



Policy #1004

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Policy Title: Councillor Remuneration and Compensation

Policy No.: 1004

Approval: County Council

Effective Date: August 22, 2007

Approved Date: August 22, 2007

Amended Date: September 15, 2010

Amended Date: September 19, 2012

Amended Date: March 8, 2017

Review Date: April 26, 2017

Amended Date: January 9, 2019

Amended Date: January 27, 2021

Supersedes Policy No.: New

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 four (4) 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.

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

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Amended Date: February 13, 2019

Amended Date: January 29, 2020

Amended Date: January 27, 2021

Amended Date: June 25, 2021

Amended Date: December 8, 2021

Amended Date: January 11, 2023



1. Definitions

- 1.1 **"Basic Rate"** means the monthly rate paid to Councillors for attendance at the following:
- Regularly scheduled Council Meetings, or Special Council Meetings.
 - Council workshops that occur on a regularly scheduled Council date.
 - 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.
 - 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
- RMA District Meetings.
- Meetings with other municipalities.
- Meetings with other government agencies and businesses.
- Training sessions.
- Grand openings outside the County, if formally invited to present a verbal or written presentation.
- RMA Ad Hoc Committees (if no remuneration from RMA).
- 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 date.

2. Procedures

- 2.1 The Councillors, Reeve and Deputy Reeve will be paid a Basic Rate as per the activities in Section 1.1 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 Dental/Extended Health Care/Vision	100%
2.5.2 Life Insurance	0%
2.5.3 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 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.

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

- 2.8 Basic Rates effective January 1, 2023, are as follows:

- 2.8.1 Councillor: \$41,047.52
- 2.8.2 Deputy Reeve: \$46,784.25
- 2.8.3 Reeve: \$ 72,912.25

- 2.9 On January 1, 2024, and January 1, 2025, the Basic Rates shall receive the following increases in conjunction with any Cost of Living percent adjustments contemplated in Section 2.11:

- 2.9.1 Councillor: \$1,111.25
- 2.9.2 Deputy Reeve: \$154.38
- 2.9.3 Reeve: \$326.75

- 2.10 Per Diem Rates for all members of Council effective January 1, 2023, are as follows:

- 2.10.1 Full Day: 341.49

- 2.11 Basic and Per Diem rates will be reviewed annually by Council and will be adjusted yearly by the same Cost of Living percent adjustment is approved for Administration wages.

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.