

	<b>COUNCIL REMUNERATION POLICY</b>
	<b>Council Approved</b>
	<b>Council (CL) #052</b>
	<b>Approved</b> July 1, 2008
	<b>Revised</b> September 30, 2008; July 20, 2010; December 7, 2010; July 16, 2013; August 15, 2017; May 1, 2018; August 18, 2020
	<b>Next Review Date</b> June 30, 2021

## 1.0 POLICY STATEMENT

- 1.1 The Town of Hinton is committed to providing a fair and reasonable level of Remuneration for elected officials. The Mayor and Councillors will receive fair Remuneration for their time and Expenses consistent with comparable communities.

## 2.0 PURPOSE

- 2.1 To provide for the establishment of ongoing practices for the processing of claims and payments of Honorariums, Meeting Fees, Expenses, and Benefits to the Mayor and Councillors.

## 3.0 RESPONSIBILITIES

- 3.1 Council is responsible to:
- 3.1.1 Approve by resolution this Policy and any amendments; and
  - 3.1.2 Consider the allocation of resources for successful implementation of this Policy in the annual budget process.
- 3.2 Mayor and Councillors are responsible to:
- 3.2.1 Submit monthly timesheets for the previous month's activities to the Executive Assistant on a monthly basis;
  - 3.2.2 Submit Expense Reimbursement forms as per Policy 070: Travel, Expense and Corporate Credit Card Policy.
- 3.3 Chief Administrative Officer (CAO) is responsible to:
- 3.3.1 Implement this Policy and approve operational Procedures;
  - 3.3.2 Review and approve Council Remuneration monthly;

- 3.3.3 Liaise with the Mayor or Deputy Mayor to resolve timesheet or Expense reimbursement discrepancies; and
- 3.3.4 Ensure Policy and Procedure reviews occur every 4 years.
- 3.4 Director of Corporate Services is responsible to:
  - 3.4.1 Ensure all timesheets and Expense forms have been signed and approved by the CAO prior to payment approval;
  - 3.4.2 Make recommendations to the CAO for necessary Policy or Procedure amendments related to the administrative aspects of this Policy; and
  - 3.4.4 Provide support to the Hinton Council Remuneration Review Committee (CRRC) as necessary.
- 3.5 Administration is responsible to:
  - 3.5.1 Advise Council of time & remuneration amounts for the following:
    - a) Attendance time at Regular Council Meetings,
    - b) Attendance time at Standing Council Meetings, and
    - c) Attendance time at Special Council Meetings.
  - 3.5.2 Receive, Compile and submit for approval all Council timesheets monthly;
  - 3.5.3 Receive, compile, and submit for approval all Council Expense forms in a timely manner upon their submission; and
  - 3.5.4 Track Councillor and Mayor attendance at conferences separately from regular Remuneration.
- 3.6 Council Remuneration Review Committee is responsible to:
  - 3.6.1 Provide recommendations to Council on Remuneration, Meeting Fees, Expenses, and benefits for Hinton Council, as outlined in the CRRC Terms of Reference in Schedule B.

#### **4.0 PROCEDURES**

- 4.1 Council receives recommendations for Remuneration and Meeting Fees for Mayor and Council from the CRRC during the fourth year of the Council term.
  - 4.1.1 The CRRC will be directed to commence work and to forward their final report to Council at a Regular Council meeting in the months prior to the election;
  - 4.1.2 All recommended Policy changes to Policy #052 from the CRRC shall be brought forward to Council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation;
  - 4.1.3 Approved recommendations, if any, will become effective after the General Election for the four-year term of the new Council, unless otherwise approved by Council.
- 4.2 Mayor and Council will be remunerated with a monthly Honorarium in the amounts outlined in Schedule A.

