

**Agenda for the
Regular Meeting of the Vauxhall Town Council
November 6th, 2017
6:00 p.m. – Council Chambers**

<u>Agenda Item</u>	<u>Action</u>
1. Call to Order	
2. Adoption of Agenda	For Adoption
3. Delegation	Receive for Information
a.) Scotiabank	
4. Minutes	
Council Minutes	For Adoption
a.) Regular meeting of Council of October 16 th , 2017	
b.) Organizational meeting of Council of October 25 th , 2017	
External Minutes	Receive <u>all</u> for information
c.) Municipal Planning Commission meeting of October 10 th , 2017	
d.) Barons-Eureka-Warner FCSS meeting of September 13 th , 2017	
5. Bylaws	
a.) Bylaw No. 921 -17 Procedural Bylaw	1 st Reading
6. New Business – Request for Decision	
a.) Benchmark Assessment Consultants Inc. – Contract	Resolution
b.) Library Board Appointment	Resolution
c.) Arena	Resolution
d.) By-Election	Resolution
e.) Alairie – Alberta Local Authorities Reciprocal Insurance exchange	Resolution
7. Discussion Item(s)	
a.) Veterans Memorial Wreath	
b.) Elected Officials AEMA Workshop	
c.) Council Remuneration	
8. Correspondence and Information Items	Receive <u>all</u> for information
a.) MD of Taber Council Appointments	
9. Adjournment	

TOWN OF VAUXHALL

A regular meeting of the Council of the Town of Vauxhall was held in council chambers on Monday October 16TH, 2017, at 6:00 p.m.

PRESENT:

MAYOR:	Margaret Plumtree
DEPUTY MAYOR:	Richard Phillips
COUNCILLORS:	Kimberley Cawley Linda English Marilyn Forchuk Martin Kondor Christie Sorensen

ALSO PRESENT:

Chief Administrative Officer:	Cris Burns
Asst. CAO/Office Manager:	Melinda Dunphy
Community Peace Officer:	Jason Schreiber

1. CALL TO ORDER:

Mayor Plumtree called the meeting to order at 6:01 p.m.

Adoption of
Agenda
RES: 17:242

MOVED by Councillor English to adopt the agenda as amended.
CARRIED

Additions:

- 9(e) Ministerial Order No. MSL: 108/17
- 9(f) Oldman Watershed Council Closing Ceremony

Cara Gross from First Student addressed council.

Delegation
RES: 17:243

MOVED by Councillor Sorensen to accept the delegation report as information.

- R.C.M.P.
- First Student
- Vauxhall Cemetery Society

Minutes
RES: 17:244

MOVED by Councillor Kondor to adopt the minutes of the regular meeting of council of October 2nd, 2017, as presented.
CARRIED

Minutes

RES: 17:245

MOVED by Deputy Mayor Phillips to accept the following minutes as information:

- SAKA Council meeting of September 19th, 2017
- Taber & District Housing Foundation meeting of August

CARRIED

Bylaw 919-17

Rate Bylaw

RES: 17:246

MOVED by Deputy Mayor Phillips that Bylaw 919 -17 to establish service fees in the Town of Vauxhall, be given second (2nd) reading as amended.

CARRIED

Bylaw 919-17

Rate Bylaw

RES: 17:247

MOVED by Councillor English that Bylaw 919 -17 to establish service fees in the Town of Vauxhall, be given third (3rd) and final reading.

CARRIED

September 2017

Cheque Listing

RES: 17:248

MOVED by Councillor Kondor to accept the September 30, 2017 cheque listing in the amount of two hundred and twenty seven thousand, three hundred and seventy six dollars and six cents, (\$227,376.06), as information.

