

# **Town of Drumheller COUNCIL MEETING AGENDA**

**May 29, 2017, 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**

3-9 5.1 Regular Council Meeting Minutes of May 15, 2017

## **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

## **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**

10 8.1.1 Request For Decision - Bylaw 06.17 Cemetery Bylaw Amendment

11 8.1.2 Bylaw 06.17 Being a Bylaw to Amend Bylaw 03.09 Cemetery Bylaw

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

12-13 8.2.1 Request for Decision - Request for exemption to Cemetery Bylaw to allow for burial of cremains

**8.3. DIRECTOR OF CORPORATE SERVICES**

14-15 8.3.1 Request for Decision - Sandstone Manor - Taxes - Roll #000 04029906

16-18 8.3.2 Human Resources Policy 4.02.10.02 Vacation and Vacation Pay  
Amend Article 7.06 Vacation Carry Over to include Subsections 7.06.01 and 7.06.02

**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 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**May 15, 2017 at 4:30 PM**

**Council Chamber, Town Hall**

**224 Centre Street, Drumheller, AB, T0J 0Y4**



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Sharel Shoff

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

COUNCILLOR Tara McMillan

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:30 PM.

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen stated that he was very impressed with DVSS graduates at their ceremony held on May 13<sup>th</sup>. He further advised that this year's graduating class had the highest overall academic achievements that ever came out of a DVSS high school grad class resulting in four valedictorians. He further advised that one DVSS graduate was chosen out of thousands of applicants from across Canada to receive the equivalency of a \$100,000 grant for mentorship and internship programs. He also congratulated Dan Herd who will be retiring this year.

Mayor Yemen further advised that he, along with other elected officials, met with the new chief of the Siksika Nation and discussed a joint venture on tourism projects.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

**MO2017.52** Hansen-Zacharuk, Kolafa 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 May 1, 2017

**MO2017.53** Zariski, Garbutt moved to adopt the Regular Council Meeting Minutes of May 1, 2017 as presented. Carried unanimously.

**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**

**8.1.1 Bylaw 03.17 being the Mill Rate Bylaw**

R. Romanetz presented the Mill Rate Bylaw noting several factors that impact the overall property tax bill for residents. He reviewed the impacts as follows: the Town's 2017 municipal requisition with a 0% increase; the Alberta School Foundation Fund requisition with a slight decrease, the Drumheller and District Seniors Foundation requisition with an increase of 4.12%, and an overall total assessment value decrease of 1.7% for residential and 3.5% for commercial. He further noted that, based on these factors, a residential property assessment of \$200,000 in 2016 will see an increase of \$8.03 on their 2017 tax bill. He recommended that Council proceed to all three readings of the bylaw.

**MO2017.54** Shoff, Garbutt moved first reading of Bylaw 03.17.

Councillor J. Garbutt requested that Administration articulate to the public in a press release that there are several factors that impact a homeowner's tax notice. R. Romanetz confirmed that the press release had already been prepared.

Vote on Motion: Carried unanimously.

**MO2017.55** Kolafa, Hansen-Zacharuk moved second reading of Bylaw 03.17 Carried unanimously.

**MO2017.56** Garbutt, Hansen-Zacharuk moved no objection to third reading of Bylaw 03.17. Carried unanimously.

**MO2017.57** Hansen-Zacharuk, Shoff moved third reading of bylaw 03.17. Carried unanimously.

#### **8.1.2. RFD – 2017 Road Improvement Program Tender Award**

R. Romanetz advised that eight tenders were received for the Road Improvement Program ranging from a low of \$1,267,975.50 to a high of \$1,778,205.80. He further advised that work in 2017 is broken down into three (3) parts and includes \$325,561.70 for Alberta Transportation, \$91,956.06 as requested by the developers of Riverside Estates (former St. Anthony's) and the Town's portion includes \$850,457.90 of road work plus an engineering component for all three (3) parts. He noted that the pre-tender estimate for the entire project was \$1,531,030.00. He further explained that the Town has not received a proper petition as of yet for the Riverside Estates work as the developer did not want to commit until the pricing was in. Once the developer agrees to proceed with the laneway paving and a proper petition is received, the Town is required to prepare a local improvement bylaw as the homeowners abutting the local improvement would be required to pay for the work. He stated that the total project costs are \$1,440,550.50. He also stated that the consultant provided a letter of recommendation regarding ConSite Construction as the low bidder.

