

Town of Drumheller COUNCIL MEETING AGENDA

**January 16, 2012 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 - National Non Smoking Week January 15 - 21

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5-8 5.1.1 Regular Council Meeting Minutes of January 3, 2012

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

9-16 8.1.1 RFD - Safety Codes Services Award

17-29 8.1.2 Bylaw 01.12 being the Safety Codes Bylaw

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8.1. CAO

30-40 8.1.3 Planning Report from Palliser Regional Municipal Services re Outdoor Patios on Public Space

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

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

13.1 Councillors Jay Garbutt and Andrew Berdahl re Starland County Regional Partnership Discussion

14.0 IN-CAMERA MATTERS

Addiction and Mental Health Services Central
Division
Drumheller Area Office – Addictions
Office: 403-823-1660
Fax: 403-823-1762
E-mail: drumheller@aadac.gov.ab.

January 15, 2012

RE: National Non-Smoking Week

Dear Mayor Yemen:

I am writing to request that you officially proclaim January 15th to the 21st, 2012 as National Non-Smoking Week (NNSW).

The 2012 NNSW campaign is called "Breaking up is Hard to do" It is aimed at raising awareness of the options for quitting tobacco (smoking and/or smokeless tobacco) and the resources available to help.

Please include this proclamation in the Councils agenda for the next meeting. I am including some background information on National Non-Smoking Week.

If further information is required, please feel free to contact me at the above number.

Thank-you,

Martin McSween & Trina Macfarlane
Tobacco Reduction Counsellors
Addiction Services - Drumheller
Addiction & Mental Health
Alberta Health Services
403 823-1660

**PROCLAMATION
"National Non-Smoking Week"**

January 15 to 21, 2012

WHEREAS: The goals of National Non-Smoking Week are to educate the public about the health issues associated with tobacco use, prevent addiction to tobacco products, help people quit smoking and ensure a smoke-free environment for future generations; and

WHEREAS: tobacco use is the leading cause of preventable illness, disability and premature death in Canada, with more than 45,000 people dying each year from tobacco-related diseases; and

WHEREAS: National Non-Smoking Week events take place across the country and it is the actions of local municipalities and community partners that are key to the success of this campaign.

NOW,

THEREFORE: I, Terry Yemen, Mayor, do hereby proclaim **January 15 - 21, 2012** as **"National Non-Smoking Week"** in the Town of Drumheller and encourage everyone to live smoke-free.

**Town of Drumheller
COUNCIL MEETING
MINUTES**

January 3, 2012 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Doug Stanford

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

ACTING DIRECTOR OF CORPORATE SERVICES:

Bill Wulff

RECORDING SECRETARY:

Linda Handy

ABSENT: DIRECTOR OF COMMUNITY SERVICES: Paul Salvatore

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2012.01 Hansen-Zacharuk, Garbutt moved to approve the agenda as presented.
Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of December 19, 2011

MO2012.02 Shoff, Zariski moved to approve the regular Council meeting minutes of December 19, 2011. Carried unanimously.

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

8.1.1 Letter from Golden Prairie Parent Link Centre regarding space needs

R. Romanetz presented a letter from Golden Prairie Parent Link Centre dated November 30, 2011 with regards to the need for accommodation for their program if the Town moves forward with the relocation of Town Hall to the Civic Centre. He further explained that the program has operated from dedicated space at the Civic Centre for a number of years with no formal agreement in place. He explained that should the relocation move forward, the Civic Centre may not be available as early as February 1st so that preliminary renovation work can proceed. He further explained that the Town has provided a letter to Golden Prairie Parent Link advising of the tentative date that their program may need to find a new location. Since then Cathy Smoliak, FCSS Coordinator has met with the group and offered space in the new facility however it is not dedicated specific for their use as well as suggesting other options that may be pursued. A further report will be provided to Council once the Golden Prairie Parent Link Program Administrators have finalized their decision.

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

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

13.1 Councillor Jay Garbutt - Bearspaw Proposed Drilling Site

Councillor J. Garbutt advised that Bearspaw Petroleum proposes to expand their operations at Midland Provincial Park and many residents in the area have expressed concern. He asked what Council's role would be on the matter. R. Romanetz explained

that the initial circulation was received from Bearspaw on July 26th, 2011 advising that they proposed to drill three directional wells within the municipal boundaries. Since then he has received correspondence from concerned Nacmine residents. Bearspaw has met with the residents to deal with the concerns raised however the residents are not satisfied with the responses. He further advised that one of the concerned residents has phoned him and asked for his attendance at a meeting scheduled for mid-January. He advised that he agreed to attend as an observer. R. Romanetz advised that a representative from ERCB has phoned him to discuss the Town's concerns. He referred to the letter from the concerned citizens. He further advised that ERCB indicated a willingness to meet with Council directly.

R. Romanetz advised that Bearspaw has met the requirement for circulation. In respect to the Town's involvement, he advised other than expressing our concerns that any proposed drilling on the valley floor is contrary to the Town's land use policies, the decision remains with ERCB. He advised that the Town of Drumheller's Municipal Development Plan Section 11.0 Natural Resource Extraction Clause 11.2 reads as follows: *"Oil and Gas development of well sites and pipelines located at the valley floor within the Town of Drumheller shall be strongly discouraged."* He explained that under Section 619 of the Municipal Government Act, oil or gas well operations do not require a development permit and falls under the jurisdiction of ERCB.

Councillor D. Stanford stated that the Town's water source is located within 100 meters of the drilling site and any accidental spill could contaminate the Red Deer River. Councillor T. Zariski requested that the Town and any concerned residents go on ERCB's website and download the their objection form for submission. Council agreed that a letter should be submitted to ERCB voicing the Town's objections to the proposed drilling project.

