

	COUNCIL POLICY	
	COUNCIL REMUNERATION & EXPENSES	
	Policy Number:	11/122.01 2018PO
	Effective:	September 10, 2018
	Rescinds:	11/122.01 (15) – Council Remuneration Policy
	Review Frequency:	Every 4 years upon approval
	Responsible Department:	Office of the Chief Administrative Officer
	Reference:	

Purpose of the Policy

To set the standards and levels of remuneration for services performed and expenses incurred during the performance of duties as a member of Council.

Policy Statement

The City of Lacombe has a duly elected Council comprised of local residents who represent the interests of the City and is the governance body for the City. This policy sets out equitable compensation for all work involved in holding public office for the City of Lacombe and for the reimbursement of approved expenses.

1. Remuneration Surveys and Adjustments

In every election year Council remuneration will be reviewed. At the discretion of Council, this review may be done internally or by a Citizen Remuneration Committee.

Remuneration surveys shall focus on information from the group of comparison municipalities as defined by this policy.

The comparator municipalities are:

Cities: Camrose, Fort Saskatchewan, Wetaskiwin

Towns: Beaumont, Blackfalds, Cochrane, High River, Olds, Stony Plain, Strathmore, Sylvan Lake

In Non election years' salary will be adjusted in accordance with the cost of living increase awarded to City of Lacombe employees.

2. Per Diems

Members of Council will receive an honorarium for their required attendance at functions outside of the City as an Official Representative of the City. Honorariums will be paid on either a Full Day or Half Day basis. An official representative means making a presentation, accepting an award or representing the City in an "official" capacity. It does not include Council's attendance at conferences or out of town meetings.

Per diems shall not be paid for attendance at or participation in the following activities:

- Regular meetings of Council, Special meetings of Council, Council Committee meetings and City budget meetings;
- Regular meetings of related Boards, Committees or Commissions and the Annual Organizational meeting of Council;
- Golf tournaments;
- Openings;
- General public appearances;
- Community events such as Canada Day or Remembrance Day;
- Other purely social events;
- Attendance at political part functions of any type;
- Meetings with Administrative staff;
- City staff functions;
- Council meeting preparation;
- Meeting with and/or responding to public concerns from residents, clubs, organizations or businesses.

3. Travel and Subsistence

There exists a continuing requirement for members of Council to attend conferences, conventions, seminars, forums and training as part of their professional development.

Financial accounts titled Travel and Subsistence and Training and Conferences will be established to provide the necessary funding for members of Council to attend events such as:

- The Federation of Canadian Municipalities (FCM) Annual Convention;
- The Alberta Urban Municipalities Association (AUMA) Annual Convention and;
- Other educational or professional development conferences.

All out of Province travel must be pre-approved by the Mayor.

Council shall review attendance at the FCM Convention and the AUMA Convention on an annual basis.

Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council member's and/or Mayor's Travel & Subsistence and Training and Conferences budget.

Council representation at any Provincial or National Conferences, Conventions or Seminars will be the decision of Council as a whole. Funding for attendance at these activities shall be from the Councillor's and/or Mayor's Travel & Subsistence and Training & Conferences budget.

The City will pay the reasonable expenses of its delegation including:

- a. Overnight lodging;
- b. Economy travel;
- c. Meals (not covered by registration costs);
- d. Registration Costs;

e. Reasonable entertainment/hosting costs e.g. meals/beverages for guest(s).

Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments at locations beyond 50 kms of City boundaries (including transportation, meals, hotels, communication and other costs) will be reimbursed in accordance with City policy.

Members of Council using their personal automobile for City business 50 kms beyond the City of Lacombe corporate limits shall be compensated in accordance with City policy.

Council approves the practice of providing an accountable, recoverable travel advance to members of Council.

Costs will not be reimbursed when attending a political party function of any type.

If a spouse/partner accompanies a member of Council to an conference/convention outside City boundaries, the expenses of the spouse/partner for travel, meals, and registration is considered a personal expense except as noted.

Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions their tickets for these banquets/receptions may be charged to the Councillor's and/or Mayor's Training and Conferences budget.

When a member of Council is invited to a social or fund-raising function in an Official Capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Councillor's and/or Mayor's Training and Conferences budget.

4. Expenditure tracking

The Mayor will be responsible for approving Councillor's expense claims. The Deputy Mayor shall approve the Mayor's expense claims.

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering the individual Councillors and/or Mayor's Expense Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.

Applicability

This policy applies to the Mayor and Members of Council.

Definitions & Abbreviations

Base salary – shall mean the annual amount of monies payable on a monthly basis to the Mayor and Councillors for the performance of duties as a member of Council.

Full Day – is defined as a time commitment beyond four (4) hours.

Half Day – is defined as a minimum of two (2) hours and a maximum of four (4) hours.

Official Capacity – shall mean a member of Council making a presentation, accepting an award or representing the City in an official capacity. It does not include Council's attendance at conferences or out of town meetings.

Per Diem – shall mean an honorarium for members of Council for their required attendance at out of town functions as an official representative of the City.

Responsibilities

Council

- To approve the Council Remuneration Policy;
- To cause to have or review the Policy every election year;
- To observe the terms of the Policy;
- To manage their individual expense accounts.

Mayor

- To approve out of Province travel for Council members attendance at conventions, conferences, etc.;
- To approve Councillor's expense claims.

Deputy Mayor

- To approve the Mayor's expense claims.

Administration

- To provide support in obtaining relevant salary information for Council's consideration;
- To provide City policies and procedures related to expenditures and expenses;
- To provide regular reporting on Mayor and Council expenses as provided for in this policy.

Original Signed
Mayor

September/10/2018
Approval Date

Original Signed
Chief Administrative Officer

September/10/2018
Approval Date