

Town of Drumheller COUNCIL MEETING AGENDA

**December 10, 2018 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 ADOPTION OF AGENDA

4.0 MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-9 4.1.1 Regular Council Meeting Minutes of November 26, 2018

4.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

10-26 4.2.1 Municipal Planning Commission Meeting Minutes of November 1, 2018
Municipal Planning Commission Meeting Minutes of November 16, 2018

4.3. BUSINESS ARISING FROM THE MINUTES

5.0 DELEGATIONS

6.0 REQUEST FOR DECISION REPORTS

6.1. CAO

6.1.1 Presentation of utility rate scenarios and comparisons with other communities

27 6.1.2 Bylaw 22.18 being a bylaw for the purpose of implementing a tax incentive program for owners of an existing non-residential vacant building - first reading

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.2. DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

28-31 6.2.1 RFD - Write off of Bad Debt - Utility Accounts

6.3. DIRECTOR OF INFRASTRUCTURE SERVICES

6.4. DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5. REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES

7.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8.0 PUBLIC HEARING TO COMMENCE AT 5:30 PM

32-35 8.1 Public Hearing to consider Bylaw 18.18 being a bylaw for the purpose of closing a portion of an unused and undeveloped Street (Riverside Avenue on Plan 6561 CO)

36-39 8.2 Public Hearing to consider Bylaw 16.18 being a bylaw to amend the Land Use Bylaw 10.08 to redesignate Plan 4317CQ, Block 1, Lots 24 and 25 from HWY-C (Highway Commercial) District to R-1a (Residential District)

9.0 PUBLIC HEARING DECISIONS

40 9.1 Bylaw 16.18 - second and third readings

10.0 UNFINISHED BUSINESS

11.0 NOTICE OF MOTION

12.0 COUNCILLOR REPORTS

13.0 IN-CAMERA MATTERS

13.1 Closed Meeting - Strategic Planning Session (*FOIPP Section 23 - Local Public Body Confidences*)

**Town of Drumheller
COUNCIL MEETING
MINUTES**

November 26, 2018, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF EMERGENCY PROTECTIVE SERVICES:

Greg Peters

COMMUNICATIONS OFFICER:

Julia Fielding

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

Mayor Heather Colberg called the meeting to order at 4:30 PM.

2.0 MAYOR'S OPENING REMARK

Mayor Heather Colberg encouraged residents to participate in the upcoming events:

Trail of Trees – November 30th

DVSS Senior Dinner – December 6th

Brett Kissel Concert – December 6th

And she congratulated the Calgary Stampeders.

3.0 ADOPTION OF AGENDA

MO2018.194 Makowecki, Zariski moved to adopt the agenda as presented. Carried Unanimously.

4.0 MINUTES

4.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1 Regular Council Meeting Minutes of November 13, 2018

MO2018.195 Zariski, Garbutt moved to approve the Regular Council Meeting Minutes of November 13, 2018 as presented. Carried Unanimously.

MO2018.196 DeMott, Hansen-Zacharuk moved to approve the Special Council meeting minutes of November 19, 2018 as presented. Carried unanimously.

4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

5.0 DELEGATIONS

5.1 Trisha Sewell – EDO – Cactus Corridor Economic Development Corporation – Dinosaur Trail Signage

T. Sewell introduced the Working Committee with representation from Canadian Badlands, County of Newell, Special Areas Board, Cactus Corridor Economic Development and the Town of Drumheller. She explained that the committee was formed to work on signage for the Canadian Badlands scenic driving route from the Royal Tyrrell Museum to the Dinosaur Provincial Park via SH570 coming out of Drumheller to SH876 towards Dinosaur Provincial Park and vice versa. She stated that signage is needed so that visitors understand the length of the drive and to give them confidence that they are on the correct route. Although the signage design is still being finalized by Alberta Transportation, it has been determined that the signs will be their standard blue and white signs with a header showing the outline of a dinosaur and kms remaining to the destination. T. Sewell asked if Drumheller's Council will consider signage within the Town's boundaries that would direct tourists along the scenic route and for the signage to be installed for the summer of 2019. She concluded by stating that the trail will designated as a scenic route on gps and google maps. J. Fielding – Communications Officer advised that although it is important to link the two destinations together with directional signage, the Town currently has a lot of tourist signage so it will be important for Drumheller to manage any new signage within our own boundaries. T. Sewell asked that the scenic route logo be incorporated into the Town's existing signage or any new signage installed so that the tourist traffic knows they are travelling along the scenic route. It was clarified that the Town would be responsible for the costs and maintenance of signs within their our boundaries.

Council thanked Trisha and the Working Committee for their presentation.

Mayor Heather Colberg on behalf of Council and Administration congratulated Bob Brown on his retirement and for his excellent reporting over the years at Council and within the community.

5.2 SPARKS – Leslie Pepper (arrived at 6:15 PM)

The Sparks had an opportunity to meet Council, make suggestions and ask questions of Council.

6.0 REQUEST FOR DECISION REPORTS

6.1. CAO

6.1.1 Bylaw 13.18 ATCO Franchise Agreement – second and third readings

D. Drohomerski advised that Bylaw 13.18 received first reading on August 20th, 2018 which proposed to enter into an Agreement granting ATCO Electric Ltd. the right to provide electric distribution service within the Municipality with a franchise rate at 9%. He further advised that Council asked Administration for clarification on vested and non vested street lights. He clarified that a vested street light is where ATCO owns the asset and the municipality pays a monthly rental fee without repair costs; and a non vested street light is where the municipality pays the repair costs only. Both vested and non vested street lights are owned by ATCO. He explained that the Town's older street lights are non vested meaning the Town is paying for the repairs and when they need to be replaced the street light becomes a vested street light with the Town paying a monthly rental fee without repair costs.

MO2018.197 Lacher, DeMott moved second reading of Bylaw 13.18.

In response to a question from Council on how much revenue the Town receives from the 9% of franchise agreement, it was confirmed that the Town receives \$730,000.00 from ATCO. Councillor L. Hansen-Zacharuk recommended that the Town consider the clause that allows an annual review of agreement should Council wish to adjust the franchise fee. It was also confirmed that the Town's street lights are being changed to the warm led lights (as opposed to the cooler light which is too bright).

Vote on Motion: Carried unanimously.

MO2018.198 Zariski, Lacher moved third reading of Bylaw 13.18. Carried unanimously.

6.1.2 Bylaw 16.18 being a bylaw to amend the Land Use Bylaw 10.08 by redesignating Plan 4317CQ Block 1 Lots 24 and 25 – first reading

D. Drohomerski presented Bylaw 16.18 stating that the applicant wishes to redesignate their property from Highway Commercial to Residential (1a) District. He explained that the property was the former Numbers Accounting Office on Bridge Street. He further advised that the applicant is requesting the change because they wish to sell their property and the offer to purchase is subject to a rezoning change to residential use.

MO2018.199 DeMott, Hansen-Zacharuk, moved first reading of Bylaw 16.18. Carried unanimously.

6.1.3 Bylaw 17.18 being a bylaw for the purpose of implementing a non residential development incentive program – first reading

D. Drohomerski presented Bylaw 17.18 which was discussed at Council's meeting of November 13th. He explained that the bylaw allows for a tax incentive for one year waiver of municipal taxes for new development up to a maximum of \$25,000 or renovations up to a maximum of \$50,000 new assessment. He further stated that a tax waiver for a first

year new build or renovations would not impact the budget. He further explained that first year waiver of taxes would be granted after construction and occupancy.

MO2018.200 Makowecki, Lacher moved first reading of Bylaw 17.18 Carried unanimously.

6.1.4 Bylaw 19.18 being a bylaw for the purpose of waiving fees for new businesses in existing non residential vacant buildings – first reading

D. Drohomerski presented Bylaw 19.18 which proposes incentives for occupying a vacant building which is geared towards the tenant of the building, not the building owner. He explained that the total tax incentive for the tenant would be in the range of \$1000 for development / building permit fees and a business license fee.

MO2018.201 Lacher, Zariski moved first reading of Bylaw 19.18. Carried unanimously.

6.1.5 Bylaw 21.18 being a bylaw to set the 2019 utility rates – first reading

D. Drohomerski presented Bylaw 21.18 being the utility rate bylaw which proposes to increase the water rates by 5% and the sewer rates by 2%. He explained that the Town was underfunding the utilities in the past and a five year plan with the same increases over this time period was proposed. He also stated that the Town is proposing an increase to the recycling fee to be able to achieve an affordable and sustainable recycling service in our community.

MO2018.202 Lacher, Hansen-Zacharuk moved first reading of Bylaw 21.18. Carried unanimously.

