

Town of Drumheller COUNCIL MEETING AGENDA

**December 12, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

- 1.1 Councillor Lisa Hansen-Zacharuk to be sworn in as Deputy Mayor for the months of January and February, 2017

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-10 5.1.1 Regular Council Meeting Minutes of November 28, 2016

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 11-37 5.2.1 Municipal Planning Commission Meeting Minutes of October 12, 2016
Municipal Planning Commission Meeting Minutes of October 20, 2016
Municipal Planning Commission Meeting Minutes of October 28, 2016
Municipal Planning Commission Meeting Minutes of November 10, 2016
Municipal Planning Commission Meeting Minutes of November 24, 2016

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

- 38-40 8.1.1 Bylaw 17.16 being the Utility Rate Bylaw - first reading
- 41-42 8.1.2 Bylaw 18.16 being a bylaw for borrowing monies to cover operating expenses - all three readings
- 43 8.1.3 RFD - 2017 Authorization for Expenditures
- 44-67 8.1.4 2015 Financial Indicators

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

- 68-73 8.3.1 RFD - Discount of Prepayment on Property Taxes
- 74 8.3.2 Bylaw 19.16 being a bylaw to provide an incentive for the prepayment of taxes

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

- 14.1 Labour Matter

**Town of Drumheller
COUNCIL MEETING
MINUTES**

November 28, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

DEPUTY MAYOR: Jay Garbutt

COUNCIL:

Lisa Hansen-Zacharuk
Patrick Kolafa
Tara McMillan
Sharel Shoff
Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Darryl Drohomerski

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: MAYOR Terry Yemen

1.0 CALL TO ORDER

Deputy Mayor Jay Garbutt called the meeting to order at 4:30 PM.

2.0 DEPUTY MAYOR'S OPENING REMARK

Deputy Mayor Jay Garbutt thanked the FCSS and Town Staff for hosting the Light of Drumheller event. He further thanked St. Anthony's school children and adult choirs for the Christmas carols. The event kicked off the Christmas shopping season in our community.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2016.159 McMillan, Shoff moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of November 14, 2016

MO2016.160 Hansen-Zacharuk, Kolafa moved to adopt the Regular Council Meeting Minutes of November 14, 2016 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of September 15, 2016

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Red Cross – Janice McManus – Vice President of Red Cross in NWT and Alberta and Melanie Soler – Associate Vice President of Red Cross Disaster Management Services and Heading Up the Disaster in Municipality of Wood Buffalo

J. McManus and M. Soler provided an overview of the context and role of the Canadian Red Cross:

- Canadian Red Cross is part of the international Red Cross and Red Crescent Movement, the World's largest Humanitarian Network;
- Canadian Red Cross is designated as auxiliary to government by the 1909 Act of Parliament allowing the organization to serve as a reliable, confidential partner to government at the local, provincial/territorial and national levels;
- Most recently at the Provincial level, the Red Cross has assisted with 2013 Alberta Floods and 2016 Alberta Fires;
- Red Cross works on prevention / preparedness on a personal and community level with a focus on improving readiness and reducing impact; they help where the gaps are in response or into recovery;
- On average the Canadian Red Cross assists 129 Canadians daily and responds to a disaster every 3 hours;
- More than 5000 trained disaster response volunteers pre-positioned, with almost 2000 ready to act when the time comes; for instance, 2489 volunteers were deployed for Fort McMurray Fire Response;
- Several major corporate partnerships of which Wal-Mart Canada is one; J. McManus extended a kudos to the Drumheller Wal-Mart for their assistance with raising dollars for

the 2016 Alberta Fires; as well she thanked Drumheller for being a welcoming host community during the 2016 Alberta Fires.

- To date \$178M has already been spent to directly assist those impacted by the fires.

Questions and Comments from Council:

Councillor S. Shoff asked how Drumheller can have a local Red Cross Committee. M. Soler explained that Red Cross works with those responsible with providing emergency services and then discuss how human services are currently managed and identify the gaps and enhancements needed. For instance, fundraising dollars from the local Wal-Mart are targeted for emergencies at the household level where supplies are provided if there is a gap. Red Cross can jointly plan with the local authority to fill the gaps.

Councillor L. Hansen-Zacharuk thanked Red Cross for their services and hard work, particularly with the 2016 Alberta Fires. She asked why the Province of Alberta does not have an agreement in place with Red Cross. M. Soler stated that Red Cross is looking to the Province to provide leadership and they are at the planning table with the Province.

Councillor S. Shoff asked what percentage of donations to Red Cross goes towards administrative costs. J. McManus explained the breakdown on fundraising allocations: 5% fundraising costs, 1.5% for future national capacity building and the remainder for disaster relief and support.

Deputy Mayor J. Garbutt asked Director of Protective Services G. Peters if the Town is working towards integrating the Red Cross into our emergency response plan. G. Peters stated that he has consulted Red Cross on one incidence which recently occurred in Drumheller and how they could provide assistance. He stated that the Town will continue to work with Red Cross for their support and to identify how they can be involved in our community.

Council thanked Janice and Melanie for their presentation.

6.2 Drumheller Public Library 2017 Budget Overview - Chair Vanessa Page and Board Member Julia Fielding

V. Page and J. Fielding provided an overview on the 2017 budget as follows:

- Expenses (bulk of expenses is salary - staff will be retiring and replaced with lower cost staff – existing staff receiving a 1.5% cost of living increase in 2017 and 2018 projected at 0% right now as well as being eligible for a \$0.50 per hour merit increase for performance standards;
- 2016 budget was miscalculated and the requested dollars from the Town was too high resulting in \$36,750 not needed for benefits as well as another miscalculation for a 3% increase for staff in 2016 – this has been corrected for 2017 and 2018;
- The remaining expenses have a slight cost of living increase; 2016 expenses decreased from \$280,000 to \$222,000
- There is a carryover of \$33,559 for 2017 and as a result the Library Board will be asking the Town for \$52,000 less than in 2016 and for 2018 the Library Board will be asking the Town for more than 2017 but less than 2016.

Questions and Comments from Council:

Councillor J. Garbutt asked if memberships have increased or decreased over the last few years. J. Fielding stated that the memberships have remained flat and the Library Board is currently discussing whether memberships should be free as other libraries are doing across Alberta. She further stated that there are an increasing number of free library memberships for children resulting in a dip in revenues. Deputy Mayor J. Garbutt asked what the projected revenue dip would be if free memberships were given for all library users? He further stated that the Town needs to know this dollar amount if the Library moves forward with free memberships. J. Fielding stated that she would research these costs and provide the information to Council. Councillor P. Kolafa stated that he believes the amount would be around \$15,000.

Councillor T. Zariski asked Julia and Vanessa to comment on the value of being a member of the Marigold Library System. J. Fielding stated that the value is significant with people downloading many items and ordering books from other libraries.

Council thanked Vanessa and Julia for their presentation and commended their creativity in managing the budget with limited dollars.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 RFD - Appointment to the Economic Development Task Force

R. Romanetz explained that the Economic Development Task Force Bylaw outlines the membership of the Task Force which includes appointed members at large as well as representatives from various organizations including Community Futures, Chamber of Commerce. He further explained that although the Bylaw specifies that the number of members at large shall be up to four (4) public at large members, the bylaw also has a provision that allows the Task Force to recommend to Town Council an increase or decrease in the total membership of the Task Force. He stated that for this instance, the Task Force recommends that the membership be increased to five (5) to allow for the reappointment of Mike Todor.

MO2016.160 Shoff, Hansen-Zacharuk moved to approve the reappointment of Mike Todor to the Economic Development Task Force for a three year term to expire on the date of Council's Organizational Meeting in October, 2019. Carried unanimously.

8.1.2 RFD - Drumheller Off Road Vehicle Association Lease Renewal

R. Romanetz advised that the current lease with DORVA will expire on December 31, 2016 and DORVA has requested that the lease be renewed for a further period of five years. He further advised that the wording within the lease is flexible and meets their needs while at the same time allows for the Town to use the property for other purposes should the need arise. He recommended that Council renew the lease for a further five years.

MO2016.161 Zariski, Kolafa moved to approve the lease for Drumheller Off Road Vehicle Association for a further period of five years, from January 1, 2017 to December 31, 2021.

Discussion on Motion:

Councillor J. Garbutt stated that it may not be in Council's best interest to lease land for one dollar and requested that Administration provide a report on what other communities do in similar circumstances. Councillor S. Shoff requested that DORVA present to Council on their activities and financial report in future years.

Vote on Motion:

Carried unanimously.

8.1.3 RFD - Lease and Operational Agreement between the Town of Drumheller and Drumheller and District Solid Waste Management Association

R. Romanetz advised that the Town of Drumheller has never entered into a formal lease agreement with the DDSWMA for the property where the landfill is situated. He further stated that this matter was discussed at the DDSWMA meeting and they have approved the document as presented this evening. He further stated that the Association was created in 1978. At that time, the landfill operated for a population of 5000 under strict health regulations requiring that solid waste be covered on a daily basis. Because the landfill was forced into these stricter regulations costing significant dollars for equipment, Drumheller opened its operations to surrounding municipalities thereby eliminating dozens of "dumps" across the area. He explained that a regional landfill would require the same equipment to cover the solid waste on a daily for a population of 5000 as it would for a population of 30,000. He stated that the DDSWMA's landfill is a state of the art facility and runs efficiently through the Association. He explained that although there is no dollar amount assigned to the lease, there is a fair exchange of services that is outlined in the operational agreement. For instance, in exchange for accounting work and engineering expertise from the Town, the Association provides the inventory of recycled products; the landfill manager serves as an auditor for the Town and assists with solid waste collection management, etc. He further explained that the Town and Association wish to formalize the lease for the land as outlined in red. The Town remains in control of the land and has access through the property to our recycled products through weigh-ins and weigh-outs, as well as access to the Water Treatment Plant and in the future, our public works yard. By outlining the area involved as attached to the agreement and outlining the responsibilities that have developed over the last 30 plus years, the agreements form the basis for moving forward into the future.

MO2016.162 McMillan, Shoff moved to accept the lease and operational agreements between the Town of Drumheller and the Drumheller and District Solid Waste Management Association as presented.

Discussion on Motion:

Councillor T. Zariski asked how more years are left at the landfill. T. Nygaard – Landfill Manager advised that the existing site is at Stage 2 has 12 years remaining; and Stage

3 has 25 years remaining based on current volumes of garbage. R. Romanetz explained that there is room to expand to Stage 4 and 5 however the question is if landfills are going to be replaced with something else in the future. R. Romanetz further advised that DDSWMA landfill operates at one of the lowest costs in the Province. In response to a question, T. Nygaard advised that the member municipalities are from 100 km radius around Drumheller and they meet every two months. Councillor J. Garbutt asked what the costs would be for a blue box program. T. Nygaard advised that the costs would be in the range of \$20 -\$25 per month per household. She further explained that the landfill does not have the infrastructure to handle the blue box system as it requires large scale conveyors which are not cost effective for the landfill. She further explained that currently the landfill staff sort recycles by hand.

Vote on Motion:
Carried unanimously.

8.1.4 2017 Budget and Utility Rates Timelines

R. Romanetz presented an overview of the 2017 Budget and Utility Rates Timelines as follows:

December 5th – tax supported and utilities operating budget discussion; proposed that the Council COW meeting be cancelled;

December 12th – propose first reading of Utility Rate Bylaw and continuation of operating budget discussion following the Regular Council Meeting, if required;

December 19th – propose to change the Council COW to a Special Council Meeting for 2nd and 3rd reading of Utility Rate Bylaw and a review of the User Fee Schedule for 2017;

January 23rd – propose a presentation of the Capital budget review; and

February 21st or March 6th – propose budget approvals at the Regular Council Meeting.

Council agreed to the proposed schedule. Deputy Mayor J. Garbutt stated that the Budget Meetings will be open to the public.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 RFD - Solid Waste Collection Tender Award

D. Drohomerski advised that the current Solid Waste Collection Contract expires on December 31st, 2016 which is comprised of a two part contract – residential which is part of the tax base and a franchise agreement for the commercial customers. The tender was put out this fall for a four (4) year contract and the Town received four (4) bids ranging from \$1,861,321.08 to \$6,915,113.10. He explained that a four (4) year contract provides a longer term so that the successful contractor can purchase equipment and get a good foothold on the routes in the community. Administration is recommending GFL Environmental in the amount of \$1,861,321.08. He further advised that GFL is proposing to change the residential collection schedule from the current Monday to Friday roster to Monday to Thursday. GFL will be responsible for paying the costs associated with notifying residents of this change in schedule. He further advised

that commercial customers will see a decrease in their garbage service price if there is currently a small bin in place.

MO2016.163 Hansen-Zacharuk, Zariski moved to award the contract for both residential and commercial solid waste collection services to GFL Environmental Inc in the amount of \$1,861,321.08 for a four (4) year contract to expire on December 31st, 2020.

Discussion on Motion:

Deputy Mayor J. Garbutt asked if GFL intends to be part of the community. D. Drohomerski stated that GFL has indicated that they wish to become part of the community and their expectations will be to set up shop in Drumheller and hire local employees.

Vote on Motion:

Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Deputy Mayor Jay Garbutt - Sandstone Manor 2017 Budget

Deputy Mayor J. Garbutt presented the Sandstone Manor 2017 budget and advised that they are anticipating a better year than 2015 and expect a significant reserve payment this year as revenues are up. He explained that in 2015 not only did they see a turnover and significant reinvestment in terms of maintenance but also one suite was not rentable due to heaving of the basement floor. He further explained that the Manor is now in the position to rent all twenty suites and revenue will be better moving forward.

MO2016.164 Hansen-Zacharuk, Kolafa moved to accept the Sandstone Manor 2017 Budget as presented. Carried unanimously.

14.0 IN-CAMERA MATTERS MO2016.165 Shoff, Kolafa moved to go in camera at 5:52 PM. Carried unanimously.

14.1 Labour Matter

MO2016.166 McMillan, Hansen-Zacharuk moved to revert to Regular Council Meeting at 6:25 PM. Carried unanimously.

MO2016.167 Shoff, Zariski moved to approve the MOU between CUPE 135 and the Town of Drumheller, dated November 9th, 2016, as presented.

5 In Favour – Garbutt, Hansen-Zacharuk, Kolafa, McMillan, Shoff

1 Opposed – Zariski

Carried.

MO2016.168 Kolafa, Hansen-Zachurak moved to approve the MOU between CUPE 4604 and the Town of Drumheller, dated November 3rd, 2016, as presented.

5 In Favour - Garbutt, Hansen-Zacharuk, Kolafa, McMillan, Shoff

1 Opposed – Zariski

Carried.

There being no further business, the Deputy Mayor declared the meeting adjourned at 6:25 PM.

Chief Administrative Officer

Deputy Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday October 12, 2016**

Present: Paul Salvatore, Director of Community Services
Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Member - Chair
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member

Absent: Scott Kuntz, Member– Regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

Delegation: Joe Castonguay – T00242-16 D
Kristyne DeMott – T00242-16D
Kelly Boyko – T00242-16D
Steve Brant – T00244-16D
Bill Pratt – T00230-16D

1.0 CALL TO ORDER – 12:05 pm

C. Gillis presented the Agenda for October 12, 2016 meeting.

1.1 Agenda – Additions or Deletions

No additions

One deletion – 3.2 T00228-16D – SPC Solutions – Manufacture Home - withdrawn

1.2 Acceptance of Agenda

Motion: T. Zariski moved to accept the agenda of October 12, 2016 with the deletion as noted

Second: – S. Gallagher. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 September 15, 2016

Motion: S. Clark moved to accept the minutes of September 15, 2016 as presented.

Second: – S. Gallagher. Carried



3.0 DEVELOPMENT PERMITS

3.1 T00226-16D – Bertamini / Gallagher - Bench

Development permit T00226-16D Bertamini / Gallagher – Bench, applicant S. Gallagher suggested due to time constraints at this meeting October 12, 2016, this application be tabled for review at the next MPC meeting.

3.2 ~~T00228-16D – SPC Solutions – Manufacture Home~~ - **WITHDRAWN**

Development permit T00228-16D SPC Solutions, withdrawn by applicant.

3.3 T00230- 16D – Annette & Bill Pratt - Deck

J. Steeper presented Development Permit T00230-16D submitted by Annette & Bill Pratt for a deck located at 17 Spruce Drive, Drumheller on Plan 4437JK; Block 3; Lots 17. Zoning is R-1 Residential District.

J. Steeper stated this development permit was previously seen September 15, 2016. MPC tabled Development Permit T00230-16D submitted by Annette & Bill Pratt for a deck located at 17 Spruce Drive, Drumheller on Plan 4437JK; Block 3; Lots 17, for more detailed drawings with actual measurements and elevations for the deck and pergola.

J. Steeper advised new drawing(s) submitted clarified measurements and elevations. The pergola would be trapezoid in shape 15 feet from the point of the deck to the side walk, the deck is to be built as close to grade as possible. The front area deck would enable the residents to sit in the sun.

B. Pratt spoke to the application and confirmed distances and elevations.

Municipal Planning Commission Members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00230-16D submitted by Annette & Bill Pratt for a deck located at 17 Spruce Drive, Drumheller on Plan 4437JK; Block 3; Lots 17, subject to the following conditions;

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

Second: S. Clark. – Carried



3.4 T00241-16D – R. Condon / S. Raymond – Cover over existing deck

J. Steeper presented Development Permit T00241-16D submitted by Robert Condon & Susan Raymond for a covering over an existing deck located at 864 2 Avenue West, Drumheller on Plan 8358CQ; Block 45; Lots 4. Zoning is R-1A Residential District.

J. Steeper advised that this zoning allows a deck on one side if there is no variance on the other side of the home, it is also possible to go to zero lot line with neighbor approval. The applicants also mention a future expansion to the home; the expansion would incorporate the deck as the footprint and use existing footings.

Municipal Planning Commission Members discussed the application.

Motion: MPC tabled Development Permit T00241-16D submitted by Annette Robert Condon & Susan Raymond for a covering over an existing deck located at 864 2 Avenue West, Drumheller on Plan 8358CQ; Block 45; Lots 4, for more detailed drawings with actual measurements, angle drawings and photos for the deck.

3.5 T00242-16D – Tri Power Integrities – New Construction SFD

J. Steeper presented Development Permit T00242-16D submitted by Tri Power Integrities for a new construction single family dwelling located at 1310 7 Avenue East, Drumheller on Plan 1611903; Block 2; Lot 18. Zoning is R-1 Residential District.

J. Steeper advised the applicant is building this show home as a bungalow on a crawl space with an attached garage in the new Riverside subdivision. The setbacks meet the requirements of the zoning. The home and attached garage covers 34% of the lot, which is more than the development officer can approve.

J. Castonguay explained this is the show home for the subdivision, and requested the relaxation to 34% of lot coverage. The exterior of the home would be hardy board siding and stucco. K. Boyko mentioned this is a 55 plus subdivision where most homes will be slab on grade or have crawl spaces, that conform to the existing neighborhood. During conversation the applicants also noted 5 lots have been sold to date; the homes have a larger footprint due to not having basements so will exceed the lot coverage in most cases.

Municipal Planning Commission Members discussed the application.

Motion: S. Clark moved to approve Development Permit T00242-16D submitted by Tri Power Integrities for a new construction single family dwelling located at 1310 7 Avenue East, Drumheller on Plan 1611903; Block 2; Lot 18, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.



6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: T. Zariski. – Carried

3.6 T00244-16D – I.B.B. Contractors – 5 connected sheds for apartments

J. Steeper presented Development Permit T00244-16D submitted by I.B.B. Contractors for a 5 unit storage shed located at 333 2 Street East, Drumheller on Plan 2691BC; Block 17; Lots 15 & 16. Zoning is DT Downtown Transition District. All uses are discretionary in this district.

