



TOWN OF DRUMHELLER
REGULAR COUNCIL MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, October 6, 2025

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

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

4.1 **Agenda for the October 6, 2025, Regular Council Meeting**

Proposed Motion: That Council adopt the agenda for the October 6, 2025, Regular Council Meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the September 22, 2025, Regular Council Meeting**

[Regular Council Meeting – September 22, 2025 – Draft Minutes](#)

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

COUNCIL BOARDS AND COMMITTEES

6. DELEGATIONS

6.1 **RCMP 2025-26 Q1 Report**

[2025-26 Q1 Municipal Letter](#)
[2025-26 Q1 Drumheller Municipal Community Report](#)
[2025-26 Q1 Drumheller Municipal Crime Statistics](#)

Proposed Motion: That Council accepts the presentation of the 2025-26 Q1 Report by the Drumheller RCMP Detachment, as information.

6.2 **Badlands Search and Rescue**

[Presentation](#)

Proposed Motion: That Council accepts the presentation of Services and Funding Overview by the Badlands Search and Rescue, as information.

PUBLIC HEARING

7. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 **Chief Administrative Officer**

7.1.1 **Council Procedure Bylaw (3rd Reading)**

[Request for Decision](#)

[Bylaw #33.25 – Council Procedure Bylaw \(3rd Reading\)](#)

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

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

7.1.2 **North Michichi Creek Land Designation Bylaw #28.25 (2nd Reading)**

[Request for Decision](#)

[Bylaw #28.25 – North Michichi Creek Land Designation \(2nd Reading\)](#)

Proposed Motion: That Council gives second reading to North Michichi Creek Land Designation Bylaw #28.25, as presented.

Proposed Motion: That Council gives third and final reading North Michichi Creek Land Designation Bylaw #28.25, as presented.

7.1.3 **East Coulee Land Designation Bylaw #32.25 (1st Reading)**

[Request for Decision](#)

[Bylaw #32.25 – East Coulee Land Designation Bylaw \(1st Reading\)](#)

Proposed Motion: That Council gives first reading to East Coulee Land Designation Bylaw #32.25, as presented.

Proposed Motion: That Council gives second reading to East Coulee Land Designation Bylaw #32.25, as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of East Coulee Land Designation Bylaw #32.25.

Proposed Motion: That Council gives third and final reading to East Coulee Land Designation Bylaw #32.25, as presented.

7.1.4 North Drumheller Land Designation Bylaw #36.25 (1st Reading)

[Request for Decision](#)

[Bylaw #36.25 – North Drumheller Land Designation Bylaw \(1st Reading\)](#)

Proposed Motion: That Council gives first reading to North Drumheller Land Designation Bylaw #36.25, as presented.

Proposed Motion: That Council gives second reading to North Drumheller Land Designation Bylaw #36.25, as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of North Drumheller Land Designation Bylaw #36.25.

Proposed Motion: That Council gives third and final reading to North Drumheller Land Designation Bylaw #36.25, as presented.

7.1.5 North Michichi Creek PUL Designation Bylaw #37.25 (1st Reading)

[Request for Decision](#)

[Bylaw #37.25 – North Michichi Creek PUL Designation Bylaw \(1st Reading\)](#)

Proposed Motion: That Council gives first reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.

Proposed Motion: That Council gives second reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of North Michichi Creek PUL Designation Bylaw #37.25.

Proposed Motion: That Council gives third and final reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.

7.1.6 South Michichi Creek Land Designation Bylaw #38.25 (1st Reading)

[Request for Decision](#)

[Bylaw #38.25 – South Michichi Creek Land Designation Bylaw \(1st Reading\)](#)

Proposed Motion: That Council gives first reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.

Proposed Motion: That Council gives second reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.

Proposed Motion: That Council gives unanimous consent for third and final reading of South Michichi Creek Land Designation Bylaw #38.25.

Proposed Motion: That Council gives third and final reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.

7.1.7 Drumheller Housing Administration Appointments

[Request for Decision](#)

[Gerald Martynes – Application \(Redacted\)](#)

[Brendon Huntley – Application \(Redacted\)](#)

[Drumheller Housing Administration – March 20, 2025 – Minutes](#)

Proposed Motion: That Council approves the appointment of Gerald Marynes and Brendon Huntley as voting members to the Drumheller Housing Administration, each for a three-year term, beginning October 6, 2025, and ending October 6, 2028.

CORPORATE & COMMUNITY SERVICES

7.2 Director of Corporate and Community Services

7.2.1 FCSS Program Policy #P0325C

[Request for Decision](#)

[Policy #P0325C – FCSS Program Policy](#)

[Policy #CDSP-C-01 – FCSS Program Policy](#)

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

Proposed Motion: That Council adopts FCSS Program Policy #P0325C, as presented.

EMERGENCY AND PROTECTIVE SERVICES

7.3 Director of Emergency and Protective Services

7.3.1 Municipal Policing Committee Bylaw #35.25 (3rd Reading)

[Request for Decision](#)

[Bylaw #35.25 - Municipal Policing Committee Bylaw \(3rd Reading\)](#)

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

INFRASTRUCTURE SERVICES

8. CLOSED SESSION

8.1 **Drumheller Housing Administration**

ATIA 28 – Local public body confidences

ATIA 29 – Advice from officials

Proposed Motion: That the Committee closes the meeting to the public at ____ p.m. to discuss Drumheller Housing Administration as per ATIA 28 – Local public body confidences and ATIA 29 – Advice from officials.

Proposed Motion: That the Committee open the meeting to the public at ____ p.m.

9. 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 22, 2025

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

IN ATTENDANCE:

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

Chief Administrative Officer: 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

1. **CALL TO ORDER**

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

2. **OPENING COMMENTS**

Councillor Sereda congratulated the DVSS senior volleyball for winning gold at their home tournament. She also thanked the coaches, Erica Crocker and Connor Schweder. She informed the public that these coaches who volunteer their time don't have kids in school, don't have kids on the team, and they're spending their extra time volunteering to coach youth.

Councillor Lacher reminded the public that the Royal Tyrrell Museum is celebrating its 40th anniversary on Thursday, September 25, 2025. They are having a barbeque from 5:30 – 7:30 p.m. and admission is free on that day.

Councillor Zariski noted the Seniors fair "Growing Stronger Together", is happening this Thursday from 9:30 a.m. to 3:30 p.m. This is a free event and there is a complimentary lunch and activities in a fantastic social setting. It features five excellent speakers from the Parkinson's Association, Jason Schneck from the University of Zurich, Recovery Alberta, a Public Health dietician, and Councillor Zariski.

Mayor Colberg thanked some of the Council nominees who were attending the meeting, including Samantha Haddon, Cheryl McNeil, Tony Miglecz and AJ Frey and wished them the best in their campaigns.

3. **ADDITIONS TO THE AGENDA**

Agenda item 7.1.3 East Coulee Land Designation Bylaw was moved to the October 6, 2025, Regular Council Meeting agenda.

4. ADOPTION OF AGENDA

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

M2025.340 Moved by Councillor Lacher, Councillor Kolafa
That Council adopt the agenda for the September 22, 2025, Regular Council Meeting, as amended.

CARRIED UNANIMOUSLY.

5. MEETING MINUTES

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

Agenda Attachment: Regular Council Meeting – September 8, 2025 – Draft Minutes.

M2025.341 Moved by Councillor Price, Councillor Sereda
That Council approves the minutes for the September 8, 2025, Regular Council Meeting, as presented.

CARRIED UNANIMOUSLY.

6. COUNCIL BOARDS AND COMMITTEES

YouTube Timestamp: 6:03

6.1 **Municipal Planning Commission**

Agenda Attachments: July 10, 2025 – Regular Meeting – Minutes; July 25, 2025 – Regular Meeting - Minutes.

M2025.342 Moved by Councillor Sereda, Councillor Lacher
That Council accepts the Municipal Planning Commission meeting minutes for the July 10, 2025 and July 25, 2025 Regular Meetings, as information.

CARRIED UNANIMOUSLY.

6.2 **Drumheller Public Library Board**

Agenda Attachment: July 9, 2025 – Regular Meeting – Minutes.

M2025.343 Moved by Councillor Price, Councillor Kolafa

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

CARRIED UNANIMOUSLY.

6.3 Drumheller Housing Administration

Agenda Attachments: March 20, 2025 – Regular Meeting – Minutes; July 21, 2025 – Regular Meeting – Minutes.

M2025.344 Moved by Councillor Sereda, Councillor Kolafa
That Council accepts the Drumheller Housing Administration meeting minutes for the March 20, 2025 and July 9, 2025 Regular Meetings, as presented.

Councillor Sereda noted that the July meeting minutes were July 21, 2025, not July 9 as indicated in the agenda package proposed motion.

Councillors Sereda and Kolafa accepted the amendment to the motion.

M2025.344A Moved by Councillor Sereda, Councillor Kolafa
That Council accepts the Drumheller Housing Administration meeting minutes for the March 20, 2025 and July 21, 2025 Regular Meetings, as presented.

CARRIED UNANIMOUSLY.

DELEGATIONS

PUBLIC HEARING

7. REPORTS FROM ADMINISTRATION

YouTube Timestamp: 7:51

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

7.1 Chief Administrative Officer

7.1.2 Encroachment Bylaw #02.25 (3rd Reading)

Agenda Attachments: Request for Decision; Bylaw #02.25 – Encroachment Bylaw (3rd Reading).

M2025.345 Moved by Councillor Lacher, Councillor Price
That Council gives third and final reading to Encroachment Bylaw #02.25, as presented.

CARRIED UNANIMOUSLY.

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

M2025.346 Moved by Councillor Kolafa, Councillor Price
That Council cancels the October 14, 2025, Committee of the Whole Meeting.

CARRIED UNANIMOUSLY.

7.1.4 Lehigh Land Designation Revising Bylaw #31.25 (1st Reading)

Agenda Attachments: Request for Decision; Bylaw #31.25 - Lehigh Land Designation Revising Bylaw (1st Reading); CAO Certification of Revising Bylaw #31.25; Revised Bylaw #29.25 – Lehigh Land Designation Bylaw; Bylaw #29.25 – Lehigh Land Designation Bylaw.

M2025.347 Moved by Councilor Zariski, Councillor Kolafa
That Council gives first reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

CARRIED UNANIMOUSLY.

M2025.348 Moved by Councillor Price, Councillor Sereda
That Council gives second reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

CARRIED UNANIMOUSLY.

M2025.349 Moved by Councillor Lacher, Councillor Kolafa
That Council gives unanimous consent for third reading of Lehigh Land Designation Revising Bylaw #31.25.

CARRIED UNANIMOUSLY.

M2025.350 Moved by Councillor Sereda, Councillor Price
That Council gives third and final reading to Lehigh Land Designation Revising Bylaw #31.25, as presented.

CARRIED UNANIMOUSLY.

7.1.5 Council Procedure Bylaw #33.25 (1st Reading)

Agenda Attachments: Request for Decision; Bylaw #33.25 – Council Procedure Bylaw (1st Reading); Bylaw #04.21 (Consolidated) – Council Procedure Bylaw.

Councillor Sereda left the meeting at 4:59 p.m. and returned to the meeting at 5:01 p.m.

M2025.351 Moved by Councillor Kolafa, Councilor Zariski

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

CARRIED UNANIMOUSLY.

M2025.352 Moved by Councillor Lacher, Councillor Price
That Council gives second reading to Council Procedure Bylaw #33.25, as presented.

CARRIED UNANIMOUSLY.

7.2 Flood Mitigation Project Director

YouTube Timestamp: 46:41

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

Agenda Attachment: Briefing Note.

M2025.353 Moved by Councillor Kolafa, Councillor Price
That Council accepts this Fisheries and Oceans Canada (DFO) Planting - Program Revegetation Tender Update, as information.

CARRIED UNANIMOUSLY.

CORPORATE & COMMUNITY SERVICES

EMERGENCY AND PROTECTIVE SERVICES

YouTube Timestamp: 1:02:46

7.3 Director of Emergency and Protective Services

7.3.1 Municipal Policing Committee Bylaw #35.25 (1st Reading)

Agenda Attachments: Request for Decision; Bylaw #35.25 - Municipal Policing Committee Bylaw (1st Reading).

M2025.354 Moved by Councillor Lacher, Councillor Price
That Council gives first reading to Municipal Policing Committee Bylaw #35.25, as presented.

CARRIED UNANIMOUSLY.

M2025.355 Moved by Councillor Sereda, Councillor Kolafa
That Council gives second reading to Municipal Policing Committee Bylaw #35.25, as presented.

CARRIED UNANIMOUSLY.

INFRASTRUCTURE SERVICES

YouTube Timestamp: 1:22:38

7.4 Director of Infrastructure Services

7.4.1 Revised Purchasing Policy #P0225C

Agenda Attachments: Request for Decision; Purchasing Policy P0225C (Draft); Purchasing Policy C-09-20; Purchasing Policy C-03-17; Purchasing Policy C-03-09.

M2025.356 Moved by Councillor Lacher, Councillor Price
That Council adopts Purchasing Policy #P0225C, as presented.

CARRIED UNANIMOUSLY.

7.4.2 Electrical Vehicle Charger Units Upgrade Proposal

Agenda Attachment: Request for Decision.

M2025.357 Moved by Councillor Price, Councillor Kolafa
That Council approves upgrading the current EV charger units located at the Badlands Community Facility and at the parking lot on 1st 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.

IN FAVOUR: Councillor Zariski, Councillor Lacher, Councillor Price, Councillor Kolafa.

OPPOSED: Mayor Colberg, Councillor Sereda.

CARRIED.

7.4.3 Major Capital Projects 2025-2029

Agenda Attachments: Briefing Note; Capital Plan 2025 - 2029 Projects.

M2025.358 Moved by Councillor Price, Councillor Lacher
That Council accepts the Major Capital Projects 2025 – 2029 Review Report, as information.

CARRIED UNANIMOUSLY.

8. ADJOURNMENT

M2025.359 Moved by Councillor Lacher, Councillor Price
That the Committee adjourn the meeting at 6:24 p.m.

Recording Secretary A. Keibel noted an error in the proposed motion in the agenda package and that the motion should read “That Council adjourn the meeting at 6:24 p.m.”

Councillors Lacher and Price accepted the amendment to the motion.

M2025.359A Moved by Councillor Lacher, Councillor Price
That Council adjourn the meeting at 6:24 p.m.

CARRIED UNANIMOUSLY.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



August 12, 2025

Darryl Drohomerski
CAO
Drumheller, AB

Dear Mr. Drohomerski,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Drumheller RCMP.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Cpl Alex MacDonald
Acting detachment commander
Drumheller RCMP





Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Drumheller

Detachment Commander

Alex MacDonald

Report Date

August 12, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Property Crime - Crime Reduction**Updates and Comments:**

Drumheller members continue to monitor the prolific offenders in our area completing nightly curfew checks to ensure compliance with their conditions. These checks have helped keep our offenders inside during their curfew hours and the ones that are caught breaching have been either put to warrant or arrested and compelled to court. There were no fraud awareness presentations completed this quarter as there were no requests from the community or schools. Property crime reduction initiatives as well as operation street sweep have fallen short due to staffing shortages. Drumheller General Investigations Section (GIS) is down to one member right now and is unable to complete large scale initiatives. An operation street was scheduled to take place in June, but due to unforeseen illnesses, shortages, etc. it had to be postponed.

Priority #2: Community Engagement - Visibility, Transparency, and Engagement**Updates and Comments:**

Drumheller has not completed any town hall meetings or coffee with a cop this quarter due to the detachment commander transferring at the beginning of the quarter. The acting detachment commander has not been able to attend the coffee with a cop due to conflicting schedules and staffing shortages. Media releases and red serge events targets are being met. Media releases are being completed after each major incident in the Drumheller area as well as media releases to warn the public about scams, driving offenses, etc. Drumheller members took part in the Canada Day parade with a strong showing including 7 officers in red serge, one officer on a bicycle, three vintage cars, and one



marked PC. Drumheller RCMP also took part in a cricket match and helped out with opening ceremonies as well as handing out awards.

Priority #3: Substance Abuse - Drug

Updates and Comments:

Due to a staffing shortage in the Drumheller GIS there have not been any ongoing large scale drug operations. Drumheller GIS continues to investigate and lay charges for drug offenses at the Drumheller Institution and investigated 8 occurrences involving drugs. Drumheller RCMP also charged 3 males with trafficking various drugs after locating 1.5 pounds of methamphetamine in a traffic stop. The 3 males were on their way to the Drumheller Federal Institution to introduce the contraband, but now sit in remand. Members seized meth, cocaine, stolen firearms, dangerous weapons, etc. in the stop. Drumheller members also performed one high risk awareness presentation at the Drumheller Outreach School.

Priority #4: Traffic Safety

Updates and Comments:

Drumheller traffic member has completed at least 3 joint force operations during this period with the local peace officers as well as the RCMP traffic services out of High River/Stettler. Members have teamed up with municipal services in town to monitor bridge traffic and enforce the temporary red-light system that is causing issues for motorists. Members have also taken part in two "move over and slow down" operations along the highway with traffic members from other units. Drumheller RCMP issued 5 provincial impaired sanctions during this period as well as 1 driver was charged with criminal code impaired. Due to staffing shortages, it has been difficult to complete check stops as there is usually only 2 members working on a night shift, but members were able to still complete 3 during this quarter.



Community Consultations

Consultation #1

| Date | Meeting Type |
|--|---------------------------|
| April 3, 2025 | Meeting with Stakeholders |
| Topics Discussed | |
| (1): Victim Services | |
| Notes/Comments: | |
| The Detachment Commander attended a MS Teams meeting with Southern Alberta Regional Victim Serving Society regarding updates related to the Crisis Callout procedure being rolled out. | |

Consultation #2

| Date | Meeting Type |
|---|----------------------|
| June 5, 2025 | Community Connection |
| Topics Discussed | |
| (1): Regular reporting information sharing | |
| Notes/Comments: | |
| Attended the monthly Community Business Association meeting at the Royal Canadian Legion Hall. Roughly 12 people in attendance and several topics were covered about the downtown Drumheller business area. | |



Municipal Operations: Human Resources Overview

| Staffing Category | Established Positions | Working | Special Leave | Hard Vacancies |
|--------------------|-----------------------|---------|---------------|----------------|
| Regular Members | 11 | 8 | 2 | 2 |
| Detachment Support | 0 | 0 | 0 | 0 |

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 11 established positions, 7 officers are currently working. There are 2 officers on special leave (Parental). There are two hard vacancies at this time.



Municipal Operations: Financial Overview

| Municipal Overview | Fiscal Year-to-Date | Revised Plan at Q1 | 2025-26 Financial Plan |
|---|---------------------|---------------------|------------------------|
| Detachment Working FTE Levels | 7.61 FTE | 11.00 FTE | 11.00 FTE |
| Divisionally Pooled Costs (at 100%) | \$ 16,755,716 | \$ 79,216,319 | \$ 79,216,319 |
| Per Capita Rate (at 100%) | \$ 56,538 | \$ 246,857 | \$ 246,857 |
| Partner Share of Pooled Costs (at 70%) | \$ 301,180 | \$ 1,900,797 | \$ 1,900,797 |
| Location-Specific Costs | \$ 16,009 | \$ 139,000 | \$ 139,000 |
| Total Costs after Final Adjustments (at applicable contract share) | \$ 317,189 | \$ 2,039,797 | \$ 2,039,797 |

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with the final Multi-Year Financial Plan (MYFP), which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Quarter 1 invoicing for the 2025-26 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of July.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Note: No revisions have been made to the 2025-26 Financial Plan at Q1.



Definitions

Municipal Operations: Human Resources Overview

| Term | Definition |
|------------------------------|--|
| FTE Utilization | A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit. |
| 2025-26 FTE Utilization Plan | Reflects the number of working FTEs planned to be in-place for the current fiscal year. |
| Revised Plan at Q1 | This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year. |

Municipal Operations: Financial Overview

| Term | Definition |
|-------------------------------|--|
| Fiscal Year-to-Date (YTD) | Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed. |
| Revised Plan at Q1 | Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year. |
| 2025-26 Financial Plan | Reflects the initial financial plan set for each category of expenditure for the current fiscal year. |
| Detachment Working FTE Levels | Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year. |
| Divisionally Pooled Costs | <p>Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:</p> <ul style="list-style-type: none"> • Direct Costs: <ul style="list-style-type: none"> ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs. • Indirect Costs: <ul style="list-style-type: none"> ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre; |



| Term | Definition |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> Common IT services, including management of the Police Records and Occurrence System; Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or Other divisional and regional administration services. |
| Per Capita Rate | This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities. |
| Partner Share of Pooled Costs | Reflects the portion of the pooled costs that the Contract Partner pays. |
| Location-Specific Costs | <p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> Accommodation-related costs, for space occupied in RCMP-owned buildings; Overtime pay; Guarding costs (e.g., with the Corps of Commissionaires); Isolated Post Allowances; and/or Public Service Employee pay. |
| Total Costs after Final Adjustments | Reflects the total costs of all expenditure categories including any cost adjustments. |



Drumheller Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

| CATEGORY | Trend | 2021 | 2022 | 2023 | 2024 | 2025 | % Change 2021 - 2025 | % Change 2024 - 2025 | Avg File +/- per Year |
|----------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 1 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 4 | 1 | 4 | 2 | 3 | -25% | 50% | -0.1 |
| Other Sexual Offences | | 4 | 0 | 3 | 0 | 2 | -50% | N/A | -0.4 |
| Assault | | 36 | 27 | 32 | 15 | 19 | -47% | 27% | -4.6 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| Extortion | | 0 | 1 | 1 | 0 | 0 | N/A | N/A | -0.1 |
| Criminal Harassment | | 6 | 16 | 11 | 16 | 10 | 67% | -38% | 0.8 |
| Uttering Threats | | 8 | 15 | 8 | 3 | 14 | 75% | 367% | 0.0 |
| TOTAL PERSONS | | 58 | 60 | 60 | 38 | 48 | -17% | 26% | -4.2 |
| Break & Enter | | 13 | 15 | 11 | 3 | 6 | -54% | 100% | -2.6 |
| Theft of Motor Vehicle | | 3 | 4 | 4 | 3 | 8 | 167% | 167% | 0.9 |
| Theft Over \$5,000 | | 0 | 3 | 5 | 2 | 2 | N/A | 0% | 0.3 |
| Theft Under \$5,000 | | 19 | 41 | 26 | 20 | 15 | -21% | -25% | -2.9 |
| Possn Stn Goods | | 4 | 5 | 3 | 1 | 1 | -75% | 0% | -1.0 |
| Fraud | | 13 | 22 | 12 | 15 | 13 | 0% | -13% | -0.7 |
| Arson | | 1 | 0 | 0 | 0 | 0 | -100% | N/A | -0.2 |
| Mischief - Damage To Property | | 16 | 21 | 22 | 17 | 18 | 13% | 6% | 0.0 |
| Mischief - Other | | 18 | 16 | 25 | 26 | 18 | 0% | -31% | 1.0 |
| TOTAL PROPERTY | | 87 | 127 | 108 | 87 | 81 | -7% | -7% | -5.2 |
| Offensive Weapons | | 6 | 2 | 2 | 2 | 1 | -83% | -50% | -1.0 |
| Disturbing the peace | | 15 | 15 | 16 | 16 | 21 | 40% | 31% | 1.3 |
| Fail to Comply & Breaches | | 21 | 36 | 30 | 11 | 15 | -29% | 36% | -3.7 |
| OTHER CRIMINAL CODE | | 14 | 10 | 10 | 5 | 11 | -21% | 120% | -1.1 |
| TOTAL OTHER CRIMINAL CODE | | 56 | 63 | 58 | 34 | 48 | -14% | 41% | -4.5 |
| TOTAL CRIMINAL CODE | | 201 | 250 | 226 | 159 | 177 | -12% | 11% | -13.9 |



