

Town of Drumheller COUNCIL MEETING AGENDA

December 14, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

- 1.1 Councillor Lisa Hansen-Zacharuk to be sworn in as Deputy Mayor for the months of January and February, 2016.

2.0 MAYOR'S OPENING REMARK

- 2.1 Notice of Special Council Meeting - December 16, 2015 at 4:30 PM in Council Chambers at Drumheller Town Hall (224 Centre Street) to consider 1st reading of the 2016 Utility Rate Bylaw
- 2.2 Notice of Special Council Meeting - December 21, 2015 at 4:30 PM in Council Chambers at Drumheller Town Hall (224 Centre Street) to consider 2nd and 3rd readings of the 2016 Utility Rate Bylaw
- 2.3 Cancellation of December 28th Regular Council Meeting - next Regular Council Meeting is January 11th, 2016

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 November 30, 2015

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 5.2.1 Municipal Planning Commission Meeting Minutes of September 17, 2015
Municipal Planning Commission Meeting Minutes of October 8, 2015
Municipal Planning Commission Meeting Minutes of November 12, 2015

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.0 DELEGATIONS

- 6.1 Drumheller Chamber of Commerce: Landon Bosch - President and Heather Bitz - Executive Director
- 6.2 Travel Drumheller

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

- 24-36 8.4.1 Drumheller Recreation and Culture Discussion

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS



DRUMHELLER

OFFICE OF THE MAYOR



NOTICE OF SPECIAL MEETING

AS PER THE MUNICIPAL GOVERNMENT ACT

SECTION 194(3)

TO: All Members of Drumheller Town Council

FROM: Mayor Terry Yemen

DATE: December 14, 2015

Pursuant to section 194 of The Municipal Government Act, a special meeting of the Council of the Town of Drumheller is to be held on **Wednesday, December 16, 2015 at 4:30 P.M.** and to be held in the Council Chamber at the Drumheller Town Hall, 224 Centre Street, Drumheller, Alberta.

This meeting will discuss the following topics:

1. 2016 Utility Rate Bylaw – 1st reading

Terry Yemen
Mayor



DRUMHELLER

OFFICE OF THE MAYOR



NOTICE OF SPECIAL MEETING

AS PER THE MUNICIPAL GOVERNMENT ACT

SECTION 194(3)

TO: All Members of Drumheller Town Council

FROM: Mayor Terry Yemen

DATE: December 14, 2015

Pursuant to section 194 of The Municipal Government Act, a special meeting of the Council of the Town of Drumheller is to be held on **Monday, December 21, 2015 at 4:30 P.M.** and to be held in the Council Chamber at the Drumheller Town Hall, 224 Centre Street, Drumheller, Alberta.

This meeting will discuss the following topics:

1. 2016 Utility Rate Bylaw – 2nd and 3rd readings

Terry Yemen
Mayor

**Town of Drumheller
COUNCIL MEETING
MINUTES**

November 30, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT:

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:35 PM.

2.0 MAYOR'S OPENING REMARK

- 2.1 Mayor Yemen announced that the Council Committee Meeting of December 7, 2015 is cancelled as Council's Strategic Business Workshop will be held on this date.

Mayor Yemen congratulated Summer Manca for organizing a successful Salvation Army Food Drive within our community.

Mayor Yemen thanked everyone for helping to raise \$5200. for the DinoArts Association. He stated that he was the lucky recipient of a pie in the face by CAO R. Romanetz.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2015.51 Hansen-Zacharuk, Garbutt 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 November 16, 2015

MO2015.52 Zariski, Shoff moved to adopt the regular Council meeting minutes of November 16, 2015 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 RFD - Appointments to the Police Committee

R. Romanetz advised that the Police Committee has two public at large vacancies. Jim Decore wishes to resubmit his name as a public at large member for a further one year term. Jim has served one three year term and four one year consecutive terms thereafter. He further advised that the approval of Jim's appointment is at the discretion

of Council as per the Police Committee Bylaw. G. Peters recommended that Jim be appointed for another one year term as he is trained for handling police complaints. As well, R. Romanetz explained that Kneehill County has approved Brian Holsworth to serve as a rural member which requires Council approval of his appointment to the Police Committee.

MO2015.53 Zariski, Hansen-Zacharuk move that Council approve the appointment of Jim Decore for a one year term and the appointment of Brian Holsworth as Kneehill County's representative, both appointments expiring on the date of Council's 2016 Annual Organization Meeting. Carried unanimously.

8.1.2 RFD - Appointment to Drumheller Public Library Board

R. Romanetz advised that the Public Library Board currently has two vacancies. One application was received from Julia Fielding and the Drumheller Library Board has reviewed her application and recommends approval.

MO2015.54 Kolafa, McMillan moved that Council approve the appointment of Julia Fielding for a three year term to the Public Library Board expiring on the date of Council's 2018 Annual Organizational Meeting. Carried unanimously.

8.1.3 RFD - Appointment to the Economic Development Task Force

R. Romanetz advised that the Economic Development Task Force has one public at large vacancy and an application has been received from Rodney Fox. The Task Force recommended approval. The Bylaw outlines the membership of the Task Force which includes appointment members and representatives from various organizations including the Town, Community Futures, Drumheller District Chamber of Commerce and up to four public at large members, each for a term of three years.

MO2015.55 Shoff, Hansen-Zacharuk moved that Council approve the appointment of Rodney Fox to the Economic Development Task Force for a three year term expiring at Council's 2018 Organizational Meeting. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 RFD - AMWWP Grant Approval - East Coulee Lift Station

A. Kendrick advised that in 2011, Alberta Transportation denied a grant under the Alberta Municipal Water/Wastewater Partnership Program (AMWWP) for an upgrade to the East Coulee Lift Station. Since that time the project costs have increased substantially. He stated that the Town of Drumheller would like to reapply for funding to complete the final phase of the WWTP upgrades, which includes the lift station, sludge handling and for electrical / telecommunication upgrades in the amount of \$1,295,000. The approved grant provides the Town of Drumheller with 75% funding in the amount of \$971,250. The Town is responsible for the remaining 25% of the project costs. He explained that all applications for funding under this program require a formal motion from Council approving the request for grant funding.

MO2015.56 Garbutt, McMillan moved that Council approves the submission of a grant application under the Alberta Municipal Water / Wastewater Partnership Program for upgrades to the East Coulee Lift Station, sludge handling and the electrical / telecommunication in the amount of \$1,295,000.00.

