LEGISLATIVE POLICY SECTION

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Effective Date:	Revised: May 2/06 Resolutions: 06-312; 06-313; 06-315; 06-316; 06-317, 07-622 Revised: June 17/08 – Resolution: 08-326 Revised: January 20/09 – Resolution: 09-60 Revised: January 19/10 – Resolution: 10-63 Revised: June 7/11 – Resolution: 11-429 & 432 Revised: Feb. 15/11 – Resolution: 11-133 Revised: Oct. 17/12 – Resolution: 12-963 Revised: Jan. 21/14 – Resolution: 14-01-66 - (effective January 1, 2014) Revised: Oct. 7/14 – Resolution 14-10-11 Revised: Dec. 15/15 – Resolution 15-12-69 Revised: April 4/17 – Resolution 17-04-18 Revised: Nov. 7/17 – Resolution 17-11-10 Revised: May 7/19 – Resolution 19-05-60 Revised: March 2/21 – Resolution CM-2021-03-27

PURPOSE

Wheatland County encourages competent, community minded citizens who meet the demands and responsibility of Council. Councillors are reimbursed for reasonable expenses incurred in their role as a Council member. The purpose of this policy is to establish remuneration rates and expense reimbursement for Wheatland County elected officials (Council members).

POLICY

Wheatland County Council reviews its compensation and benefits for the Reeve, Deputy Reeve, and Councillors with consideration of an analysis of salaries paid by Alberta municipalities with similar populations sizes and service levels to Wheatland County. This analysis is used to determine appropriate salaries and remuneration rates for the Reeve, Deputy Reeve, and Councillors.

Council Remuneration Review Committee

Every second year, the Wheatland County Chief Administrative Officer shall appoint a group of three ratepayers to review this policy, and present recommendations to Council for review and consideration. All ratepayers residing within Wheatland County will have the ability to apply to be on this committee.

Timesheets / Expense Reports
All Councillors shall track their hours worked and expenses attained by utilizing a monthly timesheet and expense report. Both reports must be submitted to the Chief Administrative Officer, or designate, on or before the first Tuesday of the following month. Timesheets will be processed for deposit on, or before, the second Tuesday of the month. Expenses (including receipts) will be processed for payment in accordance with the scheduled cheque run by Accounts Payable. Timesheets and Expense Reports may be posted on the Wheatland County website.

Note: In the event that monthly timesheets are not received by the first Tuesday of the month, only the monthly honorarium will be processed.

Activities Reporting
Attendance at meetings, conferences, or courses approved by Council resolution is contingent on the provision of a written or oral report to Council, inclusive of actionable items.

Group Benefits
Participation in the Group Health and Benefits Plan is optional and Councillors will abide by the Human Resources Policy on Extended Healthcare and Related Benefits.

Employer Matching RRSP Contribution
Councillors are eligible to contribute up to a maximum of $3,500.00 annually, towards RRSP contributions. This contribution is optional and will be matched by the County.

Reeve's Expense Account
The Reeve will be provided an annual expense account of $1,500.00 for public relation and Council recognition purposes. This may include, but is not limited to, the purchase of a gift of recognition or team-building exercises for Councillors. Any gifts of recognition that are provided to Councillors by the Reeve must be fair, consistent, and equal for all Council members.

Learning and Development Allowances
Each member of Council will be entitled to an annual allowance of $2,000.00 for training courses, such as the EOEP (Elected Officials Education Program). Attendance at courses, conferences, and/or conventions require Council approval via Council resolution, prior to enrollment. Unused amounts will not carry forward into future budget years.

Per Diem Rate

	Reeve / Deputy Reeve / Councillor
Full day per diem	$256.58 – up to 8 hours
Partial day per diem	$187.52 – up to 4 hours

Per diem rates will be paid for attendance at approved committee meetings as established annually, at the Organizational Meeting, or, for any other meetings approved by Council resolution.

Honorarium

	Reeve	Deputy Reeve	Councillor
Honorarium	$3,209.36 per month	$2,688.60 per month	$2,683.05 per month

The honorarium includes Councillor attendance at any function other than the Committee appointments or any other attendance approved by Council resolution.

Mileage

	Reeve / Deputy Reeve / Councillor
Mileage	Current CRA Rates

Reimbursement will be paid in accordance with the current Canada Revenue Agency prescribed rates.

Courses, Conferences, and Conventions

	Reeve / Deputy Reeve / Councillor
Accommodation	Based on actual expense (receipt required)
Meals	$60.00 per day (without receipt) Determined as follows: Breakfast - $10.00 Lunch - $20.00 Dinner - $30.00
Transportation	Based on actual expense (receipt required)
Conventions	$50.00 per convention

Where actual accommodation and/or meal expenses exceed the daily rate, the elected official may submit receipts for payment on an Expense Report form.

