

COUNCIL REMUNERATION & EXPENSES

Policy Number:	11/122.01 2021PO
Policy Review:	Every 4 Years or upon Legislative Change
Policy Owner (Dept.):	Office of the Chief Administrative Officer
Reference(s):	

1. PURPOSE OF POLICY

- 1.1. To set the standards and levels of remuneration for services performed and expenses incurred during the performance of duties as a member of Council.

2. POLICY STATEMENT

- 2.1. The City of Lacombe has a duly elected Council comprised of local residents who represent the interests of the City and is the governance body for the City. This policy sets out equitable compensation for all work involved in holding public office for the City of Lacombe and for the reimbursement of approved expenses.

3. APPLICABILITY

- 3.1. This policy applies to the Mayor and Members of Council.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **Base salary** – shall mean the annual amount of monies payable on a monthly basis to the Mayor and Councillors for the performance of duties as a member of Council.
- 4.2. **Official Capacity** – shall mean a member of Council making a presentation, accepting an award, or representing the City in an official capacity. It does not include Council’s attendance at conferences or out of town meetings.

5. ROLES AND RESPONSIBILITIES

- 5.1. Council
 - 5.1.1. To approve the Council Remuneration Policy;
 - 5.1.2. To cause to have or review the Policy every election year;
 - 5.1.3. To observe the terms of the Policy;
 - 5.1.4. To manage their individual expense accounts.
- 5.2. Mayor

- 5.2.1. To approve out of Province travel for Council members attendance at conventions, conferences, etc.;
- 5.2.2. To approve Councillor's expense claims.
- 5.3. Deputy Mayor
 - 5.3.1. To approve the Mayor's expense claims.
- 5.4. Administration
 - 5.4.1. To provide support in obtaining relevant salary information for Council's consideration;
 - 5.4.2. To provide City policies and procedures related to expenditures and expenses;
 - 5.4.3. To provide regular reporting on Mayor and Council expenses as provided for in this policy.

6. POLICY DETAILS

6.1. Remuneration Surveys and Adjustments

- 6.1.1. In every budget year Council remuneration will be adjusted. At the discretion of Council, additional reviews may be done internally, with consultant support, or by a Citizen Remuneration Committee. Remuneration shall focus on equitable and reasonable compensation for duties performed on the City's behalf by members of Council.
- 6.1.2. Compensation for the City's Chief Elected Official (Mayor) shall be equal to 40% of the highest step in the salary band offered to the City's Chief Administrative Officer.
- 6.1.3. Compensation for other members of City Council shall be equal to 40% of the salary of the City's Chief Elected Official.

6.2. Per Diems

- 6.2.1. Members of Council are not eligible for per diem for duties performed on behalf of the City.

6.3. Travel and Subsistence

- 6.3.1. There is a continuing requirement for members of Council to attend conferences, conventions, seminars, forums, and training as part of their professional development.
- 6.3.2. Financial accounts titled Travel and Subsistence and Training and Conferences will be established to provide the necessary funding for members of Council to attend events such as:
 - 6.3.2.1. The Federation of Canadian Municipalities (FCM) Annual Convention;
 - 6.3.2.2. The Alberta Urban Municipalities Association (AUMA) Annual Convention and;

- 6.3.2.3. Other educational or professional development conferences.
- 6.3.3. Council shall review attendance at the FCM Convention and the AUMA Convention on an annual basis.
- 6.3.4. 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 and/or Mayor's Travel & Subsistence and Training and Conferences budget.
- 6.3.5. Council representation at any Provincial or National Conferences, Conventions or Seminars will be the decision of Council as a whole. Funding for attendance at these activities shall be from the Councillor's and/or Mayor's Travel & Subsistence and Training & Conferences budget.
- 6.3.6. The City will pay the reasonable expenses of its delegation including:
 - 6.3.6.1. Overnight lodging;
 - 6.3.6.2. Economy travel;
 - 6.3.6.3. Meals (not covered by registration costs);
 - 6.3.6.4. Registration Costs;
 - 6.3.6.5. Reasonable entertainment/hosting costs e.g., meals/beverages for guest(s).
- 6.3.7. Costs incurred when traveling to conferences, conventions, and other training sessions, as well as meeting with representatives of other governments at locations beyond 50 kms of City boundaries (including transportation, meals, hotels, communication, and other costs) will be reimbursed in accordance with City policy.
- 6.3.8. Members of Council using their personal automobile for City business 50 kms beyond the City of Lacombe corporate limits shall be compensated in accordance with City policy.
- 6.3.9. Council approves the practice of providing an accountable, recoverable travel advance to members of Council.
- 6.3.10. Costs will not be reimbursed when attending a political party function of any type.
- 6.3.11. If a spouse/partner accompanies a member of Council to a conference/convention outside City boundaries, the expenses of the spouse/partner for travel, meals, and registration is considered a personal expense except as noted.
- 6.3.12. Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions their tickets for these banquets/receptions may be charged to the Councillor's and/or Mayor's Training and Conferences budget.

6.3.13. When a member of Council is invited to a social or fund-raising function in an Official Capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Councillor's and/or Mayor's Training and Conferences budget.

6.4. Expenditure Tracking

6.4.1. The Mayor will be responsible for approving Councillor's expense claims. The Deputy Mayor shall approve the Mayor's expense claims.

6.4.2. In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering the individual Councillors and/or Mayor's Expense Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.

7. END OF POLICY

Original Signed

Signature of Mayor

September 13, 2021

Date

Original Signed

Signature of CAO

September 13, 2021

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
September 13, 2021	21-271	Adoption of policy, replacement of policy 11/122.01 2018PO – Council Remuneration Policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required