Clarification on the Motion:

Councillor J. Garbutt asked the current balance of the reserves. B. Miller stated that the current balance as of this date is \$1,723,000 with \$575,000 coming from capital for this year for a total remaining of \$1,148,000. R. Romanetz advised that the other option would be to borrowing the money for the upgrade.

Vote on Motion: Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 RFD - Central Alberta Economic Partnership

C. Glydon, Economic Development Officer advised that the Central Alberta Economic Partnership (CAEP) is a not for profit organization who specializes in foreign direct investment opportunities for the central region. He stated that there are 35 member municipalities, 1 First nation, and 11 associate members (such as the Chambers of Commerce). Currently, Drumheller does not belong to a regional economic development group and the benefits of joining CAEP include:

- a mechanism for foreign direct investment;
- creation of professional economic indicator reports;
- networking to learn best practices;
- create awareness of the Central Alberta Regional through numerous avenues;
- commercial and industrial land mapping software, providing a faster site selection process for investors;
- tourism investment opportunity assessment which helps identify tourism investment opportunities; and
- a designated Councillor will be able to attend spring and fall meetings.

He further stated that CAEP membership is \$0.40 per resident, which equals \$3212.00 per year commencing April 1st of each year. In response to a question from Council as to why Drumheller removed itself from the Calgary Regional Economic Partnership, P. Salvatore explained that the emphasis was Calgary and other members were not receiving the benefits of membership. C. Glydon explained that the CAEP membership includes more members of Drumheller's size. He stated that he spoke with several of these municipalities (not along the Hwy 2 corridor) who saw merit in their membership with CAEP. He further explained that aside from the value for potential investor dollars, Drumheller will receive value from marketing, both nationally and internationally, as well as being able to access economic indicator reports.

MO2015.57 Garbutt, Zariski moved that the Town of Drumheller join the Central Alberta Economic Partnership as recommended by the Economic Development Task Force. Carried unanimously.

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS MO2015.58 Garbutt, Hansen-Zacharuk moved to go in camera at 5:04 PM. Carried unanimously.

MO2015.59 Garbutt, Hansen-Zacharuk moved to revert back to regular Council meeting meeting at 6:03 PM. Carried unanimously.

14.1 Land Matters

MO2015.60 Garbutt, Kolafa moved to appoint Councillor S. Shoff to the Economic Development Task Force in place of Councillor T. McMillan for a term to expire on Council's Organizational Meeting in 2016. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:05 PM.

Mayor

Chief Administrative Officer



Municipal Planning Commission Minutes Meeting of Thursday, September 17, 2015

Present: Shawn Francis, Chairperson
Julie Steeper, Development Officer
Sharon Clark – Vice Chair
Clayton Gillis, Member
Donna Kittridge, Recording Secretary
Scott Kuntz, Member
Paul Salvatore, Director of Community Services
Sharel Shoff, Councillor/Member
Stacey Gallagher, Member

Absent: Tom Zariski, Councillor/Member – with regrets

1.0 CALL TO ORDER – 12:05 P.M.

Motion to Approve Agenda: Sharel Shoff
Seconded by Stacey Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

September 3, 2015
Approved and signed off by e-mail

3.0 DEVELOPMENT PERMITS

3.1 HILLSVIEW ESTATES SUBDIVISION

J. Steeper submitted plans for the Hillview Estates subdivision Phase 2 for discussion on the type of architectural controls for this subdivision; architectural controls were presented for the Hillview Estates Subdivision Phase 1 for reference. J. Steeper read the by-laws for R-1 and R-2 zoning. Part of the subdivision will be owned by the Town of Drumheller and the developer will retain ownership of the rest. The town lots would be sold to whom ever wants to develop on those lots and the town would prefer to sell these lots by the end of October.

MPC discussed the subdivision development including landscaping, front lot garages and should this phase be the same as previous phases or different? Questions that arose were would these be spec homes, at this time no, but they could be. S. Shoff reiterated councils desire to keep the pricing as R-1 and R-2 in order to encourage affordable housing. The question was asked if zoning was fixed in this area and yes it is. Julie advised that some of these lots had the possibility of being designed with garages to the side or rear of the property. Members of MPC were advised to visit the area. MPC approved the use of architectural controls for the subdivision Phase 2.

Motion to approve: Scott Kuntz
2nd: Clayton Gillis



3.2 T00065 15 D – Karen Crawford – Replace landing with decks – Residential – “R-1”

J. Steeper presented Development permit T00065 15D submitted by Karen Crawford to extend the entrance of the residence to the fence and partial wrap around at 40 – Hunts Crescent on Plan 7410338; Block 3; Lot 8, Drumheller. Zoning is “R-1” Residential District.

MPC discussed the application and J. Steeper advised that when the site was viewed it would not seem to have any negative effect on the neighborhood and there would still be access on the other side of the house to the back yard. The deck would be 13’ from the rear and the extension of the steps is within the allowable distance. It was decided that there did not seem to be any reason to not approve the application as presented.

Motion: Sharon Clark moved Development permit T00065 15D submitted by Karen Crawford to extend the entrance of the residence to the fence and partial wrap around at 40 – Hunts Crescent on Plan 7410338; Block 3; Lot 8, Drumheller be approved subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per site plan submitted.
3. Construction to be in accordance with the Alberta Building Code.
4. All necessary permits (building, electrical, gas, or plumbing) to be in place prior to construction/installations.
5. All local improvements at owner’s expense including, however not limited to, driveways, frontage charges, water/sewer services.
6. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. 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.
8. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

2nd by Sharel Shoff

Carried

S. Gallagher excused herself at this time.

3.3 T00064-15-D – Stacey Gallagher – Residential – “R1-A”

J. Steeper presented Development Permit T00064-15D submitted by Stacey Gallagher to have the residence s a Tourist Dwelling at 555– Riverside Drive on Plan 6495AV; Block 1; Lots 23 & 24, Drumheller. Zoning is “R1-A” Residential District. Tourist Dwellings are discretionary in this district.

MPC discussion advised this could be considered the same as an Air B & B, this is not new in the R-1 and R1-A district, and there have been no issues so far with others. Traffic would not be a concern as the clients would occupy the same space as a home owner. At this time Stacey will be updating the house and would start rentals in the next spring/summer.



