

	COUNCIL REMUNERATION POLICY
	Council Approved
	Council (CL) 1103
	Approved October 5, 2021
	Next Review Date June 30, 2024

1.0 POLICY STATEMENT

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. The Town of Hinton is committed 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 COUNCIL COMPENSATION

- 2.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Hinton, its residents and business; while at the same time, minimizes the financial burden to the same.
- 2.2 The contents of this policy shall be considered when creating Council's annual budget.
- 2.3 External market surveys will be conducted in accordance with section 4.1 of this Policy. Market comparators may include:
- Edson
 - Drayton Valley
 - Mornville
 - Whitecourt
 - Olds
 - Peace River
- 2.4 Council remuneration should target and not to exceed the Market (60th Percentile) of the comparator municipalities.

3.0 RESPONSIBILITIES

- 3.1 Council is responsible 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 Mayor and Councillors are responsible to:
 - 3.2.1 Submit monthly timesheets for the previous month's activities to the Executive Assistant monthly;
 - 3.2.2 Submit Expense Reimbursement forms as outlined in the Travel, Expense and Corporate Credit Card Policy.
- 3.3 Chief Administrative Officer (CAO) is responsible to:
 - 3.3.1 Implement this Policy and operational Procedures;
 - 3.3.2 Review and approve Council Remuneration monthly;
 - 3.3.3 Liaise with the Mayor or Deputy Mayor to resolve timesheet or Expense reimbursement discrepancies; and
 - 3.3.4 Ensure Policy and Procedure reviews occur on schedule.
- 3.4 Director of Corporate Services is responsible to:
 - 3.4.1 Ensure all timesheets and Expense forms have been signed and approved by the CAO prior to payment approval;
 - 3.4.2 Make recommendations to the CAO for necessary Policy or Procedure amendments related to the administrative aspects of this Policy; and
 - 3.4.3 Provide support to the Council Remuneration Review Committee (CRRC) as outlined in the Terms of Reference (Schedule B).
- 3.5 Administration is responsible to:
 - 3.5.1 Receive, review, and submit for approval to the Mayor or Deputy Mayor all Council timesheets monthly; and
 - 3.5.2 Receive, compile, and submit for approval to the Mayor or Deputy Mayor all Council Expense forms in a timely manner upon their submission.
- 3.6 Council Remuneration Review Committee is responsible to:
 - 3.6.1 Provide recommendations to Council on Remuneration, Meeting Fees, Expenses, and benefits for Hinton Council, as outlined in the CRRC Terms of Reference in Schedule B.

4.0 PROCEDURES

- 4.1 Procedures are referenced in Schedule "B".
- 4.2 Mayor and Council will be remunerated with a monthly Honorarium in the amounts outlined in Schedule "A".
- 4.3 Honorarium's will be provided to Mayor and Council as outlined in Schedule "A".
- 4.4 Meeting Fees will be provided to Mayor and Council as outlined in Schedule "A".

- 4.4.1 The Mayor may attend the FCM conference, AUMA Conference, the Municipal Leaders Caucus, and EDA annually and Councillors may attend AUMA annually and FCM once per term (see section 4.6).
- 4.5 Where the information on the Timesheet or Expense form is unclear, or where there may be a discrepancy, the Administration will contact the Councillor and discuss the submission in question.
- 4.5.1 Where there is a discrepancy that cannot be resolved between Administration and the Councillor's submission in question related to the interpretation of this Policy, the CAO will liaise with the mayor to obtain direction and a final decision related to the Remuneration; and
- (a) Where there is a discrepancy related to the interpretation of this Policy and the Mayor's Timesheet or Expense form submission, the CAO will liaise with the Deputy Mayor to obtain direction and final decision related to the Remuneration.
- 4.6 Councillors are advised to attend the annual FCM conference on a rotational basis due to the high costs of attending the conference, and the ability to stay within budget.
- 4.6.1 Councillors may attend the FCM conference once per term;
- 4.6.2 Where travel savings are made possible due to the location of the FCM annual conference, additional Councillors may attend the Conference.
- a) Section 4.6.2 above is subject to the ability to remain within the approved budget,
- b) The attendance of additional Council members is to be approved by Council.
- 4.7 Mayor and Council may attend Additional Events, Meetings, Conferences, and self-directed Workshops at their discretion, that are deemed to be pertinent to their roles as Members of Council.
- 4.7.1 Costs incurred to attend Additional Events will be considered Discretionary Costs, to be funded through the Council Professional Development Account.
- a) The Professional Development Account is funded to a maximum of \$3,000 per year for each Member of Council,
- b) The Professional Development Account maximum allotment per Councillor is inclusive of any Expenses incurred for attendance at Additional Events including registration fees, travel, and Expenses as outlined in the Travel, Expense, and Corporate Credit Card Policy.
- c) Funds not used by the end of each calendar year shall be carried over to the next year to a maximum of \$6000
- d) Professional Development Accounts must be tracked, transparent and publicly recorded.

4.8 When the official representative (Mayor or Council 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.

5.0 DEFINITIONS

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

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

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

5.4 **Expenses:** Include hotel, meals, mileage, fuel, parking, incidentals, and other out-of-pocket expenses incurred and allowable under the Travel, Expense, and Corporate Credit Card Policy while on Town business.

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

5.6 **Meeting Fees:** Remuneration amounts provided to Mayor and Councillors in addition to monthly Honorariums for attendance at Meetings, Conferences and Workshops as outlined in Schedule A.

5.7 **Non-Local:** Outside Town of Hinton boundaries.

5.8 **Workshop:** A meeting where Council members, Administration and others deemed necessary, engage in discussions on a subject or project, where the information is deemed relevant to the functions of Council.

SCHEDULE "A"

FEE SCHEDULE

Honorarium (Mayor) \$ 5,000

Honorarium (Councillors) \$ 1,800

Meeting Rates

0 to 2 hours: \$ 75

2 to 4 hours: \$ 125

4+ hours: \$ 250

Examples of duties included in monthly Honorariums:

- Grand Openings, charity functions, service club meetings, community events (i.e. Canada Day events, Remembrance Day ceremonies),
- Administrative duties for appointed boards and committees,
- Self-directed 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.
- Golf Tournaments,

Meeting Fees are paid on the following:

- Regular and Special Council Meetings
- Council Committee Meetings
- Council Appointed Board meetings
- Workshops driven by Administration or directed by Council
- Conferences, conventions, seminars, and Workshops as outlined in Section 4.4.
- Any other Meetings or Additional Events approved by Council.

The Honorariums and Meeting Fees will remain in effect, without adjustment, until the next general election.

Expenses

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

Members of Council will not submit any expenses for alcohol or cannabis.

Benefits

Mayor and Councillor are entitled to off duty Standard Life Insurance coverage for elected officials as provided by Alberta Urban Municipalities Association. Full premium is paid by the Town of Hinton. Current benefits include:

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

Mayor and Councillors will not be entitled to an Active Living Allowance.

Technology Allowance

Mayor and 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 chair 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 present their final report to Council at a Standing Committee meeting by October 31 in the year 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 Council Remuneration Policy from the CRRC shall be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation.

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.

RESPONSIBILITIES

Council will:

- i. Follow the public recruitment process. Council will appoint members to the Committee and will duly consider all recommendations of the Committee.
- ii. Approve any adjustments to Council remuneration package.

The Director of Corporate Services will:

- i. Act in an advisory role to the Committee.
- ii. Research and supply information to the Committee necessary to fulfill their duties.
- iii. Determine a minimum of 6 communities to be surveyed utilizing the most recent Financial Indicator Graphs established by Municipal Affairs, specifically by examining the optimum combination of two indicators, i.e., Population and Per Capita Equalized Assessment.
- iv. Ensure the survey information is collected in June/July in year prior to a municipal election.
- v. Prepare report based on recommendations provided by CRRC.

The Council Remuneration Review Committee will make recommendations to Council in the matters of:

- i. Council Remuneration (rate of pay).
- ii. Council Meeting Fee Rates.
- iii. Benefits Package (insurance coverage's available to Elected Officials through the Town's provider)
- iv. The overall target compensation rate will be the market average of the communities (i.e., 60th percentile of the survey).
- v. Any other recommendations related to Council Remuneration that the Committee deems appropriate.

The Duties of the Chair include:

- i. The Chair is the only member of the Committee authorized to speak for the Committee (beyond simply reporting Board decisions), other than in specifically authorized instances.
- ii. The Chair is empowered to chair Committee meetings with all the commonly accepted power of that position (i.e., ruling, recognizing).
- iii. The Chair will ensure that decisions are documented in written format.
- iv. The Chair will put their recommendations in writing and present in person to Council regarding any recommendations of the Committee.

PROCEDURES FOR COUNCIL REMUNERATION REVIEW COMMITTEE

Timing of the Formation of the Committee:

- i. The committee will be established by June the year prior to election year and make a recommendation to Council by October 31 of that year.
- ii. The Committee will be composed of up to 5 citizen members appointed by Council.

Quorum & Meetings:

- i. The Committee shall appoint a Chair at its first meeting.
- ii. In the event the Chair is unable to fulfill his/her their duties, the Committee will nominate an alternate.

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 session of Council.

VOLUNTEER STATUS

The members of the CRRC will receive no per-diem 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.