

# **Town of Drumheller COUNCIL MEETING AGENDA**

**February 25, 2013 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

- 1.1 Councillor Lisa Hansen-Zacharuk to be sworn in as Deputy Mayor for the Town of Drumheller for the months of March and April, 2013

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

- 2.1 Proclamation Freedom to Read Week February 24 - March 2, 2013

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 5.1.1 Regular Council Meeting Minutes of February 11, 2013

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

- 5.2.1 Municipal Planning Commission Meeting Minutes of January 31, 2013

### **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**

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## **8.1. CAO**

13-35 8.1.1 Bylaw 06.13 Responsible Pet Ownership - second and third readings

36-42 8.1.2 RFD - Badlands Community Facility Fundraising Cabinet Terms of Reference

## **8.2. Director of Infrastructure Services**

## **8.3. Director of Corporate Services**

43-44 8.3.1 RFDirection - Proposed Amendment to Bylaw 12.08 Water and Sewer Services Bylaw

## **8.4. Director of Community Services**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

45-54 9.1 Director of Infrastructure Services' Quarterly and Annual Reports to December 31, 2012

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICES OF MOTIONS**

## **13.0 COUNCILLOR REPORTS**

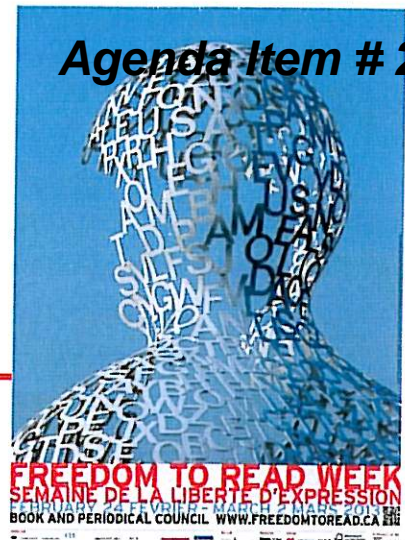
## **14.0 IN-CAMERA MATTERS**

14.1 Legal Matter

# FREEDOM TO READ WEEK

## PROCLAMATION

The Town of Drumheller makes the Freedom to Read Proclamation with the understanding that all materials read will be in accordance with Canadian Law



WHEREAS *Freedom to Read Week* is an initiative to promote literacy, tolerance, knowledge, and a love of reading among all Canadians;

AND WHEREAS the right to pursue the truth through free inquiry is essential to democratic decision making;

AND WHEREAS the freedom to read print on paper or on-line, is the essence of free inquiry;

AND WHEREAS the freedom to read can never be taken for granted;

AND WHEREAS the freedom to read is under assault from the left and right of our society;

NOW THEREFORE BE IT RESOLVED that:

the Council of \_the Town of Drumheller\_ endorses the objectives of *Freedom to Read Week*, and recognizes, reaffirms, and defends the rights of the citizens of Drumheller to individually to decide what they will or will not read; and

calls on all residents to actively work to achieve these objectives, and in so doing ensure Drumheller continues to be a Freedom to Read zone in which the freedom to read and the right to seek information will not be violated.

NOW, THEREFORE I, MAYOR TERRY YEMEN

DO HEREBY PROCLAIM the week of February 24 – March 2, 2013 as

## FREEDOM TO READ WEEK

in Drumheller.

"We change people through conversation, not through censorship."

-- Jay-Z

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

February 11, 2013 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



**PRESENT:**

ACTING MAYOR Sharel Shoff

**COUNCIL:**

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Doug Stanford

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**ACTING DIRECTOR OF CORPORATE SERVICES:**

Bill Wulff

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT: MAYOR Terry Yemen**

**DIRECTOR OF INFRASTRUCTURE SERVICES Allan Kendrick**

**1.0 CALL TO ORDER**

Acting Mayor Sharel Shoff advised that she attended the Vernon Winter Carnival from February 1<sup>st</sup> to 4<sup>th</sup> as Drumheller was the honored city because of their chosen theme - prehistoric. She further advised that the Town presented a dinosaur bone to the Mayor of Vernon who in return presented an Order of Jopa to our Mayor.

**2.0 ACTING MAYOR'S OPENING REMARK**

**3.0 PUBLIC HEARING**

- 3.1 Purpose of the Public Hearing is to consider Bylaw 05.13 pursuant to Section 674 and 675 of the Municipal Government Act. The Town of Drumheller intends to consider Bylaw 05.13 for closing and removing from public use a Municipal Reserve and disposing of same to adjacent owners and others for development.

Acting Mayor Sharel Shoff called the Public Hearing to order at 4:37 PM.

Acting Mayor Sharel Shoff asked if there was any written correspondence. R. Romanetz advised that responses have been received from the utility companies with



ATCO Electric requesting an easement as a power line goes across this area. The MR is located behind the Vet Clinic and the Morelli property and was registered back in 1979. It is located in the middle of the industrial area and there is a mobile home park to the west. The Town was approached by the owners of Lot 18 and 19 to purchase a portion of the MR which would extend their lot size. He advised that Council's direction was to remove the MR designation so that the Town can extend the lots as requested with the remaining land to be converted to industrial land and offered for sale.

Acting Mayor Shoff asked if there was anyone who wished to speak in favor or against the proposal. There were no speakers in attendance.

Acting Mayor Shoff asked Council if they had any questions or comments. There were no questions or comments from Council.

Mayor Shoff closed the public hearing at 4:40 PM.

#### **4.0 ADOPTION OF AGENDA**

**MO2013.31** Hansen-Zacharuk, Berdahl moved to adopt 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 January 28, 2013

**MO2013.32** Garbutt, Zariski moved to adopt the regular Council meeting minutes of January 28, 2013 as presented. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of January 17, 2013

##### **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 Bylaw 06.13 being a bylaw of the Town of Drumheller for the purposes of regulating animals and activities in relation to them - first reading  
MO2013.23 (tabled)

R. Romanetz advised that Bylaw 06.13 received first reading however the vote was tabled to allow Administration to prepare a revised fee schedule. P. Salvatore

presented the fee schedule with four (4) options for Council's review: Option A - the current rate schedule for dogs; Option B - reduced rates for both dogs and cats inclusive; Option C and D - reduced rates with a separation of cats and dogs. He stated that Councillor A. Berdahl has prepared a fifth option – Option E with further reduced rates with a separation of cats and dogs - for consideration. He further stated that the following assumptions were used to estimate the 2013 revenue and expenses: Revenue: total dogs registered in 2012 were 535 add 160 (for cats in 2013) = 696 total formula. Expenses: 30% of Community Enforcement Officer time (\$45,000) plus costs associated with Humane Society Agreement (\$21,500) = \$66,500.00 (\$28,000 higher than 2012 amount).

Following debate, Council favored Option E which proposes a total revenue of \$13,240 and expenses of \$66,500.00 for a loss of \$53,260 (assuming the 696 total animal formula). Total revenue collected in 2012 was \$26,316.50 (for dogs only).

Tabled Motion: **MO2013.26** Berdahl, Garbutt for first reading to Bylaw 06.13

Council debated a friendly amendment for the inclusion of Option E in the fee schedule. Councillor T. Zariski disagreed and requested Option E be \$10.00 for an altered cat (with microchip or tattoo) and \$15.00 for an altered dog (with microchip or tattoo). No agreement for a friendly amendment.

Vote on MO2013.26

In favor – Garbutt, Berdahl, Shoff

Opposed – Zariski, Stanford, Hansen-Zacharuk

Motion Defeated.

**MO2013.33** Zariski, Hansen-Zacharuk for first reading to Bylaw 06.13 with Schedule A Fee Schedule - Option E with \$10.00 for an altered cat (with microchip or tattoo) and \$15.00 for an altered dog (with microchip or tattoo) and all other categories for Option E to remain as presented.

Discussion on motion:

Councillor A. Berdahl stated that he would agree to the motion if Option E was in place for a one year period. Councillor L. Hansen-Zacharuk stated that Option E should be an introductory fee and should be for more than one year as the Town needs to set the mindset for registration for a period of two years. R. Romanetz advised that all fee schedules are reviewed on an annual basis. Council requested that the bylaw be reviewed after a period of one year.

Vote on Motion MO2013.33

In favor – Hansen-Zacharuk, Zariski, Stanford

Opposed – Shoff, Garbutt, Berdahl

Motion Defeated.

**MO2013.34** Garbutt, Hansen-Zacharuk for first reading of Bylaw 06.13 with Schedule A Fee Schedule – Option E with \$10.00 for an altered cat (with microchip or tattoo) and

\$15.00 for an altered dog (with microchip or tattoo) and all other categories for Option E to remain as presented and for an introductory period of two years.

Vote on Motion MO2013.34:

In favor – Hansen-Zacharuk, Garbutt, Stanford, Zariski, Berdahl

Opposed – Shoff

Motion Carried.

Acting Mayor S. Shoff declared that there may be a perception of bias for herself on Item 8.1.2 if she remained to deliberate and vote as she is related to one bidder. Council agreed. She left the Council Chambers at 5:22 PM.

As per Council's Procedure Bylaw 10.09 Clause 5.3(a), the next Deputy Mayor shall assume the chair as Acting Mayor. Acting Mayor L. Hansen-Zacharuk assumed the chair.

**8.1.2 RFD - New Town Hall Communication / Security System and Install**

R. Romanetz advised that on October 22, 2012, Council awarded the tender for the new Town Hall renovations to Govan Brown. At that time, items relating to separate costs such as the boiler, furniture, audio visual equipment, telecommunications, security, etc. were not included in the bid award. Of these components, the telecommunications and security system needs to move forward immediately so the project completion is not delayed. He stated that the remaining components have some flexibility: the boiler can be deferred for another year as it is still functioning adequately based on discussions with maintenance staff; and the furniture and audio visual components may be delayed as the furniture and audio visual equipment are still functional and can be used at the new Town Hall. He stated that because of the specialized nature of work, one quote was received from ASCCI for both components (electronics and install); and two quotes from Reality Bytes and MSI for the electronics components only (with an extra \$10,000 for MSI to do the install as per their contract with the Town). It is hopeful that these expenditures will be funded through the 2013 MSI dollars, and if not, through reserves.

**MO2013.35** Zariski, Berdahl, Council award the tender for the New Town Hall Telecommunications to ASCCI in the amount of \$62,432.50 for the cable supply and install; to the ITeam in the amount of \$31,235.70 for the electronics portion and to the ITeam in the amount of \$10,000 for the installation of the electronics for a total of \$103,668.20;

And further that Council award the tender for the New Town Hall Security System to ASCCI in the amount of \$95,353.55 for the supply and installation of the security components, as well as the interfaces and software required to the existing security server with a 5% reduction by ASCCI for doing both portions of the install at a cost savings of \$4,767.68 for a total of \$90,585.87.

**Discussion on Votes:**

In response to a question from Council, R. Romanetz explained that Administration has done everything to pare down these component costs to \$194,254.07. He further advised that Administration is trying to stay within the budget and some furniture may

have to be phased in over time. The remaining component approvals will be brought to Council in the near future.

Vote on Motion:

Carried unanimously.

Acting Mayor S. Shoff resumed the chair at 5:42 PM.

## **8.2. Director of Infrastructure Services**

## **8.3. Director of Corporate Services**

### **8.3.1 RFD (Direction) - Business Tax**

B. Wulff presented considerations for Council as previously discussed in their meeting of January 14<sup>th</sup> and requested their direction on this matter.

Councillor L. Hansen-Zacharuk asked if the business tax and business license could be combined as one tax. R. Romanetz stated that although the Town did collect the business tax and business license under one bylaw in the past, they did so in error as the Municipal Government Act authorizes two separate bylaws.

**MO2013.36** Garbutt, Stanford moved that the Town collect a business tax on non residential assessment.

5 In favor -

1 Opposed – Hansen-Zacharuk

Motion Carried.

### **8.3.2 RFD (Direction) - Borrowing Bylaw (East Coulee Wastewater Plant Upgrade)**

B. Wulff advised that the 2012 capital budget adopted by Council approved borrowings for two projects: Bylaw 10.12 East Coulee Wastewater Treatment Plant borrowings \$318,750 and Bylaw 11.12 – Cambria / East Coulee Water Transmission Line borrowings \$435,800. The East Coulee Wastewater Treatment Plant is substantially completed and the Town is now ready to access these funds. The Cambria/East Coulee Transmission Line project is about to start and the Town will be requiring these funds later this summer. R. Romanetz advised that a transmission line meeting is scheduled later this week to review easement requirements and the project should be tendered in March.

**MO2013.37** Hansen-Zacharuk, Berdahl moved that Council approve accessing the borrowings for the East Coulee Wastewater Treatment Plant in the amount of \$318,750 as approved in the Borrowing Bylaw 10.12. Carried unanimously.

## **8.4. Director of Community Services**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

## **10.0 PUBLIC HEARING DECISIONS**



10.1 Bylaw 05.13 - second and third readings

**MO2013.38** Zariski, Berdahl moved second reading of Bylaw 05.13. Carried unanimously.

**MO2013.39** Zariski, Garbutt moved third reading of Bylaw 05.13. Carried unanimously.

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS MO2013.40** Zariski, Stanford moved to go in camera at 5:55 PM. Carried unanimously.

14.1 Land Matter

**MO2013.41** Stanford, Zariski to revert to regular Council meeting at 6:36 PM. Carried unanimously.

There being no further business, the Acting Mayor declared the meeting adjourned at 6:36 PM.

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Mayor

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Chief Administrative Officer



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday January 31, 2013**

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**Present:** Paul Salvatore, Director of Community Services  
Doug Stanford, Councillor/Member  
Andrew Berdahl, Councillor/Member  
Brad Wiebe, Palliser Regional Municipal Services  
Cindy Woods, Development Officer  
Linda Taylor, Recording Secretary  
Shawn Francis, Chairperson  
Sharon Clark, Member  
Scott Kuntz, Member

**Absent:** Robert Greene, Chairperson - Regrets

**1.0 CALL TO ORDER – 12:10 pm**

**REVISION TO THE AGENDA**

4.0 Remove Old St. Anthony Site Concept  
5.0 Add Property Zoned UT

**2.0 MINUTES FROM PREVIOUS MEETINGS**

**2.1 January 17, 2013**

**Motion:** S. Clark moved to accept the revised minutes of January 17, 2013 as presented.

**Second:** A. Berdahl – Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T00106-12D – R.A. Hamilton & Assoc. – Condominium Renovation – “DT”**

C. Woods presented Development Permit T00106-12D submitted by R.A. Hamilton for Condominium Units located at 360 4 Street West, Drumheller on Plan 1210222; Block 40; Lots 14. Zoning is “DT” Downtown Transition District. Multiple Unit Dwellings are a discretionary use in this district.

C. Woods advised the Municipal Planning Commission this development permit was tabled at the December 6, 2012 meeting, until more detailed site and structure plans were submitted by the applicant. The applicant was requesting additional modifications to the main floor area of an existing condominium development to add an additional unit known as Unit “D”. This unit is to be located at the rear of the building on the main floor. The area to be modified has a bathroom and kitchen areas in place, partitions for bedrooms are to be constructed. The building also has a commercial development, Everybody’s Gym, as well as the residential dwellings.

The Municipal Planning Commission discussed the application. The Commission members reviewed the submitted plans. A condition of approval shall include designated parking for each of the Condominium units, using signage and or marking, so the designated parking is not used by the commercial clients or other residents.



**Motion:** D. Stanford moved Development Permit T00106-12D submitted by R.A. Hamilton for Condominium Units located at 360 4 Street West, Drumheller on Plan 1210222; Block 40; Lots 14 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
3. Construction shall be in conformance with the Alberta Building and Fire codes.
4. **Designated parking stalls for units A, B, C & D must be labeled and marked to the satisfaction of the Development Authority/Municipal Planning Commission.**
5. Exterior finishing to the satisfaction of the Development Officer/Municipal Planning Commission.
6. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary. **Development Permit required for additional units or expansion.**
7. **Commercial bin required, please contact Drumheller & District Solid Waste (823-1345) for information. Arrangements for return of Residential Carts to be made with Town of Drumheller Public Works (823-1330).**
8. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
9. Any and all improvements such as driveways, curb cuts, service connections, etc. at owners' expense.
10. All necessary safety codes permits (ie; building, electrical, gas, plumbing) to be in place prior to construction/renovations.
11. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. Contractor(s) to have a valid Business License with the Town of Drumheller.

**Second:** A. Berdahl - Carried

### **3.2 T00004-13D – Liana Obuck – Renovation/Addition to SFD – “DT”**

C. Woods presented Development Permit T00004-13D submitted by Liana Obuck for renovation/addition to a Single Family Dwelling located at 355 4 Street West, Drumheller on Plan 2193CC; Block 40; Lots N 50 of 5. Zoning is “DT” Downtown Transition District. Single Family Dwellings are a discretionary use in this district.

C. Woods advised the applicant is requesting additional modifications to the single family dwelling at 355 4 Street West. This home had modifications done in March of 2012 to increase the ceiling height above the bathroom as this corner of the house was collapsing and needed repair, and also to bring the bathroom up to code. The applicant would like to fundamentally do the same procedures to match the entire rear and side of the property to complement the modification done in 2012. The drawings are unclear; it looks like this property only has 15 inches on the side setback, which would make this home non-conforming. The applicant claims there is no encroachment on the other side. A Real Property Report survey has been booked for a future date.

C. Woods read Land Use Bylaw 10-08:

#### **69. Non-Conforming Buildings and Uses**

(d) A non-conforming building may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:

- (i) as may be necessary to make it a complying building, or
- (ii) as the Development Officer considers necessary for the routine maintenance of the building, or
- (iii) If, at the discretion of the Development Authority, the alterations do not increase the extent of non-compliance and are within all other requirements of this Bylaw, the development may be permitted.



The Municipal Planning Commission discussed the application. The Commission members reviewed the submitted plans. This application is to be tabled until the Real Property Report is received by the Development Officer.

**Motion:** S. Clark moved that Development Permit T00004-13D submitted by Liana Obuck for renovation/addition to a Single Family Dwelling located at 355 4 Street West, Drumheller on Plan 2193CC; Block 40; Lots N 50 of 5 be tabled until the Real Property Report is received.

**Second:** D. Stanford – Carried

#### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

Municipal Planning Commission asked the Palliser Representative if he had found any information on the history of the Old St. Anthony's parcel to determine reserve land requirements.

B. Weibe found this parcel of land has had a majority of the area as park through planning changes in 1955, 1959, and 1962. This fresh development may well now require a Municipal Reserve.

#### 5.0 OTHER DISCUSSION ITEMS

##### Property Zoned UT "Urban Transitional District"

The property zoned UT "Urban Transitional District", the Municipal Planning Commission was ask to give consideration to is the area located along 4 Avenue West. This area is at present under 5 titles, most of which is used for temporary placement, and storage. No power is run to the properties at this time.

Discussion on the future uses and possibilities for this area, what would be an appropriate permanent use. An M-2 "Medium Industrial District" is located across the old railway bed to the South. To the east is MHP "Manufactured Home Park Residential District and a New & Used Store. The area of the MHP is known to have a high water table. To the North of 4 Avenue West is residential. One suggestion and a good possible fit would be MHR "Manufactured Home District" or MHP "Manufactured Home Park Residential District". Perhaps a storage facility, for recreational vehicles or even storage units for residential use.

#### 6.0 Adjournment – Meeting adjourned by S.Francis at 1:20 pm.

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Chairperson

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Development Officer



**TOWN OF DRUMHELLER  
BYLAW NO. 06.13**

**BEING A BY-LAW OF THE TOWN OF DRUMHELLER FOR THE PURPOSES OF  
REGULATING ANIMALS AND ACTIVITIES IN RELATION TO THEM.**

WHEREAS the MGA enables a Council to pass Bylaws respecting animals;

AND WHEREAS the purpose of the municipality includes providing services that in the opinion of Council are necessary and desirable;

AND WHEREAS it is desirable to pass a Bylaw dealing with the licensing and regulation of animals in the Town;

AND WHEREAS it is desirable for citizens owning animals to be responsible and continually aware of the health and welfare of animals in their charge and in addition to be continually aware of the specific needs, physical and mental condition, location, temperament and safety of these animals.

NOW THEREFORE, the Council of the Town of Drumheller enacts as follows:

**SECTION 1 - INTERPRETATION AND DEFINITIONS**

- 1.1 This Bylaw may be cited as the RESPONSIBLE PET OWNERSHIP BYLAW.
- 1.2 Nothing in this Bylaw relieves a person from complying with any federal, provincial law or regulation or other Bylaw.
- 1.3 Where this Bylaw refers to a person or thing with reference to gender or the gender neutral the intention is to read the Bylaw with the gender applicable to the circumstances.
- 1.4 References to the plural include the singular as applicable
- 1.5 The words include, includes and including are to be read as not limiting the phrases of descriptions that precede them.
- 1.6 Any reference to specific laws already in force and applicable in the province of Alberta as at the same time that this Bylaw was enacted will be stipulated and referred to as such in the Bylaw. Provincial laws will be referenced as to the relevant chapter of the Revised Statutes of Alberta 2000, as amended from time to time including succeeding legislation. Federal laws will be referenced as to the relevant chapter of the Revised Statutes of Canada 1985 as amended from time to time including succeeding legislation.

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

- 1.7 Any reference in this Bylaw to a clause, section or part unless otherwise stipulated is a reference to a clause, section or part in this Bylaw.
- 1.8 Wherever a word is used in this Bylaw the meaning of that word is as specified in the definitions section of this Bylaw. Words not specified in the definitions section will have their regularly applied meaning in the English language.
- 1.9 Any clause, section or part of this Bylaw that may be declared invalid for any reason by a court of competent jurisdiction will be disengaged from the Bylaw and all other provisions of this Bylaw shall remain enforceable and valid.
- 1.10 Documents attached to this Bylaw and marked as schedules shall form part of this Bylaw.

### **SECTION 2 - DEFINITIONS**

- 2.1 "Animal" means any mammal, bird, reptile or amphibian and does not include humans.
- 2.2 "Animal Control Shelter or Animal Control Facility" means a facility designated by the Town for the housing of animals.
- 2.3 "Animal Control Officer" means any Bylaw Enforcement officer in the employ of the Town, a member of the Royal Canadian Mounted Police or an independent contractor employed by the Town.
- 2.4 "Animal Shelter Supervisor" means a person, firm or body corporate or servants and employees of a person, firm or body corporate employed or appointed to manage and operate an animal control shelter.
- 2.5 "Aggressive Animal" means any animal, whether on public or private property, that has:
  - a) Bitten or chased a human or other animal,
  - b) Attempted to bite a human or has otherwise displayed, threatened or created by its behavior the reasonable apprehension of a threat to a person.
- 2.6 "Attack" means an assault by an animal exerting force on a human or other animal.
- 2.7 "Bite" means a wound to the skin causing a puncture, bruise, abrasion or break.

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

- 2.8 "Bylaw Violation Tag" is a ticket or summons issued for an allegation of a Bylaw infraction and is issued by a Peace Officer and only enforceable in the Town. See Schedule 'E'.
- 2.9 "Bylaw Enforcement Officer" means a person employed by the Town as a Bylaw Enforcement or Community Officer or a member of the Royal Canadian Mounted Police.
- 2.10 "Cat" means a domestic feline of either sex over the age of 90 days.
- 2.11 "Cat Tag" means a device bearing a distinctive serial number intended to be attached to the collar of the cat and issued by the Town upon payment of a license fee as prescribed in this Bylaw.
- 2.12 "CAO" means the Chief Administrative Officer of the Town or his designate.
- 2.13 "Controlled Confinement" means the confinement of an animal in a pen, cage or other structure having:
- a) Secure sides and a secure top,
  - b) The bottom secured to the sides or the sides embedded in the ground or secured to a floor or wall which forms part of the secure structure,
  - c) Minimum dimensions of 1.5 meters by 3.0 meters and
  - d) A minimum height of 1.5 meters'
  - e) And includes a pickup truck bed enclosed with a covering typically made of fiberglass with or without windows and with a rear door.
- 2.14 "Dangerous Dog" means a dog determined by a Judge of the Provincial Court to be dangerous under the provisions of the Dangerous Dogs Act of Alberta.
- 2.15 "Dog" means a domestic canine of either sex over the age of 90 days.
- 2.16 "Dog Tag" means a device bearing a distinctive serial number intended to be attached to the collar of the dog and issued by the Town upon payment of a license fee as prescribed in this Bylaw.
- 2.17 "Domestic Animal" means an animal which has been habituated to live and breed in a tame state in or about the habitations of humans.
- 2.18 "Exotic Animal" an introduced, alien, non-indigenous or non-native species which has been found living outside its native distributional range and arrived there by human activity.

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

- 2.19 "Foster Animal" means an animal placed in a person's custody on a temporary basis by the humane society.
- 2.20 "Humane Society" means the Drumheller and District Humane Society or another similar society or corporate entity that rescues, cares for and arranges fostering and adoption of animals.
- 2.21 "Infectious Condition" means any sickness, disease or affliction of a contagious nature affecting an animal and liable to be passed onto other animals and/or humans.
- 2.22 "Injury" means bleeding, bruising, abrasions, punctured flesh, broken bones, sprains, wounds or lacerations.
- 2.23 "Justice" means a judge of the provincial court of Alberta or a justice of the peace.
- 2.24 "Land Use Bylaw" means the Land Use Bylaw of the Town.
- 2.25 "Leash" means a device, strap or tether intended to control the dog to whom it is attached and is securely attached to the dog by a collar, choke collar, body harness or halter.
- 2.26 "License" means an annual permit for a dog or cat purchased from the Town.
- 2.27 "Livestock" means the following:
- a) A horse, mule, donkey, swine, sheep, goat, llama or alpaca;
  - b) Cattle, bison or other member of the bovine specie;
  - c) Domestically reared or kept deer, caribou, moose or elk;
  - d) Fur bearing animals raised for commercial purposes including mink, chinchillas, fox, non domestic cats and rabbits;
  - e) Camels, emus and ostriches;
  - f) Chickens, ducks, turkeys, geese, pheasants or partridges;
  - g) Any other animal kept for agricultural purposes.
- 2.28 "Microchip" means a unit of packaged computer circuitry often made of silicon and used to relay specific information and capable of being implanted in a dog or cat by a veterinarian, animal health technician or other qualified person to assist in identification and ownership tracking.



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

- 2.29 "Muzzle" means a device designed to be securely placed over the snout of an animal to keep it from opening its mouth or biting.
- 2.30 "Nuisance Animal" means any animal that by its continued behavior is obnoxious, causes offence, annoyance, disturbs others or damages or destroys public or private property or has been found at large or has been found at large and detained by Animal Control Officers more than twice.
- 2.31 "Open Trailer" means a trailer of any configuration that does not have a roof.
- 2.32 "Order to Remedy" a written order intended to redress an unlawful or unsatisfactory situation and requiring a person to rectify the identified issue within a specific time.
- 2.33 "Owner" means a person or body corporate:
- a) who is the licensed owner of the animal; or
  - b) to whom a dog or cat license tag was issued in accordance with this Bylaw; or
  - c) who has legal title to the animal; or
  - d) who has lawful charge or custody of the animal either temporarily or permanently; or
  - e) a person who claims and receives the animal from the custody of an animal control officer, the Drumheller and District Humane Society, animal control shelter or other Town designated facility to keep and care for lost, found or stray animals; or
  - f) who harbors the animal or allows the animal to remain on his or her premises
- 2.34 "Owner Property" means any property where the owner of the animal regularly resides or conducts a business, any property in which the owner has a legal or equitable interest or which is otherwise under the control or is in possession of the owner and shall include land, buildings and vehicles.
- 2.35 "Peace Officer" includes any member of Town Bylaw/ community enforcement who is a Peace Officer or any member of the Royal Canadian Mounted Police.
- 2.36 "Pet" is a domesticated animal kept in Town and has an owner.
- 2.37 "Park" means a public space controlled by the Town and set aside as a place to be used by the public for rest, recreation, exercise, pleasure, amusement and enjoyment and includes: playgrounds, sports fields, natural areas, pathways, park roadways, and trails but does not include golf courses or cemeteries.

- 2.38 "Residential Area or District" means any area in Town that is predominantly occupied by the dwellings of citizens or an area designated as such by the Town.
- 2.39 "Running at Large" means:
- a) an animal or animals which are not under the control of a person by means of a leash and is or are actually upon property other than the property which the owner of the animal or animals have the right of occupation, or upon any highway, thoroughfare, street, road, trail, avenue, parkway, lane, alley, square, bridge, causeway, sidewalk, boulevard, park or other public place which has not been designated as an off leash area by the Town. -
- 2.40 "Service Dog" means a dog trained or being trained and certified to assist disabled persons.
- 2.41 "Shelter" means any facility that rescues, cares for and arranges fostering and adoption of animals or to offer protection and distress relief to an animal.
- 2.42 "Tattoo" a permanent mark or design made on the skin by a process of pricking and ingrainin an indelible pigment or by raising scars.
- 2.43 "Town" means the Town of Drumheller and the entire area within its corporate boundaries.
- 2.44 "Unsuitable Pet Owner" means a person who appears to be abusive, neglectful or impaired and unable to provide proper care for an animal.
- 2.45 Vicious dog means any dog, whatever its age, whether on public or private property, that has:
- a) Bitten or chased a human or other animal, or
  - b) attempted to bite a human or has otherwise displayed, threatened or created by its behavior the reasonable apprehension of a threat to a person, or
  - c) has been previously determined to be a Dangerous Dog under the Dangerous Dogs Act.
- 2.46 "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act of Alberta or a Bylaw violation tag.

**SECTION 3 – RESPONSIBILITY OF OWNERS**

- 3.1 No owner or person in charge of an animal shall abuse an animal or cause an animal to be in distress or to remain in a distressed state.
- 3.2 The owner or person in charge of an animal shall ensure at all times that the animal is not running at large.
- 3.3 No person shall do anything or omit to do anything where such act or omission has or may have the effect of causing or permitting the running at large of an animal in the Town.
- 3.4 The owner of an animal shall ensure at all times that the animal is housed, kept and cared for in a satisfactory manner ensuring that the animal has water, food and shelter.
- 3.5 The owner of an animal shall forthwith remove any defecation left by the animal on any public property or private property other than that of the owner.
- 3.6 The owner of the animal shall ensure that defecation left by an animal or animals on the property of the owner does not accumulate to such an extent that it is reasonably likely to pose a health risk, create a nuisance for other property owners or cause fecal odor to prevail in the air surrounding other adjacent or nearby properties.

**SECTION 4 - PROHIBITIONS - GENERAL**

- 4.1 No person shall harm, tease, harass, abuse, molest or mistreat an animal in any way.
- 4.2 No person shall permit an animal to run at large.
- 4.3 An animal may run in an area where this is lawfully permitted, for example an area posted with signage designated as an off leash zone, however
  - a) No owner convicted of an offence under this Bylaw relating to biting, injuring or chasing a human or other animal may allow the animal that was the subject of this offence to be off leash or not wearing a muzzle when in a public place in Town at any time.
- 4.4 Any owner or person having care or control of an animal which:
  - a) Bites or chases a human, or,
  - b) Exerts force in any way on a human, or,
  - c) Exerts force in any way that injures a human, or,

- d) Barks, howls or otherwise behaves itself in such a fashion as to alarm or cause any human to fear for their personal safety, or,
  - e) Barks, howls or otherwise comports itself in such a fashion as to disturb any person, or in the opinion of a Bylaw Enforcement officer or peace officer is likely to disturb any person, or
  - f) Causes the death of, injures or chases another animal, or,
  - g) Bites, chases or otherwise is a nuisance to other animals, livestock, automobiles, wildlife or other vehicles, or,
  - h) Damages any public or private property, or,
  - i) Is found in a cemetery in the Town, or,
  - j) Is found in any area where the animal is prohibited, or
  - k) Causes a nuisance, or,
- Whether or not the animal is running at large, is guilty of an offence.

