

POLICY #LE 001

COUNCILLOR REMUNERATION AND EXPENSES

APPROVAL DATE:	May 26, 1995	CROSS-REFERENCE:	PE 002 County Payroll Schedule
RESPONSIBILITY:	Administration		PE017 Accommodation, Mileage and Subsistence Rates PE028 Compensation Review Process
APPROVER:	Council	APPENDICES:	Schedules 1, 2, 3, 4
REVISION DATE(s)/MOTION #:	SPO 30-10-96; SPO 10-10-97; SPO 42-10-98; 30-02-00; 33-10-00; 32-06-01; 46-10-01; 09-02-02; 42-10-02; 09-03-03; 43-08-03; 07-12-03; 60-05-05; 16-11-05; 33-10-06; 34-10-06; 39-02-07; 40-05-07; 30-11-07; 31-11-07; 06-12-07; 30-01-08; 36-10-08; 17-06-09; 81-10-10; 47-12-10; 48-12-12; 24-05-14; 10-02-15; 06-10-15-ORG; (2016-01-35); (2016-12-50); 2017-12-72 (December 12, 2017); 2018-12-13; March 12, 2019; May 28, 2019; October 22, 2019; December 8, 2020 (2020-12-37) D. 14-2023 December 14, 2021 (2021-12-30); February 14, 2023 (2023-02-31)	EFFECTIVE DATE:	February 14, 2023
		NEXT REVIEW DATE:	October 2023

1. DEFINITIONS

- 1.a. - 1. a(i) **ACE** is the Alberta Central East Water Corporation
- 1.a(ii) **Alberta Municipalities** is the benefits provider, previously known as Alberta Municipal Services Corporation
- 1.a(iii) **ASB** is the Agricultural Service Board
- 1.a(iv) **Basic Honorarium** is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.
- 1.a(v) **Councillor(s)** are Elected officials for the County of Vermillion River
- 1.a(vi) **County Business** is professional services for or on behalf of the County of Vermillion River
- 1.a(vii) **County** is the Municipality of the County of Vermillion River
- 1.a(viii) **COLA** is the Cost-of-Living Adjustment
- 1.a(ix) **CRA** is the Canada Revenue Agency
- 1.a(x) **IDP** is an Inter-municipal Development Plan
- 1.a(xi) **ILC** is an Inter-municipal Liaison Committee
- 1.a(xii) **Per Diem Honorarium** is for remuneration as defined by Schedule 3
- 1.a(xiii) **RMA** is the Rural Municipalities of Alberta
- 1.a(xiv) **RRSP** is a Registered Retirement Savings Plan
- 1.a(xv) **RSP** is a Non-Registered Retirement Savings Plan

2. POLICY STATEMENT

- 2.a - To establish the standard compensation and benefit rates for services performed and expenses incurred by Councillors in the performance of their duties.

3. OBJECTIVES

- 3.a - To establish compensation guidelines for Councillors receiving payment for their Basic and Per Diem Honorariums, mileage, subsistence, and attendance at approved meetings, seminars, conferences, workshops, and functions within and outside the boundary of the County of Vermillion River, its encompassing municipalities, and the City of Lloydminster.

4. BACKGROUND

- 4.a - This policy is reviewed on a yearly basis at the Organizational Meeting to provide for consistent remuneration for Councillors. When Council approves a change of Per Diem and Expense Allowance amounts, the Basic Honorarium for Council members are also adjusted to reflect the change. The Per Diem adjustment for Councillors is tied to the annual COLA increase given to County staff, except when a market adjustment is required.

5. GUIDING PRINCIPLES

5.a - **YEARLY ADJUSTMENTS**

Schedule 1 of Policy LE001 for the Basic Honorarium and daily Per Diem Honorarium may be adjusted effective January 1 of each year in accordance with the annual COLA increase applied to the County of Vermillion River Approved Wage Grid.

5.b - **BASIC HONORARIUM**

Councillors receive an annual Basic Honorarium, as per the County's Payroll Schedule Policy PE002. This basic Honorarium is to cover expenses related to:

- 5.b(i) Attendance at Council meetings and Policy and Priority Committee meetings
- 5.b(ii) Attendance at external appointed committee meetings within the boundaries of the County of Vermillion River, including Lloydminster, as per Schedule 2
- 5.b(iii) Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermillion River, its encompassing municipalities, and the City of Lloydminster.

5.c - **PER DIEM HONORARIUM**

Councillors receive a Per Diem Honorarium as set out in Schedule 1 for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of Vermillion River, its encompassing municipalities, or the City of Lloydminster, determined as per Schedule 3.

5.d - **TAXABLE BENEFITS**

5.d(i) - **Mileage**

Council receives a flat rate of \$4,200 annually, paid bi-weekly, for mileage for travel to perform their required duties within their respective divisions.

5.d(i)(a) Travel to and from approved meetings, seminars, conferences, workshops, and functions will be reimbursed per kilometre at CRA rate.

5.d(i)(b) Mileage expense logs will be submitted to Reeve (or Deputy Reeve) monthly for approval and payment. This includes the log to substantiate basic kilometres.

5.d(i)(c) At year end, any payment for basic mileage that is not supported by documentation of the distance travelled is considered a taxable benefit.

5.d(ii) - **Business use of Home**

5.d(ii)(a) The County provides each Councillor with a taxable Business Use of Home allowance of \$3,600.00 annually, paid bi-weekly, for telephone, internet, utilities, and supplies used to conduct County Business.

5.d(ii)(b) T2200 forms will be issued to each Councillor yearly to authorize such expenses.

5.e - **EXPENSES**

Standard travel, registration and accommodation arrangements will be made by County Administration.

5.e(i) Should Councillors have to pay for expenses while attending Council approved meetings, seminars, conferences, workshops, and functions they will be reimbursed.

5.e(ii) Receipts must be submitted with expense voucher.

5.e(iii) Allowable expenses as per Schedule 4.

5.f - **BENEFITS**

Benefits are provided to Councillors as follows:

5.f(i) RMA Council Coverage (24 hours) and Critical Illness Coverage

5.f(ii) RRSP, RSP, and Spousal RRSP administered through Great West Life.

5.f(iii) 9% of gross income (excluding out of boundary subsistence allowance) is contributed by Councillor, matched with a 9% contribution by County. Councillors are permitted to make additional contribution but will not be matched by the County.

5.f(iv) Amounts are vested after 5 years of continuous service.

5.f(v) Alberta Municipalities

5.f(v)(a) Extended health care, Dental, and Health Spending account (premiums covered 100% by County)

5.f(v)(b) Life, Accidental Death and Dismemberment and Dependant Life (premiums are paid 85% County and 15% by Councillor)

5.f(vi) Upon becoming an elected official, Administration will provide Council members with a Salary and Benefits information package.

5.f(vii) Annually, Administration will provide Council members with an updated letter of Salary and Benefits information including COLA, if applicable, RRSP contributions, upcoming RRSP vested deadlines, and other pertinent information.

6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer

7. EXCEPTIONS

7.a - At the discretion of Council, the Basic Honorarium and Per Diem Honorarium can be adjusted effective January 1 of each year more than the annual COLA increase applied to the County of Vermilion River Approved Wage Grids.

SCHEDULE 1 Yearly Comparison of Honorarium Rates

YEARLY BASIC HONORARIUM					
	2019	2020	2021	2022	2023
PART A					
ANNUAL INCREASE	5.20%	1.75%	0.00%	0.00%	0.00%
Reeve	\$60,173.88	\$61,226.92	\$61,226.92	\$61,226.92	\$61,226.92
Deputy Reeve	\$56,634.24	\$57,625.33	\$57,625.33	\$57,625.33	\$57,625.33
Councillor	\$53,094.60	\$54,023.75	\$54,023.75	\$54,023.75	\$54,023.75
PART B					
Per Diem Honorarium per Day (Taxable)	\$294.88	\$303.73	\$303.73	\$300.00	\$300.00
CLAIM ALLOWANCE FOR MEETINGS AND TRAVEL					
Claim Allowance for meeting and travel (claims cannot exceed 1-1/2 per day)					
0 – 4 Hours	1/2 Day Per Diem				
4 – 8 Hours	1 Day Per Diem				
More than 8 Hours	1-1/2 Day Per Diem				

SCHEDULE 2 Basic Honorarium

*Includes compensation for in person and virtual participation

BASIC HONORARIUM INCLUDES THE FOLLOWING:			
Council meetings & preparation	Policy and Priority Committee meetings & preparation	Recreation board meetings	Ad Hoc community initiatives and meetings
Division work: evaluations, phone calls, reading, ratepayer meetings & consultations	Award presentations: relations functions, grand openings, anniversaries & community events	Public relation functions: grand openings, anniversaries & community events	Hamlet meetings if more than one (1) per year
Parades	Vermilion and Lloydminster Chamber of Commerce events	Volunteer appreciation events	Meetings within the County and the City of Lloydminster (when applicable)
Annual hamlet meetings	Annual division meetings	Public consultations	Vermilion River Regional Alliance Meetings
Joint municipal meetings with the Villages, Towns, and the City of Lloydminster – ILC, IDP, Annexation Protective Services, Mayor/Reeve	Joint municipal meetings with rural municipalities held within the County or City of Lloydminster boundary	Internal committee meetings between Council, management, staff, facilities, harassment, or discrimination	Housing committees: Pioneer Lodge, Vermilion and District Housing Foundation; Lloydminster Housing Group
Assessment Review Board	Subdivision and Development Appeal Review Board	Alternative Land Use Systems Advisory committee	Physician recruitment and retention committee
Alberta Central East zone meetings	Rural Crime Watch meetings	Annual elected officials fire meetings	Lea Park joint interest committee
Vermilion Region partnership events	Community futures Lloydminster and region	Seed cleaning association general meetings	Annual seed cleaning plant meeting

SCHEDULE 3 Per Diem Honorarium

PER DIEM HONORARIUM:

- Includes compensation for in-person and virtual participation.
- Per Diem Honorarium includes the following that take place outside of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster

Joint Municipal Meetings	Conferences Standard: RMA Federation of Alberta Gas Co-ops	Zone Meetings RMA Federation of Alberta Gas Co-ops	ASB Zone Meetings Conferences
Meetings / Workshops / Conferences as per Council Appointed Committees	Emerging Trends Seminars	Community Planning Association of Alberta	

To receive Per Diem Honorarium and expense reimbursement for any other events, conferences, meetings outside of the County of Vermilion River not listed above, attendance must be approved by Council Motion in advance of attending.

SCHEDULE 4 Expense Reimbursement

EXPENSE	REIMBURSEMENT
Parking/Transportation (Taxi, Shuttle, Bus, Uber)	In full, with receipt
Accommodation	Paid by CVR or reimbursed in full, with receipt
Personal Recreational Vehicle (To account for transportation costs/parking/service fees)	\$90.00 per day
Banquet tickets and Educational Tours	Paid by CVR or reimbursed in full, with receipt
Subsistence Allowance, as per PE017 (if meals not provided)	\$20.00 Breakfast \$20.00 Lunch \$35.00 Supper
Spousal Expenses (limited to two (2) events/year): -Meals or Banquet tickets (in conjunction with the approved event) -Accommodation Costs -Partner Programs -Event Tours	Paid by CVR or reimbursed in full, with receipt