

# Lac La Biche County *Policy*

**TITLE:** Elected Official Remuneration and Expenses

**POLICY NO:** GOV-11-001

**RESOLUTION:** 21.991

**EFFECTIVE DATE:** January 1, 2012

**DEPARTMENT RESPONSIBLE:**  
Legislative Services

**NEXT REVIEW DATE:** December 31, 2024

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## **POLICY STATEMENT:**

Lac La Biche County believes that those elected to public office and serve as members of County Council should be adequately and fairly compensated for this work and attendant responsibilities. Elected Officials shall receive remuneration for attending the meetings of Council and the Committees thereof and for assuming or performing additional duties.

## **DEFINITIONS:**

“Councillor” includes the Deputy Mayor but does not include the Mayor;

“Elected Official” includes the Mayor and Councillors of Lac La Biche County;

## **PRINCIPLES:**

### **1. Remuneration Model**

- a. The Mayor is remunerated on a salary-based model, as detailed in Schedule A. The Mayor is further eligible for allowances and reimbursement of expenses as detailed in this policy.
- b. Councillors are remunerated on a salary plus daily fee-based model. The annual salary for Councillors is detailed in Schedule A. Eligibility for daily rates, allowances and reimbursement of expenses is further provided for in this policy.
- c. The annual salaries shall be set during the budget process and will not be reduced if a Member is unable to perform any duty.

### **2. Daily Fee**

- a. Councillors shall be eligible to claim a daily fee for time spent attending meetings and/or functions identified under Part 1 as Daily Fee in attached Schedule B.
- b. For those meetings and/or functions identified under Part 1 of Schedule B, Councillors shall be compensated at \$286 per day or \$143 per half day or evening meeting subject to the following qualifications, inclusive of travel time:
  - i. meeting(s) 0 – 4 hours – one half daily fee (\$143),
  - ii. meeting(s) 4 – 8 hours – one daily fee (\$286),
  - iii. meeting(s) 8 + hours – one and one half daily fee. Total claim may not exceed one and one half of the daily fee (\$429),

- iv. Notwithstanding the above, daily fees for consecutive meetings of Council and/or Committees of the Whole Council shall be based on total time, not number of meetings, to a maximum of one and one half the daily fee (\$429).
- c. For the attendance of conferences, compensation will begin at the time the Councillor departed from their residence to the time of return to their residence. In the event a detour in travel is necessary, compensation shall be calculated as if the detour did not occur, not to exceed \$429.
- d. Despite clause 2(b), Councillors are eligible to claim daily fees for required travel, on the day before and/or day after, to attend meetings and/or functions identified under Part 1 Daily Fee in attached Schedule B.

**3. Communication Allowance**

- a. All Elected Officials are provided with tablets or laptops for the duration of the term. Charges related to mobile data/internet for these tablets/laptops shall be paid by the County.
- b. Elected Officials are eligible to receive a communication allowance, in accordance with one of the following options:
  - i. Receive a County paid cell phone and an allowance of \$50 per month to cover household telephone and internet expenses; or
  - ii. Receive a \$150 per month allowance to cover household telephone expenses, cell phone charges and internet expenses.
- c. Should Elected Officials be travelling outside of Canada with their County issued mobile devices(s) they shall advise the Chief Administrative Officer, or his or her designate, such that Administration will purchase the appropriate travel data plan. If an Elected Official fails to advise Administration and there are excessive charges due to travel, the Member will be invoiced for the travel related charges.
- d. All Elected Officials shall be reimbursed, upon submission of a receipt, for communication consumables, such as printer ink and paper.

**4. Boards, Commissions or Committees**

- a. In the event that a Councillor receives any remuneration from another board, commission or committee, the Councillor shall pay to the County said remuneration before accepting any remuneration, allowance or expenses from the County for the Councillor's attendance at the external meeting. If remuneration by the external entity is less than the County policy, the difference will be paid to match current County policy.
- b. Remuneration will only be provided for attendance at board, commission or committee meetings for the primary appointee. The alternate appointee will only receive remuneration for attendance at board, commission or committee meetings if the primary appointee is unavailable or by specific authorization of County Council.

**5. Travel Expenses**

- a. Travel expense claims are permitted to events as listed in attached Schedule B. All travel claims must detail the date, time, travel location and purpose of the event or activity. Lump sum travel claims will not be approved.
- b. Use of personal vehicles for conducting County business shall be paid at a rate of \$0.52/kilometer.
- c. Notwithstanding clause 5(b), Councillors representing Ward 7 are eligible for a \$5 per meeting travel allowance for attendance at meetings or events that are held within the Hamlet of Lac La Biche. This provision is a substitute for claiming at a rate of \$0.52/kilometer for personal vehicle use in these instances.
- d. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.
- e. Where travel is authorized, the most direct, economical and logical mode of travel shall be utilized. Where transportation is provided (for example, as part of convention registration), it is expected that Elected Officials will make use of the complimentary transportation services.
- f. If multiple Elected Officials are attending the same event or function, it is expected, when practical, that they will commute together.
- g. Where an Elected Official chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.
- h. An Elected Official may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- i. Air travel shall not exceed regular economy class rates.
- j. Travel outside Canada shall be reimbursed in Canadian currency with the costs adjusted using the applicable exchange rate.
- k. In the event of adverse weather conditions, Elected Officials shall be permitted to seek accommodations until safe travel can be resumed. Unexpected meal and accommodation expenses incurred as a result of adverse weather shall be reimbursed in accordance with this policy upon submission of all applicable receipts.

