

Town of Drumheller COUNCIL MEETING AGENDA

**October 15, 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

2.1 Notice of Council's Annual Organizational Meeting to be held on October 29th, 2018

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-6 5.1.1 Regular Council Meeting Minutes of October 1, 2018

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

7-23 5.2.1 Municipal Planning Commission Meeting Minutes of August 16, 2018
Municipal Planning Commission Meeting Minutes of August 30, 2018

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Presentation by Economic Development Advisory Committee - Summer Manca

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

24-26 8.3.1 RFD - 2018 Reserve Bid: Tax Recovery Public Auction

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

27-37 13.1 Red Deer River Municipal Users Group - Charter for Protecting Source Water Quality in the Red Deer River Watershed

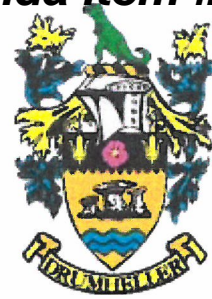
14.0 IN-CAMERA MATTERS

14.1 Labour Matter (FOIPP Section 23 Local Public body Confidences)

14.2 Land Matter - Plan 7611000 Block 1 Lot 4 (FOIPP Section 23 Local Public Body Confidences)

**Town of Drumheller
COUNCIL MEETING
MINUTES**

October 1, 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

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

ACTING DIRECTOR OF COMMUNITY SERVICES:

Darren Goldthorpe

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

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 congratulated the Drumheller Royal Canadian Legion and the Genealogy Club who have partnered with local organizations to hang banners that honor and remember war veterans from our Valley.

Mayor Colberg announced that while at the AUMA, Council was presented with the Minister's Award for Municipal Excellence – 2018 Innovation Winner for the Dinowalk Dinosaur Street Project.

Deputy Mayor Jay Garbutt congratulated Council for their lobbying efforts while at the AUMA.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Addition to Agenda: 14.1 Labour Matter (*FOIPP Section 23 – Local Public Body Confidences*)

MO2018.158 Makowecki, Lacher 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 September 17, 2018

MO2018.159 Hansen-Zacharuk, Zariski moved to approve the Regular Council Meeting Minutes of September 17, 2018 as presented. Carried Unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Request from Starland County to purchase land within the Town of Drumheller
D. Drohomerski explained that the property Starland County wishes to purchase is located adjacent to the property which houses Starland's booster station. He further explained that because the meter pit is below ground level, it is very prone to flooding and Starland would like to relocate their booster station facility to higher ground on this site. He stated that under the Municipal Government Act, a letter of consent is required for a municipality to acquire land in another municipality.

MO2018.160 Hansen-Zacharuk, Lacher moved to go in closed meeting at 4:37 PM re: land matter (FOIPP Section 23 Local Public Body Confidences). Carried unanimously.

MO2018.161 Hansen-Zacharuk, Zariski moved to revert to Regular Council Meeting at 4:56 PM. Carried unanimously.

MO2018.162 Hansen-Zacharuk, Zariski moved that the Town of Drumheller provide a letter of consent for Starland County to purchase land within the Town of Drumheller legally described as Plan 7410041; Lot 1. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3 DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD – Amendment to the Elected Officials Remuneration Terms of Reference
B. Miller advised that the Task Force held their first meeting on September 28th and more time is needed to complete their review and report to Council. She recommended that Council amend the report to Council date from October 9th to November 13th, 2018.

MO2018.163 Garbutt, Lacher moved that Council approve the Elected Official Remuneration Review Task Force Terms of Reference as amended with a report to Council date of November 13, 2018. 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 Round Table

Council and CAO provided comments on their attendance at the AUMA held in Red Deer from September 26th – 28th. Mayor Colberg stated that she will be reaching out to Ministers requesting one on one meetings in November and December. She explained that she will be asked one or more Councillors to attend with her. Councillor Garbutt reminded Council to complete the AUMA survey.

14.0 CLOSED MEETING MATTERS

MO2018.164 Hansen-Zacharuk, DeMott moved to go into closed meeting of Council at 5:10 PM. Carried unanimously.

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

MO2018.165 Hansen-Zacharuk, Lacher moved to revert to open meeting of Council at 6:22 PM. Carried unanimously.

There being no further business, Mayor Heather Colberg adjourned the meeting at 6:22 PM.

Agenda Item # 5.1.1

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday August 16, 2018**

Present: Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Donna Kittridge, Recording Secretary
Clayton Gillis, Chair
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Garry Wilson, Palliser Regional Municipal Services Representative
Devin Diano, Palliser Regional Municipal Services Representative

Absent: Tony Lacher, Councillor/Member – Regrets
Scott Kuntz, Member – Regrets
Tom Zariski, Councillor/Member- Regrets

Delegate: Sean Bruce-Hayes- Clarity Cannabis MD Holdings Inc.

1.0 CALL TO ORDER – 12:03 pm

C. Gillis presented the Agenda for the August 16, 2018 meeting.

1.1 Acceptance of Agenda

Motion: - S. Clark moved to accept the agenda for August 16, 2018

Second: – S. Gallagher - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 July 26, 2018

Motion: C. Gillis moved to accept the minutes of July 26, 2018

Second: – S. Clark - Carried



3.0 DEVELOPMENT PERMITS

3.1 T00193-18D – Applicant – Detached Garage

C. Woods presented Development Permit T00193-18D submitted by the Applicant for a Detached Garage located at 111 15 Street North West, Drumheller on Plan 15611JK; Block 7; Lot 16. Zoning is MHR – Residential District.

C. Woods advised this application requires a 14% relaxation to size of the detached garage as the allowable size for this district is 728 square Feet; the application is for a 832 square foot garage. The lot size is 8,467 square feet and is 10% site coverage. Accessory buildings are a permitted use in this area.

Municipal Planning Commission discussed the application.

Motion: C. Gillis moved to approve presented Development Permit T00193-18D submitted by the Applicant for a Detached Garage located at 111 15 Street North West, Drumheller on Plan 1561JK; Block 7; Lot 16 subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Relaxation granted to 832 sq. ft. as per plans submitted
3. Placement of construction as per plot plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. All necessary permits (building, electrical, gas, or plumbing) to be in place prior to construction/installations.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
7. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. 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.
9. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: S. Clark - Carried

3.2 T00195-18D – Stevenson Homes – New Construction SFD with attached garage

C. Woods presented Development Permit T00195-18D submitted by Stevenson Homes for New Construction of SFD with attached garage located at 165 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 26. Zoning is R1 – Residential District.

C. Woods advised this permit will require a relaxation of 13% to 22 feet for the rear set back for the SFD and 48% for the deck placement. The lots along this side of the street are shorter lots. The lot size is 4739 sq ft and site coverage will be 28%.

C. Woods read from the Town of Drumheller Land Use Bylaw 10-08

" (c) Rear Yards

(i) Eaves, cantilevers, balconies, bay windows, enclosed decks, shade projections; chimneys may project a maximum of 1.5 m (4.9ft) over or onto a required rear yard.



(ii) Unenclosed decks and steps may project a maximum of 50% of the required rear yard where the height is less than 0.61(2ft) above grade. Decks greater than 0.61m (2ft) above grade shall meet the requirements of (i) above or may be relaxed at the discretion of the MPC."

The proposed initial deck was to be 4 feet 1 inch in height and would encroach on the privacy of neighbors. Stevenson Homes has submitted a revised plan without the deck at this time to have the SFD approved to move forward with the development. An additional development permit must be submitted for deck placement.

Municipal Planning Commission discussed the application.

Motion: C. Gillis moved to approve Development Permit T00195-18D submitted by Stevenson Homes for New Construction of SDF with attached garage located at 165 10 Avenue SE, Drumheller on Plan 1010522; Block 6; Lot 26, subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Development to adhere to signed Land Sales Agreement for the Hillview II Subdivision.
3. Placement of 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. 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.
6. Confirmation of coverage 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. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw prior to the issuance of Safety Code Permits.
9. All contractor's to be in possession of a valid Town of Drumheller business license.
10. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
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.
12. 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.
13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
14. Relaxation granted to rear yard set back to 22' as per plans submitted.
15. **Applicant to submit Development Permit/Site Plan for placement of rear deck prior to construction.**

Second: S.Rymal – Carried.

3.3 T00197-18D – G & B Fuels – Construction and Occupancy of Service Station – C-1

C. Woods presented Development Permit T00197-18D submitted by G & B Fuels for construction and Occupancy of Service Station located at 624 Hunter Drive, Drumheller on Plan 3324ER; Block 2; Lot 8,9 & 10. Zoning is C-1 – Local Commercial District.



C. Woods advised G & B Fuels application is to place an above ground fuel tank, a Pump island with two product dispensers, and two light poles. There is previous history of a fuel tank on this property. A Service Station is a discretionary use in this district. The rear yard requirement is 6.1 meter or as determined by the Development Authority. There is also a requirement for sites abutting a residential district be screened from the view of the residential district to the satisfaction of the Development Authority. A condition of approval shall be that all three titles be consolidated to ensure compliance of all three lots 8, 9 & 10. Signage must be applied for with a sign permit.

Municipal Planning Commission discussed the application.

Motion: S. Clark moved to approve Development Permit T00197-18D submitted by G & B Fuels for construction and Occupancy of Service Station located at 624 Hunter Drive, Drumheller on Plan 3324ER; Block 2; Lot 8,9 & 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. 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. Construction shall be in conformance with the Alberta Building and Fire Codes.
6. Installation of new above ground petroleum storage tanks and associated piping to be in conformance with the Alberta Fire Codes and registered with the Petroleum Tank Management Association of Alberta (PTMAA). Confirmation of PTMAA registration to be given to the Town of Drumheller.
7. **Developer/Property owner to consolidate all three lots (Plan 3324ER, Block 2, Lots 8, 9, 10) of the proposed development into one, and register this consolidation with the Alberta Government Services Land Titles Office.**
8. Applicant to ensure authorization from the property owner is obtained prior to any renovation/modification.
9. 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.
10. Development application is required for signage placement and made under separate application prior to placement.
11. 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.
12. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
13. 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.
14. **Developer/Property owner to providing screening on the lots adjacent to the residential district to the satisfaction of the Development Authority.**
15. Annual Business License is required.

Second: S. Rymal – Carried



3.4 T00198-18D – Applicant – New Patio Door and Deck – R-3

C. Woods presented Development Permit T00198-18D submitted by the Applicant for a New Patio door and deck located at 541 3 Avenue W, Drumheller on Plan 8358CQ; Block 7; Lot 48. Zoning is R-3 – Residential District.

C. Woods advised the application is for approval of an addition of a front deck 8 feet wide and 6 feet deep with a height of 4 feet to accommodate a front patio door. This will require a relaxation of front yard set back to 10 feet.

C. Woods read land use bylaw 10-08

"Relaxation/variance of Development Standards:

(b) Notwithstanding the above, the Municipal Planning Commission, at its discretion, may relax the minimum requirements or maximum limits beyond 20% in the following situations and in accordance with the following criterion:

(ii) an addition to an existing residential development in an established area; the minimum requirements may be relaxed if the proposed development would be compatible with existing development in the surrounding area and will not unduly interfere with the amenities of the neighbourhood. And

Projection Over Yards

(a) Front Yards

- (i) Eaves, cantilevers, balconies, bay windows, shade projections, chimneys, unenclosed decks, may project a maximum of 0.6, (2ft) over or onto a required front yard unless otherwise approved by the Municipal Planning Commission;"*

Municipal Planning Commission discussed the application. Discussion on refreshing the frontage, painting stucco and existing railings. The new deck railings to match the existing railings, as per the plan submitted.

Motion: S. Gallagher moved to approve Development Permit T00198-18D submitted by the Applicant for a New Patio door and deck located at 541 3 Avenue West, Drumheller on Plan 8358CQ; Block 48; Lot 7, 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

Second: C. Gillis - Carried

3.5 T00199-18D – Clarity Cannabis MD Holdings Inc. – Retail Cannabis Store

C. Woods presented Development Permit T00199-18D submitted by Clarity Cannabis MD Holdings Inc for a Cannabis Retail Store, located at 50 3 Avenue West, Drumheller on Plan 3099AD; Block 34; Lot 5 & 6. Zoning is CB – Central Commercial Business

C. Woods advised the Operating hours would be 10 am – 10 pm. The premises would be renovated to meet AGLC and Town of Drumheller retail cannabis licensing requirements. This company is applying for two separate locations the second Development permit application to follow. In the Central Commercial Business area this application is discretionary use. It is 92 meters from the front of the building to the closest school property boundary. This would mean a relaxation of 8% on the property boundaries. C. Woods advised there are currently no limitations in the bylaw as to how many cannabis stores the Town of Drumheller will approve. The long term outlook for this company is to have a boutique store that would specialize in lower THC creams and oils

Delegate: Sean Bruce-Hayes on behalf of Clarity Cannabis MD Holdings Inc.

Entered: 12:08

Exit: 12:25

Municipal Planning Commission discussed the application.

Motion: C. Gillis moved to approve Development Permit T00199-18D submitted by Clarity Cannabis MD Holdings Inc for a Cannabis Retail Store, located at 50 3 Avenue West, Drumheller on Plan 3099AD; Block 34; Lot 5 & 6, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/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.



DRUMHELLER

COMMUNITY SERVICES



11. Development to conform and meet the requirements of Alberta Gaming Liquor and Cannabis Commission. Confirmation and license must be provided to the Town of Drumheller prior to commencement of business activities.
12. Relaxation granted to 64 m (property boundary) 92 m (to front of building and unit) from Outreach School.
13. 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.
14. Annual Business License is required.

Second: S. Rymal - Carried

3.6 T00200-18D – Clarity Cannabis MD Holdings Inc. – Retail Cannabis Store

C. Woods presented Development Permit T00200-18D submitted by Clarity Cannabis MD Holdings Inc for a Cannabis Retail Store, located at 320 Centre Street, Drumheller on Plan 4880FQ; Block 18; Lot C;. Zoning is CB – Central Commercial Business.

C. Woods advised this application is the additional location the vendor is applying to open the Retail Cannabis Store; this property is 110 meters to the property boundary from any schools. Operating hours would be 10 am – 10 pm. The premises would be renovated to meet AGLC and Town of Drumheller retail cannabis licensing requirements.

Municipal Planning Commission discussed the application.

Motion: S. Rymal moved to approve Development Permit T00200-18D submitted by Clarity Cannabis MD Holdings Inc for a Cannabis Retail Store, located at 320 Centre Street, Drumheller on Plan 4880FQ; Block 18; Lot C, subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. 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. Development to conform and meet the requirements of the Alberta Gaming Liquor and Cannabis Commission. Confirmation and license must be provided to the Town of Drumheller prior to commencement of business activities.



12. 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.
13. Annual Business License is required.

Second: S. Gallagher - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 File No. 80/151 – Canalta Real Estate Services Subdivision Report

AGENDA: August 16, 2018 **MUNICIPALITY:** Town of Drumheller

FILE No. 80/151 **PRMS No.** 2018-021 **PROPOSAL:** Commercial

LOCATION: Located along the east side of Second Street S.E. south of the Canadian Tire store. Civic Address: 450, 650, South railway Avenue Drive

LEGAL DESCRIPTION: Lot 2, Block 10, Plan 021 3977 (C. of T. 061 130 242)
All within the NE 1/4 Sec.02 - Twp. 29 - Rge 20 W4M

APPLICANT: Murray Young - ALS Bemoco Land Surveying Ltd.

