

**COUNCIL POLICY**

<b>NAME</b> Remuneration and Expense Allowance for Mayor and Council	<b>POLICY NUMBER</b> C-06-22
<b>DEPARTMENT:</b> Town of Drumheller Council	<b>ATTACHMENTS</b>
<b>DATE APPROVED:</b> August 2, 2022	<b>REVISION DATE:</b> Third Year of the current Council Term
<b>SUPERSEDES:</b> C-01-19	

1. **POLICY STATEMENT**

The Mayor and members of Town Council will receive remuneration for time and compensation for expenses incurred for attendance at meetings, conferences and business relating to Town operations.

2. **PURPOSE**

Establish a fair and equitable basis of remuneration for time, duties, responsibilities and compensation for expenses incurred by the Mayor and members of Town Council for attendance at meetings and conferences or other related business on behalf of the Town whether within the Town or out of Town.

3. **SCOPE**

This policy applies to the Elected Officials for the Town of Drumheller. (Council)

4. **REMUNERATION REVIEW**

Council shall appoint an independent Task Force composed of Drumheller residents to review this Policy and report back to Council with recommendations. The appointment of the Task Force and the Task Force's report shall be completed in the third year of Council's term.

5. **ANNUAL REMUNERATION PAYMENTS, DEDUCTIONS AND BENEFITS**

5.1 **Base honorarium of Council as of January 1, 2022**

<b>POSITION</b>	<b>HONORARIUM</b>
Mayor	\$45, 138.08
Councillors	\$23, 649.86

The Mayor and Council, for the remaining term of service, shall receive annual increases as set out in the negotiated Union Agreements for Local 4604 and Local 135.

Should the increases between the two Unions vary, the Council shall receive the average of the Union Agreement settlements.

Effective January 1, 2019, as prescribed by Canada Revenue Agency, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan contributions.

A T-2200 declaration will be issued on an annual basis in conjunction with T-4's.

Remuneration shall also include an RRSP contribution equivalent to 3% for members of Council with matching contributions.

The Town shall pay 80% Medical and 80% Dental, Life, AD&D and Critical Illness.

5.1 The remuneration is in payment for:

- Regular council meetings
- Special council meetings
- Preparation of all meetings
- Public or "Town Hall" meetings
- Attendance at Community Events
- Meeting with individual ratepayers and community organizations
- In-Town travel and car expense
- In-Town entertaining or Task Force responsibilities
- Incidental related to job descriptions and normal execution of duties.

5.2 Each councillor shall be compensated an annual allowance of:

- \$600 for use of personal cell phone
- \$100 for use of personal office and stationary supplies

6. PER DIEMS

6.1 A Per Diem shall be paid to Members of Council for Meetings authorized by Council as follows:

- \$260 per full day (subject to income tax).
- A Full Day is defined as work in excess of 4 continuous hours to attend meeting or business on behalf of the Town.

The per diem is for Full Day meetings as authorized in advance by Council or vicariously through Task Force appointments where attendance is mandatory to fulfill responsibilities of Task Force appointments and excludes meetings as outlined in Clause 5.2. Per diems do not include meals.

6.2 A Per Diem of up to seven (7) days annually per Councillor and twelve (12) days annually for the Mayor shall be paid for attendance at meetings, conventions or other business on behalf of the Town, but specifically includes Council orientation and strategic and business planning sessions; this may include but is not limited to meetings associated with Task Force assignments or meetings with Federal and Provincial Governments. The balance of the annual per diem allotment is to be used to

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*6.2 As*

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attend meetings, conventions, etc. at the individuals' discretion. Per Diems are not carried forward into the following year.

The annual per diem allotment shall be increased by two (2) days per elected official in an election year to allow for additional training required in the first year of an election term.

- 6.3 For the purpose of the allocation of per diem as outlined in 6.2 above, "annually" is defined by election term, with year one (1) being initiated by the Organizational Meeting of Council in which Councillors are assigned to Task Force.
- 6.4 In such case as a Local State of Emergency is declared by Council, the Mayor and Councillors duties relating specifically to emergency operations and coordination, in excess of four (4) hours per day shall qualify the parties for per diem, subject to approval from Council. Any per diem days related to a Local State of Emergency shall not count against the maximum per diem days allowed per year.

## 7. ADDITIONAL EXPENSES

- 7.1 Additional expenses will be reimbursed for items related to:
- Education
  - Conventions registrations
  - Out of Town travel and accommodation

At the first organizational meeting following election, a tablet or other electronic device (as determined by the Director of Corporate Services) will be issued to elected officials for agenda distribution and other Town related business. At the start of each term and annually thereafter, the Mayor and each Councillor will be allocated a budget for discretionary education and/or travel expenditures eligible for reimbursement once a report to Council has been submitted. Unused budget allocations will carry forward each year throughout the term and will expire at the end of term.

Mileage shall be paid in accordance with the Government of Alberta mileage rate, as revised from time to time. Travel rates are in accordance with the Town's Human Resource Policy.

Non receipted meal allowances shall be reimbursed as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

with a maximum cap for meals of \$150.00 per day, including up to 15% gratuity and GST, when receipts are provided. Alcoholic beverages are not deemed an eligible expense and will not be reimbursed.

Reimbursed expenses are paid by submission of an Expense Claim Form with receipts attached and must be approved by the Mayor.

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Expenses incurred and per diems requested by Council in relation to conferences, conventions and courses are only eligible for reimbursement/ payment once a report to Council has been presented.

8. TRANSITIONAL

This Policy comes into effect on the day it is passed by Council and supersedes C-01-19.

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER

REVISIONS September 2019 – C-01-19 C-04-14	
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