

Town of Drumheller COUNCIL MEETING AGENDA

February 10, 2014 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

3-7 5.1.1

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8-14 8.1.1 TRAVIS Multi-Jurisdiction Permitting System

15-16 8.1.2 RFD Drumheller Policing Committee

17-19 8.1.3 Council Policy #C-01-14 - Remuneration and Expense Allowance for Mayor and Council

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8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

20-21 8.3.1 2014 Remuneration Committee Recommendation

8.4. DIRECTOR OF COMMUNITY SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

January 27, 2014 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Byron Nagazina

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Corinne Macdonald

ABSENT: Councillor Tom Zariski

1.0 CALL TO ORDER – 4:30 PM

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MOTION 2014.15 Hansen-Zacharuk, Garbutt moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of January 13, 2014

MOTION 2014.16 Garbutt, Shoff moved to adopt the regular Council Meeting minutes of January 13, 2014 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Economic Development Task Force - Chair Diana Rowe

Diana Rowe, Chairman, provided an overview of the Task Force activities over the last year. In her report she noted that the Task Force will be asking Council to consider the addition of two members; one from the DMO and the other from Alberta Works (Alberta Government Agency).

6.2 Early Childhood Asset Survey - Diana Rowe, Linde Turner and Michelle Volkart

Diana Rowe and Linde Turner were present to provide an overview of the Drumheller and Area Early Childhood Development Coalition; Drumheller, Carbon, Morrin, Rumsey, Rowley and Rosebud are included. D. Rowe advised that the DECD Coalition undertook the process of mapping assets and needs of the community for supporting early childhood development. Their hope is to build partnerships and start discussions on how to improve difficult situations for families in our area who are raising young children.

6.3 Big Country Anti Violence

Marion Ewing, Big Country Anti Violence Association, was present to give an overview of the 3rd Walk a Mile event, where men put on red high heels and walk a mile for family violence. M. Ewing noted that this program is trying to get men involved in discussions on this subject. She advised that in 2010 the proceeds went into the design and maintenance of a web site, which has links to resources on family violence. There is now an emergency fund to assist victims for safe housing. Proceeds have been directed to the Angel Corner project. They have hired a local therapist and looking at hiring a second because of the demand in our area. Their goal is to teach men strategies that they can use to improve relationships. This year's event will be held on May 21st.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 RFD - Safety Policy

R. Romanetz, CAO, reported that the Partners in Industry Reduction Program is a joint effort involving Alberta Occupational Health and Safety, the Workers Compensation Board and the Municipalities. The objective of the program is to raise safety awareness and reduce the number of lost time accidents in the Municipality. Municipalities have to

pass a safety audit and maintain an overall mark of 80%. A Policy adopted by Council shows leadership and support at the political level.

MOTION2014.17 Hansen-Zacharuk, Garbutt adopt the Safety Policy C-14-02 as presented. Carried unanimously.

8.1.2 RFD - Policing Committee Appointment

R. Romanetz, CAO advised that the Town is trying to restart the Policing Committee. Once membership is confirmed the Committee will meet to discuss next steps.

MOTION2014.18 Shoff, McMillan that Council approve the appoints of Jim Decore for a further one year term expiring on the date of Council's 2014 Annual Organizational meeting and Larry Keddie for a two year term expiring on the date of Council's 2015 Annual Organizational meeting; and further that Brian Holsworth from Kneehill County be approved for a three year term expiring on the date of Council's 2016 Annual Organizational meeting. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 Update on Sewer Odor Remediation

A. Kendrick advised that Administration has met several times with Alberta Infrastructure to discuss remediation options. The Province has hired MPE Engineering to prepare a report to identify the issues and the proposed solution. The Town has asked for a copy of the report once it is completed. The Province have put out a tender package to change some valves, jet clean the line and then video the line. Town staff recently flushed the line and when finished it was clear. The Province has asked that any concerns coming in be forwarded to them. There are some other options that the Town could try; build a stack, solar type fan or UV treatment, which would be very expensive. R. Romanetz noted that the Province has acknowledged that the problem is being created from their end. Mayor T. Yemen noted that there is no confirmation that these changes will improve the situation for residents. R. Romanetz noted that he does not believe this will be a complete fix to the problem, however it will help. Councillor P. Kolafa asked what the purpose of them holding on to these solids. A. Kendrick advised that they have a small diameter line and the holding tank is needed to push the solids through. Councillor J. Garbutt noted that generally we are great partners with our political partners, but they are not grasping that these residents are not being able to enjoy their own properties. Council agreed that this is a political issue as this matter has not been dealt with for a number of years and a letter needs to be sent to Alberta Infrastructure.

