

Council Policy



Council Remuneration Policy

Policy Number: CA12/2018
Approval Date: January 9, 2018
Supersedes Policy: CA305/2016

SECTION A


1.0 Policy Purpose

- 1.1 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Morinville to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.0 Definitions

- 2.1 **“Attendance”** means attendance in person or via virtual attendance (i.e. teleconference / electronic means).
- 2.2 **“Chief Administrative Officer” (CAO)** means the Chief Administrative Officer of Morinville as appointed by resolution or bylaw of Council.
- 2.3 **“Council” or “Members of Council”** means the duly elected municipal officers of Morinville and the Chief Elected Officer or Mayor.
- 2.4 **“Council Meeting Day”** means every Tuesday from 4:30 pm – 11:00 pm.
- 2.5 **“Morinville”** means the Town of Morinville in the Province of Alberta.
- 2.6 **“Official Capacity”** means Council duties determined as per Section 3.2.1 of this policy.


Mayor


CAO

3.0 Guiding Principles

3.1 Council Compensation

3.1.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Morinville, 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.

3.2 Per Diems and Expense Claims

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

3.2.1.1 The expense must have a direct benefit to Morinville; promote Morinville's interests; add value to the community; or advance the community's interests.

3.2.1.2 The expense must be a result of interaction with a registered third party. (i.e. Not an individual, Council Member, Morinville staff, organization or affiliation.)


3.2.1.3 The expense must be defensible to the tax paying members of Morinville and to public scrutiny.

3.2.1.4 The expense must be free of bias and conflict of interest.

4.0 Policy Statements

4.1 Members of Council shall receive compensation for their role as elected officials in five different ways – via honorarium, per diem rates, expenses, benefits and professional development. The amount spent will be limited by the amount budgeted each year.


Mayor


CAO

4.2 Honorarium

- 4.2.1 Council will receive annual honorariums in accordance with their elected seat as per Schedule B of this policy.
- 4.2.1.1 Honorarium rates will be increased each January as per the annual approved cost of living allowance (COLA).
- 4.2.1.2 Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.
- 4.2.1.3 As Deputy Mayor, appointments are shared equally amongst the Councillors, Councillor honorarium rates are inclusive of compensation for additional responsibilities required of the Deputy Mayor position.
- 4.2.2 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.
- 4.2.3 Honorarium shall be paid to all members of Council without needing to submit a claim for it.
- 4.2.4 Honorarium will not be retained if a member of Council is absent from meetings included in sections 4.2.5.2, 4.2.5.4 and 4.2.5.5 unless the absence is approved by Council resolution.
- 4.2.4.1 Notwithstanding Section 4.2.4 of this policy, members of Council will be excused for up to four (4) meeting absences per year without approval by Council resolution.
- 4.2.4.2 In cases where it is determined that honorarium will not be retained due to unapproved absence from meetings, deductions will be applied in the amount of one hundred dollars (\$100) per unexcused absence up to a maximum of the total monthly honorarium.
- 4.2.4.3 Notice of meetings under 4.2.5.4 and 4.2.5.5 shall be provided 30 days prior to the meeting.

- 4.2.5 Honorarium is paid to all members of Council for the following:
- 4.2.5.1 Meetings within the municipal boundary of Morinville pertaining to Council duties shall fall under honorarium unless otherwise indicated within the policy.
 - 4.2.5.2 Attendance at Council meetings.
 - 4.2.5.3 Attendance at all Special meetings of Council.
 - 4.2.5.4 Attendance at budget sessions, planning sessions and strategic initiative sessions.
 - 4.2.5.5 Council orientations.
 - 4.2.5.6 Administrative meetings and meetings with Morinville Administration.
 - 4.2.5.7 Chief Administrative Officer performance and evaluation meetings.
 - 4.2.5.8 Meetings with Sturgeon County representatives and/or meetings at Sturgeon County offices.
 - 4.2.5.9 Public consultation and/or meetings (i.e. community groups, steering committee meetings, recreational facility, school boards, open houses, public forums).
 - 4.2.5.10 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.
 - 4.2.5.11 Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Morinville and participation at golf tournaments regardless of geographical location.
 - 4.2.5.12 Attendance or participation at Morinville social events (i.e. Christmas party, golf tournament, Social Committee functions, potluck, etc.).