1. Attendance at Courses (ex. EOEP), Conferences, and/or Conventions require Council approval via Council resolution.
2. Regarding the Rural Municipalities of Alberta (RMA) Fall & Spring Convention, Provincial Agricultural Service Board Conference, and Provincial Agricultural Service Board Summer Tour, the following applies:
   a. Partner/Youth Program (if attended) – registration and activities associated with the program shall be paid by the County.
   b. Banquet (if attended) – tickets shall be paid by the County for Councillors and partners.
   c. Per diem for any other conferences and conventions must be approved by Council.
   d. Parking fees at conferences and conventions will be reimbursed based on actual cost; receipt is required.

DEFINITIONS:

“Organizational Meeting” is a meeting of the Council to determine annual committee and external board assignments.

“Training Course” is an individual online or in-person course (ex. EOEP) or a formal program of study involving more than one course leading to a degree, diploma, certificate, or professional designation. Online courses must be offered by an accredited educational institution and must be approved via Council resolution.

REFERENCES

Policies

- Human Resources Policies

DOCUMENT OWNER

Chief Administrative Officer

LEGISLATIVE POLICY SECTION – 5.1 REMUNERATION	5.1.2 APPOINTED / NON-ELECTED COMMITTEE MEMBERS REMUNERATION Page 1/2
Effective Date:	Revised: June 17, 2008 – Resolution 08-326 Revised: October 17, 2012 – Res. 12-964 Revised: January 21, 2014 – Res. 14-01-66 - (Effective January 1, 2014) Revised: April 4, 2017 – Res. 17-04-18 Revised: March 2/21 – Resolution CM-2021-03-27

PURPOSE

The purpose of this policy is to establish remuneration rates and expense reimbursement for Wheatland County appointed, non-elected committee members. This policy includes members appointed to the internal and external boards and committees of Wheatland County.

POLICY

Wheatland County Council values the time that board and committee members spend attending meetings, training, and other official activities or events, and recognizes the importance of reimbursing these members for out-of-pocket expenses relating to such events. All County-appointed, non-elected committee members will be subject to this policy. Wheatland County Councillors who sit on boards and committees will be reimbursed in accordance with Policy 5.1.1 – Elected Officials Remuneration.

Timesheets

All Committee Members shall track their hours worked by utilizing a monthly timesheet. Timesheets must be submitted to the Chief Administrative Officer, or designate, on or before the first Tuesday of the following month. Timesheets will be processed for deposit on, or before, the second Tuesday of the month.

Per Diem Rate

	Chair* / Members at Large
Full day per diem	$256.58 – up to 8 hours
Partial day per diem	$187.52 – up to 4 hours

*If the Chair is a Councillor, the Councillor is compensated in accordance with Policy 5.1.1- Elected Officials Remuneration and not this policy.

Per diem rates will be paid for attendance at approved committee meetings as established annually, at the Organizational Meeting or, for any other meetings approved by Council resolution.

Mileage

	Chair* / Members at Large
Mileage	Current CRA Rates

*If the Chair is a Councillor, the Councillor is compensated in accordance with Policy 5.1.1- Elected Officials Remuneration and not this policy.

Mileage reimbursement will be paid in accordance with the current Canada Revenue Agency (CRA) prescribed rates.

Courses, Conferences, and Conventions

	Chair* / Members at Large
Accommodation	Based on actual expense (receipt required)
Meals	$60.00 per day (without receipt) Determined as follows: Breakfast - $10.00 Lunch - $20.00 Dinner - $30.00
Transportation	Based on actual expense (receipt required)

*If the Chair is a Councillor, the Councillor is compensated in accordance with Policy 5.1.1 – Elected Officials Remuneration and not this policy.

REFERENCES

Policies

- Legislative Policies – 5.1.1 Elected Officials Remuneration

DOCUMENT OWNER

Chief Administrative Officer

LEGISLATIVE POLICY **SECTION – 5.2** **COUNTY PROPERTY**	**5.2.1 COUNTY PROPERTY** Page 1/1
Effective Date: June 7/11 CM Res.: 11-430	Revised: March 2/21 – Resolution CM-2021-03-27

PURPOSE

To establish a policy for the return of any Wheatland County owned property assigned, or provided to, elected officials for their business use during their tenure with Wheatland County.

POLICY

Wheatland County elected officials may choose to receive County owned technology devices such as a smartphone, laptop or tablet computer. These may include, but are not limited to, an iPad Pro or Microsoft Surface Book, to connect to County systems, unless a Councillor chooses to use their own compatible technological devices.

Outgoing Councillors shall return all County property that has been assigned to them at the end of their term date.

REFERENCES

Policy

- Human Resources Policies
- IT Policies

DOCUMENT OWNER

Chief Administrative Officer