



# Elected Official Remuneration

PREPARED BY:	Legislative Services	COUNCIL APPROVAL DATE:	
EFFECTIVE DATE:	January 1, 2019	PREVIOUS REVISION DATE:	October 6, 2014
REFERENCES:	Policy C-AD24 <i>Election Finances and Contributions Disclosure Act</i>	LS REVIEW DATE:	February 28, 2019
FUNCTION:	Personnel	NEXT REVIEW DATE:	October 1, 2019

## PURPOSE

The purpose of this policy is to establish compensation for Elected Officials.

Objectives are to:

- Provide fair, consistent, and adequate compensation for Elected Officials at a level that will attract community-minded citizens as candidates for public office;
- Ensure compensation provided to Elected Officials is done in a transparent and cost-effective manner;
- Ensure that personal costs related to conducting Council business are minimized for Elected Officials; and
- Maintain compensation relative to comparative municipalities in Alberta.

## POLICY STATEMENT

Parkland County shall provide compensation to Elected Officials for Council Business. It is necessary for the County's Elected Officials to network, to meet with residents, and to support community, committee, and other events.

## DEFINITIONS

The following definitions and interpretations apply in this policy:

"Alternate" is the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

"AUMA" means the Alberta Urban Municipalities Association.

"Chief Administrative Officer or CAO" is the individual appointed to the position of Parkland County's Chief Administrative Officer, or his/her designate.

"Community relations expenses" relate to promoting Parkland County, hosting of dignitaries/residents or supporting local endeavours. Examples include event tickets, sponsorships, and municipally-branded promotional items.

"Conference" is a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.

"Convention" is an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

"Council" is the collective group of Elected Officials who govern Parkland County.

"Council Business" refers to the activities conducted by Council in keeping with the provisions of the *Municipal Government Act*. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and Community Relations.

"Councillors" are the Elected Officials of Parkland County, excluding the Mayor.

"County" is the Municipality of Parkland County.

"Elected Officials" are the Mayor and Councillors of Parkland County.

"Expenses" are the costs incurred by Elected Officials when conducting Council business.

"Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party while conducting Council business.

"Mayor" is the Chief Elected Officer as defined in the *Municipal Government Act*.

"Receipt" is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.

"RMA" means the Rural Municipalities of Alberta association.

"Training and Development" is a process of enhancing a Council member's ability to perform in relation to their governance role.

### **SCOPE**

This policy applies to all Parkland County Elected Officials.

### **RESPONSIBILITIES**

#### **1. Elected Officials shall**

- a. Follow this policy to demonstrate transparency and accountability to the taxpayers;
- b. Approve any amendment to this policy. Rates will be reviewed annually by the Manager of Legislative Services or designate to reflect current trends in costs and indicated in Schedules "A", "B", and "C";
- c. Engage the services of administration and a public committee to review this policy in accordance with the terms of reference that are specified by Elected Officials;

- d. Provide a personal Training and Development Plan for the subsequent year to Council for approval as part of the annual budget process;
- e. Obtain receipts and/or other required documents to substantiate all expenditures. Only detailed itemized receipts with GST number (if applicable) will be accepted. Debit and credit card receipts do not provide sufficient information to substantiate expenditures; however, in the instance where a receipt could not be obtained (i.e. parking machine), approval will be at the discretion of the designated approver;
- f. Submit their expense claims to Legislative Services through the Travel and Expense AX Module; and
- g. Not exceed individual budgets without prior approval of Council, by a resolution passed at a public meeting.

## **2. Administration shall**

- a. Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budget;
- b. Review all Elected Officials expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with the provisions of this policy;
- c. Inform Elected Officials of any expense claims that do not fully comply with the provisions of this policy;
- d. Coordinate travel, accommodation, convention and conference activities of Elected Officials to benefit from group rates or discounts to the extent feasible and practical;
- e. Coordinate and manage travel and accommodation for mandatory training, conventions, conferences and County events; and
- f. Publish financial reports on a monthly basis.

## **STANDARDS**

### **1. Basic Honorarium**

- a. A basic (annual) honorarium shall be paid to Elected Officials for the performance of their duties as Elected Officials. The basic honorarium rate will be reviewed by Legislative Services during the development of the County's annual budget. The current rates are identified in Schedule "A".
- b. Each Elected Official shall receive basic honorarium for the following duties:

Attendance at all regularly scheduled meetings of:

- i. Council or Committee of the Whole meetings, which qualifies as an eight (8) hour day for each meeting, this also includes Special Council Meetings.
- ii. Elected Officials meetings with residents and community groups (including open houses and public meetings).
- iii. Informal meetings held during Council meetings and/or Committee of the Whole meeting days with the Chief Administrative Officer (CAO) and staff to discuss County business but not to exceed eight (8) hours in a given day.
- iv. Conducting annual evaluations of the CAO.

- v. Meetings where attendance is as a dignitary or representative of the County, excluding joint Council meetings
- vi. Emergency meetings to deal with disaster occurrences.
- vii. Attendance at County functions in the context of celebrations or functions.
- viii. Attendance at public events hosted or co-hosted by the County meant for celebration or public recognition.
- ix. Direct work with residents and businesses of the County.
- x. Preparation work.

## 2. Per Diems

- a. The per diem rate will be reviewed by Legislative Services during the development of the County's annual budget. The current rates are identified in Schedule "A".
- b. Elected Officials are to provide details of meetings that they have attended, including the length of the meetings (inclusive on travel time) on their expense submission.
- c. 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. Meeting greater than 8 hours – one and a half per diem.
- d. Per diems will be paid for attendance at the following:
  - i. Meetings of any external committee or board to which the Elected Official is appointed by Council, or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or board/committee chair.
  - ii. Internal Elected Officials committees to which the Elected Official is appointed by Council, or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or committee chair.
  - iii. Representation as an appointee on an external organization as appointed by Council.
  - iv. Representation as an alternate when requested by the committee or organization, or by the current appointee.
  - v. Meetings held with administration outside of Council or Committee of the Whole meeting days, this includes Annual Budget Meetings held outside of regular meeting days.
  - vi. Meetings with other governments and government agencies outside of Council or Committee of the Whole meeting days, including joint council meetings.
  - vii. Mandatory training as identified in Schedule "C".
  - viii. Conferences and conventions.
  - ix. Rural Municipalities of Alberta (RMA) meetings, including Zone meetings.

- Per diems will be paid for Pembina Zone meetings, as all Elected Officials are expected to attend.
- x. Road Tours, including the Agriculture Services Board Agriculture Tour.
- xi. Interviews for Council staffing positions or Public Committee appointments.
- xii. Elected Officials orientation meetings/sessions.
- xiii. Elected Official Strategic Planning sessions.
- xiv. If per diems are paid by external organizations, no per diems will be paid to the Elected Official by Parkland County.

### 3. Benefits

- a. Elected Officials will be given the opportunity to join the County Benefits Plan in accordance with the rules and regulations set out in that plan. If an Elected Official chooses not to participate in the pension plan, the County will contribute to a Registered Retirement Savings Plan (RRSP) on the same contributory basis.
- b. Elected Officials 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. Elected Officials are to provide sufficient information to Employee Services (Payroll) and sign up for eligible benefits.

### 4. Other Compensation

- a. Personal Communication Device  
Each Elected Official shall receive a County-issued tablet (i.e. iPad or comparable) and either a County-issued communication device (i.e. iPhone or comparable), or a monthly allowance for the use of a personal communication device as per the County rate identified.
- b. Internet Service  
Each Elected Official shall receive a monthly allowance to cover basic high speed Internet operation costs from their place of residence, at a rate that is reviewed and determined by Legislative Services.
- c. Monthly Travel Allowance  
Council members who live over 40 km from Parkland County Centre qualify for an optional monthly travel allowance, at a rate identified in Schedule "A", to compensate for travel time and vehicle maintenance costs that are not covered by other per diems. 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 diems.
- d. Training and Professional Development

- i. Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- ii. Mandatory training will be budgeted as general training in the Council as a Whole budget. Mandatory training is identified in Schedule "C".
- iii. Each Elected Official shall be entitled to a yearly allowance for training and development. The current individual budget amount is identified in Schedule "C".
- iv. Each Elected Official is responsible for keeping within their budgeted amounts for training/professional development.
- v. Elected Officials will present their education plans of the content and benefit of the courses they wish to take for approval of Council prior to the summer break. This should align with Council's Strategic Plan and their individual learning goals. Council shall have authority to approve each Elected Official's plan. If new requests occur following summer break, Elected Officials shall bring any training requests to Council for approval.

e. Conferences and Conventions

- i. Elected Officials are expected to represent Parkland County at conferences and conventions. Mandatory conferences and conventions are identified in Schedule "B". These will be budgeted in the Council as a Whole budget, as it is expected that all of Council attend.
- ii. Each Elected Official is authorized by Council to utilize his/her individual approved Conference and Convention budget for attending conferences, conventions and other such functions outside of the mandatory conferences and conventions.
- iii. No Elected Official shall exceed individual Conference and Convention budgets without prior approval of Council by a resolution passed at a public meeting. If an Elected Official exceeds their annual budget, the overage will be deducted from the next year's budget allocation once approved by Council. If an Elected Official does not spend their full annual budget, the remaining amount will be carried forward to the following year.
- iv. For budget purposes, Elected Officials are expected to report to Council on the conferences and conventions they intend to attend prior to the summer break. Upon attendance, Elected Officials must report in a formal manner, identifying possible best practices, policies or administrative controls that may provide value to the County and its residents. If new requests occur following summer break, Elected Officials shall bring any requests to Council for approval.

f. Community Relations

Each Elected official will be allocated an annual budget for community relation expenses to be used at their discretion. This allocation is identified in Schedule "B". The following principles shall be applied to Community Relations expenses:

- i. No expense may be incurred to advance the personal interests of a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events and services.
- ii. No expense may be incurred under this budget within the 6 months prior to a municipal election without the prior approval of Council, by resolution.
- iii. Elected Officials should demonstrate a prudent use of resources focusing on transparency and accountability.
- iv. Expenses should support Council objectives.
- v. Any expense that falls outside the approved policy requires prior approval of the Council as a whole, by resolution.
- vi. No Elected Official shall exceed individual Community Relations budgets without prior approval of Council by a resolution passed at a public meeting. If an Elected Official exceeds their annual budget, the overage will be deducted from the next year's budget allocation once approved by Council. If an Elected Official does not spend their full annual budget, the remaining amount will be carried forward to the following year.
- vii. Sponsorships on behalf of Council as a Whole will be budgeted through the Council as a Whole's Community Relations Budget.

5. **Exclusions**

- a. In the event that an Elected Official receives any remuneration from an external board or committee or commission for that Elected Official's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Elected Official shall **not** be paid by the County.
- 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 Elected Officials shall **not** be paid a per diem by the County for their attendance. For 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)*.
- c. The County shall not pay for any spousal or guest expenses.
- d. The County shall not reimburse any Council Member for, or otherwise directly or indirectly pay for, any political contributions.

#### **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 decision through resolution.

#### **7. Remuneration Review**

- a. Elected Officials remuneration is to be reviewed in the third year of each council term. Council shall request that a third party review Elected Official's remuneration to 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 Elected Officials Remuneration Review.

### **ATTACHMENTS**

Schedule "A" Honorarium, Per Diems and Allowances

Schedule "B" Mandatory Conferences, Meetings and Conventions

Schedule "C" Mandatory Training



**SCHEDULE "A"****HONORARIUM, PER DIEMS AND ALLOWANCES****BASIC HONORARIUM**

Mayor	\$94,800
Deputy Mayor	\$67,400
Council Members	\$52,500

**PER DIEMS**

<b>Meeting Duration</b>	<b>4 hours or less</b>	<b>Over 4-8 hours</b>	<b>More than 8 hours</b>
Mayor	\$149	\$298	\$447
Deputy Mayor	\$149	\$298	\$447
Council Member	\$149	\$298	\$447

**TRAVEL ALLOWANCE**

<b>Optional Travel</b>	\$109/month for Councillor who lives over 40 km from Parkland County Centre
<b>Per Diem</b>	\$163/month for Mayor

**ALLOWANCES**

<b>Internet Service</b>	\$100/ month
<b>Communication Device</b>	\$85/month or as provided in Option A in Schedule A to Mobile Device Procedures AD27-P1, whichever is the higher amount.

**Note:** Schedule A is reviewed by Legislative Services (LS) on an annual basis under the authority of Policy C-AD22.

**LS Endorsement:** \_\_\_\_\_

**Date of Endorsement:** January 1, 2019

## **SCHEDULE "B"**

### **MANDATORY CONFERENCES AND CONVENTIONS**

**Funding will be provided for all Elected Officials to attend:**

- Rural Municipalities of Alberta Conventions

#### **Non-Mandatory Conferences, Meetings and Conventions Annual Budget Allocations**

Councillor - \$3,500 each per year

Mayor - \$5,800 per year (*Councillor budget plus \$2,300*)

#### **Community Relations Annual Budget Allocations**

Councillors \$2,250 each per year

Mayor \$3,250 per year

**SCHEDULE "C"**  
**MANDATORY TRAINING**

**Year One of Elected Official Term:**

- Elected Officials Education Program
- Parkland County Council Orientation Program
- Finance Fundamentals
- Governance Workshop
- True Colors
- Leadership Development
- Enterprise Risk Management

**Years Two to Four of Elected Official Term:**

- Leadership Development

**Annual Budget Allocations**

Mayor and Councillors

\$5,000 each over the four (4) year term

Council as a Whole

The Mayor and/or Councillors can also apply for available yearly bursaries of \$5,000 to support the completion of the Institute of Corporate Directors certification. There is a maximum of one bursary available per Councillor over a four year period.