



Policy 100
Council Remuneration Policy

Prepared By: Administration

Council Approval Date: December 13, 2021

Effective Date: January 1, 2022

Council Resolution No.: #343-2021-12-13

References: Council Remuneration Committee – April 23, 2018

POLICY STATEMENT

Beaverlodge 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 Beaverlodge will reimburse expenses that reflect costs incurred to a member of The Town of Council.

SCOPE

This policy applies to all members of Town of Beaverlodge Council.

Council Honorarium

1. Compensation to members of Council shall be comprised of a monthly honorarium with additional compensation for attendance at approved events. The current and proposed fees are:

	2022	2023	2024	2025
Meeting Under 4 hrs	\$130.00	\$130.00	\$130.00	\$130.00
Meeting Over 4 hrs	\$260.00	\$260.00	\$260.00	\$260.00

	2022	2023	2024	2025
Mayor	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
Deputy Mayor	\$742.50	\$742.50	\$742.50	\$742.50
Councillor	\$495.00	\$495.00	\$495.00	\$495.00

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. Meetings also include the traveling time to and from the event location.
4. Honorarium may be claimed for attending a meeting, official function, course,

- conference, or seminar, where the attendance has been approved by Council.
5. Members of Council should not claim a per diem if they choose to attend an Authority, Board, Commission, Committee and Task Force meeting on their own where that Authority, Board, Commission, Committee or Task Force was assigned to another member of Council.

Review of Council Honorarium

6. The above rates shall be indexed annually by the Cost of Living Allowance provided to municipal staff.
7. Council shall recommend to the next Council an Ad Hoc Citizens Committee on Council Compensation review this policy.

Authority to Travel

8. 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 as determined at the annual Organizational Meeting of Council.
9. 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 Beaverlodge.
10. Other travel for members of Council shall be approved by resolution of Council.

Claim for Expenses

11. Lodging may be claimed at the amount shown on receipts submitted.
12. 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 Beaverlodge business.
13. While traveling on Town business, 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 at the rate approved under the Town's Travel & Expense Schedule.

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.

14. Gratuities on meals may be claimed to a maximum of 15 percent of the bill.
15. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel.
16. Travel by personal vehicle may be claimed at the current rate per kilometer as approved under the Town's Travel & Expense Schedule, while travelling on Town business.
17. Miscellaneous charges such as parking, secretarial services, photocopying, internet etc. may be claimed based on submitted receipts.
18. Registration fees may be claimed at the amount shown on receipts submitted.
19. Liquor is not an allowable expense that can be claimed, except where protocol dictates.

20. The Town will provide a light meal when Council meetings start before 6 p.m. and end later in the evening.

Submission and Approval of Claims

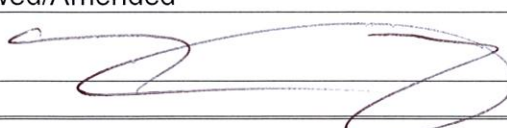
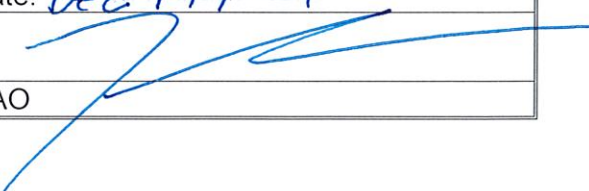
21. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer or designate.
22. All claims shall be audited for compliance with this policy by administrative staff prior to payment.

Education and Training

23. All members of Council shall attend training and orientation session(s) immediately following their election to Council, in order to qualify for appointments to Authorities, Boards, Commissions, Committees and Task Forces.
24. All training and development approved by Council.
25. Upon return from training, conference, seminar or meeting in which the Town has paid the expense for the Council Member or CAO to attend, a verbal report is to be provided to council at the next regular meeting of Council.

Cancellations

26. Any costs incurred as a result of a Council Member failing to attend a conference, seminar or workshop without the necessary cancellation arrangements being made prior to the event will be borne by that Council Member.
27. In the event that the Town has prepaid for accommodations and/or registration fees for the council Member to attend the event and the town is unable to obtain a refund for these costs, the Council Member shall bear the non-refundable costs.

Reviewed/Amended	Date: Dec 14/21
	
Mayor	CAO