- 4.5 An owner, having been charged or convicted in respect of an offence under this Bylaw shall ensure that the animal wears a properly affixed muzzle and be on a leash under the control of an adult human at all times when that animal is not on the property of the owner.

#### **SECTION 5 - PROHIBITIONS – UNATTENDED ANIMALS**

- 5.1 No person shall leave an animal unattended in or on a motor vehicle so that the animal's well being or safety is placed in jeopardy.
- 5.2 No person shall leave an animal restrained and unattended inside or outside a motor vehicle, or in the case of a truck, where an animal is found in the open bed or box of the truck unrestrained and unattended so that the animal can come into contact with any other person or animal outside the motor vehicle.
- 5.3 No person shall leave an untethered or unrestrained animal in the open bed or box of a truck or open trailer while the truck is in motion or parked.
- 5.4 No person shall leave an animal unattended while the animal is tethered on premises where the public has access whether access is express or implied.
- 5.5 No person shall leave an animal tethered in a residential yard in such a manner that permits the animal to get within 2 meters of a fence or property line.

#### **SECTION 6 - LICENSING – DOGS**

- 6.1 No person shall own or keep any dog within the Town unless such dog is licensed as provided in this Bylaw.
- 6.2 **The owner of a dog shall obtain or renew a license for the dog from the Town and shall pay the license fee as set out in Schedule 'A'.**



A dog that has had a microchip identification implant or tattoo and proof of this and microchip information has been provided to the CAO is exempt from the provisions of Section 6 regarding the wearing of a dog tag.

- 6.3 Upon receipt of the license fee the Town shall issue a license and a dog tag to the owner.
- 6.4 A dog tag issued under this Bylaw is valid for the term of the license. Replacement tag shall be issued for lost tag.
- 6.5 The owner of a dog shall provide the dog with a collar and affix the dog tag securely to the collar.
- 6.6 The owner shall ensure that the collar and dog tag are worn by the dog when the dog is not on the property of the owner.
- 6.7 No person shall affix or permit to be affixed to a dog's collar a dog tag which has been issued in respect of another dog.
- 6.8 The owner of a dog shall obtain a license for a dog within 21 days after becoming the owner of the dog.
- 6.9 The owner of a dog purchased that is not yet 90 days old shall purchase a license for the dog once it has become 90 days old.
- 6.10 The owner of a dog under 90 days of age shall, if the dog is found running at large, obtain a license for the dog.
- 6.11 A guide dog or service dog of an owner who lives in the Town is not required to pay a fee for a license.
- 6.12 The requirements of this Bylaw to license a dog shall not apply to a humane society or other recognized animal control shelter or person holding a valid business license to a retail pet store, veterinary clinic, or an animal boarding facility.

#### **SECTION 7 - LICENSING – CATS**

- 7.1 No person shall own or keep any cat within the Town unless such cat is licensed as provided in this Bylaw.
- 7.2 **The owner of a cat shall obtain or renew a license for the cat from the Town and shall pay the license fee as set out in Schedule 'A'.**

A cat that has had a microchip identification implant or tattoo and proof of this and microchip information has been provided to the CAO is exempt from the provisions of Section 7 regarding the wearing of a cat tag.

- 7.3 Upon receipt of the license fee the Town shall issue a license and a cat tag to the owner.
- 7.4 A cat tag issued under this Bylaw is valid for the term of the license. Replacement tag shall be issued for lost tag.
- 7.5 The owner of a cat shall provide the cat with a collar and affix the cat tag securely to the collar.
- 7.6 The owner shall ensure that the collar and cat tag is worn by the cat when the cat is not on the property of the owner.
- 7.7 No person shall affix or permit to be affixed to a cat's collar a cat tag which has been issued in respect of another cat.
- 7.8 The owner of a cat shall obtain a license for a cat within 21 days after becoming the owner of the cat.
- 7.9 The owner of a cat purchased that is not yet 90 days old shall purchase a license for the cat when it becomes 90 days old.
- 7.10 The owner of a cat under 90 days of age shall, if the cat is found running at large, obtain a license for the cat.

The requirements of this Bylaw to license a cat shall not apply to a humane society or other recognized animal control shelter or person holding a valid business license to operate a retail pet store, veterinary clinic, or an animal boarding facility.

## **SECTION 8 - DOG AND CAT OWNERSHIP LIMITS**

- 8.1 No person residing in the Town shall be permitted to keep more than three dogs.
  - a) This limit shall not apply to persons residing in an agricultural or rural zone, as per the Land Use Bylaw, keeping dogs not for commercial purposes providing there are no violations at this location of this Bylaw.
- 8.2 No person residing in the Town shall be permitted to keep more than five cats.
  - a) This limit shall not apply to persons residing in an agricultural or rural zone, as per the Land Use Bylaw, keeping cats not for commercial purposes providing there are no violations at this location of this Bylaw.
- 8.3 The ownership limits of section 8.1 and 8.2 do not apply to a humane society or person holding a valid business license to operate a retail pet store, veterinary

clinic, or an animal boarding or breeding facility as long as the Land Use Bylaw permits same.

## **SECTION 9 - ANIMAL TRAPPING**

- 9.1 No person shall set any animal trap outdoors in a manner that makes it probable any animal trapped will be injured, poisoned or killed.
- 9.2 No person shall set a cat trap outdoors :
- a) When the ambient temperature is zero degrees Celsius or below or in an area not shaded from the sun, unless the trap is being continually monitored by a resident of a property or animal control officer.
  - b) Between the hours of 11:00 p.m. and 6:00 a.m.
- 9.3 Cat and animal trapping will be primarily conducted by animal control officers.
- a) A resident with the approval of an animal control officer may be temporarily issued a cat trap to locate and detain a nuisance cat.
  - b) Any person trapping a cat shall immediately advise an animal control officer who shall take custody of the trapped cat. See Schedule 'D'.
  - c) Animal control officers shall make every reasonable effort to locate the owner of any trapped cat.
- 9.4 Animal Control Officers may set traps at their discretion to capture nuisance animals or animals that are running at large.
- 9.5 An animal repeatedly found at large by animal control officers shall be considered a nuisance animal and shall be seized and detained at the discretion of the CAO or his designate.
- 9.6 A nuisance animal detained shall not be returned to the owner until the owner has complied with, or contracted with the Town to comply with, direction contained in an order to remedy served on the owner by an animal control officer.
- 9.7 Animal control officers shall make every reasonable effort to locate and notify the owner of any trapped animal.

## **SECTION 10 - OTHER ANIMALS**

- 10.1 No person shall keep livestock in any area of the Town except:
- a) Where the keeping of such animals is permitted under the Land Use Bylaw or
  - b) A person has had grandfathered permission for the keeping of such animals at the discretion of the Town.

- 10.2 No person shall keep exotic animals unless such animals are maintained in accordance with required provincial and federal permits, policies and any other law regulating their possession.

#### **SECTION 11 - POWERS OF ANIMAL CONTROL OFFICERS**

- 11.1 An animal control officer in the execution of the officer's duty is authorized to take all reasonable steps to immediately relieve the distress of an animal and,
- a) Once the distress is relieved the animal shall forthwith be taken to a qualified veterinarian for examination if, in the opinion of the animal control officer, such treatment is needed.
  - b) The cost of any veterinary treatment of the animal shall be the responsibility of the owner.
- 11.2 No person shall interfere, hinder or obstruct an Animal Control Officer in the execution of the Officer's duty in accordance with this Bylaw.
- 11.3 An animal control officer may seize and impound any animal:
- a) When there are reasonable and probable grounds to believe that the animal is the subject of an offence committed under this Bylaw.
  - b) The seizure of which is required pursuant to the provisions of any statute of the Province of Alberta, or any regulation made thereunder,
  - c) Pursuant to a court order enforceable in the Province of Alberta.
- 11.4 No action shall be taken against any owner of a dog or a dog:
- a) Found to be acting in self defense,
  - b) Found to have been provoked,
  - c) Acting in the course of attempting to prevent a person from committing an unlawful act.
- 11.5 An Animal Control Officer may, in the public interest, enter upon land surrounding any building for the purpose of pursuing any animal which has been observed to be running at large.
- 11.6 Any seized dog or cat shall be forthwith taken by Animal Control Officers to an animal control shelter.
- 11.7 Every reasonable effort shall be made by Animal Control Officers to locate and notify the owner of any animal seized under the authority of this Bylaw.

#### **SECTION 12 - ORDERS TO REMEDY/ SEIZURE OF DISTRESSED AND SURRENDERED ANIMALS**

- 12.1 A Bylaw Enforcement Officer believing on reasonable and probable grounds that an animal is living in unsatisfactory conditions and/or has become a nuisance

may issue and deliver a written order to remedy, see Schedule 'F', to the owner or person in charge of the animal to rectify the issue:

- a) The owner of the animal will have 3 days to rectify the problem and advise Bylaw Enforcement Officers of the remedial action taken; or
- b) A Bylaw Enforcement Officer may, after complying with section 542 of the Municipal Government Act, R.S.A. 2000 c.M-26, enter on private property for purpose of inspecting and assessing improvements made as stipulated in the order to remedy.
- c) If no improvements are undertaken as per the order to remedy the owner or person in charge of the animal served the order to remedy is guilty of an offence.

12.2 Notwithstanding any other provision of this Bylaw, a Bylaw Enforcement officer believing on reasonable and probable grounds that an animal is in distress may exercise his authority under the provincial Animal Protection Act to immediately relieve the distress of the animal including taking any action the peace officer considers necessary to locate the animal and relieve its distress including taking custody and arranging veterinary care for the animal.

- a) Notwithstanding any other provision of this Bylaw, if an owner is unable or unwilling to rectify the unsatisfactory living conditions of an animal, or can no longer provide for the animal, the owner of that animal may, at any time, voluntarily relinquish ownership of the animal and the animal shall be unconditionally surrendered by the owner to any Animal Control Officer.

## **SECTION 13 - ANIMAL CONTROL**

13.1 The Town may contract with any person, firm, society or body corporate for the purpose of maintaining an animal control shelter of such size and design and in such a location as the CAO may from time to time direct and for the purposes of this Bylaw any such facility is the animal control shelter.

