



VILLAGE IN THE VALLEY

POLICY#: M2018-279

Title: Council Remuneration Policy

Supersedes Policy: Council Remuneration Policy M2018-063

1.0 Policy Purpose

- 1.1** *The Municipal Government Act (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of the Village of Carbon 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.*
- 1.2.** *This policy is intended to clarify which expenses incurred by members of Council as part of their official duties will be assumed by the Village of Carbon.*

20 Definitions

- 21** *"Attendance" means attendance in person or via virtual attendance (ex. Skype, teleconference/electronic).*
 - 22** *"Board or Committee Meeting" means a meeting of a board or committee to which the Councillor has been appointed to or authorized to attend by council.*
 - 23** *"Carbon" means Village of Carbon.*
 - 24** *Chief Administrative Officer" (CAO) means the Chief Administrative Officer of Carbon as appointed by resolution or bylaw of Council.*
 - 25** *"Council" or "Members of Council" means the duly elected municipal officers of Carbon and the Chief Elected Officer or Mayor.*
 - 26** *"Council Meeting Day" means the first and third Monday from 7:00pm- 10:00pm*
-

- 27 *"Half Day Meeting" means any conference, workshop, seminar, board or committee meeting less than four (4) hours, including travel time to and from.*
- 28 *"Full Day Meeting" means any conference, workshop or board or committee meeting in excess of four (4) hours, including travel time to and from.*
- 29 *"Official Capacity" means Council duties determined as per Section 4.1.2. of this policy.*
- 210 *"Regular Meeting" means the regularly scheduled meetings of council.*
- 211 *"Special Meeting" means a special meeting of Council as considered expedient by the Mayor. (MGA 194)*

3.0 Guiding Principles

3.1 Council Compensation

- 3.1.1. *Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Carbon, its residents and businesses; while at the same time, minimizes the financial burden to the same.*
- 3.1.2. *The contents of this policy shall be considered when creating Council's annual budget.*
- 3.1.3. *Honorarium rates will be reviewed in the fourth year of a Council term when creating council's budget for that year and will be amended by resolution by no later than August 31 of that year.*
- 3.1.4. *Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.*
- 3.1.5. *As Deputy Mayor, appointments are shared equally amongst the Councillors, Councillor honorarium rates are inclusive of compensation for additional responsibilities required of the Deputy Mayor position.*

3.2. Per Diems and Expense Claims

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

3.2.1.2. *The expense must be a result of interaction with a registered third party. (i.e. Not an individual, Council Member, Carbon staff, organization or affiliation.)*

3.2.1.3. *The expense must be defensible to the tax paying members of Carbon and to public scrutiny.*

3.2.1.4. *The expense must be free of bias and conflict of interest.*

3.2.2. *Reimbursement for any member of council, for any given day, may exceed the remuneration paid for a day meeting if more than one meeting occurs on the same day, and:*

- i) the first meeting meets the definition of a "Day Meeting"; and*
- ii) the second and subsequent meeting meets the definition of a "Regular, Special, Board or Committee meeting; and*
- iii) the meetings attended are for separate entities.*

4.0 *Honorariums*

4.1 *Monthly Honorarium*

4.1.1. *Council will receive a monthly honorarium in accordance with their appointed seat as per Schedule A of this policy.*

4.1.2. *Monthly Honorarium shall be increased each year over the four-year term in relation to the Alberta Cost of Living Allowance at the time.*

4.1.3. *Monthly Honorarium includes Councillor duties in attendance to, but not limited to the following:*

4.1.3.1. *Public consultation and/or meetings (i.e. community groups, steering committee meetings, recreational facility, school boards, open houses).*

4.1.3.2. *Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.*

4.1.3.3. *Ceremonial duties including attendance at ceremonies, grand openings, banquet, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Carbon and participation at golf tournaments regardless of geographical location.*

4.1.3.4. *Attendance or participation at Carbon social events ex: Christmas party, golf tournament, volunteer appreciation, etc.)*