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

- 9.1** CAO Quarterly Report from October 1 to December 31, 2013
Flood Report – Councillor J. Garbutt noted that residents are already discussing potential flooding with the snow levels and recommended Administration send out updated press releases in the Spring during run

off season.
2013 Annual Report

- 9.2 Director of Infrastructure Services' Quarterly Report from October 1 to December 31, 2013
2013 Annual Report
- 9.3 Director of Corporate Services' Quarterly Report from October 1 to December 31, 2013
2013 Annual Report
- 9.4 Director of Community Services' Quarterly Report from October 1 to December 31, 2013
2013 Annual Report

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

MOTION 2014.21 Hansen-Zacharuk, McMillan moved to go in-camera 6:50 PM. Carried unanimously.

14.1 Legal Matter

14.2 Labour Matter

MOTION 2014.22 Hansen-Zacharuk, McMillan moved to revert to regular Council Meeting at 7:56 PM. Carried unanimously.

MOTION 2014.23 McMillan, Shoff made the motion to recommend Council accept Council Policy #C-01-14 with the amendment to B. Sub-section 6 to read as follows: "6. A copy of the employment contract supplementary to this Policy will be negotiated between the Municipality and the Employee." Carried unanimously

There being no further business, the Mayor declared the meeting adjourned at 7:56 PM

Mayor

...

Chief Administrative Officer

FEB - 4 2014



ALBERTA

TRANSPORTATION

Office of the Minister

MLA, Grande Prairie-Wapiti

AR60311

January 28, 2014

Town of Drumheller
His Worship Terry Yemen
224 Centre Street
Drumheller AB T0J 0Y4

Dear His Worship Terry Yemen:

I am pleased to announce the implementation of TRAVIS Multi-Jurisdiction (TRAVIS-MJ) and the sharing of permit fees with our municipal partners effective April 1, 2014.

My department, in partnership with industry and municipal governments, has developed a multi-jurisdiction permitting system for oversize and overweight vehicles. As previously advised, the new system is intended to be a more efficient permitting process that will enhance our services to industry by providing a one-stop permit program. Enclosed is a communiqué providing further details on the program.

In order for TRAVIS-MJ to operate smoothly and effectively for all users, we must ensure that collectively we keep industry informed of any changes and that we ensure data and rules are accurate and current.

To acknowledge and confirm your commitment to ensuring an efficient one-stop-shop overweight/overdimension permitting program in Alberta, my department will forward two copies of an Agreement for your review and signature which outlines the responsibilities of both parties under the TRAVIS-MJ permit program.

If you have any questions regarding TRAVIS-MJ, please contact Ms. Kerry Leslie, TRAVIS Specialist, at 403-755-6175, toll free in Alberta by first dialing 310-0000.

Sincerely,

A handwritten signature in dark ink, appearing to read "Wayne Drysdale". The signature is fluid and cursive, written over a light background.

Wayne Drysdale
Minister

Attachment

cc: Government MLA's
Kerry Leslie, TRAVIS Specialist, Alberta Transportation



TRAVIS

Transportation Routing and Vehicle Information System

... from data to decisions

“Serving the needs of industry and government to promote safety, efficiency and infrastructure protection”

Overview of the TRAVIS Multi-Jurisdiction Permitting System

Transport Engineering Branch
January 28, 2014

Introduction

The intent of this communiqué is to provide an introduction and overview of Alberta's TRAVIS Multi-Jurisdiction permitting initiative.

Background

The movement of overweight and overdimensional trucks requires a provincial permit in all instances and municipal approval if the trip uses municipal roads as part of the route. The current permit process lacks coordination and requires applicants to contact multiple organizations and provide the same data to each jurisdiction.