**MO2017.58** Zariski, Hansen-Zacharuk moved that Council award the 2017 Road Improvement Program project to the low bidder, ConSite Construction Ltd., for the sum of \$1,267,975.50 excluding GST, subject to Alberta Transportation approval for Schedule C & D and a local improvement bylaw for Riverside Estates (former St. Anthony's) Lane Paving.

Councillor P. Kolafa asked if the culvert replacement on Secondary Highway 575 is separate work from this project. R. Romanetz stated yes, as this work is along a secondary highway belonging to Alberta Transportation. Councillor P. Kolafa further asked if the savings will result in additional work being done in our community. R. Romanetz stated that he will be meeting with Alberta Transportation in the near future and will ask if they are willing to have the saved dollars going towards the curb work on Highway 9.

Councillor L. Hansen-Zacharuk noted that Schedule D pricing appears low for the type of work intended. R. Romanetz stated that the work scheduled for the south hill entrance would be for a turnout lane rather than a complete paved area such as the north hill entrance. He further noted that it would be the Town's intention to discuss with Alberta Transportation if there may be some enhancements included in this project considering their portion of work is under budgeted.

Councillor J. Garbutt asked for the list of work involved for Schedule A and B. R. Romanetz advised that the Drumheller Mail published a full listing of the work which includes:

- 2<sup>nd</sup> Avenue West from west of 7<sup>th</sup> Street to west of 8<sup>th</sup> Street
- 6<sup>th</sup> Street West from 2<sup>nd</sup> Avenue West to 3<sup>rd</sup> Avenue West
- North Railway Avenue from West side 17<sup>th</sup> Street East to 19<sup>th</sup> Street East (in front of the DVSS),
- 2<sup>nd</sup> Street Southeast from south side Hunts Drive to south side 1<sup>st</sup> Street Southeast
- 6<sup>th</sup> Avenue Southwest from 1<sup>st</sup> Street Southwest to Dead End
- Roper Road from south end of bridge to Railway Avenue

He further explained that the 2<sup>nd</sup> Street Southeast work is the start of what will be a three year program in this area.

Councillor T. Zariski asked if Alberta Transportation has scheduled work for Secondary Highway 838 (North Dinosaur Trail), being the main highway to the Tyrrell Museum which is getting very bumpy. R. Romanetz advised that Alberta Transportation is aware that they need to do an overlay on Secondary Highway 838, however it is not in their three year plan. He further advised that he will discuss the matter with them again.

Vote on Motion: Carried unanimously.

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

## **8.3. DIRECTOR OF CORPORATE SERVICES**

## **8.4. DIRECTOR OF COMMUNITY SERVICES**

### **8.4.1 Economic Development Advisory Committee – Julia Fielding**

J. Fielding stated that, based on discussions held at Council's Committee Meeting of May 8<sup>th</sup> and the Strategic Planning Session held on March 30<sup>th</sup> regarding the areas of focus for the budget amendments, the Economic Development Advisory Committee has identified four target areas to pursue: Downtown, Service Industries, Tourism and Communication. She further explained that the Mayor and Town Administration met with the Alberta Rural Practitioners Action Plan Committee on May 8<sup>th</sup> to start discussions on retention and attraction of medical professionals. She advised that this Committee will be spearheaded by the Chamber of Commerce.

With regards to branding, the Town and Travel Drumheller are currently recruiting a photographer to create an updated photograph portfolio to be used in promotional campaigns. CTV Calgary will be filming a segment on living and working in Drumheller in the near future. A consultation event was held on June 12<sup>th</sup> to discuss downtown improvements, working along with the Infrastructure Department on areas where we can promote our logo as well as creating a dinowalk where residents can use their cell phone to find out more about specific dinosaurs displayed on medallions affixed to the

wayfinding signs. P. Salvatore explained that the Tyrrell Museum is involved in this project and will sign off on accuracy of the dinosaur app message. He further explained that each of the dinosaurs on the medallions can be traced to Drumheller's natural historical past. Travel Drumheller has agreed to partner with the Town on this initiative and the dinowalk.ca domain has been registered. He further explained that the Committee proposed to rename some streets in downtown core such as Centre Street being called Centrasaurus.