Drumheller Municipal Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

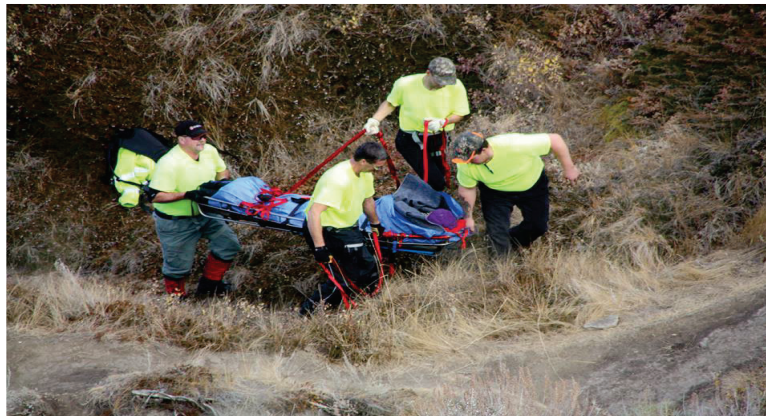
| CATEGORY | Trend | 2021 | 2022 | 2023 | 2024 | 2025 | % Change 2021 - 2025 | % Change 2024 - 2025 | Avg File +/- per Year |
|--|-------|-----------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 3 | 2 | 5 | 7 | 6 | 100% | -14% | 1.1 |
| Drug Enforcement - Trafficking | | 16 | 3 | 13 | 10 | 1 | -94% | -90% | -2.3 |
| Drug Enforcement - Other | | 0 | 0 | 1 | 1 | 0 | N/A | -100% | 0.1 |
| Total Drugs | | 19 | 5 | 19 | 18 | 7 | -63% | -61% | -1.1 |
| Cannabis Enforcement | | 1 | 0 | 2 | 0 | 1 | 0% | N/A | 0.0 |
| Federal - General | | 32 | 11 | 5 | 7 | 13 | -59% | 86% | -4.2 |
| TOTAL FEDERAL | | 52 | 16 | 26 | 25 | 21 | -60% | -16% | -5.3 |
| Liquor Act | | 5 | 3 | 1 | 2 | 0 | -100% | -100% | -1.1 |
| Cannabis Act | | 0 | 3 | 2 | 2 | 0 | N/A | -100% | -0.1 |
| Mental Health Act | | 24 | 35 | 24 | 19 | 35 | 46% | 84% | 0.6 |
| Other Provincial Stats | | 40 | 26 | 39 | 16 | 32 | -20% | 100% | -2.6 |
| Total Provincial Stats | | 69 | 67 | 66 | 39 | 67 | -3% | 72% | -3.2 |
| Municipal By-laws Traffic | | 4 | 0 | 2 | 1 | 5 | 25% | 400% | 0.3 |
| Municipal By-laws | | 8 | 13 | 12 | 11 | 15 | 88% | 36% | 1.2 |
| Total Municipal | | 12 | 13 | 14 | 12 | 20 | 67% | 67% | 1.5 |
| Fatals | | 0 | 0 | 0 | 0 | 2 | N/A | N/A | 0.4 |
| Injury MVC | | 3 | 2 | 5 | 0 | 1 | -67% | N/A | -0.6 |
| Property Damage MVC (Reportable) | | 18 | 26 | 35 | 24 | 20 | 11% | -17% | 0.2 |
| Property Damage MVC (Non Reportable) | | 2 | 5 | 1 | 9 | 7 | 250% | -22% | 1.4 |
| TOTAL MVC | | 23 | 33 | 41 | 33 | 30 | 30% | -9% | 1.4 |
| Roadside Suspension - Alcohol (Prov) | | 2 | 3 | 7 | 5 | 1 | -50% | -80% | 0.0 |
| Roadside Suspension - Drugs (Prov) | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Provincial Traffic | | 79 | 130 | 291 | 351 | 246 | 211% | -30% | 55.5 |
| Other Traffic | | 0 | 1 | 0 | 0 | 1 | N/A | N/A | 0.1 |
| Criminal Code Traffic | | 13 | 6 | 13 | 15 | 8 | -38% | -47% | -0.1 |
| Common Police Activities | | | | | | | | | |
| False Alarms | | 27 | 27 | 26 | 21 | 33 | 22% | 57% | 0.6 |
| False/Abandoned 911 Call and 911 Act | | 12 | 10 | 12 | 16 | 15 | 25% | -6% | 1.2 |
| Suspicious Person/Vehicle/Property | | 32 | 38 | 56 | 34 | 37 | 16% | 9% | 0.6 |
| Persons Reported Missing | | 1 | 6 | 6 | 5 | 5 | 400% | 0% | 0.7 |
| Search Warrants | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Spousal Abuse - Survey Code (Reported) | | 22 | 46 | 24 | 17 | 19 | -14% | 12% | -3.5 |
| Form 10 (MHA) (Reported) | | 0 | 0 | 0 | 2 | 2 | N/A | 0% | 0.6 |



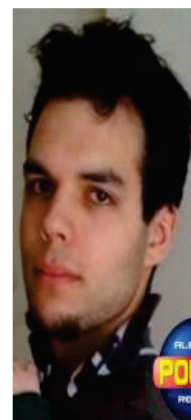
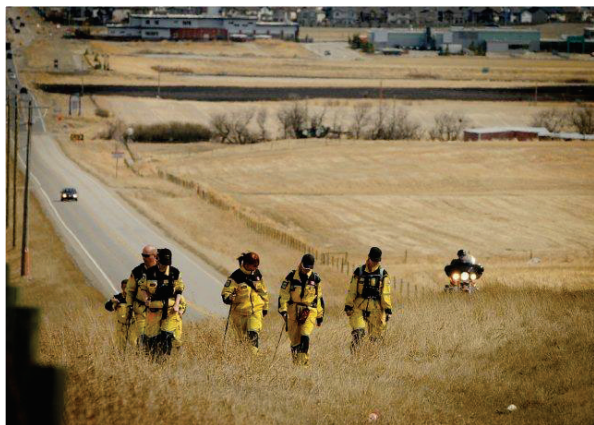
BADLANDS SEARCH & RESCUE ASSOCIATION

Town of Drumheller
October 2025





EVIDENCE SEARCHES: assisting Law Enforcement



MISSING PERSON

Ryan Lane

Caucasian, 5'9" tall,
150 pounds with a slim build
brown eyes and brown hair
tattoo on his right upper arm



1-800-222-TIPS

DISASTERS AND CIVIL RESPONSE



PINE LAKE



SLAVE LAKE

Flood 2013



Strathmore
Water Main

WHO WE ARE

Volunteers

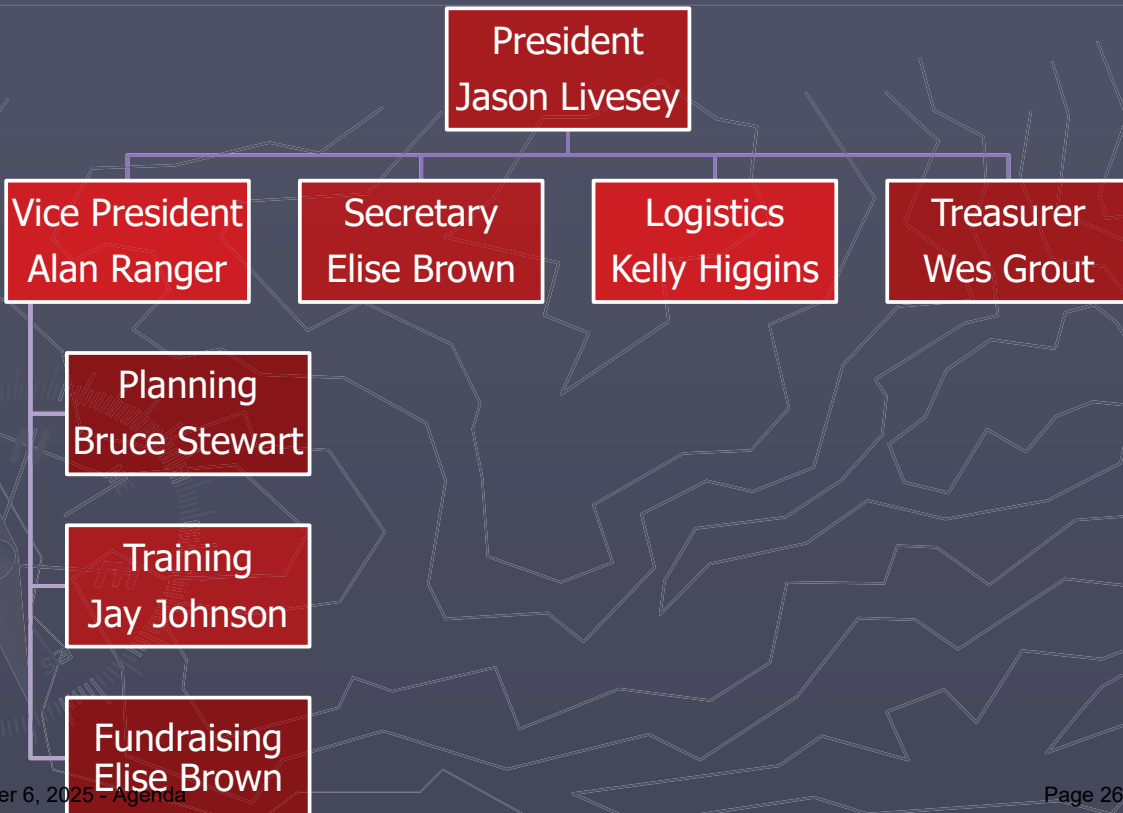
Dedicated

Live in
Wheatland
County &
surrounding
communities

Registered
NFP

Full Member
of Search &
Rescue
Alberta

ORGANIZATION



FUNDING



Current Pull Vehicle & Command Post



REQUESTED ASSISTANCE

- ▶ Grants
- ▶ Fundraising
- ▶ Corporate donations

Thank you for your time and
consideration

REQUEST FOR DECISION

| | |
|----------------------|---|
| TITLE: | Council Procedure Bylaw #33.25 (3 rd Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Mitchell Visser, Manager of Legislative Services |
| ATTACHMENTS: | Bylaw #33.25 – Council Procedure Bylaw (1 st Reading) Bylaw #04.21 (Consolidated) – Council Procedure Bylaw |

SUMMARY:

Council gave first (M2025.351) and second reading (M2025.352) to proposed Council Procedure Bylaw #33.25 on September 22, 2025. Administration is recommending that Bylaw #33.25 be adopted to replace that current Consolidated Council Procedure Bylaw #04.21, which was passed on September 20, 2021 (M2021.222).

During second reading, Council raised concerns regarding the inclusion of sections 15.3, 15.7(a), which relate to closed sessions of Council.

RECOMMENDATION:

That Council gives third and final reading to Council Procedure Bylaw #33.25, as presented.

DISCUSSION:

During second reading, Council raised concerns related to two (2) provisions within the proposed Bylaw regulating closed sessions of Council.

This first concern related to the inclusion of the names of closed session attendees into the meeting minutes. As per Council's recommendation, this section, originally Section 15.7(a), has been removed in its entirety. Instead, Administration will investigate other means of ensuring that the confidentiality of closed sessions is maintained, such as the inclusion of a signed statement of confidentiality.

The second concern pertained to the requirement that all matters exempt from the public shall require separate motions to open and close the exempted section of the meeting. This provision was added to provide greater clarity in the minutes on which exceptions to disclosure apply to each specific matter under discussion and to ensure that only matters exempted from disclosure are discussed in closed session. Due to the concern by Council that this could result in a procedural burden, this section has also been removed in its entirety.

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 third and final 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

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, 12th 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 (3rd) 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 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.
- 15.4 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.
- 15.5 *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.
- 15.6 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.
- 15.7 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 motion to a specific time during the same meeting or to a specified later meeting.
- (y) "Presiding Officer" synonym of Chairperson; could also refer to the Chief Elected Official or Mayor or Deputy Mayor in relation to meetings of council or council committees.
- (z) "Public Hearing" a formal hearing that must follow rules set out by provincial and local legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing;
- (a.1) "Quorum" is the majority of membership entitled to vote who must be present in order to conduct a meeting. 4 of 7 as related to Council members or 50% plus 1. Two-thirds vote of quorum may be required on some items;
- (b.1) "Special Meeting" is a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;
- (c.1) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF THIS BYLAW

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

3.4 (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 councillors 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 13th DAY OF SEPTEMBER, 2021.

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

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

REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | North Michichi Creek Land Designation Bylaw #28.25 (2 nd Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, CLGM |
| ATTACHMENTS: | Bylaw #28.25 – North Michichi Creek Land Designation (2 nd Reading) |

SUMMARY:

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

Bylaw #28.25 intends to remove the status of Community Reserve, while proposed Bylaw #37.25 will be brought before Council at this meeting of October 6, 2025, to designate this parcel and surrounding parcels as PULs. In accordance with the requirements of 674 of the *Municipal Government Act*, the Town is required to hold a Public Hearing prior to the removal of the Community Reserve designation

A Public Hearing was held on September 8, 2025 (M2025.331). The Public Hearing was advertised in the Drumheller Mail on August 20 and August 27, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. Any person who claimed to be affected by the proposed Bylaw was invited to present their comments in person at the Public Hearing or to submit written submissions. No presentations and no written submissions were received. Therefore, Administration recommends proceeding with second and third reading of North Michichi Creek Land Designation Bylaw #28.25.

RECOMMENDATION:

That Council gives second and third reading to North Michichi Creek Land Designation Bylaw #28.25, as presented.

DISCUSSION:

The Michichi Creek West Berm and the Michichi Creek East Berm were constructed in 2024 as part of the Town's flood mitigation program. To facilitate the construction of the Michichi Creek West Berm, the Michichi Creek itself was realigned by shifting the creek east. Currently, part of the Michichi Creek West Berm is located on a "Community Reserve" lot, described as LOT 5MR, BLOCK 1, PLAN 2721JK. In order to comply with the requirements of the flood mitigation funding agreement, the Town must remove the designation of Community Reserve and re-designate the lot as a PUL.