6.1.6 Draft Bylaw 22.18 being a bylaw for the purpose of implementing a tax incentive program for owners of an existing non-residential vacant building

D. Drohomerski presented the draft bylaw based on Councillor Tony Lacher's recommendation for a tax incentive for an existing vacant building. He explained that the tax incentive would be for an owner of a new business within a building that has been vacant for a minimum of one year and business to be active for one year. There will be a maximum ceiling of \$5,000.00 tax cancellation per qualifying new business upon written letter of request to Council. Council will review and approval each request on an individual basis. He explained that this bylaw will have a financial impact to the Town.

6.1.7 RFD – Appointment to Economic Development Advisory Committee

D. Drohomerski advised that one vacancy exists on the Economic Development Advisory Committee with the recent resignation of John Goudy. Dennis Harder wishes to step away from the Heritage Arts and Culture Committee to serve on the EDAC.

MO2018.203 Makowecki, DeMott moved to approve the appointment of Dennis Harder to the Economic Development Advisory Committee for a three year expiring at Council's 2021 Organizational Meeting. Carried unanimously.

Vacancies on the Heritage Arts and Culture Committee will be advertised in the Town Page.

6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.3 DIRECTOR OF INFRASTRUCTURE SERVICES

6.4 DIRECTOR OF EMERGENCY PROTECTIVE SERVICES

6.5 REVIEW OF STRATEGIC BUSINESS PLAN WORK PRIORITIES

6.5.1 CAO – Toboggan Hill Lease – Administration has looked at a location on Town land adjacent to the Passion Play site. The Passion Play Board is not in favour of the public going across their land to access a toboggan hill – the Passion Play would have to keep their gates open during the winter months. He advised that Administration will be looking at other locations.

CAO (Economic Development Officer) – Dino Brand Standards – The Economic Development Advisory Committee has taken on the responsibility of looking for a new logo. Written guidelines have been developed which will be discussed with the designer on November 30th. Three or four options will be presented to the Economic Development Advisory Committee in the near future.

CAO (Infrastructure Director) – Recycling Options Survey – An online survey will be going out the first week in December – asking what residents want and what they are willing to pay for. Some options may be to review the frequency of collection and alternating pickup of garbage and recycling. The high cost for recycling results from the process of collection and separation of materials.

7.0 PRESENTATION OF QUARTERLY REPORTS BY COUNCIL AND ADMINISTRATION

8.0 PUBLIC HEARING TO COMMENCE AT 5:30 PM

8.1. Mayor Colberg called the Public Hearing to order at 5:30 PM

Mayor stated that the purpose of the hearing is to consider Public Hearing to consider Bylaw 14.18 to amend the Land Use Bylaw 10.08 Section 56 “Home Occupations”

Devin Diano, Planner provided a report as follows:

“Bylaw 14.18 proposes “housekeeping” changes that will clarify regulations for issuing home occupation development permits. Specifically, the proposed changes will remove the requirement to renew an issued home occupation development permit yearly. The Land Use Bylaw 10.08 will continue to provide the ability for the Development authority to rescind a permit for a home occupation if there have been changes or deviation from originally approved application. Additionally, the LUB 10.08 will continue to provide the Development Authority the discretion to issue a temporary permit not exceeding one year for a home occupation. These proposed changes will allow administration to issue home occupation development permits in a more efficient manner, and free up administrative hours spent sending and tracking renewals of development permits for home

occupations. The Town is currently one of the few municipalities that requires the yearly renewal of approved development permits for home based businesses.”

He concluded by stating that Palliser Regional Municipal Services recommends that the Town of Drumheller Council approve Bylaw 14.18.

Mayor Colberg asked Secretary, L. Handy is there was any correspondence. L. Handy stated there was no correspondence.

Mayor Colberg stated there were no speakers in attendance.

Mayor Colberg asked Council if there were any questions. There were no questions.

Mayor closed the Public Hearing at 5:32 PM.

9.0 PUBLIC HEARING DECISIONS

9.1 Bylaw 14.18 – second and third readings

MO2018.204 Zariski, Hansen-Zacharuk moved second reading of Bylaw 14.18.
Carried unanimously.

MO2018.205 Hansen-Zacharuk, Makowecki moved third reading of Bylaw 14.18.
Carried unanimously.

10.0 UNFINISHED BUSINESS

11.0 NOTICE OF MOTION

12.0 COUNCILLOR REPORTS

13.0 CLOSED MEETING MATTERS

MO2018.206 Zariski, Lacher moved to go into closed meeting of Council at 6:22 PM.
Carried unanimously.

14.1 Labour Matter (*FOIPP Section 23 – Local Public Body Confidences*) Recognition Policy

14.2 Labour Matter (*FOIPP Section 17 – Disclosure Harmful to Personal Privacy*) – CAO Review

MO2018.207 Zariski, Lacher moved to revert to open meeting of Council at 8:30 PM.
Carried unanimously.

14.2 CAO Review

MO2018.208 Hansen-Zacharuk, Garbutt moved that Council approve a 2% increase for the CAO retroactive to October 1, 2018 to match the collective bargaining agreement plus a \$10,000 bonus for an extraordinary year. Carried unanimously.

There being no further business, Mayor Heather Colberg adjourned the meeting at 8:34 PM.

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Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday November 1, 2018**

Present: Darryl Drohomerski, CAO/Development Officer
Linda Taylor, Recording Secretary
Clayton Gillis, Chair
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Tony Lacher, Councillor/Member
Tom Zariski, Councillor/Member
Devin Diano, Palliser Regional Municipal Services Representative
Garry Wilson, Palliser Regional Municipal Services Representative

Absent: Scott Kuntz, Member - Regrets

Delegate(s): Rob Visser T00229-18D – T00232-18D – T00233-18D – exit – 12:45

1.0 CALL TO ORDER – 12:06 pm

C. Gillis presented the Agenda for the November 1, 2018 meeting.

1.1 Agenda – Additions or Deletions

Deletion – none

Addition

- 5.4 Minutes
- 5.5 Sea-Can Housing

1.2 Acceptance of Agenda

Motion: - T. Zariski moved to accept the agenda for November 1, 2018

Second: – S. Rymal - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 October 5, 2018

Motion: C. Gillis moved to accept the minutes of October 5, 2018

Second: – T. Lacher - Carried

2.2 October 11, 2018 – online minutes

Motion: T. Zariski moved to accept the minutes of October 11, 2018 – online minutes

Second: – S. Clark - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00228-18D – Applicant – Retaining Wall

D. Drohomerski presented Development Permit T00228-18D submitted by Applicant for a retaining wall located at 211 14 Street NW, Midland on Plan 1561JK; Block 2; Lot 6. Zoning is MHR – Manufactured Home District.

D. Drohomerski advised this is a corner lot in Midland; this lot is situated at an elevation of roughly 6 to 7 feet above the neighboring property. The existing wall was constructed with a mixture of objects. The applicant wants to sell the property and was informed by an appraiser, that the existing retaining wall needs to be corrected to enable the saleability of the property.

The proposed wall would be approximately 120 feet in length, constructed with precast concrete blocking. It was noted that the drainage slope is front to back. Engineered stamped drawings would be required for submission with a building permit for this type of retaining wall.

Municipal Planning Commission discussed the application. MPC discussed the look of the retaining wall using the precast concrete blocking; this type of blocking is normally seen in commercial or industrial uses. In a residential setting it should be esthetically pleasing to the neighboring property; as this wall will be part of their view.

Municipal Planning Commission tabled the application for more information from the applicant. MPC wants more information on how the wall will look when completed and submission of an engineered plan.

3.2 T00229-18D – Canalta Real Estate Services Ltd – Commercial Strip Mall

D. Drohomerski presented Development Permit T00229-18D submitted by Canalta Real Estate Services Ltd for a new construction strip mall located at 450 650 South Railway Avenue, Drumheller on Plan 0213977; Block 10; Lot 2. Zoning is HWY-C – Highway Commercial District.

D. Drohomerski advised retail store is considered a discretionary use in this district. This development would be Phase II. This mall would be approximately 7,100 square feet with two bays; one bay of which has a proposed use as a liquor store. The placement of the building meets all setback requirements and minimum site area requirements for the district.

R. Visser spoke to the application. Phase I for the Mark's building was applied for earlier; and is currently being subdivided from the Phase II development. The Phase II development has a potential tenant for one of the bays; the application is on the agenda for today. The second bay will be developed to suit a tenant; a request for a smaller bay could see the bay be subdivided into two units. The original development agreement to add a line loop is currently in the works.

Municipal Planning Commission discussed the application.

