

Town of Drumheller COUNCIL MEETING AGENDA

**March 19, 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 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

3-10 5.1.1 Regular Council Meeting Minutes of March 5, 2018

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

11-14 5.2.1 Municipal Planning Commission Meeting Minutes of February 22, 2018

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Rod Viske, Town Assessor, Presentation on Assessment - 45 minutes

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

15-17 8.1.1 Request for Decision - Approval of the 2018 Capital Budget

8.1. CAO

- 18-20 8.1.2 Request for Decision - Approval of the 2018 Operating Budget - Tax Supported
- 21-23 8.1.3 Request for Decision - Approval of the 2018 Operating Budget - Utilities Supported
- 24-29 8.1.4 Request for Decision - Board Appointments to the Economic Development Advisory Committee
- 30 8.1.5 Request for Decision - Development Officer Designation Change Due to Vacancy

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

- 31-46 8.4.1 Bylaw 01.18 being a Bylaw to regulate Mobile Vendor Carts - Third Reading
- 47-57 8.4.2 Request for Direction - Policy C-02-18 Community Assistance Policy

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

- 58 10.1 Bylaw 03.18 being a bylaw to amend the Land Use Bylaw No.10-08 pertaining to Appeal Timelines and Development Permit Letters of Completeness as required under the new Municipal Government Act – second and third reading

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

- 14.1 Land Matter (*FOIPP Act S.23 Local Public Body Confidences*).

**Town of Drumheller
COUNCIL MEETING
MINUTES**

March 5, 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

Tony Lacher

Fred Makowecki

Lisa Hansen-Zacharuk

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Darryl Drohomerski

DIRECTOR OF INFRASTRUCTURE SERVICES:

Armia Mikhaiel

DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

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

Mayor Colberg congratulated the Royal Canadian Legion for their successful first annual "Bail Me Out" fundraising campaign raising \$11,000.00. She explained that she along with Councillors DeMott and Zariski were successful in getting out of jail thanks to all those that contributed to the fundraiser.

Mayor Colberg proclaimed March 8th as International Women's Day.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

3.1 Mayor Heather Colberg called the public hearing to order at 4:32 PM.

Mayor Colberg stated that the purpose of the Public Hearing is to consider Bylaw 03.18 being a bylaw to amend the Land Use Bylaw No. 10-08 pertaining to appeal timelines and development permit letters of completeness as required under the new Municipal Government Act.

Mayor Colberg asked for Palliser Regional Municipal Services (PRMS)'s planning report. In Cynthia Cvik's absence, Linda Handy – Secretary of the Public Hearing read the report into the record as follows:

"I (Cynthia Cvik – CEO / Director of Planning) have completed a review of all Land Use Bylaws and have identified the changes required for each and every Land Use Bylaw in the Palliser Region, to bring them into conformity with the Municipal Government Act.

For Drumheller's Land Use Bylaw 10.08 amendments are required for:

Part III, Section 8, Application for a Development Permit, add the following immediately after (2):

(3) The Development Authority shall issue a notice of 'complete' or 'incomplete' application, within 20 days of the submission in accordance with the requirements of the Act. This letter must go out within 20 days of the submission, in accordance with Section 683 of the Municipal Government Act. It should be noted that the 40 day time limit for issuing a development permit will not start until the application is deemed complete. Development Officers should also be aware that even though a submission may have been deemed 'complete' if, during the course of the review, additional information is required to render a decision, you have the right to request that the applicant provide the new information within a specific timeframe.

Part IV, Section 11(3) Replace '14' with '21' days. This is the new deadline for submission of an appeal application in accordance with Section 686(1)(a) of the Municipal Government Act."

Mayor Colberg asked the Secretary of the Public Hearing if any written submissions were received by the Town. Secretary L. Handy stated that there was no correspondence.

Mayor Colberg asked for those who wished to speak in favour of the proposal. Although the applicant was in attendance, there were no speakers.

Mayor Colberg asked for those who wished to speak in opposition. There were no speakers.

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

Mayor Colberg closed the hearing at 4:57 PM.

Mayor Colberg advised that 2nd and 3rd reading of the bylaw will be addressed at Council's Regular Meeting of March 19th.

4.0 ADOPTION OF AGENDA

Additions to Agenda: 8.1.1 Snow Removal and Storm Water Run Off from Melt and 14.1 Legal Matter (*FOIPP Act S. 21 Intergovernmental Relations / FOIPP Act S.23 Local Public Body Confidences*)

MO2018.38 Garbutt, Hansen-Zacharuk moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of February 20, 2018

MO2018.39 Zariski, Lacher moved to adopt the Regular Council Meeting Minutes of February 20, 2018 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

Municipal Planning Commission Meeting Minutes of January 22, 2018

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 Snow Removal and Storm Water Run-Off from Melt

In response to Council's concerns with storm water run-off from the snow melt, D. Drohomerski advised that once Public Works staff have completed the snow removal, they will shovel around storm water catch basins and steam any frozen catch basins. Councillor T. Zariski recommended that residents who are close to storm water catch basins, shovel away the snow or let the Town know if the catch basin is frozen over. He further stated that residents are inquiring if they can put snow on Town park land and he has advised them no. He further recommended that the "snow angels" or volunteers assist neighbors to move snow away from properties within low lying areas. D. Drohomerski agreed and stated that a communiqué will be placed on social media and for these suggestions to be discussed on the 2 Minutes on the Town Radio Program.

Councillor K. DeMott explained that a resident has expressed concern with the undercarriage of their vehicle being scraped on hard snow not yet removed from roadways. D. Drohomerski explained that there is a limited amount of equipment to clear the Town roads; once the priority roads are cleared the Public Works staff will deal with trouble spots. He further explained that contrary to past practices every street in Drumheller has been cleared of snow once this year. Councillor J. Garbutt reminded citizens that they have to make a phone call to the Town Public Works if their road is impassible.

8.1.2 Update on Strategic Business Plan

CAO D. Drohomerski reported on the following work priorities:

- Flood mitigation report will be presented to Council on March 19th with regards to direction on berm ownership and flood buyouts for 2018;
- Discussion being held with the Passion Play re partnership for a toboggan hill (expectation next winter);
- Draft agreement between the Town and Alberta Infrastructure for the Museum sewer odor will be presented to Council shortly;
- Offsite Levy Bylaw will be presented to Council on April 3rd;
- Transportation will be sending a written response to the Town shortly on the Town's projects (as presented to them while at the AUMA); and
- Updates for the collective bargaining will commence this summer.

Director of Community Services P. Salvatore:

- Communication strategy - completed community profile through Central Alberta Economic Partnership with a media release to go out shortly;
- Employee housing business case – recommendation to come forward from Economic Task Force; as well as a number of items were deemed Council items and will go back to Council for recommendations through the Economic Task Force;
- Communication strategy will include the ways that the Town communicates with the public, media and day to day messaging within the organization;
- Draft Community Assistance Policy to be brought back to Council for approval shortly;
- Poverty reductions strategy to be researched by the FCSS Department with a request to move this date to July;
- Downtown plan proposal – Economic Development Advisory Committee presented a report to Council;
- Discussion held with staff on the Recreation Master Plan for 2019; and
- Community profile and dinosaur branding needs a discussion; the medallion project (dino walk project) will be installed within the next two months with location mapping completed and handed off to Travel Drumheller for advertising.

Director of Infrastructure Services – A. Mikhael (D. Drohomerski reported):

- The Town has recently seen some interest in the Elks building and the Town would like to put out the tender once again to determine interest with the option of having the property demolished;
- Trail plan will be a priority for second quarter;
- Ball diamond upgrades scheduled for April when ground is dry; and

- Flood mitigation phase 2 - once agreements are finalized, the Town will tender for an engineering consultant and move into construction by this fall.

Director of Corporate Services B. Miller:

- Work priorities put on hold until after year end is completed with auditors.

Director of Protective Services G. Peters:

- Dog park is moving forward with a report submitted on the proposed amendments to the bylaw;
- Parking pay and play - reviewing with the CAO and will be completed shortly;
- Tourism Corridor Bylaw - briefing with Council to be held on March 26th; and
- Drafting of a new Community Standards Bylaw continues.

