



**ORGANIZATIONAL MEETING OF COUNCIL
A G E N D A
THURSDAY OCTOBER 26, 2016 – 5:00 P.M.
COUNCIL CHAMBERS**

1. Call to Order
2. Election of Deputy Mayor and Oath of Office
3. BUSINESS
 - (a) Establish the day, time and place of regular meetings
 - (b) Establish Per Diem Rate – copy of Policy provided
 - (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel
 - (d) PROCEDURE BYLAW 762-2014
4. Appoint Standing Committees; the first person named delegated as Chairperson.
 - (a) Tourism & Economic Development
 1. Bashaw Ag Society (One Councillor) – 2016 Appointed, Councillor Pearson
 - (b) Appeal and Review Boards
 1. Regional Assessment Review Board – Rosemary Wittevrongel
 2. Subdivision & Development Appeal Board (Two Councillors) – 2016 Appointed Deputy Mayor Peterman, Councillor Gust. Citizen at Large: Dwayne Bamber (has requested to be removed) Dale Baden and Carolyn Hoyle.
 - (c) Protection and Safety Services
 1. Disaster Services – All Members of Council
 2. Director of Emergency Management – Murray Holroyd
 3. Deputy Director – Regional Fire Services Co-ordinator – County is advertising the position, defaults to CAO when vacant.
 4. Emergency Public Information Officer – Mayor or Deputy Mayor
 5. Emergency Alert System – Town Council and appointed Staff, 2016 – Fire Chief Mike Andriatz and PW Foreman Murray Holroyd.
 6. Fire Department (One Councillor) 2016 – Councillor Pearson
 7. Regional Emergency Management Services (One Councillor) 2016 – Councillor Pearson
 - (d) Community Services
 1. Bashaw Municipal Library (One Councillor) 2016 – Councillor Gust
 2. Parkland Regional Library (One Appointee) 2016 – Councillor Gust
 3. Camrose Area Lodge Authority (One Councillor) 2016 – Mayor Shantz
 4. Bashaw and District Support Services (One Councillor) – 2016 – Deputy Mayor Peterman
 5. Bashaw Youth Foundation (One Councillor) – 2016 – Deputy Mayor Peterman
 6. Beautification Committee Representatives – (on Election year) Bryan Gust and Terry willing to continue as members at large. Would be good to have a council

member as well.

(e) Public Facilities and Transportation Management

1. Bashaw Airport Commission (One Councillor) 2016 – Councillor Schultz
- Two or more citizens at large
Mel Hay is the only remaining member; we could use two other members.
2. Bashaw Area Recreation Board (One Councillor) – 2016 Councillor Schultz
3. Bashaw Bus Society (One Councillor) 2016 – Councillor Gust
4. Highway 12/21 Regional Water Services Commission
(Two Councillors) 2016 Mayor Shantz and Deputy Mayor Peterman
(Alternates – the remainder of Council) 2016 – Councillor Gust and Councillor Schultz
5. Bashaw Community Centre Board (One Councillor) 2016 – Councillor Pearson

5. Adjournment

TOWN OF BASHAW

TITLE: Council/Mayor Remuneration

POLICY #: 12.10

EFFECTIVE DATE APPROVED BY COUNCIL: February 7, 2006

RESOLUTION: 66 - 2006

POLICY STATEMENT:

The Town of Bashaw believes that clear guidelines for Council/Mayor Remuneration must be established and reviewed periodically to fairly and adequately compensate for services rendered to and for the residents of the Town.

PURPOSE:

To establish a written policy, approved by Council, to outline the remuneration paid to Council members.

PROCEDURES:

Definitions:

Regular Council Meetings – meetings of Council held on a regular basis as set out at the annual organizational meeting.

Special Council Meetings – meetings of Council held for the purpose of dealing with specific items or issues as called and held in accordance with the Municipal Government Act.

