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<b>Responsible Department:</b>	Legislative Services	
<b>Council Approval Date:</b>	May 17, 2023	Revision Date: December 20, 2023
<b>Council Resolution Number:</b>	23.05.17.17	Revision: 23.12.20.11
<b>Statute(s) and Bylaw(s):</b>	Bylaw 2023-13 Council Committees Bylaw (Council Remuneration Review Committee)	

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## 1. POLICY STATEMENT

The Town of Diamond Valley commits to providing a fair and reasonable level of remuneration for elected officials. The Mayor and Council will receive fair remuneration for their time and expenses while respecting the cost impact to the Town. Council members are encouraged to take part in education sessions specific to the knowledge and skills required to effectively address current issues.

### 1.1. Legislative Requirements

This policy is subject to any specific provision of the *Municipal Government Act*, RSA 2000, Chapter M-26, and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended from time to time, and any other relevant legislation or agreements.

## 2. Purpose

- 2.1. To provide guidelines to reimburse members of Council for the time commitment and dedicated work of Council members on behalf of residents.
- 2.2. To provide resources to members of Council so they may improve their knowledge and skills needed for effective decision-making to achieve the goals of the community, and to provide networking and mentoring resources.
- 2.3. To provide guidelines to reimburse members of Council for travel costs and other approved expenditures.
- 2.4. The contents of the Policy shall be considered when creating Council's annual Legislative Services budget.

## 3. Related Information

- 3.1. Appendix "A" – Honorarium & Per Diem Rates
- 3.2. Appendix "B" Per Diem Eligibility Guidelines
- 3.3. All exemptions from CPP, income taxation and other provincial or federal payroll deductions shall be in accordance with applicable federal or provincial law.
- 3.4. *Forms* may be provided, and amended as required by Administration, including, but not limited to:
  - a) Council's Timesheet
  - b) Expense Reimbursement Claims
  - c) Request to Attend Conference/Workshop/Seminar

## 4. Responsibilities

### 4.1. Council shall:

- a) Approve, by resolution, this policy and any amendments.
- b) Consider the provision of resources to successfully implement this Policy in the annual budget process.
- c) Prepare Timesheets and Expense Reimbursement Claims, and submit to the Corporate Services and Finance Department on or before the deadlines.
- d) Follow the steps to have education events approved.

### 4.2. Chief Administrative Officer shall:

- a) Ensure that this policy is reviewed at least every three (3) years.

### 4.3. Finance Manager shall:

- a) Ensure administrative implementation of this policy.
- b) Make recommendations to the CAO for necessary policy amendments, related to the administrative aspects of the policy.
- c) Make recommendations for any budget implications.

## Council Remuneration

## 5. Honorariums

### 5.1. The Mayor and Council shall act as good stewards of the taxpayers' dollars and conduct themselves in a manner that maximizes the benefit and value to the residents and businesses of Diamond Valley.

### 5.2. An elected official of the Town of Diamond Valley is entitled to receive this all-inclusive amount for their time and service, with respect to attending to municipal matters including all meetings regardless of duration. Honorariums are paid for the following:

- a) Attendance at up to two (2) Council Meetings per month.
- b) Preparation for all Council and Council Committee meetings.
- c) Preparation and submission of Timesheets and Expense Reimbursement Claims.
- d) Attendance or participation at social events, including a staff Christmas party, social committee functions, potlucks, etc.
- e) Duties as Commissioner for Oaths.
- f) Dealing with and responding to public concerns from residents, clubs, organizations and businesses, etc.
- g) Cheque signing by the Mayor, regular meetings between the Mayor and the CAO to review agenda items.
- h) Anything not specifically listed under section 6, Per Diems.

### 5.3. Honorarium rates are in accordance with Appendix "A".

## 6. Per Diems

### 6.1. The following duties will be eligible for a Per Diem, however, a Council Member may choose to decline to be paid:

- a) Annual Organizational Meeting;
- b) Special Council Meetings, including Budget Preparation meetings, that occur in addition to regular Council meetings;
- c) Strategic Planning Workshops;

- d) Attendance at board, committee and commission meetings that Members of Council are appointed to by resolution of Council. In the event that the appointed representative cannot attend, and an appointed alternate representative exists, the alternate shall receive the Per Diem for attendance;
- e) Public engagement events hosted or requested by Council or by a Committee that the claiming Council Member has been appointed to, events required by legislation, or when the attendance of Council members is authorized by resolution of Council;
- f) Regional or intermunicipal networking events, such as the annual Regional Dinner or the annual Foothills School Division breakfast;
- g) Ceremonial functions where, by an official request, the Mayor, or in their absence, their designate, is requested to participate or speak. Such events might include grand openings, graduations, banquets, welcoming to local events, parades, ribbon cuttings, etc.;
- h) Meeting with Municipal, Provincial or Federal elected officials;
- i) Attendance (authorized by budget or by Council resolution) at conferences (i.e. Alberta Municipalities, FCM). The Per Diem rate includes all meetings or networking events, including those with Ministries or other agencies while attending conferences; and
- j) Attendance (authorized by budget or by Council resolution) at seminars, webinars and workshops with content/subject matter directly related to Council duties or the specific appointments of the claiming Council member. The Mayor may approve attendance if a Council Meeting agenda is unavailable. The Deputy Mayor will approve the Mayor's attendance if a Council Meeting agenda is unavailable.
- k) Courses taking more than one (1) day to complete must be pre-authorized by Council. The Per Diem amount must be determined by resolution of Council and may also include conditions of successful completion.
- l) Cheque signing, for Councillors only. The Mayor is expected to sign cheques as part of their Honorarium duties, per section 5.2 g).

