

**1.0 PURPOSE**

Members of Council provide a significant contribution to the Town of Irricana in tending to municipal matters including all meetings and taking on decision-making responsibilities. It is, therefore, fitting that members of council should receive compensation for this contribution in the form of remuneration reflecting their commitment to these duties. Remunerations and reimbursements approved in advance of any given budget year is instrumental in forecasting a more accurate budget and showing fiscal responsibility. This policy is intended to clarify which expenses incurred by members of Council as part of their official duties will be assumed by the Town of Irricana.

**2.0 POLICY STATEMENT**

**2.1** The Town of Irricana will provide remuneration and benefits to the Mayor and Councillors that reflects the demands of Council and Council's value to the community.

**2.2** Council will set the remuneration for the Mayor and Councillors in the final year of a Council term by resolution of Council at a regular scheduled Council meeting prior to the end of their term; which is not subject to change until 6 months prior to the end of the subsequent term.

**2.3** Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

**2.4** This Policy comes into effect the calendar year following the general election.

**3.0 DEFINITIONS**

**3.1 Regular Council Meetings:** Are those meetings of Council regularly scheduled to deal with municipal business as declared annually at the Organizational Meeting.

**3.2 Special Council Meetings:** Are those meetings called by the Mayor or the Chief Administrative Officer acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting of Council and includes Public Hearings not scheduled on a regular Council meeting date.

**3.3 Committees, Boards and Commission Meetings:** Are meetings determined at the yearly Organizational Meeting and have Council representation in which either the designate/alternate Councillor attends.

**3.4 Council Remuneration:** Is the rate that each member of Council is paid. The method of payment that the Town utilizes is to pay this remuneration on a monthly basis.

**3.5 Reimbursement for Expenses:** Is the reimbursement that is paid to Council Members and Council appointed Board and Committee Members when traveling out of Irricana to Town related functions. This travel must be to a function that has been included in the Annual Budget or approved by Council.

**3.6 Conventions, Courses, Seminars:** Are those functions for Council, which are Council approved during the yearly budget meeting.

**3.7 Events:** Are those of public or private in nature that may or may not be town sanctioned and that do not conform to any other definition in this policy.

**4.0 PROCEDURES FOR REMUNERATIONS**

**4.1 Honorarium:** A monthly base salary is an all inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters, including but not limited to, regular council meetings, special council meetings, all committee, commission and Board meetings, other local sessions (Eg. strategy session, volunteer dinner, workshops, etc.) and preparation time, regardless of duration.

**4.1.1** Council members are obligated to notify the CAO/Town Office if they are not able to attend scheduled meetings prior to the start of the meeting otherwise they will be subject to \$50.00 per meeting missed.

**4.1.2** Administration will be responsible for conducting a comprehensive market analysis of Council salaries, honorariums and expenses every election year. A report with recommendations will be presented to Council no later than August 31st, prior to the election date.

**4.1.3** The outgoing Council will then decide base salaries, per diem and other reimbursement rates for the following Council term. Administration will adjust the remuneration package by the same cost of living adjustment approved by Council and awarded to the Town of Irricana employee's wage and salary grid each year.

**4.2 Per Diem:** A per diem may be claimed from the Town of Irricana by a member of Council for attending a meeting, official function, course, conference or seminar on behalf of the Town of Irricana not otherwise identified in section above and provided that no other honorarium or fee has been accepted for that meeting.

**4.2.1** Per diems are to include, but not limited to, meetings outside of a Regular or Special Council meeting, strategy sessions, seminars and local education

sessions. Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.

**4.3 Training Expense Reimbursement:** It is recognized that training costs associated with each member of Councils' area(s) of responsibility may vary as the year progresses, it is also recognized that training is an important aspect of the position. As such a training allowance (Schedule A) is provided to each councillor per year to use at the councillor's discretion.

**4.4 Travel Expense Reimbursement:** Travel is authorized for members of Council approved by policy or by resolution as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings/conventions/training (other than regularly scheduled Council and Board Meetings which are considered by Canada Customs and Revenue Agency to be the same as an employee's travel to their place of employment, which is not reimbursable) as elected representatives of the Town of Irricana.

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

**4.5 Claim for Expenses:** Lodging will be arranged by Administration and lodging expense will be based on the rate provided. If a Councillor wishes to upgrade their lodging they will be responsible for the difference in rates.

**4.5.1** Telephone calls may be claimed based on receipts submitted for the following:

- (a) one call per day to the home of the travelling person, and
- (b) calls made regarding Town of Irricana business.

**4.5.2** Meals may be claimed as based on Schedule A provided.

**4.5.3** Travel by commercial carrier such as airlines, rail, taxi or bus will be arranged by Administration and the travel expense will be based on rate provided. Those Councillors wishing to upgrade will be responsible for the difference in rates.

**4.5.4** Miscellaneous charges such as parking may be claimed based on submitted receipts.

**4.6 Submission and Approval of Claims:** Submission of claims shall be provided by an online form; forms submitted with in the first week of the month will be paid by the end of the month.

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**4.6.1** Claims submitted by Councillors shall be approved by the Mayor or Deputy Mayor.

**4.6.2** Claims submitted by the Mayor shall be approved by another Councillor.

**4.6.3** All claims shall be audited for compliance with this policy by the CAO prior to payment.

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Mayor Dennis Tracz

MOTION # 206:17

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Chief Administrative Officer Fabian Joseph

DATE: May 23, 2017

**REVISIONS:**

- Motion 376:91**
- Motion 198:93**
- Motion 360:96**
- Motion 10:07**
- Motion 354:07**
- Motion 207:08**
- Motion 59:12**
- Motion 127:13**
- Motion 206:17**

**SCHEDULE A**

It is understood that in attending a meeting, convention, course, seminar or function of any sort that there are intrinsic responsibilities such as reading agendas, preparing for meetings, creating committee reports or communicating to other council/board members/staff or public that are not subject to regular remuneration.

It is further understood that the office of Mayor has additional duties and responsibilities for which compensation should be granted.

1. **Mayor's Remuneration:** \$900.00 per month
2. **Councillor Remuneration:** \$600.00 per month
3. **Per Diem Remuneration:** \$50.00/half day ( $\leq$  4 hrs) and \$100/full day
4. **Training Allowance:** \$1000/year
5. **Accommodations, non-valet parking, taxi Reimbursement:**

Reimbursed at cost with receipts  
for any expenses not paid for by  
administration (eg. Hotel).

Note: a) Any cancellation costs incurred are the responsibility of the individual unless special considerations are approved by Council and that any request for special consideration not be unreasonably withheld. b) Everyone is entitled to their own room subject to budget constraints.

6. **Meal Reimbursement:**
  - a) Breakfast \$10.00
  - b) Lunch \$15.00
  - c) Supper \$25.00

- Note:
- excludes any alcoholic beverages
  - can only be claimed if meal is not included at function
  - can only be claimed if function exceeds 4 hrs duration

7. **Mileage Reimbursement:** \$0.50 per kilometer

8. **Tax Payable:** T-4 Slips will be provided indicating a percentage of honorarium earnings (as per Revenue Canada rates) for each year.