

Policy



Title: COUNCIL REMUNERATION
Policy Number: CL-11-06
Effective Date: February 14, 2024
Resolution: 025-24
Department Responsible: Council
Supersedes Policy No: A13 (2024)
Next Review Date: January 2025

POLICY STATEMENT:

The purpose of this policy is to establish fair and equitable compensation for elected officials for performance of their duties as elected officials, for attending meetings of committees to which they are appointed by Council, and for attending various other meetings and special events as representatives of the Municipal District of Lesser Slave River No. 124.

DEFINITIONS:

“**Daily Fee**” means the rate-of-pay for each meeting attended as outlined in Schedule B;

“**Elected Official**” means the Reeve, Deputy Reeve, and Councillors of the Municipal District of Lesser Slave River No. 124;

“**Monthly Honorarium**” means the monthly flat rate of pay to account for the time each member of Council spends representing the Municipal District of Lesser Slave River No. 124 and conducting the day-to-day business of a Council Member.

PRINCIPLE:

1. Remuneration Model

- a. The Reeve, Deputy Reeve and Councillors are remunerated on a monthly honorarium plus daily fee-based model. The monthly honorarium for Reeve, Deputy Reeve and Councillors is detailed in Schedule A. Eligibility for daily rates, allowances and reimbursement of expenses is further provided for in this policy.
- b. The Council Remuneration Policy shall be reviewed, and recommended changes implemented prior to the next Municipal Election/Council term.

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- c. Established rates of remuneration will be adjusted for a cost-of-living allowance, at the same time, in the same manner, and for the same amount (if any) as the salary grid of the Municipal District of Lesser Slave River No. 124. All rates under this policy will be rounded to the closest dollar for ease of processing.
- d. The monthly honorarium will not be reduced if a Member is unable to perform any duty.

2. Daily Fee

- a. Reeve, Deputy Reeve, and Councillors shall be eligible to claim a daily fee for preparing for and time spent attending meetings and/or functions identified under Part 1 as Daily Fee in attached Schedule B.
- b. For those meetings and/or functions identified under Part 1 Schedule B, Councillor shall be compensated at the Daily Fee as prescribed in attached Schedule B.
- c. For the attendance of conferences, compensation will begin at the time the Reeve, Deputy Reeve or Councillor departs from their residence to the time of return to their residence. In the event a detour in travel is necessary, compensation shall be calculated as if the detour did not occur, not to exceed the daily fee.
- d. Despite clause 2(b), Reeve, Deputy Reeve, and Councillors are eligible to claim the daily fee for required travel, on the day before and/or the day after, to attend meetings and/or functions identified under Part 1 Daily Fee in attached Schedule B.
- e. In the event that an Elected Official is entitled to receive an honorarium from a standalone Commission/Board/Authority that generates its own independent financial statements, that honorarium shall be remitted to the Municipality. The Elected Official in that circumstance will receive the Daily Fee as applied by this policy.

3. Benefits

- a. Elected Officials shall be entitled to participate in the Municipality's health benefits as per the requirement and limits set out in each plan, with the Municipality paying 75% of the costs and the Elected Official paying 25% of the costs.
- b. The cost of benefits will be deducted from the Elected Official's monthly honorarium



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4. Communication Allowance

- a. All Elected Officials are provided with either an iPad, tablet, or laptop for the duration of the term.
- b. Elected Officials are eligible to receive a monthly communication allowance as set out in Schedule A of this policy.

5. Travel Expenses

- a. Travel expense claims are permitted to events as listed in attached Schedule B. All travel claims must detail the date, time, travel location and purpose of the vent of activity. Lump-sum travel claims will not be approved.
- b. Use of personal vehicles for conducting Municipality business shall be paid in accordance with Appendix A of the Subsistence and Travel Expenses Policy.
- c. Where travel is authorized, the most direct, economical, and logical mode of travel shall be utilized.
- d. Where transportation is provided (for example, as part of convention registration), it is expected that Elected Officials will make use of the complimentary transportation services.
- e. If multiple Elected Officials are attending the same event or functions, it is expected, when practical, that they will commute together.
- f. Where an Elected Official chooses to use a mode of transportation other have the most economical method, reimbursement shall be as though the most economical method was used.
- g. An Elected Official may select a route or mode of transportation to combine personal activities with Municipality business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- h. Air travel shall not exceed regular economy class rates. If the Member chooses other rates, they will be personally responsible for the rates over and above the economy rates.
- i. In the event of adverse weather conditions, Elected Officials shall be permitted to seek





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accommodations until safe travel can be resumed. Unexpected meals and accommodations expenses incurred as a result of adverse weather shall be reimbursed as prescribed in Appendix A of the Subsistence and Travel Expenses Policy upon submission of all applicable receipts.

6. Meals and Accommodation

- a. Where an Elected Official is required to travel on approved municipal business, the Member may claim a meal allowance as prescribed in Appendix A of the Subsistence and Travel Expenses Policy.
- b. The Municipal District of Lesser Slave River No. 124 will not provide reimbursement for alcoholic beverages.
- c. Elected Officials may pay for the meal cost of other Members or other elected officials, of the meeting for which the meal costs relate to a meeting regarding Municipal District of Lesser Slave River No. 124 business.
- d. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Elected Official's hotel accommodation be the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member. When possible, every effort will be made by Administration to book hotel accommodations for Elected Officials, with charges billed directly to the Municipal District of Lesser Slave River No. 124.
- e. The Municipal District of Lesser Slave River No. 124 will reimburse Elected Officials for private accommodations as prescribed in Appendix A of the Subsistence and Travel Expenses Policy except if the accommodation is a private dwelling of the Member, in which no reimbursement will be paid.
- f. If an Elected Official's adult partner chooses to attend a Municipal event, the resulting costs will be borne by the Member.

7. Registrations

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Official Education Program (EOEP) courses or other similar functions shall be paid by the Municipality.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials





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Education Program (EOEP) courses or other similar functions booked by the Member will require a receipt in order to be reimbursed.

- c. Whenever possible all registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations on behalf of the Member.

8. Signing Authority

- a. The Executive Assistant and/or designate shall review, sign, and approve for payment all expense claims submitted under this policy.
- b. When remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.
- c. On a monthly basis, the Chief Administrative Officer, or his or her designate, shall ensure the most recently approved expense sheets are submitted to Council as part of a regular meeting agenda, for information purposes.

9. Administration

- a. Elected Official remuneration and expense budgets are approved in the annual budget.
- b. If an Elected Official exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- c. Elected Officials must submit monthly remuneration to the payroll clerk by the 21st of each month.
- d. Expense claims must be submitted within two months following the end of the month in which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- e. Notwithstanding clause 9(d) above, Elected Officials must submit all outstanding remuneration and expense claims within one month of the closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- f. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must





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be detailed; a credit card statement will not be accepted for reimbursement.

- g. All approved remuneration and expense claim values will be posted on the Municipal District of Lesser Slave River No. 124 website in an aggregate form as considered appropriate by the Chief Administrative Officer, or his or her designate.
- h. Compliance with this policy is the responsibility of each individual Member in cooperation with the municipal Council as a whole.
- i. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- j. Should an Elected Official wish to decline any portion of the eligible annual salary or allowances under this policy, the Member shall submit a written request to the Chief Administrative Officer, or his or her designate, specifying the time frame or parameters of the cessation.

This Policy aligns with all other Municipal District of Lesser Slave River No.124 Bylaws, Policies & Procedures

"Original Signed"

Chief Administrative Officer
Barry Kolenosky

Feb 14, 2024
Date

"Original Signed"

Reeve
Murray Kerik

Feb 22, 2024
Date

SPECIAL NOTES/CROSS REFERENCE: B31 Policy & Procedure Development
K20 Travel & Subsistence

AMENDMENT DATE: February 14, 2024





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SCHEDULE "A"

Part 1- Monthly Honorarium

Elected Official shall receive the following monthly honorarium:

Reeve:	\$1579.34
Deputy Reeve:	\$1118.35
Councillor:	\$987.08

Part 2- Monthly Honorarium Criteria

The Elected Official shall receive the monthly Honorarium for:

- Work within the Municipality with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the Municipal Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss Municipal business.
- Attendance at social functions as dignitaries representing the Municipality. This would include Remembrance Day Ceremonies and grand openings within the Municipality.
- Meetings with the media. This includes press conferences, interviews and/or meetings.
- Attendance at functions for staff and Elected Officials, including staff barbecues, Christmas Parties, and farewell lunches/dinners.

Part 3 - Communications Allowance

The Elected Official shall receive a communication allowance in the amount of: \$103.36 Per Month





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SCHEDULE "B"

Part 1 - Daily Fee

Elected Officials (Reeve, Deputy Reeve, Councillors) shall receive the following meeting Daily Fee:

Daily Fee \$329

In addition to the monthly honorarium as described in Schedule "A", Elected Officials shall be compensated a daily fee for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committees of the Whole, Special Council Meetings, and Organizational Meetings of Council.
- Attendance, as the Council representative, at all internal committee meetings of the Municipality.
- Attendance, as the Council representative, at all external committee meetings of the Municipality.
- Attendance at Council-approved Conferences.
- Zone/District meetings of the Alberta Municipalities (AM), and the Rural Municipalities of Alberta (RMA).
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and meetings with the Member of Parliament (MP) or Member of the Legislative Assembly (MLA).
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the Municipality, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AM & RMA Ad Hoc Committees if no remuneration from AM or RMA.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Elected Officials are allowed two (2) meeting days per year to use at their discretion without having Council approval.





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Part 2- Travel Expenses

Elected Officials are eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1- Daily Fee (above).
- Mileage for traveling within the Municipality for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Member has been invited by the organizing group to attend and represent the Municipality.
- Attendance at networking opportunities and community events while representing the Municipality.

