

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

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



**PRESENT:**

**MAYOR:**

Heather Colberg

**COUNCIL:**

Kristyne DeMott

Jay Garbutt

Fred Makowecki

Lisa Hansen-Zacharuk

Tony Lacher

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Darryl Drohomerski

**DIRECTOR OF CORPORATE SERVICES**

Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**ABSENT: DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**1.0 CALL TO ORDER**

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

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

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

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

**2.0 MAYOR'S OPENING REMARK**

### **3.0 PUBLIC HEARING**

#### **4.0 ADOPTION OF AGENDA**

Correction: Councillor Lisa Hansen-Zacharuk stated that the RFD – Appointment to the Municipal Planning Commission should be one appointment not three as stated.

**MO2017.130** Garbutt, Makowecki moved to adopt the agenda as amended. Carried unanimously.

#### **5.0 MINUTES**

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

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

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

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

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

##### **5.3. BUSINESS ARISING FROM THE MINUTES**

#### **6.0 DELEGATIONS**

#### **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

#### **8.0 REQUEST FOR DECISION REPORTS**

##### **8.1 CAO**

###### **8.1.1 Bylaw 12.17**

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

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

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

Vote on Motion:

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

3 opposed – Colberg, Garbutt, DeMott

Carried

#### 8.1.2 RFD - Appointment to Municipal Planning Commission

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

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

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

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

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

## 8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

### 8.3. DIRECTOR OF CORPORATE SERVICES

#### 8.3.1 RFD - IT Managed Services Award of Contract

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

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

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5 DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 MAYOR AND COUNCILLORS REPORTS**

**13.1 RFD - Council Reporting Requirements**

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

**MO2017.135** Lacher, DeMott moved that Council members provide monthly written Committee reports to Council and further, any attendance at conventions / conferences / courses requires a written report to Council prior to being reimbursed for expenses or receiving a per diem.

Councillor J. Garbutt asked that the policies be separated:

Policy C-04-14 already sets out the reporting requirements and that a 6.0 be added worded as such “*Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement / payment once a report to Council has been presented*”. And secondly, that a quarterly reporting requirement be established.

Councillors Lacher and DeMott agreed to the friendly amendment.

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

**MO2017135B** Garbutt, Lacher moved an amendment to Policy C-04-14 as follows: 6.0 Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement / payment once a report to Council has been presented. Carried unanimously.

**13.2 RFD - Community Council Representation**

Mayor H. Colberg stated that she is proposing a new policy for all Councillors to represent one of the following communities: Nacmine, Newcastle, Midland, Rosedale, Wayne and East Coulee. Each community will have elected representation to move residents' concerns forward to Administration or Council as a whole and / or to advocate on their behalf. She further stated that she would represent the community as a whole.

**MO2017.136** DeMott, Lacher moved that community representation by Councillors be adopted as chosen.

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

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

Vote on Motion: Carried unanimously.

### 13.3 RFD - Ethical Guidelines of Conduct for Members of Council

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

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

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

Vote on Motion:

5 in favour – Zariski, Lacher, Makowecki, DeMott, Colberg

2 opposed – Hansen-Zacharuk, Garbutt

Carried.

### 14.0 IN-CAMERA MATTERS

**MO2017.138** Garbutt, Makowecki moved to go in camera at 5:35 PM. Carried.

#### 14.1 Land Matter

**MO2017.139** Garbutt, Makowecki moved to go out of camera at 7:04 PM. Carried.

Regular Council Meeting Minutes  
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There being no further business, the Mayor declared the meeting adjourned at 7:05 PM.

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Chief Administrative Officer

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Mayor