

POLICY MANUAL



TITLE: Council Remuneration Policy
DATE: March 12, 2018
AUTHORITY: Council
DEPARTMENT: Administration

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Section 1 Purpose of the Policy

- 1.1 The Municipal Government Act allows for compensation to be made to members of Council for duties performed. It is the intention of Fox Creek to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

Section 2 Policy Goal

- 2.1 Each year in its annual budget, Council will identify budget dollars to fund or reimburse members of Council for expenses incurred while acting in an official capacity as an elected official for the Town of Fox Creek.

Section 3 Guidelines

- 3.1 Members of Council shall receive compensation for their role as elected officials in three different ways –via Honorarium, Per Diem rates and Expenses for attendance at professional development of Town related activities not covered by the Honorarium. The amount spent will be limited by the amount budgeted each year. Within the overall budget set for Council as a Whole for per diems and expenses. Once Council has reached 75% of their budget Administration will provide Council with a form to review the current budget and estimates and the financial impacts of attending another event.

Section 4 Per Diems and Expense Claims

- 4.1 When deciding if compensation for per diems and expenses is warranted, Mayor and Council must consider the following criteria. If Council can answer yes to all of the following criteria, duties will be considered as Official Capacity and an expense claim should be paid according to this policy.
 - 4.1.1 The expense must have a direct benefit to Fox Creek; promote Fox Creek’s interests; add value to the community; or advance the communities’ interests.

- 4.1.2 The expense must be a result of interaction with a registered third party. (i.e. not an individual, council member, Fox Creek staff.)
- 4.1.3 The expense must be defensible to the tax paying members of Fox Creek and to public scrutiny.
- 4.1.4 The expense must be free of bias and conflict of interest.

Section 5 Honorariums

- 5.1 Honorarium shall be paid in accordance with Revenue Canada's provisions for Elected Officials.
- 5.2 Honorariums will not be paid if a member of Council is absent from both Regular Council meetings in one month. If a member of Council is absent from one Regular Council meeting, 40% of the honorarium will be deducted from the Council member that month. Honorariums may be paid in full if the absence is approved by Council resolution.
- 5.3 For all members of Council, including the mayor and deputy mayor, honorariums are paid to all members of Council for the following:
 - 5.3.1 Meetings within the municipal boundary of Fox Creek pertaining to Council duties shall fall under honorarium unless otherwise indicated within the policy.
 - 5.3.2 Attendance at Council Meetings
 - 5.3.3 Administrative meetings and meetings with Fox Creek Administration
 - 5.3.4 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.
 - 5.3.5 Duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings, etc. that go beyond the ceremonial or business requirements of the invitation within Fox Creek and participation at golf tournaments regardless of geographical location.
 - 5.3.6 Attendance or participation at The Town of Fox Creek social events (ie. Christmas party, golf tournament, social committee functions, potlucks, etc.)
 - 5.3.7 Preparation for Council meetings, Council committee meetings and other items listed under Section 5.3.
 - 5.3.8 Duties as Commissioner of Oaths
 - 5.3.9 Cheque and Agreement signing.

5.3.10 Anything not specifically listed under Per Diems (section 6.0 of this policy).

Section 6 Per Diems

- 6.1 Per Diem claims will be approved in accordance with guiding principles of Section 4 of this policy.
- 6.2 Council will receive Per Diem rates in accordance with Schedule A of this policy.
- 6.3 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.
 - 6.3.1 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.
 - 6.3.2 A claim that is not approved may be taken to Council to appeal the decision.
- 6.4 Per Diems will NOT be paid for the following:
 - 6.4.1 Events listed under Honorarium Section 5
 - 6.4.2 Attendance at events that is not in official capacity
 - 6.4.3 Attendance at social events including staying beyond the Ceremonial or business requirements for the events listed in section 5.3.6.
- 6.5 Time calculated for per diem shall include travel time to and from the activity with a starting point in Fox Creek or if starting at another point, whichever is less.
- 6.6 If an external board or committee pays per diems to a member that is less than the Fox Creek's per diem rate, a Member of Council appointed to that board may claim only the difference between the Fox Creek per diem and the board or committee per diem and/or mileage. Council members shall not be paid more than identified in this policy.
- 6.7 Per diems are paid to all Members of Council for the following:
 - 6.7.1 In the instance where a per diem is paid to a public board member or chair, the same per diem will apply to Members of Council, unless the committee is made up of the majority of Council.
 - 6.7.2 Meeting attendance for boards, committees and commissions that Members of Council are appointed to by resolution of Council at the annual organizational meeting.

