

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**December 1, 2020 7:00 p.m.**  
virtual meeting  
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELGATION**
  - 3.1.** Library Board Budget Presentation (7:10 pm)
- 4. ADOPTION OF MINUTES**
  - 4.1.** Regular Meeting of Council; November 17, 2020 (enclosure)
- 5. UNFINISHED BUSINESS**
  - 5.1.** Final Budget Presentation
- 6. NEW BUSINESS**
  - 6.1.** COVID 19 update (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 7.1.** Bylaw 2020-24; Remuneration CEO and Council (enclosure)

**POLICIES**

  - 7.2.** Council Remuneration Policy (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**

**NONE**
- 9. CORRESPONDENCE**
  - 9.1.**
- 10. CLOSED SESSION**
  - 10.1.** Office Closure – FOIP Act 24(1)(d) – Advice from officials
  - 10.2.** Enforcement Services Agreement – FOIP Act 21(1)(a)(ii) – Intergovernmental Relations
- 11. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**November 17, 2020 8:30 am**  
**Live streamed on Bon Accord YouTube Channel**

**PRESENT  
COUNCIL**

Deputy Mayor Tanya May  
Councillor Brian Holden  
Councillor Lacey Laing  
Councillor Lynn Bidney

**ADMINISTRATION**

Joyce Pierce, Chief Administrative Officer  
Falon Fayant, Corporate Finance Officer  
Ken Reil, Operations Manager

**CALL TO ORDER**

Deputy Mayor May called the meeting to order at 8:30 am.

**ADOPTION OF AGENDA**

COUNCILLOR HOLDEN MOVED THAT the agenda for the November 17, 2020 Regular Meeting of Council be adopted, as amended by adding

*Special Meeting of Council, November 13, 2020 under Adoption of Minutes,  
Budget and By-Election or Appointment of Mayor under Unfinished Business, and  
Notice of Motion Council Remuneration Review under New Business*

**CARRIED RESOLUTION 20-350**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – November 3, 2020***

COUNCILLOR BIDNEY MOVED THAT the minutes of the November 3, 2020 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-351**

***Special Meeting of Council Minutes – November 13, 2020***

COUNCILLOR HOLDEN MOVED THAT the minutes of the November 13, 2020 Special Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-352**

**PUBLIC QUESTION AND ANSWER**

*None*

**DEPARTMENT REPORTS**

COUNCILLOR LAING MOVED THAT Department reports be accepted, as information, as presented.

**CARRIED RESOLUTION 20-353**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**November 17, 2020 8:30 am**  
**Live streamed on Bon Accord YouTube Channel**

## **UNFINISHED BUSINESS**

### ***Outdoor Basketball Court Costs***

COUNCILLOR LAING MOVED THAT Council direct Administration to proceed with installing basketball nets, in the Spring of 2021 or whenever the Operations Manager sees fit, at the old sky shed sites as they currently exist.

**CARRIED RESOLUTION 20-354**

### ***Outdoor Theater Equipment***

COUNCILLOR BIDNEY MOVED THAT Council direct Administration do further research into an adequately sized projection screen, either blow-up with blower or drop-down option, and bring back to Council for further discussion.

**CARRIED RESOLUTION 20-355**

### ***4H Sew and Sos donation***

COUNCILLOR HOLDEN MOVED THAT Council direct Administration to donate \$500 to the 4H Sew and Sos.

**CARRIED RESOLUTION 20-356**

### ***Budget***

COUNCILLOR LAING MOVED THAT Council accept the Budget presentation, as information, as presented.

**CARRIED RESOLUTION 20-357**

### ***By-Election or Appointment of Mayor***

COUNCILLOR BIDNEY MOVED THAT the Town of Bon Accord call a By-election, with nomination day being December 1, 2020 and election day January 5, 2021.

**CARRIED RESOLUTION 20-358**

## **NEW BUSINESS**

### ***Invitation Alberta Transportation***

COUNCILLOR HOLDEN MOVED THAT Council directs Administration to proceed, as per Council information provided, with regards to the invitation to Alberta Transportation.

**CARRIED RESOLUTION 20-359**

### ***Council Prior Year per diems***

Deputy Mayor May excused herself due to conflict of interest at 9:46 am.

COUNCILLOR LAING MOVED THAT Council direct Administration to pay Deputy Mayor May for outstanding allowable per diems for the previous years 2017, 2018 and 2019.

**CARRIED RESOLUTION 20-360**

Deputy Mayor May returned to the meeting at 9:50 am.

### ***Council Remuneration Review***

COUNCILLOR LAING MOVED THAT Council Remuneration Review be added to the December 1, 2020 agenda.

**CARRIED RESOLUTION 20-361**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**November 17, 2020 8:30 am**  
**Live streamed on Bon Accord YouTube Channel**

**BYLAWS | POLICIES | AGREEMENTS**

*None*

**WORKSHOPS | MEETINGS | CONFERENCES**

*None*

**COUNCIL REPORTS**

COUNCILLOR HOLDEN MOVED THAT Council reports, be accepted, as information, as presented.

**CARRIED RESOLUTION 20-362**

**CORRESPONDENCE**

*None*

**CLOSED SESSION**

COUNCILLOR LAING MOVED THAT Council go into closed session at 9:55 am to discuss Personnel - FOIP Act section 17 (4)(f).

**CARRIED RESOLUTION 20-363**

COUNCILLOR LAING MOVED THAT Council come out of closed session at 10:41 am.

**CARRIED RESOLUTION 20-364**

COUNCILLOR BIDNEY MOVED THAT Council appoint Deputy Mayor May to the Capital Region Northeast Water Services Commission until the new Mayor has been elected.

**CARRIED RESOLUTION 20-365**

COUNCILLOR HOLDEN MOVED THAT Council appoint CAO Pierce as Returning Officer for the January 5, 2021 By-election.

**CARRIED RESOLUTION 20-366**

COUNCILLOR HOLDEN MOVED THAT Council appoint Jessica Caines as the substitute Returning Officer for the January 5, 2021 By-election.

**CARRIED RESOLUTION 20-367**

COUNCILLOR BIDNEY MOVED THAT Council table the decision regarding hiring Strategic Steps until after the By-election.

**CARRIED RESOLUTION 20-368**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the November 17, 2020 Regular Meeting of Council adjourn at 10:50 am.

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Deputy Mayor Tanya May

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Joyce Pierce, CAO

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> December 1, 2020
<b>AGENDA ITEM:</b> COVID-19 Update
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council accepts this RFD as information with no further direction for administration.
<b>BACKGROUND:</b>  As Santa has been deemed an essential worker and will not be subject to the COVID 19 travel restrictions when he arrives in Alberta this month please see the following information.  Santa has now confirmed to the authorities his intention to fly to Alberta on Dec 24 as usual. However, he has warned that children should remain in their beds on the that night as there is still the need for Santa to follow the socially distancing protocols.  It is important to say to all children in the province that we regard Santa Claus's travel as essential travel for essential purposes and therefore he is exempt from the need to self-quarantine for 14 days and should be able to come in and out of Alberta airspace and indeed in and out of Bon Accord homes without having to restrict his movement.  So, he's exempt, he's coming, it's confirmed that the annual Dec 24 visit from Santa Claus should be something that will remain consistent in 2020 for sure.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> CLEARED BY REGULATING AUTHORITIES
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b>  1. Council accepts this RFD as information with no further direction for administration.
<b>Prepared and Submitted By:</b> Joyce Pierce - CAO <span style="float: right;"><b>Date:</b> Dec 1, 2020</span>

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** Regular Meeting of Council

**MEETING DATE:** November 27, 2020

**AGENDA ITEM:** Bylaw 2020-24; Remuneration for CEO and Council

**RECOMMENDATION:**

..... **THAT...** Council give 1<sup>st</sup> reading of Remuneration for CEO and Council; Bylaw #2020-24, as presented.