13.2 Councillor Tom Zariski - Drumheller and District Senior Foundation

Councillor T. Zariski provided an overview of the DDSF reorganization recommendations and the requisition increase with highlights as follows:

- The Pommen Report recommended establishing a Financial Sustainability Policy that encompasses creating reserve funds for operating and capital purposes; as well as developing a communications protocol policy to inform member municipalities of future short and long term DDSF Plans that may impact financial obligations and annual requisitions;
- The report also recommends new refurbishing / new project plans for older accommodations to seek interest in those units that are less desirable to rent;
- Known expenditures that will be incurred in 2012 include independent consultant fees to analyze the infrastructure status and requirements for the future; replacement and or repairs to the aging building and equipment and begin building a reserve for contingencies;
- The DDSF Board has approved a requisition of \$575,000 for 2012 of which Drumheller pays 51.7% for a total requisition fee of \$279,332.50; and
-
- It is recommended that requisitions go up by \$100,000 every year thereafter.

Councillor J. Garbutt asked if the DDSF has lobbied the Province for more dollars. Councillor T. Zariski stated that over the last few years the Alberta Health Care Initiative

for Aging in Place Program has saved the Province dollars by keeping seniors in their homes longer resulting in fewer seniors needing housing in the Lodge. He further explained that costs savings result as the "aging in place senior" does not need to move into the Lodge until they are at the S3 or S4 level however more lodging at this level will be required in 2-5 years. He further stated that both ASHA and AUMA consistently lobby for seniors needs. Council requested R. Romanetz to research AUMA's lobbying efforts in this regard and provide an update to Council.

Councillor A. Berdahl stated that these increased requisition costs are passed on to the residents of Drumheller.

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 5:40 PM.

Mayor

Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.1



Request for Decision

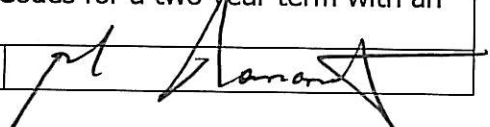
Date: January 13, 2011	
Topic:	PROVISION OF SAFETY CODE SERVICES
Proposal:	<p>Town Administration, in conjunction with Palliser Regional Municipal Services, received Safety Codes Service proposals from Superior Safety Codes and The Inspections group following a request for proposals that closed on December 16, 2011.</p> <p>Following the review of the proposals, an evaluation committee comprised of Brad Wiebe, CAO and Senior Planner of Palliser in addition to Cindy Woods, Town of Drumheller Development Officer and CAO Ray Romanetz participated in the evaluation of these proposals. As a result of the review the committee recommends the selection of Superior Safety Codes as the contracted provider for Drumheller and Palliser safety codes services to meet the requirements of the Safety Codes Act.</p> <p>Evaluation Criteria used for selection</p> <p>Qualifications of personnel 25%</p> <p>Availability and capability to meet work requirements 20%</p> <p>Familiarity with local infrastructure and conditions 20%</p> <p>Related experience on similar projects 20%</p> <p>Fee structure 20%</p> <p>The Town is recommending that the agreement with Superior Safety Codes be extended for another 2 years with an option for a 2 year extension allowing for negotiation of rates between the Town of Drumheller, Palliser and Superior. The new rates represent approximately 10% increase over previous years.</p> <p>Superior's proposal was more cost effective in addition to having an advantage by having previous experience within the Palliser region. As Superior is our current supplier of safety codes services, continuing with them will also ensure that our current fee structure remains consistent.</p>
Proposed by:	CAO

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

RFD_Safety_Codes_Services_S election_0112a	Created By: Linda Handy	1
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Agenda Item # 8.1.1

Correlation to Business (Strategic) Plan	Safety codes services are for all construction as defined within the Alberta Safety Codes Act.		
Benefits:	Regional cooperation, reduced costs, fully integrated permit services between Palliser and the Town.		
Disadvantages:			
Alternatives:	Reject all proposals. Select alternative proposal from Inspections Group.		
Finance/Budget Implications:	Selection of Superior Safety Codes will not impact the Town's annual budget for these services, as they will be offset by proposed increases in the Safety Code Permit Bylaw.		
Operating Costs:	Safety Codes Inspection costs are recovered through the sales of permits by the municipality. After a permit is issued, funds are allocated to our municipal operation. Those funds recover the costs of inspections that are done in our municipal area. Funds that are collected from permit sales vary depending on the size and type of construction that is underway and the number of building projects that occur each year as recorded in permit values.		
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:	Advise Palliser Regional Municipal Services of Council decision. The Town will advise stakeholders of any changes that should be expected as a result of the new contract terms. The Town will advise the media and the public changes to the Safety Codes Bylaw permit fees.		
Recommendations:	That Council award the contract for the provision of safety codes inspection services to Superior Safety Codes for a two year term with an option for a two year extension.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.1.1



November 28, 2011

Representing the Member Municipalities of:

M.D. of Acadia	Town of Hanna
Village of Acme	Village of Linden
Village of Carbon	Village of Morrin
Town of Castor	Village of Munson
Village of Cereal	Town of Oyen
Village of Consort	County of Paintearth
Town of Coronation	Special Areas #2, #3, & #4
Village of Delia	Starland County
Town of Drumheller	Town of Trochu
Village of Empress	Village of Veteran
Village of Halkirk	Village of Youngstown
Village of Hussar	Village of Rockyford
Village of Standard	

Request for Proposal

Safety Codes Services Building, Plumbing, Gas & Electrical Disciplines

*Please note that a separate contract will be required for the Town of Drumheller and Palliser Regional Municipal Services.

Proposal Closes on December 16, 2011 4:00 PM MST

Town of Drumheller
703 2 Avenue West
Drumheller, AB T0J 0Y3



Telephone: (403) 823-1310
Fax: (403) 823-7739
www.cwoods@dinosaurvalley.com



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.1.1



1.0 INVITATION TO SUBMIT PROPOSAL

Your organization is hereby invited to submit a proposal for the provision of Safety Codes Services in the Building, Electrical, Plumbing and Gas disciplines to the Town of Drumheller/Palliser Regional Municipal Services, as detailed in this Request for Proposal.

