



TOWN OF HIGH RIVER POLICY

Policy Number: POL-18-102-04
Policy Title: Council Remuneration & Reimbursement for Travel

Related Procedure Number: PRO-18-102-05
Related Procedure Name: Council Remuneration & Reimbursement for Travel

Approval Date: January 23, 2006
Revision Date: September 10, 2012
Policy Category: Human Resources
Responsible Department: Human Resources

Policy Statement:

This policy will outline an established method of determining fair and equitable rates for Council Remuneration and Reimbursement for Travel.

Reason for Policy:

Members of Council provide a significant contribution to the Town of High River in tending to municipal matters including all meetings and taking on decision-making responsibilities. Therefore it is fitting that members of council should receive compensation for this contribution in the form of remuneration reflecting their commitment to these duties. This policy is intended to clarify which expenses incurred by members of Council as part of their official duties will be assumed by the Town of High River.

Definitions:

Council Remuneration: Is the rate that each member of Council is paid. The method of payment that the Town utilizes is to pay this remuneration on a bi-weekly basis.

Reimbursement for Travel: Is the reimbursement that is paid to Council Members and Council appointed Board and Committee Members when traveling out of High River to Town related functions. This travel must be to a function that has been included in the Annual Budget approval.

Policy Criteria:

Base Salary

Base salaries are an all inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters, including all meetings, regardless of duration. For Per Diem remuneration, see below. Human Resources will be responsible for conducting a comprehensive market analysis of Council salaries, honorariums and expenses every election year. A report with recommendations will be presented to Council no later than April 30th, prior to the election date. The outgoing Council will then decide base salaries, per diem and other reimbursement rates for the following Council term. Human Resources will adjust the Remuneration package by the same Cost of Living Adjustment approved by Council and awarded to the Town of High River employee's wage and salary grid each year.

Expense Allowances

Travel expense is provided to Council Members as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings (other than regularly scheduled Council and Board Meetings which are considered by Canada Customs and Revenue Agency to be the same as an employee's travel to their place of employment, which is not reimbursable) as elected representatives of the Town of High River. This Allowance covers travel expenses incurred to meet with individual residents and with representatives of community organizations. It also includes travel costs incurred while representing the Town of High River at "Town Hall Meetings" and other community events. In addition, it covers travel costs incurred by Council Members to attend to municipal business matters in their capacities as elected officials of the Town of High River. There is no need to make application to apply for these funds.

General expense is provided to Council Members as an allowance for various costs including those for telephone lines, fax equipment and supplies, copying, computer equipment and supplies, open house expenses and other expenses. In summary, this Allowance is provided to offset costs incurred by Councilors which are not reimbursed through the Town's Payroll Expense Claim process.

This is comprised of: Per Diem Remuneration
Reimbursement for Travel
Kilometer Rate
High Speed Internet Connection

Responsibilities:

The principles included in this Policy apply to Council. It is the responsibility of Council to ensure that the provisions of this Policy are followed.

Approval:

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

Adopted by Council as Resolution #037/2006 at the Regular Meeting of Council held on January 23, 2006.

Revised by Council as Resolution #037/2007 at the Regular Meeting of Council held on January 22, 2007.

Revised by Council as Resolution #370/2007 at the Regular Meeting of Council held on September 10, 2007.

Revised by Council as Resolution #272/2009 at the Regular Meeting of Council held on September 14, 2009.

Revised by Council as Resolution #442/2012 at the Regular Meeting of Council held on September 10, 2012.

MAYOR/DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER/
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES

DATE