, directing the creation of new and improved protective flood mitigation infrastructure and an accompanying land use planning framework that ensures all future development is resilient and responsive to a changing climate.

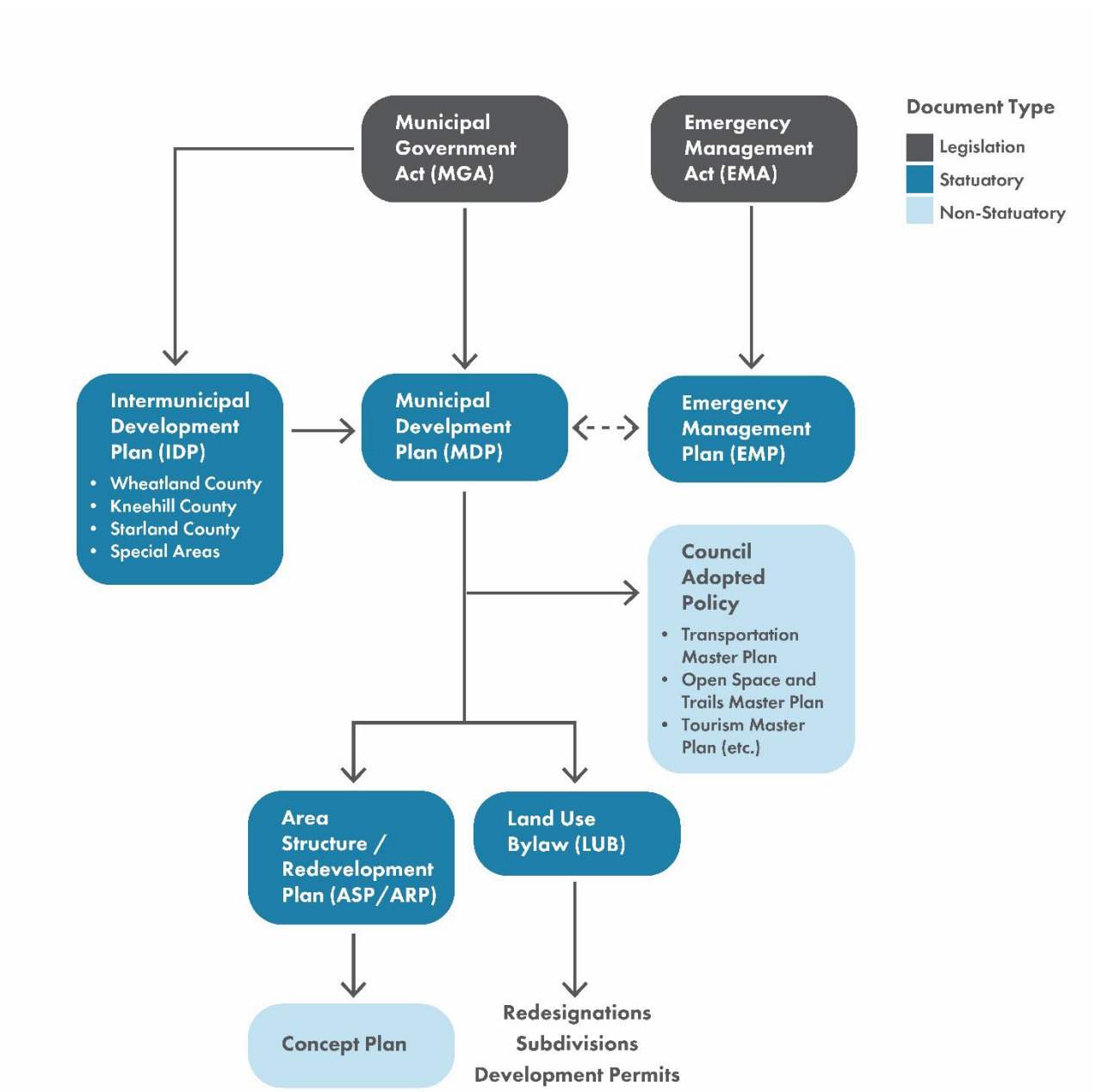
1.2 AUTHORITY

The authority of this Municipal Development Plan (MDP) is provided by the Municipal Government Act. The following section provides an overview of the legislative context and planning framework for all of Alberta, as well as guidance for interpreting the policies within the MDP.

1.2.1 PLANNING FRAMEWORK

The Planning Framework, as shown in Figure 1 Planning Framework, outlines the authority and hierarchy of legislation, regulation, and other planning documents that guide both land use planning and emergency management in the Province of Alberta.

FIGURE 1 PLANNING FRAMEWORK



MUNICIPAL GOVERNMENT ACT

The Municipal Government Act (MGA) provides the legislative framework under which all municipalities must operate. The MGA states that the purpose of a municipality is to:

- provide good government;
- foster the well-being of the environment;
- provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality;
- develop and maintain safe and viable communities; and
- work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services.

Part 17 of the Municipal Government Act regulates planning and development and empowers municipalities to prepare plans:

- To achieve the orderly, economical and beneficial development, use of land and patterns of human settlement; and
- To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

The MGA requires all municipalities to adopt and maintain a Municipal Development Plan. This Municipal Development Plan must be consistent with all Intermunicipal Development Plans established between the municipality and the municipalities adjacent to it.

INTERMUNICIPAL DEVELOPMENT PLANS

Intermunicipal Development Plans (IDP) provide coordinating policies to guide land use and growth management between the Town and the municipalities it shares a border with. These plans may include how the two municipalities will work together, develop joint lands, and/or co-ordinate parks, open space, recreation, transportation, water, utilities, and other municipal services across boundaries. IDPs must be approved by Council in both partnering municipalities.

The Town has approved or draft IDPs with Wheatland County, Kneehill County, Starland County, and Special Areas.

MUNICIPAL DEVELOPMENT PLAN

The Municipal Development Plan (MDP) directs all other Town Plans and Strategies. The Municipal Development Plan directs future growth, priorities, and management of the Town of Drumheller. It must be consistent with all IDPs, and provide policy direction for the following key items:

- Future land use within the town and how it is intended to be developed;
- Coordination of land use, growth, and infrastructure with adjoining municipalities;
- Policies regarding provision of transportation systems and municipal servicing;
- Guidance on land-use compatibility and regulation near sour gas facilities;
- Policies regarding municipal and school reserve; and
- Policies respecting the protection of agricultural operations.

Municipal Development Plans may additionally address environmental matters, development constraints, financing of municipal infrastructure, municipal programs, financial resources, economic development, conservation reserve, and other programs or matters relating to the physical, social, or economic development of the municipality. Though not required by the MGA, this MDP also provides a link to the municipal Emergency Management Plan to ensure that proactive disaster preparedness and mitigation are integrated and foundational to all planning within the Valley.

This MDP replaces the 2008 MDP and shall be cited as the 2020 Drumheller Municipal Development Plan.

AREA STRUCTURE PLANS AND AREA REDEVELOPMENT PLANS

As part of the municipal planning process, the Town may develop more specific Area Structure Plans (ASP) and Area Redevelopment Plans (ARP) to provide detailed direction for smaller areas within the town. ASPs and ARPs contain maps, goals, and policies that set out general locations for major land uses, major roadways, utility servicing, recreation areas, and development phasing. These ASPs and ARPs are subsidiary to the MDP and must be consistent with its policies.

LAND USE BYLAW

The Land Use Bylaw is a regulatory bylaw of the Town, required by the MGA, that implements the land use direction provided in the Municipal Development Plan. Every parcel of land in the Town has a land use district, which specifies which uses are permitted and discretionary and how buildings and land can be developed in the Town.

CONCEPT PLAN

A Concept Plan is a non-statutory plan, subordinate to an ASP, and may be adopted by bylaw or resolution. Concept Plans provide detailed land use direction, subdivision design, and development guidance to Council, administration, and the public. Concept Plans are meant to be developed within the framework of an ASP.

EMERGENCY MANAGEMENT ACT

The Emergency Management Act (EMA) provides the legislative framework for local and provincial management of emergencies and disasters. Through the powers granted by the EMA, the Local Authority Emergency Management Regulation provides direction on emergency

management roles and responsibilities and the requirements for municipal Emergency Management Plans.

EMERGENCY MANAGEMENT PLANS

A local Emergency Management Plan provides details on a municipality's emergency management program, including preparedness, response, and recovery activities. It must be based on a hazard risk assessment and clearly indicate who is responsible for what in an emergency or disaster. Emergency Management Plans must also identify internal training plans and communication strategies to ensure that staff and the public are prepared.

1.2.2 PLAN INTERPRETATION

The MDP's vision, goals, and objectives will be achieved by implementation of the policies within this Plan. The policies provide direction for decision making within the Valley and how it will grow and develop over the next 30 years.

The following language is used to determine interpretation of the plan:

Shall/will: Shall/will means that a policy is mandatory and must be complied with, without discretion, by administration, developers, Council, Municipal Planning Commission, and any other authority involved in land use and development approvals.

Should: Should is used when a policy is considered best practice that is only waived if there is a significant rationale for an exception being made.

May: May is discretionary, indicating that the Town could enforce the policy given specific circumstances.

1.3 PLANNING PROCESS

In August 2020, a Master Engineering Design and Assessment of Planning Impact was prepared as part of the Drumheller Flood Mitigation and Climate Adaptation System (DFMCAS) project. The assessment identified the need for modernization of the Town's two key planning documents: the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB). The assessment determined that the existing plans were out of date, not aligned with the Town's flood resilience priorities, and lacked a clear vision for the future of Drumheller. To address these concerns, Town Council initiated the modernization of the MDP and LUB from summer to winter 2020.

Modernization of the MDP and LUB involved engagement with the public as well as internal and external stakeholders. The project team was guided by a Technical Advisory Committee, made up of community experts, Council representatives, Flood Resiliency and Mitigation Office Representatives, and Town staff. To ensure the new planning documents reflected community aspirations, the project team conducted eight public neighbourhood information sessions, and six targeted stakeholder meetings in fall 2020. Feedback was collected on the first reading draft planning documents and the public hearing was held on October 26, 2020. Additional comments were received by the Town throughout November, and were incorporated into the third reading version of the documents. In total, the project team heard from over 500 people.

1.4 HOW TO USE THE MUNICIPAL DEVELOPMENT PLAN

The Drumheller Municipal Development Plan is made up of two main parts:

Part I – Vision and Context provides the overall introduction, vision, and context for the Valley. It describes the current understanding of our community, where we have come from, and **where we want to be** in 30 years.

Part II- Policies contains the statutory policies of the MDP. It directs municipal priorities relating to flood mitigation, open space, land use, transportation, servicing, and other important Town functions. These policies describe how the Town will **achieve the vision for the Valley**.

FIGURE 2 VIEW SOUTHEAST OF RAYMOND HILL, AUGUST 2020



2 DRUMHELLER'S VISION

The vision sets out the aspirations for future growth and development in Drumheller. All other goals, objectives, and policies work towards achieving this vision.

The future of Drumheller's will be shaped by four key forces: rivers, badlands, existing neighbourhoods, and new growth. By understanding, respecting, and purposefully shaping these forces, the Drumheller's Valley's next chapter will be more prosperous, connected, and resilient.

THE RIVERS

Drumheller owes its existence to its rivers — the Red Deer and the Rosebud — which have been carving the badlands deep into the prairie for thousands of years. These rivers have no intention of giving up their sculptural project — to this day they continue to flow, slowly forming and reforming the Drumheller Valley. The rivers sit at the heart of this Plan, giving shape to its ideas, maps, and policies—they regain their status as the prime authors of the Drumheller Valley. The rivers draw lines that guide infrastructure, recreation, open space, and new development, directing the future of Drumheller and the form of its inhabitation.

THE BADLANDS

At Drumheller, the rivers have crafted a place unlike any other. The badlands, with their dramatic descent from the prairie, their pockets of solitude, and their sun-blasted cliffs, offer a striking and immersive landscape. Drumheller ability to capture the badlands feeling—the sense of losing oneself in time and history—is its signature experience. The future of Drumheller depends critically on maintaining the integrity of the badlands landscape and its vistas — and the experiential quality it provides.

DRUMHELLER'S NEIGHBOURHOODS

Over time, this landscape has been the setting for a rich history of inhabitation. From the earliest Indigenous encampments, to colonial settlement and the age of coal, the resource-rich Valley has been both a protector and a provider. Today, the Town of Drumheller encompasses seven unique neighbourhoods that represent diverse paths through Drumheller's history. These neighbourhoods now must become the anchors of Drumheller's future: grounded in their histories and open to the next chapter of opportunity.

THE OPPORTUNITY

Equipped with its rivers, landscapes, and neighbourhoods, Drumheller is embarking on a bold new chapter in its story. This future will be characterized by: (i) a new river-centric approach; (ii) reduced vulnerability of people, property, environment, and economy; (iii) increased confidence and investment; (iv) improved climate adaptation, and; (v) a renewed recognition that Drumheller is an unmissable and unforgettable part of the Alberta experience.

2.1 VISION

Drumheller is a place to grow and a place to discover.

A PLACE TO GROW

Drumheller will draw new residents, enterprise, and investment, enriching the region and unearthing its remarkable potential. Securing investment at a foundational level, the Valley will be equipped with a purposeful flood protection system and flood-smart growth, ensuring that new and existing development is attractive, financeable, and insurable. At the same time, the river will take on a renewed focus as a key regional amenity, unlocking new recreational opportunities and value. Drumheller's river, landscape, and unique neighbourhoods will anchor future growth, providing a wide range of choices and ensuring Drumheller retains a dynamic connection to its history.

A PLACE TO DISCOVER

Drumheller will leverage its dramatic river landscape, deep history, and unique neighbourhoods to become an unmissable part of the Albertan Experience. The rivers, at the heart of Drumheller, will anchor a regional network of pathways and trails that weave together Drumheller's amenities, prompting exploration and unlocking a world of unscripted adventure. Trails, gathering places, and bridges will articulate this network, providing functional loops, opportunities for storytelling, and virtually endless exploration potential. Visitors will be drawn to the immersive badlands landscape to explore, exercise, play, create, shop, and relax.

2.2 GOALS AND OBJECTIVES

The goals and objectives provide further direction on how the MDP will achieve the vision of being a place to grow and a place to discover. There are six MDP goals which set out at a high level priorities for the life of this Plan. The objectives provide further detail on how to achieve each of the Plan goals. The goals and objectives informed the development of the policies provided in Part 2 of the Plan.

1. Implement a comprehensive and adaptive flood mitigation strategy.

Drumheller's neighbourhoods remain vulnerable to flooding. Without adequate emergency response, structural measures, and regulatory action, people and property will remain at risk of catastrophic damage. A comprehensive and adaptive mitigation strategy will help Drumheller remain insurable, financeable, and attractive to investment.

- A. Create an adaptive system of structural measures to protect critical Town assets and development and respond to a changing climate.
- B. Implement a flood overlay system within the Land Use Bylaw to ensure all new development is resilient and responsive to Drumheller's rivers.
- C. Plan the retreat of development in areas with an unacceptably high level of flood hazard risk.

2. Develop a world-class open space and trails system throughout Drumheller that links landscapes, neighbourhoods, amenities, and major destinations, setting the stage for unscripted adventure.

Drumheller is rich in amenity but lacking in connective tissue. A comprehensive, well-connected trail system will unlock a new world of opportunity for both residents and visitors, providing new destinations, enriching growth, and supporting a new sector of enterprise.

- A. Promote the Red Deer River as the primary pathway through Drumheller.
- B. Identify, protect, and restore the function of the rivers, riparian land, and areas with high ecological and cultural value.
- C. Expand and connect a network of recreational opportunities and valley-wide network of trails that align with key destinations, contribute to environmental protection priorities, and leverage flood mitigation infrastructure.
- D. Comprehensively program the Drumheller Badlands Parks Trail System to celebrate the diverse history and stories of Drumheller and create a cohesive Drumheller experience that educates locals and visitors in flood mitigation and climate adaptation.

3. Support the growth of complete, sustainable neighbourhoods that enhance the diversity and livability of Drumheller.

There are growing demands for neighbourhoods and homes that are sustainable, affordable, and support a wide range of residents. Drumheller has a strong opportunity to provide innovative responses to these demands that stand out from conventional approaches.

- A. Direct infill growth within existing/established neighbourhoods, in alignment with flood protection priorities.
- B. Support a diverse mix of housing forms and compatible commercial and employment uses within all neighbourhoods.
- C. Ensure the fiscally responsible provision and expansion of municipal services and minimize infrastructure life-cycle costs.

4. Conserve and enhance the uniqueness of neighbourhoods in Drumheller as an integral part of Drumheller experience.

Drumheller Valley's unique neighbourhoods are a tremendous asset. They have the capacity to provide a network of diverse options, experiences, and histories.

- A. Enhance Downtown Drumheller's role as the centre of public life and visitor experience in Drumheller.

- B. Enable unique form and uses within neighbourhoods through the implementation of specific Land Use Bylaw overlay regulations.
- C. Establish mechanisms for the conservation and celebration of historic resources.
- D. Showcase the unique character of neighbourhoods through the design and programming of public spaces and the Drumheller Badlands Parks Trail System.

5. Enhance Valley-wide transportation systems to expand the reach and diversity of mobility options, providing a range of robust options for travelling within Drumheller.

Few places can rival Drumheller's dramatic sense of arrival. The descent from the prairie into the badlands provides a memorable experience of anticipation, immersion, and departure. This experience should be protected and celebrated among a broad range of modes, including better regional links.

- A. Enhance and protect the experience of a sense of arrival upon entering Drumheller at key road access points.
- B. Increase the modal share of active and alternative transportation.
- C. Support the development of regional transportation connections to Drumheller.

6. Leverage Drumheller's tourism and recreation industries and local talent to grow and diversify the economy.

Drumheller already hosts an enviable collection of attractions that draw a tremendous number of visitors every year. There is a strong opportunity to better leverage this profile to the benefit of Drumheller's residents and enterprise.

- A. Curate the overall visitor experience of Drumheller through coordinated branding, wayfinding, and storytelling.
- B. Support the continued growth of tourism, recreation, and entertainment industries.
- C. Foster local business retention and expansion by creating incentives and reducing barriers to business development.
- D. Diversify the economy by supporting the expansion of specialized manufacturing, high-tech, and other industries.

3 THE RIVERS

The Red Deer River is the primary architect of the Drumheller Valley. Its waters, and all those flowing toward it, have etched the valley deep into the open prairies over thousands of years. Each year, water and weather continue to erode and carve the gullies, coulees, and hoodoos that make up the extraordinary landscapes of the Drumheller badlands. This weathering and carving also uncovers many layers of natural and human history present here. From the times when dinosaurs walked the earth, to when the first peoples discovered the lush valley below the plains, the river has provided a place to grow and thrive. Today, it continues to serve this role, feeding the many natural and human systems within the valley and the stories that make Drumheller the incredible place it is today.

As the creator of the valley landscape, the river also has an integral part to play in our way of life today and growth of our community. Because the river is the source of water, food, and transportation, its riverbanks have historically been an attractive place to settle and an immense aesthetic and recreational asset. However, throughout the year, the flow rate and level of the Red Deer River changes significantly, often within a very short period of time. In the past, this has caused the river to flood its banks. Flooding has had devastating impacts on our neighbourhoods and infrastructure. With a changing climate and increasingly severe weather events, flooding will continue to be a critical piece of Drumheller's identity, and a critical variable to which all future development must respond and adapt.

Drumheller is a flood community. This MDP acknowledges this fundamental premise, and the need to change the channel on how we plan for and respond to flood risk. A healthy respect for the river and its tributaries means making room for the river, balancing the growth of existing communities, and leveraging new opportunities for growth.

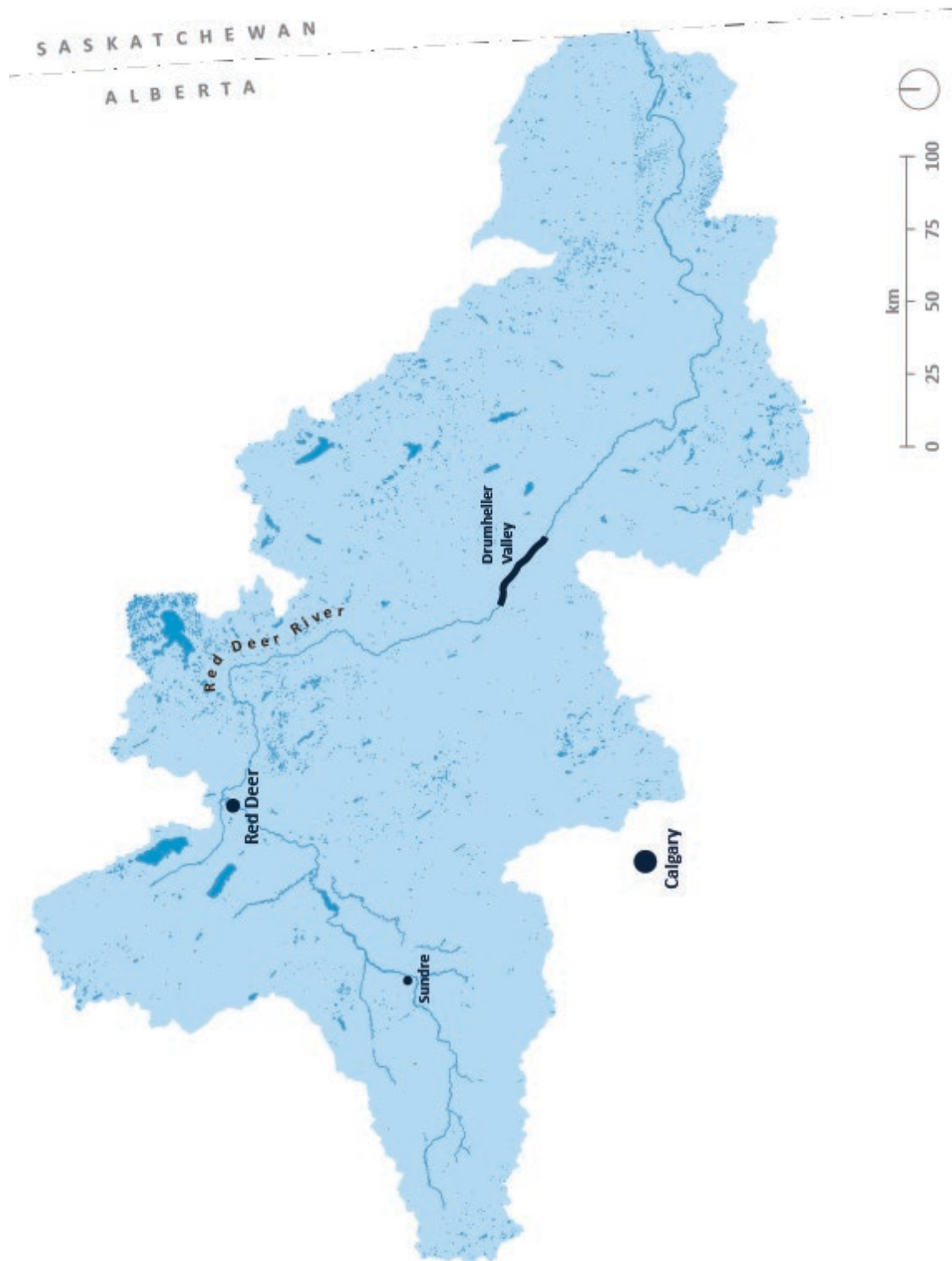
3.1 DRUMHELLER: A FLOOD COMMUNITY

Flood mitigation strategies must be based on a thorough understanding of the waterways that flow through the community. The following section discusses the current flood context of Drumheller, setting the stage for the next chapter of valley development that re-imagines the town's relationship to its rivers and embeds flood resiliency in the DNA of all Town decision making.

3.1.1 DRUMHELLER'S RIVERS

The Red Deer River is the primary waterway that flows through Drumheller. The river has many tributaries in the Drumheller region, including rivers, creeks and smaller drainage channels (Figure 3: Red Deer River Watershed). The stormwater system in Drumheller also discharges into the Red Deer River. This section provides an overview of the three waterways in Drumheller that cause the greatest flooding impact on the Town: the Red Deer River, the Rosebud River and Michichi Creek.

FIGURE 3: RED DEER RIVER WATERSHED



RED DEER RIVER

The Red Deer River is a major tributary of the South Saskatchewan River, which is part of the larger Saskatchewan-Nelson system that flows into the Hudson Bay. It originates on the eastern slopes of the Canadian Rockies and flows east, passing through the Foothills, Boreal Forest, Parkland and Grassland Natural Regions. The river supports a variety of natural systems, including vegetation and wildlife in the Northern Fescue Natural subregion in which Drumheller is situated.¹ The total length of the river is 724 km with an effective drainage area of 32,400 km².² Characteristics of the basin vary significantly from the headwaters in the Rocky Mountains to the prairies in the west. Sub-basins of the Red Deer River Basin include: the Headwaters Red Deer Basin, Blindman Basin, Little Red Deer Basin, Tail Basin, Rosebud Basin, Michichi Basin, Bullpound Basin, Matzhiwin Basin, Berry Basin and the Blood Indian Basin.³

The Red Deer River flow regime can be described as a near natural condition through much of the basin because it is less developed than other rivers in the area.⁴ The Red Deer River has an effective drainage area of 19,200 km² at the Town of Drumheller and has its headwaters in the Rocky Mountains by the Drummond Glacier within Banff National Park.⁵ The catchment area upstream of the Dickson Dam is 5,594 km².⁶ Over 50 percent of the total water yield in the Red Deer River originates in this area upstream of the Dickson Dam.⁷ Given the size and water yield of the catchment area upstream of the Dickson Dam, the river is subject to rapid changes in flow upstream of the Dickson Dam.⁸ The river flows in communities downstream of the Dam, including Drumheller, are more regulated. The river channel through Drumheller is confined by low terraces, alluvial fans, or valley walls and is relatively shallow. The river is sinuous with occasional islands and side bars and areas of fragmented shrub and forest growth.⁹

The character and flow of the river changes through the seasons and is highly dependent on climatic conditions. River flow is described here in terms of flow rates, which is measured in cubic metres per second (cms). This measures the volume of water (in cubic metres) passing through a specific location on the river in a one second time frame. In Drumheller, the flow rate that the Red Deer River channel can typically hold without overtopping the natural riverbank (the bankfull discharge) is about 1,000 cms.¹⁰ In major storm events, the flow rate in Drumheller tends to increase above the 1,000 cms level, which results in localized flooding. An example of this is the 2005 flood, when the water reached 1450 cms. The Dickson Dam aids in regulating

¹ Alberta Parks (2015). Natural Regions and Subregions of Alberta: A Framework for Alberta's Parks. Alberta Tourism, Parks and Recreation. Edmonton, Alberta. 72pp.

² Stantec (2014). Red Deer River Basin Flood Mitigation Study.

³ Ibid.

⁴ Ibid.

⁵ Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

⁶ Stantec (2014) supra note 2.

⁷ Ibid.

⁸ Ibid.

⁹ Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

¹⁰ Ibid.

river flow during these events by storing water in a reservoir and releasing it over a longer time period, thereby reducing the peak flows.¹¹

The largest floods in the Red Deer River Valley generally occur between May and August.¹² Discharge volumes peak in June and July, which is generally caused by the combination of snowmelt runoff with precipitation from major storms in the foothills region.¹³ Heavy rainfall was a major contributor to both the 2005 and 2013 floods. In addition to snowmelt and precipitation, ice jams and debris have contributed to localized flooding throughout the basin, but to a lesser degree. Creeks carrying snowmelt have also been known to flood when freshet water flows on top of the frozen surface of the Red Deer River, resulting in a back-up of water into communities along the bank.¹⁴

ROSEBUD RIVER AND MICHICHI CREEK

The Rosebud River and Michichi Creek are two major tributaries that join the Red Deer River in Drumheller. They contribute to the flood story in Drumheller, but their character and flows are regulated by different factors and hydrological events than those affecting the Red Deer River, mainly due to their smaller catchment size and aspect.¹⁵

The Rosebud River flows from the west through a valley that is over 100 m deep. The river channel has a riffle and pool sequence with occasional rapids, and the area where the Rosebud meets the Red Deer River is densely vegetated with willows, grasses and shrubs.¹⁶ The largest floods in the Rosebud River generally occur between late-March and early-April. Flooding in the Rosebud is typically a result of high amounts of snowmelt, with ice jams occasionally contributing to high water levels and velocities along the river.¹⁷

Michichi Creek flows south through Starland County and discharges into the Red Deer River northwest of Downtown Drumheller. Over one kilometre of the creek was channelized in 1951 near Highway 9, while the lower portion of the creek near its mouth was channelized in 2001 as part of the dike construction. For the most part, the dike slopes in this location are densely vegetated with grass and willows.¹⁸

3.1.2 A HISTORY OF FLOODING

The Red Deer River Basin has experienced flooding for thousands of years. The earliest recorded flood in the Drumheller area dates back to 1901¹⁹, coinciding with early industrial and post-industrial development along the Red Deer River in the early 1900's. Table 1 identifies major flooding events on the Red Deer River that have occurred in the Drumheller region, presented in increasing order of severity.

¹¹ Stantec (2014) supra note 2.

¹² Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

¹³ Ibid.

¹⁴ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

¹⁵ Matrix Solutions Inc (2007) supra note 12.

¹⁶ Ibid.

¹⁷ Ibid.

¹⁸ Ibid.

¹⁹ Ibid.

TABLE 1 MAJOR RED DEER RIVER FLOODS IN DRUMHELLER SINCE 1900²⁰

Year/ date	Maximum volume of flow in cms	Cause	Examples of Impacts
1928	1030 cms		
1923 - June 3	1,130 cms	Rainfall	No flood damage to most communities.
1932 - June 4	1,188 cms		
1929	1210 cms		
2013 June 21	1322 cms	Rain on snowmelt	State of Local Emergency was declared but due to Drumheller's proactive response and preparation very little damage occurred in the town.
1952 - June 25	approximately 1,360 cms	Heavy rainfall	Flooding in Midlandvale and Newcastle, 25 houses evacuated.
2005 - June 21	1,450 cms	Rain on snowmelt	3200 residents were evacuated. As a result of the permanent and temporary diking, only 85 homes were damaged. Some sewers were inoperable due to flooding of several lift station.
1948 - Apr 21	Water back up resulted in inconsistent data.	Recurring ice jams on the Red Deer River from Nacmine to East Coulee and on the Rosebud River and Michichi Creek	2,000 people evacuated in Wayne, Midlandvale, East Coulee, Star Mine, and Drumheller. 100 families were evacuated from North Drumheller. Residents remember that some people lost everything they owned in the 1948 flood. Water was estimated to be 21' above normal levels
1954 - Aug 27	approximately 1,530 cms	Rainfall.	Midlandvale and Newcastle flooded. Many families were evacuated in Drumheller including everyone from the lower flats.
1915 - June 28	approximately 2,020 cms	High rainfall	Midlandvale and Newcastle severely flooded; Nacmine, Drumheller, Rosedale and Cambria had minor flooding in the low-lying sections near the river.
1901	Measuring devices not in place.		Reported to be as large, or larger than, the 1915 flood.

²⁰ Source: Matrix Solutions Inc (2007). Drumheller Flood Risk Mapping Study.

Early development in Drumheller, which was supported by natural resource extraction and proximity to the river, among other factors, consisted of mining towns and residential neighbourhoods located along the Red Deer River and its tributaries. Because development has historically occurred in flood-prone areas, flood mitigation has been a consideration in the Drumheller Valley for over 100 years. When the railway entered the Valley in 1911, railway engineers referenced demarcations and debris in the landscape to ensure the rail line was constructed outside the area recently impacted by flooding. After the 1915 flood, much of the Town's infrastructure, including the rail line, roadways and bridges, were constructed on embankments or located outside the impacted flood areas. The historic stone flood wall located in Downtown Drumheller, much of which has now been removed, was also constructed after 1915.

Even with early flood mitigation infrastructure in place, floods continued to impact neighbourhoods located near waterways in Drumheller. In the 1970s, flood mitigation options on the Red Deer River were studied by Alberta Environment's Planning Division. A 1977 study by the Alberta Environment Conservation Authority (AECA) emphasized the importance of zoning regulations to protect residents and infrastructure in the Red Deer River Valley.²¹ In the same year, a study conceptualized a series of dikes throughout various Drumheller neighbourhoods in combination with upstream storage to reduce flooding impacts on the community.²²

The construction of the Dickson Dam and the creation of Gleniffer Lake occurred between 1979 and 1984. The Dam was constructed in response to the accelerated development in the Red Deer River Basin in the 1950s and the need to regulate river flow in both dry seasons and high flow events. The operation of the Dam ensures minimum in-stream flow needs are maintained during drought conditions. During high flow events, the Dam also attenuates peak river flows by storing water in the reservoir. The operation of the Dickson Dam has significantly reduced peak flow rates, water levels and associated flood damage in the Town of Drumheller.²³

The consolidation of the Municipal Government Act and the Planning Act in the early 1990's changed the subdivision and development approval process in Alberta, making it easier to develop in flood-prone areas.²⁴ However, the Provincial response during this time was to increase flood mitigation measures in Drumheller. More extensive dike systems were built in the 1980's and early 2000's to protect residential and industrial areas, especially in Midland, Newcastle, North Drumheller, Rosedale, East Coulee and Drumheller.

While recent flood impacts have been reduced by flow regulation at the Dickson Dam and proactive emergency response and preparation, flooding continues to impact neighbourhoods in Drumheller, resulting in social and financial hardships for the community. Work still needs to be done to protect existing neighbourhoods along the river and ensure safe, resilient development in the future.

²¹ Klohn Leonoff Consultants LTD. for the Environment Planning Division Alberta Environment (1977). Flood Protection in Drumheller Valley Dam at Site 6 Red Deer River.

²² Alberta WaterSmart Water Management Solutions (2014). Red Deer River: Historical Flood and Drought Mitigation Solutions. Retrieved from: <https://albertawater.com/historical-review-of-flood-detention-and-diversion-sites/red-deer-river-historical-report>.

²³ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

²⁴ Ibid.

3.1.3 A CHANGING CLIMATE

The hydrological network in and around Drumheller is a complex system, and flooding in the Red Deer River Basin is influenced by many factors. Our changing climate is one factor that presents several unknowns in relation to future flooding impacts. Studies and trends point to the likelihood of more intense rainfall events throughout Canada due to the changing climate.²⁵

While there is potential for an increased frequency of floods along the Red Deer River and its tributaries due to greater storm events, it is also likely that drought frequencies will increase in the prairies. Drumheller may see both increased water scarcity in the coming years as a result of rising temperatures and evapotranspiration and increase in flood frequency and severity.²⁶

The impacts of a changing climate on Drumheller cannot be fully known. For this reason, it is important to implement adaptive and proactive flood mitigation solutions that will protect existing neighbourhoods and create a more sustainable, resilient community in the future.

3.1.4 ADAPTIVE, MULTI-BARRIER APPROACH

The most effective approach to flood mitigation is an integrated multi-barrier approach. A multi-barrier approach involves using a combination of communications and engagement (to warn and educate residents), land use planning considerations and regulations, the provision of structural mitigation measures, and emergency management systems for response and recovery. Structural mitigation measures include dams, dikes and erosion protection. An effective multiple-barrier approach also involves cooperation and integration of various levels of government, and supports mitigation at scales from individual property owner preparedness to large municipal flood infrastructure projects.

