

Town of Strasbourg

Regular meeting of Council held in the Town Council Chambers
Strasbourg, Saskatchewan



Wednesday, January 29, 2020

Present: Deputy Mayor: Bernie Josephson
Council Members: Peter Barry
Kevin Flavel
Lorne Gottselig
Murray Kondratiuk

Absent: Administrator: Jennifer Josephson
Mayor: Kelvin Schapansky
Council Member: Cliff Eisler

A quorum being present, Deputy Mayor Josephson called the meeting to order at 7:00 p.m.

Declarations No declarations of conflict of interest or financial interest were made.

Minutes - Regular 18/2020 Gottselig:Barry
"THAT the minutes from the January 15, 2020 regular meeting of Council be approved as presented by the Administrator."

CARRIED

Minutes - Special 19/2020 Kondratiuk:Gottselig
"THAT the minutes from the January 15, 2020 special meeting of Council be approved as presented by the Administrator."

CARRIED

It is to be noted that the paving company Covenant Construction Inc. accepted the Town of Strasbourg's final offer of \$20,000.00 plus applicable taxes for the outstanding paving bill and that this matter is finally resolved.

Correspondence 20/2020 Barry:Kondratiuk
"THAT the following correspondence from the January 29, 2020 meeting, as presented by the Administrator, be filed:
a. Water Security Agency re: 2020 Waterworks Assessment Report
b. RCMP re: 4th Quarter Policing Report
c. Strasbourg Rec Board re: Town Grant Follow-Up."

CARRIED

Reports 21/2020 Gottselig:Kondratiuk
"THAT the Town of Strasbourg acknowledge the following meeting reports:
a) Council Reports
i. Councillors Gottselig and Kondratiuk reported on attending the most recent Rec Centre Board meeting."

CARRIED

Policy 22/2020 Flavel:Kondratiuk
GG-#003 "THAT the Town of Strasbourg approve as presented the General Government Policy #003, a policy to set Council Remuneration & General Business Expenditures, which is attached hereto and forms part of these minutes."

CARRIED


Mayor

*Amend Policy
GG-#003*

23/2020 Gottselig:Kondratiuk

"THAT the Town of Strasbourg amend General Government Policy #003, a policy to set Council Remuneration & General Business Expenditures, by increasing the Mayor's meeting remuneration from \$200.00 to \$250.00 for one meeting a month, and from \$100.00 to \$125.00 for two meetings a month as an acknowledgment of the Mayor's additional responsibilities due to that position."

CARRIED

*Reserve
Transfers*

24/2020 Gottselig:Kondratiuk

"THAT the Town of Strasbourg approve the following 2019 reserve transfers from the Town's General Operating Account to Premium Investment Account:

Fire Reserve - \$4,726.54

Water and Sewer Infrastructure Reserve - \$89,000.00."

CARRIED

*Waterline Eng.
Estimate*

25/2020 Barry:Kondratiuk

"THAT the Town of Strasbourg hire Walker Projects Inc. to create an engineering estimate for the extension of the waterline east of Town along the 731 Grid towards the Golf Course and Sports Grounds. This estimate can be used for future grants to increase potable water supply. Depending on the timing and cost of the estimate, it may be usable for the upcoming ICIP Grant."

CARRIED

Adjourn

26/2020 Kondratiuk:

"THAT this meeting of the Council of the Town of Strasbourg be adjourned."

CARRIED

Time: 8:20 p.m.

Mayor



Administrator



Mayor



Policy #GG-003

Policy Title: COUNCIL REMUNERATION & GENERAL BUSINESS EXPENDITURES POLICY

Policy Objective	This policy is to establish the remuneration rates for Town Council when involved in Town-related business such as meetings, conferences, etc., as well as general rates for Council members, Employees, and Fire Department members attending workshops/conferences on the Town's behalf.
Authority	Resolution #6/2017 Amended: Resolution #9/2018 Amended: Resolution #9/2019 Amended: Resolution #23/2020
Supporting Bylaw	n/a
Related Policy	n/a

Legislative Authority:

The Municipalities Act

Remuneration, etc., of members of council

82(1) Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council.

Policy:

1. Remuneration

- a. The Town of Strasbourg sets the following indemnity for council meetings and committee meetings as follows:

Regular Council Meetings (1 meeting per month) – Mayor	\$250.00
Regular Council Meetings (1 meeting per month) – Councillor	\$180.00
Regular Council Meetings (2 meetings per month) – Mayor	\$125.00
Regular Council Meetings (2 meetings per month) – Councillor	\$ 90.00
Special Council Meeting – Mayor & Councillor	\$125.00
SUMA Convention	\$125.00
Committee, Joint, and External Meetings	\$ 75.00

2. Meetings

- a. The Mayor and Councillors shall not receive remuneration for attending external appointment meetings if the organization already pays remuneration for attending.
- b. The Mayor and Councillors shall “max out” on Committee, Joint, and External Meetings at an annual amount as follows:
 - i. Mayor - \$1,200.00 per year
 - ii. Councillors - \$900.00 per year

3. Workshops/Training Sessions

- a. External workshops/training sessions that have a cost associated with them, and for which a Council member wants to attend, shall be discussed at a regularly scheduled Council meeting, and a resolution shall be made by Council to send the designated individuals. Workshop costs shall be allocated from the Council Travel/Training/Meals account at a budget annually set by Council.
- b. All registrations for meetings, workshops, SUMA Convention, etc., are to be handled through the Administrator.

4. Laptop Allowance

- a. The Town of Strasbourg will pay \$20.00 per month to Councillors using electronic devices at the meetings in an effort to move away from paper waste. This allowance also goes towards the maintenance of a Councillor's current electronic device without the Town having to outright purchase electronic devices for all Council members.

5. Meals, Mileage, and Hotels

- a. The following applies to all Councillors, Employees, and Fire Department members:
 - i. No receipts are needed for payment of meals. Regardless of how much is spent, meals are paid out as follows:

Breakfast (if left for meeting prior to 7:00 a.m.)	\$ 8.00
Lunch	\$ 12.00
Supper	\$ 20.00
 - ii. Meals shall not be reimbursed if the workshop/conference attended supplied meals.
 - iii. Mileage is paid out at \$0.50 a kilometre.
 - iv. Hotels are 100% reimbursable. Best practice indicates that the Town should book the hotel room and use the Town Credit Card for payment.
 - v. Parking will be reimbursed at cost.
 - vi. Any alcohol purchased by Councillors attending seminars, conferences, Convention, etc. is their own expense and will not be reimbursed by the Town.
- b. The Town, in all departments, will aim to carpool and share resources wherever possible, as to eliminate unnecessary expenditures.

6. SUMA Convention

- a. Only four people are allowed to attend the Saskatchewan Urban Municipalities Association (SUMA) Convention per year, including the Administrator, the Mayor, and two Councillors.
- b. If the Mayor or Administrator do not attend, then additional Councillors can attend in their place.
- c. The Councillors shall be on an annual rotation as to who can attend SUMA, which gives equal opportunity for all Councillors to attend if they so choose.

Supporting Budget Information:

1. Annual Budget Needed Using Current Remuneration Rates

a. Regularly Scheduled & Special Council Meetings (incl. SUMA Convention)

Mayor	\$2,625	(21 mtgs x \$125)
Council	\$11,340	(21 mtgs x \$90 x 6 councillors)
SUMA	<u>\$1,125</u>	(remuneration for 3 councillors, 3 days each - \$125)
Budget	\$15,090	

*This amount is based on if every single regular meeting was attended, and if all councillor spots were filled for the SUMA Convention.

b. Committee Council Meetings (incl. Workshops)

Mayor	\$1,200	(max 16 mtgs per year x \$75 - \$1,200)
Council	\$5,400	(max 12 mtgs per year x \$75 x 6 councillors - \$900)
Workshops	<u>\$1,000</u>	(cost of workshops and training events)
Budget	\$7,600	

*The Mayor is allocated more committee meeting allowance due to a higher number of responsibilities.

c. Mileage, Laptop Allowance, Meals

Laptop	\$1,680	(\$20/mth x 12 mths x 7 councillors)
SUMA Hotel	\$1,800	(estimate)
Mileage	\$1,820	
Meals	<u>\$700</u>	
Budget	\$6,000	

Total Budget \$28,690

*The SUMA Convention hotel charges, meals, and mileage will vary year-to-year.