FINANCIAL IMPACT:

Costs associated with holding a Public Hearing, which include advertising in the newspaper, are allocated within the existing operational budget. Costs associated with redesignating the parcel with the Alberta Land Titles Office are accounted for as part of the Flood Mitigation Program.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Notice was published in the Drumheller Mail on August 20 and August 27, 2025, and the proposed Bylaw was posted on the Town of Drumheller website. A media release will be published following third and final reading of the Bylaw.

MOTION:


That Council gives second reading to North Michichi Creek Land Designation Bylaw #28.25, as presented.

MOTION:

That Council gives third and final reading North Michichi Creek Land Designation Bylaw #28.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Darryl Drohomerski, C.E.T
Flood Program Project Officer



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 28.25
DEPARTMENT: DEVELOPMENT AND PLANNING

North Michichi Creek Removal of Land Designation Bylaw

THIS IS A BYLAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of removing the designation of "Community Reserve" from certain lands hereinafter described pursuant to sections 675 of the *Municipal Government Act, Chapter M-26*, of the *Revised Statutes of Alberta 2000*.

AND WHEREAS a notice to remove the Community Reserve designation from these lands was published in the Drumheller Mail once per week for two consecutive weeks; on August 20, 2025 and again on August 27, 2025, the last of such publications being at least five (5) days before the day fixed for the passing of this Bylaw;

AND WHEREAS the Council of the Town of Drumheller held a Public Hearing on the 8th day of September A.D., 2025, at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard;

AND WHEREAS the Council of the Town of Drumheller, after taking into consideration the representation made at the aforesaid Public Hearing, is satisfied that this redesignation is necessary to create a Public Utility Lot to accommodate a flood mitigation berm;

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

THAT PORTION OF LOT 5MR, BLOCK 1, PLAN 2721 J.K.
THAT LIES WITHIN
LOT 25PUL, BLOCK 1, PLAN

and hereby directs our Chief Administrative Officer to notify the Registrar of the South Alberta Land Titles Office that all the provisions of the *Municipal Government Act* have been complied with and to remove the designation of Community Reserve insofar as it affects the above-described lands.

SHORT TITLE

This Bylaw may be cited as "North Michichi Creek Removal of 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 11th DAY OF August, 2025.

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

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

MAYOR: HEATHER COLBERG

Seal

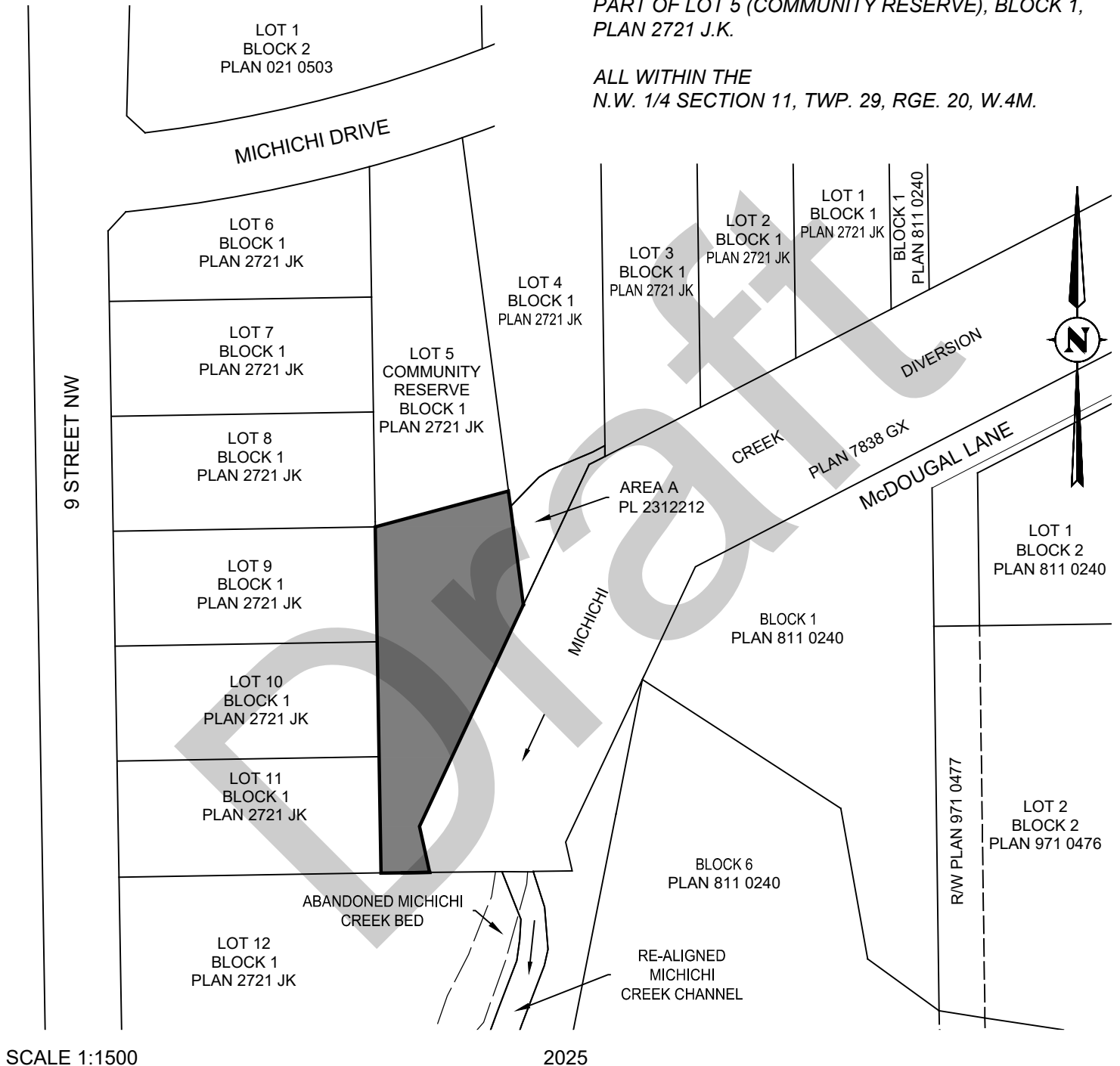
DARRYL E. DROHOMERSKI, C.E.T.
CHIEF ADMINISTRATIVE OFFICER

**NORTH DRUMHELLER DISTRICT
DRUMHELLER, ALBERTA
DRUMHELLER FLOOD MITIGATION PROJECT**

SCHEDULE 'A'

**PLAN SHOWING AREA
TO HAVE COMMUNITY RESERVE REMOVED
AFFECTING
PART OF LOT 5 (COMMUNITY RESERVE), BLOCK 1,
PLAN 2721 J.K.**

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



SCALE 1:1500

2025

LEGEND

AREA TO HAVE COMMUNITY RESERVE (MR)
REMOVED, SHOWN THUS:



SCALE 1:1500



HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 2306993 (NORTH DRUMHELLER D)

REQUEST FOR DECISION

| | |
|----------------------|---|
| TITLE: | East Coulee Land Designation Bylaw #32.25 (1 st Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, Chief Administrative Officer |
| ATTACHMENT: | Bylaw #32.25 – East Coulee Land Designation Bylaw (1 st Reading) |

SUMMARY:

In order to comply with the provincial and federal funding agreement, land acquired for the flood mitigation project must be dedicated as either an Environmental Reserve (ER), Public Utility Lot (PUL), or another designation satisfactory to the Province. PULs are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PULs as the berms are considered municipal infrastructure. Environmental Reserve (ER) is a designation for land that is unsuitable for development or environmentally sensitive and usually contains land subject to flooding or containing riparian land.

RECOMMENDATION:

That Council gives first, second, and third readings to proposed East Coulee Land Designation Bylaw #32.25.

DISCUSSION:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters, wherever feasible.

With the completion of the East Coulee Berm, these parcels of land can now be dedicated as either PULs or ERs, in order to comply with the funding agreement. Because of the existence of an existing ER, a large section of the land will be converted into an ER, while two PULs will be created on the eastern section of the Berm.

Due to a clerical error in the original attached Schedule 'A', this Bylaw was pulled from the meeting on September 22, 2025. In the original Schedule 'A,' the entirety of 6;2;8011334 was being designated as part of an ER. In the corrected Schedule 'A' before Council today, only a portion of the lot is being designated. This is to allow a portion of the lot to be sold and used for residential purposes.

FINANCIAL IMPACT:

The costs to convert this land are included as part of the Flood Mitigation project. This conversion is a requirement of the provincial funding agreement.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once passed, the Town will register the land designation with Land Titles. As this is an administrative Bylaw, notice will not be provided to the general public.

MOTION:

That Council gives first reading to East Coulee Land Designation Bylaw #32.25, as presented.

MOTION:

That Council gives second reading to East Coulee Land Designation Bylaw #32.25, as presented.

MOTION:

That Council gives unanimous consent for third and final reading of East Coulee Land Designation Bylaw #32.25.

MOTION:

That Council gives third and final reading to East Coulee Land Designation Bylaw #32.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Darryl Drohomerski, C.E.T
Flood Program Project Officer



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 32.25
DEPARTMENT: PLANNING AND DEVELOPMENT

EAST COULEE LAND DESIGNATION BYLAW

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

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

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

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

PLAN 251
BLOCK 4
LOTS LOT 1PUL and LOT 2PUL (Public Utility Lots)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

and

PLAN 251
BLOCK 2
LOT LOT 3ER (Environmental Reserve)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

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

SHORT TITLE

This Bylaw may be cited as “East Coulee 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.

MAYOR: HEATHER COLBERG

Seal

ESTHER QUIAMBAO, CLGM
CHIEF ADMINISTRATIVE OFFICER

EAST COULEE DISTRICT
DRUMHELLER, ALBERTA

DRUMHELLER FLOOD MITIGATION PROJECT

BY-LAW NO. _____

PLAN SHOWING AREAS BEING DEDICATED AS ENVIRONMENTAL RESERVE BY BY-LAW NO. _____
AFFECTING ALL OF BLOCK 5ER (ENVIRONMENTAL RESERVE), ALL OF LOTS 1, 2, AND 3, BLOCK 3, AND LOT 7,
BLOCK 2, PLAN 801 1334; ALL OF AREA 'A'; PLAN 251 _____ (CLOSED 2ND STREET BY BY-LAW 21A.22) AND
PART OF LOT 6, BLOCK 2, PLAN 801 1334, AND PART OF AREA 'A' ON PLAN 231 1232

AND

SHOWING AREAS DESIGNATED AS PUBLIC UTILITY LOTS BY BY-LAW NO. _____
AFFECTING ALL OF CLOSED 1ST STREET ON PLAN 801 1334 (C. OF T. NO. 971 271 144); AND AREAS 'B' AND 'C'
ON PLAN 251 _____ (1ST STREET AND ORIGINAL ROAD ALLOWANCE LYING EAST OF THE S.E. 1/4 SECTION
23-27-18-4) CLOSED BY BY-LAW 21A.22 AND PARTS OF LOTS 1 AND 2, BLOCK 4, PLAN 801 1334,

