



Approved 2021 March 10

Council Remuneration Review Committee Virtual Regular
Meeting
2021 February 18

**MINUTES OF THE VIRTUAL COUNCIL REMUNERATION REVIEW COMMITTEE
MEETING
of the Town of Banff in the Province of Alberta
Virtual Meeting
Thursday, 2021 February 18, at 11:00 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)
Kayla Elford	Human Resources 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 11:01 a.m.

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2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2021 February 18 Virtual Regular Meeting of the Council Remuneration Review Committee

CRRC21-5 **Moved by** Public Member Pettigrew

That the Agenda for the 2021 February 18 Virtual Regular Meeting of the Council Remuneration Review Committee be approved.

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

MOTION CARRIED

CRRC21-6 **Moved by** Public Member Bell

That, to allow the Council Remuneration Review Committee the flexibility to conduct virtual electronic meetings during the ongoing COVID-19 Pandemic, and pursuant to Section 3.6 of Procedures Bylaw 44-7, as amended, Sections 4.23 and 4.24 of Procedures Bylaw 44-7, as amended, be suspended in order that all Members of Committee, including the Member presiding at the meeting, be permitted to participate in virtual electronic meetings and so as to also remove restrictions on the number of times a Member may do so until such time as the 2021 Council Remuneration Review Committee's mandate has been fulfilled.

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

MOTION CARRIED

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3.0 ADOPTION OF PREVIOUS COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

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

CRRC21-7 **Moved by** Public Member Bell

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

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

MOTION CARRIED

4.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

5.0 REPORTS

CRRC21-8 **Moved by** Chair MacDonald

That Committee recess to the call of the chair at 11:08 a.m., and reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to the following Items:

- 5.1, Verbal Request for Direction: 2021 Council Remuneration Review Committee Workplan; and
- 5.2, Verbal Request for Direction: Council Remuneration Review Committee Future Meeting Schedule

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

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Committee reconvened in closed meeting at 11:10 a.m. with Chair MacDonald in the chair.

Committee recessed in closed meeting at 12:40 p.m. and reconvened in public meeting at 12:41 p.m. with Chair MacDonald in the chair.

CRRC21-9 **Moved by** Public Member Pettigrew

That Committee rise and report.

ROLL CALL VOTE:

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

MOTION CARRIED

5.1 Verbal Request for Direction: 2021 Council Remuneration Review Committee Workplan

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

Clerk: L. McDougall
Advice: C. Hughes and B. King
Observer: K. Elford

Attachment 1, 2021 Council Survey, was received for the Corporate Record with respect to item 5.1, 2021 Council Remuneration Review Committee Workplan.

CRRC21-10 **Moved by** Public Member Bell

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

That the Council Remuneration Review Committee:

1. Approve the following Statement of Guiding Principles for Town of Banff Council Remuneration with respect to the Committee's deliberations and resulting recommendations to Council:
 - There is recognition that the work of the Town of Banff Council is critically important to our community and there is a need to ensure that they are remunerated accordingly;

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- There is a need for greater accountability and public engagement to address growing expectations of the community with respect to the Mayor and Councillors' responsibilities and obligations throughout their term of office;
 - Council salaries should be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor;
 - The level of compensation should attract and retain a representative pool of competent, motivated, well qualified community minded citizens for the offices of Mayor and Councillor who reflect the diversity of our community;
 - The complexity, responsibilities, time commitments, and accountabilities associated with the role of Mayor and Council in our community is unique based on its stature as an international tourist destination based in a national park; and
 - Remuneration must be transparent, fiscally responsible, and easily understood by the electorate.
2. Direct Administration to commence gathering information by:
- Obtaining information with respect to the per diem, and its history, provided by the Bow Valley Waste Commission and how other municipalities handle this;
 - Obtaining information with respect to examples of municipal policies or bylaws relating to issues such as parental leaves, leaves of absences, and other related topics;
 - Administering a survey of the current Council to inquire about compensation, time commitments, and technology, as set out in Attachment 1, which is to be released as a public document upon Committee rising and reporting; and
 - Obtaining Council remuneration and municipal comparisons from the following:
 - City of Airdrie;
 - Town of Canmore;
 - Town of Cochrane;
 - Town of High River;
 - Town of Okotoks;
 - Town of Strathmore;
 - MD of Foothills;
 - Rockyview County;
 - Resort Municipality of Whistler;
 - Town of Sylvan Lake; and
 - Town of Jasper.

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

MOTION CARRIED

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CRRC21-11 Moved by Public Member Bell

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

3. That the Council Remuneration Review Committee direct that the confidential discussions remain confidential pursuant to Section 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

MOTION CARRIED

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

Administration in attendance during the closed meeting discussions with respect to Item 5.2, Council Remuneration Review Committee Future Meeting Scheduled:

Clerk: L. McDougall

Observer: C. Hughes, B. King, and K. Elford

CRRC21-12 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 10, at 10:00 a.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 New/ Urgent Business was scheduled as part of this meeting.

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7.0 CONFIDENTIAL ITEMS

No Confidential Items were scheduled as part of this meeting.

8.0 ADJOURNMENT

CRRC21-13 **Moved by** Public Member Pettigrew

That this meeting adjourn at 12:44 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

On Original

Connie MacDonald
Chair

On Original

Libbey McDougall
Municipal Clerk

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