



COUNCIL REMUNERATION REVIEW COMMITTEE
REVISED ORDER OF BUSINESS
Virtual Regular Meeting
Wednesday, 2021 March 10, at 10:00 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 March 10 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 March 10 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Agenda for the 2021 March 10 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 18 Virtual Meeting of the Council Remuneration Review Committee

****NEW MATERIALS****

Revised Minutes of the 2021 February 18 Virtual Regular Meeting of the Council Remuneration Review Committee

Recommendation:

That Minutes of the 2021 February 18 Virtual Meeting of Council Remuneration Review Committee be adopted.



4.0 UNFINISHED BUSINESS

None

5.0 REPORTS

5.1 Verbal Request for Direction: Administration Update of the 2021 Council Remuneration Review Committee Workplan

Recommendation:

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

6.0 NEW/URGENT BUSINESS

****NEW MATERIALS****

6.1 Briefing: Council Compensation for Appointments to External Committees and Boards

Recommendation:

That the Council Remuneration Review Committee receive the Briefing for the Corporate Record.

7.0 CONFIDENTIAL ITEMS

None

8.0 ADJOURNMENT



Council Remuneration Review Committee Virtual Regular Meeting
2021 February 18

MINUTES OF THE VIRTUAL COUNCIL REMUNERATION REVIEW COMMITTEE MEETING
of the Town of Banff in the Province of Alberta
Virtual Meeting
Thursday, 2021 February 18, at 11:00 a.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)
Barbara King	Director, Human Resources	(Remote Participation)
Kayla Elford	Human Resources Advisor	(Remote Participation)
Libbey McDougall	Municipal Clerk	(Remote Participation)

1.0 CALL TO ORDER

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

ROLL CALL:

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

Chair MacDonald called the virtual Meeting of the Council Remuneration Review Committee to order at 11:01 a.m.

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 February 18

2.0 APPROVAL OF AGENDA

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

CRRC21-5 **Moved by** Public Member Pettigrew

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

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

MOTION CARRIED

CRRC21-6 **Moved by** Public Member Bell

That, to allow the Council Remuneration Review Committee the flexibility to conduct virtual electronic meetings during the ongoing COVID-19 Pandemic, and pursuant to Section 3.6 of Procedures Bylaw 44-7, as amended, Sections 4.23 and 4.24 of Procedures Bylaw 44-7, as amended, be suspended in order that all Members of Committee, including the Member presiding at the meeting, be permitted to participate in virtual electronic meetings and so as to also remove restrictions on the number of times a Member may do so until such time as the 2021 Council Remuneration Review Committee's mandate has been fulfilled.

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

MOTION CARRIED

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 February 18

3.0 ADOPTION OF PREVIOUS COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

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

CRRC21-7 **Moved by** Public Member Bell

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

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

MOTION CARRIED

4.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

5.0 REPORTS

CRRC21-8 **Moved by** Chair MacDonald

That Committee recess to the call of the chair at 11:08 a.m., and reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to the following Items:

- 5.1, Verbal Request for Direction: 2021 Council Remuneration Review Committee Workplan; and
- 5.2, Verbal Request for Direction: Council Remuneration Review Committee Future Meeting Schedule

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

MOTION CARRIED

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
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Committee reconvened in closed meeting at 11:10 a.m. with Chair MacDonald in the chair.

Committee recessed in closed meeting at 12:40 p.m. and reconvened in public meeting at 12:41 p.m. with Chair MacDonald in the chair.

CRRC21-9 **Moved by** Public Member Pettigrew

That Committee rise and report.

ROLL CALL VOTE:

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

MOTION CARRIED

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

Administration in attendance during the closed meeting discussions with respect to Item 5.1, 2021 Council Remuneration Review Committee Workplan:

Clerk: L. McDougall
Advice: C. Hughes and B. King
Observer: K. Elford

Attachment 1, 2021 Council Survey, was received for the Corporate Record with respect to item 5.1, 2021 Council Remuneration Review Committee Workplan.

CRRC21-10 **Moved by** Public Member Bell

That with respect to Item 5.1, 2021 Council Remuneration Review Committee Workplan, the following be approved:

That the Council Remuneration Review Committee:

1. Approve the following Statement of Guiding Principles for Town of Banff Council Remuneration with respect to the Committee's deliberations and resulting recommendations to Council:

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 February 18

- There is recognition that the work of the Town of Banff Council is critically important to our community and there is a need to ensure that they are remunerated accordingly;
 - There is a need for greater accountability and public engagement to address growing expectations of the community with respect to the Mayor and Councillors' responsibilities and obligations throughout their term of office;
 - Council salaries should be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor;
 - The level of compensation should attract and retain a representative pool of competent, motivated, well qualified community minded citizens for the offices of Mayor and Councillor who reflect the diversity of our community;
 - The complexity, responsibilities, time commitments, and accountabilities associated with the role of Mayor and Council in our community is unique based on its stature as an international tourist destination based in a national park; and
 - Remuneration must be transparent, fiscally responsible, and easily understood by the electorate.
2. That the Council Remuneration Review Committee direct Administration to commence gathering information by:
- Obtaining information with respect to the per diem, and its history, provided by the Bow Valley Waste Commission and how other municipalities handle this;
 - Obtaining information with respect to examples of municipal policies or bylaws relating to issues such as parental leaves, leaves of absences, and other related topics;
 - Administering a survey of the current Council to inquire about compensation, time commitments, and technology, as set out in Attachment 1, which is to be released as a public document upon Committee rising and reporting; and
 - Obtaining Council remuneration and municipal comparisons from the following:
 - City of Airdrie;
 - Town of Canmore;
 - Town of Cochrane;
 - Town of High River;
 - Town of Okotoks;
 - Town of Strathmore;
 - MD of Foothills;

Minutes approved by: _____



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- Rockyview County;
- Resort Municipality of Whistler;
- Town of Sylvan Lake; and
- Town of Jasper.

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

MOTION CARRIED

CRRC21-11 **Moved by** Public Member Bell

That with respect to Item 5.1, 2021 Council Remuneration Review Committee Workplan, the following be approved:

3. That the Council Remuneration Review Committee direct that the confidential discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

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

MOTION CARRIED

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

Administration in attendance during the closed meeting discussions with respect to Item 5.2, Council Remuneration Review Committee Future Meeting Scheduled:

Clerk: L. McDougall
Observer: C. Hughes, B. King, and K. Elford

CRRC21-12 **Moved by** Chair MacDonald

That with respect to Item 5.2, Council Remuneration Review Committee Future Meeting Schedule, the following be approved:

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 February 18

That the next Regular Meeting of the Council Remuneration Review Committee be scheduled for Wednesday, 2021 March 10, at 10:00 a.m. and further that this meeting be conducted virtually using Zoom.

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

MOTION CARRIED

6.0 NEW/URGENT BUSINESS

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

7.0 CONFIDENTIAL ITEMS

No Confidential Items were scheduled as part of this meeting.

8.0 ADJOURNMENT

CRRC21-13 **Moved by** Public Member Pettigrew

That this meeting adjourn at 12:44 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: _____



BRIEFING

Subject: Council Compensation for Appointments to External Committees and Boards

Presented to:
Council Remuneration Review Committee

Date: 2021 March 10

Item #: 6.1

Submitted by: Chris Hughes,
Director, Corporate Services

This Briefing is submitted for acceptance into the Corporate Record.

BACKGROUND

Reason for Report

During the February 18 meeting of the Council Remuneration Review Committee, administration was asked to bring back information on the compensation for Council appointments to committees, boards and commissions and specifically to the appointment to the Bow Valley Waste Management Commission.

Summary of Issue

Each year during Council's Annual Organizational Meeting, appointments are made to the following internal and external boards, committees, commissions and cooperatives:

Internal

Banff Heritage Corporation Board
Banff Housing Corporation Board
Banff Public Library Board
Community Art Committee
Development Appeal Board
Municipal Planning Commission

External

Banff Lake Louise Tourism Board – Alternate
Biosphere Institute
Bow Valley Regional Housing Board
Bow Valley Regional Transit Services Commission
Bow Valley Waste Management Commission
Community Advisory Committee (RCMP)
Rocky Mountain Housing Cooperative

The process for appointment is governed by Council Policy C1007 which is attached for reference. Currently among these appoints, the only entity to provide compensation directly to our Council appointee is the Bow Valley Waste Management Commission.

The current Council Remuneration policy guidance is that compensation for attendance at meetings for which a Councillor has been appointed is included in their base remuneration if those meetings occur within the Bow Valley. The Bow Valley is defined as the area between and including the

Francis Cooke Landfill and Lake Louise. In order to maintain equity for Councillors serving on the various committees, section 9.3 of the Council Remuneration policy states:

9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on an external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

This ensures that Councillors are not compensated differently dependent on which committees they are assigned to.

Administration reached out to the Town of Canmore and the MD of Bighorn to enquire about their process for compensation on these various external commissions. To date we have only heard back from the MD of Bighorn. It is their practice to compensate Councillors' attendance at additional boards and committee meetings assigned at the annual organizational meeting with honoraria above and beyond their base compensation. The majority of these are paid directly by the Municipal District. In the instances where the commission pays compensation directly to a Councillor, the Municipal District would pay the difference to the Councillor based on the set honorarium amount.

