

Town of Drumheller COUNCIL MEETING AGENDA

**June 12, 2017 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

- 3-4 2.1 Motion RE: Council's Summer Meeting Schedule
5-6 2.2 Proclamation - Recreation and Parks Month - June 2017

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

- 7-11 5.1 Regular Council Meeting Minutes of May 29, 2017

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 12-31 5.2.1 Municipal Planning Commission Minutes March 23, 2017
Municipal Planning Commission Minutes April 7, 2017
Municipal Planning Commission Minutes April 27, 2017

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

Page

8.1. CAO

32-33 8.1.1 Bylaw 07.17 being a bylaw to amend the Land Use Bylaw to redesignate Lot 11, Plan 3867HU (Rosedale District)

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

34-40 8.4.1 Economic Development Advisory Committee Recommendations

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 Legal Matter

JULY, 2017

SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 STATUTORY HOLIDAY	4	5	6	7	8
9	10 4:30 PM COUNCIL MEETING CANCELLED	11	12	13	14	15
16	17	18	19	20	21	22
Agenda Item # 2.1						29
23	24 4:30 PM COUNCIL MEETING	25	26	27	28	29 Red - Council Meeting cancelled. Blue - Council Meeting is scheduled. Committee Meetings will be called by the Mayor.
30	31					

AUGUST, 2017

SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 STATUTORY HOLIDAY	8 4:30 PM COUNCIL MEETING CANCELLED	9	10	11	12
13	14	15	16	17	18	19
20	21 4:30 PM COUNCIL MEETING	22	23	24	25	26
27	28	29	30	31	Agenda Item # 2.1 Red - Council Meeting cancelled. Blue - Council Meeting is scheduled. Committee Meetings will be called by the Mayor.	

**Proclamation
Recreation & Parks Month**

Whereas: in Alberta, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors, and

Whereas: recreation enhances quality of life and provides a space to enjoy nature.

Now, therefore, in recognition of the benefits and values that recreation and parks services provide, I hereby proclaim the month of June 2017 to be “Recreation and Parks Month” in Drumheller.

Mayor Terry Yemen

Dated: June 12th, 2017



JUNE PLAY LIST

PARTICIPACTION
150
PLAY LIST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 	2 	3
4 	5 	6 	7 	8 	9 	10
11 	12 	13 	14 	15 	16 	17
18 	19 	20 	21 	22 	23 	24
25 	26 	27 	28 	29 	30 	

DIVERSITY & INCLUSION

1. Sitting Volleyball
2. Wheelchair Basketball
3. Highland games
4. Folk/Cultural Dances
5. Goalball
6. Tai Chi
7. Boccia
8. Cricket

RECONCILIATION

9. Side Reach
10. Lacrosse
11. Doubleball
12. One Foot High Kick
13. Knuckle Hop
14. Stick Pull

INSPIRING YOUTH

15. Tag
16. Rock Climbing
17. Kickball
18. Ultimate Frisbee
19. Cycling
20. Capture the Flag
21. Tennis
22. Jump Rope

NATURE

23. Hiking
24. Camping
25. Canoeing
26. Tree Climbing
27. Gardening
28. Fruit Picking
29. Bird Watching
30. Geocaching

**Town of Drumheller
COUNCIL MEETING
MINUTES**

May 29, 2017 at 4:30 PM

Council Chamber, Town Hall

224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

ACTING CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Barb Miller

DIRECTOR OF INFRASTRUCTURE SERVICES:

Darryl Drohomerski

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Libby Vant

ABSENT:

COUNCILLOR

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

1.0 CALL TO ORDER

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

2.0 MAYOR'S OPENING REMARK

Mayor Terry Yemen stated that the May 27 Boogie in the Badlands was well attended and he congratulated the organizers on another successful event.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Additions to Agenda:

13.1 Councillor P. Kolafa - Update on Canada 150 events

14.1 Councillor J. Garbutt – In Camera – Personnel Matter

MO2017.61 Hansen-Zacharuk, McMillan moved to adopt the agenda as amended.
Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of May 15, 2017

Amendment: Councillor P. Kolafa advised that he made Motion 2017.60, not Councillor T. McMillan, as stated.

MO2017.62 McMillan, Shoff moved to adopt the Regular Council Meeting Minutes of May 15, 2017 as amended. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1 CAO

8.1.1 Request for Decision - Bylaw 06.17 Cemetery Bylaw Amendment

B. Miller advised that the current request is for Council to adopt Bylaw 06.17 to amend Cemetery Bylaw 03.09 to allow for the burial of multiple unclaimed cremains in a single plot. The request follows direction received from Council at the May 23 Committee of the Whole Meeting to amend Section 5 c of the bylaw to allow for Council to approve requests not specifically spelled out under Clause c. B. Miller advised that the proposed bylaw amendment is to include subsection: “ **(vii) unless otherwise approved by Council**”, which would then enable Council to approve one-time requests such as the one recently received from Courtney Winters.

8.1.2 Bylaw 06.17 being a Bylaw to Amend Bylaw 03.09 Cemetery

B. Miller advised that Administration’s recommendation is for Council to proceed to all three readings of Bylaw 06.17 and adopt the bylaw amendment

MO2017.63 Shoff, Zariski moved first reading of Bylaw 06.17.
Carried unanimously.

MO2017.64 Hansen-Zacharuk, Garbutt moved second reading of Bylaw 06.17.
Carried unanimously.

MO2017.65 Shoff, Zariski moved no objection to third reading of Bylaw 06.17.
Carried unanimously.

MO2017.66 Garbutt, Kolafa moved third reading of bylaw 06.17.
Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 Request for Decision – Request for Exemption to Cemetery Bylaw to allow for burial of cremains

D. Drohomerski advised that the request follows up the report and Request for Direction from Council at the May 23 Committee of the Whole meeting. He further advised that Courtney Winters Funeral Homes has stored a number of unclaimed cremains on site for more than fifteen (15) years, and the recent changes to provincial regulations require that funeral homes retain unclaimed cremains for no longer than five (5) years. D. Drohomerski advised that, as Council has adopted the amendment to the Cemetery Bylaw, Administration can move forward with a request for exemption to Section 5c of the Bylaw, which would allow for a one-time burial of approximately forty (40) cremains. He further advised that Courtney Winters will purchase the plot, with a concrete grave liner, and erect a monument or marker listing the names of the deceased.

