



**COUNCIL REMUNERATION REVIEW COMMITTEE  
ORDER OF BUSINESS  
Virtual Regular Meeting  
Wednesday, 2021 March 31, 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](http://www.banff.ca/live)

**1.0 CALL TO ORDER**

The 2021 March 31 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 31 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Agenda for the 2021 March 31 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 10 Virtual Meeting of the Council Remuneration Review Committee

Recommendation:

That Minutes of the 2021 March 10 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 Support Information**

Held confidential 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: Request Support Information.

#### **8.0 ADJOURNMENT**



Council Remuneration Review Committee Virtual Regular Meeting  
2021 March 10

**MINUTES OF THE VIRTUAL COUNCIL REMUNERATION REVIEW COMMITTEE MEETING**  
**of the Town of Banff in the Province of Alberta**  
**Virtual Meeting**  
**Wednesday, 2021 March 10, at 10:00 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)
Libbey McDougall	Municipal Clerk	(Remote Participation)
Renée Lavergne	Information Governance Coordinator	(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 10:03 a.m.

Minutes approved by: \_\_\_\_\_



Council Remuneration Review Committee Virtual Regular Meeting  
2021 March 10

## 2.0 APPROVAL OF AGENDA

- 2.1 Agenda for the 2021 March 10 Virtual Regular Meeting of the Council Remuneration Review Committee

CRRC21-14 **Moved by** Chair MacDonald

That the Agenda for the 2021 March 10 Virtual Regular Meeting of the Council Remuneration Review Committee be approved, **as amended, by adding an Item of Urgent Business entitled “Briefing: Council Compensation for Appointments to External Committees and Boards”, and that this item be brought forward to be heard as the first item of new business following Section 3.0, Adoption of Previous Council Remuneration Review Committee Minutes.**

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 February 18 Virtual Regular Meeting of the Council Remuneration Review Committee

CRRC21-15 **Moved by** Chair MacDonald

That the Minutes of the 2021 February 18 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 10

#### 4.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

#### 5.0 REPORTS

##### CRRC21-17 Moved by Chair MacDonald

That Committee recess at 10:22 a.m., to the call, to 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 5.1, Verbal Request for Direction: 2021 Council Remuneration Review Committee Workplan.

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

**MOTION CARRIED**

Committee reconvened in closed meeting at 10:23 a.m. with Chair MacDonald in the chair.

Committee recessed in closed meeting at 11:43 a.m. and reconvened in public meeting at 11:44 a.m. with Chair MacDonald in the chair.

##### CRRC21-18 Moved by Public Member Bell

That Committee rise and report.

ROLL CALL VOTE:

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 10

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

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

Clerk: L. McDougall  
Advice: C. Hughes and B. King

A document, which is to remain confidential pursuant to Sections 19 (Confidential evaluations) and 24 (Advice from officials), was received for the Corporate Record.

CRRC21-19 **Moved by** Public Member Pettigrew

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

That the Council Remuneration Review Committee direct:

1. Administration to continue gathering information outlined in Motion CRRC21-10, passed as part of the 2021 February 18 Virtual Regular Meeting of the Council Remuneration Review Committee, with respect to the following;
  - a). The list of selected Municipalities; and
  - b). The survey of the current Council to inquire about compensation, time commitments, and technology;
2. Administration to obtain information/ recommendations from the Town of Banff's IT Department with respect to hardware and software support and other challenges as they may relate to potential amendments to the Council Remuneration Policy, C1005;
3. Administration to return to the next Regular Meeting with additional information with respect to parental leave for elected officials as outlined in the *Municipal Government Act*; and
4. That the confidential distribution received for the Corporate Record and the closed meeting discussions remain confidential pursuant to Sections 19 (Confidential evaluations) and 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

Minutes approved by: \_\_\_\_\_



Council Remuneration Review Committee Virtual Regular Meeting  
2021 March 10

**MOTION CARRIED**

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

CRRC21-20 **Moved by** Chair MacDonald

That with respect to Item 5.2, 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 March 31, 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**

**Note:** This Item was dealt with immediately following Item 3.1, Minutes of the 2021 February 18 Virtual Regular Meeting of Council Remuneration Review Committee.

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

CRRC21-16 **Moved by** Chair MacDonald

That with respect to Item 6.1, Council Compensation for Appointments to External Committees and boards, the following be approved:

That the Council Remuneration Review Committee receive the Council Compensation for Appointments to External Committees and Boards Briefing for the Corporate Record.

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 10

**7.0 CONFIDENTIAL ITEMS**

No Confidential Items were scheduled as part of this meeting.

**8.0 ADJOURNMENT**

CRRC21-21 **Moved by** Public Member Bell

That this meeting adjourn at 11:52 a.m.

ROLL CALL VOTE:

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

**MOTION CARRIED**

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Connie MacDonald  
Chair

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Libbey McDougall  
Municipal Clerk

Minutes approved by: \_\_\_\_\_