

## Elected Official Remuneration

Date Approved by Council : September 10, 2019

Resolution No.: 341/19

Mayor: Original Signed – Alanna Hnatiw

County Commissioner: Original Signed – Reegan McCullough

### 1. Purpose

This policy establishes remuneration for elected officials of Sturgeon County.

### 2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
NEW		

### 3. Persons/Areas Affected

Mayor and Councillors of Sturgeon County

### 4. Definitions

The following definitions and interpretations apply in this policy:

*Alternate* is the individual(s) who is appointed to a Board or Committee as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair;

*Conference* is a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas;

*Convention* is an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities;

*Council* is the collective group of elected officials who govern Sturgeon County;

*Councillors* are the elected officials of Sturgeon County, excluding the Mayor;

*County* is the Municipality of Sturgeon County;

*County Commissioner* means the person appointed as Chief Administrative Officer of Sturgeon County, or his/her designate;

*Elected Officials* are the Mayor and Councillors of Sturgeon County;

*Expenses* are the costs incurred by Elected Officials when conducting Council business;

*Mayor* is the Chief Elected Official as defined in the *Municipal Government Act*;

*Receipt* is the original documentation provided by a vendor which provides detail about the item(s)/service(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes;

*Professional development* is a process of enhancing an Elected Official's ability to perform in relation to their governance role.

## 5. Policy Statement

- 5.1. Sturgeon County shall provide remuneration to Elected Officials for conducting Council business. It is necessary for Sturgeon County's Elected Officials to meet with residents and to participate in local and regional Board and Committee meetings. Elected Officials should be fairly compensated for their time and expenses incurred representing the County.

## 6. Responsibilities

- 6.1. Elected Officials shall:
  - 6.1.1. Follow this policy to demonstrate transparency and accountability;
  - 6.1.2. Obtain receipts and/or other required documents to substantiate expenditures being claimed under this policy;
  - 6.1.3. Submit their expense claims to the County Commissioner on a monthly basis. Failure to submit an expense claim within six months of an event or expenditure will result in forfeiture of the claim; and
  - 6.1.4. Not exceed individual budgets without the prior approval of Council, by way of a resolution passed at a public meeting.
- 6.2. Administration shall:
  - 6.2.1. Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budgets;
  - 6.2.2. Review all Elected Officials' expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with this policy;
  - 6.2.3. Inform Elected Officials of any expense claims that do not fully comply with this policy;
  - 6.2.4. Coordinate travel, accommodation, convention, conference and training activities of Elected Officials; and
  - 6.2.5. Publish financial reports on a monthly basis.

## 7. Base Salary

7.1. Elected Officials shall receive the following annual base salaries:

Mayor	\$102,874.76
Deputy Mayor	\$78,872.43
Councillor	\$74,339.03

Base salaries compensate Elected Officials for all duties related to their elected roles except those for which per diems may be claimed under section 8 of this policy.

## 8. Per Diems

8.1. In addition to their base salaries, Elected Officials representing external Boards and Committees are eligible to accept per diems from those Boards and Committees at the rates established by those Boards and Committees.

8.2. Elected Officials may also claim per diems for the following duties:

- Attendance at a conference or convention;
- External Board and Committee meetings where the Elected Official is appointed by Council and a per diem is not paid to the member by the external Board or Committee;
- Council retreats;
- Formal in-person professional development courses or sessions.

8.3. Per diems shall be paid at the following rates:

- Less than 4 hours                      \$130
- More than 4 hours                      \$260

8.4. Alternate members who attend external Board and Committee meetings are eligible to receive per diems at the above rates if not paid by the external Board or Committee, even if the member appointed by Council is in attendance.

## 9. Mileage

9.1. Elected Officials shall receive the Canada Revenue Agency (CRA) rate for any travel in excess of 30 kilometres per day, regardless of the location of the meeting or function, unless mileage is paid by an external Board or Committee. If mileage is paid by an external Board or Committee, the Elected Official shall receive mileage at the rate established by the external Board or Committee.

## 10. Expense Reimbursement

10.1. Elected Officials shall be reimbursed reasonable expenses for meals upon the submission of a receipt when attending a meeting, convention, conference or professional development outside of Sturgeon County when a meal is not included.



# Council Policy

Policy Number: ply\_EXC\_Elected\_Official\_Remuneration

10.2. Elected Officials shall be reimbursed reasonable expenses for other direct costs incurred as a result of attending a meeting, convention, conference, or professional development opportunity, including, but not limited to, parking or taxi, upon the submission of a receipt.

## 11. Conventions, Conferences and Professional Development

11.1. Council shall, through the annual budget process, establish individual allocations for each Elected Official to attend conventions, conferences and professional development opportunities.

11.2. Once an Elected Official's individual budget allocation has been spent, any further requests for convention, conference or professional development attendance or participation must be authorized in advance by way of a Council resolution.

11.3. Council shall also, through the annual budget process, establish a common budget of funds that can be utilized by Elected Officials for emergent events or when an Elected Official's individual budget is depleted. Decisions regarding the expenditure of the common budget must be made by Council resolution unless delegated by bylaw to a Council Committee.

## 12. Benefits

12.1. In order to be eligible to receive benefits, Elected Officials must enroll in the benefits program within 31 days of being elected to office. Elected Officials shall be eligible to receive the following benefits:

### Accidental Death and Dismemberment

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Accidental Death and Dismemberment premium, which provides a defined schedule of benefits.

### Basic Life Insurance

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Group Life Insurance premium, which provides three (3) times the Elected Official's annual taxable salary rounded up to the nearest \$1,000.

### Dependent Life Insurance

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Dependent Life Insurance premium for the following coverage:

- Spouse \$10,000
- Children \$5,000

## Dental Plan

This is compulsory and takes effect immediately upon enrollment unless covered by a spouse. The County shall pay 80% and the Elected Official 20% of dental premiums for the following coverage:

- Basic Dental Services 100%
- Extensive Dentistry 50%
- Orthodontist 50%

## Emergency Travel Plan

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the premium. Benefits are provided as the result of an accident or unexpected illness that occurs outside of Canada.

## Extended Health Care Coverage

This is compulsory and takes effect immediately upon enrollment unless covered by a spouse. The County shall pay 80% and the Elected Official 20% of the premium.

## Vision Care

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the premium.

## Registered Retirement Savings Plan

Elected Officials have an opportunity to contribute five percent of their salary to a Registered Retirement Savings Plan (RRSP) to be matched by the County. Elected Officials may contribute a larger amount, but any contribution exceeding 5% will not be matched by the County.

## Health and Wellness Spending Accounts

Elected Officials are given an annual credit to be allocated between the two accounts. This amount is prorated from the eligibility date to the end of the first benefit year. The purpose of the Health Spending account is to cover expenses in excess of the maximum limits covered by the Extended Health and Dental plans. This plan is available to Elected Officials and their dependents. The purpose of the Wellness account is to promote wellness in the workplace; therefore, coverage is available only to the Elected Official and not their families. This account is considered a taxable benefit.

## Optional Life and Accidental Death and Dismemberment

These benefits are available to Elected Officials and their dependents. The Elected Official and spouse may apply for a maximum of \$50,000 coverage without providing medical evidence. There is a maximum of \$500,000 coverage supported with medical evidence. Coverage of up to \$10,000 is also available for dependent children. The Elected Official is responsible to pay 100% of the premium.

## Voluntary Critical Illness

This benefit is available to Elected Officials and their dependents. The Elected Official and spouse may apply for a maximum of \$50,000 coverage without providing medical evidence. There is a maximum of \$300,000 coverage supported with medical evidence. Coverage of up to \$10,000 is also available for dependent children. The Elected Official is responsible to pay 100% of the premium.

- 12.2. The Mayor and Councillors shall pay premiums and receive benefits at their base salary rates. The Deputy Mayor shall pay premiums and receive benefits at the Councillor base salary rate.

## **13. Technology Allowance and Support**

- 13.1. Upon being elected to Council, Elected Officials shall receive a cell phone, with the cost of the device and reasonable charges to be covered by the County. Costs for excessive data, roaming charges, and long-distance phone calls will be the responsibility of the Elected Official.
- 13.2. Upon being elected to Council, Elected Officials shall also receive a tablet or laptop and the required accessories and software to complete their work.
- 13.3. Requests for devices and software must be made to the County Commissioner. Only devices supported by the County's Information Services Department will be issued and supported. Devices will be replaced in accordance with the replacement schedule determined by the County Commissioner.

## **14. Adjustments to Base Salary Rates**

- 14.1. The base salaries of Elected Officials shall be adjusted by Administration annually, using Alberta's Weekly Average Earnings (AWE), published by Statistics Canada, as the basis for annual adjustments. Salaries shall be adjusted the first pay period of each year. The percentage increase shall be calculated using the percentage change in the 12-month average of the AWE values from September of the previous year against the same value for the year prior. The percentage change cannot be less than zero percent.

## **15. Review of Elected Officials' Remuneration**

- 15.1. The County Commissioner is authorized to establish a Citizen Task Force to review Elected Officials' remuneration. The Task Force shall conduct an independent review of Elected Officials' remuneration in 2024 and report its findings to Council no later than September 1, 2024.

## **16. Rescinds**

16.1. This Policy rescinds the following Policies and Procedures:

- Policy ADM-REM-1 – Council Remuneration and Expense
- Procedure ADM-REM-1 – Council Remuneration and Expense
- Procedure ADMN-CON-3 – Conference/Convention Compensation for Expenses Incurred

## **17. Effective Date**

17.1. This Policy takes effect on January 1, 2020.