In response to a question from Council, discussion was held on the wording of the bylaw amendment. Mayor Yemen advised that the amendment, as adopted, allows Council to make exemptions to Section 5c for the current request from Courtney Winters, as well as any future requests that may come forward.

MO2017.67 Zariski, Hansen-Zacharuk moved to grant a one-time exemption of Bylaw No. 03.09, Article 5c to Courtney Winters Funeral Home to allow for the interment of up to 50 unclaimed cremains in a single burial plot lined with a concrete vault and identified with a monument indicating the names of the deceased. Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 Request for Decision – Sandstone Manor Taxes – Roll # 000 04029906

B. Miller advised that the Request for Decision is for the cancellation of the Residential Municipal taxes for Sandstone Manor, which will provide tax relief in order to keep rental rates charged at Sandstone Manor at an affordable level and allow the Drumheller Housing Authority to maintain a sustainable building reserve. She further advised that, as a result of the agreement in place with the Drumheller Housing Authority, the annual operating budget includes a provision for the cancellation of the municipal portion of the annual

tax levy. B. Miller advised that the 2017 Residential Municipal tax for Sandstone Manor is \$ 9,224.94 and the 2017 Operating Budget provision for this tax portion is \$ 13, 200.00.

In response to a question from Councillor T. Zariski, Drumheller Housing Authority [DHA] board member, Councillor J. Garbutt, advised that the agreement with DHA states that the municipal portion of the property taxes for Sandstone Manor could, through a formal request to Council each year, be cancelled annually, and the cancelled portion would be set aside as a dedicated reserve. He further advised that the reserve is currently in excess of \$ 40, 000, and they are on track to set aside approximately \$ 15,000 towards the reserve this year.

Councillor J. Garbutt asked if DHA is also responsible for the Residential Seniors Foundation portion of the annual property taxes for Sandstone Manor. B. Miller confirmed that they are responsible for the Residential Seniors Foundation portion of the property taxes on that property as well as the Residential Public School taxes.

MO2017.68 Garbutt, McMillan moved to approve the cancellation of the 2017 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$9,224.94. Carried unanimously.

8.3.2 HR Policy 4.02.10.02 Vacation and Vacation Pay – Amend Article 7.06 Vacation Carry Over to include Subsections 7.06.01 and 7.06.02

B. Miller advised that the request is to Amend *Article 7.06 Vacation Carry Over* to include Subsections 7.06.01 and 7.06.02 to address a gap identified in the current policy which provides the guidance on vacation time carry forward, specifically (a) in how the policy applies to the Chief Administrative Officer position and (b) monitoring and compliance of the policy as it relates to vacation time carry forward. B. Miller further advised that the proposed amendments would further clarify the scope of the application and provide Administration with clear direction on the monitoring and reporting of *Article 7.06 Vacation Carry Over*.

Councillor S. Shoff asked B. Miller if she could provide information on how the Town's finances have been previously affected by this issue. B. Miller advised that she was unable to quantify at this time, but would attempt to do so.

MO2017.69 Hansen-Zacharuk, Garbutt moved to adopt amendment 7.06.01 and 7.06.02 to Article 7.06 of HR Policy No. 4.02.10.02 Vacation and Vacation Pay, as presented. 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

- 13.1** Councillor P. Kolafa –provided an update on the Canada 150 Events planned for May 30, 2017 at ParticiPark including a big picnic in the park, a barbeque, entertainment with travelling minstrels, old fashioned games, carriage rides, and the goal of collecting 150 food items for the Food Bank. He advised that full information on the Canada 150 events planned throughout the year is available on the website <https://www.facebook.com/DrumCan150/>.

14.0 IN-CAMERA MATTERS

MO2017.70 Garbutt, McMillan moved to go in Camera at 4:52 PM. Carried unanimously.

14.1 Personnel Matter

MO2017.71 McMillan, Zariski moved to go out of Camera at 5:19 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:20 PM.

Acting Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday March 23, 2017**

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

Absent: Sharon Clark, Vice Chairperson - regrets
Sharel Shoff, Councillor/Member – regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative

1.0 CALL TO ORDER – 12:07 pm

C. Gillis presented the Agenda for March 23, 2017 meeting.

1.1 Agenda – Additions or Deletions

Addition of 3.4 T00109-17D – Badlands Passion Play – camp site

No Deletions

1.2 Acceptance of Agenda

Motion: S. Gallagher moved to accept the agenda of March 23, 2017 as presented

Second: – T. Zariski. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 9, 2017

Motion: T. Zariski moved to accept the minutes of March 9, 2017 as presented

Second: – S. Gallagher. Carried

3.0 DEVELOPMENT PERMITS

3.1 T00093-17D – Shelley Rymal – addition

J. Steeper presented Development Permit T00093-17D submitted by Shelley Rymal for an addition to an existing workshop, located at 230 Highway 10X, Rosedale on SE-19-28-19-W4. Zoning is A, Agricultural District.



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J. Steeper advised this development permit is for an addition of 34 feet by 15 feet, to an existing workshop and would include a concrete pad of 34 feet by 10 feet in front of the addition. The existing building is 600 square feet and the addition is 510 square feet. The applicant owns the Sage Valley Marketing home business that is run from this location.

Municipal Planning Commission discussed the application.

Motion: C. Gillis moved to approve Development Permit T00093-17D submitted by Shelley Rymal for an addition to an existing workshop, located at 230 Highway 10X, Rosedale on SE-19-28-19-W4, 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. Construction to be in accordance with the Alberta Building Code.
4. 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.
5. 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.
6. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
7. Construction to be in accordance with the Alberta Building Codes.
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: T. Zariski. - Carried

3.2 T00096-17D – Donald Steward – garage

J. Steeper presented Development Permit T00096-17D submitted by Donald Steward for a garage located at 112 4 Street, Lehigh on Plan 8168FS; Block 2; Lot 9-13. Zoning is SCR. Suburb Community Residential District.

J. Steeper advised this development permit is for a garage to be located to the rear of the lots behind an existing home. The 3 lots have been consolidated. The wall height is 10.6 feet high, the peak to grade height allowable is 15 feet. The garage would be 5-6% lot coverage which is within the 15% coverage allowable in the bylaw.

J. Steeper read from the Land Use Bylaw 10-08

- "27. SCR - Suburb Community Residential District
2. Site Coverage:



- (a) unless otherwise approved by the Municipal Planning Commission, accessory buildings shall not exceed the lesser of 67 m² (728 sq. ft.) or 15% of lot coverage."

Municipal Planning Commission Members discussed the application.

Motion: A. Hendriks moved to approve Development Permit T00096-17D submitted by Donald Steward for a garage located at 112 4 Street, Lehigh on Plan 8168FS; Block 2; Lot 9-13, 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: T. Zariski – Carried

3.3 T000108-17D – Jamie Pugh – storage building

J. Steeper presented Development Permit T00108-17D submitted by Jamie Pugh for a storage building located at 100 1 Avenue, East Coulee on Plan RW306, Block C. Zoning is UT. Urban Transitional District.

J. Steeper advised this development permit is for a 40 foot by 60 foot cold storage building in a Urban Transitional District, where the building is a discretionary use. The applicant had applied for a building in December of 2015 however did not build at that time and the development permit T00094-15D has expired. The color scheme will be similar to the home and is to conform to the existing buildings.

Municipal Planning Commission Members discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00108-17D submitted by Jamie Pugh for a storage building located at 100 1 Avenue, East Coulee on Plan RW306, 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).



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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

3.4 T00109-17D – Badlands Passion Play – camp site

J. Steeper presented Development Permit T00109-17D submitted by Canadian Badlands Passion Play for a camp site located at 605 17 Street SW, Newcastle on Plan 9210370, Block 2. Zoning is A. Agricultural District.

J. Steeper advised this development permit is for a camp on site the of the Passion Play. A camp site is temporary for the season and is a discretionary use. There is a number of key paid staff that camp from May through to September. The Staff use the lodge washrooms so no water or sewer is needed for the units. This location was used for camping during a flood year and has continued with applications being submitted yearly. There have been no complaints stemming from the camp site. Electrical was added to the camp site last year. The units placed on site are donated and cannot be seen from the road.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development T00109-17D submitted by Canadian Badlands Passion Play for a camp site located at 605 17 Street SW, Newcastle on Plan 9210370, Block 2, subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw.
3. Development to adhere to the Recreation Area Regulation from Alberta Health Services including but not limited to section 12(3) which states; The operator of a recreational vehicle must ensure that no waste material contained in or coming from the recreational vehicle is deposited in any manner that creates or may create a nuisance.
4. All necessary permits (building, electrical, plumbing, etc) to be in place prior to construction/installations.
5. If the holder of the permit wishes to make any change in the conduct of the business/development that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. This includes any addition or creation of camping sites not specified on the application.
6. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.



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7. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
8. Any and all local improvements at owner's expense including, however not limited to driveways, curb cuts, service connections, etc.
9. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
10. All contractor's to be in possession of a valid Town of Drumheller business license.
11. Permit expires December 31, 2017.

Second: S. Gallagher – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

- 5.1 **James Wright - T00080-17D** – was denied on the home occupation application at the March 9, 2017 meeting, J. Steeper advised James called about reapplying, however not as an appeal.

6.0 Adjournment – Meeting adjourned by at 12:44 pm.

Chairperson

Development Officer

Attachments: Agenda



**Municipal Planning Commission
MINUTES
Online Review of Application Friday April 7, 2017**

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
~~Scott Kuntz, Member~~
Allen Hendriks, Member
Cynthia Cvik, Palliser Regional Municipal Services Representative

J. Steeper requests an online meeting, regarding the two (2) items attached:

Kneehill County

1. The first item is a proposal from Kneehill County to develop some trails within Horseshoe Canyon, this is not for approval but for comments only.

Dental Clinic occupancy

2. The second item is a proposal for a dental clinic to occupy at 342 Centre Street, the zoning of that parcel is CB-Central Commercial District and a clinic is a discretionary use. There should be 1 parking space per 1000 sq feet, the space is roughly 2500 sq ft and therefore 2 1/2 spots would be required on site. They have 2 spots on site with on street parking in the front and there is a Town parking lot to the rear. This is for a decision and clearly state if you are in favor or have concerns.

Sea-can Placement

3. This application is for the placement of seacans on an existing garage pad, it is located within DT-Downtown Transitional District. The seacans are for the commercial use on the property (print shop/uhaul). I would be adding the condition that the secans be completely screened from view on the property.

Please provide your responses by Wednesday April 12, 2017 by 1pm.



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RESPONSES

Fri 4/7/2017 4:07 PM

MPC Members:

Review Comments:

- 1) Please be advised that I have no concerns with the proposal for the development of trails and support facilities in Horseshoe Canyon, as proposed by Kneehill County.
- 2) Relative to the referral for a proposed change of use from a clothing store to a dental clinic at 342 Centre Street, Drumheller, please note that it appears that with the existing two on-site parking spaces, there is adequate parking in the vicinity to accommodate additional staff and future clients of the clinic and that the test for relaxation is realized.
- 3) If however, MPC feels that a business in the downtown should contribute to a financial pool to fund Town Parking lots, the MPC has the ability to make that recommendation under Section 52 (e) (i) of Land Use Bylaw 10-08 which indicates the following:
"(e) The Municipal Planning Commission may:
 - (i) accept a payment in-lieu on the number of on-site parking spaces deficient, which payment shall be based on the amount of money in accordance with Town policy in return for the equivalent parking space to be provided by the municipality elsewhere in the District in which the development is proposed; and/or..."

The cash in lieu required would be for 1 parking space.

Please do not hesitate to call if you have any questions or concerns.

C. A. Cvik, RPP, MCIP
CEO/Director of Planning
Palliser Regional Municipal Services

Sat 4/8/2017 6:49 AM

I have no objections to any of the three proposals.

The only comment I would have is that a Dentist's Office doesn't attract any tourists to Downtown but it is certainly better than an empty store.

T. Zariski

Sat 4/8/2017 8:19 AM

I am in favor of letting the clinic go ahead. I don't have a concern with the parking since its proximity is good to the town lot. I wouldn't want to discourage this by adding a charge to them for future lot development.

I am not in favor of the seacans without a discussion in an MPC. I think there is little chance of hiding these at this location which has high tourist visibility.

Thanks for the info on Horseshoe Canyon

C. Gillis

Sat 4/8/2017 11:27 AM

I think the walking trails is a great idea.

