



**AGENDA**  
**TOWN OF TWO HILLS**  
**June 8, 2021**  
**7:00 P.M.**



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**Regular Council Meeting**

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- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - a) Regular Council Meeting Minutes of May 25, 2021
- 4. DELEGATION**
- 5. OPEN FORUM**
- 6. ADMINISTRATIVE REPORTS**
  - a) Public Works Report
  - b) Chief Administrative Officer Report
- 7. CORRESPONDENCE**
- 8. NEW BUSINESS**
  - a) 2021 Seniors Week
- 9. BYLAWS & POLICIES**
  - a) 2021-1011 Arena Renovation Tax Bylaw
  - b) 2011-005 Elected Officials Renumeration and Expenses
- 10. COUNCIL MEMBER REPORTS**
- 11. NEXT MEETINGS**
  - a) Regular Council Meeting Tuesday June 22, 2021 7:00 p.m.
- 12. CLOSED SESSION**
  - a) FOIPP Act, Sections 17 and 29
- 13. ADJOURNMENT**





## TOWN OF TWO HILLS

### Minutes of the Regular Meeting of Council for the Town of Two Hills held May 25, 2021 at 7:00 P.M. Via GoToMeeting



**PRESENT:** Mayor L. L. Ewanishan, Deputy Mayor W. Babiuk, Councillor M. Tarkowski, Councillor E. Sorochan, Councillor S. Rajoo, C.A.O. G. Saskiw, Executive Secretary A. Clark, Public Works Supervisor T. Stefiuk, C.F.O. S. Lupul and Finance Clerk D. Boutin.

**CALL TO ORDER:** Mayor L. L. Ewanishan called the Regular Town Council Meeting to order at 7:00 P.M.

#### **ADOPTION OF AGENDA:**

**2021-087**      **MOVED** by Councillor M. Tarkowski to accept the agenda as presented.

**CARRIED**

#### **ADOPTION OF MEETING MINUTES:**

**2021-088**      **MOVED** by Deputy Mayor W. Babiuk to accept the Regular Council Meeting Minutes of May 11, 2021 as presented.

**CARRIED**

**DELEGATION:**      NONE

**OPEN FORUM:**      NONE

#### **ADMINISTRATIVE REPORTS:**

##### **Public Works Report**

The Public Works Foreman's Report was provided to Council in advance for their review.

**2021-089**      **MOVED** by Councillor E. Sorochan that the Public Works report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

##### **Chief Financial Officer Report**

The Chief Financial Officer's report was provided to Council in advance for their review.

**2021-090**      **MOVED** by Councillor E. Sorochan that the Chief Financial Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**



**Chief Administrative Officer Report**

The Chief Administrative Officer's report was provided to Council in advance for their review.

- 2021-091**      **MOVED** by Councillor M. Tarkowski that the Chief Administrative Officer's report be acknowledged as presented and incorporated into the minutes.

**CARRIED**

**CORRESPONDENCE:**

- 2021-092**      **MOVED** by Deputy Mayor W. Babiuk that the Correspondence be acknowledged as presented and filed.

**CARRIED**

**BYLAWS AND POLICIES:**

**2021-1007 Property Tax Bylaw**

The 2021 Budget has been passed and the 2021 Property Tax Rate Bylaw is ready to be presented to Council.

- 2021-093**      **MOVED** by Mayor L. L. Ewanishan that 2021-1007 Property Tax Bylaw be given first reading this 25th day of May, 2021.

**CARRIED**

- 2021-094**      **MOVED** by Councillor E. Sorochan that 2021-1007 Property Tax Bylaw be given second reading this 25th day of May, 2021.

**CARRIED**

- 2021-095**      **MOVED** by Deputy Mayor W. Babiuk that 2021-1007 Property Tax Bylaw be given consent for third and final reading.

**CARRIED**

- 2021-096**      **MOVED** by Councillor M. Tarkowski that 2021-1007 Property Tax Bylaw be given third and final reading this 25th day of May, 2021.

**CARRIED**

- 2021-097**      **MOVED** by Councillor S. Rajoo that due to Covid-19 tax penalties not be applied to accounts until December 31<sup>st</sup> and further to apply a 1.5% tax incentive to the roll numbers who do pay by July 31<sup>st</sup>.

**CARRIED**

**2021-1008 Recreation Tax Bylaw**

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(l) to benefitting properties (705 properties).

- 2021-098**      **MOVED** by Deputy Mayor W. Babiuk that 2021-1008 Recreation Tax Bylaw be given first reading this 25th day of May, 2021.

**CARRIED**

**2021-099**      **MOVED** by Councillor M. Tarkowski that 2021-1008 Recreation Tax Bylaw be given second reading this 25th day of May, 2021.

**CARRIED**

**2021-100**      **MOVED** by Councillor E. Sorochan that 2021-1008 Recreation Tax Bylaw be given consent for third and final reading.

**CARRIED**

**2021-101**      **MOVED** by Mayor L. L. Ewanishan that 2021-1008 Recreation Tax Bylaw be given third and final reading this 25th day of May, 2021.

**CARRIED**

**2021-1009 Medical Incentive Tax Bylaw**

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(h) to benefitting properties (705 properties).

**2021-102**      **MOVED** by Councillor S. Rajoo that 2021-1009 Medical Incentive Tax Bylaw be given first reading this 25th day of May, 2021.

**CARRIED**

**2021-103**      **MOVED** by Mayor L. L. Ewanishan That 2021-1009 Medical Incentive Tax Bylaw be given second reading this 25th day of May, 2021.

**CARRIED**

**2021-104**      **MOVED** by Councillor E. Sorochan that 2021-1009 Medical Incentive Tax Bylaw be given consent for third and final reading.

**CARRIED**

**2021-105**      **MOVED** by Councillor M. Tarkowski that 2021-1009 Medical Incentive Tax Bylaw be given third and final reading this 25th day of May, 2021.

**CARRIED**

**2021-1010 Maintenance Tax Bylaw**

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(f) to benefitting properties. The benefitting properties are any properties that are adjacent to a road, or water and/or sewer main lines (692 properties).

**2021-106**      **MOVED** by Mayor L. L. Ewanishan that 2021-1010 Maintenance Tax Bylaw be given first reading this 25th day of May, 2021.

**CARRIED**

**2021-107**      **MOVED** by Councillor M. Tarkowski that 2021-1010 Maintenance Tax Bylaw be given second reading this 25th day of May, 2021.

**CARRIED**

**2021-108**      **MOVED** by Deputy Mayor W. Babiuk that 2021-1010 Maintenance Tax Bylaw be given consent for third and final reading.

**CARRIED**

**2021-109**      **MOVED** by Councillor E. Sorochan that 2021-1010 Maintenance Tax Bylaw be given third and final reading.

**CARRIED**

**2021-1011 Arena Renovation Tax Bylaw**

The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(l) to benefitting properties (705 properties).  
Councillor S. Rajoo requested a recorded vote.

**2021-110**      **MOVED** by Mayor L. L. Ewanishan that 2021-1011 Arena Renovation Tax Bylaw be given first reading this 25th day of May, 2021.

Mayor L. L. Ewanishan, Deputy Mayor W. Babiuk, Councillor E. Sorochan and Councillor M. Tarkowski voted in favour of the motion.  
Councillor S. Rajoo voted against the motion.

**CARRIED**

**2021-111**      **MOVED** by Councillor E. Sorochan that 2021-1011 Arena Renovation Tax Bylaw be given second reading this 25th day of May, 2021.

**COUNCILLOR REPORTS:**

**2021-112**      **MOVED** by Councillor S. Rajoo to accept and incorporate the Council Reports as presented into the minutes.

**CARRIED**

**NEXT MEETING:**

Regular Council Meeting Tuesday June 8, 2021 at 7 P.M.

**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor L. L. Ewanishan adjourned the Regular Council Meeting at 8:44 PM.

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**LEONARD L. EWANISHAN, MAYOR**

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**GERREN SASKIW, C.A.O.**



# OPEN FORUM



## (Council Procedural Bylaw, Amendment Bylaw 2014-949)

**Preamble:** Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so. The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers. Once again, welcome.

### Division 3 – Open Forums

- 11.1 Individual members of the public who constitute the audience are be provided an opportunity as part of the meeting to address the Council on any topic relevant to municipal government for a period of time not to exceed two (2) minutes per person. The intent of which is to provide the person opportunity to address Council.
- 11.2 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.
- 11.3 Actions by Council may only be 1) receiving the information without debate; 2) referred without debate to a Standing Committee or the Chief Administrative Officer for a report; or 3) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

Notes:

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## 1. Roads / Sidewalks

- a) Complete mixing of SB90 oil and reclaimed road material
- b) Grade and pack 51 Ave to grade for SB90
- c) Install new catch basins and storm line across 51 Ave at 48 St
- d) Complete new sidewalk and gutter on 51 Ave between 46 & 48 St
- e) Grade industrial road
- f) Remove old sidewalks, remove top soil and replace with screenings, pack to grade

## 2. Water/Wastewater

- a) The town experienced 1 power failure since last report - All systems good
- b) Continuing Covid 19 housekeeping protocols for water/wastewater facilities
- c) Seasonal Bacti sample taken at campground
- d) Residential sewer line/water line trenched from property line to main on 46 Ave
- e) Monitoring distribution flow rates
- f) Locate and expose cc valves, 47A Street project
- g) Excavate and replace residential cc valves on 51st Ave
- h) To date 18 of 20 lead samples have been analyzed and results delivered to residents as per requirements – all samples to date have been well below maximum allowable parameters

## 3. Other

- a) Complete spraying chemical for weed control on all Town Parks & properties
- b) Complete mowing on all Town parks & Properties
- c) Complete all service requests for delivery of gravel, top soil and screenings
- d) Complete all first call requests





**1. Town Office Online Meeting Equipment** - Is being installed and set up and hopefully will be ready for our next meeting.

**2. Unsightly Premises** - We have issued a few notices and are still working with the owners.

**3. RFPs – Paving & Gravel Crushing** - Closing date is Monday June 7<sup>th</sup> so I should have the information and quotes for the meeting on Tuesday June 8<sup>th</sup>.

**4. Parks Sprayed** - All the parks and other town areas have been sprayed for dandelions.

**5. Holiday Trailer Notices** - Some have been issued for removal of trailers from Town streets and residents seem to be complying.

**Please see attached CAO Action Tracker for council requests and for capital projects.**





## Action Tracker for Council

Date	WHO? Call / Email	Issue / Reason / Topic	Action	STATUS
2021-02-19	Council Request	Two Hills Gas Franchise	Does the Town purchase? Operate? Costs? Revenue? Get more figures and options. Need updated information.	Ongoing
2021-04-07	Council Request	Snow Removal Policy	Update the policy for salting of sidewalks	for Fall
2021-05-19	Council Request	Broadband Internet	Working with MCSNet to have a tower in Two Hills. This would improve the internet service in town. In the future hopefully fibre could be brought to the tower which would increase the broadband speed in town. There are also other new technologies being considered.	Ongoing
2021-05-21	Council Request	Noxious Weeds	Make sure to spray any noxious weeds in town.	Checking
2021-06-04	Council Request	Flower Pots & Flowers	Waiting for flowers from supplier	Waiting On
2021-06-04	Council Request	Unightly Premises	Letters were sent and discussed with different landowners about a schedule for cleanup.	Ongoing
2021-05-21	Council Request	Vacant Lots List & Map	Develop a Map of Vacant Residential & Non-Res Lots and also develop a list. We have a map with properties on the Tax Auction Sale (in arrears).	Ongoing
2021-06-01	Council Request	Semis in Town	Discussing with owners of Semis about not driving on Town roads. Notices Sent.	Ongoing
2021-05-11	Council Request	Tax Arrears Auction Sale	May 11th Auction Sale Postponed due to Covid. Hopefully will be able to set a future date before 8 weeks elapse or we extend the postponement.	Waiting on Covid Opening
2021-05-21	Council Request	Library Roof Repairs (leaking)	The roof was leaking during the rain on May 18th. Contacted contractor to meet with Terry & I to determine what can be done.	Waiting ON
		completed / DONE	highlighted updates for council.	



## CAPITAL PROJECTS: Action Tracker for Council

Date	Capital Project	Update on Project	STATUS
2021-05-26	Hall Renovations (Washrooms)	Work is stalled waiting on some plumbing parts. Should continue soon. To finish should only take a few days	75% done
2021-05-26	Concrete Crushing	Waiting on Concrete Crushing Quotes	Closes June 7th
2021-06-04	Sidewalk Projects 2021	51 Ave (46-49 St). Where Public Works removed the sidewalks, they dug up and took away dirt and replaced with pit run and gravel so there is a much better base for the sidewalks. Curb & Gutter has been done on 51 Ave on south side (from 46-48 St) . The north side has new sidewalk from 47-48 St. The Contractor is working on setting up and pouring the sidewalk on the south side of 51 Ave (from 48-49 St).	51 Ave Update (46-49 St)
2021-05-26	Paving Projects 2021	Waiting on Paving Quotes for 45 Ave	Closes June 7th
2021-06-04	SB-90 Projects 2021	51 Ave (from 46-49 St). OIL & Gravel has been mixed and PW is ready to haul back the material (weather permitting). The reclaimer is scheduled to return in June when the County is supposed to be moving from Warwick road to Lac Sante road (weather permitting). Roads to be rotovated later in the summer: 47 Ave (46-50 St), 48 Ave (46-47 St), 49 St (47-50 Ave) & 52 Ave (49-50 St)	51 Ave Update (46-49 St)
	completed / DONE	UPDATES for Council.	



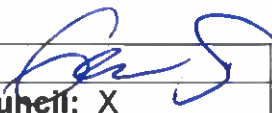




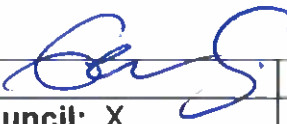
**Correspondence Listing  
Council Meeting of June 8, 2021**



1. **NONE**



 <b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b> 			
<b>Meeting Date:</b> June 8, 2021	<b>Confidential:</b>	Yes	No <input checked="" type="checkbox"/>
<b>Topic:</b> 2021 Seniors Week			
<b>Originated By:</b> Gerren Saskiw	<b>Title:</b>	C.A.O	
<b>BACKGROUND:</b>			
<p>June 7-13 is 2021 senior's week. Albertans are encouraged to show appreciation for seniors and recognize the important contributions seniors make to our province.</p>			
<b>DOCUMENTATION ATTACHED:</b>			
<b>DISCUSSION:</b>			
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>			
<b>RECOMMENDED ACTION(S):</b>			
<p>In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 7-13<sup>th</sup> 2021 to be senior's week in the Town of Two Hills.</p>			
<b>CAO- Gerren Saskiw</b> 			
<b>DISTRIBUTION:</b>	<b>Council:</b> X	<b>DISTRIBUTION:</b>	<b>Council:</b> X

 <b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b> 				
<b>Meeting Date:</b> June 8, 2021	<b>Confidential:</b>	Yes	No	X
<b>Topic:</b> 2021-1011 Arena Renovation Tax Bylaw				
<b>Originated By:</b> Gerren Saskiw		<b>Title:</b> C.A.O		
<b>BACKGROUND:</b>				
<p>The Municipal Government Act permits a municipality, by bylaw, to impose a special tax for this purpose under Section 382(1)(l) to benefitting properties (705 properties).</p>				
<b>DOCUMENTATION ATTACHED:</b>				
2021-1011 Arena Renovation Tax Bylaw				
<b>DISCUSSION:</b>				
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>				
<b>RECOMMENDED ACTION(S):</b>				
<p>That 2021-1011 Arena Renovation Tax Bylaw be given third and final reading this 8th day of June, 2021.</p>				
<b>CAO- Gerren Saskiw</b> 				
<b>DISTRIBUTION:</b>	Council: X	<b>DISTRIBUTION:</b>	Council: X	



**BYLAW NO. 2021-1011  
of the  
TOWN OF TWO HILLS**



**A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA  
AUTHORIZING THE LEVY OF A SPECIAL TAX FOR ARENA RENOVATIONS**

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**WHEREAS**, under the provisions of the Municipal Government Act, the Council of the Town of Two Hills, Alberta, may impose a special tax bylaw to raise revenue to pay for the arena renovations, upon all lands that will benefit from the upgraded arena facility;

**AND WHEREAS** the Council of the Town of Two Hills, Alberta estimates the cost of the arena renovation debenture for the 2021 year to be \$31,204.02;

**AND WHEREAS** the Council of the Town of Two Hills, Alberta deems it necessary to levy special tax rates in accordance with Section 382(1)(l) of the Municipal Government Act, Chapter M-26 (2000) in order to repay the debenture for the arena renovations;

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Two Hills in the Province of Alberta enacts as follows:

1. That the Two Hills Town Council hereby authorizes the assessment of an arena renovation tax rate, to be charged on a per parcel basis against all benefiting properties for the 2021 tax year.
2. That benefitting properties are identified as:
  - a. All residential properties, vacant or non-vacant;
  - b. All commercial and industrial properties, vacant or non-vacant;
  - c. Provincially owned properties; and
  - d. Exempt properties except the following:
    - i. Two Hills & District Historical Association (Museum) Plan 951RS, Block 10, Lot 9A;
3. That the Arena Renovation Tax Rate to be levied is \$44.26 per parcel.
4. That this tax shall be known as the Arena Renovation Tax and shall have no relationship to any other tax that may be assessed and levied with respect to any special assessment for local improvements.



5. That this Bylaw shall take effect on the date of the third and final reading.

Bylaw No. 2021-1011 be given a first reading this 25th day of May, 2021.

Bylaw No. 2021-1011 be given a second reading this 25th day of May, 2021.

Bylaw No. 2021-1011 be given third and final reading this 8th day of June, 2021.