**THAT...** Council give 2<sup>nd</sup> reading of Remuneration for CEO and Council; Bylaw #2020-24, as presented.

**THAT...** Council give unanimous consent to consider three readings of Remuneration for CEO and Council, Bylaw #2020-24 in one meeting.

**THAT...** Council give 3<sup>rd</sup>, and final reading, of Remuneration for CEO and Council; Bylaw #2020-24, as presented.

**BACKGROUND:**

In October 2005 Council moved to change Remuneration for Mayor and Council from a Bylaw to a policy.

- In December 2005 Council heard three readings of Bylaw 2005-06; Remuneration for CEO and Council Bylaw, which rescinded Bylaw 1999-08, a Bylaw for Remuneration for CEO and Council.
- At that time there was another Bylaw, Bylaw 2004-04 for the Remuneration of CEO and Council which has never been rescinded.

In December of 2005 Council passed Policy 05.315 - Remuneration of Council, to be effective January 1, 2006. This is the policy, which has been reviewed and updated over the years, that has been used for Council remuneration since that time.

**FINANCIAL IMPLICATIONS:** NA

**LEGISLATIVE HISTORY:**

**ALTERNATIVES:**

**Prepared and Submitted By:** Julia Miller

**Reviewed By:** Joyce Pierce

**Date:** November 27, 2020

**TOWN OF BON ACCORD  
BYLAW 2020-24  
REMUNERATION FOR C.E.O. AND COUNCIL BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD FOR THE RESCINDING OF BYLAW 2004-04**

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Pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1994, as amended the Council of the Town of Bon Accord duly assembled enacts as follows:

This Bylaw hereby rescinds Bylaw 2004-04, Being a Bylaw of the Town of Bon Accord in the Province of Alberta, Authoring The Remuneration For the Chief Election Official and Council.

READ A FIRST TIME THIS 1<sup>st</sup> DAY OF DECEMBER 2020

\_\_\_\_\_  
Deputy Mayor Tanya May

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 1<sup>st</sup> DAY OF DECEMBER 2020

\_\_\_\_\_  
Deputy Mayor Tanya May

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 1<sup>st</sup> DAY OF DECEMBER 2020

\_\_\_\_\_  
Deputy Mayor Tanya May

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Meeting of Council

**MEETING DATE:** December 1, 2020

**AGENDA ITEM:** Council Remuneration Policy Review

### RECOMMENDATION:

..... **THAT** Council approves the Council Remuneration Policy, as presented, and accepts the Council Remuneration Procedure, as information.

### BACKGROUND:

At the November 17, 2020 Regular Meeting of Council COUNCILLOR LAING MOVED THAT Council Remuneration Review be added to the December 1, 2020 agenda Resolution 20-361.

The current honorarium is \$18,789 per annum for the Mayor and \$9,395 per annum for each Councillor. The honorarium was updated from \$16,800 per annum for the Mayor and \$8,400 in January 2019 to account for the federal government's elimination of the one-third tax exemption for elected officials. The Council Remuneration Policy 05.315 values were not updated to reflect the change, but the adjustment was approved with the approval of the 2019 budget. Per diem rates are \$75 for a half-day meeting and \$150 for a full day meeting. Section 5 of the Council Remuneration Policy 05.315 states: Honorariums shall be considered for adjustment annually as indicated by a change in the Alberta Consumer Price Index or as otherwise decided by council. Any and all adjustments will be determined by a citizen committee appointed annually by Council, should it be required, or at a minimum of once every two years.

