

Town of Drumheller COUNCIL MEETING AGENDA

**March 21, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

- 3-4 3.1 The purpose of the public hearing is to consider Bylaw 07.16 being a bylaw to amend the Land Use Bylaw 10.08 by redesignating Lots 13 & 14, Block 2, Plan 4317CQ from R1a - Residential District to R-2 - Residential District

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5-12 5.1.1 Regular Council Meeting Minutes of February 22, 2016

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 13-33 5.2.1 Municipal Planning Commission Meeting Minutes of January 14, 2016
Municipal Planning Commission Meeting Minutes of February 4, 2016
Municipal Planning Commission Meeting Minutes of February 18, 2016

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Presentation from Alberta Emergency Management Agency

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

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8.1. CAO

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 Heritage, Arts and Culture Steering Committee Update

34-35 8.4.2 RFD - Appointment to Drumheller Housing Administration

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

36-37 10.1 Bylaw 07.16 - 2nd and 3rd readings

11.0 UNFINISHED BUSINESS

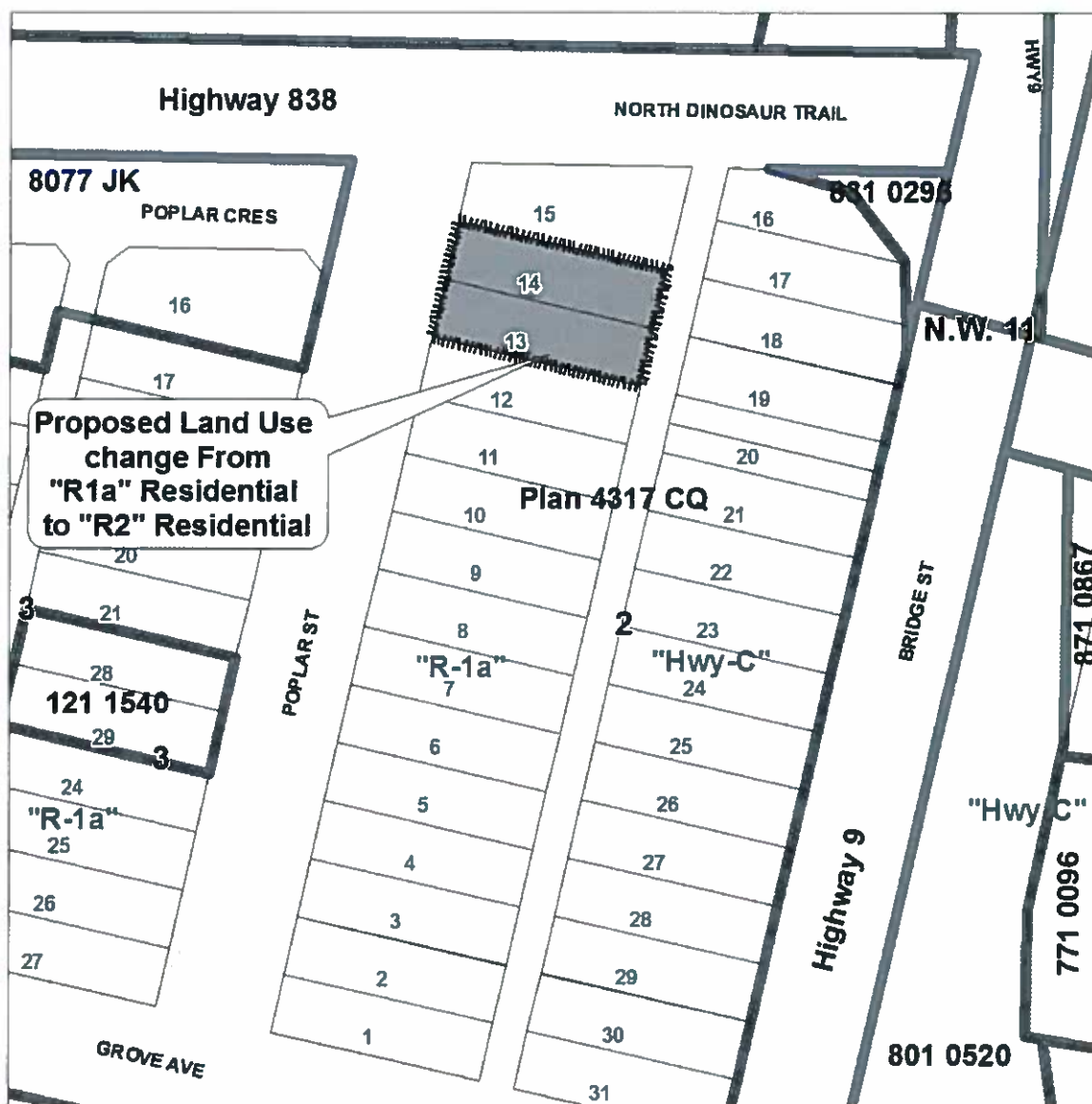
12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
Notice of Public Hearings
Proposed Amendment to Land Use Bylaw 10-08**

PURPOSE: The Town of Drumheller Council is considering amending the Land Use Bylaw to redesignate land from "R-1a" – Residential District to "R-2" – Residential District (Bylaw 07.16). The property is located at 102 Poplar Street, between Poplar Crescent and Grove Avenue, and legally described as Lots 13 & 14, Block 2, Plan 4317 CQ, all within the NW ¼ SEC. 29-TWP.27-RNG.18 – W4M.



PRESENTATION: The Public Hearing will be held in the Council Chamber, Drumheller Town Hall, located at 224 Centre Street, on March 21, 2016 commencing at 4:30 p.m. Town Council will hear from any person claiming to be affected by the proposed bylaw.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are printed, typewritten or legibly written. Submissions will be received up to 4:00 p.m. on March 21, 2016. Submissions should be addressed to: The Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4.

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

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

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

First Publication: March 4, 2016

Second Publication: March 11, 2016

Chief Administrative Officer

**Town of Drumheller
COUNCIL MEETING
MINUTES**

February 22, 2016 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Tara McMillan

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

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4.0 ADOPTION OF AGENDA

Addition to Agenda: 7.0 Humane Society and 8.3.2. Travel Drumheller Contribution (prior to budget discussion)

MO2016.37 Shoff, Hansen-Zacharuk moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of February 8, 2016

MO2016.38 McMillan, Garbutt moved to adopt the Regular Council Meeting Minutes of February 8, 2016 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 STARS Presentation - Glenda Farnden

G. Farnden provided a statistical overview of their operations from six (6) bases (Calgary, Edmonton, Grande Prairie, Saskatoon, Regina and Winnipeg) and an eleven (11) helicopter fleet. In 2014, there were 3084 total missions flown with 1839 missions from the three Alberta bases – averaging 5 missions per day in Alberta. STARS is a non-profit charitable organization and relies on fundraising and government funding as their revenue source. Forty-one (41%) of Alberta STARS expenditures is for aviation and 23% on medical services. Drumheller's total missions from 2010 – 2015 was 111 – averaging 18 per year (1-2 per month).

In response to a question from Council, G. Farnden explained that STARS continually has discussions with the government in asking for increased support as these dollars are used to ensure that STARS continues to be innovative and strives to have the latest technology. She further stated that STARS has been successful with the support of Albertans to reach 30 years of service. She further explained that AHS is their largest funding partner to date. Councillor P. Kolafa asked if the issue with the hospital's landing pad (not being able to accommodate the larger helicopter) is being addressed. G. Farnden explained that STARS continues to use both helicopters however discussions are ongoing with AHS to increase the size of the helipads in Alberta. She further advised that this would be an ideal community fundraising project. Councillor J. Garbutt asked if Drumheller's neighboring municipalities have been approached for contributions. G. Farnden stated that the surrounding counties have been long term contributors. He further asked if STARS has approached the Federal government to

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assist with the costs of transporting inmates. G. Farnden stated that STARS is considering a cost for this service and they are currently in discussions with the Federal government. Councillor T. Zariski stated that STARS should be 100% funded by the Province. G. Farnden concluded by stating that STARS is proud of their accomplishment of providing 30 years of service with a total of 30,000 missions.

