

# **Town of Drumheller COUNCIL MEETING AGENDA**

**June 25, 2018 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**

- 3-4 3.1 Public Hearing - Proposed Bylaw 06-18 Cannabis Retail, being a bylaw to Amend to Land Use Bylaw 10.08

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 5-9 5.1.1 Adoption of Regular Council Meeting Minutes of June 11, 2018

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

- 10-16 5.2.1 Municipal Planning Commission Meeting Minutes of April 27, 2018

### **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**

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**8.1. CAO**

17-18 8.1.1 RFD - Hiring of Seasonal Downtown Events Coordinator Position

8.1.2 Strategic Business Plan Update

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

19-31 8.3.1 Bylaw 08.18 being Council's Code of Conduct Bylaw - first reading

**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**

32-33 13.1 Motion to Approve Council's Summer Meeting Schedule

**14.0 IN-CAMERA MATTERS**

**NOTICE OF PUBLIC HEARING FOR BYLAW 06-18  
PROPOSED AMENDMENT TO LAND USE BYLAW NO. 10-08**

**PURPOSE:** The purpose of Bylaw 06-18 is to consider amending the text of Land Use Bylaw No.10-08, to acknowledge the new federal legislation which will legalize cannabis by inserting the following:

1. In Part I, Section 2, Definitions, immediately following the definition for “Campground”, add the following definitions:

“**Cannabis**” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis.

“**Cannabis Accessory**” means cannabis accessory as defined in the *Cannabis Act* (Canada) and its regulations, as amended from time to time.

“**Cannabis Cafe**” means a development where the primary purpose of the facility is the sale of Cannabis to the public, for consumption within the premises and which is authorized by provincial and federal legislation.

“**Cannabis Retail Sales**” means a retail store licensed by the Province of Alberta where Cannabis and Cannabis Accessories are sold to individuals who attend the premises.

2. In Part I, Section 2, Definitions, within the definition for “Retail Store”, add the following to the end of the sentence:

“This definition does not include Cannabis Retail Sales”

3. In Part VI, Land Use Districts, add “Cannabis Retail Sales” and “Cannabis Café” in the appropriate alphabetical location to the following districts as a Discretionary Use:

- |         |                              |
|---------|------------------------------|
| • C-B   | Central Commercial District  |
| • DT    | Downtown Transition District |
| • Hwy-C | Highway Commercial District  |

4. In Part VII, General Land Use Regulations, following Section 88. “Medical Marijuana Production Facilities”, add the following section:

“**89. Cannabis Retail Stores**

- (a) Must not have any part of an exterior wall that is located within 100 metres of:
  - (i) any other Cannabis Retail Store or a boundary of the parcel of land on which the Cannabis Retail Store is located;
- (b) Must not have any part of an exterior wall that is located within 150 metres of:
  - (i) a building containing a school as defined in the *Schools Act* or a boundary of a parcel of land on which the building is located.
  - (ii) a boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the *Municipal Government Act*.
- (c) Must not have any part of an exterior wall that is located within 100 metres of:
  - (i) a hospital as defined in the *Hospitals Act* or a boundary of the parcel of land on which the facility is located;

**PRESENTATION:** A Public Hearing will be held in Council Chamber, Drumheller Town Hall, located at 224 Centre Street, Drumheller, Alberta on June 25th, 2018 commencing at 4:30pm. Town Council will hear from any person claiming to be affected by the proposed bylaw. The time limit of oral presentations is subject to the direction of the Chairperson.

Persons wishing to submit a letter, petition or other communication concerning these matters in advance of the Public Hearing, may do so provided they are legibly written. Submissions will be received up to 4:00pm on June 25, 2018. Submissions should be addressed to: Town of Drumheller, 224 Centre Street, Drumheller, Alberta T0J 0Y4.

Please be advised that the personal information in submissions made, is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) and subsequent versions of the Act. All submissions provided to the Town Council will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act.

