

# POLICY COUNCIL REMUNERATION



## Policy C1005

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<b>Adopted by Council:</b>	2017.06.26	<b>Administrative Responsibility:</b>	Corporate Services
<b>Council Resolution #:</b>	COU17-131	<b>Last Review Date:</b>	2017.06
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2021
<b>Replaces:</b>	C076-2		

### 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

### 6.0 DEFINITIONS

- 6.1 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.2 **Council** includes the positions of Mayor and Councillors.
- 6.3 **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.

### 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”.

- 7.2 Until December 23, 2018, in accordance with provisions of the Municipal Government Act, one-third of the annual remuneration paid to a member of Council will be paid as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council's taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and travel within the Bow Valley.

## **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 Unless otherwise provided in Schedule A, effective January 1 of each year the Manager of Corporate Services shall adjust the base remuneration by the same percentage salary change approved in the annual budget and granted to all other Town of Banff employees.
- 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.

## **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 councilor 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 Computer Allowance**

- a) Members of Council are required to use a computer device for municipal business. Members of Council that wish to use their own personal computer instead of having the Town supply them with a computer for municipal business shall receive a \$500 annual allowance.

- b) The allowance is for the 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 computer for council work anymore, then the Town will supply a computer and the member of Council shall repay the Town for the unused portion of the allowance.
- 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 of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse to a conference, convention or seminar, to a maximum of one per year for the spouse of a Councillor, and to a maximum of two per year for the spouse 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 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 EXCEPTIONS**

- 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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Robert Earl  
Town Manager

**SCHEDULE A**  
**Council Remuneration Schedule**  
**(2017)**

**BASE RENUMERATION**

**Effective October 23, 2017 until December 23, 2018**

Mayor	\$80,540 per annum (1/3 non-taxable)
Councillor	\$26,900 per annum (1/3 non-taxable)

**Effective December 24, 2018**

Mayor	\$93,426 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.
Councillor	\$30,185 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.

**PER DIEM RATES**

**Effective October 23, 2017:**

4 hours and less	\$90.00 (1/3 non-taxable)
More than 4 hours	\$180.00 (1/3 non-taxable)

**Effective December 24, 2018:**

4 hours and less	\$105.00 (100% taxable)
More than 4 hours	\$210.00 (100% taxable)

**OTHER REMUNERATION**

**Effective October 28, 2017**

<b>Computer Allowance</b>	\$500 (1/3 non-taxable) (for the period of November 1 to October 31)
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Note: Schedule A is reviewed and updated by the Manager of Corporate Services on an annual basis under the authority of Council Policy C1005, Section 8.2. A Council resolution is not required to approve these annual updates.