

Council Policy

Policy Number: ply_EXC_Council_Remuneration_and_Business_Expense

Council Remuneration and Business Expense

Date Approved by Council:

Resolution No.:

Mayor:

County Commissioner:

1. Purpose

This policy establishes remuneration for Elected Officials of Sturgeon County.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
September 10, 2019	1.0	New Document
May 24, 2022	2.0	Updated 6.2.5
xxxx	3.0	Various Amendments

3. Persons/Areas Affected

Elected Officials of Sturgeon County

4. Definitions

The following definitions and interpretations apply in this policy:

Administration means the County Commissioner or his or her delegates.

Alternate means the individual(s) who is appointed to a Board or Committee as an alternate member and is expected to attend on behalf of the appointed Elected Official when they are unable to attend, or when invited by the appointed Elected Official or board/committee chair.

Business Expense means an expense incurred by an Elected Official in the performance of his or her duties. Examples of Business Expenses in this policy are intended to be exemplary and not exhaustive.

Conference means a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.

Convention means an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress, and obtain approval for future activities.

Council means the Council of Sturgeon County.



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Councillor means an elected official of Sturgeon County, including the Mayor.

County means the Municipality of Sturgeon County.

County Commissioner means the person appointed as Chief Administrative Officer of Sturgeon County, or his or her designate.

Elected Official has the same meaning as *Councillor*.

Expenses are the costs incurred by Elected Officials when conducting Council business.

Mayor is the Chief Elected Official as defined in the *Municipal Government Act*.

Professional Development is a process of enhancing an Elected Official's ability to perform in relation to their governance role.

Receipt is the original documentation provided by a vendor which provides detail about the item(s)/service(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts and are not sufficient for reimbursement purposes.

5. Policy Statement

- 5.1. Sturgeon County shall provide remuneration to Elected Officials for conducting Council business. Elected Officials shall be fairly compensated for their time and expenses incurred representing the County.
- 5.2. Councillor Business Expenses shall be incurred and reported on such as to enhance accountability, transparency, and public trust.

6. Status of Elected Positions

- 6.1 The office of Mayor is an office that constitutes a primary responsibility. As such, it is expected that the Mayor commit at least 30 hours per week on average to their Council responsibilities.
- 6.2 The offices of Deputy Mayor and Councillor constitute a non-primary responsibility. Although these offices are expected to commit significant hours per week to their Council responsibilities, hours may vary depending on the individual Board and Committee appointments, time of year, and other factors.

7. Base Remuneration Rates

- 7.1. Elected Officials shall receive the following annual base remuneration:

Mayor	\$130,267.50
Deputy Mayor	\$90,156.62
Councillor	\$84,974.63

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- 7.2. Base salaries compensate Elected Officials for all duties related to their elected roles except those for which per diems may be claimed under section 8 of this policy.
- 7.3. In addition to duties prescribed in the *Municipal Government Act* or other enactment, a Councillor shall, at a minimum:
- Attend Regular and Special Council meetings.
 - Attend Regular and Special Committee of the Whole meetings.
 - Attend Regular and Special meetings of internal boards and committees to which the Councillor has been appointed by Council.
 - Attend Council strategic planning sessions and retreats.
 - Participate in the recruitment, goal setting, and performance management of the Chief Administrative Officer.
 - Participate in the recruitment of public members to Sturgeon County Boards and Committees.
- 7.4. Where an Elected Official does not fulfill the duties prescribed in section 7.3 of this policy, Council may, at its discretion and in consideration of the specific circumstances, reduce a Councillor's base remuneration commensurate with the Councillor's non-attendance or non-participation in one or more of the required activities.
- 7.5. Consideration of a reduction of a Councillor's base remuneration shall be initiated by a Councillor by way of notice of motion.

8. Per Diems

- 8.1. In addition to their base salaries, Elected Officials representing external Boards and Committees are eligible to accept per diems at the rates established by those Boards and Committees.
- 8.2. Elected Officials may also claim per diems for the following duties:
- Attendance at a conference or convention
 - Attendance at an external Board or Committee meeting where the Elected Official is appointed by Council and a per diem is not paid to the member by the external Board or Committee
 - A formal in-person professional development course or session
- 8.3. Per diems shall be paid at the following rates:
- 4 hours or less \$130
 - More than 4 hours \$260
- 8.4. An alternate member who attends an external Board or Committee meeting is eligible to receive a per diem if not paid by the external Board or Committee, even if the member appointed by Council is in attendance. An alternate member shall be paid at the same rate as the regular member.

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9. Mileage

9.1. Elected Officials shall receive the Canada Revenue Agency (CRA) rate, beginning with the first kilometre per day travelled, regardless of the location of the meeting or function, unless mileage is paid by an external Board or Committee. If mileage is paid by an external Board or Committee, the Elected Official shall receive mileage at the rate established by the external Board or Committee.

10. Expense Reimbursement

- 10.1. Elected Officials shall be reimbursed reasonable expenses for meals upon the submission of a receipt when attending a meeting, convention, conference or professional development outside of Sturgeon County when a meal is not included.
- 10.2. Elected Officials shall be reimbursed reasonable expenses for other direct costs incurred as a result of attending a meeting, convention, conference, or professional development opportunity, including, but not limited to, parking or taxi, upon the submission of a receipt.

