

1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

- 2.1 In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial.

We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present.

As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.

3. **OFFICIAL OATH OF OFFICE**

- 3.1 Oaths of Office Ceremony

4. **ADOPTION OF AGENDA**

- 4.1 Organizational Meeting Agenda for October 30, 2025

5. **BUSINESS**

- 5.1 Request for Decision, 2025 – 2026 Regular Council Meeting and Standing Committee of Council Meeting Schedule
5.2 Request for Decision, Appointment of Deputy Mayor Rotation
5.3 Request for Decision, Alberta Municipalities Conference Attendance
5.4 Request for Decision, Federation of Canadian Municipalities Attendance
5.5 Request for Decision, Council Appointments to Boards, Committees and Commissions
5.6 Report for Council, Council Policy - Remuneration and Compensation Review

6. **ADJOURNMENT**

MEETING DATE: October 30, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **2025 – 2026 Regular Council Meeting and Standing Committee of Council Meeting Schedule**

BACKGROUND

Each year, following the municipal election cycle or at the Organizational Meeting of Council, it is customary for Council to establish its meeting schedule for the upcoming year. This includes setting the dates and times for both Regular Council Meetings and Standing Committee of Council Meetings, which are essential for the governance and municipal operations.

The scheduling of these meetings ensures transparency, accountability, and consistency in decision-making, while also providing the public with predictable opportunities to engage with Council. The *Municipal Government Act* and the Council Procedural Bylaw provide the legislative framework for this process, outlining requirements for public notice, meeting procedures, and time constraints.

As part of this annual process, Administration prepares a proposed schedule that takes into account statutory holidays, seasonal breaks, and operational considerations. Adjustments to meeting dates are occasionally recommended to avoid conflicts with holidays and to align with best practices observed in neighbouring municipalities.

This report presents the proposed meeting schedule for the period from October to October. Council's approval of the schedule by resolution is required to formalize the meeting calendar for the upcoming year.

DISCUSSION

The proposed Regular Council Meeting and Standing Committee of Council Meeting Schedules are attached to this report, taking statutory holidays into account from October to October. Reference to the setting of meeting dates and times is further identified in the *Municipal Government Act* and the Council Procedural Bylaw.

In accordance with established practice, the Council Procedural Bylaw stipulates that Regular Council Meetings and Standing Committee of Council meetings are to commence at 7:00 p.m. Council may wish to consider an earlier start time to facilitate more in-depth discussion on agenda items and to ensure meetings conclude in a timely manner. As per the Bylaw, meetings are not permitted to continue past 10:00 p.m. unless a resolution of Council is passed to extend the meeting. Administration proposes a 6:00 p.m. start time for Regular and Standing Committee of Council Meetings.

Administration is recommending that the Standing Committee of Council Meetings that conflict with statutory holidays in February and May be moved to the succeeding Tuesday to accommodate more meetings throughout the year. Additionally, cancelling the December meeting will allow Council and Administration a well-deserved break around the holiday season, while cancelling the first meeting in August will provide Council with a summer break, which is similar to that of our neighbouring municipalities, such as Lacombe County and the City of Lacombe, etc.

Attached are the proposed Regular Council Meeting and Standing Committee of Council Meeting Schedules, with and without the change to meeting dates and times, for Council's consideration.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council approve the 2025 - 2026 Town of Blackfalds Regular Council Meeting Schedule, in which meetings are held on the second and fourth Tuesday of each month commencing at 6:00 p.m. in Council Chambers at the Civic Cultural Centre (municipal office) and That the meeting of December 23rd and August 11th be cancelled to allow for a Christmas Break and a Summer Break and direct Administration to bring forward the Council Procedural Bylaw for amendment to reflect the change in commencement time.
2. That Council set the 2026 Organizational Meeting of Council for October 27, 2026.
3. That Council approve the 2025 - 2026 Standing Committee of Council Meeting Schedule, in which meetings are to be held on the third Monday of each month commencing at 6:00 p.m. in Council Chambers at the Civic Cultural Centre (municipal office) and That the meetings held in February and May be moved to the third Tuesday due to the third Monday falling on statutory holidays (Family Day and Victoria Day).

