Town of Drumheller COUNCIL MEETING AGENDA

November 27, 2017 at 4:30 PM Council Chamber, Town Hall 224 Centre Street, Drumheller, Alberta



Page

3-9

- 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
- 5.1.1 Regular Council Meeting Minutes of November 14, 2017
- 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. ACTING CAO
- $10 \text{-} 12\,$ 8.1.1 Bylaw 14.17 being a bylaw to set the utility rates for 2018 first reading
- 13-16 8.1.2 RFD Amendment to Policy C-04-14 (Remuneration and Expense Allowance for Mayor and Council)
- 17-21 8.1.3 RFD Appointment to the Heritage Arts and Culture Committee

Page

8.1. ACTING CAO

- $22\mbox{-}26~$ 8.1.4 ~ RFD Appointment to the Drumheller Public Library Board
- 27-41~ 8.1.5 ~ RFD Appointments to the Drumheller Policing Committee
- $42\mbox{-}50~$ 8.1.6 ~ RFD Appointment to the Drumheller Housing Administration
 - 8.2. DIRECTOR OF INFRASTRUCTURE SERVICES
 - 8.3. DIRECTOR OF CORPORATE SERVICES
 - 8.4. DIRECTOR OF COMMUNITY SERVICES
 - 8.5. DIRECTOR OF PROTECTIVE 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 MAYOR AND COUNCILLOR REPORTS
 - 13.1 RFD Approval of Economic Impact Task Force Terms of Reference
 - 14.0 IN-CAMERA MATTERS

Town of Drumheller COUNCIL MEETING MINUTES

November 14, 2017 at 4:30 PM Council Chamber, Town Hall 224 Centre Street, Drumheller, AB, T0J 0Y4

PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Lisa Hansen-Zacharuk

Tony Lacher

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Darryl Drohomerski

DIRECTOR OF CORPORATE SERVICES

Barb Miller

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT: DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

1.0 CALL TO ORDER

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

Mayor H. Colberg commented that she was honored to attend the opening of the Rosebud Theatre's production, "Cariboo Magi" as well as attending the Kaleidoscope Theatre's production, "For the Pleasure of Seeing Her Again". She encouraged Council and the public to support both of these great performances.

Mayor H. Colberg commended CAO D. Drohomerski and the PW Staff for their efforts in snow removal as many thank you's have come forward from the public.

Mayor H. Colberg commented that she was honored to attend the Remembrance Day Services in the Valley and thanked those who attended as well in support of these remembrances.

2.0 MAYOR'S OPENING REMARK



3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Correction: Councillor Lisa Hansen-Zacharuk stated that the RFD – Appointment to the Municipal Planning Commission should be one appointment not three as stated. **MO2017.130** Garbutt, Makowecki moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of October 2, 2017 Organizational Council Meeting Minutes of October 30, 2017

MO2017.131 Zariski, Lacher moved to adopt the Regular Council Meeting Minutes of October 2, 2017 and the Organizational Meeting Minutes of October 30, 2017 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Meeting Minutes of August 24, 2017 Municipal Planning Commission Meeting Minutes of September 15, 2017 Councillor T. Zariski explained that although the MPC Meeting minutes are being presented for information only, Council may ask for clarification on any item.

- 5.3. BUSINESS ARISING FROM THE MINUTES
- 6.0 DELEGATIONS
- 7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS
- 8.0 REQUEST FOR DECISION REPORTS
- 8.1 CAO
- 8.1.1 Bylaw 12.17

D. Drohomerski presented Bylaw 12.17 being a bylaw to amend the Land Use Bylaw 10.08 to add the use "Self Storage Facility" under Downtown Transition (DT) District (Section 30). He advised that the applicant wishes to construct a self storage facility (lockers) where people can store their excess furniture, etc. The proposal is for the property commonly known as the former consortium building at 5th Avenue and 6th Street East. He further advised that first reading would allow for the advertising of a public hearing to be held on December 11th.

MO2017.132 Hansen-Zacharuk, Makowecki moved first reading of Bylaw 12.17.

Councillor T. Zariski advised that the information was presented to the Municipal Planning Commission for their review and they voted against it. He further advised that the MPC's comments will be presented at the public hearing.

Vote on Motion:

4 in favour – Hansen-Zacharuk, Zariski, Makowecki, Lacher

3 opposed – Colberg, Garbutt, DeMott

Carried

8.1.2 RFD - Appointment to Municipal Planning Commission

D. Drohomerski advised that the Municipal Planning Commission has one vacancy resulting from one member not meeting the requirement for attendance as set out in Bylaw 32.08. Three applicants have submitted their names: Sharon Clark has resubmitted her name and as set out in Bylaw 32.08 reappointment would be at Council's discretion as Sharon has served two consecutive terms on the MPC; Dennis Harder's name has been resubmitted as he was not successful in being appointed to the MPC at Council's Organization Meeting held on October 30th; and Andrew Luger had submitted his name on August 28th and was regrettably missed moving forward for Council's consideration at the Organizational meeting held on October 30th. Administration recommends the selection of one appointment by secret ballot.

MO2017.133 Zariski, Hansen-Zacharuk that Council approve the appointment by secret ballot for a term of three years to the Drumheller Municipal Planning Commission expiring on the date of Council's 2020 Annual Organization Meeting.

Councillor T. Zariski stated that although Sharon Clark has served two terms, her law background has been very valuable to the MPC over the last six years and asked Council to take this into consideration.

Councillors Zariski and Hansen-Zacharuk agreed to a friendly amendment.

MO2017.133A Hansen-Zacharuk, Garbutt moved that Council approve the appointment of Sharon Clark for the term of three years to the Drumheller Municipal Planning Commission expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - IT Managed Services Award of Contract

Councillor L. Hansen-Zacharuk asked for Item 8.3.1 to be tabled as a request has come forward from one of the proponents asking for a delegation before Council. Mayor H. Colberg recommended the next Regular Council Meeting of November 27th for presentations. D. Drohomerski advised that the short-listed bidders would be offered the same opportunity.

Councillor T. Zariski advised that the information was presented to the Municipal Planning Commission for their review and they voted against it. He further advised that the MPC's comments will be presented at the public hearing.

Vote on Motion:

4 in favour - Hansen-Zacharuk, Zariski, Makowecki, Lacher

3 opposed – Colberg, Garbutt, DeMott

Carried

8.1.2 RFD - Appointment to Municipal Planning Commission

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Councillor T. Zariski stated that although Sharon Clark has served two terms, her law background has been very valuable to the MPC over the last six years and asked Council to take this into consideration.

Councillors Zariski and Hansen-Zacharuk agreed to a friendly amendment.

MO2017.133A Hansen-Zacharuk, Garbutt moved that Council approve the appointment of Sharon Clark for the term of three years to the Drumheller Municipal Planning Commission expiring on the date of Council's 2020 Annual Organizational Meeting. Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - IT Managed Services Award of Contract

Councillor L. Hansen-Zacharuk asked for Item 8.3.1 to be tabled as a request has come forward from one of the proponents asking for a delegation before Council. Mayor H. Colberg recommended the next Regular Council Meeting of November 27th for presentations. D. Drohomerski advised that the short-listed bidders would be offered the same opportunity.

MO2017.134 Hansen-Zacharuk, Makowecki moved that the RFD – IT Managed Services Award be tabled to a future meeting at which time Council will hear from the proponents. Carried unanimously.

- 8.4. DIRECTOR OF COMMUNITY SERVICES
- 8.5 DIRECTOR OF PROTECTIVE 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 MAYOR AND COUNCILLORS REPORTS
- 13.1 RFD Council Reporting Requirements

Mayor H. Colberg stated that she is proposing that all Council members are required to present a summary of each of their Committees that they serve on as well as conventions / conferences / courses prior to reimbursement.

MO2017.135 Lacher, DeMott moved 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.

Councillor J. Garbutt asked that the policies be separated:

Policy C-04-14 already sets out the reporting requirements and that a 6.0 be added worded as such "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". And secondly, that a quarterly reporting requirement be established.

Councillors Lacher and DeMott agreed to the friendly amendment.

MO2017135A Garbutt, Lacher moved that Council members will provide written quarterly reports for the Committees they represent. Carried unanimously.

MO2017135B Garbutt, Lacher moved an amendment to Policy C-04-14 as follows: 6.0 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. Carried unanimously.

13.2 RFD - Community Council Representation

Mayor H. Colberg stated that she is proposing a new policy for all Councillors 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. She further stated that she would represent the community as a whole. **MO2017.136** DeMott, Lacher moved that community representation by Councillors be adopted as chosen.

In response to a question from Councillor J. Garbutt, Mayor H. Colberg explained that the purpose would be for Community Associations to liaison with an assigned Councillor. Councillor J. Garbutt suggested that this duty be assigned to the Deputy Mayor. Council discussed whether the Community Associations would be able to develop a relationship with a changing Deputy Mayor and whether some Community Association would even want Council representation at their meetings. Council concurred that representation at Community Associations would be an opportunity for two-way sharing of information.

Council agreed that the community representation will be by the Deputy Mayor during their term.

Vote on Motion: Carried unanimously.

13.3 RFD - Ethical Guidelines of Conduct for Members of Council

D. Drohomerski advised that in the past Council has passed a motion adopting the AUMA template for Ethical Guidelines of Conduct for Members of Council signed by the Mayor only. He recommended that the Ethical Guidelines of Conduct for Members of Council be signed by all members of council.

MO2017.137 Hansen-Zacharuk, Makowecki moved that Council adopt the Ethical Guidelines of Conduct for Members of Council.

Councillor J. Garbutt stated that the Ethical Guidelines of Conduct for Members of Council are already enshrined in Council's Procedure Bylaw.

Vote on Motion:

5 in favour – Zariski, Lacher, Makowecki, DeMott, Colberg 2 opposed – Hansen-Zacharuk, Garbutt Carried.

14.0 IN-CAMERA MATTERS

MO2017. Garbutt, Makowecki moved to go in camera at 5:35 PM. Carried.

14.1 Land Matter

MO2017. Garbutt, Makowecki moved to go out of camera at 7:04 PM. Carried.

Regular Council Meeting	Minutes
November 14, 2017	

There being no further business, the Mayor declared the meeting adjourned at 7:05 PM.
Chief Administrative Officer
Mayor

TOWN OF DRUMHELLER

BYLAW NO. 14.17

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

The Council for the Town of Drumheller, duly assembled enacts as follows:

1. Definitions

"Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.

"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

"Group 1" includes connections with meters 1" and under

"Group 2" includes connections with meters from 11/4" to 2"

"Group 3" includes connections with meters from 3" to 4"

"Group 4" includes connections with meters from 6" to 8"

"Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.

"Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses;

"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$14.04	\$13.08
Group 2	\$48.24	\$73.17
Group 3	\$312.01	\$290.62
Group 4	\$898.69	\$836.98

3. Water Rate

Per cubic meter \$1.7881

4. Waste Water Rate

Per cubic meter \$2.1032

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$38.08 monthly

5. Bulk Water per cubic meter \$5.8965

6. Recycling Fee per unit \$2.00

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

8. Disconnection/Reconnection

Disconnection notice service fee \$25.00

Reconnection/Disconnection during business hours \$50.00

Reconnection/Disconnection during non-business hours \$150.00

If the water supply has been disconnected for non-payment of accounts, all fees and costs must be paid prior to reconnection

9. Bylaw 17.16 is hereby repealed.
This bylaw comes into effect on January 1, 2018.
READ A FIRST TIME this 27th day of November, 2017
READ A SECOND TIME this day of December, 2017
READ A THIRD AND FINAL TIME this day of December, 2017
MAYOR
CHIEF ADMINISTRATIVE OFFICER

Town of Drumheller REQUEST FOR DECISION



TITLE:	COUNCIL POLICY C-04-14 AMENDMENT
DATE:	November 22, 2017
PRESENTED BY:	Barb Miller
ATTACHMENT:	Council Policy C-04-14 (as amended)

SUMMARY

Following discussion held at Council's Committee of the Whole Meeting on November 20th, Council agreed to amend Council Policy C-04-14 Section 2.0 by changing the appointment of an independent committee composed of Drumheller residents to review this Policy and report back to Council with recommendations within one (1) year (from the current stated 90 days).

RECOMMENDATION:

Mayor and Council propose that Council amend Policy C-04-12 by changing 90 days to one year in Section 2.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

Budget implications will not be known until recommendations are received.

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

Policy C-04-14 as amended will be posted on the Town's website.

MOTION:

That Council amend Section 2 of Council Policy C-04-14 known as the "Remuneration and Expense Allowance for Mayor and Council" by changing the appointment of the committee and the committee's report shall be completed within one (1) year following a General Municipal Election.

Prepared By: Linda Handy, Executive Assistant	Reviewed By:	Approved By: Barb Miller Acting Chief Administrative Officer

COUNCIL POLICY #C-04-14(as amended)

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 one (1) year 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 EXPENCE ALLOWANCE	ANNUAL REMUNERATION
Mayor	\$24,732.00	\$12,366.00	\$37,098.00
Councillors	\$12,958.00	\$ 6,479.00	*\$19,437.00

3.2 Mayor and Councillors 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.

Page 2

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 either by Council or vicariously through committee appointment where attendance is mandatory to fulfill responsibilities of committee appointments and excludes meetings as outlined in Clause 3.3.

- 4.2 A Per Diem of up to 5 days annually per Councillor and 10 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. The balance of the annual per diem allotment is to be used to attend meetings, conventions etc. at the individuals discretion.
- 4.3 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors 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

Page 2

Remuneration and Expense Allowance for Mayor and Council

- Out of Town travel or lodging
- 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.

6.0 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.

Adopted by Council Date: February 10, 2014

Terry Yemen, Mayor of Drumheller

R.M. Romanetz, P. Eng. Chief Administrative Officer

Amendments

October 3, 2016 Motion No. MO2016.131 November 14, 2017 Motion No. MO2017.135B

Town of Drumheller REQUEST FOR DECISION



TITLE:	HERITAGE, ARTS AND CULTURE COMMITTEE APPOINTMENT
DATE:	November 22, 2017
PRESENTED BY:	Barb Miller
ATTACHMENT:	Policy C-02-16 Arts and Culture Policy
	Heritage, Arts and Culture Strategic Plan

SUMMARY

The Town of Drumheller is seeking two public at large members to sit on the Heritage, Arts and Culture Steering Committee. One application has come forward from Dennis Harder. Administration is recommending that Council approve the appointment of Dennis Harder. There is no term of appointment assigned to this Committee. The Town will continue to advertise one vacancy on this Committee.

RECOMMENDATION:

FINANCIAL IMPACT:

STRATEGIC POLICY ALIGNMENT:

N/A

Administration recommends the appointment of Dennis Harder.

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 Heritage, Arts and Culture Committee.

Good governance.		
communication Plan: Board appointments are po	sted on the Town's website.	
MOTION: That Council approve the app	ointment of Dennis Harder.	
Prepared By: Linda Handy, Executive Assistant	Reviewed By:	Approved By: Barb Miller Acting Chief Administrative Officer



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date OCTOBER 20th, 20)17		
Board applied for	HERITAGE .	4RTS	& CULTURE
Name of Applicant_DEN	NIS HARDER		····
Full Address			Postal Code T0J 0Y5
Length of Residency in	「 own <u>1 1/2 YEAR</u> S		
Phone (403)	E-mail Address		
Past Service on Similar	Boards PASSION PLAY BO	ARD, BUS	SINESS ADVOCACY COMMITTEE,
BOARD OF DIRECTOR	FOR MORDEN-WINKLER	CONST	ITUENCY
	ORY (include information to your capabilities to sei		ou feel would assist Council nis Board)
I AM AN ENTREPRENEUR	R BY HEART AND HUGE BE	LIEVER	IN SUPPORTING MY LOCAL
COMMUNITY. I AM PASSI	ONATE ABOUT HELPING P	EOPLE,	BUSINESSES AND COMMUNITIES
GROW AND HAVE HAD TH	HE HONOR TO HELP AND	ASSIST A	A LOT OF PEOPLE, BUSINESSES
AND COMMUNITIES GRO	W IN DIFFERENT AREAS.		
AA-		_	
Signature of Applicant			

Return Email Address: lhandy@dinosaurvailey.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

COUNCIL POLICY #C-02-16

ARTS AND CULTURE POLICY

A. THE PURPOSE OF THIS POLICY IS TO:

The Town of Drumheller believes that the promotion and support of Arts and Culture events and activities lead to positive community involvement and makes Drumheller a more vibrant and successful community.

