



Agenda

Annual Organizational Meeting
Thursday, October 18th, 2018
Town of Sedgewick Council Chambers
6:00 pm

1. Call to Order

2. Adoption of Agenda

3. New Business

3.1 [Appointment of Deputy Mayor](#)

3.2 [Board and Committee Appointments](#)

3.3 [Council Remuneration](#)

3.4 [Schedule and Location of Regular Council Meetings](#)

4. Adjournment



APPOINTMENT OF DEPUTY MAYOR

EXECUTIVE SUMMARY

As per Section 152 of the Municipal Government Act, Council must appoint a Deputy Mayor to carry out duties in the Mayor's absence. In 2017 Council adopted an alphabetical 12-month rotation period allowing each Councillor to serve one full year as Deputy Mayor over the course of their term.

BACKGROUND

The alphabetical rotational schedule for Deputy Mayor is as follows:

October 2017 to October 2018	Councillor G. Imlah
October 2018 to October 2019	Councillor S. Levy
October 2019 to October 2020	Councillor T. Schmutz
October 2020 to October 2021	Councillor G. Sparrow

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the appointment of Clr. Stephen Levy as Deputy Mayor effective immediately through to October 2019.
2. Council may select a Deputy Mayor in a different manner.

RECOMMENDATION

1. Administration recommends that Council approve the appointment of Clr. Stephen Levy as Deputy Mayor effective immediately through to October 2019.

ATTACHMENTS

1. none



BOARD AND COMMITTEE APPOINTMENTS

EXECUTIVE SUMMARY

As per Section 192(1) of the Municipal Government Act, Council must hold an organizational meeting annually in which councillors are to be appointed to the various boards and committees of the Town of Sedgewick.

BACKGROUND

Below is the list of Council appointed Boards and Committees for Council's review. There have been no requests received from councillors to join a different committee.

External Committees (local)	Number	Members
Sedgewick Fire Department	one	Grant Imlah
Sedgewick and District Recreation Board	one	Greg Sparrow
Sedgewick Golf Club	one	Greg Sparrow
Sedgewick Lake Park Board	one	Tim Schmutz
Sedgewick and District Municipal Library	one	Stephen Levy
Sedgewick Community Hall	one	Tim Schmutz
Health Unit Contact	one	Grant Imlah
External Committees (regional)		
Citizen's Action Committee	one	Tim Schmutz
Regional Emergency Services Committee	one	Grant Imlah
Sedgewick-Killam Natural Gas System	three	Imlah, Schmutz, Robinson
Flagstaff Regional Solid Waste Management	one	Stephen Levy
Parkland Regional Library	one	Stephen Levy
Flagstaff Family and Community Services	one	Perry Robinson
Battle River Alliance for Economic Development	one	Perry Robinson
Flagstaff Inter-Municipal Partnership	one	Perry Robinson
Flagstaff Regional Housing Group	one	Greg Sparrow

BUDGET IMPLICATIONS

None



TOWN OF
SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018

BOARD AND COMMITTEE APPOINTMENTS

RECOMMENDATION

1. Administration recommends that committee appointments be approved as follows with all councillors designated as alternate members of each committee:
 - Sedgewick Fire Department- Grant Imlah
 - Sedgewick and District Recreation Board- Greg Sparrow
 - Sedgewick Golf Club- Greg Sparrow
 - Sedgewick Lake Park Board- Tim Schmutz
 - Sedgewick and District Municipal Library- Stephen Levy
 - Sedgewick Community Hall- Tim Schmutz
 - Health Unit Contact- Grant Imlah
 - Citizen's Action Committee- Tim Schmutz
 - Regional Emergency Services Committee- Grant Imlah
 - Sedgewick-Killam Natural Gas System- Perry Robinson, Grant Imlah, Tim Schmutz
 - Flagstaff Regional Solid Waste Management Association- Stephen Levy
 - Parkland Regional Library- Stephen Levy
 - Flagstaff Family and Community Services- Perry Robinson
 - Battle River Alliance for Economic Development- Perry Robinson
 - Flagstaff Inter-Municipal Partnership- Perry Robinson
 - Flagstaff Regional Housing Group- Greg Sparrow

ATTACHMENTS

None



COUNCIL REMUNERATION

EXECUTIVE SUMMARY

As per Policy #18-07, Council per diem rates are to be reviewed annually at the Organizational Meeting.