A Provincial Flood Recovery Task Force was established in response to the 2013 floods which had a significant impact on many Alberta communities. The Task Force identifies the following key elements of flood mitigation that should be included in a multi-barrier approach:

- Overall watershed management;
- Flood modelling, prediction, and warning systems;
- Flood risk management policies;
- Water management and mitigation infrastructure;
- Erosion control;
- Local mitigation initiatives; and
- Individual mitigation measures for homes.

The right balance of structural and non-structural solutions as part of a multi-barrier approach reduces the risk of basin-wide flooding.

As indicated in the multi-barrier protection diagram (Figure 4 Adaptive, Multi-Barrier Approach), the adaptive system is the responsibility of the Municipality, bridging between the immediate

²⁵ Stantec (2014). Red Deer River Basin Flood Mitigation Study.

²⁶ Ibid.

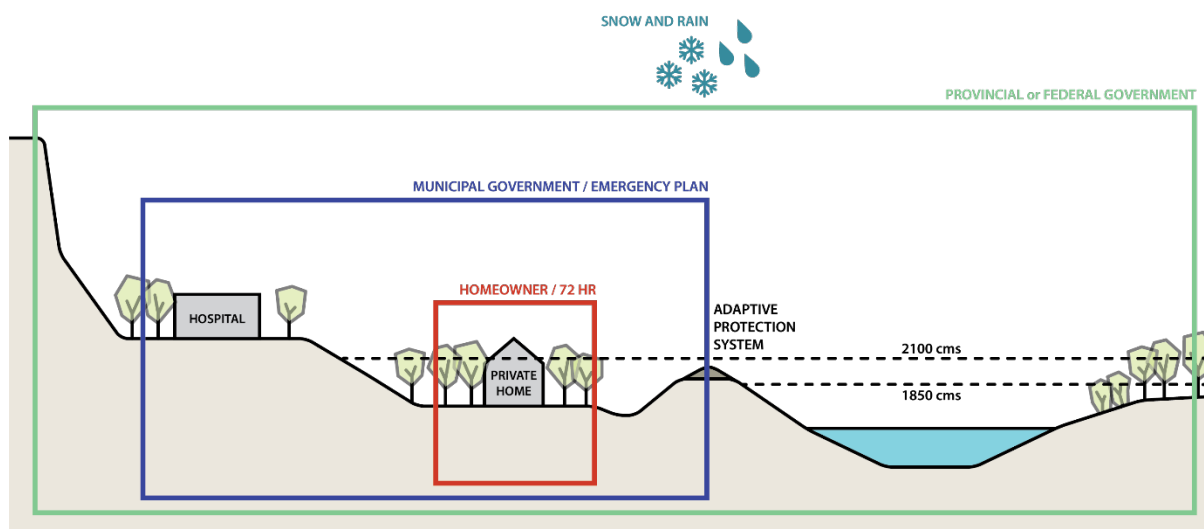
response of the homeowner, and the broader mitigation responsibilities of the Provincial and Federal governments.

An adaptive approach recognizes that floods are unpredictable. The most severe floods are also the most rare, which means that the most extensive and intrusive protective measures end up seeing the least use. The creation of an adaptive system avoids waste by constructing measures that can be quickly raised in response to given flow rates. This means that over the long periods where there is no flooding, measures are less expensive and less intrusive. When floods do occur, the adaptive system allows rapid deployment of temporary measures (e.g. piling dirt or sand bags on top of a smaller berm or next to a shorter flood wall). An adaptive system provides the best long-term protection and short-term cost and intrusion.

Making berms adaptable means they can typically be built to lower elevations. It also means that the berm tops need to be wider, so that they can accept sufficient material and be used as haul routes when the barrier is being raised.

Having flat, wide berm tops enables the adaptive system, but it also unlocks other potentials to leverage flood measures for public trails and open space. There is a strong synergy here between the first two goals of the MDP: protection and connection. By integrating new public connections on structural flood measures, Drumheller can realize two of its highest aspirations, and reinvent the way people relate to the river.

FIGURE 4 ADAPTIVE, MULTI-BARRIER APPROACH



3.1.5 PROVINCIAL FLOOD REGULATION

Flood mitigation in Alberta is a responsibility primarily shared between provincial and municipal governments, with the Province providing certain powers to municipalities for mitigation. The Emergency Management Act directs overall emergency management priorities and requirements in the Province, including a requirement for all municipalities to maintain an

Emergency Management Plan. These plans primarily focus on emergency response and recovery. Greater preventative flood mitigation powers come from the Municipal Government Act, which enables municipalities to create plans directing future growth and land use in the interest of public safety and wellbeing.

The Province currently provides mapping of the Provincial Floodway and Flood Fringe to help municipalities define and control development in the flood plain (Figure 5 - Provincial Floodway and Flood Fringe). It is recommended that no new development is allowed in the Floodway, and that development is restricted and subject to additional development conditions in the Flood Fringe. Significant areas of the Town of Drumheller's existing development are within the Provincial Floodway, requiring a more nuanced approach to flood mitigation that considers existing and forthcoming structural mitigation measures.

3.1.6 MUNICIPAL FLOOD PROGRAM

The Town of Drumheller recognizes that a multi-barrier, adaptive approach must be used at a municipal level of planning. In November 2019, the Drumheller Council approved Bylaw 15.19, which established the Drumheller Resiliency and Flood Mitigation Office to develop strategies to protect residents and properties from loss or injury resulting from flooding. A key component of the Flood Mitigation Office's approach is the establishment of an integrated Drumheller Flood Mitigation and Climate Adaptation System (DFMCAS). As a phased program that covers 100-km of riverbank, the DFMCAS mandate includes:

- making room for the river;
- reinforcing existing structural measures such as berms and dikes;
- building an adaptive system to protect the community into the 22nd century; and
- updating the municipal emergency plan.

This adaptive approach began with identifying the principles and targets that give priority and shape to the system. Drumheller has made the decision to depart from the return-period flood hazard model (i.e. 1:100 flood), in favour of an adaptive flow-rate model (i.e. 1850 and 2100 cubic metres/second). Instead of defining a single event intensity, an adaptive flow-rate model defines a range of potential flow rates. It then establishes responsive structural measures that allow the system to physically adapt to floods within this range. Among many advantages, this approach benefits Drumheller by reducing the intrusiveness of flood protection measures during non-flooding periods. The Town of Drumheller has identified two key flow rates for their system: 1850 and 2100 cms. These two flow rates capture a range of flooding scenarios, setting the adaptive system's extents. With the presence of the upstream Dickson Dam, Drumheller has the unique advantage of up to 3 days (72 hours) notice of impending flood flows (for the rain on alpine snow derived floods), providing time for the adaptive system to be deployed.

At the June 2, 2022 Regular Council Meeting, Council approved modifications to the Standard Berm Design including a reduced top width and freeboard measurement in order to optimize the available project funding.

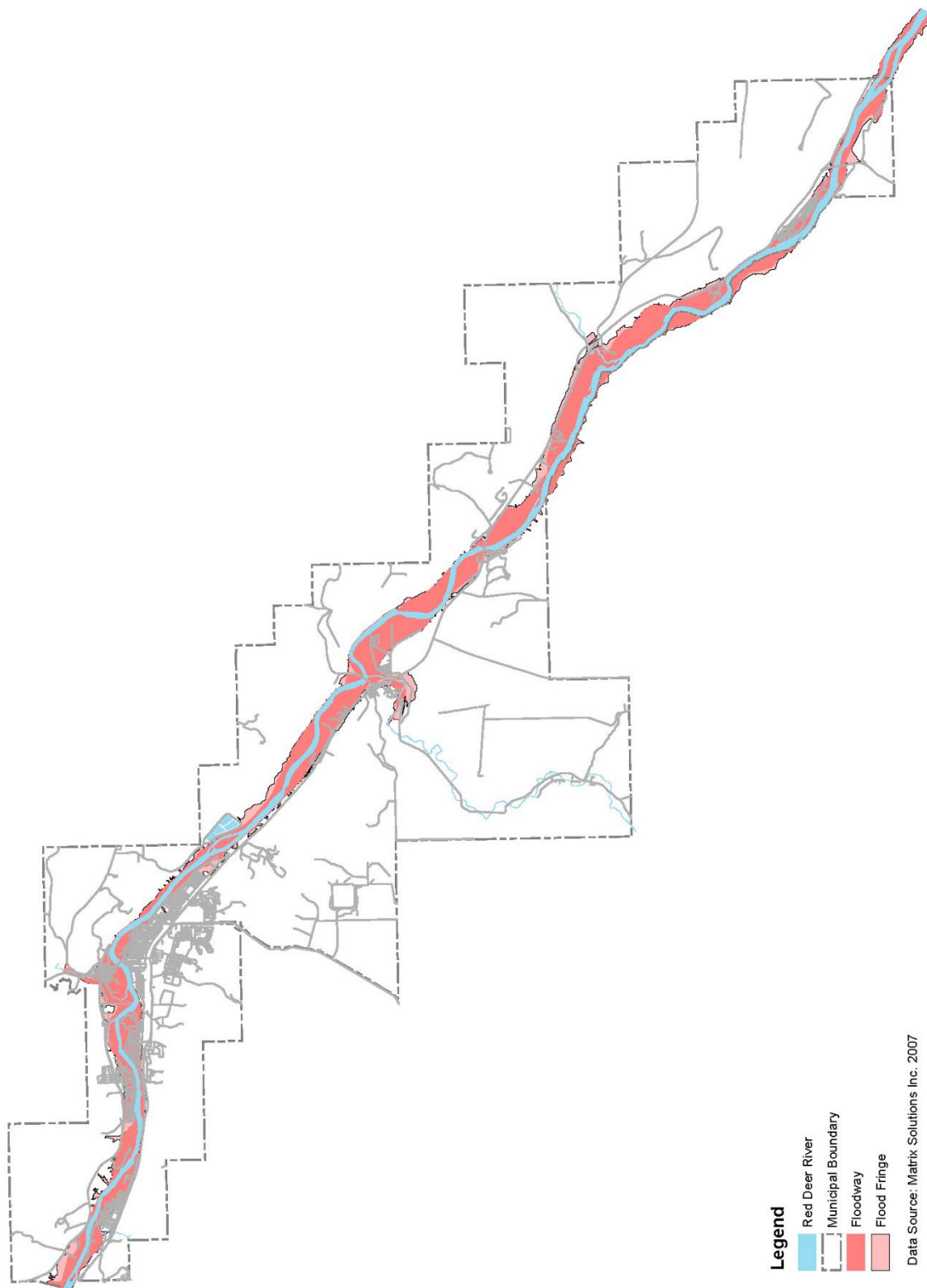
The typical dike cross section is planned to be at least 4.0 meters wide (at the top) [Bylaw #17.22], with 3:1 horizontal to vertical side slopes, built to a minimum of 1,850 cms [Bylaw #17.22], with an

adaptable plan to have safe zones, strategic evacuations and rapidly increase dike heights on an emergency response basis for floods in excess of those up to 2100 cms.

Appropriate freeboard must be considered and included in the various flood levels and required dike heights. Freeboard is the additional height above the predicted flood level. An industry acceptable freeboard would typically be between 0.5 m and 1.0 m at the detailed engineering stage. For reference, The City of Calgary uses 0.5 m of freeboard, the Town of High River uses 1.0 m of freeboard, and the BC Dike Design and Construction Guide: Best Management Practices suggests 0.6 m of freeboard. The Town of Drumheller has selected 0.50 m as the minimum freeboard to be included in required dike heights [Bylaw #17.22]. It is important to understand that this freeboard is provided to account for various uncertainties relative to actual ground elevations and digital elevation modelling, hydraulic modelling, flood forecasts, debris, localized river levels, dike settlements, and other uncertainties.

In coordination with local emergency planning and new development policy, the DFMCAS program will be carried out through 2024, helping to increase flood protection and resiliency in Drumheller.

FIGURE 5 - PROVINCIAL FLOODWAY AND FLOOD FRINGE



3.2 CHANGING THE CHANNEL

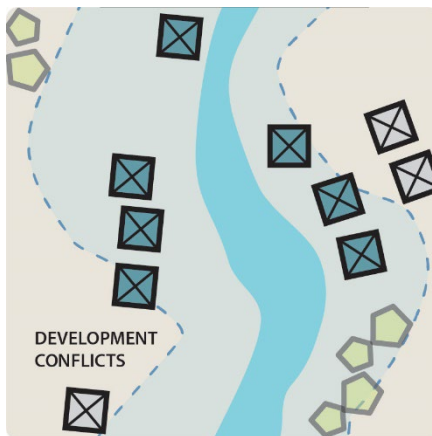
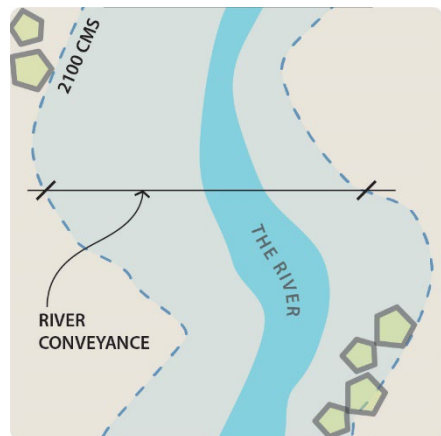
For Drumheller to change the channel and truly integrate into its DNA its identity as a flood community, the rivers must be placed at the very core of the Town's planning thinking. Integrating a robust engineering and design basis centred around channel conveyance capacity, adaptive structural measures, and smart growth areas into the MDP will ensure that this understanding of Drumheller's rivers is carried forward. All subsidiary plans and regulations, including the Land Use Bylaw, Transportation Master Plans, and Area Structure Plans, must align with this intent.

The MDP integrates the following flood mitigation priorities into the goals, objectives, and policies of this Plan:

- Define channel conveyance capacity – Know your flow
- Increase conveyance capacity – Make room for the river
- Reduce flood risk to existing property – Make existing development safer
- Direct growth to areas with lowest flood risk – Smart new growth
- Integrate flood mitigation with recreation priorities – Celebrate our relationship with the river

Embedding these flood mitigation priorities in the MDP will allow the Town to better protect current and future residents of Drumheller from the impacts of flooding, increasing the Town's overall flood resiliency and confidence for new growth and investment. The MDP also sets the groundwork for the development of a connective transportation and recreational network along the river and its tributaries, which will create opportunities for new investment, sustainable lifestyles, and unscripted adventure.

3.2.1 KNOW YOUR FLOW



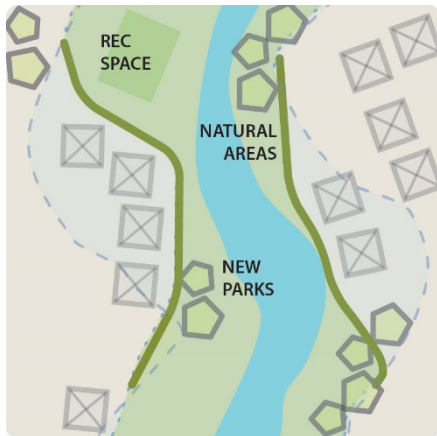
River conveyance capacity must be defined and incorporated into all flood mitigation decisions.

A river-centric approach begins with identifying and understanding the conveyance capacity of the river. Mapping river conveyance capacity

identifies how much space the river will need during different flow rates or flood events. Figure 6 Red Deer River Conveyance (1850 CMS + 0.50 M Freeboard) shows the space the river needs when it flows at a 1850 cms flow rate (including 0.50 m of freeboard [Bylaw #17.22]), a possible

flood scenario. As shown on Figure 7 Existing Development in conflict with river Conveyance (1850 cms) there are many existing properties within this conveyance area. These properties are most at-risk to a future flood event at this flow rate. Understanding the conveyance capacity needs of the river allows the Town to both determine where the river should be given more space to flow to reduce downstream impacts, and where existing development should be protected.

3.2.2 MAKE ROOM FOR THE RIVERS



The river and all water bodies must be given adequate room to flow and retain their natural functions and amenity. Conveyance capacity should not be encroached on by development, which will be defined by established flow rates.

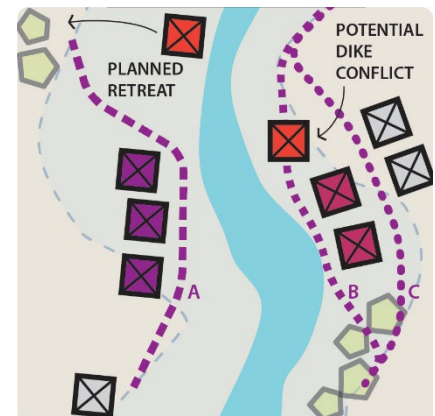
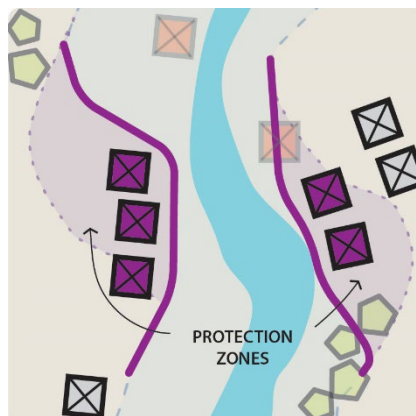
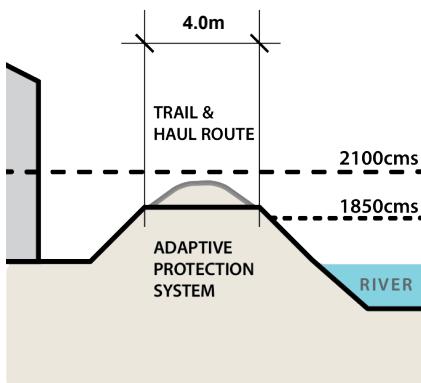
Once defined, conveyance capacity of the rivers should be protected whenever possible. Giving the river space reduces flood risk to development, provides ecological benefits, as well as increases amenity and recreational opportunity for Valley residents.

The conveyance zone is a critical component of the badlands ecology, providing movement and habitat for a wide range of plant and animal species. It also offers regulating functions, helping sequester carbon, filter and manage water, support pollinators, and produce micro-climates important to the region's biodiversity. It is a critical factor in the region's ability to adapt to a changing climate.

From a human perspective, the conveyance zone is a setting for recreation and a place to appreciate the river's natural beauty. For much of the time, the conveyance zones are not actively inundated with water, opening them up to a range of opportunities for low-impact use. For this reason, the conveyance zone forms the spine of the Drumheller Badlands Parks Trail System.

3.2.3 MAKE EXISTING DEVELOPMENT SAFER

Existing development must be made safer and more resilient to flooding through mitigation, including structural measures where feasible.



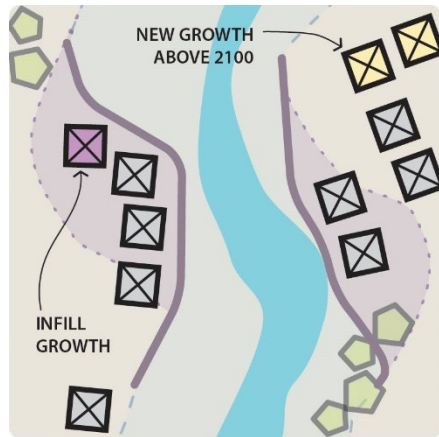
In places where there is conflict between flow and existing development, the Town can either increase resiliency of existing development through the provision of adaptive structural measures or remove development. These measures have the effect of increasing protection for existing development, effectively removing them from the conveyance zone of the river. Where these structural measures go is dependent on leaving enough room for the river conveyance, overall cost, viability, and other spatial requirements. Environmental factors and the protection of significant landscapes and cultural heritage should also be considered in the alignment, planning, and construction of structural measures.

Structural measures create a 'Protected Zone' between the river and System 2100, providing enhanced access to finance and insurance for existing properties as Drumheller gradually grows out of the river. Figure 8 - Proposed Structural Measures, shows at a high level where structural measures will be implemented in existing neighbourhoods. These structural measures will need to be built to protect to a minimum flow rate of 1,850 cms plus a freeboard of 0.50 metres to account for challenging topography or uncertainty [Bylaw #17.22]. These structural measures must also have built in adaptability, to allow for deployment of temporary measures to raise the height of the structure during a large flood event. To enable this adaptability, structural measures in Drumheller will need to be at least six metres wide at the top, to allow their use as a haul route for additional material. Creating an adaptive system ensures that structural measures are less intrusive and typically low-profile for the majority of the year, but are still able to provide an added layer of flood protection when needed.

Adjusting the conveyance capacity of the rivers through structural measures can have impacts on the form and flow of the river, which can in turn affect flood levels. Constraining or hardening of the riverbanks can lead to the river altering or adjusting its natural course and this can lead to altering flood levels and associated dike heights. Localized impacts of restricting channel conveyance include increased water levels locally and upstream, increased velocities, and potential re-direction of river flows. Taking into account these interactions for anticipating river behaviour in a flood event and long-term stability is an important consideration when planning and designing structural measures.

The protection zone is only suitable for limited infill growth that requires additional construction and elevation considerations. Structural measures add a level of protection, but a level of risk remains even for the protected areas. This is why future growth will be focused in growth areas outside of the river conveyance zone, beyond System 2100.

3.2.4 SMART NEW GROWTH



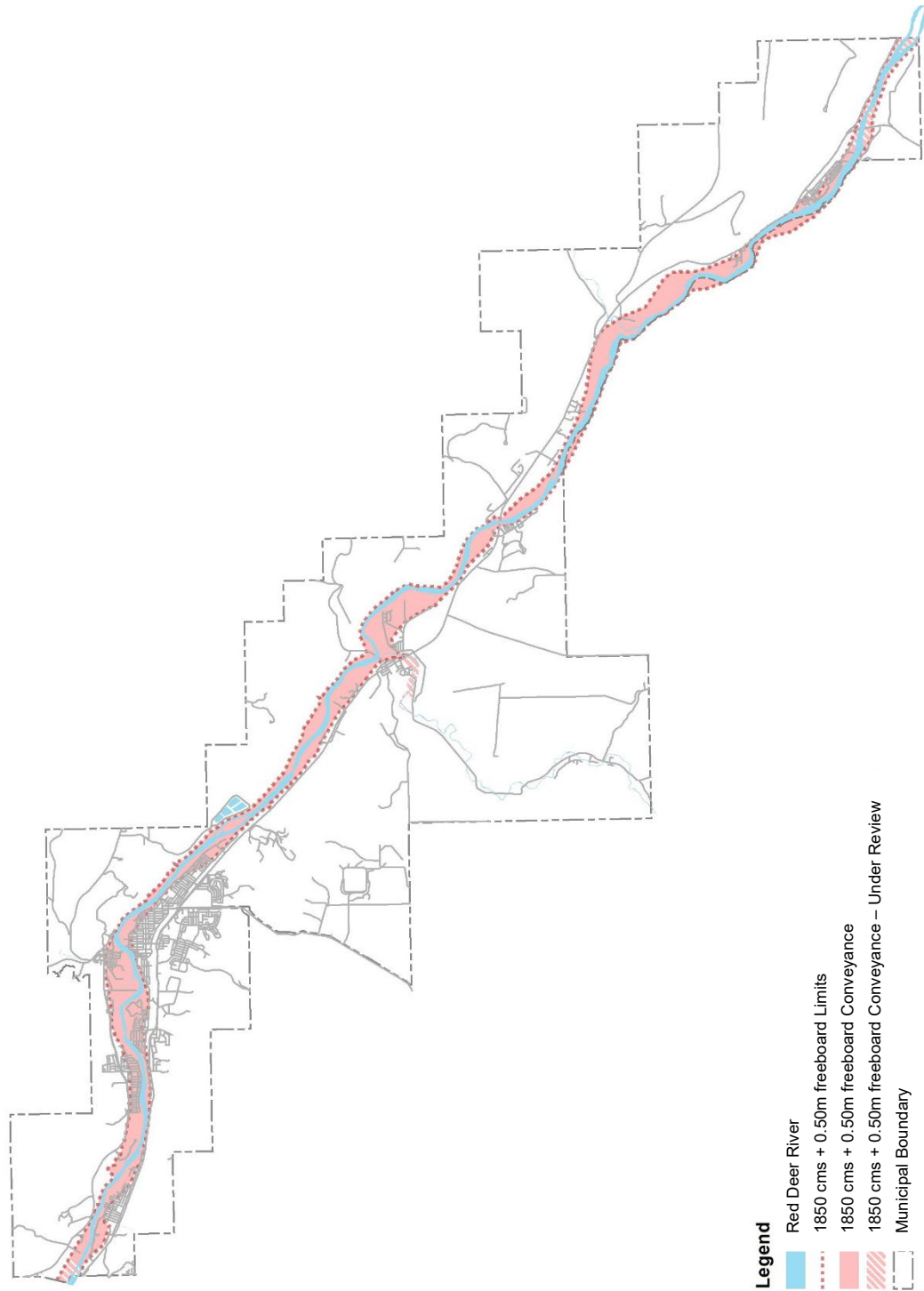
All new growth must be focused in areas that are safest from flooding and other hazards. Promoting safe new growth areas will help to invite new investment and build confidence for those wishing to develop in Drumheller.

Drumheller will grow in two key ways: through minor infill in protected areas, and in new growth areas. Infill growth is an important part of the evolution of existing neighbourhoods, but it has limited capability to achieve a long-term flood-safe vision. Although protected by structural measures, these areas remain at higher risk for flooding.

Drumheller's best opportunity for new growth and development is tucked between the badland slopes, above the conveyance zone of the river. These areas provide serviceable, attractive zones for new development. They will be the start of a new chapter of growth for Drumheller.

Figure 9 Potential Growth Areas (above 2100 cms) indicates a selection of growth areas, shown in the context of the conveyance and protection zones.

FIGURE 6 RED DEER RIVER CONVEYANCE (1850 CMS + 0.50 M FREEBOARD)
 [BYLAW #17.22]



Data Source: Stantech 2017

FIGURE 7 EXISTING DEVELOPMENT IN CONFLICT WITH RIVER CONVEYANCE (1850 CMS)
[BYLAW #17.22]

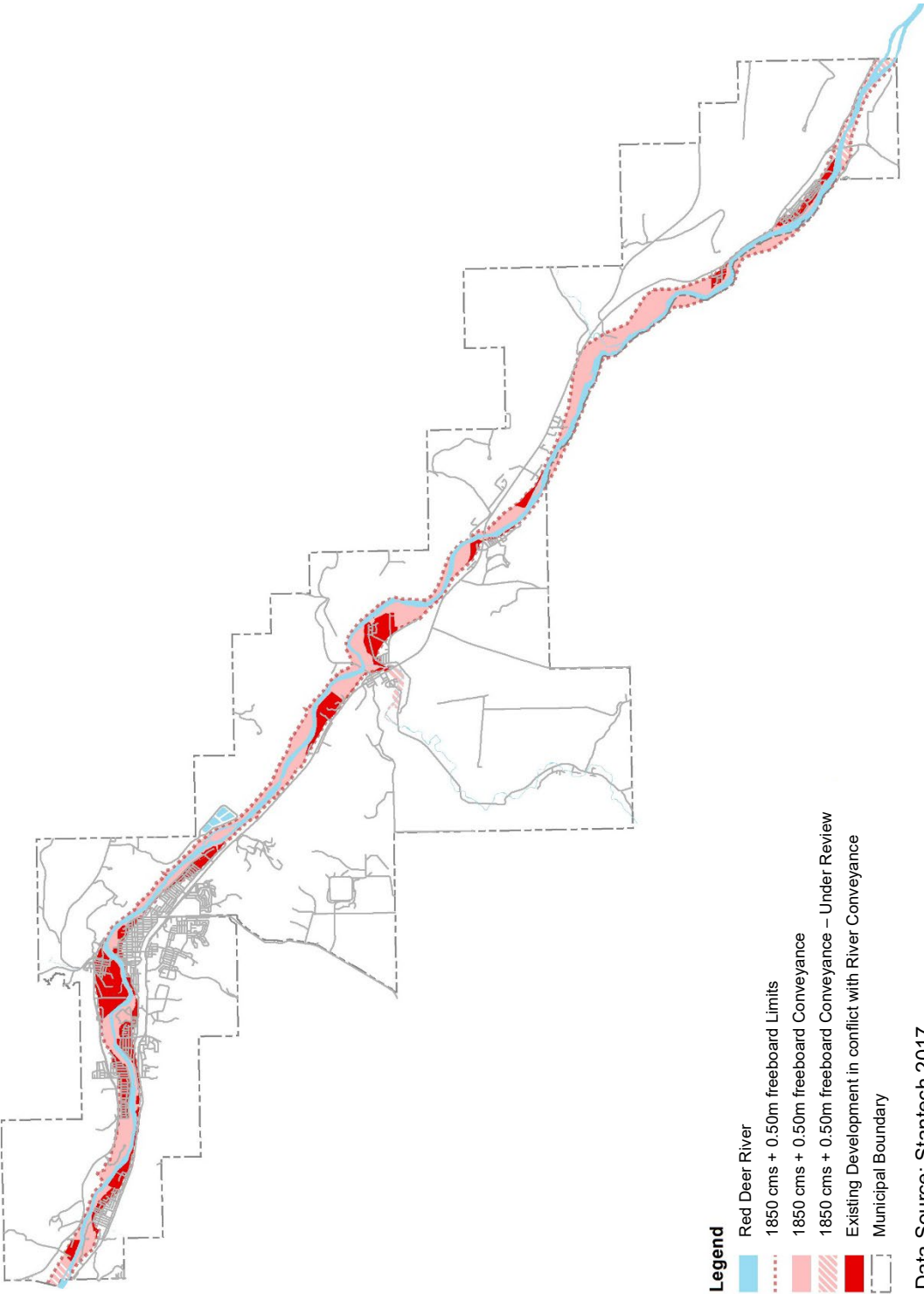
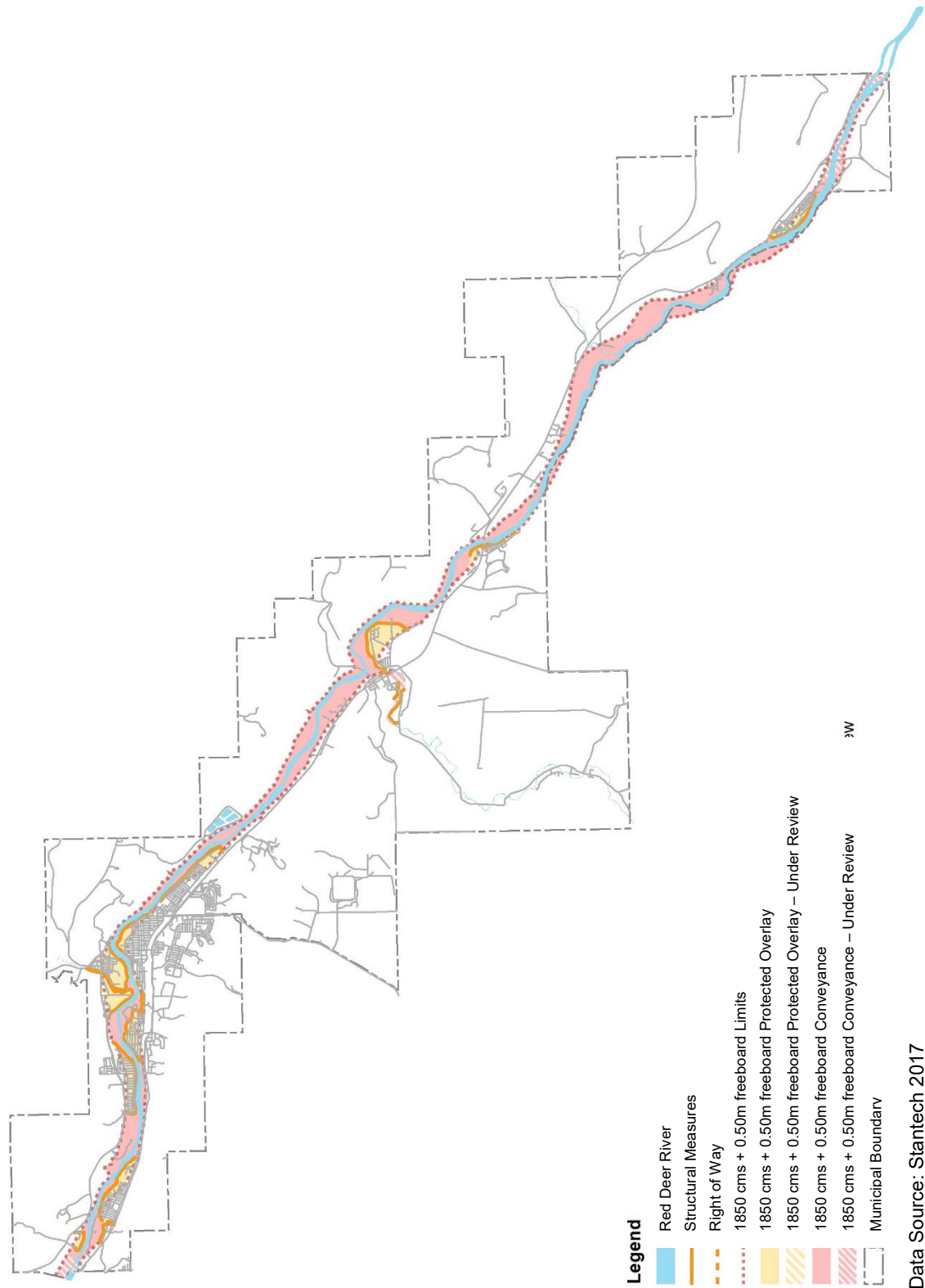
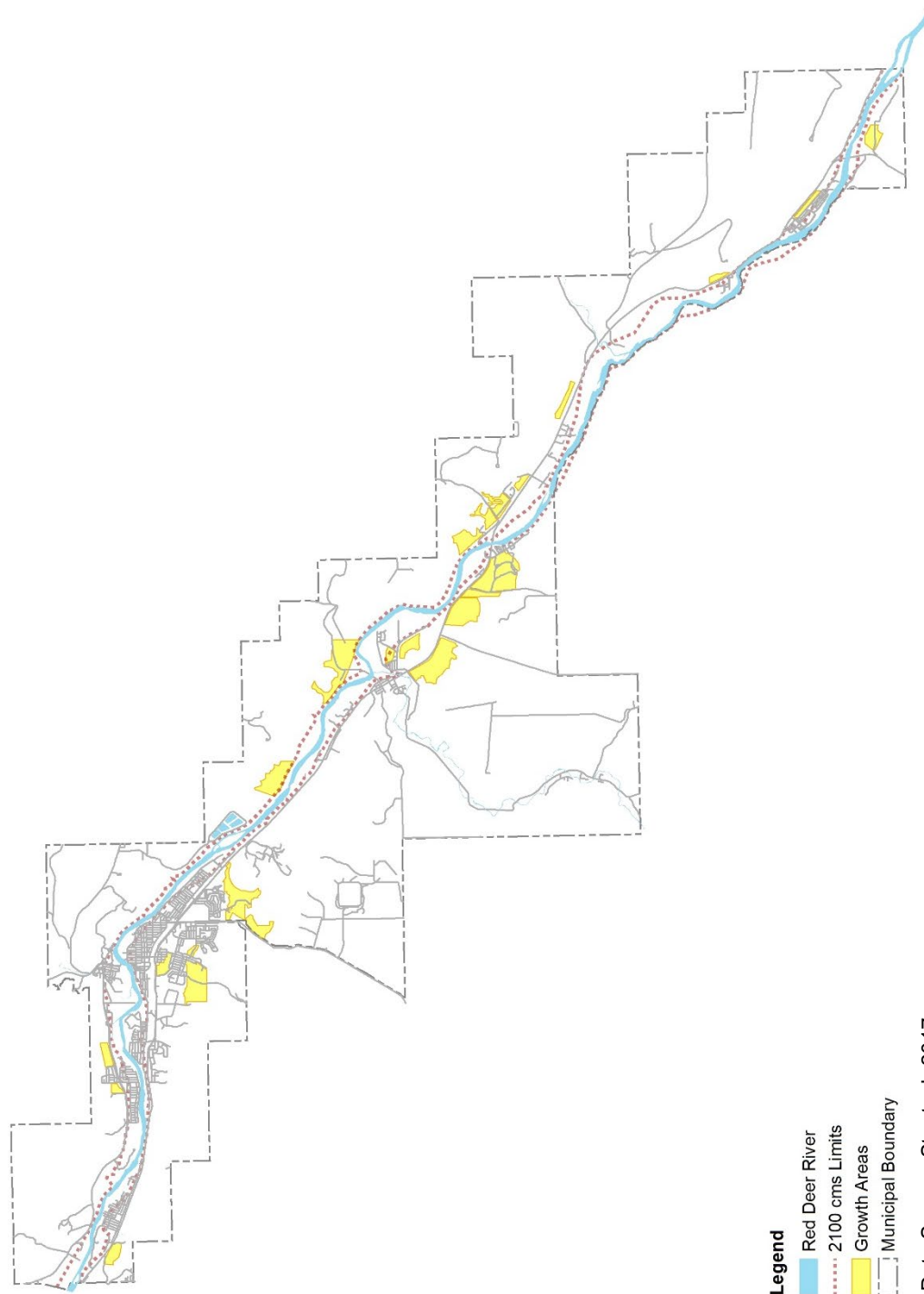


FIGURE 8 - PROPOSED STRUCTURAL MEASURES [BYLAW #17.22]

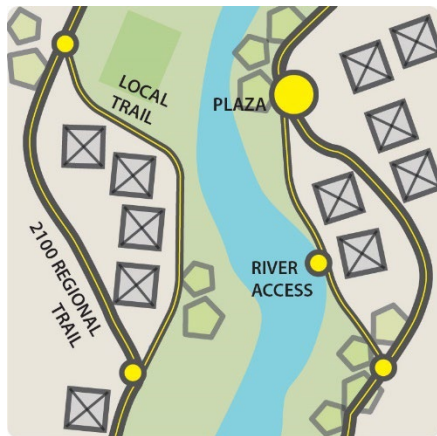


Data Source: Stantech 2017

FIGURE 9 POTENTIAL GROWTH AREAS (ABOVE 2100 CMS)



3.2.5 CELEBRATE OUR RELATIONSHIP WITH THE RIVER



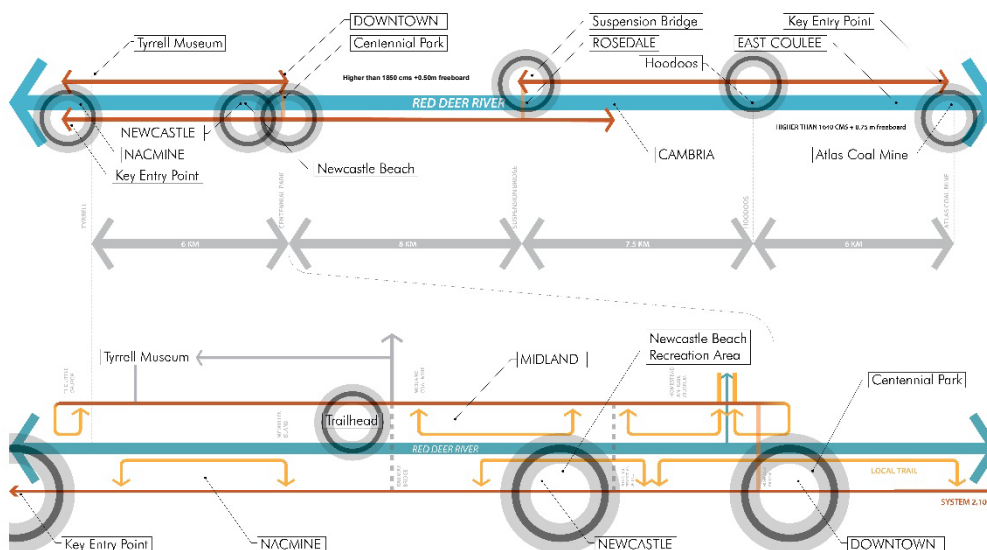
There is a re-imagined relationship between people and the river, through recreation, trails, and open spaces systems that are integrated with and leverage flood mitigation priorities and infrastructure. Through these systems, the Town will celebrate its identity as a flood community.

