



TOWN POLICY

POLICY NUMBER: 1806

REFERENCE:

Council 173.04.09
Council 007.01.11
Council 340.07.11
Council 130.05.14
Council 248.07.17

ADOPTED BY:

Town Council
15 April 2009
5 January 2011
20 July 2011
21 May 2014
19 July 2017

PREPARED BY: Corporate Services

DATE: 15 April 2009

TITLE: Council Remuneration & Expense Policy

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PURPOSE OF POLICY

This policy will ensure remuneration and allowances for services performed or expenses incurred during the performance of duties as a Member of Council as provided in Schedule "A" attached hereto.

POLICY STATEMENT

The Town of Strathmore has a duly elected Council comprised of local residents who represent the interests of the Town and govern its operations. This policy sets out equitable compensation for the work involved in holding public office in the Town of Strathmore.

1. DEFINITIONS:

Base Salary is an all-inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters, including all meetings regardless of duration.

Council means the Council of the Town of Strathmore, in the Province of Alberta.

Council Remuneration is the rate that each member of Council is paid. The method of payment that the Town utilizes is to pay this remuneration on a monthly basis.

Travel Reimbursement is the reimbursement that is paid to Council Members and Council appointed Board and Committee Members when traveling out of Strathmore to Town related functions. Travel expenses are accountable costs incurred by members of Council associated with traveling to conferences and training sessions, as well as to meet with representatives of other governments at locations beyond the corporate limits of the Town of Strathmore. Travel expenses include transportation, meals, hotels and other related costs.

Per Diem means the per day rate for attending approved meetings and events in connection with Town business that are not included as part of Council member's monthly base salary.

Professional Development means skills and knowledge attained for personal development with a primary focus on local government. It shall encompass all types of facilitated learning opportunities and events. These facilitated learning opportunities include conferences, study tours, seminars, conventions, training courses, consultation, coaching, mentoring, and technical reading material relevant to undertaking duties as an elected official.

2. RESPONSIBILITIES:

- 2.1 The principles included in this Policy apply to Council. It is the responsibility of Council to ensure that the provisions of this Policy are followed.
- 2.2 Human Resources under the direction of the CAO will be responsible for conducting a comprehensive market analysis of Council salaries, honorariums and expenses every election year. The outgoing Council will decide base salaries, per diem and other reimbursement rates for the following Council term.
- 2.3 The Mayor will be responsible for approving Councillor expense claims. The Deputy Mayor shall approve the Mayor's expense claims.
- 2.4 In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Councillors and/or Mayor's Expense Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.

3. COUNCIL REMUNERATION

- 3.1 The Mayor and each Councillor shall receive a base salary for each year of their term as indicated in Schedule "A" of this policy.
- 3.2 The salary for the Mayor and Councillors will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resources Department of the Town.

- 3.3 One third of the monthly salary is considered an Expense Allowance, which is non-taxable. This expense allowance, as per the Income Tax Act, is for expenses incidental to the discharge of the member's duties as a member of Council. The allowance is provided to offset costs incurred by elected officials that are not reimbursed through the municipality such as phone lines, fax equipment and supplies, copying, computer equipment and supplies, brochure printing, open house expenses, travel expenses to meet with individual residents and community organizations, and other expenses. This does not include direct expenses incurred and reimbursed as identified further in this policy.

4. BENEFITS

- 4.1 Members of Council may participate in Town initiated benefit programs where eligible. Benefits include but are not limited to:
- a) Extended Health Benefits
 - b) Dental Benefits
 - c) Life Insurance
 - d) Dependent Life Insurance
 - e) Employee Family Assistance Program

5. PER DIEMS

- 5.1 The Mayor and each Councillor are entitled to claim per diems, as indicated in Schedule "A", to a maximum of 4 days annually for attendance at any of the following events:
- a) AUMA annual Conference
 - b) FMC annual Conference
 - c) Spring Council Workshop
 - d) Fall Council Workshop
- 5.2 In order to claim a Per Diem Expense, Council members must, on a monthly basis, fill out and submit a Per Diem claim form.
- 5.3 Because Per Diems are a taxable benefit, reimbursement for Per Diem Remuneration will be paid monthly with the Council Member's base salary payment.

6. CONFERENCES, SEMINARS AND TRAINING

- 6.1 There exists a continuing requirement for members of Council to attend conferences, conventions, seminars, forums and training as part of their professional development.

- 6.2 Separate financial accounts entitled Conference Travel & Subsistence are established for each Council member to attend conferences, conventions, seminars, forums, training, and other educational or professional development related events.
- 6.3 Council Members are not limited in the number of educational or professional development activities they may attend, however, the total costs of attendance claimed may not exceed the total monies provided in the individual Council Member's Conference Travel & Subsistence budget.
- 6.4 The Town will pay the reasonable expenses of its delegation including:
 - a) Overnight Lodging
 - b) Travel by the lowest possible economy fare.
 - c) Meals (not covered by registration costs)
 - d) Registration Costs
 - e) Reasonable entertainment/hosting costs
(e.g. meals/beverages for guest(s))
- 6.5 Costs incurred when travelling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels and other costs) will be reimbursed at the actual rate of the expense or in accordance with the provisions set out in Schedule "B" of this policy.
- 6.6 Members of Council using their personal automobile for out of town business will be compensated at the annual rate set by the Canada Revenue Agency.
- 6.7 Members of Council will not be reimbursed for attending a political party function or fundraiser.

7. BUSINESS TRAVEL & SUBSISTENCE

- 7.1 Members of Council incur direct expenses in the normal course of carrying out their business.
- 7.2 Separate financial accounts entitled Business Travel & Subsistence are established for each Council Member to attend meetings and other events in relation to the business of the Town.
- 7.3 Council Members must not exceed the total monies provided in the individual Council Member's Business Travel & Subsistence budget.

- 7.3 Costs incurred when travelling for business will be reimbursed at the actual rate of the expense or in accordance with the provisions set out in Schedule “B” of this policy.

8. SPOUSES/PARTNERS

- 8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.
- 8.2 Where the spouse/partner is invited though a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Councillor’s and/or Mayor’s Expense budget.
- 8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Councillor’s and/or Mayor’s Expense budget.

9. END OF POLICY

APPENDIX “A”**REMUNERATION**

(One Third of Base Salary is Allowance)

Position	Base Salary
Mayor	\$51,077
Councillors (6)	\$27,881

PER DIEM RATES

(Maximum of 4 Days Per Year)

Time (per day)	Remuneration
Less Than 4 Hours	\$100.00
4 Hours or More	\$200.00

BENEFITS COVERAGE

(Participation is Optional)

Benefit	Coverage
Extended Health Care	15% EE, 85% ER
Dental Care	15% EE, 85% ER
Life Insurance	100% ER
Dependent Life Insurance	100% ER
Employee Family Assistance Program	100% ER

CONFERENCE TRAVEL & SUBSISTENCE ALLOWANCES

(Expenses must not exceed individual Council Members Budget)

	Annual Budgeted Allowance
Mayor	\$8,000.00
Councillor	\$5,000.00

BUSINESS TRAVEL & SUBSISTENCE ALLOWANCES

(Expenses must not exceed individual Council Members Budget)

	Annual Budgeted Allowance
Mayor	\$5,000.00
Councillor	\$1,500.00

SCHEDULE “B”**TRAVEL EXPENSES**

EXPENSE	REIMBURSEMENT (Without Receipt)	CONSIDERATIONS
Transportation - Airfare	Lowest Economical Airfare.	Airfare shall be considered normal mode of transportation on trips of 300km or more.
Transportation – Automobile	Rate Set By Canada Revenue Agency.	Amount must not exceed lowest Economical Airfare to Destination.
Transportation – Taxis, Shuttles, etc.	Lowest Economical Rate	
Meals	\$75.00/Day	
Gratuities	At local acceptable standard.	
Lodging	Lowest Economic Rate Available in Vicinity of Event	
Entertaining	\$75.00/Person/Day	