4.1.3.5. *Preparation for Council meetings and Council committee meetings.*

4.1.3.6. *Cheque and agreement signing.*

4.1.3.7. *Meeting attendance at Internal Boards and Committees with majority of members Councillors.*

4.1.3.8. *Other requests of Councillor as approved by Council.*

4.1.4. *Monthly Honorarium shall be paid in accordance with Revenue Canada's provisions for Elected Officers, 1/3 of the total allowances and honoraria paid to municipal officials will be in lieu of expenses incidental to the discharge of Council duties and are exempt from taxation in accordance with the Income Tax Act. The remaining 2/3 of these earnings are subject to income taxation.*

4.1.5 *Honorarium shall be paid to all members of Council without needing to submit a claim for it.*

4.2 Meeting Honorarium

4.2.1. *Meeting Honorarium will not be received if a member of Council is absent from meetings included in sections 4.2.2. unless the absence is approved by Council resolution.*

4.2.2 *Meeting Honorarium is paid to all members of Council for the following meetings:*

4.2.2.1 *Regular Council Meetings*

4.2.2.2 *Special Council Meetings*

4.2.2.3 *Committees, Board, Commission Meetings and Public Forums.*

4.2.2.4 *Attendance at budget sessions, planning sessions and strategic initiative sessions.*

4.2.2.5 *Council orientations.*

4.2.2.6 *Chief Administrative Officer performance and evaluation meetings.*

4.2.2.7. *Attendance at conferences (i.e. AUMA, FCM), seminars, workshops and courses with content / subject matter directly related to Council appointments.*

4.2.2.8. *Attendance at activities as per Professional Development (Section 4.6 of this Policy).*

4.2.2.9. *Appointed alternate attendees when the main board member is unable to attend.*

4.2.2.10. *Meetings with Provincial/Federal elected officials (i.e. Minister/ MLA) held outside Carbon boundary.*

4.2.3. *Meeting Honorarium shall be increased each year over the four-year term in relation to the Alberta Cost of Living Allowance at the time.*

4.3 Monthly Submission Claim Form

4.3.1 *Meeting activities shall be compensated for upon submission and approval of a claim form.*

4.3.1.1. *Claim forms must be submitted in accordance with the current year's payroll schedule.*

4.3.1.2. *The CAO shall be responsible for approving all Councillor claims, including the Mayor and Deputy Mayor.*

4.3.1.3. *A claim that is not approved may be taken to Council to appeal the decision.*

4.3.2 *Meeting claims will not be paid for the following:*

4.3.2.1. *Events listed under Monthly Honorarium (Section 4.1.3. of this policy).*

4.3.2.2. *Attendance at events that are not in official capacity.*

4.3.2.3. *Attendance at social events including, but not limited to, the ceremonial duties in Section 4.1.3.*

4.3.3 *Time calculated for expenses shall include travel time to and from the activity with a starting point in Carbon or if starting at another point, whichever is less.*

4.3.4 *If an external board or committee pays per diems to a member that is less than the Carbon 's per diem rate, a Member of Council appointed to that board may claim only the difference between the Carbon per diem and the board or committee per diem and/or mileage. Council members shall not be paid more than identified in this policy including Per Diem rates in Schedule A.*

4.3.5. *Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium unless approved by council.*

4.4. Expenses

4.4.1 *Expense claims shall be approved in accordance with guiding principles of section 3.2 of this policy.*

4.4.2 *Expenses incurred shall be reimbursed upon submission and approval of a claim form.*

4.4.2.1. *Expense claim forms must be submitted per the current year's payroll schedule.*

- 4.4.2.2. The CAO shall be responsible for approving all Councillor claims, including the Mayor and Deputy Mayor.*
- 4.4.2.3. A claim that is not approved may be taken to Council to appeal the decision.*
- 4.4.3. Members of Council may claim for spousal or partner expenses in circumstances where it is expected that they be accompanied by their spouse or partner to a maximum of \$200 per year plus meals as per Schedule A.*
- 4.4.4. Expenses incurred for the following will not be paid or reimbursed.*
 - 4.4.4.1. Expenses incurred for attendance at events that is not in official capacity.*
 - 4.4.4.2. Expenses or mileage for events within Carbon listed under Monthly Honorarium (Section 4.1 of this policy).*
 - 4.4.5. Meal reimbursement will be set during the review during the final term of the four-year term and updated accordingly. Please refer to Schedule A for more information.*
 - 4.4.5.1. Mayor and Council are to submit receipts for meals (receipts not to exceed daily allowance).*
 - 4.4.5.2. When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting then meal allowances or receipted meals will not be reimbursed without Council approval.*
 - 4.4.6. Travel reimbursement (with a travel starting point in Carbon or if starting at another point, whichever is less) will be set during the review during the final term of the four-year term and updated accordingly. Please refer to Schedule A for more information.*
 - 4.4.6.1. If a personal vehicle is used for official Carbon 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.*

4.4.6.2 *Lodging will be arranged by Administration and lodging expenses will be based on the rate provided. If a Councillor wishes to upgrade their lodging they will be responsible for the difference in rates.*

4.4.6.3 *Telephone calls may be claimed based on one (1) five-minute call home per day and calls related to Village business.*

4.4.6.4. *Miscellaneous charges such as parking, transit, bus or cab fare may be claimed based on submitted receipts.*

4.4.6.5. *Receipts for private car or limousine service will only be accepted when used to transport all of council.*

4.4.7. Additional Expenses:

4.4.7.1. *If requested tickets are not utilized by the Member of Council who requested them, that Member of Council shall reimburse the Village of Carbon for the expense.*

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

4.4.7.3. Political Events:

4.4.7.3.1. *Should a Member of Council attend a political event on behalf of Carbon, for which proceeds support a political party or candidate, Carbon shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Also, Carbon 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.*

4.4.7.3.2. *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.*

4.5 Professional Development

- 4.6.1** *Mayor and Council will determine a professional development plan and budget each year during the annual budget process.*
- 4.6.2.** *Funds budgeted annually for per diems and expenses related to conferences, seminars, workshops and meetings are divided equally between Councillors for their discretionary use to attend the conferences, seminars, workshops and meetings of their choice. These funds may not be transferred from one Councillor to another unless approved by Council resolution.*
 - 4.6.2.1.** *If attendance at any education or professional development activity will result in a member of Council exceeding any portion of their individual budget, a resolution of Council is required.*
- 4.6.3.** *Council Members attending professional development activities are expected to report their findings for overall Council benefit.*

5.0 Effective Date

- 5.1** *This policy shall take effect retroactive to July 1, 2018.*

SCHEDULE "A"

COUNCIL REMUNERATION RATES

1. Honorarium Rate

1.1 Monthly Honorarium rates:

Mayor	\$175.00
Councillor	\$125.00

1.2 Council Meetings

Mayor**	\$125.00
Councillor	\$100.00

** or Deputy Mayor when acting as Mayor in his/her absence

1.3 Board, Committee Meetings

- Half Day \$100.00
- Full Day \$150.00

2. Per Diems

2.1. Travel Time*

Less than four (4) hours \$100.00

More than four (4) hours \$150.00

*Paid when it is necessary to travel on a day separate from the meeting date.

2.2 Meals: Daily Per Diem

Morning	\$20
Mid-day	\$30
Evening	\$45

Maximum: \$95.00/per day

- To use Village credit card when possible
- No alcohol expenses shall be paid for by the Village of Carbon.
- Receipts required for amount expended.

3. Mileage: \$0.52/per km/ Mileage sheet attached. Schedule B

4. Training: Each Councillor is allowed up to \$1,000.00 per year for courses.

SCHEDULE " B"

RETURN KILOMETERS FOR EXPENSES

ACME	55
AIRDRIE	185
BEISEKER	100
CALGARY	235
DELBURNE	180
DELIA	100
DRUMHELLER	80
EDMONTON	560
HANNA	220
HIGH RIVER	300
IRRICANA	115
LEDUC	400
LETHBRIDGE	470
LINDEN	70
RED DEER	290
ROCKYFORD	70
STRATHMORE	150
THREEHILLS	64
TROCHU	90