

RED DEER COUNTY

TITLE: COUNCILLOR REMUNERATION

Category: Administration

Policy Procedure
Bylaw Guideline

No. 1.010

AUTHORITY: CC-17-084

DATE: April 11, 2017

Policy comes into effect following the October 16, 2017, election.

REPLACES: CC-13-202
CC-10-275
CC-08-155

DATE: August 6, 2013
September 7, 2010
April 15, 2008

Further References: Policy No. 1.013, Council Committee/Boards

PURPOSE

To provide terms and rates for payment of remuneration for members of Council during their terms on Red Deer County Council, and to provide a policy that distinguishes elected officials (Mayor/Councillors) from employees of the municipality.

GUIDELINES/SCOPE

1. All members of Council, including the Mayor, will receive an annual stipend, with payment being made on a monthly basis. The annual stipend will be increased at a rate equivalent to the Alberta Consumer Price Index for July of the current year with any increase being effective as of November 1 of that year. This annual stipend will be intended as compensation for the Mayor's/Councillors' time in conducting elected official responsibilities as well as attendance at County meetings. These meetings include, but are not limited, to the following: County Council, Municipal Planning Commission, Community Hall Meetings, Council workshops and retreats, public hearings, County-organized meetings (such as open houses/public meetings held during Planning / Study processes), and Committee/Board/Commission meetings for which Councillors have been appointed as County representatives (i.e. Agricultural Services Board, Parkland Foundation Board, Parkland Regional Library Board, Red Deer River Municipal Users Group, South Red Deer Regional Waste Management Commission, Central Alberta Association of Municipal Districts and Counties, Westerner Board).

In cases where an external Board/Commission/Committee provides a per diem to County representatives for attendance at meetings, this per diem is to be paid directly to the County.

As the leader of Council, the Mayor's position includes added duties and responsibilities. Consequently, the Mayor's annual stipend will be set at a higher value than the Councillors' annual stipend to reflect the time spent on these duties, which include, but are not limited to,

Council liaison with the County Manager, primary spokesperson/liaison with media and other levels of Government and other municipalities, administrative type duties such as signing agreements, bylaws and cheques, and County representative at ceremonial and public relation events.

To reflect the appropriate separation of Council from employees of Red Deer County, members of Council are not included in any County policies related to employee remuneration and/or benefits (i.e. Health Benefits). This change was implemented in October 2010, and, at that time, when determining the annual honorarium, consideration was given for costs that may be incurred by members of Council choosing to participate in other benefit programs.

2. In cases where Mayor/Councillors have been appointed to a special committee/board where meetings are held outside of County boundaries (i.e. AAMDC Committees), a resolution of Council is required to confirm such appointment. Once Council approval has been provided, the Mayor/Councillor is entitled to collect a per diem amount for attendance at these out-of-County committee/board meetings.
3. An allowance has been provided in the annual stipend to cover some of the travel expenses incurred by members of Council while conducting Council business (i.e. meetings with landowners, attendance at community functions/meetings). However, members of Council are entitled to claim a mileage fee for attendance at meetings as noted in paragraph 1, 2 and 4. The mileage rate to be paid will be the same as the provincial rate for Alberta as set by Canada Revenue Agency.

Although the Mayor is the County representative for ceremonial and public relation events, there will be times when the Deputy Mayor or Local Councillor may be requested to attend one of these events as the County's representative on behalf of the Mayor. In the Mayor's absence, the replacement is entitled to claim mileage for attendance at that event.

4. There are annual conferences held that members of Council may wish to attend. These include, but are not limited to, Alberta Association of Municipal Districts and Counties (AAMDC), Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), and Community Planning Association of Alberta (CPAA).

In addition, to enhance their Council positions, there are workshops / seminars / professional development sessions that members of Council may wish to attend.

An annual budget will be established for attendance at these conferences with an allotment being provided to the Mayor and equal allotments being provided to each Councillor. Each member of Council will then choose which conferences / seminars / workshops he/she wishes to attend.

Provided each member of Council is within his/her budgeted allotment, attendance at the following conferences can be processed by administration: AAMDC, CPAA, AUMA and FCM. Attendance at any other conferences or participation in workshops / seminars / professional development is to be confirmed through consultation with the Mayor. Or, in the case of the Mayor wishing to attend, in consultation with the Deputy Mayor.

Once a member of Council's budgeted allotment has been depleted, any further requests for conference attendance or participation in workshops / seminars / professional development will either be at that member's own expense or be authorized in advance of the event by way of a Council resolution.

Expenses to be covered for Mayor/Councillor participation in these conferences / workshops / seminars are the registration fee for the conference/course, accommodation, meal expense, travel expense and mileage. If these conferences / workshops / seminars are held at locations outside the County boundaries, the Councillor is also entitled to collect the per diem rate for days of attendance and travel (this per diem will be included in the member of Council's budget allotment).

Following attendance at a conference or workshop / seminar / professional development session, the attending member of Council is to provide a report to Council with regard to the event(s).

5. To provide for transparency, there will be a reporting of Mayor/Councillor claims, meeting attendance, conference / workshop / seminar expenses and Mayor Public Relation costs, on a quarterly basis, in the *County News* and on the County's website. This report is to include the number of meetings that were scheduled for Councillor attendance, the number of meetings attended by the Councillor, the percentage rate of attendance, their conference / workshop / seminar expenses out of their annual allotment and the details of the costs and events covered by the Mayor's Public Relation account.
6. It is anticipated that when the Mayor is invited to an event and is requested to bring greetings on behalf of the County, there should be no cost for the Mayor to attend the event. However, it is recognized that the Mayor will receive invitations to events that may have a cost associated with them. To allow the Mayor the discretion to determine if attendance at the event will be beneficial to the County, the Mayor will be provided an annual Public Relations budget to cover these costs.

As the County's philosophy is to not spend public funds on charitable causes as the public should be allowed to determine where their charitable donations should be directed, the Mayor will be discouraged from accepting invitations to charity fundraising events that include a cost for attendance.

On a monthly basis, the Mayor will provide a full reporting of events attended and funds expended.

7. Mayor/Councillor monthly expense claim forms are to be completed for processing following the second Council meeting of the month and payment will be made prior to the end of the month.

The Mayor approves the Councillor Claim Forms and the Deputy Mayor approves the Mayor's Claim Form. County administration ensures claims are in compliance with Red Deer County policies and procedures.

8. The rates to be applied to this policy, which will be effective October 20, 2017, are noted on the attached Schedule 'A'.
9. A Council review of this policy and the applicable rates will occur every four years, prior to August 1 of the year of the upcoming municipal election, with any changes to the policy being implemented following the municipal election. If Council feels there is a need for a comprehensive review of the policy, the review will be conducted by an independent committee consisting of public members established for said review.

RED DEER COUNTY

COUNCILLOR REMUNERATION Policy No. 1.010 - Schedule 'A'

Effective October 20, 2017, the following rates will apply for Councillor remuneration:

Mayor Base Pay

October 20, 2017, \$85,439.77

Councillor Base Pay

October 20, 2017, \$59,967.04

Base Pay annual increase set at the Alberta Consumer Price Index as at July with the increase to be effective November 1 of each year

Per Diem - \$105 per half day (up to 4 hours) and \$210 per day

Conference/Seminar/Workshop Participation – total annual budget of \$55,000 with up to \$8,500 being allotted for the Mayor and \$6,500 being allotted to each Councillor

Mayor Public Relations Account - \$2,000 annually

Mileage – Provincial Alberta Rate as set by Canada Revenue Agency (54 cents / km for the first 5,000 km in one year; 48 cent / km for kms over that)

Meal reimbursement rates – actual costs of meals as shown on the receipt are to be reimbursed; claimants are encouraged to provide receipts. If no receipts are available, the following rates apply: breakfast \$15; dinner \$15; supper \$30 for a daily total of \$60.