Trails and open space are the final stop on the river-first journey, but they are central to fulfilling the MDP's vision for Drumheller. They emerge from a combination of three critical outputs from the river-centric model (Figure 10 Trail Hierarchy)

1. The System 2100 is a new regional trail alignment through Drumheller that follows the 2100 cubic metres per second river flow rate along existing roadways and abandoned rail lines,
2. Structural measures, which use the adaptive protection measures to provide berm-top local pathways that tie into the System 2100 and link Drumheller's neighbourhoods; and,
3. The conveyance zone, which, with the river at its core, forms an open space spine through Drumheller.

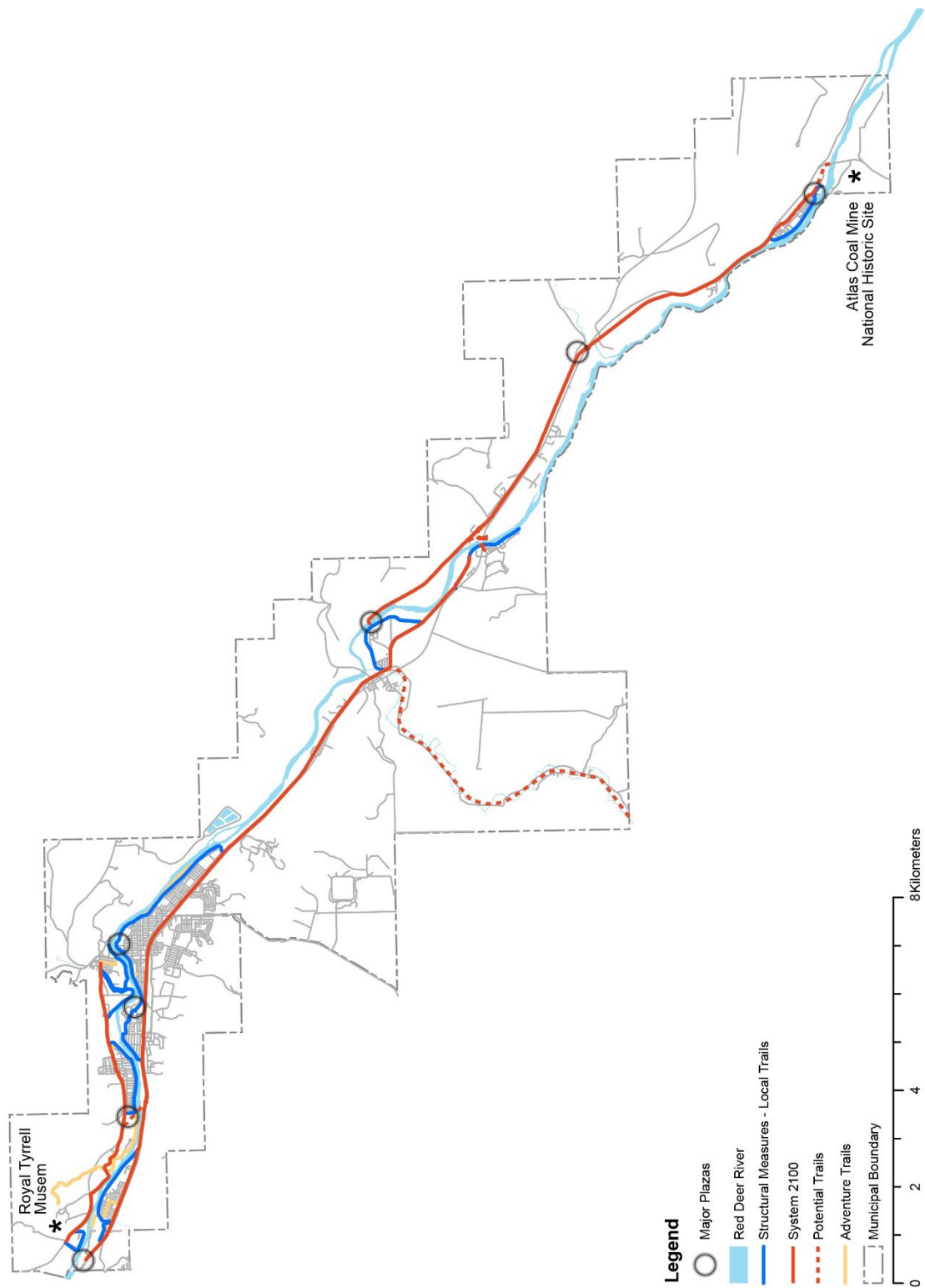
This open space and trails network (Figure 11 Trails and Pathways Network) is a central and critical ingredient that will enhance Drumheller experience by connecting the residents and visitors to the river and help unlock the potential of Drumheller.

FIGURE 10 TRAIL HIERARCHY



With the river at the forefront, the Drumheller Badlands Parks Trail System is woven together by the System 2100 and the local pathway network.

FIGURE 11 TRAILS AND PATHWAYS NETWORK



4 THE BADLANDS

The badlands are the secret ingredient of the Drumheller Valley. Formed over millions of years and carved over thousands of years, the majesty of the badlands landscapes is sought out by many. It serves as a backdrop to everyday life and recreational pursuits for residents, provides an out of world experience for visitor adventures, and stars in major media and film. The immersive experience of this landscape must be protected and celebrated so that they may be enjoyed now and in the future.

4.1.1 THE FORMATION OF THE BADLANDS

The badlands are a geological marvel, owing their existence primarily to the power of water. The layers of sedimentary rock exposed in the valley are only a fraction of the geological history that lies beneath. What we can see exposed of them today was formed during the upper part of the Cretaceous Period, 67 to 73 million years ago, when dinosaurs roamed the earth. Rivers and streams carried vast amounts of sediments east from erosion of newly formed mountains in the west. These sediments accumulated in layers, which over time were shaped by weather, water, and time to what today is known as the Horseshoe Canyon Formation.

Back then, the area looked much different from now with lush forests and green landscapes, and of course, dinosaurs. At times during the Cretaceous period, the area was partially covered by an inland sea. As this sea receded later in the Cretaceous period, the area became much drier and cooler. Then a catastrophic event took place when a large object, possibly an asteroid, impacted the earth. This led to significant cooling and the extinction of most larger organisms on earth. This included dinosaurs except for the Avian Dinosaurs that gave rise to birds. Evidence for this major event can be seen in rock layers upriver from Drumheller in the Dry Island Buffalo Jump area.

Ice was the next major force to scour the landscape. At the peak of this Ice Age (Pleistocene Epoch), huge ice sheets covered much of the northern hemisphere, and Alberta was covered by ice sheets up to a kilometre thick. These ice sheets advanced and retreated over Alberta at least four times. The retreating glaciers deposited sand, silt, mud and glacial till containing boulder-sized pieces of bedrock, that originated in northeastern Alberta and northern Saskatchewan and were carried here as the glaciers expanded.

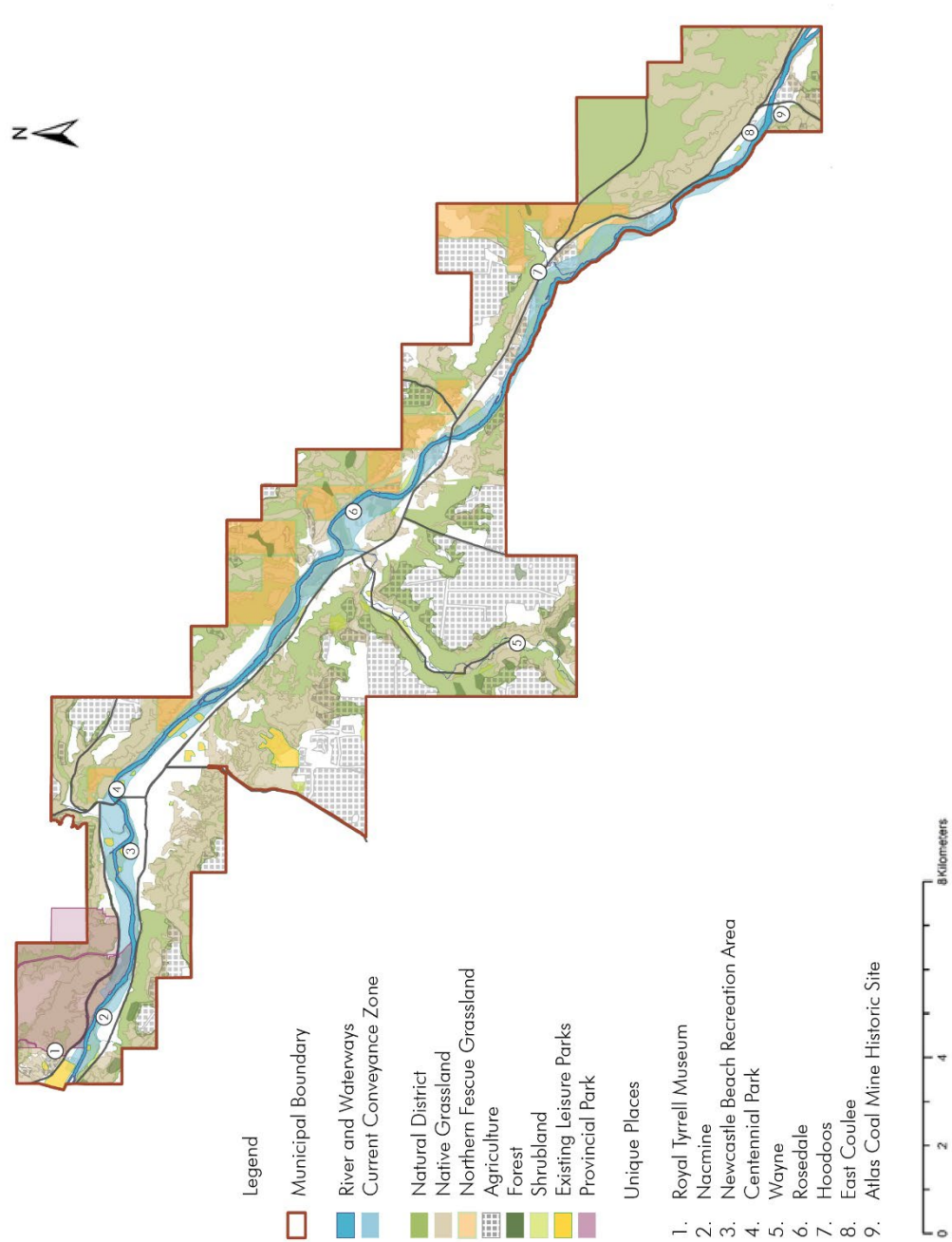
About 15,000 years ago, the last of the ice sheets began to melt. The releasing water caused major flooding and deposition of sediments. Some of the water released from the glaciers formed large glacial lakes. Near the top of the valley formations, the yellow-tan layers represent these glacial lake sediments. As the ice continued to melt, water from these large lakes was released as huge rivers, some of which rushed south and eastward. One of these vast torrents became the Red Deer River. The river, being much larger and wider at the time, is primarily responsible for the carving out of the Drumheller Valley and badlands formations. This cutting action of the river also served to expose the ancient layers of rock and the fossils they contain. Over 30 different kinds of dinosaurs have been discovered within the Red Deer River valley upstream and downstream of Drumheller.

Today, the banks and riparian areas flanking the river have an abundance of vegetation due to the rich floodplain soils, including several riparian forests. These are made up of cottonwood, poplar, willows and various species of shrubs. These areas provide habitat that is crucial to many birds, mammals, reptiles and amphibians in what is an otherwise dry area of the province. The dryer areas in the Drumheller Valley include mixed-grass prairie dominated by blue gama grass and June grass. Many slopes are also dominated by silver sagebrush, prickly pear cactus and various grasses and shrubs (Figure 13).

FIGURE 12 GEOLOGICAL TIMELINE

Dates (approximate)	Text
15,000 years ago	The last of the ice sheets began to melt. The releasing water caused major flooding and deposition of sediments. Some of the water released from the glaciers formed large glacial lakes. Near the top of the valley formations, the yellow-tan layers represent these glacial lake sediments. As the ice continued to melt, water form these large lakes was released as huge rivers, some of which rushed south and eastward. One of these became the Red Deer River, which over time has carved the Drumheller Valley badlands.
2 million years ago	Global temperatures were significantly colder than they are today, and huge ice sheets covered much of the northern hemisphere. Alberta was covered by ice sheets up to a kilometre thick.
55 million years ago	The Rocky Mountains were generally finished forming, and the Drumheller area was semi-tropical with swamps, ferns and water-tolerant trees. Invertebrates like clams and snails, fish, turtles, champsosaurs (an extinct long-snouted reptile), crocodiles and mammals have replaced the extinct dinosaurs.
67-73 million years ago	The layers of sedimentary rock exposed in the badlands along the Red Deer River were formed during the Cretaceous Period when the area was at times a shallow sea.
	Some areas were covered by lush forests and green landscapes inhabited by dinosaurs and other animals.

FIGURE 13 EXISTING LANDSCAPE CONDITIONS



4.2 SIGNIFICANCE OF THE BADLANDS

The badlands are the essence of the Drumheller Valley. The dynamic landscapes and many archaeological and palaeontological resources have ecological and human significance and are integral to future growth and discovery in Drumheller.

The Badlands are a critical element of Drumheller's tourism industry. People are drawn to the sense of isolation and immersion that being within the landscape provides. There is a marked change in the landscape when you descend into the Drumheller Valley, as though you are travelling back in time. This sense of arrival harkens to many adventurers, seeking unscripted exploration and discovery. What draws even more visitors is what can be found within the layers of the badlands. The Royal Tyrrell Museum of Palaeontology attracts nearly 500,000 people annually to Drumheller. Drumheller's association with dinosaurs and palaeontology is recognized world-wide. The expansion of the Drumheller Badlands Parks Trail System will serve to further integrate and increase access to the badlands, tying together points of interest through the landscape and encouraging visitors of the area's most popular destinations stay to enjoy all that Drumheller has to offer.

The natural grasslands, riparian areas, and river itself provide opportunities for adventurous outdoor pursuits, including hiking, biking, kayaking, fishing, and bird watching. Taking part in these types of activities is far from mundane when surrounded by the spectacular Valley walls, with their vibrant colours and layers. Access to this abundance of recreation opportunities, and the innate appreciation for the land this fosters, positions Drumheller well for the expansion of eco-tourism operations, sustainable industries (such as renewable energy), and eco-communities that are embedded in the landscape and cater to those who wish to reduce their environmental footprint while enhancing their quality of life. The beauty and rugged quality of Drumheller's landscapes also feed the inspiration and creativity of growing arts, film, and manufacturing communities in the region.

The significance of the badlands to the quality of life of residents, experience of visitors, and overall growth and prosperity of Drumheller cannot be overlooked. It is essential that these landscapes and historic resources are protected and enhanced as the Town continues to grow.

FIGURE 14 WAYNE VALLEY, LOOKING EAST FROM EXCELSIOR HILL



5 UNIQUE PLACES AND NEIGHBOURHOODS

Beyond the stunning river carved badlands, Drumheller is layered with unique places and historic neighbourhoods that tell the story of resilience, discovery, and opportunity. From the natural history of the landscapes and dinosaur fossil beds, to the human histories of Indigenous peoples, European arrival, and the coal industry, these stories make up Drumheller's past and contribute to its future. Understanding the history of Drumheller, its people, and neighbourhoods, helps us to understand it better today, and imagine what it can be tomorrow.

5.1 VALLEY TIMELINE

Important events over the course of its history has shaped Drumheller into a world-class place to live, work, and visit.

FIGURE 15 ILLUSTRATED TIMELINE OF DRUMHELLER VALLEY

Dates (approximate)	Text
11,000 years ago	Indigenous peoples were the first people to experience the Drumheller Valley and the Red Deer River. Archaeological records show evidence that people lived in the Saskatchewan River basin over 11,000 years ago. The Red Deer River got its name from the English translation of the Cree name "Waskasoo Seepee", which more accurately translates to "Elk River". The Siksika First Nations call the area that is now Drumheller "Pistan-akaetapisko" or Coulee Town.
1793	Peter Fiddler, working as a surveyor and mapmaker for the Hudson's Bay Company, discovered coal along the Red Deer River near the mouth of Kneehill Creek.
1884	Joseph Burr Tyrrell led a group travelling by horseback and canoe from Calgary to the area, and discovered a relatively intact skull of a carnivorous dinosaur that was later named <i>Albertosaurus</i> . This discovery led to the Great Dinosaur Rush from 1910-1917, when fossil hunters travelled to the valley in search of dinosaur skeletons. Approximately 300 dinosaur skeletons from the Red Deer River are on display worldwide.
1890's	Ranchers arrived and established ranches, having discovered that parts of the Red Deer valley floor had vast amounts of grazing potential and good access to water to raise cattle. By 1905 there were over 60 large ranches in the Drumheller area.
1902	The first permanent resident of the area, Thomas Greentree, builds his house in what is now Drumheller.
1910	Rancher Sam Drumheller purchases Thomas Greentree's land for a townsite. The two flipped a coin to see whether the new town should be called Greentree's Crossing or Drumheller. The latter won and the new little town had a name.
1911	Coal mining started in the Drumheller Valley in 1911 with the opening of two commercial mines, the Newcastle Mine and the Rosedale Mine.
1912	Development in Drumheller expanded quickly after the opening of the first mines and extension of the railway. Drumheller became a railway station in 1912, was incorporated as a village in 1913, and as a town in 1916.
1915	The largest flood on record in Drumheller occurred in 1915. The settlements of Midlandvale and Newcastle were severely flooded; and flooding in low-lying areas occurred in Nacmine, Drumheller, Rosedale and Cambria.
1930	Drumheller is incorporated as a city in 1930, after its population increased 857% in fifteen years.
1940's	At its peak in the mid 1940's there were approximately 3,000 people living in Drumheller proper and an estimated 30,000 in the valley. It was one of the fastest growing communities in the country, with miners arriving from eastern Canada, the U.K., Poland, Hungary, the Ukraine and

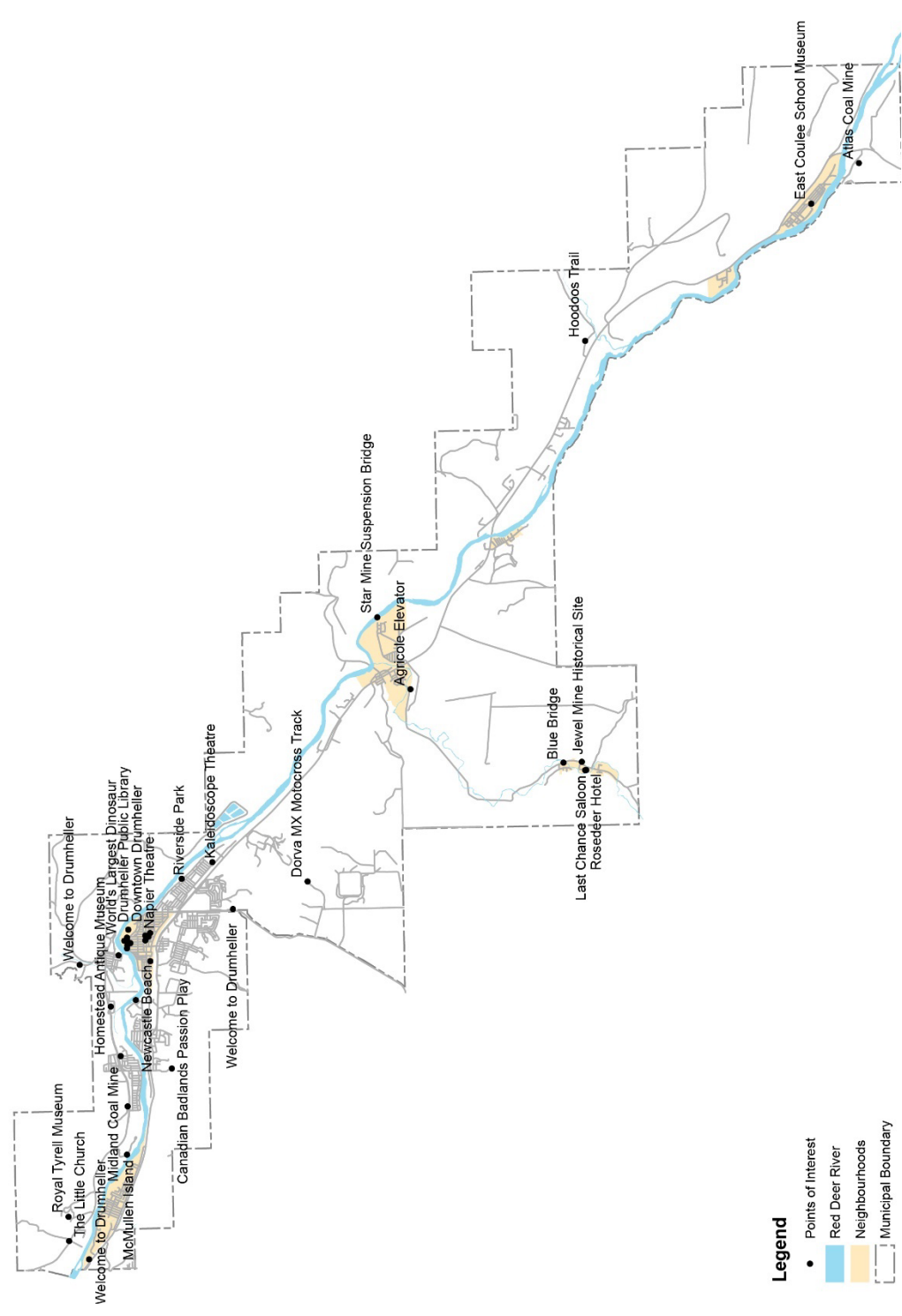
	Italy. As the mines failed, their lands were forfeit and the government created the Local Improvement District, later named the District of Badlands No. 7.
1950's	Drumheller continued to boom until after the Second World War when coal lost its importance as an energy source. From 1911 to 1950 more than 130 mines operated in the valley.
1985	The Royal Tyrrell Museum of Palaeontology opens, and was intended to boost tourism and the local economy. Since its opening it has welcomed over 10 million visitors.
1998	The City of Drumheller amalgamated with the Municipal District of Badlands No. 7 to form the current Town of Drumheller.
2012	The Badlands Community Facility opens in Downtown Drumheller. A recreation and social hub for the valley, the facility includes a fitness centre, art gallery, and library.
2019	The Town of Drumheller is declared a flood community, and the Drumheller Resiliency and Flood Mitigation Office is established to coordinate flood readiness, oversee drought management, and direct flood resiliency projects, and incorporate climate adaptation. The DRFMO's mandate is 'leverage, integrate, legacy'.

5.2 SIGNIFICANT PLACES

Drumheller is home to unique places, each with their own character and history. The town has grown over time to encompass several independent settlements, and today these settlements form Drumheller's distinctive neighbourhoods. In addition to these neighbourhoods, Drumheller's diverse attractions represent a wealth of history in the region, and draw people from all walks of life. These unique places and neighbourhoods are reflected in Figure 16 .

The following section provides a brief history of some of these significant places, and their current value as part of the overall Drumheller experience. The stories of these places should be shared so that future growth and development respects and enhances neighbourhood identity and character.

FIGURE 16 SIGNIFICANT PLACES



5.2.1 NACMINE

The neighbourhood of Nacmine is located along South Dinosaur Trail west of Downtown Drumheller. Once a booming coal mining town, the neighbourhood was named after its mine developers, North American Collieries ('NAC' and 'mine'). In addition to its significance as a mining community, the neighbourhood is significant as one of the first ranching locations in the valley, and a key river crossing.

Since the beginning of European arrival in Drumheller, ranching has been an important part of the local economy. In 1896 James Russell entered the Red Deer River Valley in search of ranch lands. At the present location of Nacmine he discovered unbroken grassland extending from the flat land above Drumheller all the way down to the river. Russell decided to make the area the location of his Lyon Cross Ranch, which he operated on 10,000 acres until 1907. The land was then surveyed and subdivided for homesteads.

The Red Deer River has played an integral part for the way of life and growth within Drumheller. Its riverbanks have historically been an attractive place to settle because of access to water and a means of transportation. Nacmine was no exception; however, in the early days of Nacmine the river was also a barrier to movement. No bridges existed and people had to rely on hazardous fords to cross the river. The fords were located where the river was slower and the banks were solid and not too steep, but these would become treacherous in the spring. To make the dangerous task of crossing the river easier, early settlers began to make homemade rafts and ferries and operate them privately.

Today, Nacmine is primarily a residential community, with some houses dating back to the early 1900s, and some small scale commercial uses. The neighbourhood has local parks and playground areas, an outdoor hockey rink, and an active community centre. The popular Badlands Campground is located next to the neighbourhood along the Red Deer River. Nacmine has the potential to become the gateway to a river trail experience in Drumheller.

5.2.2 NEWCASTLE

Named after Newcastle Mine Company, the neighbourhood of Newcastle is situated on the southern shore of the Red Deer River, separated from the western tip of Downtown Drumheller by a bend in the river. Similar to Nacmine, Newcastle owes its existence to the presence of coal. Drumheller Valley coal is sub-bituminous and was a popular energy product prior to the 1960's for heating houses, cooking, and powering locomotives. It also was used to create power for the settlements and coal mines.

The Newcastle Mine was the first registered coal mine in the Drumheller Valley. It was registered as the Newcastle Coal Company Limited in 1911, but was simply called the Newcastle Mine. The mine began operations in 1912 and the first carloads of coal were sent out of Drumheller by rail that year. One of the mine's founders, Jesse Gouge, had learned of the whereabouts of the sizeable coalfield from a chance meeting with a local resident. He was crossing the river at the Greentree Ferry and met a man with a load of coal dug out from a

riverbank in the Newcastle area. Gouge was so impressed with the quality of coal, he hurried to the land office in Calgary and secured a lease in Drumheller.

With the decline in the importance of coal, recreation became a key component of Newcastle's history. Newcastle Beach was developed as a recreational hotspot in the 1960's. It included a sandy beach, campgrounds, mini golf and refreshment booths, and for a time a small train called the Oopland Express. The train had been a small diesel engine that hauled coal from one of the mines. When the mines closed the engine and 10 coal cars were purchased by some residents of Newcastle and was put into service to transport visitors and residents around the beach area. Three baseball diamonds were later built in the park, and it is still a popular recreational and tourist area with a beach, boat launch, and picnic area.

The Badlands Amphitheatre, an outdoor theatre and music venue, is located near the former site of the Newcastle Mine. Boasting spectacular scenery and excellent acoustics, the Badlands Amphitheatre has been home of the award-winning Canadian Badlands Passion Play for 25 years. Every August the Amphitheatre hosts the "Canadian Icons" concert series which showcases the very best in Canadian talent. Previous guests have included legends like Tom Cochrane, Blue Rodeo, Paul Brandt, Corb Lund, and Randy Bachman.

Newcastle has the potential to grow as a recreation-focused neighbourhood with facilities to support river access and year-round sports and recreation. The re-alignment of the existing dike will increase opportunities to access and view social activity within the park and to integrate additional trails and amenities.

5.2.3 DOWNTOWN DRUMHELLER

The area now known as Downtown Drumheller was the site of the original Drumheller settlement named after Sam Drumheller. The downtown area borders a bend in Red Deer River north of the former rail line. Downtown Drumheller is the historical, cultural and civic heart of Drumheller, and the historic structures within the downtown are important community assets that contribute to the community's identity.

The 1920's were Drumheller's booming years and most of the now historic downtown buildings were constructed during this time. Buildings for rent were in high demand because of the numerous coal mines that were being opened up throughout Drumheller and the influx of miners to operate them. Along with the miners came clothing shops, hardware stores, and drug stores to supply them. The buildings were primarily constructed of brick, and often featured a boomtown façade (when the front wall of the building extends higher up than the rest of the building so that the building looked large than it actually was). Roland Langford, a local mason, was the builder of many of the brick buildings in the town. He developed a particular simple but attractive cornice design below the roof line that can be seen on several historic downtown buildings.

Flooding of the Red Deer River has been an ongoing problem for neighbourhoods throughout Drumheller. Following a large flood in 1915 downtown residents living near the river built a stone flood wall to protect their properties. The wall ran from the west side of what is now Highway 9

near the Gordon Taylor Bridge, east along Riverside Drive west and through the residential area south of Riverside Drive. It continued on the edge of the higher land to at least the area near the park on Riverside. The intention of the wall was that residential areas and important industrial infrastructure would not be developed in the lowlands along the river below the wall. Although much of the wall has been removed, sloped for landscaping or replaced with concrete walls, remnants of the original wall can still be seen along Riverside Drive west and in alleyways between 1st St. and 5th St. East.

A prominent feature of the downtown is its riverfront parks, community recreation facilities (Badlands Community Facility, public library, Memorial Arena, Aquaplex), and the World's Largest Dinosaur and Visitor Information Centre. In the past however, the area was home to Drumheller's first power plant. Proximity to coal from the Drumheller mines and water from the river made this a prime location. The power plant expanded over the years and was still in operation in the mid 1970's, but after the coal mines closed the power plant ceased operations and the infrastructure was removed. In 1928 the Drumheller Rotary Club was instrumental in building and operating the first swimming pool in Drumheller near the power plant in what is now Centennial Park. Excess heat from the plant was used to heat the pool. This pool was eventually replaced with the current outdoor pool by the City of Drumheller in the 1950s. Then in the early 1970s the Kinsmen led a number of service clubs got together to raise money and in 1975 the indoor pool at the Aquaplex opened to the public. The area is still a hub for community events, recreation, and visitor information.

The Centennial Park Plaza has the potential to become the beating heart of the Drumheller experience, a place where locals, tourists, badlands and the river meet. This base-camp for Drumheller will host events and become a launching point for valley-wide adventures. Creation of a new plaza and supporting flood mitigation infrastructure will open up opportunities to connect and animate this amazing gathering place within Downtown Drumheller.

5.2.4 WAYNE

Approximately 10 km southeast of Downtown Drumheller, the neighbourhood of Wayne is located within the Rosebud River valley. Accessed via Highway 10X from Rosedale to the north through a 150 m deep canyon in the badlands, visitors travel along a winding road across 11 bridges that span the Rosebud River.

A hundred years ago, Wayne was a coal mining boomtown of more than 2,500 people working the six mines and the valley's first hospital. In the mid-1950s however, its population began to plummet and its business count dropped to three: a hotel, a garage and a grocery store. By 1970, the town's school had closed and today it has a population of about 25 people. Today Wayne is famous for the Last Chance Saloon and is a popular tourist attraction for motorcyclists and tourists.

Over the years, highways and bridges were built in Drumheller to improve mobility and provide greater access to communities. It is estimated that as many as 67 bridges (road and rail) were built between Rosedale and Wayne across the Rosebud River but many were removed as the

road was straightened out over time. Wooden timbers floated down the river from Red Deer were used to build many of these bridges. The famous 11 bridges road to Wayne remains an important tourist attraction in Drumheller.

