



# Policy #1004

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**Policy Title:** Councillor Remuneration and Compensation

**Policy No.:** 1004

**Approval:** County Council

**Effective Date:** August 22, 2007

**Amended Date:** September 15, 2010

**Amended Date:** September 19, 2012

**Amended Date:** March 8, 2017

**Review Date:** April 26, 2017

**Supersedes Policy No.:** New

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**Policy Statement:** County Councillors shall receive remuneration and benefits while undertaking their role as elected representatives for Mountain View County

**Purpose:** The purpose of this policy is to ensure that remuneration to Councillors is fair, equitable and consistent.

- Principles:**
1. Councillor remuneration must be consistent between Councillors.
  2. Remuneration to Councillors must be justifiable to both Council and the public.
  3. Remuneration to Council will be limited to:
    - Basic Rates
    - Per Diems
    - Benefits
  4. Council members must be accountable to Council and the public for the expenses they incur.
  5. Councillor remuneration must reflect the roles and responsibilities of the various positions, Committees, Boards and Commissions that Councillors are appointed to.
  6. Councillors must meet the duties expected of them as per the MGA, other legislation and Council policies, procedures and bylaws.
  7. Council remuneration rates and benefits will be reviewed and compared with other municipalities every three (3) years in the same manner as the administrative salary and compensation review occurs through Procedure 2005-026 Pay Principles.
  8. To provide transparency to the ratepayers of the County, monthly Councillor expense claims will be posted to the County's website.

End of Policy



Procedure Title: Councillor Remuneration and Compensation

Procedure No.: 1004-01

Approval: CAO

Effective Date: September 15, 2010

Amended Date: January 1, 2011

Amended Date: January 1, 2012

Amended Date: September 19, 2012

Amended Date: November 26, 2012

Amended Date: February 13, 2013

Amended Date: November 27, 2013

Amended Date: January 20, 2014

Amended Date: January 13, 2015

Amended Date: March 14, 2016

Amended Date: April 26, 2017



Supersedes Procedure No.:

## 1. Definitions

- 1.1 "Basic Rate" means the monthly rate paid to Councillors for attendance at the following:
- Regularly scheduled Council Meetings, Special Council Meetings, Policies & Priorities Committee.
  - Meetings with residents and Community groups (include open houses and public meetings).
  - Informal meetings with the CAO and staff and Councillors (eg. employee service awards, safety kick-off, Christmas party and farewell lunches/dinners for staff and Councillors).
  - Preparation for Council and Committee meetings.
  - Work within the divisions with residents and business.
  - Attendance at meetings and social functions as dignitaries representing the County. (eg. Premier's Breakfast/Dinner, Remembrance Day ceremonies, Chamber of Commerce events, grand openings within the County boundary).
- 1.2 "Council" means the Council of Mountain View County, in the Province of Alberta.
- 1.3 "Councillors" means the individual Council members elected to Council.
- 1.4 "Committee" means a committee, board or commission to which Council members are appointed and acting as an elected representative of the municipality.
- 1.5 "Per Diem" means the daily rate paid to Councillors for attendance at approved meetings as follows:
- Council Committee meetings, outside Board and Committee meetings or Commissions for which no other per diem is paid.
  - Conferences
  - Conventions
  - AAMD&C District Meetings.
  - Meetings with other municipalities.

- Meetings with other government agencies and businesses.
- Public Planning meetings not held as part of the regular Council meeting, ie. Area Structure Plan, Land Use Bylaw, etc.
- Training sessions.
- Grand openings outside the County, if formally invited to present a verbal or written presentation.
- AAMD&C Ad Hoc Committees (if no remuneration from AAMD&C).
- Attendance as an alternate at the first committee meeting following the annual organizational meeting
- All other meetings approved by Council.
- Council Workshops that occur on a non Council or Policies and Priorities date.

## 2. Procedures

- 2.1 The Councillors, Reeve and Deputy Reeve will be paid a Basic Rate as per the activities in Section 1.4 of this Procedure.

The amount of the Basic Rate paid to the Reeve, Deputy Reeve and Councillors will be determined annually by County Council as per Section 2.10 of this procedure.

- 2.2 Members of Council are paid a per diem rate for attending to County business as per the activities in Section 1.5 of this Procedure.

Per Diems are established annually by Council. Per Diems will be paid as follows:

- 2.2.1 Up to 4 hours – 1/2 Per Diem
- 2.2.2 4 hours to 8 hours – one full Per Diem
- 2.2.3 Over 8 hours – additional 1/2 Per Diem

Total claim may not exceed one and one half Per Diems per day. Time calculated for Per Diem shall include travel time to and from the activity.

- 2.3 Alternates will be compensated as per Policy if requested to attend by the regular committee member. There will be no compensation for voluntary attendance after the first committee meeting following the annual organizational meeting.

- 2.4 Expenses incurred by members of Council while on County business shall be reimbursed at the County rates in effect at the time the expenses are incurred. Expenses claimed must be submitted within 60 days from date incurred with the exception of the month of December. December submissions must be received by the last Wednesday of this month. Postdated claims will not be accepted, these claims should be included in the next month's claim.

- 2.5 Members of Council shall be provided with the following benefits:

	<u>County Contribution</u>
2.5.1 Blue Cross-Dental/Extended Health Care/Vision	100%
2.5.2 Blue Cross – Life Insurance	0%
2.5.3 Blue Cross – Accidental Death & Dismemberment	100%

The amount of the County's contribution to any of these benefits may be adjusted from time to time by Council.

- 2.6 In accordance with County Bylaw No. 50/01 and provisions of the Income Tax Act, one third of the aggregate Basic Rate and Per Diem will be paid to a Councillor and the Reeve as an allowance for

expenses incidental to the discharge of the Councillor duties and shall not be included in computing the Councillor's taxable income in a taxation year.

2.7 Basic Rates shall be paid in twelve (12) equal payments.

The Basic Rate payments may be made by direct deposit into a bank account identified by the member of Council provided direct deposit is requested by all Council members. If direct deposits are requested, the Councillor must provide Payroll with the appropriate banking information.

2.8 Per Diems will be paid based on expense claims submitted by the Council members to the CAO.

2.9 Basic Rates for 2016 are:

2.9.1	Councillor	28627.86
2.9.2	Deputy Reeve	34296.74
2.9.3	Reeve	53550.93

2.10 Per Diem Rate for all members of Council for 2016 is \$252.03/full day.

2.11 Basic and Per Diem rates will be reviewed annually by Council and will be increased yearly by the same percent increase that is awarded to County staff.

### 3. Accountability

3.1 Remuneration for all expenses claimed (with the exception of Basic Rate) must be reviewed by the Reeve and the Reeve's expense claims must be reviewed by the Deputy Reeve to ensure that expenses claimed are in accordance with this policy.

End of Procedure