

# **Town of Drumheller COUNCIL MEETING AGENDA**

**February 8, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

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

## **3.0 PUBLIC HEARING**

- 3-4 3.1 Public Hearing to consider Bylaw 03.16 being a bylaw to amend the Land Use Amendment Bylaw 10.08 (Legal Description Plan 6495AV Block 1 Lots 15, 16, 17, and 18 from R1A - Residential to R2 - Residential)
- 5-29 3.2 Public Hearing to consider Bylaw 02.16 being a bylaw to adopt an Area Structure Plan for the Former St. Anthony's School Property (Legal Description Plan 1310788 Block 2 Lot 4)
- 30 3.3 Public Hearing to consider Bylaw 05.16 being a bylaw to amend the Land Use Bylaw 10.08 for the Former St. Anthony's School Property be redesignating the property from CS - Community Services to R1 - Residential District (Legal Description Plan 1310788 Block 2 Lot 4)

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 31-37 5.1.1 Regular Council Meeting Minutes of January 25, 2016

### **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**

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

38-57 8.3.1 RFD - 2016 Service Fee Schedule

**8.4. DIRECTOR OF COMMUNITY SERVICES**

8.4.1 Draft Policy C-02-16 Arts and Culture Policy

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

58-68 8.5.1 RFD - Grant Funding Application - Alberta Community Partnership

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

- 10.1 Bylaw 03.16 being a bylaw to amend the Land Use Amendment Bylaw 10.08 (Plan 6495AV Block 1 Lots 15, 16, 17, and 18 from R1A to R2) - 2nd and 3rd readings
- 10.2 Bylaw 02.16 being a bylaw to adopt an Area Structure Plan for the former St. Anthony's School Property (Legal Description Plan 1310788 Block 2 Lot 4) - 2nd and 3rd readings
- 10.3 Bylaw 05.16 being a bylaw to amend the Land Use Bylaw 10.08 for the Former St. Anthony's School Property by redesignating the property from CS to R1 (Legal description Plan 1310788 Block 2 Lot 4) - 2nd reading

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**TOWN OF DRUMHELLER  
NOTICE OF PUBLIC HEARING  
PROPOSED AMENDMENT TO LAND USE BYLAW NO. 10-08**

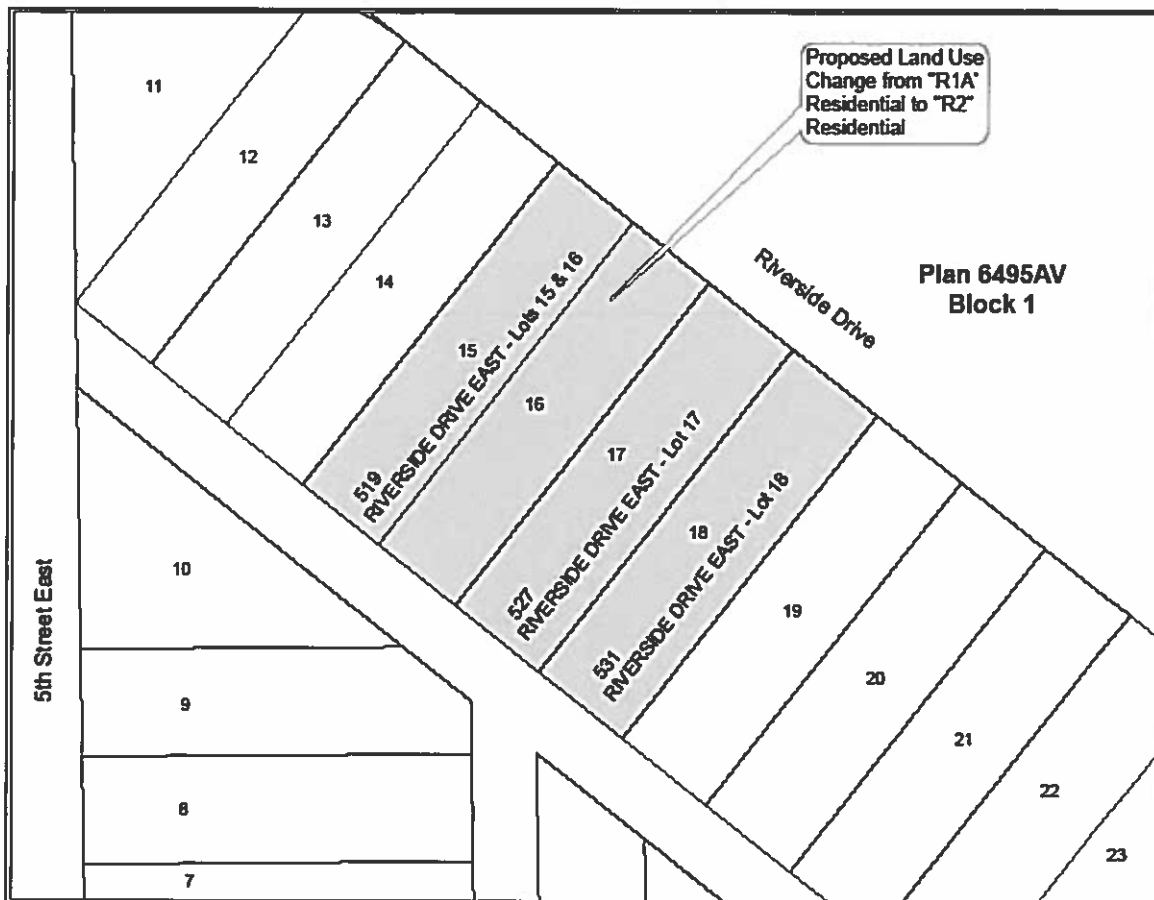
**Agenda Item # 3.1**

**DATE:** February 8, 2016

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

**PLACE:** Town of Drumheller Council Chambers, 224 Centre Street, Drumheller, Alberta

**PURPOSE:** The purpose of Bylaw 03.16 is to consider an application to amend Land Use Bylaw No.10-08, Schedule A, The Land Use District Map, by re-designating Lots 15, 16, 17 & 18, Block 1, Plan 6495AV in the Town of Drumheller, from 'R-1A' – Residential District to 'R-2' – Residential District as shown on the plan below.



**PRESENTATION:** Oral and written comments and suggestions are invited and should be addressed to the point of the proposed amendment. They may be made by any person or group of persons or a person acting on his/her or their behalf, who claims to be affected by the proposed amendment, and by any other persons that the Council wishes to hear at the hearing. Written submissions may be made by the persons above, and may be received in the Town of Drumheller office by 4:00 P.M. on February 8, 2016. Oral presentation may be made at the hearing by the persons above, whether or not they have made a written presentation. The time limit of oral presentations is subject to the direction of the Chairperson.

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

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

  
**Chief Administrative Officer**

**TOWN OF DRUMHELLER  
BYLAW NO. 03.16**

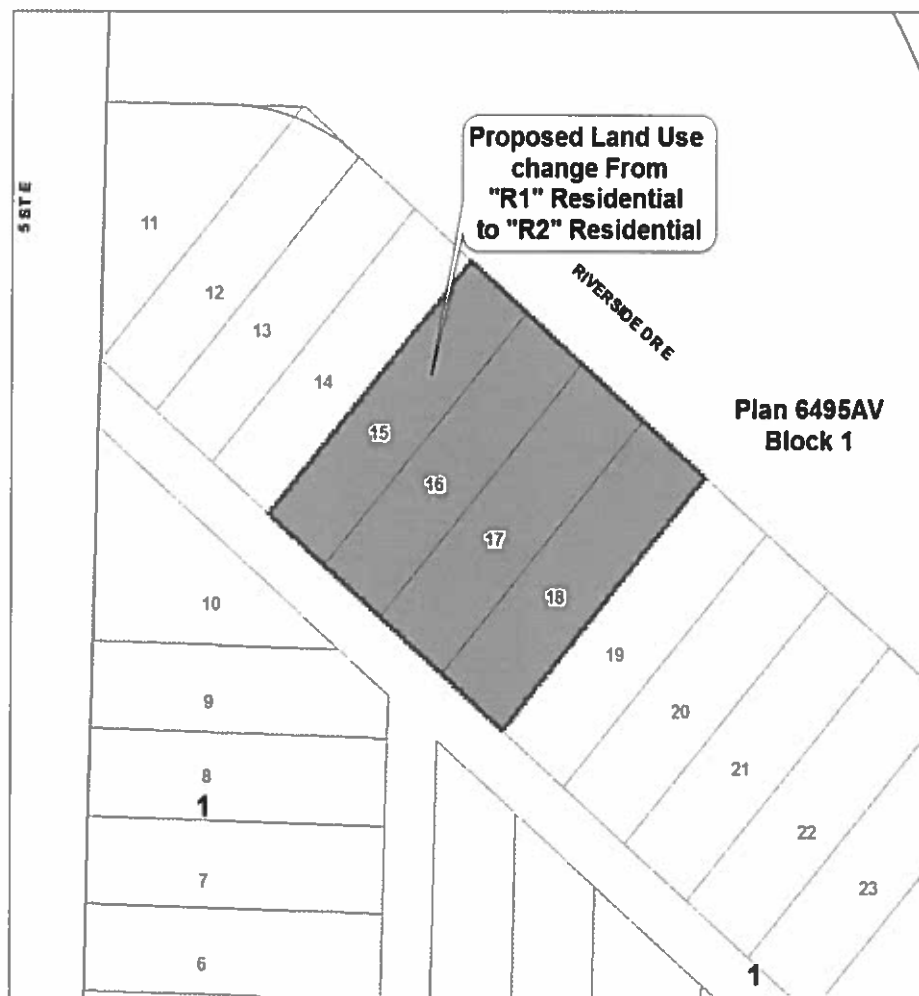
**Agenda Item # 3.1**

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.

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

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw No. 10-08; and **NOW THEREFORE** the Council hereby amends Land Use Bylaw No. 10-08 as follows:

On Schedule "A", the Land Use District Map, redesignate Lots 15, 16, 17 & 18, Block 1, Plan 6495AV in the Town of Drumheller, from 'R-1' – Residential District to 'R-2' – Residential District as shown on the plan below:



READ A FIRST TIME THIS 11<sup>th</sup> DAY OF JANUARY, 2016

READ A SECOND TIME THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

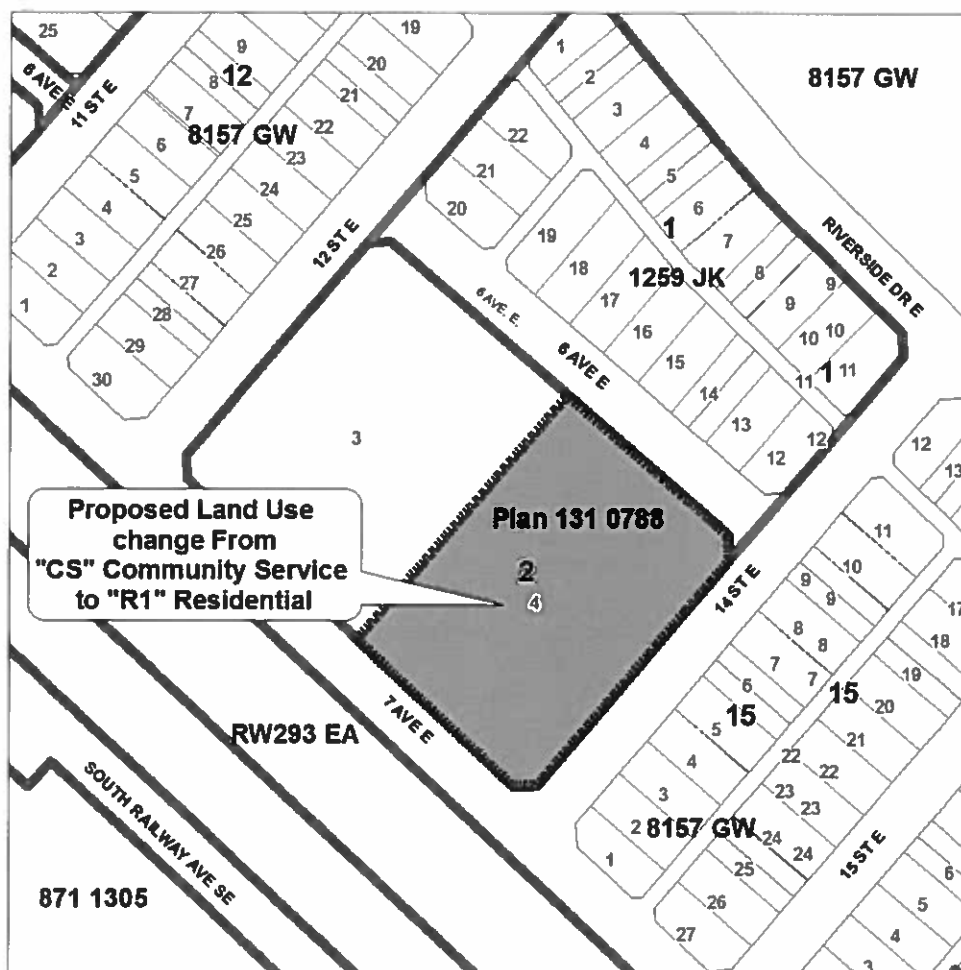
READ A THIRD TIME AND PASSED THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

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

**Town of Drumheller  
Notice of Public Hearings  
Proposed Adoption of an Area Structure Plan and  
Proposed Amendment to Land Use Bylaw 10-08**

**PURPOSE:** The Town of Drumheller Council is considering adopting an Area Structure Plan for a portion of the former St. Anthony's school site, (Bylaw 02.16). Council will also be considering amending the Land Use Bylaw for the same site to redesignate land from "CS" – Community Service District to "R-1" – Residential District (Bylaw 05.16). The property is located between 12<sup>th</sup> and 14<sup>th</sup> Streets East; between 6<sup>th</sup> and 7<sup>th</sup> Avenues East, and legally described as Lot 4, Block 2, Plan 131 0788.



