

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 22.25**  
DEPARTMENT: INFRASTRUCTURE

DOWNTOWN STREETScape IMPROVEMENT TASK FORCE BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE COUNCIL DOWNTOWN  
STREETScape IMPROVEMENT TASK FORCE

**WHEREAS** the *Municipal Government Act, R.S.A. 2000, c. M-26* provides for Council to, by bylaw, establish council committees and other bodies;

**AND WHEREAS** the Council may, by bylaw, establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

**AND WHEREAS** the Town of Drumheller wishes to address the look and feel of the Downtown area as defined by the Downtown Area Revitalization Plan (DARP) with focus on Centre Street between Railway Ave E and Riverside Drive E;

**AND WHEREAS** the Town of Drumheller *Council and Committee Meeting Procedure Bylaw 04.21* allows Council to appoint a Task Force to investigate and report on special tasks during a specific time frame which shall be dissolved once the special task has completed its goal;

**AND WHEREAS** the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Downtown Streetscape Improvement Task Force on development of said streetscape of the Town of Drumheller;

**NOW, THEREFORE** the Council of the Town of Drumheller in the Province of Alberta, enacts as follows:

**1. CITATION**

1.1 This Bylaw shall be cited as the "Downtown Streetscape Improvement Task Force Bylaw."

**2. DEFINITIONS**

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Chair*" means the highest elected member of the *Downtown Streetscape Improvement Task Force* who is responsible for calling and chairing all meetings;
- b) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- c) "*Director of Infrastructure Services*" means the *Director of Infrastructure Services* for the *Town of Drumheller*;
- d) "*Downtown*" means the geographic area generally bounded by 2<sup>nd</sup> Street West to 2<sup>nd</sup> Street East and Railway Avenue to Riverside Drive, encompassing the central business district and surrounding properties as designated in the *Town's* planning documents and Downtown Area Redevelopment Plan;

- e) "*Downtown Streetscape Improvement Task Force*" or "*Task Force*" means the Downtown Streetscape Improvement Task Force appointed in accordance with this Bylaw;
- f) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- g) "*Street Furniture*" refers to the objects and equipment installed along streets and roads for various purposes, including benches, traffic barriers, bollards, and post boxes;
- h) "*Streetscape*" means the appearance or the design of the streets in the *Town of Drumheller* and will include sidewalks, trees, street furniture, lighting and related infrastructure; and
- i) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

### **3. ESTABLISHMENT**

- 3.1 The *Downtown Streetscape Improvement Task Force* is hereby established.
- 3.2 The *Task Force* shall be responsible for providing design guidance for the development of Centre Street streetscape.
- 3.3 The *Task Force* shall be responsible for the creation of a Task Force Report, which shall be completed prior to December 31, 2025.
- 3.4 Upon acceptance of the Task Force Report at a public meeting of *Council*, the *Task Force* shall be dissolved.

### **4. RESPONSIBILITIES**

- 4.1 The *Task Force* is responsible for:
  - a) reviewing and providing comments on the streetscape design as presented by the Town of Drumheller;
  - b) reviewing the streetscape design including:
    - i) street furniture options;
    - ii) sidewalk widths and design details;
    - iii) tree density and placement;
    - iv) landscaping improvements; and
    - v) streetlight options;

- c) supporting community engagement initiatives related to the streetscape design by participating in public consultation sessions and associated activities;
  - d) providing feedback regarding the streetscape designs within twenty-five (25) days of receiving design packages from the *Town of Drumheller*; and
  - e) preparing a written Task Force Report containing recommendations on items listed in section 4.1(b) of this Bylaw.
- 4.2 Design reviews shall be provided to the *Town* by the *Chair* of the *Task Force* and shall be compiled to reflect the direction of the Task Force as a whole and shall not be compiled to reflect the direction of individual members of the Task Force.

## 5. SCOPE OF WORK

- 5.1 The *Task Force* will work with the *Town of Drumheller* as well as the *Town's* consulting firm to establish design details for select aspects of the streetscape for the *Town's* downtown area.
- 5.3 While the *Task Force* will be looking at the designs for Centre Street only, these design principles shall be used to develop the rest of the Downtown area.

## 6. BOARD COMPOSITION

- 6.1 The *Task Force* shall consist of a minimum of eight (8) and a maximum of ten (10) voting members, the composition of which shall be as follows:
- a) One (1) *Chair*, appointed in accordance with Section 6.2;
  - b) At least six (6) Members at Large who are downtown business owners; and
  - c) At least two (2) Members at Large from the general community.
- 6.2 The *Task Force* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
- a) The *Chief Administrative Officer*, or designate; and
  - b) A *Task Force* Support Staff, appointed by the *Chief Administrative Officer*, or designate, who shall:
    - i) provide support, information, and assist with the research required by the *Task Force*; and
    - ii) take minutes, circulate information, and carry out other clerical responsibilities.

## 7. MEMBERSHIP

- 7.1 *Task Force* members shall:

- a) represent a broad cross section of community interest and have some knowledge of the *Town's* structure and responsibilities;
  - b) live or operate a business within the *Town* boundaries; and
  - c) **not** have any direct affiliation with the *Town* or its *Council*.
- 7.2 Members shall be appointed by resolution of *Council*, following the submission of a completed application form.
- 7.3 The *Task Force* shall appoint a *Chair* from among its membership, at the first meeting of the *Task Force*.
- 7.4 The membership term will be active until the dissolution of the *Task Force*, in accordance with section 3.4.
- 7.5 If any member shall be absent from two (2) consecutive regular meetings, unless authorized by the *Task Force*, the member shall be removed from the *Task Force*.
- 7.6 If a member of the *Task Force* is unable or unwilling to continue to serve as a member for whatever reason, *Council* may, by resolution, appoint a replacement in accordance with section 7.2.

## **8. CONFIDENTIALITY AND CONFLICT OF INTEREST**

- 8.1 The discussions and deliberation of the *Task Force* are confidential; upon *Council's* acceptance of the *Task Force* Final Report, members of the *Task Force* shall return all documents and information gathered during their work to the staff of the *Town of Drumheller* for suitable disposal and/or archival.
- 8.2 Information gained through the course of participation on the *Task Force* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 8.3 Any real or perceived conflicts of interest that may arise through a member's course of participation on the *Task Force* must be disclosed to the *Task Force* immediately.
- 8.4 Conflict of interest that occurs when a *Task Force* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties, may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Task Force's* recommendations;
  - b) any other situation that could lead to bias or partiality in the *Task Force's* deliberations or recommendations.
- 8.5 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Task Force* or the *Chair* for guidance.

- 8.6 The member in conflict of interest shall not vote on the issue at hand, and unless otherwise directed by the *Task Force*, shall be absent from the discussion.
- 8.7 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 8.8 If it is determined that the conflict-of-interest position precludes the member's ability to continue his or her role on the *Task Force*, the member shall resign from the *Task Force* and a new member may be appointed in accordance with section 7.6.

## **9. CONDUCT OF MEETINGS**

- 9.1 Quorum shall consist of the majority of voting members.
- 9.2 Meetings shall be conducted on a consensus basis via a vote by the *Task Force* members; when consensus cannot be reached, the *Chair's* vote shall serve as the deciding vote.
- 9.3 Meetings shall be called and chaired by the *Chair*, appointed in accordance with section 7.3.
- 9.4 Meetings shall be by any method and at such frequency as deemed necessary.
- 9.5 Meeting minutes shall be written by the *Task Force* Support Staff, signed by the *Chair*, approved at a subsequent meeting, and forwarded to the *Director of Infrastructure Services*.

## **10. AUTHORITY**

- 10.1 The *Task Force* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties or functions to the *Task Force*.

## **11. SEVERABILITY**

- 11.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

## **12. TRANSITIONAL**

- 12.1 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 2<sup>nd</sup> DAY OF JUNE 2025.

READ A SECOND TIME THIS 2<sup>nd</sup> DAY OF JUNE, 2025.

READ A THIRD AND FINAL TIME THIS 2<sup>nd</sup> DAY OF JUNE, 2025.

*The original document, duly signed and executed, is retained on file.*