OWNERS: Canalta Real Estate Services Ltd.

TITLE AREA: 1.688 ac. (0.683 ha.)

PROPOSED SUBDIVISION AREA:

Proposed Lot 3	3,402.98 m ² (36,558.49 sq. ft.) +/- 0.85 ac. (0.342 ha)
Proposed Lot 4	3,414.20 m ² (36,746.89 sq. ft.) +/- 0.85 ac. (0.342 ha)
Total	6,817.18 m² (73,305.38 sq. ft.) +/- 1.70 ac. (0.684 ha)

NUMBER OF PROPOSED PARCELS: Two (2)

EXISTING USE: Commercial/ Vacant

PROPOSED USE: Commercial

LAND USE CLASSIFICATION: "Hwy - C" – Highway Commercial District

RESERVE STATUS: Not required [Municipal Government Act, RSA 2000 Section 663(a)]
A subdivision authority may not require the owner of a parcel of land that is the subject of a proposed subdivision to provide reserve land or money in place of reserve land if

- (c) the land to be subdivided is 0.8 hectares or less, or
- (d) reserve land, environmental reserve easements or money in place of it was provided in respect of the land that is the subject of the proposed subdivision under this Part or the former Act.



CIRCULATION: Notice was received from the adjoining business, Canadian Tire, first by means of a phone call and then a letter as a formal comment to the above referenced application. Canadian Tire Real Estate operates a store on the adjacent blocks 7 and 8, owned by Canadian Tire Properties Inc. They seek clarification regarding access to the proposed lot 3, block 10. Will access to the proposed lot 3 be provided through the new Lot 4 via access easement or is access to be from the adjacent undeveloped lane? Canadian Tire supports new business initiatives in all communities where we operate. We kindly request that details of the proposed access be considered prior to the approval of this subdivision. Murray Young of Bemoco Land Surveying, as the surveyor and agent acting on behalf of the owners was also contacted and provided PRMS with an email that he informed Canadian Tire of the intention for the proposed access and believe they no longer have any objections. (Contact: Jason Maynes, Real Estate Manager, Canadian Tire Real Estate Limited, at PH: 403-216-4654; Cell: 403-585-1651 and Ellie Abootorabi, at E-mail: Ellie.Abootorabi@cantire.com).

Canadian National Railway (CN) initially offered the following comments:

- the project mentions that this will be highway commercial but does not specify the type of business
- if the site is going to include a hotel then we require a noise study, which includes proposed mitigates if required, to ensure that the building will be designed so that the guests are not disturbed by existing and future rail way noise. If the applicant has any questions about this type of study, or their consultants require rail data from CN for the study, please give them the contact information below.

However a follow-up comment to the above was sent to PRMS to disregard the above requirements as the Track Master had confirmed that this line is available for sale. CN has no comments or objections to this project. (Contact: Susanne Glenn-Rigny, MCIP, RPP, OUQ, Senior Officer, Community Planning and Development, CN, Law Department 935, rue de La Gauchetiere Ouest 15e stage, Montreal, Quebec H3B 2M9; PH: 514-399-7844, FAX: 514-399-4296, Cell: 514-919-7844, Email: Susanne.glenn-rigny@cn.ca)

Alberta Transportation (AT) responded that the proposed subdivision is located within the Town of Drumheller and is serviced by a local road. Alberta Transportation expresses no concerns with the proposed subdivision. Any appeals regarding this proposal may be dealt with at the local government level. (Contact: Michele Buchwitz, Development and Planning Technologist, Regional Services Division at 403-854-5560, Fax: 403-854-3086)

ATCO Electric has no comments or concerns with this application. (Contact: Payge Legacy, Land Administrator, Land Access Electric Distribution Division at PH: 780-420-7736, 2nd Floor AC, 10035 – 105 Street, Edmonton AB T5J 2V6, E-mail: landinquiries@atcoelectric.co)

Review of the **Alberta Energy Regulator (AER)** website and map viewer indicates there are no abandoned wells that should have any bearing on the development within the proposed parcel as any are well outside the affected area of the proposed subdivision and development.

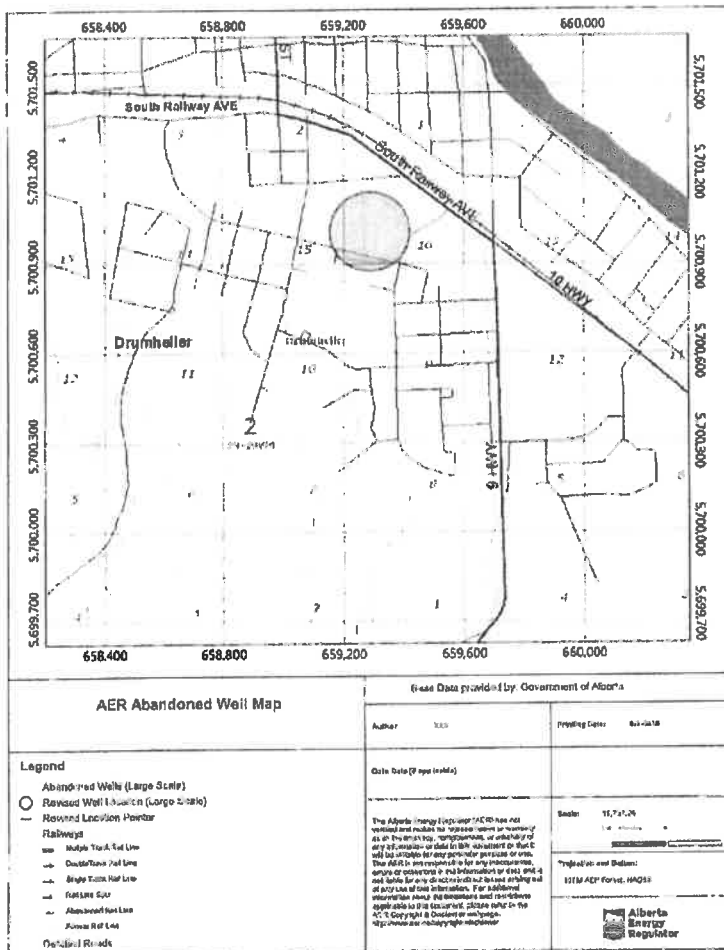
Abandoned well information is now found on the AER website under Directive 079: Surface Development in Proximity to Abandoned Wells. The AER has released an Abandoned Well Viewer for proponents of a subdivision or development to use to locate abandoned wells. Bulletins 2012-20 provides additional information and can be found on the AER website <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells> Questions regarding Directive 079 should be submitted to directive079@ercb.ca.

Questions concerning the wells and/or pipelines listed on the enclosure to this letter should be directed to the licensee. Questions about this reply may be directed to the Emergency Preparedness and Audit Help Line at (403) 297-2625 or setbcakreferrals@ercb.ca.



DRUMHELLER

COMMUNITY SERVICES



STAFF COMMENTS: The purpose of this subdivision is to create two new lots by splitting existing Lot 2, Block 10, Plan 021 3977 in equally in half with a new property line orientated in a north south direction. The westerly proposed lot, directly south of the Canadian Tire building and east of the Freson parking lot is to be 3,402.98 m² (36,558.49 sq. ft.) +/- in size and to be for the construction of a retail spec building containing three, one-story, stores. Proposed Lot 4, the easterly parcel, is to be about 3,414.20 m² (36,746.89 sq. ft.) +/- in size and contain the building for Mark's retail clothing. Both of these proposed lots meet the minimum requirements for site area which is 929 m² (10,000 sq. ft.) other than motels and are a discretionary use within the current land use zone of Highway Commercial. The development has been recently reviewed by the Town of Drumheller Municipal Planning Commission.