5.2.5 ROSEDALE / CAMBRIA

The neighbourhood of Rosedale and Cambria is located 5 km east of Downtown Drumheller at the convergence of the Rosebud and Red Deer Rivers. As with many other Drumheller neighbourhoods, it was first settled because of coal.

The Rosedale Mine began operations in 1912 and in 1913 the mine was considered one of the most valuable and reliable properties in the domestic coal field in Alberta. A number of miner's families moved into the community, and a school was built. Concerts and other events were held at the mine's big cookhouse and hall. The first masquerade ball was a memorable event with costumes hired from Beaumonts in Calgary.

Coal mining was a difficult process, so areas that were most likely to produce the greatest amount of quality product with the least amount of expense and effort were sought. Access to transportation was also important so most of the mines were built near the river and later, the railway. A suspension bridge serviced the Star Mine which operated from 1913-1929 across the river from Rosedale. Coal was mined underground and carried across the river in small coal cars suspended from an aerial cable system. It was sorted and loaded into rail box cars. The cable was also used to shuttle miners in Rosedale back and forth across the river to the mine. In 1930 a railroad bridge was laid across the river to the mine, however, the miners still needed to move across the river to work so the cable system was replaced with a suspension bridge. The current 117 metre long bridge is an upgraded and improved version of the original bridge, and along with remnants of the mine are a popular Valley attraction.

Today, Rosedale and Cambria is a residential neighbourhood with a small commercial centre. The neighbourhood acts as a crossroads, providing access to the Star mine Suspension Bridge, the neighbourhood of Wayne, and is situated approximately halfway between Downtown Drumheller and East Coulee. The neighbourhood is home to the Rosedale Community Hall, playground and baseball field, three campgrounds, and a number of businesses.

Rosedale and Cambria has the potential to become a major node in the center of Drumheller, connecting Nacmine, Wayne and East Coulee where the Rosebud meets the Red Deer River. It can act as a starting point for valley-wide recreation, including floating, fishing, cycling, hiking, or relaxing by the river and as a gathering place in Drumheller.

5.2.6 HOODOOS

Located between Rosedale and East Coulee near Willow Creek on the north side of the Red Deer River, the hoodoos are stunning natural features of the badlands landscape. For Canada's 125th year celebration, the Alberta coin was the hoodoos.

Composed of sand and clay from the Horseshoe Canyon Formation (deposited between 67-73 million years ago), the hoodoos were created from glacial meltwater and subsequent erosion. They are formed when rocks more resistant to erosion are situated above sediments that more easily erode from wind and rain. The Drumheller hoodoos formed because they have erosion-

resistant cap rocks that contain calcium carbonate and iron cements. These cap rocks protect the underlying columns of softer rocks. Erosion of the hoodoos continues today and eventually the existing ones will disappear and will be replaced by new ones as the surrounding outcrop continues to erode.

The protected Hoodoos site has a 0.5 km looped trail for visitors to explore the 5 to 7 metre tall hoodoo formations. Smaller hoodoos can also be found at other sites throughout Drumheller. The Hoodoos are a must-see stop in Drumheller experience. There is opportunity to expand and improve existing facilities, increasing viewing opportunities and trail connections from this node of activity. This would invite visitors to pause and rest under the backdrop of the extraordinary badlands landscape, or continue their adventure, learning about Drumheller's natural, cultural and geological heritage along a series of interpretive trails.

5.2.7 LEHIGH / EAST COULEE

Located 21 km east of Downtown Drumheller, the neighbourhood of Lehigh and East Coulee is on the north bank of the Red Deer River. Originally a mining community, it is now predominantly a commuter community with a small commercial centre.

From 1911 to 1950 more than 130 mines operated in the Drumheller Valley and a number of boomtowns popped up. East Coulee, one of the boomtowns, developed in the 1930s and 1940s as a local service centre and home for miners and their families. A railyard and stockyard served the area mines on the northeast side of the community. Local services in the settlement included the Whitlock Lumber Company, a bank, the East Coulee Hotel, a drug store, City Café, Sam Dragon's Pool Hall, a barber shop, Thomas Shoe Repair, Miller's Bakery and Café, and a grocery and confectionary. The Star Theatre, built in 1930 in East Coulee, was the favourite entertainment spot in town, showing movies twice a week. In the early years of the community the theatre held popular 'Hard Times Dances' with the (locally) famous Si Hopkins and His Old Timers. Tragically, fire destroyed the building in the 1950s and it was never rebuilt.

The Atlas Coal Mine was the most successful coal mining operation in Drumheller and consisted of several different mines over the years. The Atlas Mine #3, across the river from East Coulee, was active for almost 50 years between 1936-1979. Coal was mined from an underground network that covered more than 2,500 acres and extended back from the valley edge for more than 10 km. Today the Atlas Coal Mine is a nationally recognized historic site that describes coal mining history of the valley. Many of the original buildings, and other infrastructure have been preserved.

Today, the neighbourhood has approximately 200 residents living in a tranquil setting along the Red Deer River. The East Coulee Community Hall hosts events and dances, including the annual SpringFest, and holds a pancake breakfast every month. East Coulee's 1930s schoolhouse operates today as the East Coulee School Museum. The museum features a restored 1930's classroom, miners' artifacts, and hundreds of photos of the East Coulee miners, their families and cultural lives.

East Coulee has the potential to be the last stop on river trail within Drumheller, or a resting point for those who wish to continue down the Red Deer River. Structural measures protecting the neighbourhood of East Coulee could become a promenade to connect residents and visitors to the local heritage of the surrounding region, while celebrating views of the Atlas Coal Mine and the river.

THE ROYAL TYRRELL MUSEUM OF PALAEONTOLOGY

The Royal Tyrrell Museum of Palaeontology is located on North Dinosaur Trail at Midland Provincial Park northwest of Downtown Drumheller. The Museum is located in the middle of the fossil rich layers of rock of the Late Cretaceous Horseshoe Canyon Formation. The Badlands Interpretive Trail, a popular 1.4-kilometre hiking trail, is located northeast to the Museum building.

After the collapse of the coal industry, Drumheller's community leaders began talks with provincial government officials in the 1970's looking for ways to bolster the local economy. The government of the time supported the building of a research facility that was then called the Provincial Museum Research Institute somewhere in southern Alberta but there was no plan at that time for a public museum. In 1979 Drumheller was chosen as the site for this facility which was announced the following year. The original plan was soon changed to include a large public museum. Construction began in 1982 and on September 25, 1985 then premier Peter Lougheed officially opened the Tyrrell Museum of Palaeontology. The Royal appellation was added in 1992.

The Royal Tyrrell Museum of Palaeontology is one of the world's leading research and educational facilities in the field of palaeontology. It has welcomed over 10 million visitors since opening in 1985 and is a major economic driver in Drumheller. As of 2020, the Museum houses thirteen exhibits that display approximately 800 fossils on permanent display.

6 OPPORTUNITY

Drumheller is embarking on a bold new chapter. It is a moment of reflection – reading the story again from the beginning to ensure it makes sense. It is a moment of challenge – accepting into the story unfamiliar new characters and settings. And ultimately, it is a moment of excitement – at the immense opportunity that lies in Drumheller’s future. Drumheller’s residents share a sense of the untapped potential of their place, though it is not always clearly rendered. It is part of the responsibility of this Plan to shine a light on this potential.

Much of the success of this Plan will emerge from a shift in the process of planning and building in Drumheller. Where previous planning documents and authorities have been characterized by constraint and restriction, the new documents and authorities should be encouraging and inviting. Equipped with the vision and policies in this document, development can be more easily assessed – and modified – in support of the Town’s goals.

This plan underlines the opportunity in front of Drumheller. Residents, administrators, decision-makers, and investors all have a role to play in bringing this opportunity to life. This will be achieved by seeking out common ground, rallying around the Plan’s goals, and keeping open the lines of communication and debate.

FIGURE 17 TOP OF NACMINE LOOKING NORTH FROM MONARCH HILL



PART II

Policies

Part II of the MDP sets out the policies of the plan, building from the context provided in Part I. The policies establish direction on how to achieve the vision, goals, and objectives of the Plan.

PART I — VISION AND CONTEXT

FOUR FORCES

-  Rivers
-  Badlands
-  Neighbourhoods
-  Opportunity

Drumheller's Vision

A PLACE TO GROW AND
A PLACE TO DISCOVER

SIX KEY GOALS

and supporting objectives

1

ADAPTIVE FLOOD MITIGATION STRATEGY

- Protect existing development
- Implement flood overlay
- Planned retreat of development

4

UNIQUE NEIGHBOURHOODS

- Downtown as centre of public life
- Unique form and uses in neighbourhoods
- Conservation and historic resources
- Showcase through open space

2

TRAILS & OPEN SPACE SYSTEM

- River as primary pathway
- Restore river function
- Expand trail network and rec opportunities
- Program a cohesive experience

5

VALLEY-WIDE TRANSPORTATION

- Sense of arrival
- Multi-modal mix
- Regional connections

3

COMPLETE SUSTAINABLE COMMUNITIES

- Infill in existing neighbourhoods
- Diverse housing & mix of uses
- Fiscally responsible municipal services

6

DIVERSE ECONOMY

- Coordinated visitor experience
- Growth of tourism, rec, and entertainment
- Support existing local businesses
- Expand into emerging sectors

PART II — POLICIES



FLOOD MITIGATION & CLIMATE ADAPTATION



TRANSPORTATION & INFRASTRUCTURE



OPEN SPACE, RECREATION, & TRAILS



CULTURAL & COMMUNITY SERVICES



GROWTH



IMPLEMENTATION



TOURISM & ECONOMIC DEVELOPMENT

7 FLOOD MITIGATION AND CLIMATE ADAPTATION

Drumheller is a key player in the watershed-wide strategy for flood mitigation in the Red Deer River Watershed. Due to its unique situation in the river valley and the level of development in flood-prone areas, recommendations for local improvements include:

- identifying and pursuing control of existing properties within the defined conveyance zone to preserve channel conveyance capacity;
- upgrading existing dikes to defined flood levels;
- constructing a new diking system in areas where it is technically feasible and can readily be constructed and accommodated within existing rights-of-way;
- accounting for potential impacts of a changing climate by creating an adaptive diking system that can be raised in major flood events;
- detailing the deployment of temporary measures and emergency flood response in the Town's Emergency Management Plan.

Because Drumheller's flood mitigation response is heavily reliant on built infrastructure, the impacts of these structural measures should be understood, particularly for the downstream reaches of the river, prior to construction. In some cases, the structural measures that are required to protect existing neighbourhoods from flooding will encroach on select properties and natural areas. To minimize social, environmental and economic impacts, the appropriate balance must be found between the preservation of channel conveyance capacity, maintenance of existing property, and the development of flood mitigation structures. The following policies are provided to help find that balance and minimize potential negative impacts, and to ensure flood mitigation infrastructure contributes to a shared community recreational asset.

7.1 CONVEYANCE CAPACITY

The first priorities for flood mitigation in the MDP are to define conveyance capacity and make room for the river - which means ensuring river conveyance capacity is not constrained by existing or future development. The following policies outline the requirements for preserving conveyance capacity in Drumheller Valley. Additional policy governing land use and development in flood areas is provided in section 9 Growth Policies.

- a) Conveyance capacity for the Red Deer River within Drumheller shall be defined at a rate of 1850 cms plus 0.50 m of freeboard [Bylaw #17.22].
- b) The defined conveyance zone should be adjusted in the future to reflect changes in flood hazard mapping, river morphology or Provincial policy, among other considerations.
- c) Where possible, the Town should reclaim channel conveyance capacity through the acquisition of private lands and establishment of agreements with landowners.

- d) The Town will pursue opportunities to increase the role of the conveyance zone as a public amenity for recreation, ecological preservation, education and the enjoyment of nature in the badlands landscape.

7.2 DESIGN AND CONSTRUCTION OF STRUCTURAL MEASURES

The protection of existing neighbourhoods and infrastructure must be balanced with the preservation of channel conveyance capacity in Drumheller Valley. Structural measures are flood barriers that protect Drumheller's neighbourhoods and infrastructures from flooding. Because much of the development in Drumheller Valley is located in flood-prone areas, many neighbourhoods need some level of protection to ensure they remain financeable and insurable. Most existing structural measures in Drumheller are dikes located close to the banks of the Red Deer River and its tributaries. Structural measures will, where possible, build on those existing measures. It is recommended that the system be adaptable, allowing for rapid expansion in advance of flood events. This will make the system more resilient to a changing climate and less intrusive in non-flooding period, as well as allow for better public use and amenity. The following policies provide the guiding framework for the future planning and design of structural measures.

- a) Where physically and economically feasible, existing development located in the conveyance zone in the Town of Drumheller should be protected from flooding with adaptive structural measures.
- b) Purpose-built structural measures shall be owned by the Town of Drumheller and shall become part of a comprehensive trails and pathway system within the Drumheller Badlands Parks Trail System, to enhance resident quality of life, visitor experience, and catalyze new investment in Drumheller.
- c) Structural measures should be designed to:
 - i. protect to a minimum flow rate of 1850 cms [Bylaw #17.22];
 - ii. include a freeboard of 0.50 m beyond the target flow rate elevation [Bylaw #17.22];
 - iii. have a suitable top width of 4 metres or more, making the system adaptable by allowing vehicle access to add material that raises the barrier elevation in response to higher flow [Bylaw #17.22];
 - iv. consider localized and valley-wide impacts resulting from structural measure construction, such as local and upstream rise in water levels and increased velocity caused by restricting channel flow conveyance during a flood event;
 - v. provides additional erosion protection measures to mitigate the risks associated with increased velocities; and

- vi. consider influence on the river form and long-term trends in the river's stability.
- d) Where feasible and suitable, upgrade existing dikes in The Town of Drumheller to increase their level of protection, increase their adaptability, and improve their role in the Valley-wide trail network.
- e) Requirements for the deployment of temporary and adaptive structural measures, including required volumes and borrow areas, should be outlined in the Town's Emergency Management Plan.
- f) Adverse social, environmental, and economic impacts should be minimized and/or mitigated during the design and implementation of flood mitigation strategies and infrastructure in Drumheller Valley, including:
 - i. Avoiding displacement of residents and disruptions to neighbourhoods whenever possible;
 - ii. Mitigating impacts to fish habitat, wildlife, riparian vegetation, water quality and channel maintenance; and
 - iii. Verifying occurrences of and potential impacts on sensitive species, rare ecological communities, and other site characteristics on site through biophysical assessments, prior to implementation of flood mitigation strategies and infrastructure.
- g) Cultural, palaeontological and archaeological assets shall be identified prior to the development of structural measures and should be protected or relocated.
- h) Consider the following operational factors during the design and implementation of structural measures and other flood mitigation strategies to minimize adverse impacts to neighbourhoods and the environment:
 - i. Access for maintenance and operations;
 - ii. Requirements for fencing and screening; and
 - iii. Impacts to utilities and stormwater drainage.
- i) Structural measures and other flood mitigation strategies employed in Drumheller shall support essential emergency services, such as those provided by the Drumheller Fire Department and Swift Water Rescue.
- j) The design of structural measures shall consider ice jams and their formation mechanisms. Considerations for ice jams should be integrated into the use of appropriate freeboards and in the structural design of flood mitigation infrastructure.

- k) The design of structural measures shall consider the impacts of debris in flood events, particularly in sharp bends in the river or at man-made structures that constrict the waterway.

7.3 STORMWATER, EROSION CONTROL, AND BANK STABILITY

Even with the regulating influence of the Dickson Dam, erosion and bank stability is a concern along the waterways in the Town of Drumheller, particularly during high flow events. Excessive erosion negatively impacts water quality and can pose a risk to human life, property, and the environment. Erosion control and bank stabilization are critical components of a resilient flood mitigation strategy.

- a) Identify and monitor potential and existing risk areas for erosion and scour along the waterways and develop a method for prioritizing bank stabilization projects.
- b) Identify critical infrastructure at risk from erosion and bank stability and prioritize these locations for bank stabilization.
- c) Infrastructure located on waterways, such as bridges and piers, should be hardened to withstand scour action and to prevent undermining of the supporting structural elements.
- d) Flood mitigation measures and bank stabilization techniques should avoid hardened surfaces and should incorporate bio-engineering and riparian planting wherever possible.
- e) Creeks and minor drainage channels shall not be obstructed from entering the Red Deer River.

7.4 COORDINATION

An essential part of successful flood mitigation is effective municipal coordination and integration. The following policies direct when the Town will need to coordinate flood mitigation with other municipal projects and priorities.

- a) The Town shall engage with Indigenous communities in the planning of structural measures on public lands.
- b) The Town shall engage affected homeowners prior to decision making on the provision of structural measures and/or acquisition of properties in the conveyance zone.
- c) The Town should engage stakeholders to identify potential and existing risk areas for erosion and scour along the waterway in Drumheller.
- d) Ensure the coordination of flood mitigation efforts and regulations between land use planning and emergency management organizations within the municipality, and seek to align the Emergency Management Plan and Municipal Development Plan, where possible.
- e) Interpretive materials should be included along berm-top trail systems, as part of the Drumheller Badlands Parks Trail System, to increase understanding of flood history and measures taken to protect Drumheller from flood damage.

8 OPEN SPACE, RECREATION, AND TRAILS

New and exciting opportunities for Drumheller's open space, recreation, and trails network, known as the Drumheller Badlands Parks Trail System, are unlocked through the town's re-imagined relationship with the river and reclaimed identity as a flood community. Anchored by a hierarchy of Trails, Plazas and Pavilions, Parks, and Natural Areas, the Drumheller Badlands Parks Trail System integrates and leverages flood mitigation priorities and infrastructure. These core components of the Drumheller Badlands Parks Trail System invite residents and visitors to explore the landscape and learn about its history, inscribed into the Drumheller Valley by its waterways. Three key elements of the flood mitigation strategy serve as the foundation for the Drumheller Badlands Parks Trail System. These include: (i) the Conveyance Zone, (ii) the System 2100, and (iii) Local Trails/Structural Measures.

CONVEYANCE ZONE

The river draws the primary corridor in the landscape and becomes the spine of the entire Drumheller Badlands Parks Trail System. When it is not used for channel conveyance, the conveyance zone will create space for recreation and ecological connectivity in Drumheller. This zone includes water channels, banks, islands and riparian areas. These spaces are prime candidates for the development of rich natural spaces, a range of recreational amenities, and low-impact uses like campgrounds and sports fields. Bounded by the System 2100, these spaces will invite the river back into the everyday life of Drumheller.

SYSTEM 2100

The System 2100 is a regional route that will provide multi-modal connectivity through Drumheller. This trail will be positioned along the 2100 cms flood level, often following existing rail corridors and roads. This will help define the interface of the safe development and protected zones, providing opportunities to celebrate Drumheller's identity as a flood community through interpretation, public art, and trail and amenity design.

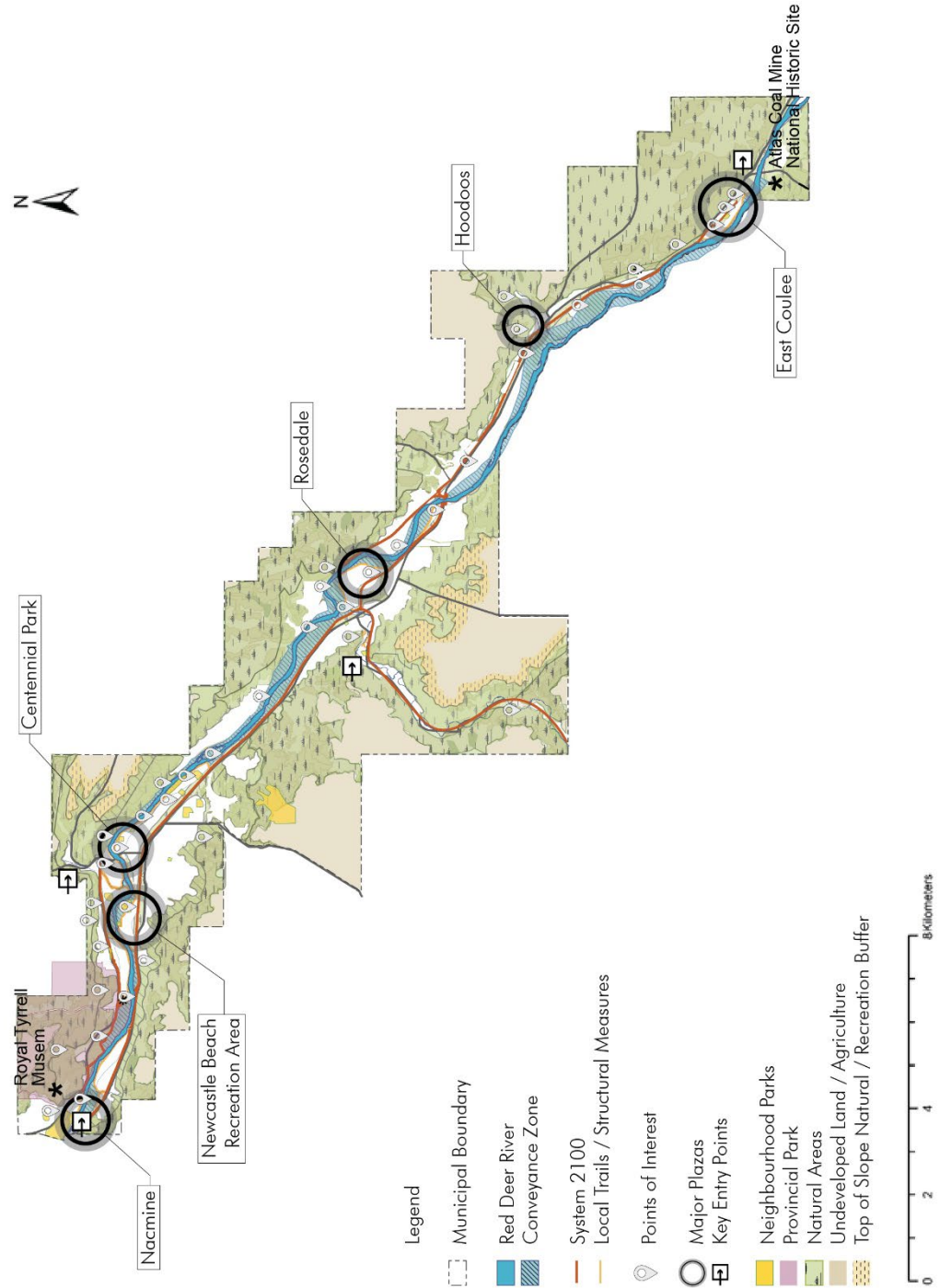
LOCAL TRAILS AND STRUCTURAL MEASURES

Local trails placed along flood mitigation infrastructure and structural measures will provide a publicly accessible neighbourhood amenity and greater access to Drumheller's parks and natural areas. They will connect Drumheller's neighbourhoods to the System 2100 and the Conveyance Zone, with opportunities to celebrate the unique character of each individual neighbourhood.

8.1 DRUMHELLER BADLANDS PARKS TRAIL SYSTEM

The Drumheller Badlands Parks Trail System, shown on Figure 18 , is comprised of four key components: Trails, Plazas + Pavilions, Parks and Natural Areas. These give structure to the Drumheller experience and provide tangible ways to interact with the landscape. Access into Drumheller will be balanced with the preservation and restoration of natural areas for the long-term health of the region's ecological network. This will help to ensure future generations can delight in the discovery of Drumheller and experience the wonder of exploring its inscription on the landscape.

FIGURE 18 DRUMHELLER BADLANDS PARKS TRAIL SYSTEM



- a) The Town will continue to improve the Drumheller Badlands Parks Trail System (Figure 18), made up of Trails, Plazas, Pavilions, Parks, and Natural Areas, that integrates and leverages flood mitigation priorities and infrastructure to:
 - i. protect the conveyance capacity of the river;
 - ii. protect the integrity of significant badlands landscapes;
 - iii. increase public access to and enjoyment of open space, trails, and amenities; and
 - iv. provide opportunities for storytelling and interpretation of Drumheller.
- b) The Town will pursue opportunities to leverage the System 2100, Local Trails, Plazas, and Pavilions of the Drumheller Badlands Parks Trail System (Figure 18) as part of the development of the Flood Mitigation and Climate Adaptation System.
- c) The overall Drumheller Badlands Parks Trail System will build upon the trails and public places developed as part of the Flood Mitigation and Climate Adaptation System. Future leveraging and integration should:
 - i. Establish principles and standards for the sustainable and inclusive design, construction, maintenance, and operation of the components;
 - ii. Provide policies to ensure an adequate supply, quality, diversity and distribution of parks, open spaces, pathways, trails and associated amenities throughout Drumheller;
 - iii. Provide strategies to finance all components;
 - iv. Build upon the System 2100 and Local Trails system, by identifying additional local and adventure trails to connect neighbourhoods to active transportation routes, the river, parks, natural areas, and landmarks;
 - v. Identify significant views, ecological features/corridors, cultural sites, and sensitive landscapes for monitoring, preservation, and/or restoration;
 - vi. Identify natural areas that are appropriate for varying intensities of use based on a study of environmental sensitivities and potential ecological impacts;
 - vii. Identify opportunities to increase public access to nature, recreation, and open space through land acquisition or partnerships with private development;
 - viii. Provide direction for the distribution, planning, and design of additional Plazas and Pavilions.

- ix. Establish a park hierarchy that includes River Parks, Neighbourhood Parks and Regional Parks;
 - x. Provide direction for the creation of new parks or redevelopment of existing parks;
 - xi. Specify the function of islands along the Red Deer River for river conveyance, habitat, and/or recreation and the extent of open space development to be allowed on them;
 - xii. Determine the location and suitability of additional river access points;
 - xiii. Support unique neighbourhood identity and needs;
- d) The Drumheller Badlands Parks Trail System should integrate key entry points that announce visitors' arrival into Drumheller. These key entry points should integrate wayfinding and recreation elements where appropriate to connect people to the open space and trail network.
 - e) Views of the badlands landscape and waterways should be protected from development at key entry points to preserve the sense of arrival.
 - f) The Drumheller Badlands Parks Trail System will be safe, accessible, and inclusive of people of all ages, abilities, and backgrounds.
 - g) Employ CPTED principles in the design of all public spaces.
 - h) A life-cycle fund should be used to assist with capital replacement and repair costs in the Drumheller Badlands Parks Trail System.

8.2 VALLEY CONNECTIVITY

Drumheller's waterways and trail network become the principal way to experience Drumheller and act as the connective tissue that binds Drumheller's extraordinary landscape with its neighbourhoods and unique places.

8.2.1 THE RIVER

The Red Deer River is the primary trail in Drumheller Valley. It is used for transportation and recreation, including boating, fishing, swimming, and other water sports. Located near neighbourhoods, Plazas and Pavilions, river access points will connect to the local and regional trail system, functionally and symbolically weaving the river into the rest of the Drumheller Badlands Parks Trail System.

- a) Establish the Red Deer River as the highest tier trail in the Drumheller Badlands Parks Trail System for both transportation and passive river recreation.
- b) Locate river access points in areas of lower sensitivity and in close proximity to existing or planned road access.
- c) Prioritize the provision of river access points in areas with higher residential density and in parks, pavilions and plazas to take advantage of existing infrastructure where possible.
- d) Coordinate the provision of swift water rescue access points between all existing and future bridges.
- e) Integrate river access points into the Drumheller Badlands Parks Trail System through pathway and trail connections, wayfinding, signage and amenity design.

FIGURE 19 KAYAKER ON THE RED DEER RIVER



8.2.2 TRAILS

Connecting to the highest tier trail – the Red Deer River – a network of land trails provides multi-modal access throughout Drumheller Valley and reflects the Town's identity as a flood community.

- a) Establish a system of land trails in Drumheller that connect parks, the badlands, neighbourhoods, and the river. The hierarchy of trails shall include:
 - i. A continuous, accessible regional trail (the System 2100) that connects the length of Drumheller. The System 2100 should serve as the secondary regional trail system after the river and communicate the extent of the river's conveyance zone wherever possible;
 - ii. A network of Local Trails which serve as a tertiary, neighbourhood-level paths. They should be universally accessible wherever possible and should leverage local flood mitigation infrastructure (e.g. structural measures).
 - iii. Natural or Adventure Trails, which serve as the fourth-level trail system. These should facilitate lower-impact access in natural areas with higher sensitivity.
- b) Explore opportunities for the provision of additional pedestrian bridge crossings to create experiential and recreational loops along the trail system and connect to key destinations along the network, including river islands.
- c) Ensure the pathway and trail system is sustainable and follows best practices in design, implementation, and maintenance to enhance the user experience and minimize environmental impacts and cost.
- d) Where a key trail or pathway connection is required through private land, the Town should pursue land acquisition, easements or partnerships to promote pedestrian connectivity throughout Drumheller.

8.3 PLAZAS AND PAVILIONS

Throughout this new network of trails, plazas and pavilions will provide access, amenity, and legibility to the network. Plazas will be larger nodes along the trail system, serving as venues for larger events or gatherings. Pavilions will be smaller nodes located at intervals along the trail system, at key trail intersections and in neighbourhood parks.

These nodes will activate experiential loops, unlock existing unique places, and provide the scaffolding for unscripted adventure. Drumheller's rich stories, histories, and unique places will be brought to life at these plazas and pavilions. Education about flooding and the changing climate will find a natural home along the river's contours, indicating in real time and space how Drumheller continues to evolve.

- a) Provide plazas and pavilions at key trail connections and points of interest to act as gathering areas, resting points and trailheads.

- b) The design of plazas and pavilions should allow residents and visitors to enjoy and appreciate significant landscapes, points of interest, landmarks and historic sites in Drumheller while minimizing disturbance in areas of higher sensitivity. Significant landscapes with viewing or interpretation potential include:
 - i. Sites or structures with historical or cultural significance;
 - ii. Significant environmental, geological or hydrological features;
 - iii. Important archaeological or palaeontological discoveries;
 - iv. Areas of significance to communities and neighbourhoods in Drumheller.
- c) Integrate public art, interpretation and educational elements into the design of Plazas and Pavilions.
- d) Locate plazas near major landmarks or in regional parks. Plazas should be supported by amenities and infrastructure to support larger gatherings, such as parking lots, buildings/structures and washrooms.
- e) Locations for plazas are identified in Figure 18 Drumheller Badlands Parks Trail System.
- f) Provide pavilions as rest areas or trailheads. Pavilions should be supported by amenities such as signage, seating, waste receptacles, bicycle amenities, and washrooms.

8.4 PARKS

Parks are open spaces for people – expressions of the Drumheller’s landscape that invite people to play, rest, celebrate and reflect. Drumheller’s existing leisure parks offer many recreational and open space amenities for residents to enjoy, such as splash pads, sports fields, playgrounds and gardens. The establishment of the river conveyance zone will unlock opportunities to experience open spaces in Drumheller and the potential to establish new river parks. At a local level, new growth areas will introduce additional neighbourhood parks and local open space connections.

8.4.1 EXISTING PARKS

- a) The Town should maintain its existing park assets and re-assess at the time of renewal.
- b) The Town should incorporate public and stakeholder feedback in the development or redevelopment of its park spaces.
- c) Opportunities should be explored to celebrate unique neighbourhood character in existing parks.

8.4.2 FUTURE PARK DEVELOPMENT

- a) Where parks are proposed as part of a development, the developer shall assume all costs associated with developing the park.

- b) River parks should accommodate activities appropriate to the site context and sensitivity in the conveyance zone. River parks should be designed to:
 - i. provide space for people to gather and celebrate the river valley;
 - ii. accommodate active and passive uses appropriate to the site with a focus on river activities;
 - iii. minimize impacts to the conveyance zone and riparian areas;
 - iv. protect people, infrastructure and amenities from the impacts of flooding; and
 - v. utilize islands where appropriate as special nodes for recreation and camping along the river.
- c) Neighbourhood parks should be within or adjacent to existing neighbourhoods and future growth areas. Neighbourhood parks should be informed by a provision analysis based on present and future needs and be designed to:
 - i. provide recreational opportunities and access to nature focused on the needs of existing and future residents;
 - ii. include accessible connections to the regional pathway system; and
 - iii. reflect the character of unique places and neighbourhoods in Drumheller.
- d) All parks should be located throughout Drumheller with consideration for existing infrastructure and environmental sensitivity. Parks should be designed to:
 - i. support both high-intensity and passive recreation uses;
 - ii. contribute to a greater understanding and appreciation of the history and natural character of Drumheller;
 - iii. provide buffers between high-intensity activities and residential areas or areas of higher environmental sensitivity.

8.4.3 MUNICIPAL RESERVE

- a) Require that 10 percent of the gross developable land being subdivided, less the land required to be dedicated as environmental reserve or environmental reserve easement, be dedicated as Municipal Reserve in accordance with the provisions of the Municipal Government Act.
- b) Municipal Reserve dedication may be provided in the form of land, cash-in-lieu, or a combination of land and cash as determined by the Town.

- c) Reserve lands, or cash-in-lieu, may be used for school sites, parks or recreational facilities in accordance with the provisions of the Municipal Government Act.

8.5 NATURAL AREAS

Existing natural areas encapsulate many of the intrinsic qualities of Drumheller and its landscape. These areas include steep slopes, coulees, significant geologic features and areas of native vegetation, including grasslands, shrubland and forests. Many of the most recognizable views and iconic images associated with the Town of Drumheller are within its natural areas, which include the river and the badlands. These natural areas present many opportunities for adventure and exploration as well as the protection of sensitive landscapes.

Natural Areas should be considered in two broad categories: those within the Conveyance Zone and those outside the Conveyance Zone (the Badlands Landscape). Each category of Natural Space should consider their ecological function and programming based on the natural qualities of the landscape.

8.5.1 GENERAL

- a) Coordinate the acquisition, protection, and enhancement of natural areas with the design and construction of all new Town structural flood mitigation. Seek opportunities to integrate reclamation and bank stabilization activities with the implementation of flood mitigation work.
- b) Natural areas shall:
 - i. contribute to a connected ecological network through the entire Drumheller Valley;
 - ii. protect and preserve sensitive features in the badlands landscape, including steep slopes, coulees, significant geologic features and areas of native vegetation;
 - iii. Preserve important natural viewsheds from transportation corridors, Parks and Plazas; and
 - iv. Provide interpretation to tell the story of Drumheller for present and future generations.
- c) Natural areas in the Conveyance Zone should:
 - i. act as the primary ecological and recreation corridor in Drumheller;
 - ii. provide opportunities for trail use, passive recreation, nature appreciation and river access, among other (mainly passive) uses appropriate to the setting; and
 - iii. contribute to the protection and enhancement of channel conveyance capacity, water quality, fish habitat and riparian health.

- d) Empower residents and visitors to become active participants and stewards in planning, sustaining and using the Drumheller Badlands Parks Trail System.
- e) Work with Indigenous communities, senior governments, and organizations to protect, manage, and steward natural areas.
- f) Encourage development to retain and reintroduce native vegetation.

8.5.2 SENSITIVE LANDS

- a) Identify and protect sensitive lands, such as:
 - i. Significant native grasslands;
 - ii. Intact forests and shrubland;
 - iii. Steep slopes and significant landforms;
 - iv. Sites with archaeological, palaeontological or cultural significance;
 - v. Areas identified as key wildlife corridors; and
 - vi. Significant wetlands, riparian areas and fish habitat.
- b) Support the integration of low-impact, sustainable recreation in natural areas where appropriate and without adversely affecting environmentally sensitive lands.
- c) Wherever possible, seek public ownership of designated environmentally sensitive lands.
- d) Wherever possible, connect sensitive lands to parks and other natural areas.
- e) Identify and pursue opportunities to reclaim areas that have been disturbed to enhance ecological linkages, improve bank stability and restore wildlife habitat.

8.5.3 ENVIRONMENTAL RESERVE

- a) All lands that are unsuitable for development shall be dedicated as environmental reserve through the subdivision process, in accordance with the Municipal Government Act.
- b) Any subdivision proposal adjacent to a water body or water course shall dedicate a minimum 30 metre buffer from the water body/ course as environmental reserve to protect riparian areas and provide public access.
- c) An environmental reserve easement may be allowed in place of environmental reserve dedication where there is no public access required or likely to be desired in the future.
- d) Environmental reserve lands may be used to extend the public trail system, if the ecological integrity of the land is retained or enhanced.

- e) Consider the use of land purchases, land swaps, leasing agreements, conservation agreements and easements to protect important natural features that do not qualify as environmental reserve land.

8.6 PROGRAMMING AND INTERPRETIVE ELEMENTS

Neighbourhoods and the Drumheller Badlands Parks Trail System should tell the many stories of Drumheller and its history, with a focus on its waterways and unique places.

8.6.1 GENERAL

- a) Educational and interpretive elements in the landscape should be thoughtfully integrated into the Drumheller Badlands Parks Trail System and wayfinding system to create an immersive, layered visitor experience.
- b) Leverage physical and cultural heritage to tell the stories of Drumheller's history, celebrate its unique places, build Drumheller's identity, establish a sense of place within the Drumheller Badlands Parks Trail System, and teach visitors about flooding, the changing climate and how Drumheller continues to evolve.
- c) The essential qualities of Drumheller's river and badlands corridors should be reflected in the form, materials and programming of elements in the Drumheller Badlands Parks Trail System.
- d) Investigate locations for accommodating future events and festivals, considering available amenities, impacts on open space and surrounding neighbourhoods, and the distribution of events and festivals valley-wide.
- e) Support events and initiatives in open spaces that actively promote intercultural awareness, including outreach and welcome events for newcomers and other members of the community.
- f) Maintain and develop programming and amenities that encourage winter activity, and provide appropriate ancillary facilities, such as winter chalets, temporary shelters, washrooms, cleared pathways and active-transportation connections.
- g) Pursue partnerships with schools and organizations to carry out educational programming in the Drumheller Badlands Parks Trail System.

8.6.2 RECREATIONAL USES

- a) Multi-functional and joint use parks and recreation facilities should be encouraged wherever possible.

- b) Encourage local community groups to assist with the management of local park and recreation facilities and enter into maintenance and operation agreements with community groups when this occurs.

8.6.3 COMMERCIAL USES

- a) Allow commercial activities within the Drumheller Badlands Parks Trail System, prioritizing commercial activities that support open-space services (e.g. equipment outfitters, watercraft and bicycle rental shops, food and beverage kiosks). Commercial uses and facilities should reflect the character and identity of Drumheller and should be sensitive to the landscape context.
- b) Locate new or expanded commercial services in disturbed areas where they will have the least impact to ecological and trail connectivity.

8.7 CLIMATE ADAPTATION

- a) Consider natural features as green infrastructure, recognizing the economic, social, and environmental benefits that they provide to the Town.
- b) Apply and integrate natural capital in the municipality's **Asset Management Plan** to recognize the role of ecosystem services and provide for their maintenance and regular support alongside traditional capital assets.
- c) Increase the urban tree canopy and vegetated areas on Town streets and parks to reduce the urban heat island effects, decrease surface stormwater runoff, and sequester carbon. Ensure the use of species that are adapted to the climate of Drumheller.
- d) Retain significant mature trees whenever possible, and require replacement if removal is necessary.
- e) Encourage developers to retain existing wetlands rather than providing compensation to the Province.
- f) Naturalize stormwater management facilities wherever possible to enhance their ecological value and recreational benefits.
- g) Increase the use of native, low-maintenance, and low-water species in the design and maintenance of parks.
- h) Encourage the use of xeriscaping in new developments.
- i) Encourage green building techniques and energy efficiency in building design.



9 GROWTH

The rivers shape all growth in Drumheller and have for eons. Most of the existing development in Drumheller is adjacent to the rivers because of their timeless amenity. The rivers are a transportation route, recreation asset, and water source, and are closely linked to Drumheller's most significant natural areas and views. At the same time, development closest to the rivers is at highest risk of flooding. This flood risk is anticipated to ve as the changing climate alters the frequency and severity of weather events.

Building from an understanding of the rivers and their needs, as well as the Town's planned structural mitigation priorities, the MDP provides direction on how and where growth and future land uses should occur in Drumheller (Figure 20 Land Use Map). The policies direct the establishment of a Flood Overlay system in the Land Use Bylaw which will be directly tied to the Town's structural mitigation infrastructure.

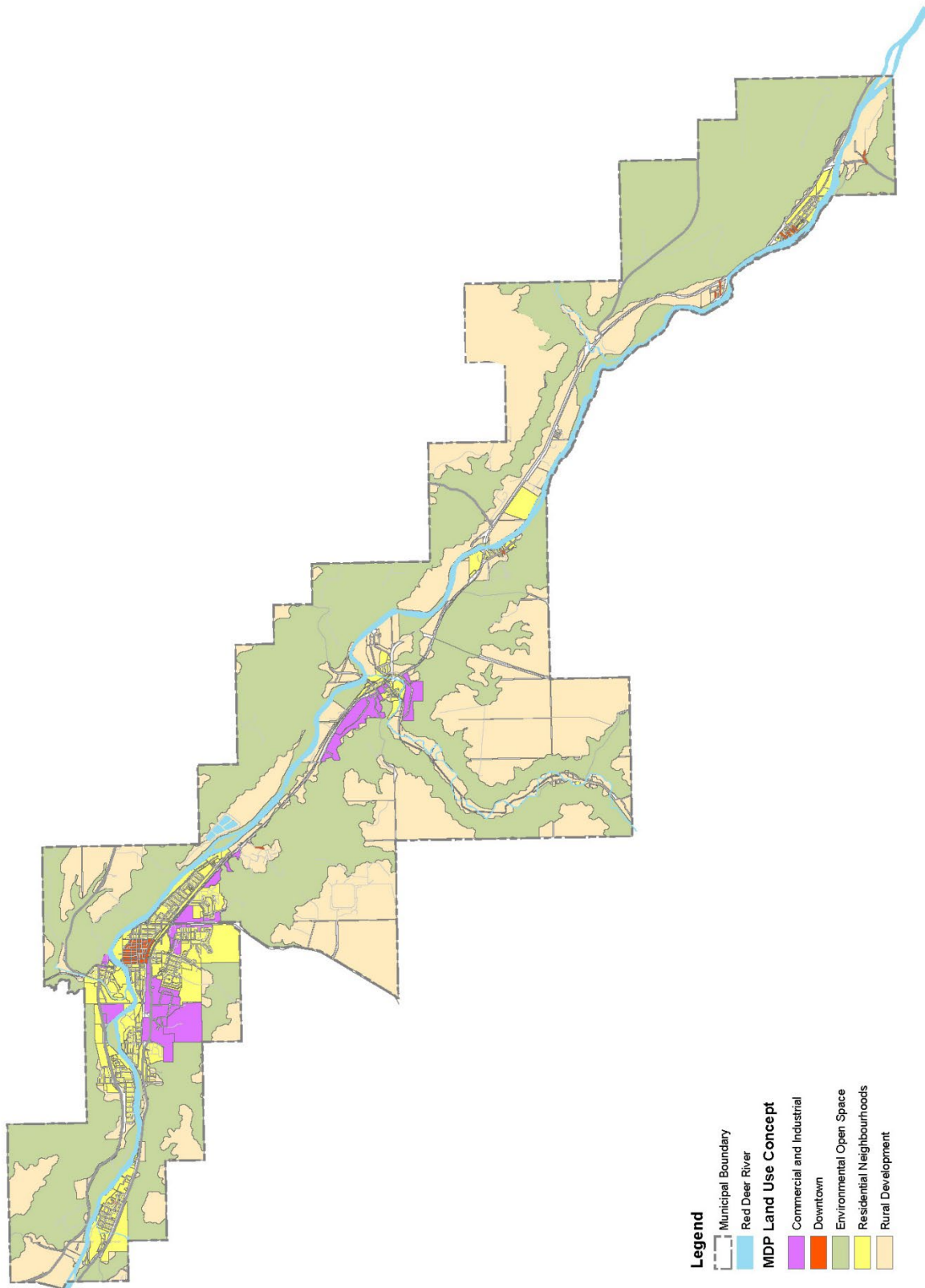
In general, growth will occur in two main forms: through infill within existing protected neighbourhoods, and through the development of new neighbourhoods.

Most of the existing neighbourhoods within Drumheller are located along the banks of the Red Deer River and are inherently at a higher risk of flooding. Through the upgrade and development of new physical mitigation measures, the Town will be providing an additional layer of flood protection to several of these neighbourhoods to improve their overall resiliency and increase their potential for infill growth. Any development in these protected zones will be subject to additional on-site flood mitigation requirements to increase their resilience to flooding.

New neighbourhoods provide an opportunity to build a new generation of flood-resilient development in Drumheller. These new growth areas are located where there is the least flood hazard risk and the least dependence on physical mitigation infrastructure. Growth in these areas will be guided by future Area Structure Plans to ensure that they provide for adequate servicing, transportation, and infrastructure connections, and enable the development of walkable mixed-use communities and high quality employment areas, linked into the overall Open Space, Recreation, and Trails Network.

In alignment with the Vision for Drumheller, the MDP provides the opportunity to surpass the existing growth rate and capitalize on new development locations, furthering the Drumheller experience for both residents and visitors. The policies in this section provide additional flexibility for new and innovative development, enabling investor confidence that flood and other hazard risks have been appropriately mitigated.

FIGURE 20 LAND USE MAP



9.1 RESILIENT DEVELOPMENT

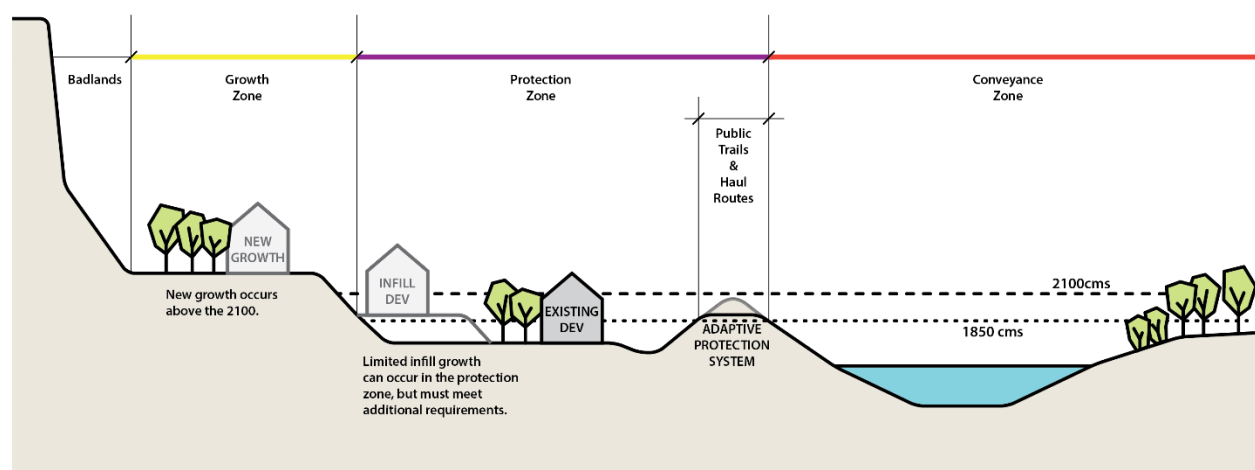
As part of changing the town's relationship to its rivers, the MDP provides direction on how all new development must respond to flood hazard. This direction is integrated with the Town's planned adaptive structural mitigation. In addition to ensuring development is resilient to the flood hazard posed by the rivers, the policies in this section address mitigation required to respond to other hazards present in Drumheller, such as steep slopes and undermining.

9.1.1 FLOOD RESILIENCE

Due to Drumheller's location within the Red Deer River floodplain, large portions of the town are subject to flooding and are designated as flood hazard areas. In response to this hazard and the risk it poses to property and public safety, the Town will be providing structural measures, as per section 7 Flood Mitigation and Climate Adaptation, to protect existing neighbourhoods during flood events. In addition to the structural measures, the Town will provide guidance to ensure that both infill development within existing neighbourhoods and new development outside of the flood hazard area will be flood resilient and appropriately located to minimize and mitigate the risk of flood damage.

Central to the achievement of flood resilient development within the town is the establishment of a Flood Hazard Overlay within the Land Use Bylaw. The Flood Hazard Overlay will define the rules for development within areas of the town that are most susceptible to flooding while also ensuring that enough space is given to the rivers to accommodate their natural fluctuations over time. The Flood Hazard Overlay consists of two zones: the conveyance zone and the protected zone (Figure 21 Flood Hazard Overlay). The conveyance zone will be reserved for public and private recreational use, while areas within the protected zone must provide additional on-site mitigation to reduce overall flood risk. Areas of the town outside of the designated Flood Overlay will not require on-site flood mitigation.

FIGURE 21 FLOOD HAZARD OVERLAY



a) Implement a Flood Hazard Overlay in the Land Use Bylaw that:

- i. Protects areas within the conveyance zone to preserve the rivers' flood conveyance capacity, drainage relief functions, and environmental integrity;
- ii. Supports the provision of publicly accessible open space, passive recreation, low-impact agriculture, trails, and related amenities and uses within the conveyance zone;
- iii. Prohibits new habitable development in the conveyance zone;
- iv. Supports infill development and redevelopment of lands within the Protected Zone; and
- v. Establishes a Flood Construction Level, which is the minimum construction elevation required, for all new development located in protected zones.

The Flood Hazard Overlay will supersede all other land use district regulations.

- b)** In the conveyance zone, consult with existing property owners on planning a retreat of development in these areas through land exchange or other mechanisms. Where a landowner wishes to retain the existing development and use, the Town is not liable for damages incurred from flooding.
- c)** Update existing ARPs and ASPs to conform to the new flood mitigation policies within the MDP and the Land Use Bylaw.
- d)** Investigate mechanisms to finance ongoing maintenance of structural mitigation infrastructure.
- e)** Regularly amend the Flood Hazard Overlay in the Land Use Bylaw to reflect updated flood hazard mapping, channel conveyance capacity, and the provision of new or improved Town structural measures.

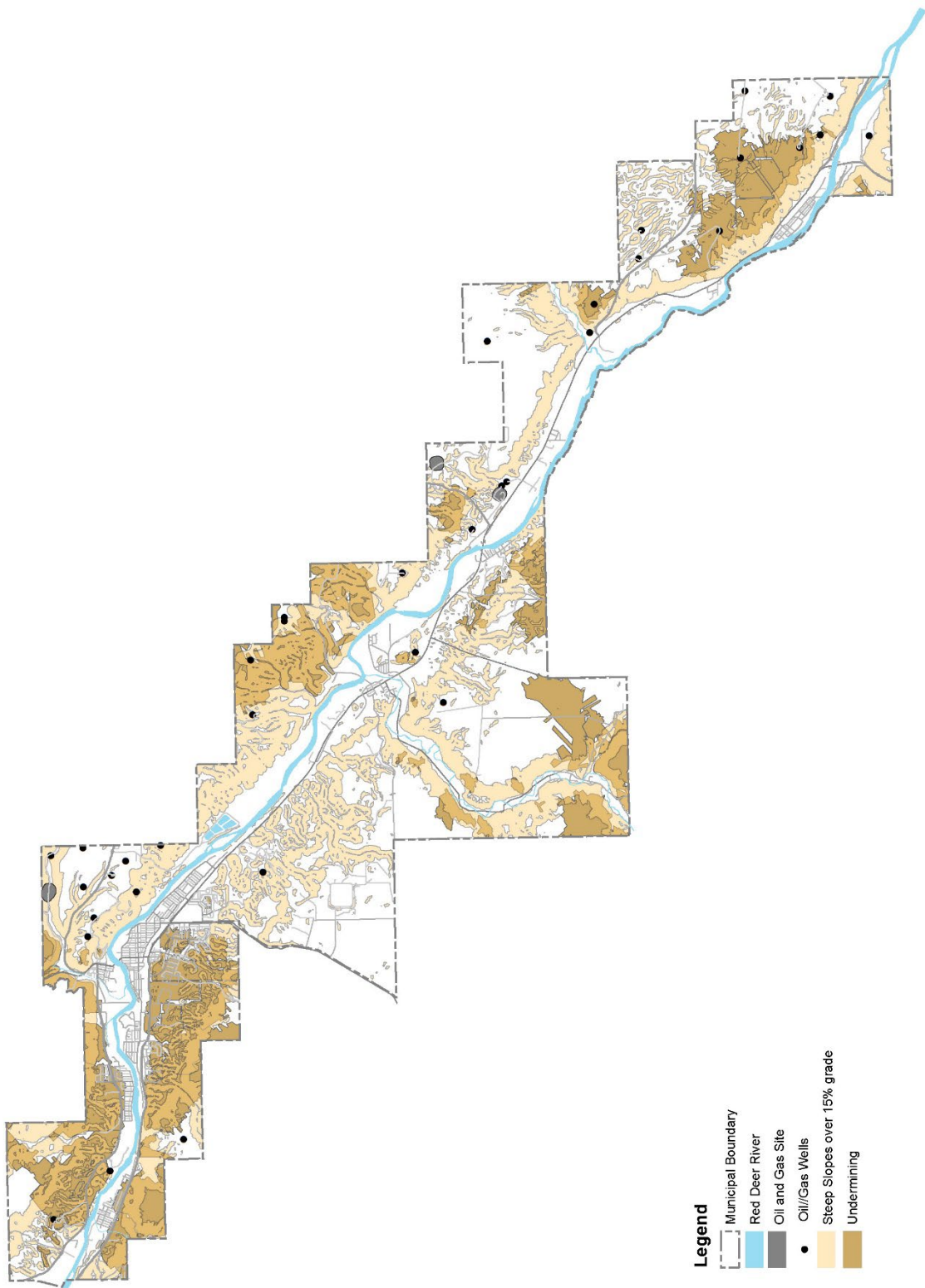
9.1.2 OTHER HAZARDS AND DEVELOPMENT CONSTRAINTS

In addition to the hazard risk from flooding, there are several additional constraints that impact development in Drumheller, as indicated in Figure 22 Development Constraints. The following policies address the specific requirements of the Municipal Government Act and identify additional Provincially established setbacks required from several uses, including Sour Gas Facilities and waste treatment/management facilities. They also provide direction for development in areas with steep slopes and where there has been undermining to ensure adequate studies and mitigation are or have been conducted to reduce risk.

- a)** Refer all relevant development and subdivision applications to the Provincial Energy Regulator, in accordance with the Municipal Government Act.

- b)** Consult with the Provincial Energy Regulator on proposed Sour Gas Facilities to ensure they do not impact existing residential neighbourhoods.
- c)** Prohibit any development that does not conform to provincial Sour Gas setbacks, unless given official written direction from the Province authorizing a setback reduction.
- d)** Do not approve any subdivision or development proposals for schools, hospitals, food establishments, or residential use within 300 metres of the Town's wastewater treatment plant or landfill, as per the Alberta Subdivision and Development Regulation, unless a waiver is obtained from the Province.
- e)** Require technical studies and updates to determine hazard risk for any proposed development with potential undermining. The study shall be conducted by a professional engineer and address:
 - i. Slumping or subsidence risk;
 - ii. Estimated level of risk to public safety; and
 - iii. the appropriateness of the proposed development with respect to the undermining conditions.
- f)** Any proposed development in proximity to or containing a steep slope, defined as any slope over 15% grade, shall conduct a geotechnical engineering assessment to establish required development setbacks from the steep slopes.
- g)** Discourage new pipeline development in designated growth areas and ensure routing adequately considers impacts on landscapes, natural features, and planned development to ensure land is not unnecessarily fragmented, scarred, or impacted.
- h)** Encourage the Province and industry to efficiently and effectively remediate abandoned well sites and pipelines.

FIGURE 22 DEVELOPMENT CONSTRAINTS



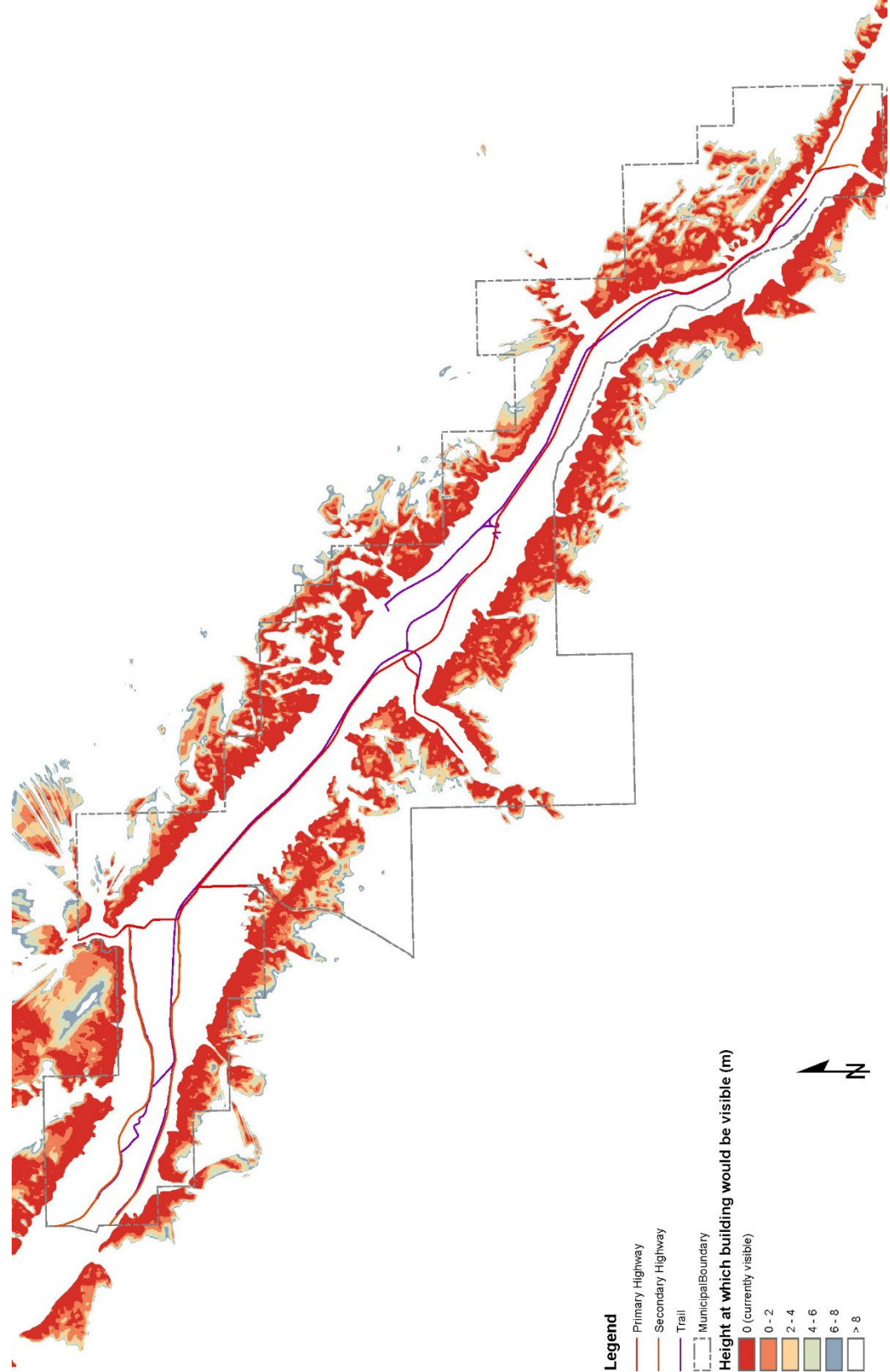
9.2 LANDSCAPE SENSITIVE DEVELOPMENT

The badlands are the essence of the Drumheller Valley. These dynamic landscapes are a major draw for residents and visitors alike, creating an immersive experience like no other.

Understanding their immense significance to economic development, recreation, tourism, and overall aesthetic of the Town, it is essential that critical views of these landscapes are considered and protected as the Town grows. Figure 23 identifies important badlands views at a high level from major transportation routes within the Valley. These are areas where future development could have a significant impact on the overall experience and views of the badlands landscapes, and where these impacts will need to be mitigated.

- a) Ensure that all new buildings and structures located above the Valley escarpment are not visible from the major highways within the Valley.
- b) Ensure that new roads and parking areas are set back from the escarpment edge so that vehicles are not visible from the major highways within the Valley.
- c) Where possible, development on the first bench should be designed to enhance the existing badlands landscapes, such as nesting development within existing hills to protect views from main transportation corridors.
- d) Work with adjacent municipalities to identify and protect significant views of the badlands outside of but visible from the Town of Drumheller, through Intermunicipal Development Plans.

FIGURE 23 SIGNIFICANT VIEWS



9.3 RESIDENTIAL NEIGHBOURHOODS

Residential neighbourhoods are where the majority of Drumhellerites live. Currently, these areas are made up of predominantly single-family housing. The MDP enables the continued development of this type of housing, while also fostering flexibility to encourage a wider range of ground-oriented, infill, secondary, and multi-family housing options. Additionally, the MDP promotes greater mixing of non-residential uses within neighbourhoods and the establishment of neighbourhood commercial nodes. This will allow residents to access more services, institutional uses, recreation, and employment opportunities within walking or cycling distance from home, creating more 'complete' and walkable communities.

9.3.1 GENERAL

General residential neighbourhood policies apply to both infill neighbourhoods and new neighbourhoods in Drumheller.

- a) Direct future residential development to the Residential Neighbourhood areas identified in Figure 20 Land Use Map.
- b) Encourage a mix of uses in all residential neighbourhoods.
- c) Enable and encourage 'live-work' and home-based business and services in all residential neighbourhoods.
- d) Through the Land Use Bylaw, support the development of a wide variety of housing forms and densities scaled to fit within traditional single-unit areas, such as cottages, courtyard housing, row housing, duplexes, triplexes, and stacked flats.
- e) Encourage the development of attached and detached secondary residences.
- f) Encourage the development of small flex units. Monitor unit design and implications for neighbourhood livability and affordability.
- g) Support the development of mixed-use local commercial nodes in neighbourhoods to provide walkable amenities, services, employment opportunities, and multi-family housing.
- h) Local commercial nodes in residential neighbourhoods shall be designed as pedestrian-focused environments, integrated with the public realm and streetscape.
- i) Local commercial nodes should be sited in central locations within residential neighbourhoods with access from collector roads and connections to active transportation networks and trails. Consideration should be given for potential future transit connectivity.
- j) Support the development of seniors' housing and age-in-place facilities.
- k) Encourage the use of Crime Prevention Through Environmental Design (CPTED) principles in site planning for private properties and neighbourhood design, as a means of enhancing security and safety in the community.

- l) Remove minimum parking requirements in the Land Use Bylaw for new residential development.
- m) Encourage the provision of bicycle parking in multi-family and mixed-use developments, including local commercial nodes.
- n) Ensure the location, design, and scale of residential development is sensitively integrated with adjacent parks, open space, pathways and trails in a comprehensive and supporting manner.

9.3.2 INFILL NEIGHBOURHOODS

Infill areas allow future development to capitalize upon the assets and amenities in Drumheller's existing neighbourhoods. The following provides direction on how Infill areas may be developed to compliment existing neighbourhoods and character. Over time, new development should move above 2100 cms.

- a) Allow infill development in existing neighbourhoods and the construction of already planned neighbourhoods within the protected zone.
- b) Ensure infill development within existing neighbourhoods is compatible with existing development, including consideration for:
 - i. Compatibility in height and scale;
 - ii. Continuity with existing lot patterns, laneways, and streetscapes;
 - iii. Preservation of existing vegetation;
 - iv. Integration of buildings considered to have historical significance; and
 - v. Capacity of municipal utilities and infrastructure.
- c) Develop Area Redevelopment Plans to support community revitalization efforts or redevelopment of major sites.
- d) Consider the provision of specific neighbourhood overlays in the Land Use Bylaw, to retain and enhance the characteristics and/or built form of neighbourhoods.

9.3.3 NEW NEIGHBOURHOODS

New neighbourhoods allow for the continued growth and expansion in Drumheller, providing opportunities for diverse new housing options and lifestyles. The policies in this section ensure that all new neighbourhoods are aligned with the goals and objectives of the MDP and are developed in a logical sequence to ensure continuity and connection to the rest of Drumheller.

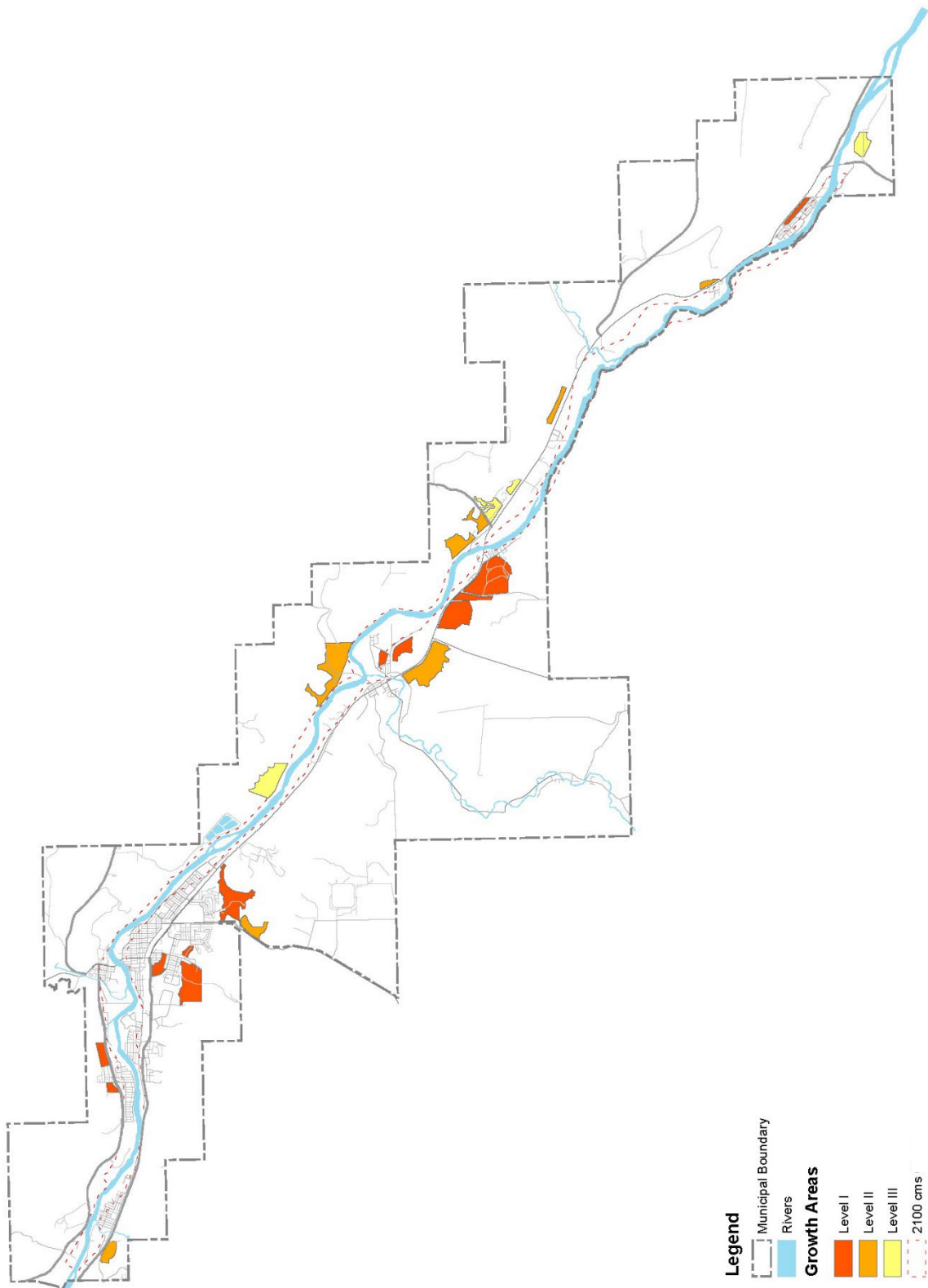
The MDP sets out several potential future growth areas for the development of new neighbourhoods. All new future growth areas are outside of the conveyance and protection zones of the Flood Overlay, making these areas the most resilient to flood risk and significant opportunities for new and innovative development. The potential growth areas are shown on Figure 24 Potential Growth Areas. The growth areas identified are not exhaustive, and it is anticipated that the Town will identify additional growth areas in the future.

The potential growth areas are organized into three levels of development opportunity. Level I are the highest opportunity growth areas, given their ability to be serviced and connected efficiently to existing development. Level II present the next level of opportunity, where there are some challenges, restrictions, and servicing that would need to be addressed before growth can occur. Level III are longer term opportunities, that should be considered once the Level I and II have been developed. The identified growth areas represent development opportunities that have the capacity to enrich and grow Drumheller safely out of the river's reach.

- a) Encourage the establishment of new neighbourhoods in the potential growth areas identified in Figure 24 Potential Growth Areas, and in future growth areas identified by the Town above 2100 cms.
- b) Ensure all new neighbourhoods are designed to have a high level of connectivity for active modes, through the provision of street networks and pathway and trail connections.
- c) Discourage exclusively large-lot single-unit developments within new neighbourhoods.
- d) Encourage sustainable, complete community design of new neighbourhoods, including:
 - i. Water protection and conservation;
 - ii. Compact build form;
 - iii. Resource conservation/reduction of waste;
 - iv. Protection of locally significant wildlife habitat and ecological systems;
 - v. Provision of local open space and recreation amenities;
 - vi. Energy efficient buildings and renewable/district energy systems; and
 - vii. Green roofs.

- e) Consider the use of Envision, the Public Infrastructure Engineering Vulnerability Committee (PIEVC) and National Asset Management System (NAMS) Canada to evaluate the sustainability of future large scale developments.
- f) Actively identify growth areas to developers and seek opportunities to partner in their development and servicing.
- g) Require the completion of an Area Structure Plan (ASP) for the development of all new neighbourhoods. ASPs may be led by the developer or the Town. Area Structure Plans shall be consistent with the policies of the Municipal Development Plan.

FIGURE 24 POTENTIAL GROWTH AREAS (ABOVE 2100 CMS)



h) Area Structure Plans must incorporate the following:

- i. Plan area and land ownership;
- ii. Identification and mitigation of hazard risk;
- iii. Identification of environmentally sensitive features and wetlands, and areas to be established as Environmental Reserve;
- iv. Identification and consideration of cultural/historical resources;
- v. Parks and open spaces network and linkages to the Valley-wide trail network;
- vi. Proposed land uses;
- vii. Any lands to be designated as Municipal Reserve for school or other public uses;
- viii. Proposed roads and streets network;
- ix. High level servicing concept;
- x. Projected population and maximum number of dwelling units;
- xi. Potential emergency shelter and supply locations and egress routes;
- xii. Conceptual phasing/sequencing of development; and
- xiii. Any additional technical studies requested by the Town.

9.4 COMMERCIAL AND INDUSTRIAL AREAS

Commercial and industrial areas facilitate the retention and expansion of critical industries and businesses in Drumheller, contributing to a diverse and prosperous economy. The majority of Drumheller's commercial and industrial development will be located within downtown and identified employment areas. The following policies direct where and how commercial and industrial areas will be developed to enable a prosperous and diverse Valley economy.