- 6.7.3 Meetings with Provincial / Federal elected officials (ie. Ministers / MLA's) held outside of Fox Creek's boundaries.
- 6.7.4 Attendance at conferences, seminars, workshops and courses with content / subject matter directed related to Council appointments.
- 6.7.5 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.
 - 6.7.5.1 The only exceptions shall be activities, other than those stated above, where Council agrees to pay a per diem upon specific authorization by resolution of Council.

Section 7 Expenses

- 7.1 Expense claims shall be approved in accordance with guiding principles of Section 4 of this policy.
- 7.2 Expenses incurred shall be reimbursed upon submission and approval of a claim form.
 - 7.2.1 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.
 - 7.2.2 A claim that is not approved may be taken to Council to appeal the decision.
- 7.3 Expenses incurred for the following will NOT be paid or reimbursed:
 - 7.3.1 Expenses incurred for attendance at events that is not in official capacity.
 - 7.3.2 Expenses or mileage for events within Fox Creek listed under Honorarium.
 - 7.3.3 Expenses incurred at social events including but not limited to the ceremonial duties listed above.
- 7.4 Travel Reimbursement (with travel starting point in Fox Creek or if starting at another point, whichever is less) will be set at the Government of Alberta rates.
 - 7.4.1 If a personal vehicle is used for official Fox Creek business outside of Alberta, a cost comparison must be performed listing the costs associated with driving versus flying. The cost comparison should be made prior to the trip and for the same dates as the planned business trip. The driving cost estimate should include mileage, rental car charges (if applicable), meals, lodging en route and associated highway toll charges. The airfare cost estimate should include the roundtrip cost of the lowest available commercial airfare prior to the date of the trip, roundtrip mileage to the airport, airport parking, taxi/shuttle expense from the airport to the business destination or rental car charges at business destination if necessary.

The reimbursement amount claimed must be the lesser of the lowest cost estimated by flying or driving. Personal safety should always be taken into consideration when making travel arrangements.

7.5 Additional Expenses

7.5.1 If expenses incurred are not utilized by the Member of Council who requested them, that Member of council shall reimburse the Town without extenuating circumstances.

7.5.2 Guest Expenses: Fox Creek shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses.

7.5.2.1 Members of Council may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest. (ie. Including but not limited to FCM Conference Gala)

7.5.3 Political Events: Should a Member of Council attend a political forum on behalf of Fox Creek, for which proceeds support a political party or candidate, Fox Creek shall not reimburse any portion of a meal or events expense that constitutes proceeds to a political party, constituency association or candidate. Also, Fox Creek cheques, purchase orders or procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

7.5.4 The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association or candidate should be in the name of the individual purchasing the ticket.

7.6 Professional Development

7.6.1 Mayor and Council will determine a professional development plan and budget each year during the annual budget process.

7.6.1.1 If attendance at any education or professional development activity will result in Council exceeding any portion of the budget, a resolution of Council is required.

7.6.3 Council members attending professional development activities are expected to report their findings for overall Council benefit.

Section 8 Schedules

8.1 Council Remuneration Rates

Jim Hailes
Mayor

Roy Dell
Chief Administration Officer

DRAFT

**SCHEDULE B
COUNCIL REMUNERATION RATES**

Honorarium per Month (subject to conditions listed in above policy)

Council Members	\$ 750.00
Mayor	\$1000.00

Per Diem

Additional Meeting Rates:	\$ 25.00 / hour
Daily Maximum	\$250.00

Expenses

Mileage	As per Government of Alberta Rates
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Meals	Breakfast \$15.00
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Lunch	\$25.00
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Dinner	\$35.00
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* Or by submitted receipts

* Alcohol is chargeable through hosting budgets only

Alternate Accommodations	\$ 50.00 / night
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Communication Allowance	\$ 50.00 / month
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