

	<h1>Town of Vegreville Policy</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revision Dates:</b> <b>Department:</b>	2016-07 Council Remuneration March 30, 2016  Corporate Services

**Policy Statement**

Members of Council shall receive remuneration, benefits and reimbursements of business expenses while undertaking their official role as an elected official for the Town of Vegreville.

**1. Reason for Policy**

1.1. To establish remuneration rates for members of Town Council.

**2. Definitions**

2.1. Meeting means a quorum of Council or a Committee on which Council has approved a member to participate in the functions thereof.

2.2. Conference means a structured gathering of people whose purpose is to examine, discuss and express opinions on matters of shared interest in relation to matters pertaining to municipal government.

2.3. Honorarium means the monthly amount paid as compensation for all activities which include, but are not limited to:

- Dealing with and responding to public concerns from citizens, clubs, organizations and businesses
- Meeting with the Chief Administrative Officer and Administration staff
- Preparation for Town Council meeting or Committee meeting
- Appearances as an invited public figure at public non-municipal functions
- Ribbon cutting ceremonies
- Speaking on a program at a public event
- Welcoming visitors to the community on behalf of the Town at public events
- Attending gala functions
- Town hosted Safety Meetings
- Other non-municipal occurrences or events where there is no agenda, debate, discussion or direction given whereby the information presented to the Councillor requires them to make a decision, and not required to deliver information that is in the public interest such as open houses, public hearings and engagement sessions.

**2.4. Travel Expenses** refers to the amount the Municipality will reimburse Members of Council for attending Municipal related functions outside the corporate limits of the Town of Vegreville. Expenses include transportation, meals, hotels, incidentals and other related costs as set out in the Travel and Expenses Policy #2016-06.

**3. Responsibilities**

**3.1. Town Council to:**

- 3.1.1. Approve by resolution this policy and any amendments.
- 3.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

**3.2. Chief Administrative Officer to:**

- 3.2.1. Implement this policy and approve procedures.
- 3.2.2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

**3.3. Council Remuneration Committee to:**

- 3.3.1 Review data and make recommendations to Council.

**4. Review**

- 4.1. Town of Vegreville staff will undertake a comparative review of Council remuneration at the direction of the Council Remuneration Committee.

**5. Approval**

- 5.1. The Mayor will review the timesheets and expense claims for each Councillor with the CAO or designate under the guidelines outlined in this policy.
- 5.2. The Deputy Mayor will review the timesheets and expense claims for the Mayor and the CAO or designate under the guidelines outlined in this policy.

**6. Sub-Committees**

- 6.1. Members of Council wishing to participate in Sub-Committees on regular standing committees must first receive consent from the majority of Council. It is understood that the member of Council may be eligible to claim expenses.

The member of Council must demonstrate to Town Council the direct benefit of participating on the Sub-Committee. At the next regular meeting of Council, the majority of Council must decide whether or not that member of Council should be a member of the requested Sub-Committee. If consent is granted, it shall remain in effect for the organizational year, from the day following the annual Organizational Meeting to the day preceding the next Organizational Meeting.

**6.2.** Should a member of Council attend Sub-Committee meetings of a regular standing committee without first receiving the consent of the majority of Council, due to time sensitive factors, it is understood that the member of Council may not be eligible to claim retroactively.

**7. Appendix**

**7.1. Schedule "A"**

**8. End of Policy**



Myron Hayduk, Mayor

Signed March 30, 2016



Jody Quickstad, Town Manager



Maximum of 2 meetings per day

**VEHICLE MILEAGE**

Mileage paid will be equivalent to the Town of Vegreville Travel and Expense Policy No. 2016-06.

**BENEFITS**

**RRSP/TSFA** The Town contributes 7.5% and each Member of Council contributes 7.5% of their Council Earnings, on a monthly basis, into a Town designated Registered Retirement Savings Plan and/or Tax Free Savings Account Group Plan.

**Benefit Program**

Each Member of Council has the option to participate in the Town's Employee Benefit Program, at the Town and Employee cost shared ratio, which includes the following:

- Accidental Death & Dismemberment
- Critical Illness
- Dental
- Employee Assistance Program
- Extended Health Care Coverage
- Group Life Insurance

**Aquatic Pass**

Each Member of Council will be provided with a full facility Family Aquatic & Fitness pass annually.