



Town of Bowden  
Box 338, 2101 20<sup>th</sup> Ave  
Bowden, Alberta, T0M 0K0

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## **Town of Bowden – Province of Alberta Policy Document (01 / 2022) ELECTED OFFICIALS' REMUNERATION, BENEFITS & EXPENSES POLICY**

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### **1 POLICY STATEMENT**

The Town of Bowden will provide remuneration and benefits to elected officials in recognition of their public service and in consideration of carrying out their municipal duties.

Compensation for elected officials should:

- reflect their roles and responsibilities,
- recognize time commitments,
- be fair and reasonable,
- be determined within a remuneration framework that is financially sustainable.

The purpose of this policy is to provide an open (public) written statement that defines:

- the types of remuneration (including benefits),
- the amount of remuneration (fixed and ascertainable),
- procedures for submitting remuneration & expenses claims,
- the process for remuneration review.

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### **2 DEFINITIONS**

#### **CAO (Chief Administrative Officer)**

Is the person appointed by Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the Municipal Government Act and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

#### **Council**

Means the duly elected Municipal Council of the Town of Bowden.

#### **Elected Officials**

Means those persons elected as Mayor and Councillors (including the Deputy Mayor).

#### **Expenses**

Means reimbursement for approved expenses paid out of pocket, based on actual submitted receipts.

#### **Honorarium**

Means a flat monthly amount paid to elected officials as identified in section 4.1 of this policy.

#### **Per Diem**

Means an hourly, daily, or flat rate amount paid to cover specific meetings or duties as identified in section 4.2.1 of this policy.

**Remuneration**

Means the combination of honoraria, per diem and benefit payments.

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

- a) "may" is to be construed as permissive and empowering,
- b) "must" is to be construed as imperative,
- c) "shall" is to be construed as imperative (mandatory),
- d) "should" is to be construed as recommended.

**3 SCOPE**

This policy applies to all elected officials.

**4 REMUNERATION****4.1 Honoraria**

These are the amounts paid each month to elected officials irrespective of attendance at meetings or time spent on municipal matters.

As moved at the Council Organization Meeting of October 25, 2021, elected officials (by office) are compensated with a monthly honorarium, as follows:

| Office        | \$ (monthly) | \$ (yearly) |
|---------------|--------------|-------------|
| Mayor         | 700.00       | 8400.00     |
| Deputy Mayor* | 400.00       | n/a         |
| Councillor    | 350.00       | 4200.00     |

\* Effective only for the period during which the office of Deputy Mayor is held.

**4.2 Per Diems****4.2.1**

As moved at the Council Organization Meeting of October 25, 2021, elected officials receive a per diem, as follows:

This is remuneration made for attending (and travel time to) the meetings of Council, Council Committees and for performing other municipal duties as required by nature of holding public office.

| Office     | \$ (per hour*) | \$ (per ½ hour*) |
|------------|----------------|------------------|
| Mayor      | 30.00          | \$15.00          |
| Councillor | 30.00          | \$15.00          |

\* calculated to the nearest hour or ½ hour.

**4.2.2**

Claimable Per Diems include:

- a) Regular Council Meetings, Special Council Meetings, Organizational Meetings of Council,
- b) Council Committee meetings that an elected official has been appointed to,
- c) Boards, Commissions, Society meetings that an elected official has been appointed to,
- d) Public Hearings,
- e) Conferences, Conventions, Education Sessions, Seminars and Workshops,



- f) Community partner meetings,
- g) Ministerial meetings.

#### 4.2.3

Non-Claimable Per Diems include:

- a) An honorarium or per diem may be accepted from other organizations (eg: where an elected official serves on a Regional Commission) however the per diem provided for by the Town in 4.2.1 cannot be claimed if a payment is already received from another organization.
- b) Where an elected official attends a meeting to which they are not the designated / alternate Council representative.

#### 4.2.4

Members are not limited in the number of educational or development activities they may attend however the total cost of all Council per diems may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

#### 4.2.5

The cost of Councillor representation at conferences and conventions may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

#### 4.2.6

Attendance at special events, social events, golf tournaments, facility tours, and galas etc will not receive a per diem payment.

