

COUNCIL POLICY and PROCEDURE			
Section:	COUNCIL POLICIES	Policy No.	2024-01C
Subject:	COUNCIL REMUNERATION	Effective:	January 1, 2025
Approval:	Council Motion #: 214-2024	Replaces:	2020-01C

1 POLICY

1.01 Remuneration Payment

- a) The Mayor, Deputy Mayor, and Councillors shall receive an allowance as per Attachment A, which shall be considered remuneration for the following:
 - i. Attendance at regularly scheduled council meetings and committee of the whole meetings;
 - ii. Attendance at all budget meetings;
 - iii. Any and all preparation time required for all meetings;
 - iv. Any and all time spent on appointments, visitations, tasks, and reports relating to the Mayor’s assigned committees, boards, or general Village business;

1.02 Per Diem Payment

- a) All members of Council shall receive additional remuneration or per diem as follows:
 - i. For attendance at regularly assigned, internal or external committee meetings and annual general meetings as assigned and passed by Council resolution at the Organizational Meeting;
 - ii. For attendance at other meetings or for other purposes which have been approved by resolution of Council;
 - iii. Where remuneration is not provided by another board, commission, committee, or organization;
 - iv. For attendance at seminars, training sessions, conventions, and summits approved by Council.
- b) Remuneration or per diem received for those purposes set out in Section 1.02 a) above, shall be paid as follows:
 - i. At the rate established as per Attachment A;
 - ii. Any meeting, seminar, training session, convention, or summit that lasts four (4) hours or less shall be considered to be one-half (0.5) day and shall be paid according to the amount set out in Attachment A;

- iii. Any meeting, seminar, training session, convention, or summit exceeding four (4) hours shall be considered a full day and shall be paid according to the amount set out in Attachment A;
- iv. Travel time to an out-of-town meeting, seminar, training session, convention, or summit shall not be included in the calculation of daily remuneration or per diem;
- c) At no time shall a council member accept remuneration from more than one party. Where remuneration by another board is available, members of council are to claim their remuneration.

1.03 Time and Expense Sheets

- a) All members of Council shall be reimbursed for expenses incurred as per Attachment A where:
 - i. the member of Council is the appointed representative at the annual organizational meeting;
 - ii. or the member of Council is authorized to attend by Council.
- b) All members of Council shall be required to submit a Time Sheet on a standard form, Attachment B, which may be amended from time to time. These sheets shall include:
 - i. Date of the meeting, seminar, training session, convention, etc.;
 - ii. Description and purpose of the meeting, seminar, training session, convention, etc.;
 - iii. When more than one person is attending a meeting outside of the Village of Acme, members of council are encouraged to carpool.
- c) All members of Council shall be required to submit an Expense Sheet on a standard form, Attachment B, which may be amended from time to time. These sheets shall include:
 - i. Date the expense was incurred;
 - ii. Description, purpose, and details of the expense;
 - iii. Actual receipts are to be submitted.
- d) Meal expenses shall be reimbursed up to a maximum of one hundred twenty-five dollars (\$125.00) per day. Detailed till receipts must be submitted for reimbursement.
 - i. Alcohol expenses shall not be reimbursed;
 - ii. Gratuity up to twenty percent (20%) may be included.
- e) All Council expense forms shall be reviewed and approved by the CAO prior to payment;

1.04 Mandatory Education and Training

- a) All members of Council shall attend a governance training session immediately following their election or acclamation to Council. Any emergency management training and other training as may be required by Federal or Provincial Legislation.
- b) The intent is that a training and orientation session will be scheduled in each election year within thirty (30) days following the election. If for some reason a member of Council cannot attend that session, he/she will work with the CAO to find an alternate training session.

1.05 Conferences, Seminars, and Workshops

- a) The following events must be approved by Council resolution prior to any expenses being charged to the Village of Acme:
 - i. Any annual conferences including, but not limited to, Alberta Municipalities (AB Munis), Rural Municipalities Association (RMA), Federation of Canadian Municipalities (FCM), Community Planning Association of Alberta (CPAA), and Economic Developers of Alberta (EDA); or
 - ii. Any workshops or seminars to enhance their Council positions.
- b) Once a member of Council's budgeted allotment has been depleted, any further requests for conference attendance or participation in workshops or seminars will be at that member's own expense.

1.06 Technology

- a) All members of Council have access to a technology allowance of one thousand dollars (\$1,000) per four (4) year term to be used towards an upgrade to the technology required to access council information. This includes, but is not limited to:
 - i. Smartphone, tablet, or computer (includes Microsoft Office Suite).
- b) The technology allowance is not to be used for monthly data plans or other monthly payments.
- c) In the event a councillor leaves their elected position prior to the end of their term, no repayment of their used technology allowance shall be required.

1.07 Review

- a) Council remuneration rates will be reviewed annually at the organizational meeting.

2 PURPOSE

- 2.01 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. While it is recognized that the primary reason that individuals seek municipal public office is public service, members of the Village of Acme Council shall be provided with fair and



reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

- 2.02 This Council Policy and Procedure is to ensure that the council remuneration and expense reimbursement practices comply with federal and provincial legislation and provide claimants with appropriate guidance relative to acceptable submissions.

