



COUNCIL POLICY C-AD22

Council Compensation

Prepared By:	Legislative and Administrative Services	Council Approval Date:	December 9, 2014
Effective Date:	December 9, 2014	Council Resolution No.:	N/A
References:	Council Expenses Policy C-AD24	Previous Revision Date:	April 9, 2013 (C-AD22) Sept. 23, 2008 (HR-027)
Function:	Personnel	LAS Review Date:	October 6, 2014

PURPOSE

The purpose of this policy is to establish compensation for elected officials which includes basic (annual) honorarium, per diem rates, and benefits.

POLICY STATEMENT

Parkland County shall provide compensation to council members 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 dignitaries for Parkland County.

SCOPE

This policy applies to all members of Council.

MANAGEMENT RESPONSIBILITIES

The monitoring and evaluating of this policy is the responsibility of Legislative and Administrative Services.

STANDARDS**1. Basic Honorarium**

- a. Basic (annual) honorarium shall be paid to members of Council for the performance of their duties as elected officials. Basic honorarium shall be adjusted yearly by Legislative and Administrative Services to be equal to the cost of living adjustment provided to non-union County employees, and provided in Schedule "A" of this policy.
- b. Each member of Council shall receive basic honorarium for the following duties:
 - i. Attendance at all regularly scheduled meetings of:
 - Council
 - Governance and Priorities Committee
 - Agricultural Service Board.
 - ii. Attendance at the following meetings:
 - Special Council Meetings (as specified in the Municipal Government Act s194)
 - Organizational meetings of Council (as required by the Municipal Government Act)
 - Meetings with residents and community groups (this would include open houses and public meetings)

- Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business
 - Conducting annual evaluations of the CAO
 - Meetings where attendance is as a dignitary representing the County (this would include meetings such as Chamber of Commerce meetings and presentations, West Parkland Gas Co-op Anniversary meeting, Capital City Savings Annual meeting)
 - Meetings with the media (this would include press conferences)
 - Emergency meetings to deal with disaster occurrences.
- c. Attendance at social functions as dignitaries representing the County (this would include functions such as Premier's Breakfast/Dinner, Remembrance Day Ceremonies, Farmers Days Breakfasts, grand openings within the County and municipalities within County boundaries).
- d. Attendance at charitable events as dignitaries representing the County (such as Camp HeHoHa fund raisers).
- e. Attendance at functions for staff and councillors (this would include functions such as Employee Service Awards, Occupational Health and Safety Barbecue, Christmas Luncheon, and farewell lunches/dinners for staff and councillors).
- f. Attendance at public events that are hosted by the County (this would include functions such as Appreciation Night for Public Committee Members, Presidents' Forums, Volunteer Recognition Night (Salute), Awards of Excellence, Mayor's Prayer Breakfast).
- g. Preparation for Council and Committee meetings.
- h. Liaison work within the councillor's division with residents and businesses.

2. Per Diems

- a. The Mayor and Deputy Mayor are responsible for authorizing payments of per diems that are submitted in council members' monthly expense statements.
- b. The per diem rate shall be adjusted yearly by Legislative and Administrative Services to be equal to the cost of living adjustment provided to non-union County employees, as provided in Schedule "A" of this policy.
- c. In addition to a council member's honorarium, a per diem shall be paid to a council member for attending meetings of any committee or board to which he/she is appointed by Council, subject to Section 5.a.
- d. If the Mayor attends or participates in a meeting in ex officio capacity, the Mayor will be considered to be serving as an appointed committee member and is eligible to claim a per diem for attending the meeting.
- e. Members of council are to provide details of meetings that they have attended, including the length of the meetings (inclusive of travel time), on the required monthly expense form.
- f. Half-day or evening meetings are subject to the following qualifications for per diems, inclusive of travel time:
- i. Meeting 0:00 – 4:00 hours – one half per diem
 - ii. Meeting 4:01 – 8:00 hours – one per diem
 - iii. Total per diem claim may not exceed one and one half per diems per day
 - iv. For attending conferences and conventions, Council members shall receive a maximum of one per diem per day (1/3 non-taxable).

- g. Per diems will be paid for attendance at the following:
 - i. Conferences and conventions (subject to Section 2.f.iv)
 - ii. Council/Management meetings, Council retreat meetings such as Strategic Planning meetings, Council budget meetings, and Capital Road Program meetings
 - iii. Agricultural tours and County road tours
 - iv. AAMD&C District meetings and AAMD&C ad hoc committee meetings (if no remuneration is received from AAMD&C)
 - v. Meetings with other municipalities (this would include meetings such as Tri-Council meetings, Regional Mayors and Reeves meetings, and Joint Council meetings)
 - vi. Meetings with other government agencies and businesses (this would include meetings such as those with the Province, School Divisions, Regional Health Authority, TransAlta, and Acheson/Entwistle Business Associations, MLA Meetings, Provincial/Federal agencies)
 - vii. Public planning meetings not held as part of the regular Council meeting (this would include meetings such as those regarding Area Structure Plans, Land Use Bylaw, Municipal Development Plan)
 - viii. Interviews (such as those for public committee members or for Council's secretarial position)
 - ix. Council orientation meetings/sessions
 - x. Training and professional development such as Assessment Review Board training, Subdivision and Development Appeal Board training, legal seminars, and educational programs for elected officials.
 - xi. Grand openings **outside** the County, if formally invited to present a verbal or written presentation
 - xii. Special Council training or information sessions (i.e., workshops) for particular County issues.
 - xiii. All other meetings, only if attendance has been approved by the Mayor (or Deputy Mayor if the Mayor is absent).

3. Benefits

- a. Council members will be given the opportunity to join the Alberta Association of Municipal Districts and Counties (AAMDC) pension plan in accordance with those rules and regulations set out in that plan. If a Council member chooses not to participate in the AAMDC pension plan, the County will contribute to a Registered Retirement Savings Plan (RRSP) on the same contributory basis.
- b. Council members are also eligible to participate in County-provided benefits, as listed below, in accordance with the requirements and limits set out in each plan:
 - i. Extended Health Care, Vision Care, Out-of-Province Emergency Travel Benefits, Dental
 - ii. Group Life Insurance
 - iii. Basic Accidental Death and Dismemberment Insurance
 - iv. Optional Accidental Death and Dismemberment Insurance.
- c. Members of Council are to provide sufficient information to the Finance Department (Payroll) and sign up for eligible benefits.

4. Other Compensation

a. Personal Communication Device

Each Council member shall receive a County-issued tablet (i.e., iPad or comparable) and either a County-issued communication device (i.e., Blackberry or comparable), or a monthly allowance for the use of a personal communication device as per the rate identified in Schedule "A".

b. Internet Service

Each Council member shall receive reimbursement for the installation of high speed Internet to his/her place of residence, if installation is required after being elected, and a monthly allowance to cover basic high speed Internet operation costs from their place of residence, at a rate that is reviewed annually and determined by Legislative and Administrative Services, and identified in Schedule "A".

c. Travel Per Diem

Council members who live over 40 km from Parkland County Centre may receive an optional monthly travel per diem, at a rate identified in Schedule "A", to compensate for travel time that is not covered by other per diem. The Mayor may receive an optional travel per diem, at a rate identified in Schedule "A", to compensate for travel time that is not covered by other per diem.

d. Training and Professional Development

Each member of Council shall be entitled to a budgeted amount for training and professional development. This budget amount will include a provision for specialized training such as the Elected Officials Education Program (EOPE), if the elected official has not already had such training.

Council members will receive their four-year allotment (for training and development) in their first year of office, and any remaining budget is carried forward to future years until the budget is spent or their term ends. Each member of Council is responsible for keeping within their budgeted amounts for training/professional development. Council members are expected to report to Council on the content and benefit of the courses they take.

e. Conferences and Conventions

Each member of Council shall be entitled to a budgeted amount for attending conferences, conventions and other such functions. Each member of Council is responsible for keeping within their budgeted amounts for conferences and conventions. Council members are expected to report to Council on the conferences they attend.

5. Exclusions

- a. In the event that a member of Council receives any remuneration from another board, commission or committee for that member of Council's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Council member shall **not** be paid by the County for the Council member's attendance at such meeting.
- b. In the event that a member of Council attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Council member shall **not** be paid a per diem by the County for their attendance. Expenses that are deemed to **not** be political contributions shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the *Election Finances and Contributions Disclosure Act Section 23(3)(a)*.

6. Conflicts or Disputes

- a. In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for resolution.

7. Remuneration Review

- a. Council remuneration is to be reviewed in the year before an election year. Council may request a committee of public members to review Council remuneration and bring forward recommendations regarding remuneration to Council that would be effective for the newly elected Council. Council would be required to approve a Terms of Reference for the Council Remuneration Committee.

SCHEDULE A

Schedule A is reviewed and updated by Legislative and Administrative Services (LAS) on an annual basis under the authority of Policy C-AD22, Sections 1.a and 2.b. The schedule for the current year is saved and posted as a separate document.