ALL WITHIN THE

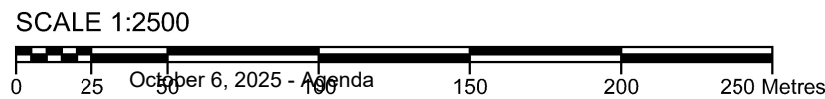
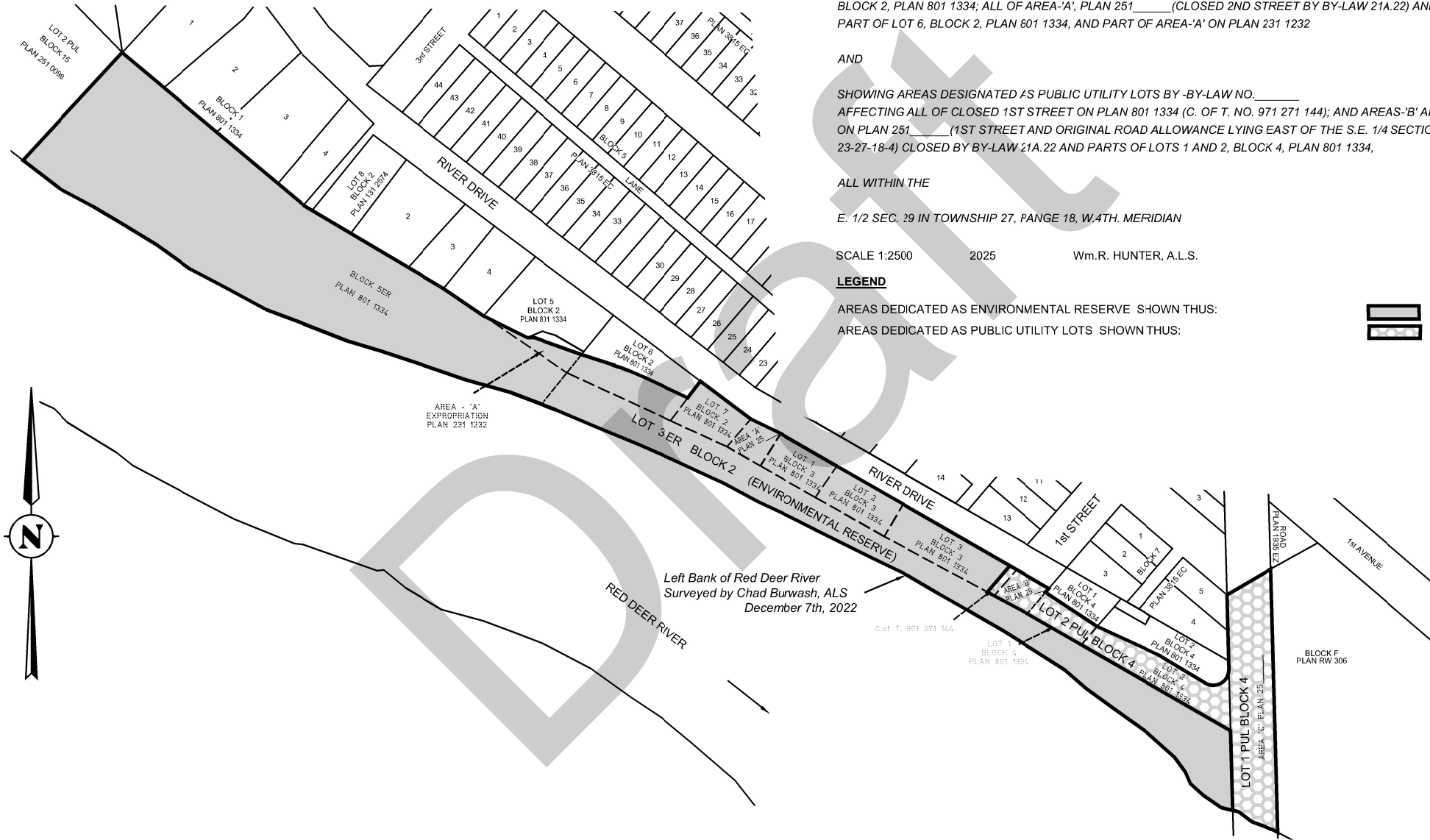
E. 1/2 SEC. 29 IN TOWNSHIP 27, RANGE 18, W.4TH. MERIDIAN

SCALE 1:2500 2025 Wm.R. HUNTER, A.L.S.

LEGEND

AREAS DEDICATED AS ENVIRONMENTAL RESERVE SHOWN THUS:

AREAS DEDICATED AS PUBLIC UTILITY LOTS SHOWN THUS:



| | | | |
|-----|--------------|------------------|--|
| 1 | 06 AUG. 2025 | ADDED PUL AND ER | HUNTER SURVEY SYSTEMS LTD. CALGARY, ALBERTA FILE: 20-085 (EAST COULEE) |
| 0 | 02 JUNE 2025 | ISSUED | |
| NO. | DATE | DETAIL | |

REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | North Drumheller Land Designation Bylaw #36.25 (1 st Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, Chief Administrative Officer |
| ATTACHMENT: | Bylaw #36.25 – North Drumheller Land Designation Bylaw (1 st Reading) |

SUMMARY:

In order to comply with the provincial and federal funding agreement, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs), or another designation satisfactory to the Province. PULs are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PUL lots as the berms are considered municipal infrastructure. Environmental Reserve (ER) is a designation for land that is unsuitable for development or environmentally sensitive and usually contains land subject to flooding or containing riparian land.

RECOMMENDATION:

That Council gives first, second, and third readings to proposed North Drumheller Land Designation Bylaw #36.25, as presented.

DISCUSSION:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters wherever feasible.

With the completion of the North Drumheller Berm, these parcels of land can now be dedicated as either PULs or ERs, in order to comply with the funding agreement. In this instance, Administration is recommending that the land west of, and including a portion of, 9 Street NW be designated as a single PUL.

FINANCIAL IMPACT:

The costs to convert this land are included as part of the Flood Mitigation project. This conversion is a requirement of the provincial funding agreement.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once adopted, the Town will register the land designation with Land Titles. As this is an administrative Bylaw, notice will not be provided to the general public.

MOTION:

That Council gives first reading to North Drumheller Land Designation Bylaw #36.25, as presented.

MOTION:

That Council gives second reading to North Drumheller Land Designation Bylaw #36.25, as presented.

MOTION:

That Council gives unanimous consent for third and final reading of North Drumheller Land Designation Bylaw #36.25.

MOTION:

That Council gives third and final reading to North Drumheller Land Designation Bylaw #36.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Darryl Drohomerski, C.E.T
Flood Program Project Officer



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 36.25
DEPARTMENT: PLANNING AND DEVELOPMENT

NORTH DRUMHELLER WEST LAND DESIGNATION

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

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

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

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

PLAN 251
BLOCK 2
LOT 2PUL (Public Utility Lot)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

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

SHORT TITLE

This Bylaw may be cited as “North Drumheller West Land Designation.”

TRANSITIONAL

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

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

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

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

MAYOR: HEATHER COLBERG

Seal

ESTHER QUIAMBAO, CLGM
CHIEF ADMINISTRATIVE OFFICER

Draft

PLAN SHOWING AREA
DEDICATED AS PUBLIC UTILITY LOT BY BY-LAW NO. _____
FOR FLOOD MITIGATION PURPOSES
AFFECTING
ALL OF AREA 'A' ON PLAN 241 1019 AND AREA 'A' ON PLAN
251 1557 AND ALL OF CERTIFICATE OF TITLE NO. 170-K-164
AND PART OF CERTIFICATE OF TITLE NO. 921 259 446 ALL
WITHIN S/E 1/4 SECTION 10 ALL WITHIN IN TOWNSHIP 29,
RANGE 20, WEST 4TH MERIDIAN

LOT 1
BLOCK 2
PLAN 231 1157

N.E. 1/4 SEC. 10-29-20-4

AREA 'A'
PLAN 241 1019

S.E. 1/4 SEC. 10-29-20-4
(C OF T 241 109 125+1)

S.E. 1/4 SEC. 10-29-20-4
(C of T 921 259 446)

S.E. 1/4 SEC. 10-29-20-4
(C of T 170-K-164)

C of T 921 259 446

LOT 2 PUL
BLOCK 2

9th STREET (ORIGINAL GOVERNMENT
ROAD ALLOWANCE)

LOT 21
BLOCK 1
PLAN 131 3418

LOT 18
BLOCK 1
PLAN 921 0893

RW PLAN 921 0894

LOT 22
BLOCK 1
PLAN 131 3418

S.W. 1/4
SEC. 11-29-20-4
(C OF T 231 338 245+1)

AREA A
PLAN 231 2182

LOT 19 ER
BLOCK 1
PLAN 921 0893

RED DEER RIVER

SCALE 1:1000

2025

Wm.R. HUNTER, A.L.S.

LEGEND

PUL AREA AFFECTED BY THIS PLAN SHOWN THUS:



SCALE 1:1000



REQUEST FOR DECISION

| | |
|----------------------|---|
| TITLE: | North Michichi Creek PUL Designation Bylaw #37.25 (1 st Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, Chief Administrative Officer |
| ATTACHMENT: | Bylaw #37.25 – North Michichi Creek PUL Designation Bylaw (1 st Reading) |

SUMMARY:

In order to comply with the provincial and federal funding agreements, land acquired for the flood mitigation project must be dedicated as either Environmental Reserves (ERs), Public Utility Lots (PULs), or another designation satisfactory to the Province. PULs are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PUL lots as the berms are considered municipal infrastructure. Environmental Reserve (ER) is a designation for land that is unsuitable for development or environmentally sensitive and usually contains land subject to flooding or containing riparian land.

RECOMMENDATION:

That Council gives first, second, and third readings to proposed North Michichi Creek PUL Designation Bylaw #37.25.

DISCUSSION:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Town of Drumheller, the Province of Alberta, and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters wherever feasible.

Proposed Bylaw #37.25 intends to designate three (3) PULs on either side of the Michichi Creek, which includes the land occupied by the Michichi Creek West Berm and the Michichi Creek East Berm. These berms were constructed in 2024 as part of the Town's flood mitigation program. To facilitate the construction of the Michichi Creek West Berm, the Michichi Creek itself was realigned by shifting the creek east.

Proposed North Michichi Creek Land Designation Bylaw #28.25 is being considered for both second and third and final reading at this meeting of October 6, 2025. Proposed Bylaw #28.25 intends to remove the 'Community Reserve' designation on a portion of land that will be designated as a PUL by proposed Bylaw #37.25. Therefore, proposed Bylaw #37.25 cannot be passed until third and final reading of proposed Bylaw #28.25.

FINANCIAL IMPACT:

The costs to convert this land are included as part of the Flood Mitigation project. This conversion is a requirement of the provincial funding agreement.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once Bylaw #37.75 is adopted, the Town will register the land designation with Land Titles. As this is an administrative Bylaw, notice will not be provided to the general public.

MOTION:

That Council gives first reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.

MOTION:

That Council gives second reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.

MOTION:

That Council gives unanimous consent for third and final reading of North Michichi Creek PUL Designation Bylaw #37.25.

MOTION:

That Council gives third and final reading to North Michichi Creek PUL Designation Bylaw #37.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Darryl Drohomerski, C.E.T
Flood Program Project Officer



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 37.25
DEPARTMENT: PLANNING AND DEVELOPMENT

North Michichi Creek Land Designation

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

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

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

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

PLAN 251
BLOCK 1
LOTS 26PUL, 27PUL and 28PUL (Public Utility Lots)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

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

SHORT TITLE

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

TRANSITIONAL

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

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

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

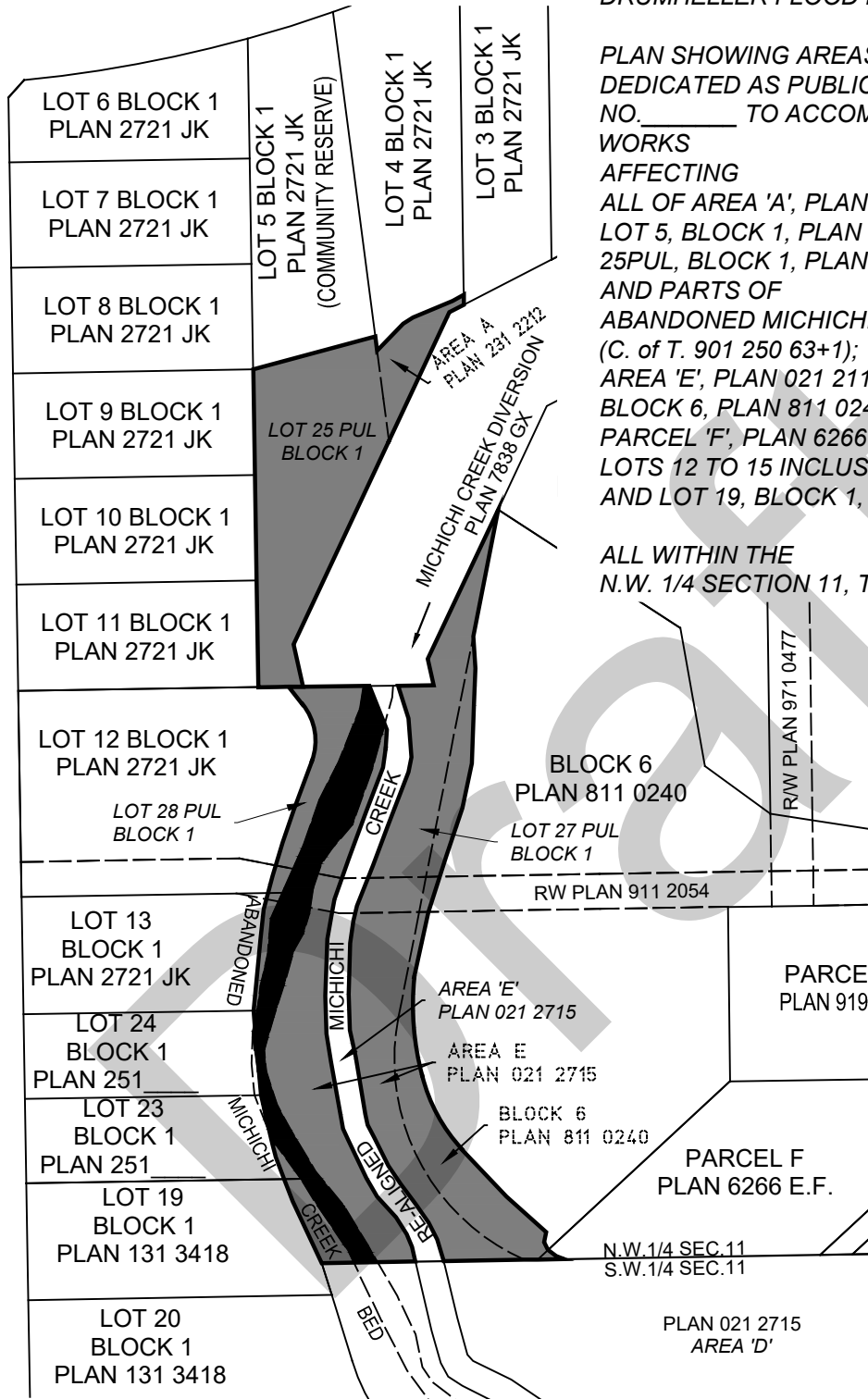
READ AND PASSED THE THIRD AND FINAL BY THE COUNCIL OF THE TOWN OF DRUMHELLER, THIS ____ DAY OF _____, 2025.