Standing Committees and/or Municipal Membership Organizations – committees established by Council to continue on an ongoing basis for the purpose of delegating certain duties and powers imposed and conferred upon Council by the Municipal Government Act, or

Boards, Commissions or Committees

- (a) consisting of representation from several municipalities,
- (b) established by volunteer agreements amongst municipalities, or
- (c) established by Provincial Regulations, of which Bashaw is a member for the purpose of undertaking programs, projects or other matters of mutual interest and benefit.

Examples, including but not limited to are:

- Bashaw and Area Recreation Board
- Bashaw and District Agricultural Society
- Bashaw and District Ambulance Authority
- Bashaw and District Community Development Council
- Bashaw Family and Community Support Services
- Bashaw Community Centre Board
- Bashaw Municipal Library Board
- Battle River Alliance for Economic Development
- BoomTown Trail/Highway 21 Initiatives
- Camrose and Area Lodge Authority
- Parkland Regional Library

Or

Conferences, Workshops, Course and Conventions – functions pertaining to Local Government Affairs in which Council has a direct or indirect interest and for which Council will benefit by its member becoming better informed of issues and concerns facing local governments. Attendance must first be authorized by Council.

Examples, including but not limited to are:

- Annual Elected Officials Symposium
- Alberta Urban Municipalities Association Annual Convention

1. Rates for remuneration:

The remuneration is intended to reduce the administration of Council members and staff for keeping track, identifying and calculating the remuneration due for the various types and classifications of meetings attended. Remuneration will be expected to cover the generally accepted two Regular Meetings of Council per month and any other additional Special Meetings of Council that may be called. It will also serve to address any assigned meeting commitments based on a Councillor's portfolio. The remuneration will also cover all ad hoc meetings, presentations, appearances etc. that Council members are requested to attend from time to time in and around the community as well as any other meetings, educational sessions, conferences, conventions or functions that are required outside of the municipal boundaries.

The intention is that this system will be transparent and self-governing and self-policing. Councillor reports given at Regular Meetings of Council and attendance roll in the minutes will dictate the accountability of Council members and their responsibilities as an elected official of office. Their contribution and performance will qualify the remuneration earned.

Mayor	\$425.00/Month
Councillors	\$300.00/Month

2. Registration Fees

Registration fees to conferences, conventions, courses, etc. will be either:

- i. paid directly by the Town of Bashaw upon registration of the delegate, or
- ii. reimbursed on production of an official receipt

3. Out-of-the-Pocket Expenses

Other out-of-the Pocket Expenses incurred to benefit Council as a whole will be reimbursed with the presentation of receipts as per the Meals, Travel and Lodging policies.

4. This policy shall be reviewed either:

- (a) at a regular Council meeting not less than one month prior to election, or
- (b) at a regular Council meetings not more than one month after the elections.

5. Elected Officials Expense Allowance

That 1/3 of the fees paid to Elected Officials is considered to be an allowance for expenses incurred by them during the carrying out of their duties and responsibilities as Elected Officials.

6. Council Fees

Council fees shall be paid semi-annually (June and December)

Honorariums and Expenses for all Out of Province Conventions, Seminars, Conferences and Meetings must be pre-authorized by Council.

Situations arising that do not fall within the context of this policy or of which Council members are not certain should be brought before Council for clarification.



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: REMUNERATION & REIMBURSEMENT
SECTION: 1 LEGISLATIVE APPENDIX: A
REFERENCE POLICIES # 12:10, 11:10, 11:20

STATEMENT:

The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

DEFINITIONS:

Remuneration: a payment or reward for goods or services or for losses sustained or inconvenience caused

Sustenance: for the purpose of this policy will be defined as meals

PAYMENT:

1. COUNCIL REMUNERATION FOR REGULAR, SPECIAL AND COMMITTEE MEETINGS AS PER TOWN OF BASHAW POLICY 12.10
 - a. Mayor \$425.00/Month
 - b. Councillors \$300.00/Month

2. TRAVEL COST REIMBURSEMENT AS PER THE TOWN OF BASHAW POLICY 11:10
 - a. The traveler shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
 - i. Producing a receipt for cost expended OR
 - ii. Calculating mileage X current government rate (as of January or July of the current year) *MOTION 144-2014 JUNE 17, 2014*

3. MEAL COST REIMBURSEMENT AS PER TOWN OF BASHAW POLICY 11.20
 - a. A daily individual allowance of \$20.00 will be allotted for meals and entertainment with no receipts required.
 - b. A maximum of \$60.00 per day will be allotted for meals and entertainment with receipts required for all expenses of \$20.00 and over.



