

	<h2>Town of Cochrane Policy</h2>
<p><b>Policy No.:</b>  <b>Policy Title:</b>  <b>Approval Date:</b>  <b>Department:</b></p>	<p><b>1108-01</b>  <b>Elected Officials Remuneration and Expense Reimbursement</b>  <b>November 25, 2019</b>  <b>Legislative Services</b></p>

**A. REMUNERATION AND EXPENSE REIMBURSEMENT**

1. The annual salary and benefits are intended to remunerate elected officials for the performance of regular and usual duties associated with the responsibilities of such elected offices, including attendance at:
  - i) Regular and Special meetings of Council, including Public Hearings;
  - ii) All annual strategic planning workshops and budget presentations;
  - iii) Conventions, conferences, seminars or workshops which elected officials attend; and
  - iv) Meetings of importance where it is considered the attendance of elected officials is important or essential. Such situations shall normally be reported to Council as soon as practical through Councillor Reports at the Regular meeting of Council.
  
2. Council Members will receive an annual remuneration for their responsibilities as an elected official as set out in Appendix "A";
  
3. Council Members will receive the same Cost of Living Adjustments as Administration to commence on the first pay period of the year in question. In subsequent years, Council Members will receive the same Cost of Living Adjustments as Administration OR an adjustment based on the Alberta Consumer Price Index, whichever is less, to commence on the first pay period of the year in question.

**B. GROUP BENEFIT PLANS**

1. Elected officials shall be eligible, at their option, to participate in the following items under the Town's Group Benefit Plans:
 

<u>Benefits</u>	<u>Premiums</u>
i) Group Life Insurance	100% employer paid
ii) Dependents Life Insurance	100% employer paid
iii) Accidental Death and Dismemberment	100% employer paid
iv) Extended Health Care	100% employer paid
v) Dental Insurance	100% employer paid
vi) EAP	100% employer paid

### **C. TRAINING AND DEVELOPMENT**

1. Elected officials benefit from training and development opportunities to enable them to perform their governance role as per the Municipal Government Act and keep informed on current and emerging local government issues.
2. Elected officials shall have an annual budget of up to \$2,500 each, available to fund their professional training and development to increase their existing knowledge and skills as local government elected officials when necessary.
3. The fund shall be all inclusive of all related expenses and used for the following:
  - i) Annual Alberta Urban Municipalities conference registration;
  - ii) Registration for annual training and development opportunities provided to Council as a whole, generally within Cochrane, including all opportunities offered for general orientation, training, retraining and strategic initiatives;
  - iii) Annual courses, workshops, seminar, webinars etc. as offered by the Elected Officials Education Program (EOEP);
  - iv) Attendance at annual conferences or seminars that are directly related to the elected official's role as the Council appointed representative on Council's Boards, Committees and Commissions;
  - v) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Elected officials are encouraged to share these materials with other elected officials to eliminate duplication; and
  - vi) Other requests for training and development that are directly related to the role of an elected official but not listed above, shall be made in writing to the Mayor for approval prior to occurring any expenses.
4. Elected officials may attend the annual Federation of Canadian Municipalities conference with no more than 3 members attending at once, unless the conference is held in Alberta. FCM travel expenses will be taken out of the general Council budget and not affect the individual training fund.
5. Elected officials are required to provide a brief report of significant learnings during Councillor Reports in the Regular Council Meeting after they have taken part in a developmental activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
6. The Town shall not pay for guest expenses associated with any Council activity.
7. To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or surface. Any equipment provided remains the property of the Town of Cochrane and shall be returned within 3 days when the individual is no longer an elected official.

#### **D. TRAVEL AND EXPENSES**

1. The rates and terms prescribed are intended to avoid economic loss to the elected official when reasonable and related expenses are incurred that are directly related to Town business.
2. Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.
3. An elected official when travelling on official business may claim the following expenses with a receipt:
  - i) air fare
  - ii) bus fare
  - iii) taxi fares
  - iv) parking charges
  - v) automobile rental
  - vi) public transportation
4. An elected official who uses his/her own motor vehicle on Town business shall be reimbursed for travel as per Appendix A. Where more than one elected official shares private motor vehicle transportation, only one person may claim the expense.
5. An elected official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on Town business shall be reimbursed for the full amount of applicable business premium up to a maximum as per Appendix A and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.
6. If an elected official is required to travel on Town business and overnight accommodation away from his/her regular home is necessary, he/she may claim:
  - i) The actual cost of accommodation on production of receipts;
  - ii) Elected officials may wish to secure alternate accommodation at no cost to the official/Town. He/she may then claim for a gift with receipt for the amount as shown on Appendix A.
7. Meals and Gratuities
  - i) Elected officials may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 15% upon the submission of receipts with taxes and gratuities indicated on the receipt. Claims without a valid, detailed receipt will not be reimbursed by the Town.
  - ii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes and gratuities are required. Alcoholic beverages are not reimbursable.
  - iii) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
  - iv) Where conference, seminar or meeting includes meals, the Town will not reimburse substitute meals.
  - v) Expense claims for meals apply to elected officials travelling to and from meetings, conferences or seminars.

8. Spouses/Partners
  - i) If a spouse/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.
  
9. Hosting
  - i) Elected officials may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the person(s) represent and the reason.
  - ii) Claims for expenses for hosting shall be supported with a brief written explanation signed by the elected official and supported by receipts.
  
10. Expense Reports
  - i) Elected officials shall, within 30 days of incurred costs, complete an Expense Claim form to be provided by the Executive Assistant to CAO and Council who shall review such form for conformity to this policy. Where there are extenuating circumstances, the Mayor shall have the authority to approve extraordinary expenses that are directly related to Council business.
  - ii) Expense reports shall normally be completed every quarter and in any case must be completed by December 31 of the current year for all outstanding current year expenses.
  
11. Ineligible Expenses:
  - i) Alcoholic beverages.
  - ii) Activities for political party events hosted by a party, constituency association or candidate.
  - iii) Any portion of a receipt that is paid for by a third party.
  
12. Quarterly Expense Reporting:
  - i) The Executive Assistant to CAO and Council shall prepare a report for each elected official's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each elected official and shall be made available for public viewing on the Town of Cochrane website.

## APPENDIX A

### RATES OF REMUNERATION AND EXPENSE REIMBURSEMENT FOR ELECTED OFFICIALS Effective October 19, 2021

#### REMUNERATION

1. The rate of remuneration for the performance of all regular and usual duties of office as identified in Section A of the policy shall be:

i)	Mayor	\$99,600 per annum
ii)	Councillors	\$41,832 per annum

2. Annual remuneration will be paid on a semi-monthly basis.
3. The annual salary will be adjusted according to the same general market adjustment that employees receive.
4. An analysis of a selection of Alberta communities' mayoralty salaries and populations will be used to determine the Mayor's salary so that the relative size of the community will be appropriately reflected in compensation. These would include:
  - i) Okotoks
  - ii) Spruce Grove
  - iii) Fort Saskatchewan
  - iv) Leduc
  - v) Airdrie
5. Adjustments to the Mayor's current salary will be made effective mid-term when the review shows a differential of greater than minus five percent (5%). If there is a differential of greater than plus five percent (5%), the salary will be frozen until analysis shows the salary to be within five percent (5%);
6. Councillor's salaries will be set at a forty two percent (42%) ratio of the Mayor's salary; and
7. Benefits will mirror those of Town staff with the exception of participation in pension plans. All costs will be covered by the Town.
8. As long as the majority of Town staff are non-unionized, Council members' salary will be adjusted annually at the same percent change as that set in each annual budget for Town non-unionized staff using the Consumer Price Inflation Rate (CPI) as published by the City of Calgary in the fall edition of the Calgary and Region Economic Outlook as the starting point.
9. Council remuneration surveys will be completed by Legislative Services at least once per Council term to ensure that remuneration remain at mid-market for similar sized municipalities in Alberta.

#### TRAVEL EXPENSES

1. Where Elected Officials have access to private lodging when on business travel, reimbursement for a gift for private overnight accommodation is available upon completion of an expense form with receipts at a rate of up to \$30.00 per night.
2. To receive reimbursement, all expense reports must have receipts attached. If no receipt is available, a detailed written statement must accompany the

expense report. All expense reports are to be reviewed by the Executive Assistant to the CAO and Mayor and approved by the Mayor.

3. Reimbursement is available for business travel outside of Cochrane upon presentation of an expense form that provides the total number of kilometres travelled for business, the destination and the reason for travel. Kilometres will be reimbursed at the current rate provided by Canada Revenue Agency.
4. On presentation of a receipt indicating the elected official's personal vehicle insurance includes business travel for a minimum liability of \$2 Million, reimbursement will be made up to a maximum of \$150 annually.