



**City of
Lloydminster**

Policy

Policy Title:	Council Remuneration	Policy Number:	120-03
Date of Adoption:	October 28, 2019	Motion Number:	281-2019
Date of Amendment:	January 11, 2021	Motion Number:	08-2021
Supporting Department:	Office of the City Clerk		

1. Purpose:

- 1.1. To provide a uniform and transparent practice for the remuneration of Members of Council.
- 1.2. To enable Members of Council to conduct City business in an efficient, fair and equitable manner.
- 1.3. To compensate Members of Council fairly and equitably for their time spent on City business.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City.
City	The corporation of the City of Lloydminster.
City Manager	The individual appointed under section 147(1) of the <i>Lloydminster Charter</i> as Commissioner.
Full Day Per Diem	\$200 paid to a Member of Council for their services of anything more than four (4) hours.
Half Day Per Diem	\$100 paid to a Member of Council for their services for a maximum of four (4) hours.
Mayor	As defined in the <i>Lloydminster Charter</i>
Members of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Pcard	A City issued Purchasing Card.
Relative	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild, uncle, aunt, nephew, niece and first cousin. This includes common-law, in-law, step relationships and those that may not be blood relationships but are dependents or are fictive kinship.

3. Scope:

- 3.1. This Policy applies to all Members of Council.

4. Benefits:

- 4.1. Members of Council may participate in the City benefits package, except for:
 - 4.1.1. long term disability; and
 - 4.1.2. the group retirement program.
- 4.2. Members of Council shall opt in or out of the City benefits package within sixty (60) days of being elected.
- 4.3. Members of Council may request changes to their benefits package, which may be approved by the chief of staff on a case by case basis.

5. Mayor's Remuneration

- 5.1. The Mayor shall be paid remuneration based on 60.4% of the total averaged salary of that of a Saskatchewan Minister and Alberta Minister.
- 5.2. The Mayor shall be provided with a monthly vehicle allowance of Five Hundred Dollars (\$500) to compensate for vehicle-related expenses including but not limited to; mileage, fuel and oil costs; insurance; maintenance and repairs or other items allowed or considered claimable by the CRA as eligible expenses.
- 5.3. The Mayor shall not claim Full Day Per Diems or Half Day Per Diems.
- 5.4. Notwithstanding section 5.3 above, the Mayor may claim per diems in accordance with the Business Expense Policy as amended from time to time.

6. Member of Council's Remuneration

- 6.1. Members of Council, other than the Mayor, shall be paid remuneration based on 38.2% of the Mayor's salary.
- 6.2. In addition to remuneration set out in section 6.1 above, Members of Council, other than the Mayor, shall be paid a Full Day Per Diem or Half Day Per Diem for attending any business on behalf of the City.
- 6.3. Acceptable per diem claims may include but are not limited to:
 - 6.3.1. Information sharing events with Administration;
 - 6.3.2. Public consultation events;

- 6.3.3. Intermunicipal meetings;
- 6.3.4. Minister Meetings;
- 6.3.5. Attendance at committee meetings as appointed by Council;
- 6.3.6. Conferences;
- 6.3.7. Professional Development;
- 6.3.8. Caucus Meetings.

6.4. Without limiting the forgoing, per diems shall not be paid for the following:

- 6.4.1. Regular Council Meetings, Special Council Meetings, Governance and Priorities Committee Meetings, Agenda review meetings;
- 6.4.2. In-house education or workshops events put on by the City of Lloydminster;
- 6.4.3. Meetings where honoraria or per diems are paid by an organization other than the City;
- 6.4.4. Golf tournaments;
- 6.4.5. Ceremonial, including but not limited to anniversaries for local businesses or non-profits;
- 6.4.6. Community events, including but not limited to Canada Day, Remembrance Day;
- 6.4.7. Political party events.

6.5. Each Member of Council may receive a set salary adjustment of \$200 per month during their term as Deputy Mayor in compensation for additional duties.

7. Equipment, Supplies and other Supports

7.1. Any equipment provided by the City shall remain the property of the City and shall be returned immediately when the individual Member of Council's term is complete.

7.2. Members of Council shall each be provided with a City owned tablet or a laptop computer.

7.3. Members of Council and the Mayor may utilize a City issued cell phone or may receive tier two (2) reimbursement in accordance with the Cellular Device Use Directive.

7.4. The Mayor shall be provided with:

- 7.4.1. an office at City Hall;
- 7.4.2. a computer and/or a tablet;
- 7.4.3. a Pcard.

7.5. Any equipment or technology provided to Members of Council must be used in accordance with all applicable city policies and directives.

- 7.6. Reimbursement for printer ink cartridges, or similar items, shall be processed and completed only if accompanied by a receipt.

8. Travel

- 8.1. Members of Council shall be reimbursed for authorized travel in accordance with the Business Expense and Travel Policy as amended from time to time.

9. Review:

- 9.1. The City Manager may annually appoint a volunteer committee comprised of residents of the City to conduct a review and of this Policy provide Council with feedback.
- 9.2. The purpose of the committee is to research, develop and present a report and recommendations on whether to maintain or amend this policy. Areas to be examined may include:
 - 9.2.1. per diem amounts;
 - 9.2.2. how the salary for the Mayor and Members of Council is determined;
 - 9.2.3. the deputy mayor allowance; and
 - 9.2.4. any other matter directly related to Council remuneration.
- 9.3. Any such committee shall consist of minimum three (3) members and no more than five (5) members from the public and one (1) member of city Administration to act as an advisor to the committee.
- 9.4. Eligible committee members shall be:
 - 9.4.1. a resident within the corporate limits of the City of Lloydminster of at least six (6) months;
 - 9.4.2. not be a Relative of a member of Council or Administration, or be a member of Administration; and
 - 9.4.3. 18 years of age or older upon the first meeting of the committee.
- 9.5. Administration shall identify potential committee members that have skills, abilities and experience in one of the following areas:
 - 9.5.1. professional, scientific, business and technical services; or
 - 9.5.2. finance and insurance representative
- 9.6. The committee chair shall be appointed by the City Manager.
- 9.7. Committee meetings shall be held at the call of the chair.

- 9.8. The committee shall provide a recommendation to Council at a Governance and Priorities Committee Meeting.
- 9.9. In accordance with section 144 of *The Lloydminster Charter*, all decisions regarding council remuneration shall be made by a resolution of Council at their sole discretion.
- 9.10. A committee shall be appointed for a term not less than one (1) year and not more than three (3) years.

10. Penalty:

- 10.1. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

11. Responsibility:

- 11.1. City Council shall review and approve all policies.
- 11.2. City Administration shall administer the policy through the use of a supporting procedure.
- 11.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.
- 11.4. This Policy shall be reviewed two (2) years from date of last review.