## ***Agenda Item # 3.2***

**PRESENTATION:** The Public Hearings will be held in the Council Chamber, Drumheller Town Hall, located at 224 Centre Street, on Monday, February 8, 2016 commencing at 4:30 p.m. Town Council will hear from any person claiming to be affected by the proposed bylaws.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are printed, typewritten or legibly written. Submissions will be received up to 4:00 p.m. on Monday, February 8. Submissions should be addressed to: The Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4.

Please be advised that the personal information in submissions made, is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) and subsequent versions of the Act. All submissions provided to the Town Council will be publicly available, in accordance with Section 40(1) of the FOIP Act.

**DOCUMENTATION:** A copy of the proposed bylaws and supporting documents relating to these items may be inspected by the public during regular office hours, from 8:00 a.m. – 4:30 p.m., at the Town Hall, located at 224 Centre Street, Drumheller.

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

First Publication: January 27, 2016

Second Publication: February 3, 2016

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Chief Administrative Officer

**AREA STRUCTURE PLAN**

PREVIOUS ST. ANTHONY'S SCHOOL SITE

EAST DRUMHELLER DISTRICT

WITHIN THE

**TOWN OF DRUMHELLER, ALBERTA**

PREPARED BY Wm. R. HUNTER  
ALBERTA and CANADA LAND SURVEYOR

PREPARED DECEMBER 2015.

FILE: 05-15-102(O)

## Agenda Item # 3.2

### 1.0 INTRODUCTION:

This Area Structure Plan is prepared to examine the development potential of an area in the Town of Drumheller locally know as the previous St. Anthony's School Site located in east Drumheller between 12<sup>th</sup>. and 14<sup>th</sup>. Streets East; between 6<sup>th</sup>.and 7<sup>th</sup>. Avenues East locally know as the previous St. Anthony's School Site.

This specific study site is: Lot 4, Block 2, Plan 131 0788 (2.55 Acres).

### 1.1 PURPOSE:

The purpose of this Area Structure Plan is to examine the history, existing development on this and surrounding lands with a view of providing a framework with the intent of achieving the best, orderly, economical and beneficial long term use of this property.

### 1.2 HISTORY:

This entire site being Lot 2, Block 2 (School Site), Plan 1259 J.K. (5.23 Acres) was first created in 1962 and the St. Anthony's School building erected on the west part of this parcel. The east portion of this parcel was used for school related outdoor activities. This site was transferred to Electra Holdings Ltd in exchange for land required for the new St. Anthony's School recently erected on the north side of the Dinosaur Trail in North Drumheller.

In 2013 this site (Lot 2, Block 2 (School Site), Plan 1259 J.K.) was subdivided by Electra Holdings Ltd. into two parts, namely; Lots 3 and 4, Block 2, Plan 131 0788. Lot 3 contains the previous St. Anthony's School building which was recently occupied by Hope College for a short period. This building now stands vacant. Lot 4 is vacant land and the subject of this Area Structure Plan.

When the subdivision to create the current Lots 3 and 4, Block 2, Plan 131 0788 was approved (File: 80/110, PRMS #2010-043) it was done on the following condition:

CONDITION NO. 8: "Prior to further subdivision into individual titles lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site (MDP Bylaw 11-08; Section 4.2.2 Policies of Area Plan Development & Section 6.1.2 Policies Urban Residential Development)."

### 1.3 UNDERGROUND MINING:

No records nor any local history could be found with respect to any past underground coal mining in this area.

### 1.4 FLOOD PLAIN:

The highest know flood water levels occurred in 1948 and 1952. This area was not affected by these floods and is above the current 1:00 year regulated flood risk fringe as defined by Alberta Environment. The elevation of this property varies from 683.3 to 684.4 metres. The 1:100 year regulated flood risk plain on this site is 682.3 metres.

In view of this no special flood mitigation measures should be required for the development of this land except for the good construction practice of installing back flow preventer valves in sanitary sewer services.



**Agenda Item # 3.2****2.0 TOWN OF DRUMHELLER LAND USE BY-LAW NO. 11-08**

While all of the contents of the Town of Drumheller Land Use By-Law No. 11-08 were consulted during the course of this study, SCHEDULE - "H" is an excerpt from the Municipal Development Plan which is particularly pertinent because Condition of Subdivision No. 8 must be addressed before any subdivision is allowed

**2.1 FUTURE SUBDIVISION CONDITION NO. 8:**

The creation of Lot 4 was approved it was subject to the following: "Prior to further subdivision into individual titles lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site (MDP Bylaw 11-08; Section 4.2.2 Policies of Area Plan Development & Section 6.1.2 Policies Urban Residential Development)."

**3.0 STUDY AREA:**

LOT 4, BLOCK 2, PLAN 131 0788 .... SEE SCHEDULE "A" and "C"

**3.1 EXISTING SITE LAND USE CLASSIFICATION:**

LOTS 3 and 4, BLOCK 2, PLAN 131 0788 are presently classified as "P" = "CF" Community Service District. It was the recommendation of the Subdivision Approving Authority when the original school site was subdivided that the reclassification of these land be held in abeyance until an Area Structure Plan was approved for this site.

**3.2 PROPOSED LAND USE CLASSIFICATION:**

LOT 3, BLOCK 2, PLAN 131 0788 not be changed unless the Town of Drumheller requests otherwise.

LOT 4, BLOCK 2, PLAN 131 0788 be re-classified from "P"="CF" (Community Service District to "R-1" (Single Family Residential)

**4.0 ADJACENT LANDS:**

The major consideration of this proposed development has to be that of making the development compatible with the existing adjacent single family residential development in place to the extent possible. The adjacent subdivisions are single family homes with detached garages usually with access from the rear lane and were developed during the period 1955-1965. The existing lots were created when the subdivision and transfer regulations required a lot width to be a minimum of 50 feet.

**4.1 EXISTING DEVELOPMENT NORTH:**

This north side of the subject site is serviced by a paved public street (6<sup>th</sup>. Avenue East) including Town of Drumheller water, sanitary and storm sewer services. The adjacent subdivision to the north is fully developed into single family fully serviced dwellings with a public lane in the rear of these lots. With one or two exceptions, garages are detached with access from the lane. This subdivision was created in 1962 and is classified as R-1 (Single Family Residential). Lot frontages are 55 feet.

**4.2 EXISTING DEVELOPMENT WEST:**

The old St. Anthony's School building occupies most of the Lot to the west of this proposed development. This is a single story brick building (with two storey gymnasium) constructed in the 1960's and was recently occupied by Hope College but is now vacant.

## **Agenda Item # 3.2**

Consideration has been given to the proposed use of this site should it become vacant. If this should happen it would appear reasonable and prudent to have this land re-classified to R-1 (Single Family Residential) to mold into the surrounding land uses using a subdivision design similar to that being proposed for the adjacent for Lot 4.

West of the old school is a paved public street (12<sup>th</sup>. Street East) which includes Town of Drumheller, water, sanitary and storm sewer services. The west side of 12<sup>th</sup>. Street East consist of a fully developed single family houses with a public lane at the rear. This subdivision was created in 1955 and is classified as R-1 (Single Family Residential). Garages are detached with access provided from the lane. Lot frontages are 50 feet.

### **4.3 EXISTING DEVELOPMENT EAST:**

East of this proposed development is a paved public street (14<sup>th</sup>. Street East) which includes Town of Drumheller, water, sanitary and storm sewer services. The east side of 14<sup>th</sup>. Street East consist of a fully developed single family houses with a public lane at the rear. This subdivision was created in 1955 and is classified as R-1 (Single Family Residential). Garages are detached with access provided from the lane. Lot frontages are 52 feet.

### **4.4 EXISTING DEVELOPMENT SOUTH:**

7<sup>th</sup>. Avenue East (Railway Avenue) is a paved collector road for this area. Town of Drumheller domestic water line lies under this street. The land south of 7<sup>th</sup>. Avenue East is owned by Canadian National Railway once used for railway spur lines for coal and grain cars. This land is vacant and the actual rail line was removed this past summer. This strip of land has potential for residential development should the railway ever consider disposing of it.

### **5.0 SITE CHARACTERISTICS: See SCHEDULE "C".**

### **5.1 DESCRIPTION and SIZE: Lot 4, Block 2, Plan 131 0788 (2.55 Acres More or Less).**

### **5.2 TOPOGRAPHY:**

Flat land sloping gently to the north east. There is a separate concrete walk along the south boundary and concrete curb and gutter only around the east and north sides of this property. All adjacent streets are paved. See SCHEDULE "B" for site contours.

### **5.3 SOIL CONDITIONS:**

No soil test were conducted but from our experience in this area one can expect a substrate of well drained soils consisting of sand and light sandy loam.

### **5.4 EXISTING SITE DEVELOPMENT:**

Site is vacant except for two ball diamonds, a storm line running across the site and a portion of a gravelled parking lot. The adjacent site to the west contains the old St. Anthony's School building.

### **6.0 MUNICIPAL SERVICES:**

All Municipal Services are available in adjacent streets.

### **6.1 SITE DRAINAGE:**

Surface drainage of this site into the Storm Sewer at the north east corner of this site seems possible. However; this issue will be dealt with during the detailed engineering design study including consulting the Town of Drumheller.

.....5

**Agenda Item # 3.2****7.0 SITE DESIGN: SEE SCHEDULE "C"**

After due consideration and to be compatible with the surrounding existing development; all proposed lots are facing the front of existing houses. Similarly lanes are proposed to allow for detached lane entry garages, attached lane entry garages or front drive attached garages.

**7.1 LOT SIZES:**

Proposed lots are a minimum of 45 feet in width and a 120 foot depth resulting in a minimum lot size of 5,400 sq. feet. Street corner lots are made larger to provide for additional side yard widths required on corner lots.

**7.2 PUBLIC RESERVE:**

Municipal Reserve dedication for both Lots 3 and 4, Block 2, Plan 131 0788 were dedicated when Subdivision Plan 8157 G.W. containing 69.99 Acres was registered in 1955. At that time 13.87 Acres = 19.8% of the gross area was dedicated to Public Reserve. In view of this we would suggest no statutory public reserve dedication is required for this subdivision because it has already been paid and these reserves are only required to be paid once. In view of this; Deferred Reserve Caveat No. 131 067 685 ought not to have been registered on the titles created by Plan 131 0788 and should be removed accordingly.

**7.3 PUBLIC RESERVE DEDICATION:**

Notwithstanding Section 7.2 pointing out no public reserves are required; we propose and have shown a volunteered 0.29 Acre Municipal Reserve dedication on our Tentative Plan. However; a URW Easement in favour of the Town of Drumheller will be required under a portion of this parcel.

**7.4 WALKWAYS:**

Walkways are provided to allow access between 6<sup>th</sup>. and 7<sup>th</sup>. Avenues and to the Municipal Reserve.

**8.0 PROPOSED RE-CLASSIFICATION AND SUBDIVISION PHASING:**

Land Use re-classification from "P" = "CF" (Community Service District) to "R-1" (Single Family Residential) will be required to accommodate this proposed subdivision and development. We would suggest this be done concurrent with the subdivision application process and that it only affects Lot 4, Block 2, Plan 131 0788.

In view of the small size of this proposed it should be dealt with as a single phase for both subdivision and development applications //approvals.

**9.0 SUMMARY:**

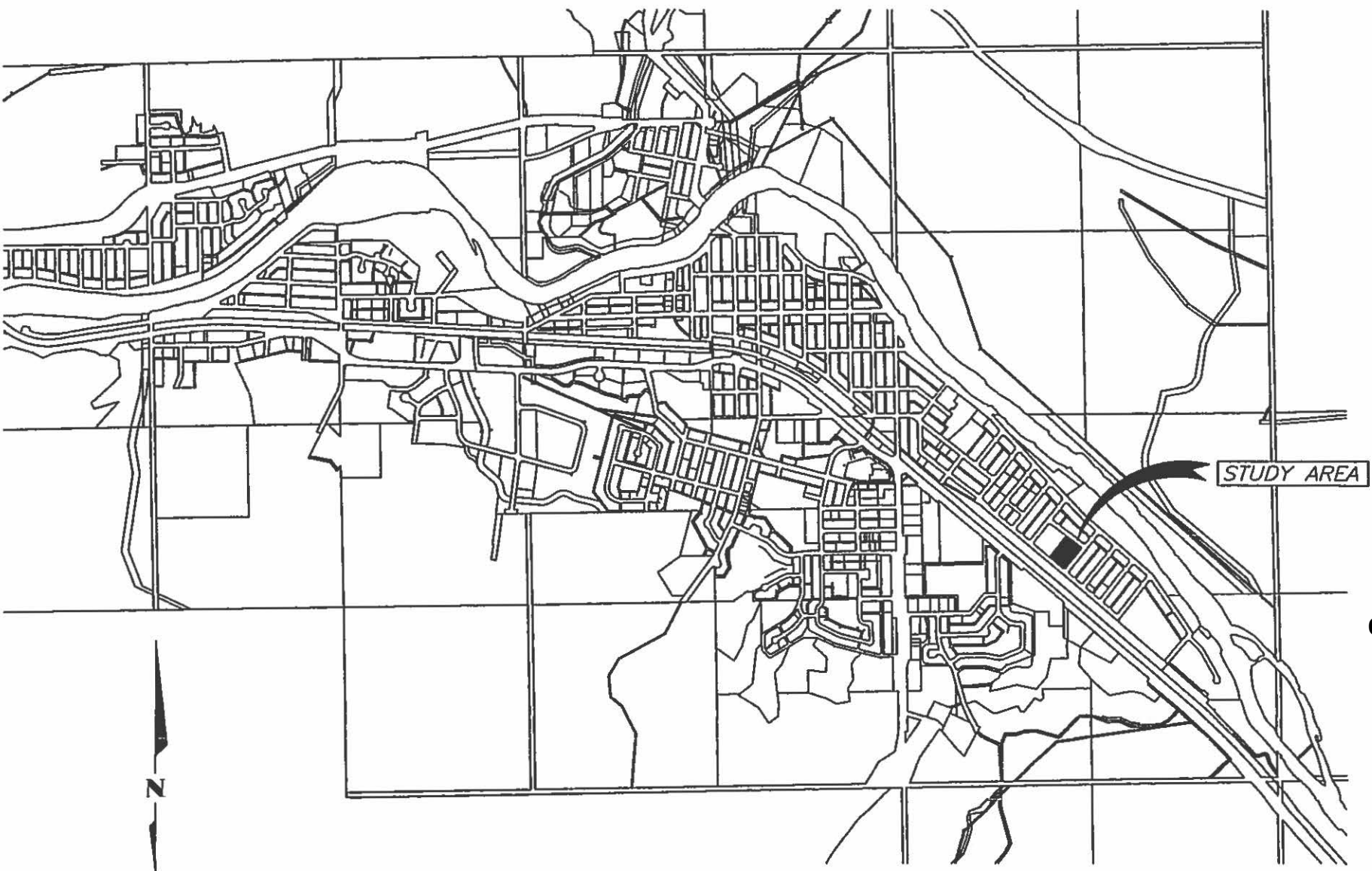
In view of our findings and after giving due consideration to the character of the adjacent residential development in this area; we believe this proposed subdivision and development have captured the best long term use of this property.