Motion: S. Rymal moved to approve Development Permit T00229-18D submitted by Canalta Real Estate Services Ltd for a new construction strip mall located at 450 650 South Railway Avenue, Drumheller on Plan 0213977; Block 10; Lot 2, subject to the following conditions;



DRUMHELLER

COMMUNITY SERVICES



Agenda Item # 4.2.1

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. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Development shall conform to Alberta Building Codes and Fire Codes. Prior to occupancy confirmation from the Local Fire Authority that the building may be occupied for such purposes.
5. If the holder of the permit/property owner wishes to make any changes in the proposed development, occupancy or additions to same 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. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be provided to the Town of Drumheller for verification and upon completion.
7. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
8. Make provisions for installation of water services and meter as per the Town of Drumheller water/sewer bylaw at the expense of the owner/applicant.
9. Offsite levies to be paid prior to the issuance of Safety Codes permits.
10. External finished appearance of site to the satisfaction of the development Officer/Municipal Planning Commission.
11. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties
12. 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 prior to installation.
13. Landscaping 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. Development permit is required for signage placement and made under a separate application prior to placement.
15. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
16. No outside storage of material and equipment.
17. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.
18. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
19. Annual Business License(s) is required for each separate business.

Second: C. Gillis – Carried.

3.3 T00231-18D – Applicant – Cabin & Greenhouse

D. Drohomerski presented Development Permit T00221-18D submitted by Applicant for a cabin and greenhouse to be located near Cambria on Plan RW334; Block RLY,OT. Zoning is A – Agricultural District.

D. Drohomerski advised the applicant is one of three owners of the property; the property is a long strip of land previously owned by CP Rail. The applicant plans to use the cabin as a storage area for equipment as well as 4 season cabin. The greenhouse will be located 50 feet off the property line. All uses in the Agricultural District are discretionary.



A development permit for occupancy of a private campground and construction of an accessory building was issued in 2012 for this property.

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve Development Permit T00221-18D submitted by Applicant for a cabin and greenhouse to be located near Cambria on Plan RW334; Block RLY,OT, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
3. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Placement of construction as per plans submitted with application.
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. Confirmation of coverage, or exemption under the Alberta New Home Warranty Program required prior to the issuance of building permit.
7. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
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. By-law 31-98.
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. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. An accessory building shall not be used as a dwelling.
13. One residential building per site except where the site is used exclusively for agriculture and the use requires an additional dwelling for farm help.
14. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Second: T. Zariski – Carried

3.4 T00232-18D – Carol McClary agent for Solo Cannabis Corporation – Change of Use

D. Drohomerski presented Development Permit T00232-18D submitted by Carol McClary agent for Solo Cannabis Corporation for a change of use located at 600 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 9. Zoning is HWY-C – Highway Commercial District.

D. Drohomerski advised this development permit application is for a change of use of 210 square meters of the existing restaurant at O'Sheas, to a proposed cannabis store. This location is 140 meters from a school; property line to property line.

R. Visser spoke to the application. The landlord for this building is not the operator of the proposed change. The structure would essentially become a 2 bay building; with a kitchen and bar in one area with a separate entrance



and exit from the cannabis retail location. The existing use of the bar would continue as is. AGLC dictates there must be distinct bays, with entrances and exits being totally separate from other units, and AGLC does walk through before license is issued.

Municipal Planning Commission discussed the application. The building renovation when complete should be esthetically consistent.

Motion: T. Zariski moved to approve Development Permit T00232-18D submitted by Carol McClary agent for Solo Cannabis Corporation for a change of use located at 600 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 9, 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. Development to conform to the AGLC requirements; confirmation must be provided to the Development Officer prior to commencement of business.
13. Annual Business License is required.

Second: C. Gillis – Carried

3.5 T00233-18D – Carol McClary – Occupancy

D. Drohomerski presented Development Permit T00233-18D submitted by Carol McClary for Occupancy located at 450 650 Railway Avenue on Plan 0213977; Block 10; Lot 2. Zoning is HWY-C – Highway Commercial District.

D. Drohomerski advised this development permit is for occupancy of one bay in the new construction commercial strip mall, seen in an earlier application. The tenant to be occupying the space is a liquor store; which is a



discretionary use in Highway Commercial District. This application requires a relaxation to the distance from another liquor store.

R. Visser spoke to the application. The Solo Corporation is growing aggressively throughout Alberta; they are now becoming a regional brand.

Municipal Planning Commission discussed the application and granted the relaxation of approximately 10 meters between the two liquor store locations.

Motion: T. Lacher moved to approve Development Permit T00233-18D with a distance relaxation, submitted by Carol McClary for Occupancy located at 450 650 Railway Avenue on Plan 0213977; Block 10; 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. Development to conform to the AGLC requirements; confirmation must be provided to the Development Officer prior to commencement of business.
13. Relaxation of approximately 10 meters granted on the distance requirement from another liquor store.
14. Annual Business License is required.

Second: C. Gillis – Carried

3.6 T00234-18D – Applicant – Change of Use & Placement of Sea-Can

D. Drohomerski presented Development Permit T00234-18D submitted by Applicant for a change of use and placement of a sea-can to be located at 51 Hy-Grade Crescent on Plan 9710916; Block 12; Lot 10. Zoning is M-1 – Light Industrial District.



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Agenda Item # 4.2.1

D. Drohomerski advised the applicant would like to use the property as a storage yard and place a sea-can structure for secure storage. Storage yard and storage structures are discretionary uses in the M-1 district.

Municipal Planning Commission discussed the application.

Motion: T. Zariski moved to approve Development Permit T00234-18D submitted by Applicant for a change of use and placement of a sea-can to be located at 51 Hy-Grade Crescent on Plan 9710916; Block 12; Lot 10, 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. 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.
6. Development application is required for signage placement and made under separate application prior to placement.
7. 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.
8. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
9. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares excluding lanes. Separate containment must be provided for the disposal and recycling of cardboard materials.
10. The operation of all uses shall comply with the environmental and public health performance standards of the Provincial Government.
11. All uses in this district shall carry out operations such that no nuisance factor is created or transmitted; i.e. nuisance factors caused by noise, vibration, smoke, dust, odor, toxic or noxious matter, radiation, flammable or explosive materials, heat, humidity or glare.
12. Use as a storage yard **does not allow** the storage of any derelict vehicles or derelict equipment; **does not allow** the production or sale of goods as part of the use.

Second: S. Rymal – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

5.1 East Coulee Hotel

No update at this time.

5.2 Update – T00206-18D – 285 1 Street West

The engineered drawings for the apartment(s) in the basement with four bedrooms have been received by Superior Safety Codes for the building permit supporting documentation; the building permit has been issued. The engineer was to be on site on or about November 1, 2018 to do a walk through with the owner. MPC members requested an email as to the status.



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Agenda Item # 4.2.1

5.3 Rezoning for discussion - 59 Bridge Street

D. Diano presented the rezoning application to the Municipal Planning Commission as a discussion item only. This property was zoned Residential changed to Commercial and now the owners would like to have it rezoned back to residential. The building is for sale and interest is primarily to be used for residential purposes; it is mainly bordered by other residential homes.

5.4 Minutes

Minutes were added for discussion. The concern was having enough time to read over the draft minutes prior to the meeting.

5.5 Sea-Can Housing

Sea-can housing is starting to be seen as the wave of the future for low cost housing. Shipping containers can be refinished making them unrecognizable. A resort in Banff is replacing old staff lodging with an apartment complex of shipping containers.

Question with using shipping containers as housing is how the financial institutions will deal with mortgages. Manufactured homes must be affixed to the property with blocking or pilings; will the same apply to this style of housing. Funding is also different from residential to commercial. Also what happens with new home warranty, does it apply.

6.0 Adjournment – Meeting adjourned at 2:15 pm.

Chairperson

Development Officer

Attachments: Agenda



**Municipal Planning Commission
MINUTES
Meeting of Friday November 16, 2018**

Present: Darryl Drohomerski, CAO/Development Officer
Linda Taylor, Recording Secretary
Sharon Clark, Vice Chair – Meeting Chair
Stacey Gallagher, Member
Scott Kuntz, Member
Shelley Rymal, Member
Tony Lacher, Councillor/Member
Tom Zariski, Councillor/Member
Jeff Laurien, Palliser Regional Municipal Services Representative – Senior Planner

Absent: Clayton Gillis, Chair - Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:00 pm

S. Clark presented the Agenda for the November 16, 2018 meeting.

1.1 Agenda – Additions or Deletions

Deletion - none

Addition - none

1.2 Acceptance of Agenda

Motion: - S. Gallagher moved to accept the agenda for November 16, 2018

Second: – T. Zariski - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 November 1, 2018

Motion: S. Rymal moved to accept the minutes of November 1, 2018

Second: – T. Lacher - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00178-18D – DVSS – Digital Sign

D. Drohomerski presented Development Permit T00178-18D submitted by Friends of DVSS for a digital sign located at 450 17 Street East, Drumheller on Plan 1427JK; Block 19; Lot 18. Zoning is CS – Community Service District.

D. Drohomerski advised this permit was applied for in July of 2018. There had been issues with coordinating the information required for the digital sign. New sign specifications were received on October 2, 2018, updated site plan with setbacks received November 7, 2018 and letter of approval dated October 22, 2018.

Municipal Planning Commission discussed the application. Discussion on the placement of the sign and direction of the screen(s).

Motion: T. Zariski moved to approve presented Development Permit T00178-18D submitted by Friends of DVSS for a digital sign located at 450 17 Street East, Drumheller on Plan 1427JK; Block 19; Lot 18 subject to the following conditions;

1. Shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Signs shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
3. Placement, components and appearance of sign as per application. Any change(s) that departs from the description in the application or from any condition or restriction imposed, requires prior approval from the Development Authority. Changes may require an additional development permit.
4. Developer shall ensure authorization is obtained from property owner prior to sign placement.
5. Any/all Safety Codes Permits to be obtained prior to the installation of the sign (Building and/or Electrical).
6. Contractor(s) to have a valid Business License with the Town of Drumheller.
7. Appearance of sign shall be maintained to the satisfaction of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. A digital sign must have an adjustable brightness level and the level of brightness shall not negatively affect adjacent residential district(s). The sign shall in no way endanger progress of traffic through the streets or lanes to the Town.
10. All Signs shall be removed if the business ceases operations or the use of the site or sign is terminated.

Second: S. Rymal - Carried

3.2 T00237-18D – Shaun Ibrahim – Salon Liquor Licensing

D. Drohomerski presented Development Permit T00237-18D submitted by Shaun Ibrahim for salon liquor licensing located at 10 3 Avenue West, Drumheller on Plan 3099AD; Block 24; Lot E of the West 24 feet of 9 & 10. Zoning is C-B – Central Commercial District.

D. Drohomerski advised this application is for drinking establishment within an existing personal service establishment (salon). Verification in regards to the liquor licensing was made prior to this meeting, as the application was not clear on the intent. S. Ibrahim will be serving a selection of food items as noted on the application.



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D. Drohomerski noted the building is going to be a multi-phase development. The floor plan shows other development that is crossed out; this is possibly a future food service area within the building.

Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00237-18D submitted by Shaun Ibrahim for salon liquor licensing located at 10 3 Avenue West, Drumheller on Plan 3099AD; Block 24; Lot E of the West 24 feet of 9 & 10, 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. Development to conform and meet the requirements of the Alberta Gaming & Liquor Commission (AGLC). Prior to commencement of activity confirmation must be provided to the Development Officer from the AGLC.
4. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installation.
5. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
6. Development to conform and meet the requirements of the Regional 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.
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. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.

Second: S. Rymal – Carried.

3.3 T00238-18D – BFO Holdings Inc – Move on Dwelling

D. Drohomerski presented Development Permit T00238-18D submitted by BFO Holdings Inc for a move on dwelling located at 540 Centre Street, Cambria on Plan 5808GX; Block 7; Lot 14-15. Zoning is SCR – Suburb Community Residential District.

D. Drohomerski advised this is a 1950s move on dwelling that will be placed on screw piles. This building has been sitting in storage. This dwelling will be for either a rental property or sold when completed.

S. Gallagher moved to go in camera 1:40, Second by S. Rymal, Carried
S. Rymal moved to go out of camera 1:56, Second by T. Zariski, Carried

D. Drohomerski read from the Town of Drumheller Land Use Bylaw 10-08;

"53. Relocation of Buildings

(b) All renovations to a relocated building are to be completed within one year of the issuance of the development permit.

(g) The deposit/ performance bond shall be refunded as follows:



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- (i) 75% at the completion of all exterior renovations to the satisfaction of the Development Authority; and
- (ii) the final 25% at the completion of final landscaping to the satisfaction of the Development Authority.
- (iii) If no damage has occurred and all conditions are met, the deposit/ bond shall be refunded in full."

Municipal Planning Commission discussed the application and relocation of buildings. Deposit/performance bond, asbestos testing/abatement and completion timelines.

Motion: S. Gallagher moved to approve Development Permit T00238-18D submitted by BFO Holdings Inc for a move on dwelling located at 540 Centre Street, Cambria on Plan 5808GX; Block 7; Lot 14-15, 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. An asbestos test shall be carried out prior to the movement of the dwelling from its current location. Should abatement be required; it shall be done prior to movement of the dwelling. Any and all reports; i.e. asbestos testing report and abatement report to be submitted to the Development Officer prior to movement of the dwelling.
4. Proper placement of moved on dwelling on screw pilings with crawl space-- 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. Make provisions for installation of water meter as per the Town of Drumheller Water and Waste Water Bylaw 02-17. Contact the Utility Clerk 403-823-1302. Payment for the water meter required when applying for the Building Permit.
6. Offsite Levies to be paid as per Town of Drumheller Offsite Levy Bylaw 31-98. Offsite levies to be paid when applying for the Building permit.
7. All necessary Safety Codes Permits (building, electrical, gas, plumbing, and private sewage.) to be in place prior to construction/installations.
8. External appearance of residence to meet to the satisfaction of the Development Officer after placement.
9. Placement of the Move on Dwelling with any repairs and upgrades as/if deemed required to be completed by May 31, 2019.
10. Payment of the deposit/performance bond must be submitted when applying for the Building Permit at the Town of Drumheller. A cashiers cheque or cash in the amount \$20,000.00 (held in trust) that will be returned to applicant when so deemed by Development Officer that the development has been satisfactorily completed. A payment will be returned to applicant in the amount of 75% when so deemed that building placement, exterior finishing and/or upgrading is to the satisfaction of the development officer with the balance payable when landscaping of site has been completed to the satisfaction of the development officer.
11. Must conform to Land Use Bylaw 10-08; Part VII; Sec 53 Relocation of Buildings; including but not limited to; (j) If damage has occurred or renovations have not been completed within the time frame determined, the deposit shall be used to cover the cost of completion/repair and any outstanding amount shall be directed to the property owner. And; (k) If the deposit/bond is not sufficient to cover the costs of work completed by the Town, or agents of the Town, the additional costs shall be added to the tax roll of the property.
12. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must be issued prior to relocating structures within the municipality.
13. If the holder of the permit/property owner wishes to make any changes in the proposed development or additions to same from application as approved, the holder of the permit must first obtain permission of the



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- Development Officer/Municipal Planning Commission. An additional development permit may be necessary. (i.e. deck)
14. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
 15. Development to conform to any and all Municipal, Provincial and Federal legislation or guidelines that may apply.
 16. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Second: T. Zariski – Carried

3.4 T00239-18D – Applicant – Storage Structure

D. Drohomerski presented Development Permit T00239-18D submitted by Applicant for a storage structure located at 900 9 Street SW, Drumheller on NE-9-3-29-20-W4.. Zoning is M-2 – Medium Industrial District.

D. Drohomerski advised this application is to construct a soft wall building to be used for truck parking and storage; the building incorporates 4 sea-cans into the structure.

"2. Definitions

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;"

Municipal Planning Commission discussed the application. Community Standards in regards to the finish of the Sea-Cans; complement the fabric structure.

Motion: T. Zariski moved to approve Development Permit T00239-18D submitted by Applicant for a storage structure located at 900 9 Street SW, Drumheller on NE-9-3-29-20-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. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Development shall conform to Alberta Building Codes and Fire Codes. Prior to occupancy confirmation from the Local Fire Authority that the building may be occupied for such purposes.
5. If the holder of the permit/property owner wishes to make any changes in the proposed development, occupancy or additions to same 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. All necessary Safety Codes Permits (building, electrical, gas, plumbing and/or private sewage.) to be in place prior to any construction/installations.
7. Offsite levies to be paid as per the Off-site Levy Bylaw 31-98; when applying for the building permit.
8. External finished appearance of structure to the satisfaction of the development Officer/Municipal Planning Commission. Finish of the Sea-cans to complement the fabric structure.
9. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties
10. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage) to be in place prior to any construction/installations.



11. 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 prior to installation.
12. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
13. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.
14. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
15. Over-weight/over dimensional permit from Road-Data 1-888-830-7623 must be issued prior to relocating structures within the municipality.

Second: S. Kuntz – Carried

3.5 T00241-18D – Stevenson Homes – Deck

D. Drohomerski presented Development Permit T00241-18D submitted by Stevenson Homes for a deck located at 165 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 26. Zoning is R-1 – Residential District.

D. Drohomerski advised this application is for the deck on a new construction home, development permit T00195-18D; application date August 15, 2018. The deck requires a variance of 2.53 meters on the rear yard set back for the upper level deck.

Municipal Planning Commission discussed the application.

Motion: S. Kuntz moved to approve Development Permit T00241-18D with the 2.53 meter variance on the rear yard set back submitted by Stevenson Homes for a deck located at 165 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 26, 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. Construction as per plans submitted with application
4. Construction to be in accordance with the Alberta Building Code.
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
7. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.
12. 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



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13. Real Property Report for the Single Family Dwelling Construction T00195-18D, shall include the addition of the deck.
14. Variance of 2.53 meter granted on the rear yard set back for the upper deck.

Second: S. Gallagher – Carried

3.6 T00244-18D – Applicant – Container Dwelling

D. Drohomerski presented Development Permit T00244-18D submitted by Applicant for a container dwelling located at 117 Pinter Drive, Rosedale on NE-21-28-19-W4. Zoning is CR – Country Residential District.

D. Drohomerski advised this applicant is submitting an application as a condition of sale, to ensure an issued development permit is obtainable before the purchase of the property. This is for a semi off grid cottage, constructed from 1 round grain bin, 7 sea-cans and 1 additional donor sea-can; used for parts to complete construction. This property is location within the flood fringe, so mitigation measures would need to be followed.

Town of Drumheller Land Use Bylaw 10-08

"2. Definitions

"Building" includes anything constructed or placed on, in, over or under land but does not include a highway or public roadway or a bridge forming part of a highway or public roadway;"

"Dwelling, moved on" means a single detached dwelling that has previously been lived in, used as a residence or other purpose in a previous location, that has now been relocated to a new parcel for use as a dwelling;"

"53. Relocation of Buildings

- (a) *Where a development permit has been granted for the relocation of a building on the same site or from another site, the Municipal Planning Commission shall require the applicant to provide a Performance Bond in an amount suitable to complete any renovations required as set out as a condition of development permit approval and may be determined by a quote provided from a certified contractor. The amount of a performance bond shall not be less than \$10,000 (\$1,000 where the building to be relocated is accessory to a dwelling) to ensure completion of any renovations set out as a condition of approval of the permit and repair or replacement of any damaged municipal infrastructure as a result of the building relocation (may include curb stops, valve boxes, manhole cover, catch basins, culverts, pipelines, sidewalks, curbs and gutters, lanes, roads and any surface or underground improvement on or abutting the land).*
- (e) *The design, external finish and architectural appearance of any relocated building/ structure shall be similar to and complement the existing structures on the parcels adjacent to the parcel onto which the building/structure is to be located."*

Municipal Planning Commission discussed the application. MPC felt more information is required for this application; construction value of the dwelling, grading elevation, the height of the structure – peak to grade, and is the applicant aware this property is in the flood fringe area.

Table Development Permit T00244-18D submitted by Applicant for a container dwelling located at 117 Pinter Drive, Rosedale on NE-21-28-19-W4, for more information



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- a more definitive cost on the construction value of the dwelling,
- what is the grading elevation going to look like for this property,
- the over all height of the structure – peak to grade,
- is the applicant fully aware this property is in the flood fringe area.

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

5.0 OTHER DISCUSSION ITEMS

5.1 Update – 285 1 Street

An inspection by the Building Safety Codes Officer was completed on November 11, 2018. A significant amount of deficiencies on the property have been taken care of. One of which was Alberta Health Services issued a Notice of Compliance for the Order of an Executive Officer issued on July 26, 2018 has been complied with. The bedroom windows in the basement now meet egress requirements. Smoke detectors need to be interconnected to other detectors. Emergency lighting and exit signs are pending, steel door install pending, defining of exits, fire rating, bedroom doors, remove a cabinet by the stove once completed call for final inspection. The completion of the outstanding items should be completed by the end of November.

5.2 Update – 491 1 Avenue

An inspection was completed on July 5, 2018. Observations noted 4 center rooms on the upper floor had the roof/ceiling raised to provide a rooftop exit. Some remodelling in existing bar area was underway. No work on the south side balcony yet. Smoke detectors required. Call for framing inspection before insulation. No occupancy in building until final inspection has been completed. A time extension was granted for the building permit to be completed by July 4, 2019. No visible work has been carried out on the property for some time. There was a street closure done for this property so a balcony could be constructed on the North Side of the building, no further activity on this development.

5.3 Update – 2705 North Dinosaur Trail

The Building Safety Code Officer stopped by on November 8, 2018. The railings on the deck were noted to not be in compliance; the spacing of the rails are over the 4 inch code requirement. The Officer did not have access to the interior of the home for further inspection. A plumbing permit and gas permit have been issued for the home. A building inspection has been booked for November 22, 2018

5.4 Update – 580 & 590 Premier Road & 621 Street SW

An Subdivision and Development Appeal Board hearing was held on July 4, 2018. A development permit was to be applied for for the use as a work camp; application was received on July 18, 2018 and a notice of decision with decision date of July 27, 2018 was issued. The permit expires December 31, 2018 with resubmission and approval required annually.

Discussion

30 3 Avenue East, possibly starting up again in 2019



273 Centre Street, may not be proceeding with construction

Paintball – not going forward

Discussion on community standards and the bylaw; vacant properties/buildings, what constitutes derelict structures and is there a timeline to occupy a purchased building.

6.0 Adjournment – Meeting adjourned at 2:40 pm.



Chairperson



Development Officer

Attachments: Agenda

TOWN OF DRUMHELLER

BYLAW NUMBER 22.18

BEING A BYLAW FOR THE PURPOSE OF IMPLEMENTING A NON RESIDENTIAL TAX INCENTIVE PROGRAM FOR OWNERS OF EXISTING NON-RESIDENTIAL VACANT BUILDINGS WITHIN THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 347 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller deems it expedient to provide for a Bylaw for the purpose of implementing a “Non Residential Tax Incentive Program for Owners of Existing Non Residential Vacant Buildings”;

NOW THEREFORE, be it resolved that the Council of the Town of Drumheller, in the Province of Alberta, duly enacts as follows:

1. This Bylaw may be referred to as the “Existing Vacant Non-Residential Building” Bylaw.
2. The non residential building must have been vacant for a minimum of one (1) year.
3. The business must remain active for a minimum of one (1) year. The tax cancellation applies to the municipal portion of property taxes for non-residential assessment only, and will be applied the following tax year.
4. The tax cancellation applies upon proof of startup of a new business.
5. There will be a maximum ceiling of \$5,000.00 tax cancellation per qualifying new business.
6. Business owners must submit a written letter of application to Council requesting the tax rebate.
7. The Bylaw may be amended from time to time by resolution of Town Council.
8. This Bylaw will come into full force and effect on the date of final passing thereof.

READ A FIRST TIME THIS 10th DAY OF December, 2018

READ A SECOND TIME THIS ____ DAY OF _____, 2018.

READ A THIRD TIME AND PASSED THIS ____ DAY OF _____, 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drumheller
REQUEST FOR DECISION



TITLE:	Write off of Bad Debt – Utility Accounts
DATE:	November 23, 2018
PRESENTED BY:	Barbara Miller, CPA, CGA, CLGM
ATTACHMENT:	Non-active Utility Account Listing (dated Nov14/18)

SUMMARY

Administration is seeking authorization to write off outstanding utility account balances deemed uncollectable, to allowance for bad debt.

BACKGROUND

Section 553 (1) of the MGA provides municipalities with the legislation necessary to mitigate bad debt of utilities by granting authority to transfer outstanding balances to the tax roll providing that the utility account holder is also the property owner.

Prior to the 2017 adoption of Bylaw No. 02-17 Water and Wastewater, the Town allowed utility accounts to be created in a tenants name, negating the protections afforded by Section 553(1) and consequently the water and wastewater operating results would include preventable bad debt expense on an annual basis.

Although the current bylaw mitigates future risk, at time of passing existing tenant accounts were grandfathered until such time as the service was disconnected due to a move request or failure to pay. While the number of these accounts continues to decline, occurrences of bad debt, which has substantially declined, will continue until such time as all of the accounts have been transitioned to reflect current practice.

Attached is a non-active utility account listing as of November 14, 2018. Included are 20 utility accounts that remain outstanding from 2017 and 1 account from March 2018 totaling \$3,646.99, deemed uncollectible at this time and have been referred to our third party collection agency.

As required by Generally Accepted Accounting Principles (GAAP), an allowance equal to the probable bad debt was recorded as an expense and accrued at year-end 2017. The 2018 operating budget includes adequate provision to offset the March 2018 bad debt.

RECOMMENDATION:

Administration recommends that council approve the write off of outstanding utility account balances as per the attached listing.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

Although an allowance equal to the probable bad debt is accrued at each year end to recognize the financial impact in the year that it occurs, at some point in time, uncollectable accounts need to be formally written off against this allowance.

Council Policy No. C-07-04 Accounts Collection and Write Off, requires a motion of council in order for the bad debt to be formally written off against the allowance accrual.

It is important to note however that in doing so, this does not imply that the Town will cease to actively pursue collection of any outstanding amounts be it through our own or external party collection efforts.

Once a utility account balance is written off, successful collection of any amount reverses the bad debt expense realized at the time of write off.

BENEFITS

Authorizing the write offs provides for a cleaner, more user friendly aged trial balance report and better reflects anticipated receivables to be collected.

DISADVANTAGES

Sub ledger aging reports become less useful and more time consuming to users when long outstanding balances remain listed. Sub ledgers that reflect uncollectible balances make cash flow projections more difficult.

ALTERNATIVES:

Status quo - do not authorize the accounts to be written off against the ADA.

FINANCIAL IMPACT:

There is no financial impact to authorizing the write off of the accounts to the allowance for doubtful accounts. The 2018 write off of \$838.22 will negatively impact the 2018 operating statements regardless of authorization to write off being granted or not, for GAAP mandates a bad debt allowance to be recorded to offset the uncollectable receivable. The 2018 budget includes ample provision for 2018 actual bad debt realized and/or the required year end allowance estimate to be recorded.

STRATEGIC POLICY ALIGNMENT:

Ensuring relevant financial reports aligns with our corporate mission to provide good governance and corporate value of fiscal responsibility.

COMMUNICATION PLAN:

n/a

MOTION: Councillor _____

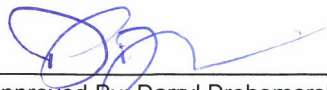
Moves to approve the write off of the non-active utility accounts listed and attached hereto, in the amount of \$3,646.99.

Seconder: _____

Barbara Miller

Prepared By:

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer

Non-Active Utility Accounts			Count				
Town of Drumheller			3,646.99	21			
			Utility			Deposit	
013	0009509	019	18.34	F	22-Jun-17	02003101	N
010	0008507	005	46.22	F	1-Jan-17	02021301	N
022	0033005	024	55.93	F	20-Mar-17	06008007	A
029	0009505	007	56.68	F	21-Feb-17	17046202	A
009	0001578	000	57.01	F	1-Nov-17	02024107	N
003	0072508	002	69.33	F	31-Mar-17	03019205	A
015	0037505	038	69.45	F	1-Apr-17	07051402	A
023	0019507	013	76.87	F	27-Sep-17	07008105	A
028	0042003	023	93.40	F	1-Oct-17	09010703	A
001	0010007	004	100.45	F	1-Feb-17	01029008	A
008	0036502	019	119.47	F	27-Jul-17	01009604	A
025	0020005	010	129.07	F	23-Sep-17	07020704	A
024	0017004	009	143.42	F	17-Nov-17	07002603	A
008	0010507	021	157.87	F	18-Oct-17	04000204	A
009	0012501	004	170.27	F	31-Mar-17	02024701	A
008	0002009	013	197.27	F	25-May-17	01004902	A
033	0005100	002	200.62	F	1-Jan-17	19045152	A
030	0020005	006	294.81	F	28-Jan-17	17019001	A
027	0023500	010	368.08	F	1-Feb-17	09022302	A
016	0030003	036	384.21	F	31-Dec-17	04030813	A
008	0025000	013	838.22	F	22-Mar-18	01005909	A

275
restated
remain

PUBLIC NOTICE

Pursuant to Section 22 of the Municipal Government Act; The Town of Drumheller intends to consider a By-Law to close a portion of an undeveloped Riverside Drive created by Subdivision Plan 6561 C.O. said lands being shown cross-hatched on the attached plan designated as SCHEDULE A and to sell or hold these lands as Council sees fit.

Any person adversely affected by these proposed closures or otherwise wishing to address Council related to this issue shall attend the Council meeting of The Town of Drumheller at 224 Centre Street, Drumheller, AB to be held in Council Chambers at the Town of Drumheller office on **10th day of December.2018 at 5:30 PM;** said meeting being convened to provide the public at large an opportunity to be heard in accordance with the Municipal Government Act.

THE TOWN OF DRUMHELLER

BY-LAW 18.18

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing a portion of an unused and undeveloped Street (Riverside Avenue on Plan 6561C.O.) to public travel and acquiring title to these lands in the name of THE TOWN OF DRUMHELLER for retention or sale as Council may determine; in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; a portion of Riverside Avenue created by Subdivision Plan 6561 C.O. hereinafter described is not required for public travel and an application has been made to the Town of Drumheller to have a portion of this undeveloped Street closed, and

WHEREAS; this portion of Riverside Avenue has not been developed, has never been used for public travel and will never be required for public road or other public purposes in the foreseeable future, and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on November 21, 2018 and again on November 28, 2018 the last of such publications being at least five days before the day fixed for the passing of this By-Law, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the 10th day of December A.D., 2018 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS: the Council of THE TOWN OF DRUMHELLER was not petitioned for an opportunity to be heard by any person prejudicially affected by this By-Law;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close that portion of Riverside Avenue created by Subdivision Plan 6561 C.O. shown on Schedule "A" attached and more particularly described as:

PLAN

AREA "A"

EXCEPTING THEREOUT ALL MINES AND MINERALS

from public use, obtain title to same in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4.

.....2

**THE TOWN OF DRUMHELLER
BY-LAW 18.18 (CONT'D)**

THIS BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER

This 13th day of November A.D. 2018 .



MAYOR: HER WORSHIP; HEATHER COLBERG

Seal



DARRYL E. DROHOMERSKI, C.E.T..
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: ALBERTA INFRASTRUCTURE and TRANSPORTATION

Seal

MINISTER: THE HONOURABLE BRIAN MASON
RM. 425, LEGISLATIVE BUILDING,
10800 97TH. AVENUE, EDMONTON, ALBERTA. T5K 2B6

READ AND PASSED THE SECOND TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2018 .

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

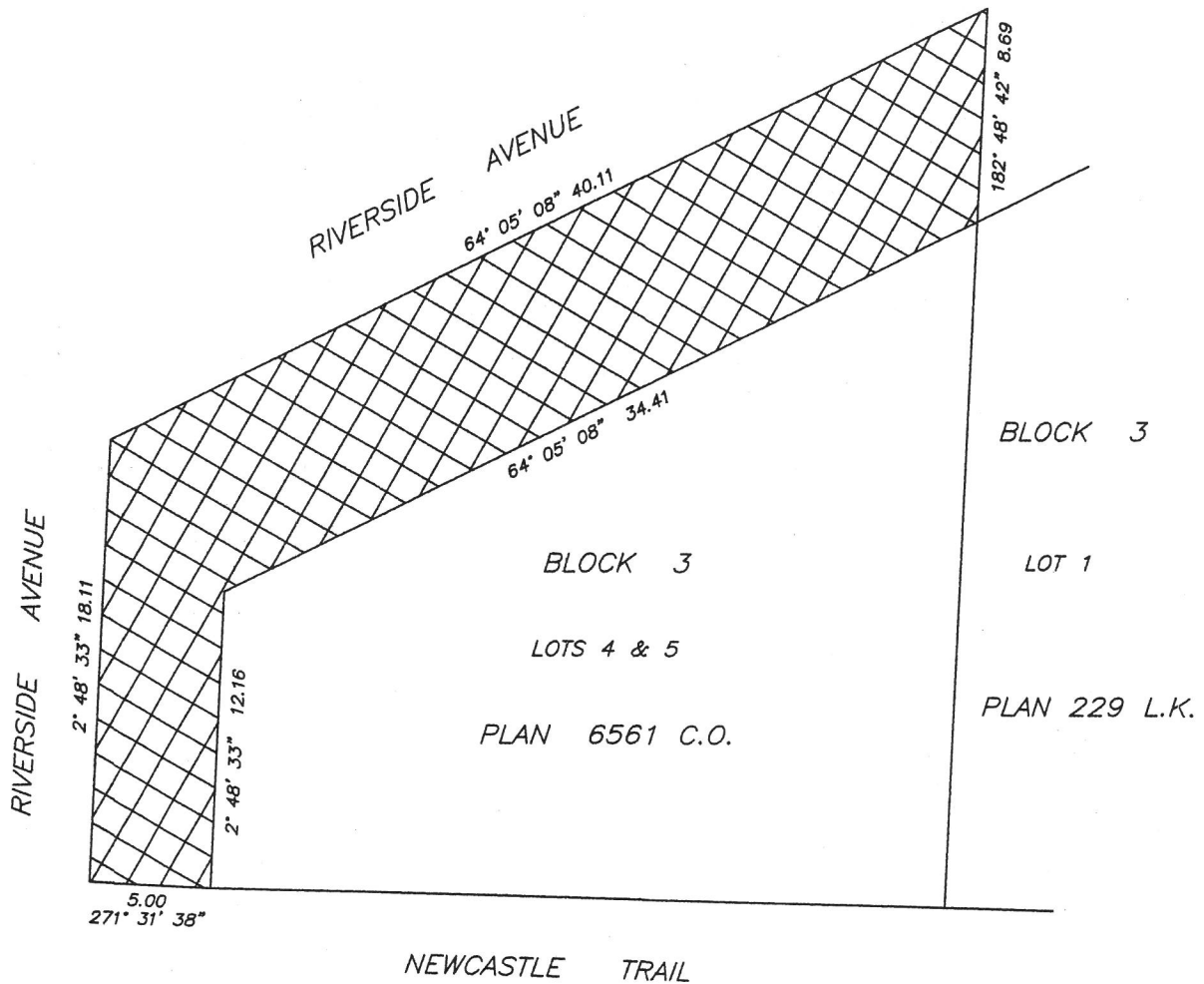
DARRYL E. DROHOMERSKI, C.E.T..
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE COUNCIL OF THE TOWN OF DRUMHELLER
this day of A.D. 2018 .

MAYOR: HER WORSHIP; HEATHER COLBERG

Seal

DARRYL E. DROHOMERSKI, C.E.T..
CHIEF ADMINISTRATIVE OFFICER



—DRUMHELLER, ALBERTA—

PLAN SHOWING ROAD CLOSURE
AFFECTING PART OF
RIVERSIDE AVENUE ON PLAN 6561 C.O.
ADJACENT TO
LOTS 4 & 5, BLOCK 3, PLAN 6561 C.O.

—SCALE= 1:200 — 2018 — W.R.HUNTER, A.L.S. —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... 
and contains: 359.62sq.metres (3870.9sq.feet.)

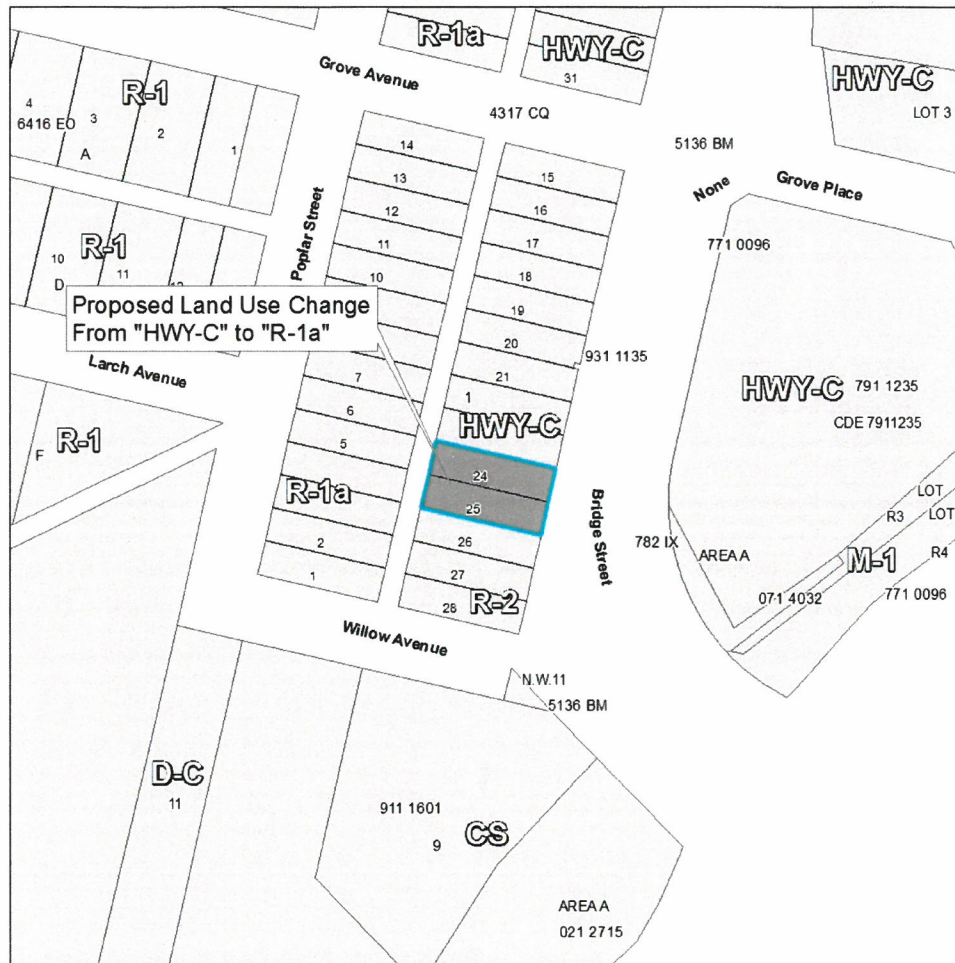


HUNTER SURVEY SYSTEMS LTD.
CALGARY, ALBERTA
FILE: 05-15-75

Agenda Item # 8.2

**TOWN OF DRUMHELLER
NOTICE OF PUBLIC HEARING
BYLAW 16.18 PROPOSES TO AMEND LAND USE BYLAW 10.08**

PURPOSE: The purpose of Bylaw 16.18 is to consider an application to amend Land Use Bylaw 10.08, Schedule A "Land Use District Map", by re-designating Plan 4317CQ, Block 1, Lots 24 and 25 within the Town of Drumheller, from HWY-C (Highway Commercial) District to R-1a (Residential) District as shown on the plan below:



A Public Hearing will be held in the Town of Drumheller Council Chambers, at 224 Centre Street, Drumheller, Alberta on **December 10, 2018 commencing at 5:30 PM**. Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.

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 legibly written. Submissions will be received up to December 10th at noon. Submissions should be addressed to: Town of Drumheller 224 Centre Street, Drumheller, Alberta T0J-0Y4. A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00am to 4:30pm, at Town of Drumheller 224 Centre Street.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.
First Publication: November 28, 2018
Second Publication: December 5, 2018
Chief Administrative Officer

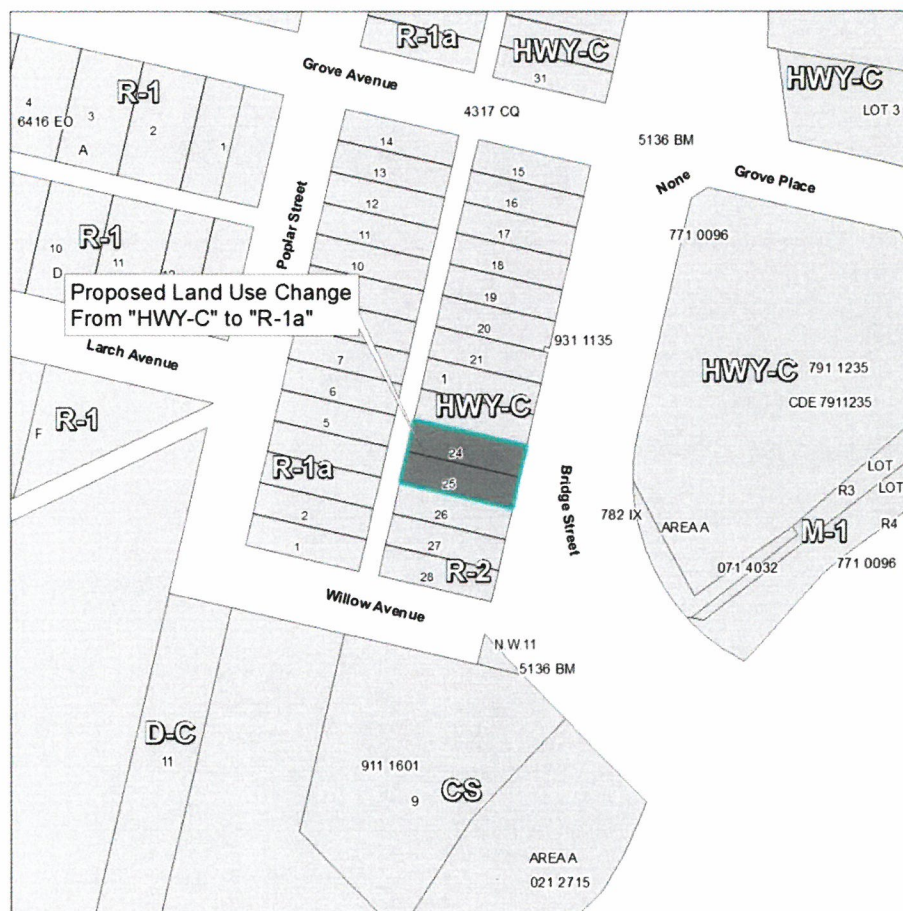


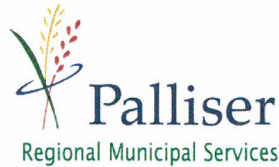
Date: December 10th, 2018
To: Town of Drumheller Council
From: Devin Diano, *Planner*
Re: Bylaw 16.18. – A Proposed Bylaw to Amend Land Use Bylaw 10-08

Purpose:

The purpose of Bylaw 16.18 is to consider an application to amend Land Use bylaw 10-08 by changing the land use classification for Plan 4317QC, Block 1, Lots 24-25 (Civic Address: 59 Bridge Street, Drumheller, AB).

An application was submitted by the landowners Hansine and Michael Kostelecky to redistrict (rezone) this property from Highway Commercial District (HWY-C) to Residential District (R-1a) as seen in the map below:





There is currently an existing Single Detached Dwelling on the property that has functioned as both a residence as well as an office in the past. However, the current and the future intended use of this property is to be used as a residence only. Changing the land use classification to Residential District (R-1a) will ensure the proper zoning is in place for the current residential use of the land.

Process- Statutory Requirements for Advertising:

The bylaw was granted first reading by Council on November 26, 2018. A Public Hearing Date was set for December 10th, 2018 providing an opportunity for those individuals who deem themselves affected by the proposed amendment to address council.

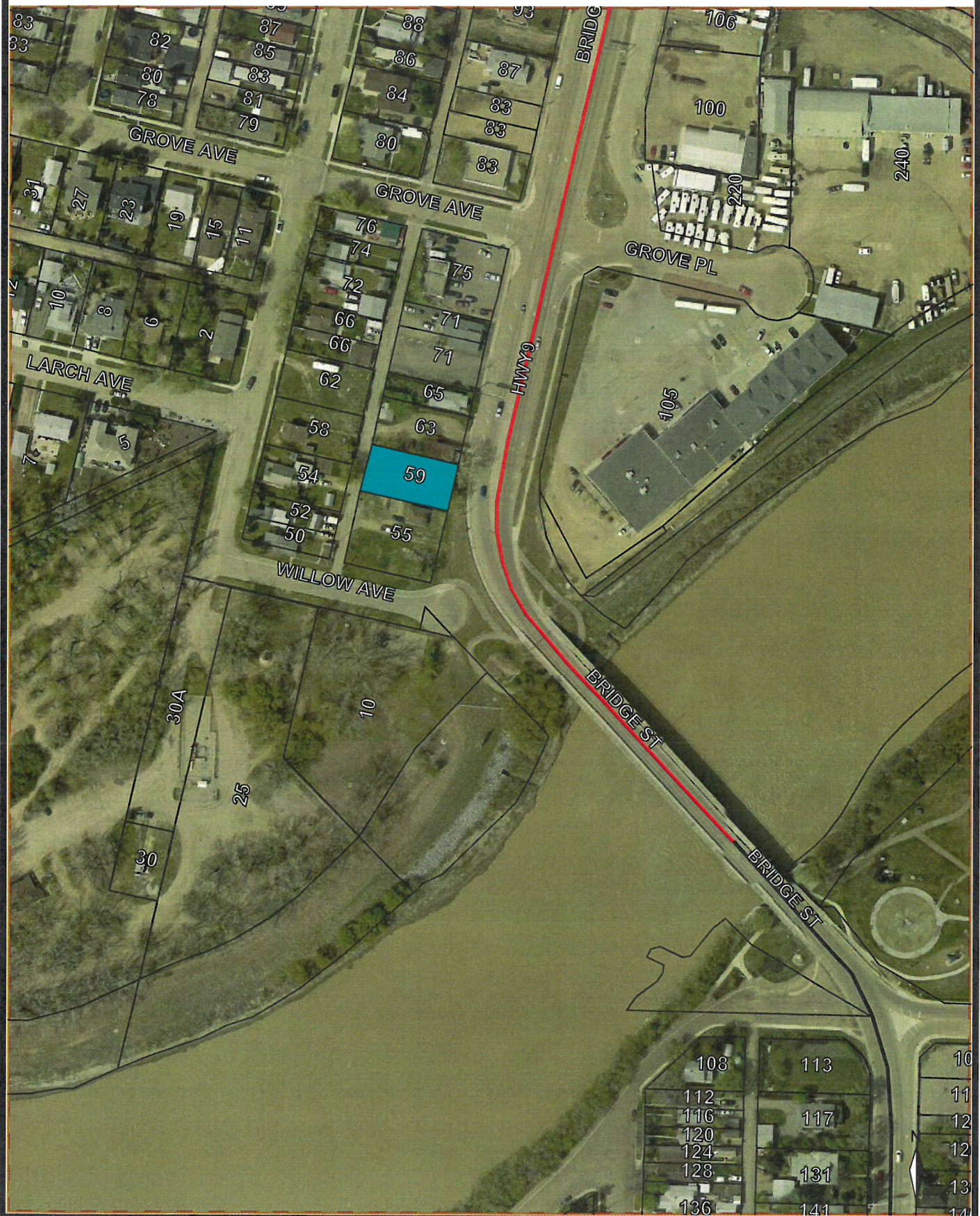
Administration confirmed that newspaper advertising for the Public Hearing was completed in accordance with Sec. 606 (2) of the MGA which requires notice of the bylaw to be published at least once per week, for two consecutive weeks in the local paper prior to the Public Hearing date.

Additionally, notices of the proposed bylaw were sent directly to nine (9) external referral agencies and thirteen (13) property owners within 60 metres of the property, providing an opportunity for those who may be affected to comment on the proposed rezoning. There have been no objections or concerns made in regards to the proposed bylaw.

Recommendation:

Palliser Regional Municipal Services has no concerns with the proposed rezoning of the subject property as presented. Therefore, it is recommended Town Council approve Bylaw 16.18.

59 Bridge St, Drumheller, AB



Town of Drumheller

BYLAW NUMBER 16.18

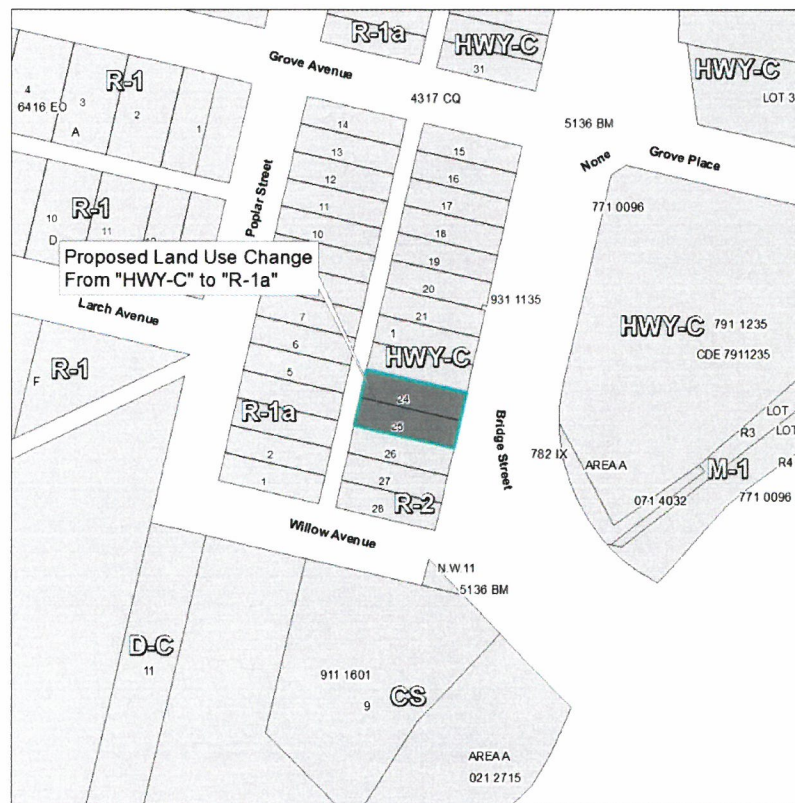
BEING A BYLAW TO AMEND LAND USE BYLAW 10.08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

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 10.08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw 10.08 as follows:

In Schedule A, Land Use Districts Map, redesignate Plan 4317CQ, Block 1, Lots 24 and 25 in the Town of Drumheller, from HWY-C (Highway Commercial) District to R-1a (Residential) District as shown on the plan below:



READ A FIRST TIME THIS 26th DAY OF November, 2018

READ A SECOND TIME THIS ___th DAY OF _____, 2018.

READ A THIRD TIME AND PASSED THIS ___th DAY OF _____, 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER