



Town of Drumheller  
Candidate Information

2021 Municipal Elections

Returning Officer for the Town of Drumheller:

Darryl Drohomerski, C.E.T, CAO  
224 Centre Street  
Drumheller, AB T0J 0Y4  
Phone: 403-823-1339  
Email: [cao@drumheller.ca](mailto:cao@drumheller.ca)

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## INTRODUCTION

This package has been prepared to assist potential candidates of the 2021 Municipal Elections for the Town of Drumheller. It is a combination of information provided by Alberta Municipal Affairs and information about the various responsibilities and activities specific to Drumheller.

While the Town of Drumheller works to keep the information on [www.drumheller.ca](http://www.drumheller.ca) up to date, it is the responsibility of each candidate to stay informed; please visit [Alberta Municipal elections – Overview](https://www.alberta.ca/municipal-elections-overview.aspx) (<https://www.alberta.ca/municipal-elections-overview.aspx>) for ongoing updates, informative bulletins and changes to legislation.

[A Candidate's Guide: Running for Municipal Office In Alberta – Elections during the COVID-19 pandemic](https://open.alberta.ca/dataset/78017d07-a64c-4df2-9c68-96f0c672860a/resource/8332b79c-57a4-4c74-ad01-a04f3da09feb/download/ma-candidates-guide-running-for-municipal-office-in-alberta-2020.pdf)

<https://open.alberta.ca/dataset/78017d07-a64c-4df2-9c68-96f0c672860a/resource/8332b79c-57a4-4c74-ad01-a04f3da09feb/download/ma-candidates-guide-running-for-municipal-office-in-alberta-2020.pdf>

An informative document that guides potential candidates through relevant legislation.

[Local Authorities Election Act](https://www.qp.alberta.ca/documents/Acts/L21.pdf)

<https://www.qp.alberta.ca/documents/Acts/L21.pdf>

The primary legislation that guides the conduct of a municipal or school board election. Check the website for ongoing changes.

[Municipal Government Act](https://www.qp.alberta.ca/documents/acts/m26.pdf)

<https://www.qp.alberta.ca/documents/acts/m26.pdf>

The legislation for which municipalities are governed by.

Elections Signage

<https://www.alberta.ca/election-signs.aspx>

Signage

Alberta Transportation

Town of Drumheller Election Signs

<https://drumheller.civicweb.net/filepro/documents/40739>

Land Use Bylaw 16.20 Section 4.8

Please remember that this information is to assist in your decision and has no legislative sanction. As a potential candidate, it is in your best interest to become familiar with the applicable legislation.

### Important Dates

Nomination Paper will be accepted at Town of Drumheller, 224 Centre Street, Drumheller T0J 0Y4 beginning January 4, 2021

Nominations will close at 12:00 noon local time on September 20, 2021

Election Day Monday October 18, 2021

### Important Documents

<https://drumheller.civicweb.net/filepro/documents>

Civic Web is where the Town of Drumheller publishes documents for the public to access.

- Bylaws
- Council Policies
- Administration Policies
- Budget Documents
- Council Agendas
- Council Minutes

## ROLES AND RESPONSIBILITIES OF COUNCIL

Council is the governing body of the municipal corporation.

Your job as a councillor is to work with other council members to set the overall direction of the municipality in your role as a policy-maker.

Council develops and evaluates its policies and programs; it is the Chief Administrative Officer that implements them.

The policies that council sets are the guidelines for administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

As a member of the council you will have the opportunity to significantly influence the future of your community.

As an elected member of council, it will not be your responsibility to direct the daily activities of Town staff. You will need the support, advice and assistance of the Chief Administrative Officer to be an effective member of council. The CAO is Council's only employee. Their training, experience and understanding of how and why things have developed as they are will be an important resource to you.

The Canadian Constitution gives the Provinces power and responsibility for municipal institutions. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The Municipal Government Act (MGA) is the primary resource for local decision making and the Act you will use most often.

Local legislation is in the form of municipal bylaws. Bylaws remain in effect until they are amended or cancelled (repealed), so you will not be starting with a blank slate. If you are running for election with some type of reform in mind, you will need to become familiar with what exists, how it was created - bylaw, resolution or policy - and why it exists, before you start discussing changes.

### **Council's principal role in the municipal organization:**

A council is responsible for [MGA Part 6 s. 201(1)]

- a) Developing and evaluating the policies and programs of the municipality;*

Council's primary role is to ensure that services are provided to citizens and property owners. This involves establishing policies about what programs and services are to be delivered, the level at which they are delivered, and the budgetary requirements. Council evaluates the policies and programs through information obtained from the CAO and feedback from the citizens.

- b) Carrying out the powers, duties and functions expressly given to council under the Act or any other legislation.*

Council is responsible for ensuring that the municipality acts within its enabling legislation. A municipality can be taken to court by any person if it is perceived to be acting outside its legal authority. As well, council is responsible for ensuring that the municipality meets all requirements established in legislation, such as the requirement to hold public hearings on certain matters, develop a budget and levy taxes, appoint an auditor, etc.

The legislation establishes minimum requirements; however, council can go beyond these minimums, provided that they act within their legislative authority.

**MGA Part 6, section 201(2)** states clearly that a council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

### **General Duties of Council [MGA Division 3, section. 153]**

All Councillors (this includes the CEO/Mayor) have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- b) promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- c) to participate generally in developing and evaluating the policies and programs of the municipality;
- d) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- e) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;

f) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;

g) to adhere to the code of conduct established by the council under section 146.1(1);

h) to perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

## **REMUNERATION**

Councillors receive an honorarium and expense allowance. The Role of Councillor for the Town of Drumheller is not a full-time position.

For information on Remuneration please see the Remuneration and Expense Allowance for Mayor and Council; Council Policy: C-01-19 at the end of this document. A Task Force made up of Community Members makes a recommendation regarding remuneration.

### **Chief Elected Official (CEO): The Mayor [MGA Division 3, section 154]**

The CEO can be a mayor, reeve or improvement district chairperson.

The CEO, in addition to performing a councillor's duties, must preside as Chairperson when attending a council meeting, unless a bylaw provides otherwise.

The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The CEO of a city or town is elected by a vote of a municipality's electors, unless the council passes a bylaw requiring council to appoint the CEO from among the councillors.

The CEO role, unless a bylaw says otherwise, includes:

- being the chairperson of council
- consensus seeker amongst members of council
- acting as liaison with senior elected officials from other orders of government
- ex officio member on various boards and committees
- being a key representative for the town with regard to ceremonial responsibilities
- acting as liaison with other orders of government
- seeking advice with regard to policy development

A deputy CEO roster will be scheduled and this person will assume this role if the CEO is not available.

### **Chief Administrative Officer (CAO): Administrative Head of the Municipality**

[MGA Part 6 Municipal Organization and Administration, section 205 – 209]

Every council must establish, by bylaw, a position of CAO. The council may give the position an appropriate title, such as Town Manager or Administrator.

The CAO's responsibilities include:

- ensuring that the municipality's policies and programs are implemented
- adhering to regulatory requirements put in place by other orders of government
- advising and informing the council on the operation of the municipality
- performing other duties assigned by the council
- ensuring appropriate staffing is in place

Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO.

### **TIME COMMITMENT**

The time commitment as a Councillor extends passed Regular and Committee of the Whole meetings and the preparation for these meetings.

On occasion, you may be required to attend additional social events, meetings, conferences, seminars or asked to complete online or in-person training.

Annually, Councillors are appointed to certain boards and committee that meet outside the Regularly Scheduled Council meetings. These meetings and events are another element to being an elected official for the Town of Drumheller.

### **Meetings**

This section gives a brief description and an overview the types different boards and committees that Councillors attend as members.

#### **Regular Council and Committee of the Whole Meetings**

##### **Regular Council Meetings**

Agendas include items such as correspondence, bylaws, public hearings, finance and budget, policy development and hearing delegations from the community.

Date: Every second Monday

Others in Attendance: CAO, Administration, Media, Members of the Public

### Council Committee of the Whole

The purpose of these meetings is to discuss issues and provide direction for administration on current or emerging issues. No resolutions are made during committee of the whole.

