



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**AGENDA**

TIME & DATE: 4:30 PM – Monday, September 22, 2025

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

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1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the September 22, 2025, Regular Council Meeting**

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

5. MEETING MINUTES

5.1 **Minutes for the September 8, 2025, Regular Council Meeting**

[Regular Council Meeting – September 8, 2025 – Draft Minutes](#)

Proposed Motion: That Council approves the minutes for the September 8, 2025, Regular Council Meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Municipal Planning Commission**

[July 10, 2025 – Regular Meeting – Minutes](#)

[July 25, 2025 – Regular Meeting - Minutes](#)

Proposed Motion: That Council accepts the Municipal Planning Commission meeting minutes for the July 10, 2025 and July 25, 2025 Regular Meetings, as information.

6.2 **Drumheller Public Library Board**

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

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

### **6.3 Drumheller Housing Administration**

[March 20, 2025 – Regular Meeting – Minutes](#)

[July 21, 2025 – Regular Meeting – Minutes](#)

Proposed Motion: That Council accepts the Drumheller Housing Administration meeting minutes for the March 20, 2025 and July 9, 2025 Regular Meetings, as information.

## **DELEGATIONS**

## **PUBLIC HEARING**

## **7. REPORTS FROM ADMINISTRATION**

### **OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

#### **7.1 Chief Administrative Officer**

##### **7.1.1 Cancellation of October 14, 2025, Committee of the Whole Meeting**

Proposed Motion: That Council cancels the October 14, 2025, Committee of the Whole Meeting.

##### **7.1.2 Encroachment Bylaw #02.25 (3<sup>rd</sup> Reading)**

[Request for Decision](#)

[Bylaw #02.25 – Encroachment Bylaw \(3<sup>rd</sup> Reading\)](#)

Proposed Motion: That Council gives third and final reading to Encroachment Bylaw #02.25, as presented.

##### **7.1.4 Lehigh Land Designation Revising Bylaw #31.25 (1<sup>st</sup> Reading)**

[Request for Decision](#)

[Bylaw #31.25 - Lehigh Land Designation Revising Bylaw \(1<sup>st</sup> Reading\)](#)

[CAO Certification of Revising Bylaw #31.25](#)

[Revised Bylaw #29.25 – Lehigh Land Designation Bylaw](#)

[Bylaw #29.25 – Lehigh Land Designation Bylaw](#)

Proposed Motion: That Council gives first reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.



Proposed Motion: That Council gives second reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

Proposed Motion: That Council gives unanimous consent for third reading of Lehigh Land Designation Revising Bylaw #31.25.

Proposed Motion: That Council gives third and final reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

#### **7.1.5 Council Procedure Bylaw #33.25 (1<sup>st</sup> Reading)**

[Request for Decision](#)

[Bylaw #33.25 – Council Procedure Bylaw \(1<sup>st</sup> Reading\)](#)

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

Proposed Motion: That Council gives first reading to Council Procedure Bylaw #33.25, as presented.

Proposed Motion: That Council gives second reading to Council Procedure Bylaw #33.25, as presented.

#### **7.2 Flood Mitigation Project Director**

##### **7.2.1 Fisheries and Oceans Canada (DFO) Planting - Program Revegetation Tender Update**

[Briefing Note](#)

Proposed Motion: That Council accepts this Fisheries and Oceans Canada (DFO) Planting - Program Revegetation Tender Update, as information.

### **CORPORATE & COMMUNITY SERVICES**

#### **EMERGENCY AND PROTECTIVE SERVICES**

##### **7.3 Director of Emergency and Protective Services**

###### **7.3.1 Municipal Policing Committee Bylaw #35.25 (1<sup>st</sup> Reading)**

[Request for Decision](#)

[Bylaw #35.25 - Municipal Policing Committee Bylaw \(1<sup>st</sup> Reading\)](#)

Proposed Motion: That Council gives first reading to Municipal Policing Committee Bylaw #35.25, as presented.

Proposed Motion: That Council gives second reading to Municipal Policing Committee Bylaw #35.25, as presented.

## INFRASTRUCTURE SERVICES

### 7.4 Director of Infrastructure Services

#### 7.4.1 Revised Purchasing Policy #P0225C

[Request for Decision](#)  
[Purchasing Policy P0225C \(Draft\)](#)  
[Purchasing Policy C-09-20](#)  
[Purchasing Policy C-03-17](#)  
[Purchasing Policy C-03-09](#)

Proposed Motion: That Council adopts Purchasing Policy # P0225C, as presented.

#### 7.4.2 Electrical Vehicle Charger Units Upgrade Proposal

[Request for Decision](#)

Proposed Motion: That Council approves upgrading the current EV charger units located at the Badlands Community Facility and at the parking lot on 1<sup>st</sup> Street West north of Railway Avenue, where one (1) old EV charger will be removed at each site and replaced with one (1) new EV charger unit, provided by Sun Country Highway, and furthermore, directs Administration to establish an associated EV charge user fee.

#### 7.4.3 Major Capital Projects 2025-2029

[Briefing Note](#)  
[Capital Plan 2025 - 2029 Projects](#)

Proposed Motion: That Council accepts the Major Capital Projects 2025 – 2029 Review Report, as information.

## 8. ADJOURNMENT

Proposed Motion: That the Committee adjourn the meeting at \_\_\_\_\_ p.m.



**TOWN OF DRUMHELLER**  
**REGULAR COUNCIL MEETING**

**MINUTES**

TIME & DATE: 4:30 PM – Monday, September 8, 2025

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

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**IN ATTENDANCE:**

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

Chief Administrative Officer: Esther Quiambao  
Dir. of Corporate & Community Services: Victoria Chan  
Dir. of Infrastructure: Jared Brounstein  
Dir. of Emergency & Protective Services: Greg Peters  
Communications Officer: Erica Crocker  
IT Support/Recording Secretary: Angela Keibel

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1. **CALL TO ORDER**

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

2. **OPENING COMMENTS**

Councillor Kolafa reminded potential candidates for the 2025 Municipal Election that Nomination Day is September 22, 2025, at 12:00 noon. If you're thinking about running for Mayor or Council in the upcoming election on October 20, book an appointment with the Returning Officer by emailing [legislativeservices@drumheller.ca](mailto:legislativeservices@drumheller.ca) or calling 403-823-1347.

Councillor Zariski reminded the public that the Dinosaur Half Marathon is taking place Sunday, September 14, 2025, that over 600 participants will be taking part and asked everyone to be on the lookout Sunday morning. He also congratulated all the pickleball players who won medals in the most recent pickleball event and commented that pickleball "is taking over the world."

Councillor Zariski read and officially affirmed the Oath of Office for the position of Deputy Mayor for the months of September and October 2025.

3. **ADDITIONS TO THE AGENDA**

4. **ADOPTION OF AGENDA**

4.1 **Agenda for the September 8, 2025, Regular Council Meeting**

**M2025.319** Moved by Councillor Lacher, Councillor Price

That Council adopt the agenda for the September 8, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

5.1 **Minutes for the August 25, 2025, Regular Council Meeting**

Agenda Attachment: Regular Council Meeting – August 25, 2025 – Draft Minutes.

**M2025.320** Moved by Councillor Sereda, Councillor Kolafa  
That Council approves the minutes for the August 25, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

YouTube Timestamp: 6:29

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

Agenda Attachment: June 26, 2025 – Regular Meeting – Minutes.

**M2025.321** Moved by Councilor Zariski, Councillor Lacher  
That Council accepts the Drumheller & District Senior's Foundation meeting minutes for the June 26, 2025, Regular Meeting, as information.

CARRIED UNANIMOUSLY.

6.2 **Drumheller & District Solid Waste Management Association**

Agenda Attachment: June 13, 2025 – Regular Meeting – Minutes.

**M2025.322** Moved by Councillor Kolafa, Councillor Price  
That Council accepts the Drumheller & District Solid Waste Management Association meeting minutes for the June 13, 2025, Regular Meeting, as information.

CARRIED UNANIMOUSLY.

7. DELEGATIONS

YouTube Timestamp: 7:39

7.1 **Drumheller Area Health Foundation**

Agenda Attachment: Presentation.

**M2025.323** Moved by Councillor Lacher, Councillor Sereda  
That Council accepts the presentation of the Grow Your Own Rural Nursing Program and Simulation Lab by the Drumheller Area Health Foundation, as information.

CARRIED UNANIMOUSLY.

9. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 26:18

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 **Chief Administrative Officer**

9.1.1 **Municipal Development Plan Amending Bylaw #26.25 (2<sup>nd</sup> Reading)**

Agenda Attachments: Request for Decision; Bylaw #26.25 – Municipal Development Plan Amending Bylaw (2nd Reading); Municipal Development Plan (Office Consolidation) Bylaw #17.20 (showing Amending Bylaw #26.25 and clerical corrections).

**M2025.324** Moved by Councillor Price, Councillor Kolafa  
That Council gives second reading to Municipal Development Plan Amending Bylaw #26.25, as amended.

CARRIED UNANIMOUSLY.

**M2025.325** Moved by Councillor Kolafa, Councillor Sereda  
That Council gives third and final reading to Municipal Development Plan Amending Bylaw #26.25, as presented.

CARRIED UNANIMOUSLY.

CORPORATE & COMMUNITY SERVICES

YouTube Timestamp: 32:23

9.2 **Director of Corporate and Community Services**

9.2.1 **Request for Proposal Award – External Auditing Services**

Agenda Attachments: Request for Decision; Policy C-09-20 – Purchasing Policy.

**M2025.326** Moved by Councillor Sereda, Councillor Lacher  
That Council awards the auditing services contract to Metrix Group LLP Chartered Professional Accountants for the fiscal years beginning January 1, 2025, and ending December 31, 2028, with the option to extend the contract for an additional two (2) years.

CARRIED UNANIMOUSLY.

- M2025.327** Moved by Councilor Zariski, Councillor Kolafa  
That Council appoints Metrix Group LLP Chartered Professional Accountants as the Town of Drumheller's municipal auditors for the fiscal years beginning January 1, 2025, and ending December 31, 2028.

CARRIED UNANIMOUSLY.

#### 9.2.2 **2026 Tax Recovery Public Auction – Establish Reserve Bid Values & Terms**

Agenda Attachments: Request for Decision; 2025 Tax Recovery Public Auction List.

- M2025.328** Moved by Councillor Lacher, Councillor Kolafa  
That Council authorizes the 2025 tax recovery public auction to be held on January 23, 2026, and furthermore sets the assessed values as at July 31, 2025, as the reserve bid prices for the properties being offered for sale, and sets the terms and conditions for the sale as presented.

CARRIED UNANIMOUSLY.

#### INFRASTRUCTURE SERVICES

YouTube Timestamp: 43:44

#### 9.3 **Director of Infrastructure Services**

##### 9.3.1 **Winter Maintenance – Midland Provincial Park Mine Site**

Agenda Attachments: Request for Decision; Park Lot Area – Mine Site.

- M2025.329** Moved by Councillor Lacher, Councillor Price  
That Council approves the continuation of winter maintenance services at Midland Provincial Park for the 2025/26 season and the expansion of services to include the Midland Mine lower parking area, with snow and ice control provided by the Town of Drumheller and trail and washroom maintenance provided by the Badlands Trail Society.

CARRIED UNANIMOUSLY.

- M2025.330** Moved by Councillor Kolafa, Councillor Lacher  
That Council directs Administration to engage with Alberta Forestry and Parks to advocate for the Government of Alberta to assume year-round maintenance responsibilities for Midland Provincial Park and the Midland Mine lower parking area.

CARRIED UNANIMOUSLY.

#### EMERGENCY AND PROTECTIVE SERVICES

Mayor Colberg called a recess at 5:14 p.m.

Mayor Colberg resumed the meeting at 5:30 p.m.

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

YouTube Timestamp: 1:03:37

8.1 **Proposed North Michichi Creek Land Designation Bylaw #28.25**

Agenda Attachments: Briefing Note; Bylaw #28.25 - North Michichi Creek Land Designation (1st Reading).

**M2025.331** Moved by Councillor Lacher, Councillor Price  
That the Public Hearing for proposed North Michichi Creek Land Designation Bylaw #28.25 be opened at 5:30 p.m.

CARRIED UNANIMOUSLY.

Mayor Colberg notified the public that the Public Hearing was held in accordance with Part 7 of the *Municipal Government Act* and the *Council and Committee Procedure Bylaw* to give all affected persons the opportunity to provide feedback on North Michichi Creek Land Designation Bylaw #28.25. She confirmed no decisions will be made at this meeting; Council will consider all submissions and will deliberate on this feedback at a future meeting of Council.

At the request of Mayor Colberg, Chief Administrative Officer E. Quiambao introduced Bylaw #28.25 and briefly spoke about its intended purpose. Legislative Services Coordinator, Angela Keibel, reviewed the rules of conduct and the procedure for the Public Hearing.

**Presentations in Support**

- No one registered to present in-person or remotely, and no written submissions were received in support of Bylaw #28.25.
- Mayor Colberg then called three times for anyone present, either in person or remotely, who wished to express support for Bylaw #28.25, to come forward. There were no submissions and no speakers came forward.

**Presentations in Opposition**

- No one registered to present in-person or remotely, and no written submissions were received in opposition of proposed Bylaw #28.25.
- Mayor Colberg then called three times for anyone present, either in person or remotely, who wished to oppose proposed Bylaw #28.25, to come forward. There were no submissions and no speakers came forward.

As there were no written submissions or presentations that required responses from Administration or clarifying questions from Council, Mayor Colberg then called for a motion to close the Public Hearing.

**M2025.332** Moved by Councillor Price, Councillor Kolafa  
That the Public Hearing for proposed North Michichi Creek Land Designation Bylaw #28.25 be closed at 5:37 p.m.

CARRIED UNANIMOUSLY.

10. ADJOURNMENT

**M2025.333** Moved by Councillor Lacher, Councillor Price  
That Council adjourn the meeting at 5:37 p.m.

CARRIED UNANIMOUSLY.

\_\_\_\_\_  
MAYOR

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



**Municipal Planning Commission  
MINUTES  
12:00 PM – Thursday, July 10, 2025  
Council Chambers, 224 Centre St and Microsoft Teams and  
[Live Stream on Drumheller Valley YouTube Channel](#)**

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**Present:**

Crystal Sereda – Councillor/Member – Chair  
Andrew Luger – Member  
Art Erickson – Member  
Shelley Rymal – Member  
Devin Diano – Palliser Regional Municipal Services  
Antonia Strilisky – Development Officer  
David Vidal – Reality Bytes IT  
Bridget Unland – Municipal Planning Commission Secretary

Marlene Cartwright – Guest  
Sandra Cartwright – Guest

**Regrets:**

Tony Lacher – Councillor/Member  
Aaron Hamilton – Member  
Kirk Mclean – Member

**1.0 CALL TO ORDER**

C. Sereda called meeting to order at 12:03 pm

**2.0 ADDITIONS TO THE AGENDA**

Additions, Deletions or Amendments

Additions - none

Deletions - remove Section 5.0 Summary of Development Permits from Agenda

Amendments - none

**3.0 ADOPTION OF THE AGENDA**

**3.1** Agenda for July 10, 2025 Municipal Planning Commission Meeting.

**MOVED** by A. Erickson, **SECONDED** by S. Rymal

**MPC2025.024** The Municipal Planning Commission adopt the amended agenda for the July 10, 2025 Meeting as presented.

**CARRIED UNANIMOUSLY AS AMENDED**

#### **4.0 MINUTES FROM PREVIOUS MEETINGS**

**4.1** Minutes for the June 12, 2025, Municipal Planning Commission Meeting.

**MOVED** by S. Rymal, **SECONDED** by A. Luger

**MPC2025.025** The Municipal Planning Commission adopt the minutes for the June 12, 2025 Municipal Planning Commission meeting, as presented.

**CARRIED UNANIMOUSLY**

#### **5.0 SUMMARY OF DEVELOPMENT PERMITS – REMOVED**

#### **6.0 REQUEST FOR DECISION**

**6.1 Development Permit T00057-25D**

Information Presented by A. Strilisky

**MOVED** by A. Erickson, **SECONDED** by A. Luger

**MPC2025.026** The Municipal Planning Commission approve Development Permit application T00057-25D for the construction of a Dwelling Unit – Garden. Placement located at 253 4 Street, Lot: 13,14, Block: 2 Plan: 7935EM with conditions as presented.

**MOTION TABLED**

**MOVED** by A. Erickson, **SECONDED** by S. Rymal

**MPC2025.027** The Municipal Planning Commission table motion **MPC2025.026**.

**CARRIED UNANIMOUSLY**

**7.0 PALLISER REGIONAL MUNICIPAL SERVICES**

7.1 No Subdivision files to discuss

**8.0 OTHER DISCUSSION ITEMS**

**9.0 NEXT MEETING DATE – July 24, 2025 at 12:00 pm**

**10.0 ADJOURNMENT**

**MOVED** by S. Rymal, **SECONDED** by A. Luger

**MPC2025.028** The Municipal Planning Commission adjourn the meeting at 12:42 pm.

**CARRIED UNANIMOUSLY**

  
Chairperson  
Development Officer

**Municipal Planning Commission  
MINUTES  
12:00 PM – Thursday, July 24, 2025  
Council Chambers, 224 Centre St and Microsoft Teams and  
[Live Stream on Drumheller Valley YouTube Channel](#)**

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**Present:**

Crystal Sereda – Councillor/Member – Chair  
Andrew Luger – Member  
Art Erickson – Member  
Kirk Mclean – Member  
Shelley Rymal – Member  
Antonia Strilisky – Development Officer  
David Vidal – Reality Bytes IT  
Bridget Unland – Municipal Planning Commission Secretary  
  
Andrew Cartwright – Guest

**Regrets:**

Tony Lacher – Councillor/Member  
Aaron Hamilton – Member  
Devin Diano – Palliser Regional Municipal Services

**1.0 CALL TO ORDER**

C. Sereda called meeting to order at 12:00 pm

**2.0 ADDITIONS TO THE AGENDA**

Additions, Deletions or Amendments

Additions: - none

Deletions: - none

Amendments:

1. Agenda Meeting date updated from Friday, July 25, 2025 to Thursday, July 24, 2025
2. Section 4.1 Proposed Motion date changed from June 12, 2025 to July 10, 2025
3. Section 6.1 Proposed Motion changed to Motion to Revisit Motion MPC2025.026

**3.0 ADOPTION OF THE AGENDA**

**3.1** Agenda for July 24, 2025 Municipal Planning Commission Meeting.

**MPC2025.032 Motion to Remove from Table Motion MPC2025.026**

**CARRIED UNANIMOUSLY**

**MOVED** by A. Erickson, **SECONDED** by A. Luger

**MPC2025.026** The Municipal Planning Commission approve Development Permit application T00057-25D for the construction of a Dwelling Unit – Garden. Placement located at 253 4 Street, Lot: 13,14, Block: 2 Plan: 7935EM with conditions as presented.

**CARRIED UNANIMOUSLY**

**7.0 PALLISER REGIONAL MUNICIPAL SERVICES**

7.1 No Subdivision files to discuss

**8.0 OTHER DISCUSSION ITEMS**

**9.0 NEXT MEETING DATE – August 21, 2025 at 12:00 pm**

**10.0 ADJOURNMENT**

**MOVED** by A. Erickson, **SECONDED** by S. Rymal

**MPC2025.033** The Municipal Planning Commission adjourn the meeting at 12:10 pm.

**CARRIED UNANIMOUSLY**



**Chairperson**



**Development Officer**

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

**Date:** Wednesday July 9, 2025  
**Time:** 6:30 pm  
**Location:** Online Zoom  
**Chair:** Cheryl McNeil  
**Secretary:** James Foster  
**Regrets:** Brook Gipman  
**Trustees:** Lynn Fabrick, Stephanie Price, Tracy Abildgaard, Andrea Roberts, Ken Enns, Rebecca Harvey  
**Marigold Rep:** Margaret Nielsen (not present)  
**Guests:**  
**Library Director:** Melody Polych

1. Call to Order – C McNeil called the meeting to order at 6:36 pm.
2. Meeting Procedures
  - a. Welcome guests – no guests
  - b. Land acknowledgement – open call – C McNeil read the land acknowledgement.
  - c. Confirmation of quorum (5/9) – Eight board members present, quorum achieved.
  - d. Correspondence – (3 items) – C McNeil sent correspondence for the board to review. M Polych also sent a communication, regarding the value of our investment in Marigold (our regional library system).
  - e. Accepting of regrets - regrets accepted.
  - f. Agenda review – additions/changes to agenda – L Fabrick asked that "motion was carried" spelling corrected on ongoing business. C McNeil asked to add under financials – June 2025 month end – review/approve.
  - g. Review/approval of Meeting Minutes (June 4, 2025) – Add Linda Traquair and Debbie Laplante to the list of guests present at the June board meeting.

S Price moved to approve the minutes as amended, K Enns seconded, all in favour. Motion carried.

### 3. Reports

- a. Financials: K. Enns
  - i. May 2025 month end – review/approve – K Enns presented the May 2025 financial statement – expenses and income all appear uneventful and on track.

L Fabrick moved to approve the May financial statement as presented, S Price seconded, all in favour. Motion carried.

- ii. June 2025 month end – review/approve – K Enns presented the June 2025 financial statement. K Enns noted that sick/vacation coverage is above budgeted amounts at this point. M Polych noted that she can budget more for this expense in the future. K Enns noted that gallery



expenses were up, and M Polych said that this is because cheques made to pay artists in December did not go through until June. In the future, M Polych will make sure that payments to gallery artists will go out the same month their art is sold (or at least dated the month the sale was made). C McNeil noted that general administration expenses are down, and the town is paying more for the financial review, which was unexpected. M Polych said that working with MNP has been very positive and the accountant working on the library account is very easy to work with.

K Enns moved to approve the June 2025 financial statement as presented, L Fabrick seconded, all in favour. Motion carried.

- b. Library Director – June 2025 report - M. Polych presented her director's report. She noted that June's participation numbers have been lower, which is probably due to summer's arrival. The children's staff member had the idea of suspending some programming during summer time to save resources. PLSB revealed their new language learning service, which should work well. Gallery is doing well, and the current showing has already sold 4-5 paintings. Badlands Storytime was successful, but ideally with more children in attendance. Financial review was finalized and the PLSB grant and CRA application were filed. Social media engagement is up. C McNeil complimented M Polych for how well the post-financial review applications filing process went.
- c. Marigold: M. Nielsen – not present, no report.
- d. Society: M. Nielsen / C. McNeil – C McNeil will have a table at the farmer's market to recruit for the library society. She is also willing to advertise library programs. July 26 is tentatively set as the date for the library society table at the farmer's market. The society is also interested in scheduling a library mixer for staff, volunteers, board members and society members. Reel Alternative films will start back up in September.
- e. Committees:
  - i. HR Committee (J. Foster, C. McNeil) – no report.
  - ii. Special Projects Committee: committee formed w/ goal to support Plan of Service work – meeting set for July 15 – 6:30 pm
  - iii. Policy Committee: meeting set for July 21 (S. Price, C. McNeil) – S Price cannot attend on this date as she has town council. This meeting will need to be rescheduled.

#### 4. Ongoing/Unfinished Business

- a. Ratification of email vote to approve 2024 Financial Review – Motion was: "Move to approve the 2024 Financial Review as presented on June 10, 2025". Motion was carried on June 12, 2025. S Price moved to ratify the email motion of June 10, R Harvey seconded, all in favour. Motion carried.
- b. Signing authority – ConnectFirst/Servus – J Foster and C McNeil will need to sign the approved June meeting minutes, which will then be taken to

ConnectFirst/Servus. All board members with signing authority then need to go to the bank to update signing authority.

- c. Board member orientation/training
  - i. Orientation/Training – ongoing – binders are updated and policies will be included in binders.
    - 1. Three new board member applications have been received by C McNeil to fill J Scott's vacant board position. New applicants should be able to get invited to our next board meeting.
  - ii. Board Basics Workshops – will be posted once PLSB announces these – no new workshops offered as of now.

#### 5. New Business

- a. 2025 Cost of Living staff wage increases – for discussion/decision – M Polych noted that since 2021 cost of living adjustments have been made to staff wages. There are recommendations for wage increases in varying amounts, but M Polych suggests that 2% to 2.25% would be a reasonable cost of living increase. M Polych presented information about how much this would increase library expenses. A 2% increase would cost the library around \$3753.28 and a 2.25% increase would cost \$4186.82. Staff members also get step increments based on years worked, which is not factored into this calculation. C McNeil asked S Price if this is in line with increases for town employees, and S Price said it did not seem unreasonable. S Price asked if this wage increase would be within the library's budget. M Polych noted that this cost would fall within the budget for staff wages. C McNeil asked if this would include all staff members, which M Polych said it would. S Price asked if this would bring hourly wages up to living wage, to which M Polych stated the lowest staff wages (students) would be a little below living wage. M Polych said the latest information for living wage in the province was in 2024, but no specific data for Drumheller or comparable towns. R Harvey asked how much time the summer students have left, and M Polych stated that they have eight weeks of summer funding. M Polych said that the summer students work reduced hours outside of funded summer hours. M Polych stated that since this is a cost of living increase, she intended that this cost of living increase would be part of base pay for all staff members. C McNeil stated that she thinks that applying this cost of living increase to all employees helps to retain and recruit staff. L Fabrick echoed C McNeil's thoughts that this wage increase will help recruit and retain library staff.

L Fabrick moved to implement a cost of living wage increase of 2.25% for all library employees, retroactive to pay period eight in 2025, K Enns seconded, all in favour. Motion carried.

- 6. Adjournment – L Fabrick moved to adjourn the meeting at 7:33 pm.

**Next Meeting: September 10, 2025**



**Minutes Signatures:**

Cheryl McNeil

Chair, Town of Drumheller Library Board

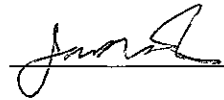
Signature & Date:

\_\_\_\_\_

James Foster

Secretary, Town of Drumheller Library Board

Signature & Date:

\_\_\_\_\_ Sept 17, 2025

# DRUMHELLER HOUSING ADMINISTRATION - DRU

March 20, 2025 – 12:00 pm C21 Board Room

## BOARD MEETING

### CALL TO ORDER

The meeting was called to order at 12:12pm

In attendance:

- Board Chair Crystal Sereda
- Board member Brendon Huntley
- Board member James Forbes
- CAO Bob Sheddy, Cass Houston, Linda Lacher, Mitch Smith(via Zoom) and Peter Stone (Ascend LLP)

APPROVAL OF MINUTES –Dec 17, 2024

On motion of Brendon and seconded by James the Minutes of December 17, 2024 were accepted as read. Everyone was in favor. Carried

### OLD BUSINESS

- 102 Sandstone Colton's Place MOU - MOU is still not signed. Waiting on the Salvation Army to approve it.
- Sandstone Reserve Fund Payment \$40,000.00 made December 14, 2023 (on track to contribute \$10,000 in 2024)
- New Building: Town of Drumheller applied to CMHC Accelerator Fund but was not accepted. DHA would like Council to add to their plans, budgeting to get the plans & budget to build a new version of Sandstone Manor with an elevator.
- RAB \$42,000.00 cash advance from Sept. 2012 can only be used for RAB to cover any cash flow issues
- Town of Drumheller Water Bills \$2.50 fee per printed bill x 51 (26 Greentree, 24 Hunts, 1 Sandstone) - Crystal will follow up with the TOD

### MANAGEMENT REPORT

- Board Terms/Re-Appointments - The Board received expressions of interest from Gerald and Brendon to renew their terms on the board. On motion of Brendan and seconded by James, to approve the renewal of both terms and for Gerald and Brendan to continue as Board Members. All in Favour. Carried.
- ASHC Letter - Social Housing Approved 2025 Operating Budget \$433,272.00 - The Board is pleased to see an increase, this will allow needed concrete work and maintenance to continue.
- RAB Funding & Defined Areas - Now only serving Drumheller & Starland County, 2025 approved RAB budget is \$328,000.00. Points score qualifications is 32 points minimum required for approval. On motion of Brendan and seconded by Gerald the minimum point score required for approval to RAB will be lowered to 21 points from 32. All in favour. Carried.
- Hydraulic Dump Trailer \$13,600+GST Drumheller Equipment Sales & Rentals - Trailer has been purchased and registered. Bob to look into Provincial Insurance or Century 21 Insurance.
- 2024 DRU Audit - Peter Stone presented the Board with the completed audit. Linda will file the GST for DHA. Bob will sign off on the Management paperwork for the Audit. On Motion of James and seconded by Brendon the 2024 DHA Audit is approved. All in favour. Carried.
- 2024 Carryover request - There is a surplus of \$81,205.00 from 2024 a request will be made to the Housing Advisor.

