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## Council Compensation Policy

POLICY NUMBER: 123-AD-10

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Approval Date: June 11, 2013

Revise Date: March 23, 2021

Motion Number: CM20130611.1003

Repeal Date:

Supersedes: 085-AD-04, 002-FN-97

Effective Date: October 21, 2013

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### 1.0 Policy Intent

It is the City of Cold Lake's intention to provide fair and equitable compensation to members of Council for duties performed. Members of Council attending activities in an official capacity as representatives of the City of Cold Lake will provide either a verbal or written report of the activity to Council at the next regular Council meeting.

### 2.0 Purpose

The purpose of the Council Compensation Policy is to set out guidelines for:

- 2.1 the compensation to elected officials through the combination of an honorarium, and a *per diem* rate;
- 2.2 reimbursement for legitimate expenses in relation to approved duties on behalf of the City;
- 2.3 eligibility for City of Cold Lake benefits;
- 2.4 an allowance and/or use of communication devices to be used for Council business.

### 3.0 Policy Statement

#### Council Honorarium

- 3.1. The Council honorarium is intended to provide compensation for:
  - 3.1.1. Regular Council Meetings;
  - 3.1.2. Corporate Priorities Committee meetings;
  - 3.1.3. Budget Meetings;
  - 3.1.4. Meeting preparation time;
  - 3.1.5. All post-election Council education /orientation sessions;
  - 3.1.6. All social events (ceremonies, grand openings, banquets, social events attended in an official capacity as the representative of the City) within the City;
  - 3.1.7. Community and athletic events;

- 3.1.8. Responding to public concerns from residents, clubs, organizations, businesses, etc.;
  - 3.1.9. Meetings less the 40 kilometers outside the municipal boundaries of Cold Lake;
  - 3.1.10. Meetings with the Chief Administrative Officer;
  - 3.1.11. City staff functions; and
  - 3.1.12. Inter-city travel.
- 3.2. Honoraria for members of Council are as follows, to be indexed annually using Alberta's Consumer Price Index (CPI) from October to October rounding amount to the nearest \$5.00:
- 3.2.1. Councilors currently receive \$25,435 per year. Effective January 1, 2022, the rate shall increase to \$27,978.50 per year.
  - 3.2.2 Mayor currently receives \$54,983 per year. Effective January 1, 2022, the rate shall increase to \$60,481.30 per year.

#### Per Diem Compensation

- 3.3. The per diem rates for Council members are **\$125.00 for ½ day** (less than 4 hours) and **\$250.00 for full days** (in excess of 4 hours). The per diems are intended to provide compensation for the following:
- 3.3.1. Conferences;
  - 3.3.2. Courses;
  - 3.3.3. Workshops;
  - 3.3.4. Seminars;
  - 3.3.5. Council appointed board/committee/commission meetings; and
  - 3.3.6. Special Council Meetings
  - 3.3.7. Joint Council Meetings and/or meetings directly relating to intergovernmental affairs (e.g. inter-municipal, provincial, federal)
  - 3.3.8. All social events (ceremonies, banquets, fundraisers, social events attended in an official capacity as the representative of the City) greater than 40 kilometers outside the municipal boundaries of Cold Lake.
  - 3.3.9. Meetings greater than 40 kilometers outside the municipal boundaries of Cold Lake.
- 3.4. Attendance at conferences, seminars, and courses not within the Province of Alberta, of greater than three (3) days' length, and/or with registration fees greater than \$500 requires authorization by resolution of Council, **except for the FCM Conference which is an annual conference attended by Council.**

#### Expense Reimbursement

- 3.5. Allowable expenses requiring receipts for reimbursement shall include, but not be restricted to:
- 3.5.1. overnight lodging
  - 3.5.2. travel (plane, train, bus, car, rental car, taxi)

- 3.5.3. meals
  - 3.5.4. parking
  - 3.5.5. hosting of government officials from other jurisdictions
  - 3.5.6. registration costs for conferences, trainings, and workshops
- 3.6. In the absence of receipts, the pre-approved allowances will be paid for overnight lodging, meals, and mileage in accordance with the rates in the City's Human Resource Policy No. 23.0.
- 3.7. Actual expenses incurred by the City elected officials, members of Council Committees and Advisory Boards during the discharge of their responsibilities at pre-approved events outside City boundaries, or unusual in-City events such as local conferences, shall be paid as per receipts.
- 3.8. Expense reimbursement shall be for the individual only, and not for a spouse, family members, etc.
- 3.9. Expenses may be claimed only for events, conferences, etc. pre-approved by Council, CAO, Department Director, or Council Committee/Advisory Board Chair, as appropriate.