- 4.2.5.13 Preparation for Council meetings, Council committee meetings and other items listed under Section 4.2.5 (Honorariums).
- 4.2.5.14 Duties as Commissioner of Oaths.
- 4.2.5.15 Cheque and agreement signing.
- 4.2.5.16 Anything not specifically listed under Per Diems (Section 4.3 of this policy).
- 4.2.5.17 Meeting attendance at internal Boards and Committees with majority of members Councillors.

4.3 Per Diems

- 4.3.1 **Per Diem claims will be approved in accordance with guiding principles of section 3.2 of this policy.**
- 4.3.2 Council will receive Per Diem rates in accordance with Schedule B of this policy.
- 4.3.3 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.
 - 4.3.3.1 Claim forms must be submitted **by the 15th of the following month** or the next business day should the 15th fall on a weekend or general holiday.
 - 4.3.3.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.
 - 4.3.3.3 A claim that is not approved may be taken to Council to appeal the decision.
- 4.3.4 Per diems will NOT be paid for the following:
 - 4.3.4.1 Events listed under Honorarium (Section 4.2 of this policy).

- 4.3.4.2 Attendance at events that is not in official capacity.
- 4.3.4.3 Attendance at social events including but not limited to the ceremonial duties in Section 4.2.5.12.
- 4.3.5 Time calculated for per diem shall include travel time to and from the activity with a starting point in Morinville or if starting at another point, whichever is less.
- 4.3.6 If an external board or committee pays per diems to a member that is less than the Morinville's per diem rate, a Member of Council appointed to that board may claim only the difference between the Morinville per diem and the board or committee per diem and/or mileage. Council members shall not be paid more than identified in this policy including Per Diem rates in section 3.3 and Schedule A.
- 4.3.7 Per diems are paid to all Members of Council for the following:
 - 4.3.7.1 In the instance where a per diem is paid to a public board member or chair, the same per diem will apply to Members of Council, unless the committee is made up of the majority of Council (i.e. Finance & Audit). Please refer to Schedule A.
 - 4.3.7.2 Meeting attendance for boards, committees and commissions that Members of Council are appointed to by resolution of Council as per Schedule A (i.e. Northern Lights Library System).
 - 4.3.7.2.1 Alternate attendee per diem pay shall apply as follows:
 - 4.3.7.2.1.1 Appointed alternate attendees are allotted per diem to a maximum of 3 meetings per year when accompanying main board member.
 - 4.3.7.2.1.2 Appointed alternates will be paid full per diem when attending in place of the main board member.
 - 4.3.7.2.1.3 Notwithstanding 4.3.6, the Edmonton Metropolitan Region Board (EMRB) appointed alternate member will be paid an equivalent amount to appointed member

for each EMRB meeting they attend (only for the main EMRB committee; subcommittees are not included).

4.3.7.2.1.4 Non-appointed alternates shall be paid at the Morinville Per Diem Rates per Section 4.3 of this policy to a maximum of 3 meetings per year.

4.3.7.3 Meetings with Provincial/Federal elected officials (i.e. Minister/ MLA) held outside Morinville boundary.

4.3.7.4 Attendance at conferences (i.e. AUMA, FCM, ACRWC, NLLS), seminars, workshops and courses with content / subject matter directly related to Council appointments.

4.3.7.4.1 Per Diems for conferences will be paid in accordance with Schedule B of this policy.

4.3.7.5 Attendance at activities as per Professional Development (Section 4.6 of this policy).

4.3.8 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

4.3.8.1 The only exceptions shall be activities, other than those stated above, where Council agrees to pay a per diem upon specific authorization by resolution of Council.

4.3.9 Per Diem Rates for all eligible activities shall be paid in accordance with accordance with Schedule A and Schedule B of this policy.

