



**COUNCIL REMUNERATION REVIEW COMMITTEE
ORDER OF BUSINESS
Virtual Regular Meeting
Wednesday, 2021 April 14, at 1:30 p.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 April 14 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 April 14 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Agenda for the 2021 April 14 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 March 31 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Minutes of the 2021 March 31 Virtual Meeting of Council Remuneration Review Committee be adopted.



4.0 UNFINISHED BUSINESS

None

5.0 REPORTS

5.1 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

7.0 CONFIDENTIAL ITEMS

7.1 Confidential Briefing: Requested Policy Language Drafting

Held confidential pursuant to Sections 23 (Local public body confidences) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to Item 7.1, Confidential Briefing: Requested Policy Language Drafting.

8.0 ADJOURNMENT



Council Remuneration Review Committee Virtual Regular
Meeting
2021 March 31

**MINUTES OF THE VIRTUAL COUNCIL REMUNERATION REVIEW COMMITTEE
MEETING
of the Town of Banff in the Province of Alberta
Virtual Meeting
Wednesday, 2021 March 31, at 1:30 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)
Barbara King	Director, Human Resources	(Remote Participation)
Kayla Elford	Human Resource Advisor	(Remote Participation)
Lisa Lee	Executive Assistant, Mayor's Office	(Remote Participation)
Tara Johnston	Legislative 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 1:31 p.m.

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 March 31

2.0 APPROVAL OF AGENDA

- 2.1 Agenda for the 2021 March 31 Virtual Regular Meeting of the Council Remuneration Review Committee

CRRC21-22 **Moved by** Public Member Bell

That the Agenda for the 2021 March 31 Virtual Regular Meeting of the Council Remuneration Review Committee be approved, **as amended, as follows:**

- **By Bringing forward Item 7.1, Confidential Briefing: Requested Support Information, to be dealt with as the first item of new business following Item 3.1, Minutes of the 2021 March 10 Virtual Regular Meeting of the Council Remuneration Review Committee.**

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

MOTION CARRIED

3.0 ADOPTION OF PREVIOUS COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

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

CRRC21-23 **Moved by** Public Member Pettigrew

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

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

MOTION CARRIED

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 March 31

4.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

5.0 REPORTS

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

CRRC21-29 **Moved by** Chair MacDonald

That with respect to Item 5.1, 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 Wednesday, 2021 April 14, at 1:30 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

6.0 NEW/URGENT BUSINESS

No Items of New/ Urgent Business were added to this meeting.

7.0 CONFIDENTIAL ITEMS

Note: This Item was dealt with immediately following Item 3.1, Minutes of the 2021 March 10 Virtual Regular Meeting of Council Remuneration Review Committee.

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 March 31

CRRC21-24 **Moved by** Chair MacDonald

That Committee recess to the call of the chair at 1:33 p.m., and reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Sections 19 (Confidential evaluations) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to Item 7.1, Confidential Briefing: Requested Support Information.

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

MOTION CARRIED

Committee reconvened in closed meeting at 1:34 p.m. with Chair MacDonald in the chair.

Committee recessed in closed meeting at 3:54 p.m. and reconvened in public meeting at 3:55 p.m. with Chair MacDonald in the chair.

CRRC21-25 **Moved by** Chair MacDonald

That Committee rise and report.

ROLL CALL VOTE:

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

MOTION CARRIED

7.1 Confidential Briefing: Requested Support Information

Administration in attendance during the closed meeting discussions with respect to Item 7.1, Requested Support Information:

Clerk: L. McDougall and T. Johnston

Advice: C. Hughes and B. King

Observer: K. Elford

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
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The following documents were received for the Corporate Record with respect to Item 7.1, Requested Support Information:

- Confidential Document entitled Legal Opinion, which is to remain confidential pursuant to Section 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*; and
- Confidential Document entitled Motions, which is to remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

CRRC21-26 **Moved by** Chair MacDonald

That with respect to Item 7.1, Requested Support Information, the following be approved, **after amendment**:

That the Council Remuneration Review Committee:

- 1. Approve Confidential Recommendations 1 and 2 as contained in the Confidential Distribution.**

For: (2): Chair MacDonald and Public Member Bell
Against: (1): Public Member Pettigrew

MOTION CARRIED

CRRC21-27 **Moved by** Chair MacDonald

That with respect to Item 7.1, Requested Support Information, the following be approved, **after amendment**:

That the Council Remuneration Review Committee:

- 2. Approve Confidential Recommendations 3 through 14 as contained in the Confidential Distribution.**

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

MOTION CARRIED

Minutes approved by: _____



Council Remuneration Review Committee Virtual Regular Meeting
2021 March 31

CRRC21-28 **Moved by** Chair MacDonald

That with respect to Item 7.1, Requested Support Information, the following be approved, **after amendment:**

That the Council Remuneration Review Committee:

3. Direct that the confidential Briefing **and distributions**, as well as the closed meeting discussions, remain confidential pursuant to Sections 19 (Confidential evaluations), 24 (Advice from officials), **and 27 (Privileged information)** of the *Freedom of Information and Protection of Privacy Act*.

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

MOTION CARRIED

8.0 ADJOURNMENT

CRRC21-30 **Moved by** Chair MacDonald

That this meeting adjourn at 4:03 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: _____