



TOWN OF DRAYTON VALLEY

Subject:	Council Remuneration Policy	Policy No.:	C-01-00
Department:	Council		
Approval Date:	June 7, 2000	Review Date:	May 12, 2004, January 12, 2011, August 21, 2013, June 25, 2014, May 13, 2015, June 1, 2016, December 20, 2017
Associated Policies:			

Council Remuneration Policy

Purpose

The purpose of this Policy is to set parameters for Council and Mayor Compensation. The honorariums and meeting fees listed below will be adjusted annually based on the cost of living or the annual increase as determined through the Union negotiations, whichever is the lower amount.

General Policy

Honorariums, Meeting Fees and Expenses

1. Members of Council will receive the following monthly fixed honorarium:
 - a. Mayor's monthly fixed honorarium \$1,500.00/month
 - b. Councillor's monthly fixed honorarium \$ 850.00/month

2. Members of Council will receive meeting fees for meeting time served in accordance with the following schedule:
 - a. Between 0 and 4 hours \$150.00
 - b. Between 4 and 8 hours \$300.00
 - c. More than 8 hours \$325.00

3. Members of Council will receive expense reimbursement as follows:

- a. Mileage As per Town Mileage Resolution #209/05
- b. Mayor's Vehicle Allowance \$300.00
- c. Councillors' Vehicle Allowance \$100.00
- d. Monthly Allowance for Internet Connection
& Printer Paper \$100.00/month
plus actual cost for miscellaneous expenses, as per receipts submitted
- e. Mobile Communication Device \$100.00/month
- f. Expenses for meals as per receipts submitted (actual cost and gratuity of 15%) or an allowance, without receipt, of:
 - i. Breakfast \$10.00
 - ii. Lunch \$15.00
 - iii. Supper \$25.00
- g. Accommodation expenses will be paid at actual cost, or an allowance of \$35.00/day without receipt will be permitted
- h. Miscellaneous expenses
 - i. Taxi Fares – A non-receipted allowance of \$6.00 per required trip is allowed without receipt. Costs over the allowance require a receipt.
 - ii. Parking Fees – A non-receipted allowance of \$6.00 per day is allowed if parking fees are required over and above other costs. Costs over the allowance require a receipt.
 - iii. Out of Country – Allowances necessitated by out of country travel will be established as approved by Council for items such as exchange rate losses.
 - iv. Car Rental – At cost.
 - v. Mobile communication device pre-purchased data/roaming coverage – Costs over the allowance require proof of purchase.
 - vi. Alcohol is not an eligible expense for reimbursement except for reasonable entertainment/ hosting costs, e.g. meals/beverages for guest(s)

4. Members of Town Council shall be entitled to claim meeting fees and reimbursement for travel and reasonable expenses for attendance at:
 - a. meetings of Council;
 - b. Committee meetings;
 - c. functions approved in advance by the consensus of Council, such as:
 - i. attendance resulting from appointment to external committees or organizations;
 - ii. attendance at municipal related functions where Town representation is expected;
 - iii. attendance at workshops, conferences and other Councillor Development events; and
 - d. functions or meetings attended by the Mayor or his/her designate as necessitated by Town business.

Travel & Subsistence /Conferences and Councillor Development

5. There exists a continuing requirement for Councillors to attend conferences and conventions as part of their Council responsibilities.
6. A separate coding reference number, titled Council Development Expense, is established to provide the necessary funding for Councillors to attend events such as:
 - a. the Federation of Canadian Municipalities (FCM) Annual Convention, and
 - b. the Alberta Urban Municipalities Association (AUMA) Annual Convention, and
 - c. other conferences, conventions and seminars relevant to Council Development, duties or business.
7. Separate coding reference numbers shall be established at seven thousand five hundred (\$7,500.00) dollars annually for each Councillor and ten thousand (\$10,000.00) dollars for the Mayor. Meeting fees (as set out in section 2) and costs associated with any conference, convention or seminar (including but not limited to registration fees, airfare, hotel accommodations, meals and per diems) shall be paid from the separate coding reference number of each Councillor or the Mayor.