6.2 Alberta 55 Games - Linda Traquair

L. Traquair presented an opportunity for Council's consideration for the Town of Drumheller to host the Big Country Senior Sports Society Zone 2 games from September 30 – October 2, 2016. The BCSS zone games is for persons 55 plus and includes both active sports such as hockey, swimming, athletics, bowling, etc. and passive games such as cribbage, bridge, shuffleboard, etc. She explained that a new model for Alberta 55 games was announced in November 2015. In moving forward, the 2017 provincial games will be held, however the host community has not been determined. Alberta has 8 zones and each zone is responsible for holding qualifying events for the provincial games in 2016. Drumheller falls within Zone 2 and includes those communities surrounding Calgary from Youngstown, Oyen, Hanna, Three Hills, Strathmore, Sundre, Cremona, Cochrane, Okotoks and Banff. There will be potential for 450 participants – more if pickleball is included as a sport event. Each participant would pay \$65.00 for their registration fee which would bring in \$30,000 - \$35,000. She explained that the number of participants may be down this year as in the past their hotel rooms and one meal were paid for, however the Province has done away with these reimbursements. She stated that the event should be cost neutral and would have economic spin offs for our hotels, restaurants and RV sites. A volunteer base would be required. She stated that the event would not be much different than hosting a large conference.

Director of Community Services, P. Salvatore stated that it was a good opportunity and sees it as a similar event to Grey Matters. He stated that from previous discussions with L. Traquair, it is expected that the Town provide the space and staffing and hope costs would be recovered. He further stated that it is a good way to leverage the Town's facilities during the shoulder season. Council agreed in principle that the event is good for the seniors of Drumheller and surrounding communities and asked that more information be brought forward on the costs. L. Traquair stated that she has a meeting with the Province next week and will provide more information on costs for Council's consideration. She stated that there is uncertainty as to the exact costs as it is now a user pay event and it is the first year of running the event under the new model. She further explained that in the past, the communities had to raise dollars to host the event. Councillor J. Garbutt expressed concern that the Town's Economic Development Officer's position is vacant and other groups such as Travel Drumheller may have to assist with hosting the event.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

MO2016.39 Hansen-Zacharuk, Shoff moved to rescind the appointment of Councillor Tara McMillan to the Humane Society effective immediately. Carried unanimously

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8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 07.16 being a bylaw to amend the Land Use Bylaw 10.08 by re-designating Lots 13 & 14, Block 2, Plan 4317CQ from R1a Residential District to R2 Residential District - first reading

Councillor S. Shoff declared a conflict of interest. She left the meeting at 5:31 PM.

R. Romanetz advised that Bylaw 07.16 proposes to re-designate a parcel of land in North Drumheller to allow for the construction of a duplex by Habitat for Humanity. He recommended that Council proceed to first reading to allow for the public hearing to be held on March 21st, 2016.

MO2016.41 Hansen-Zacharuk, Garbutt moved first reading of Bylaw 07.16. Carried unanimously

Councillor S. Shoff returned to the meeting at 5:33 PM.

8.1.2 Bylaw 08.16 being a bylaw to amend Bylaw 04.15 (Business License Bylaw) - all three readings

R. Romanetz advised that once adopted, Bylaw 08.16 would allow Council to change the rates set out in Schedule A of the Business License Bylaw 04.15 by resolution.

MO2016.42 Zariski, Hansen-Zacharuk moved first reading of Bylaw 08.16. Carried unanimously.

MO2016.43 Shoff, Garbutt moved second reading of Bylaw 08.16. Carried unanimously.

MO2016.44 Kolafa, Hansen-Zacharuk moved no objections to third reading of Bylaw 08.16. Carried unanimously.

MO2016.45 Shoff, Hansen-Zacharuk moved third reading of Bylaw 08.16. Carried unanimously.

8.1.3 RFD - Palliser Regional Municipal Services " Regional Asset Management Implementation" Alberta Community Partnership Program

R. Romanetz presented a grant application for funding under Alberta Community Partnership Program for Palliser Regional Municipal Services. The funding would be used to enhance their webmap, providing a more intuitive, user friendly interface for managing infrastructure assets and cemetery records for partnering municipalities.

MO2016.46 Shoff, Hansen-Zacharuk moved that Council authorizes the Town of Drumheller to participate in an application for the "Regional Asset Management Implementation" submitted by the Town of Trochu with Palliser Regional Municipal Services as Primary Contractor under the Intermunicipal Collaboration component of

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the Alberta Municipal Affairs Alberta Community Partnership Program; further that the Town of Drumheller if the applicant, agrees to enter into, or as a participant, agrees to abide by the terms of a Conditional Grant Agreement governing the purpose and use of the grant. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - 2016 Operating Budget (Utilities Supported)

B. Miller presented the 2016 operating budget (utilities supported) based on a 5% increase to water utility rates and a 2% increase to wastewater utility rates.

MO2016.47 Zariski, Shoff moved that Council approve the 2016 Utility Supported Operating Budget as presented.
Carried unanimously.

8.3.2 RFD - 2016 Operating Budget (Tax Supported)

Addition to Agenda: Travel Drumheller

MO2016.48 Zariski, Hansen-Zacharuk moved to continue the funding level of funding as in 2014 with a contribution of \$40,000 for Travel Drumheller in 2016.

Councillor S. Shoff asked that the contribution be decreased to \$20,000-\$25,000. She further stated that she disagreed with one of their 2016 priorities to employ a marketing agency for the marketing of the tourist magazine.

Councillor L. Hansen-Zacharuk stated that although Travel Drumheller is in a difficult financial position, they have a plan to move forward to advertise our community. R. Romanetz clarified that the request from Travel Drumheller was for \$50,000. Councillor J. Garbutt stated that Travel Drumheller is committed in moving forward with a working board rather than a governance board. He further stated that the Drumheller Council has a shared responsibility in causing this transition and as such, a one-time financial contribution is needed to wean this organization off of taxpayer dollars. He stated that he is hopeful that more and more voluntary contributions will come forward to allow them to generate their baseline budget of \$100,000 in 2016. Councillor J. Garbutt disagreed with Travel Drumheller's request for a contribution from the Town of Drumheller for \$50,000.

Vote on Motion:

In favour – Hansen-Zacharuk, Zariski, Garbutt, Kolafa

Opposed – Yemen, Shoff

Motion Carried.

B. Miller presented the 2016 operating budget which proposes a 3% increase to property taxes and service fees.

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MO2016.49 Garbutt, Kolafa moved to approve the 2016 Tax Supported Operating budget as presented.

Councillor S. Shoff asked if there were provisions in the operating budget for the hiring of new staff. R. Romanetz stated that there was approximately \$20,000 in the budget for a recruitment agency.

Vote on Motion:

In favour – Hansen-Zacharuk, Zariski, Garbutt, Kolafa

Opposed – Yemen, Shoff

Motion Carried.

8.3.3 RFD - Approval of 2016 Capital Plan

B. Miller presented the 2016 Capital Plan which outlines the capital priorities in the amount of \$5,606,327 which \$1,646,063 is from projects carried forward from 2015, resulting in new capital project funding request of \$3,960,264 for 2016 with dollars coming from reserves, grants or other sources. She further clarified that some of the capital projects are contingent on grant funding from either the federal or provincial governments.

