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## Council Remuneration and Per Diem Policy

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**Policy Number:** CA 128/2013

**Approval Date:** April 23, 2013

**Supersedes Policy:** Council Remuneration and Per Diem Policy / CA202/2011

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### SECTION A

#### 1.0 Policy Purpose

- 1.1 The *Municipal Government Act* 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 compensation to elected officials through the provision of remuneration and per diem.

#### 2.0 Definitions

- 2.1 **“Chief Administrative Officer” (CAO)** means the Chief Administrative Officer of Morinville as appointed by resolution or bylaw of Council.
- 2.2 **“Council” or “Members of Council”** means the duly elected officers of Morinville and the Chief Elected Officer or Mayor.
- 2.3 **“Council Meeting Day”** means every Tuesday from 4:30 pm – 11:00 pm.
- 2.4 **“Morinville”** means the Town of Morinville in the Province of Alberta.
- 2.5 **“Official Duty”** means speaking at, participating in, or representing the Town in an official capacity as Mayor or as Deputy Mayor or as Council representative, as directed by the Mayor, or as by resolution of Council.
- 2.6 **“Attendance”** means attendance in person or via teleconference / electronic means.
- 2.7 **“All Day”** means greater than 4 hours.

### **3.0 Policy Statements**

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

#### **3.1 Honorariums**

The Town of Morinville pays to their elected officials a monthly Honorarium. For all members of Council the monthly honorarium is paid for the following:

- 3.1.1 Council appointed committees, as per Schedule A.
- 3.1.2 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.
- 3.1.3 Meetings with administration staff.
- 3.1.4 Preparation for Council meetings or Council committee meetings.
- 3.1.5 Attendance at Council meetings.
- 3.1.6 Attendance at Special meetings of Council held on a Council meeting day.
- 3.1.7 Duties as Commissioner of Oaths.
- 3.1.8 Cheque and agreement signing.
- 3.1.9 Attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings, etc. within Morinville.
- 3.1.10 Attendance at Town social events (Christmas party, golf tournament, other Social Committee functions, potluck, etc.).
- 3.1.11 Anything not specifically covered by per diem rates.

#### **3.2 Annual Honorarium:**

Council will receive annual honorariums in accordance with their elected seat. Honorarium rates will be increased each January as per annual approved cost of living allowance (COLA). Please refer to Schedule B for Council honorariums.

- 3.2.1 The annual honorarium shall be paid in accordance with Revenue Canada's provisions for Municipal Officials, 1/3 of the total allowances and honoraria paid to municipal officials will be in lieu of expenses. The

remaining 2/3 is income from elected or appointed office and is therefore subject to income taxation and considered as earnings.

3.2.2 Honorarium will be retained if a member of Council is absent from a meeting. Out of courtesy to Council, notification of absence shall be given to the Mayor or CAO in advance of the meeting.

3.2.2.1 If the absence is greater than 8 weeks and requires an extension by Council resolution as per the *Municipal Government Act*, a second resolution will be required in order for the member of Council to retain their honorarium during the absence.

3.2.3 The annual honorarium shall be paid to all members of Council without Councillors needing to submit a claim for it. The Mayor and Deputy Mayor honorarium rates are higher to compensate for the additional responsibilities required of these positions.

### 3.3 Per Diem Rate

A per diem rate shall be paid to all members of Council for time spent doing certain activities. These activities shall be compensated for upon submission and approval of an expense claim upon completion of the activities. Expense claim forms shall be submitted **monthly**. 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. A claim that is not approved may be taken to Council to appeal the decision.

All per diem claims must be submitted by January 15<sup>th</sup> of the year following the per diem expenditure.

The per diem rates shall be as follows for the time incurred for the approved activities (time calculated for per diem shall include travel time to and from the activity with a starting point in Morinville):

1. Activities less than 4 hours: \$100
2. Activities 4 hours and over: \$200 day maximum

For all members of Council per diems are paid for the following:

3.3.1 Ceremonies, grand openings, banquets, parades, open houses, luncheons, ribbon cuttings, etc. by invitation in official duty as the representative of the Town held outside of Morinville, as approved by the Mayor.

- 3.3.1.1 Where attendance at events stated in 3.3.1 is not in official duty, mileage and registration / meal fees will be paid, but per diem will not.
- 3.3.2 Attendance at Special meetings of Council if held on a non-Council meeting day.
- 3.3.3 Attendance at all day budget sessions, planning sessions and strategic initiative sessions.
- 3.3.4 In the instance where a per diem is paid to a public board member or chair, the same per diem will apply to Council members, unless the committee is made up of the majority of Council (ie. Finance & Audit). Please refer to Schedule A for more information.
- 3.3.5 Meeting attendance for boards, committees and commissions that Councillors are appointed to by resolution of Council **outside** of Morinville. Refer to Schedule A for information (ie. Tawatinaw, NLLS).
- 3.3.6 Appointed alternate attendees are allotted per diem to a maximum of 3 meetings per year when accompanying main board member. Appointed alternates will be paid full per diem and expenses per Schedule A when attending in place of the main board member.
- 3.3.6.1 Notwithstanding 3.3.6, the Capital Region Board (CRB) appointed alternate member will be paid for each CRB meeting they attend (only for the main CRB committee; subcommittees are not included).
- 3.3.7 Mayoral meetings with Provincial / Federal elected officials (ie. Minister/ MLA).
- 3.3.8 Attendance at conferences (AUMA, FCM), seminars, workshops, Council orientations and courses with content / subject matter directly related to Council appointments.

If an external board or committee pays per diems to a member that is less than the town's per diem rate, a Councillor appointed to that board may claim only the difference between the town per diem and the board or committee per diem and / or mileage.

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

### 3.4 Professional Development

Mayor and Councillors are encouraged to attend the annual Alberta Urban Municipal Association (AUMA) conference. Each Councillor is encouraged to attend at least one other conference and / or seminar each year related to their board / committee duties.

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.

Members of Council wishing to sit on a committee of FCM must request approval by resolution from Council each year. An estimate of the total cost of the life of the Committee must be submitted with the request.

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.

### 3.5 Expenses

Expenses incurred shall be reimbursed upon submission and approval of an expense claim. Expense claim forms shall be submitted **monthly**. 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. A claim that is not approved may be taken to Council to appeal the decision.

Meal allowance and travel reimbursement (with a travel starting point in Morinville) will be set at the Government of Alberta rates. Please refer to Schedule B for more information. Mayor and Council are to claim either the daily meal allowance or 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, unless approved by the Mayor.

All expense claims must be submitted by January 15<sup>th</sup> of the year following the expenditure.

The following additional expenses will be either paid or reimbursed for members of Council:

- 3.5.1 Where attendance at events stated in 3.3.1 is not in official duty, mileage and registration / meal fees will be paid but a per diem will not.
- 3.5.2 One guest ticket for an annual conference social event. If these tickets are not utilized by the member of Council who requested them, the Town shall be reimbursed for the expense by the member of Council for whom it was purchased.
- 3.5.3 Morinville shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses. The Mayor or Deputy Mayor may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest.
- 3.5.4 Councillors will be reimbursed an annual one-time charge not to exceed \$500 for miscellaneous technology not limited to but including photocopying, printing, internet access and cell phones. The miscellaneous technology amount will be reimbursed based on calendar year. This amount will be paid in January of each year.
- 3.5.5 The Mayor is provided with a cell phone and digital package in order to carry out his / her duties.
- 3.5.6 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.
- 3.5.7 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.

3.5.7.1 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.

3.5.8 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.

### 3.6 Benefits

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

### 4.0 **Review of Policy**

A periodic review of this policy will be conducted by an external party and will occur midterm of the next Council (2013-2017) term.

### 5.0 **Expiry Date**

For the purpose of ensuring this policy is reviewed for ongoing relevancy and necessity, with the opinion that it may be re-passed in its present or an amended form following a review, this policy expires September 15, 2017.

## SECTION B

### 1.0 **Review/Revision History and Author**

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)

## TOWN OF MORINVILLE

  
\_\_\_\_\_  
Paul Krauskopf  
Mayor

  
\_\_\_\_\_  
Debbie Gyarzun  
Chief Administrative Officer

**Schedule A**

**2015 Council Appointed Committees**

Updated Nov. 2015

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	
<b>Committees of Council (MGA S. 145)</b>										
Capital Region Board Executive Committee	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		√	As required (1 hour)
Council / CAO Relationship Framework Sub-Committee	Councillor Fitzgerald Councillor Ladouceur Councillor Turner	No public members	N/A	To be determined	Town	None	N/A	√		As required
Emergency Management Committee (Under Review)	All members of Council, Mayor as Chair	No public members	N/A	None	N/A	None	N/A		√	As required
Finance and Audit Committee (5 members of Council) (Under Review)	All members of Council, Mayor as Chair	\$60 Chair \$50 Member	Town	None	N/A	None	N/A		√	Monthly
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
Morinville / Sturgeon County Inter-municipal Affairs Sub-Committee	Councillor Boutestein Councillor Dafoe Councillor Ladouceur	No public members	N/A	None	N/A	None	N/A		√	As required
Recreation Project Steering Committee	Rob Ladouceur Gord Putnam	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/a	√		Monthly



**Schedule A**

Updated Nov. 2015

**2015 Council Appointed Committees**

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		√	As required
Assessment Review Board (2 Councillors)	Councillor Fitzgerald	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	√		As required
Capital Region Board (Vote)	Mayor Holmes Councillor Dafoe (all can attend)	No public members	N/A	\$200/mtg to Mayor \$200/mtg to Alternate	Mayor - CRB Alternate - Town	0.505/km CRB - Mayor Town - Alternate	N/A	√		Monthly (3 hours)
CRB Land Use and Planning (Vote)	Councillor Turner Alt: Mayor Holmes and Councillor Ladouceur	No public members	N/A	\$200/mtg	CRB	0.505/km CRB	N/A	√		Every second month (3 hours)
CRB Growth Task Plan (Vote)	Mayor Holmes Councillor Ladouceur	No public members	N/A	\$200/mtg	CRB	0.505/km CRB	N/A	√		Every second month (8 hours)
CRB - Regional Services (except Transit), Affordable Housing, Energy Corridors	Councillor Boutestein Alt: Councillor Putnam	No public members	N/A	\$200/mtg	Town	0.505/km Town	N/A	√		Every second month (2 hours)
CRB - Transit, Governance	Councillor Dafoe Alt: Councillor Fitzgerald	No public members	N/A	\$200/mtg	Town	0.505/km Town	N/A	√		Every second month (2 hours)
Municipal Planning Commission (2 Councillors)	Councillor Boutestein Councillor Fitzgerald	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	√		Monthly (20 minutes - 3 hours)

**Schedule A**

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Updated Nov. 2015

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	
Rosieridge Waste Management (1 Councillor)	Councillor Ladouceur	No public members	N/A	\$75/meeting	Rosieridge	Town	Yes, PD by Town +\$25/ mtg < 4 hours +\$125/ mtg > 4 hours	√		Monthly, not July & Aug. (3 hours)
Subdivision and Development Appeal Board (2 Councillors)	Councillor Ladouceur Councillor Turner	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	√		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		√	As required

**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	Mayor Holmes Councillor Ladouceur	No public members	N/A	\$171/mtg <4 hours \$285/mtg >4 hours	Alberta Capital Region Wasterwater Sewage Com.	0.54/km ACRWC	N/A	√		Every second month, sometimes monthly if required (3 hours)
Chamber Liaison	Nicole Boutestein Alt: Brennan Fitzgerald	No public members	N/A	\$50	Town	N/A	N/A	√		Monthly luncheons Meetings ?
Edmonton Salutes Committee	Councillor Boutestein Alt: Councillor Turner	No public members	N/A	\$100/mtg < 4 hours \$200/mtg >4 hours (committee meetings only)	Town	0.505/km Town	N/A	√		Monthly (1.5-2 hours)

**Schedule A**

Updated Nov. 2015

**2015 Council Appointed Committees**

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	
Morinville Public Library Board	Councillor Fitzgerald	\$40 Chairperson/Member	Town	\$40	Town	None	N/A	√		Monthly (2 hours)
Morinville Economic Development Working Group	Councillor Putnam	\$50/Member	Town	\$50	Town	N/A	N/A	√		Quarterly, or more often at call of Chair (3 hours)
Northern Lights Library System	Councillor Dafoe Alt: Councillor Boutestein	No public members	N/A	\$100/mtg (paid for stand alone executive meetings only). NLLS does not pay per diem for board meeting.	NLLS (for executive meetings only). Town pays per diem for board meetings.	0.47/km NLLS	Yes, PD by Town +\$100/executive mtg, \$200/board Yes, mileage by Town +0.035/km	√		Executive 9x/year (4-5 hours plus 6 hour drive roundtrip) Board 4x/year
Sturgeon Foundation	Councillor Putnam, Vice Chair Alt: Councillor Boutestein	No public members	N/A	\$90 1-4 hrs \$180 > 4 hrs Chair receives +\$20/mtg +\$40/month Vice Chair receives +\$20/month	Sturgeon Foundation	0.54/km SF	Yes, PD by Town if Council rep is not Chair +\$10/mtg <4 hours +\$20/mtg >4 hours	√		Monthly (2-3 hours)
Sturgeon Regional Economic Development Committee	Councillor Putnam Alt: Councillor Ladouceur	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	0.505/km if out of Morinville	N/A	√		As required
Sturgeon River Watershed Alliance	Councillor Fitzgerald Alt: Councillor Turner	No public members	N/A	\$100/mtg < 4 hours \$200/mtg > 4 hours	Town	0.505/km Town	N/A	√		minimum 2/yr or at the call of Chair (2 hours)
Tawatinaw Community Futures	Councillor Dafoe Alt: Councillor Fitzgerald	No public members	N/A	\$100/mtg < 4 hours \$200/mtg > 4 hours	Town	0.505/km Town	N/A	√		Monthly (3 hours)

**Schedule A**

**2015 Council Appointed Committees**

Updated Nov. 2015

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. Honarium		How often does committee meet? (Length of meeting)?
								PD	H	
Traffic Advisory Committee (Admin Committee)	Councillor Boutestein	\$60 Chair \$50 Member	Town	\$60 Chair \$50 Member	Town	None	N/A	√		Every second month (2-3 hours)
Northern Gateway Pipeline Community Advsitory Board (CAB)	Councillor Boutestein Alt: Councillor Fitzgerald	\$250	Northern Gateway	\$250/mtg	Northern Gateway	0.52/km Northern Gateway	N/A	√		2-3 times/year

## SCHEDULE B

### Honorarium Rate

As per Section 3.2 of the Council Remuneration and Per Diem Policy CA 128/2013, Cost of Living Adjustments (COLA) have been applied to Council Honorariums effective January 1, 2015.

- The approved COLA increase for 2015 is 1.5%.

2015 Council Honorarium rates are as follows:

<b>2015 Council Honorariums</b>			
	<b>Mayor</b>	<b>Deputy Mayor</b>	<b>Councillor</b>
Taxed Monthly Salary (2/3):	1,737.36	1,064.43	844.67
Non-Taxed Monthly Salary (1/3):	868.68	532.22	422.34
<b>Total Monthly Salary:</b>	<b>2,606.04</b>	<b>1,596.65</b>	<b>1,267.01</b>
<b>Annual Salary</b>	<b>31,272.49</b>	<b>19,159.79</b>	<b>15,204.13</b>

### Mileage Rate

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

### Meal Allowance

Meal allowance will be reimbursed at the Government of Alberta rates:

Morning	\$15
Mid-Day	\$20
Evening	\$25
Per Day	\$60 maximum

### Update

This information will be updated as necessary.