

TOWN OF TWO HILLS



Policy Number: 2011-05

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October 24, 2017
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October 24, 2012
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Policy Subject: Elected Officials Remuneration and Expense

POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on Council.

PURPOSE:

To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.

To ensure that the Town's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

DEFINITIONS:

1. "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

STANDARDS:

1. Councillors shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor.
2. Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council Members Professional Development Budget.



3. Members of Council may use their Council Professional Development Budget for activities related to municipal governance and/or community engagement. This includes courses, seminars, self-study activities, books, conferences, professional membership fees, or other approved activities.
4. Members of Council may claim a Full Per Diem rate, from their Expense Budget, while engaging in activities relevant to their professional development or Town business. Half day per diem claims are permitted. Half day is defined as a maximum of four (4) hours, including driving time.
5. Ineligible expenses for Expense Budget:
 - a. Golf Tournaments;
 - b. Speeches, Ribbon Cutting, Acceptance Openings;
 - c. General public appearances;
 - d. Community events, such as Canada Day, Remembrance Day;
 - e. Parades
 - f. Other purely social events; or
 - g. Political Contributions
6. Members of Council shall not claim expenses or per diems to the Town if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

ADMINISTRATIVE PROCEDURES:

1. Council remunerations and the schedule of payments are outlined further in this policy.
2. Under the direction of Council Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Town of Two Hills. A report with recommendations will be presented to Council no later than June, prior to the election.
3. This policy shall be reviewed annually, in conjunction with the Town's Organizational meeting, to be effective November 1st of the current year.
4. Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some of benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
5. During that fourth quarter of the fiscal year, by motion of Council at the October Organizational Meeting, and pending budget availability, funds for Council Expense Budgets may be transferred from one Councillor to another.
6. Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.



COUNCIL REMUNERATION RATES:

1. Annual Honorarium Rates are as follows:

Mayor	\$ 9,600.00
Councillor	\$ 6,000.00

2. Annual Council Expense Budgets are as follows:

Mayor	\$10,000.00 maximum per year
Councillor	\$ 7,000.00 maximum per year

Eligible Expenses:

Regular Council Meetings	\$ 150.00
Special Council Meetings	\$ 100.00
In Town Committee Meeting	\$ 75.00
Out of Town Committee Meetings	\$ 125.00
Overnight Honorarium	\$ 150.00

Mileage, for travel outside the Town of Two Hills will be the same as the Alberta Government Mileage Rate.

Breakfast	\$ 15.00
Lunch	\$ 20.00
Dinner	\$ 25.00

If any amounts are over the allowable subsistence amount a receipt is required.

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required

3. Professional Development Budget:

Maximum	\$2,000.00 per fiscal year
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Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.

*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.



REMUNERATION SCHEDULE

1. Annual Honorarium Rate shall be divided by 12 and given to members of Council at their first Regular Council meeting of each month, along with their Council Reports.
2. Expenses are to be submitted to the Administrative Office no later than 4 days before the second Council meeting of each month.
3. Should there only be one scheduled Council meeting in any month, the Honorarium and Expense remuneration reimbursement will be submitted at the same meeting. The Honorarium will be given at the one scheduled meeting of the month.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