- a) Direct major commercial and industrial uses to the commercial and industrial areas indicated in Figure 20 Land Use Map.
- b) Commercial and industrial areas shall include a variety of industrial and commercial developments to provide for a range of employment and economic development opportunities in Drumheller.
- c) Encourage large-scale value-added agricultural industries and related manufacturing to develop in identified commercial and industrial areas.
- d) In existing unserviced employment areas, encourage uses that require outdoor storage and/or have limited need for municipal services.
- e) Discourage heavy employment traffic routing through residential areas.
- f) Ensure roads and parking for major employment areas are paved to handle heavy traffic.
- g) Development in commercial and industrial areas should provide:
 - i. accessible and connected pedestrian pathways, crossings, and entrances;
 - ii. paved roads and parking areas with adequate drainage;
 - iii. landscaping adjacent to roads and residential areas;
 - iv. bike parking;
 - v. screened storage areas; and
 - vi. loading areas to the side or rear of buildings.
- h) Ensure the location, design, and scale commercial, and industrial development is sensitively integrated with adjacent parks, open space, pathways and trails in a comprehensive and supporting manner.

9.5 DOWNTOWN

A downtown is a highly visible and important indicator of a community's economic and social health. When downtown Drumheller thrives, the town as a whole benefits. Enhancing downtown Drumheller as a destination for retail, dining, entertainment, culture, and events will play a significant role in attracting new residents and visitors, as well as stimulating new investment, businesses, and industries throughout the town.

Successful downtowns are not just places for recreation, shopping, dining, or work; they are also places where people live. More people living downtown means more regular business for shops of all kinds, more foot traffic, and a greater sense of local vitality in the area. A diverse downtown with more residents and activities will result in a more physically, socially, and economically vibrant community that attracts visitors and investment.

The MDP reinforces downtown's role as Drumheller's heart of civic life and centre of commerce, as well as a complete and livable community. The policies direct creation and implementation of a Downtown Area Revitalization Plan, which will set out further direction for land use, programming, and actions to attract and coordinate reinvestment and promote downtown as the basecamp for all visitors to Drumheller.

- a) Establish, maintain, and implement a Downtown Area Revitalization Plan. The Downtown Area Revitalization Plan should:
 - i. Coordinate public and private investment;
 - ii. Provide direction on urban design and public realm improvements, including streets, parks, and other public spaces;
 - iii. Guide land use planning and development;
 - iv. Enhance the visitor experience of downtown;
 - v. Support economic, social, cultural, and environmental prosperity in Drumheller;
 - vi. Provide measurable goals for successful implementation.
- b) Increase the number and diversity of residents living in downtown by allowing for additional residential density, incentivizing residential development (through grants and other programs), and prioritizing the development of services and amenities to support residents.
- c) Create a clear visual and pedestrian linkage between downtown, the surrounding badlands landscape, and the Red Deer River by integrating its public realm and open space concepts with Drumheller Badlands Parks Trail System.
- d) Target initiatives in downtown to revitalize and activate vacant properties and generate economic development, such as business incubation programs or temporary placemaking projects.

- e) Elevate the pedestrian experience in downtown and improve universal access through coordinated public realm and wayfinding improvements and the implementation of design guidelines.
- f) Focus Valley wide-celebrations in downtown and Centennial Park and support temporary street closures for events.
- g) Encourage private and non-profit educational institutions to locate campuses downtown.
- h) Work with the existing downtown business community to generate more evening, weekend, and year-round activity and traffic in the downtown.
- i) Communicate and promote Town-led downtown initiatives to encourage uptake of incentives and build assurance in the Town's commitment to reinvest in downtown.
- j) Prioritize the enforcement of the Community Standards Bylaw in the downtown.

9.6 RURAL DEVELOPMENT AREAS

Rural development is part of the badlands landscape and the overall Drumheller experience. Rural development areas contribute to the economy through various agricultural and resource development activities as well as recreational and cultural pursuits. Drumheller's rural development areas also provide for country living, immersed in the badlands landscape.

9.6.1 GENERAL

The general policies apply to all rural development areas.

- a) Allow country residential development in specific locations within the rural development areas identified on Figure 20 Land Use Map, where it will not adversely impact the badlands landscape, is compatible with surrounding uses, and either has adequate soil capacity for proper sewage disposal or is connected to municipal servicing.
- b) Large concentrations of large country residential lots should be discouraged.
- c) Support the development of private recreation, such as golf courses, ranches, and other uses in rural development areas provided that:
 - i. The intensity and scale of development is appropriate for the site;
 - ii. Uses are sensitive to the natural landscape on and adjacent to the site; and
 - iii. Potential impacts on the environment, cultural and historic resources, and adjacent uses can be mitigated

appropriately, including the functionality of adjacent wildlife corridors or habitat patches,

9.6.2 AGRICULTURE

Agriculture is an important part of the local economy. The MDP encourages innovative agriculture that employs sustainability techniques and technologies to enable a food system that is adaptive to a changing climate.

- a) Allow continued agricultural operations in specific locations within the rural development areas identified on Figure 20 Land Use Map where it is compatible with surrounding land uses and supports the overall Drumheller experience.
- b) Support land use applications for new, innovative agricultural ventures that may require unique planning solutions when they support the vision and guiding principles of the MDP.
- c) Prohibit confined feeding operations within the municipal boundaries, given flood hazard risk and impacts on residential neighbourhoods.

9.6.3 RESOURCE DEVELOPMENT

Historically Drumheller's economy was entirely dependent on resource development and extraction. Today resource development remains a smaller yet still important component of the Town's economy. All resource development needs to be considered within the lens of protecting the badlands landscape and overall Drumheller experience.

- a) Allow natural resource extraction in specific locations within the rural development areas identified on Figure 20 Land Use Map where it is compatible with surrounding land uses and does not detract from the badlands.
- b) Natural resource extraction activities shall provide appropriate buffers and screening to minimize land use conflicts and preserve the badlands landscapes.
- c) Aggregate resource extraction shall only be allowed in Drumheller when it is conducted on less visible slopes.
- d) Further development of oil and gas wells shall be discouraged within sight of the brink of the escarpment, or any other distance required to ensure well site structures and facilities are not visible from the valley floor.
- e) The development of new oil and gas well sites and pipelines along the valley floor and within the Town of Drumheller shall be discouraged.
- f) Support the development of renewable energy production projects to diversify Drumheller's economy where they do not detract from significant views and landscapes.

10 TOURISM AND ECONOMIC DEVELOPMENT

Historically, Drumheller's economy was focused on resource extraction and agriculture. Many of the Town's existing neighbourhoods owe their existence to early coal mining settlements. While resource development and agricultural industries are still present, the economy has shifted over time to a wider variety of tourism and service industries that capitalize on the remarkable Drumheller experience, including the scenic badlands landscapes and the layers of natural and human stories. Today, the Drumheller Institution and the Drumheller Health Centre are the two major employers in the town.

Drumheller sees nearly 500,000 visitors annually for the Royal Tyrrell Museum of Palaeontology alone. Additional visitors come to the area for the many other attractions, recreational pursuits and events; however, many of these visitors do not stay in town for long. One of the critical tourism and economic development priorities of the MDP is to capitalize on existing visitor traffic, providing visitors with reasons to both stay longer in Drumheller and return often. With the expansion of regional trail networks and wayfinding, many opportunities will be unlocked for the expansion of recreation, adventure, and eco-tourism activities and services throughout Drumheller as well as a range of other cultural and experience-based tourism industries.

When appropriately integrated and leveraged, tourism provides an investment in community's social and economic wellbeing. It can also help to protect and promote the distinct culture and heritage of a place. The economic benefits of tourism include sustaining local businesses; enabling diverse food, beverage, and retail options; increasing employment opportunities; and stimulating additional economic activity. The success of established and new businesses results in more tax revenue that can be used by municipalities for infrastructure improvements, grants and support for businesses, and additional services for residents.

The Town's economic development strategy supports a diverse and prosperous economy. The MDP policies provide guidance for fostering tourism and recreation industries that enhance the Drumheller experience and Drumheller's reputation as a world class tourism destination. At the same time, the MDP supports the expansion, retention, and promotion of local, 'made-in-Drumheller' business and talent, as well as the introduction of new and innovative enterprises. The MDP seeks to remove barriers to economic development, generate more year-round and seasonal employment opportunities, and build in added flexibility that allows development to capitalize on opportunities and be more resilient to changing markets.

10.1.1 GENERAL

The general economic development policies focus on supporting existing business and industry while also diversifying economic activity in Drumheller.

- a) Create and maintain an Economic Development Strategy for Drumheller.
- b) Actively pursue new economic opportunities to diversify the local and regional economic base through marketing developable land to new and existing industries and businesses.

- c) Regularly review municipal processes to remove barriers to business development and expansion.
- d) Actively pursue the expansion of postsecondary and skills training opportunities within Drumheller and market distance learning opportunities, with a focus on retaining and attracting youth and young professionals in the Town.
- e) Pursue opportunities to permanently establish and support the growing film industry in Drumheller.
- f) Build capacity and market Drumheller as a destination for conferences and events.

10.1.2 TOURISM

The tourism policies contribute to retaining Drumheller's reputation and value as a world class tourism destination, while leveraging investment to improve the Drumheller experience for both visitors and residents.

- a) Maintain and regularly update a Tourism Master Plan. The Tourism Master Plan shall align with the priorities of the MDP, and should address:
 - i. Strategic leadership for Tourism in Drumheller;
 - ii. Curation of a cohesive Drumheller experience;
 - iii. Valley-wide branding and marketing;
 - iv. Town-provided tourism infrastructure and amenities;
 - v. Wayfinding strategies and initiatives;
 - vi. Monitoring of tourism and recreation industries;
 - vii. Events attraction and promotion;
 - viii. Tourism incentives and partnership opportunities; and
 - ix. Implementation strategy and rollout.
- b) Work with existing and potential tourism and recreation providers to enable and promote greater year-round tourism opportunities and services.
- c) Encourage the development of private recreation and adventure tourism businesses in Drumheller.
- d) Monitor and promote federal and provincial economic and tourism development funding and grant opportunities within the business community and seek partnership opportunities in funding applications.

- e) Consider entrance features and signage at all entrances to Drumheller to enhance the 'sense of arrival'.
- f) Support the provision of short-term rental and tourism accommodations in the Land Use Bylaw. Develop and implement guidelines for short-term rentals accommodations.

FIGURE 25 LOOKING NORTHEAST FROM MONARCH HILL OVER NACMINE



11 TRANSPORTATION AND INFRASTRUCTURE

Drumheller's transportation and infrastructure, including roads, utilities, and other municipal servicing, support growth and development. The MDP envisions a future where Drumheller begins to shift from a predominantly auto-oriented transportation model to a model that supports a higher share of alternative transportation and active modes. This approach to transportation acknowledges the need for 'complete streets' which provide connectivity for all modes as well as serve as vibrant public spaces in the community. A diverse and well-connected transportation network will reinforce the Drumheller Badlands Parks Trail System, and link Valley neighbourhoods. Sustainable municipal servicing and utilities support Drumheller's continued growth and resiliency.

11.1 FLOOD RESILIENT INFRASTRUCTURE

Critical infrastructure in Drumheller, including the water systems (e.g. water treatment plants, wastewater treatment plants, stormwater infrastructure, etc.), bridge structures, critical roadways and hospitals, require additional consideration when it comes to flood mitigation and protection against extreme flood events.

- a) Critical infrastructure shall be protected and/or adapted to withstand impacts and prevent damage from a flood event with a flow rate of 2,500 cms or higher, with consideration for freeboard.
- b) Wherever possible, structural measures designed to protect critical infrastructure shall be adaptable to accommodate the addition of temporary barriers during higher flow events.
- c) New critical infrastructure (e.g. new bridges) shall be designed to the latest defined flood levels.
- d) The existing bridges and road networks shall be hardened against defined flood levels.
- e) Requirements to adapt existing critical infrastructure to new protection levels should be considered in the prioritization of capital improvement projects.
- f) Identify critical infrastructure that is at risk due to impacts of a changing climate and retrofit priority assets.

11.2 TRANSPORTATION

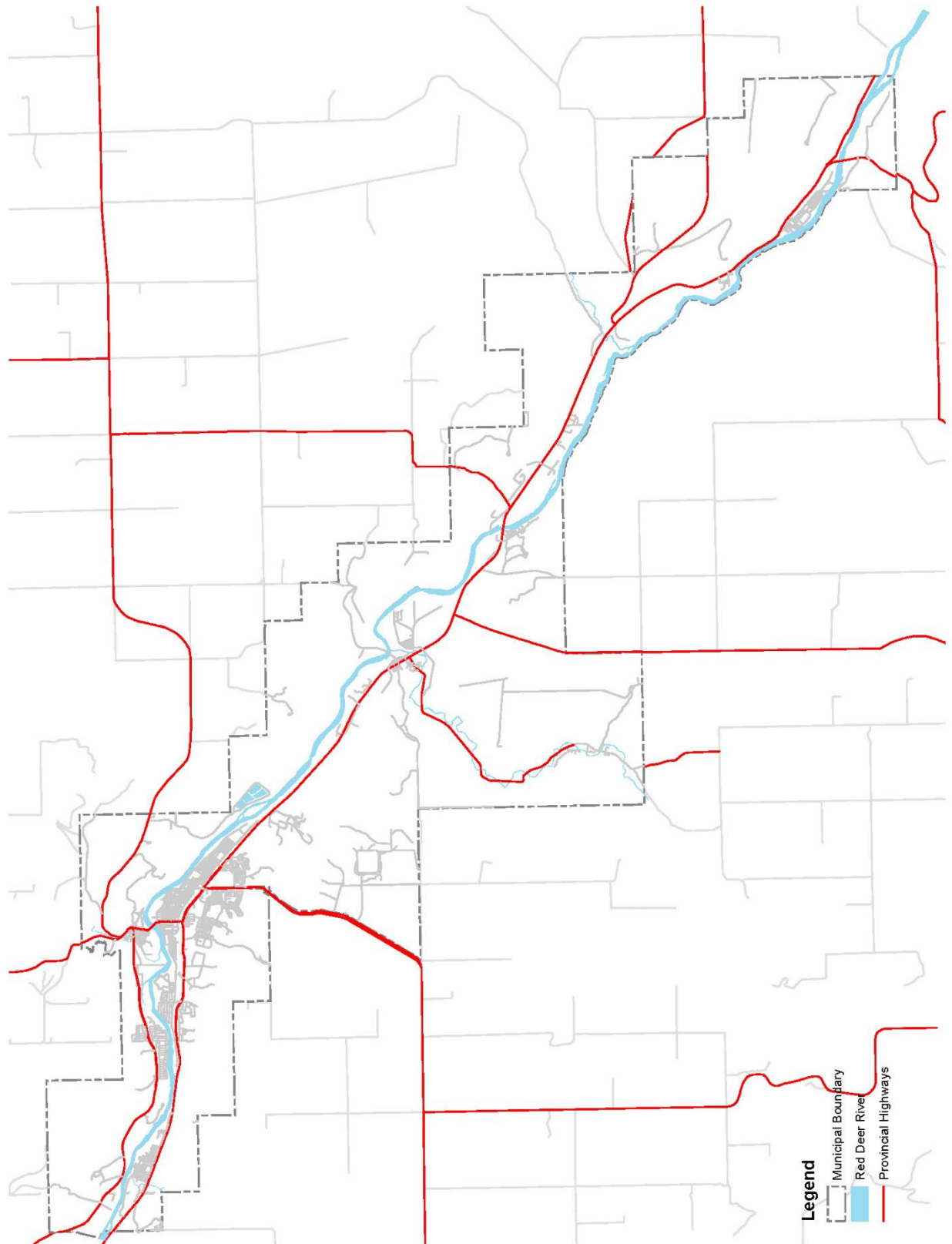
There are many modes in which to travel in Drumheller, each offering a different perspective and experience. From walking and cycling, to driving or boating, Drumheller's comprehensive transportation network shall ensure connectivity and ease of access for all these modes.

The transportation network is linked to the Drumheller Badlands Parks Trail System to support and enhance the overall Drumheller experience. Figure 26 Transportation Network identifies the major transportation corridors in Drumheller.

11.2.1 GENERAL

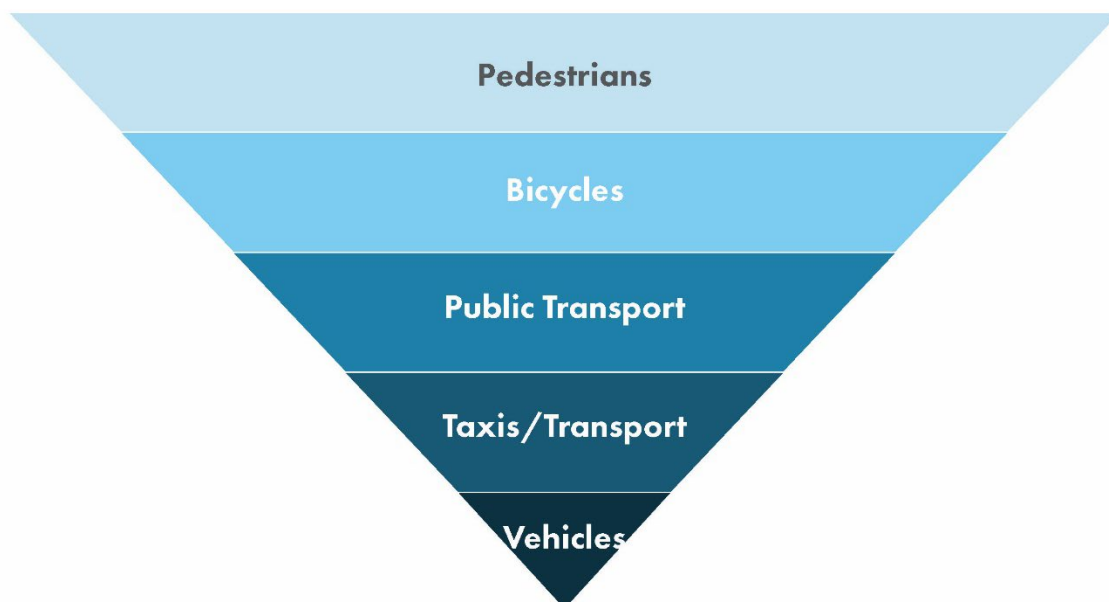
- a) The Town shall maintain and regularly update a Transportation Master Plan to guide future improvements and additions to the Town's transportation system. The Transportation Master Plan shall:
 - i. Establish a mode hierarchy, identified in Figure 27 Mode Hierarchy, which prioritizes active transportation modes;
 - ii. establish a compact, efficient street and pathway hierarchy and associated guidelines that are coordinated with the MDP Land Use Concept;
 - iii. provide requirements for development of complete streets in urban areas within town, with design emphasis on compact, human scale environments such as narrowing rights of ways and turning radii;
 - iv. provide direction and phasing for future street improvements and ongoing management of transportation infrastructure;
 - v. ensure efficient movement of people and goods; and
 - vi. ensure coordinated planning and development with provincial transportation networks.
- b) Base transportation network development and decision-making on existing development, future growth areas, Area Structure Plans, and interconnectivity with adjacent municipalities.
- c) Ensure all new development provides a high degree of road connectivity to allow for shorter travel distances between destinations for all modes of transportation.

FIGURE 26 TRANSPORTATION NETWORK



- d) Ensure pathway and roadway connections are developed in a logical sequence throughout the implementation and phasing of Area Structure Plans and Outline Plans to ensure access and connectivity to the existing network.
- e) Ensure appropriate transportation infrastructure is provided in employment areas, to accommodate both the movement of truck traffic and the travel needs of employees and customers.
- f) Support the provision of regional transit connections.
- g) Work with the Province in the determination of any future river crossings, which are the responsibility of Alberta Infrastructure and Transportation.
- h) Ensure all existing and new transportation infrastructure located in the conveyance zone minimizes impacts on river conveyance capacity and flow.
- i) Secure and protect the CPR and CNR rail corridor for future active transportation connections within Drumheller.

FIGURE 27 MODE HIERARCHY



11.2.2 MAJOR CORRIDORS

Drumheller is accessed by several major provincial transportation corridors. These corridors offer the first experience and sense of arrival for visitors to Drumheller, as well as provide the major connections between neighbourhoods.

- a) Coordinate road and trail connections with the Province of Alberta and adjacent municipalities to ensure regional connectivity.
- b) Reduce/consolidate signage and other visual disturbances on the Highway 9 and 575 entrances to Drumheller to retain the experience of arrival and keep the focus on the landscape transition.
- c) Reduce/consolidate signage and other visual disturbances along the highway 10 corridor from Rosedale to East Coulee to retain the landscape experience.
- d) Protect future road rights-of-ways through building setbacks as required.

11.2.3 COMPLETE STREETS

Complete Streets ensure that there is safe right of way provided for a range of users, through the provision of infrastructure such as wide sidewalks, safe crossings, and cycling lanes.

- a) Update existing design guidelines for streets to provide for complete street features that will improve public safety, encourage alternative and active transportation, improve livability, and accommodate a range of users. Features should include but are not limited to:
 - i. Bicycle lanes;
 - ii. Bump outs;
 - iii. Wider sidewalks in urban areas;
 - iv. Safe crossings for those with mobility challenges;
 - v. Curb cuts; and
 - vi. Patterned paving.
- b) Consider the provision of a transit service, particularly to address the needs of youth and young adults and provide an alternative travel method for visitors to Drumheller.
- c) Ensure all new development creates linkages to the town's overall trail network.

11.3 UTILITIES AND SERVICING

Utilities, such as waste, water, and electricity, are essential to support growth and quality of life in Drumheller. Utilities should be well planned and integrated with future growth areas, as well as consider the impacts of a changing climate and economy.

11.3.1 GENERAL

The general utilities and servicing policies apply to utilities and services provided in Drumheller by both the Town and other providers.

- a) Provide high quality utility services, in accordance with federal and provincial standards.
- b) Ensure all utility systems are adaptive to changing technologies and a changing climate.
- c) Maintain, fund, and implement a comprehensive long- term plan for utility infrastructure and establish budget priorities in alignment with the MDP.
- d) Provide servicing in a logical manner to support both infill growth and growth areas.
- e) Update the Town's engineering design guidelines for the construction and maintenance of infrastructure, rights-of-way, and service connections to ensure they are consistent with the policies of the MDP.
- f) Review and update the Off-Site Levy bylaw to align with the new priorities of the MDP.

11.3.2 WASTE

Waste management is an integral service provided by the Town. This service contributes to Drumheller fulfilling its potential as the 'cleanest, friendliest, and most sought after' community.

- a) Promote the principles of reducing, reusing, and recycling materials as well as efficient energy use in all Town facilities and in the broader community through outreach.
- b) Ensure the provision of on-site recycling facilities in all multi-family residential, commercial, and industrial areas.

11.3.3 WATER

Drumheller's main water source is the Red Deer River. The Town will continue to protect water quality and ensure that all stormwater is managed effectively in Drumheller, in coordination with flood mitigation strategies.

- a) Ensure adequate stormwater management in all development areas.
- b) The release of storm water run-off from any development area to downstream areas shall be designed and managed in accordance with Alberta Environment requirements.
- c) Encourage water conservation through implementation of community outreach programs and monitoring.
- d) Encourage the use of constructed wetlands for stormwater management and treatment.

FIGURE 28 VIEW TO THE NORTH EAST FROM ELGIN HILL



12CULTURAL AND COMMUNITY SERVICES

In addition to hard infrastructure and utilities, the Town provides and supports a wide variety of services that contribute to the overall health, safety, and wellbeing of Valley residents. This includes recreation facilities, schools, protective services, community centres, and other social and health services. Many of these facilities and services are provided in partnership with other organizations and levels of government. These services enhance the overall Drumheller experience, providing amenities for Drumheller residents and visitors.

12.1 GENERAL

The following policies apply to all Town-owned and leased facilities.

- a) Work towards making all Town facilities barrier-free to enable use by all ages and levels of mobility.
- b) Where possible, Incorporate environmental design considerations into all new Town facilities and the retrofit of existing facilities, including:
 - i. water conservation;
 - ii. stormwater management/low impact development (LID);
 - iii. renewable energy;
 - iv. energy efficiency;
 - v. use of recycled materials;
 - vi. reduction of waste;
 - vii. adaptive reuse; and
 - viii. green roofs.

12.2 COMMUNITY AND PROTECTIVE SERVICES

Community and protective services include fire and police services, which are essential for the safety of our community.

- a) Establish thresholds for expansion of fire services tied to growth, and ensure the Town's capital budgets reflect these increases in services.
- b) Ensure subdivision and development plans provide safe and efficient access for emergency service vehicles.
- c) Cooperate and partner with adjacent municipalities in the provision of emergency services.

12.3 RECREATION AND EDUCATION SERVICES AND FACILITIES

Recreation and educational services contribute to the quality of life in Drumheller and make our neighbourhoods great places to live, learn, and grow.

- a) Work with local school boards in the planning and location of school sites.
- b) Site new schools within easy, safe walking/biking distances to neighbourhoods.
- c) Where deemed appropriate the Town may require developers to build or contribute to the building of recreation and education facilities, such as schools, playgrounds, and libraries.
- d) Prioritize investment in recreational infrastructure based on population, density and identified resident needs.
- e) Recreational and educational needs resulting from growth should be identified, as well as methods to finance those needs, in advance of new development.
- f) Update and maintain a **Community Services Master Plan**, to address the recreation and community service needs of Drumheller in accordance with the direction of the MDP.
- g) Ensure that Town facilities are flexible and multi-use to support a variety of recreation opportunities and adapt to changes in recreation services over time.
- h) Encourage the provision of childcare and other social services within recreation facilities through partnerships with private providers.
- i) Partner with other recreation providers to expand recreation amenities and opportunities for youth and older adults in the community.

12.4 SOCIAL, CULTURAL, AND HEALTH SERVICES

Social and cultural capital are part of what make Drumheller's unique neighbourhoods incredible places to live and visit. Drumheller also boasts significant health services, which make the town an attractive place to receive treatments or to retire.

- a) Ensure social and health services, programs, and facilities are considered within area structure plans and area redevelopment plans to ensure that these necessary services are:
 - i. provided in accessible, convenient locations along primary pedestrian routes;
 - ii. co-located with other services into service hubs;
 - iii. barrier-free; and
 - iv. integrated within the design of the community.
- b) Expand and improve community support services relative to population growth and change, recognizing the growing diversity of Drumheller including Indigenous peoples, newcomers to Canada, young families, seniors, youth, and adults.

- c) Recognize the value of culture as an economic contributor to the Town and the role it plays in quality of life for residents.
- d) Support and promote cultural programs, activities, and facilities that generate a sense of community pride and local identity.
- e) Work with the Health Authority to facilitate the development of long-term health care services, senior care residences, and aging-in-place facilities in the town to meet the needs of the growing older adult population.
- f) Ensure that development near and adjacent to the Drumheller Health Centre and Community Cancer Centre does not conflict or limit the current and future operations or expansion of the facilities.

12.5 HERITAGE

Heritage comes in many forms, from structures to landscapes and even more intangible features and activities. The MDP supports the conservation and adaptive reuse of heritage to both celebrate the past and make heritage relevant to the present and future.

- a) Ensure adherence to the Alberta Historic Resources Act in the identification and preservation of archaeological, geological, palaeontological, and historic resources.
- b) Develop and maintain an inventory identifying historically significant buildings and landscapes.
- c) Encourage the protection of identified heritage properties, features, or landscapes.
- d) Encourage the adaptive reuse and retrofit of existing heritage structures and support this through consideration of building code equivalencies where necessary and appropriate.
- e) Where adaptive reuse is not feasible, encourage the incorporation of elements of the existing structure complimentary elements into the design of new development or recognition of the heritage value through art, signage, or other interpretive elements.
- f) Collaborate with Indigenous communities, private agencies, and individuals to preserve and promote historic sites.

13 IMPLEMENTATION

Bringing the vision for Drumheller to life requires coordinated and sustained implementation and monitoring of the goals, policies, and objectives of this Plan. The following section outlines critical actions to ensure successful implementation of the MDP.

13.1 PLAN MONITORING

The MDP will be monitored and regularly reviewed based on a series of performance measures to ensure the successful implementation of Drumheller's Vision. Implementation and monitoring of the MDP will occur through a number of mechanisms and processes, including:

- Ongoing administration of the development review process and periodically reviewing and amending area structure plans and Concept Plans;
- Carrying out next steps required to implement the vision, goals, and objectives of the MDP; and
- Collaborating with neighbouring municipalities on planning and development matters, as well as activities related to major processes and plans.

The MDP may be amended or updated to reflect changing circumstances and to ensure it remains an effective tool for achieving the goals and objectives of Council and aspirations of Drumheller.

- a) Town administration will report to Council on implementation of the MDP annually.
- b) Administration will develop performance measures to monitor the implementation of the MDP.
- c) A comprehensive review of the MDP shall be undertaken every 5 years to consider administrative updates, emerging trends, implementation progress, and policy gaps.
- d) At the discretion of Council, the Town shall permit developer-funded area structure plans and concept plans that incorporate public and stakeholder engagement and require Administration and Council approval.
- e) The Town will monitor and report to Council annually on the rate of development within area structure plans and concept plans, including the number of new dwellings, and dwelling types.
- f) When creating or amending area structure plans and area redevelopment plans, the Town shall include a condition requiring municipal review of the plans after 10 years, and a review after 5 years if sufficient development has not been undertaken after 5 years of the plan's approval.

13.2 IMPLEMENTATION ACTIONS

The implementation actions identify internal coordination efforts and policy updates required to align with the new vision and objectives of the Municipal Development Plan. All of these implementation actions are subject to capital funding approval for implementation, and should be incorporated into the Town's asset management planning.

- a) Construct structural measures to protect existing development in Drumheller.
- b) Commence development of the valley-wide trail network.
- c) Update existing area structure plans and concept plans to conform with the MDP.
- d) Update existing and draft IDPs with adjacent municipalities to reflect the new priorities of the MDP.
- e) Develop new ASPs for priority growth areas.
- f) Update the Downtown Area Revitalization Plan.
- g) Complete or amend area structure plans for employment areas to conform with the MDP.
- h) Review and update the Town's Transportation Master Plan.
- i) Develop an Economic Development Strategy.
- j) Identify and acquire additional land for parks, trails, recreation, and cultural amenities.
- k) Update the Town's Tourism Master Plan.
- l) Review and update the Town's Community Services and Recreation Strategy.
- m) Create an asset management plan to ensure sustainable long-term financing, operations, and management of new assets directed by the MDP.

13.3 REGIONAL COOPERATION

Drumheller shares municipal borders with Wheatland County, Kneehill County, Starland County, and Special Areas. The Town will continue to partner with these municipalities to maintain Intermunicipal Development Plans and uphold the policies contained therein, to coordinate and fulfill the aspirations of the region.

- a) Work with Wheatland County, Kneehill County, Starland County, and Special Areas to maintain up to date Intermunicipal Development Plans.
- b) Implement all IDP policies for communication, referral, and formal dispute processes with adjacent municipalities.

- c) Work with adjacent municipalities, surrounding communities, and relevant agencies to ensure the coordinated delivery of emergency and social services in the region.
- d) Foster relationships of mutual trust and collaboration with First Nations and work together to advance reconciliation initiatives and mutually beneficial projects.

13.4 PUBLIC ENGAGEMENT

Citizens should be involved in decisions affecting their communities. The Town is committed to ensuring that the public is informed and has opportunity to provide feedback on major decisions in Drumheller.

- a) Strive to meaningfully involve residents, businesses, and stakeholders in decisions affecting them through transparent and accessible engagement and communications protocols.
- b) Ensure timely reporting on feedback received and how it was incorporated in decision-making.
- c) Require local engagement with affected parties as part of the creation of Area Structure Plans and Area Redevelopment Plans.
- d) Use a variety of engagement tactics to reach the broadest and most diverse range of feedback from the public. Consider targeted engagement to increase participation levels from groups that are underrepresented in municipal decision making and/or face barriers to participating in regular public engagement processes.
- e) Maintain an accessible and up to date Town website, that clearly communicates Town aspirations as well as functional information for future and prospective residents, developers, and businesses.

14 GLOSSARY

Active transportation: walking and cycling, as well as other forms of human powered transportation, including rollerblading, longboarding, skateboarding, jogging, among others.

Adaptive structural measures: a type of flood mitigation structure that is designed to be able to be adapted to different severities of flood events through the addition of fill or other barriers on top of permanent structures.

Age-in-place: homes or seniors' facilities designed to allow residents to meet their changing needs (medical, mobility, etc) as they age, enabling them to stay in that location instead of needing to relocate to another home.

Changing climate: shifting global climate patterns, including increasing temperatures, rising ocean levels, and more frequent extreme weather events (droughts, floods, and forest fires) related to increased greenhouse gas emissions in the atmosphere.

Complete community/neighbourhood: a community or neighbourhood that is planned and designed with a mix of uses, within close proximity, to support everyday needs for a variety of lifestyles to live, work, shop, learn, and play. This includes a range of housing options that can accommodate a diversity of incomes and household types for all stages of life, as well as jobs, local services, schools, recreation, and open spaces.

Complete streets: streets which are designed to enable safe access for all users including pedestrians, bicyclists, motorists, and transit riders, of all ages and abilities.

Conveyance capacity: the total channel capacity required by a river in a determined flood event or flow rate scenario. The Red Deer River conveyance capacity used in the MDP is based on a 1850 cms flow rate (including 0.50 cm of freeboard).

Crime Prevention Through Environmental Design (CPTED): a crime prevention approach that uses the design and use of the built environment to a reduce fear and incidence of crime, and generally improve public safety and a community's quality of life.

Environmental reserve: the land designated as environmental reserve by the Town as per Section 664 of the Municipal Government Act. Environmental reserve may include natural features, land subject to flooding, water features/wetlands, steep slopes, or riparian areas for the purpose of preserving their environmental integrity, protecting public safety, or providing public access.

First bench: means the first intermediary plateau or area which occurs between the toe of a slope (valley bottom lands) and an escarpment or valley wall top (or rim). Bench-lands typically have a slope of between 1 and 15 percent and a valley edge may have more than one bench at different elevations.

Flood fringe: as defined by the Province, the portion of the flood hazard area outside of the floodway. Water in the flood fringe is generally shallower and flows more slowly than in the

floodway. New development in the flood fringe may be permitted in some communities and should be flood-proofed.

Flood mitigation: the implementation of measures (physical, organizational, etc) that reduce the risk of flooding and the potential damage that could result from a flood.

Floodway: as defined by the Province, the portion of the flood hazard area where flows are deepest, fastest and most destructive. The floodway typically includes the main channel of a stream and a portion of the adjacent overbank area. New development is typically discouraged in the floodway.

Flow rate: is the volume of water, measured in cubic metres, passing through a specific location on the river in a one second time frame. Flow rate can be used to determine conveyance capacity of a river channel in a flood event.

Freeboard: the additional height above a predicted flood level. The Town of Drumheller has selected 0.50m as the minimum freeboard to be included in required height of structural measures. Freeboard is provided to account for various uncertainties relative to actual ground elevations and digital elevation modelling, hydraulic modelling, flood forecasts, debris, localized river levels, dike settlements, and other uncertainties.

Historic resource: any work of nature or of humans that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific, or esthetic interest including, but not limited to, a palaeontological, archaeological, prehistoric, historic or natural site, structure or object.

Land Use Bylaw (LUB): the Land Use Bylaw is a regulatory bylaw of the Town, required by the Municipal Government Act, that implements the land use direction provided in the Municipal Development Plan. Every parcel of land in the Town has a land use district, which specifies which uses are permitted and discretionary and how buildings and land can be developed in the Town.

Low impact design (LID): a land development and stormwater management approach that focuses on maintaining and restoring the natural hydrology (movement of water) by managing stormwater close to its source. LID can reduce the burden on conventional infrastructure, maintain ecological functionality, and establish a cleaner and more secure water supply. LID practices include bioswales, stormwater collection and reuse, and alternative paving methods.

Mixed-use: different uses that are in close proximity to each other. This can be in the same building (e.g. residences above retail) or on the same site (e.g. offices adjacent to restaurants or other commercial activities).

Municipal Development Plan (MDP): a statutory document required by the Province of Alberta as specified by the Municipal Government Act (MGA). The MDP is intended to guide all growth and development in the Town and may provide policies on a range of other relevant matters.

Municipal reserve: the land designated as municipal reserve under Division 8 of the Municipal Government Act.

Natural area: areas that include steep slopes, coulees, significant geologic features and areas of native vegetation, including grasslands, shrubland and forests.

Open space: is an area of outdoor land or water that is publicly owned or allows public access, including municipal parks, civic spaces, provincial, or federal parkland, institutional campuses, and other public spaces. Elements of the public realm, such as main streets and promenades, can also provide open space functions.

Secondary Residence: a dwelling unit that is an accessory to a single-detached dwelling and is intended for use as a separate and independent residence. The intent of this type of development is to provide flexibility and variety in housing types, as well as increase the density without changing the overall character of the residential neighbourhood.

Stormwater Management: the practice of minimizing the strain that stormwater places on municipal infrastructure and private property; lessening overland flooding during significant weather events; and reducing the impact of polluted water flowing into waterbodies.

Sustainability: the World Commission on the Environment and Development (1987) defines sustainability as “Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

Universal access: the ability of an environment, amenity, or place to be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Xeriscaping: means a creative, natural approach for constructing low maintenance, water efficient, and sustainable landscapes. It includes designing the landscape using native plants and drought-tolerant species which require less water and chemicals.

REQUEST FOR DECISION

TITLE:	Record Retention and Disposition Bylaw #25.25 (1 st Reading)
DATE:	July 7, 2025
PRESENTED BY:	Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	Bylaw #25.25 – Record Retention and Disposition Bylaw (1 st Reading) Policy #C-04-99 – Retention and Disposition of Inactive Records

SUMMARY:

Currently, records at the Town of Drumheller are retained or disposed of in accordance with Policy #C-04-99. This Policy, passed in 1999, outlines the purpose and procedures for retention and disposition, and provides a schedule of how long each category of record should be retained. Unfortunately, this Policy is over 25 years old and is no longer compliant with the *Municipal Government Act*, as section 214(2) of the Act requires that a program for record retention and disposition be passed by bylaw. Therefore, Administration has drafted proposed Record Retention and Disposition Bylaw #25.25 to update and replace Policy #C-04-99. The proposed Bylaw #25.25 was drafted collaboratively with all departments of the organization to ensure it accurately reflects best practices.

RECOMMENDATION:

That Council give first and second reading to Record Retention and Disposition Bylaw #25.25.

DISCUSSION:

A Record Retention and Disposition Bylaw (RRDB) outlines how long records should be maintained by the Town and the manner in which they should be disposed of (destruction, archival, or transfer to external organizations). It is an essential document for public bodies due to the requirements to provide accountability through the right to access municipal records, and to limit the collection and retention of personal information, pursuant to the recently passed *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA).

The RRDB ensures that the process of retaining and destroying records is clear and transparent, thereby meeting the obligations of the ATIA. Additionally, the retention period means that records are maintained for only as long as they are necessary to implement municipal programs, thereby meeting the obligations of the POPA. More broadly, the RRDB aims to achieve the following objectives:

Objective	Description
Legal Compliance	Retain specific documents to comply with the <i>Municipal Government Act</i> and other applicable provincial or federal legislation.
Mitigation of Risks	Ensure the secure and transparent destruction of outdated or transitional documents, while preserving necessary records, in order to fulfill our obligations effectively when ATIA or POPA requests are made.
Operational Efficiency	Retain only essential records, reducing clutter and streamlining the process for locating and accessing records.

Objective	Description
Preservation of Knowledge	Maintain records of historical, strategic, and operational value to ensure critical information is available for future reference, supporting informed decision-making and effective knowledge management.
Cost Savings	Reduce storage costs, whether physical or digital, and reduce staff time spent maintaining or locating unnecessary documents.

Some of the specific improvements in the proposed Record Retention and Disposition Bylaw #25.25 are as follows:

Section	Description
2.1(j); 2.1(k); 2.1(m); 4.1; 4.2	Improved definition of what constitutes a “record” and clarification on the differentiation between a “substantive record” and a “transitory record.”
3.4	Creates a retention period for records that are not explicitly identified within Schedule ‘A’ of the Bylaw.
5.1 – 6.3	Greater clarification on the process of disposing records or extending the retention period for records.
5.4	Providing discretion to transfer records that contain historical or research value to an appropriate institution for permanent retention.
8.1	Compliance with section 214(3) of the <i>Municipal Government Act</i> .
7.1; 8.1	Compliance with the <i>Access to Information Act</i> (ATIA) and the <i>Protection of Privacy Act</i> (POPA).
9.1 – 9.2	Compliance with the <i>Local Authorities Election Act</i> .
Schedule ‘A’	Update to the Record Retention and Disposition Schedule to provide greater accuracy in identifying the appropriate records.

FINANCIAL IMPACT:

There are no immediate financial impacts. It is anticipated that the implementation of the Record Retention and Disposition Bylaw will decrease costs long-term due to the reduction of storage costs for both physical and digital records, and the reduction of staff time required for maintaining or locating unnecessary documents.

STRATEGIC POLICY ALIGNMENT:

The Record Retention and Disposition Bylaw will ensure compliance with provincial and federal legislation, and aims to achieve the objectives identified above.

COMMUNICATION STRATEGY:

As this is an internal document, no external communication will be required.

MOTION:

That Council gives first reading to Record Retention and Disposition Bylaw #25.25, as presented.

MOTION:

That Council gives second reading to Record Retention and Disposition Bylaw #25.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Assistant Chief
Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 25.25
DEPARTMENT: LEGISLATIVE SERVICES

RECORD RETENTION AND DISPOSITION BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF PROCEDURES AND REGULATIONS FOR RETENTION AND DISPOSITION OF RECORDS WITHIN THE TOWN OF DRUMHELLER

WHEREAS pursuant to section 214(2) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, a Council may by bylaw provide for the destruction of municipal records and documents;

WHEREAS section 214(3) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, and section 6 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires a municipality to retain personal information for at least one (1) year after using it if the personal information was used by the municipality to make a decision that directly affects the individual so that the individual has a reasonable opportunity to obtain access to it;

WHEREAS section 10 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires that public bodies protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

WHEREAS section 3(e) of the *Access to Information Act SA 2024, c. A-4.5*, and amendments thereto, does not prohibit the transfer, storage, or destruction of a record in accordance with a bylaw of a local public body;

WHEREAS pursuant to section 20(1) of the *Electronic Transactions Act, RSA 2000, Chapter E-5.5*, and amendments thereto, if a public body has the power to create, collect, receive, use, store, transfer, disclose, distribute, publish, or otherwise deal with information and records, it has the power to do so electronically;

WHEREAS pursuant to section 95 of the *Access to Information Act SA 2024, c. A-4.5*, it is an offence to destroy any record subject to the Act, or direct another person to do so, with the intent to evade a request for access to the records;

AND WHEREAS the Council of the Town of Drumheller wishes to establish a schedule of retention and disposal of records in the custody or control of the municipality in order to support consistency, continuity, productivity, and transparency in municipal administration and operation;

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 "Record Retention and Disposition Bylaw."

2. DEFINITIONS

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

- a) “*Access to Information Act*” means the *Access to Information Act SA 2024, c. A-4.5*, as amended from time to time, and its successor legislation;
- b) “*Archive*” means the placement and retention of records in a secure location either permanently or until scheduled for disposition;
- c) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- d) “*Disposition*” means:
 - i) the destruction of records beyond the possibility of reconstruction or viewing; or
 - ii) the transfer of records of historical or research value to an appropriate institution for permanent retention;
- e) “*Council*” means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- f) “*Local Authorities Election Act*” means the *Local Authorities Election Act R.S.A 2000, c.L-21*, as amended from time to time, and its successor legislation;
- g) “*Municipal Government Act*” means the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended from time to time, and its successor legislation;
- h) “*Permanent Retention*” means a record shall be preserved indefinitely by the municipality;
- i) “*Personal Information*” means recordable information about an identifiable individual, as defined by the *Protection of Privacy Act*;
- j) “*Protection of Privacy Act*” means the *Protection of Privacy Act SA 2024, c. P-4.5*, as amended from time to time, and its successor legislation;
- k) “*Record*” means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio, or other medium, but does not include any software or other mechanism used to store or produce a record, as defined by the *Access to Information Act*;
- l) “*Substantive Record*” means a record that is determined to hold administrative, legal, fiscal, research, or historical value, held in accordance with Schedule ‘A,’ attached hereto;
- m) “*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; and
- n) “*Transitory Record*” means a record that has short-term, immediate, or no value to the organization and will not be needed for future use and includes but is not limited

to, messages, post-it notes, invitations, opened envelopes, memos, notes, draft copies, photocopies, and messages.

3. GENERAL PROCEDURES

- 3.1 The *Chief Administrative Officer*, or designate, shall be responsible for the proper security and storage of all *records* of the *Town of Drumheller*.
- 3.2 All *records* may be stored either electronically or physically, at the discretion of the *Chief Administrative Officer*, or designate.
- 3.3 *Substantive records* in the care and custody of the *Town of Drumheller* shall be retained and disposed of in accordance with Schedule 'A,' attached hereto, and no employee of the *Town of Drumheller* shall dispose of a *substantive record* within a period less than that provided in Schedule 'A.'
- 3.4 *Records* that have not been identified in Schedule 'A' shall:
 - a) have a retention period of seven (7) years; and
 - b) shall only be given the aforementioned retention period after the department head and the *Chief Administrative Officer*, or designate, has certified in writing that the *record* is not contained within the attached Schedule 'A.'

4. TRANSITORY RECORDS

- 4.1 *Transitory records* are exempt from the provisions of this Bylaw and should be routinely discarded when they no longer serve any valid purpose.
- 4.2 *Transitory records* containing confidential information shall be destroyed beyond the possibility of reconstruction or viewing.

5. DISPOSITION OF RECORDS

- 5.1 The *Chief Administrative Officer*, or designate, shall authorize in writing the disposition of all *records* in accordance with Schedule 'A' of this Bylaw.
- 5.2 The destruction of all *records* shall be carried out in the presence of a witness, who shall, in writing, attest to the time, location, and contents of the *records* that were destroyed.
- 5.3 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have undergone disposition in accordance with section 5.1 and section 5.2 of this Bylaw.
- 5.4 The *Chief Administrative Officer*, or designate, shall have the discretion to transfer *records* that possess historical or research value to an appropriate institution for permanent retention in accordance with section 5.1 of this Bylaw.

6. DISCRETION

- 6.1 The *Chief Administrative Officer*, or designate, shall be permitted, in their sole discretion, to authorize in writing the retention of all *records* for a period greater than that provided in Schedule 'A' of this Bylaw.
- 6.2 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have been retained in accordance with section 6.1 of this Bylaw.
- 6.3 All *records* retained for a period greater than provided in Schedule 'A' shall be appropriately marked and identified by the *Chief Administrative Officer* or designate.

7. ACCESS REQUESTS

- 7.1 If the *Chief Administrative Officer*, or designate, receives an access to information request, or receives an indication that an access to information request will be made, in accordance with either the *Access to Information Act* or the *Protection of Privacy Act*, the *Chief Administrative Officer*, or designate, shall retain all *records* that pertain to that access request for a period of at least one (1) year from the completion of the access request and shall record the extension of the retention period in accordance with section 6.1 and section 6.2 of this Bylaw, as applicable.

8. PERSONAL INFORMATION

- 8.1 If an individual's *personal information* is used by the *Town of Drumheller* to make a decision that directly affects the individual, the *Town of Drumheller* must retain the *personal information* for at least one (1) year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 8.2 Notwithstanding section 8.1, the *Town of Drumheller* can retain the *personal information* for a shorter period, if agreed upon in writing by the individual and the *Town of Drumheller*.

9. ELECTION MATERIALS

- 9.1 In accordance with section 101 of the *Local Authorities Election Act*, election ballots must remain sealed in their ballot boxes for a period of at least six (6) weeks and no more than twelve (12) weeks from election day and, following this period, shall be opened and destroyed in the presence of two (2) witnesses.
- 9.2 Notwithstanding section 9.1, if a judge has ordered that the ballot boxes be kept until a date that is more than twelve (12) weeks after election day, the ballot boxes shall be destroyed as soon as practicable after that date.

10. SCHEDULES

- 10.1 Schedule 'A' is attached to and forms part of this Bylaw.
- 10.2 When used with Schedule 'A,' attached hereafter, the following symbols used to designate retention or disposition shall be as follows, and shall have the following meanings:

- a) (D) – “Disposition”
- b) (P) – “Permanent Retention”
- c) (S/O) – “File closed after superseded or obsolete”
- d) (E) – “Event”

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.

12.2 Upon third reading of this Bylaw, Policy # C-04-99 and all amendments thereto are hereby repealed.

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

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A' RECORD RETENTION AND DISPOSITION SCHEDULE

CODE	DESCRIPTION	PAGE
COMMUNITY SERVICES (CS)		
CS01	Membership Information	3
CS02	Recreation Programming	3
CS03	Special & Community Events	3
CS04	Facility Bookings	3
CS05	FCSS Programming	4
CS06	Seniors Programming	4
DEVELOPMENT AND PLANNING (DP)		
DP01	Land Ownership	4
DP02	Development Permits	4
DP03	Development Permits (Temporary)	5
DP04	Safety Code Permits	5
DP05	Subdivision	5
DP06	Rights of Ways and Easements	5
ECONOMIC DEVELOPMENT (ED)		
ED01	Economic Development	6
ED02	Business Attraction & Retention	6
ED03	Incentive Agreements	6
ED04	Land Acquisitions & Sales	6
EMERGENCY & PROTECTIVE SERVICES (EPS)		
EPS01	Emergency Planning	7
EPS02	Safety Code Inspections	7
EPS03	Fire Investigations	7
EPS04	Incident Response	7
EPS05	Municipal Enforcement	8
EPS06	Health and Safety Records	8
EPS07	Health and Safety Program	8
EPS08	Accidents and Incident Reports	8
EPS09	Hazardous Materials Reporting	9

CODE	DESCRIPTION	PAGE
EMERGENCY & PROTECTIVE SERVICES (EPS)		
EPS10	Insurance Administration	9
EPS11	Insurance Claims	9
FINANCE (FIN)		
FIN01	Permits and Licences	9
FIN02	Grant Agreements	10
FIN03	Cemetery Administration	10
FIN04	Accounts Payable	10
FIN05	Accounts Receivable	10
FIN06	Audits	10
FIN07	Banking	11
FIN08	Financial Instruments	11
FIN09	General Ledger Transactions	11
FIN10	Taxation and Assessment	11
FIN11	Budget Working Papers	11
FIN12	Payment Plans	12
HUMAN RESOURCES (HR)		
HR01	Employee Records	12
HR02	Employee Relations	12
HR03	Incidents and Investigations	12
HR04	Grievances	13
HR05	Worker's Compensation	13
HR06	Benefits Programming	13
HR07	Pension Administration	13
HR08	Recruitment	13
HR09	Workforce Planning	14
HR10	Staff Timesheets	14
HR11	Payroll Processing	14
HR12	Standard Operating Procedures (SOPs)	14

E = Event | P = Permanent | D = Destroy

CODE	DESCRIPTION	PAGE
INFORMATION MANAGEMENT (IM)		
IM01	Mapping	15
IM02	Records Management	15
IM03	IT Support	15
IM04	IT Backup and Protection	15
IM05	IT Management	16
IM06	Digital Communication	16
INFRASTRUCTURE SERVICES (INF)		
INF01	Work Orders	16
INF02	Asset Management	16
INF03	Inventory Management	17
INF04	Fleet Management	17
INF05	Procurement	17
INF06	Temporary Road Closures	17
INF07	Road and Sidewalk Maintenance	18
INF08	Utilities Maintenance	18
INF09	Water and Wastewater	18
INF10	Infrastructure and Facilities	18
LEGISLATIVE SERVICES (LS)		
LS01	Bylaws and Policies	19
LS02	Council Minutes	19
LS03	Agenda Packages	19
LS04	Election Documents	19
LS05	Election Ballots	20
LS06	Election Nomination Papers	20
LS07	Access to Information (ATI) Requests	20
LS08	Appeals and Hearings	20
LS09	Boards and Committees	20
LS10	Legal	21
LS11	Contracts and Agreements (Major)	21
LS12	Contracts and Agreements (Minor)	21
LS13	Census Coordination	21
LS14	Delegation of Authority	22

CODE	DESCRIPTION	PAGE
LEGISLATIVE SERVICES (LS)		
LS15	Formal Correspondence	22
LS16	Records of Organization	22
MEDIA & PUBLIC RELATIONS (MP)		
MP01	Media Releases	22
MP02	External Publications	22
MP03	Internal Publications	23

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Code	Classification	Notes	Department	Retention
COMMUNITY SERVICES (CS) – documents related to recreation programming, community events, and the FCSS program.				
CS01	MEMBERSHIP INFORMATION	E = termination of membership	CCS	E+7(D)
<p>Records pertaining to the membership of recreation facilities, including member's personal information, other membership information, registration forms, billing and payment history, waivers, usage and attendance information, and all correspondence between facility staff and members.</p> <p>Excludes: <i>recreation programming (CS02); FCSS programming (CS05)</i></p>				
CS02	RECREATION PROGRAMMING	E = completion of program	CCS	E+15(D)
<p>Records pertaining to the development and delivery of recreational programming in the Town of Drumheller, which includes youth programming, summer camps, sports leagues, adult education, and all other recreation-based programming; these records would include personal information of participants, waiver forms, attendance forms, program information, and all other related documents.</p> <p>Excludes: <i>membership information (CS01); FCSS programming (CS05); seniors programming (CS06)</i></p>				
CS03	SPECIAL & COMMUNITY EVENTS	E = completion of event	CCS	E+7(D)
<p>Records pertaining to the organization and implementation of events within the Town of Drumheller, which includes events held by the Town and events held by external groups and community groups within the Town of Drumheller and includes inquiries, special event permits, noise exemption permits, insurance certificates, food handling permits, liquor licences, event plans, route maps, photographs, and all correspondence or other documents related to the event.</p> <p>Excludes: <i>temporary road closures (INF06); facility bookings (CS04)</i></p>				
CS04	FACILITY BOOKINGS	E= last booking of client	CCS	E+15(D)
<p>Records pertaining to the booking and rental of recreation facilities, conference facilities, or other facilities owned by the Town of Drumheller, and includes the booking form, invoices and billing, and all correspondence related to the booking of the facility.</p> <p>Excludes: <i>facility advertisements or brochures (MP02); special or community events (CS03); infrastructure and facilities (INF10)</i></p>				

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CS05	FCSS PROGRAMMING	E = program completion/membership cancellation	CCS	E+7(D)
Records pertaining to the development and delivery of FCSS programming, such as the Drumlife Pass, and may include registration forms and other related documents. Excludes: <i>grant agreements (CS02); membership information (CS01); senior's programming (CS06); recreation programming (CS02); FCSS board records (LS03 and LS09)</i>				
CS06	SENIORS PROGRAMMING	E = program completion/membership cancellation	CCS	E+7(D)
Records pertaining to the development and delivery of senior's programming, which includes the tax program and healthy aging programming; records include personal information, tax documents, registration forms, and all other applicable information. Excludes: <i>membership information (CS01); FCSS programming (CS05); recreation programming (CS02)</i>				
Code	Classification	Notes	Department	Retention
DEVELOPMENT & PLANNING (DP) – documents related to property development & control.				
DP01	LAND OWNERSHIP	N/A	CAO	P
Records associated with property ownership information including certificates of title, utility services, survey plans, real property reports, compliance certificates, variance documents, development agreements, encroachment agreements, road agreements, registered documents or caveats, subdivision documents, offsite levy documents, and general correspondence regarding land ownership or development, as applicable. Excludes: <i>development permits (DP02); maps (IM01); land use bylaws (LS01); right-of-way plans and easements (DP06); land acquisition and sale (EP02); other agreements (LS11 and LS12)</i>				
DP02	DEVELOPMENT PERMITS	N/A	CAO	P
Records of the application and approval of all development permits within the municipality, which includes the application form, site plans, variance documents, stop work orders, invoices, receipts, proof of advertising, and related statutory correspondence. Excludes: <i>development permits – temporary (DP03); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i>				

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DP03	DEVELOPMENT PERMITS (TEMPORARY)	E = Expiry of Permit	CAO	E+5(D)
<p>Records of the application and approval of all temporary development permits within the municipality, which includes the application form, site plans, invoices, receipts, proof of advertising, and related statutory correspondence. Includes Development Permits related to the placement of temporary signage and home occupancy permits.</p> <p>Excludes: <i>development permits (DP02); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i></p>				
DP04	SAFETY CODE PERMITS	N/A	CAO	P
<p>Records of the application and approval of all safety code permits within the municipality, which includes the application package, closeout package, stop work orders, inspection reports, violations information, invoices, receipts, and related statutory correspondence relating to building permits, electrical permits, gas permits, plumbing permits, and private sewage disposal system permits.</p> <p>Excludes: <i>development permits (DP02); accounts receivable (FIN05)</i></p>				
DP05	SUBDIVISION	N/A	CAO	P
<p>Records of the subdivision of both residential and commercial properties, applications, registered plan drawings and changes to approved plans, technical reports, granting of severances, services to individual land sites, water, sewage, parking areas, drainage, driveways, utility approvals, correspondence, written comments, working notes, background information, clearance letters, "red line" revisions, stop work orders, encroachments, and the granting of variances in land use and zoning applications from existing zoning regulations.</p> <p>Excludes: <i>development permits (DP02); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i></p>				
DP06	RIGHT OF WAYS AND EASEMENTS	N/A	CAO	P
<p>Records of utility right of way, road plans, and easements concerning municipal use of private lands required for the maintenance of public services such as water lines, sewer lines, and other public infrastructure.</p> <p>Excludes: <i>contracts and agreements (LS10 and LS11); land ownership (DP01)</i></p>				

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Code	Classification	Notes	Department	Retention
ECONOMIC DEVELOPMENT (ED) – documents related to the economic growth of the Town.				
ED01	ECONOMIC DEVELOPMENT	E = Cancellation of Project	CAO	E+10(D)
<p>Records related to the economic growth and development of the Town, including economic development studies, tourism initiatives, statistics, departmental reports, demographics, and other economic development projects and includes information related to affordable housing, the municipal housing strategy, and occupancy rates.</p> <p>Excludes: <i>marketing documents (MP02); internal publications (MP03); film & patio permits (FIN01); grant applications (FIN02)</i></p>				
ED02	BUSINESS RETENTION & ATTRACTION	E = Closure of File	CAO	E+10(D)
<p>Records related to business retention and investment attraction, primarily related to client files, including meeting notes, business plans, business profiles, formal correspondence and other documents related to the relationship between the client and the Economic Development Officer.</p> <p>Excludes: <i>permits (FIN01); grant applications (FIN02); incentive agreements (ED03); land sales (ED04)</i></p>				
ED03	INCENTIVE AGREEMENTS	E = Termination or Expiry of Agreement	CAO	E+5(D)
<p>Records of agreements for the demolition or construction of improvements, which includes the application, signed agreement, tax abatement information, and any other related documents</p> <p>Excludes: <i>contracts and agreements (LS10 and LS11)</i></p>				
ED04	LAND ACQUISITIONS & SALES	E = sale of property	CAO	E+15(D)
<p>Records of real estate transactions, conveyance of land such as lot sales, road closure agreements, allowances whether through voluntary transactions or expropriation. Includes Town-operated leases or dispositions, renewal agreements and notices, deeds, and expropriation plans, purchase letters, and their appraisals.</p> <p>Excludes: <i>road closure bylaws (LS01); contracts and agreements (LS11 and LS12); right of ways and easements (DP06)</i></p>				

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Code	Classification	Notes	Department	Retention
EMERGENCY & PROTECTIVE SERVICES (EPS) – documents related to emergency response, fire protection, health and safety, and enforcement.				
EPS01	EMERGENCY PLANNING	S/O = Superseded/Obsolete	EPS	S/O+5(D)
<p>Records pertaining to the planning, documentation, maintenance, and distribution of emergency planning, including Municipal Emergency Management Plans (MEMP), Regional Emergency Services Master Plans, Business Continuity Plans, fire prevention plans, emergency risk assessments, pre-incident plans, tabletop exercise records, functional exercise records, and all other documents related to emergency planning.</p> <p>Excludes: <i>training certificates (HR01); health and safety records (EPS06) health and safety program (EPS07)</i></p>				
EPS02	SAFETY CODE INSPECTIONS	E = Completion of Inspection	EPS	E+15(D)
<p>Records pertaining to inspections conducted by emergency and protective services staff in accordance with the Town of Drumheller Fire Quality Management Plans and the Safety Codes Act.</p> <p>Excludes: <i>fire investigations (EPS03); municipal enforcement (EPS05); site-inspection records (EPS06)</i></p>				
EPS03	FIRE INVESTIGATIONS	E = Completion of Investigation	EPS	E+15(D)
<p>Records pertaining to investigations by the fire department, conducted by either the Town of Drumheller or contractors, and includes photos, notes, statements, forms, final reports, and all other documents related to the investigation.</p> <p>Excludes: <i>safety code inspections (EPS02); municipal enforcement (EPS05); human resource investigations (HR03)</i></p>				
EPS04	INCIDENT RESPONSE	E = Incident or Training Exercise	EPS	E+7(D)
<p>Records pertaining to the response of medical or fire incidents within the Town of Drumheller, which includes all call data, dispatch reports, fire personnel timesheets, fire personnel payroll, billing, and fire personnel training time.</p> <p>Excludes: <i>training certificates (HR01); staff time sheets (HR11); payroll processing (HR10); fire investigations (EPS03)</i></p>				

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EPS05	MUNICIPAL ENFORCEMENT	E = Completion of Incident	EPS	E+5(D)
<p>Records pertaining to all enforcement of municipal bylaws and authorized by provincial statutes, including parking tickets, violation notice, snow removal notices, enforcement orders, tow forms, occurrence reports, trespass notices, 24-hour suspension notice, violation tags, violation tickets, audio and written statements, enforcement photos, registered mail tracking, body camera footage, and related correspondence.</p> <p>Excludes: <i>stop work orders (DP02, DP04 & DP05); safety code inspections (EPS02); fire investigations (EPS03)</i></p>				
EPS06	HEALTH AND SAFETY RECORDS	N/A	EPS	5(D)
<p>Records of the implementation of health and safety program, including site inspection records, equipment inspection, job hazard assessments, site-specific hazard assessments, toolbox meeting minutes, and bulletins. Internal and external health and safety audits, health and safety committee meeting minutes, and any other documents that pertain to the implementation of the Town health and safety programming.</p> <p>Excludes: <i>health and safety program development (EPS07)</i></p>				
EPS07	HEALTH AND SAFETY PROGRAM	S/O = Superseded/Obsolete	EPS	S/O+5(D)
<p>Records of the planning and development of the health and safety program, including health and safety manuals, policies, safe operating procedures (SOPs), inspection forms, incident, accident or near-miss forms, emergency procedures, evacuation routes, orientation packages, and all other records pertaining to the planning and development of the health and safety programming.</p> <p>Excludes: <i>health and safety records (EPS06); accident & incident reports (EPS08); policies (LS01); emergency planning (EPS01)</i></p>				
EPS08	ACCIDENTS AND INCIDENT REPORTS	E = Completion of Investigation	EPS	E+15(D)
<p>Records of all accidents, incidents and near-misses involving municipal staff, including the initial accident, incident, or near-miss report, records of the investigation by the Joint Health and Safety Committee, final recommendations by the Joint Health and Safety Committee, and any records of remedial action resulting from the investigation.</p> <p>Excludes: <i>health and safety records (EPS06); health and safety program (EPS07); safety code inspections (EPS02); fire investigations (EPS03); human resource investigations (HR03); grievances (HR04); worker WCB reports and employer WCB reports (HR01)</i></p>				

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EPS09	HAZARDOUS MATERIAL REPORTS	S/O = Superseded/Obsolete	EPS	S/O+5(D)
<p>Records pertaining to the handling, receiving, and disposing of potentially dangerous goods, including Safety Data Sheets (MSDS), herbicide and pesticide application forms, hazardous materials inventory, application and access records, and transport and disposal records.</p> <p>Excludes: <i>training records (HR01); spills or exposure (EPS07 or EPS04); safety programming (EPS06, EPS07 or EPS08)</i></p>				
EPS10	INSURANCE ADMINISTRATION	E = Expiration of Policy	EPS	E+10(D)
<p>Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the Town, including researching insurance needs and setting up policies, which may include certificates of insurance, insurance applications, insurance appraisals, insurance policies and renewals.</p> <p>Excludes: <i>proof of insurance from external bodies (LS11, LS12, CS03 & INF05)</i></p>				
EPS11	INSURANCE CLAIMS	E = Settlement of Claim	EPS	E+10(D)
<p>Includes records that are evidence of insurance claims by administration including filing claims, follow up and communication with insurance providers, including insurance claims applications, photos, forms, adjuster reports, repairs, reports, responses from Insurer and claim payout summaries.</p> <p>Excludes: <i>claims against municipality or legal disputes (LS10)</i></p>				
Code	Classification	Notes	Department	Retention
FINANCE (FIN) – documents related to municipal financing.				
FIN01	PERMITS AND LICENCES	E = Cancellation or expiry of Permit or Licence	CCS	E+3(D)
<p>Records of applications and issued permits and licences relating to various activities regulated by the Town, which includes Special Events Permits, Film Permits, Business Licences, Patio Licences, Mobile Vendor Permits, Short-Term Rental Permits, Animal Licences; Fire Permits, and Fireworks Permits. If there is a renewal of a licence, the retention period for the permit and associated file is reset.</p> <p>Excludes: <i>burial and excavation permits (FIN03); development permits (DP02); safety codes permits (DP04); accounts receivable (FIN05)</i></p>				

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FIN02	GRANT AGREEMENTS	E = Completion of Grant Requirements	CCS	E+10(D)
<p>Records of application and closure of all grant agreements in which the Town of Drumheller received funding from an external organization. These records should include the initial grant application, the grant agreement, amendments, and addendums to the agreement, the notice of aware, the project scope, budget reports, invoices, expense claims, correspondence related to the grant agreement, and any other related documentation.</p> <p>Excludes: <i>contracts and agreements (LS11 and LS12)</i></p>				
FIN03	CEMETERY ADMINISTRATION	P = Permanent	CCS	P
<p>Records pertaining to the control and maintenance of all cemeteries, including burial, cremation, and internment records, request for burial forms, engraving forms, burial permits, cemetery register, cemetery maps, cemetery master plans, and plot ownership records.</p> <p>Excludes: <i>work orders (INF01, INF07 and INF08); asset management (INF02); maps (IM01)</i></p>				
FIN04	ACCOUNTS PAYABLE	N/A	CCS	7(D)
<p>Records pertaining to the payment of invoices and bills, including vendor invoices, cheque requisitions, membership fees, payable vouchers, payable summary sheets, and all supporting documents used to authorize the issuance of cheques.</p> <p>Excludes: <i>n/a</i></p>				
FIN05	ACCOUNTS RECEIVABLE	E = Completion of Incident	CCS	7(D)
<p>Records pertaining to the payment of funds to the Town of Drumheller, including daily cash receipts, Town of Drumheller invoices, recovery reports, void cheques, and credit card receipts.</p> <p>Excludes: <i>recreation accounts receivable (CS01)</i></p>				
FIN06	AUDITS	E = Completion of Audit	CCS	E+7(D)
<p>All documents pertaining to the implementation of an annual financial audits. This does not include the final financial audit statements, which shall be retained permanently.</p> <p>Excludes: <i>final audit statement (LS01)</i></p>				

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FIN07	BANKING	N/A	CCS	7(D)
Records pertaining to banking transactions and relationships with banks, including bank reconciliations, deposit records, expenditure designations, and signing authority; includes records of nonsufficient funds, cancelled cheques, Interact E-transfers, bank statements, and cheque listings. Excludes: <i>accounts receivable and accounts payable (FIN04 and FIN05); loans, bonds and other investment vehicles (FIN08)</i>				
FIN08	FINANCIAL INSTRUMENTS	E = closure of account	CCS	E+7(D)
Records pertaining to investment instruments such as debentures, bonds, loans, and any other investment vehicle; includes records related to the initial issuance of the financial instrument and all payments. Excludes: <i>Banking records (FIN07)</i>				
FIN09	GENERAL LEDGER TRANSACTIONS	N/A	CCS	15(D)
Records pertaining to general ledger transactions (journal entries), adjustments, and financial year end. Excludes: <i>n/a</i>				
FIN10	TAXATION AND ASSESSMENT	N/A	CCS	P
Records pertaining to the assessment roll, tax notices, tax recovery sales, property tax registrations, tax arrears, tax collector rolls, tax exemptions, assessment reports, and all formal ratepayer correspondence related to taxation. Excludes: <i>payment plans (FIN12)</i>				
FIN11	BUDGET WORKING PAPERS	N/A	CCS	5(D)
Records pertaining to Interim budget calculations, estimates and working papers pertaining to the municipal capital, operating, and utility budgets, and may include operating budget summaries, detailed budget reports, variance reports, monthly budget reports, annual departmental budgets. Excludes: <i>final budgets (LS03)</i>				

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FIN12	PAYMENT PLANS	E = Completion or Cancellation of Payment Plan	CCS	E(D)
Records pertaining to payment plans and pre-authorized payment plans for taxes, utilities or other functions of the Town of Drumheller Excludes: <i>final budgets (LS03)</i>				
Code	Classification	Notes	Department	Retention
HUMAN RESOURCES (HR) – documents related to the hiring, management and payment of employees.				
HR01	EMPLOYEE RECORDS	E = termination of employee	CAO	E+15(D)
Records pertaining to the employment history of all municipal employees, including casual (volunteer) firefighters. This includes job applications, resumes, interview notes, reference checks, offer letters, employment agreements, driver's abstracts, criminal record checks, and any other records related to the hiring of successful applicants; employee registration forms, tax forms, direct deposit forms, health benefit enrollment forms, insurance enrollment forms, and other documents related to onboarding of employees; certificates and training documents, education request forms, performance reviews, promotion or demotion letters, disciplinary notices, job reclassification notices, hours of work averaging agreements, employee recognition letters, termination or resignation letters, worker reports and employer reports pertaining to WCB, exit interview notes, and any other documents related to employee management. Excludes: <i>HR incidents and investigations (HR03); grievances (HR04); workers compensation (HR05); unsuccessful applications (HR08); Pension administration documents (HR07)</i>				
HR02	EMPLOYEE RELATIONS	E = expiry of related union contract	CAO	E+5(D)
Records of the relationship between the local labour unions and management, including all records and notes related to collective bargaining, labour negotiations, and labour management meetings minutes. Excludes: <i>union agreements (LS10 and LS11); HR incidents and investigations (HR03); grievances (HR04)</i>				
HR03	HR INCIDENTS AND INVESTIGATIONS	E = resolution of complaint	CAO	E+10(D)
Records related to complaints of violence and harassment by or against employees of the municipality, including all documents related to the initial complaint, the investigation, and final resolution. Excludes: <i>employee records (HR01); grievances (HR04); fire investigations (EPS03); accident & incident reports (EPS08)</i>				

