



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

<b>POLICY NUMBER</b>	PO82 – 2022
<b>POLICY OWNER</b>	Council
<b>ADOPTED BY</b>	Council
<b>ADOPTION DATE</b>	June 13, 2022
<b>EFFECTIVE DATE</b>	June 13, 2022
<b>DATE LAST REVIEWED</b>	February 12, 2024
<b>DATE LAST AMENDED</b>	May 13, 2024

### POLICY STATEMENT

While it is recognized that the primary reason individuals seek municipal office is public service, member of Town Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities.

### PURPOSE

To ensure that individuals who choose to serve their community as a member of Town Council receive fair, equitable and consistent compensation.

### DEFINITIONS

The terms in this policy have the following meanings:

**CAO** – shall mean the Chief Administrative Officer for the Town of Fox Creek or their designate.

**COUNCIL** – shall mean the duly elected Council of the Town of Fox Creek

**TOWN** – shall mean the Town of Fox Creek

### SCOPE

This policy applies to all members of Council.

### POLICY

#### 1. Monthly Remuneration Payment

- 1.1 The Mayor Shall receive a monthly allowance as per Schedule A, which shall be considered remuneration for the following:



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

- Attendance at regularly scheduled council meetings, committee of the whole meetings and administration meetings.
- Any and all preparation time required for all meetings.
- Any time spent on appointments, visitations, tasks and reports relating to the mayor's general town business including ribbon cuttings, groundbreaking events, photo ops, etc.
- Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.
- Attendance or participation at Town of Fox Creek social events (ie. Christmas party, golf tournament, potlucks, etc.)
- Duties as commissioner of oaths.
- Dealing with and responding to all media inquiries that take less than 1 hours time.

1.2 Councillors shall receive a monthly allowance as per Schedule A, which shall be considered remuneration for the following:

- Attendance at regularly scheduled council meetings, committee of the whole meetings and administration meetings.
- Any and all preparation time required for all meetings.
- Any time spent on appointments, visitations, tasks and reports relating to general town business including ribbon cuttings, groundbreaking events, photo ops, etc.
- Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.
- Attendance or participation at Fox Creek social events (ie. Christmas party, golf tournament, potlucks, etc.)
- Duties as commissioner of oaths.
- Dealing with and responding to all media inquiries that take less than 1 hours time.

1.3 Council shall receive a Cost-of-Living Allowance applied to their monthly remuneration payment each year equal to the Cost-of-Living Allowance given to the Town of Fox Creek staff. Schedule A will be updated each year accordingly.

## 2. Per Diem Payment

2.1 All members of Council shall receive additional remuneration or per diem as follows:

- Attendance at any special council meeting that might be called from time to time.
- Attendance at all budget meetings.
- For attendance at other meetings or for other purposes which have been approved by resolution of Council.



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

- For attendance at regularly assigned, internal and external committee regular meetings and annual general meetings as assigned and passed by Council resolution at the Organizational Meeting.
  - Where remuneration is not provided by another board, commission, committee or organization.
  - For attendance at seminars, training sessions, conventions and summits approved by Council.
  - For attendance at Council Orientation training.
  - For attendance at mandatory council training sessions.
  - For attendance at meetings with other Government Officials.
  - For legal proceedings that pertain to town business.
  - When invited to attend and speak at functions as the Town's official representative.
  - Dealing with and responding to all media inquiries that are over 1 hour's time.
  - Dealing with and responding to all inquiries that are over 1 hour's time.
- 2.2 Remuneration or per diem received for those purposes set out in Section 6.1 above, shall be paid as follows:
- At the rate established as per Schedule A, calculated to the nearest hour.
  - The minimum hours paid for any meeting, seminar, training session, convention or summit shall be one hour.
  - If the meeting, seminar, training session, convention or summit is longer than 10 hours, the daily rate shall be paid to Council as per Schedule A.
  - Travel time to out-of-town meetings, seminars, training sessions, conventions and summits shall be included in the calculation of daily remuneration or per diem.
- 2.3 If timelines do not align for Council approval, the attendance of a member of Council at an event to which they were invited may be approved via a majority consensus over email and ratified at the following Regular Meeting of Council.
- 2.4 Per Diems may be accepted from external boards, commissions, committees or organizations by a member of Council where they are:
- Appointed by Council resolution
  - All members receive an honorarium or fee
- 2.5 If, as a designated member of a committee, board, foundation, or society, the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member shall not claim Per Diems for those additional activities unless the additional duties are approved by Council.



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

---

- 2.6 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 is identified in this policy.

### 3. Time Sheets

- 3.1 All members of Council shall be required to submit a time sheet monthly on a standard form which may be amended from time to time. These time sheets shall include:
- Date of the meeting, seminar, training session, convention, or summit etc.
  - Description and purpose of the meeting, seminar, training session, convention, or summit etc.
  - Total time attending and travelling to, and home from, the meeting, seminar, training session, convention, or summit etc.
- 3.2 All Council time sheets shall be reviewed and approved by the Mayor.
- 3.3 The Mayor's time sheets shall be reviewed and approved by the Deputy Mayor.
- 3.4 All timesheets shall be submitted as per the schedule determined by Administration.

### 4. Expense Forms

- 4.1 All members of Council shall be required to submit an expense claim for each month for expenses incurred, on a standard form which may be amended from time to time. These expense forms shall include:
- Date the expense was incurred.
  - Description, purpose and details of the expense.
  - Actual receipts must be submitted. Debit card or credit card slips will not be accepted.
  - All Council expense forms shall be reviewed and approved by the Mayor.
  - The Mayor's expense forms shall be reviewed and approved by the Deputy Mayor.
- 4.2 All expense forms shall be submitted as per the schedule determined by Administration.

### 5. Expenses

- 5.1 All members of Council shall be reimbursed for expenses incurred as per Schedule A where:



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

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- The member of Council is the appointed representative at the annual organizational meeting.
- Or the member of Council is authorized to attend by Council resolution.

5.2 Expenses incurred for the following will NOT be paid or reimbursed:

- Expenses incurred for attendance at events that are not attended in an official capacity.
- Expenses incurred for attendance at events that are listed under the monthly remuneration payment section.
- Expenses incurred at social events.

5.3 If requested tickets are not utilized, conferences are not attended or hotels are not cancelled in time, the member of Council who requested the booking shall reimburse the Town for the expense unless otherwise approved by Council.

## 6. Benefits

6.1 The Town shall provide all members of Council the following benefits:

- |                                      |      |
|--------------------------------------|------|
| - Group Life Insurance               | 100% |
| - Accidental Death and Dismemberment | 100% |
| - Dependent Life Insurance           | 100% |
| - Employee Assistance Program        | 100% |

6.2 Members of Council may choose to receive Optional Life and Optional Critical Illness Benefits at the Councillors expense.

## 7. Mandatory Education and Training

7.1 All members of Council must attend a governance training session immediately following their election or acclamation to Council. Emergency management training and other training as may be required by Federal or Provincial Legislation.

7.2 The intent is that a training and orientation session will be scheduled in each election year within thirty (30) days following the election. If for some reason a member of Council cannot attend that session, they will work with the CAO to find an alternate training session.

## 8. Conferences, Seminars and Workshops



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

---

- 8.1 Mayor and Council will determine the conferences they wish to attend throughout the year during budget deliberations and will budget accordingly.
- 8.2 In addition, to enhance their Council positions, there are workshops and seminars that members of Council may wish to attend. All of these items must be approved by Council resolution prior to any expenses being charged to the Town of Fox Creek.
- 8.3 Expenses to be covered shall include:
- Registration Fees
  - Accommodations
  - Meal expenses
  - Travel expenses
  - Mileage
  - Incidental Fee
  - Per Diem
- 8.4 Following attendance at a conference, workshop or seminar, the attending member of Council shall provide a written report for the overall benefit of Council.

## 9. Communications Allowance

- 9.1 All members of Council shall be provided with a monthly communications allowance for related expenses as per Schedule A.

## 10. Approval

- 10.1 This policy shall supersede and replace prior policies, oral or written, regarding Council Remuneration within the Town of Fox Creek.

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Sheila Gilmour  
Mayor

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Kristen Milne  
Chief Administrative Officer



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

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### POLICY HISTORY

Amendment Date	Amendment Description
May 13, 2024	Council amended to align with current practices and policy standards
July 1, 2023	Council amended to align with current practices



# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

### SCHEDULE A

#### 1. Remuneration Payments (Effective July 1, 2024)

Mayor            \$1135.55 / month  
Councillors     \$ 851.66 / month

Per Diem        \$ 28.39 / hour  
                      \$ 283.90 daily rate

#### 2. Accommodations

2.1 The cost of hotel accommodation shall include room charge, hotel/luxury tax, and GST.

2.2 Private Lodging  
                      \$50.00 / day without receipt

2.3 Incidental Fee  
                      \$20.00 / every 24 hours

#### 3. Meals

Breakfast	\$15.00	If departure time is before 7:30 am or the return time is 7:30 am or later
Lunch	\$25.00	If departure time is before 1:00 pm or the return time is 1:00 pm or later
Dinner	\$35.00	If departure time is before 6:30 pm or the return time is 6:30 pm or later

3.1 A claimant must not claim a meal allowance if a meal is provided at no cost, unless the claimant declines the meal because of a demonstrated:

- Dietary Restriction
- Business Reason

3.2 Alcohol cannot be claimed and will not be reimbursed except for at Hospitality Events.

- Hospitality is provided when the event involves participants from outside the municipality. Functions involving people who work for the municipality are not considered Hospitality Events; they are considered Working Sessions.





# COUNCIL REMUNERATION AND ALLOWANCE POLICY

## COUNCIL POLICY

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3.3 Council may elect to submit meal receipts for actual costs where they exceed the per diem due to the location of the event. All attempts must be made to maintain a reasonable expense.

3.4 Gratuities are not to exceed 20%.

#### 4. Mileage

\$0.61 / km

4.1 Carpooling or the use of a Town vehicle is encouraged when possible.

4.2 The costs incurred for parking will be covered.