### MAINTENANCE REPORT

- Greentree and Hunts annual inspections - Everything went well overall
- 73 Cedar Crescent - Telepost was replaced in the basement by maintenance (issue was discovered during inspections)

### FINANCIAL REPORTS

- \$240,841 in Sandstone Capital Reserve with the Town of Drumheller - Bob and Crystal will meet with the TOD via Zoom regarding the possibility of withdrawing a portion of funds to go towards expenses.
- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials
- Sandstone Reconciliation
- DHA A/R List - approved

Meeting adjourned at 1:22 pm.

Minutes Accepted on 21 day of July, 2025

*Crystal Sereda*

September 22, 2025 - Agenda  
BOARD CHAIR

# DRUMHELLER HOUSING ADMINISTRATION - DRU

July 21, 2025 – 12:00 pm via ZOOM

## BOARD MEETING

### CALL TO ORDER

The meeting was called to order at 12:06pm

In attendance:

- Board Chair Crystal Sereda
- Board member Brendon Huntley
- Board member Gerald Martynes
- CAO Bob Sheddy, Cass Houston, Mitch Smith

### APPROVAL OF MINUTES – March 20, 2025

On motion of Brendon and seconded by Gerald the Minutes of March 20, 2025 were accepted as read. Everyone was in favor. Carried  
OLD BUSINESS

- Sandstone Reserve Fund - \$250,841.00 Bridge Loan Request
- New Building: Town of Drumheller applied to CMHC Accelerator Fund but was not accepted. DHA would like Council to add to their plans, budgeting to get the plans & budget to build a new version of Sandstone Manor with an elevator.
- RAB \$42,000.00 cash advance from Sept. 2012 can only be used for RAB to cover any cash flow issues
- Town of Drumheller Water Bills \$2.50 fee per printed bill x 51 (26 Greentree, 24 Hunts, 1 Sandstone) - Crystal will follow up with the TOD

### MANAGEMENT REPORT

- Board Terms/Re-Appointments - Waiting on Town Council to approve the re-appointments of Gerald and Brendan. Move to Old Business.
- 2026-2028 Business Plan Submission has been completed
- 2024 Audit Finding - Deficiencies and approval of \$77,612.89 to Deferred Operating Reserve Fund (DORF) in addition to \$3,803.53 of 2023 carryover. As of December 31, 2024 the ending balance of DRU's DORF account is \$93,943.42. Deficiencies - There is now a second administrator in the office and rent calculations are double checked. Operational review with Kevin Trudel and Brenda Matthews is scheduled for October 7-9, 2025. Purchasing Policy to be drafted.
- 2025 Vacancy Survey - updated market rents as of Dec 2024
- 2025 CNIT - Chart sent out to Board Members showing the current rate vs 2024
- Sandstone Housing Agreement ends Dec 1, 2028 - This means the building would no longer have to follow Affordable Housing Guidelines. Move to Old Business
- Sandstone Property Taxes - Exempt under ByLaw. Budget will be updated to reflect \$0 going forward.
- Sandstone Proposed rent increase: 2024 AVS 1 bed \$897 - \$90 = \$807.00      2024 AVS 2 bed \$995 - \$95 = \$895.00

On motion of Brendan and seconded by Gerald, the rental increase to Sandstone Manor 1 bedroom units to \$807 and 2 Bedroom units to \$897 was approved. All in favour. Carried.

### MAINTENANCE REPORT

- Concrete Work for Hunts and Greentree - Photos of concrete work will be sent out to the Board upon completion

### FINANCIAL REPORTS

- \$240,841 in Sandstone Capital Reserve with the Town of Drumheller - Bob and Crystal will meet with the TOD via Zoom regarding the possibility of withdrawing a portion of funds to go towards expenses.
- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials
- Sandstone Reconciliation
- DHA A/R List - approved

On motion of Gerald and seconded by Brendan, the DHA and Sandstone Financials were approved. All in favour. Carried.

IN CAMERA - 12:50pm On motion of Gerald and seconded by Brendon the motion to proceed in camera was accepted. All in favor. Carried.



1:03pm On motion of Brendon and seconded by Gerald the motion to come out of camera was accepted. All in favor. Carried.

Meeting adjourned at 1:11 pm.

Minutes Accepted on 10 day of September, 2025

Crystal Sereda

BOARD CHAIR  
September 22, 2025 - Agenda

## REQUEST FOR DECISION

<b>TITLE:</b>	Encroachment Bylaw #02.25 (3 <sup>rd</sup> Reading)
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Antonia Strilisky, Development Officer
<b>ATTACHMENTS:</b>	Bylaw #02.25 – Encroachment Bylaw (3 <sup>rd</sup> Reading)

### SUMMARY:

Administration has become aware of an increase in the number of structures or objects (encroachments) onto Town-owned lands, including reserves and streets, over the last several years. Currently, there is no formalized process in place with how to manage these encroachments of varying types or sizes. The proposed Encroachment Bylaw #02.25 aims to establish formal guidelines for managing encroachments that extend onto Town land within the municipality. The regulations within the proposed Bylaw #02.25 will apply to both existing and future encroachments and set out definitions, procedures, responsibilities, prohibitions, and enforcement mechanisms.

Proposed Bylaw #02.25 underwent first and second reading on August 25, 2025. No changes have been made to what was initially presented.

### RECOMMENDATION:

That Council gives third reading to *Encroachment Bylaw #02.25*, as presented.

### DISCUSSION:

Typically Administration identifies encroachments when completing Certificates of Compliance relating to land transactions for private property owners. There have been an increase in Certificates over the last several years, which have highlighted a number of encroachments. In addition, the Development Officer and Municipal Enforcement frequently handle complaints that highlight encroachments of various forms.

Within the proposed Bylaw, “encroachment” means anything that is placed in a fixed location on or in the ground, or attached to something that extends on or over Town-owned land. It includes any structures (e.g., fences, decks, and garages and includes projecting signage and lighting fixtures, hard landscaping, utilities, etc.).

The proposed Bylaw outlines the Chief Administrative Officer (CAO) as the decision-making authority in accordance with other municipal land management bylaws and policies. Under the provision of the proposed Bylaw, the CAO or their designate:

- can issue written authorization or formal encroachment agreements, which must be registered as a caveat by the Land Titles Office; and
- can revoke or amend approvals and order removal of encroachments at any time.

Some of the general prohibitions outlined within the proposed Bylaw are as follows:

- no encroachments are allowed onto Town land without written authorization from the Town. Written authorization may be in the format of a letter of consent, or an Encroachment Agreement registered on the subject property’s Certificate of Title; and
- encroachments onto reserve land would be strictly prohibited unless permitted through other Town Policies, Bylaws, or the *Municipal Government Act*.

Additionally, within the proposal, the Town would be required to deny an encroachment application and issue a letter of rejection if the encroachment jeopardizes public safety, interferes with the operation of the Town or a utility provider, obstructs public access to Town property, or is not in the best interest of the Town or its citizens.

Provisions for municipal enforcement has been included within the Bylaw specifically through an Enforcement Order under sections 545 or 546 of the *Act*. Failure to comply with this order constitutes an offence. If the property owner or occupier does not comply, the Town may apply to a court for an injunction, or in some cases remedy the violation at the violator's expense, which may be added to their tax roll. Those who receive an Enforcement Order can request a review by the Community Standards Appeal Board within 15 days of receiving the order, following the procedures outlined in the *Community Standards Appeal Board Bylaw*.

**FINANCIAL IMPACT:**

No financial impact based on additional Administration. Costs associated with any Written Authorization or Encroachment Agreement shall be at the expense of the property owner. Any costs associated with Enforcement Orders issued under sections 545 or 546 of the *Act* shall be extended to the violator's property tax roll.

**STRATEGIC POLICY ALIGNMENT:**

Changes align with the objective to reduce red tape and establish clear and consistent standard operating procedures throughout the organization.

**COMMUNICATION STRATEGY:**

After third and final reading, the Bylaw will be uploaded on Town of Drumheller website, and the Planning and Development webpage will be updated to reflect the new Bylaw. Additionally, internal staff as well as Municipal Planning Commission members will be notified of the change.

**MOTION:**

That Council gives third and final reading to Encroachment Bylaw #02.25, as presented.



Prepared by:  
Antonia Strilisky  
Development Officer



Reviewed by:  
Reg Johnston  
Manager of Economic  
Development



Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 02.25**  
DEPARTMENT: DEVELOPMENT AND PLANNING

ENCROACHMENT BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO ADDRESS  
ENCROACHMENTS INTO TOWN-OWNED LAND, STREETS AND EASEMENTS

**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26, empowers municipalities to pass bylaws dealing with the use and management of their property, and prohibiting or regulating any development;

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

**AND WHEREAS** section 651.2 of the Municipal Government Act, R.S.A 2000, c. M.26 allows municipalities to permit encroachments onto a road by agreement;

**AND WHEREAS** section 72 of the Land Titles Act, R.S.A. 2000, c. L-4, permits the registration of encroachment agreements on the affected parcels of land;

**AND WHEREAS** the Town of Drumheller recognizes its responsibility to its citizens to maintain and operate effective and safe services and to enable public access to lands intended for public use and enjoyment;

**AND WHEREAS** the Town of Drumheller recognizes the importance of upholding these responsibilities by effectively managing encroachments onto Town-owned land, streets, and easements;

**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 "Encroachment Bylaw."

**2. DEFINITIONS**

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

- a) *"Certificate of Title"* means the record of that title to land that is maintained by the Registrar as defined in the *Land Title Act, R.S.A 2000, c. L-4*;
- b) *"Chief Administrative Officer"* or *"CAO"* means the person appointed as Chief Administrative Officer for the Town of Drumheller, or their designate;
- c) *"Community Standards Appeal Board Bylaw"* means the means the *Community Standards Appeal Board Bylaw #31.24*, as amended from time to time, and its successor legislation;
- d) *"Easement"* means any right of way, including a *Utility Right of Way*, located on

privately owned property, established for the installation, construction, repair and maintenance of utilities, or for the access and passage of persons, identified by a registered plan or by description and documented by a registered caveat or easement agreement at the Alberta Land Titles Office.

- e) “*Encroachment*” means anything placed with a fixed location on the ground or attached to something having a fixed location on the ground that extends on, over, or under *Town land*, including the immediate airspace, and includes, but is not limited to, the following:
- i) buildings, all projections (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
  - ii) garages;
  - iii) extensions of adjacent lands by fill or any deposit of fill;
  - iv) fences;
  - v) sidewalks, curbs, parking pads, aprons, or driveways made from asphalt, concrete, or brick;
  - vi) structures (including decks, stairs, patios, gazebos, satellite dishes, antennas, decorative walls, etc.);
  - vii) walls;
  - viii) swimming pools and hot tubs;
  - ix) shrubs, trees or other organized landscape materials;
  - x) hard landscaping (including asphalt, concrete paving stones, retaining walls, fire places, planters, etc.);
  - xi) lighting fixtures;
  - xii) permanent signs;
  - xiii) underground electrical wiring (excluding utilities authorized by the *Town* and located within *Town land*); and
  - xiv) underground irrigation systems (excluding utilities authorized by the *Town* and located within *Town land*).
- f) “*Encroachment Agreement*” means an agreement between the owner and the *Town* permitting an *encroachment* subject to agreed-upon terms and conditions;
- g) “*Enforcement Order*” means an order written pursuant to section 545 or 546 of the *Municipal Government Act*;
- h) “*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;
- i) “*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;

- j) “*Peace Officer*” has the same meaning given to it in the *Provincial Offences Procedure Act, R.S.A. 2000, c. P-34*;
- k) “*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;
- l) “*Property Owner*” means the person(s) shown as the owner(s) of land on the *Certificate of Title* for a parcel in which an *encroachment* originates;
- m) “*Real Property Report*” means a survey document prepared, signed and stamped by an Alberta Land Surveyor, illustrating the location of all structures and visible improvements situated on a parcel of land relative to the property boundaries.
- n) “*Reserve Land*” means any parcel designated as municipal reserve, environmental reserve, municipal and school reserve, school reserve, conservation reserve, or community services reserve, as defined in the *MGA* or noted as community reserve on a *Certificate of Title*;
- o) “*Street*” means the entire area located within a road right of way, whether developed or not, and includes the roadway, sidewalks, boulevards, ditches and any other improvements located within the right of way;
- p) “*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;
- q) “*Town Land*” means all titles and non-titled lands owned by or under the direct responsibility of the *Town of Drumheller*, and includes all *streets*, *Utility Right of Ways* and easements.
- r) “*Utility*” means any lines, systems, infrastructure, or other facilities relating to any one or more of the following:
  - i) The distribution or transmission of electricity, telephone, cable television or telecommunications;
  - ii) The distribution or transmission of natural gas;
  - iii) The storage, transmission, treatment, distribution or supply of water;
  - iv) The collection, treatment, movement or disposal of sanitary sewage, including but not limited to pipes, force mains, and pumping stations; or
  - v) The drainage, collection, treatment, movement or disposal of storm sewer water, including but not limited to collection devices, drainage swales, pipes, pumping stations, storm water ponds and wetlands;
- s) “*Utility Provider*” means the *Town* or a third-party provider of *utilities*, which has authority to access and use a *Utility Right of Way* to construct, install, maintain, repair, replace, and operate its *utilities* pursuant to a *Utility Right of Way agreement*;
- t) “*Utility Right of Way*” means a *Utility Right of Way* granted pursuant to the *Land*



*Titles Act, R.S.A. 2000, c L-4; and*

- u) “*Violation Ticket*” has the same meaning given to it in the *Provincial Offences Procedure Act, R.S.A. 2000, c. P-34*.

### 3. INTERPRETATION

- 3.1 In this Bylaw, words in the singular include the plural and words in the plural include the singular.
- 3.2 In the event of conflict between a provision of this Bylaw and another *Town* bylaw, the provisions that is the most restrictive in relation to encroachment prevails.

### 4. SCOPE

- 4.1 This Bylaw applies to all *encroachments* into *Town Land*.
- 4.2 This Bylaw applies to all *encroachments* which currently exist at the time this Bylaw is passed, regardless of when they were first placed, as well as all *encroachments* placed after this Bylaw is passed.
- 4.3 Nothing in this Bylaw relieves a *person* from complying with any federal or provincial law, other *Town* bylaws, or any requirements of any lawful permit, order, or restriction on a *Certificate of Title* or license.

### 5. PROHIBITIONS AGAINST ENCROACHMENTS

- 5.1 A *person* must not place or allow to be placed an *encroachment* onto *Town Land* without the written authorization of the *Chief Administrative Officer* or the execution of an *encroachment agreement* with the *Town*.
- 5.2 Notwithstanding any other provision in this Bylaw, a *person* must not place or allow to be placed an *encroachment* onto *Reserve Land*, unless permitted otherwise by *Town* policy, bylaws or the *Municipal Government Act*.

### 6. ENCROACHMENTS INTO TOWN LAND

- 6.1 Notwithstanding section 5, the following improvements shall be permitted to encroach into a *street* and shall not require prior written approval:
  - a) driveways of any material adjacent to a road or lane;
  - b) sidewalks; and
  - c) emergency access ramps, wheelchair or other accessibility ramps, fire escapes or similar structures.
- 6.2 Notwithstanding section 5, the following improvements shall be permitted to encroach into a *Utility Right of Way* and shall not require prior written approval:
  - a) Driveways of any material that cross over the *Utility Right of Way*, though do not run parallel to or with it;

- b) Sidewalks, including steps; and
  - c) Emergency access ramps, wheelchairs or other accessibility ramps, fire escapes or similar.
- 6.3 *Encroachments* outlined within Schedule “A” of this Bylaw may be permitted by written authorization of the *Chief Administrative Officer* subject to the terms, conditions, and duration of the authorization;
- 6.4 *Encroachments* that exceed the requirements of Schedule ‘A’ of this Bylaw may be permitted upon the application and execution of an *encroachment agreement* with the *Town*, subject to the terms, conditions, and duration of the agreement;
- 6.5 The *Chief Administrative Officer* is responsible for establishing the terms, conditions, and duration of all written authorizations or *encroachment agreements* established pursuant to section 6.3 and section 6.4 of this Bylaw, respectively.

## 7. ENCROACHMENT APPLICATION

- 7.1 Notwithstanding section 6 of this Bylaw, no *encroachment* shall be permitted until the *property owner* has submitted a duly completed encroachment application, in the form prescribed by the *Chief Administrative Officer*, along with all required supporting documentation, and the *Chief Administrative Officer* has reviewed and approved the application.
- 7.2 To begin the application process pursuant to Section 7.1, a *property owner* must submit the following:
- a) A completed application in the prescribed form;
  - b) An original copy of a *real property report* for the subject parcel, issued within six (6) months of the date of submission, or within two (2) years of the date of submission if accompanied by a sworn affidavit stating that no changes to the property have been made;
  - c) A current copy of the *Certificate of Title* for the subject parcel;
  - d) Photographs of the *encroachment*, if required; and
  - e) The prescribed fee, as outlined in the *Fees, Rates and Charges Bylaw*;
- 7.3 If an *encroachment agreement* is required, pursuant to section 5 of this Bylaw, the *property owner* must submit an agreement, drafted by a lawyer authorized to practice in the Province of Alberta, which shall include:
- a) the location and identification of the *encroachment*;
  - b) the owner’s responsibilities to maintain the *encroachment*;
  - c) terms or conditions under which the agreement is terminated;

- d) the *Town's* right to have access to the land;
- e) indemnification of the *Town*, its agent and licensees; and
- f) any other clauses deemed necessary by the *Town*.

7.4 When an *encroachment agreement* has been executed, the *property owner* shall register the *encroachment agreement* by caveat on the *Certificate of Title*.

## 8. FEES

8.1 The *property owner* shall be responsible for all costs related to facilitating an *encroachment*, which includes but is not limited to:

- a) the fees associated with the application for an *encroachment*, as outlined in the *Rates, Fees and Charges Bylaw*.
- b) fees arising from the use of *Town Land* in accordance with an *encroachment agreement*;
- c) any additional costs related to the processing of an application for an *encroachment agreement*, including legal fees, registration of the *encroachment agreement*, road closure applications, subdivision applications, disposal of reserves or other related costs; and
- d) any costs of utility relocation or reconstruction required to facilitate an encroachment.

8.2 The *property owner* shall, at their sole expense, be responsible for the costs of removing and restoring lands encumbered by an *encroachment*, as directed by the *Chief Administrative Officer*.

## 9. REFUSAL OF ENCROACHMENT

9.1 Notwithstanding section 6 and section 7 of this Bylaw, the *Chief Administrative Officer* may refuse to permit an *encroachment* if, in the *Chief Administrative Officer's* sole opinion, the proposed or existing *encroachment*:

- a) interferes with the safety of the public, the *Town*, or a *utility provider*;
- b) interferes with the *Town's* or the *utility provider's* ability to access, maintain, and operate its *utility* on *Town Land*;
- c) interferes with the public's ability to access *Town Land* intended for public use and enjoyment; or
- d) is not in the best interest of the *Town* or the citizens of Drumheller.

9.2 Any *property owner* who receives a refusal letter pursuant to section 9.1 shall not place an *encroachment*, and if applicable, must remove the *encroachment* within thirty (30) days of receiving the letter.

## 10. NOTICE TO REMEDY

- 10.1 Where the *Chief Administrative Officer* believes that an *encroachment* exists that should be removed or remedied, the *Chief Administrative Officer* shall provide a *Notice to Remedy*, which shall include written instruction to the *property owner* to remove or remedy the *encroachment*.
- 10.2 The *Notice to Remedy* shall include:
- a) the location of the *encroachment(s)*;
  - b) a description of the condition or conditions that are in violation of this Bylaw;
  - c) the remedial action that is required; and
  - d) the deadline for completion of remedial action, which shall be no less than seven (7) days and no more than one (1) year from the date of service.
- 10.3 Any owner 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.

## 11. ENFORCEMENT ORDERS

- 11.1 If the *Chief Administrative Officer* finds a *property owner* to be in violation of this Bylaw, they may issue an *Enforcement Order* in accordance with section 545 or 546 of the *MGA* that provides instructions to remedy the conditions found to be in violation of this Bylaw.
- 11.2 Any *property 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.
- 11.3 If a *property 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 *property owner's* or occupier's expense; this expense shall be added to the tax roll of the *property owner* and the *Town* shall recover the expense in the same manner as other taxes, pursuant to the *Municipal Government Act*.
- 11.4 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.
- 11.5 The application for appeal, and the review of the *Enforcement Order* shall be done in accordance with the *Community Standards Appeal Board Bylaw*.

## 12. PENALTIES

- 12.1 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 "B" of this Bylaw.
- 12.2 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.

- 12.3 A *Peace Officer* who has reasonable and probable grounds to believe that any *person* has contravened any provision of this Bylaw may issue and serve 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.
- 12.4 The recording of the payment of the specified penalty made to the court pursuant to a *violation ticket* shall constitute acceptance of a guilty plea and conviction for the offence.

### 13. TERMINATION OF AUTHORIZATION OR AGREEMENT

- 13.1 Notwithstanding any provision of this Bylaw, the *Town* may, at any time and in its sole discretion, terminate the written authorization of an encroachment or an *encroachment agreement* by providing written notice to the *property owner*, where the encroachment is affected by future plans for *utilities*, street widening, or other municipal development, or for any other reason the *Chief Administrative Officer* deems necessary for the public interest.

### 14. SCHEDULES

- 14.1 Schedule 'A' and Schedule 'B' are attached to and form part of this Bylaw.

### 15. SEVERABILITY

- 15.1 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.

### 16. TRANSITIONAL

- 16.1 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

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CHIEF ADMINISTRATIVE OFFICER

## **SCHEDULE 'A'**

### **ENCROACHMENTS INTO TOWN LAND THAT REQUIRE WRITTEN AUTHORIZATION**

#### **1. ENCROACHMENTS INTO TOWN LAND OR STREETS**

- 1.1 Fence sections that encroach up to 0.10 metres into a street, providing no public utilities are captured within the fence sections.
- 1.2 Concrete garage aprons encroaching up to 0.10 metres into streets.
- 1.3 Steps which do not interfere with public sidewalks or trails and do not decrease the usable width of a street.
- 1.4 Retaining walls less than 0.60 metres in height, encroaching less than 0.10 metres into a street, except where the retaining wall is located adjacent to Town utilities or other above-ground surface utilities.
- 1.5 Retaining walls authorized as a condition of a development permit.
- 1.6 Non-permanent surface improvements within a boulevard area, including landscaping features, ground cover, driveways, and irrigation systems, which extend beyond a property line to a sidewalk, curb, or edge of pavement.
- 1.7 Signs, awnings, or canopies projecting into a street provided they:
  - a) project less than 2.4 metres measured horizontally over the street;
  - b) are not located closer than 1.0 metres measured horizontally to the portion of the street used for the passage of motor vehicles; and
  - c) are not less than 2.4 metres measured vertically above the surface of the street.
- 1.8 Outdoor/sidewalk patios that have received approval from the necessary Town departments.

#### **2. ENCROACHMENTS INTO EASEMENTS**

- 2.1 Driveways, sidewalks, or similar grade-level features which provide access to a residential dwelling or commercial business, that in the opinion of the Chief Administrative Officer are features directly benefiting the access or which may adversely affect access to or use of the *easement*.
- 2.2 Fence sections that encroach less than 0.10 metres into an *easement*.
- 2.3 Portable sheds not greater than 10 square metres, not constructed on a permanent foundation, nor connected to utility services.
- 2.4 Retaining walls less than 0.6 metres in height, encroaching less than 0.3 metres into an *easement*, except where the retaining wall is located adjacent to Town utilities or other above ground surface utilities.
- 2.5 Non-permanent surface improvements within a boulevard area, including landscaping features, ground cover, driveways, and irrigation systems.
- 2.6 Eaves encroaching less than 0.1 metre into an *easement*.

**SCHEDULE 'B'**  
**SPECIFIED PENALTIES**

<b>Bylaw Section #</b>	<b>Description of Offence</b>	<b>Penalty</b>
General Penalties	All violations of this Bylaw not specified within this schedule	\$250.00
5.1	Place unauthorized encroachment on Town land	\$1000.00
5.2	Place unauthorized encroachment on lease land	\$500.00
16.3	Fail to comply with Notice to Remedy	\$250.00
17.2	Fail to comply with an Enforcement Order	\$500.00

## REQUEST FOR DECISION

<b>TITLE:</b>	Lehigh Land Designation Revising Bylaw #31.25 (1 <sup>st</sup> Reading)
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Esther Quiambao, Chief Administrative Officer
<b>ATTACHMENTS:</b>	Bylaw #31.25 - Lehigh Land Designation Revising Bylaw (1 <sup>st</sup> Reading) CAO Certification of Revising Bylaw #31.25 Revised Bylaw #29.25 – Lehigh Land Designation Bylaw Bylaw #29.25 – Lehigh Land Designation Bylaw

### **SUMMARY:**

*Lehigh Land Designation Bylaw #29.25* was adopted on August 11, 2025. The Bylaw was passed in order to designate the former community of Lehigh, obtained as part of the flood mitigation program, as an Environmental Reserve (ER). 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 mistakes were identified. Specifically, in the legal description of the parcels within Bylaw #29.25, “Block 11” was incorrectly shown as “Block 2” and “Block 6” was incorrectly shown as “Block 1.”

In order to fix these errors, Administration recommends that Council pass proposed Revising Bylaw #31.25, pursuant to section 63 of the *Municipal Government Act*.

### **RECOMMENDATION:**

That Council gives all three readings to proposed Lehigh Land Designation Revising Bylaw #31.25.

### **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.

As the former community of Lehigh is unsuitable for future development due to the presence of porous soil, which results in flooding via percolation, the land has been returned to a natural state and shall 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 Lehigh Land Designation Revising Bylaw #31.25, as presented.

**MOTION:**

That Council gives second reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

**MOTION:**

That Council gives unanimous consent for third reading of Lehigh Land Designation Revising Bylaw #31.25.

**MOTION:**

That Council gives third and final reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.



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Prepared by:  
Mitchell Visser  
Manager of Legislative Services



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Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 31.25**  
DEPARTMENT: DEVELOPMENT AND PLANNING

LEHIGH LAND DESIGNATION REVISING BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA FOR THE  
PURPOSES OF REVISING THE LEHIGH LAND DESIGNATION BYLAW #29.25

**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** *Lehigh Land Designation Bylaw #29.25* 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 #29.25 to correct clerical errors;

**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 "Lehigh Land Designation Revising Bylaw."
- 1.2 Bylaw #29.25 shall be cited as "Revised Lehigh Land Designation Bylaw," in accordance with section 63 of the *Municipal Government Act*.