MO2016.50 Zariski, Hansen-Zacharuk moved that Council approve the 2016 Capital Plan, totaling \$5,606,327 in expenditures, as presented. Carried unanimously.

8.3.4 RFD - 2016 Capital (255) Reinvestment Program

B. Miller advised that each year, in addition to the capital budget, Administration identifies priority operating expenditures that are deemed to be non-regular and / or high maintenance costs and classify these items under the Capital Reinvestment Program. She further explained that these expenditures, although operational in nature, are funded through reserves rather than placing a fluctuating burden on the annual operating budget that is funded through property tax. The budget request for the 2016 Capital Reinvestment Plan is \$641,500.

MO2016.51 Garbutt, Shoff moved that Council approve the 2016 Capital Reinvestment Plan, totaling \$641,500 in expenditures, as presented. Carried unanimously.

8.3.5 RFD - Reserve Account Balances - 2015 Year End

B. Miller advised that on an annual basis, reserve account balances are reduced in order to fund capital project work and capital reinvestment program activities adopted by Council. She further explained that replenishment of the reserve accounts requires a motion to authorize Administration to allocate some or all of any annual surplus realized or reallocate funds from unrestricted surplus. Should the recommendations be approved, restricted reserves as of December 31st, 2015 will total \$11,074,950 and the unrestricted surplus balance will be \$344,602 plus unallocated surplus from 2015 for which Administration will seek similar approval for reallocation from unrestricted to restricted reserves in 2016.

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MO2016.52 Hansen-Zacharuk, Shoff moved that Council approve the allocation of \$1,852,569 from unrestricted surplus to restricted surplus and the reallocation of the Ambulance Reserve (\$39,288), in the Schedule of Reserves as presented.

In response to a question from Council, R. Romanetz advised that the Management Incentive Fund is a program put in place about 15 years and has been used over the years to improve operations for staff within the organization, such as ergonomic furniture, building team work, etc.

Vote on Motion:
Carried Unanimously.

8.3.6 RFD - 2016 Business License Fees

B. Miller advised that annual business license fees form part of Bylaw 04.15 Business License Bylaw and are identified in Schedule A. She explained that earlier in the meeting Council motioned to increase business license fees by a resolution rather than an amendment to the bylaw. She further explained that the increased rates to Schedule A are in line with 3% increase to user fees with the exception of the 4 month temporary non-resident license fee. This fee was reduced from \$350.00 to \$250.00. This reduction serves to make the temporary fee more equitable.

MO2016.53 Shoff, Hansen-Zacharuk moved that Council approve Schedule A Business License Fees as presented.

Councillor P. Kolafa stated that in the future he would appreciate a discussion on the busker license fee and how it would improve the culture of our community.

Vote on Motion:
Carried unanimously.

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

Regular Council Meeting Minutes
February 22, 2016

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 6:00 PM.

Chief Administrative Officer

Mayor



DRUMHELLER

COMMUNITY SERVICES



Municipal Planning Commission MINUTES Meeting of Thursday January 14, 2016

Present: Paul Salvatore, Director of Community Services
Tom Zariski, Councillor/Member
Cody Glydon, Economic Development
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Shawn Francis, Chairperson
Sharon Clark, Vice Chairperson
Clayton Gillis, Member

Absent: Jaiden Henry - Palliser Regional Municipal Services Representative – regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - regrets
Sharel Shoff, Councillor/Member - regrets
Scott Kuntz, Member – Regrets
Stacey Gallagher, Member - Regrets

Guests: A delegation of 2 were present at 12:06 pm to speak to Agenda item 3.3: exited at 12:15 pm
Loretta Wilson
Teri L. Faulter
A delegation of 2 were present at 12:06 pm to speak to Agenda item 5.1: exited at 12:30 pm
Joe Castonguay
Kelly Boyko

1.0 CALL TO ORDER – 12:06 pm

S. Francis presented the Agenda for January 14, 2016 meeting.

1.1 Agenda – Additions or Deletions

Addition of other discussion items.

5.2 Property of Interest

1.2 Acceptance of Agenda

Motion: T. Zariski moved to accept the agenda of January 14, 2016 with the additions as noted.

Second: – S. Clark. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 December 10, 2015

Motion: S. Clark moved to accept the minutes of December 10, 2015 as presented

Second: – C. Gillis. Carried



DRUMHELLER

COMMUNITY SERVICES



3.0 DEVELOPMENT PERMITS

3.1 T00094-15D – Jamie Pugh – 60' x 40' Shop

J. Steeper presented Development Permit T00094-15D submitted by Jamie Pugh for construction of an accessory building located at 100 1 Avenue, East Coulee on Plan RW 306; Block C. Zoning is "UT" Urban Transitional District. An accessory building is a discretionary use in this district.

J. Steeper advised this application was received on December 10, 2015. The design, site coverage, yards, height of buildings, external finishing and landscaping generally of all buildings and structure shall be to the satisfaction of the development authority; taking into account the general purpose of the district, the existing use and prospective use of the lands in the vicinity.

J. Steeper stated this property has a residential dwelling on site and the accessory building will be used for storage of vehicles, a tractor, and a boat. The building would be 2400 square feet in size; the maximum in a similar district, such as "agricultural" is 2500 square feet.

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

Municipal Planning Commission members discussed the application. Items of discussion were; the exterior finishing for the accessory building, the size of the lot and the height of the building.

Motion: T. Zariski moved to approve Development Permit T00094-15D submitted by Jamie Pugh for construction of an accessory building located at 100 1 Avenue, East Coulee on Plan RW 306; Block C, subject to the following conditions;

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

Second: C. Gillis. – Carried



DRUMHELLER

COMMUNITY SERVICES



3.2 T00095-15D – Top Rocker Motorcycle – Retail store to encompass entire building and change the liquor license from Class D to Class A

J. Steeper presented Development Permit T00095-15D submitted by Top Rocker Motorcycle for retail store to encompass entire building and change the liquor license from Class D to Class A located at 11 2 Avenue North, Rosedale on Plan 4676CH; Block 2; Lot 14-19. Zoning is "C-1" Local Commercial District.

J. Steeper advised this location was functioning as a liquor store and specialty retail store. The plan is to upgrade the liquor license so that alcohol beverages and food can be served; the owner will have to apply for the appropriate provincial licenses. Parking at this location is sufficient to meet the requirements.

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

Municipal Planning Commission members discussed the application. Items of discussion were; the zoning for the immediate area, and that the building use would be within the consistent historical utilization.

Motion: C. Gillis moved to approve Development Permit T00095-15D submitted by Top Rocker Motorcycle for retail store to encompass entire building and change the liquor license from Class D to Class A located at 11 2 Avenue North, Rosedale on Plan 4676CH; Block 2; Lot 14-19, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Outdoor storage shall be screened from view by fencing and landscaping to the satisfaction of the Development Authority. Where the site abuts a residential district, visual screening to a minimum height of 1.5 m (5 ft.) shall be provided.
13. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
14. Annual Business License is required.

Second: T. Zariski. – Carried



DRUMHELLER

COMMUNITY SERVICES



3.3 T00096-15D – Body Works Massage & Esthetics – Occupancy in new location

J. Steeper presented Development Permit T00096-15D submitted by Body Works Massage & Esthetics for occupancy of a personal service located at 375 3 Street West, Drumheller on Plan 2193CC; Block 40; Lot 8. Zoning is "DT" Downtown Transitional District. Personal Service Establishment is a discretionary use in this district.

J. Steeper advised the property has been used and functioned as a commercial location and at one time held a similar use of massage therapy. There is a plan to add an additional sink for the esthetics part of the business; the owner would have to have an appropriate plumbing permit for the work. There is sufficient parking available in this location for the business. A plan of the interior layout was provided.

