

Town of Drumheller COUNCIL ORGANIZATIONAL MEETING AGENDA

**October 30, 2017 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

Mayor Terry Yemen will call the Organizational Meeting to order and ask Mr. Colin Kloot, to preside over the swearing in ceremony for Mayor and Councillors.

2.0 SWEARING IN CEREMONY

2.1. OFFICIAL OATH

Mr. Colin Kloot to swear in the Mayor and Councillors.

Kristyne DeMott
Jay Garbutt
Lisa Hansen-Zacharuk
Tony Lacher
Fred Makowecki
Tom Zariski
Heather Colberg

2.2. PASSING THE CHAIN OF OFFICE

2.3. APPROVAL OF DEPUTY MAYOR ROSTER

2.3.1 RFD - Roster for Deputy Mayor

2.4. OFFICIAL OATH OF DEPUTY MAYOR

Mr. Colin Kloot to swear in Councillor Lisa Hansen-Zacharuk as Deputy Mayor for the months of November and December, 2017.

3.0 MAYOR HEATHER COLBERG'S REMARKS

4.0 PRESENTATIONS TO FORMER MAYOR AND COUNCILLORS BY MAYOR HEATHER COLBERG

5.0 APPOINTMENTS - RESOLUTION OF COUNCIL

3-4

5.1. COUNCIL BOARDS

- 5-6 5.1.1 RFD - Council Board / Committee Appointments
- 7 5.1.2 RFD - Council Reporting Requirements
- 8 5.1.3 RFD - Community Council Representation
- 9-10 5.1.4 RFD - Ethical Guidelines of Conduct for Members of Council

5.2. MUNICIPAL PLANNING COMMISSION

- 11-18 5.2.1 RFD - Appointments to Municipal Planning Commission

5.3. SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- 19-24 5.3.1 RFD - Appointments to the Subdivision and Development Appeal Board

5.4. DRUMHELLER AIRPORT COMMISSION

- 25-29 5.4.1 RFD - Appointments to the Drumheller Airport Commission

5.5. DRUMHELLER PUBLIC LIBRARY BOARD

- 30-35 5.5.1 RFD - Appointment to the Drumheller Public Library Board

6.0 PROCLAMATION

- 36 6.1 November 2017 to be Family Violence Prevention Month in the Town of Drumheller

7.0 CLOSING COMMENTS

8.0 ADJOURNMENT OF ORGANIZATIONAL MEETING

9.0 OFFICIAL PORTRAIT OF COUNCIL

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	Roster for Deputy Mayor
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Roster for Deputy Mayor

SUMMARY

The Municipal Government Act, Section 152(1) and (2) states that a Council must appoint one or more Councillors as Deputy Chief Elected Official so that:

- a. Only one Councillor will hold that office at any one time, and
- b. The office will be filled at all times.

Section (3) states that a council may appoint a Councilor as an acting Chief Elected Official to act as the Chief Elected Official

- a. If both the Chief Elected Official and the Deputy Chief Elected Official are unable to perform the duties of the Chief Elected Official, or
- b. If both the office of Chief Elected Official and the Office of Deputy Chief Elected Official are vacant.

RECOMMENDATION:

That Council adopt the Roster for Deputy Mayor as presented.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

The Roster for the Deputy Mayor will be posted on the Town's website.

MOTION:

That Council adopt the Roster for Deputy Mayor as presented.

Prepared By: _____

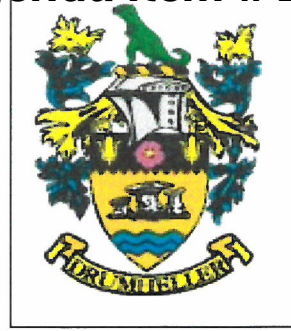
Reviewed By: _____

Approved By: Darryl Drohomerski
Chief Administrative Officer

Town of Drumheller

224 Centre Street, Drumheller, Alberta

ROSTER FOR DEPUTY MAYOR



Lisa Hansen-Zacharuk NOVEMBER - DECEMBER

Tom Zariski JANUARY - FEBRUARY

Jay Garbutt MARCH - APRIL

Tony Lacher MAY - JUNE

Fred Makowecki JULY - AUGUST

Kristyne DeMott SEPTEMBER - OCTOBER

Agenda Item # 5.1.1



Town of Drumheller REQUEST FOR DECISION

TITLE:	2017 / 2018 BOARD APPOINTMENTS
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Board & Committee Appointments for Council Members 2017 / 18

SUMMARY

The purpose of Council's Organizational Meeting is to approve appointments to Boards and Committees. This is a requirement under the Municipal Government Act, Section 192(1).

