

**TOWN OF STETTLER**

Prepared by: Corporate Services Committee      Number: II-3(b)  
Adopted by: Town of Stettler Council      Original Policy: 1988 06 21  
Previous Policy: 2017 01 01  
Current Policy: 2017 07 18

Title:                    **Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation**

Purpose:                To establish Council remuneration and reasonable and consistent meeting, travel, meal, and accommodation allowances for Members of Stettler Council and Members at Large while on Town business.

Policy Statement:    Members of Council will receive the following annual remuneration payable every two weeks:

| <b>Position</b> | <b>Annual Remuneration</b> | <b>Basic Pay Every Two Weeks</b> | <b>Travel Allowance Every Two Weeks</b> | <b>General Allowance Every Two Weeks</b> | <b>Total Pay Every Two Weeks</b> |
|-----------------|----------------------------|----------------------------------|---|--|----------------------------------|
| Mayor           | \$33,765.42                | \$865.79                         | \$216.44                                | \$216.44                                 | \$1,298.67                       |
| Councillors     | \$16,882.58                | \$432.89                         | \$108.22                                | \$108.22                                 | \$649.33                         |

Council remuneration will be adjusted annually by the same percentage as is provided to the Non-Union staff.

Basic Pay is an all inclusive amount provided to Members of Council for their time and service with respect to attending to Municipal matters, including attending in-Town Regular Board and Committee Meetings that they have been appointed to. Basic Pay is taxable.

Travel Expense Allowance is provided to Members of Council as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance, and other expense) incurred to travel to and from meetings (excluding regularly scheduled meetings) as elected representatives of the Municipality. This Allowance covers travel expenses incurred to meet with individual residents and with representatives of

community organizations. It also covers travel costs incurred while representing the Municipality at community events. In addition, it covers travel costs incurred to attend to municipal business matters in their capacities as elected officials of the Municipality. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process. Travel Expense Allowance is non-taxable.

General Expense Allowance is provided to Members of Council as an allowance for various costs including those for phone lines, fax equipment and supplies, copying, computer equipment and supplies, and other expenses. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process. General Expense Allowance is non-taxable.

Per diem will be paid to Members of Council for an in-Town extra-ordinary meeting such as:

1. Town Budget Meetings
2. Council Strategic Planning
3. Joint Town and County
4. Board and Committee Special Meetings i.e.: Budget
5. Union Labor Negotiations
6. "Extra-ordinary" external Board related duties "Required" to be performed by a Member of Council during a normal working day. As well as any other "Necessary" Council related duty/function where there is a reasonable expectation of employment/business income loss being incurred by a Member of Council. It is the responsibility of individual Members of Council to accrue this extra-ordinary time in cumulative increments of a minimum of four (4) hours prior to the Mayor's consideration and approval of the applicable full or half day rates. This provision does not apply to a Council Member's time that is reimbursable by the Parkland Regional Library Board or that is interpreted by the Mayor to be part of the Member's regular annual remuneration. The Mayor shall be relatively consistent in his/her interpretation and approval of extra-ordinary per diems for Members of Council so as not to erode usual duties and meeting attendances that are expected to be undertaken as part of the annual remuneration.

at the rate of \$130.00 for meetings up to four hours and \$260.00 for a full day meeting.

The Mayor may authorize the per diem for in-Town business of a significant nature. Any Member of Council has the right of appeal to Town Council if their per diem is not approved.

Members of Council will be paid a per diem for days spent outside of Stettler on Town business at the rate of \$130.00 for meetings up to four hours (including travel time) and \$260.00 for a full day meeting.

All payments made by a Board or Committee to a Member of Council shall be made payable to the Town of Stettler except the Parkland Regional Library Executive meetings. The Parkland Regional Library will reimburse the Town Council member directly for mileage and per diem at their approved rates. Also, a separate T-4 Slip will be issued directly to the Town Council member in this regard.

For Members of Council and Members-at-Large the following reimbursements will apply:

- a) When a conference or meeting location exceeds one hundred (100) kilometers from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.
- b) Out-of-Town travel on Town business will be reimbursed at the rate of \$.50 per kilometer.
- c) Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts. The per diem reimbursement shall apply where meals are provided at the expense of the Member of Council, and are not included in travel fares, conference fees, or provided by others.

**This policy acknowledges that the standard \$80 meal per diem may not be sufficiently appropriate for all organizational travel situations that may arise.**

**Therefore, any reimbursement request for actual meal costs (including other related meal costs such as beverages and partner/guest meals) that in combination exceed \$80 per diem shall require the approval of the Mayor. Such approval or refusal shall be decided on an individual case by case basis having regard for consistency in application while considering the location/venue, degree of organizational representation/networking, the number of guests included, recognition or another reasonably appropriate purpose for which the higher costs were incurred.**

**The Annual Remuneration for the Mayor and Councillors will be reviewed by June 30 preceding the next general election.**

**TOWN OF STETTLER**

**MAYOR & COUNCIL REMUNERATION AND BENEFITS**

**Effective January 1, 2017**

**Remuneration:**

|             |                           |          |
|-------------|---------------------------|----------|
| Mayor       | Basic Pay every two weeks | \$865.79 |
|             | Allowance every two weeks | \$432.88 |
| Councillors | Basic Pay every two weeks | \$432.89 |
|             | Allowance every two weeks | \$216.44 |

Allowance is non-taxable.

**Benefits:**

1. AMSC – Plan F (see benefit package for current details).
2. Annual Family Pass to the SRC and subject to the same guidelines as relating to permanent full-time employees with the Town’s Employee Health and Wellness Policy
  - Members of Council have the option to opt-out of this benefit to avoid incurring a taxable benefit, if any.
  - This benefit is not transferable.