J. Steeper advised this is an accessory building consisting of 5, 8 foot by 10 foot connected storage units for the residents of the apartment building on site. The applicant is requesting a relaxation to 1 foot 4 inches on the south side of the lot.

S. Brant noted the unit would not interfere with existing parking, and would be located on the side yard. The doors would be outswing, the siding and doors would match the apartment building. The building will have a sloping roof with a walk way in front of the shed.

Municipal Planning Commission Members discussed the application

Motion: S. Shoff moved to approve Development Permit T00244-16D submitted by I.B.B. Contractors for a 5 unit storage shed located at 333 2 Street East, Drumheller on Plan 2691BC; Block 17; Lots 15 & 16, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Placement of construction as per submitted site plan.
3. Height of accessory building as per plans submitted and not to exceed 4.57 m (15 ft.).
4. Construction to be in accordance with the Alberta Building Code.
5. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call.
6. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.



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

Second: S. Gallagher. – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

- 4.1 80-136 – Subdivision Report – Sharon Brydges – response by September 30, 2016

Due to time constraints on 80-136 – Subdivision Report for Sharon Brydges responses were to be sent directly to C. Cvik at Palliser Regional Municipal Services. No comments received.

5.0 OTHER DISCUSSION ITEMS

- 5.1

6.0 Adjournment – Meeting adjourned by C. Gillis at 1:27 pm.

Chairperson

Development Officer

Attachments: Agenda October 12, 2016



**Municipal Planning Commission
MINUTES
Meeting of Thursday October 20, 2016**

Present: Julie Steeper, Development Officer
Donna Kittridge, Recording Secretary
Sharon Clark, Vice Chairperson
Clayton Gillis, Member – Acting Chair
Sharel Shoff, Councillor/Member
Scott Kuntz /Member
Stacy Gallagher, Member

Absent: Cynthia Cvik - Palliser Regional Municipal Services Representative - regrets
Tom Zariski, Councillor/Member - regrets
Linda Taylor – Recording Secretary - regrets
Paul Salvatore, Director of Community Services - regrets

1.0 CALL TO ORDER – 12:04 pm

C. Gillis presented the Agenda for October 20, 2016 meeting.

1.1 Agenda – Additions or Deletions

1.2 Acceptance of Agenda

Motion: S. Clark
Second: S. Kuntz

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 October 12, 2016 - not presented

3.0 DEVELOPMENT PERMITS

3.1 T00226-16D – Bertamini / Gallagher – Bench

J. Steeper presented Development permit T00226-16D submitted by Karen Bertamini & Stacey Gallagher regarding the placement of a bench at 170 Center Street, Drumheller, Plan 3099AD, Block 30; Lot 16/17. Zoning is C-B. Commercial District. Intent is to place an advertising bench at this location. Application needs relaxation for distance.

Julie Steeper advises she has noted that there is a requirement for benches to be a minimum of 100 meters from each other.

Municipal Planning Commission members discussed the application.



Motion: Application was tabled pending amendments to application. J. Steeper to contact the applicant to ensure they are aware of the 100 meter requirement between benches and determine if they would like to amend the application given the distance requirement.

3.3 T00246-16D – Construction Productions Inc. – Media Production Services

J. Steeper presented Development Permit T00246-16D submitted by Construction Productions Inc. for a media production service business located at 3036 Highway 10, Drumheller, and SW 32-28-19 W4. Zoning is C-R, country residential.

J. Steeper advised this application is for Media Production Service engaged in construction and exotic animal handling which requires a fenced enclosure, which is to be approved by Fish and Wildlife. The animal's enclosure is to be secure enough to house the wolves; the permit is to be for only 2 wolves at any time. The land use bylaw was recently amended to allow this type of business.

J. Steeper pointed out the definition of Media Production Services from the Town of Drumheller Land Use Bylaw 10-08:

"Media Production Services" refers to full-time or freelance workers in any field of communication, entertainment or information that reaches a wide range of people. Media production refers to the professional creation of such content and the ancillary uses associated with contributing to the creation of a product. This may include, but not be limited to: construction, technological services, and exotic animal handling all in accordance with Provincial and Federal regulatory bodies;"

Matt Paproski, the applicant made a verbal presentation to the Municipal Planning Commission.

Municipal Planning Commission members discussed the application. It was noted that any changes to number or types of animals would require another development application with proof of permits from Fish & Wildlife.

Motion: S. Gallagher moved to approve Development Permit T00246-16D submitted by Construction Productions Inc. located at 3036 Hwy 10, SW 32-28-19 W4 subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Annual Business License is required.
4. Written consent from registered property owner to be provided to the Town of Drumheller prior to commencement of business activities.
5. There shall be no outside storage of materials, commodities or finished products.
6. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 meter (10 square feet).
7. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All Fish and Wildlife permits and Animal Escape Plans shall be submitted to the development authority prior to commencement of business activities.



10. Development to conform and meet the requirements of the Regional Fire and Health Authority, reports to be submitted to the Town of Drumheller
11. Media Production Services shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.
12. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.
13. Permit expires December 31, 2017.

Second: S. Shoff. – Carried

3.2 T00243-16D – Greene Construction – Single Family Residence

J. Steeper presented Development Permit T00243-16D submitted by Greene Construction to build a new single family dwelling located at 531 – 3 Avenue West, Drumheller on Plan 8358CQ; Block 48, Lot 8. Zoning is "R-3" Multi Family District.

J. Steeper advised this application is to construct a new single family dwelling, the space in currently infill with no house on it. This development requires a front yard variance to 35% of site coverage and variance to 4 foot side yard and a variance to 16 feet for the front yard set back.

Municipal Planning Commission members discussed the application. The recommendation is to approve.

Motion: S. Gallagher moved to approve Development Permit T00243-16D submitted Greene Construction for a new single family residence located at 531 – 3 Avenue West, Drumheller on Plan 8358CQ; Block 48, Lot 8 subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.



12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: S. Clark. – Carried

3.4 T00241-16D – Robert Condon/Susan Raymond – Roof cover over rear deck.

J. Steeper presented Development Permit T00241-16D submitted by Robert Condon/Susan Raymond to build a new roof covering over a back deck located at 864 – 2 Avenue West, Drumheller on Plan 8358CQ; Block 45, Lot 4. Zoning is "R-3" Multi Family District.

J. Steeper advised this application is to construct a roof/covering over a rear deck, a revised site plan was received, and will not require any variance and the side yards are within the bylaw requirement. The house is off set to the property lines. Robert and Susan attended the discussion and explained the issues with the property line. They also mentioned intention to eventually build a 2 storey addition using of the covered deck; the addition would require another development permit.

Municipal Planning Commission members discussed the application. S. Clark questioned if there is an encroachment agreement. The recommendation is to approve.

Motion: S. Clark moved to approve Development Permit T00241-16D submitted by Robert Condon/Susan Raymond for a new roof covering over a rear deck located at 864 – 2 Avenue West, Drumheller on Plan 8358CQ; Block 45, Lot 4 subject to the following conditions;

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

SECOND:S. Gallagher – Carried

3.5 T00247-16D – Rhycor Developments – New single family bungalow with attached garage.

J. Steeper presented Development Permit T00247-16D submitted by Rhycor Developments to build a new single family bungalow with attached garage located at 419 – 14 Street E., Drumheller on Plan 1611903; Block 2, Lot 15. Zoning is "R-1" Residential District.



J. Steeper advised this application is to construct a new single family dwelling with attached garage with no basement. The applicant is requesting 41.6% site coverage and a rear yard variance to 16.6 feet.

Joe and Kelly attended the meeting and advised the home will be slab on grade and are building the homes in this development to cater to the 55 + demographic noting that without basements the site coverage is slightly larger to accommodate more main floor space.

Municipal Planning Commission members discussed the application. It was noted there is no boulevard or sidewalk along the street side of the subdivision.

Motion: S. Kuntz moved to approve Development Permit T00247-16D submitted by Rhycor Development Inc. for a new single family dwelling located at 419 – 14 Street E, Drumheller on Plan 1611903; Block 2, Lot 15 subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

SECOND: S. Gallagher- Carried

3.6 /3.7 T00248-16D & T00250-16D – Diana Devereaux – New Business Cafe and adjacent lot for local and Canadian made art sales.

J. Steeper presented Development Permit T00248-16D and T00250-16D submitted by Diana Devereaux to open a new exquisite street food cafe and adjacent art/antique shop, located at 233 & 249 – Centre Street E., Drumheller on Plan 3099AD; Block 24, Lots 18/19/20. Zoning is "C-B" Commercial District.



J. Steeper advised this application is to open a new street food cafe with this property and the adjacent property open for sale of indoor and outdoor art and antiques. Diana attended the meeting to help explain her vision and a diagram was presented to MPC members. At this point in the application consideration was being given to parking in particular, the applicant does not meet the onsite parking requirement. Each additional item should be supplied and will be considered at that time.

Municipal Planning Commission members discussed the application for parking purposes and it was deemed that parking would not be an issue at this time; as the public parking in the area includes the on street parking and a public parking area adjacent to the location.

Motion: S. Kuntz moved to approve Development Permit T00248-16D & T00250-16d submitted by Diana Devereaux for parking and combined lots at 233 & 249 Center Street, Drumheller; Plan 3099AD; Block 24, Lots 18/19/20 be approved subject to the following conditions;

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

SECOND: S. Shoff - Carried

3.8 T00251-16D – Mike Juniper – add new covered deck to front of house.

J. Steeper presented Development Permit T00251-16D submitted by Mike Juniper to build a new covered deck located at 318 - 3 Street E., Drumheller on Plan 2089BN; Block 15, Lot 36. Zoning is "R1-A" Residential District.



J. Steeper advised this application is to construct a new 5 x 20 sq. Ft covered deck to the front of the house to improve the esthetic appearance of the home. J. Steeper advised that there is allowance for a variance at the front of the house.

Municipal Planning Commission members discussed the application. It was noted that this would improve the appearance of the home.

Motion: S. Clark moved to approve Development Permit T00251-16D submitted by Mike Juniper for a new covered deck to the dwelling located at 318 – 3 Street E, Drumheller on Plan 2089BN; Block 15, Lot 36 subject to the following conditions;

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

SECOND: S. Kuntz - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS - none

5.1 None

6.0 Adjournment – Meeting adjourned by C. Gillis at 1:50 pm.

Chairperson

Development Officer



**Municipal Planning Commission
MINUTES
Online Review of Application Friday October 28, 2016**

Respondants;

Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chairperson
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member
Clayton Gillis, Member
Scott Kuntz, Member
Cynthia Cvik, Palliser Regional Municipal Services Representative

1.0 ON LINE REVIEW OF APPLICATION – October 28, 2016 12:22 pm

This application is for Development Permit T00242-16D submitted by Tri Power Integrities for new construction home located at 409 14 Street East, Drumheller on Plan 1611403; Block 2; Lot 10. Zoning is R-1. Dwelling – Single detached is a permitted use in this district.

Julie Steeper advises, this application was approved on October 12, 2016; a new construction of a single family dwelling at 1310 7 Avenue East for a 'show home' for the new subdivision at the old St. Anthony's school site, but recently Joe sold that site and would like to put the show home at 409 14 Street East instead. Please find attached the information for the approved old permit and the new information for the new amended application. All rear, side, and front yard setbacks meet the Land Use Bylaw requirements as per the plot plan submitted, but the site coverage would be 40.12%. Please provide your feedback at your earliest convenience.

J. Steeper requested MPC approval via email.

2.0 DEVELOPMENT PERMIT

Development Permit T00242-16D submitted by Tri Power Integrities for new construction home located at 409 14 Street East, Drumheller on Plan 1611403; Block 2; Lot 10. Zoning is R-1. Dwelling – Single detached is a permitted use in this district.

Fri 10/28/2016 1:47 PM

The plan looks fine to me however I am wondering how the address is #409 since these all fall between 6th and 7th avenue?? Other than that no questions
C Gillis

Sat 10/29/2016 7:16 AM

I see no problem in going forward with this
T Zariski

Sat 10/29/2016 11:48 AM

Site coverage is more than the original lot we approved but still less than the last one we approved if I am correct....No objections from me.
S Gallagher



Sun 10/30/2016 11:54 AM

It appears that they are covering the site more and more last application was 34% now this is 40%. I think at some time we should look at limiting the site coverage because it is a small foot print that is open. Thanks.

S Shoff

Mon 10/31/2016 8:21 AM

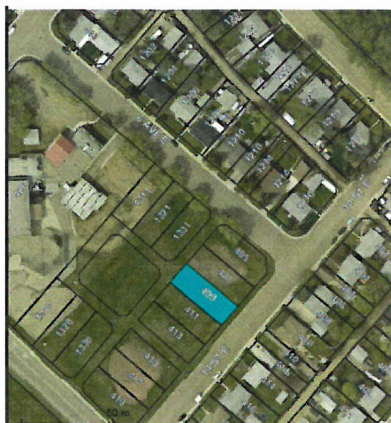
We just approved a plan that had greater lot coverage than this one....I would approve this development.

S Clark

Mon 10/31/2016 1:29 PM

The application has been approved with conditions given the responses received. I have attached a pdf map to show the lot in question and the address associated with the lot as there was a question about the address.

Thank you all for your timely responses I appreciate it.



J Steeper

Motion:

T. Zariski, since you were the first to respond (Clayton is the chair), we will record this as your motion

Development Permit T00242-16D submitted by Tri Power Integrities for new construction home located at 409 14 Street East, Drumheller on Plan 1611403; Block 2; Lot 10 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.



8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second:

S. Gallagher providing a second. Carried

Thank you everyone for facilitating this request for review and response on such short notice

The email is adequate for approval, a copy of the minutes will be presented at the next meeting.

3.0 Adjournment of ON LINE REVIEW OF APPLICATION October 31, 2016 1:29pm

Chairperson

Development Officer

Attachments:

Agenda

HP LaserJet 400 color M451dn

HP Web Services

Enable HP Web Services

1. Open a browser on your computer and type 192.168.200.71 in the browser's address bar, and press Enter.
2. On the Web page that appears, click on the HP Web Services tab.
3. Review and accept the terms of use, and then click the Enable button.

HP ePrint

Print from Anywhere

HP's free ePrint service provides an easy way to print from e-mail, anywhere and anytime. Simply attach a file to an e-mail, and send it to this printer's e-mail address. The attachment will print automatically on this printer. Supported attachment file types include .pdf, .jpg, .tif, and Microsoft Office(R) documents.

NOTE: Attachments may print differently than they appear in the software program which created them, depending on the original fonts and layout options used.

Your Printer is Protected

To help prevent unauthorized e-mail, HP assigns a random e-mail address to your printer, never publicizes this address, and by default does not respond to any sender. ePrint also provides industry-standard spam filtering and transforms e-mail and attachments to a print-only format to reduce the threat of a virus or other harmful content.

NOTE: The ePrint service does not filter e-mails based on content, so it cannot prevent objectionable or copyrighted material from being printed.

HP ePrintCenter

Use the HP ePrintCenter Web Site

Use HP's free ePrintCenter Web site to set up increased security for ePrint, specify the e-mail addresses that are allowed to send e-mail to your printer, get Print Apps (if available for your product), and access other free services.

- Go to the HP ePrintCenter Web site for more information and specific terms and conditions:
www.hpPrintCenter.com



Municipal Planning Commission MINUTES

Online Review of Application Thursday November 10, 2016

Respondants;

Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chairperson
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member
Clayton Gillis, Member
Scott Kuntz, Member
Cynthia Cvik, Palliser Regional Municipal Services Representative

PART 1

1.0 ON LINE REVIEW OF APPLICATION – November 10, 2016 4:29 pm

This application is for Development Permit T00247-16D submitted by Rhycor Developments for new construction home located at 419 14 Street East, Drumheller on Plan 1611903; Block 2; Lot 15. Zoning is R-1. Dwelling – Single detached is a permitted use in this district.

Julie Steeper advises, this application was approved on October 20, 2016; a new construction of a single family dwelling at 419 14 Street East in the new subdivision at the old st. Anthony's school site, but recently Joe came in with a different site plan and the left and rear setbacks are different from the application that was approved. Also the clients buying the house would now like to add a basement. Please find attached the information for the approved old permit application, old site plan, and the new information for the new amended application with new site plan and floor plans. The front and side setbacks meet the Land Use Bylaw requirements as per the plot plan submitted. But the rear yard setback would require a variance from the required 25 ft to 11.3ft (we previously approved 16.6ft) and the site coverage would be 41.6% (same as what was previously approved). Please provide your feedback at your earliest convenience.

J. Steeper requested MPC approval via email.

2.0 DEVELOPMENT PERMIT

Development Permit T00247-16D submitted by Rhycor Developments for new construction home located at 419 14 Street East, Drumheller on Plan 1611903; Block 2; Lot 15. Zoning is R-1. Dwelling – Single detached is a permitted use in this district.

Fri 11/11/2016 12:50 PM

I am fine with the changes and the lot coverage.
C Gillis

Mon 11/14/2016 9:55 AM

I do not have a copy of the original site plan, but if the rear set back is now being reduced by over 5 ft. how can the site coverage remain the same? I am getting concerned that suddenly these houses are going to be just crammed together.
S Clark



Mon 11/14/2016 10:03 AM

I am fine with the required changes

S Kuntz

Tue 11/15/2016 8:21 AM

The setbacks that were provided were different than what the surveyed site plan indicated. The coverage of the house (size of the house) is the same and the distances given were incorrect. It is the applicant's responsibility to provide the correct distances and Joe did not wait for the surveyed site plan. The old site plan was attached to the original email and I have attached again to this email so you can view it. I just want to note that the side setbacks all meet the land use bylaw requirements the rear yard differences is simply how far the house extends into the lot. There is a lane with a park to rear of these houses I don't see any particular impact a rear variance would have on the neighbouring properties.

J Steeper

Tue 11/15/2016 8:57 AM

I don't have any concern with the reduced rear yard setback. There is a trend toward minimizing lawn space for maintenance/watering purposes.

As for the basement, as long as the soils will support construction of this nature and there is no flood risk, no concerns.

C Cvik

Tue 11/15/2016 9:32 AM

In reviewing the site plans etc. I do not have any difficulty with approving the revised application. It would be helpful however, if we were to receive the actual plan as part of the initial application, as opposed to having to review and reconsider when the plans change, which seems to have happened a couple of times now.

S Clark

Tue 11/15/2016 9:34 AM

I will approve the first one

S Shoff

Tue 11/15/2016 9:35 AM

I agree with you, hopefully we won't have as many changes on applications in the future.

J Steeper

Wed 11/16/2016 3:35 PM

Just to provide everyone with a conclusion this application has been approved with 4 in favor.

J Steeper

Motion:

S. Kuntz, since you were the first to respond (Clayton is the chair), we will record this as your motion

Development Permit T00247-16D submitted by Rhycor Developments for new construction home located at 419 14 Street East, Drumheller on Plan 1611903; Block 2; Lot 15 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.



4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
5. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
8. All contractor's to be in possession of a valid Town of Drumheller business license.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second:

S Clark providing a second. Carried

PART 2

1.0 ON LINE REVIEW OF APPLICATION – November 10, 2016 4:29 pm

This application is for Development Permit T00226-16D submitted by K Bertimini & S Gallagher for a sign bench located at 170 Centre Street, Drumheller on Plan 3099AD; Block 30; Lot 16 & 17. Zoning is C-B Central Commercial District.