ATTACHMENTS

Attachment: Policy C1007 – Council Member Appointments to Committees

Submitted By:

Chris Hughes
Director, Corporate Services

POLICY Council Member Appointments to Committees



Policy C1007

Adopted by Council:	2019.06.10	Administrative Responsibility:	Municipal Clerk
Council Resolution #:	COU19-168	Last Review Date:	New
Modified by Resolution #:		Next Review Date:	
Replaces:			

1.0 POLICY

The Council member Committee appointment process will be fair, consistent, and transparent. Appointments are made in the basis of interest and the requirements of the Committees, while meeting the needs of the community and striving for a balance in workload requirements.

2.0 PURPOSE

This policy conveys Council's preferred process for appointing Council members to committees. Any provisions of this policy may be temporarily suspended or permanently amended by majority vote of Council.

3.0 DEFINITIONS

- 3.1 For the purpose of this policy, the term "Committee" applies to the boards of municipally owned corporations, the board and committees established by bylaw, advisory committees, task forces, working groups and other bodies on which Town Council is entitled representation as authorized by this policy.

4.0 RESPONSIBILITIES

- 4.1 Council shall be responsible for approving this procedure and any amendment thereto.
- 4.2 The municipal clerk shall be responsible for the administration and maintenance of this procedure.

5.0 STANDARDS

- 5.1 Appointments of Council members to serve on Committees shall normally occur at the annual organizational meeting. However, there may be situations that arise that cause an appointment to occur during a regular meeting of Council.
- 5.2 A Council member may be placed on a Committee notwithstanding the absence of the Council member at the time of appointment.

6.0 PROCEDURE

- 6.1 Prior to each annual organizational meeting, the municipal clerk will produce a table indicating committees on which Council has representation and the meeting schedule, if known.
- 6.2 A copy will be provided to each member of council inviting members to list their preferences and requesting completion and return to the municipal clerk.

- 6.3 The municipal clerk will prepare a table consolidation sheet upon which to record the preferences of each member of council. After recording the preferences of the council members on the table consolidation sheet, it will be provided to the Mayor and Council.
- 6.4 Prior to the annual organizational meeting, the Mayor, in consultation with individual members of Council, will establish a listing of recommended appointments for members of Council. The listing will be submitted to Council at the organizational meeting for consideration.
- 6.5 At the annual organizational meeting, members of Council will be given the opportunity to self nominate themselves to serve on any committee in addition to those presented in the listing.
- 6.6 Council members may speak to their nomination for a maximum of two minutes, exclusive of any council debate on the merits of the nomination.
- 6.7 Where more than the number of Council members required for a Committee stand for election, a vote shall be taken by secret ballot.
- 6.8 Where two or more nominations have an equal number of votes for an appointment, the second vote shall be taken to decide which one or more of such nominees shall be appointed.; and
- 6.9 Where the second vote is taken and two or more nominees continue to have an equal number of votes, the appointment shall be made by draw.

7.0 TERM OF APPOINTMENT

- 7.1 Appointment of Council members to Committees listed in Appendix A shall be for a one (1) year term up to a maximum of two (2) consecutive years, when required, to accommodate where appropriate the following:
 - a) the rotation of Council representation on such committees;
 - b) an equal opportunity for all Council members;
 - c) a balanced representation.
- 7.2 The maximum term does not apply where:
 - a) there are no interests in appointment from other Council members;
 - b) council determines there are conditions that exist that warrant an appointment for an extended term.
- 7.3 Appointment of Council members to Committees listed in Appendix B may be for the term of Council.
- 7.4 Appendices to this procedure will be updated by the municipal clerk from time to time to reflect changes to Committees as approved by Council.

8.0 RELATED DOCUMENTS

- 8.1 [Procedures Bylaw](#)
- 8.2 [Council Committees Bylaw](#)
- 8.3 [Committees Honorarium Bylaw](#)
- 8.4 [Committee Appointments Policy](#)

Policy Name

9.0 ATTACHMENTS

- 9.1 Appendix A: Committees (Internal and External)
- 9.2 Appendix B: Full Term Committee Appointments (Internal and External)

This policy shall be in effect on the date it is approved by resolution of Council.

On original
Karen Sorensen
Mayor

On original
Robert Earl
Town Manager

Policy Name

Appendix A

Internal

Banff Heritage Corporation Board
Banff Housing Corporation Board
Banff Public Library Board
Community Art Committee
Development Appeal Board
Municipal Planning Commission

External

Banff Lake Louise Tourism Board – Alternate
Biosphere Institute
Bow Valley Regional Housing Board
Bow Valley Regional Transit Services Commission
Bow Valley Waste Management Commission
Community Advisory Committee (RCMP)
Rocky Mountain Housing Cooperative

Appendix B – Full Term Committee Appointments

Internal

Governance and Finance Committee – All Council Members
Assessment Review Board

External

Banff Lake Louise Tourism Board – Mayor
AUMA Mayor’s Caucus – Mayor
Intergovernmental Liaison – Mayor
Superintendent’s Breakfast – Mayor
RCMP Liaison - Mayor