



Council Policy 105 COUNCIL REMUNERATION

References:

Municipal Government Act
Records Management Bylaw

Effective Date: September 18, 2024

Council Resolution No: 2024-162

POLICY STATEMENT

The Municipal Government Act allows for compensation to be made to Elected Officials for duties performed. The Village of Warner will provide Remuneration to the Mayor and Councillors that reflects the demands of Council and Council's value to the community.

PURPOSE

The purpose of this policy is to outline the type and frequency of Remuneration for the Village of Warner elected officials.

SCOPE

This policy applies to all members of Village of Warner Council.

DEFINITIONS

"Council" means elected officials of the Village of Warner, including Mayor and Councillors.

"Expenses" means reimbursement made to elected officials for approved Expenses paid out-of-pocket, based on actual submitted receipts, not subject to applicable source deductions.

"Honorarium/Honoraria" means a flat monthly amount paid to elected officials as Remuneration for Council Meetings as outlined in Section 1, subject to applicable source deductions.

"Official Function" means an event, such as a convention, that has an official purpose for one's employment, vocation or profession, whether run by a person, institution or governmental agency or an official duty.

"Remuneration" includes Expenses and Honoraria.

"Special Event" means a planned public or social occasion to which the Mayor and/or Council have been invited to attend.

RESPONSIBILITIES

All members of Council are responsible for tracking, recording and submitting their expenses. Administration is responsible for ensuring proper approvals have been granted, and the processing of remuneration.

STANDARDS

1. Honoraria

1.1. Council shall be compensated with a monthly Honorarium.

As of September 18, 2024, monthly Honorarium for members of Council is:

Mayor	\$350.00
Councillor	\$350.00

1.2. The following constitutes an Honorarium:

- Organizational Meeting
- Regular and Special Council Meetings
- Public Hearings
- Preparation time for meetings
- Meetings outside of a Regular Council Meeting such as meetings with community partners and ministries
- Meetings with residents
- Elected Official Orientation and Training
- Conferences, Conventions, Education Sessions, Seminars and Workshops
- Correspondence related to Council business
- Public and/or Special Events

1.3. The Mayor and Council Honoraria is tied to increases in the Alberta Consumer Price Index, shall be reviewed on a yearly basis, and shall not be greater than the Cost-of-Living Allowance awarded to staff.

In an election year, for election month, Honorarium will be prorated as to the days not serving in public office and will have sixty (60) days to settle up all expense claims.

1.4. Additional Honorarium or fees may be accepted from other organizations by a member of Council where they are received due to the member of Council:

- serving on a regional body, such as a regional Commission, where all members receive an Honorarium or fee, or
- if the number of meetings changes significantly (e.g. 3 meetings per month), the Honorarium will be reviewed at the time of the increase in meetings.

2. Expenses

Expenses paid by an elected official out of pocket may be submitted to Finance for reimbursement. Receipts must accompany the claim.

2.1. Meals

2.1.1. While traveling on Village business, meals may be claimed at the amount

shown on receipts submitted. Where no receipt is submitted, a maximum amount for meals may be claimed at the rate approved by the Provincial Government. Gratuities on meals may be claimed to a maximum of fifteen (15) percent of the bill.

- 2.1.2. Meals that are previously paid for by the Village in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules, dietary considerations or the attendee has another meeting at the same time as the conference meal.

2.2. Travel

- 2.2.1. Travel is authorized for members of Council for a meeting or Official Function related to the appointment of that member of Council to a committee or regional body.
- 2.2.2. Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference or seminar on behalf of the Village of Warner.
- 2.2.3. Other travel for members of Council shall be approved by resolution of Council.
- 2.2.4. Travel may be expensed for meetings of Authorities, Boards, Commissions, Committees in which the member, or alternate has been appointed to that do not Remunerate.
- 2.2.5. Council members will strive for fiscal responsibility when booking accommodations and travelling. This means standard accommodations and carpool whenever possible. Elected Officials shall not claim personal vehicle mileage inside the community. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel where possible. Most economical does not always mean lowest base fare as luggage fees, seat selection fees and air and airport time are also factors.
- 2.2.6. Travel by personal vehicle may be claimed at the current rate per kilometre as approved by the Provincial Government from time to time while travelling on Village business.

- 2.3. Councillors who attend an event or meeting of an Authority, Board, Commission or Committee to which they are not the designated Council representative, or the alternate, will not receive a travel reimbursement.



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- 3.1 Miscellaneous
 - 3.1.1 Miscellaneous charges such as parking, secretarial services, photocopying, internet, etc., may be claimed.
 - 3.1.2 Lodging may be claimed.
 - 3.1.3 Registration fees may be claimed.
 - 3.1.4 Liquor is not an allowable expense that can be claimed, except where protocol dictates.
 - 3.1.5 Conference partner programs and accommodation are the only allowable spousal expenses.
 - 3.1.6 Costs will not be reimbursed when attending a political party function of any type.

4. Expense Submission and Reimbursement

- 4.1. Council members will be responsible for reimbursing the Village the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the Mayor.
- 4.2. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
- 4.3. All expenses are required to be submitted to Finance before December 15th, annually.
- 4.4. Reimbursement will be paid by cheque.
- 4.5. Claims submitted by Councillors shall be approved by the Mayor.
- 4.6. Claims submitted by the Mayor shall be approved by the Deputy Mayor or an alternate member of Council in the absence of an assigned Deputy Mayor.