



Town of Penhold

PROCEDURE TITLE: Councillor Remuneration

Procedure #: -01

Effective Date:

1. Definitions

- 1.1 “Basic Rate” means the monthly rate paid to Councillors for attendance at the following:
- All regularly scheduled Council Meetings, Public Hearings
 - Meetings with residents and Community groups (include open houses and public meetings).
 - Informal meetings with CAO and staff and Councillors (e.g. Employee service awards, Christmas party and farewell lunches/dinners for staff and Councillors).
 - Preparation for Council meetings.
 - Attendance at social functions.
- 1.2 “Council” means the Council of the Town of Penhold, in the Province of Alberta.
- 1.3 “Councillors” means the individual Council members elected to Council.
- 1.4 “Committee” means a committee, board or commission to which Council members are appointed and acting as an elected representative of the municipality.
- 1.5 “Per Diem” means the daily rate paid to Councillors for attendance at approved meetings as follows:
- Council Committee meetings, Commissions for which no other per diem is paid.
 - Attendance as an alternate at the first committee meeting following the annual organizational meeting
 - Conferences
 - Conventions
 - AUMA District Meetings
 - AUMA Ad Hoc Committees (if no remuneration from AUMA)
 - Meetings with other municipalities
 - Meeting with other government agencies and businesses
 - Municipal Parades
 - Public planning meetings not held as part of the regular Council meeting, i.e. Area Structure Plan, Land Use Bylaw, etc.
 - Training sessions
 - Grand openings, if formally invited to present a verbal or written presentation
 - Attendance at social functions as dignitaries representing the Town
 - All other meetings approved by Council
 - Council Workshops

2. Procedures

2.1 The Councillors, Mayor and Deputy Mayor will be paid a Basic Rate as per the activities in Section 1.1 of this Procedure.

2.2 Members of Council are paid a Per Diem rate for attending to Town business as per the activities in Section 1.5 of this Procedure.

Per Diems are established annually by Council. Per Diems will be paid as follows:

2.2.1 Up to six (6) hours – ½ day Per Diem

2.2.2 Six (6) hours or more – one full day Per Diem

2.3 Alternates will be compensated as per Policy if requested to attend by the regular committee member. There will be no compensation for voluntary attendance after the first committee meeting following the annual organizational meeting.

2.4 Expenses incurred by members of Council while on Town business shall be reimbursed at the Town rates in effect at the time the expenses are incurred. Expenses claimed must be submitted within sixty (60) days from date incurred except for the month of December. December submissions must be received by the last Wednesday of this month. Postdated claims will not be accepted, these claims should be included in the next month's claim.

2.5 Member of Council shall be provided with the following benefits:

	<u>Town Contribution</u>
2.5.1 AMSC – Life Insurance	100%
2.5.2 AMSC – Accidental Death & Dismemberment	100%

The amount of the Town's contribution to any of these benefits may be adjusted from time to time by Council.

2.6 Council will be given a monthly fee to cover expenses towards the use of their phones and internet use for Town business.

2.6.1 Telephone - \$50 monthly

2.6.2 Internet - \$50 monthly

2.7 Basic Rates shall be paid in twelve (12) equal payments.

The Basic Rate payments may be made by direct deposit into a bank account identified by the member of Council provided direct deposit is requested by all Council members. If direct deposits are requested, the Councillor must provide Payroll with the appropriate banking information.

2.7 Per Diems will be paid based on expense claims submitted by the Council members to the CAO.

2.8 Per Diem Rates for all members of Council for 2019 are:

Full Day - \$272.00

Half Day - \$136.00

2.9 Basic and Per Diem rates will be reviewed annually by Council and will be increased yearly by the same percent increase that is awarded to Town staff.

3. Accountability

3.1 Remuneration for all expenses claimed (with the exception of Basic Rate) must be reviewed by the Mayor and Mayor's expense claims must be reviewed by the Deputy Mayor to ensure that expenses claimed are in accordance with Policy set.

3.2 The Remuneration policy for Council & Staff will be reviewed by each Council group once per term.