



Town of Coronation

Council Remuneration Policy

POLICY NAME:	Council Remuneration Policy	Amendment to Policy:	POLICY # COUN-002
POLICY#:	COUN-002	Date of 1st Amendment:	February 25, 2013
DATE PRESENTED TO COUNCIL:	Monday, April 25, 2022	Date of 2nd Amendment:	May 14, 2018
DATE APPROVED:	Monday, April 25, 2022	Date of 3rd Amendment:	November 1st, 2021
DATE AMENDED:	Monday, April 25, 2022	Date of 4th Amendment:	April 25th, 2022

1. POLICY PURPOSE:

- 1.1. The Municipal Government Act (Section 275.1) allows for compensation to be made to members of the Council for duties performed. It is the Town of Coronation's intention to provide fair and equitable compensation to members of the Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials. This will also serve as a guideline for Appointed Members at Large (APML)
- 1.2. This policy is intended to clarify which expenses incurred by members of the Council as part of their official duties will be assumed by the Town of Coronation.

2. DEFINITIONS

- 2.1 "Attendance" means attendance in person or via virtual attendance (ex. Skype, teleconference/electronic).
- 2.2 "Appointed member at large" (APML) an individual appointed to represent the interests of the community and conducts projects and accepts duties as assigned by the Town of Coronation and Town Council.
- 2.3 "Board or Committee Meeting" means a meeting of a board or committee to which the Councillor has been appointed to or authorized to attend by Council.
- 2.4 "Town" means Town of Coronation.
- 2.5 "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of Coronation as appointed by resolution or bylaw of Council.
- 2.6. "Council" or "Members of Council" means the duly elected municipal officers of Coronation and the Chief Elected Officer or Mayor.
- 2.7. "Council Meeting Day" means the Second and Fourth Monday from 7:00pm - 10:00pm

- 2.8. "half Day Meeting" means any conference, workshop, seminar, board, or committee meeting less than four (4) hours, including travel time to and from.
- 2.9. "Full Day Meeting" means any conference, workshop or board or committee meeting more than four (4) hours, including travel time to and from.
- 2.10. "Official Capacity" means Council duties determined as per Section 4.1.2. of this policy.
- 2.11. "Regular Meeting" means the regularly scheduled meetings of Council.
- 2.12. "Special Meeting" means a special meeting of Council as considered expedient by the Mayor. (MGA 194)
- 2.13. "Online Meeting" happens via a web browser application or software downloaded on a computer or mobile device. With online meeting software, users can connect with one another via virtual meetings, also known as web conferences or video conferences—this including platforms such as Teams, Zoom, Skype, CISCO, and FaceTime.

3. GUIDING PRINCIPLES

3.1. Council Compensation

- 3.1.1. Mayor and Council and any Appointed Member at Large (APML) shall act as good stewards of the taxpaying dollars and conduct themselves in a manner that maximizes the benefit and value to Coronation, its residents, and businesses; while at the same time, minimizes the financial burden to the same.
- 3.1.2. The contents of this policy shall be considered when creating Council's annual budget.
- 3.1.3. Honorarium rates will be reviewed in the fourth year of a Council term when creating Council's budget for that year and will be amended by resolution by no later than August 31 of that year.
- 3.1.4. Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.
- 3.1.5. As Deputy Mayor, appointments are shared equally amongst the Councilors, and Councilor honorarium rates are inclusive of compensation for additional responsibilities **required of the Deputy Mayor position.**

4. PER DIEMS AND EXPENSE CLAIMS

4.1. When deciding if compensation for per diems and expense is warranted, Mayor and Council and APML must consider the following criteria. If Council can answer yes to all the following criteria, duties will be considered as Official Capacity, and an expense claim should be paid according to this policy.

