

M.D. of OPPORTUNITY No. 17
COUNCIL POLICY

TITLE: **COUNCIL REMUNERATION POLICY**

EFFECTIVE DATE: December 11, 2024

POLICY NUMBER: **C13**

PURPOSE OF POLICY

A Policy of the Municipal District of Opportunity No 17 to define Reeve and Council's remuneration and expense reimbursements.

NOW THEREFORE, the Council of the Municipal District of Opportunity No. 17, duly assembled, enacts as follows:

1. NAME OF POLICY

This policy shall be known as the Council Remuneration Policy.

2. DEFINITIONS

- a) **Municipality** means the Municipal District of Opportunity No. 17.
- b) **Council** means the Reeve and Council Members of the Municipal District of Opportunity No. 17.
- c) **Council Member** means elected official of the Municipal District of Opportunity No. 17.
- d) **Act** means the Municipal Government Act being Chapter M-26, R.S.A. 2000.
- e) **CAO** means the Chief Administration Officer of the Municipality.
- f) **Hospitality event** means the hosting of Internal Event(s) or External Event(s) in promotional and/or other functions involving meals, refreshments, events or social gatherings to promote the interests of the Municipal District of Opportunity No. 17. Appendix C includes a list of the events that would be considered Hospitality events.
- g) **Incidentals** means costs including, but not limited to, parking and transportation costs (if not claimed with receipt)

3. MUNICIPAL OFFICE

- a) In accordance with Section 204 of the Act, the municipal office shall be the administration office located at Plan 022-3332 Civic Address #2077, Mistassiniy Road North.
- b) Council may from time to time, and by resolution, establish area offices in other communities within the municipality.

4. CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL

- a) The Chief Elected Official shall have the title of "Reeve" and the Deputy Chief Elected Official shall have the title of "Deputy Reeve".
- b) Annually, at the organizational meeting of Council, Council shall appoint the Reeve and Deputy Reeve from amongst its members.

5. COUNCIL ANNUAL BUDGET

- a) Council Members are annually allocated an operating and expense budget allowance for the purposes of:
 - i) Council or Committee Meetings and Conference/Events Attendance
 - ii) Monthly Preparation Time
 - iii) Telephone Expense
 - iv) Mileage Rate Expense
 - v) Subsistence Expense
 - vi) Lodging Expense
- b) Council Members are expected to operate within their allocated budget allowances and continually monitor their budgets. Council Members are not permitted to exceed their annual budget allocation unless approval is granted by a Council Motion.

6. REMUNERATION AND EXPENSE REIMBURSEMENT

- a) The annual salary and benefits are intended to remunerate elected officials for the performance of regular and usual duties associated with the responsibilities of such elected offices, including attendance at:
 - i) Regular and Special meetings of Council, including Public Hearings, Committee of the Whole;
 - ii) All annual strategic planning workshops and budget presentations;
 - iii) Conventions, conferences, seminars or workshops which elected officials attend;
 - iv) Meetings of importance where it is considered the attendance of elected officials is important or essential. Such situations shall normally be reported to Council as soon as practical through Council Representative Reports at the Regular meeting of Council; and
 - v) Remuneration during emergency situations as per section 10 below.
 - vi) Annual Cost of Living Allowance as approved.
- b) Annual remuneration and expense claims will be paid on the 15th and 30th of each month (except February, on the last day).
- c) The remuneration and expense reimbursement prescribed are intended to compensate elected officials for all of their duties. Wherever possible and reasonably practical, elected officials shall rearrange their schedule in advance to accommodate the work of Council and reduce or eliminate the need for additional expenses. When this is not possible, elected officials may claim reimbursement for expenses as per Appendix A.
- d) To receive reimbursements, all expense reports must have receipts attached. If no receipt is available, a detailed written statement must accompany the expense report. All expense reports are to be reviewed and approved by the Reeve/Deputy Reeve, and by Administration to ensure conformity with applicable policies.

7. GROUP BENEFIT PLANS

Council shall be eligible, at their option, to participate in the following items under the Municipality's Group Benefit Plans:

Benefits	Premiums
a) Group Life Insurance of \$100,000	100% employer paid
b) Dependents Life Insurance	100% employer paid
i) Spouse \$20,000	
ii) Dependent Child \$10,000	
c) Accidental Death and Dismemberment	100% employer paid
d) Extended Health Care	100% employer paid

