

DRAFT



**THE CITY OF SPRUCE GROVE**  
**Minutes of the Regular Meeting of Council**

**July 17, 2023, 6 p.m.**  
**3rd Floor - Council Chambers**  
**315 Jespersen Ave**  
**Spruce Grove, AB T7X 3E8**

Members Present: Mayor Acker  
Councillor Carter  
Councillor Gillett  
Councillor Houston (attended virtually)  
Councillor Oldham  
Councillor Stevenson

Members Absent: Councillor MacDonald

Also in Attendance: Dean Screpnek, City Manager  
Carol Bergum, Acting General Manager of Planning and Infrastructure  
David Wolanski, General Manager of Community and Protective Services  
Wendy Boje, General Manager of Corporate Services  
Deborah Comfort, Director of Recreation and Culture  
Jennifer Hetherington, Director of Communications  
Tania Shepherd, Director of Integrated Planning and Strategic Services  
Lindsay O'Mara, City Clerk  
Jacci Hager, Recording Secretary

**1. CALL TO ORDER**

Mayor Acker called the meeting to order at 6 p.m. and acknowledged that City Council meets on the traditional land of Treaty 6 territory.

Deputy Mayor Gillett proclaimed August 1, 2023 Emancipation Day in the City of Spruce Grove.

**2. AGENDA**

**Resolution:** RCM-138-23

**Moved by:** Councillor Oldham

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. CONSENT AGENDA**

**3.1 Consent Agenda - July 17, 2023**

**Resolution:** RCM-139-23

**Moved by:** Councillor Stevenson

THAT the recommendations contained in the following reports be approved:

Item 4.1 Minutes - June 26, 2023 Regular Council Meeting

Item 10.2 Cancellation of the August 14, 2023 Governance and Priorities Committee Meeting

Item 10.3 Customer Experience Policy Statement - Council

Item 11.1 C-1263-23 - Land Use Bylaw Redistricting and Text Amendment - Annexed Lands - First Reading

**Unanimously Carried**

**4. MINUTES**

**4.1 Minutes - June 26, 2023 Regular Council Meeting**

The following motion was approved on the Consent Agenda:

THAT the June 26, 2023 Regular Council Meeting minutes be approved as presented.

**5. PUBLIC HEARINGS**

There were no Public Hearings on the agenda.

**6. PUBLIC INPUT SESSION**

City Clerk Lindsay O'Mara read an email from Cathy Marji regarding Mobile Outreach and access to supports for the unsheltered in the community.

David Wolanski, General Manager of Community and Protective Services, provided that Administration will reply directly to the email to provide information, in addition, Administration can provide information and details to anyone who have questions of this nature. David Wolanski clarified that the Mobile Outreach program has not yet begun as it is pending grant funding, however, Administration is collaborating with partners for interim services.

Mayor Acker thanked Cathy Marji for emailing in the question and that Administration has taken note.

**7. COUNCIL PRESENTATIONS**

There were no Council Presentations on the agenda.

**8. DELEGATIONS**

There were no Delegations on the agenda.

**9. ADMINISTRATIVE UPDATES**

There were no Administrative Updates on the agenda.

**10. BUSINESS ITEMS**

**10.1 2023 Council Remuneration Review Advisory Committee - Report and Recommendations**

Council Remuneration Review Advisory Committee Chair, Sarah Parks, and committee members Kathy Bauder and Gayle Morozoff presented the 2023

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Council Remuneration Review final report and recommendations and answered questions of Council.

Council thanked Sarah Parks, Kathy Bauder, and Gayle Morozoff for their commitment to the review and thanked them for the presentation.

