



Approval Date:	February 11, 2019	Policy Number:	P-11-66-A
Motion:	19-02-054		
Supersedes:	P-11-2009-05 (formerly GGS-11-120.2)		
Title:	Council Remuneration, Travel and Expense Policy		

Purpose

To specify compensation for Council remuneration, travel and subsistence costs while on Town business.

Policy

The Town of Peace River shall provide compensation to members of Council for attending Council meetings and other municipal business, as well as reimbursement for reasonable personal and travel expenses incurred while on Town business.

This policy applies to Mayor and Town Councillors.

1. Travel

- 1.1. Provincial per km rate or cost of airfare whichever is the lesser amount. Carpooling is encouraged.
- 1.2. When tickets are required on a common carrier, single fare tickets may be purchased and the price reimbursed upon submission of receipts.
- 1.3. Council members may be reimbursed for taxi fares. Receipts for fares are not required; however, expenses must be itemized.

2. Meal Expenses

- 2.1. When traveling on Town business, a Council member may claim either:
 - 2.1.1. The actual cost of the meal; or
 - 2.1.2. The meal allowance.
- 2.2. The actual cost of the meal is the amount shown in the receipt, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the meal cost.
- 2.3. The meal allowances are:
 - 2.3.1. \$9.20 for breakfast;
 - 2.3.2. \$11.60 for lunch;

2.3.3. \$20.75 for dinner.

2.4. When a Council member is traveling on Town business for part of a day, they may be reimbursed for the receipted amount or the meal allowance:

2.4.1. For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later; or

2.4.2. For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later; or

2.4.3. For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

2.5. If a meal is included in the cost of airfare, the Council member cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal may be claimed in accordance with subsections 2.1 through 2.4.

3. Accommodations

3.1. When lodging is required, Council members are expected to utilize standard, medium-priced hotels and motels whenever possible. If a Council member is attending a formal, organized meeting or convention, they may stay at the host hotel if accommodations are available.

3.2. In all cases, the Town will pay no more than the regular single room rate.

3.3. Accommodation at a friend's or relative's domicile may be granted an unreceipted allowance in lieu of commercial accommodation of \$20.15 per day.

4. Council Remuneration

4.1. Remuneration criteria:

4.1.1. The Town of Peace River pays their elected officials a monthly salary of which the Mayor's salary is at a higher rate to compensate for additional responsibilities required of the position such as Chairing and preparing as Chair for Council meetings, additional meetings with Administration and members of the public.

4.2. For all members of Council monthly remuneration shall include payment for the following:

4.2.1. Dealing with and responding to public concerns from residents, clubs, organizations, businesses, etc.;

4.2.2. Council meeting preparation and research;

4.2.3. Signing Town documents;

4.2.4. Town staff social functions; and

4.2.5. Golf tournaments or other such events that the Town pays the registration fee for a Council member to attend.

4.3. Monthly Base Rates:

- 4.3.1. Mayor's remuneration shall be \$26,640.00 per annum, or \$2,200.00 per month.
- 4.3.2. Deputy Mayor's remuneration shall be \$19,980.00 per annum, or \$1,665.00 per month.
- 4.3.3. Councillor remuneration shall be \$16,620.00 per annum, or \$1,385.00 per month.
- 4.3.4. Monthly Honorariums are compensation for meeting preparations, regular meetings with residents and taxpayers, phone calls related to Town business, etc. If the Mayor, Deputy Mayor, or Councillor is away for a consecutive period of 21 days or more, the monthly Honorarium will be prorated based on the number of days absent over the corresponding period (example, absent 21 consecutive days in a single calendar month – $21/30 = 70\%$. Therefore, the monthly Honorarium would be 30% of the regular monthly Honorarium). If the consecutive days of absence occurred over a 2 month period then the Honorarium would be prorated over the 2 month period (example, $21/60 = 35\%$. Therefore, the monthly Honorarium would be 65% of the total Honorarium due for the 2 month period).

4.4. Policy Updates:

- 4.4.1. The rates within this policy shall be updated every second year based on the following criteria:
 - 4.4.1.1. Twelve municipal comparables shall be used; the six municipalities immediately larger than the Town of Peace River and the six immediately smaller.
 - 4.4.1.2. Of these, total Council compensation shall be identified based on the most recent financial statements available. Council compensation on a per capita basis shall then be established.
 - 4.4.1.3. A community cost modifier shall be determined. This is based on the average of the "median value of dwellings" and "average value of dwellings" per the most recent Statistic Canada data. Each municipality will be adjusted against the average for the Town of Peace River. The difference will be reduced by 35% – the estimated cost of accommodations and effect on service costs – to determine a Proposed Modifier amount.
 - 4.4.1.4. The Proposed Modifier shall adjust the per capita amounts of the comparables to determine an "Adjusted Council Compensation per Capita" figure.
 - 4.4.1.5. The average of the median amount of the 12 comparables – effectively the figure halfway between the sixth and seventh municipality – shall be the target for Council compensation changes within the policy.
- 4.4.2. In years where the policy is not adjusted, Council base rate shall be subject to the same cost of living (COLA) increase as received by employees annually.

5. Per Diems

5.1. For all members of Council per diem rates are paid for the following:

- 5.1.1. Regular Council meeting attendance;
- 5.1.2. Special Council Meeting attendance;
- 5.1.3. Meeting with Administrative staff;
- 5.1.4. Regularly scheduled meetings of Boards and Committees, and their sub-committees, that Council members are appointed to;
- 5.1.5. Public Hearings not scheduled during regular meetings of Council;
- 5.1.6. Attendance at Special Meetings for Boards and Committees that Council members are appointed to that are outside of regularly scheduled meetings (example, union negotiations);
- 5.1.7. Attendance at conferences, seminars, and courses with content/subject matter directly related to Council business and/or related to the Boards and Committees Councillors are appointed to;
- 5.1.8. Attendance at municipal conferences, seminars, courses including the Alberta Urban Municipalities Association annual conference and seminars, the Federation of Canadian Municipalities Association annual conference and other organizations;
- 5.1.9. Ceremonies, grand openings and banquets by invitation and attended in an official capacity as the representative of the Town;
- 5.1.10. Attendance at community based meetings hosted by community groups, business or senior levels of government;
- 5.1.11. Attendance time at Regular, Special or other Town sanctioned meetings shall be paid in accordance with the recorded meeting times as noted by Town Administration. All other attendance times are the responsibility of the individual Mayor, Deputy Mayor, or Councillor.

5.2. Per Diem Rates:

- 5.2.1. \$42.00 for every hour that they are in attendance at a Council approved meeting or function, to a maximum daily allowance of \$336.00.
- 5.2.2. Travel time to out of town meetings and conferences is paid at 50% of the hourly allowance (\$21.00 per hour) for travel to a maximum daily travel time of 8 hours.

5.3. Council members will exercise discretion in selecting and attending conferences, meetings or sessions that would derive benefit for the municipality.

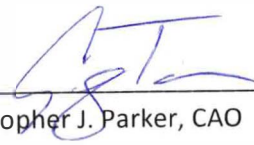
5.4. Council will establish a separate budget annually for this purpose, over and beyond Council remuneration described above.

5.5. Council may elect to permit Councillors to attend additional conferences, meetings or sessions.

- 5.6. Attendance at conferences, seminars and courses shall be approved via enabling motion at regular meetings of Council.
- 5.7. All Councillor expense claims shall be reviewed by the CAO with any exceptions to policy being approved by the Mayor.
- 5.8. Honorariums, hourly rate sheets and expense forms must be turned in to Administration for processing within 45 days of month end. If not received within this period, Administration will not accept these requests for payment and the Mayor, Deputy Mayor, or Councillor shall forfeit all rights to collect any amounts due for the period in question.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO