

# **Town of Drumheller COUNCIL MEETING**

**August 24, 2015 at 4:30 PM**

**Council Chamber, Town Hall**

**224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARKS**

- 4 2.1 Letter from Deputy Minister Brad Pickering, Alberta Municipal Affairs RE: Small Communities Fund Program
- 5-6 2.2 Letter from Bev Yee, Assistant Deputy Minister, Alberta Municipal Affairs RE: Southern Alberta Flood Response Program funding allocation
- 7-8 2.3 Letter from Hon. Deron Bilous Minister of Municipal Affairs re MSI Funding

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 9-14 5.1.1 Regular Council Meeting Minutes of July 27, 2015

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

- 15-44 5.2.1 Municipal Planning Commission Minutes of May 7, 2015  
Municipal Planning Commission Minutes of June 4, 2015  
Municipal Planning Commission Minutes of June 18, 2015  
Municipal Planning Commission Minutes of July 9, 2015  
Municipal Planning Commission Minutes of July 23, 2015

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

**6.0 DELEGATIONS**

- 6.1 Presentation of Canadian Badlands Passion Play Activities - Vance Neudorf
- 6.2 Presentation of Family and Community Support Services Activities- Eric Neuman

**7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**8.0 REQUEST FOR DECISION REPORTS**

**8.1. CAO**

- 45-49 8.1.1 Bylaw 10.15 (Alta Gas Franchise Bylaw) - Second and Third Readings
- 50-51 8.1.2 RFD - Spray Fountain Upgrade
- 52-53 8.1.3 RFD - Development Officer Appointment
- 54-55 8.1.4 RFD - Library Board Appointment
- 8.1.5 Sandstone Manor Update

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**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**

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## **14.0 IN-CAMERA MATTERS**

### **14.1 Personnel Matter**

Deputy Minister  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR80754

July 31, 2015

Mr. Ray Romanetz, Chief Administrative Officer  
Town of Drumheller  
224 Centre Street  
Drumheller AB T0J 0Y4

Dear Mr. Romanetz:

Thank you for your interest in the Small Communities Fund (SCF). The program received a significant number of applications for grant funding, which could not all be accommodated within the program funding levels established by the federal government and matched by the province.

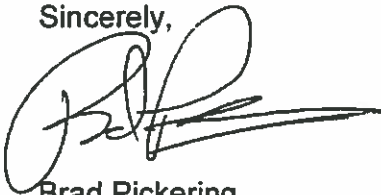
On behalf of the Minister, I regret to advise that the following project applications submitted to the SCF have been declined:

- South Drumheller Water Supply and Booster Station Replacement - \$2,500,000; and
- Water Treatment Plant Residuals Management - \$3,000,000.

The Ministry recognizes the important work being undertaken throughout the province to strengthen communities, and I look forward to working in partnership to strengthen Alberta's communities through all of our various grant programs.

If you have any additional questions regarding these projects, please contact Andy Cathcart, Director, Federal Programs, toll-free at 310-0000, then 780-422-1152.

Sincerely,



Brad Pickering  
Deputy Minister

cc: Honourable Deron Bilous, Minister of Municipal Affairs  
Mayor Terry Yemen, Town of Drumheller

August 6, 2015

Mr. Ray Romanetz, Chief Administrative Officer  
Town of Drumheller  
224 Centre Street  
Drumheller AB T0J 0Y4

Dear Mr. Romanetz,

Thank you for your project application under the Southern Alberta Flood Response Program (SAFRP). Alberta remains committed to ensuring that municipalities impacted by the June 2013 floods have the supports and resources they need to undertake recovery efforts.

On behalf of the Honourable Deron Bilous, Minister of Municipal Affairs, I am pleased to approve funding for the qualifying project under the SAFRP:

OPE-0051	Staffing Capacity	\$84,668
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This amount includes \$24,668 transferred from Staffing Capacity project OPE-0029 as indicated in your supporting documentation. Support in the amount of \$60,000 will be issued to the town within a few weeks.

The funding provided for this project is subject to the terms of the Municipal Affairs Grants Regulation, the Southern Alberta Flood Response Program Memorandum of Agreement with the Province of Alberta and the Administrative Guidelines of the program. By accepting these funds, you confirm your agreement with the terms and conditions of the program and any conditions listed in the attached Appendix.

Thank you for your continuing efforts to rebuild your community.

Yours truly,

  
Bev Yee  
Assistant Deputy Minister

Attachment

cc: Mayor Terry Yemen, Town of Drumheller  
Brad Pickering, Deputy Minister of Municipal Affairs

**Appendix**

<b>Municipal Staffing Capacity - Funding Conditions</b>
The project must follow all terms and conditions listed in the Memorandum of Agreement and the Southern Alberta Flood Response Program administrative guidelines.
The municipality may use this grant funding, including income earned on the funds, to cover project costs incurred between April 1, 2015 and March 31, 2016.
The Statement of Funding and Expenditures of a prescribed format must be submitted by May 1, 2016.



## Agenda Item # 2.3

RECEIVED  
Apr 9

April 2, 2013

AR67045

His Worship Terry Yemen  
Mayor, Town of Drumheller  
703 - 2 Avenue West  
Drumheller, AB T0J 0Y3

Dear Mayor Yemen:

Over the last six years, municipalities received \$3.9 billion in Municipal Sustainability Initiative (MSI) funding, a significant level of support to address growth pressures and local infrastructure priorities. The Government of Alberta remains strongly committed to investing in municipalities despite lower than anticipated provincial revenues and is living up to the commitment by providing \$896 million in MSI funding in 2013, subject to legislative approval.

Although the 2013 MSI budget remains at the same level as in 2012, many municipalities will experience changes in their individual MSI allocations. The allocations are based on the formula established for the long-term program and are calculated annually using updated data to reflect municipalities' changing circumstances. Changes in allocation amounts are due to shifts in the municipalities' proportion of population, education tax requisition, and/ or kilometers of local roads compared to the provincial total.

Your MSI allocation is \$1,553,672, which includes capital project funding of \$1,435,676, and conditional operating funding of \$117,996. MSI funding amounts for all municipalities are posted on the Municipal Affairs MSI website at [municipalaffairs.gov.ab.ca/MSI.cfm](http://municipalaffairs.gov.ab.ca/MSI.cfm).

Fiscal challenges facing Alberta require that we assess grant programs to ensure that the funding continues to address municipal viability. The MSI operating funding will decrease to \$30 million in 2014, \$15 million in 2015, and be eliminated in 2016. In order to address transformational change, our focus over the next years will shift away from operating support. Instead, the funding will be realigned to the Regional Collaboration Program to encourage all municipalities to work with each other to achieve regional objectives.

.../2

## **Agenda Item # 2.3**

His Worship Terry Yemen

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I know that you take great pride in keeping Alberta's communities vibrant and strong and I will continue working with you to develop options for sustainable programs that support transformational change.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Griffiths". The signature is fluid and cursive, with the first name "Doug" being more prominent than the last name "Griffiths".

Doug Griffiths  
Minister

copy: Ray Romanetz, Chief Administrative Officer, Town of Drumheller



**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

July 27, 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 CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**RECORDING SECRETARY:**

Linda Handy

**ABSENT: DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**1.0 CALL TO ORDER**

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

**2.0 MAYOR'S OPENING REMARK**

Mayor T. Yemen advised that numerous accolades have been received from residents and tourist on the July 1<sup>st</sup> and Town's beautification efforts, especially in the downtown

core with a redesign of Munchie Park. Council thanked Town staff for their efforts and and perseverance during the long hours working in hot weather to make both projects an enjoyable experience for all.

Mayor T. Yemen advised that he along with some Councillors attended the Atlas Coal Mine presentation of a cheque in the amount of \$50,000 from MP Kevin Sorenson for their tippie Phase 2 project. The grants dollars were approved under the Canada 150 Celebration Program.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

**MO2015.111** Hansen-Zacharuk, McMillan 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 June 29, 2015**

**MO2015.112** Garbutt, Shoff moved to adopt the regular Council Meeting Minutes of June 29, 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 - Dinosaur Rehabilitation**

R. Romanetz advised that Ed Palm inspected the dinosaur located at the Rotary Spray Park on June 8, 2015 and has provided his letter of recommendation. In his letter, Mr. Palm states that *"Without question cracking is severe, but I don't share the view that the state of stability is a hazard to the public."* R. Romanetz explained that Stage 1 includes repairs in key areas with patching. He explained that although the Town does not have significant dollars in the budget to improve the dinosaur's appearance at this time, the unexpected unbudgeted MSI dollars (\$30,000) can be used to cover off these

costs. He reiterated that the dinosaur is structurally stable and the repairs as identified will suffice this year and into the future (10+/-). Other repairs as identified in Stage 2 can be carried out in the future and will extend the longevity further.

**MO2015.113** Shoff, Hansen-Zacharuk moved that Council authorize Administration to award the quote for the dinosaur rehabilitation to Steve Vernon in the amount of \$6,700 (includes GST) for Stage 1 repairs.

**Clarification on Motion:**

In response to a question from Council, R. Romanetz advised that once the Stage 1 repairs are completed, the patches will be painted to blend in with the existing color scheme of the dinosaur. Councillor J. Garbutt requested that for the future, the residents be polled to determine if the community wants a refurbished dinosaur or wants a completely new dinosaur.

**Vote on Motion:**

Carried unanimously.

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.4.1 Review of Waterslide Performance**

R. Romanetz advised that further to Council's direction to provide an update on the waterslide performance, Directors P. Salvatore and G. Peters have prepared reports for Council's information. P. Salvatore advised that following the opening of the waterslide on June 5<sup>th</sup>, feedback from the pool staff is that users' comments are extremely positive with its operations. In response to the negative feedback on the rule changes, the Town has researched what other communities are doing with regards to the "within arm's reach" concept. He stated that there is great variation on how waterslides are managed within communities based on the facility and era it was built. He further stated that the Town's adopted rules were based on feedback provided by members of the Alberta Association of Aquatic Professionals, the manufacturer of the waterslide, Alberta Health and staff from all departments of the Town of Drumheller. He further stated that under the Canadian Life Saving Society guidelines, the standard rule for children is to be within arm's-reach of a supervising adult if the child is below a specific height requirement or does not meet specific swimming competency levels while attending an Aquaplex Facility. This would include walking on the deck and waterslide usage. For Drumheller, the rule for riders of the waterslide is a 42 inch height requirement. He advised that in addition to this, the Town's waterslide safety measures include a green light system to advise when it is safe to ride as well as an attendant on the platform. Policy and rules were established in a way that the pool staff could manage users as closely as possible to the manufacturer's requirements. R. Romanetz advised that the

"arm's reach" rule at the Drumheller Aquaplex for the waterslide requires further review as it relates to the practicality of the guardian taking the child to the top of the stairs of the waterslide.

Director of Protective Services, G. Peters advised that his concern relates to looking at what can go wrong if policy and rules are not adhered to. He stated that the most available statistics come from waterslide parks all over north America. He explained that gross breaches of policy and rules result in litigation with the number one issue for waterslide operations is with users colliding. He further explained that waterslides are considered high risk and young children can be hurt on them. He stated that the Town's signage does not include all the rules but the Town has posted what the manufacturer recommends to minimize the risk to users. He further stated that any deviation from the Town's rules will not be tolerated.

**Questions and Comments from Council:**

Councillor L. Hansen-Zacharuk asked Administration to consider having an alternative activity for those children who do not qualify for ridership on the waterslide such as a blow up slide, etc. P. Salvatore stated that he will research this option. In response to a question from Council, it was clarified that a bronze medallion level is required for the waterslide attendant. Councillor J. Garbutt stated that Administration should have provided a rationale for the waterslide height requirement – educating the users well in advance - rather than imposing a rule without an explanation. Mayor T. Yemen questioned whether the arm's reach is open for discussion or not as it pertains to the waterslide? R. Romanetz advised that it is Administration's intention to have further discussions in this regard to determine if there is a change that may be more effective for users of the waterslide however the "arm's reach" rule for users of the pool and deck remain in place.

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**8.5.1 RFD - RCMP Services for Tough Mudder Event**

G. Peters advised that the request for RCMP Services for the Tough Mudder Event is similar to last year with the estimated overtime hours at 140 hours. He stated that last year Council passed a motion for funding for policing and the Town was reimbursed a portion of these costs from the Drumheller Festival in the amount of \$7700. However, this year there is no guarantee of a reimbursement of these funds.

**MO2015.114** Hansen-Zacharuk, Zariski moved that Council requests the RCMP to provide the additional policing services equivalent to 140 hours and the Town agrees to pay these additional costs to cover the Tough Mudder event to be held from September 5-6, 2015.

**Clarification on Motion:**

In response to a question from Council regarding whether the 140 hours allotment to the Tough Mudder event was justified, G. Peters advised that the requirements for policing services forms part of the Tough Mudder contract signed by the Town of Drumheller.

He further advised that the policing services will include being present at the event, having a roving vehicle and traffic control.

Council agreed that the reimbursement clause needs to form part of the motion.

Councillors Hansen-Zacharuk and Zariski agreed to an amendment as follows:

**MO2015.114A** Hansen-Zacharuk, Zariski moved that Council requests the RCMP to provide the additional policing services equivalent to 140 hours and the Town agrees to pay these additional costs to cover the Tough Mudder event to be held from September 5-6, 2015; and further that the Town of Drumheller be reimbursed should any grant funding be received.

R. Romanetz advised that it is unlikely that the policing costs will be reimbursed in the same amount as any grant funding will be disbursed among several partners. He further advised that last year he along with the Mayor and the former Staff Sgt. reviewed the requirements for policing and at that time, it was determined that five members would be a reasonable amount of officers required to cover the event. Mayor Yemen concurred that the increased number of officers allows them to respond to situations resulting from the increased population during this weekend. G. Peters further stated that no formal agreement is required as it is a verbal arrangement with K-Division and the local detachment for special events.

Vote on Motion:

Carried unanimously.

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

- 9.1 CAO's Quarterly Report to June 30, 2015
- 9.2 Infrastructure Services' Quarterly Report to June 30, 2015
- 9.3 Corporate Services' Quarterly Report to June 30, 2015
- 9.4 Community Services' Quarterly Report to June 30, 2015
- 9.5 Protective Services' Quarterly Report to June 30, 2105

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICE OF MOTION**

## **13.0 COUNCILLOR REPORTS**

### **13.1 Councillor Sharel Shoff - Tough Mudder Event**

Councillor S. Shoff advised that weekly meetings are held with all the partners which includes herself, Councillor T. McMillan and Director of Protective Services G. Peters in attendance as the Town representatives. The meetings are held for partners at 11:00

AM – Noon on Thursday and for the public on Wednesday at 7:00 PM at the Chamber Office. The organizers are in need of more volunteers. The Town was provided with a list of "asks" similar to last year.

**13.2 Councillor Tara McMillan - Ministers' BBQ**

Councillor T. McMillan shared an idea to host a BBQ for the new NDP government to re-establish communications. Council agreed to invite the new Ministers for a BBQ along with the surrounding municipalities in September.

**14.0 IN-CAMERA MATTERS MO2015.115** Shoff, Zariski moved to go in camera at 6:00 PM. Carried unanimously.

**MO2015.116** Zariski, McMillan moved to revert to regular Council meeting at 6:15 PM. Carried unanimously.

**14.1 Legal Matter – Landfill**

**14.2 Land Matter – Industrial**

**14.3 Personnel Matter**

There being no further business, the Mayor declared the meeting adjourned at 6:15 PM.

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Mayor

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Chief Administrative Officer

**Municipal Planning Commission  
Minutes  
Meeting of Thursday, May 7, 2015**

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**Present:** Brad Wiebe, PRMS  
Jaiden Henry, PRMS  
Donna Kittridge, Recording Secretary  
Sharon Clark – Vice Chair  
Scott Kuntz, Member  
Paul Salvatore, Director of Community Services  
Sharel Shoff, Councillor/Member  
Shawn Francis, Chairperson  
Clayton Gillis, Member  
Stacey Gallagher/member  
Tom Zariski, Councillor/Member

**Absent:**

**1.0 CALL TO ORDER – 12:10 P.M.**

**Motion** to Approve Agenda: Scott Kuntz  
Seconded by Sharel Shoff - Carried

**2.0 MINUTES FROM PREVIOUS MEETINGS**

March 12, 2015 – Motion to approve Sharel Shoff  
Seconded by Clayton Gillis – Carried  
April 2, 2015 - Motion to approve Tom Zariski  
Seconded by Stacey Gallagher - Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T00025-15D – David Lunn – Proposed Sports Field and running Track – “CS”**

P. Salvatore presented Development Permit T00025-15D submitted by David Lunn on behalf of Christ the Redeemer Catholic Schools for placement of an Olympic size track and sports field located at 1000 North Dinosaur Trail on Plan NE 10-29-20; Block 6, Lot 1 Drumheller. Zoning is Community Service District. The Track would be listed as a permitted use in this district.

P. Salvatore advised this Track application was reviewed at a previous meeting for information purposes, and that, MPC had voiced concerns about the right of ways and parking. Since then Alberta Transportation has provided a letter supporting the development and noting that although the proposal would partially encroach into the service road dedication, this should not adversely affect the functionality of the highway. If access to properties west of the proposed track is required, this could be facilitated from 14<sup>th</sup> street NW.

MPC discussion followed on the concerns of parking, storm water drainage, the lack of spectator viewing areas, and potential blocking of access to properties to the west. It was noted that the use of a French drain (a gravel filled ditch often found on golf courses) would help to minimize erosion. There are some there now but there is still concern about the storm water management. B. Wiebe noted that the track has been designed and engineered plans have been provided so run off could be dealt with as part of the requirements for approval. Another concern was parking for spectators who would attend these events and how it would be managed. T. Zariski noted that there is a large parking lot adjacent that is used by school during the day that would be available for weekend and evening events. Also the bus loops would provide some additional parking. The retaining walls and perimeter fencing should help to discourage people parking along the highway. The close proximity to the highway and any issues that may incur from illegal parking would be the responsibility of the

## **Agenda Item # 5.2.1**

There remains great concern in regards to run off and how it would affect surrounding communities. The plan was felt to be not well thought out, largely due to their not being adequate space to accommodate the Olympic size track. If the track was reduced in size and oriented diagonally, many of the concerns could be dealt with. While Alberta Transportation feels access concerns can be alleviated, some MPC members have remaining concerns about storm water drainage, parking and the lack of spectator viewing areas. The following MPC members have asked to be listed as opposing the application as presented:

Sharon Clark – Opposed  
Clayton Gillis – Opposed  
Stacey Gallagher – Opposed

**Motion:** Tom Zariski moved Development Permit T00025-15D submitted by David Lunn for development of an Olympic size track and sports field located at 1801 South Railway Avenue on Plan 1111835; Block 18, Lot 2 Drumheller be approved.

Issue to be monitored.

1. Development shall conform to Land use Bylaw 10-08.
2. Prior to commencement of construction applicant must receive approval from Town Council for the project.
3. Prior to commencement of construction site plan to be submitted to the satisfaction of the Development Officer.
4. Landscaping to be in accordance with Land Use Bylaw 10-08; Policy C04-02 and to the satisfaction of the Development Officer.
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
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 from the Development Officer/Municipal Planning Commission. An additional Development Permit may be necessary.
7. All contractor's to be in possession of a valid Town of Drumheller business license.
8. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.

Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation and all other agencies.

Scott Kuntz seconded the motion. – Carried

### **3.2 T00026-15D – Badlands Passion Play –Agricultural – “A”**

P. Salvatore presented Development Permit T00026-15D submitted by Canadian Badlands Passion Play to renew the temporary RV sites and the addition of 2 more from the last application for May through to July located at 605 17<sup>th</sup> Street SW on Plan 9210370; Block 2; Drumheller. Zoning is “A” – Agricultural District. Campground is discretionary use in this district.

P. Salvatore advised this is an application to expand the number of campsites allowed last season by two. These sites are non serviced and on land owned by Canadian Badlands Passion play and are for key paid staff.

MPC discussed the application and the question was asked if this was approved last year did they need to reapply and it was decided that yes as each approval is given for only one year at a time.

**Motion:** Clayton Gillis moved Development Permit T00026-15D submitted by Canadian Badlands Passion Play to add two additional camp sites located at 605 17<sup>th</sup> Street, Drumheller on Plan 9210370; Block 2; Drumheller be approved subject to the following conditions:





1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw.
3. Development to adhere to the Recreation Area Regulation from Alberta Health Services including but not limited to section 12(3) which states; *The operator of a recreational vehicle must ensure that no waste material contained in or coming from the recreational vehicle is deposited in any manner that creates or may create a nuisance.*
4. All necessary permits (building, electrical, plumbing, etc) to be in place prior to construction/installations.
5. If the holder of the permit wishes to make any change in the conduct of the business/development 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. This includes any addition or creation of camping sites not specified on the application.
6. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
7. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Any and all local improvements at owner's expense including, however not limited to driveways, curb cuts, service connections, etc.
9. 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.
10. All contractor's to be in possession of a valid Town of Drumheller business license.
11. **Permit expires December 31, 2015.**

Sharel Shoff seconded the motion. – Carried

### 3.3 T00022 15D – John Goudy – Garage – “R-1”

P. Salvatore presented Development Permit T00022-15D submitted by John Goudy to build a new large Garage located at 210 – 1 Street South, Plan 761349; Block A; Drumheller. Zoning is Residential. A permitted use in this district.

P. Salvatore advised this permit is being submitted by John Goudy and a 20 % relaxation is required to allow 18 ft. building height, the 2400 square foot garage will need a variance for the requested height of 18 feet. The required relaxation is within MPC authority.

MPC discussion followed and the application had no objections.

Motion: Sharel Shoff moved Development Permit T00022-15D submitted by John Goudy to build a new oversize Garage located at 210 – 1 Street S, Plan 761349; Block A; Drumheller. Be approved.

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. Height of accessory building as per plans submitted and not to exceed an elevation of (18 ft.).
4. Construction to be in accordance with the Alberta Building Code.
5. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owner's responsibility. 1-800-242-3447 Alberta One-Call.
6. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.



7. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
8. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
11. External finished appearance to be compatible with exiting development and to the satisfaction of the Development Authority.

Clayton Gillis seconded the motion – carried.

### 3.4 T00033 15D 11 Bridges Campground – Cabins on Skids – “UT”

P. Salvatore presented Development Permit T00033 15D submitted by Lori and Dave Tudor to provide ten portable cabins located at 332 4 Avenue S, Rosedale, Plan 9011310; Block 1 Drumheller. Zoning is “UT”. Portable buildings are a discretionary use in this district.

P. Salvatore advised the Rapid evacuation plan for the cabins to be moved in case of flood has been provided and MPC was able to view a video showing the movement of the unserviced cabins at the campground. Other issues will be addressed by the Business License by laws.

B. Wiebe visited the sites and provided a map with sections in red that would affect the placed cabins.

MPC discussion was favorable for the placement of the cabins for camping purposes.

Motion: Tom Zariski moved Development Permit T00033 15D submitted by Dave & Lori Tudor to supply small 10 x 10 cabins at the 11 Bridges campground at 332 4 Avenue South Rosedale, Plan 9011310; Block 1; Drumheller. Zoning is Urban Transitional.

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw.
3. Development to adhere to the Recreation Area Regulation from Alberta Health Services including but not limited to section 12(3) which states; *The operator of a recreational vehicle must ensure that no waste material contained in or coming from the recreational vehicle is deposited in any manner that creates or may create a nuisance.*
4. All necessary permits (building, electrical, plumbing, etc) to be in place prior to construction/installations.
5. If the holder of the permit wishes to make any change in the conduct of the business/development 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. This includes any addition or creation of camping sites not specified on the application.
6. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
7. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Any and all local improvements at owner's expense including, however not limited to driveways, curb cuts, service connections, etc.
9. 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.
10. All contractor's to be in possession of a valid Town of Drumheller business license.



If an evacuation notice is given to the campground in case of a flood, the two cabins that are placed on sites 14 & 15 located in the floodway (as shown on the 2000 Alberta Environment flood elevation layers map) shall be moved to higher ground when necessary by rapid extraction.

Stacey Gallagher seconded the motion – carried

### **3.5 T00027 15D Kold Katcher Inc. – Storage Shelter – “M-1”**

P. Salvatore presented Development Permit T00027 15D submitted by Kold Katcher Inc. To erect a fabric covered building located at 531 Premier Road, Plan 7911034; Block 3; Lot 4; Drumheller. Zoning is “M-1” Light Industrial.

P. Salvatore advised the fabric covered building is a permitted use in the “M-1” light industrial district.

B. Wiebe advised that these types of Industrial style buildings have requirements for anchoring. This structure will be subject to a Building permit and should follow the community standards by laws. This was in answer to questions from MPC on the maintenance of the tarp should it become torn or tattered or otherwise unsafe.

Motion: Clayton Gillis moved Development Permit T00027 15D submitted by Kold Katcher Inc. for a fabric covered building at 531 Premier Road, Plan 7911034; Block 3; Lot 4, Drumheller. Be approved.

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.

Scott Kuntz seconded the motion – carried.

### **3.6 T00029 15D - Taff Architecture Ltd. – Link from Portable to School & New Washrooms – “CS”**

P. Salvatore presented Development Permit T00029 15D submitted by Taff Architecture to build a link from the Portable classroom to the school and build new washrooms in the library at 1050 12 Avenue Se, Plan 3734JK; Block 1; Lot 10.

P. Salvatore advised this permit is being submitted by J.V. Javier, Taff Architecture to provide a link from the Portable classroom that is currently in place to the school and to build new washrooms in the library.



MPC discussion noted there is nothing inconsistent with placing of the portable and this is the first significant change in upgrades for the Greentree School since it was built.

Motion: Scott Kuntz moved Development Permit T00029 15D submitted by Taff Architecture Ltd. to link the portable classroom to the school and build new washrooms in library at 1050 12 Avenue SE, Plan 3734JK; Block 1; Lot 10 Drumheller be approved.

1. Development shall conform to 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 Health and Fire Authority.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. Construction shall be in conformance with the Alberta Building and Fire Codes.
8. Construction shall be in accordance with submitted site plan.
9. If the holder of the permit wishes to make any change in the proposed development 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 permit application may be necessary.
10. 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.
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. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.

Sharel Shoff seconded the motion – carried.

#### 4.0 Palliser Regional Municipal Services

B. Wiebe explained Land Use Bylaw Amendments went to Council Monday, May 4, 2015 and there was a concern with the addition of further potential assessments that could be requested as part of an application process where the development authority felt that specific risks needed to be addressed. As a result none of the amendments were passed.

MPC discussion followed. The question was asked whether one amendment can be taken out and could we carry forward with the balance of the amendments. It was discussed that due diligence must be followed and the MGA is needed to be followed and it would be MPC's job to go through and analyze. How do we get the amendments back on track and properly address the chemical storage issue. Further analysis of practices in other municipalities will be provided for review.



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.2.1



### 5.0 Other Discussion Items

### 6.0 Adjournment – Meeting adjourned by S. Francis at 1:30 pm.

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Chairperson

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Development Officer

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## ***Agenda Item # 5.2.1***



### Municipal Planning Commission Minutes Meeting of Thursday, June 4, 2015

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**Present:** Brad Wiebe, PRMS  
Jaiden Henry, PRMS  
Donna Kittridge, Recording Secretary  
Sharon Clark – Vice Chair  
Scott Kuntz, Member  
Paul Salvatore, Director of Community Services  
Sharel Shoff, Councillor/Member  
Clayton Gillis, Member  
Stacey Gallagher/member  
Tom Zariski, Councillor/Member

**Absent:** Shawn Francis, Chairperson - with regret

#### **1.0 CALL TO ORDER – 12:05 P.M.**

**Motion** to Approve Agenda: Scott Kuntz  
Seconded by Sharel Shoff – Carried

#### **2.0 MINUTES FROM PREVIOUS MEETINGS**

May 7, 2015 – Motion to approve Clayton Gillis  
Seconded by Sharel Shoff– Carried

#### **3.0 DEVELOPMENT PERMITS**

##### **3.1 T00028-15D – R.A. Hamilton & Associates – Proposed Carports– “DT”**

P. Salvatore presented Development Permit T00028-15D submitted by RA Hamilton & Associates for Carports located at 360-4 Street W on Plan 1313212; Drumheller. Zoning is Downtown Transitional. The Carport would be listed as a Discretionary use in this district.

P. Salvatore advised this application was reviewed at a previous meeting for information purposes, and that, MPC had voiced concerns about the intent to cross over property lines and future issues that would arise. The application has been revised to build up to the property line. Zero lot lines are common in this area. This application would provide parking spots for the units in the building.

MPC discussion followed on the concerns of parking space size, the design of the covered spaces and site coverage.





**This application was tabled pending more information.**

### **3.2 T00040-15D – Professional Disc Golf –Agricultural – “A”**

P. Salvatore presented Development Permit T00040-15D submitted by Professional Disc Golf to fabricate new Disc Golf baskets located at NE 7-28-19-w4; Drumheller. Zoning is “A” – Agricultural District. Active and Passive Recreational uses are discretionary in this district.

P. Salvatore advised this is an application to remove existing pipes and posts to be replaced with counter sunk sockets cemented into the ground to accommodate PDGA approved removable baskets and signs.

MPC discussion followed there were no concerns as long as the proper Certificates of Insurance are provided for the event. It is seen as a positive improvement.

**Motion:** Sharel Shoff to approve Development Permit T00040-15D submitted by Professional Disc Golf to fabricate new Disc Golf baskets located at NE 7-28-19-w4 subject to:

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. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
6. 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.
7. Development application is required for signage placement and made under separate application prior to placement.
8. 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.
9. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
10. 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.

2<sup>nd</sup> Scott Kuntz – Carried

### **3.3 T00030-15D – Platinum Chemical Solutions –Chemical Storage – “M-1”**

P. Salvatore presented Development Permit T00030-15D submitted by Platinum Chemical Solutions to store chemicals located at 1020 – Premier Close, Plan 7911034; Block 2; Lots 4 & 5; Drumheller. Zoning is Light Industrial District. The chemical storage would be a Discretionary use in this district.

P. Salvatore advised this permit is being resubmitted by Platinum Chemical Solutions as a result of changes to the LUB in January 2015 which triggered the requirement of a risk assessment study to be provided so as to enable approval of this application. The report provided by Curtis Engineering Associates Ltd. gave a glowing report in regards to the practices in place with Platinum Chemical.

MPC discussion followed and they would like to recommend the situation be monitored and to have more and newer reports submitted for the industrial parks as a whole. The necessity to determine what is covered by Environment Canada and what falls under the town would be addressed. S. Clark submitted that it appears they





have adhered to the requirements set out and sees no reason not to approve with recommendations as a condition of development.

Motion: Stacey Gallagher moved Development Permit T00030-15D submitted by Platinum Chemicals to store chemicals located at 1020-Premier Close, Plan 7911034; Block 2; Lots 4 & 5 Drumheller. Be approved with conditions that all regulations Federal and municipal included in the Engineers report be adhered to.

1. Development shall conform to Land Use Bylaw 10-08.
2. Property to be secured with a 6' (1.8 m) security fencing to the satisfaction of the Development Authority.
3. Location of docks to be approved by the local Fire Authority prior to placement.
4. Any/all required Safety Codes Permits (i.e., building, electrical, gas and plumbing) to be in place prior to commencement of construction.
5. Development to conform and meet the requirements of the local Fire Authority.
6. Storage of all chemicals shall comply with the environmental and public health performance standards of the Provincial Government.
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. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares, excluding lanes. Separate containment should be provided for the disposal and recycling of cardboard materials.
9. Development application is required for new signage placement and to be made under separate application prior to placement.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Annual business license is required.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
13. Development to conform with all recommendations contained within Curtis Engineering Report, April 2015 # 115-2754-001

Clayton Gillis seconded the motion – carried.

### **3.4 T00003 15D Travelodge – LED Sign – “Hwy-C”**

P. Salvatore presented Development Permit T00003 15D submitted by Mike Se - Travelodge to add an LED Sign to the currently existing free standing sign located at 101 Grove Place, Plan 7911235; Unit 3 Drumheller. Zoning is “HWY-C”. Signs are a permitted use in this district.

P. Salvatore advised the current free standing sign is already non conforming; this could be due to the right merge lane being changed.

**MPC tabled their decision pending a response from Alberta Transportation.**



### 3.5 T00041 15D Jason Woo – Oasis Car Wash – Fuel Pumps with Canopy – “Hwy-C”

P. Salvatore presented Development Permit T00041 15D submitted by Jason Woo to install fuel pumps with a canopy located at 101 Bridge Street, Plan 4317CQ; Block 2; Lot 17-19; Drumheller. Zoning is “HWY- C” Highway commercial.

P. Salvatore advised the application has been presented before and concerns brought up at the initial application have been addressed by Mr. Woo. Documents provided show the turning radius, how traffic would move through from north heading west. Parking stalls and pump locations. A letter from Alberta Transportation has been provided noting that if any issues arise they will be addressed.

MPC discussion followed regarding the concern about access, traffic flow and location of pumps. It was discussed how busy the North Hill gets and traffic entering town not knowing where they are going causing potential problems. The merge at this intersection can be quite busy and sometimes hazardous. A set of traffic lights at this intersection would be a positive addition.

Motion: Clayton Gillis moved Development Permit T00027 15D submitted by Jason Woo to install fuel pumps with a canopy located at 101 Bridge Street, Plan 4317CQ; Block 2; Lot 17-19; Drumheller. Zoning is “HWY- C” Highway commercial be approved with compliance to conditions

1. Development shall conform to 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 Health and Fire Authorities.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. Construction shall be in conformance with the Alberta Building and Fire Codes.
8. Construction shall be in accordance with submitted site plan.
9. If the holder of the permit wishes to make any change in the proposed development 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 permit application may be necessary.
10. 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.
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. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
13. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval. Please contact 403-823-1330 for specifications and approval prior to any installation
14. 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.
15. Installation of new underground petroleum storage tanks and associated piping to be in conformance with the Alberta Fire Codes and registered with the Petroleum Tank Management Association of Alberta (PTMAA).
16. Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation.
17. All signage to be made under separate development permit application.



Sharel Shoff seconded the motion – carried.

### **3.6 T00004 15S - Fossil World – Digital Sign Placement –“HWY-C”**

P. Salvatore presented Development Permit T00004 15S submitted by Fossil World to place a permanent digital sign at 804 Highway 9 South, Plan 8226FQ; Block M. Drumheller, Zoning is Highway Commercial. Digital signs are considered discretionary use.

P. Salvatore advised this permit is being submitted by Sandra Thompson Chambers – Fossil World – to place a Digital Sign as secondary advertising.

MPC discussion noted there is a by-law in place that states free standing signs of are to be placed 30 meters apart. The application is acceptable if the sign is placed on the south side of the lot 20 feet from the curb with a requirement for landscaping. The sign dimensions and specifics are not legible.

**Tabled until clearer information is received.**

### **3.7 T00043-15D – Don Hartman, Greentree School.-Temporary Placement of Modular Class – “P”**

P. Salvatore presented Development Permit T00043 15D submitted by Don Hartman to place a temporary Modular Classroom at Greentree School at 1050 – 12 Avenue SE., Plan 3734SK;Block 1; Lot 10; Drumheller. Zoning is “P”

MPC discussion noted that the placement is temporary awaiting a new modular for more class space.

Motion: Clayton Gillis to approve Development Permit T00043 15D submitted by Don Hartman to place a temporary Modular Classroom at Greentree School at 1050 – 12 Avenue SE., Plan 3734SK;Block 1; Lot 10; Drumheller.

1. Development shall conform to 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. Over weight / over dimensional permits are required prior to relocating structures within the municipality; Please contact Road Data Services at 1-888-830-7623.
5. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
6. Development to conform and meet the requirements of the Regional Health and Fire Authorities.
7. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
8. Construction shall be in conformance with the Alberta Building and Fire Codes.
9. Construction shall be in accordance with submitted site plan.
10. If the holder of the permit wishes to make any change in the proposed development 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 permit application may be necessary.
11. 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.
12. 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.
13. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.



14. Development is approved for one year as a temporary use.

Stacy Gallagher seconded – Carried

#### **4.0 Palliser Regional Municipal Services**

#### **5.0 Other Discussion Items**

Old Grouches has applied to have an outdoor patio area. A more concise plan needs to be submitted for MPC to consider.

West Point Developments update: the houses at 955 3<sup>rd</sup> Street and 811 3<sup>rd</sup> Street , Drumheller have been scheduled for demolition .

Fossil World has applied to place some temporary C cans for storage in the fenced yard behind the store on Highway 9 south. To be resubmitted with more information at the next MPC meeting.

#### **6.0 Adjournment – Meeting adjourned by S. Francis at 2:00 pm.**

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Chairperson

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Development Officer



### Municipal Planning Commission Minutes Meeting of Thursday, June 18, 2015

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**Present:** Brad Wiebe, PRMS  
Donna Kittridge, Recording Secretary  
Scott Kuntz, Member  
Shawn Francis, Chairperson - Chairperson  
Sharel Shoff, Councillor/Member  
Clayton Gillis, Member  
Stacey Gallagher/member

**Absent:** Tom Zariski, Councillor/Member – with regret  
Sharon Clark – Vice Chair- with regret  
Paul Salvatore, Director of Community Services- with regret

Mike Todor attended the meeting to speak on the Performance Stage for Downtown Drumheller.

#### **1.0 CALL TO ORDER – 12:10 P.M.**

**Motion** to Approve Agenda: Sharel Shoff  
Seconded by Stacy Gallagher – Carried

#### **2.0 MINUTES FROM PREVIOUS MEETINGS**

#### **3.0 DEVELOPMENT PERMITS**

##### **3.1 T00044 15D – Mike Todor – Downtown Performance Stage – near corner of Center Street and 3<sup>rd</sup> Avenue.**

B.Wiebe presented Development Permit T00044 15D – submitted by Mike Todor – Downtown Performance Stage – near corner of Center Street and 3<sup>rd</sup> Avenue. Mr. Todor provided information noting the stage at this time would be on a temporary basis to be removed at the end of summer with the hopes that eventually it would become a permanent addition to the downtown area. Mr. Todor mentioned that there is no Downtown association at this time and some informal meetings have taken place with some of the store owners and the idea has been generally accepted. The stage would be meant to attract more foot traffic to the downtown core, Buskers, musicians and general entertainment. This spot is highly visible and protected on one side by the dinosaur. Construction of the stage would follow the professional engineers design and be constructed in pieces for easy removal.

MPC discussion was generally in favor of the idea pending notification by circulation of all businesses in the area.

**MPC tabled until circulation has been sent.**



### 3.2 T00028-15D – R.A. Hamilton & Associates – Proposed Carports– “DT”

B. Wiebe presented Development Permit T00028-15D resubmitted by RA Hamilton & Associates for carports located at 360-4 Street W on Plan 1313212; Drumheller. Zoning is Downtown Transitional. The Carport would be listed as a Discretionary use in this district.

B. Wiebe advised this application was reviewed at several previous meetings and that; MPC had voiced concerns about the intent to cross over property lines and future issues that would arise. The application has been revised to build up to the property line. Zero lot lines are common in this area. This application would provide parking spots for the units in the building. RA Hamilton provided additional information to show roof line and space between parking areas to be landscaped.

MPC discussion followed on the concerns of parking space size, the design of the covered spaces and site coverage. MPC noted site coverage is already oversized and the roof line is questionable. There was some reluctance to approve due to the intent to build right to the property line. However given the variety of properties in the area, and the distance between the primary building and the adjacent house, it was felt the proposed carports would not unduly affect adjacent properties, and would be beneficial to future building tenants.

Clayton Gillis abstained from vote.

**Motion:** by Sharel Shoff to approve Development Permit T00028-15D resubmitted by RA Hamilton & Associates for carports located at 360-4 Street W on Plan 1313212; Drumheller. Subject to the conditions of the land use by-law.

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Construction as per plans submitted with application (Relaxation granted for 0m side yard setback).
3. Construction to be in accordance with the Alberta Building Code.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
7. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. 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.
9. 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.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.

2<sup>nd</sup> by Scott Kuntz  
Carried



### 3.3 T00042-15D Fossil World –C Cans for Storage- 804 HWY 9 South, "Hwy Commercial"

B. Wiebe presented Development Permit T00044-15D Fossil World –Sea Cans for Storage at 804 Hwy 9 South, Zoning is Highway Commercial and Storage structures would be a Discretionary use in this district.

B. Wiebe advised this application is for three C Can storage containers to be placed in a fenced/screened area behind the business building on a temporary basis for storage.

MPC approved as presented on the basis the conditions in the Land Use bylaw were followed and the site is screened and fenced.

**Motion:** by Stacy Gallagher to approve Development Permit T00044-15D Fossil World –Sea Cans for Storage at 804 Hwy 9 South.

1. Must conform to Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
4. All necessary permits (building, electrical, gas, etc) to be in place prior to any construction/installations.
5. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations)
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.
7. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Contractor(s) to have a valid Business License with the Town of Drumheller.

2<sup>nd</sup> by Sharel Shoff  
Carried

### 3.4 T00003-15S Travelodge – LED Sign – "Hwy-C"

B. Wiebe presented Development Permit T00003 15D submitted by Mike Se - Travelodge to add an LED Sign to the currently existing free standing sign located at 101 Grove Place, Plan 7911235; Unit 3 Drumheller. Zoning is "HWY-C". Signs are a permitted use in this district.

B. Wiebe advised the current free standing sign is already non conforming; this could be due to the right merge lane being changed. Alberta transportation submitted a letter stating they had no issues with the additional LED sign being added to the current sign providing the intensity and number of times the message occurs is not excessive. The sign may not contain messages like "stop". If the messages create a problem then requests to modify will be made.

MPC approved the addition to the sign subject to the conditions of the land use by-law and approval from Alberta Transportation.





1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of sign as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
3. Developer to ensure authorization for sign placement obtained from property owner.
4. Development to conform to Land Use Bylaw Part VII Sec 81 (12) Digital Signs (copy attached).
5. Digital sign's brightness level shall not negatively affect adjacent residential properties. The sign must have an adjustable brightness level and may require modification during evening hours.
6. Any/all Safety Codes Permits required to be obtained prior to the installation of sign.
7. Contractor(s) to have a valid Business License with the Town of Drumheller.
8. Appearance of sign shall be maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Signs shall be removed if business ceases operations or the use of the site is terminated.

2<sup>nd</sup> by Clayton Gillis  
Carried

#### **4.0 Palliser Regional Municipal Services**

#### **5.0 Other Discussion Items**

MPC discussed the railway ties currently stacked throughout town on the rail line and the status of the removal of them. Can Do will be removing them this summer, some will go to Manitoba as a fuel source and some may be saved for reuse. At some point in time the crossings will be removed, this should be covered by the Community Standards policy.

#### **6.0 Adjournment – Meeting adjourned by S. Francis at 1:30 pm.**

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Chairperson

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Development Officer





# DRUMHELLER

COMMUNITY SERVICES

**Agenda Item # 5.2.1**



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## ***Agenda Item # 5.2.1***



### Municipal Planning Commission Minutes Meeting of Thursday, July 9, 2015

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**Present:** Paul Salvatore, Director of Community Services  
Sharon Clark – Vice Chair  
Donna Kittridge, Recording Secretary  
Scott Kuntz, Member  
Shawn Francis, Chairperson - Chairperson  
Clayton Gillis, Member  
Stacey Gallagher, Member  
Cody Glydon- Economic Development

**Absent:** Tom Zariski, Councillor/Member – with regret  
Sharel Shoff, Councillor, Member - with regret

**Guests:** Mike Todor, Shirley Briole, Lam & Tony Nguyen, Susan & Randy Kolenz, Jerry Schuler, Wanda McCann

**Welcome:** Julie Steeper, new Development Officer

#### **1.0 CALL TO ORDER – 12:05 P.M.**

**Motion** to Approve Agenda:  
Seconded by Stacy Gallagher – Carried

#### **2.0 MINUTES FROM PREVIOUS MEETINGS**

To be reviewed by e-mail.

#### **3.0 DEVELOPMENT PERMITS**

##### **3.1 T00044 15D – Mike Todor – Downtown Performance Stage – near corner of Center Street and 3<sup>rd</sup> Avenue.**

P. Salvatore presented Development Permit T00044 15D – submitted by Mike Todor – Downtown Performance Stage – near corner of Center Street and 3<sup>rd</sup> Avenue. P. Salvatore presented that for a number of months there has been discussion between Economic Development and Mr. Todor on how to generate more traffic to the downtown core. The idea of a downtown stage was presented developed by Mr. Todor and design drawings were presented. The stage could be treated under the same policy as the seasonal outdoor patio policy. The proposed hours of operation could be daily, evenings and weekends depending on event planning. The stage would be placed in a proposed area on the corner of Center Street and 3<sup>rd</sup> Avenue and would take up approximately 3 – 5 parking stalls. The stage ~~would be contemplated as~~ is intended to be seasonal and nothing would be stored or left overnight on the stage platform. The Town would have the right to dismantle the stage if necessary and must be named as Insured on any policies.

Merchants who attended noted their concerns as follows:



Wanda McCann noted the stage seemed to be too small and when there is no band what will be happening on the stage?

Lam Nguyen from TL Nails asked why the stage had to be located right in front of her store. She felt it would be blocking her entrance and a lot of her customers are seniors and the stage would be taking up her customers parking spaces. Could the stage be located so it is not affecting anyone's business?

Susan & Randy Kolenz – The stage is a major concern for my businesses that has been in place for 28 years. We are not opposed to bringing people to the downtown core but we believe that we have to offer more to bring people to the downtown core. It has always been an issue to get the tourists from the museum to visit the downtown core. As a result most of the businesses downtown supports local customers. Who will build the stage and where will funding come from? How will power be supplied to the stage? We feel that corner is also not a good location because of the four way stop....where will the people spill out to when they are watching performances? We also feel that parking in the downtown core is already an issue without removing more spaces on 3<sup>rd</sup> Avenue.

There were also concerns the curbs are not handicap accessible and the noise from the bands would make it difficult to help customers in the businesses nearest the stage area. The idea of the stage is acceptable but the proposed location is a problem.

Mr. Todor mentioned the idea came from a visit to Revelstoke and the reaction there was similar in that the idea was either loved or hated. The difference at this point is that the town of Revelstoke changed some of their streets to accommodate the idea. Mr. Todor noted this would be the portable stage proposal should be viewed as a starting point for coming up with a solution to create a more permanent future entertainment venue, and that he is open to discussions of improvements to design, etc. How do we change what we have been doing to something that will be successful in bringing tourists to the downtown core.

MPC thanked everyone for sharing their concerns and noted that today was about seeking views on the proposed stage.

MPC discussion followed and it was noted that a sheet with a number of supporting signatures was received from Mr. Todor. The question was raised if parking would be a problem as noted at the Recovery patio area. The question was raised as to why this location was picked for the stage. S. Clark stated it was a great idea but may be welcomed better at a different location and that if it follows that people are walking this should not be an issue. C. Gillis confirmed that the stage would be taken down in winter and only be in place from maybe May to October. Parking issues, placement issues and power issues were also discussed at length.

**Motion:** by C. Gillis that T00044 15 D – Mike Todor – Downtown Performance Stage application be approved as submitted on a trial basis only for this year to the end of September 15, 2015 and then be removed. The canopy is not to be affixed to the building. Subject to the conditions of the land use by-law.

#### INSERT

S. Clarke seconded

S. Gallagher – against

S. Kuntz – abstained? <yes, that is my recollection SF>



### 3.2 T00046-15D – Tough Mudder Event – “A”

P. Salvatore presented Development Permit T00046-15D submitted by Tough Mudder Events Ltd. for a special event located at SE 35-28-20-W4, SE 1-29-20-W4, NW 36-28-20-W4 and SW 36-28-20 W4 Drumheller. Zoning is “Agricultural”. The event would be listed as a Discretionary use in this district.

P. Salvatore advised this application was being renewed for another year. The obstacle course has changed slightly but the event will again be held at the Stampede grounds and land belonging to the Ag Society, as well as some private land. Building permits will be required for the course obstacles. Generally the event was well received over the two days and we believe it brought between 8 to 10 thousand people to Drumheller. Parking was not an issue; did anyone notice any other issues?

MPC discussion followed on the concerns of what the actual cost to Drumheller was, what did the event actually bring to Drumheller, and did it solely depend on Drumheller for volunteers for the event? On the positive side the ads alone promote Drumheller and gives us exposure to demographics we don't usually touch. We are learning as we go as to what items to address on further contracts should changes need to be made going forward.

**Motion:** by S. Kuntz to approve Development Permit T00046 15D submitted by Tough Mudder Event 2015 subject to the conditions of land use by-law.

1. Development shall conform to Land Use Bylaw 10-08.
2. Applicant or authorized organizer(s) to provide additional details pertaining to event, including but not limited to, off site land uses where a change in use occurs due to the event.
3. Applicant to enter into a Development/Servicing Agreement with the Town of Drumheller prior to event and the commencement of any construction or modifications to Town property or services. Development/Servicing Agreement may include, however not be limited to grading plan, site servicing plan and extension of services.
4. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
5. Applicant to ensure the event causes minimal impact to environment and that regulations and/or guidelines of Alberta Environment are adhered to.
6. Must provide Certificate of Insurance prior to the event in favour of the Town of Drumheller and such policy will keep the Town harmless and indemnified against any and all expenses, loss, damage, claim or action to which the Town may be put arising out of the operation of the said event.
7. Development to conform and meet the requirements of the AGLC (Alberta Gaming and Liquor Commission).
8. A paleontology review of the event area(s) from a certified Paleontologist is required. Applicant to ensure any/ all recommendations/requirements from the review are met. Copy of documentation to be provided to the Town of Drumheller.
9. Security and Policing to meet and comply with the requirements of the Drumheller RCMP detachment. Confirmation of agreement to be provided to the Development Authority prior to event.
10. Prior to commencement of occupancy and/or activities, confirmation must be provided to the Development Authority event conforms and meets the requirements of the Regional Fire and Health Authority.
11. Applicant to adhere to and meet the requirements of Alberta Transportation and Highways for the event, a permit may be required. Confirmation to be provided to the Town of Drumheller.
12. Applicant to ensure authorization from property owner(s) is obtained prior to any renovation, modification or use of the lands.
13. If the holder of the permit wishes to make any change in the location of the Special Event 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.

14. Development application may be required for signage placement and made under separate application prior to placement.
15. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
16. 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.
17. Parking plan(s) to be submitted to the satisfaction of the Development Authority. Applicant to ensure proper signage is erected to direct parking to designated zones once approved.

Seconded by S. Gallagher

Opposed – S. Clark

Carried

### **3.3 T00004-15S Fossil World – LED SIGN- 804 HWY 9 South, "Hwy Commercial"**

P. Salvatore presented Development Permit T00004-15S Fossil World –LED DIGITAL SIGN at 804 Hwy 9 South, Zoning is Highway Commercial and LED DIGITAL SIGNAGE would be a Discretionary use in this district.

P. Salvatore advised this application is for a permanent LED Sign to be placed at the front area of the business building.

MPC approved as presented on the basis the conditions in the Land Use bylaw were followed and the wooden sign is removed and the signage on the building itself is changed to meet the land use by law.

**Motion:** by S. Kuntz to approve Development Permit T00004-15S Fossil World – LED SIGN at 804 Hwy 9 South subject to the conditions of land use by-law:

1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of sign as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
3. Developer to ensure authorization for sign placement obtained from property owner.
4. Development to conform to Land Use Bylaw Part VII Sec 81 (12) Digital Signs (copy attached).
5. Digital sign's brightness level shall not negatively affect adjacent residential properties. The sign must have an adjustable brightness level and may require modification during evening hours.
6. Any/all Safety Codes Permits required to be obtained prior to the installation of sign.
7. Contractor(s) to have a valid Business License with the Town of Drumheller.
8. Appearance of sign shall be maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. All Signs shall be removed if business ceases operations or the use of the site is terminated.

2<sup>nd</sup> by S. Clark

Carried



### **3.4 T00014-15D Speers Health Clinic "permit amendment" – Physical Therapy Clinic with two dwelling units above. "CB" Central Commercial District**

P. Salvatore presented Development Permit T00014 15D amendment submitted by Larry Speers- to add two living space units to the currently existing Development application located at 30 3<sup>rd</sup> Avenue East,, Plan 3099AD; Block 25; Lot 3 Drumheller. Zoning is "CB". Dwellings are a discretionary use in this district.

P. Salvatore submitted the application amendment should conform to Heritage inventory, with a zero lot line, fire walls and no openings on East or West side of building.

MPC approved the amendment to the Development application subject to the conditions of the land use by-law; this is a good plan and a lovely looking building.

**Motion:** by C. Gillis to approve Development Permit T00014-15D Speers Health Clinic amendment – at 30 3<sup>rd</sup> Avenue and is subject to the conditions of land use by-law:

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 and Health Authority that the building is occupiable for such purposes.
6. 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.
7. Development application is required for signage placement and made under separate application prior to placement.
8. 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.
9. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
10. Any and all improvements including but not limited to driveways, curb cuts, service connections, etc. at owners' expense. Please contact Public Works at 823-1330 for authorization, information and/or specifications.
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. 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.
13. Annual Business License is required.

2<sup>nd</sup> by S. Gallagher  
Carried

### **3.5 T00096 15H Colleen's Comfy Lodgings - Plan 8157GW, Block 15; Lot 2 - 420 – 14<sup>th</sup> ST E. - "R-1" Residential District.**

P. Salvatore presented Development Permit T00096 15H submitted by Colleen Smith- to operate at home based business , Bed and Breakfast Development application T00096 15H located at 140- 14 Street E., Plan 8157GW; Block 15; Lot 2 Drumheller. Zoning is "R-1". Home based businesses are a discretionary use in this district.



MPC discussion the application is subject to a circulation done by advertisement and a Town of Drumheller business license granted subject to bylaw requirements. There is temporary approval pending any issues.