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

Municipal Planning Commission members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00096-15D submitted by Body Works Massage & Esthetics for occupancy of a personal service located at 375 3 Street West, Drumheller on Plan 2193CC; Block 40; Lot 8, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that the building is occupiable for such purposes.
6. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Development application is required for signage placement and made under separate application prior to placement.
9. Applicant to ensure any/all modifications to water/sewer services to the satisfaction of the Town of Drumheller. Please contact Utilities Manager at 403-823-1330 for approval and specifications.
10. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
11. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.
12. Outdoor storage shall be screened from view by fencing and landscaping to the satisfaction of the Development Authority. Where the site abuts a residential district, visual screening to a minimum height of 1.5 m (5 ft.) shall be provided.
13. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
14. Annual Business License is required.

Second: S. Gallagher. – Carried



DRUMHELLER

COMMUNITY SERVICES



4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

- 4.2 P. Salvatore advised Cynthia Cvik with Palliser Regional Municipal Services will be attending Municipal Planning Commission meetings soon; she has been actively getting familiar with her new role.

5.0 OTHER DISCUSSION ITEMS

5.1 Area Structure Plan – Previous St. Anthony's School Site, East Drumheller District

K. Boyko noted Bill Hunter put together the Area Structure Plan for the development area. J. Castonguay advised there have been previous attempts at having this area developed; the plan being submitted at this time is much more conforming to the existing neighborhood. This will be developed as an "R-1" Residential Area, for a 55 plus community, which will be registered with the Home Owners Association. Some Architectural Controls will be in place for the development. There will be a green space with walking paths and benches, and to the west a fence will be in place to separate the development from the old St. Anthony's school.

The lots will be 45 feet wide with the corner lots being slightly larger at 55 feet wide, the length of the lots are 120 feet. These lot sizes exceed the minimum requirement for the "R-1" residential district. Some homes to be built slab on grade and possibly some with basements with minimal steps to get into the front door. The homes will be facing the existing streets and are proposed to be bungalow style about 1200 – 1400 square feet with attached garages and driveways. Additional parking would be available through the rear alley to the back of the property. A walkway on the east side of the development may not be required, depending on how the utilities are run to some of the lots; if the walkway is not required the extra footage will be divided into the interior lots. There is a demand to have homes registered with the Home Owners Association, so exterior maintenance of the yard would be taken care of. This development is close to amenities. The interest has been high for homes this area.

The new development has been subdivided from the school area. A offer to purchase the open land area has been submitted and information gathering for phone, power, water, gas and other utilities is underway. The developer would like to start in the spring, and possibly putting up a show home. The Area Structure Plan has been sent for approval, with applications for Land Use Bylaw amendment and subdivision for approval already submitted.

The Municipal Planning Commission members agreed the new subdivision plan conforms with the existing neighborhood. Members agreed the concept and layout of the subdivision as presented by the applicants was acceptable.

5.2 Property of Interest

Property at the west end of Newcastle has been using environmental reserve land as part of their own property not aware that the property lines are actually a lot tighter to the home. Municipal Planning Commission discussed how this issue could happen.

5.3 T00080-15D – Black Stallion Ranches Ltd – Update

The Subdivision and Appeal Board heard the appeal of the Municipal Planning Commission decision of Development Permit T00080-15D, Black Stallion Ranches Ltd, on December 16, 2015 at 10:00 am in Council Chambers at the Town of Drumheller; the decision was up held.

5.4 Additional Discussion Items

Municipal Planning Commission members would like to look closer at the definitions in the Land Use Bylaw. More clarity in definitions was discussed, however it was pointed out that a more general definition allows for some flexibility where a more pointed definition can make it difficult to fit in some developments. When the Land Use



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Bylaws amendments are looked at, some of the definitions can be reviewed at the same time; as there are some changes from 2015 still outstanding for the LUB.

Discussion and clarification about the destination marketing fee.

The store front improvement was discussed, 9 applications have been received.

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

Chairperson

Development Officer

Attachments:

Agenda – January 14, 2016

Attendance list



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Municipal Planning Commission MINUTES Meeting of Thursday February 4, 2016

Present: Paul Salvatore, Director of Community Services – exited meeting at 1:20pm.
Tom Zariski, Councillor/Member
Sharel Shoff, Councillor/Member
Julie Steeper, Development Officer
Linda Taylor, Recording Secretary
Scott Kuntz, Member - Chairperson
Stacey Gallagher, Member
Clayton Gillis, Member
Gary Wilson - Palliser Regional Municipal Services Representative
Cynthia Cvik - Palliser Regional Municipal Services Representative

Absent: Shawn Francis, Chairperson - regrets
Sharon Clark, Vice Chairperson - regrets

Guests: A delegation of 1 was present at 12:05 pm to speak to Agenda item 3.6: exited at 12:20 pm
Eric Neuman

1.0 CALL TO ORDER – 12:05 pm

S. Kuntz started the introductions so the delegation was familiar with the Committee Members
S. Kuntz presented the Agenda for February 4, 2016 meeting.

1.1 Agenda – Additions or Deletions

Addition and change to development permits and other discussion items.

3.5 T00009-16D – Nick Sereda – coffee bar – addition

3.6 T00007 -16D – Andrew Neuman – mobile canoe and kayak rentals – change from 5.3 other discussion items to Development Permit

1.2 Acceptance of Agenda

Motion: S. Shoff moved to accept the agenda of February 4, 2016 with the additions and changes as noted.

Second: – S. Gallagher. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 January 14, 2016

Wording change requested by C. Cvik in regards to page 5; the ASP has been **sent for approval** and LUB amendment and subdivision **for approval**.

Motion: T. Zariski moved to accept the minutes of January 14, 2016 with corrections as requested

Second: – C. Gillis. Carried



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3.0 DEVELOPMENT PERMITS

3.1 T00003-16D – Yavis Family Restaurant – Outdoor Patio

J. Steeper presented Development Permit T00003-16D submitted by Amy & Mike Yavis for outdoor patio located at 249 3 Avenue West on Plan 5952JK, Block 21. Zoning is "C-B" Central Commercial District. An outdoor patio is to be evaluated by the Municipal Planning Commission as per the outdoor patio Bylaw.

J. Steeper advised this application is for an outdoor patio with awning to accommodate 8 seats (couch seating) and 3 tables and 4 chairs per table, including 2 patio heaters. The patio will stay in place all year round; however will only be used seasonally. The existing sign on the building will need to be moved.

J. Steeper stated the applicants are tenants at this location.

Municipal Planning Commission members discussed the application. Items of discussion were; the location of the patio.

Motion: S. Gallagher moved to approve Development Permit T00003-16D submitted by Amy & Mike Yavis for outdoor patio located at 249 3 Avenue West on Plan 5952JK, Block 21, subject to the following conditions;

1. Must 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. Development to conform and meet the requirements of the Regional Fire and Health Authority.
4. Placement of construction as per plot plan submitted. Applicant to ensure placement of patio leaves a minimum width of 5' of sidewalk adjacent to patio for pedestrian traffic.
5. Construction to be in accordance with the Alberta Building Code.
6. All necessary permits (building, electrical, gas, plumbing and private sewage) to be in place prior to construction/installations.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
8. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: T. Zariski. – Carried

3.2 T00004-16D – Sean Sagun – Occupancy of Kiosk Space at BCF

J. Steeper presented Development Permit T00004-16D submitted by Sean Sagun for occupancy of Kiosk Space at the BCF located at 80 Veterans Way, Drumheller on Plan 3147HR; Block 34; Lot 2. Zoning is "DT" Downtown Transitional District.

