

**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

**December 17, 2018 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4**



**PRESENT:**

**MAYOR:**

Heather Colberg

**COUNCIL:**

Kristyne De Mott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

**DEPUTY CHIEF ADMINISTRATIVE OFFICER:**

Barb Miller

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**COMMUNICATIONS OFFICER:**

Julia Fielding

**RECORDING SECRETARY:**

Libby Vant

**1.0 CALL TO ORDER**

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

**2.0 DEPUTY CAO**

**2.1 Council Remuneration Wage Review Report**

B. Miller advised that Council appointed an independent committee, the Elected Officials Remuneration Task Force, earlier this year to conduct a review of Policy C-04-14 known as the Remuneration and Expense Allowance for Mayor and Council. Task Force chair Denise Lines and members Eileen Lefley and B.J. Gallagher presented their report and recommendations to Council and highlighted the following:

- September to December the Task Force held numerous meetings, telephone conference calls and email discussions on the remuneration policy and the purpose of the review.
- Report provides recommendations only.

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- Task Force consulted with other CAO's and resources from other provinces and found that many different options are in place in other municipalities.
- Will update the Task Force resources binder; feel that future Task Forces should look at as well as the election package.
- Recommend that this Task Force gets together in two years to review what has been learned, see how the revised remuneration policy compares to the amount of time spent by Council members.
- New taxation changes made the remuneration review process very difficult
- Referred to the FCM guidelines for Bill C44 which eliminated the 1/3 tax exemption for elected officials effective January 1, 2019.
- Task Force recommends a 5% increase to the Honorarium but realize that it is not sufficient to offset the taxation difference.
- Honorarium would increase to: Mayor \$ 41,945.09, Councillors \$ 22,976.76 per annum.
- These amounts would cover remuneration for: Regular & Special Meetings, Preparation for all meetings (new), Public/Town Hall meetings, Community events, Meetings with individual rate payers & Community Organizations, In Town travel & car, Incidentals related to job description & normal execution of duties, In Town entertaining or Committee responsibilities.
- Recommend that per diems increase by \$ 10.00 to \$ 260.00 per full day to cover remunerations for: Town/Strategic Business Planning, Council Orientation: an additional two per diems for each Councillor during and election year, Attending events/conferences/meetings etc., on behalf of the Town this may include but is not limited to meetings associated with Committee assignments, meetings with federal or provincial government (new), In a local state of emergency where job reassignment is necessary.
- Also fourteen additional assigned per diems (two each for Mayor and Councillors) and fourteen additional unallocated per diems to allow members of Council more opportunity to participate in activities that will benefit the community of Drumheller through networking, lobbying and educational conferences.
- Added an additional expense for a cell phone allowance that would include office supplies.

Mayor Colberg thanked D. Lines for her excellent summary of the report. In response to a question from Council, D. Lines advised that the language regarding elected officials remuneration treats them as salaried employees but the reality is that many are volunteers – the Task Force used an Ontario study used as reference, as no study for Alberta was available yet. Councillor Hansen-Zacharuk asked how the accounting for the new cell phone allowance was calculated. B. Miller responded that this allowance would be treated like the submission of a cell phone bill.

D. Lines thanked Council for their contributions to the research and review process and reiterated that the Task Force members are more than happy to have further discussion on this matter – they feel it is very important to keep the dialogue open on this issue. In response to a question from Council, D. Lines confirmed that the changes to taxation of elected officials' remunerations would result in an average loss of \$ 881.40 loss per year for Councillors and just over \$ 2,500 per year for the Mayor. B. Miller thanked the

Task Force for their efforts; she advised Council that she will bring forward a Request for Direction regarding the proposed policy changes at a future Committee meeting, and will research and clarify the status of volunteer/employee for elected officials.

## 2.2 Bylaw 21.18 - Utility Rate Bylaw - second and third readings

B. Miller presented Utility Rate Bylaw 21.18 for second and third reading and provided information on comparative communities' utility billing rates. She advised that the proposed increase of 2% for wastewater and 5% for water would result in an increase of \$ 2.81 per month on an average consumption of 15 cubic metres.

Discussion was held on the proposed rate models and options to increase revenue while limiting rate increases to residents. Discussion was also held on the potential to conduct tours or produce a video tour of the water and wastewater treatment facilities to educate the public about the processes: how much effort, training and education of staff is required to generate safe drinking water and release clean wastewater, and how this translates in to the cost of the utilities to the residents.

MO2018SP02 Lacher, Makowecki moved to approve 2<sup>nd</sup> reading of Bylaw 21.18 Utility Rates. Carried Unanimously.

MO2018SP03 Hansen-Zacharuk, De Mott moved to approve 3<sup>rd</sup> reading of Bylaw 21.18 Utility Rates. Carried Unanimously.

## 2.3 2019 Service Fees

B. Miller presented the draft 2019 Services Fees and provided an overview stating that the proposed increase for most service fees is 2% to keep pace with inflation and the specific rates are identified on each page.

In response to a question from Council regarding additional ball diamonds, B. Miller responded that Council would need to put that item on the capital plan so that it can be funded at some point.

Discussion took place on local and non-local rates for recreation facilities.

MO2018SP04 Garbutt, Lacher moved to approve the 2019 Service Fee Schedule as presented. Carried Unanimously.

## 2.4 Request for Decision - Authorization of Expenses in 2019

B. Miller provided a Request for Decision to authorize expenses in 2019. She advised that the Municipal Government Act requires a resolution of Council to approve a procedure for authorizing and verifying expenditures not included in the budget; since the 2019 budgets have not yet been approved, Council is required to authorize the CAO or his delegate to pay all current accounts, which are a proper charge of the Town, until the 2019 Operating and Capital Budgets are approved.

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MO2018SP05 Hansen-Zacharuk, Zariski moved that Council, in accordance with Section 248(2) of the Municipal Government Act, authorize the Chief Administrative Officer or his delegate to pay all current accounts, which are properly charged to the Town, until the 2019 Operating and Capital Budgets are approved by Council. Carried Unanimously.

**3.0 ADJOURNMENT**

MO2018SP06 Hansen-Zacharuk, Lacher moved to adjourn the meeting at 5:40 pm. Carried unanimously.

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Deputy Chief Administrative Officer

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Mayor