



## TOWN OF BLACK DIAMOND PROCEDURE

<b>Procedure #:</b> COUNCIL-013	<i>(formerly named 12-090-00)</i>
<b>PROCEDURE TITLE:</b> Council Remuneration & Benefits	
<b>Approval Date:</b> June 17, 2015	
<b>Revisions</b>	
<b>Revision Date:</b> September 26, 2017	
November 21, 2018	
June 17, 2020	
October 21, 2020	
<b>Department:</b> Council	

### 1. General Guidelines

- 1.1. To provide guidelines to reimburse members of Council that reflects the Town's appreciation for the time commitment required and dedicated work of Council members on behalf of residents.
- 1.2. To provide a fair and reasonable level of Remuneration for elected officials for their roles as elected officials via Honorarium and per diem payments.
- 1.3. To provide a process for the submission of Timesheets.

### 2. Honorariums

- 2.1. As per Appendix A, a monthly Honorarium shall be paid to the Mayor.
- 2.2. As per Appendix A, a monthly Honorarium shall be paid to each Councillor and the Deputy Mayor.
- 2.3. An elected official of the Town of Black Diamond is entitled to receive this all-inclusive amount for their time and service with respect to attending to Municipal matters.
- 2.4. An Honorarium is paid for:
  - 2.4.1. Council monthly Honorarium shall include all Regular Council Meetings, including preparation.
  - 2.4.2. Preparation for Council meetings and Council Committee meetings. This includes reading agenda packages and research and may include informal meetings with Administration to ask questions.
  - 2.4.3. Preparation and filing of Timesheets and monthly Councillor Reports



- 2.4.4. Dealing with and responding to public concerns from residents, clubs, organizations and businesses, etc.
- 2.4.5. Attendance or participation at social events, including staff Christmas party, Long Service Awards, social committee functions, potlucks, etc.
- 2.5. Honorarium rates are in accordance with Appendix A.

### 3. Councillor Per Diems

- 3.1. The following duties will be eligible for a Per Diem; however, a Councillor may choose to decline to be paid:
  - 3.1.1. Annual Organizational Meeting
  - 3.1.2. Special Council Meetings - Per Diems may be available subject to section 2.4.1.
  - 3.1.3. Public engagement events hosted or requested by Council or by a Committee that the claiming Council member has been appointed to, events required by legislation, or when the attendance of Council members is authorized by resolution of Council.
  - 3.1.4. Per Diems are paid to the appointed representative for attendance at board, committee and commission meetings that Members of Council are appointed to by resolution of Council. In the event that the representative cannot attend, and an appointed alternate representative exists, the alternate shall receive the Per Diem for attendance.
  - 3.1.5. Regional or intermunicipal networking events, such as the annual Regional Dinner or the annual Foothills School Division breakfast.
  - 3.1.6. When an official request has been made, the Mayor or their designate will be eligible for a Per Diem when attending ceremonial duties, grand openings, banquets, luncheons, parades, ribbon cuttings, etc.
  - 3.1.7. Meeting with Municipal, Provincial or Federal elected officials.
  - 3.1.8. Authorized attendance at conferences (i.e. AUMA, FCM). The Per Diem rate includes all meetings or networking events, including those with Ministries or other agencies while attending conferences.
  - 3.1.9. Seminars, webinars and workshops with content/subject matter directly related to general Council duties or the specific appointments of the claiming Council member may be approved by Council or by the Mayor when a Council Meeting agenda is unavailable. The Deputy Mayor will approve the Mayor's attendance when a Council Meeting agenda is unavailable. Council members are requested to include a report on the event in their monthly Councillor Reports.
  - 3.1.10. Courses taking more than one (1) day to complete must be pre-authorized by Council. The Per Diem amount must be determined by resolution of Council and may also include conditions of successful completion.
  - 3.1.11. Councillor administrative requirements that may include matters such as cheque signing and the weekly meeting with the CAO to review agenda items are eligible for a Per Diem.
- 3.2. Council members are discouraged from placing events on their Timesheets that are ineligible for Per Diems.



- 3.3. Anything not specifically covered by a Per Diem shall be considered as being compensated for by Honorarium. The only exception will be if Council agrees to pay a Per Diem upon specific authorization by resolution of Council.
- 3.4. Per Diems will NOT be paid for the following:
  - 3.4.1. Events listed under Honorariums Section 2 of this policy.
  - 3.4.2. Attendance at events that are not in an official capacity, including attendance at a committee meeting as an observer.
- 3.5. For meetings or events where Per Diems are applicable, and where travel in excess of 5km (one-way) is required, travel time both to and from the event is eligible to be included as part of the total meeting time claimed.
- 3.6. Upon receipt of the completed and signed (or emailed) Timesheets, Per Diem amounts shall be paid.
- 3.7. Council will receive Per Diem rates in accordance with Appendix A.