Respectfully submitted for consideration:

Wm.R.(Bill) Hunter  
Alberta and Canada Land Surveyor  
PHONE: 403-823-6687  
email: [huntersurveys@telus.net](mailto:huntersurveys@telus.net)

# DRUMHELLER, ALBERTA

## AREA STRUCTURE PLAN



SCHEDULE 'A'  
Agenda Item # 3.2



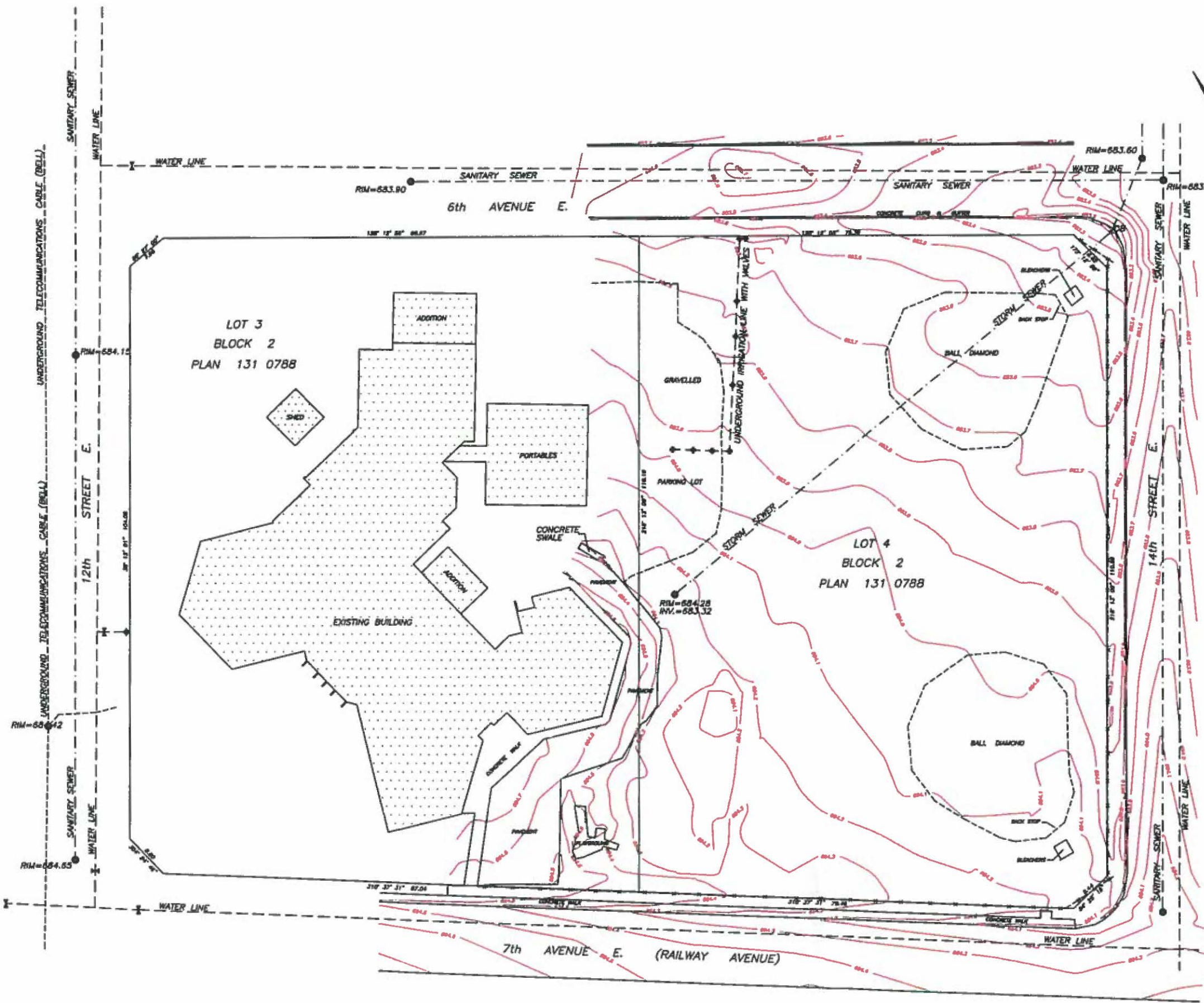
DRUMHELLER, ALBERTA

SITE PLAN SHOWING LOCATION OF  
EXISTING IMPROVEMENTS  
AFFECTING  
LOT 4, BLOCK 2, PLAN 131 0788  
WITHIN THE  
N.W.1/4 SEC.1, TWP.29, RGE.20, W.4M.

SCALE = 1:400 — 2015 — W.R. HUNTER, A.L.S. —

- LEGEND:
- Distances are in metres and decimals thereof.
  - Elevations are geodetic in metres derived from Alberta Survey Control Markers.
  - Contour Interval = 0.10m.
  - Catch basin...
  - Manhole...
  - Fire hydrant...
  - Water valve...
  - Irrigation valve...
  - Storm sewer...
  - Sanitary sewer...
  - Water line...
  - Centerline of fence...

Agenda Item # 3.2

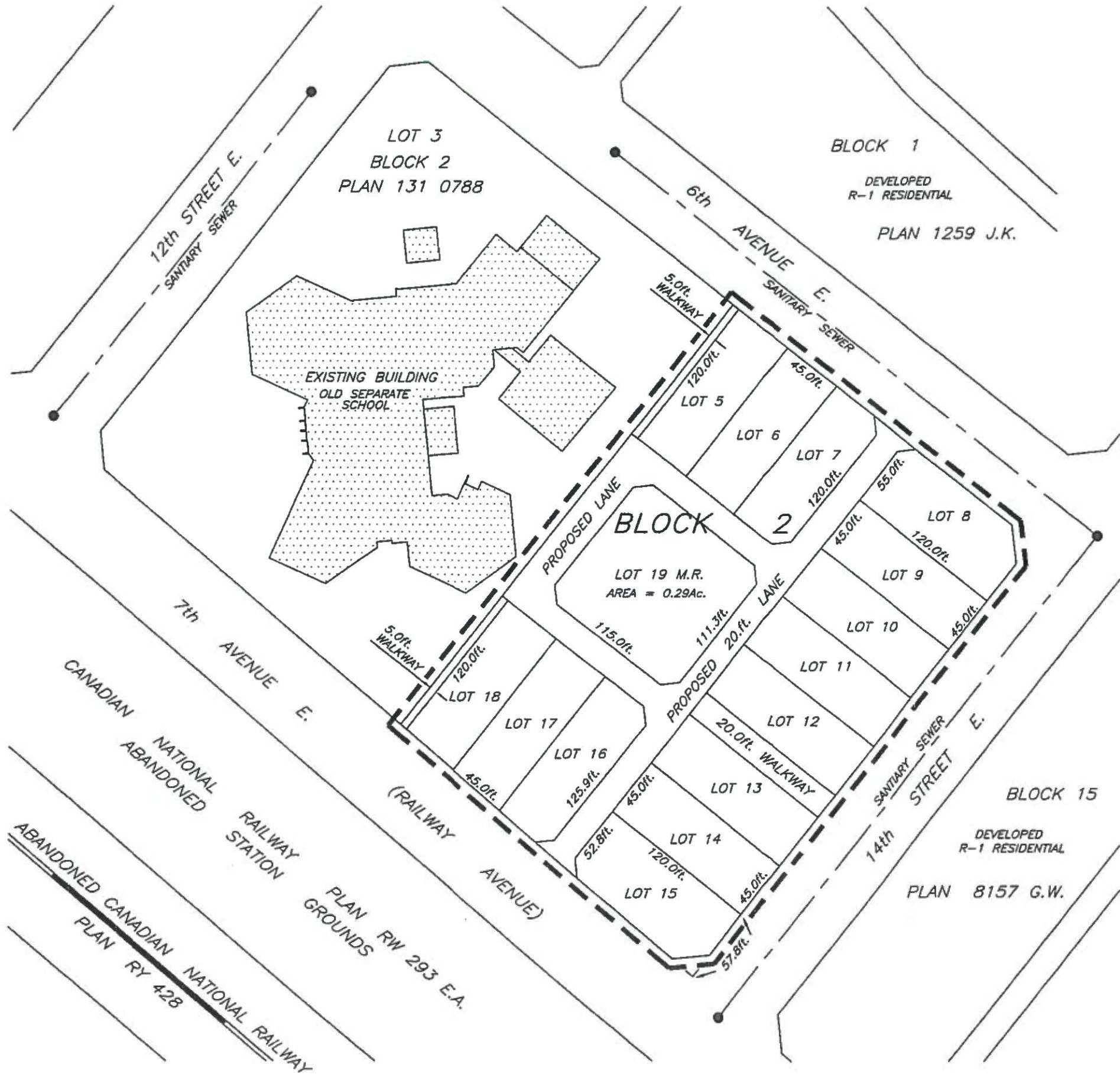


NO.	DATE	DETAIL
2		
1		PLAN ISSUED



HUNTER SURVEY SYSTEMS LTD.  
CALGARY, ALBERTA  
FILE: 05-13-102





## DRUMHELLER, ALBERTA

TENTATIVE PLAN SHOWING  
PROPOSED RESIDENTIAL SUBDIVISION OF  
LOT 4, BLOCK 2, PLAN 131 0788  
WITHIN THE  
N.W.1/4 SEC.1, TWP.29, RGE.20, W.4M.

SCALE = 1:1000 ————— W.R.HUNTER, A.L.S.

### LEGEND:

Distances are in feet and decimals thereof.

Proposed Lane corner cutoffs = 10.0ft.

Area affected by this plan is outlined thus.... — — —  
and contains within: Lots = 1.79Ac.  
Lanes & Walkways = 0.47Ac.  
Municipal Reserve = 0.29Ac.  
TOTAL = 2.55Ac.

Existing Classification: Community Service District CS  
Proposed Classification: Low Density R-1 Residential

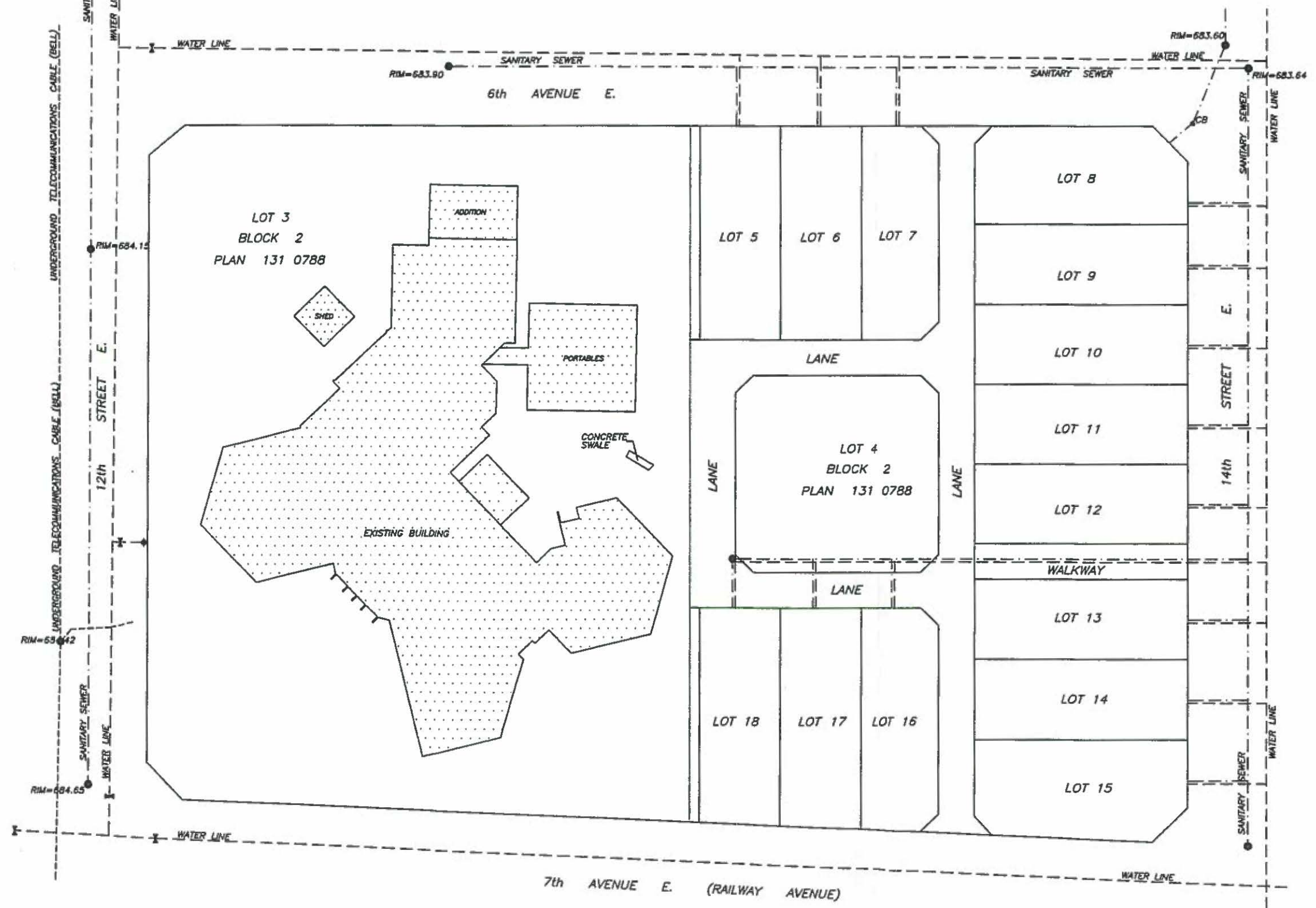


# DRUMHELLER, ALBERTA

PLAN SHOWING PROPOSED SERVICING  
OF PROPOSED LOTS  
WITHIN  
LOT 4, BLOCK 2, PLAN 131 0788  
WITHIN THE  
N.W.1/4 SEC.1, TWP.29, RGE.20, W.4M.

