



MD OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-CO-001

TITLE: COUNCILLORS AND MEMBERS AT LARGE REMUNERATION

Approved by Council
Revised by Council
Revised by Council
Revised by Council

Date: June 28, 2016
Date: November 7, 2017
Date: February 12, 2019
Date: September 26, 2023

PURPOSE OF POLICY

The purpose of this policy is to set out fair and equitable compensation to members of the Council for performing their roles and responsibilities as Councillors for the Municipal District of Pincher Creek No. 9 (MD).

POLICY STATEMENT

1. The MD will provide compensation and expense reimbursement to Councillors incurred while fulfilling official duties.

DEFINITIONS

2. For the purpose of this policy, the following definitions shall apply:
 - a. “Councillor” shall mean a person who is an official by an election to represent the Municipal District of Pincher Creek No. 9.
 - b. “Community” shall mean any meeting held within the boundaries of the Municipal District of Pincher Creek No. 9.
 - c. “Members at Large” shall mean community members appointed by Council to sit on boards and committees.
 - d. “Volunteer Hours” shall mean a contribution of time, effort and talent to a need, cause or mission without compensation of a per diem or mileage. Volunteering is about being able to contribute some of your own time to help people in our community.

GENERAL GUIDELINES

3. The Municipal Government Act allows for compensation for Councillors.
4. Reeve and Council shall act as good stewards of taxpayer dollars by conducting themselves in a manner that maximizes the benefit and value to the community, its residents, and businesses.
5. A resolution of the Council is required for a Councillor to attend a conference, in-service, or meeting other than those committees and organizations they are appointed to at the organizational meeting or otherwise referenced in this policy.
6. Per diems and mileage paid to Councillors by Committees or Boards of which they are members, are to be paid directly to the MD.

7. Changes to stipends and per diems in this policy shall be based on market studies comparing the MD to municipalities of a similar nature. The MD strives to maintain compensation equal to the average.
8. Changes to mileage shall be based on CRA's automobile allowance rates and updated as part of the policy review.
9. Any changes shall be approved in the year of an election by the outgoing Council, for the incoming Council, unless unforeseen circumstances present a rationale for earlier adoption.

MONTHLY STIPEND

10. A Monthly Stipend is a monthly allowance paid to each Councillor in recognition of their commitment to attend/travel to issues and concerns not otherwise covered in this policy. Such commitments may include but are not limited to, attending/traveling to ratepayer concerns, meeting preparation, holiday parties, luncheons, volunteer hours, etc.
11. Councillors shall be compensated with a monthly stipend of \$950. This amount shall be prorated during an election month.

REEVE STIPEND

12. A Reeve Stipend is a monthly allowance paid to the Reeve in recognition of the additional responsibilities attached to the office, including but not limited to signing of documents, meetings with the CAO, etc.
13. The Reeve shall be compensated with a monthly Reeve stipend of \$250. This amount shall be prorated during an election month.

PER DIEMS

14. Councillors and Members at Large appointed to Council approved Boards and Committees are entitled to submit per diems to the Municipality for reimbursement.
15. Councillors and Members at Large attending eligible training are entitled to submit per diems to the Municipality for reimbursement.
16. Members at Large shall be compensated with the following per diem(s):
 - a. Half Day (<4 hours) – \$137.50
 - b. Full Day (>4 hours) – \$275.00

These rates shall include travel time to and from a residence only when traveling to attend a meeting outside of the community.

17. Councillors shall be compensated with the following per diem(s):
- a. *Virtual Hourly (<1 hour)* - \$50
 - b. *Half Day (>0 but <4 hours)* – \$137.50
 - c. *Full Day (>4 hours but <9 hours)* – \$275.00
 - d. *Full Day + Half Day (>9 hours)* - \$412.50

These rates shall include travel time to and from a residence only when traveling to attend a meeting outside of the community.

MILEAGE

18. Councillors and Members at Large may claim mileage if their personal vehicle is used on Municipal business. This includes, travel to and from meetings, conventions and/or other work related activities.
19. When an appropriate Municipal vehicle is available, it is preferable that it be used by Councillors for travel on Municipal business. If a Municipal vehicle is not available or is not a practical alternative in a particular circumstance, a private vehicle may be used and a claim made for the full prescribed mileage rate. When a private vehicle is used to travel on MD business but also to accommodate personal uses, mileage claims will be paid only at 50% of the prescribed mileage rate.
20. Eligible Mileage shall be set per Municipal Policy and/or Resolution.

INFORMATION TECHNOLOGY ALLOWANCE

21. Councillors shall receive an allowance of \$100 per month (or \$1,200 per year) to offset technology costs incurred while in office.

TRAINING AND CONFERENCES

22. All Councillors are authorized to attend the Spring and Fall Rural Municipalities of Alberta (RMA) Conventions, Brownlee Emerging Trends, Assessment Review Board Training, and/or Councillor Onboarding.
23. One Councillor is authorized to attend the annual FCM Convention, with the intention of the Councillors rotating from one year to the next.
24. Councillors and Members at Large attending other training or conferences require Council approval if per diems and expenses are to be claimed. However, other training and conference registration shall be limited to \$1,000 per Councillor or \$500 per Member at Large, and a maximum of two full days of per diems claimed.

OTHER EXPENSES

25. The Municipality shall provide reimbursement for other appropriate municipal expenses provided an itemized receipt is attached. Such items may include but are not limited to, food, parking, accommodation, conference registration, etc.
26. The Municipality shall deny any ineligible expenses incurred that are not appropriate for municipal business. Such items may include but are not limited to personal services, alcohol, spousal expenses, recreation tickets, etc.

RETIREMENT GIFTS

27. The Municipality may provide a retirement gift for Councillors. The value of the retirement gift shall be \$150 for the first term, plus \$25 for each additional year served.



Rick Lemire
Reeve



Roland Milligan
Chief Administrative Officer