CARRIED

Accounts Payable Cheque Listing - September 1st to September 30, 2017

CHEQUE #	SUPPLIER NAME	AMOUNT
10173	PYKE, DARYL	1,600.00
10174	SKRETTING, MARGARET	280.00
10175	WIEST, SHAUNA	410.00
10176	AB ASSOC OF MUNICIPAL DIS	2,708.12
10177	AECON TRANSPORTATION WEST	21,078.12
10178	ALBERTA MUNICIPAL SERVICE	726.67
10179	ALBERTA REGISTRIES	10.00
10180	BERGEN, WENDY	56.24
10181	BOOT TRUCKING LTD	1,484.70
10182	BURNS, A. CRIS	150.00
10183	CITY OF MEDICINE HAT	776.88
10184	COMPUTING EXCELLENCE	83.98
10185	DENNIS' MOBILE GLASS	252.00
10186	EASTEND IRON INDUSTRIES LTD	201.39

10187	F. MILLER EXCAVATING LTD	4,305.00
10188	FABER SHARPENING LTD	91.35
10189	GREYHOUND COURIER EXPRESS	36.44
10190	HOMETOWN HARDWARE	735.67
10191	KAIZENLAB INC	1,267.77
10192	LETHBRIDGE MOBILE SHREDDING	24.15
10193	OLDMAN RIVER REGIONAL SERVICES	3,099.75
10194	PITNEY BOWES GLOBAL CREDIT	387.77
10195	PLUMTREE, MARGARET	97.63
10196	RITE WAY FENCING INC	2,889.19
10197	RIVERS ELECTRIC (TABER)	747.75
10198	SAFETY CODES COUNCIL	12.10
10199	SCHAFFER BRIAN	761.67
10200	SENNEKER CONSTRUCTION LTD	336.00
10201	SOUTH COUNTRY CO-OP LIMIT	739.02
10202	SOUTH COUNTRY CO-OP LIMIT	10,707.84
10203	SOUTHERN ALBERTA NEWSPAPER	114.42
10204	TOWN OF BOW ISLAND	2,790.74
10205	UNIFIRST CANADA LTD	281.91
10206	UNITED FARMERS OF ALBERTA	548.08
10207	WESLCEAN	192.09
10208	WESTERN RECREATION	117.30
10209	VOID	-
10210	AB ASSOC OF MUNICIPAL DIS	204.75
10211	ATCO GAS	21.87
10212	BIG HILL SERVICES LTD	682.50
10213	BOOT TRUCKING LTD	2,969.40
10214	CITY OF MEDICINE HAT	856.43
10215	D & R AUTO PARTS	46.32
10216	ENGLISH, LINDA	39.42
10217	GRAPHCOM PRINTERS (2001)	236.12
10218	P.R.K. BROS. LTD	6,951.00
10219	PARK ENTERPRISES LTD	256.60
10220	PLUMTREE, MARGARET	195.26
10221	PUROLATOR COURIER LTD	30.23
10222	REDCLIFF/CYPRESS REGIONAL	2,901.60
10223	PAYROLL	-
10224	ROTO-ROOTER SEWER & DRAIN	661.50
10225	SOUTH COUNTRY CO OP	3,110.34
10226	TERPSTRA, CAROLYN	440.00
10227	TOWN OF BOW ISLAND	1,348.86
10228	VAUXHALL & DISTRICT REGIONAL WATER	35,152.96
10229	W.R. MEADOWS OF WESTERN C	421.81

10230	WESLCEAN	456.76
10231	ALBERTA ONE-CALL CORPORAT	113.40
10232	LOCAL AUTHORITIES PENSION	9,594.50
00055-0001	GOVERNMENT OF ALBERTA -	54,169.16
00056-0001	TELUS	1,012.86
00057-0001	ALBERTA MUNICIPAL SERVICE	11,928.56
	MID MONTH ADVANCE	3,700.00
	PAYROLL	29,772.11
		<u>\$227,376.06</u>

Financial
Information

RES: 17:249

MOVED by Councillor Cawley to accept the following as information:

- Bank Reconciliation as of September 30th, 2017
- GIC Holdings as at September 30th, 2017
- Consolidated Statement of Financial position as at September 30th, 2017
- Consolidated Statement of Operations as at September 30th, 2017
- AMSC MasterCard as of October 6th, 2017
- 2017 Operating Expenses vs. Budget (by function) as at September 30th, 2017
- Budget by Department – Council

CARRIED

Fortis Franchise
Fees

RES: 17:250

MOVED by Councillor English that the local access fee, charged to FortisAlberta for use of municipal lands for its power lines effective January 1st, 2018 remain the same at 2%. Revenue will go to infrastructure.