The original parcel, Lot 2, Block 10, Plan 021 3977 was applied for subdivision and approved back in 2002 (File No. 80/035; PRMS # 2002-034) to create two lots, 1 and 2, with Lot 1 being for the establishment of A & W and a video rental store. At the time this original application was reviewed in 2002 it was noted that Proposed Lot 2, Block 10 would connect with the internal road by easement, there was the option of connecting directly to 2nd Street SE. There was a Reciprocal Easement Agreement and Restrictive Covenant registered against Block 10 which allows Blocks 9 and 10 to share parking with Blocks 7 and 8. There are also Caveats registered against Block 10 which prohibit certain uses of the land. There is a registered utility rights of way plan (991 1241) of varying widths of 6 to 9 meters wide that straddles over the registered parcel lines.



DRUMHELLER

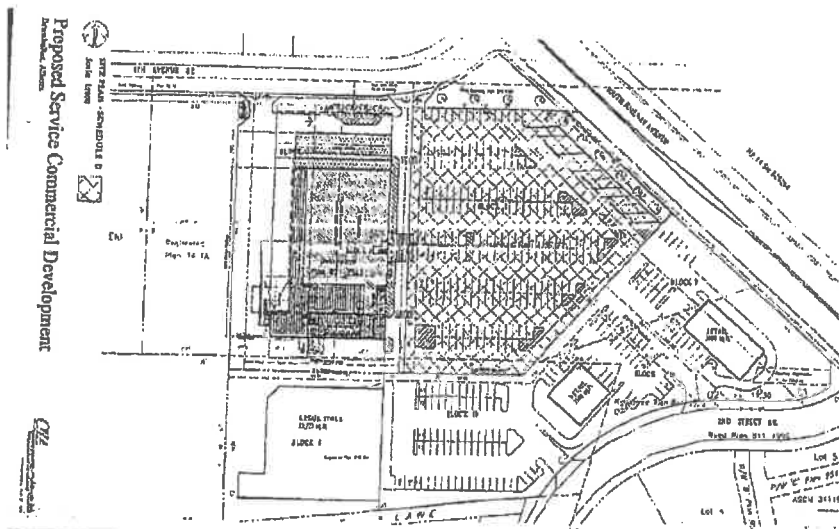
COMMUNITY SERVICES



Blocks 7, 8, 9 and 10 were created by plan of survey in 2000. At the time of the subdivision (1999), 0.23 acres (0.091 ha.) were deferred into Block 6, Plan 8017 HG for reserves. Thus, further reserves will not be required at this time.

Surrounding Area Features: IGA Freson grocery store is located directly to the west within the Highway Commercial zone within Block 11, Plan 051 0043, with its parking lot above a retaining wall and grade that is at a much higher than the surface of this proposal. Further west of the grocery store is a small "DC" – Direct Control district that is to provide for the evolution towards a more specific type of land use of areas which are in a state of transition. In addition there is a larger "R-1a" residential district providing for single and two unit (duplex) residential developments on smaller parcels at densities higher than those in the R-1 District. Across the undeveloped laneway to the south is a "M-1" Light Industrial District providing for a variety of industrial and business uses that are compatible with each other and do not adversely affect non-industrial land uses.

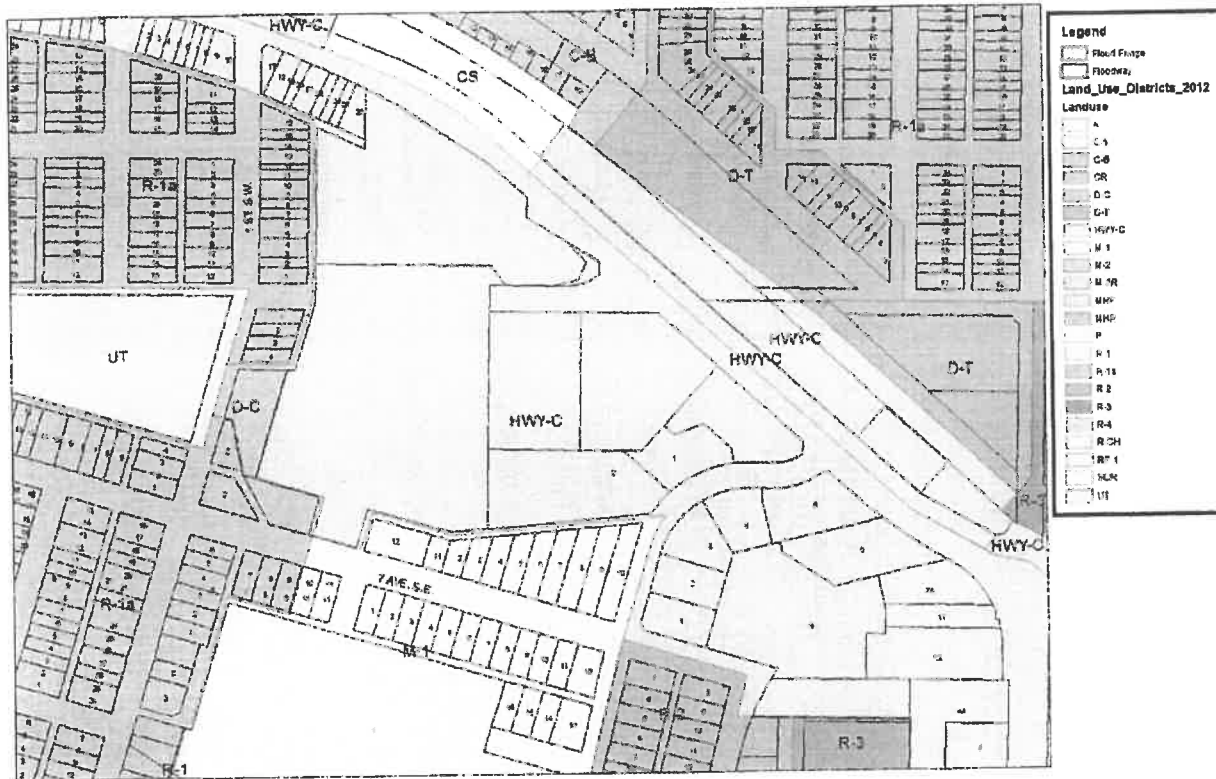
Access: Legal access to all parcels is to be provided via the local street network and an existing access easement agreement (Registered Document 991 127 591). The applicant has noted that the intended access to the two proposed parcel is to be via 2nd Street, which lies along the easterly boundary of existing Lot 2, Block 10, Plan 021 3977, which will also be the east boundary of proposed Lot 4 and that an access easement will be registered across this new lot to provide access to newly created westerly Lot 3. The applicant has provided a copy and has noted that there is already a cross parking and access agreement registered against Blocks 7 through 10, Plan 991 1241, which includes the parking lot north of this proposal and in front of the Canadian Tire, A and W, and Alberta Treasury Bank buildings. This would give access onto Second Street SE and 6th Avenue SE, both of which connect with South Railway Avenue SE. It is noted that the point of intersection of the access onto 2nd Street SE is at a curved portion of the street and there is a bit of a difference in grade from the top of the lot to the surface of the street, it is less of an incline than the existing driveway at the Alberta Treasury Branch Bank. There is a 20 foot (6.096 metre) wide laneway dedication located south of this current proposal and Block 4, Plan 8017 GH, however it is undeveloped. It is noted that there are existing access easements located across Second Street SE to the east within Blocks 11, Plan 951 2135 providing access to the motels and restaurants located within that area.





DRUMHELLER

COMMUNITY SERVICES



Land Use Considerations: The proposed subdivision lies within the Hwy C – Central Business District of the current Town of Drumheller Land Use Bylaw No. 10-08.

Title Encumbrances: There are no encumbrances that appear to affect the proposed subdivision area.

Sewage and Water System Details: Municipal services are available and the intent is to tie into these services at the time of development.

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].

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



DRUMHELLER
COMMUNITY SERVICES



5.0 OTHER DISCUSSION ITEMS

5.1 Retail Cannabis Store – Names & Signs

The AGLC has provided a guideline for retail cannabis stores:

item 3.4.6 states the signage may not promote intoxication. Terms and images such as, but not limited to, "chronic," "stoned" or "high" are not permitted.

Item 3.4.8 states use of any term, symbol or graphic normally associated with medicine, health or pharmaceuticals are prohibited in a store name or signage. Examples include, but are not limited to:

- a) Use of the term Pharmacy, Dispensary, Apothecary, Rx or Drug Store, med, medi or clinic;
- b) Use of the term Medicine, Medicinal, Healthier or Therapeutic; or
- c) Use of graphics or symbols that would denote the above.

6.0 Adjournment – Meeting adjourned at 1:40 pm.

Chairperson

For the Development Officer (CAO)

Darryl Drohomerski for Cindy Woods

Attachments: Agenda



**Municipal Planning Commission
MINUTES
Meeting of Thursday August 30, 2018**

Present: Darryl Drohomerski, CAO
Donna Kittridge, Recording Secretary
Clayton Gillis, Chair
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Scott Kuntz, Member
Shelley Rymal, Member
Tom Zariski, Councillor/Member
Tony Lacher, Councillor/Member

Absent: Garry Wilson, Palliser Regional Municipal Services Representative - regrets
Devin Diano, Palliser Regional Municipal Services Representative - regrets
Linda Taylor, Recording Secretary – regrets

Delegate:

1.0 CALL TO ORDER – 11:58 am

Clayton presented the Agenda for the August 30, 2018 meeting.

1.1 Agenda – Additions or Deletions

Addition

5.2 - Darryl had a discussion addition in regard to Development of Affordable Housing

1.2 Acceptance of Agenda

Motion: Shelley Rymal moved to accept the agenda for August 30, 2018

Second: – Clayton Gillis 2nd - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 Not Available

3.0 DEVELOPMENT PERMITS

3.1 T00207-18D – 1363657 Alberta Ltd. – Retail Cannabis Store



D. Drohomerski presented Development Permit T00207-18D submitted by 1363657 Alberta Ltd. for a Retail Cannabis Store located at 105 Grove Place, Drumheller on Plan 7911235; Unit 2. Zoning is HWY-C.

D. Drohomerski advised this was an application for a Retail Cannabis store to be located in/as part of the building housing a liquor store. At present the only stipulation is they may not be located within 100 meters of a school. AGLC would govern whether they could be housed in the same building as a Liquor Store. Darryl read the letter provided by the applicant noting their length of time in the community, also noting the provision of employment for 10 – 20 employees. This retail store will be similar to that of a mid-to-premium-end grocery store. It was noted the Province has not approved any of the by products that can be offered for sale as of yet.

Municipal Planning Commission discussed the application.

Motion: Scott Kuntz moved to approve presented Development Permit T00207-18D submitted by 1363657 Alberta Ltd. (Alcanna Cannibus Stores) for a retail Cannabis Store located at 105 Grove Place, Drumheller on Plan 7911235; Unit 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. Annual Business License is required.

Second: Shelley Rymal - Carried



3.2 T00206-18D – Vu Tran – Construction of Apartments/ 4 bedrooms

D. Drohomerski presented Development Permit T00206-18D submitted by Vu Tran for construction of basement apartment with four bedrooms located at 285 1 Street West, Drumheller on Plan 7710AP; Block 23; Lot 12 - 15. Zoning is C-B – Central Commercial District.

D. Drohomerski advised a stop order was issued on this property when it was found that the apartments were occupied and there was a number of Safety Code violations determined during an inspection. The inspection was performed by Ed Frere, Superior Safety Codes, Cindy Woods, Development Officer, Bruce Wade, Fire Chief and Keith Lee, Public Health Inspector.

Municipal Planning Commission discussed the application and recommended that an Eviction order should be posted advising the tenants that if all the deficiencies are not addressed and compliant within 30 days the Development permit and Building Permits will be recinded and an eviction will proceed.

Motion: Clayton Gillis moved to approve Development Permit T00206-18D submitted by Vu Tran for Construction in the basement apartment with four bedrooms located at 285 1 Street West, Drumheller on Plan 7710AP; Block 23; Lot 12 - 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. 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. The items in the report by Superior Safety Codes be completed prior to September 30, 2018.

Second: Tom Zariski – Carried.



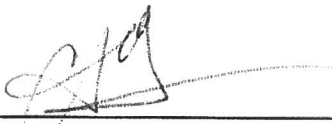
4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

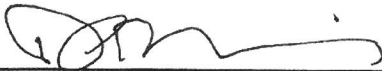
5.0 OTHER DISCUSSION ITEMS

5.1 Darryl brought to the MPC a request for information on if the Town would be interested in developing a space for affordable housing ie (Mobile Homes) or another Camp ground. There was discussion on the age requirements already in our Land Use Bylaw and if the bylaw needs to be looked at to be date specific as to how old a mobile home can be when being moved into lots in the Town of Drumheller. It was mentioned that the remaining use of life of older mobiles is very subjective and there may be financing issues connected to older homes. Darryl is going to do some follow up with Vegreville on their policy and how it is working.

6.0 Adjournment – Meeting adjourned at 1:20 pm.



Chairperson



Development Officer

Attachments: Agenda



Request for Decision

		Date:	October 15, 2018
Topic:	2018 Tax Recovery Public Auction		
Proposal:	Establish Reserve Bid Values & Terms for the 2018 Public Auction		
Proposed by:	Barbara Miller, Director of Corporate Services		
Background:	<p>As part of the tax recovery process under the <u>Municipal Government Act</u>, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat. The properties listed on the attached schedule have had caveats registered against them as required and are now due for public auction. As part of this process, Council must set the terms and reserve bid amounts for the properties. In the past, the terms have been cash, or cash equivalent, and the reserve bid for each property has been equal to its current year's assessment value.</p> <p>Section 419 of the <u>Municipal Government Act</u> states that Council must set a reserve bid for each property and the reserve bid must be as close to market value as possible.</p> <ul style="list-style-type: none">• The property assessment value is updated on an annual basis and is based on market values using the mass appraisal approach. These are preliminary values as of July 31, 2018.• This method is the cheapest and quickest method in determining a reserve bid especially since any costs associated with the auction are charged back to the property. <p>An individual property appraisal report is not conducted. This method is more accurate than the mass appraisal standards used for assessments. However, it is cost prohibited for many of the properties being auctioned in 2019 as most properties are eventually redeemed by the owner prior to the sale and access is not readily available to a real estate appraiser until such time as the municipality assumes the title. The cost of a property appraisal would be passed on to the property owners.</p>		
Disadvantages:	Failing to establish a reserve bid for the attached properties, would result in cancellation of the auction. The existing tax notification caveat on title must be removed, and the tax recovery process would begin again in its entirety.		
Alternatives:	(1) The properties could be appraised by a professional appraiser to determine the proper reserve bid. (2) Choose not to conduct the auction.		
Finance/Budget Implications:	Costs associated with the auction are applied against the properties on the auction list.		
Operating Costs:	N/A	Capital Cost:	N/A

CORPORATE SERVICES

Telephone: (403) 823-1311

Council – RFD – Tax Recovery Reserve Bid Report - 2018	Created By: Barbara Miller, CPA, CGA, CLGM 10/12/2018 2:42 PM	1
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Agenda Item # 8.3.1