Julie Steeper advises, this application was previously tabled; this application is for a bench sign, MPC requested that perhaps the bench sign could be located further down the same street due to the close proximity of other existing bench signs (closer than 100m). I spoke with the applicant and the comments have been taken into consideration, but she would like to keep the location of the bench as per the application. Attached is an email explaining that the location needs a bench and that often people are sitting on the steps. Also the email mentioned a list of places with benches so I have completed a map for you to see the distances of those benches. Please find attached the application, the applicants' email with explanation, and my map with the bench signs (only the red, green, and orange have permits on file). It shows that the benches mentioned are not 100m apart from each other. It is possible that if certain areas are highly travelled by pedestrians it may need more benches within closer proximity but we also need to consider the appearance of too many benches. Please provide your feedback at your earliest convenience.

J. Steeper requested MPC approval via email.

2.0 DEVELOPMENT PERMIT

Development Permit T00226-16D submitted by K Bertimini & S Gallagher for a sign bench located at 170 Centre Street, Drumheller on Plan 3099AD; Block 30; Lot 16 & 17. Zoning is C-B Central Commercial District.



Fri 11/11/2016 8:13 AM

I have no problem having bench/signs in places where they will actually be used.

I have no problem with this application.

Are the current bench/signs with no permits going to be contacted?

T Zariski

Fri 11/11/2016 1:01 PM

We have to keep in mind the purpose of the 100m is to avoid too much concentration of advertising and changing the overall look of downtown. Having a regular bench outside that location would probably meet with no objection, it may even look nice. The advertising component of the bench is the part in question and therefore I believe we need to try to keep the distance at least close to that 100m. Immediately across the street is too close in my mind. I hope you understand my reasoning for this, I am not at all against these types of ads or the benches.

C Gillis

Mon 11/14/2016 9:58 AM

I believe the by-law needs to be adhered to....and the fact that other benches do not comply does not justify further non-compliance.

S Clark

Tue 11/15/2016 8:54 AM

As the sight lines for pedestrians would likely not be negatively impacted by 100 metre separations, I would consider the request in a positive light, particularly if it will **serve a need** for the public. If the benches are always occupied, they really do function as a sign, but rather as street furniture. For your consideration.

C Cvik

Mon 11/14/2016 10:21 AM

I do not like setting precedence with regards to current bylaws in effect. I do understand that there are some bench locations already in fault with regards to our bylaw.....however those were decisions made prior to my involvement with MPC. The last thing I want is for 5 local realtors to approach us asking to put up benches all within the same block. If you allow one to break the bylaw then they will all expect the same.

S Kuntz

Tue 11/15/2016 9:34 AM

I feel that with the benches we should try and keep the bylaw that is in place.

S Shoff

Wed 11/16/2016 3:37 PM

So we have 1 in favor and 4 against. So this application has been refused.

J Steeper

Thank you everyone for facilitating this request for review and response on such short notice

The email is adequate for approval, a copy of the minutes will be presented at the next meeting.



3.0 Adjournment of ON LINE REVIEW OF APPLICATION November 16, 2016 1:29pm

Chairperson

Development Officer

Attachments:

Agenda



**Municipal Planning Commission
MINUTES
Meeting of Thursday November 24, 2016**

Present: Tom Zariski, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Member - Chair
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member
Cynthia Cvik - Palliser Regional Municipal Services Representative

Absent: Paul Salvatore, Director of Community Services – Regrets
Sharel Shoff, Councillor/Member - Regrets
Scott Kuntz, Member– Regrets

1.0 CALL TO ORDER – 12:07 pm

C. Gillis presented the Agenda for November 24, 2016 meeting.

1.1 Agenda – Additions or Deletions

Additions – 5.2
No deletion

1.2 Acceptance of Agenda

Motion: T. Zariski moved to accept the agenda of November 24, 2016 with the addition as noted
Second: – S. Clark. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

- 2.1 October 12, 2016**
- 2.2 October 20, 2016**
- 2.3 October 28, 2016 – online Meeting**
- 2.4 October 10, 2016 – online Meeting**

Motion: S. Clark moved to accept the minutes listed above as presented.
Second: – T. Zariski. Carried



3.0 DEVELOPMENT PERMITS

3.1 T00249-16D – Rebecca Tucker – home occupation

J. Steeper presented Development Permit T00249-16D submitted by Rebecca Tucker for a home occupation located at 1012 Twin Hills Close, Drumheller on Plan 8111554; Block 6; Lot 5. Zoning is R-1 Residential District.

J. Steeper advised this a small home occupation for wood working; to construct signs and wood projects in the garage. A circulation was sent out to area residents on October 31, 2016. Three letters were received in objection to the home occupation. G. Peters, Bylaw, stated in an email "*the community standards bylaw stipulates decibel levels and when quiet hours are to be observed*" in the Town of Drumheller.

J. Steeper referred to the email from Rebecca Tucker.

"I wanted to start a small home based wood working business that created dog beds and signs and wine racks and small wood products that were made out of pallets. I wanted to reuse something that most companies either tossed or paid people with big trucks to take away and destroy. I wanted to reuse a product that I can and could turn into art.

So I thought of a dog bed..as most of us own these tiny or big as I call "fur babies" in our home as pets or to some they are "kids" I wanted them to each have a place of comfort but yet sleep in style.

The dog beds sizes i create are 20x20, 24x24 or 32x32.

So with saying this, I took the time to take the noise decibels from the normal everyday house hold tools that I use to build. Keep in mind most of you hold these tools in your garage as everyday fixer uper tools for projects around your home.

Tools:

Table saw

Chop saw

Palm sander

Dewalt hand drill

Jig saw

Nail gun

Air compressor

Regular hammer

As per noise decibel reader we took readings from the public sidewalk aprox 12' feet in distance to the garage. Using the two loudest tools.

The table saw and the chop saw

If you see attached are the decibel readings from the same distance with the garage door open and the garage door closed.

Reading #1 is with the table saw with the garage door open- 57(dBA) for a duration of 27sec

Reading #2 is with the chop saw and the garage door open-58(dBA) for a duration of 5 sec.

Reading #3 is with the table saw and the garage door closed-50(dBA) for a duration of 32 sec

Reading #4 is with the chop saw and the garage door closed-44(dBA) for a duration of 10 sec

How I handle the saw dusts is it is vacuumed up and bagged daily and disposed of correctly at the Drumheller land fill. It is never disposed of outside the garage or disposed of any where else."

Municipal Planning Commission discussed the application.



Motion: T. Zariski moved to approve Development Permit T00249-16D submitted by Rebecca Tucker for a home occupation located at 1012 Twin Hills Close, Drumheller on Plan 8111554; Block 6; Lot 5, subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Annual Business License is required.
4. Written consent from registered property owner to be provided to the Town of Drumheller prior to commencement of business activities.
5. There shall be no outside storage of materials, commodities or finished products.
6. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 meter (10 square feet).
7. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Development to conform and meet the requirements of the Regional Fire and Health Authority, reports to be submitted to the Town of Drumheller
10. Home Occupations shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.
11. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.
12. Permit expires December 31, 2017.

Second: S. Clark. – Carried

3.2 T00257-16D – David Milton – storage shed

J. Steeper presented Development Permit T00257-16D submitted by David Milton for a storage shed located at 140 Centre Street, Drumheller on Plan 3099AD; Block 30; Lots 13 & 14. Zoning is D-T Downtown Transition District.

J. Steeper stated this development permit is for a 12 foot by 20 foot storage shed. This lot sits at an odd angle where the rear of the lot faces Centre Street and the front faces Riverside Drive. The shed would be sitting in the rear which faces Centre Street.

Municipal Planning Commission Members discussed the application. Members were concerned about the exterior finishing on the shed as it is very visible to a main tourist corridor. C. Cvik noted in the Land Use Bylaw the following:

"30. DT—Downtown Transition District

(g) Design, Character and Appearance of Buildings

1. *Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Municipal Planning Commission. The finish of buildings should complement other structures and natural site features."*



Motion: Development Permit T00257-16D submitted by David Milton for a storage shed located at 140 Centre Street, Drumheller on Plan 3099AD; Block 30; Lots 13 & 14, is tabled for more information in regards to the exterior finishing of the storage shed.

Second: S. Clark. – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 80-143 – Subdivision Report – G. Blanchett

PALLISER STAFF COMMENTS: The purpose of this subdivision is to create two new lots of equal size from one existing lot that is currently 57.77 ft. (17.61m) wide by 122 ft. (37.19m) in depth. Previously located on this lot was a single family residential home that was removed and a duplex was constructed. The duplex was constructed in the centre of the lot with a 20 ft. (6.1m) front yard and a 5 ft. (1.5m) side yard on both the east and west. There are attached garages on both units at the rear of the development with a 24'-2" (7.37m) rear yard to the alley. The applicant would now like to have both units on a separate title in order that they can be sold separately. This proposal meets the requirements for minimum site area for a semi-detached and duplex unit which requires them to be 325 m² (3,500 sq. ft.) and 278.7 m² (3,000 sq. ft.) respectively. However, the proposed lot width of 28.9 ft. (8.8m) does not meet the "R-2" requirement of 15.2 m (50 ft.) for duplex dwellings, but it does meet the requirement of 7.6 m (25 ft.) for each dwelling unit in a semi-detached dwelling. Typically a semi-detached house is described as a single family dwelling house built as one of a pair that share one common wall. Often, each house's layout is a mirror image of the other.

PALLISER STAFF RECOMMENDATIONS:

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and rights-of-way as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) Provision of an Alberta Land Surveyor Real Property Report or Surveyor Sketch to confirm location of buildings on the southerly proposed parcel and to insure that the required yards have been provided for all permanent structures [Section 654(1)(b) of the Municipal Government Act].

Municipal Planning Commission endorses the recommendation of Palliser Regional Municipal Services.

4.2 80-145 – Subdivision Report – Hunter Survey Systems

PALLISER STAFF COMMENTS: The purpose of this subdivision is to separate a small 0.17 acre (0.067 ha.) portion of a former and abandoned railway right-of-way and consolidate it with Block 1, Plan 971 1856. This



proposed parcel was a former railway crossing that provided access to the farm yard to the south from Highway 10. Now that the railway is no longer in place, the Town of Drumheller, which now has ownership of the railway right-of-way, has agreed to provide this area to the owner of the farm yard subdivision to secure permanent access. It will bridge the gap of Block 1, Plan 791 1856 that is currently in two parts, consolidating Part 1 (4.13 ha.) and Part 2 (0.16 ha.) with the proposed subdivision. This farmstead separation was created in the early 1990's when the subject area was part on the M.D. of Badlands (File No. 70/299; PRMS # 1991/92-PA-182). The subdivided parcel lies just outside the flood fringe and the floodway, however, portions of the existing Block 1, Plan 971 1856, which the parcel will be consolidated with are within both the fringe and floodway as shown in the land use district map below.

This same parcel was the subject of an application back in the spring of 2014 (File No. 80/131; PRMS # 2014-022) and was approved, with conditions, however a final plan was never submitted and therefore never registered. At that time when the application was reviewed by the Municipal Planning Commission (MPC), an addition condition was imposed to consolidate the remaining portion of the abandoned railway right-of-way, which was not part of the access consolidation with Plan 971 1856, with the balance of the SW ¼ Sec. 07-28-18 W4M to eliminate fragmentation.

PALLISER STAFF RECOMMENDATIONS:

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) Consolidation of the proposed 0.17 acres (0.067) subdivision for access from part of Plan RW 306 with Parts 1 and 2 of Block 1, Plan 971 1856 [Section 655(1)(a) of the Municipal Government Act];
- (6) Consolidation of part of Plan RW 306 with the remnant of the S.W. ¼ Sec. 7 – 28 – 18 W4M [Section 655(1)(a) of the Municipal Government Act];

Municipal Planning Commission endorses the recommendation of Palliser Regional Municipal Services.

4.3 80-144 – Subdivision Report – Hunter Survey Systems

PALLISER STAFF COMMENTS: The purpose of this subdivision is to create a 1.22 acre (0.49ha.) parcel in order for the portion of the parcel which contains the constructed water truck filling station to be separated from the balance of the former railway station grounds. This water fill station is located on the end of the water pipeline that was put in place as a method of delivering treated water from the Town of Drumheller Water Treatment Plant to the district of East Coulee, being the terminus of the waterline. Much of the community of East Coulee is on private wells and due to the connection costs the residents have not yet tied into the water line that ends at this water truck fill station. With the truck fill station the residents can haul the water to fill their water cisterns. This parcel is located at the entrance into the East Coulee district and as part of the application a 0.17 acre (0.07 ha.) portion is to



be dedicated and used to widen and improve access from the entrance from Highway 10 onto First Avenue. Public utility buildings are a discretionary use within the Agricultural District of the current Land Use Bylaw.

PALLISER STAFF RECOMMENDATIONS:

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and rights-of-way as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act]. **TELUS Communications Inc.**
- (5) Deferral of reserve by caveat against the balance of the parcel in the amount of 0.126 acres (0.051 ha.) being 10% of the developable area proposed for subdivision [Sections 666 & 669 of the Municipal Government Act].

Municipal Planning Commission endorses the recommendation of Palliser Regional Municipal Services.

5.0 OTHER DISCUSSION ITEMS

5.1 T00255-16D – Interlock Solutions – single family dwelling

Municipal Planning Commission discussed the application. Items of discussion; the lot is an infill development, lot sizes in this existing neighborhood, and future development for the neighborhood.

5.2 Miscellaneous Discussion Items

- Lot coverage for single family dwellings; more allowance for housing coverage and less landscaped area.
- Parks and Trails Master Plan; discussion on future plans
- Redevelopment Plan; for the Downtown residential area(s), discussion on future plans

6.0 Adjournment – Meeting adjourned by C. Gillis at 1:35 pm.

Chairperson

Development Officer

Attachments: Agenda November 24, 2016

TOWN OF DRUMHELLER

BYLAW NO. 17.16

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

The Council for the Town of Drumheller, duly assembled enacts as follows:

1. Definitions

"Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.

"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

"Group 1" includes connections with meters 1" and under

"Group 2" includes connections with meters from 1 1/4" to 2"

"Group 3" includes connections with meters from 3" to 4"

"Group 4" includes connections with meters from 6" to 8"

"Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.

"Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses;

"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

Agenda Item # 8.1.1

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$13.37	\$12.82
Group 2	\$45.94	\$71.74
Group 3	\$446.38	309.76
Group 4	\$1,176.74	\$1032.93

3. Water Rate

Per cubic meter \$1.7029

4. Waste Water Rate

Per cubic meter \$2.0619

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$37.33 monthly

5. Bulk Water per cubic meter \$5.6157

6. Recycling Fee per unit \$2.00

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

8. Utility Deposit

Tenant \$150.00
To apply to all new applications or reconnections.

9. Disconnection/Reconnection

Disconnection notice service fee \$25.00

Reconnection/Disconnection during business hours \$50.00

Agenda Item # 8.1.1

Reconnection/Disconnection during non-business hours \$150.00

If the water supply has been disconnected for non-payment of accounts, all fees and costs must be paid prior to reconnection

10. Bylaw 08.15 is hereby repealed.

This bylaw comes into effect on January 1, 2017.

READ A FIRST TIME this 12th day of December, 2016

READ A SECOND TIME this _____ day of December, 2016

READ A THIRD AND FINAL TIME this _____ day of December, 2016

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Town of Drumheller
Bylaw No. 18.16**

BYLAW OF THE TOWN OF DRUMHELLER for the Purpose of Borrowing Monies as Permitted by Section 256 of the Municipal Government Act.

WHEREAS the Council of the Town of Drumheller (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Covering operating expenses pending the collection of monies growing due.

NOW THEREFORE pursuant to the provisions of *The Municipal Government Act, RSA 2000*, Chapter M-26 it is hereby enacted by the Council of the Corporation as a bylaw that:

1. The Corporation borrow from Scotiabank up to the principal sum of \$2,000,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Scotiabank, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to Scotiabank for the aforesaid loan to the Corporation and to arrange with Scotiabank the amount, terms and conditions of the loan and security or securities to be given to Scotiabank;
 - (b) as security for any money borrowed from Scotiabank
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to Scotiabank all such securities and promises as Scotiabank may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of Scotiabank of all or any property, real or personal, moveable or immovable, now or

hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to Scotiabank the security or securities required by it.

3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from Scotiabank are:
- Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in **The Municipal Government Act, RSA 2000**, Chapter M-26.
5. In the event that **The Municipal Government Act, RSA 2000**, Chapter M-26 permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and Scotiabank is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligations executed by the officers designated in paragraph 2 hereof and delivered to Scotiabank will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and Scotiabank will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Town of Drumheller Bylaw No. 01.16 is hereby repealed.
7. This Bylaw comes into force on the date of the third and final reading.

READ A FIRST TIME THIS 12th day of December, 2016.

READ A SECOND TIME THIS _____ of December, 2016.

READ A THIRD TIME AND PASSED THIS _____ of January, 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.3



Request for Decision

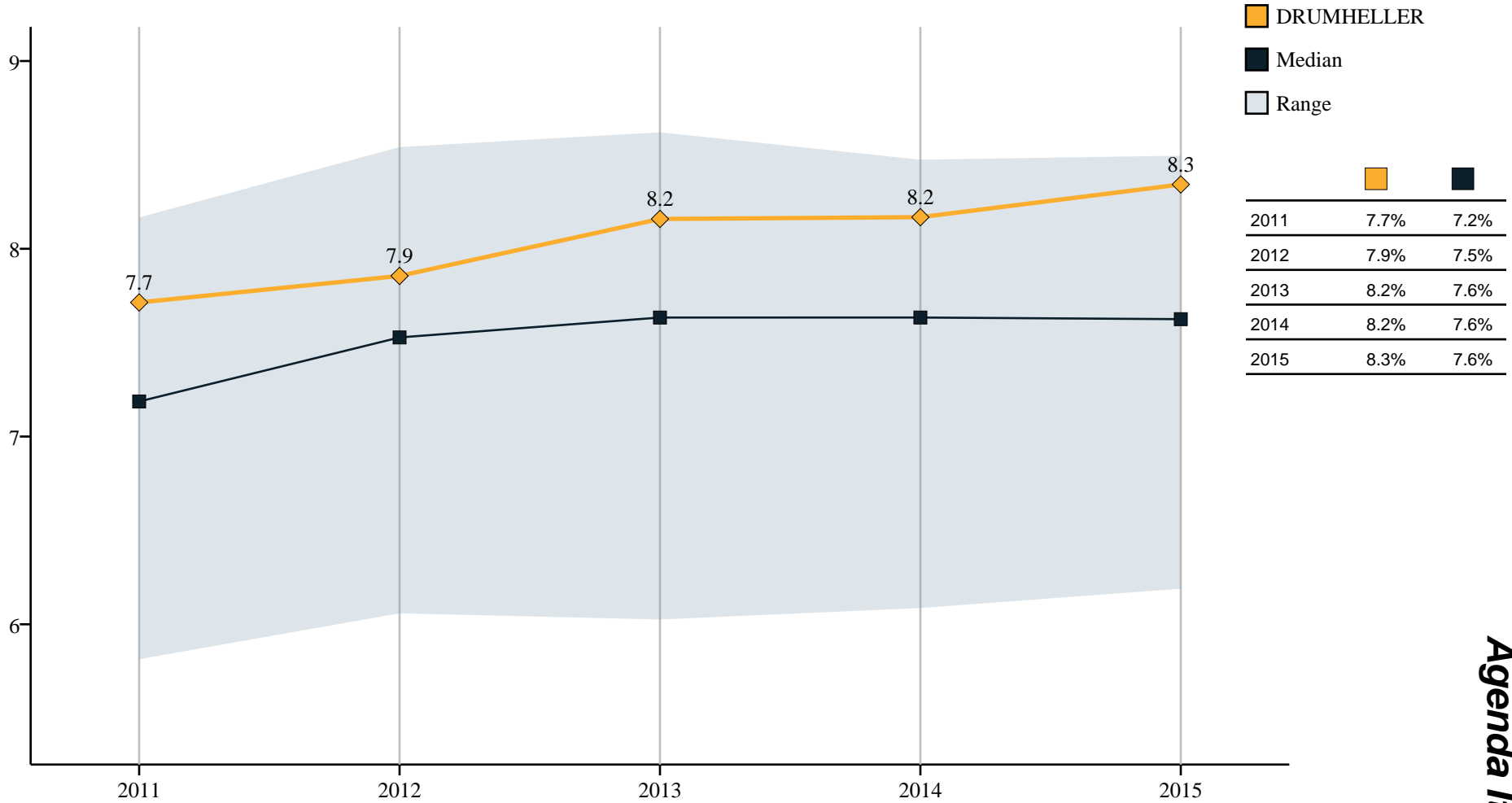
		Date:	December 9, 2016
Topic:	2017 AUTHORIZATION FOR EXPENDITURES		
Proposal:	Pursuant to Subsection 248(2) of the Municipal Government Act, Council must approve a procedure for authorizing and verifying expenditures not included in the budget. Since the 2017 operating budget has not yet been approved, a resolution from Council is required to authorize the CAO, or his delegate, to pay all current accounts, which are a proper charge of the Town, until the 2017 Operating and Capital Budgets are approved.		
Proposed by:	R.M. Romanetz, CAO		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council in accordance with Section 248(2) of the Municipal Government Act authorize the Chief Administrative Officer or his delegate, to pay all current accounts, which are properly charged to the Town, until the 2017 Operating and Capital Budgets are approved by Council.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

