

# POLICY C076-1

## COUNCIL COMPENSATION

Approved by Council  
Date: 2006.04.24  
Motion: COU06-150

Replaces Policy C076  
Dated: 2002.04.08

Department: Legislative Services

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### 1.0 POLICY

Members of Banff Town Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

### 2.0 PURPOSE

This policy provides guidelines and procedures for the compensation of Town Councillors.

### 3.0 SCOPE

This policy applies to the Mayor and Town Councillors.

### 4.0 RESPONSIBILITIES

- 4.1 Town Council is responsible for approving this policy and any amendments to it.
- 4.2 The Manager of Corporate Services is responsible for ensuring members of Town Council are compensated in accordance with this policy.

### 5.0 RELATED POLICIES

- 5.1 C048 – Travel Guidelines

### 6.0 DEFINITIONS

- 6.1 **Bow Valley Corridor** means the area between Exshaw and Lake Louise.

### 7.0 PROCEDURES

- 7.1 Basic Honorarium
  - a) Elected officials shall receive the following annual honorarium, paid on a bi-weekly basis:
    - Mayor \$30,000
    - Councillor \$15,000
  - b) Effective January 1, 2007 the basic honorarium shall be:
    - Mayor \$32,500
    - Councillor \$16,250
  - c) Effective January 1, 2008, the basic honorarium shall be:
    - Mayor \$35,000
    - Councillor \$17,500
  - d) Beginning in 2009, a report will be submitted to Council annually, in time for budget deliberations, calculating an adjustment to the honorarium based on an average of local salary changes as reported by Statistics Canada and the Alberta Consumer Price Index.

- e) In accordance with the Municipal Government Act, 1/3 of the basic honorarium will be non-taxable.

## 7.2 Benefit Plan

Once elected, Councillors are eligible for a range of group benefits offered through the Town of Banff. The health, dental and group insurance benefits shall be a condition of office except where the individual is covered under another program (i.e. through their own employer or through a spouse's group benefit plan).

Council members are eligible for dental, extended health, accidental death and dismemberment and life insurance. Alberta Health Care coverage is optional. Elected officials are not eligible for long-term disability coverage, or group pension plan.

Benefit coverage is effective immediately upon election to office. The scope of benefit coverage and payment of benefit premiums shall be determined by the Employer from time to time. The Employer reserves the right to change insurance carriers and policies, as it deems appropriate. Where coverage is in force, the Employer's obligations do not extend to guaranteeing payment of claims under any particular plan or policy. The provisions of any applicable plan or policy shall govern with respect to eligibility issues, plan administration, and benefits provided under the plan. Premiums will be shared between the employee (elected official) and the employer, with percentages determined by the Town of Banff.

## 7.3 Per Diem

- a) Elected officials shall receive an additional per diem of \$180 per day (4 hours or more) and \$90 per half day (less than 4 hours) for required attendance as an official representative of the Town for functions outside the Bow Valley Corridor. In accordance with the Municipal Government Act, 1/3 of the per diem will be non-taxable.
- b) In situations where an elected official is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

## 7.4 Travel

- a) Elected official shall be reimbursed for travel and related expenses in accordance with Policy C048 – Travel Guidelines.
- b) Spouses of elected officials shall be reimbursed for travel and related expenses when accompanying their spouse to a conference, convention or seminar, to a maximum of one per year for the spouse of a councillor, and to a maximum of two per year for the spouse of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

7.5 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

7.6 Social Functions

The Town will pay costs associated with attendance of elected officials and their spouses at local functions when they are attending as official representatives of the Town.

7.7 Child Care Expenses

Elected officials shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

7.8 Exceptions

Exceptions to this policy may be made by a majority vote of council.

**8.0 ATTACHMENTS**

No attachments.

**9.0 REVISION HISTORY**

1989.08.22	New – Banff School District Motion #9567
1999.01.25	Policy C076 amended by Council motion COU99-31
2000.01.24	Policy C076 amended by Council motion COU00-21
2002.04.08	Policy C076 amended by Council motion COU02-98
2006.04.24	Policy C076 rescinded and Policy C076-1 approved by motion COU06-150

This policy shall be in effect on the date it is approved by resolution of Council. Upon this approval, Policy C076 is rescinded.

Approved on April 24, 2006 per Council motion COU06-150.

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John Stutz  
Mayor

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Robert Earl  
Town Manager