

**Town of Swan Hills
Organizational Council Meeting Minutes
October 25, 2023
Municipal Building - Council Chambers – 6:00 p.m.**

COUNCIL	Mayor Craig Wilson Councillor Bob Clermont Councillor Jeff Goebel Councillor Terry Kuyek Councillor Dean LaBerge Councillor Elizabeth Krawiec - Phone Councillor Daryn Watson - Phone	
ADMINISTRATION	Chief Administrative Officer, Bill Lewis Recording Secretary, Judy Allison	
CALL TO ORDER	The Organizational Council Meeting on October 25, 2023, was called to order at 6:04 p.m. by Mayor Craig Wilson.	
DEPUTY MAYOR APPOINTMENTS	MTN #231013 Moved by Councillor Kuyek to accept the Deputy Mayor Appointments for the period of October 2023 to October 2025 as presented in the schedule in the <i>Attachments</i> .	Carried
SIGNING AUTHORITY	MTN #231014 Moved by Councillor Goebel that the following persons have signing authority on the <i>General Account</i> : That each cheque must have two signatures. One signature must be that of Mayor Craig Wilson, or in the absence of the Mayor, the current serving Deputy Mayor. The second signature will be that of the Chief Administrative Officer, Bill Lewis, or in the absence of the Chief Administrative Office, the Treasurer, Carmelle Seabrook.	Carried
	MTN #231015 Moved by Councillor Krawiec that the following persons have signing authority on the <i>Designated Infrastructure Account</i> : That each cheque must have two signatures. One signature must be that of Mayor Craig Wilson, or in the absence of the Mayor, the current serving Deputy Mayor. The second signature will be that of the Chief Administrative Officer, Bill Lewis, or in the absence of the Chief Administrative Office, the Director of Operations, John Gibbins.	Carried
APPOINTMENTS OF COUNCILLORS TO BOARDS AND COMMITTEES	COMMITTEES OF COUNCIL, OTHER LOCAL COMMITTEES and EXTERNAL COMMITTEES <u>BARRHEAD AND DISTRICT SOCIAL HOUSING</u> MTN #231016 Moved by Councillor Clermont to appoint Mayor Wilson as the Council Representative to the Barrhead and District Social Housing Board.	Carried
	<u>CAPITAL REGION ASSESSMENT SERVICES COMMISSION</u> MTN #231017 Moved by Councillor Laberge to appoint Councillor Kuyek as the Council Representative and Councillor Clermont as the Alternate Councillor Representative to the Capital Region Assessment Services Commission.	Carried



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CEMETERY BOARD

MTN #231018 Moved by Councillor Clermont to appoint Councillor Goebel as the Council Representative and Councillor Krawiec as the Alternate Councillor Representative to the Cemetery Board.

Carried

CHAMBER OF COMMERCE

MTN #231019 Moved by Councillor Watson to appoint Councillor LaBerge as the Council Representative and Councillor Kuyek as the Alternate Councillor Representative to the Chamber of Commerce Committee.

Carried

COMMUNITY FUTURES YELLOWHEAD EAST

MTN #231020 Moved by Councillor Goebel to appoint Councillor Krawiec as the Council Representative and Councillor Kuyek as the Alternate Council Representative to the Community Futures Yellowhead East Committee.

Carried

COMMUNITY HEALTH BOARD

MTN #231021 Moved by Councillor Krawiec to appoint Councillors Goebel and Kuyek as Council Representatives to the Community Health Board.

Carried

COMMUNITY MATTERS COMMITTEE

MTN #231022 Moved by Councillor Kuyek to appoint Councillor Watson as the Council Representative and Councillor Clermont as the Alternate Councillor Representative to the Community Matters Committee.

Carried

ECONOMIC DEVELOPMENT COMMITTEE

MTN #231023 Moved by Councillor Clermont to appoint Councillors Krawiec and LaBerge to the Economic Development Committee.

Carried

EMERGENCY MANAGEMENT COMMITTEE

MTN #231024 Moved by Councillor Krawiec to appoint Mayor Wilson and Councillors Watson, Goebel and Clermont to the Emergency Management Committee.

Carried

FAMILY AND COMMUNITY SUPPORT SERVICES

MTN #231025 Moved by Councillor Kuyek to appoint Councillor Watson as the Council Representative and Councillor Clermont as the Alternate Council Representative to the Family and Community Support Services Board.

Carried

FIRE DEPARTMENT REPRESENTATIVE

MTN #231026 Moved by Councillor Watson to appoint Councillor Goebel as the Council Representative and Councillor Kuyek as the Alternate Council Representative as the Fire Department Representatives.