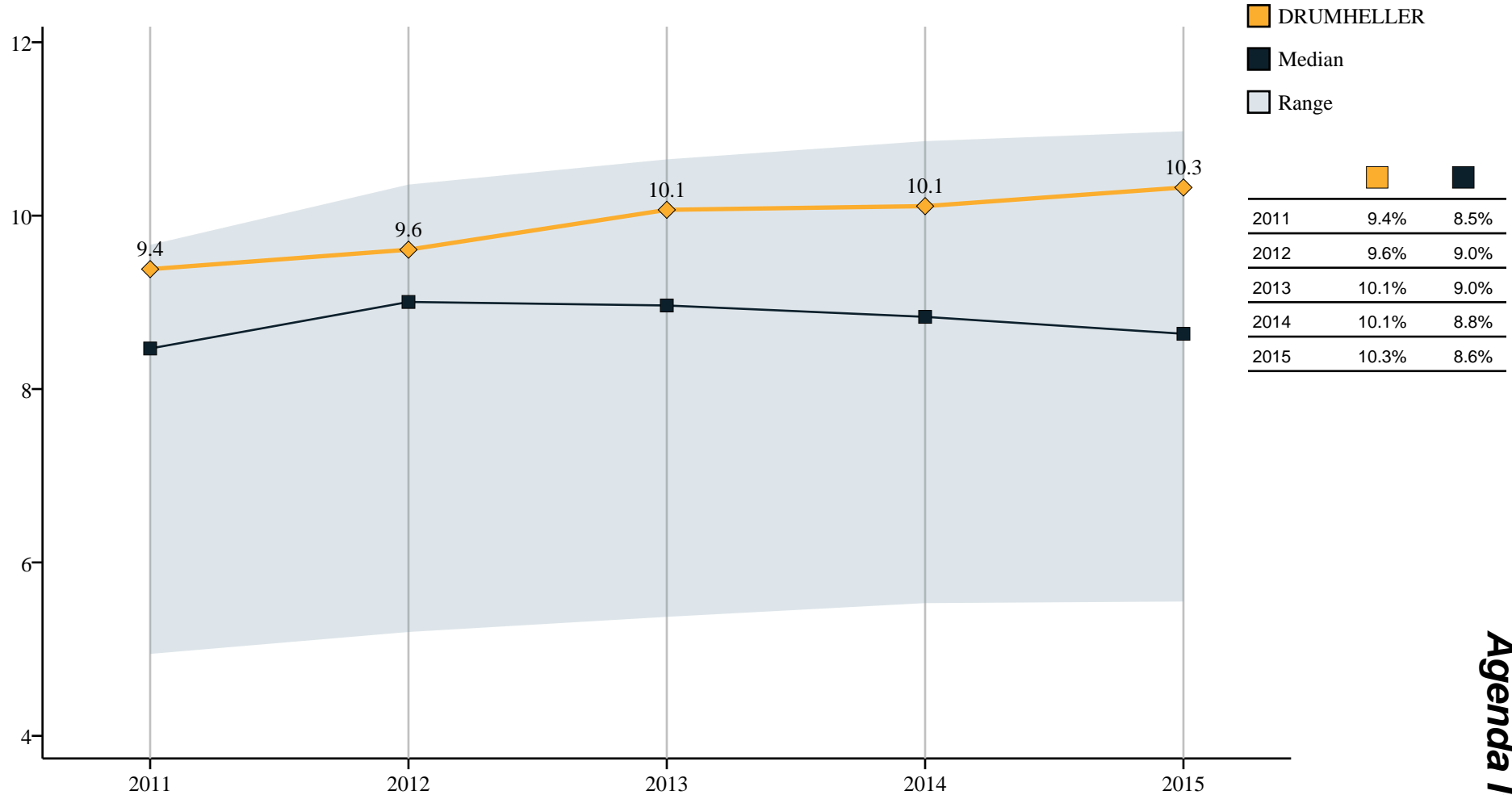
	Created By: Ray Romanetz	1
--	--------------------------	---

Municipal Equalized Tax Rates: Net Municipal



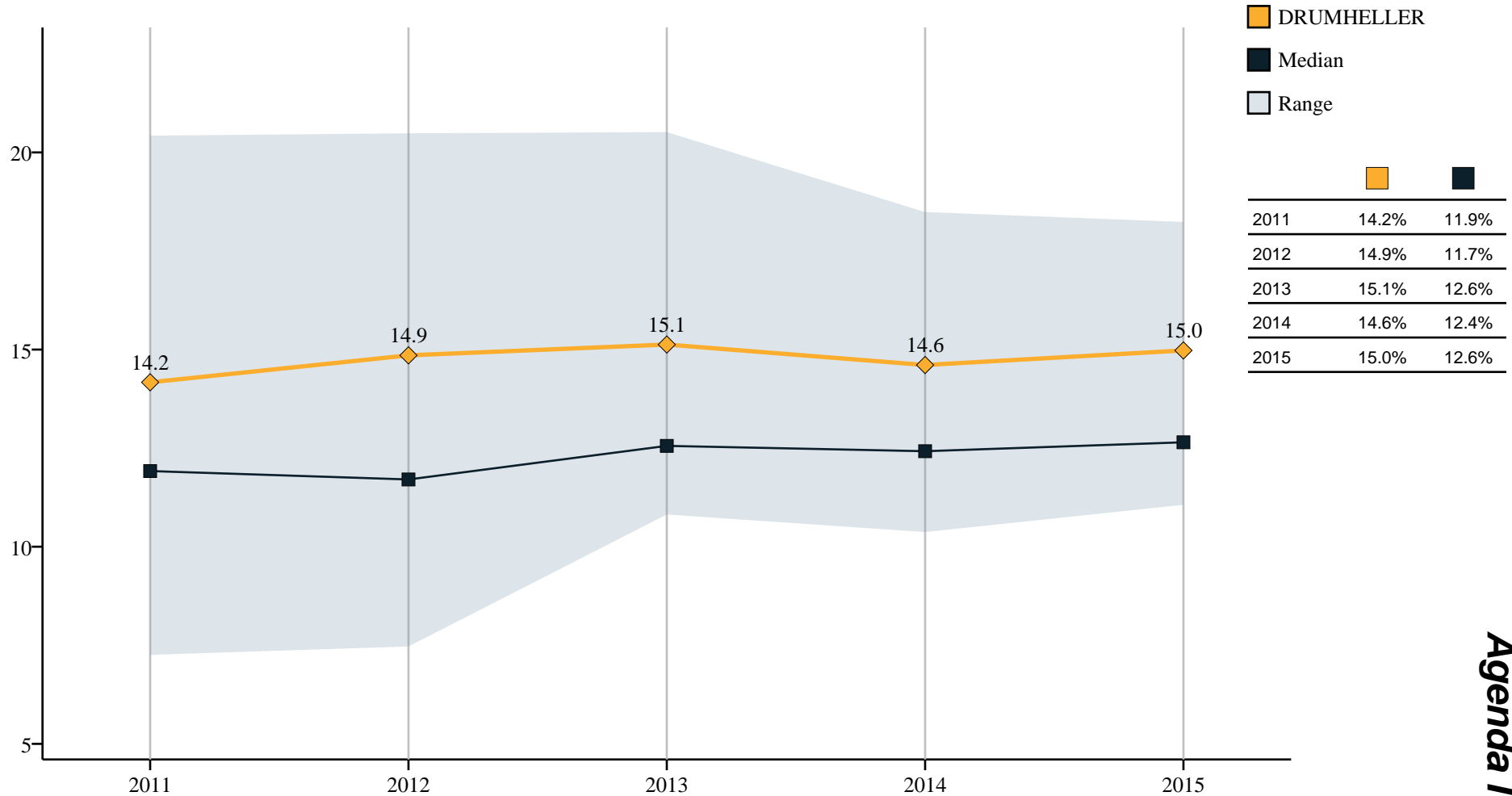
Note: Municipal Equalized Tax Rate is calculated based on total equalized assessment and net municipal property tax.

Equalized Tax Rates: Residential



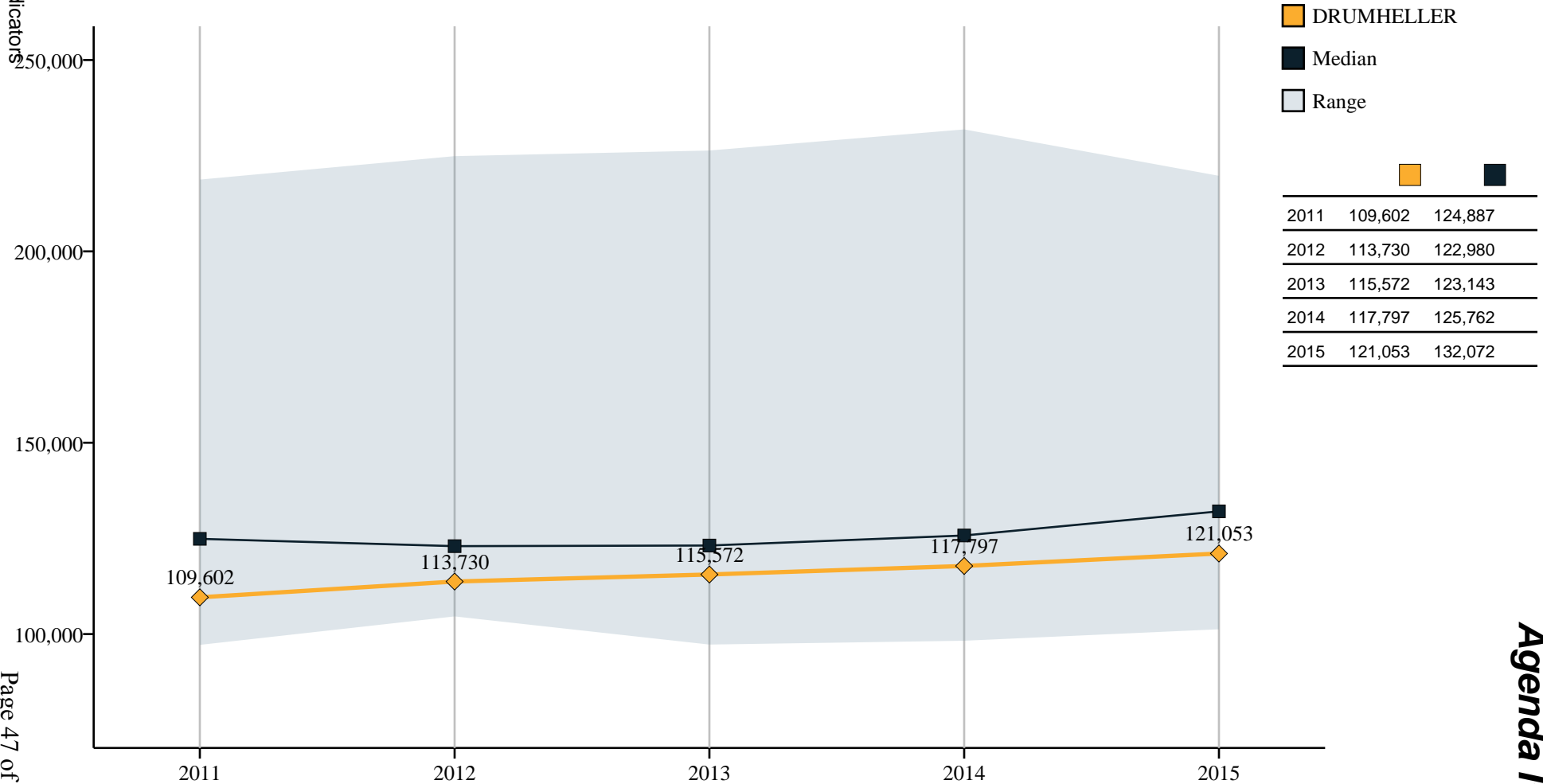
Note: Residential Equalized Tax Rate is calculated based on gross residential property taxes and residential equalized assessment.

Equalized Tax Rates: Non-Residential



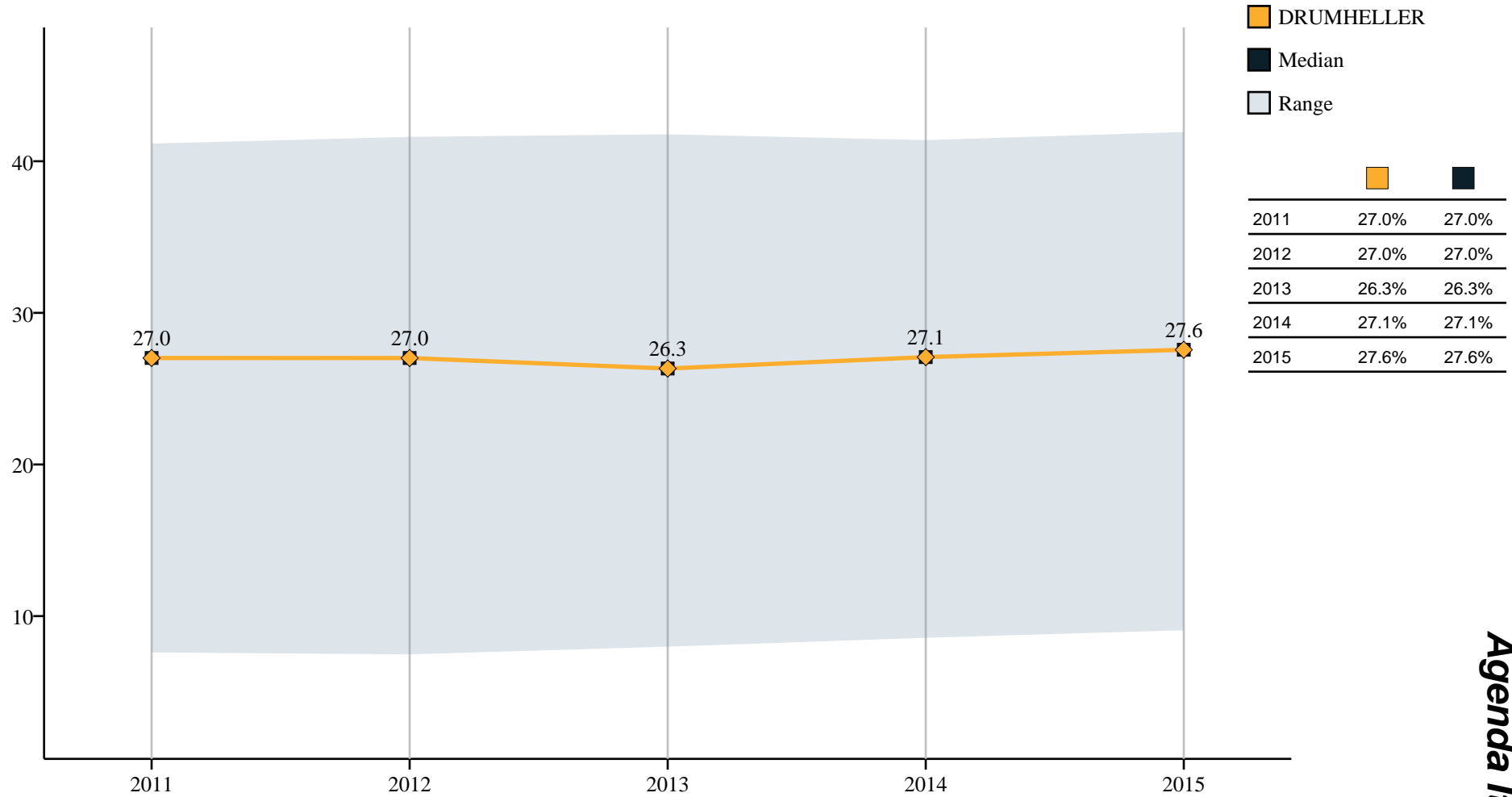
Note: Non-Residential Equalized Tax Rate is calculated based on gross non-residential property taxes and non-residential equalized assessment

Total Equalized Assessment Per Capita

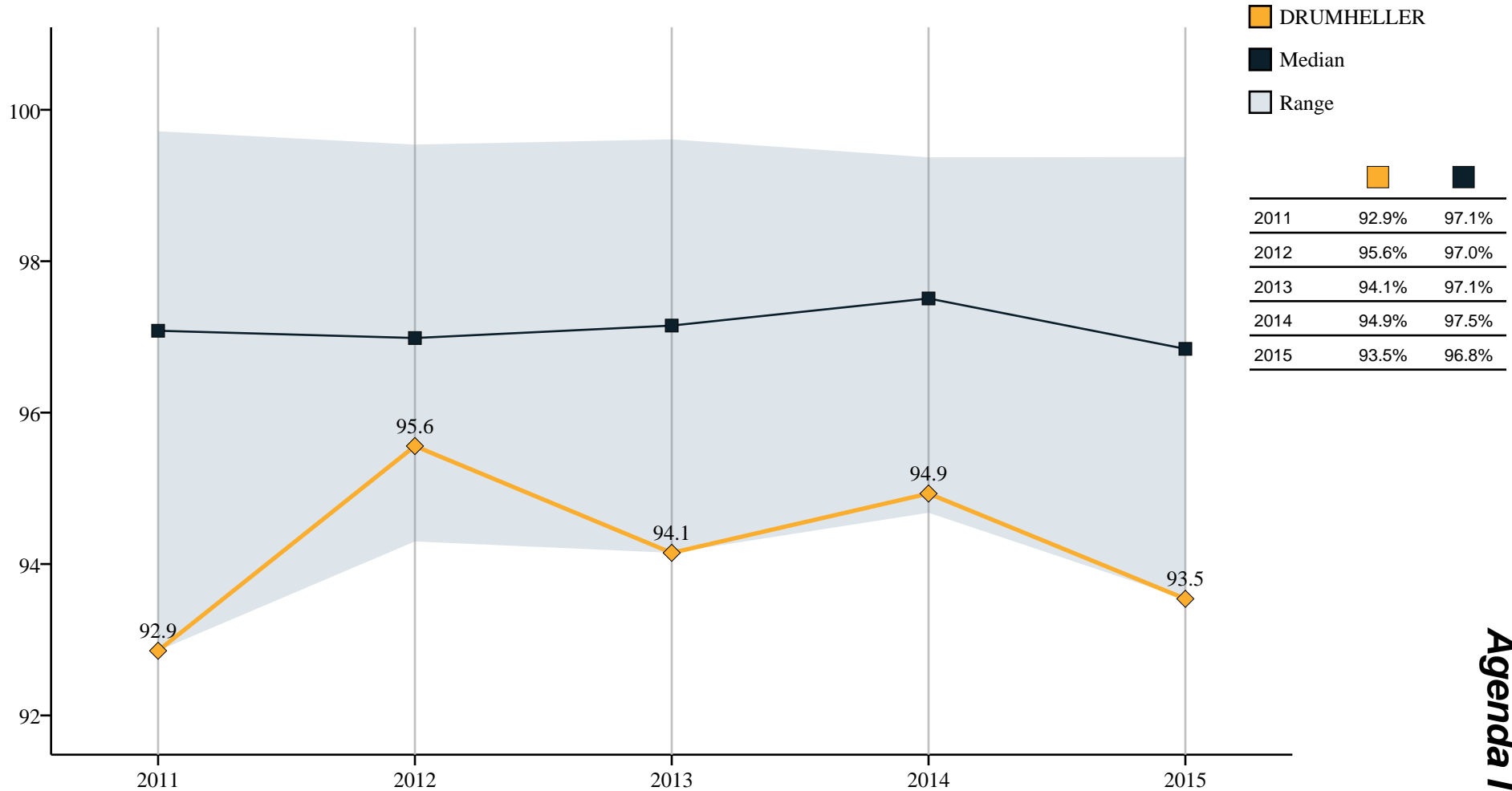


Note: Equalized Assessment Per Capita approximates a municipality's ability to generate property tax revenue in comparison to similar municipalities

Non-Residential Assessment as % of Total Equalized Assessment

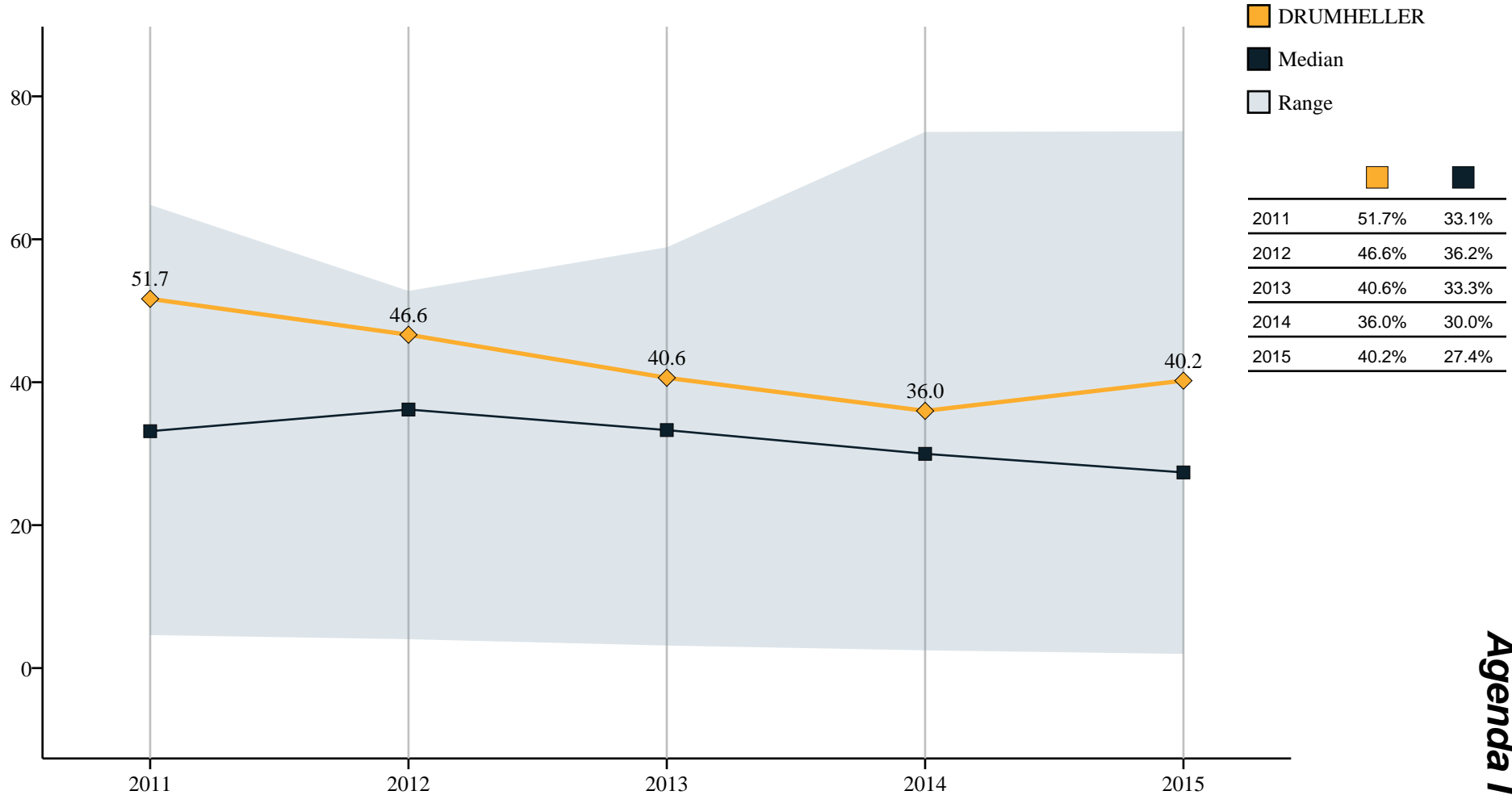


Tax Collection Rates



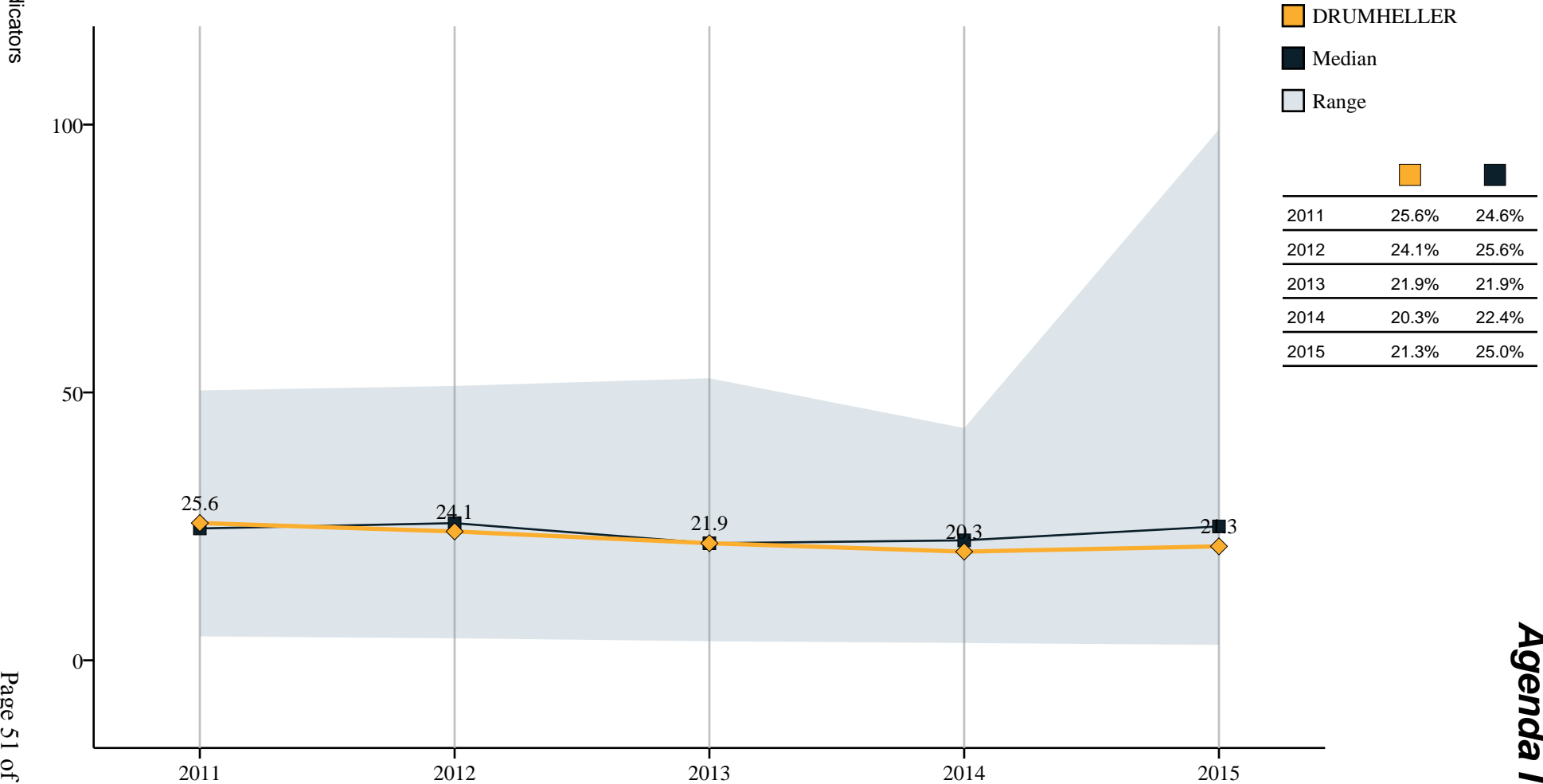
Note: This indicator reflects the percentage of taxes and grants in place of taxes which are collected by the municipality in the year in which they are levied.

Percent of Debt Limit Used



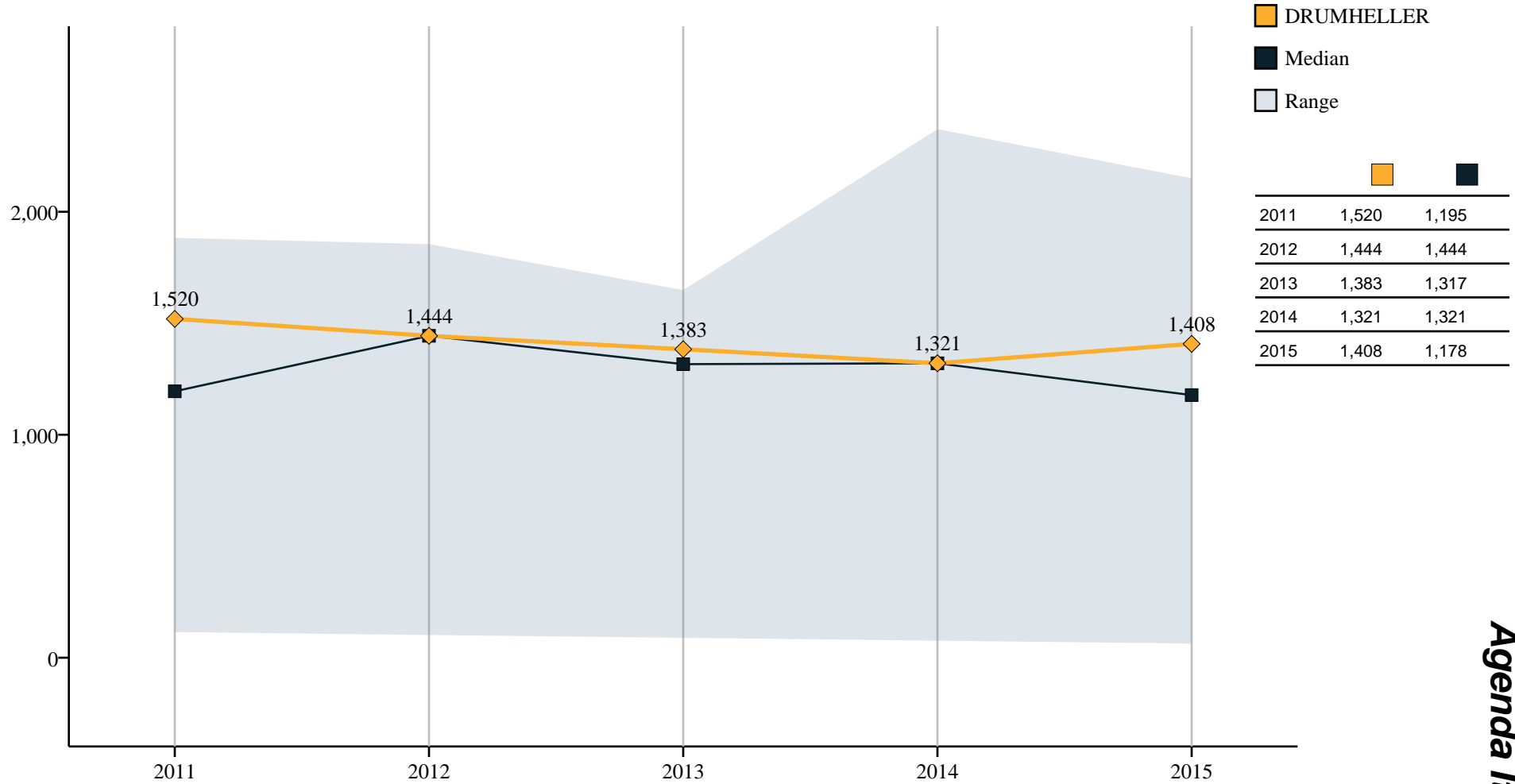
Note: This graph shows, in percentage terms, the municipality's debt as a percentage of the regulated limit. This is compared to the median for the group of similar municipalities.

Percent of Debt Service Limit Used

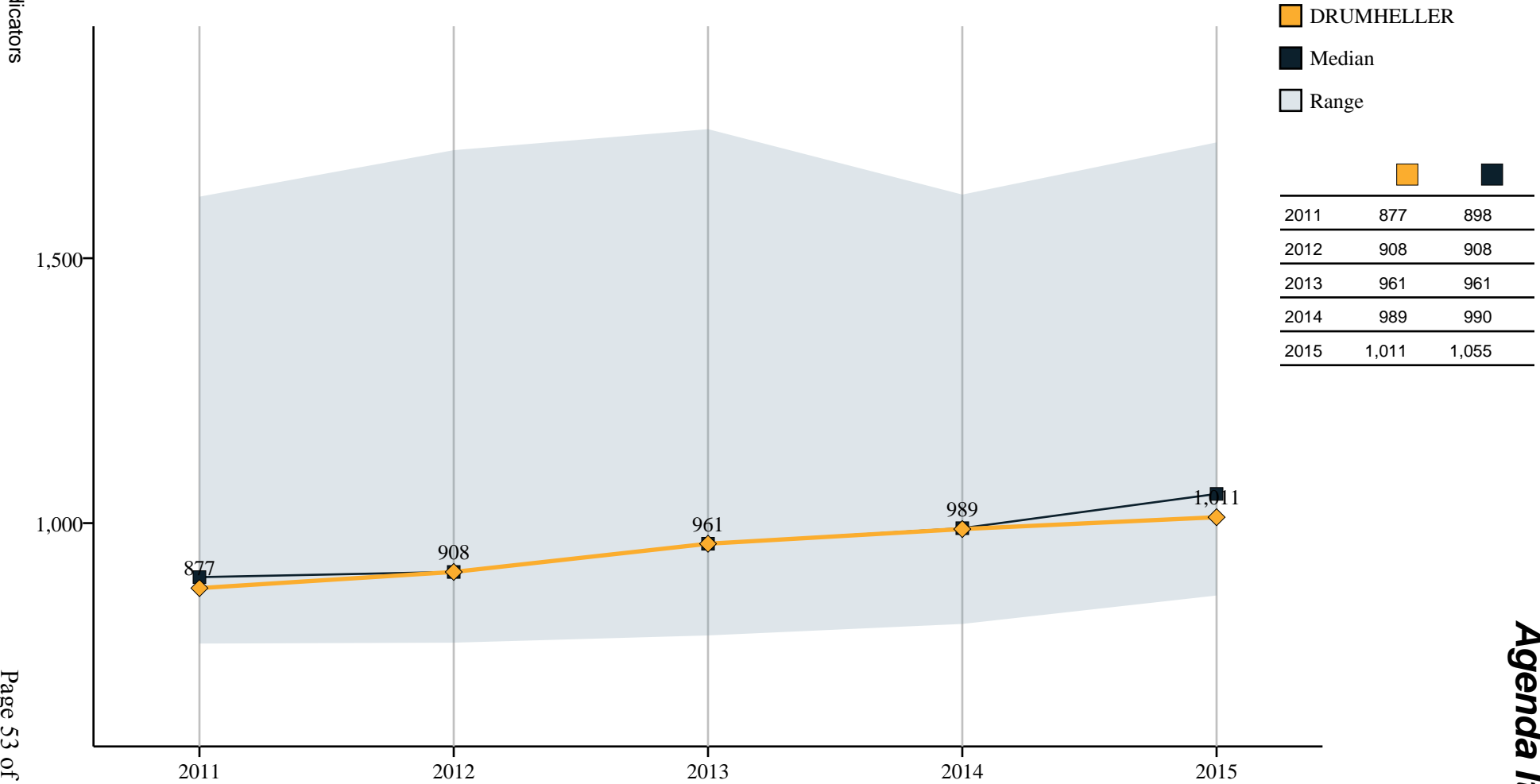


Note: This graph shows, in percentage terms, the municipality's current debt servicing requirement relative to the regulated limit. This is compared to the median for the group of similar municipalities.

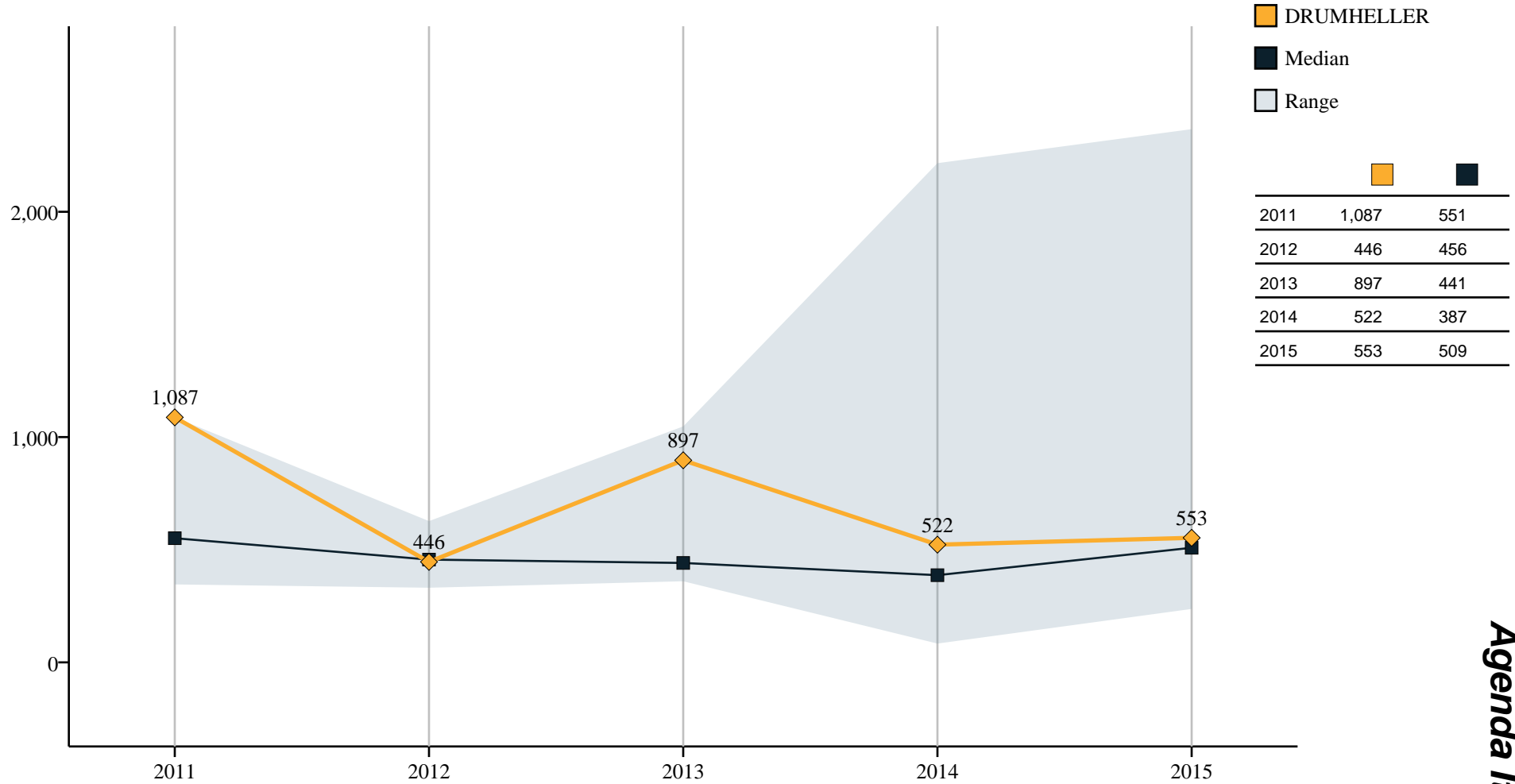
Long Term Municipal Debt Per Capita



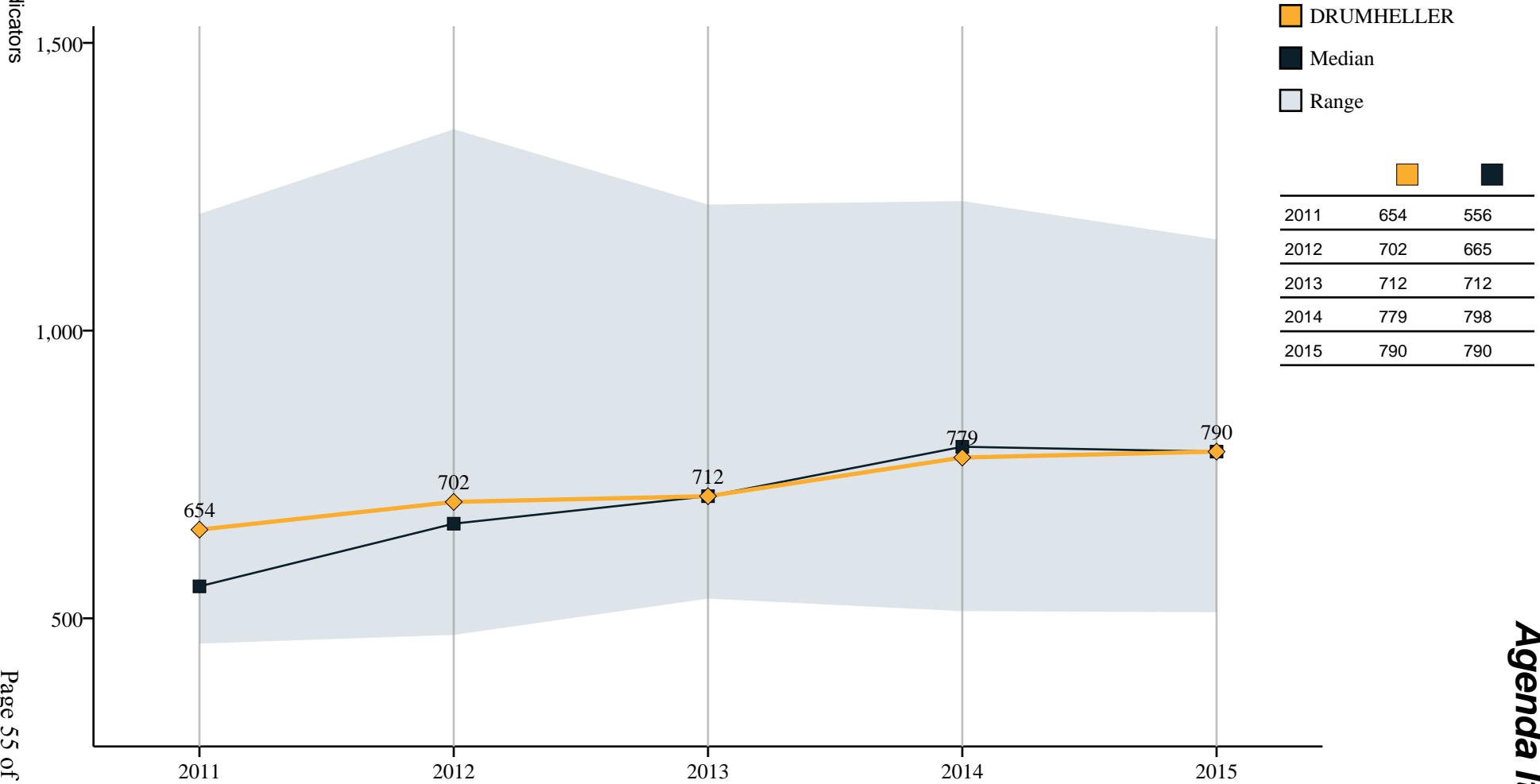
Revenue Sources Per Capita: Net Municipal Property Taxes



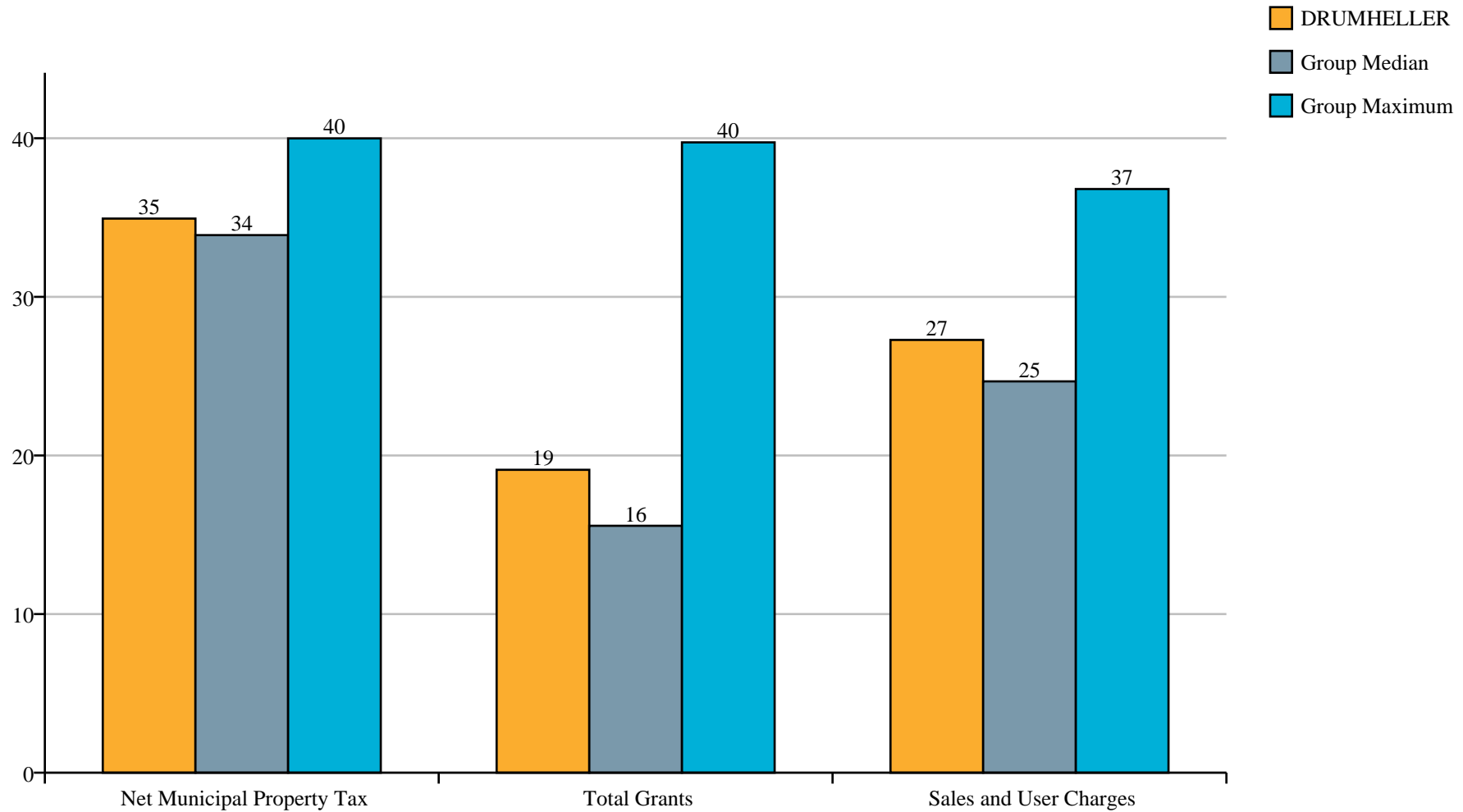
Revenue Sources Per Capita: Total Grants



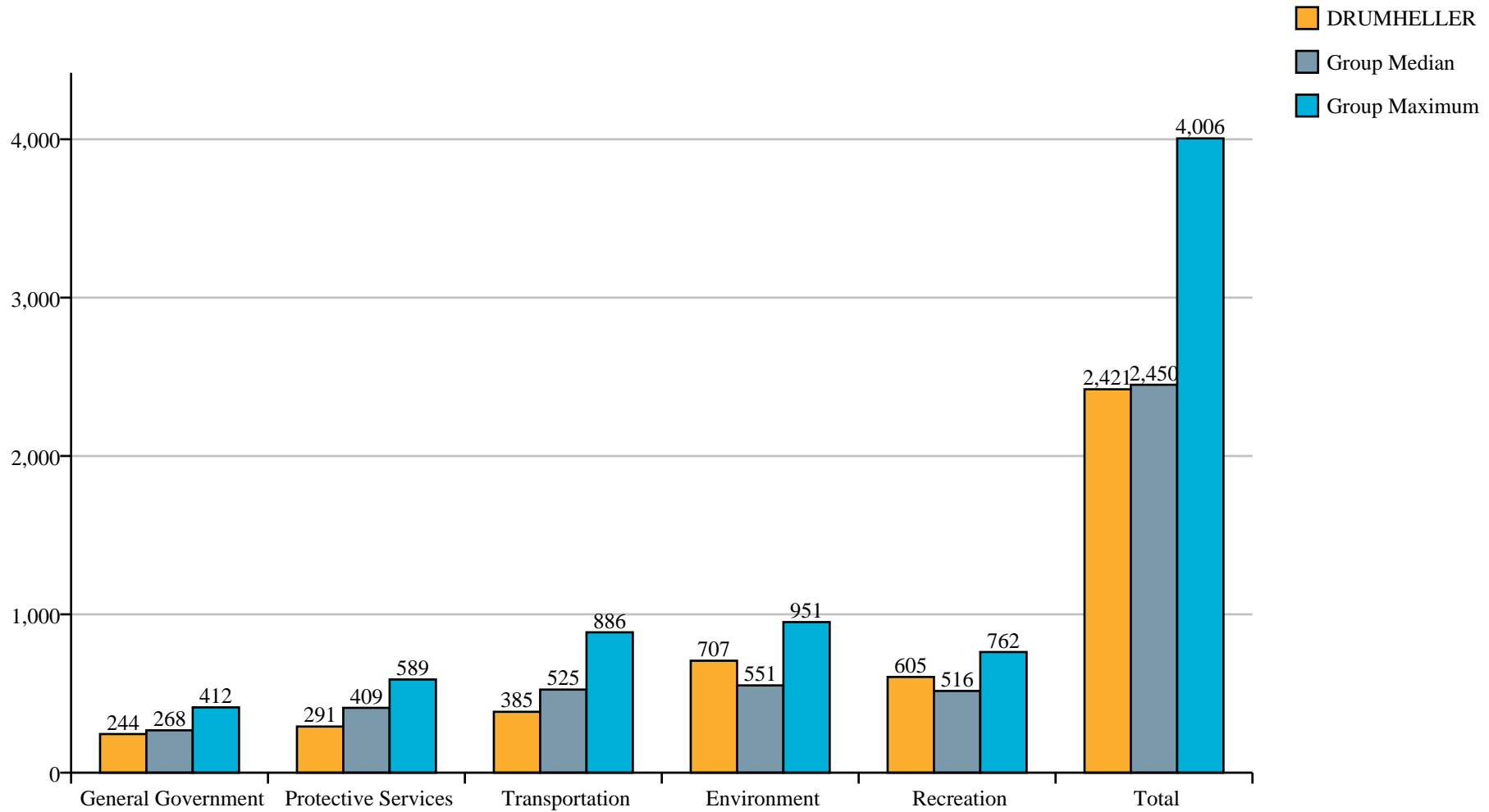
Revenue Sources Per Capita: Sales and User Charges



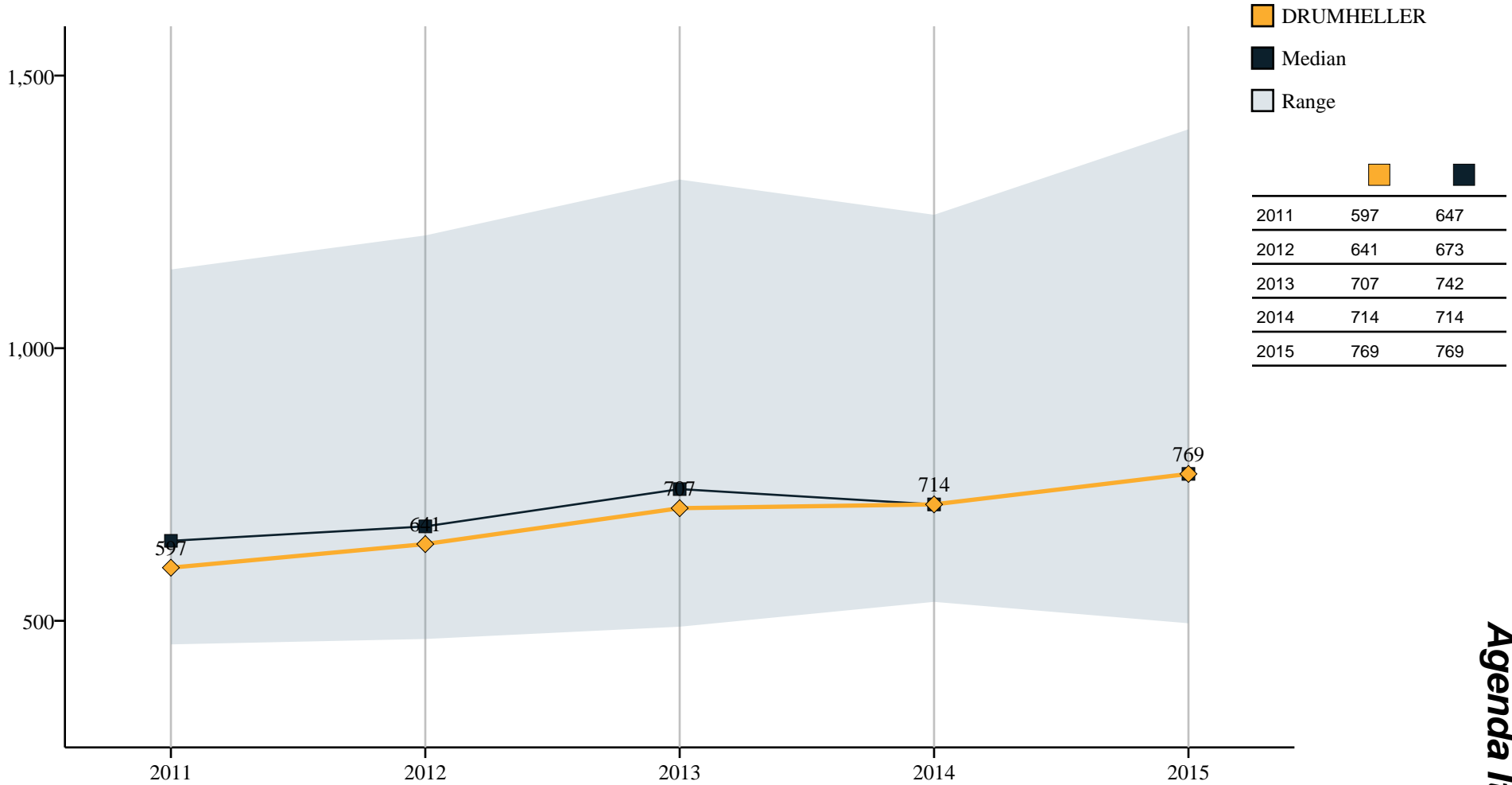
Major Revenue Sources As % of Total Revenue, 2015



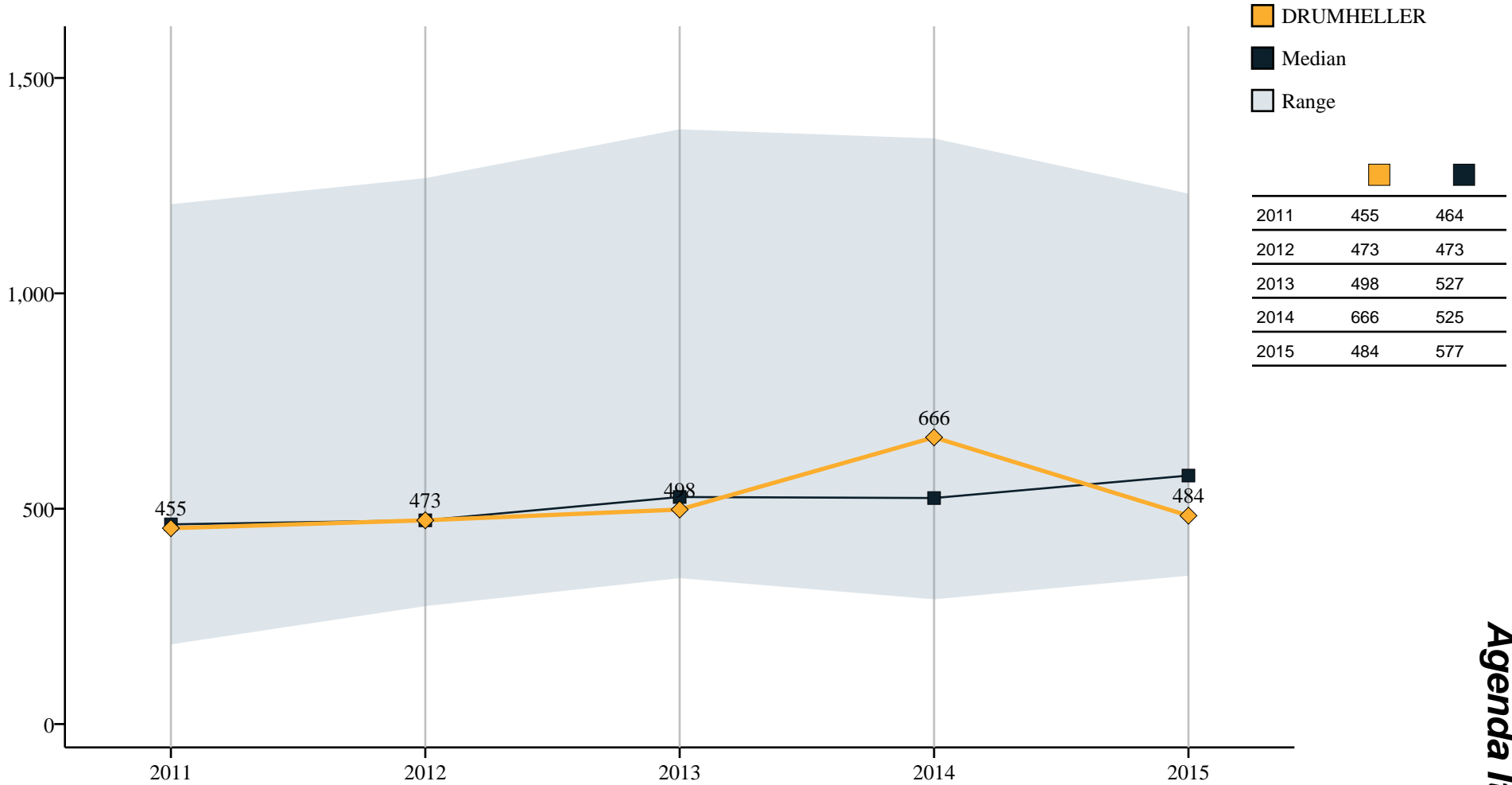
Major Expenditures Per Capita by Broad Function, 2015