RECOMMENDATION:

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

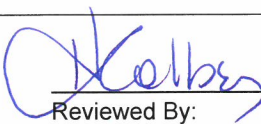
COMMUNICATION PLAN:

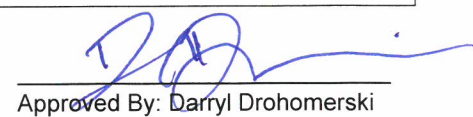
Board appointments are posted on the Town's website.

MOTION:

That Council approve the 2017 / 18 Council Board Appointments as presented.

Prepared By: Linda Handy,
Executive Assistant


Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer

BOARD & COMMITTEE APPOINTMENTS

2017/18

Agenda Item # 5.1.1

Appointee	Committee	Committee	Committee	Committee	Committee	Committee
Mayor Heather Colberg	Airport Commission (1)	Drumheller & District Chamber of Commerce (1)	Economic Development Advisory Committee (2)	Canadian Badlands (3)	Revitalization Corporation (2)	Disaster Service Committee (3)
Kristyne DeMott	Subdivision & Development Appeal Board (2)	Palliser Regional Municipal Services (1)	Taxi Commission (2)	Canadian Badlands (3)	Drumheller Public Library Board (1)	
Jay Garbutt	Drumheller Housing Administration (1)	Subdivision & Development Appeal Board (2)	Community Standards Appeal Committee (3)	Red Deer River Municipal Users Group (1)	Revitalization Corporation (2)	Disaster Service Committee (3)
Lisa Hansen-Zacharuk	Drumheller Agriculture & Stampede Board (1)	Heritage Steering Committee (1)	Community Standards Appeal Committee(3)	Canadian Badlands (3)	Assessment Review Board (3)	
Tony Lacher	Valley Bus (1)	Municipal Planning Committee (2)	Aqua 7 Steering Committee (1)	Community Standards Appeal Committee (3)	Community Futures (1)	Assessment Review Board (3)
Fred Makowecki	Drumheller & District Solid Waste Management Association (1)	Policing Committee (1)	Economic Development Advisory Committee (2)	Disaster Service Committee (3)	Crime Stoppers (1)	
Tom Zariski	Municipal Planning Committee (2)	Citizens Advisory Committee –RCMP (1)	Taxi Commission (2)	Drumheller & District Seniors Foundation (1)	Citizens On Patrol (1)	Assessment Review Board (3)



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Council Reporting Requirements
DATE:	October 26, 2017
PRESENTED BY:	Mayor Heather Colberg
ATTACHMENT:	N/A

SUMMARY

Mayor Heather Colberg proposes a new policy for adoption of Council. All councillors and Mayor will be required to present a monthly written report for each of the Boards/Committees they represent at a Regular Council or Council Committee meeting. This ensures Council's accountability to Boards/Committees as well as providing the public with information regarding the Boards/Committees' activities.

In addition to providing monthly reporting on Boards/Committees, reporting requirements will include a written report to Council on attendance at conventions / conferences / courses prior to being reimbursed for expenses.

RECOMMENDATION:

That the policy for reporting requirements be adopted which holds Council accountable to inform the public.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

Council reimbursement of expenses.

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Council Committee Reports will be included as part of the Regular Council Meeting Agendas or as part of the Council Committee Agendas.

MOTION:

That Council members provide monthly written Committee reports to Council and further, any attendance at conventions / conferences / courses requires a written report to Council prior to being reimbursed for expenses or receiving a per diem.

Prepared By: _____

Reviewed By:  _____

Approved By:  _____
Chief Administrative Officer

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	Community Council Representation
DATE:	October 26, 2017
PRESENTED BY:	Mayor Heather Colberg
ATTACHMENT:	N/A

SUMMARY

Mayor Heather Colberg proposes a new policy for adoption of Council. All councillors will be required to represent one of the following communities: Nacmine, Newcastle, Midland, Rosedale, Wayne and East Coulee. Each community will have elected representation to move residents' concerns forward to Administration or Council as a whole and / or to advocate on their behalf. Mayor Colberg will represent the community as a whole.

RECOMMENDATION:

That the policy for Council community representation be adopted which holds Council accountable to one area of our community.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

STRATEGIC POLICY ALIGNMENT:

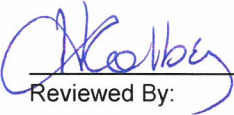
Good governance.

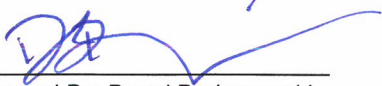
COMMUNICATION PLAN:

MOTION:

That community representation by Councillors be adopted as chosen.

Prepared By: _____


Reviewed By: _____


Approved By: Darryl Drohomerski
Chief Administrative Officer

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	ETHICAL GUIDELINES OF CONDUCT FOR MEMBERS OF COUNCIL
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Ethical Guidelines of Conduct for Members of Council

SUMMARY

In addition to the laws and duties imposed by legislation and the common law, Councils can benefit from a Code of Ethics to provide guidance as to the “do’s” and “don’ts” of ethical behavior. Taken from Alberta Urban Municipalities Association’s template, the guideline’s purpose is to outline certain basic rules for elected municipal government officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the functions of Council members is, at all times, service to their community and the public.