#### 4.2.7

The Mayor may, at his / her discretion, claim per diem up to a maximum of two hours for a single appearance when invited to make public appearances in an official capacity

### 4.3 Expenses

#### 4.3.1

Provision will be made to cover an allowance for travel, subsistence and for expenses occurred in the fulfillment of duties.

| Expense                |               |         | Notes                     |
|------------------------|---------------|---------|---------------------------|
| Breakfast              | \$17.50       | Per day | if departed before 7:30am |
| Lunch                  | \$17.50       | Per day | if departed before 1:00pm |
| Supper                 | \$30.00       | Per day | if departed after 4.00pm  |
| Gratuities on Meals    | Max 15%       |         |                           |
| Incidental Expenses    | \$10.00       | Per day |                           |
| Mileage Allowance*     | \$0.53        | Per km  | use of personal vehicle   |
| Travel & Accommodation | cost recovery |         | (refer to 4.3.2 below)    |

\* The mileage allowance rate should reflect the official Government of Alberta published mileage rate.

#### 4.3.2

Travel expenses to attend official functions are authorized by the inherent nature of this policy.

Council members must however demonstrate fiscal responsibility when making reservations for travel and accommodation. The most economic, efficient, or practical means should be sought.

The cost of Council members travel and accommodation may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

#### **4.3.3**

Miscellaneous expenses such as vehicle parking, hotel internet fees, registration fees, and secretarial services (photocopying) may be claimed where valid and applicable.

For all miscellaneous expenses claimed a copy of the printed receipt must be attached to the Councillor Timesheet / Expenses Claim Form. Photocopies of credit card statements are not acceptable.

#### **4.3.4 Non allowable expenses.**

The following expenses cannot be claimed:

- a) Fines, penalties, or liabilities as a result of a traffic violation or an offence committed under the Alberta Traffic Safety Act (or any other Provincial Act) or Bylaw.
- b) Liquor expenses,
- c) Fund raising donations, charitable donations, gifts, and any form of gaming or gaming entertainment,
- d) Attendance, and travel to, special events, social events, political party functions, fund raising functions, sporting tournaments, facility tours, galas and parades do not qualify to receive payment for expenses incurred,
- e) Spousal expenses including travel, meals, registrations, tickets, and fees are considered a personal expense and cannot be claimed.

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## **5 EXPENSE SUBMISSION & REIMBURSEMENT PROCESS**

### **5.1**

Council members must submit their timesheets according to the processing / payroll deadlines set by Administration.

### **5.2**

Timesheet / expenses claim forms will be provided by Administration.

### **5.3**

Timesheet / expenses claim forms submitted by Councillors must be approved by the Mayor.

### **5.4**

Timesheet / expenses claim forms submitted by the Mayor must be approved by the CAO.

### **5.5**

In the event of a dispute over a submitted expense "Council as a Whole" shall review the expense and determine its validity and eligibility for reimbursement.

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## **6 REMUNERATION PROCESSING**

### **6.1**

Remuneration will be processed via the Town's payroll system.

### **6.2**

Remuneration will be paid on the 15th day of each month by direct credit transfer.

### **6.3**

Remuneration deductions will be made by Administration in accordance with all applicable Canada Revenue Agency requirements or any other statutory enactment or court order made on earnings.



#### **6.4**

A deduction will be made to Alberta Municipalities in respect of a basic life insurance policy premium.

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### **7 REMUNERATION REVIEW**

#### **7.1**

A remuneration review will occur every general election year or midterm if Council agree to do so by resolution made in a Regular Meeting of Council.

#### **7.2**

Any changes to Councillor's remuneration proposed during the annual Organizational Meeting of Council must receive formal approval through the annual Operating Budget review process.

#### **7.3**

Revised remuneration rates will become effective in the first pay period following formal approval of the Town's Operating Budget for that year.

#### **7.4**

The process for conducting a remuneration review is outlined in Schedule A of this Policy, "Council Remuneration Review Committee – Terms of Reference".