**2. REVISIONS**

- 2.1 The legal description in Bylaw #29.25 shall be changed from:

LOTS 1 -17, BLOCK 5, LOTS 9 -16, BLOCK 6, LOTS 1 -7, BLOCK 4,  
AND LOTS 6 -10, BLOCK 3 ALL ON PLAN 8168 F.S.,  
AND  
BLOCK 2 AND BLOCK 12 ON PLAN 961 1501,  
AND  
LOTS 1-3, BLOCK 1 AND LOTS 1-3, BLOCK 2 ON PLAN 881 0626  
AND  
INTERVENING CLOSED STREETS AND LANES CREATED  
BY PLANS 8168 F.S. AND 881 0626 AND CLOSED BY BY-LAW NO. 33.24  
ALL WITHIN THE  
N.E. 1/4 SEC. 31, IN TOWNSHIP 27, RANGE 18, WEST OF THE 4<sup>TH</sup>. MERIDIAN

and more particularly described as:

PLAN .....  
BLOCK 1  
LOT 1 E.R. (Environmental Reserve)  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**TO:**

LOTS 1 -17, BLOCK 5, LOTS 9 -16, BLOCK 6, LOTS 1 -7, BLOCK 4,  
AND LOTS 6 -10, BLOCK 3 ALL ON PLAN 8168 F.S.,  
AND  
BLOCK 11 AND BLOCK 12 ON PLAN 961 1501,  
AND  
LOTS 1-3, BLOCK 1 AND LOTS 1-3, BLOCK 2 ON PLAN 881 0626  
AND  
INTERVENING CLOSED STREETS AND LANES CREATED  
BY PLANS 8168 F.S. AND 881 0626 AND CLOSED BY BY-LAW NO. 33.24  
ALL WITHIN THE  
N.E. 1/4 SEC. 31, IN TOWNSHIP 27, RANGE 18, WEST OF THE 4<sup>TH</sup>. MERIDIAN

and more particularly described as:

PLAN .....  
BLOCK 6  
LOT 1 E.R. (Environmental Reserve)  
EXCEPTING THEREOUT ALL MINES AND MINERALS

### **3. SEVERABILITY**

- 3.1 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.

### **4. TRANSITIONAL**

- 4.1 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

September 5, 2025

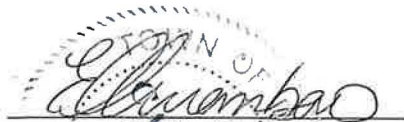
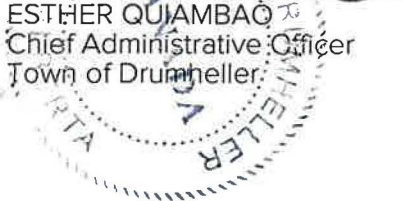
Mayor and Council  
Town of Drumheller  
224 Centre Street  
Drumheller AB  
T0J 0Y4

**RE: CERTIFICATION OF REVISIONS PROPOSED BY BYLAW #31.25 FOR THE  
REVISION OF BYLAW #29.25.**

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

1. I am aware a clerical error was made in a legal description in Bylaw #29.25 whereby "Block 11" was incorrectly shown as "Block 2" and whereby "Block 6" was incorrectly shown as "Block 1;"
2. the proposed revisions of Bylaw #29.25 would make changes to Bylaw #27.25 without materially affecting the bylaw in principle and substance;
3. the proposed revisions of Bylaw #29.25 would make changes to Bylaw #27.25 to correct clerical errors in the Bylaw; and
4. 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 5 day of September, 2025.

  
ESTHER QUIAMBAO  
Chief Administrative Officer  
Town of Drumheller  


**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 29.25**  
DEPARTMENT: PLANNING AND DEVELOPMENT

REVISED LEHIGH 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 in 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, that 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:

LOTS 1 -17, BLOCK 5, LOTS 9 -16, BLOCK 6, LOTS 1 -7, BLOCK 4,  
AND LOTS 6 -10, BLOCK 3 ALL ON PLAN 8168 F.S.,  
AND  
BLOCK 11 AND BLOCK 12 ON PLAN 961 1501,  
AND  
LOTS 1-3, BLOCK 1 AND LOTS 1-3, BLOCK 2 ON PLAN 881 0626  
AND  
INTERVENING CLOSED STREETS AND LANES CREATED  
BY PLANS 8168 F.S. AND 881 0626 AND CLOSED BY BY-LAW NO. 33.24  
ALL WITHIN THE  
N.E. 1/4 SEC. 31, IN TOWNSHIP 27, RANGE 18, WEST OF THE 4<sup>TH</sup>. MERIDIAN

and more particularly described as:

PLAN .....  
BLOCK       6  
LOT         1 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 Lehigh Land Designation Bylaw”

**TRANSITIONAL**

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

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

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

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

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 29.25**  
DEPARTMENT: Planning and Development

*Lehigh 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 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 in 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, that 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:

LOTS 1 -17, BLOCK 5, LOTS 9 -16, BLOCK 6, LOTS 1 -7, BLOCK 4,  
AND LOTS 6 -10, BLOCK 3 ALL ON PLAN 8168 F.S.,  
AND  
BLOCK 2 AND BLOCK 12 ON PLAN 961 1501,  
AND  
LOTS 1-3, BLOCK 1 AND LOTS 1-3, BLOCK 2 ON PLAN 881 0626  
AND  
INTERVENING CLOSED STREETS AND LANES CREATED  
BY PLANS 8168 F.S. AND 881 0626 AND CLOSED BY BY-LAW NO. 33.24  
ALL WITHIN THE  
N.E. 1/4 SEC. 31, IN TOWNSHIP 27, RANGE 18, WEST OF THE 4<sup>TH</sup> MERIDIAN

and more particularly described as:

PLAN .....  
BLOCK       1  
LOT           1 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 "Lehigh Land Designation Bylaw."

### TRANSITIONAL

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

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER, THIS 11<sup>th</sup> DAY OF August, 2025.

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER, THIS 11<sup>th</sup> DAY OF August, 2025.

READ AND PASSED THE THIRD AND FINAL BY THE COUNCIL OF THE TOWN OF  
DRUMHELLER, THIS 11<sup>th</sup> DAY OF August, 2025.

  
MAYOR: HEATHER COLBERG

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



LEHIGH DISTRICT  
 DRUMHELLER, ALBERTA  
 DRUMHELLER FLOOD MITIGATION PROJECT

PLAN OF SURVEY SHOWING AREA BEING DEDICATED AS  
 ENVIRONMENTAL RESERVE BY BY-LAW NO. \_\_\_\_\_  
 AFFECTING  
 LOTS 1-17 BLOCK 5, LOTS 9-16 BLOCK 2, LOTS 1-7 BLOCK 4,  
 AND LOTS 6-10 BLOCK 3, ALL ON PLAN 8168 F.S.,  
 AND  
 BLOCK 11 AND BLOCK 12, ON PLAN 961 1501,  
 AND  
 LOTS 1-3 BLOCK 1, AND LOTS 1-3 BLOCK 2, ON PLAN 881 0626  
 AND  
 INTERVENING STREETS AND LANES CREATED BY PLANS  
 8168 F.S. AND 881 0626 AND CLOSED BY BY-LAW NO. 33.24  
 ALL WITHIN THE  
 N.E. 1/4 SECTION 31, TWP. 27, RGE. 18, W.4M.

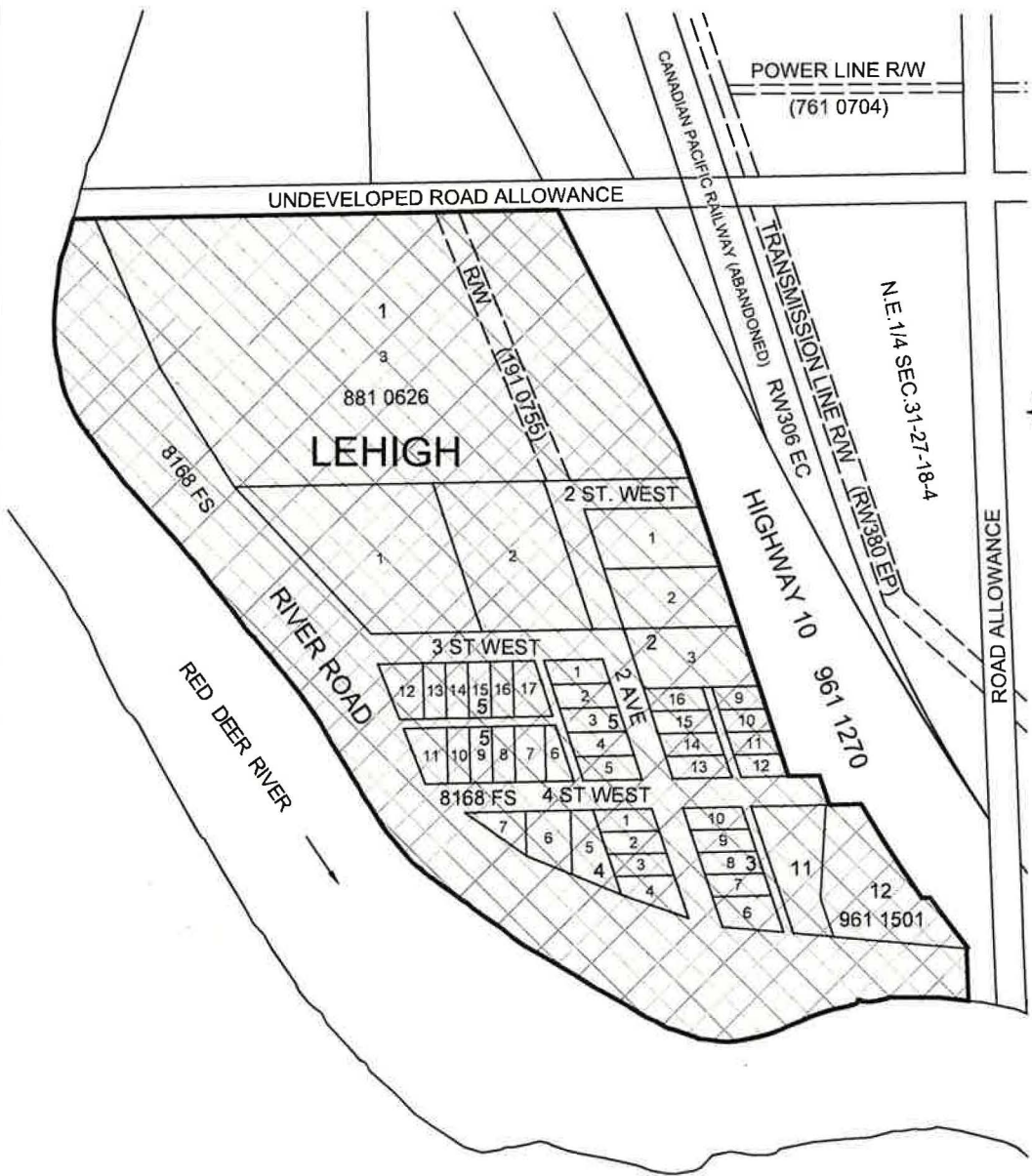
SCALE 1:5000

2025

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

**LEGEND**

ER AREA AFFECTED BY THIS PLAN SHOWN THUS:



SCALE 1:5000



			HUNTER SURVEY SYSTEMS LTD.
0	08 APRIL 2025	ISSUED	CALGARY, ALBERTA
NO.	DATE	DETAIL	FILE: 20-038 (LEHIGH)

## REQUEST FOR DECISION

<b>TITLE:</b>	Council Procedure Bylaw #33.25 (1 <sup>st</sup> Reading)
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Mitchell Visser, Manager of Legislative Services
<b>ATTACHMENTS:</b>	Bylaw #33.25 – Council Procedure Bylaw (1 <sup>st</sup> Reading) Bylaw #04.21 (Consolidated) – Council Procedure Bylaw

### **SUMMARY:**

Council Procedure Bylaw #04.21 was passed on September 20, 2021 (M2021.222), one (1) month prior to the 2021 Municipal Election. The Council Procedure Bylaw governs the functions and procedures of Council and Council Committees and is passed pursuant to section 145 of the *Municipal Government Act* (the 'Act'). Due to recent amendments to the Act, Council passed Amending Bylaw #17.25 on April 22, 2025 (M2025.151), which amended the Council Procedure Bylaw to align with new requirements for Public Hearings. At the meeting on April 22, Administration stated that additional revisions to Bylaw #04.21 were necessary to ensure the Bylaw remained current and continued to follow municipal best practices.

Proposed Council Procedure Bylaw #33.25 intends to replace the current Council Procedure Bylaw to provide a more comprehensive document for the incoming Council, which will be elected on October 20, 2025.

### **RECOMMENDATION:**

That Council gives first and second reading to Council Procedure Bylaw #33.25, as presented.

### **DISCUSSION:**

By periodically updating our municipal legislation, we ensure compliance with higher orders of government and adherence to best municipal practices. Council Procedure Bylaw #33.25 does not significantly alter the intent of Bylaw #04.21 but primarily aims to expand upon existing procedures and best practices to greater clarity and guidance for the subsequent Council. This update is especially important due to the election of a new Council as many of the incoming members may be unfamiliar with the proceedings of governance-boards. Administration aims to provide a smooth transition between Council terms. The most significant changes have been listed in "Schedule A," which is attached to this Request for Decision.

Sections related to Council created committees and external boards and committees have been removed from the Procedure Bylaw. This content is intended to be included in a proposed new Council Committee Bylaw #34.25. The Council Committee Bylaw will include Council created committees' terms of reference and will standardize how Council Committees function by providing clear rules and procedures.

Following the Election on October 20, 2025, Administration intends to conduct in-person meeting procedure training with the incoming Council to familiarize them with the Council Procedure Bylaw.

**FINANCIAL IMPACT:**

As this Bylaw is primarily concerned with the proceedings of Council meetings, there are no direct financial impacts associated with the passing of this Bylaw.

**STRATEGIC POLICY ALIGNMENT:**

Periodically updating municipal legislation ensures compliance with provincial statutes and municipal best practices.

**COMMUNICATION STRATEGY:**

As this is an internal document, no public communication strategy will be required. Once adopted, the Bylaw will be posted on the Town of Drumheller website and circulated to all internal staff.

**MOTION:**

That Council gives first reading to Council Procedure Bylaw #33.25, as presented.

**MOTION:**

That Council gives second reading to Council Procedure Bylaw #33.25, as presented.



Prepared by:  
Mitchell Visser  
Manager of Legislative  
Services



Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer

## SCHEDULE 'A'

### Significant Changes To Council Procedure Bylaw

Section	Topic	Changes
3.4 – 3.5	Application	Allows Council to pass a resolution with a two-thirds (2/3) majority to waive a provision within the Bylaw, provided it is not required by the Act or other provincial statute. This exemption is only valid for the meeting at which it is made. These sections are intended to allow Council to override a provision that may prove overly restrictive in unique circumstances. If Council intends to permanently remove a section, it must be done by amending bylaw.
7.1 – 7.4	Chair	Provides greater clarity on the role of the Chair, detailing who is responsible for presiding over all meetings, who chairs in the absence of the Mayor, and the responsibility of the Chair during the meeting.
11.5	Scheduling	Changes to the Council meeting schedule will now require a resolution with a two-thirds (2/3) majority vote or the written consent of all members of Council, to align with the rules for Special Meetings established by the Act.
13.3	Electronic Meetings	Council members must attend in person, where possible, but are allowed to attend electronically if they are outside of the Town boundaries, unable to attend due to personal or family medical circumstances, or the Mayor determines that the meeting shall be conducted wholly electronically.
13.4 – 13.5	Electronic Meetings	Requires a Council member attending electronically to provide prior notice to the CAO and Mayor and requires the Chair to announce the names of all Councillors attending electronically. These changes are intended to assist with the preparation of meetings and meeting minutes.
13.6 – 13.7	Electronic Meetings	Establishes requirements for participating electronically, such as always being visible to other participants, using a secure network, and being in a private location free from interruptions or distractions. If these requirements are not met, or if the electronic participation is disruptive, the Chair can terminate the members electronic participation.
13.8	Electronic Meetings	Requires the Chair to attend all meetings in person, except when the meeting is conducted wholly electronically. Included to avoid issues such as the Chair disconnecting from a meeting or difficulties associated with presiding remotely.

Section	Topic	Changes
14.1 – 14.2 14.4	Recording and Livestreaming Meetings	All meetings shall be recorded and livestreamed to the public unless the part of the meeting is in closed session, there are technical difficulties, or the Chair decides to terminate the recording or livestream. If there are technical difficulties, the meeting shall proceed but notice will be posted on the Town website.
14.3	Recording and Livestreaming Meetings	Requires the Chair to announce if the meeting is being recorded or livestreamed at the start of the meeting. Added as a courtesy for members of the public to know they are being recorded and livestreamed.
15.3	Closed Session	Requires Council to open and close the meeting for each separate closed session agenda item. Added to provide greater transparency on which exceptions to disclosure apply to the topic and ensure that only those matters exempted by the Access to Information Act are discussed.
15.5 – 15.6	Closed Session	Allows the Chair to determine who is allowed to be present in a Closed Session and requires the names of those persons present to be recorded in the minutes. Intended to reinforce that only those persons speaking on the topic and the CAO should be present in the Closed Session and provides additional accountability for confidentiality to attendees.
16.1 – 16.8	Agenda	Expands on how agendas should be submitted and prepared. States the CAO can establish deadlines for the submission of agenda items by staff, details how amendments or additions to the agenda are made, establishes the order of the agenda, and changes the date when the proposed agenda is distributed from two (2) days prior to three (3) days prior.
17.1 – 17.4	Emergent Business	Describes how an item is added to the agenda as emergent business. Applies to all items not published in the proposed agenda three (3) calendar days prior to the meeting. Only matters that are urgent should be considered as emergent business and the person proposing the addition is required to state the rationale for adding the emergent business.
18.1 – 18.4	Notice of Motion	Allows Council to introduce matters to the agenda through a structured process called a notice of motion. Process includes a deadline of seven (7) calendar days prior, a prescribed form (Schedule 'A' of the Bylaw) and instructions on adding the item to the agenda.
19.1 – 19.3	Minutes	Provides information on how minutes should be recorded, what they should include, and how they should be approved pursuant to the Act.



Section	Topic	Changes
20.3 – 20.4	Meeting Procedure	Requires all comments, presentation, questions, responses, and debate to be directed through the Chair and states that no one is allowed to speak unless recognized by the Chair. Intended to help the Chair maintain order and decorum during the meeting by reducing side conversations, is taken from <i>Robert's Rules of Order</i> , and is adopted by many municipalities.
21.1 – 23.4	Motions	Expanded significantly to provide information on the different types of motions and how they motions can be made. Includes information on motions to amend, refer, table, withdraw a motion, rescind a motion, refer something to a committee, limit debate on a motion, end debate on a motion, recess, and adjourn.
24.1 – 24.3	Incidental Points	Provides information on when Council can raise a point of privilege, point of order, and point of information and how they can be used.
25.1 – 25.1	Motions out of Order	Describes when the Chair can rule a motion out of order. When ruled out of order, the motion is no longer valid and cannot be discussed, voted on, or recorded in the minutes.
26.1 – 26.3	Pecuniary and Conflict of Interest	Details how a Council member shall handle all pecuniary interest or conflicts of interest, which is done pursuant to the Act, and requires that all declarations of interest be recorded in the minutes.
29.1 – 29.9	Delegations	Establishes a deadline for all delegation requests, allows the CAO and Mayor to determine at which meeting a delegation will be heard, provides the reasons why a delegation request can be denied, shortens the presentation time from fifteen (15) minutes to ten (10) minutes, and allows the Chair to end the delegation if it breaches meeting decorum.
29.1	Delegations	Requires all matters arising from a delegation to be considered at a future Council meeting. This delay allows the CAO to provide additional information and provides additional time for Council to deliberate.
31.1 – 31.11	Bylaws	Expanded to provide additional clarity on reviewing and passing bylaws. Notably, the restriction on Council deliberation during first reading has been removed. This removal is intended to provide additional opportunity for Council to provide valuable input on all forthcoming bylaws.

Section	Topic	Changes
32.1 – 32.3	Correspondence	Requires all formal correspondence addressed to Council or a Council Member to be circulated to all members of Council and the CAO, requires requests for financial decisions, or other matters of significant importance to be added to the Council Agenda, and requires the review and approval by Councillors of all outgoing formal correspondence from Council.
33.1	Records Management	Establishes a procedure to allow Legislative Services to correct clerical mistakes in approves bylaws, minutes and policies. Intended for small corrections that do not change the intent of the documents and requires the name, date and signature of the person making the change.
33.2	Records Management	Allows Legislative Services to correct verbal mistakes made when moving a motion. Intended only for situations when the mover clearly misspoke, such as saying “Council” rather than the “Committee of the Whole” when in a Committee of the Whole meeting.



**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 33.25**  
DEPARTMENT: LEGISLATIVE SERVICES

COUNCIL PROCEDURE BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE  
FOR THE ORDERLY PROCEEDINGS OF MEETINGS HELD BY COUNCIL.

**WHEREAS** the Town of Drumheller may pass bylaws establishing procedures to be followed by Council, committees, and other bodies established by Council pursuant to section 145(1) of the *Municipal Government Act, R.S.A 2000, c.M.26*;

**AND WHEREAS** the Town of Drumheller may pass bylaws establishing procedures for public hearings pursuant to the *Municipal Government Act, R.S.A 2000, c.M.26*;

**AND WHEREAS** section 180(3) of the *Municipal Government Act* allows *Council* to do something by bylaw if it is required to do something by resolution under any enactment;

**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 "Council Procedure 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 S.A., 2024, c.A-1.4*, as amended from time to time, and its successor legislation;
- b) "Advertising Bylaw" means the *Town of Drumheller Advertising Bylaw #24.24*, as amended from time to time, and its successor legislation;
- c) "Agenda" means the order of business of any *Council Meeting* or *Committee of the Whole Meeting* and all associated documents;
- d) "Council Committee Bylaw" means the *Town of Drumheller Council Committee Bylaw #34.24*, as amended from time to time, and its successor legislation;
- e) "Chair" means the person authorized to preside over a meeting;
- f) "Chief Administrative Officer" or "CAO" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- g) "Closed Session" means a part of a meeting that is closed to the public to discuss a matter which falls within one of the exceptions to disclosure listed within the *Access to Information Act*, pursuant to section 197 of the *Act*;

- h) “*Committee of the Whole Meeting*” means the *Council* committee established by *Board and Committee Bylaw #34.25* and consisting of all members of *Council*;
- i) “*Council*” means the duly elected *Mayor* and *Councillors* of the *Town of Drumheller*;
- j) “*Council Meetings*” means *Regular Meetings*, *Special Meetings*, and *Organizational Meetings* of *Council*;
- k) “*Councillor*” means an individual duly elected to the position of *Councillor* for the *Town of Drumheller*;
- l) “*Deputy Mayor*” means a *Councillor* appointed by *Council* to act as *Mayor* when the *Mayor* is unable to perform the duties of *Mayor*, usually due to absence or incapacity, pursuant to section 152 of the *Act*;
- m) “*Electronic Means*” or “*Electronically*” means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the meeting;
- n) “*General Election*” means an election held for all the members of an elected authority to fill vacancies caused by the passage of time, pursuant to the *Local Authorities Election Act, RSA 2000, c.L-21*, as amended from time to time;
- o) “*Incidental Motion*” means a point or order, a point of information, or another motion relating to the procedure of the meeting.
- p) “*Livestream*” means the real-time transmission of audiovisual data from a meeting to the internet as it is being recorded;
- q) “*Mayor*” means the individual elected as the chief elected official of the *Town*, pursuant to section 150 of the *Act*;
- r) “*Motion*” means a proposal for action on a matter that is brought before *Council* or a committee for consideration and is a *resolution* of *Council* that has not yet been adopted;
- s) “*Motion on the Floor*” means a *motion* that has been introduced by one *Councillor* and seconded by another *Councillor* but has not yet been adopted;
- t) “*Municipal Government Act*” or “*Act*” means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- u) “*Notice of Motion*” means the method by which a *Councillor* brings forward a topic for consideration at a *Council* meeting;
- v) “*Oaths of Office Act*” means the *Oaths of Office Act, RSA 2000, c.O-1*, as amended from time to time, and its successor legislation;
- w) “*Organizational Meeting*” means an annual meeting to handle administrative or procedural matters held pursuant to section 192 of the *Act*;

- x) “*Privileged Motion*” means a motion to recess, a motion to adjourn, a point of privilege, or any other motion unrelated to the current business made to address an immediate need of a *Council* member.
- y) “*Public Hearing*” is a pre-advertised segment of the meeting that *Council* is required to hold pursuant to the provisions of the *Municipal Government Act* or any other legislation, statutory or non-statutory;
- z) “*Quorum*” means the minimum number of *Council* members that must be physically or *electronically* present at a meeting for business to be legally transacted;
- aa) “*Recording Secretary*” means the person tasked by the CAO with recording and preparing the official minutes of a meeting;
- bb) “*Regular Meeting*” means a meeting of *Council* scheduled at an annual *Organizational Meeting* and held in accordance with the *Act*;
- cc) “*Resolution*” means a *motion* that is adopted by *Council*;
- dd) “*Roberts Rules of Order*” means *Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition* by Henry M. Robert III, or the most recent edition of *Robert’s Rules of Order*;
- ee) “*Special Meeting*” means a meeting of *Council* called by the *Mayor* pursuant to section 194 of the *Act*, which was not scheduled at an *Organizational Meeting*; and
- ff) “*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. SCOPE & APPLICATION

- 3.1 This Bylaw applies to all *Council Organizational Meetings, Regular Meetings, Special Meetings, Public Hearings*, and any other meetings of *Council* as may be directed by *Council* and shall be binding upon all participating in and attending such meetings.
- 3.2 The rules governing the procedures of *Council* shall be applied in the following order of precedence:
  - a) the *Municipal Government Act*;
  - b) any other applicable provincial legislation;
  - c) this Bylaw; and
  - d) *Robert’s Rules of Order*.
- 3.3 When a matter arises relating to the proceedings of a meeting which is not covered by the *Act*, other applicable provincial legislation, this Bylaw, or *Roberts Rules of Order*, the matter will be decided by the *Chair*.

- 3.4 In the absence of any obligation of the *Act* or any other applicable provincial legislation, any provision of this Bylaw may be waived by a *resolution* with a two-thirds (2/3) majority vote.
- 3.5 A *resolution* passed in accordance with section 3.4 shall only be valid for the remainder of the meeting in which it was passed.

#### 4. PURPOSE

- 4.1 The purpose of this Bylaw is to establish guidelines for the conduct of *Council* meetings, provide for an orderly, efficient, and transparent decision-making process, and to ensure compliance with the *Act* and other applicable legislation.

#### 5. MUNICIPAL OFFICE

- 5.1 Pursuant to section 204 of the *Act*, the municipal office of the *Town* shall be the office located at 224 Centre Street, Drumheller, Alberta, Canada, T0J 0Y4.

#### 6. NOTICE OF MEETINGS

- 6.1 All *Council Meetings* and *Committee of the Whole Meetings* shall be advertised to the public on the *Town of Drumheller* website, in accordance with the *Advertising Bylaw*.
- 6.2 Pursuant to section 197(1) of the *Act*, *Council* shall conduct their meetings in public.