Motion: Clayton Gillis moved Development Permit T00064-15D submitted by Stacey Gallagher to have the residence as a Tourist Dwelling at 555- Riverside Drive on Plan 6495AV; Block 1; Lots 23 & 24, Drumheller be approved subject to the following conditions:

1. Must conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Annual Business License is required
4. Tourist Dwelling means a single dwelling unit: occupied by guests for a temporary period less than 28 days; contains sleeping and sanitary facilities and may contain cooking or eating facilities; occupied by a single party at any given time; maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.
5. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
6. A Tourist Dwelling shall not have signage associated with the use.
7. An owner or manager shall be available within the Town of Drumheller at all times when the tourist dwelling is being used.
8. The owner or manager shall maintain garbage to the satisfaction of the Development Authority.
9. Tourist dwellings shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.
10. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
11. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. On-site parking shall be provided at all times for all guests.
13. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority and Health Authority that building is occupiable for such purposes.
14. The development shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.

2nd by Sharon Clark
Carried

4.0 Palliser Regional Municipal Services

No discussion items

5.0 Other Discussion Items

1. J. Steeper advised that D. Lunn from St. Anthony's School brought in a revision to the plans for the Olympic sized track slated for St. Anthony's school. They are requesting a revision as the original plan will not meet the athletic standards to accommodate athletic meets. Alberta Transportation has been notified and we are awaiting their comments and review.



MPC discussed the revision, and noted that this would further decrease the amount of spectator space, and the revised plan would require the relocation of existing power poles. The proposed revision would also take the track closer to the road allowance. S. Clark posed the question as to whether a mail out to land owners who may be affected would be in order. There is already a bad drainage situation in the area which would likely increase with the change of design and it appears that part of the hill has already started to fail. C. Gillis provided an alternative rough drawing for the school authority to consider that would allow for this size of project.

MPC will wait on Alberta Transportation to respond to the new application.

2. Fossil Worlds sea can container behind the retail shop is being reviewed and Julie is awaiting direction.
3. Clean up issues with the Athen's restaurant and Al Lemal's automotive repair shop. This should be passed on to By-law for follow-up.
4. Palliser update: interviews will be held September 29th for the Planning Director position previously held by Brad Wiebe.
5. The WestPoint Co. house demolition scheduled in Bankview has gone to court and should be done in 14 days or the town will take over the demolition.
6. There was a question on the proposed development in the space between the theatre and R & J Flowers and if it is proceeding. At this time, there is still a development permit in place.

6.0 Adjournment – Meeting adjourned by S. Francis at 1:50 pm.

Chairperson

Development Officer



Municipal Planning Commission Minutes Meeting of Thursday, October 8, 2015

Present: Shawn Francis, Chairperson
Julie Steeper, Development Officer
Sharon Clark – Vice Chair
Clayton Gillis, Member
Donna Kittridge, Recording Secretary
Scott Kuntz, Member
Paul Salvatore, Director of Community Services
Sharel Shoff, Councillor/Member
Stacey Gallagher, Member
Tom Zariski, Councillor/Member
Cody Glydon – Economic Development

1.0 CALL TO ORDER – 12:10 P.M.

Motion to Approve Agenda: Scott Kuntz
Seconded by Stacey Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

Not Available at this time.

3.0 DEVELOPMENT PERMITS

3.1 T00067 15D – Shelley Rymal & Karen Stojan- Zip line Business Application- Agricultural – “A”

J. Steeper presented Development Permit T00067 15D – submitted by Shelley Rymal & Karen Stojan- for development of a Zip line at 230 HWY 10X on SE Sec. 19, TWP 28, Rng. 19 – w4 – Zoning is - Agricultural – “A” – this type of commercial tourist development is a discretionary use in this district.

J. Steeper provided a map outlining the path of the proposed Zip line. There will be four 100 sq. Foot landings to accommodate the line with towers that will be approximately seven feet high. The proposed business timeline will be from May to September from 10 a.m. to 8 p.m seven days a week. There is a parking lot with room for forty vehicles just below the Zip line and in case of emergencies they will be using an Argo passenger buggy for access to any areas of the zip line.

MPC discussion encompassed questions in regards to any of the land being owned by the Town and if there would be any liability to the town. All land is privately owned and a separate Business license would be required for this business to operate. T. Zariski questioned if the future Wayne waterline would at all infringe on this land and we should check on this before any decisions are made. There were also questions on public washrooms/ port a potties, access from the highway, any kind of food or drink concessions that might be set up and how many people per hour can be accommodated. Business is based on Internet bookings. Where would people wait for access to the zip line? No circulation is required to neighboring properties.

MPC advised the application be tabled while awaiting comments and review from Alberta transportation.



3.2 T00070-15-D – Chris Curtis – Retail/Residential –Central Commercial District “C-B”

J. Steeper presented Development Permit T00070-15D submitted by Chris Curtis to have a retail / residential dwelling combination at 338 – Centre Street on Plan 3099AD; Block 18; Lot 42, Drumheller. Zoning is “C-B” Central Commercial District. Dwellings units accessory to a principle commercial use are discretionary in this district.

J. Steeper advised that the proposal would have the retail space at 1000 sq ft. in the front and a 1500sq ft. Residential space will be at the back. There is sufficient space at the back of the building for two parking spaces and a private entrance could be attained on the East side of the building. The building footprint will not change. Only interior renovations would take place.

MPC discussion noted that due to fire restrictions windows would have to be placed so as to satisfy all building, electrical and plumbing code regulations. The design presented is very preliminary and can be adjusted to fit the necessary safety factors. This application would retain frontage and fit with our need to encourage more people living downtown and this perspective application has good value. There is a question of access for the retail business to the basement and it will be up to the applicant if he decides to access the basement.

Motion: Tom Zariski moved Development Permit T00070-15D submitted by Chris Curtis to have the retail space as a retail/residence at 338 – Centre Street on Plan 3099AD; Block 18; Lots 42, Drumheller be approved subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Outdoor storage shall be screened from view by fencing and landscaping to the satisfaction of the Development Authority. Where the site abuts a residential district, visual screening to a minimum height of 1.5 m (5 ft.) shall be provided.



13. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
14. Annual Business License is required.

2nd by Clayton Gillis Carried

3.3 T00071 15 D – Ross Burke – Retail Micro Craft Distillery and Storefront – Central Commercial District – “C-B”

J. Steeper presented Development permit T00071 15D submitted by Ross Burke to develop a craft micro distillery with storefront at 65 – 3 Avenue W. on Plan 3099AD; Block 19; Lots 4 & 5, Drumheller. Zoning is “C-B” Central Commercial District. Liquor store and drinking establishment would be a discretionary use in this district.