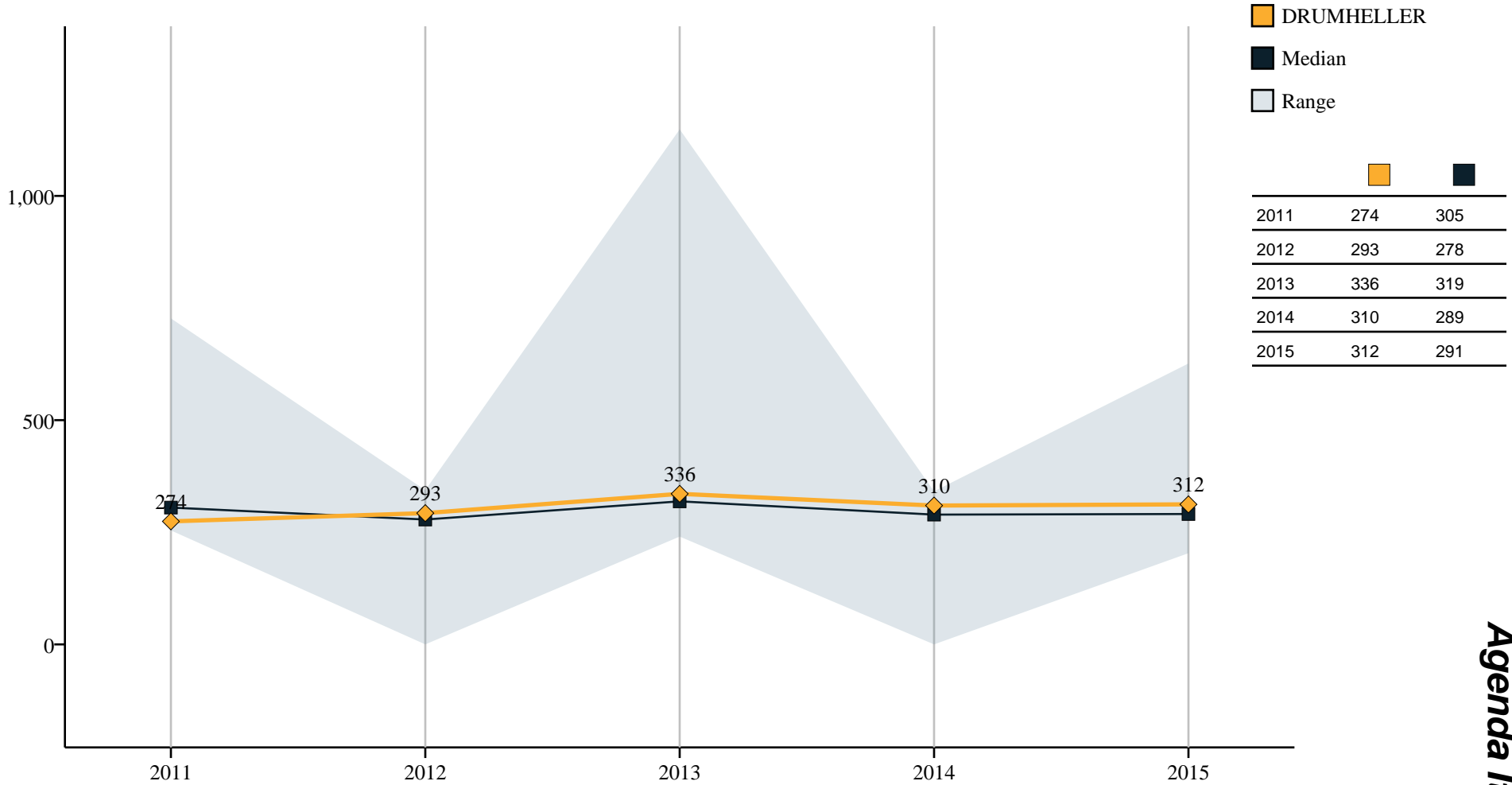
Major Expenditures Per Capita by Type: Salaries, Wages and Benefits



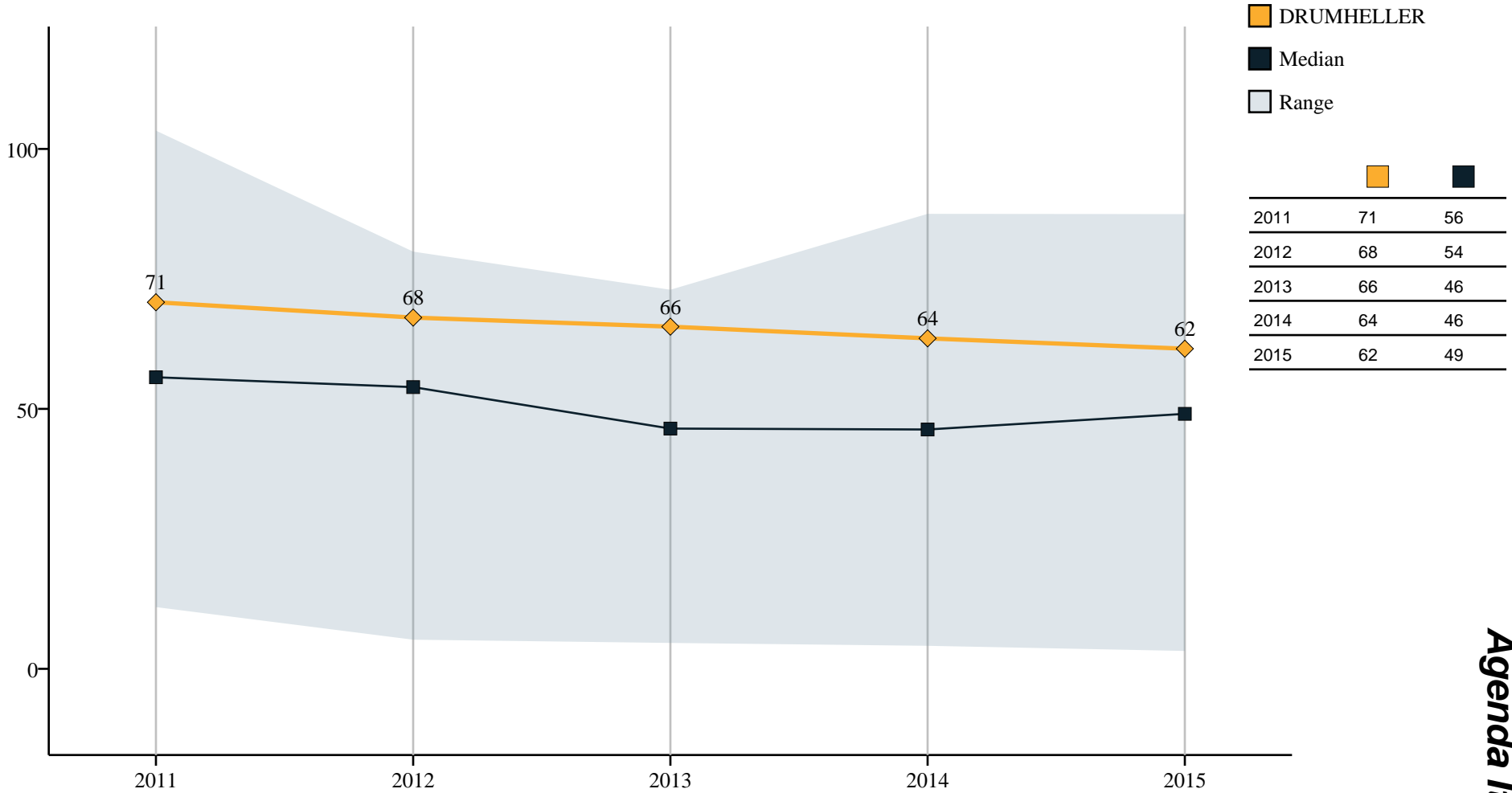
Major Expenditures Per Capita by Type: Contracted and General Services



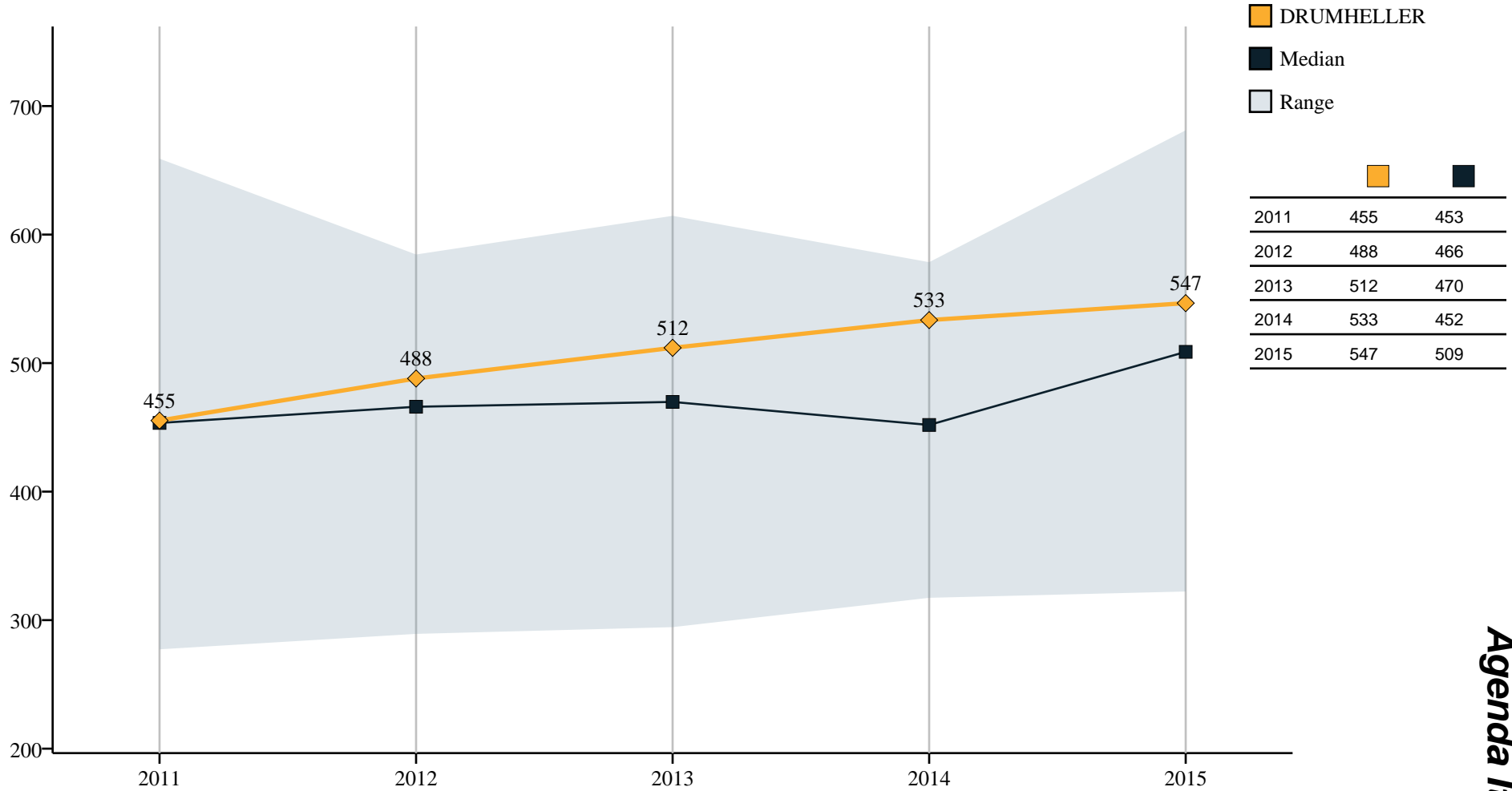
Major Expenditures Per Capita by Type: Materials, Goods, Supplies and Utilities



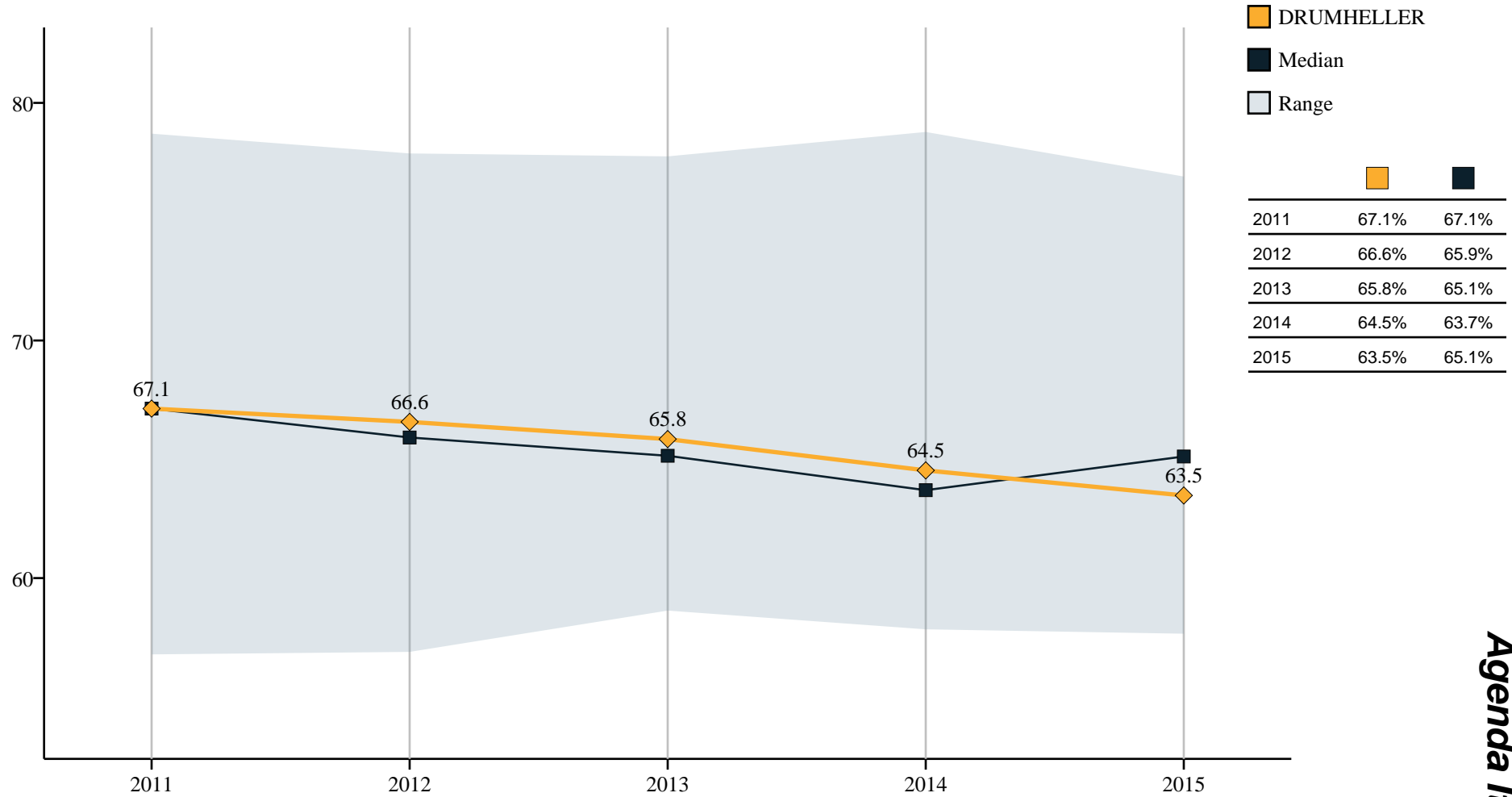
Major Expenditures Per Capita by Type: Interest and Banking



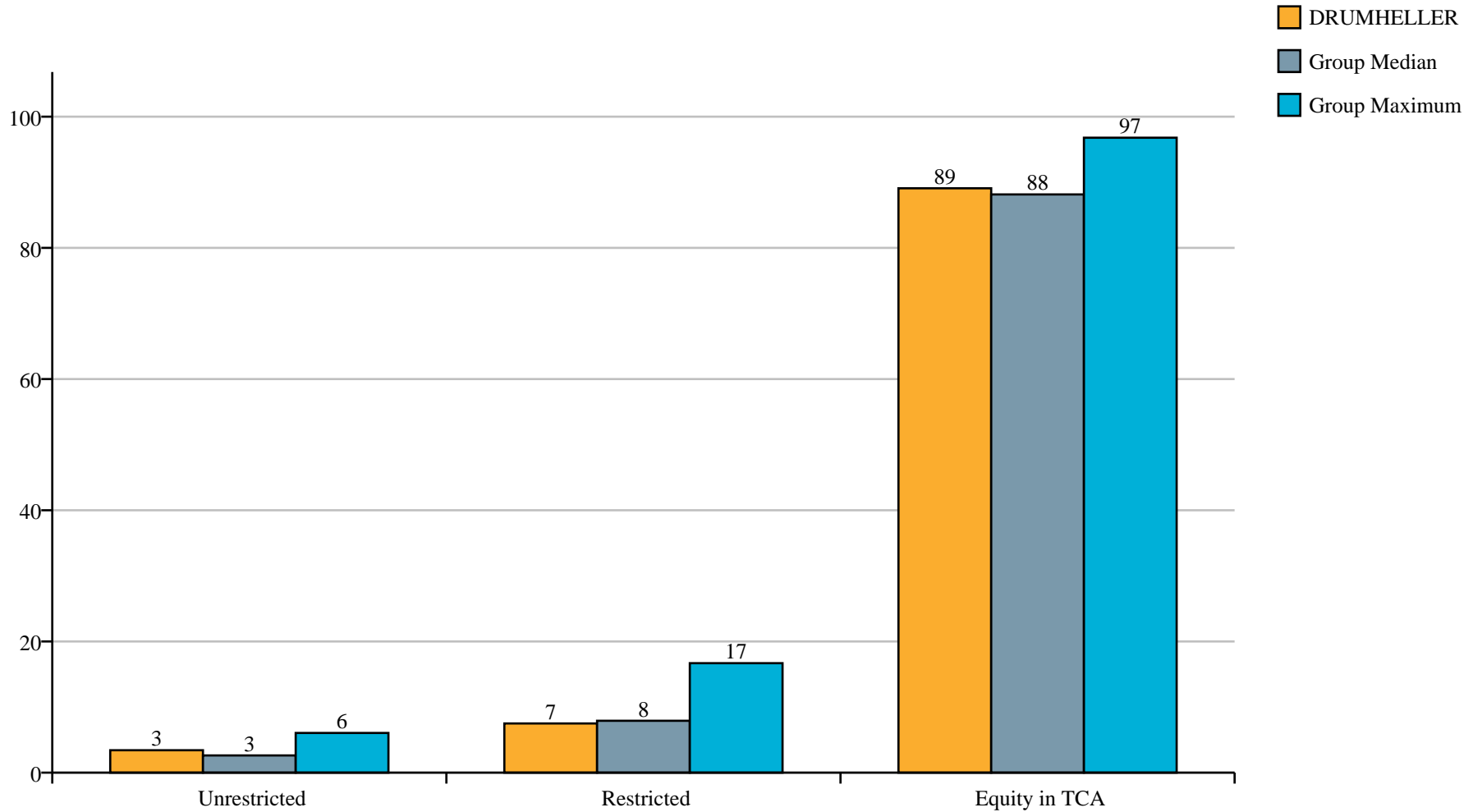
Major Expenditures Per Capita by Type: Amortization of Tangible Capital Assets