Council Remuneration Policy 05.315 was originally approved in December 2005. This remuneration policy is preceded by an existing Bylaw 2004-04 Remuneration for CEO & Council. Bylaw 2004-04 that states the honorarium is \$8,700 per annum for Mayor and \$4,800 per annum for each Councillor, and per diems are \$50 for a half day meeting and \$100 for a full day meeting. Bylaw 2005-06 Remuneration for CEO & Council, simply rescinds the original Bylaw 1999-08.

At the Regular Meeting of Council on November 17, 2015, it was updated by Resolution 15.252 stating: *COUNCILLOR MacKENZIE MOVED THAT Council Remuneration Policy be accepted as proposed in the Request for Decision, which was included with the November 17 Council Agenda, with the following additional amendments:*

#### *Section 3*

- a. A rate of \$150.00, (excluding accommodations and or meals) shall be paid for attending full day (being four hours or more), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.*
- b. A rate of \$75.00, per day, (excluding accommodations and or meals) will shall be paid for attending half day (less than four hours), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.*
- c. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.*
- d. Notwithstanding (c.), an activity extending beyond a regular working day shall be included as part of a full day rate.*



## Section 7

*Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.*

The policy was updated again at the Regular Meeting of Council on April 2, 2019 by Resolution #19.084 stating:

*Intermunicipal Subdivision and Development Appeal Board (ISDAB) Council Remuneration*

*COUNCILLOR BIDNEY MOVED THAT Council amend the Council Remuneration Policy to include the \$200 / day fee for the ISDAB remuneration to match the amount that all members of the ISDAB panel are paid to attend an ISDAB appeal.*

On November 3, 2020, the Town received the results of the AMSC Wage and Compensation Survey (in which the Town of Bon Accord participated). The results include a compilation of Council remuneration from Towns across Alberta. The results regarding Council remuneration are attached.

Administration also surveyed surrounding municipalities and found the following results:

### COUNCIL HONORARIUM/FEE RATES

Municipality	Mayor	Deputy Mayor	Councillor	Notes
Redwater	\$ 37,510.92	\$ 28,151.16	\$ 18,755.64	combined honorarium & allowance
Morinville	\$ 65,667.09		\$ 35,285.88	
Lamont	\$ 17,400.00		\$ 9,600.00	2019 budget number
Legal	\$ 11,700.00	\$ 9,900.00	\$ 9,900.00	adjusted yearly for COLA
Gibbons	\$ 23,040.00		\$ 14,400.00	

### COUNCIL PER DIEM RATES

Municipality	½ DAY MEET	FULL DAY MEET	
Redwater	\$75.00	\$150.00	
Morinville	\$50-\$100	\$200.00	Under 2 hours = \$50/over 4 hours =full day
Legal	\$100.00	\$200.00	Full day = over 4 hours
Gibbons		\$180.00	Full day = over 4 hours

### POPULATIONS OF MUNICIPALITIES SURVEYED

Redwater	2,053
Morinville	9,848
Lamont	1,774
Legal	1,345
Gibbons	3,159

The Council Remuneration Policy has been updated to reflect the current honorarium and per diem values, as well as break out a policy and procedure, and re-format the document.

Section 3, regarding per diems has been amended to be more specific to which meetings and events are eligible for per diem reimbursement.

Section 8 (Originally Section 5) of the policy has been reworded to state: Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index. The AMSC Wage and Compensation Survey is done with participation of municipalities across Alberta and would reflect the comparisons of like sized municipalities across Alberta and neighboring municipalities within the local area.

#### **FINANCIAL IMPLICATIONS:**

A change in Council honorarium or per diem rate would impact the 2021 budget as presented.

#### **LEGISLATIVE HISTORY**

Bylaw 1999-08

Bylaw 2004-04

Bylaw 2005-06

Policy 05.315

Approved June 19, 2007

Updated November 17, 2015 Resolution #15.252

Updated April 2, 2019 Resolution #19-084

#### **ALTERNATIVES:**

1. Council approves the Council Remuneration Policy, as presented, and accepts the Council Remuneration Procedure, as information.
2. Council declines the Council Remuneration Policy, as presented, and directs administration to...

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** November 25, 2020

## TOWN OF BON ACCORD POLICY STATEMENT

**SECTION:** Council

**POLICY NO.:** ~~07-153~~05.315

**SUBJECT:** COUNCIL REMUNERATION

**RESPONSIBLE AUTHORITY:** Administration Department - Finance

**REVIEWED & APPROVED BY COUNCIL:** *Approved June 19,2007*

Updated November 17, 2015 – Resolution #15.252

Updated April 2, 2019 – Resolution #19-084

Updated December 1, 2019 – Resolution #

**PURPOSE AND INTENT:** The purpose of this policy is to establish the remuneration to be paid to elected officials.~~To set Council Remuneration.~~

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**POLICY STATEMENT:**

Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. \$18,789 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
2. \$9,395 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special

Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
- b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.

3. Per diems shall be paid (excluding travel, accommodations, and/or meals) for the following:

- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
- b. Town of Bon Accord Workshops: budget, strategic planning, etc.
- c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
- d. Per diem rates are to be as follows:
- e. \$150.00 for a full day (four hours or more)
- f. \$75.00 for a half day

4. Intermunicipal Subdivision and Development Appeal Board Council remuneration

- a. \$200 per day for a meeting over 4 hours in duration
- b. \$100 per day for a meeting 4 hours or less in duration

5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.

6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.

7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.

8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have

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been received and any indicated changes in the Consumer Price Index.

9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:

- a. Breakfast \$15.00
- b. Lunch \$20.00
- c. Supper \$25.00

10. Spousal tickets, or expenses claimed for spouses (defined as "adult interdependent relationships") shall be at the discretion of Council.

11. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard. Council shall receive remuneration and reimbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord

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## **PROCEDURES**

1. ~~Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.~~
2. ~~A monthly honourarium for Council is:~~
  - a. ~~\$1400.00 to be paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff; dealing with and responding to the residents; Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.~~
  - b. ~~\$700.00 to be paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff; dealing with and responding to the residents; Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.~~
  - c. ~~Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings~~
  - d. ~~Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more~~

than 50% of their monthly honourarium, at the discretion of the Chief Elected Officer.

3. ~~Per diems shall be paid as follows:~~

~~a. A rate of \$150.00, (excluding accommodations and or meals) shall be paid for attending full day (being four hours or more), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.~~

~~b. A rate of \$75.00, per day, (excluding accommodations and or meals) will shall be paid for attending half day (less than four hours), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.~~

~~c. Intermunicipal Subdivision and Development Appeal Board Council remuneration~~

- ~~• \$200 per day for a meeting over 4 hours in duration~~
- ~~• \$100 per day for a meeting 4 hours or less in duration~~

~~d. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.~~

~~e. Notwithstanding (d.), activities extending beyond a regular working day shall be included as part of a full day rate.~~

4. ~~There will be no direct remuneration paid for each member of Council serving on Boards, Committees or Commissions. Expenses incurred by Council members serving on Boards, Committees or Commissions where remuneration is paid from another source shall not be eligible for claim to the Town of Bon Accord.~~

5. ~~Honorariums shall be considered for adjustment annually as indicated by a change in the Alberta Consumer Price Index or as otherwise decided by council. Any and all adjustments will be determined by a citizen committee appointed annually by Council, should it be required, or at a minimum of once every two years.~~

6. ~~Council members are eligible to claim meal costs while attending meetings within or outside the town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates::~~

- ~~a) Breakfast \$15.00~~
- ~~b) Lunch \$20.00~~
- ~~c) Supper \$25.00~~

7. ~~Spousal tickets, or expenses claimed for spouses (defined as "adult interdependent relationships") shall be at the discretion of Council~~

8. ~~All council members claiming any eligible expenses shall submit claims for their expenses on a monthly basis.~~

~~9. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard.~~

~~April 2019~~December 2020

## TOWN OF BON ACCORD POLICY STATEMENT

**SECTION:** Council

**POLICY NO.:** 05.315

**SUBJECT:** COUNCIL REMUNERATION

**RESPONSIBLE AUTHORITY:** Administration Department - Finance

**REVIEWED & APPROVED BY COUNCIL:** *Approved June 19, 2007*

Updated November 17, 2015 – Resolution #15.252

Updated April 2, 2019 – Resolution #19-084

Updated December 1, 2020 – Resolution #

**PURPOSE AND INTENT:** The purpose of this policy is to establish the remuneration to be paid to elected officials.

**POLICY STATEMENT:** Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. **\$18,789 per annum paid** to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
2. **\$9,395 per annum paid** to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.



- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
  - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
- 3. Per diems shall be paid (excluding travel, accommodations, and/or meals) for the following:
  - a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
  - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
  - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
  - d. Per diem rates are to be as follows:
    - i. \$150.00 for a full day (four hours or more)
    - ii. \$75.00 for a half day
- 4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
  - a. \$200 per day for a meeting over 4 hours in duration
  - b. \$100 per day for a meeting 4 hours or less in duration
- 5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.
- 6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
- 7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
- 8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
- 9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day.

When a receipt is not available, claims shall be limited to the following rates:

- a. Breakfast \$15.00
  - b. Lunch \$20.00
  - c. Supper \$25.00
10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
11. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard.

## **TOWN OF BON ACCORD PROCEDURE**

**SECTION:** Council

**POLICY NO.:** 05.315

**SUBJECT:** COUNCIL REMUNERATION

**RESPONSIBLE AUTHORITY:** Administration Department - Finance

### **PROCEDURES**

1. Elected official monthly honorarium is paid through the Town of Bon Accord payroll process. Honorariums are paid bi-weekly.
  - a. Per Section 8 Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
  - b. If the AMSC Wage and Compensation Survey is not available for the year of the review, other available options for review include:
    - i. Survey surrounding municipalities
    - ii. Retain a consultant (per Council approval)
2. Per diems are subject to applicable taxes and must be submitted with the bi-weekly payroll on a separate Council Per Diem Expense Form. *Schedule A.*
3. All other Council expenses (ie. Mileage, meals, and accommodation, etc.) to be reimbursed to the elected official can be submitted monthly for payment on the Council Expense Form and are paid through an Accounts Payable cheque. *Schedule B.*
4. Chief Elected Official per diem and monthly expense forms will be signed for approval by the Chief Administrative Officer. Councillor per diem and monthly expense forms will be signed for approval by the Chief Elected Official.



NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Bon Accord, AB T0A 0K0 DATE: \_\_\_\_\_

**Reimbursable Expenses (*attach receipts*)**

DATE	DESCRIPTION (include applicable participants)	NET	GST	GROSS
TOTALS		\$ -	\$ -	\$ -

*Breakfast = \$15.00*

*Lunch = \$20.00*

*Dinner = \$25.00*

**Meals - Reimbursable without Receipt**

DATE	DESCRIPTION (include applicable participants)	MEAL	NET	GST	GROSS
TOTALS			\$ -	\$ -	\$ -

**Mileage (per attached Detailed Travel Record)**

TOTAL KMs	PRICE/KM	NET	GST	GROSS
Monthly Mileage	0.0505			
TOTALS		\$ -	\$ -	\$ -

APPROVED BY

SIGNATURE: \_\_\_\_\_  
MAYOR

SIGNATURE: \_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 Bon Accord, AB T0A 0K0 DATE: \_\_\_\_\_

Full Day = \$:

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>TOTAL</b>		\$

SIGNATURE: \_\_\_\_\_  
MAYOR

SIGNATURE: \_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**M**

75.00

150.00

[illegible]