ALTERNATIVES

- a) That Council approve the 2025 - 2026 Town of Blackfalds Regular Council Meeting Schedule, in which meetings are held on the second and fourth Tuesday of each month commencing at 7:00 p.m. in Council Chambers at the Civic Cultural Centre (municipal office) and That the meeting of December 23rd and August 11th be cancelled to allow for a Christmas Break and a Summer Break.
- b) That Council approve the 2025 - 2026 Standing Committee of Council Meeting Schedule, in which meetings are to be held on the third Monday of each month commencing at 6:00 p.m. in Council Chambers at the Civic Cultural Centre (municipal office) and That the meetings held in February and May be cancelled due to the third Monday falling on statutory holidays (Family Day and Victoria Day).
- c) None, as Council must set the 2025 - 2026 Regular Council and Standing Committee of Council Meeting Schedule.

ATTACHMENTS

- *2025 - 2026 Regular Council and Standing Committee of Council Meeting Schedule with changes to Standing Committee of Council Dates in February and May, which may be moved to the third Tuesday.*
- *2025 - 2026 Regular Council and Standing Committee of Council Meeting Schedule with cancellation of Standing Committee of Council Dates in February and May.*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Town of Blackfalds

2025 - 2026 Regular Council Meeting and Standing Committee of Council Meeting Schedule

Meeting dates shown in yellow are Regular Council Meetings dates and commence at 6:00 p.m. in Council Chambers.

Meeting dates shown in green are Standing Committee of Council Meeting dates and commence at 6:00 p.m. in Council Chambers

November 2025

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

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August

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September

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October

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Council Meetings

	Regular Council (RCM)
	Standing Committee (SCC)
	Organizational Meeting
	Stat Holidays
	Meeting Cancelled

Town of Blackfalds

2025 - 2026 Regular Council Meeting and Standing Committee of Council Meeting Schedule

Meeting dates shown in yellow are Regular Council Meetings dates and commence at 6:00 p.m. in Council Chambers.

Meeting dates shown in green are Standing Committee of Council Meeting dates and commence at 6:00 p.m. in Council Chambers

November 2025

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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2	3	4	5	6	7	8
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December 2025

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January 2026

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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February

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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March

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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22	23	24	25	26	27	28
29	30	31				

April

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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19	20	21	22	23	24	25
26	27	28	29	30		

May

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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June

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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14	15	16	17	18	19	20
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July

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August

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30	31					

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20	21	22	23	24	25	26
27	28	29	30			

October

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Council Meetings

	Regular Council (RCM)
	Standing Committee (SCC)
	Organizational Meeting
	Stat Holidays
	Meeting Cancelled

MEETING DATE: October 30, 2025

PREPARED BY: Danielle Nealon, Legislative and Executive Coordinator

PRESENTED BY: Danielle Nealon, Legislative and Executive Coordinator

SUBJECT: **Appointment of Deputy Mayor Rotation**

BACKGROUND:

It has been customary to appoint Deputy Mayors throughout the Council's four-year term during the Organizational Meeting of Council. This approach ensures that each Council member has an equal opportunity to serve in the role.

Typically, appointments are structured to span approximately eight months per Councillor, allowing for continuity while also ensuring that the duties of the Deputy Mayor are distributed fairly among all members. This practice not only supports succession planning and leadership development within Council but also ensures that the municipality is well-prepared in the event the Mayor is unavailable.

DISCUSSION:

Section 152(1) of the *Municipal Government Act* requires Council to appoint one or more Councillors as a Deputy Mayor, ensuring that the office is continuously filled.

The Deputy Mayor assumes the responsibilities of the Mayor when the Mayor is unable to perform their duties or if the office becomes vacant.

In addition to fulfilling the Mayor's duties when required, the appointed Deputy Mayor also chairs the Standing Committee of Council Meetings during their term. This responsibility provides the Deputy Mayor with a leadership role in facilitating discussion, guiding decision-making, and ensuring procedural fairness during committee deliberations.

Furthermore, as part of their administrative responsibilities, the Deputy Mayor is required to sign off on the Mayor's timesheet. This practice supports transparency and accountability in tracking the Mayor's time and ensures that appropriate oversight is maintained.