#### Benefits

- 3.10. Member of Council are eligible to join the Council Benefit Package. Benefits include
- 3.11.1 Life Insurance and Accidental Death and Dismemberment at 2 times the annual honorarium with premiums paid 100% by the City of Cold Lake.
  - 3.11.2 Health and Dental which are mandatory in the package unless the member has coverage from another plan. The City will pay \$80.00 per month towards these premiums with the balance of the premium being paid by the member.
- 3.12 Enrollment must be within 60 days of being elected or the member is subject to the Late Entrant rules. If a Council member opts to join the Benefit Package they must remain on the program for the length of their term.
- 3.13 If any member of Council chooses not to participate in the Benefit Package, they do not receive any payment in lieu.
- 3.14 Council members are not eligible for short or long term disability.

#### Communication Devices

- 3.15 **Mobile phone:** Council members will be provided either
- 3.15.1 Use of a City owned mobile phone on the City of Cold Lake's mobile phone plan which will be the City of Cold Lake's property; or

3.15.2 A monthly allowance to purchase a mobile phone and mobility phone and data plan of their choice, which will be their personal property, subject to the following:

3.15.2.1 Monthly allowances shall be \$100 for Councillors and \$125 for the Mayor;

3.15.2.2 Council members shall be responsible to protect the City's confidential and sensitive information stored on their mobile phones;

3.15.2.3 Council members shall permit Administration to establish a separate, on their mobile phone through containerization for the City's data and information whereby Administration may

3.15.2.3.1 Access content in the City's container in the case of information requests under the *Freedom of Information and Protection of Privacy Act*;

3.15.2.3.2 Remove the City container from the mobile phone if a Council member leaves office, or if the phone is lost or stolen.

3.15.2.4 The City will not reimburse any mobile phone associated costs including but not limited to costs to replace, fix or restore Council members' mobile phones, or any costs associated with data usage.

3.16 **Tablet/Laptop:** Council Members will be provided a tablet or laptop for Council use, under the City's data plan.

#### **4.0 Managerial Guidelines**

N/A

#### **5.0 References**

*Municipal Government Act*, RSA 2000, c M-26, 275.1 (1)

#### **6.0 Persons Affected**

Members of City Council, Corporate Services

#### **7.0 Revision/Review History**

- Amended November 24, 2020:
  - name changed from "Council Honorarium and Per Diem Policy" to "Council Compensation Policy".
  - Rescinded policy 002-FN-97; contents from 002-FN-97 merged into 123-AD-10
  - Addition of section 3.15 and 3.16 for communication devices

#### **7.1 Mileage Rate Increases:**

- Effective April 1, 2003 – mileage rate amended from \$0.335/km to \$0.38/km
- Effective November 1, 2004 - mileage rate amended from \$0.38/km to \$0.39/km
- Effective October 1, 2005 - mileage rate amended from \$0.39/km to \$0.405/km



- Effective November 1, 2005 - mileage rate amended from \$0.405/km to \$0.430/km
- Effective August 1, 2007 - mileage rate amended from \$0.43/km to \$0.44/km
- Effective May 16, 2008 - mileage rate amended from \$0.44/km to \$0.46/km
- Effective October 1, 2008 - mileage rate amended from \$0.46/km to \$0.505/km
- Effective May 24, 2011- compensation for mileage amended from 50km to 40km in sections 3.1.9 & 3.8.9
- Effective May 15, 2013– mileage rate amended from \$0.505/km to \$0.51/km

**7.2 Council Honorarium and Per Diem Increases:**

- Effective June 11, 2013:
  - Honorarium for Councilors: increased from \$21,000 to \$23,500;
  - Honorarium for Mayor: increased from \$42,000 to \$50,000;
  - Per diem rates for 1/2 day increased from \$112.50 to \$125.00;
  - Per diem rates for full day increased from \$225.00 to \$250.00;
- Effective October 1, 2014- 3% honorarium increase for Mayor and Council
- Effective January 1, 2016- 1.4% honorarium increase for Mayor and Council
- Effective October 1, 2017- 1.3% honorarium increase for Mayor and Council
- Effective October 1, 2018- 2.2% honorarium increase for Mayor and Council
- Effective October 1, 2019- 1.6% honorarium increase for Mayor and Council
- Effective January 1, 2022 – 10% honorarium increase for Mayor and Council

April 14, 2021  
Date

April 14, 2021  
Date

  
Chief Administrative Officer  
  
Mayor