J. Steeper advised this location had functioned as a kiosk in the past, and has now been vacant for some time.



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The applicant owns other juicing locations; this would be the forth location in 2 years of business, and has suppliers already arranged. He has plans to be active within the next month and may also look at doing some catering. The applicant would like to use the kitchen facilities at the BCF: this would have to be dealt with through an agreement with the BCF.

Municipal Planning Commission members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00004-16D submitted by Sean Sagun for occupancy of Kiosk Space at the BCF located at 80 Veterans Way on Plan 3147HR; Block 34; Lot 2, 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/installation.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
6. 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.

Second: S. Gallagher. – Carried

3.3 T00005-16D – Roseway Farms Ltd – Cold Storage Pole Shed

J. Steeper presented Development Permit T00005-16D submitted by David Hardy of Roseway Farms Ltd for a cold storage pole building located at 145 Hi-Way 10X, Rosedale NW-20-28-19-W4. Zoning is "A" Agricultural District. Cold Storage Building is a discretionary use in this district.

J. Steeper advised the property has been used and functions as an agricultural location. The building will be finished to match the existing home.

Municipal Planning Commission members discussed the application. Items of discussion were; the set back requirement of the proposed building, property lines and placement of the building.



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Motion: Development Permit T00005-16D submitted by David Hardy of Roseway Farms Ltd for a cold storage pole building located at 145 Hi-Way 10X, NW-20-28-19-W4, to be tabled for input from Alberta Transportation, and to determine if the building would impede on the adjacent property parcel; if it does impede consolidation would need to occur.

3.4 T00006-16D – Norah Bird Hamilton – Bed & Breakfast

J. Steeper presented Development Permit T00006-16D submitted by Norah Bird Hamilton for Bed & Breakfast located at 880 2 Avenue West, Drumheller on Plan 2193CC; Block 45; Lot 2. Zoning is "R-1A" Residential District. Bed & Breakfast is a discretionary use in this district.

J. Steeper advised the applicant proposes to operate their home as a Bed & Breakfast, with a maximum of 6 guests at any one time. One suite would have one bedroom and the second suite would have two bedrooms, and would operate six to eight months of the year depending on bookings. Applicant stated in an email "Our garage holds two vehicles because one of our cars is a Smart car, the driveway can park up to three vehicles but expect to only park two".

Municipal Planning Commission members discussed the application. Items of discussion were; parking requirements.

Motion: Development Permit T00006-16D submitted by Norah Bird Hamilton for Bed & Breakfast located at 880 2 Avenue West, Drumheller on Plan 2193CC; Block 45; Lot 2, to be tabled for more detailed information on parking; a parking plan to meet the parking standards.

3.5 T00009-16D – Nick Sereda (Shredz) – coffee bar

J. Steeper presented Development Permit T00006-16D submitted by Nick Sereda for Shredz for a coffee bar located at 250 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 6. Zoning is "C-B" Central Commercial District. Restaurant is a discretionary use in this district.

J. Steeper advised the applicant proposes to operate the coffee bar in the existing retail business; no seating will be available as it will essentially be a pick up and go.

Municipal Planning Commission members discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00006-16D submitted by Nick Sereda for Shredz for a coffee bar located at 250 3 Avenue West, Drumheller on Plan 2691BC; Block 22; Lot 6, 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 and Health Authority that the building is suitable for such purposes.



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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.

Second: C. Gillis. – Carried

3.6 T00007-16D – Andrew Neuman – Mobile Canoe and Kayak Rentals

J. Steeper presented Development Permit T00007-16D submitted by Andrew Neuman for canoe and kayak rentals located at 103 and 105 Grove Place, Drumheller on Plan 7911235; Lot Unit 1 & 2. Zoning is "HWY-C" Highway Commercial District.

J. Steeper advised the applicant proposes to operate the business from the parking lot at 103 Grove Place for the rental, launch and pickup of canoes, kayaks, tubes, etc. The business will include a cargo trailer, canoe / kayak trailer and several trucks. Customers will park on location. Portable toilet(s) and some signage will also be on the location. Access to the river at this location and several launch points in the valley will be necessary. Owner authorization has been submitted. Bylaw 12-99 is a by-law to regulate and control the operation of off-highway vehicles for the Town of Drumheller; it has information on staging areas designated by signs.

Eric Neuman presented information about the business; the equipment is for rental only, customers can just rent the equipment or include a tour guide with the rental. This location will be used to pick up and drop off the equipment, later would like to expand to two to six hour trips. The applicant will be using a concession style trailer for the office. The hours of operation would be 8:00 am to 5:00pm or 6:00pm or as long as light permits and is safe to be on the water. The applicant noted they will be operating as a registered company.

Municipal Planning Commission members discussed the application. Items of discussion were; staging areas for launching on to the river, portable toilets, signage, parking and expiration on the permit.

Motion: T. Zariski moved to approve Development Permit T00007-16D submitted by Andrew Neuman for canoe and kayak rentals located at 103 and 105 Grove Place, Drumheller on Plan 7911235; Lot Unit 1 & 2, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Annual vehicle inspections required. Copy to be provided to the Town of Drumheller prior to issuance of Business License.



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3. Pick up and drop off locations must conform to the Town of Drumheller Designated Staging Areas Bylaw #12-99 (copy attached). There shall be no drop off or pick up locations on public lands without the prior consent or approval from the Town of Drumheller.
4. Finalized route plan to be submitted to the Development Authority upon completion. Drop off and pick up locations are allowed on private land(s) and require authorization from land owners. Confirmation to be provided to the Town of Drumheller. An additional application, license and/or permits may be required.
5. 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.
6. Development application is required for signage placement and made under separate application prior to placement.
7. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
8. Any and all improvements including but not limited to driveways, curb cuts, service connections, etc. at owners' expense. Please contact Public Works at 823-1330 for authorization, information and/or specifications.
9. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Annual Business License is required.
11. Permit expires December 31, 2016

Second: S. Shoff. – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Land Use Bylaw Amendment – Trevor & Debbie Catonio

Purpose:

The purpose of Bylaw 03.16 is to re-designate four (4) lots from the existing R-1a zoning to R-2.

Statutory and Non-Statutory Documents to Consider:

The MDP:

- Supports infill development, which will utilize existing infrastructure to its fullest extent possible.
- Encourages the provision of a variety of housing types which can accommodate a diverse range of age groups and lifestyles.
- Advocates maintaining and enhancing the quality of residential development in the community.

LUB 10-08 R-2 District:

- Provides for the development (or redevelopment), of single and two unit dwellings as permitted uses. (See Attached Schedule "A")
 - The minimum lot area requirement for the R-2 zone is 325 m², (3500sq. ft.) for each semi-detached unit. (It should be noted that although the draft ASP identifies the proposed use for the lots as



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"duplex", they are intended for 2-unit, semi-detached development, per the current definitions contained within the Land Use Bylaw.) The four subject properties all meet the current minimum lot size requirement:

- 527 Riverside Dr. East (Lot 17) – 384.17 m²
 - 531 Riverside Dr. East (Lot 18) – 384.2 m²
 - 519 Riverside Dr. East (Lots 15 and 16)– 698.45 m² total (= 349.22m² per parcel)
- The minimum lot width for R-2 lots incorporating the development of semi-detached dwellings 7.6 m (25 ft.).
- 527 Riverside Dr. East (Lot 17) – 10.06 m
 - 531 Riverside Dr. East (Lot 18) – 10.06 m
 - 519 Riverside Dr. East (Lots 15 & 16) – 18.28 m (9.14 m with per lot)

Municipal Sustainability Plan:

Environmental and Economic Pillars

- Infill housing is specifically supported in the 2010 Municipal Sustainability Plan as a viable means of making the most efficient use of existing services and infrastructure, (as opposed to extending into "green" or undeveloped areas). The document also advocates maintaining a broad range of housing options which will be available throughout the community for both existing and future residents.