Administration recommends continuing the established rotation schedule, with each Councillor serving an eight-month term as Deputy Mayor. This approach maintains consistency with past practice, supports Council's collaborative governance model, and ensures compliance with legislative requirements.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council move to set the Deputy Mayor rotation terms commencing with the longest serving Council members and then in order of highest received votes commencing in eight (8) month terms, with the order of appointments as follows:
 - Councillor Brenda Dennis, November 2025 – June 2026
 - Councillor Jim Sands, July 2026 – February 2027
 - Councillor Shane Hanson, March 2027 – October 2027
 - Councillor Ryan Brown, November 2027 – June 2028
 - Councillor Aaron Hoyte, July 2028 – February 2029
 - Councillor Cory Twerdoclib, March 2029 – October 2029

ALTERNATIVES

- a) That Council determine the Deputy Mayor rotation as discussed.

ATTACHMENTS

- *2025 Blackfalds Municipal Election Statement of Official Results*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Town of Blackfalds Official ELECTION RESULTS

The official results of the 2025 Municipal Election are as follows:

MAYOR	Number of Votes	Elected
Jamie Hoover	411	
Laura Svab	713	X

COUNCIL	Number of Votes	Elected
Ryan Brown	481	X
Edna Coulter	265	
Brenda Dennis	574	X
Peter Gomes	135	
Shane Hanson	587	X
Tracy Hoffmann	386	
Aaron J. Hoyte	427	X
Ray Olfert	271	
Annette Park	251	
Jim Sands	483	X
Nadine St. Denis	385	
Dena Thomas	336	
Cory Twerdoclib	398	X
Rebecca Williams	373	

1,124 of **7,550** eligible voters cast ballots in this election.

For more information:

Danielle Nealon
Returning Officer
403.885.4677
elections@blackfalds.ca

Darolee Bouteiller
Substitute Returning Officer
403.885.4677
elections@blackfalds.ca

MEETING DATE: October 30, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Alberta Municipalities Conference Attendance**

BACKGROUND

Alberta Municipalities (ABmunis) is the leading advocacy organization representing 264 municipalities across the Province. ABmunis speaks on behalf of its member municipalities to provincial and federal governments and presses for policy changes and funding for them. An annual conference is held in either Edmonton or Calgary that brings together Elected Officials and Administrators to share ideas, best practices, and solutions.

Typically, all members of Council and the Chief Administrative Officer have attended the annual conference.

DISCUSSION

Administration is recommending that Council continue to take part in the Alberta Municipalities Conference to provide not only a valuable networking and educational opportunity, but to align with the Strategic Plan focus area of pursuing funding opportunities under Strategic Priority #3 - Leadership and Engagement.

This year's ABmunis annual convention will be held in Calgary from November 12 – 14, 2025.

FINANCIAL IMPLICATIONS

There is sufficient budget in place to allow all members of Council to attend the conference from 2025-2029.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council authorize attendance and associated expenses for all members of Council and the Chief Administrative Officer to attend the Alberta Municipalities Conference from 2025 to 2029

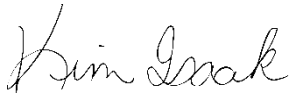
ALTERNATIVES

- a) That Council refer the Alberta Municipalities Conference Attendance report back to Administration for additional information.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: October 30, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Federation of Canadian Municipalities Attendance**

BACKGROUND

The Federation of Canadian Municipalities (FCM) is the national voice of municipal government, which helps to shape national policy. Representing 92% of Canada's municipal population, FCM represents more than 2,100 municipalities across Canada. These include communities of all sizes from major cities to rural and northern towns and approximately 20 provincial and territorial municipal associations.

Municipal leaders from across the County meet annually to establish FCM policies on key issues that affect municipalities across the Country. Blackfalds Council has a long standing history of attendance at this conference as the benefits of learning from other municipalities, networking with other municipal leaders and learning about various funding and granting opportunities has proven valuable.

Typically, approval has been granted to the Mayor, two Councillors and the CAO to attend the annual FCM Conference. In years when the conference is being held in either Calgary or Edmonton approval has been granted to all members of Council to attend the conference due to the affordability of the conference being held within the Province.

DISCUSSION

Administration is recommending that Council continue to take part in the FCM Conference to provide not only a valuable networking and educational opportunity but to align with the Strategic Plan focus area of pursuing funding opportunities under Strategic Priority #3 - Leadership and Engagement.

