

# **Town of Drumheller COUNCIL MEETING AGENDA**

May 25, 2010 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARK**

- 3-4 2.1 Proclamation - June 7 - 13, 2010 as Seniors' Week
- 5 2.2 Letter from Doug Jones, President, Canadian Badlands advising that Mayor Bryce Nimmo has been appointed as a member at large to the Canadian Badlands Ltd. Board of Directors for a term of one year.

## **3.0 PUBLIC HEARING**

- 6-15 3.1 The purpose of the Public Hearing is to consider Bylaw 13.10 being an amendment to the Land Use Bylaw 10.08 by adding "Hotel or Motor Hotel" to the list of discretionary uses under Section 30 'DT - Downtown Transitional District'

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

- 16-25 5.1.1 Regular Council Meeting Minutes of May 10, 2010

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

**8.1. CAO**

- 26-28 8.1.1 Bylaw 12.10 Tax Rate Bylaw - 3rd reading
- 29-30 8.1.2 RFD - Tourism Master Plan

**8.2. Director of Infrastructure Services**

- 31 8.2.1 RFD - Automated Water Meter Reading System

**8.3. Director of Corporate Services**

- 32 8.3.1 RFD - Write Off of Utility Accounts

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

- 33-41 10.1 Bylaw 13.10 Amendment to Land Use Bylaw by adding 'Hotel or Motor Hotel' to the list of discretionary uses under Section 30 'DT - Downtown Transitional District'

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

- 14.1 Land Matter



c/o Alberta Seniors and Community Supports  
600, Standard Life Centre  
10405 Jasper Avenue NW  
Edmonton, Alberta, Canada T5J 4R7

Telephone 780/422-2321  
Fax 780/422-8762  
Email: [saca@gov.ab.ca](mailto:saca@gov.ab.ca)

AC0718

March 26, 2010

Mr. Bryce Nimmo, Mayor  
Town of Drumheller  
703 - 2 Avenue West  
Drumheller, Alberta  
T0J 0Y3

Dear Mayor Nimmo;

Alberta is preparing to honour its seniors once again during Seniors' Week 2010 in June. As Chair of the Seniors Advisory Council for Alberta, I am pleased to request your community's formal recognition of this important celebration from June 7 to 13, 2010.

Enclosed you will find a Municipal Proclamation produced by the Ministry of Seniors and Community Supports and the Council. This proclamation was designed to encourage communities to recognize Seniors' Week, generating a greater awareness of the contributions of seniors in our communities.

We appreciate your consideration of this request, and I sincerely hope that you decide to proclaim June 7-13, 2010 as Seniors' Week. Should your Municipal Council proclaim Seniors' Week, our Council would like to register it on our Seniors' Week website.

Please fax or e-mail the confirmation of your proclamation to the Seniors Advisory Council for Alberta prior to May 27, 2010, to ensure that your proclamation will be published on the Council's website. The Council's fax number is: 780-422-8762.

I hope that you will join us in celebrating the Seniors' Week 2010!

Sincerely,

A handwritten signature in black ink that reads "Dave".

Dave Quest, MLA  
Chair

Enclosure





# Proclamation

## Seniors' Week 2010

*In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby proclaim June 7 – 13, 2010, to be "Seniors' Week."*

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2010, in \_\_\_\_\_.

\_\_\_\_\_  
Mayor/Reeve

A stylized, handwritten signature in black ink.

Dave Quest  
Chair, Seniors Advisory Council for Alberta  
MLA, Strathcona

A handwritten signature in black ink that reads "Mary Anne Jablonski".

Honourable Mary Anne Jablonski  
Minister of Seniors and Community Supports





MAY 17 2010



May 17, 2010

Mayor Bryce Nimmo  
Town of Drumheller  
703 - 2 Avenue West  
Drumheller, AB  
T0J 0Y3

Dear Mayor Nimmo,

We are pleased to inform you that you have been appointed as a member-at-large to the Canadian Badlands Ltd. Board of Directors for a term of one year.

This appointment comes with some conditions. The position is not transferable and you may not send a replacement or make another appointment from your municipality. As the Municipal elections will be occurring in October 2009, if for any reason you no longer serve as Mayor of your community, you will still remain on the Board of Directors until the following Annual General Meeting.

Our Executive Director will provide you with a board orientation session and a Board binder that includes all minutes and agenda for the past year. The following are the dates of the meetings. They are always held in the City of Brooks at the County of Newell offices.

June 17  
August 26  
December 2

Diana, our administrative assistant in the Drumheller office will send you the board package one week prior to our meetings. Please provide us with the contact address for electronic communication.

We look forward to your experience and expertise being brought forward to the board meetings.

Yours truly,

Doug Jones  
President  
Canadian Badlands Ltd.

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**in the Canadian Badlands**

[www.canadianbadlands.com](http://www.canadianbadlands.com)

PO Box 1408  
Drumheller, AB, T0J 0Y0  
Phone: (403) 823-7741 Fax: (403) 823-7753

**TOWN OF DRUMHELLER**

**NOTICE of PUBLIC HEARING  
PROPOSED AMENDMENT TO LAND USE BYLAW NO. # 10-08**

**DATE:** Tuesday May 25, 2010

**TIME:** 4:30 p.m.

**PLACE:** Municipality Council Chambers, Drumheller, Alberta

**PURPOSE:** The purpose is to consider an application to amend Land Use Bylaw No. # 10-08 Section 30 "DT – Downtown Transitional District" by adding 'Hotel or Motor Hotel' to the list of discretionary uses.

**PRESENTATION:** Oral and written comments and suggestions are invited and should be addressed to the point of the proposed amendment. They may be made by any person or group of persons or a person acting on his/her or their behalf, who claims to be affected by the proposed amendment, and by any other persons that the Council wishes to hear at the hearing. Written submissions may be made by the persons above, and may be received in the Municipality office by 3:00 P.M. on May 25, 2010. Oral presentation may be made at the hearing by the persons above, whether or not they have made a written presentation. The time limit of oral presentations is subject to the direction of the Chairperson.

**DOCUMENTATION:** Copies of the proposed amendment to Land Use Bylaw No. # 10-08 are available for public inspection at the Drumheller Town office during regular office hours.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: May 12, 2010

Second Publication: May 19, 2010

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**Ray Romanetz, P.Eng  
Chief Administrative Officer**

FORM D

TOWN OF DRUMHELLER  
Land Use Bylaw No. 36-98 10-08

## APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw.

### APPLICANT

NAME: Canalta Real Estate Services Ltd. TELEPHONE: [REDACTED]  
ADDRESS: P.O. Box 2109, Drumheller, Alberta, T0J 0Y0

### OWNER OF LAND

NAME: Canalta Real Estate Services Ltd. TELEPHONE: [REDACTED]  
ADDRESS: P.O. Box 2109, Drumheller, Alberta, T0J 0Y0

### LEGAL DESCRIPTION

LOT: 2 BLOCK: 34 REGISTERED PLAN: 99/1179  
QTR./L.S.D.: \_\_\_\_\_ SEC.: \_\_\_\_\_ TWP.: \_\_\_\_\_ RNG.: \_\_\_\_\_ M.: \_\_\_\_\_  
CERTIFICATE OF TITLE: 051 358 359

### AMENDMENT PROPOSED

FROM: Downtown Transitional  
TO: Downtown Transitional to include Hotel/Motel as a discretionary use.

### REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Canalta Real Estate Services Ltd. intends to develop a hotel upon the lands above described.