- 4.1.1. The expense must have a direct benefit to Coronation, promote Coronation's interests, add value to the community or advance the communities' interests.
- 4.1.2. The expense must be a result of interaction with a registered third party. (i.e., Not an individual, Council Member, Coronation staff, organization, or affiliation.)
- 4.1.3. The expense must be defensible to the taxpaying members of Coronation and to public scrutiny.
- 4.1.4. The expense must be free of bias and conflict of interest.

4.2. Reimbursement for any member of Council or APML, for any given day, may exceed the remuneration paid for a day meeting if more than one meeting occurs on the same day, and:

- 4.2.1. the first meeting meets the definition of a "Day Meeting"; and
- 4.2.2. the second and subsequent meeting meets the definition of a Regular, Special, Board or Committee meeting; and
- 4.2.3. the meetings attended are for separate entities.

5. Honorariums

5.1. Monthly Honorarium

- 5.1.1. Council will receive a monthly honorarium in accordance with their appointed seat as per Schedule A of this policy.
- 5.1.2. The monthly Honorarium shall be increased each year over the four-year term in relation to the Alberta Cost of Living Allowance at the time.
- 5.1.3. Monthly Honorarium includes Councilor duties in attendance too, but not limited to the following:
 - 5.1.3.1. Public consultation and/or meetings (i.e., community groups, steering committee meetings, recreational facility, school boards, open houses).
 - 5.1.3.2. Dealing with and responding to public concerns from citizens, clubs, organizations, and businesses, etc.
 - 5.1.3.3. Ceremonial duties including attendance at ceremonies, grand openings, banquet, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Coronation and participation at golf tournaments regardless of geographical location.
 - 5.1.3.4. Attendance or participation at Coronation social events ex: Christmas party, golf tournament, volunteer appreciation, etc.)

- 5.1.3.5. Preparation for Council meetings and Council committee meetings.
 - 5.1.3.6. Cheque and agreement signing.
 - 5.1.3.7. Meeting attendance at Internal Boards and Committees with the majority of members Councilors.
 - 5.1.3.8. Other requests of Councilor as approved by Council.
 - 5.1.3.9. Council remuneration is to cover the cost of all meetings within the municipality, this includes the duties of the Mayor, all Members of Council, and all Appointed Members at Large, none will be permitted to submit an expensed or travel for local meetings, unless approved by council.
 - 5.1.3.10. Meetings held outside of the municipality will eligible for a councilor to submit an expense claim and travel claim as outlined in schedule "A."
 - 5.1.3.11. Meetings that any Appointed Member at Large must attend, will require council approval and be pre-approved prior to the meeting for expense eligibility.
- 5.1.4. Monthly Honorarium shall be paid in accordance with Revenue Canada's provisions for Elected Officers, 1/3 of the total allowances and honoraria paid to municipal officials will be in lieu of expenses incidental to the discharge of Council duties and are exempt from taxation in accordance with the Income Tax Act. The remaining 2/3 of these earnings are subject to income taxation.
 - 5.1.5. Honorarium shall be paid to all members of Council without needing to submit a claim for it.

5.2. Meeting Honorarium

- 5.2.1. Meeting Honorarium will not be received if a member of Council is absent from meetings included in sections 5.2.2 unless the absence is approved by Council resolution.
- 5.2.2. Meeting Honorarium is paid to all members of Council for the following meetings:
 - 5.2.2.1. Regular Council Meetings
 - 5.2.2.2. Special Council Meetings
 - 5.2.2.3. Committees, Board, Commission Meetings and Public Forums.
 - 5.2.2.4. Attendance at budget sessions, planning sessions and strategic initiative sessions.
 - 5.2.2.5. Council orientations.
 - 5.2.2.6. Administrative Officer performance and evaluation meetings.
 - 5.2.2.7. Attendance at conferences (i.e., AUMA, FCM), seminars, workshops and courses with content / subject matter directly related to Council appointments.
 - 5.2.2.8. Attendance at activities as per Professional Development (Section 4.6 of this Policy).

