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|  | COUNCIL REMUNERATION POLICY |
| | Council Approved |
| | Council (CL) #052 |
| | Approved July 1, 2008 |
| | Revised September 30, 2008; July 20, 2010; December 7, 2010; July 16, 2013; August 15, 2017; May 1, 2018 |
| | Next Review Date March 21, 2020 |

1.0 POLICY STATEMENT

- 1.1 The Town of Hinton commits to providing a fair and reasonable level of remuneration for elected officials. The Mayor and Councillors will receive fair remuneration for their time and Expenses consistent with comparable communities.

2.0 PURPOSE

- 2.1 To provide for the establishment and ongoing operations of claims and payments for Honorariums, Meeting Fees, Expenses, and benefits to the Mayor and Councillors.

3.0 RESPONSIBILITIES

- 3.1 Council to:

- 3.1.1 Approve by resolution this policy and any amendments; and
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

- 3.2 Councillors to:

- 3.2.1 Prepare monthly claims and submit to the Director of Corporate Services in the prescribed form.

- 3.3 Chief Administrative Officer (CAO) to:

- 3.3.1 Implement this policy and approve procedures; and
- 3.3.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

- 3.4 Director of Corporate Services to:

- 3.4.1 Ensure implementation of this policy and procedure;

- 3.4.2 Ensure that this policy is reviewed every four years;
- 3.4.3 Make recommendations to the CAO of necessary policy or procedure amendments related to the administrative aspects of the policy; and
- 3.4.4 Provide staff support to the Hinton Council Remuneration Review Committee (CRRC).

3.5 CRRC to:

- 3.5.1 Recommend to Council on remuneration, Meeting Fees, Expenses, benefits for Hinton Council, as outlined in the CRRC Terms of Reference in Schedule "B."

4.0 PROCEDURES

- 4.1 Council receives recommendations on remuneration and Meeting Fees for Mayor and Councillors from the CRRC in the fourth year of the Council term. Approved recommendations, if any, will become effective after the General Election for the four-year term of the new Council, unless otherwise approved by Council.
- 4.2 All recommended policy changes to Policy 052 from the CRRC shall be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation (Council resolution of July 16, 2013).
- 4.3 The CRRC will be asked to commence work and to forward their final report to Council at a Regular Council meeting in the months prior to the election.
- 4.4 Administration shall review timesheets and expense claims for compliance to this policy. Where there is a concern, Administration will contact the Councillor and discuss the concern. If Administration and the Councillor cannot agree on the interpretation of this policy, the matter will be referred to the Mayor for final decision. Where there is a concern relating to the Mayor, and Administration and the Mayor cannot agree on the interpretation, the matter will be referred to the Deputy Mayor for final decision.

5.0 CONFERENCE ATTENDANCE

- 5.1 Expenses and Meeting Fees apply to the following conferences, conventions, seminars, and workshops:
 - 5.1.1 Alberta Urban Municipalities Association (AUMA) Annual Conference;
 - 5.1.2 Federation of Canadian Municipalities (FCM) Annual Conference;
 - 5.1.3 Mayors' Caucus (Mayor only); and
 - 5.1.4 Municipal Leaders' Caucus (Mayor only).
- 5.2 All Members of Council may attend each AUMA Annual Conference.
- 5.3 The FCM Annual Conference budget is \$11,000 per year, and attendance numbers are to be determined within that budget with a rotation of Councillors attending. Due to the lower costs of driving, each Member of Council may attend the conference if it is within driving distance.

5.4 Members of Council may attend Additional Events at their discretion that are not listed in sections 5.1 that they deem to be pertinent to their roles as Members of Council. Costs incurred to attend Additional Events will be considered Discretionary Costs, to be funded through the Council Professional Development Account. The Professional Development Account is funded to a maximum of \$3,000 per year for each Member of Council.

5.4.1 Funds not used by the end of each calendar year shall not be carried over to the next year.

5.5 Each Member of Council that attends a conference shall provide a verbal report of conference learnings and activities at the next meeting of Council following his/her return.

5.6 When the official representative (Mayor or designate) attends a local or conference-related banquet in their official capacity representing the Town, the cost of the member and the member's partner at the banquet will be paid for by the Town. The cost for an individual Councillor's attendance will be paid for by the Town with the Councillor paying for their spouse or guest's ticket.

6.0 DEFINITIONS

6.1 **Additional Events:** Any event not listed in section 5.1 that is pertinent to the role as a Member of Council, which the Councillor may attend at his/her discretion, if funding is available through the Council Professional Development Account.

6.2 **Council Professional Development Account:** The account from which all Discretionary Costs are paid.

6.3 **Discretionary Costs:** Expenses and Meeting Fees incurred by a Member of Council to attend an Additional Event.

6.4 **Expenses:** Include hotel, meals, mileage, fuel, parking, incidentals, and other out-of-pocket expenses incurred and allowable under Policy 070 (Travel Expense and Corporate Credit Card) while on Town business;

6.5 **Honorariums:** The monthly rate of pay for the Mayor and Councillors.

6.6 **Meeting Fees:** Regular Council meetings, Standing Committee meetings, meetings of committees or boards to which the Councillor is appointed, and any other meetings or events which are approved by Council and includes consideration for travel time. If, as a designated member of a committee or board, the member elects to take on additional administrative duties (such as participating in an organizing committee, administrative duties, etc.) the member shall seek the consensus/approval of Council to do so in order to claim a meeting fee accordingly.

SCHEDULE "A"

FEE SCHEDULE

Honorarium (Mayor) \$ 5,000

Honorarium (Councillors) \$ 1,800

Meeting Rates

Up to 4 hours: \$ 125

4+ hours: \$ 250

8+ hours: \$ 350

Examples of duties included in monthly honorariums

- Golf Tournaments,
- Grand Openings, charity functions, service club meetings, community events (i.e. Canada Day events, Remembrance Day ceremonies),
- Administrative duties for appointed boards and committees,
- Public workshops, open houses, and other public input sessions,
- General day-to-day activities of the Mayor and Council,
- Informal meetings with the CAO, staff, and council,
- Preparation for council and committee meetings,
- Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town initiative or facility,
- General public appearances, and
- Other purely social events.

The honorariums and meeting fees will remain in effect, without adjustment, until November 1, 2021.

Expenses

Meal and mileage expenses will be set according to the Town of Hinton's Policy 070: Travel, Expense and Corporate Credit Card Policy.

Benefits

Councillors are entitled to the Standard Life Insurance coverage for elected officials as provided by Alberta Urban Municipalities Association. Current benefits include:

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| Accidental Death & Dismemberment | \$ 100,000 |
| Weekly Accident Indemnity | \$ 250 |
| Accident Reimbursement Benefit | \$ 10,000 |
| Dental Expense Benefit | \$ 5,000 |

Councillors may opt out of the benefit program at their personal discretion.

Active Living

Councillors will not be entitled to an Active Living Allowance.

Technology Allowance

Councillors will be granted a one-time technology allowance of \$1,500 upon commencement of their four-year term. This allowance is to be used as each individual sees fit (i.e. to purchase a laptop or tablet, to contribute to phone or internet bills, etc.). The Town does not provide technological devices (i.e. laptop and cellphone) to Members of Council.

SCHEDULE “B”

HINTON COUNCIL REMUNERATION REVIEW COMMITTEE **TERMS OF REFERENCE**

INTRODUCTION

It is important to recognize that the primary reason for individuals seeking municipal public office is public service to the residents of the Town of Hinton. It is also important to ensure that individuals who choose to serve their community receive adequate compensation for their time and expenses. This document will serve to outline the mandate and terms of reference for that independent body to be called the Council Remuneration Review Committee (CRRC).

MANDATE

The CRRC will review the remuneration policy and determine appropriate honorariums, meeting fees, expenses, and benefits for the Mayor and Councillors, and will provide recommendations in a final report to Town Council.

MEMBERSHIP

Council shall appoint up to five citizens to the Council Remuneration Review Committee in the manner they deem appropriate.

SELECTION OF CHAIR AND MEETING SCHEDULE

The Director of Corporate Services will convene the first meeting. The five members will elect a chairman from among their group. The group will be responsible for determining their own schedule and method of operation subject to these terms of reference.

TIME FRAME

The CRRC will prepare and forward their final report to Council at a Regular Council meeting in the months preceding the municipal election. Should additional time (beyond reasonable staff time) be required, the CRRC Chairman may make such a request to Town Council.

All recommended policy changes to Policy 052 from the CRRC shall be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation (Council resolution of July 16, 2013).

IMPLEMENTATION

Town Council will review the recommendations received from the CRRC. Unless otherwise recommended by the CRRC, the recommendations approved by Council will become effective after the General Election for the four-year term of the new Council.

PROCEDURES

The Committee shall conduct their review prudently and cost-effectively and as is necessary to enable them to make a recommendation to Council. As a part of their review, the CRRC will review similar practices of the Town's municipal comparative communities in Alberta and examine the time commitment involved and make any appropriate recommendations. Also, in conducting their review, the CRRC shall discuss the items required in the mandate section with each existing member of Town Council.

CONFIDENTIALITY

The work of the CRRC is to be strictly confidential. The final report of the CRRC will be delivered to Town Council at an open session of Council at which time the report will be dealt with in an open Council meeting.

RESOURCES

The Director of Corporate Services, or his/her designate, will provide administrative support to the CRRC. At the discretion of the Director of Corporate Services, the services of an "Independent Consultant" may be used to provide research and professional guidance to the CRRC. Should additional resources beyond the reasonable time of Town staff be required, the CRRC Chairman may make such a request to Town Council. In order for the Director of Corporate Services, or his/her designate, to provide that support, the Director of Corporate Services, or his/her designate, will need to be aware of CRRC deliberations. The Director of Corporate Services, or his/her designate, will hold all such information in strict confidence.

VOLUNTEER STATUS

The members of the CRRC will receive no salary or honorarium for their voluntary services. The Town of Hinton will reimburse any out-of-pocket expenses in accordance with the Town of Hinton policies.