**DOCUMENTATION:** A copy of the proposed bylaw may be inspected by the public during regular office hours, from 8:00am to 4:30pm, at the Town Hall, located at 224 Centre Street.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: June 6, 2018  
 Second Publication: June 13, 2018

Chief Administrative Officer

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**June 11, 2018 at 4:30 PM**

**Council Chamber, Town Hall**

224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**

Heather Colberg

**COUNCIL:**

Kristyne DeMott

Jay Garbutt

Tony Lacher

Fred Makowecki

Lisa Hansen-Zacharuk

Tom Zariski

**ACTING CAO / DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Armia Mikhael

**ACTING DIRECTOR OF COMMUNITY SERVICES:**

Darren Goldthorpe

**RECORDING SECRETARY:**

Linda Handy

**Absent:**

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Darryl Drohomerski

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**1.0 CALL TO ORDER**

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

**2.0 MAYOR'S OPENING REMARK**

Mayor Heather Colberg commended the individuals who are voluntarily cleaning up our Town such as picking up garbage, watering plants and pulling weeds. She thanked all those who are working behind the scenes to keep our Town looking great.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

**MO2018.102** Lacher, Hansen-Zacharuk 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 28, 2018**

Amendments to the Minutes of May 28, 2018: Item 8.1.1 First Reading of Bylaw 06.18 – Cannabis Legislation not unanimous vote – Councillor J. Garbutt opposed. Item 8.1.3 RFD – Sponsorship of the Canadian Badlands Passion Play Golf Tournament – not unanimous vote – Councillor F. Makowecki opposed.

**MO2018.103** Makowecki, Zariski moved to adopt the Regular Council Meeting Minutes of May 28, 2018 as amended. 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 ACTING CAO**

**8.1.1 RFD – Development Officer Appointment**

B. Miller advised that Cindy Woods commenced employment as the Town's Development Officer on June 4<sup>th</sup> after taking a short break away from Drumheller. In accordance with Bylaw 32.08 Section (3), Council may, by resolution appoint a Development Officer, which states as follows: "The development authority shall exercise development powers and perform duties on behalf of the municipality in accordance with Section 642 of the Municipal Government Act". B. Miller recommended that Cindy Woods be appointed as the Town's Development Officer.

**MO2018.104** Zariski, Hansen-Zacharuk moved that Council approve the appointment of Cindy Woods as Development Officer. Carried unanimously.

**8.1.2 Drumheller's Sub Committee for Alberta Rural Health Professionals - Terms of Reference**

J. Fielding explained that the purpose of the Sub Committee is to attract and retain current health professionals in Drumheller. She explained that the Sub Committee will

apply to the Alberta Rural Health Professionals for Action Plan requesting their support on the Sub Committee's efforts to maintain an accessible health workforce within our community. She explained that Town's role will be to provide administrative support for the group's effort. She recommended that Council accept the terms of reference for information so the Sub Committee can move forward with their initiatives.

**MO2018.105** Lacher, Makowecki moved to accept the terms of reference for information.

Following questions from Council, J. Fielding explained that as part of her role as Economic Development Officer, she feels that the Town needs to be involved when it comes to healthcare issues within the community. She further explained that the Town's FCSS department needs to serve in their role as welcoming newcomers to our community. Council requested that the Sub Committee (as this title refers to the Economic Task Force Sub Committees and should be renamed) be changed to Drumheller's Committee on Health. Council concurred that their endorsement of the terms of reference should be in the form of a letter of support and requested an amendment to the motion to state as such. Councillors Lacher and Makowecki agreed to the amendment to the motion.

**MO2018.105A** Lacher, Makowecki moved that Council provide a letter of support to Drumheller's Committee on Health. Carried unanimously.

## **8.2 DIRECTOR OF INFRASTRUCTURE SERVICES**

### **8.2.1 RFD - 2018 Road Improvement and Other Works Tender Award**

A. Mikhael advised that the tender closed on May 31, 2018 with three tenders received with the lowest tender submitted from Rubydale Asphalt Works (2006) Ltd. He explained that the total budgeted costs were \$1,570,844.00, and awarding the project to Rubydale Asphalt represents the highest cost savings of \$204,262.35. Rubydale has completed a number of previous projects for the Town including the 2011 and 2012 Road Improvement Program contracts. Administration recommended awarding the tender to Rubydale.

**MO2018.106** Garbutt, Makowecki moved that Council approve the 2018 Road Improvement and other works tender be awarded to Rubydale Asphalt Works (2006) Ltd. in the amount of \$1,177,656.61 excluding GST

In response to a question from Council on which local roads will be improving, A. Mikhael provided the following overview:

- Hunts Drive from SE of 1<sup>st</sup> St. SE to 11<sup>th</sup> Avenue SE
- 2nd Avenue W from Centre St. to 2<sup>nd</sup> St. W (Hwy 9)
- Hwy 9 North of 12<sup>th</sup> Avenue
- Hwy 9 North of Side of Bridge to North of Hwy 838

Councillor T. Zariski stated that normally when the SIP Award is under budget, the Town extends the SIP to include other roads. He asked if Administration is considering

the same this year? A. Mikhael concurred that this is common practice and the Town has the ability to expand the scope for up to 10%.

Vote on Motion: Carried unanimously.

**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 COUNCILLORS REPORTS**

**13.1 Mayor Heather Colberg - Economic Task Force SubCommittees' Reports**

Mayor Colberg stated that the Economic Task Force SubCommittees have presented their reports to Council on May 14, 2018 and she asked for a motion to accept the reports for information.

**MO2018.107** Garbutt, DeMott moved that Council accept the Economic Task Force SubCommittees' Report for information.

Council thanked the SubCommittees for their hard work for the betterment of the community. Councillor J. Garbutt requested Administration set timeframes for the recommendations within the SubCommittees' reports and to identify the costs using the budgeted \$100,000 earmarked for the recommendations, starting first with low hanging fruit.

Vote on Motion: Carried unanimously

**14.0 CLOSED MEETING**

**14.1 MO2018.108** Garbutt, Hansen-Zacharuk moved that Council close the meeting to the public at 5:00 PM re: Agenda Item 14.1 Land Matter – Wayne Flood Update (*FOIPP Act Section 25(1) Economic and Other Interests of a Public Body*). Carried unanimously.

**MO2018.109** Lacher, Garbutt moved to revert back to Open Meeting @ 6:25 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:25 PM.

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Chief Administrative Officer

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Mayor



# DRUMHELLER

## COMMUNITY SERVICES



### Municipal Planning Commission MINUTES Meeting of Friday April 27, 2018

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**Present:** Darryl Drohomerski, Acting Development Officer  
Linda Taylor, Recording Secretary  
Stacey Gallagher, Member - Chair  
Tom Zariski, Councillor/Member  
Tony Lacher, Councillor/Member

**Absent:** Clayton Gillis, Chair - Regrets  
Sharon Clark, Vice Chair - Regrets  
Scott Kuntz, Member - Regrets  
Shelley Rymal, Member - Regrets

**Delegate:** Ramesh Msm Somasundaram – enter 12:00 pm to 12:30 pm  
Selvy Thiagarajan – enter 12:00 pm to 12:30 pm  
Jeyamalar Audhmoolam – enter 12:00 pm to 12:30 pm  
Yesu Ramesh – enter 12:00 pm to 12:30 pm  
Dwyn Appleton – enter 12:30 pm to 12:45 pm

#### **1.0 CALL TO ORDER – 12:00 pm**

S. Gallagher presented the Agenda for the April 27, 2018 meeting.

#### **1.1 Agenda – Additions or Deletions**

##### **Addition**

5.2 Dinosaur Archery

#### **1.2 Acceptance of Agenda**

**Motion:** T. Zariski moved to accept the agenda with the addition for April 27, 2018

**Second:** – S. Gallagher - Carried

#### **2.0 MINUTES FROM PREVIOUS MEETINGS**

2.1 March 29, 2018

**Motion:** T. Zariski moved to accept the minutes of March 29, 2018

**Second:** – T. Lacher - Carried



### 3.0 DEVELOPMENT PERMITS

#### 3.1 T00129-17D – Sandi Beekman – Extension

D. Drohomerski presented Development Permit T00129-17D submitted by Sandi Beekman for a permit extension, to convert a clothing store to a dental office, located at 342 Centre Street, Drumheller on Plan 3099AD; Block 18; Lot 41. Zoning is C-B – Central Commercial District.

D. Drohomerski advised this applicant is requesting a permit extension; it has taken longer than anticipated for the work to commence. A contractor is now in place is for converting the existing clothing store to a dental office. The timeline for the conversion to be completed is November 30, 2018.

Municipal Planning Commission discussed the application.

**Motion:** T. Lacher moved to approve Development Permit T00129-17D submitted by Sandi Beekman for a permit extension, to convert a clothing store to a dental office located at 342 Centre Street, Drumheller on Plan 3099AD; Block 18; Lot 41. The time extension for the permit is until the date of November 30, 2018.

**Second:** S. Gallagher - Carried

#### 3.2 T00119-18D – Applicant – Country Inn

D. Drohomerski presented Development Permit T00119-18D submitted by Applicant for Country Inn located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33. Zoning is DT – Downtown Transition District.

D. Drohomerski advised this applicant is applying for a Country Inn to run as an Air B&B for this year. Parking stalls for 3 vehicles in the back, also parking for 2 vehicles in the driveway and there is city parking available across the street on the corner.

The applicant spoke to the application, mentioning the ample parking available. This home was built in early 1900 and was historically used as a boarding house and country inn. The lower level of the home will be used for personal space; there is one bedroom on the main floor and 3 bedrooms on the top floor. Three kitchens are in the home, one on each level. A continental breakfast will be available for the tenants. The applicant wishes for this to be a high end establishment. Alberta Health Services have been contacted.

Municipal Planning Commission discussed the application.

**Motion:** T. Zariski moved to approve Development Permit T00119-18D submitted by Applicant for Country Inn located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33, subject to the following conditions;

1. Development shall conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
3. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
4. Development shall conform to the Alberta Health Services and Alberta Fire Codes. Prior to commencement confirmation is to be submitted to the Development Officer from the Local Alberta Health Authority (403-823-3341) and Local Fire Authority (403-823-1323) that the building may be occupied for such purposes.



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5. If the holder of the permit or property owner wishes to make any changes in the proposed development, occupancy or additions to the application as approved, the holder of the permit must first obtain permission of the Development Authority. An additional development permit may be necessary.
6. All necessary Safety Code Permits (Building, Electrical, Gas, or Plumbing) to be in place prior to any construction or installations.
7. Signage is restricted to one free standing sign per site and shall not exceed 2.7m<sup>2</sup> (30 sq. ft.) and will be to identify rather than advertise the establishment. Appearance of the sign shall be of a professional quality to the satisfaction of the Development Authority and shall be subject to a separate development permit application.
8. Entrances and Exits - Not more than one motor vehicle entrance and one motor vehicle exit to a street.
9. Garbage and waste materials shall be stored in weather proof and animal proof containers to the satisfaction of the Development Authority.
10. An annual commercial business license is required for a Country Inn.

**Second:** T. Lacher – Carried.

### 3.3 T00116-18D – Jolene Powell – Mobile Vendor

D. Drohomerski presented Development Permit T00116-18D submitted by Jolene Powell for Mobile Vendor; Gourmet Mini Donuts, located at the Rotary Splash Park and Centennial Park at 100 1 Avenue West, Drumheller at NE-11-29-20-W4. Zoning is CS – Community Service District.

D. Drohomerski advised Gourmet Mini Donuts was located at the Rotary Splash Park and Centennial Park last year; and was able to park here for the 2017 and 2018 seasons. The applicant indicated 2 sandwich boards signage to be located near the unit; an additional signage permit will need to be applied for to have the second sign.

D. Drohomerski read from the Town of Drumheller Mobile Vendor Bylaw 01-18;

*"3.18 Advertising or signage for this type of business is limited to the space available on the Mobile Vending Unit and the location/s approved on the site plan of the Mobile Vendor Permit. One A-Board Sign that complies with the requirements in the Land Use Bylaw will be allowable at the discretion of the Municipal Planning Commission."*

Municipal Planning Commission discussed the application. Conditions to be included; clean up of the site, daily water usage to be taken out the park for disposal and have a 2 foot by 4 foot sheet of plywood under each wheel or set of wheels when on grassy areas.

**Motion:** T. Zariski moved to approve Development Permit T00116-18D submitted by Jolene Powell for Mobile Vendor; Gourmet Mini Donuts, located at the Rotary Splash Park and Centennial Park at 100 1 Avenue West, Drumheller at NE-11-29-20-W4, subject to the following conditions;

1. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
2. A Mobile Vendor Permit/ Business License and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.
3. Vendor shall carry on Business daily within the hours approved on the Mobile Vending Permit.



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4. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.
5. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
6. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
7. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
8. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
9. Advertising or signage for a Vendor is limited to the space available on the Mobile Vending Unit at the location(s) as indicated on the approved Mobile Vendor Permit. One (1) A-Board Sign that complies with the requirements in the Town of Drumheller Land Use Bylaw 10-08 will be allowable at the discretion of the Municipal Planning Commission. Any other signage will require an additional Development permit.
10. Vendor shall provide garbage and recycling receptacles at the Mobile Vending Unit. Each night the garbage and receptacles are to be emptied and the site around the Unit is to be cleaned up.
11. Vendor shall not discard water from the daily activities, on the Unit site; it shall be discarded in the appropriate manner.
12. Vendor shall place piece(s) of plywood (i.e. 2 foot by 4 foot) under any wheel(s) to displace the weight of the Unit so not to create ruts in grassy areas.
13. The Development Authority may suspend or revoke a permit issued under the Mobile Vendor Bylaw 01-18 should the holder of the permit, employee, agent or representative fail to comply with the provisions of the Bylaw.
14. This permit expires on December 31, 2018.

**Second:** T. Lacher – Carried.

### 3.4 T00128-18D – Ramesh MSM Somasundaram – Mobile Vendor

D. Drohomerski presented Development Permit T00128-18D submitted by Ramesh MSM Somasundaram for a Mobile Vendor; Ice Cream Truck located at the following areas;

- The Hoodoos on Hwy 10 East, Drumheller on Plan 0012223, Block 1. Zoning is A – Agricultural District
- The Suspension Bridge. Zoning is UT – Urban Transitional District
- Rotary Splash Park / Centennial Park – Zoning is CS – Community Service District
- Newcastle Beach – Zoning is CS – Community Service District

D. Drohomerski advised this Ice Cream Truck was at the Hoodoo location for the past 2 years. At present there are 2 Mobile Vendor permits for the Hoodoo location; one of which is an Ice Cream Vendor.

The applicant and family were in attendance to speak to the application. The Onkell ice cream truck was at the Hoodoo location for 2016, 2017 & 2018.

Municipal Planning Commission discussed the application.

**Motion:** T. Zariski moved to approve Development Permit T00128-18D submitted by Ramesh MSM Somasundaram for a Mobile Vendor; Ice Cream Truck located at the following areas;

- The Hoodoos on Hwy 10 East, Drumheller on Plan 0012223, Block 1. Zoning is A – Agricultural District
- The Suspension Bridge. Zoning is UT – Urban Transitional District



- Rotary Splash Park / Centennial Park – Zoning is CS – Community Service District
- Newcastle Beach – Zoning is CS – Community Service District

, subject to the following conditions;

1. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
2. A Mobile Vendor Permit/ Business License and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.
3. Vendor shall carry on Business daily within the hours approved on the Mobile Vending Permit.
4. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.
5. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
6. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
7. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
8. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
9. Advertising or signage for a Vendor is limited to the space available on the Mobile Vending Unit at the location(s) as indicated on the approved Mobile Vendor Permit. One (1) A-Board Sign that complies with the requirements in the Town of Drumheller Land Use Bylaw 10-08 will be allowable at the discretion of the Municipal Planning Commission. Any other signage will require an additional Development permit.
10. Vendor shall provide garbage and recycling receptacles at the Mobile Vending Unit. Each night the garbage and receptacles are to be emptied and the site around the Unit is to be cleaned up.
11. Vendor shall not discard water from the daily activities, on the Unit site; it shall be discarded in the appropriate manner.
12. Vendor shall place piece(s) of plywood (i.e. 2 foot by 4 foot) under any wheel(s) to displace the weight of the Unit so not to create ruts in grassy areas.
13. The Development Authority may suspend or revoke a permit issued under the Mobile Vendor Bylaw 01-18 should the holder of the permit, employee, agent or representative fail to comply with the provisions of the Bylaw.
14. This permit expires on December 31, 2018.

**Second:** T. Lacher - Carried

### **3.5 T00136-18D – Applicant - Sign**

D. Drohomerski presented Development Permit T00136-18D submitted by Applicant for a sign, located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33. Zoning is DT – Downtown Transition District.

D. Drohomerski advised this is for a sign to identify a Country Inn establishment.

The Applicant was in attendance to speak to the application. The photo used on the sign is a historical photo in which the Country Inn is present.



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D. Drohomerski read from the Town of Drumheller Land Use Bylaw 10-08;

**"65. Country Inns**

- (a) *Signing is restricted to one free standing sign per site and shall not exceed 2.7 m<sup>2</sup> (30 sq. ft.) and will be to identify rather than advertise the establishment. Appearance of the sign shall be of a professional quality to the satisfaction of the Development Authority and shall be subject to a separate development permit application."*

Municipal Planning Commission discussed the application. MPC noted the sign had a phone number and requested the phone number be removed as it would not be required in identifying the County Inn.

**Motion:** T. Zariski moved to approve Development Permit T00136-18D submitted by Applicant for a sign with modification of phone number removal, located at 148 1 Street West, Drumheller on Plan 3099AD; Block 31; Lot 32 & 33, subject to the following conditions;

1. Sign shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Sign shall conform to the Town of Drumheller Community Standards Bylaw 16-10.
3. Placement, components and appearance of sign to be as per the application submitted; with the exception of the phone number. The phone number is to be removed from the sign, as stated in the Town of Drumheller Land Use Bylaw 10-08; signing is to identify rather than advertise the establishment.
4. Any change(s) that depart from the description in the application or from any condition or restriction imposed requires prior approval from the Development Authority.
5. Any/all Safety Codes Permits are to be obtained prior to the installation of the sign.
6. Contractor(s) to have a valid Business License with the Town of Drumheller.
7. Appearance of the sign shall be maintained to the satisfaction of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All Signs shall be removed if the business ceases operations or the use of the site is terminated.

**Second:** T. Lacher - Carried

#### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

##### 4.1 No Discussion Items

#### 5.0 OTHER DISCUSSION ITEMS

##### 5.1 Business License

Donna Kittridge presented recommendation to Municipal Planning Commission, to stream line the renewal process for already approved Home Occupation in the Town of Drumheller. Donna feels the Town of Drumheller Land Use Bylaw 10-08, 56 Home Occupations as shown below, has been misinterpreted under this section of the bylaw and to either remove it or reword the section as it would be in the best interest of both the client and the Town of Drumheller.



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## COMMUNITY SERVICES



### "56. Home Occupations

- (a) All development permits issued for home occupations shall be revocable at any time by the Development Authority if in his/her or its opinion, the use is or has become detrimental to the amenities of the neighborhood.
- (b) The Development Authority may issue a temporary development permit for a home occupation for a period not exceeding one year. An applicant shall seek renewal for a home occupation permit each year from the date of issue of the prior development permit."

Donna contacted several Municipalities in regards to the process for Home Occupations; the development permit is required at inception of the license and only required again if there is a change of address.

She felt the development officer could flag any Home based occupations that may need special attention; the bylaw does state that at any time, Home Occupations shall be revocable by the Development Authority, as shown above. The renewal of a valid yearly business license would not change or be affected by updating the bylaw for the development portion of the Home based business applications.

Municipal Planning Commission discussed the recommendation for changes. Home Occupations are listed as discretionary uses in the Land Use Districts of the Town of Drumheller Land Use Bylaw 10-08. A home occupation should require a development permit at initial start-up, if there is a change of address and/or at renewal should complaints be received. Home occupations could be looked at to renew at different times of the year (i.e. if applied for in June the license should renew in June the next year) or have 4 month or 6 month licenses for those that are seasonal; i.e. lawn care.

The Municipal Planning Commission recommends to council a change of the Home Occupation development permit wording in the Town of Drumheller Land Use Bylaw 10-08.

### 5.2 Dinosaur Archery

Dinosaur Archery would like to rent the Memorial Arena during times of inclement weather.

Municipal Planning Commission noted the ice will be going in the Arena at the end of July.

Municipal Planning Commission recommends for Dinosaur Archery to submit an amended Mobile Vendor Application.

### 6.0 Adjournment – Meeting adjourned at 1:44 pm.

  
Chairperson

  
Development Officer

Attachments: Agenda

**Town of Drumheller  
REQUEST FOR DECISION**



<b>TITLE:</b>	<b>HIRING OF SEASONAL DOWNTOWN EVENTS COORDINATOR</b>
<b>DATE:</b>	June 19, 2018
<b>PRESENTED BY:</b>	Darryl E. Drohomerski, C.E.T.
<b>ATTACHMENT:</b>	N/A

**SUMMARY:**

As part of the Downtown Revitalization project, the Economic Development Committee has recommended that an Events Coordinator be hired to plan and coordinate summer activities in the downtown area. The ad hoc Economic Development Task Force committee had also listed the hiring of an Events Coordinator as one of their recommendations.

The schedule for this position would be from Wednesday to Sunday during July, August the first week of September. This position would be in the same wage range as a BCF Activity Specialist.

**FINANCIAL IMPACT:**

While there is no specific budget allocated for the hiring of a Events Coordinator this year, Council had identified an amount of up to \$100,000.00 to act on the recommendations arising from the Economic Development Task Force. The total cost of providing this position for the summer is approximately \$7,000.00. It is expected that this position will also require some funding for programming, which is anticipated to be \$3,000.00 for the term.

The Town was notified on June 22 that it was successful for summer funding for a 'Green Jobs' position, which broadly includes outdoor play facilitators and ambassadors. The funding from this program provides a 50% wage subsidy

**RECOMMENDATION:**

That Council approve the hiring of a Seasonal Events Coordinator for the summer of 2018 in the amount of up to \$10,000.00, which includes salary and programming funding. The Green Jobs grant funding will reduce the amount to approximately \$6,500.00

**STRATEGIC POLICY ALIGNMENT:**

Provision of this position aligns with the overall strategy of Downtown Revitalization.

**COMMUNICATIONS STRATEGY:**

If approved, a job posting will go out on June 26 with a start date the first week of July.

**MOTION:**

That Council approve the hiring of a Seasonal Events Coordinator for the summer of 2018 in the amount of up to \$ 10,000.00, which includes salary and programming funding.

  
Approved By: Darryl Drohomerski  
Chief Administrative Officer

**TOWN OF DRUMHELLER**

**BYLAW NO. 08.18**

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Drumheller;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

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- (c) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) "Municipality" means the municipal corporation of the Town of Drumheller.

### **3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

#### **4.1. Members shall:**

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

**5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

**6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

**7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

### **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO";
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

### **9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

- 9.2. In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of the Municipality;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;
  - (d) contract negotiations;
  - (e) employment and labour relations;
  - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - (g) law enforcement matters;
  - (h) litigation or potential litigation, including matters before administrative tribunals; and
  - (i) advice that is subject to solicitor-client privilege.

**10. Conflicts of Interest**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

**11. Improper Use of Influence**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for 90 days after leaving office.

**12. Use of Municipal Assets and Services**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the

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Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### **13.Orientation and Other Training Attendance**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

### **Remuneration and Expenses**

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

### **Gifts and Hospitality**

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed one hundred dollars (\$100). Hospitality, gifts or benefits received that exceeds \$100.00, must be reported to Council by way of quarterly report.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

### **Election Campaigns**

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

### **Informal Complaint Process**

- 16.2. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 16.3. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **17. Formal Complaint Process**

- 17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

### **18. Compliance and Enforcement**

- 18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 18.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 18.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 18.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

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- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**19. Review**

- 19.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this 25th day of June 2018.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

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

## Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17



### Code of Conduct for Elected Officials

Legislation	<a href="#">Municipal Government Act (MGA)</a>
Regulation	Code of Conduct for Elected Officials Regulation
Category	Governance
Section Numbers	s. 146, s. 153

#### Previous MGA requirement:

No municipal code of conduct was required. Councillor conduct was addressed locally.

#### What's changed?

- Municipalities must establish a code of conduct bylaw that governs the conduct of councillors. [s. 146.1\(1\)](#)
- The code must apply to all councillors equally. [s.146.1\(2\)](#)
- The council may establish a code of conduct to govern the conduct of members of council committees and other boards established by the council who are not councillors. [S.146.1\(3\)](#)
- The code must not allow councils to remove councillors from office. [s.146.1\(4\)](#)

#### What do municipalities need to know?

- Ensure that the existing/newly established code of conduct bylaws meet the standards established by the Code of Conduct Regulation. [s.146.1\(5\)](#)
- If a matter required to be included in a code of conduct is already addressed in a separate bylaw, the contents of that bylaw can be incorporated by reference into the code of conduct.
- At a minimum, the following topics must be covered:

Topic	Intent / Rationale
<b>Representing the municipality</b>	To build and inspire public trust and confidence in local government by upholding high standards and ideals.
<b>Communicating on behalf of the municipality</b>	To promote public confidence by respecting the process established by council for communicating with the public on behalf of council or the municipality.
<b>Respecting the decision-making process</b>	To support effective decision-making through the processes set out in legislation and local bylaws for making decisions, including respect for the role of the chair.
<b>Adherence to policies, procedures and bylaws</b>	To promote service of the public interest and show leadership by upholding legislation, local bylaws, and policies adopted by council.

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## Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17



Topic	Intent / Rationale
<b>Respectful interactions with councillors, staff, the public and others</b>	To promote treatment of council members, municipal employees, and others with dignity, understanding and respect.
<b>Confidential information</b>	To promote public trust by refraining from using information in a way that would be detrimental to the public interest.
<b>Conflicts of interest</b>	To promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office.  *Bylaw provisions do not diminish or change the effect of existing legislated pecuniary interest provisions.
<b>Improper use of influence</b>	To promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons.
<b>Use of municipal assets and services</b>	To promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons.
<b>Orientation and other training attendance</b>	To promote effective leadership and personal development by accessing training opportunities.

- The code of conduct bylaw must set out a complaint system that addresses who may make a complaint; how a complaint is made; the process used to determine the validity of the complaint; and what sanctions may be imposed if a complaint is determined to be valid.
- Review and update the code of conduct bylaw at least once every four (4) years starting from the date when the code of conduct is passed. Municipalities could choose to align the review with the municipal election cycle, so that the code of conduct is reviewed following each municipal election.

### What if a councillor does not comply?

- If a councillor has failed to adhere to the code of conduct, a council may choose to impose a sanction that can include the following:
  - letter of reprimand for the councillor;
  - a request to the councillor to issue a letter of apology;
  - publication of a letter of reprimand or request for apology and the councillor's response;
  - requirement to attend training;
  - suspension or removal of the appointment of a councillor as the Chief Elected Official/Mayor/Reeve, Deputy Chief Elected Official or Acting Chief Elected Official and presiding duties;

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# Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17







Municipal Affairs

- suspension or removal from some or all council committees and bodies to which the council has a right to appoint members; and
- reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at council meetings.
- The code of conduct and any sanctions imposed under a code of conduct cannot remove a councillor from council and must not prevent a councillor from fulfilling the legislated duties of a councillor, including the general duties of councillors outlined in s.153 of the Act.

## When does this change take place?

- These sections come into force October 26, 2017.
- Municipalities must establish a code of conduct bylaw by July 23, 2018 (270 days (9 months) from the date it came into force.

## What resources are/will there be available to assist?

- Sample Code of Conduct and Bylaws are under development (AUMA/AAMDC) 
- [Municipal Affairs Regional Training Sessions](#). 
- [Elected Officials Education Program \(EOEP\)](#) – [www.eoep.ca](http://www.eoep.ca) (AAMDC/AUMA) 
- Council Conflict Workshop. (schedule TBD)
- [Municipal Government Amendment Act, 2015](#) 



For more information:

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# JULY, 2018

## SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 STATUTORY HOLIDAY	3 4:30 PM COUNCIL COMMITTEE MEETING	4	5	6	7
8	9 4:30 PM COUNCIL MEETING	10	11	12	13	14
15	16 COUNCIL COMMITTEE MEETING CANCELLED	17	18	19	20	21
22	23 COUNCIL MEETING CANCELLED	24	25	26	27	28
29	30 COUNCIL COMMITTEE MEETING CANCELLED	31				
<p><b>Agenda Item # 13.1</b></p> <p>Red - Council / COW Meeting cancelled. Blue - Council / COW Meeting is scheduled</p>						

# AUGUST, 2018 (TO BE DETERMINED)

## SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 STATUTORY HOLIDAY	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Agenda Item # 13.1						