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### **8 AUTHORITY / RESPONSIBILITIES**

#### **8.1**

The CAO is responsible for providing resources and implementing procedures to ensure this policy is effective in its operation.

#### **8.2**

Council will consider recommendations put forward by the Council Remuneration Review Committee.

Council may accept, reject, or modify (in full or part) any proposals made by the Council Remuneration Review Committee.

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### **9 SUPPLEMENTARY INFORMATION**

#### **9.1 Related Documentation**


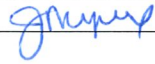
Schedule A                      Council Remuneration Review Committee – Terms of Reference.

#### **9.2 Additional Information**

Questions or concerns relating to this Policy should be directed to the Chief Administrative Officer:

Tel:                                      403 224 3395  
E-mail:                                  cao@bowden.ca

### 9.3 Policy Specifics

|                               |  |
|-------------------------------|--|
| Policy Number                 | 01 / 2022  |
| Policy Title                  | Elected Officials Remuneration, Benefits & Expenses Policy   |
| Supersedes / Revokes          | n/a  |
| Document produced by:         | Arno Glover                   |
| Date Passed (Council Meeting) | June 27, 2022  |
| Council Resolution #          | Motion 8.a   |
| Date Effective                | June 28, 2022  |
| Policy Review Date            | Every election year <u>or</u> as required.   |
| Distribution:                 | Mayor / Councillors / CFO / CAO  |
| Approved by:                  | Jacqui Molyneux (Acting CAO)  |

### 9.4 Policy Revision History

Any proposed changes that materially affect this policy in principle or substance (including remuneration) can only be made by Council motion.

Any change to this policy to:

- i. correct clerical, grammatical or typographical errors, or
  - ii. clarify context or meaning,
- can be made with the CAO's approval.

All revisions to this policy must be recorded below.

The version control number of this document must be amended accordingly.

| Date | Version Control # | Description of Change | Section | Approved by |
|------|-------------------|-----------------------|---------|-------------|
| n/a  |                   |                       |         |             |
|      |                   |                       |         |             |
|      |                   |                       |         |             |
|      |                   |                       |         |             |

## **SCHEDULE A**

### **Council Remuneration Review Committee – Terms of Reference**

#### **A1**

##### **Legality**

The Town of Bowden Council Remuneration Review Committee is an ad-hoc Committee of Council.

#### **A2**

##### **Purpose**

The purpose of the Council Remuneration Review Committee is to review the Elected Officials' Remuneration, Benefits & Expenses Policy and to make recommendations to Council in relation to proposed changes in the remuneration of the elected officials.

#### **A3**

##### **Committee Membership**

Membership of the Council Remuneration Review Committee will consist of three volunteer residents from the Town of Bowden. Appointments to the committee will be ratified by Council resolution.

The CAO (or designated deputy) will act in an advisory role to the Committee and will provide any information necessary to the Committee to fulfill their duties.

#### **A4**

##### **Meetings**

The Council Remuneration Review Committee will meet in the third quarter (July to September) of any year in which a general election occurs or whenever deemed necessary as resolved by Council motion.

The frequency and dates of meetings will be at the discretion of the Committee as deemed necessary.

By reason of being an "ad hoc committee", the Council Remuneration Review Committee will be dissolved once a recommendation to Council has been submitted.

#### **A5**

The Council Remuneration Review Committee may consider all or some of the following factors in determining their recommendations:

- a) previous pay awards (when / how much),
- b) the existence of any policy directives,
- c) comparative studies with other Town's compensation awards,
- d) financial factors (eg: current state of the Town's financial health, debt burden, reserves),
- e) external factors such as, forecast inflation, the Consumer Price Index, local market conditions, economic indicators, community sentiment / perceptions.

#### **A6**

##### **Reporting & Records**

The Council Remuneration Review Committee will submit a written report of their recommendations to the CAO, no later than the 1<sup>st</sup> day of October for inclusion on the agenda of the annual Organizational Meeting of Council.

A review of Councillor's remuneration should be objective and made without any commentary on a perception of Councillor's efficacy or productivity.