Date: Alternate Mondays

Others in Attendance: CAO, Administration, Media, Members of the Public

The Town of Drumheller live streams regular and committee of the whole council meetings and posts to Dinosaur Valley YouTube. Past meetings can be viewed through <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes>

### Strategic Planning Meetings – 2 days

A government strategic plan is a long-term vision of where a municipality wants to be in the future, as well as the steps it will take to get there. Council and Administration work together to set the long-term strategic priorities for the own.

### Examples of Additional Meetings, Conferences

#### Elected Officials Education Program

<https://eoep.ca/>

A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office. This is an example of the type of course that may be offered.

#### Emergency Management for Elected Officials

<https://www.alberta.ca/online-courses-municipal-elected-officials.aspx>

The Municipal Elected Officials (MEO) course is designed to provide the local authority with background on emergency management principles, other key players in emergency management and the legislation that delegates legal responsibilities to the local authority in emergency situations.

#### Federation of Canadian Municipalities. (FCM)

<https://fcm.ca/en/about-fcm>

FCM has been the national voice of municipal government since 1901. Our members include more than 2,000 municipalities of all sizes, from Canada's cities and rural communities, to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 90 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.



## **COUNCIL APPOINTED COMMITTEES**

### **Airport Commission**

The purpose of the Airport Commission is to operate the Drumheller Municipal Airport.

There is an Airport manager that is employed by the Board

Members are appointed by Council: Councillor – 1, Chief Administrative Officer or designate, Community Member – 5

Meeting Schedule: Meetings as needed

### **Assessment Review Board (ARB)**

The local Assessment Review Board and the Composite Assessment Review Board are established under the Municipal Government Act to hear complaints on assessment decisions made by the Municipality. Once approved, members are required to successfully complete a Government of Alberta approved training course.

Members: Councillor – 1, Community Members - 2

Meeting Schedule: Meetings held as needed

### **Community Standards Appeal Committee**

The purpose of this committee is to review any appeals brought forward under the Town of Drumheller Community Standards Bylaw 16-10, in accordance to sections 545 and 546 of the Municipal Government Act and/or the Weed Control Act.

Members: Councillors – 3

Meeting Schedule: Meetings held as needed.

### **Drumheller Housing Administration**

Drumheller Housing Administration is responsible for the governance and operation of affordable housing on behalf of the Town.

Members are appointed by Council: Councillor – 1, Members – 5

Meeting Schedule: Noon, third Tuesday of the month

### **Drumheller Public Library Board of Trustees**

The Board of Trustees meet with the Library Director (employee of the Board) to discuss issues related to the library. The library is part of the Marigold System and is governed by the Alberta Libraries Act and Libraries Regulation.

Members are appointed by Council: Councillor – 1, Members - 7

Meeting Schedule: 7:00pm, second Wednesday of the month

### **Economic Development Advisory Committee**

This committee comes together to discuss opportunities and challenges related to economic development.

Members are appointed by Council: Councillors – 2, Members at Large - 4

Meeting Schedule: 1:30pm, second Wednesday a month.

### **Emergency Management / Disaster Services Committee**

This committee meets to discuss and update the municipal emergency plan.

Members: Director and Deputy Director(s) of Emergency Management, Chief Administrative Officer, Mayor, Councillors - 3

Meeting Schedule: At a minimum, annually, when necessary

#### Heritage Arts & Culture Committee

This committee is on hiatus as the Goals, Mission and Terms of Reference are being reviewed

#### Municipal Planning Commission

The Municipal Planning Commission is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw. Its decisions can be appealed.

Members are appointed by Council: Councillors – 2, Members – 5

Meeting Schedule: Noon, every second Thursday; approximately 2 hours

#### Organizational Meeting

Annually, Council meets to determine which committees its members will be assigned to for the next 12 months. Generally, boards, commissions, and committees are represented by council whenever there is town-owned land involved, a significant financial contribution for operation, or strategic policy or legislative requirement of these committees.

#### Police Committee

The Police Committee is comprised of 9 members, one of which is an elected official.

The committee, which meets 6 times per year, acts as a liaison between citizens and the police and municipal enforcement.

Members: Director of Emergency and Protective Services, Councillor – 1

Meeting Schedule: 6 times a year

#### Subdivision & Development Appeal Board

The SDAB is a quasi-judicial board established under the Municipal Government Act of the Province of Alberta. The Board hears appeals related to development, subdivisions and stop orders and makes decisions based on the evidence presented.

Once approved, members are required to successfully complete a Government of Alberta approved training course.

Members are appointed by Council: Councillors -2, Community Members - 3

Meetings Schedule: Only held when required.

#### Taxi Commission

The commission discusses issues surrounding the taxi / livery business in Town.

Members: Director of Emergency and Protective Services, Councillors -2

Meeting Schedule: Meetings held as needed

#### Valley Bus Society

Valley Bus Society is a non-profit organization created to ensure that accessible transportation is available for handicapped persons and senior citizens. There is a Manager that is employed by the Board.

Members are appointed by Council: Councillor – 1, Members – 5

Meeting Schedule: 4:30pm, 2<sup>nd</sup> Wednesday of the month

## **OTHER COMMITTEES AND BOARDS**

The Town of Drumheller Councillors act as representatives to various community Boards and Committees. In some cases, it is a bylaw requirement of the committee or board to have an elected official as a member, in some cases a Councillor has requested the appointment.

### Canadian Badlands

63 Municipalities working together to promote the communities that make up the Alberta Badlands.

Members: Councillor – 1, Representatives from Shareholder Municipalities

Meeting Schedule: Meetings as needed

### Community Futures Big Country

Community Futures is a community driven, non-profit organization whose mandate is to provide a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business and actively work with community and business leaders to foster rural economic growth.

Members: Councillor – 1, Community Members – 7

Meeting Schedule: 7:00am, second Thursday of the month

### Drumheller Agriculture & Stampede Board

The Drumheller Stampede and Ag Society is a non-profit organization that hosts recreational and entertainment events for Drumheller and the surrounding communities.

Members: Councillor – 1, Community Members - 17

Meeting Schedule: 7:00pm, first Wednesday of the month

### Drumheller Chamber of Commerce

The Chamber of Commerce is a membership-based organization comprised of businesses, organizations and individuals, committed to building a strong business community.

Members: Councillor – 1, Community Members– 9

Meeting Schedule: 7:00am, first Tuesday of the month

### Drumheller Citizens on Patrol (C.O.P)

The mission of this group is to assist the RCMP in monitoring suspicious activity.

It belongs to the Alberta Citizens on Patrol Association

Members: Director of Emergency and Protective Services, Member of the RCMP,

Councillor – 1

Meeting Schedule: 7:00pm, forth Thursday of the month

### Drumheller & District Seniors Foundation

The purpose of the board is to provide governance with a mandate to ensure Drumheller and area seniors have a high quality of life by providing affordable and supportive accommodations. This Foundation is a Management Body established by Ministerial Order under the Alberta Housing Act.

Members: Councillor – 1, Members are from Drumheller and surrounding communities – 4

Meeting Schedule: 4:00pm, forth Thursday of the month

#### Drumheller & District Solid Waste Management Association (DDSWMA)

Drumheller & District Solid Waste Management Association manages waste disposal that is collected within the Town of Drumheller and various Transfer Stations located within its 15 member municipalities. The Town of Drumheller provides bookkeeping, payroll and advisory services in a formal agreement with the Association.

Members – Chief Administrative Officer, Councillor – 1, Partner Municipality members appointed by respective councils – 14

Meeting Schedule: Bi-monthly, 1:30pm, third Thursday of the month

#### Drumheller Area Health Foundation

A non-profit charitable organization made up of municipal designates and members at large from Wheatland County, Kneehill County, Starland County and the Town of Drumheller. The Board of Directors reviews requests for funding from the various medical units associated with the Drumheller Health Centre.

Members – Drumheller – 2, Wheatland County – 1, Kneehill County – 1, Starland County, and members at large.

Meeting Schedule: Monthly

#### Palliser Regional Municipal Services (PRMS)

Palliser Regional Municipal Services is a municipal cooperative professional planning organization that provides urban and rural municipal planning services to 26 municipalities within the region. Some services include: subdivision assistance and processing, statutory plans and bylaws, mapping services, research, liaison with provincial departments and agencies.

Under agreement with Palliser Regional Municipal Services, the Town of Drumheller provides Safety Codes administration to all member municipalities.

Councillor - 1

#### Red Deer Municipal Users Group (RDRMUG)

Red Deer River Municipal Users Group (RDRMUG) is an association of rural and urban municipalities. The Group Membership is composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River.

Members: Councillor – 1, Chief Administrative Officer

Meeting Schedule: Bi-monthly



# DRUMHELLER

## COUNCIL POLICY



### COUNCIL POLICY #C-01-19

Supersedes #C-04-14

#### REMUNERATION AND EXPENSE ALLOWANCE FOR MAYOR AND COUNCIL

##### THE PURPOSE OF THIS POLICY IS TO:

Establish a fair and equitable basis of remuneration for time, duties, responsibilities and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

##### POLICY STATEMENT:

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

##### 1.0 REMUNERATION REVIEW

Council shall appoint an independent committee composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the committee and the committee's report shall be completed within one (1) year following a General Municipal Election.

##### 2.0 REMUNERATION AND COMPENSATION ARE HEREINAFTER OUTLINED

Effective January 1, 2019, as prescribed by Canada Revenue Agency, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.

##### 3.0 ANNUAL REMUNERATION PAYMENTS

###### 3.1 Base honorarium of Council as of January 1, 2019

POSITION	HONORARIUM
Mayor	\$41,945.09
Councilors	\$21,976.76

The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135. Should the increases between the two Unions vary, the Council shall receive the average of the Union Agreement settlements.

3.2 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Preparation of all meetings
- Public or “Town Hall” meetings
- Attendance at Community Events
- Meeting with individual ratepayers and community organizations
- In-Town travel and car expense
- In-Town entertaining or committee responsibilities
- Incidental related to job descriptions and normal execution of duties.

3.3 Each councilor shall be compensated an annual allowance of

- \$600 for use of personal cell phone
- \$100 for use of personal office and stationary supplies

A T-2200 declaration will be issued on an annual basis in conjunction with T-4’s.

3.4 Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions.

3.5 The Town shall pay 80% Medical and 80% Dental, Life, AD&D and Critical Illness.

#### 4.0 PER DIEMS

4.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$260 per full day (subject to income tax).

A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance by Council or vicariously through committee appointments where attendance is mandatory to fulfill responsibilities of committee appointments and excludes meetings as outlined in Clause 3.2. Per diems do not include meals.

4.2 A Per Diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions; this may include but is not limited to meetings associated with committee assignments or meetings with Federal and Provincial Governments. The balance of the annual per diem allotment is to be used to attend meetings, conventions, etc. at the individuals’ discretion. Per Diems are not carried forward into the following year.

The annual per diem allotment shall be increased by two (2) days per elected official in an election year to allow for additional training required in the first year of an election term.

4.3 For the purpose of the allocation of per diem as outlined in 4.2 above, “annually” is defined by election term, with year one (1) being initiated by the Organizational Meeting of Council in which Councillors are assigned to Committees.

4.4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councilors duties relating specifically to emergency operations and coordination, in excess of four (4) hours per day shall qualify the parties for per diem, subject to approval from Council. Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

#### 5.0 ADDITIONAL EXPENSES

5.1 Additional expenses will be reimbursed for items related to:

- Education
- Conventions registrations
- Out of Town travel and accommodation

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business. At the start of each term and annually thereafter, the Mayor and each Councillor will be allocated a budget for discretionary education and/or travel expenditures eligible for reimbursement once a report to Council has been submitted. Unused budget allocations will carry forward each year throughout the term and will expire at the end of term.

5.2 Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time. Travel rates are in accordance with the Town's Human Resource Policy.

5.3 Non receipted meal allowances shall be reimbursed as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not deemed an eligible expense and will not be reimbursed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached, and must be approved by the Mayor.

Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement / payment once a report to Council has been presented.

#### 6.0 REPEAL

6.1 Policy C-04-14 is hereby repealed.

Adopted: September 16, 2019

**M2019.159**