With regards to the contract position, the Town will create a link on their website "invest in Drumheller". Working with CAEP to create a business attraction package (*Move to / Invest in Drumheller*), this website will highlight the business opportunities in Drumheller related to the priority areas. This will guide business attraction and will be a vital information piece for businesses interested in Drumheller. J. Fielding provided an example from the Cochrane community – <http://cochrane.ecdev.org/>. This would give the new contract position a starting point to sell our community. It is recommended that profiles of local people be used to drive business about the great quality of life in Drumheller.

Councillor T. Zariski stated that he has heard that people are tired of focusing on revitalization in the downtown core and focus should be on the community as a whole. He further asked if the downtown core business owners are prepared to contribute to the revitalization. J. Fielding explained that there has been discussion to create a Business Association and that these initiatives form part of the Tourism Master Plan.

Councillor J. Garbutt stated that the Committee may have missed the mark on the key areas and requested that the proposal be tabled until Council has had time to digest the report. He further stated that before any decisions are made he would like public input. Councilor J. Garbutt emphasized that the contract position must include the selling component by way of a telephone conversation. R. Romanetz explained that the Economic Development Advisory Committee has taken what they heard from staff and put together a proposal for Council's consideration – it is not an end product.

Mayor Terry Yemen requested that Administration talk to the Drumheller Institution if any metal work, such as dinosaur bike racks as suggested by Councillor Lisa Hansen-Zacharuk, is being considered.

## **8.5 DIRECTOR OF PROTECTIVE SERVICES**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

### **9.1 CAO'S Quarterly Report from January to March, 2017**

In response to a question from Council, R. Romanetz advised that, although Alberta Transportation has denied the turning lane into Drumheller Chrysler, they have agreed to consider some modifications to the intersection to the south of Drumheller Chrysler. Some suggestions proposed by Transportation are whether there should be traffic lights at that intersection and whether there is a need to move the cross walk to line up with the intersection by Westergard. He further advised that a report will be presented to

Council. Councillor T. Zariski stated that before any modifications are carried out, Transportation would need to consider the students using the intersection.

Councillor J. Garbutt requested that the Community Engagement be a discussion on an upcoming Council Committee agenda. Mayor T. Yemen stated that there is a lack of interest in community engagement both on the part of the residents and Councillors.

**9.2 Director of Infrastructure Services Report from January to March, 2017**

**9.3 Director of Corporate Services Report from January to March, 2017**

**9.4 Director of Community Services Report from January to March, 2017**

In response to a question on whether there is a role for Drumheller Housing Administration with regards to CMHC's affordable housing, P. Salvatore explained that there is a need to put together a shovel ready project.

Councillor J. Garbutt requested that staff promote the Town's Fee Assistance Program to school resource workers, Inter-agency members, etc. He further complemented the BCF staff for their increases in programming which results in an incredible value for the membership.

**9.5 Director of Protective Services Report from January to March, 2017**

In response to a question from Council, G. Peters advised that the speed trailer is now being managed by the Town and will be placed in a different location. He further asked Council for their suggestions on placement.

It was noted that 37% of fire department call outs are false alarms. Councillor J. Garbutt asked for a report on the number of call outs.

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**MO2017.59** Hansen-Zacharuk, Garbutt moved to go in camera at 6:22 PM. Carried unanimously.

**14.1 Land Matter**

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**MO2017.60** McMillan, Hansen-Zacharuk moved to revert to regular Council Meeting at 6:55 PM.

There being no further business, the Mayor declared the meeting adjourned at 6:55 PM.

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Chief Administrative Officer

