

Title: REMUNERATION – Mayor and Council

Resolution No. 026.2006

**401.2007; 402.2007; 403.2007, 024.2008; 025.2008;
180-2010; 2017-0186, 2019-03, 2022-0100, 2022-0298,
2024-0279**

**Revised: 24 Jan 2006; 10 Dec 2007;
28 Jan 2008; 10 May 2010, Jan 2014;
17 July 2017; 14 Jan 2019; 11 Apr 2022;
12 Dec 2022; 15 Oct 2024**

Special Notes/Cross Reference:

Next Review Date: May 2026

POLICY STATEMENT : Members of Council shall receive remuneration and reimbursement of expenses while undertaking Town related business, in accordance with this policy, and approved annual budget allocations. Each member of Council will also be provided with the option of participating in the Group Employee Health Benefits Program, as applicable to elected officials.

PURPOSE : To establish a fair and equitable method of remuneration and compensation for expenses to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of compensation to election officials.

GUIDELINES / PROCEDURES / RESPONSIBILITIES:

1.0 HONORARIA

1.1 The Town of Westlock pays to their elected officials a monthly Honorarium, for the following:

- a) Preparation for Council meetings or Council Committee meetings.
- b) Attendance at Council and Committee of the Whole meetings.
- c) Attendance at Council appointed committees as the main board member(s) or alternate member(s).
- d) Meetings with Administration.
- e) Dealing with and responding to public concerns from residents, organizations and business, etc.
- f) Cheque and other document signing.
- g) Attendance at ceremonies, banquets, parades, luncheons within the Town of Westlock.
- h) Attendance at Town social events (Christmas Party, joint municipal social events).
- i) Duties of Commissioner of Oaths.
- j) Budget meetings.

1.2. Honorarium rates will be increased each January at the same rate as the non-union staff approved cost of living allowance as determined by Council during budget discussions.

Rates as of 01 January 2022

Mayor \$ 1399.28 bi-weekly

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- a) The annual honorarium shall be paid in accordance with Revenue Canada's provisions for Municipal Officials
- b) Payments are processed to members of Council on the same payroll schedule as Town of Westlock Employees.
- c) Honorarium will be retained by the Council member if they are absent from a meeting.
- d) If a Council member's absence is greater than eight (8) weeks and requires an extension by Council resolution per the *Municipal Government Act*, a second resolution will be required in order for a Council member to retain their honorarium during the absence.

1.3. Council members will be allowed one-month sick leave without loss of monthly honorarium.

2.0 PER DIEM RATE and EXPENSES

A **Per Diem Rate** shall be paid to all members of Council for time spent undertaking certain Town related activities. These activities shall be compensated for upon submission and approval of an expense claim upon completion of the activities.

Expense claim forms shall be submitted monthly.

The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor is responsible for approving the Mayor's claims. The Chief Administrative Officer shall be the second signing authority.

In the absence of the Mayor and/ or Deputy Mayor the outgoing Deputy Mayor may sign the claims. A claim that is not approved may be taken to Council to appeal the decision.

All per diem claims must be submitted for the final pay period of the calendar year. All expense claims for the year January 1 – December 31, must be submitted by January 15 of the year following the expenditure.

All claims related to this policy will be paid, only when;

- a) pre-authorization for attendance is given by resolution of Council where required.
- b) the claim is in accordance with budget funds available.
- c) expenses are not reimbursed through Board or Committee budgets.

The Per Diem rates shall be as follows for the time incurred for the approved activities. Per diem rates will be adjusted at the same rate and time as the Honoraria rate as per section 1.2.

Time calculated for the per diem shall include travel time to and from the activity with the starting point being the Town of Westlock.

\$ 260.00 per day	-	four (4) hours or more in duration
\$ 160.00 per day	-	less than 4 hours

2.1 For all members of Council per diems are paid for the following;

- a) Attendance at Special Meetings of Council.
- b) Meeting attendance for Board, committees and commissions that Councillors are appointed to by resolution of Council outside of Westlock. Appointed alternate attendees are allotted a per diem to a maximum of three (3) meetings per year when accompanied and requested by the main board member(s). Appointed alternates will be paid full per diem and expenses when attending in place of the main board member at meetings outside of Westlock.
- c) Ceremonies, grand openings, parades, banquets, social events, by formal written invitation, in official duty as the representative of the Town held outside of Westlock. (Where attendance at these events is not in official duty, no expenses or per diem will be paid).
- d) Planning and strategic initiative sessions.
- e) Attendance at conferences, seminars, workshops, Council orientation, and courses with content/ subject matter directly related to Council appointments whether in-person or virtually.
- f) Alberta Municipalities (AM) Conference - All Council members may attend the annual AM convention.
- g) FCM Conference - When the Annual Federation of Canadian Municipalities Conference is held in Alberta all Council members may attend. The Mayor and two council members may attend the FCM Conference when it is held out of province. The rotation for attendance at the FCM Conference will be determined at the Organizational Meeting of Council.

2.2 For all members of Council per diems are paid for the following when attendance is approved by Council Resolution, or by prior approval from the Mayor.

- a) Ceremonies, grand openings, parades, banquets, social events, without formal written invitation, in official duty as the representative of the Town held outside of Westlock. (Where attendance at these events is not in official duty, no expenses or per diem will be paid).
- b) Attendance at conferences, seminars, workshops and courses with content / subject matter not directly related to Council appointments.
- c) Elected Official meetings with Provincial or Federal elected officials (ie Ministers / MLA / MP).
- d) Any other Town business not identified in 1.1, or 2.1.

If a spouse or guest is requested or expected to be in attendance, these expenses will also be compensated. Costs such as meal tickets and mileage, will be considered, however, appropriate discretion will be used in all cases.

3.0 POLITICAL EVENTS

Should a Council member attend a political event on behalf of the Town of Westlock, for which proceeds support a political party or candidate, The Town of Westlock shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Town of Westlock 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.

The individual purchasing the ticket for a political event may retain the tax receipt for his or her own purpose; the tax receipt should be in the name of the individual purchasing the ticket.

4.0 EXPENSES

Expenses incurred shall be reimbursed upon submission and approval of an expense claim.

Travel – Car

Mileage rate will be set by the Town's Travel, Hospitality & Expense Reimbursement Policy as amended from time to time.

Councillors are encouraged to carpool to Town-related functions.

Travel – Taxi, Bus, Airplane, Parking

Travel will be by the most cost-effective means. Reimbursed as per receipts submitted with claim.

Meal Allowance

Mayor and Council are to claim either the meal allowance or submit receipts for meals. The amount permitted to claim without a receipt is noted within the Town's Travel, Hospitality & Expense Reimbursement Policy as amended from time to time.

When breakfast, lunch or dinner are provided at a conference or meeting, then the meal allowances or receipt meal will not be reimbursed, unless approved by Mayor.

Accommodation Allowance

Council may claim a \$30.00 overnight hosting expense if they find accommodations with a friend or family member at their destination or may claim hotel receipts submitted with expense claim form.

Personal Expense

For each full 24-hour period spent traveling on Town business, a Council member may claim an allowance for personal expenses of \$20.00 to cover incidentals.

Telephone

A \$50.00 communication allowance will be provided monthly to each councillor for the use of their personal cell phone.

This allowance does not apply to the Mayor as the Mayor does have the option to have a town provided cell phone through the Council Electronic Devices Policy. If the Mayor chooses not to have a town provided cell phone, then the Mayor would also qualify for the communication allowance.

5.0. COUNCIL HEALTH BENEFITS PROGRAM

Elected officials may participate in the municipal employee's health benefits program with the exception of short term and long-term disability. Participation will be administered pursuant to the regulations established by the policy holder. Elected officials will be responsible for payment of benefit coverage premiums on the same cost share ratio as applicable to the non-union municipal employees.

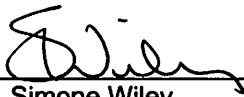
Elected officials shall be entitled up to a maximum of \$500.00 per year in a health spending account through the benefit provider of the Town's choice.

The Employer shall also offer Council one single fitness pass or the equivalent value towards one family fitness pass per year for the Town of Westlock Recreational Facilities.

6.0. POLICY REVIEW

This policy shall be reviewed in May, following each municipal election.


Mayer Jon Kramer


CAO Simone Wiley