



POLICY

Policy No. 11-159– 25/08/11

Department: Council

COUNCIL REMUNERATION

SCOPE:

Town of Nanton Council Members and Members of Council Committees

BACKGROUND:

The Town of Nanton will provide remuneration and benefits to the Mayor, Councillors and Members of Council Committees, Boards and Commissions that reflects the demands of the Members and their value to the community.

PURPOSE:

To provide for the ongoing payment of honorariums, per diems and benefits to council members and to clarify other benefits available to members of council.

DEFINITIONS:

Council Member – a member duly elected to the position under the Municipal Government Act, to represent the Town.

Committee – a Council Standing committee, Special Committee, or Ad Hoc Committee established by Bylaw.

Board – any local or regional board that council members or members of council committees may be appointed to.

Commission – any local or regional commission that council members or members of council committees may be appointed to.

Remuneration – the monthly honorarium plus any per diem claims paid to council members for fulfilling their duties as council members.

POLICY:

1. COUNCIL MEMBER HONORARIUMS

- 1.1 All members of Council shall attend Orientation Training in conjunction with the Inaugural Organizational Meeting of Council. This training is to be completed in order for them to qualify for appointments, and to bring value to, the Boards and Committees.

Per diem may not be requested for this training – this training is mandatory and is compensated by the monthly honorarium.

If for some reason a member of Council cannot attend the scheduled Orientation Training session, he or she would need to make arrangements with administration to find an alternate training session.

1.2 Compensation to members of Council shall be on a monthly honorarium with no additional fees paid on a per meeting or a per hour basis, except where specifically provided in this document.

1.3 The Monthly honorarium for members of Council is set at the beginning of the Inaugural Organizational Meeting of Council in 2025 as:

- Mayor \$1,449.94 per month
- Councillor \$1,020.34 per month

(a) The Mayor and Council Honoraria are tied to increases in the Alberta Consumer Price Index and shall be reviewed on an annual basis and approved by Resolution of Council.

These Honorariums are intended to compensate Council Members for Regular and Special meetings, Standing Committee meetings, Public Hearings that are part of Regular Council meetings, Community Committee meetings to which a Council Member has been appointed by Council, budget meetings, strategic planning sessions and preparation time for all meetings including those for which a per diem is being claimed. No difference will be made between attending meetings in-person or online.

Failure to fulfil or share the responsibility or representation of the elected Council Member as a Town of Nanton appointed representative or liaison may result in a review of the individual Council Member by Council in a Closed Confidential Session, as per the Council Code of Conduct Bylaw. Recourse for this behavior will be determined by Council.

1.4 Additional honorarium or fees may be accepted from other organizations by a Member of Council where they are received due to the member:

- (a) serving on a regional body, such as a Regional Services Commission, where all members receive an honorarium or fee. In this case (2.1), the Member of Council may not request a Per Diem from the Town but may request compensation for Travel Expenses.

2. PER DIEM

2.1 A Per Diem fee of \$25/hour (up to a maximum of \$200) may be claimed from the Town of Nanton by a Member of Council for:

- attendance at an out-of-town meeting as a Council appointed representative,
- local or out-of-town functions previously approved by Council,
- course, conference, or seminar approved by Council (other than Orientation Training)

Per diems are to include all travel time.

Per diems are provided for the following activities: Public Hearings which are not a part of a regular Council meeting, meetings of a regional body for which the members do not otherwise receive an honorarium or fee, community or local business events where Council or a Council



representative are invited as approved by Council (i.e. Grand Openings, Service Group Events, etc), conferences, seminars and educational sessions.

Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.

Should a meeting arise that is not clearly defined or categorized in this policy, remuneration shall be subject to Council's consideration and approval prior to the event.

3. REVIEW OF COUNCIL HONORARIUM

- 3.1 Once annually, Council shall review the allocation of appointments of Council Members as representatives or liaisons duties.
- 3.2 Council shall charge the Finance Committee to report by May 31 in the year of a general municipal election, with recommendations regarding the policy on honorariums and benefits to be established for members of Council elected that year.
- 3.3 Council shall receive the recommendations of the Finance Committee and shall place on the next council agenda a motion to consider the recommendations.

4. BENEFITS

- 4.1 Council Members only – Group Accident Insurance (VFIS) + Homewood Health Family Assistance.
- 4.2 Each council member will receive an annual health care spending account of \$950.00.

5. Authority to Travel – See Travel Expense Reimbursement Policy No.12 47 20/02/18

- 5.1 Guidelines pertaining to travel expenses, including but not limited to mileage, accommodations and meals are included within the Town of Nanton's policy, "Travel Expense Reimbursement


6. SUBMISSION AND APPROVAL OF CLAIMS

- 6.1 Council per diems, honorariums, and expenses shall be included in the annual operational budget.
- 6.2 Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
- 6.3 Claims submitted by Councillors shall be approved by the Mayor.
- 6.4 Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 6.5 All claims shall be audited for compliance with this policy by the Director of Corporate Services prior to payment.

- 6.6 All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Director of Corporate Services.

7. POLICY REVIEW AND AMENDMENT

- 7.1 This policy replaces Council Remuneration Policy 11-295-24/11/01



MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date