MAYOR: HEATHER COLBERG

Seal

ESTHER QUIAMBAO, CLGM
CHIEF ADMINISTRATIVE OFFICER

Draft



PLAN SHOWING AREAS
 DEDICATED AS PUBLIC UTILITY LOTS BY BY-LAW
 NO. _____ TO ACCOMMODATE FLOOD MITIGATION
 WORKS
 AFFECTING
 ALL OF AREA 'A', PLAN 231 2212; AND THAT PART OF
 LOT 5, BLOCK 1, PLAN 2721 J.K. THAT LIES WITHIN LOT
 25PUL, BLOCK 1, PLAN 251 ____;
 AND PARTS OF
 ABANDONED MICHICHI CREEK BED
 (C. of T. 901 250 63+1);
 AREA 'E', PLAN 021 2112;
 BLOCK 6, PLAN 811 0240;
 PARCEL 'F', PLAN 6266 E.M. (C. of T. 761 074 243);
 LOTS 12 TO 15 INCLUSIVE, BLOCK 1, PLAN 2721 J.K.;
 AND LOT 19, BLOCK 1, PLAN 131 3418
 ALL WITHIN THE
 N.W. 1/4 SECTION 11, TWP. 29, RGE. 20, W. 4M.



SCALE 1:2000

2025

Wm. R. HUNTER, A.L.S.

LEGEND

AREAS DESIGNATED PUBLIC UTILITY OUTLINED THUS:

SCALE 1:2000



REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | South Michichi Creek Land Designation Bylaw #38.25 (1 st Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, Chief Administrative Officer |
| ATTACHMENT: | Bylaw #38.25 – South Michichi Creek Land Designation Bylaw (1 st Reading) |

SUMMARY:

In order to comply with the provincial and federal funding agreement, land acquired for the flood mitigation project must be dedicated as either Environmental Reserve (ER), Public Utility Lot (PUL), or another designation satisfactory to the Province. PUL are titled parcels of land which are owned by the Town of Drumheller and contain public utilities or municipal infrastructure. Wherever possible, land acquired for the use of berms will be converted into PUL lots as the berms are considered municipal infrastructure. Environmental Reserve (ER) is a designation for land that is unsuitable for development or environmentally sensitive and usually contains land subject to flooding or containing riparian land.

RECOMMENDATION:

That Council gives first, second, and third readings to South Michichi Creek Land Designation Bylaw #38.25.

DISCUSSION:

As part of the Town's Flood Mitigation Project and provincial funding agreement, the Town of Drumheller, the Province of Alberta and the Government of Canada have entered into an agreement to construct flood mitigation berms along portions of the Red Deer River in the Town of Drumheller to protect properties and the citizens of Drumheller from the ravages of flood waters wherever feasible.

Proposed Bylaw #38.25 intends to designate two (2) Public Utility Lots (PUL) on either side of the southern end of the Michichi Creek, and one (1) Environmental Reserve (ER) to the West of the mouth of the Michichi Creek. This includes land occupied by the Michichi Creek West Berm and the Michichi Creek East Berm. The Michichi Creek West Berm and the Michichi Creek East Berm were constructed in 2024 as part of the Town's flood mitigation program. To facilitate the construction of the Michichi Creek West Berm, the Michichi Creek itself was realigned by shifting the creek east.

Wherever possible, land acquired for the use of berms will be converted into PUL as the berms are considered municipal infrastructure. Environmental Reserve (ER) is a designation for land that is unsuitable for development or environmentally sensitive and usually contains land subject to flooding or containing riparian land. In this instance, due to the presence of an existing ER a large section of the riparian land, located in the Floodway, West of Michichi Creek will be converted to an ER.

FINANCIAL IMPACT:

The costs to convert this land are included as part of the Flood Mitigation project. This conversion is a requirement of the provincial funding agreement.

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

Once passed, the Town will register the land designation with Land Titles. As this is an administrative Bylaw, notice will not be provided to the general public.

MOTION:

That Council gives first reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.

MOTION:

That Council gives second reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.

MOTION:


That Council gives unanimous consent for third and final reading of South Michichi Creek Land Designation Bylaw #38.25.

MOTION:

That Council gives third and final reading to South Michichi Creek Land Designation Bylaw #38.25, as presented.



Prepared by:
Mitchell Visser
Manager of Legislative
Services



Reviewed by:
Darryl Drohomerski, C.E.T
Flood Program Project Officer



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 38.25
DEPARTMENT: PLANNING AND DEVELOPMENT

South Michichi Creek Land Designation

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

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

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

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

PLAN 251
BLOCK 1
LOTS LOT 29PUL and LOT 30PUL (Public Utility Lots)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

and

PLAN 251
BLOCK 1
LOT LOT 31ER (Environmental Reserve)
EXCEPTING THEREOUT ALL MINES AND MINERALS.

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

SHORT TITLE

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

TRANSITIONAL

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

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

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

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

MAYOR: HEATHER COLBERG

Seal

ESTHER QUIAMBAO, CLGM
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'

NORTH DRUMHELLER DISTRICT
DRUMHELLER, ALBERTA
DRUMHELLER FLOOD MITIGATION
PROJECT

PLAN SHOWING AREA DESIGNATED
ENVIRONMENTAL RESERVE
AFFECTING
PART OF AREA-'A' ON PLAN 231
2182; AND PART OF LOT 19E.R.,
BLOCK 1 ON PLAN 921 0893;

AND

SHOWING AREAS DESIGNATED
PUBLIC UTILITY LOTS BY BY-LAW
NO. _____

AFFECTING
ALL OF AREA-'F' ON PLAN 021 2715;
AND
ALL OF AREA-'F1' ON PLAN 031 0686;
AND
ALL OF AREA-'A' ON PLAN 231 2439;
AND PARTS OF AREAS-'D' AND 'G'
ON PLAN 021 2715; AND PART OF
AREA 'A' ON PLAN 231 2182

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

LEGEND

AREAS DESIGNATED ENVIRONMENTAL RESERVE, OUTLINED THUS:

AREAS DESIGNATED PUBLIC UTILITY LOTS, OUTLINED THUS:

SCALE 1:2000



Scale 1:2000

Wm. R. HUNTER, A.L.S.

2025

| |
|--------------------------------|
| HUNTER SURVEY SYSTEMS LTD. |
| CALGARY, ALBERTA |
| FILE: 23-993 (N. DRUMHELLER D) |

REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | Drumheller Housing Administration Appointments |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Esther Quiambao, Chief Administrative Officer |
| ATTACHMENTS: | Gerald Martynes – Application (Redacted) Brendon Huntley – Application (Redacted) Drumheller Housing Administration – March 20, 2025 – Minutes |

SUMMARY:

Drumheller Housing Administration (DHA) currently has three (3) vacancies on their board. At their March 20, 2025 regular meeting, the DHA passed a motion to reappoint Gerald Martynes and Brendon Huntley. The DHA is requesting that Council ratify these recommended appointments in accordance with *Council and Committee Meeting Procedure Bylaw #04.21*.

Both Gerald Martynes and Brendon Huntley have previously served as members of the DHA and have expressed their interest in being reappointed by submitting the Council Board and Committee Application forms.

RECOMMENDATION:

That Council reappoint Gerald Martynes and Brendon Huntley to the Drumheller Housing Administration Board.

DISCUSSION:

Currently the DHA consists of the following members, with three (3) vacancies:

| Member Position | Name |
|-----------------|----------------|
| Councillor | Crystal Sereda |
| Member at Large | James Forbes |
| Member at Large | Vacant |
| Member at Large | Vacant |
| Member at Large | Vacant |

Former board member Patrice Wolf submitted her resignation to the board in June 2025. With Gerald Martynes and Brendon Huntley's terms recently expired, this leaves three (3) vacancies on the DHA.

Gerald Martynes and Brendon Huntley have expressed interest in continuing their service and are experienced and valuable members of the DHA. Their appointment will support the ongoing governance and strategic direction of the DHA. The remaining vacancy is posted on the Town's website on the Boards and Committees and Career Opportunities pages.

Board and Committee volunteer roles create public participation opportunities. It is important for the health and effectiveness of Town boards and committees to have diverse representation of community members.

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

FINANCIAL IMPACT:

As these are volunteer positions, there is no financial impact associated with these appointments.

STRATEGIC POLICY ALIGNMENT:

Board appointments promote effective governance, and support community development.

COMMUNICATION STRATEGY:

Appointment letters are distributed to new board members and the Chair or CAO of the respective Board or Committee. Additionally, the Town of Drumheller website is updated to reflect the current roster of board members.

MOTION:

That Council approves the appointment of Gerald Marynes and Brendon Huntley as voting members to the Drumheller Housing Administration, each for a three-year term, beginning October 6, 2025, and ending October 6, 2028.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: April 8, 2025

Board: Drumheller Housing Association

Name of Applicant: Gerald Martynes

Full Address:

[REDACTED]

Phone Number:

[REDACTED]

Email:

[REDACTED]

Do you have previous Board/Committee experience?



Yes



No

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

Drumheller Housing Association - 2011 to present
Royal Tyrell Museum Society Board - 1 year

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

-Financial Planning
-CFP by trade

Signature:

[REDACTED]

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

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



TOWN OF DRUMHELLER BOARD / COMMITTEE APPLICATION FORM

Date: **April 14, 2025**

Board: Drumheller Housing Administration

Name of Applicant: Brendon Huntley

Full Address:

[REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

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

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

Drumheller Housing Administration x 7 years (since November 2017)

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

Being involved in the community is very important to me, and being on the Drumheller Housing Administration Board has given me opportunities to learn about the Town that I live in and a program that it greatly needs, while letting me lend a voice to help guide its direction.

Signature: [REDACTED]

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

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

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
BOARD CHAIR

October 6, 2025 - Agenda

REQUEST FOR DECISION

| | |
|---------------|---|
| TITLE: | FCSS Program Policy #P0325C |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Victoria Chan, Chief Financial Officer/ Director of Corporate & Community Services |
| ATTACHMENTS: | Policy #P0325C – FCSS Program Policy Policy #CDSP-C-01 – FCSS Program Policy Consolidated Bylaw #34.24 – FCSS Committee Bylaw |

SUMMARY:

Administration is recommending the adoption of the *Family and Community Support Services* (FCSS) Program Policy #P0325C, which is intended to repeal and replace the current FCSS Program Policy #CDSP-C-01. This update is being proposed due to recent organizational changes within the Corporate & Community Services department. Additionally, these updates are also to align the policy with revisions made to the corresponding *Consolidated FCSS Committee Bylaw #34.24*, which revised the FCSS Committee's role from a decision-making body to an advisory committee and includes public membership, ensuring broader community input.

RECOMMENDATION:

Administration recommends that Council adopts FCSS Program Policy #P0325C, and in doing so, repeals Policy #CDSP-C-01.

DISCUSSION:

These changes are being proposed to ensure alignment with the recently updated *Consolidated FCSS Committee Bylaw #34.24*. These amendments are intended to ensure consistency between the policy and the updated governance structure, clearly reflecting the transition from an advisory framework to a formal committee model, as outlined in the Bylaw.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

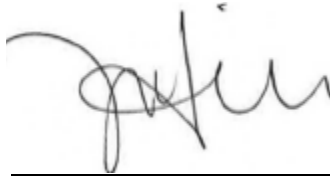
Once the amending policy has been approved by Council the policy will be posted on the Town of Drumheller website.