#### 7. RESPONSIBILITIES OF CHAIR

- 7.1 The *Mayor* shall act as *Chair* and shall preside over all meetings of *Council* and the *Committee of the Whole* when in attendance at said meetings.
- 7.2 In the absence or incapacity of the *Mayor*, the *Deputy Mayor* shall act as *Chair* and shall preside over all meetings of *Council* and the *Committee of the Whole*.
- 7.3 In the absence of or incapacity of both the *Mayor* and the *Deputy Mayor*, the *CAO* shall call the meeting to order and shall oversee the appointment of a *Chair* from among the *Council* members, who shall then preside over the remainder of the meeting.
- 7.4 The *Chair* of a meeting shall be responsible for:
- a) calling the meeting to order at the time specified in the *agenda*;
  - b) preserving good order and decorum during the meeting;
  - c) managing the conduct of the meeting, including the orderly consideration of business, proposed amendments to the *agenda*, recesses, and related procedures;
  - d) ruling on points of order and points of privilege without discussion or debate;
  - e) responding to points of information and points of procedure, without discussion or debate;

- f) deciding the order in which *Councillors* may speak and ensuring that each *Councillor* who wishes to speak on a *motion* is provided the opportunity to do so;
- g) calling for the movement of a *motion*, its second, and the vote of a *motion*; and
- h) deciding all other questions relating to the orderly procedure of the meeting, in accordance with section 3.3 of this Bylaw.

7.5 Notwithstanding sections 7.1 through 7.3, the *Mayor* may delegate the role of *Chair* to another member of *Council* in their sole discretion.

## 8. QUORUM

8.1 *Quorum* of *Council* shall be a minimum of four (4) members of *Council* and shall be established pursuant to section 167 of the *Act*.

8.2 The *Chair* shall only call the meeting to order:

- a) at or following the scheduled start time; and
- b) once *quorum* is present.

8.3 If *quorum* is not present at the start of a meeting:

- a) the meeting shall be immediately recessed for a maximum of thirty (30) minutes to allow *quorum* to be re-established;
- b) if *quorum* is not re-established within thirty (30) minutes, the CAO shall record the names of those present, and the meeting shall be adjourned; and
- c) any *agenda* items shall be considered at the next *Regular Meeting* or at a *Special Meeting* called for that purpose.

8.4 If *quorum* is lost at any time during a meeting:

- a) the meeting will be recessed for a maximum of thirty (30) minutes to allow *quorum* to be re-established; and
- b) if *quorum* is not re-established within thirty (30) minutes, the meeting shall be adjourned, and any remaining business will be considered at the next *Regular Meeting* or at a *Special Meeting* called for that purpose.

8.5 *Council* members unable to attend a meeting must notify the *Mayor* and CAO as soon as possible, providing the reason for their absence.

8.6 Pursuant to section 174(1)(d) and section 174(2) of the *Act*, a *Council* member is disqualified from *Council* if the *Council* member is absent from all *Regular Meetings* held during any consecutive sixty (60) day period, unless:

- a) The absence is authorized by *resolution* of *Council*; or

- b) there is no *Regular Meetings* during the specified period.

## 9. ORGANIZATIONAL MEETINGS

- 9.1 An *Organizational Meeting* shall be held annually no later than fourteen (14) calendar days after the third (3<sup>rd</sup>) Monday in October, in accordance with section 192 of the *Act*.
- 9.2 At an *Organizational Meeting*, *Council* shall:
  - a) establish the roster for the position of *Deputy Mayor* in accordance with section 152 of the *Act*, as applicable;
  - b) establish the schedule of *Regular Meetings* and *Committee of the Whole Meetings*;
  - c) appoint members and alternates to *Council* boards, committees, temporary task forces, or other bodies *Council* is entitled to make, in accordance with the *Council Committee Bylaw*, as required; and
  - d) consider any other matter on the agenda of the *Organizational Meeting* related to administrative or organizational matters of *Council*.

## 10. INAUGURAL ORGANIZATIONAL MEETINGS

- 10.1 The Inaugural *Organizational Meeting* is the first *Organizational Meeting* following a *general election*.
- 10.2 At an Inaugural *Organizational Meeting*, the CAO shall:
  - a) take the *Chair*;
  - b) call the meeting to order; and
  - c) preside over the meeting until the *Mayor* has made and subscribed to the official oath or solemn affirmation prescribed by the *Oath of Office Act*, following which the *Mayor* shall assume the *Chair* for the remainder of the meeting.
- 10.3 Once the *Mayor* takes the *Chair*, all *Councillors* shall make and subscribe to the official oath or solemn affirmation prescribed by the *Oath of Office Act*.
- 10.4 In the event of a by-election, a duly elected *Council* member must make and subscribe to the official oath or solemn affirmation as the first order of business at a *Council Meeting* upon being elected to office.
- 10.5 Pursuant to section 156 of the *Act*, a *Council* member shall not carry out any power, duty, or function until that person has taken the official oath or solemn affirmation prescribed by the *Oath of Office Act*.
- 10.6 Pursuant to section 201.1 of the *Act*, during the year of a *general election*, the CAO shall, in accordance with the regulations, offer orientation training for each member of *Council*.

## 11. SCHEDULING MEETINGS

- 11.1 The schedule of *Regular Meetings* and *Committee of the Whole Meetings* shall be established annually by *resolution* at the annual *Organizational Meeting of Council*.
- 11.2 All *Council* members must be present when establishing a schedule of *Regular Meetings* and *Committee of the Whole Meetings*.
- 11.3 *Regular Meetings* shall be held at a minimum of twice per month and *Committee of the Whole Meetings* shall be held as determined by *Council*.
- 11.4 *Council Meetings* and *Committee of the Whole Meetings* shall be scheduled after 9:00 a.m. and shall not continue beyond 10:00 p.m.
- 11.5 Notwithstanding sections 11.1 through 11.3 of this Bylaw, the schedule of *Regular Meetings* and *Committee of the Whole Meetings*, including their date, time, and location, may be amended by providing at least twenty-four (24) hours' written notice to all *Council* members and the general public in accordance with the *Advertising Bylaw*, and by obtaining:
- a) a *resolution* of *Council*, with a two-thirds (2/3) majority vote of all members of *Council*; or
  - b) the written consent of all members of *Council*.
- 11.6 In the case where a meeting date conflicts with a statutory holiday, the meeting shall be held on the next business day that is not a statutory holiday.

## 12. SPECIAL MEETINGS

- 12.1 In accordance with section 194 of the *Act*, the *Mayor*:
- a) may call a *Special Meeting* whenever the *Mayor* considers it appropriate to do so; or
  - b) must call a *Special Meeting* when the *Mayor* receives a written request from a majority of the *Councillors* stating its purpose.
- 12.2 A *Special Meeting* called in accordance with section 12.1(b) must be held within fourteen (14) calendar days after receiving the request.
- 12.3 *Special Meetings* may be called by the *Mayor*:
- a) by giving at least twenty-four (24) hours written notice to all *Council* members and the public, stating the purpose of the meeting and the date, time, and location at which it is to be held; or
  - b) with less than (24) hours written notice to all *Council* members and without notice to the public if at least two-thirds (2/3) of *Council* agrees to this in writing before the beginning of the meeting.

12.4 No matter other than that stated in the notice calling the *Special Meeting* may be transacted at the meeting unless the whole *Council* is present at the meeting and agrees, by *resolution*, to deal with the matter in question.

12.5 A *Special Meeting* may be cancelled by the Mayor:

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

### 13. ELECTRONIC MEETINGS

13.1 *Council* may conduct any meetings either in person or by *electronic means*, or a combination thereof, pursuant to section 199(2) of the *Act*, with the exception of a *closed session* held in accordance with section 15.9 of this Bylaw.

13.2 When a meeting is scheduled to be conducted either wholly or partially via *electronic means*, public notification shall:

- a) clearly indicate that the meeting will be conducted *electronically* via videoconferencing software;
- b) provide access details for members of the public, including a link to observe or participate where appropriate; and
- c) be advertised in accordance with the *Advertising Bylaw*.

13.3 *Council* members are expected to participate in meetings in person wherever possible, but may participate in a meeting *electronically* and will be considered present if:

- a) they are outside the boundaries of the *Town*, or they are unable to attend in person due to personal or immediate family medical circumstances;
- b) the *Mayor* determines that the meeting shall be held wholly *electronically*; and
- c) all participating *Council* members are able to hear and communicate clearly with each other.

13.4 Notwithstanding section 13.1, *Council* members intending to participate electronically must notify the *Mayor* and CAO as soon as they are aware that electronic participation is required.

13.5 The *Chair* shall announce the names of all the *Council* members participating *electronically* at the beginning of the meeting.

13.6 *Council* members participating *electronically* must:



- a) have their cameras activated, being always visible to other participants during the meeting, unless otherwise permitted by the *Chair*;
- b) be using a secured network; and
- c) be in a private location that is free from interruptions or distractions and conducive to respectful proceedings.

13.7 The *Chair* may terminate a *Council* member's electronic participation if, in their sole opinion:

- a) it is disruptive to the meeting;
- b) the *Council* member is in a location that is not secure or appropriate for meeting proceedings; or
- c) communication is not functioning in a way that allows for full participation.

13.8 The *Chair* shall be required to attend meetings in-person, except when the meeting is conducted wholly electronically, in accordance with 13.3(b) of this Bylaw.

#### **14. RECORDING AND LIVESTREAMING MEETINGS**

14.1 All *Council Meetings* and *Committee of the Whole Meetings* shall be recorded and *livestreamed* to the public.

14.2 Notwithstanding section 14.1, meetings shall not be recorded or *livestreamed*:

- a) during any portion of the meeting that is in *closed session*;
- b) if there are technical difficulties that are unable to be resolved; or
- c) if the *Chair* directs, in their sole discretion, the termination or interruption of a recording or *livestream*.

14.3 The *Chair* shall announce if the meeting is being recorded or *livestreamed* at the start of a meeting.

14.4 If the meeting is not being recorded or *livestreamed* in accordance with section 14.2:

- a) notice of any technical difficulties shall be provided to the public on the *Town's* website; and
- b) a recorded video shall **not** be published on the *Town's* public YouTube Channel.

14.5 The official record of all meetings shall be the written, approved minutes as required by the *Act*, regardless of the existence of recordings or *livestreams*.

#### **15. CLOSED SESSION**

- 15.1 Notwithstanding section 6.2 of this Bylaw and pursuant to section 197(2) of the *Act*, *Council* may close all or part of a meeting to the public if a matter to be discussed is exempted from public discussion pursuant to the *Access to Information Act*.
- 15.2 Pursuant to section 197(4) of the *Act*, before closing all or any part of a meeting to the public, *Council* must first, by *resolution*:
- a) approve the part of the meeting that is to be closed;
  - b) specify the matter to be considered in the *closed session* with a brief, non-sensitive description; and
  - c) specify the exception(s) to disclosure and the relevant section(s) within the *Access to Information Act* under which the meeting is to be closed.
- 15.3 A *resolution* to close the meeting to the public and a *resolution* to open the meeting to the public shall be required for each separate matter exempted from public discussion.
- 15.4 Pursuant to section 197(3) of the *Act*, when a meeting is closed to the public, no resolution or bylaw shall be passed at the meeting, except a resolution to revert to an open session of the meeting.
- 15.5 The *Chair* of the meeting shall:
- a) ensure that only those matters identified in accordance with section 15.3 of this Bylaw are discussed in the *closed session*; and
  - b) determine which individuals are permitted to attend the *closed session*, based on their role and their relevance to the topic.
- 15.6 *Council* members and any attendee(s) of a *closed session* shall:
- a) maintain the confidentiality of all *closed session* content and refrain from discussing *closed session* content outside the meeting; and
  - b) refrain from recording or distributing any part of the *closed session* meeting.
- 15.7 Notwithstanding section 15.6(b) of this Bylaw, the *CAO* shall:
- a) record all persons present during each *closed session* and include their names in the meeting minutes; and
  - b) note the times individuals enter and exit the *closed session*.
- 15.8 Pursuant to Section 197(5) of the *Act*, after the meeting is opened to the public, any members of the public who are present outside the meeting room shall be notified that the rest of the meeting is now open to the public and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

15.9 The operation of electronic devices shall not be permitted by anyone in the meeting room during any *closed session*.

## 16. MEETING AGENDAS

16.1 Meeting *agendas* shall be prepared by the CAO in consultation with the *Mayor*.

16.2 The CAO shall establish deadlines for the submission of *agenda* items by staff and the public, to allow for the review and preparation of *agenda* items by the CAO.

16.3 Only items received by the deadline established by the CAO, in accordance with section 16.2, shall be included in the agenda unless an extension has been granted by the CAO, in their sole discretion.

16.4 The CAO shall distribute the proposed *agenda* to *Council* and post the proposed *agenda* on the *Town* website at least three (3) calendar days prior to the meeting date.

16.5 *Agenda* items that are not included in the *agenda* distributed in accordance with section 16.4 shall be considered emergent business.

16.6 Amendments or additions to the *agenda*:

- a) may be proposed by a *Council* member or the CAO; and
- b) where there is an objection to an amendment or addition of the *agenda*, a separate *motion* for that amendment shall be required.

16.7 The *agenda* and supporting materials shall be deemed to be accepted by *Council* when the *agenda* is adopted by *resolution*.

16.8 The business of *Council* intended to be dealt with at a *Regular Meeting* shall be stated in the *agenda* in the following order, unless determined otherwise by the CAO:

- a) Call to Order;
- b) Opening Comments;
- c) Adoption of the Agenda;
- d) Adoption of the Minutes;
- e) Council Boards and Committees;
- f) Notice of Motion;
- g) Delegations;
- h) Public Hearings;
- i) Reports from Administration;

- j) Correspondence;
- k) Closed Session; and
- l) Adjournment.

## 17. EMERGENT BUSINESS

- 17.1 All *agenda* items that are not included in the *agenda* distributed in accordance with section 16.4 shall be considered emergent business.
- 17.2 Emergent business may be added to the *agenda* by either a *Council* member or the CAO when:
- a) the matter is considered to be urgent or is required due to time constraints; and
  - b) the matter was not previously discussed at the same meeting.
- 17.3 The *Council* member or the CAO proposing the adoption of the emergent business shall provide the rationale for why the matter should be added to the *agenda*.
- 17.4 If a *Council* member or the CAO is proposing the adoption of emergent business subsequent to the approval of the *agenda*, the emergent business must be adopted by unanimous *resolution* of *Council*.

## 18. NOTICE OF MOTION

- 18.1 A *Councillor* who wishes to introduce a new matter for consideration at a meeting, which is not emergent business, must submit a *notice of motion* and any supporting documentation in writing to the CAO at least seven (7) calendar days prior to the meeting at which the *Councillor* wishes to introduce the matter.
- 18.2 Notwithstanding section 18.1 of this Bylaw, the deadline to submit a *notice of motion* may be waived by a *resolution* of *Council*, whereby the *notice of motion* would be added to the *agenda* as emergent business.
- 18.3 The *notice of motion* shall be submitted in the prescribed form attached as Schedule 'A' of this Bylaw and must include the following:
- a) The date of the meeting at which the *Councillor* will introduce the *notice of motion* by reading it into the public record;
  - b) The date of the meeting at which *Council* will consider the matter;
  - c) The name of the *Councillor* who seconded the *notice of motion*; and
  - d) An indication of the purpose and background of the *notice of motion*.
- 18.4 All *notices of motion* shall be introduced at a meeting by reading the *notice of motion* into the public record and shall be considered:

- a) at a subsequent meeting, as per the date specified in the *notice of motion*; or
- b) immediately, following the moving and seconding of the proposed motion.

## 19. MINUTES

19.1 A written record of the proceedings and decisions of all *Council Meetings* and *Committee of the Whole Meetings* shall be recorded by the CAO, pursuant to section 208 of the *Act*, which shall include but is not limited to:

- a) the date, time, and location of the meeting;
- b) the name of the *Council* members present and absent from the meeting, and whether they are attending in-person or *electronically*;
- c) the times at which *Council* members leave and arrive during the meeting, if applicable;
- d) the *Public Hearing* process, pursuant to section 28 of this Bylaw;
- e) the names of persons who are not members of *Council* who are present during a *closed session* and the times which they leave and arrive during *closed session*, in accordance with section 15.7 of this Bylaw;
- f) all motions, the names of the persons moving and seconding a motion, whether the motion was carried or defeated, any *Council* members who were absent or abstained from the vote, and how each *Council* member voted, if the vote was not unanimous; and
- g) any abstentions of a conflict of interest or pecuniary interest made by *Council* members and the reasons provided by the member in their disclosure of the interest.

19.2 *Council Meeting and Committee of the Whole* meeting minutes shall be:

- a) reviewed and adopted by *resolution* at a subsequent *Regular Meeting* or *Special Meeting*;
- b) signed by the *Chair* and CAO, pursuant to section 213 of the *Act*; and
- c) sealed with the *Town* corporate seal.

19.3 Minutes shall not include comments made during discussion or debate unless a *Council* member specifically requests that the comments be recorded in the minutes.

## 20. MEETING PROCEDURE

20.1 The *Chair* shall deal with matters in the order they are set out in the *agenda*, unless:

- a) these items are scheduled for a specific time, such as in the case of a *Public Hearing*; or

- b) the *Chair*, in their sole discretion, determines to alter the order of business.
- 20.2 The *Chair* shall introduce each item on the *agenda* without debate and debate shall only take place once a motion has been moved and seconded, in accordance with Section 21.1 of this Bylaw.
- 20.3 No *Council* member or other person at the meeting shall speak unless they are recognized by the *Chair*.
- 20.4 All meeting proceedings, including presentations, questions, responses, and debate must be directed through the *Chair*.
- 20.5 *Council* members shall:
  - a) confine their remarks to the matter under discussion; and
  - b) refrain from repetitious or redundant comments.
- 20.6 The *Chair* may limit debate if discussion becomes repetitive or disorderly, in the sole opinion of the *Chair*.
- 20.7 If a meeting is adjourned before all the business included on the meeting *agenda* has concluded, the remaining business shall be included on the *agenda* for the next *Regular Meeting* or on the *agenda* of a *Special Meeting* set for that purpose.

## 21. MAIN MOTIONS

- 21.1 All decisions of *Council* shall be made by *resolution*, pursuant to section 180 and section 181 of the *Act*.
- 21.2 No matter may be debated or voted on unless a *motion* has been moved by one *Councillor* and seconded by another *Councillor*.
- 21.3 A *Councillor* may introduce or second a *motion* regardless of whether the *Councillor* intends to support the *motion*.
- 21.4 A *Councillor* shall not introduce a *motion* that is substantially the same as a previous *motion* brought before *Council* during the previous six (6) months.
- 21.5 *Council* members present at the meeting shall vote on each *motion*, unless required or permitted to abstain from voting pursuant to the *Act*.
- 21.6 When a *motion* is under debate, except for *privileged motions* or *incidental motions*, no *motion* shall be received other than a *motion* to:
  - a) amend the *motion*; or
  - b) defer the *motion* to a subsequent meeting or time;
- 21.7 The *Chair* shall not call for a vote on a *motion* until the *Councillors* and the *Recording Secretary* are clear on the wording of the *motion*.

21.8 When the vote is called by the *Chair*:

- a) No *Council* member or other attendee(s) at a *Council Meeting* shall be permitted to speak until the votes are cast; and
- b) *Council* members shall vote by the raising of hands or in another manner deemed appropriate by the *Chair*, in their sole discretion.

21.9 If a majority of *Council* votes in favour of a *motion*, the *Chair* shall declare that the *motion* is carried.

## 22. SUBSIDIARY MOTIONS

### **Motion to Amend**

22.1 A *Council* member may move to amend a *motion on the floor*.

22.2 An amending *motion* shall:

- a) be used for the purpose of adding, removing, or replacing words in the *motion on the floor*; and
- b) relate to the subject matter of the *motion on the floor* while not contradicting the original intent of the *motion*.

22.3 The mover of the *motion on the floor* shall still be considered the mover of the *motion on the floor* after any amendments thereto.

22.4 When a *motion* has two or more recommendations, a *Council* member may request that a *motion on the floor* be severed and considered as separate *motions*, in which case, the mover and seconder of the original *motion on the floor* shall be considered the mover and seconder of the severed motions.

### **Motion to Table**

22.5 A *Council* member may move to table a matter or a *motion* and all pending amendments to the *motion* temporarily by including either:

- a) the set date or time during a scheduled *Council* meeting when the postponed *motion* shall be discussed; or
- b) specify a location within the current meeting *agenda* where the *motion* shall be discussed.

22.6 A matter or *motion* that has been tabled must not be considered until lifted from the table by *resolution*.

22.7 If a matter or *motion* that has been tabled for that meeting, that is not lifted from the table by *resolution* before the adjournment of that meeting, shall be included on the *agenda* for the next *Regular Meeting* or *Special Meeting*, set for that purpose.

### **Motion to Withdraw**

22.8 A *Councillor* who introduces a *motion* may withdraw their *motion* if the *motion* has not been seconded.

22.9 A *motion on the floor* may only be withdrawn if:

- a) It is withdrawn by a motion of the *Councillor* who introduced the *motion on the floor*; and
- b) the *resolution* to withdraw the *motion on the floor* receives unanimous consent.

22.10 A *motion* withdrawn in accordance with section 22.9 shall not be recorded in the meeting minutes.

### **Motion to Rescind**

22.11 A *Council* member may move to rescind a *resolution* that was previously adopted during the term of the current *Council*.

22.12 A *resolution* to rescind:

- a) shall require a *resolution* by the majority of the entire *Council*; and
- b) if passed, renders the original *resolution* null and void.

### **Motion to Refer**

22.13 A *Council* member may move to refer any matter or *motion* to the CAO, a *Council* committee, or other body for further investigation, consideration, and report.

### **Motion to Limit Debate**

22.14 A *Council* member may move to limit debate on a *motion* by:

- a) moving to set a maximum amount of time that each *Council* member may speak on a specific *motion on the floor*; or
- b) moving to set a maximum number of times that each *Council* member is allowed to speak on a specific *motion on the floor*.

### **Motion to End Debate**

22.15 A *Council* member may move to close debate on a *motion on the floor* and require *Council* to proceed immediately to a vote.

## **23. PRIVILEGED MOTIONS**

### **Motion to Recess**



- 23.1 The *Chair* may recess the meeting at any time for a specific period of time or until a specific time and shall call the meeting back to order without requiring a *motion*.
- 23.2 A *Councillor* may request that the meeting be recessed for a specific period of time or until a specific time by making a *motion*.

### **Motion to Adjourn**

- 23.3 A *Councillor* may move to adjourn a meeting at any time during the meeting unless:

- a) the meeting is in *closed session*; or
- b) another *motion on the floor* is being considered.

- 23.4 If a meeting is adjourned before all the business included on the meeting *agenda* has concluded, the remaining business shall be included on the *agenda* for the next *Regular Meeting* or on the *agenda* of a *Special Meeting* set for that purpose, in accordance with section 20.7 of this Bylaw.

## **24. INCIDENTAL POINTS**

### **Point of Privilege**

- 24.1 A *Council* member may question the rights, comfort, safety, or privileges of themselves or another *Council* member through a point of privilege, which includes but is not limited to requests related to heating, lighting, noise, other disturbances, or the decorum of other members or the public.

### **Point of Order**

- 24.2 A *Council member*, the CAO, or the *Recording Secretary* may question a procedural matter related to a *Council* member or bring to attention the purported breach of the rules of this Bylaw by raising a point of order.

### **Point of Information**

- 24.3 A *Councillor*, the CAO, or the *Recording Secretary* may request or provide clarification or additional information during a matter under discussion by raising a point of information.

## **25. MOTIONS OUT OF ORDER**

- 25.1 The *Chair* may rule that a *motion* is out of order by providing the reasons for their decision, which may include, but is not limited to the following:
- a) the *motion* is not relevant to the matter under consideration;
  - b) the *motion* is unclear or contains several different or distinct recommendations;
  - c) the amending motion would nullify or contradict the intent of the *motion on the floor*;

- d) the *motion* would infringe on the role of the CAO, as provided for in section 201(2) of the *Act*;
- e) the *motion* is contrary to the *Act*, other governing legislation, or a bylaw of the *Town*;
- f) the *motion* is outside the authority or jurisdiction of the *Town*;
- g) the *motion* should be made through a *notice of motion* or should be brought before *Council* through another means; or
- h) the *motion*, or a substantially similar *motion*, has been considered during the past six (6) months.

25.2 *Motions* that are ruled out of order are no longer *motions*, and shall not be considered, voted upon or recorded in the minutes.

## **26. PECUNIARY INTEREST AND CONFLICT OF INTEREST**

- 26.1 A *Councillor* who has a reasonable belief that they have a pecuniary interest in any matter before *Council*, any committee of *Council*, or any board, commission, committee or agency to which they are appointed as a representative of *Council*, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and shall remove themselves as a member of *Council* from *Council* Chambers until the matter is concluded.
- 26.2 A *Councillor* who has a reasonable belief that they have a conflict of interest in any matter before *Council*, any committee of *Council*, or any board, commission, committee or agency to which they are appointed as a representative of *Council*, may, if present, declare and disclose the general nature of the conflict of interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and may remove themselves as a member of *Council* from *Council* Chambers until the matter is concluded
- 26.3 The minutes shall indicate the declaration of disclosure under the applicable section of the *Act* and section 26 of this Bylaw, and, if applicable, the time at which the *Councillor* left and returned to the meeting.

## **27. TIE VOTE**

- 27.1 If there are an equal number of votes for and against a *resolution* or bylaw, the *resolution* or bylaw is defeated.

## **28. PUBLIC HEARINGS**

- 28.1 In accordance with Part 7 of the *Act*, a *Public Hearing* shall be held when required by the *Act* or another enactment, or when directed by *Council*.
- 28.2 A *Public Hearing* shall be held at a *Regular Meeting* or *Special Meeting* of *Council* and will commence at 5:30 p.m., unless otherwise directed by a *resolution* of *Council*.

- 28.3 A *Public Hearing* shall be held before second reading of a proposed bylaw or before *Council* makes a decision by *resolution*.
- 28.4 Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, *resolution*, or other subject of the *Public Hearing* shall be eligible to present at a *Public Hearing*, either *electronically* or in person, and may also provide a written submission, given they adhere to the procedures of the *Public Hearing* identified within this Bylaw.
- 28.5 *Public Hearings* shall be advertised in accordance with the *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the *Public Hearing*.
- 28.6 Notwithstanding section 28.5 of this Bylaw, a *Public Hearing* shall be advertised:
- a) for two (2) consecutive weeks in an accredited local newspaper, if possible; and
  - b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.
- 28.7 In accordance with section 199 of the *Act*, all *Public Hearings* shall be conducted both *electronically* and in person at Town Hall.
- 28.8 All requests to provide a verbal submission *electronically* at a meeting must be received at least five (5) calendar days prior to the date of the *Public Hearing* and shall include:
- a) The name of the requestor;
  - b) whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the *Public Hearing*; and
  - c) whether they are a resident of the Town of Drumheller.
- 28.9 All written submissions must be received at least five (5) calendar days prior to the date of the *Public Hearing* for inclusion in the *agenda*, and shall include:
- a) the name of the signatories;
  - b) state if the signatories are in favour or opposed to the subject matter;
  - c) whether or not the signatories are residents of the *Town of Drumheller*; and
  - d) how each signatory is affected by the subject matter of the *Public Hearing*.
- 28.10 Written submission containing personal attacks, derogatory or defamatory statements, statements that promote discrimination against a person or class of persons, or statements that are likely to expose a person or class of persons to hatred or contempt will not be accepted.

