

Title: REMUNERATION – Mayor and Council		
Resolution No. 026.2006	Revised: 24 Jan 2006	
401.2007; 402.2007; 403.2007, 024.2008; 025.2008	10 Dec 2007: 28 Jan 2008	
180-2010; 2017-0186; 2019-0003	10 May 2010, Jan 2014,	
	17 July 2017, 14 Jan 2019	
Special Notes/Cross Reference:	Next Review Date:	(Budget)

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

- 1.2. Honorarium rates may be increased each January as per annual approved cost of living allowance as determined by Council during budget discussions.

Rates as of 01 January 2019

Mayor - \$ 1382.00 bi-weekly
Councillors - \$ 875.61 bi-weekly

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

\$202.40 per day	-	four (4) hours or more in duration
\$151.80 per day	-	less than 4 hours

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

- a) 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.
- b) 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).
- c) Planning and strategic initiative sessions.
- d) Attendance at conferences, seminars, workshops, Council orientation, and courses with content / subject matter directly related to Council appointments.
- e) Elected Official meeting with Municipal, Provincial or Federal elected officials (ie Ministers / MLA / MP) or any Town business conducted out of town.
- f) AUMA Conference (All Council members may attend the annual AUMA 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;

- 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) Any other activities 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.



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

Meal allowance and travel reimbursement will be set at the Government of Alberta Rates. Mayor and Council are to claim either the meal allowance or submit receipts for meals.

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.

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

Travel – Car

Mileage rate will be consistent with the Provincial Government rates.

\$0.505 kilometre

Mileage claims to Edmonton and return shall be compensated at 170 km travelled.

Mileage claims to Calgary will be compensated at 400 km one way, 800 km round trip.

Councillors are encouraged to car pool to Town-related functions. Where car pooling is available, and a Council member prefers not to carpool, mileage will be paid for travelling one way.

Travel – Taxi, Bus, Airplane, Parking

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

Meal Allowance

\$ 9.20 - Breakfast

\$11.60 - Lunch

\$20.75 - Dinner

\$41.55 – Daily

Accommodation Allowance

\$30.00 over night or as per receipts submitted with claim.



Personal Expense

For each full 24-hour period spent traveling on Town business, a Council member may claim an allowance for personal expenses of:

\$10.00 inclusive to cover incidentals such as tips, gratuities or laundry services etc.

Telephone

All Telephone charges related to Town Business will be reimbursed upon submission of receipts. Claimants will be reimbursed for charges of one (1) personal telephone call to their place of residence per 24-hour period of absence.

The communication cost of participating in a regular council meeting or special meeting of Council via teleconference or electronic means shall be reimbursed.

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.



Mayor Ralph Leriger



CAO Dwight Dibben