MOTION:

That Council adopts FCSS Program Policy #P0325C, as presented.



Prepared by:
Beth Caswell
Administrative Assistant
Corporate & Community
Services



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



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

| | |
|------------------------|--------------------------------|
| Policy Number: | P0325C |
| Department: | Corporate & Community Services |
| Authority: | Council (M2025.XX) |
| Effective Date: | October 6, 2025 |
| Review Date: | October 6, 2028 |
| Supersedes | #CDSP-C-01 |

1. PURPOSE

- 1.1. The *Town of Drumheller*, in partnership with the Province of Alberta, delivers the *Family and Community Support Services (FCSS) Program* to foster the social well-being of the community.
- 1.2. The purpose of this *Policy* is to:
- a) authorize the *Town's* participation in the *FCSS Program* under the *Family and Community Support Services Act* to provide or fund preventive social programs based on locally identified needs;
 - b) serve as a guiding framework for program delivery; and
 - c) clarify the roles of *Council*, the *FCSS Committee* (where applicable), and Administration in administering the *FCSS Program*.

2. POLICY STATEMENT

- 2.1. Guided by the *Family and Community Support Services Act*, the *Town* shall provide or support preventive social programs that address locally identified needs.
- 2.2. This Policy establishes the framework for the delivery of an *FCSS Program* in Drumheller and defines the respective roles of *Council*, the *FCSS Committee*, and Administration in the effective governance and operation of the program.

3. SCOPE

- 3.1. This Policy applies to *Town of Drumheller Council*, the *FCSS Committee* and Administration.

4. DEFINITIONS

4.1. For the purposes of this Policy, the following definitions shall apply:

- a) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- b) “*Council*” means the *Mayor* and *Councillors* of the *Town of Drumheller*;
- c) “*Direct Service Delivery*” means programs and services delivered by the *Town’s FCSS Department*;
- d) “*External Grants*” means the *FCSS* funds awarded to external agencies to deliver preventive programs for a set term, following a competitive process;
- e) “*Family and Community Support Services Act*” or “*FCSS Act*” means the *Family and Community Support Services Act, R.S.A. 2000, c. F-3.1* and its regulations, as amended from time to time, and its successor legislation, which is provincial legislation that allows municipalities and *Métis Settlements* in Alberta to partner with the Government of Alberta to deliver preventive social services that enhance individual, family, and community well-being;
- f) “*Family and Community Support Services*” or “*FCSS*” means the *FCSS Administrative Department* of the *Town of Drumheller*, and/or programming with focus on preventive social services delivered under the *Town’s* cost-sharing agreement with the Province, supplemented where possible by other revenue sources;
- g) “*FCSS Committee*” means the advisory body appointed by *Council* to provide recommendations on *Town’s FCSS* programming in accordance with the *FCSS Committee Bylaw*;
- h) “*FCSS Committee Bylaw*” means the *Town of Drumheller FCSS Committee Bylaw #34.24*, as amended from time to time, and its successor legislation;
- i) “*Preventive Social Program*” means programs that enhance individual, family, or community well-being, and focus on prevention of social issues;
- j) “*Social Well-Being*” means state of positive social relationship(s) characterized by inclusion, support, contribution, and access to resources; and
- k) “*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.

5. RESPONSIBILITIES

5.1. *Council* is responsible for:

- a) authorizing agreements with the Province of Alberta;
- b) appointing members to the *FCSS Committee* in accordance with the *FCSS Committee Bylaw*;
- c) approving the annual *FCSS* budget, contributing a minimum of 20% of the program costs;
- d) considering recommendations from the *CAO*, *FCSS Committee*, and Administration;
- e) setting social service and program priorities; and
- f) approving policies related to the operation of *FCSS*.

5.2. The *FCSS Committee*, in accordance with section 4.1 of the *FCSS Committee Bylaw*, is responsible for:

- a) reviewing and approving *external grant* applications submitted by local preventive social program agencies ensuring compliance with legislation, budget limitations, and alignment with *Council* priorities;
- b) working with Administration to provide recommendations on the current social condition, community needs and priorities for use in annual *FCSS* programming and budget;
- c) reviewing funded programs for alignment with community social well-being; and
- d) advocating for *FCSS* in the community.

5.3. The *Chief Administrative Officer* is responsible for:

- a) presenting the annual program plan and budget to *Council*, incorporating *FCSS Committee* input on the current social condition, community needs and priorities;
- b) serving as the key contact for *FCSS Committee* communication;
- c) providing training and support to enhance *FCSS Committee* understanding of the *FCSS* Program and their role within it; and
- d) ensuring funded programs align with provincial outcome measures and community wellbeing.

5.4. The *FCSS* Department is responsible for:

- a) managing agreements with the Province of Alberta under the 80/20 cost-sharing partnership;
- b) developing, overseeing, and evaluating service delivery agreements with Starland Regional FCSS (where applicable) including annual grant transfers with funding, services, and reporting defined through a Memorandum of Understanding;
- c) developing an annual program plan and budget for CAO approval, considering FCSS Committee input, existing agreements, and community priorities;
- d) maintaining strong working relationships with local and regional interagency organizations; and
- e) completing daily operations of the *Town's FCSS Program* including but not limited to the following:
 - i) providing supports and resources for older adults including information and referral, providing assistance in accessing services, coordinating programs that reduce isolation, and initiatives that promote aging in place and overall well-being; and
 - ii) leading initiatives that strengthen community capacity, foster volunteerism, and build partnerships as well as providing and supporting preventive social programming that responds to identified local needs.

6. TRANSITIONAL

- 6.1. This policy comes into effect on the day it is approved by a resolution of *Council* and signed by the Mayor and the *Chief Administrative Officer*.
- 6.2. This Policy shall be reviewed at least every three (3) years.
- 6.3. This Policy repeals Policy #CDSP-C-01.

REFERENCES

| | |
|-------------------------------------|---|
| Legal Authority: | <i>Municipal Government Act Family and Community Support Services Act</i> |
| Related Statutory Documents: | <i>FCSS Committee Bylaw #34.24</i> |
| Related Procedures: | |
| Related Forms: | |
| Other Related Documents: | Starland Regional FCSS Memorandum of Understanding |

REVISION HISTORY

| Revision | Motion | Date | Description |
|-----------------|---------------|-----------------|--|
| Adoption | 2025.XX | October 6, 2025 | Adoption of the Policy and the repeal of Policy #CDSP-C-01 |
| Review | | | |
| Amendment | | | |
| Review | | | |

COUNCIL POLICY

| | |
|--|---|
| NAME: Drumheller Valley Family and Community Support Services Program | POLICY NUMBER: CDSP-C-01 |
| DEPARTMENT: Community Development and Social Planning | SUPERSEDES: NA |
| DATE APPROVED: September 18, 2023 | REVISION DATE: Prior to the Municipal Election |

1. POLICY STATEMENT

- 1.1 The Town of Drumheller ("the Town") continues its partnership with the Province of Alberta to deliver the Family & Community Support Services ("FCSS") Program, for the purpose of developing the Social Well-Being of the community.
- 1.2 The purpose of this Policy is to:
 - a. Authorize the Town's participation in the FCSS Program, under the provision of the Family & Community Support Services Act and Regulation, to provide or fund Preventive Social Programs and initiatives, based on locally identified needs;
 - b. Serve as a guiding document for procedures; and
 - c. Delineate the roles of Town Council, the FCSS Advisory Board (where applicable), and Town staff who administer the Drumheller Valley FCSS Program ("Administration").

2. SCOPE

- 2.1 This policy applies to Town Council, the FCSS Advisory Board (if applicable) and Administration.

3. DEFINITIONS

- a. **"CAO"** means the employee appointed to the position of Chief Administrative Officer for the Town of Drumheller.
- b. **"Direct Service Delivery"** means the programs, services and initiatives funded by the FCSS grant (or other funding secured to enhance FCSS Program delivery) and delivered by the Town's Community Development and Social Planning team.
- c. **"External Grants"** means FCSS funding awarded to an external agency to deliver a specific preventative program, for a set period of time, following a competitive grant application process.
- d. **"FCSS Advisory Board"** means the advisory board appointed by Town Council

to oversee the Drumheller Valley FCSS Program.

- e. **“FCSS Grant”** means any money paid by the Minister under the *Family and Community Support Services Act* for the operation of the FCSS program.
- f. **“FCSS Program”** means the development and/or delivery of preventive social services funded in a cost sharing agreement with the Province of Alberta under the terms and conditions of the Family & Community Support Services Act and Regulation. These programs may also be funded by other revenue sources such as grants to enhance service delivery capacity.
- g. **“Preventive Social Program”** means a program that supports individuals, families, or communities in achieving social well-being, and prevents the development of social problems at the earliest opportunity.
- h. **“FCSS Program Director”** means the employee appointed as Community Development and Social Planning (CDSP) Manager for the Town of Drumheller.
- i. **“Social Well-Being”** means a state of positive social relationships in a community. This state is characterized by social acceptance (a willingness to respect difference in others), social contribution (a desire to give back to society), social inclusion (a sense of belonging), social support (close relationships with others), and social capital (the means, knowledge, and relationships required to access resources).

4. Legislative Program Mandate

- 4.1. The legal mandate of Drumheller Valley Family and Community Services is found in the Government of Alberta’s *Family and Community Support Services Act* and *Conditional Agreement Regulation*.
- 4.2. The *Act* provides an opportunity for municipalities to enter into an agreement with the province to provide family and community support services
- 4.3. The *FCSS Regulation* includes the following statements related to the program mandate:
 - a. **Section 2: Obligations of the Municipality**
“In providing for the establishment, administration and operation of a program, a municipality must do all of the following:
 - i. *Promote and facilitate the development of stronger communities;*
 - ii. *Promote public participation in planning, delivering, and governing the program and of services provided under the program;*
 - iii. *Promote and facilitate the involvement of volunteers;*
 - iv. *Promote efficient and effective use of resources;*
 - v. *Promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality”.*

b. Section 2.1: Service Requirements

*Services provided under a program **must**:*

i. Be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity; and

ii. Do one or more of the following:

- (a) Help people to develop independence, strengthen coping skills, and become more resistant to crisis;*
- (b) Help people to develop an awareness of social needs;*
- (c) Help people to develop interpersonal and group skills that enhance constructive relationships among people;*
- (d) Help people and communities to assume responsibility for decisions and actions that affect them;*
- (e) Provide supports that help sustain people as active participants in the community.*

*iii. Services provided under a program **must not**:*

- (a) Provide primarily for the recreational needs or leisure time pursuits of individuals;*
- (b) Offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;*
- (c) Be primarily rehabilitative in nature or;*
- (d) Duplicate services that are ordinarily provided by a government or government agency."*

- 4.4 One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation.
- 4.5 Within the parameters of the *FCSS Act* and *Regulation*, each municipality or Métis Settlement determines how the FCSS funding they receive should be allocated to best meet the needs of their community.
- 4.6 Local FCSS Programs are part of the larger provincial Program that collectively helps to ensure that Albertans have access to a strong network of prevention supports.

5. Drumheller Valley FCSS Program Administrative Structure

- 5.1 The Town of Drumheller has signed an agreement with the Province of Alberta pursuant to the 80/20 funding partnership with the Province of Alberta in the provision of an FCSS Program

- 5.2. The Town's Community Development and Social Planning (CDSP) department is responsible for the administration and delivery of the Provincial FCSS Program. The Drumheller Valley Family and Community Services is a single municipality FCSS Program.
- a. The Drumheller Valley FCSS Program provides Direct Service Delivery and External Grants.
- 5.3. Since 2020, Drumheller FCSS has received an annual grant transfer from Starland Regional FCSS as part of a service delivery agreement. The amount of funding, services provided, and reporting requirements are negotiated annually and are included in a Memorandum Of Understanding signed by both parties.

6. ROLES AND RESPONSIBILITIES

- 6.1. Town of Drumheller Council
- 6.1.1. The Town of Drumheller Council will:
- a. Authorize agreements between the Town of Drumheller and the Province of Alberta;
- b. Determine whether to establish an FCSS Advisory Board.
- i. If Council determines to establish an FCSS Advisory Board, it shall do so via a Bylaw. The FCSS Advisory Board will be subject to the Council & Committee Meeting Procedure Bylaw 04.21 as a Committee of Council;
- ii. Council will approve all appointees to the FCSS Advisory Board;
- c. Approve annual budgets for Drumheller Valley FCSS as part of the Community Development and Social Planning (CDSP) budget, contributing a minimum of twenty (20) per cent of the FCSS costs based on the 80/20 funding criteria of the FCSS Program;
- d. Take guidance and rely on recommendations for programming and budgeting from the FCSS Advisory Board (if applicable), Program Director, and CAO;
- e. Set the social priorities for FCSS in consideration of information provided by Administration, particularly in relation to community needs and priorities; and
- f. Approve Town policy governing FCSS.