J. Steeper advised the location is the old Source for Sports building and their intention is to produce Whisky, Vodka and liqueurs, for purchase as well as tastings. Ross supplied a letter of intention which is attached and it is understood that vapors potentially resulting from the distilling process will not be an issue. It is in the companies own interest to comply with fire and safety codes.

MPC discussion questioned the condition of the current building proposed and that the applicant would need to apply for all the proper building and electrical, plumbing permits. It was discussed that Cody Glydon look into alternate locations in the interest of offering alternatives to the applicants in the event the current building turns out not to be suitable. Generally this is a very neat idea to bring to the valley.

Motion: Stacey Gallagher moved Development permit T00071 15D submitted by Ross Burke to develop a craft micro distillery with storefront at 65 – 3 Avenue W. on Plan 3099AD; Block 19; Lots 4 & 5, Drumheller be approved subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Outdoor storage shall be screened from view by fencing and landscaping to the satisfaction of the



Development Authority. Where the site abuts a residential district, visual screening to a minimum height of 1.5 m (5 ft.) shall be provided.

13. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
14. Annual Business License is required.

2nd by Scott Kuntz

Carried

4.0 Palliser Regional Municipal Services

File No 80/135 – PRMS # 2015-027 (HUNTER SURVEYS/ INTERLOK SOLUTIONS)

There are no circulation concerns with this application and grading work should be done for both lots at the same time. Lot 14 will not have access to a laneway; lot 13 will have access to a laneway. The house orientation should face Hunter Drive.

File No 80/137 – PRMS # 2015-035 (HUNTER SURVEYS / LUBINSKI)

A parcel has been added to lot 14 no circulation was issued, the triangular parcel will add more side yard to the parcel and this will make both lots rectangular. Property is not affected by flood fringe or floodway. There will be no rear lanes.

⇒ See attached – Palliser Reports as above

5.0 Other Discussion Items

1. Empty buildings – there are some buildings around town especially in the main corridor that have fallen into disrepair, is there something that can be done about these buildings? This needs to go to Greg in Community standards. Tom mentioned that some communities have a Tourist corridor bylaw and council is looking at possibly implementing this. We have a lot of areas that are affected by this and upkeep has to be held at a higher standard. There could be an overlay plan that would be adopted by council and the owners would have to comply. Sharon Clark noted that retroactive enforcement is always an issue. Brown fields will have nothing done unless the town offers financial incentive to clean them up. It is good to see there are three to four buildings downtown that are being looked at for revitalization. Granting could be in line for Heritage status on these buildings and if it was the applicants would need to retain the facade of the buildings as they are.
2. Traffic in the new Hillview subdivision – this needs to go to the RCMP for them to manage the traffic and signs. Tom Zariski brought this issue up to Council as a concern as well as up the hill to 2nd street needing to have stop signs and or speed bumps in place. The situation is being monitored.
3. Feedback from Tough Mudder – Generally the event was well received again, some issues with contestants dragging mud through some of the hotels and leaving the washrooms in a mess. This is costly clean up for the hotels. The local restaurants were busy and that is a positive.
4. Railway tie clean up – MPC members asked if there is a contamination issue. Information was provided that creosote is not in itself toxic. It is a very organic product. Greg is monitoring the removal of the ties. It is a shame that CN will not allow us to use the spaces left by the removal of the rails as walking trails and there is not much the town can do about it for the next twenty years.
5. No follow up on architectural design



6. Downtown stage issue will be readdressed next year.

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

Chairperson

Development Officer



**Municipal Planning Commission
MINUTES
Meeting of Thursday November 12, 2015**

Present: Paul Salvatore, Director of Community Services
Cody Glydon, Economic Development
Sharel Shoff, Councillor/Member
Tom Zariski, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Shawn Francis, Chairperson – excused himself at 1:10pm
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Clayton Gillis, Member

Absent: Palliser Regional Municipal Services Representative
Stacey Gallagher, Member – with regrets

1.0 CALL TO ORDER – 12:12 pm

S. Francis presented the Agenda for November 12, 2015 meeting.

1.1 Agenda – Additions or Deletions

Addition of other discussion items.

- 5.1 St. Anthony's track
- 5.2 Midland house to be raised up on stilts
- 5.3 Distillery
- 5.4 Hillsvew

1.2 Acceptance of Agenda

Motion: S. Shoff moved to accept the agenda of November 12, 2015 as presented, with the additions as noted.

Second: – S. Clark. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

- 2.1 September 17, 2015**
- 2.2 October 8, 2015**

Minutes of September 17, 2015 and October 8, 2015 are tabled until the next Municipal Planning Commission meeting. The members required more time to review the minutes.



3.0 DEVELOPMENT PERMITS

3.1 T00085-14D – Tom Dooley (Millarfield Farms Ltd) – Farm Storage Building

J. Steeper presented Development Permit T00085-14D submitted by Tom Dooley (Millarfield Farms Ltd) for a 40' x 80' shop and cold storage building to be used for agricultural equipment located at 5635 Highway 10 East, Rosedale on Plan 9711856; Block 1; SW-7-28-18-W4. Zoning is "A" Agricultural District. A farm shop and storage building are a discretionary use in this district.

J. Steeper advised agricultural buildings are a separate land use and shall not be considered as an accessory building. In approving a discretionary use, MPC may prescribe specific development standards deemed necessary to alleviate planning issues arising from the proposed development. The original proposal had the building located within the floodway. No development can be approved within the floodway. A meeting with Mr. Dooley in regards to relocation of the building to the flood fringe area was productive, in that he was agreeable to the change of location.

J. Steeper submitted a report with relevant information to the development.

Municipal Planning Commission members discussed the application.

Motion: S. Shoff moved Development Permit T00085-14D submitted by Tom Dooley (Millarfield Farms Ltd) for a 40' x 80' shop and cold storage building to be used for agricultural equipment located at 5635 Highway 10 East, Rosedale on Plan 9711856; Block 1; SW-7-28-18-W4, be approved subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of storage structure as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. A Building permit to be in place prior to construction.
6. A storage structure shall be for cold storage only and shall not be connected to utilities.
7. A storage structure shall not be used as a sign.
8. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
9. A storage structure shall be screened from view as required by the Municipal Planning Commission and/or may require exterior finishing to be in general conformance with the principal building or surrounding development.
10. 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.
11. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: C. Gillis – Carried

3.2 T00083-15D – Aaron Bryant – Addition of Lean To on to Existing Shop

J. Steeper presented Development Permit T00083-15D submitted by Aaron Bryant for a 36' x 16' lean to on to an existing shop located at 124 Highway 10X, Rosedale on Plan 7410177; Lot 2. Zoning is "A" Agricultural District. Storage structures are a discretionary use in this district.



J. Steeper advised the lean to building is to be used for storage of equipment to be protected from the weather. The lean to would be considered as an addition to the shop building which would result in a change to the overall footprint of the shop. The existing shop is considered as an accessory building to the commercial greenhouse, which is defined as a Horticultural Nursery. In approving a discretionary use, MPC may prescribe specific development standards deemed necessary to alleviate planning issues arising from the proposed development. The placement and size of the lean to meet with the requirements of the bylaw for the district.

J. Steeper submitted a report with relevant information to the development.

Municipal Planning Commission members discussed the application

Motion: S. Clark moved Development Permit T00083-15D submitted by Aaron Bryant for a 36' x 16' lean to on an existing shop located at 124 Highway 10X, Rosedale on Plan 7410177; Lot 2 be approved, subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of storage structure as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. A Building permit to be in place prior to construction.
6. A storage structure shall be for cold storage only and shall not be connected to utilities.
7. A storage structure shall not be used as a sign.
8. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
9. A storage structure shall be screened from view as required by the Municipal Planning Commission and/or may require exterior finishing to be in general conformance with the principal building or surrounding development.
10. 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.
11. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: C. Gillis – Carried

3.3 T00080-15D – Black Stallion Ranches Ltd – Placement of a Manufactured Home and New Construction of Detached Garage

J. Steeper presented Development Permit T00080-15D submitted by B. Robin Graham for placement of a manufactured home on a developed basement with a secondary suite and new construction of a detached garage located at 1226 Newcastle Trail, Newcastle on Plan 6561CD; Block 1; Lot 13. Zoning is "R1-A" Residential District. Manufactured home placement and secondary suites are discretionary uses; detached garages are a permitted use in this district.

J. Steeper advised the placement of the late 1970's to 1980 manufactured home on to a basement requires a front yard setback variance as the applicant wants to place the home close to the existing gas line that is at approximately 15' (feet) into the front yard space. Other dwellings on that street have a similar set back of 15' (feet). The basement will be developed with a secondary suite with its own entrance to the lower level; this is also a discretionary use. A detached garage is a permitted use. In approving a discretionary use, MPC may prescribe



specific development standards deemed necessary to alleviate planning issues arising from the proposed development. The manufactured home was inspected by Superior Safety Codes Building Officer; the site inspection report states the following:

- "overall condition of mobile home is in fair condition"
- "bedroom windows meet egress requirements"
- "furnace not fire rated and require smoke/carbon monoxide detector"
- "roof shingles are poor shape"
- "unable to check crawl space"
- "unit appears structural sound"
- "manufactured home CSA#8305 Safeway shelter CMHC#5854"

J. Steeper submitted a report with relevant information to the development.

Municipal Planning Commission discussed the application. Points of discussion were as follows:

- What would be the front facing view of the manufactured home
- Secondary suites
- Performance bond of \$10,000 for older move on dwellings
- Variance of front yard set back
- Circulation to neighborhood
- Exterior finishing
- More detail site plan of the placement of the dwelling
- Placement of a door on the front of the dwelling

Motion: Municipal Planning Commission tabled the Development Permit T00080-15D submitted by B. Robin Graham for placement of a manufactured home on a developed basement with a secondary suite and new construction of a detached garage located at 1226 Newcastle Trail, Newcastle on Plan 6561CD; Block 1; Lot 13, subject to the submission of more detailed information on the finishing and placement of the home as well as a circulation to the neighborhood.

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

S. Shoff mentioned Palliser Regional Municipal Services has hired a new CEO/Director of Planning, Cynthia A. Cvik, RPP, MCIP.

5.0 OTHER DISCUSSION ITEMS

5.1 St. Anthony's track

Alberta Transportation approved the location of the track. The Utilities evaluation is still ongoing. St. Anthony's is looking into the purchase of more land and will revisit the location and placement of the track site. This development will be brought back to the Municipal Planning Commission.

5.2 Midland house to be raised up on stilts

This home is on North Dinosaur Trail. No updates were available at this time. Information will be available at the next meeting.

5.3 Distillery

C. Glydon updated MPC on the distillery looking for a location to place the business. The requirements for the building are 18' (foot) ceilings and at least 8,000 square feet of floor space.



5.4 Hillsview

The Municipal Planning Commission members wanted more information on the reason for the Hillsview Estates Subdivision discussion regarding architectural controls at the September 17, 2015 meeting. The members felt the discussion was presented far too late for their input to be of value in designing the Subdivision, and that it should have been involved, or at least kept informed, when discussions were initiated with the Town last year. It was noted that the original subdivision concept dates from the 1980s. The Municipal Planning Commission discussed that its role appears to be more of an assessment body and not a planning body. Members would like to have a role in the early stages of Subdivisions so its ideas and visions could be a part of the planning vision. The members would like feed back on their role at the next meeting. Information such as the following to be presented:

- The Town of Drumheller Bylaw for the Municipal Planning Commission
- The Municipal Government Act for the Municipal Planning Commission function

5.5 Zip line

The applicants are gathering more information, permissions, and more detailed drawings as they have had a change of route for the zip line. No structures are to be built on the site however the platforms need anchoring deep into the ground and height for take off and landing. Environmental assessment may be required depending on the requirements for the platforms. This business will be relying on internet sales. The applicants have no plans to have a booth for sales or washrooms at this time. This development is governed by the Safety Codes for Amusement Rides. When the application is completed in full it will be brought back to the Municipal Planning Commission.

6.0 Adjournment – Meeting adjourned by S. Clark at 1:55 pm.

Chairperson

Chairperson

Development Officer

Attachments:

Report T00080-15D
Report T00083-15D
Report T00085-14D



DRUMHELLER

COMMUNITY SERVICES



Drumheller Recreation and Culture Discussion

December 11 , 2015

Paul Salvatore, CLGM Director, Community Services

Background

Council has requested a review of the Town of Drumheller's recreation and culture policy and approach.

A summary of the work that has been done in 2015 is as follows:

1. Identified in the 2015 Strategic Plan
 - a. Arts and Culture Policy
 - i. How do we currently support Arts and Culture in Drumheller?
 - ii. We need a policy that sets criteria to grant funding to Arts and Culture groups in Drumheller.
 - b. Recreation Subsidy – in April 2015 we received a request from an AISH recipient concerning a reduced fee for membership. We extended the Senior's rate to AISH recipients.
2. Review of the recreation fees and charges (Pre-Budget – 2015)
3. Council Presentation – June 2015 (Oliver Felisilda)
4. Presentation from RC Strategies (Mike Roma) regarding a review of our revenue / cost recovery for our facilities. (September 2015)
5. Production of the applicable Financial Indicator graphs from Alberta Municipal Affairs (November 2015).
6. A review of the recreation contributions in other municipalities County / Town examples (October 2015).
7. Comparison of current revenues in relation to the projected revenues (HVS and RC Strategies).
8. Draft Request for Decision – Recreation Subsidy Policy
9. Draft Request for Decision – Arts and Culture Policy

10. Discussion about Recreation Cost Subsidy / Rate Recovery Philosophy (LGI – Gordon McIntosh) – December 2015.

Next Steps

1. Define an Arts and Culture Policy

- a. Take an inventory of the Arts and Culture activities that currently exist in Drumheller.
- b. Define the criteria that should be used to define which Arts and Culture Groups would be eligible for funding from the Town.
- c. Draft an Arts and Culture Policy including the annual value that Council wishes to contribute to Arts and Culture Groups.
- d. Communicate with eligible Arts and Culture Groups.

2. Refine our Recreation Service Delivery model

- a. Evaluate our current level of service and identify modifications that should be considered. (Hours of operation, Fees, etc).
- b. Define the Terms of Reference for a Recreation Subsidy Program. (Review options and models and make a recommendation to Council).
- c. Evaluate Parks and Trails with a view to long term planning.

The development of a comprehensive Recreation, Arts and Culture policy should inform the manner by which we deliver services in these areas within our Municipal operations. Through the process, we should also identify areas that are NOT the Town's direct responsibility but rather areas that we merely play a role as a facilitator of activities. Ideally, our policies should include measurable community benefits while being realistic about the costs that are required in order to meet the expectations of the public.

What do we currently provide?

The Town of Drumheller has a long standing tradition of providing recreation and culture services to users of many shapes and sizes, from the earliest days of Parks, Arenas, Pools, etc. The Drumheller Activity Guide (a partnership with Drumheller Community Learning Society) documents the range of involvement that we currently have within Recreation and Culture. Our support of Recreation, Arts and Culture is also promoted (Since 2011) by the Spring and Fall Community Arts, Culture and Recreation Expos.

The combination of these two items amounts to a combined annual budget of \$18,000. This is a direct benefit received by all community groups listed and featured within the Activity guide and given access to the Expo.

We also provide meeting spaces for not for profit groups (many of which are recreation and cultural groups) at the Badlands Community Facility. The annual value of the rental spaces that we contribute is in the vicinity of \$20,000 per year.

Additionally, Cottonwood Clayworks (annual lease value of \$9,000 per year) and the Drumheller Public Library (\$300,000 operating costs per year) receive space within the Badlands Community Facility for the delivery of their respective programs.

These are a few examples of how we benefit Arts, Culture and Recreation organizations in Drumheller.

Financial Indicators

Comparisons with Cohort Communities of similar size

Looking at the Financial Indicators from Alberta Municipal Affairs – (Graph attached – noted as Page 12) the Town of Drumheller's 2014 Sales and User Charges was below the municipal average by 7.9%. From 2010 to 2012 the Town of Drumheller was equivalent to the Median amounts.

Drumheller's sales and user charges are also 15.2% lower than comparable communities (noted as page 13 of the Financial Indicator Graphs).

Our expenditures per capita on broad functions (all of our activities as a Municipality) is 12.8% higher than the median. (Page 14, of the Financial Indicator Graphs).

Arts and Culture Policies

Some examples of policies in other municipalities include:

<http://www.lacombe.ca/living/recreation-culture/lacombe-arts-endowment-fund>

<http://www.reddeer.ca/media/reddeerca/recreation-and-culture/arts-and-culture/CultureVision2008.pdf> (60 Pages).

<http://www.airdrie.ca/getDocument.cfm?ID=441>

Arts, Culture and Recreation



The unique arts, cultural and recreational aspects of Airdrie contribute to its overall identity, sense of place and quality of life.

Focus

For Arts, Culture and Recreation the focus is on how we support and enhance these aspects in the community and find opportunities to link them with sustainability.

Sustainability Perspective

- Culture is considered an important pillar of sustainability. A community that is connected to art, culture and recreation is a community that cares for and stewards its people and environments.
- Arts, culture and recreational events and facilities are vital to making social connections between various groups in the community and contribute to Airdrie's sense of identity, place and community. More than just entertainment, arts, culture and recreation provide the means for the community to express itself in a variety of ways and in a variety of formal and informal venues.
- The challenge is to find innovative ways of nurturing, enhancing and celebrating Airdrie's artistic, cultural and recreational attributes as it continues to grow.

Sustainability Objectives

- Enhance cultural sustainability by protecting the characteristics that make Airdrie unique
- Support social sustainability by retaining Airdrie's small town feel even as it continues to grow
- Enhance economic sustainability by recognizing arts, cultural and recreational events as key contributors to prosperity in Airdrie.

Current Challenges and Opportunities

- Airdrie's cultural heritage has been shaped by its history as a railway and farming community. There is a strong desire amongst community members to preserve and celebrate this history through various interpretive, design and policy initiatives.
- The City of Airdrie celebrated its centennial in 2009 and through a community and volunteer-based committee created a centennial book, archives, a legacy public art project and a series of concerts.
- The City hosts a number of festivals throughout the year, including the Festival of lights, AirdrieFest, Airdrie Air Show and the Airdrie Pro Rodeo.
- A Public Art Policy was adopted in 2008. The Creative Airdrie Society (CAS) was formed in September 2010.
- Airdrie has a very strong sport culture and has contributed to enhancing its recreational venues, arenas, and facilities as the city has continued to grow. The residents, business community, development community and the City have contributed time, money and effort to make the facilities and programs successful.

What does success look like?

- There are many year-round opportunities for community members of all ages to participate in arts, culture and heritage activities
- The historic relationship between the city centre, Nose Creek, farming, and the railway is well articulated through interpretive measures and city planning.
- Public art is featured throughout the community.
- Airdrie's distinct identity as a young, vibrant and welcoming city of opportunity is maintained.
- Airdrie is a destination for sports and recreational activities.

