

---

## Council Remuneration Policy

---

**Policy Number:**

**Approval Date:**

**Supersedes Policy:** CP194/2022

---

### SECTION A

#### 1.0 Policy Purpose

- 1.1 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to Members of Council for duties performed. It is the intention of the Municipality to provide fair and equitable compensation to Members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

#### 2.0 Definitions

- 2.1 “Attendance” means attendance in person or via virtual attendance (i.e. teleconference / electronic means).
- 2.2 “Alberta Average Weekly Earnings” or “AAWE” is the total weekly earnings divided by the total number of employees within the Province of Alberta as provided on the Government of Alberta Economic Dashboard utilizing the industrial aggregate excluding unclassified businesses.
- 2.3 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Municipal Government Act* or the designate of the Chief Administrative Officer;
- 2.4 “Council” or “Members of Council” means the duly elected municipal officers of Morinville and the Chief Elected Officer or Mayor.
- 2.5 “Council Meeting Day” is a day in which Meetings of Council occur as established at the Organizational Meeting of Council and amendments thereafter.

- 2.6 “Morinville” or “Municipality” means the Municipal Corporation of Morinville in the Province of Alberta.
- 2.7 “Official Capacity” means Council duties determined as per Section 3.4.1 of this Policy.
- 2.8 “Unexcused Absence” refers to any instance in which a Member of Council fails to attend a scheduled meeting included in sections 3.5.8.1, 3.5.8.4, and 3.5.8.5 notwithstanding section 3.5.7.

### **3.0 Policy Statements**

- 3.1 Council shall act as good stewards and conduct themselves in a manner that maximizes the benefit and value to Morinville, its residents and businesses; while at the same time, minimizes the financial burden to the same.
- 3.2 The contents of this Policy shall be considered when creating Council’s annual budget.
- 3.3 Members of Council shall receive compensation for their role as elected officials in five different ways – via honorarium, per diem rates, expenses, benefits and professional development. The amount spent will be limited by the amount budgeted each year.
- 3.4 Per Diems and Expense Claims
  - 3.4.1 When deciding if compensation for per diems and expenses are warranted, Members of Council must consider the following criteria. If the answer is yes to all of the following criteria, duties will be considered as Official Capacity, and an expense claim or per diem should be submitted for payment according to this Policy.
    - 3.4.1.1 Attendance and expenses must have a direct benefit to Morinville; promote Morinville’s interests; add value to the community; or advance the community’s interests.
    - 3.4.1.2 Attendance and expenses must be a result of interaction with a third party. (i.e. Not an individual, Council Member, Administration, organization or affiliation.)
    - 3.4.1.3 Attendance and expenses must be defensible to residents of Morinville and to public scrutiny.
    - 3.4.1.4 The expense must be free of bias and conflict of interest.

### 3.5 Honorarium

- 3.5.1 Council will receive annual honorariums in accordance with their elected seat as per this Policy.
- 3.5.2 Council honorariums will be based on Alberta's Average Weekly Earnings ("AAWE") from the prior calendar year.
- 3.5.3 The Mayor's honorarium will be at 100% of the AAWE of the prior calendar year, and each Councillor will be at 50% of the AAWE of the prior calendar year.
  - 3.5.3.1 Mayor honorarium rates are higher to compensate for the additional responsibilities required for this position.
  - 3.5.3.2 Deputy Mayor appointments are shared equally amongst the Councillors. Councillor honorarium rates include compensation for additional responsibilities required for the Deputy Mayor position.
- 3.5.4 Should the cumulative cost of Council honorariums at the new AAWE rates exceed 1% of the Municipality's annual revenue for the prior year, no adjustments to Council honorariums will be made.
- 3.5.5 Any adjustments to honorariums will be retroactive to January 1 of each year.
- 3.5.6 Honorariums shall be paid to all Members of Council without submitting a claim.
- 3.5.7 The honorarium will be reduced if a member of Council is absent from meetings included in sections 3.5.8.2, 3.5.8.4, and 3.5.8.5, unless the absence is approved by Council resolution.
  - 3.5.7.1 Notwithstanding Section 3.5.7 of this Policy, Members of Council will be excused for up to two (2) meeting absences per calendar year without approval by Council resolution.

3.5.7.2 In cases where it is determined that honorarium will be reduced due to an Unexcused Absence, deductions will be applied in accordance with the following chart:

<b>Occurrence (per calendar year)</b>	<b>Deduction from Monthly Honorarium</b>
1st unexcused absence	\$100
2nd unexcused absence	\$150
3rd and each subsequent unexcused absence	\$200, to maximum of the total monthly honorarium

3.5.7.3 Unexcused Absences do not include absences due to unforeseen medical emergencies, bereavement, or other emergency situations.

3.5.7.4 It is not considered an Unexcused Absence should a Special Meeting of Council be called with less than forty-eight (48) hours notice or if the absence is excused by resolution of Council.

3.5.7.5 In the event a Councillor is absent from a meeting and attempts to attend electronically but is unable to due to Morinville technological issues, that absence will not count as one of the two (2) permitted absences annually.

3.5.8 Honorarium is paid to all Members of Council for the following:

3.5.8.1 Council activities conducted within the municipal boundary of Morinville and in any municipally operated facilities or properties (i.e. Morinville Leisure Centre) shall fall under honorarium unless otherwise indicated within the Policy.

3.5.8.2 Attendance at Council meetings.

3.5.8.3 Attendance at all Special Meetings of Council.

- 3.5.8.4 Attendance at budget sessions, planning sessions and strategic initiative sessions, notwithstanding the maximum of three (3) full-day sessions that will be paid at a conference rate as per section 3.6.4.4.
    - 3.5.8.4.1 A minimum of 30-day notice shall be provided prior to any of the sessions outlined in 3.5.8.4.
  - 3.5.8.5 Council orientations:
    - 3.5.8.5.1 A minimum of 30-day notice shall be provided prior to Council orientations.
  - 3.5.8.6 Meetings with Morinville Administration.
  - 3.5.8.7 Chief Administrative Officer performance and evaluation meetings.
  - 3.5.8.8 Meetings with Sturgeon County representatives and/or meetings at Sturgeon County offices.
  - 3.5.8.9 Public consultation and/or meetings (i.e. community groups, steering committee meetings, recreational facilities, school boards, open houses, public forums).
  - 3.5.8.10 Dealing with and responding to public concerns from citizens, clubs, organizations, and businesses, etc.
  - 3.5.8.11 Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Morinville and participation at golf tournaments regardless of geographical location.
  - 3.5.8.12 Attendance or participation at Morinville social events (i.e. Christmas party, golf tournament, Social Committee functions, potluck, etc.).
  - 3.5.8.13 Preparation for Council meetings and Council Committee meetings.
  - 3.5.8.14 Duties as Commissioner of Oaths.
  - 3.5.8.15 Agreement signing.
-

3.5.8.16 Anything not specifically listed under per diems (Section 3.6 of this Policy).

3.5.8.17 Meeting attendance at Standing Boards and Committees of Council with majority of the members Councillors.

### 3.6 Per Diems

3.6.1 Per diem rates shall apply to Council activities conducted outside of the Morinville municipal boundary, excluding any Morinville-operated facilities or properties (i.e. Morinville Leisure Centre) unless otherwise indicated within the Policy.

3.6.2 Per diems will be approved in accordance with the guiding principles of section 3.4 of this Policy.

3.6.3 Per diems will be paid upon entry and approval into the electronic timesheet and in accordance with the rates outlined in section 3.6.11.

3.6.3.1 Per diems should be submitted at minimum on a biweekly basis, in alignment with Morinville's payroll processing.

3.6.3.2 The Mayor shall be responsible for approving Councillor per diems and the Deputy Mayor responsible for approving the Mayor's per diems. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may approve on their behalf.

3.6.3.3 Per diems that are not approved may be taken to Council to appeal the decision.

3.6.3.4 Per diem earnings shall not exceed the annual budgeted funds. These funds may not be transferred from one to another unless approved by Council resolution.

3.6.4 Per diems are paid to all Members of Council for the following:

3.6.4.1 Meeting attendance for boards, committees and commissions that Members of Council are appointed to by resolution of Council.

- 3.6.4.2 Attendance at conferences, seminars, workshops and courses with content and subject matter directly related to Council appointments.
- 3.6.4.3 Attendance at Professional Development activities will be paid in accordance with section 3.9 of this Policy.
- 3.6.4.4 Per diem will be paid at the Conference rate as per section 3.6.11 for a maximum of three (3) full day sessions for budget, planning and/or strategic initiative purposes, within or outside of the municipal boundary of Morinville. All other sessions will fall under Council's honorarium.
- 3.6.4.5 The combination of all eligible activities shall not exceed the daily maximum rates as per section 3.6.11.
- 3.6.5 Time calculated for per diem shall include travel time to and from the activity with a starting point in Morinville or if starting at another point, whichever is less.
- 3.6.6 In the instance where a per diem is paid to a public board member or chair, the same per diem will apply to Members of Council.
- 3.6.7 If an external board or committee pays per diem to a member that is less than Morinville's per diem rate, the Member of Council appointed to that board may claim only the difference between the Morinville per diem and the board or committee per diem and/or mileage. Members of Council shall not be paid more than identified in this Policy, including per diem rates in section 3.6.11.
- 3.6.8 Appointed alternate per diem pay shall apply as follows:
  - 3.6.8.1 Appointed alternates are eligible for per diems up to a maximum of three (3) meetings per year or 25% of the committee meetings per year (whichever is less) when accompanying the primary appointed member.
  - 3.6.8.2 Appointed alternates will be paid full per diem when attending in place of the main appointed member.
  - 3.6.8.3 Non-appointed alternates are not eligible for per diem should they choose to attend the meeting.

3.6.9 Per diems will NOT be paid for the following:

3.6.9.1 Events listed under honorarium (Section 3.5 of this Policy).

3.6.9.2 Attendance at events that are not in Official Capacity.

3.6.9.3 Attendance at social events, including but not limited to the ceremonial duties in section 3.5.8.12.

3.6.10 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

3.6.10.1 The only exceptions shall be activities other than those stated above, where Council agrees to pay a per diem upon specific authorization by resolution of Council.

3.6.11 Per Diem rates are as follows:

# of Hours	Per Diem Rate
0 – 1	\$ 25
+1-8	\$ 25/hour
+8 (Daily Maximum)	\$ 300
Conferences (Daily Maximum)	\$ 200

3.7 Expenses

3.7.1 Expense claims shall be approved in accordance with the guiding principles of section 3.4 of this Policy.

3.7.2 Expenses incurred shall be reimbursed upon submission and approval of an Expense claim form.

3.7.2.1 Expense claim forms must be submitted to Financial Services at minimum on a monthly basis.

3.7.2.2 The Mayor shall be responsible for approving Councillor expense claims and the Deputy Mayor is responsible for approving the Mayor's expense claims. In the case of the Mayor and Deputy Mayor are absent, the outgoing Deputy Mayor may sign and approve expense claims as appropriate.



- 3.7.2.3 An expense claim that is not approved may be taken to Council to appeal the decision.
- 3.7.3 Members of Council can claim meal reimbursement at the posted Government of Alberta rates, or claim actual costs through the submission of receipts within the Policy guidelines. When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting, then meal allowances or receipted meals will not be reimbursed without Council resolution.
- 3.7.4 Travel reimbursement (with a travel starting point in Morinville or if starting at another point, whichever is less) mileage will be in alignment with the Canada Revenue Agency (CRA) posted mileage rates.
- 3.7.4.1 Members of Council are encouraged to carpool when reasonably practical, being reminded that in no instance can Council have quorum within a vehicle at any point in time.
- 3.7.4.2 If a personal vehicle is used for official Morinville business outside of Alberta, a cost comparison must be performed, listing the costs associated with driving versus flying. The cost comparison should be made prior to the trip and for the same dates as the planned business trip. The driving cost estimate should include mileage, rental car charges (if applicable), meals, lodging enroute and associated highway toll charges. The airfare cost estimate should include the roundtrip cost of the lowest available commercial airfare prior to the date of the trip, roundtrip mileage to the airport, airport parking, taxi/shuttle expense from the airport to the business destination or rental car charges at business destination if necessary. The reimbursement amount claimed must be the lesser of the lowest cost estimated by flying or driving. Personal safety should always be taken into consideration when making travel arrangements.
- 3.7.5 Expenses or mileage incurred for the following will NOT be paid or reimbursed:
- 3.7.5.1 Attendance at events that are not in Official Capacity.
- 3.7.5.2 Events within Morinville listed under honorarium (Section 3.5 of this Policy).

3.7.5.3 social events, including but not limited to ceremonial duties as outlined in Section 3.5.8.12.

3.7.6 Additional Expenses:

3.7.6.1 If requested tickets for events are not utilized by the Member of Council who requested them, that Member of Council shall reimburse the Municipality for the expense.

3.7.6.2 Guest Expenses: Morinville shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registration, meals, tickets to events and other similar expenses.

3.7.6.3 Electronic Device (laptop computer): Members of Council will receive a laptop and software at the beginning of their Council term, following the Municipal Election in order to conduct Council duties; Administration will make provisions in the municipal budget for such.

3.7.6.3.1 Administration will provide support for the provided electronic device and software.

3.7.6.3.2 Members of Council at the end of their term (or upon resignation from Council) return all provided electronic devices and software to Morinville.

3.7.6.3.3 Use of municipal electronic devices shall be in accordance with legislation and applicable Morinville bylaws and policies.

3.7.6.4 Miscellaneous Technology: Councillors will receive an annual reimbursement of \$500 each January for miscellaneous technology expenses, including but not limited to photocopying, printing, internet access and cell phones.

3.7.6.5 Cell Phone (Mayor only): The Mayor will be provided with a municipal-issued cell phone in order to carry out their duties and is not eligible for the Miscellaneous Technology reimbursement.

3.7.6.6 Virtual Meeting Attendance: The cost of attending a Meeting of Council via teleconference or electronic means shall be

reimbursed as approved by the Mayor (or Deputy Mayor in the Mayor's absence).

3.7.7 Political Events:

3.7.7.1 Should a Member of Council attend a political event on behalf of Morinville, for which proceeds support a political party or candidate, Morinville shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

3.7.7.2 Morinville cheques, purchase orders or procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

3.7.7.3 The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt issued by the party, constituency association or candidate should be in the name of the individual purchasing the ticket.

3.8 Benefits

3.8.1 Morinville shall pay 100% of the premiums for the Group Benefit Plan as offered to Members of Council.

3.9 Professional Development

3.9.1 Council will determine a professional development plan and budget each year during the annual budget process.

3.9.2 Budgeted funds for professional development activities will be divided equally between Members of Council for their discretionary use. These funds may not be transferred from one to another unless approved by Council resolution.

3.9.2.1 If any professional development activity will result in a Member of Council exceeding any portion of their individual budget, a resolution of Council is required.

3.9.2.2 Members of Council may utilize their public relations budget to cover the cost of attendance at special events related to municipal business.

3.9.3 Members of Council attending professional development activities are expected to report their findings for the overall Council benefit.

#### **4.0 Review Date**

4.1 For the purposes of ensuring that this Policy is revised for ongoing relevancy and necessity, a review shall be conducted by an external party midterm of each Council term. Where possible, this review shall be conducted in conjunction with Morinville Administration salary reviews.

4.2 The review of this Policy will occur prior to March 1, 2029. The Policy shall be brought forth and repassed in its present or an amended form or rescinded.

4.3 This Policy shall remain in effect if the review date passes prior to Council review.

## **SECTION B**

### **1.0 Reference to other Policy and Legislation**

Administration Expense Reimbursement Policy  
Government of Alberta Travel, Meal and Hospitality Expenses Policy  
Canada Revenue Agency Administrative Reimbursement Policy

### **2.0 Persons Affected**

Members of Council

### **3.0 Review/Revision History and Author**

Council Remuneration Policy CP194/2022  
Council Remuneration Policy CP216/2021  
Council Remuneration Policy CA297/2019  
Council Remuneration Policy CA12/2018  
Council Remuneration Policy CA305/2016  
Council Remuneration and Per Diem Policy (CA 128/2013)/Reviewed by the Council  
Compensation & Review Committee  
Council Remuneration and Per Diem Policy (CA202/2011)  
Council Remuneration and Per Diem Policy (CA14/2011)  
Council Remuneration and Per Diem Policy (174/2010)  
Council Remuneration and Per Diem Policy (137/2010)  
Council, Staff & Town at Large Attendance and Remuneration Policy (216/2005)

---

Simon Boersma  
Mayor

---

Michelle Hay  
Interim Chief Administrative Officer