4.3.9.1 Per Diem rates shall not exceed flat rates as per Schedule A of this policy.


4.3.9.2 The combination of all eligible activities shall not exceed the daily maximums as per Schedule B of this policy.

4.4 Expenses

4.4.1 **Expense claims shall be approved in accordance with guiding principles of section 3.2 of this policy.**



Mayor



CAO

- 4.4.2 Expenses incurred shall be reimbursed upon submission and approval of a claim form.
- 4.4.2.1 Expense claim forms must be submitted **by the 15th of the following month** or the next business day should the 15th fall on a weekend or general holiday.
- 4.4.2.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.
- 4.4.2.3 A claim that is not approved may be taken to Council to appeal the decision.
- 4.4.3 Expenses incurred for the following will NOT be paid or reimbursed:
- 4.4.3.1 Expenses incurred for attendance at events that is not in official capacity.
- 4.4.3.2 Expenses or mileage for events within Morinville listed under Honorarium (Section 4.2 of this policy).
- 4.4.3.3 Expenses incurred at social events including but not limited to the ceremonial duties in Section 4.2.5.12.
- 4.4.4 **Meal reimbursement** will be set at the Government of Alberta rates. Please refer to Schedule B for more information. Mayor and Council are to submit receipts for meals (receipts not to exceed daily allowance). When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting then meal allowances or receipted meals will not be reimbursed without Council approval.
- 4.4.5 **Travel reimbursement** (with a travel starting point in Morinville or if starting at another point, whichever is less) will be set at the Government of Alberta rates. Please refer to Schedule B for more information.
- 4.4.5.1 If a personal vehicle is used for official Morinville 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 en 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.

4.4.6 Additional Expenses:

4.4.6.1 If requested tickets are not utilized by the Member of Council who requested them, that Member of Council shall reimburse the Town for the expense.

4.4.6.2 **Guest Expenses:** Morinville shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses.

4.4.6.2.1 Members of Council may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest to a maximum of \$200 per year (i.e. including but not limited to FCM Conference Gala).

4.4.6.3 **Miscellaneous Technology:** Councillors will receive an annual one-time reimbursement, not to exceed \$500, in January each calendar year for miscellaneous technology including but not limited to photocopying, printing, internet access and cell phones.

4.4.6.4 **Cell Phone (Mayor):** The Mayor is provided with a cell phone and digital package or compensated to a maximum value of a Morinville employee digital package in order to carry out his / her duties.

4.4.6.5 **Political Events:**


Mayor


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4.4.6.5.1 Should a Member of Council attend a political event on behalf of Morinville, for which proceeds support a political party or candidate, Morinville shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Also, Morinville 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.

4.4.6.5.2 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.

4.4.6.6 **Virtual Meeting Attendance:** The cost of attending a regular Council meeting or special meeting of Council via teleconference or electronic means shall be reimbursed, as approved by the Mayor or Deputy Mayor in the case of the Mayor being absent.

4.5 Benefits

4.5.1 Morinville shall pay 100% of the premiums for the AUMA Group Benefit Plan as offered to the Mayor and Councillors.

4.6 Professional Development

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

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

4.6.2.1 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.

4.6.3 Council Members attending professional development activities are expected to report their findings for overall Council benefit.

5.0 Effective Date

5.1 This policy shall be in effect for the 2017-2021 Council term.

6.0 Review of Policy

6.1 A review of this policy shall be conducted by an external party midterm of each Council term. Where possible, this review shall be conducted in conjunction with Morinville Administration salary reviews.

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Mayor

[Signature]

CAO

SECTION B

1.0 Review/Revision History and Author

Council Remuneration Policy CA305/2016
Council Remuneration and Per Diem Policy (CA 128/2013)/Reviewed by the Council
Compensation & Review Committee
Council Remuneration and Per Diem Policy (CA202/2011)
Council Remuneration and Per Diem Policy (CA14/2011)
Council Remuneration and Per Diem Policy (174/2010)
Council Remuneration and Per Diem Policy (137/2010)
Council, Staff & Town at Large Attendance and Remuneration Policy (216/2005)



Barry Turner
Mayor



Andrew Isbister
Chief Administrative Officer

Schedule A

2017/2018 Council Appointed Committees

Updated January 2018

Committee	Appointee	Per Diem Paid (to Public Board Member)	Public Member Per Diem paid by Whom?	Per Diem Paid (to Council Member)	Per Diem Paid by Whom?	Mileage Paid? (By Whom?)	Is top up allowed Per Diem / Mileage? By Whom?	Per Diem vs. Honorarium		How often does committee meet? (Length of meeting)?
								PD	H	
<i>Committees of Council (MGA S. 145)</i>										
Bylaw & Policy Review Committee	All members of Council	No public members	N/A	None	N/A	None	N/A		✓	4th Tuesday of the month (1.5 hours)
Community Services Advisory Board (2 members)	Councillor Boutestein Councillor Hall	\$60 Chair \$50 Member	Town	None	N/A	None	N/A	✓		As required
Emergency Management Committee	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		✓	As required
Governance, Finance and Audit (GFA) Committee	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		✓	2nd Tuesday of the month (1.5 hours)
Morinville / Sturgeon County Inter-municipal Affairs Committee	All members of Council, Mayor as Co-Chair	No public members	N/A	None	N/A	None	N/A		✓	2x/year
Recreation Project Steering Committee	Councillor Boutestein Councillor Dafoe	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	✓		As required
Sturgeon Regional Emergency Advisory Committee	Councillor Richardson Alt: Councillor Balanko	No public members	N/A	\$50	Town	0.505/km if outside of Morinville (Town)	N/A	✓		2x/year, or at the call of Chair

Schedule A

2017/2018 Council Appointed Committees

Updated January 2018

Committee	Appointee	Per Diem Paid (to Public Board Member)	Public Member Per Diem paid by Whom?	Per Diem Paid (to Council Member)	Per Diem Paid by Whom?	Mileage Paid? (By Whom?)	Is top up allowed Per Diem / Mileage? By Whom?	Per Diem vs. Honorarium		How often does committee meet? (Length of meeting)?
								PD	H	
<i>Legislated Committees</i>										
Agricultural Pest Act Appeal Committee	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		v	As required
Assessment Review Board (2 Councillors)	Councillor Balanko Councillor Richardson	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	v		As required
Edmonton Metropolitan Region Board (EMRB) (Vote)	Mayor Turner Alt: Councillors Boutestein & Dafoe (all can attend)	No public members	N/A	\$200/mtg to Mayor Alternate - as per Town policy	Mayor - CRB Alternate - Town	0.505/km CRB - Mayor Town - Alternate	N/A	v		Monthly (3 hours)
Morinville Public Library Board	Councillor Richardson	\$40 Chairperson/ Member	Library	\$40	Library	None	N/A	v		Monthly (2 hours)
Municipal Planning Commission (2 Councillors)	Councillor Balanko Councillor Hall	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	v		Monthly (20 minutes - 3 hours)
Rosieridge Waste Management (1 Councillor)	Councillor Dafoe (Chair) Alt: Councillor Giffin	No public members	N/A	\$100/meeting Chair receives \$125/mtg	Rosieridge	Town	Both by the Town as per Town Policy	v		Monthly, not July & Aug. (3 hours)
Subdivision and Development Appeal Board (2 Councillors)	Councillor Dafoe Councillor Richardson	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	v		As required
Weed Control Act Appeal Committee	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		v	As required


Mayor


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Schedule A

2017/2018 Council Appointed Committees

Updated January 2018

Committee	Appointee	Per Diem Paid (to Public Board Member)	Public Member Per Diem paid by Whom?	Per Diem Paid (to Council Member)	Per Diem Paid by Whom?	Mileage Paid? (By Whom?)	Is top up allowed Per Diem / Mileage? By Whom?	Per Diem vs. Honorarium		How often does committee meet? (Length of meeting)?
								PD	H	

Committees with Council Representation Requested

Advisory Committees (ie. 642 Functional, CCC Fees AdHoc, others) less than 1 year in duration	Any member(s) of Council	No public members	N/A	No	N/A	None	N/A		✓	As required
Alberta Capital Region Wastewater Commission	Councillor Boutestein Alt: Mayor Turner	No public members	N/A	\$171/mtg <4 hours \$285/mtg >4 hours Conference rate: \$427.50/day	Alberta Capital Region Wasterwater Commission	0.54/km ACRWC	N/A	✓		Every second month, sometimes monthly if required (3 hours)
Alberta Smart City Alliance	All Members of Council	No public members	N/A	as per Town policy	Town	0.505/km Town	N/A	✓		More symposium / event based
Capital Region Waste Minimization Advisory Committee (CRWMAC)	Councillor Giffin	No public members	N/A	as per Town policy	Town	0.505/km Town	N/A	✓		3-4 times per year
Edmonton Global Shareholder Group	Councillor Boutestein Alt: Councillor Balanko	No public members	N/A	as per Town policy	Town	0.505/km Town	N/A	✓		As required
Edmonton Salutes Committee	Councillor Giffin Alt: Councillor Balanko	No public members	N/A	as per Town policy	Town	0.505/km Town	N/A	✓		Monthly (1.5-2 hours)
Enbridge Northern Gateway Community Advisory Board (CAB)	Councillor Giffin Alt: Councillor Hall	\$250	Northern Gateway	\$250/mtg	Northern Gateway	0.52/km Northern Gateway	N/A	✓		As required


Mayor


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Schedule A

2017/2018 Council Appointed Committees

Updated January 2018

Committee	Appointee	Per Diem Paid (to Public Board Member)	Public Member Per Diem paid by Whom?	Per Diem Paid (to Council Member)	Per Diem Paid by Whom?	Mileage Paid? (By Whom?)	Is top up allowed Per Diem / Mileage? By Whom?	Per Diem vs. Honorarium		How often does committee meet? (Length of meeting)?
								PD	H	
Homeland Housing	Resident Gord Putnam	No public members	N/A	\$150 1-4 hrs \$200 > 4 hrs Chair receives +\$20/mtg +\$40/month	Homeland Housing	0.54/km Homeland Housing	N/A	✓		Monthly (2-3 hours)
Morinville & District Chamber of Commerce Liaison (to attend executive meetings only)	Councillor Giffin Alt: Councillor Boutestein	No public members	N/A	\$50	Town	N/A	N/A	✓		Monthly
Morinville Festival Society (Council Liaison)	Mayor Turner Alt: Councillor Hall	No	No	\$60 Chair \$50 Member	Town	N/A	N/A	✓		Varies, monthly to 3 Thursdays per month (2 hours)
Northern Lights Library System	Councillor Dafoe (Chair) Alt: Councillor Richardson	No public members	N/A	\$100/mtg for stand alone executive meetings only. Chair receives \$150/executive mtg. NLLS does not pay per diem for board meeting	NLLS pays for executive meetings only. Town pays per diem for board meetings, as per Town Policy	0.505/km NLLS pays mileage for both executive and board meetings	Yes, PD by Town, as per Town Policy	✓		Executive 9x/year (4-5 hours plus 6 hour drive roundtrip) Board 4x/year
Sturgeon River Watershed Alliance	Councillor Balanko Alt: Councillor Hall	No public members	N/A	as per Town policy	Town	0.505/km if out of Morinville (Town)	N/A	✓		minimum 2/yr or at the call of Chair (2 hours)
Traffic Advisory Committee (Admin Committee)	Councillor Giffin Alt: Councillor Richardson	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	✓		Every second month (2-3 hours)


Mayor


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SCHEDULE B – Council Remuneration Rates

1.0 Honorarium Rate

1.1 Honorarium rates are as follows:

2017 Council Honorariums		
	Mayor	Councillor
Taxed Monthly Salary (2/3):	2,333.33	1,166.67
Non-Taxed Monthly Salary (1/3):	1,166.67	583.33
Total Monthly Salary:	3,500.00	1,750.00
Annual Salary	42,000.00	21,000.00
Annual Taxed Salary	28,000.00	14,000.00
Annual Non-Taxed Salary	14,000.00	7,000.00

2.0 Per Diem Rate

2.1 Per Diem rates are as follows:

# of Hours	Per Diem Rate
0 – 2	\$ 50
+2 – 4	\$ 100
+4 – 8	\$ 200
+8 (Daily Maximum)	\$ 300
Conferences (Daily Maximum)	\$200

3.0 Mileage Rate

3.1 Standard mileage will be reimbursed at the Government of Alberta rate of 0.505/km.

4.0 Meal Allowance

4.1 Meals will be reimbursed to the following maximums established at the Government of Alberta rates:

Breakfast	\$9.20
Lunch	\$11.60
Dinner	\$20.75
Daily Maximum	\$41.55

5.0 Updates to Schedule

5.1 This information will be updated as necessary.