

COUNCIL REMUNERATION POLICY

Policy Number:	ADM 01
Administered By:	CAO & Council Committee
Approved By:	Town Council
Effective Date:	February 1, 2024
Approval Date:	February 12, 2024 R.2024.034
Previous Versions:	June 28, 2021 R.210.2021

Purpose:

The Town of Fort Macleod will be fiscally responsible to the citizens of Fort Macleod by providing clear conditions and guidelines for all payments made to members of Town Council.

Scope:

This policy applies to all members of Town of Fort Macleod Council.

Responsibilities:

All members of Council are responsible to follow the procedures of this Policy.

Council members are responsible for reporting any payments made under this Policy in accordance with any requirement of Revenue Canada.

The CAO or delegate, will be responsible for the review and updating of payment schedules; with final review and approval by Council.

Definitions:

n/a

Policy:

The Town of Fort Macleod will provide clear conditions and guidelines for the payment of remuneration, per diem and reimbursement of expenses to members of Council for their attendance at Town related meetings, appointments, seminars, visitations, training sessions and for their time spent on Council. All compensation and remuneration shall be reviewed at least once per Council term.

Procedure:

Honorariums

All members of Council shall receive a monthly honorarium allowance as per Schedule A, and shall be considered remuneration for the following:

1. Appearances at functions representing the Town as approved by resolution of Council;
- b) Any and all preparation time required for all meetings;
- c) Citizen Engagement

Remuneration Payment

All members of Council shall receive an allowance as per Schedule A, and shall be considered remuneration for the following:

1. Attendance at regularly scheduled Council meetings;
2. Attendance at all Committee of the Whole meetings;

3. For attendance at any Special Council meetings and or functions that might be called from time to time and approved by resolution of Council;
4. For attendance at regularly assigned committee meetings approved by resolution of Council;
5. For attendance at seminars, training sessions, conventions and summits which have been approved by resolution of Council. The maximum hours paid for attending all day conferences (AB Municipalities Convention) shall be eight hours per day;
6. Council approval for any wages paid for time spent on appointments to associations like AUMA and FCM.
7. If a Councillor wishes to hold an executive assignment or sub-committee assignment on a committee, the councillor shall bring details of the assignment to Council for a vote of approval, upon approval hourly remuneration will be applicable.
8. Councillors will be reimbursed for travel time if a meeting goes over 8 hours.
9. Town hosted special events i.e. Town Halls, Open House, Business Wine and Cheese will be paid out on an hourly basis.
10. There are several Community events annually that all of Council should be attending. i.e. Chamber of Commerce Gala. Hourly remuneration will be provided less the cost to purchase individual event tickets. If a spouse is attending, ~~you would like to bring your spouse~~ each member of Council is responsible to pay for their ticket. Administration will be responsible for securing tickets etc.

All time will be calculated to the nearest half hour.

Time Sheets

Monthly time sheets will be completed by all members of Council and provided to the Council Time Sheet Committee for review and approve for processing. All approved timesheets will be posted to the Town Website.

Travel Claims

Travel Claims are required to be filled out as Per Schedule C. Travel Claims shall be reviewed and approved by the Council Time Sheet Committee, who will sign off and approved for processing.

Expense Forms

All members of Council are required to submit an expense form for any and all expenses incurred while attending to business of the Town.

These expense forms shall include the following information:

1. Date the expense was incurred;
2. Description, purpose and details of the expense;
3. Actual receipts must be submitted. Credit card slips will not be accepted;

Benefits

The Town shall provide Council Members with benefit coverage with ~~a premium of~~ 100% of the premium paid by the Town to the current benefit provider of the Town. Typically benefits provided by the Town will include the following:

1. Extended Health Care
2. Dental Care
3. Group Life Insurance
4. Health and Flexible Spending Account of \$800.00 annually

Technology:

The Town will supply and service laptop which will be provided to all members of Council for their term in office. Upon the completion of each term of Council all laptops will be submitted to administration for disposal as per policy.

Education and Training:

All members of Council shall attend a governance training session following their election to Council.

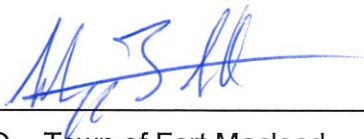
These required training and orientation sessions will be scheduled in each election year within the first thirty (30) days following the election. If for some reason a member of Council cannot attend that session, he or she would need to work with administration to find an alternate training session.

Each year council will approve a budget amount specific to Council Training and Development. This will include but is not limited to the Elected Officials Education Program (EOEP). All training aside from the required Council Orientation and Governance training following an election, will require a motion of Council prior to registration and attendance.

Further Information:

Technology Access and Use Policy

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.



CAO – Town of Fort Macleod

COUNCIL COMPENSATION POLICY SCHEDULE "A" As of February 1, 2024

Honorarium Payment:

1. The Mayor shall receive a monthly allowance of **\$735.42**, for an annual amount of **\$8,825.00**
2. The Deputy Mayor and Councillors shall receive a monthly allowance of **\$432.50** for an annual amount of **\$5,190.00**

Council Meeting Remuneration Payment:

1. All members of Council shall receive \$125.00 per meeting, to a maximum of 4 meetings per month for attendance at scheduled meetings (meetings of Council and Committees of the Whole)

Hourly Remuneration Payment:

1. All members of Council shall receive **\$30.00** per hour for attendance at all other meetings and functions approved by Council;

Council Members should use their discretion when claiming per diems. Per Diems are intended for any meeting that is not a regular Council meeting, Special Council meeting, Council Committee of the Whole (CCW) meeting or assigned committee meeting. Unless approved otherwise through resolution of Council. Council may require a Council member to report on a meeting or event they attend during the Council meeting following the said meeting or event.

A Council member will not be paid for any missed Council, Special Council or CCW meetings.

Expense Payment:

All members of Council shall receive a one-time allowance of \$500.00 to be paid in December for miscellaneous expenses. This will be in addition to any other expenses submitted under the Council Compensation Policy

COUNCIL COMPENSATION POLICY SCHEDULE "B" As of February 1, 2024

Expense Payments:

1. For the cost incurred in providing hotel accommodation. These costs shall include: room charge; hotel / luxury tax; and GST. When possible, Administration shall be responsible for booking and paying hotel accommodation fees with the Town Credit Card. Council may be required to provide a personal credit card to cover incidentals.
2. For private lodging to a maximum of \$40.00 per night without receipt.
3. For costs incurred for parking, receipt required.
4. For meal costs, without receipt, as follows (All meal costs are inclusive of GST):
 - a. Breakfast: \$16.00 If departed home before 7:30 a.m.
 - b. Lunch: \$16.00 If departed home before 1:00 p.m.
 - c. Dinner: \$27.00 If departed home before 5:30 p.m. or arrive home after 6:30 p.m.

A gratuity of up to 18% may be claimed. No gratuity will be reimbursed without receipts. A meal cost may not be claimed for any meal which is provided (such as those supplied in air travel and at seminars and conventions) to Council.

5. Council will travel with a Town vehicle when possible.
6. In the event a Town vehicle is not available, mileage will be reimbursed at a rate of \$0.55 per km travelled if the Council member's personal vehicle. If a member of Council chooses to use a personal vehicle rather the Town vehicle when one is available, mileage will be paid out at 50% of the current milage rate.
7. Charges for liquor will not be reimbursed unless protocol dictates the expenditure, and such expenditure is approved by Council prior to reimbursement.

COUNCIL COMPENSATION POLICY SCHEDULE "C" As of February 1, 2024

TOWN OF FORT MACLEOD

Travel Expense Claim Form

Name: _____

Purpose: _____

Date: _____

Account: _____

Destination: _____

DATE	TRAVEL EXPENSES	LOCATION	Units	Rate	TOTAL
	Personal Vehicle Kilometers			\$ 0.55	\$ -
	Flight Receipts				
	Town Vehicle/Bus/Other Receipts		1		\$ -
	Town Vehicle/Bus/Other Receipts		1		\$ -
	Breakfast \$16.00		0	\$ 16.00	\$ -
	Lunch \$16.00		0	\$ 16.00	\$ -
	Supper \$27.00		0	\$ 27.00	\$ -
	Lodging: Actual with Receipts				\$ -
	Other Accommodations - per day		0	\$ 40.00	\$ -
	Parking Receipts				\$ -
	Taxi Receipts				\$ -
	Town Vehicle/Bus/Other Receipts		1		\$ -
	Town Vehicle/Bus/Other Receipts		1		\$ -
	Other Receipts		1		\$ -
	Other Receipts		1		\$ -
TOTAL					\$

Signature of Claimant: _____

Less Advance
Total Due to Claimant (Includes
GST) _____
\$ _____

Supervisor Approval: _____