



Community Engagement & Advisory Committee

AGENDA

11:30 AM - May 10, 2017

Committee Room

PURPOSE: This advisory committee, as individuals and collectively, will gather public input and share information to effectively advance the CSP and Governance; as well as ascertain and represent the overall collective interests of the Hinton Community

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ORDER

ADOPTION OF AGENDA

ADOPTION OF MINUTES

- 2 - 4 1. March 8, 2017

ACTION ITEMS

1. Meeting Schedule - Laura
- 5 - 11 2. Council Remuneration Committee
3. Review Draft Report to Council on Homelessness in Hinton
4. Community Connection Team Reports
- Recreation & Culture (Jan, Jailin)
 - Education, Wellness & Social Supports (Fiona, Doug)
 - Governance & Partnerships (Garth, Kathy)
 - Local Economy (Don, JoAnn)
 - Natural & Built Environments (Sharon, Christian)
- 12 5. Review and Update Delegation Invitation List

INFORMATION ITEMS

COMMUNICATION ACTION

Was there anything decided or discussed today that should be communicated? If so, how, when and by who?

NEXT MEETING

1. Next Meeting Date: June 14, 2017

ADJOURNMENT



TOWN OF HINTON
Community Engagement & Advisory Committee
Committee Room
March 8, 2017

PRESENT: Shirley Caputo, Kathy Rees, Albert Ostashek, Jan Vassbotn, Jailin Bertolin, Ron McKay, Doug Heine

SECRETARY: Wendy Anderson, Executive Assistant

ORDER

Vice-Chairman Kathy Rees called the Regular Meeting of the Community Engagement & Advisory Committee ("CEAC") to order. The time was 11:33 a.m.

ADOPTION OF AGENDA

McKay – That the agenda for the CEAC meeting of March 8, 2017 be adopted as presented.
CARRIED

DELEGATIONS AND PRESENTATIONS

Hinton Adult Learning Society

Deena Fuller, Candace Pambrun and Ashley Grzybowski spoke to the group about services available to the public through the Hinton Adult Learning Society.
(see Attachment #1).

ADOPTION OF MINUTES

CAPUTO - That the CEAC minutes of February 8, 2017 be adopted as amended.

- Local Economy – second bullet, leased should be pleased
- Natural & Built Environments – first bullet should read "There is currently a 4-way stop at Crescent Valley which helps...."

CARRIED

ACTION ITEMS

1. CEAC Website Update

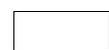
Josh Yaworski did not receive access to the Google Drive document so was not able to view the edits. **Sharon is to provide Josh with access to the document.**

2. Review Draft Action Tracking List

Jan Vasbotn informed the group that due to work commitments, the Google Drive Action Tracking List. This is being deferred to the April meeting.

3. Review Draft Report to Council on Homelessness in Hinton

The group discussed what this report should look like. Jailin will follow-up with the group and be prepared to present on March 28th. Ashley Grzybowski will be appearing as a delegation at the April 18th meeting. It was suggested that CEAC members attend to support the Homelessness and Unstable Housing Action Group.



Initial

4. Community Connection Team Reports

Recreation & Culture:

- The Nordic Ski Biathlon went off without a hitch due to the great volunteers
- The Hinton Growler event went well, competitors were enthusiastic with the event
- Both events were the same weekend; Jan is going to discuss a recreation group with Stacey Cherry so that groups can discuss when their events are being held in order to ensure that events don't overlap.
- Town boundary signs – Jan spoke with Fish & Wildlife who were supportive and they spoke with the Fire Chief who agreed there should be more signage for use of guns and town boundaries. Jan will look at requirements and touch base with the fire chief.

Education, Wellness & Social Supports:

- Kathy expressed her extreme disappointment on the remarks made by the mayor in newspaper articles regarding seniors' homes and their entitlement. People were concerned that no one was building smaller homes.
- Don passed his concern through Kathy regarding the overlap between programs with BRIDGES and Alberta Health Services. Jailin indicated that they collaborate more than overlap.
- Ron suggested that we need "appropriate" housing to meet the needs of the individual rather than affordable.

Governance & Partnerships:

- Nothing to report

Local Economy:

- Kathy reported on behalf of Don that the Canyon Creek project seems to be a go ahead with up to 300 constructions positions with an additional 25 permanent positions.

Natural & Built Environments:

- The snowfall received recently benefits the forest by providing much needed moisture

5. Review and Update Delegation Invitation List

The group determined that review of the Delegation Invitation List would occur in the next meetings as delegations are booked up to the June meeting.

INFORMATION ITEMS

Albert reported that at the March 7th Regular Council meeting, Council requested that at the March 14th Standing Committee, ATE program discussions occur. Albert asked CEAC members to provide him with any comments regarding the operation of the ATE program prior to the meeting. An official report will be brought to Council in the near future.

Initial

Next meeting is scheduled for April 12, 2017.

