

## AGENDA

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**REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD** to be held Monday, January 22, 2024, 5:00 p.m. Town of Tofield Administration Building, Council Chambers.

**1. Present**

**2. Call to Order**

“As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. **We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.**”

**3. Adoption of Agenda**

**4. Minutes**

- (a) Minutes of the Regular Meeting of Council of the Town of Tofield held January 8, 2024.

**5. New Business**

- (a) Letter of support to MLA Lovely for continued Provincial Funding for STARS
- (b) Tofield RCMP Detachment
- (c) Committees of Council Policy 1.07 and Elected Official, Council Representation Honorarium Expense Rates & Professional Development Policy 1.08.
- (d) Request for Decision – Tofield Sr Drop In Centre – Tofield of Dreams

## **6. Closed Session**

Section 21 – Harmful to Intergovernmental Relations - *Freedom of Information and Protection of Privacy Act* - Hwy 14 Regional Water Services Commission.

Section 16 – Business Interest of a Third Party - *Freedom of Information and Protection of Privacy Act* - Land

## **7. Councillor Reports**

## **8. Adjournment**

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE TOWN OF TOFIELD held Monday, January 8, 2024 Town of Tofield Administration Building Council Chambers**

**PRESENT**

1. Mayor Dueck; Councillors, Tiedemann, Martineau, Conquest and Chehade; Cindy Neufeld, Chief Administrative Officer and Assistant Chief Administrative Officer Edwards.

Also Present: John Mather, Tofield Mercury and Anne Ruzicka, Claystone Waste Ltd.

**CALL TO ORDER**

2. Mayor Dueck called the meeting to order at 5:00 p.m.

"As we gather here today, we acknowledged that we are on Treaty 6 Territory and the Homeland of the Metis and that we pay our respect to the First Nations and Metis ancestors of this place and reaffirm our relationship with one another"

**ADOPTION OF AGENDA**

3. **MOVED** by Chehade that the Agenda be approved as amended.

01-01-24

CARRIED UNANIMOUSLY

Add: 6. Beaver Foundation Minutes – October 24, 2023

**MINUTES**

4. (a) **MOVED** by Chehade that the Minutes of the Regular meeting of Council of the Town of Tofield held December 11, 2023, be approved as amended.

02-01-24

CARRIED UNANIMOUSLY

**FINANCIAL**

5. (a) **MOVED** by Conquest that the Monthly Financial Statement for the period ending December 31, 2023 be approved.

03-01-24

CARRIED UNANIMOUSLY

- (b) **MOVED** by Chehade that the Open Payables for the month of December 2023 in the total amount of \$280,585.69 be approved for payment.

04-01-24

CARRIED UNANIMOUSLY

- (c) **MOVED** by Chehade that the list of Cancelled 2023 Accounts Receivable Invoices was approved

05-01-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
January 8, 2024**

**CORRESPONDENCE**

6. The following Correspondence was presented:

- Unapproved Minutes of Beaver Ambulance Society meeting held December 12, 2023;
- Claystone Waste Ltd Shareholder Summary of Board meeting held November 23 & 24, 2023;
- Unapproved Minutes of Highway 14 Regional Water Commission Special and Organizational meetings held November 16, 2023;
- Community Peace Officer October, November and December 2023 Quarterly Report from the Town of Vegreville;
- Letter from the Minister of Municipal Affairs, the Honourable Ric McIver, regarding the meeting of December 4, 2023, discussing the water supply and regional waterline capacity;
- Letter from Minister of Arts, Culture and Status of Women, the Honourable Tanya Fir to Dave Berrecloth, President of the Tofield Agricultural Society, regarding Community Facility Enhancement funding;
- Letter from the Minister of Municipal Affairs, the Honourable Ric McIver, regarding the Local Government Fiscal Framework funding;
- Letter from the Minister of Environment and Protected Area, the Honourable Rebecca Schulz, regarding the significant drought in Alberta; and
- Minutes of the regular meeting of Beaver Foundation meeting held October 24, 2023.

**MOVED** by Chehade that the Correspondence be received and filed.

06-01-24

CARRIED UNANIMOUSLY

Mather and Ruzicka left the meeting at 5:23 p.m.

**CLOSED SESSION**

7. **MOVED** by Martineau that Council meet in Closed Session At 5:23 p.m. to discuss matters under the Alberta FOIP Act as follows:

Division 2, Section 21 –Harmful to Intergovernmental Relations – *Freedom of Information and Protection of Privacy Act*.

Claystone Waste Ltd and Beaver Foundation

Division 2, Section 16 –Harmful to Business Interest of a Third Party – *Freedom of Information and Protection of Privacy Act*.

Division 2, Section 17 –Harmful to Personal Privacy – *Freedom of Information and Protection of Privacy Act*.

07-01-24

CARRIED UNANIMOUSLY

**Minutes of the Town of Tofield Regular Council Meeting  
January 8, 2024**

08-01-24

**MOVED** by Conquest to revert to the regular session at 6:26 p.m.

CARRIED UNANIMOUSLY

No public present.

**ADJOURNMENT**

8. **MOVED** by Chehade that the meeting adjourn at 6:27 p.m.

09-01-24

CARRIED UNANIMOUSLY

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

UNAPPROVED



## TOWN OF TOFIELD COUNCIL REQUEST FOR DECISION

**Meeting Type:** Regular  
**Department:** Administration  
**Presented by:** Cindy Neufeld

**Meeting Date:** January 22, 2024  
**Confidential?:** NO

**Topic: Tofield Sr Drop-In Centre - Tofield of Dreams Project**

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### **BACKGROUND/PROPOSAL:**

Tofield Golden Club are expanding the current facility, referred to as "Tofield of Dreams"

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The expansion will provide for a gymnasium, Games Room, Craft Area, Walking/Running room and more. The Club is actively campaigning for funding.

There funding is currently short to be able to obtain conceptual and engineering drawings to be able to commence the project.

They are approaching the Town to upfront the cost of developing drawing.

### **INTERGOVERNMENTAL INVOLVEMENT:**

The Club will be approaching Claystone Waste and Beaver County

### **EXTERNAL AND INTERNAL COMMUNICATIONS/PARTICIPATION:**

Will advise the Club of Council decision

### **FINANCIAL IMPLICATIONS:**

\$40,000

### **ALTERNATIVES**

1. Approve the request and fund through Operating Reserves
2. Deny the Request
3. Council may have another direction

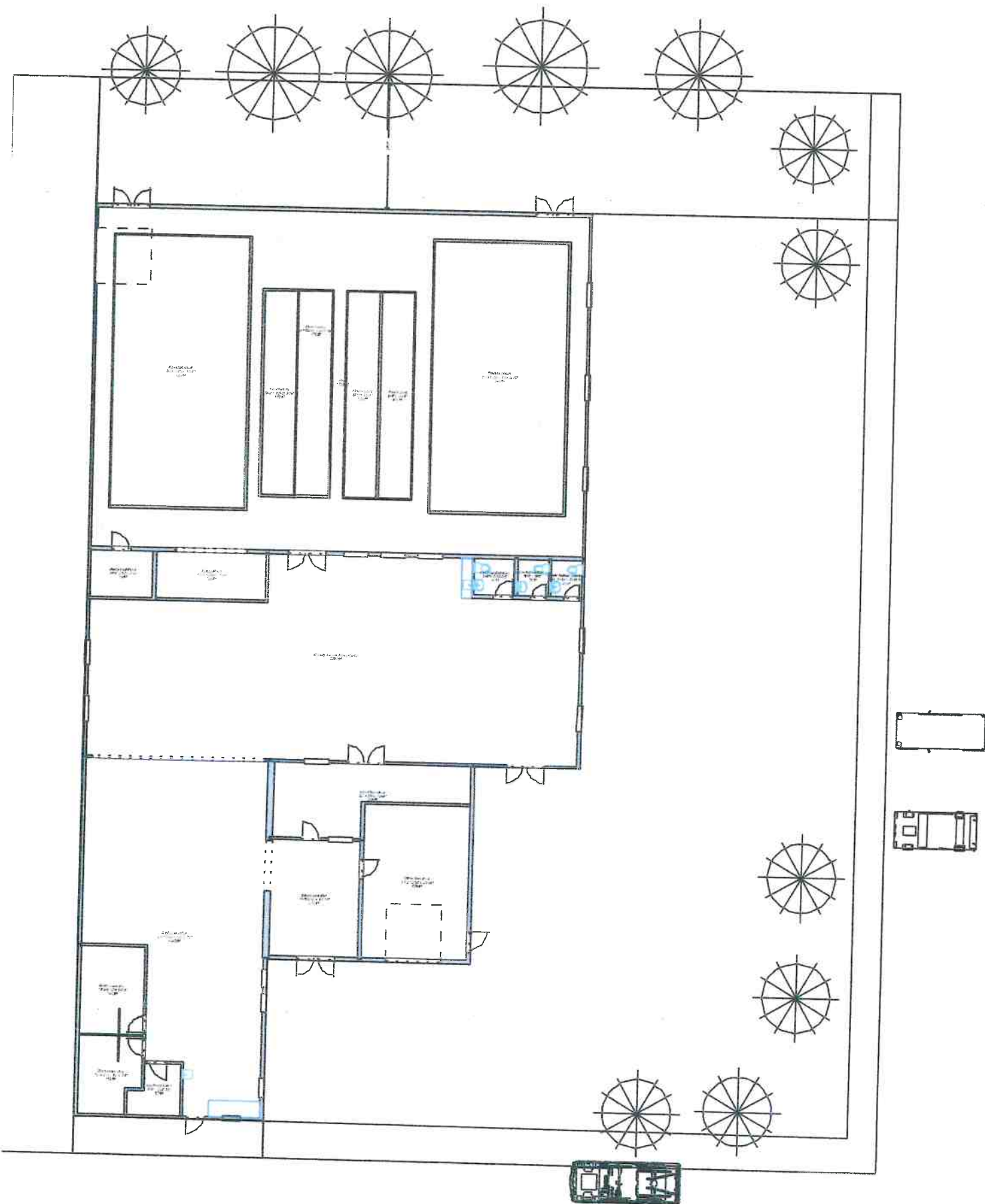
### **RECOMMENDED ACTION:**

Approve the request, pay the invoice and fund through Operating Reserves

**Enclosures: YES**











This report offers **Conceptual Drawings** for renovations and an addition of a Gymnasium and Midway for Tofield Golden Club.

## Project Highlights

1. Good use of property leaving room for gardens and or parking.
2. Employing a solid building structure complaint to Alberta Disaster Relief Standard.
3. A maintenance free exterior building for longevity.
4. Highly insulated building to R28 walls and R40 Roof.
5. Utilizing the solid roof (24 gauge) for Solar Panel application.
6. Solar Panels for decreased operational costs.
7. Highly efficient In floor heating to satisfy a controlled heating environment.
8. Rear entry overhead for easy and less destructive loading and unloading for events.
9. A secondary entrance to a Midway to satisfy building emergency exit.
10. Additional washrooms to existing to accommodate more people.
11. Windows to shed light and offer less confining space.
12. A gymnasium to offer the sports our town requires.
13. Offering services to Seniors in town by having a Workshop.
14. A Midway Games Room and Craft Area.
15. A Commercial Kitchen for town events.
16. An enclosed bar for occasional needs.
17. Additional Storage Space.
18. Walking/Running Room.
19. Building is designed to be all inclusive and allow future growth or change.

# INVOICE

Tofield Golden Club  
5004 - 54 Avenue, AB

tofieldgoldenclub.jim@gmail.com

Cindy Neufeld

**Bill to**  
Cindy Neufeld  
Town of Tofield  
Box 30  
5407 50 St.  
Tofield Alberta T0B 4J0

**Ship to**  
Cindy Neufeld  
Town of Tofield  
Box 30  
5407 50 St.  
Tofield Alberta T0B 4J0

**Invoice details**  
Invoice no.: 1239  
Terms: Net 30  
Invoice date: 2024-01-17  
Due date: 2024-02-16

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Services</b> Conceptual Drawings for Tofield Golden Club building renovation and addition.		1	\$40,000.00	\$40,000.00

Total

\$40,000.00

Please make cheque payable to "Tofield of Dreams"  
5004 - 50 Street  
Tofield, Alberta, T0B 4J0

## Cindy Neufeld

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**From:** Paul, Cameron (RCMP/GRC) <Cameron.PAUL@rcmp-grc.gc.ca>  
**Sent:** January 18, 2024 11:45 AM  
**To:** Rosemary Offrey; cao@ryley.ca; Cindy Neufeld; Kayleena Spiess  
**Cc:** Willis, Jeremy (RCMP/GRC)  
**Subject:** Tofield RCMP - Bi-weekly Crime Report  
**Attachments:** Tofield RCMP Detachment News Jan 1 to Jan15.docx

Good Morning,

It was suggested by Reeve Smook that in past years a previous Detachment Commander shared an informal "Crime Report" on a weekly basis, and that he was asking if that was something that could be done again.

Corporal Willis of Tofield RCMP does a bi-weekly "Crime Report" for local media, so going forward we'll include your offices in that distribution so that it can be shared with Council. This won't replace formal Police reports submitted for Council, nor replace direct advisements of major or urgent incidents that occur in each of your jurisdictions.

Sincerely,

Cameron PAUL, Sergeant | Sergeant  
Commander | Commandant  
Royal Canadian Mounted Police (RCMP) | Gendarmerie royale du Canada (GRC)  
Tofield Detachment | detachment de Tofield  
5515 – 49 Street  
P.O Box 540  
Tofield, AB  
T0B 4J0  
Office: 780-662-3353  
Cell: 587-926-5384



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## Tofield RCMP Detachment News

January 1<sup>st</sup>, 2024 – January 15<sup>th</sup>, 2024

January 17<sup>th</sup>, 2024

Some notable incidents are:

January 1<sup>st</sup>, 2024 – Tofield RCMP responded to a multi vehicle collision on Highway 14 at Range Road 192. Upon arrival, a 34 year old male was located deceased at the scene. A second male was located with life-threatening injuries. The injured male was transported via STARS air ambulance to a hospital in Edmonton. Preliminary investigation revealed that the two men got out of their vehicle following a collision and were struck by a passing motorist.

January 3<sup>rd</sup>, 2024 – Tofield RCMP were on patrol when they witnessed a truck drive into a set of garbage cans in the Tofield area. Tofield RCMP attempted to initiate a traffic stop but the driver failed to stop for police. Tofield RCMP located the male at his residence who was showing signs of impairment. The driver was arrested and subsequently provided breath samples that were over the legal limit. Tofield RCMP charged (48 year old) Brett TORPE with Impaired Operation over 80 mg/% of a motor vehicle and criminal flight from police.

January 5<sup>th</sup>, 2024 – Tofield RCMP received a complaint of a break and enter to a business in the Beaver County area. Tofield RCMP were advised that electrical cable and components were stolen. The matter is still under investigation.

January 8<sup>th</sup>, 2024 – Tofield RCMP received a complaint of a transformer pole located on a vacant rural property was broken off. The transformer appeared to be stripped of copper wire. The matter is still under investigation.

January 12<sup>th</sup>, 2024 – Tofield RCMP received a complaint from a rural resident regarding a utility trailer found behind some trees. Police attended and determined the trailer to be stolen. The trailer was towed and the owner was notified. The trailer was stolen from a Saskatchewan business. Matter is still under investigation.

January 14<sup>th</sup>, 2024 – Tofield RCMP were on patrol when they noticed suspicious tracks leading through a fence into a farm. A stolen trailer was located among some trees. The trailer was towed and the owner was notified. Trailer was stolen out of Killam, Alberta. Matter is still under investigation.

January 15<sup>th</sup>, 2024 – Tofield RCMP received a complaint of a local business in the Holden area being broken in to. Several small tools and supplies were taken. Matter is still under investigation.

Tofield RCMP ask that if you see any suspicious activity to please report it immediately by calling your local RCMP complaint line.

## Round Table Report – Mayor Dueck, December 2023 – January 2024

My activities and commitments since the November 15, 2023.