Request for Proposal: # [2011-11-28](#)

Description: Safety Codes Services in the Building, Electrical, Plumbing and Gas Disciplines

Date Issued: [November 29, 2011](#)

Closing Date: [December 16, 2011](#)

Closing Time: 4:00 PM MST

This Request for Proposal does not commit the Town of Drumheller/Palliser Regional Municipal Services to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at any meetings with the Town of Drumheller/Palliser Regional Municipal Services staff relative to this proposal.

2.0 INSTRUCTION TO PROPONENTS

2.1 Inquiries

Refer all proposal inquiries to [Cindy Woods - cwoods@dinosaurvalley.com](mailto:cwoods@dinosaurvalley.com)

2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with the Request for Proposal number and addressed to:

Town of Drumheller
703 – 2 Avenue West
Drumheller, AB T0J 0Y6

Proposals must be received at the front reception desk of the Town of Drumheller office by the closing time and date set forth or they will not be accepted. Proposals received late will be returned to the proponent unopened. Faxed proposals will not be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the proponent.



Town of Drumheller
703 2 Avenue West
Drumheller, AB T0J 0Y3

Telephone: (403) 823-1310
Fax: (403) 823-7739
[www.cwoods@dinosaurvalley.com](mailto:cwoods@dinosaurvalley.com)



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 1.1



2.3 Proposal Copies

The Proponent shall provide 2 copies of the proposal.

3.0 PROPOSAL SUBMISSION INSTRUCTIONS

3.1 Proposal Format

Proponent's submission must be prepared in the same order in which section 3 of this RFP has been prepared.

3.2 Letter of Transmittal

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

3.3 Executive Summary

An Executive Summary which will include, a brief corporate profile which will cover the organization's key attributes, office location, and recent proof that the organization is in good standing with the Safety Codes Council and the Worker's Compensation Board.

3.4 Response to Requirements

Proponent's bids will be based on the Uniform Quality Management Plan attached as Schedule 'A' and forming part of this Request for Proposal. Proponents are required to detail their organization's ability to satisfy, at minimum, all aspects of the requirements as outlined in this section.

A. Permit Issuance Support

B. Compliance Monitoring

C. Permit Closure: This section must detail Proponent's expiry policy, verification of compliance policy and no entry policy.

D. Required Permits: How the proponent will ensure that all development obtains the required Safety Codes Permits.

E. Availability: How the proponent will make Safety Codes Officers available for consultation with Municipal departments including but not limited to the Planning and Development Department, Fire Department, Engineering Department etc.

F. Order Procedures: How the proponent will undertake enforcement action if necessary.



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DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.1.1



G. Training: Proponent's bids must include information relative to training including but not limited to:

Training to ensure that the proponent's Safety Codes Officers and other organization employees receive all professional development and educational upgrades necessary to maintain their certification and designation.

Training for the proponent's Safety Codes Officers and other organization employees with respect to the Town of Drumheller/Palliser Regional Municipal Services QMP.

Continued training and support for the Planning and Development Services department with respect to the issuance of permits, the proponent's service delivery model and methodologies, etc.

Orientation for the remaining members of the Planning and Development Department, with respect to the Safety Codes Act, the issuance of permits, process, etc.

H. Transition Plan: How the transition of Safety Code Services to the Agency will be managed.

I. Data Management: How does the proponent propose to manage records and what type of computer equipment and database does the proponent own or employ.

J. Note that Palliser has arranged for certain permitting features to be delivered by the Town of Drumheller as per the Palliser Regional Municipal Services Regional Safety Code Administration Agreement, copies of which are available upon request.

K. E-Permit Tracking: What permit tracking system will be used and what support will be provided to member municipalities regarding its utilization

3.5 Proposed Safety Codes Officers

Proponents must provide resumes for the Safety Codes Officers who will be assigned to provide Safety Codes Services to Palliser Regional Municipal Services. Resumes must include, for each SCO:

- their level of certification
- background and training,
- years of experience,
- experience in similar municipalities

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DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.1.1



3.6 Insurance

Proponents are required to submit with their proposal evidence of the following Insurance Coverage:

A. Comprehensive or Commercial General Liability in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence, and annual aggregate, if any, of not less than two million dollars (\$5,000,000.00) insuring against bodily injury or damage to property of others (including loss of use thereof).

B. All Risks Liability to include Valuable Paper and Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.

C. Errors and Omissions in an amount not less than two million dollars (\$2,000,000.00) per occurrence.

4.0 FEE SCHEDULE

Proponent's bids must include completed fee schedules that are attached with Schedule B. The bid must include what services will be delivered based on fees submitted with Schedule B. Proponent's bids must also specify what additional charges may be incurred by the Town of Drumheller/Palliser Regional Municipal Services for services over and above the QMP requirements.

5.0 CONTRACT

The term of the contract between the Town of Drumheller/Palliser Regional Municipal Services and the successful bidder will be three years with an option for extensions if mutually agreed upon by both parties.

6.0 EVALUATION

Proposals will be evaluated in two stages. The first stage will consist of a review of all proposals to ensure that each proposal was received on time and that the proposal is compliant with all other submission requirements. Proposals found to be non-compliant will be returned and given no further consideration. The second stage will consist of an evaluation of the written proposal, verbal presentation and references.

Proponents will be evaluated according to the following factors:

- | | |
|--|-----|
| 1. Qualifications of personnel to be assigned | 25% |
| 2. Availability and capability to meet work requirements | 20% |

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DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.1.1



- | | |
|--|-----|
| 3. Familiarity with the regions existing infrastructure, soil conditions & engineering standards | 20% |
| 4. Related experience on similar projects | 15% |
| 5. Fee Structure | 20% |

7.0 APPROVAL PROCESS

Administration will forward a recommendation on the successful proponent's bid to a meeting with the Town of Drumheller/Palliser Regional Municipal Services for approval.

8.0 PROPOSAL REJECTION

The lowest cost Proposal, or any or all Proposals may be rejected.



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**TOWN OF DRUMHELLER
BY-LAW 01.12**

Being a By-law of the Town of Drumheller respecting Safety Codes Services.

Council of the Town of Drumheller enacts as follows:

- (1) This By-law may be cited as the "Safety Codes By-law".
- (2) Words used in this By-law shall have the same meaning as ascribed to them in the Safety Codes Act.
- (3) No person shall commence the construction or demolition of any building unless that person is authorized to do so by a permit issued pursuant to the Safety Codes Act, Regulations and this By-law.
- (4) No person shall commence the installation, repair or alteration to any electrical system, gas system, plumbing system or heating/air conditioning system unless that person is authorized to do so by a permit issued pursuant to the Safety Codes Act, Regulations and this By-law.
- (5) Permits may be issued to:
 - (a) A contractor with a current Town of Drumheller business license and those in possession of a certificate of competence in accordance with the Tradesman Qualifications Act, where required.
 - (b) A homeowner to perform work in or within his own owner occupied single family dwelling.
- (6) The fees which shall be paid for permits issued and inspections hereunder are those contained in Schedule "A" attached to and forming part of the By-law.
- (7) The minimum construction value factors contained in Schedule "B" shall be used to estimate construction values for the calculation of Safety Code Permit fees.
- (8) Commence of construction prior to obtaining a permit may result in a fine or a permit fee doubling in required amount.
- (9) An applicant for a permit hereunder shall complete and file with the Town of Drumheller, an application form prescribed by him together with such plans, site plans and specifications and copies thereof as the Safety Codes Officer requires.
- (10) No person, firm or corporation shall use or occupy all or any portion of a new building, or all or any portion of an existing building where there is a change of occupancy for that portion of a building to be occupied unless the owner of the building shall have prior thereto obtained from the Town an occupancy permit issued pursuant to this By-law.

- (11) Any person convicted of a breach of any provision of the Safety Codes Act shall be liable on conviction to a penalty outlined in the Safety Codes Act.
- (12) Council may amend Schedule "A" and "B" by resolution.
- (13) By-law 12.01 is hereby repealed.
- (14) This by-law comes into force upon the final passing hereof.

READ A FIRST TIME this _____ day of _____, 2012.

READ A SECOND TIME this _____ day of _____, 2012.

READ A THIRD AND FINAL TIME this _____ day of _____, 2012.

Mayor

Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW 01.12
SCHEDULE "A"
SAFETY CODES FEES
(Effective February 1, 2012)

Agenda Item # 8.1.2

BUILDING PERMIT FEES

Manufactured Home Placement

(on Blocking or Piles)

Permit Fees
\$105.00

Modular Home / Move-on Relocation (on crawlspace or basement)

(based on square footage of main floor)

Permit Fee (per square foot)
\$0.25
Minimum Fee
\$100.00

New Residential Single Family Dwelling /Residential Addition / Renovation / Garage, etc.

(based on a price per \$1,000 of construction value)

Description	Permit Fees
per \$1,000 of construction value	\$7.00
Minimum Fee	\$100.00

Multi-Housing Residential and Non-Residential

(based on a price per \$1,000 of construction value)

Description	Permit Fees
per \$1,000 of construction value	\$7.00
Minimum Fee	\$100.00

Demolition

(based on a price per \$1,000 of demolition value)

Description	Permit Fees
per \$1,000 of demolition value	\$2.50
Minimum Fee	\$100.00

Oil & Gas

Description	Permit Fee (construction value)
All Oil & Gas Installations	\$7.00/\$1,000.00
Minimum Fee	\$450.00

Additional 4% Safety Code Council Levy
added to cost of permit - Minimum \$4.50

Agenda Item # 8.1.2

ELECTRICAL PERMITS

New Residential Single Family Dwelling

(based on square footage)

Square Footage	Permit Fees
0 to 1,200 square feet	\$135.00
1,201 to 1,500 square feet	\$155.00
1,501 to 2,000 square feet	\$175.00
2,001 to 2,500 square feet	\$195.00
2,500 to 3,000 square feet	\$220.00
3,001 to 4,000 square feet	\$240.00
4,001 to 5,000 square feet	\$260.00
over 5,000 square feet	\$310.00

Miscellaneous

Description	Permit Fees
Permanent and Temporary Service Connection	\$85.00
Manufactured Home on Blocking or Piles	\$85.00

Additional 4% Safety Code Council Levy added to cost of permit - Minimum \$4.50

ELECTRICAL PERMITS
RESIDENTIAL AND NON-RESIDENTIAL
ADDITION / RENOVATION / GARAGE, etc.

