

TOWN OF VULCAN

Policy Manual

| <u>POLICY NUMBER</u> | | | <u>TITLE OF POLICY</u> |
|----------------------|-------------------|-----------------|-----------------------------|
| A-12 | | | Council Remuneration |
| Approval | D/M/Y | Resolution # | |
| Adopted | 19/04/1999 | 99.08 | |
| Amended | 10/11/2014 | 11.340 | |
| From: F-16 | | To: A-12 | |
| Amended | 13/02/2017 | 17.054 | |
| Amended | 14/06/2021 | 21.159 | |
| Amended | 29/11/2021 | 21.315 | |

STATEMENT:

The Town of Vulcan requires a policy to formalize the process to provide guidelines to reimburse and support 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 **Expense Allowance** means the set monthly remuneration paid to Council Members
- 1.2 **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 "A" with note relative to eligibility for remuneration
- 1.3 **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. These non-formal duties as identified in Appendix "A", shall be included in the honorarium and not be eligible for per diem remuneration.
- 1.4 **Per Diem** means the remuneration paid to Council Members in addition to their honorarium for participation in formal duties.

2. Policy

- 2.1 The remuneration defined in this policy is intended to compensate elected officials for all of their duties. Wherever possible, and reasonably practical, elected officials are expected to arrange their schedule in advance to accommodate the work of council, and reduce or eliminate the need for additional expenses.
- 2.2 The Mayor's expense allowance is higher to compensate for the additional responsibilities required for this position, including chairing and preparing as chair for council meetings and additional meetings with administration staff.

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3. Expense Allowance

- 3.1 A monthly expense allowance for the Mayor and Council shall be as established in the Town of Vulcan Fees Bylaw.
- 3.2 Expense allowances are paid to all members of Council as compensation for all non-formal duties which are not eligible for per diems.

4. Per Diem

- 4.1 Council Members may claim a per diem for formal duties that they participate in which is in addition to their monthly expense allowance.
- 4.2 The rate of per diem for the Mayor and Council shall be established in the Town of Vulcan Fees Bylaw. A separate rate established for the attendance at meetings, and attendance at half or full day events such as conferences, seminars, and tradeshow.
- 4.3 Council Members that participate in formal duties and are reimbursed by another organization shall not claim for those meetings through the Town of Vulcan.
- 4.4 If, as a designated member of a committee, board, foundation, commission, or society, the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member may not claim per diems for those additional activities.

5. Technology

- 5.1 To assist with carrying out their duties, elected officials will be provided an appropriate electronic device which is compatible with the Town of Vulcan computer networking system. Administration and the Town's IT security provider will work together to provide Council with a recommendation for the type of device provided.
- 5.2 Any electronic equipment provided will remain the property of the Town of Vulcan and shall be returned within three (3) days of the individual no longer being an elected official.
- 5.3 At the end of each term, Councillors will return all supplied electronic equipment to administration to be restored to the factory defaults.

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5.4 After restoration per Section 5.3, all returned hardware may then be distributed, in priority order as follows:

- (a) Returned to the Councillor for personal use as the hardware will be at the end of its life cycle; or
- (b) Retained and assigned for Vulcan Town corporate needs; or
- (c) Donated to non-profit community group/organization at the discretion of Administration

6. Conferences/Training

6.1 All members of Council will be given the opportunity to attend the annual Alberta Municipalities conference each year.

6.2 Expenditures at other conferences by Members of Council, that are to be reimbursed by the Town, require prior approval by Council.

6.3 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 expense budget unless approved by Council.

7. Expenses

7.1 Members of Council shall be reimbursed for travel and related expenses in accordance with Policy PE-15 Travel and Expenses

7.2 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in section 7.3.

7.3 Where the spouse/partner is invited through a conference to accompany a member of Council to a banquet/reception for which the member of Council is recognized or honoured, their tickets for these banquets/receptions may be expensed to the Town

8. Authority to Travel

8.1 Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body.

8.2 Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Vulcan.

8.3 Other travel for members of Council shall be approved by resolution of Council.

8.4 Council may require Council members to travel together.

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9. Review of Council Remuneration

- 9.1** No later than March 1st 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.
- 9.2** Council shall charge the Ad Hoc Citizens Committee on Council Compensation to report within 90 days with recommendations on the policy on expenses and benefits to be established for members of Council elected in that years' general municipal election.
- 9.3** Council shall receive the recommendations of the Ad Hoc citizens Committee on Council compensation and shall place on the council agenda a motion to implement the recommendations.
- 9.4** Council is required to attend interviews, if requested by the Citizens' Ad Hoc Committee for the review of the Town of Vulcan Council Remuneration Policy A-12.

10. Submission and Approval of Claims

- 10.1** Forms for the submission and processing of claims shall be provided by the Chief Administrative Officer or designate.
- 10.2** Claims shall be submitted by Councillors on a minimum quarterly basis annually.
- 10.3** Claims submitted by Councillors shall be approved by the Mayor.
- 10.4** Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 10.5** All claims shall be audited for compliance with this policy by Administration prior to payment.

- END OF POLICY-

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Schedule “A”-List of Formal and Non-Formal Duties

| <u>Meeting / Event</u> | <u>Duty</u> | <u>Per Diem Eligibility</u> |
|--|-------------|-----------------------------|
| Regular Scheduled Council Meetings | Formal | Eligible |
| Special Council Meetings (Including Committee of the Whole) | Formal | Eligible |
| Regular Scheduled Committee/Board Meetings (As Primary Representative) | Formal | Eligible |
| Special Committee/Board Meetings (with Council Approval) | Formal | Eligible |
| Special Committee/Board Meetings (without Council Approval) | Non-Formal | Not Eligible |
| Other Committees/Sub-committee Meetings (Not appointed by Council) | Non-Formal | Not Eligible |
| Meetings with Residents/Business Owners (with Council Approval) | Formal | Eligible |
| Meetings with Residents/Business Owners (without Council Approval) | Non-Formal | Not Eligible |
| Informal Meetings with Administration | Non-Formal | Not Eligible |
| Meetings with External Governments and Agencies (including Government Representatives) | Formal | Eligible |
| Council Directed Open Houses | Formal | Eligible |
| Ceremonial Functions (with an invitation to present/speak on behalf of the Town) | Formal | Eligible |
| Community Events/Social Events/ Fundraisers/ Grand Openings (Canada Day, Spock Days, VulCon, Golf Tournaments) | Non-Formal | Not Eligible |
| Professional Development/Seminars (with Prior Council Approval) | Formal | Eligible |
| Other Duties (with Council Approval) | Formal | Eligible |

All non formal Duties may be claimed as expense only if Council gives prior approval.