

**TOWN OF CORONATION
COUNCIL REMUNERATION POLICY**

**POLICY # COUN-002
Date Approved: February 25, 2013
Amended: May 14, 2018**

POLICY STATEMENT

The Town of Coronation 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 Coronation 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 Coronation 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. Monthly Council Honorariums shall be as set out in Schedule "A" attached to and forming part of this policy.
2. 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. Councillors who miss regular or special Council meetings without a valid reason acceptable to Council (illness, injury, employment responsibilities, other council meeting or commitment, family emergency, scheduled vacation) shall have their monthly salary deducted \$200.00 per meeting missed.
4. The Mayor and Council Honoraria is tied to increases in the Alberta Consumer Price Index and shall be reviewed on a yearly basis.
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:

- (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 Diems:

- 6. An additional honorarium per diem may be claimed from the Town of Coronation by a member of Council for attending a meeting, official function, approved course, conference or seminar outside of the Town of Coronation, provided that no other honorarium or fee has been accepted for that meeting. Half-day and full-day per diems shall be as set out in Schedule "A" attached to and forming part of this policy.

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.

- 7. Spousal expenses for registration fees, meals, travel (excluding airfare) and accommodation will be paid for by the Town where appropriate for protocol functions only.

Council Reports

- 8. Council members shall submit a report of their council and committee meetings and activities to be provided as an information item on each regular Council meeting Agenda.

Review of Council Honorarium

- 9. 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.
- 10. 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.
- 11. 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

12. 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.
13. 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 Coronation.
14. Other travel for members of Council shall be approved by resolution of Council.
15. Lodging may be claimed at the amount shown on receipts submitted.

Claims For Expenses

17. 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 Coronation business
18. While traveling on Town business,
 - a. Meals may be claimed at the amount shown on receipts submitted and where no receipt is submitted, a maximum amount for meals may be claimed as per the rates set out in Schedule "A".
 - b. 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 or the attendee has another meeting at the same time as the conference meal.
 - c. Costs for meals ordered by room service shall be reimbursed only up to the maximum meal rate amounts allowed as per the rates set out in Schedule "A".
19. Gratuities on meals may be claimed to a maximum of 15 percent of the bill.
20. Authorized travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the amount shown on receipts submitted.
21. Travel by personal vehicle may be claimed at the current rate per kilometer as approved by the Provincial Government from time to time while travelling on Town business.
22. Miscellaneous charges such as parking, photocopying, internet etc. may be claimed based on submitted receipts.

23. Approved registration fees may be claimed at the amount shown on receipts submitted.
24. Liquor is not an allowable expense that can be claimed.

Submission and Approval of Claims:

25. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
26. Claims submitted by Councillors shall be approved by the Mayor.
27. Claims submitted by the Mayor shall be approved by the Deputy Mayor.
28. All claims shall be audited for compliance with this policy prior to payment.

Education and Training:

29. 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.

Schedule "A"
Honorarium and Expense Reimbursement Rates

1. Monthly honorariums for members of Council are:
 - a. Mayor \$650.00 per month
 - b. Councillor \$500.00 per month

2. Per diems for special meetings are calculated at a rate of:
 - a. \$200.00 per day,
 - b. \$100.00 for a half day (4 hours or less)

3. Maximum Meal Allowances:
 - a. Breakfast \$10.00
 - b. Lunch \$15.00
 - c. Dinner \$30.00