6.2. Council members are discouraged from placing events on their timesheets that are ineligible for Per Diems.

6.3. Any event or duty not specifically noted as eligible for a Per Diem shall be considered as being compensated for by honorarium. The only exception would be if Council agrees to pay a Per Diem upon authorization by resolution of Council.

6.4. Per Diems will NOT be paid for the following:

- a) Events listed under Honorariums, section 5, of this policy; and
- b) Attendance at events that are not in an official capacity, including attendance at a committee meeting as an observer.

6.5. When leaving the municipal boundary for meetings or events where Per Diems are applicable, travel time to and from the event is eligible to be included as part of the total meeting time claimed.

6.6. Council will receive Per Diem rates in accordance with Appendix "A".

## 7. Timesheets

7.1. The Mayor shall be responsible for approving all Councillor's Timesheets and forwarding the approved Timesheets to the Finance department for payment.

- a) The Deputy Mayor shall be responsible for approving the Mayor's Timesheets and ensuring that they are forwarded to the Finance department for payment.
- b) The Mayor or Deputy Mayor will directly address any concerns regarding a Timesheet, with the relevant Council member, prior to approval.

7.2. Approved Timesheets must be submitted to the Finance department not later than the 22<sup>nd</sup> day of the month, or the next available business day, should the 22<sup>nd</sup> fall on a weekend or general holiday.

7.3. In the event that a Councillor does not submit a Timesheet on time, the Councillor shall not receive Per Diem pay until it is submitted at the next pay period.

7.4. In the event that the Finance department discovers a calculation error on a Timesheet, the Council member will be notified of the adjustment made to the Timesheet.

7.5. In the event of a discrepancy on a Timesheet, the Finance Manager will review it with the Council Member concerned. If the matter is not able to be resolved, the discrepancy will be brought forward to Council for discussion and a final decision.

7.6. All finalized Timesheets are posted to the Town's website each month for public disclosure. Timesheets are only redacted if required by the *Freedom of Information and Protection of Privacy Act* to remove any personal information.

- a) Timesheets will remain posted on the website for the duration of the electoral term.

## Council Education

### 8. Education Allotments

8.1. Council must consider this policy in the annual preparation and adoption of the budget.

- a) Council will ensure that funds are included in the annual budget for:
  - i) all members to attend the Alberta Municipalities' annual conference;
  - ii) Council members be allowed to attend the Federation of Canadian Municipalities' annual conference by resolution of Council; and
  - iii) all members to attend Council Orientation (and other legislated training) following Municipal Elections or by-elections.
- b) Council will provide an equal amount for each Councillor and the Mayor will be allotted an amount increased by half to permit attendance at (but not limited to):
  - i) Municipal Leaders' Caucus events
  - ii) Elected Officials Education Program
  - iii) other conferences, workshops and seminars relevant to Council's professional development or current affairs.
- c) The Mayor and Council members may not reallocate their education allotments outlined in section 8 to other members of Council.

### 9. Submission of Requests

9.1. All members of Council must submit a written request to attend any educational event not specifically included in the budget.

- a) Written requests must include (or complete the attached form):
  - i) Name, date(s) and location of the event;

- ii) Registration fees for the event, including any banquet or Partner Program fees;
- iii) Estimation of travel expenses (if any); and
- iv) Request for a credit card to pay for registration fees and accommodation.

**9.2.** The Mayor and CAO will review the request and the Councillor's education allotment, and notify the member of the approval or of any shortfall in their remaining budget. Any registrations that exceed the Councillor's budget are the sole responsibility of the Councillor. The Deputy Mayor and CAO shall review the Mayor's education requests and allotment.

## **Expense Reimbursement**

### **10. Expense Claims – General Information**

- 10.1.** All expense claims must be complete and submitted to Accounts Payable by the 22<sup>nd</sup> of each month, accompanied by receipts.
  - a) Council expense claims must be authorized by the Mayor, or in their absence, the Deputy Mayor, prior to submission to the Finance department.
- 10.2.** Under no circumstances will alcoholic beverage expenses be reimbursed.
- 10.3.** Spouses are welcome to travel with the Council member or employee, however, no expenses incurred as a result shall be covered by the Town.
- 10.4.** All Council members will provide annual proof of automobile insurance which includes confirmation of coverage for business travel and a minimum of \$2 million in liability coverage.