BACKGROUND

The current Council per diem rates are as follows:

- Councillor Monthly Remuneration \$200/month or \$2400/year
- Mayoral Monthly Allowance \$450/month or \$5400/year
- Council hourly rate \$25
- Council Half-day rate \$100
- Council full day rate \$200

Council should be aware that currently 1/3rd of the total allowances and honoraria paid to municipal officials is considered in lieu of expenses incidental to the discharge of Council duties, and is thus exempt from taxation in accordance with the Income Tax Act. The remaining 2/3rd of these earnings is subject to income taxation.

For 2019 and later tax years, this tax exemption has been eliminated as per the legislative change announced upon the release of the March 2017 Federal Budget.

In regards to inflation, the Consumer Price Index for Alberta for all goods from August 2017 to August 2018 shows a 3.1% change.

BUDGET IMPLICATIONS

Council's decision would affect the Councillor Fees item line in the 2019 budget.

ALTERNATIVES

1. Council may adjust their per diem rates taking into consideration the elimination of the 1/3rd tax exemption and/or the latest Consumer Price Index data for Alberta over the past year.

RECOMMENDATION

Administration has no recommendation at this time.

ATTACHMENTS

1. Policy 18-07, Compensation and Expenses Policy



1. Policy Purpose

The purpose of this policy is to:

- 1.1. Outline the compensation amounts and allowable expenses for members of Council, Board Members, Employees and Volunteers that are incurred in the course of Town business.
- 1.2. Establish processes that will be followed to ensure timely review of expenses and this policy.
- 1.3. To establish parameters for the reporting of Council honorariums and expenses to provide for accountability and transparency.

2. Definitions

“Board Member” means a person appointed to a Council board, commission or committee.

“CAO” means the Chief Administrative Officer of the Town of Sedgewick, pursuant to the *Municipal Government Act*.

“Council” means the Council of the Town of Sedgewick, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.

“Council Remuneration” is the monthly rate paid to each member of Council as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Employee” means an individual who is employed by the Town of Sedgewick, in the Province of Alberta.

“Full Day” means time in excess of four hours.

“Half Day” means a minimum of two (2) hours and maximum of four (4) hours.

“Mayoral Allowance” is the monthly rate paid to the Mayor as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Per Diem” is the Full Day, Half Day or Hourly rate for Council members attending meetings and events in connection with Town Business that is not included as part of a Council member’s monthly remuneration and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Spouse” means husband, wife, significant other or a guest (one).

“Volunteer” means an individual who freely offers to take part in an enterprise or a task that benefits the Town of Sedgewick.

3. Guidelines

3.1 Responsibilities

- 3.1.1. The Mayor shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Town business. In the Mayor’s absence the Deputy Mayor or Acting Mayor may approve these expense claims.

- 3.1.3.1. Approve by resolution, this policy and any amendments;
- 3.1.3.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
- 3.1.3.3. Claim expenses in accordance with approved annual budgets.
- 3.1.4. The CAO shall:
 - 3.1.4.1. Implement this policy and approve procedures;
 - 3.1.4.2. Review Employees' and Volunteers' expense claim forms resulting from Town business;
 - 3.1.4.3. Provide each Councillor with a quarterly statement of expenditures;
 - 3.1.4.4. Disclose the individual Council compensation and expense reimbursement on the Town's website on a quarterly basis to facilitate accountability and transparency to taxpayers.
- 3.1.5. Board Members, Employees and Volunteers shall claim expenses in accordance with this policy.

3.2. Council Per Diems

- 3.2.1. The following Councillor per diems are applicable:
 - 3.2.1.1. Council hourly rate – for ad-hoc meetings and Town business that is less than two (2) hours.
 - 3.2.1.2. Council half-day rate – for municipal related activities equal to or less than four (4) hours
 - 3.2.1.3. Council full day rate – for municipal related activities greater than four (4) hours in a single day
 - 3.2.1.4. Councillor annual remuneration – for Councillors, excluding the Mayor and to be paid on a quarterly basis.
 - 3.2.1.5. Mayoral Allowance – for the Mayor and to be paid on a monthly basis.
- 3.2.2. Per Diem rates shall be as specified in Schedule 'A' and be reviewed and/or changed annually during the annual Organizational meeting by majority vote and otherwise changed at any Council meeting only upon unanimous vote of Council.

3.3. Expenses

3.3.1. Conferences, Seminars & Training

- 3.3.1.1. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
- 3.3.1.2. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board Member or the CAO wishes to attend, it must be approved by resolution of Council prior to registration and attendance.

3.3.2. Meals and Lodging

- 3.3.2.1. Meals may only be claimed when travel occurs during the following times:
 - 3.3.2.1.1. Breakfast, when travelling prior to 7:00 am.
 - 3.3.2.1.2. Lunch, when travelling prior to 1:00 pm.

