


# POLICY MANUAL

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## PURPOSE:

To establish salary rates, benefits and expense reimbursement for the Councillors of Starland County.

## POLICY STATEMENT:

Starland County will compensate County Councillors a monthly and per diem salary that is commensurate with the demands of their role. Starland County will reimburse County Councillors for the use of personal resources while conducting official County business in a fair, reasonable and transparent manner.

## DEFINITIONS:

- Accommodation:**
  - Commercial Accommodation – lodging facilities such as hotels, motels, corporate residences or apartments.
  - Private non-commercial accommodation – private dwelling or non-commercial facilities where the traveller does not normally reside.
- Councillor** – a duly elected Councillor of Starland County.
- Economy class** – the standard class of air travel, including special discount fares. It excludes first class and business class or equivalents.
- Receipt** – an original document or paper copy showing the place, date, goods and/or service, and amount of expenditure paid by the claimant.
- Travel Expenses** – those expenses that are incurred for business purposes including transportation fares such as air, bus, train or taxi, vehicle rental, private vehicle mileage allowance, accommodations, parking fees, meals, and business-related telephone and fax charges. Non-reimbursable travel expenses include expenses incurred by spouses/partners or other persons accompanying a Starland County Council member on business travel, unauthorized service upgrades (i.e. business class airfare or hotel rooms), personal services (i.e. massages, spa/beauty treatments, movie rentals, personal bar tabs, dry cleaning/laundry services), personal purchases (i.e. gifts or clothing), traffic violations/parking tickets, lost personal property (i.e. luggage) or alcohol.
- Travel Status** – occurs when a Councillor is on authorized Starland County business travel outside of the local area. This includes business meetings, committee meetings, training events and workshops, conferences and conventions.



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## COUNCIL COMPENSATION

### Salary, Per Diems, and Allowances:

1. The salary for Councillors shall be set at \$200.00 per day and \$120.00 per half day.
2. Mileage shall be paid at the Federal Government's Canada Revenue Agency rate for the Province of Alberta. These rates are reviewed and revised on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup> of each year. Councillors shall be paid mileage for the use of a personal vehicle to attend all meetings and events listed in paragraph 12.
3. A meal allowance of \$57.00 shall be paid automatically for a full-day meeting and \$32.00 shall be paid automatically for a half-day meeting.
4. The rates listed in paragraphs 9 to 11 shall be paid for all Regular and Special Meetings of Council, all Council Committee Work, and authorized attendance at conferences, conventions, training, meetings, and other events.
5. Supervision pay for Councillors shall be set at four (4) days per month, paid at a salary of \$200.00 per full day; plus the Federal Government Mileage rate per kilometer for 482.75 km per month (5,793 km or 3,600 miles per year); plus one (1) full day meal allowance per month.
6. An additional salary shall be paid for Reeve's duties; this being set at one (1) full day per month (12 days per year) at a rate of \$200.00 per day.
7. A Telecommunications Allowance of \$50.00 per month shall be paid to each Council member.
8. A Severance Payment based on \$100.00 per year of service shall be paid to each Council member upon retiring or termination of their term.
9. Council compensation shall be paid monthly upon submission of a Councillor expense claim.

### Benefits:

1. Starland County Councillors shall be provided with the following benefits.
  - Council Accident Insurance - \$200,000 principle sum
  - Council Critical Illness Insurance - \$15,000 principle sum
  - Employee Group Life Insurance - \$50,000 principle sum
  - Employee Group Dependant Life Insurance - \$10,000 for spouse, \$5,000 for child
  - Employee Group Accidental Death and Dismemberment Insurance - \$50,000 principle sum
  - Employee Group Critical Illness Insurance - \$25,000 principle sum
  - Councillor Health and Wellness spending account in the amount of \$500.00 per year as stipulated in Policy 110-2 *Councillor Wellness Account*.
2. Starland County shall pay 100% of Council insurance premiums and 90% of Employee Group insurance premiums.



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## COUNCILLOR EXPENSE REIMBURSEMENT

### TRAVEL

#### Accommodation:

1. A commercial accommodation allowance of \$250.00 per night shall be paid to Council members on travel status and who stay overnight at commercial accommodations. An original hotel receipt must accompany the expense claim for the allowance to be paid.
2. If the actual reasonable travel expense incurred for commercial accommodation is greater than the allowance, then reimbursement of the actual expense incurred shall be made supported by original receipts.
3. When a hotel receipt is not provided for an overnight stay, or when the traveller stays at private non-commercial accommodation, a private accommodation allowance of \$50.00 per night shall be paid.

#### Transportation:

1. The standard for air travel is economy class. The lowest available airfares appropriate to itineraries shall be sought.
2. Where air transportation is authorized and used, the Councillor shall be provided with the necessary prepaid tickets whenever possible. If a Councillor books their own air travel, they shall be reimbursed immediately based on actual receipts including all taxes and fees.
3. In the event a Councillor cancels a flight which has already been reimbursed by Starland County, the full amount of the reimbursement is due back to Starland County immediately upon cancellation. Councillors are encouraged to have their air travel booked and paid directly by Starland County.
4. Where a Councillor uses loyalty program points to acquire airline tickets for business travel (i.e. Air Miles, Aeroplan), they shall only be reimbursed for the actual expense incurred (generally taxes and fees). Reimbursement shall not be based on a conversion of points used into dollars or an estimated value of the ticket.
5. Actual expenses for taxis, shuttles and local transportation services, including gratuities, shall be reimbursed based on original receipts.
6. The use of a private vehicle for travel may be authorized when it is not feasible or practical to use a Starland County fleet vehicle.
7. A private vehicle mileage allowance shall be paid at the Federal Government's Canada Revenue Agency rate for the Province of Alberta. The rates applied shall correspond to the actual dates of travel and not to the payment dates. When a private vehicle mileage allowance is paid, no other costs associated with that vehicle will be reimbursed to the traveller (i.e. gas, repairs, parking tickets, etc.).
8. Parking fees shall be reimbursed based on actual receipts.



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**Meals:**

1. A half-day meal allowance shall be paid for travel under five hours in a day at a rate of \$32.00.
2. A full-day meal allowance shall be paid for travel greater than five hours in a day at a rate of \$57.00.
3. Where the actual reasonable travel expenses incurred for meals are greater than the approved rates, then reimbursement of the actual expenses incurred may be made based on receipts.

**Travel Claims:**

1. Councillors shall claim for all travel expenses on their monthly expense claim and attach all required receipts.

**CONFERENCE/CONVENTION ATTENDANCE**

1. Conventions that are approved for Council to attend annually are:
  - The Fall and Spring Conventions of the Rural Municipalities of Alberta (RMA).
2. Attendance by a Council member at any other convention or conference shall be pre-approved by Council resolution.
3. Participation in any convention/conference Partners Programs shall be pre-approved by Council resolution.