FINANCIAL IMPLICATIONS

Due to the cost of attendance at the FCM Conference a separate budget line item is allocated specifically for the FCM Conference outside of the pooled Council expense budget. Expenses for the CAO's attendance is budgeted within the total Travel and Training budget allocated annually for the CAO.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council authorize attendance for the Mayor and CAO, along with two Councillors, to attend the Federation of Canadian Municipalities Conference.
 - June 4 - June 7, 2026
Edmonton, AB. Mayor, CAO, Councillor _____ Councillor _____

Or

All members of Council and the CAO.

- June 10-13, 2027
Halifax, NS, Mayor, CAO, Councillor _____ Councillor _____
- 1st weekend of June 2028
TBD. Mayor, CAO, Councillor _____ Councillor _____
- 1st weekend of June 2029
TBD. Mayor, CAO, Councillor _____ Councillor _____

ALTERNATIVES

- a) That Council refer the Federation of Canadian Municipalities Attendance report back to Administration for additional information.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: October 30, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Appointments to Boards, Committees and Commissions**

BACKGROUND

Annually at the Organizational Meeting, Council appointments are made to the Town and external Boards, Committees, and Commissions for the term of one (1) year, with the exception of the ICF/IDP Committee. Historically the appointments to the ICF/IDP Committee has been for the Council term to provide consistency to the Committee. In discussion with Lacombe County they advised that they appoint for a two year term and as such Council may want to consider a two year term so that other members of Council may get an opportunity to sit on the Committee. Administration is recommending that the same approach be taken with the North Blindman River Tri-Municipal Collaborative Committee.

DISCUSSION

These Council appointments will be effective immediately until the next Organizational Meeting of Council in 2026 with the exception of the ICF/IDP and the NBRTC Committees. Below is a list of the Boards, Committees and Commissions that require Council member appointments.

Council Boards, Committees and Commission:

- Economic Development and Tourism Advisory Committee (**2 Council Members**)
- Family and Community Support Services Board (**2 Council Members**)
- Library Board (**2 Council Members**)
- Member at Large Review Panel (**3 Council Members**)
- Municipal Planning Commission (**3 Council Members and Chair and Vice-Chair**)
- Municipal Emergency Advisory Committee (**3 Council Members**)
- Policing Committee (**2 Council Members**)
- Recreation, Culture and Parks Board (**2 Council Members**)
- Indigenous Engagement Committee (**3 Council Members**)

External Boards, Committees and Commissions:

- ToB/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee (ICF/IDP) (**2 Council Members**)
- North Blindman River Tri-Municipal Collaborative Committee (NBRTC) (**2 Council Members and 1 Alternate**)
- Lacombe Foundation (**1 Council Member and 1 Alternate**)
- Lacombe Chamber of Commerce (**1 Council Member and 1 Alternate**)
- Wolf Creek School Division Joint Use Planning Agreement Governing Committee (**2 Council Members**)
- Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee (**2 Council Members**)

- Central Alberta Economic Partnership (CAEP) (**1 Council Member and 1 Alternate**)
- Parkland Regional Library Board (**1 Council Member and 1 Alternate**)
- Iron Ridge Schools Parent Council (**1 Council Member and 1 Alternate**)
- Iron Ridge Secondary School Parent Council (**1 Council Member and 1 Alternate**)
- St. Gregory the Great Catholic School Parent Council (**1 Council Member and 1 Alternate**)
- North Red Deer River Water Commission (**1 Council Member and 1 Alternate**)
- North Red Deer Regional Wastewater Commission (**1 Council Member and 1 Alternate**)
- Lacombe Regional Emergency Management Partnership Plan Advisory Committee (LREMP) (**1 Council Member and 1 Alternate**)
- Red Deer River Municipal Users Group (RDRMUG) (**1 Council Member and 1 Alternate**)
- Red Deer River Watershed Alliance (**1 Council Member and 1 Alternate**)
- Blackfalds Health Practitioners Attraction and Retention Committee (**1 Council Member and 1 Alternate**)

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

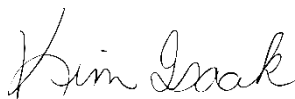
1. That Council approve the 2025-2026 Council Appointments to Committees, as presented, effective immediately, with terms expiring as outlined.

