



11-213
Remuneration and Benefits and the
Reimbursement of Expenses

Prepared By: Legislative Services

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Effective Date: November 1, 2010

Council Resolution No.: 11-330

References: Citizens Committee on Council
Remuneration Report-Oct 2, 2010

Previous Revision Date: Aug 22, 2011
Oct 12, 2010

Function: Strategic

POLICY STATEMENT

The Town of Olds will provide remuneration and benefits to the Mayor and Councillors that reflects the demands of Council and Council's value to the community.

PURPOSE:

The Town of Olds will reimburse expenses at a level that reflects costs incurred to a member of Council.

SCOPE

This policy applies to all members of Town of Olds Council.

Council Honorarium

1. Compensation to members of Council shall be on a monthly honorarium with no additional fees paid on a per meeting or a per hour basis, except where specifically provided in this document.
2. Monthly honorarium for members of Council are:

Mayor	\$2,000.00 per month
Councillor	\$1,000.00 per month

Honorariums are to cover all Council meetings, Public Hearings that are part of Regular Council meetings and preparation time for all meetings including those for which a per diem is being claimed.

3. Additional honorarium or fees may be accepted from other organizations by a member of Council where they are received due to the member of Council:
 - (a) serving on a regional body, such as a Water Commission, where all members receive an honorarium or fee, or
 - (b) attending a meeting, official function, course, conference or seminar, where the attendance has been approved by Council.
 - (c) if the number of meetings changes significantly (e.g. 3 meetings per month), the honorariums be reviewed at the time of the increase in the number of meetings.

Per Diem:

- 4.a) Additional honorarium of \$200 per day, \$100 for a half day (4 hours) and a flat amount of \$50 for 2 hours or less may be claimed from the Town of Olds by a member of Council for attending a meeting, official function, course, conference or seminar on behalf of the Town of Olds provided that no other honorarium or fee has been accepted for that meeting.

Per diems are to include travel time, Special Council meetings, Public Hearings which are not part of Regular Council meetings, meetings outside of a Regular or Special Council meeting, meetings of Boards and Committees that the Council member, or alternate, has been appointed to that do not pay a per diem, invitations to community group events and business events (i.e. grand openings, anniversaries) conference, seminars, education sessions. Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.

- 4.b) That by November 1st each year, each member of Council is to submit to Administration, their "Business Plan" for attending meetings for the next calendar year for inclusion in the annual budget. Council shall review each plan as part of the budget review process.

The Business Plan is to include all meetings, conferences and seminars where there will be a per diem claimed, and the projected per diem to be claimed (i.e. 4 hour meeting = \$100.00) When a member of Council plans to include their spouse, it must be incorporated in the Business Plan. The Business Plan is to include an allowance for unscheduled meetings and conferences for the discretionary use of each member of Council.

It is recognized that costs associated with each member of Councils' area(s) of responsibility may vary as the year progresses and that in some cases a mid-year review of the Business Plans may become necessary if changes occur.

- 4.c.) That spousal expense for registration fees, meals, travel (excluding airfare) and accommodation be paid for by the Town where appropriate.

Council Benefits

5. The following benefits are available to members of Council: (a) Group Life Insurance at two times the annual earnings, 100% of premiums paid by the Town of Olds. Dependant Life, Extended Health, Accidental Death, and Dental coverage is offered in accordance with the Council Benefit Plan.

Review of Council Honorarium

6. No later than March 1st in the same year as a general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at large members.
7. Council shall charge the Ad Hoc Citizens Committee on Council Compensation to report within 90 days with recommendations on the policy on honorariums and benefits to be established for members of Council elected in that years' general municipal election.
8. Council shall receive the recommendations of the Ad Hoc citizens Committee on Council compensation and shall place on the council agenda a motion to implement the recommendations.

Authority To Travel

9. Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
10. Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Olds.
11. Other travel for members of Council shall be approved by resolution of Council.

Claim For Expenses

12. Lodging may be claimed at the amount shown on receipts submitted.
13. Telephone calls may be claimed based on receipts submitted for the following:
 - (a) one call per day to the home of the travelling person, and
 - (b) calls made regarding Town of Olds business.
14. Meals may be claimed at the amount shown on receipts submitted and where no receipt is submitted, a maximum of the following may be claimed:

(i) Breakfast	\$ 7.50
(ii) Lunch	\$12.50
(iii) Dinner	\$20.00

Meals that are previously paid for by the Town in the registration fees for meetings and conferences are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal time or for medical reasons.

15. Gratuities on meals may be claimed to a maximum of 15 percent of the bill.
16. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the amount shown on receipts submitted.
17. Travel by personal vehicle may be claimed at the current rate per kilometre as approved by the Provincial Government from time to time while travelling on Town business.
18. Miscellaneous charges such as parking, secretarial services, photocopying, internet etc. may be claimed based on submitted receipts.
19. Registration fees may be claimed at the amount shown on receipts submitted.
20. Liquor is not an allowable expense that can be claimed, except where protocol dictates.
21. The Town will provide a light meal when Council meetings start before 6 p.m. and end later in the evening.

Submission and Approval of Claims

22. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
23. Claims submitted by Councillors shall be approved by the Mayor.
24. Claims submitted by the Mayor shall be approved by the Deputy Mayor.
25. All claims shall be audited for compliance with this policy by the Director of Corporate Services prior to payment.

Education and Training:

26. All members of Council shall attend a governance training session immediately following their election to Council and this training is to be completed in order for them to qualify for appointments to Boards and Committees.

The intent is that a training and orientation session will be scheduled in each election year within 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.