SCALE = 1:400 — 2015 — W.R. HUNTER, A.L.S. —

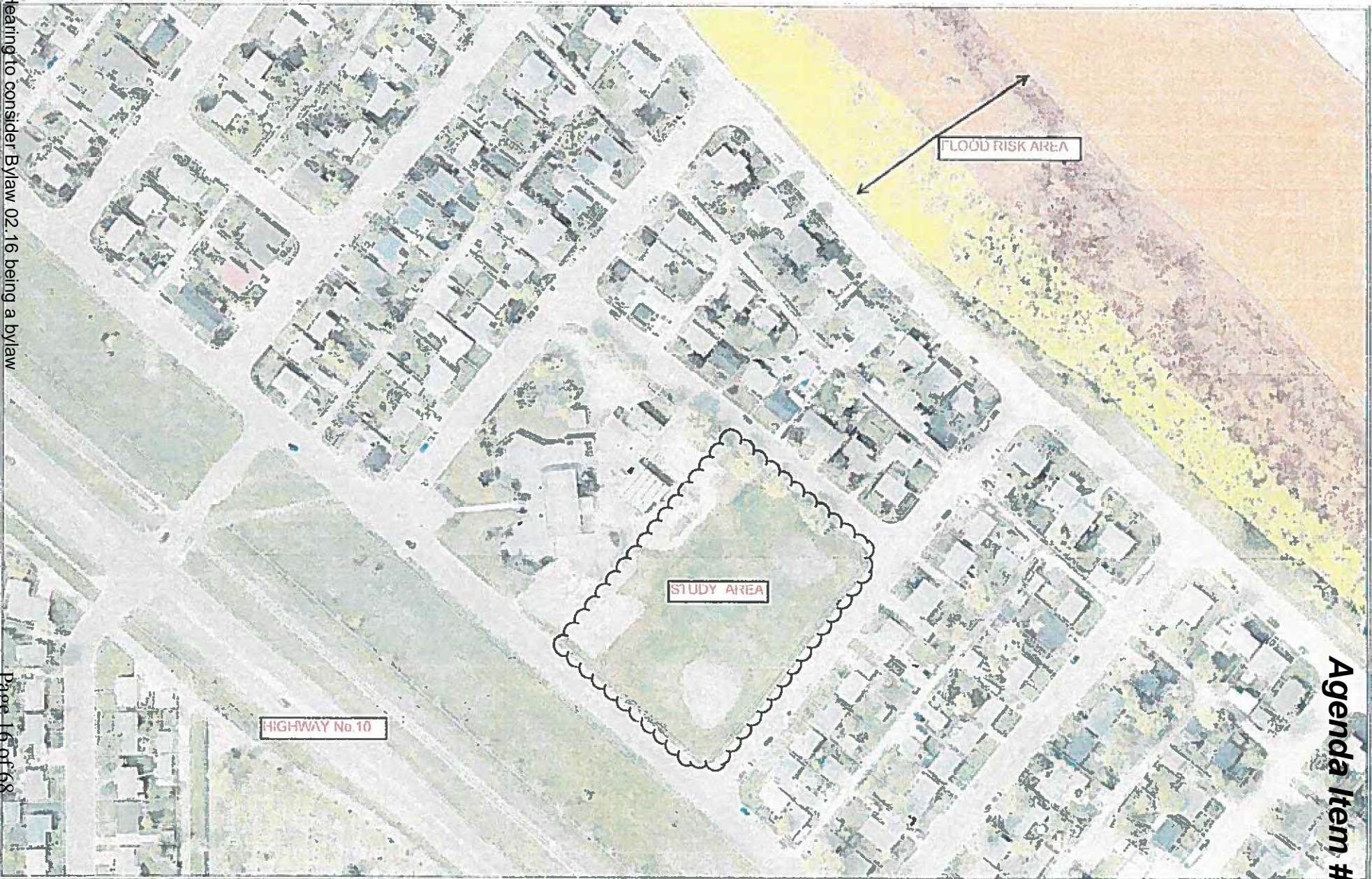
- LEGEND:**  
Distances are in metres and decimals thereof.  
Elevations are geodetic in metres derived from  
Alberta Survey Control Markers.  
Contour interval = 0.10m.  
Catch basin...  
Manhole...  
Fire hydrant...  
Water valve...  
Irrigation valves...  
Storm sewer...  
Sanitary sewer...  
Water line...  
Centerline of fence...



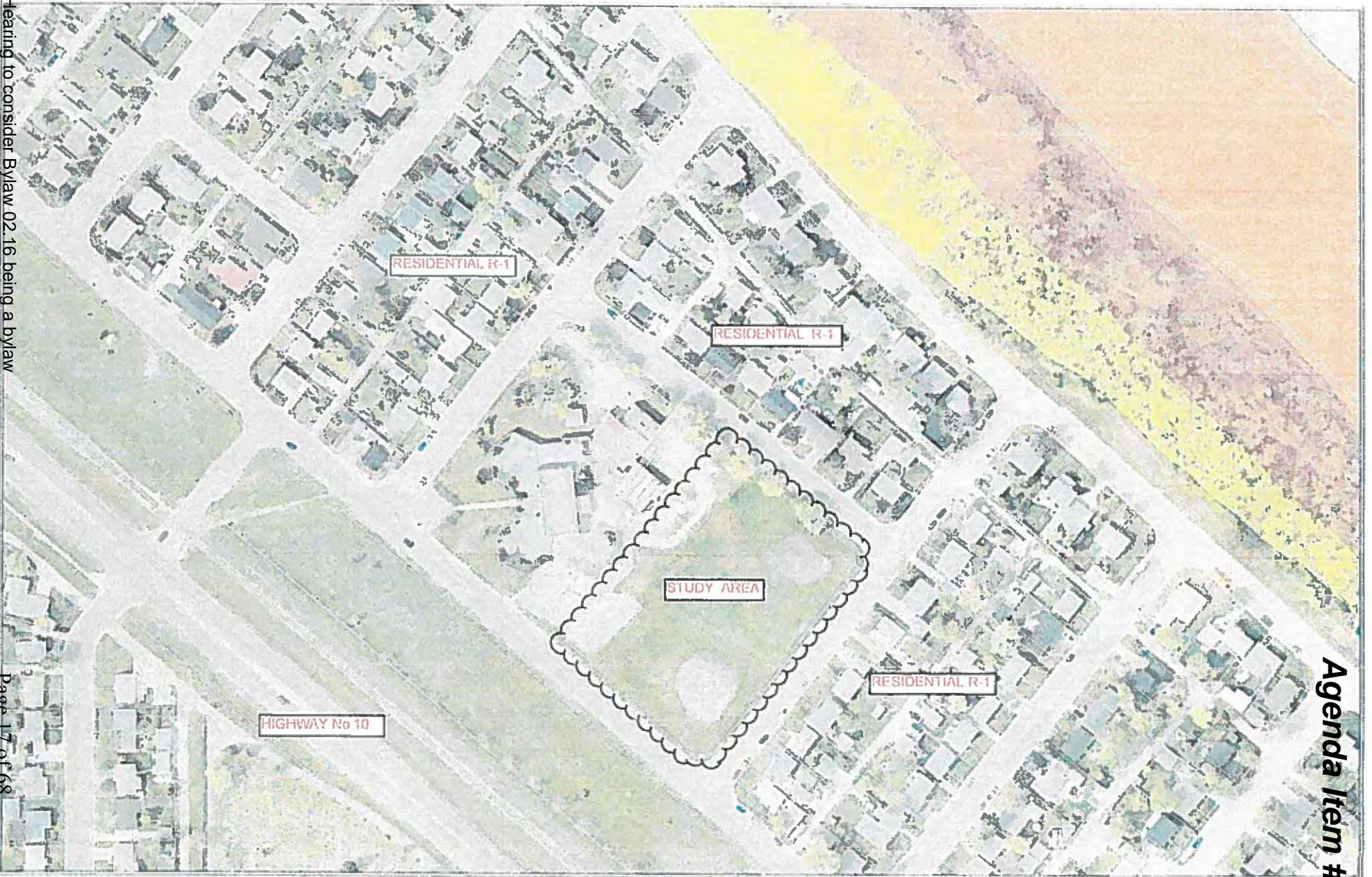
Agenda Item # 3.2











**SCHEDULE 'G'**



# **TOWN OF DRUMHELLER**



## **MUNICIPAL DEVELOPMENT PLAN**

### **BYLAW No. 11-08**

**Prepared by:**

*Town of Drumheller and*

*Palliser Regional Municipal Services*

## 4.2. AREA PLANNING DOCUMENTS

### 4.2.1 OBJECTIVES

- To provide transparency and future direction within specific areas of the community where applications may be more complex;
- To define the differences between an Area Concept Plan and Area Structure Plan and the intentions of the various documents.

### 4.2.2. POLICIES

- For more complex applications as determined by the Planning staff and Council an Area Structure Plan or Area Concept Plan may be required. Complexities may be determined by:
  - a. Number of parcels proposed;
  - b. Potential for future development subsequent to the proposal;
  - c. Nature of the proposed land use and potential environmental constraints or effects;
  - d. Nature of the proposed land use and potential land use conflicts with adjacent land uses;
  - e. Requirements for infrastructure and servicing;
  - f. Presence of nuisance factors;
  - g. Previous land uses that may conflict with the application.
- An Area Concept Plan is to be used to display a large area within the Town with general information such as road alignments, existing and proposed land uses and existing natural and man-made features. An Area Concept Plan would generally be utilized by the municipality when determining the future land use framework of an area.
- An Area Structure Plan is to be used to display a specific area within the municipality and the land use context and specific plans that display the intentions of the application including, but not limited to:
  - a. the sequence of development proposed for the area,
  - b. the land uses proposed for the area, either generally or with respect to specific parts of the area,
  - c. the density of population proposed for the area either generally or with respect to specific parts of the area, and
  - d. the general location of major transportation routes and public utilities; and
  - e. may contain any other matters the council considers necessary such as engineering reports, environmental site assessments, servicing and infrastructure plans, stormwater management plans, traffic impact assessment and any other matters that are deemed necessary.

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## 6.0. RESIDENTIAL LAND USE

### 6.1. URBAN RESIDENTIAL DEVELOPMENT

#### 6.1.1. OBJECTIVES

- To promote infill residential development within existing urban neighbourhoods.
- To ensure that residential development or redevelopment utilizes the capacity of existing infrastructure and public facilities.
- To minimize the cost of services associated with new residential development, such as utility lines, garbage collection, police and fire protection, street cleaning and snow removal.
- To ensure that changes in residential demand and housing type preference can be accommodated, recognizing the various age groups, life-styles, income groups and average household size within the Valley.
- To establish the most suitable areas for new residential development.
- To identify and protect long-term residential growth areas to ensure an adequate supply of land for development.
- To ensure that new residential development takes place in an orderly and economical manner.
- To maintain and enhance the quality of existing and new residential areas in the Town of Drumheller.

#### 6.1.2. POLICIES

- The Town should adopt Area Redevelopment Plans for areas of the Town in residential transition and areas undergoing major redevelopment. Areas may be identified according to the following criteria:
  - a) Municipal services are in place and there is excess capacity to accommodate further development or a more intensified land use;
  - b) The area is scheduled for major capital improvements to utility services;
  - c) The area is suitable for redevelopment with minimal capital investment.
- The Town should adopt Area Structure Plans for new residential development areas, providing detailed policies for the proposed development and subdivision design in undeveloped areas in accordance with Section 4.2. Specific land use classifications should not be assigned in development areas until area structure plans have been adopted.
- The Town should encourage the development of vacant lots where services are available within existing residential neighbourhoods prior to expansion onto undeveloped land.



## Agenda Item # 3.2

### Volume 2

- The Town should ensure that new residential development areas are reasonably contiguous to existing developed areas to allow for the prompt and cost-effective provision of municipal services and facilities.
- Residential developments shall be sequenced to utilize those areas with excess servicing capacity first, followed by those areas where roads and services can be extended economically.
- The Town shall encourage the development of a mixture of housing types within the Land Use Bylaw, while recognizing the preference for single-detached dwellings. These housing types should include semi-detached dwellings, multi-unit dwellings and manufactured home subdivisions.
- The possible increase in demand for adequate senior citizen housing and services in the Town shall be considered and appropriate locations planned for as required.
- In order to improve the quality of residential areas, consideration should be given to maximizing open space, achieving a pleasant architectural appearance and siting for the best use of light, air, access, openness and privacy.
- The Town shall monitor housing demand and estimate housing demand on a regular basis to guide decisions for the servicing of future development areas.
- Future development of manufactured homes will be accommodated through manufactured home subdivisions, if provided for in an Area Structure Plan and through the expansion of designated manufactured home residential areas. Manufactured home development shall be located in small clusters in accordance with criteria identified in the Town's Land Use Bylaw. The siting of individual manufactured homes within other residential districts may be accommodated, subject to specific development standards as set out in the Land Use Bylaw.
- The development of new residential sites shall be located in accordance with the Future Land Use Maps, as shown as Figure 2.

## SCHEDULE 'H'



## Agenda Item # 3.2

### LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0035 629 260           1310788;2;3           131 067 684

LEGAL DESCRIPTION  
PLAN 1310788  
BLOCK 2  
LOT 3  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 1.09 HECTARES (2.69 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;20;29;1;NW

MUNICIPALITY: TOWN OF DRUMHELLER

REFERENCE NUMBER: 121 139 387

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE(DMY) DOCUMENT TYPE      VALUE      CONSIDERATION  
-----

131 067 684      25/03/2013 SUBDIVISION PLAN

#### OWNERS

ELECTRA HOLDINGS LTD.  
OF 1050 GLEN DRIVE  
VANCOUVER  
BRITISH COLUMBIA V6A 3M6

-----  
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION  
NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

NO REGISTRATIONS

( CONTINUED )



## Agenda Item # 3.2

PAGE 2  
# 131 067 684

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MARCH, 2013 AT 08:15 A.M.

