



COUNCIL REMUNERATION POLICY

C-01-00

PURPOSE

1. To set parameters for Council and Mayor Compensation.
2. The honorariums and meeting fees listed below will be adjusted annually.
The adjustments will be the lower of:
 - 2.1. the cost of living based on the average percent change in the prior year's Alberta Average Wage Rates reflective of average adjustments made to Albertans' wages (as reported by StatsCan - November to October, rounded up to the nearest next dollar, effective January 1st of each year);or
 - 2.2. the annual increase as determined through the Union negotiations.

DEFINITIONS

3. **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;
4. **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;
5. **honorarium (noun)**; a payment given for professional services that are rendered nominally without charge; and
6. **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.

GENERAL POLICY

Honorariums, Meeting Fees and Expenses

7. Members of Council will receive the following monthly fixed honorarium:

Fixed Honorarium	Monthly \$
Mayor	1,680.00
Councillor	952.00

8. Members of Council will receive meeting fees for meeting time served in accordance with the following schedule:

Meeting Fees between	\$
0 to 4 hours	168.00
Between 4 and 8 hours	336.00
More than 8 hours	364.00

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9. Members of Council will receive expense reimbursement as follows:
- 9.1. Mileage As per Town Mileage Resolution #209/05
 - 9.2. Mayor's Vehicle Allowance \$300.00
 - 9.3. Councillors' Vehicle Allowance \$100.00
 - 9.4. Monthly Allowance for Internet Connection and Printer Paper \$100.00/month
plus actual cost for miscellaneous expenses, as per receipts submitted
 - 9.5. Mobile Communication Device \$100.00/month
 - 9.6. Expenses for meals as per receipts submitted (actual cost and gratuity of 15%)

Or Allowance with no receipt \$	
Breakfast	10.00
Lunch	15.00
Supper	25.00

- 9.7. Accommodation expenses will be paid at actual cost, or an allowance of \$35.00/day without receipt will be permitted
- 9.8. Miscellaneous expenses:
 - 9.8.1. Taxi Fares – \$6.00 per required trip without receipt. Costs over the allowance require a receipt.
 - 9.8.2. Parking Fees – \$6.00 per day with no receipt if parking fees are required over and above other costs. Costs over the allowance require a receipt.
 - 9.8.3. Out of Country – Allowances necessitated by out of country travel will be established as approved by Council for items such as exchange rate losses.
 - 9.8.4. Car Rental – At cost.
 - 9.8.5. Mobile communication device pre-purchased data/roaming coverage – Costs over the allowance require proof of purchase.
 - 9.8.6. Alcohol is not an eligible expense for reimbursement except for reasonable entertainment or hosting costs, e.g. meals or beverages for guest(s)
- 10. Members of Town Council are entitled to claim meeting fees and reimbursement for travel and reasonable expenses for attendance at:
 - 10.1. Meetings of Council;
 - 10.2. Committee meetings;
 - 10.3. Functions approved in advance by the consensus of Council, such as attendance:
 - 10.3.1. Resulting from appointment to external committees or organizations;
 - 10.3.2. At municipal related functions where Town representation is expected;
 - 10.3.3. At workshops, conferences and other Councillor Development events; and
 - 10.4. Functions or meetings attended by the Mayor or Mayor designate as necessitated by Town business.
 - 10.5. Attendance at Canada Day Festivities is strongly encouraged for all Council members; but Council may not claim meeting fees for the festivities.
- 11. All equipment supplied by the Town to Council is to be returned at the end of the Council term. Council may purchase the equipment at the end of the term for a fair market cost. Costs associated to any unreturned equipment will be invoiced to the individual Councillor.
- 12. Councillors may receive financial assistance in the event that a Councillor seeks membership on an external committee provided such assistance is approved by Resolution of Council.