- 5.2.2.9. Appointed alternate attendees when the main board member is unable to attend.
 - 5.2.2.10. Meetings with Provincial/Federal elected officials (i.e., Minister/ MLA) held outside Coronation boundary.
- 5.2.3. Meeting Honorarium shall be increased each year over the four-year term in relation to the Alberta Cost of Living Allowance at the time.

5.3. Monthly Submission Claim Form

- 5.3.1. Meeting activities shall be compensated for upon submission and approval of a claim form.
 - 5.3.1.1. Claim forms must be submitted in accordance with the current year's payroll schedule.
 - 5.3.1.2. The CAO shall be responsible for approving all Councilor claims, including the Mayor and Deputy Mayor and APML.
 - 5.3.1.3. A claim that is not approved may be taken to Council to appeal the decision.
- 5.3.2. Meeting claims will not be paid for the following:
 - 5.3.2.1. Events listed under Monthly Honorarium (Section 5.2. of this policy).
 - 5.3.2.2. Attendance at events that are not in official capacity.
 - 5.3.2.3. Attendance at social events including, but not limited to, the ceremonial duties in Section 5.2.
- 5.3.3. Time calculated for expenses shall include travel time to and from the activity with a starting point in Coronation or if starting at another point, whichever is less.
- 5.3.4. If an external board or committee pays per diems to a member that is less than the Coronation's per diem rate, a Member of Council appointed to that board may claim only the difference between the Coronation per diem and the board or committee per diem and/or mileage. Council members shall not be paid more than what is identified in this policy, including Per Diem rates in Schedule A.
- 5.3.5. Anything not specifically covered by a per diem shall be considered as being compensated for by Honorarium unless approved by Council.

5.4. Expenses

- 5.4.1. Expense claims shall be approved in accordance with the guiding principles of section 3.1 of this policy.
- 5.4.2. Expenses incurred shall be reimbursed upon submission and approval of a claim form.

- 5.4.2.1. Expense claim forms must be submitted per the current year's payroll schedule.
- 5.4.2.2. The CAO shall be responsible for approving all Councilor claims, including the Mayor and Deputy Mayor and APML.
- 5.4.2.3. A claim that is not approved may be taken to Council to appeal the decision.
- 5.4.3. Expenses incurred for the following will not be paid or reimbursed.
 - 5.4.3.1. Expenses incurred for attendance at events that is not in an official capacity or approved by Council prior to attendance.
 - 5.4.3.2. Expenses or mileage for events within Coronation listed under Monthly Honorarium (Section 4.1 of this policy).
- 5.4.4. Meal reimbursement will be set during the review during the final term of the four-year term and updated accordingly. Please refer to Schedule A for more information
 - 5.4.4.1. Mayor and Council are to submit receipts for meals (receipts not to exceed daily allowance).
 - 5.4.4.2. When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting, meal allowances or receipted meals will not be reimbursed without Council approval.
- 5.4.5. Travel reimbursement (with a travel starting point in Coronation or if starting at another point, whichever is less) will be set during the review during the final term of the four-year term and updated accordingly. Please refer to Schedule A for more information.
 - 5.4.5.1. If a personal vehicle is used for an official Coronation business outside of Alberta, a cost comparison must be performed listing the costs associated with driving versus flying. The cost comparison should be made prior to the trip and for the same dates as the planned business trip. The driving cost estimate should include mileage, rental car charges (if applicable), meals, lodging in-route and associated highway toll charges. The airfare cost estimate should include the roundtrip cost of the lowest available commercial airfare prior to the date of the trip, roundtrip mileage to the airport, airport parking, taxi/shuttle expense from the airport to the business destination or rental car charges at business destination if necessary. The reimbursement

amount claimed must be the lesser of the lowest cost estimated by flying or driving. Personal safety should always be taken into consideration when making travel arrangements.

5.4.5.2. Lodging will be arranged by Administration, and lodging expenses will be based on the rate provided. If a Councilor wishes to upgrade their lodging, they will be responsible for the difference in rates.

5.4.5.3. Telephone calls may be claimed based on one (1) five-minute call home per day and calls related to Town business.

5.4.5.4. Miscellaneous charges such as parking, transit, bus, or cab fare may be claimed based on submitted receipts.

5.4.5.5. Receipts for a private car or limousine service will only be accepted when used to transport all of Council or if pre-approved by Council at a Regular Council Meeting before the scheduled events. If the chartered services have not been pre-approved by Council or approved by Council, all Council members will be responsible for the total cost of any chartered service rental.

5.4.6. Additional Expenses:

5.4.6.1. If requested, tickets for any social event or sporting event will be requested through the Council at the first possible Regular Meeting of Council before the event or sporting event.

5.4.6.1.1. If a member of the Council cannot attend, any other Member of Council must be given the opportunity to utilize the ticket.

5.4.6.1.2. If no member of the Council can attend, all staff members must be given the opportunity to utilize the ticket.

5.4.6.1.3. Suppose none of the Council or Staff members can attend the function. The Councillor who requested the tickets for the function shall reimburse the Town of Coronation for the full amount of the expense.

5.4.6.2. **Guest Expenses:** Coronation shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses unless agreed upon by Council.

5.4.7. Political Events:

5.4.7.1. Should a Member of Council attend a political event on behalf of Coronation, for which proceeds support a political party or candidate, Coronation shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Also, Coronation cheques, purchase orders or procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

5.4.7.2. The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association or candidate should be in the name of the individual purchasing the ticket.

6. Professional Development

6.1.1. Mayor and Council will determine a professional development plan and budget each year during the annual budget process.

6.1.2. Funds budgeted annually for per diems and expenses related to conferences, seminars, workshops, and meetings are divided equally between Councilors for their discretionary use to attend the conferences, seminars, workshops, and meetings of their choice. These funds may not be transferred from one Councilor to another unless approved by Council resolution.

6.1.2.1. If attendance at any education or professional development activity will result in a member of Council exceeding any portion of their individual budget, a resolution of Council is required.

6.1.3. Council Members attending professional development activities are expected to report on their event to the Council at the next regular meeting of Council.

7. Effective Date

7.1. This policy shall take effect November 1st, 2021.

Schedule "A"

Honorarium and Expense Reimbursement Rates

1. Monthly honorariums for members of the Council;
 - a. Mayor \$ 850.00 per month
 - b. Councillor \$ 650.00 per month

2. Appointed member at large must;
 - a) All elected members at large must prepare expense sheets for council approval in a case-by-case situation before the next Regular Meeting.
 - b) Any expense sheet(s) submitted to Administration without Council's pre-authorization will not be paid.
 - c) Council will also determine if this can be extended over multiple periods or meetings for expenses.
 - d) All expenses will be paid at the same scheduled pay period as staff and Council. No exceptions to this will be made.
 - i. \$200.00 per day (4 hours or more)
 - ii. \$100.00 for a half-day (4 hours or less)

3. Maximum Meal Allowances:
 - a. Breakfast \$ 25.00
 - b. Lunch \$ 30.00
 - c. Dinner \$ 40.00

Maximum: \$95.00/per day

 - I. Must use Town credit card when possible.
 - II. No alcohol expenses shall be paid for by the Town of Coronation.
 - III. Receipts will be required for the amount expended.

4. Mileage is paid to Councillors for travel to and from approved meetings, seminars, conferences, workshops and functions. The rate payable per kilometre is calculated on a yearly basis using the rates established by the Government of Alberta and in conjunction with the listed rates with the Canada Revenue Agency or if established the Town's Automobile Allowance Rates Policy.

Training: Each Councilor is allowed to attend courses related to his or her duties. The Council must approve all training courses and education courses before taking any courses or training. Course and Training Costs will be dependent on the course and will need to be approved by Council.