8.2 DIRECTOR OF INFRASTRUCTURE SERVICES

8.3 DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 Bylaw 01.18 being a bylaw to regulate mobile vendors - 2nd reading as amended P. Salvatore presented Bylaw 01.18 with amendments as previously discussed by Council at their meetings of February 5th and 20th as well as comments from a meeting held with one vendor and one other individual who is considering a vendor application. He explained that the amendments are shown in red and include the following:

- Adding definitions to include peace officer and youth vendor.
- Council questioned what is considered "sufficient" for insurance coverage. P. Salvatore stated that \$5M is the new standard based on feedback from the Town's insurer. In response to Councillor L. Hansen-Zacharuk's recommendation to reduce this amount, Council agreed that the liability insurance has historically been \$2M and should remain as such and if needed in future years, to increase the amount.
- Amendment to setback from commercial retail storefront operations from 25 meters to 10 meters.
- Amendment that mobile vendors may set up their business on private property with proof from property owner.
- Councillor F. Makowecki stated that once a vendor pays a fee that fee should be carried over should a vendor be asked to relocate based on the Town's direction or if the location is not suitable, a vendor can move to another approved location without paying an additional fee. P. Salvatore explained that any requests for moving to another location would be referred to the MPC / Development Officer for their decision however that vendor would not be able to request a location that another vendor has asked for. He agreed that the Town would entertain changes at no cost. He further agreed that a section on relocation and reapplication would be added to the bylaw and for the Development Officer to make the necessary change to avoid time delays. He stated that the Town would be open and permissive as possible.
- Councillor F. Makowecki asked if a number of trucks can be located in one area (based on his research that the more trucks clustered together the better their sales). P. Salvatore stated that there are areas such as the Hoodoos and Splash Park where this would be permitted.

- Councillor T. Lacher asked if the hours of operation and relocations can be relaxed for July 1st. D. Drohomerski explained that in discussions with Jolene Powell, it was agreed that on July 1st the hours would be extended and vendors would be moved on Riverside between Center Street and 1st Avenue (by Sublime). He further explained that the BCF parking lot would then be able to accommodate more vehicles.
- It was clarified that placement of a board sign for advertising of the business does not include the signage affixed to the vendor unit.
- It was clarified that the term inverter means a gas power generator.
- Amendment to change words "not permitted" to "should refrain from leaving" their unit.
- Amendment that a Public market has to obtain a valid business license to operate a public market as defined in the business license bylaw and that the market organizer meets all requirements for the operation of a public market (no requirement for a permit under this bylaw)
- Amendment for appeal timeframes from 5 to 10 days
- Addition to include youth vendor to pay \$20 per calendar year;
- Addition to include utility fees at \$100 per month (estimate at this time because not sure on power usage at this point);
- Addition to include: "The Municipal Planning Commission may issue a permit up to 2 years in duration, however any material change to the original permit application including the location, type of unit, type of service or other factor deemed significant to the MPC requires a new permit application to be completed".
- Schedule C – a copy of direct seller's license to be removed and insurance to be changed to \$2M naming Town of Drumheller as additional insured.
- Schedule C – include more defined guidelines on what is to be completed by the applicant and the Town office.
- In response to a question on the change of hours of operations, P. Salvatore explained that the applicant would state the hours on their application and the MPC would review the hours for compliance within the Community Standards Bylaw. Councillor L. Hansen-Zacharuk clarified that should the applicant wish for a change to their hours of operations, they should be able to do so in consultation with the Development Officer and should not pay an additional fee for a change. P. Salvatore agreed. Councillor F. Makowecki stated that the hours for vending should complement night spots.
- In response to a question on the placement of chairs by the vending unit, P. Salvatore stated that this would have to be reviewed based on the location so it does not create a hazard. He further explained that the applicant's request would be evaluated by the MPC / Development Officer.

MO2018.40 Lacher, Hansen-Zacharuk moved second reading of Bylaw 01.18 as amended.

Councillor J. Garbutt stated that the bylaw does not reference high traffic areas in the document and the number of permits in these locations. P. Salvatore explained that once the mobile vending program is launched, applicant approvals are based on first come, first serve basis. He further explained that the bylaw does not address a draw; if Council wishes, a draw can be held on certain locations however a deadline would have to be set for the draw. He stated that by excluding the draw, the current bylaw would

allow for applications to be received continually. He further stated that in discussions with vendors, they prefer the potential for different areas to operate, for example in Riverside Park or Newcastle Beach. He explained that the bylaw is written to be more mobile than static which lends itself for an operator to move.

In response to a question from Council on selling of wares other than food, P. Salvatore referred to the definition of vendors which states: "mobile vendor means any person selling goods, food, amusements or services". Councillor L. Hansen-Zacharuk asked for clarification on the distance requirements between vendors. P. Salvatore stated that although clustering is good, one does not want to create a "strip mall of vendors" and this type of situation would have to be looked at during the permitting phase. Councillor T. Zariski stated that a picture of the unit is required and would expect that the MPC will have to apply some level of reasonableness on the applications and locations.

Vote on motion:

Carried unanimously.

8.4.2 Quarterly Report from October 1, 2017 to December 31, 2017 2017 Annual Report

P. Salvatore asked if there were any questions on his quarterly report.

Councillor K. DeMott requested stats on the following:

Fee Assistance Program

Corporate Membership

Councillor J. Garbutt congratulated the BCF staff for their continued good work on offering a variety of programming and he encouraged the public to participate in these programs.

In response to a question on whether follow-up is carried out when the BCF is not successful in acquiring conferences, P. Salvatore explained that the staff are always prospecting and they do follow up when the BCF is not selected. He explained that in most cases the factors for being unsuccessful are outside of staff hands. He further explained that staff are also in contact with Canalta to see where co-host conferences might work. Councillor K. DeMott recommended that the BCF try to acquire other hosting opportunities such as a Home and Garden Show or Beer Fest. P. Salvatore stated that the BCF staff welcome any ideas for tracking down hosting opportunities.

8.5 DIRECTOR OF PROTECTIVE SERVICES

8.5.1 2018 Spring Cleanup Dates

G. Peters reported that the 2018 spring cleanup dates will be held from April 30th to May 10th commencing in East Coulee and working westward. Mayor H. Colberg referred to the attached 2017 report to Council prepared by the Landfill Manger and noted that the Spring Cleanup entails 11 men and 835 hours to do the cleanup and questioned

whether the Town should consider a revised future program where the landfill accepts all residential waste free for a specific period of time. She further explained that some residents have complained that their neighbors stockpile their waste for a year before the Spring Cleanup. D. Drohomerski stated that another program would be where residents offer up their items free for a period of time "give away weekends at the roadside". He agreed that if people handled their own waste that they would be more prudent in taking their own waste to the landfill. Councillor J. Garbutt reminded Council that the landfill is not operated by the Town and any tipping fee waiving would have to be granted by the Association.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 MAYOR AND COUNCILLORS REPORTS

14.0 IN-CAMERA MATTERS

MO2018.41 Hansen-Zacharuk, Zariski moved to go in camera at 6:10 PM Legal Matter (*FOIPP Act S. 21 Intergovernmental Relations / FOIPP Act S.23 Local Public Body Confidences*). Carried unanimously.

MO2018.31 Hansen-Zacharuk, DeMott moved to revert to regular Council meeting at 6:45 PM. Carried unanimously.

14.1 Legal Matter (no motion)

There being no further business, the Mayor declared the meeting adjourned 6:45 PM.

Chief Administrative Officer

Mayor



**Municipal Planning Commission
MINUTES
Meeting of Thursday February 22, 2018**

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

Absent: Tony Lacher, Councillor/Member - Regrets
Scott Kuntz, Member - Regrets
Cynthia Cvik - Palliser Regional Municipal Services Representative - Regrets

1.0 CALL TO ORDER – 12:10 pm

C. Gillis presented the Agenda for the February 22, 2018 meeting.

1.1 Agenda – Additions or Deletions

1.2 Acceptance of Agenda

Motion: S. Gallagher moved to accept the agenda for February 22, 2018

Second: – S. Rymal - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 January 18, 2018

Motion: T. Zariski moved to accept the minutes of January 18, 2018

Second: – S. Rymal - Carried

3.0 DEVELOPMENT PERMITS

3.1 T00002-15D – K. Shane Young – Extension

J. Steeper presented Development Permit T00002-15D submitted by K. Shane Young for an extension located at 2705 North Dinosaur Trail, Drumheller on Plan 3715DQ. Zoning is P – Community Service District.

J. Steeper advised this development permit was given a previous two year extension to February 20, 2018, with a review to take place prior to the end date as mentioned. As noted in the letter of extension another development permit was applied for, rejected and appealed, the date from SDAB on the permit is October 28, 2017, the expiry date would be October 28, 2018. SDAB approved 2 deck extensions that shall be constructed by October 28, 2018.



Municipal Planning Commission discussed the application. Discussion on the extension time frame was limited to the same expiry date of the second development permit, October 28, 2018. The applicant is to contact the development officer prior to this date to determine permit process going forward.

Motion: C. Gillis moved to grant an extension for Development Permit T00002-15D submitted by K. Shane Young located at 2705 North Dinosaur Trail, Drumheller on Plan 3715DQ. The time extension for the permit is until the date of October 28, 2018.

Second: T. Zariski - Carried

3.2 T00302-17D – Florence Johnson – Deck

J. Steeper presented Development Permit T00302-17D submitted by Robert Barnes (originally submitted by Quentin Eatman) for a deck located at 598 3 Avenue West, Drumheller on Plan 7251ck; Block 46; Lot 24. Zoning is R-3 - Residential District.

J. Steeper advised this application was submitted after work began; to replace an existing deck, add deck along front of house and a pergola over back existing deck, with chain link fence along the property line. The contractor started work with no permits in place, the work was halted when bylaw stopped at the residence to give notice permits were required. The owner submitted a real property report last Friday February 16, 2018. The real property report shows the west side deck along the house to be encroaching onto the adjacent public street (6 Street West).

J. Steeper read from Town of Drumheller Land Use Bylaw 10-08;

"55. Projection Over Yards

(b) Side Yards

- (i) Not read*
- (ii) Unenclosed steps and landings shall be at grade to a side entrance and may project onto the entire required side yard. Unenclosed steps and landings above grade shall be at the discretion of the Municipal Planning Commission;*
- (iii) Residential building with a side entrance requiring a side yard relaxation and/or having projections as described above shall maintain one side yard with no relaxation or projection except for eaves;"*

J. Steeper read from Town of Drumheller Land Use Bylaw 10-08;

"69. Non-Conforming Buildings and Uses

- (d) A non-conforming building may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:*
 - (i) as may be necessary to make it a complying building, or*
 - (ii) as the Development Officer considers necessary for the routine maintenance of the building, or*
 - (iii) If, at the discretion of the Development Authority, the alterations do not increase the extent of non-compliance and are within all other requirements of this Bylaw, the development may be permitted."*



Municipal Planning Commission discussed the application. Agreed to provide a side yard variance to the property line, with the deck to be on the owner's property in its entirety.

Motion: S. Gallagher moved to approve Development Permit T00302-17D submitted by Quentin Eastman for a deck located at 598 3 Avenue West, Drumheller on Plan 7251ck; Block 46; Lot 24, subject to the deck being moved onto the property line with the following conditions;"

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

Second: T. Zariski – Carried.

3.3 T00320-17D – Raymond Pugh – Home Occupation

J. Steeper presented Development Permit T00320-17D submitted by Raymond Pugh for a home occupation located at 6055 Highway 10, Drumheller on Plan 7810225: Block P: Lot P. Zoning is UT – Urban Transitional District.

J. Steeper advised this development permit is for a home occupation to repair and service small engines (tillers, snow blowers, mowers) along with lawn or garden equipment in an existing shop on the property. There will be no welding; repairs will be in the garage and no storage of items outside. Home occupations are revocable, and must comply with the Community Standards Bylaw.

J. Steeper stated a circulation to neighboring properties was done; one reply in writing was received in regards to the potential sound and noise. There may have been some confusion of the respondent as to the location of the property. *"After the meeting the respondent realized they had, had the wrong location in mind and wished to rescind their written concern"* Calls (5-7) were received on the circulation, however there were no concerns.



Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve Development Permit T00320-17D submitted by Raymond Pugh for a home occupation located at 6055 Highway 10, Drumheller on Plan 7810225: Block P: Lot P, subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Annual Business License is required.
4. Written consent from registered property owner to be provided to the Town of Drumheller prior to commencement of business activities.
5. There shall be no outside storage of materials, commodities or finished products.
6. Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of development officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9 meter (10 square feet).
7. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.
11. Permit expires December 31, 2018.

Second: S. Rymal - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 No Discussion Items

5.0 OTHER DISCUSSION ITEMS

5.1 Open discussion on past permits and the status of those items.

6.0 Adjournment – Meeting adjourned at 1:23 pm.



Chairperson



Development Officer

Attachments: Agenda



Town of Drumheller REQUEST FOR DECISION

| | |
|----------------------|--------------------------------|
| TITLE: | 2018 Capital Budget |
| DATE: | March 13, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM |
| ATTACHMENT: | Summary of amendments |

SUMMARY

Administration is seeking adoption of the 2018 Capital Budget.

BACKGROUND

Section 245 of the MGA states that *"Each council must adopt a capital budget for each calendar year"*.

The 2018 capital budget as presented for adoption outlines the capital priorities throughout Town that have been identified. The budget as presented also outlines the method of funding for each of the capital projects.

RECOMMENDATION:

Administration recommends adoption of the 2018 Capital Budget as presented.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

The 2018 Capital budget is based on the priorities and service levels that have been identified by council and administration.

A reconciliation of amendments made subsequent to presentation/deliberation is included with this report.

FINANCIAL IMPACT:

The 2018 Capital Budget equates to \$26,903,600 (\$20.3-2017) of which

- \$10,673,825 (\$1.9 – 2017) are funded projects carried forward (work in progress) from 2017
- \$5,807,880 (\$4.8 – 2017) are *unfunded* projects carried forward
- \$4,742,000 (\$4.8-2017) are new, *unfunded* projects (\$142k airport runway, \$4.6 flood mitigation)

Resulting in **new capital funding requests of \$5,679,895** (\$13.5-2017) **for 2018**.

In addition to the capital budget presented, \$384,500 has been included in the 2018 operational budget, funded through capital reserve, for the annual "255" Capital Repair/Reinvestment expenditures (roof repairs – Arena, Aquaplex).

Total cost \$16,738,220

- \$16,353,720 (new - \$5,679,895 + carry forward - \$10,673,825)
- \$384,500 funding for capital repair/reinvestment (2-255 expenditures included in operating budget)

SOURCE OF FUNDS (\$16,738,220)

Funding for the proposed capital expenditures and repair/reinvestment is as follows:

- Reserves - \$4,236,480 (new \$2,505,895 + carry forward \$1,346,085 + \$384,500 for 255 capital reinvestment/repair expenditures)
- Grant funding - \$10,142,340 (new \$2,324,000 + carry forward \$7,818,340)
- Debt - \$1,501,400 (carried forward)
- Trade in value - \$858,000 (new \$850k + carry forward \$8k)

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2018 Capital budget will ensure fiscal accountability and provides administration with the legal authority to carry out the capital work identified for 2018.

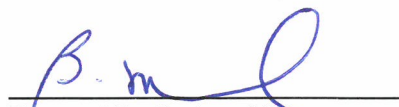
COMMUNICATION PLAN:

Communication of the adopted budget will include a media release, social media and will be uploaded onto our website at www.dinosaurvalley.com

MOTION: Councillor _____

Moves to adopt the 2018 Capital budget as presented.

Seconded: _____



Prepared By: Barbara Miller
Director of Corporate Services

Reviewed By: _____



Approved By: Darryl Drohomerski
Chief Administrative Officer



Town of Drumheller REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | 2018 Operating Budget – Tax Supported |
| DATE: | March 13, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM |
| ATTACHMENT: | Summary of amendments |

SUMMARY

Administration is seeking adoption of the 2018 Tax Supported Operating Budget.

BACKGROUND

Section 242 (1) of the MGA states that *“Each council must adopt an operating budget for each calendar year”*.

The 2018 tax supported operating budget presented for adoption outlines the estimated operating revenues and expenditures of the municipality that have been identified.

RECOMMENDATION:

Administration recommends adoption of the 2018 Tax Supported Operating Budget as presented.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

The 2018 tax supported operating budget is based on the priorities and service levels that have been identified by Council and administration.

A reconciliation of amendments made subsequent to presentation/deliberation is included with this report.

FINANCIAL IMPACT:

The tax supported operating budget reflects a municipal requisition of \$8,718,766, which equates to a 3% increase over the 2017 municipal requisition (\$8,464,836).

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2018 tax supported operating budget will ensure fiscal accountability and provides administration with the legal authority to carry out the day to day transactions necessary to operate municipal business efficiently and effectively.

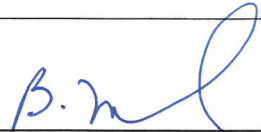
COMMUNICATION PLAN:

The adopted budget will be uploaded onto our website at www.dinosaurvalley.com and communicated through a media release and social media.

MOTION: Councillor _____


Moves to adopt the 2018 Tax Supported operating budget as presented.

Seconded: _____



Prepared By: Barbara Miller
Director of Corporate Services

Reviewed By:



Approved By: Darryl Drohomerski
Chief Administrative Officer

2018 OPERATING BUDGET (TAX SUPPORTED) - SUMMARY OF CHANGES MADE SUBSEQUENT TO COUNCIL PRESENTATION(S)

| Date | Function | Explanation | Account | \$ Amount | |
|----------|-----------------------------|--------------------------------|-----------|------------|---|
| | | Opening balance | | -\$ | 6,853 |
| Feb 26th | 6201 - Ec Dev | Grants to Other | 2-295 | \$ | 5,000 |
| Feb 22nd | 3301 - Airport | Janitorial Services | 2-241 | -\$ | 300 |
| | | Repairs - Septic | 2-251 | -\$ | 550 |
| | | Runway Lighting | 2-254 | -\$ | 1,000 |
| Feb 22nd | 7202 - Aquaplex | Transfer from Reserve | 1-942 | -\$ | 215,000 |
| | | Capital MTCE Reinvestment | 2-255 | \$ | 215,000 |
| Feb 22nd | 7203 - Arena | Transfer from Reserve | 1-942 | -\$ | 165,000 |
| | | Capital MTCE Reinvestment | 2-255 | \$ | 165,000 |
| Feb 22nd | 7404 - BCF | Transfer from Reserve | 1-942 | -\$ | 4,500 |
| | | Capital MTCE Reinvestment | 2-255 | \$ | 4,500 |
| Feb 22nd | 0001 - General Revenue | requisition | | | Additional 1% tax - \$84,648 \$8,853 additional difference (V1 was slightly |
| Feb 22nd | 1101 - Legislative | vs. 2% | various | -\$ | 93,501 under 2%) |
| Feb 22nd | 1101 - Legislative | Badlands Community College | 2-771 | \$ | 7,500 |
| Feb 22nd | 2101 - Policing | Grants to other organizations | | | |
| Feb 22nd | 2101 - Policing | Citizens on Patrol | 2-771 | \$ | 8,000 allowance for office renovation |
| Feb 22nd | 2101 - Policing | Policing costs - RCMP | 2-333 | \$ | 75,000 additional policing costs per RCMP budget |
| Feb 22nd | 5121 - FCSS (indirect prgm) | Project | 2-295 | \$ | 20,000 (ask reduced by \$10k, had slight provision in place) |
| Feb 22nd | 5302 - CBI | salaries, wages, benefits | 2-111/151 | \$ | 13,775 subsidized counseling |
| Jan 31st | 2612 - Mosquito Control | Contract - Helicopter spraying | 2-242 | -\$ | 15,000 |
| Jan 31st | 3102 - Workshop | Repairs Bldg | 2-251 | -\$ | 8,000 elimination of flooring provision |
| | 2301 - Fire | Repairs - Equipment | 2-252 | -\$ | 6,000 |
| | 5301 - Seniors Foundation | requisition | 1-111 | -\$ | 19,768 |
| | | 2018 requisition | 2-781 | \$ | 19,768 |
| Mar-01 | 1201 - Administration | Advertising | 2-221 | -\$ | 2,400 reallocated funds to Ec Dev function |
| Mar-01 | 6201 - Ec Dev | Advertising | 2-221 | \$ | 2,400 reallocated funds from 1201-Admin |
| | | Closing balance | | -\$ | 1,929 |

Note: The 2-255 request for Roads Capital MTCE Reinvestment (\$230k) was added to the 2018 Street Program (Capital)



**Town of Drumheller
REQUEST FOR DECISION**

| | |
|----------------------|--|
| TITLE: | 2018 Operating Budget – Utilities Supported |
| DATE: | March 13, 2018 |
| PRESENTED BY: | Barbara Miller, CPA, CGA, CLGM |
| ATTACHMENT: | Summary of amendments |

SUMMARY

Administration is seeking adoption of the 2018 Utilities Supported Operating Budget.

BACKGROUND

Section 242 (1) of the MGA states that *“Each council must adopt an operating budget for each calendar year”*.

The 2018 utilities supported operating budget presented for adoption outlines the estimated operating revenues and expenditures of the water and wastewater functions that have been identified.

RECOMMENDATION:

Administration recommends adoption of the 2018 Utility Supported Operating Budget as presented.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

The 2018 utility supported operating budget is based on the priorities and service levels that have been identified by Council and administration.

A reconciliation of amendments made subsequent to presentation/deliberation is included with this report.

FINANCIAL IMPACT:

The utilities supported operating budget reflects the approved rate increases of 5% for water and 2% for wastewater.

Funding for utility service operational expenses is primarily by way of utility rate revenue. Working towards full cost recovery, **as presented, the 2018 utilities supported operating budget reflects a deficit of \$502,890**, of which, \$159,105 is the budgeted deficit for water utility and \$343,785 is the budgeted deficit for wastewater utility.

STRATEGIC POLICY ALIGNMENT:

Once adopted, the 2018 utilities supported operating budget will ensure fiscal accountability and provides administration with the legal authority to carry out the day to day transactions necessary to operate the utilities function efficiently and effectively.

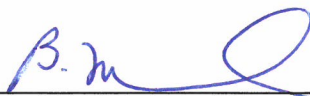
COMMUNICATION PLAN:

Communication of the adopted budget will include a media release, notice on social media and will be uploaded onto our website at www.dinosaurvalley.com

MOTION: Councillor _____

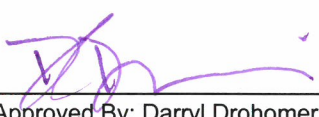
Moves to adopt the 2018 Utilities Supported operating budget as presented.

Seconded: _____



Prepared By: Barbara Miller
Director of Corporate Services

Reviewed By:



Approved By: Darryl Drohomerski
Chief Administrative Officer

SUMMARY OF CHANGES MADE SUBSEQUENT TO COUNCIL PRESENTATION

| Date | Function | Explanation | Account | \$ | Amount | Comments |
|----------|------------------------------------|------------------------|---------|-----|----------------|--|
| | | Opening balance | | \$ | 535,890 | |
| Feb 22nd | 4105 - Water Treatment | Repairs - Other | 2-253 | -\$ | 33,000 | provision for exhaust fans transferred to capital project along with others scheduled for upgrade |
| Feb 22nd | 4106 - Transmission & Distribution | Repairs - structure | 2-254 | -\$ | 30,000 | reclassified one time budget provision for milling/paving lower parking lot to treatment & purification function |
| | 4105 - Treatment & Purification | Repairs - structure | 2-254 | \$ | 30,000 | budget provision for lower parking lot milling/paving reclassified from 4106 |
| | | Closing balance | | \$ | 502,890 | |

**Town of Drumheller
REQUEST FOR DECISION**



| | |
|----------------------|--|
| TITLE: | APPOINTMENTS TO THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE |
| DATE: | March 14, 2018 |
| PRESENTED BY: | Darryl E. Drohomerski, C.E.T. |
| ATTACHMENT: | Bylaw 05.06 Establishment of an Economic Development Task Force |

SUMMARY

The Town has received notification from the Drumheller & District Chamber of Commerce and Community Futures Big Country regarding their respective representatives to the Economic Development Advisory Committee. Both organizations have designated new members to represent them on the Committee. Bylaw 05.06 Sec. IV outlines the membership of the the Committee which includes appointed members and representatives from various organizations including the Town, Community Futures Big Country, Drumheller & District Chamber of Commerce and up to four public at large members, each for a term of three years.

RECOMMENDATION:

That Council approve the appointment of Mr. Jeff Hall as the Chamber of Commerce representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting, and approve the appointment of of Mrs. Twyla Palmquist as the Community Futures representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting.

STRATEGIC POLICY ALIGNMENT:

Volunteering for Town of Drumheller Boards and Committees is an important way to ensure that Town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.

MOTION:

That Council approve the appointment of Mr. Jeff Hall as the Chamber of Commerce representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting, and approve the appointment of of Mrs. Twyla Palmquist as the Community Futures representative to the Economic Development Advisory Committee for a three year term expiring at Council's 2020 Organizational Meeting.

Prepared By: Libby Vant
Senior Administrative Assistant

Reviewed By:



Approved By: Darryl Drohomerski
Chief Administrative Officer

March 8, 2018

Mayor Heather Colberg
Town of Drumheller
224 Centre St.
Drumheller, AB T0J 0Y4

RE: Economic Development Advisory Committee Appointment

Dear Mrs. Colberg:

Please be advised that Community Futures Big Country would like to appoint Twyla Palmquist as our representative to the Economic Development Advisory Committee, effective immediately. She will replace Brock Harrington, our current representative. Twyla is a Drumheller resident and business owner who joined our Board last year and is currently our Vice-Chair.

Contact information: Twyla Palmquist

If you have any questions, please feel free to contact me.

Sincerely,



Chris Curtis
Board Chair
curtis.christopher1@gmail.com

P.O. Box 610
181 North Railway Ave East
Drumheller, Alberta T0J 0Y0
PHONE: 403-823-7703

Request for Decision Board Appointments to the
Economic Development Advisory Committee

Growing communities one idea at a time.



Drumheller and District Chamber of Commerce

Agenda Item # 8.1.4

667-1 Avenue West
P.O. Box 999
Drumheller, Alberta T0J 0Y0
T: 403-823-8100 F: 403-823-4469

RECEIVED

MAR 14 2018 LV

March 14, 2018

Town of Drumheller
Attn: Darryl Drohomerski
224 Centre Street
Drumheller, AB T0J 0Y4

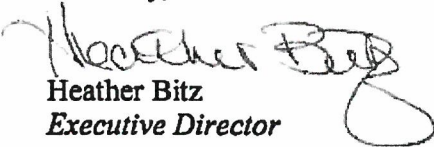
Re: Economic Development Advisory Committee

Dear Darryl,

Please be advised effective January 16, 2018 Jeff Hall was appointed to represent the Drumheller and District Chamber of Commerce on the Town of Drumheller's Economic Development Advisory Committee. Jeff can be contacted at

Should you have any questions, please contact me. Thank you.

Sincerely,


Heather Bitz
Executive Director

DDCC Corporate Members



BYLAW 05.06

**A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE
ECONOMIC DEVELOPMENT TASK FORCE**

WHEREAS the Council of the Town of Drumheller desires to diversify and expand its tax base;

AND WHEREAS the Council of the Town of Drumheller desires to identify goals and objectives for economic development on a continual basis;

AND WHEREAS the Council of the Town of Drumheller desires to undertake tasks which will lead to an aggressive approach to economic development over a long term;

AND WHEREAS the Council of the Town of Drumheller deems it necessary to maximize employment opportunities to retain and/or expand the population base;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Task Force on development activities of the Town of Drumheller.

Now, therefore, the Council of the Town of Drumheller hereby enacts as follows:

I. Establishment of the Economic Development Task Force

An Economic Development Task Force is hereby established which shall be responsible for purposes of advising Town Council in matters pertaining to Community Development in the Town of Drumheller. The words Community Development shall be understood as meaning all kinds of activities which will improve the economic base and the cultural and environmental amenities of the Town of Drumheller.

II. Goals of the Economic Development Task Force

- To improve the quality of life in the community and to stimulate development appropriate to the Town of Drumheller.
- To reconcile the need for broad representation of the various community groups involved in development with the need for an integrated development program.
- To marshal the necessary resources of the community to address the broadening range of development issues facing the Town.

III. Objectives

- a) To encourage and support the stability and orderly expansion of new and existing businesses and industries which will benefit the community.
- b) To encourage the promotion of development in the Town of Drumheller.

- c) To assist in attracting investment to Drumheller in sectors with a potential for growth.
- d) To assist in identifying and communicating investment possibilities within the Town of Drumheller to potential investors.
- e) To assist in enhancing the tourism industry by increasing Drumheller's share of the leisure and business travel market, and facilitating the development of existing and new tourism facilities and resources.

IV. Membership: The Task Force shall consist of the following members:

- a) The Mayor.
- b) The Councillor appointed to the Task Force. The Councillor shall be appointed annually at the Organizational Meeting of Council.
- c) Four persons who shall be members-at-large and who shall be appointed at the Organizational Meeting of Council for a three (3) year term with the exception of the first term after passing of this bylaw, which shall have two members appointed for a two year term and two members appointed for a one year term in order that alternating appointments are possible. Wherever possible members should represent a cross-section of sectors which adds diversity to the Task Force (Business, Health, Education, Oil & Gas, Agriculture, etc.).
- d) One person shall represent the Drumheller and District Chamber of Commerce.
- e) One person shall represent the Community Futures Drumheller.
- f) One person shall represent the County of Starland.
- g) The Task Force shall recommend to Town Council the appointment, or reappointment of any person to the membership of the Task Force.
- h) The Task Force may recommend to Town Council an increase or decrease in the total membership of the Task Force.
- i) All appointments shall be subject to the pleasure of Council and in force from time to time as to the person and the term of office.
- j) The C.A.O., the Director of Community Services and the Economic Development Officer shall act as resource staff to the Task Force and shall not have voting privileges.
- k) No member-at-large shall exceed six consecutive years, without special permission from Council.
- l) All members of the Economic Development Task Force shall be required to sign and follow a Code of Ethics as developed by the Economic Developers Association of Alberta.
- m) If any member shall be absent from three consecutive regular meetings (unless such absence be caused through illness or authorized by resolution of the Task Force), the Council may, upon recommendation of the Task Force, declare the office of such absent member to be vacant.

V. Conduct of Meetings

- a) A meeting may be called by the Chairman of the Task Force or by request of a member through the Chairman.
- b) The Task Force shall elect annually from its members, a Chairman and a Vice-Chairman for the ensuing year. Neither a member of the Municipal

Administration or an Elected Public Official shall be eligible for selection as Chairman or Vice-Chairman.

- c) A quorum of the Task Force shall consist of a majority of the members.
- d) Each member of the Task Force, including Chairman, shall have one vote on any question and in the event of a tie, the motion shall be lost.
- e) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, Newly Revised.

VI. **Powers & Duties:** It shall be the duty of the Economic Development Task Force to advise the Town of Drumheller on community development matters and develop recommendations thereon. In addition, the Task Force shall:

- a) Participate in client reception in order to facilitate the clients' access to information and to help them learn the merits of doing business in the Town of Drumheller.
- b) Participate in initiatives undertaken by the Town of Drumheller to pursue new clients.
- c) Identify investment opportunities in the Town of Drumheller.
- d) Assist in the development and maintenance of a proactive, long term (3 to 5 years) economic development plan.
- e) Identify key issues and opportunities affecting economic development and develop action plans to effectively manage or optimize.
- f) Participate as ambassadors for the Town of Drumheller when visiting locations where potential clients presently operate.

VII. **Limits to Powers**

- a) The Task Force may recommend to Council the action on agreements, whether formal or informal, which may lead to development within the community.
- b) Town Council shall have final authority and responsibility regarding all matters pertaining to the Economic Development Task Force.

VIII. **Reporting Procedures**

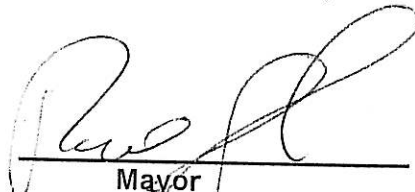
- a) All minutes of the Task Force shall be submitted to Town Council and dealt with in a confidential manner.

IX. This Bylaw shall come into force and take effect on its passing thereof.

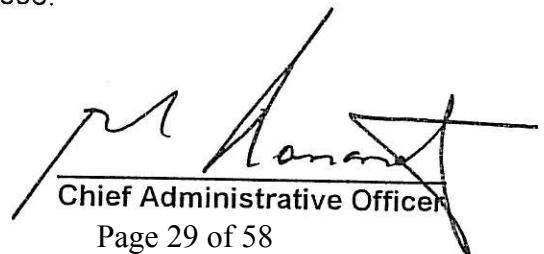
INTRODUCED AND READ a first time this 6th day of March, 2006.

READ a second time this 6th day of March, 2006.

READ a third time and passed the 6th day of March, 2006.



Mayor



Chief Administrative Officer



**Town of Drumheller
REQUEST FOR DECISION**

| | |
|----------------------|--|
| TITLE: | DEVELOPMENT OFFICER DESIGNATION CHANGE DUE TO VACANCY |
| DATE: | March 15, 2018 |
| PRESENTED BY: | Darryl E. Drohomerski, C.E.T. |

SUMMARY

Development Officer Julie Steeper has resigned her position with the Town of Drumheller to pursue other professional opportunities; her last day of employment will be Friday, March 16, 2018. The Municipal Government Act Division 3 Planning Authorities, Development Authority states:

Section 624(1) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.

(2) A development authority may include one or more of the following:

- (a) a designated officer;*
- (b) a municipal planning commission;*
- (c) any other person or organization.*

Until Ms. Steeper's successor is hired and begins employment with the Town, an interim measure must be implemented.

With this situation in mind and in order to comply with the Municipal Government Act Designated officers *Section 201(5)*

A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

(b) the position of designated officer is vacant

Therefore, in the interim, the powers, duties and functions of the Development Officer will fall to the Chief Administrative Officer until the new Development Officer is installed.

RECOMMENDATION:

That Council remove Julie Steeper as the Council appointed Development Officer, effective March 16, 2018 and appoint the CAO as the designated officer until the position is filled.

MOTION:

That Council remove Julie Steeper as the Council appointed Development Officer, effective March 16, 2018 and appoint the CAO as the designated officer until the position is filled.

Prepared By: Libby Vant
Senior Administrative Assistant

Reviewed By:

Approved By: Darryl Drohomerski
Chief Administrative Officer

Town of Drumheller Bylaw 01-18

Mobile Vendor Bylaw

A BYLAW OF THE TOWN OF DRUMHELLER A MUNICIPAL CORPORATION IN THE PROVINCE OF ALBERTA

WHEREAS the Municipal Government Act, RSA, 2000, c. M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes; and **WHEREAS** pursuant to section 7(e) of the Municipal Government Act, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

WHEREAS pursuant to section 7(i) of the Municipal Government Act, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Municipal Government Act or any other enactment including any or all of the matters listed therein; and

WHEREAS pursuant to section 8(c) of the Municipal Government Act, a council may in a bylaw provide for a system of licenses, permits or approvals, including any or all of the matters listed therein; **AND**

WHEREAS it is deemed expedient to provide for the permitting of mobile vendors operating in the Town; **NOW THEREFORE**, the Municipal council of the Town of Drumheller, in the province of Alberta, duly assembled, hereby enacts as follows:

1 **BYLAW TITLE**: This Bylaw may be cited as the **Mobile Vendor Bylaw**.

2 **DEFINITIONS**: In this Bylaw, unless the context otherwise requires:

"Act" means the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto.

"Applicant" means any person who makes an application for a Mobile Vendor Permit under the provisions of this Bylaw.

"Business" means: (a) a commercial, merchandising or industrial activity or undertaking; (b) a profession, trade, occupation, calling or employment; or (c) an activity providing goods or services, however organized or formed, including a cooperative or association of persons.

"Business License" means a license to be issued, pursuant to the Town of Drumheller Business License Bylaw, and all amendments thereto, for the purpose of licensing any business operating within the Town.

"Business Premises" means the store, office, warehouse, factory, building, enclosure, yard or other place occupied or capable of being occupied, by any person for the purpose of any business.

"Enforcement Officer" means any person employed by the Town to enforce this bylaw.

Agenda Item # 8.4.1

“Charitable or Non-profit Organization” means any person, association, or corporation engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Town, as defined by Revenue Canada under the Income Tax Act and that has a valid Revenue Canada Registered Charity number.

“Chief Administrative Officer” means the Chief Administrative Officer of the Town and includes any person to whom the Chief Administrative Officer’s powers are delegated or any person appointed to act in the absence of the Chief Administrative Officer.

“Council” means the Municipal Council for the Town of Drumheller in the Province of Alberta, as duly elected and defined in the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.

“Development Authority” means the person, commission or organization authorized to exercise development powers and perform duties on behalf of the Town as referred to in Division 3 of the Municipal Government Act.

“Development Officer” means a person appointed as a Development Officer pursuant to the Town’s Land Use Bylaw.

“Farmers’ Market” means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.

“Fee” means the monetary amount levied on each application for a business license as set out in this bylaw. “Hawker” or “Peddler” means any person who, whether as principal or agent; (a) goes from house to house selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service; (b) offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into the municipality to the customer; (c) sells merchandise or a service, or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business; and (d) does not have a permanent place of business in the municipality.

“Land Use Bylaw” means the Town of Drumheller Land Use Bylaw and any amendments thereto.

“Market” means the business of providing for rent, stalls, tables or spaces to merchants displaying for sale, offering for sale and selling goods to the public.

“Merchandise” means commodities or goods that are bought and sold in business. ‘Mobile Vending Unit’ means a motor vehicle, trailer, temporary structure or display, or stand that is not permanently affixed to real property.

“Mobile Vendor” means any person selling goods, food, amusements or services from a Mobile Vending Unit that is designed for offering the sale of goods, food, amusements or services.

Agenda Item # 8.4.1

"Mobile Vendor Permit" means a document authorizing a Mobile Vendor to operate in the Town of Drumheller pursuant to this Bylaw.

"Municipal Ticket" means a form prescribed by the Chief Administrative Officer, or his designate, allowing payment to the Town of the penalty specified by this Bylaw for an offence, which shall be accepted by the Town in lieu of prosecution of the offence.

"Non-resident" means a person who is not a resident of the Town of Drumheller.

"Peace Officer" means a Community Peace Officer, Bylaw Enforcement Officer, Police of Jurisdiction, or other person appointed by the Town and who is authorized to enforce Bylaws for the Town of Drumheller.

"Permittee" means a person holding a valid Mobile Vendor Permit issued pursuant to this Bylaw.

"Person" means a natural person or a body corporate, and includes a partnership, a firm, an association or other group of persons acting in concert.

"Resident" means a person who: (a) is located or permanently resides within the boundaries of the Town; and/or (b) utilize the space and services including office area, telephone, mailing address or postal box from premises that are listed on the Town Tax Roll.

"Resident Business" means any business which ordinarily locates or maintains a permanent place of business within the Town.

"Sidewalk" means that part of a road or highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a road or highway between the curb line (or the edge of the roadway, where there is no curb line) and the adjacent property line, whether or not paved or improved.

"Temporary Business" means commercial or industrial business activity; a profession, trade, occupation; or an activity providing goods or services, where the duration of the business activity is equal to or less than four (4) consecutive weeks.

"Town" means the Municipal Corporation of the Town of Drumheller in the Province of Alberta, and or the area contained within the corporate boundaries of the said municipality, as the context may require.

"Vendor", in this Bylaw, means a Mobile Vendor.

"Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act, R.S.A.2000.

"Youth Vendor" means a vendor under the age of 18 operating as a Mobile Vendor with written permission from a parent, or legal guardian.

3 PERMIT REQUIREMENTS / GENERAL REGULATIONS

3.1 The Development Authority for the Town of Drumheller is the Development Officer for permitted uses, or the Municipal Planning Commission, (MPC) for discretionary uses. The Development Authority responsible for carrying out the provisions of this Bylaw.

3.2 No person shall carry on a Mobile Vendor Business without a valid Mobile Vending Permit from the Development Authority.

3.3 Submission of the Mobile Vendors Permit application to the Development Authority shall require the payment of the applicable fee as listed in Schedule "A", and a detailed site plan showing the area or areas in which the Mobile Vending Unit and signage is proposed to be located, and an Alberta Health Services Food Handling Permit if required.

3.4 If required, it is the responsibility of the Vendor to obtain an Alberta Health Services Food Handling Permit.

3.5 It is the responsibility of the Vendor to obtain and hold valid Provincial and Federal licenses, permits, approvals, clearances, and/or insurances required to operate this business legally and produce copies of the same to the Development Authority with the completed application.

3.6 For Mobile Vendors operating on Town owned property, the final approval of the application shall require that the Vendor indemnify and save harmless the Town of Drumheller, its employees and agents, from and against all claims, expenses, actions, losses, costs and suits caused by or arising out of, directly or indirectly, the performance of the Mobile Vendor Permit, or by reason of any matter or thing done by or not done by the Vendor, its employees or agents. Vendors are required to show proof of sufficient liability insurance.

3.7 A Mobile Vendor Permit and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.

3.8 A new application, documentation and payment of the fee for a Mobile Vendor Permit is required each and every year. A Mobile Vendor Permit will be valid only in the year the permit has been approved and issued.

3.9 Vendors shall assume all responsibility for themselves and anyone whom they have hired or otherwise authorized to sell goods or products at the vending location and to see that they are aware of and comply with the terms and conditions of their permit approval.

3.10 Charitable or Non-Profit Organizations from within the Town who utilize the proceeds from the sale of goods and services to support projects within the community, may be exempted from permit fees, at the discretion of the Development Authority, but must meet the other requirements of this bylaw.

Agenda Item # 8.4.1

3.11 No Vendor, Hawker or Peddler may sell goods, foods, amusements or services within ~~25~~10 metres of a commercial retail storefront operation which sells similar goods, foods, amusements or services.

3.12 Permission will not be granted to Vendors to locate where a conflict with an existing business is evident. Where a conflict arises with an existing business, the Development Authority reserves the right to relocate the Mobile Vendor.

3.13 Mobile Vendors operating their business on public property must stay within the permitted area/s approved by the Development Authority, as indicated on the approved Mobile Vendor Permit site plan.

3.14 Mobile Vendors ~~shall not~~may set up their ~~Business~~business on private property ~~without~~by first obtaining written authorization from the property owner, signed, and submitted to the Development Authority ~~at the time of application for a Mobile Vendor Permit.~~ A Development Permit shall be submitted as identified in the Land Use Bylaw.

3.15 The Mobile Vendor and the location of the Mobile Vending Unit shall not impede traffic and/or pedestrians, endanger public safety or cause an unwelcome disturbance and must be cognitive of and compliant with all other Town Bylaws.

3.16 The Vendor shall not engage in any illegal activity.

3.17 The Mobile Vending Unit and business equipment must be kept in clean and presentable condition at all times.

3.18 Advertising or signage for this type of business is limited to the space available on the Mobile Vending Unit and the location/s approved on the site plan of the Mobile Vendor Permit. One A-Board Sign that complies with the requirements in the Land Use Bylaw will be allowable at the discretion of the Municipal Planning Commission.

~~3.19 Generators~~3.19 Electrical generators, or inverters used to provide power to the Mobile Vending Unit are only permitted if they do not create a noise or pollution disturbance. A Mobile Vending Unit may be relocated if the Mobile Vending Unit creates a noise or pollution disturbance.

3.20 Vendors shall provide garbage and recycling receptacles at the Mobile Vending Unit for all customers to discard any waste from the product sold.

3.21 The Development Authority may suspend or revoke a permit issued under this Bylaw and may order the relocation or removal of any structure, sign, object, Mobile Vending Unit or display unit if, in the opinion of the Development Authority, the holder of the permit, or their employee, agent or authorized representative, has failed to comply with the provisions of this Bylaw.

3.22 A Mobile Vendor may only carry on Business daily within the hours approved on their Mobile Vendor Permit.

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3.23 Vendors ~~are not permitted to leave~~should refrain from leaving the Mobile Vending Unit unattended during operation.

3.24 If, in the sole discretion of the Development Authority or a Peace Officer, the safety of the Mobile Vendor operator or the general public is at risk, a the Development Authority or the Peace Officer may request that the Mobile Vendor either relocate or cease carrying on business from that location.

3.25 Despite anything to the contrary in this Bylaw, an individual Vendor who participates in a Public Market located on a street does not require a permit or written permission under this Bylaw if the operator of the Public Market has obtained a ~~Mobile Vendors Permit in accordance with this Bylaw~~valid Business License to operate a Public Market as defined in the Business License Bylaw and the Market Organizer meets all requirements for the operation of a Public Market.

3.26 Mobile Vendors that carry on business at a Public Market, as defined in the Business License Bylaw or are associated with any events that are directly supervised and controlled by a Market are not required to obtain a Mobile Vendors Permit.

3.27 Mobile Vendors that carry on business at an event that is coordinated, supervised and controlled by the Town of Drumheller, are not required to obtain a Mobile Vendors Permit, however Mobile Vendors participating in a Public Market organized by the Town may be required to pay a fee to the Town as the Public Market organizer.

3.28 No person shall carry on business as a Mobile Vendor without a valid Business License from the Town of Drumheller.

4 APPEALS

4.1 Where an application for a Mobile Vendor Permit has been refused, or where an existing Mobile Vendor Permit has been revoked, suspended, or issued subject to conditions, the Applicant or Permittee as the case may be, is entitled to appeal to the Community Standards Appeal Board regarding the refusal, suspension, or revocation of the license.

4.2 The Applicant or Permittee, as the case may be, shall have ~~five (5)~~ten (10) business days from the date of refusal, revocation, suspension, or issuance subject to conditions, in which to appeal to the Community Standards Appeal Board, in writing; otherwise, the right of appeal shall be barred and extinguished.

4.3 Any person desiring to appeal the decision of the Development Authority, pursuant to this bylaw, shall be required to pay an appeal fee as outlined in Schedule "A".

4.4 The Community Standards Appeal Board shall hear the appeal within fourteen (14) days of receipt and shall give forty-eight (48) hours notice of the hearing in writing to the appellant.

4.5 The Community Standards Appeal Board, after hearing an appeal, may: a) Direct a Mobile Vendor Permit be issued without conditions, b) Direct a Mobile Vendor Permit be issued with conditions, or c) Uphold the decision of the Development Authority on grounds which appear just and reasonable.

4.6 A decision of the Community Standards Appeal Board is final and binding on all parties.

5 OFFENCES & PENALTIES

5.1 Any person who contravenes any provision of this Bylaw by: a) doing any act or thing that is prohibited under the terms of this Bylaw; or b) fails to do any act or thing that is required to be done under the terms of this Bylaw; is guilty of an offence and the Town of Drumheller shall utilize whatever means deemed appropriate to affect collection.

5.2 A Violation Ticket may be issued by a Peace Officer, or the Development Authority to any person alleged to have breached any provision of this Bylaw. The Violation Ticket shall require the payment to the Town of the Specified Penalty set out in Schedule "B" to this Bylaw.

5.3 Should a person not pay the penalty provided or contravene any section of this Bylaw and a prosecution has been entered against him, he shall be liable on summary conviction to the penalties legislated under Section 566 of the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto, in addition to any Mobile Vendor Permit Fee he may be required to pay.

5.4 The Development Authority is authorized to take the necessary steps to initiate legal proceedings to enforce this Bylaw, by way of injunction or otherwise, against any Mobile Vendor business deemed in non-compliance of this Bylaw.

6 DUTIES OF AN ENFORCEMENT OFFICER

Where ~~an Enforcement~~ Peace Officer believes on reasonable and probable grounds that a person is

a) operating a Mobile Vendor business without a valid Mobile Vendor Permit issued under this bylaw;

b) has violated a Mobile Vendor Permit condition imposed by the Development Authority; or

c) contravened any other provision of this Bylaw; the ~~Enforcement~~ Peace Officer may commence proceedings by issuing a summons by means of a Violation Ticket in accordance with Part 2 of the Provincial Offences Procedure Act R.S.A. 2000 c. P- 34.

7 SEVERABILITY PROVISION

Should any provision of the Bylaw be adjudicated invalid such provision shall be severed and the remaining Bylaw shall be maintained in entirety.

8 AMENDMENTS TO SCHEDULES

Town Council may by resolution amend Schedules "A" and "B" from time to time as required.

Administration may amend Schedule "C" from time to time as required.

9 EFFECTIVE DATE OF BYLAW

This Bylaw shall come into effect upon third and final reading.

Read for a first time on the 5th day of February 2018

Read for a second time on

Read for a third and final time on

Heather Colberg, Mayor _____

Darryl Drohomerski, Chief Administrative Officer _____

Signed by the Mayor and Chief Administrative Officer this ~~day of~~ _____ ~~day of~~ _____ 2018.

Town of Drumheller Mobile Vendor Bylaw 01-18

Schedule “A”

Fees Mobile Vendor Permit Fees

| | |
|-----------------------|-----------------------------------|
| Resident | |
| Business | \$ |
| | \$ 250.00 per Calendar Year |
| Non-Resident Business | \$ 350.00 per Calendar Year |
| Youth Vendor | \$ 20.00 per Calendar Year |
| Utility Fees | \$100 per month (where available) |
| Appeal Request | \$ 150.00 |

Note: The Municipal Planning Commission may issue a permit up to 2 years in duration, however any material change to the original permit application including the location, type of unit, type of service or other factor deemed significant to the Municipal Planning Commission requires a new permit application to be completed.

Forma

Town of Drumheller Mobile Vendor Bylaw 01-18

Schedule "B" Penalties

-The specified penalty for breach of this Bylaw is:

First Offence - \$ 200.00

Second Offence - \$ 400.00

Third Offence - \$ 800.00



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Schedule "C"

Mobile Vending Permit Application

224 Centre Street Drumheller AB T0J0Y4

Main: 403.823.6300 Fax: 403.823.7739

Email: developmentdevelopment@dinosaurvalley.com

Field C

MVP # _____ # _____

Business License # _____

Permittee Information Trade or Business Name- _____

Applicant Tel _____

Telephone _____

Fax _____

Cell _____

Business Address _____

Postal Code _____

Email _____

Vendor Unit Type

Forma

ICE CREAM TRUCK

Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____

...

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FOOD TRUCK Make: _____ Model: _____ Year: _____ Color: _____
License Plate #: _____

TRAILER / VEHICLE Make: _____ Model: _____ Year: _____ Color: _____
License Plate #: _____

SIDEWALK PUSH CART License Plate #: _____

TABLE / KIOSK _____

OTHER: Describe Unit: _____

NOT APPLICABLE (HAWKER / PEDDLER) Products / Services Provided

Signage Yes If Yes, describe what type of signage

~~location/s on site plan.~~ **Note: Show signage*
~~No~~ _____

**Note: Show signage location/s on site plan.*

Proposed Location/s Civic Address: _____

(es): _____

Provided Checklist

Site Plan Provided Yes No

(site plan is required showing the location of the Mobile Vendor Unit and signage)

Owner Authorization ~~Provided Checklist~~ Yes No

A Business License application has been submitted. ~~-~~ Yes No

A copy of Alberta Health Services Food Handling Permit, if required. Yes No

...

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A copy of Direct Sellers License, if required. Yes No

*Insurance documentation, if required. Yes No.

*Minimum \$2 million liability naming the Town as an additional insured.

A photo of mobile vending unit, ~~if required.~~ Yes No

A copy of other Provincial licenses as required. ~~Mobile Vendor Permit Application~~ Yes
No

~~11 OFFICE USE ONLY~~

...

Agenda Item # 8.4.1

I hereby make application under the provisions of the Mobile Vendor Bylaw # ~~17-XX~~01-18 for a Mobile Vendor Permit in accordance with the plans and supporting material submitted herein and which form part of this application. _____ **Applicant**

_____ **Applicant**

Signature of Applicant _____ **Witness** _____

Forma
solid lir

Date The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIPP Coordinator at 224 Centre Street, Drumheller, AB T0J0Y4.

Phone 403.823.1339, Fax 403.823.8006, or email FOIP@Dinosaurvalley.com



Agenda Item # 8.4.1

Authorization to Allow Mobile Vendor on Property As owner and/or manager of:

_____ Name of business

I give permission for : _____, (owner/operator) for
_____ (Name of business owner name of business to operate*) as a Vendor
on my property located at _____ (civic address) for the time period of
_____.

Print name of property or business owner _____

Signature of property or business owner _____

Date _____

*If signing on behalf of a property owner or business owner, paperwork must be included showing the persons authorization to sign on behalf of the property owner or business owner.

*I will report any variation to the operation of the Mobile Vending Unit to the Town of Drumheller that conflicts, or varies from the authorization noted above, by contacting the Development Authority at 403.823.1310 and / or providing written notice of requested a requested change of use, location, or service provided in this application.

Failure to report any such variations to the operation of a Mobile Vending Unit may be considered a violation of the terms of the Mobile Vendor Application and as such is enforceable under Section 5 of the Mobile Vending Bylaw.



Town of Drumheller REQUEST FOR DECISION

| | |
|----------------------|--|
| TITLE: | Community Assistance Policy |
| DATE: | March 14, 2018 |
| PRESENTED BY: | Paul Salvatore, CLGM Director – Community Services |
| ATTACHMENTS: | Community Assistance Policy #C02-18 (Revised) |

SUMMARY

The attached policy is an update based on feedback from Council received over during committee meetings that have taken place over the past 2 months.

The document has been updated by including “A copy of the organization’s financial information including an accurate annual budget including revenues and expenditures (overall financial position)” as an additional point under the funding criteria section of the application.

The essential process remains as initially proposed, it should be noted that all requests above \$5,000 would go before Council to consider.

As you are aware, further research into other community policies of this type has also been completed including the City of Red Deer and the County of Grande Prairie. Typically these are limited to Recreation projects and / or programs.

Council also considered press clippings for the operational grants approved by Starland County and the grant criteria changes for the World’s Largest Dinosaur Legacy Fund as local examples of grant programs that already support local initiatives. Other grant programs exist in Drumheller, including the Drumheller Foundation’s program managed through the Royal Tyrrell Museum Cooperating Society.

RECOMMENDATION:

- Council makes a motion to adopt the policy as amended at the next scheduled Council meeting on March 19, 2018.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

- Council discussed the \$5,000 threshold as the value that would require the completion of an application to the program. This value is common (in comparison with other municipalities) and it also represents the threshold value for the procurement of goods and services that the Town must follow under our Purchasing Policy. For this reason, we recommend retaining this as the value that will require the completion of a grant application.
- Groups that apply to the Drumheller Foundation and the Chamber of Commerce’s World’s Largest Dinosaur legacy fund, and requests made to service clubs typically

require the completion of a grant application. Following the proposed process would put the Town more in-line with processes that already exist in the community.

- While grant programs require effort for applicants, they are also a proven way to objectively evaluate and award public funds for projects and activities that create the greatest community good.

FINANCIAL IMPACT: Council should choose to formally allocate up to \$50,000 to community recreation and culture projects in the 2018 Budget.

STRATEGIC POLICY ALIGNMENT: The adoption of a Community Assistance policy is a Council priority in 2018.

COMMUNICATION PLAN: To move the policy forward by informing the public through the Town Page (Drumheller Mail), Dinosaurvalley.com, Weekly Radio Communications, Social Media and Discussion with community organizations that have already made requests for support in 2018.

DIRECTION BASED on Council Discussion:

Prepared By:

Reviewed By:

Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

C O U N C I L P O L I C Y



Community Assistance Policy Council Policy # C02-18

| | |
|---|---|
| Legal References: <ul style="list-style-type: none">MGA, FOIP | Policy department: Community Services |
| Cross References: Special Events Permit Council Request for Support | Policy Number: #C02-18 |
| Adoption Date: <ul style="list-style-type: none">TBD Revision Date: <ul style="list-style-type: none">TBD | Policy Title: Community Assistance Grant Policy |
| | Review Date: March, 2023 |

POLICY PURPOSE:

The purpose of this policy is to define the process by which the Town of Drumheller provides financial assistance to local organizations and groups to support operating costs associated with the delivery of programs, services and events that promote active, safe and sustainable communities and improve quality of life in the Town.

BACKGROUND

The Town of Drumheller is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of Town residents. These grants are only available to organizations and groups that work on a not-for-profit basis.

DEFINITIONS:

Capital: any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

Town: the municipal corporation of the Town of Drumheller having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Freedom of Information and Protection of Privacy Act: *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto also known as MGA.

Operating: funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

POLICY STATEMENT AND GUIDELINES:

Community Programs, Services and Events

Community programs, services and events that promote active, safe and sustainable communities may be considered by Town Council for allocation of grant funding.

Funding

Town Council will identify community assistance grant funding during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by Town Council.

Requests for Funding

Application to the Community Assistance Grant are considered by Council.

Throughout the year, application can be made for financial assistance in one of two ways:

- 1) Complete a formal application to receive grant funding as per Schedule A. This would apply for organizations that are seeking operational funds for emergent issues. Applications are available year round, but are only considered as reviewed once annually by Council or;
- 2) Submit a Request for Sponsorship as per Schedule B if the organization is seeking financial support and is offering a return, which may include promotions and advertising.

Administration will review and recommend to Town Council a list of those organizations and groups who should be considered for funding. Town Council will make the final determination as to recipients of financial assistance.

The annual deadline is:

September 1

Criteria for Community Assistance Grant

Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of users and the community.

Applications for assistance must include:

- A budget for the program or project
- Program or project objectives
- Benefits to community members
- Member information, including demographics and expected participation
- Level of volunteerism and fundraising.
- A copy of the organization's financial information including an accurate annual budget including revenues and expenditures (overall financial position).

Preference will be given to projects that:

- Benefit the community and community members
- Provide evidence of volunteerism and fundraising
- Demonstrate success in achieving project or program goals
- Include a brief business plan that includes performance measures.

Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

Town Administration will maintain an on-going record of the grants that Town Council has approved and report on the availability of community assistance grant funding as required.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required

Community Services Director is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Director of Corporate Services is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Manager of Recreation and Culture is responsible for: communicating grant information to the public, ensuring Town Council understands policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern or non-compliance.

Community and Protective Services Assistant is responsible for: advertising and making grant applications available, accepting and filing completed applications, providing Council's Executive Assistant with documentation for grant deliberations, communicating with groups, ensuring applications are complete, completing accounts payable memos, ensuring compliance, reporting issues or concerns.

ATTACHMENTS:

Schedule "A" – Community Assistance Grant Application

Schedule "B" – Request for Sponsorship Form

Schedule “A”

Community Assistance Program

Community Assistance Grant
Application

PURPOSE The purpose of these grants is to provide operating assistance to non profit organizations and volunteer groups that promote active, safe and sustainable communities

AUTHORITY Administration makes recommendations to Town Council. Town Council awards community assistance grants through a budget established on an annual basis.

ELIGIBILITY Community- based volunteer groups and non-profit organizations may apply for a Community Assistance Grant.

PROCESS Applications are to be submitted to the Community Services Department 224 Centre Street, Drumheller, AB T0J 0Y4 by September 1st.

CRITERIA

Applications should not duplicate or compete with existing opportunities unless there is a clear need or benefit.

Applications must demonstrate that the opportunities being provided are open for the use and enjoyment of residents and visitors. If user fees are charged, would all users will be charged at the same rate?

Preference will be given to projects and programs that:

- Show a benefit to local residents
- Provide evidence that there is a large amount of support from the community.
- Achieve identified goals

The personal information requested on this form is being collected for municipal purposes relating to a grant application, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at (403.823.1339).



COMMUNITY SUPPORT APPLICATION
CHECKLIST

- o Application Form
- o Group/Organization’s Purpose and Mission
- o Group/Organization’s Programs and Services
- o Project or Program Description
- o Performance Measurement Information
- o Executive and/or Board of Directors List including names, telephone contact numbers, e-mail addresses
- o Project Budget
- o Financial Statement for most recent fiscal year
- o 2 Written quotations or estimates for capital expenses
- o Letters of support
- o Declaration Statement

ORGANIZATION INFORMATION

Organization Name _____

Mailing Address _____

Postal Code _____

Contact Name _____ Title _____

Telephone _____
Business Home

Registered Society or Charity Number (if applicable) _____

Is your organization presently receiving any financial assistance from the Town of Drumheller?

Yes \$ No

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Is your organization presently receiving any financial assistance from other municipalities or other levels of government, public agencies, or other sources?

| | | |
|-----|----|----|
| Yes | \$ | No |
|-----|----|----|

PURPOSE AND NEED

Please describe what you are requesting. Include details such as timing, anticipated participation, etc. Describe how the benefits of the project / activity.

What are the goals and objectives of the proposed grant support? How will the success of the project or event be measured?

Describe the membership of your organization. How do you characterize your members / participants? (demographics)

Describe the anticipated level of current and future volunteerism and fundraising in relation to your group.

Describe what may happen if you do not receive grant funding, or if you receive less than the requested amount.

Are funds being sought from other sources to support this program or project?

Grant Amount Requested:

Declaration Statement

We the undersigned representative(s) certify that this application is complete and accurate.

| | | | |
|-----------|-------|-------|-------|
| Name | _____ | Title | _____ |
| Signature | _____ | Date | _____ |
| Name | _____ | Title | _____ |
| Signature | _____ | Date | _____ |

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project/programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Drumheller to examine books or records to determine whether the grant funding has been used as intended and approved.

BYLAW NUMBER 03.18

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

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

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw No. 10.08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10.08 as follows:

Part III, Development Permit Application

In Section 8, Application for a Development Permit, add the following immediately after (2):

“(3) The Development Authority shall issue a notice of “Complete” or “Incomplete” application, within 20 days of the submission in accordance with the requirements of the Act.”

Part IV, Appeals

In Section 11 (3) Replace “14” with “21” days.

READ A FIRST TIME THIS 5th DAY OF February, 2018

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER