



Policy Title: Elected Officials Remuneration & Expenses Policy Policy No.: 837
Date Approved: 2021-02-16 Policy Type: Council

1. Policy Statement

The City of Chestermere values the leadership, dedication and commitment of Council and as such will maintain annual remuneration for elected officials carrying out their municipal duties.

The purpose of this policy is to provide payment to Elected Officials for attending the meetings of Council and the Committees thereof and/or performing related duties. It also provides for the payment of reasonable allowances for traveling and for subsistence and out of pocket expenses incurred in attending meetings affecting the municipality.

2. Policy

Basic Salary

The Mayor and Council are paid monthly in advance on the first working/banking day of the month for their attendance at Council meetings and/or other meetings and related duties.

The Deputy Mayor position is held by appointed Councillors in temporary terms as outlined in the Procedural Bylaw.

Elected Officials shall be compensated as follows:

To October 31, 2021 Salaries	
Position	Annual Payment
Mayor (full time position)	\$76,800.00
Deputy Mayor (part-time position)	\$40,500.00
Councillor (part-time position)	\$34,800.00

From November 2021- October 2022 Salaries	
Position	Annual Payment
Mayor (full time position)	\$81,944.00
Deputy Mayor (part-time position)	\$43,430.00
Councillor (part-time position)	\$37,694.00

From November 2022- October 2023 Salaries	
Position	Annual Payment
Mayor (full time position)	\$87,089.00
Deputy Mayor (part-time position)	\$46,157.00
Councillor (part-time position)	\$40,0618.00

From November 2023- October 2024 Salaries	
Position	Annual Payment*
Mayor (full time position)	\$92,233.00
Deputy Mayor (part-time position)	\$48,883.00
Councillor (part-time position)	\$42,427.00

*Subject to midterm adjustments

From November 2024- October 2025 Salaries	
Position	Annual Payment*
Mayor (full time position)	\$97,377.00
Deputy Mayor (part-time position)	\$51,610.00
Councillor (part-time position)	\$44,793.00

*Subject to midterm adjustments

Effective January 2022, annual salaries will be adjusted for inflation, if applicable, and based on the annual cost of living adjustment (COLA) approved in the annual budget process.

Members of Council must inform the Mayor or Deputy Mayor if they are to be absent from a Council meeting.

In the event of a required extended absence, such as a medical or parental leave, base remuneration will be prorated using a rate equivalent to the calculation applied for Employment Insurance benefits provided by Service Canada.

Required Group Benefits

Benefit	Premium	
	Elected Official Paid	City Paid
Life Insurance	0%	100%
Accidental Death & Dismemberment	0%	100%
Healthcare Benefits (including vision)	20%	80%
Dentalcare Benefits	20%	80%
Best Doctors & Global Medical Assistance	20%	80%
Employee & Family Assistance Plan	0%	100%
Health or Wellness Spending Account	N/A	N/A
Wello (Virtual Healthcare)	0%	100%

Elected Officials are subject to the same rules and conditions as City employees when it comes to membership of the benefits program (e.g., three-month waiting period).

Premiums are deducted from Elected Officials' monthly payroll.

The City reserves the right to amend the Group Benefits Plan and premiums from time to time.

Optional Group Benefits

Benefit	Premium	
	Elected Official Paid	City Paid
Term Life Insurance	100%	0%
Accidental Death & Dismemberment	100%	0%
Critical Illness Insurance	100%	0%

Group Retirement Savings Plan (RSP)

Participation in the Group RSP is voluntary. Elected Officials are eligible to contribute to the Group RSP effective 3 months after being sworn in to office, commencing their first term in office.

Elected Officials can elect to contribute a maximum of 3.50% of their pensionable earnings. The City will match the Elected Official’s contributions, to a maximum of 3.50%.

Contributions are deducted from Elected Officials’ monthly payroll.

There are no restrictions on funds withdrawal.

Information Technology (IT) Equipment

Elected Officials have the option to be supplied with a smartphone as well as computer or tablet within the first week of their appointment. All IT equipment will be maintained by the City’s IT Services team and must be returned by the Elected Official within seven (7) days of their completion of term of office.

Where an Elected Official incurs additional expenses as a result of using a personal cell phone or increased internet services required, they may request a monthly allowance for technology expenses after January 1, 2022.

Expenses

For the purpose of conducting City business, Elected Officials are eligible for reimbursement of the following expenses:

1. Travel
 - a. In the event that a City vehicle is not available, and the distance of planned travel makes vehicle rental more cost feasible, the cost of a rental vehicle shall be reimbursed upon submission of a receipt.

- b. Where an Elected Official must use a personal vehicle, mileage expenses shall be paid at the reasonable allowance rate as determined annually by the Canada Revenue Agency.
 - c. Where airline or other means of travel is most cost feasible, the cost shall be reimbursed upon submission of a receipt.
2. Lodging
- a. Such accommodation shall be reimbursed for the actual amount of expenditure upon submission of a receipt.
3. Meal Allowances
- a. Where a meeting, training session, or conference does not provide for meals, Elected Officials shall receive a maximum daily meal allowance of seventy-five (\$75.00) dollars and a maximum daily allowance for incidental expenses of eight (\$8.00) dollars.
 - b. Meal allowances include gratuity and G.S.T.
4. Training & Conferences
- a. All registration for training programs or conferences shall be paid directly by the City unless otherwise stated.
 - b. Educational courses and/or conferences (covers registration fees, transportation, accommodation and meals while attending a course) shall be reimbursable to a maximum of five thousand (\$5,000.00) dollars per annum per Elected Official. The annual training budget will be based on identified training priorities and established through the annual operating budget process.
 - c. Spouses may travel with an Elected Official and share accommodation however no other spousal expenses (meals, travel cost, etc.) shall be paid for by the City.

Reimbursement Process

Elected Officials shall submit any expense claims using the Expense Claim Form (Schedule A) to the CAO, who will review the claim with the Mayor prior to reimbursement. The Mayor's expense claims shall be submitted to the CAO who will review the claim with the Deputy Mayor prior to reimbursement. In the event of a dispute over a submitted expense, Council as a whole shall review the expense and determine its eligibility for reimbursement in accordance with Council and City policies.

No claim can be made for attendance at any social type event (e.g., Library Gala, United Way fundraiser, etc.).

All expenses submitted for reimbursement and approval in accordance with this policy shall be posted quarterly on the City's website.

Remuneration Reviews

Administration will conduct a comprehensive review of salaries, honorariums, benefits, allowances, and expenses in each Council term. Remuneration reviews will be conducted through a comparative process with the Council-approved comparator municipalities used

for assessing City staff compensation. Two review cycles will occur in each four (4) year term of Council.

1. A review of base remuneration will be conducted in the second (2nd) year of each Council term. Council will receive a report with recommendations for adjustments to base remuneration, if applicable, during the second (2nd) year's Organizational meeting. Adjustments to the Mayor's base salaries shall be applied mid-term if a market review shows a differential of greater than minus five percent (5%). If there is a differential of greater than plus five percent (5%), the salary shall be frozen until a market review shows the salary to be within five percent (5%).
2. Councillors' salaries shall be set at 46% of the Mayor's base salary.
3. Deputy Mayor salary shall be set at 53% of the Mayor's base salary.
4. Adjustments, if approved through the annual budget process, will be effective in the first (1st) pay period of the following year.
5. A comprehensive review of all remuneration will be conducted in the third (3rd) year of each Council term. Council will receive a report with recommendations for adjustments to the remuneration program, if applicable, during the third (3rd) year's Organizational meeting. Adjustments, if approved through the annual budget process, will be effective for the beginning of the next Council term.

The following have been identified as the City of Chestermere's Comparable Municipalities based on similarities in size, demographics, and geographic location:

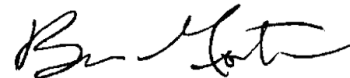
City of Airdrie	Town of Okotoks
City of Beaumont	Rocky View County
Town of Cochrane	City of Spruce Grove
City of Fort Saskatchewan	Town of Stony Plain
Town of High River	Town of Strathmore
City of Leduc	

The City of Chestermere may adjust its Comparable Municipalities as required.

Approved by:



Mayor



CAO

Revision History *(completed by Legislative Services)*

Policy Title	Date Approved	Resolution No.
Elected Officials Remuneration & Expenses	2020-10-20	400-20
Elected Officials Remuneration & Expenses	2018-10-15	469-18
Elected Officials Remuneration & Expenses	2018-09-17	389-18
Elected Officials Remuneration & Expenses	2018-05-07	200-18
Elected Officials Remuneration & Expenses	2018-02-20	065-18
Elected Officials Remuneration & Expenses	2017-11-06	413-17
Elected Officials Remuneration & Expenses	2015-11-30	389-15
Elected Officials Remuneration & Expenses	2013-11-04	
Elected Officials Remuneration & Expenses	2011-06-06	
Elected Officials Remuneration & Expenses	2011-05-16	
Elected Officials Remuneration & Expenses	2011-04-04	
Elected Officials Remuneration & Expenses	2011-03-21	
Elected Officials Remuneration & Expenses	2010-11-01	
Elected Officials Remuneration & Expenses	2010-10-04	
Elected Officials Remuneration & Expenses	2007-11-05	
Elected Officials Remuneration & Expenses	2007-09-17	
Elected Officials Remuneration & Expenses	2007-07-23	
Elected Officials Remuneration & Expenses	2006-03-06	
Elected Officials Remuneration & Expenses	2005-10-17	
Elected Officials Remuneration & Expenses	2002-10-07	
Elected Officials Remuneration & Expenses	1999-10-01	