ORDER NUMBER:23167224

CUSTOMER FILE NUMBER: 05-12-73



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE  
SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS  
SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
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OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL  
PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).



## Agenda Item # 3.2

### LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0035 629 278           1310788;2;4           131 067 684 +1

LEGAL DESCRIPTION  
PLAN 1310788  
BLOCK 2  
LOT 4  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 1.03 HECTARES (2.55 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;20;29;1;NW

MUNICIPALITY: TOWN OF DRUMHELLER

REFERENCE NUMBER: 121 139 387

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE(DMY)      DOCUMENT TYPE      VALUE      CONSIDERATION  
-----

131 067 684      25/03/2013      SUBDIVISION PLAN

#### OWNERS

ELECTRA HOLDINGS LTD.  
OF 1050 GLEN DRIVE  
VANCOUVER  
BRITISH COLUMBIA V6A 3M6

-----  
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION  
NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

131 067 685      25/03/2013      CAVEAT  
RE : DEFERRED RESERVE  
CAVEATOR - TOWN OF DRUMHELLER.  
PALLISER REGIONAL MUICIPAL SERVICES

( CONTINUED )

## Agenda Item # 3.2

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 131 067 684 +1

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
------------------------	--------------	-------------

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PO DRAWER 1900  
HANNA

ALBERTA T0J1P0

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MARCH, 2013 AT 08:15 A.M.

ORDER NUMBER:23167224

CUSTOMER FILE NUMBER: 05-12-73



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PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).

**TOWN OF DRUMHELLER  
BYLAW No. 02.16**

**A BYLAW OF THE TOWN OF DRUMHELLER** to adopt the Area Structure Plan for the previous St. Anthony's School Site East Drumheller District.

**WHEREAS** pursuant to the provision of Section 633(1) of the *Municipal Government Act*, RSA 2000 Chapter M-26 "a council may, by bylaw, adopt an area structure plan for the purpose of providing a framework for subsequent subdivision and development of an area of land" within the Town;

**AND WHEREAS** an Area Structure Plan referred to as the previous St. Anthony's School Site East Drumheller District Area Structure Plan has been prepared to provide a framework for the subdivision, reclassification and development of Lot 4, Block 2, Plan 1310788 (2.55 acres);

**AND WHEREAS** the document dated December 2015 entitled the "Previous St. Anthony's School Site East Drumheller District Area Structure Plan", a copy of which is attached as Schedule "A" to this Bylaw, is proposed for adoption;

**AND WHEREAS** the requirements of the *Municipal Government Act RSA 2000*, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

**AND WHEREAS** copies of this Bylaw and related documents were made available for inspection by the public at the office of the Town of Drumheller as required by the *Municipal Government Act RSA 2000*, Chapter M-26;

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF DRUMHELLER, IN COUNCIL ASSEMBLED, ENACTS THE FOLLOWING:**

1. This bylaw may be cited as the "Previous St. Anthony's School Site East Drumheller District Area Structure Plan Bylaw".

## ***Agenda Item # 3.2***

2. The Previous St. Anthony's School Site East Drumheller District Area Structure Plan, attached as Schedule "A" to this Bylaw, is hereby adopted.
3. This bylaw shall come into force on the date of the third and final reading.

READ A FIRST TIME THIS 25th DAY OF JANUARY, 2016.

READ A SECOND TIME THIS DAY OF FEBRUARY, 2016

READ A THIRD TIME AND PASSED THIS DAY OF FEBRUARY, 2016

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER  
BYLAW NUMBER 05.16**

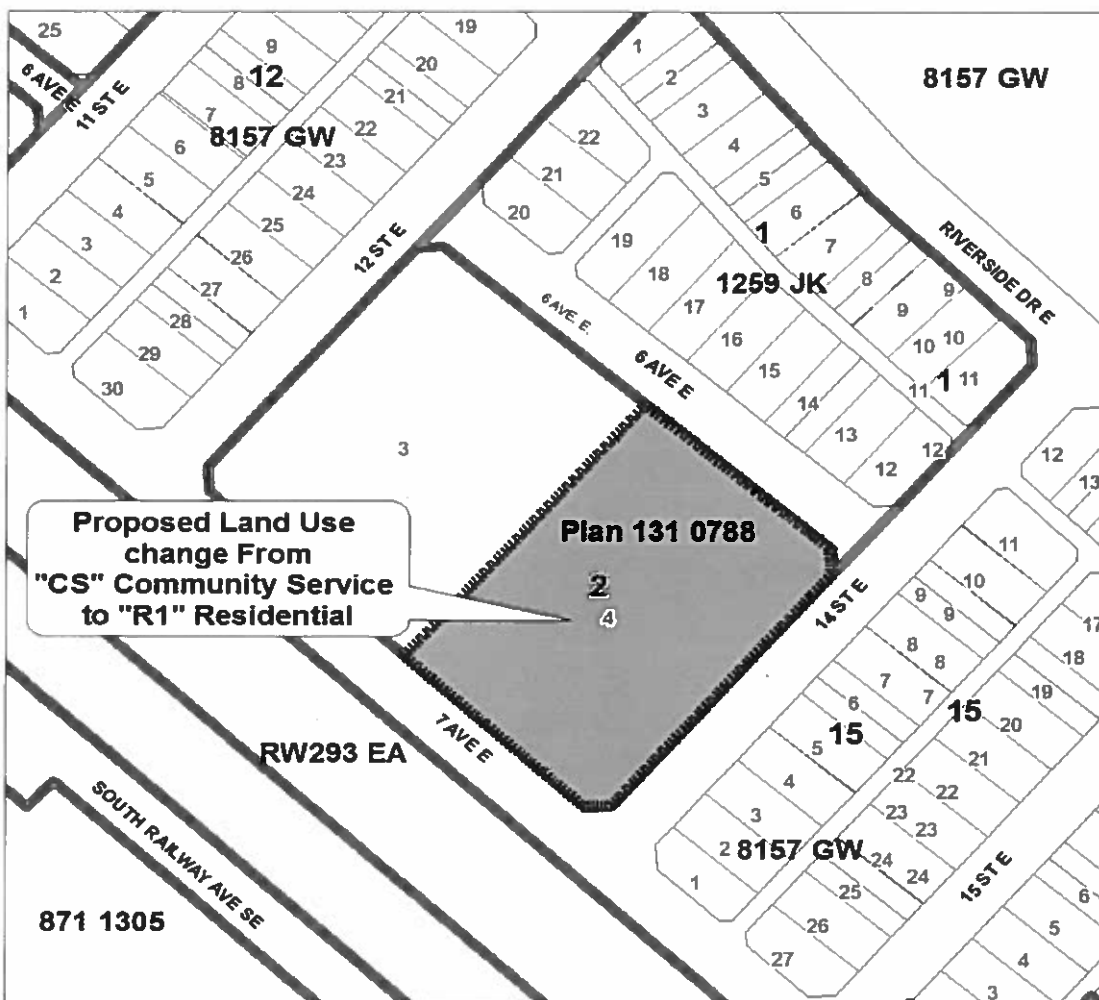
**Agenda Item # 3.3**

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.

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

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw No. 10-08; and  
**NOW THEREFORE** the Council hereby amends Land Use Bylaw No. 10-08 as follows:

On Schedule "A", the Land Use District Map, redesignate Lot 4, Block 2, Plan 131 0788 in the Town of Drumheller, from "CS" -Community Service District to "R-1" – Residential District, as shown on the plan below:



READ A FIRST TIME THIS 25<sup>th</sup> DAY OF January, 2016

READ A SECOND TIME THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

READ A THIRD TIME AND PASSED THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

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

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

January 25, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**DIRECTOR OF CORPORATE SERVICES:** Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:** Paul Salvatore

**1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:33 PM.

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen announced that the Town of Drumheller signed a contract today with Fruitas Healthy Foods Ltd. operating as Fruitas Smoothies & Juice Bar at the BCF Kiosk with an opening date of March 1<sup>st</sup>.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

Deletion: Item 8.4.1 2016 – 2017 Service Fee Schedule

**MO2016.16** Shoff, McMillan moved to adopt the agenda as amended. Carried unanimously.

**5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of January 11, 2016

**MO2016.17** Zariski, Hansen-Zacharuk moved to adopt the Regular Council Meeting Minutes of January 11, 2016 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 Bylaw 02.16 being a bylaw to adopt an Area Structure Plan for the Former St. Anthony's School Property (between 12 St. and 14th Street East) - first reading

R. Romanetz advised that the property was subdivided into two parcels in 2013 and one condition of subdivision at that time was that prior to a further subdivision into individual lots, any land use amendments could not be considered until an Area Structure Plan (ASP) was created. He stated that a number of options have been proposed by the owner/developer over the years and those have not been approved. He further stated that recently a revised plan was brought before the Town to create 14 residential lots. The proposal was reviewed by the Municipal Planning Commission on January 14<sup>th</sup> and the MPC indicated support for the ASP. He further advised that Palliser reviewed the proposal as well and have indicated their support with minor changes that will be brought forward at the public hearing. He further explained that in 2013 it was also recommended that as part of any proposal, a public information meeting be held. He stated that the developers held a public meeting on January 21<sup>st</sup> with 35 residents in attendance and it was



generally a positive meeting. He recommended that Council pass first reading to the bylaw so that the proper advertising can be carried out and a public hearing held on February 8<sup>th</sup>.

**MO2016.18** Zariski, Shoff moved first reading to Bylaw 02.16.

Councillor T. Zariski stated that the MPC reviewed the plans and were impressed with the proposed development.

Vote on Motion:  
Carried unanimously.

- 8.1.2 Bylaw 05.16 being a bylaw to amend the Land Use Bylaw 10.08 for the Former St. Anthony's School Property by redesignating the property from CS to R1 - first reading

R. Romanetz advised that the land use bylaw amendment is an extension of the ASP and once the public hearing is held and if Council moves forward with 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaw, the intention would be to reclassify the property from the current CS to R1. He reiterated that the reclassification cannot happen until the ASP is adopted. He explained that to save time the Town intends to advertise both proposed bylaws at the same time and a public hearing held on the same date, February 8<sup>th</sup>.

**MO2016.19** Shoff, Hansen-Zacharuk moved first reading of Bylaw 05.16

Councillor J. Garbutt asked if rezoning would include both parcels of land (including the old St. Anthony's building) and if so would there be any value in rezoning the area R2 rather than R1. He stated that there is a need for multi-family housing as well and there is not a lot of land to do it. R. Romanetz advised that the reclassification is only for the easterly portion and does not include the land that houses the former school building. Residents in the area, through a petition and dialogue, have indicated a strong preference for an R1 district. He further advised that the area to the west will require a separate reclassification and will be dealt with at that time. In response to a question regarding the value of the homes, R. Romanetz advised that the houses will be similar to those in the area with a floor plan of a minimum of 1200 sq. ft. and with lot sizes of 45 ft. in width but the homes values have not been discussed. Councillor L. Hansen-Zacharuk asked if the area has been undermined. R. Romanetz stated that this is probably one of the few areas not undermined and not in the flood plain.

Vote on Motion:  
Carried unanimously.

- 8.1.3 Bylaw 04.16 being a bylaw to amend the Business License Bylaw 04.15 - second and third readings

R. Romanetz advised that Council gave first reading to Bylaw 04.16 on January 11<sup>th</sup> and at that time Council asked for Travel Drumheller to provided additional information

such as their budget and priorities. He stated that this information was provided and representatives from Travel Drumheller are in the audience, if Council should have any questions.

**MO2016.20** Hansen-Zacharuk, Shoff moved for second reading of Bylaw 4.16.

Councillor J. Garbutt referred to the documents received this morning and stated that even though they are independent of Council's decision, Travel Drumheller has presented a basic budget which shows a commitment to the efforts of the board as they need to transition from a governance envisioned board to a working board. He stated that he is concerned about the level of base funding requested from the Town of Drumheller for 2016 as it relates to a percentage of their overall operating budget at 71% and not for marketing expenses. He further stated that he is concerned that the level of funding for marketing is unlikely to occur in 2016 and he is not in favor of the amount being requested from the Town as those that need to contribute might believe that they do not need to be responsible for the operating costs of the organization nor for the sustainability of the organization in the long term. Councillor P. Kolafa asked the level of funding from the Town in the past years. R. Romanetz advised that \$40,000 was given to the DMO Travel Drumheller prior to Schedule B. Councillor L. Hansen-Zacharuk asked representatives from Travel Drumheller who were in the audience if there have been anymore conversations with others joining and if this has gone favorably. A representative from Travel Drumheller stated that they have had conversations and the majority of the hotels indicated that they will continue to contribute on a voluntary basis. Mayor Yemen stated that the intent of the bylaw was for the tourism industry to step up and take the burden off the taxpayers as the Town contributes significant dollars to tourism, to name a few, fixing the suspension bridge at \$50,000 and a contribution of \$46,000 towards the visitor information centre. He further stated that there were flaws in the funding model and he would have preferred adjustment to the bylaw and keep the levy. He further stated that Schedule B was one of the most significant policy decisions that Council has done. He noted that many operators within the tourism industry stated that they would be willing to participate if it was not mandatory and he is hopeful that this will be the case.

Vote on Motion:

6 - favour – Yemen, Garbutt, McMillan, Zariski, Hansen-Zacharuk, Shoff

1 - opposed - Kolafa

Carried.

**MO2016.21** McMillan, Garbutt moved for third reading of Bylaw 04.16.

Vote on Motion:

6 - favour – Yemen, Garbutt, McMillan, Zariski, Hansen-Zacharuk, Shoff

1 - opposed - Kolafa

Carried.

**8.1.4 RFD - Approval of 2016 Strategic Business Plan**

R. Romanetz presented the Strategic Business Plan that identifies corporate and operational priorities for 2016. He stated that the document reflects the direction set at Council's retreat held on December 7<sup>th</sup> and 8<sup>th</sup>, 2015. He further explained that quarterly updates will be provided to Council.