I/We enclose \$ 100.00 being the application fee.

DATE: April 30, 2010

SIGNED: [Signature]

8  
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## Town of Drumheller – Land Use Bylaw 10-08

### 30. DT—Downtown Transition District

The purpose of this district is to provide for mixed-use development, including secondary commercial uses, institutional and office uses as well as single-detached and multiple unit residential development in downtown fringe areas. This district is intended to enhance downtown vitality, to promote tourism service businesses, and to retain the residential character of the neighbourhood. It is not the intent of this district to make any existing uses non-conforming but rather to provide for a wider range of residential and complimentary uses.

#### (a) Permitted Uses

- None

#### (b) Discretionary Uses

- Accessory Buildings and Uses
- Accessory Building – Portable
- Assisted Living
- Bed and Breakfast Establishment
- Commercial Tourist Development
- Convenience Store
- Country Inn
- Dwelling - Duplex
- Dwelling - Multiple Unit (Apartment)
- Dwelling - Multiple Unit (Attached Housing)
- Dwelling – One or more dwelling units above the first storey of a commercial building
- Dwelling - Semi- detached
- Dwelling - Single- detached
- Day Home
- Education Facility – Unconventional
- Fitness Centre
- Group Home

Amended:  
Bylaw # 06-09  
March 16, 2009

### Town of Drumheller – Land Use Bylaw 10-08

Amended:  
Bylaw # 05-09  
March 16, 2009

- General Retail Stores, including Neighbourhood Convenience Stores covered under convenience store
- Government Building
- Home Occupation
- Medical, Dental and Other Health Clinics
- Out-of-School Care Centre
- Parking Lot
- Parks and Playgrounds
- Residential Care Facility
- Restaurant
- Retail Store
- Secondary Suite
- Senior's Lodge
- Supportive Living
- Tourist dwelling
- Permitted Sign
- Personal Service Establishment
- Private Clubs and Lodges
- Professional, Financial and Administrative Office
- Public and Quasi-Public Buildings and Uses
- Parks and Playgrounds
- Public Utility Buildings and Installations
- Specialty Retail Shops (chocolate shop, photographer shops, gift and craft shops, art studios, etc.) covered under retail store
- Worship Facility

#### (c) Minimum Requirements



## Agenda Item # 3.1

### Town of Drumheller – Land Use Bylaw 10-08

1. Site Area:
  - (a) 418 m<sup>2</sup> (4,500 sq. ft.) for single- detached dwellings;
  - (b) 325 m<sup>2</sup> (3,500 sq. ft.) for semi-detached dwellings;
  - (c) 232 m<sup>2</sup> (2,500 sq. ft.) for end units and 185 m<sup>2</sup> (2,000 sq. ft.) for interior units for attached housing;
  - (d) 650 m<sup>2</sup> (7,000 sq. ft.) for apartment buildings; and
  - (e) Other uses at the discretion of the Municipal Planning Commission.
2. Lot Width:
  - (a) 12.2 m (40 ft.) for a single- detached family dwellings;
  - (b) 7.6 m (25 ft.) for each dwelling unit in a semi-detached dwelling;
  - (c) 15.2 m (50 ft.) for duplex dwellings; and
  - (d) 7.6 m (25 ft.) for end units and 6.1 m (20 ft.) for interior units for attached housing;
  - (e) 18.3 m (60 ft.) for apartment buildings; and
  - (f) Other uses at the discretion of the Municipal Planning Commission.
3. Front Yard:
  - (a) 6.1 m (20 ft.), or as required by the Municipal Planning Commission for non-residential buildings and uses.
4. Side Yard:
  - (a) 1.5 m (5 ft.), except those buildings have the principal entrance provided from a side yard. The minimum side yard shall then be 2.1 m (7ft);
  - (b) 3 m (10 ft.) abutting the flanking street on reverse corner lots;
  - (c) Accessory buildings 3 m (10 ft.) on street side of corner lots, on all other sites 0.91 m (3 ft.); and
  - (d) No side yard is required where a firewall is provided.
5. Rear Yard:

## Town of Drumheller – Land Use Bylaw 10-08

- (a) 7.6 m (25 ft.) for residential buildings;
  - (b) 6.1 m (20 ft.) or as required by the Municipal Planning Commission for non-residential buildings; and
  - (c) 1 m (3.2 ft.) for accessory buildings.
6. Floor Area:
- (a) 88.3 m<sup>2</sup> (950 sq. ft.) for single- detached family dwelling;
  - (b) 56 m<sup>2</sup> (600 sq. ft.) for each dwelling unit in a duplex or semi-detached dwelling;
  - (c) Other uses at the discretion of the Municipal Planning Commission.
7. Density: Site area per suite for apartments:
- (a) 37 m<sup>2</sup> (400 sq. ft.) for each dwelling unit having not more than 46.5 m<sup>2</sup> (500 sq. ft.) of floor area;
  - (b) 55.7 m<sup>2</sup> (600 sq. ft.) for each dwelling unit having a floor area of more than 46.5 m<sup>2</sup> (500 sq. ft.) with no more than one bedroom, or room which is separate from the living room and capable of being used as a bedroom;
  - (c) 69.6 m<sup>2</sup> (750 sq. ft.) for each dwelling unit having a floor area of more than 46.5 m<sup>2</sup> (500 sq. ft.) with more than one bedroom, or room which is separate from the living room and capable of being used as a bedroom;
  - (d) If more than 10 units and the site area per suite may be increased at the discretion of the Municipal Planning Commission, in addition; and
  - (e) A minimum of 6 m<sup>2</sup> (64.6 sq. ft.) of amenity space is required per unit, exclusive of required front and side yards. When properly designed, this may be provided in the form of balconies, communal interior, roof terraces or such other areas deemed appropriate by the Municipal Planning Commission.
- (d) Maximum Limits
1. Height:
- (a) 13.7 m (45 ft.) for principal residential buildings, or as required by the Municipal Planning Commission;

## Town of Drumheller – Land Use Bylaw 10-08

- (b) 4.57 m (15 ft.) for accessory buildings; and
- (c) Other uses at the discretion of the Municipal Planning Commission.

### 2. Site Coverage:

- (a) 30% for dwellings other than apartment buildings;
- (b) 40% for apartment buildings
- (c) 40% for commercial buildings, or as required by the Municipal Planning Commission;
- (d) Unless otherwise approved by the Municipal Planning Commission, accessory buildings shall not exceed the lesser of 67 m<sup>2</sup> (728 sq. ft.) or 15% of lot coverage; and
- (e) Other uses at the discretion of the Municipal Planning Commission.

### (e) Parking

1. On site parking shall be provided according to the following:

Type of Development	Parking Spaces Required
Single-Family Dwellings, Duplexes, Semi-Detached Dwellings	One (1) parking Per dwelling unit or garage space
Apartment Buildings and Attached Housing	One (1) Per dwelling unit
Guest parking	One (1) Per seven (7) dwelling units
Professional, Financial, & Administrative Offices	One (1) Per staff member (minimum 2 parking spaces)
Restaurants	One (1) Per four (4) seats
Worship facilities	One (1) Per 15 seats which may include parking spaces which, in the opinion of the Municipal Planning Commission, are available on neighbouring commercial sites for church use.

