

COUNTY OF ST. PAUL #19

Policy Number

ADM-81

Title
Council Remuneration and Compensation

Page 1 of 3

Date Approved

Policy

County Councillors shall receive remuneration and benefits while undertaking their role as elected representatives for the County of St. Paul No. 19.

Purpose:

To ensure that remuneration to Councillors is fair, equitable and consistent.

Definitions:

1. "Base Pay" means the monthly rate paid to Councillors for attendance at the following:
 - Meetings with residents and Community groups within the division for councillors
 - Informal meetings with the CAO and staff and Councillors (ie. Christmas party, Staff BBQ, safety events, etc.)
 - Preparation for Council and Committee meetings
 - Work within the divisions with residents and business
 - Attendance at meetings and social functions as dignitaries representing the County. (ie. Remembrance Day Ceremonies, Chamber of Commerce events, Canada Day celebrations, grand openings within the County boundary, etc.)
 - Official document and cheque signing for Reeve and/or Deputy Reeve
2. "Council" means the Council of the County of St. Paul No. 19, in the Province of Alberta.
3. "Councillors" means the individual Council members elected to Council
4. "Committee" means a committee, board or commission to which Council members are appointed
5. "Deputy Reeve" elected by a vote of Council to serve a one year term at the Organizational Meeting.

6. "Per Diem" means the daily/meeting rate paid to Councillor for attendance at approved meetings as follows:
- Regularly scheduled Council Meetings and Special Council Meetings
 - Council Committee meetings, outside Board and Committee meetings or Commissions for which no other per diem is paid.
 - Attendance at committee meetings as an alternate
 - Conferences
 - Conventions
 - AAMD&C Zone Meetings
 - Meetings with other municipalities
 - Meetings with other government agencies and businesses
 - Public Planning meetings not held as part of the regular Council meeting,
 - Training Sessions
 - Reeve or designate – if formally invited to present a verbal or written presentation at an event.
 - AAMD&C Ad Hoc Committees (if no remuneration from AAMD&C)
 - All other meetings approved by Council
 - Reeve, if requested to attend a committee meeting he/she is not appointed to as an ex-officio member
 - Travel time (on an overnight basis) paid at a rate of ½ day each way up to 400km. and 1 day each way over 400km.
7. "Reeve" means the Chief Elected Official as elected by a vote of the residents to serve a three year term.

Procedures:

1. The Councillors, Reeve, and Deputy Reeve will be paid a Base Rate as per Section 1. Under the Definition section of this policy.

The amount of Base Pay will be determined annually at the Organizational Meeting of Council.

2. Members of Council are paid a per diem rate for attending to County business as per the activities in Section 6. Under the Definition section of this policy.

Per Diems are established annually at the Organizational Meeting of Council.

3. Expenses incurred by members of Council while on County business shall be reimbursed at the County rates in effect at the time the expenses are incurred.
4. In accordance with the Income Tax Act, one third (1/3) of the aggregate Base Rate and Per Diem will be paid to a Councillor and the Reeve as an allowance for expenses incidental to the discharge of the Councillor duties and shall not be included in computing the Councillor's taxable income in a taxation year.

5. Base and Per Diem as well as expense payments to Councillors will be by direct deposit into a bank account identified by the member of Council. Councillors will need to provide Payroll with the appropriate banking information.

Accountability:

1. Remuneration for all expenses claimed (with the exception of the Base Rate) must be reviewed by the CAO or designate to ensure that expenses claimed are in accordance with this policy. Where remuneration or expenses are beyond those outlined in this policy or a conflict arises, the matter shall be referred to the Council as a whole for resolution.

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