

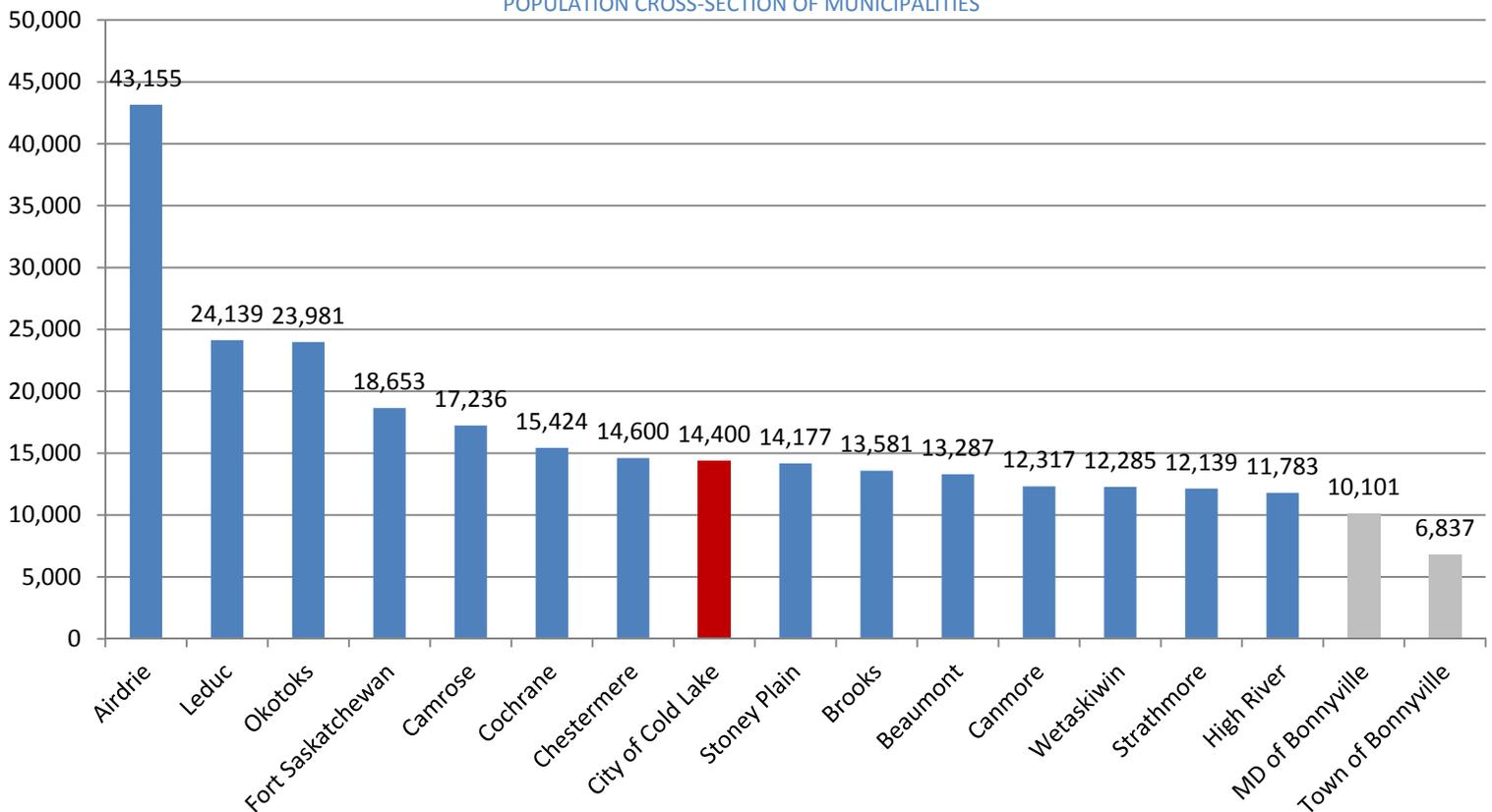
The purpose of this report is to provide background and framework in establishing a compensation package for the Mayor and Council post October 2013 Municipal Election. In reviewing the compensation packages, various municipalities were included in the analysis including:

- Town of Bonnyville
- M.D. of Bonnyville
- City of Airdrie
- City of Leduc
- City of Okotoks
- City of Fort Saskatchewan
- City of Camrose
- Town of Cochrane
- City of Brooks
- City of Wataskiwin
- City of Canmore

At the time of the review most municipalities had not completed their 2012 Financial Statements therefore, in most of this analysis we used the results of the 2011 financial statements from various municipalities in the development of a compensation philosophy.

This analysis utilized municipalities that are both larger and smaller than the City of Cold Lake. In order to further understand the cross-section of municipalities included in this analysis, the following figure outlines the municipal population of each municipality. Each municipality is depicted with as sample number.

**FIGURE 1**  
POPULATION CROSS-SECTION OF MUNICIPALITIES

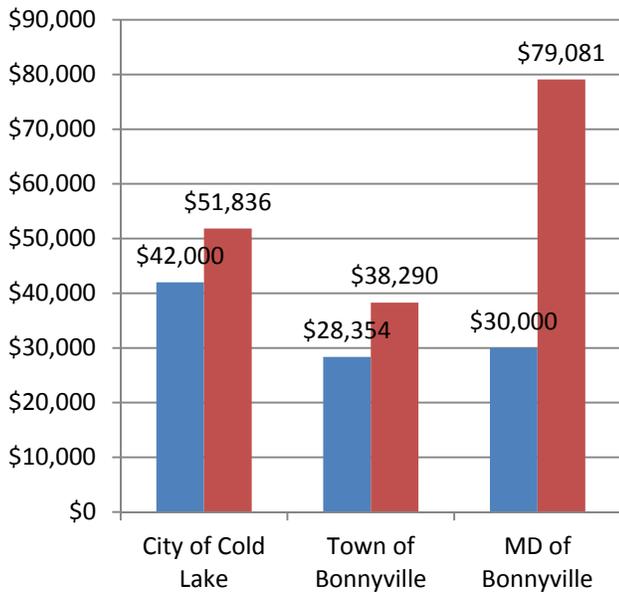


Further to Figure 1, additional information was put together outlining the budgets of each of these municipalities. This information has been attached as Schedule “A” for reference purposes.

Setting compensation packages can be very confusing as various municipalities utilize “honorariums” and “Per Diems” differently which have varying impacts on the financial statements (actual expenditures). Council must adopt a philosophy that they’re comfortable with and meets with the expectations of their community. The following table outlines a regional comparison of Council Honorariums and Per Diems and how they relate the 2011 audited financial statements.

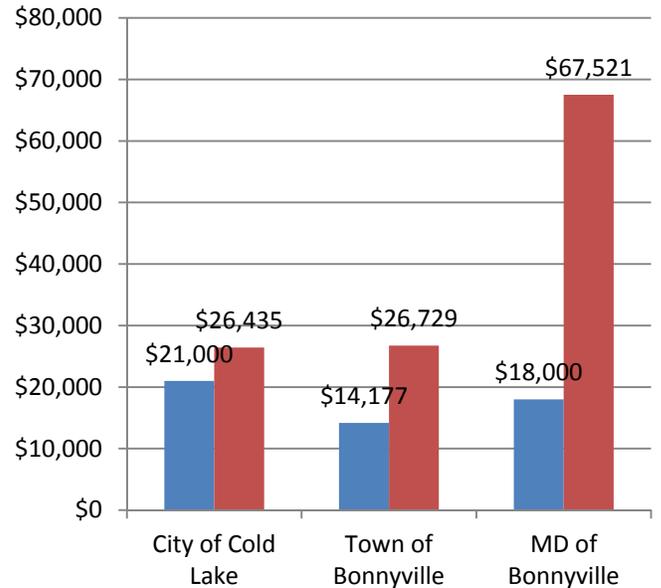
**FIGURE 2**

Mayors Remuneration Policy Framework and Financial Impact



**FIGURE 3**

Councillors Remuneration Policy Framework and Financial Impact



As depicted in the above figures, the Honorarium that an elected official received is somewhat comparable (blue) however depending on the philosophy on how an elected official received Per Diems and/or benefits (red) had varying degrees of outcomes to the actual expenditure and resulting financial statement.

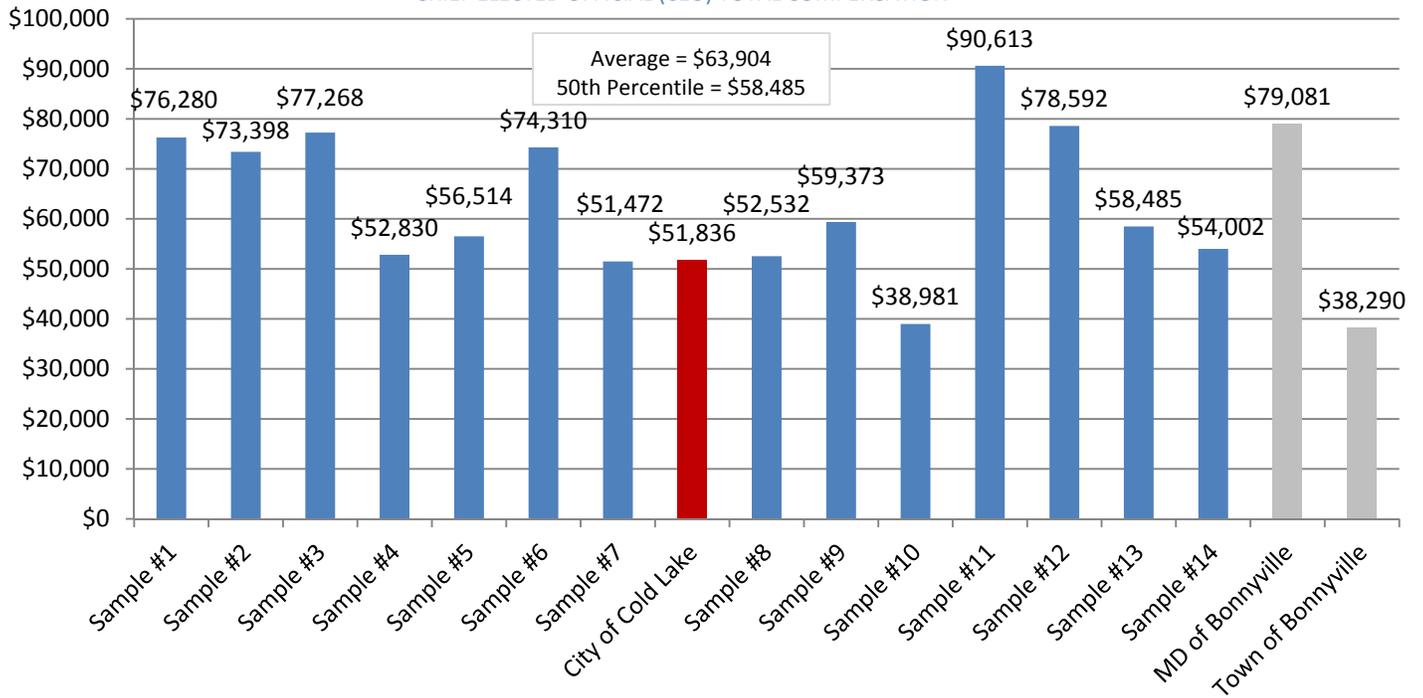
During Council’s Corporate Priority Meeting on January 15, 2013, the following elements were important for this review:

- Mayor and Council Salary should be comparable other municipalities of comparable size.
- Mayor compensation being set at 2x that of a Council is not important.
- Personal equipment allowance (e.g. mobile phones, iPhone’s, etc.)
- Consider benefit options (e.g. Healthcare, Childcare allowance, etc.)
- Consider indexing honorariums based on consumer price indexing thru the term.
- Deputy Mayor compensation needs to be a consideration for assisting the mayor in such activities.
- Performance requirements and as to what is claimable needs to be reviewed.

Chief Elected Official

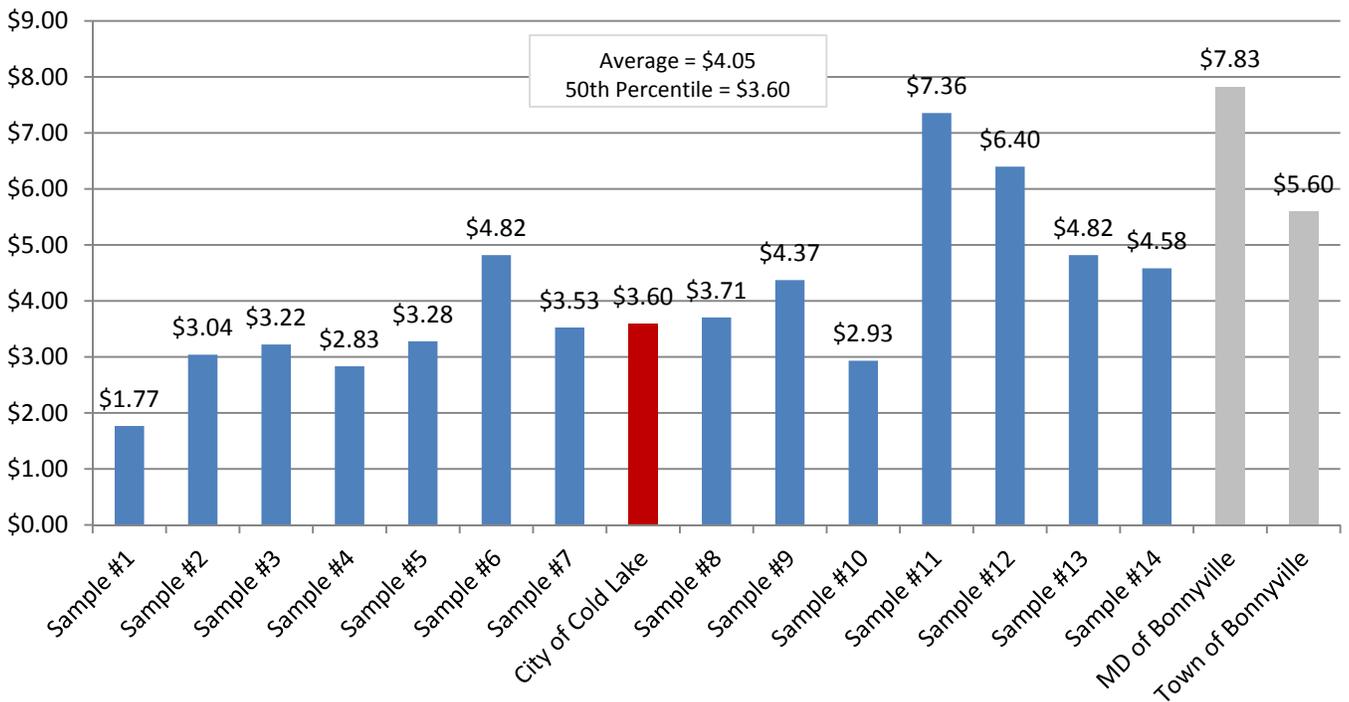
The Municipal Government Act requires all municipalities to identify actual expenditures of each elected official with their annual financial statements. The following figure outlines the actual Chief Elected Official compensation expenditures of each sample municipality as outlined in their 2011 Financial Statements.

**FIGURE 4**  
CHIEF ELECTED OFFICIAL (CEO) TOTAL COMPENSATION



Utilizing the information from Figure 4, we've calculated a per capita distribution and depicted the results on the Figure 5.

**FIGURE 5**  
CHIEF ELECTED OFFICIAL PER CAPITA DISPERSEMENT



The average compensation utilizing the established cross-section is \$63,904 with a median salary being \$58,485. It should have noted that these figures represent both “Honorarium” and “Per Diem”. For reference purposes, the following percentile rates have been identified as benchmarks.

PERCENTILE RATING	SALARY
100 <sup>th</sup>	\$90,613
80 <sup>th</sup>	\$76,478
50 <sup>th</sup>	\$58,485
20 <sup>th</sup>	\$52,393
Zero	\$38,981

We have also calculated the salaries based on the 50<sup>th</sup> percentile per capita (\$3.60) and average per capita (\$4.05). The results are \$51,836 and \$58,269 respectively. Utilizing the two (2) methods we can summarize the results for an average salary as follows:

METHOD	SALARY RANGE
AVERAGE/50 <sup>TH</sup> PERCENTILE BENCHMARK	\$58,485 to \$63,904
PER CAPITA EXTRAPULATION	\$51,836 to \$58,269

For the purpose of this report, we’ve established a target remuneration for the Chief Elected Official of approximately \$60,000. The remuneration maybe calculated as follows:

REMUNERATION TYPE	2011 Audited	2012 Un-Audited	PROPOSED
Honorarium	\$42,000	\$42,000	\$50,000
Per Diem (*Estimated)	\$9,836	\$7,860	*\$10,750
Sub Total	\$51,836	\$49,860	\$60,750
Extended Benefits (Estimated)	n/a	n/a	\$1,130
Total	\$51,836	\$49,860	\$61,880

The estimated per diem is based on the proposed remuneration policy of \$125.00 for half day meetings and \$250.00 for full day meetings. The estimate of \$10,750 consists of 50 half-day meetings and 18 full-day meetings that are not inclusive of the honorarium.

Honorariums are intended to provide compensation for the following meetings:

- Regular Council Meetings
- Corporate Priority Meetings
- All post-election Council education/orientation sessions;
- Budget Meetings
- Meeting Preparation Time
- All social events such as (Ceremonies, Grand Openings, Banquets, Social Events attended in an official capacity as the representative of the City) within the City.

- Responding to public concerns from residents, clubs, organizations, businesses, etc.
- Meeting less the 40 Kilometers outside the Municipal Boundaries of Cold Lake
- Meeting with the Chief Administrative Officer
- City Staff Functions
- Inter-City Travel

The Per Diem are intended to provide compensation for the following:

- Special Council Meetings
- Conferences
- Courses
- Workshops
- Seminars
- Council Appointed Boards/Committee/Commission Meetings
- Meetings greater than 40 Kilometres outside the Municipal Boundaries of Cold Lake

#### Deputy Chief Elected Official

In reviewing this issue we found that there are different perspectives to consider.

Firstly, when considering running for Council the remuneration already identifies the required commitments and the remuneration to fulfill that commitment. If a Councillor needs to attend additional meeting (due to Deputy Mayor Duties) outside the boundaries of the community they are compensated a per diem in accordance to the remuneration policy. The remuneration of Council honorariums should have already considered the rotation of the deputy mayor duties.

On the other hand it may be preserved that being the Deputy Mayors may require additional duties that are not covered by honorariums and/or per deims and therefore deserves extra compensation for conducting these duties.

In reviewing the City of Cold Lake circumstances, Deputy Mayor Duties are typically split by duration equally amongst the Councillors. The typical term of a Deputy Mayor is three (3) months which is rotated between the six (6) members of Council (twice in an election cycle). That being said it is fair to say that if there was an additional compensation for Deputy Mayor, all members of Council would get equal compensation (more or less).

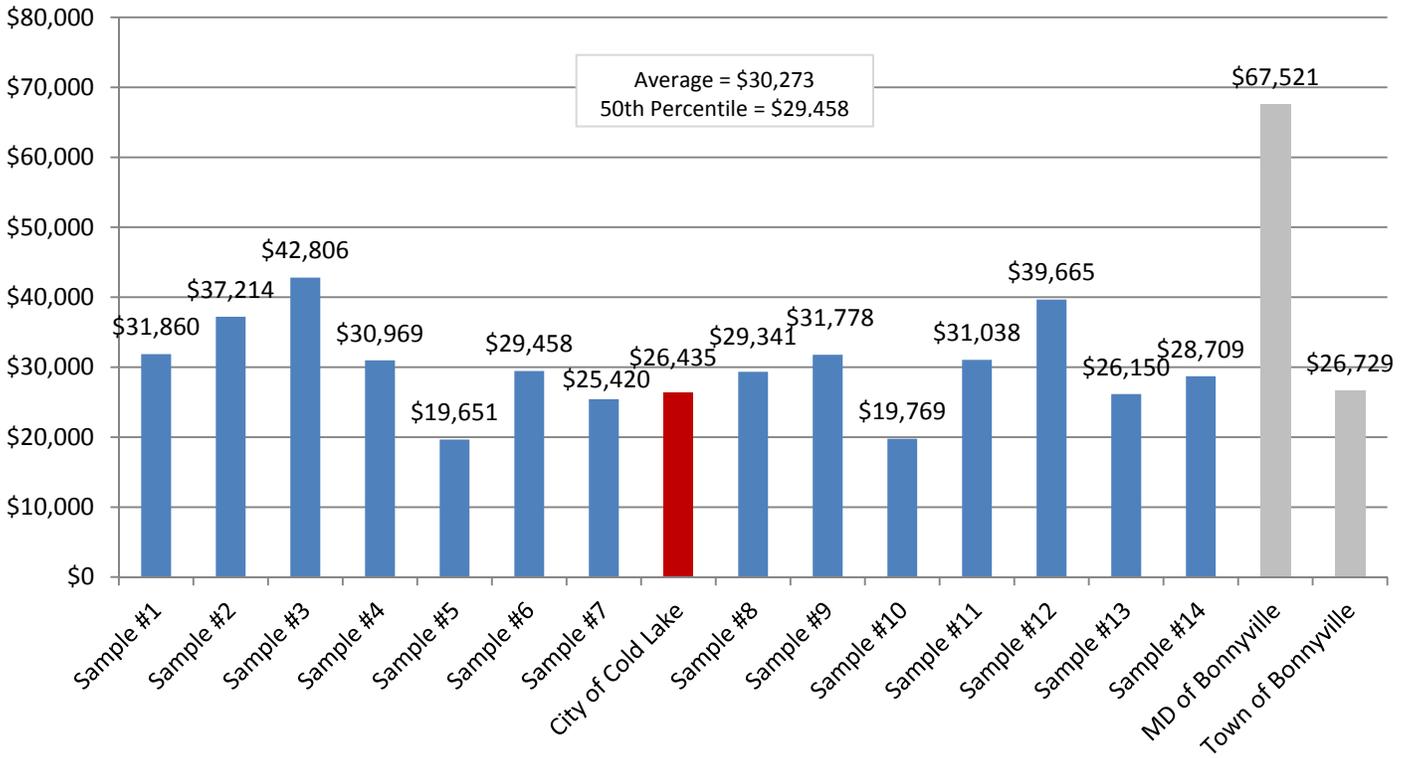
We have also reviewed the eleven (11) samples taken in this report and we found that two (2) municipalities provided extra remuneration for deputy mayor duties. Each municipality approached the compensation differently. One which increased the honorarium and other provided an additional per diem for the position of deputy mayor.

It is recommended that council compensation package be all inclusive on the basis that the deputy mayor term will continue to be equally rotated amongst Council.

#### Councillors/Aldermen

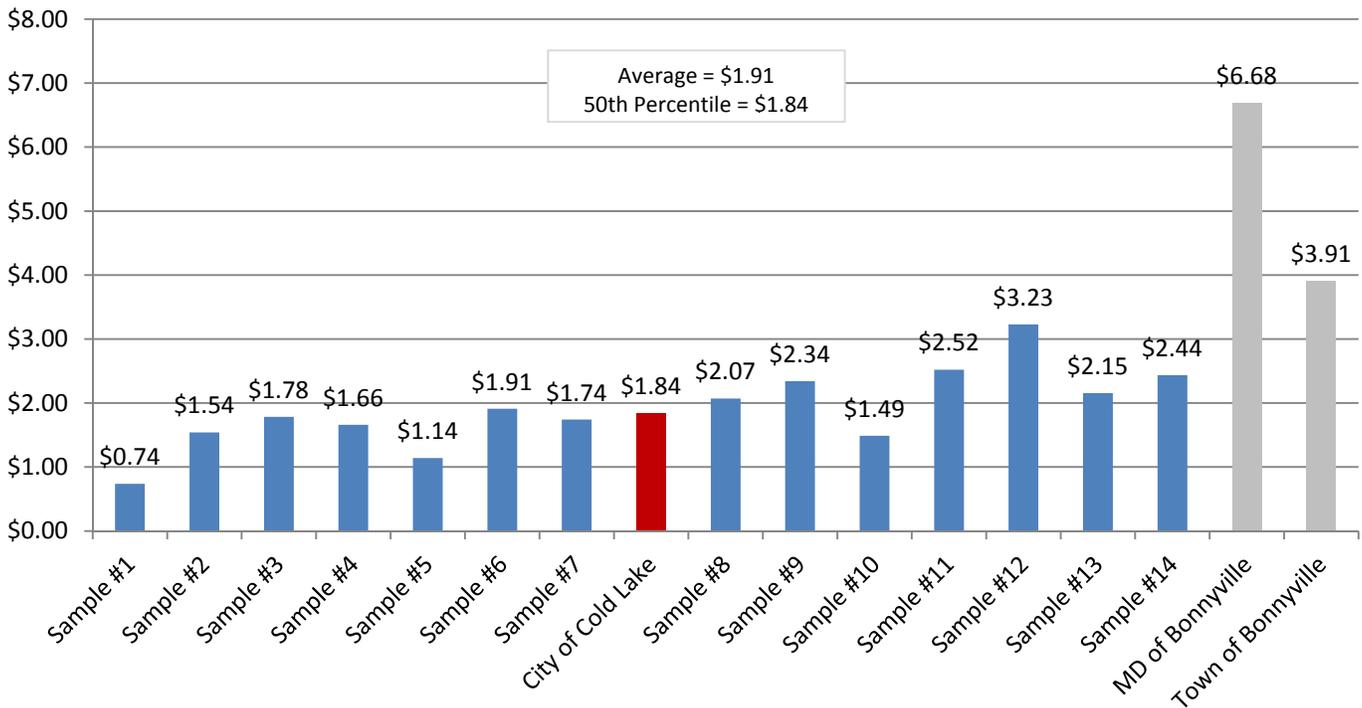
We've taken the same approach in reviewing the remuneration of Councillors. It should be noted that within this section we have used an average number of all councillor that represent a municipality. The following figure outlines the actual Council compensation expenditures of each sample municipality as outlined in their 2011 Financial Statements.

**FIGURE 6**  
COUNCILLOR/ALDERMEN TOTAL COMPENSATION



Utilizing the information from Figure 6, we've calculated a per capita distribution and depicted the results on Figure 7.

**FIGURE 7**  
COUNCILLOR/ALDERMEN TOTAL COMPENSATION



The average compensation utilizing the established cross-section is \$30,273 with a median salary being \$29,458. It should have noted that these figures represent both “Honorarium” and “Per Diem”. For reference purposes, the following percentile rates have been identified as benchmarks.

PERCENTILE RATING	SALARY
100 <sup>th</sup>	\$42,806
80 <sup>th</sup>	\$32,931
50 <sup>th</sup>	\$29,458
20 <sup>th</sup>	\$26,004
Zero	\$19,651

We can also calculate the salaries based on the 50<sup>th</sup> percentile per capita (\$1.84) and average per capita (\$1.91). The results are \$26,435 and \$27,517 respectively. Utilizing the two (2) methods we can summarize the results for an average salary as follows:

METHOD	SALARY RANGE
AVERAGE/50 <sup>TH</sup> PERCENTILE BENCHMARK	\$29,458 to \$30,273
PER CAPITA EXTRAPULATION	\$26,435 to 27,517

For the purpose of this report, we’ve established a target remuneration for the Councillor of approximately \$30,000. The remuneration maybe calculated as follows:

REMUNERATION TYPE	2011 Audited	2012 Un-Audited	PROPOSED
Honorarium	\$21,000	\$21,000	\$23,500
Per Diem (Estimated)	5,435	\$7,440	\$6,000
Sub Total	\$26,435	\$28,440	\$29,500
Benefits (Estimated)	n/a	n/a	\$1,050
Total	\$26,435	\$28,440	\$30,550

The estimated per diem is based on the proposed remuneration policy of \$125.00 for half day meetings and \$250.00 for full day meetings. The estimate of \$6,000 consists of 24 half-day meetings and 12 full-day meetings that are not inclusive of the honorarium.

The criteria for honorariums and Per Diems would be given the same definition as outlined earlier in this report.

Elected Official Extended Benefits

Currently the elected official has no extended benefits. The report outlines a proposed approach of which is being recommend for extended benefits.

The mandatory extended benefits included Life Insurance and Accidental Death and Dismemberment at 2 times the annual honorarium. In accordance to the extended benefits provider, other extended

benefits are not an option without this coverage. It is being proposed that the City of Cold Lake pay 100% of the mandatory premiums (approximately \$100 per year per elected official).

The premiums for Health and Dental Coverage is \$1,866.36 annually or \$155.63 per month (for Single Coverage); or \$5,167.56 annually or \$430.63 per month (for family Coverage). Highlights of the Health and Dental coverage include the following:

- Best Doctors Program
- Employee Assistance Program (EAP)
- Guaranteed Critical Illness
- 100% reimbursement for prescription drugs.
- \$250 Vision (every two Years)
- Dental Care
  - Basic and Diagnostic 100% Reimbursement
  - Dentures 100% Reimbursement
    - The above noted has a combined maximum coverage of \$2,500
  - Major Restorative 80% Reimbursement
  - Orthodontics 50% Reimbursement
    - The above noted has a Lifetime Maximum of \$2,500

Other benefits are also included in the plan. For reference purposes the booklet outlining the entire program has been attached to the appendix of this report.

It is being proposed that the City of Cold Lake provided an allowance of \$80 per month (approximately 50% of single) towards the additional premiums. It should *be noted that If any member of Council chooses not to participate in the Benefit Package, they do not receive any payment in lieu.*

The financial impact to the elected official can be summarized as follows:

- For Single Person Benefit Coverage
  - \$155.63 (per month) - \$80 (City of Cold Lake Contribution) = \$75.53 per month or \$906.36 annually.
- For Family Benefit Coverage
  - \$430.63 (per month) - \$80(City of Cold Lake Contribution) = \$350.63 per month or \$4,207.56 annually.

The following clause in the policy is being proposed:

*“Member of Council are eligible to join the Council Benefit Package. Benefits include Life Insurance and Accidental Death and Dismemberment at 2 times the annual honorarium with premiums paid 100% by the City of Cold Lake. Other benefits include Health and Dental which are mandatory in the package unless the member has coverage from another plan. The City will pay \$80.00 per month towards these premiums with the balance of the premium being paid by the member. If any member of Council chooses not to participate in the Benefit Package, they do not receive any payment in lieu. Council members are not eligible for short or long term disability. Enrollment must be within 60 days of being*

*elected or the member is subject to the Late Entrant rules. If a Council member opts to join the Benefit Package they must remain on the program for the length of their term.”*

As outlined in the policy statement, this coverage is “all in” or “all out” (unless the members has coverage in another plan.

#### Elected Official Expense Reimbursement Policy

The Elected Official Expense Reimbursement Policy was also reviewed as part of the scope. The following items were discussed:

- Use of Personal Equipment allowance (e.g. mobile phones, iPhone’s, etc.)
  - It is being recommended that no allowance provision for the use of personal mobile devices be included in the policy. Sensitive information may be transmitted via electronic devices. Further to the use of a personal electronic device is not restricted to the one (1) user. (e.g. family members may see business correspondence or answer a business phone call on a personal device). Utilizing electronic devices that are issued by the City of Cold Lake (although sometimes cumbersome) provide a clear distinction being business use and personal use.
- Meals
  - It is being recommended that the allowances for meals (without receipts) are increased as follows:
    - Breakfast from \$12.00 to \$12.00
    - Lunch from \$16.25 to \$17.00
    - Dinner from \$22.75 to \$25.00
    - Gratuities @15% from \$7.65 to \$8.10
    - Total from \$58.65 to \$62.10

It was noted that the policy is very general and is subject to interpretation. That being said, the committee recommends that a more in-depth review of the policy be conducted.

#### Summary

This report is outlining some recommended adjustments to Councils’ Honorarium and Per Deim Policy include the following:

- Mayor’s honorarium be increased from \$42,000 to \$50,000.
- Council’s honorarium be increased from \$21,000 to \$23,500
- Honorariums are intended to provide compensation for the following meetings:
  - Regular Council Meetings;
  - Corporate Priority Meetings;
  - Budget Meetings;
  - Meeting Preparation Time;
  - All post-election Council education/orientation sessions;
  - All social events such as (Ceremonies, Grand Openings, Banquets, Social Events attended in an official capacity as the representative of the City) within the City.
  - Community and Athletic Events

- Responding to public concerns from residents, clubs, organizations, businesses, etc.
- Meeting less the 40 Kilometers outside the Municipal Boundaries of Cold Lake
- Meeting with the Chief Administrative Officer
- City Staff Functions
- Inter-City Travel
- The Per Deim rates be increased from \$112.50 for 1/2 Day (less than 4 hours) and \$225.00 in excess of 4 hours to **\$125.00** for 1/2 Day (less than 4 hours) and **\$250.00** in excess of 4 hours
- The Per Diems are intended to provide compensation for the following:
  - Special Council Meetings
  - Conferences
  - Courses
  - Workshops
  - Seminars
  - Council Appointed Boards/Committee/Commission Meetings
  - Meetings greater than 40 Kilometres outside the Municipal Boundaries of Cold Lake
  - All social events such as (Ceremonies, Grand Openings, Banquets, Social Events attended in an official capacity as the representative of the City) greater than 40 Kilometres outside the Municipal Boundaries of Cold Lake.
- The following provision be added for indexing the elected official salary:
  - .....to be indexed annually using Alberta’s Consumer Price Index (CPI) from October to October rounding amount to the nearest \$5.00.
- The following provision for extended health care benefits be added to the policy:
  - Member of Council are eligible to join the Council Benefit Package. Benefits include Life Insurance and Accidental Death and Dismemberment at 2 times the annual honorarium with premiums paid 100% by the City of Cold Lake. Other benefits include Health and Dental which are mandatory in the package unless the member has coverage from another plan. The City will pay \$80.00 per month towards these premiums with the balance of the premium being paid by the member. If any member of Council chooses not to participate in the Benefit Package, they do not receive any payment in lieu. Council members are not eligible for short or long term disability. Enrollment must be within 60 days of being elected or the member is subject to the Late Entrant rules. If a Council member opts to join the Benefit Package they must remain on the program for the length of their term.
- No allowance provision for the use of personal mobile devices be included in the policy.
- No allowance provision for Child Care (Baby Sitter) be included in the policy.
- No allowance for an increase rate of pay for the deputy mayor as such It is recommended that council compensation package be all inclusive on the basis that the deputy mayor term will continue to be equally rotated amongst Council.

SCHEDULE “A” OPERATING AND CAPITAL BUDGET OF VARIOUS MUNICIPALITIES

SCHEDULE “B” 2011 FINANCIAL STATEMENT COMPARISON OF MAYOR/COUNCIL

SCHEDULE “C” AMSC CONFIDENTIAL SALARY SURVEY REPORT

SCHEDULE "D" VARIOUS OTHER EXAMPLE MUNICIPAL REMUNERATION REVIEWS AND POLICIES

SCHEDULE "E" EXISTING COUNCIL HONORARIUM AND PER DIEM POLICY NO. 123-AD-10

SCHEDULE "F" EXISTING ELECTED OFFICIALS EXPENSE REIMBURSEMENT POLICY NO. 002-FN-97

SCHEDULE "G" PROPOSED COUNCIL HONORARIUM AND PER DIEM POLICY NO. 123-AD-10

SCHEDULE "H" PROPOSED ELECTED OFFICIALS EXPENSE REIMBURSEMENT POLICY NO. 002-FN-97

SCHEDULE "I" GROUP BENEFITS PLAN BOOKLET

SCHEDULE "J" MEETING MINUTES

<b>City</b>	<b>2013 Capital Budget</b>	<b>2012 Capital Budget</b>	<b>2013 Operating Budget</b>	<b>2012 Operating Budget</b>
Town of Okotoks	4,368,065	15,486,850	42,190,739	40,007,068
City of Fort Saskatchewan	25,962,783	11,923,276	51,611,744	49,916,687
City of Wetaskiwin	14,816,975		27,535,898	25,628,429
Town of Canmore	14,524,097	10,884,500	39,292,013	39,422,553
Town of Beaumont	8,496,200	11,046,900	29,431,600	27,447,600
City of Brooks	16,500,000	12,800,000	27,340,209	25,895,162
Town of Stony Plain	13,667,562	7,246,850	36,344,710	31,178,611
Town of Chestermere	8,915,000	16,710,324	27,429,104	25,436,914
Town of Cochrane	13,108,658	6,627,699	37,225,228	35,068,281
City of Camrose	25,687,572	26,428,373	21,119,612	20,025,632
City of Cold Lake	17,073,015	22,267,500	30,728,498	27,838,612

**INFORMATION FROM 2011 FINANCIAL STATEMENTS (unless otherwise stated)**

City or Town	Mayor's Salary	Mayor's Benefits & Allowances	Total	Councillors' Salary	Councillors' Benefits & Allowances	Total	Population
Airdrie	\$ 46,667.00	\$ 29,613.00	\$ 76,280.00	\$ 18,000.00	\$ 13,860.00	\$ 31,860.00	43,155
Beaumont	\$ 30,186.00	\$ 8,795.00	\$ 38,981.00	\$ 15,394.00	\$ 4,375.00	\$ 19,769.00	13,287
Bonnyville (MD)	\$ 63,520.00	\$ 15,561.00	\$ 79,081.00	\$ 48,282.00	\$ 19,239.00	\$ 67,521.00	10,101
Bonnyville (Town)	\$ 37,672.00	\$ 618.00	\$ 38,290.00	\$ 25,636.00	\$ 1,093.00	\$ 26,729.00	6,837
Brooks	\$ 55,987.00	\$ 3,386.00	\$ 59,373.00	\$ 29,041.00	\$ 2,737.00	\$ 31,778.00	13,581
Camrose	\$ 52,174.00	\$ 4,340.00	\$ 56,514.00	\$ 17,549.00	\$ 2,102.00	\$ 19,651.00	17,236
Canmore*	\$ 80,248.00	\$ 10,365.00	\$ 90,613.00	\$ 26,055.00	\$ 4,983.00	\$ 31,038.00	12,317
Chestermere	\$ 44,000.00	\$ 7,472.00	\$ 51,472.00	\$ 22,000.00	\$ 1,753.00	\$ 25,420.00	14,682
Cochrane	\$ 65,000.00	\$ 9,310.00	\$ 74,310.00	\$ 25,073.00	\$ 4,385.00	\$ 29,458.00	15,424
Cold Lake	\$ 50,325.00	\$ 1,511.00	\$ 51,836.00	\$ 25,735.00	\$ 700.00	\$ 26,435.00	14,400
Fort Saskatchewan*	\$ 50,626.00	\$ 2,204.00	\$ 52,830.00	\$ 28,321.00	\$ 2,648.00	\$ 30,969.00	18,653
High River	\$ 48,448.00	\$ 5,554.00	\$ 54,002.00	\$ 24,599.00	\$ 4,110.00	\$ 28,709.00	11,783
Hinton	\$ 49,903.00	\$ 2,197.00	\$ 52,100.00	\$ 29,361.00	\$ 1,221.00	\$ 30,582.00	9,825
Lacombe	\$ 49,577.00	\$ 1,663.00	\$ 51,240.00	\$ 20,592.00	\$ 550.00	\$ 21,142.00	11,733
Leduc	\$ 68,926.00	\$ 4,472.00	\$ 73,398.00	\$ 32,724.00	\$ 4,490.00	\$ 37,214.00	24,139
Okotoks	\$ 72,492.00	\$ 4,776.00	\$ 77,268.00	\$ 39,969.00	\$ 2,837.34	\$ 42,806.34	23,981
Spruce Grove	\$ 67,899.00	\$ 10,015.00	\$ 77,914.00	\$ 30,997.00	\$ 7,317.00	\$ 38,314.00	24,646
Stony Plain	\$ 45,859.00	\$ 6,673.00	\$ 52,532.00	\$ 23,800.00	\$ 5,541.00	\$ 29,341.00	14,177
Strathmore	\$ 44,000.00	\$ 14,485.00	\$ 58,485.00	\$ 24,000.00	\$ 2,150.34	\$ 26,150.34	12,139
Sylvan Lake*	\$ 13,017.00	\$ 6,058.00	\$ 19,525.00	\$ 6,140.00	\$ 3,070.00	\$ 9,210.00	11,115
Wetaskiwin	\$ 72,850.00	\$ 5,742.00	\$ 78,592.00	\$ 34,384.00	\$ 5,281.00	\$ 39,665.00	12,285
*2010 Financial Statements							
<b>Average</b>	<b>\$ 49,358.38</b>	<b>\$ 7,098.48</b>	<b>\$ 56,478.29</b>	<b>\$ 24,441.33</b>	<b>\$ 4,245.79</b>	<b>\$ 28,766.51</b>	

## 2012 AAMDC/AMSC Confidential Salary Survey - Large (Population over 10,000 residents) Aggregate Report



### Municipal Staff

How many FULL TIME PERMANENT employees does your municipality employ?  
 How many FULL TIME SEASONAL employees does your municipality employ?  
 How many PART TIME employees does your municipality employ?  
 How many CONTRACTED employees does your municipality employ?

Respondents	Mean	Median	Minimum	Maximum
34	836	103	59	13798
34	127	38	0	1742
34	120	26	1	2446
34	20	2	0	500

How many residents currently live in your municipality?

Respondents	Mean	Median	Minimum	Maximum
34	77917	14726	10061	1090936

Does your municipality have unionized employees?

Respondents	Yes	No
34	59%	41%

% Change in salary in 2012 over 2011?  
 % Change in salary in 2011 over 2010?

Respondents	Mean	Median	Minimum	Maximum
33	3.1	3.0	0.0	8.0
27	2.9	2.5	0.1	9.2

### Council Remuneration

How are the Council Members in your municipality compensated?

Respondents	Equally	Differently (by position)
34	3%	97%

#### Time Period

Councillor Fees Rate: Per Day  
 Councillor Fees Rate: Per 1/2 Day  
 Councillor Fees Rate: Per Meeting  
 Councillor Fees Rate: Hourly  
 Councillor Fees Rate: Monthly  
 Councillor Fees Rate: Annually  
 Councillor Fees Rate: Supervision (per month)  
 Councillor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
14	235.83	233.60	98.94	379.00
14	117.63	116.80	49.47	165.51
7	202.76	233.19	50.00	300.00
1	14.13	14.13	14.13	14.13
12	2170.62	1625.32	600.00	4943.00
17	34162.75	27030.00	18007.00	62046.00
2	519.50	519.50	489.00	550.00
8	869.88	225.00	7.00	4120.00

On average, what is the annual remuneration paid to each Council Member for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
34	39667.31	34573.00	17988.00	107539.00

**2012 AAMDC/AMSC Confidential Salary Survey - Large (Population over 10,000 residents) Aggregate Report**

**Reeve/Mayor Remuneration**

**Time Period**

- Reeve/Mayor Fees Rate: Per Day
- Reeve/Mayor Fees Rate: Per 1/2 Day
- Reeve/Mayor Fees Rate: Per Meeting
- Reeve/Mayor Fees Rate: Hourly
- Reeve/Mayor Fees Rate: Monthly
- Reeve/Mayor Fees Rate: Annually
- Reeve/Mayor Fees Rate: Supervision (per month)
- Reeve/Mayor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
13	230.71	240.00	110.00	379.00
13	138.81	128.50	100.00	234.00
6	218.54	256.55	50.00	300.00
1	36.64	36.64	36.64	36.64
12	4000.43	3250.63	900.00	9934.00
17	62297.49	57375.00	35000.00	111542.00
2	892.00	892.00	850.00	934.00
7	1747.74	400.00	9.00	7733.00

On average, what is the annual remuneration paid to the Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
33	70121.30	57375.00	36015.00	201839.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Large (Population over 10,000 residents) Aggregate Report

### Deputy Reeve/Mayor Remuneration

#### Time Period

Time Period	Respondents	Mean	Median	Minimum	Maximum
Deputy Reeve/Mayor Fees Rate: Per Day	10	239.58	229.10	117.00	379.00
Deputy Reeve/Mayor Fees Rate: Per 1/2 Day	10	132.89	122.55	100.00	234.00
Deputy Reeve/Mayor Fees Rate: Per Meeting	5	248.87	263.00	150.00	300.00
Deputy Reeve/Mayor Fees Rate: Monthly	7	1789.45	1500.00	325.00	5190.10
Deputy Reeve/Mayor Fees Rate: Annually	11	38487.86	31349.00	21609.00	63793.00
Deputy Reeve/Mayor Fees Rate: Supervision (per month)	2	625.50	625.50	550.00	701.00
Deputy Reeve/Mayor Fees Rate: Other	4	341.16	125.00	7.00	1107.65

On average, what is the annual remuneration paid to the Deputy Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
20	37164.22	32950.00	0.00	85664.00

### Number of Meetings Held Per Year

How many REGULAR council meetings were held over the most recent annual period?

How many SPECIAL council meetings were held over the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
32	25.66	23.00	19.00	49.00
29	4.21	3.00	0.00	13.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Large (Population over 10,000 residents) Aggregate Report

### Council Member Expenses

	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Mileage - rate per kilometer	29	0.52	0.52	0.48	0.61
Council Expenses: Meals - flat rate per day	15	52.28	55.00	0.00	75.00
Council Expenses: Hotel - flat rate per day	8	126.50	162.50	0.00	220.00
Council Expenses: Telecommunications Allowance - flat rate	7	122.14	50.00	0.00	600.00
	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Meals - by receipt	10	44.63	55.00	0.00	100.00
Council Expenses: Hotel - by receipt	2	-	-	-	-
Council Expenses: Telecommunications Allowance - by receipt	5	49.60	48.00	0.00	100.00
	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Other	7	1944.00	250.00	0.00	9400.00

**2012 AAMDC/AMSC Confidential Salary Survey - Large (Population over 10,000 residents) Aggregate Report**

**Council Benefits Program**

**Type of Benefit**

- Benefits: Group Life
- Benefits: Group Accident
- Benefits: Extended Health Care
- Benefits: Dental
- Benefits: Vision
- Benefits: Dependent Life
- Benefits: Pension/RRSP

Respondents	Municipal Share of Premiums (%)			
	Mean	Median	Minimum	Maximum
22	86.23	95.00	50.00	100.00
19	92.47	100.00	50.00	100.00
26	87.77	95.00	50.00	100.00
25	87.08	90.00	50.00	100.00
17	92.94	100.00	50.00	100.00
8	90.00	100.00	50.00	100.00
10	46.90	50.00	9.00	60.00

**Total Annual Benefits Cost Per Councillor**

What is the average annual municipal cost of benefits per councillor?

Respondents	Mean	Median	Minimum	Maximum
26	3162.13	3125.00	86.00	7500.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Rural Municipalities Aggregate Report



### Municipal Staff

How many FULL TIME PERMANENT employees does your municipality employ?  
 How many FULL TIME SEASONAL employees does your municipality employ?  
 How many PART TIME employees does your municipality employ?  
 How many CONTRACTED employees does your municipality employ?

Respondents	Mean	Median	Minimum	Maximum
61	78	53	5	1050
61	29	20	0	200
61	13	4	0	137
61	1	0	0	10

How many residents currently live in your municipality?

Respondents	Mean	Median	Minimum	Maximum
61	8755	5565	495	92000

Does your municipality have unionized employees?

Respondents	Yes	No
61	36%	64%

% Change in salary in 2012 over 2011?  
 % Change in salary in 2011 over 2010?

Respondents	Mean	Median	Minimum	Maximum
61.0	3.1	3.0	0.0	8.0
56.0	2.7	3.0	0.7	5.0

### Council Remuneration

How are the Council Members in your municipality compensated?

Respondents	Equally	Differently (by position)
61	16%	84%

#### Time Period

Councillor Fees Rate: Per Day  
 Councillor Fees Rate: Per 1/2 Day  
 Councillor Fees Rate: Per Meeting  
 Councillor Fees Rate: Hourly  
 Councillor Fees Rate: Monthly  
 Councillor Fees Rate: Annually  
 Councillor Fees Rate: Supervision (per month)  
 Councillor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
34	227.25	222.50	160.00	379.00
30	123.91	121.23	70.00	225.00
17	213.36	225.00	70.00	300.00
2	-	-	-	-
22	1567.62	1000.00	250.00	4943.00
15	37817.43	41655.00	6000.00	62046.00
10	697.15	522.50	250.00	2000.00
19	2710.06	190.00	7.00	46093.00

On average, what is the annual remuneration paid to each Council Member for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
59	32831.84	32287.00	2118.46	78407.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Rural Municipalities Aggregate Report

### Reeve/Mayor Remuneration

#### Time Period

- Reeve/Mayor Fees Rate: Per Day
- Reeve/Mayor Fees Rate: Per 1/2 Day
- Reeve/Mayor Fees Rate: Per Meeting
- Reeve/Mayor Fees Rate: Hourly
- Reeve/Mayor Fees Rate: Monthly
- Reeve/Mayor Fees Rate: Annually
- Reeve/Mayor Fees Rate: Supervision (per month)
- Reeve/Mayor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
27	224.57	220.00	110.00	379.00
25	133.79	125.05	70.00	234.00
13	213.85	225.00	70.00	300.00
1	-	-	-	-
23	1893.94	1075.00	273.00	6708.33
13	51810.88	48616.00	12000.00	111542.00
14	802.20	750.00	223.30	2600.00
18	744.57	195.00	9.00	7173.00

On average, what is the annual remuneration paid to the Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
50	47322.47	44870.00	3197.87	111542.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Rural Municipalities Aggregate Report

### Deputy Reeve/Mayor Remuneration

#### Time Period

Time Period	Respondents	Mean	Median	Minimum	Maximum
Deputy Reeve/Mayor Fees Rate: Per Day	22	228.30	223.00	117.00	379.00
Deputy Reeve/Mayor Fees Rate: Per 1/2 Day	20	127.04	121.25	100.00	234.00
Deputy Reeve/Mayor Fees Rate: Per Meeting	9	229.79	233.19	150.00	300.00
Deputy Reeve/Mayor Fees Rate: Hourly	-	-	-	-	-
Deputy Reeve/Mayor Fees Rate: Monthly	16	1560.61	1217.67	53.00	5190.10
Deputy Reeve/Mayor Fees Rate: Annually	10	44609.00	43072.00	30000.00	63793.00
Deputy Reeve/Mayor Fees Rate: Supervision (per month)	10	778.24	635.00	117.45	2400.00
Deputy Reeve/Mayor Fees Rate: Other	13	589.22	190.00	7.00	4565.00

On average, what is the annual remuneration paid to the Deputy Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
39	39119.28	36933.00	9600.00	85664.00

### Number of Meetings Held Per Year

How many REGULAR council meetings were held over the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
60	21.6	23.0	2.0	49.0

How many SPECIAL council meetings were held over the most recent annual period?

54	4.7	3.0	0.0	24.0
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## 2012 AAMDC/AMSC Confidential Salary Survey - Rural Municipalities Aggregate Report

### Council Member Expenses

	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Mileage - rate per kilometer	58	0.52	0.52	0.48	0.61
Council Expenses: Meals - flat rate per day	40	53.63	52.00	38.00	70.00
Council Expenses: Hotel - flat rate per day	18	168.17	175.00	25.00	255.00
Council Expenses: Telecommunications Allowance - flat rate	26	327.53	100.00	5.00	2520.00

	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Meals - by receipt	8	46.58	32.50	0.00	124.35
Council Expenses: Hotel - by receipt	9	175.56	150.00	100.00	300.00
Council Expenses: Telecommunications Allowance - by receipt	6	59.67	55.00	0.00	100.00

	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Other	13	116.93	50.00	0.00	350.00

**2012 AAMDC/AMSC Confidential Salary Survey - Rural Municipalities Aggregate Report**

**Council Benefits Program**

Type of Benefit	Municipal Share of Premiums (%)				
	Respondents	Mean	Median	Minimum	Maximum
Benefits: Group Life	46	86.30	90.00	33.00	100.00
Benefits: Group Accident	42	87.26	90.00	33.00	100.00
Benefits: Extended Health Care	50	88.04	90.00	30.00	100.00
Benefits: Dental	49	89.22	90.00	50.00	100.00
Benefits: Vision	29	90.17	100.00	50.00	100.00
Benefits: Dependent Life	23	88.48	90.00	50.00	100.00
Benefits: Pension/RRSP	18	51.83	50.00	9.00	100.00

**Total Annual Benefits Cost Per Councillor**

What is the average annual municipal cost of benefits per councillor?

Respondents	Mean	Median	Minimum	Maximum
52	3905.45	3740.00	86.00	12167.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Urban Municipalities Aggregate Report



### Municipal Staff

How many FULL TIME PERMANENT employees does your municipality employ?  
 How many FULL TIME SEASONAL employees does your municipality employ?  
 How many PART-TIME employees does your municipality employ?  
 How many CONTRACTED employees does your municipality employ?

Respondents	Mean	Median	Minimum	Maximum
124	224	14	0	13798
124	34	4	0	1742
124	38	4	0	2446
125	6	0	0	500

How many residents currently live in your municipality?

Respondents	Mean	Median	Minimum	Maximum
125	20676	2093	14	1090936

Does your municipality have unionized employees?

Respondents	Yes	No
125	27%	73%

% Change in salary in 2012 over 2011?  
 % Change in salary in 2011 over 2010?

Respondents	Mean	Median	Minimum	Maximum
120	3.2	3.0	-2.8	16.0
107	3.5	3.0	-0.9	25.0

### Council Remuneration

How are the Council Members in your municipality compensated?

Respondents	Equally	Differently (by position)
123	18%	82%

#### Time Period

Councillor Fees Rate: Per Day  
 Councillor Fees Rate: Per 1/2 Day  
 Councillor Fees Rate: Per Meeting  
 Councillor Fees Rate: Hourly  
 Councillor Fees Rate: Monthly  
 Councillor Fees Rate: Annually  
 Councillor Fees Rate: Supervision (per month)  
 Councillor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
62	190.10	183.80	90.00	307.50
49	96.75	100.00	49.47	205.00
52	94.04	99.25	25.00	200.00
11	29.42	30.00	14.13	50.00
56	807.90	747.06	75.00	2925.76
32	13258.15	12295.50	1000.00	31349.00
2	50.00	50.00	50.00	50.00
27	1224.06	150.00	37.50	17950.10

On average, what is the annual remuneration paid to each Council Member for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
121	11795.55	7908.00	0.00	107539.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Urban Municipalities Aggregate Report

### Reeve/Mayor Remuneration

#### Time Period

Reeve/Mayor Fees Rate: Per Day  
 Reeve/Mayor Fees Rate: Per 1/2 Day  
 Reeve/Mayor Fees Rate: Per Meeting  
 Reeve/Mayor Fees Rate: Hourly  
 Reeve/Mayor Fees Rate: Monthly  
 Reeve/Mayor Fees Rate: Annually  
 Reeve/Mayor Fees Rate: Supervision (per month)  
 Reeve/Mayor Fees Rate: Other

Respondents	Mean	Median	Minimum	Maximum
50	186.15	181.46	92.00	307.50
38	99.52	100.00	50.00	205.00
42	103.95	100.00	25.00	200.00
11	31.74	30.00	20.00	50.00
57	1497.86	1050.00	100.00	9934.00
30	30499.93	22821.50	750.00	90000.00
2	91.67	91.67	83.34	100.00
20	2867.83	127.50	37.50	35900.00

On average, what is the annual remuneration paid to the Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
101	27099.57	16825.00	875.00	201839.00

**2012 AAMDC/AMSC Confidential Salary Survey - Urban Municipalities Aggregate Report**

**Deputy Reeve/Mayor Remuneration**

**Time Period**

Time Period	Respondents	Mean	Median	Minimum	Maximum
Deputy Reeve/Mayor Fees Rate: Per Day	24	187.71	192.34	100.00	307.50
Deputy Reeve/Mayor Fees Rate: Per 1/2 Day	16	104.22	100.00	50.00	205.00
Deputy Reeve/Mayor Fees Rate: Per Meeting	23	100.04	98.50	25.00	200.00
Deputy Reeve/Mayor Fees Rate: Hourly	6	29.92	32.50	20.00	37.50
Deputy Reeve/Mayor Fees Rate: Monthly	32	1591.76	650.00	75.00	27682.50
Deputy Reeve/Mayor Fees Rate: Annually	11	14398.25	9591.72	500.00	31349.00
Deputy Reeve/Mayor Fees Rate: Supervision (per month)	2	50.00	50.00	50.00	50.00
Deputy Reeve/Mayor Fees Rate: Other	6	207.72	106.50	37.50	723.34

On average, what is the annual remuneration paid to the Deputy Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
50	10410.83	8400.00	0.00	30000.00

**Number of Meetings Held Per Year**

How many REGULAR council meetings were held over the most recent annual period?  
 How many SPECIAL council meetings were held over the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
121	22.32	22.00	5.00	56.00
112	5.21	3.00	0.00	39.00

**2012 AAMDC/AMSC Confidential Salary Survey - Urban Municipalities Aggregate Report**

**Council Member Expenses**

	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Mileage - rate per kilometer	117	0.51	0.51	0.05	0.60
Council Expenses: Meals - flat rate per day	71	45.39	47.58	0.00	80.00
Council Expenses: Hotel - flat rate per day	9	51.68	20.15	0.00	200.00
Council Expenses: Telecommunications Allowance - flat rate	18	163.83	45.00	0.00	1290.00
	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Meals - by receipt	26	39.53	50.00	0.00	75.00
Council Expenses: Hotel - by receipt	14	167.86	150.00	150.00	250.00
Council Expenses: Telecommunications Allowance - by receipt	15	80.73	110.00	0.00	150.00
	Respondents	Mean	Median	Minimum	Maximum
Council Expenses: Other	19	744.19	50.00	0.00	9400.00

**2012 AAMDC/AMSC Confidential Salary Survey - Urban Municipalities Aggregate Report**

**Council Benefits Program**

**Type of Benefit**

- Benefits: Group Life
- Benefits: Group Accident
- Benefits: Extended Health Care
- Benefits: Dental
- Benefits: Vision
- Benefits: Dependent Life
- Benefits: Pension/RRSP

Respondents	Municipal Share of Premiums (%)			
	Mean	Median	Minimum	Maximum
44	90.57	100.00	50.00	100.00
40	95.50	100.00	50.00	100.00
32	83.75	90.00	50.00	100.00
34	83.68	90.00	50.00	100.00
22	88.41	100.00	50.00	100.00
15	89.67	100.00	50.00	100.00
8	41.29	50.00	9.30	60.00

**Total Annual Benefits Cost Per Councillor**

What is the average annual municipal cost of benefits per councillor?

Respondents	Mean	Median	Minimum	Maximum
80	1213.85	157.00	0.00	5553.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report



### Municipal Staff

How many FULL TIME PERMANENT employees does your municipality employ?  
 How many FULL TIME SEASONAL employees does your municipality employ?  
 How many PART TIME employees does your municipality employ?  
 How many CONTRACTED employees does your municipality employ?

Respondents	Mean	Median	Minimum	Maximum
185	176	31	0	13798
185	32	9	0	1742
185	29	4	0	2446
186	5	0	0	500

How many residents currently live in your municipality?

Respondents	Mean	Median	Minimum	Maximum
186	16767	3138	14	1090936

Does your municipality have unionized employees?

Respondents	Yes	No
186	30%	70%

% Change in salary in 2012 over 2011?  
 % Change in salary in 2011 over 2010?

Respondents	Mean	Median	Minimum	Maximum
181	3.2	3.0	-2.8	16.0
163	3.2	3.0	-0.9	25.0

### Council Remuneration

How are the Council Members in your municipality compensated?

Respondents	Equally	Differently (by position)
184	17%	83%

### Time Period

Councillor Fees Rate: Per Day  
 Councillor Fees Rate: Per 1/2 Day  
 Councillor Fees Rate: Per Meeting  
 Councillor Fees Rate: Hourly  
 Councillor Fees Rate: Monthly  
 Councillor Fees Rate: Annually  
 Councillor Fees Rate: Supervision (per month)

Respondents	Mean	Median	Minimum	Maximum
96	203.26	200.00	90.00	379.00
79	107.07	100.00	49.47	225.00
69	123.44	100.00	25.00	300.00
13	29.51	30.00	14.13	50.00
78	1022.18	850.00	75.00	4943.00
47	21096.22	18007.00	1000.00	62046.00
12	589.29	500.00	50.00	2000.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report

Other Councillor fees mentioned:

- \*An allowance for communication and internet use
- \*Compensation for full day and half day meetings, special Council meetings, evening meetings and meetings of a certain duration
- \*Compensation for meetings attended outside the municipality
- \*Compensation for attending training or seminars
- \*Hourly rates
- \*Compensation for attending functions
- \*Annual expenses
- \*Bi-weekly compensation
- \*Per diem/daily rates for meetings inside and outside the municipality
- \*Councillor duties
- \*Councillors who rotate Deputy Mayor or Reeve duties receive honoraria
- \*Incidental expenses
- \*Compensation for mileage
- \*Monthly stipend
- \*Compensation every third day
- \*Monthly compensation for Reeve duties
- \*Volunteer council

Respondents	Mean	Median	Minimum	Maximum
46	1837.84	171.03	7.00	46093.00

On average, what is the annual remuneration paid to each Council Member for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
180	18690.78	13623.00	0.00	107539.00

### Reeve/Mayor Remuneration

#### Time Period

- Reeve/Mayor Fees Rate: Per Day
- Reeve/Mayor Fees Rate: Per 1/2 Day
- Reeve/Mayor Fees Rate: Per Meeting
- Reeve/Mayor Fees Rate: Hourly
- Reeve/Mayor Fees Rate: Monthly
- Reeve/Mayor Fees Rate: Annually
- Reeve/Mayor Fees Rate: Supervision (per month)

Respondents	Mean	Median	Minimum	Maximum
77	199.62	200.00	92.00	379.00
63	113.12	105.00	50.00	234.00
55	129.93	112.50	25.00	300.00
12	32.01	32.50	20.00	50.00
80	1611.73	1062.50	100.00	9934.00
43	36942.78	35040.00	750.00	111542.00
16	713.38	625.00	83.34	2600.00

**2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report**

Other Reeve/Mayor fees mentioned:

- \*Allowances for communication, internet, personal vehicles and for the Reeve
- \*Compensation for full day and half day meetings, special Council meetings, evening meetings and meetings of a certain duration
- \*Compensation for attending functions
- \*Compensation for attending training or seminars inside and outside the municipality
- \*Compensation for meetings attended outside the municipality
- \*Bi-weekly compensation
- \*Annual Expenses
- \*Council Duties
- \*Incidental expenses
- \*Compensation for mileage
- \*Per diem/daily rates for meetings inside and outside the municipality
- \*Compensation for Reeve duties
- \*Compensation every third day
- \*Stipend

Respondents	Mean	Median	Minimum	Maximum
38	1862.08	171.03	9.00	35900.00

On average, what is the annual remuneration paid to the Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
151	33795.89	28188.00	875.00	201839.00

**Deputy Reeve/Mayor Remuneration**

**Time Period**

- Deputy Reeve/Mayor Fees Rate: Per Day
- Deputy Reeve/Mayor Fees Rate: Per 1/2 Day
- Deputy Reeve/Mayor Fees Rate: Per Meeting
- Deputy Reeve/Mayor Fees Rate: Hourly
- Deputy Reeve/Mayor Fees Rate: Monthly
- Deputy Reeve/Mayor Fees Rate: Annually
- Deputy Reeve/Mayor Fees Rate: Supervision (per month)

Respondents	Mean	Median	Minimum	Maximum
46	207.13	200.00	100.00	379.00
36	116.90	111.25	50.00	234.00
32	136.53	118.75	25.00	300.00
6	29.92	32.50	20.00	37.50
48	1581.37	763.50	53.00	27682.50
21	28784.32	30000.00	500.00	63793.00
12	656.86	575.00	50.00	2400.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report

Other Deputy Reeve/Mayor fees mentioned:

- \*Communication allowance
- \*Compensation for full day and half day meetings, special Council meetings, evening meetings and meetings of a certain duration
- \*Compensation for Deputy Reeve duties
- \*Per diem/daily rates for meetings inside and outside the municipality
- \*Compensation for mileage
- \*No additional dollars for the Deputy Mayor
- \*No Deputy Reeve/Mayor; Councillors rotate
- \*Compensation for meetings attended outside the municipality
- \*Compensation every third day

Respondents	Mean	Median	Minimum	Maximum
19	468.75	179.06	7.00	4565.00

On average, what is the annual remuneration paid to the Deputy Reeve or Mayor for the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
89	22990.94	21000.00	0.00	85664.00

### Number of Meetings Held Per Year

How many REGULAR council meetings were held over the most recent annual period?  
 How many SPECIAL council meetings were held over the most recent annual period?