ALTERNATIVES

- a) None, as Council must appoint Council members at the Organizational Meeting in accordance with the Council Procedural Bylaw.

ATTACHMENTS

- *2025-2026 Council Appointments to Committees*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

Town of Blackfalds Council Committee Appointments 2025/2026			
Name	Authority	Meetings	Council Appointment
Economic Development & Tourism Advisory Committee (EDTAC)	Terms of Reference	First or Second Monday of Feb., April, June, Sept., November	Cory Twerdoclib Aaron Hoyte
Family and Community Support Services (FCSS)	Bylaw	2 nd Thursday of the Month with no meetings in July and August. Minimum 6 meetings a year	Ryan Brown Cory Twerdoclib
Library Board	Bylaw	First Tuesday of the Month	Brenda Dennis Aaron Hoyte
Blackfalds and District Recreation, Culture and Parks Board (REC)	Bylaw	Minimum 4 Meetings annually to be determined at by the board.	Shane Hanson Jim Sands
Policing Committee	Bylaw	Monthly	Shane Hanson Brenda Dennis
Municipal Planning Commission (MPC)	Bylaw	As Required	Jim Sands Ryan Brown Shane Hanson
Municipal Emergency Advisory Committee	Bylaw	Annually	Aaron Hoyte Laura Svab Jim Sands
ICF/IDP Committee	Agreement	As Required	Laura Svab Ryan Brown
Member at Large Review Panel	Bylaw	As Required	Laura Svab Brenda Dennis Cory Twerdoclib
Indigenous Engagement Committee	Terms of Reference	As Required	Brenda Dennis Shane Hanson Ryan Brown
North Blindman River Tri-Party Collaborative	Terms of Reference	Semi-Annually	Laura Svab Cory Twerdoclib Alt. Ryan Brown

Town of Blackfalds External Committee Appointments			
Name	Meetings	Council Appointment	Contact Information
Lacombe Foundation	Monthly	Laura Svab Alt Cory Twerdoclib	Melodie Stol: Melodie.stol@bethanygrp.ca
Lacombe Chamber of Commerce	Monthly	Ryan Brown Alt Shane Hanson	
Wolf Creek School Division Joint Use Planning Agreement Governing Committee	As required	Aaron Hoyte Laura Svab Alt Ryan Brown	Tim De Ruyck (Superintendent) tim.deruyck@wolfcreek.ab.ca
Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee	As required	Laura Svab Cory Twerdoclib Alt Aaron Hoyte	
Central Alberta Economic Partnership (CAEP)	Semi-Annually	Shane Hanson Alt Jim Sands	
Parkland Regional Library Board	Quarterly	Cory Twerdoclib Alt Brenda Dennis	Kara Hamilton: administration@prl.ab.ca
Iron Ridge Collaborative	Monthly	Jim Sands Alt Laura Svab	Nicole Rawlinson: Nicole.rawlinson@wolfcreek.ab.ca
Iron Ridge Highschool Parent Council	Monthly	Aaron Hoyte Alt Shane Hanson	
St. Gregory the Great Catholic School Parent Council	Monthly	Brenda Dennis Alt Aaron Hoyte	Teresa Borchers: Teresa.borchers@rdcrs.ca
North Red Deer River Water Commission and North Red Deer Regional Wastewater Commission	Monthly	Jim Sands Alt Laura Svab	Iwa Post: ipost@lacombe.ca
Lacombe Regional Emergency Partnership Plan	As Required	Laura Svab Alt Jim Sands	Julian: hhid@townofbentley.ca

Town of Blackfalds External Committee Appointments			
Name	Meetings	Council Appointment	Contact Information
Advisory Committee (LREMP)			
Red Deer River Municipal Users Group (RDRMUG)	As Required	Laura Svab Alt Ryan Brown	<u>Rudy Friesen:</u> execdir@rdmug.ca
Red Deer River Watershed Alliance	As Required	Ryan Brown Alt Cory Twerdoclib	<u>Francine Forrest:</u> francine@rdrwa.ca

MEETING DATE: October 30, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Policy - Remuneration and Compensation Review**

BACKGROUND

As outlined in the Council Remuneration and Compensation Policy, a review of the remuneration and compensation for Council was conducted this past summer in advance of the October 20, 2025, General Municipal Election.

