



AGENDA

**ORGANIZATIONAL MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held
Tuesday, October 15, 2024 5:00 p.m. at the Town of Tofield Administration Building.**

1. **PRESENT**
2. **CALL TO ORDER**
3. **DEPUTY MAYOR APPOINTMENT**
4. **REVIEW OF POLICY 1.08 ELECTED OFFICIAL, COUNCIL REPRESENTATION
HONORARIUM EXPENSE RATES AND PROFESSIONAL DEVELOPMENT**
5. **ESTABLISHMENT OF THE MUNICIPAL OFFICE – INCLUDE ADDRESS**
6. **COUNCIL APPOINTMENTS**
 - (a) List of Committees
7. **PUBLIC AT LARGE APPOINTMENTS**

Library Board – No public at large appointments required only Tofield Council and Beaver County member. County member cannot be appointed until Beaver holds their organizational meeting.

FCSS – one Public at Large Lynn Hryhynchuk for a term expiring October 2025

8. **PLANNING**

- a) Resolution to appoint Laraine Stuart, Cindy Neufeld, and Jeff Edwards as Development Officers for the Town of Tofield.
- b) Resolution to appoint Jane Dauphinee of Municipal Planning Services (2009) Ltd. as the Subdivision Authority Officer for the Town of Tofield.

9. **GOVERNANCE/ADMINISTRATION**

- a) Resolution to appoint Mike Krim, Assessor for the Town of Tofield
- b) Resolution to appoint Becher Munro & Company Chartered Accountants as the Auditors for the Town of Tofield.

c) Signing Authorities

Recommended Resolution that all agreements or documents, cheques and other negotiable instruments made or executed on behalf of the Town of Tofield be signed by the Mayor or any Councillor and the Chief Administrative Officer or Assistant Chief Administrative Officer.

10. **DATES AND TIME OF COUNCIL MEETINGS**

- a) Recommended Resolution that the regular meetings of Council will be held the second and fourth Mondays of each month commencing at 5:00 p.m., when Monday is a statutory holiday the meeting shall be held on the Tuesday following.

11. **ADJOURNMENT**



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

GOVERNANCE & LEADERSHIP

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

Policy 1.08

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,
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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.



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HONORARIUM AND EXPENSE
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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,
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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.



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**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



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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 19th 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.



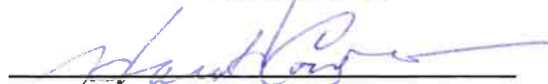


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8. The Mayor, in the absence of the Mayor, the Deputy Mayor or Acting Mayor or a Councillor shall review and approve each Councillor's timesheet and expense claim. The Deputy Mayor or Acting Mayor or a Councillor shall review and approve the Mayor's 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 *Revised January 22, 2023 15-01-24*


DEPUTY MAYOR

DATE: January 23, 2024

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.

2024/2025 COMMITTEE APPOINTMENTS

COMMITTEE/BOARD	# OF MEMBERS REQUIRED	MEETING DATE	Current Appointments
Agricultural Society	One Councillor	Varies	Dueck
Beaver County Victim Services	One Councillor & One Alternate	Call of Chair/AGM April	Martineau, Tiedemann as alternate
Beaver Emergency Medical Services - Ambulance	One Councillor & One Alternate	4th Wed evening of each Month	Martineau, Dueck as alternate
Beaver Emergency Services Commission	One Councillor & One Alternate	2nd Wed evening of each month	Dueck, Martineau as alternate
Beaver Foundation	One Councillor & One Alternate	4th Tues evening of each month	Dueck, Chehade as alternate
Beaver Regional Partnership Committee	Mayor	Call of Chair Daytime meetings	Dueck
Claystone Waste PAC	One Member of Council	Four Times/year	Conquest
Community Attraction & Retention Committee	One Councillor & One Alternate	Fourth Tuesday	Chehade, Martineau as alternate
Highway 14 Regional Water Services Commission	One Councillor & One Alternate	3rd Thursday each month	Martineau, Tiedemann, as alternate
Intermunicipal Committee	Mayor and Deputy Mayor	Call of Chair Daytime meetings	Dueck and Conquest
Northern Lights Library System	One Councillor & One Alternate	3-4 times per year last Saturday of the month	Tiedemann, Martineau, as alternate
Tofield Library Board	One Councillor NO ALTERNATE ALLOWED Up to Max 9 PAL incl County Representation	3rd Tuesday evening of each month	Tiedemann, PAL Members: Zsuzsanna Hemperger Sandy Brolly Oct 25, Candice Salie Oct 26 & County Member
Tofield/Beaver/ Family & Community Support Services	One Councillor, One Alternate & One Public At Large	Quarterly evening 2 special meeting - total 6 meetings	Chehade, Martineau as alternate
Tofield Historical Society	One Councillor & One Alternate	Varies usually Wed 7:30 p.m.	Tiedemann, Dueck as alternate
Tofield Welcome Initiative	One or More Councillor & Public At Large	Call of Chair daytime	Chehade
Tourism Representation	One Councillor & One Alternate	Kaylna Country & Go East	Tiedeman, Chehade as alternate
Tofield & Area Health Foundation	One Councillor & One Alternate	3rd Wednesday of each month 6 p.m.	Chehade, Martineau as alternate
Winter Festival Committee	One or More Councillor & Public At Large	Call of Chair	Dueck and Chehade
Yellowhead East Health Advisory Council	One Member appointed by Yellowhead East Health Advisory Council	6 times/year call of the Chair	Martineau