In favour of the dentist office down town!

S. Gallagher



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COMMUNITY SERVICES



Agenda Item # 5.2.1

Sat 4/8/2017 11:40 AM

I am In favour of the dental clinic however shipping container storage is very hard to cover up or hide. If they weren't an eye sore than there would be no need for the owner to suggest that he would hide/ cover up the look of them. So iam not in favour of these.

Great to hear of the walking trails.

A. Hendriks

Mon 4/10/2017 6:41 AM

I am in favor of the dental office since parking should not be an issue.

Its great to see walking trails being done, great for all.

S. Shoff

Mon 4/10/2017 6:44 AM

Are the seacans going to be hidden and how would be my question. Secondly are they just the regular ones or ones that are appealing such as described at the hoodoo site. Thanks.

S. Shoff

Mon 4/10/2017 8:17 AM

Please be advised that "Storage Structure", as defined by the Land Use Bylaw, is neither a permitted nor discretionary use in the DT – Downtown Transition District.

"Storage Structure" means a structure that does not meet the definition of an accessory building and is used for the storage of goods or equipment.

A storage structure may be in the form of a shipping container, trailer or other structure;"

My impression is that since the purpose of the DT district is to accommodate a mix of residential and secondary commercial and office uses, sea cans would not be a good visual fit. "Storage Structures" are not identified in the lower density residential zones as either permitted or discretionary.

C. A. Cvik, RPP, MCIP

Mon 4/10/2017 8:24 AM

No objection to the Horseshoe Canyon proposal....

No objection to the dental office....and I would not support an in-lieu payment.

I do not agree to the seacan application being dealt with on-line. Are sea-cans even an allowed use in this district?

S. J. Clark

Wed 4/12/2017 1:50 PM

In conclusion to our meeting:

1. Thanks everyone for their comments about the trails, I will note that there were no concerns.
2. Everyone was in favor of the dental clinic
3. I received 4 not in favor of the placement of seacans, so the application is denied and I will let him know more of an 'accessory building' type structure would be more of what the MPC would be willing to consider.



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Agenda Item # 5.2.1

Thanks for your participation, and quick response with comments it's much appreciated.

A copy of the minutes will be presented at the next meeting.

3.0 Adjournment of ON LINE REVIEW OF APPLICATION April 12, 2017 1:50pm

Chairperson

Development Officer

Attachments:

Agenda



**Municipal Planning Commission
MINUTES
Meeting of Thursday APRIL 27, 2017**

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

Absent: Paul Salvatore, Director of Community Services - Regrets
Scott Kuntz, Member - Regrets

1.0 CALL TO ORDER – 11:05 am

C. Gillis presented the Agenda for April 27, 2017 meeting.

1.1 Agenda – Additions or Deletions

No Additions

Deletions 3.9 T00145-17D – Tri Power – Dwelling

1.2 Acceptance of Agenda

Motion: T. Zariski moved to accept the agenda of April 27, 2017 with the deletions as noted

Second: – S. Gallagher. Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 23, 2017

2.2 April 7, 2017 – online minutes

Are not yet ready for presentation

3.0 DEVELOPMENT PERMITS

3.1 T00131-17D – Byron Martinell - Sunroom

J. Steeper presented Development Permit T00131-17D submitted by Byron Martinell for a Sunroom and deck, located at 1025 Twin Hills Close, Drumheller on Plan 8111554; Block 5; Lot 3. Zoning is R-1. Residential District.



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J. Steeper advised this development permit is for a sunroom and deck, a variance to the rear yard setback and a variance for the principle building is required. An application for compliance certificate was submitted for the property and it was noted that a development permit was not applied for. The side yard is at 1.45 meters and the rear yard is at 5.83 meters. A Building permit will also be required for the sunroom.

Municipal Planning Commission discussed the application.

Motion: S. Shoff moved to approve Development Permit T00131-17D submitted by Byron Martinell for a Sunroom and deck, located at 1025 Twin Hills Close, Drumheller on Plan 8111554; Block 5; Lot 3, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to Town of Drumheller Community Standards Bylaw (16-10).
3. Construction as per plans submitted with application.
4. 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.
5. Exterior finishing to be compatible with existing development and to the satisfaction to the Development Authority.
6. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
7. All contractor's and sub-contractors to be in possession of a valid Town of Drumheller business license.
8. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval. Please contact 403-823-1330 for specifications and approval prior to any installation
10. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: S. Gallagher

1 member not in agreement. Carried

3.2 T00138-17D – Terry Yemen – Deck

J. Steeper presented Development Permit T00138-17D submitted by Terry Yemen for a deck located at 207 8 Avenue SE, Drumheller on Plan 5212JK; Block 3; Lot 3. Zoning is R-2. Residential District.

J. Steeper advised this development permit is for enlarging an existing front deck from 6 feet x 12 feet to 12 feet x 20 feet. The deck will require a variance to 5.28 meters from the front property line.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00138-17D submitted by Terry Yemen for a deck located at 207 8 Avenue SE, Drumheller on Plan 5212JK; Block 3; Lot 3, 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: A. Henricks – Carried

3.3 T000139-17D – Drumheller Minor Baseball – storage building

J. Steeper presented Development Permit T00139-17D submitted by Drumheller Minor Baseball for a storage building located at 200 1 Street South, Rosedale on Plan 4676CH, Block X. Zoning is CS. Community Service District.

J. Steeper advised this development permit is for a placing an 8 foot by 10 foot storage building at the Rosedale Ball Diamond for housing baseball equipment at the diamond. An accessory building is a permitted use in the community service district. A circulation was done within Town Hall, no issues were noted.

Municipal Planning Commission Members discussed the application.

Motion: C. Gillis moved to approve Development Permit T00139-17D submitted by Drumheller Minor Baseball for a storage building located at 200 1 Street South, Rosedale on Plan 4676CH, Block X, 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. Construction to be in accordance with the Alberta Building Code.
4. 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.
5. 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.
6. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
7. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.



9. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
10. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.

Second: S. Shoff – Carried

3.4 T00140-17D – Drumheller Minor Baseball – storage building

J. Steeper presented Development Permit T00140-17D submitted by Drumheller Minor Baseball for a storage building located at Midland Ball Park on Plan 7291CG, Block R. Zoning is R-1. Residential District.

J. Steeper advised this development permit is for a placing an 8 foot by 10 foot storage building at the Midland Ball Diamond for housing baseball equipment at the diamond. An accessory building is a permitted use in the residential district. A circulation was done within Town Hall, no issues were noted.

Municipal Planning Commission Members discussed the application.

Motion: C. Gillis moved to approve Development T00140-17D submitted by Drumheller Minor Baseball for a storage building located at Midland Ball Park on Plan 7291CG, Block R, 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. Construction to be in accordance with the Alberta Building Code.
4. 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.
5. 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.
6. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
7. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
10. External finished appearance to be compatible with existing development and to the satisfaction of the Development Authority.

Second: T. Zariski – Carried

3.5 T00141-17D – Linda Miller – Tourist Dwelling

J. Steeper presented Development Permit T00141-17D submitted by Linda Miller for a tourist dwelling located at 110 2 Avenue, East Coulee on Plan 38, Block R. Zoning is SCR. Suburb Community Residential District.



J. Steeper advised this development permit is for a tourist dwelling in a suburb community residential area with lots of parking in the rear. The home has 4 bedrooms with a maximum capacity of 8 people.

J. Steeper read from the Land Use Bylaw 10-08 a definition as follows:

"Tourist Dwelling" means a single dwelling unit:

- (a) occupied by guests for a temporary period less than 28 days;
- (b) Contains sleeping and sanitary facilities and may contain cooking or eating facilities;
- (c) Occupied by a single party at any given time;
- (d) Maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority."

Municipal Planning Commission Members discussed the application. Condition, fire and health inspections. The inspections by the Fire Chief and Alberta Health Services should determine occupancy, ie, do basement windows meet egress requirements. Discussion in regards to the housing assessment study done for Seniors, it noted the demographics and future needs of the Town of Drumheller to the year 2036. Noted in the study was the decrease in the number of available rental units and the increase in the number of tourist rentals.

Motion: A. Henricks moved to approve Development Permit T00141-17D submitted by Linda Miller for a tourist dwelling located at 110 2 Avenue, East Coulee on Plan 38, Block R, subject to the following conditions;

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



13. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority and Health Authority that building is occupiable for such purposes.
14. The development shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighbourhood.

Second: S. Gallagher – Carried

3.6 T00142-17D – Brad Wilson – porch addition

J. Steeper presented Development Permit T00142-17D submitted by Brad Wilson for a porch addition located at 281 5 Avenue, Rosedale on Plan 7811358, Block S. Zoning is UT. Urban Transitional District.

J. Steeper advised this development permit is for a addition of a front porch and added closet space, the exterior will match the existing siding on the home. The use is discretionary.

Municipal Planning Commission Members discussed the application.

Motion: S. Shoff moved to approve Development Permit T00142-17D submitted by Brad Wilson for a porch addition located at 281 5 Avenue, Rosedale on Plan 7811358, Block S, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to Town of Drumheller Community Standards Bylaw (16-10).
3. Construction as per plans submitted with application.
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. 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. Exterior finishing to be compatible with existing development and to the satisfaction to the Development Authority.
7. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
8. All contractor's and sub-contractors to be in possession of a valid Town of Drumheller business license.
9. 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.
10. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval.
11. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. On-site parking shall be provided in accordance with Section 52. One (1) per dwelling unit.

Second: C. Gillis – Carried



3.7 T00143-17D – Andrew Neuman – business

J. Steeper presented Development Permit T00143-17D submitted by Andrew Neuman for a mobile canoe and kayak rental business located at 103 & 105 Grove Place, Drumheller on Plan 7911235, Unit 1 & 2. Zoning is HWY-C. Highway Commercial District.

J. Steeper advised this development permit is for a mobile location for a canoe and kayak rental business. The parking lot would be used for mobile storage, rental, launch and pickup of canoes, kayaks, tube etc. Business includes a cargo trailer, canoe / kayak trailer and several trucks. Customers will park on location. Some signage will be on location. Access to the river is available from this location and several other launch points in the valley will be necessary. Noted on the details is "several portable toilets". Last year, 2016 was the first year for this business, and the Notice of Decision was issued on a temporary basis, expiring on December 31, 2016.

Municipal Planning Commission Members discussed the application. MPC members felt this location should not have any portable toilets, the applicant is to make arrangements with the owner(s) to use existing facility.

Motion: C. Gillis moved to approve Development Permit T00143-17D submitted by Andrew Neuman for a mobile canoe and kayak rental business located at 103 & 105 Grove Place, Drumheller on Plan 7911235, 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.
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) only 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, 2017

Second: S. Shoff – Carried



3.8 T00144-17D – Tri Power – Dwelling

J. Steeper presented Development Permit T00144-17D submitted by TriPower for a single family dwelling located at 413 14 Street East, Drumheller on Plan 1611903, Block 2, Lot 12. Zoning is R-1. Residential District.

J. Steeper advised this development permit for a new construction single family dwelling in Riverside Estates. The home will be on a crawl space with an attached garage. This development has a site coverage of 44.18% and a rear yard setback variance to 18 feet.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00144-17D submitted by TriPower for a single family dwelling located at 413 14 Street East, Drumheller on Plan 1611903, Block 2, Lot 12, 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

3.9 ~~T00145-17D – Tri Power – Dwelling~~ Cancelled

3.10 T00146-17D – Tri Power – Dwelling

J. Steeper presented Development Permit T00146-17D by TriPower for a single family dwelling located at 1310 7 Avenue East, Drumheller on Plan 1611903, Block 2, Lot 18. Zoning is R-1. Residential District.



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J. Steeper advised this development permit for a new construction single family dwelling in Riverside Estates. The home will be on a basement with an attached garage. This development has a site coverage of 34.5%.

Municipal Planning Commission Members discussed the application.

Motion: T. Zariski moved to approve Development Permit T00146-17D by TriPower for a 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: C. Gillis – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 80-147 Commercial Subdivision

LOCATION: Located within the downtown area of the Town of Drumheller across the street from the Town Municipal Office and fire hall. This proposal is located on the west side of Centre Street, south of Second Avenue West and north of Third Avenue West, at the civic addresses of 233 and 249 Center Street.

LEGAL DESCRIPTION: Lots 18, 19 & 20, Block 24, Plan 3099 AD
All within the SE 1/4 Sec.11 - Twp. 29 - Rge 20 W4M



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APPLICANT: Heather Van Dyk & Paul Doherty
OWNERS: 2015578 Alberta Ltd.

NUMBER OF PROPOSED PARCELS: Two (2)
EXISTING USE: Commercial
PROPOSED USE: Commercial
LAND USE CLASSIFICATION: "C-B" – Central Business District

CIRCULATION: No objections were received through circulation.

STAFF COMMENTS: The purpose of this subdivision is to create two lots of equal width and area from three lots which are currently on two titles; one title comprised of Lots 18 and 19 and the second being Lot 20. The middle lot which is 25 ft. (7.62 m) wide by 120 ft. (36.576 m) deep, will be split in half, with the north portion to be added to Lot 20 and the south half remaining with Lot 18. The applicant recently moved into the little building located at 233 Centre Street on the 25 ft. wide Lot 20 and is using it as the Remax Real Estate office. They also own the property to the south, 249 Centre Street, which consists of Lots 18 and 19 on one title. There is an older home located on Lot 18 and as far as they are aware, has always been used as a residence. Lot 19 is located between the residence to the south and the Remax Office to the north and is vacant. The proposal is to divide this vacant Lot 19, giving half of it to the Remax office, in order for each of the two parcels to be 37.5 feet (11.43 m) wide. The owner/applicant is also wondering if because the older home located 249 Center Street has always been a residence if it would be in the best interest to re-designate the zoning to "DT" – Downtown Transition District.

Surrounding Area Features: As noted, this application is across the street from the municipal Town Office, fire station and a small infill park space. Directly to the north is a vacant lot that is used as a parking space, with the Provincial Building located to the north side of it. Across the laneway to the west is a large area that is designated as "DT" – Downtown Transition District, which is to provide mixed use development, including secondary commercial uses, institutional and office uses as well as single-detached and multiple unit residential development within the downtown fringe areas. The intent of this district is to enhance downtown vitality and to promote tourism service businesses; and to retain the residential character of the neighbourhood. Across the laneway, east of the Municipal Town Building, is an "R-3" – Residential District to provide for multiple unit residential development, while allowing a mixture of lower density housing forms. About half a block to the north, toward the Red Deer River, the elevation lowers slightly and is within the designated Flood Fringe region of this waterway.

Title Encumbrances: There is a Restrictive Covenant registered on title at the Land Titles Office in March 15, 2000 as Registered Document 001 074 486 against Lots 19 & 20, Block 24, Plan 3099 AD. There is to be no building development placed within 10 feet of the northern boundary to provide spatial separation.

Sewage and Water System Details: Municipal services are available.

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) Consolidation of the north subdivided portion of Lot 19, Block 24, Plan 3099 AD with Lot 20, Block 24, Plan 3099 AD and the south half of Lot 19, Block 24, Plan 3099 AD to be consolidated with Lot 18, Block 24, Plan 3099 AD [Section 655(1)(a) of the Municipal Government Act];
- (6) Applicant/ owner to provide a Real Property Report (RPR) or Surveyor Sketch to ensure that any existing structures or other developments are not encroaching on any property lines and to ensure required minimum setbacks.
- (7) Discharge of Restrictive Covenant No. 001 074 486 at the cost of the developer [Section 669(5) of the Municipal Government Act];

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

5.0 OTHER DISCUSSION ITEMS

5.1 Kneehill's Draft MDP

Kneehill County planning and development department has been reviewing their Municipal Development Plan. A draft copy has been provided to review and provide comments by June 16, 2017.

Tabled for Municipal Planning Commission members to have time to review the document.

5.2 Discussion

Open discussion on residential lots in regards to a trend towards bigger homes - more site coverage – with less yard space. Noting the site coverage is getting reviewed more often, and how the bylaws have changed to give more leniency to MPC to make the decisions. Residents are trending toward xeriscaping or hardscaping which in turn sheds the water much quicker. The storm water management becomes more important with the usage of storm retention ponds or "utility ponds".

The trend of more site coverage is not only the new subdivisions it is also seen now on infill development.

6.0 Adjournment – Meeting adjourned by at 12:45 pm.

Chairperson

Development Officer

Attachments: Agenda

Agenda Item # 8.1.1

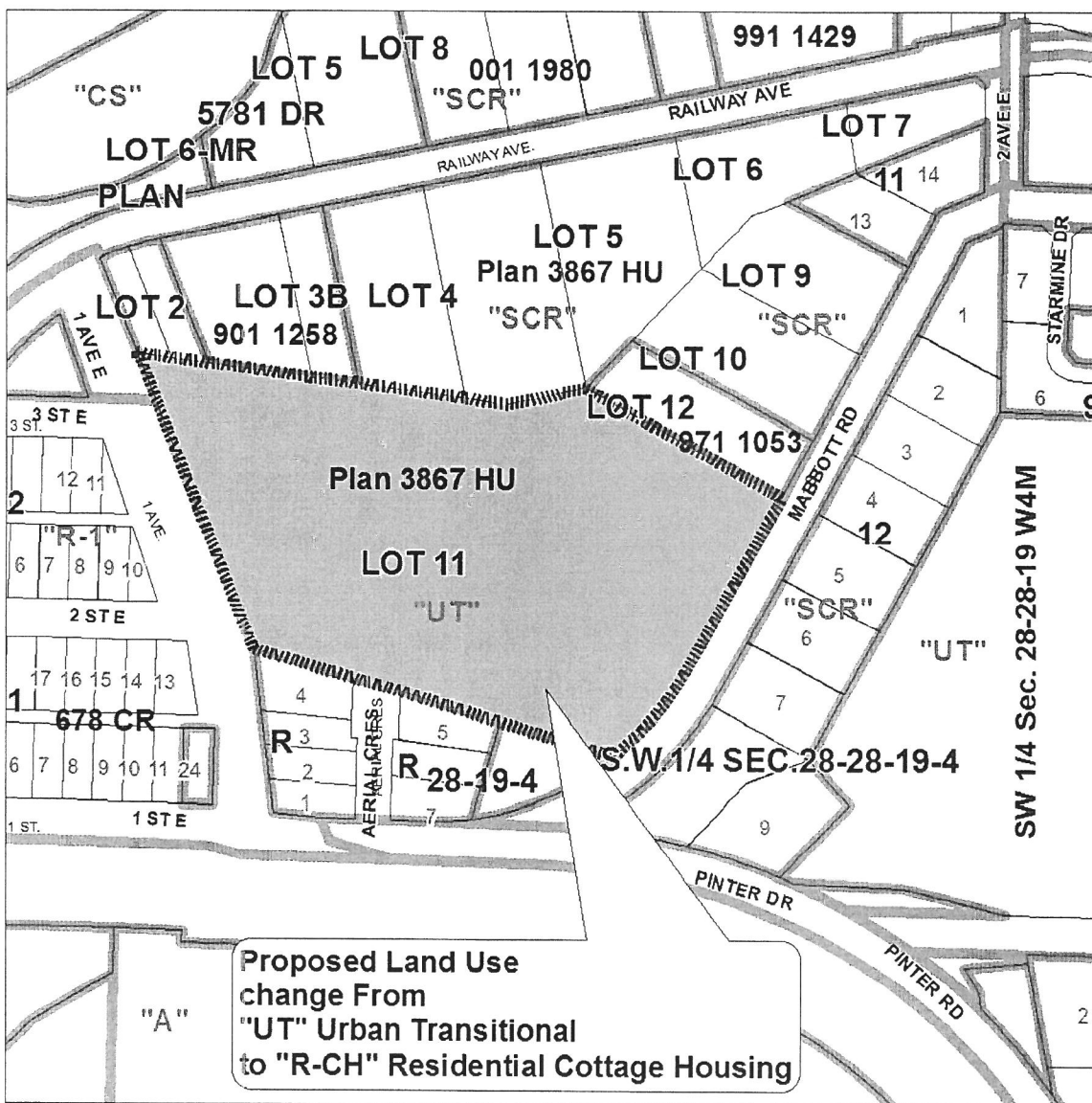
DRUMHELLER IN THE PROVINCE OF ALBERTA.

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

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

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

On Schedule "A", the Land Use District Map, redesignate Lot 11, Plan 3867 HU within the SW ¼ Sec. 28-28-19 W4M in the Rosedale District of the Town of Drumheller, from "UT" – Urban Transitional District to "R-CH" – Residential Cottage Housing District, as shown on the plan below:



...

Agenda Item # 8.1.1

READ A FIRST TIME THIS ____th DAY OF _____, 2017

READ A SECOND TIME THIS ____th DAY OF _____, 2017.

READ A THIRD TIME AND PASSED THIS ____th DAY OF _____, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Linda Handy

From: Julia Fielding
Sent: June-09-17 3:33 PM
To: Linda Handy
Subject: FW: Questions and notes from Economic Development Advisory Committee for June 12 meeting
Attachments: Econ omic Development recommendations to council May 1st v2.docx

Here is the email Summer Manca as chair of the Economic Advisory committee sent to council last week.
 I have also attached the report council received at the last meeting
 Julia

Julia Fielding
 Economic Development and Communications Officer
 Town of Drumheller
 AB
 T0J 0Y4
 Office 403 823 1320
 Cell 403 820 1481



From: Drumheller McDonalds [<mailto:drumhellermcdonalds@hotmail.com>]
Sent: June-02-17 11:34 AM
To: Jay Garbutt; tmacmillan@dinosaurvalley.com; Lisa Hansen-Zacharuk; Pat Kolafa; Tom Zariski; Terry Yemen; Sharel Shoff
Cc: Julia Fielding; Paul Salvatore
Subject: Questions and notes from Economic Development Advisory Committee for June 12 meeting

Dear Council;

The Economic Development Advisory Committee are looking forward to talking about the plans for the theming funds and beginning the community engagement process, **scheduled for the June 12 council meeting.**

In preparation of the meeting we wanted to ask you the questions and share some of the recommendations, that have come out of our meetings thus far regarding the budgets.

1. Regarding the \$60,000.00 allocated to hire a Cold Calling Marketer(**Investment Readiness Staff**) – **We recommend the use of \$20,000.00** to develop a professional marketing package and **the remaining use \$40,000.00 to support the hiring of a staff member.** We expect this to be an 8 month contract position.
2. ***Does council have any direction for the required skills for this contract position? What deliverables, or goals does Council want to set for this effort?***
 The Economic Development Advisory Committee has identified that local knowledge should be a key criteria for selection of this staff member.

...

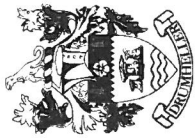
Agenda Item #8.4.1

3. We would like to recommend that \$20,000 of the theming budget be used for the development of marketing materials / collateral. This would be to aid with corporate identity and the development of professional marketing tools for Drumheller.
4. We have re-evaluated the figures presented on the April 29th report to Council. As a result, we have reduced the cost of public consultation for long-term visioning, however we are still bound by the terms of the CARES grant which shows that we need to allocate at least \$20,000 for work that has already been undertaken with Urban Systems. This amount has been reduced from \$40,000 to \$23,000. The cost savings will be realized through increased staff time and collaboration directly with the public.
5. The committee also wanted to express that the Economic Development Advisory Committee strongly; and unanimously recommend proceeding with the Dinosaur Street Naming project and commencing with the Dinosaur Medallion / Wayfinding project. This project will be funded through the Theming budget.

The committee is keen to have a discussion and then to move forward so that the work can start on this exciting piece of building the economic development of Drumheller. Should you have any questions for the committee feel free to ask and I will be happy to bring them forward.

Sincerely,
Summer Manca
Chairman
Economic Development Advisory Committee

Direct 403 821 3163



DRUMHELLER

COMMUNITY SERVICES



Planning Session

During the planning session **three target areas** were identified for the economic development advisory committee to pursue. They were: Downtown, Service Industries and Tourism. Then a number of focus areas under each priority were identified. These areas have informed the plan for the branding and consultancy funds identified by council for the 2017 budget.

Focus Areas

DOWNTOWN
Create reasons to visit downtown
Branding and beautification
Improve the look of downtown through beautification: create inviting spaces –June – September.
Supporting changes in Attitude and Mindset: This will include discussions and advisory sessions on items such as Opening Hours, look of storefronts and vacant properties
Investigate the creation of a Downtown Business Association by 2020.

SERVICE INDUSTRIES

Create a strategy to determine which service industries to prioritize.
Support people starting a business in this area
Medical industry should be a first development area to promote and build on to lead to more service areas.
Create a strategy to target Youth as future workers and entrepreneurs: Create links with the Return to Rural program and the community needs assessment
Look at how to effectively support further Education organizations

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TOURISM
Create an atmosphere to support the creation of new Experiences and or products. Encourage current businesses to expand their experiences.
Create more Collaborations –between Travel Drumheller and Canadian Badlands.
Carry out a SWOT analysis with various organizations in the area to determine all the roles and responsibilities.
COMMUNICATION
Branding of the community
create promotional materials for the town Work in partnership with developers and Realtors
Create communications package to achieve 2 aims: <ul style="list-style-type: none"> • Community engagement • Promotion of community outside of Drumheller encourage people this is a place to live Develop the Drumheller Roars project

NOTES:

These priority areas need to be worked up onto more detail to include timelines activities etc. The Economic Development Advisory committee will be creating working groups to achieve this.

The downtown focus has received funding from the AB government through the CARES grant. We will be investigating increasing this even more through the 2nd stream of funding which is currently live.

Progress to Date:

- A meeting with Alberta Rural Practitioners Action Plan (RPAP) on May 8th to start discussions on retention and attraction of medical professionals. The first task will be the creation of a Retention and Attraction committee which RPAP provide grants for.
- Travel Drumheller and the Town of Drumheller co hosted a FREE training session on dealing with difficult customers on May 2. This was attended by 40 people. This was a target activity of the CARES grant.
- The Town of Drumheller and Travel Drumheller are currently recruiting a photographer to create an updated photograph portfolio to be used in promotional campaigns
- CTV Calgary are filming in Drumheller to promote the town on June 13. This is primarily to promote tourism but there will be a slot for me to talk about Drumheller as a place to live and do business. It will be on air later in June. We are also investigating a similar piece in the fall.
- Made links with Drumheller learning community learning society and the Economic Development Advisory Committee will be giving feedback on learning programs which link with the needs of the community.

Budget recommendations

Based on these priorities and the Tourism Master Plan objectives here are the options/recommendations for the two additional funding streams Council identified for Economic Development in 2017.

1) Dino Capital of the World Theming

Activity	Budget	From Which budget
<p>Hold a consultation event for Downtown to determine the vision for downtown. This will create a backdrop to the branding of the downtown. This will in turn inform streetscaping, signage street furniture which will cover the Dinosaur theme and create a 3d rendering of what downtown will look like</p> <p>Progress so far</p> <p>May 10 CARES working group met with Urban Systems and town staff to work on next stages in downtown improvements. Event to be held in June</p>	\$40,000	\$20,000 from CARES grant and Theming funds
<p>Create a design pallet/scheme which will inform all work downtown. (This will support the dinosaur capital of the world whilst also informing the Storefront grant scheme). This will be informed by the downtown event in June as well as building on the recommendations from the Tourism Master Plan and the CARES grant recommendations.</p>	\$5,000	Theming Budget
<p>Implement the design as part of beautification and dinosaur theming initiatives throughout Drumheller.</p>	\$25,000	Theming Budget
<p>Dinosaur street names and Dino Walk (a partnership with the Drumheller and area Chamber, Dino Arts and Travel Drumheller).</p> <p>All four welcome to Drumheller signs will have Dinosaur capital of the world added.</p> <p>Progress so far:</p> <p>30 designs for the medallions which will be placed on the wayfinding signs are drafted. We are just about to set up voting on to determine the 13 to be put onto the new wayfinding signs</p> <p>Travel Drumheller will host the website Dino Walk- which is part of the wayfinding/Dino walk scheme.</p>	\$50,000	Theming Budget

These medallions could also be used on signs along 13 streets which will have Dinosaur names.		
Based on branding and consultation carry out marketing campaign for Downtown and Dinosaur Capital of the World - in partnership with Travel Drumheller.	\$10,000	Matching grant money (for CARES grant)
TOTAL SPEND	\$100,000 \$20,000 \$10,000 \$130,000	Theming Budget CARES grant \$10, 000 matching grant money
TOTAL		

2) Special Contract

Activity	Budget	From which budget
<p>Work with CAEP on using their travelling EDO program to create a Business Attraction Package. This will be targeted at the three priority areas as identified at the planning session on March 29. (Services, tourism and downtown). They have the expertise and knowledge of the larger geographical area. The attraction package will include information on Drumheller.</p> <p>Deliverables</p> <p>A business attraction package which will highlight the business opportunities in Drumheller related to the priority areas. This will guide business attraction and will be a vital information piece for businesses interested in Drumheller. This information may be designed to be downloaded or we may create a new landing page or microsite.</p> <p>Here are a couple of examples here https://townfolio.co/products/profiles http://cochrane.ecdev.org/</p>	\$20,000	Contract budget
<p>Develop and deliver a Move to/Invest in Drumheller package/campaign</p> <p>The package/campaign will:</p> <ul style="list-style-type: none"> Promote the Business Attraction Package and drive traffic to the Economic Dev microsite. It will use the Business Attraction Package to produce targeted 	\$61,000	Contract budget Move to/invest in Drumheller Ec dev film attraction

<p>materials to promote the facilities and quality of life in Drumheller. These materials will be used by a contract person to use when contacting possible business leads and opportunities.</p> <ul style="list-style-type: none"> • Here is an example of a Promotional piece. https://myuniversitydistrict.ca/ • Contain elements directed at different users and demographics with community profiles of key business people in our community talking about living and working in Drumheller. • Create pieces to target different markets such as a film destination and Drumheller's potential as a festival destination. • Develop a communications plan to use targeted Google and social media pieces to drive people to the Business Attraction Package. <p>Progress so far</p> <p>The Town of Drumheller and Travel Drumheller are about to release an RFP for a photographer to create a suite of promotional shots. In the near future the town will be doing the same for a videographer.</p> <p>The CTV Calgary Breakfast show being filmed on June 13.</p> <p>The EDO is having telephone meetings the week of 15 May with Townfolio and Localintel to talk about costs involved in creating high quality online information.</p>	<p>Total Budget</p> <p>TOTAL</p>	<p>\$17,000</p> <p>\$60,000 \$4,000</p> <p>\$81,000</p>	<p>Move to/Invest in Drumheller in Economic Development budget Contractor budget Film Attraction</p>
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