Recommendation:

The proposed rezoning as presented is in keeping with the above noted sections of Drumheller's statutory and non-statutory documents; therefore, it is recommended that the proposal to rezone Lots 15, 16, 17 & 18, Block 1, Plan 6495AV from R-1a to R-2 be supported.

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

4.2 Land Use Bylaw Amendment – Electra Holdings Ltd

Purpose:

The purpose of Bylaw 05.16 is to re-designate Lot 4, Block 2, Plan 131 0788 from the CS (Community Service District) to the R-1 (Residential District).

Statutory and Non-Statutory Documents to Consider:

Municipal Government Act (MGA)

Advertising for the proposed bylaw has been completed in accordance with the requirements set out in Section 606 of the MGA.



Municipal Development Plan (MDP)

The Town of Drumheller's current MDP is a long range document which provides a vision for the future of the community. All municipalities with a population greater than 3500 must have a Municipal Development Plan. The current MDP Bylaw 11-08:

- Supports infill development, which will utilize existing infrastructure to its fullest extent possible.
- Encourages the provision of a variety of housing types which can accommodate a diverse range of age groups and lifestyles.
- Advocates maintaining and enhancing the quality of residential development in the community.

Draft Area Structure Plan (ASP)

See Concurrent Report Submission for Bylaw 02.16

Land Use Bylaw (LUB) R-1 District:

The LUB is the tool which is used to make immediate and short term decisions relative to achieving the long range vision for the future of the community as set out in the Municipal Development Plan.

LUB 10-08 provides for the development of single family dwellings as permitted uses in the R-1 district. As presented in this rezoning application, the exiting parcel, (Lot 4), is 1.03 ha (2.55 acres) in total area, which meets the minimum size requirements. The conceptual lot layout (Attachment "A"), indicates that all fourteen of the proposed residential lots meet the minimum lot area requirement of 418 m² (4500 sq. ft.) and exceed the minimum 12.2 m (40 ft.) lot width requirement of the zone.

The land required for municipal reserve (park/open space), in accordance with the Deferred Reserve Caveat Instrument Number 131067685, currently registered on title, is 0.212 ha (.53 acres). The current proposal is for .117 ha (.29 ac). Lot size confirmation will occur with review of the proposed Plan of Subdivision. Full dedication of MR land or a combination of MR land and cash in lieu will be required.

All dimensions and specific utility servicing requirements for each proposed lot will be assessed for conformity with the LUB and municipal Engineering standards through the review and processing of the subdivision application.

Municipal Sustainability Plan:

Infill housing is supported in the 2010 Municipal Sustainability Plan as a viable means of making the most efficient use of existing services and infrastructure, (as opposed to extending into undeveloped areas), thereby not increasing the urban environmental footprint. The proposal is also economically sound from a municipal service provision perspective, as it will utilize existing civic infrastructure below ground and will not unduly tax the municipality relative to the provision of above ground services such as snow and waste removal.

Discussion:

The proposed rezoning is in keeping with the draft Area Structure Plan, which conforms to the long term vision for economically, environmentally and socially responsible growth and development in the Town of Drumheller.

Should the draft Area Structure Plan, (Bylaw 02.16), not move forward, the proposal to rezone the subject property, (Bylaw 05.16), should be held in abeyance until resolution with the proposed ASP is achieved.

Final reading of Rezoning Bylaw 05.16 should only occur after approval/adoption of the Area Structure Plan. Should the ASP be found to have no merit and the Bylaw defeated, the current rezoning application should also be refused.



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Options:

DEFEAT Bylaw 05.16 to rezone Lot 4, Block 2, Plan 131 0788 for CS- Community Services District to R-1 Residential;
OR

APPROVE 2ND reading of Bylaw 05.16 to rezone Lot 4, Block 2, Plan 131 0788 from CS- Community Services District to R-1 Residential District with 3RD and final reading of the Bylaw to be considered concurrently with review of the proposed Plan of Subdivision;

OR

APPROVE 2ND AND 3RD reading of Bylaw 05.16 to rezone Lot 4, Block 2, Plan 131 0788 for CS- Community Services District to R-1 Residential.

Recommendation:

APPROVE 2ND reading of Bylaw 05.16 to rezone Lot 4, Block 2, Plan 131 0788 from CS- Community Services District to R-1 Residential District, with 3RD and final reading of Bylaw 05.16 to be considered concurrently with review of the proposed Plan of Subdivision.

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

4.3 Area Structure Plan

Purpose:

The purpose of Bylaw 02.16 is to consider the merits of the proposed Area Structure Plan (ASP), for the former St. Anthony's School site, located in east Drumheller.

The Proposal:

The ASP proposes to introduce single family residential development within the property boundaries. The total unit number increase for the area is proposed to be 14 households, developed in one phase. Open space in the form of Municipal Reserve is also identified for the site. The proposed residential development is in keeping with the characteristics of the exiting residential developments in terms of lot size and form of development proposed, i.e. laneways.

The overall road network presents a logical extension with options for access to the proposed lots via 6th Avenue and 7th Avenue (Railway Avenue).

Statutory and Non-Statutory Documents to Consider:

Municipal Government Act (MGA)

Advertising for the proposed bylaw has been completed in accordance with the requirements set out in Section 606 of the MGA.

Additionally, the proponents of the proposal held a Public Information session on Thursday, January 21 at the Badlands Community Facility.



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Municipal Development Plan (MDP)

The Town of Drumheller's current MDP is a long range document which provides a vision for the future of the community. All municipalities with a population greater than 3500 must have a Municipal Development Plan.

This ASP proposal is a requirement of the MDP which advocates providing a planning framework and public consultation opportunities to evaluate the merits proposed for the use of the site. The current MDP Bylaw 11-08:

- Supports infill development, which will utilize existing infrastructure to its fullest extent possible, in this location.
- Encourages the provision of a variety of housing types which can accommodate a diverse range of age groups and lifestyles.
- Advocates maintaining and enhancing the quality of residential development in the community.

Discussion:

The proposed Area Structure Plan is in accordance with the overall framework for future development identified in Municipal Development Plan 11-08. It is recommended however, that Section 7.3 (Public Reserve) be removed in its entirety from the draft ASP, prior to 3rd reading of Bylaw 02.16. This section is not germane to the requirements of this Area Structure Plan, as the Town of Drumheller has already determined that the provision of municipal reserve is a requirement for the subject property by registering a deferred reserve caveat on title in 2013. (Instrument No. 131067685 in the amount of 0.212 ha or 0.523 acres). The proposal as presented also includes a proposed MR parcel. The merits of any provisions for the amount of municipal reserve or whether cash in lieu will be required will be fully explored through the processing of the Plan of Subdivision.

Options:

DEFEAT Bylaw 02.16 to adopt the St. Anthony's Area Structure Plan for Lot 4, Block 2, Plan 131 0788;

OR

APPROVE 2ND reading of Bylaw 02.16 to adopt the St. Anthony's Area Structure Plan for Lot 4, Block 2, Plan 131 0788; and

AMEND the draft ASP by removing Section 7.3 (Public Reserve) in its entirety and renumbering the document accordingly prior to 3rd reading of Bylaw 02.16.

Recommendation:

APPROVE 2ND reading of Bylaw 02.16 to adopt the St. Anthony's Area Structure Plan for Lot 4, Block 2, Plan 131 0788; and

AMEND the draft ASP by removing Section 7.3 (Public Reserve) in its entirety and renumbering the document accordingly prior to 3rd reading of Bylaw 02.16.