**Motion:** by C. Gillis to approve Development Permit T00096-15H Colleen's Comfy Lodgings at 420-14 Street E. Subject to the conditions of land use by law:

1. Must conform to Land use Bylaw 10-08.
2. Annual Business License is required.
3. There shall be no outside storage of materials, commodities or finished products.
4. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to the building with a maximum size of 0.9 m<sup>2</sup> (10 ft<sup>2</sup>).
5. Local Fire Authority to be notified. Occupancy inspection report to be provided to the Town prior to business operations.
6. Development to conform and meet the requirements of the Regional Health Authority.
7. One off-street parking stall per guest room to be provided and clearly defined.
8. 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.  
Permit expires December 31, 2015

2<sup>nd</sup> by S. Kuntz  
Carried

#### 4.0 Palliser Regional Municipal Services

No planning updates provided.

#### 5.0 Other Discussion Items

MPC discussed the extra vehicles on the lot owned by Active Glass and the conditions of the lot. The tabled Development permit application has now been refused and a stop order for non-compliance will be issued.

MPC discussed the sea can sitting behind the Fossil World shop at 105- 1 Street W; Bylaw will be sent to ask that it be removed.

#### 6.0 Adjournment – Meeting adjourned by S. Francis at 2:30 pm.

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Chairperson

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Development Officer





### Municipal Planning Commission Minutes Meeting of Thursday, July 23, 2015

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**Present:** Julie Steeper, Development Officer  
Tom Zariski, Councillor/Member  
Donna Kittridge, Recording Secretary  
Stacey Gallagher, Member  
Paul Salvatore, Director of Community Services  
Sharel Shoff, Councillor/Member

**Absent:** Sharon Clark – Vice Chair- with regret  
Clayton Gillis, Member – with regret  
Scott Kuntz, Member- with regret  
Shawn Francis, Chairperson- with regret

#### **1.0 CALL TO ORDER – 12:15 P.M.**

**Motion** to Approve Agenda: Sharel Schoff  
Seconded by Stacy Gallagher - Carried

#### **2.0 MINUTES FROM PREVIOUS MEETINGS**

#### **3.0 DEVELOPMENT PERMITS**

**3.1 T00103-14D – Karl Coad – Active Glass ,200 – Railway Avenue East, Drumheller; Plan 2691BC; Block 10; Lot 4,5,6– "CB"- Central Commercial District.**

J. Steeper presented Development Permit T00002-15D – Active Glass 200 – Railway Avenue East, Drumheller; Plan 2691BC; Block 10; Lot 4,5,6– Drumheller. Vehicle Sales are a discretionary use in this district.

J. Steeper advised this property is located in a residential area and the clean up required at the first application has not been complied with; there is also a concern about sufficient parking being available. MPC can not table this application and a decision is required.

MPC held discussions and refused this application as there is not proper parking available, the lot is across from residential area and the order to clean up the site has not been complied with. Applicant may reapply in six months if he wishes.

**Motion:** S. Shoff moved Development permit T00103-14D – Karl Coad – Active Glass 200 – Railway Avenue East, Drumheller; Plan 2691BC; Block 10; Lot 4,5,6–Drumheller be denied.

S. Gallagher 2<sup>nd</sup> the motion.  
Carried



**3.2 T00051-15D – Ed Panisiak – application to not demolish old house and keep as a shed – “SCR” – Suburb Community Residential district.**

J. Steeper presented Development Permit T00051-15D submitted by Ed Panisiak to not demolish an old house on the property located at 385 – Starmine Drive, Plan 1313072; Block 12; Lot 10, of Drumheller. Zoning is “SCR” – Suburb Community Residential. Accessory buildings are a permitted use in this district.

J. Steeper advised the applicant applied to not demolish this building and wanted to change the use into a storage building. In a previous MPC decision, in order to meet bylaw requirements, the owner was requested to demolish this same building when they made application to move a Manufactured home onto the property.

MPC discussed the application and queried the reason the building had not already been demolished as per the decision on Development permit T00007-14D.

**Motion:** S. Gallagher moved Development Permit T00051-15D submitted by Ed Panisiak to keep a 70-80 year old building/ old residence located at 385 Starmine Drive on Plan 1313072; Block 12; Lots 10 of Drumheller be denied.

S. Shoff 2<sup>nd</sup> the motion.  
Carried

**3.3 T00053 – 15D – Darrell Kohut – Storage Unit –124-8 Avenue S.E. – Plan 8017GH; BLOCK 2; LOT 15/16 “ M-1” Light Industrial District.**

J. Steeper presented Development Permit T00053-15D submitted by Darrell Kohut to place a Econo Shelter as a storage accessory building located at 124 – 8 Avenue S.E. Plan 8017GH; Block 2; Lot 15/16; Drumheller. Zoning is Light Industrial “M-1” District. Fabric covered buildings are a discretionary use in this district.

J. Steeper advised this permit is being submitted with all requirements in place. Mr. Kohut is willing to reapply on a yearly basis to have the fabric building in place. The fabric building will be placed in an area where an old wash bay was located south of the alley. Any signage will require a separate sign permit application.

MPC discussion followed and it was noted this would be for personal storage and the property is still owned by the applicant.

**MPC approved** this application subject to the land use by law.

S. Shoff moved Development permit T00053-15D – Darrell Kohut – Accessory Building – Fabric, 124 –8 Avenue S.E, Drumheller; Plan 8017GH; Block 2; Lot 15,16–Drumheller be approved on a year to year basis.

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.
12. Permit expires July 23, 2016

S. Gallagher 2<sup>nd</sup> the motion.  
Carried

**3.4 T00054 – 15D – Sage Valley Marketing – Sea Can –230 Highway 10 X – Section 19;TWP 28; Rng 19; W4 “A” Agricultural District.**

J. Steeper presented Development Permit T00054-15D submitted by; Sage Valley Marketing – Sea Can –230 Highway 10 X – Section 19;TWP 28; Rng 19; W4 ,Drumheller. Sea Cans / Accessory buildings are a discretionary use in this district.

J. Steeper advised this permit is being submitted with all requirements in place. The Sea Can would be used to store extra products and jars used in the production of bath soaps, salts and essential oils.

MPC discussion followed and it was noted this would be for personal storage and the property is owned by the applicant. The sea can is to be located away from the main highway and be painted to match with other buildings on the property.

**MPC approved** this application subject to the land use by law.

**Motion:** S. Gallagher moved Development Permit T00054-15D submitted by Sage Valley Marketing for a Sea Can Accessory Building at – 230 Highway 10 X – Section 19;TWP 28; Rng 19; W4 Drumheller be approved.

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.
12. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.



S. Shoff 2<sup>nd</sup> the motion.  
Carried

#### **4.0 Palliser Regional Municipal Services**

S. Shoff advised the next meeting for Palliser Regional Municipal Services is scheduled for August 4, 2015. At that time the job description for a new Senior Planner will be considered, and they will likely look outside of their office for this position.

#### **5.0 Other Discussion Items**

#### **6.0 Adjournment – Meeting adjourned by S. Shoff at 12:45 pm.**

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Chairperson

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Development Officer

BYLAW NO. 10-15

Of Drumheller, Alberta

related to the

**NATURAL GAS DISTRIBUTION SYSTEM  
FRANCHISE AGREEMENT**

### **Municipal Bylaw**

#### **BYLAW NO. 10-15**

#### **OF THE TOWN OF DRUMHELLER, ALBERTA (the "**Municipality**")**

A Bylaw of the Municipality to authorize the Mayor and Chief Administrative Officer to enter into an agreement granting AltaGas Utilities Inc. (the "**Company**"), the right to provide natural gas distribution service within the Municipality.

WHEREAS pursuant to the provisions of the Municipal Government Act S.A. 2000 c. M-26, as amended (the "**Act**"), the Municipality desires to grant and the Company desires to obtain, an exclusive franchise to provide natural gas distribution service within the Municipality for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act;

WHEREAS the Council of the Municipality and the Company have agreed to enter into a Natural Gas Distribution System Franchise Agreement (the "**Agreement**"), in the form annexed hereto;

WHEREAS it is deemed that the Agreement would be to the general benefit of the consumers within the Municipality.

NOW THEREFORE the Council of the Municipality enacts as follows:

- 1) THAT the Natural Gas Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Mayor and Chief Administrative Officer are hereby authorized to enter into the Natural Gas Distribution System Franchise Agreement for and on behalf of the Municipality, and the Chief Administrative Officer is hereby authorized to affix thereto the corporate seal of the Municipality.
- 2) THAT the Natural Gas Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this Bylaw.
- 3) THAT the Council consents to the exercise by the Company within the Municipality of any of the powers given to the Company by the Water, Gas and Electric Companies Act, R.S.A. 2000 c. W-4, as amended.

...