**MO2016.22** Garbutt, Hansen-Zacharuk moved that the 2016 Strategic business Plan be adopted as presented.  
Carried unanimously.

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

### **8.2.1 RFD - Badlands Community Facility Janitorial Contract Award**

A. Kendrick advised that on January 14, 2016, eight tender submissions were received for janitorial services at the Badlands Community Facility for 2016, 2017 and 2018 with the low tender from David Meeres in the amount of \$98,400.00 (\$22.00 / hour for additional work outside the scope of the contract). He further advised that David Meeres has provided professional caretaking services to Drumheller for over 30 years and currently holds contracts with the Town since 2006.

**MO2016.23** Hansen-Zacharuk, Shoff moved that Council award the contract for Janitorial Services at the Badlands Community Facility for 2016,

Councillor L. Hansen-Zacharuk stated that the draft budget allocated for the BCF janitorial is \$100,000 and she asked if the tender from David Meeres was on the low side. B. Miller clarified that the budgeted amount also includes some specialized work outside of the contract. In response to a question from Council, B. Miller stated that there is a provision for an annual increase based on CPI. Councillor J. Garbutt asked if the company has adequate staff to service the entire janitorial contract for all facilities with the Town. A. Kendrick stated that David Meeres has had adequate staffing in the past and has done an excellent job.

Vote on Motion:  
Carried unanimously.

## **8.3. DIRECTOR OF CORPORATE SERVICES**

## **8.4. DIRECTOR OF COMMUNITY SERVICES**

### **8.4.1 ~~RFD - 2016 Service Fees Schedule~~**

### **8.4.2 RFD - Recreation Fee Assistance Policy**

R. Romanetz advised that based on discussions of previous meetings and based on the City of Red Deer and Leduc's models, staff has prepared a policy for Council's

consideration. He further advised that the policy covers off the direction that Council provided and includes the list of qualifications for assistance.

**MO2016.24** Garbutt, Shoff moved to accept the policy as presented.

In response to a question from Council, R. Romanetz confirmed that the approvals will be from the Director of Community Services or his delegate as it is a new program and direction may be required at the senior level. He clarified that any applications brought forward by the interagency committee will be reviewed and facilitated under Clause (f).

Vote on Motion:  
Carried unanimously.

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

9.1 CAO's Quarterly Report from October 1 to December 31, 2015  
CAO's 2015 Annual Report

9.2 Infrastructure Services' Quarterly Report from October 1 to December 31, 2015  
Infrastructure Services' 2015 Annual Report

9.3 Corporate Services' Quarterly Report from October 1 to December 31, 2015  
Corporate Services' 2015 Annual Report (absent – to be tabled to February 1, 2015)

9.4 Community Services' Quarterly Report from October 1 to December 31, 2015  
Community Services' 2015 Annual Report (absent – to be tabled to February 1, 2015)

9.5 Protective Services' Quarterly Report from October 1 to December 31, 2015  
Protective Services' 2015 Annual Report

**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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Chief Administrative Officer

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Mayor



### Request for Decision


		<b>Date:</b>	February 5 <sup>th</sup> , 2016
<b>Topic:</b>	<b>Service Fee Schedule</b>		
<b>Proposal:</b>	<b>2016 rates</b>		
<b>Proposed by:</b>	Barbara Miller, CPA, CGA - Director, Corporate Services Paul Salvatore, Director, Community Services		
<b>Background:</b>	<p>The Town of Drumheller has established fees for various services provided to users and ratepayers. On an annual basis, a proposal for fee adjustments is presented to council for consideration and adoption.</p> <p>The 2016 Fee Schedule was first presented for council consideration and discussion during the January 18<sup>th</sup>, 2016. At that time, the proposal included a 3% increase to rates with the exception of arena rates which had a 10% increase proposal as directed by council during budget deliberations.</p> <p>Subsequent to the draft proposal, there have been some additional adjustments made to a some of the original fee proposals. These fees have been highlighted on the following fee schedules for easy identification.</p> <ul style="list-style-type: none"><li>➤ Aquaplex - schedule now includes fees for Training Courses/Adult lessons.</li><li>➤ Bulk rate</li><li>➤ Cemetery - fee schedule has been updated with pricing for columbarium engraving and memorial wall plaques to reflect actual cost plus 10% administration cost</li><li>➤ Summer Fun</li></ul>		
<b>Benefits:</b>	The proposed increase meets the needs of the 2016 operational budget proposal.		
<b>Disadvantages:</b>	Should rates remain frozen at 2015 amounts, operations would likely fall in a deficit position unless adjustments to current levels of services are made.		
<b>Alternatives:</b>	Adopt the Service Fee proposal as presented Adopt the Service Fee proposal with amendments Reject the Service Fee proposal, freezing Service Fees at 2015 adopted rates		
<b>Finance/Budget Implications:</b>	The 2016 budget has been designed with a projected increase to the Service Fee schedule.		
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	n/a	<b>Source of Funds:</b>	

#### CORPORATE SERVICES

Telephone: (403) 823-1311

	Created By: Barb Miller	1
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## Agenda Item # 8.3.1

<b>Communication Strategy:</b>	Fee adjustments will be implemented as of February 15 <sup>th</sup> . Once adopted the Town will begin to advise users and ratepayers of the rate changes through our web page and posting of the new fee schedule at the various locations such as the Aquaplex and BCF. A notice will also be placed in the Towns weekly advertizing spot.		
<b>Recommendations:</b>	Adopt the 2016 Service Fee Schedule as presented		
<b>Motion:</b>	Moved by Councillor _____ to adopt the 2016 Service Fee Schedule as (presented/amended).		
<b>Report Writer:</b>	Barbara Miller, CPA, CGA	CAO:	
<b>Position:</b>	Director, Corporate Services		



**DRUMHELLER**  
**DINOSAUR CAPITAL OF THE WORLD**



## **2016 - 2017**

# **Service Fee Schedule**

Presented: February 8th, 2016

## **For Adoption**

**ADOPTED by Council**

**UPDATED:**



**Town of Drumheller  
Fee Schedule**

Rates Adjusted as per Corporate Services

**Administration Services**

**Effective  
15-Feb-16**

**Gst:** Extra where applicable (unless otherwise indicated)

**source:**

**ADMINISTRATION  
account(s) management**

Payment (credit balance) transfers (utilities to taxes, taxes to utilities)	\$ 25.00
Balance transfers (utilities to tax roll)	\$ 50.00
<b>assessment appeal</b>	
LARB (residential)	\$ 50.00
CARB (multi res, commercial)	\$ 650.00
*fees refunded upon successful appeal	
<b>assessment information request by third party</b>	
information regarding legal description, latest assessment	\$ 36.75
information regarding historical assessments	\$ 36.75
<b>copies of information (other than photocopies)</b>	
Reprint fee for invoice , account history or receipt:	\$ 25.75
per electronic version	\$ 42.25
per photograph plus:	\$ 3.35
per 4x6	\$ 6.50
per 5x7	\$ 11.00
per 8x10	\$ 22.00
per 11x14	\$ 33.50
per 16x20	
<b>criminal records check</b>	
Private requested by individuals	\$ 36.00
<b>custom work (public works)</b>	
per employee hour plus actual costs for materials, supplies and equipment (Mon - Fri 8am - 5pm), additional labour over roadbuilders	\$ 50.25
per employee hour plus actual costs for materials, supplies and equipment (Outside of Mon - Fri 8am - 5pm), additional labour over roadbuilders	\$ 75.00
Snow Control plus admin fee:10% (check the Tax Roll)	1.1.3202.451
Weed Control plus admin fee:10% (check the Tax Roll)	1.1.2611.451

**Town of Drumheller  
Fee Schedule**

Rates Adjusted as per Corporate Services

**Administration Services**

**Effective  
15-Feb-16**

**fax**

per transmission (local and long distance)

\$ 5.50

**FOIP requests**

• Freedom of Information and Protection of Privacy Regulation, AR200/95  
per request

\$ 25.00

**photocopying**

per page (min 5 pages to a maximum 600 pages (\$1.50))  
**Colour copying** per page (5 minimum - 600 maximum)

\$ 0.30

\$ 1.00

**tax information**

per tax certificate

\$ 36.75

**DEVELOPMENT  
base maps**

black and white  
colored  
11x17

\$ 11.00

\$ 50.25

\$ 16.80

**compliance certificate**

zoning compliance

**\*see development tab**

**development appeal fee**

\$ 133.50

**land-use bylaw (black and white)**  
without map  
with map

\$ 50.00

\$ 67.25

**municipal development plan**

black and white maps  
colored maps

\$ 67.00

\$ 111.25

**subdivision fees as established annually by Palliser**

Town of Drumheller Fee Schedule		Rates Adjusted as per Corporate Services	Effective 15-Feb-16
<b>Administration Services</b>			
<b>ELECTRONIC INFORMATION</b>			
custom work (computer drafting and programming)	per hour plus actual costs for materials and supplies		\$ 67.25
Information extraction	per hour to extract data from electronic databases		\$ 67.25
search and retrieval	per hour plus actual costs for materials and supplies		\$ 33.65
	per 1/4 hour		\$ 7.85
<b>Miscellaneous Items</b>			
<b>Freon Devices</b>			\$ 10.50
<b>NSF Charges*</b>			\$ 35.00

Town of Drumheller Fee Schedule		Rates Adjusted as per Corporate Services
Airport		Effective 15-Feb-16
Storage in Town Owned Hanger per month plus GST		Under Review
Lot for Own Hanger per year plus GST *site improvements not included		Under Review

**Town of Drumheller  
Fee Schedule**  
Rates Adjusted as per Protective Services

**Animals**

GST: all prices EXEMPT GST  
adopted: Council

**Altered Animal - with microchip or tattoo**

Dog  
Cat

**Altered Animal - without microchip or tattoo**

Dog  
Cat

**Unaltered Animal - with microchip or tattoo**

Dog  
Cat

**Unaltered Animal - without microchip or tattoo**

Dog  
Cat

**New Resident or New Animal licenses are prorated by month**

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

A proof of microchip or tattoo certificate from a veterinarian is required in order to apply the "microchip or tattoo" rate.

Effective 15-Feb-16	
\$	15.75
\$	10.50
\$	31.50
\$	31.50
\$	36.75
\$	36.75
\$	52.50
\$	52.50

**Town of Drumheller  
Fee Schedule**

**Aquaplex**

GST: all prices include GST where applicable unless otherwise indicated

source:

**Rentals:**

Swim Suit (deposit required)	\$3.50
Towel	\$2.00
Shower/use of changeroom facilities (no pool access)	\$2.00

**Pool Rental (no charge for the first three adult supervisors)**

Swim Club (per hour)	\$63.00
Swim Club (per hour - per lane)	\$11.00
Local Youth Groups	\$73.25
Non - Local Groups	up to 25 ppl \$110.25
Local Youth Groups	up to 25 ppl \$105.00
Non - Local Groups	26 - 35 ppl \$142.00
Local Youth Groups	26 - 35 ppl \$136.50
Non - Local Groups	36 - 45 ppl \$173.25
Local Youth Groups	(36 - 45 ppl) \$168.25
Non - Local Groups	(46 and over) \$205.00
Edutour / Camp-ins per person April 1 to March 31 each year	(46 and over) \$3.00

(Royal Tyrrell Museum \* gst exempt)

**Swimming Lessons\* gst exempt**

Preschool/Stroke Proficiency (30 minute lesson)	\$35.00
Swim Kids 1 to 4 (45 minute lesson)	\$45.25
Swim Kids 5 to 7/ Junior Lifeguard Club (60 minute lesson)	\$55.50
Swim Kids 8 to 10 (90 minute lesson)	\$76.75
Private lesson (30 minutes- 1 child)	\$15.50
Private lesson (30 minutes- additional child)	\$5.25
School Lessons (August - June each year)	\$28.25

Effective  
15-Feb-16

**Town of Drumheller  
Fee Schedule**

**Aquaplex**  
**Training Courses/Adult Lessons**

Effective  
15-Feb-16

Adult Lesson - Drop in	\$16.50
Adult Lessons - Session	\$47.50
Bronze Medallion	\$170.00
Bronze Cross	\$140.00
Bronze Medallion/Cross Combined	\$200.00
Standard First Aid	\$135.25
National Lifeguard	\$324.50
Lifesaving Instructor	\$216.25
WSI Skills	\$40.00
WSI On-line/Teach	
Experience	\$160.00
WSI Classroom/Pool	\$200.00

**Age Groups (definitions)**

Children (age 5 and under)

Youth (age 6 to 17)

Adult (age 18 to 59)

Senior (age 60 and higher)

**Public Swimming: Drop In**

5 & Under (within arms reach of someone 16 yrs+)

Youth (ages 6-17 yrs)

Adult (ages 18-59 yrs)

Senior (ages 60+)

Family

Daily Rate - add for single admission

Daily Rate - add for family admission

**Tickets**

**Ticket Type**

**10 Pack**

(10% SAVINGS)

Youth

Adult

Senior

Family

FREE
\$5.50
\$7.50
\$5.50
\$18.00
\$2.00
\$5.00
\$49.50
\$67.50
\$49.50
\$162.00

Town of Drumheller  
Fee Schedule

Arena

GST: all prices include GST where applicable unless otherwise indicated  
source: Effective 01-Jul-16

Summer Rental (April 01 to August 30)  
/hr (plus GST) \$166.00  
Lacrosse\* \$66.00

Dry Rental  
will be negotiated on an individual basis

Winter Rental  
Prime Time Rental  
Prime time: Weekdays from 4PM to Midnight  
Weekends from 7AM to Midnight  
Holidays from 7AM to Midnight  
/hr (plus GST Youth Groups \$82.00  
/hr (plus GST Local Adult Hockey \$168.00  
/hr (plus GST Out of Town Users \$183.50

Non Prime Time Rental  
/hr (plus GST Youth Groups \$61.50  
/hr (plus GST Local Adult Hockey \$123.50  
/hr (plus GST Out of Town Users \$139.00

Junior "A" Rental  
/hr (plus GST Practice \$108.50  
/hr (plus GST Games \$151.50

PUBLIC SKATING is provided FREE to the public --  
sponsored by Local Business as negotiated by the Director of Community Services.



Town of Drumheller  
Fee Schedule

Arena

ARENA RENTALS

Non Ice Day Rental Rates

Town of Drumheller Group NO charge

Local Non Commercial \$357.50+GST Deposit \$357.50

Town Commercial \$485+GST Deposit \$485

Other Groups \$660+GST Deposit \$660

Town Crew Clean-up Fee \$400 if required

Graduation Ceremonies 5 day charge \$3,500.00+GST

Red Arena – If available – Indoor practice fee due to inclement weather

- If booked 72 hours in advance - \$15/hour+GST

- If booked less than 72 hours in advance - \$30/hour+GST

Staff will be arranged to open and close.

Persons renting the arena floor space during the off season for a three day or more event shall be allowed the use of the arena floor space on the day before and/or the day after the event, at a reduced daily rental rate equal to one-half the normal daily rental rate. This provision is established to accommodate extra time that the renter may need to set up and/or disassemble any structures or displays necessary for the event but is not intended for the purpose of running the event itself. The renter will be responsible for advising Facilities Staff if either of these extra days is required when booking the facility.

Town of Drumheller  
Fee Schedule

Ball Diamonds

GST: all prices include GST where applicable unless otherwise indicated  
source:

Effective  
01-Feb-16

**Youth Ball (Per Diamond)**  
per game (2-3 hours duration) (plus GST)  
per day (plus GST)

**Adult Ball (Per Diamond)**  
per game (2-3 hours duration) (plus GST)  
per day (plus GST)

\$22.50  
\$80.00

\$30.75  
\$106.75

	2016 Single Facility Adjusted Including GST	2016 Multi Facility Adjusted Including GST
<b>Drop in - BCF</b>		
Adult	\$8.75	\$11.25
Youth	\$6.75	\$8.50
Senior	\$6.75	\$8.50
Family	\$18.00	\$23.00
Dependent		
10 pass -		
BCF/Multi		
Adult	\$78.75	\$101.25
Youth	\$60.75	\$76.50
Senior	\$60.75	\$76.50
Family	\$166.75	\$207.00
Dependent		
<b>One month</b>		
Adult	\$59.75	\$77.75
Youth	\$44.25	\$57.75
Senior	\$44.25	\$57.75
Family	\$125.75	\$163.50
Dependent		
<b>Three month</b>		
Adult	\$153.75	\$200.00
Youth	\$114.25	\$148.50
Senior	\$114.25	\$148.50
Family	\$322.00	\$419.75
Dependent		
<b>Six month</b>		
Adult	\$256.50	\$333.75
Youth	\$190.50	\$247.50
Senior	\$190.50	\$247.50
Family	\$538.00	\$699.50
Dependent		
<b>Annual</b>		
Adult	\$479.00	\$622.25
Youth	\$317.25	\$412.25
Senior	\$317.25	\$412.25
Family	\$896.50	\$1,103.00
<b>Corporate</b>		

20% discount on full year multipasses for businesses  
 Minimum purchase of four buy business  
 Terms and conditions as outlined by policy

**Age Groups**  
 Children (age 5 and under)  
 Youth (age 6 to 17)  
 Adult (age 18 to 59)  
 Senior (age 60 and higher)

Room	Space	Weekend Rate	Daily Rate	Hourly Rate
<b>Banquet Hall</b>				
Full Hall (450 seated at tables, 600 seated theatre style)	Private	\$2,101.25	\$945.50	\$157.50
	Local	\$1,819.50	\$803.75	\$133.50
	Not for profit	\$1,714.50	\$756.00	\$126.00
	Not for profit			
2/3 Hall (330 seated at tables)	Private	\$1,429.00	\$630.25	\$105.00
	Local	\$1,189.00	\$525.25	\$87.00
	Not for profit	\$1,143.00	\$504.00	\$84.00
	Not for profit			
1/3 Hall (165 seated at tables)	Private	\$748.25	\$331.00	\$54.50
	Local	\$630.25	\$278.25	\$46.00
	Not for profit	\$592.50	\$262.50	\$43.00
	Not for profit			
<b>Kitchen</b>				
Single function	Single		\$367.75	\$78.75
	Caterer		\$ 1.10 per plate - per meal	
<b>Terrace (100)</b>				
Private	Private	\$655.50	\$289.00	\$48.50
	Local	\$596.50	\$262.50	\$44.00
	Not for profit	\$525.25	\$231.25	\$39.00
	Not for profit			
<b>Meeting Space</b>				
Large multi-purpose room (40 seated at tables)	Private	\$183.75		\$31.50
	Local	\$157.00		\$26.25
	Not for profit	Town Sponsored		Town Sponsored
	Not for profit			
Small multi-purpose room (16 seated at tables)	Private	\$92.00		\$15.75
	Local	\$78.25		\$13.00
	Not for profit	Town Sponsored		Town Sponsored
	Not for profit			
Gallery (up to 50 standing)	Private	\$184.00		\$31.50
	Local	\$156.50		\$26.25
	Not for profit	\$63.00		\$15.75
	Not for profit			

# Field House

## Field house - full - two thirds -

Private

Local

Not for profit - adult

Not for profit - youth

Service

## Fitness Studio

Private

Local

Not for profit - adult

Not for profit - youth

Coaching

## Play space drop in

\* fees do not include GST

	Daily	Full	2/3	1/3
Private	\$1,050.50	\$159.50	\$126.00	\$ 63.00
Local	\$840.50	\$105.00	\$84.00	\$ 42.00
Not for profit - adult	\$819.50	\$78.75	\$63.00	\$ 31.50
Not for profit - youth	\$788.00	\$63.00	\$42.00	\$ 21.00

## Fitness

Private

Local

Not for

Not for

\$525.00

\$418.25

\$262.50

\$157.50

\$52.50

\$42.00

\$31.50

\$21.00

## Play space

\$2.00

\* fees do not include GST and are

**Town of Drumheller  
Fee Schedule**

## Bulk Rates

**GST:** ☐ all prices are GST exempt

**BulkWater (utility rates bylaw)**

(see Utility Rates)

1.1.4101.441

Fee Schedule		Effective		Effective		Effective		Effective		Effective		Effective	
		15-Feb-16	01-Oct-16	01-Jan-17	01-May-17	01-Oct-17	01-Jan-18	01-May-18	01-Oct-18	01-Jan-19	01-May-19	01-Oct-19	01-Jan-20
<b>Bulk Rates</b>													
GST: all prices are GST exempt													
<b>Bulk Water (utility rates bylaw)</b> (see Utility Rates)													
1.1.4101.441													
<b>Sewage Dumping (Drumheller Commercial/Industrial/Residential)</b>													
tonne		\$ 1.10	\$ 1.20	\$ 1.30	\$ 1.45	\$ 1.60	\$ 1.75	\$ 1.90	\$ 2.10	\$ 2.25	\$ 2.40	\$ 2.55	\$ 2.70
1.1.4201.441													
<b>Sewage Dumping (Outside Drumheller)</b>													
tonne		\$ 5.50	\$ 5.75	\$ 6.00	\$ 6.30	\$ 6.60	\$ 6.95	\$ 7.30	\$ 7.65	\$ 8.00	\$ 8.35	\$ 8.70	\$ 9.05
1.1.4201.441													

Town of Drumheller  
Fee Schedule

Cemetery

SOURCE:

Note: A burial Permit is required for all burials

Resident

Full Plot	
Open/Close (weekday)	\$ 839.50
Open/Close (weekend, holiday)	\$ 419.25
plus winter fee (Nov01 to Mar31)	\$ 539.25
	\$ 213.25

Non-Resident

Full Plot	
Open/Close (weekday)	\$ 925.00
Open/Close (weekend, holiday)	\$ 419.25
plus winter fee (Nov01 to Mar31)	\$ 539.25
	\$ 213.25

Cremains

Cremain Plot (resident) (maximum 4 cremains)	\$ 419.25
Cremain Plot (non-resident) (maximum 4 cremains)	\$ 465.00
Open/Close (weekday)	\$ 135.00
Open/Close (weekend, holiday)	\$ 154.50
plus winter fee (Nov01 to Mar31)	\$ 71.25

Columbarium

Niche (each cremain) (maximum 4 cremains)	\$ 1,064.25
Open/Close (weekday)	\$ 199.50
Open/Close (weekend, holiday)	\$ 256.50
Engraving	\$ 488.50

Memorial Wall

Plaque engraving for memorial wall	\$ 215.00
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\* Rate increases proposed reflect actual current cost

**Town of Drumheller  
Fee Schedule**

		Effective 15-Feb-16
<b>Summer Fun</b>		
GST:	all prices are exempt from GST	
source:		
Summer Camp Daily (1st Child)		\$49.50
Summer Camp Daily (2nd Child)		\$42.00
Summer Camp Weekly (1st Child)		\$148.50
Summer Camp Weekly (2nd Child)		\$126.00
Summer Camp Short Week (1st Child)		\$118.75
Summer Camp Short Week (2nd Child)		\$100.75
Extended pick up & drop off - Weekly		\$21.00
Extended pick up & drop off - Daily		\$5.25
<b>Flex Day</b>		
Members:	First Child per Day	n/a
	Additional Child per Day	n/a
Public rate	First Child per Day	\$49.50
	Additional Child per Day	\$42.00
<b>Does not include gst</b>		
<b>Before/After School Care</b>		
<b>Daily</b>		
1st child		\$14.00
Additional Child = 15% discount	for families having two or more children who are registered as full-time in the program	

**PROGRAM WAS CHANGED TO FULL TIME - THIS WILL BRING INTO LINE FOR BILLING**



**Town of Drumheller  
Fee Schedule**

**Summer Fun**

**Effective  
15-Feb-16**

**BCF Birthday Party Packages**

Does not include gst

Fee increase based on increased costs for supplies and market demand

**Sports Party - OR - Princess Party**

1 to 12 people  
13 to 24 people  
25 to 35 People

**Gamer Party**

1 to 12 people  
13 to 24 people  
25 to 35 People

**Pirate Party - OR - Beach Party**

1 to 12 people  
13 to 24 people  
25 to 35 People

\$168.00
\$227.75
\$275.00
\$195.75
\$252.25
\$298.75
\$200.75
\$272.00
\$350.25



# DRUMHELLER

## PROTECTIVE SERVICES



### REQUEST FOR DECISION



		<b>Date:</b>	February 3, 2016
<b>Topic:</b>	<b>Grant Funding Application – Alberta Community Partnership</b>		
<b>Proposal:</b>	<p>The Town of Drumheller is seeking funding from the Alberta Community Partnership program to hire a consultant to develop formalized Emergency Services Master Plan (ESMP) for the provision of coordinated responses to all municipal partners that are part of the plan. Currently, we have a collective knowledge-based response to emergencies (floods, fires, snow and ice storms, tornadoes, dam breaches and other disasters) because we have knowledgeable and experienced individuals but should these individuals not be available for future disasters, a formalize plan needs to be in place that provides this guidance.</p> <p>Under a formalized ESMP, when it is determined that the emergency is beyond that of a normal response, partner municipalities can consult with each other and coordinate the appropriate response in accordance with the plan. A plan that includes asset availability, simplifies communication, and outlines planned and joint responses will address health and safety concerns to mitigate the impact on humanity, property and the environment.</p> <p>The Town has received confirmation from Kneehill, Wheatland and Starland Counties and Special Areas as partners on the regional emergency plan. They will bring forward resolutions to their elected officials by Feb 29.</p>		
<b>Proposed by:</b>	Greg Peters, Director of Protective Services		
<b>Correlation to Business (Strategic) Plan</b>	Regional Collaboration was approved as a priority in Council's 2016 Corporate Business Plan.		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• A holistic emergency response plan among all partners is critical and will reduce unnecessary delays in response times.</li> <li>• A formalized plan provides the necessary guidance when these knowledgeable and experienced individuals are no longer available to provide direction during disasters.</li> </ul>		

#### OFFICE OF THE DIRECTOR OF PROTECTIVE SERVICES

Telephone: (403) 823-1363

	Created By: Greg Peters	1
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## Agenda Item # 8.5.1

<b>Disadvantages:</b>	n/a		
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	Grant funding request would be \$100,000.00.		
<b>Operating Costs:</b>	n/a	Capital Cost:	\$100,000.00
<b>Budget Available:</b>	n/a	Source of Funds:	Province \$100,000
<b>Communication Strategy:</b>	Upon Council's approval, a copy of the motion would be submitted to Alberta Municipal Affairs.		
<b>Recommendations:</b>	<b>That Council approves the submission of a grant application under the Alberta Community Partnership to hire a consultant to develop a formalized Emergency Services Master Plan that provides coordinated responses to all municipal partners that are part of the plan.</b>		
<b>Report Writer:</b>	Greg Peters 	CAO:	Ray Romanetz 
<b>Position:</b>	Director of Protective Services		

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-427-2225, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 17th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

## Applicant Information

Legal Name of Entity:

TOWN OF DRUMHELLER

Contact Name, Title:

RAY ROMANETZ CHIEF ADMINISTRATIVE OFFICER

Mailing Address (street address, city, province, postal code):

224 CENTER STREET DRUMHELLER, ALBERTA T0J 0Y4

E-mail Address:

rmromanetz@dinosaurvalley.com

Phone Number:

403 823 1309 403 823 1339

## Grant Component

Select *one* funding component for your project application. Refer to the ACP Guidelines for eligibility details.

### Regional Collaboration

- ☒ Intermunicipal Collaboration  
☐ Municipal Restructuring

### Capacity Building

- ☐ Mediation and Cooperative Processes  
☐ Municipal Internship

## Project Title

Choose a concise title for your project.

(maximum 30 characters)

EMERGENCY SERVICES MASTER PLAN

## Project Time Line

Project Start Date:

or ☒ Project will commence upon receipt of ACP funding.

Project Completion Date:

31 DECEMBER 2016

## Intermunicipal Collaboration

**\* Note: The evaluation of your application for funding will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

### Partners

All municipalities in the partnership, including the managing partner, must pass resolutions supporting their involvement in the project prior to applying for funds. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
TOWN OF DRUMHELLER
Partner Municipality
Starland County
Kneehill County
Wheatland County
Special Areas #2

☐ I certify, as the managing partner, that all participating municipalities have passed resolutions supporting participation in the project.

\* An application form may still be submitted by the deadline of February 5, 2016 if council resolutions are not yet in place. In this case, the partnership has until February 29, 2016 to obtain resolutions and send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) in order for the grant application to be considered for funding.

### Project Overview

1. This project is for:

- ☒ A new regional municipal service.
- ☐ Expanding an existing regional municipal service.
- ☐ Continued operation, maintenance, or scheduled upgrades of an existing regional service.

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's expected concrete results (e.g., a regional planning document, an asset, a shared delivery pilot)?  
(Limit 4000 characters)

2. The purpose of the project is to develop a formalized emergency plan that provides prompt and coordinated responses to major emergencies in order to reduce human injury and damage to property and the environment. The Town of Drumheller will partner with surrounding municipalities to develop a regional emergency services master plan to minimize the risks associated with floods, fires, snow and ice storms, tornadoes, dam breaches and other disasters. Changing climatic conditions have resulted in

increased intensity and frequency of weather events ranging from drought to flood, extreme snow and ice to protracted cold periods. As stated in the Dickson Dam's Emergency Preparedness Plan prepared by Alberta Environment for flood emergencies, "it is incumbent upon each local authority to ensure their emergency plan for a flood or dam breach emergency is current and functional. There are two levels of response that are possible at the dam, a potential flood due to a weather event or a potential / imminent flood due to a dam emergency". A regional emergency services master plan will designate material, equipment and trained persons available to a municipality in the event of such disaster. The lack of an emergency services plan could lead to rapid decisions, poor judgments and chaos during an emergency. The Town of Drumheller intends to hire a consultant to prepare a plan that builds the resource database (equipment, trained personnel, supplies) and builds the response plan.

## Project Impact

3a. How will the project impact the level of regional municipal service delivery?

- ☒ The project results in a new service that was not previously offered to the community.
- ☐ One or more municipalities will be added to an existing intermunicipal arrangement.
- ☐ The project will expand service delivery to more people or increase the capacity of an existing service.
- ☐ Reach of service will remain the same, but the project will increase efficiency of service delivery (e.g. cost savings).
- ☒ The project produces new or updated regional planning documents.
- ☐ Other. Explain:

3b. Why is the project needed? What direct benefits will be realized by the project participants? What gaps in current service delivery will the project resolve? How will communities in your region be affected if the project does not proceed? Be specific and, if available, provide facts or statistical data in support of your answer.

(Limit 4000 characters)

3b The project is needed because there is no formal emergency plan in place, only a "collective knowledge-based" response to emergencies that needs to be formalized in a concrete plan. A formalized plan provides the necessary guidance when these knowledgeable and experienced individuals are no longer available to provide direction during disasters. Because partners have established good working relationships, we have come to the aid of each other in the past and will continue to do so. Since major emergencies are rare events, formalized procedures for handling sudden or unexpected situations is critical to prevent fatalities and injuries, reduce damage to property, protect the environment and accelerate the resumption of normal operations. A major portion of the historic approach in Drumheller to flood mitigation requires a robust preparedness and co-ordinated response as would a response to major fires in our surrounding municipalities. Neighboring communities are willing to help each other however a formalized plan is currently not in place. Knowledge of experienced individuals can be captured in an interview for inclusion in the plan. A holistic emergency response plan among all partners is critical and will reduce unnecessary delays in response times. When it is determined that the emergency is beyond that of a normal response, partner municipalities can consult with each other and activate the appropriate response. Within a regional emergency service plan, all assets available to partners will be clearly documented. This will save response times as each member will be aware of the resources available and will be able to rapidly request specific material, equipment or trained personnel to assist in the emergency. This plan will ascertain what is available and who is in possession of what when assistance is needed. Each partner will be responsible for maintaining the inventory of their own emergency response plan. A

regional plan will be developed with each partner having their own section included however no changes to the regional plan will be made without full consultation with all partners. The Plan will be administered by the Town of Drumheller who will serve as the regional coordinator. A robust plan must not only identify response, mitigation methods and strategies it needs to contemplate recovery from events. Whether it results from potable water contamination, tornado, fire, flood or civil disobedience a plan to return to normalcy is required. This recovery plan often is considered a separate event from the response but in fact is a plan that is implemented at the onset of the response and will generally require long term assistance.

4. Explain how the project will benefit other organizations and *non-partnering* municipalities beyond the partnership. Are formal service agreements in place? Provide details of agreements, consultations, or other means, if applicable.  
*(Limit 2000 characters)*

4. Besides the major benefit of providing guidance during an emergency, other organizations and non-partnering municipalities can benefit from the plan's readiness response and action. The Town and surrounding municipalities have a history of working together on emergency response, regional initiatives and informal partnerships. Additional urgency results from the effort to be expended on updating the Valley emergency services master plan for the Town of Drumheller, partnering municipalities, government agencies and the RCMP. Bringing the Town's disaster plan up to date with current state practice documents will assist in being able to scale up assistance with even more partner municipalities if required. There is no formal regional emergency services master plan in place that lists the primary resources utilized during an emergency such as human resources, equipment and supplies of neighboring municipal services. For example, mutual aid fire service agreements information is not shared beyond the two municipalities engaged in it. An agreement to work together with the outcome being a regional plan to reflect the goals of partners by providing a more direct response to emergencies and disasters. This unified approach will codify issues, offer solutions and ensure long term sustainability of the plan.

## Project Priority

5. Was the project established as a priority under a formal strategic plan (e.g. a regional service delivery plan)? If so, explain.  
*(Limit 1500 characters)*

5. Regional collaboration was identified as a priority in Drumheller Council's 2016 Strategic Business Plan. Through experiences and discussions, our partner municipalities have found and agreed that this is a priority and clear benefit to the region when completed. In order to demonstrate the level of sophistication Drumheller has had in its response and recovery of flood events, this needs to be detailed



out in a formalized plan. This plan must include a section that addresses Drumheller's flood mitigation because if the Province recognizes the natural flows rather than the regulated flows as a base, Drumheller must strengthen its response and recovery plan for any future flood event. The Province completed a Flood Mitigation Study of the Red Deer River Basin in 2014 which identified critical issues in Drumheller with respect to improvements required to the Provincial Flood Protection system within the Town of Drumheller. In order to mitigate damage that could occur from the lack of these improvements being implemented, a very robust response plan is required. The Study coupled with extensive work the Town has since undertaken has identified gaps that need to be addressed. The result will be a plan with a shared delivery vision and other options for partners who require assistance. The anticipated output will provide the collaborating municipalities with a plan for response and recovery that will reduce human injury and damage to property and environment.

6a. Does the project address a significant public health and safety concern?

- ☐ No / not applicable.
- ☐ The project has an indirect or minor impact on health and safety.
- ☒ The project's activities are directly required to resolve a health and safety concern.
- ☐ The project addresses an immediate, life threatening situation (e.g., providing safe drinking water).

6b. Explain how the project addresses a significant health and safety concern (e.g. the project will help the municipalities meet safety codes or compliance requirements). Provide supporting facts or statistics if available.

(Limit 2000 characters)

A plan that includes asset availability, simplifies communication, planned and joint responses with direction of resources will address health and safety as disaster and emergency response exist to mitigate the impact on humanity during and after the event. The identification of resources will be known to partners and a more rapid and expansive response will assist alleviating injury and illness, address food and water issues, help the vulnerable and deploy assets to areas most affected. Additionally this will help prevent worker and citizen accidents, assist those not coping well and ultimately in the clean up and citizens safe return home. Significant safety concerns results from extreme high water in the Red Deer River for many communities in 2005 and 2013. In both floods, a state of local emergency was declared and an evacuation plan was in effect for a significant portion of the community (3000 residents - 1/3 of the Town of Drumheller). The Town with the assistance of a number of municipalities including Kneehill County, Starland County, Wheatland County and Special Areas Board spent numerous hours reinforcing and enlarging the height of the existing dyke system. The Town received assistance from the Town of Three Hills, Town of Hanna and the Town of Strathmore in the establishment of evacuation centers. This assistance along with the help of the Drumheller Institution, individual volunteers, local contractors and Province emergency agencies devoted many long hours to minimize the impact of the extreme water flows from the Red Deer River. Starland County's crossings at the Morrin Bridge and Tolman Bridge had to be secured. Affected residents in outlying communities needed to be evacuated as well as visitors/tourists at all campgrounds and public areas. Further to this, as an incredible amount of debris floats down the Red Deer River during high streamflows making the situation dangerous to anyone near the river.

## Partnership Readiness

7. How will each participating municipality be involved in the project planning and administration?

Provide a brief description of the project roles and responsibilities for each partner.

(Limit 2000 characters)

Each partner will identify equipment, assets, personnel and administration members and their role. Each partner will have full knowledge of the capabilities and plans of all partners. This shall be incorporated into a master plan that identifies specific disaster and emergency events and that certain resources will be required to assist one or more partners deal with an event. With each partner having fuller comprehension of the availability of each resources an event will be responded to with more speed and greater articulation. The responsibility to each other is equal and undiminished in the face of adversity. A partner's location and assets will result in a more directed and clear response to mitigate a localized or more widespread event. If the Town is successful with the grant approval, a Committee will be established with representation from each partnering municipality to facilitate the process. Palliser Regional Municipal Services and each partnering municipalities' GIS mapping staff will provide in-kind technical services. Studies available for reference such as the Flood Mitigation Study of the Red Deer River Basin, Town of Drumheller's Asset Management Master Plan and the Valley Emergency Services Master Plan. Each partnering municipality has corporate memory that will be captured in an interview for inclusion in the plan.

8a. Is the project operationally sustainable beyond the term of grant funding?

- ☐ N/A. Project scope does not exceed the term of funding.
- ☐ The partnership has not yet completed business plans for the project beyond the grant funding term.
- ☐ Business plans are in place to address the immediate (e.g., 2 years) operational needs of the project after the grant term has ended.
- ☐ Business plans are in place which address costs and considerations associated with the project's future sustainability.
- ☒ This project contributes to the development of a regional plan or study. Next steps will be identified based on project results.

8b. Explain the partnership's plans to ensure operational sustainability of the project beyond the term of grant funding. If the project is a plan or study, how will the guiding document be used?

(Limit 2000 characters)

A regional emergency services master plan, once developed, provides the framework to respond to disasters in a prompt and coordinated manner. The plan should be revised when shortcomings have become known, and should be reviewed annually. If personnel are expected to perform adequately in an emergency, communication, training and periodic mock exercises need to be carried out. Through the use of current practices and models the resultant plan will be a fluid document that adapts to the future and becomes a "living document". Each partnering municipality will inform the other of asset acquisition and specialized training of staff for incorporation into plan which will provide scaled up assistance for responses and recovery.

9a. Have project risks been identified and is a strategy in place to mitigate the risks?

- ☐ The partnership has not yet completed a project risk assessment.
- ☒ The partnership has identified some project risks and is currently planning a mitigation strategy.
- ☐ A project risk assessment has been completed and mitigation plans are in place.

9b. Describe the project risks and related mitigation strategies.

(Limit 2000 characters)

The regional emergency services master plan will be a living document that demands foresight to prevent risks and counter

measures that might help to prevent injuries and losses. It will document procedures, resources, communications and organizational structures to respond to an emergency. Each partner municipality will approve the document that is intended to prepare for, respond to, mitigate the effects of and recover from an emergency and to provide for the health, safety and well-being of people and the protection of property and the environment. For example, Drumheller has a good inventory of pumps and Aqua dams and other "mechanical" devices. Partner municipalities would benefit greatly by having a well documented emergency services master plan that includes for flood mitigation. Through engagement of the individuals that participated in former state of local emergency events that plan will have very strategic and tactical information recorded allowing future users to have high confidence in the response.

10. If the project involves acquisition/purchase of capital assets, who will own and maintain the resulting capital assets?

Each municipality will own and maintain their own capital assets. Regional collaboration efforts can expand, through grants such as this, with the purchase of necessary equipment to mitigate the effects of and recover from an emergency. Commitment to completion of the plan has been made at each partnering municipality's Council level as well as providing the necessary knowledge-based and experienced staff members to work with the consultant in the preparation of the plan. As part of the plan, each municipality will be committed to make capital assets (equipment) and trained personnel available to a partner in need.

11. List all estimated project costs in the table below. If you are applying for funding for a distinct portion or phase of a multi-phase, long-term project, then only list the project cost information associated with the activities relevant to the phase being carried out. Refer to the ACP Guidelines for information on eligible expenses.

**a**

## h

**Program Guidelines for further information.**

## Application Certification

- ☒ I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

R.M. Romanetz, P. Eng., Chief Administrative Officer

Print Name, Title  
 Duly-Authorized Signing Officer

  
 Signature  
 Duly-Authorized Signing Officer

February 5, 2016

Date

## Application Checklist

I confirm that I have:

- ☒ Provided all partnership information and confirmed that council resolutions supporting the project are in place. If resolutions are not yet passed but are obtained by February 29, 2016, I will send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).
- ☒ Provided responses to all questions on the application form; and
- ☒ Provided a certification signature from a duly-authorized signing officer.

\* Incomplete Intermunicipal Collaboration applications will not be reviewed.

## Submission

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

### Mailing Address:

Municipal Affairs  
 Grants and Education Property Tax  
 Grant Program Delivery Unit  
 17th Floor, 10155 - 102 Street  
 Edmonton AB T5J 4L4

### Fax:

780-422-9133

### E-mail:

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

## Useful Resources

Alberta Community Partnership guidelines and application form:

Municipal Internship:

Collaborative Governance Initiative:

Mediation Services for Municipalities:

Municipal Grants Web Portal:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

[http://www.municipalaffairs.alberta.ca/mdrs\\_collaboration](http://www.municipalaffairs.alberta.ca/mdrs_collaboration)

<http://www.municipalaffairs.alberta.ca/mdrs>

<http://www.municipalaffairs.alberta.ca/municipalgrants>

### E-mail:

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

### Contact Phone:

780-427-2225 (dial 310-0000 first for toll-free calling).