



AGENDA
Bentley Town Council Regular Meeting
Tuesday September 28, 2021
6:45 pm

- 1. Call to Order – Regular Meeting of Council**
- 2. Amendments & Acceptance of Agenda**
- 3. Adoption of Previous Minutes:**
 - a) Regular Meeting September 14, 2021**
- 4. Financial:**
 - a) Prepaid Cheque Listing – Cheques No. 20210659 to 20210705**
- 5. New Business:**
 - a) Mayor and Council Remuneration Review**
- 6. Correspondence**
 - a) Lacombe County Council Highlights September 9, 2021**
- 7. Other Business / Council Question Period**
 - a) COVID-19 Town of Bentley Response – recent government changes**
- 8. Adjournment**



**Minutes of the Regular Meeting of the Council of the Town of Bentley
September 14, 2021**

Date & Place: Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, September 14, 2021, at 6:45 pm, in the Bentley Municipal Office.

In Attendance: Mayor Greg Rathjen
Deputy Mayor Joan Dickau
Councillor Cora Knutson
Councillor Neil Maki
Councillor Doug Talsma
CAO, Marc Fortais

Call to Order: Mayor Greg Rathjen called the meeting to order at 6:45 p.m.

Agenda: **Motion 142/2021** Moved by Councillor Knutson, "THAT the Agenda of the September 14, 2021, Regular Meeting of Council be amended to include two additional items as other business:

1. National Day for Truth and Reconciliation discussion; and
2. Update on New Beginnings Subdivision

Carried

Motion 143/2021 Moved by Councillor Talsma, "THAT the amended Agenda of the September 14, 2021, Regular Meeting of Council be accepted."

Carried

Previous Minutes:

Motion 144/2021 Moved by Councillor Maki, "THAT the minutes of the August 24, 2021, Regular Meeting of Council, be confirmed."

Carried

Financial: **Accounts Payable Cheque Listing Cheques No. 20210623 to 20210658**

Motion 145/2021 Moved by Deputy Mayor Dickau that the Accounts Payable Cheque Listing – Cheques #20210623 to #20210658, be received for information.

Carried

New Business a) 2nd Quarter Financial Reporting

Motion 146/2021 Moved by Councillor Knutson, “THAT the 2nd quarter financial report, prepared and presented by CAO Marc Fortais be accepted as information.”

Carried

b) ATCO Franchise Fee

Motion 147/2021 Moved by Councillor Maki, “THAT Mayor and Council set the natural gas distribution system franchise fee percentage for the 2021 November deadline related to the Franchise Fee collected in the 2022 year at 12%.”

Carried

c) Fortis Franchise Fee

Motion 148/2021 Moved by Councillor Maki, “THAT Mayor and council set the electrical distribution system franchise fee percentage for the 2021 November deadline related to the Franchise Fee collected in the 2022 year at 10%.”

Carried

d) Arena Rental Rates 2021 & 2022 Season

Motion 149/2021 Moved by Deputy Mayor Dickau, “THAT Mayor and Council authorize the CAO Marc Fortais to freeze arena rental rates for the 2021 to 2022 season to the same rates charged for the 2020 to 2021 season as follows:

- o Bentley Minor Hockey \$124.02 per hour
- o Bentley Figure Skating \$124.02 per hour
- o Seasonal Adult Groups/Teams \$168.33 per hour
- o Non-local Youth Group/Teams \$150.64 per hour
- o Non-seasonal Adult Groups/Teams \$186.23 per hour
- o Tournaments same rates as above for each group
- o Bentley School – Phys Ed Seasonal Flat Rate for Weekday Rentals \$1,457.85 school term
- o Bentley School – Hockey Academy (Weekday rentals) \$57.09 per hour
- o Local Family or other local group
 - Occasional ice rentals same as rate for seasonal adult group
- o Non-Local Family or other group
 - Occasional ice rentals same as non-seasonal adult groups

Carried

Correspondence

a) Lacombe County Council Highlights, August 26, 2021

Motion 150/2021 Moved by Councillor Talsma, "THAT correspondence item a be received as information."

Carried

Council Reports

- a) Mayor Rathjen
- b) Deputy Mayor Dickau
- c) Councillor Knutson
- d) Councillor Talsma
- e) Councillor Maki

Motion 151/2021 Moved by Councillor Talsma "THAT the August Council Reports be received as information."

Carried

Other Business

a) National Day for Truth & Reconciliation Discussion

CAO Marc Fortais provided initiated a discussion to talk about the importance of National Truth and Reconciliation Day. It was mentioned to Mayor and Council that some municipalities were closing the office as a statutory holiday to allow time to reflect, acknowledge and learn about Truth and Reconciliation. It was also mentioned that the Province of Alberta was not recognizing the day as a statutory holiday and leaving the decision to each municipality regarding how the day would be recognized. In Bentley, administration will:

- Encourage staff to wear orange shirts
- Provide information on our website that acknowledges the importance of National Truth and Reconciliation Day and provides the opportunity to educate the community on Truth and Reconciliation.

No motion was needed, and Mayor and Council were supportive of recognizing the day in the way outlined by the CAO

b) New Beginnings Subdivision

CAO Marc Fortais outlined that Administration continued to work with Parkland Community Planning Association as well as our engineer Stantec to fully understand any costs associated to reconfiguring the lots to single family dwelling lots. Once all information had been collected

and completed, a report would come back to Mayor and Council to outline the costs to date, any additional cost for consolidation and re-subdivision as well as any engineering implications and costs.

It was also mentioned that there was currently no formal interest in development of the lots the way they are configured currently.

Councillor Knutson asked administration if any costs had been incurred to undertake this work at this time. CAO Fortais replied that to date there have been no major costs to undertake the work and the intent was to provide a report that outlined what any additional costs would be to complete the reconfiguration.

No motion was needed as this was a general discussion

Adjournment

Motion 152/2021 Moved by Councillor Knutson, “THAT the meeting be adjourned at 8:13 p.m.”

Carried

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

2021-Sep-22
8:18:49PM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20210659	2021-09-15	DICKAU, JOAN L				
20210660	2021-09-15	RATHJEN, ARTHUR M				
20210661	2021-09-15	KNUTSON, CORA				
20210662	2021-09-15	TALSMA, DOUGLAS C				
20210663	2021-09-15	MAKI, NEIL				
20210664	2021-09-15	CARSON, BARBARA J				
20210665	2021-09-15	JENSEN, DARREN J				
20210666	2021-09-15	MEREDITH, SANDRA L				
20210667	2021-09-15	GIBSON, COLE C				
20210668	2021-09-15	VINOKUROV, DONNA T				
20210669	2021-09-15	DENNEHY, NATHAN				
20210670	2021-09-15	GREAVES, LORYANNE				
20210671	2021-09-15	FORTAIS, MARC C				
20210672	2021-09-15	KIKSTRA, ROBERT B				
20210673	2021-09-15	GERRITS, CADE M				
20210674	2021-09-15	HAARSTAD, CORALEE C				
20210675	2021-09-16	327241 ALBERTA LTD.	928	PAYMENT ANIMAL CONTROL FOR AUGUST 2021	892.50	892.50
20210676	2021-09-16	ADT SECURITY SERVICES CANADA INC.	23872770 23887135	PAYMENT ANNUAL SECURITY MONITORING FC SECURITY MONITORING FOR PUMP	504.00 42.00	546.00
20210677	2021-09-16	BENTLEY MUNICIPAL LIBRARY	100	PAYMENT TOWN OF BENTLEY MAPS	20.00	20.00
20210678	2021-09-16	CAMPUS ENERGY PARTNERS LP	1000894-202108 1000895-202108	PAYMENT ELECTRICITY BILL FOR AUGUST 2021 STREET LIGHTING ELECTRICITY BIL	6,600.22 5,645.27	12,245.49
20210679	2021-09-16	COUNTY OF LACOMBE LIFELONG LEARNING ASSOC.	2707	PAYMENT DONT HIBERNATE NEWSLETTER 1/2	230.00	230.00
20210680	2021-09-16	G.L.D.C. GAS CO-OP LTD.	10012021	PAYMENT FIRE HALL GAS BILL FOR AUGUST 2	49.05	49.05
20210681	2021-09-16	GO SERVICES INC.	15151499	PAYMENT PORTABLE TOILET SERVICE AT DR	567.00	567.00
20210682	2021-09-16	GREGG DISTRIBUTORS LP	059-386049 059-388141 059-389457	PAYMENT SHOP & STORM SEWER SUPPLIES GARBAGE BAGS & PAINT FOR AREN P.W. PUSH ON HOSE	118.71 245.97 57.17	421.85
20210683	2021-09-16	MAKI, NEIL	31082021	PAYMENT MILEAGE FOR PRENTISS LRWSC AL	35.40	35.40
20210684	2021-09-16	MUNICIPAL INFORMATION SYSTEMS INC.	20211350	PAYMENT COMPUTER SUPPORT FOR OCTOBE	828.48	828.48
20210685	2021-09-16	PARKLAND COMMUNITY PLANNING SERVICES	21499	PAYMENT PROFESSIONAL SERVICES FOR GIS	146.00	146.00
20210686	2021-09-16	SECURITY WATCH OF CANADA INC.	10732	PAYMENT FIRE HALL SECURITY SERVICE CALI	708.75	708.75
20210687	2021-09-16	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	15Sept2021	PAYMENT ARENA CARETAKER CONTRACT FO	6,300.00	6,300.00



TOWN OF BENTLEY

Cheque Listing For Council

2021-Sep-22
8:18:49PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210688	2021-09-16	TELUS COMMUNICATIONS INC.		PAYMENT		779.30
			04092021	TELUS BILL FOR SEPTEMBER 2021	673.64	
			040921	ARENA WIFI FOR SEPTEMBER 2021	68.25	
			Sep042021	INTERAC LINE	37.41	
20210689	2021-09-16	TELUS MOBILITY INC.		PAYMENT		275.56
			090921	P.W. CELL PHONES & FIRE DEPT IP/	141.17	
			09aug2021	P.W CELL PHONES & FIRE DEPT IPA	134.39	
20210690	2021-09-16	WASTE CONNECTIONS OF CANADA INC.		PAYMENT		810.08
			7425-0000235029	COMMERCIAL WASTE PICK UP FOR	810.08	
20210691	2021-09-16	OLDS CONCRETE SERVICES (2014) LTD.		PAYMENT		121,913.79
			2408	2021 CONCRETE PROGRAM	121,913.79	
20210692	2021-09-17	MAGNUM HYDROVAC		PAYMENT		2,016.00
			1100	GATEWAY SIGN FLAG POLE HOLES	2,016.00	
20210693	2021-09-17	URBAN DIRTWORKS		PAYMENT		66,129.14
			4006	50TH ST SOUTH OF HIGHWAY 12 RE	66,129.14	
20210694	2021-09-21	BENTLEY ESSO		PAYMENT		1,263.72
			31082021	VEHICLE/EQUIPMENT GAS & DIESEL	1,263.72	
20210695	2021-09-21	RURAL MUNICIPALITIES OF ALBERTA		PAYMENT		248.03
			AB072578	OFFICE STATIONARY SUPPLIES	248.03	
20210696	2021-09-21	SERVUS CREDIT UNION		PAYMENT		2,722.96
			31082021	MASTERCARD BILL FOR AUGUST 20	2,722.96	
20210697	2021-09-29	CARSON, BARBARA J				
20210698	2021-09-29	JENSEN, DARREN J				
20210699	2021-09-29	MEREDITH, SANDRA L				
20210700	2021-09-29	GIBSON, COLE C				
20210701	2021-09-29	VINOKUROV, DONNA T				
20210702	2021-09-29	DENNEHY, NATHAN				
20210703	2021-09-29	GREAVES, LORYANNE				
20210704	2021-09-29	FORTAIS, MARC C				
20210705	2021-09-29	KIKSTRA, ROBERT B				

Total 254,719.33

*** End of Report ***



Agenda Date: September 28, 2021

Agenda Item: New Business: Council Remuneration Review and Discussion

REQUEST FOR DECISION

That Mayor and Council consider the information presented in this review and discuss and decide if any changes are necessary to current or future Council Remuneration.

SUMMARY & BACKGROUND

Policy 40/2011 (Attachment #1) establishes the rates and guidelines for the claiming of remuneration by Mayor and Council. The policy also establishes an incremental increase annually to be based on the same cost of living adjustment made to the Employee Salary Grid annually in accordance with Policy 07/04 (Attachment #2). Administration was asked to undertake a review of Mayor and Council Remuneration in other communities in Alberta and to bring the results of that analysis to a council meeting for consideration.

It should be noted that a similar analysis and comparison was undertaken by Administration in 2017 and in 2019, resulting in a continuation of the current policy and annual cost of living adjustment with annual amendments to incorporate the increases.

Based on Policy 40/2011 and the incremental increases that have been given each year, including 2021, Mayor and Council, currently receive compensation as follows:

Position	Frequency of Remuneration	2021
Mayor	Monthly	\$556.84
Councillors	Monthly	\$146.57
Regular Budget Meetings	As Required	\$111.38
Special Committee & Other Meetings	As Required	
Under 2 hours		\$63.30
Half Day		\$111.38
Per Day (Maximum)		\$208.83
Meals*	As Required	
Breakfast		\$17.20
Lunch		\$17.20
Dinner		\$34.36
Hotel	As Required	As per actual Expense
Other	As Required	As per actual Expense

- Gratuities are included in the per day amount for meals

Through the comparison and review undertaken by administration it was determined that compensation amounts vary significantly between municipalities. This is partly related to size of the community and anticipated obligations of those serving on Council. It should be noted that each community is unique and has unique obligations to the that community and compensation should be based on a method to attract, retain, and compensate fairly those serving in the position, while balancing fiscal responsibility and one's desire to give back and contribute to the community.

Administration has prepared the attached PowerPoint, (Attachment #3) to provide an overview and summary of our findings for Mayor and Council's Consideration.

BUDGET AND FINANCIAL CONSIDERATIONS

- Current compensation has been budgeted based on the table shown in the summary and background of this report and the anticipated requirement and frequency of meetings for the 2021 year.
- Any increase to the current approved amounts, will result in a projection change to December 31, 2021, to take into consideration additional budget that would be required to fund such an increase.
- Any proposed increase to a future year, such as 2022 will not impact the current year budget and can be brought back to Mayor and Council for consideration, through the 2022 budget process and after the 2021 municipal election.

ALTERNATIVES FOR CONSIDERATION

- No change and leave the current policy as is, with an annual review and incremental increase based on CPI index increases to consider cost of living increases.
- Change the remuneration by a specified amount or percentage or change the thresholds for remuneration: ie change under 2 hours to 2 hours and under.
- Direct administration to undertake further analysis and bring back a formal recommendation

ATTACHMENTS

1. Policy 40/2011 – Council Remuneration and Expenses
2. Policy 07/04 – Salary Grid and Cost of Living Expense
3. Power Point 2021 Council Remuneration Review

Marc Fortais, CAO



TOWN OF BENTLEY

POLICY NO. 40/2011

POLICY TITLE: Council Remuneration & Expenses

DATE ADOPTED: March 22, 2011
Amendment Date: February 14, 2012, February 12, 2013, February 11, 2014
Amendment Date: February 10, 2015, February 14, 2017
Amendment Date: March 12, 2019

DATE EFFECTIVE: April 1, 2011
Amendment Effective: March 1, 2012, March 1, 2013, March 1, 2014, March 1, 2015
Amendment Effective: March 1, 2017, April 1, 2019

REPLACES: Policy 24, 2007

PURPOSE: To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops, etc.

POLICY:

1. Monthly Council Remuneration

Mayor \$540.51 per month

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting


Initial

- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as “exo-ficio” meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor’s presence or where good public relations warrants the Mayor’s attendance
 - i.e. - ground breaking ceremonies
 - grand openings
 - anniversaries/birthdays
 - community reunions
 - graduation exercises

Councillors

\$141.27 per month

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance
- to recognize the time spent on other local matters pertaining to the office of Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

2. Meeting Rates – Mayor and Council

- | | | |
|----|--|-----------------------|
| A. | Regular Council Meetings | \$ 108.11 per meeting |
| | Budget Meetings | \$ 108.11 per meeting |
| B. | Special Council Meetings: | |
| | • Under 2 hours | \$ 61.44 |
| | • Half day | \$ 108.11 |
| | • Per day (maximum) | \$ 202.70 |
| C. | Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held <u>within the Town</u> – Same rate as Special Council meetings | |
| D. | Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held <u>outside the Town</u> – Same rate as Special Council meetings except that travel time is included in time durations. | |



- E. Attendance at informal (Public Relations) activities over 1 hour, i.e. parades – Mileage and meal per diem only

3. Expenses

- A. Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.

Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.

- B. Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night
- C. Mileage - In recognition of the fluctuation of the cost of gasoline, the mileage rate will be based on the minimum of \$.50 or 50% of a litre of gasoline, per kilometer, whichever is greater. The Chief Administrative Officer will determine what the price of gasoline was for the last week of each month, based on the invoice received from the local supplier. In the event the cost of gasoline is above \$1.00 per litre, 50% of said gas price will be applied as the mileage rate to all expense claims for the said month.

- D. Meals – shall be reimbursed for actual expenses subject to a maximum of **\$66.75** per 24 hour period – receipts will be required

The guideline for individual meals shall be:

Breakfast	\$16.70
Luncheon	\$16.70
Dinner	<u>\$33.36</u>
	\$66.75

Gratuities are included in the above

- E. Other Expenses:

Telephone Calls – actual expense for costs incurred for calls relating to Town business – a copy of telephone bill must be submitted

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts



4. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.
5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.
6. Annually, the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, as determined by Council, pursuant to the Salary Grid & Cost of Living Policy 07/04.
7. This Policy replaces Policy 24. 2007

Signed, as most recently amended, this 20th day of March, 2019



Mayor



Chief Administrative Officer

POLICY NO. 07/04

POLICY TITLE: Salary Grid and Cost of Living Increases

DATE ADOPTED: July 27, 2004

POLICY PURPOSE:

- a) Amendment to Personnel Policy No. 7/2000 Article 17 - Pay Administration
- b) To provide a stable working environment that encourages and rewards employees for their job performance
- c) To maintain salary levels that are current with the (municipal) market place
- d) To establish a fair, impartial and consistent method of determining the salary of each employee.


POLICY STATEMENT: Personnel Policy No. 7/2000, Article 17 - Pay Administration shall be deleted and replaced with the following:

- 17.1 A salary grid is hereby established for each employment position.
- 17.2 Individual employee placement and advancement on the grid shall be determined by the Chief Administrative Officer and shall be based on the following criteria:
 - a) work related experience and knowledge
 - b) results of annual performance review
 - c) recognized further education/training successfully completed
 - d) additional job responsibilities
 - e) budgetary considerations
- 17.3 Annual employee performance appraisals will be undertaken in December of each year.

- 17.4 Annually, during the month of January, Council shall consider a cost of living increase.
- 17.5 Pay periods shall be mid-month and month-end. Payments shall be by direct deposit to the employees' individual bank account.

All employees shall receive an itemized statement showing the period worked, gross earnings and all relevant deductions for the pay period in question.

- 17.6 Copies of daily time records shall be kept on file in the Municipal Office.



Mayor



Chief Administrative Officer

2021
COUNCIL REMUNERATION REVIEW

TOWN OF BENTLEY

MUNICIPALITIES/TOWNS & COUNTIES REVIEWED

- Town of Bentley
- Village of Alix
- Village of Clive
- Town of Bassano
- Town of Eckville
- Town of Trochu
- Town of Onoway
- Lacombe County
- Town of Rimbey
- Town of Ponoka
- Town of Stettler

TOWN OF BENTLEY

Population: 1,078

Mayor Base Rate \$556.84 per month (\$6,682.08 per year)

Councillors Base Rate \$146.57 per month (\$1,758.84 per year)

- Base rates includes additional duties and responsibilities of the Chief Elected Official as set out by the MGA and the additional time spent as Mayor or Councillor on Town business or public relations. Mayor's compensation also includes time spent for administration such as signing of cheques, letters and other municipal documents as required and any additional time spent working directly with the CAO on town matters.
- Includes time spent attending local functions

Per Diem Rates for Meetings

- Regular Council or Budget Meetings \$108.11 per meeting * 24 meetings = \$2,594.64
- Special Council Meetings or Other Meetings
 - Under 2 hours \$ 61.44 per meeting
 - Up to 4 hours ½ day \$108.11 per meeting
 - Per day 8 hours – full day \$202.70 per meeting
- Attendance at all other meetings except regular council or budget meetings is at the special committee & other meetings rates
- All other expense reimbursement at cost with supporting receipt submitted

TOWN OF BENTLEY

- Accommodation
 - Expense reimbursement for attendance at functions, meetings, conferences, conventions, workshops located more than 100km from Bentley requiring overnight stay shall be paid based on receipt submitted
 - ***(when private arranged (not commercial) is \$41 per night)***
- Meals
 - shall be reimbursed for actual expenses subject to a max \$68.76 per day
 - Breakfast \$17.20
 - Lunch \$17.20
 - Dinner \$34.36
 - Gratuities included
- Mileage
 - CRA Rate
- Other Expenses
 - include telephone calls, parking charges, car rentals and any other expenses
 - reimbursed at actual costs and receipt must be submitted where possible
- Employee Group Benefit
 - No Group Benefits

VILLAGE OF ALIX

Population: 734

Mayor Base Rate \$250.00 per month (\$3,000 per year)

Councillors Base Rate \$150 per month (\$1,800 per year)

- Base rates includes additional duties and responsibilities of the Chief Elected Official as set out by the MGA and the additional time spent as Mayor or Councillor on Town business or public relations. Mayor's compensation also includes time spent for administration such as signing of cheques, letters and other municipal documents as required and any additional time spent working directly with the CAO on town matters.
- Includes time spent attending local functions

Per Diem Rates for Meetings

- Regular Council \$100.00 for ½ day meeting * 24 meetings = \$2,400
- Regular Council \$175.00 for full day meeting (assume not many full day)
- Special Council Meetings or Other Meetings
 - Up to 4 hours ½ day \$100.00 per meeting
 - Per day 8 hours – full day \$175.00 per meeting
- Special Council or other meetings includes in town committee meetings, special functions and greetings (approved by Council/CAO), seminars and evening meetings out of town are also included, also includes teleconference meetings
- Council member who attend out-of-town seminars and conventions on behalf of other boards and committees will be reimbursed the difference in per diems between those boards and committees' rates and the Village rate.
- Conventions, Courses, Seminars are those that pertain to Council, Municipal Affairs, and/or concerns. Attendance shall be approved by motion of Council and a maximum of two conventions or seminars, or courses per Council member are allowed each budget year, in addition to the AUMA Convention

VILLAGE OF ALIX

- Accommodation
 - Actual cost of the room and related expenses, reimbursed with receipt
- Meals
 - shall be reimbursed per receipt to a max \$60.00 per day
 - does not include alcohol and gratuities will be limited to a max of 15%
- Mileage
 - CRA Rate
- Other Expenses
 - All expenses, meeting fees, and per diems will be paid monthly. Mayor to review Councillor expense sheets, Deputy Mayor to review Mayor's expense sheets.
- Employee Group Benefit
 - AUMA Council Off Duty Plan D coverage

VILLAGE OF CLIVE

Population: 715

Mayor (Base Rate \$342.00 per month (\$4,104.00 per year))

Deputy Mayor (Base Rate \$125.00 per month (\$1,500 per year))

Councillors No Base Rate

- Base rates include additional duties and responsibilities for the Mayor and/or Deputy Mayor as the Chief Elected Official as per the MGA and signing of cheques, letters and other municipal documents. Time spent reviewing and discussing matters with the Chief Administrative Officer, members of Council and/ or members of the community, outside the formal meeting setting. As well as time spent meeting with other Government Officials, engineers, lawyers and attending exo-officio meetings of Council Committee
- Any additional time spent as Mayor, Deputy Mayor or Councillor on village business and public relations

Per Diem Rates for Meetings

- Regular Council Meeting Chair \$137.00 per meeting * 24 meetings = \$3,288.00
- Regular Council Meeting \$114.00 per meeting * 24 meetings = \$2,736.00
- Budget Meeting \$114.00 per meeting
- Special Council Meetings
 - Under 2 hours \$57.00 per meeting
 - Under 4 hours– ½ day \$114.00 per meeting
 - Full Day (maximum) \$173.00 per meeting
- Special Council meetings include Board, Committee, or Society meetings, and Conferences and Seminars or Workshops held either within or outside the Village .They also include public relations events requiring official representation from a member of Council such as bringing greetings, groundbreaking ceremonies, graduation exercises, municipal parades outside the village.
- Official municipal business with the public outside of the formal meeting setting such as Coffee with Council, public information meetings – are the same rate as Special Council Meetings
- Local Community functions such as FunFest Parade, Christmas Light Up the Night – Do not receive remuneration

VILLAGE OF CLIVE

- Accommodation - actual receipted cost
- Meals - reimbursed to a maximum of \$50.00 per day (do not include alcohol and gratuities limited to 15%)
- Parking Fees - actual receipt
- Mileage - \$.52 per km

- Conventions, courses, seminars that pertain to Council, Municipal Affairs and or concerns – attendance shall be approved by motion of Council up to a maximum of \$2,000 per budget year per councillor for remuneration for such conventions, seminars or courses, in addition to the AUMA convention.

- Councillors are expected to report to Council on any attended conference, convention, course or seminar at a Regular meeting within one (1) month of his/her return

TOWN OF BASSANO

Population: 1206

Mayor (No Base Rate)

Councillors (No Base Rate)

- An elected official of the Town is entitled to receive an honorarium for participating in a meeting, education, or a conference within the approved budget.
- An honorarium may not be claimed by an elected official if the elected official is receiving reimbursement from an external agency or authority.

Per Diem Rates for Meetings Mayor

- 0 to 4 hours – ½ day
- Over 4 hours – full day

\$150.00 per meeting * 24 meetings = \$3,600 per year
\$250.00 per meeting

Per Diem Rates for Councillors

- 0 to 4 hours – ½ day
- Over 4 hours – full day

\$100.00 per meeting * 24 meetings = \$2,400 per year
\$200.00 per meeting

TOWN OF BASSANO

- Accommodation - actual receipted cost
- Meals - reimbursed actual receipted cost with gratuities limited to 10%
- excludes alcoholic beverages
- Parking Fees - actual receipt
- Mileage - CRA Rate
- AD&D Insurance - up to \$50,000
- Accident Reimbursement Insurance - up to \$15,000
- Accidental Dental Expense - up to \$5,000
- Weekly accident indemnity - up to \$200
- Travel shall be compensated at the CRA rate and includes getting to and from the location.

TOWN OF ECKVILLE

Population: 1163

Mayor (Base Rate \$659.20 per month (\$7,910.40 per year))

Deputy Mayor (Base Rate \$504.70 per month (\$6,056.40 per year))

Councillors (Base Rate \$401.70 per month (4,820.40 per year))

- Council Honorarium Pay is based on attendance at a maximum of 24 meetings (regular and or budget) each calendar year
- Mayor Honorarium Pay is based on attendance at meetings with CAO and administration as needed and attendance at the town office to endorse cheques, contracts, agreements etc.
- Deputy Mayor Honorarium Pay is based on attendance at meetings with the CAO and administration as needed in the Mayor's absence and attendance at the town office to endorse cheques, contracts, agreements etc.

Per Diem Rates for Meetings

- | | |
|---------------------------------|-------------------------------|
| - Minimum (up to 2 hours) | \$61.80 |
| - Half Day (2 hours to 4 hours) | \$123.60 |
| - Full Day (4 hours to 8 hours) | \$247.20 (Maximum daily rate) |
- Council per diem pay shall be paid to council on a monthly basis as follows:
 - for attendance at internal and external town committee meetings as approved by Council
 - for attendance at external committee meetings as approved by Council and for attendance at conventions, seminars, workshops, special functions, or other events as approved by council
- **Mayor also received a hospitality allowance (approved through annual budget process)**
- **Where the Mayor or Council receives remuneration from another board or committee, such remuneration should be paid directly to the Town of Eckville**

TOWN OF ECKVILLE

- Accommodation
 - actual receipted cost
- Meals (no receipt)
 - shall be reimbursed for actual expenses subject to a max \$55.00 per day
 - Breakfast \$15.00
 - Lunch \$15.00
 - Dinner \$25.00
- Incidental Expenses (no receipt)
 - shall be reimbursed at \$10.00 per night
- Parking Fees
 - actual receipt
- Mileage
 - \$.50 per km
- Spousal Allowance
 - town encourages attendance of council as well as spouses/partners at the annual Alberta Urban Municipalities Association (AUMA) Conference and will cover the cost of Banquet Tickets, Partners Program Fees; and meals at approved rates
- Communication Allowance
 - \$50.00 per month flat rate for Council Members making use of their personal telephone, internet service and cellular phones in the execution of their duties
- Council Benefits
 - Extended Health Care with Vision 100% premiums paid by Town
 - Dental Care 100% premiums paid by the Town
 - \$500 annual health spending account
 - Group Life Insurance – 100% premiums paid by Town
 - Accidental Death and Dismemberment – 100% premiums paid by Town
 - Employee Assistance Plan – 100% premiums paid by Town

TOWN OF TROCHU

Population: 1058

Mayor (Base Rate \$450 per month (\$5,400 per year))

Deputy Mayor (Base Rate \$350 per month (\$4,200 per year))

Councillors (Base Rate \$300 per month (\$3,600 per year))

- Monthly base rate is defined as monthly fee paid to the Councillor for service

Council Meeting Fees

- Mayor \$150.00 per meeting (24 meetings * \$150 = \$3,600.00)
- Deputy Mayor \$125.00 per meeting (24 meetings * \$125 = \$3,000.00)
- Councillor \$125.00 per meeting (24 meetings * \$125 = \$3,000.00)
- Council meeting fees are the fees paid to Mayor and Councillor for attendance at Regular and Special Council Meetings

Committee Meetings

- - Hourly Meeting Fee (under 2 hours) \$ 35.00
- - Half Day (4 hours or less) \$125.00
- - Full Day (over 4 hours) \$250.00
- Committee meetings includes C.O.W; Budget, Strategy, Conferences and Training
- Hourly meeting fees include MPC; Ad Hoc Committees for meetings under 2 hours

TOWN OF TROCHU

- Accommodation
 - actual receipted cost
- Meals (no receipt)
 - shall be reimbursed for actual expenses subject to a max \$75.00 per day
 - Breakfast \$25.00
 - Lunch \$25.00
 - Dinner \$25.00
- Incidental Expenses (no receipt)
 - shall be reimbursed at \$10.00 per night
- Parking Fees
 - actual receipt
- Mileage
 - \$.55 per km
- Spousal Allowance
 - town encourages attendance of council as well as spouses/partners at the annual Alberta Urban Municipalities Association (AUMA) Conference and will cover the cost of Banquet Tickets, Partners Program Fees; and meals at approved rates
- Communication Allowance
 - \$50.00 per month flat rate for Council Members making use of their personal telephone, internet service and cellular phones in the execution of their duties
- Council Benefits
 - Extended Health Care with Vision 100% premiums paid by Town
 - Dental Care 100% premiums paid by the Town
 - \$500 annual health spending account
 - Group Life Insurance – 100% premiums paid by Town
 - Accidental Death and Dismemberment – 100% premiums paid by Town
 - Employee Assistance Plan – 100% premiums paid by Town

TOWN OF ONOWAY

Population: 1029

Mayor (No Base Rate)

Deputy Mayor (No Base Rate)

Councillors (No Base Rate)

- All councillors shall receive \$250 per month as reimbursement for personal cell phone use and personal internet costs as well as personal time required for the preparation of all their meetings.
\$250.00 per month * 12 months = \$3,000 per year

Council Meeting Fees

- Mayor & Councillors \$175.00 per meeting (24 meetings * \$150 = \$3,600)

All Other Meetings

- Hourly Meeting Fee \$ 25.00 per hour to a maximum of \$175.00 per day
- Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway
- Remuneration is not intended to match or replace employment or professional rates that Councillors or Mayor may expect in their job or profession.
- Remuneration will be adjusted from time to time based on comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council

TOWN OF ONOWAY

- Accommodation - actual receipted cost, if staying with a friend or relative, the Council member shall be paid an honorarium agreed upon by Council at the time
- Meals (no receipt) - simplified flat rate according to CRA without receipt or full reimbursement with receipt including maximum gratuity of 15%. Maximum of \$69.00 per day
 - Breakfast \$23.00
 - Lunch \$23.00
 - Dinner \$23.00
- Mileage - CRA Rate
- Other Expenses - actual receipted cost. May include incidentals such as parking, use of public transportation etc.
- Annually in November, Council may consider the donation of \$100 per Council Member to the East lac Ste. Anne Food Bank

LACOMBE COUNTY

Population: 10,343

Reeve (Base Rate \$3,540.00 per month) (\$42,480 per year)

Councillors (Base Rate \$2,753.50 per month) (\$33,042 per year)

- Base rates include discussions and one on one meetings with resident or ratepayers, issues that concern the individual councillor, local parades, social functions sponsored by the county, social functions neighboring communities, safety day, BBQ and promotion events involving county staff, chamber of commerce awards and celebrations, fireman's ball, golf tournaments including registration, curling tournaments including registration, baseball tournaments including registration, special events for the county, telephone and communication costs not covered by policy, preparation for council meetings, preparation for other meetings.

Per Diem Rates for Meetings

- Meetings & Other 393.50 per diem per day (24 meetings * 393.50 = \$9,444.00)
- Conventions & Conferences 393.50 per diem per day
- SDAB,ALUS, LARB, CARB 393.50 per diem per day
- All Meetings are to be claimed to the nearest part day as follows:
 - up to 2 hours – ¼ day (conference call meetings)
 - up to 4 hours – ½ day (evening meetings are to be claimed as ½ day)
 - up to 8 hours – full day
- May attend and claim mileage and per diem for regular and special council meetings, meetings of committees established by council, annual public information meetings and hearings, RMA, public open houses sponsored by the county or open houses related to community development within the county, annual divisional meetings, council meetings held jointly with other municipalities, elected official education programs, ag service board regional meetings,
- Can also claim mileage and per diem for appointment as directors or members of commissions, authorities, associations can also claim for meetings, workshops, committees and sub committee meetings.

LACOMBE COUNTY

- Accommodation
 - As per actual expense at approved event rate or other economical accommodation
 - **(when private arranged (not commercial) is \$50 per night)**
- Meals
 - when not provided as part of event at actual expense with tip max of 15%
 - Daily maximum \$100.00
 - one single meal not to exceed \$50.00 plus tax & gratuity
- Mileage
 - CRA Rate
- Employee Group Benefit
 - Councillors may participate with county paying 95% of premium
- Health Spending Wellness Account
 - with dependant - \$750 (up to \$375 can be allocated to Wellness)
 - with no dependant - \$500 (up to \$250 can be allocated to Wellness)

TOWN OF RIMBEY

Population: 2,567

Mayor (Base Rate \$1019.60 bi-weekly (\$2,209.13 per month) (\$26,509.60 per year)

Deputy Mayor (Base Rate \$759.44 bi-weekly \$1,645.45 per month) (\$19,745.44 per year)

Councillors (Base Rate \$700.17 bi-weekly (\$1517.03 per month) (\$18,204.42 per year)

- Base rates include regular monthly meetings of council, all background work, general public interaction, town charity functions, local meetings, committee meetings, attendance to functions and gatherings where the Mayor's or councillor's presence is requested but not required.
- Adjusted annually based on same percentage as any adjustment to Town Staff

Per Diem Rates for Meetings

- All Meetings, Other Conventions and Conferences 418.32 per diem per day (\$41.83 per hour) (base fee includes reg council)
- Compensation not provided for attendance at meetings or functions where expenses are paid by other organizations
- Per diem rates include compensation for attendance at University of Alberta and other organizations interested in working with local governments, AUMA Convention, AAMD&C Convention, FCM Convention, Mayor's Caucus, AUMA regional seminars, University of Alberta Elected Officials Seminars, Meeting with any branch of government or any other municipal government, field trips and research trips to other municipalities, any other meetings or attendance at functions approved by resolution of Council

TOWN OF RIMBEY

- Accommodation
 - Actual receipted cost
 - No receipt required for a stay in private accommodation
 - ***(when private arranged (not commercial) is \$50 per night)***
- Meals
 - \$40.00 for a half day up to 4 hours
 - \$80.00 for a full day over 4 hours
- Cell Phone Costs
 - Mayor receives an allowance of \$46.15 biweekly(\$100.00 per month) for personal cell phone
- Mileage
 - CRA Rate
- Group Accident Insurance
 - As per provider rates
- Health Spending Wellness Account
 - \$300 per month

TOWN OF PONOKA

Population: 7,229

Mayor (Base Rate \$1192.70 bi-weekly (\$2,584.18 per month) (\$31,010.00 per year)

Councillors (Base Rate \$687.12 bi-weekly (\$1,488.76 per month) (\$17,865.00 per year)

- Base rates include day to day activities of Mayor and Council, regular and special council meetings, any meetings of committees not assigned from the organizational meeting, informal meetings or discussions related to town business, attendance at local functions such as grand openings, charity functions, or community events and any and all other activities undertaken while representing the Town as a Member of Council other than those listed in Per Diems.
- Adjusted annually based on Consumer Price Index (CPI) for Alberta (all items) from Statistics Canada
- If a Council Member is absent for more than 3 regular meetings of Council in a calendar year, a deduction of \$200 for every meeting missed thereafter will be made from such Council members honorarium, unless such absences are excused by resolution of Council

Per Diem Rates for Meetings

- Board and Committee Members that have been appointed by Council to serve on a Town Committee or Board are eligible to claim per diems and expense reimbursements for Council approved meetings and events other than regular Committee meetings.
- May claim compensation for Committee of the whole, approved conferences or training events, formal committee, board, foundation or society meetings as a designated council representative. Formal meetings must have formal minutes kept and approved by motion of that committee, board, foundation or society at subsequent meetings. These committees must be defined and listed on the Council Standing Committee Appointments
- Workshops, including strategic planning and budget sessions
- Rates are as follows
 - 2 hour minimum \$ 36.75 per hour
 - Up to 4 hours ½ day \$136.50 per half day
 - Per day 8 hours – full day \$273 per full day attendance at convention, seminar and other meeting
 - Parade Rate \$136.50 (paid for any parade attended regardless of the amount of time required for attendance)
- **Other members of council are not precluded from attending any internal or external function; however only the representative approved for attendance shall be eligible for per diem and reimbursement for travel and reasonable expenses**

TOWN OF PONOKA

- Accommodation
 - actual receipted cost (standard rooms)
- Meals
 - based on actual costs, exclude alcoholic beverages, plus 15% gratuity
- Parking Fees
 - actual receipt
- Cell Phone Costs
 - Mayor receives an allowance of \$46.15 biweekly(\$100.00 per month) for personal cell phone
- Mileage
 - CRA Rate
- No reimbursement of any expenses covered by another agency, board or commission

TOWN OF STETTLER

Population: 5,952

Mayor (Base Rate \$1,539.85 bi-weekly (\$3,336.34 per month) (\$40,036.00 per year)

Councillors (Base Rate \$769.93 bi-weekly (\$1,668.18 per month) (\$20,018.00 per year)

- Base pay is an all-inclusive amount provided to Members of Council for their time and service with respect to attending to Municipal matters including attending in-Town Regular Board and Committee Meetings that they have been appointed to. Basic Pay is taxable.
- **The amounts above include Travel Allowance** (\$75.00 for the Mayor and \$25.00 for Council members paid bi-weekly. Travel Allowance is paid to offset costs such as fuel, insurance, vehicle repairs and maintenance and other expenses incurred to travel to and from meetings (excluding regularly scheduled meetings). This also covers travel expenses to meet with residents and with representatives of community organizations. It also covers travel costs incurred while representing the Municipality at community events. In addition, it covers travel costs incurred to attend to municipal business matters in the capacity as elected officials. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim Process.
- **The amounts above include General Allowance** (\$25.00 for Mayor and for Council members paid bi-weekly). General Allowance is provided as an allowance for various costs including phone lines, fax equipment and supplies, copying, computer equipment and supplies and other expenses.

Per Diem Rates for Meetings

- Per diem will be paid for an in-Town extraordinary meeting such as
 - Town Budget meetings, Council Strategic Planning, Joint Town and County, Board and Committee Special Meetings, Union Labour Negotiations, Board related duties required to be performed by a member of council during a normal working day as well as any other necessary council related duty or function where there is a reasonable expectation of employment/business income loss being incurred by a member of Council
- Per diem will be paid for days spent outside of Stettler on Town Business
- Rates are as follows
 - Up to 4 hours ½ day \$130.00
 - Per day 8 hours – full day \$260.00

Other members of council are not precluded from attending any internal or external function; however only the representative approved for attendance shall be eligible for per diem and reimbursement for travel and reasonable expenses

TOWN OF STETTLER

- Accommodation
 - actual receipted cost must be in excess of 100km out of town
- Meals
 - \$80.00 per diem plus applicable tax – actual receipt to be submitted
 - must not be included in travel fares, conference fees or provided by others
- Mileage
 - \$.50 per km
- Benefits
 - AIG Plan F
 - Annual Family Pass to the Stettler Recreation Centre

SUMMARY OF FINDINGS RELATED TO TOWN OF BENTLEY

- Base plus meeting & expense reimbursement is common approach
- Expense reimbursement requires actual receipt
- Common to use CRA rates for mileage
- Rates for a Councillor for the Town of Bentley's is similar to communities like Alix, Clive, but lower than Onoway, Trochu and Eckville
- Meeting rates are in-line with other communities of similar size
- Some communities include a technology or communication allowance to offset cell phone, computer cost
- Some are including benefits such as medical, dental, insurance, health spending account
- Expense reimbursement for meals, mileage, hotel etc is in line with other communities

TOWN OF BENTLEY

COMPARISOIN OF COUNCIL REMUNERATION

AS AT SEPTEMBER 22, 2021

Town/Village	Population	Position	Base rate	24 Meetings	TOTAL
Alix	734	Councillor	\$ 1,800.00	\$ 2,400.00	\$ 4,200.00
		Mayor	\$ 3,000.00	\$ 2,400.00	\$ 5,400.00
Bassano	1206	Councillor	\$ -	\$ 2,400.00	\$ 2,400.00
		Mayor	\$ -	\$ 3,600.00	\$ 3,600.00
Bentley	1078	Councillor	\$ 1,800.00	\$ 2,400.00	\$ 4,200.00
		Mayor	\$ 6,682.08	\$ 2,594.64	\$ 9,276.72
Clive	715	Councillor	\$ 1,500.00	\$ 2,736.00	\$ 4,236.00
		Mayor	\$ 4,104.00	\$ 3,288.00	\$ 7,392.00
Eckville	1163	Councillor	\$ 4,820.40	\$ -	\$ 4,820.40
		Mayor	\$ 7,910.40	\$ -	\$ 7,910.40
Onoway	1029	Councillor	\$ 3,000.00	\$ 3,600.00	\$ 6,600.00
		Mayor	\$ 3,000.00	\$ 3,600.00	\$ 6,600.00
Trochu	1058	Councillor	\$ 3,600.00	\$ 3,000.00	\$ 6,600.00
		Mayor	\$ 5,400.00	\$ 3,600.00	\$ 9,000.00



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING September 9, 2021

COVID-19 UPDATE

Council was provided with an update on the latest COVID-19 restrictions, statistics and the Province's current vaccine statistics.

CAPITAL EQUIPMENT PURCHASES 2022 – OPERATIONS

The County Manager was authorized to tender and award the purchase of the 2022 capital equipment at an estimated value of \$ 6,400,000 and to dispose of the existing units at an estimated trade-in or private sale value of \$ 1,851,000. The Capital Equipment Reserve Fund will fund the difference between the purchase price of the new units and the sale price of the old units in the amount of \$ 4,549,000.

CAPITAL EQUIPMENT PURCHASES 2022 – FIRE SERVICES

The replacement of the Alix and Bentley Tender Units and the Clive Rescue Unit were approved, and the County Manager was authorized to dispose of the outgoing units. The Fire Services Reserve will fund the replacement purchases.

WOLF CREEK SCHOOL DIVISION – TOWN OF BLACKFALDS HIGH SCHOOL

A member of Lacombe County Administration will be appointed to the Wolf Creek School Division Advisory Committee for the future review of the new Blackfalds high school boundary and construction of the new high school in the Town of Blackfalds.

ALBERTA FISH & GAME ASSOCIATION/ALBERTA ELK COMMISSION

Lacombe County received correspondence from the Alberta Fish & Game Association and the Alberta Elk Commission regarding Cervid Harvesting Preserves for information. A letter will be sent to the Association and the Commission encouraging them to contact their MLA's and the Province regarding legislation of Cervid Harvesting Preserves.

ALBERTA TRANSPORTATION

Representatives from Alberta Transportation provided an update on the department's initiatives and activities. A number of County-specific transportation concerns were discussed.

LACOMBE ATHLETIC PARK ASSOCIATION

County Council received a presentation by the Lacombe Athletic Park Project for information. The City of Lacombe/Lacombe County ICF/IDP Committee members were directed to discuss the LAPA track project with the City of Lacombe ICF/IDP Committee members and provide comments at the September 23, 2021 Council meeting.

POLICY AD(37) ACCEPTANCE OF GIFTED LANDS

The County Manager was directed to prepare a report according to Policy AD(37) Acceptance of Gifted Lands regarding the gifting of property adjacent to Sylvan Lake. A report regarding this matter will be presented at a future Council meeting for Council's consideration.

Next Regular Council Meeting is
Thursday, September 23, 2021 - 9:00 a.m.

Next Committee of the Whole Meeting is
Tuesday, October 5, 2021 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**