28.11 Any person who wishes to present an in-person verbal submission at a *Public Hearing* shall register to speak prior to the hearing on a designated sign-in sheet, which shall include:

- a) their name;
- b) whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the *Public Hearing*; and
- c) whether they are a resident of the *Town of Drumheller*.

28.12 The order of business for a *Public Hearing* shall be as follows:

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

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

- a) all persons shall address their presentation to the *Chair* and shall only address *Council* with the *Chair's* permission;

- b) presentations shall be given in the order in which they are called;
- c) all materials associated with the *Public Hearing* will form part of the minutes of the regular or special council meeting in accordance with section 216.4(6) of the *Act* and will become part of the public record;
- d) only material associated with the proposed bylaw, *resolution*, or other subject matter for which the *Public Hearing* was called will be considered at the *Public Hearing*;
- e) no person shall speak for more than five (5) minutes, and no group shall speak for more than ten (10) minutes, exclusive of the time required to answer questions from *Council*, unless the presentation has been extended by a decision of the *Chair* in order to ensure the integrity of the *Public Hearing*;
- f) any person addressing *Council* shall:
  - i) state their name;
  - ii) whether they are in support of or opposition to the Bylaw, *resolution*, or other subject matter;
  - iii) whether they are a resident of the *Town of Drumheller*; and
  - iv) how they are affected by the proposed bylaw, *resolution*, or other subject matter;
- g) *Council* may not debate the bylaw, *resolution*, or other subject matter at the *Public Hearing* and may only ask questions for clarification;
- h) the *Chair* shall have the authority to end a presenter's electronic participation in a *Public Hearing* if, in the opinion of the *Chair*, it is disruptive or inappropriate to the proceedings;
- i) respect for staff, *Council*, and the public shall be maintained, and the *Chair* may expel any member of the public from the *Public Hearing* for improper conduct, in accordance the section 216(3) of the *Act*.

28.14 *Council* members who are absent for the entirety or part of a *Public Hearing*:

- a) **must** abstain from voting on the matter in future sessions of *Council*, if absent for the entirety of the Public Hearing; and
- b) **may** abstain from voting on the matter in future sessions of *Council*, if absent for part of the Public Hearing.

28.15 In order to ensure procedural fairness, no person shall address *Council* regarding a matter subject to a *Public Hearing* after the conclusion of that *Public Hearing*.

## 29. DELEGATIONS

- 29.1 Any individual, group, or organization wishing to appear before *Council* or the *Committee of the Whole* shall be required to make an appointment to appear as a delegation.
- 29.2 Any individual, group, or organization requesting to appear as a delegation must submit a written request to the CAO no later than 4:30 p.m., fourteen (14) days prior to the scheduled meeting.
- 29.3 The request must include:
- a) the name of the presenter(s);
  - b) the organization represented, if applicable;
  - c) the subject matter of the presentation; and
  - d) any materials to be included in the *Council agenda* package.
- 29.4 Delegations shall be scheduled at the discretion of the CAO and the *Mayor*, considering relevance, timeliness, and appropriateness of the subject matter.
- 29.5 The *Mayor* and CAO may refuse a request to appear if:
- a) the subject matter is outside the jurisdiction of *Council*;
  - b) the presenter is not a resident of the *Town*, and the subject matter is not, in the opinion of the *Mayor* and CAO, relevant to the *Town of Drumheller*;
  - c) the issue is the subject of ongoing litigation, insurance, or bylaw enforcement;
  - d) the request is repetitive or has already been considered by *Council* within the previous six (6) months; or
  - e) the submission is defamatory, frivolous, or offensive, in the opinion of the *Mayor* and CAO.
- 29.6 Delegations shall be allotted a maximum of ten (10) minutes to present, unless otherwise approved by the *Chair*.
- 29.7 Following the presentation:
- a) the presentation and any associated supporting material shall be accepted as information; and
  - b) if required, consideration on the matter shall take place at a subsequent *Regular Meeting* or *Special Meeting*, set for that purpose.
- 29.8 The *Chair* may end a presentation by a delegation if, in their opinion, the delegation is disrespectful, repeats arguments already made, or breaches meeting decorum.

- 29.9 Notwithstanding section 29.1 through 29.3 of this Bylaw, these requirements may be waived by a *resolution* of *Council* and the delegation may be added to the *agenda* as emergent business.

### 30. PUBLIC CONDUCT AT MEETINGS

- 30.1 Pursuant to section 198 of the *Act*, everyone has the right to attend *Council Meetings* and *Council* Committee Meetings conducted in public unless the *Chair* expels a person for improper conduct.
- 30.2 When in attendance at a *Council Meeting*, the public must maintain order, decorum, and quiet for the duration of the meeting, and shall not:
- a) approach or address *Council* without prior permission being granted by the *Chair*; or
  - b) otherwise disturb or interrupt the proceedings of *Council*.
- 30.3 The use of audio/visual recording devices or the taking of photographs by the public or the media during a meeting is prohibited, unless otherwise authorized by the *Chair*.
- 30.4 If the health or safety of the meeting participants is deemed to be at risk, the individual may be disallowed from attending meetings indefinitely, in the sole discretion of the *Mayor*.
- 30.5 If a member of the public who has been expelled refuses to leave the premises, the *Chair* or CAO may request the Royal Canadian Mounted Police or Peace Officer to remove the person.

### 31. BYLAWS

- 31.1 Bylaws shall be presented on the *agenda* with:
- a) their number; and
  - b) their short title.
- 31.2 Pursuant to section 187 of the *Act*, bylaws shall:
- a) have three (3) separate and distinct readings; and
  - b) must not be given more than two (2) readings at a *Council Meeting* unless the *Councillors* present unanimously agree to consider third reading.
- 31.3 Pursuant to section 189 of the *Act*, a bylaw is passed when it receives third reading and is signed in accordance with section 213 of the *Act*.
- 31.4 Pursuant to section 190 of the *Act*, a bylaw comes into force at the beginning of the day it is passed, unless otherwise provided for in the bylaw or by an applicable provincial statute.
- 31.5 *Council* shall vote on the *motion* for first and second reading of a bylaw, after the following, as required:

- a) debate on the substance of the bylaw;
- b) proposal and consideration of amendments to the bylaw; and
- c) referral of the bylaw to Administration for further information or a *Council* committee for further consideration.

31.6 *Council* shall vote on the *motion* for third reading of a bylaw, after the following, as required:

- a) debate on the substance of the bylaw; and
- b) proposal and consideration of amendments to the bylaw.

31.7 Pursuant to the *Act*; a bylaw may require a public hearing or approval of a provincial authority prior to a reading of a bylaw.

31.8 Pursuant to section 188 of the *Act*, the previous readings of a bylaw are rescinded if the proposed bylaw:

- a) does not receive third reading within two (2) years after first reading; or
- b) is defeated on second or third reading.

31.9 After the passage of a bylaw, the bylaw shall:

- a) be signed by the *Mayor* and the *CAO*; and
- b) be impressed with the corporate seal of the *Town*.

31.10 Pursuant to section 191 of the *Act*; the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw.

31.11 Pursuant to section 69 of the *Act*; the *CAO* is permitted to consolidate one (1) or more bylaws as deemed convenient, and in doing so, must:

- a) incorporate all amendments to the bylaw into a single bylaw; and
- b) omit all provisions that have been repealed or expired.

## **32. CORRESPONDENCE**

32.1 All formal written or electronic communication addressed to *Council* or a *Council* member and related to the role of *Council* shall be circulated to all members of *Council* and the *CAO*.

32.2 All formal written or electronic communication addressed to *Council* or a *Council* member shall be added to a meeting *agenda* and brought before *Council* for consideration if:

- a) it contains a request for a financial decision; or



- b) it contains other matter of significant importance, in the opinion of the CAO and Mayor.

32.3 Responses to all correspondence received in accordance with section 32.1 shall be prepared by the CAO and Mayor, as deemed necessary, after:

- a) allowing sufficient time for *Councillors* to review the incoming correspondence and provide suggestions for response; and
- b) allowing sufficient time for *Councillors* to review and approve outgoing correspondence prepared by the CAO and Mayor.

### 33. RECORDS MANAGEMENT

33.1 Clerical, typographical, and grammatical errors in approved bylaws, minutes, and *agendas* may be made by the CAO, without *Council resolution* if;

- a) the changes do not alter the intent of the document;
- b) the full name of the person making the correction and the date that the corrections were made is identified on the back page of the document;
- c) the changes are made by striking the error in red ink; and
- d) the changes are initialled and dated by the person making the correction.

33.2 If a *Council* member, when moving a *motion*, misspeaks in a manner that contradicts the clear intent of the *motion*, the *Recording Secretary* may record the *motion* in the manner in which it was intended.

33.3 Approved bylaws, minutes, and *agendas* shall be retained permanently by the CAO, in accordance with the *Records Retention and Disposition Bylaw #25.25*.

33.4 Recordings of meetings shall be retained and posted on the *Town's* public YouTube channel for a maximum of four (4) years.

### 34. SCHEDULES

34.1 Schedule 'A' is attached to and forms part of this Bylaw.

### 35. SEVERABILITY

35.1 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.

### 36. TRANSITIONAL

36.1 This Bylaw comes into full force and effect on October 20, 2025.

36.2 Upon third reading of this Bylaw, Bylaw #04.21 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'



**Town of Drumheller**

**NOTICE OF MOTION**

Submitted in accordance with section 18 of the Council Procedure Bylaw #33.25

**Presented by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

This notice of motion shall be read into the Council record on: ***[Insert Regular Meeting Date]***

The motion as read will be considered by Council on: ***[Insert Regular Meeting Date]***

**TITLE:** ***[Insert topic title]***

**WHEREAS:** ***[Insert preamble - Background Information];***

**AND WHEREAS:** ***[Insert preamble - Reason for Notice of Motion]***

**AND WHEREAS:** ***[Insert additional preamble as required - Additional Information];***

**NOW THEREFORE, BE IT RESOLVED THAT:**

***"[Insert proposed motion]"***

**OFFICE CONSOLIDATION**

of

**BYLAW #04.21**

**COUNCIL & COMMITTEE MEETING  
PROCEDURE BYLAW**

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

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

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

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## AMENDMENTS TO BYLAW #04.21

Bylaw	Date	Description
Bylaw #17.25	April 22, 2025	Repeal section 3.4; Repeal Section 7.7 - Public Hearings to address numbering issues; Create Section 14 - Public Hearings to provide updates based on changes to the <i>Municipal Government Act</i> that includes the requirement that Council hold public hearings pertaining to planning and development electronically, and to update the procedures that governs public hearings to provide more direction regarding the process and conduct required.

**TOWN OF DRUMHELLER  
BYLAW NUMBER 04.21**

*Council & Committee Meeting Procedure Bylaw*

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

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

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

**1. NAME**

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

**2. DEFINITIONS AND INTERPRETATION**

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

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



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



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

### 3. APPLICATION OF THIS BYLAW

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

3.4 (Repealed by BL 17.25)

4. MEETING PROCEDURES

4.1 Annual Scheduling

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

4.2 Changes to a Meeting, Time, Date or Place

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

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

#### 4.3 Meeting Conduct – Members and the Public

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



## 5. ELECTRONIC MEETINGS AND LIVE STREAMING

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

## 6. QUORUM

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

## 7. AGENDA - COUNCIL

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

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

#### 7.4 CLOSED SESSIONS [MGA 197]

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

#### 7.5 MOTIONS

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

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

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

## 7.6 BYLAWS

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



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

7.7. (Repealed by BL 17.25)

#### 7.8 DELEGATIONS AND PRESENTATIONS

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

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

#### 8. FIRST MEETING OF TOWN COUNCIL

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

#### 9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

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



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

#### 10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

10.1 The Committee of the Whole is comprised of Councillors.

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

10.3 The purpose of the COTW is to:

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

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

10.5 The Committee may make the following motions:

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

#### 11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

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

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

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

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

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

11.5 A special meeting may be cancelled:

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

## 12. COUNCIL SPECIAL TASK FORCES

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

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

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

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

## 13. COUNCIL COMMITTEES, BOARDS AND GROUPS

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

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

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

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

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

- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.
- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.
14. PUBLIC HEARINGS
- 14.1 In accordance with Part 7 of the *Municipal Government Act*, a Public Hearing shall be held when required by the *MGA* or another enactment, or when directed by Council.
- 14.2 A Public Hearing shall be held at a regular or special meeting of Council and will commence at 5:30 p.m., unless otherwise directed by a resolution of Council.
- 14.3 A Public Hearing shall be held before second reading of a proposed bylaw or before Council makes a decision by resolution.
- 14.4 Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, resolution, or other subject of the Public Hearing will be eligible to present at a Public Hearing, either electronically or in person, and may also provide a written submission, given they adhere to the procedures of the Public Hearing identified within this Bylaw
- 14.5 Public Hearings shall be advertised in accordance with the Town of Drumheller *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the Public Hearing.
- 14.6 Notwithstanding section 14.5 of this Bylaw, a Public Hearing will be advertised:
  - (a) for two (2) consecutive weeks in an accredited local newspaper; and
  - (b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.



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

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

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

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

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

(BL 17.25)

## 15. TRANSITIONAL

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

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF SEPTEMBER, 2021.

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF SEPTEMBER, 2021.

READ A THIRD AND FINAL TIME THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2021.

## BRIEFING NOTE

<b>TITLE:</b>	Drumheller Resiliency and Flood Mitigation Program Fisheries and Oceans Canada (DFO) Planting - Program Revegetation Tender Update
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Graham Waugh, Project Engineer, Flood Resiliency Program
<b>ATTACHMENTS:</b>	N/A

### SUMMARY:

As part of the overall Flood Mitigation Program, fish habitat compensation is required to mitigate loss of fish habitat caused by removal of existing riparian vegetation and placement of in-stream riprap bank erosion protection. To achieve this for the Rosedale/Scarlett and Nacmine projects, roughly 18 ha of riparian land along and adjacent to the Red Deer River in Lehigh will be reestablished and revegetated with tree/shrubs. The project also involves removal and revegetation of the existing gravel roads in Lehigh. This work is required as part of the Flood Buyout program, which is part of the Provincial Drought and Flood Protection (DFPP) grant that was received in 2024.

A Request for Tender for the work was advertised on Bids & Tenders from July 17, 2025 to August 26, 2025, with a pre-bid site meeting held on August 6, 2025. A total of three (3) bids were received. Two bids were deemed compliant, while one bid was disqualified due to incomplete Bid Documents. The results are as follows:

<b>Company Name</b>	<b>Total Cost (excluding GST)</b>
Wilco Contractors Southwest Inc.	\$787,755.00
Landform Inc.	\$1,382,341.55
Landscape Architect's Estimate	\$650,000.00

GroundCubed has reviewed the bids. They have found two of the three submitted bids to be compliant with the tender requirements and are recommending award to Wilco Contractors Southwest Inc. Wilco is well suited to complete the work and is very familiar with the scope of work, having completed four (4) of the Town flood berm projects.

Until the Rosedale and Nacmine Berm projects wrap up, there remains some uncertainty in availability of grant-funded Flood Program budget to complete this required work. Given this uncertainty, combined with the timing of the Town of Drumheller's 2026 capital budget approval scheduled for late fall 2025, the Flood Office will defer award of this work until late fall. Wilco has agreed to hold their pricing until 2026, if the contract is awarded this year.

This would mean that both the site preparatory work (i.e. ripping gravel roads and preparing planting beds, restoration and vegetation planting) will be completed starting in Spring of 2026. The completion date for the work under this contract is June 30, 2026; however, with the delay in award, a one-month extension will need to be granted. The contract includes a 2-year maintenance period.



**DIRECTION:**

The work included in this contract is a mandatory requirement under the Flood Program's Fisheries and Oceans Canada regulatory authorization, as such will need to proceed in 2026 to meet regulatory obligations. As the funding source remains uncertain at this point, award of the contract will be deferred until late fall 2025.

**DISCUSSION:**

The Program Revegetation work represents the final major phase of work for the Flood Program. As of September 1, the Nacmine and Rosedale/Scarlett berms projects are 90% and 45% complete, respectively.

Throughout the Flood Program, the Flood Project Team has been working with Department of Fisheries and Oceans (DFO) to identify compensation requirements for the loss of riparian area. In discussions with the DFO it was determined that a compensation ratio of 1:2 and 1:1 for in-stream (below 1:2yr river level) and riparian (above 1:2yr river level) respectively would be appropriate. For the Nacmine, Rosedale and Scarlett berm projects this equates to a revegetation area of roughly 12.7ha. The project includes planting approximately 1000 trees, 1000 willow stakings and 2000 shrubs. In addition to the revegetation work, the Town is contributing \$25,000 towards a fish eDNA study to evaluate native fish species and invasive aquatic species within the Red Deer River through Drumheller. The study is being done in partnership with the University of Alberta and Alberta Environment.

In 2023, as part of DFO Offsetting measures for the Willow Estate, Newcastle and Midland berms, revegetation planting and fencing along the Red Deer River adjacent to the Town Raw Water Reservoir was completed to limit cattle access to the river and revegetate damaged shoreline. This work was done as part of the program's DFO fish habitat offsetting compensation. The past work was done under a \$75,275 Provincial Watershed Resiliency and Restoration Program (WRRP) grant.

**FINANCIAL IMPACT:**

At the July 17, 2025 Council meeting, a Flood Program budget update was presented which projected a final program cost of \$85,169,000, a budget exceedance of \$2,624,000. This budget included the Nacmine and Rosedale Berms, and this DFO Revegetation project. A budget update will be provided to Council in Q4 of 2025.

Total project cost for the DFO Revegetation project is as follows:

Construction	Cost
• Contract Construction and Maintenance	\$716,880
• Provisional Items/Contingency	\$70,875
Subtotal Construction	\$787,775
Consulting Services Allowance	\$50,000
<b>TOTAL</b>	<b>\$837,775</b>

The DFO Revegetation work will be funded under the DRFM program, which is predominantly grant funded. There is approximately \$225,000 remaining in the DFPP grant that was earmarked for gravel road restoration and tree planting that will go towards the DFO Revegetation contract. The Flood Office currently has a pending grant application with the Federation Canadian



Municipalities (FCM) for tree and vegetation planning for an additional \$1M in funds. If approved these funds would also go toward this DFO revegetation work. Should there be insufficient remaining funds following the Nacmine and Rosedale Berm construction, and should the Flood Office be unsuccessful in the FCM grant application, then additional funding would be required from the 2026 capital budget.

In addition to the project cost, the DFO has requested that the Town provide a Letter of Credit (LOC) in the amount of \$213,803.60, to be held for a period of five (5) years, as a guarantee that the work is completed and vegetation becomes established.

**COMMUNICATION STRATEGY:**

Once the tender is brought back to Council for award in the late fall of 2025, a *Notice of Award* and *Notice of Non-award* letter will be issued to the successful and non-successful contractors, respectively. Public notice of the contract award will be made available in the Council Meeting Minutes. The Flood Office will also use the following mediums to communicate to the Public about the Program Revegetation work:

- Updates on the Flood Readiness website
- Social media posts
- Information included in Flood Readiness email newsletter
- 2 Minutes on Mitigation Radio Interview

**MOTION:**

That Council accepts this Fisheries and Oceans Canada (DFO) Planting - Program Revegetation Tender Update, as information.



Prepared by:  
Mark Steffler, P.Eng.  
DRFM Senior Technical Advisor



Reviewed by:  
Deighen Blakely, P.Eng.  
DRFM Project Director



Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer



Reviewed by:  
Greg Towne  
Acting Chief Financial Officer  
Director, Corporate & Community Services

## REQUEST FOR DECISION

<b>TITLE:</b>	Municipal Policing Committee Bylaw #35.25 (1 <sup>st</sup> Reading)
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Greg Peters, Director of Emergency and Protective Services.
<b>ATTACHMENTS:</b>	Bylaw #35.25 - Municipal Policing Committee Bylaw (1 <sup>st</sup> Reading)

### SUMMARY

Alberta's government is enhancing civilian governance of RCMP-policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board. As a result of recent legislation passed by the Government of Alberta, municipalities are required to establish civilian governance bodies to support local policing priorities.

On April 7, 2025, Administration was directed by Council to seek approval from the Minister of Public Safety to form its own Municipal Policing Committee. In order to form a Municipal Policing Committee, permission was required from the Provincial Minister of Public Safety and Emergency Services. Once this was received, proposed Municipal Policing Committee Bylaw #35.25 was drafted. It was subsequently submitted and reviewed by the Provincial Manager, Police Governance & Law Enforcement oversight branch.

### DIRECTION

The approved proposed Bylaw #35.25 is now before Council for first and second reading this evening.

### DISCUSSION

Bill 6, enacted in 2022, seeks to enhance police transparency and foster greater public trust. Among its reforms, it mandates the establishment of civilian governance bodies in all municipalities to improve representation in the determination of police priorities. A bylaw is required for the full function of the Municipal Policing Committee and provides guidelines for its operation and responsibilities. As was previously directed by Council, the Town shall form its own Policing Committee.

### FINANCIAL IMPACT

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

### STRATEGIC POLICY ALIGNMENT:

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

### COMMUNICATION STRATEGY:

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

**MOTION:**

That Council gives first reading to Municipal Policing Committee Bylaw #35.25, as presented.

**MOTION:**

That Council gives second reading to Municipal Policing Committee Bylaw #35.25, as presented.



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Prepared by:  
Greg Peters  
Director of Emergency and  
Protective Services



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Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 35.25**  
DEPARTMENT: EMERGENCY & PROTECTIVE SERVICES

MUNICIPAL POLICING COMMITTEE BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO  
ESTABLISH A MUNICIPAL POLICING ADVISORY COMMITTEE

**WHEREAS** the *Municipal Government Act RSA 2000, c.M-26*, provides for Council to, by bylaw, establish council committees, their functions and the procedures to be followed by the council committees.

**AND WHEREAS** pursuant to section 28.04(1) of the *Police Act RSA 2000, c-P-17*, as amended, hereinafter referred to as the “*Act*,” a municipality with a population of less than 15,000 which has entered into an agreement with the Government of Canada for the employment of the Royal Canadian Mounted Police (RCMP) to provide policing services shall establish a regional policing committee in accordance with the regulations;

**AND WHEREAS** pursuant to section 28.04(2) of the *Act*, a municipality identified in section 28.04(1) of the *Act*, may establish a municipal policing committee instead of a regional policing committee with the approval of the Minister;

**AND WHEREAS** the Town of Drumheller has received approval from the Minister to establish a municipal policing committee pursuant to section 28.04(2) of the *Act*;

**AND WHEREAS** Council deems it expedient to establish a municipal policing committee in order to improve community representation when establishing policing priorities for the Town of Drumheller;

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

**1. CITATION**

1.1 This Bylaw shall be cited as the *Town of Drumheller* “Municipal Policing Committee Bylaw.”

**2. DEFINITIONS**

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

- a) “*Act*” means the *Police Act, RSA 2000, c P-17*, and regulations thereto, as amended from time to time, and its successor legislation;
- b) “*Agreement*” means the agreement between the *Town* and the Government of Canada for the provision of police services for the *Town*;
- c) “*Bylaw*” means the *Municipal Police Committee Bylaw #35.25*, as amended from time to time;

- d) “*Chair*” means the person appointed as *Chair* of the *Committee* in accordance with section 6.11 of this Bylaw, and who is responsible for calling and chairing all meetings of the *Committee*.
- e) means the individual elected as per section 23(9) of the *Act*;
- f) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- g) “*Committee*” means the Municipal Policing Advisory Committee for the *Town of Drumheller*;
- h) “*Council*” means the Mayor and Councillors of the *Town of Drumheller*;
- i) “*Councillor*” means a person duly elected member of *Council*;
- j) “*Member*” means a person appointed to the *Committee* pursuant to the *Municipal Police Committee Bylaw* and does not include those persons acting in an advisory and non-voting capacity;
- k) “*Minister*” means the *Minister* designated under section 16 of the *Government Organizations Act* as the *Minister* responsible for the *Act*;
- 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) “*Officer in Charge*” means the *Officer in Charge* of the local *RCMP* detachment in the *Town*, or their designate;
- n) “*RCMP*” means the Royal Canadian Mounted Police or any member of that police service as the case may require; and
- o) “*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.
- p) “*Vice Chair*” means the person appointed as *Vice Chair* of the *Committee* in accordance with section 6.11 of this Bylaw, and who is responsible for fulfilling the duties of the *Chair* in the absence or incapacity of the *Chair*.

### 3. ESTABLISHMENT

3.1 The Municipal Policing Advisory Committee is hereby established.

### 4. PURPOSE

4.1 The purpose of this *Bylaw* is to establish the framework, roles, and responsibilities of the *Committee*, which is an advisory body to *Council*, created to strengthen communication and collaboration between the *RCMP* and the *Town of Drumheller* and expand community representation in the establishment of local policing priorities.

## 5. DUTIES AND FUNCTIONS

- 5.1 The Municipal Policing Advisory Committee, with respect to the municipality for which it is established, shall:
- a) oversee the administration of the municipal police service agreement between the *Town of Drumheller* and the *RCMP*;
  - b) represent the interests and concerns of the public and *Council* to the *Officer in Charge*;
  - c) develop a yearly plan of priorities and strategies for municipal policing in consultation with the *Officer in Charge*;
  - d) assist in selection of the *Officer in Charge*;
  - e) develop a community safety plan in conjunction with the local police detachment and Mayor, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or upon request, to the *Minister*;
  - f) report annually, or on request, to the *Minister* on the implementation of, and updates to, programs and services to achieve the priorities of the police service; and
  - g) prepare and present an annual budget to *Council* outlining the expenses related to the operation of the *Committee*.

## 6. MEMBERSHIP

- 6.1 The *Committee* shall be comprised of five (5) members appointed by *Council*, which shall include:
- a) two (2) *Councillors*; and
  - b) three (3) members at large.
- 6.2 *Council* shall appoint one (1) alternate member of *Council* to serve on the *Committee* in the absence or incapacity of either of the other *Council* members.
- 6.3 The *Committee* shall include the following persons in an advisory and non-voting capacity:
- a) The *Officer in Charge* of the local police detachment;
  - b) The *Chief Administrative Officer*; and
  - c) The *Mayor*.
- 6.4 Each prospective *member* must undergo an Enhanced Security Check to receive clearance for the purposes of membership, the details of which shall be administered and carried out by the Provincial Security Intelligence Office.

6.5 Each member-at-large shall:

- a) be appointed to the *Committee* for a two (2) or three (3) year term commencing upon the date of their appointment by *Council*; and
- b) not serve on the *Committee* for more than nine (9) consecutive years.

6.6 If a person who is also a member of *Council* is also appointed to the *Committee*, that person's appointment to the *Committee* terminates on that person's ceasing to be a member of *Council*.

6.7 The *members* of the *Committee* shall, at their first meeting in each year, elect from their *members* a *Chair* and a Vice-Chair.

6.8 Notwithstanding section 6.11, *Members* serving in an advisory and non-voting capacity, pursuant to section 6.3 of this *Bylaw*, are not eligible to be elected as the *Chair* or Vice-Chair of the *Committee*.

6.9 *Members* may remain in office until their respective successors are appointed if approved by *Council*.