Agenda Item # 8.1.2

Contract Value	Permit Fee	Contract Value	Permit Fee
\$0.00 to \$1,000.00	\$80.00	\$140,000.01 to \$150,000.00	\$1,410.00
\$1,000.01 to \$3,000.00	\$100.00	\$150,000.01 to \$160,000.00	\$1,450.00
\$3,000.01 to \$3,500.00	\$130.00	\$160,000.01 to \$170,000.00	\$1,500.00
\$3,500.01 to \$4,000.00	\$150.00	\$170,000.01 to \$180,000.00	\$1,540.00
\$4,000.01 to \$4,500.00	\$180.00	\$180,000.01 to \$190,000.00	\$1,590.00
\$4,500.01 to \$6,500.00	\$220.00	\$190,000.01 to \$200,000.00	\$1,630.00
\$6,500.01 to \$8,500.00	\$270.00	\$200,000.01 to \$210,000.00	\$1,670.00
\$8,500.01 to \$10,000.00	\$310.00	\$210,000.01 to \$220,000.00	\$1,720.00
\$10,000.01 to \$14,000.00	\$350.00	\$220,000.01 to \$230,000.00	\$1,760.00
\$14,000.01 to \$18,000.00	\$400.00	\$230,000.01 to \$240,000.00	\$1,800.00
\$18,000.01 to \$22,000.00	\$440.00	\$240,000.01 to \$250,000.00	\$1,850.00
\$22,000.01 to \$26,000.00	\$480.00	\$250,000.01 to \$300,000.00	\$2,070.00
\$26,000.01 to \$30,000.00	\$530.00	\$300,000.01 to \$350,000.00	\$2,290.00
\$30,000.01 to \$34,000.00	\$570.00	\$350,000.01 to \$400,000.00	\$2,510.00
\$34,000.01 to \$38,000.00	\$620.00	\$400,000.01 to \$450,000.00	\$2,730.00
\$38,000.01 to \$42,000.00	\$660.00	\$450,000.01 to \$500,000.00	\$2,950.00
\$42,000.01 to \$46,000.00	\$710.00	\$500,000.01 to \$550,000.00	\$3,170.00
\$46,000.01 to \$50,000.00	\$750.00	\$550,000.01 to \$600,000.00	\$3,390.00
\$50,000.01 to \$60,000.00	\$840.00	\$600,000.01 to \$650,000.00	\$3,610.00
\$60,000.01 to \$70,000.00	\$920.00	\$650,000.01 to \$700,000.00	\$3,830.00
\$70,000.01 to \$80,000.00	\$970.00	\$700,000.01 to \$750,000.00	\$4,050.00
\$80,000.01 to \$90,000.00	\$1,010.00	\$750,000.01 to \$800,000.00	\$4,270.00
\$90,000.01 to \$100,000.00	\$1,100.00	\$800,000.01 to \$850,000.00	\$4,490.00
\$100,000.01 to \$110,000.00	\$1,190.00	\$850,000.01 to \$900,000.00	\$4,710.00
\$110,000.01 to \$120,000.00	\$1,280.00	\$900,000.01 to \$950,000.00	\$4,930.00
\$120,000.01 to \$130,000.00	\$1,320.00	\$950,000.01 to \$1,000,000.00	\$5,150.00
\$130,000.01 to \$140,000.00	\$1,370.00	Add \$150.00 for each additional \$100,000 (or portion of) after \$1,000,000	Add \$160.00 for each additional \$100,000 (or portion of) after \$1,000,000

Add \$75.00 for homeowner permits / Additional 4% Safety Code Council Levy added to cost of permit – Minimum \$4.50.

Agenda Item # 8.1.2

GAS PERMITS

Residential

Number of Outlets	Permit Fee
1	\$80.00
2	\$90.00
3	\$100.00
4	\$110.00
5	\$120.00
6	\$130.00
7	\$140.00
8	\$150.00
9	\$160.00
10	\$175.00
Fee for each outlet over 10	\$10.00

Miscellaneous

Description	Permit Fee
Secondary Gas Line (Gas Co-op)	\$80.00
Propane Tank Installation	\$80.00

Additional 4% Safety Code Council Levy added to cost of permit - Minimum \$4.50

GAS PERMITS**Agenda Item # 8.1.2****Non-Residential**

New Installations

Temporary Heat

Replacement Appliances

BTU Input	Permit Fee
0 to 50,000	\$85.00
50,001 to 100,000	\$90.00
100,001 to 150,000	\$95.00
150,001 to 200,000	\$120.00
200,001 to 250,000	\$140.00
250,001 to 300,000	\$145.00
300,001 to 350,000	\$150.00
350,001 to 400,000	\$155.00
400,001 to 450,000	\$165.00
450,001 to 500,000	\$170.00
500,001 to 550,000	\$175.00
550,001 to 600,000	\$180.00
600,001 to 650,000	\$185.00
650,001 to 700,000	\$190.00
700,001 to 750,000	\$195.00
750,001 to 800,000	\$200.00
800,001 to 850,000	\$205.00
850,001 to 900,000	\$210.00
900,001 to 950,000	\$215.00
950,001 to 1,000,000	\$225.00
Fee for each additional 100,000 BTU (or portion of) after 1,000,000	\$10.00

Description of Work	Permit Fee
Propane Tank Set	\$80.00

Additional 4% Safety Code Council Levy added to cost of permit - Minimum \$4.50

Residential and Non-Residential

Number of Fixtures	Permit Fee
1	\$80.00
2	\$85.00
3	\$90.00
4	\$95.00
5	\$105.00
6	\$110.00
7	\$115.00
8	\$125.00
9	\$135.00
10	\$145.00
11	\$150.00
12	\$155.00
13	\$165.00
14	\$170.00
15	\$180.00
16	\$185.00
17	\$190.00
18	\$200.00
19	\$205.00
20	\$215.00
21	\$220.00
22	\$225.00
23	\$235.00
24	\$240.00
25	\$250.00
Fee for each fixture over 25	\$10.00

Private Sewage

Description	Permit Fee
Holding Tank, Open Discharge	\$175.00
Field, Mound, Sand Filter, Treatment Tank, etc.	\$250.00

Additional 4% Safety Code Council Levy added to cost of permit - Minimum \$4.50

SAFETY CODES

NOTES:

- Safety Codes Council Levies are not included in permit fees.
- A fax/photo copy fee may be applied to permit where applicable
- A method of payment must accompany all permits before they will be processed. Methods of payment include cash, cheques, visa or master card
- Cancellation and refund of a permit – refund and amount to be determined at the time of cancellation (minimum hold back 33%). No refund will apply after a time lapse of three months of date of issuance.

FIRE DISCIPLINE FEES

RESIDENTIAL and NON-RESIDENTIAL:

PERMIT FEE

Occupancy Load	\$ 95.00 per hour
Fire Investigation	\$105.00 per hour
Fire Inspection	\$ 95.00 per hour

Minimum fee of \$150.00 per inspection.

TOWN OF DRUMHELLER
BYLAW 12.01
SCHEDULE "B"

Agenda Item # 8.1.2

(effective February 1, 2012)

PROJECT VALUE DETERMINATION FACTORS

Residential Occupancies

The project value, when determining the building permit fee, must include all costs associated with the construction of the residential dwelling excluding the cost of the land and any landscaping.