13.2 The Town may, from time to time, set fees and costs for care and sustenance of impounded animals kept at an animal control shelter.

13.3 An owner of an impounded animal may reclaim their animal upon providing proof of identity of the owner, proof of ownership of the seized animal to an animal control officer and payment to the Town of:

- a) The total of all impoundment fees, care and sustenance charges.
- b) Veterinary expenses if such care was needed for the animal,
- c) Any outstanding license fees unless satisfactory proof, the onus of which is on the owner to produce, is shown to an animal control officer indicating that the animal is not normally a resident of the Town.

13.4 When an animal has been in the Animal Control Shelter for seventy two hours or more and the owner has not reclaimed the animal in accordance with Section 13.3 the animal in question becomes the property of the Town and the animal, at the discretion of the CAO or his designate, will be:



- a) Sold, or
  - b) Placed with a new owner, or
  - c) Placed under the care of the Drumheller and District Humane Society, or
  - d) Euthanized.
- 13.5 When the owner of an impounded animal advises an animal control officer that the owner has no further interest in the impounded animal the owner shall sign a declaration of forfeiture and by doing so will surrender any claim of ownership to the animal notwithstanding that the animal may have been in the Animal Control Shelter less than seventy two hours.
- a) Any surrendered animal immediately becomes the property of the Town and shall be disposed of under the conditions of Section 13.4.
  - b) Notwithstanding any forfeiture an owner shall remain liable for any costs and fees incurred in respect of the animal.
- 13.6 When the owner of an animal advises an Animal Control Officer that the owner has no further interest in the animal and requests an Animal Control Officer to pick up the animal from property of the owner the owner shall sign a declaration of forfeiture and by doing so will surrender any claim of ownership to the animal.
- a) Any surrendered animal immediately becomes the property of the Town and shall be disposed of under the conditions of Section 13.4.
  - b) Notwithstanding any forfeiture an owner shall remain liable for any costs and fees incurred in respect of the animal.
- 13.7 Statutory holidays shall not be included in calculating the length of time an animal has been impounded.

## **SECTION 14 - OFFENCES AND PROSECUTION**

### **14.1 ISSUANCE OF BYLAW VIOLATION TAG/PROVINCIAL VIOLATION TICKET**

14.1.1 A Peace Officer may in their discretion issue a Bylaw Violation Tag in the form similar to that contained in Schedule 'E' to any person that the Peace Officer believes on reasonable grounds has contravened any provision of this Bylaw prior to issuing a Province of Alberta Violation Ticket.

- a) Notwithstanding any other provision of this Bylaw a Peace Officer is authorized to issue a Province of Alberta Violation Ticket pursuant to the Provincial Offences Procedure Act without the prior issuing of a Bylaw Violation Tag.
- b) A Bylaw Violation Tag may be issued to a person personally, or by mailing a copy to the person at his or her last known address.
- c) If the penalty specified on the Bylaw Violation Tag served on a person is not paid within a prescribed time period then a Peace Officer may as a next step

issue a Province of Alberta Violation Ticket pursuant to the Provincial Offences Procedures Act.

#### **14.2 OFFENCES/PROSECUTION/PENALTIES**

- 14.2.1 Any person who contravenes any provision of this Bylaw is guilty of a summary conviction offence punishable by a fine of not less than fifty dollars and not exceeding five thousand dollars or to imprisonment for a period not exceeding 6 months or both. Mandatory minimum penalties for offences of this Bylaw are listed in Schedule 'B'.
- 14.2.2 Offences of a continuing nature shall be deemed to constitute a separate offence for each day or part of a day that the offence continues.
- 14.2.3 Any person who is found in contravention of the same section of this Bylaw on more than one occasion will be liable to an increased penalty for that contravention if the Section violated in Schedule 'B' stipulates increased fines for second and third offences.
- 14.2.4 An owner of a dog that has bitten, injured, chased or exerted force in any way on a human or other animal may be prosecuted under the Dangerous Dogs Act in lieu of, or in addition to, being prosecuted under the provisions of this Bylaw.

#### **SECTION 15 - APPEALS**

- 15.1 Any order to remedy issued by an Animal Control Officer, not including the issuance of a Violation Ticket with the order to remedy, can be appealed in writing to the Community Standards Appeal Board of the Town by filing written notice with the Town Clerk within 7 days of the delivery of the Order to a person.
- 15.2 The Appeal Board may confirm, revoke or modify the order to remedy.

#### **SECTION 16 - REPEAL**

Town of Drumheller Bylaw number 23-00 is hereby repealed.

#### **SECTION 17 - COMMENCEMENT**

This Bylaw shall become effective on the date of the final passing thereof.

**Agenda Item # 8.1.1**

READ A FIRST TIME THIS 11th day of February, 2013.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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

**SCHEDULE 'A'**

**FEE SCHEDULE**

**Dog or Cat Annual Registration**

<b>Year of Registration</b>		<b>2013</b>
Altered Animal – with microchip or tattoo	Dog	\$15.00
	Cat	\$10.00
Altered Animal – without microchip or tattoo	Dog	\$30.00
	Cat	\$30.00
Unaltered animal with microchip or tattoo	Dog	\$35.00
	Cat	\$35.00
Unaltered animal without microchip or tattoo	Dog	\$50.00
	Cat	\$50.00
<b>New Resident / New Animal license to be prorated.</b>		

The rates have been set for an introductory period of two years. Fee schedule to be reviewed/revised by resolution of Council in 2015.

\*A Proof of alteration (spaying, or neutering) certificate from a veterinarian is required in order to apply the "altered animal" rate.

\*\* A Proof of Microchip, or Tattoo certificate from a veterinarian is required in order to apply the Tattoo / Microchip rate.

**SCHEDULE 'B'**

**MANDATORY MINIMUM SPECIFIED PENALTIES**

**FAIL TO COMPLY WITH ORDER TO REMEDY**

**\$250.00**

**OWNER OF ANIMAL RUNNING AT LARGE**

**1<sup>st</sup> Offence - \$100.00**

**2<sup>nd</sup> Offence - \$150.00**

**3<sup>rd</sup> Offence - \$250.00**

**DOG UNLICENSED**

**1<sup>st</sup> Offence -50.00**

**2<sup>nd</sup> Offence -150.00**

**3<sup>rd</sup> Offence- 250.00**

**CAT UNLICENSED**

**1<sup>st</sup> Offence-50.00**

**2<sup>nd</sup> Offence-150.00**

**3<sup>rd</sup> Offence-250.00**

**DOG BITING A HUMAN**

**1<sup>st</sup> Offence-250.00**

**2<sup>nd</sup> Offence -500.00**

**DOG BITING ANOTHER ANIMAL**

**Offence - \$250.00**

**Offence - \$500.00**

**ANIMAL CRUELTY**

**\$500.00**

**ANNOY, TORMENT OR HARASS AN ANIMAL**

**\$350.00**

**SET KILLING TRAP**

**\$500.00**

**DOG HABITUALLY BARKING/DISTURBING OTHERS/CAUSE NUISANCE**

**1<sup>st</sup> Offence - \$100.00**

**2<sup>nd</sup> Offence - \$150.00**

**3<sup>rd</sup> Offence - \$250.00**

**KEEPING ANIMALS IN EXCESS OF LIMIT**

**\$250.00**



**KEEPING ANIMALS CONTRARY TO LAND USE DISTRICT**  
\$250.00

**FAIL TO REMOVE ANIMAL DEFECATION FROM PUBLIC AREA**  
\$50.00

**FAIL TO REMOVE DEFECATION FROM OWN PROPERTY/CAUSE NUISANCE  
/OFFENSIVE ODOUR**  
\$250.00

**OBSTRUCT ANIMAL CONTROL OFFICER DURING EXECUTION OF DUTIES**  
\$500.00

**DOG UNLEASHED IN PUBLIC AREA / NOT IN OFF LEASH AREA**  
\$150.00

**DOG NOT UNDER CONTROL IN OFF LEASH AREA**  
\$150.00

**DOG BARKS, HOWLS OR OTHERWISE BEHAVES CAUSING PERSON TO BE  
DISTURBED OR FEAR FOR THEIR SAFETY**  
\$350.00

**IMPROPER USE OF DOG/CAT TAG**  
\$150.00

**ANIMAL IN PROHIBITED AREA**  
\$150.00

**ANIMAL UNATTENDED IN MOTOR VEHICLE**  
\$150.00

**ANIMAL UNRESTRAINED IN OPEN BOX OF TRUCK OR TRAILER WHILE  
TRUCK OR TRAILER IS IN MOTION OR PARKED**  
\$150.00

**ANIMAL IN CEMETERY**  
\$100.00

**LEAVE DOG OR CAT UNATTENDED WHILE TETHERED ON PREMISES  
ACCESSIBLE TO PUBLIC**  
\$150.00

**FAILURE TO KEEP DOG CONVICTED OF BITING, INJURING OR CHASING A  
HUMAN OR OTHER ANIMAL ON LEASH WITH MUZZLE AFFIXED**  
\$250.00

**SCHEDULE 'C'**

**FORM OF NOTICE OF ANIMAL SEIZURE**

TO: (Owner of Animal – address of Owner as shown in Town records)

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Take notice that an animal bearing Town of Drumheller dog/cat tag # \_\_\_\_\_ registered under the above name and address was impounded on \_\_\_\_\_ pursuant to the provisions of the Town of Drumheller Responsible Pet Ownership Bylaw and that, unless this animal is claimed by the owner and all applicable charges paid on or before \_\_\_\_\_ the animal may be disposed of under the authority of Section 115 of the Responsible Pet Ownership Bylaw without further notice to you.

This animal may be claimed by contacting the Town of Drumheller at 403 823 6300 or attending Town Hall at 703 2<sup>nd</sup> Ave. West Drumheller. Thank you.