6.10 All *members* of the *Committee* shall take an oath, pursuant to section 28.05(1) of the *Act*.

6.11 Members at large of the *Committee* shall not receive a remuneration, gratuity or allowance.

## 7. ELIGIBILITY

7.1 *Committee* members must:

- a) be a Canadian citizen or landed immigrant and a resident of the *Town of Drumheller* for six (6) consecutive months immediately preceding the submission of their application;
- b) take the Oath of Office pursuant to section 28.05(1) of the *Act*;
- c) undertake a criminal records check and suitability screening through the local police detachment; and
- d) not be employed or contractually engaged in any capacity with the local police detachment, the *RCMP*, any Provincial or Municipal Police Service, or the Provincial Attorney General's department of the Department of the Solicitor General of Alberta.

## 8. RESIGNATION AND REMOVAL

8.1 Any *member* may resign from the *committee* at any time upon sending written notice to *Council* stating the name and date of their resignation.

8.2 *Council* may revoke a *member's* appointment to the *Committee* for cause and when the *member*:

- a) is absent from three (3) consecutive meetings, unless such absence is authorized by the *Committee*;
- b) ceases to be a resident of the *Town of Drumheller*;
- c) is hired by the *Town* or a police service, the Provincial Attorney General's Office, or the Department of the Solicitor General;
- d) is convicted of an offence under a federal statute of Canada; or
- e) fails to keep the Oath of Office, fails to adhere to the *Bylaw*, or discloses any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, contracts with the *RCMP*, and security of operations.

## 9. MEETINGS

- 9.1 The *Committee* shall hold regular meetings at a frequency to be determined annually by the *Committee*, but not less than three times (3) per year.
- 9.2 Each *member* shall have one (1) vote and shall not be permitted to vote:
  - a) by proxy; or
  - b) via email.
- 9.3 All *members* appointed to the *Committee* must vote on all matters before the *Committee* unless there are grounds to abstain from voting.
- 9.4 A quorum for the *Committee* is three (3) *members* in attendance, either in person or by remote electronic means.
- 9.5 No *member* shall take part in discussion or voting on any matter where there is a conflict of interest as referred to in the *Municipal Government Act*.
- 9.6 The *Chair*, or Vice Chair if the *Chair* is absent, may call a special meeting with twenty-four (24) hours' notice.
- 9.7 Meetings shall be open to the public unless reasonable grounds exist for a meeting or part of a meeting to be held in closed session, pursuant to the *Municipal Government Act*.
- 9.8 The *Town* shall assign a *Town* employee to assist the *Chair* with the various administrative duties including, but not limited to:
  - a) preparation and circulation of meeting agendas;
  - b) recording and distribution of meeting minutes; and
  - c) other associated tasks necessary for the proper order and function of the *Committee* and its communication with the public, *Council*, and *Town* Administration.



- 9.9 An agenda shall be prepared and circulated for each meeting.
- 9.10 Where a matter concerning the procedure of the *Committee* has not been contemplated by this *Bylaw*, *Roberts Rules of Order Newly Revised* shall be implemented to provide a structured framework for conducting meetings, ensuring fairness, order, and efficiency.

## 10. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- 10.1 The *Committee* as a public body shall comply with the *Access to Information Act*, SA 2024, c A-1.4, *Protection of Privacy Act*, SA 2024, c P-28.5 and any other related privacy legislation.
- 10.2 The Access and Privacy Coordinator for the *Town of Drumheller* shall act as the Access and Privacy Coordinator for the *Committee* and all requests for information involving the *Committee* shall be directed to the Access and Privacy Coordinator for the *Town* and subject to the associated regulations and fees.

## 11. AUTHORITY

- 11.1 The *Committee* is intended to act in an advisory capacity only and none of *Council's* powers, duties, or functions are delegated to the *Committee*.

## 12. SEVERABILITY

- 12.1 If any part, section, or provision of this *Bylaw* shall be determined improper, unlawful, void, or for any reason unenforceable, then that part, section, or provision shall be deemed severable from the *Bylaw* and shall not affect the validity and enforceability of any remaining parts of the *Bylaw*.

## 13. TRANSITIONAL

- 13.1 This *Bylaw* comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

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

## REQUEST FOR DECISION

<b>TITLE:</b>	Revised Purchasing Policy #P0225C
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Jared Brounstein, Director of Infrastructure Services
<b>ATTACHMENTS:</b>	DRAFT Purchasing Policy P0225C Purchasing Policy C-09-20 Purchasing Policy C-03-17 Purchasing Policy C-03-09

### **SUMMARY:**

The Town currently operates all purchasing processes through Purchasing Policy #C-09-20. In order to modernize and streamline the way in which the Town purchases goods, services and construction projects, Administration is recommending the adoption of proposed Purchasing Policy P0225C. It is designed to make sure every purchase is handled fairly, openly, and responsibly, while also making the process easier for staff to manage. The Policy keeps taxpayer dollars protected by following all provincial and federal trade agreements, and it sets consistent expectations, so decisions are made with both efficiency and fairness in mind.

The previous policies C-03-17 and C-03-09 are attached as housekeeping items. They are clearly stated as repealed within the proposed purchasing policy.

### **RECOMMENDATION:**

Administration recommends that Council approve Purchasing Policy P0225C, as presented, and, in doing so, repeals purchasing policies #C-09-20, #C-03-17 and #C-03-09.

### **DISCUSSION:**

The Town's Purchasing Policy is a key governance tool that ensures public funds are managed with integrity, transparency, and accountability. A strong purchasing framework helps safeguard taxpayer dollars, supports fair and open competition among vendors, and ensures that procurement decisions are made in compliance with trade agreements and legislation. The policy also sets out clear expectations for staff, providing consistent processes that balance efficiency with fairness.

The revised policy represents a significant modernization compared to the previous version. It incorporates updated thresholds that align with the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA), while also streamlining processes for routine, low-value purchases. By increasing approval limits for Administration, Council is freed from reviewing operational items, allowing greater focus on strategic priorities. At the same time, the policy strengthens accountability measures by clarifying rules for sole source and emergency procurement, reinforcing conflict of interest and confidentiality provisions, and establishing a clear framework for vendor evaluation, disqualification, and debarment.

In addition, the Policy introduces new tools such as buying groups and standing offers, which improve the Town's ability to secure competitive pricing and reduce repetitive administrative work. Requirements for advertising and transparency through the Alberta Purchasing

Connection (APC) and the Town's bidding system ensure fairness and open access to procurement opportunities. These changes reflect best practices in municipal procurement and demonstrate the Town's commitment to making ethical, transparent, and responsible decisions in the use of public funds. The following table summarizes the major changes from the previous policy and highlights their importance:

Title of Change	Add/Removal/Modify	Importance/Reason for Revision
Approval Limits	<b>Modify</b> – Increased financial approval thresholds assigned to Managers and above.	Streamlines decision-making, reduces delays, and supports Council focuses on strategic matters rather than administrative approvals.
Buying Groups	<b>Add</b> – Formal authorization for Town participation in cooperative purchasing groups.	Leverages joint procurement for better pricing, reduces administrative workload, and improves value for taxpayers.
Standing Offers	<b>Add</b> – Pre-arranged agreements with suppliers for recurring goods/services at fixed prices.	Reduces need for repetitive tendering, increases efficiency, and provides predictable costs.
Sole Source Procurement	<b>Modify</b> – Expanded and clarified criteria for when sole sourcing is permitted.	Balances flexibility with accountability; ensures decisions are documented, transparent, and justified.
Emergency Procurement	<b>Modify</b> – Clear process requiring CAO approval with Council review at the next meeting.	Improves ability to respond quickly to emergencies while maintaining oversight and accountability.
Advertise & Transparency	<b>Modify</b> – Mandatory use of APC and Town bidding systems for purchases over \$75,000 or when funded externally.	Enhances transparency, ensures compliance with trade agreements, and increases vendor participation.
Evaluation & Disqualification	<b>Modify</b> – Introduction of defined evaluation criteria, disqualification rules, and debarment/suspension process.	Ensures best value (not just lowest price), protects Town from poor-performing or unethical vendors, and strengthens fairness.
Conflict of Interest & Confidentiality	<b>Modify</b> – Stronger rules requiring disclosure of conflicts; explicit alignment with ATIA and POA.	Protects integrity of procurement, ensures compliance with legislation, and maintains public trust.
Contractual Commitments	<b>Add</b> – Contracts must have fixed terms and defined extensions; new process required upon expiry.	Prevents indefinite or outdated agreements, ensures ongoing competition, and supports best value practices.

These changes will provide clear direction for vendor selection and ensure all procurement activities are conducted fairly, transparently, and in compliance with applicable trade agreements and Town policies.

The previous purchasing policies have been attached as housekeeping items to provide a complete record of Council's review. Within the transitional section of the proposed purchasing policy, it is clearly stated that these past policies are repealed. Including them as attachments ensures clarity and avoids any uncertainty about which policies remain in effect.

**FINANCIAL IMPACT:**

There is no financial impact as the policy revisions relate to process and compliance.

**STRATEGIC POLICY ALIGNMENT:**

This policy supports the Town's commitment to transparency, fairness, and ethical procurement. It aligns municipal practices with provincial and federal trade agreements, ensures consistency with best practices, and reinforces the Town's responsibility to secure best value in the use of public funds.

**COMMUNICATION STRATEGY:**

An internal communication plan will ensure that all staff are informed of the policy changes. Updates will be shared digitally with relevant teams, with targeted guidance provided to Managers, Directors, and the CAO regarding their new approval thresholds and procedural responsibilities.

**MOTION:**

That Council adopts Purchasing Policy # P0225C, as presented.



Prepared by:  
Connor Schweder  
Junior Project Manager



Reviewed by:  
Jared Brounstein  
Director of Infrastructure  
Services



Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer



Reviewed by:  
Greg Towner  
Acting Chief Financial Officer  
Director, Corporate & Community Services

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<b>Policy Number:</b>	P0225C
<b>Department:</b>	Corporate & Community Services
<b>Authority:</b>	Council (M2025.XX)
<b>Effective Date:</b>	September 22, 2025
<b>Review Date:</b>	September 22, 2028
<b>Supersedes</b>	#C-09-20 #C-02-17 #C-03-09

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## 1. PURPOSE

- 1.1. Establish the foundation for purchasing procedures for the *Town of Drumheller* to ensure the *Town* obtains the necessary materials, equipment, supplies, and services in an efficient and effective manner.

## 2. POLICY STATEMENT

- 2.1. The *Town of Drumheller* will make every effort to ensure that the procurement of *goods and services* and *construction projects* is conducted using purchasing practices that are fair, consistent, transparent and in accordance with applicable provincial and federal legislation, while seeking to obtain the *best value* for the *Town*.

## 3. SCOPE

- 3.1. This Policy applies to all employees of the *Town of Drumheller*.

## 4. DEFINITIONS

- 4.1. For the purposes of this Bylaw, the following definitions shall apply:
- a) “*Access to Information Act*” or “*ATIA*” means the *Access to Information Act, S.A 2024, c.A-1.4*, as amended from time to time, and its successor legislation;
  - b) “*Alberta Purchasing Connection*” or “*APC*” means the Government of Alberta electronic tendering system that meets the interprovincial tendering requirements of the Canadian Free Trade Agreement (CFTA);

- c) “*Best Value*” means the most advantageous balance between quality, specifications, service, timely delivery, assurance of supply and delivery, experience, and price;
- d) “*Bidding System*” means the online web-based solution for issuing bids, receiving online submissions, and posting bid results;
- e) “*Buying Group*” means a non-profit organization representing two or more public sector entities and/or non-profit organizations that combine the purchasing requirements and activities of the group members into one joint procurement process;
- f) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- g) “*Construction Project*” means infrastructure construction including roads, water, wastewater, buildings, site improvements, etc., that results in a tangible capital asset;
- h) “*Corporate Credit Card Use Policy*” means the *Town of Drumheller* Corporate Credit Card Use Policy #CS-A-02, as amended from time to time, or its successor policy;
- i) “*Council*” means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- j) “*Direct Purchase*” means a purchase of a good or service direct from a supplier without the sourcing of comparative pricing and is typically the method used for small, incidental, low value purchases where the cost of sourcing comparative pricing outweighs the benefit;
- k) “*Emergency Purchase*” means an expenditure that is required to mitigate an immediate risk to the health or safety of the general public or municipal employee(s) or to mitigate an immediate risk of damage to municipal or private property or the environment;
- l) “*Goods and Service*” or “*Goods or Services*” means all purchases including professional services and operational contracts, with the exception of construction;

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- m) “*Limited Bidding*” means a procurement method in which the *Town* selectively invites supplier(s) or contractor(s) to submit bids, based on a pre-qualification process;
  - n) “*Lowest Evaluated Cost*” means the price offered by a supplier, service provider, or contractor that is found to be the lowest after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the bid documents;
  - o) “*New West Partnership Trade Agreement (NWPTA)*” means the interprovincial agreement between Alberta, British Columbia, Saskatchewan, and Manitoba ensuring fair and open tendering and procurement by way of tendering requirements outlined for prescribed financial thresholds;
  - p) “*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 or necessarily implies otherwise;
  - q) “*Procurement Card*” means the corporate credit card or other purchasing card such as a fuel card issued to an authorized purchaser;
  - r) “*Protection of Privacy Act*” or “*POPA*” means the *Protection of Privacy Act, R.S.A 2024, c-P-28.5*, as amended from time to time, and its successor legislation;
  - s) “*Purchase Order*” or “*PO*” means a formal document issued by the *Town* to a supplier authorizing the purchase of specified *goods or services* at agreed prices, terms, and conditions;
  - t) “*Request for Quotation*” or “*RFQ*”, which means a request for a supplier to provide pricing on specific product and/or services that is clearly defined and where the purchase is of low value or risk to the *Town*;
  - u) “*Request for Proposal*” or “*RFP*” which means an invitation for a supplier to showcase their expertise by proposing how their services, products, and methods can provide a solution to a problem, requirement, or objective. The scope of the project, the deliverables, and the criteria by which submissions will be evaluated against must be defined within the proposal;
  - v) “*Request for Tender*” or “*RFT*” which means a formal public invitation to suppliers to bid on the provision of a service at a specific price based on detailed specifications



and is used where *goods or services* are of a high value and/or high risk and result in a formal contract for which little flexibility is required;

- w) “*Sole Source*” means the purchase of *goods or services* from a single supplier without competition when no reasonable alternative sources exist, requiring proper justification and approval in accordance with this Policy;
- x) “*Standing Offer*” means a pre-arranged agreement between the *Town* and a supplier to provide *goods or services* at predetermined prices, terms, and conditions, to be ordered as required over a specified period; and
- y) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained in the corporate boundaries of the *Town of Drumheller*, as the context may require.

## 5. RESPONSIBILITIES

5.1. *Council* is responsible for:

- a) allocating resources through the adoption of the annual operating and capital budgets; and
- b) authorizing purchases that exceed the approved annual operating and capital budgets or exceed the *Chief Administrative Officer’s* signing authority, as outlined in Schedule ‘B’ of this Policy.

5.2. The CAO is responsible for:

- a) the overall oversight of all municipal operations and staff, as per the approved operating and capital budgets, and policies and procedures of the *Town*.

## 6. POLICY GUIDELINES

6.1. To maintain the following general principles, the *Town* shall:

- a) use the *best value* consideration for procurement of *goods and services* and *construction projects*, whenever feasible;
- b) maintain a high level of accountability;
- c) procure the necessary quality and quantity of *goods and services* and *construction projects* in an efficient, timely, and cost-effective manner, while maintaining the controls necessary for a public institution;



- d) encourage an open, non-discriminatory bidding process practicable for the acquisition of *goods and services* and *construction projects*;
- e) recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- f) comply with all applicable federal and provincial legislation and regulations and the bylaws and policies of the *Town*;
- g) promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards;
- h) consider local suppliers and contractors for *goods and services* and *construction projects*, where doing so aligns with the *best value* for the *Town*;
- i) comply with the Canadian Free Trade Agreement (CFTA), the *New West Partnership Trade Agreement (NWPTA)* or any other agreements that binds the *Town* to ensure fair and open procurement opportunities; and
- j) ensure the confidentiality and privacy of information received during procurement activities is respected and is not used for personal gain, nor disclosed improperly, ensuring all communications and decisions are fair, accurate, and not misleading.

## 7. PURCHASING REQUIREMENTS

- 7.1. All expenditures must be approved through the adoption of annual operating, utility, or capital budgets, or must be approved by a resolution of *Council*.
- 7.2. All expenditures that exceed the approved annual operating, utility, or capital budgets, or where sufficient funds are unavailable, must receive prior approval by *Council*.
- 7.3. The procurement of *construction projects* and *goods and services* that are funded in whole or in part by another granting body shall be made in accordance with the regulations outlined by said granting body.

## 8. PROCUREMENT PROCESS

- 8.1. The procurement process shall be conducted based on the value of the procurement, as outlined in Schedule 'A' of this Policy.
- 8.2. During an informal competitive bidding process, as outlined in Schedule 'A' of this Policy, if three (3) written quotations are not available due to supplier limitation, this requirement may be waived with the written approval of the *Chief Administrative Officer*.

8.3. Notwithstanding section 8.1, the following expenditures shall not require a competitive purchasing process:

- a) *emergency purchases*, conducted in accordance with section 13 of this Policy;
- b) legal services;
- c) banking services;
- d) acquisition or rental of Land;
- e) non-profit organizations or public bodies, excluding *buying groups*; and,
- f) software licences.

8.4. *Town* employees are authorized to commit the *Town* to an expenditure, either by signing a contract, issuing a *Purchase Order*, or using a *procurement card* in accordance with the signing authority limits listed in Schedule 'B' of this Policy.

8.5. The *Town of Drumheller* may issue a standing offer with vendors for the provision of recurring *goods or services* at predetermined prices over a set period of time.

## 9. ADVERTISING

9.1. Advertising on the *Alberta Purchasing Connection (APC)* and the *Town's Bidding System(s)* shall be required when:

- a) the cost of procuring *goods and services* and *construction projects* is estimated to be equal to or greater than \$75,000; or
- b) where funding is provided by another order of government.

9.2. Awards for a *Request for Proposal (RFP)* and a *Request for Tender (RFT)* shall be advertised on the *Town's Bidding System(s)*.

## 10. PROCUREMENT CARDS

10.1. *Procurement Cards* shall be issued to staff in accordance with the *Corporate Credit Card Use Policy*.

## 11. CONTRACTUAL COMMITMENTS AND LIMITATIONS

11.1. All contracts must have a fixed term and fixed number of extensions and, upon completion

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of the contracts term, a new procurement process must be initiated to ensure continued *best value* and competitive pricing.

## 12. SOLE SOURCE PROCUREMENT

12.1. Sole source procurement may occur when:

- a) it is for a direct purchase under \$10,000, in accordance with Schedule 'A' of this Policy;
- b) the *goods or services* are being purchased for resale;
- c) an attempt to acquire the required *goods or services* or *construction project* by soliciting competitive bids has been made in good faith, but has failed to identify more than one (1) willing and responsive vendor;
- d) the confidential or security-related nature of the procurement is such that it would not be in the public interest to solicit competitive bids;
- e) the compatibility of a purchase with existing equipment, facilities, or services is a paramount consideration;
- f) necessary to maintain an existing warranty from a previous vendor;
- g) the required *goods or services* or *construction project* are to be supplied by a particular vendor(s) having special knowledge, skills, expertise, or experience;
- h) purchasing through a *buying group*, in accordance with section 13 of this Policy. due to abnormal market conditions, when the *goods or services* required are in short supply.

## 13. BUYING GROUPS

13.1. The *Town* may purchase *goods or services* and *construction projects* through *buying groups* if the purchase is in accordance with *best value* and all other procurement obligations listed within this Policy.

13.2. The *Town* shall advertise the award of *goods and services* and *construction projects* through a *buying group* in accordance with section 9 of this Policy.

## 14. EMERGENCY PROCUREMENT

14.1. An *emergency purchase* may be made by direct purchase, if deemed necessary, but must be approved in writing by the CAO prior to purchasing.

14.2. If an *emergency purchase* is made, *Council* shall review the *emergency purchase* at the

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next available regular *Council* meeting.

## **15. EVALUATION**

- 15.1. The formal competitive bidding process shall include a clear and specific set of evaluation criteria, which shall be listed in the procurement document.

## **16. DISQUALIFICATION**

- 16.1. The *Town* reserves the right to disqualify any submission that does not meet the requirements outlined in the procurement document(s).

- 16.2. Disqualifying factors may include, but are not limited to, the following:

- a) late submissions;
- b) failure to provide bid security, bonding, insurance certificates, or mandatory documentation;
- c) failure to attend mandatory site meetings;
- d) failure to comply with technical or administrative submission requirements; or
- e) non-conformance to mandatory specifications or project timelines.

- 16.3. The *Town* maintains sole discretion in determining the materiality of any irregularity and to decide whether any deviations are minor and may be waived in the best interest of the *Town*.

## **17. DEBARMENT AND SUSPENSION**

- 17.1. If there is sufficient cause to believe a person has engaged in unethical conduct, malpractice, or improperly influenced the procurement process, the *CAO* may, after giving written notice establishing the cause and giving the person an opportunity to respond:

- a) suspend the person for a period not exceeding six (6) months from participating in solicitation; or
- b) debar the person from participating in solicitation, acting as a contractor, subcontractor, or supplier to any person who is awarded a contract by the *Town of Drumheller*:
  - i) for a first (1<sup>st</sup>) instance, for a period not exceeding three (3) years;
  - ii) for a second (2<sup>nd</sup>) instance, for a period not exceeding five (5) years; or
  - iii) for third (3<sup>rd</sup>) and subsequent instances, for a period not exceeding ten (10)

years;

17.2. The cause of debarment includes:

- a) conviction for a criminal offence by a person, or a director or officer of such person, related to obtaining or attempting to obtain by the person a contract or subcontract, indicating a lack of business integrity or honesty which directly and seriously impacts the responsibility of the person, or arising out of the submission of bids, proposals, or other like procedures;
- b) serious breach of contract indicating an unwillingness or inability to perform a contract in accordance with the terms and conditions or in accordance with the specifications, or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof, or in accordance with its specifications; or
- c) the breach of any ethical or procurement standards set out in this Policy.

17.3. The cause of *debarment* may relate to a solicitation, award or performance of a *Town* contract, or any other unrelated matter.

17.4. The decision of the CAO shall be final, not subject to appeal, and shall take effect immediately upon the issuance of the written notice.

## 18. CONFLICT OF INTEREST

18.1. *Town* employees shall disclose any conflict of interest, actual or perceived, to the CAO.

18.2. *Notwithstanding section 18.1*, if the *Town* employee in question is the CAO, they will make any conflict of interest known to *Council*.

18.3. *Town* employees with procurement authority shall not authorize an expenditure or disbursement where they have direct benefit in the transaction such as training, conferences, travel, and accommodations associated with work.

18.4. Violations of this Policy may result in disciplinary action, up to and including dismissal.

## 19. INFORMATION AND CONFIDENTIALITY

19.1. The release of all information shall be done in accordance with the *Access to Information Act* and the *Protection of Privacy Act*.

19.2. During the procurement process, any information made available to a prospective vendor shall be made available to all prospective vendors in writing.

19.3. Information that may create unfair advantage will remain confidential and will not be

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released to the public or a single potential vendor.

## **20. SCHEDULES**

20.1. Schedule “A” and Schedule “B” are attached to and form part of this Bylaw.

## **21. TRANSITIONAL**

21.1. This policy comes into effect on the day it is approved by a resolution of *Council* and signed by the Mayor and the CAO.

21.2. This policy will be reviewed at least every three (3) years.

21.3. This policy repeals Policy #C-09-20, Policy #C-02-17 and Policy #C-03-09.

## REFERENCES

<b>Legal Authority:</b>	<i>Municipal Government Act</i> Canadian Free Trade Agreement Northwest Partnership Trade Agreement
<b>Related Statutory Documents:</b>	Corporate Credit Card Policy
<b>Related Procedures:</b>	
<b>Related Forms:</b>	
<b>Other Related Documents:</b>	Request for Proposal Request for Tender Request for Quotation Expressions of Interest

## REVISION HISTORY

Revision	Motion	Date	Description
Adoption	2025.XX	September 22, 2025	Adoption of the Policy and the repeal of Policy # C-09-20, Policy #C-02-17 and #C-03-09
Review			
Amendment			
Review			

## SCHEDULE 'A' PROCUREMENT PROCESS

PROCUREMENT VALUE	PROCUREMENT METHOD	PROCUREMENT METHOD
<b>\$0 - \$9,999</b>	Direct Purchase	<ul style="list-style-type: none"> <li>• Procurement Card or Purchase Order (PO).</li> <li>• Three (3) written quotes required at the Director's discretion.</li> <li>• Award based on Best Value or Lowest Evaluated Cost.</li> </ul>
<b>\$10,000 – \$74,999</b>	Informal Competitive Bidding Process	<ul style="list-style-type: none"> <li>• PO or contract (depending on risk).</li> <li>• Three (3) written quotes required.</li> <li>• Award based on Best Value or Lowest Evaluated Cost.</li> </ul>
<b>\$75,000 or greater</b>	Formal Competitive Bidding Process	<ul style="list-style-type: none"> <li>• Contract.</li> <li>• Solicit bids through public competition using Request for Proposals (RFPs), Request for Tenders (RFTs), Pre-Qualifications (Pre-Quals), Limited Bidding, or Expressions of Interest (EOI).</li> <li>• Advertise publicly, including on Alberta Purchasing Connection (APC) and the Town of Drumheller Bidding System.</li> <li>• Award based on evaluation criteria.</li> </ul>



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## **SCHEDULE 'B'**

### **SIGNING AUTHORITY LIMITS**

<b>STAFF POSITION</b>	<b>SIGNING AUTHORITY LIMIT</b>
Department Managers	\$10,000
Director of Emergency and Protective Services	\$100,000
Director of Corporate and Community Services	\$100,000
Director of Infrastructure Services	\$250,000
Chief Administrative Officer	\$500,000
Council	Greater than \$500,000



# DRUMHELLER

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## COUNCIL POLICY

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### COUNCIL POLICY # C-03-09

#### PURCHASING

##### **PURPOSE OF POLICY**

1. This purchasing policy is a guide to the Town of Drumheller purchasing methods. The policy will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically and provides the foundation for sound purchasing Procedures.
2. The Municipality is bound by the Trade, Investment and Labour Mobility Agreement (TILMA) that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the Agreement that requires non-discrimination and transparency in procurement policies and practices. Corporate Services will review all tender documents issued on behalf of the municipality to ensure compliance with the Trade, Investment and Labour Mobility Agreement.

