



Town of Coronation

A BYLAW 2021-677 OF THE TOWN OF CORONATION, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF PROVIDING REMUNERATION TO
THE COUNCIL OF THE TOWN OF CORONATION

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws regarding services provided by or on behalf of the Municipality.

AND WHEREAS Council wishes to provide for remuneration for the Chief Elected Official and Councillors.

NOW THEREFORE the Council of the Town of Coronation, duly assembled, hereby enacts as follows:

DEFINITIONS

1. Regular Meeting of Council shall mean regularly scheduled meetings of Council as determined at the Organizational Meeting of Council or by resolution of Council.
2. Special Meeting of Council shall be as defined in the Municipal Government Act, Section 194, as follows:
 - a. The Chief Elected Official may call a Special Council meeting when he/she considers it appropriate to do so and must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
 - b. A Special Meeting must be held within 14 days after the date that the Chief Elected Official receives the request or shorter period provided for by bylaw.
 - c. The Chief Elected Official calls a Special Council meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.
 - d. A Special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
 - e. No matter other than that stated in the notice calling the Special Council meeting, may be transacted at the meeting unless the Whole Council is present at the meeting and the Council agrees to deal with the matter in question.
3. Committee meetings shall mean those committees that members of Council have been appointed to or been authorized by resolution of Council to attend.
4. The monthly stipend shall mean a monthly honorarium, plus general expenses and shall include activities such as consultation with the public either by telephone or in-person, attendance and/or

presentations at public relations events, such as parades, presentations at school, opening remarks at local events, etc. As outlined in Policy# COUNT –002.

5. Per Diem shall mean the allowance paid to Council while on official Town business and payable only in the event that they are not being remunerated for attending the said function.
6. "Online Meeting" happens via a web browser application or software downloaded on a computer or mobile device. With online meeting software, users can connect with one another via virtual meetings, also known as web conferences or video conferences—this including platforms such as Teams, Zoom, Skype, CISCO, and FaceTime.
7. "Appointed Members at large" is an individual appointed by Council to represent the interests of the community and conducts projects, and accepts duties as assigned by the Town of Coronation and Town Council.

REMUNERATION

Expense claims shall be approved in accordance with guiding principles of Council Remuneration Policy – COUNT-002 and Council Code of Conduct.

8. The Chief Elected Official shall receive a stipend of \$850.00 per month (\$ 600.00 plus \$250.00 for general expenses). The newly elected Chief Elected Official shall receive the first stipend for November in the year of the election.
9. The Councillors shall receive a stipend of \$650.00 per month (\$400.00 a month plus \$250.00 for general expenses). The newly elected Councillors shall receive the first stipend for November in the year of the election.
10. Chief Elected Official
 - i. The Chief Elected Official and Councillors shall receive \$100.00 per Committee Meeting up to 4 hours.
 - ii. The Chief Elected Official and Councillors shall receive \$200.00 per Committee Meeting over four (4) hours in length.
11. When a Town of Coronation Councillor or Appointed Member at Large is required to use his/her vehicle to go out of Town-on-Town business, they shall be reimbursed at the rate of \$0.50 per km.
12. Appointed Member at large must;
 - a. All Appointed Members at Large must prepare expense sheets for council approval in a case-by-case situation before the next Regular Meeting.
 - b. Any expense sheet(s) submitted to Administration without Council's pre-authorization will not be paid.
 - c. Council will also determine if this can be extended over multiple periods or meetings for expenses.
 - d. The Council must preapprove all meal expenses and travel before any function or event.

- e. All expenses will be paid at the same scheduled pay period as staff and Council. No exceptions to this will be made.
- 13.** Councillors in attendance at meetings shall be compensated for meal allowance, where applicable, up to a maximum of \$ 65.00/ per day. As per Schedule "A" provided in Council Remuneration Policy COUNT – 002.
- a. Breakfast \$ 15.00
 - b. Lunch \$ 20.00
 - c. Supper \$ 30.00
- i. To use Town credit card when possible*
 - ii. No alcohol expenses shall be paid for by the Town of Coronation.*
 - iii. Receipts are required for the amount expended for each meal.*
- 14.** The Chief Elected Officials, Councillors, and Appointed Member at Large shall be paid with the scheduled pay period for Council upon monthly submission of the appropriate forms to the administration.
- 15.** Training: Each Councillor is allowed to attend courses related to his or her duties. The Council must preapprove all training courses and education courses before taking any courses or training. Course and Training Costs will be dependent on the course and will need to be approved by Council.
- 16.** Councillors who miss Regular or Special Council Meetings without a valid reason acceptable to Council (i.e., illness, injury, employment responsibilities, other Council meetings or commitments, family emergencies, scheduled vacations) shall have their monthly salary deducted \$200.00 per Regular Scheduled Council meeting missed.
- 17.** Miscellaneous charges such as parking, transit, bus, or cab fare may be claimed based on submitted receipts or unless preapproved by Council.
- 18.** The CAO shall be responsible for approving all Councillor and Appointed Members at Large claims, including the Mayor and Deputy Mayor.
- a. A claim not approved by the CAO may be taken to Council to appeal the decision provided a written request is submitted to the CAO before the next proceeding Regular Meeting of Council.
 - b. If a claim is not approved by the Council, no expense payment will be provided.
- 19.** Council and Appointed Members at Large will refer to Council Remuneration Policy – COUNT-002 and Council Code of Conduct for details and descriptions related to all remuneration allocations and appropriate expense claims.
- 20.** Council and or Appointed Member at Large with issues related to missing items or one-off situations not outlines under this bylaw or the Council Remuneration Policy, related to any said meeting, hearing, trials, committee meetings, training, ect, seeking compensation for attending

said function would be required to provide the CAO in writing their situation, circumstance or request, to be presented to Council at the next Regular Meeting of Council for Council to deliberate the approval of compensation.

COMMUNICATION EQUIPMENT

- 21.** Each Council Member will be provided with a computer or tablet (from a needs-based allowance) as soon as practicable after each municipal election. This equipment is the property of the Municipality unless it is purchased at the end of the municipal term. The computers must be preloaded with Town of Coronation software and require council information.
- 22.** Each Council Member has the option to purchase their electronics from the Municipality at the end of each municipal term at a depreciated value, at which time it becomes their personal property.
- 23.** Each Council Member is responsible for the security of their computer equipment and all municipal information on their computer in accordance with the Responsibility Agreement.
- 24.** Each Council Member must sign a Responsibility Agreement before receiving new or replacement equipment.

That Bylaw # BYLAW NO. 2018- 657 "Council Pay," is hereby repealed.

That Bylaw # BYLAW NO. 2011- 585 "Council Pay," and all amendments thereto are hereby repealed.

This bylaw comes into force and effect upon October 25th, 2021.

Read this first time in Council this 10th day of May, 2021

Read this second time in Council this 21st day of June, 2021

Read a third time in Council and finally passed in Council this 25th day of October, 2021

Mayor, Ron Checkel

CAO, Quinton Flint