Commercial and Industrial Occupancies

The project value, when determining the building permit fee, must include the costs of all engineering, design, materials, and labour of the following components. These components are regulated by the Alberta Building Code and must be reviewed in accordance with the Safety Codes Act.

SITE

- Temporary buildings and services (tents, skids, stick-built structures, relocatable structures, modulars, sea cans etc.)
- Building access for emergency response vehicles
- Fire hydrants, fire pumps
- Deep services for firewater, hydrants, plumbing, gas for building heat
- Storage of water supply for fire fighting (tanks, ponds reservoirs etc.—if required)
- Other buildings, equipment shelters or facilities for fire fighting

BUILDING/STRUCTURE

- Foundation including site preparation
- Building structure including means of egress (elevators, stairs, landings, catwalks etc.)
- Exterior building envelope (cladding, doors, windows, overhead doors etc.)
- Interior platforms, floor and wall assemblies including fire separations
- Fire-resistance rating of building structural assemblies
- Smoke control
- Structural support of tanks, process equipment, building services etc.

MECHANICAL

- Heating, ventilation & air conditioning
- Smoke and fire control (dampers, duct smoke detection etc.)
- Plumbing system (fixtures, drainage facilities etc.)
- Boilers, furnaces, pumps, and other fuel fired building appliances

ELECTRICAL

- Interior and exterior lighting
- Emergency lighting & exit signs
- Fire alarm & detection systems
- Emergency power supply (batteries, chargers, DC bus)
- Auxiliary power/outlets
- Telephone, radio, data, and security systems

...

FIRE PROTECTION

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- Automatic fire suppression systems (sprinklers)
- Localized or alternate suppression systems (foam, deluge systems etc.)
- Standpipe and hose systems
- Portable fire extinguishers
- Gas detection, emergency shut down, etc. (industrial projects)

EQUIPMENT

- Project value must include the total value of all equipment, appliances, fixtures and other appurtenances required for the operation of the building.
- Process equipment that is directly used to produce the end product in industrial buildings should not be used in determining total project value.

LABOUR

- All costs associated with construction labour throughout the project
- All costs associated with engineering, design & consulting services throughout the project

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MINIMUM CONSTRUCTION VALUE FACTORS

(effective February 1, 2012)

Minimum Construction Value Factors	Per Square foot	Per Square Meter
As of May 1, 2010		
Residential Housing		
Single Family	\$150.00	\$1,612.50
Basement Development	\$40.00	\$430.00
Multi-Family (3 storeys or less)	\$170.00	\$1,827.50
Multi-Family (more than 3 storeys)	\$155.00	\$1,666.25
Townhouses or Rows	\$170.00	\$1,827.50
Garages (attached or detached)	\$35.00	\$376.25
Carport	\$35.00	\$376.25
Renovations	\$75.00	\$806.25
Apartments		
Concrete Construction	\$135.00	\$1,451.25
Masonry and Wood Construction	\$135.00	\$1,451.25
Basement Parkade	\$90.00	\$967.50
Above-Ground Parkade	\$90.00	\$967.50
Commercial (Offices, Restaurants, Service Stations, Strip Malls, Warehouses)		
Concrete Construction	\$135.00	\$1,451.25
Masonry Construction	\$135.00	\$1,451.25
Masonry and Wood or Steel Construction	\$135.00	\$1,451.25
Steel Construction	\$135.00	\$1,451.25
Wood Construction	\$120.00	\$1,290.00
Renovations	\$120.00	\$1,290.00
Churches, Hotels, Schools		
Concrete Construction	\$135.00	\$1,451.25
Masonry and Wood or Steel Construction	\$135.00	\$1,451.25
Wood Construction	\$120.00	\$1,290.00
Hospitals		
Concrete Construction	\$270.00	\$2,902.50
Masonry and Wood or Steel Construction	\$245.00	\$2,633.75
Wood Construction	\$215.00	\$2,311.25
Industrial		
Call Superior Safety Codes Inc. at 1-866-999-4777		



Planning Report

To: Town of Drumheller Council

Date: January 6, 2012

Re: Outdoor Patios on Public Space



Palliser Regional Municipal Services has been requested by the Town of Drumheller to provide information and recommendations on Patio's on Public Space in consideration of recent development discussions.

On-street Patios are currently not addressed in the Drumheller Land Use Bylaw and no specific policy exists to guide this type of development. As the use applies to public space (streets and sidewalks) it is recommended that a process should involve the approval of Council/ MPC as is currently accomplished with other uses on public property. This is a matter that should be considered for future potential development in



specific areas of the Town, specifically areas of the Downtown Business District. As the Town of Drumheller is a tourist oriented urban municipality, the demand for On-Street Patios continues to expand and may assist to enhance the viability and livability of the downtown area.

On-Street Patio means "an outdoor area used on a temporary seasonal basis accessory to a restaurant where the outdoor patio is permitted in the respective zone, which outdoor patio restaurant provides seating accommodation as well as meals or beverages to the public for consumption on the premises and located on public land (ie. Street or sidewalk).

Existing On-Street Patio's in downtown Drumheller



Downtown 3rd Avenue West

Downtown Center Street

Location

On-street Patios should be considered adjacent to a food/ beverage service establishment primarily within the downtown district away from residential neighborhood areas to avoid nuisance effects due to noise and hours of operation. On-street patio development that is proposed to be within on-street parking spaces as per the Red Deer example should only be permissible in appropriate locations with lower traffic volumes (ie. not along 3rd ave) and with a suitable design to limit potential safety concerns.



Red Deer Example – Patio on sidewalk with sidewalk extended into on-street parking spaces

Permit period

On-street Patios should only be allowed in certain months (April/May to October/November) since this patios are not usable in winter and may cause traffic or public works hazards if on the street/ sidewalk areas. A Permit should be considered temporary and only be valid for a maximum of one calendar year with renewal required for the following warm season.