Strategies for enhancing arts, culture and recreation include:

Creating Distinctive Places in Airdrie

- Develop and maintain a program to enhance the City's identity through distinctive gateway signage, decorative landscaping, wayfinding and commemorative signage

Increase Access to Art: The City will

- Expand the opportunities to display local artists work in public and municipal facilities. In 2011 Airdrie Transit partnered with Creative Airdrie to incorporate local artists work on Transit passes. The City will continue to find innovative options to display local artists work.
- Implement the Public Art Policy
- Work collaboratively with the business and development community to explore funding options for local and public art.

Improve Recreational & Community Volunteer Opportunities

- Complete the construction of Genesis Place Phase Three
- Continue to process and plan for future recreational needs
- Work through the Economic Development Office to promote recreational/sport tourism opportunities in Airdrie.

Reflect our Past: The City will

- Take steps to respect our past, such as our railway heritage, by incorporating heritage elements into planning and development projects.
- Continue to support the model train society at Iron Horse Park;

Facilitate Sustainable Events

- The City will work with community groups and event organizers to integrate sustainability into the design and delivery of events and facilities

Lacombe Arts Endowment Fund



The Lacombe Arts Endowment Fund provides ongoing financial support of literary, visual and performing arts for the benefit of the residents of Lacombe and area.

The vision for this fund is to create a vibrant and sustainable artistic community.

Through the investment of \$1M in the Arts Endowment Fund, the interest will be used to:

- Promote and maintain the long-term growth of Lacombe's cultural and artistic life
- Encourage artists to pursue further education
- Create an awareness of the arts in Lacombe and area
- Develop a legacy of artistic talent
- Enrich the quality of life

Apply for the Lacombe Arts Endowment Fund grant.

Expand/Contract Questions and Answers

Agenda Item # 8.4.1

What is the Lacombe Arts Endowment Fund?

The Lacombe Arts Endowment Fund is a savings account for Lacombe's arts and culture community. It consists of a pool of funds that has been permanently invested with only the interest being spent. An advisory committee appointed by the City of Lacombe works with the

community to raise funds and make recommendations for fund disbursements.

The Lacombe Arts Endowment Fund serves two purposes:

1. To accumulate charitable gifts in a permanent capital fund to provide the community with a sustainable source of funding for the development of the arts in Lacombe and area.
2. To allocate the income from these gifts with such vision and care as to encourage development, education and appreciation of the arts.

What kinds of projects are eligible to receive funding from the Lacombe Arts Endowment Fund?

The Lacombe Arts Endowment Fund was established in 2005. The focus of the fund is to support emerging and established artists in Lacombe and area. Currently there are two \$250 awards given to local student exhibitors at the Lacombe Art Exhibit and Sale, plus one \$250 grant from the Dustin Peers Student Memorial Drawing Award. A larger \$2,500 grant is awarded annually towards further education in the arts.

As the fund grows and larger annual allocations become available, a number of arts initiatives could be supported, including, but not limited to:

- seed funds for new cultural initiatives
- bringing recognized artists to the community
- youth and adult scholarships
- funding for cultural facilities
- educational programs for the arts
- public art

Will the money I donate stay in Lacombe?

Yes. All donations to the Lacombe Arts Endowment Fund are permanently deposited into a dedicated fund that is invested with a larger capital pool of funds held by the Red Deer and District Community Foundation. All disbursements of interest are returned to successful Lacombe area applicants as recommended by the Lacombe Arts Endowment Fund Committee.

Why do donors give to an Endowment Fund?

Donors realize that the needs of our artistic community will change over time, and that an Endowment Fund is a secure vehicle that will support those changing needs.

Who can donate to the Lacombe Arts Endowment Fund?

Anyone can donate at any time. Donations are payable to the Lacombe Arts Endowment Fund, and tax receipts will be issued for any
Donation of \$20 or more.

Where can I send a donation?

You can drop off a donation at Lacombe City Hall, or send it to:

Red Deer & District Community Foundation

Suite 203, Mid City Plaza

4805 - 47 Street

Red Deer, AB T4N 1S6

Phone: (403) 341-6911

Email: rdcomfdn@telusplanet.net

Visit: www.rddcf.ca

Please ensure your donation clearly indicates it is for the Lacombe Arts Endowment Fund.

For more information about donating to the Lacombe Arts Endowment Fund please contact City of Lacombe Recreation Services department
at (403) 782-1266 or email recreation@lacombe.ca.



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.4.1
Agenda Item # 5.4.1



Request for Direction

Date: May 11, 2015	
Topic:	Arts and Culture Funding Policy
Background:	<p>Council has indicated an interest in the review of a variety of options for the development of a policy for the promotion and support of arts and culture in Drumheller.</p> <p>In recent years, the Town has participated in a number of initiatives to illustrate a commitment to arts and culture. The relocation of the Drumheller Public Library is one example, in addition to the Town's support of cultural events (concerts and music festivals) by providing in-kind support for such activities. The Town's heritage program has included the development of our Heritage Inventory leading to municipal designation of local heritage properties and ongoing efforts of the Heritage Steering Committee.</p> <p>In order to consider the Town's policies in the context of Arts and Culture, we have done a comprehensive review of Municipal Arts and Culture Policies within the Province. A summary is attached for Council's reference.</p> <p>Council identifies an Arts and Culture Policy, or framework to be a priority in our 2015 Corporate Plan, so in order to proceed with the formulation of this policy, we ask Council to provide direction and feedback on specific aspects of Arts and Culture that should be included in our Municipal Arts and Culture Policy.</p>
Proposed by:	Council
Correlation to Business (Strategic) Plan	Identified in the 2015 Corporate Plan as a priority.

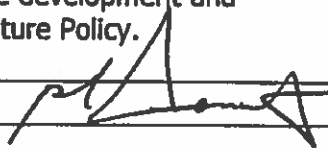
[FINAL] RFD Arts and Culture Policy

Canadian
Badlands

Created By: Oliver Fellsilda
1

Agenda Item # 8.4.1

Agenda Item # 5.4.1

Benefits:	<ul style="list-style-type: none"> Enables the Town to the maximize the opportunities and culture services and facilities in order to further tourism in Drumheller. Would enhance the character of the community with respect to the further establishing its identity not only as a historical hub but also as an arts and culture center in the region. Provides opportunities to partner a variety of community stakeholders that can bolster citizen engagement. 		
Disadvantages:	<ul style="list-style-type: none"> Comparable policies in other Municipalities average an excess of \$30,000 depending on the quantity and quality of requests received. Requires a long term commitment 		
Alternatives:	<ul style="list-style-type: none"> Take no action (status quo) Delay action to a future date Establish a committee or coordinate with an existing organization to evaluate the current artistic and cultural scene in pursuit of mapping out further opportunities. 		
Finance/Budget Implications:	Range of financial commitment for this funding policy will depend on Council's decision to cap the funding allotment, and the quality and quantity of requests for funding received on an annual basis.		
Operating Costs:		Capital Cost:	Net Cost
Budget Available:	-0-	Source of Funds:	-0-
Budget Cost:	-0-	Underbudgeted Cost:	
Communication Strategy:	Notify community stakeholders directly in addition to working with the media to communicate council's direction.		
Recommendations:	That Council provide policy direction for the development and implementation of a Municipal Arts and Culture Policy.		
Report Writer:	Oliver Felisilda	CAO:	
Position:	Special Projects Coordinator		

Arts and Culture Policy Research

I. Background

The Municipal Sustainability Plan clearly identifies the development of the arts, the preservation heritage, and the cultivation of local culture as key elements to a vibrant community that strengthens civic pride and bolsters our valley's inviting atmosphere.