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

- 4) THAT this Bylaw shall come into force upon the Natural Gas Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

Read a First time in Council assembled this 15<sup>th</sup> day of June, 2015

\_\_\_\_\_  
Mayor

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

Read a Second time in Council assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Read a Third time in Council assembled and

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor

(seal)

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



August 13, 2015

Disposition 20723-D01-2015

AltaGas Utilities Inc.  
5509 - 45 Street  
Leduc, Alberta T9E 6T6

Attention: Mr. Irv Richelhoff  
Business Development

**AltaGas Utilities Inc. and the Town of Drumheller  
Franchise Agreement and Rate Rider "A"  
Proceeding 20723**

1. On August 11, 2015, AltaGas Utilities Inc. applied to the Alberta Utilities Commission for approval of a natural gas franchise agreement with the Town of Drumheller. The application was filed according to [Rule 029](#),<sup>1</sup> and included a copy of the franchise agreement, Rate Rider "A" schedule, and the natural gas franchise application form.
2. Notice of the proposed franchise agreement was advertised on July 15, 2015, in the Drumheller Mail. No objections or concerns related to the proposed franchise agreement were received.
3. The proposed franchise agreement, attached as [Appendix 1](#), is based on the standard natural gas franchise agreement template approved in Decision [20069-D01-2015](#),<sup>2</sup> has a term of 20 years or less, and will be effective November 1, 2015. Drumheller has commenced reading of Bylaw No. 10-15 approving the franchise agreement.
4. The proposed franchise fee of 27 per cent, as shown on the Rate Rider "A" schedule, attached as [Appendix 2](#), is a continuation of the current franchise fee. The proposed franchise fee will result in a continuation of \$15.82 as the average monthly charge for an average residential customer.
5. The AUC considers that the right granted to AltaGas by Drumheller to construct, operate and maintain the natural gas distribution system is necessary and proper for the public convenience and properly serves the public interest.

<sup>1</sup> Rule 029: *Applications for Municipal Franchise Agreements and Associated Franchise Fee Rate Riders.*

<sup>2</sup> Decision 20069-D01-2015: AltaGas Utilities Inc. et al., Approval of New Standard Natural Gas Distribution System Franchise Agreement Template, Proceeding 20069, March 20, 2015.



6. Pursuant to Section 45 of the *Municipal Government Act*, RSA 2000, c. M-26, and Section 49 of the *Gas Utilities Act*, RSA 2000, c. G-5, the AUC approves the franchise agreement as filed.
7. Given the approval of the franchise agreement, and in accordance with Section 36 of the *Gas Utilities Act*, the AUC approves AltaGas' Rate Rider "A" of 27 per cent effective November 1, 2015 for customers in the Town of Drumheller.
8. Prior to any change in the level of the franchise fee pursuant to the franchise agreement, customers shall be notified as outlined in Section 5 of Rule 029.

*(original signed by)*

Derrick Ploof  
Director, Retail Energy and Water  
On behalf of the Alberta Utilities Commission

Attachments



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.2



### Request for Decision

Date: August 21, 2015

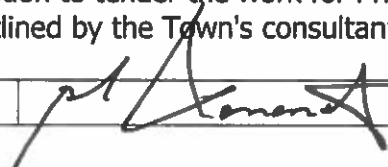
<b>Topic:</b>	<b>SPRAY FOUNTAIN</b>
<b>Proposal:</b>	<p>At the Council meeting of May 4, 2015, CAO R. Romanetz reported that MPE was hired to design improvements to the Spray Fountain that meet Alberta Health Services requirements. This included upgrading the existing underground vault to include a new filtration and chlorination system at a substantial cost. AHS granted approval to operate with the addition of chlorine and pH adjustments this summer until the design is finalized and put into place for next year.</p> <p>MPE has provided a report that breaks the project down into phases. Phase 1 would meet the requirements of AHS and includes the installation of the filtration system and connection to the existing electrical and storm drainage systems which eliminates the need to drain and refill the fountain on a daily basis. The total cost to carry out this procedure during the months of June, July and August including regular and O/T wages, water consumption and additional chemical usage is \$61,531. With the installation of the new equipment, operational costs are expected to be reduced to \$20,000 in 2016.</p> <p>The total cost for Phase 1 is estimated at \$180,000.00. To be ready for the 2016 operations, the design, tendering process and installation must be completed by December 31, 2015. Future phases that incorporate the remaining upgrades to the vault and fountain system will be carried out as required.</p>
<b>Proposed by:</b>	Ray Romanetz
<b>Correlation to Business (Strategic) Plan</b>	
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Eliminate the costs to drain and refill the fountain on a daily basis.</li><li>• Spray Fountain operations will meet the requirements of AHS.</li><li>• Spray Fountain is a key tourist attraction which brings enjoyment to our residents and thousands of tourists.</li></ul>
<b>Disadvantages:</b>	
<b>Alternatives:</b>	

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz	1
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## Agenda Item # 8.1.2

<b>Finance/Budget Implications:</b>	The Town has submitted a grant application under the Blue Cross (to support physical activity in the community) for this work and if successful, the Town will receive \$50,000 to help offset the costs of the upgrade.		
<b>Operating Costs:</b>		<b>Capital Cost:</b>	<b>\$180,000</b>
<b>Budget Available:</b>		<b>Source of Funds:</b> Existing Capital Budget	<b>\$75,000</b>
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b> To be expended from unbudgeted MSI operating funds received in 2015 and Reserves	<b>\$105,000</b>
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council authorization Administration to tender the work for Phase 1 upgrade of the Spray Fountain as outlined by the Town's consultant, MPE at an estimated cost of \$180,000.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	CAO:	
<b>Position:</b>	Chief Administrative Officer		



# DRUMHELLER

## REQUEST FOR DECISION

Agenda Item # 8.1.3



### Request for Decision

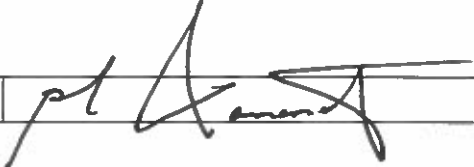
Date: August 21, 2015

<b>Topic:</b>	<b>Development Officer Appointment</b>		
<b>Proposal:</b>	<p>In accordance with Bylaw 32.08 Section (3), Council may, by resolution appoint a Development Officer. The Town of Drumheller Land Use Bylaw 10.08 Section 3 states that "The development authority shall exercise development powers and perform duties on behalf of the municipality in accordance with Section 642 of the Municipal Government Act and may include:</p> <p>Development Officer</p> <p>(a) The office of the Development Officer is hereby established, by resolution, to act on behalf of the Council in those matters delegated by this Bylaw and in such matters as Council may instruct from time to time; and</p> <p>(b) The Development Officer shall keep and maintain for the inspection of the public during allr easonable hours, a copy of this Bylaw and all amendments thereto, and keep a register of all applications for development, including the decisions thereon and the reason therefore.</p> <p>The Land Use Bylaw creates the position of Development Officer and Council by resolution should appoint a person to that position. Julie Steeper has been hired in this capacity and Administration recommends that she be appointed as Development Officer..</p>		
<b>Proposed by:</b>	CAO Ray Romanetz		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<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>			

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

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<b>Recommendations:</b>	That Council appoint Julie Steeper as the Development Officer for the Town of Drumheller.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	CAO:	
<b>Position:</b>	Chief Administrative Officer		



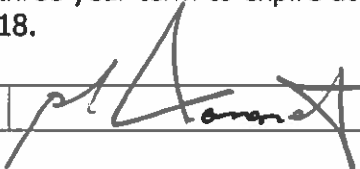
# DRUMHELLER

## REQUEST FOR DECISION

Agenda Item # 8.1.4



### Request for Decision

		<b>Date:</b>	August 21, 2015
<b>Topic:</b>	<b>DRUMHELLER PUBLIC LIBRARY BOARD APPOINTMENT</b>		
<b>Proposal:</b>	Under their bylaw, the Drumheller Public Library Board is allowed to operate with 10 members. The Drumheller Public Library Board currently has nine members due to the resignation of Farris Nagy in May, 2015 creating one vacancy. Ms. Vanessa Page has submitted her application to serve in this capacity. The members of the Library Board have reviewed Page's application and recommend approval.		
<b>Proposed by:</b>	Drumheller Public Library Board		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	N/A		
<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>	That Council approve the appointment of Vanessa Page to the Drumheller Public Library Board for a three year term to expire at Council's organizational meeting in 2018.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

LibraryBoardAppointmentAugust2015.doc	Created By: Linda Handy	1
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August 12<sup>th</sup>, 2015

Mr. Ray Romanetz

Chief Administrative Officer

Town of Drumheller

Dear Mr. Romanetz

**RE: APPOINTMENT OF DRUMHELLER PUBLIC LIBRARY BOARD MEMBER**

This letter is to request that Council appoint Ms. Vanessa Page to the Drumheller Public Library Board. Ms. ~~Galagher~~<sup>Page</sup> would replace Ms. Farris Nagy, who submitted her esignation letter to the board in May, 2015.

Ms. Page moved to Drumheller approximately four mmonths ago. She has travelled extensively, is bilingual and is in the process of settling in. She has enjoyed her experience in Drumheller and is looking forward to getting involved in activities within Drumheller. Ms Page has been interviewed by two members of the Board, attended the Board meeting last evening. Her application has been discussed and approved by the Board.

Your assistance with this recommendation is appreciated. Please feel free to contact me if you have any questions.

Sincerely,

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J. Linda Traquair

Board Chair

cc. Linda Handy

Emily Hollingshead

Patrick Kolafa