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

OTHER DISCUSSION ITEMS

5.1 T00091-15D – Carol Todor – Outdoor Fitness Pods

J. Steeper presented Development Permit T00091-15D submitted by Carol Todor for proposed outdoor fitness pods along the existing nature trail.



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Municipal Planning Commission members discussed the application. Items of discussion:

- Riverside Park could be a good spot for this type of activity, as parking is available, the use of the pods maybe higher in this area as children and adults use the existing park.
- The pods must be CSA approved.
- The first pod would be about \$10,000, built by the applicant then turned over to the Town for care and maintenance.
- Public Works has been contacted for their input into the pods.
- Circulation could be done to the adjacent landowners.
- Would like to have a confirmation as to the type of material the pods are made of.

5.2 T00093-16D – Craig Burrows-Johnson – Disc Golf Course

J. Steeper presented Development Permit T00093-15D submitted by Craig Burrows-Johnson for proposed disc golf course at Newcastle Beach Recreation Area.

Municipal Planning Commission members discussed the application. Items of discussion:

- The baskets would be permanent and available for year round use.
- The applicant would be maintaining the baskets; these baskets require minimal upkeep and have lasted over 20 years. The Course in Calgary survived the flood.
- The course would be in a section of the Area not currently be used.
- A tournament would be held yearly.
- Midland Park is a proposed area for a Disc Golf Course, it is a provincial park.
- Circulation to be done to adjacent landowners.
- Parking for tournaments.

~~5.3 T00007-16D – Andrew Neuman – Mobile Canoe and Kayak Rentals~~

5.4 Land Use Bylaw Amendments

J. Steeper presented the Land Use Bylaw Amendments to be resubmitted to Council, with the removal of the verbiage for chemical storage. These same amendments were presented to Council in 2014 and defeated.

6.0 Adjournment – Meeting adjourned by S. Kuntz at 2:17 pm.

Chairperson

Development Officer

Attachments:

Agenda

Guest sign in sheet



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Municipal Planning Commission MINUTES Meeting of Thursday February 18, 2016

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

Absent: Cynthia Cvik - Palliser Regional Municipal Services Representative - regrets
Shawn Francis, Chairperson - regrets
Sharon Clark, Vice Chairperson - regrets

Guests: A delegation of 2 were present at 12:04 pm to speak to Agenda item 3.1: exited at 12:25 pm
Byron Graham
John Graham

1.0 CALL TO ORDER – 12:04 pm

S. Gallagher presented the Agenda for February 18, 2016 meeting.

1.1 Agenda – Additions or Deletions

No addition or deletions

1.2 Acceptance of Agenda

Motion: S. Shoff moved to accept the agenda of February 18, 2016 as presented.

Second: – T. Zariski. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 February 4, 2016 – minutes not completed at this time

3.0 DEVELOPMENT PERMITS

3.1 T00001-16D – Black Stallion Ranches – Move on home

J. Steeper presented Development Permit T00001-16D submitted by Black Stallion Ranches for placement of a moved on home located at 1226 Newcastle Trail, Newcastle on Plan 6561CO; Block 1; Lot 13. Zoning is "R-1A" Residential District. A Dwelling moved on is a discretionary use in this district.



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J. Steeper advised this application is for placement of a previously lived in dwelling 24 feet x 46 feet, to be placed on to a new basement, and for a new construction detached garage 24 feet x 30 feet. A variance of 10% relaxation is required on both the front yard and side yards. The set back of 18 feet in the front yard conforms to the neighborhood. The mover, DVG Contractors submitted a letter in regards to the house and it has been inspected independently by Superior Safety Codes Safety Code Officer, Ron Matiejewski. Photos of the interior and exterior of the house were submitted with the application, along with a list of renovations (e-mail of February 12, 2016), and information about the insulation, plumbing and asbestos (e-mail of February 17, 2016). The placement of the proposed garage is suitable and meets the requirements of the Land Use Bylaw. The site coverage of both the house and garage is within requirements. J. Steeper pointed out, on a Summary Report from Westlock County, the proposed move on dwelling has an date built as 1936.

J. Steeper stated a performance bond of \$10,000.00 is required to ensure completion of renovations and repair or replacement of any damage to municipal infrastructure as a result of the building relocation. The deposit or performance bond shall be refunded as follows: 75% at the completion of all exterior renovations to the satisfaction of the Development Authority and the final 25% at the completion of final landscaping to the satisfaction of the Development Authority.

Byron Graham reiterated from the February 12, 2016 email, what renovations and updates will be done to the move on dwelling such as: new full basement, replacing all the windows and exterior doors, new flooring and base boards, new kitchen cabinets, counters and sink, new insulation, new vinyl siding, re-shingling the roof, new landing and dormer for the front and all plumbing and piping will be changed out. The applicant also stated the 1950-60's home was occupied until fall of 2015, the mold mentioned by the Safety Code Officer could be rectified by scrapping off the old paint, prime and repaint. New veranda's front and back will be done. The entrance to the garage will be off the alley with a cement apron.

Municipal Planning Commission members discussed the application. Items of discussion were; asbestos and remediation requirements for a dwelling being moved and renovated.

Motion: C. Gillis moved to table Development Permit T00001-16D submitted by Black Stallion Ranches for placement of a moved on home located at 1226 Newcastle Trail, Newcastle on Plan 6561CO; Block 1; Lot 13, subject to the submission of an asbestos plan. A plan that should include the following; a report by qualified personnel in regards to the movement and renovation of the moved on dwelling, as well as remediation and abatement requirements and completion of abatement should it be required.

Second: S. Kuntz. – Carried

3.2 T00005-16D – Roseway Farms Ltd – Cold storage building

J. Steeper presented Development Permit T00005-16D submitted by Roseway Farms Ltd for new construction of a farm storage building located at 145 Hi-way 10X on NW-20-28-19-W4. Zoning is "A" Agricultural District.

J. Steeper stated this application was seen on February 4, 2016, the development was tabled for input from Alberta Transportation: Alberta Transportation responded on February 19, 2016, "the proposed equipment barn, as proposed, is to be approximately 20 metres from the edge of the Highway R-O-W. Considering the future use of Hwy 10X, Alberta Transportation is not opposed to the Town of Drumheller issuing a development permit for the subject property as it is described."

J. Steeper advised the applicant has revised the position and location of the proposed cold storage building. The set back is now at 34 metres and the length of the building will now run parallel to Hi-way 10X, which will keep the building away from the natural water way, irrigation line and on the same land title.



Municipal Planning Commission members discussed the application

Motion: S. Shoff moved to approve Development Permit T00005-16D submitted by Roseway Farms Ltd for new construction of a cold storage building located at 145 Hi-way 10X on NW-20-28-19-W4, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of storage structure as per plot plan submitted.
4. The rear yard setback must be 7.6m as per Zoning Bylaw 10-08, Section 37 A –Agricultural District, Part C, 5a.
5. Construction to be in accordance with the Alberta Building Code.
6. A Building permit to be in place prior to construction.
7. A storage structure shall not be used as a sign.
8. All local improvements at owner's expense including, however not limited to, driveways, and frontage charges, (Call 823.1330 for the regulations).
9. A storage structure shall be screened from view as required by the Municipal Planning Commission and/ or may require exterior finishing to be in general conformance with the principal building or surrounding development.
10. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
11. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: C. Gillis. – Carried

3.3 T00010-16D – Pat & Tracy Bryans – Garage with upper floor

J. Steeper presented Development Permit T00010-16D submitted by Pat Bryans for a garage with upper floor located at 300 Mabbott Road, Rosedale on Plan 0814739; Block 11; Lot 13. Zoning is "SCR" Suburb Community Residential District. Accessory buildings are a permitted use in this district.

