



Town of Pilot Butte
Council Remuneration, Per Diem and Benefits Policy
03-2021

PURPOSE:

To establish how members of Council receive compensation for time and effort involved in holding public office in the Town of Pilot Butte, to clarify the benefits available to a member of Council and to determine which expenses will be assumed by the municipality when members are carrying out their official duties.

APPLICATION:

Remuneration:

1. Remuneration for Mayor and Council may be adjusted annually to reflect current economic conditions.
2. Each Councillor shall receive a set remuneration as set out in Schedule 1 attached.
3. Administration will be responsible for conducting a comprehensive review of remunerations, per diems and expenses every Council term.
4. Includes compensation for:
 - i. Two Regular Council meetings per month except as otherwise amended by a resolution of Council
 - ii. Meetings with persons, groups and/or phone calls discussing town business outside committee meetings.
 - iii. Special meetings of Council
5. Remuneration to be paid in semi-annual installments in April and October by direct deposit.

Committee Meetings

1. Will be paid to Councillors to whom are appointed to the a Committee established by resolution of Council. Only the primary appointee will be paid unless the alternate attends in the primary capacity or as established by resolution of council.
2. If a Councillor attends one or more committee meetings in a day then the committee meeting rate will be paid as an accumulation of hours for those meetings in that day.
3. Will not be paid for sub-committee meetings.
4. A maximum of 12 committee meeting to be claimed within a year

Per Diems

1. Will be paid when Councillors are required to attend as an official representative of the Town. Per Diems will be paid on a per hour basis as set out in Schedule 1 attached.
2. Per diem compensation will be paid for meetings attended by Council that are not part of the Town Committee structure e.g., SUMA Regional meetings
3. Travel time is included in the amount of time to be claimed as per diems if the event is in excess of half an hour away.
4. Obligations which run into full days, such as MOS convention, will be compensated to a maximum set out in Schedule 1 attached.
5. Will not be paid for the following:
 - i. Regular Council Meetings
 - ii. Special Meetings
 - iii. Meetings where attendance is not required but you choose to attend. ie: training webinars, committee meetings to which you are not appointed
 - iv. Meetings where per diems are paid for by organizations other than the Town.
 - v. Golf Tournaments
 - vi. Ceremonial events such as openings for local businesses or Town works.
 - vii. General public appearances
 - viii. Community events such as Canada Day, Rodeo, Parade, Remembrance Day, Grand Openings of Town Facilities or other events as required.
 - ix. Other purely social events

Expenses – Travel and Subsistence

1. There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.
2. All travel must be pre-approved by the Mayor and/or Administrator.
3. Members of Council are not limited in the number of educational or professional development activities they attend, however the total of all Council activities may not exceed the total monies provided in the Annual Expense Budget.

4. The Town will pay the reasonable expenses of its delegations including:
 - i. Overnight lodging - Administration will register and make payment for council members to attend convention/conferences and will make reservations for hotel rooms as required.
 - ii. Travel will be compensated at a set rate per kilometer as set out in Schedule 1 attached.
 - iii. Parking expenses
 - iv. Public Transportation or Taxi expenses
 - v. Meals not covered by registration costs. Maximum amounts as set out in Schedule 1 attached.
 - vi. Reasonable entertainment/hosting costs e.g. meals, beverages for guests as previously agreed to by Mayor.
 - vii. All expenses shall be submitted on an expense claim form with receipt and submitted along with monthly compensation/per diem forms. Due on the 26th of each month.
5. All elected officials to receive an annual allowance for personal car and phone use as set out in Schedule 1 attached.
6. Mayor may be provided with a Smart phone with costs for phone and usage package covered by the Town.

Benefits

1. Basic Life Insurance and Basic Accidental Death and Dismemberment at \$10,000 each, to be paid by the Town with the option of council member purchasing more comprehensive coverage to be paid by him/herself. In the event a Councillor has coverage under another plan, this benefit may be waived upon proof of insurance.

Spouses/Partners

1. If a spouse or partner accompanies a member of Council to an out of Town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense.
2. When a member of Council is invited to a social or fund-raising function in an official capacity and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be covered by the Town.

Expenditure and Per Diem Tracking

1. Council will be paid by direct deposit as part of the last payroll of each month. Council is to forward a monthly statement with details of per diems and expenses to Administration. Administration will ensure that all Council are compensated at the same rate/amount for each claim. Any discrepancies will be compensated at the lowest submitted claim unless Councillor indicates extenuating circumstances.

IPads

1. The Town of Pilot Butte will provide each Councillor with an Ipad to support his/her work in the service of the Town. This device remains the property of the Town, and if lost, broken or damaged, the Councillor is personally responsible to repair or replace the device at replacement value.

This policy replaces policy #02-2017.

seal

Mayor

Town Administrator

Resolution No.: 2021-031

Bylaw No. Reference: None

Legislative Reference: None

Areas of Responsibility: General Government – Administrator/ Finance & Administration Committee

SCHEDULE 1

1. REMUNERATION:

Mayor -	\$750.00/month
Council -	\$500.00/month

2. COMMITTEE MEETINGS

- a) \$175 for committee meetings up to 3 hours /or
- b) \$300 for committee meetings over 3 hours

3. PER DIEMS:

- a) \$50.00/ hour including travel time when further than ½ hour from home.
- b) Obligations which run into full days, such as SUMA convention and workshops will be compensated to a maximum of \$300.00/day.

4. MILEAGE

Mileage expenses for use of personal vehicles used for travel to be compensated at a rate \$.50/km.

5. MEALS

Compensation for meals not to exceed	
Breakfast	\$12.00
Lunch	\$18.00
Supper	\$24.00

6. PERSONAL CAR AND PHONE USE;

All elected officials to received \$200.00/year for personal car and phone use.