General Design Principles

An On-street Patio may be appropriate on a sidewalk as long as the sidewalk is of sufficient width to sustain tables and chairs and other such fixtures and fittings without compromising the safe and convenient movement of pedestrians and vehicles. A minimum sidewalk width should be considered as part of the policy/ regulations to ensure regular pedestrian traffic movements are not negatively affected (ie. 1.5 metres (5 ft.) may be effective in most applications).

There are some basic principles that should be considered when considering a permit for an On-Street Patio:

Safety- must not impact on traffic safety and vehicular sightlines; must not compromise pedestrian and cyclists movements/ access

Neighborhood Conflict: the development should be considered and located to not have negative effects on adjacent properties such as noise or parking concerns.

Aesthetics- As the purpose of this type of development is for enjoyment and to provide a positive streetscape, aesthetics and design shall be of primary importance. Any on-



street patio development shall be constructed with high priority being given to creating comfortable, enjoyable, and aesthetically pleasing public spaces.

Consistency- the appearance of on-street patio furnishings should be consistent within the same area, of high quality construction and appropriate for the proposed location.

Public Right-of-Way Agreement

Since most On-street Patios are located on town owned property (public right-of-way) such as a sidewalk the town should maintain an agreement between applicants and the municipality in order to protect the public interest and reduce liability. This agreement should regulate safety, design and operation. Noise control and enforcement would be considered under normal processes related to the community standards bylaw and any operation that does not meet the necessary requirements may be revoked similar to conflicts related to home occupations and other uses where land use conflicts are not acceptable.

Possible General Regulations

Regulation examples below are taken from other municipalities for the Town of Drumheller consideration of an on-street patio policy:

- No appliances shall be kept or stored on the Patio
- No machine dispensing snacks, soft drinks or food or drink of any kind may be kept or stored on Patio
- The Patio is not to be used as a storage area of any kind, at any time
- The patio is not to be used for the cooking of food
- All tenant fixtures, site furniture and possessions to be removed at the termination of the licensed period
- The occupant covenants and agrees to maintain the Patio in a wholesome condition, and not to allow the accumulation of refuse or debris
- All tables and chairs shall be removed from the sidewalk and the outdoor patio area at the end of each business day
- All furniture and fixtures must be maintained in a clean condition at all times
- Hours of operation to be limited as to reduce any potential conflicts (ie. Late night)

Recommendations – Downtown On-street patios

On-street Patio development in the Town of Drumheller should be considered with a separate policy and regulations for this type of development. The policy should establish the general guidelines and decisions should be made on a case by case basis as there are many alternatives for the development of on-street patios in the downtown area including sidewalk and potentially on-street orientation where areas, traffic and parking conditions permit.

After a site visit in downtown Drumheller, a review of existing on-street appurtenances' located on the sidewalk exist throughout the area such as sandwich board signs, street



trees, sale displays, etc. and may need to be reviewed/ considered when an application to place a patio on the sidewalk is provided as shown below.

Existing Public Space Uses and Fixtures - Downtown





As shown in the photos, objects such as street trees, garbage receptacles, traffic signs, business signs(sandwich board), phone booth, lamp pole, sidewalk sale and benches are located on the sidewalk which need to be considerations for appropriate locations of on-street patio placement. On-street Patios should only be allowed where the street has the minimum of 5 ft (1.5meters) clearance after the patio is placed. According to the National Guide to Sustainable municipal Infrastructure, it recommends a minimum sidewalk width of 1.5 meters to allow two people to walk comfortably in opposite directions. In areas with higher pedestrian traffic volumes a greater sidewalk width may be required.

Examples from other municipalities

Certain municipalities have developed On-street Patio policies. The policies from the City of Red Deer and City of Vancouver have provided the most detailed and applicable information, which include regulations on design and liability matters as attached in the appendix.

Recommended Policy/ Regulation Framework

The recommended policy framework includes the adoption of an on-street patio policy considering the necessary regulations, agreements and specific locations where the use is considered suitable.

A decision should be made on the approval process and set as part of the policy (ie. Council approval or Council approval for use of the sidewalk/ street and Municipal Planning Commission approval for the actual use in accordance with the policy requirements similar to other development applications).



Calgary Examples - Stephen Avenue



Town of Drumheller

Seasonal Outdoor Patios on Public Lands

Policy and Guidelines

Policy Objective:

The intent of this policy is to regulate the safe and appropriate use of Public Lands for seasonal outdoor Patio seating areas in appropriate locations in the Town of Drumheller, and to outline the general application criteria for a permit for such patios.

Definitions:

License of Occupation: The mechanism of authorization for the legal establishment of occupation of Public Lands with outdoor patios within the License area.

Public Lands: Public sidewalks, road rights of way, and on-street parking spaces.

Seasonal Outdoor Patio ('Patio Area'): A directly adjacent spatial accessory use to a business establishment located on the main floor of a building occupying portions of Public Lands, typically for the purpose of serving food and beverages in an outdoor setting to seated patrons.

License of Occupation for Seasonal Outdoor Patio:

1. Outdoor patio seating areas are subject to a License of Occupation on Public Lands in the Town of Drumheller. Patios and/or patio areas may be constructed on the Public Lands, immediately in front of a private commercial business. Businesses must apply for a License of Occupation for Seasonal Outdoor Patios. Any license of Occupation shall comply with the requirements of this policy, the Land Use Bylaw, and any other terms or conditions reasonably necessary for the safety, health, and welfare of people and the protection of people and property.
2. A License of Occupation requires municipal approval for the use of public lands and shall be issued on an annual basis, for the period between April 15th and October 31st of each year. Construction/set-up of patio areas must not commence until a License of Occupation has been issued.
3. Applicants must reapply to the Town for a new License of Occupation each year (First come first served basis). Applicants are fully responsible for the construction, removal, and storage of any structures associated with the License area.
4. If there is a change of ownership, the permit is void and the new owners must apply for a new permit or remove the sidewalk patio within 10 days.

Application for Seasonal Outdoor Patio Permit:

Submission requirements:

- A dimensional site plan (from from above with measurements noted) showing the patio designed in accordance with the regulation set out. The site plan must show:

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- i. the entire front of the building, the location of the door, the curb and the distance between the curb and the building;
 - ii. proposed objects (tables and chairs) that will be placed on the patio
 - iii. all the objects on the sidewalk such as lamp standards, signs, parking meters, garbage bin, benches, trees (must be measured from the edge of the tree-well grate not the tree trunk.
- Application form
 - Current business license
 - Certificate of liability insurance

Application Procedure:

1. Submit the completed application form with a copy of the current business license and Certificate of Liability Insurance to the Town of Drumheller Development Officer. If the applicant is not the owner of the property, the applicant shall provide proof of authorization from the owner of the building containing the contiguous indoor restaurant that is requesting the outdoor patio.
2. The development officer will conduct a site inspection to determine if there is adequate space for the Seasonal Outdoor Patio in the location provided in consideration of acceptable pedestrian passageway remaining. This process may involve taking measurement to determine if there is adequate space for pedestrian clearance with regard to traffic movements and public safety measures.
3. Once the application is approved, the applicant must sign and return the enclosed Certificate of Liability Insurance form in order to receive the final approval of the permit.

Regulations:

1. Seasonal Outdoor Patios are only allowed at the discretion of the Town of Drumheller Municipal Planning Commission in accordance with the following regulations and standards:
2. The distance and orientation of the sidewalk patio in relation to surrounding development shall be considered to ensure negative effects do not occur with existing surrounding developments and land uses;
3. Must be adjacent to the business property frontage and shall not extend onto the frontage of abutting property owners.
4. Hours of operation are restricted to operate within the requirements of the Community Standards Bylaw (generally between 7am - 10pm). Operation of the Outdoor Patios must remain closed and cleaned between 10pm - 7am.
5. All patio barriers, furniture, and fixtures must have a consistent appearance and be:
 - a) Constructed of sturdy material;
 - b) Designed for stability;
 - c) Consistent design and appearance with street furniture in the immediate area;
 - d) Designed for easy removal.

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6. All patio barriers, furniture, furnishings and fixtures must be removed from the sidewalk by October 31 of the given year.
7. The safety and day to day guidelines for uses on the Patio shall be addressed within the permit conditions, including but not limited to the following:
 - a) No appliances shall be kept or stored on the Patio
 - b) No snack/ beverage dispensing machine, soft drinks or food or drink of any kind may be kept or stored on the patio;
 - c) The patio is not to be used as a storage area of any kind, at any time;
 - d) The Patio is not to be used for the cooking of food unless otherwise permitted for temporary events.
8. The minimum pedestrian clearance shall be 1.5 meters (5ft) remaining after the patio is installed.
9. Installation of patio barrier may be required depending on the scale of the patio.

The patio barrier must be:

 - e) Constructed of sturdy material;
 - f) Designed for stability
 - g) Securely anchored to the sidewalk at corners and regular intervals and possibly fastened to the building;
 - h) Designed for easy removal.
10. The town retains the right to:
 - a) Require the immediate dismantling of the sidewalk patio, at the applicant's expense, in order to gain access to the sidewalk. Reinstallation of the sidewalk patio is also at the applicant's expense
 - b) Suspend or revoke the sidewalk patio permit if, at any time, it is found that violations of the regulations have occurred or that the use of the sidewalk patio is creating conflicts that the town deems unacceptable. Dismantling of the sidewalk patio is at the applicant's expense.
11. Parking stalls adjacent to the patio will be limited to motorcycle parking where on-street parking areas are affected by sidewalk patio locations. No more than 30% of parking stalls shall be removed per block to accommodate sidewalk patios.

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Liability and Indemnity

The Licensee agrees that it will indemnify and save harmless the Town of Drumheller and its officials, officers, employees, servants and agents from all costs, losses, damages, compensation and expenses (including Counsel fees) of any nature whatsoever suffered or incurred by the Town and sustained or caused by the Licensee's occupation or possession of the Premises, and from all claims, demands, suits and judgments against the Town and its officials officers, employees, servants and agents, or either of them, on account of or in respect of the Premises or of the occupation or possession or use thereof by the Licensee, its servants, agents, contractors, licensees or permits.

Insurance

The Licensee shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance(s) with insurers in Alberta and in forms and amounts acceptable to the Town of Drumheller.

Comprehensive general liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury and property damage. The Town of Drumheller and its officials, officers, employees, servants and agents are to be added as additional insured's under this policy (ies). Such insurance shall include, but not limited to:

- I. Products and Completed Operations Liability
- II. Owners and Contractor's Protective Liability
- III. Blanket Written Contractual Liability covering liability arising directly out of the performance of this agreement
- IV. Contingent Employer's Liability
- V. Personal Injury Liability
- VI. Cross-Liability or Severability of Interest
- VII. Employees as Additional Insured
- VIII. Broad-Form Property Damage
- IX. Deductible Clause not to exceed \$5,000.00

All the foregoing insurance shall be primary. Any insurance or self-insurance maintained by the Town of Drumheller shall be in excess of this insurance and shall not contribute to it.

Prior to the commencement of the agreement the Licensee shall provide the Town of Drumheller with evidence of all required insurance to be taken out in the form of a completed Town of Drumheller Certificate of Insurance. Similar evidence of renewals, extensions or replacement of said policies shall be forwarded to the Town of Drumheller at least 15 days prior to their renewal, extension or replacement. When requested by the Town of Drumheller, the Licensee shall provide a certified copy or the required policy(ies).

All required insurance shall be endorsed to provide the Town of Drumheller Licensing Department with 30 days notice of cancellation or material change.

I, _____ (Business Owner/Authorized Signatory), hereby acknowledge that the above information is correct.

Date: _____ Business Owner/ Authorized Signatory's Signature