Respondents	Mean	Median	Minimum	Maximum
181	22.1	22.0	2.0	56.0
166	5.0	3.0	0.0	39.0

### Council Member Expenses

Council Expenses: Mileage - rate per kilometer  
 Council Expenses: Meals - flat rate per day  
 Council Expenses: Hotel - flat rate per day  
 Council Expenses: Telecommunications Allowance - flat rate

Respondents	Mean	Median	Minimum	Maximum
175	0.51	0.51	0.05	0.61
111	48.36	50.00	0.00	80.00
27	129.34	135.00	0.00	255.00
44	260.56	60.00	0.00	2520.00

Council Expenses: Meals - by receipt  
 Council Expenses: Hotel - by receipt  
 Council Expenses: Telecommunications Allowance - by receipt

Respondents	Mean	Median	Minimum	Maximum
34	41.19	47.50	0.00	124.35
23	170.87	150.00	100.00	300.00
21	74.71	60.00	0.00	150.00

**2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report**

Other expenses mentioned:

- \*Compensation for attending conferences per day
- \*Compensation on flat rates for travel inside and outside of the municipality
- \*Reimbursement for meals, hotels, cell phones, internet, air fair and travel by receipt
- \*All expenses are compensated for
- \*Incidental expenses
- \*Councillors have an annual General Expense Account
- \*Per diem/daily rates
- \*Compensation for mileage on flat and variable rates
- \*Compensation for extra AAMDC and ASB expenses
- \*Compensation for taxis and parking

Respondents	Mean	Median	Minimum	Maximum
32	489.36	50.00	0.00	9400.00

**Council Benefits Program**

**Type of Benefit**

- Benefits: Group Life
- Benefits: Group Accident
- Benefits: Extended Health Care
- Benefits: Dental
- Benefits: Vision
- Benefits: Dependent Life
- Benefits: Pension/RRSP

Respondents	Municipal Share of Premiums (%)			
	Mean	Median	Minimum	Maximum
90	88.39	100.00	33.00	100.00
82	91.28	100.00	33.00	100.00
82	86.37	90.00	30.00	100.00
83	86.95	90.00	50.00	100.00
51	89.41	100.00	50.00	100.00
38	88.95	100.00	50.00	100.00
26	48.59	50.00	9.00	100.00

## 2012 AAMDC/AMSC Confidential Salary Survey - Aggregate Report

Other benefits mentioned:

- \*Annual health & wellness benefits by receipts
- \*Health Care Spending Accounts, some of which include vision care
- \*Accident and Serious Illness, Accident Insurance - Group Policy, Accident Insurance Coverage, Accidental Death and Dismemberment, AMSC - Accidental Death and Dismemberment
- \*Critical Illness benefits
- \*All benefits 100% employee paid except RRSP
- \*Employee & Family Assistance Program
- \*Elected Officials Insurance
- \*Group & Dependent Life or Life Insurance, some paid for by Council members
- \*Compensation for travel to Council meetings
- \*Compensation for out of country travel
- \*An optional RRSP
- \*Tax Free Savings Accounts
- \*A Vision Care Allowance
- \*Workers' Compensation Board
- \*Optional benefits
- \*Short Term Disability
- \*Weekly Accidental Indemnity benefits

### Total Annual Benefits Cost Per Councillor

What is the average annual municipal cost of benefits per councillor?

Respondents	Mean	Median	Minimum	Maximum
132	2274.18	1902.58	0.00	12167.00

City of Grande Prairie

*Ray  
Derry  
Derry  
Carr*

## Council Remuneration Review Report

March, 2013

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## Introduction

Council Remuneration Policy 101 states that the City will maintain an annual level of remuneration for Council members consistent with comparable Cities. It provides that Council will set the remuneration for the Mayor and Councillors in the third year of a Council term to become effective after the General Election for the three year term of the new Council. Salaries will be adjusted annually, effective Jan 1<sup>st</sup> based on the Alberta Consumer Price Index.

The mandate of the Council Remuneration Review Committee is to research, develop and present a report and recommendation of Council Remuneration for the term 2013-2016. Areas to be addressed include: Salary for Mayor, Deputy Mayor and Councillors, including methodology, comparators and frequency; per diem – amounts and application; tax free levels; benefits; Pension options; Expenses; Mayor's mileage allowance; any other matter directly related to Council remuneration.

Council appointed three members of the Public to the Committee:

Mr. Warren Travasso (chair)  
Ms. Kimberly MacDougall  
Ms. Trisha McCloskey

## Approach

As part of the review process, the following documents, surveys and information were reviewed and discussed by the Committee:

- Council Remuneration Committee Terms of Reference
- Council Policies
  - 101, Council Remuneration
  - 100, Conferences
  - 308, Council and Employee Reimbursement
- Council Procedures
  - 308-1, Council Reimbursement
- Council Remuneration Reports and Decisions
  - August, 2007
  - January, 2006
  - June, 2002
  - March, 1998
- Council Strategic and Financial Plans
- Council Salary Summary 1981-2009
- Population Growth
- Council Remuneration

- Memorandum, August 10, 2007
- Survey February, 2010
- Statistical Data Referencing
  - Durations of meetings attended in 2011 and 2012
  - City Business Time Commitment provided by members of City Council
- City of Calgary 2011, Elected Officials Total Remuneration Study: The Hay Group
- City of Edmonton 2013, Final Report of the Independent Council Compensation Committee
- Financial reports
  - City of Airdrie
  - City of Grande Prairie
  - City of St. Albert
  - City of Medicine Hat
  - City of Lethbridge
  - Strathcona County
  - City of Red Deer
  - RM of Wood Buffalo

#### Guiding Principles

1. Council salaries will be comparable with mid-sized Cities in Alberta.

City council remuneration Policy 101 states that *“The City will maintain an annual level of remuneration for Council members at a level comparable to other municipalities”* and that *“The City commits to providing a fair and reasonable level of remuneration for elected officials.”*

2. Council salaries will be adjusted annually, effective January 1<sup>st</sup> based on the Alberta Consumer Price Index.

City Council remuneration Policy 101 states that *“Salaries will be adjusted annually, effective January 1<sup>st</sup> based on the Alberta Consumer Price Index.”*

3. Council salaries should not be perceived as a significant barrier to those seeking to serve the public in the position of Mayor or Alderman.

The 1979 Report on the Role and Remuneration of the Mayor and Alderman states: *“The remuneration should be sufficiently high so that competent persons who are not financially well established can afford to enter public life. The position of Alderman and Mayor should not be restricted to the wealthy, retired or the activist.”*

## Observations and Findings

### Remuneration Policies

Council will set the remuneration for the Mayor and Councillors in the third year of a Council term to become effective after the General Election for the three year term of the new Council. Salaries will be adjusted annually, effective January 1<sup>st</sup> based on the Alberta Consumer Price Index.

- Most municipalities review Council salaries every term.
- Many municipalities across Alberta provide an annual cost of living adjustment for Council salaries.
- Some municipalities adjust Council salaries based on surveys of comparable municipalities.

### Comparable Municipalities

In Alberta, local government either consists of ward systems or council elected at large. Although the City of Grande Prairie is elected at large, the closest geographical comparison, the County of Grande Prairie, works on a ward system. Therefore, bearing in mind the differences between the two government systems, the committee decided it would be beneficial to look at comparables that were both elected at large and ward systems.

The Committee gathered information pertaining to various cities in numerous Western provinces. After gathering this information, the Committee decided that the most relevant comparables to the City of Grande Prairie were only those in Alberta. The comparables in Alberta were chosen on the basis of population and geographic area. The comparables were then narrowed down to eight including, the County of Grande Prairie, the City of Airdrie, the City of Medicine Hat, the City of St. Albert, the Regional Municipality of Wood Buffalo, the City of Lethbridge, Strathcona County and, the City of Red Deer. These cities have been used as comparables in passed Council Remuneration Reviews. The Committee took into account that, unlike many of these comparables, the City of Grande Prairie is a northern hub, isolated from large cities, and resource based.

The Committee agreed that it was also important to compare the salaries of councillors and mayors in these comparables to the average population represented per member of council. This was done to ensure fair and reasonable salaries based on the level of responsibility to the represented population.

### Time commitment

The Mayor has a full-time role while councillors are considered part-time. Council responsibilities require members to attend meetings and events in addition to keeping informed and up to date on current issues and maintaining contact with residents.

In reviewing the time commitment involved the committee firstly requested a report to show how much time the Mayor and Councillors spent in council and committee meetings. Secondly, the council was asked to fill out a survey for their information.

The summary of the report is:

	Mayor Given	Cllr. Croken	Cllr. Gustafson	Cllr. McLean	Cllr. Munroe	Cllr. O'Toole	Cllr. Radbourne	Cllr. Rice	Cllr. Wong
2011	167	130	132	117	148	138	158	107	128
2012	114	71	86	71	93	118	113	74	81

<sup>1</sup>The hours in the year 2011 were reported to be higher due to the preparation of the budget.

<sup>2</sup>The hours for the year 2013 were not available to the Committee.

The Committee also took into consideration the fact that council members spent a significant number of hours outside these meetings. This time was assumed to be used in preparing for these meetings as well as engaging the community at different events.

Through the survey and interviews that followed, it was clear that it is difficult for councillors to secure other employment due to the time council matters take. With further discussion it was established that it was the sporadic nature of the meetings that makes it hard to secure other employment.

#### Summary of Salary Adjustments:

Year	Mayor's Salary	Aldermen's Salary	CPI Adjustment
January, 2004	\$67,835	\$19,873	4.4%
January, 2005	\$68,785	\$20,151	1.4%
January, 2006	\$70,229	\$20,574	2.1%
January, 2007	\$72,968	\$21,376	3.9%
October, 2007	\$75,000	\$28,000	
January, 2008	\$78,750	\$29,400	5.0%
January, 2009	\$81,191	\$30,311	3.1%
January, 2010	\$81,191	\$30,311	0.0%*
January, 2011	\$82,003	\$30,614	1.0%
January, 2012	\$83,971	\$31,349	2.4%
January, 2013	\$83,971	\$31,349	0.0%

\*consumer price index for Alberta in 2009 was -0.1% (therefore there was no CPI adjustment for January 2010)

#### Population per councillor comparisons:

When looking at population per councillor, we see that Grande Prairie has the lowest population per councillor of all the communities.

	Population	Mayor's Salary	Councillor's Salary	# of Councillor's	Population per Councillor
City of Grande Prairie	55032	\$83,970	\$31,350	8	6,879
City of Airdrie	43155	\$70,000	\$27,000	6	7,193
City of Medicine Hat	61097	\$95,500	\$31,700	8	7,637
City of St Albert	60138	\$94,230	\$32,981	6	10,023
RM of Wood Buffalo	101238	\$119,186	\$35,109	10	10,124
City of Lethbridge	87882	\$97,432	\$32,167	8	10,985
Strathcona County	87998	\$114,216	\$63,528	8	11,000
City of Red Deer	91877	\$86,684	\$51,615	8	11,485
			Average	8	9,416

## Recommendations

### 1. Tax Treatment

#### 1.1 Recommendation:

**That the one-third tax free option remains in effect.**

#### Current:

Compensation is currently one-third tax exempt as allowed by the Municipal Government Act and the Federal Income Tax Act.

#### Rationale:

The City of Edmonton Independent Council Compensation Committee recently examined and made a recommendation to remove the one-third tax free option for its councillors. They noted that while eliminating the one-third tax free option for Mayor and Councillors would represent some additional cost to the City without changing the take home pay received, the Committee determined that restating the current remuneration as a grossed up amount allows openness and transparency, fairness, direct comparison, and ease of understandability to the public.

For this reason, the Committee reviewed removing the one-third tax free option for Mayor and Councillors.

If the one-third tax free option was removed from the current base salary it would have the following approximate impact for the City of Grande Prairie:

Table 1.1

	Gross	Taxable	Federal Tax	Alberta Tax	Total Tax	Take Home	Gross up amt	Gross up rate	Additional cost
Mayor									
0 Tax Free	84,895	84,895	15,627	8,490	24,117	60,778			
1/3 Tax Free	84,895	56,597	9,402	5,660	15,062	69,833	97,544	1.15	12,649
Gross up amount 0 tax Free *	97,544	97,544	18,827	9,754	28,582	68,962			
Councillor									
0 Tax Free	31,694	31,694	4,754	3,169	7,924	23,771			
1/3 Tax Free	31,694	21,129	3,169	2,113	5,282	26,412	35,216	11.11	28,172
Gross up amount 0 tax Free	35,216	35,216	5,282	3,522	8,804	26,412			
									40,821

\* Actually results in less take home due to higher tax bracket

It is important to note that this table was produced by using the CRA website and is an approximation. Actual individual impacts would vary.

By removing the tax free option, the Mayor's take home salary would actually decrease, plus the total additional cost is \$40,821. As a result the Committee does not recommend this option.

It is also noted that this recommendation was rejected by Edmonton Councillors noting that it would only cost tax-payers more.

## 2. Annual Compensation Adjustment

### 2.1 Recommendation:

**That salaries remain indexed for the Alberta Consumer Price Index.**

Current: City Council remuneration Policy 101 states that *"Salaries will be adjusted annually, effective January 1<sup>st</sup> based on the Alberta Consumer Price Index."*

Rationale:

The Committee also looked at Average Weekly Earnings as an alternate measure. Changes in average weekly earnings can reflect a number of factors including increases in the hours worked as well as overtime and bonus payments.

Average hourly wages excludes overtime and other payments and does not change with the hours worked. As well, since the value used is for full time employees, it is not affected by shifts between part time and full time employment. However it shares the volatility of Alberta average earnings.

By using Consumer Price Index, the real value of incomes is preserved however consumer price index based increases are in general well below what has been the historical experience. Over time, because most workers receive increases that cover inflation plus an additional amount associated with improving productivity, compensation levels based only on consumer price index would gradually fall compared to what employees in the rest of the Alberta economy are earning.

	2008	2009	2010	2011
CPI	3.10%	-0.10%	1.00%	2.40%
Average Alberta weekly earnings	5.93%	2.78%	4.56%	4.57%
Average Alberta hourly rate	6.33%	0.65%	3.00%	4.25%
Alberta median income	4.63%	4.94%	-2.93%	2.18%

## 3. Mayor Salary

### 3.1 Recommendation:

**That salary for the Mayor increase by 4.5%.**

Current:

Year	Mayor's Salary	Councillor's Salary
January, 2012	\$83,970	\$31,350

Rationale:

Some municipalities adjust Council salaries every two years based on surveys of comparable municipalities. The Mayor's position has not had a salary increase outside the CPI since 2007. This is not consistent with other industries in Alberta or other government sectors. Both unionized and nonunionized City employee's wages have received increases over the period.

Year	Mayor's Salary
January, 2012	\$83,970
2013-2016	\$87,750
4.5% Increase	\$ 3,780

#### 4. Councillor salary

##### 4.1 Recommendation:

**That salaries for Councillors increase by 3.5%.**

Current:

Year	Councillor's Salary
January, 2012	\$31,350

Rationale:

The Mayor's salary increased by 2.78% in 2007 and Councillor salaries increased by 31% in the same period. The City of Grande Prairie has the lowest population per councillor of any comparable city in Alberta.

However, in order to attract individuals from all walks of life to offer to stand for election to municipal public office, remuneration must be sufficient so that competent persons who are not financially well established can afford to enter public life.

Year	Councillor's Salary
January, 2012	\$31,350
2013-2016	\$32,447
3.5% Increase	\$ 1,097

## 5. Per Diems

### 5.1 Recommendation:

**That the per diem structure be eliminated for the Mayor and Councillors and that the average per diem amount be added to base salary.**

Current: Currently the per diem rate for the Mayor and Councillors in the City of Grande Prairie is \$200/day and \$100/half day.

Per diems	2012 Average*
Mayor	\$2,800
Councillors	\$3,500

\*Information provided to the Committee by the City.

### Rationale:

By removing the per diem structure:

- the salary of the Mayor and Councillors is more transparent to the public.
- it removes the pay for attendance component which the Mayor and Councillors had identified they were not happy with ideologically.
- it allows an increase in the base rate of salaries without an increase to the total cost for tax payers for this first year, and result in only minimal increases for future years as the amount will be indexed.
- it will mean that this salary will be indexed based on the CPI which will benefit the Mayor and Councillors overall.

## 6. Car Allowance

### 6.1 Recommendation:

**That the Mayor's vehicle allowance remain at \$400/month.**

Current: Currently the Mayor receives a \$400/month car allowance

Rationale: The vehicle allowance amount has not increased for many years even though the running cost of vehicles has increased. However, the amount received is in line with other municipalities, also the Mayor has limited access to a shared vehicle and can claim mileage for out of town vehicle usage.

**6.2 Recommendation:**

**That Councillors continue to receive no vehicle allowance.**

Current: Councillors receive no car allowance.

Rationale: Councillors should be able to claim for their mileage. They also have limited access to a shared vehicle.

**7. Benefits:**

**7.1 Recommendation: Recommend that a flexible spending account be introduced for Mayor and Councillors with credits equalling 6.25% of base annual salary.**

Current:

- \$500 Health and Wellness fund
- Group Life Insurance (100%/0%)
- Accidental Death and Dismemberment (100%/0%)
- Dependent Insurance (100%/0%)
- Extended Health (100%/0%)

Rationale: Many of the Council members are long serving members and may be disadvantaged when it comes to benefits as a result. Because all members of Council have individual benefit and retirement planning needs, the Committee feels that a flexible spending account would be best suited to augment or even replace the current benefit package. This would allow the Mayor and Councillors to choose their benefits based on their individual needs from options such as:

- Supplementary health and/or dental
- Optional critical illness
- Health spending account
- Personal spending account
- Tax Free Savings Account
- RRSP

Summary of Recommendations

1. Tax Treatment

**1.1 Recommendation: That the one-third tax free option remains in effect.**

2. Annual Compensation Adjustment

**2.1 Recommendation: That salaries remain indexed for the Alberta Consumer Price Index.**

3. Mayor salary

**3.1 Recommendation: That salary for the Mayor increase by 4.5%.**

4. Councillor salary

**4.1 Recommendation: That salaries for Councillors increase by 3.5%**

5. Per Diems

**5.1 Recommendation: That the per diem structure be eliminated for the Mayor and the Councillors and that the average per diem amount be added to the base salary.**

6. Car Allowance

**6.1 Recommendation: That the Mayor's vehicle allowance remain at \$400/month.**

**6.2 Recommendation: That Councillors continue to receive no vehicle allowance.**

7. Benefits:

**7.1 Recommendation: Recommend that a flexible spending account be introduced for Mayor and Councillors with credits equalling 6.25% of base annual salary.**

**MUNICIPAL DISTRICT OF BONNYVILLE NO. 87  
ORGANIZATIONAL MEETING**

Minutes of  
October 24,  
2012

Minutes of the Organizational Meeting of Council of the Municipal District  
of Bonnyville No. 87 held in the Council Chambers on Wednesday  
October 24, 2011

Present:	Ed Rondeau	Reeve
	Don Sinclair	Ward 1
	David Fox	Ward 2
	Mike Krywiak	Ward 3
	Barry Kalinski	Ward 4
	Glen Johnson	Ward 5
	Fred Bamber	Ward 6
	Darcy Zelisko	Director, Transportation and Utilities
	Diane Jenkinson	Marketing and Communications
	Ryan Poole	Chief Administrative Officer
	Karen Kalinski	Recording Secretary

Call to Order      Reeve Rondeau called the meeting to order at 9:30 AM. The meeting was opened with a short prayer.

Election of Deputy Reeve      Reeve Rondeau opened the floor for nominations for Deputy Reeve for the Municipal District of Bonnyville.

Councillor Sinclair nominated David Fox for the position of Deputy Reeve.

Nominations called for three times.

12.420      Moved by Councillor Bamber that nominations cease.

CARRIED

Councillor Fox was elected as Deputy Reeve for the Municipal District of Bonnyville.

Oath of Office Deputy Reeve      Deputy Reeve Fox signed the Oath of Office.

Regular Meeting - Day, Hour & Place      12.421      Moved by Councillor Sinclair that the Municipal Council hold its' regular meetings on the second and fourth Wednesday of each month commencing at 9:30 AM at the Council Chambers in Bonnyville.

CARRIED

\* Remuneration - Councillors & Reeve      12.422      Moved by Deputy Reeve Fox that remuneration for meetings for Councillors and Reeve be set as follows:

1.	Councillors -	\$1,500.00 per month
	Reeve -	\$2,500.00 per month
2.	Meetings Councillors & Reeve	\$150.00 per meeting

CARRIED

\* Remuneration/ Subsistence - Committee/ Board Members 12.423 Moved by Councillor Krywiak that remuneration and subsistence rates for committee/board members be set the same as for Council.

CARRIED

\* Subsistence Rates 12.424 Moved by Councillor Krywiak that subsistence rates for Council be set as follows:

- 1. Overnight Expense - Cost of Room plus \$ 50.00
- 2. Rate per Kilometre - Provincial Rate
- 3. Breakfast - \$ 15.00
- 4. Lunch - 20.00
- 5. Dinner - 25.00

and that original receipts be submitted for claims exceeding above rates.

CARRIED

Municipal Solicitor 12.425 Moved by Councillor Kalinski that Council appoint Reynolds Mirth Richards & Farmer LLP as solicitor for the Municipal District for 2013.

CARRIED

Municipal Auditors 12.426 Moved by Councillor Bamber that Council confirm the appointment of Hawkings Epp Dumont LLP as auditors for the Municipal District for 2013.

CARRIED

Appointment to Committees 12.427 Moved by Reeve Rondeau that Council approve list of appointments as submitted by the Reeve.

DEFEATED

Deletion of Committee 12.428 Moved by Councillor Kalinski that no appointments be made to Where Wings and Water Meets Tourism Bureau.

CARRIED

Appointment to Committees 12.429 Moved by Deputy Reeve Fox that appointments to committees remain the same as appointed in 2011:

Staff Liaison Committee

- Reeve Rondeau, Councillor Krywiak

Standing Policy Committee

- Council as a Whole

Building Committee - Administration

- Deputy Reeve Fox, Councillors Krywiak, Sinclair

Regional Fire Authority

- Reeve Rondeau, Councillors Krywiak, Johnson

School Resource Program Advisory

- Councillor Kalinski

M.D. Policing Committee

- Deputy Reeve Fox, Councillor Johnson

## Town of Bonnyville

### POLICY TITLE: COUNCIL REMUNERATION POLICY – APPENDIX A

#### NEW POLICY NO. 02-FN-026

<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> Appendix A Revised January 22, 2013 - effective January 1, 2013 Revised March 26, 2013 – effective
<b>REVISION DATE:</b> March 26, 2002 – Motion#73 January 14, 2003 – Motion#8 November 9, 2004 – Motion#401 October 25, 2005 – Motion#339 April 11, 2006 – Motion#148 November 27, 2007 – Effective January 1, 2008 – Motion#387	<b>REVISION DATE:</b> June 10, 2008 – Motion#220 November 24, 2009 – Motion#292 May 11, 2010 – Motion#132 Jan. 22, 2013 – Effective Jan. 1, 2013 -Motion #027 March 26, 2013 -	

#### ANNUAL REMUNERATION

Mayor's Remuneration 2013	\$28,354.00 per annum
Councillor's Remuneration 2013	\$14,177.00 per annum
Mayor's Remuneration 2014	\$29,346.00 per annum
Councillor's Remuneration 2014	\$14,673.00 per annum
Mayor's Remuneration 2015	\$30,520.00 per annum
Councillor's Remuneration 2015	\$15,260.00 per annum
Mayor's Remuneration 2016	\$31,741.00 per annum
Councillor's Remuneration 2016	\$15,870.00 per annum
<i>Annual Remuneration amounts are adjusted annually to reflect the increase adjustments included in the Town of Bonnyville Collective Agreement with the Alberta Union of Provincial Employees.</i>	

#### PER DIEM REMUNERATION

<i>For assigned Committee and Special Council meetings, Community meetings and Out of Town meetings:</i>	
< 1 hour	\$50.00
1-3 hours	\$100.00
> 3 hours but < 8 hours	\$125.00
> 8 hours	\$175.00
<i>Includes travel time</i>	

#### PRIVATE VEHICLE USE REIMBURSEMENT

Councillors in Town	\$50.00
Mayor in Town	\$100.00
Out of Town <i>*as per Federal Gov't mileage rate*</i>	

#### COMMUNICATIONS ALLOWANCE

All Members of Council	\$75.00 per month or be provided a cell phone with data capabilities
------------------------	-------------------------------------------------------------------------

#### MEAL ALLOWANCES

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
<i>No receipts required for the above amounts, if costs exceed above amounts, then receipts would be required.</i>	

Approved by:	Date Approved:
Approved by:	Date Approved:

**MAYOR AND COUNCILLOR MONTHLY EXPENSE CLAIM FORM**  
 Revised August 27, 2009

NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_

**Regular Council Meetings**

For Office Use Only

Date	Meeting	Amount	Mtg. Code

**Other Meetings**

Date	Meeting	Time In	Time Out	Amount	Mtg. Code

MAYOR OR COUNCILLOR SIGNATURE: X \_\_\_\_\_

**OFFICE USE ONLY**

		<b>EE#</b> _____
Meetings less than 1 hour	302	_____
Meetings 1-3 hours	303	_____
Meetings > 3 but < 8 hours	304	_____
Meetings more than 8 hours	305	_____
Lay Member Meetings	306	_____
<b>Total</b>		=====

## Town of Bonnyville

<b>POLICY TITLE: COUNCIL REMUNERATION POLICY NO. 02-FN-026</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> March 26, 2002
<b>REVISION DATE:</b> March 26, 2013, Motion #		

### **Purpose:**

To ensure that all Council remuneration is recorded as per the requirements of the Municipal Government Act and Revenue Canada regulations and to ensure that we establish a clear accounting practice.

### **Policy:**

Pursuant to the Municipal Government Act (MGA), the Town of Bonnyville is required to provide disclosure of salaries and benefits for each Councillor so that each can be identified separately as well as the number of such officers.

#### **a) Honorariums/Salaries:**

Council honorariums will be coded through the payroll function to the General Ledger account 1-2-1100-151.

#### **b) Benefits:**

Council benefits will be coded through the payroll function to the General Ledger account 1-2-1100-130. Within the payroll function, each Councillor is assigned a pay code which permits the auditor to record the benefits received by each Councillor for the year.

#### **c) Other Expenses:** (These are to be paid through Accounts Payable)

#### **d) Training & Development:**

Councillors' expenses for mileage, hotel rooms and meals for attending seminars, conferences, etc. will be coded to General Ledger 1-2-1100-148.

#### **e) Meetings Expenses:**

Councillors' expenses for meals and mileage incurred to attend or host meetings will be coded to General Ledger 1-2-1100-212

### **Procedures:**

At the end of each month after the last regular Council meeting, each Council member shall submit an Expense Sheet (Form A-1) indicating the meetings he/she attended and any reimbursements requested with receipts attached. The Expense Sheet will be submitted to the Chief Administrative Officer for review. The Expense Sheet will then be submitted to Payroll or Accounts Payable for processing.

Training and Development requests will be completed on Form A-2 and submitted to the Chief Administrative Officer for action.

## Town of Bonnyville

<b>POLICY TITLE: COUNCIL REMUNERATION POLICY NO. 02-FN-026</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> March 26, 2002
<b>REVISION DATE:</b> March 26, 2013, Motion #		

**a) Out of Town Reimbursement:**

When attending out of town conferences and events, where travel expense reimbursement is provided and alternative methods of Travel are available (e.g. Flying or Driving), reimbursement will be provided at the lowest travel cost method.

(i.e. If the costs of air travel to the event is cheaper than the private vehicle use amount, reimbursement will be provided in the amount of the cost of flying)

**b) Financial Statement Reporting:**

As per the MGA Act, the Councillors' remuneration and benefits will be itemized by Councillors 1 to 7 on the Annual Financial Statements.

Approved by:	Date Approved:
Approved by:	Date Approved:

## Town of Bonnyville

<b>POLICY TITLE: TRAVEL EXPENSE CLAIM PROCEDURES – APPENDIX A</b>		
<b>NEW POLICY NO. 03-FN-035</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> March 1, 2003
<b>REVISION DATE:</b> Appendix A and B revised Nov. 9, 2004 – Motion No.	Appendix A and B revised October 25, 2005 – Motion No. 339	Appendix A revised March 26, 2013 – Motion No.

**a) Meal Allowances**

Actual receipts must be submitted for meal expenses. Maximum claims are:

Breakfast - \$15.00  
 Lunch - \$20.00  
 Dinner - \$25.00

No receipts are required for the above amounts; if costs exceed above amounts, then receipts would be required.

**b) Mileage**

The Town provides vehicles for use and those vehicles should be utilized prior to taking a personal vehicle. Care should be taken to ensure that there are no operational problems associated with extended of Town vehicles.

The mileage rate is as per Federal Government mileage rate.

**c) Parking**

Actual receipts must be submitted for reimbursement.

**d) Accomodation**

- Actual receipts will be reimbursed
- A maximum claim of \$20 per night is available without a receipt for hospitality associated with staying with friends or family.

**e) Other**

The responsibility for entertainment expenditures and personal phone calls is the employee's responsibility.

Approved by:	Date Approved:
Approved by:	Date Approved:

**City Council**

Airdrie City Council fulfils the legislative function of the City's municipal government. Council is responsible for establishing corporate policy and direction for both the short and long term. Council also sets the strategic priorities for City staff on an annual basis.

City Council is comprised of a Mayor and six Aldermen, who are elected by the citizens of Airdrie every three years. The results of the municipal election in 2010 resulted in our current Council:

<b>Mayor</b>	<u>Peter Brown</u>
<b>Alderman</b>	<u>Murray Buchanan</u>
<b>Alderman</b>	<u>Fred Burley</u>
<b>Alderman</b>	<u>Glenda Alexander</u>
<b>Alderman</b>	<u>Ron Chapman</u>
<b>Alderman</b>	<u>Kelly Hegg</u>
<b>Alderman</b>	<u>Allan Hunter</u>

<b>Position</b>	<b>Current</b>
Mayor	\$70,000/annum
Deputy-Mayor*	\$27,000/annum
Aldermen	\$27,000/annum

\*The Deputy-Mayor position is a six-month rotation which will be filled initially based on seniority in terms of years on Council and secondly on the number of votes received in the applicable election.

**CITY OF AIRDRIE**  
**Council Remuneration Policy**

<b>Effective Date:</b>	<b>January 1, 2002</b>	<b>Revision Date:</b>	<b>August 7, 2001</b>
<b>Approved By:</b>	<b>City Council</b>	<b>Resolution #:</b>	<b>2001-C-352</b>
<b>Approved On:</b>	<b>May 22, 2001</b>	<b>Revision Date:</b>	<b>April 19, 2004</b>
<b>Resolution #:</b>	<b>2001-C-235</b>	<b>Resolution #:</b>	<b>2004-C-352</b>
		<b>Revision Date:</b>	<b>June 6, 2005</b>
		<b>Resolution #:</b>	<b>2005-C-233</b>
		<b>Revision Date:</b>	<b>June 4, 2007</b>
		<b>Resolution #:</b>	<b>2007-C-194</b>
		<b>Revision Date:</b>	<b>June 4, 2007</b> <b>(effective January 1, 2008)</b>
		<b>Resolution #:</b>	<b>2007-C-195</b>
		<b>Revision Date:</b>	<b>July 5, 2010</b> <b>(effective October 25, 2010)</b>
		<b>Resolution #:</b>	<b>2010-C-210</b>

**PURPOSE:**

The purpose of this policy is to establish the remuneration to be paid to elected officials.

