



# TOWN POLICY

## COUNCIL POLICY: Remuneration of Council Policy

**POLICY NUMBER: R-8-7**

**RESOLUTION NUMBER:** 2020-30

**ADOPTED:** February 11, 2020

**REFERENCE:**

*Municipal Government Act, R. S. A. 2000, c. M-26*

**SUPERSEDES:**

Policy #R-8-6

**PREPARED BY:** Chief Administrative Officer

**DATE:** December 3, 2019

**UP FOR REVIEW:** October 17, 2022

**Policy Statement:**

The Mayor and Council wish to have guidelines which provide for reasonable compensation for carrying out the duties of an elected official.

**The purpose of this policy is to:**

Ensure that the compensation rules for Councillors is applied fairly and equitable among the Council and to also ensure the wise use of tax funding in the compensation of Council members.

**1) Council Obligations:**

- (a)** Council members should be conscientious when claiming per diems or costs from the Town to ensure that the funds for these costs are being put to the best use. Per diems are intended for any meeting that is not a regular Council meeting, Council Committee of the Whole meeting (CCW), special Council meeting, or an assigned committee meeting.
- (b)** Unless approved by a resolution of Council, only one Councillor should claim a per diem for a specific meeting or event. Exceptions to the rule include committees where multiple Councillors are assigned, AUMA convention or other meetings where the entirety of Council would normally be expected to attend.
- (c)** Any Councillor who attends a meeting that is not his/her assigned committee, or whose attendance was not previously approved by a resolution of Council may forfeit the ability to be compensated for attendance and associated costs at said meeting. However, the Council at its discretion may retroactively approve such expenses should the Councillor who attended show a demonstrable benefit to the Town for said attendance.





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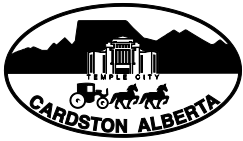
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- (d) A Councillor is to be diligent and forthright regarding attendance at committee meetings or meetings of Council. A Council member will not be paid for any missed Council, Special Council, or CCW meetings. A Councillor who is absent from all regularly assigned committee meetings held during any period of 8 consecutive weeks will receive a discounted remuneration for the weeks attended during the months. Attendance at Council, CCW or special meetings of Council will be noted in the minutes of each meeting. Councillors are obliged to disclose lack of attendance to committee meetings to the CAO so that the proper compensation is dispensed.
- (e) Councillors will attempt to minimize costs wherever possible by means such as carpooling, using phone or video where appropriate versus driving to a meeting, using modest lodging and dining options, and being reimbursed for the most direct routes to and from meetings.
- (f) The Councillor shall exercise discretion as to the primary purpose of travel when requesting reimbursement. For example, if the travel combines both Council and personal business, the Councillor will consider submitting for a portion of the mileage and associated costs of the travel.

## 2) Mayor and Council Fees

- (a) Reimbursement for per diems and associated travel costs is compulsory.
- (b) Fees will be paid as per the attached remuneration schedule attached as "Schedule A". Notes on the schedule are as follows:
  - i. Base Remuneration and remuneration for Council Meeting attendance will be paid monthly with no claim form required by Council.
  - ii. Expenses may be claimed by using the appropriate form accompanied by receipts after the costs have been incurred unless other arrangements have been approved by Council.
  - iii. Council Meeting rates will be adjusted by Council from time to time as considered appropriate. These fees will NOT be directly tied to the Employee Association negotiations.
  - iv. Fees related to mileage costs will be reviewed by Council from time to time, with a guideline to follow the Canada Revenue Agency mileage recommendation. Mileage for meetings of a distance shorter than 15km one way will not be compensated for.
  - v. Per Diems shall be granted as half day, or full day allowances for attending approved meetings other than council meetings and assigned committee meetings. Eligibility may be determined by confirmation of approved meeting minutes.
    - 1. Half-day per diems shall be granted for approved meetings 1-4 hours in length including travel time.





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2. Full-day per diems shall be granted for approved meetings in excess of 4 hours including travel time.

- vi.** Meetings less than 1 hour are considered to be voluntary and the fee for such included in the base remuneration.
- vii.** Remuneration payments will not be reduced if absences qualify as Compassionate Leave or Sick Leave. For the purposes of this policy, compassionate leave means a leave of absence related to the illness or death of a relative. A relative shall be as defined in the Town of Cardston Employee Association agreement. Sick leave shall be defined as a physical or mental ailment that would prohibit attendance at a meeting or put the other attendees at risk of contracting the same condition. Councilors shall inform the Chair or Administration if they know beforehand that they will be absent due to sickness.

### **3) Allowances**

- (a)** There will be no special allowance for personal cell phones, printer paper or ink, or other administrative costs. Councillors will be provided with a tablet or laptop at the beginning of their term for Town of Cardston business use.

### **4) Council Professional Development and Conferences**

- (a)** Each Councillor shall have an allocation of \$2,000 per term for professional development.
- (b)** This allocation considers the costs of attendance of the conference or tuition for the course, but does not consider costs such as travel, mileage, per-diem, meals etc. Councillors are to be considerate of all costs of the professional development prior to attending or participating in such.
- (c)** Should Council, by motion, request the attendance of a Councillor at an event or conference, or direct for a Councillor to take a specific training, this cost will not be allocated to the individual professional development.
- (d)** Should a Councillor take training or attend a conference without a motion of Council authorizing such, there shall be no compensation of costs for the attending Councillors expenses, except as noted in 1(c).

### **5) Committees**

- (a)** The Base Remuneration for Mayor and Council serves as compensation for attendance at all assigned committee meetings, up to 4 hours for one meeting in any given month. Committees are assigned to Councillors at the annual Organizational Meeting of Council.
- (b)** Councillors may be reimbursed for mileage and other related charges for assigned committees.
- (c)** If a Councillor wishes to volunteer for an executive assignment or a sub-committee assignment on a committee, the Councillor shall bring the details of the assignment to the Council for a vote of approval.





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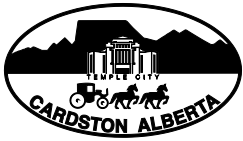
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- (d) As per item C, if the said committee offers compensation for participating on the executive or sub-committee, either in per diem and/or mileage, then the Councillor shall not claim a redundant claim with the Town.
- (e) If the committee does not offer any compensation for the executive or sub-committee, and the Council, by motion, agrees to the appointment then the Town will pay the additional per diem and associated costs.
- (f) Approval of Council for executive or sub-committee assignments shall continue until that Councillor is no longer participating in this capacity either due to change in committee personnel, or the Councillor chooses to step down. Council does not need to reapprove this assignment annually.
- (g) Should one Councillor not be able to attend a committee meeting and requests that another Councillor attend in his/her stead, the substituting Councillor shall not receive additional compensation for his/her attendance, unless that Councillor is designated as an alternate for the committee by a resolution of Council. Out of pocket expenses such as mileage and meal expenses will be reimbursed.
- (h) Councillors shall make every effort to attend their assigned Committee meetings and to find a substitute Councillor to attend in their stead when they are not available.
- (i) There are times when a committee to which a Councillor is assigned will create a sub-committee for a specific purpose which will meet on an additional occasion above and beyond the main committee meeting. Also at times, a committee may meet more often than it normally meets due to an important issue or activity. In these cases, the Councillor may, at their discretion, submit for reimbursement of expenses including per diem costs.
- (j) Some committees may allow for members of Council to attend and observe in a non-voting or non-participatory function. If a Councillor chooses to participate in such, the observing Councillor will not be eligible to receive a per diem or expense reimbursement.

## 6) Parades

- (a) Council will, by motion, determine which parades will be attended annually. At that time or shortly after, the Council will decide which individual Councillor will attend each parade.
- (b) No per diem will be paid for the Cardston parade and associated activities that day.
- (c) Councillors shall receive per diem and related expenses for parades assigned by Council.
- (d) Should a Councillor wish to attend a parade that is not on the Council approved list, a motion of Council shall be required for attendance, but no per diem or associated costs shall be reimbursed.





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## **7) Other**

- (a)** Councillors will not be compensated in any form for attendance at events with a primarily political purpose (i.e. political rally, party fundraiser, candidate open house)
- (b)** As best as is reasonably possible, all claims for costs are to be made within the fiscal year that the costs are incurred. Administration will prepare monthly remuneration and all expense form claims once monthly. This includes all additional per diems, mileage, and other eligible expenses.
- (c)** Generally, costs for companion travel are not normally incurred by the Town. However where hotel charges are generally based on double occupancy and do not add additional costs, the full costs of such would be compensated should a Councillor companion choose to travel with a Councillor to meetings or training. Generally, with exceptions such as AUMA conference, meals for companions travelling with Councillors will not be reimbursed by the Town.
- (d)** The Mayor or Chair will, when considering annual committee assignments, endeavor to assign the work as evenly as possible considering things such as meeting frequency, preference of each Councillor, time availability of each Councillor, and similar circumstances.
- (e)** There are times when a Councillor may be required or prefer to attend a meeting or assignment requiring Council approval that does not coincide conveniently with a Council meeting to receive such approval. In this case, the Councillor may request the permission of the entirety of Council via electronic means provided that the results of that communication can easily show the support, or lack thereof of the majority of Council. At all times, all Councilors including the Mayor must be privy to the communicated request. The preferred method of communication in this case would be email, but mediums such as text message may also suffice.





# SCHEDULE 'A'

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## 2020/2021 REMUNERATION FEES

| <b>BASE REMUNERATION</b> |             | <i>(per annum)</i> |
|--------------------------|-------------|--------------------|
|                          | Mayor       | \$5,400            |
|                          | Councillors | \$4,050            |

| <b>MEETING RATES</b>  |  | <i>(per meeting)</i> |
|---|--|----------------------|
| <b>Council Meetings</b>   |  |                      |
|   | Regular Council Meetings                   | \$230                |
|   | Council Committee of the Whole (CCW)       |                      |
|   | Special Council Meetings                   |                      |
| <b>Assigned Committee Meetings*</b>   |  |                      |
|   | 1 meeting up to 4 hours                    | Included in base     |
|   | 1 meeting in excess of 4 hours             | \$130                |
|   | Additional meeting(s) up to 4 hours        | \$130                |
|   | Additional meeting(s) in excess of 4 hours | \$255                |
| <b>All other approved Committee Meetings</b><br><i>(including ad hoc, council approved, executive etc.)</i> |  |                      |
|   | 1-4 hours                                  | \$130                |
|   | 4+ hours                                   | \$255                |

| <b>EXPENSES</b> |                         |                  |
|-----------------|-------------------------|------------------|
|                 | Travel ( >15km)         | As per CRA rates |
|                 | Accommodations<br>Meals | At cost**        |

\* Remuneration for assigned committee meetings is included in annual base remuneration for up to one 4 hour meeting in any given month per committee.

\*\* Receipts must be submitted for compensation of expenses for approved Council duties.