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Travel & Subsistence /Conferences and Councillor Development

13. Councillors are required to attend conferences as part of their responsibilities.
14. Separate coding reference numbers are established to provide the necessary funding for Councillors to attend:
 - 14.1. the Federation of Canadian Municipalities (FCM) Annual Convention, and
 - 14.2. the Alberta Urban Municipalities Association (AUMA) Annual Convention, and
 - 14.3. other conferences, conventions and seminars relevant to Council Development, duties or business.
15. The funding for the separate coding reference numbers shall be established at:
 - 15.1. FCM; five thousand (\$5,000.00) dollars annually for the Mayor to attend. Councillors may attend FCM as well however costs for individual Councillors to attend will be attributed to their Council Development fund.
 - 15.2. AUMA; twenty one thousand (\$21,000.00) dollars annually to allow for all members of Council to attend
 - 15.3. Council Development Expense
 - 15.3.1. Seven thousand (\$7,000.00) dollars annually for each Councillor, and
 - 15.3.2. Ten thousand (\$10,000.00) dollars for the Mayor.
 - 15.4. Meeting fees (as set out in section 9) and costs associated with any conference, convention or seminar shall be paid from the separate coding reference number of each Councillor or the Mayor. These include, but not limited to registration fees, airfare, hotel accommodations, meals and per diems
 - 15.5. Council may attend conferences associated with Economic Development Committees in which they have been appointed. Costs associated to attend will be included in the budget of that Committee.
16. The first three (3) full years of a Council term, the separate coding reference numbers indicated in clause 14.3 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:
 - 16.1. seventy-five (75%) per cent for the period of January 1st to September 30th,
 - 16.2. 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.
17. All travel is subject to prior discussion with Council, or with the Mayor if timing does not permit discussion with Council.
18. 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.
 - 18.1. 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.
19. 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.
 - 19.1. Reasonable entertainment and hosting costs (eg. meals/beverages for guests) will be acceptable.
 - 19.2. All hosting activities must be explained (including purpose and benefit to the Town) in the subsequent report, as required under section 23 below.

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20. Councillors using their personal automobile for out of town business or conference attendance shall be compensated in accordance with the Town Policy.
 - 20.1. This Compensation including mileage and parking will not be deducted from the Councillor's separate coding reference number.
21. Council's monthly vehicle allowance will cover all travel within the municipality.
22. 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, as per the *Federal Canada Elections Act* and *Provincial Finances and Contributions Disclosure Act*.
23. Members of Council will not be reimbursed for attending social events or galas where Council representation is not explicitly requested by the Mayor or their designate.
 - 23.1. A social event or gala is claimable if attended as an extension of the Councillor's duty to a standing Committee to which the Councillor is appointed.
24. If a Councillor is making a recommendation to Administration, they need to submit a written report to the Mayor and Council, in the form of the attached Schedule "A", within four (4) weeks of their return from any conference, convention or seminar. 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.
25. All air travel and hotel arrangements made pursuant to this Policy shall be arranged by Town staff.
26. 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:
 - 26.1. if a replacement attendee is arranged, the costs are coded to the replacement Councillor;
 - 26.2. if there is no replacement attendee, any cancellation fees will be coded to the coding reference number of the Councillor who made the initial arrangements.
 - 26.3. Council may amend these requirements for compassionate purposes, depending upon a review of the circumstances of the cancellation.

Spouses/Partners

27. 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.
28. When a Council member 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 Council member, the ticket for the spouse/partner may be paid from the Council budget.

Expense Tracking

29. In order that Council may track expenditures,
 - 29.1. Councillor expenses will be approved by the Mayor, and/or Deputy Mayor, in the Mayor's absence.
 - 29.2. Mayor's expenses will be approved by the Deputy Mayor, or Council, in the Deputy Mayor's absence.
 - 29.3. Any changes to submitted expense claims will be communicated by the Mayor, or the Deputy Mayor, to the affected Councillor.

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Administration of Claims

- 30. It is the Council and Committee Chairs' responsibility to, within reason, coordinate and organize meetings in order to maintain honoraria claims at the lowest amount possible.
- 31. Claims will normally be processed on a monthly basis. All claims must provide sufficient detail to identify the nature of each item claimed.
- 32. Printed claims by Council members for honoraria and expense reimbursement must be signed by the Council Member;
 - 32.1. Reimbursement forms submitted electronically do not require signing.
 - 32.2. Council member will receive a copy of the approved claim form when it is submitted to the Treasury Department.
 - 32.3. Approved claims will be posted on the Town's website.
- 33. Board and Committee Members 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.



 Mayor

January 3, 2019

 Date

History of Review Dates			
May 12, 2004	January 12, 2011	August 21, 2013	June 25, 2014
May 13, 2015	June 1, 2016	December 20, 2017	December 19, 2018

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APPENDIX "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)

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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 Administration Use Only:			
Date Received:		Date Reviewed:	
Item(s) for Administration policy or procedural consideration:			
1.			
2.			
3.			

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