

# POLICY COUNCIL REMUNERATION



## Policy C1005-01

<b>Adopted by Council:</b>	2021.06.14	<b>Administrative Responsibility:</b>	Corporate Services
<b>Council Resolution #:</b>	COU21-216	<b>Last Review Date:</b>	2021
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2025
<b>Replaces:</b>	C076-2 C1005	<b>Effective Date:</b>	Council Term 2021-2025

### 1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

### 2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

### 3.0 SCOPE

This policy applies to Council.

### 4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

### 5.0 RELATED POLICIES

- 5.1 Travel Expenses
- 5.2 Acceptance of Gifts

### 6.0 DEFINITIONS

- 6.1 **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.
- 6.2 **Base Wage Market Adjustment** means the percentage salary change approved in the annual budget and granted to other Town of Banff employees.
- 6.3 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.4 **Council** includes the positions of Mayor and Councillors.

- 6.5 **Spouse/partner** is the person to whom the Councillor:
- a. is lawfully married, or
  - b. is an “adult interdependent partner” as defined in the *Adult Interdependent Relationships Act*, or
  - c. lives with in a “relationship of interdependence” as defined in the *Adult Interdependent Relationships Act*.
- 6.6 **Technology** includes but is not limited to computers, tablets, photocopying, printing, internet access and cell phones

## 7.0 GENERAL

- 7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.

## 8.0 BASE REMUNERATION

- 8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule “A” of this policy.
- 8.2 Effective January 1 of each year the Director, Corporate Services shall adjust the base remuneration as provided in Schedule A subject to annual budget approval.
- 8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

## 9.0 PER DIEMS

- 9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule ‘A’ of this policy.
- 9.2 The Mayor is not eligible to claim per diems.
- 9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.
- 9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.

## 10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.
- 10.2 Members of Council are eligible to enrol in the Town of Banff’s group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councillor contribution amount.

Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

## **11.0 ALLOWANCES AND EXPENSES**

### **11.1 Technology Allowance**

- a) Members of Council are required to use technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets, photocopying, printing, internet access, cell phones and digital packages.
- b) Members of Council that wish to use their own personal technology instead of having the Town supply them with the required technology for municipal business shall receive an annual technology allowance as provided in Schedule A of this policy.
- c) The technology allowance is for the annual period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal technology for council work anymore, then the Town will supply the required technology and the member of Council shall repay the Town for the unused portion of the allowance.
- d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.

### **11.2 Travel Expenses**

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses/partners of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse/partner to a conference, convention or seminar, to a maximum of one per year for the spouse/partner of a Councillor, and to a maximum of two per year for the spouse/partner of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

### **11.3 Conference, Convention and Seminar Registration Fees**

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

### **11.4 Attendance at Local Functions**

The Town will pay costs associated with attendance of elected officials and their spouses/partners at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

**12.0 REVIEW OF COUNCIL REMUNERATION**

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

**13.0 EXECPTIONS**

13.1 Exceptions to this policy may be made by a majority vote of council.

**14.0 ATTACHMENTS**

Schedule A - Council Remuneration Schedule

On Original

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Karen Sorensen  
Mayor

On Original

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Kelly Gibson  
Town Manager

**SCHEDULE A**  
**Council Remuneration Schedule**  
**(2021-2025)**

**BASE RENUMERATION**

<b>Annual Base Remuneration</b>	<b>Mayor</b>	<b>Councillor</b>
Swearing In, 2021 to December 31, 2022	\$98,075	\$32,692
January 1, 2023 to December 31, 2023	Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment	1/3 <sup>rd</sup> of Mayoral Base Remuneration
January 1, 2024 to December 31, 2024	Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment	1/3 <sup>rd</sup> of Mayoral Base Remuneration
January 1, 2025 to Swearing In, 2025	Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment	1/3 <sup>rd</sup> of Mayoral Base Remuneration

**PER DIEM RATES**

<b>Per Diems</b>	<b>Half Day ( 4 hours and less)</b>	<b>Full Day (More than 4 hours)</b>
Swearing In, 2021 to December 31, 2022	\$105	\$210
January 1, 2023 to December 31, 2023	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2024 to December 31, 2024	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2025 to Swearing In, 2025	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment

**OTHER RENUMERATION**

**Technology Allowance**      \$500 (annually for the period of November 1 to October 31)  
(Taxable Benefit)

Note: Schedule A is reviewed and updated by the Director, Corporate Services on an annual basis under the authority of Council Policy C1005-1. A Council resolution is not required to approve these annual updates.