

**Village of Innisfree  
Organizational Council Meeting  
Innisfree Council Chambers, Innisfree AB  
October 18, 2022 @ 5:00 p.m.**

- 1. Call To Order**
- 2. Elections**
  - 2.1. Elections of Mayor
  - 2.2. Election of Deputy Mayor
- 3. Establishment of Regular Council Meeting Dates and Time**
- 4. Establishment of Membership Committees**
  - 4.1. Alberta Central East Regional Water Corporation
  - 4.2. M.D. of Minburn Foundation
  - 4.3. MMI-FCSS
  - 4.4. Library Board
  - 4.5. NLLS
  - 4.6. East Central 911
  - 4.7. Parents Advisory Council
  - 4.8. Alberta HUB
  - 4.9. Joint Waste/Regional Transfer Station
  - 4.10. Regional Assessment Review Board
  - 4.11. Kalya Country
  - 4.12. Intermunicipal Collaboration Framework
  - 4.13. Intermunicipal Development Plan
  - 4.14. Regional Emergency Management Advisory Committee
  - 4.15. Innisfree Prairie Bank of Commerce Historical Society
  - 4.16. Innisfree Subdivision and Development Appeal Board
  - 4.17. TransCanada Yellowhead Highway Association
  - 4.18. Northeast Reeves, Mayors, and Indigenous Leaders Caucus
- 5. Establishment of Signing Authorities**
- 6. Council Remuneration**
  - 6.1. Mileage
  - 6.2. Regular Council Meetings
  - 6.3. Special Council Meetings
  - 6.4. Committee Meetings
- 7. Review of Upcoming Commitments**
- 8. Adjournment**

### Council Committee Appointments

Committee Name	Overview	Meeting Schedule	Representative
AB Central East (ACE) Water Corp.	A regional entity (owned by 12 member municipalities) that supply high quality potable water to the municipalities in the Counties of Minburn, Two Hills & Vermilion River.	Call of Chair	Clr. McMann
Delnorte School-Parents' Advisory Council (PAC)	<a href="https://delnorte.btps.ca/parents">https://delnorte.btps.ca/parents</a>	4 <sup>th</sup> Tuesday of each month at 4 pm. ZOOM participation is an option.	Clr. Raycraft
East Central 911 Call/Answer Society	A not-for-profit Society under the Alberta Societies Act; it is not an extension of a Fire Department. It is a stand-alone 9-1-1 Dispatch Centre comprised of 23 different municipalities located in east-central Alberta. Website: <a href="https://www.ec911.com/">https://www.ec911.com/</a>	Two meetings per year. A fall meeting with a second meeting held in early June.	Clr. McMann
East Regional Transfer Station/Joint Landfill	The East Regional Transfer Station/Joint Landfill is a cooperative service offered to the County of Minburn and the Villages of Innisfree & Mannville. It's located 1.5 miles west of the Village of Mannville on RR# 92.	Call of Chair	Clr. Raycraft
Innisfree Prairie Bank of Commerce Historical Society	The Village of Innisfree registered the purchase of the former Canadian Bank of Commerce in 1997. In 2001 it received official designation as a Provincial Historical Resource. The Village funds the utilities and insurance. A volunteer Board manages the operations.	Unknown	Clr. Raycraft
Innisfree Public Library Board	The Village of Innisfree Public Library was granted official status by a Village of Innisfree Bylaw. <a href="https://www.innisfreelibrary.ca">https://www.innisfreelibrary.ca</a>	Meetings are the 1 <sup>st</sup> Wednesday of each month at 6:30 pm	Mayor Johnson
Innisfree Regional Assessment Review board	The Villages of Innisfree & Mannville & the County of Minburn formed a Regional Assessment Review Board. Public members are required.	<i>Training required to sit on this board.</i> Board meets as required upon receipt of an Assessment Appeal	Mayor Johnson
Innisfree Regional Emergency Advisory Committee	The Village of Innisfree partners with the County of Miburn, Town of Vegreville and the Village of Mannville for the provision of a Regional EMA for the direction & control of emergency response, as required under the <i>Emergency Management Act.</i>		Clr. McMann (Alternate Mayor Johnson)
Innisfree Subdivision & Development Authority Appeal Board	The SDAAB is established to hear development & subdivision appeals. The Board to consist of 3 appointed members (maximum 1 Councillor)	Mandatory Training is required. Public members positions are vacant.	Mayor Johnson
Kalyna Country Eco-Museum Trust Society (Regional Tourism)	Kalyna Country is a "living" outdoor museum encompassing 20,000 sq. kms in rural East Central Alberta. <a href="http://www.kalynacountry.com/">http://www.kalynacountry.com/</a>	AGM March 31 <sup>st</sup> annually. All other meetings at the call of the chair; meetings must be held at least every 3 months.	Clr. McMann
Mannville Minburn Innisfree - Family & Community Support Services (MMI – FCSS)	The Village is party to an agreement for Family & Community Support Services within the County of Minburn.	Meetings are held the 2 <sup>nd</sup> Tuesday Monthly at 9 am.	Clr. McMann
M.D. of Minburn Foundation (Seniors Housing)	The MD of Minburn Foundation is a member of the <i>Alberta Seniors &amp; Community Housing Association</i> . The <i>Alberta Housing Act</i> gives local housing management bodies responsibility for the day-to-day operation of housing programs. Homestead Lodge in Vegreville is operated by the Foundation.	Meetings traditionally held 2nd Tuesday at 10 am at Homestead Lodge & during COVID-19, at alternative locations.	Mayor Johnson
Northeast Alberta Information HUB (Alberta HUB)	The Northeast Alberta HUB is an alliance of Communities, Colleges, Business and Industry that conveys the region's best investment, career and lifestyle opportunities. <a href="https://www.albertahub.com/">https://www.albertahub.com/</a>		Clr. McMann (Alternate Clr. Raycraft)
Northern Lights Library System Board (Regional Library)	The Village is a member of the Northern Lights Library System which provides enriched services to the local Library. Website: <a href="https://www.nlls.ab.ca/">https://www.nlls.ab.ca/</a>	Every odd-numbered month	Mayor Johnson
TransCanada Yellowhead Highway Association			Mayor Johnson
Intermunicipal Collaboration Framework Committee		As required	All Council
Intermunicipal Development Plan		As required	All Council
Northeast Reeves, Mayors and Indigenous Leaders Caucus		Quarterly	Mayor Johnson

