

	<b>Council Compensation and Expense Reimbursement</b>									
	<b>Policy Type:</b>	Governance Process								
	<b>Number:</b>	GP-C-2.2								
	<b>To be Reviewed:</b>	Once every 3 years								
	<b>Approval Date:</b>	May 11, 2015								
	<b>Motion Number:</b>	<table border="1"> <tr> <td>18.C.527</td> <td>23.C.032</td> </tr> <tr> <td>22.C.056</td> <td>23.C.129</td> </tr> <tr> <td>22.C.107</td> <td>24.C.398</td> </tr> <tr> <td>22.C.343</td> <td></td> </tr> </table>	18.C.527	23.C.032	22.C.056	23.C.129	22.C.107	24.C.398	22.C.343	
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22.C.343										
<b>Revised Date(s):</b>	<table border="1"> <tr> <td>Dec. 10, 2018</td> <td>Jan. 23, 2023</td> </tr> <tr> <td>Feb. 14, 2022</td> <td>April 11, 2023</td> </tr> <tr> <td>March 14, 2022</td> <td>Dec. 9, 2024</td> </tr> <tr> <td>Sept. 26, 2022</td> <td></td> </tr> </table>	Dec. 10, 2018	Jan. 23, 2023	Feb. 14, 2022	April 11, 2023	March 14, 2022	Dec. 9, 2024	Sept. 26, 2022		
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### Policy Statement

1. 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; and
  - ii) All annual strategic planning workshops and budget presentations.
  
2. 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.
  
3. Upon submission of expense claims with receipts or other proof of expense, and where rescheduling and other alternate arrangements could not be made, Councillors will be compensated up to the maximum rate indicated in Appendix A for the following expenses incurred in order to attend designated meetings identified in clause 1 above:
  - i) Childcare;
  - ii) Alternate staffing arrangements where required by the elected official's primary employer;
  - iii) Direct loss of wages normally earned through primary employer; and
  - iv) Where the elected official is self-employed or obtains the majority of income through a commission, allowances will be made to recognize potential loss of income.

## **Group Benefits Plan**

4. Elected officials shall be eligible, at their option, to participate in the following items under the Town's Group Benefit Plans:

### Benefits

Group Life Insurance  
Dependents Life Insurance  
Accidental Death and Dismemberment  
Extended Health Care  
Dental Insurance  
Health Spending Account  
Insurance While On-Duty and Critical Illness

5. At the beginning of a Council term, a newly elected official must indicate if they want to participate in any of the benefits outlined in clause 4. If eligible, they will be responsible for any premium costs, aligned to the applicable employee premium structure for their position, which will be deducted from remuneration payments. The health spending account benefit will be allocated based on the coverage selected for their position.

## **Training and Development**

6. Elected officials benefit 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.
7. Training and Development Budget
  - i) Councillors shall have an annual total budgeted fund of up to \$6,000 each and the Mayor shall have an annual total budgeted fund of up to \$9,000, available to fund professional training and development to increase their existing knowledge and skills as local government elected officials when necessary and support the attendance at community non-profit events.
  - ii) Councillors and Mayor will be provided the ability to request to utilize a portion of unused training dollars in the last quarter of the yearly budget, up to a maximum of double their individual Council training budget, as directed and approved by the Mayor.
8. The annual budgeted fund shall be inclusive of all related registration and travel expenses and community support expenses and used for the following:
  - i) Annual courses, workshops, seminars, webinars, etc. as offered by the Elected Officials Education Program;
  - ii) Attendance at annual conferences or seminars that are directly related to the elected official's role as the Council appointed representative on Council's Boards, Committees, and Commissions including the Alberta Municipalities conference;

- iii) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Elected officials are encouraged to share these materials with other elected officials to eliminate duplication;
  - iv) Attendance at the Federation of Canadian Municipalities conference as determined;
  - v) Elected officials are responsible to ensure that any other training and development taken but not listed above are directly related to the role of an elected official and in alignment with this policy; and
  - vi) Ticket costs for elected officials to support fundraising events and recognize that non-profit organizations fundraise in different ways. Attendance at an event is at the Council member's discretion to support and/or increase the profile of the fundraising activity. This excludes tickets or support for political fundraising events as disallowed under provincial legislation. All tickets or support given must be disclosed on the Council quarterly expense statements. Elected officials are responsible to ensure that any support given is in compliance with this Policy.
9. Requests for donations for local non-profit organization fundraising events may be approved by the Mayor for an amount not exceeding \$250 if the request is not:
- commercial or political in nature;
  - involving any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity;
  - controversial or divisive within the community;
  - a community group that supports a political party or a cause associated with a political party;
  - unduly provocative, or disruptive in the community; or
  - promoting a commercial, for-profit enterprise, event, activity, or business.
10. Elected officials 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.
11. The Town shall not pay for guest expenses associated with any Council activity. The Mayor or Deputy Mayor may claim for guest expenses in circumstances where it is expected and that they be accompanied by their partner and this expense shall be identified and included in the quarterly expense report.
12. To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or tablet. The Mayor shall also be provided with a cell phone. Any equipment provided remains the property of the Town of Okotoks and shall be returned within 3 days when the individual is no longer an elected official.

## Travel and Expenses

13. The rates and terms prescribed are intended to avoid economic loss to the elected official when reasonable and related expenses are incurred that are directly related to Town business.
14. Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.
15. An elected official when travelling on official 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
16. An elected official who uses a personal motor vehicle on Town business shall be reimbursed for travel as per Appendix A. Where more than one elected official shares private motor vehicle transportation, only one person may claim the expense.
17. An elected official who is required by their insurance company to be insured for business use of a personal motor vehicle for travel on Town 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.
18. If an elected official is required to travel on Town business and overnight accommodation away from their regular home is necessary, they may claim:
  - i) The actual cost of accommodation on production of receipts;
  - ii) Elected officials may wish to secure alternate accommodation at no cost to the official/Town. The elected official may then claim for a gift with receipt for the amount as shown on Appendix A.
19. Meals and Gratuities
  - i) Elected officials may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 18% upon the submission of receipts with taxes and gratuities indicated on the receipt. If a receipt is lost or unavailable, the maximum expense an elected official may claim is the flat and all-inclusive rate set in Appendix A.
  - ii) In a large group setting only, elected officials may provide a maximum of 20% gratuity, subject to the merchant policies.

- iii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes, and gratuities are required. Alcoholic beverages are not reimbursable.
- iv) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
- v) Where conference, seminar, or meeting includes meals, the Town will not reimburse substitute meals.
- vi) Expense claims for meals apply to elected officials travelling to and from meetings, conferences, or seminars.

## 20. Hosting

- i) Elected officials 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 the elected official and supported by receipts.

## 21. Other Costs

- i) If an elected official incurs a social media fee for service directly related to Council business, the elected official may annually claim an amount not more than \$50 and report that fee on the quarterly expense report.
- ii) If an elected official incurs other expenses for which reimbursement is not specifically mentioned herein, they may recommend to the 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.

## 22. Expense Reports

- i) Elected officials shall, within 30 days of incurred costs, complete an Expense Claim form to be provided by the Financial Services Manager who shall review such form for conformity to this policy. Where there are extenuating circumstances, the Mayor shall have the authority to approve extraordinary expenses that are directly related to Council business.
- 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.
- iii) Ineligible Expenses:
  - a. Alcoholic beverages.
  - 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.

23. Quarterly Expense Reporting

The Chief Financial Officer shall prepare a report for each elected official's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each elected official and shall be made available for public viewing on the Town of Okotoks website.

## Appendix A

To GP-C-2.2

### COUNCIL COMPENSATION AND EXPENSE REIMBURSEMENT

Effective July 22, 2024

#### REMUNERATION

A. The rate of remuneration for the performance of all regular and usual duties of office as identified in Section A of the policy shall be:

- i) Mayor \$108,492 per annum
- ii) Councillors \$ 48,309 per annum

B. Annual remuneration will be paid on a biweekly basis. The annual salary will be adjusted according to the same general market adjustment that employees receive. Council remuneration surveys will be completed by the Human Resources Business Centre at least once per Council term to ensure that remuneration remains at mid-market for similar-sized municipalities in Alberta.

C. In alignment with clause 1, the rate of reimbursement for loss of regular wages and childcare for Councillors (excluding the Mayor) of the policy shall be:

- i) Up to \$100 per half-day (4 hours or less);
- ii) Up to \$200 per full-day (more than 4 hours);
- iii) The actual cost of childcare will be reimbursed for Councillor's dependents.

D. Councillors may claim childcare or loss of regular wages where applicable. All claims will be approved by the Mayor.

E. Total reimbursement for loss of regular wages and childcare shall not exceed \$2,800 annually (to be adjusted during an election year on a prorated basis).

#### TRAVEL EXPENSES

F. Where elected officials have access to private lodging when on business travel, reimbursement for a gift for private overnight accommodation is available upon by completion of an expense form with receipts at a rate of up to \$30.00 per night.

G. Meals reimbursement (including taxes and gratuities) shall not exceed the following:

	<u>With Receipt</u>	<u>Without Receipt</u>
i) Breakfast	\$25.00	\$10.00
ii) Lunch	\$30.00	\$15.00
iii) Dinner	\$55.00	\$30.00

- H. To receive reimbursement, 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 Chief Financial Officer and the Mayor.
  
- I. Reimbursement for business travel outside of Okotoks is available on presentation of an expense form that provides the total number of kilometres travelled for business, the destination, and the reason for travel. Kilometres will be reimbursed at the current rate provided by Canada Revenue Agency.
  
- J. On presentation of a receipt indicating the elected official's personal vehicle insurance includes business travel for a minimum liability of \$2 Million, reimbursement will be made up to a maximum of \$150 annually.



**Appendix B**  
ADJUSTMENTS TO COUNCIL REMUNERATION

**Mayor**

<b>Date</b>	<b>Starting Remuneration</b>	<b>Adjustment</b>	<b>Reason</b>	<b>Adjusted Remuneration</b>
2017	\$77,661		Corporate Market Increase	
2018		\$1,186	Compensation Review	\$79,547
2019		\$14,611	Legislation Amendment for Taxable Income	\$94,107
2020		\$1,882	Compensation Review	\$95,989
2021		\$0		\$95,989
2022		\$0		\$95,989
2023		\$0		\$95,989
2024		\$12,503	Compensation Review	\$108,492

**Councillors**

<b>Date</b>	<b>Starting Remuneration</b>	<b>Adjustment</b>	<b>Reason</b>	<b>Adjusted Remuneration</b>
2017	\$38,213			
2018		\$0		\$38,213
2019		\$5,129	Legislation Amendment for Taxable Income	\$43,342
2020		\$0		\$43,342
2021		\$0		\$43,342
2022		\$0		\$43,342
2023		\$0		\$43,342
2024		\$4,967	Compensation Review	\$48,309