

TOWN OF DIDSBURY POLICY INDEX	
<b>Policy Number:</b>	COUN 004
<b>Policy Title:</b>	Council Remuneration
<b>Approval Date:</b>	July 14 <sup>th</sup> 2015
<b>Date to be Reviewed:</b>	2020
<b>Responsible Department:</b>	Council
<b>Related Bylaws:</b>	

**Policy Statement:**

The Town of Didsbury shall provide guidelines to reimburse members of Council that reflects the Town’s appreciation for the time commitment required and dedicated work of Council Members on behalf of all citizens.

**1. Definitions**

- 1.1 Formal Duties means activities that Council Members undertake in an official capacity related to their governance function as a Council Member. These duties are listed in Appendix C with note relative to eligibility for remuneration.
- 1.2 Honorarium means the set monthly remuneration paid to Council Members.
- 1.3 Hourly Rate means the remuneration paid to Council Members in addition to their honorarium for participation in formal duties.
- 1.4 Non-Formal Duties means activities that Council Members undertake due to their position as a Council Member but are neither formal nor related to their governance function as a Council Member. Non-Formal duties as identified in Appendix C and shall not be eligible for remuneration.

**2. Responsibilities**

- 2.1 Mayor
  - 2.1.1 Shall review and approve all Councillor remuneration claims for governance accountability.
- 2.2 Deputy Mayor
  - 2.2.1 Shall review and approve all remuneration claims from the Mayor for governance accountability.
  - 2.2.2 Shall review and approve all remuneration claims for governance accountability in the absence of the Mayor.
- 2.3 Next Deputy Mayor in rotation
  - 2.3.1 Shall review and approve all remuneration claims from the Deputy Mayor in the absence of the Mayor for governance accountability.

**3. Remuneration Guidelines**

- 3.1 An elected official of the Town is entitled to receive an honorarium for participating in Council Meetings and Non-Formal Duties. This amount shall be



- approved by Council and attached as Appendix A to this policy.
- 3.2 Each January, the honorarium, shall be adjusted in accordance with changes in the Statistics Canada, Canadian Consumer Price Index for the Calgary Region for the proceeding twelve month period.
  - 3.3 Council Members may claim an hourly rate for formal duties that they participate in which is in addition to their monthly honorarium up to a maximum of \$220.00 per day. This remuneration is determined by the length of the meeting.
    - 3.3.1 The call to order and adjournment times for meetings shall be used to determine the length of meetings.
    - 3.3.2 Council Members may claim remuneration for travel on the day prior to or after a full day meeting. No travel time may be claimed while travelling on the same day of a full day meeting.
  - 3.4 Council Members that participate in formal duties and are reimbursed by that committee, board or commission shall not claim for those meetings through the Town of Didsbury.
    - 3.4.1 Council Members that are reimbursed by a Committee, Board or Commission shall provide their remuneration monthly for inclusion on the Council Remuneration declaration.
  - 3.5 Each Council Member shall be reimbursed an amount stipulated in Appendix A for the use of personal internet.
  - 3.6 The Mayor shall receive a Town issued cell phone to utilize for work related business. This cell phone shall remain the property of the municipality and shall be maintained by the Mayor appropriately. In the event that the cell phone is damaged, the Mayor may be required to reimburse the municipality for the cost of the cell phone.
  - 3.7 Alternate representatives are encouraged to attend Committee meetings.
    - 3.7.1 Alternate representatives shall only be paid for two (2) meetings annually that they attend when the primary representative is already attending.
    - 3.7.2 Council may by motion allow for the alternate representative to accompany the primary representative to more than two (2) Committee meetings annually if deemed necessary.
  - 3.8 In the event that a Councillor incorrectly submits a remuneration claim, the Councillor shall be notified relative to the adjustments made from the expense



claim approver.

3.8.1 If the adjustment was not caught prior to payment being received, an adjustment shall be made on the following month's Councillor expense claim.

3.9 In the event that a Councillor does not submit an expense claim form on time, the Councillor shall not receive remuneration until it is submitted for the next pay period.

#### **4.0 Review of Council Honorarium**

4.1 No later than March 1<sup>st</sup> in the same year as a general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at large members.

4.2 The Ad Hoc Citizens Committee on Council Compensation shall report back to Council within 90 days with recommendations on the remuneration amounts to be established for members of Council elected in that year's general municipal election.

#### **5.0 Submission and Approval of Claims**

5.1 Council Members must utilize the monthly remuneration sheet attached in Appendix B and file the sheet electronically and punctually each month.

5.2 Claims submitted by Councillors shall be approved by the Mayor.

5.3 Claims submitted by the Mayor shall be approved by the Deputy Mayor.

5.4 Claims submitted by the Deputy Mayor shall be approved by the next Deputy Mayor in rotation in the absence of the Mayor.

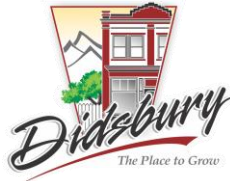
#### **6. End of Policy**



**Appendix A: Remuneration Rates**

<b>Remuneration Type</b>	<b>Mayor</b>	<b>Deputy Mayor</b>	<b>Councillor</b>
Honorarium	\$2056.20 / Month	\$1599.27 / Month	\$1227.63 / Month
Hourly Rate (Up to a maximum of \$220.00 daily)	\$37.50	\$37.50	\$37.50
Internet Usage	\$21.00	\$21.00	\$21.00





Town of Didsbury Expense Claim Form

ELECTED OFFICIAL NAME \_\_\_\_\_ 0  
 EXPENSE CLAIM PERIOD \_\_\_\_\_ 0  
 ELECTED OFFICIAL SIGNATURE \_\_\_\_\_  
 MAYOR/DEPUTY MAYOR SIGNATURE \_\_\_\_\_

SECTION 3: MILEAGE			
DATE	LOCATION	PURPOSE	Total KM
TOTAL MILEAGE CLAIM =			\$ -

SECTION 4: OTHER EXPENSES				
DATE	DESCRIPTION	TOTAL (NO GST)	GST	FINAL TOTAL
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL OTHER EXPENSES:			\$	-
TOTAL EXPENSE CLAIM:			\$	-

*Mileage: Reimbursed at \$0.505 per km*  
*Other Expenses: Anything above and beyond honorarium, cell phone, internet, meeting claims and mileage.*



**Appendix C**

**List of Duties**

<b>Meeting Type</b>	<b>Classification</b>
Committee Meeting/Workshop (As primary representative)	Claimable
Committee Meeting/Workshop (As secondary representative with primary representative in attendance)	Claimable under section 3.7.1
Committee Meeting/Workshop (As secondary representative without primary representative in attendance)	Claimable
Special Council Meetings	Claimable
Meetings with Resident or Business Owner (By motion of Council)	Claimable
Meetings with Resident or Business Owner (Without motion of Council)	Not Claimable
Conferences	Claimable
Other Committees/Sub Committees/ Meetings not appointed to by Council	Not Claimable
Webinars	Not Claimable
Community Events	Not Claimable
Council Workshops including Strategic and Financial Planning	Claimable
Informal Meetings with Administration	Not Claimable
Open Houses	Claimable
Meetings with External Agencies (Including Government Representatives)	Claimable
Canada Day, Showcase Didsbury, Community Block Party and Parades	Not Claimable
Trade Shows	Claimable
Online Professional Development	Claimable
Other duties with Council approval	Claimable
Staff Social Functions	Not Claimable
Golf Tournaments	Not Claimable
Travel Time	Claimable