**Resolution:** RCM-140-23

**Moved by:** Councillor Oldham

**1.1 Mayor and Councillor Base Salary - 2025 - 2029 Term**

THAT Councillor salaries continue to remain at 50 per cent of the Mayor's salary for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-141-23

**Moved by:** Councillor Stevenson

**2.1 Mayor and Councillor Base Salary - Adjustments - Effective January 1, 2024**

THAT the base salary for the Mayor and Councillors be adjusted annually from the previous year based on the following methodology, effective January 1, 2024:

- The simple average of the following previous year economic indicators:
  - Edmonton Consumer Price Index;
  - Alberta Consumer Price Index; and
  - Alberta Public Administration Average Weekly Earnings
- If the average of the Edmonton Consumer Price Index, the Alberta Consumer Price Index, and the Alberta Public Administration Average Weekly Earnings is above the average of the municipal comparator group Council salary percentage increase, the municipal comparator group percentage will be used instead.

**Unanimously Carried**

**Resolution:** RCM-142-23

**Moved by:** Councillor Carter

**3.1 Benefits - 2025 - 2029 Term**

THAT the benefit program offered to Council remain unchanged for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-143-23

**Moved by:** Councillor Gillett

**4.1 Honorariums for Mayor and Councillors - Rates - 2025 - 2029 Term**

THAT the honorarium amounts for the 2025 - 2029 Council term be increased to:

- \$150 for half-day (minimum one hour and up to four hours)
- \$300 for full-day (more than four hours).

**Unanimously Carried**

**Resolution:** RCM-144-23

**Moved by:** Councillor Houston

**4.2 Honorariums for Mayor and Councillors - Additions - 2025 - 2029 Term**

THAT honorariums be provided to Council to attend Council Orientation sessions at the commencement of a new Council term, Council Retreats, and any other internal workshops or education sessions for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-145-23

**Moved by:** Councillor Oldham

**4.3 Honorariums for Mayor and Councillors - Review - 2025 - 2029 Term**

THAT honorarium rates be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate and that any future increases to honorarium rates be recommended by the Committee.

**Unanimously Carried**

**Resolution:** RCM-146-23

**Moved by:** Councillor Carter

**5.1 Expense Budgets - Amounts - 2025 - 2029 Term**

THAT Mayor and Councillor expense budgets remain at \$16,480 for Councillors and at \$18,500 for the Mayor for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-147-23

**Moved by:** Councillor Stevenson

**5.2 Expense Budgets - One Budget - 2025 - 2029 Term**

THAT there continue to be one expense budget each for Mayor and Councillor for the 2025 - 2029 Council term to cover expenses including but not limited to travel and subsistence, external training, and honorariums.

**Unanimously Carried**

**Resolution:** RCM-148-23

**Moved by:** Councillor Gillett

**5.3 Expense Budgets - Mileage and Meal Rates - 2025 - 2029 Term**

THAT mileage rates for travel outside the municipality and meal rates continue to be subject to the Business and Travel Expense Policy for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-149-23

**Moved by:** Councillor Houston

**6.1 Council Remuneration Policy - Effective 2023**

THAT section 8.2 of the Council Remuneration Policy be revised in 2023 to replace the wording “spouse/partner” with “guest” and that “guest” be defined to mean one person.

**Unanimously Carried**

**Resolution:** RCM-150-23

**Moved by:** Councillor Oldham

**7.1 Allowances - Technology - 2025 - 2029 Term**

THAT the technology allowance of \$100 per month remain unchanged for the 2025- 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-151-23

**Moved by:** Councillor Carter

**7.2 Allowances - Home Office Set Up - 2025 - 2029 Term**

THAT the one-time per term home office set-up allowance of \$300 remain unchanged for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-152-23

**Moved by:** Councillor Stevenson

**7.3 Allowances - Vehicle - 2025 - 2029 Term**

THAT the vehicle allowance of \$120 per month for the Mayor and \$60 per month for Councillors remain unchanged for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-153-23

**Moved by:** Councillor Gillett

**8.1 Internal Board and Committee Remuneration - Advisory and Governing Boards and Committees - Mayor and Council - 2025 - 2029 Term**

THAT the Mayor and Councillors continue to receive honorariums for attendance at internal boards and committees for the 2025 - 2029 Council term.

**Unanimously Carried**



**Resolution:** RCM-154-23

**Moved by:** Councillor Houston

**8.2 Internal Board and Committee Remuneration - Advisory and Governing Boards and Committees - Public Members - 2025 - 2029 Term**

THAT public membership remains voluntary for internal boards and committees that are advisory or governing in nature for the 2025 - 2029 Council term.

**Unanimously Carried**

**Resolution:** RCM-155-23

**Moved by:** Councillor Oldham

**9.1 Internal Board and Committee Remuneration - Quasi-Judicial Boards - Public Members - Effective January 1, 2024**

THAT public members of quasi-judicial boards receive the following honorarium per hearing date effective January 1, 2024:

- \$100 for half-day (less than four hours)
- \$200 for full-day (more than four hours)
- Additional \$50 for the Chair.

**Unanimously Carried**

**Resolution:** RCM-156-23

**Moved by:** Councillor Carter

**10.1 Parental Leave for Councillors Bylaw Remuneration Model - Remuneration - 2025 - 2029 Term**

THAT the Parental Leave for Councillors Bylaw be amended to change the parental leave remuneration model as follows:

- Weeks 1 - 10 receive full salary
- Weeks 11 - 26 receive 55 per cent of salary.

**Unanimously Carried**

**Resolution:** RCM-157-23

**Moved by:** Councillor Stevenson

**10.2 Parental Leave for Councillors Bylaw Remuneration Model - Benefits - 2025 - 2029 Term**

THAT the benefits provided under the Parental Leave for Councillors Bylaw remain unchanged.

**Unanimously Carried**

10.2 Cancellation of the August 14, 2023 Governance and Priorities Committee Meeting

The following motion was approved on the Consent Agenda:

THAT the Governance and Priorities Committee meeting scheduled for Monday, August 14, 2023 be cancelled.

10.3 Customer Experience Policy Statement - Council

The following motion was approved on the Consent Agenda:

THAT the proposed Customer Experience Policy Statement outlined in the Request for Decision be approved.

10.4 2026 Alberta Winter Games Bid - Retraction

**Resolution:** RCM-158-23

**Moved by:** Councillor Gillett

THAT the City of Spruce Grove withdraw their letter of intent provided to the Alberta Ministry of Tourism and Sport to host the 2026 Alberta Winter Games.

**Unanimously Carried**

**11. BYLAWS**

**11.1 C-1263-23 - Land Use Bylaw Redistricting and Text Amendment - Annexed Lands - First Reading**

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1263-23 - Land Use Bylaw Redistricting and Text Amendment - Annexed Lands.

**12. COUNCILLOR REPORTS**

There were no Councillor Reports provided.

**13. INFORMATION ITEMS**

**13.1 Various Boards and Committees Meeting Minutes and Reports - July 17, 2023**

The minutes from the Alberta Capital Region Wastewater Commission, the Meridian Housing Foundation, and the Youth Advisory Committee were provided to Council for review.

**14. NOTICES OF MOTION**

There were no Notices of Motion provided.

**15. CLOSED SESSION**

**Resolution:** RCM-159-23

**Moved by:** Councillor Oldham

THAT Council go into Closed Session at 7:35 p.m. under the following section of the *Freedom of Information and Protection of Privacy Act*:

Item 15.1 Respectful Interactions with City Council and Employees Policies

Section 24; advice from officials.

**Unanimously Carried**

**15.1 Respectful Interactions with City Council and Employees Policies**

The following persons were also in Closed Session to provide administrative support for item 15.1 Respectful Interactions with Council and Employees Policies:

Dean Screpnek, David Wolanski, Wendy Boje, and Lindsay O'Mara.

15.2 Return to Open Session - July 17, 2023

**Resolution:** RCM-160-23

**Moved by:** Councillor Oldham

THAT Council return to Open Session at 8:10 p.m.

**Unanimously Carried**

16. BUSINESS ARISING FROM CLOSED SESSION

There was no Business Arising from Closed Session.

17. ADJOURNMENT

**Resolution:** RCM-161-23

**Moved by:** Councillor Gillett

THAT the Regular Meeting adjourn at 8:12 p.m.

**Unanimously Carried**

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Jeff Acker, Mayor

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Jacci Hager, Recording Secretary

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Date Signed