Budget Available:	N/A	Source of Funds:	N/A
Budget Cost:	N/A	Underbudgeted Cost:	N/A
Communication Strategy:	<p>The <u>Municipal Government Act</u> requires specific advertising and notification steps:</p> <p>Advertised in The Alberta Gazette – November 15, 2018 Letters to property owners and those with an interest – on or about December 14, 2018 Advertised in local newspaper – January 9, 2019 Auction – January 25, 2019</p>		
Recommendations:	That Council set the assessed value as the reserve bid price for properties for the January 25, 2019 tax recovery auction. Furthermore, the successful bidder must pay via cash, or cash equivalent.		
Report Writer:	Barbara Miller, CPA, CGA, CLGM	CAO:	
Position:	Director of Corporate Services		

Council – RFD – Tax Recovery Reserve Bid Report - 2018	Created By: Barbara Miller, CPA, CGA, CLGM 10/12/2018 2:42 PM	2
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**Town of Drumheller
2018 Tax Auction Property List**

Assessment #	Legal Description	Civic Address	Type	Preliminary Assessment Values - July 31, 2018
01022885	1013416/15/40	375 - 3 Avenue East	(R-1A) Residential w/Building	\$ 338,000.00
01023001	2089BN/15/11 & N 3' OF 12	301 - 4 Street East	(R-1A) Residential w/Building	\$ 120,000.00
02012300	8358CQ/42/3-4	460 - 3 Avenue West	(R-3) Residential w/Building	\$ 144,000.00
03007309	6495AV/3/PRT OF 39	677 - 7 Avenue East	(R-2) Residential w/Building	\$ 197,000.00
04026001	5212JK/4/4	207 - 9 Avenue Southeast	(R-2) Residential w/Building	\$ 223,000.00
16020802	9711053/-/12	264 Mabbott Road, Rosedale	(SCR) Residential w/Building	\$ 100,000.00
16046401	SW-28-28-19-W4	N/A	(UT) Residential Land Only	\$ 25,000.00

No Manufactured Homes (Mobile Homes) for 2018 Tax Sale

Mayor and Councillors
Town of Drumheller
224 Centre St., Drumheller, Ab.
T0J 0Y4

Dear Mayor and Councillors:

Re: Source Water Protection

On behalf of communities throughout the Red Deer River watershed, the Red Deer River Municipal Users Group (RDRMUG) commenced a program to promote further understanding by municipalities of the importance of source water protection and the significant responsibilities assigned to municipalities to protect source water. Recently, members of your Council and/or municipal staff attended a source water protection workshop facilitated by the RDRMUG. We are truly appreciative of your interest in source water protection as demonstrated at the workshop by analyzing the threats and prioritizing the tools outlined in the *Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* (available on www.rdrmug.ca).

As a follow-up action from the workshop, one or more of you staff and/or Council were encouraged to present to the CAO and/or Council their analysis of threats to water security and tools (actions) to address the threats. Moreover, the report was to advise what priority action(s) should be considered by Council. To facilitate their report, two handouts were provided, these being: "Municipal Source Water Protection – Action Assessment" and "Evaluation of Actions and Recommendations" (a blank copy of these is attached).

It is recognized that municipalities already have a number of policies and programs related to water use and conservation, yet often indirectly. However, the workshop theme emphasized because source water is so vital to sustain the economic, social and environmental fabric of your community, you are encouraged to undertake one or more new actions to protect your source water and/or the source water of other municipalities and water users.

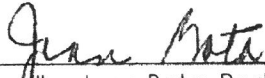
To encourage and recognize action by municipalities, the RDRMUG has approved a program that promotes municipalities across the watershed to sign a "Charter for Protecting Source Water Quality in the Red Deer River Watershed." A copy of the Charter is attached hereto. The "Charter" is formatted in a way to state the specific tool(s) to be undertaken to address one or more key threats to your source water and/or the source water of other municipalities. In signing the Charter, your community will have prioritized a threat or threats and identified the action or actions your community commits to undertake and complete by August 31, 2020.

Once you have signed the Charter, we encourage you to arrange a media release with your local media to publicize your commitment to source water protection through the action(s) you have endorsed on the Charter. This will also inform the general public of the importance of protecting source water within the Red Deer River watershed and serve and to promote residents and businesses to make source water protection a priority in their day to day lives. Ultimately to the benefit of all water users within the watershed.

We also request that you provide a copy of your signed Charter by October 1, 2018 to the RDRMUG. A RDRMUG release to media throughout the watershed will highlight all the various and supportive efforts committed to be undertaken by municipalities to protect source water, and thus vitally support community sustainability far into the future.

Please contact Keith Ryder, the Executive Director of the RDRMUG at execdir@rdrmug.ca if you require clarification, additional information and assistance in proceeding with what the municipal representatives on the RDRMUG see as an exciting opportunity, individually and collectively, to recognize and act on the importance of source water.

Thank you for your cooperation and participation.



Councillor Jean Bota, Red Deer County
RDRMUG Rural Co-Chair



Mayor Terry Leslie, Town of Sundre
RDRMUG Urban Co-Chair

Keith Ryder
Executive Director
Red Deer River Municipal Users Group
execdir@rdrmug.ca

www.rdr mug.ca

CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

Whereas, the **United Nations General Assembly**: "Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights." (28 July 2010, Resolution 64/292)

And Whereas, the **Government of Canada** has stated: "Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected." (Canada Water Act, R.S.C., 1985, c. C-11)

And Whereas, the **Province of Alberta** has stated: "Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy - our quality of life depends on it. The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy." (Water for Life: Alberta's strategy for sustainability 2003.

And Whereas, the **Red Deer River Municipal Users Group (RDRMUG)** recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, I, _____,
(representative name) (representative title)

On behalf of _____,
(municipality)

Our Municipality will diligently commit to commence and complete implementing the tools named below prior to August 31, 2020.

1. _____

2. _____

3. _____

Signed _____ Date _____

PROTECTING SOURCE WATER
A PROGRAM of the RED DEER RIVER MUNICIPAL USERS GROUP

Red Deer River
MUNICIPAL USERS GROUP

CONSERVING SOURCE WATER QUALITY- WORKSHOP SUMMARY REPORT (REVISED May 19, 2018)

Introduction

In late April and early May, the Red Deer River Municipal Users Group (RDRMUG) held workshops in Olds, Hanna and Lacombe to engage municipalities across the Red Deer River watershed to assess threats to source water quality and, more importantly, to consider additional actions they can take as municipalities to conserve their source water and the source water of other municipalities and water users.

Nineteen urban and ten rural municipalities attended and were represented by approximately 75 councillors and staff. Staff from the Henry Kroeger Regional Water Commission also attended, as did staff from Alberta Environment and Parks and the Red Deer River Watershed Alliance, who assisted as resource personnel. Complete worksheet responses were submitted by nine rural municipalities and sixteen urban communities.

Threats and Tools

Outlined in the RDRMUG's *A Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* are 21 threats to source water quality and 39 tools (actions to address the conservation of source water quality). At the workshop participants were asked to consider which threats were priorities to source water (theirs and others) and to rate (high medium, low) the tools they felt should be considered (used) to address these threats. Municipalities were encouraged to consider doing more than they have done or are currently undertaking.

Report Purposes

The purposes of this Workshop Report are:

1. to summarize the possible action priorities identified by participating rural and urban communities to address source water conservation
2. to provide a watershed wide overview of the possible action priorities by all municipalities who participated
3. to observe the 'categories' of threats most often considered by the municipalities of requiring priority action
4. to discuss threats (and associated action tools) that municipalities feel could or should be addressed by regional or sub-regional entities such as the Red Deer River Watershed Alliance, the Red Deer River Municipal Users Group, regional water and wastewater commissions, and even the Province.
5. to outline possible future steps for the RDRMUG to consider to further promote the conservation of source water quality.

Municipalities Source Water Protection Action Priorities

Table 1 provides a complete summary of the rural municipalities' assessments of actions (tools) and the actions they would refer to regional entities. Table 2 does the same for urban municipalities. The scores were determined as follows: each high 'rating' – 5 points; each medium rating – 3 points and each low rating – 1 point. These summaries are further highlighted in Tables 3 and 4, as discussed below.

Important to note is that the 'total score' for each tool is an aggregate score that provides a general indication of the importance of the action to rural municipalities. Of course each rural and urban municipality may have quite differing ratings based upon their local circumstances and challenges.

Source Water Protection Action Priorities as Viewed by All Municipalities

Table 3 combines the scores of all rural and urban municipalities for each optional action to address a threat. Each column provides glimpses of actions that are generally higher in priority and those seen as having much less priority.

While each municipality needs to relate to its individual assessments, this summary report is intended to identify the actions having high ratings for possible action. The higher rating actions are shown in Table 4.

Table 4 lists the 13 highest rated actions for rural, urban and all municipalities. Of the 13, seven are common to the rural and urban lists. These are: municipal development plan update; water conservation plan, development guides, municipal waste management plan, drought preparedness plan; community wildfire protection plan; and environmental conservation plan. Understandably, these are ranked differently by urban and rural municipalities. For example, a water conservation plan is collectively ranked #1 by urban communities but it is #8 for rural communities. Rural municipalities collectively rank drought preparedness as #2 while urban municipalities rank it as #10.

The six actions in each of the urban and rural municipal lists that are not in the other list reflect differing priorities regarding utility needs, specific land use issues and, for rural communities, the more extensive presence of sensitive environments.

Threats Addressed by the Priority Actions

Table 5 presents the four broad categories of threats (by and to source water quality) reflected in the priority actions collectively rated by urban and rural communities. These are:

<u>Threat:</u>	<u>Tool/Action</u>
Disaster	drought preparedness plan; community wildfire protection plan; flood control evaluation study
Water	water conservation plan; water storage strategy; natural water retention plan; wellhead protection zone; stormwater management plan; wastewater treatment master plan; wastewater treatment facility optimization; snow storage facility plan
Solid waste	municipal waste management plan; regional waste management plan
Growth/development	municipal development plan update; development guides; environment conservation plan; community sustainability plan; wetland conservation action plan; extraction are land use district; floodplain management strategy.

These are not inconsistent with the top threats rated by RDRMUG members early in 2017. Directly related threats in the 2017 list were: drought; wildfire; wetland loss/alteration; wastewater and stormwater returns. Similar threats included: development on sensitive lands (including riparian areas); urban development.

Actions Municipalities Suggest Regional Entities to Consider

As shown on Table 3, participating municipalities most mentioned the following actions for regional entities to possibly undertake (these have regional connotations):

- climate change adaptation plan
- water conservation plan
- drought preparedness plan
- water storage strategy
- natural water retention plan
- strategies to protect recharge areas and aquifers.

The following are also mentioned, but they have aspects that are more local in nature or are already addressed:

- wellhead protection zones
- stream/lakeside protection guidelines
- wetland conservation action plan
- extraction area land use districts.

Of the 39 actions in the Toolkit report, the following are more obvious 'regional' actions:

- dialogue on Eastern Slopes forest management
- Dialogue on irrigation return flows
- Awareness and enforcement.

Follow-up Action by the RDRMUG

While the workshops were a key component of MUG's strategic directions to encourage the furtherance of the conservation of source water quality, other direct and indirect actions related to the Toolkit should or may be pursued. These include:

1. request the operators of major water treatment plants/systems to submit what they consider as the major threats to (e.g. up to 5) to their source water (this would follow up on the input by the Henry Kroeger Regional Water Commission staff at the Hanna meeting)
2. finalize the Charter for Protection Source Water Quality in the Red Deer River Watershed and the process to inform the municipalities about the Charter and to have it signed
3. follow-up with municipalities that participated in the workshops
 - thank them for their participation
 - provide a copy of the workshop summary report
 - encourage them to submit to MUG (for information only) a copy of the report to CAO and/or Council (provide a copy)
 - introduce the 'Charter', including purpose and process
4. follow-up with municipalities that did not participate in a workshop
 - while noting they were unable to participate in a workshop, emphasize the importance of protecting source water and MUG desires their involvement to meaningfully add to this strategic initiative
 - provide a copy of the workshop summary report
 - indicate if a sufficient number of municipalities, MUG will hold another workshop
5. RDRMUG members to consider optional actions to be taken by MUG to promote source water protection (e.g. any of the tools in Toolkit)

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RURAL SOURCE WATER PROTECTION ACTION PRIORITIES – (9 Participants)

Table 1

#	Tool	NA	High	Med	Low	Total Score	# Refer
1	Climate Change Adaptation Plan	2	1	3	2	16	1
2A	Water Conservation Plan	0	5	1	2	30	3
2B	Drought Preparedness Plan	0	5	3	1	35	2
2C	Natural Water Retention Plan	0	3	6	0	33	3
2D	Water Storage Strategy	0	4	4	1	33	2
3A	Flood Management Strategy	1	1	4	3	20	0
3B	Flood Control Evaluation Study	1	1	3	4	18	1
4	Community Wildfire Protection Plan	1	3	4	1	28	0
5	Protection Recharge Areas& Aquifers	2	3	4	0	27	3
6	Wellhead Protection Zones	1	4	2	1	27	1
7A	Environmental Conservation Plan	0	2	6	0	28	0
7B	Development Guides	0	2	6	0	28	0
8A	Riparian Land Conservation	0	1	5	2	22	1
8B	Stream/Lake side protection areas	1	3	3	0	24	3
9	Wetland Conservation Action Plan	0	6	2	0	36	2
10A	Wastewater Treatment Master Plan	2	0	2	4	10	0
10B	Wastewater Treatment Facility Optimization	3	0	2	3	9	0
11A	Stormwater Management Plan	2	0	2	4	10	0
11B	Stormwater Wetland Management Guide	2	0	2	4	10	0
12A	Municipal Waste Management Plan	0	5	2	1	32	0
12B	Regional Waste Management Approach	0	5	3	0	34	0
12C	Biosolids Production	3	0	0	5	5	0
12D	Biogas Production	3	0	0	5	5	0
13	Salt Management Plan	0	0	3	5	14	0
14	Snow Storage Facility Plan	2	0	1	6	9	0
15A	Municipal Development Plan (Update)	2	5	3	0	34	0
15B	Community Sustainability Plan	4	1	3	0	14	0
15C	Smart Growth	3	0	2	3	9	0
15D	Low Impact Development	0	1	3	4	18	0
15E	Green Acreages	0	1	3	5	19	0
16A	Floodplain Mapping and Regulations	1	1	3	3	17	1
16B	Floodplain Management Strategy	1	2	2	4	20	1
17	Environmental Farm Plan	0	4	3	1	30	0
18	Extraction Area Land Use District Regulations	0	4	2	2	28	1
19A	Dialogue on Eastern Slopes Forest Managm't	3	1	0	4	9	0
19B	Urban Forest Management Plan	4	0	0	4	4	0
19C	Woodlot Management Plan	3	0	1	4	7	0
20	Awareness and Enforcement	1	2	1	4	17	0
21	Dialogue on Irrigation Return Flows	5	1	0	2	7	1

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URBAN SOURCE WATER PROTECTION ACTION PRIORITIES – (16 Participants)

Table 2

#	Tool	NA	High	Med	Low	Total Score	# Refer
1	Climate Change Adaptation Plan	4	2	3	7	26	6
2A	Water Conservation Plan	1	7	6	2	55	3
2B	Drought Preparedness Plan	4	5	4	3	40	2
2C	Natural Water Retention Plan	4	4	3	5	34	0
2D	Water Storage Strategy	5	5	2	4	35	1
3A	Flood Management Strategy	6	3	5	2	32	0
3B	Flood Control Evaluation Study	5	5	3	3	37	0
4	Community Wildfire Protection Plan	2	6	3	4	43	1
5	Protection Recharge Areas& Aquifers	7	2	2	5	21	3
6	Wellhead Protection Zones	7	3	2	4	25	2
7A	Environmental Conservation Plan	3	3	9	1	43	0
7B	Development Guides	2	5	7	2	48	1
8A	Riparian Land Conservation	6	3	4	4	31	1
8B	Stream/Lake side protection areas	8	4	1	3	26	2
9	Wetland Conservation Action Plan	6	3	6	1	34	1
10A	Wastewater Treatment Master Plan	2	5	6	3	46	0
10B	Wastewater Treatment Facility Optimization	3	5	3	5	39	0
11A	Stormwater Management Plan	2	7	4	3	50	0
11B	Stormwater Wetland Management Guide	5	3	2	6	27	0
12A	Municipal Waste Management Plan	2	5	5	4	44	0
12B	Regional Waste Management Approach	4	3	4	5	32	1
12C	Biosolids Production	11	1	0	4	9	0
12D	Biogas Production	11	1	0	4	9	0
13	Salt Management Plan	3	2	7	4	35	0
14	Snow Storage Facility Plan	3	5	2	6	37	0
15A	Municipal Development Plan (Update)	0	7	4	5	52	0
15B	Community Sustainability Plan	1	6	4	5	47	0
15C	Smart Growth	2	2	6	6	34	0
15D	Low Impact Development	3	1	5	7	27	0
15E	Green Acreages	8	1	4	3	20	1
16A	Floodplain Mapping and Regulations	8	5	2	1	32	1
16B	Floodplain Management Strategy	7	5	3	1	35	1
17	Environmental Farm Plan	10	3	0	3	18	2
18	Extraction Area Land Use District Regulations	11	1	1	3	11	2
19A	Dialogue on Eastern Slopes Forest Mangm't	13	0	1	3	6	2
19B	Urban Forest Management Plan	10	3	1	2	20	2
19C	Woodlot Management Plan	12	1	0	3	8	1
20	Awareness and Enforcement	7	1	2	4	15	1
21	Dialogue on Irrigation Return Flows	13	0	0	3	3	0

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ALL MUNICIPAL SOURCE WATER PROTECTION ACTION PRIORITIES – (25 Participants)

Table 3

#	Tool	Rural	Urban	Total	# Refer
1	Climate Change Adaptation Plan	16	26	42	7
2A	Water Conservation Plan	30	55	85	6
2B	Drought Preparedness Plan	35	40	75	3
2C	Natural Water Retention Plan	33	34	67	3
2D	Water Storage Strategy	33	35	68	0
3A	Flood Management Strategy	20	32	52	1
3B	Flood Control Evaluation Study	18	37	55	1
4	Community Wildfire Protection Plan	28	43	71	0
5	Protection Recharge Areas& Aquifers	27	21	48	6
6	Wellhead Protection Zones	27	25	52	3
7A	Environmental Conservation Plan	28	43	71	0
7B	Development Guides	28	48	76	1
8A	Riparian Land Conservation	22	31	53	2
8B	Stream/Lake side protection areas	24	26	50	5
9	Wetland Conservation Action Plan	36	34	70	3
10A	Wastewater Treatment Master Plan	10	46	56	0
10B	Wastewater Treatment Facility Optimization	9	39	48	0
11A	Stormwater Management Plan	10	50	60	0
11B	Stormwater Wetland Management Guide	10	27	37	0
12A	Municipal Waste Management Plan	32	44	76	0
12B	Regional Waste Management Approach	34	32	66	1
12C	Biosolids Production	5	9	14	0
12D	Biogas Production	5	9	14	0
13	Salt Management Plan	14	35	49	0
14	Snow Storage Facility Plan	9	37	46	0
15A	Municipal Development Plan (Update)	34	52	86	0
15B	Community Sustainability Plan	14	47	61	0
15C	Smart Growth	9	34	43	0
15D	Low Impact Development	18	27	45	0
15E	Green Acreages	19	20	39	1
16A	Floodplain Mapping and Regulations	17	32	49	2
16B	Floodplain Management Strategy	20	35	55	2
17	Environmental Farm Plan	30	18	48	2
18	Extraction Area Land Use District Regulations	28	11	39	3
19A	Dialogue on Eastern Slopes Forest Managm't	9	6	15	2
19B	Urban Forest Management Plan	4	20	24	2
19C	Woodlot Management Plan	7	8	15	1
20	Awareness and Enforcement	17	15	32	1
21	Dialogue on Irrigation Return Flows	7	3	10	1

Table 4

PRIORITY ACTIONS TO CONSERVE SOURCE WATER QUALITY

ALL MUNICIPALITIES (25)		RURAL MUNICIPALITIES (9)		URBAN MUNICIPALITIES (16)	
Action Priority	Score	Action Priority	Score	Action Priority	Score
Municipal Development Plan Update	86	Wetland Conservation Action Plan	36	Water Conservation Plan	55
Water Conservation Plan	82	Drought Preparedness Plan	35	Municipal Development Plan Update	52
Development Guides	76	Regional Waste Management	34	Stormwater Management Plan	50
Municipal Waste Management Plan	76	Municipal Development Plan Update	34	Development Guides	48
Drought Preparedness Plan	75	Natural Water Retention Plan	33	Community Sustainability Plan	47
Community Wildfire Protection Plan	71	Water Storage Strategy	33	Wastewater Treatment Master Plan	46
Environmental Conservation Plan	71	Municipal Waste Management Plan	32	Municipal Waste Management Plan	44
Wetland Conservation Action Plan	70	Water Conservation Plan	30	Community Wildfire Protection Plan	43
Water Storage Strategy	68	Environmental Farm Plan	30	Environmental Conservation Plan	43
Natural Water Retention Plan	67	Community Wildfire Protection Plan	28	Drought Preparedness Plan	40
Regional Waste Management	66	Environmental Conservation Plan	28	Wastewater Treatment Facility Optimization	39
Community Sustainability Plan	64	Development Guides	28	Flood Control Evaluation Study	37
Stormwater Management Plan	60	Extraction Area Land Use District	28	Snow Storage Facility Plan	37
Wastewater Treatment Master Plan	56	Protect Recharge Areas/Aquifers	27	Water Storage Strategy	35
Floodplain Management Strategy	55	Wellhead Protection Zones	27	Floodplain Management Strategy	35

Tools common to both rural and urban lists

Table 5

NATURE OF THREAT ASSOCIATED WITH PRIORITY ACTIONS (TOOLS) IDENTIFIED BY MUNICIPALITIES

Threat	Priority Actions Identified by Urban and Rural	Priority Actions Identified by Rural Municipalities	Priority Actions Identified by Urban Municipalities
Disaster	Drought Preparedness Plan (5)		Flood Control Evaluation Study
	Community Wildfire Protection Plan (6)		
Water	Water Conservation Plan (2)	Natural Water Retention Plan	Stormwater Management Plan
	Water Storage Strategy (8)	Wellhead Protection Zone	Wastewater Treatment Master Plan
			Wastewater Treatment Facility Optimization
			Snow Storage Facility Plan
Solid Waste	Municipal Waste Management Plan (4)	Regional Waste Management	
Urban/Rural Development	Municipal Development Plan Update (1)	Wetland Conservation Action Plan	Community Sustainability Plan
	Development Guides (3)	Environmental Farm Plan	Floodplain Management Strategy
	Environmental Conservation Plan (7)	Extraction Area Land Use District	
		Protect Recharge Areas/Aquifers	

(N) – Action/Tool Priority by both rural and urban municipalities