8. For the first three (3) full years of a Council term, the separate coding reference numbers indicated in clause 7 above shall be in effect for the calendar year (January 1st to December 31st). During an election year, separate coding reference numbers shall be divided at seventy-five (75%) per cent for the period of January 1st to September 30th, with the balance of twenty-five (25%) per cent for the period of October 1st to December 31st being transferred to the newly elected Councillors and Mayor.
9. All travel is subject to prior discussion with Council, or in the alternative, with the Mayor if timing does not permit discussion with Council.
10. Councillors are not limited in the number of conferences or other activities they may attend within a calendar year, however the total costs of travel and attendance claimed may not exceed the total monies provided in the annual Council budget. In cases where a Deputy Mayor or other member of Council is designated by the Mayor to attend a conference or other activity in place of the Mayor, all costs associated with that attendance shall be borne by the Mayor's annual budget.
11. Costs incurred when traveling to conferences, conventions and other training sessions (including transportation, meals, hotels, communication and other costs), will be reimbursed at the actual rate of the expense or in accordance with the Town Policy. Reasonable entertainment and hosting costs (eg. meals/beverages for guests) will be acceptable. All hosting activities must be explained (including purpose and benefit to the Town) in the subsequent report, as required under section 12 below.
12. Councillors using their personal automobile for out of town business or conference attendance shall be compensated in accordance with the Town Policy. Compensation for the use of personal automobiles (including mileage and parking) shall not be deducted from the Councillor's separate coding reference number.
13. Council's monthly vehicle allowance will cover all travel within the municipality.
14. Members of Council will not be reimbursed for attending a political party function or fundraiser, nor will any cost for such an event be paid by the Town.
15. Members of Council will not be reimbursed for attending social events or galas where Council representation is not explicitly requested by the Mayor or his/her designate. A social event or gala is claimable if it is attended as an extension of the Councillor's duty to a standing Committee to which the Councillor is appointed.
16. Councillors shall be required to submit a written report to the Mayor and Council, in the form of the Council Report document attached hereto as Schedule "A", within four (4) weeks of their return from any conference, convention or seminar.
17. In the event of unforeseen circumstances for which an unavoidable expense may be incurred by a Councillor for travel or accommodation, those expenses may be reimbursed by the Town in accordance with this Policy.

18. All air travel and hotel arrangements made pursuant to this Policy shall be arranged by Town staff.
19. In the event of a cancellation of attendance at a conference, convention or other training session by the Mayor or a Councillor, cost allocation shall be as follows:
 - a. if a replacement attendee is arranged, the costs are coded to the replacement Councillor;
 - b. if there is no replacement attendee, any cancellation fees shall be coded to the coding reference number of the Councillor who made the initial arrangements.

Council may amend these requirements for compassionate purposes, depending upon a review of the circumstances of the cancellation.

Spouses/Partners

20. If a spouse/partner accompanies a member of Council to an out of town conference/convention, all expenses of the spouse/partner for travel and registration are considered a personal expense.
21. When a member of Council is invited to a social or fund-raising function in an official capacity within the Town of Drayton Valley or Brazeau County, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Council budget.

Expense Tracking

22. In order that Council may track expenditures, Councillor expenses shall be subject to approval by the Mayor, and/or Deputy Mayor, in the Mayor's absence. Mayor's expenses shall be approved by the Deputy Mayor, or Council, in the Deputy Mayor's absence. Any changes to submitted expense claims shall be communicated by the Mayor, or the Deputy Mayor, to the affected Councillor.


Administration of Claims

23. It is the responsibility of the Council and Committee Chairs to, within reason, coordinate and organize meetings that will maintain the honoraria claims at the lowest amount possible.
24. Claims will normally be processed on a monthly basis. All claims must provide sufficient detail to identify the nature of each item claimed.
25. All printed claims by Council members for honoraria and expense reimbursement must be signed by the Council Member; reimbursement forms submitted electronically do not require signing. When approved expense claim forms are submitted to the Treasury Department, the Council Member shall be carbon-copied with the approval.

26. Board and Committee Members who have been appointed by Council to serve on a Town Committee or Board are eligible to claim honoraria and expense reimbursement for attendance only at regular or special meetings of the Town Committee or Board to which they have been appointed. All claims must be approved by the Mayor, or Deputy Mayor, in the Mayor's absence.

Definitions

27. Within this Policy the following definitions shall apply:
- a. *conference (noun)*; a structured gathering of people whose purpose is to examine, discuss and express opinion on matters of shared interest in relation to matters pertaining to municipal government;
 - c. *Councillor Development*; training programs, courses, or seminars whose content is primarily intended for the edification of elected municipal officials, and which is determined by Council to be of particular relevance and benefit to a Councillor in their role as a municipal Councillor;
 - d. *honorarium (noun)*; a payment given for professional services that are rendered nominally without charge; and
 - e. *meeting (noun)*; a gathering at which there is a quorum of Council or of a Committee of Council, or attendance with a committee, organization or other entity whose operations are external to those of the Town of Drayton Valley to which a Councillor is appointed by Council as a representative or primary point of contact. Meeting is further defined as a gathering pertaining to matters of Town business at which the presence of the Mayor or his/her designate is required.



Mayor

09/01/18

Date of Approval

SCHEDULE "A"

Conference Report



Council Member:

Conference/Workshop Attended:

Date of Conference:

Information Presented (all relevant sessions):

Session 1: [Title]

Session 2: [Title]

Session 3: [Title]

Session 4: [Title]

Correlation to Approved Town Plans/Policies and Council Vision

Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.

- Session 1: [Plan Reference using the acronym]
- Session 2: [Plan Reference using the acronym]
- Session 3: [Plan Reference using the acronym]
- Session 4: [Plan Reference using the acronym]

Recommendation(s) for Council consideration:

- 1)
- 2)

Identify Partners and/or External Resources:

For Administrative Use Only:

Date Received:

Date Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)