RECOMMENDATION:

CAO recommends that Council adopt the Alberta Urban Municipalities Association (AUMA) template until Council approves a Code of Conduct Bylaw which is a requirement under the new Municipal Government Act. Former Councils have adopted these guidelines and in the past, the document has been signed by the Mayor only. As discussed at Council’s Orientation Session, it is recommended that all members of Council sign the document.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

The document should be used to guide the behavior of Council and provide a mechanism of accountability.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Identified as a 2017 Corporate Priority.

COMMUNICATION PLAN:


The Ethical Guidelines of Conduct for Members of Council will be framed and publicly displayed in the Council Chambers, and on the Town’s website.

MOTION:

That Council adopt the Ethical Guidelines of Conduct for Members of Council.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer

Town of Drumheller

224 Centre Street, Drumheller, Alberta



Ethical Guidelines of Conduct For Members of Council

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Government decisions and policy be made through the proper channels of government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for all elected local government officials in Alberta so that they may carry out their duties with impartiality and equality of service to all, recognizing that the basic functions of elected officials are, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of all elected officials in Alberta in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear of favour.

Elected Local Government Officials shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Avoid any situation that could cause anyone to believe that they may have brought bias or partiality to a question before the Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Elected local government officials shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Members of the Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolutions this 30th day of October, 2017

Mayor Heather Colberg

Councillor Kristyne DeMott

Councillor Jay Garbutt

Councillor Lisa Hansen-Zacharuk

Councillor Tony Lacher

Councillor Fred Makowecki

Councillor Tom Zariski

Darryl Drohomerski,
Chief Administrative Officer

Town of Drumheller
REQUEST FOR DECISION



TITLE:	MUNICIPAL PLANNING COMMISSION APPOINTMENTS
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Bylaw 32.08 Establishment of Municipal Planning Commission

SUMMARY

The Municipal Planning Commission has three vacancies resulting from the terms of members expiring. Stacey Gallagher and Clayton Gillis have served one term each and have resubmitted their names to serve for another term. As well, two new applications have come forward from Dennis Harder and Shelley Rymal. Administration recommends that the selection of three appointments be done by secret ballot.

RECOMMENDATION:

Administration recommends three appointments to the Municipal Planning Commission to be done by secret ballot.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

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. Volunteer appointments are necessary to ensure the success of Drumheller's Municipal Planning Commission.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Board appointments are posted on the Town's website.

MOTION:

That Council approve the appointments of 1).. 2)...3).. for a term of three years to the Drumheller Municipal Planning Commission expiring on the date of Council's 2020 Annual Organizational Meeting.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



Agenda Item # 5.2.1
Agenda Item # 8.1.2

APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 23/04/2013
D/M/Y

Board applied for MPC

Name of Applicant STACEY GALLAGHER

Full Address ~~XXXXXXXXXX~~ Drumheller, AB Postal Code T0J 0Y0

Length of Residency in Town 30 yrs

Phone (403) ~~XXXXXXXX~~ E-mail Address Stacey

Past Service on Similar Boards NONE

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have been interested in Drumheller & area overage development for many years. I have been an active Realtor for the past 4 years & strongly believe that Community development in all its aspects needs to be well thought out & follow a vision. With my knowledge & backg. I feel I would be a valuable member & look forward to being able to participate in my community.

Stacey Gallagher
Signature of Applicant

Fax back to (403)823-8006

Town of Drumheller
703 2 Avenue West
Drumheller, AB T0J 0Y3

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006

Agenda Item # 5.2.1



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 17/02/2014
D/M/Y

Board applied for Municipal Planning Commission

Name of Applicant Clayton Gillis

Full Address _____ Postal Code T0J-0Y6

Length of Residency in Town 4 years

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards Condominium Board mentioned below
would be the most similar

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

- I have served on a condominium board for 8
years 2 as vice president and 2 as president
- I am currently serving as a financial and
membership clerk in the Drumheller LDS church
- I was self employed in Edmonton for 25 years previously


Signature of Applicant

Fax back to (403)823-8006

Town of Drumheller
703 2 Avenue West
Drumheller, AB T0J 0Y3

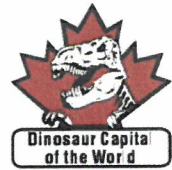
www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date OCTOBER 20th, 2017

Board applied for Municipal Planning Commission,

Name of Applicant DENNIS HARDER

Full Address 1 Postal Code T0J 0Y5


Length of Residency in Town 1 1/2 YEARS

Phone (403) E-mail Address L

Past Service on Similar Boards PASSION PLAY BOARD, BUSINESS ADVOCACY COMMITTEE,
BOARD OF DIRECTOR FOR MORDEN-WINKLER CONSTITUENCY

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I AM AN ENTREPRENEUR BY HEART AND HUGE BELIEVER IN SUPPORTING MY LOCAL
COMMUNITY. I AM PASSIONATE ABOUT HELPING PEOPLE, BUSINESSES AND COMMUNITIES
GROW AND HAVE HAD THE HONOR TO HELP AND ASSIST A LOT OF PEOPLE, BUSINESSES
AND COMMUNITIES GROW IN DIFFERENT AREAS.


Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4

www.dinosaurvalley.com

Telephone: (403) 823-1339
Fax: (403) 823-8006



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date October 20/17

Board applied for MPC

Name of Applicant Shelley Ryan

Full Address 1000 10th St N, Drumheller, AB T0J 2V0 Postal Code T0J 2V0

Length of Residency in Town 15 yrs

Phone (403) 403-823-1339 E-mail Address shelley.ryan@drumheller.ab.ca

Past Service on Similar Boards DDCC + Town of Drumheller Economic Development, Chamber of Commerce, Community Futures (Lethbridge)

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I am very community minded + forward thinking, love learning & work well with others to accomplish goals.

Shelley Ryan

Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

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TOWN OF DRUMHELLER

BY-LAW # 32-08

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M26.1 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE APPOINTMENT OF DEVELOPMENT OFFICER AND THE ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION.

PURSUANT to Section 624 of the Municipal Government Act, the town of Drumheller Council duly assembled, enacts as follows:

1. The Drumheller Development Authority shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure that any proposed development is in accordance with the purpose, scope of intent of the municipal development plan, land use bylaws, area structure plans and/or area redevelopment plans.
2. The Drumheller Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaws.

APPOINTMENT OF DEVELOPMENT OFFICER

3. Council may, by resolution, appoint Development Officer(s).

ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

4. That a Commission known as the Municipal Planning Commission of the town of Drumheller, hereinafter called "the Commission" is hereby established.
5. The Commission shall be composed of not less than three persons appointed by resolutions of Council.
6. No person who is a member of the Subdivision and/or Development Appeal Board shall be appointed to act as a member of the Commission.
7. The Commission shall elect a Chairman and Vice-Chairman from its members.
8. Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

9. Any vacancy caused by death, retirement or resignation of a member may be filed by resolution of the Council.
10. A person is disqualified from remaining a member of the Commission if such person is absent from three consecutive meetings, or has attended less than 75% of the meetings within any calendar year. Notwithstanding the above, a person is not disqualified if his/her absence is authorized by a resolution of the Commission.
11. The Commission shall not be disbanded, nor a member of it discharge without cause.
12. Three members of the Commission shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Commission.
13. Only those members of the Commission present at a meeting of the Commission shall vote on any matter before it.
14. The decision of the majority of the members present at a meeting duly convened shall be deemed to the decision of the whole Commission.
15. The Commission shall hold such meetings as are necessary to fulfil the Commission's responsibilities.
16. The Commission shall have prepared and maintained a file of written minutes of the business transacted at all meetings of the Commission, copies of which shall be regularly filed with the Council.
17. The Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Bylaw and the Municipal Government Act and municipal Government Amendment act.
18. The remuneration, travelling and living expenses of the Chairman and other members of the Commission shall be established by resolution of the Council.
19. The setting of fees for any matter coming before the Commission shall be established by resolution of Council as it considers necessary.
20. A secretary of the Commission shall be appointed by the Chief Administrative Officer.
21. The Commission may make its orders, decisions, development permits and approvals and issue notices with or without conditions.

Agenda Item # 5.2.1

TOWN OF DRUMHELLER BYLAW NO. 32.08

PAGE 3

22. This Bylaw comes into effect upon the date of its being finally passed.

23. This Bylaw shall repeal Bylaw 01-98 .

READ A FIRST TIME THIS 27th day of October, 2008

READ A SECOND TIME THIS 27th day of October, 2008

READ A THIRD TIME THIS 27th day of October, 2008



Chief Elected Officer

Chief Administrative Officer

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	SUBDIVISION AND DEVELOPMENT APPEAL BOARD APPOINTMENTS
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Bylaw 02.98 Establishment of Subdivision and Development Appeal Board

SUMMARY

The terms of the current Subdivision and Development Appeal Board members will expire on October 30, 2017, resulting in three vacancies on this board. Two applicants have resubmitted their names: Karen Ann Bertamini and Keith Hodgson. An application was received from Eileen Lefley. Administration wishes to thank Don Guidolin for his service to the SDAB for many years.

RECOMMENDATION:

Administration recommends the appointment of Karen Ann Bertamini, Keith Hodgson and Eileen Lefley to the SDAB.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

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. Volunteer appointments are necessary to ensure the success of the Subdivision and Development Appeal Board.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

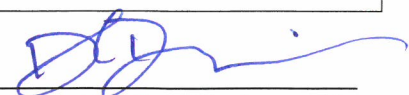
Board appointments are posted on the Town's website.

