



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

AGENDA

TIME & DATE: 4:30 PM – Monday, January 13, 2025

LOCATION: Council Chambers, 224 Centre St., via Teams Platform, and
[Live Stream on Drumheller Valley YouTube Channel](#)

1. CALL TO ORDER

2. OPENING COMMENTS

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for the January 13, 2024, Committee of the Whole Meeting**

Proposed Motion: That Council adopt the agenda for the January 13, 2024, Committee of the Whole meeting, as presented.

5. MEETING MINUTES

5.1 **Minutes for the December 9, 2024, Committee of the Whole Meeting**

[Committee of the Whole Meeting – December 9, 2024 – Draft Minutes](#)

Proposed Motion: That Council approve the minutes for the December 9, 2024, Committee of the Whole meeting, as presented.

6. COUNCIL BOARDS AND COMMITTEES

7. DELEGATIONS

8. REPORTS FROM ADMINISTRATION

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

8.1 **Chief Administrative Officer**

8.1.1 **Remuneration and Expense Allowance for Mayor and Council**

[Briefing Note](#)
[\(Draft\) Policy LS-C-03 - Remuneration and Expense Allowance for Mayor and Council](#)
[2024 Council Remuneration Task Force Final Report](#)
[Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council](#)
[Policy C-2-00 – Conference Attendance Policy](#)
[Policy C-06-04 – Travel Expenses](#)

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES

INFRASTRUCTURE SERVICES

8.2 **Director of Infrastructure Services**

8.2.1 **Electric Vehicle Charging Stations**

[Briefing Note](#)

9. **CLOSED SESSION**

9.1 **Third Party Business and Local Public Body Confidences**

FOIP 16 – Disclosure harmful to business interests of a third party.
FOIP 23 – Local public body confidences.
FOIP 24 – Advice from officials.

Proposed Motion: That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

Proposed Motion: That Council open the meeting to the public.

10. **ADJOURNMENT**

Proposed Motion: That Council adjourn the meeting.



TOWN OF DRUMHELLER
COMMITTEE OF THE WHOLE MEETING

MINUTES

TIME & DATE: 4:30 PM – Monday, December 9, 2024

LOCATION: Council Chambers, 224 Centre Street, via Teams platform and
[Live Stream on Drumheller Valley YouTube Channel](#)

IN ATTENDANCE

Mayor Heather Colberg
Councillor Patrick Kolafa
Councillor Stephanie Price
Councillor Tony Lacher
Councillor Crystal Sereda
Councillor Tom Zariski
Councillor Lisa Hansen-Zacharuk (regrets)

Chief Administrative Officer: Darryl Drohomerski
Director of Corporate & Community Services: Victoria Chan
Director of Infrastructure: Jared Brounstein
Dir. of Emergency and Protective Services: Greg Peters
Flood Resiliency Project Director: Deighen Blakely (regrets)
Communications Officer: Erica Crocker (regrets)
Reality Bytes IT: David Vidal (regrets)
Recording Secretary: Angela Keibel

1. CALL TO ORDER

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

2. OPENING COMMENTS

Councillor Zariski reminded residents that, due to the ongoing Canada Post strike, November utility invoices will be available for pickup at Town Hall starting December 3, 2024. Residents can also opt for e-billing or online account access. To avoid penalties, please ensure that payments are made by the due date. Those choosing to pay by mail should be aware that mail-in cheques may experience delays because of the postal strike; therefore, alternative arrangements can be made by contacting Town Hall. Additionally, residents expecting cheques from the Town are encouraged to pick them up at Town Hall and may want to consider setting up pre-authorized electronic fund transfers for direct deposit. Please visit the Town's website by clicking the following link for more information: [Postage Service Disruption as Canada Post Workers Strike: News - Town of Drumheller](#).

Mayor Colberg encouraged residents to register for online services.

Councillor Sereda reminded residents that it is the final weekend for the Christmas in the Coulee event at Atlas Coal Mine National Historic Site and East Coulee School Museum from 5:00 - 8:30 PM on December 13 and 14, 2024. Tickets available online at [Christmas in the Coulee - Atlas Coal Mine : Atlas Coal Mine](#). There are activities and live music, and over 40,000 lights on the Atlas site. Attendees are encouraged to dress warmly.

3. ADDITIONS TO THE AGENDA

4. ADOPTION OF AGENDA

4.1 **Agenda for December 9, 2024, 2024, Committee of the Whole Meeting**

M2024.444 Moved by Councillor Kolafa, Councillor Lacher
That Council adopt the agenda for the December 9, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

5. MEETING MINUTES

5.1 **Minutes for the November 12, 2024, Committee of the Whole Meeting**

Agenda Attachment: Committee of the Whole Meeting – November 12, 2024 – Draft Minutes

M2024.445 Moved by Councillor Price, Councillor Sereda
That Council approve the minutes for the November 12, 2024, Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY

6. COUNCIL BOARDS AND COMMITTEES

6.1 **Valley Bus Society**

Agenda Attachments: October 9, 2024 - Minutes.

M2024.446 Moved by Councillor Lacher, Councillor Kolafa
That Council accept as information the Valley Bus Society regular meeting minutes of October 9, 2024, as presented.

CARRIED UNANIMOUSLY

6.2 **Drumheller & District Solid Waste Management Association**

Agenda Attachments: August 15, 2024 – Minutes; October 17, 2024 - Minutes

M2024.447 Moved by Councillor Kolafa, Councillor Sereda
That Council accept as information the Drumheller & District Solid Waste Management Association regular meeting minutes of August 15, 2024 and October 17, 2024, as presented.

CARRIED UNANIMOUSLY

7. DELEGATIONS

YouTube Timestamp:

Councillor Price left the meeting at 5:10 PM.

7.1 **2024 Council Remuneration Task Force**

Agenda Attachments: Final Report – 2024 Council Remuneration Task Force

7.2 **Royal Canadian Mounted Police – Q2 Report**

Agenda Attachments: Q2 2024-2025 Drumheller RCMP Municipal Report

7.3 **Travel Drumheller**

Agenda Attachments: Travel Drumheller & Destination Drumheller – Updates & Achievements

8. **REPORTS FROM ADMINISTRATION**

YouTube Timestamp:

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

CORPORATE AND COMMUNITY SERVICES DEPARTMENT

EMERGENCY AND PROTECTIVE SERVICES DEPARTMENT

INFRASTRUCTURE SERVICES

9. **CLOSED SESSION**

YouTube Timestamp: 45:08

9.1 **Third Party Business and Local Public Body Confidences**

FOIP 16 – Disclosure harmful to business interests of a third party.

FOIP 23 – Local public body confidences.

FOIP 24 – Advice from officials.

M2024.448 Moved by Councillor Lacher, Councilor Zariski

That Council close the meeting to the public to discuss Third Party Business and Local Public Body Confidences as per FOIP 16 – Disclosure harmful to business interests of a third party, FOIP 23 – Local public body confidences, and FOIP 24 – Advice from officials.

CARRIED UNANIMOUSLY

Council closed the meeting to the public at 6:15 p.m.

M2024.449 Moved by Councillor Lacher, Councilor Zariski
That Council open the meeting to the public.

CARRIED UNANIMOUSLY

Council opened the meeting to the public at 8:50 p.m.

10. ADJOURNMENT

M2024.450 Moved by Councillor Sereda, Councillor Kolafa
That Council adjourn the meeting.

CARRIED UNANIMOUSLY

Council adjourned the meeting at 8:51 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BRIEFING NOTE

TITLE:	Remuneration and Expense Allowance for Mayor and Council
DATE:	January 13, 2025
PRESENTED BY:	Angela Keibel, Legislative Services Coordinator Mitchell Visser, Manager of Legislative Services
ATTACHMENTS:	<ul style="list-style-type: none"> • (Draft) Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council • 2024 Council Remuneration Task Force Final Report • Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council • Policy C-2-00 – Conference Attendance Policy • Policy C-06-04 – Travel Expenses

SUMMARY:

On December 9, 2024, the 2024 Council Remuneration Task Force (CRTF) presented its final report to Council after conducting a comprehensive review of Town of Drumheller council remuneration policies and the policies and best practices from nine (9) comparable municipalities (based on the criteria established by the Municipal Measurement Index). The proposed *Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council* provides updates to Council remuneration, per diem rates, travel and other relevant allowances, in accordance with findings and recommendations of the CRTF.

It was the view of the CRTF that Policies C-06-22, C-2-00, and C-06-04 could be streamlined in one policy and procedure document. Legislative Services has conducted a review of older policies and noted that C-2-00 and C-06-04 are outdated and are not required. Therefore, Policy C-06-22, C-2-00 and C-06-04 should be repealed and replaced by Policy LS-C-03.

Administration has agreed with most of the CRTF's recommendations but has made the following adjustments to simplify the process:

- Instead of a per diem for professional development, Administration suggests providing each Councillor with an individual training and conference budget; and
- Administration proposes increasing the meeting per diem from \$25 to \$50 per meeting.

RECOMMENDATIONS:

Administration recommends that Council:

1. approves a 4% increase in base honorariums, effective January 1, 2025.
2. repeals the following policies:
 - a. C-06-22 - Remuneration and Expense Allowance for Mayor and Council;
 - b. C-02-00 – Conference Attendance Policy;
 - c. C-06-4 – Travel Expenses
3. approves *Policy LS-C-03 – Remuneration and Expense Allowance for Mayor and Council*, as presented.

DISCUSSION:

The CRTF's findings include several key recommendations that have been incorporated into Policy LS-C-03, including:

1. **Council Honorarium Increase:** A one-time 4% increase in Council honorariums, effective January 1, 2025, with subsequent increases tied to the average of negotiated CUPE Local 135 and 4604 union agreements. The CRTF strongly recommends that the proposed compensation increase take effect in 2025 rather than 2026, given the substantial workload and numerous projects undertaken by the current Council. Additionally, they noted that the compensation levels for Drumheller Council are currently approximately 8% below the average for mayors and 6.8% below the average for councillors when compared to similar communities analyzed by the CRTF.
2. **Per Diems:** The establishment of two levels of per diems:
 - o \$280 per day for conferences and government meetings.
 - o \$50 per meeting for board and committee meetings.
3. **Training and Conference Allowance:** The CRTF also recommended the creation of a third per diem for professional development. However, this recommendation was not implemented due to the anticipated administrative burden. Instead, Administration is recommending the creation of the Training and Conference Allowance, which aligns with the spirit of the CRTF's recommendation while simplifying the administrative process. This allowance will ensure that Council members receive required training, as well as additional training to enhance their effectiveness in their roles. This item has been newly established to provide a specific allowance in addition to the expenses incurred during the regular execution of Council duties.
4. **Travel, Meal, and Accommodation Policies:** The consolidation of existing policies into a unified document with an attached Schedule "A" for streamlined updates. This document will adopt many items in the Government of Alberta reimbursement rate table to align with best practices.
5. **Simplification of Claims:** Introduction of an "Allowance Without Receipt" for meals and automobile travel to reduce administrative workload and streamline the claims process.
6. **Childcare Allowance:** A new childcare allowance of up to \$1000 annually for reasonable childcare expenses incurred in relation to official duties.
7. **Wellness Spending Account:** The addition of a \$500 annual Wellness Spending Account for Council, in alignment with the benefits provided to Town of Drumheller employees.
8. **Per Diem Tracking and Quarterly Reports:** The Legislative Services Coordinator will provide quarterly updates to the Mayor and Councillors outlining per diem and allowance usage and availability.
9. **Develop a Comprehensive Policy Document:** Policies C-06-22, C-2-00, and C-06-04 will be repealed and replaced by a single policy, Policy LS-C-03. The professional development and travel expenses for Town employees referenced by these policies are addressed by recent administrative human resources policies and

should not be listed in Council policies; consequently, they are now considered outdated and unnecessary.

These recommendations reflect the CRTF's commitment to ensuring Council compensation is fair, transparent, and aligned with best practices, while also reducing the administrative burden associated with claims.

FINANCIAL IMPACT:

The proposed changes to the remuneration and allowances will have a financial impact on the Town's budget, primarily due to the increase in Council honorariums and the introduction of new per diems and allowances:

- A one-time 4% increase in base honorariums.
- Increase in conference per diems from \$260/day to \$280/day; the number of per diems remains the same for Mayor and Councillors.
- Creation of a meeting per diem of \$50/day, annual maximum of \$1,000.
- Creation of annual childcare allowance of \$1,000.
- Creation of a Training and Conference Allowance; annual maximum of \$2,000 for Councillors and \$3,000 for the Mayor, for a total of \$5,000.

These costs will be incorporated into the 2026 budget and will be monitored annually to ensure fiscal responsibility. The elimination of the Mayor's Discretionary Account, also recommended by the CRTF, will offset the costs associated with implementing the new training and conference allowance.

The overall budget impact will be an increase from \$126,464 to \$135,085, which represents a 7% increase. However, the actual financial impact will likely be lower, as it will depend on the level of claims for per diems, travel, childcare allowances, and wellness spending, as the actual claimed amounts are often lower than the total claimable amounts. However, the increased costs are expected to be manageable within the existing budgetary framework.

STRATEGIC POLICY ALIGNMENT:

This policy aligns with the Town of Drumheller's strategic priorities, particularly:

- **Governance Excellence:** Establishes clear, transparent processes for Council remuneration and expense management.
- **Accountability and Fiscal Stewardship:** Ensures responsible use of taxpayer funds while compensating Council for their service and duties, and supporting the Town's commitment to equity, fairness, and the responsible use of public resources.
- **Community Trust:** Reinforces transparency and fairness in Council remuneration practices.

