
	Council Compensation and Expense Reimbursement	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

Policy Statement:

1. The annual salary and benefits are intended to remunerate elected officials for the performance of regular and usual duties associated with the responsibilities of such elected offices, including attendance at:
 - i) Regular and Special meetings of Council, including Public Hearings, Committee of the Whole;
 - ii) All Council appointed Boards, Committees and Commissions as appointed;
 - iii) All annual strategic planning workshops and budget presentations;
 - iv) Conventions, conferences, seminars or workshops which elected officials attend; and
 - v) Meetings of importance where it is considered the attendance of elected officials is important or essential. Such situations shall normally be reported to Council as soon as practical through Council Representative Reports at the Regular meeting of Council.

2. The remuneration and expense reimbursement prescribed are intended to compensate elected officials for all of their duties. Wherever possible and reasonably practical, elected officials shall rearrange their schedule in advance to accommodate the work of Council and reduce or eliminate the need for additional expenses. When this is not possible, elected officials may claim reimbursement for expenses as per Appendix A.

3. Upon submission of an expense claims with receipts or other proof of expense, and where rescheduling and other alternate arrangements could not be made, Councillors will be compensated up to the maximum rate indicated in Appendix A for the following expenses incurred in order to attend designated meetings identified in Clause 1 above:
 - i) Child care;
 - ii) Alternate staffing arrangements where required by the elected official's primary employer;
 - iii) Direct loss of wages normally earned through primary employer; and

	<i>Council Compensation and Expense Reimbursement</i>	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

iv) Where the elected official is self-employed or obtains the majority of income through a commission, allowances will be made to recognize potential loss of income.

Group Benefits Plan

4. Elected officials shall be eligible, at their option, to participate in the following items under the Town's Group Benefit Plans:

<u>Benefits</u>	<u>Premiums</u>
i) Group Life Insurance	100% employer paid
ii) Dependents Life Insurance	100% employer paid
iii) Accidental Death and Dismemberment	100% employer paid
iv) Extended Health Care	65% employer paid
v) Dental Insurance	65% employer paid
vi) Health Spending Account	100% employer paid

5. An elected official who participates in all or some of the above benefit items shall be responsible for the premium costs as stated above. Premium costs shall be deducted from remuneration payments.


Training and Development

6. Elected officials benefit from training and development opportunities to enable them to perform their governance role as per the *Municipal Government Act* and keep informed on current and emerging local government issues.

7. Elected officials shall have an annual budget of up to \$2500 each, available to fund their professional training and development to increase their existing knowledge and skills as local government elected officials when necessary.

8. The fund shall be all inclusive of all related expenses and used for the following:

- i) Annual courses, workshops, seminar, webinars, etc. as offered by the Elected Officials Education Program;


	<i>Council Compensation and Expense Reimbursement</i>	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

- ii) Attendance at annual conferences or seminars that are directly related to the elected official's role as the Council appointed representative on Council's Boards, Committees, and Commissions;
 - iii) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Elected officials are encouraged to share these materials with other elected officials to eliminate duplication; and
 - iv) Elected Officials are responsible to ensure that any other training and development taken but not listed above are directly related to the role of an elected official and in alignment with this policy.
9. Elected officials may attend the annual Federation of Canadian Municipalities (FCM) conference once per term of office. FCM travel expenses will be taken out of the general Council budget and not affect the individual training fund.
 10. Elected officials are required to provide a brief report of significant learnings during Council Representative Reports in the Regular Council Meeting after they have taken part in a developmental activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
 11. The Town shall not pay for guest expenses associated with any Council activity. The Mayor or Deputy Mayor may claim for guest expenses in circumstances where it is expected and that they be accompanied by their partner and this expense shall be identified and included in the quarterly expense report.
 12. To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or tablet. The Mayor shall also be provided with a cell phone. Any equipment provided remains the property of the Town of Okotoks and shall be returned within 3 days when the individual is no longer an elected official.

	Council Compensation and Expense Reimbursement	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

Travel and Expenses

13. The rates and terms prescribed are intended to avoid economic loss to the elected official when reasonable and related expenses are incurred that are directly related to Town business.
14. Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.
15. An elected official when travelling on official business may claim the following expenses with a receipt:
 - i) air fare
 - ii) bus fare
 - iii) taxi fares
 - iv) parking charges
 - v) automobile rental
 - vi) public transportation
16. An elected official who uses a personal motor vehicle on Town business shall be reimbursed for travel as per Appendix A. Where more than one elected official shares private motor vehicle transportation, only one person may claim the expense
17. An elected official who is required by their insurance company to be insured for business use of a personal motor vehicle for travel on Town business shall be reimbursed for the full amount of applicable business premium up to a maximum as per Appendix A and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.
18. If an elected official is required to travel on Town business and overnight accommodation away from their regular home is necessary, they may claim:
 - i) The actual cost of accommodation on production of receipts;

	Council Compensation and Expense Reimbursement	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

- ii) Elected officials may wish to secure alternate accommodation at no cost to the official/Town. The elected official may then claim for a gift with receipt for the amount as shown on Appendix A.

19. Meals and Gratuities

- i) Elected officials may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 18% upon the submission of receipts with taxes and gratuities indicated on the receipt. If a receipt is lost or unavailable, the maximum expense an elected official may claim is the flat and all-inclusive rate set in Appendix A.
- ii) In a large group setting only, employees may provide a maximum of 20% gratuity, subject to the merchant policies.
- iii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes and gratuities are required. Alcoholic beverages are not reimbursable.
- iv) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
- v) Where conference, seminar or meeting includes meals, the Town will not reimburse substitute meals.
- vi) Expense claims for meals apply to elected officials travelling to and from meetings, conferences or seminars.

20. Hosting

- i) Elected officials may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the person(s) represent and the reason.
- ii) Claims for expenses for hosting shall be supported with a brief written explanation signed by the elected official and supported by receipts.

	Council Compensation and Expense Reimbursement	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

21. Other Costs


- i) If an elected official incurs a social media fee for service directly related to Council business, the elected official may annually claim an amount not more than \$50 and report that fee on the quarterly expense report.
- ii) If an elected official incurs other expenses for which reimbursement is not specifically mentioned herein, they may recommend to the Council that they be reimbursed for the expenses incurred and the members shall decide by majority vote whether any of the expenses will be reimbursed.

22. Expense Reports

- i) Elected officials shall, within 30 days of incurred costs, complete an Expense Claim form to be provided by the Financial Services Manager who shall review such form for conformity to this policy. Where there are extenuating circumstances, the Mayor shall have the authority to approve extraordinary expenses that are directly related to Council business.
- ii) Expense reports shall normally be completed every quarter and in any case must be completed by December 31 of the current year for all outstanding current year expenses.
- iii) Ineligible Expenses:
 - a. Alcoholic beverages.
 - b. Activities for political party events hosted by a party, constituency association or candidate, except for the actual cost of the event only (e.g. meal, green fees only).
 - c. Any portion of a receipt that is paid for by a third party.

23. Quarterly Expense Reporting

The Chief Financial Officer shall prepare a report for each elected official's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each elected official and shall be made available for public viewing on the Town of Okotoks website.

	Council Compensation and Expense Reimbursement	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

Appendix A
To GP-C-2.2

COUNCIL COMPENSATION AND EXPENSE REIMBURSEMENT
Effective March 1, 2022

REMUNERATION

A. The rate of remuneration for the performance of all regular and usual duties of office as identified in Section A of the policy shall be:

- i) Mayor \$94,158 per annum
- ii) Councillors \$43,342 per annum


B. Annual remuneration will be paid on a biweekly basis. The annual salary will be adjusted according to the same general market adjustment that employees receive. Council remuneration surveys will be completed by the People & Organizational Effectiveness Business Centre at least once every three years to ensure that remuneration remain at mid-market for similar sized municipalities in Alberta.

EXPENSE REIMBURSEMENT

C. Notwithstanding Clause 1, the rate of reimbursement for loss of regular wages and child care for Councillors according to Clause 1 of the policy shall be:

- i) Up to \$100 per half-day (4 hours or less);
- ii) Up to \$200 per full-day (more than 4 hours);
- iii) Up to \$10 per hour for in-home child care, or the actual cost of childcare at a licensed day care or day home, will be reimbursed for Councillor's dependents when a Councillor does not qualify for reimbursement of loss of regular wages and alternate child care arrangements could not be made.

D. Councillors may claim either child care or loss of regular wages where applicable but not both for the same meeting. All claims will be approved by the Mayor.

	<i>Council Compensation and Expense Reimbursement</i>	
	Policy Type:	Governance Process
	Number:	GP-C-2.2
	To be Reviewed:	Once every 3 years
	Approval Date:	May 11, 2015
	Motion Number:	18.C.527 22.C.056 22.C.107
	Revised Date(s):	December 10, 2018 February 14, 2022 March 14, 2022

E. Total reimbursement for loss of regular wages and child care shall not exceed \$2,800 annually (to be adjusted during an election year on a prorated basis).

TRAVEL EXPENSES

F. Where elected officials have access to private lodging when on business travel, reimbursement for a gift for private overnight accommodation is available upon by completion of an expense form with receipts at a rate of up to \$30.00 per night.

G. Meals reimbursement (including taxes and gratuities) shall not exceed the following:

	<u>With receipt</u>	<u>Without receipt</u>
i) Breakfast	\$ 20.00	\$ 10.00
ii) Luncheon	\$ 25.00	\$ 15.00
iii) Dinner	\$ 50.00	\$ 30.00

H. To receive reimbursement, all expense reports must have receipts attached. If no receipt is available, a detailed written statement must accompany the expense report. All expense reports are to be reviewed and approved by the Chief Financial Officer and the Mayor.

I. Reimbursement for business travel outside of Okotoks is available on presentation of an expense form that provides the total number of kilometres travelled for business, the destination and the reason for travel, kilometres will be reimbursed at the current rate provided by Canada Revenue Agency.

J. On presentation of a receipt indicating the elected official’s personal vehicle insurance includes business travel for a minimum liability of \$2 Million, reimbursement will be made up to a maximum of \$150 annually.