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Purpose

- 1 This policy establishes salary and expense reimbursement for the Councillors of Rocky View County (the County).



Policy Statement

- 2 Councillors receive an annual base salary and benefits that:
 - (1) encourage competent and community minded persons to seek the role of Councillor;
 - (2) meet the demands of their role and value to the County; and
 - (3) are comparable to other Alberta municipalities of similar size and services.
- 3 Councillors are reimbursed for reasonable expenses incurred in their role as a Council member.



Policy

Compensation

- 4 Council reviews its compensation and benefits for the Reeve, Deputy Reeve, and Councillors with consideration of the following:
 - (1) an analysis of salaries paid by Alberta municipalities with similar population sizes and service levels to the County to determine appropriate salaries for the Reeve, the Deputy Reeve, and Councillors;

- (2) salaries are adjusted annually for cost of living to the same percentage as provided to County employees; and
 - (3) the adjustment of benefit coverage to reflect changing practices of the County and of other similar municipalities.
- 5 Councillors receive an annual base salary that is paid on a bi-weekly basis.
- 6 Ad hoc committee work may be eligible for compensation if determined by Council, on a case-by-case basis, to be of significant importance to the whole County and to a Councillor's time commitment.
- 7 Councillors are provided the following benefits:
 - (1) basic group life and accidental illness insurance coverage of three times the annual salary. The County pays 100% insurance premiums;
 - (2) the same extended medical and dental coverage as provided to County Administration. The County pays 100% of medical premiums and 50% of dental premiums;
 - (3) a \$2,200 annual contribution towards a registered retirement pension plan;
 - (4) a health spending account in the amount of 1% of the Councillor's annual salary per calendar year; and
 - (5) access to the Employee and Family Assistance Program.
- 8 Councillors may choose to receive County information technology devices, including:
 - (1) a smartphone, and
 - (2) either a laptop or tablet computer (a tablet), such as but not limited to an iPad Pro or Microsoft Surface Book,

to connect to County systems, unless a Councillor chooses to use their own compatible devices.
- 9 Councillors must return the smartphone within 30 days after their term has ended.
- 10 Councillors may keep the laptop or tablet issued to them under section 8(2) of this policy after their term has ended. If a Councillor chooses to keep the laptop or tablet, they must arrange for a review and cleaning of the device by Rocky View County Administration within 30 days of the end of their term.

- 11 Councillors are provided a tax free parking stall at the County Hall.

Expenses

- 12 The Reeve must approve an expense in order the expense to be reimbursed, except when the expense is claimed by the Reeve. Expenses claimed by the Reeve must be approved by the Deputy Reeve in order to be reimbursed.
- 13 Councillor expense claims for travel, mileage, accommodations, and meals are reimbursed at the same rates as County employees and in accordance with Appendix A.
- 14 Mileage rates are set annually using the rate determined by Canada Revenue Agency.
- 15 Councillors who choose to use their personal mobile phone instead of the smartphone offered under section 8 of this policy are reimbursed up to a maximum of \$200.00 per month to cover County related calls.
- 16 Councillors who do not use a mobile phone do not receive an allowance.
- 17 Councillors may be reimbursed for successful completion of a Training Course. Reimbursement of Tuition Fees and Ancillary Fees, combined, is limited in accordance with Appendix A.
- 18 A Training Course must be related to a Councillor's role or duties. A list of course topics presumed to be related to a Councillor's role or duties is provided in Appendix B;
- 19 In determining whether to approve a Councillor's request for reimbursement of a Training Course, the Reeve must consider all the relevant circumstances, including whether:
- (1) the Councillor achieved a passing grade;
 - (2) it is likely to contribute to the Councillor's knowledge of their role as a Councillor;
 - (3) it is provided by a reputable organization or school; and
 - (4) it is likely to positively impact the Councillor.
- 20 Alcohol expenses related to hospitality events that support intergovernmental relationships are eligible for reimbursement.
- 21 Expenses related to Community Engagement within a Councillor's electoral division are eligible for reimbursement, up to a maximum of \$2,500.00 per budget year per Councillor, if:

- (1) the claimed expenses are related to renting meeting space, advertising, hosting expenses, small gifts to recognize milestones, and for participation in community events; and
- (2) the expense is not incurred within six months of a municipal election.

22 Expenses outside of this policy are subject to reimbursement at the sole discretion of the Reeve.



References

Legal Authorities

- *Municipal Government Act, RSA 2000, c M-26*

Related Plans, Bylaws, Policies, etc.

- n/a

Related Procedures

- n/a

Other

- n/a



Policy History

Amendment Date(s) – Amendment Description

- 2019 February 05 – *Income Tax Act* changes; Keeping County supplied IT devices after term added; Alcohol expenses reimbursement added; Community Engagement reimbursement added.

Review Date(s) – Review Outcome Description

- 2018 December – Update required to account for changes in the *Municipal Government Act, RSA 2000, c M-26* and the *Income Tax Act, RSC 1985, c 1*



Definitions

23 In this policy:

- (1) **“Ancillary Fees”** means a compulsory ancillary fee that is imposed or administered by a given institution in addition to regular Tuition Fees, which a student is required to pay in order to complete a Training Course;
- (2) **“Council”** means the duly elected Council of Rocky View County;
- (3) **“Councillor”** means a duly elected member of Rocky View County Council;

- (4) **“Deputy Reeve”** means the Deputy Chief Elected Official of Rocky View County pursuant to the *Municipal Government Act*;
- (5) **“Reeve”** means the Chief Elected Official of Rocky View County pursuant to the *Municipal Government Act*;
- (6) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (7) **“Training Course”** means an individual online or in-person course or a formal program of study involving more than one course leading to a degree, diploma, certificate, or professional designation. Online courses must be offered by an accredited educational institution; and
- (8) **“Tuition Fees”** means required fees for completing a Training Course.

Appendix A: Guidelines and Expense Eligibility: Conferences, Training, and Other Business Events

Travel

- 1 Only economy travel is eligible for reimbursement.
- 2 Councillors must submit the original ticket or a printed copy of the electronic ticket and payment receipt.
- 3 Councillors who choose to travel by personal vehicle instead of a more economical method:
 - (5) may be reimbursed only to the maximum claim that would have been incurred if the more economical method of travel were used; and
 - (6) must justify the amount claimed.

Accommodation

- 4 Councillors are to request government or corporate room rates.
- 5 Councillors must provide detailed itemized receipts that show the amount of Goods and Services Tax (GST) paid.
- 6 In-room movie rentals are not eligible for reimbursement.
- 7 Councillors who choose private accommodations instead of commercial accommodation:
 - (1) shall ensure the purpose of the business trip is not compromised by the choice of private accommodation; and
 - (2) are eligible to be reimbursed \$50.00 per night with no receipts required.

Meals

- 8 For meals that are not provided as part of the business event or conference, the maximum amounts, including gratuities, eligible to be claimed without receipts are:

- (1) \$15.00 for breakfast;
 - (2) \$20.00 for lunch; and
 - (3) \$35.00 for supper;
- up to a daily maximum of \$70.00.

9 If circumstances require the limits in section 8 of this Appendix are exceeded, the Councillor must provide original receipts itemizing what was purchased to the Reeve for approval.

Personal Vehicle Use

- 10 A 'Councillor Expense Form' must be submitted to the appropriate member of Administration, as determined from time to time.
- 11 Councillors using personal vehicles for County business must:
 - (1) be covered by valid third party liability of not less than \$1,000,000; and
 - (2) obtain confirmation from insurance provider that they have appropriate and adequate insurance to cover the business use.
- 12 The confirmation of adequate insurance coverage must be provided to claim the expense.
- 13 There is no reimbursement of additional insurance costs for business use.

Vehicle Rental

- 14 For vehicle rentals within Canada,
 - (1) Councillors must advise the vehicle rental company that collision damage insurance is not required and sign the company's waiver;
 - (2) the vehicle rental contract and the waiver must be attached to the reimbursement claim; and
 - (3) Councillors are encouraged to make use of nationally advertised car rental agencies.
- 15 For vehicle rentals outside Canada,

- (1) Councillors must advise the vehicle rental company that the collision damage insurance is required; and
- (2) If the vehicle rental contract must be made in the employee's name, Councillors must advise the rental company that the collision damage insurance is required, even if paid with a credit card that provides insurance, such as VISA Gold, as insurance regulations are different in each country and states within the United States of America.

Conferences, Training, and Other Business Events

- 16 Travel that is required for a conference, or training, such as a workshop, a Training Course, or a seminar, is reimbursed if:
- (1) the travel directly related to a Councillor's current term; and
 - (2) the travel expenses (e.g. mileage, lodging, meals) are reasonable.

Annual Conference and Training Budgets

- 17 Councillors are allocated a discretionary budget annually to carry out their work as an elected official, and for attendance at conferences, workshops, courses, or seminars in the following amounts:
- (1) Reeve: \$6,000;
 - (2) Deputy Reeve: \$5,000;
 - (3) Councillors: \$4,500.
- 18 Eligible expenses for conferences, workshops, courses, or seminars include registration, accommodations, meals, and travel.
- 19 Once a Councillor has depleted their annual budget, any further requests are either at the Councillor's expense, or must be authorized in advance by Council resolution.
- 20 Attendance at conferences, workshops, courses, and seminars must be confirmed through consultation with the Reeve, or in the case of the Reeve wishing to attend, in consultation with the Deputy Reeve.
- 21 Council attendance at conferences, workshops, courses or seminars must be coordinated by Administration.

Appendix B

Course Topic Presumed to be related to a Councillor's Duties and Responsibilities

The following is a list of Training Course topics that are presumed to be related to a Councillor's duties and responsibilities for the purpose of reimbursement under section 18 of this policy:

1. Local Government;
2. Finance;
3. Law;
4. Public Administration;
5. Professionalism and ethics;
6. Organization behavior;
7. Leadership;
8. Information Access and Protection of Privacy;
9. Human Resources;
10. Accounting;
11. Taxation and assessment;
12. Land Use Planning;
13. Strategic Planning;
14. Mediation;
15. Negotiation;
16. Economic Development; and
17. Citizen engagement and consultation.