- 4.2.1 Types of activities to be included as part of the monthly Honorarium are outlined in Schedule A.
- 4.2.2 Other forms of Remuneration, such as Benefits and Technology Allowance are defined within Schedule A.
- 4.3 Remuneration will be provided to Mayor and Council for attendance time at the following Meetings:
  - 4.3.1 Regular Council Meetings, Standing Committee Meetings, Special Meetings of Council, Committee of Council Meetings, Appointed Committee and Board Meetings, and Workshops;
  - 4.3.2 Meetings that occur consecutively will be considered one meeting, and remunerated as such;
    - a) Meeting Fees will be remunerated as outlined in Schedule A.
- 4.4 Meeting Fees and related Expenses apply to the following conferences, conventions, seminars, and Workshops:
  - 4.4.1 Alberta Urban Municipalities Association (AUMA) Annual Conference;
  - 4.4.2 Federation of Canadian Municipalities (FCM) Annual Conference;
  - 4.4.3 Mayors' Caucus (Mayor only); and
  - 4.4.4 Municipal Leaders' Caucus (Mayor only).
- 4.5 Remuneration for attendance at any non-local Additional Event, or Council Approved Meeting, Conference, or Workshop includes the following:
  - 4.5.1 Meeting Fees inclusive of travel time;
  - 4.5.2 Related Expenses
- 4.6 Where the information on the Timesheet or Expense form is unclear, or where there may be a discrepancy, the Administration will contact the Councillor and discuss the submission in question;
  - 4.6.1 Where there is a discrepancy that cannot be resolved between Administration and the Councillor's submission in question related to the interpretation of this Policy, the CAO will liaise with the Mayor to obtain direction and a final decision related to the Remuneration; and
    - (a) Where there is a discrepancy related to the interpretation of this Policy and the Mayor's Timesheet or Expense form submission, the CAO will liaise with the Deputy Mayor to obtain direction and final decision related to the Remuneration.
- 4.7 Councillors are advised to attend the annual FCM conference on a rotational basis due to the high costs of attending the conference, and the ability to stay within budget.
  - 4.7.1 Councillors may attend the FCM conference once per term;

- 4.7.2 Where travel savings are made possible due to the location of the FCM annual conference, additional Councillors may attend the Conference.
- a) Section 4.7.2 above is subject to the ability to remain within the approved budget,
  - b) The attendance of additional Council members is to be approved by Council.
- 4.7.3 The Mayor may attend the FCM conference yearly.
- 4.8 Mayor and Council may attend Additional Events, Meetings, Conferences, and self-directed Workshops at their discretion, that are deemed to be pertinent to their roles as Members of Council.
- 4.8.1 Costs incurred to attend Additional Events will be considered Discretionary Costs, to be funded through the Council Professional Development Account.
- a) The Professional Development Account is funded to a maximum of \$3,000 per year for each Member of Council,
  - b) The Professional Development Account maximum allotment per Councillor is inclusive of any Expenses incurred for attendance at Additional Events including registration fees, travel, and Expenses as outlined in Policy #070.
  - c) Funds not used by the end of each calendar year shall not be carried over to the next year.
- 4.9 When the official representative (Mayor or Council designate) attends a local or conference-related banquet in their official capacity representing the Town, the cost of the member and the member's partner at the banquet will be paid for by the Town. The cost for an individual Councillor's attendance will be paid for by the Town with the Councillor paying for their spouse or guest's ticket.
- 5.0 DEFINITIONS**
- 5.1 **Additional Events:** Any event not listed in Section 4.4 that is relative to the role as a Member of Council, which the Councillor may attend at his/her discretion, if funding is available through the Council Professional Development Account.
- 5.2 **Council Professional Development Account:** The account from which all Discretionary Costs are paid.
- 5.3 **Discretionary Costs:** Expenses and Meeting Fees incurred by a Member of Council to attend an Additional Event.
- 5.4 **Expenses:** Include hotel, meals, mileage, fuel, parking, incidentals, and other out-of-pocket expenses incurred and allowable under Policy 070 (Travel Expense and Corporate Credit Card) while on Town business.
- 5.5 **Honorariums:** The monthly rate of pay for the Mayor and Councillors.

- 5.6 **Meeting Fees:** Remuneration amounts provided to Mayor and Councillors in addition to monthly Honorariums for attendance at Meetings, Conferences and Workshops as outlined in Schedule A.
- 5.7 **Non Local:** Outside Town of Hinton boundaries.
- 5.8 **Workshop:** A meeting where Council members, Administration and others deemed necessary, engage in discussions on a subject or project, where the information is deemed relevant to the functions of Council.

## SCHEDULE "A"

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### FEE SCHEDULE

Honorarium (Mayor) \$ 5,000

Honorarium (Councillors) \$ 1,800

#### Meeting Rates

Up to 4 hours: \$ 125

4+ hours: \$ 250

8+ hours: \$ 350

Examples of duties included in monthly Honorariums:

- Golf Tournaments,
- Grand Openings, charity functions, service club meetings, community events (i.e. Canada Day events, Remembrance Day ceremonies),
- Administrative duties for appointed boards and committees,
- Self-directed workshops, open houses, and other public input sessions,
- General day-to-day activities of the Mayor and Council,
- Informal meetings with the CAO, staff, and council,
- Preparation for council and committee meetings,
- Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town initiative or facility,
- General public appearances, and other purely social events.

Meeting Fees are paid on the following:

- Regular and Special Council Meetings
- Council Committee Meetings
- Council Appointed Board meetings
- Workshops driven by Administration or directed by Council
- Conferences, conventions, seminars, and Workshops as outlined in Section 4.4.
- Any other Meetings or Additional Events approved by Council.

The Honorariums and Meeting Fees will remain in effect, without adjustment, until November 1, 2021.

### **Expenses**

Meal and mileage expenses will be set according to the Town of Hinton's Policy 070: Travel, Expense and Corporate Credit Card Policy.

## **Benefits**

Councillors are entitled to the Standard Life Insurance coverage for elected officials as provided by Alberta Urban Municipalities Association. Current benefits include:

Accidental Death & Dismemberment	\$ 100,000
Weekly Accident Indemnity	\$ 250
Accident Reimbursement Benefit	\$ 10,000
Dental Expense Benefit	\$ 5,000

Councillors may opt out of the benefit program at their personal discretion.

## **Active Living**

Councillors will not be entitled to an Active Living Allowance.

## **Technology Allowance**

Councillors will be granted a one-time technology allowance of \$1,500 upon commencement of their four-year term. This allowance is to be used as each individual sees fit (i.e. to purchase a laptop or tablet, to contribute to phone or internet bills, etc.). The Town does not provide technological devices (i.e. laptop and cellphone) to Members of Council.

## **SCHEDULE "B"**

### **HINTON COUNCIL REMUNERATION REVIEW COMMITTEE** **TERMS OF REFERENCE**

#### **INTRODUCTION**

It is important to recognize that the primary reason for individuals seeking municipal public office is public service to the residents of the Town of Hinton. It is also important to ensure that individuals who choose to serve their community receive adequate compensation for their time and expenses. This document will serve to outline the mandate and terms of reference for that independent body to be called the Council Remuneration Review Committee (CRRC).

#### **MANDATE**

The CRRC will review the Remuneration policy and determine appropriate honorariums, meeting fees, expenses, and benefits for the Mayor and Councillors, and will provide recommendations in a final report to Town Council.

#### **MEMBERSHIP**

Council shall appoint up to five citizens to the Council Remuneration Review Committee in the manner they deem appropriate.

#### **SELECTION OF CHAIR AND MEETING SCHEDULE**

The Director of Corporate Services will convene the first meeting. The five members will elect a chairman from among their group. The group will be responsible for determining their own schedule and method of operation subject to these terms of reference.

#### **TIME FRAME**

The CRRC will prepare and forward their final report to Council at a Regular Council meeting in the months preceding the municipal election. Should additional time (beyond reasonable staff time) be required, the CRRC Chairman may make such a request to Town Council.

All recommended policy changes to Policy 052 from the CRRC shall be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation (Council resolution of July 16, 2013).

#### **IMPLEMENTATION**

Town Council will review the recommendations received from the CRRC. Unless otherwise recommended by the CRRC, the recommendations approved by Council will become effective after the General Election for the four-year term of the new Council.



## **PROCEDURES**

The Committee shall conduct their review prudently and cost-effectively and as is necessary to enable them to make a recommendation to Council. As a part of their review, the CRRC will review similar practices of the Town's municipal comparative communities in Alberta and examine the time commitment involved and make any appropriate recommendations. Also, in conducting their review, the CRRC shall discuss the items required in the mandate section with each existing member of Town Council.

## **CONFIDENTIALITY**

The work of the CRRC is to be strictly confidential. The final report of the CRRC will be delivered to Town Council at an open session of Council at which time the report will be dealt with in an open Council meeting.

## **RESOURCES**

The Director of Corporate Services, or his/her designate, will provide administrative support to the CRRC. At the discretion of the Director of Corporate Services, the services of an "Independent Consultant" may be used to provide research and professional guidance to the CRRC. Should additional resources beyond the reasonable time of Town staff be required, the CRRC Chairman may make such a request to Town Council. In order for the Director of Corporate Services, or his/her designate, to provide that support, the Director of Corporate Services, or his/her designate, will need to be aware of CRRC deliberations. The Director of Corporate Services, or his/her designate, will hold all such information in strict confidence.

## **VOLUNTEER STATUS**

The members of the CRRC will receive no salary or honorarium for their voluntary services. The Town of Hinton will reimburse any out-of-pocket expenses in accordance with the Town of Hinton policies.