B. ARTS AND CULTURE GRANT PROGRAM DETAILS

- 1. Applications for Arts and Culture grants are accepted by the Director of Community Services.
- 2. Applications will be evaluated by the Heritage Steering Committee, or other group designated by Council.
- Criteria for the evaluation and awarding of Arts and Culture grants will be determined by the Heritage Steering Committee and will be presented to Council for their approval.
- 4. Grant applications will be reviewed after April 30 each year. Grants will be received throughout the year and will be evaluated based on the merits of each application and availability of grant funding.
- 5. The Town's annual budget for Arts and Culture grants will be approved by Council in the annual Operating Budget,
- 6. The Town will manage and promote the development of an Arts and Culture Fund which will include the Town's annual contribution and additional funds received from private donors to augment the Arts and Culture Fund.
- 7. The Chair of the Heritage Steering Committee will present the results of the selection of grant recipients to Council.
- 8. The Town will continue to make available municipal venues for Arts and Culture events and activities that contribute to positive community involvement and the establishment of a more vibrant and successful community.

C. EEFECTIVE DATE

The Town of Drumheller offers Arts and Culture grants to organizations and individuals effective February 8, 2016.

Adopted by Council

Date: February 8, 2016

Terry Yemen Mayor of Drumheller

R.M. Romanetz Chief Administrative Officer Page 19 of 50

HERITAGE, ARTS & CULTURE STRATEGIC PLAN JANUARY 25, 2017

H.A.C. ROLE:

Our role as a Heritage, Arts and Culture Committee will be to coordinate arts and culture within the community and facilitate networking amongst artists and the creative community in Drumheller. We will strive to promote Drumheller's Heritage and Culture through numerous platforms and foster a positive, robust relationship with artists, musicians, historians and cultures throughout the valley.

The Committee would support a variety of events and activities which are inclusive of all groups (Youth, Seniors, Ethnic Communities etc.) and engage the residents in these activities.

The Drumheller Heritage Arts and Culture Committee are committed to developing and fostering creativity and cultural awareness within the valley. This will be achieved in the following ways:

CULTURAL HUBS:

We will develop creative hubs within the community where artists and people of the arts can gather for inspiration and support.

- The Heritage, Arts and Culture committee will advocate for the creation of these creative hubs.
- Preference would be given to the downtown of Drumheller since many of the existing galleries and murals are already located there.
- Promote heritage and creative hubs through various platforms.

CULTURAL FESTIVALS:

The Heritage, Arts and Culture committee would also support the creation of cultural festivals to showcase the diversity of Drumheller and surrounding area.

- The Heritage, Arts and Culture Committee will facilitate the development of a cultural festival, which would be similar to the existing Spring and Fall Sports, Recreation and Arts Expos.
- This would be an annual festival featuring traditional cultural foods, dancing, music and more.
- Plans are to host this festival in 2018, allowing for time to access funds for promotion on various platforms.

• In addition, it would be held in autumn to help extend the tourism season in Drumheller.

FINANCIAL SUPPORT:

- Enable funding for Arts & Culture by advocating a Budget for funding Arts & Culture.
- Minimize barriers to participate in Arts & Culture.

COMMUNICATIONS:

- Town website to register events and activities.
- Provide a Heritage, Arts & Culture Newsletter.
- Use Social Media to promote inclusive events and activities.
- Connect with creative community.
- Celebrate artists and Cultures in the community.
- Hold functions with Cultural groups.
- Promote awareness of Arts & Culture.

BEAUTIFICATION OF DRUMHELLER:

- Encourage restoration and revitalization.
- Work with Economic Development to beautify Downtown.
- Artists creating Murals.
- In Partnership with Economic Development, make recommendations to council to restore and revitalize Downtown.

Conclusion:

Our Vision & Mission is to promote the arts and cultural environment in Drumheller while preserving our Heritage.

Town of Drumheller REQUEST FOR DECISION



TITLE:	DRUMHELLER PUBLIC LIBRARY APPOINTMENT
DATE:	November 22, 2017
PRESENTED BY:	Barb Miller
ATTACHMENT:	Bylaw 18.09 Establishment of Drumheller Public Library Board

SUMMARY

The Drumheller Public Library Board currently has two vacancies. The Drumheller Library Board has recommended the appointment of Sheila Krueger. The other one vacancy will continue to be advertised.

RECOMMENDATION:

The Drumheller Public Library Board recommends the appointment of Sheila Krueger.

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 accept the recommendation of the Drumheller Public Library Board and approve the appointment of Sheila Krueger for a 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: Reviewed By: Approved By: Barb Miller Acting Chief Administrative Officer



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date11/06/17
Board applied for Library
Name of Applicant Sheila Krueger
Full AddressPostal Code_TOJ 0Y4
Length of Residency in Town 6 months
Phone (403) E-mail Address
Past Service on Similar Boards Librarian at Parks Canada Warden Service Library
BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)
Bachelor of Arts U of S 1988 Social Sciences
2 legal assistant night courses and 3 months experience as legal assistant
2 yrs in a professional college of Nursing U of S
Sheila Kruger
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 TOJ 0Y4

www.dinosaurvalley.com

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

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.
- 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.
- 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.

- 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.

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.

THIEF ADMINISTRATIVE OFFICER

N:\shared\Engineering\DOCUMENT\BYLAW\2009\Bylaw 18-09 Municipal Library Board .doc

Town of Drumheller REQUEST FOR DECISION

TITLE:	DRUMHELLER POLICING COMMITTEE APPOINTMENTS
DATE:	November 22, 2017
PRESENTED BY:	Barb Miller
ATTACHMENT:	Bylaw 17.08 Establish a Policing Committee

SUMMARY

The terms of membership for the Policing 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(do not wish to participate), 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."

The Committee has four vacancies for public at large members. Over the past year, the Town has received six applications of which four are new applications: Jo Jensen, Don Loro, Kalan Sykes and Keith Hodgson.

Current member Jim Decore has resubmitted his name for a one year term. As Mr. Decore has served 8 consecutive years on the board, it is up to Council's discretion if they would like to reappoint him for a further term of one year. Jim's reappointment to the Committee is important because Jim is appointed as a Public Complaint Director (PCD) under the Police Act and assists the OIC (Officer in Charge) in resolving public complaints. Before appointing a PCD, the Committee considers how their PCD can best serve the community and what skills and training the PCD needs in order to perform that function well. Jim has the required specific training. The security check for this position can take over 1 year to obtain. Also, this person has to be trained in the exact interview, reporting and liaison protocols which are done in part by the Solicitor General's department and in part by the departing PCD. The Committee has been fortunate to have had former Penitentiary employees as our PCD but the training is extensive.

Past member Karry Leddie has resubmitted his application after serving a two year term expiring on October 31, 2016.

The Policing Committee has reviewed the applications and is recommending the appointment of Don Loro and Kalan Sykes for a term of three years as well as the appointment of Jim Decore for a further one year term and Larry Keddie for another term of two years.

RECOMMENDATION:

The Policing Committee recommends the appointments as noted above.

Request for Decision Page 2

Agenda Item # 8.1.5

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 Policing Committee.

FINA	NCIAL	IMP	ACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Board appointments are posted on the Town's website.

MOTION:

That Council accept the recommendation of the Policing Committee and approve the appointments of Don Loro and Kalan Sykes for a three year term expiring on the date of Council's 2020 Annual Organizational Meeting, Jim Decore for a one year term expiring on the date of Council's 2018 Annual Organizational Meeting and Larry Keddie for a further two year term expiring on the date of Council's 2019 Annual Organizational Meeting.

		B. h	
Prepared By: Linda Handy,	Reviewed By:	Approved By: Barb Miller	
Executive Assistant		Acting Chief Administrative Officer	

November 10, 2017

Mr Paul Salvatore Director of Community services Town of Drumheller Drumheller, Alberta



Re Drumheller Municipal Policing Committee

I am interested in serving as a member of the Drumheller Municipal Policing

Committee. . I have enclosed a resume and three names of references. Thank

you for considering my application.

Jim Decore Box 1716

Drumheller, Alberta

TOJ OYO

Phone (403)823 -4036

Resume

Name - Jim Decore

Work status - Retired

Employment – April 1967 - April 1998 – Drumheller Institution beginning as a Correctional Officer 1 progressing to Correctional Officer 3 to Correctional Supervisor to Correctional Officer 7 to Acting Deputy Warden, Then went as an Institutional Preventive Security Officer and ended career as Supervisor Supplies and Services

From 1964 to 1967 worked with Alberta Wheat Pool constructing elevators

From 1961 to 1964 worked as a Police Constable in Sylvan Lake, Alberta

Hobbies – Fishing. Hunting, Camping, Travelling Spending time with my family

Community Work – Currently President of the Nacmine Community Association and an Elder with Grace Lutheran Church Have volunteered with Cancer Society Heart and Stroke and last number of years with the Passion Play

References

MAR 1 0 2017



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 017 - 03 - 70
Board applied for Police Commission
Name of Applicant hours Keddie
Name of Applicant have Kedde Full Address Fostal Code TO TO Y
Length of Residency in Town 70 463
Phone (403) -mail Address Larry . Leddie @ show en
Phone (403) -mail Address Larry o Keddie Eshadien Past Service on Similar Boards Melville Police Comission, Drum Police Commission
BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board) Lhave Just Completed my first team
Day Lody
Signature of Applicant

Return Email Address: Ihandy@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





APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 2016/10/25
Board applied for Policing Committee
Name of Applicant To Jensen
Full Address Postal Code ToJ 0 YU_
Length of Residency in Town 13.5 yr
Phone (403) E-mail Address
Past Service on Similar Boards Drumbelle Public Library (10 yrs)
BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)
-have m past volunteered with Town Boards
- concern with polaring issues around the Drymheller aree
- enjoy volunteering and helping out the local community
- have worked youth Correctional Service of Canada for the past 17 years
Signature of Applicant
Return/Email Address: <u>Ihandy@dinosaurvalley.com</u>
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.

