



CITY OF LLOYDMINSTER POLICY

Title: Council Remuneration
Policy Number: CW-03-88-21200
Jurisdiction: Council
Adopted By: Council

Originated: November 1, 1988
Last Revised: December 11, 2017
Effective Date: November 1, 2012
Origin/Authority: City Manager/CAO

1. PURPOSE

- A. To ensure a uniform practice is maintained in the approval and payment process to members of City Council for payment and remuneration for time spent on City business.

2. DEFINITIONS

- A. "Regular Council Meeting" means regularly scheduled Council Meetings as outlined in the Procedure Bylaw.
- B. "Special Council Meeting" means a meeting of Council called in addition to Regular Council Meetings.
- C. "Council-Appointed Committee" means a structured Committee appointed solely by the Council to assist in achieving their objectives.
- D. "Council External Board Appointment" means the appointment of a Council Member as a member to any formal Committee, Board, or Authority that is NOT the sole creation of Council.
- E. "Council Honorarium" means a sum of money paid to a Council Member on a periodic basis while they hold elected office for attendance at Regular Council Meetings, Special Council Meetings, or Meetings of Boards or Committees they are appointed to. All payments made are considered one-third (1/3) non-taxable as permitted under the "Income Tax Act."
- F. "Per Diem" means a uniform sum of money to be paid per day as compensation for time spent on City business at Meetings other than Regular Council Meetings, Special Council Meetings, or Meetings for Boards or Committees they are appointed to annually, and only applies to Councillor positions.

3. POLICY

- A. The Mayor's Honorarium shall be paid in the amount of:

2012	\$94,555 per Annum
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Economic increase based on CPI to be applied annually thereafter.



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B. The Councillors' Honorarium shall be paid in the amount of:

2012	\$31,515 per Annum
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Economic increase based on CPI to be applied annually thereafter.

C. Honorarium shall be paid bi-weekly by direct deposit payroll transfer. Per Diems may also be paid bi-weekly, or monthly, on the first pay period immediately following the end of the previous month.

D. Honorariums shall be pro-rated for members holding Office for less than a full year.

E. A Per Diem Rate shall be established at:

2012	\$200.00 full per Diem
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Council Members are eligible to claim a Per Diem under the following circumstances:

- Business or travel on any day of the week where the time involved, including travel time, exceeds four (4) hours in any single day. (Social activities or events do not qualify).

F. There is established a maximum allowable number of Per Diems paid to the Councillors of thirty (30) per calendar year. Eligibility for payment beyond this number shall require authorization by Council.

4. PAYMENT OF EXPENSES

A. Expense requirements for expense incurred while on City business shall be paid in accordance with the current Expense Accounts Policy.

B. Payments to Council Members for these expenses shall be made on a regular basis (bi-weekly) following receipt of duly authorized claim vouchers. At all times, Council Members are responsible for the submission of receipts to the Mayor's Sr. Executive Assistant, who will forward them with the appropriate claim voucher for authorization and payment.

C. The Mayor or Deputy Mayor shall be authorized to approve/disallow all claims submitted by Council Members. Any claims submitted by the Mayor shall be authorized by a minimum of two (2) Council Members.



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5. AMENDMENT AND REVIEW OF RATES

- A. The Compensation/Benefits Review Committee, every four years, following a general election, will do a complete review of this Policy and Rates being paid, bringing a recommendation forward during the first year of the new term.

6. RESPONSIBILITIES

- A. The City Manager/CAO is designated as being responsible for recommending revisions to this Policy as seen appropriate.