**6. Meals and Accommodation**

- a. Where an Elected Official is required to travel on approved County business, the Member may claim a meal allowance as listed below (inclusive of G.S.T):

<b>Meals</b>	
Breakfast	\$15.00
Lunch	\$20.00
Supper	<u>\$30.00</u>
Total	\$65.00

- b. If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meal upon submission of a receipt to a maximum of twice the claimable amounts listed in clause 6(a) above.
- c. Lac La Biche County will not provide reimbursement for alcoholic beverages.
- d. Elected Officials may pay for the meal costs of other Members or other elected officials, if the meeting for which the meal costs relate to is a meeting regarding Lac La Biche County business. Reimbursement for meal costs will be in accordance with clauses 6(a) through 6(c).
- e. An incidental allowance of \$20 per day will be provided to cover gratuities and miscellaneous expenses while an Elected Official is required to travel on County business.
- f. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Elected Official's hotel accommodations be in the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member.
- g. Lac La Biche County will reimburse Elected Officials \$50 for private accommodations except for when the accommodation is a private dwelling of the Member, in which case no reimbursement will be paid.
- h. If an Elected Official's adult partner chooses to attend a County event, the resulting costs will be borne by the Member.

**7. Registrations**

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Education Program courses or other similar functions shall be paid by the County.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Education Program courses or other similar functions will require a receipt in order to be reimbursed.
- c. Registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations.

**8. Signing Authority**

- a. The Mayor or Deputy Mayor shall review, sign and approve for payment all expense claims submitted under this policy.
- b. Where remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.
- c. On a monthly basis, the Chief Administrative Officer, or his or her designate, shall ensure the most recently approved expense sheets are submitted to Council as part of a regular meeting agenda, for information purposes.

**9. Administration**

- a. Elected Official remuneration and expense budgets are approved in the annual budget.
- b. If an Elected Official exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- c. Elected Officials must submit remuneration and expense claims within two months following the end of the month which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- d. Notwithstanding clause 9(c) above, Elected Officials must submit all outstanding remuneration and expense claims within one month of closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- e. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed; a credit card slip or statement will not be accepted for expense claim reimbursement.
- f. All approved remuneration and expense claim values will be posted on the Lac La Biche County website in an aggregate form as considered appropriate by the Chief Administrative Officer, or his or her designate.
- g. Compliance of this policy is the responsibility of each individual Member in cooperation with the County Council as a whole.
- h. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- i. Should an Elected Official wish to decline any portion of the eligible annual salary or allowances under this policy, the Member shall submit a written request to the Chief Administrative Officer, or his or her designate, specifying the time frame or parameters of the cessation.

**10. Other**

- a. Newly elected Members shall receive the established daily fee and mileage rates for attendance at orientation meetings held prior to the organizational meeting.
- b. Elected Officials shall be entitled to participate in County health benefits as per the requirements and limits set out in each plan.
- c. Elected Officials will be given the opportunity to join the Canada Life Group RRSP in accordance with those rules and regulations set out in the plan.
- d. A Member who is not eligible to contribute to the Canada Life Group RRSP due to age shall be compensated by Lac La Biche County an amount equal to the employer contributions as set out in the plan.

"Original Signed"  
\_\_\_\_\_  
Chief Administrative Officer

December 22, 2021  
\_\_\_\_\_  
Date

"Original Signed"  
\_\_\_\_\_  
Mayor

December 31, 2021  
\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** CS-11-001; previously named Councillor Remuneration Policy

**AMENDMENT DATE:** September 3, 2019; December 14, 2021

**Schedule “A”**

**Part 1 – Annual Salary**

Elected Officials shall receive the following annual salary:

Mayor	\$110,143
Deputy Mayor	\$38,110
Councillor	\$32,156

**Part 2 – Annual Salary Criteria**

- The Mayor shall receive the annual salary for all worked performed, including all those meetings and events detailed below and in Part 1 of Schedule B.
- The Councillors shall receive the annual salary for:
  - Work within their respective Ward with residents and businesses including communicating with residents and business owners.
  - Preparation for Council and Committee meetings, including travel time to the County Office to pick up Council agenda packages.
  - Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss County business.
  - Attendance at social functions as dignitaries representing the County. This would include Remembrance Day Ceremonies, and grand openings within the County.
  - Meetings with the media. This includes press conferences, interviews and/or meetings.
  - Attendance at functions for staff and Elected Officials, including staff barbecues, Christmas Parties and farewell lunches/dinners.



## Schedule “B”

### Part 1 – Daily Fee

In addition to the annual salary as described in Schedule “A,” a daily fee will be paid to Councillors for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committees of the Whole, Special Council Meetings, Organizational Meetings of Council and Council-Management Meetings.
- Attendance, as the Council representative, at all internal committee meetings of the County.
- Attendance, as the Council representative, at all external committee meetings of the County.
- Conferences, in accordance with the Councillor Conference Attendance Policy.
- Zone/District meetings of the Alberta Municipalities (AM), and the Rural Municipalities of Alberta (RMA).
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and meetings with the Member of Parliament (MP) or Member of the Legislative Assembly (MLA).
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the County, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AM & RMA Ad Hoc Committees, if no remuneration from AM or RMA.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Excluding the Deputy Mayor, attendance at County offices for cheque and document signing, when the Mayor or Deputy Mayor are not available and special travel to County offices is required to fulfill the signing officer duties.
- Regularly scheduled meetings with the Chief Administrative Officer to review and plan upcoming Council/Committee of the Whole agenda packages.

### Part 2 – Travel Expenses

Elected Officials are eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1 – Daily Fee (above).
- Ward mileage for traveling within the County and Wards for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Member has been invited by the organizing group to attend and represent the County.
- Attendance at networking opportunities and community events while representing the County.