MOTION:

That Council approve the appointment of Karen Ann Bertamini, Keith Hodgson and Eileen Lefley to the Subdivision and Development Appeal Board for a term expiring on the date of Council's 2018 Annual Organizational Meeting.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD

Agenda Item # 5.3.1



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

RESUBMIT

Board applied for SIDAB

Date October 25, 2017

Name of Applicant Karen Ann Bertamini

Address 2 - Phone #

Length of Residency in Town since birth

Past Service on Similar Boards years of dedicated
service on a plethora of boards

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have a grasp of municipal
by-laws, procedures & processes

Karen Ann Bertamini
Signature of Applicant

Fax back to (403)823-8006

Agenda Item # 5.3.1
Agenda Item # 8.1.4



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



**APPLICATION TO SERVE ON
TOWN PUBLIC SERVICE BOARDS**

RESUBMITTED

Date Oct 25, 2017

Board applied for SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Name of Applicant KEITH HODGSON

Full Address _____ Postal Code T0J 2V0

Length of Residency in Town 1967-1980, 2014-2015

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards 30 YRS EXPERIENCE ON MULTIPLE BOARDS AND

FOUNDATIONS WITH KIN CANADA, EASTER SEALS ALBERTA, KINSMEN CLUB OF CALGARY
FOUNDATION

BRIEF PERSONAL HISTORY (Include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

38 YRS WORK EXPERIENCE, INCLUDING OVER 30 YRS IN SUPERVISORY AND PROJECT
MANAGEMENT ROLES. SIGNIFICANT EXPERIENCE LEADING LARGE, MULTI-
STAKEHOLDER PROJECTS TO SUCCESSFUL COMPLETION THROUGH IDENTIFICATION OF
KEY DELIVERABLES AND FOCUS ON WIN-WIN SOLUTIONS. FAMILIAR WITH
ZONING CLASSIFICATIONS, LAND USE
BYLAWS, ETC. RECENT LOCAL EXPERIENCE
WITH REZONING AND DEVELOPMENT
PERMIT PROCESSES THROUGH TO SUCCESS-
FUL COMPLETION.

Keith Hodgson
Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

Town of Drumheller

224 Centre Street

Drumheller, AB T0J 0Y4

www.dinosaurvalley.com

Telephone: (403) 823-1339

Fax: (403) 823-8006

RFD - Appointment to the Subdivision and Development

Appeal Board
 RFD - Appointments to the
 Subdivision and Development



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date October 18, 2017

Board applied for Subdivision and Development Appeal Board

Name of Applicant Eileen Lefley

Full Address _____ Postal Code T0J 0Y6

Length of Residency in Town 2+ years

Phone (403) _____ E-mail Address _____

Past Service on Similar Boards County Starland Development Appeal Board
City of Calgary - Area Redevelopment Committee Member.

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

Employed for 35 years in Business Administration

Managed a Survey Supply Company for 20 years, very
familiar with surveys and Development Plans.

Served on Residential Community Development Board - Calgary.

Eileen Lefley
Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

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Agenda Item # 5.3.1

TOWN OF DRUMHELLER

BYLAW NO. 2-98

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26.1 OF THE REVISED STATUTES OF ALBERTA 1994 AND AMENDMENTS THERETO, TO PROVIDE FOR THE ESTABLISHMENT OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

PURSUANT to Section 627(1) of the Municipal Government Amendment Act, 1995, the Council of the Town of Drumheller duly assembled, enacts as follows:

1. This Bylaw may be cited as the Town of Drumheller's Subdivision and Development Appeal Board Bylaw.
2. In this Bylaw:
 - A. "Municipality" means the corporation of the or the area contained within the boundaries of the Town of Drumheller as the context requires.
 - B. "Council" means the Council of the Town of Drumheller.

ESTABLISHMENT OF THE APPEAL BOARD

3. The Subdivision and Development Appeal Board for the Town of Drumheller (hereinafter referred to as the Board) is hereby established and shall consist of the following:
 - A. The Board shall be composed of five (5) members who shall be appointed by resolution of Council.
 - B. Each member of the Board shall be appointed for a one (1) year term.
 - C. No person who is a Development Officer or a member of the Municipal Planning Commission shall be appointed to the Board.
 - D. A simple majority of the members present shall constitute a quorum. Councillors shall not form the majority of any quorum of a Board hearing an appeal.

DUTIES OF THE BOARD

4. The Board shall perform those duties as set forth in Divisions Three (3) and Ten (10) of the Municipal Government Act, 1995.


SECRETARY OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

5. The office of Secretary of the Subdivision and Development Appeal Board is hereby constituted and shall be appointed by the Chief Administrative Officer of the Municipality but that person shall not have a vote.
6. The Secretary of the Subdivision and Development Appeal Board shall:
 - A. notify all members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
 - B. ensure that at least five (5) days notice of the hearing is given to all affected parties as specified in the Act;
 - C. prepare and maintain a file of written minutes of the business transacted at all meetings of the Board, copies of which shall be regularly filed with the Council;
 - D. issue to all affected parties and persons, notices of the decisions of the Subdivision and Development Appeal Board and reasons therefore;
 - E. notify the Council of the decisions of the Subdivision and Development Appeal Board;
 - F. carry out such other administrative duties as the Board may specify.
7. Upon third reading given, this Bylaw comes into force.
8. This Bylaw shall repeal Bylaw 25-95[✓] of the City of Drumheller and 95.17[✓] of the Municipal District of Badlands No. 7.

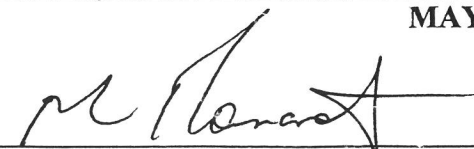
READ A FIRST TIME THIS 5TH DAY OF JANUARY, 1998.

READ A SECOND TIME THIS 5TH DAY OF JANUARY, 1998.

READ A THIRD TIME AND PASSED THIS 5TH DAY OF JANUARY, 1998.



MAYOR



TOWN CLERK



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	DRUMHELLER MUNICIPAL AIRPORT APPOINTMENTS
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Bylaw 33.08 Establishment of Airport Commission

SUMMARY

The Drumheller Municipal Airport has had two vacancies on the Commission for a few years. Two newcomers to our community have submitted their names to serve in this capacity: Patrick Bonneville and Catherine Bonneville (both pilots).

RECOMMENDATION:

Administration recommends the appointment of Patrick Bonneville and Catherine Bonneville.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

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. Volunteer appointments are necessary to ensure the success of Drumheller's Municipal Airport.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Board appointments are posted on the Town's website.

MOTION:

That Council approve the appointments of Patrick Bonneville and Catherine Bonneville for a term of three years to the Drumheller Municipal Airport Commission expiring on the date of Council's 2020 Annual Organizational Meeting.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:

Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 6 OCTOBER 2017

Board applied for AIRPORT COMMISSION

Name of Applicant PATRICK BONNEVILLE

Full Address _____ Postal Code T0J 0Y1

Length of Residency in Town 7 MONTHS

Phone ⁸¹³ ~~(403)~~ _____ E-mail Address _____

Past Service on Similar Boards SMITHS FALLS FLYING CLUB, SMITHS FALLS, ON AND VOLUNTEER WITH ATLAS AVIATION, TAMPA, FL

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

Private pilot with extensive cross country experience.
Previously employed as a strategic liaison between
Canadian Military and the US military regarding regulatory
guidance, financial stewardship and compliance.

Signature of Applicant

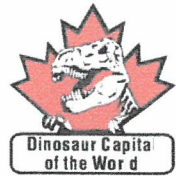
Return Email Address: lhandy@dinosaurvalley.com

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DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 16 OCTOBER 2017

Board applied for AIRPORT COMMISSION

Name of Applicant CATHERINE BONNEVILLE

Full Address _____ Postal Code T0J 0Y1

Length of Residency in Town 7 MONTHS

Phone ⁸¹³ ~~(403)~~ _____ e-mail Address _____

Past Service on Similar Boards SMITH'S FALLS FLYING CLUB, SMITHS FALLS, ON & VOLUNTEER WITH ATLAS AVIATION, TAMPA, FL

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I GREW UP IN DRUMHELLER AND HAVE RECENTLY RETIRED HERE WITH MY HUSBAND AFTER 34 YEARS IN THE ARMED FORCES. I AM AN AIRPLANE OWNER AND PILOT WITH EXTENSIVE EXPOSURE TO HUNDREDS OF AIRPORTS AND HAVE BEEN FLYING INTO DRUMHELLER REGULARLY SINCE 2012. I BELIEVE MY BACKGROUND IN ADMIN AND OPERATIONS CAN ASSIST IN MAKING THE AIRPORT AN ECONOMIC GENERATOR.

C. Bonville
Signature of Applicant

Return Email Address: lhandy@dinosaurvalley.com

Personal Information is being collected for the purpose of appointing individuals to Town public service boards pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 34(2) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact the F.O.I.P. Coordinator at (403)823-1339.

Agenda Item # 5.4.1

TOWN OF DRUMHELLER BY-LAW NUMBER 33.08

BEING A BY-LAW OF THE TOWN OF DRUMHELLER TO ESTABLISH AN AIRPORT COMMISSION FOR THE PURPOSE OF OPERATING THE DRUMHELLER MUNICIPAL AIRPORT.