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HR04	GRIEVANCES	E = resolution of complaint	CAO	E+10(D)
Records of all grievances filed against the municipality by a municipal employee, including the initial complaint, investigation, and final resolution. Excludes: <i>employee records (HR01); employee relations (HR02); HR incidents and investigations (HR03)</i>				
HR05	WORKER'S COMPENSATION	E = resolution of claim	CAO	E+10(D)
Records of all workplace injuries or lost-time incidents, requests for review, modified work agreements, annual returns, claim summaries, and all other documents related to a workplace injury or a lost-time incident claim. Please note, any workplace injury or lost-time incident claim pertaining to a hazardous exposure claim must be retained for the longer of either forty (40) years, or twenty (20) years after the last record was created. Excludes: <i>HR incidents and investigations (HR03); worker reports and employer reports (HR01)</i>				
HR06	BENEFITS PROGRAMMING	S/O = superseded/obsolete	CAO	S/O+5(D)
Records of the evidence of planning, design, implementation, and delivery of benefit programs, including savings plans, benefit sponsorship, health and dental coverage, and pension plans, including brochures, quotes, explanatory documents, and correspondence. Excludes: <i>pension administration (HR07)</i>				
HR07	PENSION ADMINISTRATION	E = completion of claim	CCS	E+5(D)
Records for the monitoring and fulfilling of pension obligations under the Local Authority Pension Plan (LAPP), including pension statuses of retired personnel, registration, and payment information. Excludes: <i>benefits programming (HR06); original sign-up sheets (HR01)</i>				
HR08	RECRUITMENT	S/O = superseded/obsolete	CAO	S/O(D)
Records of advertising and recruitment of staff, including job postings, advertisements, job applications, information regarding the selection of candidates, resumes, interview questions, and interview notes of unsuccessful candidates, and all other related documents. These records will be kept for a minimum of one (1) year or until a new applicant is hired for the same position, whichever is longer. Excludes: <i>records of successful applicants (HR01); workforce planning (HR09)</i>				

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HR09	WORKFORCE PLANNING	S/O = superseded/obsolete	CAO	S/O+5(D)
Records related to the planning and development of the municipal workforce, including succession planning documents, job descriptions, job evaluations, organizational charts, organizational surveys, organizational analysis or reports, compensation grids, or any other related document. Excludes: <i>recruitment records (HR08); signed job descriptions and evaluations (HR01)</i>				
HR10	STAFF TIMESHEETS	N/A	CCS	7(D)
Records of employee timesheet processing and allocation of time, including the approval of timesheets and the timesheets record of regular hours, overtime, time-in-lieu, vacation time, sick time, management leave, bereavement leave, and all other scheduling data. Excludes: <i>payroll processing (HR11)</i>				
HR11	PAYROLL PROCESSING	N/A	CCS	7(D)
Records of the payment of employees, including regular payroll generation, deduction, tax collection and remission, reporting and reconciliation, approved per diem forms, travel and subsistence, and statement of expense forms. Excludes: <i>staff timesheets (HR10)</i>				
HR12	STANDARD OPERATING PROCEDURES	N/A	ORIGINATING	S/O+5(D)
Records that document and describes the process or procedures of the Town, not including Council or Administrative policies signed by Council or the CAO, respectively, or safe operating procedures (SOPs) that form part of the Health and Safety Program. Excludes: <i>Council and Administrative Policies and Procedures (LS01); Health and Safety SOPs (EPS07)</i>				

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Code	Classification	Notes	Department	Retention
INFORMATION MANAGEMENT (IM) – documents related to information technology and the management of records at the municipality.				
IM01	MAPPING	S/O = superseded or obsolete	CAO	S/O+3(D)
<p>Records pertaining to the creation of geographical mapping data for the Town of Drumheller, including orthophotography, geographic information systems (GIS) shapefiles, geodatabase files, and other spatial data files, cadastral data, land use district mapping, flood mapping, operations maps, asset maps, and all other geographical maps and their associated data.</p> <p>Excludes: <i>original land ownership files (DP01)</i></p>				
IM02	RECORDS MANAGEMENT	N/A	CAO	P
<p>Records pertaining to the authorization of retention and disposition of records, <i>including Statement of Retention and Statement of Disposition Forms</i>, completed in accordance with this Bylaw.</p> <p>Excludes: <i>n/a</i></p>				
IM03	IT SUPPORT	N/A	CAO	P
<p>Records pertaining to the evidence of information technology maintenance and support activities, including user support, such as responding to telephone inquiries, managing information system processes such as hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permissions, and archiving material; records include service request logs and tickets.</p> <p>Excludes: <i>IT management (IM05)</i></p>				
IM04	IT BACKUP AND PROTECTION	N/A	CAO	1(D)
<p>Records pertaining to backup and protection of applications, databases, and email archives for purposes of restoring a system in the event of a malfunction or emergency response; records include database backups and server and application file logs.</p> <p>Excludes: <i>IT management (IM05)</i></p>				

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Code	Classification	Notes	Department	Retention
IM05	IT MANAGEMENT	S/O = superseded or obsolete	CAO	S/O+3(D)
<p>Records pertaining to the tracking and management of hardware, software, and other IT assets at the Town of Drumheller, including hardware inventory and specifications, software inventory and licences, IT purchase orders and invoices, project management meetings, user guides, records pertaining to telecommunications systems, including telephones and mobile phones, IT organizational plans, user and system requirements, and all other documents related to IT management.</p> <p>Excludes: <i>IT support (IM03)</i></p>				
IM06	DIGITAL COMMUNICATION	N/A	CAO	7(D)
<p>Records pertaining to the retention of all emails, instant messaging, and other forms of digital communication for the Town of Drumheller.</p> <p>Excludes: <i>n/a</i></p>				
INFRASTRUCTURE SERVICES (INF) – documents related to Maintenance of municipal assets & Public Works.				
INF01	WORK ORDERS	N/A	INF	7(D)
<p>Records pertaining to routine maintenance or activities throughout the Town of Drumheller such as routine facility maintenance, routine vegetation control, ice clearing, sign maintenance and installation, cemetery maintenance, and road and sidewalk asphalt repair, and includes all work orders not covered elsewhere within this document, including requests for work orders through SeeClickFix.</p> <p>Excludes: <i>utilities work order (INF08); road maintenance work orders (INF07)</i></p>				
INF02	ASSET MANAGEMENT	N/A	INF	P
<p>Records pertaining to the tracking and control of all Town assets, such as facilities, roads, signs, culverts, reservoirs, water lines, sewer lines, outfalls, inlets, and all other municipal assets and includes, engineering drawings, as-built drawings, geographic information systems (GIS) data, utility drawings, inspection reports, and all other related information.</p> <p>Excludes: <i>inventory management (INF03); vehicles and equipment (INF04); procurement (INF05)</i></p>				

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INF03	INVENTORY MANAGEMENT	N/A	INF	7(D)
<p>Records pertaining to the tracking and control of all Town inventory such as supplies, gravel, salt, fuel, chemicals, herbicides, pesticides, and all other consumable inventory.</p> <p>Excludes: <i>asset management (INF02); procurement (INF05)</i></p>				
INF04	FLEET MANAGEMENT	E = Disposal of Vehicle or Equipment	INF	E+10(D)
<p>Records of all vehicles or equipment, including motorized vehicles, attachable equipment, trailers, emergency services vehicles, and all other vehicles or equipment that is leased or owned by the municipality, which includes the successful procurement documents, records of purchase and bills of sale, licensing, registration, serial numbers, and Commercial Vehicle Inspection Program (CVIP) reports, owner's manuals and technical specifications, vehicle inspection records, repair request forms, pre- and post-use inspection forms, and disposal of the vehicle or equipment</p> <p>Excludes: <i>asset management (INF02); driver's abstracts & licences (HR01); capital project procurement (INF05); Insurance (EPS10)</i></p>				
INF05	PROCUREMENT	E = Date of Award	INF	E+15(D)
<p>Records pertaining to the procurement of goods or services that cannot be purchased directly in accordance with the Town of Drumheller purchasing policy, and includes all records related to capital projects, including Request for Quotations, Request for Proposals, Request for Tenders, addendums, and any other procurement documents, vendor submissions, project supporting documentation, consultant or contractor resumes and proposals, grant documentation, budget tracking documents, technical drawings, specifications and product manuals, and any other documents related to the capital project or grant application.</p> <p>Excludes: <i>vehicle and equipment procurement records (INF04); grant applications (FIN02);</i></p>				
INF06	TEMPORARY ROAD CLOSURES	N/A	INF	7(D)
<p>Records pertaining to the temporary closure of roads for maintenance, construction, environmental monitoring, special events, or another reason, and which includes the permit application, the notice of temporary road closure, maps, diagrams or other supporting documents, approval letters, excavation applications</p> <p>Excludes: <i>other permit applications (CS01); special event records (CS03); permanent road closures (LS01)</i></p>				

E = Event | P = Permanent | D = Destroy

INF07	ROAD & SIDEWALK MAINTENANCE	N/A	INF	7(D)
<p>Records pertaining to the maintenance and routine inspection of roads, including plowing, sanding, snow removal, dust control, weed control, cleaning, patching, road marker painting, ditch maintenance, and drainage control, and includes the maintenance of sidewalk and curbs; includes records such as inspections, work orders, service requests, logbooks, work plans, and other routine maintenance documents.</p> <p>Excludes: <i>capital projects (INF05); asset management (INF02); inventory management (INF03); other work orders (INF01 and INF08)</i></p>				
INF08	UTILITIES MAINTENANCE	N/A	CCS	7(D)
<p>Records pertaining to the routine operations, inspection, monitoring, and maintenance of utility infrastructure, such as water reconnect and disconnects, regular sewer flushing, work site maps, work orders, service connection requests, utility bill runs, and any other related document.</p> <p>Excludes: <i>other work orders (INF01 and INF07); line locates (obsolete after 60 days and can be destroyed); accounts receivable (FIN05); payment plans (FIN12)</i></p>				
INF09	WATER AND WASTEWATER	N/A	INF	P
<p>Records pertaining to the monitoring and maintenance of water and wastewater management systems, including regular testing and sampling and routine maintenance; records may include flow records, daily reading reports, daily water sample reports, maintenance logbooks, water licences, lab reports, and all other relevant information.</p> <p>Excludes: <i>utilities maintenance (INF08)</i></p>				
INF10	INFRASTRUCTURE AND FACILITIES	N/A	INF	P
<p>Records pertaining to the management planning, design, monitoring, and construction of infrastructure, and includes engineering drawings, design standards, as-built drawings, upgrade plans, and any other records related to the management of infrastructure and facilities.</p> <p>Excludes: <i>capital projects (INF05); asset management (INF02); inventory management (INF03)</i></p>				

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Code	Classification	Notes	Department	Retention
LEGISLATIVE SERVICES (LS) – documents related to municipal governance and legal compliance.				
LS01	BYLAWS AND POLICIES	N/A	CAO	P
<p>The final bylaw passed by a resolution of Council and given third and final reading, Council policies approved at a regular Council meeting and signed by the CAO and Mayor, and approved administrative policies approved by the CAO.</p> <p>Excludes: <i>agenda packages (LS03)</i></p>				
LS02	COUNCIL MINUTES	N/A	CAO	P
<p>Signed minutes of a regular, special or organizational meeting of Council and all Council Committees, including the Committee of the Whole, adopted by resolution of Council; includes records of Council resolutions, oaths of office, and all documents related to Public Hearings held during a Council meeting.</p> <p>Excludes: <i>agenda packages (LS03)</i></p>				
LS03	AGENDA PACKAGES	N/A	CAO	P
<p>Agenda packages for regular, special or organizational meetings of Council, Committee of the Whole meetings, and Municipal Planning Commission meetings, adopted by a resolution of Council. The agenda packages include all attachments, including briefing notes, requests-for-decision, other staff reports, minutes of Council boards or committees, delegation reports and all other attachments of the agenda package.</p> <p>Excludes: <i>signed bylaws and policies (LS01); signed council minutes (LS02)</i></p>				
LS04	ELECTION DOCUMENTS	N/A	CAO	P
<p>All records relating to a general municipal election or by-election, including final election results, statement of results, election appeals, and judicial recounts, oaths of the Returning Officer, Deputy Returning Officer, Substitute, Enumerator and Constable, election worker documents, election nomination list, affidavit of witness for the destruction of elections materials, the voter registrar, election planning documents, election budgets, notices of nomination day, notices of election day, notices of advance vote, Council orientation documents, and any other prescribed election form.</p> <p>Excludes: <i>election ballots (LS05) and election nomination papers (LS06)</i></p>				

E = Event | P = Permanent | D = Destroy

LS05	ELECTION BALLOTS	E = Election Day	CAO	E+6W(D)
<p>In accordance with the <i>Local Authorities Election Act</i>, after six (6) weeks and before twelve (12) weeks, the ballot boxes shall be opened and the contents destroyed in the presence of two (2) witnesses, unless a judge has ordered the ballot boxes must be kept for a longer period, and an affidavit shall be made that the witness has witnessed the destruction of the contents of the ballot boxes.</p> <p>Excludes: <i>election nomination papers (LS06) and all other election documents (LS04)</i></p>				
LS06	ELECTION NOMINATION PAPERS	E = First Organizational Meeting of Council	CAO	E+1M(D)
<p>In accordance with the <i>Local Authorities Election Act</i>, the ballot account and nomination papers must be retained until the term of office for which they relate is expired. Therefore, the nomination papers and ballot account of the previous Council should be destroyed within at least one (1) month after a first-term organizational meeting.</p> <p>Excludes: <i>election ballots (LS05) and all other election documents (LS04)</i></p>				
LS07	ACCESS TO INFORMATION REQUESTS	N/A	CAO	15(D)
<p>Records of the municipality's responsibilities for the protection of information and the handling of information requests as regulated by the <i>Access to Information Act</i> and the <i>Protection of Privacy Act</i>. This includes correspondence regarding the access request, the application, and the access package. Records that are subject to an Access to Information (ATI) request shall be required to be retained for an additional one (1) year from the date of the request, as per section 3.12 of this Bylaw.</p> <p>Excludes: <i>n/a</i></p>				
LS08	APPEALS AND HEARINGS	N/A	CAO	P
<p>Records of all transcripts or minutes and related documentation of appeals, hearings, legal proceedings, and final judgments in relation to petitions, Subdivision and Development Appeal Board (SDAB) hearings, Assessment Review Board (ARB) Hearings, Community Standards Appeal Board (CSAB) hearings.</p> <p>Excludes: <i>documents from a public hearing of Council (LS02)</i></p>				
LS09	BOARDS AND COMMITTEES	E = dissolution of the board or committee	CAO	E+15(D)
<p>Records of all Council board and committee documents, incorporation documents, membership, member applications, and all other records related to Council boards and committees.</p>				

E = Event | P = Permanent | D = Destroy

Excludes: <i>minutes of the boards and committees (LS03); bylaws and policies (LS01)</i>				
LS10	LEGAL	E = claim settled	CAO	E+15(D)
<p>Records of litigation, insurance, and disputes against the municipality, or records of litigation and disputes initiated by the municipality. Also includes all records of legal opinions or briefs prepared by the municipality's legal counsel on specific issues and confidential legal agencies' invoicing. Also includes all records related to municipal petitions.</p> <p>Excludes: <i>n/a</i></p>				
LS11	CONTRACTS & AGREEMENTS (MAJ.)	E = cessation of <i>all</i> agreements with entity	CAO	E+15(D)
<p>Records of all agreements and contracts between the Town of Drumheller and service providers, municipalities, other levels of government or their agencies, landowners, or any other entities where the agreement in which the municipality is committed to provide a service or funds for more than one (1) year.</p> <p>Excludes: <i>minor contracts and agreements (LS12) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); leases and disposition, land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
LS12	CONTRACTS & AGREEMENTS (MIN.)	E = cessation of <i>all</i> agreements with entity	Originating	E+15(D)
<p>Records of all other agreements not captured by LS11, which includes agreements that provide short-term services that commit the municipality to provide service or funds for less than one (1) year.</p> <p>Excludes: <i>major contracts and agreements (LS11) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
LS13	CENSUS COORDINATION	E = completion of Census	CAO	E+15(D)
<p>Records pertaining to the coordination development and delivery of a municipal census, records may include the final census report, oaths of office, enumerator forms, and other documents related to the conducting of the census.</p> <p>Excludes: <i>demographic studies (ED01)</i></p>				

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LS14	DELEGATION OF AUTHORITY	S/O = superseded or obsolete	CAO	S/O+10(D)
Written orders pertaining to the delegation of authority to designated staff or positions by authorized parties. Excludes: <i>n/a</i>				
LS15	FORMAL CORRESPONDENCE	N/A	CAO	15(D)
Records pertaining to all incoming and outgoing formal written correspondence not covered elsewhere within this Bylaw, which includes all formal correspondence with ratepayers, external bodies, and other government bodies. Excludes: <i>n/a</i>				
LS16	RECORDS OF ORGANIZATION	N/A	CAO	P
Records of high-level corporate documents which dictate organizational structure or planning, including strategic planning, mission statements, business plans, viability reviews, incorporating documents, and trademarks. Excludes: <i>bylaws and policies (LS01)</i>				
Code	Classification	Notes	Department	Retention
MEDIA AND PUBLIC RELATIONS (MP) – Documents related to the relationship with the media and the general public.				
MP01	MEDIA RELEASES	N/A	CAO	15(D)
The final versions of all media releases issued by the Town of Drumheller and posted on the Town of Drumheller website. Excludes: <i>external publications (MP02); Internal publications (MP03)</i>				
MP02	EXTERNAL PUBLICATIONS	N/A	CAO	P
Includes all final and published documents created by the Town of Drumheller for public consumption and includes flyers, brochures, guides, and other related documents, primarily related to marketing. Excludes: <i>internal publications (MP03); development advertising (DP02)</i>				

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MP03	INTERNAL PUBLICATIONS	N/A	CAO	P
<p>Includes all final and published documents created by the Town of Drumheller for internal consumption and includes internal newsletters and other related documents.</p> <p>Excludes: <i>external publications (MP02)</i></p>				

DRAFT

E = Event | P = Permanent | D = Destroy



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-4-99

SCHEDULE FOR RETENTION AND DISPOSITION OF INACTIVE RECORDS

THE PURPOSE OF THIS POLICY IS TO:

1. To establish guidelines for records retention relevant to administrative, legal, financial and property matters.
2. To ensure the retention of records of historic, cultural or research value.
3. To ensure the orderly disposition of routine or outdated material.

POLICY STATEMENT:

1. Administration shall maintain on behalf of Council a comprehensive records retention system covering all business transacted on behalf of the Town, including but not limited to correspondence, records, receipts, vouchers, instruments, financial documents, land title information. Records retention / disposition refers to computerized information, as well as "hard copy" records.
2. No records required to be maintained by the Town may be destroyed without the prior consent of Council. This consent shall be in the form of motion recorded in regular Council Minutes.

PROCEDURE:

1. **Records to be retained:**
Generally, records are to be kept within the guidelines as outlined in the attached Schedule. Items not specifically mentioned may be reviewed within departmental categories and discretion allowed for department heads to approve alternate schedules for longer retention as space requirement and operations deem efficient.
2. **Procedure for Records Disposition:**
Records scheduled for disposition shall be destroyed without any copy being retained.

Listings of files being destroyed are to be "signed off" by the Department Head.

All listings of files, current and otherwise will be retained by the Freedom of Information and Privacy Coordinator.

Adopted by Muni2000 Committee


Date: June 9, 1999



Chief Administrative Officer

Adopted by Council

Date: July 5, 1999



Mayor of Drumheller

**SCHEDULE A (attachment to Policy #C-4-99)
RECORDS DISPOSITION / RETENTION SCHEDULE**

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u> (Years)
		*P = Permanent
Accounting	Working Papers (annual)	7
Accounts	Accounts payable vouchers	7
	Accounts payable invoices	7
	Receivable duplicate invoices	7
	Receivable paid invoices	7
Administration	Reports (not part of minutes)	P
Advertising	General	7
	As per legislation	7
Agendas	As part of Council minutes	P
Agreements	General	20
	Development	P
	Major Legal	P
	Neighborhood improvement	P
	Site plan approval	P
	Rental & service (after expiration)	7
	Equipment (after expiration)	7
	Leases	P
	Road use (after expiration)	7
Animal Control	Call outs/ Correspondence	7
Annexations	All correspondence	P
Annual Reports	Financial	P
	Other agencies / boards	7
Appointments	Other than those in minutes	7
Assessment	Rolls	P
	Assessment review board minutes	P
	Assessment review board work files	7
	Appeals	7
Assets	Equipment (after disposal)	7
	Land	P
	Buildings	P

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
Bank	Deposit books	7
	Deposit slips	7
	Memos (debit & credit)	7
	Reconciliation's	7
	Statements	7
	Debentures	P
Boards	Minutes	P
	Authority & structure	P
Briefs/Reports	to Council as presented	7
	As part of minutes	P
Budgets	Final Capital (in minutes)	P
	Final operating budget (in minutes)	P
	Estimates (working papers)	7
By-laws	All	P
Building	Development	P
	Land files	P
Cash	Receipts, Journals	7
	Disbursements	7
	Daily reports	7
	Petty cash vouchers	7
	Payment stubs	7
Cemetery	All documentation	P
	Burial permits	P
Certificates	Of title	P
Census	Reports	Historical P
Cheques	Paid (cancelled)	7
	Register	7
	Stubs	7
Claims	Notices of	P
	Statements of	P
Committees	(Council representation) Minutes	P
Community Buildings	Rental	3
	Renovations	P
	Capital work	P

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
Compensation	Records	P
Contracts	Files/Reports (upon completion of contract)	P
	Major legal	P
	Minor	20
Correspondence	General	7
	Historical	P
	Policy	P
	Registers	P
Council	Minutes	P
Court Cases	Correspondence	P
Deeds		P
Destroyed records index	Sign off sheet	P
Development	Building	P
	Permits	P
Easements		P
Elections	Nomination papers	10
	Records	10
	Voters lists	10
Employee Benefits	AHC, ABC, etc., files	10
	L.A.P.P. pension cards	P
	W.C.B. claims	P
	Income tax deductions	7
	TD1 forms	Upon replacement
	T4 slips / summaries	P
Employees	Job applications (hired)	P
	Job applications (not hired)	1
	Job Descriptions (upon replacement)	5
	Oaths of office	P
	Personnel files	P
	Termination records	P
Engineering	Drawings	P
	Files	15

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
Environmental Issues		P
Fire	Access route files	P
	Apparatus files (after disposition)	P
	Station log books	P
Franchises		P
FOIP Requests		P
Insurance	Claims	P
	Records (after expiration)	7
Inventory Records	(after Superseded)	7
Investment	Files	7
	Certificates, etc.	P
Land	Appraisals	5
	Files	P
	Surveys	P
Ledgers	General	P
	Subsidiary	7
Legal, Lawyers	Opinions	P
	Proceedings	P
Legislation	Acts (after superseded)	1
Licenses	Applications	7
	Business (after expiration)	7
	Dog (after expiration)	3
Local Improvements	General files	7
	Records	P
Maps	Base (originals)	P
	Contour	P
Maintenance Reports		7
Minutes	Council, Committees, Boards	P
Orders	Stop work orders (planning)	P
	Under Legislation (M.G.A. or By-laws)	P

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
Organization	Structure & records	P
Payroll	Summaries	7
	Bonuses / Commissions	7
	Car allowance sheets / expense accts.	7
	Garnishees	7
	Individual earnings records	P
	Journal	7
	Time records	7
Photos	Aerial, Official, Historical	P
	General	same as related subject
Plans	Land, building, subdivision	P
	Official	P
Policy	After superseded	P
Press releases/ Presentations		7
Progress reports		7
Property files		P
Reports	Accident	10
	Accident statistics	10
	Accident reports	10
	Building fire	P
	Emergency	P
	Fire inspection	P
	Other inspections	P
	Statistical Analysis	Historical P
	Inventory	7
	Field	7
Sales of Land	All sales	P
Roads	Construction records (after completion)	P
	Closing	P
	Dedication	P
	Widening	P
	Street lighting maps	P
	Overweight permits	P
	Road Use Agreements	(See Agreements)
Sewage	Analysis records	P

<u>Subject</u>	<u>Description</u>	<u>Retention Period</u>
Surveys	General Correspondence	7
	Completed	15
Tax	Rolls	P
	Arrears actions	P
	Final billing	10
	Receipts	7
Telephone Lines	Locations	P
Tenders	Files	7
	Successful	7
	Purchase quotations	7
	Unsuccessful	2
Tickets	By-law	7
Traffic	Lights	P
Training /Develop.	Staff	P
Trial Balances	Monthly	7
	Year end	7
Union	Agreements	P
	Grievances	10
	Other general matters	10
Water	Accounts	7
	Analysis reports	P
Work Diaries/Calendars		1
Work Orders		7

REQUEST FOR DECISION

TITLE:	Community Standards Bylaw #19.25 (2 nd Reading)
DATE:	July 7, 2025
PRESENTED BY:	Trent Kure, Manager of Municipal Enforcement
ATTACHMENTS:	Bylaw #19.25 – Community Standards Bylaw (2 nd Reading)

SUMMARY:

A Public Hearing for proposed *Community Standards Bylaw #19.25* was held at the Regular Council Meeting on June 2, 2025. No comments or submissions were received regarding this consolidated neighbourhood nuisance and property maintenance bylaw. As such, apart from correcting minor clerical errors, no changes have been made since first reading on May 5, 2025. Administration believes this proposed bylaw sets out reasonable and attainable property standards throughout Town, while providing enforcement staff with a clear mandate. Additionally, it will assist in ensuring cleaner and more orderly neighborhoods for all residents.

RECOMMENDATION:

That Council gives second reading to proposed *Community Standards Bylaw #19.25*, as presented.

DISCUSSION:

As previously discussed, this proposed bylaw update was prompted by a legal opinion that the current *Community Standards Bylaw #06.19* and *Tourism Corridor Property Standards Bylaw #04.19* provide conflicting standards, and enforcement could be successfully challenged on these grounds. Accordingly, this proposed bylaw focuses more on refining and merging current provisions, rather than implementing a great deal of new ones. An overview of these revisions are discussed below.

Unsightly Premises and Property Maintenance

The vast majority of the provisions found within section 4 already exist throughout current bylaws. However, unused piles of dirt or gravel, the accumulation of yard waste, and items deemed a fire hazard are not currently regulated - but are within this proposed Bylaw. Additionally, screening provisions for households goods or garbage have been removed and a more concise definition has been created for derelict vehicles or machinery.

Sidewalk Maintenance and Snow Control

Provisions for the maintenance of sidewalks are currently found within the *Preservation of Sidewalk and Governing Encroachments on Highway Bylaw #02.07* and *Amending Bylaw #22.21*. The exact same provisions have been added to Bylaw #19.25, as the current Bylaw does not allow for fines to be issued in cases of non-compliance. A \$300.00 fine for failing to clear sidewalks within twenty-four (24) hours for an accumulation of snow has been proposed.

Front Yard Parking

Section 6 is one of the new proposed provisions. It prohibits people from parking vehicles in the front yards of properties in areas that are not developed, such as a front lawn. It is anticipated that this provision will mitigate the negative impacts some residents claim to experience when others in their neighbourhood of residence own several vehicles that are not being frequently used.

Littering

Provisions for littering and depositing materials on highways, public spaces, or private premises have been strengthened in Bylaw #19.25. Current bylaws only prohibit the deposit of “waste material,” whereas new provisions disallow a wide range of materials and will allow for more effective enforcement of littering or illegal dumping. Additionally, Bylaw #19.25 creates an offence for not picking up litter when directed to by an enforcement officer.

Penalties

The section that enables monetary penalties within Bylaw #19.25 allows for lawyers to deviate from set penalties when prosecuting offences. Doing so will allow for more effective pre-trial resolutions when fines are contested in court. However, fines to be issued by enforcement officers are not flexible and are set based on the offence’s risk to public safety.

FINANCIAL IMPACT:

Costs of assembling Bylaw #19.25 or conducting public engagement were borne through regular staff wages. The other relevant financial considerations of this proposed Bylaw are related to future legal fees when prosecuting non-guilty pleas in the case of fines, or pursuing injunction applications under the *Municipal Government Act* (MGA). These costs will fluctuate from year-to-year and are accounted for within the yearly operating budget.

STRATEGIC POLICY ALIGNMENT:

Promoting a well-maintained and clean community is a priority of Council.

COMMUNICATION STRATEGY:

Proposed Bylaw #19.25 has undergone extensive public communication leading up to this second reading request. Thus far, the following public engagement activities and communication strategies have been employed:

- a) An open house in March;
- b) A consultation at a Downtown Community Business Association meeting;
- c) Several social media posts;
- d) Two informal coffee shop style engagement sessions;
- e) Posters throughout the Town; and
- f) A Public Hearing.

As such, Administration believes no further engagement or communication is necessary beyond regular updates as the Bylaw progresses through the legislative process.

MOTION:

That Council gives second reading to Community Standards Bylaw #19.25, as presented.



Prepared by:
Trent Kure
Manager of Municipal Enforcement



Reviewed by:
Greg Peters
Director of Emergency and
Protective Services



Approved by:
Esther Quiambao,
CLGM
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, and all boulevards adjacent to the parcel of land;
- 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 King's 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 King's 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 is attached to and 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 _____ 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' – 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:	Aquaplex Hot Tub Restoration Project Update
DATE:	July 7, 2025
PRESENTED BY:	Connor Schweder, Junior Project Manager
ATTACHMENTS:	N/A

SUMMARY:

The Town of Drumheller approved \$250,000 in the 2025 Capital Budget to restore the Aquaplex hot tub to a functional state for public use. During early construction, Pinnacle Aquatic Group uncovered unexpected structural deficiencies beneath the pool deck, including rotted wood supporting the concrete slab and improper backfill surrounding the surge tank. While the surge tank itself remains in good condition, the surrounding infrastructure poses serious safety concerns. A structural engineer confirmed the need for immediate remediation, recommending removal of deteriorated materials, proper backfilling, and re-pouring of concrete to ensure long-term stability and safety.

To address this unforeseen issue, Infrastructure Services is requesting an additional \$53,200 in capital funding to complete the expanded scope of work. Two (2) options are being presented:

- **Option #1** is to proceed with additional work now while the site is already exposed, preventing further deterioration and future costs.
- **Option #2** is to cancel the project and return the deck to its original state, leaving the hot tub closed indefinitely.

Addressing the issue now is the most efficient, cost-effective, and responsible approach, aligning with the Town's strategic goals of maintaining safe, high-quality recreational infrastructure.

RECOMMENDATION:

Administration recommends that Council approve an additional capital allocation of \$53,200 to complete the necessary scope of work and restore the Aquaplex hot tub to full operational condition.

DISCUSSION:

The Town of Drumheller approved a budget of \$250,000 in the 2025 Capital Budget to remediate the Aquaplex hot tub and bring it back to a functioning state for residents and visitors to enjoy. On April 3, 2025, the Aquaplex Hot Tub Award Request for Decision was presented to the CAO for approval, resulting in the project being awarded to Pinnacle Aquatic Group. Leading up to the construction start date of June 2, 2025, Pinnacle focused on design and engineering to ensure all components and layouts would work effectively within the existing space.

As work began, Pinnacle removed the surrounding concrete pool deck to access the hot tub's return and supply piping to and from the mechanical room. During this initial phase, several

unexpected issues with the subgrade were uncovered. The area surrounding the surge tank, which holds overflow water from the hot tub, was found to not be backfilled with any materials. Rather, the surge tank was supported by a suspended wooden structure that had been holding up approximately ten inches of concrete. This wood was significantly deteriorated due to prolonged exposure to moisture, heat, and pressure, making it structurally unsound. Although the surge tank, installed around 2017, remains in good condition, if the wooden structure had collapsed, the concrete would have caused significant damage to the fiberglass surge tank.

Pinnacle engaged a structural engineer to assess the situation and provide guidance. The resulting recommendation includes the removal of the rotted wood, backfilling with proper structural material, and placing new concrete to reinforce and stabilize the affected area. This solution addresses both current safety concerns and prevents future issues that could compromise the hot tub and surrounding infrastructure.

Administration has identified two (2) options for Council's consideration:

- **Option #1 - Proceed with the additional work and allocate the required funds:**
This approach would involve additional funding of \$53,200 to fully address the structural deficiencies. Resolving this issue now while the deck is already exposed, mitigates future risks such as concrete collapse, health and safety hazards, and unplanned facility shutdowns. It ensures the long-term integrity and safe use of the hot tub for the public.
- **Option #2 - Cancel the project and return the site to its original condition:**
This approach would result in only completing the structural remediation work without returning the hot tub to operational use. This would involve removing the rotted wood, backfilling the area with appropriate material, and closing the space with a concrete deck, leaving the hot tub sealed and inactive. While this option improves the structural safety of the facility and is more cost-effective in the short term, it does not restore the hot tub for public use and delays the broader objective of fully reactivating this amenity.

Had this issue gone unnoticed, it would likely have required significant repair within the next two (2) to five (5) years. Addressing it now, while the area is open and accessible, represents the most practical and responsible approach to ensure the facility remains safe and functional for Aquaplex users.

FINANCIAL IMPACT:

The original project was approved at a budget of \$250,000. The contract awarded to Pinnacle Aquatic Group was \$197,400. The current request reflects a change-order to address unforeseen structural issues, which includes additional funding of \$53,200. This change, along with the originally approved contingency, brings the total project costs above the initial budget.

Aquaplex Hot Tub Budget:	\$250,000
Pinnacle Awarded Contract:	\$197,400
Change Order (Additional Work)	\$ 92,000
Contingency 15%	\$ 13,800
Total Expense	<u>\$303,200</u>
Additional Funds Required (LGFF Funding)	<u>\$ 53,200</u>

The recommended source of funding is from currently unallocated Local Government Fiscal Framework (LGFF) grant.

STRATEGIC POLICY ALIGNMENT:

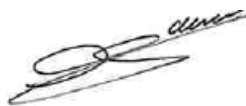
This project supports the Town's strategic goal of maintaining and improving high-quality recreational infrastructure. Restoring the hot tub ensures continued access to valuable community amenities and promotes health, wellness, and tourism. Addressing the structural concern now aligns with the Town's commitment to safety, responsible asset management, and long-term sustainability of its facilities.

COMMUNICATION STRATEGY:

Pinnacle Aquatic Group will be formally notified of the scope expansion to proceed with the required structural remediation. At this time, additional work is not expected to delay the project timeline. The hot tub remains on track for reopening on September 9, 2025, and all project updates will continue to be shared with relevant stakeholders and the public as needed.

MOTION:

That Council approves the unbudgeted additional expense of \$53,200 for the Aquaplex Hot Tub Restoration Project and that it be funded by the Town of Drumheller's Local Government Fiscal Framework (LGFF) grant.



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, LL.B, LL.M
Chief Financial Officer
Director, Corporate & Community Services