3 SCOPE

- 3.01 This Council Policy and Procedure applies to all members of the Village of Acme Council.

4 RESPONSIBILITY

- 4.01 The authority for this policy is by resolution of the Council of the Village of Acme.
- 4.02 The CAO is accountable and responsible for the development, evaluation, and implementation of this Policy.

5 DEFINITIONS

- 5.01 **Attendance** means attendance in person or via virtual attendance (e.g. Skype, Zoom, Teleconference, etc.)
- 5.02 **Board and Committee Meeting** means a meeting of a board or committee to which the Councillor has been appointed by resolution or bylaw of Council.
- 5.03 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Village of Acme as appointed by resolution or bylaw of council.
- 5.04 **Council or Members of Council** means the duly elected municipal officers of Acme and the Chief Elected Officer or Mayor.
- 5.05 **Half Day Meeting** means any conference, workshop, seminar, board or committee meeting less than four (4) hours, including travel time to and from.
- 5.06 **Full Day Meeting** means any conference, workshop, seminar, board or committee meeting in excess of four (4) hours, including travel time to and from.
- 5.07 **Acme** means the Village of Acme in the Province of Alberta.
- 5.08 **Official Capacity** means Council duties determined by their elected position.
- 5.09 **Regular Meeting** means the regularly scheduled meetings of council.
- 5.10 **Special Meeting** means a special meeting of Council as considered expedient by the Mayor or recommended by the Chief Administrative Officer.

6 REFERENCE and RELATED PERSONNEL POLICY and PROCEDURE

None.

7 PROCEDURE

- 7.01 Councillors shall be paid a honorarium for their elected position as per Attachment A.
- 7.02 Councillors shall receive per diem for all meetings they attend outside of regularly scheduled council meetings as per Attachment A.
- 7.03 Councillors shall be reimbursed for time and expenses incurred by their position as councillor.
 - a) Each councillor shall submit a time and expense sheet for all per diem compensation and reimbursement of expenses. All claimed expenses shall require attached receipts to receive reimbursement.
- 7.04 Councillors shall attend a governance training session immediately following their election or acclamation to Council.
- 7.05 Councillors may attend annual conferences or workshops as a member of Council. Attendance of any conferences or workshops must be approved by Council resolution prior to any expenses being charged to the Village of Acme
- 7.06 Councillors are eligible to be reimbursed once per term for technology upgrades. Receipts for technology upgrades must be submitted with a completed expense sheet to receive reimbursement.
- 7.07 This Council Remuneration policy shall be reviewed once per year prior to the passing of the annual budget.

8 ATTACHMENTS

- Attachment A – Remuneration Schedule
- Attachment B – Time and Mileage Sheet
- Attachment C – Expense Sheet

9 POLICY APPROVAL

Signed: 
(Chief Administrative Officer)

Date: Oct 29/2024

Signed: 
(Mayor)

Date: Oct 29, 2024



ATTACHMENT A – Remuneration Schedule

Acme Council Remuneration 2024			
Annual Honorarium	Mayor	\$6,600 / yr (253.85 / pay period)	Paid Bi-weekly
	Deputy Mayor	\$5,940 / yr (228.46 / pay period)	Paid Bi-weekly
	Councillor	\$5,742 / yr (\$220.85 / pay period)	Paid Bi-weekly
Committee Meetings / Conferences / Seminars / Trainings			
Full Day	Exceeding 4 hours	\$200.00	Meeting time includes travel time to and from the meeting.
Half Day	4 hours or less	\$100.00	Meeting time includes travel time to and from the meeting.
Travel Expenses			
Meals		\$125/day	Receipts Required
Gratuity		20% Maximum	
Expenses		At cost	Receipts Required
Mileage /km		Government Rate	To change as Government rates change
Training			As per council motions
Smartphone / Computer		\$1,000.00	Once per term of office
Benefits		Available	

ATTACHMENT B – Time and Mileage Sheet

VILLAGE OF ACME									
COUNCIL: MILEAGE AND EXPENSES FORM									
NAME	PLACE	# of KM'S	POSITION			TOTAL FOR MILEAGE	MEAL EXPENSES (Attach Receipts)	OTHER EXPENSES (Attach Receipts)	TOTAL COSTS FOR THE DAY
			RATE						
			X						
			X						
			X						
			X						
			X						
			X						
			X						
			X						
TOTAL OF ALL MONTH'S MILEAGE AND EXPENSES									
SIGNATURE:									
Administration Use									Amount
DATE PAID								MILEAGE/MEALS	
CHEQUE #								OTHER	



ATTACHMENT C – Expense Sheet

VILLAGE OF ACME						
COUNCIL: MEETING HONORARIUM FORM (Excludes Regular Council Meetings)						
NAME	POSITION					
DATE	MEETING / CONFERENCE / WORKSHOP	IN PERSON MEETING	VIRTUAL MEETING	HONORARIUM: Half Day	HONORARIUM: Full Day	AMOUNT
TOTAL OF ALL MONTH'S MEETING HONORARIUM						
SIGNATURE:						
Administration Use					G/L #	Amount
DATE PAID					MEETINGS	
CHEQUE #					OTHER	