#### 4. Submission of Timesheets

- 4.1. All Councillors will submit their completed Timesheet to the Mayor for approval, either via email or to the Town Office and placed in the marked folder no Later than the 20<sup>th</sup> of each month. In the absence of the Mayor, the Deputy Mayor will review and approve the submitted forms. In the absence of the Deputy Mayor, a Council member with bank signing authority shall approve the Timesheets. No member of Council shall approve their own Timesheet.
- 4.2. Emailed Timesheets must show an electronic signature in all appropriate locations on the form in order to be considered as submitted. For the purposes of this procedure, the Council member may type their name in the Signature area of the form, and the form is then deemed to be electronically signed.
- 4.3. The persons responsible for completing the approvals each month must review all Timesheets submitted and turn in the approved forms to the Finance Manager no later than the 23<sup>rd</sup> of each month.
- 4.4. Timesheets are to be reviewed to ensure that the form is completed and signed, that Per Diems are only claimed as set out in this policy and procedure, and that the submitting Council member is entitled to claim Per Diems for the events noted (i.e. by appointment to the committee, by resolution of Council, etc.).
- 4.5. The approving member of Council must sign, or electronically sign, the approved Timesheet prior to submitting the form to the Finance Manager. Any unsigned forms will not be deemed to be submitted and will not be processed for payment of Per Diems.
- 4.6. Any Timesheets not received by the Finance Manager by the 23<sup>rd</sup> will be considered late, and Per Diems will be carried forward to the next month's approval process.
- 4.7. In order to meet staffing needs or to address calendar concerns, the Finance Manager or the CAO may alter the submission dates in any given month and will provide as much advance notification to Council as possible. Any late items will be held over as in any other month.
- 4.8. Any Timesheets containing items that are questioned by the approving Council member, are to be reviewed with the Council member submitting the claim, prior to the 23<sup>rd</sup> day of the month.



- 4.9. If a Council member and the approver cannot reach an agreement, then the submitting member of Council may request that a Closed Session be held at the next available Regular Meeting of Council, and request that Council review the Timesheet submitted and decide the matter by resolution. Such decision is final and binding.
  - 4.9.1. All uncontested Per Diems will be paid if the Council decision cannot be reached prior to completion of payroll.
- 4.10. Council's resolution, if requiring any change to prior Per Diems, shall include any direction to the Finance Manager, an applicable timeframe for any Timesheet changes and any requests for amendment to the Policy or Procedure required as a result. The timeframe stated must not exceed the current year's budget.
- 4.11. The Finance Manager will review all submitted and approved Timesheets for required signatures, mathematical errors, or other similar errors not involving the approval of any Per Diem. Any errors encountered will be corrected if mathematical in nature or discussed with the submitting Council member prior to the Council member's payroll being processed.
- 4.12. Any Timesheets not submitted and approved on time in the month of December will not be eligible for Per Diem payment in the current budget year, as the accounting year will be closed. Such late Per Diems will be reflected in the next budget year.
- 4.13. All finalized Timesheets are posted to the Town's website each month for public disclosure. The Timesheets will not be severed unless in accordance with the Freedom of Information and Protection of Privacy Act.

## 5. Council Benefit Package

- 5.1. Council members are eligible for participation in the Council Benefit Plan as arranged for by the Town of Black Diamond.
- 5.2. All Council Benefit Plan matters, including costs, coverage, claims, terms, conditions and specific eligibility requirements shall at all times be subject to and governed by the terms and conditions of the plans and/or policies provided or underwritten by the respective carriers and may be subject to change without notice.
- 5.3. The Town of Black Diamond and the participating members of Council shall share the cost of the Council Benefit Plan premiums, with 50% to be paid by the Town and 50% by each participating Council member.
- 5.4. Employee and Family Assistance Program (EFAP) will be made available to all members of Council, regardless of their participation in any Benefit program. 100% of the premium for EFAP will be paid by the Town.
- 5.5. The Council members' portion shall be deducted from their monthly Remuneration. In the event that any member of Council is unable to have the premium deducted from their monthly Remuneration, the Town of Black Diamond shall invoice the Council member for this portion. If the invoice is not paid within 15 days of the date of the invoice, the premium will be cancelled.

## 6. Forms

- 6.1. Appendix A - Monthly Honorarium and Per Diem Schedule
- 6.2. Appendix B - Eligibility Chart
- 6.3. Appendix C - Timesheet



## 7. End of Procedure

### APPROVAL

\_\_\_\_\_  
Sharlene Brown, CAO

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Date

### REVIEW

**Procedure reviewed, no changes required:**

CAO Signature	CAO Name ( <i>print</i> )	Date Reviewed/Approved
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