The review assessed the Town of Blackfalds' current remuneration and compensation levels against 13 comparator municipalities, as identified by Council. In alignment with Council policy, the analysis benchmarked compensation at the 75th percentile. The findings of the report were provided to the Council Remuneration Committee, who then brought forward recommendations to Council for consideration.

The revised policy was adopted by Council at the October 14, 2025 Regular Meeting of Council and will come into effect on January 1, 2026 with the current rates to stay in effect until that time.

DISCUSSION

Administration has provided a copy of the policy that remains in effect until December 31, 2025 along with a copy of the policy that becomes effective January 1, 2026 for Council's information.

FINANCIAL IMPLICATIONS

The 2026 budget will capture the effect of the changes based on the revised policy.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council move to receive the Council Policy - Remuneration and Compensation Review report for information.

ALTERNATIVES

- a) That Council refer Council Policy - Remuneration and Compensation Review report back to Administration for additional information.

ATTACHMENTS

- *Council Remuneration and Compensation Policy – current*
- *Council Remuneration and Compensation Policy -effective January 1, 2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. It is the intention of the Town of Blackfalds to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:
- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
 - Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
 - Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
 - Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council for the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

- 6.2 A compensation adjustment will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question unless otherwise directed by Council.

- 6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix "A" – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix "B" – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and per diem claims will be submitted on the applicable form and submitted no later than two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor's expense forms.
- 6.9 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix "C" will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Appendix "A" – Compensation Provided to Mayor and Council
- 9.2. Appendix "B" – Council Member Expenses / Reimbursement
- 9.3. Appendix "C" – Terms of Reference – Council Remuneration Review Committee
- 9.4. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

10. END OF POLICY

Mayor



Chief Administrative Officer

March 13, 2025

Date

Mar 12, 2025

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council's Salary/Honorarium will be in place for a four-year cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town's annual operating budget.

2. Council Salaries/Honorariums

- 2.1 Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
- | | |
|------------------------|---------|
| Chief Elected Official | \$4,980 |
| Councillor | \$2,369 |
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.
- 2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.

3. Per Diems

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.
- 3.3 Per diem meeting rates are as follows:
- | | |
|-----------|------------------|
| Flat Rate | \$135 (half day) |
| Flat Rate | \$255 (full day) |

APPENDIX "A"

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:
 - 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
 - 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
 - 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
 - 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
 - 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
 - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
 - 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

APPENDIX "A"

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.

6. Electronic Device and Internet Connection Reimbursement

- 6.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.
- 6.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX "B"

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

REIMBURSEMENT TYPE	AMOUNT		
*Travel Allowance – Meals (Unreceipted)	Breakfast 65% of Current CRA Rate	Lunch 65% of Current CRA Rate	Dinner 65% of Current CRA Rate
Travel Allowance – Meals (Receipted)	Breakfast \$ Amount	Lunch \$ Amount	Dinner \$ Amount
Travel Allowance – Vehicle Use	As per current Canada Revenue Agency Mileage Rate		
Travel Allowance – Accommodation Hotel/Motel Private Home	As per receipted expense		
Travel Allowance – Taxi / Public Transportation	As per receipted expense		
Rental Vehicles	When authorized as per receipted expenses		
Parking Costs	As per receipted expense		
Incidental Expense – Laundry and Dry Cleaning	As per receipted expense		

APPENDIX "C"

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

- 1.1. The Council Remuneration Committee is established to review and make recommendations for compensation and benefits provided for Mayor and Council prior to the Municipal Election. The compensation and benefits recommendations will be reviewed by the sitting Council with all decisions made through formal resolution and come into effect for the new Council following the Municipal General Election.

2. Membership

- 2.1 Five (5) citizens from the Town of Blackfalds who are active and connected in the Community and have a professional background in finance, business, education, law or governance.
- 2.2 Chief Administrative Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary.
- 2.3 The citizen appointees will be the only Committee members with voting rights.
- 2.4 The term of the Committee appointments will not exceed one (1) year.
- 2.5 Quorum shall consist of three (3) voting members.

3. Meetings

- 3.1 Meeting dates and times shall be held at the discretion of the Committee.

4. Committee Roles and Responsibilities

- 4.1. Will elect a Chair and Vice Chair for the Committee.
- 4.2. The role of the Chair includes the following:
 - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
 - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
 - 4.2.3 Chair Committee meetings; and
 - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.3. Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer. inclusive of the following:
 - 4.3.1 Honorarium/Salary;

APPENDIX "C"

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

- 4.3.2 Per Diem Rates (daily rates for attendance at conferences, workshops, seminars etc.); and
 - 4.3.3 Benefits Package.
- 4.4 Make recommendations to Council on the responsibilities that are covered under the monthly Honorarium.
- 4.5 Make recommendations to Council in relation to the application of the use of per diems.
- 4.6 Make recommendations to Council in relation to a benefits package.
- 4.7 Provide final recommendations to Council prior to the first Council meeting in August in the year of a Municipal General Election.
- 4.8 Each member of the Committee will observe and keep confidential matters relating to the business and affairs of Council members of the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. It is the intention of the Town of Blackfalds to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:
- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
 - Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
 - Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
 - Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council for the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment of 2% will be brought forward to the budget in 2027, 2028 and 2029. Adjustments will be effective on the first pay period in the New Year unless otherwise directed by Council.

6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and eligible per diem claims as outlined in Appendix C will be submitted on the applicable form and submitted to the Mayor for approval no later than the Wednesday that occurs in the week before the last Friday of the month unless an earlier submission date is requested
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 A pooled per diem system is established with an annual allocation of \$9,000 for the Mayor and \$4,000 for each Councillor for a total of \$33,000. This pooled system will allow for the option that if a Council member exceeds their allotment that a request could be made for additional funding to the Mayor or, in the case of the Mayor to the Deputy Mayor.
- 6.10 Annual attendance at the Federation of Canadian Municipalities Conference (FCM) for the Mayor and two Council members or all members of Council when the conference is being held within the Province will be expensed to a separate general ledger account specifically for FCM and not from the pool per diem general ledger account.
- 6.10 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “D” will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Appendix “A” – Compensation Provided to Mayor and Council
- 9.2. Appendix “B” – Council Member Expenses / Reimbursement

- 9.3. Appendix “C” – Honorarium Vs. Per Diem List of Activities
- 9.4. Appendix “D” – Terms of Reference – Council Remuneration Review Committee
- 9.5. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Revised	273/25	October 14, 2025 (Effective January 1, 2026)
Policy		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with a 2% annual applied to the budget in 2027, 2028 and 2029. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. Appendix C outlines what responsibilities are covered off under the monthly honorarium that a Council member receives and what responsibilities are eligible for per diem.

2. Council Salaries/Honorariums

- 2.1 The monthly honorarium for Council member activities is as follows:

Chief Elected Official	\$5,771
Councillor	\$2,772

- 2.2 Additional honorariums or fees paid from other organizations, such as regional or provincial bodies or commission boards, will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

3. Per Diems

- 3.1 A per diem will be provided to members of Council as outlined in Appendix C. for

- 3.2 Per diem meeting rates are as follows:

Flat Rate	\$145 (half day)
Flat Rate	\$255 (full day)

- 3.3 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns’ Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
- 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
- 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.
- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.
- 6. Council is eligible for an Abbey Centre annual pass.

7. Electronic Device and Internet Connection Reimbursement

- 7.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 7.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 7.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 7.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX “B”

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

REIMBURSEMENT TYPE	AMOUNT		
*Travel Allowance – Meals (Unreceipted)	Breakfast 65% of Current CRA Rate	Lunch 65% of Current CRA Rate	Dinner 65% of Current CRA Rate
Travel Allowance – Meals (Receipted)	Breakfast \$ Amount	Lunch \$ Amount	Dinner \$ Amount
Travel Allowance – Vehicle Use	As per current Canada Revenue Agency Mileage Rate		
Travel Allowance – Accommodation Hotel/Motel Private Home	As per receipted expense		
Travel Allowance – Taxi / Public Transportation	As per receipted expense		
Rental Vehicles	When authorized as per receipted expenses		
Parking Costs	As per receipted expense		
Incidental Expense – Laundry and Dry Cleaning	As per receipted expense		