6.2. The Drumheller Valley FCSS Advisory Board (if applicable)

6.2.1. The FCSS Advisory Board will:

- a. Act as the FCSS Advisory Board;
- b. Review and approve applications to the FCSS External Grants. In so doing the FCSS Advisory Board shall:
 - i. Comply with the Provincial *Family and Community Support Service Act and Regulation*;
 - ii. Prioritize applications that support the social priorities set by Council;
 - iii. Consider the advice and recommendations of the CDSP Program Director; and
 - iv. Approve funds within the approved annual budget.
- c. At the discretion of the Drumheller Valley FCSS Advisory Board, the FCSS External Grant approval process may be achieved via:
 - i. The establishment of a Sub-Committee of the Committee; or
 - ii. By a Participatory Budgeting process.
- d. Evaluate funded programs to ensure alignment with the Social Well-Being of the community;
- e. Provide input to support the Program Director to develop the annual Drumheller Valley FCSS program plan and budget to recommend for Council, considering existing funding agreements, contracts and service agreements;
- f. Advocate for the Drumheller Valley FCSS program in the community and support applications for additional funding; and
- g. Not become involved in the day-to-day operations of the Community Development and Social Planning team.

6.3. The Town of Drumheller FCSS Program Director

6.3.1. The Town of Drumheller FCSS Program Director or designate will:

- a. Oversee agreements with the Province of Alberta;
- b. Oversee agreements with organizations for the direct, indirect and contracted delivery of Preventative Social Programs;

- c. Develop, oversee and evaluate service delivery agreements with Starland Regional FCSS (where applicable);
- d. Manage the day-to-day operations and administration of the Drumheller Valley FCSS program and its staff;
- e. Oversee program development, implementation, evaluation and reporting to the Province of Alberta, ensuring best practice in outcome measurement;
- f. Maintain strong working relationships with senior management of local and regional organizations, work collaboratively to ensure the community's needs are best met;
- g. Provide information to Council on the current social condition, community needs and priorities.
- h. In consideration of 6.3 g. develop an annual program plan and budget, considering input from the Drumheller Valley FCSS Advisory Board (if applicable), existing funding agreements, contracts; and service agreements;
- i. Provide information and recommendations to Council and the FCSS Advisory Board (if applicable) in relation to Provincially regulated Prevention Priorities.
- j. Establish a good relationship with the provincial FCSS office and Family and Community Support Services Association of Alberta (FCSSAA); and
- k. Contribute to the strength of the regional and provincial Family and Community Support Services community.

6.3.2. Where an FCSS Advisory Board exists the CDSP/FCSS Program Director will :

- a. Support the FCSS Advisory Board to present the annual program plan and budget recommendations to Council;
- b. Be the key contact for relaying information and questions to the FCSS Advisory Board;
- c. Provide training to the FCSS Advisory Board to improve understanding of the FCSS Program and their role within it;
- d. Support the FCSS Advisory Board to review and approve the FCSS External Grant and to evaluate funded programs to ensure alignment with Provincial Outcome Measures and the Social Well-Being of the community;

3. Where Council determines not to appoint an FCSS Advisory Board, it is understood that the duties listed at 6.2b, 6.2c and 6.2d shall be delegated to the FCSS Program Director. 6.2f shall be a duty shared by Council and the FCSS Program Director.

7. TRANSITIONAL

1. The Policy comes into effect the day it is approved by Council.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

| |
|-----------|
| REVISIONS |
|-----------|

OFFICE CONSOLIDATION

of

BYLAW #34.24

FCSS COMMITTEE BYLAW

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

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

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

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AMENDMENTS TO BYLAW #34.24

| Bylaw | Date | Description |
|--------------|--------------|---|
| Bylaw #23.25 | July 7, 2025 | Amendment to Bylaw #34.24 to transform the FCSS Committee from a Council member administrative body to an advisory body by incorporating members at large that represent local social services agencies. Changes include the addition of sections on conflicts of interest and attendance, additional rules for committee composition, and changes to the authority of the Committee under section 4. |

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

FCSS COMMITTEE BYLAW

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (FCSS) COMMITTEE WITHIN THE TOWN OF DRUMHELLER**

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

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

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

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

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

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

1. SHORT NAME

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

2. DEFINITIONS

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

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

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

3. ESTABLISHMENT

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

4. RESPONSIBILITIES

- 4.1 The *Committee* is responsible for:

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

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

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

4.3 The *Committee* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties, or functions to the *Committee* other than those outlined in this Bylaw. (BL23.25)

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

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

(BL23.25)

5. COMMITTEE COMPOSITION

5.1 The membership of the *Committee* shall not exceed the following seven (7) voting members:

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

(BL23.25)

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

5.3 Members at Large:

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

(BL23.25)

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

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

(BL23.25)

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

5.6 *Town of Drumheller* employees are not eligible for appointment to the *Committee*.
 (BL23.25)

6. MEETING SCHEDULE

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

6.2 The Chair:

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

7. CONDUCT OF MEETINGS

7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.

7.2 Four (4) members of the *Committee* shall constitute a quorum. (BL23.25)

7.3 *Council* members shall serve on the *Committee* for the duration of their Council term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*. (BL23.25)

- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with section 5.2.

7(1). ATTENDANCE

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

8. MEETING MINUTES

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

8(1). CONFLICT OF INTEREST & CONFIDENTIALITY

- 8(1).1 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member, friend or business associate of a *Committee Member*. (BL23.25)
- 8(1).2 Conflict of interest occurs when a *Committee member's* personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. (BL23.25)
- 8(1).3 If any real or perceived conflict of interest arises through the course of participation on the *Committee*, any member(s) of the *Committee* implicated by the real or perceived conflict of interest shall:
- a) disclose the real or perceived conflict of interest to the members of the *Committee* or the *Chair* as soon as possible;
 - b) refrain from participation in the discussion of the matter, unless otherwise directed by the *Committee*; and
 - c) refrain from voting on the matter and be absent from the meeting when voting is taking place.

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

(BL23.25)

- 8(1).5 *Committee* members shall **not** disclose confidential information belonging to or obtained through their affiliation with the *Committee*. (BL23.25)

9. TRANSITIONAL

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

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

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

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

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

REQUEST FOR DECISION

| | |
|---------------|---|
| TITLE: | Municipal Policing Committee Bylaw #35.25 (3 rd Reading) |
| DATE: | October 6, 2025 |
| PRESENTED BY: | Greg Peters, Director of Emergency and Protective Services |
| ATTACHMENTS: | Bylaw #35.25 – Municipal Policing Committee Bylaw (3 rd Reading) |

SUMMARY:

As a result of recent legislation passed by the Government of Alberta, municipalities are required to establish civilian governance bodies to support local policing priorities. On February 18, 2025, Council was presented with a Request for Decision (RFD) to decide which option was in the best interest of the Town. This presentation prompted additional questions that had to be addressed prior to rendering a decision; these questions have now been addressed following further investigation and advice from provincial authorities. On April 17, 2025, an RFD before Council directed Administration to pursue the formation of a municipal policing committee for the Town of Drumheller.

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

RECOMMENDATION:

Administration recommends that Council give third and final reading to Municipal Policing Committee Bylaw #35.25, as presented.

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. After review and discussion with Council, Administration liaised with the provincial office of police governance and composed a draft bylaw to guide the prospective Municipal Policing Committee. Following second reading changes were made to section 5 to make the requirements of this area more in keeping with the feedback from Council. These changes have been listed in Schedule 'A', which is attached to this Request for Decision.

FINANCIAL IMPACT:

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

STRATEGIC POLICY ALIGNMENT:

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

COMMUNICATION STRATEGY:

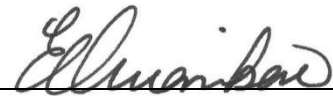
Once established and operational, the Ministry of Public Safety and Emergency Services will issue media releases concerning the policing committee's operations. Similarly, municipalities will provide updates in a timely manner to inform the public about the new policing committee and its functions.

MOTION:

That Council gives third and final reading to Municipal Policing Committee Bylaw #35.25, as presented.



Prepared by:
Greg Peters
Director of Emergency &
Protective Services



Approved by:
Esther Quiambao, CLGM
Chief Administrative Officer

SCHEDULE 'A'

Changes to Municipal Policing Committee Bylaw (3rd Reading)

| First Reading Section | Topic | Changes |
|-----------------------|------------------------------|---|
| 2(e) | Incomplete Definition struck | First reading of the Bylaw contained a definition that was incomplete and included in error. It referred to section 23(9) of the <i>Police Act</i> , which had been repealed. Therefore the definition was struck. |
| 5.1(a) | Duties and Functions | <p>Changed language from: "oversee the administration of the municipal police service agreement between the Town of Drumheller and the RCMP"</p> <p>to: "review and supply input when required by <i>Council</i> regarding the administration of the municipal police service agreement between the <i>Town of Drumheller</i> and the <i>RCMP</i>."</p> |
| 5.1(b) | Duties and Functions | <p>Changed language from: "represent the interests and concerns of the public and Council to the Officer in Charge"</p> <p>to: "represent the interests and concerns of the public and <i>Council</i> when appropriate to the Non-Commissioned <i>Officer in Charge</i> of Drumheller detachment."</p> |
| 5.1(c) | Duties and Functions | <p>Changed language from: "Officer in Charge"</p> <p>to: "Non-Commissioned Officer in Charge of Drumheller detachment."</p> |
| 5.1(d) | Duties and Functions | <p>Changed language from: "assist in selection of the Officer in Charge"</p> <p>to: "if requested by <i>Council</i> and/or the <i>Chief Administrative Officer</i>, assist in selection of the Non-Commissioned <i>Officer in Charge</i>."</p> |

| | | |
|--------|----------------------|---|
| 5.1(e) | Duties and Functions | <p>Changed language from: “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 <i>Minister</i>,”</p> <p>to: “develop a community safety plan in conjunction with the Non-Commissioned <i>Officer in Charge</i> of the detachment and Director of the <i>Town of Drumheller</i> Emergency and Protective Services Department if requested by <i>Council</i>, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or upon request, to the Minister.”</p> |
| 5(h) | Duties and Functions | Section added. |
| 6.8 | Membership | <p>Changed language from: “Notwithstanding section 6.11...”</p> <p>to: “Notwithstanding section 6.7....” to correct a clerical error.</p> |
| 7.1(b) | Eligibility | Section 7.1(b) in First Reading version “take the Oath of Office pursuant to section 28.05(1) of the Act.” was struck from Third Reading version. |
| 7.1(c) | Eligibility | <p>Changed language from: “undertake a criminal records check and suitability screening...”</p> <p>to: “undertake a criminal records check and local police indices check....”</p> |

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) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- f) “*Committee*” means the Municipal Policing Advisory Committee for the *Town of Drumheller*;
- g) “*Council*” means the Mayor and Councillors of the *Town of Drumheller*;
- h) “*Councillor*” means a person duly elected member of *Council*;
- i) “*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;
- j) “*Minister*” means the *Minister* designated under section 16 of the *Government Organizations Act* as the *Minister* responsible for the *Act*;
- k) “*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;
- l) “*Officer in Charge*” means the *Officer in Charge* of the local *RCMP* detachment in the *Town*, or their designate;
- m) “*RCMP*” means the Royal Canadian Mounted Police or any member of that police service as the case may require; and
- n) “*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.
- o) “*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) review and supply input when required by *Council* regarding 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* when appropriate to the Non-Commissioned *Officer in Charge* of Drumheller detachment;
- c) develop a yearly plan of priorities and strategies for municipal policing in consultation with the Non-Commissioned *Officer in Charge*;
- d) if requested by *Council* and/or the *Chief Administrative Officer*, assist in selection of the Non-Commissioned *Officer in Charge*;
- e) develop a community safety plan in conjunction with the Non-Commissioned *Officer in Charge* of the detachment and Director of the *Town of Drumheller* Emergency and Protective Services Department if requested by *Council*, 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 upon request of *Council*, to the Minister on the implementation of, and updates to, programs and services to achieve the priorities of the police service;
- g) prepare and present an annual budget to *Council* outlining the expenses related to the operation of the *Committee*, and
- h) report to *Council* meetings upon request of the Mayor or a Councillor that is a *member* of the *Committee* acting on behalf of Mayor and *Council*.

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 6.7, *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) undertake a criminal records check and local police indices check through the local police detachment; and
 - c) 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 of 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

Draft