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www.dinosaurvalley.com

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



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date <u>28 Oct 2016</u> D/M/Y	
Board applied for POLICING	COMMETIE
Name of Applicant Dow Long	
Full Address	Postal Code ALTA
Length of Residency in Town	
Phone (403) E-mail Address	~ / /
Past Service on Similar Boards	RT COMMISSION BOARD
BRIEF PERSONAL HISTORY (include information and information as to your capabilities to serve	ation which you feel would assist Council in on this Board)
BORN IN WAYNE HOSE	17AL IN 1945. I HAUK
INGO IN THE VALLEY Y	
FOR APRENTICING IN THE	BUTOMOTIUE TANDE.
WORKED AT DRUMMELLER	INSTITUTION FOR 33 YRS,
25 yRS OF THIS SKRUICK V	OBS SERVED AS AKERPER
ORRECTION AL SUPER SUPERVIS	ire of Applicant
Signati	ire of Applicant

www.dinosaurvalley.com

Fax back to (403)823-8006

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

Telephone: (403) 823-1339

Fax: (403) 823-8006



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date October 21, 2016
Board applied for <u>Policing</u> <u>Commitee</u>
Name of Applicant Kalan Sykes
Full Address Brumheller Alberta Postal Code TOJ-0YO
Length of Residency in Town 15 years
Phone (403) E-mail Address
Past Service on Similar Boards Drumheller community Learning
Society from May 2015 - Present.
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 ran for town council in the past and plan on running
again in 2017. I leve my community and would be extreamly
greatful to have the opertunity to help keep the town a safe
place for all who reside and visit our valley.
Signature of Applicant
Signature of Applicant

Return Email Address: <u>Ihandy@dinosaurvalley.com</u>

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

www.dinosaurvalley.com

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



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date OCT 20, 2011
Board applied for TOWN POLICING COMMITTEE
Name of Applicant KEITH HODGSON
Full Address Postal Code ToJ ZVO
Length of Residency in Town 4 YEARS
Phone (403) S-mail Address
Past Service on Similar Boards SDAB (starting 3rd term) KIN CANADA
FOUNDATION, VARIOUS KINSMEN CLUBS.
BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)
RETIRED PREJECT MANAGER WITH EXPERIENCE LEADING
LARGE TEAMS AND BUDGETS. CUSTOMER FOCUSED WITH GOALS
OF ACHIEVING TARGETS AND MEETING EXPECTATIONS. INVOLVED
IN COMMUNITY THROUGH FIRE DEPARTMENT AND COMMUNITY
SERVICE GROVPS. SPOUSE WORKED FOR RCMF 25+ YEARS. Signature of Applicant Kuth C Houges. Handy@dinosaurvalley.com

Return Email Address: <u>lhandy@dinosaurvalley.com</u>

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Town of Drumheller 224 Centre Street Drumheller, AB T0J 0Y4 Telephone: (403) 823-1339

Fax: (403) 823-8006

TOWN OF DRUMHELLER BYLAW NO. 17-08

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH A POLICING COMMITTEE.

PURSUANT to the Municipal Government Act, Being Chapter M-26, R.S.A. 2000, as amended, the Council for the Town of Drumheller duly assembled enacts as follows:

WHEREAS Section 23(1) of the Police Act, being Chapter 12.01

of the Revised Statutes of Alberta, 1988 and amendments thereto, provides that a municipality which has entered into an Agreement with the government of Alberta for the provision of Police services under Section 22 of the Police Act may, by

by-law establish a Policing Committee; and

AND WHEREAS The member in charge of the Municipal Police Service

shall, in enforcing the bylaws of the Municipality, act under the lawful direction of the Chief Executive Officer or such other person as the Chief Executive

Officer may, in writing, designate; and

AND WHEREAS The Council of the Town of Drumheller deems it

advisable to establish a Policing Committee to advise

them on Police matters; and

AND WHEREAS Council, by the bylaw, shall prescribe the rules and

regulations governing proceedings and meetings of the

Committee.

NOW THEREFORE The Council of the Town of Drumheller, duly assembled,

enacts as follows:

1.0 TITLE:

This bylaw may be known as the "Policing Committee Bylaw".

2.0 DEFINITIONS:

For the purpose of this bylaw:

- (a) "Agreement" means the agreement between the Town of Drumheller and the Government of Canada for the provision of police services for the Municipality;
- (b) "Committee" means Drumheller Policing Committee.
- (c) "Council" means the duly elected Municipal Council of the Town of Drumheller from time to time;

TOWN OF DRUMHELLER BYLAW NO. 17-08

- 2 -

- (d) "Officer in Charge" means the Officer in charge of the local RCMP Detachment in the Town of Drumheller;
- (e) "Oversee" means to review and advise Council with regard to the terms of the Agreement;
- (f) "RCMP" means the Royal Canadian Mounted Police; and
- (g) "Town" means the Corporation of the Town of Drumheller or the area Contained within the Corporate limits of the Town as the context may Require.

3.0 DUTIES AND RESPONSIBILITIES:

- The overall objectives of the Policing Committee are to act as a liaison between Town Council, the RCMP detachment, the Bylaw Enforcement Office and the Citizens of Drumheller and foster responsible community actions towards the creation of a safe, secure community. The Committee shall endeavour to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
 - (a) oversee the agreement between the Town and the Government of Canada for the employment of the RCMP;
 - (b) provide Community feedback to the RCMP concerning Police and Town Bylaw enforcement strategies and activities;
 - (c) review and advise Council on the annual RCMP Goals and Priorities;
 - (d) Co-operate and liaise with community groups in creating programs or pursuing initiatives to improve public safety; and
 - (e) make recommendations to Council relating to Policing matters or relevant community issues, as it may deem advisable, on its own Initiative or upon request of Council.

4.0 COMPOSITION OF THE COMMITTEE

- 4.1 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.

TOWN OF DRUMHELLER BYLAW NO. 17-08

- 3 -

- (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, Royal Canadian Mounted Police:
 - i. Starland County
 - ii. Kneehill County.
 - iii. The Village of Delia
 - iv. The Village of Morrin
 - v. The Village of Carbon
 - vi. The Village of Munson
- The Officer in Charge of the Drumheller RCMP, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- The Chief Administrative Officer, or his designate, shall attend the Committee Meetings in an advisory, non-voting capacity.

5.0 MEMBERSHIP

- 5.1 Each member from the public at large shall be appointed to the Committee for One (1) to three (3) year term, whichever Council deems appropriate, commencing October 31st.
- 5.2 The term of any citizen member shall not exceed six (6) consecutive years, except by special resolution of council.
- 5.3 Members shall remain in office until their respective successors are appointed.
- Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
- 5.5 All persons appointed to the Committee shall:
 - (a) Take the oath prescribed by the Police Act.
 - (b) Not have a criminal record under the Criminal Code of Canada.
 - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department or the Department of the Solicitor General of Alberta;

TOWN OF DRUMHELLER BYLAW NO. 17-08

-4-

- (d) Be a Canadian Citizen or landed immigrant and a resident in the Town of Drumheller for at least six (6) consecutive months preceding the date of advertising for applications.
- (e) Be of the full age of eighteen (18) years.

6.0 RESIGNATION AND REMOVALS

- Any member may resign from the Committee at any time upon sending written notice to Council to that effect.
- 6.2 Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - (a) fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by Resolution of the Committee:
 - (b) ceases to be a resident of the Town and / or respective community as identified in 4.1(c);
 - (c) is hired in a full-time, permanent capacity with the Town or the RCMP or;
 - (d) is convicted of a crime under the Criminal Code of Canada.

7.0 OFFICERS OF THE COMMITTEE

- 7.1 The Chairman and Vice Chairman of the Committee shall be elected from amongst its citizen members after Council's organizational meeting of each year.
- 7.2 All members of the Committee shall vote on every motion, except the Chairman. In the event of a tie vote, the Chairman shall vote.

8.0 PUBLIC COMPLAINT DIRECTOR

- 8.1 The Committee shall appoint a Public Complaint Director.
- 8.2 The Public Complaint Director may be:
 - (a) a member of the Committee other than a member of the Council;
 - (b) an employee of the Committee;
 - (c) an employee of the Town; or
 - (d) another person, other than a member of the Council, who in the opinion of the Committee is qualified to serve in that capacity.

TOWN OF DRUMHELLER BYLAW NO. 17-08

- 5 -

- 8.3 The Public Complaint Director shall:
 - (a) receive complaints against police officers from the public and refer them to the Officer in Charge pursuant to Section 43(1) of the Police Act;
 - (b) provide liaison between the Committee and the Officer in Charge;
 - (c) receive complaints against Community Peace Officers (CPO's) from the public and refer them to the Director of Protective Services pursuant to the Peace Officer Act.
 - (d) Perform the duties assigned by the Committee in regard to public complaints.

9.0 MEETINGS

- 9.1 The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
- 9.2 Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- 9.3 No less than half of the total voting members of the Committee at a meeting shall constitute a quorum.
- 9.4 When a matter arises relating to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Roberts Rules of Order.
- 9.5 An agenda shall be prepared by the Chief Administrative Officer or his designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
- 9.6 Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the Royal Canadian Mounted Police, and security of police operations shall be conducted in private or closed meetings.
- 9.7 The Policing Committee may make such report to Council on matters of public concern as the Policing Committee deems are appropriate and are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

10.0 SUB-COMMITTEES

The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

TOWN OF DRUMHELLER BYLAW NO. 17-08

- 6 -

11.0 LIMITATIONS

Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee nor any member thereof have any power to authorize any expenditure to be charged against the Town.

12.0 CONFLICT OF INTEREST

No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26 of the Statutes of Alberta 2000 as amended.

13.0 EFFECTIVE DATE

This Bylaw shall come into effect on the date of final reading.

READ A FIRST TIME THIS 26th day of May 2008

READ A SECOND TIME THIS 26th day of May 2008

READ A THIRD TIME THIS 26th day of May 2008

Chief Elegted Officer

(SEAL)

Chief Administrative Officer

Agenda Item # 8.1.6

Town of Drumheller REQUEST FOR DECISION



TITLE:	DRUMHELLER HOUSING ADMINISTRATION APPOINTMENT
DATE:	November 22, 2017
PRESENTED BY:	Barb Miller
ATTACHMENT:	Ministerial Order under the Alberta Housing Act for Drumheller Housing
	Administration

SUMMARY

The Drumheller Housing Administration currently has one vacancy. Two applications have come forward from Cheyanne Bruer and Brendon Huntley. The Drumheller Housing Administration has recommended appointment of Brendon Huntley.

RECOMMENDATION:

The Drumheller Housing Administration recommends the appointment of Brendon Huntley.

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 Housing Administration.

FINANCIAL IMPACT:

N/A

STRATEGIC POLICY ALIGNMENT:

Good governance.

COMMUNICATION PLAN:

Board appointments are posted on the Town's website.

MOTION:

That Council accept the recommendation of the Drumheller Housing Administration and approve the appointment of Brendon Huntley for a three year term to the Drumheller Housing Administration expiring on the date of Council's 2020 Annual Organizational Meeting.

		B. m
Prepared By: Linda Handy,	Reviewed By:	Approved By: Barb Miller
Executive Assistant		Acting Chief Administrative Officer



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date Oct 10th 2017	
Board applied for Drumheller Housing Administrat	ion
Name of Applicant Brendon M Huntley	
Full AddressF	Postal Code t0j0y2
Length of Residency in Town 10 years	
Phone (403) E-mail Address	
Past Service on Similar Boards	
BRIEF PERSONAL HISTORY (include information which you fe in making a decision as to your capabilities to serve on this Bo	el would assist Council pard)
I am a very caring and passionate individual. I use	ed to live in the Low
Income Housing, and it was exactly what i needed at	that point in my life.
I feel i have a lot to contribute with my perspective, hav	ing used the service.
I would love the oppurtunity to learn what it is this board does and	to help in any way i can.
Brendon Huntley Digitally signed by Brendon Huntley Date: 2017.10.04 16:26:30 -06'00'	
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

Telephone: (403) 823-1339

Fax: (403) 823-8006

nformation is being collected for the purpose of appointing individuals to Town public



Agenda Item # 8.1.6

Ministerial Order No. H:086/95

Office of the Minister

IN THE MATTER OF THE ALBERTA HOUSING ACT S.A. 1994, c. A-30.1

Drumheller Housing Administration

I, Tom Thurber, Minister of Municipal Affairs, pursuant to section 5 of the Alberta Housing Act, ORDER THAT:

- Drumheller Housing Administration is established as a management body with all the powers, functions and duties prescribed in the attached Appendix with respect to the operation and administration of housing accommodation as identified in Schedule "A" of this Order.
- The assets, property, liabilities, obligations and all other concerns of the
 Drumheller Housing Authority, as continued under section 37 of the Act, are
 transferred to and assumed by the Drumheller Housing Administration as
 established by this Order, and any reference in an enactment, order, agreement
 or document shall be construed accordingly.
- Ministerial Order No. 180/70, as amended, incorporating Drumheller Housing Authority, is repealed.
- 4. This Order is effective April 1, 1995.

Tom Thurber

Minister of Municipal Affairs

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TX/RX NO.4169 P.001 Page 45 of 50

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APPENDIX

Agenda Item # 8.1.6

Drumheller Housing Administration

- Drumheller Housing Administration (hereafter referred to as the "management body") is hereby established as a management body.
- The City of Drumheller is the only member of the management body.
- (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of a maximum of five (5) members appointed as follows, and in accordance with subsection (2):
 - (a) five (5) members of the board shall be appointed by the City of Drumheller as follows:
 - (i) one (1) member from its municipal council; and
 - (ii) four (4) members from the public at large;

in the manner the City determines appropriate.

- (2) For the purposes of subsection S(1)(a)(ii), the City of Drumheller has the sole discretion to determine:
 - (a) the boundaries of the areas from which members of the board may be appointed;
 - (b) how residency in the areas from which members of the board may be determined; and
 - (c) the eligibility requirements, if any, for members of the board.
- (3) The board shall be appointed as follows:
 - (a) The first members of the board shall be appointed as soon as possible following the effective date of this Order.
 - (b) Members of the board shall be appointed by the City of Drumheller in accordance with this Order.
 - (c) The term of office for the first member of the board, as referred to in subsection 3(1)(a)(i), shall be from the date appointed until another member is appointed to hold that office, but shall not extend beyond one (1) year.
 - (d) The term of office for each of the first members of the board, as referred to in subsection 3(1)(a)(ii), shall be as follows:
 - (i) two (2) members appointed for a maximum three (3) year term;
 - (ii) one (1) member appointed for a maximum two (2) year term; and
 - (iii) one (1) member appointed for a maximum one (1) year term;

and the City of Drumheller has the sole discretion in determining the term of office for each member appointed to the board.

(e) The term of office for each member of the board as referred to in subsection 3(1)(a)(i), except the first member:

Agenda Item # 8.1.6

- (i) is for a maximum one (1) year term;
- (ii) shall begin the day after the City of Drumheller holds its annual organizational meeting in the year appointed; and
- (iii) end the day the City of Drumheller holds its annual organizational meeting in the year the term expires.
- (f) The term of office for each member of the board as referred to in subsection 3(1)(a)(ii), except the first members, shall be for a three (3) year term.
- (g) Members of the board, including the first members appointed under clause (a), may hold consecutive terms of office.
- (h) If the office of a board member is vacated the City of Drumheller shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.
- (i) The officers of the board shall be as follows:
 - (i) the member appointed under subsection 3(1)(a)(i) shall be the chairperson; and
 - (ii) the vice-chairperson and any other officers of the board the City of Drumheller determines necessary shall be appointed from among the remaining board members in the manner and at the times the City determines appropriate.
- (j) The term of office for the chairperson, vice-chairperson or any other officers of the board shall be for a one (1) year term.
- (k) The chairperson, vice-chairperson or any other officers of the board, may hold consecutive terms of office as long as each officer is a member of the board.
- (i) Each member of the board is entitled to deal with all matters arising from the policies and programs, and operation and administration, of the management body, except where otherwise provided under the Act and its Regulations.
- (4) The board may only adopt an operating budget or capital budget arising from housing accommodation as identified in Schedule 'A' of this Order that has been approved and requisitioned for a total amount approved by the Council of the City of Drumheller.
- (5) The board is a continuing body.
- (6) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vicechairperson.
- 4. The board shall:
 - (a) designate the offices of the management body, and

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- (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address Agenda Item # 8.1.6 for service, and any change in the location of such offices or address for service.
- (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A".
 - (2) In addition to the housing accommodation operated under subsection (1), the management body may operate Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.
- For the purposes of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:
 - (a) Management Body Operation and Administration Regulation;
 - (b) Social Housing Accommodation Regulation; and
 - (c) Housing Accommodation Tenancies Regulation.
- For the purposes of the Act, the management body's reporting date is 90 days from the effective date of this Order.

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Drumheiler Housing Administration
Housing Accommodation

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