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Mayor



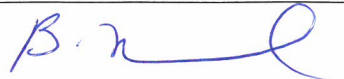
# DRUMHELLER

## CORPORATE SERVICES

Agenda Item # 8.1.1



### Request for Decision

		Date:	May 26, 2017
Topic:	<b>Bylaw No. 06.17 Cemetery Bylaw Amendment</b>		
Proposal:	<i>Adopt Bylaw No. 06.17 for the purpose of amending Bylaw No. 03.09 Control and Management of the Drumheller Cemetery</i>		
Proposed by:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services		
Background	<p>At the May 23, 2017 Committee of the Whole meeting, a request for direction was presented to allow for a one-time exemption to the Cemetery Bylaw 03.09 to allow for the burial of multiple unclaimed cremains in a single plot.</p> <p>The request for direction was a result of a request received from Courtney Winters Funeral Services in order to enable them to comply with recent changes to the Funeral Services Act General Regulations regarding unclaimed cremains, in a respectful and dignified manner.</p> <p>The direction received from Council was to amend Section 5 c of the bylaw to allow for Council to approve requests not specifically spelled out under Clause c.</p> <p>As a result, Bylaw No. 06.17 Cemetery Bylaw Amendment has been prepared for adoption, to amend Bylaw No. 03.09 Cemetery to include sub (vii) <b>unless otherwise approved by Council</b></p>		
Benefits:	Adoption of Bylaw No. 06.17 Cemetery Bylaw Amendment will then enable Council to approve one time request such as the one received from Courtney Winters		
Disadvantages:	Failing to adopt the amending bylaw restricts Councils ability to approve a request such as the request to allow for a one-time large scale burial.		
Finance/Budget Implications:	There are no financial implications as a result of adopting Bylaw No. 06.17 Cemetery Bylaw Amendment		
Communication Strategy:	On adoption, Bylaw No. 06.17 Cemetery Bylaw Amendment will be posted on Drumheller Civic Web with other current bylaws		
Recommendations:	It is recommended that Council give all three readings to Bylaw 06.17 Cemetery Bylaw Amendment, as presented.		
Report Writer:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO:	 Acting

**TOWN OF DRUMHELLER  
BYLAW NUMBER 06.17**

**BEING A BYLAW OF THE TOWN OF DRUMHELLER TO AMEND BYLAW 03.09, A  
BYLAW TO PROVIDE FOR THE CONTROL AND MANAGEMENT OF THE  
DRUMHELLER MUNICIPAL CEMETERY**

WHEREAS: Pursuant to the provisions of the Municipal Government Act, *R.S.A. 2000*, Chapter M-26, as amended, and the regulations set forth in the Cemeteries Act, *R.S.A. 2000, Chapter C-3*, Council of the Town of Drumheller has passed a Bylaw to provide for the control and management of the Drumheller Municipal Cemetery

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

1. Short Title: this Bylaw may be cited as the 2017 Cemetery Bylaw Amendment.
2. That the Town of Drumheller Bylaw 03.09 be amended to include:
  5. Interments and Disinterments
    - c. A full Plot may only be used for:

**viii)“unless otherwise approved by Council”**

3. This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME this 29<sup>th</sup> day of May, 2017

READ A SECOND TIME this 29<sup>th</sup> day of May, 2017

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



### Request for Direction

**Date:** May 25, 2017

<b>Topic:</b>	<b>Request for exemption to Cemetery Bylaw to allow for burial of cremains</b>
<b>Proposal:</b>	<p><b>Background:</b></p> <p>In July 2016, the Province of Alberta revised the Funeral Services Act General Regulations.</p> <p>Among the regulations changed was Section 36.3 Disposition of Remains, which now states:</p> <p>“Disposition of remains</p> <p>36.3(1) Any cremated remains that are not claimed within 5 years from the date of the cremation must be disposed of by the funeral services business in a manner that is not offensive and does not create a nuisance as specified in the funeral services contract.</p> <p>(2) If the funeral services business possesses cremated remains at the time this section comes into force, and the cremated remains are not claimed within 5 years from the date this section comes into force, the funeral services business must dispose of the cremated remains in a manner that is not offensive and that does not create a nuisance.”</p> <p>Due to this regulation change, Courtney Winters Funeral Home is requesting to bury up to 50 unclaimed cremains as a one-time request. In the past, the funeral home has stored cremains out of respect for the deceased and with the expectation that the cremains would be claimed by others. Unfortunately, some of the cremains have remained unclaimed for more than fifteen (15) years. Currently, the funeral home is storing more than forty (40) unclaimed cremains.</p> <p>Courtney Winters has requested an exemption to Section 5c of Cemetery Bylaw 03.09 to allow for the purchase of a single burial plot where they will place a concrete vault in which to inter the cremains as a one-time large scale burial. If, in future, authorized family or legal representatives request the disinterment of any of these cremains, the fees to do so would be borne by the individual making the request.</p>

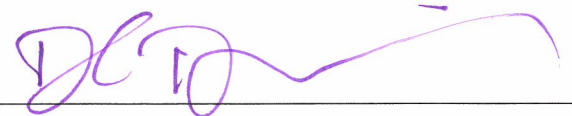

#### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

Created By: Libby Vant

1

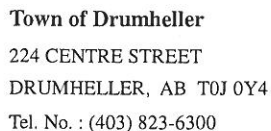
## Agenda Item # 8.2.1

<b>Proposed by:</b>	Darryl Drohomerski, C.E.T.	
<b>Benefits:</b>	Granting the exemption as requested will enable the funeral home to comply with the revised Funeral Act General Regulation and will allow Drumheller area residents to be laid to rest within the community.	
<b>Finance/Budget Implications:</b>	Granting exemption to the bylaw will not result in any cost being incurred by the Town of Drumheller. All costs including the plot, installation of the concrete vault liner, opening and closing and monument/marker will be the responsibility of Courtney Winters.	
<b>Disadvantages:</b>	None	
<b>Alternatives:</b>	None	
<b>Recommendations:</b>	Move to grant a one-time exemption of Bylaw No. 03.09, Article 5c to Courtney Winters Funeral Home to allow for the interment of up to 50 unclaimed cremains in a single burial plot lined with a concrete vault and identified with a monument indicating the names of the deceased.	
<b>Report Writer:</b>	Darryl Drohomerski, C.E.T.	 
<b>Position:</b>	Director of Infrastructure:	
	Barb Miller CPA, CGA, CLGM	
	A/Chief Administrative Officer:	



### Request for Decision

		<b>Date:</b>	May 25, 2017
<b>Topic:</b>	<b>Sandstone Manor – Property Taxes Roll# 000 04029906</b>		
<b>Proposal:</b>	<p>The Drumheller Housing Administration has requested that the <i>municipal portion</i> of the property taxes be cancelled for the property occupied by the Sandstone Manor.</p> <p>The contract between the Town and the Housing Authority, signed May 19, 2009, appendix 'A' determined that the property would be exempt from municipal taxation.</p> <p>Since the Town is mandated to remit the requisitioned amounts for Alberta School Foundation Fund and the District Seniors Foundation, the exemption is limited to the municipal levy only.</p> <p>Current legislation does not permit the Town to make this property exempt from taxation however, the Municipal Government Act 347(1) (b) provides that Council may cancel or refund part of a tax. The decision for the cancellation must be made annually.</p>		
<b>Proposed by:</b>	Drumheller Housing Administration – Councillor Garbutt, Sponsor		
<b>Benefits:</b>	Provides tax relief in order to keep rental rates charged at Sandstone Manor at an affordable level and to establish a sustainable building reserve.		
<b>Disadvantages:</b>	This loss of revenue impacts annual operating budget/results.		
<b>Finance/Budget Implications:</b>	As a result of the agreement in place, the annual operating budget includes a provision for the cancellation of the municipal portion of the annual tax levy.		
<b>Operating Costs:</b>	\$ 9,224.94	<b>Capital Cost:</b>	\$ 0
<b>Budget Available:</b>	\$ 13,200	<b>Source of Funds:</b>	Operating budget
<b>Communication Strategy:</b>	Drumheller Housing Administration will be notified in writing of Council's decision.		
<b>Recommendations:</b>	<b>Move to approve</b> the cancellation of the 2017 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$ 9,224.94.		
<b>Submitted by:</b>	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	<b>CAO:</b>	Ray Romanetz, P. Eng 




## Agenda Item # 8.3.1

Legal Address	PLAN: 7232JK; BLOCK: 1; LOT: N 1/2 A;
Civic Address	215 10 AVENUE SOUTHEAST DR
Property Size	0.570 AC
Client ID	DRUM216

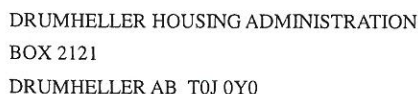
DRUMHELLER HOUSING ADMINISTRATION  
BOX 2121  
DRUMHELLER AB T0J 0Y0

## SANDSTONE MANOR

 **Town of Drumheller**  
224 CENTRE STREET  
DRUMHELLER, AB T0J 0Y4  
Tel. No. : (403) 823-6300

**TAX RECEIPT** please return this portion with your payment

Total Current Tax	12,916.83
Credit or Arrears	0.00
<b>Total Owning</b>	<b>12,916.83</b>





### Request for Decision

<b>Date:</b>	May 25, 2017
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<b>Topic:</b>	HR Policy No. 4.02.10.02 Vacation and Vacation Pay
<b>Proposal:</b>	Amend <i>Article 7.06 Vacation Carry Over</i> to include Subsections 7.06.01 and 7.06.02
<b>Proposed by:</b>	Barbara Miller, CPA, CGA, CLGM
<b>Background</b>	<p>A gap has been identified in the current policy which provides the guidance on vacation time carry forward, specifically (a) in how the policy applies to the Chief Administrative Officer position and (b) monitoring and compliance of the policy as it relates to vacation time carry forward.</p> <p>As a result, in order to further clarify the scope of the application and to provide administration with clear direction on the monitoring and reporting of <i>Article 7.06 Vacation Carry Over</i>, subsections 7.06.01 and 7.06.02 as follows are being proposed for Council's consideration and adoption.</p> <p><i>7.06.01 The Chief Administrative Officer position shall be required to comply with the intent of Section 7.06. Council will be required to approve any carryover of vacation days requested by the Chief Administrative Officer.</i></p> <p><i>7.06.02 Directors shall report to Council during the last quarterly report of each calendar year as to their departments' compliance to Section 7.06. In this report, Directors must identify any non compliance to the policy as outlined in Section 7.06 and present an action plan to deal with all identified non compliance.</i></p>
<b>Benefits:</b>	Adoption of the proposed subsections will provide additional clarity on who is affected by <i>Article 7.06</i> and will provide Council with assurance that policy is being adhered to by way of annual reporting on any non-compliance
<b>Disadvantages:</b>	<p>There is no disadvantage to adopting the proposed amendment(s)</p> <p>Disadvantages to remaining status quo</p> <ul style="list-style-type: none"><li>• potential for ambiguity regarding policy scope</li><li>• potential for non-compliance to go undetected should analysis and monitoring not be conducted on an annual basis</li></ul>

## Agenda Item # 8.3.2

<b>Finance/Budget Implications:</b>	Vacation time is paid at the current rate of pay. When annual vacation time is not taken and subsequently carried forward, the cost of servicing vacation time accrued increases as rates of pay change year over year.		
<b>Source of Funds:</b>	N/A		
<b>Communication Strategy:</b>	Adoption of the proposed amendments will be communicated through distribution of the amended policy to all current HR Policy Manual holders and CUPE Locals and updated on the Drumheller Civic Web site.		
<b>Recommendations:</b>	Move to adopt amendment 7.06.01 and 7.06.02 to Article 7.06 of HR Policy No. 4.02.10.02 Vacation and Vacation Pay, as presented.		
<b>Report Writer:</b>	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services	CAO: <i>Aclm</i>	<i>B. n</i>

Town of Drumheller, Alberta  
Human Resources  
**POLICY and PROCEDURE Manual**

Section 4                      Benefits  
**Policy No.4.02.10.02      Vacation and Vacation Pay**

				Page:	6 of 7
Issued to:	All Manual Holders	Issued:	December 29, 2004	Replaces:	n/a
Issued by:	Corporate Services	Effective:	January 4, 2005	Dated	n/a

**7.04      Leave and Vacation conflict**

An employee who has been on sick leave, Workers' Compensation Benefits, or leave of absence without pay for Thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall, for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the employee worked with pay in the service of the Town of Drumheller.

**7.05      Vacation Pay on Termination**

An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.

**7.06      Vacation Carry Over**

The Chief Administrative Officer may grant an employee to carry over up to five (5) vacation days per vacation year. The employee must request their vacation carry over in writing. An employee may not carry over vacation leave for more than one vacation year without the approval of the Chief Administrative Officer.

7.06.01 The Chief Administrative Officer position shall be required to comply with the intent of Section 7.06. Council will be required to approve any carryover of vacation days requested by the Chief Administrative Officer.

7.06.02 Directors shall report to council during the last quarterly report of each calendar year as to their departments compliance to Section 7.06. In this report, Directors must identify any non compliance to the policy as outlined in Section 7.06 and present an action plan to deal with all identified noncompliance.

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**7.07      Payment in Lieu of Vacation**

No payment will be made in lieu of vacation except where:

- (a) An employee ceases employment;
- (b) An employee who is entitled to two weeks or less of vacation is on extended leave of absence and/or is physically unable to take earned vacation in the current year and the Director, Employment Standards approves such payment; or
- (c) In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period, payment in lieu of vacation may be made only for vacation entitlement in excess of two (2) weeks. Approval for pay in lieu of vacation requires the approval of the Department Head and the Chief Administrative Officer, or a designated nominee.