**POLICY:**

Effective upon Council being sworn into office in October 2010, the following remuneration will be paid to the elected officials of the City of Airdrie:

Mayor	\$70,000/annum
Aldermen	\$27,000/annum

This remuneration shall be in effect until the new Council is sworn into office in October, 2013.

A per diem allowance will only be applicable in situations that Council considers unusual and requiring special consideration. Per diems will be paid out as follows:

Half-Day (4 hours or less)	\$ 75
Full Day (4 hours or more)	\$150

**Definitions:**

1. *Base salary:* is an all inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters including all meetings of City Council or one of its boards, committees or commissions.
2. *Travel Expense Allowance within City Boundaries:* is provided to Council Members as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings (excluding regularly scheduled meetings of City Council or one of its boards, committees or commissions) as elected representatives of the Municipality. This allowance covers travel expenses incurred to meet with individual residents and with representatives of community organizations. It also covers travel costs incurred while representing the Municipality at town hall meetings and other community events. In addition, it covers travel costs incurred by Council Members to attend to municipal business matters in their capacities as elected officials of the Municipality.
3. *General Expense Allowance:* is provided to Council Members as an allowance for various costs including those for phone lines, fax equipment and supplies, copying, computer equipment and supplies, brochure printing, open house expenses and other expenses.
4. *Per Diem Allowance:* is provided to Council Members in situations Council considers unusual and requiring special consideration.

In summary, costs covered by the Travel and General Expense Allowances are not eligible to be reimbursed by way of the submission of personal expense claims.

Actual costs associated with travelling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments at locations beyond the City boundaries (including transportation, meals, hotels, communication and other costs) will be covered by the City's Corporate Reimbursement Policy.

Travel to attend regularly scheduled meetings of Council or one of its boards, committees or commissions or where a Councillor has been appointed to sit on any external Committee as a representative of Council will not be reimbursed.

The summary of Council's Base Salary and Allowances effective October 24, 2010, is as follows:

	Base Salary	Travel/General Expense Allowance	Total Remuneration
Mayor	\$46,667	\$23,333	\$70,000
Councillors (X6)	\$18,000	\$9,000	\$27,000

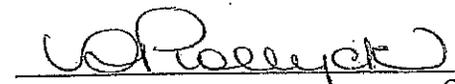
**Benefits**

The benefits that Council members are eligible for are as follows:

100% Paid by City of Airdrie	Shared between City of Airdrie /Council Member in accordance with Current Operating Budget	100% Paid by Council Member
Accidental Death & Dismemberment • Provided by Seaboard Life through the Alberta Urban Municipalities Association when acting in the capacity of elected official	Extended Medical • Optional Manulife Insurance Coverage	Optional Participation in RRS Plan with the City's group provider
	Extended Dental • Optional Manulife Insurance Coverage	Optional Participation in Canada Savings Plan
	Optional Alberta Health Care	



Mayor



City Clerk

## Donna Neufeld

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**From:** Amy Rommens <arommens@brooks.ca>  
**Sent:** Tuesday, January 08, 2013 9:15 AM  
**To:** Donna Neufeld  
**Subject:** RE: Council Remuneration, Salary, Honorarium & Per Diem  
**Attachments:** L-001-007(H)-Council Reimbursement.pdf

Good morning Donna,

Below is the information I received from the HR Department:

Benefits:

AD & D and Group Life – 100% employer paid  
Health and Dental – 50% paid by employee / 50% paid by employer  
Critical Illness is optional and 100% paid by employee

Salaries:

Mayor - \$59,297  
Deputy Mayor - \$ 24,975  
Councillor - \$18,975

I have also attached the Council Reimbursement Policy which deals with per diems and expenses.

Please let me know if you require anything else.

Thank you,

Regards,  
**Amy Rommens**  
Manager of Administration  
City of Brooks

T: 403-362-3333  
F: 403-362-4787  
E: [arommens@brooks.ca](mailto:arommens@brooks.ca)  
<http://www.brooks.ca>

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## PROCEDURE

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**AUTHORITY:**  
Corporate Services

**EFFECTIVE DATE:**

**POLICY NO: L-001-007 (H)**  
Page 2 of 4

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**TITLE:**

### **REIMBURSEMENT OF EXPENSES**

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#### **PROCEDURES:**

Per diems paid to Councillors for: Activities of boards, commissions and committees (other than those specified under base rate) for which Council has approved membership;

Ad hoc committee meetings and activities, to which a Council appointment has been made; and,

some leeway should be given for the Mayor to approve attendance by Councillors of special seminars, information meetings or other activities for which it is deemed in the interest of the City of Brooks, to have attendance at such events. Council should be informed, in regular reports, of such events.

#### **TRAVEL REIMBURSEMENT** **APPLICABLE TO ALL MEMBERS OF COUNCIL**

**Meals:** Meals without receipts will be reimbursed to a maximum allowance (including all taxes and gratuities) as follows:

- Breakfast \$10.00
- Lunch \$20.00
- Dinner \$30.00

Claimant must be away over the meal period. Where conference meals are provided no claim will be allowed. Reimbursement does not include alcoholic beverages.



## PROCEDURE

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**AUTHORITY:**  
Finance & Administration

**EFFECTIVE DATE:**

**POLICY NO: L-001-007 (H)**  
Page 3 of 4

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**TITLE:**

### **REIMBURSEMENT OF EXPENSES**

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#### **PROCEDURES:**

Mileage and meals (when not provided) claimant shall be reimbursed for all travel out of the City of Brooks boundaries.

#### **TRAVEL REIMBURSEMENT APPLICABLE TO ALL CITY OF BROOKS EMPLOYEES**

**Meals:**

Meals with receipts will be reimbursed.

Claimant must be away over the meal period. Where conference meals are provided no claim will be allowed. Reimbursement does not include alcoholic beverages.

#### **TRAVEL REIMBURSEMENT APPLICABLE TO ALL MEMBERS OF COUNCIL AND CITY OF BROOKS EMPLOYEES**

**Mileage:**

The City will supply an automobile. Should a vehicle not be available, the City will reimburse for use of a personal vehicle at those rates approved in the Federal Income Tax Act.

Rental/leased vehicle expenditures supported by receipts will be reimbursed provided the conference is of a distance requiring travel by air and cheaper alternatives are not available.



## PROCEDURE

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**AUTHORITY:** Finance & Administration      **EFFECTIVE DATE:** October 1, 2007      **POLICY NO:** L-001-007 (G)  
Page 4 of 4

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**TITLE:**

### REIMBURSEMENT OF EXPENSES

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**PROCEDURES:**

Accommodation:                      Actual Cost (receipt required)

- no personal charges

Air Fare:                                      Air fare supported by receipts will be reimbursed provided that an alternative form of transportation is not available given time and cost constraints.

It is not the intention of the City to reimburse for expenditures or compensate Council Members and/or City employees for per diem charges that may reasonably be expected to be funded by a third party.

#### APPROVALS

- ✚ The Chief Administrative Officer (CAO) will approve all expenses and per diem claims of Mayor and Council. Should there be any dispute or question as to the expense or per diem of a Councillor; the Chief Administrative Officer (CAO) may refer the matter to the Mayor for review and decision on approval. Should there be any dispute or question as to the expense or per diem of the Mayor; the Chief Administrative Officer (CAO) may refer the matter to Council for review and decision on approval;
- ✚ The Chair of the Audit Committee will approve the claims of the Mayor and the other member of the Audit Committee will approve the claims of the Chair of the Audit Committee;
- ✚ The CAO will approve expenses for Directors;
- ✚ The Directors will approve expenses for their respective management employees; and,
- ✚ Managers will approve expenses for their respective employees.

## Donna Neufeld

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**From:** Sheryl Exley <sheryl@fortsask.ca>  
**Sent:** Tuesday, January 08, 2013 3:02 PM  
**To:** Donna Neufeld  
**Subject:** Re: Council Remuneration, Salary, Honorarium & Per Diem  
**Attachments:** FIN-007.pdf; FIN-012-C.pdf; FIN-017-A.pdf

Hi Donna!

As requested, please find below our policies on Council remuneration.

Benefits for elected officials of the City of Fort Saskatchewan are as follows:

Accidental Death & Dismemberment and Group Life Insurance are mandatory and is 90% City paid. The benefit amount is \$30,000.00, however, it is reduced to \$15,000.00 at age 65 and ceases at the date of retirement or age 70, whichever is earlier.

Extended Health and Vision Care is 90% City paid.

Dental coverage is 90% City paid.

(See attached file: FIN-007.pdf)(See attached file: FIN-012-C.pdf)(See attached file: FIN-017-A.pdf)

Thanks!

Sheryl

---

Sheryl Exley  
Legislative Officer  
City of Fort Saskatchewan  
10005 - 102 ST  
Fort Saskatchewan, AB T8L 2C5  
Phone: 780.992.6154  
Fax: 780.998.4774  
E-Mail: [sheryl\\_exley@fortsask.ca](mailto:sheryl_exley@fortsask.ca)  
Website: [www.fortsask.ca](http://www.fortsask.ca)

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**From:** Donna Neufeld <[DNeufeld@coldlake.com](mailto:DNeufeld@coldlake.com)>  
**To:** "[Sheryl Exley@fortsask.ca](mailto:Sheryl_Exley@fortsask.ca)" <[Sheryl Exley@fortsask.ca](mailto:Sheryl_Exley@fortsask.ca)>,  
**Cc:** "[Info@fortsask.ca](mailto:Info@fortsask.ca)" <[Info@fortsask.ca](mailto:Info@fortsask.ca)>  
**Date:** 08/01/2013 11:02 AM  
**Subject:** Council Remuneration, Salary, Honorarium & Per Diem

Sheryl,

Would you please be so kind as to email me your Council's most recent policy or policies dealing with the above-mentioned subject? If Mayor and Council receive benefits, could you please include that information as well. If you have any questions, please contact me at the City.

Thank you,

Donna Neufeld

Intermediate Secretary, Corporate Services City of Cold Lake 5513-48th Avenue Cold Lake, Alberta T9M 1A1

Ph: (780) 594-4494 ext. 7966

Fax: (780) 594-3480

[www.coldlake.com](http://www.coldlake.com)

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## CITY COUNCIL REMUNERATION, PER DIEMS FOR CONFERENCES-SEMINARS- WORKSHOPS-MEETINGS (CSWM), AND REIMBURSEMENT OF EXPENSES

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Date Issued: 26.Sep.89

Mandated by: 21.Aug.89-CCM,  
23.Aug.90-RCM, 26.Aug.91-RCM,  
23.Aug.93-RCM, 09.Dec.96-RCM,  
22.Jun.98-RCM, 10.Jul.00-RCM,  
10.Jun.03-RCM

Current Revision: 31.Jan.2004

Cross-reference: FIN-012, FIN-017,  
HUM-022, Council Resolution  
R224-02

Next Review Diarized: Under Policy Committee Review

Responsibility: Administrative Assistant  
to Mayor/Council

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### POLICY

City Council remuneration, per diems, and reimbursement of expenses are addressed triennially, in the spring prior to each municipal election, by a public committee, comprising three members of the community, at least one being a new member and at least one member from the previous committee to ensure continuity. As well, the City Manager and his Executive Assistant provide administrative support to the committee.

### DEFINITIONS

- *Half-day* - a minimum of 2½ hours to a maximum of 5½ hours.
- *Full day* - in excess of 5½ hours.

### CURRENT GUIDELINES OF PUBLIC COUNCIL REMUNERATION REVIEW COMMITTEE

1. City Council submits expense receipts for reimbursement to the Recording Secretary who processes them through Finance.
2. Provision is made in the annual budget for attendance at CSWMs requiring the presence of all City Council members during regular City office hours.



3. The Mayor receives a flat salary and does not receive per diems.
4. A maximum of 132 per diems for Councillors collectively is included in the annual budget.
5. Funds budgeted annually for Councillors' per diems and expenses related to CSWMs are divided equally between the Councillors for their discretionary use to attend the CSWMs of their choice. These funds may be transferred from one Councillor to another by mutual agreement.
6. When acting for the Mayor, the Deputy Mayor may claim per diems in addition to his normal allocation.
7. To compensate for time spent, per diems including travel time are provided for Councillors for full or half-day CSWMs.
8. Per diems shall not apply to City Council activities such as golf tournaments, openings, general public appearances, or other social activities covered by the annual stipend.
9. Per diems will not be paid for attendance at City Council meetings or meetings of committees, commissions, or boards established by Council unless such attendance results in a loss of wages.
10. Councillors do not qualify for per diems or associated expenses when boards, commissions, or external committees pay them directly.
11. Expenses of City Council representatives appointed to various boards, commissions and committees attending related conferences are covered by the Mayor's and Council's travel and expense budget allocated in the annual City budget.
12. On submission of receipts to the Administrative Assistant to Mayor/Council, City Council members are reimbursed for reasonable expenses incurred to promote the interests of the City while attending political or other functions, with the exception of fund-raisers for political parties or candidates.
13. The City pays *required registration fees* for spouses attending conferences with City Council members. All other related spousal expenses are the personal responsibility of Council members. No expenses are paid by the City for spouses accompanying City Council members to seminars, workshops, or meetings.
14. City Council members are reimbursed for the use of personal vehicles to travel to CSWMs or other City business at the kilometerage rate paid to City staff.
15. To facilitate preparation of the annual budget each July, City Council must provide the Administrative Assistant to Mayor/Council with a list of CSWMs they are considering attending the following year.

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## TRAVEL AND EXPENSE CLAIMS

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Date Issued: 13.Feb.84

Mandated by: Council

Current Revision: 16.Aug.12

Cross-reference: FIN-007, FIN-017,  
HUM-022

Next Review Diarized: 01.Jan.15

Responsibility: Director, Finance

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### POLICY

City Council believes that members of City Council and employees should be reimbursed for reasonable personal expenses incurred while on authorized City of Fort Saskatchewan ("City") business. Members of City Council and employees are neither expected to subsidize the operations of the City nor indulge themselves at the City's expense.

### DEFINITIONS

- *Capital Region* - that area of land that lies within a 75 kilometer radius of Edmonton
- *City Representative* - individual, who is not an employee, who performs business on behalf of the City or an unfunded City Committee or City Board members. This includes, but is not limited to, members of City Council, members of City Boards/Commissions/Committees and volunteers
- *Employee* - individual who is hired to work full time or part time for the City and is included on the City's biweekly payroll
- *Travel Status* - absence from an employee's workplace while on City business. Travel status will originate from the employee's workplace, as per Canada Revenue Agency (CRA) *Allowable Motor Vehicle Expenses*, unless the employee is originating directly from their principle residence. Then, travel status will originate from the employee's principle residence.
- *Workplace* - the location at, or from which an employee ordinarily performs the duties of his/her position. In the case of an employee whose duties are of an itinerant nature, his/her workplace is the actual building where his/her pertinent administrative matters are conducted (i.e. where his/her reports are prepared and/or submitted).

### GUIDELINES

1. A Department General Manager may approve travel for employees when other means of conducting City business are not practical. When travel is authorized, the most direct, practical and cost effective route and mode of transportation should be used.
2. A cash advance from the City's accounts payable is permitted to ensure that an employee has sufficient funds on hand to pay for significant City expenses such as accommodation, automobile rental or where a supplier is reluctant to accept a City purchase order or cheque. Any employee that has been issued a corporate credit card will not be eligible for cash advances.
3. An expense claim form (available from the intranet) must be completed for all reimbursements

submitted under this policy. The supervisor must authorize all expenditures. Expenses claimed by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Expenses claimed by members of Council must be authorized by the Mayor. Expenses claimed by the Mayor must be authorized by the Deputy Mayor.

4. Employees on travel status are entitled to reimbursement for transportation, accommodation, meals and miscellaneous travel costs.

5. Travel Expenditures

- (a) Transportation

- (i) Air, bus or train transport at the most economical means (commonly referred to as "economy" or "coach") will be approved, taking into account the net cost to the City. In extraordinary circumstances, the employee must acquire authorization from the Department General Manager with accompanying documentation supporting the decision. If the employee chooses to upgrade the level of transportation, the employee is responsible for the difference between that level and the economy rate.
    - (ii) Where an employee chooses to use a method of transportation other than that prescribed above and approval for such is obtained, the employee shall be reimbursed or paid an allowance, as the case dictates, as though the method of transportation prescribed above was used.
    - (iii) An employee may, with consent from their supervisor, select a route and method of transportation to combine personal activities with City business. In this case, the reimbursement or allowance shall be paid on the basis that would have applied had the trip been made in accordance with the above.
    - (iv) If personal activities extend the period of working time required for a trip, the additional time shall be deducted from the employee's accruals for vacation/time-off-in-lieu or granted as leave without pay.
    - (v) Where a City approved registration fee requires payment for spouses/guests that are not City employees, such payment may be made, and included as part of the registration payment. A copy of the spouse's/guest's full reimbursement is to be included upon submission for payment of the employee's credit card. A spouse, or any other non-employee person(s) travelling with an employee is responsible for their own travel fare and related expenses will not be processed through the City's accounts payable or reimbursed to the employee.

- (b) Private Vehicle Use

- (i) The City will reimburse an employee for kilometrage, based on Government of Alberta kilometrage rates.
    - (ii) An employee using a personal vehicle while conducting City business will be reimbursed for actual (not estimated) kilometers travelled at the approved rate. An employee must submit an expense claim detailing business purpose, location, departure/arrival times and distance travelled for each trip claimed.
    - (iii) An employee authorized to use his/her personal vehicle for out-of-town travel will receive the lower of a reimbursement equal to the economy return airfare, if applicable, or the actual kilometers travelled while on City business during the trip. However, if it is deemed to be more practical to travel by personal automobile than by other means (e.g. conference in Calgary where rental car costs or taxi/bus fares from the airport are substantial) the cost of actual kilometers travelled will be reimbursed.
    - (iv) If two or more employees travel in the same vehicle while on City business, only one may claim expenses for kilometrage.
    - (v) An employee using his/her personal vehicle while conducting City business must carry at

least one million (\$1,000,000.00) dollars of public liability and property damage insurance. In the event of an accident, the insurance deductible will be the responsibility of the employee.

- (vi) Fines for moving violations incurred while conducting City business are the responsibility of the employee and are not eligible for reimbursement.
  - (vii) Where an employee is required by his/her insurance company to have business insurance in order to conduct City business, over and above personal vehicle insurance coverage, the City will reimburse only for that portion of the premium that pertains to the City business insurance.
  - (viii) Taxi, limousine, bus and commuter train fares will be reimbursed. Car (economy class only) rental fees for areas outside the Capital Region may be claimed when such rental is deemed to be more economical/practical than bus/taxi rates, i.e. when a large amount of business related travel is required.
  - (ix) While on City business, mileage is claimable from the workplace to a destination within or outside of the City's municipal limits. Mileage is also claimable from the employee's principle residence location to a destination outside of the City's municipal limits if that travel is as a result of City business. Mileage is not claimable from the employee's principle residence location to the workplace as per CRA *Allowable Motor Vehicle Expenses*.
- (c) Accommodation
- (i) An employee on travel status outside the Capital Region for one or more nights is entitled to reimbursement of the cost of commercial accommodation. Accommodation claims inside the Capital Region will be considered only when deemed beneficial to the City and previously authorized. Claims by employees must be authorized by their supervisor. Claims by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Claims by members of Council must be authorized by the Mayor. Claims by the Mayor must be authorized by the Deputy Mayor.
  - (ii) Reservations are to be made under the City of Fort Saskatchewan to take advantage of any available government/corporate rate. A spouse accompanying an employee is responsible for any required rate increase due to their occupancy and must not be settled with City funds. The increased amount must be paid by the employee's personal means at the time of settling the payment.
  - (iii) Accommodation will be provided at the approved conference room rate or government rate in the locale of the meeting, whichever is lower.
  - (iv) The cost of all personal entertainment such as movies and in-room items is the responsibility of the employee, is not eligible for reimbursement and must not be settled with City funds. These costs must be paid by the employee's personal means at the time of settling the payment.
  - (v) Where private arrangements for accommodation are made and commercial facilities are not used, a daily allowance based on the Government of Alberta daily allowance rate may be claimed.
- (d) Meals
- (i) When travelling on City business, an employee may claim either the actual cost of the meal or the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to fifteen (15%) percent of the meal cost.
  - (ii) The maximum reimbursement for food and beverage cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, inclusive of taxes and gratuities to a maximum of 15%.
  - (iii) Meal allowances are based on Government of Alberta meal allowance rates.

- 
- (iv) When an employee is travelling on City business for part of a day, the employee may be reimbursed for the receipted amount or the meal allowance as follows:
- breakfast, if the departure time is earlier or the return time is later than 7:30 a.m.;
  - lunch, if the departure time is earlier or the return time is later than 1:00 p.m.; and
  - dinner, if the departure time is earlier or the return time is later than 6:30 p.m.
- (v) If a meal is included in the cost of airfare, an employee cannot claim a meal allowance unless the flight is delayed.
- (vi) If a meal is included in the cost of a conference, session, workshop, event, function, etc., an employee cannot claim a meal allowance unless the conference, session, workshop, event, function, etc. does not occur or is delayed.
- (vii) Reimbursement for the cost of alcoholic beverages is not permitted.
- (e) Miscellaneous Travel Costs
- (i) Personal Telephone Calls: In general, the cost of telephone calls of a non-business nature are not eligible for reimbursement. However, an employee on travel status is allowed reimbursement for the cost of one personal telephone call which is not to exceed fifteen (15) minutes in total, for each twenty-four (24) hour period while on City business.
- (ii) Medical Expenses: An employee will be responsible for all medical expenses incurred in excess of those covered by the City's existing benefits package. The supervisor will determine eligibility for reimbursement of all other expenses incurred subsequent to an emergency situation.
- (iii) Laundry Expenses: An employee may claim for laundry and dry cleaning costs incurred while travelling on City business.
- (iv) Personal Incidentals: Members of City Council or employees will not be reimbursed for expenses associated with personal incidentals. Personal incidentals include, but are not limited to, items such as:
- personal care items,
  - monetary gratitude given for service received which is not related to service received for City paid meals under Clause 5 (d) and Clause 6, and
  - personal use consumable items when consumed outside of City paid meals under Clause 5 (d) and Clause 6.
6. All working session meals and costs shall have prior approval from the supervisor. This includes employee retreats and on-site or off-site work session meals and costs. The frequency of such meals and costs is limited to a reasonable amount annually as determined by each Department General Manager and/or City Manager. Meals/Costs by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Meals/Costs by members of Council must be authorized by the Mayor. Meals/Costs by the Mayor shall be authorized by the Deputy Mayor.
7. Members of City Council or employees will not be reimbursed for expenses to attend a function that is promoted as a fundraiser for a political party or candidate.
8. Expense claims must be submitted for reimbursement within 30 days of the expense being incurred and must be accompanied by original receipts which detail the nature of the transaction thereon.
9. Authorizing parties are responsible to ensure that reimbursement is in accordance with this policy.
10. Where it is determined that an employee has falsified an expense claim, any overpayment shall be recovered and disciplinary action may be taken against the individual.
11. Any items of dispute will be submitted to the City Manager for arbitration and will not be processed for payment until an arbitration decision is rendered.

## PROCEDURES

1. Employees will note on all receipts a brief explanation, in layman's terms, of the business nature of the expense along with attending parties/guests, their title and organization. When the original receipt is not provided, an Employee Request for Reimbursement, available on the City's intranet, must be completed. Credit card and debit card receipts are not acceptable as original receipts.
2. Cash Advances
  - (a) Cheque requisitions:
    - (i) must be approved by the supervisor at least seven (7) working days prior to when the cash is required. An employee must submit a cash advance request to Accounts Payable;
    - (ii) Accounts Payable will provide to the employee a cheque made payable to "individual's name - cash advance";
    - (iii) will be filed by the Accounts Payable Clerk who will request further information if the employee does not submit all receipts within seven (7) working days of the employee's return to work date after the event for which the funds were requested.
  - (b) Accounting:
    - (i) the employee will submit to Accounts Payable, within seven (7) days of return date indicated on the cash advance request, all receipts and backup documentation;
    - (ii) if the cash advance has not been totally expended, the remaining balance must accompany this submission;
    - (iii) if the advance has been exhausted and the employee has used personal funds to cover additional expenses, an expense claim is to accompany this submission.

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City Manager (Original Signed by KK)

**MUNICIPAL ELECTED OFFICIALS'  
EXPENSE ALLOWANCE**

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Date Issued: 16.Apr.99

Current Revision: 23.Aug.12

Next Review Diarized: 01.Jan.15

Mandated by: Administration

Cross-reference: FIN-007, FIN-012-C

Responsibility: Director, Human  
Resources

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**POLICY**

The City dictates that, in accordance with Canada Revenue Agency's Income Tax Act provisions for municipal officials, one-third of the total salary, allowances, and honoraria paid to City Council members shall be deemed to be in lieu of expenses. The remaining two-thirds is income from elected or appointed office, and is therefore, subject to income taxation and considered as earnings.

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City Manager (Original Signed by KK)

<b>AUTHORITY</b> Resolution 89.C.487, 90.C.150, 91.C.252, 92.C.194, 97.C.318, 99.C.731, 03.C.53, 06.C.125	<b>EFFECTIVE DATE</b> 8/21/89, 1/1/90, 5/13/91 4/13/92, 6/9/97, 10/12/99, 01/01/03, 01/01/06	<b>CHAPTER</b>
		<b>PAGE 1 OF 7</b>
<b>TITLE</b> ELECTED OFFICIALS REMUNERATION AND EXPENSES		<b>TOWN POLICY NUMBER</b> 3.01.03

**A. REMUNERATION AND ALLOWANCES**

1. The remuneration and allowances prescribed are intended to compensate elected officials for their regular and extraordinary duties. Base pay and extraordinary meeting pay is intended to capture the majority of work of Council. Wherever possible and reasonably practical, elected officials shall rearrange their schedule to reduce or eliminate the need for additional expenses such as per diems.
2. Elected officials shall be remunerated for the performance of regular and usual duties associated with the responsibilities of such elected offices, including regular meetings of Council, Committee of the Whole; and Special Council Meetings including Public Hearings (see Appendix A, section 1).
3. Elected officials shall be remunerated for attendance at extraordinary meetings, which are beyond regular meetings of Council, Committee of the Whole and Special Council Meetings including Public Hearings (see Appendix A, section 2) Such meetings would include but not be limited to:
  - i) All Council appointed Boards, Committees and Commissions;
  - ii) Conventions, conferences, seminars or workshops which elected officials attend; and
  - iii) Meetings of importance where it is considered the attendance of elected officials is important or essential. Such situations shall normally be reported to Council as soon as practical through Council Representative Reports.
4. The rate of remuneration to be provided shall be as indicated in Appendix A herein and in accordance with Canada Revenue Agency's provisions, for Municipal Officials, one-third (1/3) of the total remuneration (including allowances and honoraria) paid to Municipal Officials shall be deemed to be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings.

<b>AUTHORITY</b> Resolution 89.C.487, 90.C.150, 91.C.252, 92.C.194, 97.C.318, 99.C.731, 03.C.53, 06.C.125	<b>EFFECTIVE DATE</b> 8/21/89, 1/1/90, 5/13/91 4/13/92, 6/9/97, 10/12/99, 01/01/03, 01/01/06	<b>CHAPTER</b>
		<b>PAGE 2 OF 7</b>
<b>TITLE</b> ELECTED OFFICIALS REMUNERATION AND EXPENSES		<b>TOWN POLICY NUMBER</b> 3.01.03

5. Upon submission of receipts or other proof of expense elected officials will be compensated up to the maximum rate indicated in Appendix A for the following expenses incurred in order to attend designated meetings identified in Sections A.2 and A.3 above:

- i) Child care;
- ii) Alternate staffing arrangements where required by the elected official's primary employer; and
- iii) Where the elected official is self employed or obtains the majority of income through a commission, allowances will be made to recognize potential loss of income. The per diem rate provided in Appendix A may be claimed as an expense claim where the elected official is unable to attend to regular work and alternate arrangements are not possible.

**B. GROUP BENEFIT PLANS**

1. Elected officials shall be eligible, at their option, to participate in the following items under the Town's Group Benefit Plans:

<u>Benefits</u>	<u>Premiums</u>
i) Group Life Insurance	100% employer paid
ii) Dependents Life Insurance	100% employer paid
iii) Accidental Death and Dismemberment	100% employer paid
iv) Extended Health Care	55% employer paid
v) Dental Insurance	55% employer paid
vi) Health Spending Account	100% employer paid
vii) Alberta Health Care	100% employee paid

2. An elected official who participates in all or some of the above benefit items shall be responsible for the premium costs as stated above. Premium costs shall be deducted from remuneration payments.

<b>AUTHORITY</b> Resolution 89.C.487, 90.C.150, 91.C.252, 92.C.194, 97.C.318, 99.C.731, 03.C.53, 06.C.125	<b>EFFECTIVE DATE</b> 8/21/89, 1/1/90, 5/13/91 4/13/92, 6/9/97, 10/12/99, 01/01/03, 01/01/06	<b>CHAPTER</b>  <b>PAGE 3 OF 7</b>
<b>TITLE</b> <b>ELECTED OFFICIALS REMUNERATION AND EXPENSES</b>		<b>TOWN POLICY NUMBER</b> <b>3.01.03</b>

**C. TRAVEL AND EXPENSES**

1. Basic Principles

- i) The rates and terms prescribed are intended to avoid economic loss to the elected official when reasonable and related expenses are incurred.
- ii) Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.

2. Travel

- i) An elected official on travel status may claim the following expenses with a receipt:
  - a) air fare
  - b) taxi fares
  - c) parking charges
  - d) automobile rental
  - e) public transportation
- ii) An elected official who uses his/her own motor vehicle on Town business shall be reimbursed for travel as per Appendix B herein.
- iii) An elected official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on Town business shall be reimbursed for the full amount of applicable business premium up to a maximum as per Appendix B and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.

3. Where more than one elected official shares private motor vehicle transportation, only one person may claim the expense.

<p><b>AUTHORITY</b> Resolution 89.C.487, 90.C.150, 91.C.252, 92.C.194, 97.C.318, 99.C.731, 03.C.53, 06.C.125</p>	<p><b>EFFECTIVE DATE</b> 8/21/89, 1/1/90, 5/13/91 4/13/92, 6/9/97, 10/12/99, 01/01/03, 01/01/06</p>	<p><b>CHAPTER</b>  <b>PAGE 4 OF 7</b></p>
<p><b>TITLE</b> <b>ELECTED OFFICIALS REMUNERATION AND EXPENSES</b></p>		<p><b>TOWN POLICY NUMBER</b> <b>3.01.03</b></p>

4. Accommodation

- i) If an elected official is required to travel on Town business and overnight accommodation away from his/her regular domicile is necessary, he/she may claim:
  - a) The actual cost of accommodation on production of receipts;
  - b) Elected officials may wish to secure alternate accommodation at no cost to the official. He/she may then claim without receipt an amount as shown on Appendix B.

5. Meals and Gratuities

- i) Elected officials may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 15% upon the submission of receipts. Elected officials may claim the flat and all inclusive rate set in Appendix B when a receipt is not available.
- ii) Where meal costs are included on a hotel bill, they must be identified as meal costs.
- iii) Where conference or seminar registration includes meals, the Town will not reimburse substitute meals.
- iv) Expense claims for meals apply to elected officials travelling to and from meetings when the departure time is earlier than (or the return time is later than):
  - a) 7:30 a.m. for breakfast
  - b) 1:00 p.m. for lunch.
  - c) 6:30 p.m. for dinner
- v) Any gratuities are to be indicated on receipts.

<b>AUTHORITY</b> Resolution 89.C.487, 90.C.150, 91.C.252, 92.C.194, 97.C.318, 99.C.731, 03.C.53, 06.C.125	<b>EFFECTIVE DATE</b> 8/21/89, 1/1/90, 5/13/91 4/13/92, 6/9/97, 10/12/99, 01/01/03, 01/01/06	<b>CHAPTER</b>
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<b>TITLE</b> ELECTED OFFICIALS REMUNERATION AND EXPENSES		<b>TOWN POLICY NUMBER</b> 3.01.03

6. Hosting

- i) Elected officials may claim reimbursements for the reasonable cost of hosting business associates locally or in travel status upon the submission of receipts.
- ii) Claims for expenses for hosting shall be supported with a brief written explanation and receipts.

7. Other Costs

If an elected official incurs other expenses for which reimbursement is not specifically mentioned herein, he/she may recommend to the Council that they be reimbursed for the expenses incurred and the members shall decide by majority vote whether any of the expenses will be reimbursed.

8. Advances

If an elected official is required to travel on Town business, he/she may request the Financial Services Manager to provide a reasonable advance of money to cover expected expenses.

9. Expense Reports

- i) Normally, elected officials shall, within 30 days of incurred costs, complete the expense claim form to be provided by the Financial Services Manager who shall review such form for conformity to this policy. Where there are extenuating circumstances, the Mayor shall have the authority to approve extraordinary expenses that are directly related to Council business.
- ii) Expense reports shall normally be completed every 30 to 90 days and in any case must be completed by December 31 of the current year for all outstanding current year expenses.

**APPENDIX A**  
to Policy 3.01.03

**RATES OF REMUNERATION  
FOR ELECTED OFFICIALS**

Effective July 1, 2011

1. The rate of remuneration for the performance of regular and usual duties of office as identified in Section A.2 of the policy shall be:

- i) Mayor \$62,492 per annum
- ii) Councillors \$34,213 per annum

with payment over 26 periods per annum.

Annual remuneration will be adjusted according to the same general market adjustment that employees receive.

2. Total remuneration for attendance at extraordinary meetings as identified in Section A.3 of the policy shall be paid on a quarterly basis as follows:

- i) Mayor \$10,000 per annum
- ii) Councillor \$4,000 per annum

for the period between one Organizational Meeting of Council and the next (October to October).

3. The rate of reimbursement for costs incurred according to Section A.5 of the policy shall be:

- i) up to \$100 per half-day (4 hours or less) per diem
- ii) up to \$200 per full-day (more than 4 hours) per diem
- iii) When per diems are not charged, child care expenses may be claimed and will be paid upon submission of receipts and approval by Mayor.

Total remuneration for per diems identified in Section A.5 of the policy shall not exceed \$2,800 annually (to be adjusted during an election year on a prorated basis).

**APPENDIX B**  
to Policy 3.01.03

**LEVEL OF REIMBURSEMENT**  
**ELECTED OFFICIAL TRAVEL AND OTHER EXPENSES**

Effective January 26, 2009

1. Private arrangements for overnight accommodation – each night \$20.00.
2. Meals (including taxes and gratuities) reimbursed at a flat rate when receipts are not available:
  - i) Breakfast \$ 7.00
  - ii) Luncheon \$10.00
  - iii) Dinner \$18.00

3. Kilometre Rates for Travel

On presentation of accounting of kilometres travelled and reason for travel:

- i) \$0.52 per kilometre for the first 5000 km per annum, and;
  - ii) \$0.46 per kilometre for any travel over 5000 km per annum.
4. Business Insurance
- Cost, on presentation of receipt, to a maximum of \$100.00 per annum.

# TOWN OF STONY PLAIN

## POLICIES MANUAL

### Honorariums, Allowances and Expenses for Mayor and Councillors

Date Approved: September 13, 2010  
Effective: January 1, 2013  
Resolution No: 317/09/10/SP  
Replaces: 279/06/07/SP to  
283/06/07/SP

Department: Council  
Division: N/A

#### 1. COUNCIL HONORARIUM AND EXPENSE ALLOWANCES

##### Honorarium Criteria

The Town of Stony Plain pays to their elected officials a monthly Honorarium. The Mayor and Deputy Mayor Honorarium rates are higher to compensate for additional responsibilities required of these positions such as chairing and preparing as chair for Council meetings, additional meetings with Administration and members of the public. For all members of Council the monthly Honorariums are paid for the following:

- a. Regular Council meeting attendance
- b. Meetings with Administration staff
- c. Dealing with and responding to public concerns from residents, clubs, organizations, businesses etc.
- d. Council meeting preparation
- e. Budget Meetings
- f. Signing of Town documents
- g. Town staff functions
- h. Golf Tournaments
- i. Service on Boards, Committees and Commissions that currently do not pay fees to citizens serving at large.

##### Expense Allowance Criteria

One third of the monthly Honorarium is called an Expense Allowance, which is non-taxable. This expense allowance, as per the Income Tax Act, is for expenses incident to the discharge of the member's duties as a member of Council. The allowance is provided to offset costs incurred by elected officials that are not reimbursed through the municipality such as phone lines, fax equipment and supplies, copying, computer equipment and supplies, brochure printing, open house expenses, travel expenses to meet with individual residents and community organizations, and other expenses. This does not include direct expenses incurred and reimbursed as identified further in this policy.



# TOWN OF STONY PLAIN

## Honorarium Rates

### Mayor

\$3,043.25/month of which (\$36,519/year)	\$2,038.98 <u>1,004.27</u>	Honorarium (Taxable) Allowance (Non-Taxable)
----------------------------------------------	-------------------------------	-------------------------------------------------

### Deputy Mayor

\$1,826/month of which (\$21,912/year)	\$ 1,223.42 <u>602.58</u>	Honorarium (Taxable) Allowance (Non-Taxable)
-------------------------------------------	------------------------------	-------------------------------------------------

### Councillor

\$1,521.67/month of which (\$18,260/year)	\$1,019.52 <u>502.15</u>	Honorarium (Taxable) Allowance (Non-Taxable)
----------------------------------------------	-----------------------------	-------------------------------------------------

These honorariums are to be indexed and the policy updated each year in relation to increases in the annual provincial consumer price index.

## 2. PER DIEMS

A per diem rate will be paid to all members of Council for time spent doing certain activities. These activities will be compensated for upon completion of an expense claim form. These expenses are to be claimed on a monthly basis. The Mayor or Deputy Mayor will be responsible for approving claims from Councillors. The Deputy Mayor will be responsible for approving claims from the Mayor. A Councillor whose expense claim is not approved by the Mayor or Deputy Mayor may appeal the decision to Council. The per diem rates schedule is as follows:

- Activities 4 hours or less \$100.00
- Activities over 4 hours \$200.00

Time calculated for per diem payments shall include travel time to and from the activity.

For all members of Council per diem rates are paid for the following:

- a. Special Council Meetings
- b. Special Planning Meetings i.e. Strategic Planning, Council retreats.
- c. Attendance at conferences, seminars, and courses with content/subject matter directly related to Council business and/or related to the boards Councillors are appointed to.
- d. Attendance at municipal conferences, seminars, courses including the Alberta Urban Municipalities Association annual conference and seminars, the Federation of Canadian Municipalities Association annual conference and municipal seminars put on by Municipal Affairs and other organizations.
- e. Ceremonies, grand openings and banquets by invitation and attended in an official capacity as the representative of the Town. In instances where an open invitation to all of council is received, it is assumed that attendance by the Mayor or a designated

# TOWN OF STONY PLAIN

representative is considered sufficient representation. The Mayor has the ability to invite additional Councillors if he/she deems it appropriate or necessary for larger events.

Any other activity not specifically identified in (a) to (e) above will be considered to be an activity covered by the Councillor's Honorarium. The only exceptions will be where Council agrees to pay a per diem upon specific authorization by resolution of Council.

All members of Council are responsible for tracking their own per diem claims to ensure that the total annual budget allocation for per diems and expenses combined is not exceeded without approval by Council. Administration will provide each member of Council with a monthly statement of expenditures.

3. **REMUNERATION PAID BY COUNCIL BOARDS, COMMISSIONS AND COMMITTEES**

Council members will collect direct remuneration paid from those Boards, Committees and Commissions that pay their own remittances to their members with the exception of the Yellowhead Regional Library Board which remuneration will be paid by the Town of Stony Plain and budgeted for separately. No double billings shall be filed with the Town in relation to such meetings.

4. **FEDERATION OF CANADIAN MUNICIPALITIES AND ALBERTA URBAN MUNICIPALITIES CONFERENCE EXPENSES**

All of the expenses and per diems submitted by the Town's delegation for the FCM and AUMA Conferences and approved by the Mayor or Deputy Mayor, will be allocated to a separate account set up for this purpose.

5. **DIRECT EXPENSES**

Members of Council will incur direct expenses in the normal course of carrying out their business. Annually, each member of Council will be allocated a budget to be used at their discretion. Payment will be made based on receipts attached to an expense account form and signed by the Mayor or Deputy Mayor. Rates for meal and travel allowances will be as follows:

**Meal Allowances**

Meal allowances for approved conferences, seminars, or meetings shall be paid at the rate of:

Breakfast	\$ 10.00
Lunch	15.00
Dinner	<u>25.00</u>
For a total of	\$ 50.00

No meal allowance advances are to be paid until actually claimed, unless otherwise specifically requested by members of Council. Whenever meals are included at conferences, seminars, etc. through the registration fee charged, no double claims for those particular meals being provided shall be allowed. The actual cost of meals will be reimbursed upon

# TOWN OF STONY PLAIN

submission of a receipt, up to the allotted meal allowance with the Mayor (or Deputy Mayor) having the authority to accept overages with justification from the individual claiming.

## **Travel Allowances**

Travel allowances for approved conferences, seminars or meetings shall be paid at the rate of \$0.50 per kilometer if the distance can be traveled by private motor vehicle. When travel is authorized, the most direct, practical and cost effective route and mode of transportation should be used. For example, in some instances where the lowest cost air travel is less costly than a travel allowance at \$0.50 per kilometer and the individual prefers to travel by private motor vehicle the maximum expense claim to be allowed is the lower cost of air travel (including taxes) or a travel allowance.

Air travel shall be covered in full at the most economical rates available. No travel allowances are to be paid in advance unless otherwise specifically requested by members of Council.

## **Private Vehicle Business Insurance**

Where coverage is not already included under each individual Councillor's existing policy, the Councillor will be able to claim reimbursement for the actual increase up to a maximum of \$500 per year. This covers the situation where an insurance company or agent requires the private vehicle to be insured for use when travelling on town business. Submission of supporting documentation is required.

## **Internet Allowance**

Internet usage has become mandatory in the execution of Council's duties. Council will be reimbursed up to \$40 per month for home internet access upon submission of a receipt.

## **6. EDUCATIONAL BUDGET**

An educational budget expense in the amount of \$2,500 per year, known as Professional Development, is available to Mayor and Council to attend training, workshops, seminars and other educational or professional development classes.

## **7. RE-EVALUATION**

This policy shall be re-evaluated every 3 years with public input being sought first. Only with lack of public interest should private consultation be retained.

## **7. EFFECTIVE DATE**

This policy shall take effect January 1, 2012.

## CITY OF WETASKIWIN

<b>Policy #</b>  1103	<b>Policy Name:</b>  COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT	<b>Adopted:</b>  JANUARY 31, 2011
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### **Policy Statement**

To comply with Federal and Provincial legislation, it is necessary to establish remuneration and expense reimbursement guidelines for Mayor and Council.

### **Guidelines**

#### Remuneration

Remuneration will be based on the following:

1. The annual remuneration for the Mayor and each Alderman shall be as set out in the Council Remuneration Schedule.
2. For the extra responsibilities of Deputy Mayor, Alderman, while acting in that capacity, shall receive an additional fee per month, as set out in the Council Remuneration Schedule.
3. Remuneration is in consideration of fees and expenses for:
  - the general day to day activities of the Mayor and Council;
  - regular and special Council Meetings;
  - regularly scheduled Committee of the Whole Meetings;
  - budget meetings;
  - informal meetings or discussions;
  - attendance at local functions such as grand openings, charity functions or community events.
4. Remuneration shall be adjusted annually by inflation. Inflation shall be the Alberta Consumer Price Index identified by Statistics Canada for the prior calendar year.

#### Benefits

5. Group insurance benefit plans are available for all participating members of Council.

6. Members of Council shall have the option to apply for the following benefits based on the cost share provided by the City of Wetaskiwin.

<u>Mandatory</u>	<u>Employer</u>	<u>Member of Council</u>
Life Insurance	100%	
Accidental Death & Disability	100%	
RRSP Contribution Plan (Based on employer Local Authorities Pension Plan contribution rates) require a locked in RRSP bank account for the funds to be direct deposited into on a monthly basis.		

Optional

Extended Health Care	90%	10%
Dental Plan	90%	10%

7. Coverage remains in effect for the duration of the member's Term of Office and payment of member's portion of the premiums.

General Reimbursement of Expenses

8. Registration fees and expenses for approved out of town travel will be paid or reimbursed by the City.
9. All expense claims of Council are to be reviewed and verified by the Mayor prior to submission to the Finance Department. Expense claims for the Mayor shall be reviewed and verified by the Deputy Mayor.
10. All Council travel and hosting expenditures will be allocated to the approved budget.
11. Out of Province travel to major conferences requires prior Council approval.
12. When members of Council attend a local function, in their official capacity on behalf of the City, then the cost of the member and partner's attendance at the function will be borne by the City.
13. Attendance at the annual Federation of Canadian Municipalities (F.C.M.) Conference, which when Out of Province, will be limited to the Mayor and two (2) members of Council.
14. The City shall not reimburse expenses which are covered by another Agency, Board, Commission or Authority.

Out of Pocket Expenses to be Covered

15. Transportation:

- (a) All travel shall be by the most direct route and the most economical means of transportation, with the normal mode of travel being by automobile or air.
- (b) Air, rail and bus travel; actual expenses will be paid based on submitted receipts.
- (c) Mileage will be reimbursed while on City business outside of the City of Wetaskiwin, at the current Canada Revenue Agency automobile allowance rate.
- (d) Car rentals will be reimbursed based on submission of receipts.

16. Parking and Incidental Travel Costs (includes taxi, shuttles and parking):

- (a) Actual expenses will be paid based on submitted receipts, except that no receipt is required for parking meter charges.

17. Meals

- (a) Meals may only be claimed when travel occurs during the following hours:

Breakfast – when traveling prior to 7:00 a.m.

Lunch – when traveling to 1:00 p.m.

Dinner – when traveling to 6:00 p.m.

- (b) Meals, including gratuities and G.S.T., may be claimed subject to receipts being provided.

18. Per Diems

- (a) Members of Council may claim per diems as listed in the Council Remuneration Schedule, as compensation for attending other formal committee meetings, conferences, seminars, or training when representing the City.
- (b) A claim may be made for each calendar day the person was representing the City at an official function in accordance with clauses 19(a).

- (c) The per diem rate includes all fees and costs related to laundry, dry cleaning, personal telephone calls, personal entertainment, travel within the City of Wetaskiwin, and other miscellaneous personal expenses. The per diem rate will be considered 2/3 for fees and 1/3 for expenses as per the Canada Revenue Agency regulations.

19. Other Business Expenses

- (a) Actual expenses for telephone calls may be claimed for costs incurred for calls relating to City business.
- (b) Actual expenses may be claimed based on receipts submitted for entertainment, secretarial services, photocopying, etc. if pertaining to City business.

## **Council Remuneration Schedule (2011)**

### Annual Remuneration for Mayor

To be adjusted annually by ACPI of previous year, unless otherwise directed by Council.

\$ 37,541.26 per annum for fees and  
\$ 18,770.57 per annum for expenses  
\$ 56,311.83

### Annual Remuneration for Aldermen

To be adjusted annually by ACPI of previous year, unless otherwise directed by Council.

\$ 18,019.76 per annum for fees and  
\$ 9,009.90 per annum for expenses  
\$ 27,029.66

### Deputy Mayor Remuneration

\$325.00 / Month while Acting in that capacity

### Per Diem Rates

\$ 50.00 for up to two hours  
\$ 100.00 for two to four hours  
\$ 200.00 for full day



## **POLICY**

**Effective Date:** January 1, 2002

**Amended:** September 25, 2006

**Amended:** September 24, 2007

**Amended:** November 26, 2007

**Amended:** April 26, 2010

**Amended:** February 28, 2011

**Amended:** June 27, 2011

**Amended:** December 12, 2011

**POLICY TITLE:** Honorariums and Council Per Diem Compensation

**POLICY NUMBER:** 11-006

**POLICY PURPOSE:**

To establish the recipients of and circumstances of payment of honorariums and expenses and loss of earnings.

**POLICY:**

1. Members of Council will be paid a monthly base stipend.
2. Town appointed members shall receive a Meeting Honorarium for attending the following:
  - a. Meetings of Council,
  - b. Community Services Advisory Board,
  - c. Joint Economic Development Committee,
  - d. Municipal Planning Commission,
  - e. Policies and Priorities Committee,
  - g. Subdivision Development Appeal Board,
  - h. Twinning Committee, and
  - i. Other Ad Hoc Committees established by Council and expressly authorized for payment.
3. Town Staff shall receive an honorarium per the guidelines outlined in the Town of Whitecourt Permanent Employee Policy Manual.
4. Council members appointed to committees organized by outside agencies may receive an honorarium from that organization, which falls outside this Town policy. All appointments to external committees require Council approval prior to



## Town of Whitecourt

Policy Manual  
Section: **Legislative**

appointment, and all appointments will be reviewed at the annual Organizational Meeting of Council.

6. Half or full-day compensation will be provided to Council Members who have been authorized by motion to attend conferences/events out of town or to those participating in special projects for the Town of Whitecourt.
7. Half or full-day compensation will be provided to Council Members who are obligated to attend events/business sessions including, but not restricted to, the following:
  - Council Orientation Sessions,
  - Council Planning Sessions,
  - Alberta Urban Municipal Affairs Conferences,
  - Federation of Canadian Municipalities Conferences,
  - Party In The Park.When Council Members are obligated to attend such functions, members must provide a report to all of Council during the Councillor Reports item during Regular Meetings of Council.
8. Council members who are required to attend Committee Meetings out of the community and are not already receiving an honorarium may submit a claim to receive half or full-day compensation honorariums. The following meetings qualify:
  - Grande Alberta Economic Region,
  - Northern Mayor's Meeting,
  - Provincial Boards approved by Council that do not offer an honorarium but membership provides substantial benefit to the community,
  - Yellowhead East Business Development Corporation,
  - Lac Ste. Anne Foundation,
  - Any other committees approved by Council.
9. Half-day compensation, equal to or less than a 4-hour time commitment, is \$150.00. Full-day compensation, more than a 4-hour time commitment, is \$300.00.
10. Subject to plan availability, individual Council Members may join the Town of Whitecourt Sunlife Benefit Plan provided they incur 35% of benefit plan costs.
11. All personnel attending a political fundraiser must pay the registration cost directly and may be reimbursed only for the amount as an expense, as per the Election Finances and Contributions Disclosure Act.



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## **Council Honorarium and Per Diem Policy**

**POLICY NUMBER: 123-AD-10**

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Approval Date: May 24, 2011

Revise Date: May 24, 2011

Motion Number: CM20110524.1008

Repeal Date:

Supersedes: 085-AD-04

Review Date: May 24, 2011

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### **1.0 Policy Intent**

It is the City of Cold Lake's intention to provide fair and equitable compensation to members of Council for duties performed. Members of Council attending activities in an official capacity as representatives of the City of Cold Lake will provide either a verbal or written report of the activity to Council at the next regular Council meeting.

### **2.0 Purpose**

The purpose of the Council Honorarium and Per Diem Policy is to set out guidelines for the compensation to elected officials through the combination of an honorarium, and a *per diem* rate.

### **3.0 Policy Statement**

- 3.1. The Council honorarium is intended to provide compensation for:
  - 3.1.1. Regular Council Meetings;
  - 3.1.2. Corporate Priorities Committee meetings;
  - 3.1.3. Budget Meetings;
  - 3.1.4. Meeting preparation time;
  - 3.1.5. All social events (ceremonies, grand openings, banquets, social events attended in an official capacity as the representative of the City) within the City;
  - 3.1.6. Community and athletic events;
  - 3.1.7. Responding to public concerns from residents, clubs, organizations, businesses, etc.;
  - 3.1.8. Meetings less the 40 kilometers outside the municipal boundaries of Cold Lake;
  - 3.1.9. Meetings with the Chief Administrative Officer;
  - 3.1.10. City staff functions; and
  - 3.1.11. Inter-city travel.

- 3.2. Conference and/or training fees, mileage, travel/accommodation costs, and expenses for approved events shall be reimbursed as per Policy 002-FN-97.
- 3.3. Councillors shall be paid a *per diem* to compensate for the following activities:
  - 3.3.1. Attendance at conferences, meetings, seminars, and courses with content/subject matter directly related to Council business including travel time
- 3.4. Attendance at conferences, seminars, and courses not within the Province of Alberta, of greater than three (3) days' length, and/or with registration fees greater than \$500 requires authorization by resolution of Council, **except for the FCM Conference which is an annual conference attended by Council.**
- 3.5. In accordance with this policy, and as provided for under Section 81(3) of the *Canada Income Tax Act*, 33% of the honorarium paid to a Municipal Councillor of the City of Cold Lake shall be an allowance for expenses incurred within the boundaries of Cold Lake, incident to the discharge of that person's duties as an elected official, and shall not be included in that person's income for the year
- 3.6. The *Canada Income Tax Act* further provides that where an elected officer of an incorporated municipality has been paid by the municipality an amount as an allowance in a taxation year for expenses incident to the discharge of the person's duties as an elected official, the allowance shall not be included in computing the person's income for the year unless it exceeds one-half (1/2) of the amount that was paid to the person in the year as salary or other remuneration
- 3.7. Honoraria for members of Council are as follows:
  - 3.7.1. Councillors: **\$1,750.00 per month, or \$21,000.00 per year**
  - 3.7.2. Mayor: **\$3,500.00 per month or \$42,000.00 per year**
- 3.8. The per diem rates for Council members are **\$112.50 for ½ day** (less than 4 hours) and **\$225.00 for full days** (in excess of 4 hours). The per diems are intended to provide compensation for the following:
  - 3.8.1. Conferences;
  - 3.8.2. Courses;
  - 3.8.3. Workshops;
  - 3.8.4. Seminars;
  - 3.8.5. Council appointed board/committee/commission meetings; and
  - 3.8.6. Special Council Meetings
  - 3.8.7. Joint Council Meetings and/or meetings directly relating to intergovernmental affairs (e.g. inter-municipal, provincial, federal)
  - 3.8.8. All Post Election Council Education/Orientation Sessions
  - 3.8.9. All social events (ceremonies, banquets, fundraisers, social events attended in an official capacity as the representative of the City) greater than 40 kilometers outside the municipal boundaries of Cold Lake.
  - 3.8.10. Meetings greater than 40 kilometers outside the municipal boundaries of Cold Lake.

#### 4.0 References

- *Municipal Government Act*, RSA 200, c M-26, 275.1 (1)
- *Canada Income Tax Act with Regulations*, 2006, 81<sup>st</sup> Ed.
- *Alberta Personal Income Tax Amendment Act*, 2006

**5.0 Persons Affected**

Members of City Council, Corporate Services

**6.0 Revision/Review History**

- 085-AD-04, approved September 14, 2004, Motion #2004-125
- (Supersedes 001-FN-97, 003-FN-97 & 038-FN-99)
- Amended by Motion No. 2004-146 October 26, 2004
- Amended by Motion No. 2004-165 November 23, 2004
- Amended by Motion No. 2005-152 October 25, 2005
- Amended January 1, 2006 3% COLA
- Amended December 12, 2006, Motion # 2006-211
- Amended August 1, 2007 by CAO
- Amended by Motion # CM 20010127.1011
- Amended by Motion # CM20090714.1004
- Rescinded by Motion # CM20100525.1018
- Amended by Motion # CM20110524.1008

*May 27 2011*

\_\_\_\_\_  
Date

*[Signature]*

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Chief Administrative Officer

*May 27 2011*

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Date

*[Signature]*

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Mayor



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## Council Honorarium and Per Diem Policy

POLICY NUMBER: 123-AD-10

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Approval Date: June 11, 2013

Revise Date: June 11, 2013

Motion Number:

Repeal Date:

Supersedes: 085-AD-04

Effective Date: October 21, 2013

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### 1.0 Policy Intent

It is the City of Cold Lake's intention to provide fair and equitable compensation to members of Council for duties performed. Members of Council attending activities in an official capacity as representatives of the City of Cold Lake will provide either a verbal or written report of the activity to Council at the next regular Council meeting.

### 2.0 Purpose

The purpose of the Council Honorarium and Per Diem Policy is to set out guidelines for the compensation to elected officials through the combination of an honorarium, and a *per diem* rate.

### 3.0 Policy Statement

3.1. The Council honorarium is intended to provide compensation for:

3.1.1. Regular Council Meetings;

3.1.2. Corporate Priorities Committee meetings;

3.1.3. Budget Meetings;

3.1.4. Meeting preparation time;

3.1.5. All post-election Council education /orientation sessions;

3.1.6. All social events (ceremonies, grand openings, banquets, social events attended in an official capacity as the representative of the City) within the City;

3.1.7. Community and athletic events;

3.1.8. Responding to public concerns from residents, clubs, organizations, businesses, etc.;

3.1.9. Meetings less the 40 kilometers outside the municipal boundaries of Cold Lake;

3.1.10. Meetings with the Chief Administrative Officer;

3.1.11. City staff functions; and

3.1.12. Inter-city travel.

- 3.2. Conference and/or training fees, mileage, travel/accommodation costs, and expenses for approved events shall be reimbursed as per Policy 002-FN-97.
- 3.3. Councillors shall be paid a *per diem* to compensate for the following activities:
  - 3.3.1. Attendance at conferences, meetings, seminars, and courses with content/subject matter directly related to Council business including travel time
- 3.4. Attendance at conferences, seminars, and courses not within the Province of Alberta, of greater than three (3) days' length, and/or with registration fees greater than \$500 requires authorization by resolution of Council, **except for the FCM Conference which is an annual conference attended by Council.**
- 3.5. In accordance with this policy, and as provided for under Section 81(3) of the *Canada Income Tax Act*, 33% of the honorarium paid to a Municipal Councillor of the City of Cold Lake shall be an allowance for expenses incurred within the boundaries of Cold Lake, incident to the discharge of that person's duties as an elected official, and shall not be included in that person's income for the year
- 3.6. The *Canada Income Tax Act* further provides that where an elected officer of an incorporated municipality has been paid by the municipality an amount as an allowance in a taxation year for expenses incident to the discharge of the person's duties as an elected official, the allowance shall not be included in computing the person's income for the year unless it exceeds one-half (1/2) of the amount that was paid to the person in the year as salary or other remuneration
- 3.7. Honoraria for members of Council are as follows:
  - 3.7.1. Councillors: **\$1,958.34 per month, or \$23,500.00 per year**
  - 3.7.2. Mayor: **\$4,166.67 per month or \$50,000.00 per year to be indexed annually using Alberta's Consumer Price Index (CPI) from October to October rounding amount to the nearest \$5.00.**
- 3.8. The per diem rates for Council members are **\$125.00 for ½ day** (less than 4 hours) and **\$250.00 for full days** (in excess of 4 hours). The per diems are intended to provide compensation for the following:
  - 3.8.1. Conferences;
  - 3.8.2. Courses;
  - 3.8.3. Workshops;
  - 3.8.4. Seminars;
  - 3.8.5. Council appointed board/committee/commission meetings; and
  - 3.8.6. Special Council Meetings
  - 3.8.7. Joint Council Meetings and/or meetings directly relating to intergovernmental affairs (e.g. inter-municipal, provincial, federal)
  - 3.8.8. All social events (ceremonies, banquets, fundraisers, social events attended in an official capacity as the representative of the City) greater than 40 kilometers outside the municipal boundaries of Cold Lake.
  - 3.8.9. Meetings greater than 40 kilometers outside the municipal boundaries of Cold Lake.
- 3.9. Member of Council are eligible to join the Council Benefit Package. Benefits include Life Insurance and Accidental Death and Dismemberment at 2 times the annual honorarium with premiums paid 100% by the City of Cold Lake. Other benefits include Health and Dental which are mandatory in the package unless the member

has coverage from another plan. The City will pay \$80.00 per month towards these premiums with the balance of the premium being paid by the member. If any member of Council chooses not to participate in the Benefit Package, they do not receive any payment in lieu. Council members are not eligible for short or long term disability. Enrollment must be within 60 days of being elected or the member is subject to the Late Entrant rules. If a Council member opts to join the Benefit Package they must remain on the program for the length of their term.

**4.0 References**

- *Municipal Government Act*, RSA 200, c M-26, 275.1 (1)
- *Canada Income Tax Act with Regulations*, 2006, 81<sup>st</sup> Ed.
- *Alberta Personal Income Tax Amendment Act*, 2006

**5.0 Persons Affected**

Members of City Council, Corporate Services

**6.0 Revision/Review History**

- 085-AD-04, approved September 14, 2004, Motion #2004-125
- (Supersedes 001-FN-97, 003-FN-97 & 038-FN-99)
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- Amended by Motion # CM 20010127.1011
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- Rescinded by Motion # CM20100525.1018
- Amended by Motion # CM20110524.1008

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Date

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Chief Administrative Officer

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Date

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Mayor

DRAFT



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## **Elected Officials Expense Reimbursement Policy**

**POLICY NUMBER: 002-FN-97**

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Approval Date: June 11, 2013

Revise Date: June 11, 2013

Motion Number:

Repeal Date:

Supersedes:

Effective Date: October 21, 2013

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### **1.0 Policy Intent**

Elected officials and members of Council Committees and Advisory Boards may, on occasion, be required to incur costs associated with their duties on behalf of the City. It is the elected official intention that they shall not be personally out of pocket for these required expenses.

### **2.0 Purpose**

The Expense Reimbursement Policy sets guidelines for reimbursement for legitimate expenses in relation to approved duties on behalf of the City.

### **3.0 Policy Statement**

- 3.1. As per the Municipal Government Act, RSA 2000 c. M-26, S 275.1, one-third of a elected officials remuneration (honorarium) is deemed to be an allowance for expenses incidental to the discharge of the elected officials duties
- 3.2. Actual expenses incurred by the City elected officials, members of Council Committees and Advisory Boards during the discharge of their responsibilities at pre-approved events outside City boundaries, or unusual in-City events such as local conferences, shall be paid as per receipts
- 3.3. Expense reimbursement shall be for the individual only, and not for a spouse, family members, etc.
- 3.4. Mileage and other non-receiptable expenses shall be paid at pre-determined rates

### **4.0 Managerial Guidelines**

- 4.1. Expenses may be claimed only for events, conferences, etc. pre-approved by Council, CAO, Department Director, or Council Committee/Advisory Board Chair, as appropriate
- 4.2. Allowable expenses requiring receipts for reimbursement shall include, but not be restricted to:

- 4.2.1. overnight lodging
- 4.2.2. travel (plane, train, bus, car, rental car, taxi)
- 4.2.3. meals
- 4.2.4. parking
- 4.2.5. hosting of government officials from other jurisdictions
- 4.2.6. registration costs for conferences, trainings, and workshops
- 4.3. In the absence of receipts, the following pre-approved allowances will be paid:
  - 4.3.1. Lodging (overnight accommodations).....**\$25.00**
  - 4.3.2. Meals
    - 4.3.2.1. Breakfast.....\$12.00
    - 4.3.2.2. Lunch.....\$17.00
    - 4.3.2.3. Dinner.....\$25.00
    - 4.3.2.4. Gratuities @ 15% .....\$ 8.10
    - TOTAL.....\$62.10**
  - 4.3.3. Mileage rates shall be adjusted from time to time to coincide with the rates paid to Province of Alberta employees:
    - 4.3.3.1. Mileage - for private vehicles shall be paid at \$0.51 cents per km.

**5.0 References**

- Municipal Government Act, RSA 2000 c. M-26, S 275.1; S 588.1

**6.0 Persons Affected**

Elected Officials, members of Council Committees and Advisory Boards, Corporate Services Department

**7.0 Revision/Review History**

- 002-FN-97, Approved March 25, 1997, Motion # 97-052, Amended by 98-245, Amended by 2002-026, Amended by 2004-095 and 2004-149, Amended October 1, 2005 by CAO, Amended by 2005-152, Amended August 1, 2007 by CAO, Amended May 16, 2008 by CAO, Amended October 1, 2008 by CAO, **Amended June 11, 2013 by the Elected Official Compensation Review Committee (EOCRC)**
- Mileage rate adjustments:
  - April 1, 2003 - from \$0.335/km to \$0.38/km
  - November 1, 2004 - from \$0.38/km to \$0.39/km
  - October 1, 2005 - from \$0.39/km to \$0.405/km
  - November 1, 2005 - from \$0.405/km to \$0.430/km
  - August 1, 2007 - from \$0.43/km to \$0.44/km
  - May 16, 2008 - from \$0.44/km to \$0.46/km
  - October 1, 2008 - from \$0.46/km to \$0.505/km
  - May 15, 2013 – from \$0.505/km to \$0.51/km

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Date

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Chief Administrative Officer

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Date

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Mayor



# Shared Services Branch

## AMSC Benefits Services

Group Benefits Booklet

*City of Cold Lake*

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## Benefits Plan Summary

This Benefit Plan Summary contains a general description of your benefit plan and applicable rates. Please refer to benefit plan descriptions for more detailed information on each benefit.

Elected Officials are NOT eligible to participate in the Short or Long Term Disability plans.

Seasonal Employees are NOT eligible to participate in Short or Long Term Disability or Optional Life plans.

**Your employee benefit coverage is as follows:**

### Eligibility (Waiting Period)

If you are in an eligible class of employees you are eligible for benefit coverage following three (3) months of employment.

Elected Official – you must enrol in the Benefits Program within 60 days of being elected to office.

Failure to enrol in the Benefits Program immediately following completion of the waiting period will subject you to Late Entrant (medical evidence of insurability) requirements.

### Basic Group Life

**Regular Employees and Elected Officials** - Two (2) times annual earnings rounded upwards to the next highest thousand, if not already an even thousand. Your coverage amount will be adjusted as your salary changes. The minimum coverage amount is \$10,000 and the maximum \$500,000.

### Accidental Death & Dismemberment

The principal amount of insurance will match your Basic Group Life coverage amount. Details of coverage, including a schedule of losses, are provided in your benefit plan description.

### Dependent Life

Spouse	\$10,000
Dependent Child(ren)*	\$ 5,000

\*Birth to 21 years (to age 25 if a full-time student)

### Short Term Disability

<b>Elimination Period:</b> Hospitalization	Nil
Accident	Nil
Illness	7 calendar days
<b>Weekly Benefit:</b>	66 2/3% of weekly pre-disability earnings
<b>Maximum Benefit Period:</b>	17 weeks
<b>Maximum Weekly Benefit:</b>	\$750
<b>Benefit Tax Status:</b>	Non-Taxable

## Long Term Disability

<b>Elimination Period:</b>	120 calendar days
<b>Own Occupation Period:</b>	Two (2) years
<b>Monthly Benefit:::</b>	66 2/3% of monthly pre-disability earnings
<b>Maximum Benefit Period:</b>	To age 65, recovery or death, whichever occurs first
<b>Maximum Monthly Benefit:::</b>	\$4,500
<b>Benefit Tax Status:</b>	Non-Taxable

## Best Doctors

Best Doctors<sup>®</sup> is a new program that is offered to those who qualify for Short or Long Term Disability. This program provides medical information and expert advice to help you answer your medical questions.

## Extended Health Care

Extended Health Care benefits provide coverage at 100% reimbursement for prescription drugs and 100% reimbursement for all other reasonable and customary eligible expenses.

## Vision Care

Your Vision Care plan provides a \$250 Vision Care benefit.

## Dental Care

Basic and Diagnostic:	100% Reimbursement	}	\$2,500 Combined Maximum
Dentures:	100% Reimbursement		
Major Restorative:	80% Reimbursement	}	\$2,500 Lifetime Maximum
Orthodontics:	50% Reimbursement		

The benefit calendar year maximum is \$2,500\* per insured person for all coverage's combined excluding Orthodontics for which there is a \$2,500 lifetime maximum.

***\*Employees whose insurance becomes effective on or after July 1<sup>st</sup> of any year will be limited to \$1,250 per insured for the balance of the calendar year.***

## Employee Assistance Program (EAP)

This program is a voluntary confidential counselling and referral service for you and your immediate family members. There is no cost to you for using the program.

## Voluntary Accidental Death & Dismemberment

Voluntary Accidental Death & Dismemberment Insurance is available through your benefits plan. See your Benefits Administrator for details and application forms.

## Guaranteed Critical Illness

New employees and their spouse qualify for \$10,000 of voluntary guaranteed critical illness insurance with no medical evidence if they apply within 90 days after satisfying their benefit waiting period. The insurance company for this insurance is Industrial Alliance Pacific, contract number 100003919.

## Optional Critical Illness

Optional Critical Illness Insurance is available through your benefits plan. Employees and their spouse can each apply for Optional Critical Illness insurance in units of \$25,000 to a maximum of 12 units for a total of \$300,000. Regular application procedures apply, medical evidence is required. The insurance company for this insurance is Industrial Alliance Pacific, contract number 100003919.

## **Optional Life/Spousal Optional Life**

Optional Life and Spousal Optional Life Insurance coverage may be applied for. See your Benefits Administrator for details and/or application forms.

## **Retiree Benefits Package**

Upon retirement (minimum age 55), you can apply for an individual retiree benefits package which includes life, health and dental for you and your dependents. AMSC Insurance bills you directly. The plan terminates at age 70. See your Benefits Administrator for details.

## Introduction and Eligibility

The benefits and levels of coverage are outlined in the Benefits Plan Summary listed at the beginning of this booklet for your convenience.

The information provided has been designed to give you a general description of your group insurance. If after reading the brochures you have specific questions regarding coverage, you should contact your Benefits Plan Administrator. If your questions cannot be answered by your Benefits Administrator please contact the AMSC Insurance office at 310-2862 (toll-free number for both long distance and local calls).

**Note:** *The enclosed information is a summary only and does not create or confer any rights. The terms of the master policy between AMSC Insurance Ltd. and the insurer will govern administration and payment of benefits under the contract. This is an important document and should be kept in a safe place.*

**Note:** *The eligibility requirements shown in this section are the minimum required in the program. Your employer's provisions may differ.*

## Eligible Employee Classes

### Permanent Full-time/Permanent Part-time Employees

Employees of participating municipalities and employees of other organizations which are full or associate members of AUMA, who work a minimum of 15 hours per week, are eligible to participate in all benefits offered by their employer with the exception of Long Term Disability. A minimum of 20 hours per week must be worked in order to participate in the LTD Plan.

### Returning Seasonal Employees

Returning seasonal municipal employees and returning seasonal associated municipal employees who work a minimum of 25 hours per week and who are employed for a minimum of seven months of the year are eligible to participate in all benefits offered by their employer with the exception of Short and Long Term Disability. Returning seasonal employees who work a minimum of 25 hours per week and who work seven months consecutively per season may participate in Short and Long Term Disability plans if the employer offers these benefits to this class of employee.

### Elected Officials

Elected officials of a participating municipality are eligible to participate in all benefits offered to the municipality with the exception of Short and Long Term Disability coverage. Short and Long Term Disability coverage is only available to this class of employee should it be specifically identified in the Benefit Plan Summary.

### Volunteer Firefighters and Ambulance Personnel

Volunteer firefighters and volunteer ambulance personnel who perform such duties for a participating municipality may be eligible to participate in Group Life Insurance, Accidental Death and Dismemberment and Dependent Life Insurance.

### Eligible Dependents

The term “**Dependent**” means your spouse and/or dependent children who:

- reside in Canada or in the case of a dependent child who is a fulltime student.
- are not members on active duty of the armed forces of any country.

The term “**Dependent Spouse**” means the spouse of the insured employee who is either:

- a person legally married to the insured employee;
- a person, regardless of gender, who is not legally married to, but has resided continuously with the insured employee for a period of at least 12 months and who is represented publicly as the spouse, provided that a written request for spousal coverage is made by the insured employee. See your Benefits Administrator for further information.

The term “**Dependent Child**” means an unmarried child, stepchild, foster child, legally adopted or legal ward either:

- of the insured employee or the legal spouse, who may or may not reside with them but is fully dependent on them for support;
- of the insured employee or the common-law spouse, who is in the care and custody of both, residing with them and being fully dependent on them for support; and
- is within the following age brackets unless otherwise shown by the Benefits Plan Summary of the participating municipality:
  - Dependent Life: birth to 21 years
  - All other Coverage: birth to 21 years
  - Fulltime Students: 21 years to 25 years, for all benefits with the exception of Orthodontic services provided under Dental Care. Students studying outside Canada must apply in advance of leaving Canada for continuation of all or some benefits.
  - Handicapped Child: There is no upper age limit so long as the child remains fully dependent on the employee for support by reason of a mental or physical handicap with the exception of Orthodontic services under Dental Care.

## Effective Dates

### Employees

Coverage becomes effective on the date you become eligible providing that you are actively at work on that day. If you are not actively at work on the day your group insurance coverage would normally commence, you will be eligible on the date you return to work. The date on which you become eligible for benefit coverage is determined by the waiting period chosen by your employer. This is shown on the Benefits Plan Summary.

### Dependents

Coverage for dependents you have when you join the plan is coincident with your effective date. If those dependents are hospitalized at time of initial participation, with the exception of a new born for purposes of Extended Health Care only, hospitalized dependents will be considered eligible upon release from hospital. Group insurance plan coverage for dependents you acquire after you join the plan is effective on the date you acquire them with the exception of a common-law spouse which is subject to a twelve-month cohabitation provision.

### Evidence of Insurability

Medical evidence of insurability is not required if you enrol in the Benefits Program within 31 days after completion of the prescribed waiting period. Please refer to the Benefits Plan Summary. The exception to this is Optional Life which requires medical evidence of insurability. The insurance is effective on the date the insurance company approves it.

## Late Entrant/Medical Evidence of Insurability Provisions

Medical evidence of insurability for you and your dependents is required if:

- Coverage is applied for after 31 days of becoming eligible;
- Coverage is applied for after 31 days of losing coverage under a spouse's plan;
- Dependent coverage is applied for more than 31 days after dependents have been acquired.

When medical evidence of insurability is required, coverage is not effective until your Benefits Administrator receives notice of approval from the insurer. Coverage can be denied based on medical evidence and it should be noted that the health condition does not have to be life threatening to disqualify you and/or your dependents.

## Dental Late Entrant

If you are a Late Entrant for Dental coverage your Benefits Administrator may add you for coverage; however, you will be limited to \$300 per person during the first 36 months for Orthodontic procedures and \$100 of benefit per person for the first 12 months of coverage for all other expenses.

## Termination of Employment or Retirement Prior to Age 65

Benefits cease on the date of termination of employment/retirement with the exception of Basic Group Life Insurance which is effective for 31 days after termination. Retiree Life Insurance may be available. Please refer to the Benefits Plan Summary.

## Active Employees Beyond the Age of 65 Years

If you continue employment with your employer beyond age 65, benefits available to you are as follows:

- **Basic Group Life** - Full coverage to age 70, beyond age 70 Basic Group Life will reduce to 10% of coverage held prior to age 70. Elected Officials coverage reduces to \$15,000.
- **Accidental Death and Dismemberment** – Coverage can continue to age 70 as long as you remain employed and premiums are paid.
- **Dependent Life** – Coverage can continue to age 70 as long as you remain employed and premiums are paid.
- **Optional Life** – Coverage ceases at age 65.
- **Short Term Disability** – Coverage can continue as long as you remain employed and premiums are paid.
- **Long Term Disability** - Coverage ceases 120 days prior to age 65.
- **Extended Health and Dental Care** – Coverage can continue, however, extended health benefits will be coordinated between the Alberta Seniors Benefit program coverage and they will be the first payers. The balance of eligible claims can be paid for by this plan.
- **Critical Illness** - Coverage terminates at age 75.

The total benefits from all plans will not exceed the eligible expenses incurred.

## Basic Group Life

**Regular Employees and Elected Officials** -Two (2) times annual earnings rounded upwards to the next highest thousand, if not already an even thousand. Your coverage amount will be adjusted as your salary changes. The minimum coverage amount is \$10,000 and the maximum \$500,000.

### Benefit

If you die from any cause while insured, your beneficiary will receive the basic group life amount in effect on the date of your death. This amount is a multiple of your annual salary. The multiple is shown in the Benefits Plan Summary.

As Basic Group Life coverage is determined by annual salary; salary changes will affect your coverage amount. Coverage reduces to 10 percent of principal sum at age 70 for employees.

Coverage reduces to a flat \$15,000 at age 70 for elected officials.

Your Basic Group Life Insurance is term insurance and has no cash value, pays no dividends and cannot be used to secure a loan.

### Beneficiary

Your beneficiary is as designated on your Enrolment Form. Should you wish to change your named beneficiary please advise your Benefits Plan Administrator.

You may name any person or persons, estate or institution (except your employer) as your beneficiary. If naming a beneficiary under age 18 years please see your Benefits Administrator for details.

### Proof of Claim

If a person dies, proof of claim should be made as soon as possible after the death occurred.

### Waiver of Premium

If you are disabled prior to age 65 and you remain disabled for a period of at least 4 months, your Basic Group Life Insurance premiums may be waived and your pre-disability life coverage will remain intact for as long as you remain totally disabled prior to your 65th birthday. The insurance company will automatically advise you and your employer of this provision if you participate in the Long Term Disability plan, and if you are approved for the waiver of premium. If, however, you are not a participant of the Long Term Disability plan, you must submit an application to have your Basic Group Life Insurance premiums waived. Your Benefits Administrator will provide assistance.

#### **Waiver of premium terminates on the earliest of:**

- the date you cease to be totally disabled;
- the date you fail to provide the insurance company with satisfactory proof of continuous total disability;
- the date you refuse a medical examination by a physician chosen by the insurance company;
- the date you attain age 65.

### Termination of Coverage

Basic Group Life coverage terminates on the earliest of:

- termination of your Basic Group Life coverage;
- termination of your eligibility for Basic Group Life Insurance for any other reason.

## Conversion Privilege

If part or all of your insurance under this benefit terminates because your employment terminates or your classification changes to one which is not eligible for insurance under this policy, you can convert up to the full amount of your terminated Basic Group Life Insurance to an individual policy.

The individual policy will be issued without evidence of insurability being required subject to the following terms:

- the employee must make written application and pay the first premium within 31 days after the insurance under this group benefit terminates;
- the individual policy becomes effective on the 32nd day after group benefits terminate;
- the individual policy cannot be less than the current minimum which the insurance company issues unless it is for the total amount which the employee may convert, nor can it be more than the amount of insurance which is convertible (i.e. your pre-termination coverage).

## How to Claim

Your Benefits Administrator or your Human Resources Department will provide the claim forms and any assistance required to prepare the claim.

## Accidental Death & Dismemberment

The principal amount of insurance will match your Basic Group Life coverage amount.

### Benefit

If you die as a result of an accident while you are insured, the Accidental Death and Dismemberment plan will pay an amount equal to your Basic Group Life Insurance (Principal Sum) benefit as shown in the Benefits Plan Summary.

Accidental Death and Dismemberment benefits will be paid according to the following schedule:

<b>For Loss of:</b>	<b>Amount Payable (% of Principal Sum)</b>
Life	100%
Loss of both arms or both legs	100%
Loss of both hands or both feet	100%
Loss of one hand and one foot	100%
Loss of one hand or one foot, and entire sight of one eye	100%
Loss of one arm or one leg	75%
Loss of one hand or one foot	75%
Loss of four fingers on the same hand	33 1/3%
Loss of thumb and index finger on the same hand	33 1/3%
Loss of four toes on the same foot	25%
Loss of use of both arms or both legs	100%
Loss of use of both hands or both feet	100%
Loss of use of one arm or one leg	75%
Loss of use of one hand or one foot	75%
Loss of entire sight of both eyes	100%
Loss of speech and loss of hearing in both ears	100%
Loss of entire sight of one eye	75%
Loss of speech	75%
Loss of hearing in both ears	75%
Loss of hearing in one ear	25%
Quadriplegia	200%
Paraplegia	200%
Hemiplegia	200%

### Repatriation Benefit

When bodily injuries covered by this benefit are sustained 100 or more kilometres from your normal place of residence and result in loss of life (within 365 days after the date of the accident), the insurance company will pay your estate up to \$10,000 for the actual expenses incurred for preparing and shipping your body to the place of burial.

### Child Education Benefit

Should you die accidentally, up to 5% of the Principal Sum (maximum \$5,000) in each of four consecutive years is available to cover post-secondary education expenses for one dependent child.

### Beneficiary

In the event of your accidental death, your beneficiary for this benefit will be the same as your Basic Group Life beneficiary. Dismemberment or Loss of Use claims will be paid to you.

## Proof of Claim

If a person dies, proof of claim should be made as soon as possible after the death occurred.

If a person suffers a loss other than death, proof of claim must be received by Sun Life within one year of the loss.

## Waiver of Premium

If you become totally disabled prior to age 65 and your Basic Group Life Insurance premiums are waived, your Accidental Death and Dismemberment Insurance premiums will also be waived for as long as this Accidental Death and Dismemberment plan remains in force and you remain totally disabled, but not beyond your 65th birthday.

## Termination of Coverage

Accidental Death and Dismemberment coverage terminates on the earliest of:

- your 70<sup>th</sup> birthday;
- termination of your Basic Group Life coverage;
- termination of your eligibility for Accidental Death and Dismemberment Insurance for any other reason.

## Rehabilitation Benefit

In the event you sustain any injury which results in the payment of benefits under the loss schedule and rehabilitation is necessary to regain employment in another occupation, up to \$10,000 is payable for necessary expenses (excluding ordinary living and travel costs) incurred within three years from the accident.

## Spouse Occupational Training Benefit

Should you die accidentally and a death benefit becomes payable under this plan, certain expenses for your spouse's occupational re-training can be paid. Up to \$5,000 is available for related expenses (excluding ordinary living and travel costs) incurred within three years of the date of death.

## Family Transportation Benefit

If you are hospitalized more than 150 kilometres from home as a result of an accidental injury which would result in the payment of a benefit under the plan's loss schedule, reasonable expenses for the accommodation (excluding board) and transportation of immediate family are payable. Up to \$5,000 for any one accident is available.

## Exclusions and Limitations

This benefit does not cover any claim arising out of bodily injury or death caused or contributed by:

- Self-inflicted injuries, by firearm or otherwise;
- A drug overdose or carbon monoxide inhalation;
- Attempted suicide or suicide while sane or insane;
- Flying in, descending from or being exposed to any hazard related to an aircraft while receiving flying lessons, being flown for a parachute jump, performing any duties in connection with the aircraft, or a member of the armed forces if the aircraft is under the control by the armed forces;
- The hostile action of any armed forces, insurrection or participation in a riot or civil commotion;
- Full-time service in the armed forces of any country;
- Participation in a criminal offence.

## How to Claim

Your Benefits Administrator or your Human Resources Department will provide the claim forms and any assistance required to prepare the claim.

## Dependent Life

Spouse	\$10,000
Dependent Child(ren)*	\$ 5,000

\* Birth to 21 years (or age 25 if a full-time student)

### Benefit

A lump sum Dependent Life benefit is paid in the event of death of an insured dependent from any cause while you are covered under this plan.

### Beneficiary

You, the employee will be the beneficiary for this benefit.

### Proof of Claim

If a dependent dies, proof of claim should be made as soon as possible after the death occurred.

### Waiver of Premium

If you become totally disabled prior to age 65 and your Basic Group Life Insurance premium is waived, your Dependent Life Insurance premium will also be waived for as long as this Dependent Life Insurance plan remains in force and you remain totally disabled prior to your 65th birthday.

### Termination of Coverage

Dependent Life coverage terminates on the earliest of:

- your 70th birthday;
- termination of your Basic Group Life coverage;
- termination of your eligibility for Dependent Life Insurance for any other reason.

### Conversion Privilege

Dependent Life Insurance may be converted to an individual policy should eligibility under your group policy be terminated. Please see your Benefits Administrator for further details.

### Survivor Benefit

Dependent Life insurance for your dependents will continue for 24 months and the premiums otherwise required for dependent coverage will be waived should you die while insured for this benefit. For full details please contact your Benefits Plan Administrator.

### How to Claim

Your Benefits Administrator or your Human Resources Department will provide the claim forms and assistance required to prepare the claim.

## Short Term Disability

<b>Elimination Period:</b> Hospitalization	Nil
Accident	Nil
Illness	7 calendar days
<b>Weekly Benefit:</b>	66 2/3% of weekly pre-disability earnings
<b>Maximum Benefit Period:</b>	17 weeks
<b>Maximum Weekly Benefit::</b>	\$750
<b>Benefit Tax Status:</b>	Non-Taxable

### Benefit Amount

The amount of weekly benefit is based on your pre-disability earnings. Please refer to the Benefits Plan Summary for the percentage and maximum benefits amount.

This benefit is NOT AVAILABLE to elected officials, volunteer fire-fighters, ambulance persons or returning seasonal employees unless otherwise stated in the Benefit Plan Summary.

### Benefit

Short Term Disability is designed to provide you with income replacement in the event illness or injury prevents you from working. A summary of the plan provisions is as follows:

### Elimination Period

Benefit determination is based on calendar days and benefits commence on the first day in the event of an accident, the first day of hospitalization, or the eighth day of illness and are payable for a maximum of 17 weeks, unless otherwise stated in the Benefits Plan Summary.

Medical treatment should be sought in the early stages of the disability.

### Proof of Claim

Proof of disability satisfactory (fully completed claim form) to the insurance company must be given in writing within 90 days following completion of the elimination period.

### Payment of Benefit

The benefit is payable weekly in arrears. Benefits for part of a week are calculated at the rate of 1/7th of the weekly benefit multiplied by number of days of total disability during that week (including any integration of benefits if applicable).

### Tax Status

The weekly benefit is taxable if the employer paid any or all of your Short Term Disability premiums. In this circumstance, a T4 A would be issued by the insurance company. If, however, you paid ALL of your own Short Term Disability premiums, the benefit would not be taxable.

### Definition of Disability

You are considered totally disabled if you are unable to perform substantially the essential duties of your regular occupation as a result of an illness or accident. You must be under the regular care of a physician and/or specialist at all times during your disability.

### Hospitalization

Hospitalization means confinement for a period of not less than 21 consecutive hours in an institution designated as such by law for care and treatment of sick and injured persons. It does not include a nursing home, home for custodial care of the aged or chronically ill, a sanatorium or a detoxification facility for the treatment of alcoholism/drug abuse.

## Integration of Benefits

The Short Term Disability payment will be coordinated with other income benefits as follows:

- any income replacement indemnity payable as automobile insurance benefit;
- your weekly benefit will be directly reduced by any benefits you receive from Workers' Compensation for an occupational illness or injury;
- your weekly benefit will be directly reduced by any primary benefits you receive from Canada Pension Plan due to illness or injury if the combination of your waiting period and maximum Short Term Disability benefit period exceeds 17 weeks.

## Exclusions and Limitations

- No benefit will be payable under the plan for any period of total disability during which you are not under medical supervision and treatment by a legally qualified physician;
- Benefit payments do not begin during a lay-off, strike, or lock-out; this limitation does not affect the running of any elimination period or benefit payments already in progress;
- Benefits are not payable during any leave of absence, except as legislated (e.g. Parcel's decision). Benefits are payable up to the scheduled date of commencement of the leave. Subsequent to the leave, benefits are payable from the later of the date on which the elimination period is completed or scheduled date of return to work. This limitation does not affect the completion of the elimination period.

No payment will be made for disability due to:

- intentional self-inflicted injury while sane or any self-inflicted injury while insane;
- committing or attempting to commit a criminal offence, other than operation a motor vehicle while the blood contains more than 80 milligrams of alcohol in 100 millilitres of blood (.08%);
- insurrection, rebellion or war, whether or not declared, or participating in a riot except in the case of a police person or fire/ambulance person while engaged in the performance of his/her duties as a police person or fire/ambulance person;
- cosmetic surgery except to the extent necessary to repair disfigurement due to an injury sustained while insured.

## Rehabilitation

As an incentive to encourage your return to employment, you may perform certain work, with the approval of the insurer, before full recovery without losing benefits under this program. Only 50% of the wages you earn while participating in an approved rehabilitation program will be applied when calculating your total Short Term Disability benefit. To be eligible you must have been in receipt of Short Term Disability benefits for not less than 50% of your maximum benefit period.

For full details of "rehabilitation" see your Benefits Plan Administrator.

## How to Claim

Your employer must complete the Employer Statement and the Job Demands Questionnaire. You must complete the Employee Statement and have your physician complete the applicable Attending Physician Statement.

It is important to ensure that the above-mentioned forms are fully completed. Incomplete forms will be returned, resulting in a delay of the processing of your claim. Written proof of disability satisfactory to the insurance company must be submitted within 90 days following the completion of the elimination period.

## Long Term Disability

<b>Elimination Period:</b>	120 calendar days
<b>Own Occupation Period:</b>	Two (2) years
<b>Monthly Benefit:::</b>	66 2/3% of monthly pre-disability earnings
<b>Maximum Benefit Period:</b>	To age 65, recovery or death, whichever occurs first
<b>Maximum Monthly Benefit:::</b>	\$4,500
<b>Benefit Tax Status:</b>	Non-Taxable

Benefit payments are calculated as a percentage of your pre-disability earnings.

This benefit is NOT AVAILABLE to elected officials, volunteer fire-fighters, ambulance persons or returning seasonal employees unless otherwise stated in the Benefit Plan Summary.

### Benefit

Long Term Disability (LTD) is an important benefit. It is designed to provide income replacement in the event a prolonged serious illness or injury prevents you from working.

### Elimination Period

This is the period of time during which an insured employee must be totally disabled before commencement of benefits. Long Term Disability benefits commence on the day following the completion of the elimination period.

### Proof of Claim

Written proof of claim must be furnished to the insurance company (completed claim forms) within 90 days of the completion of the elimination period. It is recommended that the application for benefits be submitted during the elimination period as processing of applications may require six to eight weeks.

Failure to provide proof within 90 days after completion of the elimination period will not invalidate nor reduce any claim if it is shown that proof of loss was provided to the insurance company as soon as was reasonably possible. In no event will the time for filing the proof of loss be extended for more than 90 days plus one year after the completion of the elimination period.

### Payment of Benefit

The benefit is payable monthly in arrears. Benefits for a partial month are calculated at the rate of 1/30<sup>th</sup> of the monthly benefit multiplied by the number of days of total disability.

### Tax Status

The monthly benefit is taxable if the employer pays any or all of your Long Term Disability premiums. In this circumstance a T4 A Slip would be issued by the insurance company. If, however, you paid all of your own Long Term Disability premiums, the benefit would not be taxable.

### Definition of Disability

- You are considered totally disabled if during the elimination period and any own occupation period (as shown in your Benefits Plan Summary), as a result of illness or injury, you are continuously unable to perform substantially the essential duties of your regular occupation, and;
- Thereafter, the inability, as a result of illness or injury, to engage in any occupation for which you are qualified or may be reasonably be qualified by reason of training, education or experience. (The lack of available or suitable employment does not have any bearing on continuation of benefits.)

## Loss of Permit

If you are required to hold a government permit or license in order to perform your own occupation, the withdrawal or non-renewal of the permit or license because of an accident or sickness incurred while insured by this benefit will satisfy the definition of total disability for up to 12 months during the own occupation period, provided you are not gainfully employed.

After 12 months total disability will be based on the portion of the definition that applies after the own occupation period so that the withdrawal or non-renewal of the permit or license will not qualify as total disability by itself.

## Pre-Existing Condition Limitation

No benefits are payable for any disability commencing within 12 months after the effective date of insurance under this plan for which you have received medical treatment or attention during 90 days prior to the effective date of this insurance. However if you should become totally disabled with any other illness or injury for which medical attention had not been received 90 days prior to being covered under this plan you would be eligible to file a claim under this benefit.

## Recurrent Disability

In connection with the satisfaction of an elimination period, if you, within 30 days of returning to work following a period of total disability, again become totally disabled due to the same or related causes, the latter period of disability is considered a continuation of the previous period. However, no more than two periods of total disability may be used to satisfy an elimination period.

Within six months of returning to work after having received Long Term Disability benefits, if you suffer a recurrence of the same disability, the Long Term Disability benefit will be reinstated without a waiting (elimination) period.

The insurance company is not liable for recurrence of total disability which occurs both after termination of your insurance under this benefit and a period of 180 days during which you are not totally disabled.

## Integration of Benefits

The Long Term Disability payment will be coordinated with other income benefits as follows:

- your monthly benefit will first be directly reduced by any amount you receive under Workers' Compensation or Canada Pension Plan, and;
- if in addition to the above-mentioned benefits, you receive disability income from other sources\*, your monthly disability benefit will be reduced so by the amount of income from all other sources.

Other Sources of Income include:

- benefits for the same or related disability under any government plan to the extent permitted by law. This includes but is not necessarily limited to the Canada/Quebec Pension Plan (primary), Workers' Compensation and automobile insurance benefits;
- benefits of any kind from a retirement plan that includes employer contributions. (You are not required to take early retirement or apply for a disability benefit which would result in a reduction of your retirement benefits.);
- benefits for the same or related disability under any other plan underwritten on a group basis;
- payments of any kind made by an employer during the period of disability.

## Exclusions and Limitations

### No benefit is payable for disability due to:

- intentional self-inflicted injury while sane or any self-inflicted injury while insane;
- medical or surgical care which is cosmetic;
- committing or attempting to commit a criminal offence, other than operating a motor vehicle while the blood contains more than 80 milligrams of alcohol in 100 millilitres of blood (.08%);
- insurrection or war, whether or not declared or participating in a riot, except in the case of policeperson or fire/ambulance person in the performance of his/her duties;
- cosmetic surgery except to the extent necessary to repair disfigurement due to an injury sustained while insured;
- substance abuse after the first 24 months following the completion of the elimination period unless:
  - you are confined in a hospital; or
  - there is also a condition present which could qualify for disability benefits from the insurance company even if the substance stopped.
- Benefit payments do not commence:
  - during any leave taken pursuant to provincial or federal law or pursuant to mutual agreement between you, the insured employee, and your employer;
  - during any period of lay-off, strike or lock-out for any disability incurred after notice of any period of lay-off, strike or lock-out;
  - for disability during any period of imprisonment.

## Termination of Total Disability Benefits

Total disability benefits terminate on the earliest of:

- the date you cease to be totally disabled;
- the date you engage in any occupation for wage or profit;
- the date the maximum benefit period applicable is attained;
- the date which is the last day of the month in which you turn age 65;
- the date you fail to furnish satisfactory evidence of continuance of total disability, or fail to submit to medical examinations as required by the insurance company;
- the date you are no longer receiving regular and personal medical supervision and treatment by a legally qualified physician considered satisfactory by the insurance company;
- the date which is the last day of the month, following the date of your death;
- the date you refuse to enter into any medical vocational rehabilitation program, which is reasonably considered by the insurance company and its advisors to be appropriate;
- the date the Rehabilitation Benefit becomes payable to you under this benefit.

## Termination of the Long Term Disability Plan

If your Long Term Disability plan terminates, you will continue to receive the benefit as long as you remain totally disabled. You must be under the regular care of a physician and/or specialist at all times during the disability.

## Survivor Benefit

If you die while receiving long term disability benefits, the insurer will pay a survivor benefit equal to three times your last monthly payment. Payment will be made to the employee's spouse, if living. If the spouse is deceased, payment will be made to dependent children in equal shares. If there are no dependents payment will be made to the estate.

## Waiver of Premium

If you become totally disabled prior to age 65 and you remain disabled for a period equal to or greater than your elimination period (as shown in Your Benefits Plan Summary), your Long Term Disability Insurance premiums may be waived for as long as you remain totally disabled prior to your 65<sup>th</sup> birthday. The insurance company will automatically advise you and your employer of this provision.

Premiums are payable during your elimination period, but if you qualify for waiver of premiums; no further premiums will be required for the duration of the disability.

## Rehabilitation

As an incentive to encourage your return to employment, you may perform certain work as approved by the insurance company, before full recovery without losing benefits under this program.

The rehabilitation Benefit is the monthly benefit payable for total disability after taking into account the Integration of Benefits provision, further reduced:

- by 50% of the monthly income earned by the insured employee; and
- to the extent necessary so that total benefits from all sources do not exceed 100% of the employee's gross income if benefits payable are taxable or net-income if benefits payable are non-taxable.

## Definitions

**Gross Income** means your regular monthly rate of earnings from your employer excluding bonus, overtime pay and all other extra compensation.

**Net Income** means your gross income less the amount of tax payable on it based on your province of residence.

**Pre-disability** income means gross income if your benefit is taxable and net income if your benefit is non-taxable.

## How to Claim

For full details on "rehabilitation" see your Benefits Plan Administrator.

If you are absent from work due to total disability, and it appears that the disability is likely to continue beyond the elimination period (typically 90 to 120 calendar days), contact your Benefits Administrator and begin the LTD application process. It is important to submit the application as early as possible to avoid initial payment delay and to allow the insurer to assist in the rehabilitation process. Your Benefits Administrator will be able to assist you with your claim form.

## Canada Pension Plan Disability (CPP)

Insured individuals who apply for Long Term Disability will be advised to also apply for the Canada Pension Plan Disability (CPP) benefit. Any payments from CPP will reduce the amount of benefit from the LTD plan. Canada Pension Plan awards take approximately four months to process and once approved, you are advised by CPP of the amount of benefit payable and any retroactive entitlement.

A copy of the CPP notice of benefit should be given to your payroll supervisor so that it may be forwarded to the insurance company. A Canada Pension Plan offset will be effective from the date of the commencement of the LTD benefit, and any amount that you receive from CPP will be repayable to the insurer. It is therefore advisable that you do not spend the initial lump-sum CPP payment before reimbursing the insurance company

## Best Doctors

Best Doctors<sup>®</sup> is a new program that will be offered to all employees who qualify for Short or Long Term Disability.

If you or one of your covered dependents becomes seriously ill or injured, you can contact Best Doctors. They will connect you and your treating physicians, with world renowned specialists who will confirm the right diagnosis and the right treatment options without you ever having to leave your home.

Best Doctors provides medical information and expert advice to help you answer your medical questions. You'll be empowered with knowledge, guidance and support while dealing with your illness or injury.

From finding a medical specialist to providing health coaching, wellness and health assessment tools, access to clinical trials, nutritional information, comprehensive medical information and more, Best Doctors offers a full spectrum of services that will help you get – and stay as healthy as possible.

For more information about Best Doctors, please call **1-877-419-BEST (2978)**, visit [www.bestdoctorscanada.com](http://www.bestdoctorscanada.com), or view an interactive presentation at [www.bestdoctorscanada.com/overview](http://www.bestdoctorscanada.com/overview).

## Extended Health Care

Extended Health Care benefits provide coverage at 100% reimbursement for prescription drugs and 100% reimbursement for all other reasonable and customary eligible expenses.

Eligible expenses must be reasonable and customary, professionally recognized and medically necessary. This brochure provides you with a general overview, however, if you have specific questions that are not covered here please see your Benefits Plan Administrator.

### Survivor Benefit

Extended health benefits for your dependents will continue for 24 months and the premiums otherwise required for dependent coverage will be waived should you die while insured for this benefit. For full details please contact your Benefits Plan Administrator.

### Prescription Drugs

Charges for drugs and medicines (including contraceptive drugs) which by law may only be obtained with a physician's prescription. Prescriptions must be written by a physician, or where legally permissible, a licensed, certified or registered health practitioner. Charges for serums and vaccines prescribed for preventing illness are included. Dispensing fee maximums are indicated in the Benefits Plan Summary.

No benefits are payable for:

- drugs purchased with a prescription that could have been purchased over-the-counter (without a prescription); Some plan designs accept over-the-counter medications, see your Benefit Plan Summary;
- drugs purchased without a prescription, or dispensed by a person not legally licensed to do so;
- drugs exceeding a 90 day supply;
- drugs insured or paid for by a government plan;
- anti-obesity drugs;
- experimental drugs.

### Health Services – Paramedical

Specialist	Maximum per person per calendar year @ 100% unless noted below	Referral Required
Acupuncturist <sup>1</sup>	\$750	No
Audiologist	\$750	No
Chiropractor <sup>2</sup>	\$750	No
Dietician	\$750	No
Massage Therapist	\$750	No
Naturopath	\$750	No
Occupational Therapist	\$750	No
Osteopath <sup>2</sup>	\$750	No
Physiotherapist	\$750	No
Podiatrist/Chiropodist <sup>2</sup>	\$750	No
Psychologist	\$750	No
Social Worker	\$750	No
Speech Therapist	\$750	No

- <sup>1</sup>Charges by physicians, approved by the College of Physicians and Surgeons to practice acupuncture;
- <sup>2</sup>Up to one diagnostic x-ray examination in each calendar year for each insured person, per specialty.

## Accidental Dental

Replacement or repair of natural teeth which are damaged as a result of a direct blow to the mouth, but not by an object knowingly or unknowingly placed in the mouth. A dental injury must be sustained while the person is insured for this benefit, and the expense for replacement or repair must be incurred within three years from the date when the dental injury is sustained. Charges qualify as eligible expenses up to an overall maximum of \$1,000 for each insured person, for any one dental injury.

## Ambulance

Charges for licensed ambulance service or other emergency service transportation including commercial airline when used to transport you or your insured dependents from the place where injury or illness is suffered to the nearest hospital where adequate treatment is available. Response charges (where an individual is not transported to a hospital) is covered. There may however be restrictions of coverage in the event of fraudulent use of ambulance services or violence by the patient towards the ambulance staff.

## Auxiliary/Convalescent Hospital

Charges for room and board in auxiliary/convalescent hospitals approved by the appropriate provincial hospital authority, provided you or your insured dependents are admitted to the facility within 24 hours following the period of in-patient care in an active treatment hospital. Such benefit will be reduced by amounts payable under any provincial or federal plan covering such expenses and will be limited to a maximum of 180 days for any one disability. This benefit is for recuperative/rehabilitative care. It does not provide coverage for custodial care.

## Equipment and Other Supplies

- purchase of approved braces (utilizing durable and rigid material), crutches, canes, walkers, and artificial eyes required as a result of illness or injury;
- with prior approval of the insurance company, purchase of prosthetic devices required as a result of illness or injury; charges for duplicate prostheses do not qualify; charges for breast prostheses following surgery qualify as eligible expenses up to \$200 per person in a benefit year;
- with prior approval of the insurance company, rental of a standard wheelchair, hospital-type bed, iron lung, oxygen tent, or other durable equipment for temporary therapeutic use required as a result of illness or injury, or purchase of similar equipment at the discretion of the insurance company; charges for the purchase of an electric wheelchair qualify as eligible expenses up to a lifetime maximum of \$4,000 per insured person;
- oxygen and blood serum;
- the purchase of up to two mastectomy brassieres per insured person in any calendar year;
- the purchase of up to two pairs of prescribed surgical stockings per insured person in any calendar year;
- the purchase of foot orthotics as recommended by a physician or podiatrist; up to a calendar year maximum of \$400 per insured person. The devices must be custom made and medically required for everyday use.
- the purchase of wigs required as a result of chemotherapy; up to a maximum of \$500 per insured person during any three calendar years;
- diagnostic tests, laboratory tests, radium treatment and x-ray examinations;
- one pair of orthopedic shoes including orthopedic alterations to standard shoes, if prescribed by a physician or podiatrist, up to a maximum of \$400 in any calendar year;
- colostomy and ileostomy supplies;
- cosmetic surgery necessary to repair disfigurement due to an injury sustained while insured;
- needles and syringes for diabetics; charges for diabetic PEN's are eligible, but only to the extent that charges for needles and syringes would be payable.
- eye examinations performed by an ophthalmologist or a licensed optometrist, up to a maximum of one visit per person over any period of 24 months. The maximum payable is based on usual and customary charges. Exams for dependent children under 18, up to a maximum of one visit per person over any period of 12 months.

## Hearing Aids

Charges for the cost and installation of hearing aid(s) purchased on the written recommendation of a physician. Charges qualify as eligible expenses up to \$800 in any period of 5 consecutive calendar years.

## Hospital Benefits

Charges for semi-private accommodation in an active treatment facility. If private accommodation is used the plan will pay a maximum of \$8.00 per day for the differential between semi-private and private room charges.

## Nursing

Charges for the services of a registered nurse, registered nurse's assistant (RNA) or a licensed practical nurse who is not a relative of the patient or a resident in the patient's home, if the service is prescribed by a physician and is rendered outside the hospital. The maximum benefit is \$25,000 in any three consecutive calendar years unless the claimant is over 65 at which time the maximum becomes \$5,000 per lifetime.

Charges for the following services are excluded:

- custodial care rendered by a nurse;
- any service within the capabilities and competence of a member of the household;
- services provided while the insured person is hospitalized.

## Out-Patient

Charges by a hospital for use of out-patient facilities or for supplies where such charges are not covered under the respective provincial hospital plans.

## Outside Province Emergency Coverage (within Canada)

Reasonable and customary charges for the following services will be eligible when received outside your normal province of residence due to an emergency occurring while you are travelling:

- hospital room and board;
- hospital medical services and supplies;
- physician services;
- prescription drugs;
- licensed ground ambulance or transportation by commercial airline to the nearest hospital where adequate treatment can be provided.

## Exclusions and Limitations

Eligible expenses will not include any charges incurred directly for, or as a result of any one or more of the following:

- declared or undeclared war or any act thereof, except in the case of a police person or fire/ambulance person while engaged in the performance of his/her duties;
- insurrection, rebellion, participation in a riot or act of civil disobedience, except in the case of a police person or fire/ambulance person while engaged in the performance of his/her duties;
- intentionally self-inflicted injury sustained while the insured person is sane or any self-inflicted injury sustained while insane;
- committing or attempting to commit a criminal offence other than operating a motor vehicle while the blood contains more than 80 milligrams of alcohol in 100 millilitres of blood (.08%);
- cosmetic surgery except to the extent necessary to repair disfigurement due to an injury sustained while insured;
- an examination by, or the services of a physician if required solely for the use of a third party;
- dental treatment or supplies except for dental injury sustained while insured;
- treatment for temporomandibular joint dysfunction;
- treatment, supplies or procedures which are not recommended by a physician or those for which the insured is not required to pay;
- treatment, supplies or procedures which are not approved by the Canadian Medical Association or which, in the opinion of the insurance company medical advisors, are clearly experimental;
- durable equipment which is required for participation in recreational activities but which is not otherwise required for normal day-to-day activities.
- Expenses for personal convenience, exercise, self-help environmental control items which may also be used for non-medical reasons are not eligible.

## Coordination of Benefits

An employee or dependent may be entitled to Extended Health Care or Dental Care benefits from both this plan and another group plan. If duplication occurs, in any or all of the plans, benefits will be coordinated so that the benefits from all plans will not be more than the total expenses. Under this circumstance benefits will be coordinated in the following manner:

- Eligible expenses for you, the employee, must first be submitted to this plan for payment.
- Eligible expenses for your spouse must first be submitted to his/her plan for payment.
- Eligible expenses for your dependent children are submitted first to the plan of the parent whose birthday falls earliest in the calendar year. For example, if your birthday is February 18th and your spouse's birthday is February 5th the expenses would first be submitted to your spouse's plan and any outstanding eligible expenses would then be submitted to your plan.
- Once you have determined which plan is the first payer, submit claim forms and receipts and request return of receipts. When you receive payment submit a claim form to the second payer, and attach the claim statement from the first payer.

## Coordination of Benefits for Employee and/or Spouse over age 65

Employees and/or spouse age 65 or over are covered for Health benefits through the Alberta Seniors Blue Cross Plan.

## Conversion Privilege

You have the option to purchase individual health coverage if you need this type of insurance once your group benefit terminates. You can purchase health insurance without providing proof of good health, subject to certain conditions. For example, you must be under age 75 and apply within 60 days from the date your group coverage for this benefit ends.

## How to Claim

Complete and sign the extended health claim form and mail together with original receipts to the Sun Life claims office. The address is found on the reverse side of the form. Keep a copy of the form and the receipt for your records.

**You may also go online to submit prescriptions for direct deposit into your bank account.** Go to [www.mysunlife.ca](http://www.mysunlife.ca) and click on 'Register Now'. For claims inquiries please contact Sun Life at 1-800-361-6212. Please note online submission of prescription claims is not available for plans that have the Assure drug card.

## Pre-determination of Devices and Equipment

Pre-determination of medical equipment is recommended as the purchase may not be reimbursed at the level you expected. Complete an extended health claim form and send it with a physician's prescription and an estimate from the medical equipment provider.

## Proof of Claim

Upon receipt of proof (completed claim form and receipts) that you or your insured dependents have incurred eligible expenses as a result of illness or injury, the insurance company will pay a benefit not to exceed the maximums.

Eligible expenses must be received by the insurance company within 180 days following the end of the calendar year in which the expenses were incurred.

If this policy terminates, or your employment terminates, claims must be submitted within 90 days after the termination date.

## Claim Statement and Receipt Return

A Claim Statement will be issued with your claim cheque and it will serve as a tax receipt. If you require the original receipts to be returned for coordination of benefit purposes, please write the request on the claim form.

## Medi-Passport

### Travel Assistance Benefits Provided by Sun Life through EUROP ASSISTANCE Services Inc.

Medi-Passport coverage provides protection against medical and other emergencies while you and your family are travelling. The maximum duration of coverage is 60 days per trip. Reimbursement is limited to a maximum of \$1,000,000 per medical emergency.

### About EUROP ASSISTANCE

Europ Assistance is an international medical and travel assistance organization with participating medical facilities, transportation providers, medical staff and agents in many countries. Its Head Office in Washington, DC is staffed by multilingual operators, doctors, nurses and travel experts who are specially trained to respond to emergencies. Your call to Worldwide Assistance will be answered 24 hours a day, 7 days a week. Help is arranged immediately, on the spot, for medical, legal and travel related emergencies.

### What You Have To Do

Always carry your Medi-Passport card with you when travelling. If you need emergency help anywhere in the world\* call toll free (Canada and USA) or collect, using the phone numbers shown on your Medi-Passport card. You may also fax a message. Help is given immediately and continues to be given until the emergency situation is resolved.

**NOTE:** You must call the Europ Assistance hotline to establish your claim. \*see Limitations.

### Medical Assistance

Europ Assistance operators cut through language barriers and speak to the local officials or hotel/hospital staff in their own language. You are directed to the appropriate medical facility or a local doctor or pharmacist. Europ Assistance keeps in touch with the medical situation and may consult the family doctor at home. Europ Assistance notifies the family and arranges, if necessary, for a visit to the sickbed. (Expenses and fare are provided.) Ground or air ambulance is available for transportation to the nearest hospital equipped to treat the emergency. If a foreign hospital or doctor requires an up-front payment to commence treatment, Europ Assistance arranges for this and for payment to the provider.

- All in-hospital services and supplies and all prescription drugs are covered.
- If judged necessary, the patient may be moved to a hotel for convalescence before repatriation, for up to 5 days, with an expense allowance of \$75 per day.
- If it is advisable to bring the patient home and he/she is fit to travel, the one way fare is paid, and transportation arranged, with an attendant if necessary.

### Family Benefits

Medi-Passport provides Family Benefits of up to \$5,000 for the following situations:

- If the adult plan member is hospitalized, unattended dependent children under age 16 will be transported back home. Europ Assistance will arrange for a qualified escort if necessary.
- If the patient is alone, the visit of one family member (spouse, parent, brother or sister) to bedside will be arranged at the round trip economy fare and living expenses of \$150 per day will be paid for seven days.
- If due to a medical emergency, the family members cannot use their original return tickets and have no trip cancellation insurance, a one-way economy ticket will be provided for each.

### Return of Car

Europ Assistance will arrange and, if necessary, advance funds up to \$500 for the return of a private vehicle to the province where you live or a rental vehicle to the nearest appropriate rental agency if death or a medical emergency prevents you from returning the vehicle.

## Burial Expenses

If you die while out of the province where you live, Europ Assistance will arrange for all necessary government authorizations and for the return of your remains, in a container approved for transportation, to the province where you live. We will pay a maximum of \$5,000 per return.

## Additional Benefits

**Urgent Messages** - In emergency personal messages to home, office or friends may be left at the Europ Assistance Operations Centre for transmittal. Messages for the patient may be left with Europ Assistance and will be relayed when the patient calls the Hotline.

**Interpretation** - In an emergency Europ Assistance can provide telephone interpretation services in most major languages.

**Legal Assistance** - Europ Assistance will find a local legal advisor if needed. Europ Assistance can also help arrange advances on credit cards or contact the family to post bail or pay legal fees.

**Lost Documents** - If your luggage or travel documents become lost or stolen while you are travelling outside of the province where you live, Europ Assistance will attempt to assist you by contacting the appropriate authorities and by providing directions for the replacement of the luggage or documents.

## Exclusions and Limitations

- For emergency services that cost \$200 or less, the patient makes payment and keeps the receipts. These claims are submitted to Sun Life of Canada on return to Canada.
- There are countries where Europ Assistance is not currently available for various reasons. Call Europ Assistance before your departure. Also check the Canadian government website <http://www.voyage.gc.ca> for travel warnings and current issues or call them at 1-800-267-6788.
- Europ Assistance reserves the right to suspend, curtail or limit its services in any area, without prior notice, because of: a rebellion, riot, military up-rising, war, labour disturbance, strike, nuclear accident or an act of God.
- The refusal of authorities in the country to permit Europ Assistance to fully provide service to the best of its ability during any such occurrence.

## Terms of Coverage

The maximum duration of coverage is 60 days per trip. Maximum reimbursement is limited to \$1,000,000 per medical emergency for insured individuals.

## Vision Care

Your Vision Care plan provides a \$250 Vision Care benefit.

Charges for either:

- Conventional lenses and frames, contact lenses up to the maximum benefit during any period of two years for persons 18 years or over, or one year for those under 18 years of age. Eligible expenses for eyeglasses include glasses, prescription sunglasses, and prescription safety glasses with single vision, bifocal or trifocal lenses or;
- Laser eye surgery up to the maximum benefit;
- Cost of contact lenses prescribed by an Ophthalmologist if considered to be medically necessary or required to improve vision to at least 20/40 if this is not possible to do with conventional glasses up to a lifetime maximum for each insured person of \$250.

If a person's eyesight has changed sufficiently, in the opinion of an Ophthalmologist or Optometrist, to justify a change in prescription more frequently, the above time limitations shall not apply. The change must be at least 0.25. The claim must be submitted through AMSC. If the claim is sent directly to Sun Life it will be declined.

Send a completed Health Claim form to AMSC along with the following documents:

- most recent prescription;
- copy of the previous prescription;
- copy of paid invoice for the glasses;
- copy of paid invoice for the eye exam, if applicable.

Eye examinations performed by an ophthalmologist or a licensed optometrist, up to a maximum of one visit per person over any period of 24 months. Exams for dependent children under 18, up to a maximum of one visit per person over any period of 12 months. The maximum payable is based on usual and customary charges.

**Note: The exam is covered under the extended health care benefit; the expense is not added to your maximum vision benefit.**

### Exclusions and Limitations

Allowable expenses cover basic lenses and frames only. Non-glare coating is not an eligible expense. Hardex is an eligible expense for dependent children under the age of 18.

### Preferred Vision Services (PVS)

You can save up to 20% on the purchase of all frames, prescription lenses, contact lenses and lens add-ons at registered PVS locations. To find a participating practitioner near you visit [www.pvs.ca](http://www.pvs.ca) or call 1-800-668-6444. After selecting your eyewear, tell the practitioner that you are covered under a plan through Sun Life Financial and pay the reduced price.

## How to Claim

To make vision claims, first pay for the service, then complete an extended health claim form and mail it with original receipt to the Sun Life office in Edmonton. The address is on the claim form.

**You may also go online to submit eye exam and vision purchases for direct deposit into your bank account.** Go to [www.mysunlife.ca](http://www.mysunlife.ca) and click on 'Register Now'. For claims inquiries please contact Sun Life at 1-800-361-6212.

## Claim Statement and Receipt Return

A Claim Statement will be issued with your claim cheque and it will serve as a tax receipt. If you require the original receipts to be returned for coordination of benefit purposes, please indicate in the space allotted on the claim form.

## Dental Care

Basic and Diagnostic:	100% Reimbursement	}	\$2,500 Combined Maximum
Dentures:	100% Reimbursement		
Major Restorative:	80% Reimbursement	}	\$2,500 Lifetime Maximum
Orthodontics:	50% Reimbursement		

The benefit calendar year maximum is \$2,500\* per insured person for all coverage's combined excluding Orthodontics for which there is a \$2,500 lifetime maximum.

***\*Employees whose insurance becomes effective on or after July 1<sup>st</sup> of any year will be limited to \$1,250 per insured for the balance of the calendar year.***

### PLEASE READ THIS CAREFULLY PRIOR TO DENTAL TREATMENT

Allowable expenses will not exceed the combined calendar year benefit maximum per insured person for all Dental services as outlined in the Benefit Plan Summary with the exception of:

- Employees whose insurance becomes effective on or after July 1st of any year will be limited to 50% of the combined calendar year benefit maximum per insured person for the balance of the calendar year.
- For Dental procedures that begin in one calendar year and are completed in the next calendar year, the claim will be paid out of the annual maximum of the calendar year in which the work is completed.
- No expenses will be reimbursed for Dental procedures that begin while the employee is eligible but are completed after termination of employment.
- Allowable Dental Care expenses are payable at the current fee guide for general practitioners approved by the Dental Association in the employee's province of residence, regardless of where the treatment is received.
- If services are provided by a board qualified specialist in endodontics, prosthodontics, oral surgery, periodontics, paedodontics or orthodontics whose dental practise is limited to that specialty, then the fee guide approved by the provincial Dental Association for that specialist will be used.
- Should you or your dependents require Dental Care treatment which will be in excess of \$500 you should obtain a pre-authorization from the insurance company. The Dental Care claim form can be used for this purpose. The insurance company will process the pre-authorization and advise you of the allowable expenses under your Dental Care plan. This process provides you with the dollar value that is covered for the specific treatment. Pre-authorizations are not provided over the phone. You should allow approximately two to three weeks from date of mailing for a response.
- If you have Dental coverage under more than one Dental Care plan the eligible expenses will be coordinated between the two plans. Please refer to "How to Claim" for coordination of benefits.

## Survivor Benefit

Dental benefits for your dependents will continue for 24 months and the premiums otherwise required for dependent coverage will be waived should you die while insured for this benefit. For full details please contact your Benefits Plan Administrator.

## Basic & Diagnostic Dental Care

### Diagnostic - Routine examinations and diagnosis

- complete examinations, once every two years
- recall examinations, twice in any calendar year, but repeat procedures must be separated by six months
- specific and emergency examinations

### Dental x-rays and interpretation

- full mouth, once every two years
- bitewings, twice in any calendar year, but repeat procedures must be separated by six months
- periapical, intra-oral and extra-oral films
- routine diagnostic and laboratory procedures
- evaluations and x-rays
- habit breaking appliances for dependent children who have not attained their 21st birthday
- **Preventive** oral hygiene instruction, lifetime limit; once per person

### Surgical

- surgical exposure of teeth
- removal of tumours, cysts, residual roots, foreign bodies from the mouth
- alveoplasty, gingivoplasty, stomatoplasty and osteoplasty
- frenectomy
- miscellaneous surgical and post-surgical services
- fractures, including assisting a surgeon at fracture reduction (with a maximum of \$100 per occurrence); repair of soft tissue lacerations
- general anaesthesia and sedation in connection with the above procedures
- Minor surgical procedures
  - simple extractions, post surgical care
  - soft tissue incision and drainage
- Complicated extractions
  - impacted teeth and residual roots, local or general anaesthesia in connection with the above procedures

### Removable Prosthodontics - Repairs, adjustments Relines, rebasing

- once in any calendar year

### Space Maintainers - Space maintainers for missing primary teeth

- only dependent children who have not attained their 21st birthday

### Restorative - Fillings, retentive pins

- silicate, acrylic, composite, amalgam for all teeth
- stainless steel crowns for dependent children who have not attained their 21st birthday

### General

- Emergency treatment of pain and emergency consultations

## Endodontic

- pulp capping and pulpotomy
- root canal therapy, apexification
- periapical services
- gingival surgery, alveolectomy, hemisection
- intentional removal, filling and reimplantation
- emergency procedures

## Periodontal

- non-surgical treatment of gum disorder
- surgical services and post-surgical treatment
- occlusal adjustments; maximum of 8 units in a calendar year
- provisional splinting
- scaling and root planing; maximum 10 units in a calendar year
- appliances, excluding athletic mouth guards
- maintenance, adjustment, repair to appliances; twice in a calendar year

## Major Restorative Services

### Single Restorations

- inlays, only covered up to what would normally be paid for a regular filling
- onlays

### Preventive pins; post and cores

- removal, recementation of crowns
- crowns, use of porcelain restricted to teeth 1-6 only
- replacement of crowns and onlays that are at least 5 years old and cannot be made serviceable
- implant-related crowns
  - Sunlife will pay the benefit that would have been payable for a tooth supported crown or non-implant related prosthesis.
  - All other expenses related to implants, including surgery charges are not covered.
- veneers

### Fixed Bridges

- retainer onlays; porcelain restricted to teeth 1-6 only
- implant-related bridges
- retentive pins; post and cores, copings
- repair, recementation of existing bridgework
- initial provision of fixed bridgework if necessary due to the extraction of one or more natural teeth while dental insurance is in force under this policy
- removal and replacement of fixed bridgework as long as:
  - the existing appliance is at least 5 years old and cannot be made serviceable;
  - the existing appliance is temporary and is replaced by a permanent bridge within 12 months of its installation;
  - the replacement is necessary because of the extraction of one or more natural teeth while dental insurance is in force under this specific plan.

## Dentures

### Removable Prosthodontic Services (Dentures)

- Initial provision of full or partial removable prosthodontics including implant-related prosthodontics if necessary due to the extraction of one or more natural teeth while the person is insured for this benefit.
- Replacement of, or addition to, existing removable prosthodontics, provided:
  - the existing appliance is at least 5 years old and cannot be made serviceable; or
  - the existing appliance is temporary and within 12 months of its installation it is replaced by a permanent prosthodontic; or
  - the new appliance is necessary due to the extraction of one or more natural teeth while the person is insured under this benefit.
- Stress breaker attachment

## Orthodontics

Orthodontic Services are available for dependent children who have not attained their 21st birthday. Some plan designs accept adult orthodontics; please refer to the Benefits Plan Summary.

### Orthodontic Services

- diagnosis and x-rays to establish treatment for the correction of malocclusion
- interceptive, intervention or preventive services
- provision of fixed or removable appliances
- full banding and retention; appliance therapy
- repairs, adjustments, recementation (maximum \$30 plus laboratory charges per occurrence)

If the course of treatment is longer than 12 months, the insurance company will determine the average monthly amount of the expenses and will pay three times the average in quarterly instalments for the duration.

If the course of treatment is expected to last less than 12 months, the insurance company will make payments on a monthly basis, based on the expenses incurred for the month.

## Exclusions and Limitations

(Applied to ALL Dental Coverage - Basic, Major Restorative, Dentures and Orthodontics)

### Exclusions

No benefits are payable for expenses resulting directly or indirectly from any of the following:

- declared or undeclared war or any act therefore, except in the case of a police person, fireperson, or ambulance person while engaged in the performance of such duties;
- insurrection, rebellion, participation in a riot or act of civil disobedience, except in the case of a police person, fireperson or ambulance person while engaged in the performance of such duties;
- intentionally self-inflicted injury while sane or any self-inflicted injury while insane;
- committing or attempting to commit a criminal offence, other than operating a motor vehicle while the blood contains more than 80 milligrams of alcohol in 100 millilitres of blood (.08%);
- broken appointments, third party examinations, travel to and from appointments, or completion of claim forms;
- the replacement of removable appliances which are lost, mislaid or stolen;
- diagnostic casts (study models);
- dental care which is cosmetic;
- a full mouth reconstruction, vertical dimension correction, temporomandibular joint dysfunction, endodontics and coping with respect to overdentures, the placing of crowns to restore occlusal height, the permanent splinting of teeth, or implant-related surgery or equipment;
- dental treatment not approved by the Canadian Dental Association or which is experimental in nature;
- recent duplication of services, whether by the same or different dentist.

### Limitations

When there are two or more courses of dental treatment available to correct a dental condition, the insurance company will base reimbursement on the cost of the least expensive treatment that will provide a professionally adequate result.

No benefits are payable for dental services:

- that are payable under any Government Plan;
- that are not permitted by law to be paid;
- for which there would be no charge other than for the existence of insurance;
- which are provided by any other Plan or arrangement except in accordance with the coordination of benefits provision

### Coordination of Benefits

An employee or dependent may be entitled to Extended Health Care or Dental Care benefits from both this plan and another group plan. If duplication occurs, in any or all of the plans, benefits will be coordinated so that the benefits from all plans will not be more than the total expenses. Under this circumstance benefits will be coordinated in the following manner:

- Eligible expenses for you, the employee, must first be submitted to this plan for payment.
- Eligible expenses for your spouse must first be submitted to his/her plan for payment.
- Eligible expenses for your dependent children are submitted first to the plan of the parent whose birthday falls earliest in the calendar year. For example, if your birthday is February 18th and your spouse's birthday is February 5th the expenses would first be submitted to your spouse's plan and any outstanding eligible expenses would then be submitted to your plan.
- Once you have determined which plan is the first payer, submit claim forms and receipts and request return of receipts. When you receive payment submit a claim form to the second payer, and attach the claim statement from the first payer.

## Conversion Privilege

You have the option to purchase individual dental coverage if you need this type of insurance once your group benefit terminates. You can purchase dental insurance without providing proof of good health, subject to certain conditions. For example, you must be under age 75 and apply within 60 days from the date your group coverage for this benefit ends.

## How to Claim

The majority of dental offices now submit claims electronically in real-time to Sun Life through CDAnet™. If you submit a claim using the dentist's Standard Dental Claim Form and wish to have the dentist paid directly by the insurer, sign in the appropriate space.

### **You may also go online to submit some dental claims for direct deposit into your bank account.**

Go to [www.mysunlife.ca](http://www.mysunlife.ca) and click on 'Register Now'. For claims inquiries please contact Sun Life at 1-800-361-6212.

Pre-determinations for dental treatment in excess of \$500 are recommended and may be submitted on the standard form. The dentist will assist you in completing the pre-determination. Please allow time for the authorization to occur prior to your treatment date.

### **INCOMPLETE FORMS WILL BE RETURNED TO YOU RESULTING IN A DELAY OF PAYMENT**

Claim forms are available from your Benefits Administrator or your Human Resources Department.

## Proof of Claim

Eligible expenses must be received by the insurance company within 180 days following the end of the calendar year in which the expenses were incurred.

If this policy terminates, or your employment terminates, claims must be submitted within 90 days after the termination date.

## Employee Assistance Program (EAP)

\*Your Employee Assistance Program is a completely confidential, voluntary and free support service that can help you solve all kinds of problems and challenges in your life. **The number to call is 1-800-387-4765.**

You and your immediate family members (as defined in your employee benefit plan) can receive support over the telephone, in person, online, and through a variety of issue-based health and wellness resources. For each concern you are experiencing, you can receive a series of sessions. You can also take advantage of online tools to help you manage personal well-being.

You'll get practical, relevant support, fast and in a way that is most suited to your preferences, learning approach and lifestyle. Your EAP offers immediate, confidential support for:

### Personal Well-Being

- Personal Stress
- Depression
- Grief and loss
- Anxiety
- Aging and midlife issues
- Life transitions
- Mental health and well-being
- Managing anger
- Crisis situations
- Traumatic situations

### Relationship Issues

- Communication
- Building health relationships
- Relationship conflict
- Separation/divorce
- Domestic abuse

### Family Issues

- Parenting tots to teens
- Blended families
- Family relationships
- Communication
- Single parenting
- Aging parent concerns

### Addictions

- Alcohol
- Drugs
- Tobacco
- Gambling
- Other addictions
- Post-recovery support

### Workplace Challenges

- Workplace conflict
- Performance worries
- Career planning
- Violence
- Harassment
- Work-life balance
- Work-related stress

\*Source: [Connect to Health and Well-Being](#), Shepell-fgi brochure

In addition to the EAP offers you also have access to LifeSpeak on Demand. LifeSpeak on Demand is an innovative online library of streaming video modules that offers you high quality information from North American experts. The topics change annually. Topics that are currently available:

### **LifeSpeak on Demand**

- Understanding Mental Health
- Stress Management
- A shift work Primer
- Cancer 101
- Heart Disease
- Personal Finances
- Couples Relationships
- Retirement-Beyond Work
- Diversity 101
- Cross-Cultural Communications
- Parenting with Connectivity

## Voluntary Accidental Death & Dismemberment

### Employee Only (Single) Plan

Coverage available from a minimum of \$25,000 to a maximum of \$250,000 in units of \$25,000.

### Employee plus Dependents (Family) Plan

Employee amounts of coverage available from a minimum of \$25,000.00 to a maximum of \$250,000 in units of \$25,000 and the family will automatically be insured as follows:

#### Spouse Only

- For an employee that does not have any dependent children, the spouse will be insured for 50% of the benefit selected.

#### Spouse and Children

- For an employee with a spouse and dependent children, the spouse will be insured for 40% of the selected benefit and each dependent child will be insured for 5%.

#### Children Only

- If the employee does not have a spouse, each dependent child will be insured for 15% of the selected benefit.

Accidental Death and Dismemberment benefits will be paid according to the following schedule:

<b>For Loss of:</b>	<b>Amount Payable (% of Principal Sum)</b>
Loss of Life	100%
Loss of both arms or both legs	100%
Loss of both hands, both feet or the entire sight of both eyes	100%
Loss of one hand and one foot	100%
Loss of one hand or one foot and the entire sight of one eye	100%
Loss of speech and loss of hearing in both ears	100%
Loss of one arm or one leg	75%
Loss of one hand, one foot or the entire sight of one eye	75%
Loss of speech or loss of hearing in both ears	75%
Loss of thumb and index finger of the same hand.	33.3%
Loss of four fingers of the same hand	33.3%
Loss of four toes on the same foot	25%
Loss of hearing in one ear	25%
Loss of use of one arm or one leg	75%
Loss of use of one hand or one foot	75%
Loss of use of both arms or both legs	100%
Loss of use of both hands or both feet	100%
<b>For Total Paralysis of:</b>	
Both Upper and Lower Limbs (Quadriplegia)	200%
Both Lower Limbs (Paraplegia)	200%
Upper and Lower Limbs of One Side of Body (Hemiplegia)	200%

The amount payable for all losses sustained by one insured as the result of one accident will not exceed the following:

- with the exception of quadriplegia, paraplegia and hemiplegia, the principal sum.
- with respect to quadriplegia, paraplegia and hemiplegia, 200% of the principal sum, or 100% if loss of life occurs within 90 days after the date of the accident.

The aggregate amount payable for the same accident will not exceed 200% of the principal sum.

### Voluntary AD&D Premium Schedule

Coverage Amount	Single Premium	Family Premium
\$25,000	\$1.03	\$1.40
\$50,000	\$2.05	\$2.80
\$75,000	\$3.08	\$4.20
\$100,000	\$4.10	\$5.60
\$125,000	\$5.13	\$7.00
\$150,000	\$6.15	\$8.40
\$200,000	\$8.20	\$11.20
\$250,000	\$10.25	\$14.00

### Repatriation Benefit

When bodily injuries covered by this benefit are sustained 100 or more kilometres from your normal place of residence and result in loss of life, the insurance company will pay any person who paid for the repatriation or has a claim for repatriation against your estate up to \$10,000 for the actual expenses incurred for preparing and shipping your body to the place of burial.

### Rehabilitation Benefit

In the event you sustain any injury which results in the payment of a benefits under the loss schedule and rehabilitation is necessary to regain employment in another occupation, up to \$10,000 is payable for necessary expenses (excluding ordinary living and travel costs) incurred within three years from the accident.

### Occupational Training Benefit

Should you die accidentally and a death benefit becomes payable under this plan, certain expenses for your spouse's occupational re-training can be paid. Up to \$5,000 is available for related expenses (excluding ordinary living and travel costs) incurred within three years of the date of death.

### Education Benefit

Should you die accidentally, up to 5% of the Principal Sum (maximum \$5,000) in each of four consecutive years is available to cover post-secondary education expenses for one dependent child.

### Family Transportation Benefit

If you are hospitalized more than 150 kilometres from home as a result of an accidental injury which would result in the payment of a benefit under the plan's loss schedule, reasonable expenses for the accommodation (excluding board) and transportation of immediate family are payable. Up to \$10,000 for any one accident is available.

### Beneficiary

In the event of your accidental death, your beneficiary for this benefit will be the same as your Basic Group Life beneficiary. Dismemberment or Loss of Use claims will be paid to you.

## Waiver of Premium

If you become totally disabled prior to age 65 and your Basic Group Life Insurance premiums are waived, your Accidental Death and Dismemberment Insurance premiums will also be waived for as long as this Accidental Death and Dismemberment plan remains in force and you remain totally disabled, but not beyond your 65th birthday.

## Exclusions and Limitations

This benefit does not cover any claim arising out of bodily injury or death caused or contributed by:

- Self-inflicted injuries, by firearm or otherwise
- A drug overdose
- Carbon monoxide inhalation
- Attempted suicide or suicide while sane or insane;
- Flying in, descending from or being exposed to any hazard related to an aircraft while
  - Receiving flying lessons
  - Performing any duties in connection with the aircraft
  - Being flown for a parachute jump
  - A member of the armed forces if the aircraft is under the control of or chartered by the armed forces
- The hostile action of any armed forces, insurrection or participation in a riot or civil commotion.
- Full-time service in the armed forces of any country
- Participation in a criminal offence.

## How to Claim

Your Benefits Administrator or your Human Resources Department will provide the claim forms and any assistance required to prepare the claim.

## Proof of Claim

In the event of a claim under this benefit, written notice of the claim must be submitted to the insurer within 30 days of the event and proof of loss satisfactory to the insurance company must be given in writing within 90 days following the date of the loss. Your Benefits Administrator has the required forms for submitting claim.

## Guaranteed Critical Illness

New employees and their spouse qualify for \$10,000 of voluntary guaranteed critical illness insurance with no medical evidence if they apply within 90 days after satisfying their benefit waiting period.

See your Benefits Administrator for details and application forms. The insurance company for this insurance is Industrial Alliance Pacific, contract number 100003919.

## Optional Critical Illness

Optional Critical Illness Insurance is available through your benefits plan. Employees and their spouse can each apply for Optional Critical Illness insurance in units of \$25,000 to a maximum of 12 units for a total of \$300,000. Regular application procedures apply, medical evidence is required.

The AMSC Critical Illness Insurance Plan, including both Optional and Guaranteed plans, covers the following 25 critical illness and medical conditions:

Alzheimer's Disease	Coronary Artery Bypass Surgery	Major Organ Failure on waiting list*
Aortic Surgery	Deafness	Major Organ Transplant*
Aplastic Anemia	Heart Attack	Motor Neuron Disease**
Bacterial Meningitis	Heart Valve Replacement	Multiple Sclerosis
Benign Brain Tumour	Kidney Failure	Occupational HIV Infection
Blindness	Loss of Independent Existence	Paralysis
Cancer (Life-Threatening)	Loss of Limbs	Parkinson's Disease
Coma	Loss of Speech	Severe Burns
		Stroke

\* Replaces Major Organ Failure Requiring Transplant

\*\* Replaces ALS (Lou Gehrig's Disease)

## Conversion

If employment terminates before normal retirement date, Employees may convert up to \$100,000 to an individual policy, provided coverage has been in force for at least 24 months. This must be done with 31 days of termination.

The maximum amount available for conversion between the Basic and Voluntary Plan is \$100,000. Spouses are not eligible for the Conversion Benefit.

## Optional Life Insurance Coverage

	Employee Optional Life	Spousal Optional Life
<b>Eligibility</b>	All *regular employees and elected officials, provided they are covered under the Basic Group Life Benefit	The spouse of all *regular employees and elected officials, provided the employees are covered under the Basic Group Life Benefit
<b>Benefit Schedule</b>	Can elect coverage in units of \$10,000 to a maximum of 30 units (\$300,000)	Can elect coverage in units of \$10,000 to a maximum of 30 units (\$300,000)
<b>Termination</b>	At employee's 65th birthday	At spouse's 65th birthday
<b>Waiver of Premium</b>	Yes	Spousal Optional Life approved after July 31, 1994, will not include waiver of premium.
<b>Beneficiary</b>	The employee can name any beneficiary of his/her choice	The spouse can name any beneficiary of his/her choice
<b>Conversion Privilege</b>	Yes	Yes, provided the employee is no longer eligible for coverage
<b>Medical Requirements</b>	Applications for Group Optional Life must be completed. The completed application, in most cases, is sufficient for underwriting purposes; however, a full medical examination or additional information regarding medical history may be required.	
<b>Smoking/ Non-Smoking Status</b>	In order to receive and/or maintain non-smoker rates, applicants and participants will be required to declare their smoking or non-smoking status. In the absence of the declaration, the smoker rate will apply.	

*\*Regular employee means municipal employees who are directly employed by and compensated for services by a participating municipality, while regularly scheduled to work at least 15 hours per week. Returning seasonal employees and volunteer fire/ambulance persons are not eligible to participate.*

### How to Apply

Complete a Statement of Health (Optional Life Only) form and fax or mail to Sun Life's medical underwriting office in Waterloo, Ontario. The address is on the last page of the application. Approval of this insurance is based on medical evidence and can be denied.

### Rates

Following are the monthly rates (effective January 1, 2004) based on the age of the employee or his/her spouse at January 1st each year. Rates are for one unit of \$10,000 and are subject to change.

Age	Male		Female	
	Smoker	Non-Smoker	Smoker	Non-Smoker
to 39	\$0.86	\$0.56	\$0.48	\$0.31
40 - 44	\$1.71	\$1.11	\$1.14	\$0.74
45 - 49	\$2.95	\$1.92	\$1.71	\$1.11
50 - 54	\$4.85	\$3.15	\$2.66	\$1.73
55 - 59	\$8.36	\$5.43	\$4.66	\$3.03
60 - 64	\$14.25	\$9.26	\$7.51	\$4.88

### Example of Optional Group Life Insurance Coverage & Monthly Premium

Monthly Premium Example			
	Insurance Amount	Smoker	Non-Smoker
Male	\$50,000	\$4.30	\$2.80
Age 35	\$100,000	\$8.60	\$5.60
Female	\$50,000	\$2.40	\$1.55
Age 35	\$100,000	\$4.80	\$3.10

#### Beneficiary

Your beneficiary is as designated on your Enrolment Form, or you may choose to designate another beneficiary for this benefit. Should you wish to change your named beneficiary please advise your Benefits Plan Administrator.

You may name any person or persons, estate or institution (except your employer) as your beneficiary. If naming a beneficiary under age 18 years please see your Benefits Administrator for details.

#### Proof of Claim

If a person dies, proof of claim should be made as soon as possible after the death occurred.

#### How to Claim

Your Benefits Administrator or your Human Resources Department will provide the claim forms and any assistance required to prepare a claim.

## Retiree Benefits Package

Upon retirement (minimum age 55), you can apply for an individual retiree benefits package which includes life, health and dental for you and your dependents. AMSC Insurance bills you directly. The plan terminates at age 70. See your Benefits Administrator for details.



**MINUTES  
CITY OF COLD LAKE  
ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
THURSDAY, APRIL 18, 2013 - 5:30 P.M.  
COUNCIL CHAMBERS - 5513-48<sup>TH</sup> AVENUE**

**Present:** Chief Administrative Officer - K. Nagoya  
General Manager of Corporate Services - L. Mortenson  
Member - Daniel Brisebois  
Member - Raymond Gillis  
Member - Terry Kaminski  
Alternate Member - Jerry Kolewaski  
Executive Secretary/Recording Secretary - C. Reimer

**Absent:** Member - Kevin Heffernan  
Member - Tannis Liviniuk

**1.0 CALL TO ORDER**

The meeting was called to order at 5:32 p.m. by Chief Administrative Officer K. Nagoya and introductions were made.

**2.0 ADOPTION OF AGENDA**

Moved by Member D. Brisebois that the agenda be accepted as presented.

**CARRIED  
UNANIMOUSLY**

**3.0 NOMINATION OF CHAIRPERSON**

Chief Administrative Officer K. Nagoya called for nominations for the position of Chairperson to the Elected Official Compensation Review Committee (EOCRC).

Member R. Gillis nominated Member J. Kolewaski as Chairperson to the Elected Official Compensation Review Committee.

Member J. Kolewaski accepted the nomination.

Chief Administrative Officer K. Nagoya called for further nominations three times and after there being none, moved that nominations cease.

Member J. Kolewaski was appointed as Chairperson to the Elected Official Compensation Review Committee and assumed the chair at this time being 5:35 p.m.

**NOMINATION OF VICE-CHAIRPERSON**

Chairperson J. Kolewaski called for nominations for the position of Vice Chairperson to the Elected Official Compensation Review Committee.

Member R. Gillis nominated Member D. Brisebois as Vice Chairperson to the Elected Official Compensation Review Committee.

Member D. Brisebois accepted the nomination.



**MINUTES ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
HELD APRIL 18, 2013  
PAGE 2**

Chairperson J. Kolewaski called for further nominations three times and after there being none, moved that nominations cease.

Member D. Brisebois was appointed as Vice Chairperson to the Elected Official Compensation Review Committee.

**4.0 OLD BUSINESS**

None.

**5.0 NEW BUSINESS**

Chief Administrative Officer K. Nagoya went through the meeting binder that was previously distributed to the EOCRC members and consisted of the following information:

Administrative Summary  
Audited Financial Report Summary/Population  
AUMA Surveys  
Example Policies  
City of Cold Lake Council Honorarium & Per Diem Policy No. 123-AD-10

**Administrative Summary**

The administrative summary consisted of compensation package amounts from various municipalities. Chief Administrative Officer K. Nagoya advised that the following elements were important to the review:

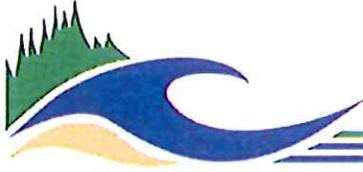
- Salary should be comparable with other municipalities of comparable size
- Mayor compensation being set at 2x that of a Councillor is not important
- Personal equipment allowance (i.e. mobile phone, iphones, ipads, etc.)
- Benefit options (i.e. healthcare, childcare allowance, etc.)
- Indexing honorariums based on consumer price indexing thru the term (i.e. COLA)
- Deputy Mayor compensation for assisting the Mayor
- Performance requirements and what is claimable

The reimbursement of childcare expenses was discussed briefly and it was noted that it was not common, amongst most municipalities, to reimburse for this expense. It was further noted that providing health benefits is more common (not personal benefits, but rather Council benefits).

Per diem and monthly honorarium rates were discussed at length with questions ensuing and based on the initial reaction of the presented data, it appeared that Mayor & Council were under paid.

Discussion ensued with respect to Councillors missing regularly scheduled meetings included in their monthly honorarium and whether or not they should be paid when absent from these meetings.

Chairperson J. Kolewaski stated that it would be helpful to the EOCRC members to have at least one (1) year of capital and operating budgets from the comparison municipalities (i.e. Camrose, Leduc, urban municipalities with similar populations) so that comparisons could be made by population as well as by budget.



**MINUTES ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
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Chief Administrative Officer K. Nagoya advised that Administration would prepare an analysis of total operational and capital budgets from comparison municipalities (current list would be pared down to 3,000 above and 3,000 below the City of Cold Lake's population numbers).

The EOCRC members stated that they would also like to discuss the following:

- consideration to change the ½ day and full day per diems to a three-tier structure (i.e. 1-2 hrs., 2-4 hrs., 4-8 hrs.), consideration should be given to how much Mayor & Council work in relation to how much they are getting paid (i.e. what committees they sit on, how often the committee meets, how much work is involved, etc.). It was noted that the majority of municipalities are paying per diems at ½ day and full day rates,
- consideration to pay Mayor & Council for their personal cell phone so that they don't have to carry two (2) cell phones.

It was noted that after the 2013 fall election, Mayor & Council would now have a four (4) year term instead of a three (3) year term.

Chairperson J. Kolewaski suggested that the committee discuss compensation rates in the following order:

- Mayor
- Deputy Mayor (currently on rotational basis)
- Councillors

**RECESS**

Moved by Member T. Kaminski that the meeting be recessed at this time being 6:52 p.m.

**RECONVENE**

Chairperson J. Kolewaski reconvened the meeting at this time being 7:07 p.m.

Chief Administrative Officer K. Nagoya distributed a handout listing Mayor & Council appointments to the various boards/committees/commissions.

Discussion ensued with respect to the Mayor's honorarium (current base \$42,000 plus per diems of approx. \$9,000/year) which has remained the same for the last three (3) years. It was noted that two options were available:

- should the mayor get a straight salary and no per diems
- or
- should the mayor get a base honorarium plus per diems (status quo)

Discussion also ensued on whether or not Cold Lake was large enough to have a full-time Mayor.

It was agreed that Cold Lake's population does not warrant a full-time Mayor and currently they (Cold Lake Mayor & Council) are compensated for the highs and lows of municipal activity. Furthermore, the Municipal Government Act (MGA) does not restrict a mayor from having other employment regardless of his/her status as a mayor.



**MINUTES ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
HELD APRIL 18, 2013  
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The consensus of the EOCRC members was to leave the compensation status quo "honarium plus per diem" with amounts being discussed along with possible indexing.

Chief Administrative Officer K. Nagoya noted that Council did not want to index in 2011 noting that the Consumer Price Index (CPI) was 2.4%.

Chairperson J. Kolevaski left the meeting at this time being 7:58 p.m. and re-entered the meeting at this time being 8:00 p.m.

Member T. Kaminski left the meeting at this time being 8:03 p.m. and re-entered the meeting at this time being 8:04 p.m.

It was the initial consensus of the EOCRC members to recommend that the Mayor's honorarium be changed to a \$50,000/year (Section 3.7.2 of Policy No. 123-AD-10) honorarium base which would be an increase of \$8,000/year, plus per diems, plus indexing the honorarium base yearly using Alberta's Consumer Price Index (CPI).

Discussion ensued amongst the EOCRC members regarding per diem rates. Further discussions on per diems would take place at the next meeting of the EOCRC.

After an extensive discussion with respect to Council honorarium compensation and per diem rate compensation in Policy No. 123-AD-10, it was agreed that:

***Council Honorarium (Section 3.1) would provide compensation for:***

- Regular Council Meetings
- Corporate Priorities Committee Meetings
- Budget Meetings
- Meeting Preparation Time
- Add All Post Election Council Education/Orientation Sessions (*Remove from Per Diem Section 3.8*)
- All Social Events ...
- Community & Athletic Events
- Responding to Public Concerns ...
- Meetings Less than 40 Kilometres ...
- Meeting with the Chief Administrative Officer
- City Staff Functions
- Inter-city Travel

***Per Diem Rate (Section 3.8) would provide compensation for:***

- Conference
- Courses
- Workshops
- Seminars
- Council Appointed Board/Committee/Commission Meetings
- Special Council Meetings
- Joint Council Meetings ...
- Remove All Post Election Council Education/Orientation Sessions (*Incl. w/ Council Honorarium Section 3.1*)
- All Social Events ...
- Meetings Greater than 40 kilometres ...



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HELD APRIL 18, 2013  
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Discussion ensued with respect to meetings less than 40 kilometres (Section 3.1.8 of Policy No. 123-AD-10) outside the municipal boundaries and meetings greater than 40 kilometres (Section 3.8.10) outside the municipal boundaries and whether or not an amendment should be made to change the policy to 50 kilometres in both sections. After debating, it was the consensus of the EOCRC members to remain status quo at 40 kilometres.

General Manager of Corporate Services L. Mortenson will have available for the next EOCRC meeting a draft of Policy No. 123-AD-10, being the Council Honorarium & Per Diem Policy, including the above noted amendments as suggested by the EOCRC members.

As requested by the EOCRC members, General Manager of Corporate Services L. Mortenson distributed a copy of Policy No. 002-FN-97, being the Elected Officials Expense Reimbursement Policy.

**6.0 NEXT MEETING**

It was agreed that upcoming meetings of the Elected Official Compensation Review Committee be scheduled as follows:

- Tuesday, April 30, 2013 at 6:00 p.m.
- Thursday, May 23, 2013 at 6:00 p.m.

**7.0 ADJOURNMENT**

The meeting was adjourned at this time being 8:53 p.m.

  
CHAIRPERSON J. KOLEWASKI

  
CAO K. NAGOYA



MINUTES  
CITY OF COLD LAKE  
ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
TUESDAY, APRIL 30, 2013 - 6:00 P.M.  
COUNCIL CHAMBERS - 5513-48<sup>TH</sup> AVENUE

**Present:** Chairperson - Jerry Kolewaski  
Vice Chairperson - Daniel Brisebois  
Member - Raymond Gillis  
Member - Kevin Heffernan  
Chief Administrative Officer - K. Nagoya  
General Manager of Corporate Services - L. Mortenson  
Executive Secretary/Recording Secretary - C. Reimer

**Absent:** Member - Terry Kaminski (n/a due to school budget mtg.)  
Member - Tannis Liviniuk (resigned w/ regret)

**1.0 CALL TO ORDER**

The meeting was called to order at 6:11 p.m. by Chairperson J. Kolewaski.

**2.0 ADOPTION OF AGENDA**

Moved by Vice Chairperson D. Brisebois that the agenda be accepted as presented.

**CARRIED  
UNANIMOUSLY**

**3.0 ADOPTION OF MINUTES**

Moved by Vice Chairperson D. Brisebois that the minutes of the April 18, 2013 Elected Official Compensation Review Committee be accepted as amended.

**4.0 OLD BUSINESS**

**4.1 Comparable Operational/Capital Budgets**

2012 and 2013 capital and operational budget comparables from ten (10) municipalities were presented.

Extensive discussion ensued and it was agreed that based on the information presented, the City of Cold Lake honorariums and per diems were comparable.

**4.2 Elected Official Committee Review**

Chief Administrative Officer K. Nagoya provided an update and advised of the number of times each board/committee/commission meets per month/year. It was noted by EOCRC members that it appeared that some Councillors sit on a lot more boards/committee/commissions than other Councillors.



**MINUTES ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
HELD APRIL 30, 2013  
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**5.0 NEW BUSINESS**

**5.1 Number of Elected Officials**

Chairperson J. Kolewaski reviewed and compared, amongst twelve (12) municipalities, the number of elected officials per municipality and the population per elected official. Discussion ensued on whether the City should have more or less Councillors (it was noted that Council can pass a bylaw to change the number of elected officials it has). It was further noted that all municipalities were comparable with Cold Lake except for Chestermere.

It was the consensus of the EOCRC members that the number of elected officials for City of Cold appeared sufficient and as such, these numbers remain status quo with one (1) mayor and six (6) Councillors.

**RECESS**

Moved by Vice Chairperson D. Brisebois that the meeting be recessed at this time being 7:23 p.m.

**RECONVENE**

Chairperson J. Kolewaski reconvened the meeting at this time being 7:35 p.m.

**5.2 Councillor Honorarium/Per Diems**

Per diem comparisons were provided from ten (10) municipalities.

Discussion ensued respecting whether a salary should be paid versus an honorarium plus a per diem (status quo).

The EOCRC members were all opposed to a salary, and it was the consensus of the EOCRC members to recommend that Cold Lake remain status quo at an honorarium plus a per diem.

After an extensive discussion with respect to Council honorariums and per diems, it was agreed by the EOCRC members to recommend that the Councillor's honorarium be changed from \$21,000/year to a \$23,500/year (Section 3.7.1 of Policy No. 123-AD-10) honorarium base (i.e. increase of \$2,500/per year), plus per diems, plus indexing the honorarium base yearly (October 31 to October 31) using Alberta's Consumer Price Index (CPI) and rounding the amount to the nearest \$5.00.

After extensive discussions with respect to the per diem rate, it was the consensus of the EOCRC members to recommend increasing the per diem rate (Section 3.8 of Policy No. 123-AD-10) from \$112.50 to \$125.00 for half days (less than 4 hours) and from \$225.00 to \$250.00 for full days (in excess of 4 hours).

**5.3 Deputy Mayor Additional Honorarium**

After discussions, it was the consensus of the EOCRC members that Councillors not get paid an additional honorarium for rotational Deputy Mayor duties.



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RECESS

Moved by Vice Chairperson D. Brisebois that the meeting be recessed at this time being 9:25 p.m.

RECONVENE

Chairperson J. Kolewaski reconvened the meeting at this time being 9:33 p.m.

5.4 Benefits

Chief Administrative Officer K. Nagoya provided details with respect to benefits that the City's service provider provides and their cost noting that currently, Mayor & Council have no benefits through the City.

Chairperson J. Kolewaski provided a detailed summation of benefits compiled from the information of the various municipalities in the EOCRC binder.

General Manager of Corporate Services L. Mortenson advised that the minimum benefit is life insurance (i.e. you must purchase life insurance in order to get extended benefits).

It was the consensus of the EOCRC members to recommend that the City provide life insurance and accidental death & dismemberment (ad&d) insurance for elected officials at 100% city paid. It was also recommended that a flex plan be provided at \$80.00/month/elected official for benefits of their choosing on top of life and ad&d. If the elected official chooses to opt out of the flex plan, they do not get \$80.00 in lieu.

Discussion ensued with respect to a matching registered retirement savings plan (RRSP), and it was agreed amongst the EOCRC members that no such plan be put in place.

5.5 Elected Official Expenses

Cell Phone Data

Chief Administrative Officer K. Nagoya advised that only a couple of Councillors have requested to use their personal cell phone and get paid a stipend rather than carry a City cell phone.

Chief Administrative Officer K. Nagoya also advised that Mayor & Council have the use of City owned ipads.

It was the consensus of the EOCRC members to recommend that the City remain status quo by providing cell phones to elected officials and not providing a stipend for the use of personal cell phones.

Mitlage

It was the consensus of the EOCRC members to recommend that mileage be set as per the provincial rate each year.

700



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Meals/Lodging

It was the consensus of the EOCRC members to recommend the following changes to Section 4.3.2 of Elected Officials Expense Reimbursement Policy No. 002-FN-97:

Breakfast	\$12.00 (status quo)	\$12.00
Lunch	\$17.00 changed from	\$16.25
Dinner	\$25.00 changed from	\$22.75
Gratuities @ 15%	\$8.10 changed from	\$7.65
<b>TOTAL</b>	<b>\$62.10 changed from</b>	<b>\$58.65</b>

Member K. Heffernan left the meeting at this time being 10:37 p.m.

The EOCRC members agreed to recommend that Elected Officials Expense Reimbursement Policy No. 002-FN-97 be reviewed to provide for more detail and clarification.

5.6 Consumer Price Index (CPI) - January 1<sup>st</sup>

It was agreed by the EOCRC members that the Consumer Price Index (CPI) be adjusted once a year (October 31 - October 31) and be rounded to nearest \$5.00

5.7 Tax Treatment - Full Tax vs. 1/3 Tax Free

It was the consensus of the EOCRC members that the tax treatment remain status quo (1/3 tax free).

Chief Administrative Officer K. Nagoya advised that Administration would have the recommended changes to Policy No. 123-AD-10, being the Council Honorarium & Per Diem Policy and Policy No. 002-FN-97, being the Elected Officials Expense Reimbursement Policy available for review no later than Thursday, May 16, 2013.

It was the consensus of the EOCRC that an in depth review of Policy No. 123-AD-10, being the Council Honorarium & Per Diem Policy and Policy No. 002-FN-97, being the Elected Officials Expense Reimbursement Policy be conducted. The policies need to be more specific and provide better guidance to acceptable and eligible expenses.

6.0 NEXT MEETING

It was agreed that the next Elected Official Compensation Review Committee meeting be held as previously scheduled at the April 18, 2013 meeting as follows:

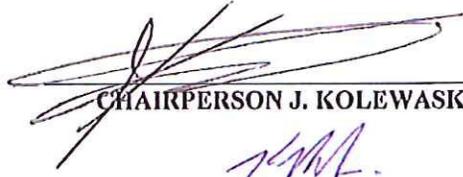
- Thursday, May 23, 2013 at 6:00 p.m.



**MINUTES ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
HELD APRIL 30, 2013  
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**7.0 ADJOURNMENT**

The meeting was adjourned at this time being 10:50 p.m.

  
\_\_\_\_\_  
CHAIRPERSON J. KOLEWASKI

  
\_\_\_\_\_  
CAO K. NAGOYA



**MINUTES  
CITY OF COLD LAKE  
ELECTED OFFICIAL COMPENSATION REVIEW COMMITTEE  
TUESDAY, MAY 23, 2013 - 6:00 P.M.  
COUNCIL CHAMBERS - 5513-48<sup>TH</sup> AVENUE**

**Present:** Chairperson - Jerry Kolewaski  
Vice Chairperson - Daniel Brisebois  
Member - Raymond Gillis  
Member - Kevin Heffernan  
Member - Terry Kaminski  
Chief Administrative Officer - K. Nagoya  
General Manager of Corporate Services - L. Mortenson  
Executive Secretary/Recording Secretary - C. Reimer

**Absent:** Member - Tannis Liviniuk (resigned w/ regret)

**1.0 CALL TO ORDER**

The meeting was called to order at 6:07 p.m. by Chairperson J. Kolewaski.

**2.0 ADOPTION OF AGENDA**

Moved by Vice Chairperson D. Brisebois that the agenda be accepted as presented.

**CARRIED  
UNANIMOUSLY**

**3.0 ADOPTION OF MINUTES**

Moved by Vice Chairperson D. Brisebois that the minutes of the April 30, 2013 Elected Official Compensation Review Committee be accepted as amended.

**4.0 OLD BUSINESS**

**4.1 Amended Council Honorarium & Per Diem Policy No. 123-AD-10**

The EOCRC members reviewed the amendments, and agreed that the policy recommendations were fair and equitable.

As Member T. Kaminski was absent from the April 30, 2013 meeting, details were provided to him with respect to the proposed benefits (Section 5.4 Page 3 of April 30<sup>th</sup> EOCRC minutes).

General Manager of Corporate Services L. Mortenson distributed and provided details with respect to a handout outlining the estimated annual increase for Council remuneration which would result if the recommendations of the EOCRC were approved as is by Council.

**4.2 Amended Elected Officials Expense Reimbursement Policy No. 002-FN-97**

Chief Administrative Officer K. Nagoya provided an update with respect to the recommended amendments made to Elected Officials Expense Reimbursement Policy No. 002-FN-97.

The EOCRC members agreed that the recommended amendments represented a fair dollar amount with respect to other comparable municipalities.



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**5.0 NEW BUSINESS**

None.

**6.0 NEXT MEETING**

It was agreed that another Elected Official Compensation Review Committee not be scheduled unless Council requested that something be sent back to the EOCRC for their recommendation.

Chairperson J. Kolewaski queried if the EOCRC members would be notified when the recommendations of the EOCRC would go before Council?

Chief Administrative Officer K. Nagoya advised that the recommendations would probably go to the June 11, 2013 regular meeting of Council, and that Executive/Recording Secretary C. Reimer would send an advisement email to all EOCRC members.

Chief Administrative Officer K. Nagoya further advised that Council would receive the EOCRC binder contents, agendas, minutes, recommended policy changes, and the estimated annual cost increase as a result of the recommendations.

**7.0 ADJOURNMENT**

The meeting was adjourned at this time being 6:35 p.m.

\_\_\_\_\_  
**CHAIRPERSON J. KOLEWASKI**

\_\_\_\_\_  
**CAO K. NAGOYA**