



# Council Remuneration Policy

**EFFECTIVE DATE:** January 1, 2018

**COUNCIL RESOLUTION:** 93-2017

## 1. POLICY STATEMENT

Members of Canmore town council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

## 2. PURPOSE

This policy provides guidelines and procedures for the remuneration of council.

## 3. DEFINITIONS

- 1) **Council** includes the mayor and all councillors.
- 2) **Councillors** are members of council excluding the mayor.
- 3) **Mayor** includes the mayor and the deputy mayor, when the deputy mayor is required to act in the mayor's absence.
- 4) **Per diems** are the daily rates paid to councillors for attending to municipal business in accordance with this policy.

## 4. RESPONSIBILITIES

- 1) Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.
- 2) Councillors are responsible for submitting per diem expense claims.
- 3) The mayor is responsible for approving per diem expense claims.

## 5. BASIC RATE

- 1) The mayor's position, which is considered full-time, and councillors' positions, which are considered part-time, will be remunerated at the basic rate as set out below and as increased annually with the cost of living equivalent to that approved in the annual budget and awarded to all other Town employees. Basic rates for 2017 are:
  - a) Councillor \$24,142.40
  - b) Mayor , \$79,546.43
- 2) The basic rate is paid to councillors for the following:
  - a) Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings, regardless of length of time of the meeting;
  - b) Informal meetings with the CAO, staff and council;
  - c) Staff social functions, for example: employee service awards, Christmas party, farewell lunches and dinners for staff and council;

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- d) Informal meetings with other municipal councils, for example: dinners and socials;
  - e) Preparation for council and committee meetings;
  - f) Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town initiative or facility;
  - g) Public workshops, open houses and other public input sessions;
  - h) Meetings and social functions held within the municipal boundary when attending as dignitaries representing council, for example: Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings);
- 3) The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

#### 6. PER DIEMS

- 1) Councillors are eligible to claim per diems for attending to the following municipal business:
- a) Council orientation sessions;
  - b) Council planning sessions and working sessions, as required or requested to attend;
  - c) Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid;
  - d) Canmore Community Housing Corporation (CCHC) shareholder meetings;
  - e) Council CAO meetings;
  - f) Special council meetings over and above the four meetings of council covered by the basic rate, including: public hearings and Sustainability Screening Report (SSR) hearings;
  - g) Town Hall meetings;
  - h) Conferences and conventions (including the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM));
  - i) Educational and training courses;
  - j) Business meetings with other municipal councils;
  - k) Meetings with other government agencies and businesses on behalf of the Town;
  - l) Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation;
  - m) AUMA, FCM, and Calgary Regional Partnership (CRP) committees, if approved by council and if no remuneration from AUMA, FCM, or CRP is paid;
  - n) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting;
  - o) All other meetings or public appearances approved by council or made at the request of the mayor.
- 2) Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:
- a) Up to 4 hours: \$100 (half a per diem)
  - b) Over 4 hours and up to 8 hours: \$200 (a full per diem)
  - c) Over 8 hours: \$300 (one and one half per diems)
- 3) Councillors may not claim more than one and one half per diems per day.

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- 4) Time calculated for per diem claims includes travel time to and from the activity.
- 5) Per diem expense claims will be paid when they are submitted and approved by the mayor.
- 6) Remuneration for expense claims, with the exception of basic rate, must be reviewed and approved by the mayor, or deputy mayor when the mayor is absent, to ensure that expenses claimed are in accordance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to council for resolution.

## 7. GENERAL

- 1) In accordance with provisions of the Municipal Government Act, one third of the aggregate basic rate and per diem will be paid to the mayor and councillors as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council's taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and in town travel.
- 2) Expenses incurred by members of council while travelling on Town business will be reimbursed in accordance with the Town of Canmore Travel Expense Claims and Reimbursement Policy.
- 3) Members of council will be provided with benefits in accordance with the Town of Canmore Benefit Policy. In addition council members will be entitled to any and all benefits offered to elected officials through AUMA.
- 4) Upon submission of receipts, and where alternate arrangements could not be made, members of Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.

## 8. EXCEPTIONS

- 1) Exceptions to this policy may be made by majority vote of council.

## 9. VISION ALIGNMENT

The Council Remuneration Policy provides for fiscal responsibility and public transparency.

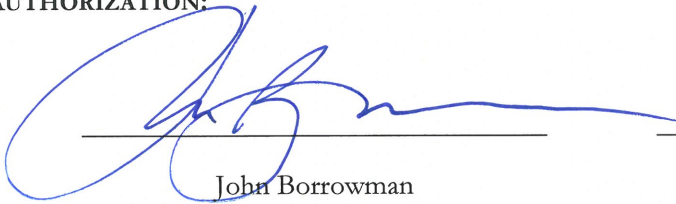
## 10. RELATED DOCUMENTS

- 1) Travel Expense Claims and Reimbursement Policy
- 2) Benefit Policy

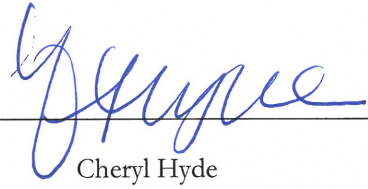
**REPEALS POLICY: 509-2012**

Policy approved by: CTT JB

**AUTHORIZATION:**



John Borrowman  
Mayor



Cheryl Hyde  
Municipal Clerk

**REVISION HISTORY**

**Policy**

Council Remuneration 93-2017  
Council Remuneration 509-2012  
Council Remuneration 20-2008  
Council Remuneration 284-2004  
Council Remuneration 399-2001

**In Effect**

January 1, 2018  
January 1, 2013  
January 22, 2008  
October 18, 2004  
October 15, 2001

**Inactive**

December 31, 2017  
December 31, 2012  
January 21, 2008  
October 17, 2004

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