



## **TOWN OF SLAVE LAKE**

CATEGORY: Legislative  
POLICY #: B.001  
OWNER DEPT: Council  
COUNCIL APPROVAL:

PAGE 1 of 12  
REVISED: April 11, 2017

### **TITLE: COUNCIL COMPENSATION POLICY POLICY**

#### **POLICY STATEMENT:**

Town Council will appoint a public citizen review committee (Council Compensation Committee). The purpose of this committee is to provide a comprehensive compensation package to the members of Town Council for the next term of office which is equitable and realistic yet enhances the spirit and principle of volunteer contribution to the Town of Slave Lake.

#### **POLICY OBJECTIVE:**

The objective of this policy is to:

- 1 Provide an adequate compensation package to attract people of ability and integrity as candidates for public office.
- 2 Provide systematic procedures for recording payment and reimbursement of items covered under the Council Compensation Policy.
- 3 Ensure fair, consistent practices with regard to Town Council's business travel.
- 4 Establish guidelines for the review of Council Compensation.

Brian Vance – Chief Administrative Officer

Date: June 20, 2017



TITLE: **COUNCIL COMPENSATION POLICY**  
PROCEDURE

**1.0 DEFINITIONS**

- 1.01 Allowance and Monthly Expense Claim Form:  
Appendix II and III.
- 1.02 Business Expenses:  
Expenses incurred while on Town business or attending conventions/seminars (ie. travel, accommodation, meals).
- 1.03 Council Compensation Committee:  
Public citizen committee appointed by Council to review and recommend changes to the council compensation package where appropriate.
- 1.04 Council Compensation Package:  
Council's yearly allowance plus compensation per meeting and all other related business expenses.
- 1.05 Hourly Rate:  
Fixed hourly rate approved by Council, paid for the following duties:  
Standing committee meetings, training approved by Council by resolution, attendance at activities and events with official duties or Council resolution, other committee appointments by Council resolution, and any other time commitment approved by Council resolution not covered by other provisions of policy appendix or where the board/committee pays an honorarium.
- 1.06 Bi-weekly Allowance:  
Bi-weekly amount paid to active elected officials in recognition of the time required to carry out their function. Included in the Bi-weekly Allowance are the following:  
Dealing with public, meetings with administration, preparation time example; reviewing agendas, cheque and agreement signing, Town staff functions, activities and events without official duties or Council resolution, and attendance at seminars or functions without Council resolution.  
Allowance is not paid in the case of disqualification or absence by a resolution of Council (as per Division 7 and 8 of the Municipal Government Act.)

## **1.0 DEFINITIONS**

1.07 Official/Delegate:

Person who is appointed by or works for government or related agency.

1.08 Town Council:

Town of Slave Lake Mayor and Council members in office.

TITLE: **COUNCIL COMPENSATION POLICY**  
PROCEDURE

**2.0 RESPONSIBILITIES**

**2.01 Mayor:**

Ensures that this policy is adhered to accordingly, monitor its effectiveness and when needed, recommend amendments to Town Council.

**2.02 Town Council:**

- (a) Approves amendments to this policy
- (b) Appoints public citizens to the Council Compensation Committee for the next term of office and approve recommendations brought forward for the next term of office.
- (c) Fills out the allowance and monthly expense claim forms accordingly in Appendix II and III.

**2.03 Council Compensation Committee:**

Reviews the current compensation package and present recommendations of changes to the present Council for the next term of office in accordance to this policy.

**2.04 Director of Finance and/or CAO:**

- (a) Organize and implement the Council Compensation Committee and act as a staff information resource person as requested by the Committee.
- (b) Budget annually sufficient funds to cover Town Council's allowance and monthly expenses.
- (c) Pay monthly to Town Council, compensation in accordance with this policy.
- (d) Advise the Mayor of any inconsistencies or questionable claims shown on the Allowance/Monthly Expenses Claim Forms.

**2.05 Executive Assistant to Chief Administrative Officer:**

Make arrangements/bookings as requested by Town Council for Town of Slave Lake related business.