## Agenda Item # 3.1

### Town of Drumheller – Land Use Bylaw 10-08

Day Care Centres, Nursery Schools, and Play schools	One (1)	Per staff member
Retail Shops, Personal Service Shops	One (1)	Per 74 m <sup>2</sup> (800 sq. ft.) of gross floor area
Clinics	Two (2)	Per 93 m <sup>2</sup> (1,000 sq. ft.) of gross floor area

2. All other uses as required elsewhere in the bylaw or as required by the Development Authority.

#### (f) Landscaping and Screening

1. A minimum of ten (10%) per cent of the site area for apartments and multiple family developments shall be landscaped, or developed in order that it can be utilized as an amenity area.
2. For non-residential developments, the boulevard, where existing, and a minimum of 10% of the site area must be landscaped in accordance with the plan approved by the Municipal Planning Commission.
3. Any trees or shrubs which die, that were planted under the approved plan, must be replaced the next planting season.
4. No outside storage areas of material and equipment, unless otherwise permitted by the Municipal Planning Commission.
5. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares, including lanes.
6. Parking lots shall be screened from the view of the residential lots to the satisfaction of the Municipal Planning Commission. The Municipal Planning Commission may require other non-residential development to provide adequate screening.

#### (g) Design, Character and Appearance of Buildings

1. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Municipal Planning Commission. The finish of buildings should complement other structures and natural site features.
2. Unless otherwise approved by the Municipal Planning Commission, all principal buildings shall include the following design features:

### Town of Drumheller – Land Use Bylaw 10-08

- (a) a gable roof with a minimum roof pitch of 5 cm of vertical rise for every 20 cm of horizontal run (3:12 pitch);
    - (b) a minimum roof overhang or eaves of 30.5 cm (1 ft) from the primary surface of each facade; and
    - (c) parking in the rear and/or to the side of the principal building.
  - 3. Buildings which existed prior to the adoption of the Bylaw that do not comply with subsection (2) shall be considered conforming buildings for the purposes of this Land Use Bylaw.
- (h) Special Requirements**
- 1. In addition to the land use rules for discretionary uses described above, the Town may impose conditions on a development permit as provided for in Architectural Guidelines attached to the title by caveat.
  - 2. Non-residential developments shall not include any use or operation that will cause or create a nuisance by means of vibration, smoke, dust, odors, or heat. The Municipal Planning Commission may require measures to be taken to minimize nuisance factors that extend beyond what is normal and incidental to residential uses.
  - 3. Secondary commercial developments may be approved to operate from within a residential building provided the development meets the following guidelines. (Secondary commercial developments are NOT considered home occupations.)
    - (a) An application for a secondary commercial development shall be made to the Development Officer in writing utilizing the appropriate form.
    - (b) The Municipal Planning Commission may issue a temporary development permit for a secondary commercial development for a period up to five years.
    - (c) After a secondary commercial development permit has been granted, if the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other conditions or restrictions imposed, the holder of the permit must obtain prior permission of the Municipal Planning Commission.
    - (d) Secondary commercial activity is restricted to the main floor and such developments are not allowed within apartment buildings.



Town of Drumheller – Land Use Bylaw 10-08

- (e) The Municipal Planning Commission shall consider only those applications for secondary commercial developments where the development is included in the list of Permitted or Discretionary Uses for this district.
- (f) Prior to approval of a secondary commercial activity, an inspection is required to be completed to ensure the mixed-use of the subject building complies with the Alberta Building Code.
- (g) The secondary commercial activity shall be operated by the occupier of the property.
- (h) Parking shall be provided by the developer and shall include the required parking for the residential component PLUS the required component for the commercial component, or as required by the Municipal Planning Commission.
- (i) Signing is restricted to one sign per site with a maximum size of 0.9 m<sup>2</sup> (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer and shall be subject to a separate development permit application.
- (j) Outside display of commodities or finished products requires permission from the Municipal Planning Commission, and this permission may be revoked at any time.

Approved

## Town of Drumheller COUNCIL MEETING MINUTES

May 10, 2010 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



### PRESENT:

#### MAYOR:

Bryce Nimmo

#### COUNCIL:

Andrew Berdahl

Karen Bertamini

Don Guidolin

Sharel Shoff

Terry Yemen

#### CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

#### DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

#### DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

#### RECORDING SECRETARY:

Linda Handy

#### ABSENT: Councillor Blaine McDonald

Director of Corporate Services, Michael Roy

### 1.0 CALL TO ORDER

### 2.0 MAYOR'S OPENING REMARK

Mayor Bryce Nimmo announced that the Badlands Community Facility was tendered on Friday, May 7th with a closing date of Tuesday, June 1st.

### 3.0 PUBLIC HEARING

### 4.0 ADOPTION OF AGENDA

**Addition to Agenda: Delegation of Downtown Parking Task Force**

**MO2010.87** Shoff, Guidolin moved to adoption of the Agenda as amended.

Carried unanimously.

Approved

Council Meeting Minutes  
May 10, 2010

## 5.0 MINUTES

### 5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

#### 5.1.1 Regular Council Meeting Minutes of April 26, 2010

**MO2010.88** Shoff, Yemen moved to approve the regular Council Meeting Minutes of April 26, 2010.

Discussion on Motion:

Councillor T. Yemen stated that he is not the mover of MO2010.83. Mayor asked Council to identify the mover of the motion. Council did not recall.

Councillor T. Yemen stated that he did move MO2010.86 and his name is not recorded. Councillor K. Bertamini agreed. The minutes will be changed to reflect this change.

No vote on MO2010.88 until Council can identify the mover of MO2010.83.

### 5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

### 5.3. BUSINESS ARISING FROM THE MINUTES

## 6.0 DELEGATIONS

### 7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

Downtown Parking Task Force - Presenters: Barry Fullerton and John Shoff

B. Fullerton stated that the Task Force met with Jay Magus, iTRANS to review the feasibility of the recommendations. He presented a memorandum from Jay Magus, P. Eng. as a result of that meeting with the following comments: *"This memorandum confirm HDR/iTRANS support the recommendations with 3 minor exceptions. These exceptions do not label these specific recommendations unsafe, they are simply not supported technically:*

- *The intersection analysis for 2nd Avenue - in our opinion Alberta Transportation will not move from their decision to revise the intersection;*
- *Parking Angles - changing the angle of the intersection will have no effect on driver safety, nor improve visibility, along 3rd Avenue;*
- *Lane designation changes - HDR/iTRANS supports the initial proposal of changing the angled parking to parallel parking on 3rd Avenue between 2nd St. and Centre St., not only between 2nd St. and 1st St."*

J. Shoff reviewed the last two changes as recommended by iTRANS. He presented a map which identified the proposed recommendations that would

Approved

Council Meeting Minutes

May 10, 2010

affect 3rd Avenue. being Recommendations 1a/b, 2 and 3.

Recommendation 1a Lights at Hwy9 and 3rd Ave. - "iTRANS Study showed that with 2 westbound lanes one would be a left only and other would be a right and thru and the 2 eastbound lanes would be a left and thru and a right only. This scenarios would be the best from all points of view." J. Shoff explained that the original design had both westbound lanes as thru lanes and the change includes a left only lane. iTRANS has stated that this scenario works better with their Syncore software.

Recommendation 1b - Split Phasing at Lights - "iTRANS is also recommending the first 10 seconds of the cycle of the lights being dedicated to westbound traffic only and the remaining timing of the cycle being open to both westbound and eastbound traffic on 3rd Avenue. Lane designations would remain the same. This cycle change will have no impact on north and south bound traffic." J. Shoff explained that originally the Task Force recommended a half / half split however iTRANS recommends 10 s cycle for left turns.

Recommendation 2 Lane Designation Changes - "This again is extremely important as without the lane changes we cannot have the light cycling changes. Task Force Recommended Map shows two lanes westbound and one lane eastbound on 3rd Avenue from 2nd St. (Hwy#9) to 1st Street with parallel parking on both sides of the street. From 1st Street to Centre Street there would be one lane westbound and one lane eastbound and diagonal parking on both sides. The left lane from 1st St. to 2nd St. would be a left only and the right lane would be for straight thru or right turn. This gives us sufficient length to be within the safety perimeters of iTRANS and satisfy Alberta Transportation"

Recommendation 3 Curb Extension Additions - "Curb extension at the NW corner intersection of 1st St. and 3rd Ave. not be a full size curb extension and to include a curb extension at the NW corner of 2nd St. and 3rd Ave. Additional curb extensions to be installed at intersection as per the map presented."

J. Shoff advised that one further change to Recommendation 11 includes wording change from "Gap Study" to Intersection Analysis". He explained that the Intersection Analysis includes a variety of assessments.

J. Shoff stated that the reasoning for the loading zone location in front of RBC is that Valley Bus would not have to back into a parallel parking stall. He explained that the curb extension would be 1/2th of the width of curb extensions in other locations.

B. Fullerton stated that the parking stall angle at 10 degrees sharper was discussed with Jay Magus and he is of the opinion that there would not be an increase in safety with a more acute angle. J. Shoff stated that both the issue of the angle degree and the crowning of the road were discussed with Jay and he did state the crowning of the road would not be an issue for backing out of a more acute angle parking stall. A. Kendrick stated that with the more acute angle of the parking stalls at least three stalls per block would be lost. R. Romanetz confirmed that in an opinion from Jay Magus, he had stated that two stalls would be lost with the more acute angle.

Questions and Comments from Council:

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Approved

### Council Meeting Minutes

May 10, 2010

Councillor A. Berdahl asked if the word "Mandatory" be changed to "Critical Recommendations". B. Fullerton agreed to the change. Councillor T. Yemen asked where the change from angle parking to parallel would be. B. Fullerton stated that the first block from 2nd St. to 1st St. would be parallel parking with no change to the parking in the other blocks. Councillor D. Guidolin asked if the large red dinosaur on the south side of 2nd St. and 3rd Ave intersection would remain. R. Romanetz stated that the dinosaur should be removed to another location. He further stated that although the recommendations are sound, field implications need to be considered when going from the functional design to the actual design and implementation. Some tweaking may have to be carried out such as island cutbacks, etc.

**MO2010.89** Berdahl, Bertamini moved that Council accept the Downtown Parking Task Force Recommendations as presented with Recommendations 1-4 for immediate implementation, Recommendations 5-14 and 16 for review and implementation as the earliest practical opportunity and Recommendation 15 referral to Economic Development Task Force.

#### Discussion on Motion:

Councillor T. Yemen referred to Recommendation 4b and asked for clarification on the paving of the alley. R. Romanetz advised that it is not the Town's intention to do the full blown paving however it is the Town's intention to do skin patching and the alley will look close to a paved lane. He further explained that the lane has to be dug up for installation of a new water line, at which time the lane will be milled and a proper overlay installed. Councillor S. Shoff asked why Recommendation 15 is being referred. Councillor A. Berdahl stated that some recommendations affect the area however they are part of a long term vision for the downtown core and the development of 1st St. W should be considered by the Economic Development Task Force.

#### Vote on Motion:

Carried unanimously.

Mayor Nimmo thanked the Task Force for their excellent work and efforts in reviewing the matter and presenting the recommendations for Council's consideration.

## 8.0 REQUEST FOR DECISION REPORTS

### 8.1. CAO

#### 8.1.1 Bylaw 12.10 Tax Rate Bylaw



Approved

Council Meeting Minutes  
May 10, 2010

R. Romanetz introduced Bylaw 12.10 and stated that the Municipal Government Act requires Council to pass a property tax bylaw annually to raise revenue to cover the payment of expenditures and transfers in the approved budget. He provided an overview as follows:

- the estimated municipal expenditures and transfers set out in the budget for 2010 total \$14,785,349;
- the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,981,342 and the balance of \$6,790,302 is to be raised by general taxation;
- the total residential municipal assessment is 620,331,000 and the total non residential (commercial) assessment is 232,828,020;
- the total taxes raised for requisitions is \$2,461,408 (education \$2,336,314 and seniors foundation \$125,094);
- the tax rate is calculated based on past practice and the 2010 budget at an increase of 3.0% over the taxes collected last year (both residential and commercial);
- additional 1.5% reflects new assessment growth;
- the increase on average is 3.0% for an individual taxpayer;
- school rate increase is .31% and is almost identical in 2009;
- the assessment on residential is increased by 3.81% and non residential by 2.5% (over the last number of years residential has been increased more than commercial assessment - this year as a result of the economy slow down, the assessment changes are more balanced).

R. Romanetz recommended that Council give all three readings to allow Administration to proceed with mailing out the Tax Notices.

**MO2010.90** Bertamini, Shoff for first reading to Bylaw 12.10.

Discussion on Motion:

Councillor T. Yemen asked if the 3% increase is over and above the total dollars collected for taxes in 2009. R. Romanetz stated yes, however the amount collected from each property owner will vary slightly based on the assessed property value and the area. He further explained that Drumheller is divided into approximately 20 different zones and if one area is higher assessed than another area, these property owners will see more of an increase - the average tax increase is 3%. He further stated that the Province uses comparable sales - as this reflects the market value. Councillor K. Bertamini asked the total dollars raised based on the 3% increase. R. Romanetz explained that \$180,000 revenue is raised from the 3% increase. Councillor K. Bertamini stated that \$180,000 equates to the increased in revenue required to operate in 2010 than 2009. She further stated that the Seniors Foundation requisition has increased significantly in addition to the 3% municipal increase.

Vote on Motion:

Carried unanimously.

**MO2010.91** Guidolin, Berdahl for second reading to Bylaw 12.10.

Approved

Council Meeting Minutes  
May 10, 2010

Discussion on Motion:

Councillor A. Berdahl stated that the public should be made aware of the increase. Councillor K. Bertamini stated that Council passed a three year budget with a three year tax increase. R. Romanetz stated that the process of tax collection would be delayed if the bylaw was not adopted this evening. He explained that the numbers presented are exactly as discussed during budget deliberations. Councillor A. Berdahl stated that most people are not familiar with the Town's three year budget and they should be made aware of the proposed increase.

Vote on Motion:

Carried unanimously.

**MO2010.92** Bertamini, Guidolin moved no objection to third reading of Bylaw 12.10.

Discussion on Motion:

Councillor K. Bertamini stated that the budget has been made public on several occasions and any delay at this point would cost money on the dollars borrowed to operate until taxes are received.

Vote on Motion:

5 in favour - Yemen, Bertamini, Nimmo, Shoff, Guidolin

1 - opposed - Berdahl.

Defeated.

- 8.1.2 Bylaw 13.10 Amendment to Land Use Bylaw by adding 'Hotel or Motor Hotel' to the list of discretionary uses under Section 30 'DT - Downtown Transitional District' R. Romanetz stated that the applicant is requesting to include hotel / motel in the wording under discretionary uses as he intends to develop a hotel on land in the DT district. He recommended that Council proceed to first reading to allow for the advertising period and to hold a public hearing to consider comments from affected parties.