## **TOWN OF TWO HILLS**




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LEONARD EWANISHAN, MAYOR

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GERREN SASKIW, CHIEF  
ADMINISTRATIVE OFFICER



 <b>TOWN OF TWO HILLS COUNCIL MEETING AGENDA ITEM</b> 				
<b>Meeting Date:</b> June 8, 2021	<b>Confidential:</b>	Yes	No	X
<b>Topic:</b> 2011-005 Elected Officials Renumeration and Expenses				
<b>Originated By:</b> Leonard Ewanishan		<b>Title:</b> Mayor		
<b>BACKGROUND:</b>				
Council requested this policy be brought forth for potential changes.				
<b>DOCUMENTATION ATTACHED:</b>				
2011-005 Elected Officials Renumeration and Expenses				
<b>DISCUSSION:</b>				
<b>COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:</b>				
<b>RECOMMENDED ACTION(S):</b>				
Depends on Discussion				
PP- Leonard Ewanishan 				
<b>DISTRIBUTION:</b>	Council: X	<b>DISTRIBUTION:</b>	Council: X	



## TOWN OF TWO HILLS



Policy Number: 2011-05

Date of Issue:

November 28, 2011	October 24, 2017
October 24, 2012	March 13, 2017
November 12, 2013	March 13, 2018
October 22, 2014	October 22, 2019
February 10, 2015	
November 2, 2015	
September 27, 2016	

Policy Subject: Elected Officials Remuneration and Expense

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### POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on Council.

### PURPOSE:

To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.

To ensure that the Town's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

### DEFINITIONS:

1. "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

### STANDARDS:

1. Councillors shall receive an additional remuneration for carrying out the responsibilities of the Deputy Mayor.
2. Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council Members Professional Development Budget.
3. Members of Council may use their Council Professional Development Budget for activities related to municipal governance and/or community engagement. This



includes courses, seminars, self-study activities, books, conferences, professional membership fees, or other approved activities.

4. Members of Council may claim a Full Per Diem rate, from their Expense Budget, while engaging in activities relevant to their professional development or Town business. Half day per diem claims are permitted. Half day is defined as a maximum of four (4) hours, including driving time.
5. Ineligible expenses for Expense Budget:
  - a. Golf Tournaments;
  - b. Speeches, Ribbon Cutting, Acceptance Openings;
  - c. General public appearances;
  - d. Community events, such as Canada Day, Remembrance Day;
  - e. Parades
  - f. Other purely social events; or
  - g. Political Contributions
6. Members of Council shall not claim expenses or per diems to the Town if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

#### **ADMINISTRATIVE PROCEDURES:**

1. Council remunerations and the schedule of payments are outlined further in this policy.
2. Under the direction of Council, Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Town of Two Hills. A report with recommendations will be presented to Council no later than June, prior to the election.
3. This policy shall be reviewed annually, in conjunction with the Town's Organizational meeting, to be effective November 1<sup>st</sup> of the current year.
4. Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
5. During that fourth quarter of the fiscal year, by motion of Council at the October Organizational Meeting, and pending budget availability, funds for Council Expense Budgets may be transferred from one Councillor to another.
6. Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.



## COUNCIL REMUNERATION RATES:

### 1. Annual Honorarium Rates are as follows:

Mayor	\$ 9,600.00
Deputy Mayor	\$ 7,200.00
Councillor	\$ 6,000.00

### 2. Annual Council Expense Budgets are as follows:

Mayor	\$10,000.00 maximum per year
Councillor	\$ 7,000.00 maximum per year

#### Eligible Expenses:

Regular Council Meetings	\$ 200.00
Special Council Meetings	\$ 100.00
In Town Committee Meeting	\$ 100.00
Out of Town Committee Meetings	\$ 175.00
Overnight Honorarium	\$ 175.00

Mileage, for travel outside the Town of Two Hills will be the same as the Alberta Government Mileage Rate.

Breakfast	\$ 15.00
Lunch	\$ 20.00
Dinner	\$ 25.00

If any amounts are over the allowable subsistence amount a receipt is required.

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required

### 3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
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#### Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

\*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.



## **REMUNERATION SCHEDULE**

1. Annual Honorarium Rate shall be divided by 12 and given to members of Council monthly.
2. Council shall be paid their monthly remuneration one clear banking day before the end of the month. A mid-month advance of \$800.00 for the Mayor, \$600.00 for the Deputy Mayor and \$500.00 for Councillors may be given on the 16<sup>th</sup> of each month by Direct Deposit.
3. Expenses are to be submitted to the Chief Financial Officer no later than 5 days before the second Council meeting of each month.
4. Council Reports for the previous month shall be submitted the first week of the current month to be included in the first Council Meeting of the month.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