Carried


GOLDEN TRIANGLE GROUP

MTN #231027 Moved by Councillor Krawiec to appoint Mayor Wilson as the Council Representative and Councillor Clermont as the Alternate Councillor Representative to the Golden Triangle Group Committee.

Carried



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GROWTH ALBERTA

MTN #231028 Moved by Councillor Goebel to appoint Councillor Kuyek as the Council Representative and Councillor LaBerge as the Alternate Councillor Representative to the Growth Alberta Committee.

Carried

INTER-AGENCY BOARD

MTN #231029 Moved by Councillor LaBerge to appoint Councillors Watson and Kuyek as the Council Representatives to the Inter-Agency Board.

Carried

INTERMUNICIPAL NEGOTIATING COMMITTEE

MTN #231030 Moved by Councillor Kuyek to appoint Mayor Wilson, Councillors Krawiec and Goebel as Council Representatives to the Intermunicipal Negotiating Committee.

Carried

MUNICIPAL LIBRARY BOARD

MTN #231031 Moved by Councillor Clermont to appoint Councillor Goebel as the Council Representative to the Municipal Library Board.

Carried

MUNICIPAL PLANNING COMMISSION

MTN #231032 Moved by Councillor Goebel to appoint Councillors Watson, Krawiec and Clermont as Council Representatives to the Municipal Planning Commission Board.

Carried

REGIONAL EMERGENCY MANAGEMENT COMMITTEE

MTN #231033 Moved by Councillor LaBerge to appoint Councillor Goebel as Council Representative and Councillor Clermont as Alternate Councillor Representative to the Regional Emergency Management Committee.

Carried

SCHOOL PARENT ADVISORY

MTN #231034 Moved by Councillor Krawiec to appoint Councillor LaBerge as the Council Representative to the School Parent Advisory Committee.

Carried

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

MTN #231035 Moved by Councillor Goebel to appoint Councillors Kuyek and LaBerge as the Council Representatives to the Intermunicipal Subdivision and Development Appeal Board.

Carried

TOWN COUNCIL MEDIA CONTACT RE: SWAN HILLS TREATMENT CENTRE

MTN #231036 Moved by Councillor LaBerge to appoint Councillor Goebel to be the Council Representative to the Town Council Media Contact Re: Swan Hills Treatment Centre Committee.

Carried


YELLOWHEAD REGIONAL LIBRARY BOARD

MTN #231037 Moved by Councillor Clermont to appoint Councillor Goebel as the Council Representative to the Yellowhead Regional Library Board.

Carried



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ESTABLISH REGULAR COUNCIL MEETING DATES	MTN #231038 Moved by Councillor Krawiec to accept the Regular Scheduled Council meeting dates for the period of November 2023 to October 2024 as presented in the schedule in the <i>Attachments</i> .	Carried
COUNCIL MEETING AND MILEAGE COMPENSATION	MTN #231039 Moved by Councillor LaBerge that Council Meeting Compensation and Mileage payments be in accordance with the Town of Swan Hills Legislative Policy #11-001 - Honorarium and Council Per Diem Compensation as is, as presented without any changes.	Carried
ADJOURNMENT	MTN #231040 Moved by Councillor Krawiec that the meeting be adjourned at 6:40 p.m.	Carried

Attachments: Deputy Mayor Appointments
Appointment of Councillors to Boards and Committees
Council Meeting Dates - November 2023 to October 2024
Policy #11-001 – Honorarium and Council Per Diem Compensation



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DEPUTY MAYOR APPOINTMENTS

Name	Term Start	Term End
Councillor Laberge	October 27, 2023	April 26, 2024
Councillor Goebel	April 27, 2024	October 26, 2024
Councillor Clermont	October 27, 2024	April 26, 2025
Councillor Watson	April 27, 2025	October 26, 2025



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APPOINTMENT OF COUNCILLORS TO BOARDS AND COMMITTEES October 25, 2023		
BOARDS AND COMMITTEES	COUNCIL REPRESENTATIVE	ALTERNATE COUNCILLOR REPRESENTATIVE
BARRHEAD AND+A4:C20 DISTRICT SOCIAL HOUSING	MAYOR CRAIG WILSON	
CAPITAL REGION ASSESSMENT SERVICES COMMISSION	TERRY KUYEK	BOB CLERMONT
CEMETERY BOARD	JEFF GOEBEL	ELIZABETH KRAWIEC
CHAMBER OF COMMERCE	DEAN LABERGE	TERRY KUYEK
COMMUNITY FUTURES YELLOWHEAD EAST	ELIZABETH KRAWIEC	TERRY KUYEK
COMMUNITY HEALTH BOARD	JEFF GOEBEL TERRY KUYEK	
COMMUNITY MATTERS COMMITTEE	DARYN WATSON	BOB CLERMONT
ECONOMIC DEVELOPMENT COMMITTEE	ELIZABETH KRAWIEC DEAN LABERGE	
EMERGENCY MANAGEMENT COMMITTEE	MAYOR CRAIG WILSON DARYN WATSON JEFF GOEBEL BOB CLERMONT	
FAMILY AND COMMUNITY SUPPORT SERVICES	DARYN WATSON	BOB CLERMONT
FIRE DEPARTMENT REPRESENTATIVE	JEFF GOEBEL	TERRY KUYEK
GOLDEN TRIANGLE GROUP	MAYOR CRAIG WILSON	BOB CLERMONT
GROWTH ALBERTA	TERRY KUYEK	DEAN LABERGE
INTER-AGENCY BOARD	DARYN WATSON TERRY KUYEK	
INTERMUNICIPAL NEGOTIATING COMMITTEE	MAYOR CRAIG WILSON JEFF GOEBEL ELIZABETH KRAWIEC	
MUNICIPAL LIBRARY BOARD	JEFF GOEBEL	
MUNICIPAL PLANNING COMMISSION	DARYN WATSON ELIZABETH KRAWIEC BOB CLERMONT	
REGIONAL EMERGENCY MANAGEMENT COMMITTEE	JEFF GOEBEL	BOB CLERMONT
SCHOOL PARENT ADVISORY	DEAN LABERGE	
INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD	TERRY KUYEK DEAN LABERGE	
TOWN COUNCIL MEDIA CONTACT RE: SWAN HILLS TREATMENT CENTRE	JEFF GOEBEL	
YELLOWHEAD REGIONAL LIBRARY BOARD	JEFF GOEBEL	


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REGULAR COUNCIL MEETING DATES	
<i>November 2023 to October 2024</i>	
November 8, 2023	7:00 p.m.
November 22, 2023	7:00 p.m.
December 13, 2023	7:00 p.m.
January 10, 2024	7:00 p.m.
January 24, 2024	7:00 p.m.
February 14, 2024	7:00 p.m.
February 28, 2024	7:00 p.m.
March 13, 2024	7:00 p.m.
March 27, 2024	7:00 p.m.
April 10, 2024	7:00 p.m.
April 24, 2024	7:00 p.m.
May 8, 2024	7:00 p.m.
May 22, 2024	7:00 p.m.
June 12, 2024	7:00 p.m.
June 26, 2024	7:00 p.m.
July 10, 2024	7:00 p.m.
July 24, 2024	7:00 p.m.
August 14, 2024	7:00 p.m.
August 28, 2024	7:00 p.m.
September 11, 2024	7:00 p.m.
September 25, 2024	7:00 p.m.
October 9, 2024	7:00 p.m.
October 23, 2024	7:00 p.m.



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**Town of Swan Hills
Policy Manual**

Section: Legislative

POLICY

Effective Date: January 1, 2012 MTN #111220
Amended Date: June 20, 2013 MTN #130623
Amended Date: October 26, 2016 MTN #161006
Amended Date: February 13, 2019

POLICY TITLE: Honorarium and Council Per Diem Compensation

POLICY NUMBER: 11-001

POLICY PURPOSE:

To establish the recipients of, and circumstances of payment of honorariums and loss of earnings.

POLICY:

1. Members of Council will be paid a monthly base stipend. The Mayor shall receive \$ 2329.00 per month and each Councillor shall receive \$ 1101.00 per month.
2. Members of Council may submit a claim to receive a Meeting Honorarium for attending meetings outside the Town of Swan Hills:
 - a. Meeting of Council or Council Committees with other municipalities.
 - b. All other meetings that are pre-approved by Council either by appointment to the out-of-town board or by a motion of council.
 - c. AUMA Convention.
3. Half-day compensation, equal to or less than four hours' time commitment is \$ 92.00.
Full-day compensation, more than four hours' time commitment, is \$160.00.
4. Council members that are required to attend meetings outside the Town that supply their own transportation or the transportation of other members, may submit a claim based on the distance traveled.
5. Travel will be reimbursed at a rate per kilometre matching the yearly automobile allowance rate set forth by the Canada Revenue Agency.
6. Compensation for meals and lodging away from Town shall be reimbursed based upon receipts.

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7. Subject to plan availability, individual Council Members may join the Town of Swan Hills Benefit Plan.
8. Review of this policy shall be done at each annual Organizational Meeting.

MTN # 190205



Mayor



Chief Administrative Officer



Mayor Craig Wilson



Bill Lewis, CAO