COMMUNICATION STRATEGY:

Upon approval, the updated Policy LS-C-03 will be communicated through the following methods:

1. Posting the policy on the Town of Drumheller website for public access.
2. Notification to Mayor and Council outlining policy updates, including annual honorariums, allowances, and per diem rates.
3. Quarterly notification to Mayor and Council outlining per diem and allowance uses and availability.
4. Integration into Council orientation materials for future terms.



Prepared by:
Angela Keibel
Legislative Services
Coordinator



Reviewed by:
Mitchell Visser
Manager of Legislative
Services



Approved by:
Darryl Drohomerski, C.E.T.
Chief Administrative Officer

ADMINISTRATION POLICY

NAME: Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER: LS-C-03
DEPARTMENT: Legislative Services	SUPERSEDES: C-06-22; C-02-00; C-06-4
DATE APPROVED: January 20, 2025	Review Date: January 20, 2028

1. POLICY STATEMENT

The *Town of Drumheller* is committed to providing fair and transparent remuneration and expense allowances for the Mayor and Councillors that reflect the responsibilities, time commitment, and expenses associated with their roles while ensuring accountability to taxpayers.

2. PURPOSE

To establish clear guidelines for the remuneration and expense allowances of the Town of Drumheller Mayor and Council members, ensuring consistency, equity, and alignment with municipal best practices.

3. SCOPE

This policy applies to the *Council* of the *Town of Drumheller*.

4. DEFINITIONS

4.1. For the purposes of this policy, the following definitions shall apply:

- a) "*Benefits*" means group health, dental, life insurance and pension contribution, and the current cost sharing of premiums under those plans;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Conferences*" means an out-of-town event for the purposes of providing seminars, workshops, information, or networking opportunities, for which *per diems* can be claimed, if approved by the Mayor or *CAO*, as applicable;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council Boards and Committees*" means:
 - I) boards and committees established pursuant to Section 145 of the *Municipal Government Act* which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting; and
 - II) Regional boards and committees which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting.

- f) “*Council Meeting*” means Regular Council Meetings, Committee of the Whole Meetings, Organizational Meetings, and Special Council Meetings, as defined in the *Municipal Government Act*;
- g) “*Provincial Travel Expense Policy*” means the Government of Alberta’s *Travel, Meal and Hospitality Expenses Policy*, as amended from time to time, and its successor policies.
- h) “*Municipal Government Act*” or “*MGA*” means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- i) “*Per Diem*” means a rate paid to Mayor and *Council* for attending approved conferences, training and *Council Board and Committee* meetings;
- j) “*Professional Development*” means various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring, for which *per diems* can be claimed if approved by the Mayor or CAO, as applicable;
- k) “*Private Accommodation*” means non-commercial lodging arranged by an individual, such as staying with friends, family, or in personally owned property, rather than using hotels, motels, or other commercial establishments, during official municipal business;
- l) “*Remuneration Task Force Bylaw*” means the *Town of Drumheller Remuneration Task Force Bylaw #23.24*, as amended from time to time, and its successor legislation.
- m) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

5. RESPONSIBILITIES

5.1. The Legislative Services Coordinator is responsible for:

- a) registering *Council* for conferences and arranging all associated accommodations and travel services related to *Council* responsibilities, while ensuring the most competitive pricing options are sourced;
- b) reviewing all claims submitted by *Council*, in accordance with this policy;
- c) monitoring all *Council* expenses and claims, while ensuring the accurate maintenance of related records; and
- d) providing *Council* with a quarterly statement outlining their *per diem* usage.

5.2. The Chief Financial Officer, or delegate, is responsible for:

- a) reviewing and approving all claims submitted by *Council*, in accordance with this policy; and
- b) ensuring *Council* is properly compensated, in accordance with this policy.

5.3. The *Chief Administrative Officer* is responsible for:

- a) reviewing and approving all claims submitted by the Mayor, in accordance with this

policy; and

- b) approving requests by the Mayor to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.4. The Mayor is responsible for:

- a) reviewing and approving all claims of *Council*, in accordance with this policy; and
- b) approving requests by Councillors to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.5. Mayor and *Council* are responsible for:

- a) acting as good stewards of the taxpayers' dollars and shall seek out opportunities to reduce all unnecessary costs and minimize the financial burden to the *Town*, where feasible;
- b) understanding and following the provisions outlined within this policy;
- c) approving additional *per diem* expenses for individual Councillors at an open meeting of *Council*, in accordance with this policy; and
- d) ensuring that they do not exceed their individual *per diem* allowances.

6. REMUNERATION TASK FORCE

6.1. *Council* shall appoint an independent committee of *Town* residents to review this policy and *Council's* overall remuneration framework, which shall report back to *Council* with recommendations during the third (3rd) year of *Council's* term, in accordance with the *Remuneration Task Force Bylaw*.

7. COUNCIL REMUNERATION

7.1. The Mayor and each Councillor shall receive the base honorarium for each year of their term, as indicated in Schedule "A" of this Policy, effective January 1, 2025.

7.2. The base honorarium shall be subject to the annual pay increases established by the negotiated union agreements for CUPE Local 4604 and Local 135.

7.3. Notwithstanding Section 7.2, should the increases between the two (2) unions vary, *Council* shall receive an average of the two (2) negotiated pay increases.

7.4. The base honorarium shall be payment for:

- a) *Council meetings*;
- b) Public Hearings;
- c) preparation for all *Council*, board, committee, and other required meetings;
- d) attendance at public events, community events, and staff events;
- e) meetings with members of the public, community organizations, or administrative staff;

- f) in-*Town* travel and expenses;
 - g) in-*Town* entertaining;
 - h) duties of a Commissioner of Oaths; and
 - i) All other incidental tasks not explicitly outlined within this policy and considered as part of the normal execution of duties.
- 7.5. Remuneration shall include an RRSP contribution equivalent to 3% for members of *Council* with matching contributions.

8. BENEFITS

- 8.1. *Council* is eligible to participate in the *Town's* benefits program, which shall consist of the following:
- a) 80% coverage of Health and Dental premiums;
 - b) 100% coverage for Life Insurance, Accidental Death and Dismemberment, and Critical Illness premiums; and
 - c) Enrollment in the Wellness Account Program.
- 8.2. *Council* shall be eligible to participate in the *Town's* benefits program on the first day of their employment with the *Town*.
- 8.3. *Council* is included in the *Town's* Workers Compensation Board coverage.

9. PER DIEMS

- 9.1. *Per diems* shall be paid to *Council* for approved *conferences* and *Council Board and Committee* meetings in the amounts outlined in Schedule "A" of this policy and per Section 5 of this policy.
- 9.2. *Council* members are not permitted to claim a *per diem* for attending meetings of organizations to which they have not been officially appointed.
- 9.3. *Per diem* claims exceeding the annual allocation must be approved by resolution of *Council* during an open meeting of *Council*.
- 9.4. *Per diems* shall be paid on an annual basis and shall not be carried forward into the subsequent year.
- 9.5. For the purposes of allocating *per diems* and annual allowances, "annually" shall correspond to the election term, with the first year beginning at the first Organizational Meeting following the election of *Council*.
- 9.6. *Per diems* are not transferable across categories.

10. ALLOWANCES

- 10.1. Mayor and *Council* shall be paid an annual allowance for the following expenses, as outlined in Schedule "A" of this policy, which shall be distributed on the first payment of the

Council's term:

- a) Personal Cell Phone Allowance; and
 - b) Personal Office and Stationary Supplies Allowance.
- 10.2. *Council* shall be issued a laptop at the start of their term, which shall be returned to the *Town* at the conclusion of their term.

11. TRAVEL AND OTHER EXPENSES

- 11.1. When travelling on *Town of Drumheller* business, *Council* will be reimbursed for travel and accommodation expenses in the amounts outlined in Schedule "A".
- 11.2. *Council* shall be entitled to a childcare allowance as outlined in Schedule "A" of this policy, for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity, and are permitted:
- a) according to the maximum amounts as outlined in Schedule "A" of this policy;
 - b) solely for childcare expenses related to children under the age of 12; and
 - c) only where alternate arrangements cannot be made.
- 11.3. Spouses of *Council* may accompany *Council* members at their own cost, including the cost of travel, meals, and registration (if applicable); spouses may share accommodation already secured for a *Council* member at no cost.
- 11.4. Meals and other expenses outlined in this policy shall be ineligible for reimbursement if they are included with the registration for a conference, course, or accommodation, unless that meal or other expense was denied due to a demonstrated dietary restriction or business concern.
- 11.5. *Council* shall not be reimbursed for attending a political party function or fundraiser.
- 11.6. Councillors are advised to attend the Federal Municipalities of Canada (FCM) conferences on a rotational basis, due to the significant cost of attendance, and shall only attend FCM conference once per term, unless an exception is granted by resolution in an open session of *Council*.

12. TRAINING AND CONFERENCE ALLOWANCE

- 12.1. *Council* shall be entitled to an individual allowance to cover the costs of *conference* registration and professional development, in the amounts outlined in Schedule "A" of this policy.
- 12.2. Notwithstanding Section 12.1, all *conferences* and professional development shall be approved by either the Mayor or the CAO, as outlined in Section 5 of this policy, prior to registration.

13. EXPENSE FORMS

- 13.1. The Mayor shall be responsible for approving all claims submitted by Councillors; the *Chief*

Administrative Officer shall be responsible for approving all claims submitted by the Mayor.

- 13.2. All claims shall be reviewed by the Office of the CAO and the Corporate Services department to ensure alignment with this policy.
- 13.3. The Office of the CAO shall provide Mayor and *Council* with a quarterly statement, outlining their remaining *per diems* as per Section 5.1(d) of this policy.

14. GENERAL

- 14.1. Mayor and *Council* shall be paid in accordance with the provisions for *Elected or Appointed Officials* established by Revenue Canada.
- 14.2. Payments shall be processed in accordance with the payroll process established by the *Town* for the payment of employees.
- 14.3. *Council* will be responsible for reimbursing the *Town* for any registration fees for non-attendance, unless the non-attendance is due to extenuating circumstances, as approved by *Council*.

15. RELATED DOCUMENTS

- 15.1. Remuneration Task Force Bylaw.
- 15.2. Statement of Per Diems Form.
- 15.3. Statement of Expense Form.
- 15.4. *Provincial Travel Expense Policy*.

16. TRANSITIONAL

- 16.1. This policy comes into effect on the day it is signed by the *Chief Administrative Officer* and the Mayor.
- 16.2. This policy repeals Policies #C-06-22, #C-02-00; and #C-06-4.

CHIEF ADMINISTRATIVE OFFICER

MAYOR

SCHEDULE 'A'
COUNCIL REMUNERATION AND EXPENSES

BASE HONORARIUM

POSITION	BASE HONORARIUM
Mayor	\$49,745.00 (effective Jan 1, 2025)
Councillor (6)	\$26,063.00 (effective Jan 1, 2025)

ANNUAL ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Personal Cell Phone	\$600.00
Personal Office and Stationary Supplies	\$100.00
Childcare	\$1,000

PER DIEMS

PER DIEM TYPE	AMOUNT	ANNUAL MAXIMUM
Conference	\$280.00/day	(7) for Councillors - \$1,960 (12) for the Mayor - \$3,360
Meetings	\$50/meeting	(20) - \$1,000.00

TRAVEL AND CHILDCARE EXPENSES

EXPENSE TYPE	REIMBURSEMENT WITH RECEIPT	REIMBURSEMENT WITHOUT RECEIPT
Mileage	N/A	Per the <i>Provincial Travel Expense Policy</i>
Meals	N/A	Per the <i>Provincial Travel Expense Policy</i>
Accommodation	Actual expense, upon submission of receipt	\$50/day
Parking, Taxis and Public Transportation	Actual expense, upon submission of receipt.	Per the Government of Alberta's <i>Provincial Travel Expense Policy</i> .
Childcare	Actual expense from accredited day care or day home, upon submission of receipt	\$10.00/hour

TRAINING AND CONFERENCE ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Training and Conference Allowance	Councillors - \$2,000.00 Mayor - \$3,000.00

COUNCIL REMUNERATION TASK FORCE

FINAL REPORT

DECEMBER 9, 2024

EXECUTIVE SUMMARY

The 2024 Council Remuneration Task Force (CRTF) conducted a comprehensive review of the Town of Drumheller's Council Remuneration and Expense Allowance Policy. Guided by principles of fairness, financial sustainability, and attracting diverse candidates, the CRTF recommends several key updates to align Council remuneration with its responsibilities, community priorities, and best practices.

KEY RECOMMENDATIONS

- Increase Council honorariums by 4% effective January 1, 2025:
- Annual increases be tied to the average negotiated union agreements.

PER DIEM STRUCTURE

Establish three levels of per diems:

- **Per Diem #1** - Conferences & Government Meetings: \$280/day (>4 hours), with rotational Federation of Canadian Municipalities (FCM) conference attendance.
- **Per Diem #2** - Professional Development: \$50/module (max \$500 annually), with increased support in election years and optional group training.
- **Per Diem #3** - Board & Committee Meetings: \$25/meeting (max \$500 annually).

Per diem categories are non-transferable to ensure focus on professional development and meeting attendance.

ALLOWANCES

- Consolidate travel, meal, and accommodation policies into a unified document with a Schedule "A" for streamlined updates.
- Adopt the Government of Alberta reimbursement rate table to align with best practices.
- Simplify claims by instituting "Allowance Without Receipt" for meals and automobile travel.

ADDITIONAL BENEFITS

- **Childcare Allowance:** Reimburse up to \$1,000 annually for reasonable childcare expenses related to official duties.
- **Wellness Spending Account:** Provide \$500 annually per Council member, in line with Town of Drumheller employee benefits.
- **Professional Development Budget:** Establish a \$10,000 annual budget for Council as a whole.

POLICY STREAMLINING

- Create an addendum to the policy (Schedule "A") to centralize frequently updated information, reducing the need for annual policy revisions.

ADDITIONAL CONSIDERATIONS

While beyond its terms of reference, the CRTF also suggests:

- Developing a mentorship program for new Council members.
- Creating a Roles and Responsibilities document for potential candidates.
- Establishing a Board and Committee meeting matrix for workload equity.

These recommendations ensure fair and transparent compensation while enhancing Council's capacity to serve the unique needs of the Town of Drumheller.

CONSIDERATIONS

The following information is the product of the review of the Town of Drumheller 2024 Council Remuneration Task Force (CRTF). After reviewing factors and information relating to Council’s role and responsibilities, this written report outlines suggestions for changes to the Remuneration and Expenses Allowance for Mayor and Council policy. The Task Force was guided by the following:

- That there be adequate compensation reflective of the responsibilities, time commitment, and accountability associated with the positions.
- That remuneration reflects the Town’s financial and strategic priorities.
- That remuneration provides adequate compensation to attract a range of candidates reflecting a broad representation of the community.

The recommendations and considerations presented in this report are based on the CRTF's research into the remuneration and expense policies of other municipalities, established best practices, feedback obtained from a survey distributed to current Council members, and insights from the personal and professional experiences of CRTF members.

COUNCIL HONORARIUM

The Honorarium remuneration would include items currently covered in Policy, plus:

- Committee of the Whole meetings
- Voluntary events where Council members are invited to attend but not required to do so
- Committee meetings of a temporary Task Force (<1 year in duration)

	Effective Date	Mayor	Councillor
Current	January 1, 2024	\$47, 831.16	\$25,060.88
*Proposed	January 1, 2025	\$49,744.41	\$26,063.32
<i>* Reflects a 4% increase.</i>			

For service beginning January 1, 2026, Mayor and Council shall receive annual increases as established in policy, based on the average of the negotiated union agreements for CUPE Local 4604 and 135.

Rationale:

When comparing the remuneration of Council members to those of communities similar in size to Drumheller, it is essential to consider the unique characteristics of Drumheller, particularly its developing tourist industry. As the third most popular tourist destination in Alberta, Drumheller faces a distinct set of challenges and opportunities that require careful management by Council. Both positive and negative community issues arise from this status, necessitating additional oversight and attention from our leadership.

PER DIEM

CURRENT POLICY & BACKGROUND INFORMATION

Current:

- \$260 per diem per full day, i.e., >4 continuous hours
- A per diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor.
- Two (2) additional per diems per elected official designated for training in an election year.
- 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.

Background:

- Elected Officials Education Program (EOEP) training was free last year, and Council submitted per diem claims for 4+ hours of training and were reimbursed for travel expenses.
- Current EOEP training sessions are \$395.00 (in-person) or \$295.00 (online) per person

The CRTF is proposing changes to the per diem structure of remuneration as follows:

PER DIEM #1: CONFERENCES, CONVENTIONS, AND GOVERNMENT MEETINGS

- Increase to \$280/day (4+ continuous hours)
- Eliminate the provision for additional per diems allotted in the first year following the election.
- Councillors attend the Federation of Canadian Municipalities (FCM) conference on a rotational basis, once per term, due to the high costs of attending the conference. Where travel savings are significant due to location of the conference, the Mayor and additional Councillors may attend if pre-approved in an open session of Council.

PER DIEM #2: PROFESSIONAL DEVELOPMENT

- Allow per diem claims of \$50 for each online course module completed, recognizing a person's time devoted to training, (e.g., EOEP, LinkedIn Learning subscription), to a maximum of \$500.00 (up to \$800.00 in the first year of a Council term) annually per person.

PER DIEM #3: BOARD AND COMMITTEE MEETINGS

- Meetings are defined as those attended by appointed Council members (or alternates) with mandatory attendance; voluntary attendance by Councillors not appointed are ineligible for claim.
- \$25.00 per meeting to a maximum of \$500 annually per person (i.e., 20 meetings).

PER DIEMS ARE NOT TRANSFERABLE ACROSS CATEGORIES

The categories are designed to incentivize conference attendance and professional development training to support the work of Council. The Board and Committee Meeting per diem is designed to compensate the Mayor and Councillors for their individual appointments.

ALLOWANCES

TRAVEL, MEALS & ACCOMMODATION

The following active policies for Mayor and Council have inconsistencies that contradict each other for Travel & Subsistence per diem reimbursement amounts:

- Policy C-2-00 – Conference Attendance
- Policy C-06-04 – Travel Expenses
- Policy C-06-22 – Remuneration and Expense Allowance for Mayor and Council

The CRTF recognizes the value in reviewing these policies with the aim of consolidating them into a single policy and including a Schedule “A” addendum as referenced later in this document. This process would address redundancies, resolve contradictions, and clarify terminology.

ADDITIONAL RECOMMENDATIONS

ELIMINATE MAYOR’S DISCRETIONARY FUND

During their research, the CRTF identified several concerns regarding the transparency and availability of information related to the usage of this fund. They noted that both the Mayor and Administration share in the allocation of expenses to this fund. Moreover, it appears that newly elected mayors may not be adequately informed about the fund's existence. These issues suggest that other budget categories may be more suitable for the types of expenditures currently documented in this area. Additionally, the fund's name may create potential challenges, as it could attract scrutiny and discussion regarding the Mayor's decisions and fund allocations.

INCLUDE A WELLNESS SPENDING ACCOUNT FOR COUNCIL

The CRTF recommends that Council receive the same wellness benefit that Town of Drumheller employees receive (\$500.00 per person annually), as outlined in Policy HR-A-02 – Wellness Spending Account.

ESTABLISH A COUNCIL PROFESSIONAL DEVELOPMENT ALLOWANCE

The CRTF defines professional development as various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring.

Within this context, the CRTF recommends establishing an annual budget of \$10,000 for professional development for the Council as a whole (not per person), in addition to the existing Travel & Subsistence budget.

The CRTF further recommends hosting in-person or online group training, e.g., EOEP, conflict resolution, mental health, etc.

Claims for Per Diem #2 – Professional Development would not be expensed against this allowance.

COUNCIL REMUNERATION TASK FORCE FINAL REPORT

CREATE CHILDCARE EXPENSES ALLOWANCE

The CRTF recommends that Council be reimbursed annually per person for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity.

Claims under this allowance are permitted:

- according to maximums as set out in a separate schedule attached to the policy, (i.e., Schedule “A”). The CRTF recommends an annual maximum of \$1,000.
- according to the separate schedule which allows for submission of receipts from licensed daycare providers and day homes, and “Allowance Without Receipt” for other common childcare options (e.g., babysitters, family, and friends).
- solely for childcare expenses related to children under the age of 12.
- only where alternate arrangements cannot be made.

Rationale:

One of our previously established objectives is to develop recommendations that ensure competitive compensation, thereby attracting a diverse range of candidates that reflect the broader community. This allowance may incentivize a segment of the community that typically does not consider commitments or involvement of this nature.

ESTABLISH A SEPARATE SCHEDULE ATTACHED TO THE POLICY

The CRTF recommends:

- to streamline policy reviews, day-to-day procedural items be addressed through a schedule attached to the policy (referred to as Schedule “A”), which will consolidate frequently changing information such as annual allowance maximums, per diem amounts, honorariums, references to municipal, provincial, and federal schedules, and specify which expenses necessitate the submission of a receipt.
- integrating into the schedule the Government of Alberta (GOA) Appendix A - Travel & Meal Reimbursement and Allowance Rate table, included at the end of this document.

This approach ensures all relevant and frequently used information is centralized for easy reference and reduces the need for annual policy revisions.

The GOA appendix:

- delineates the allowances applicable for each calendar year and is usually published in early December, coming into effect for the following year.
- accommodates "Reimbursement With Receipt" and "Allowance Without Receipt" allowances, similar to the Town's approach.
- eliminates the need for ongoing reviews while keeping values current yet allows for reimbursement amounts to be revised as needed.
- provides for the reimbursement of actual accommodation costs upon the submission of receipts.
- Allows per diem claims for private accommodations to be submitted without receipts. Claims for private accommodations are accepted when Council members stay with friends or family while traveling on Town business.

The CRTF also recommends "Allowance Without Receipt" as the **sole option** for automobile travel and meals, simplifying the claim process for Council and Administration.

COUNCIL REMUNERATION TASK FORCE

FINAL REPORT

Note: Other allowances named in the current policies listed above have not been amended (i.e., travel other than by automobile, taxi, parking, personal cell phone, and office supplies).

OTHER CONSIDERATIONS

While conducting their research, the CRTF noted other considerations that, while not within the scope of the CRTF terms of reference, would be a valuable addition for Council and Administration to consider:

- A well-structured mentorship plan could serve as a valuable resource in supporting newly elected members in their roles on the Town Council.
- It would be beneficial to develop a Roles and Responsibilities Document for individuals interested in running for office before the election.
- Development of a matrix of Board and Committees to clearly outline the number of meetings each board holds annually would facilitate the equitable distribution of workload associated with Council member appointments.



APPENDIX A

Travel and Meal Reimbursement and Allowance Rates
Effective December 1, 2023

Expense Type	Section Reference	Reimbursement with Receipt	Allowance without Receipt
Claimable Travel Expenses Without a Receipt	7(2)	N/A	\$12.75
Private Vehicle Mileage Allowance	8(14)(a)	N/A	\$0.550 per kilometre travelled
Daily Vehicle Allowance	8(14)(b)	N/A	\$10.25 per day
Adverse Driving Condition Allowance	8(14)(c)	N/A	\$8.55 per day
Other Use of Private Vehicle	8(14)(d)	N/A	\$0.165 per kilometre
Travel to Selection Panels	8(15)	Per general rules of reimbursement	\$0.165 per kilometre
Business Insurance	8(17)	\$500 per year Maximum	N/A
Meals in Canada			
Breakfast	9(2)	N/A	\$13.00
Lunch	9(2)	N/A	\$17.00
Dinner	9(2)	N/A	\$27.00
Meals Outside of Canada	9(2)	N/A	Per Appendices C and D of the National Joint Council Travel Policy, as amended from time to time
Accommodation	9(7)	Actual expense	\$20.15
Personal	9(8)	N/A	\$7.35 in Canada \$14.65 outside of Canada
Overtime Meals	10(1)	Actual expense up to \$10.35	N/A

COUNCIL POLICY

NAME Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER C-06-22
DEPARTMENT: Town of Drumheller Council	ATTACHMENTS
DATE APPROVED: August 15, 2022 M2022.180	REVISION DATE: Third Year of the current Council Term
SUPERSEDES: C-01-19	

1. POLICY STATEMENT

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

2. PURPOSE

Establish a fair and equitable basis of remuneration for time, duties, responsibilities and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

3. SCOPE

This policy applies to the Elected Officials for the Town of Drumheller. (Council)

4. REMUNERATION REVIEW

Council shall appoint an independent Task Force composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the Task Force and the Task Force's report shall be completed in the third year of Council's term.

5. ANNUAL REMUNERATION PAYMENTS, DEDUCTIONS AND BENEFITS

5.1 Base honorarium of Council as of January 1, 2022

POSITION	HONORARIUM
Mayor	\$45, 138.08
Councillors	\$23, 649.86

The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135.

Should the increases between the two Unions vary, the Council shall receive the average of the Union Agreement settlements.

Effective January 1, 2019, as prescribed by Canada Revenue Agency, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.

A T-2200 declaration will be issued on an annual basis in conjunction with T-4's.

Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions.

The Town shall pay 80% Medical and 80% Dental, Life, AD&D and Critical Illness.

5.1 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Preparation of all meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Meeting with individual ratepayers and community organizations
- In-Town travel and car expense
- In-Town entertaining or Task Force responsibilities
- Incidental related to job descriptions and normal execution of duties.

5.2 Each councillor shall be compensated an annual allowance of:

- \$600 for use of personal cell phone
- \$100 for use of personal office and stationary supplies

6. PER DIEMS

6.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$260 per full day (subject to income tax).
- A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance by Council or vicariously through Task Force appointments where attendance is mandatory to fulfill responsibilities of Task Force appointments and excludes meetings as outlined in Clause 5.2. Per diems do not include meals.

6.2 A Per Diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions; this may include but is not limited to meetings associated with Task Force assignments or meetings with Federal and Provincial Governments. The balance of the annual per diem allotment is to be used to

attend meetings, conventions, etc. at the individuals' discretion. Per Diems are not carried forward into the following year.

The annual per diem allotment shall be increased by two (2) days per elected official in an election year to allow for additional training required in the first year of an election term.

6.3 For the purpose of the allocation of per diem as outlined in 6.2 above, "annually" is defined by election term, with year one (1) being initiated by the Organizational Meeting of Council in which Councillors are assigned to Task Force.

6.4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors duties relating specifically to emergency operations and coordination, in excess of four (4) hours per day shall qualify the parties for per diem, subject to approval from Council. Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

7. ADDITIONAL EXPENSES

7.1 Additional expenses will be reimbursed for items related to:

- Education
- Conventions registrations
- Out of Town travel and accommodation

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business. At the start of each term and annually thereafter, the Mayor and each Councillor will be allocated a budget for discretionary education and/or travel expenditures eligible for reimbursement once a report to Council has been submitted. Unused budget allocations will carry forward each year throughout the term and will expire at the end of term.

Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time. Travel rates are in accordance with the Town's Human Resource Policy.

Non receipted meal allowances shall be reimbursed as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not deemed an eligible expense and will not be reimbursed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached and must be approved by the Mayor.

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.

8. TRANSITIONAL

This Policy comes into effect on the day it is passed by Council and supersedes C-01-19.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REVISIONS September 2019 – C-01-19 C-04-14	
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DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-2-00

CONFERENCE ATTENDANCE POLICY

THE PURPOSE OF THIS POLICY IS TO:

To establish guidelines for the attendance of employees and Council Members at conferences, conventions, and seminars.

POLICY STATEMENT:

During the course of conducting business for the Town of Drumheller, employees and Council Members have the opportunity to attending conferences and conventions relevant to the business proceedings of Municipalities or specialized areas.

PROCEDURE

Employees are authorized by their department head to attend a conference(s) in accordance to budget limitations. Council Members are permitted to attend conferences as considered in the current year operating budget

The municipality will pay in advance all conference and seminar registration fees.

Employees and Council members will be compensated for travel costs (mileage, accommodation, meals) per the Town's Travel Expense Policy.

Spousal Travel Costs


If a Council member or employee wishes to be accompanied by his/her spouse, they may do so at their own cost.

The Town of Drumheller will not be responsible for any costs incurred for the travel, meals or registration of the spouse.

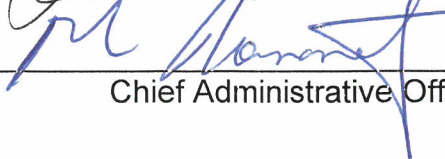
Accommodation of the employee or Council member may be shared with the spouse.

Adopted by Council

Date: June 19, 2000



Mayor of Drumheller



Chief Administrative Officer



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C06-04

TRAVEL EXPENSES

POLICY STATEMENT:

The Town of Drumheller is the final decision making authority as to if, when and by what means employees, volunteers and or members of Council will travel on Town business. Approving requests for travel means that the Town has agreed to pay for reasonable and legitimate travel related expenses. Town may approve travel when correspondence, telephone calls, conference calls, video-conferencing, and other types of communication are insufficient to conduct Town business.

PROCEDURE:

1. All references to employee in this policy shall also include for purposes of applying this policy, Town employees, elected officials and volunteers.
2. All expense claims shall be approved in accordance with this policy.
3. Only the CAO or a Director may authorize travel and must approve all subsequent travel expenses.
4. Maximum amounts set in this Policy shall not be exceeded.
5. The Town will reimburse all personal and other travel expenses necessarily incurred by an employee in performing work duties or representing the Town in an official capacity. Expenses of spouses are not included.
6. Unless otherwise provided in this policy, an employee must submit receipts or satisfactory proof of payment for reimbursement of expenses.
7. When an employee receives a discount, credit or bonus for travel that reduces the original travel cost, only the net expense may be claimed. This clause is not applicable when the employee receives a rebate, credit or privilege for using a personal credit card for which a fee has been paid.

ELIGIBLE EXPENSES

With a Receipt

When traveling on Town business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses with a receipt:

- a) air fare;
- b) charges for Town business related phone calls;
- c) hotel rooms;
- d) meals over the established allowances;
- e) parking fees over \$10;
- f) taxi and bus fares over \$10;

Without a Receipt

When traveling on own business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses without a receipt:

- a) meals reimbursed at the allowance amount;
- b) parking fees under \$10;
- c) taxi and bus fares under \$10;

SPECIFIC EXPENSES

Accommodations

With receipts, employees, traveling on Town business may claim the actual cost of the room and applicable taxes. Employees should request the municipal rate.

Meals

1. With receipts, employees may claim the cost of the meal plus GST and maximum 15% gratuity on the meal cost. Employees should make every effort to eat at establishments whose meals costs are similar to the meal allowances.

2. Employees shall be reimbursed for meal expenses on the basis of the following maximums when receipts are not provided:

Breakfast	\$ 7.50
Lunch	10.00
Dinner	17.00

3. Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages.
4. A meal allowance may not be claimed for any meal which is provided to the employee and does not require an expenditure by the employee such as meals provided as part of a seminar, conference, air flight, etc.

Business use of Private Vehicle

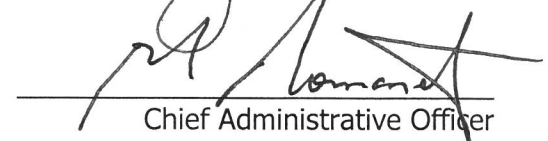
1. Employees should make every effort to secure the use of a Town vehicle for travel when performing Town business.
2. When authorization is received for the use of an employee's private vehicle for town business or Town sponsored seminar, workshop or conference, the employee may claim based on the kilometres traveled, at the Alberta Government Employee rate, as amended from time to time. Rate as of October 1, 2004 is \$0.38 per km.

Section 23 of Council Policy C3-89 is repealed.

Adopted by Council on October 12, 2004



Mayor of Drumheller



Chief Administrative Officer

Supersedes Section 23 of Policy #C-03-89

BRIEFING NOTE

TITLE:	Electric Vehicle Charging Stations
DATE:	January 13, 2025
PRESENTED BY:	Jared Brounstein, Director of Infrastructure Services
ATTACHMENTS:	None

SUMMARY:

With two (2) outdated and non-revenue generating electrical vehicle (EV) charging stations at the Badlands Community Facility (BCF) and a town-owned parking lot on 1st Street West north of Railway Avenue, Council asked that Administration to review options to install revenue generating EV charging stations.

After discussions with industry representatives, it is being recommended that the two (2) charging stations be upgraded DC Fast Charging units to address the current EV market. This would also allow the stations to be outfitted with pay-per-use systems to recuperate costs.

There are grant programs available for EV charger installations, but at the time of this report, the grant programs were not open to applications.

There are significant costs associated with upgrading the two (2) EV Chargers depending on the service levels, costs range from \$100,000.00 to \$400,000.00 per unit but could be lowered should the Town apply for grant funding once available.

DIRECTION:

That the Town leave the development of EV Charging infrastructure to a third-party provider and once a third-party provider is interested in establishing an EV Charging site in Drumheller, the Town look at providing land as part of the Town's contribution.

And that the Committee of the Whole provide the same direction to Council.

DISCUSSION:

The Town of Drumheller manages two electrical vehicle (EV) charging stations, one at the Badlands Community Facility (BCF) and one at a parking lot on 1st Street West north of Railway Avenue.

At the time of installation, the two charging stations were viewed as a tourism service and both were sponsored by a private resident and ATCO, respectively, and were provided for complimentary use. As the demand for EV charging has increased and the Town has no way to recuperate the electrical (operating), maintenance or replacement costs associated with these stations, the need for upgrading the stations was requested by Council.

Electrical charging stations have evolved dramatically since these stations were installed. The two EV charging stations would be able to charge an EV over an eight (8) to ten (10) hour period, where new Level III DC fast chargers have decreased charging time to hours and as low as minutes and have become the standard for new installations. The current chargers would need to be replaced to accommodate a pay per use system and should EV charging be a

continuing service for the municipality, upgrading these stations to a minimum networked Level III DC fast charging station would be advised.

There are multiple options when it comes to EV charging stations from various companies, and each comes with a wide range of power requirements. Charging stations can range from 50kW to 320kW, all of which require the necessary electrical service to power. Our current electrical services will need to be reviewed and confirmed to be compatible. Should the electrical services be determined to be inadequate, the services would need to be upgraded to accommodate the power needs. This could be as simple as a breaker upgrade to a whole new service. The Town would need to engage an Electrical Consultant to review our current power availability and make recommendations.

Current Charging Options – Drumheller

Four (4) charging sites have been identified in Drumheller proper, two (2) of the four (4) sites are the Town's with the other two (2) sites at Western GM Drumheller (InCharge Energy Charging Station) and Drumheller Chrysler Dodge Jeep Ram (FLO Charging Station).

The Flo Charger at Drumheller Chrysler Dodge Jeep Ram is a 50kW charger and has a rate of \$30/hr; the InCharge station is a 60kW has a rate of \$0.70 per kW. The Town's two (2) chargers are 19.2 kW units and are free to use.

Options Moving Forward

The Town can continue to provide EV charging stations as part of municipal services levels and replace our current units with pay-per-use systems. This would provide the municipality with the ability to recoup our costs to operate, maintain and replace the stations. These units would need to be replaced as the technology is upgraded to remain relevant with the EV community. All upgrading costs would be at the Town's expense, as at this time, only the initial installation can be grant funded.

The Town could look at partnering with a service provider, and allow the service provider to install, operate, maintain, and replace the necessary equipment. The Town would provide a feasible site and allow the services provider to complete the rest. Depending on the service provider, there maybe proprietary installations which would limit the types of EV vehicle being charged.

The other option is that the Town leaves the development of EV charging infrastructure to other providers and gets out of the EV charging station business. This would require that the two (2) EV stations currently being provided by the Town be de-energized and removed. This would however not preclude the Town from re-entering the EV charging market at a future date as well as apply for potential grant funding, but for the next five (5) years the Town would not look at EV charging infrastructure, to allow possible funding sources to become available as well as look at the best approach to EV charging within the valley.

Grant Programs

The Province of Alberta provides grant funding through Alberta Municipalities – Municipal Climate Change Action Centre (MCCAC), this funding stream is supported by the Federal

Government’s Zero Emission Vehicle Infrastructure Program. The MCCAC provided 100% funding toward and the SouthGrow Electric Vehicle Charging Program offered 46% funding.

Both programs are currently closed and are not accepting applications.

Should the grant programs become open to applications the following table outlines the possible funding models available to the municipality.

<https://mccac.ca/programs/electric-vehicle-charging-program/>

Charger Type	Technology Conditions	Maximum Rebate
Networked Level II Connectors – 3.3kW to 19 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or be a proprietary** connector type rated for a minimum of 3.3 kW power output.	Up to 100% of total costs, to a maximum of \$10,000 per connector*
Networked Level 3 DC Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 20 kW power output.	Up to 100% of total costs, to a maximum of \$30,000 per fast charger
Networked Level 3 DC Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 50 kW power output.	Up to 100% of total costs, to a maximum of \$100,000 per fast charger
Networked Level 3 DC Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 100 kW power output.	Up to 100% of total costs to a maximum of \$150,000 per fast charger

FINANCIAL IMPACT:

The fiscal impact given Administration’s recommendations are minimal. The Town would need to supply a parking area to establish an EV charging site. The EV charging site would need to be removed from any paid parking obligations and depending on the number of EV charging stalls, revenue loss from paid parking could be as high as \$3,700 annually per spot. However, we would look to place an EV charging site at one of the minimally used parking areas in the downtown area.

Should the Committee decide to provide EV charging services to the community as a municipal service, the Town would be looking at the following costs in 2026 or 2027:

One 320 kW Ultra EV Charging unit (two charging points)	\$350,000.00 to \$400,000.00
One 100 kW DC Fast Charging unit (two charging points)	\$150,000.00 to \$200,000.00
One 50kW DC Fast Charging unit (two charging points)	\$100,000.00 to \$150,000.00

The estimated ranges would be dependent on the location, power availability at the site, etc. and include an estimated cost for any required civil, electrical, related activities as well as the cost of the unit.

Should grant funding become available for the installation and supply of these units, the costs would be reduced as per the following for the Town:

One 320 kW Ultra EV Charging unit (two charging points)	\$200,000.00 to \$350,000.00
One 100 kW DC Fast Charging unit (two charging points)	\$50,000.00
One 50kW DC Fast Charging unit (two charging points)	\$50,000.00

Removal of existing units would be completed with current operating budgets and is estimated at \$500.00 per unit.

The EV charging unit at the parking lot on 1st Street West north of Railway Avenue is currently costing the municipality approximately \$6,000.00 annually for power, however this does not consider the cost of replacement. It would also be assumed that the charger at the BCF would cost a similar amount, as there is no meter present to determine power costs.

At the time of installation, the charger at the parking lot of 1st Street West, cost approximately \$12,000.00, with the unit at the BCF costing approximately \$7,500.00, both paid for by other parties.

Should the Committee recommend moving forward with new EV charging stations, the project would be presented to Council as a 2026 Capital item.

STRATEGIC POLICY ALIGNMENT:

Continue to ensure that the municipality is providing services to the community in a fiscally responsible manner and that certain services are cost neutral to the municipality.

COMMUNICATION STRATEGY:

Signage would be installed at each location 3 months prior to deactivation of the existing charging station with directions to the nearest alternative charging sites. Google and other mapping platforms would need to be informed that the two (2) charging stations are longer available.

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