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Town of Drumheller  
Community/Bylaw Enforcement



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 8.1.1

Agenda Item # 5.4.2



SCHEDULE  
'D'

### CAT TRAP AGREEMENT

Between the Town of Drumheller and trap user noted below

I, (full name of trap user) \_\_\_\_\_  
 of (address) \_\_\_\_\_  
 with the home phone # of: \_\_\_\_\_ alternate #: \_\_\_\_\_

agree to the following:

- to accept full responsibility for the cat trap and for any animal caught in the trap. Animal cruelty or neglect may result in prosecution under provincial/federal laws.
- to check the trap during reasonable intervals in order to ensure that an animal's health is not jeopardized while caught in the trap. The trap will not be set: overnight, on weekends, during periods of severe temperatures/weather, or while myself or family members leave the Town. A Bylaw Officer may only be able to collect the animal during business hours from Monday to Friday, between the hours of 8:00 am and 3:30 pm. I am willing to allow a Bylaw Officer to access my property to set, check on, or remove the trap.
- if a cat or other animal is caught in the trap I will phone a Bylaw Officer at (403) 823-7590 or (403) 823-0094 (cell).
- to properly care for the welfare of the animal (food, water, and shelter) until the animal is in the custody of a Bylaw Officer. Sheltering the animal may be achieved by placing a blanket over the trap or placing the trap in a cardboard box. If an unusual situation occurs, I understand that I may need to release the animal from the trap or contact a Veterinarian regarding the health of the animal.
- to allow the Town of Drumheller - Protective Services to release copies of this completed form. Under the appropriate authority, copies may be available to federal or provincial government departments/agencies. In the event that this investigation leads to a civil, criminal, or administrative proceeding, this completed form will be made available to the person(s) under investigation, their counsel, or agent acting on their behalf. I understand that I could be required to testify during such a proceeding.

This information is being collected for law enforcement purposes in accordance with section 33 of the Freedom of Information and Protection of Privacy Act (Chapter F-25). Questions about the collection of this information can be directed to the *Freedom of Information and Protection of Privacy Coordinator* for the Town of Drumheller at: 703 - 2 Avenue West, Drumheller, Alberta, T0J 0Y3 Phone: (403) 823-6300

Date: \_\_\_\_\_ Signature of trap user: \_\_\_\_\_

Signature of Bylaw Officer: \_\_\_\_\_



**DRUMHELLER**  
COMMUNITY SERVICES



## BYLAW VIOLATION TAG

This official Tag is issued for breach of: Bylaw _____ Section _____ Description of Offence: _____ _____			
<b>VIOLATION LOCATION</b>			
		DATE (yr/mo/da)	TIME
Upon presentation of this Bylaw Violation Tag within <b>fourteen (14) days</b> from the date of issuance, together with voluntary payment of penalty indicated, such payment will be accepted in lieu of prosecution. <b>PAYMENT FAILURE WILL RESULT IN PROSECUTION IN PROVINCIAL COURT</b> Payment can be made at Town of Drumheller office during regular office hours. Payment may be made in cash, interac, money order or cheque, (payable at par.)			
Penalty:		\$	
<b>REGISTERED OWNER</b>			
NAME (Last, Given Names)			
ADDRESS			
VEHICLE LICENCE No.	PROV	VEHICLE MAKE	YEAR
COLOUR	VEHICLE SERIAL NUMBER		
<b>SUBJECT NAME: (if known)</b>			
NAME (Last, Given Names)			
ADDRESS			
RESIDENCE TELEPHONE No.	BUSINESS TELEPHONE No.	DATE OF BIRTH (yr/mo/da)	
OPERATOR'S LICENSE No.	YEAR	PROVINCE	CLASS
Animal(s) Description: _____			
What type of Animal(s) is it: _____			
What colour is the animal(s)?: _____			
You are required to remedy the above condition on or before the date shown.			
REPORT FOR PAYMENT AT		Before DATE (yr/mo/da)	
<b>TOWN OF DRUMHELLER</b> Town Hall 703 - 2nd Avenue West Drumheller, Alberta T0J 0Y3 Phone: (403) 823-6300 Fax: (403) 823-7739			
Violation Tag No. <span style="background-color: black; color: black;">XXXXXXXXXX</span>			
ISSUED BY (Member's Signature)		MEMBER No.	

**SCHEDULE 'F'**  
**ORDER TO REMEDY**

**DATE:** \_\_\_\_\_

**CIVIC ADDRES:** \_\_\_\_\_

\_\_\_\_\_  
**LEGAL DESCRIPTION:** \_\_\_\_\_

**NAME OF OWNER/OCCUPANT:** \_\_\_\_\_

**PLEASE TAKE NOTICE THERE EXISTS A VIOLATION OF THE TOWN OF  
DRUMHELLER RESPONSIBLE PET OWNERS'S BYLAW**

**SECTION NUMBER:** \_\_\_\_\_

**At the above noted address or land description there exists the following violation:**

\_\_\_\_\_  
\_\_\_\_\_

**You are therefore directed and ordered to remedy the violations mentioned above  
on or before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

**Upon the noted violations being remedied a designated Municipal Officer shall  
attend and inspect the corrections.**

**Please contact the Town of Drumheller Community and Bylaw Enforcement at  
403 823 1363 if you require assistance or further explanation.**

**Failure to remedy the violations aforesaid and to comply with the applicable  
provisions of the Bylaw shall constitute an offence and a violation ticket shall be  
issued.**

\_\_\_\_\_  
**(Issuing Community Peace Officer)**

**Date:** \_\_\_\_\_





## Request for Decision

Date: February 21, 2013

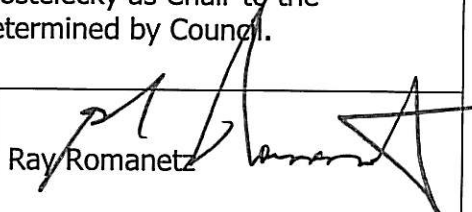
<b>Topic:</b>	<b>Badlands Community Facility – Fundraising Cabinet Terms of Reference and Appointments</b>		
<b>Proposal:</b>	<p>Council at their meeting of August 30, 2010 approved MO2010.135A as follows: <i>"Council approve the recommendations as presented in the Executive Summary from - Nine Lions Development Consulting dated August 2010 with the budget not to exceed \$629,000 over three years."</i> It is recommended that MO2010.135A be rescinded to allow for a revised fundraising strategy for BCF as per Council's direction in the 2013 Strategic Business Plan. The proposal is to reinstate the Terms of Reference for the Fundraising Cabinet as outlined in the attached document approved by Council on September 29, 2008 with the addition that Council appoint the Chair to the Fundraising Cabinet.</p> <p>Under the reinstated Terms of Reference, two Council members should be appointed to the Fundraising Cabinet. It is further recommended that Councillors Sharel Shoff and Lisa Hansen-Zacharuk be appointed as members to the Fundraising Cabinet.</p> <p>Former Steering Committee Co-Chair Hansine Ullberg Kostecky has expressed an interest to Chair the Fundraising Cabinet.</p>		
<b>Proposed by:</b>	Town Council		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Process will include community involvement</li></ul>		
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By	1
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## Agenda Item # 8.1.2

<b>Budget Available:</b>		<b>Source of Funds:</b>	
<b>Communication Strategy:</b>	Public consultation process.		
<b>Recommendations:</b>	<p>Three separate motions as follows:</p> <p>That Council rescind MO2010.135A and reinstate the Badlands Community Facility Terms of Reference for the Fundraising Cabinet as stated in the document approved by Council September 29, 2008 with the addition that Council appoint the Chair to the Fundraising Cabinet.</p> <p>That Council approve the appointments of Councillors Sharel Shoff and Lisa Hansen-Zacharuk to the BCF Fundraising Cabinet.</p> <p>That Council appoint Hansine Ullberg Kostecky as Chair to the Fundraising Cabinet for a term to be determined by Council.</p>		
<b>Report Writer:</b>		<b>CAO:</b>	 Ray Romanetz
<b>Position:</b>			

## BADLANDS COMMUNITY FACILITY TERMS OF REFERENCE

(Approved: September 29, 2008)

(Amended: January 26, 2009 – Sub Committee Co-Chair)

(Amended: October 25, 2010 – Fundraising Cabinet)

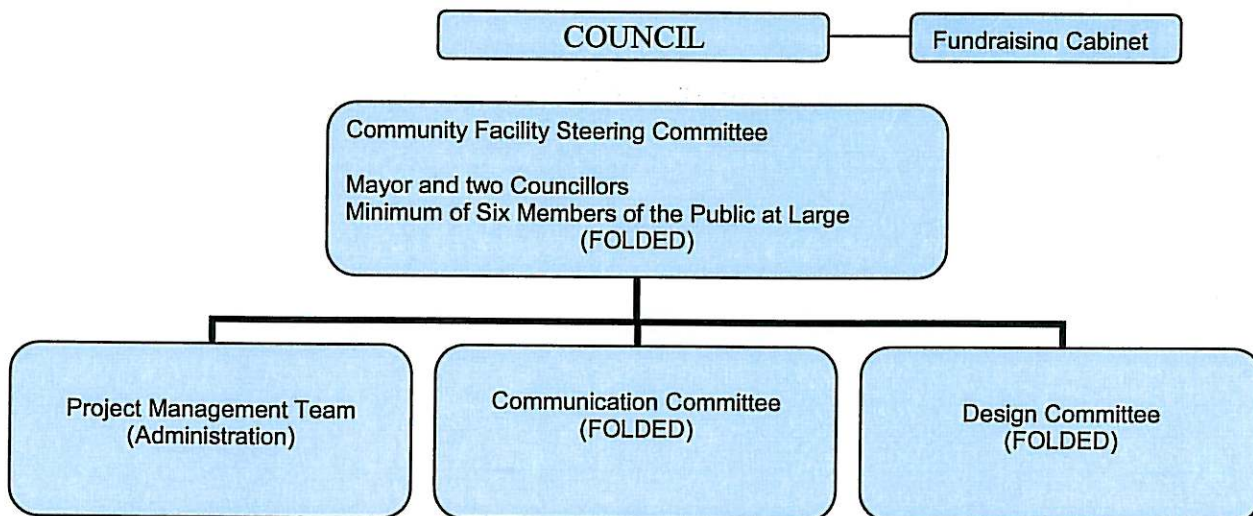
(Amended: January 4, 2011 – SC Co-Chairs)

(Amended: August 30, 2010 – MO2010.135A Executive Summary from Nine Lions Development Consulting dated August 2010 revised terms for Fundraising Cabinet)

**(Amended: February 25, 2013 – Fundraising Cabinet – rescind MO2010.135A and reinstate terms of Fundraising Cabinet as approved September 29, 2008)**

### DEFINING THE ROLES:

It is important for the purposes of accountability and tasking to clearly define the roles of those noted in the organization chart. There may be a need to adjust the number of Committees and the number of members on each Committee for the purpose of the project. This proposal suggests having all established Committees to report through the Steering Committee (with the exception of the Fundraising Cabinet who reports directly to Council). The Committees shall continue to perform their responsibilities and roles until otherwise determined by Council. The following represents a preliminary and general description of the responsibilities of the Committees:



### Fundraising Cabinet

- The Committee will consist of two members from Council and other members from the community (as approved by Council). These community members should be well known, influential, and leaders in the community.
- **Add: (Feb. 25/13) Council to appoint a chair for the Fundraising Cabinet.**
- The Committee should develop a comprehensive fundraising strategy including identification of resources required. The intent is to identify and secure funding from all sources possible including donors,

## ***Agenda Item # 8.1.2***

sponsors and grants. Develop themes and appropriate donor recognition techniques. The strategy may include the following:

1. Determine the non-grant fundraising that is required as part of the project.
2. Identify potential sources of funding (local, regional, national, and international).
3. Complete "strategy session" with Council.
4. Prepare an "Action Plan" indicating where the committee members may be used in fundraising.
5. Implement "Action Plan" so presented and determined success.



**6.0 DELEGATIONS**

**7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**8.0 REQUEST FOR DECISION REPORTS**

**8.1. CAO**

**8.2. Director of Infrastructure Services**

**8.2.1 RFD - Tender Award for the 2nd Avenue Sewer Replacement**

A. Kendrick advised that tenders closed for the Sanitary Sewer Line Replacement on August 18th, 2010 with seven tenders received. He further advised that the low bidder was M. Pidherney's Trucking Ltd. with a tender amount of \$240,038.40 including GAST. He stated that the project was identified in the 2009 Strategic Plan as an Operational Priority for Sanitary Sewer Line Replacement Plan as approved by Council. He explained that the replacement will improve reliability of the sewer system and reduce the risk of emergency repairs and service interruptions. A grant was approved for \$300,000 under the New Deals for Cities and Communities Wastewater Collection and Treatment Grant Program.

**MO2010.134** Shoff, Yemen that Council moved to approve the project within the 2010 Capital budget financed through the New Deal for Cities and Communities - Wastewater Collection and Treatment Grant Program and further that Council award the low tender bid to M. Pidherney's Trucking Ltd. in the amount of \$240,038.40 including GST.

**Discussion on Motion:**

Councillor B. McDonald asked for clarification on the funding. R. Romanetz explained that the project was part of the 2009 budget and application was approved through the New Deals for Cities and Communities Program however the project did not proceed. The Town reapplied for funding in 2010 and was approved. He further stated that although the amount is below the authority allowed for approval by the CAO, the project was not completed and not carried forward into the 2010 budget.

**Vote on Motion:**

Carried unanimously.

**8.3. Director of Corporate Services**

**8.3.1 RFD - Executive Summary Campaign Assessment Report for the Badlands Community Facility (Nine Lions Development Consulting)**

M. Roy advised that the Nine Lions Development Consulting (Nine Lions) was retained to conduct a Campaign Review and Assessment on the Badlands Community Facility Campaign initiatives to date. He advised that the Executive Summary is attached. He further advised that some of the recommendations include the formation of a Fundraising Cabinet that is separate from the Steering Committee and would report to Council, a revised fundraising goal, an operational budget and a more aggressive naming rights approach.

**MO2010.135** Berdahl, Yemen that Council approve the recommendations as presented in the Executive Summary from Nine Lions Development Consulting dated August 2010.

**Discussion on Motion:**

Councillor A. Berdahl asked for clarification on the variance in cost - 5-15% of goal (\$475,000-\$1,425,000) and he recalled that the target variance was identified as 5-8% in their detailed report. He stated that the range has expanded since the Nine Lions presentation on August 11th. R. Romanetz confirmed that the amount was identified as \$629,000 over three years based on \$9,500,000 which equates to 6.6% of the goal.

Councillor B. McDonald asked if the formation of the Fundraising Cabinet would entail disbanding the current Fundraising Committee. R. Romanetz clarified that the current Fundraising Committee would be disbanded. He explained that the Steering Committee would work along with the Nine Lions Fundraising Cabinet along with the Town's Fundraising Co-ordinator whose job responsibilities would need to be clarified. He further explained that this group will report to Council, keeping Council informed of their successes and whether they are meeting their targets.

Councillor A. Berdahl asked for an amendment to the Motion to include the wording "budget not to exceed \$629,000 over three years". Councillor Yemen agreed.

**MO2010.135A** Berdahl, Yemen that Council approve the recommendations as presented in the Executive Summary from Nine Lions Development Consulting dated August 2010 with the budget not to exceed \$629,000 over three years.

Councillor B. McDonald referred to Item Number 9 regarding the delivery of the operational plan and asked who would be involved in the development of the plan. R. Romanetz stated that the Steering Committee discussed this matter and agreed that the responsibility would be that of the Cabinet with direction provided by Administration and approved by Council. He further stated that the Town has commenced interviews for the position of the Business Manager and specific revenue projections and expenses have already been fleshed



out. He further advised that other details relating to the wellness centre and other revenue projections need to be tweaked. Councillor B. McDonald referred to Item Number 3 and asked if communications would be the responsibility of the Cabinet. Councillor A. Berdahl stated that the Cabinet would be relatively independent and responsible for their own communications on the fundraising side of the project. R. Romanetz stated that although the Steering Committee provides direction on communications as well, both groups need to ensure consistent messages.

Councillor S. Shoff asked the liaison between the Cabinet and Council. Councillor A. Berdahl stated that the difference between the previous sub committees and the Cabinet is that there are fewer people in the Cabinet with greater responsibility of which one is a Co chair that would report directly to Council.

Councillor D. Guidolin asked if the Design Committee responsibility has been completed. Mayor Nimmo stated that the Design Committee has not been disbanded and will be involved with the architect on the library and other matters.

Vote on Motion:  
Carried unanimously.

#### **8.4. Director of Community Services**

- 8.4.1 RFD - Arena Fees - Proposed Change for September Youth Rates  
P. Salvatore advised that the 2009 - 2011 Corporate Plan identifies a fee schedule for Arena ice rentals. Within the fee schedule there are established fees - specifically for summer ice rates. Summer rates are defined as April 1 to September 30 each year. Summer ice rental rates have typically been more expensive to reflect the added cost of running the ice making equipment during peak summer months. He explained that the fee structure has had a negative effect on the Town's ability to rent additional ice to youth groups in September, as community organizations consider the costs of September ice (2x the winter rental rate) from \$131.50 per hour as a youth group to \$65.00 per hour.

**MO2010.136** McDonald, Guidolin that Council amend the arena fee schedule as referred to the 2009-2011 Corporate Plan for summer rental rates. Carried unanimously.

#### **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item #8.3.1



### Request for Direction

Date: February 22, 2013

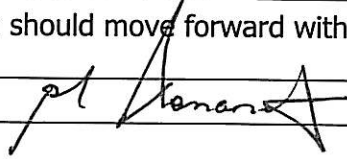
Topic:	<b>PROPOSED AMENDMENT TO REGULATION OF THE WATER WORKS AND SEWERAGE SYSTEMS BYLAW</b>
Proposal:	<p>The proposed amendment to the bylaw would see the responsibility for residential and non residential water and sewer bills passed to the property owners rather than renters.</p> <p>Because of the insecurity of the collection of utility charges, most municipalities are requiring the Registered Owner of the property to be directly responsible for the utility charges of their tenants.</p> <p>This would apply to Residential as well as Non-Residential properties.</p> <p>The following options are currently available with our software:</p> <ul style="list-style-type: none"><li>• Invoice the owner directly:<ol style="list-style-type: none"><li>1. The owner is billed directly each month.</li><li>2. There are no requirements for tenant registration/changes with the Town.</li><li>3. The owner is delayed in receiving payment by the tenant.</li><li>4. There is no meter reading at the time of a change in tenants.</li></ol></li><li>• Invoice the tenant with a copy to the owner only if the account is in arrears:<ol style="list-style-type: none"><li>1. The tenant can pay the invoice in a timely manner without waiting to be informed by the owner.</li><li>2. The tenant can make their own electronic banking arrangements for payments with the town.</li><li>3. The owner is not responsible for the utility payment unless it is in arrears.</li><li>4. The tenant is being invoiced for the correct amount of the utility because of the dates of the meter readings.</li></ol></li><li>• Invoice the tenant with a copy each month to the owner.<ol style="list-style-type: none"><li>1. The above points still apply.</li></ol></li></ul> <p>There will no longer be a requirement for the security deposit as the charges are secured against the property taxes.</p> <p>There is an average of \$9,400 or 40 accounts that are written off per year.</p> <p>This amendment would apply only to new accounts. Existing tenants would not be affected until there is a change of address.</p>

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz	1
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## Agenda Item # 8.3.1

<b>Proposed by:</b>	CAO and Director of Corporate Services		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Resolve unpaid water and sewer bills.</li> </ul>		
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	Council's direction on whether the Town should move forward with the proposed amendment as outlined.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		



# DRUMHELLER

## INFRASTRUCTURE SERVICES

Agenda Item # 9.1



### 2012 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	October 1, 2012 - December 31, 2012	4th Quarter

### Last Quarter's Accomplishments:

#### Human Resources:

- Plant Operator II – Resignation January 3, 2013

#### Facilities:

- Installed new cable & harness for figure skaters
- Tile and decking repairs at Aquaplex
- Demolition of Water Slide
- Rebuilt pumps for hot tub
- Aquaplex Turn-a-Round, included painting, floor repairs, new benches for steam room, chemical line replacement and MUA repairs.
- Switched security monitoring provider for applicable buildings which included changing out the security panels.
- Installed handicap doors at Library
- Wayne Tower seasonal start up.
- Civic Center demolition for Town Hall relocation
- Ongoing HVAC training at BCF
- Follow-up electrical repairs as identified from infrared scanning
- Sandstone Manor deficiency issues
- Initiated building alterations for food Kiosk for BCF
- Finalize field house post construction cleaning at BCF
- Prepared deficiency list at BCF from construction completion
- Established RCMP fire panel testing protocol
- Set up and tested emergency standby power for Town Hall and RCMP
- BCF Landscaping

#### Water:

- 14 box and rod repairs on water services
- New water services installed
- Annual inventory & restocking of supplies required
- Routine plant labs and sample collections
- Ordering and securing bulk treatment chemicals
- Completed 171 locates and work orders
- Installed 342 new Neptune meters
- Rebuilt Huntington Booster pump

- Monthly meter reading
- Backwashing filters
- Installed Milltronics level indicators at WTP and River Intake

**Wastewater:**

- Monthly sewer flushing of problem areas
- Relined sewer service lines at 4 locations
- Daily removal of wastewater centrifuge hopper
- Installed two Bio Filters in manhole on 4<sup>th</sup> Ave SW & finalized manhole insert installs
- Repaired break on Nacmine Forcemain
- East Coulee wastewater plant upgrade commenced Oct 26, 2012- Anticipated completion January 2013
- Daily sewage hauling from East Coulee wastewater plant as a result of plant upgrade.
- Annual inventory and restocking of sewer materials for repairs and installs -
- Routine plant labs and sample collections
- Lift Station rounds
- Sample collection for Associated Engineering ( River Study)
- Rebuilt low lift pump #6
- Disposed of old piping at WTP

**Operations:**

- Green Plan meetings and updates
- SCBA training for Utilities and Facilities Staff
- Operational & Capital Budget Review
- Industry Canada radio audit and compliance review
- Constructed kiddies skating rink at the Fountain Park
- Cemetery graves and burials
- Brought back magnesium chloride and containment tank from Alberta Transportation's yard in Trochu
- Upgrade of Newcastle Diamond #3
- Irrigation blowouts
- Decorative light repairs
- Annual tree pruning
- Fall cleanup of parks and flower beds
- 1<sup>st</sup> Aid Training
- Installed Christmas decorations

**Roads**

- Annual ditch grading, various locations
- Annual fall street sweeping and cleanup
- Ongoing road and lane grading
- Sign repairs and installs
- Grade and prep snow dump sites
- Seasonal catch basin flushing
- Prepare SIP final summary
- Completed sidewalk and concrete inspections
- Snow and Ice control

- SIP 2012 paving and concrete finalization

**Equipment:**

- Purchased used vacuum truck
- Preparation and installation of plows and sanders
- Hydro vac replaced faulty valves
- Annual street sweeper repairs
- Ongoing CVIP's for fleet, fire and VBS
- Genset – Tri Annuals
- Flush Truck hydraulics valve body replacement
- Annual inspection and recertification of Fire Hall Compressor
- Fleet winterizing
- New Tire Machine, install, orientation and training
- Routine Maintenance and repairs on fleet vehicles, Fire Units, Gensets and VBS

**Land / Developments / Agreements / Projects:**

- 2012 SIP
- Civic Center interior demolition for Town Hall move
- Newcastle Diamond #3
- Waterslide removal & Pool Turn-a-round
- Urban Systems Entrance Beautification
- Green Team ongoing updates and projects
- Replenish gravel inventory (16,000 tonnes)

**Budget Performance:**

- **2012 Operating Account Total % used as of January 9<sup>th</sup> 90.41%**

**Special Events:**

- Winterfest preparations
- Santa Claus Parade
- New Years Eve Fireworks
- Remembrance Day Preparations



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## Agenda Item # 9.1

Director: \_\_\_\_\_  
(Signature)

CAO: \_\_\_\_\_  
(Signature)

**Contributions from:**

Brian Bolduc  
Fred Sharrun  
Kevin Blanchett  
Keith Russell  
Daryl McConkey



### 2012 Infrastructure Report on Corporate Priorities

Director of Infrastructure Services – Allan Kendrick

#### **Town Hall Relocation:**

Council approved the Town Hall relocation in early March 2012, Group2 provided the design and tender packages. The Tender was awarded to Govan Brown on October 17<sup>th</sup>. The Town has completed the demolition by providing supervision for inmate labour as well as utilizing Town staff and some local contractors. At this time we believe that the project will not be completed on time by the end of March 2013, however we are waiting for an updated schedule from the general contractor. Council has reviewed and approved several other project related items and will also need to consider several more to help streamline the move.

#### **Water System Expansion:**

East Coulee water line is in the final stages of design and alignment, we hope to have the Tender Packages out by mid to late March. Several obstacles have caused delays on this project, land agreements and the collection of information required for the river crossing. This project may move forward as two separate tenders, one for the river crossing and one for the line.

Two Water Studies were completed by MPE one for the Penitentiary area and one for the west extension to the Golf course area. These two studies will be presented to Council at a later date.

#### **Town Entrances:**

Urban Systems were selected as the consultants for this project. Preliminary designs have been presented to council as well as a meeting with other community groups. The consultants have made adjustments to reflect the feedback from the presentations. The consultants are now in the process of reviewing the design with Alberta Transportation. This project will require more funding and as well as partnerships to be successful.

#### **Water & Wastewater Plant Upgrades:**

The Water Treatment Plant has the preliminary design for the required upgrade to treat residuals ready for review by Operations Staff and AESRD. Once the Town has acquired grant funding this project could move forward to detailed design and construction.

... The Drumheller and East Coulee Wastewater Treatment Plant now has the Resolving Stream Assessment Draft Reports under review by AESRD. We hope that the draft report is acceptable and no further study is required.

The East Coulee Wastewater Treatment Plant Upgrade is nearing completion, commissioning of some equipment has taken place. We are now in the process of Town Staff working with Consultants, Manufacturers as well as the Contractor to prove the Plant performance meets or exceeds Approval requirements. This project will not be completed on time and will cause some concerns for the Contractor when they have to deal with the costs of hauling wastewater to Drumheller.

Operational at both Drumheller Water and Wastewater plants we are still working with our consultants in dealing with a number of issues regarding the upgraded equipment and control systems. We can anticipate more design changes and equipment costs.

### **Public Works Yard Relocation Strategy:**

Town staff will start clean up this spring and some leveling for material storage on the site. We have start some site servicing plans.

### **Green Team:**

Green Team Plan meetings and updates have been presented to Council. Further plans and meeting will continue. Grant funding has been applied for to develop a landscape park on the corner of 8<sup>th</sup> avenue and 4<sup>th</sup> street sw. The Green Team continues to stockpile ideas for future consideration.



### 2012 Infrastructure Annual Report

<b>Name :</b>	<b>Allan Kendrick</b> <b>Director of Infrastructure Services</b>	<b>Year:</b>	<b>2012</b>
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#### Human Resources:

- New Technical Services Manager hired.
- Hired Water/Wastewater Operator 1
- Chief Plant Operator retired
- Annual Staff Evaluations
- Eight seasonal hires
- Staff Training :
  - WHMIS training for applicable staff
  - First Aid Training
  - Handling Asbestos pipe course
  - Annual AWWOA conference
  - Utilities staff training for SCADA, Excel, CEU credits
  - SCBA training

#### Facilities:

- Continued work in developing and updating work procedures, confined space and WHMIS
- Annual fire extinguisher recertification
- Electrical and HVAC maintenance and repairs various facilities
- Roof repairs at Aquaplex and Curling Rink
- BCF
  - Alarm monitoring setup
  - Playground floor prep
  - Library move
  - Heating & cooling issues
  - Final cleaning for opening
  - Landscaping
  - Deficiency repairs
  - Building alterations for food kiosk
- Arena plantroom upgrade
- Arena ice install and operations
- Repair and maintenance of Communication Towers & equipment
- Annual start-up, shutdown and maintenance of Spray park, Fountain, Outdoor Pool and park washrooms
- Annual overhead door inspections
- Building security monitoring, change of service provider and panel upgrades
- Skateboard park demolition and removal
- RCMP Building – carpet install, counter repairs, door and baseboard repairs
- Waterslide demolition & removal
- Sandstone Manor deficiency issues

**Water:**

- Locates (611 utility locates)
- Work orders (320 completed)
- Bulk water sales 22,292 m<sup>3</sup>
- Water break repairs
- Hydro-vaced and repaired numerous service valves
- Routine sampling, testing, backwashing, chemical inventory & water processing at WTP
- Repair SCDA issues at WTP
- Year end reports for WTP
- Mainline waterline flushing
- Meter reading
- Meter change outs (Neptune) ongoing

**Wastewater:**

- Monthly sewer flushing of problem areas
- Cleaned out sewage drying beds
- Routine lab testing, mechanical checks, station rounds
- Year end reports for wastewater plants
- Sewer repairs on sanitary and storm lines
- WWTP Upgrade deficiency remediation
- 4<sup>th</sup> Ave SW sewerline repairs and post construction air monitoring
- Annual sewer flushing and line camera work by contract
- Sewerline replacement by pipe bursting

**Operations:**

- Annual playground inspections and repairs
- Installation and removal of Christmas decorations
- Garbage collection
- Tree pruning
- 2012 Mosquito Control Program
- Decorative light repairs
- Catch basin, cleaning and steaming
- Cemetery work orders ongoing
- Green Plan programs
- BCF parking lot paving
- Ball diamond seasonal prep
- Spring cleanup
- Pest control
- Dutch Elm Disease monitoring program
- Irrigation start up, repairs and blowouts
- Grass control and parks/cemetery maintenance
- Walking Trail maintenance in conjunction with the Penitentiary
- Weed Control
- Landscaping at Medical Clinic & Professional Building
- Operations and Capital Budget preparation and review
- Industry Canada Radio audit and compliance and follow-up

**Roads**

- Annual ditch grading for drainage restoration
- Land grading and graveling
- Annual street and sign inventory c/w repairs
- Snow removal and sanding
- Annual line painting
- Annual sidewalk deflection milling
- 2012 SIP
- Storm drain maintenance
- Street sweeping
- Annual sidewalk inspections
- Pothole patching
- Annual dust abatement program
- Annual crack filling program
- Culvert replacement and installation

**Equipment:**

- Seasonal preparation:
  - Snow removal equipment
  - Street sweeper
  - Grass control equipment
  - Ice resurfacers
- Purchase of:
  - Used vacuum truck
  - SUV
  - ¾ ton truck
  - Snowplow
  - Skidster
  - Backhoe
  - Ride on mower
  - Fire Department pumper truck
  - Tire changer and balancer
- Genset tri-annuals
- Routine servicing repairs, fabricating and inspections on some 250-300 Fleet, VBS, Solid Waste, Fire, Community Enforcement vehicles, pumps, small engines and associated attachments

**Land/Development/Agreements/Projects:**

- Newcastle Diamond #3 upgrade
- Civic Center interior demolition and removal for Town Hall relocation
- Preliminary planning for East Coulee waterline
- East Coulee WWTP upgrade
- 2012 Cast Iron waterline replacement program
- Urban Systems highway entrance revitalization
- Petro Canada Park design change
- Rotary skating rink at Spray Park
- 2012 SIP schedules A & B



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Budget Performances:

**Agenda Item # 9.1**

- 2012 Operating Account total % used as of January 9, 2013 = 90.4%

**Special Events:**

- Grade 12 Graduation Ceremonies
- MS Walk
- Dinofest
- Cenotaph dedication
- Newcastle diamond – Provincials Tournament
- East Coulee Springfest
- July 1<sup>st</sup> celebrations
- Ice Carnival
- Winterfest celebration
- Santa Claus Parade
- New Years Eve fireworks
- Remembrance Day
- Dinosaur ½ marathon
- Quilt show
- Motorcycle Madness
- Family Fun Day
- Fall Fair and Alberta Cultural Days
- Miners Memorial unveiling

Director: \_\_\_\_\_

(Signature)

CAO: \_\_\_\_\_

(Signature)