TOWN OF BASHAW **PORTFOLIOS FOR 2016-2017**

A. Tourism & Economic Development

1. Bashaw Ag Society Councillor Pearson

B. Appeal and Review Boards

1. Regional Assessment Review Board Rosemary Wittevrongel
2. Subdivision and Development Appeal Board Deputy Mayor Peterman,
Councillor Gust, Citizens at Large:
Dwayne Bamber, Dale Baden, Carolyn Hoyle
(Dwayne has stepped down)

C. Protective and Safety Services

1. Disaster Services All Members of Council
2. Director of Emergency Management Town Foreman Murray Holroyd
3. Deputy Director of Emergency Management CAO Theresa Fuller
(until one is appointed)
4. Emergency Public Information Officers Mayor or Deputy Mayor
5. Emergency Alert System Fire Chief Mike Andriatz and
Town Foreman Murray Holroyd
5. Fire Department Town Council and appointed Staff
Councillor Pearson
6. Regional Emergency Management Services Councillor Pearson

D. Community Services

1. Bashaw Municipal Library Councillor Gust
2. Parkland Regional Library Deputy Mayor Peterman
3. Camrose Area Lodge Authority Mayor Shantz
4. Bashaw and District Support Services Deputy Mayor Peterman
5. Bashaw Youth Foundation Deputy Mayor Peterman

E. Public Facilities and Transportation Management

1. Bashaw Airport Commission Councillor Schultz,
Citizen at Large: Mel Hay
2. Bashaw Area Recreation Board Councillor Schultz,
Deputy Mayor Peterman as Chair
3. Bashaw Bus Society Councillor Gust
4. Highway 12/21 Regional Water Mayor Shantz and Deputy Mayor
Peterman
Alternates: Councillor Gust and Councillor
Schultz
5. Bashaw Community Centre Board Councillor Pearson

Council Remuneration Comparisons
Generated October 2017 by Theresa Fuller

	Monthly Amt	Half Day	Full Day	Other	Annual Amount
<u>Town of Bashaw (830)</u>					
Mayor	\$425.00				\$5,100.00
Councillor	\$300.00				\$3,600.00
<u>Daysland (824)</u>					
Mayor	\$500.00	\$70.00	\$150.00		As Reflected in Fin Stmt. \$11,460.00
Councillor	\$300.00	\$70.00	\$150.00		\$6,640.00
<u>Sedgewick (811)</u>					
Mayor	\$425.00	\$100.00	\$200.00	Ad hoc \$25 per hr	As Reflected in Fin Stmt. \$10,378.00
Councillor	\$200.00	\$100.00	\$200.00	\$25 per hr	Average \$3678
<u>Killam (989)</u>					
Mayor	Flat annual rate only.				\$14,000.00
Councillor					\$8,000.00
<u>Clive (715)</u>					
Mayor	\$300.00			\$120 per mtg	
Deputy Mayor	\$110.00			\$100 per mtg	
Councillor	\$100.00	\$100.00	\$150.00		
<u>Mundare (852)</u>					
Mayor	\$246.00	\$108.00	\$154.00	Regular mtg \$159 per mtg	As Reflected in Fin Stmt. \$7,757.00
Councillor	\$185.00	\$108.00	\$154.00	\$159 per mtg Special mtg \$97 per mtg	\$5,187.00

Recommendations:

Option A

Increase each by \$25.00 per month

Mayor	\$450.00 Annual	\$5,400.00		
Council	\$325.00	\$3,900.00		Amt of increase
		\$9,300.00	\$8,700.00	\$600.00
				6.90

Option B

Mayor	\$475.00 Annual	\$5,700.00		
Council	\$350.00	\$4,200.00		Amt of increase
		\$9,900.00	\$8,700.00	\$1,200.00
				13.79