

LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR REMUNERATION AND EXPENSES	POLICY NO: CS-11-001
RESOLUTION: 16.644	EFFECTIVE DATE: JANUARY 1, 2012
LEAD ROLE: MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: APRIL 30, 2018
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE: JUNE 28, 2016

POLICY STATEMENT:

Lac La Biche County believes that those elected to public office and serve as members of County Council should be adequately and fairly compensated for this work and attendant responsibilities. Councillors shall receive remuneration for attending the meetings of Council and the Committees thereof and for assuming or performing additional duties.

PROCEDURE:

1. Annual Honorarium

- a. Elected Officials shall receive a basic annual salary, as detailed under “Annual Salary ” in Part 1 of Schedule A, for activities as described in “Salary Criteria” in Part 2 attached Schedule A.
- b. The annual salary described under “Annual Salary” in Schedule A shall be set during the annual budget process.
- c. The basic salary will not be reduced if a Councillor is unable to attend any of the activities identified as “Honorarium Salary” in attached Schedule A.

2. Per Diems

- a. Councillors shall be eligible to claim a per diem for time spent attending meetings and/or functions identified under Part 1 as Per Diem in attached Schedule B.
- b. For those meetings and/or functions identified under Part 1 of Schedule B, Councillors shall be compensated at \$250 per day or \$125 per half day or evening meeting subject to the following qualifications, inclusive of travel time:
 - i. meeting(s) 0 – 4 hours – one half per diem,
 - ii. meeting(s) 4 – 8 hours – one per diem,
 - iii. meeting(s) 8 + hours – one and one half per diem. Total claim may not exceed one and one half per diems per day,
 - iv. For attending conferences and conventions, Councillors shall receive a maximum of one per diem of \$250 per day,

- v. Notwithstanding the above, per diems for consecutive meetings of Council and/or Committees of the Whole Council shall be based on total time, not number of meetings, to a maximum of one and one half per diems per day.
- c. Notwithstanding clause 2(b), Councillors are eligible to claim per diems for required travel, on the day before and/or day after, to attend meetings and/or functions identified under Part 1 Per Diem in attached Schedule B.

3. Communication Allowance

- a. All Councillors are provided with tablets or laptop computers for the duration of their term as Councillor for Lac La Biche County. Charges related to mobile data/internet for these tables/laptops shall be paid by the County.
- b. Councillors are eligible to receive a communication allowance, in accordance with one of the following options:
 - i. Receive a County paid cell phone and an allowance of \$50.00 per month to cover household telephone and internet expenses; or
 - ii. Receive a \$150.00 per month allowance to cover household telephone expenses, cell phone charges and internet expenses.
- c. Should Members of Council be travelling outside of Canada with their County issued mobile devices(s) they shall advise the Chief Administrative Officer, or his or her designate such that Administration will purchase the appropriate data travel plan. If a Member of Council fails to advise Administration and there are excessive charges due to travel, the Councillor will be invoiced for the travel related charges.
- d. All Councillors shall be reimbursed, upon submission of a receipt, for communication consumables, such as fax/printer ink and paper.

4. Boards, Commissions or Committees

- a. In the event that a Councillor shall receive any remuneration from another board, commission or committee for that Councillor's duly authorized attendance, on behalf of the County at a meeting of said board, commission or committee, the Councillor shall pay to the County said remuneration before accepting any remuneration, allowance or expenses from the County for the Councillor's attendance at the external meeting of the board, committee or commission. If remuneration by the external entity is less than the County policy, the difference will be paid to match current County policy.
- b. Remuneration will only be provided for attendance at board, commission or committee meetings for the primary appointee. The alternate appointee will only receive remuneration for attendance at board, commission or committee meetings if the primary appointee is unavailable or by specific authorization of County Council.

5. Travel Remuneration

- a. Travel claims are permitted to events as listed in attached Schedule B. All travel claims must detail the date, travel location and purpose of the event or activity. Lump sum travel claims will not be approved.
- b. Use of personal vehicles for conducting County business shall be paid at a rate of \$0.52/kilometer.
- c. Notwithstanding clause 5(b), Councillors representing Ward 7 are eligible for a \$5.00 per meeting travel allowance for attendance at meetings or events that are held within the Hamlet of Lac La Biche. This provision is a substitute for claiming at a rate of \$0.52/kilometer for personal vehicle use in these instances.
- d. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.
- e. Where travel is authorized, the most direct, economical and logical mode of travel shall be utilized. Where transportation is provided (for example, as part of convention registration), it is expected that Councillors will make use of the complimentary transportation services.
- f. If multiple Councillors are attending the same event or function, it is expected, when practical, that the Councillors will commute together.
- g. Where a Councillor chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.
- h. A Councillor may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- i. Air travel shall not exceed regular economy class rates.
- j. Travel outside Canada shall be reimbursed in Canadian currency with the costs adjusted using the applicable exchange rate.
- k. In the event of adverse weather conditions Councillors shall be permitted to seek accommodations until safe travel can be resumed. Unexpected meal and accommodation expenses incurred as a result of adverse weather shall be reimbursed in accordance with this policy upon submission of all applicable receipts.

6. Meals and Accommodation

- a. Where a Councillor is required to travel on approved County business, the Councillor may claim a meal allowance as listed below (inclusive of G.S.T):

Meals	
Breakfast	\$15.00
Lunch	\$20.00
<u>Supper</u>	<u>\$30.00</u>
Total	\$65.00

- b. If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meal upon submission of a receipt.
- c. Notwithstanding clause 6(b) above, Lac La Biche County will reimburse meal expenses upon submission of a receipt to a maximum of twice the claimable amounts listed in clause 6(a) above.
- d. Lac La Biche County will not provide reimbursement for alcoholic beverages.
- e. Councillors may pay for the meal costs of other Councillors or other elected officials, if the meeting for which the meal costs relate to is a meeting regarding Lac La Biche County business. Reimbursement for meal costs will be in accordance with clauses 6(a.), 6(b.), 6(c.) and 6(d).
- f. An incidental allowance of \$20.00 per day will be provided to cover gratuities and miscellaneous expenses while a Councillor is required to travel on County business.
- g. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Councillor's hotel accommodations be in the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Councillor.
- h. Lac La Biche County will reimburse Councillors \$50.00 for private accommodations except for when the accommodation is a private dwelling of the Councillor in which case no reimbursement will be paid.
- i. If a Councillor's adult partner chooses to attend a County event, the resulting costs will be borne by the Councillor.

7. Registrations

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Education Program courses or other similar functions shall be paid by the County.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Educations Program courses or other similar functions will require a receipt in order to be reimbursed.

- c. Registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations.

8. Signing Authority

- a. The Mayor or Deputy Mayor shall review, sign and approve for payment all expense claims submitted under this policy.
- b. Where remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.
- c. On a monthly basis, the Chief Administrative Officer, or his or her designate, shall ensure the most recently approved expense sheets are submitted to Council as part of a regular meeting agenda, for information purposes.

9. Administration

- a. In accordance with Section 275.1(1) of the Municipal Government Act, one third of Councillors remuneration is deemed to be an allowance for expenses that are incidental to the discharge of the Councillor's duties. Therefore, one third of a Councillor's remuneration and expenses are non-taxable.
- b. Councillor remuneration and expense budgets are approved in the annual budget.
- c. If a Councillor exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- d. Councillors must submit remuneration and expense claims within two months following the end of the month which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- e. Notwithstanding clause 9(d.) above, Councillors must submit all outstanding remuneration and expense claims within one month of closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- f. Councillor expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed; a credit card slip or statement will not be accepted for expense claim reimbursement.
- g. All approved Councillor remuneration and expense claim values will be posted on the Lac La Biche County website in an aggregate form as considered appropriate by the Chief Administrative Officer, or his or her designate.
- h. The compliance of this policy is the responsibility of each individual Councillor in cooperation with the County Council as a whole.

- i. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- j. Should a Councillor wish to decline any portion of the eligible annual salary or allowances under this policy, the Councillor shall submit a written request to the Chief Administrative Officer, or his or her designate, specifying the time frame or parameters of the cessation.

10. Other

- a. Newly elected Councillors shall receive the established per diem and mileage rates for attendance at orientation meetings held prior to the organizational meeting.
- b. Councillors shall be entitled to participate in County health benefits as per the requirements and limits set out in each plan.
- c. Councillors will be given the opportunity to join the Great West Life pension plan in accordance with those rules and regulations set out in the plan.
- d. A Councillor who is not eligible to contribute to the Great West Life pension plan due to age shall be compensated by Lac La Biche County an amount equal to the employer contributions as set out in the plan.

“Original Signed”
Chief Administrative Officer

July 7, 2016
Date

“Original Signed”
Mayor

July 10, 2016
Date

Schedule "A"

Part 1 – Annual Salary

Councillors shall receive the following annual honorarium:

Mayor	\$47,940
Deputy Mayor	\$32,640
Councillor	\$27,540

Part 2 – Honorarium Criteria

Councillors shall receive the annual salary for:

- Work within their respective Ward with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the County Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss County business.
- Attendance at social functions as dignitaries representing the County. This would include Remembrance Day Ceremonies, and grand openings within the County.
- Meetings with the media. This includes press conferences, interviews and/or meetings.
- Attendance at functions for staff and Councillors, including staff barbecues, Christmas Parties and farewell lunches/dinners.

Schedule “B”

Part 1 – Per Diem

In addition to his/her salary, a per diem will be paid to a Councillor for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committees of the Whole, Special Council Meetings, Organizational Meetings of Council and Council-Management Meetings.
- Attendance, as the Council representative, at all internal committee meetings of the County.
- Attendance, as the Council representative, at all external committee meetings of the County.
- Conferences, in accordance with the Councillor Conference Attendance Policy.
- AUMA & AAMDC Zone Meetings.
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and MLA or MP Meetings.
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the County, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AUMA & AAMDC Ad Hoc Committees, if no remuneration from AUMA or AAMDC.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Excluding the Mayor and Deputy Mayor, attendance at County officers for cheque and document signing, when the Mayor or Deputy Mayor are not available and special travel to County offices is required to fulfill the signing officer duties.
- Regularly scheduled meetings between the Mayor and Chief Administrative Officer to review and plan upcoming Council/Committee of the Whole agenda packages.

Part 2 – Travel Remuneration

A Councillor is eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1 – Per Diem (above).
- Ward mileage for traveling within the County and Wards for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Councillor has been invited by the organizing group to attend and represent the County.
- Attendance at networking opportunities and community events while representing the County.