



COUNTY COUNCIL

Title: Remuneration and Benefits for Councillor and Appointed Members

Policy Number: CC 3001-02

Supersedes Policy Number: CC 3001-01

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Next Review Date: December 20, 2025

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Last Review Date: June 21, 2021

POLICY STATEMENT

The County of Minburn shall offer consistent and fair remuneration to its elected officials and appointed members.

PURPOSE

To provide for a consistent, fair and transparent remuneration process for elected officials and appointed members in the County of Minburn No. 27.

DEFINITIONS

“Benefit Plan” means all the relevant extended health care benefits and insurance plans the County is enrolled for elected officials.

“CAO” means the Chief Administrative Officer of the County of Minburn No. 27.

“Council” is the Reeve and Councillors, as a whole, duly elected in the County that hold office at that time.

“County” means the County of Minburn No. 27.

“Honorarium” means the monthly salary paid to elected officials.

“Remuneration” means any money paid to a person for work or a service.

GENERAL PRINCIPLES

1. Honorarium

- 1.1 Effective July 1, 2020, County Councillors are to be paid \$56,300 per annum or \$4,691.67 per month for time spent at Council/Committee meetings, conferences, seminars, workshops, road and project evaluations and other Councillor duties. This includes reimbursement for all expenses excluding travel to regular or special Council or Committee meetings for performing County business within the County, including such incidental expenses as:
 - Office expenses including telephone lines, telephone answering services, facsimile transmission equipment, computer equipment and supplies, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, brochure printing, election campaigning, postage, photocopying, promotion or entertainment expenses.
- 1.2 Council honorariums will be reviewed on an annual basis or as otherwise determined by Council.
- 1.3 Council honorariums shall be tied to annual Cost of Living Adjustments (COLA) for County staff, unless otherwise determined by Council.

2. Reeve and Deputy Reeve Honorarium

- 2.1 Reeve's Honorium - \$9,600 per annum
- 2.2 Deputy Reeve's Honorium - \$4,800 per annum

3. Mileage Expenses

- 3.1 Councillors are entitled to claim mileage as per rates established by County policy for travel to and from the County Administration office when attending Council and Committee meetings.
- 3.2 Mileage may not be claimed for any other "in-County" travel, such as meetings of external boards and committees, meetings with residents or other County business as required.
- 3.3 Mileage reimbursement shall be determined as per the rates set out in the County's Travel and Subsistence Policy.

4. Benefits and Insurance

- 4.1 Council members are entitled to participate in County benefit plans in accordance with the plan provider's regulations.
- 4.2 Coverage is to include Life Insurance, Dependent Life, Accidental Death and Dismemberment and Extended Health Benefits.
- 4.3 Councillor contributions to benefit plans will be determined as per the plan(s) held by the County as amended from time to time.
- 4.4 Participation in the benefit plans is voluntary and a Councillor may opt out at any time.

5. County Sponsored Savings Plan

- 5.1 The County shall contribute an amount equal to fifteen (15) percent of Councillors' monthly remuneration to one of the following savings plans:
- Registered Retirement Savings Plan (RRSP)
 - Non-Registered Savings Plan (NRSP)
 - Tax-Free Savings Account (TFSA)
- 5.2 Cash vesting shall commence on the first day of a councillor entering office.
- 5.3 The County may deduct the contribution of the participating members from the remuneration paid to those members.
- 5.4 Premium collection will be forwarded to the appropriate plan provider monthly.
- 5.5 Members are responsible for ensuring sufficient contribution room exists within their portfolio's RRSP and TFSA.

6. Midmonth Advance

- 6.1 A midmonth payroll advance is available to Council on a voluntary basis to a maximum of \$1,000 per month.
- 6.2 The advance will be paid roughly at the middle of the month. To request the midmonth advance, the Councillor will complete the *Midmonth Advance Form*.

7. Sickness, Accident or Disability

- 7.1 If a Councillor is unable to perform his/her duties as Councillor for more than seven (7) consecutive days due to sickness, an accident or a disability, the following conditions apply:
- A Doctor's certificate is required.
 - Remuneration and benefits will be paid for a period not to exceed ninety (90) calendar days. No remuneration will be provided if the medical leave extends beyond the ninety (90) calendar day period. The Councillor benefits may continue after the ninety (90) calendar day period on the condition that the Councillor pays both the employee and employer portions of the benefits premium.
 - Upon resignation/termination of office, remuneration and benefits cease. Remuneration and benefits shall be pro-rated when a Councillor enters or leaves office mid-month.
 - The *Municipal Government Act (MGA)* and Council Code of Conduct Bylaw 1280-19 will take precedent over this policy when applicable.

8. Vacation

8.1 When taking vacation, Councillors will abide by the following guidelines:

- Fourteen (14) consecutive calendar days – twice (2) a year, or
- Seven (7) consecutive calendar days – four (4) times a year.
- Advise Council and Administration of their intent to take a vacation. Council quorum should always be present and supersedes this policy for the number of Councillors taking vacation leave at any time.
- Any special vacation leave should be approved by Council.

9. Out of County Expenses

County Councillors and other eligible persons shall be reimbursed for expenses for travel or business outside of the County such as meetings, conferences, and other required functions as per the County's *Travel and Subsistence Policy*.

10. External Boards, Committees and Officers

10.1 Boards, Committees and Appointments

Council appointed members-at-large or other appointments will receive a daily remuneration in the amount of \$200 per full day and \$100 per half day including preparation days at the discretion of the Chief Administration Officer (CAO).

10.2 Returning Officers, Deputy Returning Officers and Others

Appointed by Council and will receive a daily remuneration in the amount of \$350 for election days (full days) and \$175 for training (half-day).

11. Claims

All expense claims are to be submitted via the *Travel and Expense Form*.



Reeve