CARRIED

Reports

RES: 17:251

MOVED by Councillor Forchuk to accept the following as information:

- Council Activity Report – September 2017
- Action List – September 2017
- Municipal Enforcement Report – August and September 2017

CARRIED

Correspondence
Items

RES: 17:252

MOVED by Councillor Sorensen to accept the following as information:

- Taber Pheasant Festival
- Alberta Municipal Affairs
- 2017 Resolutions Book
- AUMA Rebate Contest
- Ministerial Order No. MSL: 108/17
- Oldman Watershed – Closing Ceremony

CARRIED

Adjournment

Meeting Adjourned at 7:17 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF VAUXHALL
Wednesday, October 25th, 2017

An Organizational meeting of the Council of the Town of Vauxhall was held in council chambers on Wednesday, October 25th, 2017, @ 5:00 p.m.

PRESENT:

COUNCILLORS:

- Kimberley Cawley
- Linda English
- Marilyn Forchuk
- Richard Phillips
- Margaret Plumtree

ALSO PRESENT:

- Chief Administrative Officer:
- Assts. CAO/Office Manager:
- Administrative Assistant:

- Cris Burns
- Melinda Dunphy
- Tanya Strydom

1. CALL TO ORDER:

Chief Administrative Officer Cris Burns called the meeting to order at 5:03 p.m.

2. APPOINTMENT OF MAYOR

Chief Administrative Officer Cris Burns called for nominations

1st Call for Nominations – Councillor Plumtree nominated Councillor English

2nd Call for Nominations- Councillor Phillips nominated Councillor Plumtree

3rd Call for Nominations-None

Nominations ceased for Mayor

Councillor Plumtree appointed as Mayor by vote 5-0

Mayor Plumtree takes the chair.

3. APPOINTMENT OF DEPUTY MAYOR

Mayor Plumtree called for nominations

1st Call for Nomination – Councillor Cawley nominated Councillor English

2nd Call for Nominations – Councillor Forchuk nominated Councillor Phillips

3rd Call for Nominations-None

Cease
Nominations
RES: 17:253

MOVED by Councillor Cawley to cease nominations for Deputy Mayor.

Councillor Phillips appointed as Deputy Mayor by vote 4-1

Appointment to
Boards &
Commissions
RES: 17:254

MOVED by Councillor Cawley to accept all appointments as discussed and attached hereto.
CARRIED

Meeting Dates
RES: 17:255

MOVED by Councillor Cawley to approve meeting dates for December and the summer 2017 as follows:

- December 19, 2017
- July 17, 2018
- August 21, 2018

CARRIED

Adjournment

Meeting Adjourned at 5:57p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MUNICIPAL PLANNING COMMISSION
MEETING
TUESDAY OCTOBER 10, 2017

A Municipal Planning Commission meeting of the Town of Vauxhall was held in council chambers Tuesday October 10, 2017 @ 6:30 p.m.

PRESENT:

- CHAIR:** Ron Lowen
- VICE CHAIR:** Bob Mattice
- COUNCILLOR:** Marilyn Forchuk
Linda English

MEMBER AT LARGE:

DEVELOPMENT OFFICER: Wendy Bergen

ORRSC STAFF: Ian MacDougall

APPLICANTS:

CALL TO ORDER:

Chair Lowen called the meeting to order at 6:30 p.m.

Adoption of
Agenda

RES: MPC17.31

ADOPTION OF AGENDA:

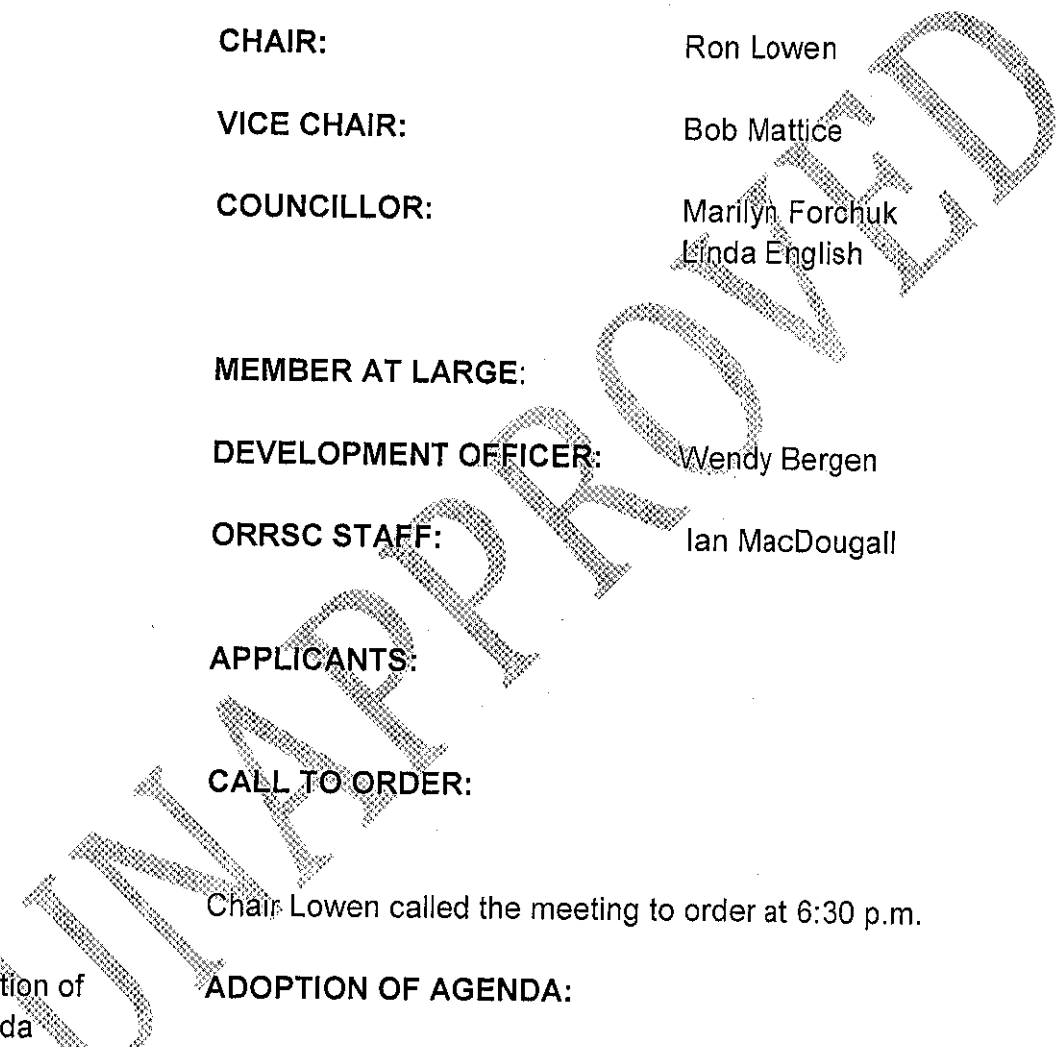
MOVED by Councilor Forchuk to adopt the agenda as presented.
CARRIED

Adoption of
Minutes

RES: MPC17.32

ADOPTION OF MINUTES:

MOVED by Councillor Forchuk to adopt the Municipal Planning



Commission meeting minutes of September 11, 2017, as presented.

SUBDIVISION APPLICATIONS

2017-0-150 Town of Vauxhall

Lot 8, Block 32, Plan 0510752 within NE ¼ 10-13-16W4M

Development of 8 residential lots

RES: MPC17.33 **MOVED** by Councillor Forchuk to approve the application deem subdivision application 2017-0-150 complete with the following conditions:

Conditions:

1. That the 3.5m wide Utility Right of Way as required by ATCO Gas is registered as a General Utility Right of Way agreement granted to the Town of Vauxhall and registered concurrently with the plan of subdivision.
2. That an engineered drainage/storm water management plan be prepared and deemed acceptable by the Subdivision Authority, to indicate the drainage patterns, how run-off will be dealt with, and to account for the 1-in-100 year storm.

CARRIED

Adjournment 6:37 p.m.

**CHAIR
RON LOWEN**

**DEVELOPMENT OFFICER
WENDY BERGEN**

4d.

**Barons-Eureka-Warner Family & Community Support Services
Minutes of Board Meeting – Wednesday, September 13, 2017**

Attendance

Cathy Needham, Ian Glendinning, Bill Martens, Don Heggie, Barbara Edgecombe-Green, John Willms, Merrill Harris, Laura Ross-Giroux and staff members: Zakk Morrison, Milton Iwaasa, Eva Penner and Linda Hashizume.

Observer

Sel Golding, Village of Barons

Absent

Don Holinaty

Call to Order

C. Needham called the meeting to order at 5:05 p.m.

Approval of Agenda

L. Ross-Giroux moved the Board approve the agenda as amended.
Addition: 6 b) Family and Community Support Services Association of Alberta (FCSSAA) Membership Invoice & Survey
Change: 5 d) Report to Municipalities – April to June, 2017

Carried Unanimously

Minutes

J. Willms moved the minutes of the June 7, 2017 FCSS Board meeting be approved as presented.

Carried Unanimously

Business Arising from Minutes

LegalAve Website

The LegalAve website was discussed.

The Board asked Administration to make the link available on our website.

Correspondence

The following correspondence was presented for information:

- Family and Community Support Services Association of Alberta (FCSSAA) – Highlights of June 2017 Board meeting
- FCSSAA News June 2017
- FCSSAA Conference – November 8-10, 2017, Edmonton

I. Glendinning moved the Board receive the correspondence as presented for information.

Carried Unanimously

en.

Reports

Director

Z. Morrison reviewed the Directors report.

L. Hashizume will send out the links to the Barons-Eureka-Warner FCSS produced videos, posted on YouTube, to Board members.

Z. Morrison presented the Board members with various options for updating the Barons-Eureka-Warner FCSS logo.

B. Edgcombe-Green moved the Board accept Option #3.

Carried Unanimously

The staff satisfaction survey was discussed.

The Board would like to encourage the staff satisfaction survey be continued in future years.

B. Martens moved the Board approve the Director's Report as presented.

Carried Unanimously

Finance

The Board reviewed the Financial Report.

D. Heggie moved the Board approve the July 2017 Financial Report as presented.

Carried Unanimously

Mastercard

The Alberta Treasury Branch MasterCard statement for June 13, 2017 was presented for information and approval.

M. Harris moved the Board approve payment of the Alberta Treasury Branch June 13, 2017 MasterCard statement as presented.

Carried Unanimously

The Alberta Treasury Branch MasterCard statement for July 13, 2017 was presented for information and approval.

I. Glendinning moved the Board approve payment of the Alberta Treasury Branch July 13, 2017 MasterCard statement as presented.

Carried Unanimously

The Alberta Treasury Branch MasterCard statement for August 11, 2017 was presented for information and approval.

an

M. Harris moved the Board approve payment of the Alberta Treasury Branch August 11, 2017 MasterCard statement as presented.

Carried Unanimously

The Board directed Administration to check on the MasterCard annual fee and ensure it has been reversed.

Monthly Accounts

The Board reviewed the monthly accounts.

L. Ross-Giroux moved the Board approve the monthly accounts for May 26, 2017 to June 25, 2017 as presented.

Carried Unanimously

Report to Municipalities

The draft Barons-Eureka-Warner FCSS Report to Municipalities for April to June 2017 was distributed with the agenda for information and approval.

J. Willms moved the Board approve the April to June 2017 Report to Municipalities as amended and requested Administration to distribute the report to our Municipalities and Alberta Government funders.

Carried Unanimously

New Business

November 8, 2017 Board meeting date

M. Harris moved the November 8, 2017 Board meeting be rescheduled to November 1, 2017.

Carried Unanimously

2017-2018 FCSSAA Membership Invoice

B. Edgecombe-Green moved the Board approve payment of the 2017-2018 FCSSAA Membership invoice.

Carried Unanimously

FCSSAA Survey

Z. Morrison will forward the FCSSAA Planning and Quality Assurance membership survey to the Board members for their completion.

Round Table Discussion

B. Martens reported the Town of Coaldale has new grant funding available. Currently applications are accepted once per year, they are hoping to expand this to twice per year.

B. Martens suggested the Board look at hosting a transition dinner where the exiting Board members/new Board members and staff come together to get to know each other.

Linda Hashizume and Eva Penner left the meeting at 6:10 p.m.

Closed Session

M. Harris moved the Board move in-camera at 6:10 p.m.
Carried Unanimously

B. Edgecombe-Green left the meeting at 6:20 p.m.

M. Iwaasa left the meeting at 6:40 p.m.

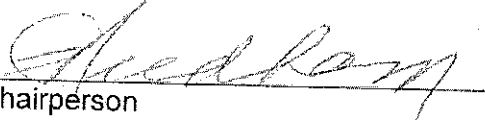
J. Willms moved the Board move to regular session at 7:25 p.m.
Carried Unanimously

Date of Next Meeting

The date of the next regular Board meeting will be October 11, 2017 in Coaldale.

Adjournment

D. Heggie moved the meeting adjourn at 7:27 p.m.
Carried Unanimously


Chairperson


Director

Town of Vauxhall

Staff Recommendation

Date: October 30, 2017

Proposed by: Administration

Topic: Benchmark Assessment Consultants Inc

Background:

Please see attached the resolution of Council in September.

Appointment of Assessor

RES: 17:226 MOVED by Councillor English to appoint Assessor Christopher Snelgrove with Benchmark Assessment Consultants Inc. to assume the existing contract term effective October 1st, 2017 until the term expires June 30th, 2018, with no additional charges to the Town of Vauxhall.

CARRIED

Benchmark has sent us their standard contract based on our assessment parcel numbers.

The term dates are located on page 3 section 2.2 the options are we can sign for the one year contract or up to five years.
Council can choose how long they wish to enter into the contract.
We have also attached the past assessor contract for your reference

Town of Vauxhall
Request for Decision

Date: October 31st, 2017

Information provided by: Administration

Topic: Appointments – Library Board Member

Background:

Members of the Vauxhall Library Board are duly appointed by council.

Mrs. Patricia Coad has expressed an interest (attached) in serving on the board of the Vauxhall Public Library.

Town of Vauxhall

Staff Recommendation

Date: November 2, 2017

Proposed by: Administration

Topic: **By-Election**

Background:

Per Ministerial Order No. MSL:108/17 we were instructed once the council has been sworn in, it must set a date for the by-election to fill the remaining vacancies, the date by which elections must be held is April 30, 2018. Election Day must be set by resolution of Council.

While there is no requirement to hold an election on a Monday, it seems to be the day of the week elections are generally held. Nomination day is held 4 weeks prior to election day.

Things to considerer when picking a day

- Is nomination day or election day scheduled on a statutory holiday
- Does the six week election period during holidays or a time when a significant amount of electors will be away (Easter)

Proposed Motion:

Councillor _____ moves to establish _____, 2018 as the date for the municipal by-election for the Town of Vauxhall to be held.

it unless the council passes a bylaw specifying a higher or lower odd number.

(5) The council of any other type of municipality consists of the number of councillors provided for it by or under the enactment establishing it.

1994 cM-26.1 s143



Bylaw changing number of councillors

144(1) A bylaw passed under section 143 must be passed at least 180 days before the general election at which it is to take effect.

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 143 must be advertised.

1994 cM-26.1 s144

Bylaws - council and council committees

145 A council may pass bylaws in relation to the following:

- (a) the establishment and functions of council committees and other bodies;
- (b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council.

1994 cM-26.1 s145

Composition of council committees

146 A council committee may consist

- (a) entirely of councillors,
- (b) of a combination of councillors and other persons, or
- (c) subject to section 154(2), entirely of persons who are not councillors.

1994 cM-26.1 s146

Division 2 Elections, Appointments and Ward System

Election of councillors

147(1) Subject to Division 5, councillors other than a chief elected official are to be elected in accordance with the *Local Authorities Election Act*.

6e.

Town of Vauxhall
Request for Decision

Date: November 2, 2017

Proposed by: Administration

Topic Dissolution of Alarie

Background:

Administration first became aware of the Asset Distribution in August 2016 from the firm of Ogilvie LLP. Alarie issued insurance policies to school boards, municipalities and other local authorities between 1990 and 2002. Town of Vauxhall obtained liability insurance from Alarie during at least some of that period. Alarie has now settled the last of the claims. The Town of Vauxhall has received a cheque of \$11,822.83 for their share.

Request a motion from council on where they would like the funds allocated.

MUNICIPAL ELECTED OFFICIALS COURSE INFORMATION SHEET

COURSE OUTCOMES

At the end of the course, you will:

- Identify the roles and responsibilities of elected officials in preparing for and responding to a major emergency or disaster
- Summarize Alberta's emergency management framework and legislation

EVALUATION

Feedback from course trainer(s), Alberta Emergency Management Agency's (AEMA) staff, and peers

TRAINING METHOD

Presentations, discussions, at least one exercise

TARGET AUDIENCE

- Chief elected officials
- Councilors
- Chief administrative officers
- Municipal directors of disaster services

COURSE PREREQUISITE

Reviewing your Municipal Emergency Plan before the course is useful.

COURSE LENGTH AND LOADING

Minimum of five hours (one day) is required to achieve the course outcomes. Minimum 20 participants.

7c



COUNCIL REMUNERATION

Purpose:

The purpose of this policy is to establish remuneration rates and service awards for Elected Officials and Members at Large appointed to the Subdivision & Development Authority Board.

Policy Statement:

To provide a fair and equitable means of reimbursement to Elected Officials and Members at Large appointed to the Subdivision & Development Authority Board for attending to or performing their duties and also for the payment of reasonable allowances for travel and subsistence for attendance at conferences, training or seminars etc.

To recognize the contribution to the community given by outgoing elected officials through a formal recognition of service.

1. Monthly Remuneration

A monthly honorarium shall be paid to each Elected Official as follows:

Mayor - \$450.00 per month.

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations.
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the community, outside the formal meeting setting.
- To recognize time spent in the Municipal office signing cheques, letters and other documents.
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayors presence or where good public relations warrants the Mayors attendance such as: community functions, graduation exercises, Remembrance Day Ceremonies

Deputy Mayor - \$250.00 per month.

- In the absence of the Mayor will perform the duties listed above.

Councillor - \$200.00 per month.

- To recognize the time spent reviewing/discussing matters with other members of council and members of the community outside of the formal meeting setting.
- To recognize time spent attending local functions when the presence of the members of Council is requested or when protocol dictates Council presence or where good public relations warrants the Council attendance such as: community functions, graduation exercises, Remembrance Day Ceremonies.
- To recognize time spent on other local matters pertaining to the office of Councillor of the Town of Vauxhall.
- To recognize the representation of Council, at functions in which the Mayor or Deputy Mayor is unable to attend.

2. Meeting Rates – Elected Officials

In addition to the monthly honorarium, the following meeting rates are applicable:

- a.) Regular Council Meeting \$90.00 per meeting
 Budget Meetings \$90.00 per meeting
- b.) Committee of Council Meetings
 - 1 hour minimum,
 paid in 30 minute increments \$ 20.00 per hour
 - Maximum \$200.00 per day
- c.) Public Hearings, Special meetings of Council, Community Forums held by Council with mandatory attendance – same rate as Committee of Council meetings.
- d.) Attendance at appointed Board, Committee, Foundation or Society meetings, conference, seminar, workshop, training etc. held within town – same rate as Committee of Council meetings.
- e.) Attendance at appointed Board, Committee, Foundation or Society meeting, conference, seminar, workshop, training etc. held outside of town – same rate as Committee of Council meetings except that travel time is included in time durations.
- f.) Attendance at informal (public relations) activities over one (1) hour, i.e.: Parades – Mileage and meal reimbursement only.
- g.) All elected officials shall submit reports to council for the 2nd council meeting of each month.
- h.) Ex-officio to be paid accordingly to the above schedule when in attendance at committee meetings

3. Expense Allowance

An annual amount of \$200.00 will be issued to Elected Officials to compensate for use of personal cell phone, internet, stationary supplies and other miscellaneous out of pocket expenses.

In accordance with Revenue Canada's provision for Municipal officials, one-third (1/3) of the total allowances and honoraria paid to Municipal Officials shall be deemed to be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office and is therefore subject to income taxation and considered as earnings.

4. Traveling & Subsistence Expenses

- a.) Use of personal vehicle to attend Board, Committee, Foundation or Society meetings, conferences, seminars, workshops or training held *outside of town* will be reimbursed at the rate as prescribed annually by the Minister of Finance and deemed reasonable by Canada Revenue Agency.
- b.) Reasonable meal costs except those included in registration will be reimbursed upon presentation of receipt. Gratuities listed on receipts will be reimbursed; gratuities shall not exceed 15% of the total bill.
- c.) Accommodation, based on single occupancy will be reimbursed upon presentation of receipt.
- d.) Actual cost for taxi and parking expenses will be reimbursed upon presentation of receipt.
- e.) A maximum per diem of \$10.00 per day will be reimbursed for non-receipt incidentals such as public transit, coffee, water.
- f.) Upon request, administration will advance to the Elected Official, a maximum allowance of 2/3 of the estimated expense prior to attending a conference or seminar.

5. Scope

Members at Large appointed to the Subdivision and Development Authority Board and Appeal Board shall be subject to the same meeting and expense rates as set out in this policy.

6. Exceptions

A claim for honorarium or travel expenses cannot be made if the Elected Official is receiving reimbursement from the board, committee, commission, corporation, association, jurisdiction or other authority.

7. Training/Conference/Seminar Allowance

Each Elected Official will be budgeted an allowance for attendance at seminars, conferences, workshops and/or training related to the Elected Officials portfolio and be of a benefit to the Town. Registration fees and/or expenses to attend any function that causes the Elected Official to exceed his/her annual allowance must be pre-authorized by Council.

- a) An annual amount of \$350.00 will be issued to Elected Officials for Personal Development and must be pre-authorized by CAO
i.e. Elected Official Education Program

8. Personal Device

An amount of \$500.00 will be issued to Elected Officials at the beginning of their term for a personal device of their choice. Acquiring and maintaining of the personal device are the responsibly of the Elected Official.

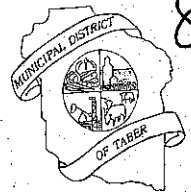
Responsibility

It is the responsibility of the elected official to submit honorarium and travel expense claims within thirty (30) days of occurrence.

It is the responsibility of the payroll to ensure payment of annual expense allowance as per article 3.

Municipal District of Taber

Administration Office



Town of Vauxhall
RECEIVED

NOV 02 2017

October 26, 2017

Town of Vauxhall
Box 509
Vauxhall, Alberta
TOK 2K0

Attention: Mayor Margaret Plumtree

Dear Mayor,

RE: Council Appointment

The Council of the Municipal District of Taber at their Organizational Meeting of October 23, 2017 has appointed the following Council Members to represent the M.D. of Taber on the following committees:

Vauxhall Recreation:

**Jennifer Crowson
Leavitt Howg**

Also being appointed to the MD of Taber/Town of Vauxhall Intermunicipal Development Committee:

**Leavitt Howg
Jennifer Crowson
Murray Reynolds**

Also being appointed to the Vauxhall & District Regional Water Services Commission:

**Leavitt Howg
Jennifer Crowson
Murray Reynolds**

Also being appointed to the Vauxhall Regional Fire Authority:

**Murray Reynolds
Leavitt Howg**

Also being appointed to the Vauxhall Business Society/Economic Development:

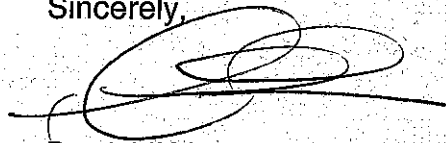
Jennifer Crowson
Leavitt Howg

The Councillors contact information is as follows:

Jennifer Crowson – jcrowson@mdtaber.ab.ca
Leavitt Howg – lhowg@mdtaber.ab.ca
Murray Reynolds – mreynolds@mdtaber.ab.ca

The term of this appointment will extend to our Organizational Meeting in October, 2018 when either a re-appointment or new appointment will be made, and about which you will be advised accordingly.

Sincerely,



Derrick Krizsan
Municipal Administrator
Municipal District of Taber