**MO2010.93** Yemen, Shoff moved first reading to Bylaw 13.10. Carried. unanimously.

- 8.1.3 RFD - Affordable Housing Storage Units \$15,000.00 Expense

R. Romanetz advised that the finalized construction costs of the Affordable Housing project did not include the costs to setup tenant storage. He explained that with this project closing in 2009 and no budget carried forward to 2010, a resolution from Council is required to ensure compliance with the financial administration section of the MGA. Administration is requesting a budget from the facility reserves of \$15,000 maximum to complete the storage units.

**MO2010.94** Bertamini, Berdahl moved that Council authorize Administration to complete the Affordable Housing Storage Units to a maximum of \$15,000 with the funding coming from reserves. Carried unanimously.

Approved

Council Meeting Minutes

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- 8.1.4 RFD - Palliser Regional Municipal Services Resolution. R. Romanetz advised that in 2009 that Wheatland County had requested to cease to be a shareholder of the Company effective December 31, 2009 and a resolution from each member municipality is required authorizing the withdrawal of membership. Councillor D. Guidolin advised that the Board has already approved Wheatland County's withdrawal from membership however PRMS Administration had noticed that their withdrawal required a motion from each member municipality as well.

**MO2010.94** Guidolin, Shoff moved that:

**WHEREAS:**

1. Wheatland County requested to cease being a Shareholder;
2. The Board of Directors of the Company passed a resolution on September 24, 2009 authorizing Wheatland County to cease to be a shareholder of the Company as of December 31, 2009; and
3. The Shareholders are in agreement that Wheatland County may cease to be a shareholder as of December 31, 2009 notwithstanding the requirement in Section 6 of the Articles of Association of the Company requiring a shareholder to remain a shareholder until the date of the first Annual General Meeting after the withdrawing shareholder gives the Company 600 days notice of its desire to cease to be a Shareholder.

**NOW THEREFORE BE IT RESOLVED:**

1. Wheatland County ceased to be a shareholder of the Company effective as of December 31, 2009, notwithstanding Article 6 of the Articles of Association of the Company;
2. The Shares issued in the name of Wheatland County shall be cancelled and the Directors are authorized to execute such document and carry out such activities to bring these resolutions into effect; and
3. This Resolution may be signed in counterparts, by facsimile copy, by electronic or digital signature or by other written acknowledgement of consent and agreement to be legally bound by its terms. Each counterpart will be considered an original and together the parts will be considered one document.

**Discussion on Motion:**

In response to a Councillor's question, R. Romanetz clarified that under the Articles of Association, before a municipality can withdraw from membership they need to give proper notice however in this case, proper notice was not given. He further stated that the Board has approved Wheatland's withdrawal and each Shareholder needs to approve the withdrawal. Councillor K. Bertamini stated that Wheatland County's withdrawal from membership will only increase the costs for the other member municipalities. Councillor D. Guidolin advised that it would serve no purpose for Wheatland to be a member as they have hired their own planner. R. Romanetz further explained that Wheatland County's growth has been significant and PRMS was spending a considerable amount of time working at their office. He further explained that PRMS's Office do not have the staff to

Approved

Council Meeting Minutes  
May 10, 2010

serve Wheatland adequately as well. Councillor D. Guidolin stated that Wheatland's \$24,000 requisition did not cover the services PRMS was supplying to their office.

Vote on Motion.

3 - in favour Berdahl, Guidolin, Shoff

3 - opposed Yemen, Bertamin, Nimmo

Defeated.

## 8.1.5 RFD - Downtown Parking Lots Development

R. Romanetz advised that the tenders for the parking lot construction closed on May 6th with five tenders received ranging from \$179,471 to \$257,982. The low tender from Brooks Asphalt and Aggregate Ltd. included \$150,889 for the work on the parking lots. The total cost of the three parking areas is expected to be \$261,500 (including all costs incurred to demolish the structures on the sites and complete the parking lots to their final paved and lighted state). He further explained that the project is currently unfunded. Administration has identified funds that can be utilized for this project. With the use of the AMIP grant dollars to cover the 25% municipal portion of the SIP grant, the Town was able to free up \$158,640 that was to come from reserves. In addition, when the budget was done Administration anticipated \$126,200 in MSI Operating grant dollars. The Town's 2010 allotment is \$354,451, Administration has applied to use the excess operating funds within municipal operations which results in the Town freeing up an additional \$228,251 from operations which means that these dollars are available for other Council priorities. Brooks will be able to start the project in 20 days - lighting needs to be worked out with ATCO. Administration is recommending to award the tender to the low bidder with the funding accessed as provided for in the report.

**MO2010.95** Shoff, Yemen moved to direct Administration to award the tender to the low bidder Brooks Asphalt and Aggregate Ltd in the amount of \$150,889.00 and to proceed using reserves of \$158,640 and freed up operating dollars of \$102,860. Carried unanimously.

## 8.2. Director of Infrastructure Services

## 8.3. Director of Corporate Services

## 8.4. Director of Community Services

## 9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

## 10.0 PUBLIC HEARING DECISIONS

Approved

Council Meeting Minutes  
May 10, 2010

## 11.0 UNFINISHED BUSINESS

### 11.1 Downtown Parking Task Force Recommendations

### 11.2 RFD - Write off of Utility Accounts

R. Romanetz stated that M. Roy had presented a list of the outstanding utility accounts that was not electronically accessible by Council. He further stated that a copy of the policy for collections has been included for Council's information. He explained that a large number of the outstanding accounts are 2-6 years in arrears and some are tied in with commercial development.

**MO2010.96** Guidolin, Shoff to authorize Administration to write off \$58,608.75 in outstanding debts.

Discussion on Motion:

Council asked Administration to review the list to ensure that the individual/company do not have another account with the Town or if there are other recourses for collection. Council asked Administration to consider charging the property owner a deposit. R. Romanetz explained that the bylaw would have to be changed to ensure unpaid utility bills from tenants could be charged against the owner (property tax). He further explained that the Town can still collect the outstanding dollars even after writing the amount off the books. R. Romanetz advised that he would contact our Solicitor to confirm procedure and questions raised by Council.

**MO2010.97** Shoff, Yemen to table MO2010.96 for more information including Town Solicitor's comments and a move ahead strategy.

5 - in favour - Yemen, Bertamini, Nimmo, Shoff, Berdahl

1 - opposed Guidolin

Vote Carried.

## 12.0 NOTICES OF MOTIONS

Councillor Sharel Shoff requested that the following motion be removed from the table: MO2010.54 Shoff, Yemen that Council delay the implementation of parallel parking for one year, while the Town completes the offsite parking sites, evaluates the effectiveness of offsite parking and facilitate communication with the citizens at large. Councillor T. Yemen was in agreement.

## 13.0 COUNCILLOR REPORTS



Approved

Council Meeting Minutes  
May 10, 2010

**14.0 IN-CAMERA MATTERS MO2010.98** Yemen, Berdahl moved to go in camera at 5:55 PM. Carried unanimously.

### 14.1 Land Matter

**MO2010.99** Bertamini, Berdahl moved to revert to regular Council meeting at 6:15 PM. Carried unanimously.

**MO2010.100** Bertamini, Berdahl moved that Council lease to Stevenson Development Corporation a portion of Plan 4653BC Block 5, Lot 17 (95 South Railway Ave.) for the placement of a sign at market value that is cancellable on 60 days notice and subject to the issuance of a development permit by the Municipal Planning Commission that addresses placement, landscaping and maintenance requirements. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:19 PM.

