



COUNCIL REMUNERATION REVIEW COMMITTEE
REVISED ORDER OF BUSINESS
Virtual Regular Meeting
Thursday, 2021 February 18, at 11:00 a.m.

PLEASE NOTE:

Due to the extraordinary circumstances and measures being taken to slow the spread of COVID-19, this meeting will be held virtually using Zoom; all Members of the Council Remuneration Review Committee (CRRC) will be participating remotely.

Members of the Public may watch the live stream of this Meeting at www.banff.ca/live

1.0 CALL TO ORDER

The 2021 February 18 Regular Meeting of the Council Remuneration Review Committee will be conducted virtually using Zoom and will live streamed on the internet.

2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2021 February 18 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Agenda for the 2021 February 18 Virtual Meeting of Council Remuneration Review Committee be approved.

3.0 ADOPTION OF PREVIOUS COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

3.1 Minutes of the 2021 February 10 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Minutes of the 2021 February 10 Virtual Meeting of Council Remuneration Review Committee be adopted.



4.0 UNFINISHED BUSINESS

None

5.0 REPORTS

5.1 Verbal Request for Direction: 2021 Council Remuneration Review Committee Workplan

****NEW MATERIALS****

Attachment 1 – 2021 Council Survey

Recommendation:

That Committee provide direction to Administration with respect to the 2021 Council Remuneration Review Committee Workplan.

5.2 Verbal Request for Direction: Council Remuneration Review Committee Future Meeting Schedule

Recommendation:

That Committee provide direction to Administration with respect to their future meeting schedule.

6.0 NEW/URGENT BUSINESS

7.0 CONFIDENTIAL ITEMS

None

8.0 ADJOURNMENT



Council Remuneration Review Committee Virtual Meeting
2021 February 10

**MINUTES OF THE VIRTUAL COUNCIL REMUNERATION REVIEW COMMITTEE
MEETING
of the Town of Banff in the Province of Alberta
Virtual Meeting
Wednesday, 2021 February 10, at 1:00 p.m.**

MEMBERS PRESENT

Connie MacDonald	Chair and Public Member	(Remote Participation)
Hugh Pettigrew	Vice-Chair and Public Member	(Remote Participation)
Marilyn Joyce Bell	Public Member	(Remote Participation)

MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Chris Hughes	Director, Corporate Services	(Remote Participation)
Kayla Elford	Acting Director, Human Resources	(Remote Participation)
Libbey McDougall	Municipal Clerk	(Remote Participation)

1.0 CALL TO ORDER

To confirm Members of the Governance and Finance Committee, who all participated virtually due to the ongoing COVID-19 Pandemic, as present, the following roll call was conducted:

ROLL CALL:

Present: (3): Public Member Bell, Public Member MacDonald, and Public Member Pettigrew

Municipal Clerk McDougall called the virtual Meeting of the Council Remuneration Review Committee to order at 1:03 p.m.

Minutes approved by: _____



Council Remuneration Review Committee Virtual Meeting
2021 February 10

2.0 ELECTION OF CHAIR

Following nomination procedures, Connie MacDonald and Hugh Pettigrew were nominated as Chair of the Council Remuneration Review Committee. Both members accepted the nominations and a secret ballot was held.

Connie MacDonald was elected as Chair of the Council Remuneration Review Committee.

Chair MacDonald assumed the chair at 1:11 p.m.

3.0 ELECTION OF VICE-CHAIR

Following nomination procedures, Hugh Pettigrew was elected as Vice-Chair of the Council Remuneration Review Committee, by acclamation.

4.0 APPROVAL OF AGENDA

2.1 Agenda for the 2021 February 10 Virtual Meeting of the Council Remuneration Review Committee

CRRC21-1 **Moved by** Public Member Pettigrew

That the Agenda for the 2021 February 10 Virtual Meeting of the Council Remuneration Review Committee be approved.

For: (3): Chair MacDonald, Public Member Bell, and Public Member Pettigrew

MOTION CARRIED

5.0 ADOPTION OF PREVIOUS COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

No Previous Council Remuneration Review Committee Minutes were scheduled as part of this meeting.

Minutes approved by: _____



Council Remuneration Review Committee Virtual Meeting
2021 February 10

6.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

7.0 REPORTS

7.1 Verbal Briefing: Human Resources Presentation on Current Elected Officials Compensation

CRRC21-2 **Moved by** Chair MacDonald

That with respect to Item 7.1, Human Resources Presentation on Current Elected Officials Compensation, the following be approved:

That the Council Remuneration Review Committee receive the Human Resources Presentation on Current Elected Officials Compensation Verbal Briefing for the Corporate Record.

For: (3): Chair MacDonald, Public Member Bell, and Public Member Pettigrew

MOTION CARRIED

7.2 Verbal Request for Direction: Council Remuneration Review Committee Future Meeting Schedule

CRRC21-3 **Moved by** Chair MacDonald

That with respect to Item 7.2, Council Remuneration Review Committee Future Meeting Schedule, the following be approved:

That the next Regular Meeting of the Council Remuneration Review Committee be scheduled for 2021 February 18, at 11:00 p.m. and further that this meeting be conducted virtually using Zoom.

For: (3): Chair MacDonald, Public Member Bell, and Public Member Pettigrew

MOTION CARRIED

Minutes approved by: _____



Council Remuneration Review Committee Virtual Meeting
2021 February 10

8.0 NEW/URGENT BUSINESS

No New/ Urgent Business was scheduled as part of this meeting.

9.0 CONFIDENTIAL ITEMS

No Confidential Items were scheduled as part of this meeting.

10.0 ADJOURNMENT

CRRC21-4 **Moved by** Public Member Bell

That this meeting adjourn at 1:35 p.m.

ROLL CALL VOTE:

For: (3): Chair MacDonald, Public Member Bell, and Public Member Pettigrew

MOTION CARRIED

Connie MacDonald
Chair

Libbey McDougall
Municipal Clerk

Minutes approved by: _____

2021 – Council Survey

My role: Councillor Mayor

The following information will assist the Council Remuneration Review Committee to establish the commitment of elected officials in carrying out the duties of the roles of mayor and council.

Please complete and return this by: **Monday March 1, 2021 at noon** to Barbara.king@banff.ca



A. Hours of work and workload:

1./ Over the course of this term, please provide (to the best of your ability) the **average hours per week** for the following:

<i>Representation:</i>	<i>Regular Council</i>	<i>Governance & Finance</i>	<i>Committee/Commission</i>	<i>Service Review</i>
Preparation Time				
Meeting Participation				
Other Commitment (Please describe)				
TOTAL Average Hrs/Wk				

2./ Through the course of this 4-year term would you say, the commitment in hours per week has:

Increased Decreased Stayed about the same

Please provide details of the transition of your workload and hours during this term, including issues or experiences that affected this change:

-
-
-
-

3./ If you served in a previous term, please rate the workload or hours compared to 2014-2017 term:

Increased Decreased Stayed about the same

4./ Council salary is currently structured as 1/3rd of the Mayor's annual salary. Based on Councillor time commitment and workload, this structure is:

Too Low Too High About Right

B. Policy Review:

For each of the following policies, please indicate areas of concern and requests for review by the Council Remuneration Review Committee:

1./ *Policy C1005 – Council Remuneration*

I have no recommendations Please review the following section(s) – provide detail for review:

- Section
- Section
- Section

Comments about this Policy:

A. What challenges, if any, have you experienced with respect to the Computer Allowance and provided technology over the course of your last term? What improvements could you suggest?

2./ Policy C1006 – Acceptance of Gifts

I have not used the Declaration of Gifts Form I have used the Declaration of Gifts for,
On a scale of 1 to 5, the Declaration of Gifts process is: _____ (5 = extremely easy to 0 = extremely difficult)

- I have no recommendation Please review the following section(s) – provide detail for review:
- Section
 - Section

Comments about this Policy:

3./ Policy C2002 – Travel Expenses

- I have no recommendation Please review the following section(s) – provide detail for review:
- Section
 - Section

Comments about this Policy:

C. Please describe any other suggestions you would ask the Council Remuneration Review Committee to consider as recommendations for compensation of future elected officials: