



# *TOWN OF THREE HILLS*

## **POLICY # 220-A2**

### **COUNCIL REMUNERATION AND ALLOWANCE POLICY**

**Adopted by Council on:** June 22, 2020 by Resolution #309-2020  
**Amended by Council on:** February 8, 2021 by Resolution #036-2021  
**Amended by Council on:** October 12, 2021 by Resolution #213-2021

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#### **1. POLICY STATEMENT**

- 1.1.** While it is recognized that the primary reason that individuals seek municipal public office is public service, members of Town Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities.

#### **2. PURPOSE**

- 2.1.** To ensure that individuals who choose to serve their community as a member of Town Council receive fair, equitable and consistent compensation.
- 2.2.** To ensure that the council expense reimbursement practices comply with federal and provincial legislation and provide claimants with appropriate guidance relative to acceptable submissions.

#### **3. AUTHORITY**

- 3.1.** The authority for this Policy is by resolution of the Council of the Town of Three Hills.
- 3.2.** The CAO is accountable and responsible for the development, evaluation and implementation of this Policy.

#### **4. DEFINITIONS**

- 4.1.** Whenever the singular masculine gender is used in this Policy, the same shall include the feminine and neutral gender whenever context requires.
- 4.2.** In this Policy, unless the context otherwise requires:
  - 4.2.1.** “CAO” shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
  - 4.2.2.** “Council” shall mean the body of elected officials who govern the Town.

4.2.3. “Town” shall mean the Town of Three Hills.

## 5. SCOPE

5.1. This policy applies to all members of Town of Three Hills Council.

## 6. POLICY

### 6.1. Monthly Remuneration Payment

6.1.1. Council remuneration shall be targeted at the 45<sup>th</sup> Percentile of the market.

6.1.2. The market comparators will be: Kneehill County and the Towns of Crossfield, Gibbons, Hanna, Olds, Penhold, Pincher Creek, Sundre and Didsbury.

6.1.3. The Mayor shall receive a monthly allowance as per Schedule A, which shall be considered remuneration for the following:

- i. Attendance at regularly scheduled council meetings and committee of the whole meetings;
- ii. Attendance at all budget meetings;
- iii. Any and all preparation time required for all meetings;
- iv. Any time spent on appointments, visitations, tasks and reports relating to the mayor’s assigned committees, boards or general town business;
- v. A reasonable number of appearances at functions as the Town’s official representative.

6.1.4. The Deputy Mayor shall receive a monthly allowance as per Schedule A, which shall be considered remuneration for the following:

- i. Attendance at regularly scheduled council meetings and committee of the whole meetings;
- ii. Attendance at all budget meetings;
- iii. Any and all preparation time required for meetings;
- iv. Any and all time spent on appointments, visitations, tasks and reports relating to the Deputy Mayor’s assigned committees, boards or general town business.
- v. A reasonable number of appearances at functions as the Town’s official representative when requested by the Mayor.

6.1.5. Councillors shall receive a monthly allowance as per Schedule A, and shall be considered remuneration for the following:

- i. Attendance at regularly scheduled council meetings and committee of the whole meetings;
- ii. Attendance at all budget meetings;

- iii. Any and all preparation time required for meetings;
- iv. Any and all time spent on appointments, visitations, tasks and reports relating to the councillor's assigned committees, boards or general town business.

## **6.2. Per Diem Payment**

- 6.2.1. All members of Council shall receive additional remuneration or per diem as follows:
  - i. For attendance at any special council meeting that might be called from time to time;
  - ii. For attendance at other meetings or for other purposes which have been approved by resolution of Council;
  - iii. For attendance at regularly assigned, internal and external committee regular meetings and annual general meetings as assigned and passed by Council resolution at the Organizational meeting;
  - iv. Where remuneration is not provided by another board, commission, committee or organization;
  - v. For attendance at seminars, training sessions, conventions and summits approved by Council.
- 6.2.2. Remuneration or per diem received for those purposes set out in Section 6.2.1. above, shall be paid as follows:
  - i. At the rate established as per Schedule B, calculated to the nearest half hour;
  - ii. The minimum hours paid for any meeting, seminar, training session, convention and summit shall be one hour;
  - iii. The maximum hours paid for AUMA convention and other all-day conferences shall be eight hours per day, plus travel time (for example; 7 hours at convention plus 1.5 hours travel = 8.5 hours paid per diem);
  - iv. Travel time to out of town meetings, seminars, training sessions, conventions and summits shall be included in the calculation of daily remuneration or per diem;
  - v. Where the Mayor is invited to make additional public appearances in his/her official capacity may, at his/her discretion, claim per diem to a maximum of two hours for a single appearance;
  - vi. Where the Deputy Mayor or a Councillor is requested to make a public appearance as the Town's official representative, he/she may, at his/her discretion, claim per diem to a maximum of two hours for a single appearance.
- 6.2.3. Remuneration may be accepted from external boards, commissions, committees or organizations by a member of Council where they are:

- i. appointed by Council resolution;
- ii. all members receive an honorarium or fee.

### **6.3. Time Sheets**

- 6.3.1. All members of Council shall be required to submit a time sheet monthly on a standard form which may be amended from time to time. These time sheets shall include:
  - i. Date of the meeting, seminar, training session, convention, etc.;
  - ii. Description and purpose of the meeting, seminar, training session, convention, etc.;
  - iii. Total time attending and traveling to, and home from, the meeting, seminar, training session, convention, etc.;
- 6.3.2. All Council time sheets:
  - i. shall be reviewed and approved by the Mayor; and
  - ii. may be reviewed by a Council Member from time to time in the presence of the Mayor or CAO.
- 6.3.3. Time sheets shall be posted on the Town's website for each Councillor.

### **6.4. Expense Payments**

- 6.4.1. All members of Council shall be reimbursed for expenses incurred as per Schedule B where:
  - i. the member of Council is the appointed representative at the annual organizational meeting;
  - ii. or the member of Council is authorized to attend by Council resolution.
- 6.4.2. Expenses related to events of a social or political nature shall not be reimbursed.

### **6.5. Expense Forms**

- 6.5.1. All members of Council shall be required to submit an expense claim for each month for expenses incurred, on a standard form which may be amended from time to time. These expense forms shall include:
  - i. Date the expense was incurred;
  - ii. Description, purpose and details of the expense;
  - iii. Actual receipts must be submitted. Credit card slips will not be accepted;

- iv. All Council expense forms shall be reviewed and approved by the Mayor;
- v. All Council expense forms may be reviewed by a Council Member from time to time in the presence of the Mayor or CAO.
- vi. All expense forms shall be posted on the Town website for each Councillor.

## **6.6. Benefits**

- 6.6.1. The Town shall provide all members of Council the following benefits;
- |      |  |      |
|------|--|------|
| i.   | Extended Health and Dental and Vision Care       | 100% |
| ii.  | Group Life Insurance                             | 100% |
| iii. | Direct Bill Prescription Card for Drug Purchases | 100% |
| iv.  | Employee Assistance Program                      | 100% |
| v.   | Accidental Death & Dismemberment (AD&D)          | 100% |
- 6.6.2. For members of Council already covered through another Group Benefit Plan, a Health Care Spending Account shall be provided as per schedule B. This amount is for the entire family and may be carried forward one (1) year to a maximum of two (2) years.
- 6.6.3. Members of Council are eligible to receive Dependent Life coverage for a spouse at the Councillors expense.
- 6.6.4. Members of Council may choose to receive Optional Life and Optional Critical Illness Benefits at the Councillors expense.

## **6.7. Mandatory Education and Training**

- 6.7.1. All members of Council must attend a governance training session immediately following their election or acclamation to Council. Emergency management training and other training as may be required by Federal or Provincial legislation.
- 6.7.2. The intent is that a training and orientation session will be scheduled in each election year within thirty (30) days following the election. If for some reason a member of Council cannot attend that session, he/she will work with the CAO to find an alternate training session.

## **6.8. Conferences, Seminars and Workshops**

- 6.8.1. All members of Council may wish to attend the Alberta Urban Municipalities Association (AUMA) annual conference.
- 6.8.2. There are other annual conferences that include, but are not limited to, Rural Municipalities Association (RMA), Federation of Canadian Municipalities (FCM), Community Planning Association of Alberta (CPAA) and Economic Developers Alberta (EDA)

- 6.8.3. In addition, to enhance their Council positions, there are workshops and seminars that members of Council may wish to attend. All of these items must be approved by Council resolution prior to any expenses being charged to the Town of Three Hills.
- 6.8.4. Once a member of Council's budgeted allotment has been depleted, any further requests for conference attendance or participation in workshops, seminars will be at that member's own expense.
- 6.8.5. Expenses to be covered through the allotment shall include:
  - i. Registration fees
  - ii. Accommodations
  - iii. Meal expenses
  - iv. Travel expenses
  - v. Mileage
  - vi. Incidental fee
  - vii. Per diem
- 6.8.6. Following attendance at a conference, workshop or seminar, the attending member of Council shall provide a written request for decision report to Council.

## **6.9. Clothing Allowance**

- 6.9.1. All members of Council shall be entitled to the clothing allowance in the same manner as employees of the Town.

## **6.10. Internet and Cell Phone Reimbursement**

- 6.10.1. All members of Council shall be reimbursed for related internet and cell phone expenses as per schedule B.
- 6.10.2. A copy of the original bill must be provided.

## **6.11. Review**

- 6.11.1. Council remuneration rates will be reviewed in coordination with the CUPE Collective Agreement negotiations and adjustments shall be tied to the adjustments negotiated with the other employees.

## **7. PRIOR POLICY**

- 7.1 This policy shall supersede and replace all prior policies, oral or written, regarding Council Remuneration within the Town of Three Hills.

Approved On:	February 8, 2021	Resolution No:036-2021
Effective On:	February 8, 2021	
Previous Version:	June 22, 2020	Resolution No: 309-2020
Next Review Date:	December 1, 2023	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	

## SCHEDULE A

### COUNCIL REMUNERATION AND ALLOWANCE POLICY

#### 1) Remuneration Payments (Effective January 01, 2021)

	2020	2021 (0%)	2022 (0.5%)	2023 (0.5%)
Mayor	\$1,556.89	\$1,556.89	\$1,564.67	\$1,572.49
Deputy Mayor	\$1,037.93	\$1,037.93	\$1,043.12	\$1,048.34
Councillor	\$830.34	\$830.34	\$834.49	\$838.66
Hourly	\$34.90/hr	\$34.90/hr	\$35.07/hr	\$35.25/hr

## SCHEDULE B

### COUNCIL REMUNERATION AND ALLOWANCE POLICY

#### Expense Payments

1. The cost of hotel accommodation shall include room charge, hotel/luxury tax, and GST.
2. For private lodging to a maximum of **\$50.00** per night without receipt.
3. A **\$20.00** per day incidental fee will be paid when a member of Council is out of Town for 24 hours or more.
4. For the costs incurred for parking.
5. For meal costs incurred, without receipt, as follows:
  - 5.1. Breakfast      **\$20.00**      If departed home before 7:30 a.m.
  - 5.2. Lunch            **\$25.00**      If departed home before 1:00 p.m.
  - 5.3. Dinner            **\$35.00**      If departed home before 5:30 p.m. or arrives home after 6:30 p.m.
  - 5.4. Daily              **\$80.00**      If departed before 7:30 am and arrives home after 6:30 p.m.
6. For mileage incurred at the Government of Canada rates effective each year travelled in the Council member's private vehicle. **Car pooling or use of Town vehicle is encouraged where possible.**
7. Liquor is not an allowable expense.
8. Meals can only be claimed if not covered in the registration fee.
9. Council members may elect to submit meal receipts for actual costs where they exceed the per diem due to the location of the event. All attempts must be made to maintain a reasonable expense.

10. Gratuities paid not to exceed 15%.
11. Internet: 50% of plan to a maximum of **\$30.00/month**
12. Cell Phone: 50% of plan to a maximum of **\$30.00/month**
13. Annual Health Spending Accounts **\$3,000.00**