04

- e) Dental Insurance 100% employer paid

8. TRAINING AND DEVELOPMENT

- a) Council benefits from training and development opportunities to enable them to perform their governance role as per the Municipal Government Act and keep informed on current and emerging local government issues.
- b) The annual budget shall be inclusive of all related expenses and used for the following:
 - i) Annual Rural Municipalities of Alberta (RMA) conference;
 - ii) Annual training & development opportunities provided to Council as a whole, generally within the Municipality, including all opportunities offered for general orientation, training, retraining and strategic initiatives;
 - iii) Annual courses, workshops, seminar, webinars etc.;
 - iv) Attendance at annual conferences or seminars that are directly related to the Council Member's role as the Council appointed representative on Council's Boards, Committees and Commissions;
 - v) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Council Members are encouraged to share these materials with other Council Members to eliminate duplication; and
 - vi) Other requests for training and development that are directly related to the role of a Council Member but not listed above, shall be made in writing to Council for approval, prior to occurring any expenses.
- c) Council Members are required to provide a brief report of significant learnings during Council Representative Reports in the Regular Council Meeting after they have taken part in a developmental activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
- d) The Municipality shall not pay for guest expenses associated with any Council activity, except in the case of a partner/spouse being invited or expected to attend conference banquet/gala, social, or fundraising event, and the Council member is attending the event in an official capacity. In this case, the partner/spouses's ticket may be expensed.
- g) To assist with carrying out their duties, Council shall be provided with a laptop, iPad or tablet, once per elected term.

9. REIMBURSABLE EXPENSES

- a) The rates and terms prescribed are intended to avoid economic loss to Council when reasonable and related expenses are incurred that are directly related to Municipality business.
- b) Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.
- c) A Council Member, when travelling on official municipality business may claim the following expenses with a receipt:
 - i) air fare
 - ii) bus fare
 - iii) taxi fares
 - iv) parking charges
 - v) automobile rental
 - vi) public transportation
- d) Reimbursement is available, on presentation of an expense form, that provides the actual logged total number of kilometers travelled for travel for Municipality business, the destination and the reason for travel. Alternatively the allowed kilometer or the allowed Reference list (Appendix B) could be used if no logbook is kept. Council Member will be reimbursed per kilometer for travel as per Appendix A. Where more than

one Council Member shares private motor vehicle transportation, only the person whose personal vehicle is being used shall claim the expense.

- e) A Council Member who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on Municipality business shall be reimbursed for the full amount of applicable business premium up to a maximum as per Appendix A and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.
- f) If Council is required to travel on Municipality business and overnight accommodation away from his/her regular home is necessary, he/she may claim:
 - i) The actual cost of accommodation on production of receipts;
 - ii) Council may wish to secure alternate accommodation at no cost to the official/Municipality. He/she may then claim for a gift with receipt for the amount as shown on Appendix A.
- g) Meals and Gratuities
 - i) Council may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 15% upon the submission of receipts with taxes and gratuities indicated on the receipt. If a receipt is lost or unavailable, the maximum expense Council may claim is the flat and all-inclusive rate set in Appendix A.
 - ii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes and gratuities are required. Alcoholic beverages are not reimbursable except for Hospitality events at the discretion of the Reeve or CAO.
 - iii) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
 - iv) Where conference, seminar or meeting includes meals, the Municipality will not reimburse substitute meals, except in cases of dietary restrictions or special circumstances that are not allowed for by the meal provider at these events where Council may claim by receipt or flat rate set in Appendix A as noted in i) & ii).
 - v) Expense claims for meals apply to Council travelling to and from meetings, conferences or seminars.
- h) Hosting
 - i) Council may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the person(s) represent and the reason.
 - ii) Claims for expenses for hosting shall be supported with a brief written explanation signed by Council and supported by receipts.
- i) Telephone and Internet Connectivity
 - i) A monthly allowance will be paid as indicated in Appendix A.
 - ii) Where a Council Member incurs telephone and internet connectivity expenses exceeding the allowance set in Appendix A, such as telephone and long distance telephone charges, the Council Member may claim those expenses at actual costs, provided that the claim is backed by vendor or service provider's statement of charges or invoice.
- j) Other Costs

If Council incurs other expenses for which reimbursement is not specifically mentioned herein, he/she may recommend to Council that they be reimbursed for the expenses incurred and the members shall decide by majority vote whether any of the expenses will be reimbursed.
- k) Expense Reports
 - i) Council shall, within 30 days of incurred costs, complete an Expense Claim form to be provided to Administration, who shall review such form for conformity to this policy. If non-conformance, Administration will revert back to the Council Member, to correct. Where there are extenuating circumstances, Council shall have the authority to approve extraordinary expenses that are directly related to Council business by majority vote.
 - ii) Expense reports shall normally be completed every quarter and in any case must be completed by December 31 of the current year for all outstanding current year expenses.