- 3.3.2.1.3. Dinner, when travelling prior to 6:00 pm.
- 3.3.2.2. Meals, excluding gratuities may be claimed, subject to receipts being provided pursuant to the approved maximums found in Schedule A.
- 3.3.2.3. Full meals included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Town business prevents use of a pre-set meal.
- 3.3.2.4. Gratuities for meals shall be permitted as an expense, subject to Schedule A.
- 3.3.2.5. Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodation, based on accommodation that is conveniently located and comfortably equipped.
- 3.3.2.6. Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- 3.3.2.7. If a member of Council, a Board member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be the sole cost of the individual.

3.3.3. Travelling

- 3.3.3.1. All travel shall be by the most direct route and the most economical means of transportation.
- 3.3.3.2. Where possible, persons travelling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- 3.3.3.3. Reimbursement for use of personal vehicles for Town business will be set at the annual automobile allowance rate as set by the Canada Revenue Agency.
- 3.3.3.4. Travel time is paid to:
 - 3.3.3.4.1. Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
 - 3.3.3.4.2. Employees, at their individual hourly salary rate, regardless whether the member is the driver or a passenger on the trip.

3.3.4. Other Direct Expenses

- 3.3.4.1. It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from this Policy must be reviewed and presented for approval:
 - 3.3.4.1.1. For members of Council and Boards, in open Council by a majority of Council;
 - 3.3.4.1.2. For Employees and Volunteers, by the CAO prior to the expenditure as per the current budget. If the expense exceeds the budget, it must be approved in open Council.

3.3.5. Non-reimbursable Expenses

- 3.3.5.1. The following is a listing of non-reimbursable expenses:
 - 3.3.5.1.1. Expenses when attending a political party function of any type;
 - 3.3.5.1.2. Charges for in-room movies or games; and,
 - 3.3.5.1.3. Alcoholic beverages except reasonable consumption for the purposes of hosting dignitaries.

3.3.6. Spousal Expenses

3.3.6.1. If a spouse/partner accompanies a member of Council or Board, Employee or Volunteer to an out of town conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:

3.3.6.1.1. Where the spouse/partner is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, their tickets for these banquets/receptions may be claimed.

3.3.6.1.2. Where a member of Council or Board, Employee or Volunteer is invited to a social or fundraising function in an official or representation capacity, within Flagstaff County, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

3.3.7. Claiming Expenses

3.3.7.1. The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred. The CAO will forward the specified completed claim forms of the Mayor and Deputy Mayor as per Section 3.1 of this policy.

3.3.7.2. The appropriate expense claim forms for Councillors must be submitted on a quarterly cycle, in coordination with the quarterly Councillor Honorarium Per Diem payments.

3.3.7.3. Original receipts for all actual and necessary expenses claimed must be provided. This includes lodging; conference fees; travel including taxi, transit and rental cars; meals; parking; etc.

3.3.7.4. Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveler's own money).

4. Persons Affected

Council, Board Members, Staff and Volunteers

5. Revision/Review History

5.1. Upon endorsement of this Compensation & Expenses Policy 18-07, the following policies are rescinded:

5.1.1. C.1.d Expenses - Council

5.1.2. C.1.d.a Expenses – Employees & Spouses

5.1.3. C.1.e Per Diem – Council

5.1.4. C.1.f Conventions – Council

TOWN OF SEDGEWICK

August 23, 2018
DATE


MAYOR

August 23, 2018
DATE


CHIEF ADMINISTRATIVE OFFICER

Schedule A

Council Compensation

Item	Total per Month	Total per year
Mayor Honorarium	\$450	\$5400
Councillor Honorarium	\$200	\$2400

Other Compensation

Mileage Rate	As per standard CRA rates
Meals (not including gratuity)	
Breakfast	\$15
Lunch	\$25
Dinner	\$35
Maximum gratuity	15%



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
SCHEDULE AND LOCATION OF REGULAR
COUNCIL MEETINGS

SCHEDULE AND LOCATION OF REGULAR COUNCIL MEETINGS

EXECUTIVE SUMMARY

As per the Town of Sedgewick's Procedural Bylaw Council is to determine by resolution the dates, times and location of regular Council meetings at the annual organizational meeting.

BACKGROUND

Currently Council holds Regular Council Meetings on the third Thursday of the month starting at 6pm at the Town of Sedgewick Council Chambers.
This allows minimal interference with the many boards and committees that Council sits on.

RECOMMENDATION

1. That Council approve holding regularly scheduled Council meetings on the third Thursday of the month starting at 6pm at the Town of Sedgewick Council Chambers.