11. Conventions, Conferences and Professional Development

- 11.1. Council shall, through the annual budget process, establish individual allocations for each Elected Official to attend conventions, conferences, and professional development opportunities.
- 11.2. Once an Elected Official's individual budget allocation has been spent, any further requests for convention, conference or professional development attendance or participation must be authorized in advance by way of a Council resolution.
- 11.3. Council shall also, through the annual budget process, establish a common budget of funds to be utilized by Elected Officials to attend the following:
- Rural Municipalities of Alberta (RMA) Spring Convention
 - Rural Municipalities of Alberta (RMA) Fall Convention
 - Alberta Municipalities Annual Convention
 - Federation of Canadian Municipalities (FCM) Annual Convention

12. Benefits

12.1. Elected Officials shall be eligible to receive the following benefits:

Accidental Death and Dismemberment

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Accidental Death and Dismemberment premium, which provides a defined schedule of benefits.

Basic Life Insurance

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Group Life Insurance premium, which provides three (3) times the Elected Official's annual taxable salary rounded up to the nearest \$1,000.



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Dependent Life Insurance

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the Dependent Life Insurance premium for the following coverage:

- Spouse \$10,000
- Children \$5,000

Dental Plan

This is compulsory and takes effect immediately upon enrollment unless covered by a spouse. The County shall pay 80% and the Elected Official 20% of dental premiums for the following coverage:

- Basic Dental Services 100%
- Extensive Dentistry 50%
- Orthodontist 50%

Emergency Travel Plan

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the premium. Benefits are provided as the result of an accident or unexpected illness that occurs outside of Canada.

Extended Health Care Coverage

This is compulsory and takes effect immediately upon enrollment unless covered by a spouse. The County shall pay 80% and the Elected Official 20% of the premium.

Vision Care

This is compulsory and takes effect immediately upon enrollment. The County shall pay 80% and the Elected Official 20% of the premium.

Registered Retirement Savings Plan

Elected Officials have an opportunity to contribute five percent of their salary to a Registered Retirement Savings Plan (RRSP) to be matched by the County. Elected Officials may contribute a larger amount, but any contribution exceeding 5% will not be matched by the County.

Health and Wellness Spending Accounts

Elected Officials are given an annual credit of \$1,000 to be allocated between the two accounts. This amount is prorated from the eligibility date to the end of the first benefit year. The purpose of the Health Spending account is to cover expenses in excess of the maximum limits covered by the Extended Health and Dental plans. This plan is available to Elected Officials and their dependents. The purpose of the Wellness account is to promote wellness in the workplace; therefore, coverage is available only to the Elected Official and not their families. This account is considered a taxable benefit.

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Optional Life and Accidental Death and Dismemberment

These benefits are available to Elected Officials and their dependents. The Elected Official and spouse may apply for a maximum of \$50,000 coverage without providing medical evidence. There is a maximum of \$500,000 coverage supported with medical evidence. Coverage of up to \$10,000 is also available for dependent children. The Elected Official is responsible to pay 100% of the premium.

Voluntary Critical Illness

This benefit is available to Elected Officials and their dependents. The Elected Official and spouse may apply for a maximum of \$50,000 coverage without providing medical evidence. There is a maximum of \$300,000 coverage supported with medical evidence. Coverage of up to \$10,000 is also available for dependent children. The Elected Official is responsible to pay 100% of the premium.

12.2. In order to be eligible to receive benefits, Elected Officials must enroll in the benefits program within 31 days of being elected to office.

12.3. The Mayor and Councillors shall pay premiums and receive benefits at their base remuneration rates. The Deputy Mayor shall pay premiums and receive benefits at the Councillor base remuneration rate.

13. Adjustments to Base Remuneration Rates

13.1. Elected Official base remuneration rates shall be adjusted by Administration annually, using Alberta's Weekly Average Earnings (AWE), published by Statistics Canada, as the basis for annual adjustments. Base remuneration rates shall be adjusted the first pay period of each year. The percentage increase shall be calculated using the percentage change in the 12-month average of the AWE values from June of the previous year against the same value for the year prior. The percentage change cannot be less than zero percent.

14. Future Review of Elected Officials' Remuneration

14.1. A review of Elected Official base remuneration rates shall next occur in 2026.

14.2. A comprehensive review of Elected Official remuneration shall next occur in 2028.

15. Responsibilities

15.1. Elected Officials shall:

- Follow this policy to demonstrate transparency and accountability.
- Obtain receipts and/or other required documents to substantiate expenditures being claimed under this policy.
- Submit their expense claims to the County Commissioner monthly. Failure to submit an expense claim within six months of an event or expenditure will result in forfeiture of the claim.
- Not exceed individual budgets without the prior approval of Council, by way of a resolution passed at a public meeting.

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15.2. Administration shall:

- Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budgets.
- Review all Elected Officials' expense submissions for accuracy and compliance with this policy and authorize payment of all claims that fully comply with this policy.
- Inform Elected Officials of any expense claims that do not fully comply with this policy.
- Make arrangements for Elected Officials to attend meetings, conferences, conventions, or professional development session.
- Publish financial reports on a quarterly basis.

16. Rescinds

- 16.1. This Policy rescinds the Councillor Business Expense Policy.

17. Effective Date

- 17.1. This Policy takes effect on October 21, 2025.