J. Steeper advised the property is in the flood fringe. The applicant is applying for a garage with storage above the garage, as the house has no basement for storage. The size of the structure proposed is 28 feet x 30 feet x 21 feet in height. The square footage of the garage is within the requirements, however the height of the building is outside of the MPCs discretion to approve.

Municipal Planning Commission members discussed the application. Items of discussion, site lines from neighboring properties and that there are other large buildings in the vicinity.

Motion: S. Shoff moved to refuse Development Permit T00010-16D submitted by Pat Bryans for a garage with an upper floor located at 300 Mabbott Road, Rosedale on Plan 0814739; Block 11; Lot 13, as the variance on the height of the garage is outside the authority of the Municipal Planning Commission to approve.

Second: S. Kuntz. – Carried



DRUMHELLER

COMMUNITY SERVICES



4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

5.1 Craig Burrows-Johnson – Disc Golf Course – Circulation

J. Steeper informed the Municipal Planning Commission the circulation for the disc golf course has been sent out. One response has been received to date.

5.2 Updates

Bed & Breakfast, February 4, 2016, no additional information received.

Fitness Pods, February 4, 2016, no additional information received.

Zip Line, application not yet complete.

6.0 Adjournment – Meeting adjourned by S. Gallagher at 1:24 pm.

Chairperson

Development Officer

Attachments:

Agenda – February 18, 2016

Guest list



DRUMHELLER

REQUEST FOR DECISION



Request for Decision

		Date:	March 17, 2016
Topic:	DRUMHELLER HOUSING ADMINISTRATION APPOINTMENT		
Proposal:	The Drumheller Housing Administration has one vacancy on their board due to the resignation of Ray Page. The Town of Drumheller has received one application from Dwayne Nagy to serve in this capacity. The Housing Administration has reviewed the application and recommends approval of Dwayne Nagy's appointment to their Board.		
Proposed by:	Raymond Romanetz		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	N/A		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Dwayne Nagy to the Drumheller Housing Administration for a term to expire on the date of Council's 2018 Organizational Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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FEB 25 2016

LV



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 24-Feb-2016

Board applied for Housing DRUMHELLER HOUSING AUTHORITY

Name of Applicant Dwayne Nagy

Full Address _____ Postal Code T0J 0Y6

Length of Residency in Town 5 years

Phone (403) 2 E-mail Address dwayne.nagy@albertahealthservices.ca

Past Service on Similar Boards _____

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have been fortunate to serve on several committees in my role as a registered nurse, the Drumheller hospital nurse manager

and as a member of AHS Provincial Medical Affairs. This work has fostered a familiarity with the

Strategic/operational planning, budgeting, employment issues/practice, evaluation and monitoring,

legal awareness, management, media awareness, networking & public speaking.

Dwayne Nagy

Digitally signed by Dwayne Nagy
DN: dc=ca, dc=bewell, dc=healthy, ou=Accounts, ou=Users,
ou=OTH, cn=Dwayne Nagy
Date: 2016.02.24 17:45:12 -0700

Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006

**TOWN OF DRUMHELLER
BYLAW NUMBER 07.16**

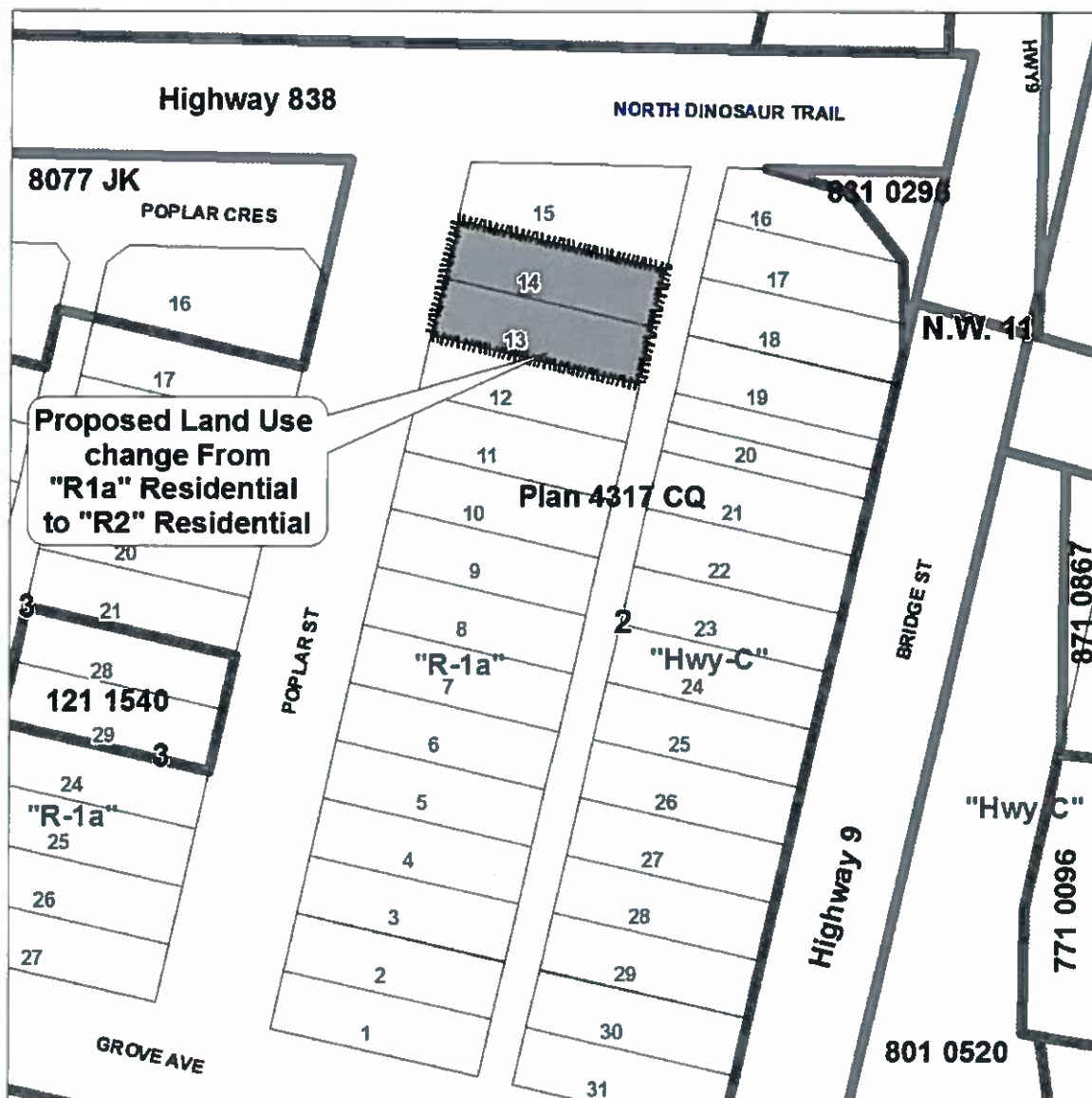
BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

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

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw No. 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10-08 as follows:

On Schedule "A", the Land Use District Map, redesignate Lots 13 & 14, Block 2, Plan 4317 CQ all within the NW ¼ Sec. 11 – 29 – 20 W4M in the Town of Drumheller, from "R-1a" - Residential District to "R-2" – Residential District, as shown on the plan below:



READ A FIRST TIME THIS 22nd DAY OF February, 2016

...

Agenda Item # 10.1

READ A SECOND TIME THIS __th DAY OF _____, 2016.

READ A THIRD TIME AND PASSED THIS __th DAY OF _____, 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER