



Municipality of Crowsnest Pass Policy

Policy No.:	1303-04
Policy Title:	Council Remuneration
Approval Date:	Takes effect January 1, 2023
Revision Date:	September 27, 2022
Supersedes Policy:	1303-03
Department:	Council

1.0 POLICY PURPOSE

The purpose of this policy is to establish the remuneration and reimbursements to the Mayor and Councillors while acting in their official capacities. The Mayor and Councillors will attend meetings of varying durations as well as participate in information sessions, seminars, conferences, etc. These meetings and other activities will be reimbursed for attendance.

2.0 DEFINITIONS

“Authorized Expenses” means those expenses approved by this policy and includes Meeting Allowances, Monthly Stipend, Per-Diem, Mileage and Cell Phone Allowance.

“Boards, Committees, Societies, Authorities and Commissions” means the duly appointed Boards, Committees, Societies, Authorities and Commissions established, appointed and accountable to, Municipal Council for the purpose of providing input and support in a variety of areas. Hereafter referred to as Committees for the purpose of the policy.

“Cell Phone Allowance” means the monthly rate paid for use of personal cell phone and forgoing the Municipal cell phone.

“Costs Incurred” means any other costs that are directly incurred by Council personally for the purpose of attending meetings or other functions that within the scope of this policy such as parking, tolls, or hotels.

“Cost of Living Increase” means a cost of living increase applied to the Meeting Allowances and Monthly Stipend that is equal to the negotiated increase of the Employees of the Municipality of Crowsnest Pass.

“Council” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

“Meeting” means regular Council or Committee meetings to which the Mayor or Council are named or those extraordinary meetings authorized by motion of Council and/or those scheduled and approved by the Mayor or Deputy Mayor.

“Meeting Allowance- 3 Hours in Duration or Less ” means an allowance paid to Council for attending Meetings 3 hours or less in duration including travel time if the meeting is outside of the Municipality.

“Meeting Allowance- Greater than 3 Hours” means an allowance paid to Council for attending Meetings over 3 hours in duration including travel time if the meeting is outside of the Municipality

“Mileage” or “Kilometric Rate” means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

“Monthly Stipend” means a monthly allowance paid to Mayor and Council for the performance of their duties associated with being an elected representative of the Municipality of Crowsnest Pass.

“Per-Diem” means the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality in lieu of providing receipts.

3.0 POLICY STATEMENTS

3.1 Eligible Expenses

a) Meeting Allowances

The Municipality of Crowsnest Pass will reimburse the Mayor and Councillors for their time while attending Meetings, seminars, conferences, workshops, conventions and educational courses as well as Authorized Expenses to attend such activities. Meeting Allowance will be also provided for 2 Councillors to attend Parades while towing the Municipal Float.

Meeting Allowances will not be provided for social or ceremonial events within or outside of the community for which the Mayor or the Council receive courtesy invitations, i.e. Remembrance Day Ceremony, Volunteer Nights, School Graduations, ribbon Cuttings, store or business openings, commercial or promotional ventures not directly related to Council or the workings of the Boards or Committees of Council.

The Meeting Allowance will receive a cost of living increase annually on January 1st that is equal to the increase that is being received by Municipal Employees.

In the event that a Cost of Living Increase has not yet been determined with the Municipal Employees (such as during bargaining), then there will be no increase until one has been determined, at which time, Councillors will be eligible for backpay. If there is no increase for Municipal Employees, Councillors will likewise not receive an increase.

b) Meal Allowance- Per- Diem

Per-Diems are provided for meals that Mayor and Council are required to purchase while travelling outside of the Municipality for Municipal Business. No receipts are required when submitting for Per-Diems.

Per-Diems will only be provided if meals are not provided by the Municipality or the event sponsor.

If a meal is charged on a Municipal credit card, Per-Diems will not be provided and the following process is in place:

- i) The credit card receipts shall identify for whom the costs were incurred and if more than the Councillor's meals or costs are included on the receipt;
- ii) These receipts must then be provided to the Accounts Payable Department for processing.

c) Monthly Stipend

Monthly Stipend will be provided for each calendar month that Mayor or Council serves on Council. There is no pro-ration for the first and last month of the elected term.

The Stipend will be eligible for a cost of living increase annually, to take effect on January 1. The increase will be equal to the increase that is being received by Municipal Employees. In the event that a Cost of Living Increase has not yet been determined with the Municipal Employees (such as during bargaining years), then there will be no increase until one has been determined, at which time, Councillors will be eligible for backpay. If there is no increase for Municipal Employees, Councillors will likewise not receive an increase.

d) Mileage

Mileage will be paid for Councillors that use their personal vehicle for Municipal Travel outside of the Crowsnest Pass. The payment of Mileage by the Municipality

is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.

Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps or Mapquest.

3.2 Submitting Expenses

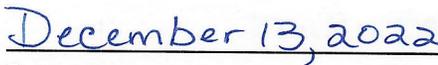
- a) All Meetings attended will be detailed monthly on the Council Remuneration form which shall be submitted to the Executive Assistant following the end of each month;
- b) The Remuneration will be paid out monthly once per Councillor, any expenses that were omitted will be paid on the following month.

End of Policy

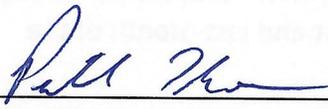
MUNICIPALITY OF CROWNEST PASS



Blair Painter, Mayor



Date



Patrick Thomas, CAO



Date

Appendix A- Schedule of Rates- Effective January 1, 2023

Meeting Allowance- 3 Hours in Duration or Less	\$ 150.00
Meeting Allowance- Greater than 3 Hours in Duration	\$ 275.00
Monthly Stipend- Mayor	\$ 1350.00
Monthly Stipend- Councillor	\$ 965.00
Mileage	Paid as per Employee Travel Policy
Per Diem	Paid as per Employee Travel Policy
Cell Phone Allowance	\$65.00
Costs Incurred	Reimbursement for costs incurred