**Request for Decision (RFD)**

**Topic:** 2022-2023 Council Remuneration  
**Initiated by:** MGA  
**Attachments:** None

**Purpose(s):**

1. To review and endorse the Council Remunerations for the period October 18, 2022 through the council meeting in October 2023.
2. To develop Policy to address Governance Accountability and Transparency.

**Background:**

1. Village Council endorsed the following remunerations in the October 26<sup>th</sup>, 2021 Organizational Council meeting:

**Council Compensation**

Item	Rate
Regular Council Meetings Only	\$130
Per diem <i>Hourly</i> Rate (less than or equal to two (2) hours)	\$15
Per diem <i>Half Day</i> (equal to or less than (4) hours)	\$60
Per diem <i>Full Date</i> (>4 hours in a single day)	\$120

Mileage Rates	As per CRA Rates
<b>Meals (not including gratuity)</b>	
Breakfast	\$20
Lunch	\$30
Dinner	\$40
<b>Maximum Gratuity</b>	15%

**Key Issues/Concepts:**

1. The MGA and the Village of Innisfree Council Procedural Bylaw 656 mandates that Council Remuneration shall be addressed at the annual Organizational meeting.
2. The current rates are recorded above.
3. The Village of Innisfree approved Compensation and Expenditures Policy 1100-09 Policy for the payment of expenses.

**Options:**

1. That Council approve a motion to maintain the existing Village of Innisfree Remuneration Rates.
2. That Council approve a decrease to the existing Village of Innisfree Remuneration Rates.
3. That Council approve an increase to the exiting Village of Innisfree Remuneration Rates.

**Financial Implications:**

1. None indicated.

**Relevant Policy/Legislation:**

1. *Bylaw 656 – Council Procedural Bylaw – Section 7*
2. Compensation and Expenditures Policy 1100-09.

**Political/Public Implication(s):**

1. Providing clear and concise policy and guidelines for public information demonstrates Governance accountability and transparency.

**Recommendation:**

1. That Council approve a motion to maintain the existing Village of Innisfree Remuneration Rates.

**Policy**

The Village of Innisfree recognizes the need to provide accountability and transparency in all operations of the Municipalities; compensation and expenditures are a component of that need.

**Purpose**

The purpose of this policy is to:

1. Outline the compensation amounts and allowable expenses for members of Council, Board members, Employees and Volunteers that are incurred in the course of Village business.
2. Establish processes that will be followed to ensure timely review of expenses and this policy.
3. Establish parameters for the reporting of Council Honorariums and expenses to provide accountability and transparency.

**Definitions**

1. **Board member** means a person appointed to a Council Board, Commission or Committee.
2. **CAO** means the Chief Administrative Officer of the Village of Innisfree, pursuant to the *Municipal Government Act*.
3. **Council** means the Council of the village of Innisfree, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.
4. **Council Remuneration** is the rate paid to each member of Council as determined at the annual Organizational meeting.
5. **Employee** means an individual who is employed by the Village of Innisfree, in the Province of Alberta.
6. **Full Day** means in excess of four hours duration.
7. **Half Day** means a minimum of two (2) hours and a maximum of four (4) hours.
8. **Per Diem** is the Full Day, Half Day or Hourly Rate for Council members attending meetings and events in connection with Village Business.
9. **Spouse** means husband, wife, significant other or a guest (one).
10. **Volunteer** means an individual who freely offers to take part in an enterprise or a task that benefits the Village of Innisfree.

**Guidelines**

**1. Responsibilities**

**a. The Mayor**

- i. shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Village business. In the Mayor's absence, the Deputy Mayor or Acting Mayor may approve these expense claims.
- ii. Shall approve by resolution, this policy and any amendments.
- iii. Shall consider the allocation of resources for successful implementation of this policy in the annual budget process.
- iv. Shall claim expenses in accordance with approved annual budgets.

**b. The CAO shall:**

- i. Implement this policy and approve procedures;
  - ii. Review Employees' and Volunteers' expense claim forms resulting from Village business;
  - iii. Provide each Councillor with a quarterly statement of expenses, and
  - iv. Disclose the individual Council compensation and expense reimbursement on the Village website on a quarterly basis to facilitate accountability and transparency to ratepayers.
- c. Board Members, employees and Volunteers shall claim expense in accordance with the policy.

**2. Council Per Diems**

- a. The following Councillor per diems are applicable:
  - i. Council hourly rate – for ad hoc meetings and Village business less than two (2) hours.
  - ii. Council half day rate – for municipal-related activities equal to or less than four (4) hours.
  - iii. Council full day rate – for municipal-related activities greater than four (4) hours in a single day.
- b. Per Diem rates shall be as specified in Schedule "A" and be reviewed and/or changed annually during the Annual Organizational meeting by a majority vote and otherwise changed at any Council meeting upon unanimous vote of Council.

**3. Expenses**

- a. **Conferences, Seminars & Training**
  - i. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
  - ii. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board member or the CAO wishes to attend, it must be approved by resolution of council prior to registration and attendance.
- b. **Meals & Lodging**
  - i. Meals may only be claimed when travel occurs during the following times:
    - 1. Breakfast, when travelling prior to 7:00 am
    - 2. Lunch, when travelling prior to 1:00 pm
    - 3. Dinner, when traveling prior to 6:00 pm.
  - ii. Meals, excluding gratuities may be claimed, subject to receipts being provided, pursuant to the approved maximum amounts found in Schedule "A."
  - iii. Full meals, included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Village business prevents use of a pre-set meal.
  - iv. Gratuities for meals shall be permitted as an expense, subject to Schedule "A."

- v. Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodations, based on accommodation that is conveniently located and comfortably equipped.
- vi. Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- vii. If a member of Council, a Board Member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be at the sole cost of the individual.

**c. Travelling**

- i. All travel shall be by the most direct route and the most economical means of transportation.
- ii. Where possible, persons traveling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- iii. Reimbursement for use of personal vehicles for Village business shall be set at the annual automobile kilometrage rate as set by the Canada Revenue Agency.
- iv. Travel time is paid to:
  - 1. Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
  - 2. Employees, at the individual hourly salary rate, regardless of whether the member is the driver or passenger on the trip.

**d. Other Direct Expenses**

- i. It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from the Policy must be reviewed and presented for approval:
  - 1. For members of council and Boards, in an open Council meeting by a majority of Council;
  - 2. For Employees and Volunteers, by the CAO prior to the expenditure as per the current budget. If the expense exceeds the budget, it must be approved in an open Council meeting.

**e. Non-reimbursable Expenses**

- i. The following is a listing of non-reimbursable expenses:
  - 1. Expenses attending a political party function of any type;
  - 2. Charges for in-room movies or games; and,
  - 3. Alcoholic beverages except reasonable consumption for the purposes of hosting dignitaries.

**f. Spousal Expenses**

- i. If a spouse/partner accompanies a member of Council or board o, Employee or Volunteer to an out of the Village conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:
  - 1. Where the spouse/member is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, may be claimed.
  - 2. Where a member of Council or Board, employee or Volunteer is invited to a social or fundraising function in an official or representation capacity within the County of Minburn No. 27, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

**g. Claiming Expenses**

- i. The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred. The CAO will forward the specified completed claim forms to the Mayor, Deputy Mayor or Acting Mayor as per Section 1.a.i.
- ii. The appropriate expense claim forms for Councillors must be submitted on a monthly basis.
- iii. Original receipts for all actual and necessary expenses must be provided. This includes lodging, conference fees, travel including taxi, transit and rental cars, meals and parking, etc.
- iv. Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveller's own money.)

**4. Persons Affected**

- a. Council, Board Members, Staff and Volunteers

**5. Revision/Review History**

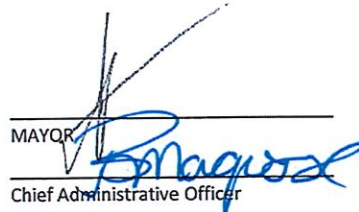
- a. Upon endorsement of this Compensation and Expense Policy 1100-09, the following policies are rescinded:
  - i. None

Date: October 26, 2021

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MAYOR

Chief Administrative Officer



**SCHEDULE "A"**

**Council Compensation**

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