A provincial, municipal, and industrial task group reviewed the movement of oversize loads in the province and made three recommendations:

1. The province should develop an automated permitting system that would, with a single permit application, issue the provincial permit and include all provincial and municipal permissions for the oversize vehicle to travel.
2. The province should charge a single fee for this service and allocate permit revenue to the municipalities on an equitable formula based on municipal roadway type and distance traveled.
3. The province and municipalities should strive to standardize the conditions for the movement of oversize loads.

System

Following the recommendations of the task group, the province has developed the web-based TRAVIS permitting system, which currently processes and issues provincial permits. A provincial GIS routing function (TRAVIS Routing) was introduced in the spring of 2008. The final phase of the system, TRAVIS Multi-Jurisdiction (TRAVIS-MJ), includes routing on municipal roads as well as the incorporation of municipal permit approval business rules and processes.

TRAVIS Routing automatically checks the route and vehicle information to ensure that the roads and bridges on the intended route are adequate for the safe movement of the oversize vehicle, with minimal damage to the infrastructure. If the analysis presents no issues requiring manual review, TRAVIS can automatically approve and issue the permit. This process has significantly reduced the waiting time for industry and has reduced the number of manual errors where permits were issued with incorrect or restricted routes.

The TRAVIS system checks include:

1. Axle weights for the roadway surface, based on seasonal limitations, surface type, roadway structure, etc.
2. Temporary restrictions such as road bans, construction zones, etc.
3. A bridge analysis for each bridge that is being crossed. This analysis considers the actual capacity of the bridge for the specific vehicle, and is not just a review of a list to determine if the bridge is or is not restricted. There is an option to mandate engineer review if required.

4. Roadway width to assess the accommodation of other vehicles and the requirement for traffic control and escort vehicles.
5. Vertical clearances for bridges, overpasses, and other overhead obstacles.
6. Travel past vehicle inspection stations or through municipalities and enforcement areas. Municipal officials at their request can receive automatic notification of permits for oversize loads moving on their roads.
7. Specific business rules, based on the vehicle, commodity and highways to ensure that the proper permit conditions are included in the permit.

TRAVIS-MJ has been in production, with a pilot group of municipalities, since June 2009. Many of the lessons learned during the pilot phase have been addressed and the final version of TRAVIS-MJ was implemented into production in November 2010. Since then, the Province has been contacting municipalities to demonstrate the system and encourage them to join the initiative.

Municipalities

Each municipality using TRAVIS-MJ for permitting will continue to be the sole road authority for their roads and will continue to set the criteria and make the decisions for allowing the movement of oversize loads on their roads.

The TRAVIS-MJ system is designed to assist municipalities in assessing applications for the movement of oversize vehicles. TRAVIS automatically checks the suitability of oversize vehicle travel on municipal roads, based on the data and rules provided by the municipality. If the information on the application matches the municipal business rules, the system will be able to provide automatic municipal approval. Where the vehicle weights or dimensions exceed any limits stipulated by the municipality, or if there is a routing issue, the move will be denied automatic approval. The applicant can revise the application or ask for it to be forwarded to the municipality for manual review.

The TRAVIS system allows municipalities to require that the permit applicant list the client companies, to facilitate checking for road use agreements and to assign responsibility for road damage.

The initial data upload will include roadway attribute data such as roadway surface type, roadway function, truck routes, local access roads, width, etc. Once the data is in place, free web-based tools will be provided to the municipalities (or their consultant) to maintain the data. Municipalities will have the ability to create business rules in the TRAVIS system for specific reviews and checks. The tools will provide ongoing access to the TRAVIS system to add or remove temporary restrictions for road bans, construction zones, rain-out zones, etc.

Municipalities will have access to a free, web-based permit monitoring page and will also be notified by e-mail of each application and of any permits automatically issued. This will enable them to monitor and enforce the movement of the oversize vehicle. TRAVIS will include periodic customized reports as well as the ability to search the database to answer specific questions.

The benefits to the municipalities of TRAVIS Multi-Jurisdiction include:

- Retention of full authority over municipal road use.
- An online application system to reduce the workload of phone calls and duplicate data entry of the permit information.
- A streamlined, automated approval process, ensuring that all desired analysis, factors, and rules are applied equitably and consistently. Also, the system will ensure that the proper staff members are consulted whenever manual approvals are required.
- The ability to offer 24/7 service at no cost to the municipality.
- A higher frequency of moves obtaining municipal approval, as TRAVIS will automatically notify municipalities of all permit applications using their roads.
- Easy access to a comprehensive permit database, for operational planning and roadway management.
- Participation in a permit revenue sharing system to offset permit approval costs.

Industry

The trucking industry will realize numerous benefits from the implementation of the TRAVIS Multi-Jurisdiction permitting system:

- One window permit application, saving substantial time (and money).
- Single permit document with all provincial and municipal permit conditions.
- Single fee (saving administration costs).
- 24/7 service for permit applications and automatic approval of many permits.
- Immediate feedback on restrictions in various jurisdictions, allowing vehicle or route modification at the application stage.

Permit Fees and Revenue Sharing

The Province has committed to sharing permit revenues with municipalities participating in the TRAVIS-MJ initiative. A new permit fee system has been proposed which reflects municipal costs for issuing permits. Under this fee system, municipalities will receive their administration fee (if applicable) as set by the municipality as well as a prorated portion of the mileage-based permit fee.

The prorated portion will ensure that municipalities are able to operate and maintain their data in TRAVIS-MJ at no additional cost.

It is anticipated that the regulations for the new fee system will be come into effect on April 1, 2014.

In addition, the Province has committed to providing, at no cost to municipalities, assistance with the initial municipal set-up and data entry into TRAVIS MJ.

Q&A

1. **Q.** Will a municipality lose control of what vehicles move on roads under their management?
 - A. No, the municipality will have full control over the vehicles that are allowed to travel on their roads. TRAVIS will apply the business rules and roadway data provided by the municipality to either auto-approve or send the application to the municipality for manual review.
2. **Q.** How will municipalities using a consultant to manage their permits be affected by TRAVIS?
 - A. TRAVIS can notify either the municipality or their appointed agent(s) of permit applications on their roads. The process for approving applications that require manual attention is at the discretion of the municipality. TRAVIS merely requires that a person (authorized by the municipality) submits the approval (or rejection) on a screen within TRAVIS.
3. **Q.** Will TRAVIS handle municipal permit or inspection fees?
 - A. Not inspection fees. The TRAVIS system will collect permit fees as per the *Commercial Vehicle Dimension and Weight Regulation* along with the municipality's administration fee. The management of other fees will remain the responsibility of the municipality, following current processes.
4. **Q.** Will TRAVIS handle permitting for municipal hauls (e.g. gravel hauls) or road ban exemptions?
 - A. Not at this time. The current mandate for TRAVIS is to handle overweight and overdimensional permits only. Expansion of the mandate to include other permit types is under review.
5. **Q.** Will TRAVIS cause increased costs to municipalities?
 - A. The design of TRAVIS emphasized simplicity and ease of operation. It is anticipated that the permit approval process will be simpler than the current manual processes, reducing costs. Data and business rule entry and maintenance will be new activities. The province will assist with the initial data load by providing support for municipal data entry. Ongoing maintenance and updating of the data is a municipal responsibility.
6. **Q.** Will municipalities be able to opt out of using TRAVIS?
 - A. The plan has always been that all municipalities will see the benefits of the TRAVIS program and join voluntarily. We fully expect that all municipalities will see an increase in productivity by leveraging the technology and business processes of the TRAVIS system. Municipalities that do choose to opt out will not participate in the revenue sharing program. They will be responsible for all costs associated with permitting, as they will not be able to charge any permit fees.

7. Q. How are provincial multi-trip overweight permits handled?

A. TRAVIS MJ has been designed to allow carriers with provincial multi-trip overweight permits to apply for a municipal-only single trip overweight permit. The new permit type will have no provincial fees or approvals, as travel on provincial highways is covered by the multi-trip permits. The municipal single trip permit will allow municipalities to individually approve the move and collect the appropriate permit fees.

8. Q. How are TAC and tridrive permits handled?

A. Right now, there is no approval mechanism in TRAVIS for municipalities to approve TAC and tridrive permits.

9. Q. What happens if the weather turns bad and we need to close our roads?

A. As the system sits right now, the municipality could run a report to see what permits were active and phone them to advise them of the closure. Another option is to put a condition onto the permit that travel is prohibited if the roads are wet. We are currently working on an enhancement that would identify active permits on closed roads and notify the permit holders and/or their agents via email. Other notification modes (such as text messages) are being investigated as well.



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.2



Request for Decision

Date: February 10, 2014

Topic:	POLICE COMMITTEE BOARD APPOINTMENTS		
Proposal:	<p>The terms of membership for the Police Committee states as follows: "The Committee shall consist of nine (9) voting members who shall be appointed by resolution of Council as follows: (a) Five (5) members selected from the public at large as residents of the Town of Drumheller; (b) One (1) Mayor or designate by resolution of the Town of Drumheller, Municipal Council (c) Three (3) public members selected to a maximum of one (1) from any of the following communities, as defined within the boundaries of the Drumheller Detachment, RCMP – Starland County, Kneehill County, The Village of Delia, The Village of Morrin, the Village of Carbon and the Village of Munson. One (1) to three (3) year term, whichever Council deems appropriate, commencing October 31st." The term of any citizen member shall not exceed six (6) consecutive years, except by special resolution of Council."</p> <p>The Committee has one vacancy for one urban member. The Town received one application from Patrice Wolf (resident – Drumheller). The remaining two rural vacancies will continue to be advertised.</p>		
Proposed by:	Town of Drumheller		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Patrice Wolf for a three year term expiring on the date of Council's 2016 Annual Organization Meeting.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Linda Handy	1
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Agenda Item # 8.1.2



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 03/02/14
D/M/Y

Board applied for Drumheller Policing Committee

Name of Applicant Patrice D. Wolf

Full Address

Length

Phone

Past Service on Similar Boards no Citizens on Patrol
other boards comm. in Bloom / Community Garden / Humane Society

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

Moved to Drum in 97 - never want to live anywhere else. Home owner, business owner. Concerned that Drumheller is "unique" re: tourism, seasonal, oil & gas workers (transient), penitentiary (pros & cons) have participated in Federal "community service" ^{pun intended:} and inmate "work release" programs as a supervisor.

Patrice Wolf
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

COUNCIL POLICY

Agenda Item # 8.1.3



COUNCIL POLICY #C-01-14

Supersedes #C-01-11

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 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 AND COMPENSATION ARE HEREINAFTER OUTLINED

In accordance with Revenue Canada's provisions for Municipal Officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials shall be deemed to be in lieu of expenses (general expense allowance). The remaining two-thirds (2/3) is income from elected or appointed office (honoraria), and is therefore subject to income tax and considered as earnings. The general expense allowance is paid with the honoraria through the payroll system.

2.0 REMUNERATION REVIEW

Following a General Municipal Election, 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 90 days following a General Municipal Election.

3.0 ANNUAL REMUNERATION PAYMENTS

3.1 Annual remuneration shall be paid to Members of Council and shall consist of an honorarium and general expense allowance (which is one third of the total).

As of January 1, 2014

POSITION	HONORARIUM	GENERAL EXPENSE ALLOWANCE	ANNUAL REMUNERATION
Mayor	\$24,732.00	\$12,366.00	\$37,098.00
Councilors	\$12,958.00	\$ 6,479.00	*\$19,437.00

3.2 Mayor and Councilors salary shall increase retroactive to January 1st, 2013 by 3.0%, increase a further 3.0% effective January 1, 2014 and increase January 1st, 2015 by 3.5%. 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.

Remuneration and Expense Allowance for Mayor and Council

3.3 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Appointed committee meetings
- Meeting with individual ratepayers and community organizations
- Time spent in the execution of duties of the portfolio
- Conventions and Conferences, such as the AUMA or FCM or other government events.

3.4 This general expense allowance is for:

- In-Town travel and car expense
- In-Town entertaining for portfolio or committee responsibilities
- Dry cleaning and laundry costs
- Office supplies for personally owned equipment such as fax or computers
- Incidental expenses incurred in the normal execution of duties

As Revenue Canada deems travel costs to attend regularly scheduled council or committee meetings is of a personal nature, this type of expense is not included in the general expense allowance, and is not reimbursed.

3.5 The Task Force recommends that a 3% pension or RRSP for members of Council with matching contributions be implemented as part of the benefit package.

4.0 PER DIEMS

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

- \$250 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 and excludes meetings as outlined in Clause 3.3, but specifically includes Council orientation and strategic and business planning sessions, retroactive to the October 21, 2013

The annual per diem for Councilors shall be capped at 5 days. Annual per diem for the Mayor shall be capped at 10 days, unless additional meetings are preapproved by Council during a regular Council meeting.

4.2 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 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 or lodging

Agenda Item # 8.1.3

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Remuneration and Expense Allowance for Mayor and Council

5.2 Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time.

5.3 Non receipted meal allowances shall be increased 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 allowed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached, and must be approved by the Mayor. There will be no reimbursement on payments for alcoholic beverages. Travel rates are in accordance with the Town's Human Resource Policy.

Policy C-01-11 is hereby repealed.

Adopted by Council

Date: Feb 10, 2014

Mayor of Drumheller

Chief Administrative Officer

Remuneration Committee

Memorandum**DATE: February 3, 2014****TO: Mayor and council, Town of Drumheller****PREPARED BY: Byron Nagazina, Director, Corporate Services****REVIEWED BY: Remuneration Committee and Ray Romanetz, CAO****RE: 2014 Remuneration Committee Recommendation****Purpose:**

As per Council Policy #C-01-11, the purpose of the Remuneration committee is to establish a fair and equitable basis of remuneration for time and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meeting and conferences or other related business on behalf of the town whether within the Town or out of Town.

Recommendation:

The Committee recommends that Council Policy C-01-11 be amended as follows; effective January 1, 2014:

1. The Mayor and Town Council receive a 3% increase for 2013 – retroactive to January 1, 2013.
2. The Mayor and Town Council receive a 3% increase for 2014 – Retroactive to January 1, 2014.
3. The Mayor and Town Council, for the remaining term of service receive remuneration increases based on the annual increase 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.
4. Mileage shall be paid in accordance with the Government of Alberta Mileage rate, as revised from time to time.
5. Non receipted meal allowances shall be increased as follows:

	<u>Current</u>	<u>Proposed</u>
Breakfast	\$7.50	\$10.00
Lunch	\$10.00	\$15.00
Dinner	\$17.00	\$25.00

The Committee in addition, recommends a maximum cap for meals of \$150.00 per day, including 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not allowed.

6. A full day shall be defined as work in excess of 4 hours to attend meetings or business on behalf of the Town.
7. The Committee recommends that article 4.1 of Council Policy C-01-11 be revised to include Per Diem payments for Council Orientation meetings and Strategic and Business Planning sessions that are held within the Town of Drumheller retroactive to October 21, 2013. [NTD: to match the election]

Remuneration Committee

8. Committee recommends Clause 4.1 be further amended to read that the Mayor shall receive per diem for full day meetings, to a maximum of 10 days, unless additional meetings are pre-approved by Council during a regular Council meeting.
9. It is recommended that a clause 4.2 be added; stating that in case of a Local State of Emergency being declared by Council, the Mayor and Councilors duties relating to emergency operations exceed 4 hours per day they shall be paid the Per Diem, subject to approval of Council. Any Per Diem days related to a Local State of Emergency shall not count against the maximum Per Diem days allowed per year.

Impact:

- Based on the recommendations, the Mayors salary would be \$37,098.00 and the councilor salary would be \$19,437.00.
- Remuneration for elected officials will continue to be paid bi-weekly and shall continue to be reported to Revenue Canada as two-thirds (2/3) Honorarium, which is taxable and one-third (1/3) General Expense Allowance, which is non-taxable. Though calculated separately, they shall continue to be paid together.
- The Mayor would receive retroactive pay for 2013 in the amount of \$1,049.00 and the 4 councilors would receive \$550.00.
- Financial Impact of recommendation for 2014 is \$8,826.00, or \$0.95 per \$100,000 of assessed property value.
- Remuneration puts the Mayor and Council in line with other municipalities of similar size. Drumheller remuneration is neither the highest nor the lowest when viewing comparable municipalities.

Conclusion:

- The Remuneration Committee believes it has fulfilled its purpose as set out above by recommending a fair and equitable compensation package for the Town of Drumhellers Mayor and Councilors.
- The Committee would like to thank Administration for preparing the material for our review.
- We would also like to thank the Members of Council for the quick completion of the questionnaires. Responses were relevant and appreciated.

Respectfully submitted,
James Robert (Bob) Hannah
Debra Bolduc
Sandy Brown
James Gooley
Bob Sheddy