Weekly visits/discussions (Thursday or Friday mornings) to the town office to sign cheques and meet with administration on any items that may arise.

- Nov 28 - Beaver Foundation Regular Meeting
- Nov 29 - BESC Budget Meeting
- Dec 4 - Meeting with Municipal Affairs – Minister McIvor
- Dec 5 - BEMS Accreditation Interview
- Dec 11 - Regular Council Meeting
- Dec 12 - BESC ERP Exercise – Tofield 8:30 AM – 4:00 PM
- Dec 13 - Capital Financial Planning Meeting
- Dec 14 - Paul Lolacher Memorial
- Dec 22 - Town Shop Christmas Party
- Jan 8 - Regular Council Meeting
- Jan 10 - Emergency Advisory Committee Meeting
  - BESC Regular Meeting
- Jan 11 - BRP Meeting - Holden
  - IMC Meeting - Holden
  - 402 ICS Training – Holden
- Jan 16 - Joint Council – Ryley
- Jan 17 - ToT Budget Meeting
- Jan 22 - Regular Council Meeting

Happy New Year, Hope you all had a wonderful Christmas Season.

Well January 2024 came in extremely crabby, hope you are all starting to thaw out. On an upside if there is one, although it has been extremely cold, the scenery sort of looks like a Christmas card with all the frost, blue skies and sunshine.

January has started out busy for all of us as we get back to business, I trust you all are set to carry on with the work that we have committed to as a council.

Wishing you all continued good health as we head into 2024.

Respectfully submitted Deb Dueck



## **TOWN OF TOFIELD**

## **POLICY AND PROCEDURE MANUAL**

# **GOVERNANCE & LEADERSHIP**

## **POLICY: COMMITTEES OF COUNCIL**

## **Policy 1.07**

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### **POLICY STATEMENT**

There shall be a policy stating the obligations and responsibilities of Council members representing the Town of Tofield on Committees

### **PROCEDURES**

1. Terms of reference must be in place for standing or ad hoc committees of the Council. Terms of reference must outline the committee mandate, roles and responsibilities of committee members, timelines and expected deliverable(s). Committee decisions shall pertain to recommendations only and must be submitted to Council for consideration and endorsement. The Council, in adherence to legislative requirements, may officially delegate power to make decisions on its behalf.
2. Councillors must actively participate in Council meetings and Council committee meetings and meetings of other bodies, including but not limited to, commissions, community boards or committees to which they are appointed by Council during Council's annual organizational meeting. The Council shall entrust the Mayor to determine placement or collectively establish an alternate process for appointing Councillors to committees.
3. Councillors appointed to serve on Community committees or boards are to work in the best interest of the committee or boards but also represent Council and bring forward Council's perspective, rather than personal opinions. Councillors shall be prepared to update Council regularly regarding committee matter and attendance. Councillors must notify their alternate if unable to attend such meetings.






## **POLICY: COMMITTEES OF COUNCIL**

## **Policy 1.07**

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COUNCIL APPROVAL MOTION #15-07-15

  
MAYOR

DATE: JULY 13, 2015



## TOWN OF TOFIELD

## POLICY AND PROCEDURE MANUAL

### GOVERNANCE & LEADERSHIP

#### POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM EXPENSE RATES & PROFESSIONAL DEVELOPMENT

#### Policy 1.08

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##### POLICY

There shall be a Policy established regarding the remuneration expense and Professional Development fees payable to the Elected Officials the Town of Tofield. Elected Officials are required to commit a significant amount of time and effort to fulfill their duties and responsibilities as municipal Councilors and Mayor and should be reimbursed for expenses incurred and time spent away from their regular place of business and family and personal responsibilities. Most duties and commitments for the Mayor and Deputy Mayor can be calculated in actual time, although other responsibilities at social functions and events, etc., cannot be as easily identified.

##### DEFINITIONS

<i>Town</i>	-	Means the municipal corporation of the Town of Tofield
<i>Delegation</i>	-	Attendance at meetings either in-town or out-of-town representing the Town of Tofield
<i>Non-Council Member</i>	-	A member representing the Town of Tofield appointed by the Town of Tofield, this members does not include staff members.



# **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

## **Policy 1.08**

### **DEFINITIONS con't**

#### *In Town Social Functions*

- Public appearances ie ribbon cutting, Chamber of Commerce meetings, greetings, school functions, suppers, Open Houses, fund-raising events.

#### *Conferences, Workshops, Seminars and Educational Opportunities*

- Alberta Municipalities (AB Munis)

- Federation of Canadian Municipalities (FCM)

-Elected Officials Education Program (EOEP)

-Other conferences, workshops, seminars and educational opportunities which are relevant to professional development and related to business in the capacity of an elected official. (Of note: these shall be attendance either in person, or by virtual or electronic means).

#### *Expenses*

Air Travel, Approved Accommodation, Kilometrage, Conference Registrations & Membership Fees

#### *Incidentals*

Personal Cell Phone usage, meals, parking Transportation (taxi, Bus) Town Hall meetings by telephone, ZOOM, webinar or other electronic means.



## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

#### **GUIDELINES**

##### **Per Diems**

For each regular meeting, the Mayor, Councillor and Non-Council Member shall be paid a remuneration as per Schedule "A".

Other than Council meeting the Mayor/Councillor/or Non-Council Member must be appointed by Council to represent the Town of Tofield to be eligible for per diems

**Conference** Calls shall be considered eligible for remuneration if the claim is accompanied with an agenda and minutes.

For each meeting, that an alternate attends, with the appointed member the alternate shall be paid a remuneration as per Schedule "A". Alternate attendance with appointed member must have Council approval.

A per diem shall not be paid in the following cases:

- if a per diem is paid by the regional board
- attending In Town social functions
- If two or more meetings are held consecutively, in same venue and one meeting is less than 1 hour, per diem shall be considered one meeting. i.e. Municipal Planning Commission meeting 30 minutes, followed by a regular Council meeting, this shall be considered only one meeting.

If a per diem paid by an outside board is less than per meeting rate determined by Council, the town shall top up the per diem of that meeting. The top up shall be from a regular Board Member Rate.

Expenses shall be reimbursed as per receipts submitted.



## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

If a member wishes to be appointed to an **Executive** Positions of a regional board, and if the regional board does not pay per diems for said position, the member must obtain approval from Council in order to be compensated

#### **Allowances**

It is **expected** that the Mayor, on the average, dedicates approximately 20 extra hours per week, therefore the Mayor shall receive an allowance, in addition to per diems, as per Schedule "A". If the Deputy Mayor is appointed a dedicated Deputy Mayor not a rotational Deputy Mayor, the Deputy Mayor shall receive an allowance, in addition to the per diems, as per Schedule "A".

Costs shall be funded for the Mayor and Councillor's attendance at conferences, seminars, workshops and or other educational opportunities.

To assist in furthering members of Council professional development, each member shall be provided with an annual Council Professional Development (Refer to Schedule A) The budget **season** for this amount shall be from January to December, yearly.

Should an excess amount of funds exist in any Council member's professional development budget, it is not able to be carried forward to the next calendar year.

The Council member must obtain approval by the Mayor and Administration for any Professional Development activity.



## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

Courses or education courses pertaining to professional development must be approved by the Mayor and Council prior to the cost of the course being applied to any member of Council's Professional Development budget.

Members of Council may attend the following conferences/courses using funds from a specific budget established annually as part of the budgeting process:

- a) Alberta Municipalities Conference

Members of Council are not limited in the number of professional development activities they may attend; however, the total costs of attendance claimed may not exceed the total funds provided in the individuals Council Professional Development budget.

Funds in the individuals Council Professional Development Budget are non-transferable to other Members of Council.

Members of Council will not be reimbursed for attendance of either Federal or Provincial political party functions or fundraisers.

#### **Incidentals**

Each Councillor, with exception to the Mayor, shall receive Incidental Pay, as per Schedule "A" payable monthly, for miscellaneous incidentals.

Kilometrage shall be paid equivalent to the Alberta Government Rate.





## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

#### **Spousal/Partner Attendance**

When a spouse/partner accompanies a Councillor to a meeting, workshop, seminar, or conference the expenses of the spouse/partner for meals, travel, accommodation, and incidentals shall be considered a personal expense and shall not be reimbursed.

Exception includes the Alberta Municipalities Convention where the Council goes for a meal as a group the partner/spouse's meal shall be reimbursed.

When the invitation to a function includes that of a Councillor's spouse/partner, the reasonable expenses of the spouse/partner to attend that function shall be reimbursed.

#### **Irregular Meetings Conferences Seminars; Workshops Public/General Invitations**

Meetings, workshops, seminars, and conferences (including out of province) that are not considered a regular function or not directly representing the Town of Tofield Council shall require authorization prior to payment of per diems or reimbursement of expenses



## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

#### **PROCEDURE**

1. Per diem, allowances, travel, and other reimbursement rates shall be reviewed at the annual Organizational Meeting, or as required by Council from time to time.
2. Councillors shall submit Councillor timesheets by the 19<sup>th</sup> of each month. Timesheets shall indicate the particulars of the meeting. Only those meetings actually attended shall be included, not scheduled or upcoming meetings.
3. Councillors shall submit claim forms, accompanied by receipts where required, on a monthly basis. Detailed receipts are required to enable the Town to claim the GST rebate. Meal expenses for other than the Councillor shall indicate for whom the meal was purchased.
5. While conducting Town business, a Councillor may claim meals in accordance to schedule "A", and in the vent of meal expenses exceeding the Schedule rates due to location of stay or economics of the location, reimbursement will be based on actual receipted expenses including gratuities. Alcohol shall not be an allowable expense.
6. If a Councillor is required to travel on Town business and accommodation away from the councilors regular place of domicile is necessary, the Councillor may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in Schedule "A"
7. Attendance to Alberta Municipalities sponsored and hosted electronic mediums through ZOOM, telephone, webinar or other means shall be remunerated at a rate pursuant to Schedule "A", as in conjunction with Alberta Municipalities Conference sessions held through electronic means.

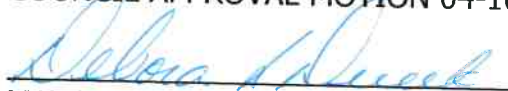


## **POLICY: ELECTED OFFICIAL, COUNCIL REPRESENTATION HONORARIUM AND EXPENSE RATES**

### **Policy 1.08**

8. The Mayor, in the absence of the Mayor, the Deputy Mayor or a Councillor shall review and approve each Councillor's timesheet and expense claim. The Deputy Mayor or Councillor shall review and approve the Mayor's timesheet and expense claim. In no circumstance shall a Councillor review or approve his/her timesheet and expense claim.
9. In addition to those expenses authorized herein for Councillors, the Mayor may have additional business expenses arising from the promotion of the interests of the Town of Tofield which, subject to availability of budget funds, and subject to normal administrative approvals, shall be treated as Public Relations expenses.
10. Each Councillor is responsible for their timesheet. Missed or retro Claims.
11. The Chief Administrative Officer shall ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
12. The Chief Administrative Officer shall review the Mayor and Councilors expenses prior to approval.

COUNCIL APPROVAL MOTION 04-10-23



MAYOR

DATE: October 10, 2023

## SCHEDULE "A"

Mayor Allowance	Equal to 5 per Diems
Deputy Mayor Allowance	Equal to 1 per Diem
Per Diems	By Resolution of Council
Incidentals	Equal to 0.5 per Diem
Alternate	Equal to 0.25 per Diem
Electronic Meetings etc.	Equal to 0.25 per Diem

Mileage: Current provincial allotment

Meals: Up to \$50.00/day as required

- Breakfast \$10.00 (including gratuities and GST)
- Lunch \$15.00 (including gratuities and GST)
- Dinner \$25.00 (including gratuities and GST)

### Conventions

- Registration
- Transportation
- Meals
- Receipted Hotel Charge or \$40.00/night in private accommodations (No receipt required)
- Virtual, electronic and webinar session attendance such as, but not limited to: Alberta Municipalities Summit, or Town Halls shall be remunerated at an amount equal to 0.25 per Diem per event.

### Professional Development

- Each Member of Council shall be provided an amount of \$3000.00 per year.