**TITLE: COUNCIL COMPENSATION POLICY**  
**PROCEDURE**

**3.0 STANDARDS/GUIDELINES**

**COUNCIL COMPENSATION COMMITTEE** (See Appendix I)

- 3.01 The Council Compensation Committee shall consist of five (5) public voting members appointed every four years by Town Council to review the current compensation package and recommend changes for the next term of office. The Director of Finance and/or the Chief Administrative Officer shall be the staff person available to the committee as a resource of information and when requested, to attend meetings. (Advertising for Committee – see Policy C.d. 001)
- 3.02 The term of office for the Council Compensation Committee will begin May and end no later than September during the year of upcoming new term of office for Town Council. Frequency of meetings will be determined by the Council Compensation Committee.
- 3.03 Upon the request of the Council Compensation Committee, Town Council may be available to discuss the compensation package prior to recommendations being brought forward. Town Council or employees shall not interfere with the analysis or decision-making process in revising the compensation package.
- 3.04 When recommended changes from the Council Compensation Committee are brought forward to Council, Council may make amendments prior to approval of the revised compensation package. Once approved the revised rates will be posted in Appendix II as part of this policy.

### **3.0 STANDARDS/GUIDELINES (cont.)**

#### **OUT OF TOWN BUSINESS/CONVENTIONS/SEMINARS**

- 3.05 Town Council Members are encouraged to attend out of town meetings/conventions/seminars relevant to their portfolio or when it is a benefit to the Town (eg. A.U.M.A. convention).
- 3.06 In areas where the presence of the Council member's spouses is deemed necessary or appropriate, the spouse's expenses will be paid by the Town, upon prior approval by Council.
- 3.07 Using his/her discretion, when a Council member is hosting an official or delegate for special purpose, expenses will be paid by the Town.
- 3.08 All Council Members may attend Alberta Urban Municipalities Association (A.U.M.A.) and "in Province" Federation of Canadian Municipalities (F.C.M.).
- 3.09 When F.C.M. is out of Province, the Mayor and two Councillors may attend by resolution.
- 3.10 In the case of unanticipated circumstances Council can amend guidelines by resolution with a 2/3 majority vote.

TITLE: **COUNCIL COMPENSATION POLICY**  
PROCEDURE

**4.0 POLICY PROCEDURES**

- 4.01 All monthly expense claims (see Appendix III) are to be submitted to the Executive Assistant for Mayor approval. Expense Claims will be submitted to accounts payable once approved. If a Town Council member has accumulated expenses prior to month end, he/she may submit receipts to the Executive Assistant for Accounts Payable and request that a cheque be submitted as soon as possible.
- 4.02 Town Council will be paid a bi-weekly allowance. Meetings are reimbursed following the submission of their bi-weekly timesheet, as stated in Appendix II.
- Bi-weekly timesheets must be submitted to the payroll department every second Friday, **therefore all timesheets must be handed into the Executive assistant not later than Thursday for Mayor approval.** No payments are sent without a signed timesheets. If a timesheet is handed in late it will be processed the following pay period. Time sheets not submitted in a timely manner interfere with annual budgets, yearend numbers and processes etc.
- 4.03 "In accordance with Revenue Canada's provisions for Municipal Officials, one third (1/3) of the total allowances paid to municipal officials shall be deemed to be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings."

**APPENDIX I****TOWN OF SLAVE LAKE****COUNCIL COMMITTEES & BOARDS FACT SHEET (File 1003.04)****TITLE: COUNCIL COMPENSATION COMMITTEE**

Type of Committee/Board: Project

Function of Committee/Board: Responsible to review the current compensation package of the Mayor and Councillors and recommend any changes to Council, in the month of September of the election year.

Frequency/Dates of Meetings: Once per month

Meeting Place: Town Office / Council Chambers

Committee Make-Up:

<u>Voting</u>	<u>Non-Voting</u>	
		Councillors ( )
5		Council Appointees
	1	Town Staff ( )
5	1	TOTAL

Chairman is: Selected by the Committee

Secretary is: Selected by the Committee

Town Staff is: Director of Finance or Chief Administrative Officer

Information considered  
useful to orient new

Committee/Board Members: Previous Compensation Report to Council  
 Latest AUMA Survey, Comparable Municipalities

NOTE: The information above is a brief outline of the committee's operation. The legal details are found in Policy and Procedure B.001.

Current Status:

<u>Member</u>	<u>Date Appointed</u>	<u>Term (yrs)</u>	<u>Expiration of Term</u>
	Upon Approval	1/2	
	Upon Approval	1/2	
	Upon Approval	1/2	
	Upon Approval	1/2	
	Upon Approval	1/2	
	Upon Approval	1/2	



**APPENDIX II****TOWN COUNCIL MEMBER – BI-WEEKLY ALLOWANCE AND MEETING COMPENSATION****Term of Office, 2017 - 2021**November 01, 2017 to  
October 31, 2021**Mayor**

Annual Allowance	\$23,000
(3 monthly meetings)	\$280

**Deputy Mayor**

Annual Allowance	\$ 13,800
(3 monthly meetings)	\$250

**Councillor**

Annual Allowance	\$ 12,650
(3 monthly meetings)	\$250

**Lost Wages**

Hourly Rate	\$ 45
To a Maximum of Daily Rate	\$ 350

All other Council appointed meetings (other than the 3 regularly scheduled meetings of Council, are paid at \$45 p/hour to a max of \$350 (day rate)

(unless the commission / authority directly compensates for the meeting)

**Out of Town Business/****Conventions / Seminars**

Daily Rate	\$ 350
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Starting on November 1, 2017 as per motion of council, **That the annual allowance increase be at the Town of Slave Lake C.O.L.A rate per year for each for the four years beginning November 1, 2017.**

Note: One third of the allowance and amount per meeting is tax exempt; no EI is deducted, CPP is payable.



APPENDIX IIITOWN COUNCIL MEMBER - MONTHLY EXPENSE CLAIM FORM

## Expense Claim Form



Date: \_\_\_\_\_

NAME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

TIME/DAY DEPARTED: \_\_\_\_\_

TIME/DAY RETURNED: \_\_\_\_\_

CLAIMS

	<u>Amount (less GST)</u>	<u>GST</u>	<u>Total</u>
Gas Receipts x 1	\$ _____	\$ _____	\$ _____
Mileage _____ kms @ \$0.54	\$ _____	\$ _____	\$ _____
Hotel Receipts	\$ _____	\$ _____	\$ _____
Meals			
Breakfast (Max \$15.00)	\$ _____	\$ _____	\$ _____
Lunch (Max \$20.00)	\$ _____	\$ _____	\$ _____
Dinner (Max \$30.00)	\$ _____	\$ _____	\$ _____
Complete Days @ \$65.00	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
<b>TOTAL CLAIM</b>	\$ _____	\$ _____	\$ _____

EXPENSE CODE: 2-11-200-00\_\_\_\_\_  
Councillor\_\_\_\_\_  
Mayor

**TITLE: COUNCIL COMPENSATION POLICY**

**Appendix III (Page 2)**

**Business Expenses**

Travel (cents/km)	\$ 0.54 / km
Meals (\$/day)	\$ 65
Breakfast	\$ 15
Lunch	\$ 20
Supper	\$ 30
Accommodation	Actual Cost as per receipt.

Note: Receipts for meals will be accepted to maximum of daily allowance.  
Alcohol will not be reimbursed.



## Mayor Bi-Weekly Timesheet

Name: \_\_\_\_\_  
 Payperiod: \_\_\_\_\_ to \_\_\_\_\_

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 1)							
Mayor Council Meetings \$280							
Hourly Meetings \$45							
Daily Rate \$350							

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 2)							
Mayor Council Meetings \$280							
Hourly Meetings \$45							
Daily Rate \$350							

Date:	Meeting Details

Meeting Description	Unit	Rate	Total
Total Mayor Council Meetings	0	\$280.00	\$0.00
Total Hourly Meeting	0	\$45.00	\$0.00
Total Daily Rate	0	\$350.00	\$0.00
Bi-Weekly Allowance	1	\$769.23	\$769.23
<b>Total Remuneration</b>			

Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

### Notes:

1. Mayor Bi-Weekly rate = 769.23
2. Deputy Bi-Weekly rate = 461.54
3. Council Bi-Weekly rate = 423.08

\*Expense Claims are to be handed into the Executive Assistant





## Councillor Bi-Weekly Timesheet

Name: \_\_\_\_\_  
 Payperiod: \_\_\_\_\_ to \_\_\_\_\_

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 1)							
Councillors Council Meetings \$250							
Hourly Meetings \$45							
Daily Rate \$350							

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 2)							
Councillors Council Meetings \$250							
Hourly Meetings \$45							
Daily Rate \$350							

Date:	Meeting Details

Meeting Description	Unit	Rate	Total
Total Council Meetings	0	\$250.00	\$0.00
Total Hourly Meeting	0	\$45.00	\$0.00
Total Daily Rate	0	\$350.00	\$0.00
Bi-Weekly Allowance	1	\$423.08	\$423.08
<b>Total Remuneration</b>			<b>\$423.08</b>

Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

### Notes:

1. Mayor Bi-Weekly rate = 769.23
2. Deputy Bi-Weekly rate = 461.54
3. Council Bi-Weekly rate = 423.08

\*Expense Claims are to be handed into the Executive Assistant