

**CITY OF CHESTERMERE**

**POLICY HANDBOOK**

<b>EFFECTIVE DATE:</b> March 5, 1990		<b>SECTION:</b> 800 <b>POLICY:</b> 837
<b>APPROVED BY:</b> Council	<b>APPROVED DATE:</b>	<b>TITLE OF POLICY:</b> Elected Officials Remuneration & Expenses Policy
<b>REVISED DATE:</b> October 1, 1999 October 7, 2002 October 17, 2005 March 6, 2006 July 23, 2007 September 17, 2007 November 5, 2007 Oct. 4, 2010 November 1, 2010 March 21, 2011 April 4, 2011 May 16, 2011		<b>POLICY TYPE:</b> Council

**PURPOSE**

The City of Chestermere values the leadership, dedication and commitment of Council and as such will maintain annual remuneration for elected officials carrying out their municipal duties.

To provide payment to Elected Officials for attending the meetings of Council and the Committees thereof and/or performing related duties.

To provide for the payment of reasonable allowances for traveling and for subsistence and out of pocket expenses incurred in attending meetings affecting the municipality.

**POLICY**

**Basic Salary**

For the period October 23, 2017 to October 31, 2021.

The Mayor and Council are paid monthly in advance, on the first working/banking day of the month, as follows for their attendance at Council meetings and/or other meetings or related duties:

<b>2020 Salaries</b>	
<b>Position</b>	<b>Annual Payment</b>
Mayor (full time position)	\$76,800.00
Deputy Mayor (part-time position)	\$40,500.00
Councillor (part-time position)	\$34,800.00

Effective January 2022, annual salaries will be adjusted for inflation, if applicable, and based on the annual cost of living adjustment (COLA) approved in the annual budget process.

Members of Council must inform the Mayor or Deputy Mayor if they are to be absent from a Council meeting.

In the event of a required extended absence, such as a medical or parental leave, base remuneration will be prorated using a rate equivalent to the calculation applied for Employment Insurance benefits provided by Service Canada.

### Required Group Benefits

Benefit	Premium	
	Elected Official Paid	City Paid
Life Insurance	0%	100%
Accidental Death & Dismemberment	0%	100%
Healthcare Benefits (including vision)	20%	80%
Dentalcare Benefits	20%	80%
Best Doctors & Global Medical Assistance	20%	80%
Employee & Family Assistance Plan	0%	100%
Health & Wellness Benefit	0%	100%
Healthcare Spending Account (\$500.00)	0%	100%
Wello (Virtual Healthcare)	0%	100%

Elected Officials are subject to the same rules and conditions as City employees when it comes to membership of the benefits program (e.g., three-month waiting period).

Premiums are deducted from Elected Officials' monthly payroll.

The City reserves the right to amend the Group Benefits Plan and premiums from time to time.

### Optional Group Benefits

Benefit	Premium	
	Elected Official Paid	City Paid
Term Life Insurance	100%	0%
Accidental Death & Dismemberment (AD&D)	100%	0%
Critical Illness Insurance	100%	0%

### Group Retirement Savings Plan (RSP)

Participation in the Group RSP is voluntary. Elected Officials are eligible to contribute to the Group RSP effective 3 months after being sworn in to office, commencing their first term in office.

Elected Officials can elect to contribute a maximum of 3.50% of their pensionable earnings. The City will match the Elected Official's contributions, to a maximum of 3.50%.

Contributions are deducted from Elected Officials' monthly payroll.

There are no restrictions on funds withdrawal.

## **Other Expenses**

Expenses of Elected Officials while attending to City business will be eligible for reimbursement of the following expenses, subject to completion of an Expense Claim:

### **1. Travel**

- a. Mileage expenses shall be paid at the rate applicable to all City staff under Policy 733.
- b. Airline or other travel as required upon submission of a receipt.

### **2. Lodging**

- a. Such accommodation shall be reimbursed for the actual amount of expenditure upon submission of a receipt.

### **3. Meal Allowances**

- a. Where a meeting, training session, or conference does not provide for meals, a daily meal allowance will be reimbursed at the same rate applicable to all staff under Policy 733 for travel outside of the City. The maximum daily meal allowance is fifty (\$50.00) dollars and the maximum daily allowance for incidental expenses is eight (\$8.00) dollars.
- b. Meal allowances include gratuity and GST.

### **4. Training & Conferences**

- a. All registration for training programs or conferences shall be paid directly by the City unless otherwise stated.
- b. Each Elected Official shall be eligible to claim reimbursement for expenses of educational courses and/or conferences (covers registration fees, transportation, accommodation and meals while attending a course) to a maximum of \$5,000 per annum per Elected Official.
- c. Spouses may travel with an Elected Official and share accommodation however no other spousal expenses (meals, travel cost, etc.) shall be paid for by the City.

## **Reimbursement**

Elected Officials shall submit any expense claims using the Expense Claim Form (Schedule A) to the CAO, who will review the claim with the Mayor prior to reimbursement. The Mayor's expense claims shall be submitted to the CAO who will review the claim with the Deputy Mayor prior to reimbursement. In the event of a dispute over a submitted expense, Council as a whole shall review the expense and determine its eligibility for reimbursement in accordance with Council and City policies.

No claim can be made for attendance at any social type event (e.g., Library Gala, United Way fundraiser, etc.).

All expenses submitted for reimbursement and approval in accordance with this policy shall be posted quarterly on the City's website.

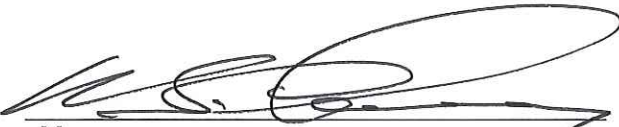
### Remuneration Reviews

Administration will conduct a comprehensive review of salaries, honorariums, benefits, allowances, and expenses in each Council term. Remuneration reviews will be conducted through a comparative process with the Council-approved comparator municipalities used for assessing City staff compensation. Two review cycles will occur in each four (4) year term of Council.

1. A review of base remuneration will be conducted in the second (2<sup>nd</sup>) year of each Council term. Council will receive a report with recommendations for adjustments to base remuneration, if applicable, during the second (2<sup>nd</sup>) year's Organizational meeting. Adjustments, if approved through the annual budget process, will be effective in the first (1<sup>st</sup>) pay period of the following year.
2. A comprehensive review of all remuneration will be conducted in the third (3<sup>rd</sup>) year of each Council term. Council will receive a report with recommendations for adjustments to the remuneration program, if applicable, during the third (3<sup>rd</sup>) year's Organizational meeting. Adjustments, if approved through the annual budget process, will be effective for the beginning of the next Council term.

Adopted by Council: October 20, 2020

Resolution Number:



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Mayor



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CAO