

**Town of Drumheller
COUNCIL MEETING
MINUTES**

**May 29, 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
Tara McMillan
Sharel Shoff
Tom Zariski

ACTING CHIEF ADMINISTRATIVE OFFICER:

Barb Miller

DIRECTOR OF INFRASTRUCTURE SERVICES:

Darryl Drohomerski

DIRECTOR OF PROTECTIVE SERVICES:

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Libby Vant

ABSENT:

COUNCILLOR

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

Greg Peters, Director Protective Services

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 the May 27 Boogie in the Badlands was well attended and he congratulated the organizers on another successful event.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Additions to Agenda:

13.1 Councillor P. Kolafa - Update on Canada 150 events

14.1 Councillor J. Garbutt – In Camera – Personnel Matter

MO2017.61 Hansen-Zacharuk, McMillan 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 May 15, 2017

Amendment: Councillor P. Kolafa advised that he made Motion 2017.60, not Councillor T. McMillan, as stated.

MO2017.62 McMillan, Shoff moved to adopt the Regular Council Meeting Minutes of May 15, 2017 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 CAO

8.1.1 Request for Decision - Bylaw 06.17 Cemetery Bylaw Amendment

B. Miller advised that the current request is for Council to adopt Bylaw 06.17 to amend Cemetery Bylaw 03.09 to allow for the burial of multiple unclaimed cremains in a single plot. The request follows direction received from Council at the May 23 Committee of the Whole Meeting to amend Section 5 c of the bylaw to allow for Council to approve requests not specifically spelled out under Clause c. B. Miller advised that the proposed bylaw amendment is to include subsection: “ **(vii) unless otherwise approved by Council**”, which would then enable Council to approve one-time requests such as the one recently received from Courtney Winters.

8.1.2 Bylaw 06.17 being a Bylaw to Amend Bylaw 03.09 Cemetery

B. Miller advised that Administration’s recommendation is for Council to proceed to all three readings of Bylaw 06.17 and adopt the bylaw amendment

MO2017.63 Shoff, Zariski moved first reading of Bylaw 06.17.
Carried unanimously.

MO2017.64 Hansen-Zacharuk, Garbutt moved second reading of Bylaw 06.17.
Carried unanimously.

MO2017.65 Shoff, Zariski moved no objection to third reading of Bylaw 06.17.
Carried unanimously.

MO2017.66 Garbutt, Kolafa moved third reading of bylaw 06.17.
Carried unanimously.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.2.1 Request for Decision – Request for Exemption to Cemetery Bylaw to allow for burial of cremains

D. Drohomerski advised that the request follows up the report and Request for Direction from Council at the May 23 Committee of the Whole meeting. He further advised that Courtney Winters Funeral Homes has stored a number of unclaimed cremains on site for more than fifteen (15) years, and the recent changes to provincial regulations require that funeral homes retain unclaimed cremains for no longer than five (5) years. D. Drohomerski advised that, as Council has adopted the amendment to the Cemetery Bylaw, Administration can move forward with a request for exemption to Section 5c of the Bylaw, which would allow for a one-time burial of approximately forty (40) cremains. He further advised that Courtney Winters will purchase the plot, with a concrete grave liner, and erect a monument or marker listing the names of the deceased.

In response to a question from Council, discussion was held on the wording of the bylaw amendment. Mayor Yemen advised that the amendment, as adopted, allows Council to make exemptions to Section 5c for the current request from Courtney Winters, as well as any future requests that may come forward.

MO2017.67 Zariski, Hansen-Zacharuk moved 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. Carried unanimously.

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 Request for Decision – Sandstone Manor Taxes – Roll # 000 04029906

B. Miller advised that the Request for Decision is for the cancellation of the Residential Municipal taxes for Sandstone Manor, which will provide tax relief in order to keep rental rates charged at Sandstone Manor at an affordable level and allow the Drumheller Housing Authority to maintain a sustainable building reserve. She further advised that, as a result of the agreement in place with the Drumheller Housing Authority, the annual operating budget includes a provision for the cancellation of the municipal portion of the annual

tax levy. B. Miller advised that the 2017 Residential Municipal tax for Sandstone Manor is \$ 9,224.94 and the 2017 Operating Budget provision for this tax portion is \$ 13, 200.00.

In response to a question from Councillor T. Zariski, Drumheller Housing Authority [DHA] board member, Councillor J. Garbutt, advised that the agreement with DHA states that the municipal portion of the property taxes for Sandstone Manor could, through a formal request to Council each year, be cancelled annually, and the cancelled portion would be set aside as a dedicated reserve. He further advised that the reserve is currently in excess of \$ 40, 000, and they are on track to set aside approximately \$ 15,000 towards the reserve this year.

Councillor J. Garbutt asked if DHA is also responsible for the Residential Seniors Foundation portion of the annual property taxes for Sandstone Manor. B. Miller confirmed that they are responsible for the Residential Seniors Foundation portion of the property taxes on that property as well as the Residential Public School taxes.

MO2017.68 Garbutt, McMillan moved to approve the cancellation of the 2017 Municipal Tax levied against Roll No. 04029906 (Drumheller Housing Administration) in the amount of \$9,224.94. Carried unanimously.

8.3.2 HR 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

B. Miller advised that the request is to Amend *Article 7.06 Vacation Carry Over* to include Subsections 7.06.01 and 7.06.02 to address a gap 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. B. Miller further advised that the proposed amendments would further clarify the scope of the application and provide Administration with clear direction on the monitoring and reporting of *Article 7.06 Vacation Carry Over*.

Councillor S. Shoff asked B. Miller if she could provide information on how the Town's finances have been previously affected by this issue. B. Miller advised that she was unable to quantify at this time, but would attempt to do so.

MO2017.69 Hansen-Zacharuk, Garbutt moved 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. 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 COUNCILLOR REPORTS

13.1 Councillor P. Kolafa –provided an update on the Canada 150 Events planned for May 30, 2017 at ParticiPark including a big picnic in the park, a barbeque, entertainment with travelling minstrels, old fashioned games, carriage rides, and the goal of collecting 150 food items for the Food Bank. He advised that full information on the Canada 150 events planned throughout the year is available on the website <https://www.facebook.com/DrumCan150/>.

14.0 IN-CAMERA MATTERS

MO2017.70 Garbutt, McMillan moved to go in Camera at 4:52 PM. Carried unanimously.

14.1 Personnel Matter

MO2017.71 McMillan, Zariski moved to go out of Camera at 5:19 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:20 PM.

Acting Chief Administrative Officer

Mayor