



## Municipality of Crowsnest Pass Policy

Policy No.:	1303-02
Policy Title:	Council Remuneration
Approval Date:	Takes effect January 1, 2018
Revision Date:	August 22, 2017
Supersedes Policy:	1303-01
Department:	Finance

### **Purpose:**

The purpose of this policy is to provide guidance on the remuneration and reimbursements to the Mayor and Councillors while acting in their official capacities. The Mayor and Councillors will attend meetings of varying durations as well as participate in information sessions, seminars, conferences, etc. These meetings and other activities will be reimbursed for attendance.

### **PERSONS AFFECTED**

Municipal Council

### **POLICY STATEMENT**

It is the policy of the Municipality of Crowsnest Pass to reimburse the Mayor and Councillors for their attendance at meetings, seminars, conferences, workshops, conventions and educational courses and to reimburse authorized expenses to attend such events. For the purpose of all Council remuneration policies a "Meeting" shall constitute only one of those regular or duly authorized meetings of Council, Committees, or Boards to which the Mayor or Councillors are named, or those extraordinary meetings authorized by motion of Council, or the request of the Mayor or Deputy Mayor.

The Mayor and Councillors shall be reimbursed a standard allowance for attending meetings (including travel time if outside the Municipality), a stipend above the standard allowance, per diem allowance, mileage and meal costs.

The meeting allowance will only be provided if a similar fee is not paid by another Board or Authority.

Payment will not be provided for:

- Social or ceremonial events within or outside of the community for which the Mayor or the Council receive courtesy invitations, i.e. Remembrance Day Ceremony, Volunteer Nights, School Graduations

- Ribbon Cuttings, store or business openings, commercial or promotional ventures not directly related to Council or the workings of the Boards or Committees of Council.

In addition to allowances for any meetings attended, a monthly stipend will also be provided.

**Definitions:**

Meeting Allowance: \$70.00 Meetings up to four (4) hours in duration

Monthly Stipend: \$1000 Mayor  
\$700 Councillor

Attendance Stipend: \$160.00 Day rate for meetings or events over (4) hours in duration

Mileage: Will be paid according to approved schedule or by claim whichever is greater, at the Provincial rate per kilometer

Costs Incurred: Costs incurred directly related to attending meetings or other authorized activities will be reimbursed with submission of receipt

Excess of Four Hours: will include travel time

Per Diem: Paid as per "1813-01 Employee Travel Policy"

Cell Phone Allowance: \$65.00 Monthly rate paid for use of personal cell phone and forgoing the Municipal cell phone.

Cost of Living Increase: Starting on January 1, 2018 and each subsequent year on that date, Council will receive a cost of living increase equal to the negotiated increase of the Employees of the Municipality of Crowsnest Pass on the Meeting Allowances and Monthly Stipend amounts.

**Procedure:**

1. Meeting allowances and the monthly stipend will be paid out monthly
2. Authorization to attend extra Municipal day meetings will be at the request of the Mayor or Deputy Mayor or by motion of Council
3. The Mayor and Councillors are allowed to annually attend two information sessions within the Province of Alberta that extend beyond one day. Any activity over these two sessions is to be approved by Council and/or the Mayor

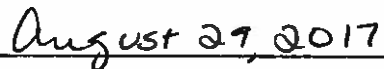
4. Information regarding the extra Municipal day meetings outside of the Municipality, registration costs and other information regarding the session will be provided to the Executive Assistant at the earliest date possible
5. Any reimbursement for stipends, meals and mileage from the hosting agency are to be reported to the Executive Assistant. Reimbursement is to be paid only once to the Mayor or Councillor, and the hosting agency's reimbursement will be considered first
6. All meetings attended should be detailed on the Council remuneration form
7. The remuneration form should be completed including the dollar amount claimed
8. The completed form should be submitted to the Executive Assistant, or designate, immediately following the end of each month
9. The Mayor or Councillor shall use their Municipal issued credit card for meals and other costs directly related to extra Municipal meetings whenever possible
  - a. The credit card receipts shall identify for whom the costs were incurred and if more than the Councillor's meals or costs are included on the receipt
  - b. These receipts are then presented to the accounting department for processing
10. For unforeseen circumstances, the Mayor or Councillor can use his or her discretion to stay overnight while attending extra activities out-of-town
11. Every 4 years prior to the election, the outgoing Council will review and set the remuneration for the incoming Council.

**End of Policy**

**MUNICIPALITY OF CROWSNEST PASS**

  
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Blair Painter, Mayor

  
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Date

  
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Patrick Thomas, Acting CAO

  
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Date

