

POLICY NUMBER:	C-013
POLICY SUBJECT:	TOWN COUNCIL REMUNERATION
DEPARTMENT:	COUNCIL - GENERAL
INITIAL EFFECTIVE DATE:	SEPTEMBER 9, 2008
EFFECTIVE DATE:	SEPTEMBER 12, 2022
REVISION DATE(S):	OCTOBER 28, 2013 AUGUST 26, 2013 APRIL 8, 2013 MARCH 8, 2010
REVISION NUMBER:	6

I PURPOSE

1.1 To set out remuneration levels for the Elected Officials of the Town of Coaldale.

II REMUNERATION, EXPENSES AND CLAIMS

2.1 MONTHLY REMUNERATION - Commencing January 1, 2023, the monthly remuneration shall be as follows:

- a) Mayor - \$4,023.00
- b) Councillor - \$2,230.00
- c) The above rates shall be increased in accordance to the yearly cost of living adjustment that is negotiated in the Town's Collective Agreement for unionized staff.

2.2 PER DIEMS - Per Diems shall be paid when an Elected Official attends a function in their capacity for the Town of Coaldale, except for Regular Council Meetings, Special Council Meetings Committee Meetings and invited staff functions. Per diem rates will be as follows:

- a) ½ Day (function up to four hours) - \$100.00
- b) Full Day (function exceeding four hours) - \$200.00

Notwithstanding the above, when an Elected Official attends a meeting or function where they have been appointed as a representative of the Town of Coaldale, whether a committee, board, commission or authority and said body pays remuneration for their attendance, the following shall apply. All remuneration (including per diems) for attending such a meeting or function shall be paid directly to the Town of Coaldale. The Elected Official shall then claim to the Town of Coaldale, within the remuneration policy of the Town, for their attendance to said meeting or function.

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- 2.3 MILEAGE - Elected Officials will be reimbursed for travel when attending functions or meetings outside of the boundaries of the Town of Coaldale when using their own personal vehicle, in accordance with *Section V, Policy #HRG-016, Travel & Subsistence*.
- 2.4 MEAL REIMBURSEMENT - When attending a meeting or function outside of the boundaries of the Town of Coaldale during meal times, reimbursement will be paid in accordance with *Section IV, Policy #HRG-016, Travel and Subsistence*.
- 2.5 TECHNOLOGY ALLOWANCE – Elected Officials will be reimbursed for a portion of their phone and internet expenses that relate directly to their elected role (business expense). The maximum amount per month that will be reimbursed is one hundred dollars (\$100.00) per month to a maximum of one thousand two hundred dollars (\$1,200.00) per year. The expectation for such reimbursement is that Elected Officials will be available to the public via telephone and/or email, to answer inquiries by the public in a timely manner.
- 2.6 ENTERTAINMENT - When all Elected Officials are required to provide goodwill meals to visitors and dignitaries as part of their role, they may claim the costs of these meals.
- 2.7 EXPENSE CLAIMS - Elected Officials should attempt to submit expense claims on a quarterly basis. However, ALL receipts and expense claims must be submitted before December 15 of each fiscal year to ensure year-end processes can be completed. If claims are not submitted within the due dates outlined, they will not be accepted and compensation for expenses incurred will not be provided.
- 2.8 All travel and expense claims shall be submitted on the form and in the manner as prescribed in *Policy #HRG-016*.

III COMPENSATION REVIEW

- 3.1 To ensure a consistent review of compensation for Elected Officials, a compensation survey will be completed every four years. The compensation survey will be completed by June of the final year of the elected term for the Elected Officials. Further, that the annual compensation for Elected Officials shall be set at the 65% percentile of municipalities surveyed as part of the compensation review.