##### **POLICY GUIDING PRINCIPLES**

3. Ensure a high level of accountability is maintained;
4. Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
5. Encourage an open non-discriminatory bidding process practicable for the acquisition of goods and services;
6. Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
7. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;



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## COUNCIL POLICY

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8. Be subject to all applicable Town policies and bylaws, any specific provisions of the Municipal Government Act, or other relevant legislation;
9. Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

### DEFINITION OF RESPONSIBILITIES

10. The Chief Administrative Officer is responsible for the overall oversight of all municipal operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town of Drumheller.
11. The Director of Corporate Services is responsible for all aspects of the financial operations of the Town of Drumheller in accordance with the Municipal Government Act, all applicable laws and agreements, and all related Bylaws. In addition, the Director of Corporate Services is responsible, as follows, to:
  - 11.1 Ensure accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid in accordance with the Municipal Government Act, Town Bylaws, policies and contracts;
  - 11.2 Oversee the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals, opening bids, tabulating bids, and serving as a resource for questions from vendors and staff.
  - 11.3 Will monitor the tender process to ensure compliance with this policy. The Corporate Services Director may review in detail any tender or tender award.
  - 11.4 Corporate Services will directly purchase goods and services where there is a financial advantage to the municipality to purchase in bulk or where several departments are purchasing goods and services that are essentially the same
12. The Director of a Department is responsible to:
  - 12.1 Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure;





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## COUNCIL POLICY

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- 12.2 Comply with all Town purchasing procedures covering procurement and disposal;
  - 12.3 Establish department guidelines for maintaining appropriate levels of inventory supplies;
  - 12.4 Review and finalize all purchases;
  - 12.5 Ensure the maintenance of adequate purchasing records, including a database of vendors established in an accessible vendor file;
  - 12.6 Upon request, assist department staff in locating the best source for supplies, materials, and equipment;
  - 12.7 Assist department staff in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments;
  - 12.8 Ensure all purchases are made by department personnel in accordance with this policy;
  - 12.9 Review all correspondence to salespersons and vendors, except when technical details can be better written by the department;
  - 12.10 Keep on file vendor information, catalogues, samples, price quotes, etc. to be used by all department employees;
  - 12.11 Conduct the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals and serving as a primary resource for questions from vendors.
13. All Town employees, elected officials are responsible to comply with all the rules and regulations set forth herein and to conduct business with vendors in a professional manner that promotes honesty and fairness:
- 13.1 Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials.
  - 13.2 Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance, and delivery.



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## COUNCIL POLICY



### PROHIBITIONS

14. No employee shall benefit personally from purchases made on behalf of the Town.
15. Violations of the purchasing policy may result in disciplinary action, up to and including dismissal.

### PURCHASING REQUIREMENTS

16. No expenditure or total of such expenditures shall exceed the approved line item budget, or adversely affect other budgetary items.
17. Where a required expenditure exceeds the budget the individual requesting approval must identify available funds for the required expenditure and submit a budget change form to reallocate budget dollars to the Director of Corporate Services and remains within the overall budget, prior to purchasing.
18. Expenditures must be coded to the budget line item to which it belongs.
19. Award of Orders for Purchase or Contracts shall be made for equipment, supplies and services that will give the greatest value based on quality, specifications, service, price, and timely delivery.
20. Local suppliers may be granted preference provided all things are considered equal once quotes and specifications have been reviewed. Local suppliers will not be given preference on the sole basis that they are local.
21. Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy.

#### **No Tender Required**

22. Purchases up to \$5,000 may be made by authorized personnel subject to the purchasing limits in Appendix "A". A review of suppliers and pricing should be done and documented on a periodic basis.

#### **Informal Tender**

23. Purchases between \$5,000 and \$50,000 must obtain written quotes (letter, faxed or email) for goods or services. Purchases will be awarded based on these written quotes by authorized personnel subject to the purchasing limits in Appendix "A".





# DRUMHELLER

## COUNCIL POLICY



### **Formal Tender**

24. Purchases in excess of \$50,000 require a formal bid by tender or proposal process awarded by the Chief Administrative Officer or Council.
25. Departments will analyze all bids received utilizing the evaluation criteria and weighting factors established in the tender documents. The criteria and weighting cannot be changed once the tender call has been issued.
26. Providing the successful bid is the lowest cost bid; meets all of the terms and conditions of the tender; the purchase or project has been approved by the Council and sufficient funds are available in the departmental budget, CAO can award tenders up to \$250,000.
27. Any tender which exceeds \$250,000., is not the lowest tender received, or exceeds the budgeted figure must receive prior approval of Council before being awarded.
28. In a situation for purchases over \$5,000, where it is not possible to obtain three bids or quotes, reasons for the lack of sufficient bids have to be documented prior to purchasing and submitted to the Director of Corporate Services for approval

### **EMERGENCY PURCHASES**

29. Occasionally purchases need to be made on an emergency basis.  
Emergency purchases means the purchase of goods, materials, supplies or services which are required to remedy a situation where the health, safety, welfare or quality of welfare of the public or public property is endangered or severely reduced if immediate corrective or preventive action is not taken. The appropriate Director shall be notified of an emergency at the earliest opportunity.
30. Where an emergency condition exists and there is an immediate need to purchase goods, services or equipment exceeding purchasing limits and/or budget, the procurement procedure for such commodities shall be as follows:
  - 30.1 The Director of the requesting department shall first identify those supplies or services necessary to meet the emergency.
  - 30.2 The Director shall obtain at least three (3) written quotes/proposals from prospective vendors.



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## COUNCIL POLICY



- 30.3 Upon determining the quote/proposal most favourable to the Town and prior to making the emergency purchase, the Director shall submit to the Chief Administrative Officer, in writing with a copy to the Director of Corporate Services, the following information:
- 30.3.1 Description of the goods/services necessary to meet the emergency.
  - 30.3.2 A full explanation of the circumstances of the emergency.
  - 30.3.3 A list of vendors solicited and the quotes/proposals received.
  - 30.3.4 The reason for selection of a particular firm.
  - 30.3.5 The total costs required for the emergency procurement.
  - 30.3.6 The account codes(s) from which funds are to be expended.
31. If the Chief Administrative Officer determines an emergency exists the competitive bidding requirements for purchases may be waived.
32. Immediately following the procurement, the Director shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.
33. Council approval and a record of all such purchases must be maintained for audit purposes.

### **Information Technology**

34. The municipality will purchase information technology that is compatible with the current environment and strategic plans for information technology.
35. Corporate Services will approve purchases of information technology (both hardware and software).
36. Department Directors will involve the Corporate Services Department in the early stages of specifications of information technology so that Corporate Services can advise on standards, compatibility, project feasibility, and cost and manpower estimates.

### **CREDIT CARDS**

#### **Purpose:**

37. The card system is designed for, but not restricted to, high volume but low value transactions and to assist staff members who travel on behalf of the Town.





# DRUMHELLER

## COUNCIL POLICY



### **Issuing and Withdrawing a Card:**

38. The Town may issue a Corporate Credit Card to employees that meet all the following criteria.

The employee must:

- 38.1 occupy a position that has a regular and demonstrated need to purchase goods/services or is required to travel on a regular basis on behalf of the Town;
- 38.2 be approved by the Chief Administrative Officer;
- 38.3 abide by the terms and conditions of use as stated in the Town's policy; and
- 38.4 may be an elected official for the purposes of this section.

39. Credit card limits shall be established by the Director in consultation with the Director of Corporate Services by analyzing the anticipated monthly expenditure required by the position and the Town's operational limits.

40. Corporate Credit Cards may be withdrawn for any of the following reasons:

- 40.1 misuse of card by the employee including unacceptable or inappropriate expenditure;
- 40.2 non-compliance with statement processing time limits;
- 40.3 the position held no longer requires the use of a credit card or the card has not been used in 12 months.

### **Use of Card:**

41. Corporate Credit Cards shall only be used for business expenditure.

Examples of appropriate uses for Corporate Credit Cards include:

- 41.1 Payment for goods/services in full or part supply;
- 41.2 Deposits;
- 41.3 Subscriptions;
- 41.4 Conference fees (Travel must be approved prior to expenses being incurred);
- 41.5 General consumables other than stationery and office supplies;
- 41.6 Official entertainment;





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## COUNCIL POLICY



42. Notwithstanding the above, no expense is to be incurred on a credit card until requirements of other relevant policies and procedures (i.e. such as the attainment of quotes) have been fulfilled and authorized approval given.

### **Requests for New Cards:**

43. Requests for a new card should only be submitted once the need for a new corporate credit card has been established. Where there is a need for a new card, the Director shall make a request to Corporate Services to issue a card to the employee.

### **Employee's Responsibility:**

44. When using the credit card, the employee must:
- 44.1 obtain an invoice/receipt displaying the name of the supplier;
  - 44.2 ensure suppliers record full and proper descriptions of items or services on invoices/receipts;
  - 44.3 confirm the supplier site is secure when placing an order via the internet;
  - 44.4 ensure goods and services are received in good order and condition;
  - 44.5 ensure a credit is received for any returns or refunds;
  - 44.6 ensure expenditures does not exceed monthly credit limits;
  - 44.7 report lost, stolen, or damaged cards immediately to the credit provider and notify the Director of Corporate Services as soon as possible.
45. The employee shall keep all invoices/receipts from purchases in a safe place until the monthly statement arrives.
46. check each transaction for accuracy, enter the appropriate account codes against each item and include a full description of the goods/services;
47. Note invoices/receipts for entertainment expenses with the names of the staff and non staff attending and the purpose of the event;
48. Submit a signed declaration of authenticity of the transaction when an invoice/receipt has been lost and cannot be replaced by the supplier;
49. Attach all invoices/receipts and other necessary documentation to the statement;
50. Sign the statement for authenticity and forward to their Director for expenditure approval within 5 days after receipt of statement.



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## COUNCIL POLICY



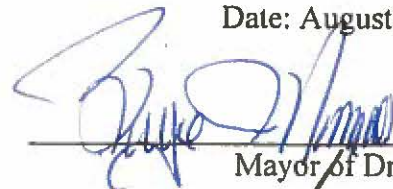
51. Where an employee is intending on going on leave and believes that statement reconciliation may fall during the period of their leave, they should provide all the necessary documentation to their Director prior to going on leave.

### Director's Responsibility:

52. Within 5 days of the receipt of the completed reconciled statement from the employee, the Director shall:
- 52.1 check all documents are attached to the statement;
  - 52.2 check all expenditures are in accordance with the Town's Policies and Procedures;
  - 52.3 sign the statement as approved when satisfied all expenditures are in order;
  - 52.4 forward to the Accounts Payable for payment.

Adopted by Council

Date: August 31, 2009

  
\_\_\_\_\_  
Mayor of Drumheller

  
\_\_\_\_\_  
Chief Administrative Officer





# DRUMHELLER

## COUNCIL POLICY



### **Appendix A**

### **Financial Authority**

1. A delegated system of financial authority is an essential element of effective financial management for the municipality. Financial authority will be delegated to support operational effectiveness wherever managers feel necessary and practical, but supported by appropriate, efficient and modern financial controls. The system of delegated financial authority will recognize different needs for authority for purchases of goods and purchases of services. At the same time, the municipality need not accept financial responsible if an employee enters into a financial transaction without the proper authority.
2. Employees need to have authority commensurate with their responsibilities in the organization to efficiently carry out their responsibilities. The financial authority structure must be flexible to meet changing demands without having to rewrite policy with every organizational change. Council authorizes the CAO to maintain the financial affairs of the municipality with defined limits. The CAO has the authority to delegate duties and powers under the Municipal Government Act, and may place limits and conditions on any delegation of CAO powers or duties. Similarly, Department Directors may further delegate their authority to other positions within a department.
3. However authority delegated by Department Heads cannot be further delegated by any other position without express approval to do so by the Department Head.

#### **Basic Principles Underlying Delegation of Financial Authority**

4. While the financial authority can be delegated, accountability cannot. The CAO remains accountable at all times to Council for the exercise of financial authorities. Department Directors remain accountable to the CAO for the effective and efficient use of the resources provided to Directors, including the resources over which Directors exercise delegated financial authority.
5. The Corporate Services Department has overall responsibility for financial management practices and standards organization wide. In this role, the Director of Corporate Services has authority to specify conditions for the delegation of financial authority below the Director level to ensure there is an effective control framework in place.



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## COUNCIL POLICY



6. Financial authority will be delegated to the necessary position commensurate with job requirements, good financial management and internal control practices. An internal control framework includes: segregation of duties (where appropriate); complete, current and accessible policies; clearly documented procedures; and properly trained staff.
7. Financial authority is delegated to positions based upon job responsibilities. As a result, an individual who changes positions will not carry with them the authority of the previous position except where required by and authorized for the new position.
8. Financial authority will be exercised within the approved budget of the departments. Delegation of financial authority does not allow staff to authorize transactions that would exceed the approved budget.

### ***Approval***

9. The CAO may delegate financial authority to the Department Directors. Department Directors may further delegate financial authority within departments to meet changing position requirements, projects and staff, but this need must be tempered by the overall responsibility of the Director of Corporate Services for financial management and internal control. Changes in delegated authority below the Department Director level will require the approval of both the Department Director and the Director of Corporate Services. Delegation of financial authority must be accompanied by clear policies and procedures to guide and control the use of the delegated authority and staff must be properly trained.

### ***Financial Authority Details***

10. The appropriate delegation of financial authority can improve internal control, empower employees and make operations more effective. Financial authority will be segregated into the following types:
11. **Purchasing Authority** – (Authorization to expend money within an approved budget in order to perform duties, including entering into purchase contracts that commit the Town in a financial way.)
  - 11.1 Individual purchase orders, contracts with vendors and Standing Offer Agreements are examples of where purchasing authority would be exercised. Purchasing authority differs between goods and services as follows:





# DRUMHELLER

## COUNCIL POLICY



- 11.1.1 Purchasing authority for goods must be made in accordance with the Purchasing Policy, and is supported by a purchase order (PO) as documentation. The PO defines the terms of the contractual obligations that the municipality sets out for whatever the goods are. Upon receipt of the goods, the municipality has a legal liability to pay for the goods. Corporate Services is responsible for providing departments with standard form purchase orders that meet the municipality's standards for contracting.
- 11.1.2 Purchasing authority for services, must be made in accordance with the Purchasing Policy including construction, and is supported by a contract that usually will differ in legal wording from a PO. The terms and conditions of contracts will vary, but must be developed with appropriate legal expertise to address the various requirements of service contracts.
12. **Receiving Authority** – (Authorization to receive goods or to attest to the provision of services received on behalf of the organization.)
- 12.1 This authorization carries with it the responsibility to ensure there is a purchase order authorizing the purchase of the goods, the goods are in good condition and the quantity and type corresponds to the purchase order.
- 12.2 Receiving Authority also includes certifying that progress claims against contracts for service are in accordance with the contract and the services have been supplied satisfactorily.
13. **Payment Authority** - (Authorization to release funds from the municipality in satisfaction of an obligation.)
- 13.1 Payment Authority is only delegated to the CAO and to the Director of Corporate Services, who may further delegate the authority to other positions with the approval of Council.

### **Forms of delegated payment authority**

14. Forms of delegated payment authority include cheque signatures; bank transfers; petty cash account disbursements; and credit card transactions
15. Delegation of authority will be evidenced by the approval of both the Department on the Delegation of Authority form attached as Schedule 1 to this policy. The delegation does not become effective until the form is co-signed by the Director of Corporate Services.



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## COUNCIL POLICY

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16. In making the delegation, Department Directors shall ensure that the limits on the delegated authority are only those necessary for the employee to carry out duties and responsibilities; that any transactions that have significant impact on the department or the municipality are reviewed and approved by the Department Director.
17. The Director of Corporate Services will maintain an up-to-date listing of all financial authority to verify that the proper purchasing and receiving authorization has been given prior to releasing payment. If the proper authority has not approved the transaction, the transaction will be rejected and returned to the department.
18. A record will be kept of all returned transactions and if significant policy violations occur the violations shall be reviewed by the Director of Corporate Services and the Department Director and may cause the reduction or removal of an employee's authority. Any violations by a Department Director shall be reported to the CAO.

### **Annual Audit**

19. The Town's appointed external auditor shall review the functioning of this policy and confirm application is being followed.



# DRUMHELLER

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## COUNCIL POLICY

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### COUNCIL POLICY # C-02-17

#### PURCHASING

##### **1.0 POLICY STATEMENT**

- 1.1 The Town of Drumheller will make every effort to ensure that the procurement of goods and services is conducted using purchasing practices that are fair, consistent, transparent and in accordance with applicable provincial and federal legislation, while seeking to obtain the Best Value for the municipality.

##### **2.0 PURPOSE OF POLICY**

- 2.1 This purchasing policy is a guide to the Town of Drumheller purchasing methods. The policy will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically and provides the foundation for sound purchasing procedures.

##### **3.0 POLICY GUIDING PRINCIPLES**

- 3.1 Ensure a high level of accountability is maintained;
- 3.2 Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
- 3.3 Encourage an open, non-discriminatory bidding process practicable for the acquisition of goods and services;
- 3.4 Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- 3.5 Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;
- 3.6 Be subject to all applicable Town policies and bylaws, any specific provisions of the Municipal Government Act, or other relevant legislation;
- 3.7 Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.



3.8 The municipality is bound by legislated trade agreements such as the Agreement on Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) or any other like agreement entered into by a higher order of government, that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the NWPTA that requires non-discrimination and transparency in procurement policies and practices.

3.9 The Town of Drumheller is a trade member of the Alberta Association of Municipal Districts and Counties (AAMD&C) and the Alberta Urban Municipalities Association (AUMA) who, on behalf of their trade members, have negotiated competitive and bulk pricing agreements with numerous suppliers. Whenever possible and where the best value for the municipality is obtained by doing so, purchases may be made directly from the supplier under the negotiated terms and conditions, without seeking additional competitive pricing.

3.10 This policy does not apply to real estate transactions, investment or borrowing, postage, membership and subscription payments or grants to non profit organizations.

#### **4.0 DEFINITIONS**

4.1 Agreement on Internal Trade (AIT) *means an intergovernmental agreement between the federal government and the provinces with a purpose of ensuring equal access to government procurement for all Canadian suppliers by reducing and eliminating barriers to the free movement of people, goods and services within Canada by way of legislated requirements such as electronic tendering.*

4.2 Alberta Purchasing Connection *means a Government of Alberta electronic tendering system that meets the interprovincial tendering requirements of the Agreement on Internal Trade.*

4.3 Best Value for the Municipality *means the most advantageous balance between quality, specifications, service, timely delivery, assurance of supply and delivery, experience and price.*

4.4 Bid Opportunity means one of the following

(i) Request for Quotation (RFQ) *means a request for a supplier to provide pricing on specific product and/or services that is clearly defined and where the purchase is of low value or risk to the Town.*

(ii) Request for Proposal (RFP) *means an invitation for a supplier to showcase their expertise by proposing how their services, products and methods can provide a solution to a problem, requirement or objective. The scope of the project, the deliverables and the criteria by which submissions will be evaluated against are defined within the proposal.*

(iii) Request for Tender (RFT) *means a formal public invitation to suppliers to bid on the provision of a service at a specific price based on detailed specifications and is used where goods or services are of a high value and/or high risk and results in a formal contract for which little flexibility is required.*

4.5 Chief Administrative Officer (CAO) *means the person appointed by Council as per the Municipal Government Act to manage the municipalities business.*

- 4.6 *Construction Project means infrastructure construction including roads, water, wastewater, buildings, site improvements etc. that results in a tangible capital asset.*
- 4.7 *Direct Purchase means a purchase of a good or service direct from a supplier without the sourcing of comparative pricing and is typically the method used for small, incidental, low value purchases where the cost of sourcing comparative pricing outweighs the benefit.*
- 4.8 *Emergency Purchase means an expenditure that is a result of an immediate risk to the health or safety of the general public or municipal employee(s) or to mitigate the level of damage to municipal or private property or the environment.*
- 4.9 *Freedom of Information and Protection of Privacy (FOIP) means the Act public bodies including municipalities, universities and school boards are governed by.*
- 4.10 *Goods and Service means all purchases including professional services and operational contracts, with the exception of construction.*
- 4.11 *Goods and Services Tax (GST) means the Goods and Services Tax or Harmonized Sales Tax as outlined in the Excise Tax Act.*
- 4.12 *Lowest Evaluated Cost means the price offered by a supplier, service provider, or contractor that is found to be the lowest after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the bid documents.*
- 4.13 *New West Partnership Trade Agreement (NWPTA) formerly the Trade, Investment and Labour Mobility Agreement (TILMA), means the interprovincial agreement between Alberta, BC, Saskatchewan and Manitoba ensuring fair and open tendering and procurement by way of tendering requirements outlined for prescribed financial thresholds.*
- 4.14 *Negotiation Method means the purchase of goods or services through the negotiation of an agreement with a supplier where there is no open competition.*
- 4.15 *Procurement Card means a corporate credit card or other purchasing card such as fuel card issued to authorized purchaser.*
- 4.16 *Sole Source means that there is a single supplier of a required product or service that the Town requires and where terms and conditions of purchase are negotiated.*
- 4.17 *Total Acquisition Cost means the value of all costs including but not limited to price, trade-in values, delivery, installation and training, consumable consumption, service and ongoing maintenance, warranty and disposal.*

#### **4 DEFINITION OF RESPONSIBILITIES**

- 5.1 The Council for the Town of Drumheller is responsible for approving this policy and the allocation of resources through the adoption of the annual operating and capital budgets and to authorize purchases that exceed the Chief Administrative Officers delegated level of authority.

- 5.1 The Chief Administrative Officer is responsible for the overall oversight of all municipal operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town, to oversee the formal bid process including advertising for bids, accepting bid opportunities, and the opening of bids, and to authorize purchases that exceed the delegated level of authority of Directors.
- 5.2 The Director of Corporate Services is responsible for all aspects of the financial operations of the Town of Drumheller in accordance with the Municipal Government Act, all applicable laws and agreements, and all related Bylaws. In addition, the Director of Corporate Services is responsible for;
- (i) Ensuring accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid in accordance with the Municipal Government Act, Town Bylaws, policies and contracts;
  - (ii) Monitoring the bid process to ensure compliance with this policy. The Corporate Services Director may review in detail any bid or bid award.
- 5.3 Corporate Services will coordinate the procurement of goods and services where there is a financial advantage to the municipality to purchase in bulk or where several departments are purchasing goods and services that are essentially the same.
- 5.4 The Director of a Department is responsible to:
- (i) Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure;
  - (ii) Comply with all Town purchasing procedures covering procurement and disposal;
  - (iii) Establish department guidelines for maintaining appropriate levels of inventory supplies;
  - (iv) Ensure the maintenance of adequate purchasing records, including a database of vendors established in an accessible vendor file;
  - (v) Upon request, assist department staff in locating the best source for supplies, materials, and equipment;
  - (vi) Assist department staff in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments;
  - (vii) Ensure all purchases are made by department personnel in accordance with this policy;
  - (viii) Keep on file vendor information, catalogues, samples, price quotes, etc. to be used by all department employees;
  - (ix) Conduct the formal bid process, including advertising for bids, notifying vendors, accepting bid opportunities and serving as a primary resource for questions from vendors.
- 5.5 All Town employees, elected officials are responsible to comply with all the rules and regulations set forth herein and to conduct business with vendors in a professional manner that promotes honesty and fairness:



- (i) Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials.
- (ii) Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance and delivery.

## **6 PROHIBITIONS**

- 6.1 No employee shall benefit personally either directly or indirectly from purchases made on behalf of the Town.
- 6.2 Violations of the purchasing policy may result in disciplinary action, up to and including dismissal.

## **7 PURCHASING REQUIREMENTS**

- 7.1 All expenditures shall be authorized through the adoption of the annual operating or capital budgets unless otherwise approved by council resolution or is deemed to be an emergency purchase;
- 7.1 Where a required expenditure exceeds the budget provision, the individual requesting approval must identify available funds for the required expenditure and submit a budget change form to the Director of Corporate Services requesting a reallocation of budget dollars, prior to purchasing;
- 7.2 Purchasing awards shall be made for equipment, supplies and services that will give the best value based on quality, specifications, service, price and timely delivery;
- 7.3 Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy;
- 7.4 The procurement of a goods, service or construction project that is to be funded in part or in whole by the Federal or Provincial Government shall be made following the regulations outlined by the granting body. Typically, this will require an award to the lowest evaluated cost received.

## **8 LOCAL PREFERENCE**

- 8.1 Preference will be given to suppliers operating from taxable property within Drumheller where all bids or quotations offered for consideration are deemed equal. Local suppliers will be granted a pre-tax price differential preference of 5% over other suppliers on individual purchases up to Twenty-Five thousand (\$25,000), provided that with the exception of price, all things are considered equal once specifications and terms have been reviewed.

## **9 ADVERTISING**

- 9.1 A notice of all Request for Proposal (RFP) and Tender (RFT) opportunities shall be posted on the Town web site at [www.dinosaurvalley.com/tenders](http://www.dinosaurvalley.com/tenders);
- 9.2 Request for Proposals (RFP) and Tenders (RFT) estimated to be Seventy-Five thousand (\$75,000) or greater in value must be posted on the Alberta Purchasing Connection;

- 9.3 Request for Quotation, Request for Proposal (RFP) and Tender (RFT) award results shall be advertised on the Town's web site at [www.dinosaurvalley.com](http://www.dinosaurvalley.com).

## 10 PURCHASING PROCEDURE AND AUTHORITY

- 10.1 The table below outlines the method of procurement required in relation to type of purchase and the total acquisition cost of the expenditure.

Total Purchase Value (pre G.S.T.)	Procurement Method	Additional Requirements	Required Approval
up to \$5,000	Direct Purchase or, Procurement Card or Negotiation or at managers discretion		as per Financial Authority Policy
\$5,000 - \$25,000	Request for Quotation (RFQ) or Request for Proposal (RFP)	Notice of opportunity posted on Town website	Director
\$25,000 - \$75,000	Request for Proposal (RFP) or Tender (RFT) )	Notice of opportunity posted on Town website	CAO
\$75,000 or greater	Request for Proposal (RFP) or Tender (RFT)	Advertized on APC to meet AIT and NWTPA requirements	CAO

- 10.2 When 3 quotations are not available due to supplier limitation, Director approval is required.
- 10.3 Providing that the successful bid is the lowest evaluated cost; meets all of the terms and conditions of the bid; the purchase or project has been approved by Council and sufficient funds are available in the budget, the CAO can award bids up to \$250,000.
- 10.4 Any bid that exceeds \$250,000, is not the lowest evaluated bid received or exceeds the budgeted figure must receive prior approval of Council before being awarded.

## 11 SOLE SOURCE PURCHASE

- 11.1 Sole source purchasing may occur when only one supplier of a goods or service meeting the requirement of the Town is available. Examples where sole source purchasing may be required includes but not limited to, the purchase of consumable supplies that would otherwise void or nullify warranties when purchased from another source, an item purchased for testing or trial use, or the purchase of supplies for resale. Negotiation shall be relied upon for sole source purchasing.

## 12 PROCUREMENT/CORPORATE CREDIT CARD

- 12.1 Procurement cards or corporate credit cards may be issued to employees in order to better facilitate the processing of small or routine purchases. The issuance of procurement or credit cards is under the guidance of the Director, Corporate Services and subject to the requirements as outlined within the corporate credit card policy.

**13 EMERGENCY PURCHASING PROCEDURE**

13.1 If the Chief Administrative Officer determines that an emergency exists, the competitive bidding requirement for purchases may be waived at his/her discretion.

13.2 Immediately following the procurement, the CAO shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.

**14 INFORMATION AND CONFIDENTIALITY**

14.1 The Town of Drumheller is subject to FOIP legislation. Any and all release of information shall be in accordance to FOIP. In general, the name of the bidder and the total bid amount is released.

14.1 During the procurement process, any information made available to a prospective vendor that may influence other prospective vendor's responses shall be made available to all prospective vendors.

14.2 Information that may create unfair advantage will remain confidential and will not be released to the public or a single potential vendor.

**Date: September 5, 2017**



**Chief Administrative Officer**

**Mayor of Drumheller**

## **COUNCIL POLICY #C-09-20**

**Repealing Policy #C-02-17**

### **PURCHASING**

#### **1.0 POLICY STATEMENT:**

- 1.1 The Town of Drumheller will make every effort to ensure that procurement of goods and services is conducted using purchasing practices that are fair, consistent, transparent and in accordance with applicable provincial and federal legislation, while seeking to obtain the Best Value for the municipality.