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Regular Council Meeting	X		
Standing Committee of Council	X		
Special Meeting of Council – held prior to scheduled meeting	X		
Special Meeting of Council – held on a day where no regularly scheduled meeting is being held		X	
Organizational Meeting of Council	X		
Council Orientation		X	
Council Strategic Planning		X	
Budget Presentations and Deliberations		X	
Council Boards, Committees and Commissions			
Economic Development and Tourism Advisory Committee	X		
Family and Community Support Services Board	X		
Library Board	X		
Member at Large Review Panel (Meetings only)	X		
Municipal Planning Commission	X		
Municipal Emergency Advisory Committee	X		
Policing Committee	X		
Recreation, Culture and Parks Board	X		
Indigenous Engagement Committee	X		
ICF/IDP Meetings in Town	X		
ICF/IDP Meetings out of Town		X	
North Blindman River Tri-Party Collaborative Meetings in Town	X		
North Blindman River Tri-Party Collaborative Meetings out of Town		X	
External Boards, Committees			
Iron Ridge Schools Parent Councils	X		
St. Gregory the Great Catholic School Parent Council	X		
External Boards, Committees and Commissions outside of Town Unless Per Diem is Paid by other Agency			
Lacombe Foundation			X
North Red Deer River Water Commission			X
North Red Deer Regional Wastewater Commission			X
*Lacombe Chamber of Commerce		X	
*Wolf Creek School Division Joint Use Planning Agreement Governing Committee		X	

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee		X	
*Central Alberta Economic Partnership (CAEP)		X	
*Parkland Regional Library Board		X	
*Lacombe Regional Emergency Management Partnership Plan Advisory Committee		X	
*Red Deer River Municipal Users Group (RDRMUG)		X	
*Red Deer River Watershed Alliance		X	
Other			
ToB Open Houses		X	
Internal Training (Safety, IT)		X	
External Education/Training (Pre-approved)		X	
Conferences (pre-approved)		X	
Designated Official Public Speaking		X	
CAO Performance Review Meeting - Per diem if not held on a Regular or Standing Committee night	X		
CAO Recruitment Meetings and Interviews		X	
CAO Meeting with Mayor or Councillor	X		
Meetings with Citizens or Groups			X
Chatting with Council Events			X
Official meetings with MLA, MP, and/or Government Ministers outside of a Conference such as ABMunis or FCM	X		
Parades within Town	X		
*Parades outside of Town		X	
Sporting Events			X
Golf Tournaments			X
Openings, Ribbon Cuttings and Dedications		X	
General Public Appearances			X
Community Events (Canada Day / Remembrance Day)			X
Member at Large Review Panel Interviews		X	
External AGM Invitation (where Council member is not appointed by ToB)	To be brought forward to Council in advance of AGM to determine per diem eligibility		

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

- 1.1. The Council Remuneration Committee is established to review and make recommendations for compensation and benefits provided for Mayor and Council prior to the Municipal Election. The compensation and benefits recommendations will be reviewed by the sitting Council with all decisions made through formal resolution and come into effect for the new Council following the Municipal General Election.

2. Membership

- 2.1 Five (5) citizens from the Town of Blackfalds who are active and connected in the Community and have a professional background in finance, business, education, law or governance.
- 2.2 Chief Administrative Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary.
- 2.3 The citizen appointees will be the only Committee members with voting rights.
- 2.4 The term of the Committee appointments will not exceed one (1) year.
- 2.5 Quorum shall consist of three (3) voting members.

3. Meetings

- 3.1 Meeting dates and times shall be held at the discretion of the Committee.

4. Committee Roles and Responsibilities

- 4.1. Will elect a Chair and Vice Chair for the Committee.
- 4.2. The role of the Chair includes the following:
 - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
 - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
 - 4.2.3 Chair Committee meetings; and
 - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.3. Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer. inclusive of the following:
 - 4.3.1 Honorarium/Salary;

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

- 4.3.2 Per Diem Rates (daily rates for attendance at conferences, workshops, seminars etc.); and
 - 4.3.3 Benefits Package.
- 4.4 Make recommendations to Council on the responsibilities that are covered under the monthly Honorarium.
- 4.5 Make recommendations to Council in relation to the application of the use of per diems.
- 4.6 Make recommendations to Council in relation to a benefits package.
- 4.7 Provide final recommendations to Council prior to the first Council meeting in August in the year of a Municipal General Election.
- 4.8 Each member of the Committee will observe and keep confidential matters relating to the business and affairs of Council members of the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.