

POLICY NO:	LE 001
POLICY TITLE:	COUNCILLOR REMUNERATION AND EXPENSES
DEPARTMENT:	LEGISLATIVE
APPROVAL DATE:	26-5-95
REVISION DATE:	SPO 30-10-96; SPO 10-10-97; SPO 42-10-98; 30-02-00; 33-10-00; 32-06-01; 46-10-01; 09-02-02; 42-10-02; 09-03-03; 43-08-03; 07-12-03; 60-05-05; 16-11-05; 33-10-06; 34-10-06; 39-02-07; 40-05-07; 30-11-07; 31-11-07; 06-12-07; 30-01-08; 36-10-08; 17-06-09; 81-10-10; 47-12-10; 48-12-12; 24-05-14; 10-02-15 ; 06-10-15-ORG ; (2016-01-35) ; (2016-12-50) ; 2017-12-72 (December 12, 2017)
REVIEW DATE:	

Policy Statement:

Remuneration rates shall be determined by Council to reflect the expenses incurred by Councillors in the performance of their duties.

Purpose:

1. To provide for consistent remuneration. The policy will be reviewed on a yearly basis. When Council changes Per Diem and Expense Allowance amounts, the Basic Honorarium and Reeve's Allowance will also be adjusted to reflect the change.
2. The 1/3 non-taxable portion of the Councillor's remuneration is for all non-reimbursed expenses, such as office furniture/equipment in their homes, gas, power, public relations expected as a public official and travelling costs above the paid allowances / reimbursements.
3. To establish guidelines for Elected Officials receiving payment for mileage to the County office for Council meetings and other Council duties

Policy:

Yearly Adjustments

Schedule 1 of Policy LE 001 for the basic honorarium and daily per diem will be adjusted effective January 1 of each year in accordance with the annual cost of living increase given to the County of Vermilion River staff wage grids.

Basic Honorarium (1/3 of which is deemed to be non-taxable)

Council members shall receive an annual Basic Honorarium, divided into (12) twelve equal payments, covering January to December of each year.

Council members shall receive the following basic honorarium on a monthly basis to cover:

1. attendance at council meetings and policy and priority committee meetings, and
2. time spent in their respective divisions for evaluation, phone calls/ fire permits, reading, meeting preparation and attendance at all meetings, workshops and any other Councillor functions within the boundaries of the County of Vermilion River Region and it's encompassing municipalities and the City of Lloydminster boundaries. See attached Schedule 1 and Schedule 2.

When a Council member declares a personal holiday day, she or he may deduct this time from their basic per diem at a rate which is equivalent to the daily rate set out in Schedule 1, Part B for any scheduled meetings that they have missed.

Per Diem

Council members shall receive the per diem as set out in Schedule 1 Part B for time spent traveling to or in attendance, outside the boundaries of the County of Vermilion River Region or the City of Lloydminster at conferences, seminars, workshops or similar activities as may be approved by the elected body:

for:

1. meeting(s) and travel - 0:00 - 5:00 hours – ½ of per diem
2. meeting(s) and travel - 5:01 – 10:00 hours - full per diem
3. meeting(s) and travel –10:01 & over hours – 1 ½ per diem

Total claim may not exceed one and one half (1 1/2) per diem per day

Per Diems will be paid in the month following the dates they occurred and will be recorded on the following month timesheet.

Mileage

Mileage will be paid for elected officials to travel to and from approved meetings, conferences, seminars, workshops or similar activities. The rate payable will be equal to the rate established by the Government of Canada and listed with the Treasury Board of Canada.

An additional flat amount of two hundred fifty dollars (\$250.00) per month (based on an average during the year of 600 km/month) will be paid to cover mileage costs incurred by elected officials to perform the required duties within his/her respective division. Annually any payment for basic mileage that is not supported by distances actually travelled will be considered a taxable benefit.

Elected Officials receiving payment for mileage to the County office for Council and Policy and Priority Committee meetings will have a taxable benefit calculated each month, at a kilometre rate equal to that set by the Government of Canada, from their residence to the County office and back to their residence. All remaining business and mileage initiated from the residence will be considered County related and therefore non-taxable.

A taxable benefit is to be included in the calculations for the Municipal Officer's Allowance.

Parking

Council members shall be reimbursed for actual parking costs incurred.

Subsistence Allowance

Council members shall receive the following subsistence allowance, when attending meetings/functions outside of the County boundaries on an overnight basis, as may be approved by the elected body:

\$50.00 per day

Accommodation

Accommodation will be paid for elected officials when travelling outside of the County boundaries to approved meetings, conferences, seminars, workshops or similar activities as follows:

1. The rate of reimbursement for hotels/motels etc. will be the amount set by the establishment and based on expense vouchers including applicable taxes but excluding all other expenses
2. When personal motor home, trailer or similar mobile living accommodation is used the County will reimburse the elected official at a rate of ninety dollars (\$90.00) per day (to cover additional transportation costs for parking and service fees).

Communication Reimbursement

The County will provide iPads to Councillors.

Council members shall receive the following monthly compensation for computer printer/supplies, land line, cellular telephone and internet expenses made in regard to County work as may be approved by the elected body:

\$2160.00 per year ($\$180 \times 12 = \$2160.$) **Additional Program Expenses**

Council members may occasionally attend various programs, which are often arranged in conjunction with approved attendance at conferences, meetings, and workshops. The County will cover the expenses for:

1. Banquet Tickets
2. Educational Tours

Council Spouse Expenses

In acknowledgement of the assistance and contribution the spouses of councillors make to the county the following additional expenses shall be covered while they attend approved functions with the councillor based on two (2) events each year;

1. Meals or Banquets (in conjunction with the event attended)
2. Accommodation costs
3. Partner Programs or Regular Tours

It shall not cover additional transportation costs.

Council Benefits

Various benefits are provided to councillors as follows:

1. AAMD&C Council Coverage (24 HOUR)
2. Registered Retirement Savings Plan, Retirement Savings Plan (non-registered) and Spousal Registered Retirement Savings Plan – Great West London Life
 - a. County contributions not vested until after 5 years in office.
 - b. Total Gross excluding Out of County Subsistence Allowance x 9% Councillor contribution matched by 9% County contribution
 - c. Additional Contributions permitted with no County matching contribution
3. AMSC
 - a. Life, Accidental Death / Dismemberment, Extended Health, Dental
 - b. Family or Single Coverage
 - c. Premiums - County 83% Councillor 17% in 2013
County 85% Councillor 15% in 2014

SCHEDULE '1'

Part A	2016 (1%)	2016 (1.27%)	2018 (1.5%)
Basic Honorarium Yearly:			
Reeve:	\$55,630.80	\$56,336.64	\$57,181.20
Deputy Reeve:	\$47,449.80	\$48,051.84	\$48,772.20
Councillor:	\$42,541.20	\$43,080.96	\$43,726.80
Part B			
Per Diem	2016 Per Day	2017 Per Day	2018 Per Day
Per Diem (taxable)	\$181.80	\$184.11	\$186.87
Per Diem (non-taxable)	<u>\$ 90.90</u>	<u>\$92.05</u>	<u>\$93.43</u>
Total Per Day	\$272.70	\$276.16	\$280.30

SCHEDULE ‘2’

Part A

Basic Honorarium includes, but is not limited to, the following:

Council Meetings & preparation	Policy & Priorities Meetings & preparation	Recreation Board Meetings	Ad Hoc Community Initiatives Meetings
Division Work: evaluations, phone calls; fire permits; reading; ratepayer meetings & consultations	Awards Presentations: Lakeland College, English 30-1/30-2; ASB Annual Awards	Public Relations Functions: grand openings; anniversaries; community events	Additional Hamlet meeting (only if more than one / year)
Parades	Chamber of Commerce Events	Volunteer Appreciation Events	
PLUS Meetings within the County (and when applicable, City of Lloydminster, with the exception of Lloydminster Annexation meetings):			
Annual Hamlet Meetings	Annual Division Meetings	Public Consultations	Vermilion River Regional Alliance Meetings
Joint municipal meetings with Villages, Town and City – ILC; IDP; Protective Services; Mayor - Reeve	Joint municipal meetings with rural municipalities (held within County or City of Lloydminster boundaries)	Internal Committees: Council/Management/ Staff Liaison; Facilities; Harassment/Discrimination	Housing Committees: Pioneer Lodge, Vermilion & District Housing Foundation; Lloyd Housing Group
Assessment Review Board	Subdivision and Development Appeal Board	Alternative Land Use System Advisory Committee	Physician Recruitment / Retention
ACE Zone Meetings	Rural Crime Watch	Annual Elected Officials Fire Meetings	Lea Park Joint Interest Committee
Vermilion Region Partnership Events	Community Futures Lloydminster and Region	Seed Cleaning Association general meetings	Annual Seed Cleaning Plant Meeting

Part B

Per Diem Honorarium includes but is not limited to the following: Joint Municipal meetings, Conferences, Zone meetings, ACE Technical meetings and Water Resource meetings that take place

outside of the County of Vermilion River Region or the City of Lloydminster. Annexation meetings with the City of Lloydminster will be included under this section.