



Council Remuneration Policy

Category: Council

Policy No. COUNCIL-001

Approved: October 13, 2020

Resolution No.: RES-582-2023

Effective Date: January 1, 2024

Next Review Date: October 2025

Supersedes Policy No. previous Council, Board & Committee Remuneration Policies; Resolution No: 144/19

POLICY STATEMENT: To provide a fair and equitable means of reimbursing Council for their time while attending meetings, conferences, training seminars and other municipal business and community events.

- PRINCIPLES:**
1. Council is expected to meet the duties required of them as per applicable legislation, by-laws, County policies and procedures. Council members have a legislated responsibility to regularly attend scheduled meetings.
 2. To encourage commitment time equity, Council members will endeavor to consider their own and other Council members' time commitments for varying positions, Committees, Boards and stakeholder associations that Councillors undertake.
 3. Council remuneration rates and benefits will be reviewed in conjunction with an employee salary and benefits survey that the County conducts with other similar sized municipalities and/or municipalities in Central Alberta.
 4. Council will review compensation comparisons of other similar municipalities. Council will strive to establish its compensation at the 65th [sixty-fifth] percentile.
 5. Council will receive the same market adjustment if/as approved for staff: Subsequently, the rates in Council's procedure will be revised accordingly.

- DEFINITIONS:**
- Council's 'Salary' rate:** means the monthly remuneration [i.e. 12 [twelve] monthly payments] that is paid to a Councillor for participation and attendance at meetings, events and functions that are considered part and parcel of a Councillor's time commitment for the County. The salary rate will be used for such examples as [but not limited to]:
- Regularly scheduled Council meetings, Strategic Planning Committee, Annual Organization meeting;
 - Orientation and any orientation re-fresher meetings;
 - Council workshops;
 - Elected Officials Provincial Emergency Management Training;
 - Meetings with the CAO and/or Directors;
 - Preparation time for Council, Committees, Boards, Commissions or Advisory Committees.
 - Any other commitments that Council determines.

Per Diem rate: means the compensation rate used to pay a Councillor for activities not part of the ‘Salary’ rate. The per diem rate will be used for such examples as [but not limited to]:

- Any Board, Committee, Commissions or Advisory meetings [for which no remuneration is paid];
- Conferences, conventions;
- Educational, safety and emergency training courses; (e.g. Elected Officials Program, first aid, harassment, etc.)
- R.M.A. meetings, or Ad Hoc Committees [for which no remuneration is paid];
- Meetings with other Councils or other municipalities, government agencies, or stakeholders;
- Meetings attended as an Alternate [arising from Annual Organizational meeting appointments];
- Presentations outside of the County;
- Community events or Social functions to represent the County;
- Council Retreats;
- Any other commitments that Council determines.

<p>LEGISLATION:</p> <input checked="" type="checkbox"/> Provincial Act(s) <input checked="" type="checkbox"/> Provincial Regulation(s) <input checked="" type="checkbox"/> Council Resolution <input checked="" type="checkbox"/> Other	<p>Cross Reference:</p> <ul style="list-style-type: none"> • Municipal Government Act • Applicable OHS, WCB <p>Council Remuneration Procedure: Council – 001P</p> <ul style="list-style-type: none"> • Clearwater County Bylaws: <ul style="list-style-type: none"> ○ <i>Code of Conduct Bylaw (#1034/17).</i> ○ <i>Council Committees Bylaw (#1042/18).</i> • Clearwater County Policies: <ul style="list-style-type: none"> ○ <i>Conferences and Training for Councillors Policy</i> • <i>Travel and Subsistence Policy</i> 	<p>Position Responsible for Policy: Council</p>
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Revision History

Version	Date of Change	Description
Council 001	January 1, 2020	Procedure Per diem rates adjusted
Council 001	October 13, 2020	Reformat policy and separate procedures Change remuneration model to salary base
Council 001	October 24, 2023	Change to 65 th percentile to be consistent with Employee Compensation Policy for staff.