WHEREAS it has been considered necessary to construct, upgrade and maintain aviation facilities in the Drumheller trading area, and

WHEREAS it has been agreed that the Airport be owned and operated by the Town of Drumheller, and

NOW THEREFORE, the Town Council of the Town of Drumheller duly assembled and pursuant to the provisions of the Municipal Government Act, hereby enacts as follows:

1. That an Airport Commission to be known as the Drumheller Municipal Airport Commission is hereby established.
2. The Drumheller Municipal Airport Commission shall consist of the following:
 - a) One member of Town Council;
 - b) Chief Administrative Officer of the Town;
 - c) Five members from the community at large;
 - d) Other members to act in an advisory capacity as deemed necessary by the Town Council. These advisory members shall not have voting privileges.

3. TERM OF MEMBERSHIP

Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term or at the discretion of Council.

4. VACANCIES

Any vacancy arising from any cause shall be filled by Council as soon as reasonably possible for Council to do so.

5. DISQUALIFICATIONS

- a) A person is disqualified from remaining a member of the Board if such person is absent for more than 25% of the Board meetings within any calendar year.
- b) Notwithstanding the above, a person is not disqualified if his absence is authorized by a resolution of the Board.

Agenda Item # 5.4.1

Town of Drumheller
Bylaw 33.08
Page 2

6. The Commission is hereby authorized to make any necessary applications for Provincial and Federal funding for the purpose of upgrading and constructing improvements to the existing Airport.
7. The Commission is hereby authorized to operate the said Airport on such terms and conditions as may be delegated by the Town Council, and in accordance with Ministry of Transport Public Airport certification standards.
8. The Commission is hereby authorized to establish an Airport Vicinity Protection Area for the Airport and adjacent lands.
9. This By-law takes effect on the date of the third and final reading.
10. This By-law shall repeal Bylaw 21-87 of the Town of Drumheller.

READ A FIRST TIME this 27th day of October, 2008.

READ A SECOND TIME this 27th day of October, 2008.

READ A THIRD AND FINAL TIME this 27th day of October, 2008.



Mayor

Chief Administrative Officer

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	DRUMHELLER PUBLIC LIBRARY APPOINTMENTS
DATE:	October 26, 2017
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Bylaw 18.09 Establishment of Drumheller Public Library Board

SUMMARY

The Drumheller Public Library Board currently has three vacancies. Elizabeth Gallagher has resubmitted her name for another term three year term. The Drumheller Library Board has recommended approval. The other two vacancies will continue to be advertised.

RECOMMENDATION:

Administration recommends the appointment of Elizabeth Gallagher.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

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. Volunteer appointments are necessary to ensure the success of the Drumheller Public Library Board.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

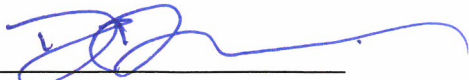
Board appointments are posted on the Town's website.

MOTION:

That Council approve the appointment of Elizabeth Gallagher for a second three year term to the Drumheller Public Library Board expiring on the date of Council's 2020 Annual Organizational Meeting.

Prepared By: Linda Handy,
Executive Assistant

Reviewed By:


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 29/04/14
D/M/Y

Resubmitted

Board applied for LIBRARY BOARD

Name of Applicant ELIZABETH GALLAGHER "B.J."

Full Address _____ Postal Code T0J-2V0

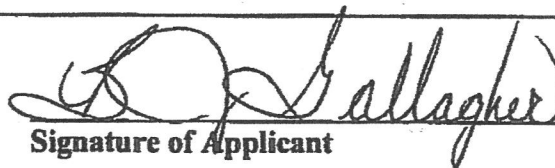
Length of Residency in Town 2

Phone ⁷⁸⁰(403) _____ E-mail Address _____

Past Service on Similar Boards SEE ATTACHED

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

SEE ATTACHED


Signature of Applicant

Fax back to (403)823-8006

Elizabeth Jane Gallagher

Personal History

I am presently Chair of the Soroptimist Foundation of Canada, my term runs from 2011 – 2017. As Chair of the Foundation it is my duty to chair all meetings, speak as and when required to make more people aware of what the SFC does. The Foundation manages about \$1,500,000.00 offering Soroptimist Clubs Grants to be used within their communities to further the rights of women and to increase self-esteem in young women and girls. SFC also provides Grant for Women Scholarships to 4 young women attending Canadian Universities enrolled in PhD or Masters programs, two to Eastern Canada and two to Western Canada yearly.

I am a member of the Drumheller Hospital Auxilliary 2012 – continuing.

I also served as Secretary of the Seniors Drop-In Center in Lac La Biche from 2008 – 2012, I attended all board meetings and took minutes, I managed one of their Casinos, I helped with the organization of the Seniors Games held in Lac La Biche in 2012.

I have also worked in Rankin Inlet, Keewatin region as the Executive Director of the Inuit Friendship Centre there (1995-1997) and at that time I also chaired the Board of the Women's Shelter and the Day Care in Rankin Inlet.

I have been a member of the Soroptimist Club of Edmonton since 1988 and have been a very active member until I moved to Drumheller holding all positions at least once and President twice. I also acted as Casino Chair from 1988 – 1995 and again from 1999 – 2012.

I have a strong interest in community and giving back and would like to be able to do that in Drumheller and area.

Thank you.



Elizabeth Jane Gallagher

Agenda Item # 5.5.1

TOWN OF DRUMHELLER BYLAW NO.18-09

A Bylaw of the Town of Drumheller to provide for the establishment and operation of a Municipal Library Board to be called the Drumheller Public Library Board.

WHEREAS, Part 2 Section 9 of the Libraries Act being Chapter L-12.1 of the Revised Statutes of Alberta states:

- (2) (a) The Council of a municipality may, on its own initiative, pass a Bylaw providing for the establishment of a Municipal Library Board.
- (3) On the passing of a Bylaw providing for the establishment of a Municipal Library Board the Municipal Secretary of the Municipality shall forthwith forward a copy of the Bylaw to the Minister.
- (4) On being established the Municipal Library Board is a corporation and shall be known as "Drumheller Library Board".

NOW THEREFORE, the Council of the Town of Drumheller duly assembled hereby enacts:

1.0 IN THIS BYLAW;

- 1.1 "Board" means a Municipal Board;
- 1.2 "Council" means the Council of the Town of Drumheller;
- 1.3 "Municipal Board" means a Municipal Library Board;
- 1.4 "Municipal Library" means a Library established or continued under Part 1 of the Libraries Act;
- 1.5 "Municipality" means the Town of Drumheller;
- 1.6 "Public Library" means a Municipal Library, Library system or community Library;

2.0 APPOINTMENTS

- 2.1 The Municipal Board shall consist of not fewer than 5 and not more than 10 members appointed by Council.

Agenda Item # 5.5.1

- 2.2 A person who is an employee of the Municipal Board is not eligible to be a member of the Board.
- 2.3 Not more than 2 members of Council may be members of the Municipal Board.
- 2.4 Term of membership with the board will be in accordance to the Libraries Act as follows:
"A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. Appointments to the Municipal Board shall be for a term of up to 3 years".
- 2.5 The appointments of the members of the Municipal Board shall be made on the date fixed by Council.
- 2.6 The board shall elect a Chairman and any other officers it considers necessary from among its members.

3.0 VACANCIES

- 3.1 Any vacancy arising from any cause shall be filled by Council as soon as reasonably possible for Council to do so.

4.0 DISQUALIFICATIONS

- 4.1 A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.
 - 4.1.2 If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board.
- 4.2 Notwithstanding Section 4.1 a person is not disqualified if his absence is authorized by a resolution of the Board passed
 - 4.2.1 At any time prior to the conclusion of the last regular meeting of the Board during the 8 week period, or
 - 4.2.2 If the last regular meeting of the Board during the 8 week period is not held, at any time prior to the conclusion of the next regular meeting of the Board.

Agenda Item # 5.5.1

5.0 BOARD DUTIES

- 5.1 The Municipal Board, subject to any enactment that limits its authority, has full management and control of the Municipal Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient Library services in the Municipality and may co-operate with other Boards and Libraries in the provision of those services.

6.0 BUDGET

- 6.1 The Municipal Board shall before December 1, in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the Municipal Library.
- 6.2 The budget and the estimate of money shall be forthwith submitted to the Treasurer of the Municipality, who shall in turn present such estimate to the Town Council or a Committee of Town Council for approval.
- 6.3 Council may approve the estimate under Sub-section 5.1 in whole or in part.
- 6.4 The Treasurer shall notify the Municipal Board in writing as to the final amount accepted by Council for the Library for the ensuing year.

The Town of Drumheller Bylaw 20-87 is hereby repealed

READ A FIRST TIME in Council this 31st day of August A.D., 2009.

READ A SECOND TIME in Council this 31st day of August A.D., 2009.

READ A THIRD TIME in Council this 31st day of August A.D., 2009.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

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FAMILY VIOLENCE PREVENTION MONTH

Whereas there are many people in Alberta who experience family violence; and
whereas the effects of family violence may be carried on from generation to generation; and
whereas all Albertans have a role to play in preventing family violence.

Therefore, I MAYOR HEATHER COLBERG
do hereby proclaim the

MONTH OF NOVEMBER 2017 TO BE FAMILY VIOLENCE PREVENTION MONTH IN TOWN OF DRUMHELLER

I call upon citizens to **Reach Out, Speak Out** against family violence. I call upon you
to make a difference by creating a culture of support for those affected by family violence.
And I call upon you to encourage all Albertans to help make our province violence free
in 2017 and beyond. It takes all of us working together to promote healthy relationships
and create safe communities in our province.

In witness whereof, I have here unto set my hand this
30 Day of October, 2017

Heather Colberg (Mayor)