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MAYOR

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CHIEF ADMINISTRATIVE  
OFFICER

## Town of Drumheller Bylaw Number 12.10

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF DRUMHELLER ALBERTA FOR THE 2010 TAXATION YEAR.

**Whereas**, the Town of Drumheller has approved and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on March 02, 2009; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for the Town of Drumheller for 2010 total \$14,785,349; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,981,342 and the balance of \$6,790,302 is to be raised by general taxation; and

**Whereas**, the requisitions are:

Requisitions:

Alberta School Foundation	
Residential/Farmland	1,159,816.75
Non-Residential	790,370.68

and

Opted Out School Boards	
Residential/Farmland	304,746.96
Non-Residential	87,280.64

and

Requisition Allowance [MGA(359(2))]	(5,900.93)
Seniors Foundation	125,094.00
Total Requisitions	<u>2,461,408.10</u> , and

**Whereas**, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

## Agenda Item # 8.1.1

**Whereas**, the assessed value of all property in the Town of Drumheller as shown on the assessment roll is:

Assessed Value of Property	Municipal	Education
Residential/Farmland	620,331,000	615,950,040
Non-Residential	229,261,290	229,261,290
Machinery and Equipment	3,566,730	exempt
<b>Total Assessment</b>	<b>853,159,020</b>	<b>845,248,300</b>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Drumheller, in the Province of Alberta, hereby enacts as follows:

- that the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Drumheller.

	Tax Levy	Assessment	Tax Rate
Residential Municipal	4,248,709	620,331,000	0.00684910
Seniors Foundation	90,941	620,331,000	0.00014660
<b>Total Residential Municipal</b>	<b>4,339,650</b>	<b>620,331,000</b>	<b>0.00699570</b>
	Tax Levy	Assessment	Tax Rate
Non-Residential Municipal	2,416,522	232,828,020	0.01037900
Seniors Foundation	34,133	232,828,020	0.00014660
<b>Total Non-Residential Municipal</b>	<b>2,450,655</b>	<b>232,828,020</b>	<b>0.01052560</b>
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential/Farmland	1,159,817	487,782,927	0.00238410
Non-Residential	790,371	206,495,014	0.00382820
<b>Total ASFF</b>	<b>1,950,187</b>	<b>694,277,941</b>	
<b>Separate School Opted Out</b>			
Residential/Farmland	304,747	128,167,113	0.00238410
Non-Residential	87,281	22,803,246	0.00382820
<b>Total Opted Out</b>	<b>392,028</b>	<b>150,970,359</b>	
Requisition Allowance	(5,901)	-	0.00000000
<b>Total Education</b>	<b>2,336,314</b>	<b>845,248,300</b>	
Seniors Foundation	125,094	853,159,020	
<b>Total Raised for Requisitions</b>	<b>2,461,408</b>		, and

## ***Agenda Item # 8.1.1***

2. that this bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this 10<sup>th</sup> Day of May, 2010

READ A SECOND TIME this 10<sup>th</sup> Day of May, 2010

READ A THIRD AND FINAL TIME this \_\_\_\_ Day of \_\_\_\_\_, 2010

\_\_\_\_\_  
MAYOR

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



# DRUMHELLER

## REQUEST FOR DECISION



### Request for Decision


	<div> <div>Date:</div> <div>May 20, 2010</div> </div>
<b>Topic:</b>	<b>Tourism Master Plan</b>
<b>Proposal:</b>	<p>In December 2008 The Town of Drumheller applied for a grant to the Rural Alberta Development Fund through the Canadian Badlands Ltd. The purpose of the grant was to develop a Tourism Master Plan for the Drumheller Valley. The project is to develop a local tourism master plan for the Town of Drumheller. A specialized tourism industry consultant will be retained to research and produce:</p> <ul style="list-style-type: none"> <li>• Inventory of tourism assets, business SWOT, tourism traffic and potential</li> <li>• review of existing plans, policies and programs and their impact on tourism development with particular emphasis on the downtown area</li> <li>• consideration of enhancement of architectural, lighting and built form in relation to tourism</li> <li>• make recommendations for planning and capital requirements to realize tourism goals</li> <li>• Integrate the development of the Tourism Master Plan as an element of the Drumheller Sustainability Plan</li> </ul> <p>The funding was approved in late 2009. The Town of Drumheller contributed \$56,250.00 to the project. Our portion of funding consisted of the iTrans Transportation Study. The Rural Alberta Development Fund will provide \$168,750.00 for a total budget of \$225,000.00 In January 2010 we met with Chamber Representatives, Downtown Merchant Association Representatives and a Government of Alberta Tourism representative to discuss the criteria needed for the RFP and TOR for our Tourism Master Plan. The RFP was sent out in March 2010 and we received 7 proposals from companies in Canada and the US.</p> <p>In April we met with representatives from the Chamber, Downtown Merchants and the Royal Tyrrell Museum to review each proposal. We narrowed the selection to four companies based on the scoring criteria and then after checking references the selection was narrowed down to two companies.</p> <ol style="list-style-type: none"> <li>1. Malone Parson Givens Ltd- in association with Western Management Consultants, Reach Market Planning LLC, HDR/iTRANS. Advantages- A lot of experience with the Canadian Badlands. This company has done most of the current research and recommendations for the Badlands. (Eco Tourism Report, Alberta Tourist Destination Assessment, Canadian Badlands Development Strategy, Dry Island Buffalo Jump Tourism Development Plan and a host of others) The comments from the references were outstanding. They have Alberta contacts and personnel for this project. Advantages- They have the most experience in the Badlands and can expand on their experience in the Badlands.</li> <li>2. InterVISTAS- The team assembled for the is project brings a wealth of tourism and transportation expertise with specific experience in community tourism planning and economic development for communities of a similar size. Members of the team include planning expertise from Delcan, a member of the parent group of companies which owns InterVISTAS. The have worked in the Province of Alberta with Canadian Badlands (Visitor Information Centre Study), Ski Banff/Lake Louise, Travel Alberta, Edmonton Regional Airports Authority, Port Alberta and others. The comments from their references were very good. Advantage- Fresh set of eyes in the Canadian Badlands.</li> </ol>

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz 04/22/2010	1
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## Agenda Item # 8.1.2

Proposed by:	Ray Romanetz/Ray Telford		
Correlation to Business (Strategic) Plan	One of the priorities		
Benefits:	The Tourism plan will be integrated with our sustainability plan All stakeholders in Drumheller and area will be involved		
Disadvantages:	None		
Alternatives:	1. Council Award the contract to Malone, Given Parsons Ltd fir \$160,460 plus GST. 2. Council Award the Contract to InterVISTA for \$144,636,00 plus GST. 3. Council accept this as information only		
Finance/Budget Implications:	There is no implication to the budget as the project will be funded Primarily through the Rural Alberta Development Fund Grant via the Canadian Badlands Ltd.		
Operating Costs:		Capital Cost:	
Budget Available:	0.00	Source of Funds: RADF-	Town of Drumheller \$56,250- Budget Grant \$168,750
Budget Cost:	\$0.00	Under budgeted Cost:	\$168,750.00
Communication Strategy:	Website, Press Releases, Public Meetings. The project is very newsworthy		
Recommendations:	That council award the Tourism Master Plan Study to Malone Parson Givens Ltd for the amount of \$160,469.00 plus GST.		
Report Writer:	Telford	CAO:	
Position:	EDO		





# DRUMHELLER

## INFRASTRUCTURE SERVICES




### Request for Decision

		<b>Date:</b>	May 20 <sup>th</sup> , 2010
<b>Topic:</b>	<b>Automated Water Meter Reading System</b>		
<b>Proposal:</b>	<p>Follow up to recommendations presented to Council in the Town Of Drumheller Water Metering System Report May 2010</p> <p>Administration to move forward and go out to the service providers with a RFP to supply a complete metering system for a pilot program.</p> <p>This system would provide a One Stop Shop that would provide us with Water Meters, RF Transmitters, Reading System, including Handheld, Mobile/Drive-by and Fixed Area Network Collectors, Software and a Compatibility Guarantee.</p>		
<b>Proposed by:</b>	Allan Kendrick		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>We would own the whole system from start to finish and any associated problems would be ours to solve, we would not be waiting for others to respond.</li> <li>A new system would provide more information which could then be passed on to our customers. This information would include leak status, days of leaks, reverse flow, days of no consumption and with some providers Data logging up to 96 days.</li> </ul>		
<b>Disadvantages:</b>	New system for staff to learn and operate		
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>Proceed with changes proposed by the existing Service Provider</li> <li>Not to proceed with the Request for Decision</li> </ul>		
<b>Finance/Budget Implications:</b>	Use existing funds in the operating budget		
<b>Operating Costs:</b>		Capital Cost:	
<b>Budget Available:</b>	\$ 90,000.00	Source of Funds:	Operating Budget
<b>Communication Strategy:</b>	Administration will advise affected parties.		
<b>Recommendations:</b>	Council direct Administration to proceed with a RFP to the Automated Water Meter Service Providers to supply a complete metering system for a pilot program.		
<b>Report Writer:</b>	 Allan Kendrick	<b>Acting CAO:</b>	
<b>Position:</b>	Infrastructure Services Director		



## Request for Decision

<b>Date:</b>	22 Apr 2010		
<b>Meeting Type:</b>	Regular Council		
<b>Topic:</b>	Write off of Utility Accounts		
<b>Proposal:</b>	<p>Per Council Policy # C-07-04, administration is requesting Council authorization to write off \$58,608.75 in outstanding debts. These debts have been sent to collections and are two years and older.</p> <p>These debts are only from renters as the Municipal Government Act provides municipalities the authority to transfer unpaid utility bills to the tax account. Unfortunately, this option is not available for renter's utility accounts. There are municipalities in Alberta that have begun to pass bylaws that require the property owner to remain responsible for the utilities instead of renters. These municipalities are doing this to reduce the number of uncollectible accounts they have.</p>		
<b>Proposed by:</b>	Roy, Michael		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	Cleans up the sub-ledger and stops the accumulation of penalties that are uncollectible		
<b>Disadvantages:</b>	Although the write off does not extinguish the Town's rights to collect payment, administration will no longer be actively pursuing collection of these debts.		
<b>Alternatives:</b>	<p>Council authorizes administration to write off \$58,608.75 in outstanding debts.</p> <p>Council accepts the list of outstanding debts as information.</p>		
<b>Finance/Budget Implications:</b>	The write-offs would be applied against the allowance for uncollectable accounts, which is currently at \$94,000		
<b>Operating Costs:</b>		<b>Capital Costs:</b>	
<b>Budget Available:</b>		<b>Source of Funds</b>	
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>	Staff will be directed to write off the authorized debts.		
<b>Recommendations:</b>	Council authorizes administration to write off \$58,608.75 in outstanding debts.		
<b>Report Writer:</b>	Roy, Michael		
<b>Position:</b>	Director of Corporate Services		
	CAO: 		



**TOWN OF DRUMHELLER  
BYLAW NUMBER 13.10**

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10.08 FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10.08;

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw 10.08; and

**NOW THEREFORE** the Council hereby amends Land Use Bylaw No. 10.08 as follows:

1. Section 30 "DT – Downtown Transitional District", is hereby amended by adding 'Hotel or Motor Hotel' to the list of discretionary uses.

READ A FIRST TIME THIS 10<sup>th</sup> DAY OF MAY, 2010.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2010.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2010.

\_\_\_\_\_  
MAYOR

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

## Town of Drumheller – Land Use Bylaw 10-08

### 30. DT—Downtown Transition District

The purpose of this district is to provide for mixed-use development, including secondary commercial uses, institutional and office uses as well as single-detached and multiple unit residential development in downtown fringe areas. This district is intended to enhance downtown vitality, to promote tourism service businesses, and to retain the residential character of the neighbourhood. It is not the intent of this district to make any existing uses non-conforming but rather to provide for a wider range of residential and complimentary uses.

#### (a) Permitted Uses

- None

#### (b) Discretionary Uses

- Accessory Buildings and Uses
- Accessory Building – Portable
- Assisted Living
- Bed and Breakfast Establishment
- Commercial Tourist Development
- Convenience Store
- Country Inn
- Dwelling - Duplex
- Dwelling - Multiple Unit (Apartment)
- Dwelling - Multiple Unit (Attached Housing)
- Dwelling – One or more dwelling units above the first storey of a commercial building
- Dwelling - Semi- detached
- Dwelling - Single- detached
- Day Home
- Education Facility – Unconventional
- Fitness Centre
- Group Home

Amended:  
Bylaw # 06-09  
March 16, 2009

## Town of Drumheller – Land Use Bylaw 10-08

Amended:  
Bylaw # 06-09  
March 16, 2009

- General Retail Stores, including Neighbourhood Convenience Stores covered under convenience store
- Government Building
- Home Occupation
- Medical, Dental and Other Health Clinics
- Out-of-School Care Centre
- Parking Lot
- Parks and Playgrounds
- Residential Care Facility
- Restaurant
- Retail Store
- Secondary Suite
- Senior's Lodge
- Supportive Living
- Tourist dwelling
- Permitted Sign
- Personal Service Establishment
- Private Clubs and Lodges
- Professional, Financial and Administrative Office
- Public and Quasi-Public Buildings and Uses
- Parks and Playgrounds
- Public Utility Buildings and Installations
- Specialty Retail Shops (chocolate shop, photographer shops, gift and craft shops, art studios, etc.) covered under retail store
- Worship Facility

### (c) Minimum Requirements

## Agenda Item # 10.1

### Town of Drumheller – Land Use Bylaw 10-08

1. Site Area:
  - (a) 418 m<sup>2</sup> (4,500 sq. ft.) for single- detached dwellings;
  - (b) 325 m<sup>2</sup> (3,500 sq. ft.) for semi-detached dwellings;
  - (c) 232 m<sup>2</sup> (2,500 sq. ft.) for end units and 185 m<sup>2</sup> (2,000 sq. ft.) for interior units for attached housing;
  - (d) 650 m<sup>2</sup> (7,000 sq. ft.) for apartment buildings; and
  - (e) Other uses at the discretion of the Municipal Planning Commission.
2. Lot Width:
  - (a) 12.2 m (40 ft.) for a single- detached family dwellings;
  - (b) 7.6 m (25 ft.) for each dwelling unit in a semi-detached dwelling;
  - (c) 15.2 m (50 ft.) for duplex dwellings; and
  - (d) 7.6 m (25 ft.) for end units and 6.1 m (20 ft.) for interior units for attached housing;
  - (e) 18.3 m (60 ft.) for apartment buildings; and
  - (f) Other uses at the discretion of the Municipal Planning Commission.
3. Front Yard:
  - (a) 6.1 m (20 ft.), or as required by the Municipal Planning Commission for non-residential buildings and uses.
4. Side Yard:
  - (a) 1.5 m (5 ft.), except those buildings have the principal entrance provided from a side yard. The minimum side yard shall then be 2.1 m (7ft);
  - (b) 3 m (10 ft.) abutting the flanking street on reverse corner lots;
  - (c) Accessory buildings 3 m (10 ft.) on street side of corner lots, on all other sites 0.91 m (3 ft.); and
  - d) No side yard is required where a firewall is provided.
5. Rear Yard:

## Town of Drumheller – Land Use Bylaw 10-08

- (a) 7.6 m (25 ft) for residential buildings;
  - (b) 6.1 m (20 ft.) or as required by the Municipal Planning Commission for non-residential buildings; and
  - (c) 1 m (3.2 ft.) for accessory buildings.
- 6. Floor Area:
  - (a) 88.3 m<sup>2</sup> (950 sq. ft.) for single- detached family dwelling;
  - (b) 56 m<sup>2</sup> (600 sq. ft.) for each dwelling unit in a duplex or semi-detached dwelling;
  - (c) Other uses at the discretion of the Municipal Planning Commission.
- 7. Density: Site area per suite for apartments:
  - (a) 37 m<sup>2</sup> (400 sq. ft.) for each dwelling unit having not more than 46.5 m<sup>2</sup> (500 sq. ft.) of floor area;
  - (b) 55.7 m<sup>2</sup> (600 sq. ft.) for each dwelling unit having a floor area of more than 46.5 m<sup>2</sup> (500 sq. ft.) with no more than one bedroom, or room which is separate from the living room and capable of being used as a bedroom;
  - (c) 69.6 m<sup>2</sup> (750 sq. ft.) for each dwelling unit having a floor area of more than 46.5 m<sup>2</sup> (500 sq. ft.) with more than one bedroom, or room which is separate from the living room and capable of being used as a bedroom;
  - (d) If more than 10 units and the site area per suite may be increased at the discretion of the Municipal Planning Commission, in addition; and
  - (e) A minimum of 6 m<sup>2</sup> (64.6 sq. ft.) of amenity space is required per unit, exclusive of required front and side yards. When properly designed, this may be provided in the form of balconies, communal interior, roof terraces or such other areas deemed appropriate by the Municipal Planning Commission.
- (d) **Maximum Limits**
  - 1. Height:
    - (a) 13.7 m (45 ft.) for principal residential buildings, or as required by the Municipal Planning Commission;

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- (b) 4.57 m (15 ft.) for accessory buildings; and
- (c) Other uses at the discretion of the Municipal Planning Commission.

### 2. Site Coverage:

- (a) 30% for dwellings other than apartment buildings;
- (b) 40% for apartment buildings
- (c) 40% for commercial buildings, or as required by the Municipal Planning Commission;
- (d) Unless otherwise approved by the Municipal Planning Commission, accessory buildings shall not exceed the lesser of 67 m<sup>2</sup> (728 sq. ft.) or 15% of lot coverage; and
- (e) Other uses at the discretion of the Municipal Planning Commission.

### (e) Parking

1. On site parking shall be provided according to the following:

Type of Development	Parking Spaces Required
Single-Family Dwellings, Duplexes, Semi-Detached Dwellings	One (1) parking Per dwelling unit or garage space
Apartment Buildings and Attached Housing	One (1) Per dwelling unit
Guest parking	One (1) Per seven (7) dwelling units
Professional, Financial, & Administrative Offices	One (1) Per staff member (minimum 2 parking spaces)
Restaurants	One (1) Per four (4) seats
Worship facilities	One (1) Per 15 seats which may include parking spaces which, in the opinion of the Municipal Planning Commission, are available on neighbouring commercial sites for church use.

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Day Care Centres, Nursery Schools, and Play schools	One (1)	Per staff member
Retail Shops, Personal Service Shops	One (1)	Per 74 m <sup>2</sup> (800 sq. ft.) of gross floor area
Clinics	Two (2)	Per 93 m <sup>2</sup> (1,000 sq. ft.) of gross floor area

2. All other uses as required elsewhere in the bylaw or as required by the Development Authority.

### (f) Landscaping and Screening

1. A minimum of ten (10%) per cent of the site area for apartments and multiple family developments shall be landscaped, or developed in order that it can be utilized as an amenity area.
2. For non-residential developments, the boulevard, where existing, and a minimum of 10% of the site area must be landscaped in accordance with the plan approved by the Municipal Planning Commission.
3. Any trees or shrubs which die, that were planted under the approved plan, must be replaced the next planting season.
4. No outside storage areas of material and equipment, unless otherwise permitted by the Municipal Planning Commission.
5. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares, including lanes.
6. Parking lots shall be screened from the view of the residential lots to the satisfaction of the Municipal Planning Commission. The Municipal Planning Commission may require other non-residential development to provide adequate screening.

### (g) Design, Character and Appearance of Buildings

1. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Municipal Planning Commission. The finish of buildings should complement other structures and natural site features.
2. Unless otherwise approved by the Municipal Planning Commission, all principal buildings shall include the following design features:

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- (a) a gable roof with a minimum roof pitch of 5 cm of vertical rise for every 20 cm of horizontal run (3:12 pitch);
    - (b) a minimum roof overhang or eaves of 30.5 cm (1 ft) from the primary surface of each facade; and
    - (c) parking in the rear and/or to the side of the principal building.
  - 3. Buildings which existed prior to the adoption of the Bylaw that do not comply with subsection (2) shall be considered conforming buildings for the purposes of this Land Use Bylaw.
- (h) Special Requirements**
- 1. In addition to the land use rules for discretionary uses described above, the Town may impose conditions on a development permit as provided for in Architectural Guidelines attached to the title by caveat.
  - 2. Non-residential developments shall not include any use or operation that will cause or create a nuisance by means of vibration, smoke, dust, odors, or heat. The Municipal Planning Commission may require measures to be taken to minimize nuisance factors that extend beyond what is normal and incidental to residential uses.
  - 3. Secondary commercial developments may be approved to operate from within a residential building provided the development meets the following guidelines. (Secondary commercial developments are NOT considered home occupations.)
    - (a) An application for a secondary commercial development shall be made to the Development Officer in writing utilizing the appropriate form.
    - (b) The Municipal Planning Commission may issue a temporary development permit for a secondary commercial development for a period up to five years.
    - (c) After a secondary commercial development permit has been granted, if the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other conditions or restrictions imposed, the holder of the permit must obtain prior permission of the Municipal Planning Commission.
    - (d) Secondary commercial activity is restricted to the main floor and such developments are not allowed within apartment buildings.



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- (e) The Municipal Planning Commission shall consider only those applications for secondary commercial developments where the development is included in the list of Permitted or Discretionary Uses for this district.
- (f) Prior to approval of a secondary commercial activity, an inspection is required to be completed to ensure the mixed-use of the subject building complies with the Alberta Building Code.
- (g) The secondary commercial activity shall be operated by the occupier of the property.
- (h) Parking shall be provided by the developer and shall include the required parking for the residential component PLUS the required component for the commercial component, or as required by the Municipal Planning Commission.
- (i) Signing is restricted to one sign per site with a maximum size of 0.9 m<sup>2</sup> (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer and shall be subject to a separate development permit application.
- (j) Outside display of commodities or finished products requires permission from the Municipal Planning Commission, and this permission may be revoked at any time.