ADJOURNMENT

Doug - That the meeting adjourn.

CARRIED

The time was 1:10 p.m.

Chairman

Secretary

Initial



TOWN OF HINTON

POLICY TITLE: Council Remuneration Policy

POLICY #: 052

EFFECTIVE DATE: July 1, 2008

ADOPTED BY COUNCIL ON: June 17, 2008

Revised by Council: September 30, 2008, July 20, 2010, December 7, 2010, July 16, 2013

POLICY STATEMENT

The Town of Hinton commits to providing a fair and reasonable level of remuneration for elected officials. The Mayor and Councillors will receive fair remuneration for their time and expenses consistent with comparable communities.

1. REASON FOR POLICY

To provide for the establishment and ongoing operations of claims and payments for honorariums, meeting fees, expenses and benefits to the Mayor and Councillors.

2. DEFINITIONS

Conferences, conventions, seminars, workshops include:

- a) Alberta Urban Municipalities Association
- b) Mid-sized Mayor's caucus
- c) Northern Alberta Municipalities Caucus
- d) Federation of Canadian Municipalities (FCM)
- e) Elected Officials Symposium
- f) Other conferences, workshops or seminars that are related to Councillor duties and are approved by Council.

Eligible Fees: Regular Council meetings, Standing Committee meetings, meetings of committees or boards to which they are appointed, and any other meetings or events which are approved by Council and includes consideration for travel time. If, as a designated member of a committee or board, the member elects to take on additional administrative duties (such as participating in an organizing committee, administrative duties etc.) the member shall seek the consensus/approval of Council to do so in order to claim a meeting fee accordingly.

Expenses:

- Include hotel, meals, mileage, fuel, parking, incidentals and other out-of-pocket expenses incurred and allowable under Appendix “C” of Policy 070 (Travel Expense and Corporate Credit Card) while on Town business;
- Expenses for attendance at conferences or workshops will be reimbursed upon the Council member providing a verbal report to Council summarizing the event or activity and reporting about the major topics discussed and/or decisions made;
- When the official representative (Mayor or designate) attends a banquet in their official capacity representing the Town, the cost of the member and the member’s partner at the banquet will be paid for by the Town. The cost for an individual Councillor’s attendance will be paid for by the Town with the Councillor paying for their spouse or guest’s ticket.

Remuneration: Means the monthly rate of pay for the Mayor and Councillors and includes honourariums and meeting fees.

3. RESPONSIBILITIES

Council to:

- Approve by resolution this policy and any amendments
- Consider the allocation of resources for successful implementation of this policy in the annual budget process

Councillors to:

- Prepare monthly claims and submit to the Corporate Services Director on the prescribed form

Town Manager to:

- Implement this policy and approve procedures
- Ensure policy and procedure reviews occur and verify the implementation of policies and procedures

Director of Corporate Services to:

- Ensure implementation of this policy and procedure
- Ensure that this policy is reviewed every three years
- Make recommendations to the Town Manager of necessary policy or procedure amendments related to the administrative aspects of the policy
- Provide staff support to initiate and operate the CRRC

Hinton Council Remuneration Review Committee to:

- Recommend to Council on remuneration, meeting fees, expenses and benefits for Hinton Council as outlined in the Hinton CRRC Terms of Reference in Schedule “A”.

4. PROCEDURES

Council will receive recommendations on remuneration and meeting fees for Mayor and Councillors from the Hinton Council Remuneration Review Committee in the fourth year of a Council term with approved recommendations, if any, to become effective after the General Election for the four year term of the new Council unless otherwise approved by Council.

All recommended policy changes to Policy 052 from the Hinton CRRC be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation (Council resolution of July 16, 2013)

The Hinton CRRC will be asked to commence work and to forward their final report to Council at a Regular Council meeting in June prior to the election.

Administration shall review timesheets and expense claims for compliance to this policy. Where there is a concern, Administration will contact the Councillor and discuss the concern. If Administration and the Councillor cannot agree on the interpretation of this policy, the matter will be referred to the Mayor for final decision. Where there is a concern relating to the Mayor, and Administration and the Mayor cannot agree on the interpretation, the matter will be referred to the Deputy Mayor for final decision.

SCHEDULE "A"

HINTON COUNCIL REMUNERATION REVIEW COMMITTEE **TERMS OF REFERENCE**

Introduction

It is important to recognize that the primary reason for individuals seeking municipal public office is public service to the residents of the Town of Hinton. It is also important to ensure that individuals who choose to serve their community receive adequate compensation for their time and expenses. This document will serve to outline the mandate and terms of reference for that independent body to be called the Council Remuneration Review Committee (CRRC).

Mandate

The CRRC will review the remuneration policy and determine appropriate honorariums, meeting fees, expenses and benefits for the Mayor and Councillors and provide recommendations in a final report to Town Council.

Membership

In accordance with the terms of their mandate, the Chairman of CEAC shall appoint 5 CEAC members to form the Council Remuneration Review Committee; or, in the alternative, Council shall appoint up to 5 citizens to the Council Remuneration Review Committee in the manner they deem appropriate.

Selection of Chair and Meeting Schedule

The Director of Corporate Services will convene the first meeting. The five members will elect a chairman from among their group. The group will be responsible for determining their own schedule and method of operation subject to these terms of reference.

Time Frame

The CRRC will prepare and forward their final report to Council at a Regular Council meeting in June. Should additional time (beyond reasonable staff time) be required, the CRRC Chairman may make such a request to Town Council.

All recommended policy changes to Policy 052 from the Hinton CRRC be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation (Council resolution of July 16, 2013)

Implementation

Town Council will review the recommendations received from the CRRC. Unless otherwise recommended by the CRRC, the recommendations approved by Council will become effective after the General Election for the four year term of the new Council.

Procedures

The Committee shall conduct their review prudently and cost-effectively and as is necessary to enable them to make a recommendation to Council. As a part of their review, the CRRC will

review similar practices of the Town's municipal comparative communities in Alberta and examine the time commitment involved and make any appropriate recommendations. Also, in conducting their review, the CRRC shall discuss the items required in the mandate section with each existing member of Town Council.

Confidentiality

The work of the CRRC is to be strictly confidential. The final report of the CRRC will be delivered to Town Council at an open session of Council at which time the report will be dealt with in an open Council meeting.

Resources

The Director of Corporate Services, or his/her designate, will provide administrative support to the CRRC. At the discretion of the Director of Corporate Services, the services of an "Independent Consultant" may be used to provide research and professional guidance to the CRRC. Should additional resources beyond the reasonable time of Town staff be required, the CRRC Chairman may make such a request to Town Council. In order for the Director of Corporate Services, or his designate, to provide that support, the Director of Corporate Services, or his designate, will need to be aware of CRRC deliberations. The Director of Corporate Services, or his designate, will hold all such information in strict confidence.

Volunteer Status

The members of the CRRC will receive no salary or honorarium for their voluntary services. The Town of Hinton will reimburse any out of pocket expenses in accordance with the Town of Hinton policies.

SCHEDULE "B"

HINTON COUNCIL REMUNERATION REVIEW COMMITTEE RECOMMENDATION TO COUNCIL JUNE 18, 2013

*Honourarium (Mayor) \$3,600

*Honourarium (Deputy Mayor) \$1793

*Honourarium (Councillors) \$1517

Rates (see Eligible Fees)

(up to 4 hours) \$107

(4+ hours) \$213

8+ hours \$320

*Examples of duties included in monthly honourariums

- Golf Tournaments
- Grand Openings, charity functions, service club meetings, community events (ie. Canada Day events, Remembrance Day ceremonies)
- Administrative duties for appointed boards and committees
- Public workshops, open houses and other public input sessions
- General day to day activities of the Mayor and Council
- Informal meetings with the CAO, staff and council
- Preparation for council and committee meetings
- Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program or Town initiative or facility
- General public appearances
- Other purely social events

The Alberta Consumer Price Index calculated on a 12-month rolling average basis will be used to adjust the honourarium and meeting fees to become effective November 1st of each year.

Expenses

Expenses for Meals and Mileage: As per Appendix "C" of Policy 070 – Travel, Expense and Corporate Credit Card Policy

(The mileage rate shall be reviewed annually by Administration to coincide with the current Canada Revenue Agency automobile allowance rates).

Benefits

Councillors are entitled to the Standard Life Insurance coverage for elected officials as provided by Alberta Urban Municipalities Association. Benefits include:

\$100,000	Accidental Death & Dismemberment
\$250	Weekly Accident Indemnity
\$10,000	Accident Reimbursement Benefit
\$5,000	Dental Expense Benefit

Councillors may opt out of the benefit program at their personal discretion.

Active Living (no change)

In promoting "Active Living" to Council members, the Town will:

- Reimburse to the council members up to \$400 for any activity that promotes "Active Living" for "the council member only".
- If the council member chooses to spend up to an additional \$400 on an activity that promotes "Active Living", the Town will reimburse 50% back to the council member. This may include the council member's family as well. In this situation, if the council member only chooses to spend an additional \$200, the council member would be reimbursed 50% or \$100. Some examples of "Active Living" are the following:
 - a) Pass to the Recreation Centre;
 - b) Ski Passes;
 - c) Mountain Biking or Canoeing.

Increases to be Effective November 1, 2013

DELEGATION INVITATION LIST

NAME	ORGANIZATION	MEETING DATE
Kelci Petterson	Growing Great Kids Coalition	June 14, 2017
To be Rescheduled		
Robin Campbell	Canadian Coal Association	(Garth to invite)
Grocery store Managers	Safeway, IGA Freson	(Don to invite)