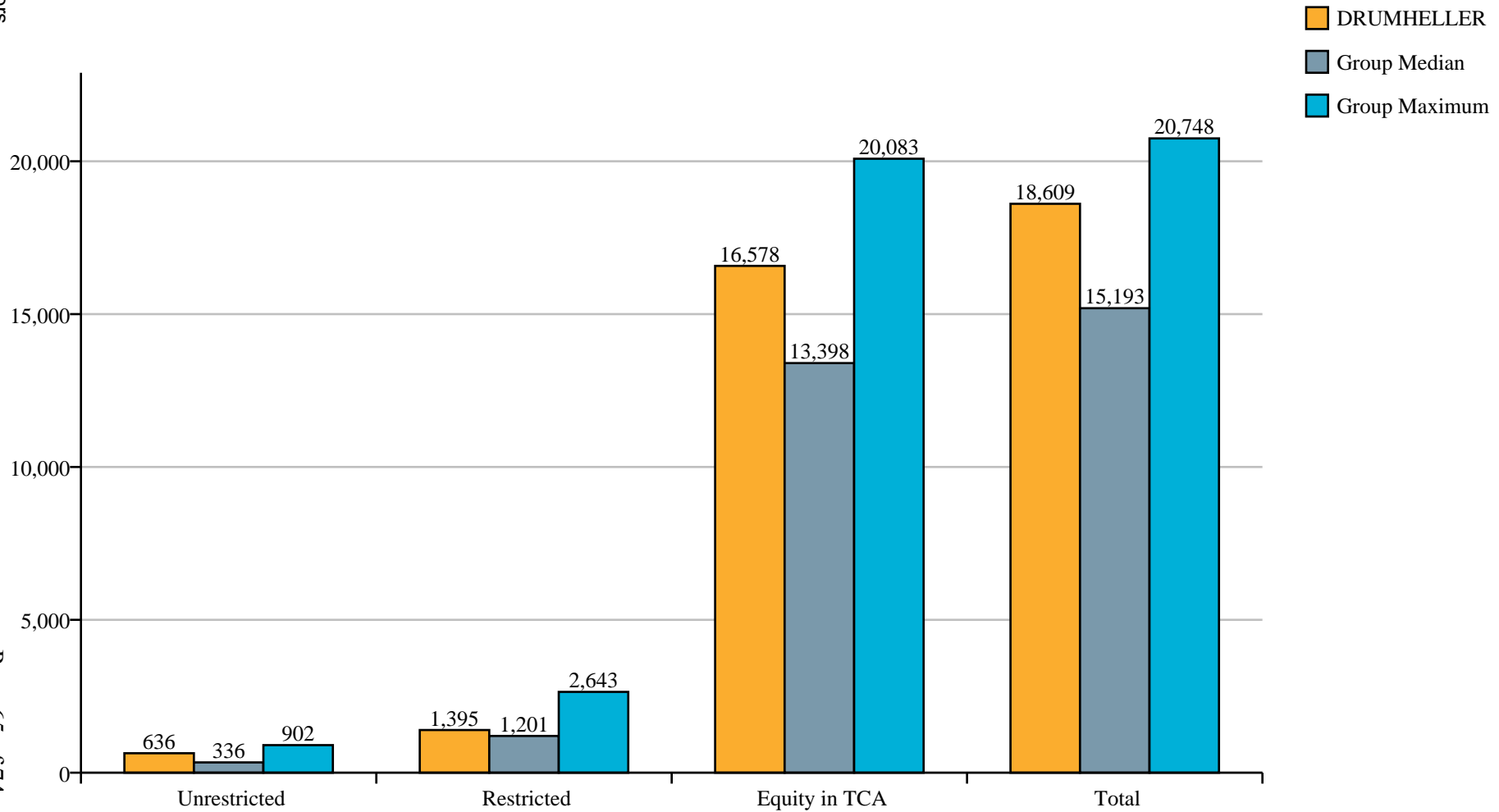
Net Book Value as % of Total Capital Property Costs



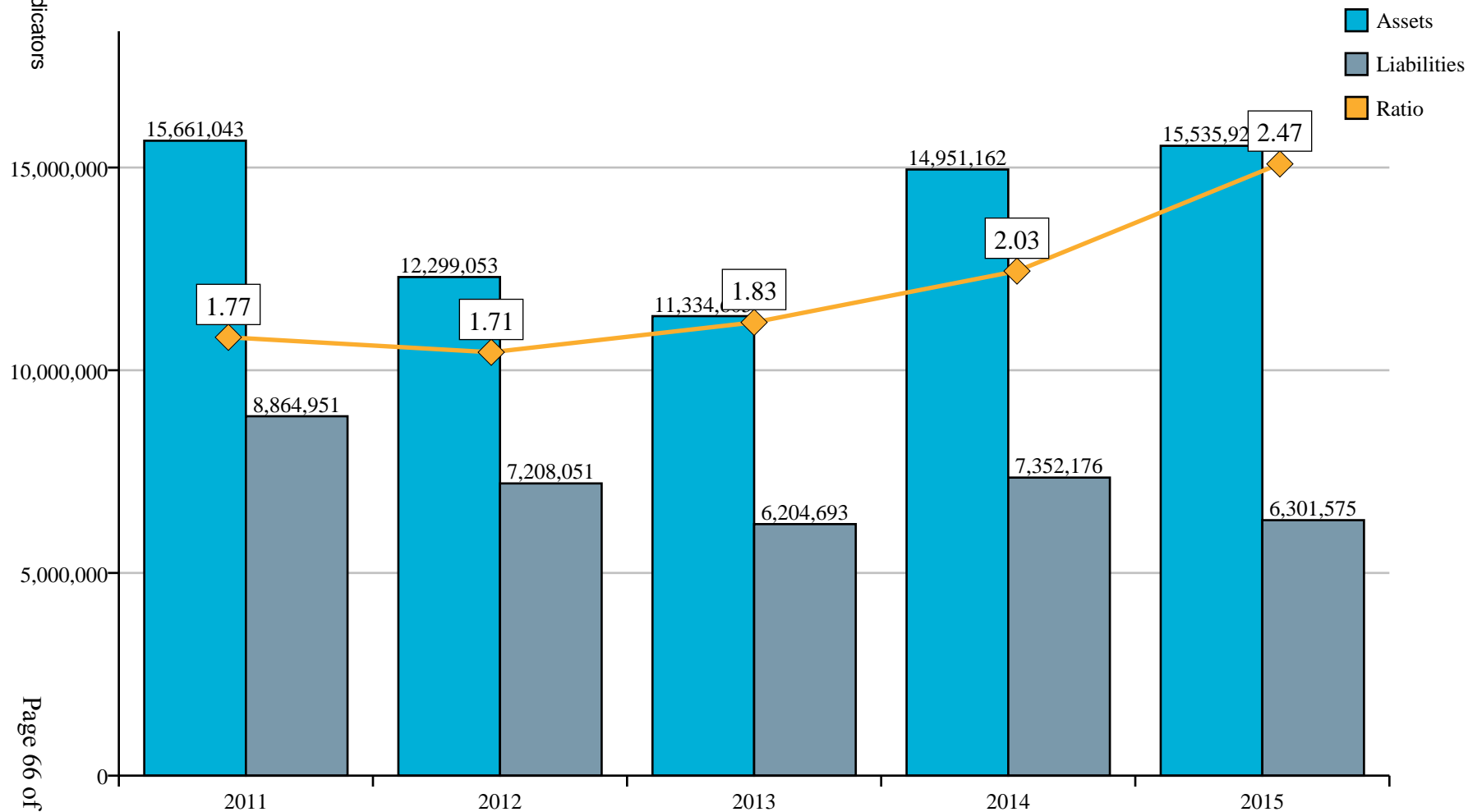
Accumulated Surplus Categories as % of Total, 2015



Accumulated Surplus Per Capita, 2015



Ratio of Current Assets to Liabilities



Note: The current ratio calculation measures ability to meet short-term obligations with existing liquid assets. "Current Assets" are those which are liquid in nature (cash or an asset which can be easily converted to cash). Inventory is excluded from the calculation. "Current Liabilities" are generally obligations coming due within the next fiscal year. The ratio is shown in the centre of the column. A ratio greater than one indicates the degree to which current assets exceed current liabilities; a ratio smaller

Group Statistics

<i>Municipality</i>	<i>Equalized Assessment Per Capita</i>	<i>Group Population</i>
BANFF	219,738	9,386
BLACKFALDS	128,129	8,793
COALDALE	101,265	7,526
DRAYTON VALLEY	183,646	7,049
DRUMHELLER	121,053	8,029
EDSON	134,419	8,646
HINTON	189,754	9,640
INNISFAIL	132,072	7,953
MORINVILLE	124,826	9,402
OLDS	146,219	8,617
ROCKY MOUNTAIN HOUSE	119,195	7,220
TABER	115,851	8,380
WHITECOURT	164,335	10,574



DRUMHELLER

CORPORATE SERVICES

Agenda Item # 8.3.1



Request for Decision

		Date:	December 8, 2016
Topic:	Discount of Pre-Payment on Property Tax		
Proposed by:	Barbara Miller, Director of Corporate Services		
Background:	<p>The 2017-2019 tax supported budget includes an annual expense of \$25,000 (+), for bonus payments paid to Drumheller ratepayers on early payment of their property taxes. A provision for this annual expense has been included in the budget for 20+ years when Bylaw No. 09-98, for the purpose of Providing Incentive for Prepayment of Current Taxes, was given third and final reading, repealing bylaw 16-93.</p> <p>As defined within the bylaw, a copy of which has been attached, the prepayment bonus to be paid on payment of property taxes is as follows:</p> <p><i>3. A prepayment bonus be paid on the due date on all sums prepaid calculated as follows:</i></p> <p style="padding-left: 40px;"><i>A. on payments received on or before the end of January 3.5%</i></p> <p style="padding-left: 40px;"><i>B. on payments received on or before the end of February 3.0%</i></p> <p><i>Note: Interest rate on the Towns general account is now 1.05% (previously 0.70%).</i></p> <p>Calculation of the discount is not limited to the municipal levy amount rather, as it is defined in part D of the bylaw,</p> <p><i>a "Year's Taxes" shall mean taxes, other than local improvement rates, that shall become due and payable for a property owned by a taxpayer in the current year."</i></p> <p>As a result, the discount is also applied to the Alberta School Foundation Fund and Seniors Foundation requisition amounts. Both of which are amounts that are fully remitted to the requisitioning bodies.</p> <p>Over the past ten (10) years, the Town's financial statements has reported a total expense for early payment of property tax, in the amount of \$205,225 as shown in the table below;</p>		

CORPORATE SERVICES

Telephone: (403) 823-1311

	Created By: Libby Vant	
--	------------------------	--

GL 2-912 Discount Expense

2016	\$	25,450	2015	\$	23,700
2014	\$	21,200	2013	\$	20,200
2012	\$	16,700	2011	\$	17,700
2010	\$	16,000	2009	\$	15,975
2008	\$	19,625	2007	\$	28,675


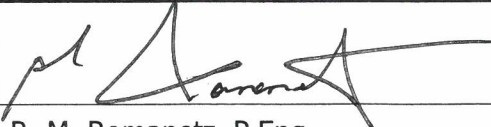
Offering early payment discount against annual property tax has most often been used in the past as a means to help a municipality manage its cash flow. Despite this benefit, the cost of doing so does create a burden on the rate payers as a whole as the expense forms part of the operating budget that drives the municipal tax levy.

In addition to the financial cost of offering a prepayment discount, early payment discount incentive programs can be viewed as socially inequitable. Low income rate payers, who, on a purely financial perspective, could benefit the most from a reduced property tax, are as a rule, unable to enjoy the benefit of such a program largely due to the inability to access the funds necessary to prepay their annual levy in advance.

The monthly pre-authorized payment plan option that allows payment of property tax over a 12-month period, without penalty, provides better consistency in the municipality's cash flow. Pre-authorized monthly payment programs are also deemed to be more socially equitable for it is often utilized more by low income ratepayers as a means to even out the annual burden vs. having to pay 4 months of taxes in advance (Aug31 due date), else incur interest penalties.

Best Practice:	<p>Corporate Services staff recently conducted a survey of several Alberta municipalities to determine what is commonly practiced. Of those communities surveyed, Camrose was the only community noted as having an early payment discount program, offering 1.5% on January 31st. A table showing the results of the survey follow this report</p> <p>A quick search on the internet showed that the City of Winnipeg offered a discount of 0.14% in January 2016 and 0.112% in February 2016. http://winnipegassessment.com/AsmtTax/English/Payments/PrePayment.stm</p> <p>By offering a discount more in line with current interest rates, as the City of Camrose does, ratepayers continue to enjoy a financial benefit for early payment, without the Town incurring the cost of a large premium being paid on the deposit.</p> <p>Based on the current interest rates earned on the Town deposit account(s), discount rates of 1.25% for payments received by January 31st and 1.0% on payments received by end of February would seem reasonable.</p>
Benefits:	<p>Elimination of the prepayment incentive would result in either a reduction in the operating budget request by \$25,000 per year over the next three years and beyond, or; enable the additional resources to be allocated elsewhere to enhance existing and/or offer new programs/services to the community.</p> <p>Offering a prepayment incentive at a reduced rate of interest that is more in line with current rates would ensure that those ratepayers who have traditionally prepaid their property taxes will continue to enjoy a financial benefit for doing so, and the Town continues to maintain increased cash flows in January and February than would be anticipated if the incentive was fully cancelled.</p>

Agenda Item # 8.3.1

Disadvantages:	<p>Elimination of the prepayment of property tax incentive would result in an annual reduction of available cash flow for the municipality during January and February. This would however be short term, for it is anticipated that some early payment discount takers will revert to PAP, opting to keep their money for longer at no interest rather than paying in full on the due date. Otherwise, the cash will flow through on the August due date. This may require a slight adjustment to the cash vs. short term investment mix held in the first year.</p> <p>Elimination of the prepayment of property tax incentive will negatively affect those ratepayers who have enjoyed the financial benefit at a desirable rate, in particular, ratepayers holding multiple rental properties in the municipality. Despite the fact that the elimination of the prepayment incentive would result in a lower municipal requisition amount or an enhancement of services, the backlash from the few may be sharp and erroneously communicated as a tax increase.</p>
Options:	<p>Alternatives for consideration by Council include:</p> <ul style="list-style-type: none">➤ Direct administration to update the bylaw at a revised interest rate and on municipal levy only, for council consideration and debate➤ Eliminate incentive payments on prepayment of property taxes and repeal the existing bylaw➤ Do nothing, remain status quo
Recommendations:	<p>It is recommended that council direct administration to update the bylaw at revised interest rates of 1.25% for payments received on or before end of January and 1% for payments received on or before end of February, applicable to municipal levy only, and bring back for first reading on December 19th, 2016.</p>
Report Writer:	<div><div>Barbara Miller, CPA, CGA, CLGM Director of Corporate Services </div><div> R. M. Romanetz, P.Eng. Chief Administrative Officer</div></div>

Agenda Item # 8.3.1

TOWN/CITY NAME	MUNICIPAL CENSUS (POP)	DISCOUNT OFFERED ON TAXES PAID EARLY
AIRDRIE	58,690	NO, (they used to but stopped a long time ago)
BANFF	8421	NO
TOWN OF BEAUMONT	16,768	NO
BROOKS	14,185	NO
CAMROSE	18,038	Early payment by January 31 only, qualifies for 1.5% incentive (does not apply to taxpayers)
CHESTEMERE	18,496	NO
COALDALE	7493	NO - allow payments to be made until the end of December with no penalties. Normally taxes are due June 30. similar to TIPPS program.
DEVON	6650	NO
HIGH RIVER	12,920	NO
INNISFAIL	7953	NO
LACOMBE	12,728	NO
OLDS	8,617	NO
PONOKA	6,773	NO
ROCKY MOUNTAIN HOUSE	7309	NO
STETTLER	5843	NO
TABER	8104	NO
THREE HILLS	3230	NO
TROCHU	1072	NO
CALGARY	1million +	NO

TOWN OF DRUMHELLER

BYLAW NO. 5-98

A BYLAW OF THE TOWN OF DRUMHELLER TO PROVIDE INCENTIVE FOR
PREPAYMENT OF CURRENT TAXES.

PURSUANT to Section 339 of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 1995, as amended, Council for the Town of Drumheller duly assembled, enacts as follows:

1. This Bylaw be called the "Prepayment of Taxes Bylaw".
 2. In this Bylaw, unless the context otherwise requires:
 - A. "Due Date" shall be the day on which current taxes and local improvement rates are payable for the year of assessment.
 - B. "Prepayment Bonus" shall mean an amount equal to the sum prepaid multiplied by the specified percentage rate.
 - C. "Sums Prepaid" shall mean the amount of money paid by or on behalf of a taxpayer on account of the year's taxes to a maximum of the lessor of:
 - I. the previous year's current tax levy, and
 - II. the actual taxes levied in the year of payment.
- Provided that:
- III. there are no arrears of taxes or local improvement rates at the date of payment, and
 - IV. such prepayment remain on deposit with the Town until the due date.
 - D. "Year's Taxes" shall mean taxes, other than local improvement rates, that shall become due and payable for a property owned by a taxpayer in the current year.
3. A prepayment bonus be paid on the due date on all sums prepaid calculated as follows:
 - A. on payments received on or before the end of January 3.5%
 - B. on payments received on or before the end of February 3.0%
 4. That this Bylaw shall take effect on the date of final reading.
 5. This Bylaw shall repeal Bylaw 16-93 of the City of Drumheller.

READ A FIRST TIME this 5th day of January, 1998.

TOWN OF DRUMHELLER
BYLAW NO. 19.16

Agenda Item # 8.3.2

**A BYLAW OF THE TOWN OF DRUMHELLER TO PROVIDE INCENTIVE FOR
PREPAYMENT OF CURRENT TAXES**

WHEREAS pursuant to the provision of Section 339 of the *Modernized Municipal Government Act*, (Bill 21), the Council for the Town of Drumheller, duly assembled enacts as follows:

1. This Bylaw shall be called the "Prepayment of Taxes Bylaw".
2. In this Bylaw, unless the context otherwise requires:
 - a) "Due Date" shall be the day on which current taxes and local improvement rates are payable for the year of assessment.
 - b) "Prepayment Bonus" shall mean an amount equal to the sum prepaid multiplied by the specified percentage rate.
 - c) "Sums Prepaid" shall mean the amount of money paid by or on behalf of a taxpayer on account of the year's taxes to a maximum of the lessor of:
 - i) The previous year's current tax levy, and
 - ii) The actual taxes levied in the year of payment.Provided that:
 - iii) There are no arrears of taxes or local improvement rates at the date of payment, and
 - iv) Such prepayment remain on deposit with the Town until the due date.
 - d) "Year's Taxes" shall mean taxes, other than local improvement rates, that shall become due and payable for a property owned by a taxpayer in the current year.
3. A prepayment bonus be paid on the due date on all sums prepaid calculated as follows:
 - a) On payments received on or before the end of January 1.25%
 - b) On payments received on or before the end of February 1.00%

Bylaw 5.98 is hereby repealed.

This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME this ____ day of _____, 2016.

READ A SECOND TIME this ____ day of _____, 2016.

READ A THIRD AND FINAL TIME this ____ day of _____, 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER