



106C
Remuneration and Benefits

Prepared By: Office of the CAO

Council Approval Date: November 26, 2018

Effective Date: Immediately

Council Resolution No.: 18-493

References: Election Finances and Contributions Disclosure Act
Policy 107C Council Member Appointment
Policy 126C Council Professional Development
2017 Citizens Committee on Council Remuneration Report

POLICY STATEMENT

The Municipal Government Act allows for compensation to be made to Elected Officials for duties performed. 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 purpose of this policy is to outline the type and frequency of Remuneration for the Town of Olds elected officials.

DEFINITIONS

"Council" means elected officials of the Town of Olds, including Mayor and Councillors.

"Expenses" means reimbursement made to elected officials for approved Expenses paid out-of-pocket, based on actual submitted receipts, not subject to applicable source deductions.

"Honorarium/Honoraria" means a flat monthly amount paid to elected officials as Remuneration for Council Meetings as outlined in Section 1, subject to applicable source deductions.

"Honorarium Meeting(s)" are identified as outlined in Section 1.2.

"Per Diem Meeting(s)" are identified as outlined in Section 2.2.

"Official Function" means an event, such as a convention, that has an official purpose for one's employment, vocation or profession-whether run by a person, institution or governmental agency-or an official duty.

"Per Diem" means an hourly, daily or flat amount paid to elected officials for attendance at approved meetings or events as outlined in Section 2, subject to applicable source deductions.

"Professional Development Plan" includes identified training needs to become more adept in the performance of professional duties.

"Remuneration" includes Per Diem, Expenses and Honoraria.

"Special Event" means a planned public or social occasion to which the Mayor and/or Council have been invited to attend. In some cases when a Special Event involves funding such as a golf tournament or gala, attendance requires prior approval by Council.

SCOPE

This policy applies to all members of Town of Olds Council. Council Policy 106C supersedes Council Policy 126C Council Professional Development.

REMUNERATION**1. Honoraria**

1.1. Council shall be compensated with a monthly Honorarium. Additional fees for individual meetings that are paid on a per meeting or per hour basis shall be expensed as identified in this document.

As of November 1, 2017, monthly Honorarium for members of Council are:

Mayor	\$2,820.57
Councillor	\$1,543.79

1.2 The following constitutes an Honorarium:

- Regular Organizational Meeting
- Regular Council Meetings
- Public Hearings that are part of Regular or Special Council Meetings
- Preparation time for meetings
- Meetings with residents
- Correspondence related to Council business
- Public Events including the following and is not limited to:
 - Canada Day
 - Remembrance Day
 - Summer Oldstice
 - Olds Fashioned Christmas
 - Volunteer Appreciation
 - Grand Openings and Ribbon Cuttings
 - Anniversaries/Birthdays/Graduations
 - National Indigenous Peoples Day
 - Any staff functions

1.3 In the Mayor's absence, the Deputy Mayor or Councillor representing the Mayor will receive the equivalent of a Per Diem when attending public events listed under 2.1.

1.4 The Mayor and Council Honoraria is tied to increases in the Alberta Consumer Price Index and shall be reviewed on a yearly basis.

In an election year, for election month, Honorarium will be prorated as to the days not serving in public office and will have sixty (60) days to settle up all expense claims.

1.5 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:

- serving on a regional body, such as a regional Commission, where all members receive an Honorarium or fee, or
- attending a meeting, Official Function, course, conference or seminar, where the attendance has been approved by Council, or
- if the number of meetings changes significantly (e.g. 3 meetings per month), the Honorarium will be reviewed at the time of the increase in meetings.

2. Per Diem

2.1. A Per Diem may be claimed from the Town of Olds by a member of Council for items listed below,

provided that no other Honorarium or fee has been accepted for that item.

The following Per Diem rates are effective November 1, 2017:

- < 30 minutes \$ 50.00
- 30 minutes to 2 hours \$100.00
- 2 to 4 hours \$150.00
- 4 to 8 hours \$250.00
- 8 plus hours \$325.00 (Covers an actual full day of 10-14 hour days (including travel time). The Per Diem would compensate for the actual time away from home, business or other activities.)
- Special Events \$100.00

2.2 Claimable Per Diems includes the following:

- Policies and Priorities Committee Meetings
- Ad Hoc Committee Meetings
- Special Council Meetings
- Travel time
- Public Hearings outside of a Regular Council Meeting
- Meetings outside of a Regular Council Meeting such as meetings with community partners and ministries
- Meetings of Authorities, Boards, Commissions, Committees that the member, or alternate has been appointed to that do not Remunerate
- Conferences, Conventions, Education Sessions, Seminars and Workshops
- Elected Official Orientation and Training
- Special Events such as golf tournaments, facility tours and galas

2.3 Councillors who attend an event or meeting of an Authority, Board, Commission or Committee to which they are not the designated Council representative, or the alternate, will not receive a Per Diem.

3. Expenses

Expenses paid by an elected official out of pocket may be submitted to Finance for reimbursement. Receipts must accompany the claim.

Meals

3.1 The Town will provide a light meal for Council meetings as required.

3.2 While traveling on Town business, meals may be claimed at the amount shown on receipts submitted. Where no receipt is submitted, a maximum amount for meals may be claimed at the rate approved by the Provincial Government. Gratuities on meals may be claimed to a maximum of fifteen (15) percent of the bill.

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

Miscellaneous

3.4 Miscellaneous charges such as parking, secretarial services, photocopying, internet etc. may be claimed.

3.5 Lodging may be claimed.

- 3.6 Registration fees may be claimed.
- 3.7 Liquor is not an allowable expense that can be claimed, except where protocol dictates.
- 3.8 Conference partner programs and accommodation are the only allowable spousal expenses.
- 3.9 Costs will not be reimbursed when attending a political party function of any type.

Travel

- 3.10 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.
- 3.11 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.
- 3.12 Other travel for members of Council shall be approved by resolution of Council.
- 3.13 Council members will strive for fiscal responsibility when booking accommodations and travelling. This means standard accommodations and the use of the town vehicle or carpool whenever possible. Elected Officials shall not claim personal vehicle mileage inside the community. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel where possible. Most economical does not always mean lowest base fare as luggage fees, seat selection fees and air and airport time are also factors.
- 3.14 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.

EXPENSE SUBMISSION AND REIMBURSEMENT

- 1. Council members will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the Mayor.
- 2. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
- 3. Claims submitted by Councillors shall be approved by the Mayor.
- 4. Claims submitted by the Mayor shall be approved by the Deputy Mayor or an alternate member of Council in the absence of an assigned Deputy Mayor.
- 5. Completed Remuneration forms must be received by the deadlines set by Payroll. All claims shall be reviewed for compliance with this policy by the Director of Finance or his/her designate, prior to issuing payment.
- 6. In order that Council may track expenditures, administration shall provide Council with a monthly statement covering their individual Councillors and/or Mayor's Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.
- 7. To provide transparency to the taxpayers, elected officials must be accountable for the Expenses they incur. Annual Remuneration claims will be posted to the Town's website.

DEDUCTIONS AND BENEFITS**Deductions**

Remuneration from Honoraria and Per Diem will be subject to applicable source deductions as prescribed by federal and/or provincial law that may include but are not limited to:

- Canada Pension Plan
- Employment Insurance
- Income Tax

Benefits

The following benefits are available to members of Council: Group Life Insurance, Dependent Life, Extended Health, Accidental Death and Dismemberment, and Dental coverage.

Elected Officials are eligible for the following benefits effective November 1st of the year in which they are elected or re-elected. Coverage is available for Single or Family. Health and Dental coverage may be waived, however insurance coverage is mandatory. Details are available from Human Resources.

Premiums are paid 100% by the Town of Olds:

- Extended Health
- Dental
- Group Life
- Dependent Life
- Accidental Death & Dismemberment

Optional additional insurance. Premiums are paid 100% by the Elected Official:

- Supplemental Life Insurance
- Critical Illness Insurance

Programs funded by the Town of Olds:

- Health Spending Account as per the Town policy
- Healthy Employee Initiative as per the Town policy

Elected officials are not eligible for Workers Compensation coverage.

REMUNERATION REVIEW

1. No later than March 1st of the prior year (year three (3) of the term) of the general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at large members.
2. Council may be required to attend interviews with the Citizens' Ad Hoc Committee for the review of the Town of Olds Council Remuneration and Benefits Policy 106C.
3. 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 effective once the new Council is elected.
4. Within 30 days of Council receiving the recommendations of the Ad Hoc Citizens Committee on Council compensation report, and shall place the report on the Council agenda a motion to accept, reject or modify the recommendations.

Approved Oct. 24/11 Motion No 11-330
Amended May 27/13 Motion No 13-157, 13-158, & 13-159
Amended June 26, 2017 Motion No 17-267 & 17-363
Amended October 9, 2018 Motion No 18-388