### **11. Travel Expenses**

- 11.1.** Use of a personal vehicle when leaving the municipal boundary for Town business and meetings is eligible for expense reimbursement.
- 11.2.** Kilometer rates and meal allowances will be provided annually and will be in accordance with the National Joint Council Rates and Allowances – Travel Directive.
- 11.3.** Other travel expenses including parking, flights, cab fare, hotel accommodation (single), and any other directly qualified and related expense shall be reimbursed at actual cost, including taxes.

### **12. Home Office Expenses**

- 12.1.** A monthly expense claim of \$70.00 for Home Office Expenses (for cell phone and internet) will be automatically paid to members of Council without the need to submit an expense claim.



**MAYOR**



**CHIEF ADMINISTRATIVE OFFICER**

## POLICY Revision History

Policy Name	Revision Date	Revision Description	Approved by: Resolution or CAO	Effective Date
Council-013	n/a	Original Policy	Res. 23.05.17.17	May 17, 2023
	December 20, 2023	Recommendations of the Council Remuneration Review Committee and Council's follow-up resolution. Report presented to Council Sept 20, 2023.	Res. 23.12.20.11	Policy: Dec 20/23 Sched A: Jan 1/24

## **Appendix "A"**

### **Honorarium and Per Diem Schedule**

#### **Effective January 1, 2024**

##### **Monthly Honorarium**

Mayor	\$2,000.00
Councillor	\$1,200.00

##### **Per Diem Rates**

Up to two hours	\$60.00 <i>A \$60.00 minimum meeting claim is permitted</i>
Two hours but less than four hours	\$120.00
Daily maximum for 4 or more hours	\$240.00

*\* for each eligible event or meeting*

## Appendix "B" Per Diem Eligibility Guidelines

<u>Meeting/Event</u>	<u>Honorarium</u>	<u>Per Diem Eligibility</u>	<u>Section</u>
<b>Up to two (2) Council Meetings per month</b>	✓		Section 5, 5.2 a)
<b>Preparation for Meetings</b> (Includes reading of agenda packages and research)	✓		Section 5, 5.2 b)
<b>Informal Meetings with Administration</b> (meeting prep or research)	✓		Section 5, 5.2 b)
<b>Timesheets and Expense Reimbursement Claims</b> Monthly preparation and submission	✓		Section 5, 5.2 c)
<b>Attendance at Town/Committee Christmas parties, Long Service Awards, social events</b>	✓		Section 5, 5.2 d)
<b>Duties as Commissioner for Oaths</b>	✓		Section 5, 5.2 e)
<b>Responding to public concerns</b>	✓		Section 5, 5.2 f)
<b>Cheque Signing by the Mayor, regular meetings between the Mayor and CAO to review Agenda items</b>	✓		Section 5, 5.2 g)
<b>Annual Organizational Meeting</b>		✓	Section 6, 6.1 a)
<b>Special Council Meetings</b> {unless excepted by section 5.2 a)		✓	Section 6, 6.1 b)
<b>Strategic Planning Workshops</b>		✓	Section 6, 6.1 c)
<b>Committee/Board Meetings - Appointed Council Member</b>		✓	Section 6, 6.1 d)
<b>Appointed Council member Alternate to Committee/Board Meetings</b> (in lieu of the appointed Council member)		✓	Section 6, 6.1 d)
<b>Public Engagement</b> (requested or hosted by Council/Committees, required by legislation, or authorized by Council)		✓	Section 6, 6.1 e)
<b>Regional or intermunicipal networking events</b>		✓	Section 6, 6.1 f)

<u>Meeting/Event</u>	<u>Honorarium</u>	<u>Per Diem Eligibility</u>	<u>Section</u>
<b>Ceremonial Functions</b> (by invitation, to present/speak on behalf of the Town)		Mayor or representative <input checked="" type="checkbox"/>	Section 6, 6.1 g)
<b>Attendance at events <i>not</i> in an official capacity</b>	<input checked="" type="checkbox"/>		Section 6 6.1 g) 6.4 b)
<b>Meetings with External Governments and Agencies</b> (including Government Representatives)		<input checked="" type="checkbox"/>	Section 6, 6.1 h)
<b>Attendance at Conferences</b> (i.e. Alberta Municipalities, FCM – Budget or Council approved)		<input checked="" type="checkbox"/>	Section 6, 6.1 i)
<b>Seminars, webinars and workshops</b> (Budget or Council approved)		<input checked="" type="checkbox"/>	Section 6, 6.1 j)
<b>Courses (more than 1 day to complete)</b> (authorized by Council)		By resolution	Section 6, 6.1 k)
<b>Cheque signing – Councillors only</b>		<input checked="" type="checkbox"/>	Section 6 6.1 l)
<b>Travel to and from meetings</b> (claimed as part of total meeting time, when leaving the municipal boundary)		<input checked="" type="checkbox"/>	Section 6, 6.5
<b>Other Duties or Events</b> (with Council Approval)		By resolution	Section 6, 6.3

*\*Note: These Guidelines are intended as a quick reference guide only. Please review the referenced sections for specific details regarding the eligibility of any claim for a Per Diem amount. All Per Diems claimed are subject to approval.*