#### **2.0 THE PURPOSE OF THIS POLICY IS TO:**

- 2.1 This purchasing policy is a guide to the Town of Drumheller purchasing methods. The policy will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically and provides the foundation for sound purchasing procedures.

#### **3.0 POLICY GUIDING PRINCIPLES:**

- 3.1 Ensure a high level of accountability is maintained;
- 3.2 Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
- 3.3 Encourage an open, non-discriminatory bidding process practicable for the acquisition of goods and services;
- 3.4 Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- 3.5 Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task,



including, but not limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;

- 3.6 Be subject to all applicable Town policies and bylaws, any specific provisions of the Municipal Government Act, or other relevant legislation;
- 3.7 Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards;
- 3.8 The municipality is bound by legislated trade agreements such as the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA) or any other like agreement entered into by a higher order of government, that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$ 75,000 for goods and services and \$ 200,000 for construction are subject to the requirements of the NWPTA that requires non-discrimination and transparency in procurement policies and practices;
- 3.9 The Town of Drumheller is a trade member of the Rural Municipalities of Alberta (RMA) and the Alberta Association of Urban Municipalities (AUMA) who, on behalf of their trade members, have negotiated competitive and bulk pricing agreements with numerous suppliers. Wherever possible and where the best value for the municipality is obtained by doing so, purchases may be made directly from the supplier under the negotiated terms and conditions, without seeking additional competitive pricing;
- 3.10 This policy does not apply to real estate transactions, investment or borrowing, postage, membership and subscription payments or grants to non-profit organizations.

#### **4.0 DEFINITIONS:**

- 4.1 Alberta Purchasing Connection means *a Government of Alberta electronic tendering system that meets the interprovincial tendering requirements of the Canadian Free Trade Agreement (CFTA).*
- 4.2 Best Value for the Municipality means *the most advantageous balance between quality, specifications, service, timely delivery, assurance of supply and delivery, experience, and price.*
- 4.3 Bid opportunity means one of the following:

- i Request for Quotation (RFQ) means *a request for a supplier to provide pricing on specific product and/or services that is clearly defined and where the purchase is of low value or risk to the Town.*
  - ii Request for Proposal (RFP) means *an invitation for a supplier to showcase their expertise by proposing how their services, products and methods can provide a solution to a problem, requirement or objective. The scope of the project, the deliverables and the criteria by which submissions will be evaluated against are defined within the proposal.*
  - iii Request for Tender (RFT) means *a formal public invitation to suppliers to bid on the provision of a service at a specific price based on detailed specifications and is used where goods or services are of a high value and/or high risk and result in a formal contract for which little flexibility is required.*
- 4.5 Chief Administrative Officer (CAO) means *the person appointed by Council as per the Municipal Government Act to manage the municipality's business.*
- 4.6 Construction project means *infrastructure construction including roads, water, wastewater, buildings, site improvements, etc., that results in a tangible capital asset.*
- 4.7 Direct Purchase means *a purchase of a good or service direct from a supplier without the sourcing of comparative pricing and is typically the method used for small, incidental, low value purchases where the cost of sourcing comparative pricing outweighs the benefit.*
- 4.8 Emergency Purchase means *an expenditure that is a result of an immediate risk to the health or safety of the general public or municipal employee(s) or to mitigate the level of damage to municipal or private property or the environment.*
- 4.9 Freedom of Information and Protection of Privacy (FOIP) means *the Act public bodies including municipalities, universities and school boards are governed by.*
- 4.10 Goods and Service means *all purchases including professional services and operational contracts, with the exception of construction.*

- 4.11 Goods and Services Tax (GST) means *the Goods and Services Tax or Harmonized Sales Tax as outlined in the Excise Tax Act.*
- 4.12 Lowest Evaluated Cost means *the price offered by a supplier, service provider, or contractor that is found to be the lowest after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the bid documents.*
- 4.13 New West Partnership Trade Agreement (NWPTA) means *the interprovincial agreement between Alberta, BC, Saskatchewan and Manitoba ensuring fair and open tendering and procurement by way of tendering requirements outlined for prescribed financial thresholds.*
- 4.14 Negotiation Method means *the purchase of goods or services through the negotiation of an agreement with a supplier where there is no open competition.*
- 4.15 Procurement Card means *the corporate credit card or other purchasing card such as a fuel card issued to authorized purchaser.*
- 4.16 Sole Source means *that there is a single supplier of a required product or service that the Town requires and where terms and conditions of purchase are negotiated.*
- 4.17 Total Acquisition means *the value of all costs including but not limited to price, trade in values, delivery, installation and training, consumable consumption, service and ongoing maintenance, warranty and disposal.*

## **5.0 DEFINITION OF RESPONSIBILITIES:**

- 5.1 The Council for the Town of Drumheller is responsible for approving this policy and the allocation of resources through the adoption of the annual operating and capital budgets and to authorize purchases that exceed the Chief Administrative Officer's delegated level of authority.
- 5.2 The Chief Administrative Officer is responsible for the overall oversight of all municipal operations and staff under the direction of the Mayor and Council, as per the approved budget, policies and procedures of the Town, to oversee the formal bid process including advertising for bids, accepting bid

opportunities, and the opening of bids, and to authorize purchases that exceed the delegated level of authority of Directors.

- 5.3 The Director of Corporate Services is responsible for all aspects of the financial operations of the Town of Drumheller in accordance with the Municipal Government Act, all applicable laws and agreements, and all related Bylaws. In addition, the Director of Corporate Services is responsible for:
- i Ensuring accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid in accordance with the Municipal Government Act, Town Bylaws, policies and contracts;
  - ii Monitoring the bid process to ensure compliance with this policy. The Director of Corporate Services may review in detail any bid or bid award.
- 5.4 Corporate Services will coordinate the procurement of goods and services where there is a financial advantage to the municipality to purchase in bulk or where several departments are purchasing goods and services that are essentially the same.
- 5.5 The Director of a Department is responsible to:
- i Ensure that all contractual obligations are supported by an appropriation that authorizes the expenditure;
  - ii Comply with all Town purchasing procedures covering procurement and disposal;
  - iii Establish department guidelines for maintaining appropriate levels of inventory supplies;
  - iv Ensure the maintenance of adequate purchasing records, including a database of vendors established in an accessible vendor file;
  - v Upon request, assist department staff in locating the best source for supplies, materials, and equipment;
  - vi Assist department staff in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments;

- vii Ensure all purchases are made by department personnel in accordance with this policy;
  - viii Keep on file vendor information, catalogues, samples, price quotes, etc., to be used by all department employees;
  - ix Conduct the formal bid process, including advertising for bids, notifying vendors, accepting bid opportunities and serving as a primary resource for questions from vendors.
- 5.6 All Town employees and elected officials are responsible to comply with all the rules and regulations set forth herein and to conduct business with vendors in a professional manner that promotes honesty and fairness:
- i Requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials;
  - ii Obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance and delivery.
- 6.0 PROHIBITIONS:**
- 6.1 No employee shall benefit personally either directly or indirectly from purchases made on behalf of the Town;
- 6.2 Violations of the purchasing policy may result in disciplinary action, up to and including dismissal.
- 7.0 PURCHASING REQUIREMENTS:**
- 7.1 All expenditures shall be authorized through the adoption of the annual operating and capital budgets unless otherwise approved by council resolutions or is deemed to be an emergency purchase;
- 7.2 Where a required expenditure exceeds the budget provision, the individual requesting approval must identify available funds for the required expenditure and submit a budget change form to the Director of Corporate Services requesting reallocation of budget dollars, prior to purchasing;
- 7.3 Purchasing awards shall be made for equipment, supplies, and services that will give best value based on quality, specifications, service, price, and timely delivery;

7.4 Obtaining annual fixed pricing for goods and services up to a maximum determined quantity can be arranged, subject to the terms and conditions of the purchasing policy;

7.5 The procurement of a goods, service, or construction project that is to be funded in part or in whole by the federal or provincial government shall be made following the regulations outlined by the granting body. Typically, this will require an award to the lowest evaluated cost received.

**8.0 LOCAL PREFERENCE:**

8.1 Preference will be given to suppliers operating from taxable property within Drumheller where all bids or quotations offered for consideration are deemed equal. Local suppliers will be granted a pre-tax differential preference of 10% over the other suppliers on individual purchases up to Twenty-Five thousand (\$ 25,000), provided that, with the exception of price, all things are considered equal once specifications and terms have been reviewed.

**9.0 ADVERTISING:**

9.1 A notice of all Request for Proposal (RFP) and Tender (RFT) opportunities shall be posted on the Town website at [www.drumheller.ca/bidopp](http://www.drumheller.ca/bidopp);

9.2 Request for Proposals (RFP) and Tenders (RFT) estimated to be Seventy-Five thousand (\$ 75,000) or greater in value or where funding is provided by another order of government must be posted on the Alberta Purchasing Connection (APC);

9.3 Request for Quotation (RFQ), Request for Proposal (RFP) and Tender (RFT) award results shall be advertised on the Town's website at [www.drumheller.ca/bidopp](http://www.drumheller.ca/bidopp).

**10.0 PURCHASING PROCEDURE AND AUTHORITY:**

10.1 The table below outlines the method of procurement required in relation to type of purchase and the total acquisition cost of expenditure.

Total Purchase Value (pre G.S.T.)	Procurement Method	Additional Requirements	Required Approval
up to \$ 10,000	Direct Purchase or Procurement Card or Negotiation or at manager's discretion		As per Financial Authority Policy
\$ 10,000 - \$ 25,000	Request for Quotation (RFQ) or Request for Proposal (RFP)	Notice of opportunity posted on Town website	Director
\$ 25,000 - \$ 100,000	Request for Proposal (RFP) or Tender (RFT)	Notice of opportunity posted on Town website and APC as needed	CAO or Infrastructure Director
\$ 100,000 - \$ 250,000	Request for Proposal (RFP) or Tender (RFT)	Advertised on APC to meet CFTA and NWTPA requirements	CAO

- 10.2 When three (3) quotations are not available due to supplier limitation, Director approval is required;
- 10.3 Providing that the successful bid is the lowest evaluated cost, meets all of the terms and conditions of the bid, the overall budget has been approved by Council and sufficient funds are available in the budget, the CAO can award bids up to Two Hundred and Fifty thousand (\$ 250,000);
- 10.4 Any bid that exceeds Two Hundred and Fifty thousand (\$ 250,000), is not the lowest evaluated bid received, or exceeds the budgeted figure must receive approval by Council before being awarded.
- 10.5 Due to the volume of purchasing conducting by the Infrastructure Services Department, this Department shall have thresholds of greater value than other Departments as follows:
- i. The Director shall be authorized to award Request for Quotation (RFQ), Request for Proposal (RFP), or Tender (RFT) up to a maximum of One Hundred thousand (\$ 100,000).

#### **11.0 SOLE SOURCE PURCHASE:**

- 11.1 Sole source purchasing may occur when only one supplier of a goods or service meeting the requirement of the town is available. Examples where sole source purchasing may be required includes but is not limited to the purchase of consumable supplies that would otherwise void or nullify warranties when purchased from another source, and item purchased for



testing or trial use, or the purchase of supplies for resale. Negotiation shall be relied upon for sole purchasing.

**12.0 PROCUREMENT/CORPORATE CREDIT CARD:**

- 12.1 Procurement cards or corporate credit cards may be issued to employees in order to better facilitate the processing of small or routine purchases. The issuance of procurement cards is under the guidance of the Director, Corporate Services, and subject to the requirements as outlined within the corporate credit card policy.

**13.0 EMERGENCY PURCHASING PROCEDURE:**

- 13.1 If the Chief Administrative Officer determines that an emergency exists, the competitive bidding requirement for purchases may be waived at his/her their discretion;
- 13.2 Immediately following the procurement, the CAO shall prepare and submit a Request for Decision together with supporting documentation to the Council for ratification at its next Council meeting.

**14.0 INFORMATION AND CONFIDENTIALITY:**

- 14.1 The Town of Drumheller is subject to FOIP legislation. Any and all release of information shall be in accordance with FOIP. In general, the name of the bidder and the total bid amount is released;
- 14.2 During the procurement process, any information made available to a prospective vendor that may influence other prospective vendors' responses shall be made available to all prospective vendors;
- 14.3 Information that may create unfair advantage will remain confidential and will not be released to the public or a single potential vendor.

Date: NOVEMBER 9, 2020

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Mayor of Drumheller

## REQUEST FOR DECISION

<b>TITLE:</b>	Electrical Vehicle Charger Units Upgrade Proposal
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Jared Brounstein, Director of Infrastructure Services
<b>ATTACHMENTS:</b>	N/A

### SUMMARY:

During the February 18, 2025, Council meeting, a resolution was made to remove the two (2) outdated and non-revenue generating EV charging stations at the Badlands Community Facility (BCF) and at the parking lot off 1<sup>st</sup> Street West, north of Railway Avenue.

In July 2025, the provider of the existing EV charging stations, Sun Country Highway, contacted the Town with a proposal to provide new, “state-of-the-art”, fully networked charging stations at no cost to the Town, other than the cost to install these on the existing infrastructure. These new units will have the capability to implement a user fee so the Town can recover the costs associated with providing EV charging in Town.

Administration is recommending that the Town upgrade the old EV chargers with the new units offered by Sun Country Highway, installing one new charging unit at each site. Costs to remove the old units and install the new units are approximately \$500 per site.

### RECOMMENDATION:

That Council approve upgrading the current EV charger units located at the Badlands Community Facility (BCF) and at the parking lot on 1st Street West north of Railway Ave, where one (1) old EV charger will be removed at each site and replaced with one (1) new EV charger unit (Option 1) that allows for an associated user fee.

### DISCUSSION:

In February 2025, Council made a resolution to remove the two (2) Town owned and maintained EV charging stations due to the outdated infrastructure and the associated user energy costs being absorbed directly by the municipality.

After this decision, Sun Country Highway reached out to Administration to discuss EV charger upgrade options for the Town. Sun Country Highway provided the existing EV chargers that the Town is currently operating and maintaining.

Sun Country Highway has partnered with PlunkEV to provide new “state-of-the-art” fully networked charging stations at no cost to the Town, other than the cost to install these on the existing pedestal that the current chargers are mounted on.

The new EV charges have enhanced functionality compared to the old chargers and will allow the Town to implement a user fee to recoup electricity and operation costs. They are also able to be connected to a network which will allow for real-time monitoring, the ability to turn charging on and off, and the option to troubleshoot potential issues remotely.

Sun Country Highway has proposed to provide up to four (4) new chargers to the Town to install at the existing charging stations. This would allow the Town to remove one old charger from

each site and install two (2) new chargers in their place, on the existing pedestal supports. No changes would be needed to the current electricity supply to these sites. The only costs associated with this upgrade would be for an electrical contractor to make changes to the existing setup to allow for the additional charger at each site.

Administration recommends that Council consider the following two (2) options:

**Option 1:** Replace chargers with one (1) new charger at each site.

The Town will replace the existing electric chargers with one (1) new charger at each site, similar to the current setup. This option allows the Town to continue to provide electric vehicle charging with the ability to now implement a user fee to recoup the costs of this service. Sun Country would retain ownership of the charging units and would be responsible for any repair and maintenance costs. This option would allow for the full 80amp input electricity, at each site, to be used by the new chargers resulting in 19kW of charging capacity per hour. Costs to remove the old chargers and install the new chargers are approximately \$500 per site.

**Option 2:** Replace chargers with two (2) new chargers at each site.

The Town will replace the existing electric chargers with two (2) new chargers at each site. This option allows the Town to continue to provide electric vehicle charging with four (4) chargers instead of two (2). There is also the ability to implement a user fee for the new units to recoup the costs of this service. Sun Country would retain ownership of the charging units and would be responsible for any repair and maintenance costs. This option would result in the 80amp site input electricity being split between each charger when they are both in use, meaning each charger would have 40amps, or only 9kW of charging capacity per hour.

Costs to remove the old chargers and install two (2) new chargers at each site are approximately \$3500 per site. Costs are higher for this option as the existing infrastructure would need to be upgraded to allow for two (2) chargers instead of just one at each site.

Administration views **Option 1** as the most efficient choice to continue to provide EV charging at the BCF and at the parking lot off 1<sup>st</sup> Street West. This option will allow the Town to provide EV charging in a cost neutral manner and in a way that maximizes the efficiency of the new chargers based on the existing electrical infrastructure.

#### **FINANCIAL IMPACT:**

The installation costs for each option are as follows:

**Option 1:** Removal of existing units and installation of one (1) new unit at each site is estimated at approximately \$500 per unit, for a total of approximately \$1,000 for this project.

**Option 2:** Removal of existing units and installation of two (2) new units at each site is estimated at approximately \$3500 per unit, for a total of approximately \$7,000 for this project.

These costs will be absorbed within the existing Roads & Streets 2025 Operating Budget and not impact our overall year end position.

As maintenance costs are borne by Sun Country, operating costs for the Town would only consist of electricity to the chargers, estimated at \$450 per month per charger. Implementing user fees will wholly or mostly offset these costs. These fees are transacted through an affiliate of Sun Country Highway with service charges approximately 3.0% of charging revenue.

**STRATEGIC POLICY ALIGNMENT:**

Continue to ensure that the municipality is providing services to the community in a fiscally responsible manner and that certain services are cost neutral to the municipality.

**COMMUNICATION STRATEGY:**

Signage would be installed at each location stating that new, upgraded EV charging units will be installed to continue to offer EV charging at these locations, and a user fee will be implemented with the new units and added to the Municipal Service Fee Schedule. Signage with payment instructions would also be installed at each site. Google and other mapping platforms will be informed that the two (2) charging stations are available for EV charging.

**MOTION:**

That Council approves upgrading the current EV charger units located at the Badlands Community Facility and at the parking lot on 1<sup>st</sup> Street West north of Railway Avenue, where one (1) old EV charger will be removed at each site and replaced with one (1) new EV charger unit, provided by Sun Country Highway, and furthermore, directs Administration to establish an associated EV charge user fee.



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Approved by:  
Esther Quiambao, CLGM  
Chief Administrative Officer



Reviewed by:  
Greg Towne  
Acting Chief Financial Officer  
Director, Corporate & Community Services

## Briefing Note

<b>TITLE:</b>	Major Capital Projects 2025 - 2029 Review
<b>DATE:</b>	September 22, 2025
<b>PRESENTED BY:</b>	Jared Brounstein, Director of Infrastructure Services
<b>ATTACHMENTS:</b>	Capital Plan 2025 -2029 Projects

### SUMMARY:

The Town's Five-Year Capital Plan outlines a range of major projects focused on upgrading and renewing essential infrastructure. Transportation initiatives include bridge replacements, downtown reconstruction, and annual road and sidewalk programs. Water and wastewater priorities feature upgrades to lift stations, watermains, booster stations, and slope protection, along with investments at the wastewater treatment facility.

The Plan represents \$68 million in capital investments from 2025 to 2029. The Town currently has \$4.81 million in annual controlled funding through grants and the operating budget, but this does fall short of overall needs. Additional funding may need to come from reserves, long-term debt, or potential adjustments to tax and utility rates. The financial implications of these choices will be further reviewed through the 2026 capital budget deliberations and 10-year plan process.

The Plan demonstrates the Town's commitment to addressing critical infrastructure needs while maintaining transparency with Council and the community. Regular updates will be provided through quarterly reports and social media to ensure residents remain informed about project progress and priorities.

### DIRECTION:

That Council approve this Briefing Note as a means of providing both Council and the community with information on the major projects planned in the current Five-Year Capital Plan.

### DISCUSSION:

The following information is intended to provide Council as well as the community with a general understanding of the potential financial impact of the municipality's Five-Year Capital Plan. This report highlights some of the significant projects that are identified over this timeframe. Some major projects within the current Plan include:

#### **General Capital:**

**Downtown Area Revitalization Plan (DARP) Centre Street** – In 2026, \$2 million for the reconstruction of the downtown core will focus on modernization and enhanced accessibility.

**Bridge #9 & #10 Replacement** – \$20 million replacement of two (2) bridges in Wayne to meet provincial standards and ensure long-term safety.

**Pumper Engine** – The Fire Department will replace its engine in 2026 at a cost of \$1.4 million.

**Street Improvement Program** – An annual \$1.2 million program will continue to upgrade and replace roads and sidewalks across the community.

**Hoodoo Parking Lot Improvements** – If successful in the Government of Alberta capital program for 2026, a full reconstruction and improvement of the Hoodoo parking lot will be conducted (dependent on provincial funding).

**Highway 575 Program** – In 2027, the Town will oversee the replacement of Highway 575 from the Highway 56 intersection to 17th Street, including a culvert replacement near Ploeg Street.

**Wastewater Capital:**

**5<sup>th</sup> Street Lift Station** – The Town will undertake a full \$6 million reconstruction of the 5th Street lift station in 2028.

**Sewer Main Replacement Program** – Beginning in 2027, the Town will implement a \$500,000 annual program to replace aging sewer mains and address recurring breaks.

**Penitentiary Lift Station** – In 2028, the Town will retrofit the Penitentiary lift station at a cost of \$700,000.

**Septic Receiving Station** – In 2028, the Town will look to invest \$750,000 to improve septic receiving at the Wastewater Treatment Plant.

**Water Capital:**

**Penitentiary Watermain** – In 2027, the Town will replace the watermain supplying the Penitentiary at a cost of \$1 million, following design completion in 2026.

**Water Tower Bankview Slope Protection** – In 2027, the Town will invest \$1 million to stabilize and reinforce the slope supporting the Bankview water tower.

**Huntington and Bankview Booster Station** – Replacement and upgrades of both booster stations in 2027 at a combined cost of \$1.6 million.

The projects highlighted in this report represent the Town's major capital investments and demonstrate its commitment to maintaining and improving critical infrastructure across the community. While these are some of the key initiatives, the 2025–2029 Capital Plan also includes several additional projects (see attachment). Together, these initiatives contribute to a total investment of \$68 million over the five-year period.

Currently, the Town has around \$4.81 million in controlled capital funding which includes grant funding through the Local Government Fiscal Framework and Canada Community Building Fund along with funding from our Operating Budget – this is the maximum amount we can spend before impacting tax or utility rates.

Reserves and long-term debt are also funding options for municipal governments, however there are financial considerations with these options, either for reserve balance replenishment or incurring interest charges. Finally, external grants or contributions are funding options but these are sporadic and not a consistent funding source.

Our capital program needs clearly exceed our available funding and options to improve are limited, precipitating rate changes or deferring needed capital work.

**FINANCIAL IMPACT:**

The actual impact is unknown until the 2026 Capital Budget deliberations are completed by Council this Fall and 10-year plan is approved, but as identified above, annual project costs above \$4.81 million will likely incur tax or utility rate adjustments.



Staff will prepare more information and options as part of the 2026 budget deliberations later this year.

**COMMUNICATION STRATEGY:**

To ensure both Council and the community stay informed about major capital projects, the following strategies will be used:

- Provide continuous updates on social media platforms to keep the public informed about current and upcoming projects.
- Deliver Quarterly Reports to Council outlining progress on projects throughout the fiscal year.

**MOTION:**

That Council accepts the Major Capital Projects 2025 - 2029 Review report as information.



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Junior Project Manager



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Director of Infrastructure  
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Approved by:  
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Chief Administrative Officer



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Reviewed by:  
Greg Towne  
Acting Chief Financial Officer  
Director, Corporate & Community Services

**Town of Drumheller - 2025 Five-Year Capital Plan**

Project Name	2025	2026	2027	2028	2029	Total
General Administration Projects	370,000	105,000	179,000	216,000	161,000	1,031,000
Enforcement Services Projects	341,600	-	100,000	-	100,000	541,600
Engine Refurbishment	-	590,000	-	-	-	590,000
SCBA Replacement	-	-	500,000	-	-	500,000
Other Fire Protection Projects	63,000	725,000	-	268,000	168,000	1,224,000
Light Fleet Vehicles - Program	549,270	310,000	100,000	110,000	240,000	1,309,270
Heavy Equipment - Program	-	797,000	612,500	395,000	697,000	2,501,500
Other Common Services Projects	1,241,070	435,400	340,000	517,700	371,400	2,905,570
Street Improvement Program- Construction	694,585	750,000	750,000	750,000	750,000	3,694,585
Bridge 11	1,066,600	-	-	-	-	1,066,600
Michichi Creek Bridge/Flood Wall	1,545,000	-	-	-	-	1,545,000
Bridge 10 Replacement	-	3,500,000	-	-	-	3,500,000
South Dinosaur Trail Sound Barrier	-	900,000	-	-	-	900,000
Other Road Transport Projects	1,069,200	725,000	845,000	525,000	575,000	3,739,200
6th Ave Road Extension	1,525,615	-	-	-	-	1,525,615
DARP Park Improvements	-	75,000	500,000	200,000	50,000	825,000
DARP - Centre Street - 3rd Ave to Railway Ave	-	2,000,000	-	-	-	2,000,000
DARP - Centre St to 1 St E	-	-	100,000	500,000	-	600,000
Other DARP Projects	160,000	700,000	900,000	500,000	900,000	3,160,000
Fuel Tank Farm	680,000	-	-	-	-	680,000
Taxiway - Lengthen	-	-	-	750,000	-	750,000
Other Air Transport Projects	85,000	100,000	-	-	-	185,000
Other Stormwater Projects	-	75,000	225,000	75,000	75,000	450,000
Other Cemeteries and Columbariums Projects	100,000	245,000	225,000	-	-	570,000
New Trail Development	-	450,000	100,000	100,000	100,000	750,000
Other Recreation and Parks Projects	921,400	1,085,000	680,000	305,000	535,000	3,526,400
Other Flood Mitigation Projects	400,000	-	-	-	-	400,000
Water Main Replacement Program	200,000	75,000	425,000	75,000	500,000	1,275,000
Drumheller WTP UV Replacement	841,100	-	-	-	-	841,100
Huntington Booster Station	-	-	800,000	-	-	800,000
Bankview Booster Station	-	-	800,000	-	-	800,000
Water Tower Upgrade	-	100,000	550,000	20,000	95,000	765,000
Water Tower Bankview - Slope Protection	-	100,000	1,000,000	-	-	1,100,000
RWR to Low Lift Pipe Twinning	-	-	-	100,000	750,000	850,000
River Crossing - Midland Water Main	-	125,000	750,000	-	-	875,000
Pen Watermain	-	100,000	1,000,000	-	-	1,100,000

**Town of Drumheller - 2025 Five-Year Capital Plan**

<b>Project Name</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Other Water Projects	878,741	512,500	672,900	508,400	448,900	3,021,441
Wastewater Treatment Plant Blower	550,000	-	-	-	-	550,000
Michichi Creek - Sanitary Crossing	585,000	-	-	-	-	585,000
North Drum Lift Station/Forcemain	649,300	-	-	-	-	649,300
Drumheller WWTP - Septic Receiving Station	-	-	100,000	750,000	-	850,000
Drumheller WWTP - Pen Lift Station	-	-	100,000	700,000	-	800,000
Drumheller WWTP - Centrifuge Upgrade	-	125,000	500,000	-	500,000	1,125,000
5th Street Lift Station	-	-	200,000	6,000,000	-	6,200,000
Sewer Main Replacement program	-	75,000	500,000	500,000	500,000	1,575,000
Other Sewer Projects	760,541	867,500	1,417,900	298,400	198,900	3,543,241
<b>2025 Capital Program and Projected 2026-2029 Projects</b>	<b>15,277,022</b>	<b>15,647,400</b>	<b>14,972,300</b>	<b>14,163,500</b>	<b>7,715,200</b>	<b>67,775,422</b>