Undeniably, Drumheller is one of the most colorful communities in the province in terms of arts and culture. With over 50 attractions within a 50-km radius, unique geo-historical features, a wide range of performance arts venues and events, and a plethora of heritage organizations, our valley brings a one-of-a-kind experience to residents and visitors alike.

With these in mind, there is a demand to solidify the municipality's role in reaffirming the value of arts and culture in our community. The establishment of a policy-based framework can pave the way to the sustainable development of a strong and vibrant civic life in our community.

II. What are other municipalities doing?

Municipality	Policy?	Key Documents
City of Airdrie	YES	<ul style="list-style-type: none"> Public Art Policy
City of Brooks	YES	<ul style="list-style-type: none"> By-law establishing the recreation, parks, and culture board
City of Calgary	YES	<ul style="list-style-type: none"> Corporate Public Arts Policy Civic Arts Policy
City of Camrose	NO	<ul style="list-style-type: none"> Arts and culture mentioned in the MDP
City of Chestermere	NO	<ul style="list-style-type: none"> Arts and culture mentioned in their Social Plan for 2012-2014
City of Cold Lake	NO	<ul style="list-style-type: none"> Waiting for call back regarding the recreation and culture grant policy that they have.(780-639-6400)
City of Edmonton	YES	<ul style="list-style-type: none"> Percent for Art to Provide and Encourage Art in Public Areas Public Art Conservation, De-accession and Re-site Public Art Accession, Selection Criteria and Gift Policy Public Art Administration, Registration and Outreach
City of Fort Saskatchewan	NO	<ul style="list-style-type: none"> Mention of arts and culture in the Recreation, Culture and Parks master plan and MDP
City of Grand Prairie	YES	<ul style="list-style-type: none"> Policy on the Arts Cultural Master Plan
City of Lacombe	NO	<ul style="list-style-type: none"> Percent for Art Public Art Collection Cultural Development Reserve Fund

City of Leduc	NO	<ul style="list-style-type: none"> E-mail has been sent to culture@leduc.ca but no indication online says that they have a policy.
City of Lethbridge	YES	<ul style="list-style-type: none"> Public Art Policy Public Art Master Plan Recreation and Culture Master Plan Review: The State of Recreation and Culture in Lethbridge
City of Lloydminster	NO	<ul style="list-style-type: none"> Email has been sent to Shawna Maurice (sdwyer@lloydminster.ca) but no indication online says that they have a policy.
City of Medicine Hat	YES	<ul style="list-style-type: none"> Public Art Policy Heritage Resources Policy
City of Red Deer	YES	<ul style="list-style-type: none"> Community Culture Vision 2008 Red Deer Community Culture Vision and Outline for Action 2001 Community Culture Master Plan
City of Spruce Grove	NO	<ul style="list-style-type: none"> E-mail has been sent to info@sprucegrove.org but no indication online says that they have a policy
City of St. Albert	YES	<ul style="list-style-type: none"> Public Art Cultural Wall of Fame
City of Wetaskiwin	NO	<ul style="list-style-type: none"> According to the website, a culture policy is currently being revised or does not exist. Contact has been established with the manager of legislative services (Lucien Cloutier at (780) 361-4459). Waiting for call back.

III. What are the common themes?

Policy Recommendation	Implementing Cities
Outline a process that guides the acquisition, accession, removal, donation, and re-siting of public art.	Airdrie, Calgary, Edmonton, Lacombe, Lethbridge, Medicine Hat, St. Albert
A percent of the capital budget will be allocated to a Public Arts Fund. A percent of this fund will be for the maintenance and conservation of the public art collection.	Calgary, Edmonton, Lacombe, Lethbridge, Medicine Hat, St. Albert
Establish a new committee or partner with an existing organization dedicated to promote local art development.	Calgary, Edmonton, Lacombe, Lethbridge, Medicine Hat, St. Albert
Establish a committee responsible for advising council on the provision of arts and cultural services and facilities that will have the power to participate in the budgeting process.	Calgary, Edmonton, Lacombe, Lethbridge, Medicine Hat, St. Albert
Develop a culture and arts master plan	Edmonton, Grande Prairie, Lethbridge, Red Deer
Establish an advisory board to guide council in cultural pursuits	Medicine Hat, Brooks
Cultural Wall of Fame	St. Albert

IV. Questions to Guide the Policy Making Process

a. What are our objectives?

- i. Understand the current state of arts and culture in Drumheller
- ii. Guide the acquisition, accession, removal, donation, and re-siting of public art.
- iii. Promote the value of arts and culture in civic life.
- iv. Provide funding opportunities for arts and culture opportunities and services.
- v. Recognize exemplary contributors to arts and culture in the valley.

b. What proposal can be drafted based on the objective(s) selected?

- i. Who are the key stakeholders in the proposal?
- ii. What are their roles and limits?
- iii. What processes are involved?
- iv. What are their consequent requirements?
- v. What's the timeframe being considered?

V. Recommended Measure

The administration recommends the formulation of a policy that highlights the following features:

- o In support for arts and culture in our community, the municipal government will establish an Arts and Culture Granting Program that outlines a process on how community organizations are able to coordinate with the Town of Drumheller regarding the procurement of funds for artistic or cultural endeavors based on conditions set by the Town.
- o The Municipality will also open an Arts and Culture Fund that will consist of amounts collected from publicly funded arts and culture related events and individual donations to augment the municipality's ability to financially assist local groups in furthering our community's cultural development.
- o Consistently promote municipal facilities that cater to the needs of a growing artistic voice in the community (i.e. the Western Gm Drumheller Art Gallery in the Badlands Community Facility).