C7

- iii) Administrationshall prepare a report for each Council Member's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each Council Member and shall be made available for public viewing on the Municipality's website.
- iv) Ineligible Expenses:
 - a. Alcoholic beverages, except in case of Hospitality event at the discretion of the Reeve or CAO.
 - b. Activities for political party events hosted by a party, constituency association or candidate, except for the actual cost of the event only (e.g. meal, green fees only).
 - c. Any portion of a receipt that is paid for by a third party.
- l) A Council Member shall not claim expenses from a board or committee or any other body, for such claims, if the Municipality is already providing for payment and reimbursement for such representation.
- m) A Council members expense claim shall not be processed without the approval signature of the Reeve and CAO. In the Reeve's absence the deputy Reeve is authorized to sign; and in the event both the Reeve and deputy Reeve are absent, any one of the Councillors with designated signing authority is authorized to sign the expense claims. In the CAO's absence a designated person as stand in for the CAO.
- n) Council expense claims shall not be amended without written confirmation of the Councillor and, if already approved, the Reeve or deputy Reeve.
- o) The Reeve's expense claim shall not be processed without the approval signature of the deputy Reeve. In the deputy Reeve's absence, any one of the Councillors with designated signing authority is authorized to sign the expense claims.
- p) A Council Member's expense claim shall be reimbursed on the following normally scheduled payroll run of the claim being submitted to the Municipality administration, and is subject to the following provisions:
 - i) each expense claim accompanied with the supporting documents such as receipts shall be personally prepared and signed by the claimant for accuracy and completeness;
 - ii) reimbursement of an expense claim shall be based on the claimants option of pre-authorised option of direct depositing or cheque issuance; and
- q) No receipt of supporting document is required if an expense claim is based on pre-approved rates for meals and mileage.
- r) Home office supplies – Council are authorized to expense the purchase of home office supplies (printer, ink, paper).

10. MUNICIPAL COUNCIL MEMBER'S FUNERAL

- a) The Municipality recognizes some responsibility towards funeral expenses for current Council.
- b) The following funeral costs shall be considered for reimbursement or payment directly to an organization or agency providing services with the total of payments and/or reimbursements not exceeding the maximum amount set as per Appendix A.
 - i) payment for the use of the municipal hall for wake;
 - ii) payment of family wreath for casket;
 - iii) payment of casket;
 - iv) payment of funeral services if applicable;
 - v) a donation of food costs; and
 - vi) any other associated funeral costs as per the funeral director.

ADMINISTRATION:

1. This policy replaces all prior versions of the *C.13 Council Remuneration Policy*.

PRESENTED: May 26, 2021

PASSED: May 26, 2021

AMENDED: April 13, 2022

AMENDED: May 1, 2022 Added: Incidentals (day trip, less than 24 hours)

AMENDED: October 25, 2022

AMENDED: May 10, 2023 Change Telephone/Internet from \$200 to \$300

AMENDED: July 12, 2023 Change mileage rate from .68 to .80 cents per km

AMENDED: October 23, 2023 Change Reeve Salary from \$88,200 to \$91,200, change Deputy Reeve Salary from \$84,600 to \$84,900, change Council Members from \$81,900 to \$84,900; and change Council members funeral cost from \$5,000 to \$10,000.

AMENDED: October 22, 2024 Increased Reeve, Deputy Reeve and Council Members Salary by 5% and approved COLA increase. Changed expense claim rates to C.R.A. prescribed rates. Changed expense claim payments to be done twice per month with payroll effective November 1, 2024

AMENDED: December 11, 2024 Removed 6a)ii) All council appointed Boards, Committees, and Commissions as appointed; Appendix A Changed description for Eligible council boards and committees from Half day and full day honorariums to As Noted in COUNCIL BOARDS & COMMITTEES – ORGANIZATION COMMITTEE STRUCTURE and changed the amount from \$50 to \$100 per meeting.

APPENDIX A**RATES OF REMUNERATION AND EXPENSE REIMBURSEMENT FOR COUNCIL**

Effective November 1, 2024

DESCRIPTION	AMOUNT
Annual Salary	Reeve \$95,760 Deputy Reeve \$ 89,145 Council Members \$89,145
Rate per kilometer travelled	Per applicable CRA prescribed rate
Subsistence Allowance	Per applicable CRA prescribed rate
Accommodation (with receipts)	At cost.
Non-commercial (private/without receipts)	Per applicable CRA prescribed rate
Incidentals	Per CRA prescribed rate, unless reimbursed receipt
Eligible council boards and committees, As noted in COUNCIL BOARDS & COMMITTEES - ORGANIZATION COMMITTEE STRUCTURE	\$100 per meeting
Telephone and Internet	\$200 per month
Home Office Supplies	Expenses allowable based on receipts being provided up to reasonable amounts and can include the following: <ul style="list-style-type: none"> • Printing paper & stationary • Pens & pencils • Ink & toner In a standard term of council, councillors may claim expenses one-time, for: <ul style="list-style-type: none"> • Printer • Cell-phone booster
Council Member's Funeral cost	\$ 2,500

C4

APPENDIX B**ALLOWED KILOMETERS FOR EXPENSE REIMBURSEMENT FOR COUNCIL FOR
UNDOCUMENTED/LOGBOOKED TRAVEL**

Effective May 26, 2021

From	To	One way
Wabasca	Edmonton	322 km
Trout Lake	Edmonton	512 km
Peerless Lake	Edmonton	487 km
Calling Lake	Edmonton	206 km
Red Earth	Edmonton	422 km
Sandy Lake	Edmonton	281 km
Chip Lake	Edmonton	454 km
Chip Lake	Wabasca	140 km
Wabasca	Sandy Lake	35 km
Wabasca	Trout Lake	324 km
Peerless Lake	Trout Lake	25 km
Calling Lake	Trout Lake	425 km
Red Earth	Trout Lake	89 km
Sandy Lake	Trout Lake	351 km
Chip Lake	Trout Lake	461 km
Wabasca	Peerless Lake	299 km
Trout Lake	Peerless Lake	25 km
Calling Lake	Peerless Lake	400 km
Red Earth	Peerless Lake	64 km
Sandy Lake	Peerless Lake	326 km
Chip Lake	Peerless Lake	436 km
Wabasca	Calling Lake	117 km
Trout Lake	Calling Lake	425 km
Peerless Lake	Calling Lake	400 km
Red Earth	Calling Lake	335 km
Sandy Lake	Calling Lake	75 km
Chip Lake	Calling Lake	248 km
Wabasca	Red Earth	234 km
Trout Lake	Red Earth	89 km
Peerless Lake	Red Earth	64 km
Calling Lake	Red Earth	335 km
Sandy Lake	Red Earth	261 km
Chip Lake	Red Earth	371 km
Wabasca	Slave Lake	136 km
Trout Lake	Slave Lake	259 km
Peerless Lake	Slave Lake	234 km
Calling Lake	Slave Lake	191 km
Red Earth	Slave Lake	169 km

Sandy Lake	Slave Lake	163 km
Chip Lake	Slave Lake	273 km
Wabasca	Athabasca	176 km
Trout Lake	Athabasca	388 km
Peerless Lake	Athabasca	364 km
Calling Lake	Athabasca	59 km
Sandy Lake	Athabasca	134 km
Chip Lake	Athabasca	307 km
Red Earth	Athabasca	298 km
Wabasca	White Court	328 km
Trout Lake	White Court	452 km
Peerless Lake	White Court	427 km
Calling Lake	White Court	284 km
Red Earth	White Court	362 km
Sandy Lake	White Court	355 km
Chip Lake	White Court	466 km
Wabasca	Jasper	585 km
Trout Lake	Jasper	709 km
Peerless Lake	Jasper	684 km
Calling Lake	Jasper	551 km
Red Earth	Jasper	619 km
Sandy Lake	Jasper	612 km
Chip Lake	Jasper	723 km
Wabasca	Banff	741 km
Trout Lake	Banff	921 km
Peerless Lake	Banff	896 km
Calling Lake	Banff	705 km
Red Earth	Banff	831 km
Sandy Lake	Banff	699 km
Chip Lake	Banff	872 km
Wabasca	White Horse	1923 km
Trout Lake	White Horse	1827 km
Peerless Lake	White Horse	1802 km
Calling Lake	White Horse	1980 km
Red Earth	White Horse	1737 km
Sandy Lake	White Horse	1950 km
Chip Lake	White Horse	2061 km
Wabasca	Peace River	378 km
Trout Lake	Peace River	254 km
Peerless Lake	Peace River	229 km
Calling Lake	Peace River	436 km
Red Earth	Peace River	164 km
Sandy Lake	Peace River	405 km

APPENDIX C

LIST OF EVENTS CONSIDERED TO BE HOSPITALITY EVENTS FOR THE PURPOSES OF THIS POLICY

- Rural Municipalities of Alberta conference social events
- Meetings or special events at which M.D. Administration or Council are entertaining third-party guests in an official capacity (other municipalities, government officials)
- Social events pertaining to conferences or workshops where Administration or Council are entertaining in an official capacity