
	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>FIN-6003</b> <b>Council Remuneration</b> <b>March 30, 2016</b> <b>October 24, 2022 – Effective January 1, 2023</b> <b>Legislative Services</b>


**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

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### 1.0 Reason for Policy

To establish remuneration rates for members of Town Council.

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## 2.0 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 Remuneration** means the annual amount paid monthly as compensation for all activities which include, but are not limited to:
- 2.3.1 Meetings and conferences
  - 2.3.2 Dealing with and responding to public concerns from citizens, clubs, organizations, and businesses
  - 2.3.3 Meeting with the Chief Administrative Officer and Administration staff
  - 2.3.4 Preparation for Town Council meeting or Committee meeting
  - 2.3.5 Appearances as an invited public figure at public non-municipal functions
  - 2.3.6 Ribbon cutting ceremonies
  - 2.3.7 Speaking on a program at a public event
  - 2.3.8 Welcoming visitors to the community on behalf of the Town at public events
  - 2.3.9 Attending gala functions
  - 2.3.10 Town hosted Safety Meetings
  - 2.3.11 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 FIN-6002.
- 2.5 Webinar** means a seminar or other presentation that takes place on the Internet, allowing participants in different locations to see and hear the presenter. For the purposes of this Policy, participation in a webinar is equivalent to an In Town Meeting.

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### 3.0 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 recommendation to Council.

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#### 4.0 Review

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

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### 5.0 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.

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### 6.0 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.

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## 7.0 Political Events

- 7.1** As per section 1(1)(l)(ii) of the *Elections Finances and Contributions Disclosure Act*, municipalities are a prohibited corporation; therefore, members of Council will not be reimbursed for attending a political party function or fundraiser.



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### 8.0 Appendix

#### 8.1 Schedule "A"

**Policy No.:**

**FIN-6003-9.0**

**Policy Title:**

**Council Remuneration**

**Approval Date:**

**March 30, 2016**

**Revised Date:**

**October 24, 2022 – Effective January 1, 2023**

**Department:**

**Legislative Services**

## 9.0 End of Policy



\_\_\_\_\_  
Mayor Tim MacPhee



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Christopher Leggett, CAO

**Schedule 'A'**  
**Town of Vegreville Policy No. FIN-6003**  
**Council Remuneration Package**

<b>Mayor</b>	Jan 1 to Dec 31, 2023	\$57,000 annually to be paid in 12 installments of \$4,750.00.
	Jan 1 to Dec 31, 2024	\$57,000 annually to be paid in 12 installments of \$4,750.00.
<b>Councillor</b>	Jan 1 to Dec 31, 2023	\$37,200 annually to be paid in 12 installments of \$3,100.00.
	Jan 1 to Dec 31, 2024	\$37,200 annually to be paid in 12 installments of \$3,100.00.

**Out of Town Meetings**

Out of town meetings or conferences will be paid at a rate of \$200 per meeting, up to a maximum of \$400.00 per day claimable by members of Council.

**In Town**

All in town meetings are covered in the annual remuneration.

**Vehicle Mileage**

Mileage paid will be equivalent to the Town of Vegreville Travel and Expense Policy No. FIN-6002

**Benefits**

**RRSP/TFSA**

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. Each member of Council is to ensure that their individual contributions do not exceed their maximum allowable as determined by Canada Revenue Agency.

**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.