 Town of <b>CANMORE</b>	<b>Council Policy</b>
<b>Policy Title:</b>	<b>Council Remuneration</b>
<b>Policy Number:</b>	EX-002
<b>Date in Effect:</b>	January 1, 2018
<b>Current as of:</b>	January 11, 2022

**POLICY STATEMENT**

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

**PURPOSE**

2. This policy provides guidelines and procedures for the remuneration of council.

**DEFINITIONS**

3. "Automobile allowance" means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities.

176-2021

4. "Council" includes the mayor and all councillors.

5. "Councillor" is a member of council, excluding the mayor, and is considered a part-time position.

6. "Mayor" is a member of council and is considered a full-time position.

7. "Deputy mayor" is a councillor appointed to fill the position of deputy mayor on a rotational basis and may act as mayor in the mayor's absence.

8. "Per diems" are the rates paid to councillors Council for attending to municipal business in accordance with this policy.

212-2018

**RESPONSIBILITIES**

9. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.

10. Councillors are responsible for submitting per diem expense claims.

11. The mayor is responsible for approving per diem expense claims.

Policy approved by: 

**BASIC RATE**

12. Council will be remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2021 are:

- a) Councillor: \$28,772
- b) Mayor: \$101,388

212-2018; 176-2021

13. The basic rate is paid to councillors for the following:

- a) Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month, 212-2018; 271-2018
- b) Informal meetings with the CAO, staff and council,
- c) Staff social functions such as employee service awards, annual holiday party, farewell events for staff and council, 212-2018
- d) Informal meetings with other municipal councils such as dinners and socials, 212-2018
- e) Evening networking events while at conferences and conventions, 212-2018
- f) Preparation for council and committee meetings,
- g) Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility, 212-2018
- h) Public workshops, open houses and other public input sessions, and
- i) Meetings and social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings. 212-2018

14. The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

**PER DIEMS**

15. Councillors are eligible to claim per diems for attending to the following municipal business:

- a) Council orientation sessions,
- b) Council planning sessions and working sessions, as required or requested to attend,
- c) Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid,

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- d) Canmore Community Housing Corporation (CCHC) shareholder meetings,
- e) Two Council-CAO meetings per month,
- f) Special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate, including but not limited to public hearings, Canmore Planning Commission meetings; Subdivision and Development Appeal Board hearings, and Assessment Review Board hearings,
- g) Town Hall meetings,
- h) Conferences and conventions (including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM)),
- i) On-line or in-person educational and training course including time to complete exams and tests,
- j) Business meetings with other municipal councils,
- k) Meetings with other government agencies and businesses on behalf of the Town of Canmore,
- l) Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,
- m) *Repealed 212-2018,*
- n) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting,
- o) All other meetings or public appearances approved by council or made at the request of the mayor,
- p) Meetings to complete the CAO performance review,
- q) Finance Committee meetings, and
- r) Agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.

271-2018

212-2018

17-2022

17-2022

16. Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:

Up to 4 hours:	\$125
Over 4 hours and up to 8 hours:	\$225
Over 8 hours:	\$350

Policy approved by: CTT [Signature]

- 17. On days when councillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed. 212-2018
- 18. On days when councillors attend non-consecutive meetings, separate per diems may be claimed to a maximum equivalent to the “over 8 hours” per diem rate. 212-2018; 271-2018
- 19. Time calculated for per diem claims includes travel time to and from the activity. 212-2018; 271-2018
- 20. Per diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle. 212-2018
- 21. Remuneration for per diems must be reviewed and approved by the mayor or deputy mayor to ensure compliance with this policy. 212-2018

**VEHICLE USE EXPENSES**

- 22. Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, an automobile allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). If council chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA’s rate. 176-2021
- 23. When automobile allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel. 176-2021
- 24. When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, council shall be responsible for all costs, including any insurance deductibles. 176-2021

**ELIGIBLE REIMBURSABLE EXPENSES**

- 25. Reasonable accommodation costs and associated gratuities, 176-2021
- 26. Reasonable meal costs and associated gratuities, 176-2021
- 27. Reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination, 176-2021
- 28. Taxi fares and associated gratuities, or other public transportation costs, and 176-2021
- 29. Parking. 176-2021
- 30. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses. 176-2021

**RESTRICTIONS**

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31. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:
- a) Use of a personal vehicle within Canmore,
  - b) Charges for alcoholic beverages,
  - c) Entertainment costs,
  - d) Upgrades to higher classes travel,
  - e) Fines for traffic or parking violations,
  - f) Personal items, such as clothing and toiletries,
  - g) Additional expenses resulting from travelling with a spouse or other guests, and
  - h) Expense related to a home office.

176-2021


**BENEFITS**

32. Members of Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, council members will be entitled to any and all benefits offered to elected officials through AUMA.

176-2021

33. The following tables outline the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and elected officials, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	100%
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

Policy approved by: 

176-2021

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

34. The Town will provide council, and their dependents (spouse and children) with access to a confidential, third-party employee and family assistance program at no cost to the council member.

176-2021

35. Elevation Place Membership

a) The Town will provide all of council with the option to purchase an individual Elevation Place membership at rates equivalent to those set out in the Corporate Wellness Membership Program offered to our local businesses.

b) Elected Officials are responsible for 100% of the cost of the corporate membership.

176-2021

**GENERAL**

36. *Repealed 212-2018*

37. *Repealed 176-2021*

38. *Repealed 176-2021*

39. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.

**EXCEPTIONS**

40. Exceptions to this policy may be made by majority vote of council

**POLICY REVIEW**

41. This policy will be reviewed by Council on or before July 30, 2025.


**RELATED DOCUMENTS**

42. Procedural Bylaw 2018-01

271-2018

**REPEALS POLICY: 509-2012**

**AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Municipal Clerk

Policy approved by: 

**REVISION HISTORY**

<b>Action</b>	<b>Date</b>	<b>Council Motion</b>	<b>Notes</b>
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update per diem eligibility.

Policy approved by: 

